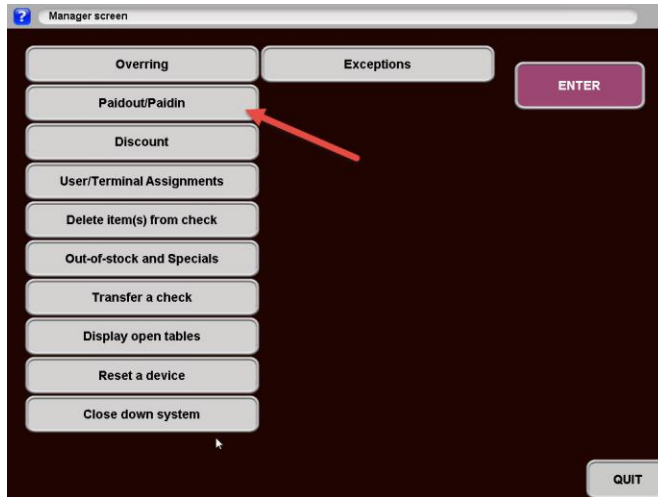


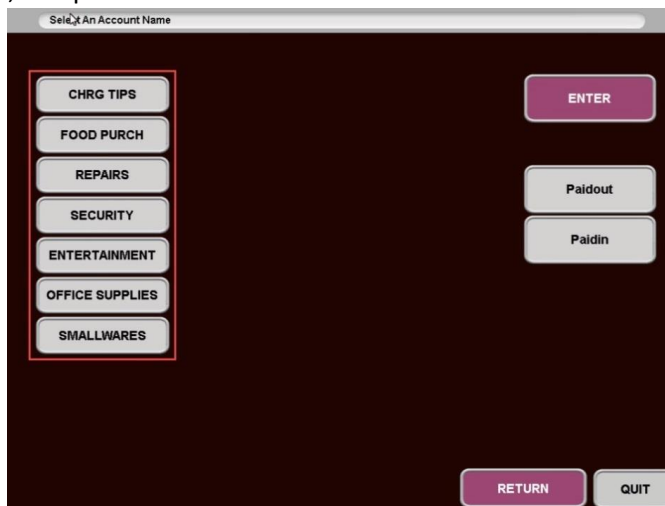
ENTERING CASH PAID OUTS ON POS

This should be done every night before closing down the system.

1. Swipe your manager card and select **Manager Screen** and then choose **Paidout/Paid In**



2. Choose from the list of types of payouts from the column on the left and then select **Paidout**. For all cash purchases, this process must be done to account for the cash.



3. For AM or PM Host or Bar, this is where you will enter them. Select **Charge Tips**. These are only tips that are paid out from being rung until the generic Host or Bartender numbers, not an employee number.



- a. Enter the amount paid and a description, such as AM Host or PM Host

The screenshot shows the 'Cash Paid Out' interface. At the top, there are two tabs labeled 'Cash Paid Out'. The main area is divided into two sections. The left section is titled 'Account: CHRG TIPS' and shows a 'Payout Amount: 50.00'. Below this is a numeric keypad with buttons for digits 1-9, 0, and 00, along with 'Enter', 'Clear', and 'Bksp' buttons. The right section is titled 'Memo: AM HOS*' and features a full QWERTY keyboard layout with 'Enter', 'Clear', and 'Bksp' buttons. At the bottom of the interface, there are buttons for 'KEYBOARD', 'QUIT', 'KEYPAD', and another 'QUIT' button.

To make sure that all paid outs have been entered, before you close the system down, check the **Cashout Entire House** report and see the **Paidouts Summary** section to make sure they are correct.

The screenshot shows the 'On-Screen Cashout' report. The main content is a white box with the following text:

```
PAIDOUTS SUMMARY
MANAGER PAIDOUTS:
CHRG TIPS
User 289, Time 12:46, Amt: 50.00
-Memo: AM HOST
FOOD PURCH
User 289, Time 12:51, Amt: 25.00
-Memo: LEMONS
-----
TOTAL PAIDOUTS: 75.00

VOIDS
Deletes before: 0.00 0.00
Deletes after: 0.00 0.00
Overrings: 0.00 0.00
Cancels: 0.00 0.00
```

A red arrow points to the 'MANAGER PAIDOUTS:' line. To the right of the text box are two blue arrow buttons (up and down) and a 'QUIT' button at the bottom right.