

Setting up and using paid ins and paid outs

Money in and out of the cash drawer

ESTIMATED TIME 20 minutes

A **paid in** is money put into the cash drawer — a float, a deposit. A **paid out** is money taken out of it — petty cash, a drop to the safe. Recording them keeps the drawer reconcilable at the end of the day.

Before you start

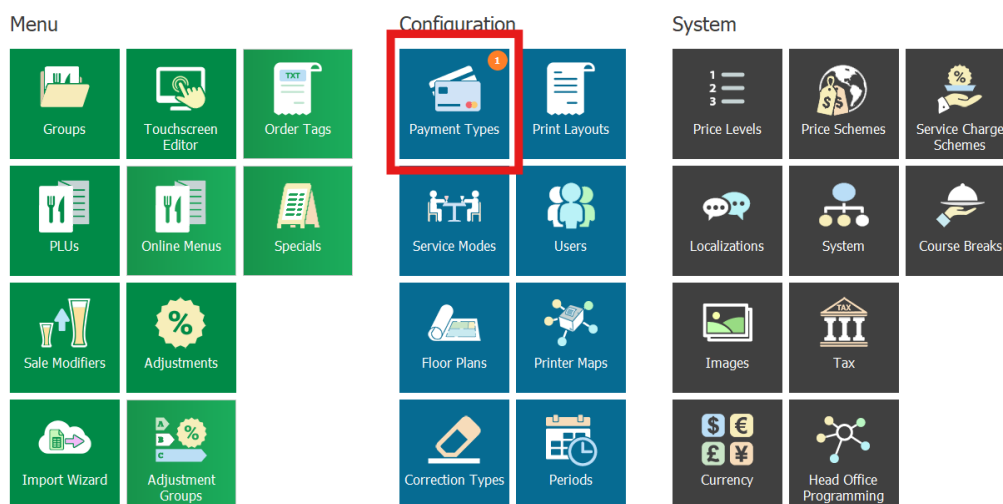
- Access to PowerEPOS System Manager, for the setup.
- A decision about who may use the function: it is set by access role.

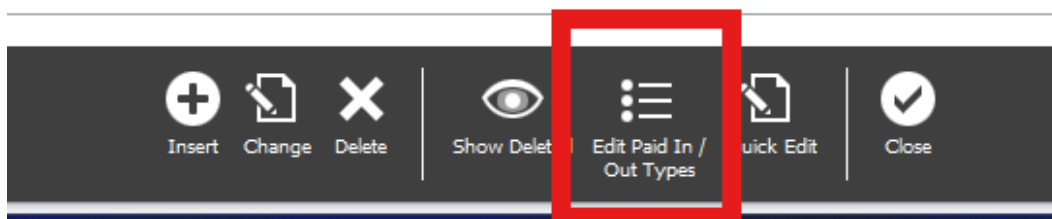
Setting the types up in System Manager

1

Open the paid in and out types

Go to the **Payments** section and choose **Edit Paid In/Out Types**.





2 Add a type

Click **Insert** and give the type a name — **Petty Cash**, say. The name is what appears in reports and on the POS. A **Remark Group**, if you set one, gives staff a list of reasons to pick from when they use it.

Revision: Current

Settings for: Entire System Locale: Common

All Paid In/Out Types

Name	Remark Group	Use as Paid In	Use as Paid Out	Print receipt?	Status	Domain Group
Petty Cash	Petty Cash	☐	☒	☐		✓
TAB Payments	[None]	☒	☒	☒		✓

Insert Change Delete Show Deleted Remark Groups Quick Edit Close

Enter text to search...

The screenshot shows the 'Petty Cash' settings form. At the top right, it says 'Revision: Current'. Below that, it says 'Settings for: Entire System' and 'Locale: Common'. On the left, there are three tabs: 'General' (selected), 'Flags', and 'Permissions'. The 'General' tab contains the following fields: 'Name' (text box with 'Petty Cash'), 'Remark Group' (dropdown menu with 'Petty Cash'), and two toggle switches. The first toggle is labeled 'No' and 'Use as paid in', and the second toggle is labeled 'Yes' and 'Use as paid out'. At the bottom of the form, there are three buttons: 'Delete' (with an 'X' icon), 'Save' (with a floppy disk icon), and 'Close' (with a checkmark icon).

3 Say which way it goes

Set the usage type to **Paid In**, **Paid Out** or **Both**.

4 Set the flags and the permissions

Under **Flags**, decide whether a receipt prints automatically for each transaction — useful for the end-of-day check. Under **Function Permissions**, set which access roles may use it; take staff off it if only managers should.

5 Save and publish

Save the changes and publish them, or the POS will not see them.

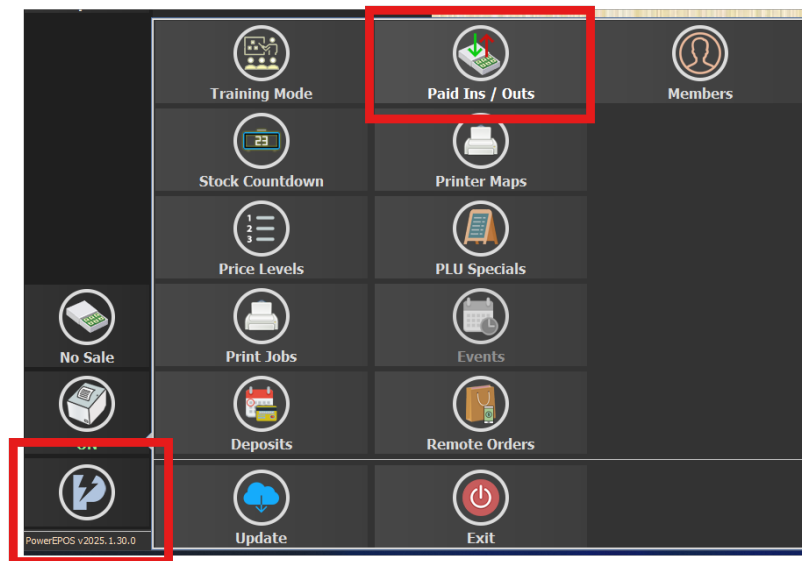


Using it on the POS

6

Open Paid Ins / Outs

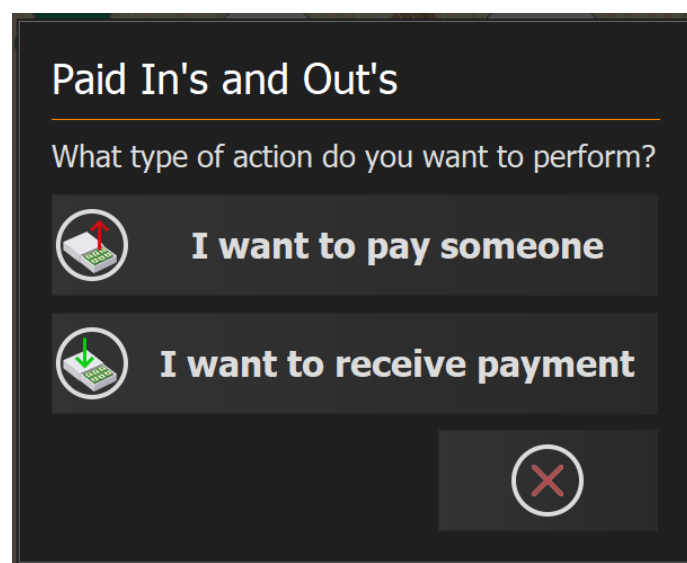
Press the **PowerEPOS** icon on the main screen and choose **Paid Ins/Outs**. The POS asks you to sign in if you have not.



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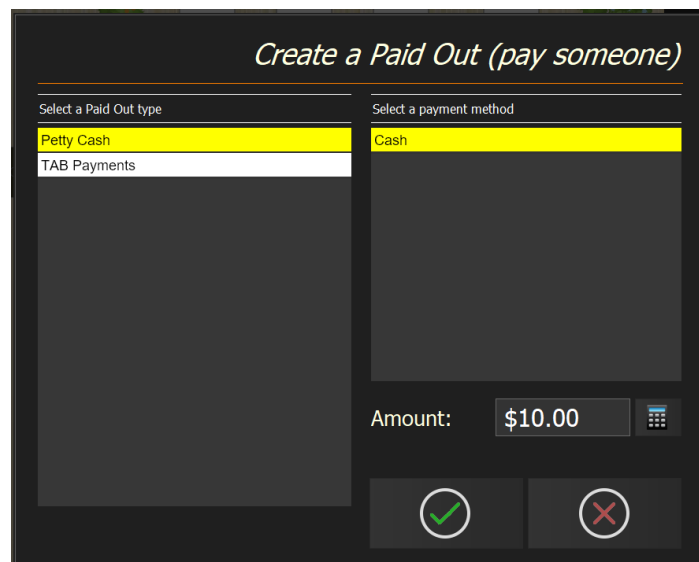
Pick the type

If more than one type is configured you are asked which. With only one, the POS skips straight past this.



8 Enter the transaction

Choose the type on the left and the payment method on the right — only methods that affect the cash drawer are listed. Enter the amount, pick a reason if the type has a remark group, and confirm.



Create a Paid Out (pay someone)

Select a Paid Out type

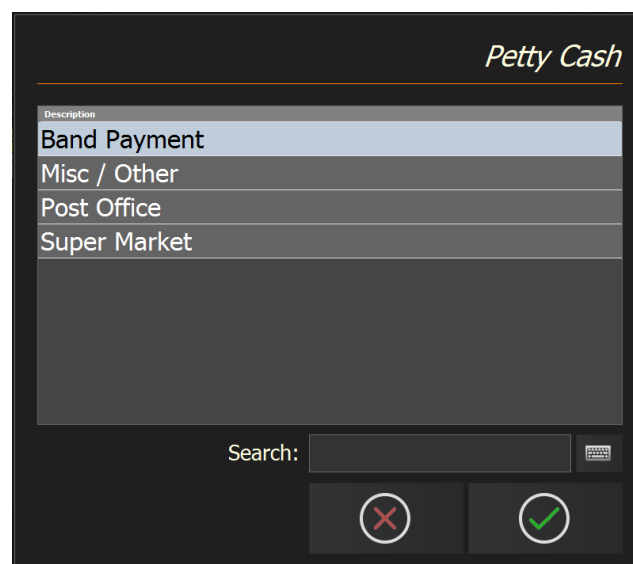
- Petty Cash
- TAB Payments

Select a payment method

- Cash

Amount: \$10.00

✓ ✗



Petty Cash

Description

- Band Payment
- Misc / Other
- Post Office
- Super Market

Search:

✗ ✓

Create a Paid Out (pay someone)

Type: Petty Cash
Using: Cash
Amount: \$10.00
Reason: Misc / Other






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