

## How to Guide: Cash Office Payout

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## How to do a Payout in Cash Office module.

1. Go to 'Genesis Menu' > then open 'Cash Office'.



2. Go to **'Management/ Payouts'** Then you choose if it's a **'General payout'** example when you gave someone money for fuel or buy milk for the office or **'Supplier Payouts**' when you take money and pay a supplier cash.

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3. For **Supplier Payouts** click Management on Payouts/Petty Cash > Supplier Payouts > enter account number> payment date > document number > amount > enter your name on the managers field > then click on **'Post Payment'**.

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4. And For General Payouts click Management > Payouts/Petty Cash > General Payouts > Select a Payout code (there is a few Payouts code loaded already on the system) > Enter a reference on Pay To (where did the money go) > Enter Details (for what was it for) > Enter the amount/ if it was for something that doesn't have vat, make a vat zero > Select a Date > enter Invoice number > enter your Name and click 'Save'.

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That concludes the User Guide.