



How to Guide: Cash Office Payout

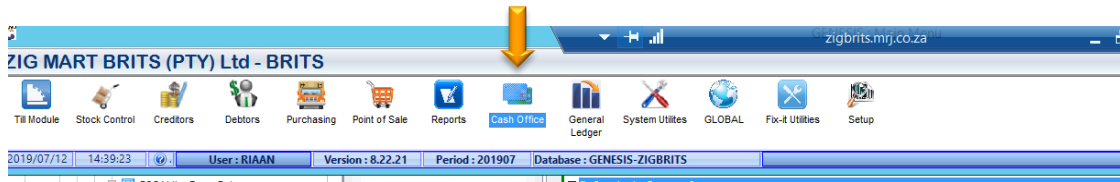
Aug 2020



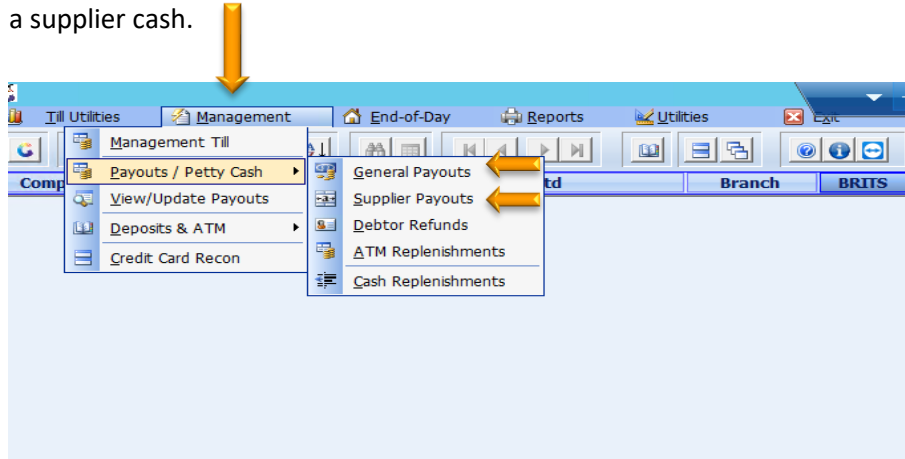
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How to do a Payout in Cash Office module.

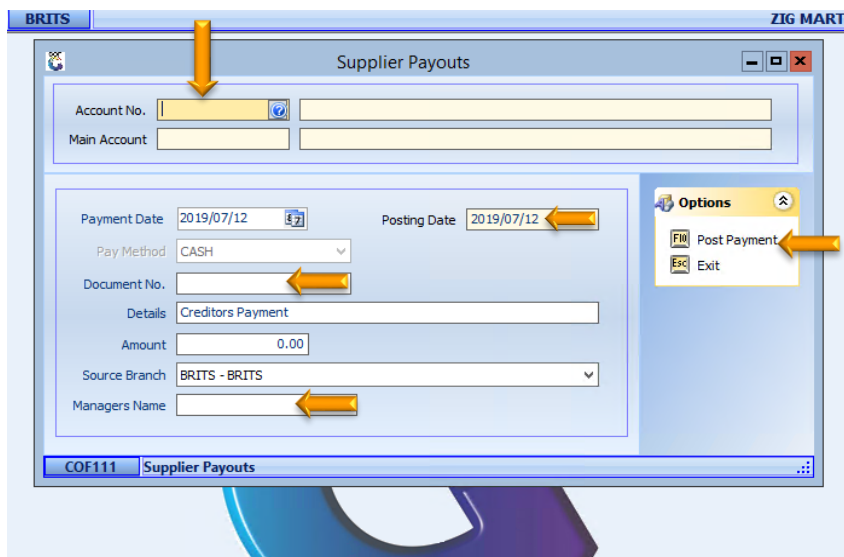
1. Go to 'Genesis Menu' > then open 'Cash Office'.



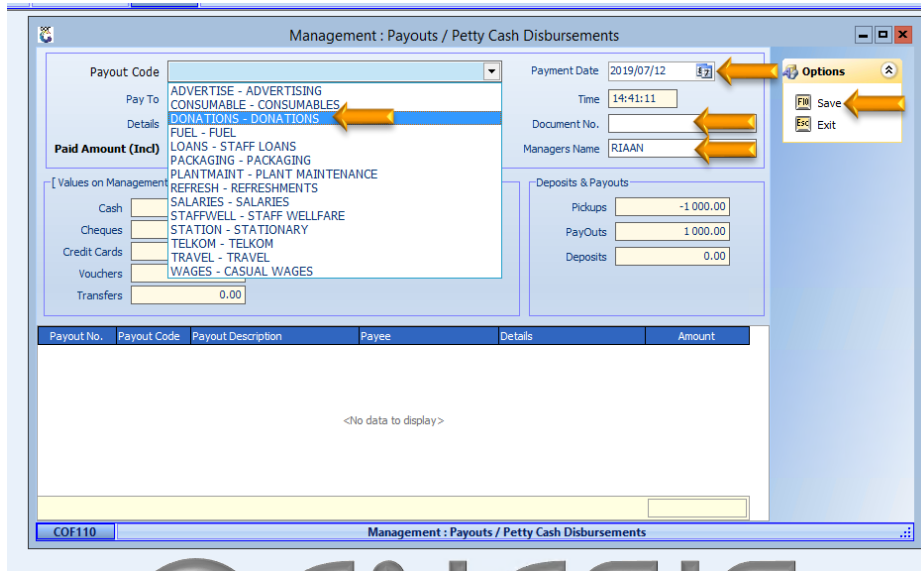
2. Go to 'Management/ Payouts' Then you choose if it's a 'General payout' example when you gave someone money for fuel or buy milk for the office or 'Supplier Payouts' when you take money and pay a supplier cash.



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'.



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'.



That concludes the User Guide.