

UNIWELL POS AUSTRALIA SELF HELP


PAID OUT



Details	Description
Revision No.	20210216
Hardware / Firmware	All HX Models – V4.00 to Current
Equipment	Uniwell POS Terminal
Author	GD

Requirements	Description
Pre Requisites	None
Duration	Expected time to complete
Related Documents	
Additional Information	None

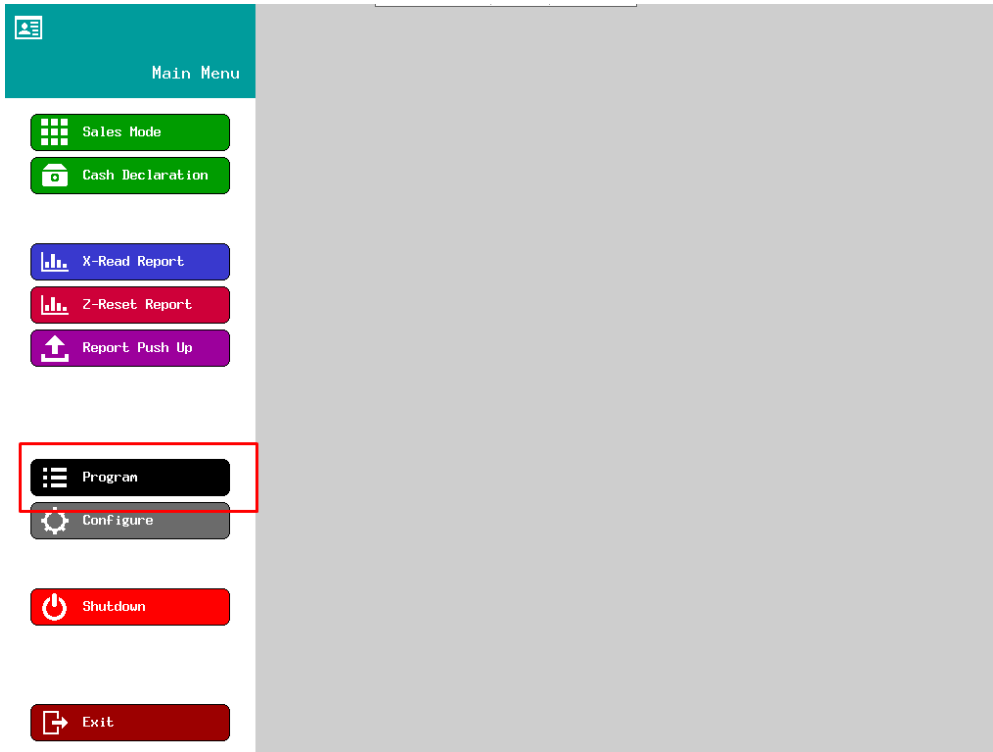
Outcome

 *Allocate regular suppliers for payment from Cash In Drawer*

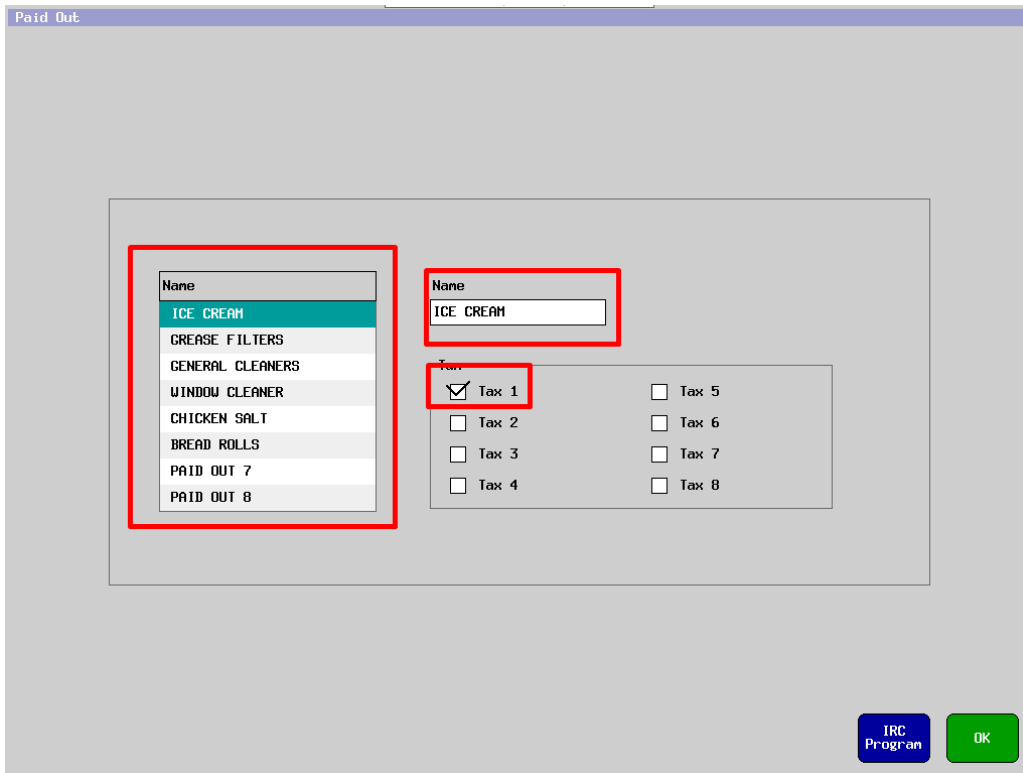
Some suppliers require payment on delivery. This can be facilitated by creating these regular suppliers with their own Paid Out record so that on delivery of goods the POS can record the payment trail with the amount and method used.

*** Start Of Self Help Instructions ***

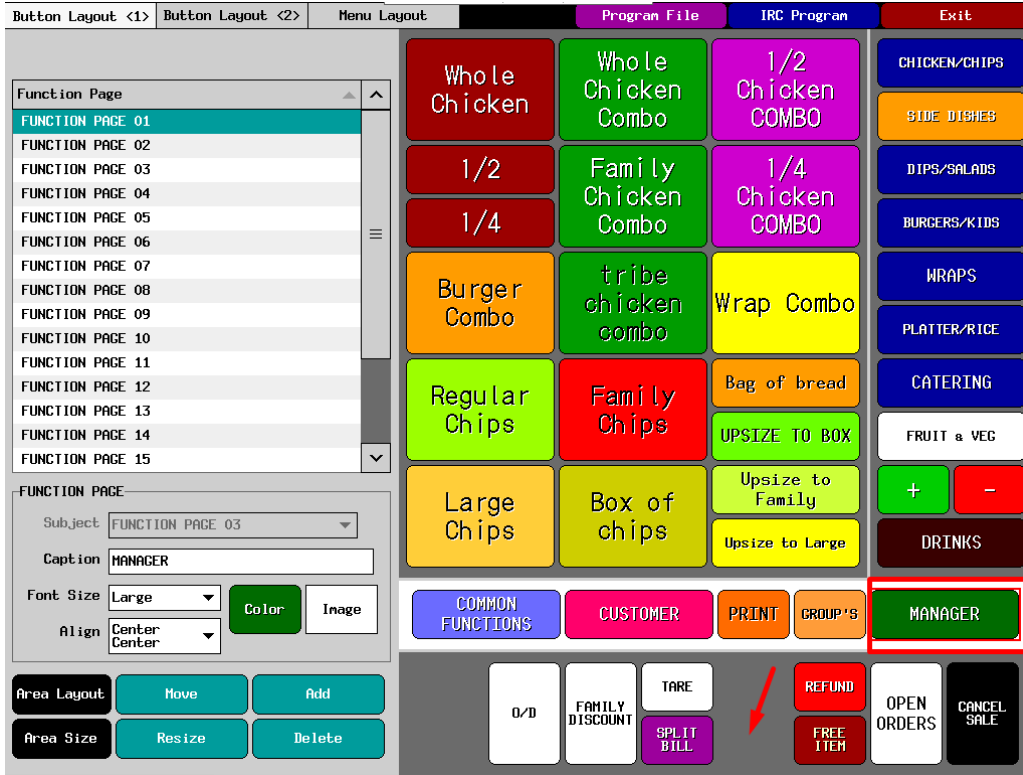
1. Exit sales screen and Select the PROGRAM button.



2. Select 'PAYMENT'→'PAID OUT'. Edit the records to reflect the suppliers name and tick TAX if the purchase includes TAX or G.S.T. Press OK to save and exit.

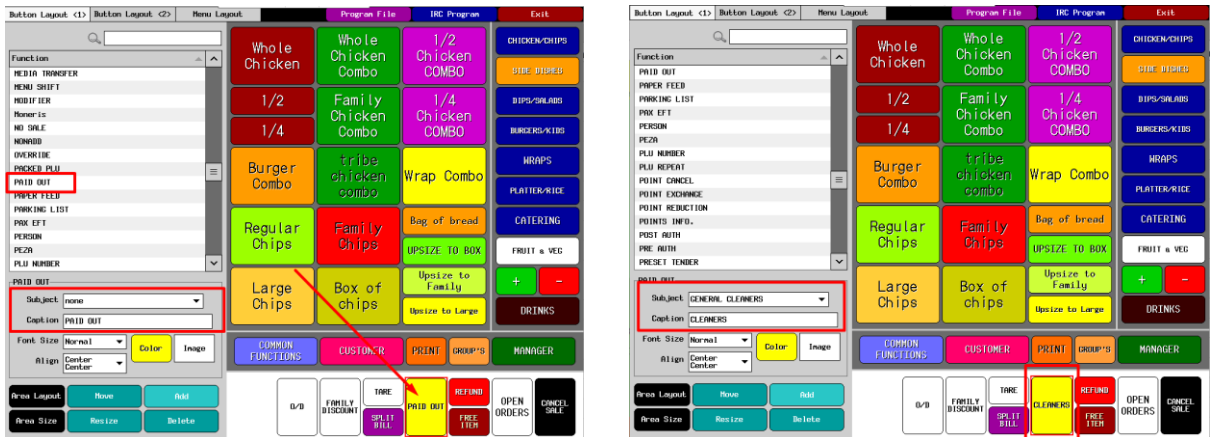


- Press on DISPLAY→SCREEN LAYOUT. Click on the function page followed by the location of the ;PAID OUT' button.



- In the subject line leave it as 'NONE' . This setting will display all suppliers in a single list when selected. If you prefer to allocate a single button for each supplier then select a supplier from the subject. Repeat for remaining suppliers.

5.



- From the sales screen select the Paid-Out button OR the individual supplier, enter the amount on the invoice followed by the payment type, Cash or Card. Attach the printed receipt to the invoice and file away with today's sales,

7. The payment will be visible on the end of day report.

X-Read Report

Auto Full Transaction

Level

1st Level ▼

Date

From

To

Enter

IRC Report

Exit

Description	Quantity	Value
TOTAL	119	\$392.10
Taxable:		\$93.73
TAXABLE TOTAL		\$93.73
GST		\$9.37
TAX TOTAL		\$9.37
SALES TOTAL		
CASH	6	\$378.10
TOTAL		\$378.10
DRAWER TOTAL		
CASH	8	\$103.10
TOTAL		\$103.10
ROUND DIFFER		\$0.00
TRANSACTIONS	8	
CORRECTED	1	\$0.00
GENERAL CLEANERS	2	\$275.00
TOTAL	2	\$275.00
TAKE AWAY	2	\$29.70
UBER	1	\$9.90
CID 1		\$103.10
CID 2		\$0.00
ALL TRACKS	1	\$14.00
GRAND TOTAL1		\$437.06
GRAND TOTAL2		\$437.06
CLERK 001	X:000025	
047-001-000073-0001		16/02/2021 21:34

Save Report

Print

***** End Of Self Help Instructions *****