


The [PAYOUT] Cash Payout Process Manual

What Is A Payout?

A payout is when you give money to a client. Usually you bill their account. This is usually for foreign clients or pre-arranged agreements with clients.

-  Menu
-  Administration
-  Golfer
-  ActivityScheduler
-  SpaScheduler
-  Restaurateur
-  ShopKeeper
-  AssetManager
-  WebRes
-  InnSync
-  Fax Server
-  Phoneman
-  TimeKeeper
-  Configuration
-  EXEUP
-  Close Menu
-  Exit Menu



V4.1.7b11143 8d647da

Language: English (United Kingdom)

Database: CIMSODemo_V417 on vmserver

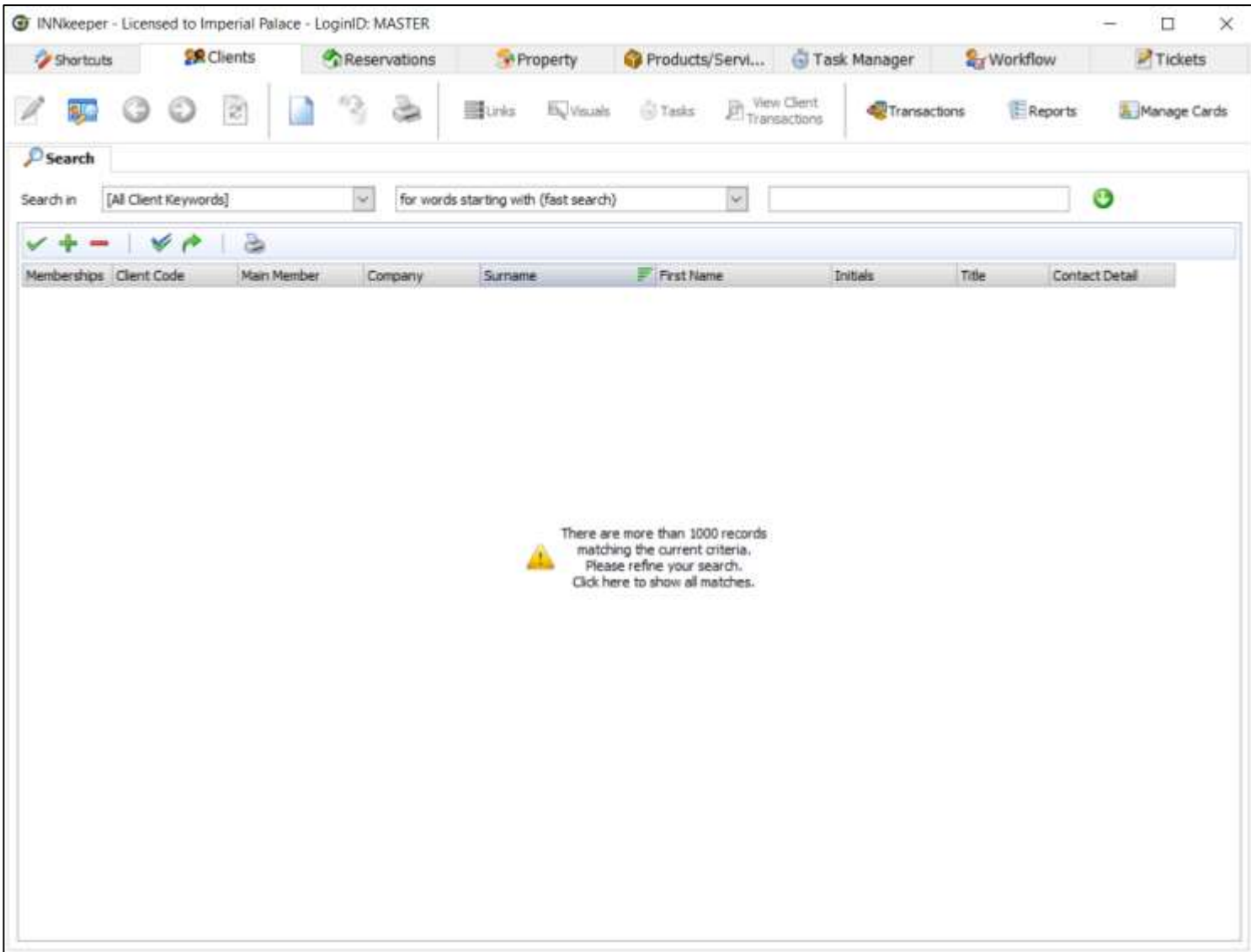
Location: MAIN Imperial Palace Rooms

Login ID: master

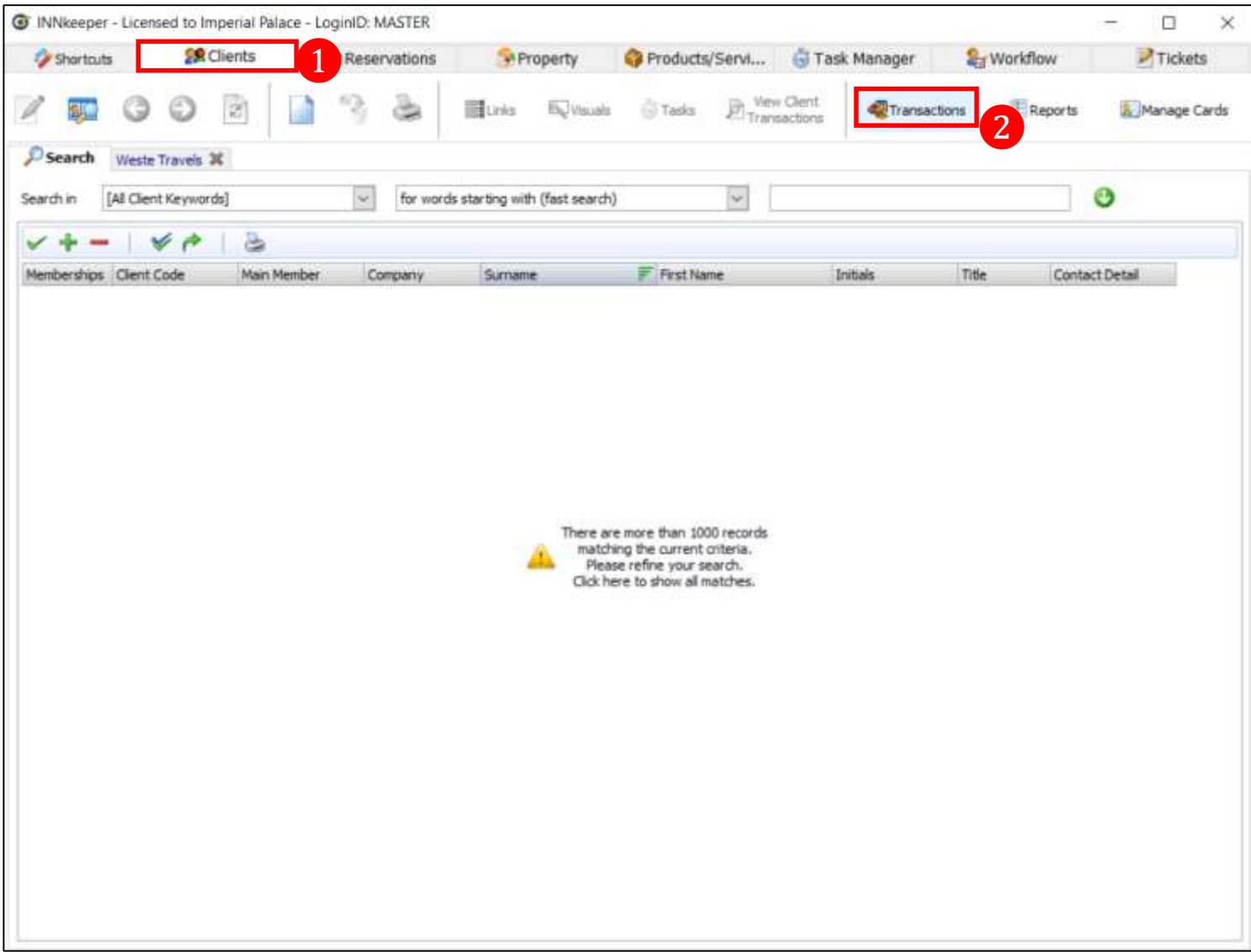
Password: []

Identification Password Log In

Start your **CiMSO Menu**, select the **Administration**. Use your given **Login ID** and **Password** to log in

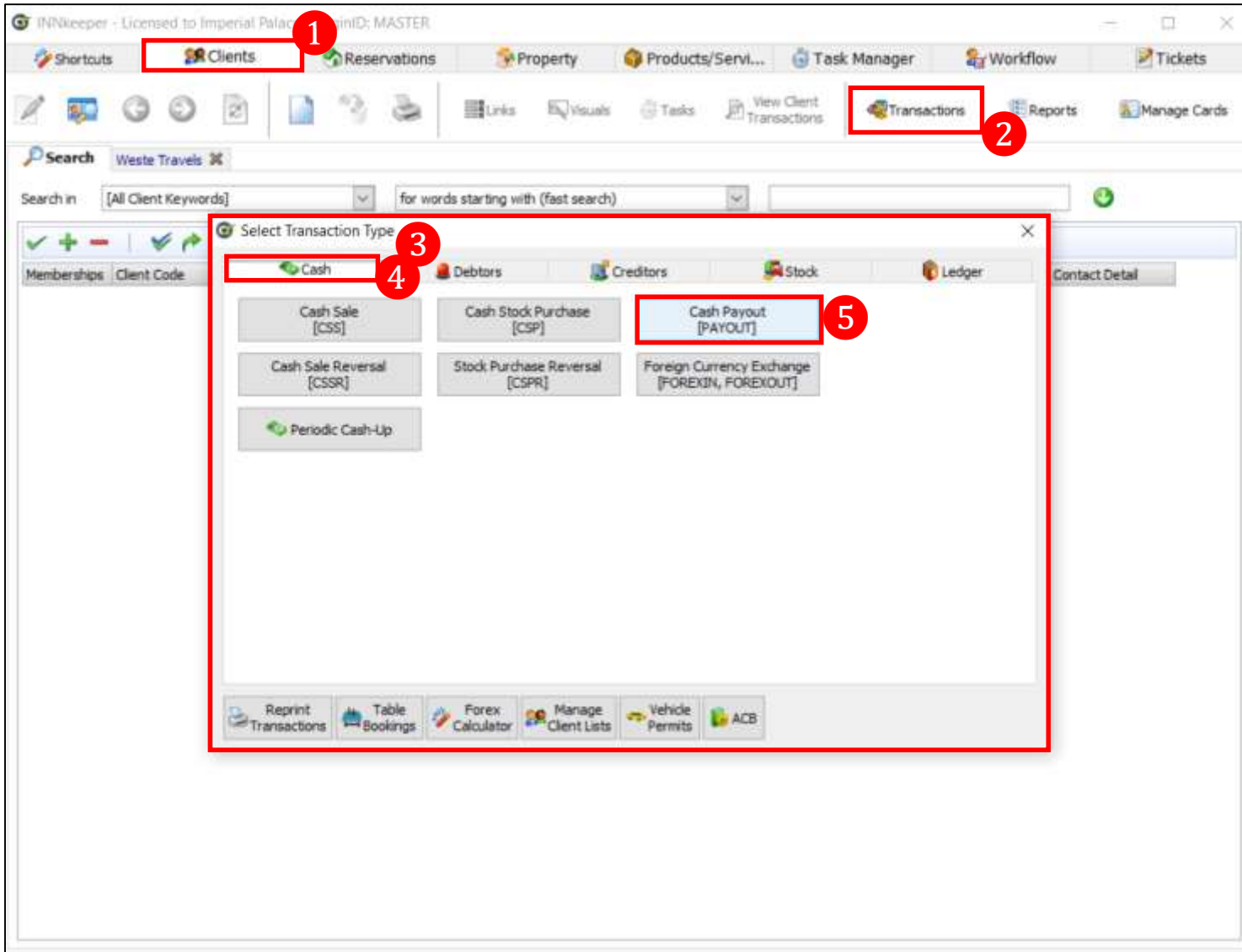


Once logged into Administration, you are able to navigate through the database



Navigation: The [PAYOUT] Cash Payout Process

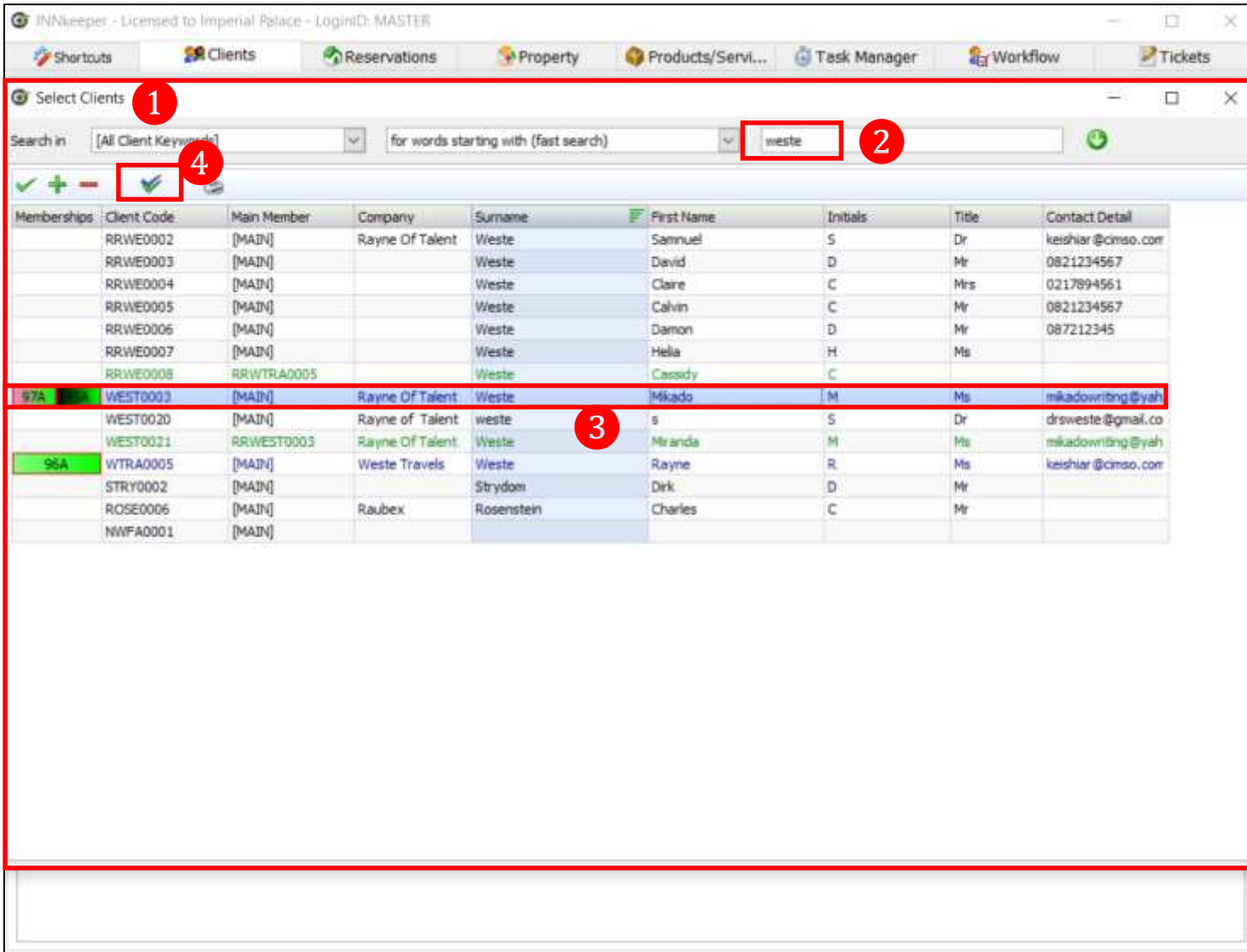
- 1 Clients tab
- 2 Select the Transactions button



Navigation: The [PAYOUT] Cash Payout Process

- 1 Clients tab
- 2 Select the Transactions button
- 3 Select Transaction Type window
- 4 Cash tab
- 5 Select the Cash Payout [PAYOUT] button

The [PAYOUT] Cash Payout Process:



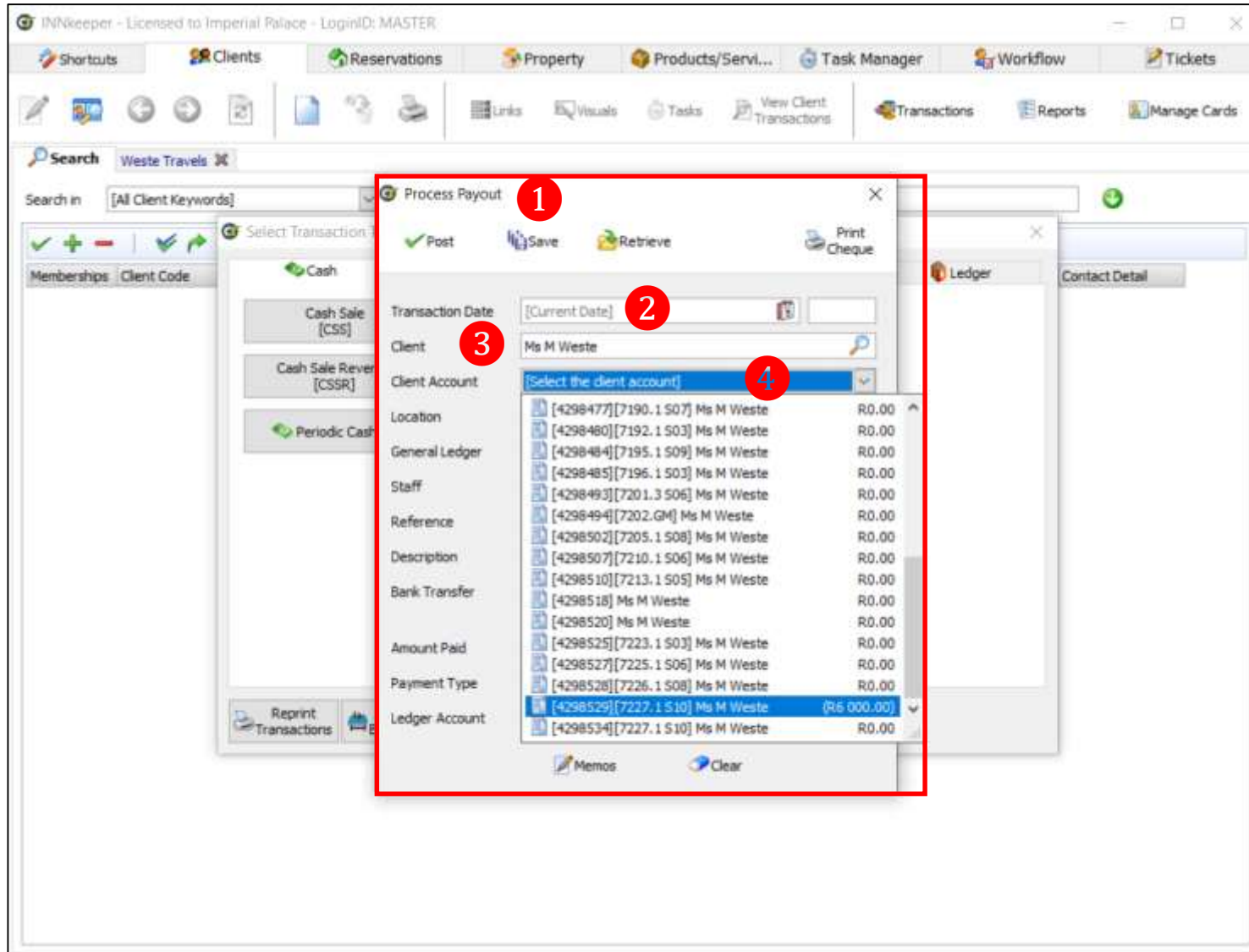
The screenshot shows the 'Select Clients' window in the INNkeeper application. The window title is 'INNkeeper - Licensed to Imperial Palace - LoginID: MASTER'. The search criteria are set to 'All Client Keywords' and 'for words starting with (Fast search)'. The search term 'weste' is entered in the search box. A table of client records is displayed below the search bar. The table has columns for Memberships, Client Code, Main Member, Company, Surname, First Name, Initials, Title, and Contact Detail. The row for 'WEST0003' is highlighted in blue, and a double blue and green tick mark is visible in the 'Memberships' column for this row, indicating it has been selected. Red circles with numbers 1 through 4 are overlaid on the screenshot to indicate the steps: 1. Select Clients window, 2. Fast-Search: type in the surname of the required profile, 3. Locate & Select: select the required profile to highlight it, 4. Select the Accept Selection (Double blue & green tick glyph).

Memberships	Client Code	Main Member	Company	Surname	First Name	Initials	Title	Contact Detail
	RRWE0002	[MAIN]	Rayne Of Talent	Weste	Samuel	S	Dr	keishiar@cimso.com
	RRWE0003	[MAIN]		Weste	David	D	Mr	0821234567
	RRWE0004	[MAIN]		Weste	Clare	C	Mrs	0217894561
	RRWE0005	[MAIN]		Weste	Calvin	C	Mr	0821234567
	RRWE0006	[MAIN]		Weste	Damon	D	Mr	087212345
	RRWE0007	[MAIN]		Weste	Hella	H	Ms	
	RRWE0008	RRWTRA0005		Weste	Cassidy	C		
97A	WEST0003	[MAIN]	Rayne Of Talent	Weste	Mikado	M	Ms	mikadowntng@yah
	WEST0020	[MAIN]	Rayne of Talent	weste	s	S	Dr	drsweste@gmail.co
	WEST0021	RRWEST0003	Rayne Of Talent	Weste	Miranda	M	Ms	mikadowntng@yah
98A	WTRA0005	[MAIN]	Weste Travels	Weste	Rayne	R	Ms	keishiar@cimso.com
	STRY0002	[MAIN]		Strydom	Dirk	D	Mr	
	ROSE0006	[MAIN]	Raubex	Rosenstein	Charles	C	Mr	
	NWFA0001	[MAIN]						

- 1 **Select Clients** window
- 2 **Fast-Search:** type in the surname of the required profile
- 3 **Locate & Select:** select the required profile to highlight it
- 4 Select the **Accept Selection** (Double blue & green tick glyph)

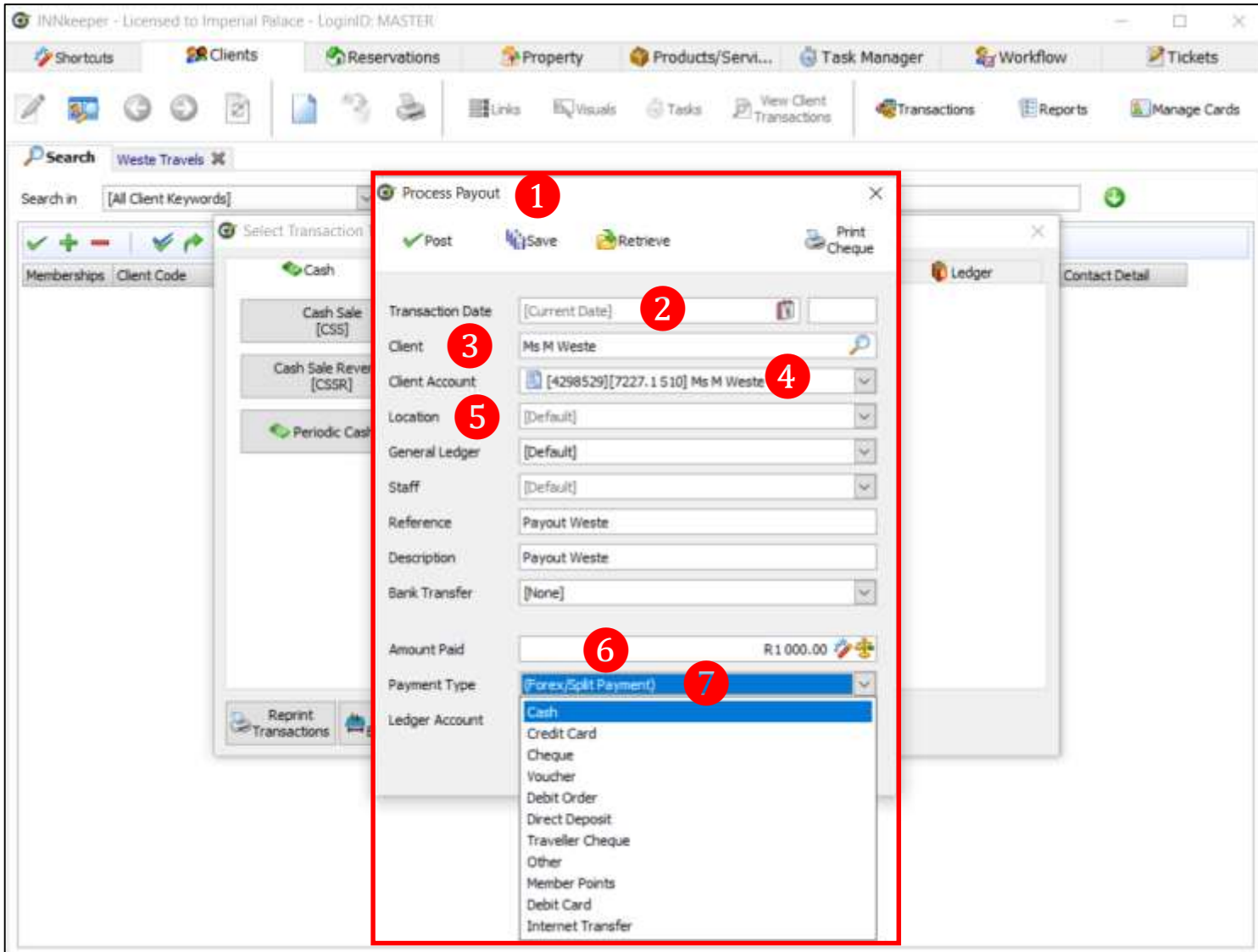
The [PAYOUT] Cash Payout Process:

- 1 **Process Payout** window
- 2 **Transaction Date:** default setting
- 3 **Client:** the linked profile
- 4 **Client Account:** select the account that needs to be charged the payout.



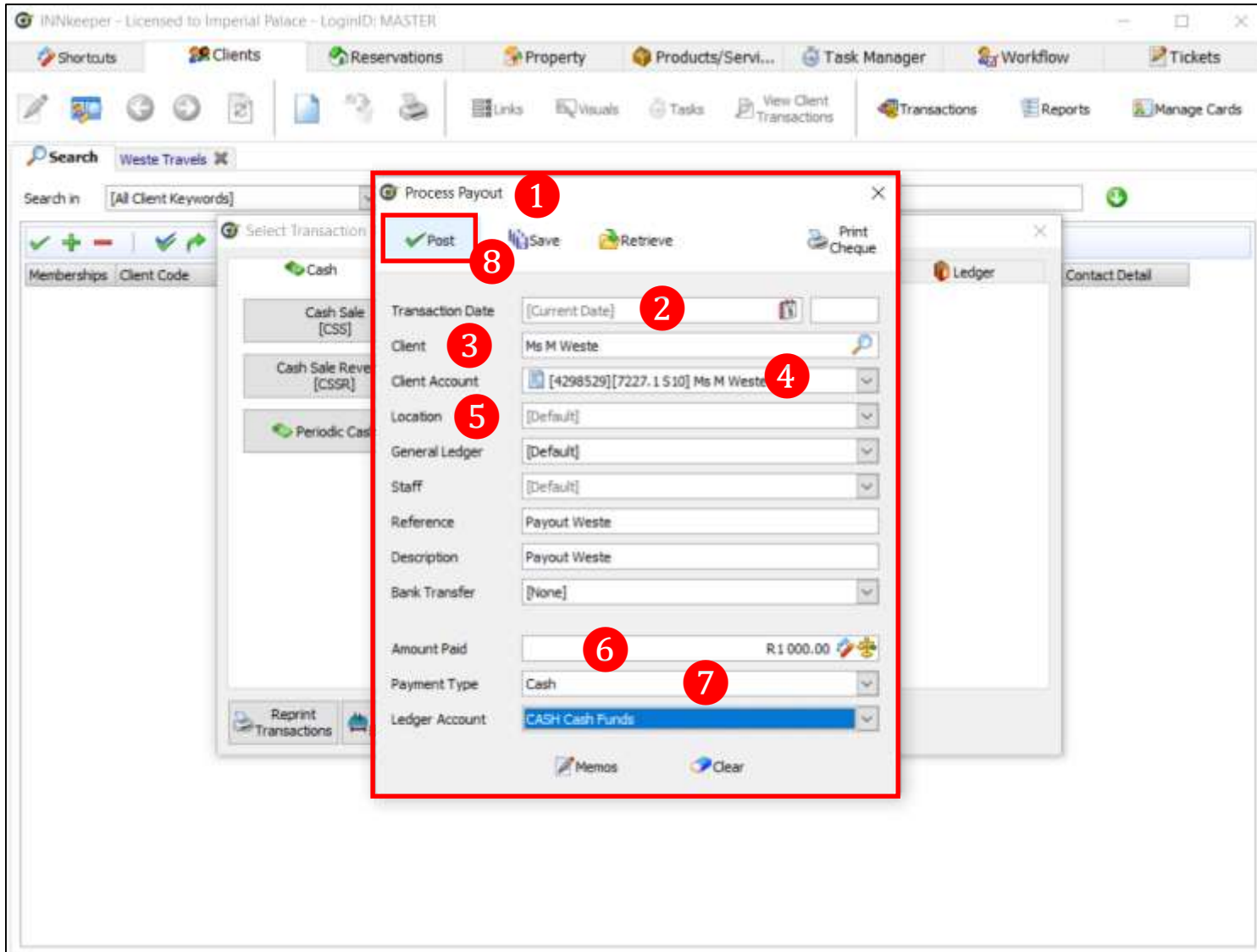
The [PAYOUT] Cash Payout Process:

- 1 **Process Payout** window
- 2 **Transaction Date:** default setting
- 3 **Client:** the linked profile
- 4 **Client Account**
- 5 **Reference:** type in the reference
- 6 **Amount Paid:** type in the amount required for the payout
- 7 **Payment Type:** use the drop to select the option, however, Cash Payout is CASH



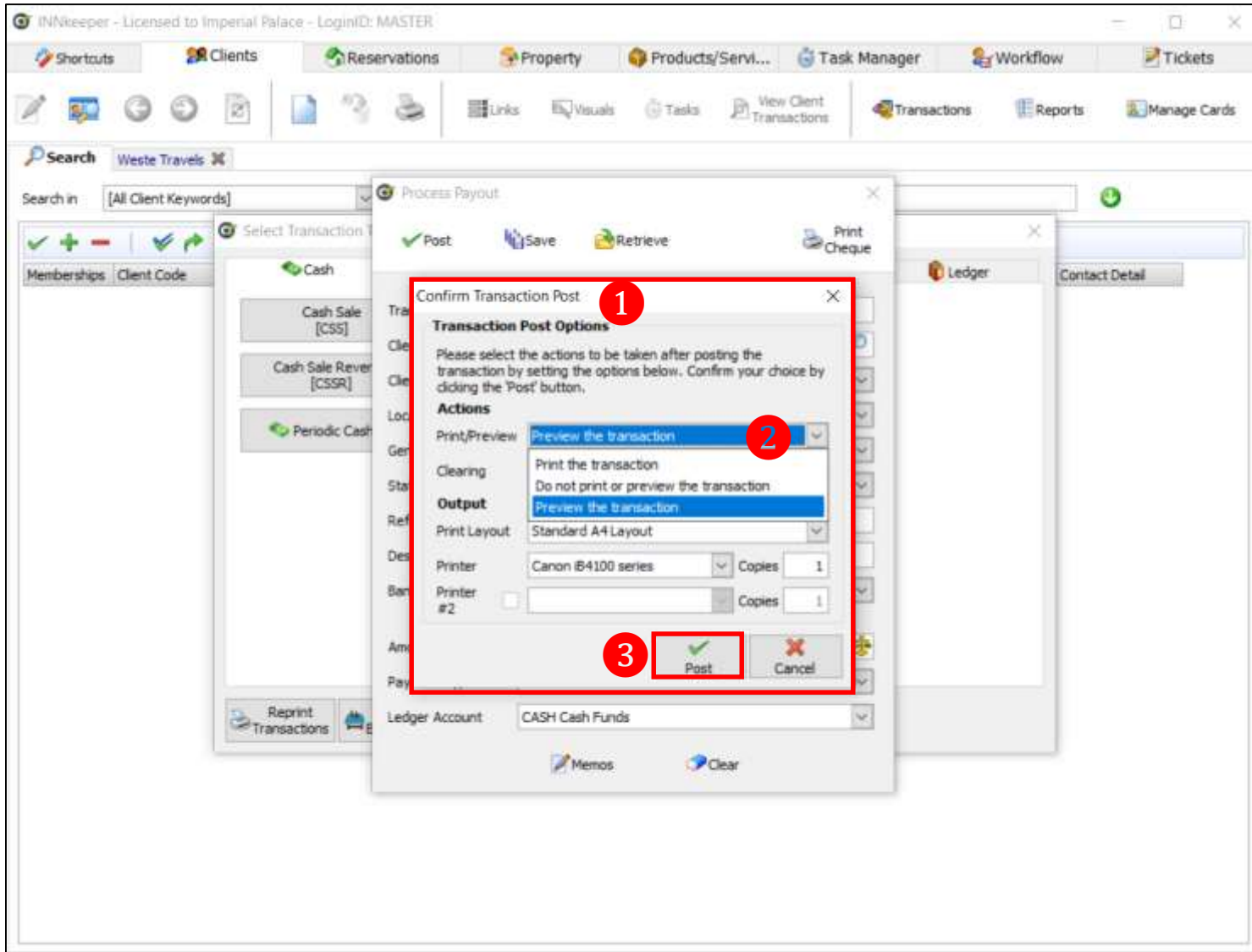
Process Payout window details:

- Transaction Date: [Current Date]
- Client: Ms M Weste
- Client Account: [4298529][7227.1510] Ms M Weste
- Location: [Default]
- General Ledger: [Default]
- Staff: [Default]
- Reference: Payout Weste
- Description: Payout Weste
- Bank Transfer: [None]
- Amount Paid: R1 000.00
- Payment Type: (Forex/Split Payment) - Cash
- Ledger Account: Cash



The [PAYOUT] Cash Payout Process:

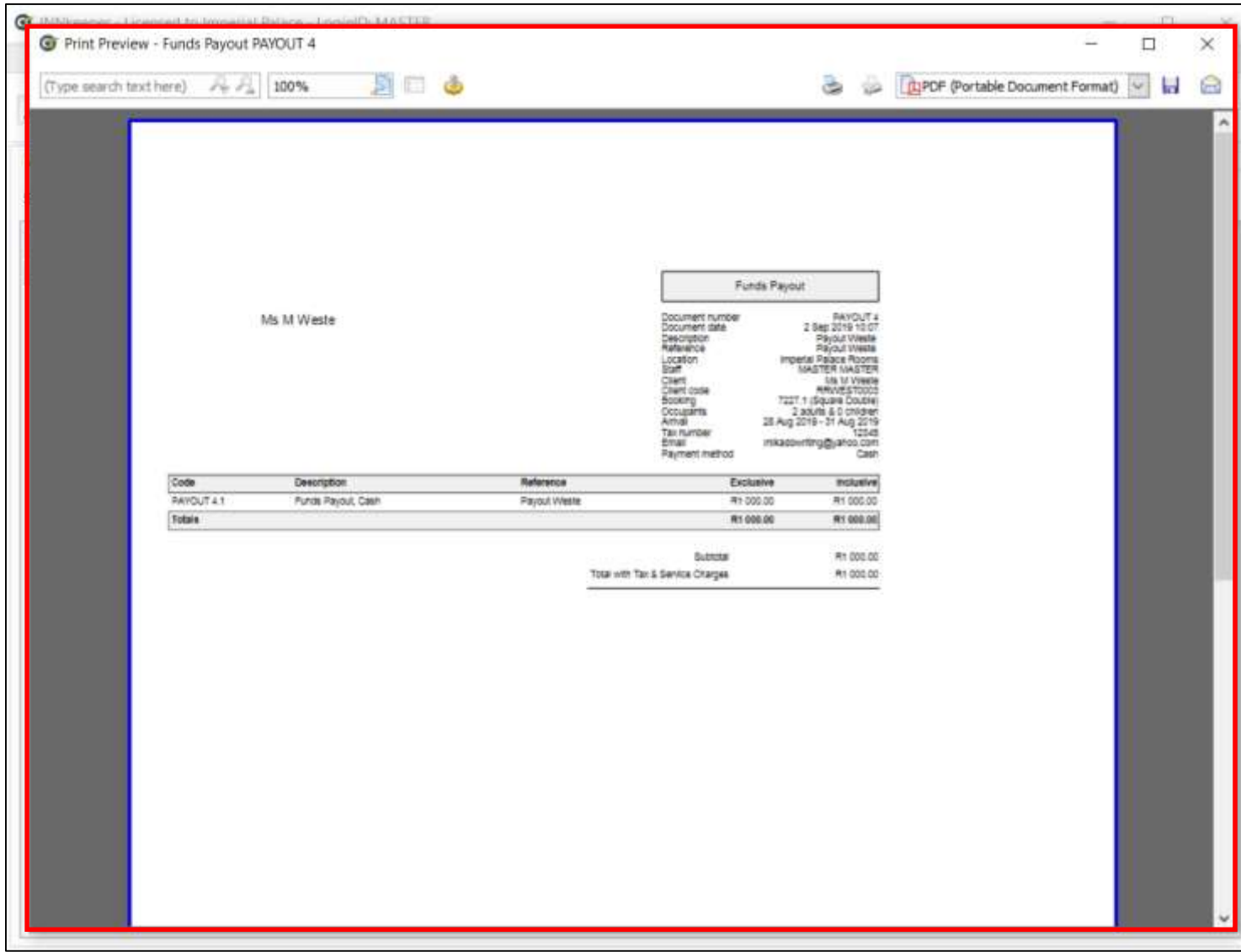
- 1 **Process Payout** window
- 2 **Transaction Date:** default setting
- 3 **Client:** the linked profile
- 4 **Client Account**
- 5 **Reference:** type in the reference
- 6 **Amount Paid:** type in the amount required for the payout
- 7 **Payment Type:** use the drop to select the option, however, Cash Payout is CASH
- 8 Select the **Post** button



The [PAYOUT] Cash Payout Process:

- 1 **Confirm Transaction Post** window
- 2 **Print/Preview:** use the drop down to access the list of options
- 3 Select the **Post** button

The **Print Preview**: you able to **Print, Save, Fax or Email** the receipt



Print Preview - Funds Payout PAYOUT 4

(Type search text here) 100%

PDF (Portable Document Format)

Ms M Waste

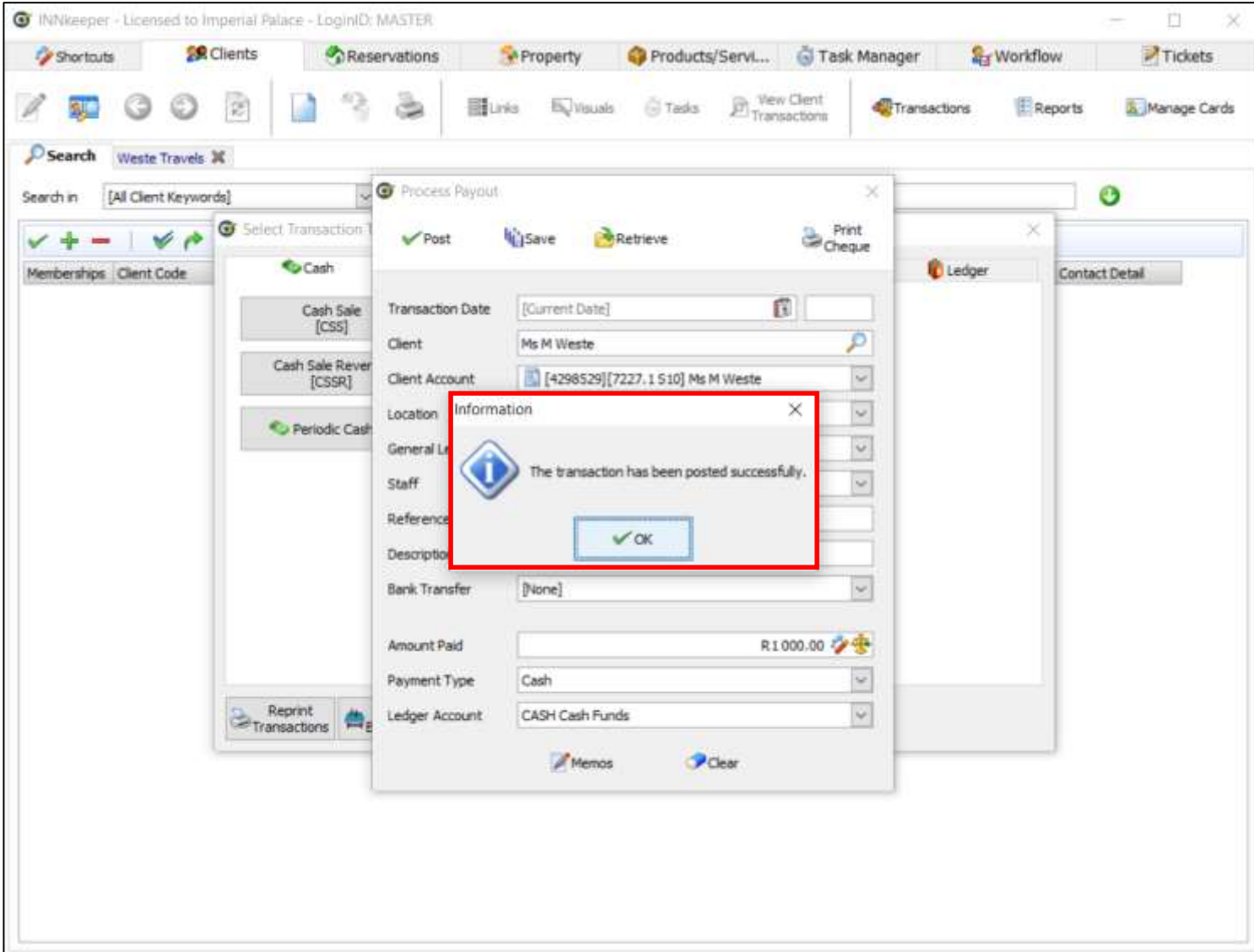
Funds Payout

Document number: PAYOUT 4
 Document date: 2 Sep 2019 10:07
 Description: Payout Waste
 Reference: Payout Waste
 Location: Imperial Palace Rooms
 Split: MASTER MASTER
 Client: Ms M Waste
 Client code: RINVEST0000
 Booking: 722:1 (Square Course)
 Occupants: 2 adults & 0 children
 Arrival: 28 Aug 2019 - 31 Aug 2019
 Tax number: 12345
 Email: inkacovering@yahoo.com
 Payment method: Cash

Code	Description	Reference	Exclusive	Inclusive
PAYOUT 4.1	Funds Payout, Cash	Payout Waste	R1 000.00	R1 000.00
Totals			R1 000.00	R1 000.00

Subtotal: R1 000.00
 Total with Tax & Service Charges: R1 000.00

The **Information** window, confirming the payout being successfully posted



Thank you!