



MEMO

Accounting Changes To FreePOS V6

Please note that starting in FreePOS V6, the PAYOUT functions work differently than before.

PAY OUT / REFUND subtracts from SALES and CASH

PAY OUT / SPECIFY REASON subtracts from CASH

If you are operating FreePOS in a tipping environment and you wish to pay out tip money to your servers (i.e. tips charged to a credit card), please accommodate for this change by using PAYOUT and select SPECIFY REASON. This way your CASH will be correct.

Please note that starting in FreePOS V6, the sales tax report is performed differently:

Sales tax / meals tax reports are now done from the back office under the "TAX/DSR" option. Once in the TAX/DSR menu option, select ANY date and click REPORT. Next, enter the date range you would like a sales tax report for. The total sales & total collected sales tax will be shown at the bottom of the report.