

Selling Stock to Staff and deducting from Payroll



Table of Contents

Step 1 - Selling the Stock to a Staff Member.....	2
Step 2 - If paying by Payroll.....	2
Step 3 - For Payroll Officer	2
Step 4 - Each month or after the Payroll run.....	3
Step 5 – Transfer the amount from Payroll ledger account to Pos via Debtors.....	3
Step 6 – Check Ledger Transaction Report	4

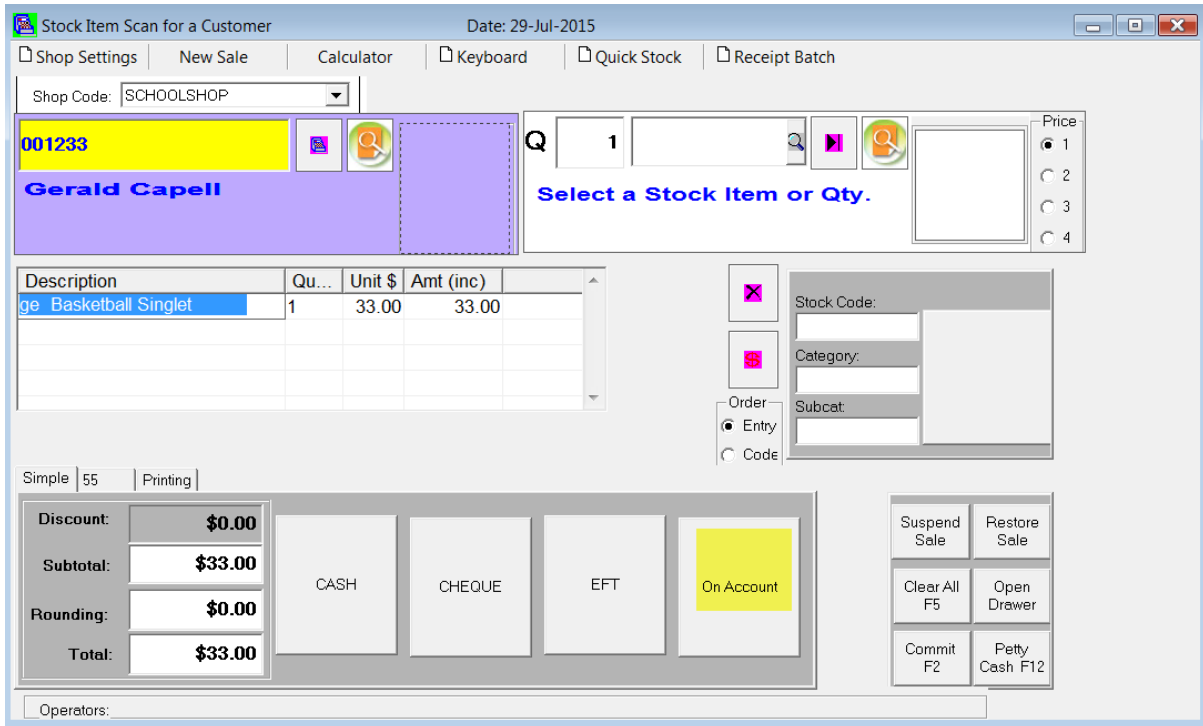
Step 1 - Selling the Stock to a Staff Member

Sell the stock as usual to the Staff member – select payment type as “ON Account”.

Note: you may have to allow them to put on account see

<http://www.pcschool.net/wp-content/pcschool-uploads/pos/poscustomers.pdf> -

Set-up Alternate Tender and Account Defaults for Customers

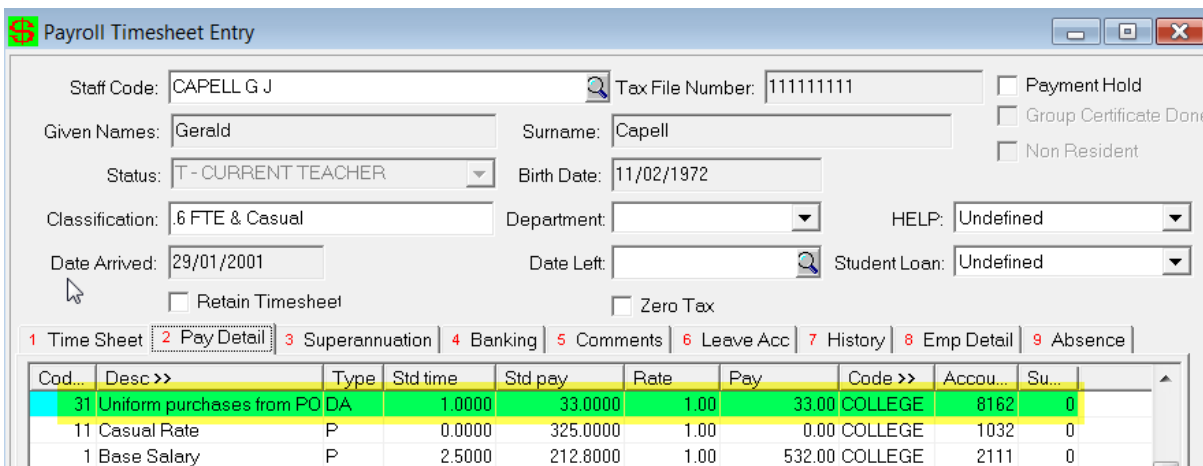


Step 2 - If paying by Payroll

Print a copy of the Invoice for your Payroll person to deduct from their payroll.

Step 3 - For Payroll Officer:

When preparing Payroll - put the Deduction to a code (perhaps set up a new General Ledger code or a suspense account)



Step 4 - Each month or after the Payroll run

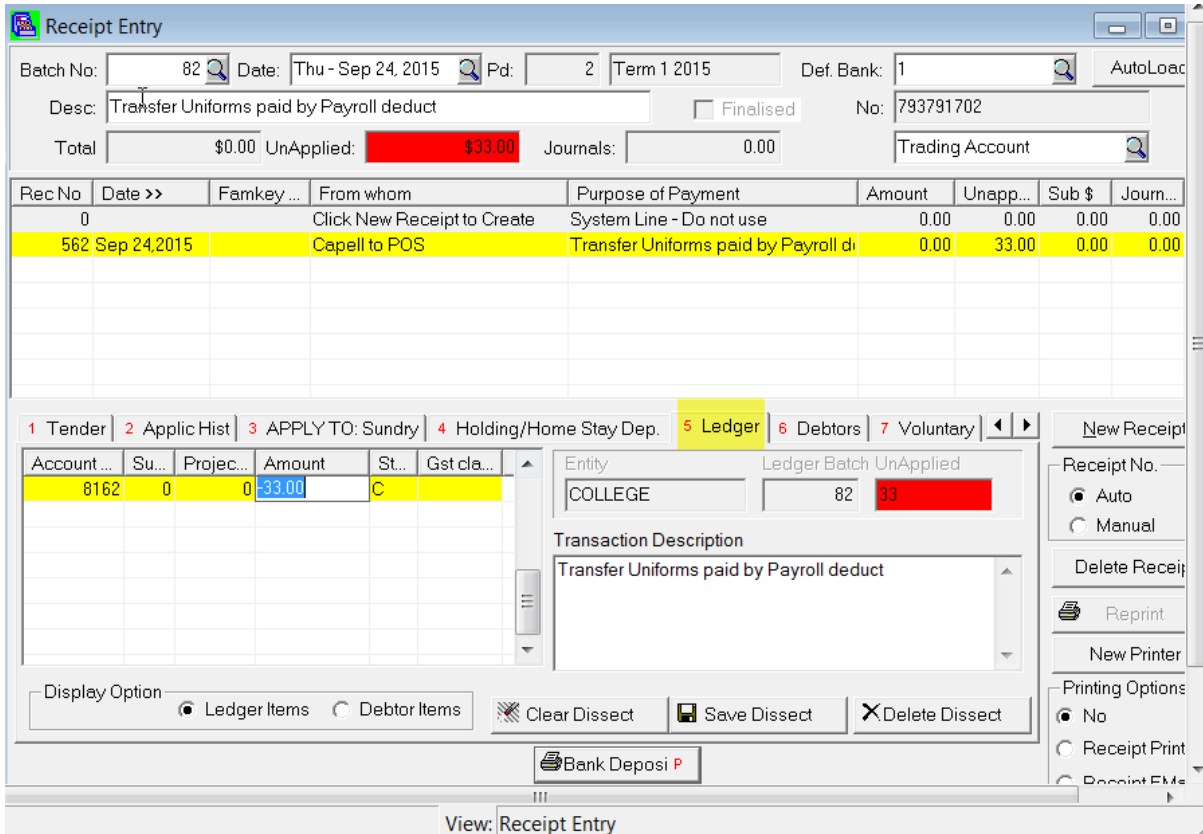
Print the transaction listing for the General Ledger code used above e.g.

Ledger Transaction Listing Report									
Somewhere College									
Date Printed: 24/09/2015			Up to & Including July 2015						
Date	Ref	Description	Batch	Pd.Type	GST	Debit	Credit	Balance	
Account:		8162 0 Suspense a/c					Classification	L	Status C
28/07/15	12649	Payroll Payment CAPELL G J CAPELL G J	33	7 P		33.00	33.00		
Debits:			Credits:			33.00	Closing Balance	\$ 33.00	

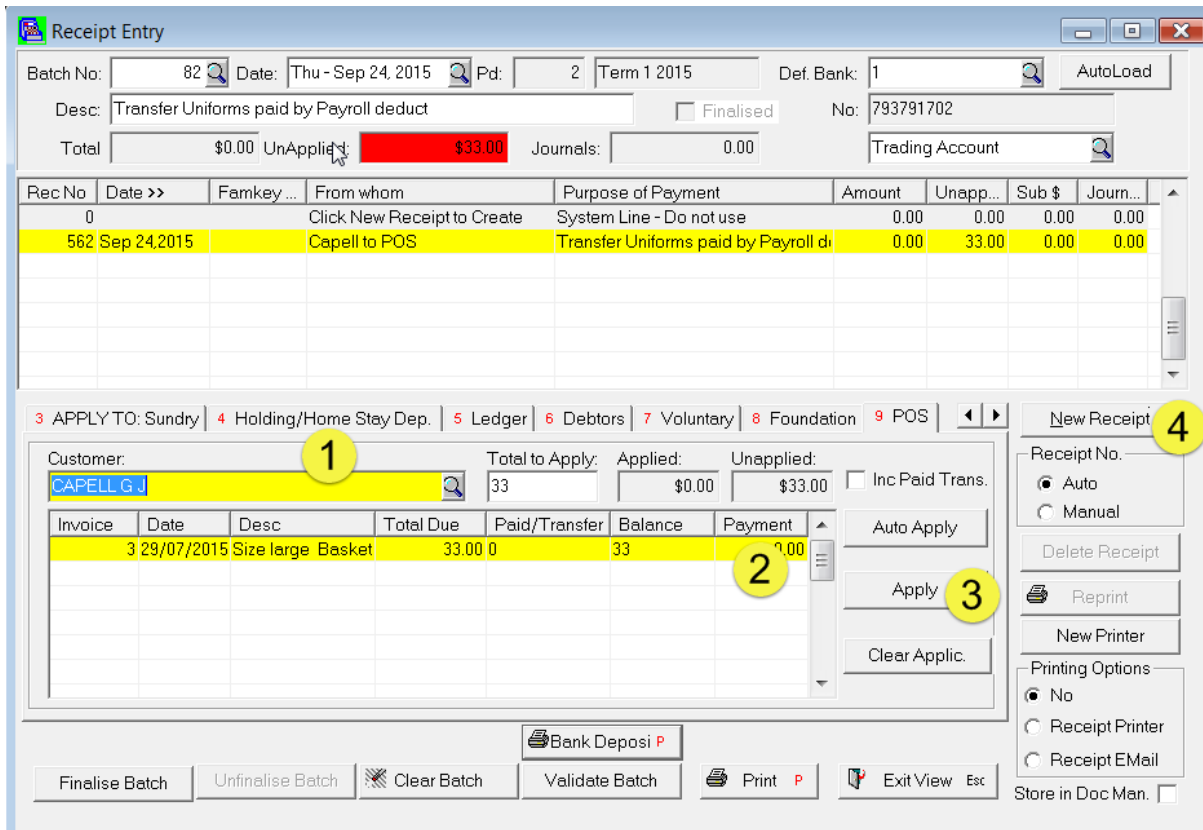
Step 5 – Transfer the amount from Payroll ledger account to Pos via Debtors

Path: Debtors > Receipt Entry

- a) Enter receipt - as above
- b) Amount will be 0.00



c) Select the **#5 Ledger** tab and put a negative amount to that general ledger code use above



- e) Select #9 POS tab
 - 1. Select Customer
 - 2. In Payment – type in amount to pay
 - 3. Select Apply
 - 4. New Receipt
 - 5.

Once Batch Finalised

Step 6: Print Ledger Transaction Listing report

Print a new Ledger Transaction Listing Report to see the transactions e.g.

Ledger Transaction Listing Report										
Somewhere College										
Date Printed: 24/09/2015			Up to & Including August 2015							
<i>Date</i>	<i>Ref.</i>	<i>Description</i>	<i>Batch</i>	<i>Pd.Type</i>	<i>GST</i>	<i>Debit</i>	<i>Credit</i>	<i>Balance</i>		
Account:	8162	0 Suspense a/c						<i>Classification</i>	L	<i>Status</i> C
28/07/15	12649	Payroll Payment CAPELL G J CAPELL G J	33	7 P			33.00			33.00
24/09/15	562	Transfer Uniforms paid by Payroll deduct	82	7 R		33.00				0.00
			Debits:	33.00	Credits:	33.00	Closing Balance			