

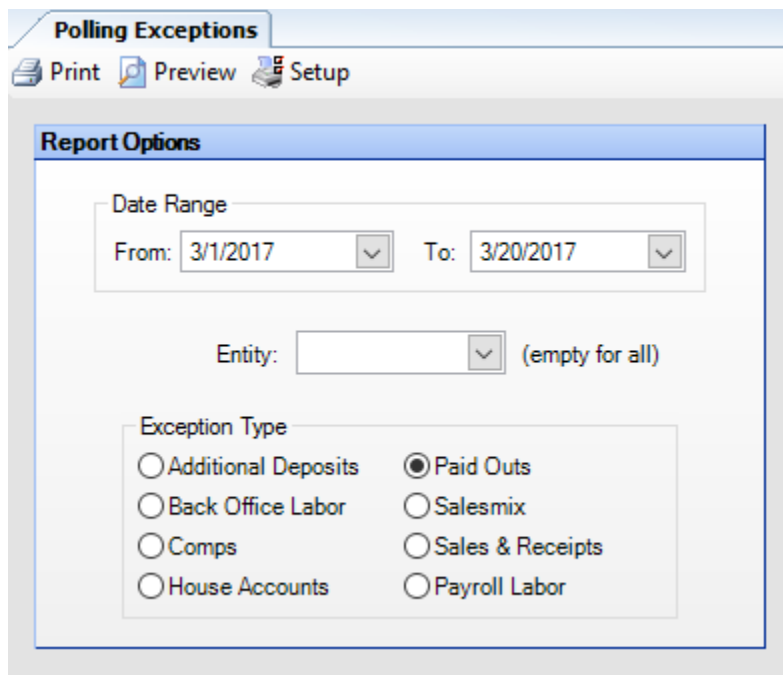
## How to Map Paid Outs

It's easy to map paid outs in Compeat. Below are step-by-step instructions to guide you and your team through this process.

### Polling Exceptions Report

While unmapped paid outs won't cause your DSR to be out of balance, they will impact your theoretical deposit. Luckily, we have a fantastic report that lists any unmapped Paid Outs that come over from the POS. This report is the *Polling Exceptions* report.

To run the *Polling Exceptions* report, go to **Reports > Miscellaneous > Polling Exceptions**:



The screenshot shows the 'Polling Exceptions' report configuration window. At the top, there are three buttons: 'Print', 'Preview', and 'Setup'. Below these is a 'Report Options' section with the following fields:

- Date Range:** 'From: 3/1/2017' and 'To: 3/20/2017' (both with dropdown arrows).
- Entity:** A dropdown menu with '(empty for all)' next to it.
- Exception Type:** A group of radio buttons with the following options:
  - Additional Deposits
  - Paid Outs
  - Back Office Labor
  - Salesmix
  - Comps
  - Sales & Receipts
  - House Accounts
  - Payroll Labor

1. Choose the **date range**.
2. Select your **entity** (or leave blank if you wish to run the report for all).
3. Pick the **type of exception** you wish to view.
4. **Preview** your exceptions.

The *Polling Exceptions* report shows exceptions that are not currently mapped in Compeat. You can compare these results to the paid outs listed on the POS report for the day in question.

### Polling Exceptions - Paid Outs

DSR Date	DSR Status	POS Code	Amount	Polling Client	Polling Job	Polling Step
03/12/2017	Valid	2	\$68.00	Polling Clients	001 - El Paso	Paid Outs

In the above example, the *Polling Exceptions* report shows a single paid out brought over from the POS for the business date of 3/12. To map this paid out, you need the POS code associated with this item. In this example, the POS code is 2.

If you are unsure what the paid out is for, or what it should be called in Compeat, consult your POS Sales report. Check the paid outs or petty cash section for an item that matches the amount of your exception.

Below are steps to map this paid out.

### Mapping Paid Outs

Now that you know which exception needs to be mapped, or if you wish to set up a new paid out, go to **Setup > DSR > Paid Outs**.

The screenshot shows a web-based form titled "Paid Outs (edited)". At the top left, there is a "Print" button. Below it is a section titled "Paid Out Code" with the following fields:

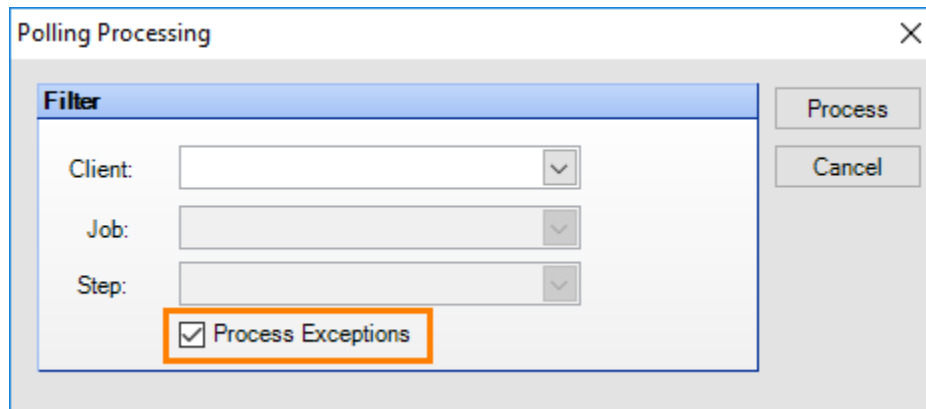
- Code:** BAND
- Entity Specific POS Code:** 2
- Description:** Ent - Band
- Company Wide GL Account:** (dropdown menu)
- Restaurant Specific GL Account:** 4500-000 (dropdown menu)

1. For a new paid out, choose **New Record**.
2. Complete the **Paid Outs** setup.
  - a. **Code:** Choose an identifying name for the paid out.
  - b. **Entity Specific POS Code:** Assign the code used by the POS at that entity (this is also the POS code show on the exceptions report).
  - c. **Description:** Provide a full name for the paid out.
  - d. **GL Account:** Select which GL Account you wish to use.
    - i. **Company Wide:** The same account used by other entities.

- ii. **Restaurant Specific:** If select, this account takes priority over the company-wide GL account.
3. **Save** your new paid out.

## Process Exceptions

Once you map a paid out from your *Polling Exceptions* report, it's important to process the exception so it clears from the report and shows on your DSR.



The screenshot shows a software dialog box titled "Polling Processing". It features a "Filter" section with three dropdown menus for "Client", "Job", and "Step". Below these is a checked checkbox labeled "Process Exceptions", which is highlighted with an orange border. To the right of the filter section are "Process" and "Cancel" buttons.

1. Go to **Setup > Polling > Polling Processing**.
2. Choose the **Client** (the entity).
3. Choose the **Job** (optional).
4. Choose the **Step** (if mapping paid outs, choose **Paid Outs**).
5. Ensure **Process Exceptions** box is checked.
6. Click **Process**.

Compeat notifies you once processing completes. Re-refresh the DSR in question so the **Paid Out** tab updates with the new paid out.

**Please note:** If the DSR was completed or posted, processing your exceptions will not update the DSR. You must un-complete or un-post the DSR to update the DSR.