



Payout Manager

Payout Manager adds a payout button to the Clover payment screen. Staff pick a reason, enter the amount and hand over the cash. Payouts are logged with the employee, the reason and the time.

\$1.99 / month

Free trial: 30 days

Clover POS (United States and Canada)

PAYOUTS

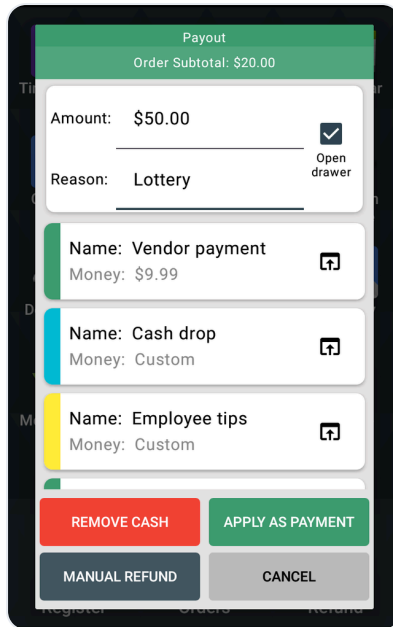
How payouts work

A payout is money you hand to the customer — a lottery win, a bottle deposit. The app takes it as payment for the order.

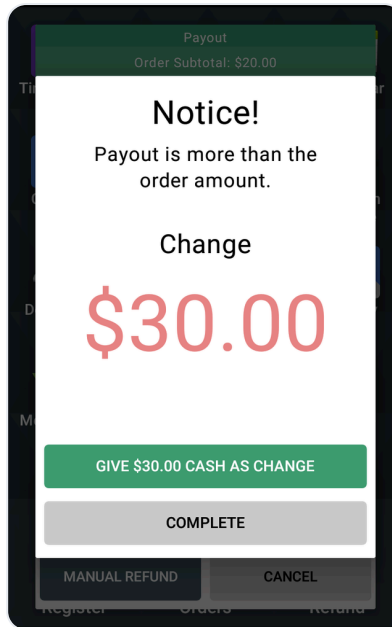
Only the amount of the order can be paid with a payout. Anything above it goes back to the customer in cash.

In the examples below the order is **\$20.00**.

THE CUSTOMER HAS...	WHAT YOU TAP	WHAT HAPPENS
a \$10 ticket	APPLY AS PAYMENT	\$10 goes to the order, the customer pays the other \$10
a \$50 ticket	APPLY AS PAYMENT, then GIVE \$30.00 CASH AS CHANGE	the order is paid, \$30.00 handed over in cash
no order at all	REMOVE CASH	cash leaves the drawer, no order is touched



The payout screen: the order is **\$20.00**, the lottery ticket is **\$50.00**.



The payout is bigger than the order, so the app offers the **\$30.00** change.

Cash Log		
Date	Event	Reason
5:01 PM 8/26/26	-\$30.00 Adjustment	Lottery PayPlaxe
5:01 PM 8/26/26	-\$20.00 Adjustment	Lottery PayPlaxe
4:58 PM 8/26/26	-\$2.20 Adjustment	Vendor payment PayPlaxe
3:57 PM 8/24/26	\$2.23 Transaction	Order PayPlaxe
8:36 PM 8/20/26	\$8.00 Transaction	Order PayPlaxe
8:32 PM 8/20/26	\$8.00 Transaction	Order PayPlaxe
8:31 PM 8/20/26	\$8.32 Transaction	Order PayPlaxe
8:31 PM	\$9.36	Order

Clover Cash Log afterwards: the cash that left the drawer, with your reason.

The change window opens by itself when the payout is bigger than the order. Afterwards the paid part is in Clover **Orders**, the cash part is in Clover **Cash Log** — it is not a sale, so it is not in **Sales Reports** — and every payout with its employee and reason is in **Reports** in the app.

Settings → **Payout Mode** decides what happens to the applied amount: **Issue payouts + remove cash** also records it in the Cash Log, **Issue payouts only** applies it to the order only. The app ships with **Issue payouts only**.

OVERVIEW

How it works

1 You name the button

The app registers a tender in Clover under the name you choose. It appears on the payment screen next to Cash and Card.

2 You prepare the reasons

A reason is a template: name, colour, an optional fixed amount, an optional barcode, and whether the drawer opens.

3 The cashier picks a reason

Tapping the button opens your list of templates. The cashier selects one, confirms the amount and chooses the mode.

4 Three ways to move the money

Apply as payment lowers the order total. **Remove Cash** takes money out of the drawer. **Manual refund** records a negative transaction.

5 Everything is written down

The log keeps the employee, the reason, the amount and the time. Depending on the receipt setting, the payout is printed too.

6 Reports

Filter the log by employee or reason, reprint a receipt, or email the report as an Excel file.

7 Your own paperwork still applies

The log records what the app did. It does not replace the rules you work under: lottery payout limits, cash handling policy and drawer counts are still yours to follow.

The app never replaces the Clover Register — it adds to it. Payments, taxes and reporting stay in Clover.

FEATURES

What it does

01

Payout button on the payment screen

A tender you name yourself, for example **Payouts**, next to Cash and Card in the Clover Register.

02

Three payout modes

Apply as payment lowers the order total. **Remove Cash** takes money out of the drawer. **Manual refund** records a negative transaction.

03

Payout templates

Preset the name, reason, amount, colour and whether the drawer opens. A barcode can be attached so a template is found by scanning.

04

Payouts without a sale

Launch Clover Register opens the Register on a new order carrying one placeholder line priced **\$0.00**, so a payout can be taken with nothing sold.

05

Repeat a payout

Long-tap a template with a preset amount and enter a count — the app multiplies the preset by the count and issues one payout of the total, logged as a single record. Templates without a preset amount are not affected.

06

Logs and Excel export

The last 10,000 records, filters by employee and reason, receipt reprint, and an emailed link to the Excel report.

07

Receipts

None, **Standard** (printed inside the receipt) or **Manually**. You can decide per payout.

08

Employee restrictions

Control per employee who may issue payouts, add or remove cash, edit templates, and open logs and reports.

09

Mobile companion

Scan the QR code in the app to review payouts and email reports from the PayPlaxe Android companion app. The phone app cannot issue payouts.

10

Web version

payoutmanager.payplaxe.com (<https://payoutmanager.payplaxe.com>) opens **Reports**, **Payout Reasons** and **Settings** in a browser on any computer. It is the same app, not a separate product: the browser is where it is set up, with the same Clover account and nothing extra to buy. Sign in with **Login via Clover**. Payouts themselves stay on the Clover device.

Price & installation

\$1.99 / month

↓ **Install on Clover App Market** (<https://www.clover.com/appmarket/apps/MZEVDZFTMEWH0>)

Every app has a 30-day free trial. Clover bills the subscription with your monthly Clover invoice.

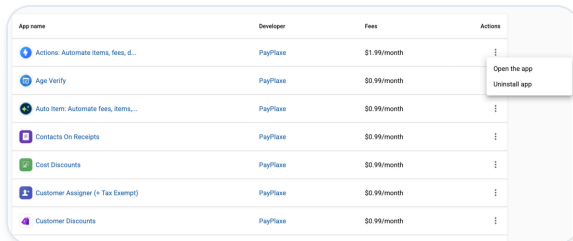
How to install

1. Open the **Clover App Market** — on the device, or at `clover.com/appmarket` in your web dashboard.
2. Find the app by name, or open its direct link from the button above.
3. Tap `Connect` / `Install` and accept the permissions the app requests.
4. The 30-day free trial starts automatically. The subscription then appears on your monthly Clover invoice.
5. Open the app on the Clover device and sign in with a **Manager** or **Admin** employee account to configure it.
6. To cancel later, uninstall the app from the App Market — the steps are right below.

How to cancel the subscription

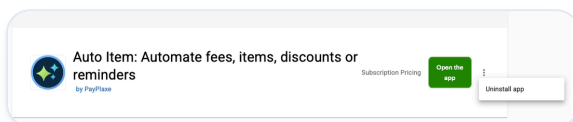
Cancelling means uninstalling the app — there is no separate billing screen.

1. Open the **App Market** — on the Clover device, or in the web dashboard.
2. Open **My Apps**. Every app you pay for is listed there with its monthly fee.



App name	Developer	Fee	Actions
Actions: Automate items, fees, d...	PayPlace	\$1.99/month	⋮
Age Verify	PayPlace	\$0.99/month	⋮
Auto Item: Automate fees, items, ...	PayPlace	\$0.99/month	⋮
Contacts On Receipts	PayPlace	\$0.99/month	⋮
Cost Discounts	PayPlace	\$0.99/month	⋮
Customer Assigner (+ Tax Exempt)	PayPlace	\$0.99/month	⋮
Customer Discounts	PayPlace	\$0.99/month	⋮

3. Tap the ⋮ button on the app's row and choose **Uninstall app**.
4. The app's own page works too: ⋮ next to the green **Open the app** button → **Uninstall app**.



5. Confirm. The subscription stops there and then — the app is off your next Clover invoice.

Install and cancel any time from the Clover App Market.

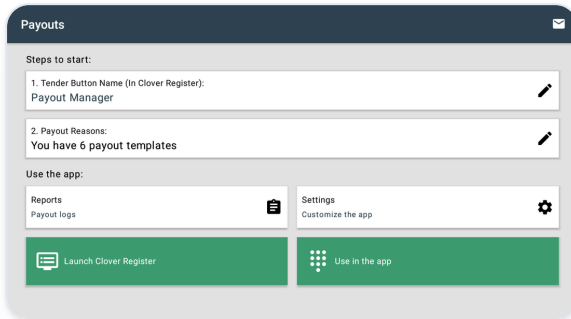
START HERE

First setup

Do this once, in this order. It takes a few minutes and the app is then ready for the shift.

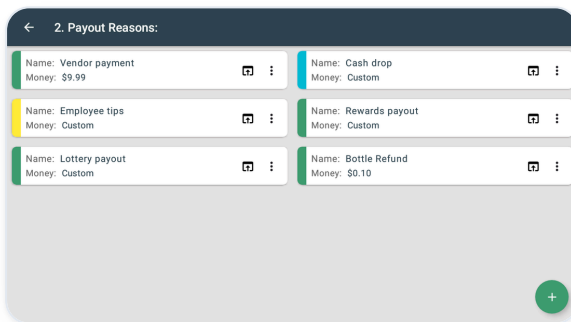
1. Open **Payout Manager** on the Clover device. The app tile and the title bar read **Payouts** .

If the app says **Please login as Manager or Admin** , switch to an employee with that role.



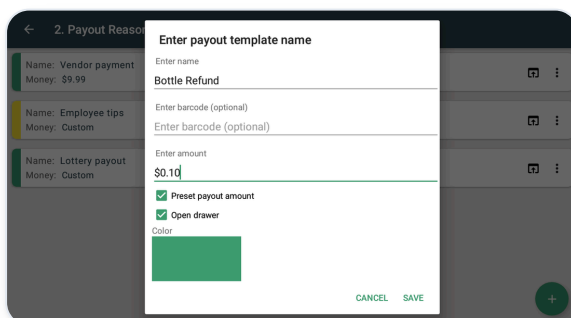
2. Step 1 — tap the pencil next to **Tender Button Name (In Clover Register)** and type the name your cashiers will look for, e.g. **Payouts** .

3. Step 2 — open **Payout Reasons** and tap **+** to create your first template.

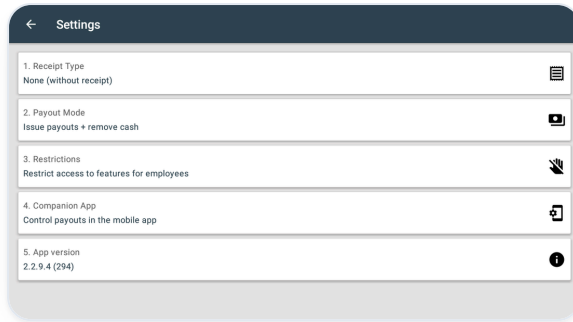


4. Fill in the name, leave **Preset payout amount** unticked for variable payouts (lottery) or tick it and enter a fixed value for fixed ones (bottle deposit).

Turn **Open drawer** on for cash payouts, pick a colour and save.



5. Open **Settings** → **Receipt Type** and choose **Standard** so payouts print inside the receipt.



6. In **Payout Mode** choose **Issue payouts + remove cash** if the money physically leaves the drawer, or **Issue payouts only** if you reconcile cash elsewhere.
7. Open **Restrictions** , pick the cashier and tick what they must not do — usually **Edit templates** and **Open reports** . A ticked box blocks the action; unticking it grants the action back.
8. Test it: tap **Launch Clover Register** , go to the payment screen, tap your tender button, issue a **\$1** payout and check the log.

Everything here can be changed later without affecting past payouts — including the tender button name, which you can edit any time with the pencil on the home screen.

CONFIGURATION

Setup scenarios

Each scenario is a complete configuration — follow the steps in order.

Most configuration screens require the Clover employee role of Manager or Admin.

1 Lottery and video gaming payouts

Pay a winner at the counter, with the amount typed in on the spot and the reason stored for the audit trail.

1. Open **Payout Manager** on the Clover device — the app tile and the title bar read **Payouts** — and sign in as Manager or Admin.
2. Step 1 — **Tender Button Name (In Clover Register)**: type the name your cashiers will see, e.g. **Payouts**.
3. Step 2 — **Payout Reasons**: tap **+** and create a template named **Lottery payout**.
4. Leave **Preset payout amount** empty so the cashier types the win amount, and turn **Open drawer** on.
5. Set **Receipt Type** to **Standard** so the payout prints on the receipt.
6. Set **Payout Mode** to **Issue payouts + remove cash** so the drawer total stays correct.
7. In the Register, open the payment screen, tap your **Payouts** button, choose **Lottery payout**, enter the amount and confirm.

If the payout is larger than the order total, the app warns you and shows how much cash to give as change.

2 Bottle deposit refunds by barcode

Return container deposits in one tap, or scan the returned item to pull up the right template instantly.

1. Create a template named **Bottle Refund** in **Payout Reasons**.
2. Set **Preset payout amount** to the deposit value, e.g. **\$0.10**.
3. Fill **Enter barcode (optional)** with the container barcode — type it in, or scan the item while the template editor is open and the code drops straight into the field.
4. Turn **Open drawer** on so the cashier can hand over the coins.
5. At the counter: open the payout dialog and scan the bottle barcode — the template is selected automatically.
6. For several bottles, long-tap the template and enter the count — the app fills in one payout of count × the deposit.

3 Cash drops and drawer management

Take money out of the drawer during the shift and keep a record of who did it and why.

1. Create a template named **Cash drop** with no preset amount.
2. In the Register payout dialog choose the template and pick **Remove Cash**.
3. Enter the amount removed and confirm — the app shows **Cash removed** and logs the record.
4. To put a float back, open **Use in the app** on the home screen and tap **ADD CASH** — the Register payout dialog has no Add cash button, only **REMOVE CASH**, **APPLY AS PAYMENT**, **MANUAL REFUND** and **CANCEL**.
5. Review the movements later in **Payout logs**, filtered by employee.

Cash drops are recorded as drawer movements, not as sales — they never distort your revenue reports. Warning: **REMOVE CASH** takes the money out straight away and no record can be deleted in the app, so a wrong amount has to be corrected with a matching **ADD CASH**.

4 Payout with no sale attached

Pay a supplier, payroll or a tip when there is nothing in the cart.

1. Open **Payout Manager** on the Clover device — the tile reads **Payouts** — and tap **Launch Clover Register**.
2. The Register opens on a new order that already holds one placeholder line priced \$0.00, with the payout tender button available. The line adds nothing to the total, but it stays on the order — delete it in the Register if you go on to sell something on that order.
3. Choose the reason (for example **Vendor payment**), enter the amount and confirm.
4. Choose **Remove Cash** if the money physically leaves the drawer.

5 Restrict staff and keep an audit trail

Cashiers issue payouts; only managers change templates and see reports.

1. Open **Restrictions** in the app settings.
2. Pick an employee from the list — admins can never be restricted, and a manager cannot restrict another manager. An admin can restrict managers.
3. Tick what that employee must not do — the dialog is headed **'Name' can't:**, so a ticked box blocks the action: **Issue a payout**, **Add/remove cash**, **Edit templates**, **Open reports**. Warning: unticking a box removes the restriction and grants that action back.
4. Open **Payout logs** to review activity; use **Filter by employee** and **Select reasons** to narrow it down.
5. Tap the share button at the bottom of the Logs screen, confirm **Create report?**, then tap **Send via Email** and enter your address to receive the Excel export link.

The report link expires. If it no longer opens, open the logs and tap the share button again to create a new one. Logs load the last 10,000 records.

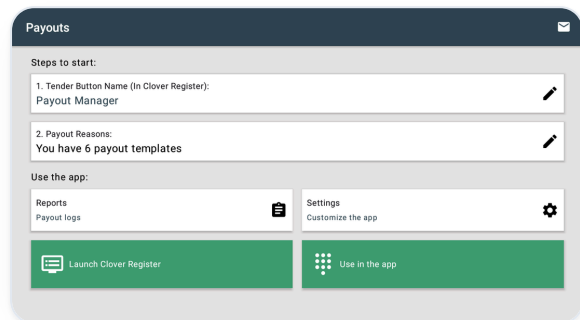
REFERENCE

Screens and settings

Every screen of the app and what each setting does. (5)

Home screen

The two numbered rows are the setup; the five tiles below are day-to-day use.



1. Tender Button Name

The name of the payout button inside the Clover Register. Cashiers see exactly this text.

2. Payout Reasons

Your payout templates. The row shows how many you have.

Reports · Payout logs

Every payout with employee, reason and amount, plus filters and export.

Settings · Customize the app

Receipt type, payout mode, restrictions and the companion app.

How the app works

Two guides built into the app — **First setup** and **How payouts work**. They open on the device without an internet connection.

Launch Clover Register

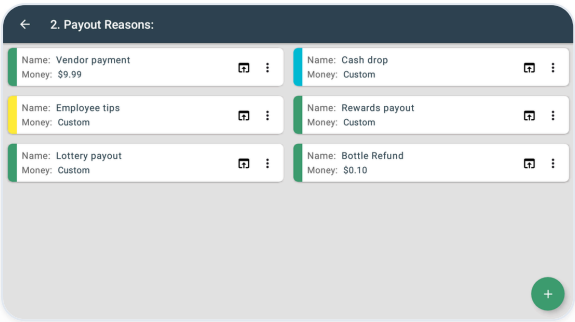
Opens the Register on a new order carrying one placeholder line priced **\$0.00**, so you can issue a payout with nothing sold.

Use in the app

Add or remove cash from inside Payout Manager, without an order — used for drawer drops and floats.

Payout templates

One card per reason. The coloured stripe is the colour you picked; **Money: Custom** means the amount is typed at payout time.



Card colour

Helps cashiers find the right reason quickly on a busy screen.

Name

The reason stored with every payout and printed on the receipt.

Money

Either the preset amount or **Custom** when the cashier enters it.

Drawer icon

Solid when **Open drawer** is on for this template, faded when it is off. Tapping it only shows a message such as **Cash drawer will open after payout** — it does not open the Register.

: menu

Edit and **Delete** for the template.

+ button

Creates a new payout template.

Template editor

The screenshot shows a mobile application interface for editing payout templates. On the left, a list of templates is visible: 'Vendor payment' (Money: \$9.99), 'Employee tips' (Money: Custom), and 'Lottery payout' (Money: Custom). A modal titled 'Enter payout template name' is open, showing the details for the 'Bottle Refund' template. The modal includes fields for 'Enter name' (Bottle Refund), 'Enter barcode (optional)', and 'Enter amount' (\$0.10). It also has checkboxes for 'Preset payout amount' and 'Open drawer', both of which are checked. A color selection area is visible at the bottom of the modal, showing a green color. The modal has 'CANCEL' and 'SAVE' buttons at the bottom.

Enter name

Required. Shown in the payout dialog, the log and on the receipt.

Enter barcode (optional)

Scan this barcode at the payout dialog to select the template instantly. Type the code in, or scan the item while the template editor is open — the code drops straight into this field.

Preset payout amount

Off = the cashier types the amount every time. On = a fixed amount, e.g. a bottle deposit.

Enter amount

Appears when the preset is on; the fixed value for this reason.

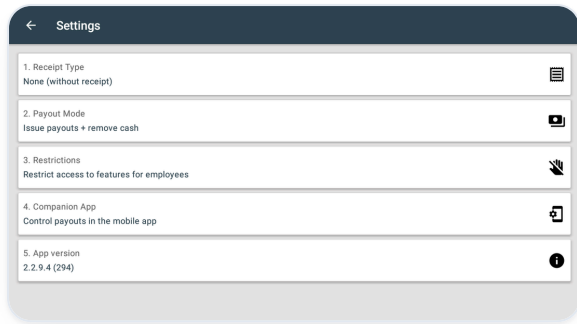
Open drawer

Opens the cash drawer after the payout. Leave it off for records that do not move physical cash.

Color

The stripe colour of the card in the list.

Settings



1. Receipt Type

None — nothing printed. **Standard** — the payout prints inside the receipt. **Manually** — the app asks after each payout whether to print.

2. Payout Mode

Issue payouts + remove cash — the amount is recorded in the Clover Cash Log and applied to the order. **Issue payouts only** — it is applied to the order only. Default: **Issue payouts only**.

3. Restrictions

Per employee: issue a payout, add/remove cash, edit templates, open reports. A ticked box blocks the action. Admins can never be restricted; a manager cannot restrict another manager, but an admin can.

4. Companion App

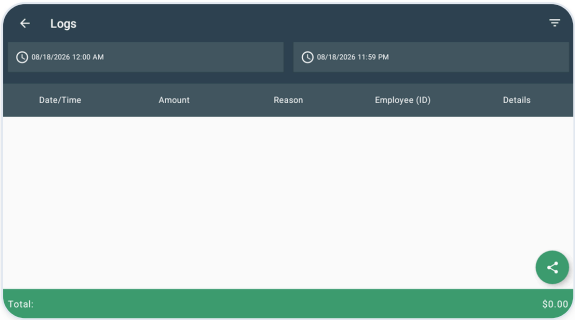
Shows a QR code to pair the phone app; the screen says **Scan this QR-code via Payout Manager on your Android device**, and in Google Play and on the phone that app is called **Payouts Manager**. **LINK TO ANDROID APP** asks for an email address and sends the Google Play link to it. From the phone you review payouts and email reports; payouts are issued on the Clover device only.

5. App version

The installed version — quote it when you contact support.

Logs and reports

Opens on today by default. The last 10,000 records are loaded.



Date range

Two fields at the top set the start and the end of the period.

Columns

Date/time, amount, reason, employee (ID) and details of each payout.

Filter icon

Filter by employee and **Select reasons**. Each dialog has its own **Clear filter** button that resets that filter only — clear both to see everything again.

Info icon (Details column)

Opens the record's details, with **Reprint Receipt**.

Share button

Creates the report and emails you a link to the Excel export.

Total

The sum of everything currently shown, respecting the filters.

AT THE REGISTER

Everyday use

What the cashier does after the app is configured.

1. Ring up the order as usual (or leave the cart empty for a payout with no sale).
2. On the payment screen tap your payout tender button, e.g. **Payouts** .
3. Pick the reason, or scan the barcode attached to it.
4. Enter the amount if the template has no preset; on a template with a preset amount, long-press it and enter a count — one payout of count × the preset is filled in.
5. Choose the mode: **Apply as payment**, **Remove Cash** or **Manual refund**, then confirm.
6. If the payout is larger than the order, the app shows how much cash to give as change.
7. Hand over the money; the drawer opens if the template says so and the receipt prints according to the receipt type.

IF SOMETHING IS WRONG

Troubleshooting

Symptom on the left, what to do on the right.

Payout is more than the order amount appears.

That is a warning, not an error. Confirm it and the app shows **Give \$X cash as change** — the difference to hand over.

A cashier sees **You can't issuing payouts or **You can't open logs**.**

The employee is restricted. Open **Settings** → **Restrictions**, tap the employee and untick the actions in the **'Name' can't:** list. Ticking a box adds a restriction — it does not remove one.

The emailed report link no longer opens.

Report links expire. Open the logs, tap the share button and create a new one.

Register not found when using **Launch Clover Register**.

The Clover Register app is missing or disabled on the device. Install or enable it from the App Market.

The drawer does not open after a payout.

Open the template and turn **Open drawer** on — it is a per-template setting.

Payouts do not appear in the log.

Check the date range at the top of the Logs screen; it defaults to today. The list also loads only the most recent 10,000 records. If the device was offline at the moment of the payout, the record never reaches the log — check the connection before a busy shift.

The app's dialog never appears on the payment screen; Clover shows "Customer is choosing payment method".

Open the Clover **Setup** app → **Payments** and uncheck **Automatically take payment on Connected Device**, so payment is taken on the primary device.

Settings cannot be opened or changed.

Sign in with an employee whose Clover role is **Manager** or **Admin**. Some apps also have their own **Restrict access** switch that locks the configuration.

The app works erratically, or stops reacting after the device has been idle.

Turn off Battery Saver in the device's Android settings and keep the device online.

A change made on one device is not visible on another.

Settings sync through the cloud; give it a minute and make sure both devices have a network connection.

QUESTIONS

FAQ

What kinds of payouts can I record?

Lottery and video gaming payouts, bottle deposit refunds, cash drops, vendor payments, payroll, tips, rewards — or any custom payout with its own reason and an amount entered on the spot.

Does it keep an audit trail?

Yes. Payouts are logged with reason, employee and time as long as the device is online at the moment of the payout — a payout made offline never reaches the log. Reports export to Excel by email; payouts print on receipts; and restrictions control what each employee can do.

Can I issue a payout without a sale?

Yes — **Launch Clover Register** opens a new order carrying one placeholder line priced **\$0.00**, with the payout tender ready.

Does the cash drawer open automatically?

Per template. Turn **Open drawer** on for cash payouts and off for records that do not move physical cash.

Can I do this from a computer?

Partly. payoutmanager.payplaxe.com (<https://payoutmanager.payplaxe.com>) opens in any browser and signs in with one button, **Login via Clover** — there is no password and no QR code. If the app has never been opened on the Clover POS, the page answers **Open Payout Manager on your Clover POS, then try again**. In the browser you get **Reports** with the date range, **Filter by employee**, **Select reasons** and the emailed report; the full **Payout Reasons** editor; and **Receipt type**, **Payout settings** and **Restrictions** under **Settings**. Everything that happens at the register stays on the Clover device: issuing a payout, **Apply as payment**, **Remove Cash**, **Manual refund**, **Use in the app**, **Launch Clover Register**, barcode scanning and receipt reprint. **Merchant ID**, **Tender Button Name** and **Companion app** are read-only there. One difference to know: in the browser an employee who carries any restriction at all cannot edit payout reasons, while the Clover app blocks only the action that is ticked.

What is the difference from Deposits Manager?

Payout Manager moves money **out** (payouts, refunds, cash drops). [Deposits Manager](#) collects deposits **in**, assigned to items.

How much does it cost?

\$1.99 per month, with a 30-day free trial. Install and cancel any time from the Clover App Market.

Is PayPlaxe an ISO?

No. PayPlaxe is an independent software vendor and does not sell payment processing, so agents and ISOs can recommend the app without risking the merchant relationship.

SUPPORT

Contacts

EMAIL

contact@payplaxe.com

TEXT MESSAGE

[743-800-4077](tel:743-800-4077)

WEBSITE

payplaxe.com (<https://payplaxe.com>)

IN-APP SUPPORT

Settings → Contact us

ANSWER TIME

5–15 minutes

Unofficial documentation set generated for PayPlaxe Clover POS apps. Prices and features follow the published product pages.

contact@payplaxe.com payplaxe.com (<https://payplaxe.com>)

[Clover Apps \(US\)](https://www.clover.com/appmarket/developer/851YWYC4PW440) (<https://www.clover.com/appmarket/developer/851YWYC4PW440>)

[Clover Apps \(EU\)](https://www.eu.clover.com/appmarket/developer/FBG7E8TY6C95W) (<https://www.eu.clover.com/appmarket/developer/FBG7E8TY6C95W>)