How to Pay Out a Consignor

Rose 3.0 · Contracts › Payout

In each screenshot, the **yellow boxes** show what to click. Numbers give the order.

Overview

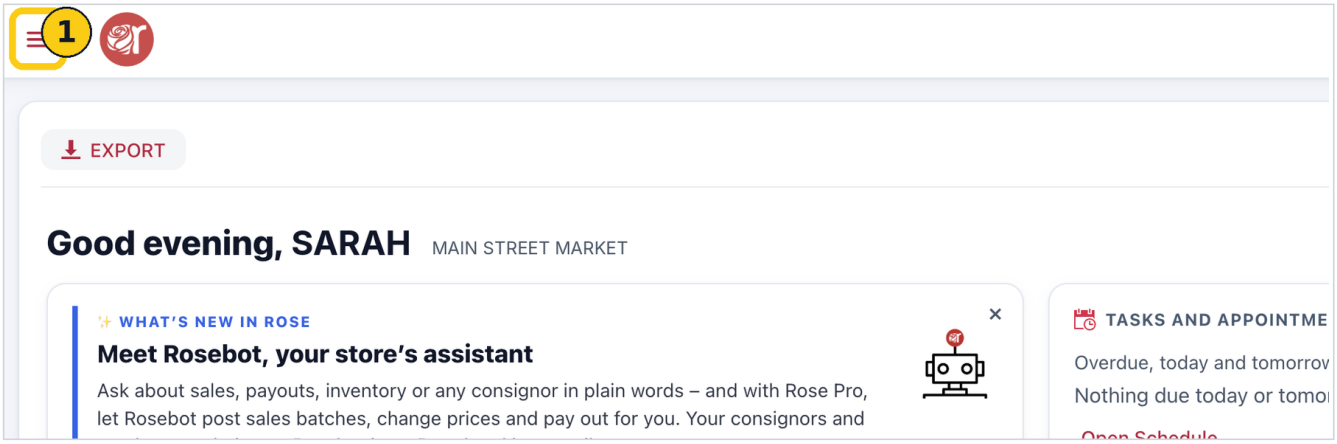
A payout pays a consignor what they're owed for items sold. Rose records the payment against the contract, updates the balance due, and gives you a receipt the consignor can sign.

Where to find it: Dashboard › menu (☰) › **Contracts** › select a contract › **PAYOUT**.

Tip: the Dashboard's **MONEY** panel shows what's owed to consignors and how many payouts are due.

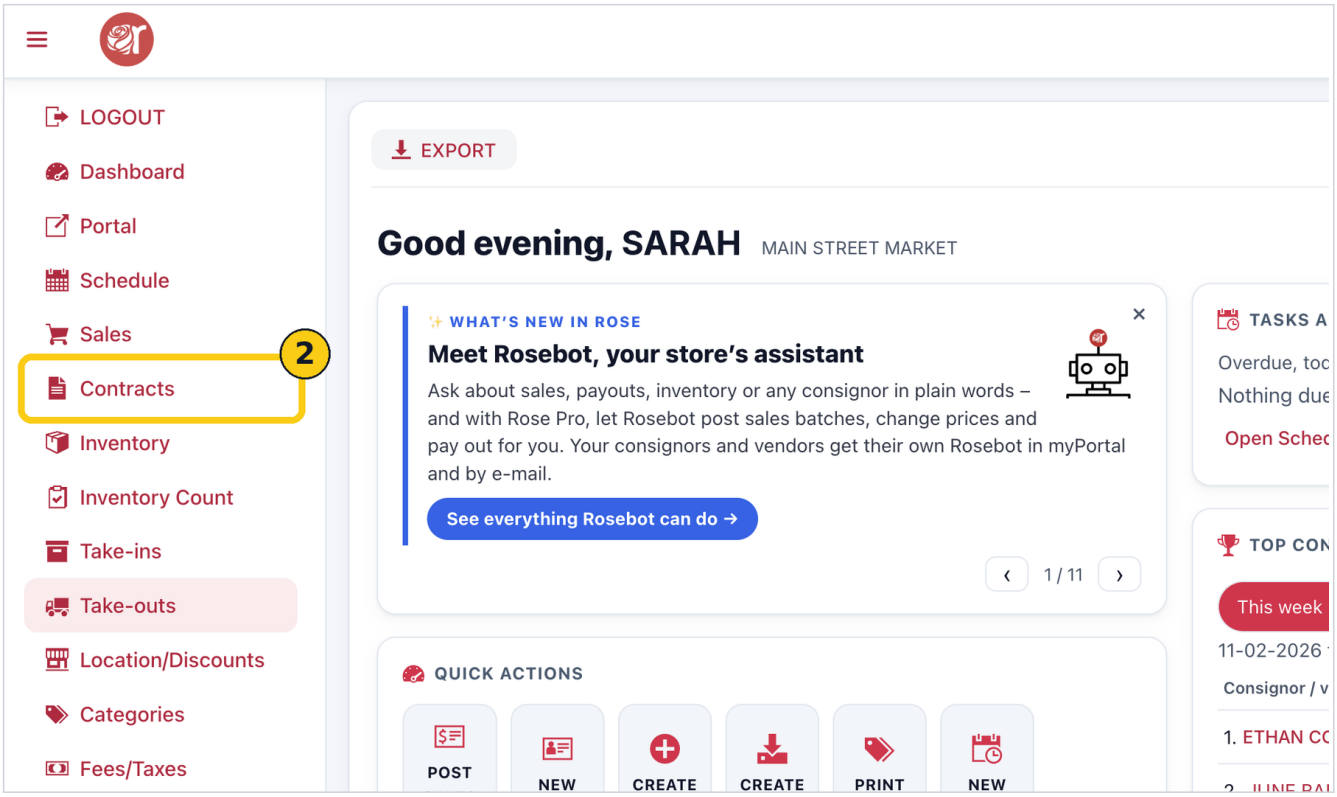
Step 1: Open Contracts from the Dashboard

1 On your Dashboard, click the menu icon (☰) in the top-left corner.



Open the menu from the Dashboard.

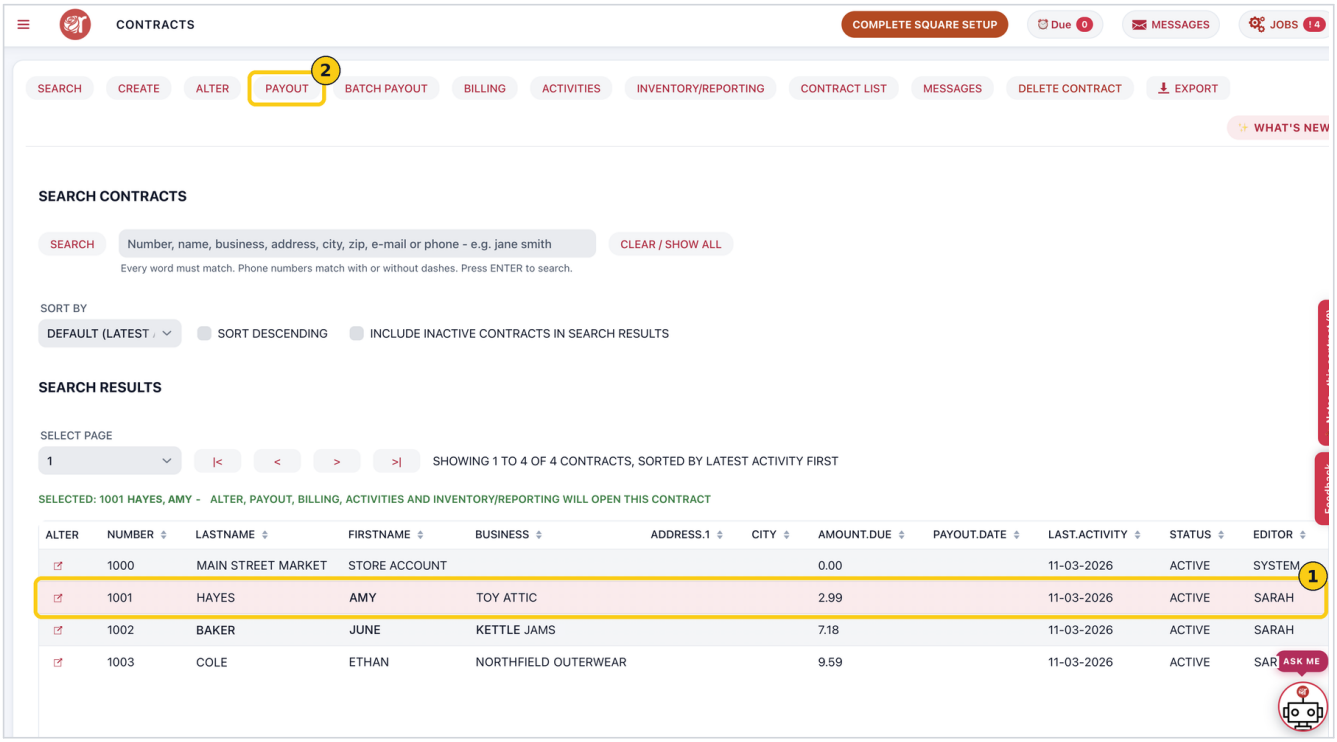
2 Click **Contracts**.



Click Contracts.

Step 2: Open the consignor's payout

1. On the Contracts screen, search for the consignor or find them in the list. The **AMOUNT.DUE** column shows what each one is owed.
2. Click the consignor's row. A green line confirms the selected contract.
3. Click **PAYOUT**.

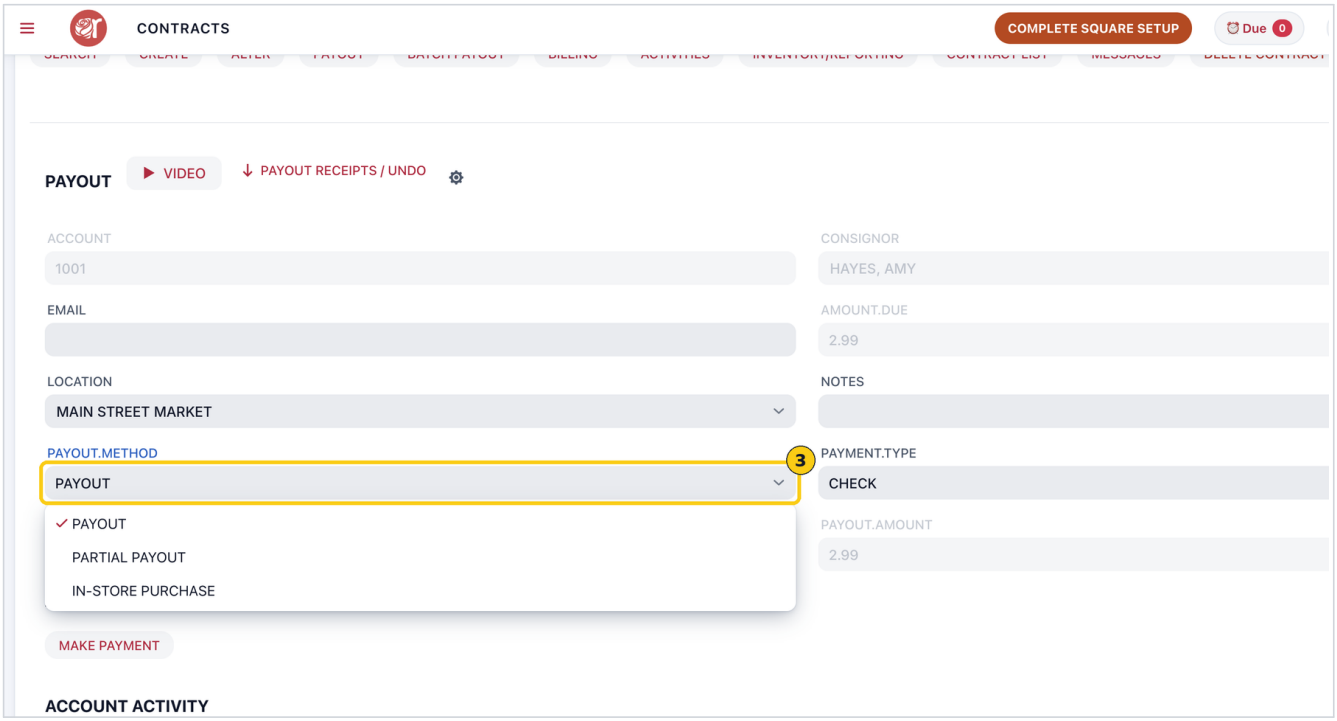


Select the contract (1), then click PAYOUT (2).

Step 3: Fill in the payment

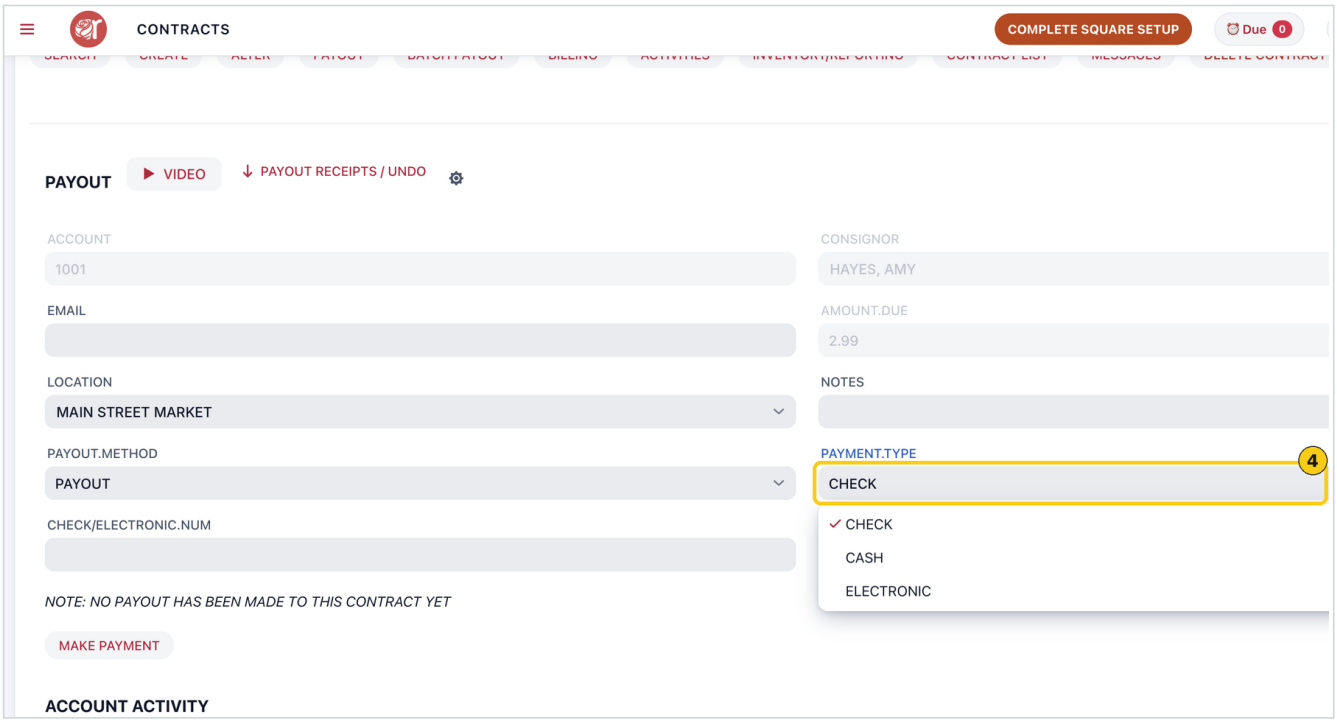
The payout screen shows the account, consignor and **AMOUNT.DUE**. Check that **LOCATION** is the store making the payment.

1 Choose the **PAYOUT.METHOD**: Payout, Partial Payout or In-Store Purchase.



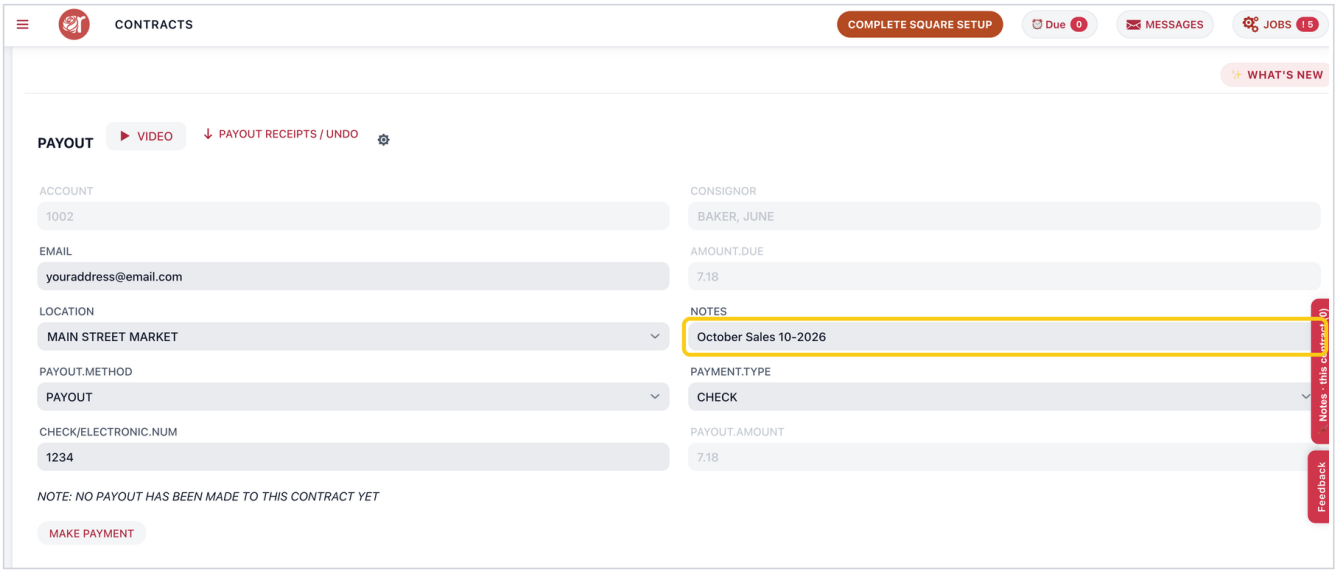
Choose the payout method.

2 Choose the **PAYMENT.TYPE**: Check, Cash or Electronic.



Choose the payment type.

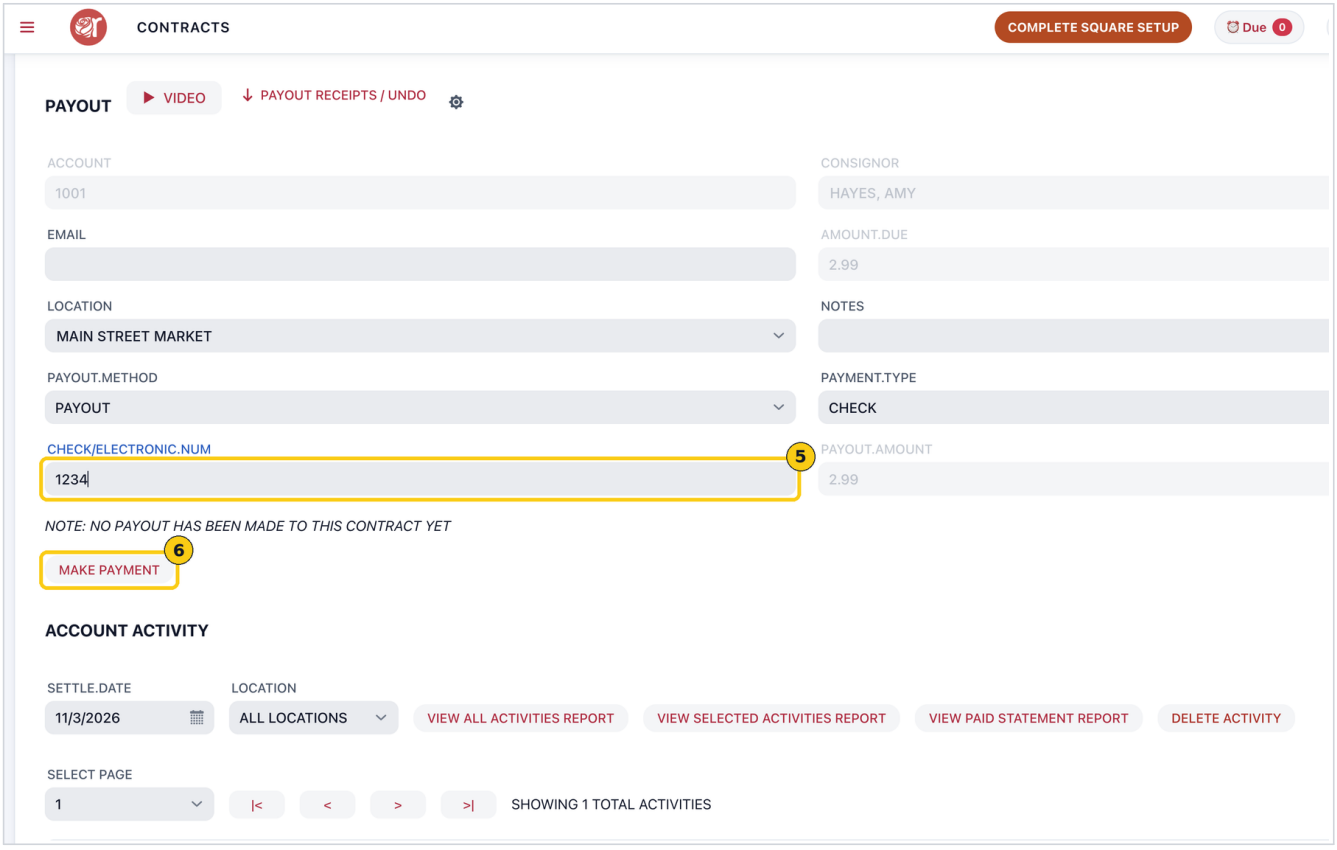
3 Add **NOTES** if you want, for example October Sales 10-2026. Notes print on the payout receipt.



Notes appear on the receipt, so they're a handy place to name the sales period.

4 For a check or electronic payment, enter the check or transaction number in **CHECK/ELECTRONIC.NUM**.

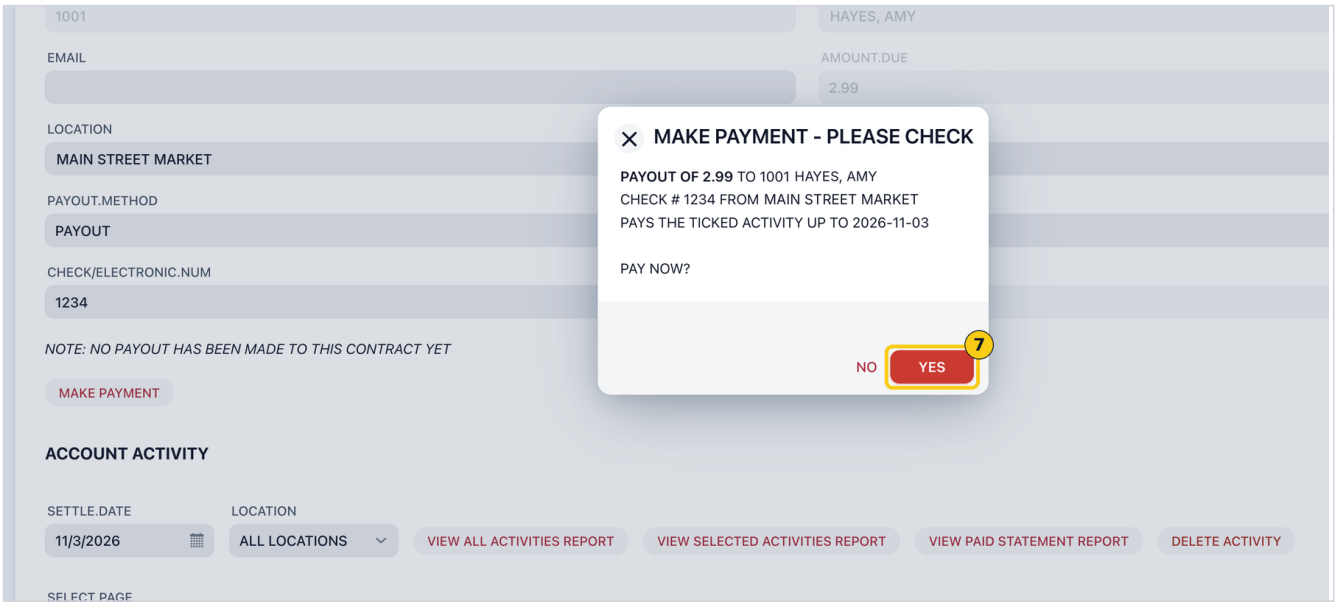
5 Click **MAKE PAYMENT**.



Enter the check number (5), then click MAKE PAYMENT (6).

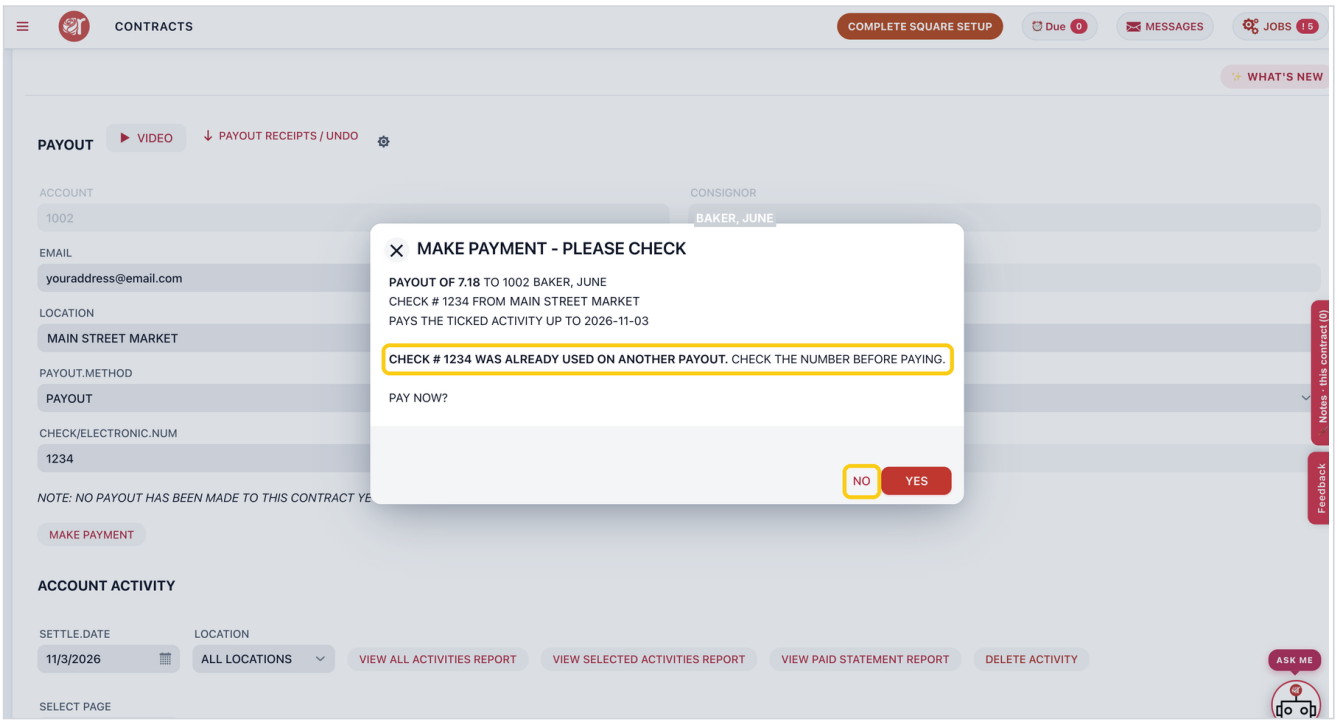
Step 4: Confirm the payment

1 Check the summary: the amount, the consignor, the check number, the location, and the date the payment covers activity up to (the **SETTLE.DATE**). Click **YES**.



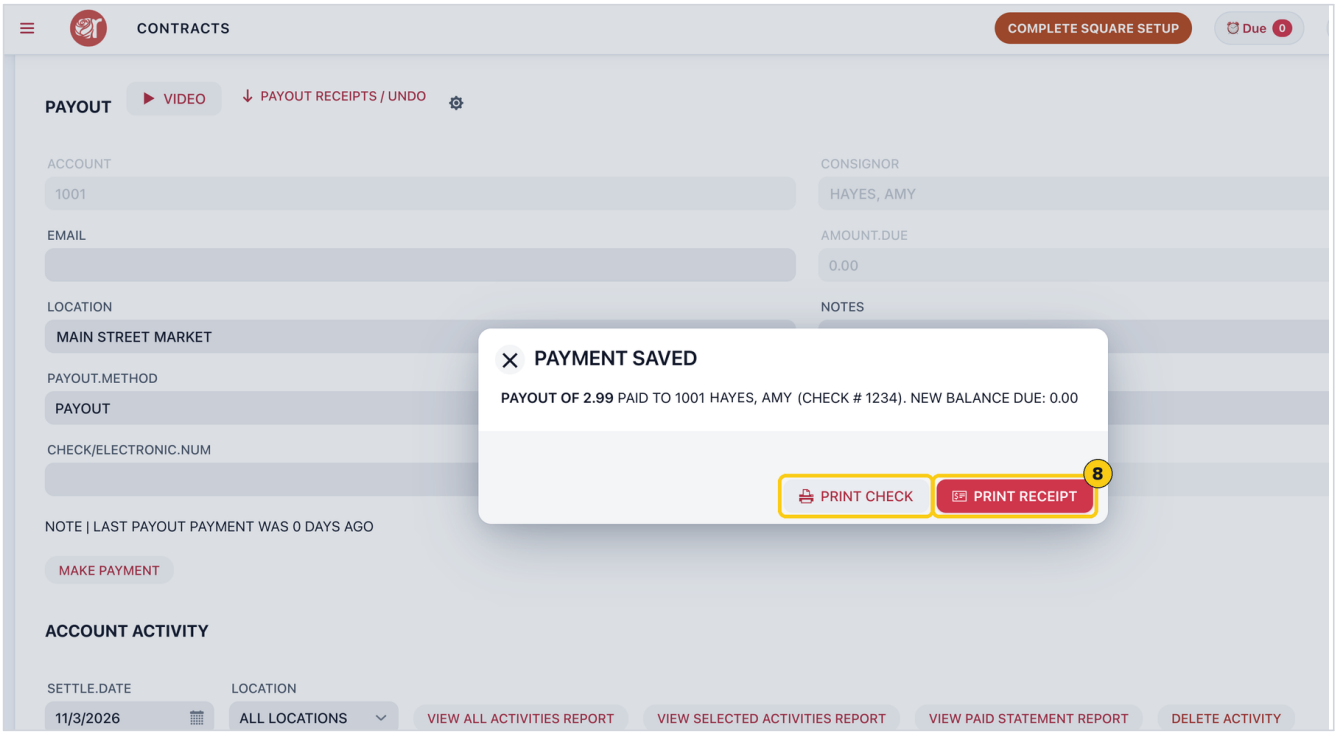
Check the details, then click YES.

Check number already used? If the check number was used on another payout, Rose warns you in bold. Click **NO**, correct the number, and click **MAKE PAYMENT** again.



The duplicate check warning: click NO and fix the number.

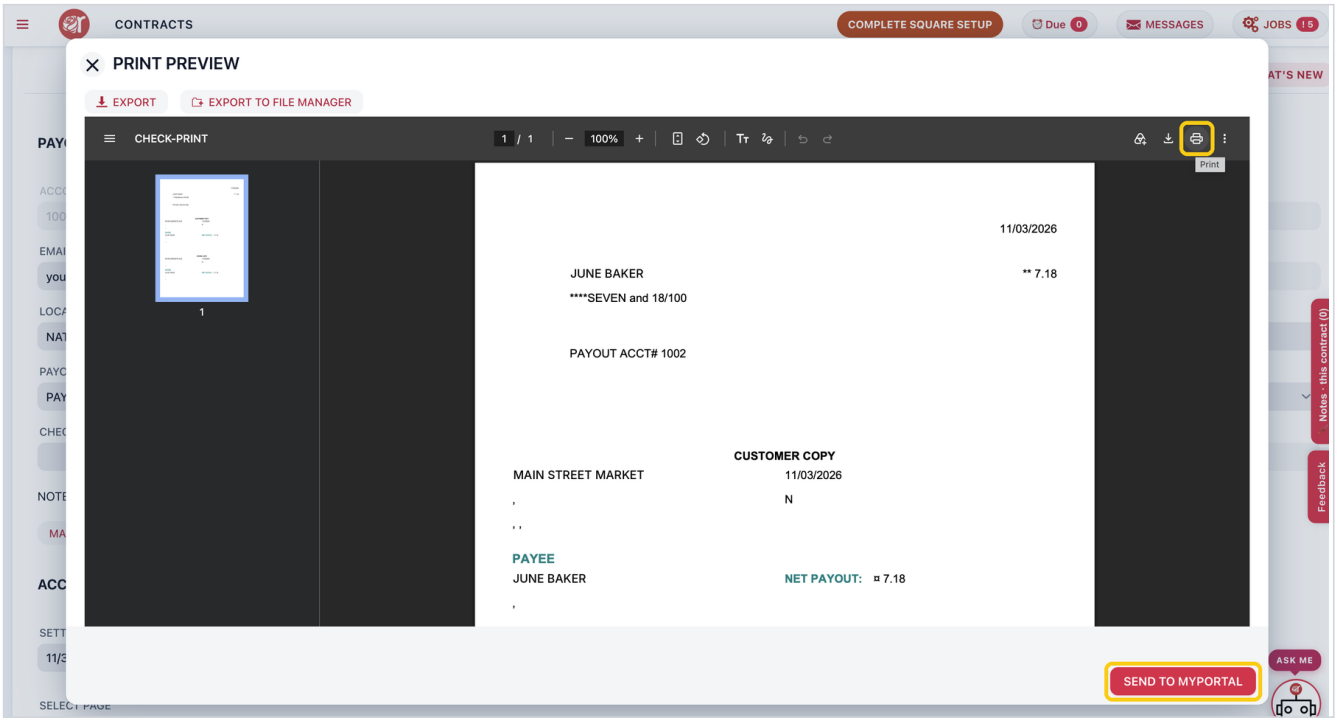
2 **PAYMENT SAVED** confirms the amount paid and the new balance due. Click **PRINT RECEIPT**, or **PRINT CHECK** to print the check.



Print the check or receipt (8).

Print the check

PRINT CHECK opens a print preview of the check, with the amount written out and a customer copy below. Click the printer icon to print it. You can also **EXPORT** it as a file, **EXPORT TO FILE MANAGER** to keep it in Rose, or **SEND TO MYPORTAL** to share it with the consignor.

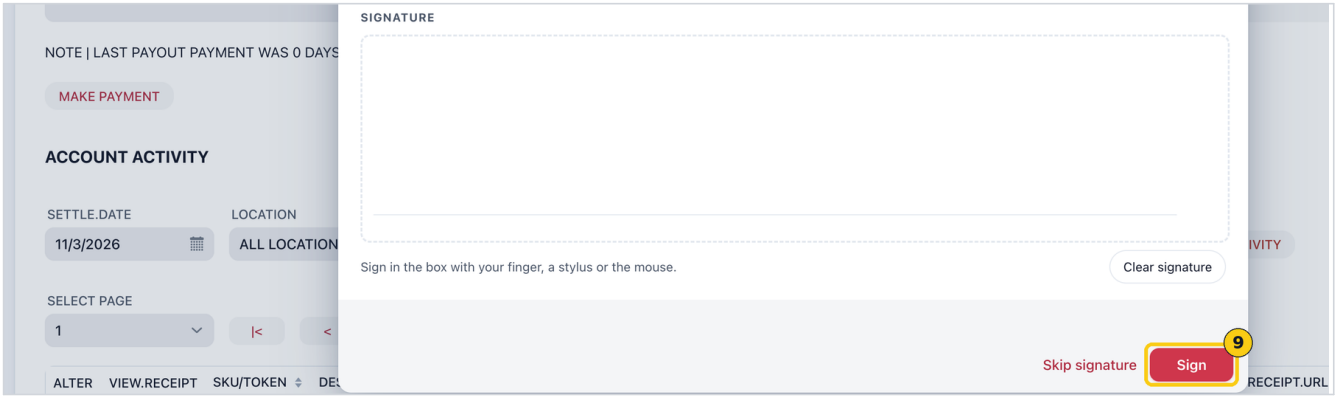


Print with the printer icon, or send it to the consignor's myPortal.

Step 5: Have the consignor sign

The payout receipt lists every item paid for, with the sold price, card fees, discount, split % and amount paid out.

1. Have the consignor sign in the **SIGNATURE** box with a finger, a stylus or the mouse. Use **Clear signature** to start again.
2. Click **Sign**. If the consignor isn't there, click **Skip signature**.



The consignor signs, then click Sign (9).

FAQ

Which sales does a payout cover?

The ticked account activity up to the SETTLE.DATE under ACCOUNT ACTIVITY. Change that date before paying to set the cut-off.

How do I reprint a receipt or reverse a payout?

Use PAYOUT RECEIPTS / UNDO at the top of the payout screen.

Is there a video?

Yes. Click VIDEO next to the PAYOUT heading.

Can I pay several consignors at once?

Use BATCH PAYOUT on the Contracts toolbar.