

Tips Templates: Pool by Day-Part

Last Modified on 11/01/2023 11:50 am MDT

Teamwork will setup your initial Tips Templates, and show you how to modify / create new templates for future use.

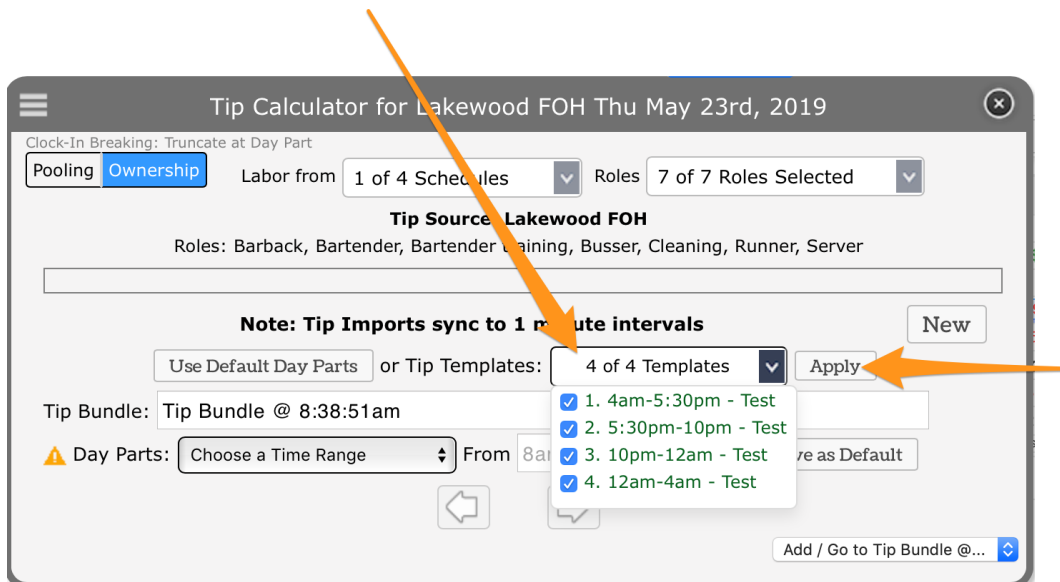
Note: Before running tips, verify that you have edited and approved all time punches for the day.

From the schedule view, click **No Tips Run:**

All 18 Clock-Ins Approved		
No Tips Run		
Sched	Act	
101.0	79.8	
\$806	\$637	↗
\$0	\$0	↗
0	11,955	↗ 11 Hrs
0.0%	5.3%	
(\$2,078)		↗ Note
\$0.00	\$149.73	
Trans: 189 Guests: 367		
Resync Sales/Tips Resync Punches		

From the Tips Calculator, open the **Template Selection Dropdown Menu** as shown below.

Select the templates you wish to run, and press **Apply**



In the **Tips Navigator**, you can view the Tips Bundles that were generated by the templates --- the components that comprise your Tips Distribution. See the difference below between a Parent Bundle and downstream Pool.

Parent Bundle (Incoming Tips)

Distribution Bundle (Pool)

***Red Icon indicates NOT YET SAVED**

Bundle ID	Time Range	Amount	Source
1.	4am-5:30pm	\$83.00	CC
1.	4am-5:30pm Pool Link		4am to 5:30pm
2.	5:30pm-10pm	\$178.22	CC
2.	5:30pm-10pm Pool Link		5:30pm to 10pm
3.	10pm-12am	\$32.46	CC
3.	10pm-12am Pool Link		10pm to 12am
4.	12am-4am	\$12.00	CC
4.	12am-4am Pool Link		11:59pm to 4am

Clock on a "Parent Bundle" as indicated above (any Outdented row) .

The Parent Bundle reveals the Tips SOURCE. For instance, below, Tara Hadlock rang in \$3.00, while Sara Odetallah rang in \$21.46 in Tips between 10pm and 12am. All rows are "Linked", meaning they will flow into a downstream Tips Pool.

Tip Bundle: 3. 10pm-12am

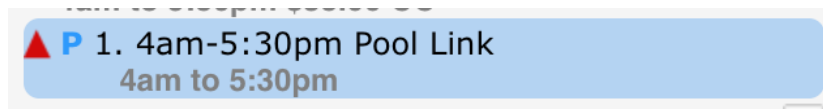
Day Parts: Choose a Time Range From 10pm to 12am Save as Default

Notes:

Employee	POS CC	POS CC Override	POS AutoGr	POS AutoGr Override	Total	-1.8% CC Fee Total	% of Net Sales	Net Sales
Lakewood FOH Fabek, Norah Bartender	8.00		0.00		8.00	0.00	10.00%	80
Lakewood FOH Hadlock, Tara Bartender	3.00		0.00		3.00	0.00	7.50%	40
Lakewood FOH Johns, Steven Runner	0.00		0.00		0.00	0.00	0%	0
Lakewood FOH Odetallah, Sara Bartender	21.46		0.00		21.46	0.00	10.03%	214
+ Allocated 0 % or \$	0.00		0.00		0.00	0.00	0%	0
\$32.46					\$0.00	\$32.46	10%	\$334.00

Print Save

Next, from the navigator, click on the indented downstream bundle, to see the Tips Pool



The Tips Pool shows the distribution of the Tips that we observed in the preceding bundle.

In the Tips Pool, you will see each employee's Hours, Multiplier (Point weighting) and resulting Credit / Auto-Gratuity / Cash. At this point you can add Cash manually where indicated, or override any field, including Hours or Points. When complete Press SAVE

NOTE: Editing the Hours in a Tips Pool does not change the employee's time punch.

Tip Bundle: 3. 10pm-12am Pool Link

Day Parts: Choose a Time Range From 10pm to 12am Save as Default

POS Linked

Credit \$ 0.00 32.46 4 of 20 Tip Links Selected

AutoGrat \$ 0.00 0.00

Cash \$ 20.00 0.00

Total \$20.00 \$32.46

Notes:

Employee	% Total	Multip	Hours	CC	AutoGr	Cash	Total	-1.8% CC Fee	% of Net Sales	Net Sales
Lakewood FOH Fabek, Norah Bartender	% or \$	1.00	2.00	10.51	0.00	6.47	16.98	0.19	0%	0
Lakewood FOH Hadlock, Tara Bartender	% or \$	1.00	2.00	10.51	0.00	6.47	16.98	0.19	0%	0
Lakewood FOH Johns, Steven Runner	% or \$	0.20	0.89	0.94	0.00	0.58	1.52	0.02	0%	0
Lakewood FOH Odetallah, Sara Bartender	% or \$	1.00	2.00	10.51	0.00	6.47	16.98	0.19	0%	0
Allocated	0.0 % or \$			0.00	0.00	0.00	0.00	0.00	0%	0
				6.18	\$0.00	\$0.00	\$19.99	\$52.46	\$0.58	
					\$32.47	\$0.00	\$0.00			

Print Save

After Saving All pools, all indicators should be Green Circles as shown below (which indicates they are saved).

Tips must Balance against the POS Total (within a few cents) as shown below.

Tip Bundle Navigator

Lakewood FOH Save All New Bundle Delete All

Bundle Total (w/o Cash) \$305.66

POS Total (w/o Cash) \$305.68

Good! \$-0.02

- 1. 4am-5:30pm 4am to 5:30pm \$83.00 CC
 - 1. 4am-5:30pm Pool Link 4am to 5:30pm
- 2. 5:30pm-10pm 5:30pm to 10pm \$178.22 CC
 - 2. 5:30pm-10pm Pool Link 5:30pm to 10pm
- 3. 10pm-12am 10pm to 12am \$32.46 CC
 - 3. 10pm-12am Pool Link 10pm to 12am
- 4. 12am-4am 11:59pm to 4am \$12.00 CC
 - 4. 12am-4am Pool Link 11:59pm to 4am

If you cannot get tips to balance against the POS, email details to support@dolcesoftware.com

NOTE: Tips may be opened, edited and re-saved

NOTE: If you change time punches, Tips must be re-run

Prior to running payroll, the Tips REPORT should be used for a final audit against the POS for the entire pay period.