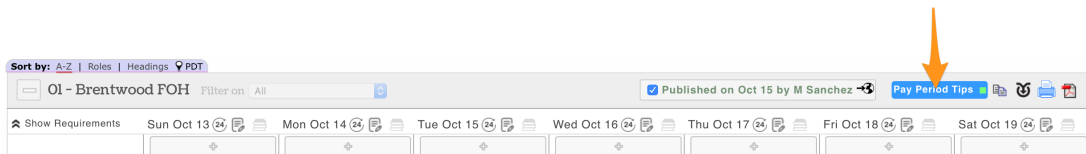


Run Tips for Pay Period

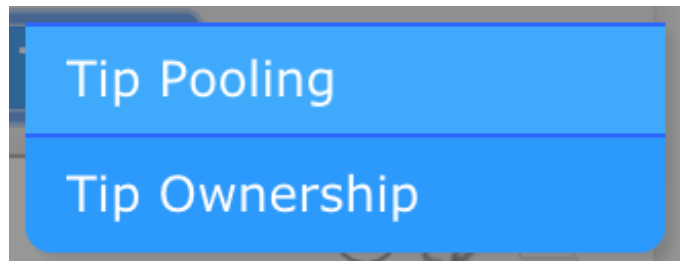
Last Modified on 10/24/2019 7:03 am MDT

Initiate the Tips pool from the Schedule (ie FOH), for week that falls within the pay period.

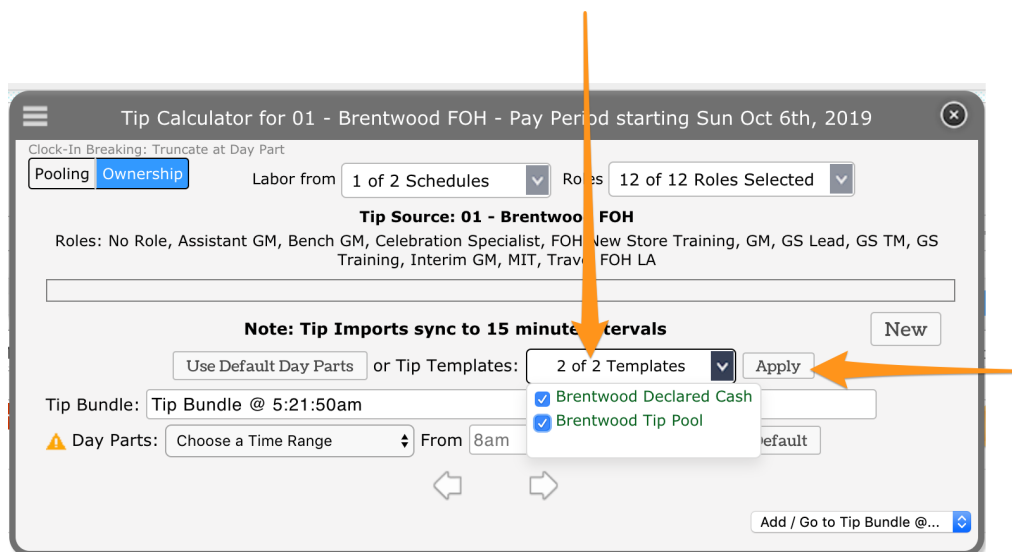
Select **Pay Period Tips** as shown below



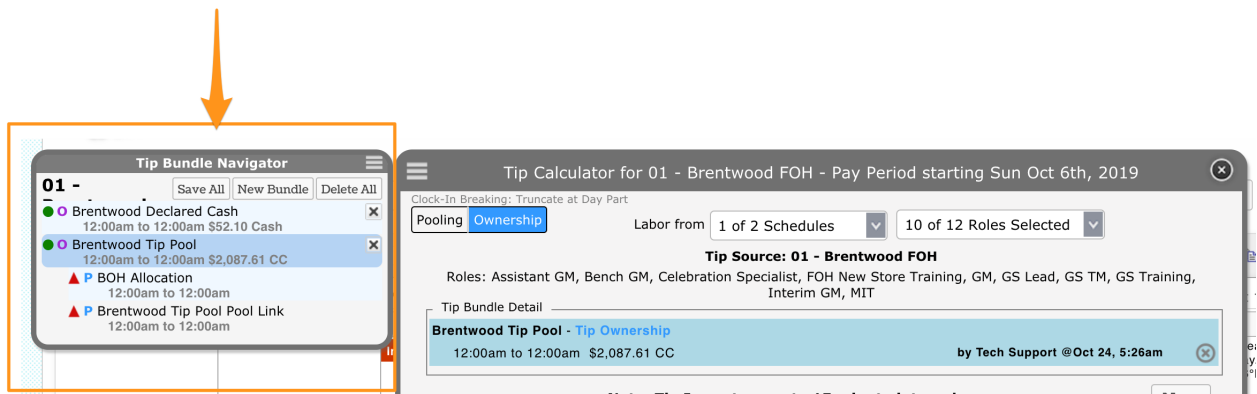
When prompted, select **Tip Pooling**



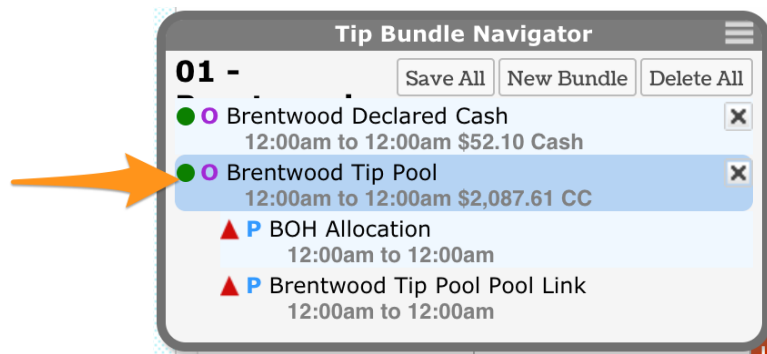
From the Template dropdown menu, select both **Tip Pool** and **Declared Cash**, and press **Apply**



After the Templates have run, you will see the following in the Tips Navigator window



From the Navigator, select **Tip Pool** (the outdented row as shown below)



You will see all source tips gathered from the pay period (this is NOT the pool)

- Observe the Total at the bottom. This number should be audited against the POS
- Observe the allocation that will go to another department (ie BOH)
- If the Total needs to be adjusted, use the override fields and SAVE, or contact support@dolcesoftware.com for assistance

Employee	POS CC	POS CC Override	POS AutoGr	POS AutoGr Override	Total	-0% CC Fee Total	% of Net Sales	Net Sales
01 - Brentwood FOH Arimboanga, Christina	120.95		0.00		84.67	0.00	1.89%	4,477
01 - Brentwood FOH Arimboanga, Christina GS TM	129.56		0.00		90.69	0.00	2.29%	3,969

01 - Brentwood FOH	Tsalyuk, Jonathan Assistant GM	144.57	0.00	101.20	0.00	2.12%	4,767
	BOH 30 % or \$	626.28	0.00	626.28	0.00	0%	0
		\$2,087.61	\$0.00	\$2,087.61	\$0.00	2%	\$87,755.00

Next click either of the Pools (the indented rows with Red Triangles - indicating an un-saved status)

Tip Bundle Navigator

01 - Save All New Bundle Delete All

- ○ Brentwood Declared Cash
12:00am to 12:00am \$52.10 Cash
- ○ Brentwood Tip Pool
12:00am to 12:00am \$2,087.61 CC
- ▲ P BOH Allocation
12:00am to 12:00am
- ▲ P Brentwood Tip Pool Pool Link
12:00am to 12:00am

Observe each pool and **Save**

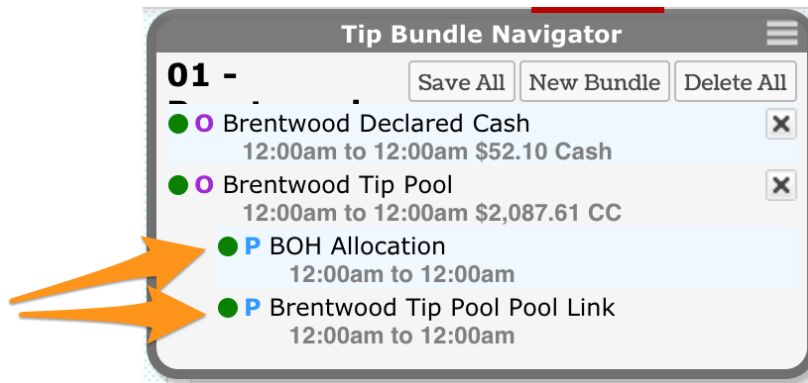
Employee	% Total	Multip	Hours	CC	AutoGr	Cash	Total	-0% CC Fee Total	% of Net Sales	Net Sales
01 - Brentwood BOH										
Alcala-Reyes, Lydia Pastry Baker Lead		1.00	37.40	0.00	0.00	0.00	53.76	0.00	0%	0
01 - Brentwood BOH										
Alcala-Reyes, Lydia Pastry Baker		1.00	21.13	0.00	0.00	0.00	30.37	0.00	0%	0
01 - Brentwood BOH										
Cano, Ashley Cake Decorator		1.00	5.39	0.00	0.00	0.00	7.75	0.00	0%	0
01 - Brentwood BOH										
Cano, Ashley Pastry Baker		1.00	15.16	0.00	0.00	0.00	21.79	0.00	0%	0
01 - Brentwood BOH										
Cruz, Veronica Pastry Baker		1.00	50.40	0.00	0.00	0.00	72.44	0.00	0%	0

01 - Brentwood BOH	Witzel, Michael Pastry Baker		1.00	40.01	0.00	0.00	0.00	57.51	0.00	0%	0
01 - Brentwood BOH	Witzel, Michael Dish Prep		1.00	7.96	0.00	0.00	0.00	11.44	0.00	0%	0
	Allocated 0.0 % or \$				0.00	0.00	0.00	0.00	0.00	0%	0
		435.73	\$0.00	\$0.00	\$0.00	\$626.31	\$0.00				
		\$626.31	\$0.00	\$0.00							

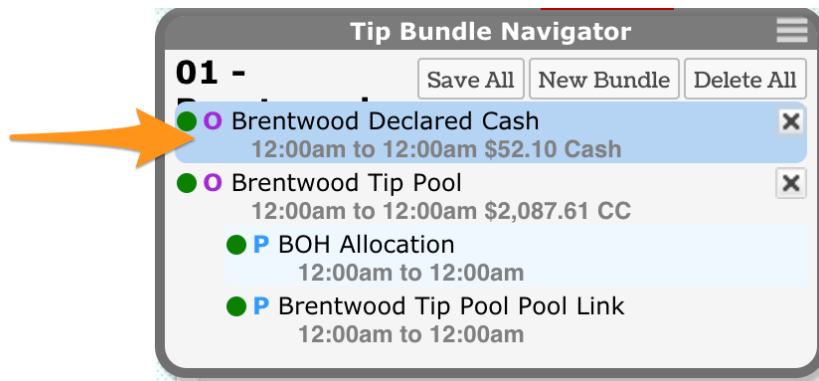
← Print Save →

Add / Go to Tip Bundle @...

You will now see that the **Red Triangles** have converted to **Green Circles**, indicating that all pools are saved.



To observe Declared Cash, click the row **Declared Cash**

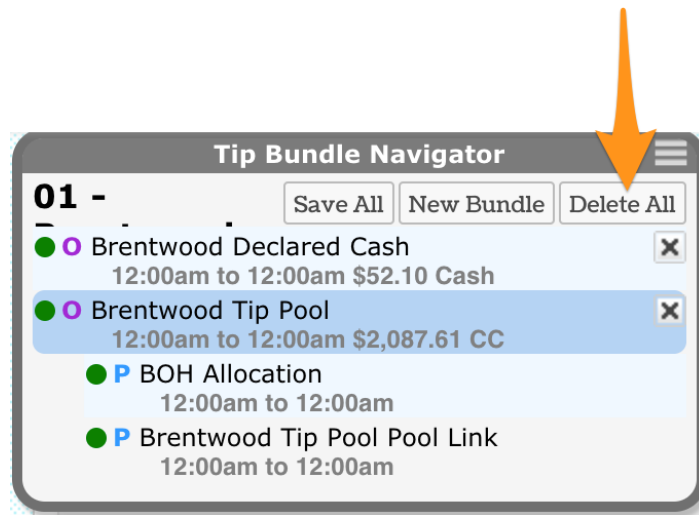


Observe the POS Declared column. Use the override field and Save if an adjustment needs to be made.

	POS Declared	
	POS Declared	Override
	0.00	<input type="text" value="50.00"/>
	0.00	<input type="text"/>
	0.00	<input type="text"/>

NOTE: To view or edit tips at a future time, do NOT re-run the template, simply click on the saved tips from the Tips Navigator.

NOTE: Tips should be run after all time punches have been corrected and approved. If time punches change, then Tip Bundles must be deleted and re-run.



Tip Bundle Navigator

01 - Save All New Bundle Delete All

- ○ Brentwood Declared Cash 12:00am to 12:00am \$52.10 Cash [X]
- ○ Brentwood Tip Pool 12:00am to 12:00am \$2,087.61 CC [X]
- P BOH Allocation 12:00am to 12:00am
- P Brentwood Tip Pool Pool Link 12:00am to 12:00am

The image shows a software interface titled "Tip Bundle Navigator". At the top left, there is a label "01 -". To the right of this are three buttons: "Save All", "New Bundle", and "Delete All". Below these buttons is a list of items, each preceded by a green circle and a letter. The first item is "Brentwood Declared Cash" with a "P" and a "C" icon, followed by the time range "12:00am to 12:00am" and the value "\$52.10 Cash". The second item is "Brentwood Tip Pool" with a "P" and a "C" icon, followed by "12:00am to 12:00am" and "\$2,087.61 CC". The third item is "BOH Allocation" with a "P" icon and "12:00am to 12:00am". The fourth item is "Brentwood Tip Pool Pool Link" with a "P" icon and "12:00am to 12:00am". Each item has a small "X" icon to its right. An orange arrow points to a menu icon (three horizontal lines) in the top right corner of the interface.