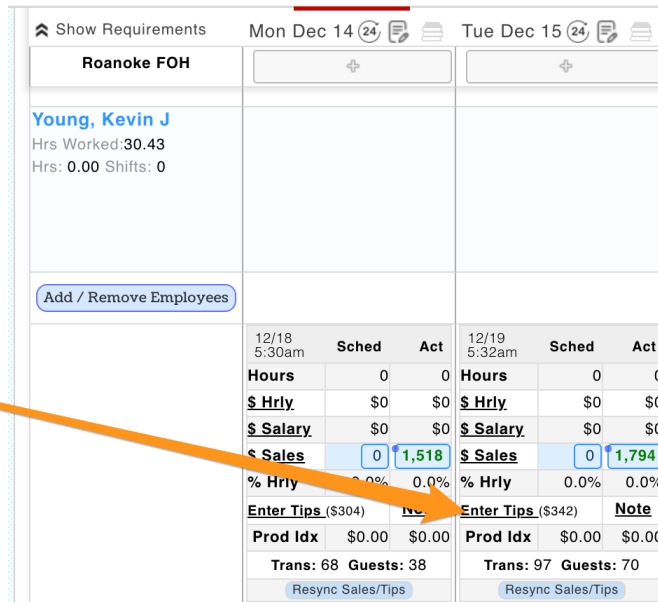# Running Declared Tips

Last Modified on 12/22/2020 5:13 am MST
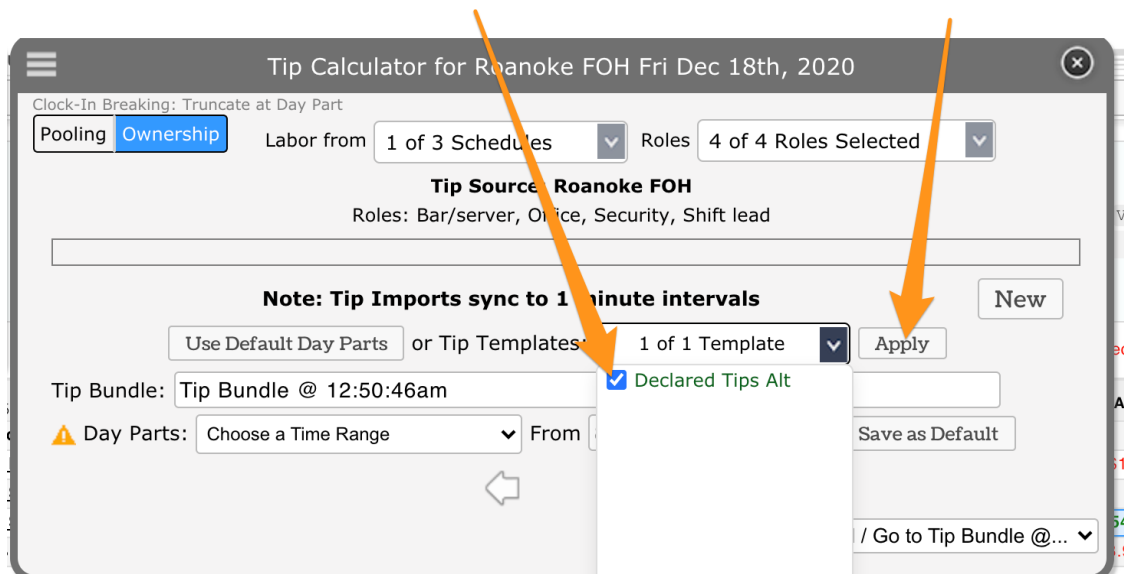
From the Schedule linked to Tips, select**Enter Tips** for a given day, as shown below:



The Tips Calculator will open.

From the Template Dropdown Menu, Select**Declared Tips**, and press**Apply**



The column "POS Declared" will show the Tips each employee declared.

- Adjust any tips numbers by entering an override in the adjacent section, and press Save underneath the tips data.

| | | | POS CC | POS | POS AutoGr | | POS Declared | | Fees | | | 0% CC Fee | % of Net | Net |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Employee Add + | | POS CC | Override | AutoGr | Override | POS Declared | Override | | Fees | Override | Total | Total | Sales | Sales |
| Roanoke FOH Hodgson, Taylor Bar/server | | 0.00 | 0.00 | 0.00 | 0.00 | 175.60 | | | 0.00 | 0.00 | 175.60 | 0.00 | 0% | 0.00 |
| Roanoke FOH Walton, Sarah Bar/server | | 0.00 | 0.00 | 0.00 | 0.00 | 142.00 | | | 0.00 | 0.00 | 142.00 | 0.00 | 0% | 0.00 |
| Roanoke FOH Williams, Dallas M Bar/server | | 0.00 | 0.00 | 0.00 | 0.00 | 177.00 | | | 0.00 | 0.00 | 177.00 | 0.00 | 0% | 0.00 |
| Roanoke FOH Young, Kevin J Bar/server | | 0.00 | 0.00 | 0.00 | 0.00 | 142.00 | | | 0.00 | 0.00 | 142.00 | 0.00 | 0% | 0.00 |
| Allocated 0 % or $ | | 0.00 | | 0.00 | | 0.00 | | | 0.00 | | 0.00 | 0.00 | 0% | 0.00 |
| | | $0.00 | | $0.00 | | $636.60 | | | $0.00 | | $636.60 | $0.00 | 0 | $0.00 |

Verify tips in the the Audit tool in the Navigator dialogue box as shown below. Look for POS Cash to match with bundle cash. If the two numbers do not match, please reach support@dolcesoftware.com