

Running Tip Templates

Last Modified on 03/14/2023 8:14 pm MDT

Here is a step-by-step guide for running tip templates in a complex environment!

Clock-ins should be approved before running tips. Please refer to the video for Time Punch Approval if you need a refresher!

Select No Tips Run after turning the time punches green.

All 22 Clock-Ins/NS Approved <u>Tips</u> ✓	All 23 Clock-Ins/NS Approved <u>No Tips Run</u>
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In the top left corner, the Tip Bundle Navigator will show the POS Total. From the Tip Template dropdown menu, Select First and then select Apply

Tip Bundle Navigator
Thu Oct 27, 2022

Bundle Total Cash	\$0.00
POS Total Cash	\$1,020.43
⚠️ \$-1,020.43	
Bundle Total CC	\$0.00
Cash	\$0.00
POS Total CC	\$4,517.18
Audit / Amt Off Help ⚠️ \$-4,517.18	

No Tip Bundles

Tip Calculator for 'Poseidon Bar' - Thu Oct 27th, 2022

Tip Source: Poseidon Bar

Roles: Banquet Server, Barback, Bartender, Bartender drawer - rooftop, Bartender Drawer- Nauti, Bartender drawer-oyster, Bartender Nauti Bar Time Clock, Bartender Oyster Bar Time Clock, Bartender Roof Top Time Clock, Bartender Time Clock, Foh/train, Rate_1

Note: Tip Imports sync to 1 minute intervals

Use Default Day Parts or Tip Template

Tip Bundle: Tip Bundle @ 1:35:05pm

Choose a Time Range From 8am to 2

POS Tips	Linked
Credit \$ 0.00	
AutoGrat \$ 0.00	
Cash \$ 0.00	
Total	\$0.00 \$0.00

Select a Template Apply

- Daily
 - AM Host
 - AM Oyster Bar / Nauti Bar
 - AM Server
 - Declared Cash
 - PM Host
 - PM Oyster Bar / Nauti Bar
 - PM Rooftop Bar
 - PM Server (Cocktail)
 - PM Server (Generic)
 - PM Server (High Top)
- xBanquets
 - Banquet Tips

After the template(s) have been run, the total will be distributed to the employees based on the rules you have set up. **DON'T FORGET TO CLICK SAVE ALL**

Tip Bundle Navigator
Thu Oct 27, 2022

Poseidon Bar

Save All Delete All

Bundle Total Cash	\$1,020.43
POS Total Cash	\$1,020.43
Good! \$+0.00	
Bundle Total CC	\$3,411.55
Cash	\$1,020.43
POS Total CC	\$4,517.18

Audit / Amt Off Help ⚠️ \$-1,105.63

THE GOAL NOW IS TO SEE THAT WE BALANCE AGAINST THE POS TOTALS LIKE BELOW:

Tip Bundle Navigator	
Thu Oct 27, 2022	
Poseidon Bar	
	<input type="button" value="Save All"/> <input type="button" value="Delete All"/>
Bundle Total Cash	\$1,020.43
POS Total Cash	\$1,020.43
	Good! \$+0.00
Bundle Total CC	\$4,517.17
Cash	\$1,020.43
POS Total CC	\$4,517.18
<input type="button" value="Audit / Amt Off"/> <input type="button" value="Help"/>	Good! \$-0.01

Notes:

- If you make an edit to a time punch after running tips, you have to rerun the templates that would be affected.
 - Another way of understanding this : tip bundles are not dynamically updated when time punches are adjusted!
 - You would need to DELETE the individual bundle, or DELETE ALL up top, and then rerun the templates!
- If you need to troubleshoot an imbalance, regard the following resource: [TROUBLESHOOTING TIPS IMBALANCE](#)