

Using Tips in Cash Register

Setting the options

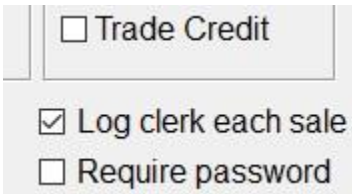
Option One allows you break out Tips by Clerk whereas Option Two does not identify individual clerks.

1. If you choose to break out the tip report by clerk, you'll need to set the Tools | Options | Cash Register Tab to log clerk for each transaction. Before this can be done we need to activate that option.
 - a. Open **Tools | Options | General Tab** and uncheck the **"Skip User Logon"** option. This will make the next setting available.

NOTE: If your store uses Security within Anthology this setting will already be checked.



- b. Next move to the **Cash Register Tab** and choose **"Log clerk each sale"**



- c. Save your changes and restart Anthology to ensure the changes take effect.
2. You may also choose to NOT break out the tips in this report and simply list all tips for a given day. To do this you simply do not apply the setting described in 1 (b).

Printing the Report

When printing the report, you have many of the same options you do on the X or Z Tapes.

- You may choose the date range for the report
- You may break out the report to groups of individual days by choosing **"Day by day"**. □
You may choose to show all Users (Clerks) or print for an individual clerk.

Once these choices have been decided on you may choose F12 Run to print.

Below is a small example of the report showing activity for 13 JAN 2017. The settings were set to a date range of one day (From 1/13 to 1/13). All users (clerks) selected.

There were two sales in this report, one for Bob and one for Clark.

Tips

Printed: 1/13/2017 10:22:42
 Station: Station One
 User: CLARK

Date/Time	User	Tip	Tãnder
1/13/2017 10:20:51 AM	BOB	\$5.25	CHECK
1/13/2017 10:22:08 AM	CLARK	\$3.00	CASH
	SUBTOTAL:	\$8.25	

CRITICAL: Clearing sales does not clear the tips report data. Be sure you have the correct date range selected or you could be over paying your tip payouts.