

# Using Tips in Cash Register

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CUSTOMER DOCUMENT  
REVISED 11 JAN 2017

## OVERVIEW:

Anthology provides a method of recording a gratuity or “Tip” during a sale in the Café Register. This option requires that the you purchase the Café module and have this option turned on in Master Files | Stations screen for individual stations. As shown below the Café module does not require that the Touchscreen module be in place to function.

## Configuration Steps:

1. After you purchase the Café module an Anthology technician will assist in placing the necessary system files on your Anthology server or stand-alone computer. This will activate the module
2. Next, we need to open the Master Files | Stations | Details screen for the station that will be using the Café Register. Now choose the option Café cash register by placing a check in the option box.



The screenshot shows a configuration window with three options: 'Touchscreen device' with an unchecked checkbox, 'Cafe cash register' with a checked checkbox, and 'POS favorites' with a dropdown menu.

3. Save your changes
4. You should close Anthology and reopen to ensure the changes take effect.

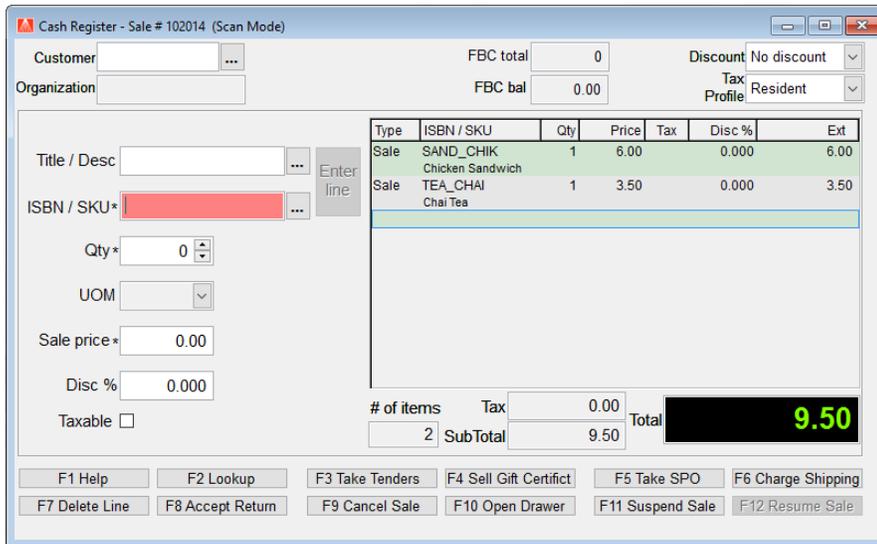
## Applying a tip to a sale:

In this example, we’ll not be using the “touchscreen” interface for the register. Only the Café module has been turned on.

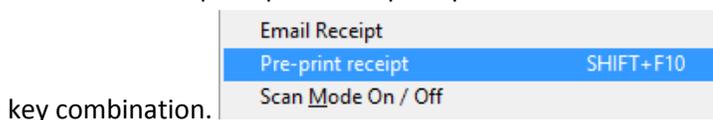
Most of the transaction process will be very familiar to you if you have used the Cash Register in Anthology before with the addition of two new Action menu options. Clerks may also want to be familiar with the process of Suspending & Resuming a Sale. Links are provided below to those topics in the “Help on the Web” help system.

- [http://www.anthology.com/browserhelp/Suspending\\_Cash\\_Register\\_Sales.htm](http://www.anthology.com/browserhelp/Suspending_Cash_Register_Sales.htm)
- [http://www.anthology.com/browserhelp/Resuming\\_Cash\\_Register\\_Sales.htm](http://www.anthology.com/browserhelp/Resuming_Cash_Register_Sales.htm)

1. Open the Cash Register screen as shown below and ring in the items to be sold.

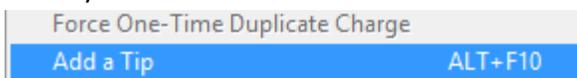


2. Choose Actions | Pre-print receipt or press the Shift and F10

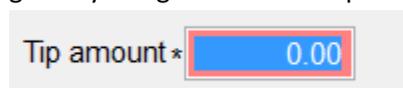


key combination.

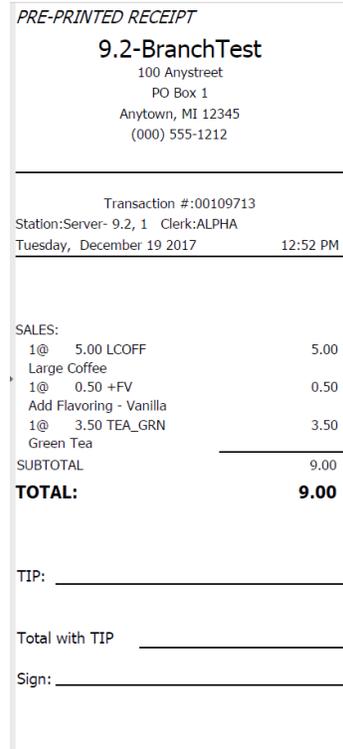
3. When the receipt prints notice the top of the receipt says "PRE-PRINTED RECEIPT" and there is a "Tip Line" for the customer to add the amount they want to tip.
4. If needed, you can use the F11 Suspend Sale at the bottom of the Cash Register screen. This will put the transaction in hold while you wait for the client to choose a method of payment and add a tip. This is done so that others will be able to cash out their sales during this time.
5. When you return from the client with "pre-printed" receipt complete choose F12 Resume Sale and locate your transaction in the list.
6. Once selected, choose Actions | Add tip or press the Alt and F10 key combination.



- a. A new field is displayed on the Register form called "Tip Amount". Use this to add in the gratuity designated on the tip line of the pre-printed receipt.



7. You may now complete the transaction normally.



## Using the Tips report:

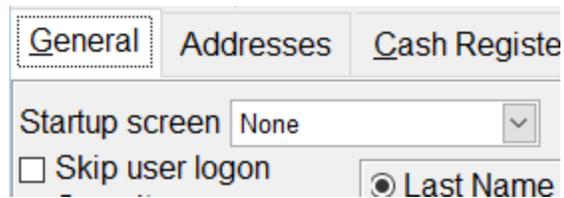
When the Café module is activated the “Tips” report is added to the Report menu. There are two basic setup options available to you that will change what is reported.

## Setting the options

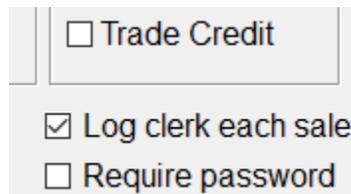
Option One allows you break out Tips by Clerk whereas Option Two does not identify individual clerks.

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.

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**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.