

S.08 Server Tip Charge Back

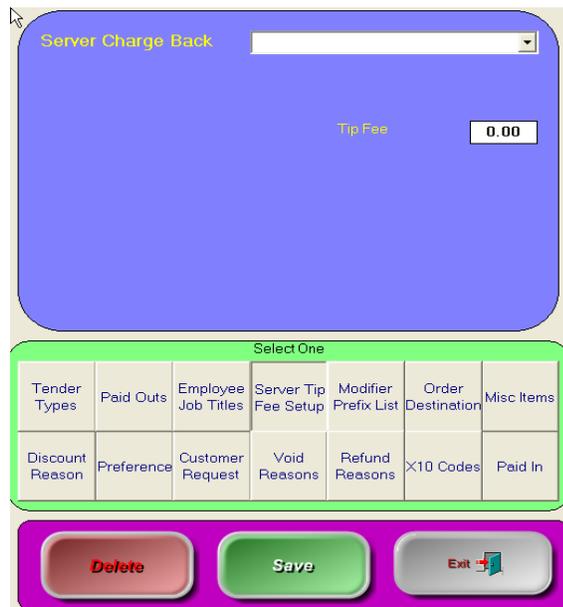
Micro\$ale allows the store management to collect a percentage of every tip applied by the server to a credit card transaction (if the system has integrated credit card processing). The following is a brief description of how to configure Micro\$ale to accomplish this.

To set up the **Tip Charge Back** feature, touch the *Register Setup* button in the Managers Menu, then *Tenders - Paid Outs, Customer Request* button. The button for *Server Tip Fee Setup* is depressed.

This opens up the window shown below.

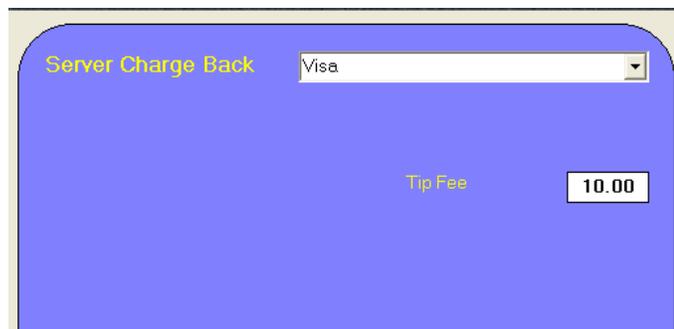
The name of each credit card needing tip charge back has to be entered.

Note: These names have to match the name as it appears on the card processing screen after card has been swiped, so Micro\$ale knows it is one of the card types that tip charge back is needed.



Select One						
Tender Types	Paid Outs	Employee Job Titles	Server Tip Fee Setup	Modifier Prefix List	Order Destination	Misc Items
Discount Reason	Preference	Customer Request	Void Reasons	Refund Reasons	X10 Codes	Paid In

In the **Tip Fee** box, type the *charge back percentage* appropriate for each card type entered. In this example, we entered *10.00 %* Tip Fee for Visa. Touch **Save** after entering the information for each card name.



Select One						
Tender Types	Paid Outs	Employee Job Titles	Server Tip Fee Setup	Modifier Prefix List	Order Destination	Misc Items
Discount Reason	Preference	Customer Request	Void Reasons	Refund Reasons	X10 Codes	Paid In

There also needs to be a *tender type* for each card that the system is programmed to accept. Example:



The image shows a software configuration window with a blue background. On the left, under the heading "Tender Name", there is a list of seven items, each with an unchecked checkbox: "Authorization Required", "Mercury Gift", "House / Gift Account", "Cash Tender", "Restrict Access Cash", "Restrict Access Tender", and "Expense Tender". On the right, there is a white text box containing a list of card types: "Gift Card", "Amex", "Mastercard", and "Visa". A mouse cursor is pointing at the top right corner of this text box.

If this is done correctly, each server's report will show the tips collected and what was paid back to the management.