

## Encouraging teamwork and ensuring fair distribution of tips

# Group Audits

### Introduction

#### Fair distribution of tips based on sections of the restaurant

Group Audits offer bartenders an opportunity to thrive in a dynamic and collaborative work environment. This system streamlines order management, automates tip distribution, and ultimately saves valuable time.

#### Example

Bartenders in a busy outdoor patio may receive more tips than indoor servers. Allocating tips based on section promotes a more harmonious work environment.

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### How Group Audits Work

**A Group Audit creates a single, consolidated server report** for a team of staff members, recording all sales and non-cash tips collectively.

#### Fair tip distribution

Tips are allocated based on hours worked and specific restaurant sections, guaranteeing fair and equitable compensation for all staff members.

#### Simplified and streamlined tab management

The Group Audit team can log in with either their personal login credentials or a shared login number and freely alternate between designated registers and access tabs simultaneously. This collaborative approach enables a smooth transition from one bartender to another, promoting a cohesive and efficient work environment.

## Calculating tip shares

The **total noncash tips** (tips and/or gratuities paid by credit card, gift card, and house accounts) are divided by the cumulative hours worked by all employees in the group audit, starting from the first clock-in time until the group audit is closed.

### Example

Two bartenders, Sarah and John, worked under the "Patio Bar" group audit and received \$200.00 in non-cash tips. Between both employees, the Patio Bar group audit totaled 9 hours of labor. (Sarah worked 6 hours, John worked 3 hours).

$$\text{\$200} \div \text{9} = \text{\$22.22}$$

Each employee who worked within the **Patio Bar** audit receives \$22.22 an hour

<b>Audit Name:</b>	Patio Bar	<b>Combined Labor Hours:</b>	9 Hours
		(within duration of the audit)	

Bartenders	Hours Worked	Hourly Tip Rate	Earnings
<b>Sarah</b>	6 Hours	\$22.22	\$133.33
<b>John</b>	3 Hours	\$22.22	\$66.67
<b>Total</b>	9 Hours Collective total employees' hours	\$22.22 Average \$ Noncash Tips (per Hour)	\$200.00 Total \$ Noncash Tips

# How to use group audits

## Clock in (using the same job title)

1. Employees must clock in using the same shared job title within the Group Audit.
2. Consider creating job titles specific to each Revenue Center for clarity, e.g., "Patio Bar," "Lounge."



### Example

If Sarah and John are both working the Patio Bar in a shared audit, they must both clock in as "Patio Bar", or "Patio Bartenders"

## Managing tabs

1. After clocking in with the shared job title, employees can log in using individual numbers or a shared login number.
2. Employees within the same Group Audit can use designated registers interchangeably. This functionality allows one bartender to seamlessly pick up where another left off, fostering a collaborative work environment

### Important

- Use only the designated registers for your section
- For example, if three bar registers are grouped together, use those registers exclusively

## End of shift, closing the audit

Closing the Audit provides standard audit information in addition with a list of all employees involved in the audit. The employee's hours worked during the audit and automatically calculates their allocated tip amounts.

1. **You must close the Group Audit for the initial shift before starting a second Group Audit within the same revenue center**
2. Distribute noncash tips based on the audit printout and disperse cash tips based on your establishment's requirements
3. When employees clock out, ensure proper tip amounts are claimed

## When handling employees working double-shifts:

1. You must close the Group Audit for the initial shift, regardless of double-shifts
2. Ensure all open tabs are closed before closing the Group Audit, or transfer them to the new Group Audit (e.g., "PM Patio Bar")

# Initial Setup of Group Audits

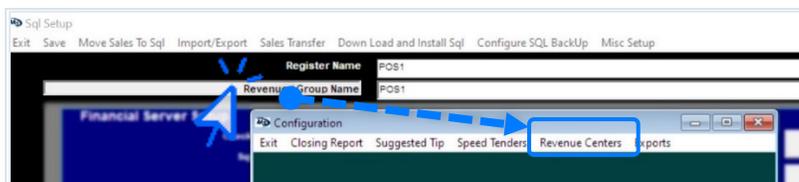
## Group Audits are linked to Revenue Centers

Revenue Centers break down sales data based on different areas or sections within the restaurant (e.g., "Outside Patio," "Lounge"), providing a more detailed understanding of the sources of revenue.

**Revenue Centers are created by assigning specific POS registers together.**

### Accessing the Revenue Center Setup and Group Audit Setup Screen:

Terminal Configuration > Click on the label, **Revenue / Group Name** > **Revenue Centers**  
(on toolbar in open window)



(or) Terminal Configuration > Register Options > Misc. > **Revenue Centers**

#### STEP 01

## Creating Revenue Centers Names and Assigning Job Titles

**Tip:** For clarity during clock-in, consider creating job titles specific to each Revenue Center, such as "Patio Bar" or "Patio Bartender"

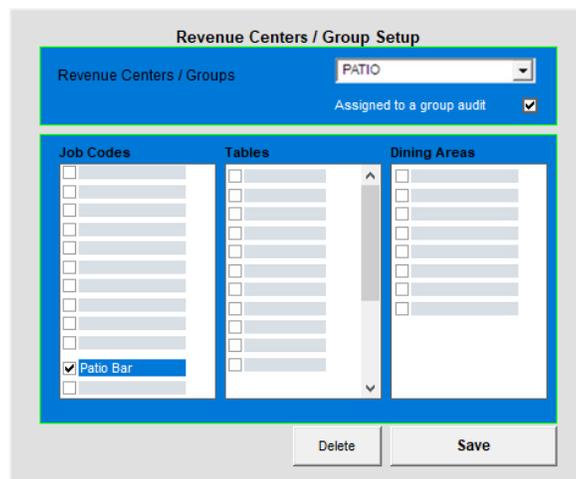
1. Enter a descriptive name for the Revenue Center (e.g., "Outside Patio")

If you're solely setting up Revenue Centers without utilizing the Group Audit feature, remember not to check the "Assigned to Group Audit" option and avoid assigning any job titles to the Revenue Center. Simply create your Revenue Center names and click "Save."

2. Tick the checkbox, **Assigned to a group audit**
3. Select the job titles that correlate to the Revenue Center name; employees who will be using a shared audit will all clock in under this job code.

*You can assign more than one job title to the same Revenue Centers, however, only a single job title can be shared within the same audit during the same shift.*

1. Double-check for accuracy and **Save**
2. Repeat these steps for each Revenue Center using Group Audits



## STEP 02

## Assigning the Revenue Center (Group) Names to Registers

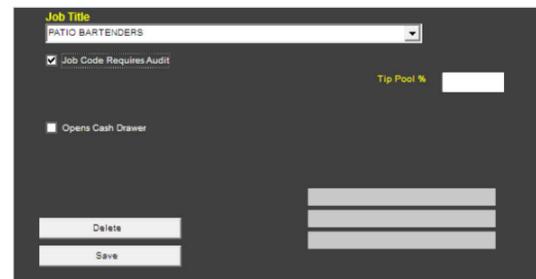
1. Link Revenue Center names to registers.
2. Repeat this step for each register within the Revenue Center.
3. Save your settings.

### Optional Step: Creating Custom Job Titles

For clarity during clock-in, consider creating job titles specific to each Revenue Center.

**Go to:** Managers Menu > Register Setup > Setup/Configuration > **Tenders – Job Codes– Customer Requests–Etc.**

1. Select **Misc Setup (on toolbar)**
2. Select **Employee Job Codes**
3. Type in a Job Title
4. Tick the option, **“Job Code Requires Audit”**
  - a. If this title needs the ability to open a cash drawer, check this option as well.
5. **Save**



## STEP 03

## Assigning Job Titles to Employees

1. Managers Menu > Employee Maintenance > (submenu) **Employee Maintenance**
2. Select an employee from the dropdown menu in the Last Name field
3. Under Job Titles, click in a blank field and **choose a job title** that is attached to a Revenue Center

### IMPORTANT

4. Next to the assigned job title (or job code), tick the checkbox, **“Hourly”** and make sure **“Tipped”** is checked.



(If these settings are not checked, the employee will not have tips allocated to them during the shift, as tips are determined by the hours worked.)

5. **Save**