

Setting up Donations

Instructions for Version 9

Donation\$: Adds on a price to the check as a donation.

Donation%: Adds on a percentage of the check as a donation.

Setting up the Donation: Manager's Menu > **Discounts, Gratuity, Maintenance**

1. Create a name for the Donation. *This name will be shown on the guest check*
2. Select the **Type**. Choose *Donation % or Donation \$*
3. Select the **Amount**. Choose a dollar amount or percentage based on the type chosen. *Do not put in a \$ or % symbol.*
4. Select the Access Level for the employees that may use this donation. *If it should be automatic, set this access level to Server or Bartender.*
5. Set the Category to **Discount**
6. Set the Sales Tax to **0**
7. Keep all other Setting at the Default on the screen unless other specifications are needed
8. Select the menu items that qualify for the donation
9. Check the option **Automatic Discount Deduction**
10. Save
11. Exit

Example on Proper Setup:

The screenshot shows the 'Donation' setup screen in the MicroSale software. The form is divided into several sections:

- Name:** Donation
- Type:** Donation\$
- Amount:** 1.00
- Access Level:** Bartender
- Category:** Discount
- Discount Id:** 0
- Sales Tax:** 1
- Special Tax:** 0
- Tax 3:** 0
- Time Available / Expiration Date:** Start Time: 12:00 AM, End Time: 12:00 AM
- Maximum Amount Allowed Per Transaction:** .00
- Items Needed to Match Per Transaction:** 0
- Options:**
 - Applies to assigned only (discount type % only)
 - Allow only 1 Discount Per Seat
 - Automatic Discount Deduction
 - Modifiers are not included
 - Coupon Number Tracking
- Days:**
 - Monday
 - Tuesday
 - Wednesday
 - Thursday
 - Friday
 - Saturday
 - Sunday
- Buttons:** Manager Discount, Multi Select Discount, Have One On Me Menu, Discount Department, Open Reason Discount, Combo's, Discount Events, Discount By Event Only

At the bottom, there is a table for selecting menu items:

Available Items	Assign All	Assigned Items
1 Crab Cake		Bacardi
1 dz Oysters		
100 Honeywings		
12 Boneless Wings		
12 Traditional Wings		
12oz Steak Dinner		
18 Boneless Wings		
18 Traditional Wings		
2 Crab Cakes		
2 Eggs		
2 Eggs w-meat		