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: