

# Tips Withheld

*Enabling this option will change the handling of charged tips within the audit as it will not deduct that amount from Net Cash Due on the audit. Instead, this amount will now display on the Time Clock reports and Daily Sales Summary screen.*

## How to Configure:

There are two parts to configuring Tips Withheld: *Employee Maintenance* and *Register Options*.

### Employee Maintenance

- Make sure all appropriate employees have “Hourly” and “Tipped” enabled in the Job Code/Pay Rates section at the bottom of the Employee Maintenance screen

### Register Options

- In the “Full Service” tab enable the option “Withhold Charge Tips for Payroll”

**NOTE:** Sites that withhold charged tips for payroll **MUST** enter the charge tip totals each day on the Daily Close Out screen within one of the “Deposit” fields. This makes it so the site balances correctly (neither over nor short) on their reports.

## New Fields that Appear within MicroSale:

- In the “Daily Sales Summary” area of the Reports Menu you will find an additional field appears in the last row called “Tips Withheld” which will show you the overall withheld tips total.
- In the “Time Records Preview” report within the Time Clock Reports area you will see that the “T-Tips” and “Tip Sales” will be populated with that specific employee’s charged tips from their shift.
- In the “Daily Labor Report” report within the Time Clock Reports area you will see that the “Total Tips” and “Tip Sales” will be populated with that specific employee’s charged tips from their shift.

## Databases that are affected by enabling this option:

- Time Records.mdb
- TimeHistory.mdb
- ServerHistory.mdb
- Approvals.mdb
- Audits.mdb

## Examples:

The **Preview Time Records** report will display the charge tips in the column “T-Tips” per employee, per shift worked:

Name Gary Allen	SSN								
Work Date	Time	Break Out	Break In	Out	Reg	OT	Total Hours	Tip Sales	T-Tips
10/09	5:00			11:52	6.87	0.00	6.87	0.00	10.00
Department Name				Regular Hours			Over Time		
Server				6.87			0.00		
Total Hours				6.87			0.00		
Sign : _____ I here by acknowledge that this is a true and complete record of my time.									
Summary	Gross Pay	22.33	Tip Sales	0.00	% Sales	0.00			
Summary Tips	Declared	10.00	Gratuuity Charged	0.00	cc Tips	0.00	Tips Paid	0.00	Net Total Tips
Totals			Regular Hours		Over Time		Dollars		Percentage
Server			6.87		0.00		22.33		

The **Daily Labor Report** will display an employee's charge tips in the column labeled "Total Tips":

Daily Labor Report 10/9/2014 To 10/9/2014							
Report Date 10/10/2014 04:15 PM Printed By New Employee							
NAME	Department	In Time	Out Time	HOURS	DOLLARS	Total Tips	Tip Sales
Gary Allen	Server	05:00	11:52	6.87	22.33	10.00	0.00
Total				6.87	22.33	10.00	0.00
Department Labor		Dollars		Percentage		Hour Used	
Cashier		\$0.00		%0.00		0.00	
Server		\$22.33		%0.00		6.87	
TOTAL LABOR		\$22.33		%0.00		6.87	
TOTAL NET SALES		\$0.00					

The **Employee Payroll Summary / Labor Report** will display an employee's charge tips in the column labeled "Tips". The column for cash tips that were claimed is the "Declared" column:

Employee Payroll Summary												
Period 10/9/2014 To 10/10/2014												
Report Date 10/10/2014 04:13 PM Printed By New Employee												
Emp Name	Emp Id	Job Code	Rate	Reg Hrs	OT Hrs	Total Hrs	Wages	Declared	Tips	Gratuity	Total	Tip Sales
Gary Allen		Server	3.25	6.87	0.00	6.87	22.33	10.00	20.00	0.00	30.00	100.00
== Total				6.87	0.00	6.87	22.33	10.00	20.00	0.00	30.00	100.00
Reg Hrs	OT Hrs	Total Hrs	Reg Wages	OT Wages	Total Wages	Net Sales	Labor %	Declared	CC Tips	Grat		
6.87	0.00	6.87	22.33	0.00	22.33	0.00		10.00	20.00	0.00		