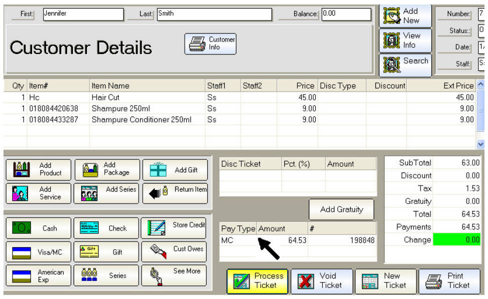
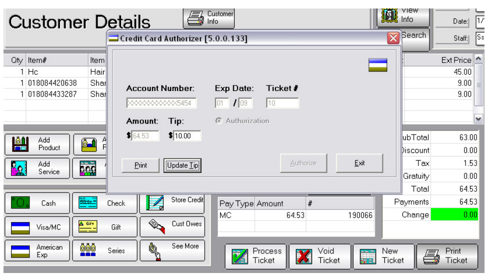
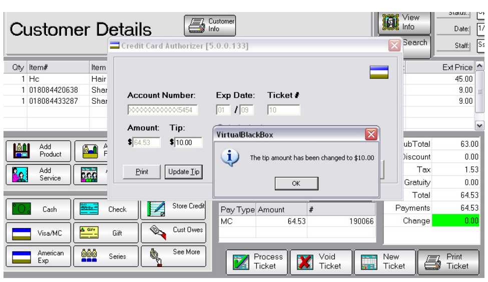
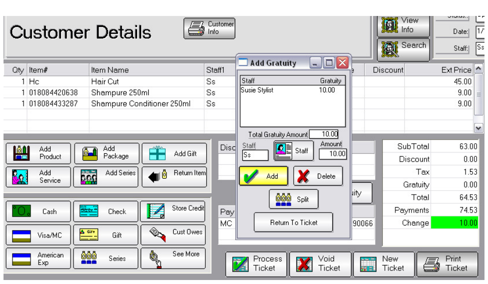
adding gratuity

Use this guide to add gratuity to tickets with our integrated Credit Card Ver5.1 authorization system, when clicking a credit card payment type automatically accesses credit card central.



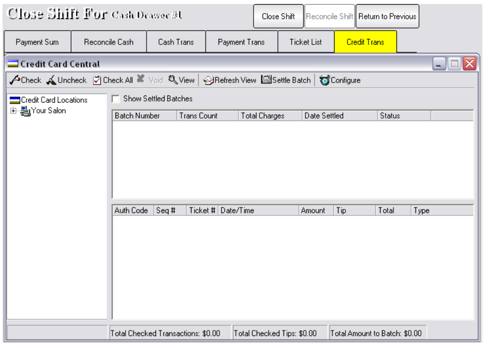


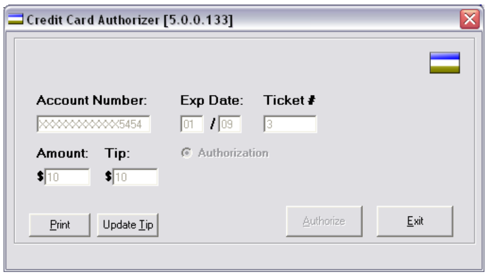


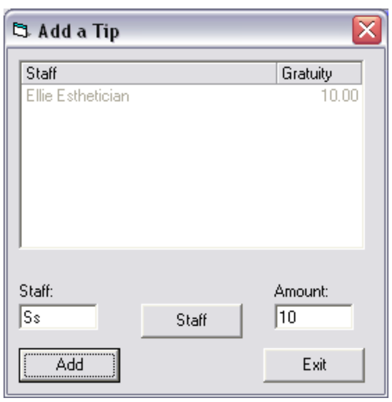


Adding a Gratuity – Unprocessed (open) Ticket

1. From the open ticket, click on the appropriate credit card payment type.
2. From the open ticket, double click on any part of the complete payment line in the Pay Type Amount field.
3. Clicking the Pay Type Amount field will prompt the Credit Card Authorizer to appear giving you the ability to enter the tip amount.
   - Note: Tips may not be edited from this field on processed tickets.
4. Type in the tip amount in the Tip field.
5. Click the Update Tip button.
6. A message will prompt you indicating that the tip has been updated. Click the OK button, then click the Exit button.
7. The open ticket will now show change due in the amount of the gratuity added.
8. Click on the Add Gratuity button on the ticket.
9. Select the appropriate staff then add the correct tip amount, finally click the Add button.
10. Click the Return to Ticket button when finished.
11. Continue to process the ticket as usual.







Adding a Gratuity – Processed Ticket

1. From the SalonBiz®/SpaBiz® menu bar, click on the Operations icon (Sun/Moon).
2. Click the Close Shift button (if you have open tickets click the Continue to Close Shift button).
3. In the Close Shift screen, click the Credit Trans tab.
4. Double click on the Credit Card Location field, located in the upper left hand frame.
5. The salon name will be displayed, double click on it.
6. If you have multiple credit card terminals, a list of them will drop down, double click on the terminal with the processed the transaction.
7. The open batch will list in the batch field, located in the upper right hand frame.
8. Single click on the open batch, this will display all transactions in the bottom frame.
9. Highlight the transaction located in the bottom field that you wish to update, then click the View button on the upper toolbar.
10. Click the Update Tip button.
12. Enter the current tip amount in the Enter the New Tip Amount field.
13. Click the Update button. You can now assign the tip to the appropriate staff member, which will update both the credit card transaction and the sales ticket.
14. Select the appropriate staff in the Staff field.
15. Enter in the gratuity amount in the Amount field
16. Click the Add button.
17. The updated tip amount will be reflected in the transaction list.