

auto-gratuity

Use this guide to create and use automatic gratuities.

Default Settings

Answer Here: Save Answer

Questions	Answer
Auto print Traveler at Check-In time?	No
Auto Serialize Gift Certificates?	No
Auto Serialize Series?	No
Bring Down Staff on Ticket?	Yes
Code to open the Cash drawer?	~1
Com port to use a Serial Cash Drawer(0 if none)	0
Deduct auto-gratuity when refunding services?	No
Deduct Service Charge in Summary?	No
Default Entry Reason to use when paying tips?	Tip Payment

Explanation of setting: Automatically deducts all auto-gratuities applicable on refunded services.

Buttons: Reset to Blueprint Default, Return to Previous Screen

Auto-Gratuity Settings

1. From the SalonBiz®/SpaBiz® menu bar, click on the Blueprints icon.
2. Click on the Ticket button.
3. Click on the Set Default Settings button.
4. Answer the question, Deduct auto-gratuity when refunding services? This will automatically deduct all auto-gratuities applicable on refunded services.

Auto-Gratuity Setup

1. From the SalonBiz®/SpaBiz® menu bar, click on the Blueprints icon.
2. Click on the Ticket button.
3. Click on Auto-Gratuity in the Table to Edit field.
4. Click the Add button to create a new Auto-Gratuity.
5. In the Name field enter a unique name.
6. To enable a gratuity, check the Enable This Gratuity box (you will see a checkmark).
7. Select the appropriate service category from the Service Category drop down menu.
8. Apply a gratuity, add dollar amounts or percentages to the following:
 - Staff1 – The first staff member assigned to the service item will receive the value of this gratuity.
 - Staff2 – Both the first and second staff members assigned to the service item will receive a share of the gratuity.
 - Front Desk – The staff member processing the ticket will receive the gratuity.
 - Staff Member – The staff members you select from the drop down boxes will receive a gratuity.
9. For Percent entries, indicate by selecting the appropriate option whether to apply the percent on the Service Price or the Discounted Price (the service price minus any discount).

Auto-Gratuity

Name: Tier 1 Enable This Gratuity

Applicable Service Category: All Categories

	\$	%	Service Price	Discounted Price
Staff 1:	<input type="text"/>	20.00	<input type="radio"/>	<input type="radio"/>
Staff 2:	<input type="text"/>	10.00	<input type="radio"/>	<input type="radio"/>
Front Desk:	<input type="text"/>	0.00	<input type="radio"/>	<input type="radio"/>
Staff Member:	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
No Staff:	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
Staff Member:	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
No Staff:	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>

Buttons: OK, Cancel

Qty	Item#	Item Name	Staff1	Staff2	Price	Disc Type	Discount	Ext Price
1	Rejuve	Himalayan Rejuvenation Trx Lindac			160.00			160.00

Disc Ticket	Pct. (R)	Amount
		Subtotal 160.00
		Discount 0.00
		Tax 0.00
		Gratuity 42.00
		Total 202.00
		Payments 0.00
		Due 202.00

Apply Gratuities on Tickets

1. When checking a client out, open the Ticket screen. SalonBiz/SpaBiz will have already added the Auto-Gratuities for the services on the ticket.
2. If needed, add other services to the ticket, or make any needed adjustments to the ticket service items and the gratuity will automatically update to reflect the changes.
3. If necessary, edit the gratuity amount.
4. Continue to process the ticket as usual.

