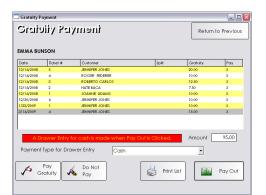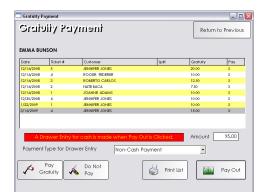# paying gratuity

This feature enables you to pay out gratuity that has been recorded on sales tickets.

Paying Cash Gratuity

1. From the SalonBiz®/SpaBiz® menu bar, click on the Operations icon.
2. Click on the Pay Gratuity button.
3. Select the team member from the Search for Staff Member screen.
4. Click on the team member's name.
5. Click the Select button.
6. The Gratuity Payment screen will be displayed.
7. Double click on the tips you wish to pay, or highlight the gratuity by clicking once and click on the Pay Gratuity button. Make sure all gratuities you wish to pay have an "X" in the Pay column.
8. Select Cash from the Payment Type for Drawer Entry field.
9. Click the Pay Out button.
10. Remove the cash from the drawer.

Paying Non-Cash Gratuity (issuing a check)

1. From the SalonBiz®/SpaBiz® menu bar, click on the Operations icon.
2. Click on the Pay Gratuity button.
3. Select the team member from the Search for Staff Member screen.
4. Click on the team member's name.
5. Click the Select button.
6. The Gratuity Payment screen will be displayed.
7. Double click on the tips you wish to pay, or highlight the gratuity by clicking once and click on the Pay Gratuity button. Make sure all gratuities you wish to pay have an "X" in the Pay column.
8. Select Non-Cash Payment from the Payment Type for Drawer Entry field.
9. Click the Pay Out button.