

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.

The screenshot shows the 'Gratuity Payment' window for 'EMMA BUNSON'. It contains a table with columns: Date, Ticket #, Customer, Split, Gratuity, and Pay. The table lists several tips with an 'X' in the 'Pay' column. Below the table, there is a red warning message: 'A Drawer Entry for cash is made when Pay Out is Clicked.' The 'Amount' field is set to 95.00. The 'Payment Type for Drawer Entry' is set to 'Cash'. At the bottom, there are buttons for 'Pay Gratuity', 'Do Not Pay', 'Print List', and 'Pay Out'.

Date	Ticket #	Customer	Split	Gratuity	Pay
12/16/2008	5	JENNIFER JONES		20.00	X
12/16/2008	4	ROGER FEDERER		10.00	X
12/16/2008	3	ROBERTO CARLOS		12.50	X
12/16/2008	2	NATE SACKA		7.50	X
12/16/2008	1	JOANNE ADAMS		10.00	X
12/30/2008	6	JENNIFER JONES		10.00	X
1/22/2009	1	JENNIFER JONES		10.00	X
3/11/2009	4	JENNIFER JONES		15.00	X

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.

The screenshot shows the 'Gratuity Payment' window for 'EMMA BUNSON'. It contains a table with columns: Date, Ticket #, Customer, Split, Gratuity, and Pay. The table lists several tips with an 'X' in the 'Pay' column. Below the table, there is a red warning message: 'A Drawer Entry for cash is made when Pay Out is Clicked.' The 'Amount' field is set to 95.00. The 'Payment Type for Drawer Entry' is set to 'Non-Cash Payment'. At the bottom, there are buttons for 'Pay Gratuity', 'Do Not Pay', 'Print List', and 'Pay Out'.

Date	Ticket #	Customer	Split	Gratuity	Pay
12/16/2008	5	JENNIFER JONES		20.00	X
12/16/2008	4	ROGER FEDERER		10.00	X
12/16/2008	3	ROBERTO CARLOS		12.50	X
12/16/2008	2	NATE SACKA		7.50	X
12/16/2008	1	JOANNE ADAMS		10.00	X
12/30/2008	6	JENNIFER JONES		10.00	X
1/22/2009	1	JENNIFER JONES		10.00	X
3/11/2009	4	JENNIFER JONES		15.00	X

