

Tip Summary Report Guide

The Tip Summary Report is used to view staff gratuity totals and to see if they have been paid.

When to create the report

We recommend reviewing this report weekly and monthly.

How to create the report

1. From the SalonBiz/SpaBiz menu bar, click on the Report icon.
2. Double click on Tip Summary from the report side navigation. You will find it under the Sales Tickets category.
3. Enter the beginning date and ending date for the report.

What it tells you

- Staff name- the staff member who is receiving gratuity
- Paid tips- the amount that was paid out to the staff member
- Tip total- the total dollar amount that was applied to the staff member

How it's used

This report is used to see each staff member and the total gratuity amount that has been issued to them through a sales ticket for the specified date range and if it has been paid.



Tip Summary from 12/15/2008 to 12/31/2008

Staff Name	Paid Tips	Tip Amount
Amanda	\$0.00	\$25.00
Lesly	\$0.00	\$7.00
Michelle	\$0.00	\$697.50
Chris	\$0.00	\$373.30
Sheridan	\$0.00	\$350.30
Totals:	\$0.00	\$1,453.10