

# Take CC Tips in Cash at End of Shift



Employee Maintenance

Options **General Information For: 02** Keyboard

Department  Card Swipe ID

Employee ID  Customer

Password  Hourly Wage

Display Name   Take CC Tips in Cash at End of Shift Click to Select Picture

Disable this Employee  Require Clock-In Before Login  Administrative Card Access

**Permissions** **Personal Info** **Job Codes & Wages** **Store Associations** **Payroll Info**

Functionality

Inventory	Invoice Discounts	Yes	End Transactions	Yes	Redeem Gift Cards	Yes
Customers	Invoice Price Changes	Yes	Hold & Print	Yes	Sell Special Items	Yes
Reports	Delete Items	Yes	Open Cash Drawer	Yes	Vendor Payouts	Yes
Setup	Void Invoices	Yes	Sell Non-Inventory	Yes	Buybacks	Yes
Restaurant	Allow Exit	Yes	Tax Exempt Invoice	Yes	Force Credit Cards	Yes
Handheld	Returns	Yes	Sell Gift Cards	Yes	Charge Below Floor	Yes

Log as Exception

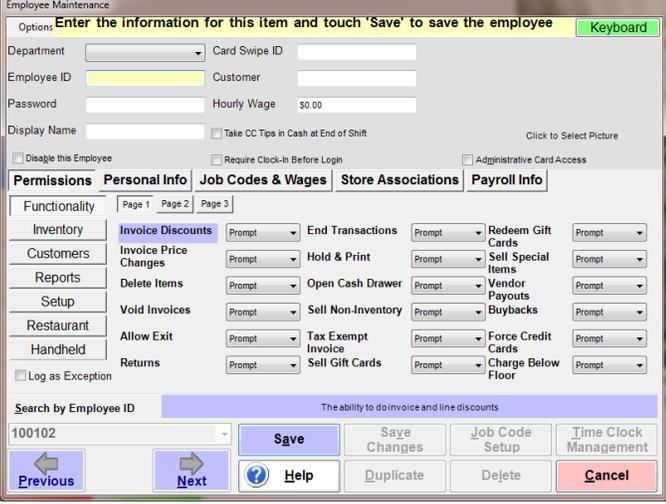
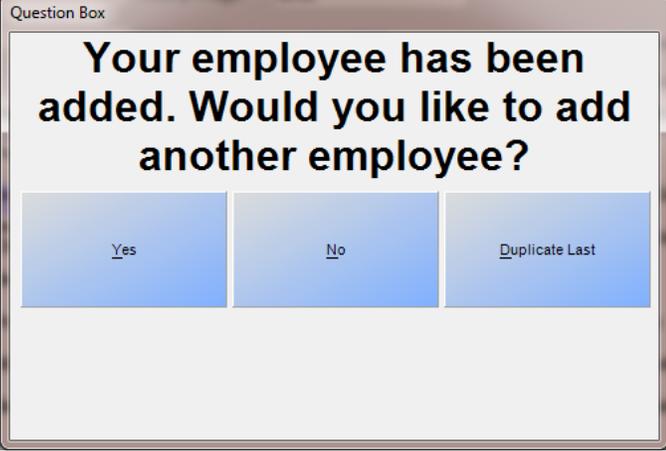
Search by Employee ID  Whether or not an employee can process a credit card for less than the floor amount.

Using Restaurant Pro Express, you have the ability to have your employees take their Credit Card tips in cash at the end of their shift. In order to use this feature Employees must clock in and out so that their shift is recorded.

**In order to use this feature the following must be done:**

- An employee must first be created
  - See: [Creating an Employee](#)
  
- A Job Code must be setup for the Employee
  - See: [Creating Job Codes](#)
  
- The feature Take CC Tips in Cash at End of Shift must be turned on
  - See: [Enabling the Take CC tips in Cash Feature](#)
  
- The Employee must Clock-in and do Credit Card Transactions with tips and then Clock-out
  - See: [Implementation](#)
  
- The Reports that display this information must be reviewed
  - See: [End Of Day Report](#)

## Creating an Employee

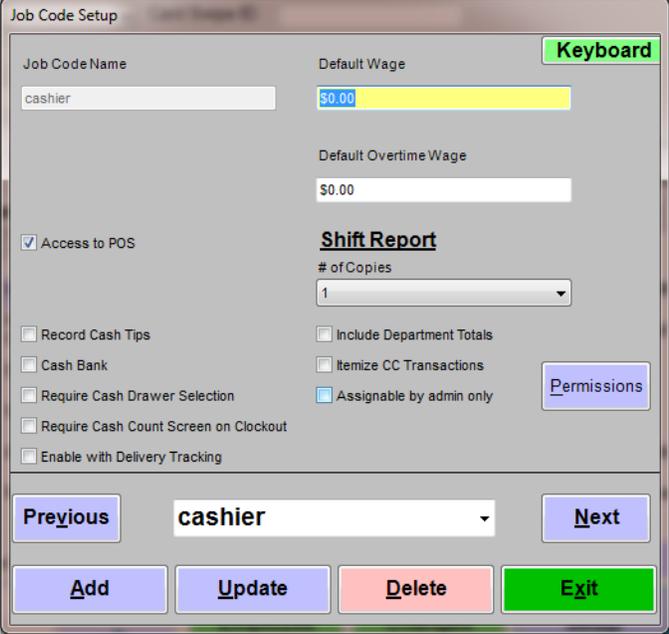
	<ol style="list-style-type: none"> <li>1. Select the <b>Manager</b> or <b>Options</b> button.</li> <li>2. Enter the administrator password (default: admin) where applicable.</li> <li>3. Select <b>Administrative</b> then, <b>Employee Maintenance</b>. Only the administrator can access this screen.</li> </ol>
	<ol style="list-style-type: none"> <li>4. Select the <b>Add Employee</b> button to create a new employee record. Assign a unique Employee ID (e.g. 02, 03), password and a <b>Display Name</b> (e.g. Skyler) that prints on the receipt. If you would like to assign a secure login card to this employee, swipe the card in the <b>Card Swipe ID</b> box.</li> </ol>
	<ol style="list-style-type: none"> <li>5. Assign security permissions by selecting the dropdown list and selecting Yes (the employee can do this), No (they cannot), Prompt (they can with manager's permission) or Override (they can perform and are a manager for this function only).</li> </ol>
	<ol style="list-style-type: none"> <li>6. Select the <b>Save</b> button. Your employee has been added! Add any additional employees you wish to configure.</li> </ol>

## Creating Job Codes

Job Codes are required for the employee to be prompted to take the CC tips in cash as well as print a shift report (which will include the total cash taken out for credit card tips per each employee).

For a comprehensive look at the Job Code setup screen, please see the link below:

- [http://faq.pcamerica.com/file-lockers/pdf-locker/JobCode\\_Setup.pdf](http://faq.pcamerica.com/file-lockers/pdf-locker/JobCode_Setup.pdf)

	<p>At the Employee Maintenance screen:</p> <ol style="list-style-type: none"><li>1. Select the <b>Job Code Setup</b> button.</li></ol>
	<ol style="list-style-type: none"><li>2. Select <b>Add</b> and enter a <b>Job Code Name</b>.</li><li>3. Optionally enter a <b>Default Wage</b> and a <b>Default Overtime Wage</b>.</li><li>4. Select Access to POS which will give the employee access to the POS.</li><li>5. Select the number of shift report copies to be printed at the end of the shift.</li><li>6. Select the Permissions button and then configure the employee's Job Code permissions. <b>Note:</b> How the permissions are applied must be configured on the <b>System Access</b> tab of the <b>Setup Screen</b> under <b>Security Method</b>.</li><li>7. Select <b>Update</b> on the permissions window then <b>Exit</b>.</li><li>8. Select <b>Update</b> on the <b>Job Code Setup</b> window then select <b>Exit</b>.</li></ol>

Employee Maintenance

Options **General Information For: Anish** Keyboard

Department:  Card Swipe ID:

Employee ID: 100102 Customer:

Password: \*\* Hourly Wage: \$0.00

Display Name: Anish  Take CC Tips in Cash at End of Shift Click to Select Picture

Disable this Employee  Require Clock-In Before Login  Administrative Card Access

**Permissions** **Personal Info** **Job Codes & Wages** **Store Associations** **Payroll Info**

Job Code	Hourly Wage	Overtime Wag

Overtime starts after this many hours:

Search by Employee ID: 100102

9. Select the Employee you would like to add the **Job Code** to.

**Please Select the Job Code To Add For This Employee**

cashier

10. Select the **Job Code** you would like to add.
11. Enter the **Hourly Wage** and select **OK**.
12. Enter the **Hourly Overtime Wage** and select **OK**.

Employee Maintenance

Options **General Information For: Anish** Keyboard

Department:  Card Swipe ID:

Employee ID: 100102 Customer:

Password: \*\* Hourly Wage: \$0.00

Display Name: Anish  Take CC Tips in Cash at End of Shift Click to Select Picture

Disable this Employee  Require Clock-In Before Login  Administrative Card Access

**Permissions** **Personal Info** **Job Codes & Wages** **Store Associations** **Payroll Info**

Job Code	Hourly Wage	Overtime Wag
1001cashier	\$0.00	\$0.00

Overtime starts after this many hours:

Search by Employee ID: 100102

13. After the **Job Code** has been added, select **Save Changes**.

## Enabling the Take CC tips in Cash Feature

Employee Maintenance

Options: **General Information For: Anish** Keyboard

Department  Card Swipe ID

Employee ID  Customer

Password  Hourly Wage

Display Name   Take CC Tips in Cash at End of Shift Click to Select Picture

Disable this Employee  Require Clock-In Before Login  Administrative Card Access

**Permissions** **Personal Info** **Job Codes & Wages** **Store Associations** **Payroll Info**

Functionality Page 1 Page 2 Page 3

Inventory	<b>Invoice Discounts</b>	Yes	End Transactions	Yes	Redeem Gift Cards	Yes
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Reports	Delete Items	Yes	Open Cash Drawer	Yes	Vendor Payouts	Yes
Setup	Void Invoices	Yes	Sell Non-Inventory	Yes	Buybacks	Yes
Restaurant	Allow Exit	Yes	Tax Exempt Invoice	Yes	Force Credit Cards	Yes
Handheld	Returns	Yes	Sell Gift Cards	Yes	Charge Below Floor	Yes

Log as Exception

Search by Employee ID  The ability to do invoice and line discounts

At the Employee Maintenance screen:

1. Select the option **Take CC Tips in Cash at End of Shift**.

**Note:** It is also highly recommended to also check the option **Require Clock-In Before Login**, as this will require the employee to clock in prior to logging in to begin taking transactions.

2. Select **Save Changes**.
3. Select **Exit** (this will return you to the **Manager/Options** screen where you will need to select **Exit**).

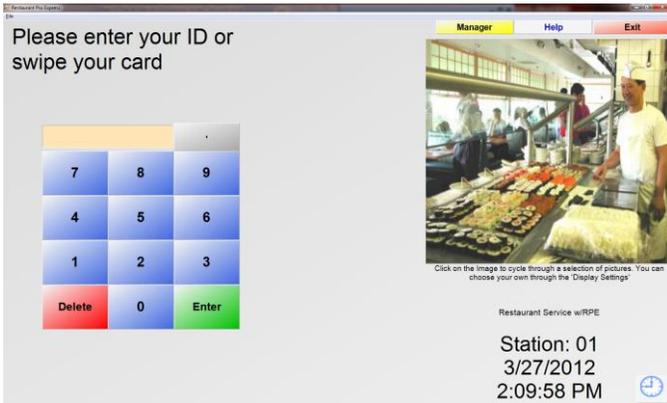
## Implementation

For more information on configuring Tips please see the following document:

- [http://faq.pcamerica.com/file-lockers/pdf-locker/Configuring\\_Tips\\_in\\_RPE.pdf](http://faq.pcamerica.com/file-lockers/pdf-locker/Configuring_Tips_in_RPE.pdf)

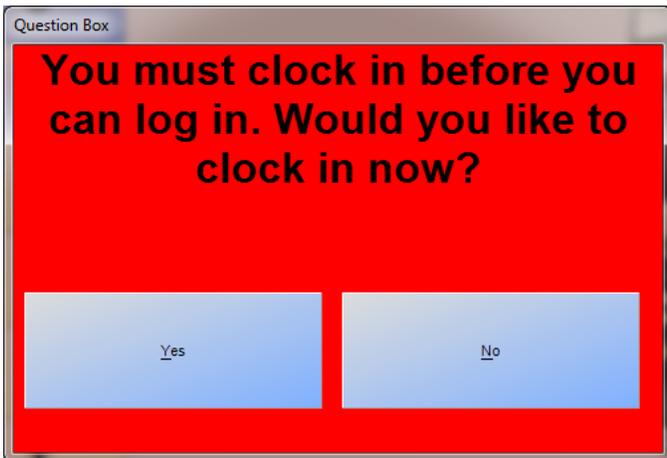
For more information on setting up a credit card processor please see below:

- <http://faq.pcamerica.com/paymentprocessing>

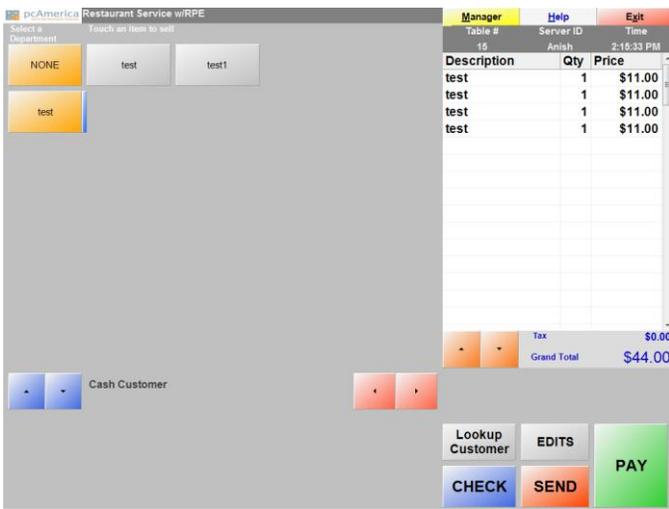


At the Login Screen:

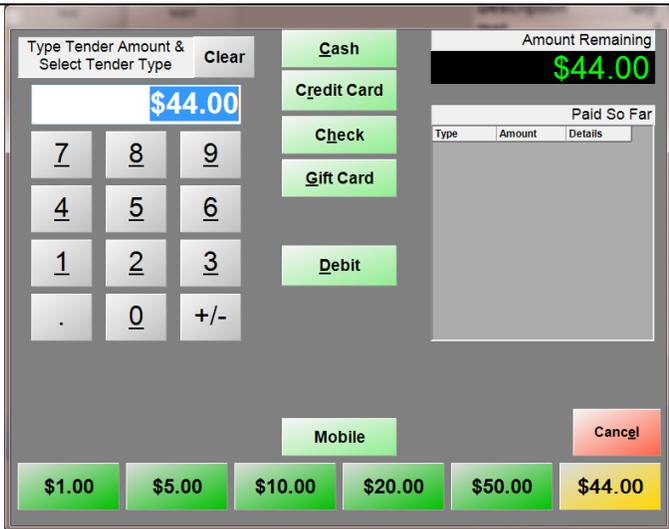
1. Login using the User ID and Password from the employee that was created earlier.



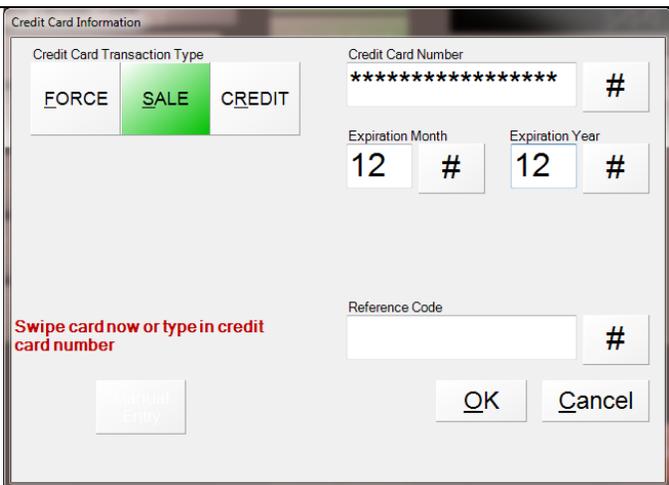
If the feature **Require Clock-In Before Login** is being used, you will be prompted to clock in before you can login.



- At the invoice screen add the items to the invoice and then select **Pay**.

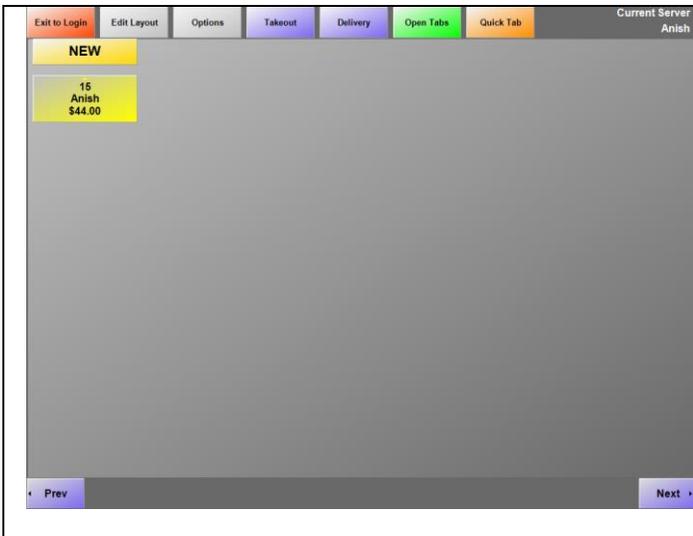


- At the tender screen select **Credit Card**.

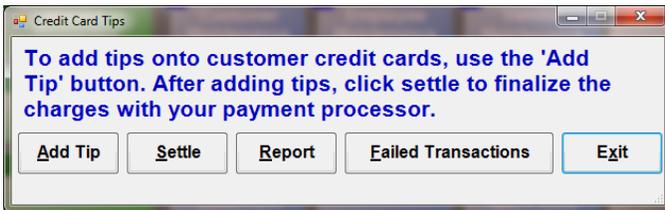


- Enter the **Credit Card** information.
- Select **OK**.

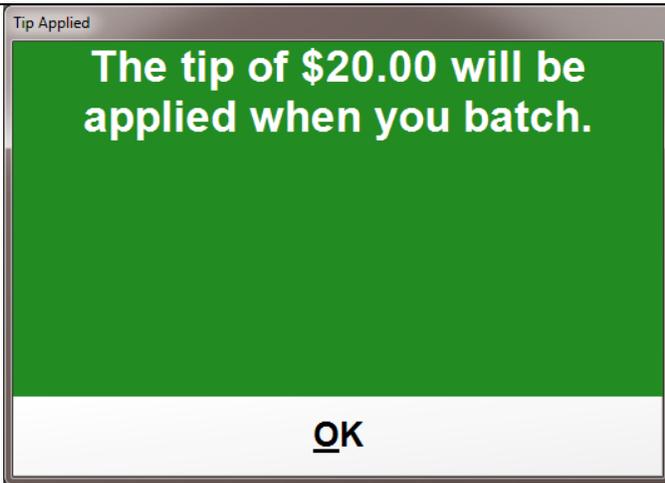
After the transaction has been completed we must then add the tip to the transactions.



6. In the example to the left we have the option **Keep Check Open Until Tip Applied** checked. This option is configured under the **Tips** tab of the **Payment Processing** tab of the **Setup Screen**.
7. After selecting the yellow table you will be prompted for the tip amount, and then be prompted to confirm the tip amount and total.

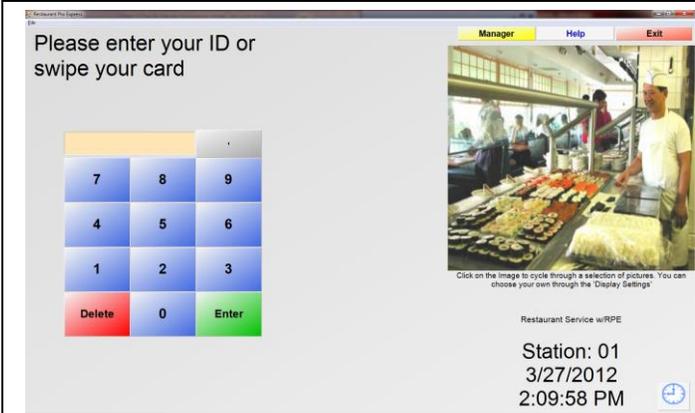


8. In the example to the left we have selected the **Credit Card Settlement** window we will then need to select **Add Tip**.
9. After selecting **Add Tip** you will be prompted for the invoice number and then for the amount of the tip. You will then be asked to confirm the amount of the tip.

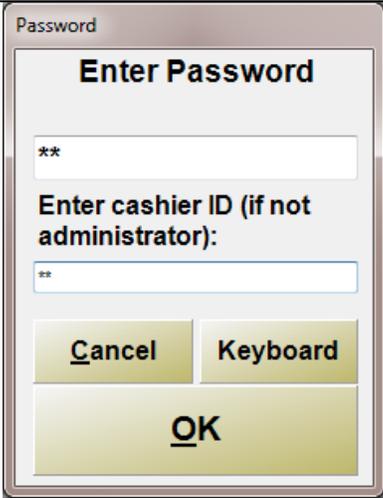


You will be notified that the tip will be applied when the credit card settlement (batch) is performed.

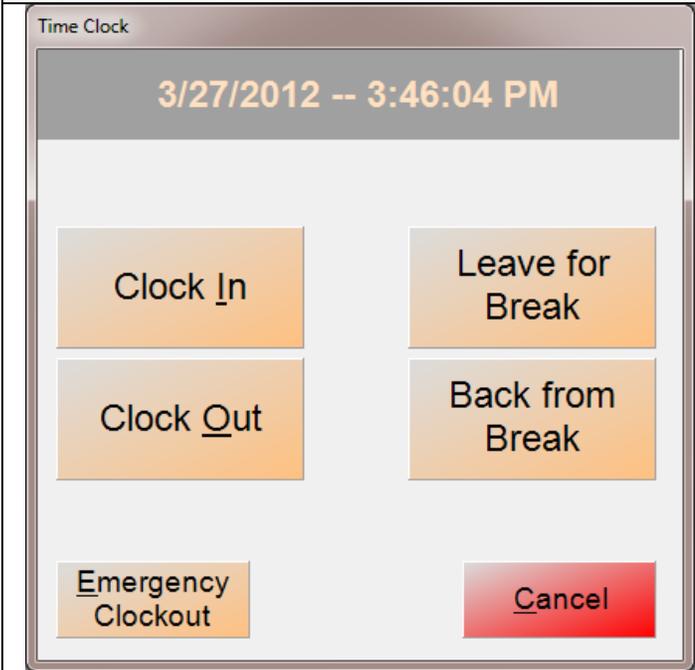
**Note:** The credit card settlement is performed from the **Credit Card Settlement** window.



10. At the Login screen select the Clock Icon on the bottom right corner.



11. Enter the **Password** and then the **Cashier ID** of the user that was created earlier.



12. Select **Clock Out**.

You have earned \$20.00 in tips that you may now take from the drawer.

OK

13. The cashier will be prompted to remove the total amount of Tips earned during their shift.

Restaurant Service w/RPE  
www.PCA.com  
1-800-722-6374

SHIFT REPORT

EMPLOYEE ID : 100102  
NAME : Anish  
JOB CODE : 1001cashier  
SHIFT NUMBER: 1101  
SHIFT START : 3/27/2012 2:12:01 PM  
SHIFT END : 3/27/2012 3:46:44 PM

GENERAL TOTALS

Net Sales.....	\$44.00
Net Tax 1.....	\$0.00
Grand Total Sales.....	\$44.00
Total Tips Collected.....	\$20.00
Grand T + Gift Cards\Tips	\$64.00

BREAKDOWN BY PAYMENT TYPE

Cash.....	\$0.00
Check.....	\$0.00
Total Cash + Checks....	\$0.00
Total On Account.....	\$0.00
Total Debit Cards.....	\$0.00
Total Mobile Payment.....	\$0.00
Other : 1	\$44.00
Total Credit Cards.....	\$44.00

CASH COUNT

Starting Cash.....	\$0.00
+Cash Payments.....	\$0.00
-Debit/EBT Cashback.....	\$0.00
-CC Tips To Take.....	(\$20.00)
=Expected Cash.....	(\$20.00)
-Actual Cash.....	\$0.00
=Drawer SHORT.....	\$0.00

14. If you had selected to print a Shift Summary you will see the total amount of tips taken from the register (highlighted in yellow in the picture on the left).

## End Of Day Report

-----	
Daily Close	
3/27/2012 3:47:40 PM - 3/27/2012 3:56:09 PM	
GRAND TOTALS	
-----	
<u>Grand Totals</u>	
Net Sales.....	\$44.00
Net Tax 1.....	\$0.00
Net Tax 2.....	\$0.00
Net Tax 3.....	\$0.00
	-----
Grand Total Sales.....	\$44.00
Tips Collected.....	\$20.00
	-----
Grand T + Gift Cards\Tips	\$64.00
<u>Statistics</u>	
CHECK COUNT: 1 checks, average check = \$44.00	
<u>Vendor Payouts</u>	

When your End of Day report is printed the total amount of Tips collected will be displayed on the first page of that report. In the image above that section is highlighted in yellow.

For more information on performing an End of Day please see the link below:

- <http://faq.pcamerica.com/maintenance/performing-an-end-of-day>