

# QUICK GUIDE

( Gratuity Setting & Tender )

**Back Office**

**Settings**

Settings Store POS System Codes Screen Design Security

**Store** All POS devices may be run with the identical setting by using the store configuration.

Store	Store Operations	Tax Definition	Gratuities
Language	User Defined Language	Surcharge	<b>Gratuity</b>
Business Hours	Cash Drawer Information	Membership Accumulation Ratio	Payroll Calculation
Defined Format	Update Server Setting	Backup Settings	

Refresh Settings

**tap** (on Settings icon)

**tap** (on Gratuity icon)

## Case 1

### Suggested Gratuity

**Gratuity**

Refund Includes Gratuity

Check Tip Adjustment before Cashier-Out

▪ Mandatory Gratuity Option: Not Used

▪ Least Number of Persons: \_\_\_\_\_

▪ Mandatory Gratuity (%): \_\_\_\_\_

▪ Suggested Gratuity

1st Gratuity(%)	2nd Gratuity(%)	3rd Gratuity(%)
15.0	18.0	20.0

Use Minimum Amount Suggested Gratuity

Minimum Amount: \_\_\_\_\_

1st Gratuity(\$): \_\_\_\_\_

2nd Gratuity(\$): \_\_\_\_\_

3rd Gratuity(\$): \_\_\_\_\_

Save

- ✓ Tax 를 포함한 가격에 대해서 15%, 18%, 20% Tip 계산
- ✓ Cash 로 Pay 하면 주문전표에만 Tip 출력하고, 매출전표에는 Tip 출력하지 않음
- ✓ Card 로 Pay 하면 주문전표, 매출전표 둘 다 Tip 출력 함

**Gratuity**

<b>Amount Due</b>	<b>27.20</b>
<b>Gratuity</b>	
<b>Total Charge</b>	<b>0.00</b>

15.0% : 4.08
18.0% : 4.90
20.0% : 5.44
Difference

Second Monitor Sample

! Please input the amount

- ✓ Second Monitor 에도 Suggested Gratuity 출력

※ 전표, Second Monitor 에 출력하기 위해서는 관련 Option 을 설정해야 함

Cafe #7  
 1599 North Verdugo Rd  
 Glendale CA 91208  
 3108089114

Check# 10-003  
 M-11

JOHN

QTY	NAME	AMOUNT
1	TURKEY & CHEESE SANDWICH	4.75
1	HAM & CHEESE SANDWICH	4.75
1	TUNA SANDWICH	4.75
1	BANANA	3.67
1	STRAWBERRY	3.67
1	HONEYDEW	3.67
Sub Total:		25.26
TAX:		2.27
AMOUNT DUE:		27.53
Suggested Gratuity:		
15.0% = 4.13   18.0% = 4.96   20.0% = 5.51		
2015-12-08 08:55:33		

Thank you

주문전표 Sample

Cafe #7  
 1599 North Verdugo Rd  
 Glendale CA 91208  
 3108089114

**This is demo version.**

Receipt  
 20151208-10003

POS ID: 10  
 JOHN

M-11

QTY	NAME	AMOUNT
1	TURKEY & CHEESE SANDWICH	4.75
1	HAM & CHEESE SANDWICH	4.75
1	TUNA SANDWICH	4.75
1	BANANA	3.67
1	STRAWBERRY	3.67
1	HONEYDEW	3.67
Sub Total:		25.26
TAX:		2.27
AMOUNT DUE:		27.53
Credit CARD:		27.53
Entry Method:		Swiped
Account No:		*****1001
Expiration Date:		XX/XX
Card Brand:		AMEX
TroutD No:		0289
AUTHOR AMOUNT:		27.53
TIP _____		
TOTAL _____		
Suggested Gratuity:		
15.0% = 4.13   18.0% = 4.96   20.0% = 5.51		
The issuer of the Card identified on this item is authorized to pay the amount shown as 'total' upon proper presentation. I promise to pay such total (together with any other charges due thereon) subject to and in accordance with the agreement governing the use of such Card.		
SIGN: _____		
2015-12-08 08:57:54		
Thank you		
Merchant Copy		

카드전표 Sample

## Case 2

### Mandatory Gratuity by People

**Gratuity** [Grid Icon] [Close Icon]

Refund Includes Gratuity

Check Tip Adjustment before Cashier-Out

**Mandatory Gratuity Option** Mandatory Gratuity by People

**Least Number of Persons** 6

**Mandatory Gratuity (%)** 20.0

**Suggested Gratuity**

1st Gratuity(%)	2nd Gratuity(%)	3rd Gratuity(%)

**Use Minimum Amount Suggested Gratuity** Minimum Amount

1st Gratuity(\$)	2nd Gratuity(\$)	3rd Gratuity(\$)

Save

- ✓ 손님이 6명 이상이면, 강제로 Tip 20% 를 받기 위한 설정
- ✓ 손님이 6명보다 적을 때는 설정되어 있는 Suggested Tip 이 출력 됨

**Gratuity** [Grid Icon] [Close Icon]

Refund Includes Gratuity

Check Tip Adjustment before Cashier-Out

**Mandatory Gratuity Option** Mandatory Gratuity by People

**Least Number of Persons** 6

**Mandatory Gratuity (%)** 20.0

**Suggested Gratuity**

1st Gratuity(%)	2nd Gratuity(%)	3rd Gratuity(%)
15.0	18.0	20.0

**Use Minimum Amount Suggested Gratuity** Minimum Amount

1st Gratuity(\$)	2nd Gratuity(\$)	3rd Gratuity(\$)

Save

- ✓ 강제 Tip 은 Tax 를 제외한 금액에 대해서 Tip 을 계산하고, Suggested Tip 은 Tax 를 포함한 금액에 대해서 계산하기 때문에 차이가 있음



- ✓ Card 로 Pay 하면 Second Monitor 에 표시 되고
- ✓ Cash 로 Pay 하면 Second Monitor 에 는 표시 하지 않음
- ✓ 전표에 강제 Tip 금액을 출력 함

# Gratuity



Amount Due  
**43.51**

Gratuity  
**7.98**

Total Charge  
**0.00**

15.0% : 6.53

18.0% : 7.83

20.0% : 8.70

Difference

7 8 9  
4 5 6  
1 2 3  
0 0 CLEAR  
OK



Please input the amount

## Case 3

### Mandatory Gratuity by Amount

**Gratuity** [Grid Icon] [Close Icon]

Refund Includes Gratuity

Check Tip Adjustment before Cashier-Out

**Mandatory Gratuity Option**    Mandatory Gratuity by Amount

**Least Amount**    200.00

**Mandatory Gratuity (%)**    22.0

**Suggested Gratuity**

1st Gratuity(%)	2nd Gratuity(%)	3rd Gratuity(%)

Use Minimum Amount Suggested Gratuity    Minimum Amount   

1st Gratuity(\$)	2nd Gratuity(\$)	3rd Gratuity(\$)

Save

- ✓ 금액이 \$200.00 이상이면, 강제로 Tip 22% 를 받기 위한 설정
- ✓ 금액이 \$200.00보다 적을 때는 설정되어 있는 Suggested Tip 이 출력 됨

**Gratuity** [Grid Icon] [Close Icon]

Refund Includes Gratuity

Check Tip Adjustment before Cashier-Out

**Mandatory Gratuity Option**    Mandatory Gratuity by Amount

**Least Amount**    200.00

**Mandatory Gratuity (%)**    22.0

**Suggested Gratuity**

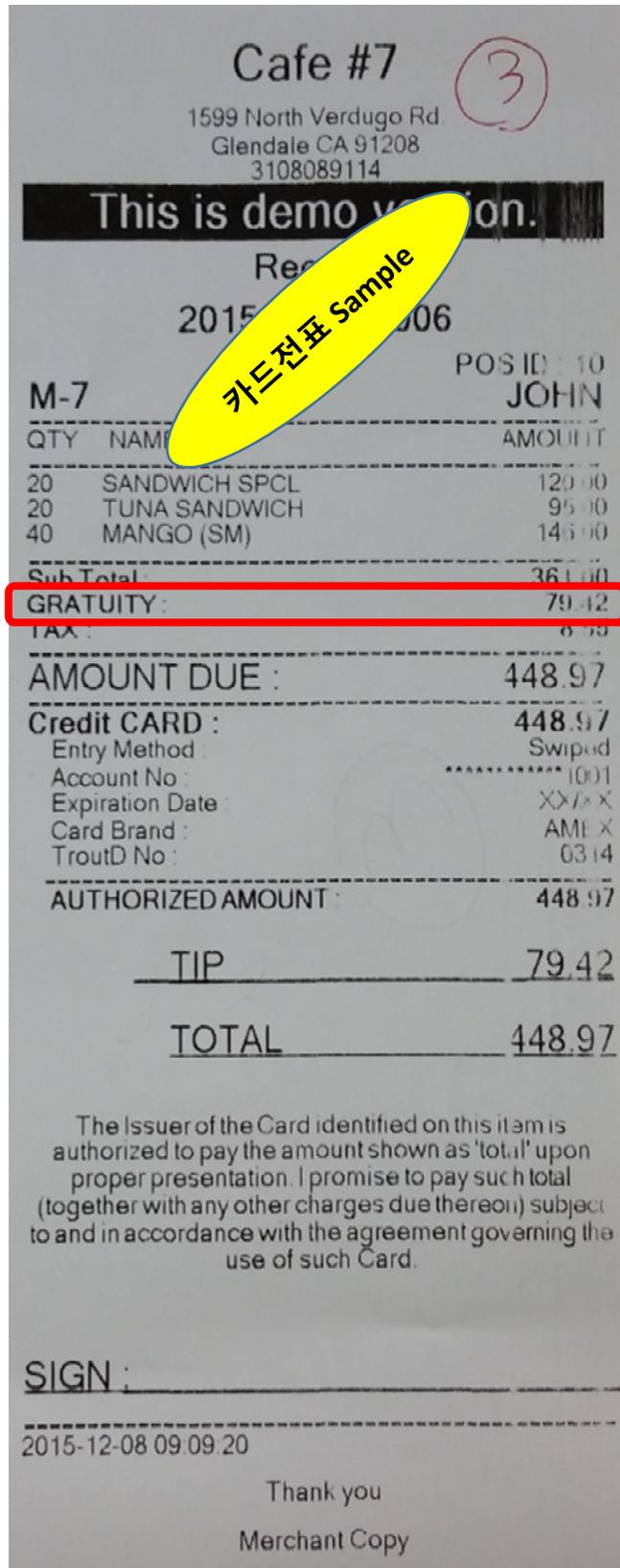
1st Gratuity(%)	2nd Gratuity(%)	3rd Gratuity(%)
15.0	18.0	20.0

Use Minimum Amount Suggested Gratuity    Minimum Amount   

1st Gratuity(\$)	2nd Gratuity(\$)	3rd Gratuity(\$)

Save

- ✓ 강제 Tip 은 Tax 를 제외한 금액에 대해서 Tip 을 계산하고, Suggested Tip 은 Tax 를 포함한 금액에 대해서 계산하기 때문에 차이가 있음



- ✓ Card 로 Pay 하면 Second Monitor 에 표시 되고
- ✓ Cash 로 Pay 하면 Second Monitor 에 는 표시 하지 않음
- ✓ 전표에 강제 Tip 금액을 출력 함

## Case 4

Mandatory Gratuity without Condition

**Gratuity** [Grid Icon] [Close Icon]

Refund Includes Gratuity

Check Tip Adjustment before Cashier-Out

**Mandatory Gratuity Option**
Mandatory Gratuity Without Condition ▾

**Least Number of Persons**
[Empty Field]

**Mandatory Gratuity (%)**
30.0

**Suggested Gratuity**

1st Gratuity(%)	2nd Gratuity(%)	3rd Gratuity(%)	
15.0	18.0	20.0	

**Use Minimum Amount Suggested Gratuity**
Minimum Amount
[Empty Field]

1st Gratuity(\$)	2nd Gratuity(\$)	3rd Gratuity(\$)	
[Empty Field]	[Empty Field]	[Empty Field]	

Save

- ✓ 손님수, 금액에 관계없이 무조건, 강제로 Tip 30% 를 받기 위한 설정
- ✓ Suggested Tip 이 설정되어 있어도, 무조건 Tip 30% 가 출력 됨

**Gratuity** [Grid Icon] [Close Icon]

Refund Includes Gratuity

Check Tip Adjustment before Cashier-Out

**Mandatory Gratuity Option**
Mandatory Gratuity Without Condition ▾

**Least Number of Persons**
[Empty Field]

**Mandatory Gratuity (%)**
30.0

**Suggested Gratuity**

1st Gratuity(%)	2nd Gratuity(%)	3rd Gratuity(%)	
15.0	18.0	20.0	

**Use Minimum Amount Suggested Gratuity**
Minimum Amount
10.00

1st Gratuity(\$)	2nd Gratuity(\$)	3rd Gratuity(\$)	
1.50	1.80	2.00	

Save

④

**Cafe #7**  
 1599 North Verdugo Rd.  
 Glendale CA 91208  
 3108089114

Check# 10-007  
**M-10** JOHN

QTY	NAME	AMOUNT
1	SANDWICH	6.00
1	TURKEY SANDWICH	4.75
1	BANANA	3.67
1	WATERMELON	3.67
<b>Sub Total :</b>		<b>18.09</b>
<b>TAX :</b>		<b>1.09</b>
<b>GRATUITY :</b>		<b>3.08</b>
<b>AMOUNT DUE :</b>		<b>22.26</b>

2015-12-08 09:20:39  
 Thank you

주문전표 Sample

④

**Cafe #7**  
 1599 North Verdugo Rd.  
 Glendale CA 91208  
 3108089114

**This is demo version.**

Receipt  
 20151208

POS ID : 10  
**JOHN**

QTY	NAME	AMOUNT
1	SANDWICH	6.00
1	TURKEY & CHEESE SANDWICH	4.75
1	BANANA	3.67
1	WATERMELON	3.67
<b>Sub Total :</b>		<b>18.09</b>
<b>GRATUITY :</b>		<b>3.08</b>
<b>TAX :</b>		<b>1.09</b>
<b>AMOUNT DUE :</b>		<b>22.26</b>
<b>Credit CARD :</b>		<b>22.26</b>
Entry Method :		Swiped
Account No :		*****1001
Expiration Date :		XX/XX
Card Brand :		AMEX
TroutD No :		0340
<b>AUTHORIZED AMOUNT :</b>		<b>22.26</b>
<b>TIP</b>		<b>3.08</b>
<b>TOTAL</b>		<b>22.26</b>

The Issuer of the Card identified on this item is authorized to pay the amount shown as 'total' upon proper presentation. I promise to pay such total (together with any other charges due thereon) subject to and in accordance with the agreement governing the use of such Card

**SIGN :** \_\_\_\_\_

2015-12-08 09:20:59  
 Thank you  
 Merchant Copy

카드전표 Sample

## Case 5

Use Minimum Amount Suggested Gratuity

### Gratuity

Refund Includes Gratuity

Check Tip Adjustment before Cashier-Out

▪ Mandatory Gratuity Option: Not Used

▪ Least Number of Persons: [Input Field]

▪ Mandatory Gratuity (%): [Input Field]

▪ Suggested Gratuity

1st Gratuity(%)	2nd Gratuity(%)	3rd Gratuity(%)
15.0	18.0	20.0

Use Minimum Amount Suggested Gratuity      Minimum Amount: 10.00

1st Gratuity(\$)	2nd Gratuity(\$)	3rd Gratuity(\$)
1.50	1.80	2.00

Save

- ✓ 금액이 \$10.00 보다 작을 때, Tip 을 % 가 아닌 \$ 금액으로 출력하기 위한 설정
- ✓ 금액이 \$10.00보다 적으면, Suggested Tip 이 \$1.50, \$1.80, \$2.00 으로 출력 됨

### Gratuity

Amount Due: 3.75

Gratuity: [Input Field]

Total Charge: 0.00

\$1.00

\$1.50

\$2.00

Difference

7 8 9

4 5 6

1 2 3

0 0 CLEAR

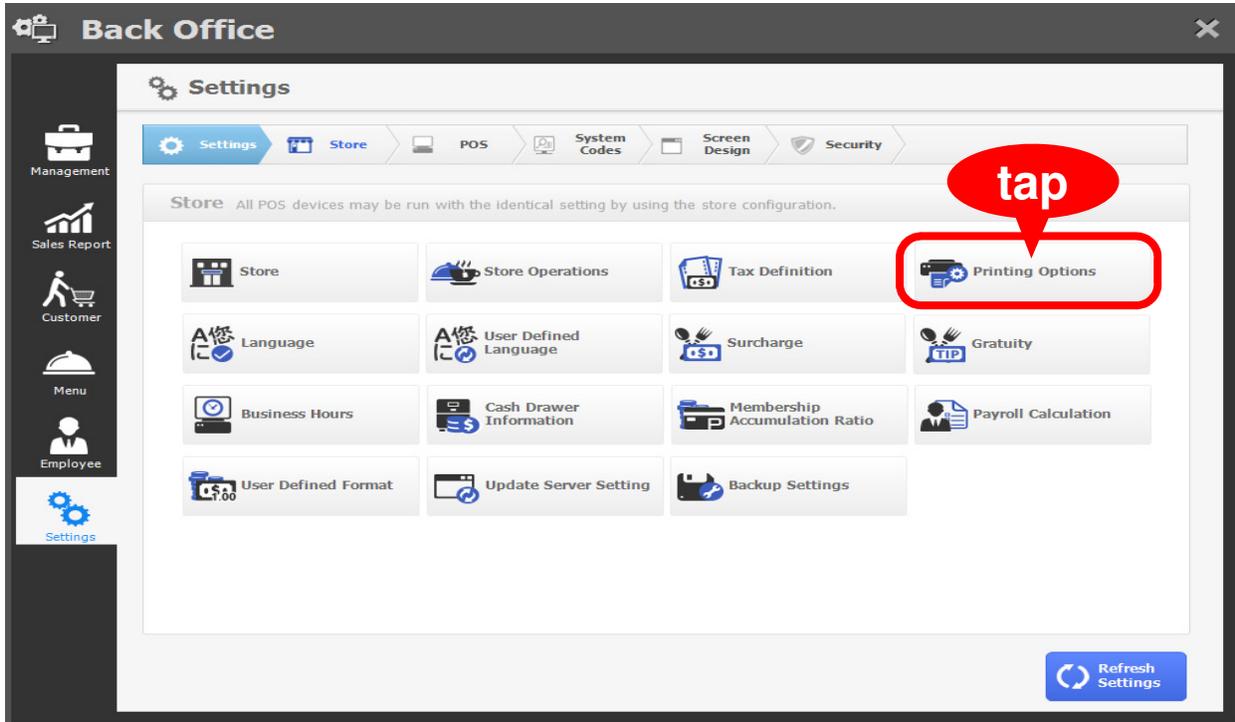
OK

Second Monitor Sample

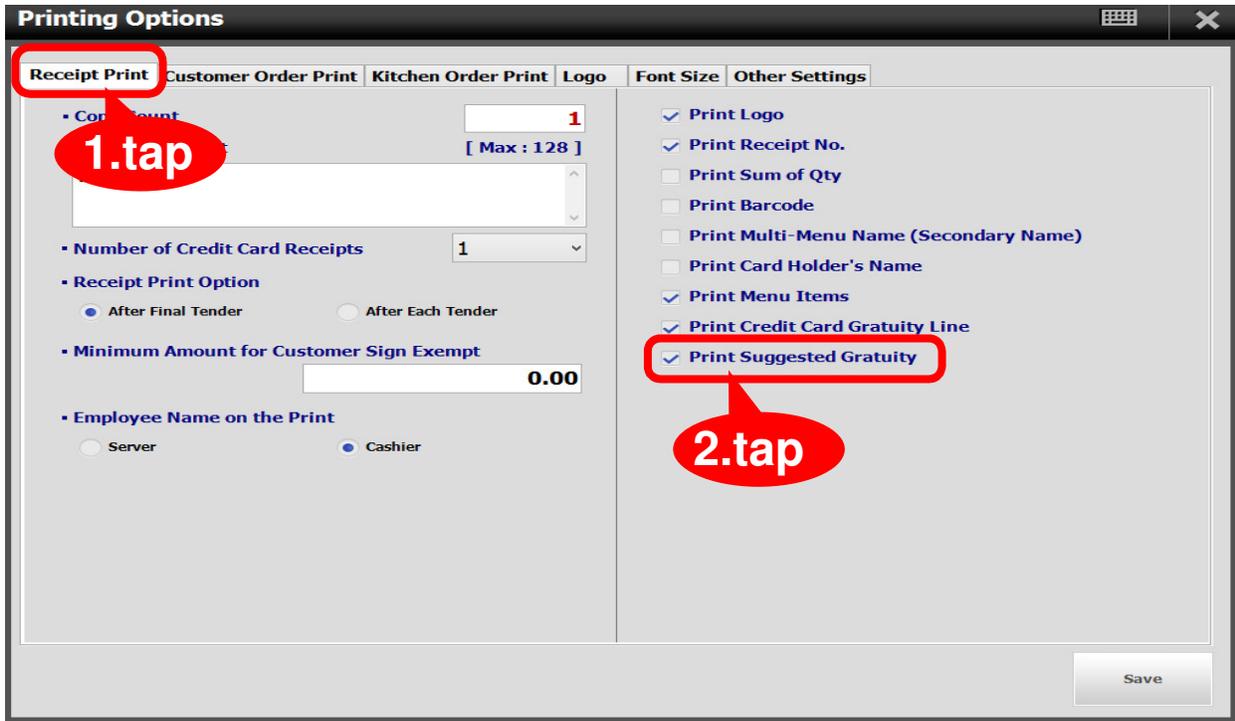
! Please input the amount

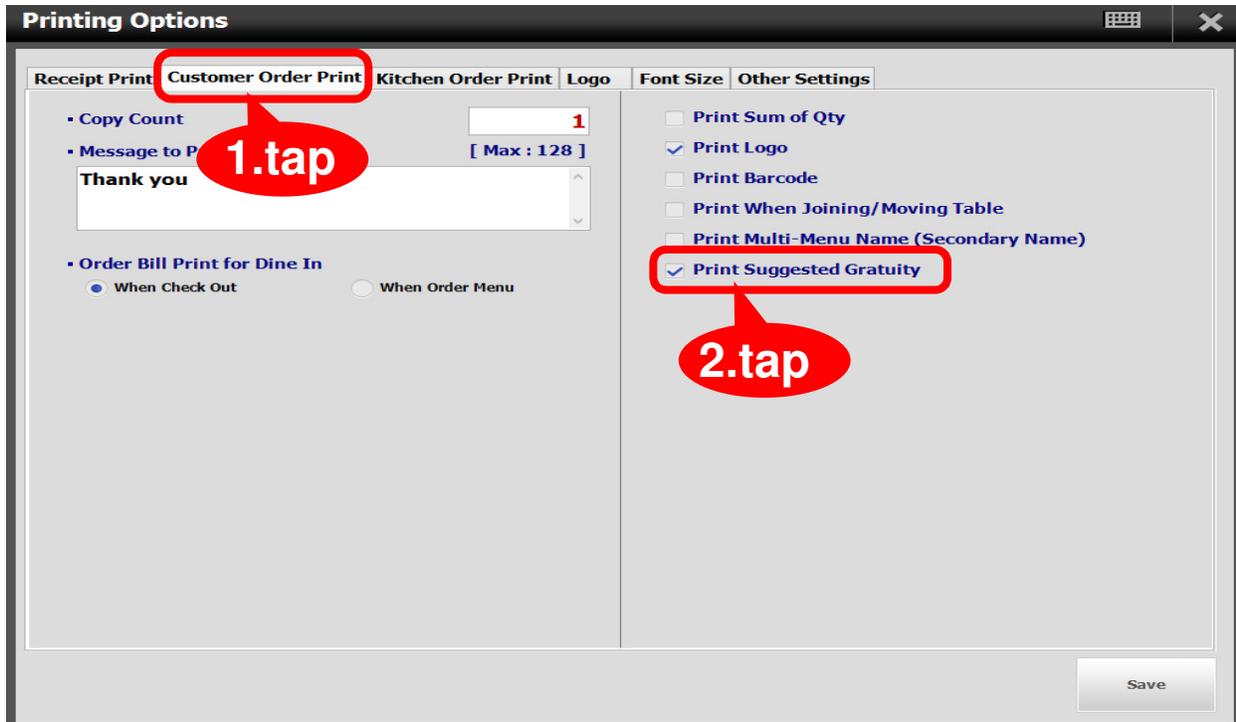
- ✓ 전표에는 출력하지 않고, Second Monitor 에만 Suggested Gratuity 표시 함

# 전표 출력 설정



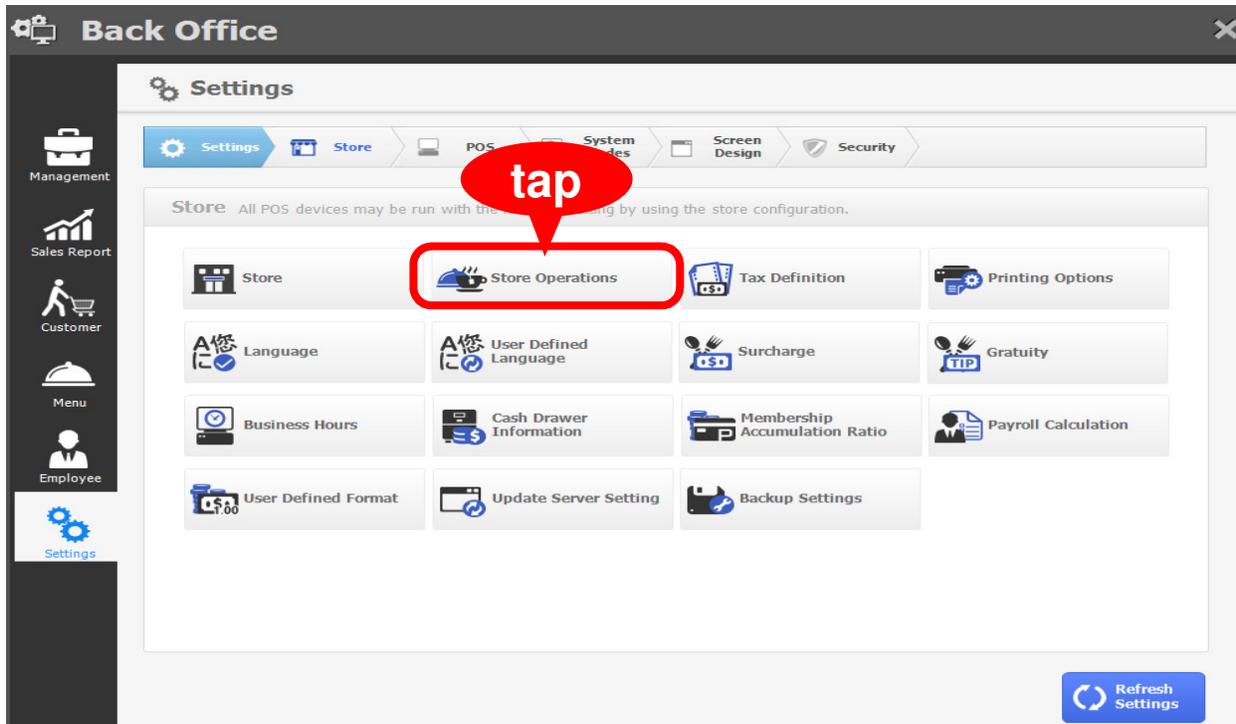
- Printing Option → Receipt Print / Order Print → 'Print Suggested Gratuity' 선택
- 매출전표, 주문전표 출력 할 때 Suggested Gratuity 출력



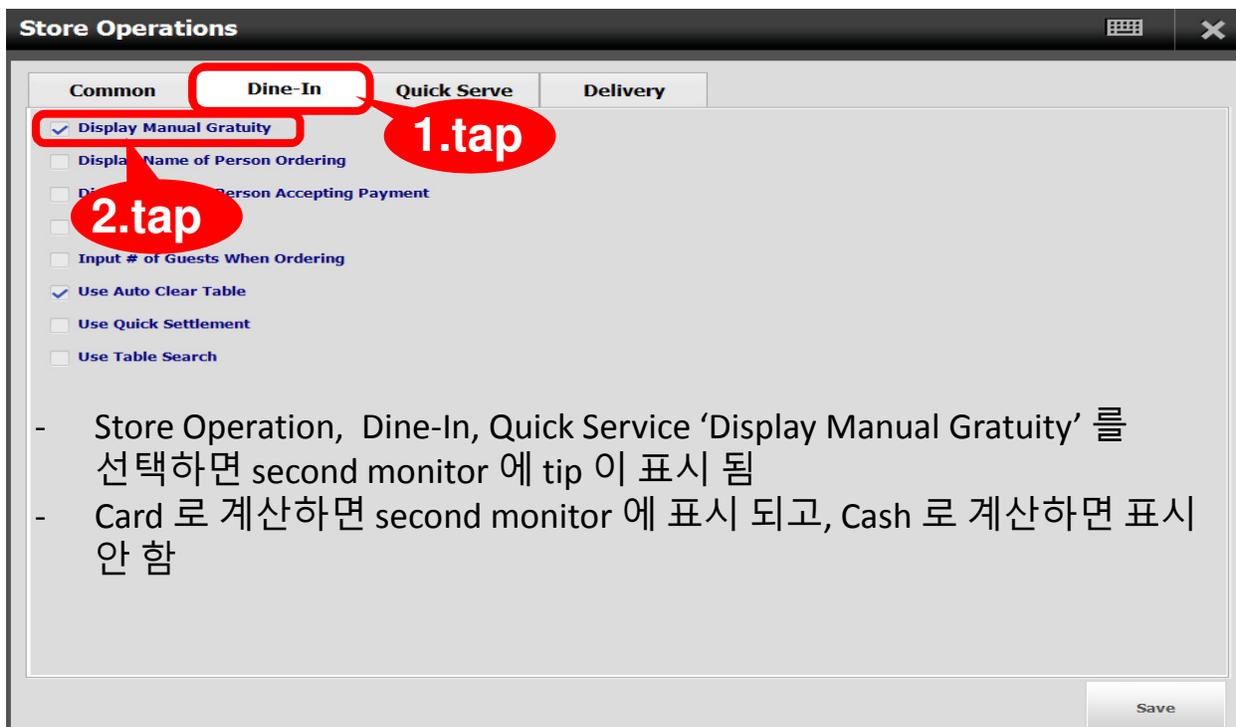


- Cash 로 Pay 하면 주문전표에만 출력하고, 매출전표에는 출력하지 않음
- Card 로 Pay 하면 주문전표, 매출전표 둘 다 출력 함

## Second Monitor 표시 설정

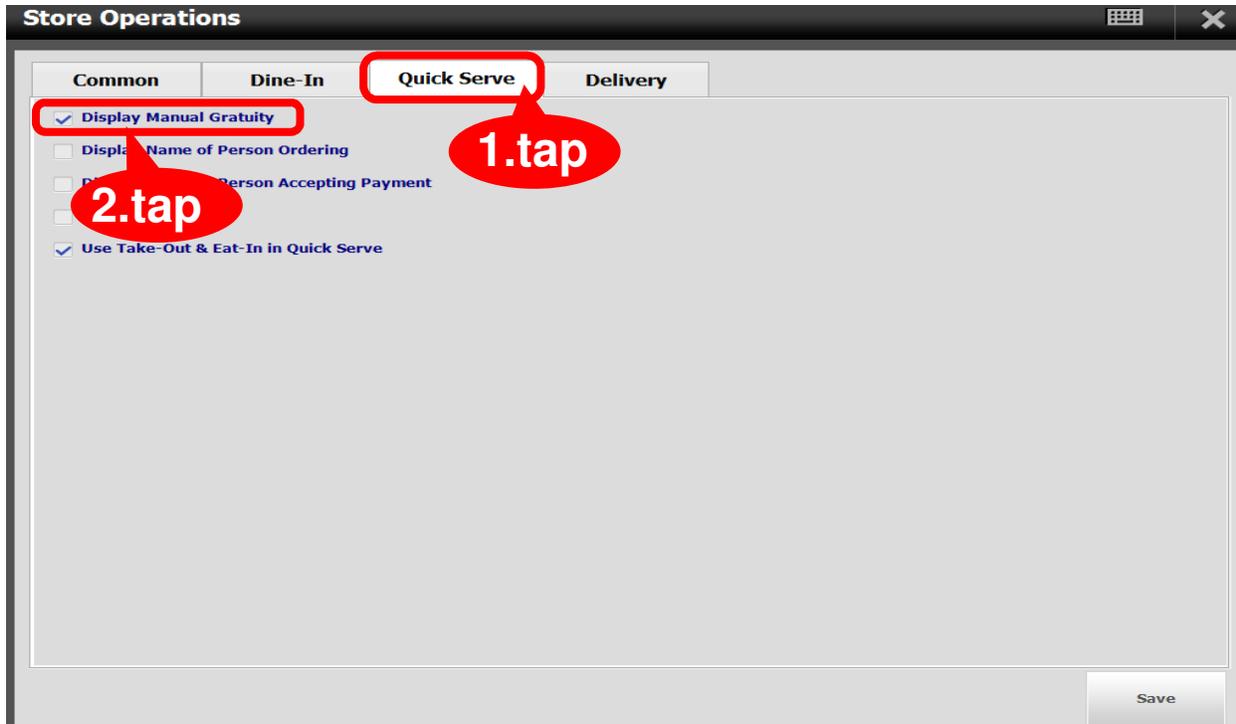


- Store Operation, Dine-In, Quick Service 'Display Manual Gratuity' 를 선택하면 second monitor 에 tip 이 표시 됨



- Store Operation, Dine-In, Quick Service 'Display Manual Gratuity' 를 선택하면 second monitor 에 tip 이 표시 됨
- Card 로 계산하면 second monitor 에 표시 되고, Cash 로 계산하면 표시 안 함

- Store Operation → Dine-In / Quick Service → 'Display Manual Gratuity' 를 선택하면 Second Monitor 에 Suggested Gratuity 이 표시 됨



- Store Operation → Dine-In / Quick Service → 'Display Manual Gratuity' 를 선택하면 Second Monitor 에 Suggested Gratuity 이 표시 됨
- Card 로 Pay 하면 Second Monitor 에 표시 되고, Cash 로 Pay하면 표시 하지 않음