



## Tip Out Report

efish allows you to implement our automated tip management solution for each location once your rules have been set up by Pointblank Software Support based on your instructions. The Tip Out System within efish will essentially replace any spreadsheet tracking currently used. The Tip Out Report shows you how the tips break down by employee based on the rules you set and is broken down into 3 parts, **Employee Summary, Shift Details, and Tip Pool Rules.**

**Filters:** The first thing you want to do is select the desired Date and Location at the top of the page, then click **[Go]**, This will generate the tip out report for that day and location.

**Employee Summary:** The top section of the Tip Out Report is the employee Summary, this section shows you the cash sales, cash tips, credit card tips, Calculated & Applied tips based on each rule set up in efish, net pool tips, net credit card pool tips, and total net tips for each employee.

1. **Active Rules:** any active rules will appear in the top bar, they will display the Sender job type and the Receiver job Type with an arrow indicating who is paying who.
2. **First Four Columns:** The first column lists the employee's name, the 2<sup>nd</sup> lists cash sales, the 3<sup>rd</sup> lists cash tips, and the 4<sup>th</sup> column lists credit card tips.
3. **Center Columns:** The number of center columns is based on the number of active tip rules in the system for each location. Each tip rule will display a Calculated & Applied Amount, if the number displayed under the Calculated & Applied columns is **red** it indicates that the employee paid that amount into the tip pool for that rule, if the number is **black** it indicates that the employee received that amount from the tip pool for that rule. (keep in mind due to rounding you may see a variance of 1-2 cents but anything beyond that should not occur.)
4. **Last 3 Columns:** The last 3 columns display the Net Pool amount, which is the total amount that employee either paid (**red**) or received (**black**) from the tip pool. Net CC+ Pool amount, which is total credit card tips +/- the Net Pool Amount. The last column displays the Total Net Tip amount for each employee after all rules have been calculated.
5. **Totals Row:** The bottom row of the Employee Summary section displays the totals for all employees.
6. **Edit Labor + Reapply Rules:** the **[Edit Labor Button]** allows you to make changes or adjustments to an employee's time, once you make any needed adjustments you must click the **[Reapply Rules Button]** to reapply the tip rules and update the report.



### Employee Summary

Key: Cash Sales < Credit Card Tips

Employee	Cash Sales	Cash Tips	CC Tips	AM Bar Pays Barback		PM Bartender Pays Barback		Cocktail Pays the Busser		AM Bartender Pool		PM Bartender Rule		Net Pool	Net CC+Pool	Net Tips
				Calculated	Applied	Calculated	Applied	Calculated	Applied	Calculated	Applied	Calculated	Applied			
Aldiana Simmons	\$0.00	\$0.00	\$5.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5.25	\$5.25
AM BAR2	\$5.50	\$0.00	\$91.50	\$(4.73)	\$(4.73)	\$0.00	\$0.00	\$0.00	\$0.00	\$(43.28)	\$(43.28)	\$0.00	\$0.00	\$(48.01)	\$43.49	\$43.49
AM BAR4	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$43.28	\$43.28	\$0.00	\$0.00	\$43.28	\$43.28	\$43.28
Chantal Melchor	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$44.57	\$44.57	\$44.57	\$44.57	\$44.57
Elizabeth Waldrop	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Martinez Kevin	\$0.00	\$0.00	\$0.00	\$4.73	\$4.73	\$17.08	\$17.07	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$21.81	\$21.81	\$21.81
PM BAR2	\$44.00	\$0.00	\$60.75	\$0.00	\$0.00	\$(10.19)	\$(10.19)	\$0.00	\$0.00	\$0.00	\$0.00	\$(6.95)	\$(6.95)	\$(17.15)	\$43.60	\$43.60
PM BAR4	\$23.25	\$0.00	\$102.76	\$0.00	\$0.00	\$(6.88)	\$(6.88)	\$0.00	\$0.00	\$0.00	\$0.00	\$(51.91)	\$(51.91)	\$(58.79)	\$43.97	\$43.97
Talyn Jefferson	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$14.30	\$14.30	\$14.30	\$14.30	\$14.30
<b>TOTALS:</b>	<b>\$72.75</b>	<b>\$0.00</b>	<b>\$260.26</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$260.26</b>	<b>\$260.26</b>

[Edit Labor](#) [Reapply Rules](#)

**Shift Details:** Below the Employee Summary you will find Shift Details which will display each employee as well as their job type and clock-in/clock-out times, Basis, Calc amount, amount they sent or received for each rule.

- Active Rules:** any active rules will appear in the top bar, they will display the Sender job type and the Receiver job Type with an arrow indicating who is paying who.
- First 2 Columns:** the first column is Employee, which displays the employees name & clock-in/clock-out times. The 2<sup>nd</sup> column is Job, which displays the employees job type during that shift.
- Center Columns:** The number of columns in the center is based on how many active rules are in the system for each location. Under each active rule there are 4 columns displayed.
  - Column 1 = Basis, The total sales for that employee based on the rule.
  - Column 2 = Calc, The total tip rule eligible for that employee to send or receive.
  - Column 3 = Send, The total amount that employee sent based on that rule.
  - Column 4 = Rec, The total amount received for that employee based on that rule.

### Shift Details

Employee	Hours	Job	AM Bar Pays Barback				PM Bartender Pays Barback				Cocktail Pays the Busser				AM Bartender Pool				PM Bartender Rule			
			Basis	Calc	Send	Rec.	Basis	Calc	Send	Rec.	Basis	Calc	Send	Rec.	Basis	Calc	Send	Rec.	Basis	Calc	Send	Rec.
Aldiana Simmons 2024-05-13 19:00:00 - 2024-05-13 22:00:00	3.00	Cocktail	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
AM BAR2 2024-05-13 13:42:00 - 2024-05-14 02:15:00	12.55	AM Bartender	\$411.25	\$8.23	\$4.73	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$86.77	\$86.77	\$43.49	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
AM BAR4 2024-05-13 13:43:00 - 2024-05-14 02:15:00	12.53	AM Bartender	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$43.28	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

**Tip Pool Rules:** the bottom section displays the individual Tip Pool Rules set in efish.

- Rule Column** = The Sender and the Receiver or Name of tip pool
- Pool Type** = The type of rule that is set up, whether it is a sales calculation or a pool.
- Start Time & End Time** = If there are certain times that the rule is set to start and end they will be displayed in these 2 columns.
- Senders** = Job Type of the contributing employee
- Receivers** = Job Type of the Receiving employee
- Categories** = specific sales category that the rule is based on, this may be set to All categories to include all sales.
- Percent** = the percentage of the category that is contributed by the sender to the receiver.



Tip Pool Rules							
Rule 1	2 Pool Type	Start Time 3	End Time	Senders 4	Receivers 5	Categories 6	7 Percent
AM Bar Pays Barback	Sales Calc	10:00:00	23:59:59	AM Bartender	Barback	All Sales	2.00%
PM Bartender Pays Barback	Sales Calc	10:00:00	23:59:59	PM Bartender	Barback	All Sales	2.00%
Cocktail Pays the Busser	Sales Calc	10:00:00	23:59:59	Cocktail	Busser	All Sales	2.00%
AM Bartender Pool	Pool	10:00:00	17:00:00	AM Bartender AM Bartender AM Bartender	AM Bartender	N/A	-
PM Bartender Rule	Pool	17:00:01	02:00:00	PM Bartender PM Bartender PM Bartender	PM Bartender	N/A	-

**Manual Adjustments outside of the Tipout Report:**

**Deficit Tip Adjustments:** You will need to make a manual, deficit tip adjustment when an employee’s cash sales are less than their net tips.

Steps:

1. On the Tipout Report determine the deficit tip amount that needs to be adjusted by comparing an employee’s cash sales to net tips.
2. Navigate to Operations > Daily Journal (aka the efish landing page) > select the date and location > Labor Tab > Edit Labor
3. Find the employee in the list and click on the number under “paid tips.”
4. Click the **[+ Icon]** twice to add 2 line items.
5. In the first line select “Credit Card Tips” enter the deficit amount as a negative number under “Paid”



6. In the second line select “Credit Card Tips” enter the deficit amount as a positive number under “W/H” then click Save. Don’t forget to scroll down and hit Save again on the edit labor pop up.

Bus/Runner										
Employee	Business Date	Start	End	Hours	Rate Type	Rate	Wage Total	W/H Tips	Paid Tips	Total
Marcelo Flores - Tempe	06/15/2020	07:27 AM	02:38 PM	7.19	Regular	\$ 9	\$64.71	\$0.00	\$27.29	\$92.00

### Tips for Marcelo Flores - Bus/Runner

Type	Rptd. Amt	Paid	W/H	
Tip Pool	\$14.66	14.66	0	-
Tip Pool	\$12.63	12.63	0	-
<div style="border: 1px solid gray; padding: 5px;"> <input checked="" type="checkbox"/> Cash Gratuity  <input type="checkbox"/> Cash Tips  <input type="checkbox"/> Credit Card Gratuity  <input checked="" type="checkbox"/> <b>Credit Card Tips</b>  <input type="checkbox"/> Tip Pool         </div>		-35		-
			35	-

**Manual Adjustments:** Not every situation is currently automated. The following situations will need to be handled through a manual adjustment:

1. Server has another employee help them with a large table
2. Manager clocks out a ticket & needs to allocate tips to one or more employees

### Steps for Manual Adjustments

1. Have the ticket with you which needs the tip adjusted. Determine how much you are going to take away from the employee who closed the ticket and how much you are going to add to the other employee(s).
2. In efish **go to the correct date, select the labor tab, select edit labor**

Tip Out Report (2024)



Need Help? ▾ Operations ▾ Reporting ▾ Accounting ▾ Administration ▾ Home ▾ Aim Sign Out

## Daily Journal for Monday, May 13, 2024

Sun < **Mon 05/13/2024** > Tue Location: CES Add/Edit GM Entries Reimport POS Data

	Week To Date	Last year	%	Period To Date	Last year	%	Year To Date	Last year	%
Net	\$31,357.09	\$32,030.03	-2.1%	\$283,960.82	\$331,649.35	-14.4%	\$2,477,808.89	\$2,272,505.87	+9.0%

Sales: \$31,357.09 Edit Labor

Category	Mon 05/13/2024				Week To Date				Period To Date			
	Hours	Payroll	% of Sales	SPMH	Hours	Payroll	% of Sales	SPMH	Hours	Payroll	% of Sales	SPMH
<b>BOH</b>												
Kitchen	231.4	\$3,727.47	11.9%		231.4	\$3,727.47	11.9%		1937.3	\$31,113.15	11.0%	
BOH Trainer	7.5	\$125.90	0.4%		7.5	\$125.90	0.4%		57.5	\$972.54	0.3%	

3. Select the employee who closed the check (taking tips away from) and click on the number under the W/H tips column. This will generate a pop up detailing the tips for the employee for the day.

Katherine Coffey Coffey - CES	05/13/2024	07:25 AM	01:16 PM	5.85	Regular	\$	13.5	\$78.97	\$0.00	\$9.34	\$88.31
Loral Stinson - CES	05/13/2024	07:25 AM	01:16 PM	6.52	Regular	\$	15.5	\$101.06	\$0.00	\$15.67	\$116.73
Maeve Luchtman - CES	05/13/2024	07:25 AM	01:16 PM	5.85	Regular	\$	13.5	\$78.97	\$0.00	\$9.34	\$88.31

Tips for Loral Stinson - ToGo

Type	Rptd. Amt	Paid	W/H
Credit Card	\$15.67	15.67	0
Cash Tips	\$0	0	
Tip Pool	\$0	0	
		0	-20

4. With the pop-up window open:

- Click on the **[+]**
- Select Credit Card from the drop down.
- Enter a 0 in the paid column.
- In the W/H column enter the total amount of tips you are going to give to someone(s) else as a negative number.
- Click **[Save and Close.]**

5. Repeat the steps above for the employee(s) receiving the tip adjustment.

**REMEMBER TO HIT SAVE EVERY TIME!**



*This will not show up for the employee on the Tipout report. Only automated tips with rules will. However, as you can see in the pop up. The tip details for each employee are listed. These adjustments and the Tipout report numbers roll directly into your payroll processing.*