



Tip-out Adjustments

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	-
Cash Gratuity		-35		-
Credit Card Tips			35	-

✓

Cash Gratuity

Cash Tips

Credit Card Gratuity

Credit Card Tips

Tip Pool

Close

Save & Close

Save & Next

Tipout Manual Adjustments 2024



Tip-out Adjustments

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**

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 **Labor** Items Profit Centers Employee Summary 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
BOH												
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.

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

Close Save & Close Save & Next

Katherine Coffey Coffey - 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



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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.