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# Tip Pool Setup



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1 year ago · Updated

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## Tip Pools Window

The Tip Pools Window is used to establish a percentage of sales by Report Group to be used to calculate a Tip Pool for support staff. Typically, this means that when the server closes a shift, the Tip Pool tip-out for designated Jobs such as Busboy, Host/Hostess, Bartenders, etc., will be printed on the Activity Report. Up to 10 different Tip Pools may be established. Tip Pools are optional and are activated individually. All employees with Order Entry responsibilities who are on the clock during the time when a Tip Pool is active are theoretically expected to contribute a proportion of their sales to the Tip Pool.

*\*\*\*Beginning in 17.6.5 we no longer take into account non-tipped sales as part of tip pools\*\*\**

### Accessing the Tip Pools Window

While in Focus Setup, select Reports > Tip Pools.

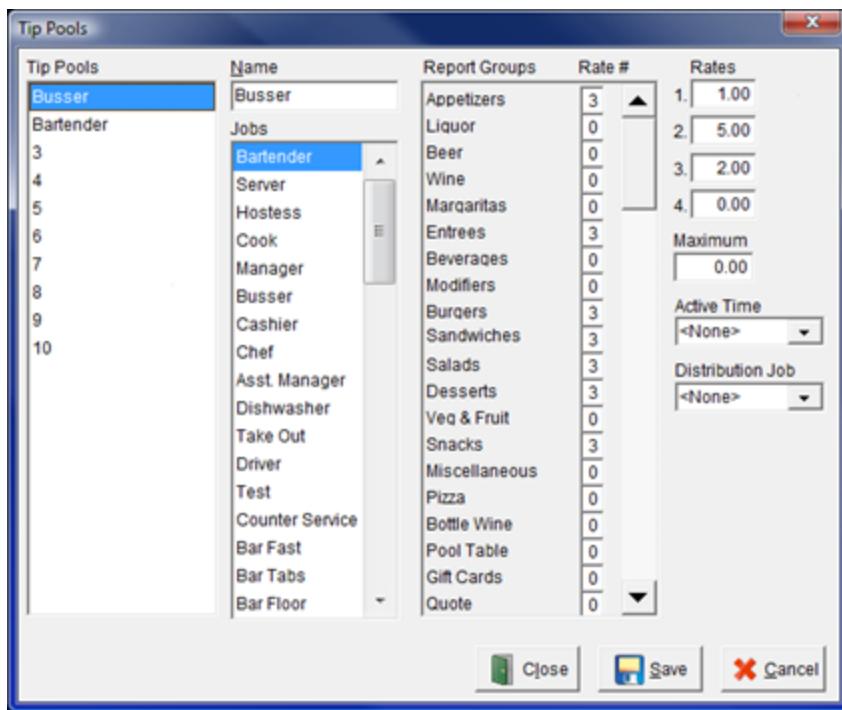


Figure 8.177 Tip Pools Window

Figure 8.178 Tip Pools Window Fields

Field	Description
<b>Name</b>	A unique name for each Tip Pool, up to 15 alphanumeric characters.
<b>Jobs</b>	The Job selected from the list of available Jobs who will contribute to the Tip Pool.
<b>Rate #</b>	The rate number 1, 2, 3, or 4 which applies to the sales for the Report Group for each Job.
<b>Rate %</b>	Enter the percentage that applies to the sales for the Report Group for each Job.
<b>Maximum</b>	The maximum amount which can be paid into a Tip Pool for a shift.
<b>Active Time</b>	Select the time range when the Tip Pool is active. If a time range is not selected then the Tip Pool is always active. Only the hours worked during the Active Time are eligible for the Tip Pool Distribution. Only sales rang up during the Active Time are eligible for Tip Pool Collection.
<b>Distribution Job</b>	Select the Job to be used on the Tip Pool Report to determine the employees that are eligible to receive monies paid into this Tip Pool.

Figure 8.178.1 Tip Pools Window Commands

Field	Description
<b>Close</b>	Closes the Tip Pools Window.
<b>Save</b>	Saves current changes.
<b>Cancel</b>	Cancels changes made prior to saving

## Procedure to Establish Tip Pools

- Prepare a list of Tip Pools and the Jobs that will contribute to the Tip Pool. Verify the Rate % for each Tip Pool and the Rate # to be contributed.
- Enter the name of each Tip Pool.
- Enter the Rate %, 1 to 4, that will be applied to the Tip Pool for each of the four rate categories, in the Rate % text boxes.
- Click on a (contributing) Job to select it.
- Enter the Rate, 1 to 4, for each Report Group in the Rate # text box.
- Enter the Maximum \$ amount that will be paid into the Tip Pool by the contributing Job during a period.
- Select the Time Range from the Active Time.
- Click Save.



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