

Setting up Tip Charge Back

Micro\$ale allows the Store management to collect a percentage of every tip applied by the server to a credit card transaction (if the system has integrated credit card processing). What follows is a brief description of how to configure Micro\$ale to accomplish this.



The screenshot shows a software interface with a navigation bar at the top containing the following tabs: Credit Card, Paid Outs, Customer Requests, Job Titles, Voids, and System Paths. The 'Credit Card' tab is selected. Below the navigation bar is a dark red panel with the text 'Server Charge Back' in yellow, followed by a white input field. Below this is a blue-bordered panel titled 'Select One' containing a 2x6 grid of buttons:

Tender Types	Paid Outs	Job Titles	Tip Charge Back	Modifier Prefix	Discount Reason
Preference	Customer Request	Void Reasons	Refund Reasons	Special Events	Order Types

The screen above shows the Register Configuration, “Credit Card Paid Outs, Customer Requests, Job Titles, Voids” tab. The button for “Tip Charge Back” is depressed. This opens up the window shown, where the name of each credit card needing tip charge back has to be entered. There is also a box for the percentage the charge back needs to be for each card type entered. In the example on the following page, 10.00 % has been entered.

Credit Card, Paid Outs, Customer Requests, Job Titles, Voids | System Paths | Setup for Scale, Pole Display and Caller ID

Server Charge Back

Tip Fee

Select One					
Tender Types	Paid Outs	Job Titles	Tip Charge Back	Modifier Prefixes	Discount Reason
Preference	Customer Request	Void Reasons	Refund Reasons	Special Events	Order Types

In this example, “Visa” has been entered. Hit “Save” after each card name that has been typed in. These names have to match the name as it appears on the card processing screen after it has been swiped, so MicroSale will know if it is one of the card types that tip charge back is needed. There also needs to be a tender type for each card that the system is programmed to accept. Example:

Credit Card, Paid Outs, Customer Requests, Job Titles, Voids | System F

Tender Name

Authorization Require

Debit Pin Pad Charge

House Account

Cash Tender

Dial House Charge

Select One					
Tender Types	Paid Outs	Job Titles	Tip Charge Back	Modifier Prefixes	Discount Reason
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If this is done correctly, each server’s report will show the tips collected, and what was paid back to the management.