

TIP ADJUST

**You will need to have the store copy of the credit card receipt in your hand before adding the tip.

- 1) Press **FINANICAL** key
- 2) Enter the Tip amount filled out by customer on credit card slip using the key-pad. (no decimals)
- 3) Press **TIP** key
- 4) Enter **ORIGINAL** transaction amount (no decimals)
- 5) Enter the REC # (located on the credit card slip that the customer filled out)
- 6) Wait for the register to verify and display ADDED TIP SUCCESSFULLY.
- 7) A receipt will print acknowledging that the tip has been added; staple this receipt to the original credit card slip.
- 8) You are now done with adding the tip!

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