



Conqueror X: Credit Card Tip Entry

This document is designed to give step by step instructions on how to enter a tip into Conqueror X POS that was left on a credit card receipt.

1. From the Conqueror X POS screen, click on the "Tips" button at the bottom of the screen.

	POS				\bigoplus	? ?		۰	9:05 / TUESI	M DAY 03	×
Qty	Product			Price	Game Rate \$ 5.00	Kids Bowl Free \$ 0.00	Kids Bowl Fre Upgrade \$ 4.00	ee Kids Bowl and Sho \$ 2.00	Free Kids Bowl I le and Shoe U D \$ 6.00	Free Game bograd bowling	
										Time bowling	,
										Shoes an socks	ıd
										Extrafram s	пе
										Unlimite bowling	d
										Snack Ba	ar
										Bar	
										Billiard Tables	
	Add		Total	\$ 0.00						Other	
			×	2/0					0.1.1		
	<u>N</u> ote	Delete row	Void	Discounts	1x 2x	3x 4x	5x 6x	7x ?x	<u>U</u> uick search		
	-		5		E			Ē		1	
1	1odifiers	C <u>h</u> oose menu	Undo	<u>C</u> hange qty	Tips	Add to tab	Search EB	∐abs	Save	Payment	

2. Enter the "Trans ID" found on the credit card receipt into the "Operation ID" field or find the credit card transaction by scrolling through the list of transactions. The most recent transaction will be at the top of the list.

Tips		?		Ļ		9:09 TUES	AM Sday 03	×
ID Date	Mode	Amount		Gratuity		Total	Tip to	
								_
								_
✓ Filter by date 3/ 3/2020		1	2	3	4	5	00	С
Display all transactions		6	7	8	9	0	000	
Cash drawer All drawers	~	Operation I	D					
Amount								
Tip amount								
Total								
Tip to								
								_
						1	7	\sim
						Rece	eipt	Apply
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- 3. Enter the amount of the tip into the field "Tip amount."
- 4. Verify the employee receiving the tip by ensuring their name is in the "Tip to" field.
- 5. Click on the "Apply" button to finalize the transaction.

Tips			???			9:13 A TUES	M Day 03	×
ID	Date	Mode	Amount	Gratuity		Total	Tip to	^
16	2/22/2020 - 4:40 PM	Credit Card	\$ 144.00	\$0.00		\$144.00		
15	2/22/2020 - 4:39 PM	Cash	\$ 213.97	\$0.00		\$213.97		
14	2/21/2020 - 4:20 PM	Cash	\$304.00	\$0.00		\$304.00		
13	2/21/2020 - 12:48 PM	Cash	\$1,788.92	\$0.00		\$1,788.92		
12	2/21/2020 - 12:47 PM	Cash	\$ 38.23	\$0.00		\$ 38.23		
8	2/6/2020 - 2:40 PM	Cash	\$20.00	\$0.00		\$20.00		~
Filte	r by date 3/ 3/2020		1	2 3	4	5	00	С
✓ Disp	olay all transactions		6	7 8	9	0	000	
Cash draw	All drawers	~	Operation ID					16
Amount		\$ 144.00						
Tip amour	nt	\$ 100.00						
Total		\$ 244.00						
Tip to	JonC	~						
						(III)	7	~
						Rece	ipt	Apply

6. To verify the transaction was completed correctly, click the box "Display all transactions" and look for the transaction just completed (usually the top line transaction) to verify the amount in the "Gratuity" column and the employee in the "Tip to" column.

Tips			???		Ļ		9:15 TUES	SDAY 03	
D	Date	Mode	Amount	G	ratuity		Total	Tip to	
6	2/22/2020 - 4:40 PM	Credit Card	\$144.00	\$1	00.00	:	\$ 244.00	JonC	
5	2/22/2020 - 4:39 PM	Cash	\$ 213.97		\$0.00		\$ 213.97		
4	2/21/2020 - 4:20 PM	Cash	\$ 304.00		\$0.00	5	\$ 304.00		
3	2/21/2020 - 12:48 PM	Cash	\$ 1,788.92		\$0.00	\$	1,788.92		
2	2/21/2020 - 12:47 PM	Cash	\$ 38.23		\$0.00		\$38.23		
J	2/6/2020 - 2:40 PM	Cash	\$20.00		\$0.00		\$20.00		
Filter	by date 3/ 3/2020	0-	1	2	3	4	5	00	C
Filter✓ Displa	by date 3/ 3/2020 ay all transactions	<u>.</u>	1	2 7	3	4 9	5 0	00 000	с
Filter Displa Cash drawe	by date 3/ 3/2020 ay all transactions r All drawers	0 +	1 6 Operation IC	2 7	3	4 9	5	00	с
Filter Displa Cash drawe Amount	by date 3/ 3/2020 ay all transactions r All drawers	S 144.00	1 6 Operation IE	2 7	3	9	5	00	с
Filter Displa Cash drawe Amount Tip amount	by date 3/ 3/2020 ay all transactions r All drawers	S 1144.00 S 100.00	1 6 Operation IE	2 7	3	9	0	00	с
Filter Displa Cash drawe Amount Tip amount Total	by date 3/ 3/2020 ay all transactions r All drawers	\$ 144.00 \$ 100.00 \$ 244.00	1 6 Operation IE	2 7	3	9	5	00	с

7. Close the module by clicking on the red X in the upper right corner of the screen.

