



Conqueror X POS: Tip Payout

This document is designed to give step by step instructions on how to do tip payouts to employees in Conqueror X.

1. Click on POS \rightarrow Tip Management from the Conqueror X home screen.



- 2. Select the employee receiving the tip pay out by clicking on their name.
- 3. Click on the "Pay out" button at the bottom of the screen.

Tip Management		\oplus	k?	?		10:08 AM TUESDAY 03
Tip to	Name Not specified					To pay \$ 0.00
Bob	Bob					\$ 0.00
JonC	Jonathan					\$ 100.00
Jose	Jose					\$ 0.00
Tom	Tom					\$ 0.00
Trest	Test					\$ 0.00
						Pay out

- 4. Enter the amount to pay out (up to the amount shown next to the employee name) and click "OK."
- 5. To close the module click on the red "X" at the top right of the screen.

