



**Handling of Tips and Cashup**

**[WWW.EPICURI.CO.UK](http://WWW.EPICURI.CO.UK)**

**[INFO@EPICURI.CO.UK](mailto:INFO@EPICURI.CO.UK)**



# Handling of tips

---

Due to the sheer variety of possible scenario's, there were certain design decisions made when it comes to how Epicuri handles tips/gratuity payments

**Epicuri does not prescribe how you account for cash tips, it is assumed restaurants will have a process in place to collect / distribute gratuity.**

The guiding principles are...

- Any tips not explicitly captured on the bill, are not accounted for in Epicuri
- Overpayments confirmed on the bill are treated as tips in cashup
- Epicuri does not account for tips other than where there is an effect on cashup
- Cash overpayments that can be given as change, are assumed to be given in change back to the customer.
- Credit card overpayments CANNOT be given as cash change



# Overpayment by Cash

Bill: £100 (no tip included)

Table 1234

Payment: £110 Cash

## Result:

**Change** of £10 is assumed as given back to customer

In cashup, £100 is recorded as sales revenue



# Overpayment by multiple payment methods

If cash element cannot cover the change due

Bill: £100 (no tip included)

Table 1234

Payment: £120 Credit Card

Payment: £10 Cash

## Result:

**Change** of £10 is assumed to be returned to the customer

In cashup, £20 is put into the TIPS/OVERPAYMENT





# Overpayment by Credit card

Bill: £100 (no tip included)

Table 1234

Payment: £110 Credit Card

## **Result:**

**Overpayment** of £10 is recorded on the session

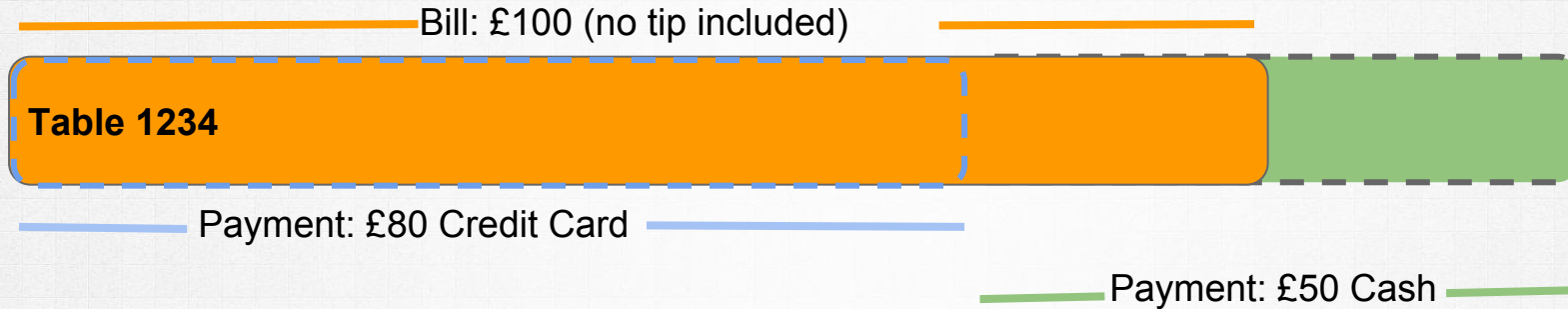
In cashup

- £100 is recorded as sales revenue
- £10 is put into the TIPS/OVERPAYMENTS.



# Overpayment by multiple payment methods

If cash element can cover the change



## Result:

**Change** of £30 is assumed to be returned to the customer



# Tips included

Bill: £100 (+£15 tip included on bill)

Table 1234

Payment: £125 Cash

## Result:

Epicuri **expects** £115 in payment (£100 + £15 tip) to be put into the till.

Change of £10 is assumed as given back to customer.

In principle, any tip explicitly recorded on the receipt is treated as if part of the bill. This amount needs to go into the till and will be recorded on the cashup in TIPS.



# Tips included

Bill: £100 (+£15 tip included on bill)

Table 1234

Payment: £125 Credit Card

## Result:

Epicuri **expects** £115 in payment (£100 + £15 tip) to be put into the till.

**Overpayment** of £10 is recorded on the session

Cashup will show £25 in TIPS/OVERPAYMENT





# Handling of tips

---

- Pay attention to the bottom of the payments tab when adding payments, it will help you
- If the tip is explicit on the bill, then put it in the till. At the end of the night it will be counted in cashup as 'tip' then you can take it out and put it in the tip jar.
- For cash change, if customer says 'keep the change' or any change is left on the table put it in a separate tip jar. This is not in Epicuri.
- If the payment tab says there is an overpayment, then the difference could not be given back as change. this will go 'into the till' and calculated as overpayment/tip in cashup