



# Portal

## Release Update v4.30.71– July 29, 2025

### New + Improved

#### Tracking Tips

We're excited to announce that you will now be able to easily accept tips from your customers while checking them out at the point of sale. In addition to easily accepting tips, you'll also be able to track them in your OrderDog online account. You'll have visibility into every tip, and which cashier checked out the customer when the tip was made. We updated a couple existing reports and created a new report to give you full visibility when tracking tips.

#### Sales Tips By Employee Report (new)

The Sales Tips By Employee Report is designed to give you visibility into every tip that was made within a date range of your choosing. This report can be found on the "Reports" page within the "Payroll Reports" section.

Payroll Reports	
<a href="#">Time Clock Summary Report</a> ☆	Overview of hours worked by employee for a selected period
<a href="#">Time Clock Detail Report</a> ☆	Details of time punches (shifts and/or breaks) by employee for a selected period
<a href="#">Sales Tips By Employee Report</a> ☆	Details of tips by employee for a selected period

Below are some details about this new report:

- Choose Date Range
- Filter by any active employee
- Export results (Copy/Paste, Excel, CSV, PDF)
- Displays a summary (# Days, # Sales, # Employees, Total Tips)
- Details display each sales receipt that had a tip, grouped by the employee that performed the transaction
- Voided sales receipts will not be included
- The sales receipts will have a link to view the actual receipt

Employee	Receipt #	Receipt Date	Pre-Tip Amount	Tip Amount
Employee, John (14)	866-238-2	07/29/2025	\$286.57	\$28.66
Employee, John (14)	866-238-3	07/29/2025	\$38.81	\$5.98
Employee, John (14)	866-238-7	07/29/2025	\$16.16	\$2.00
Employee, John (14)	866-238-8	07/29/2025	-\$16.16	-\$2.00
Employee, John (14)	866-238-10	07/29/2025	\$17.54	\$5.55
Employee, John (14)	866-238-11	07/29/2025	\$0.00	\$99.99
Employee, John (14)	866-238-12	07/29/2025	\$30.72	\$9.07
Employee, John (14)	866-238-13	07/29/2025	\$50.34	\$1.51
Employee, John (14)	8		\$444.98	\$144.76
OrderDog, Employee (2)	866-238-1	07/29/2025	\$6.50	\$0.65
OrderDog, Employee (2)	866-238-2	07/29/2025	\$8.25	\$1.50
OrderDog, Employee (2)	866-238-10	07/29/2025	\$178.25	\$8.91
OrderDog, Employee (2)	866-238-1	07/29/2025	\$25.89	\$5.58
OrderDog, Employee (2)	4		\$216.88	\$14.64
	12		\$661.86	\$159.40

## Store Sales Closeout Report (updated)

This report was updated to provide visibility into all the tips that were collected for all the batches that were selected. A new row called Total Tips Collected was added.

Sales Activity	Lane 10	Lane 44	Store Total
# Sales	20	131	151
# Returns	2	36	38
<b>Sales Summary</b>			
Gross Sales	\$380.27	\$4,978.11	\$5,358.38
Discounts	\$26.13	\$696.47	\$722.60
Returns	\$109.38	\$472.73	\$582.11
<b>Total Net Sales</b>	<b>\$244.76</b>	<b>\$3,808.91</b>	<b>\$4,053.67</b>
<b>Net Non-Taxable Sales</b>	<b>\$0.00</b>	<b>\$342.03</b>	<b>\$342.03</b>
<b>Net Taxable Sales</b>			
Net City Tax Sales	\$244.76	\$3,442.40	\$3,687.16
Net County Tax Sales	\$89.43	\$867.82	\$957.25
Net State Tax Sales	\$89.43	\$843.34	\$932.77
<b>Tax Collected</b>			
City Tax Collected	\$20.17	\$283.96	\$304.13
County Tax Collected	\$1.97	\$19.23	\$21.20
State Tax Collected	\$5.95	\$56.22	\$62.17
<b>Total Tax Collected</b>	<b>\$28.09</b>	<b>\$359.41</b>	<b>\$387.50</b>
<b>Total Tips Collected</b>	<b>\$16.14</b>	<b>\$301.13</b>	<b>\$317.27</b>
<b>Liabilities Sales</b>			

## QuickBooks Export Report (updated)

This report was updated to provide visibility into all the tips that were collected for all the batches that were selected. A new row called Tips Payable was added.

Results		
Search		
Sales Activity	Debit	Credit
<b>Sales Summary</b>		
Sales Revenue		\$5,358.38
Discounts	\$722.60	
Returns	\$582.11	
Sales Tax Payable		\$387.50
<b>Tips Payable</b>	<b>\$16.14</b>	<b>\$317.27</b>
<b>Liability Sales</b>		
Gift Cards		\$105.00
Store Credit		\$30.00
Bottle Deposit		\$5.25
<b>Payment Summary</b>		
Cash Deposit	\$1,798.49	
Check Deposit	\$78.55	
Merchant Deposit (Credit, Debit, EBT)	\$3,349.25	
Bottle Deposit	\$5.85	
Coupon	\$39.14	
Gift Card	\$77.53	
Store Credit	\$393.10	

It's important to note that a QuickBooks account name will need to be entered via Store Settings page, within the QuickBooks Export Setup section.

QuickBooks Export Setup

Sales of Product Income

Sales Revenue Account

Discounts Account

Returns Account

Liability Accounts

Sales Tax Payable

Tips Payable

Gift Card Sales

Sales

Sales

Sales

Sales tax to pay

Tips

## Z-Report (updated)

The Z-report had two changes made. Within the Sales section, the Tips Collected line was added. This represents all the tips collected in this batch. A new section was added, called the Tips By Employee.

OrderDog, Inc 123 0D Lane 1-800-OrderDog		<b>TIPS BY EMPLOYEE</b>		
<b>** Z-Report **</b>		Employee	Count	Total
** POS # 44 Batch # 238		3	3	\$11.06
07/29/2025 04:34 AM		14	8	\$144.76
Period Start: 07/29/2025 11:31 AM by 3				
Period End: 07/29/2025 12:02 PM by 3				
<b>SALES</b>				
Invoice Count	14			
Gross Sales	\$622.47			
Discounts	\$31.58			
NET Sales	\$590.89			
Non Taxable Sales	(\$1.00)			
Taxable Sales	\$591.89			
Tax Collected	\$73.53			
Liability Sales	\$20.30			
Tips Collected	\$155.82			
Payments	\$855.30			
Change	\$14.76			