Portal
Release Update v4.31.5– August 19, 2025
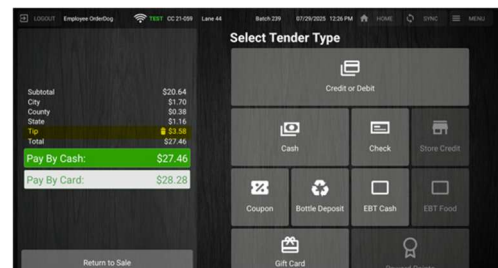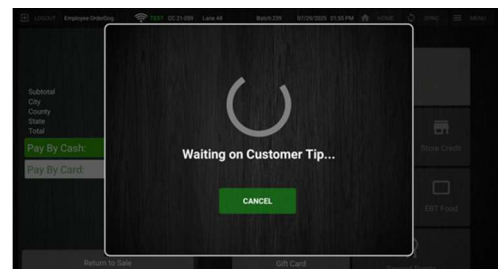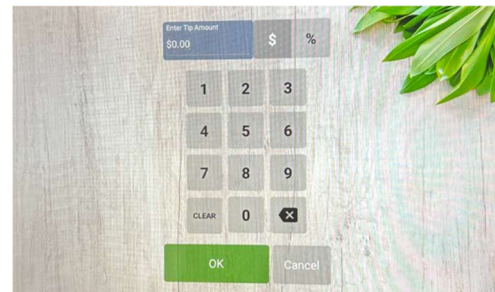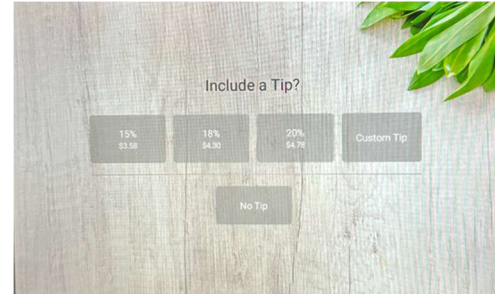
<u>New + Improved</u>

Accept & Track Customer 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. You'll have visibility into every tip, and which cashier was checking out the customer when the tip was made. We designed the Tip feature with simplicity and flexibility in mind for both you and your customers.

Below is an overview of the new Tips feature set:

- Can enable tips on all or just specific lanes
- Customers will be automatically prompted to give a tip on the Customer Facing Display before a payment is made
- Customers can select any one of the three predefined Tip % options (you can customize them)
- Customers can easily enter a customer $ or % tip
- Customers can choose not to give a tip
- Cashiers will see a popup when the customer is being prompted to add a tip or not, so they can either choose to wait for the customer to apply a tip, or choose to cancel the tip for the customer
- After a tip has been applied, it can be removed (can only be done before payments are applied)
- Tips are calculated from the "Total" (at the time the tip is being made)
- Only one tip can be applied to a transaction
- Tips can be easily seen by both the cashiers and the customers via the POS and CFD
- Tips can be returned, but only with a receipt
- The sales receipt will display the tip
- Some existing end of day reports will now provide visibility into the tips, along with a new Sales Tips by Employee Report
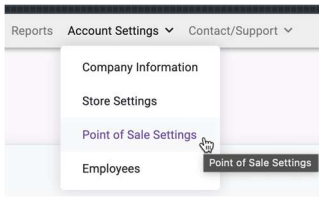
It's important to note:
- Only the customer can enter a tip
- Tips can only be entered via the customer facing display, so you'll need a touch screen CFD to accept tips
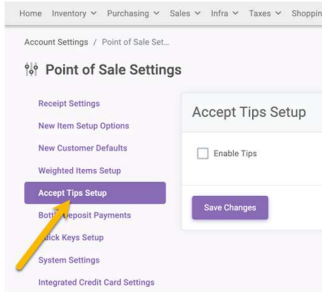
Getting Started with Tips

To get started with turning on customer tips on all or just specific lanes, follow these steps:

1. Make sure a customer facing display (CFD) is connected to the point of sale you want to accept tips on
2. Login to you OrderDog online account
3. Navigate to the Point of Sale Settings page
   a.
4. Select the new "Accept Tips Setup" section
   a.
5. To Enable tips: check the Enable Tips checkbox
6. You'll now be given the option to enable tips on all lanes or just specific lanes
   a.
7. Select Save Changes
8. Sync the changes to the point of sale (sync all button on the POS sync screen)

If you'd like to change the default percent tip options, just follow these steps:

1. Login to you OrderDog online account
2. Navigate to the Point of Sale Settings page
3. Select the new "Accept Tips Setup" section
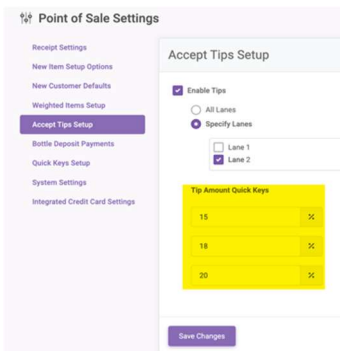4. Change any of the Tip Amount Quick Keys
5. Select Save Changes
6. Sync the changes to the Point of Sale (sync all button on the POS sync screen)

Tracking Tips (New Report)

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.

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

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
Sales Summary			
Gross Sales	$380.27	$4,978.11	$5,358.38
Discounts	$26.13	$696.47	$722.60
Returns	$109.38	$472.73	$582.11
Total Net Sales	**$244.76**	**$3,808.91**	**$4,053.67**
Net Non Taxable Sales	**$0.00**	**$342.03**	**$342.03**
Net Taxable Sales			
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
Tax Collected			
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
Total Tax Collected	**$28.09**	**$359.41**	**$387.50**
Total Tips Collected	$16.14	$301.13	$317.27
Liabilities Sales			

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

Sales Activity	Debit	Credit
Sales Summary		
Sales Revenue		$5,358.38
Discounts	$722.60	
Returns	$582.11	
Sales Tax Payable		$387.50
Tips Payable		$317.27
Liability Sales		
Gift Cards		$105.00
Store Credit		$30.00
Bottle Deposit		$5.25
Payment Summary		
Cash Deposit	$1,798.49	
Check Deposit	$78.55	
Merchant Deposit (Credit, Debit, EBT)	$2,369.25	
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	Sales
Discounts Account	Sales
Returns Account	Sales
Liability Accounts	
Sales Tax Payable	Sales tax to pay
Tips Payable	Tips
Gift Card Sales	

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 OD Lane
       1-800-OrderDog
------------------------------------
        ** Z-Report **
     ** POS # 44 Batch # 238
       07/29/2025 04:34 AM
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Period Start: 07/29/2025 11:31 AM by 3
Period End: 07/29/2025 12:02 PM by 3


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SALES
  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
```

```
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TIPS BY EMPLOYEE
Employee          Count           Total
------------------------------------
3                     3          $11.06
14                    8         $144.76
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```