1. Enable “Activate Tip Option:”
   1. Go to the Admin – Menu screen.
   2. Press the “Payment Preferences” button.
   3. Find the “Activate Tip Option.”
   4. Check the box next to the “Activate Tip Option.”
2. Fill out Transaction Adjust Details report:
   1. Go to the Main Menu screen.
   2. Click the Transaction Adjust icon.

Note: this opens the Transaction Adjust Details report screen.

* 1. Search for the correct transaction.
  2. Find the “Tip Amount” column.
  3. Enter authorized tip amount into chosen transaction.
  4. Click “Submit.”