

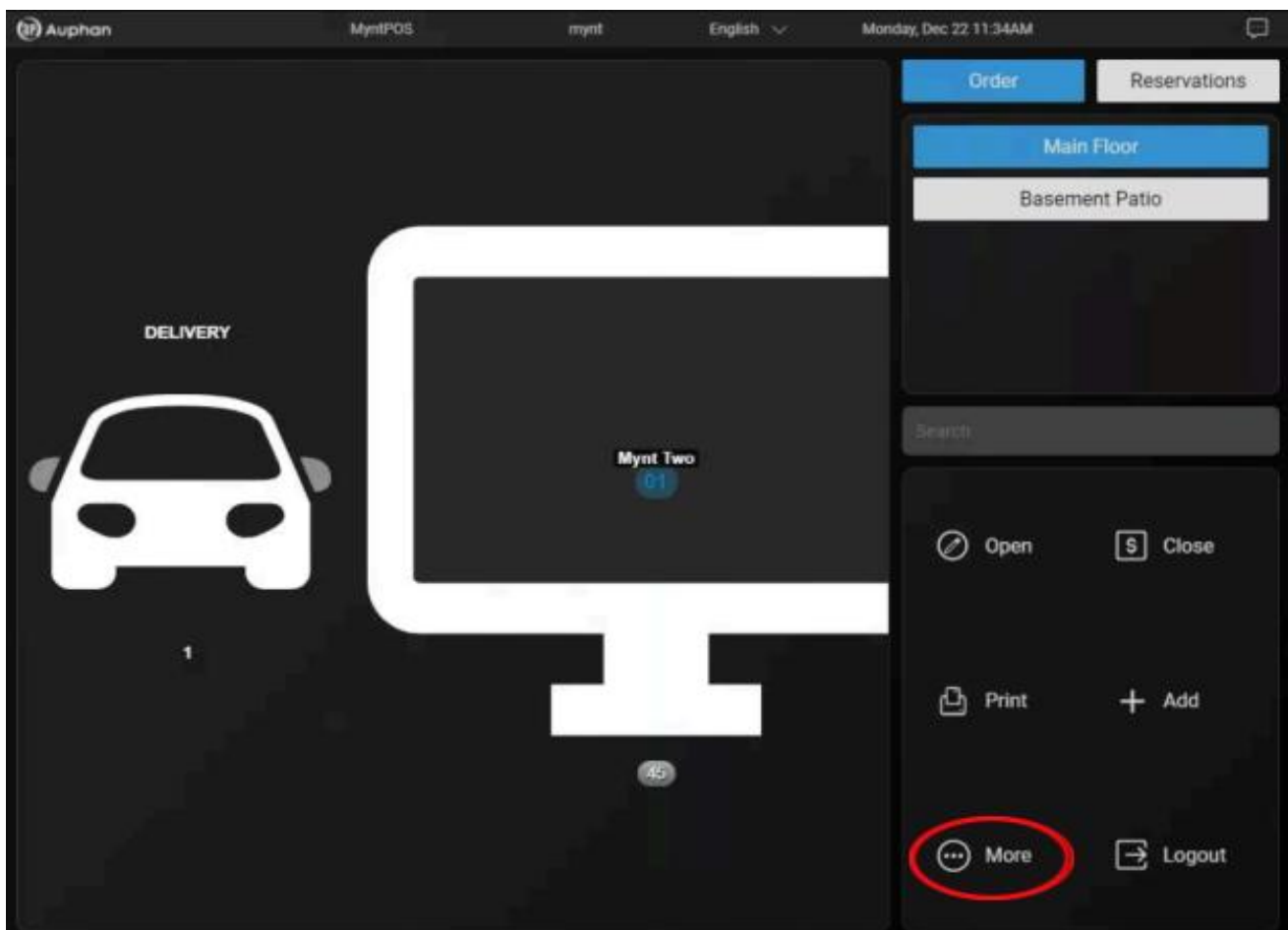


# ADDING A CREDIT CARD TIP

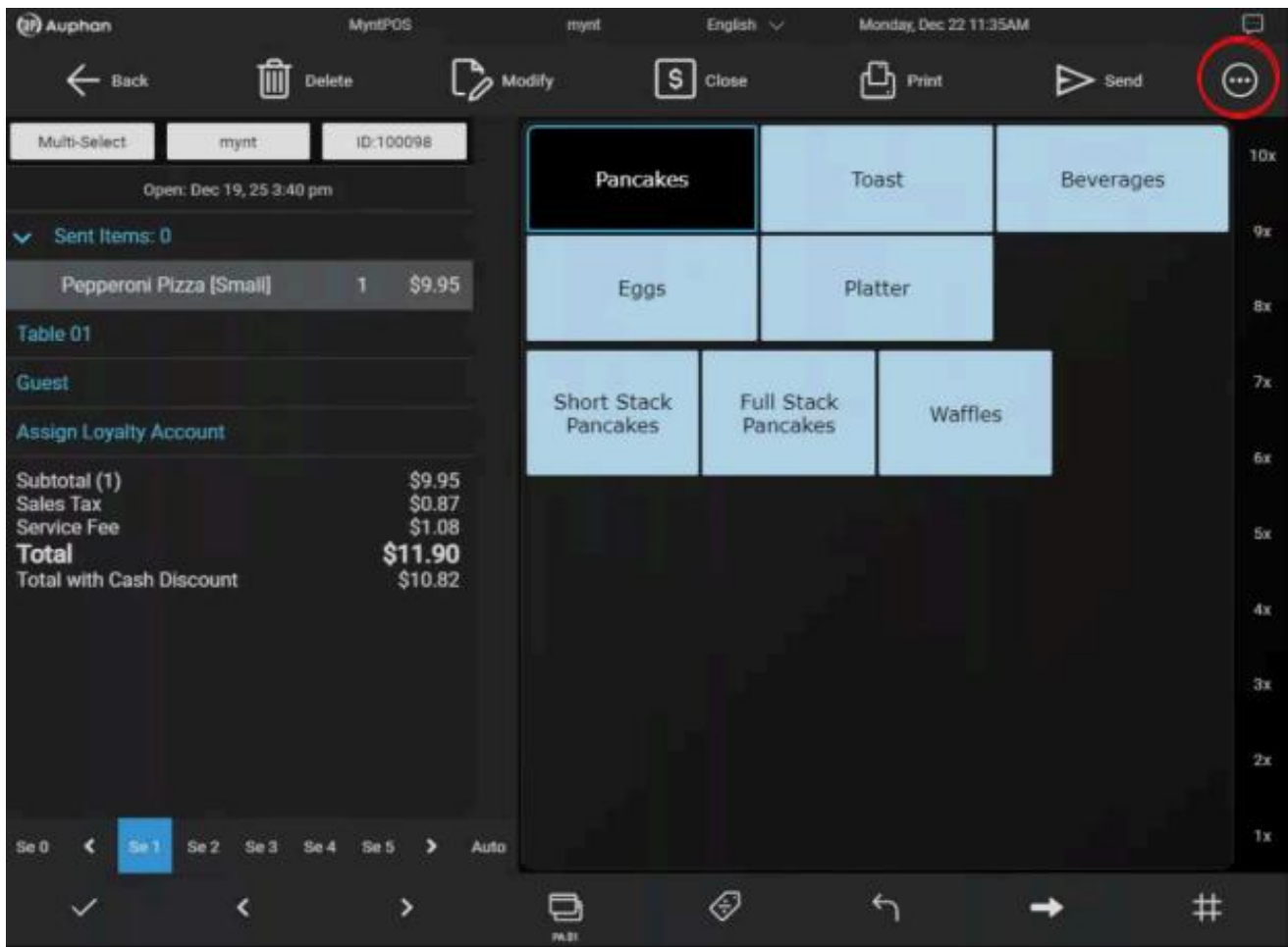
## MYNT CORE & ENTERPRISE

This Is a step-by-step guide on how to add a tip to a credit card purchase in Mynt.

After the credit card payment is taken, you have the option to add tips to the transactions. Select “More” on the table map screen, or “More” on the order screen.

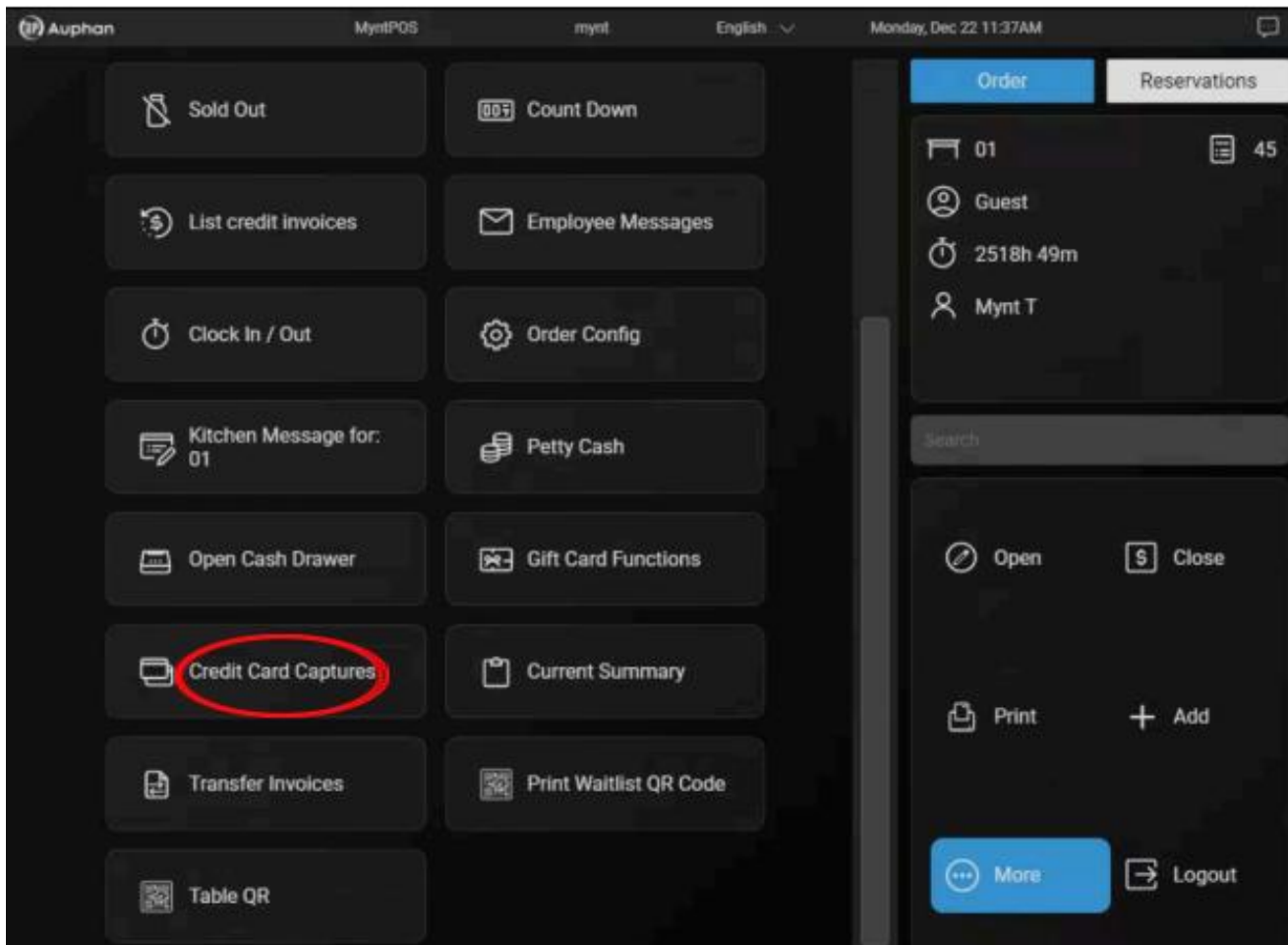


“More” on the table map screen.

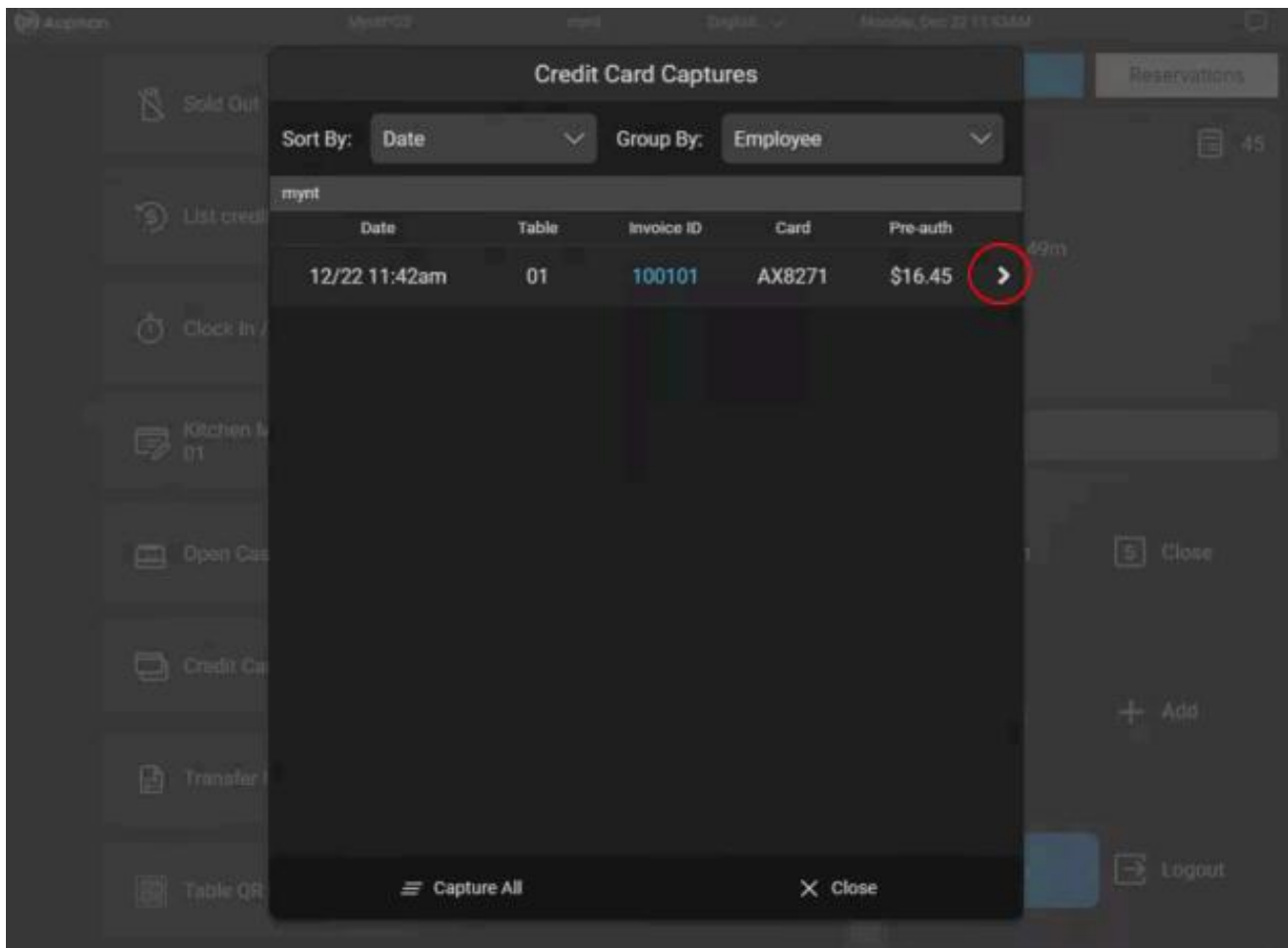


“More” on the order screen.

Select “Credit Card Captures”.



In the credit card captures screen, you will see any credit card transactions that are waiting for a tip. Locate the invoice you want to add a tip to, and select the arrow on the right of the invoice.



The transaction will now move over to the number pad, where you can adjust the total and tip.  
Note: you can only change the total or tip, not the base price.



Mynt POS (Copyright ©)

POS

Transaction

Transaction Amount

Base

16.45

Tip

0.00

Total

16.45

1

2

3

4

5

6

7

8

9

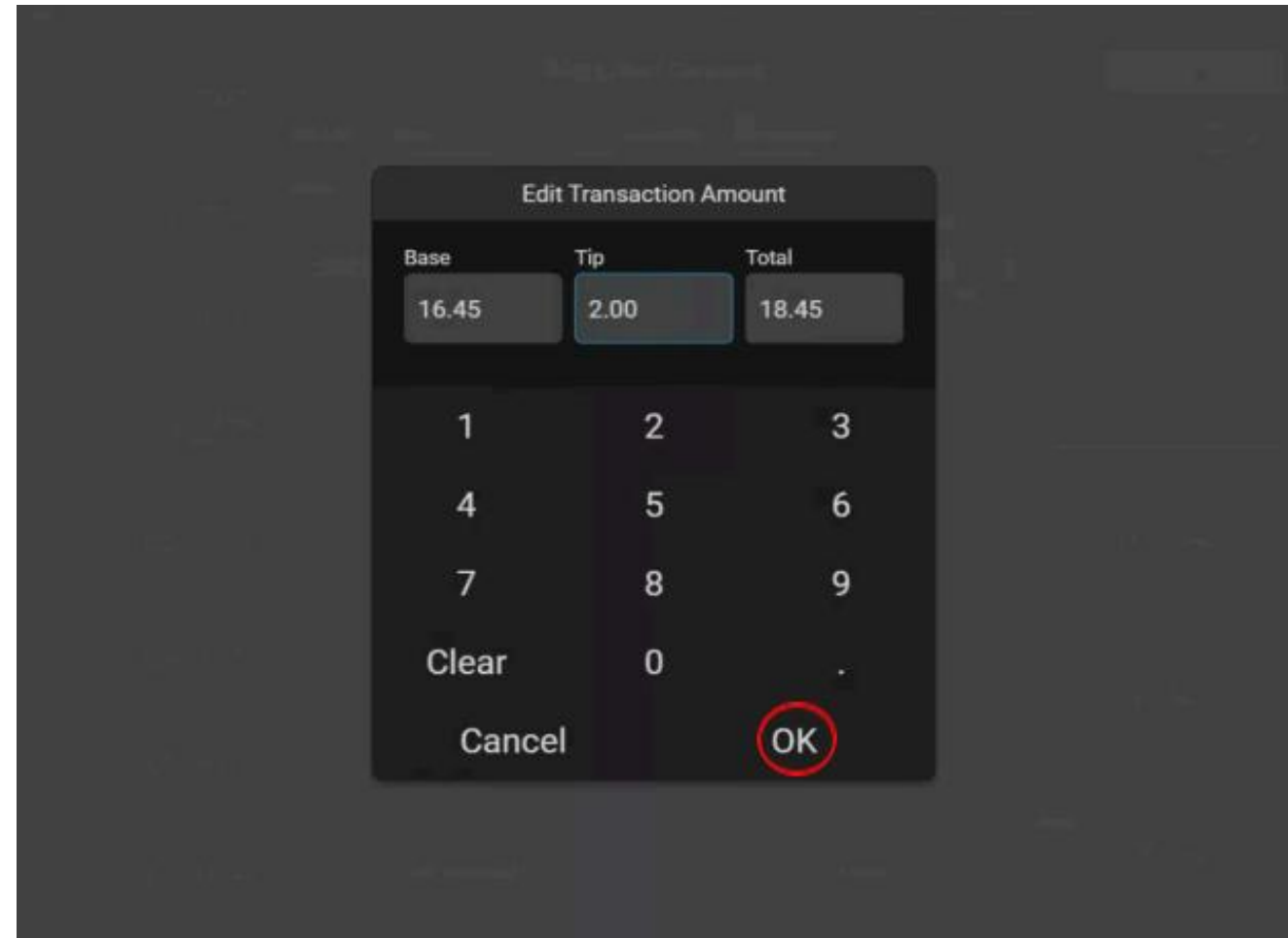
Clear

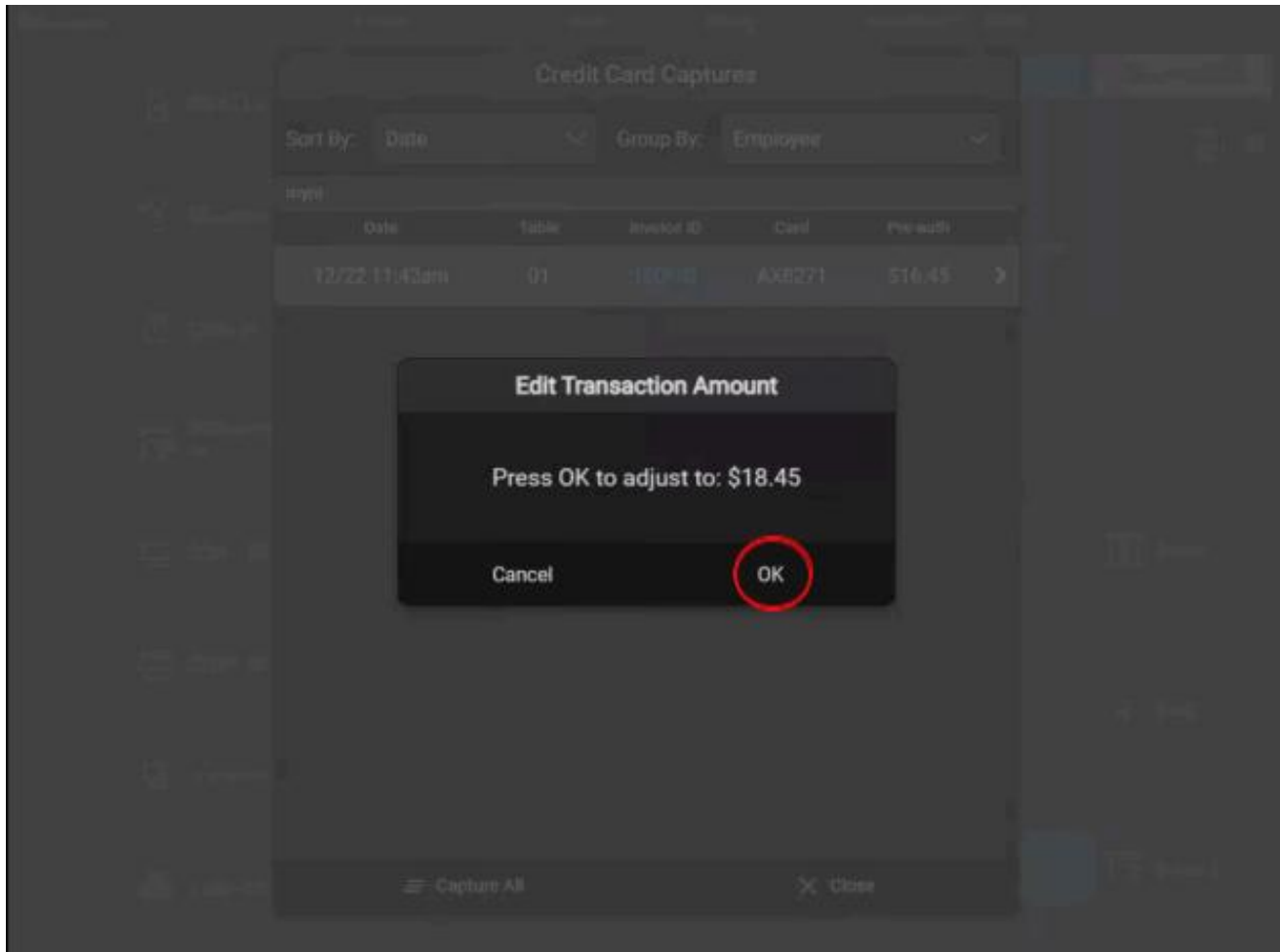
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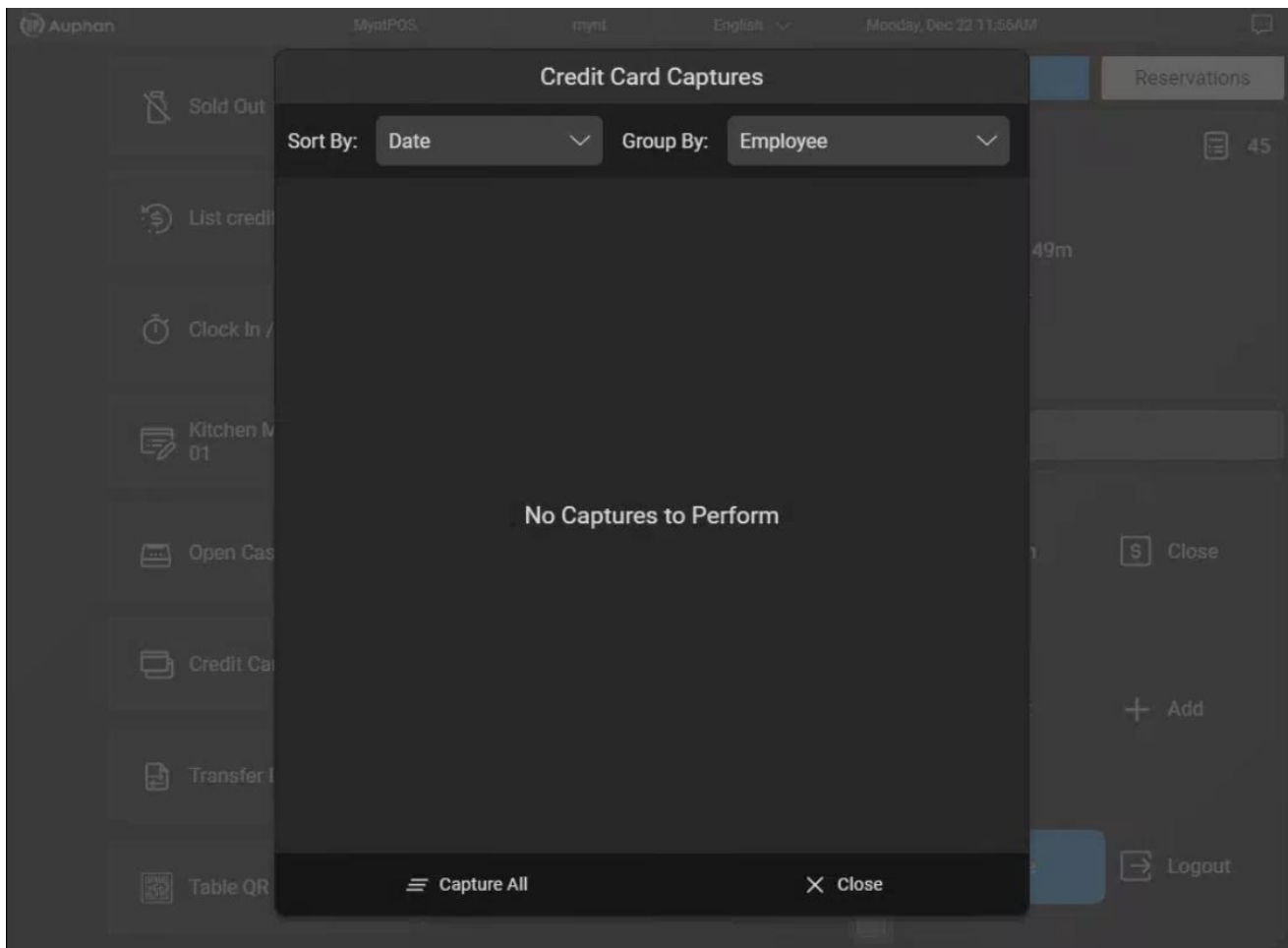
Cancel

OK

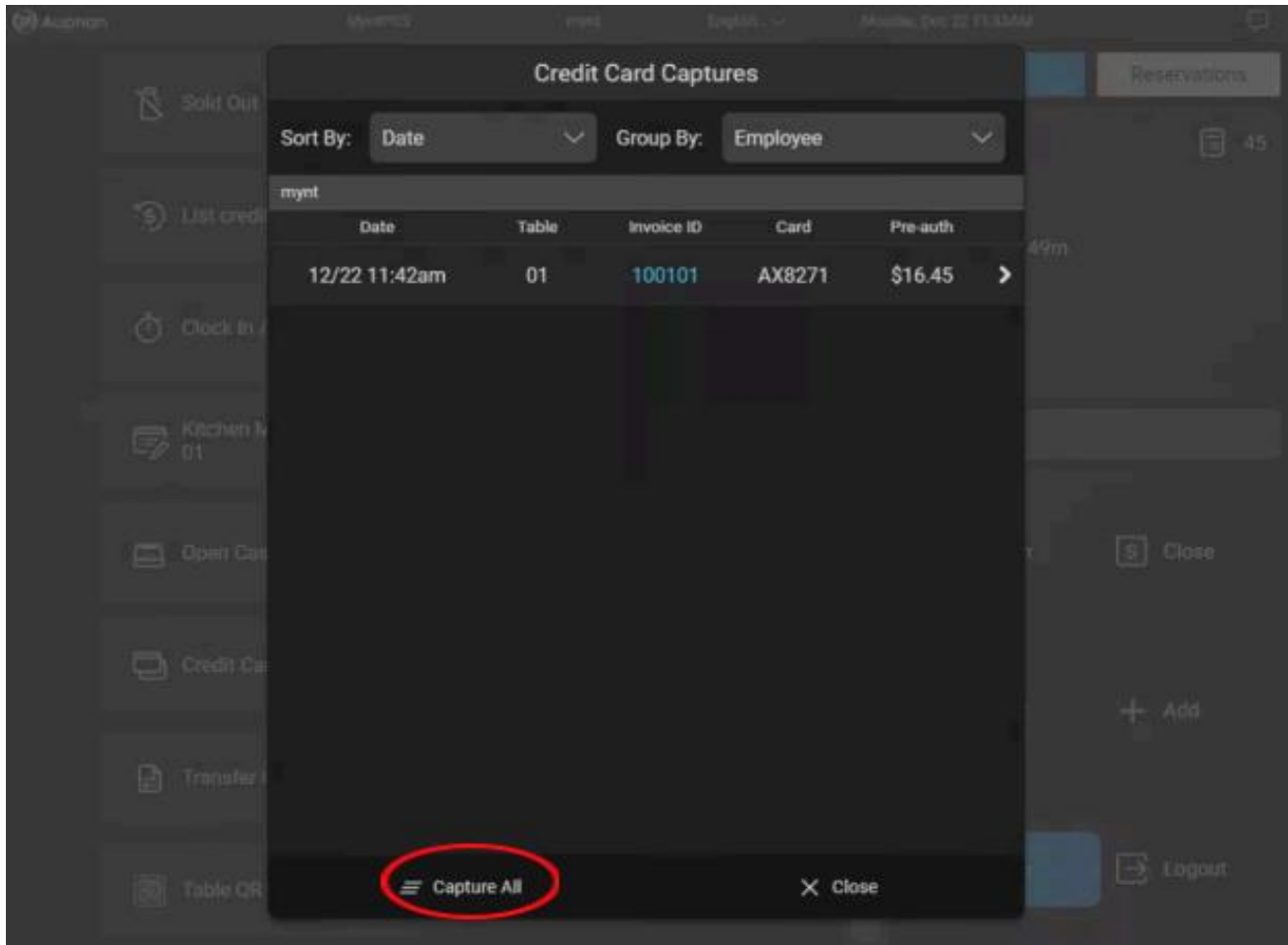




After it is added, the transaction will clear out of the pending queue, and the tip has now been added!



**IMPORTANT NOTE:** There is a “Capture All” button on the capture screen. This button is to capture ALL pending credit card transaction with no tip. If this button is pressed, the invoices will go away and be captured with just the base price and a \$0 tip. Only use this button if you intend to capture the transactions with no tip, otherwise you will need to contact your processor to help adjust those tips after the fact.



**You can now successfully add tips to credit card transactions!**