

When checking out a diner, the Payment screen appears. From the Payment screen, you can pay the ticket by billing it to the diner's room or another diner's room. To do so:

1. Tap **Bill to Room** (first screenshot below). The screen refreshes with the bill to room payment details (second screenshot below).



2. If you want to charge the bill to a room that is not the diner's room, then tap the **Change** button, and from the Bill to Room pop-up window that appears search for and select the diner whose room is to be charged (screenshot next page).

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POS – Billing to Room



← BACK Payments			Bill to Room	CLOSE
Julie B		1	Search a Diner	
Select Tender Type - Bill To Room	Tap Change to			
Enter an Amount	switch to another	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~		
Selected Room	diner's room	-		
Julie Bu		CHANGE		
Please enter the payment amount				
\$14.4	Cancel Payr	nent		

- 3. Tap the **Make Payment** button. The payment is applied and the screen refreshes accordingly with the payment details.
- 4. Tap the **Close Ticket** button to close the ticket.

Julie Bu			
Select Tender Type - Bi	ll To Room		1
Enter an Amount			
Selected Room			
💄 Julie B		Tap Make	CHANGE
Please enter the paym	ent amount	Payment.	
	\$14.43	3	Cancel Payment
			Make Payment
1	2	3	

← BACK Payments		
Julie B		Ticket # 19559603
	Transactions	
	#6527105 Bill To Room Billed \$14.43 to Julie Buford	\$14.43
	Tap Close Ticket.	
	Balance	\$0.00
		DSE TICKET

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