

To split a single ticket using different payment (i.e., tender) types, complete the following steps:

1. After accessing the Payments screen for the diner (above), tap the first tender type to pay with (e.g., **Cash**). The payment screen for that tender type appears with the full amount to be paid (second screenshot below).



Enter an Amount					You have not made any transactions	yet.
Cash Payment Opti	ons					
\$14.43	\$15.00	\$15.00	\$20.00	\$25.00		
Please enter the pa	yment amount					
\$14,43						
	÷•••••		Mak	e Payment		
1	2	3				
4	5	6				
7	8	9				
	0	$\langle \times \rangle$				
					Balance	\$14

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POS – Splitting a Ticket with Multiple Payment Types



2. Enter the amount you want to pay with the first tender type (e.g., \$6.00; first screenshot below), and then tap **Make Payment** to record the payment, which is displayed on the right of the screen (second screenshot below).

🤳 Julie Bu				Ticket # 19567095	
Select Tender Type	- Cash		Transactions		
Enter an Amount			You have not made any transactions yet.		
Cash Payment Opti \$14.43 Please enter the pa	ons \$15.00 yment amount	Enter amount.			
	\$6.00		Cancel Payment Make Payment		
1	2	3			
4	5	6	Tap Make		
7	8	9	Payment.		
	0	$\langle \times \rangle$			
				Balance	\$14.43

Julie B					Ticket # 19567095
Select Tender Type	Select Tender Type				
🖃 Cash	>	- Credit/Debit	>	#6531749 Cash	\$6.00
🚔 Gift Card	>	ය Bill To Room	>		
📰 Charge To	Department >				
				Balance	\$8.43

- 3. Repeat the above steps using the next desired tender type (e.g., Credit/Debit).
- 4. When payment has been fully recorded, tap **Close Ticket** to close the ticket.

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