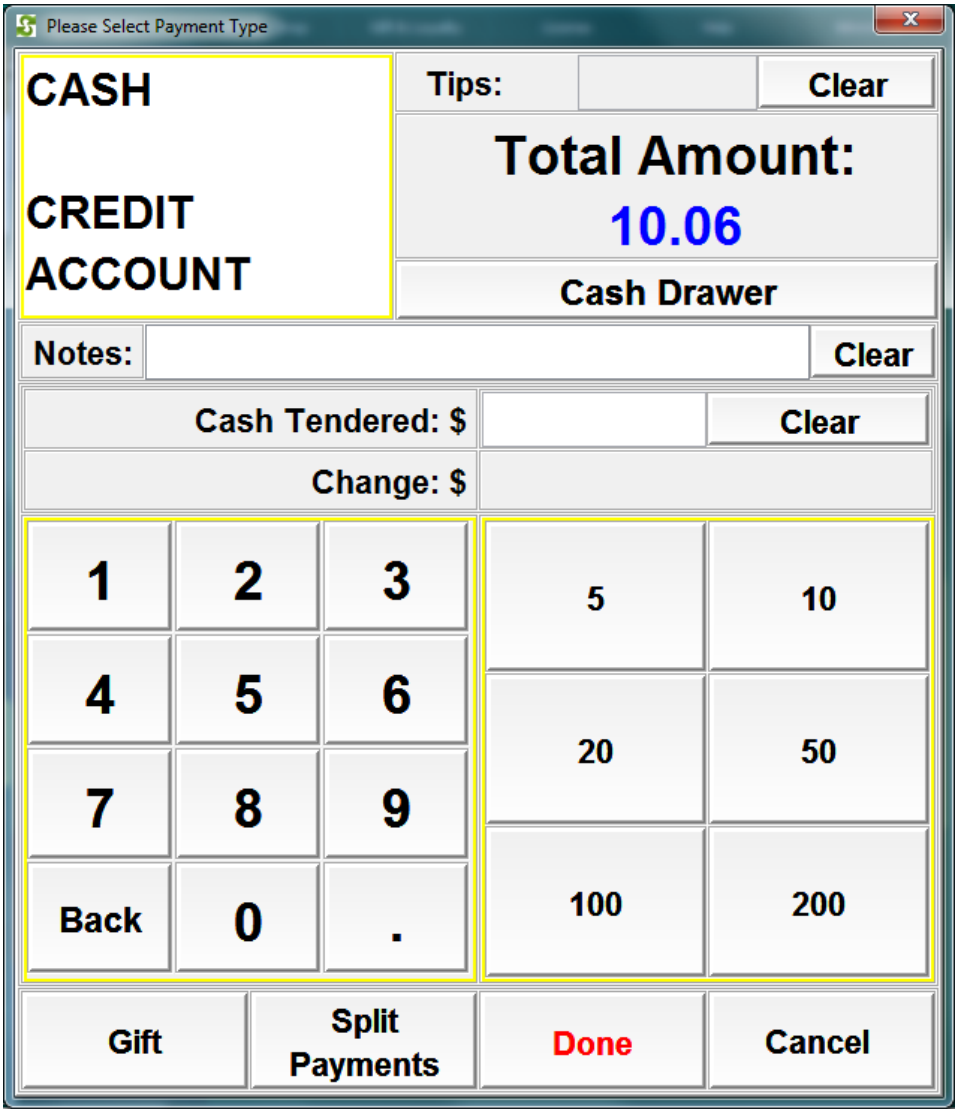
Split Payment

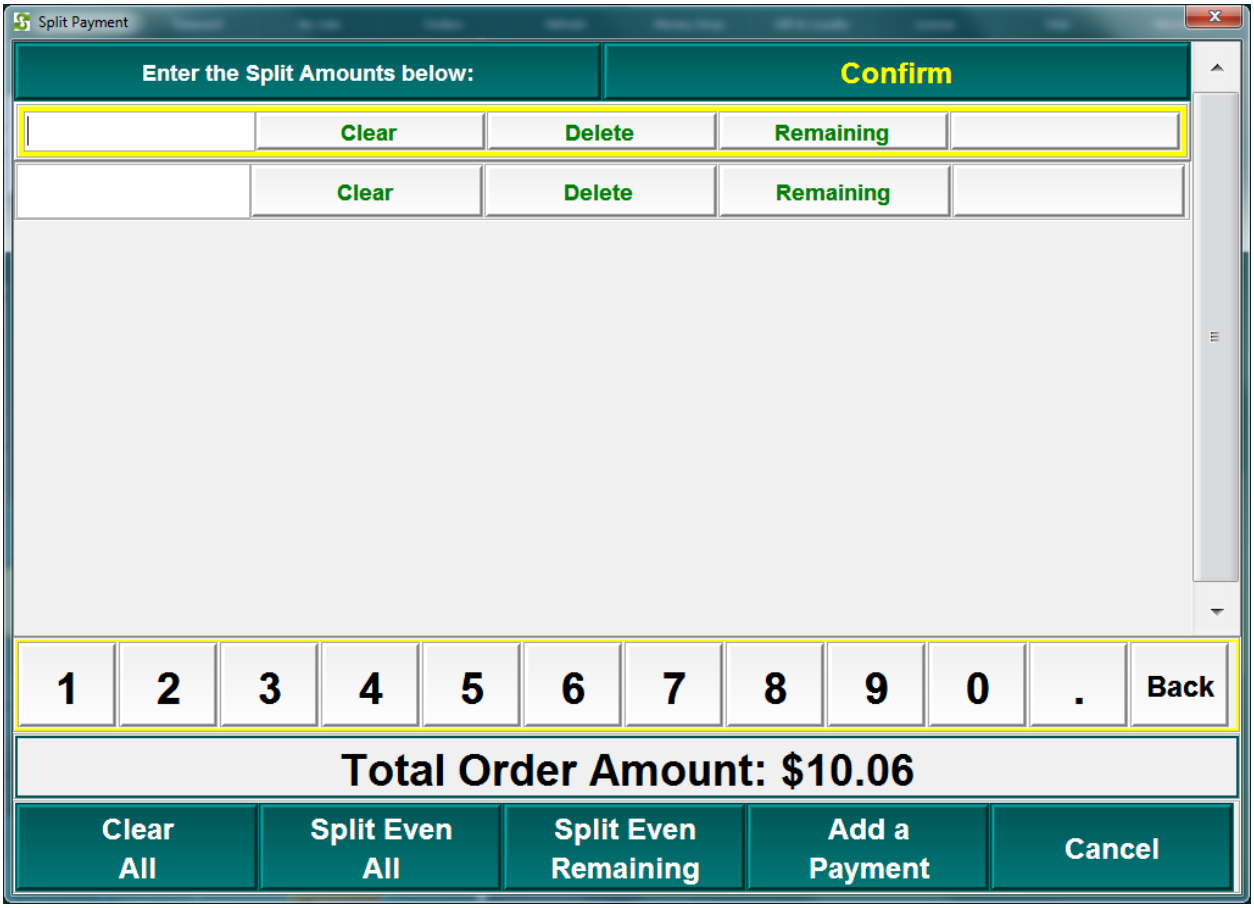
Split Checks and Split Payments are two of the most complex operations that a restaurant need to deal with. Split Checks happens when a group of customers (normally dine-in customers) want to pay exactly what they ordered individually. Therefore, an original check for a big table will be split into multiple checks with different payments. Split Payments happens when a customer want to pay an order with multiple payments such as half cash and half credit. The other scenario is multiple customers want to pay a single check separately, but they do not care about the exactness of the amount based on what they order individually. They often want to split even. In this case, the original check is preserved and multiple payments will be attached to the check. Supermenu POS handles both cases elegantly and simply and easily.

Split payment is used when customers want to share the cost of a ticket, but they do not care the details of sharing. For example, the most common case is they want to split even, or put $10 cash and the remaining to a credit card.

To do split payment, click on Split Payment Button on the payment screen like below:

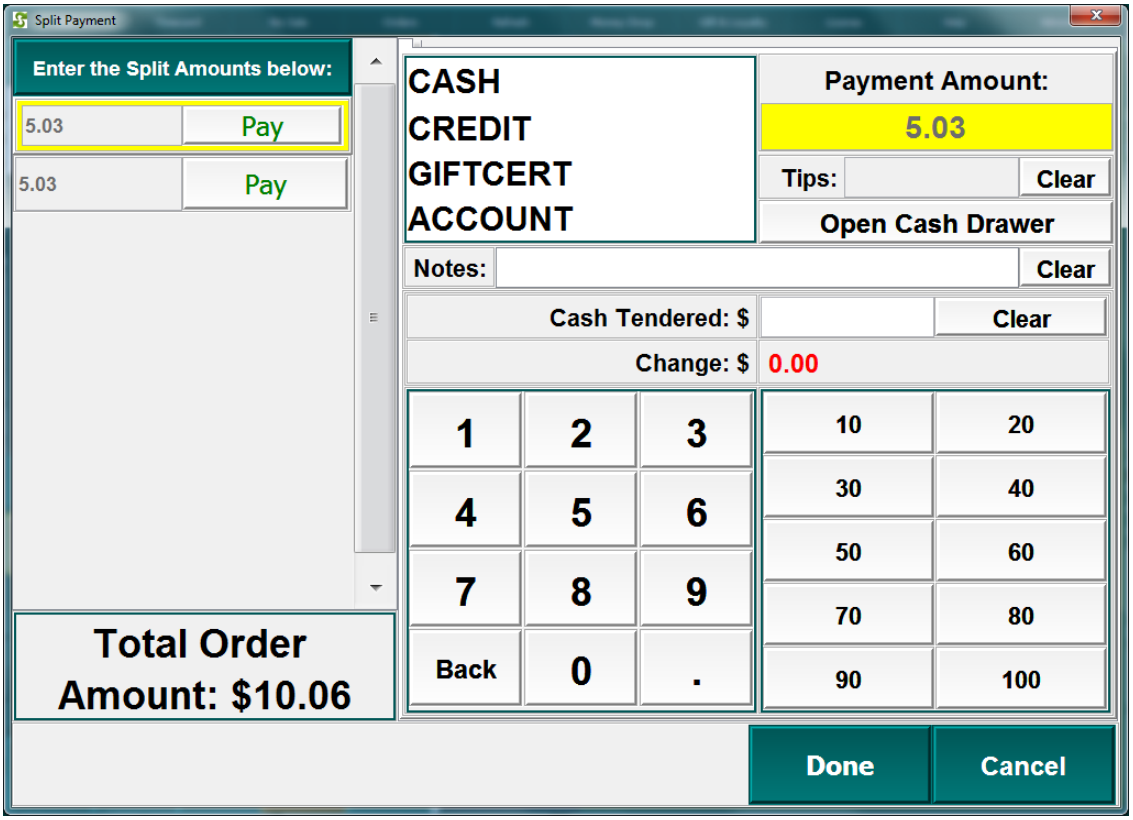


The next screen will go you the option to split the payments:



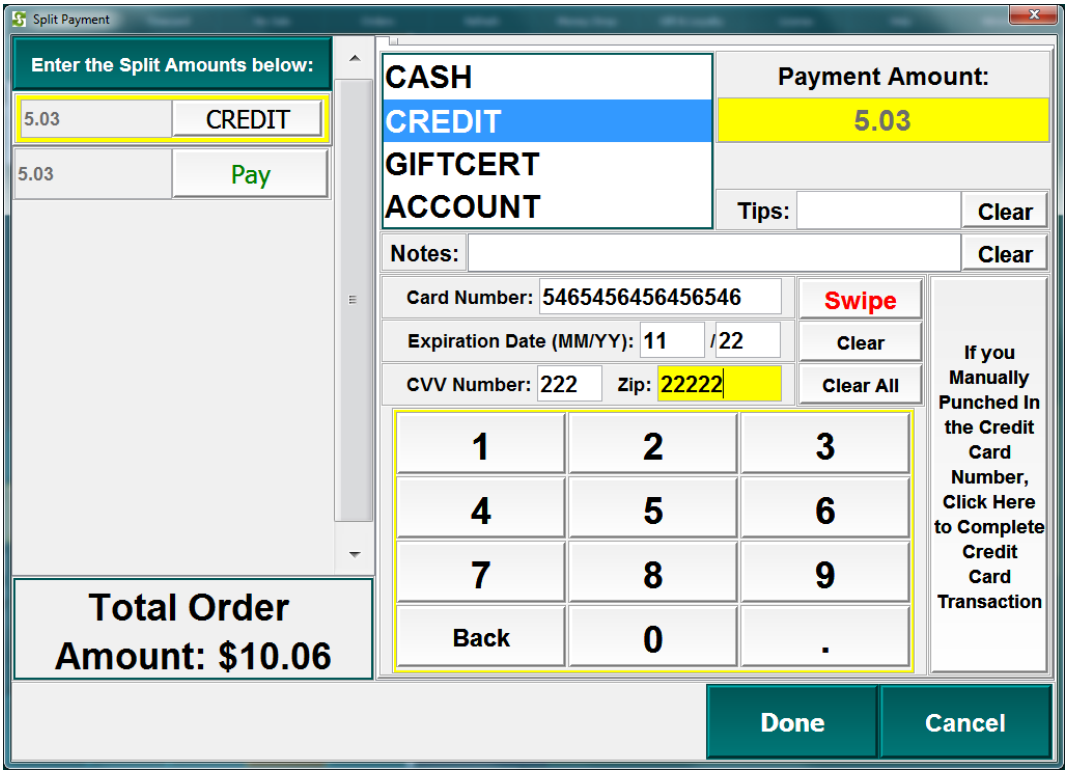
In the above screen, enter the split amounts in the text fields, for example, enter $5 first, then $5.06 in the next, or click remaining to get the remaining amount. Or click on Split Event All to split the amount evenly amount all payments.

When you are done, click on confirm, you will see the next screen:



On this screen, select the payment Type for each split payment. Click on the pay button on the left, the select the payment type on the right. If it is credit, swipe the card or enter the card number, then Click on the button on the right to send the transaction.

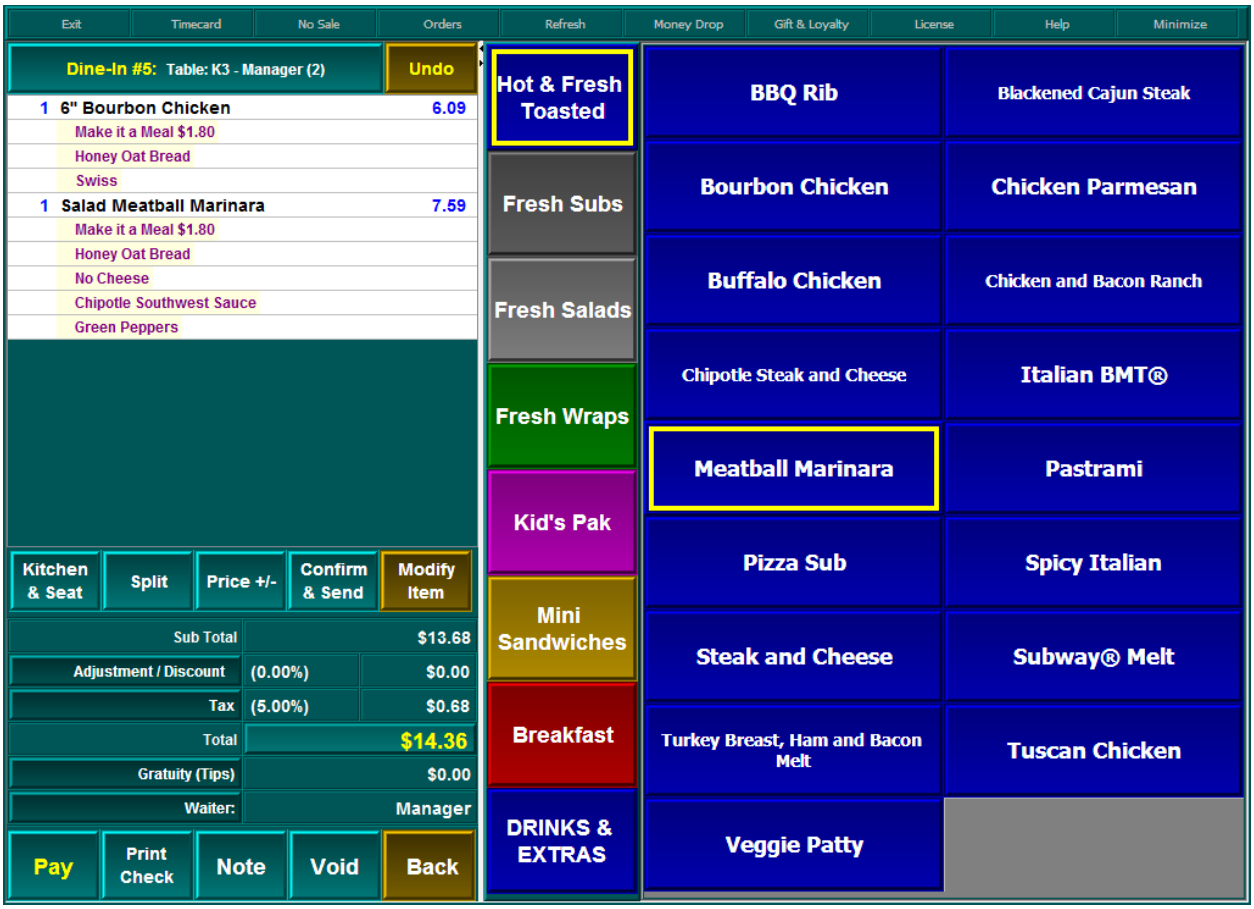
When you are done with all payments, click on the Done button to complete the whole transaction.


Split Payment
Enter the Split Amounts below:
5.03
CREDIT
5.03
Pay
Total Order Amount: $10.06
CASH
CREDIT
GIFTCERT
ACCOUNT
Payment Amount:
5.03
Tips:
Clear
Notes:
Clear
Card Number: 5465456456456546
Swipe
Expiration Date (MM/YY): 11 /22
Clear
CVV Number: 222
Zip: 22222
Clear All
1
2
3
4
5
6
7
8
9
Back
0
.
If you Manually Punched In the Credit Card Number, Click Here to Complete Credit Card Transaction
Done
Cancel

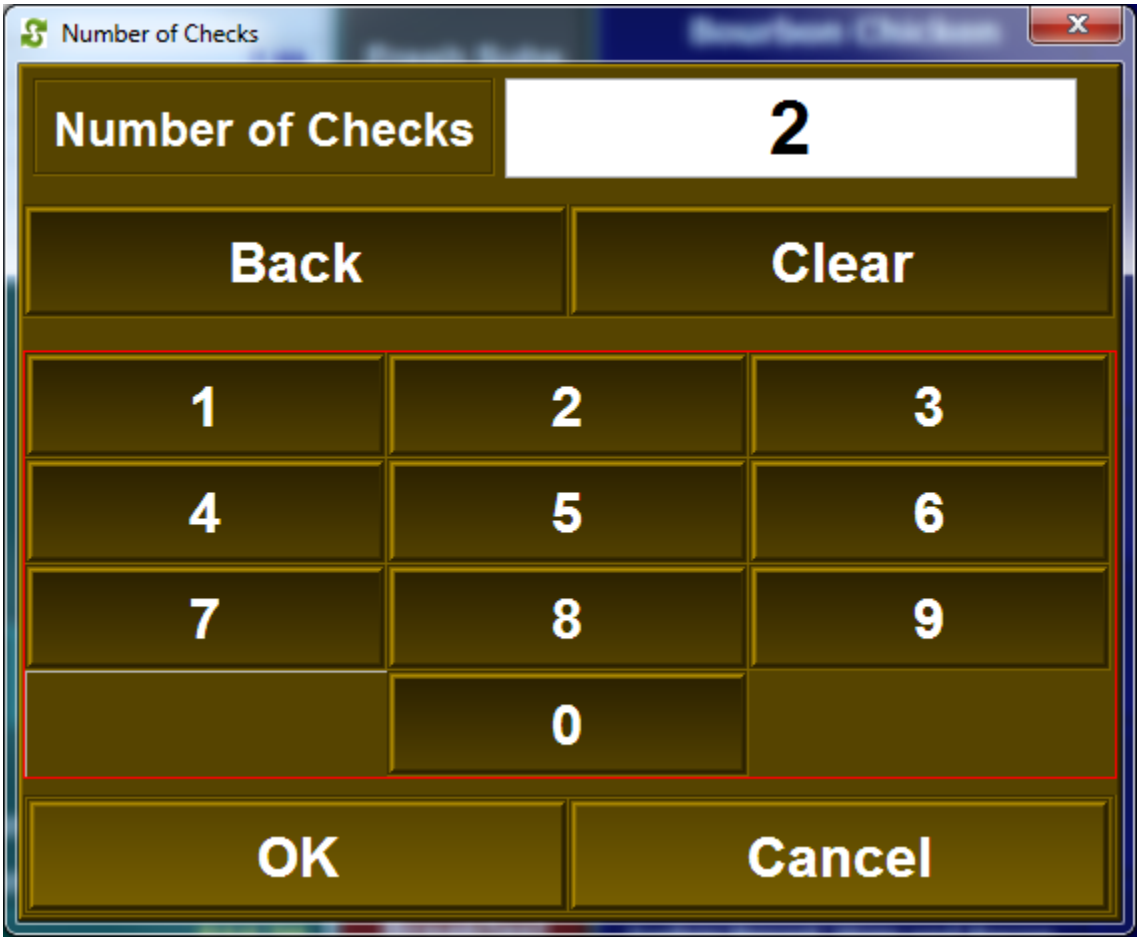
Split Checks

Split checks happen when in a dine-order, the customers want o split the order item by item into multiple checks so they can pay separately:

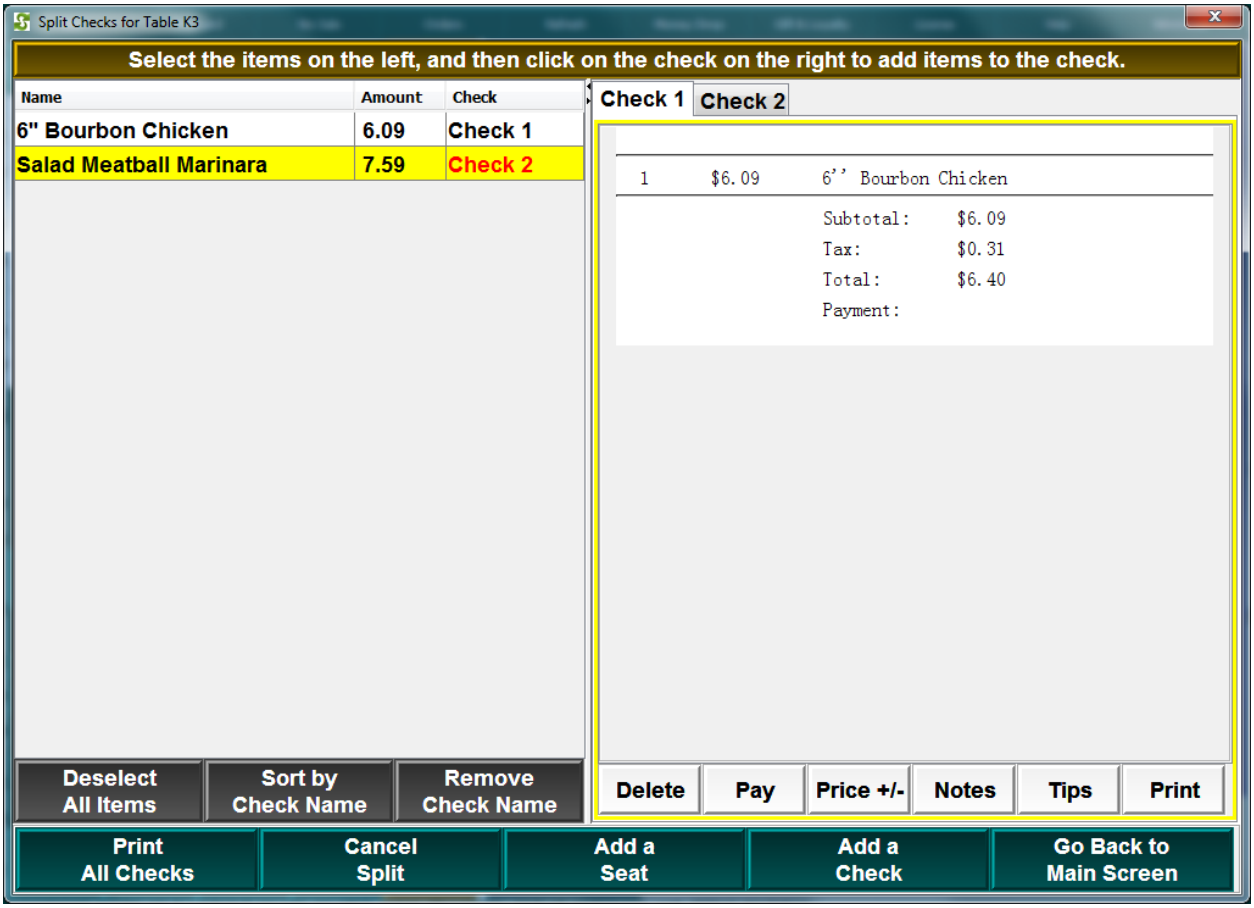
In this case, click on the Split button on the order screen:



A new Screen will pop up asking for number of split checks:

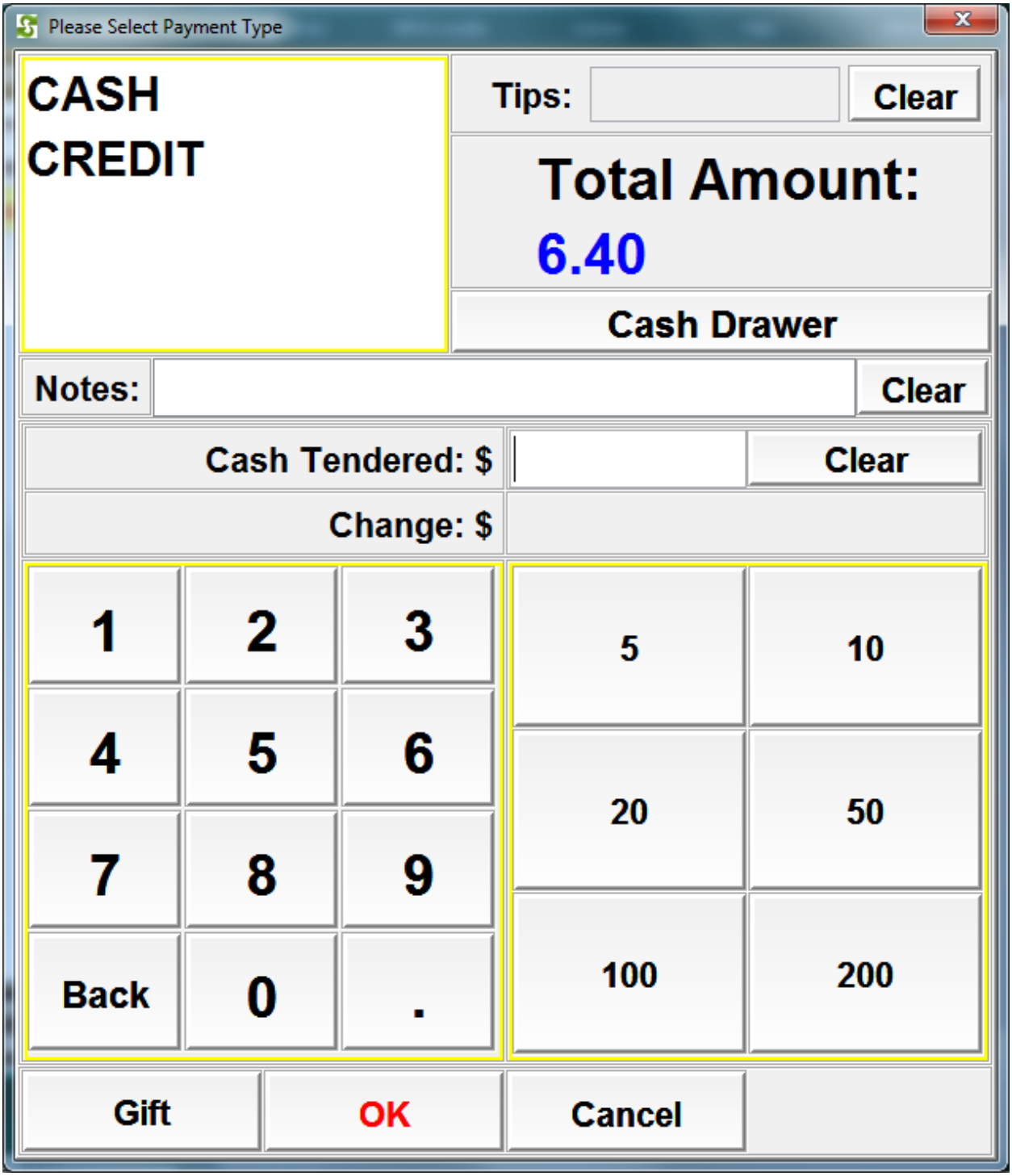


You enter the number of split checks and click on OK. The split check window will pop up.



On this window, the items is displayed on the left, the checks are displayed on the right. There is no limit of how many checks are allowed.

To move an item on the left to the right, click on the item on the left and then click on the check on the right. Do it again until all items are assigned to a check. Then click on the pay button to pay the check.



You can pay the check one by one until all checks are paid and order will be closed. The original check will be canceled and the split checks will show that they are split from the original check.