

## Split Payment

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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:

Please Select Payment Type				
<b>CASH</b>  <b>CREDIT ACCOUNT</b>		Tips: <input type="text"/>	Clear	
		<b>Total Amount:</b> <span style="font-size: 1.5em; color: blue;">10.06</span>		
		<b>Cash Drawer</b>		
Notes: <input type="text"/>	Clear			
Cash Tended: \$ <input type="text"/>		Clear		
Change: \$ <input type="text"/>				
1	2	3	5	10
4	5	6	20	50
7	8	9	100	200
Back	0	.		
Gift	Split Payments	Done	Cancel	

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

Enter the Split Amounts below:				Confirm
<input type="text"/>	Clear	Delete	Remaining	
<input type="text"/>	Clear	Delete	Remaining	

1 2 3 4 5 6 7 8 9 0 . Back

**Total Order Amount: \$10.06**

Clear All	Split Even All	Split Even Remaining	Add a Payment	Cancel
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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:

The screenshot shows the 'Split Payment' interface. On the left, under 'Enter the Split Amounts below:', there are two rows, each with a text input field containing '5.03' and a 'Pay' button. Below this is a large empty text area. At the bottom left, a box displays 'Total Order Amount: \$10.06'. On the right side, there is a section for selecting a payment type: 'CASH', 'CREDIT', 'GIFTCERT', and 'ACCOUNT'. To the right of this is a 'Payment Amount:' field showing '5.03'. Below that are fields for 'Tips:' (with a 'Clear' button) and 'Open Cash Drawer'. A 'Notes:' field with a 'Clear' button is also present. Further down are 'Cash Tended: \$' and 'Change: \$ 0.00' fields, each with a 'Clear' button. At the bottom right is a numeric keypad with buttons for digits 1-9, 0, and a decimal point, along with buttons for 10, 20, 30, 40, 50, 60, 70, 80, 90, and 100. At the very bottom are 'Done' and 'Cancel' buttons.

On this screen, select the payment Type for each split payment. Click on the pay button on the left, then 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.

**Enter the Split Amounts below:**

5.03	CREDIT
5.03	Pay

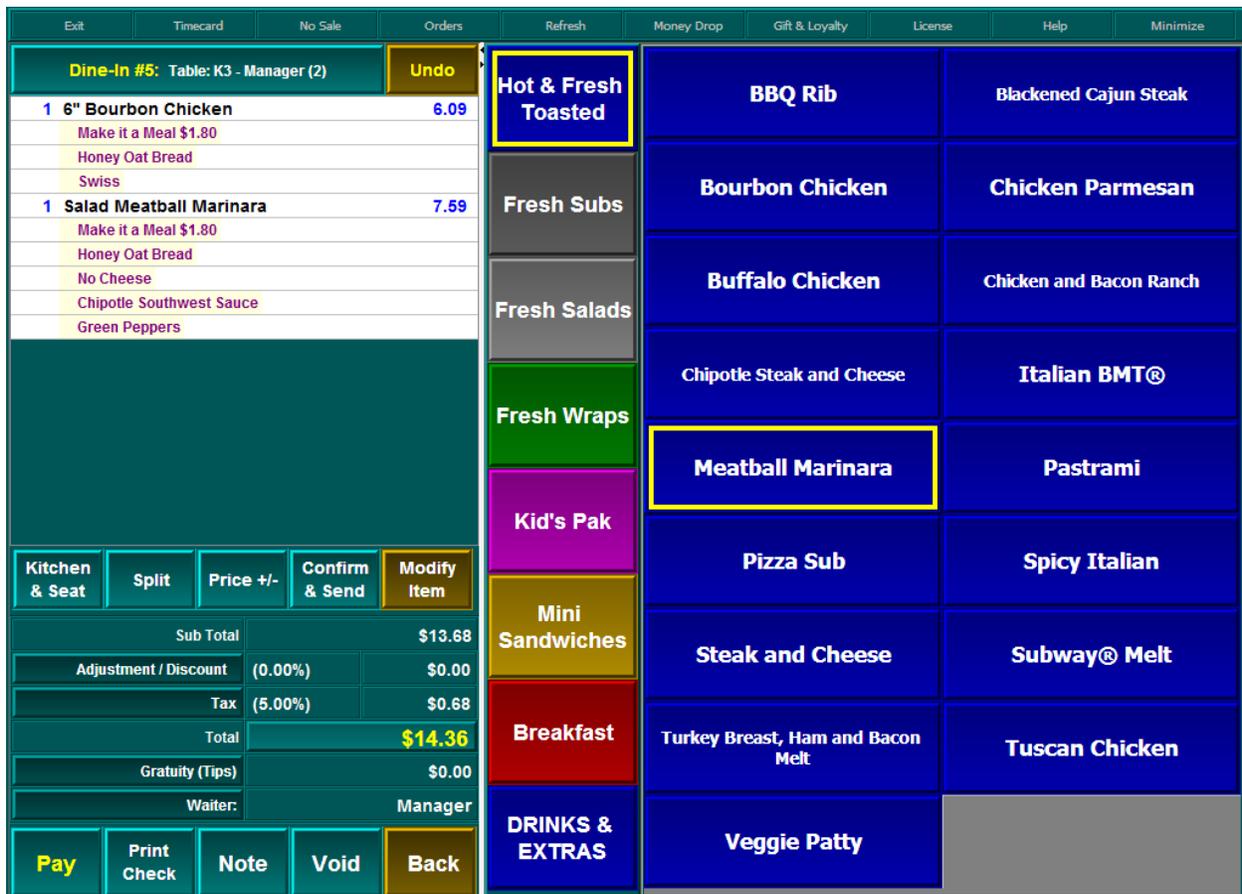
<b>CASH</b>	<b>Payment Amount:</b>												
<b>CREDIT</b>	<b>5.03</b>												
<b>GIFTCERT</b>	Tips: <input type="text"/> <input type="button" value="Clear"/>												
<b>ACCOUNT</b>	<input type="button" value="Clear"/>												
Notes: <input type="text"/> <input type="button" value="Clear"/>													
Card Number: 5465456456456546	<input type="button" value="Swipe"/>												
Expiration Date (MM/YY): 11 / 22	<input type="button" value="Clear"/>												
CVV Number: 222    Zip: 22222	<input type="button" value="Clear All"/>												
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 33%; text-align: center;">1</td><td style="width: 33%; text-align: center;">2</td><td style="width: 33%; text-align: center;">3</td></tr> <tr><td style="text-align: center;">4</td><td style="text-align: center;">5</td><td style="text-align: center;">6</td></tr> <tr><td style="text-align: center;">7</td><td style="text-align: center;">8</td><td style="text-align: center;">9</td></tr> <tr><td style="text-align: center;">Back</td><td style="text-align: center;">0</td><td style="text-align: center;">.</td></tr> </table>		1	2	3	4	5	6	7	8	9	Back	0	.
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													

**Total Order Amount: \$10.06**

## Split Checks

Split checks happen when in a dine-order, the customers want to 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:



The screenshot displays the SUPERMENU POS interface. At the top, there is a navigation bar with buttons: Exit, Timecard, No Sale, Orders, Refresh, Money Drop, Gift & Loyalty, License, Help, and Minimize. The main area is divided into several sections:

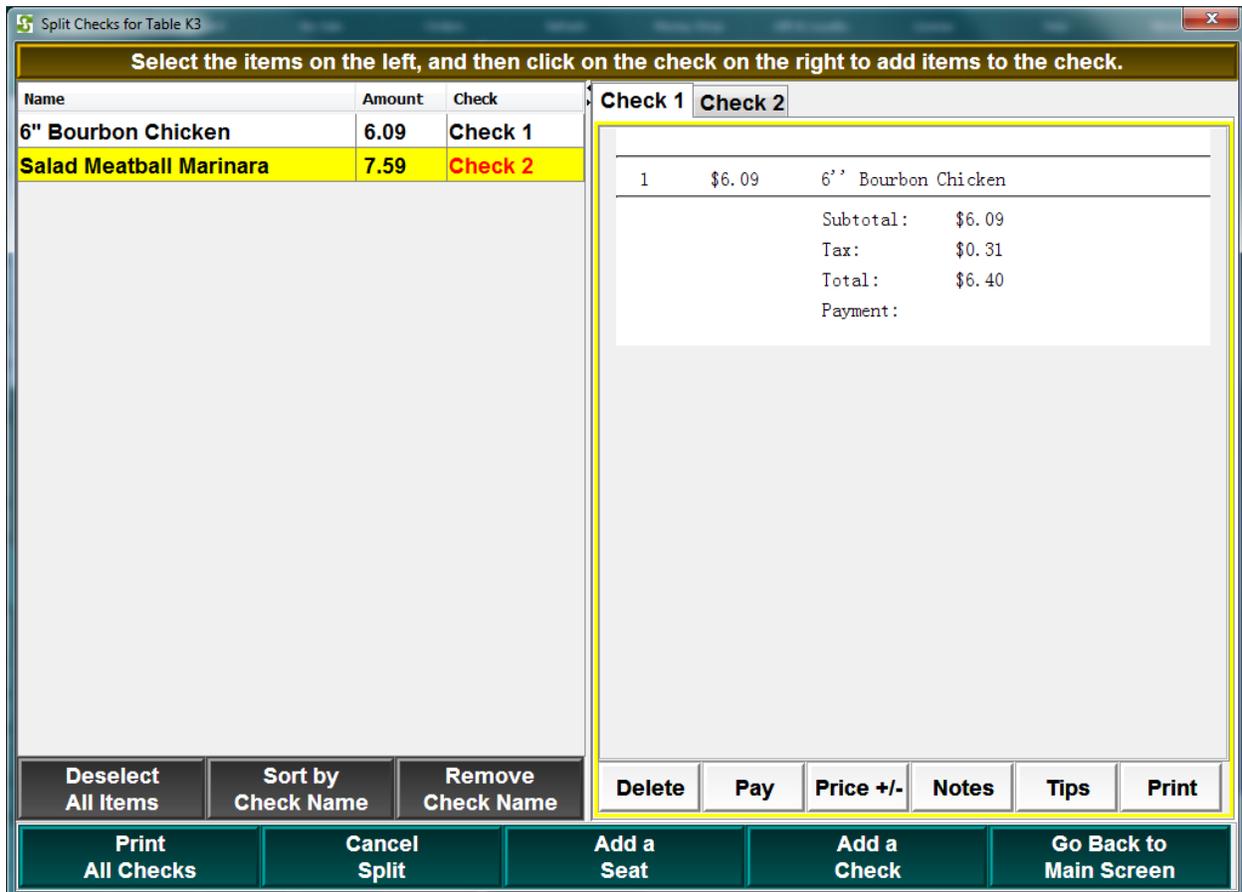
- Order Summary:** Shows 'Dine-In #5: Table: K3 - Manager (2)' with an 'Undo' button. The order includes:
  - 1 6" Bourbon Chicken (6.09) with options: Make it a Meal \$1.80, Honey Oat Bread, Swiss.
  - 1 Salad Meatball Marinara (7.59) with options: Make it a Meal \$1.80, Honey Oat Bread, No Cheese, Chipotle Southwest Sauce, Green Peppers.
- Item Categories:** A vertical list of categories including Hot & Fresh Toasted, Fresh Subs, Fresh Salads, Fresh Wraps, Kid's Pak, Mini Sandwiches, Breakfast, and DRINKS & EXTRAS. The 'Meatball Marinara' item is highlighted with a yellow border.
- Item Grid:** A grid of food items including BBQ Rib, Blackened Cajun Steak, Bourbon Chicken, Chicken Parmesan, Buffalo Chicken, Chicken and Bacon Ranch, Chipotle Steak and Cheese, Italian BMT®, Meatball Marinara, Pastrami, Pizza Sub, Spicy Italian, Steak and Cheese, Subway® Melt, Turkey Breast, Ham and Bacon Melt, and Tuscan Chicken. The 'Meatball Marinara' item is highlighted with a yellow border.
- Bottom Action Bar:** Contains buttons for Kitchen & Seat, Split (highlighted in yellow), Price +/-, Confirm & Send, Modify Item, Pay, Print Check, Note, Void, and Back.
- Summary Table:**

Sub Total		\$13.68
Adjustment / Discount	(0.00%)	\$0.00
Tax	(5.00%)	\$0.68
<b>Total</b>		<b>\$14.36</b>
Gratuuity (Tips)		\$0.00
Waiter:	Manager	

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.

Please Select Payment Type
X

<div style="border: 2px solid yellow; padding: 5px;"> <p style="font-size: 24px; margin: 0;"><b>CASH</b></p> <p style="font-size: 24px; margin: 0;"><b>CREDIT</b></p> </div>	<div style="display: flex; justify-content: space-between; align-items: center;"> <span>Tips: <input style="width: 80px;" type="text"/></span> <span>Clear</span> </div> <div style="text-align: center; padding: 10px;"> <p style="font-size: 24px; margin: 0;"><b>Total Amount:</b></p> <p style="font-size: 36px; color: blue; margin: 0;"><b>6.40</b></p> </div> <div style="text-align: center; padding: 5px;"> <p style="font-weight: bold; margin: 0;">Cash Drawer</p> </div>																				
<div style="display: flex; justify-content: space-between; align-items: center;"> <span>Notes: <input style="width: 80%; border: none;" type="text"/></span> <span>Clear</span> </div>																					
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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.