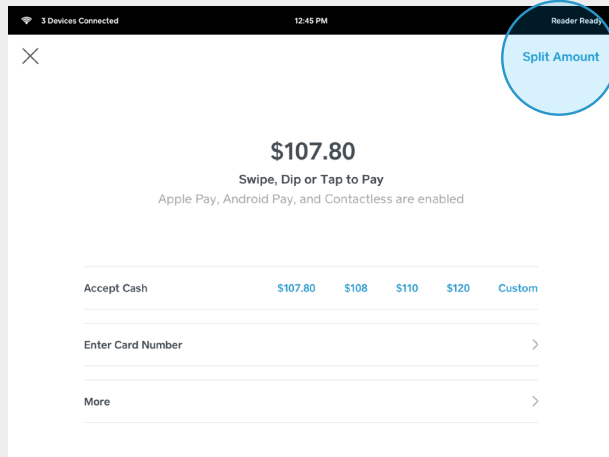
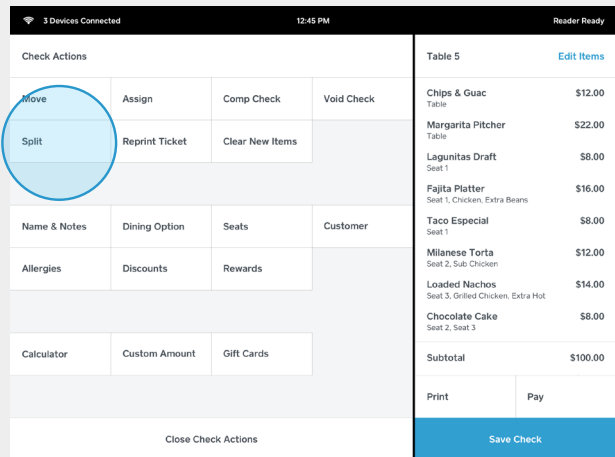


Splitting Options



Splitting a Payment



Splitting a Check

What's the difference between splitting a check and splitting a payment?

Splitting a check is when you need to move specific items to different checks to be paid for separately. Use this when someone leaves early or guests want itemized bills, or as a step to separate comp/void items (“splitting off” items). This **Split** function can be found in **Check Actions**.

Splitting a payment is when guests want to pay for a portion of the bill. If you want to split a check by percentages or amounts (for example, a Guest hands you three credit cards and ask you to split the check three ways - $\frac{1}{3}$, $\frac{1}{3}$ and $\frac{1}{3}$) you can do this by tapping **Pay** and then **Split Amount** in the top right corner.

Caution: If you process a partial payment, and then CANCEL the payment because the Split was incorrect or you ran the wrong card, ALL of the payments on that check will be cancelled, and you'll need to run them again. Even if you have an authorization slip for the transactions that are correct.