



## How To – How to Split a Sale

When entering an order, you probably want to enter the entire order at once so it all comes out at once. In many cases, a group of customers will want separate bills. They may also want to split the cost of specific items.

### To split a sale into separate sales:

1. Go into the original sale and click on the SPLIT SALE button at the bottom right of the screen. This will display a screen that allows you to split a ticket 8 ways.

Sale Split

Notes	Select Customer	Select Customer	Select Customer	Select Customer	Select Customer	Select Customer	Select Customer	Select Customer	Select Customer	
	Ticket 1	Ticket 2	Ticket 3	Ticket 4	Ticket 5	Ticket 6	Ticket 7	Ticket 8		
Description	Unit Price	Jay Snider	Ticket 2	Ticket 3	Ticket 4	Ticket 5	Ticket 6	Ticket 7	Ticket 8	Split
Chicken Fingers	\$5.19									Split
Cheeseburger	\$4.50									Split
Chicken Salad Sandwich	\$5.42									Split
Bud	\$0.94									Split
Bud Light	\$2.83									Split
Fountain Drink	\$1.42									Split
Bud Light	\$2.83									Split

Do Split      Cancel

2. In this example, we have 1 ticket that will get split between 3 customers. I can assign customers or enter notes by clicking on SELECT CUSTOMER at the top of a column or change the notes at the top of a column (highlighted above in green).
3. In this example, we want to assign the cheeseburger and bud to the second customer and we want to assign the Chicken Salad Sandwich and Fountain Drink to customer 3. To do this, click the boxes highlighted above in red and orange. Those boxes will turn yellow, indicating which customer will pay of the item.
4. When you are done assigning items, click the DO SPLIT button at the bottom left. This will create 2 more pending sales and print a ticket for each customer. You will be returned to the original sale (which will no longer have the items moved to the other sales).



## How To – How to Split a Sale

### **To split one item between tickets:**

1. While in the split screen, click on the SPLIT button on the far right side of the grid.
2. When asked how many ways to split this item, enter a number between 2 and 8. If you enter 3, this item will be added two more times. Each of the new entries and the original entry will have a quantity of 0.33 (but the unit-price remains the same). The amount the customer is charged will be  $1/3$  of the unit price.
3. Assign each of the items to the correct tickets.