



# F&B POS

# Splitting Bills

## Table of Contents

Split Bill Functionality .....	2
By Percentage .....	2
By Number of Covers .....	7



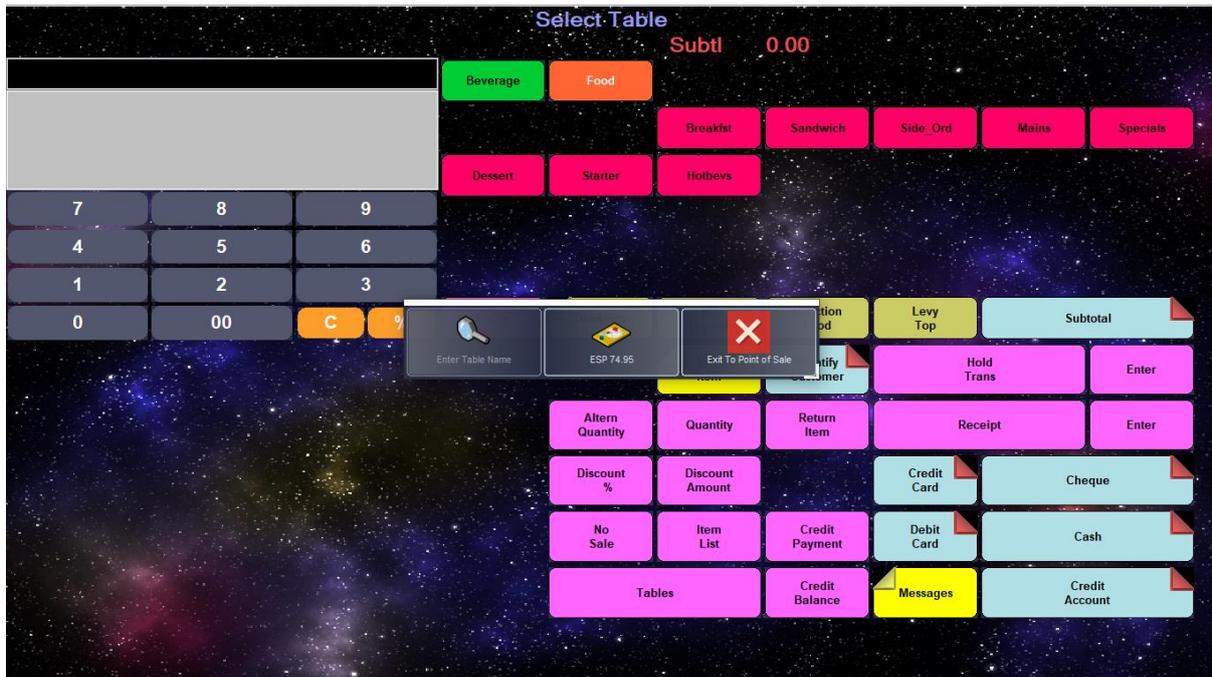
## Split Bill Functionality

There is functionality to be able to split bills within the Food and Beverage POS.

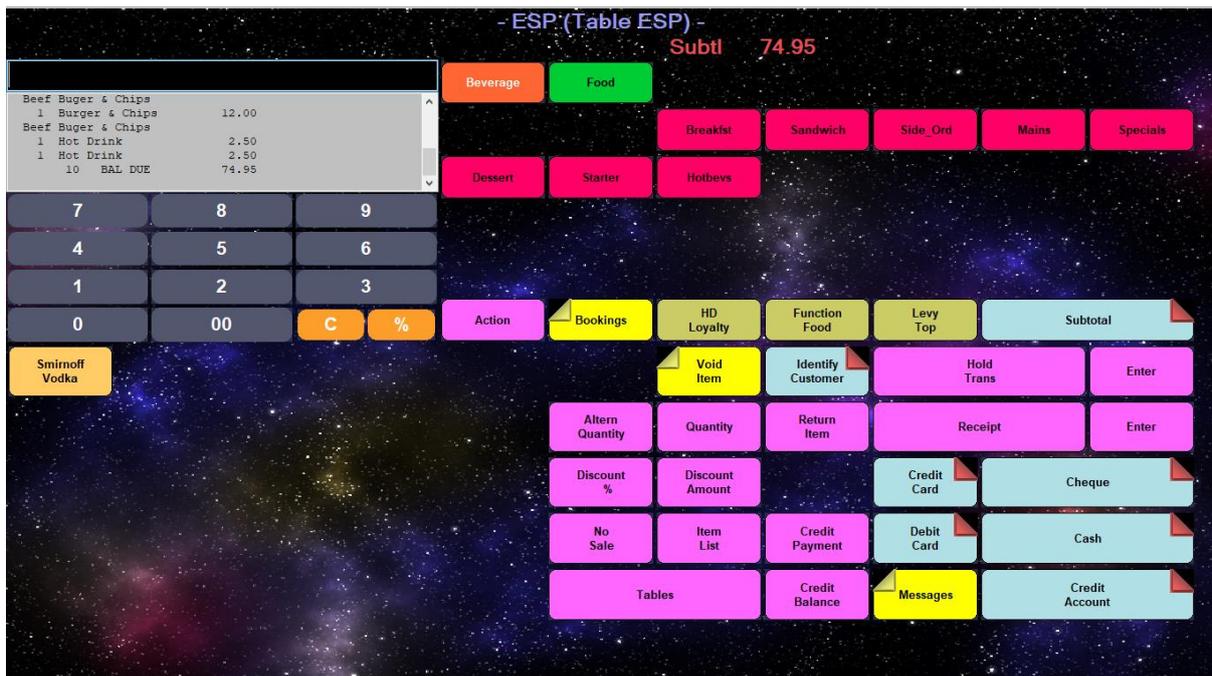
You can split a bill one of two ways, one by percentage and the other by how many covers. You can either split a bill by entering the items, or for a table.

### By Percentage

To split a bill by percentage, go to the food and beverage point of sale and select the bill you would like to split or enter the items.



Once you have selected the bill, select subtotal

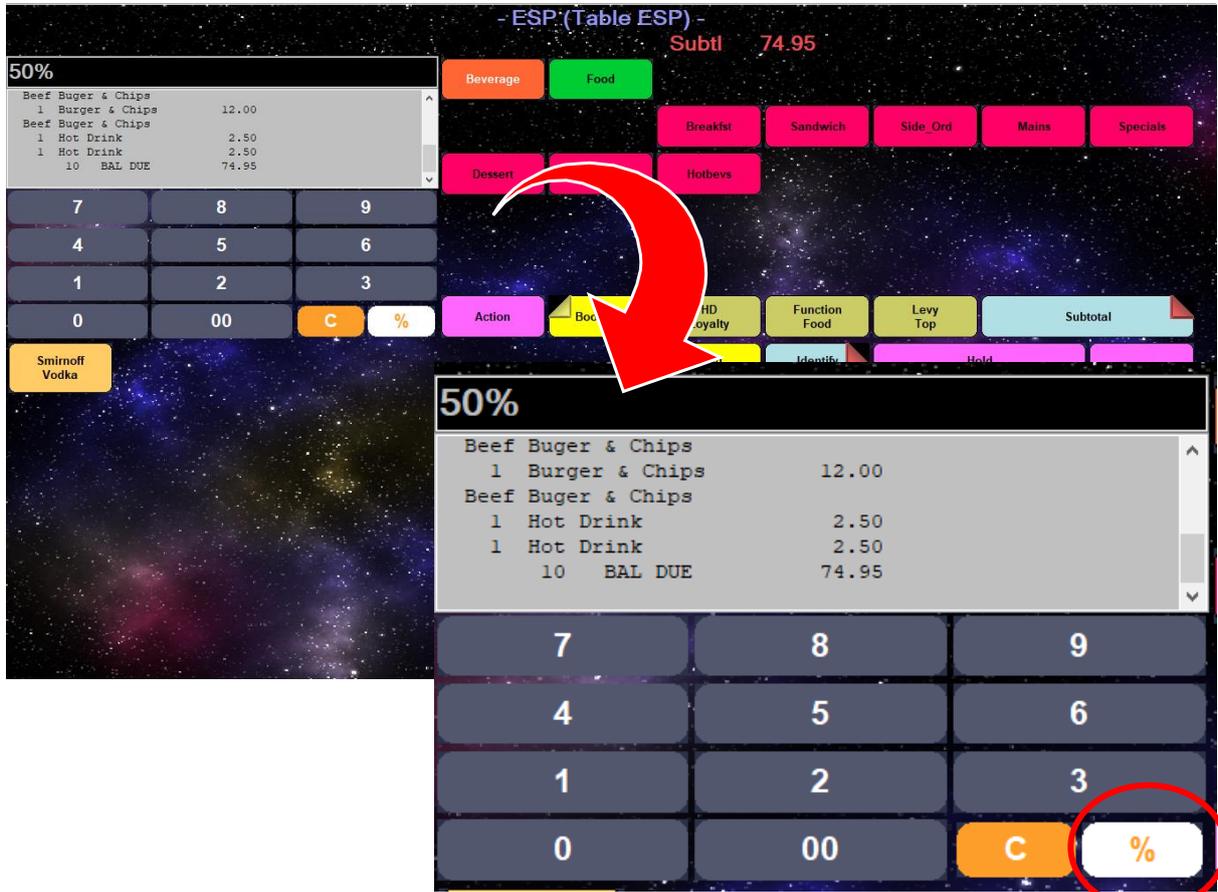




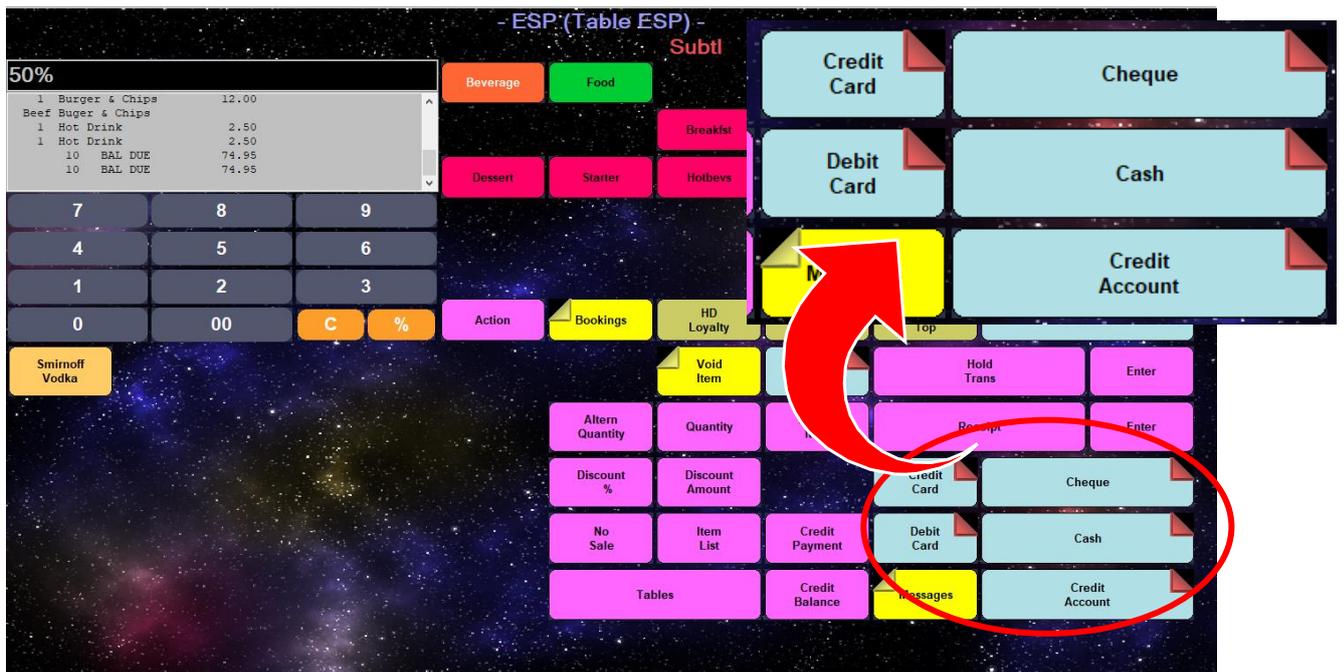
Next, enter the percentage you wish to split the bill by.

For this example, I am going to split the bill in half, so by 50%.

Enter 50, followed by the % symbol in the keypad.

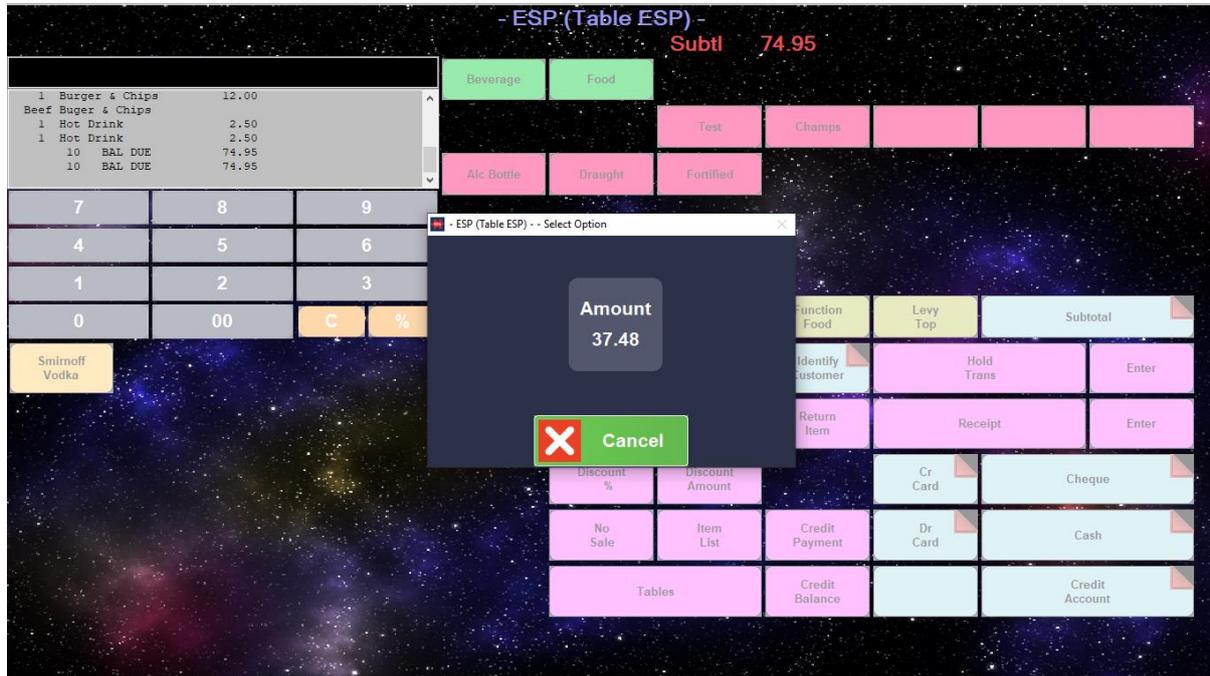


Once you have entered this, select the payment method you wish to make the split to





Once you have selected the payment method, you will now be displayed with the following-



This details how much the split is going to be, therefore how much money needs to be taken at this time. If you wish to cancel, select cancel.

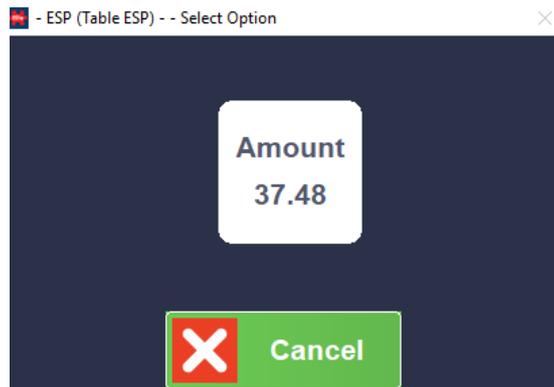
If you press cancel it will take you to the screen below: The transaction overview.



You will now be able to proceed with adding more items to the bill, paying it off or holding transaction.



To continue, select the 'Amount' option.



From the display, you can now see a payment of 37.48 has been taken from the bill.

Selecting 'Hold Trans' will print a receipt for this payment.

1	Hot Drink	2.50
1	Hot Drink	2.50
10	BAL DUE	74.95
10	BAL DUE	74.95
	CASH	37.48
1	PART PAYMENT	-37.48

If you wish to continue paying off this bill, enter the next split you want to take, or as this is 50%, we can enter the amount.

- ESP (Table TABLE) -

Subtl 37.47

Fillet Of Salmon		
10 BAL DUE	79.80	
1 DISCOUNT ON SALE	-4.95	
11 BAL DUE	74.95	
11 BAL DUE	74.95	
CASH	37.48	

7 8 9  
4 5 6  
1 2 3  
0 00 C %

Smirnoff  
Vodka

ESP (Table TABLE) - Select Option

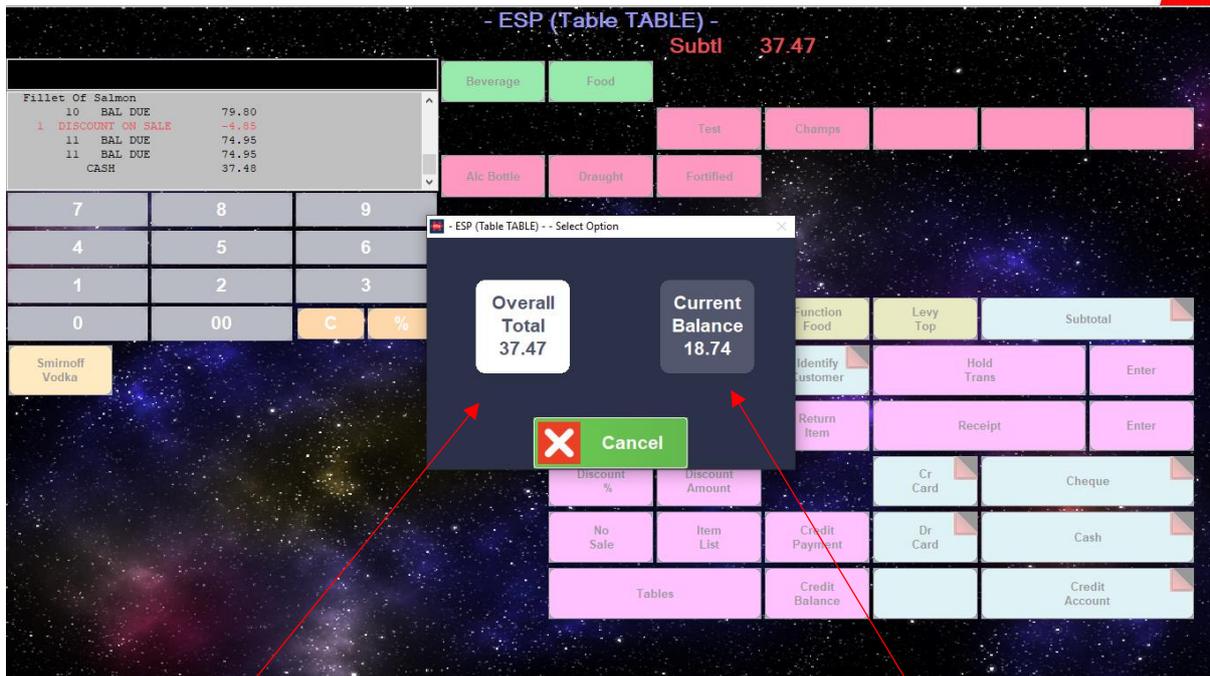
Overall Total 37.47  
Current Balance 18.74

Cancel

Function Food Levy Top Subtotal  
Identify Customer Hold Trans Enter  
Return Item Receipt Enter  
Discount % Discount Amount Cr Card Cheque  
No Sale Item List Credit Payment Dr Card Cash  
Tables Credit Balance Credit Account



When continuing to pay off a split bill, you will see the below screen.



#### Overall Total:

When pressing 'Overall Total' this will take a split from the whole bill. If you have a bill which is £100.00, and we want to split by 2. Using the 'Current Balance' for the first option will work as we are taking 50% off £100.00. When paying off a second 50% we can either type the amount in the keypad or we enter 50%, we need to select the overall total as we are deducting 50% from the overall total of £100.00 not from the current balance of £50.00.

#### Current Balance:

This will deduct the split from what is remaining on the bill - not from the overall total.

This is best used for the initial split, or after someone has made a payment to the bill. E.g. £200.00 and you then want to split by say 4 people, you will do 1/4 and select current balance, as you are splitting the bill after a chunk of the bill has been paid (from the current balance which is the bill -£200, splitting from the overall total will exclude the £200 already paid).

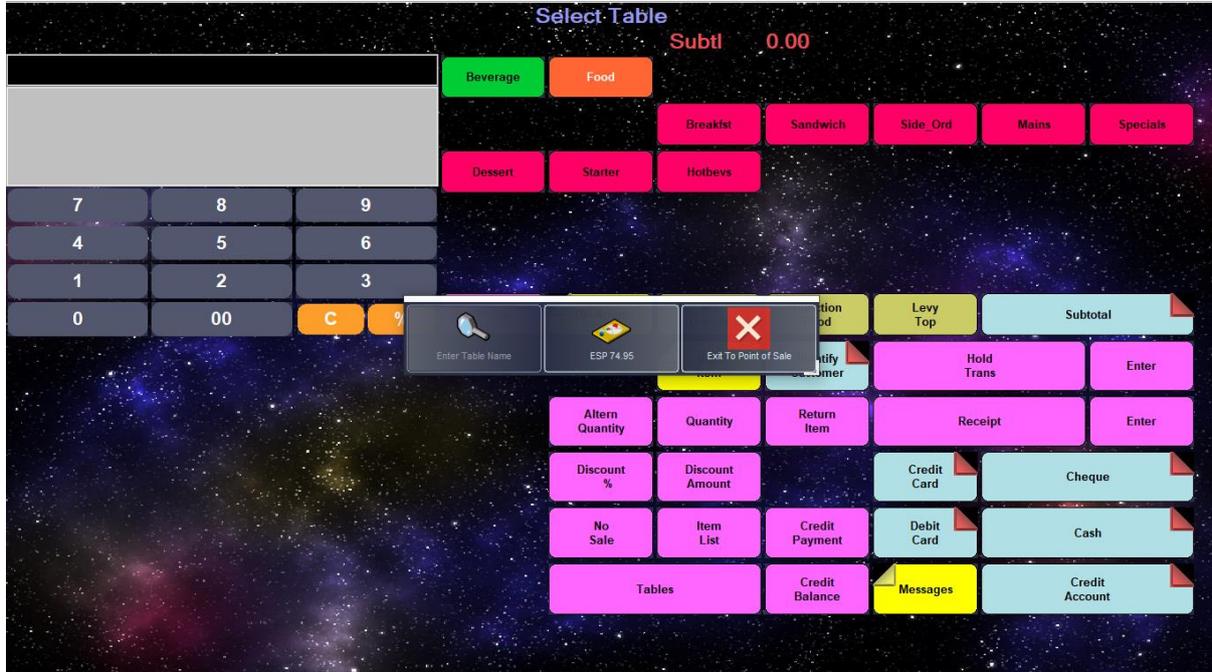
Select 'Overall Total' and finish paying off the bill.



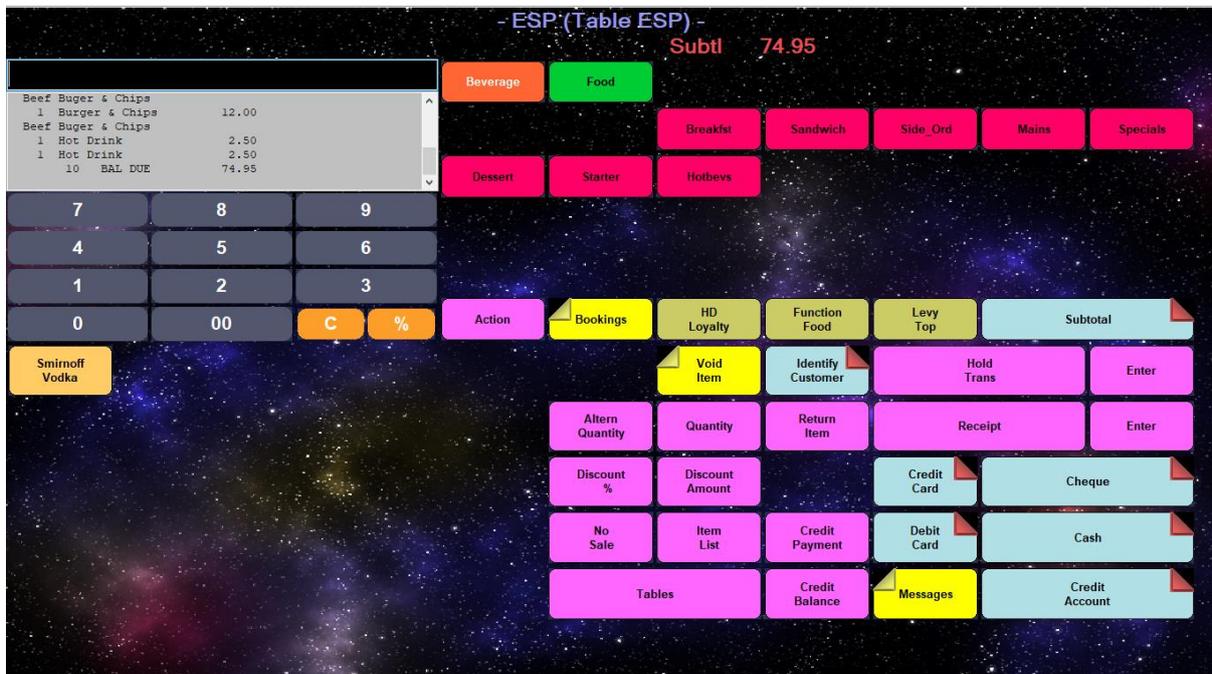
## By Number of Covers

To split the bill by a how many people are on the table, or number of guests paying you need to do the following:

Go to the food and beverage point of sale and select the bill you would like to split.



Once you have selected the bill, select subtotal



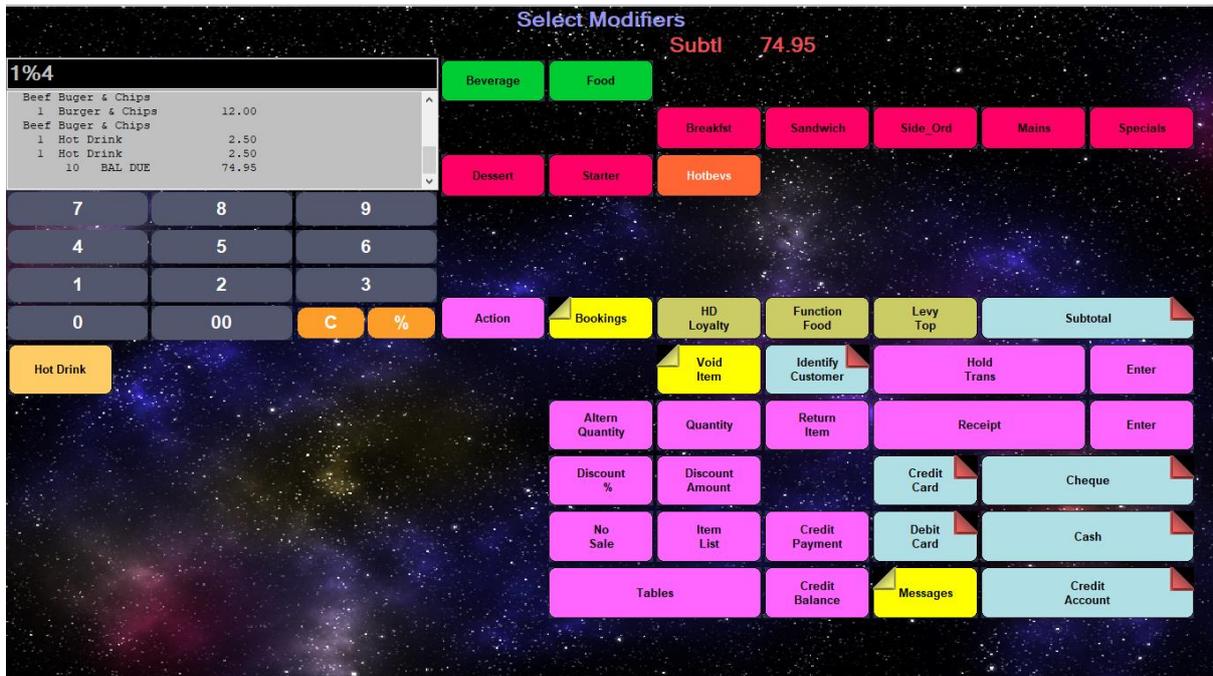


To split the bill by number of people we need to tell the system how many people are paying and out of how many (similar to a fraction).

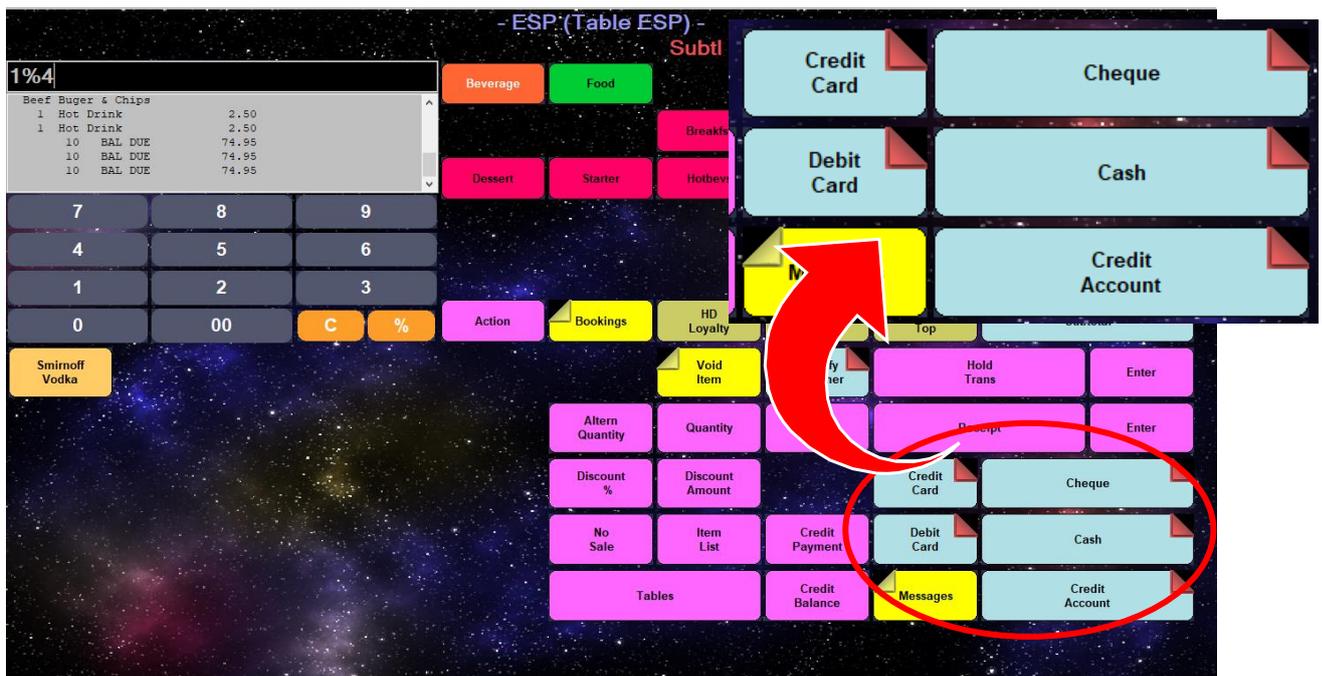
For this example, 1 person is paying their share out of 4.

I am going to put 1 for number of people (if someone were paying for 2, you would type 2) followed by the % symbol, and then the number of ways you are splitting the bill by.

1%4 = Splitting the bill 1 of 4 ways.



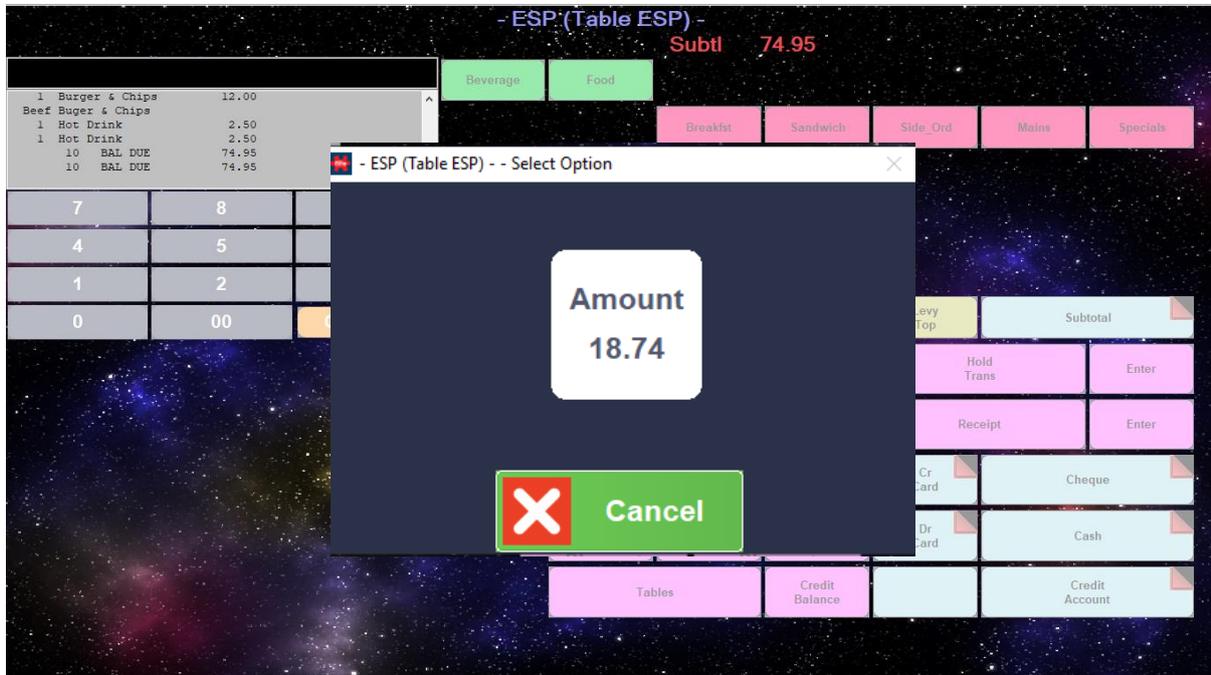
Select the payment method



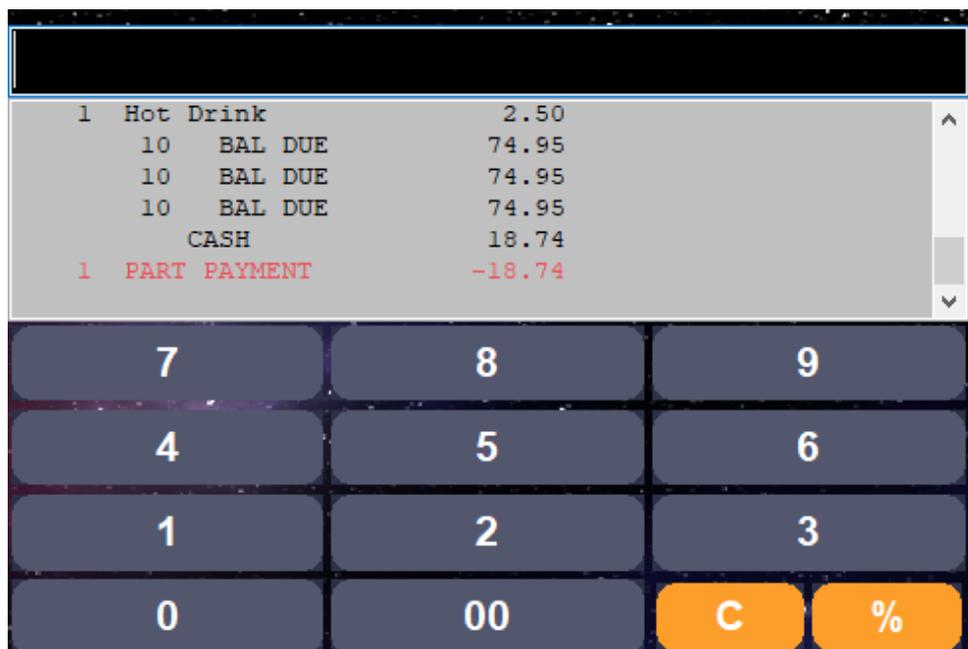


This details how much the split is going to be, therefore how much money needs to be taken at this time. If you wish to cancel, select cancel.

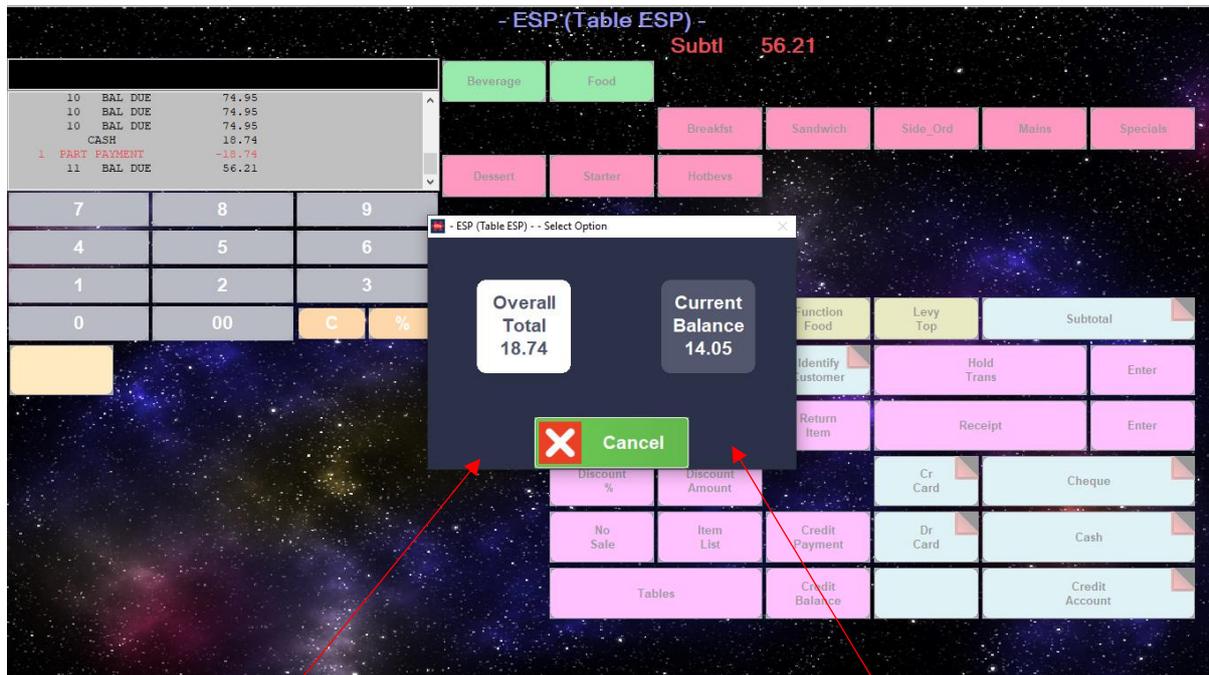
To continue, select the 'Amount' option.



Once you select the payment method you will see it has been taken from the bill, only when you select 'Hold Trans' will it display in red and a receipt will be printed. To continue to split the bill, repeat the process until the bill is fully paid. (If applicable the end split will be rounded up to the nearest pence).



When continuing to pay off a split bill, you will see the below screen.



#### Overall Total:

When pressing 'Overall Total' this will take a split from the whole bill. If you have a bill which is £100.00, and we want to split by 2. Using the 'Current Balance' for the first option will work as we are taking 50% off £100.00. When paying off a second 50% we can either type the amount in the keypad or we enter 50%, we need to select the overall total as we are deducting 50% from the overall total of £100.00 not from the current balance of £50.00.

#### Current Balance:

This will deduct the split from what is remaining on the bill - not from the overall total.

This is best used for the initial split, or after someone has made a payment to the bill. E.g. £200.00 and you then want to split by say 4 people.

You will do 1/4 and select current balance, as you are splitting the bill after a chunk of the bill has been paid (from the current balance which is the bill -£200, splitting from the overall total will exclude the £200 already paid).

Finish processing the remainder of the bill.