

F&B POS Splitting Bills

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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.

			S	elect Tabl	e					-
					Subtl	0.00				
			Beverage	Food						
					Breakfst	Sandwich	Side_Ord	Mains	Specials	
			Dessert	Starter	Hotbevs					
7	8	9				1. A. A.				
4	5	6								
1	2	3				1. A. A. A.				
0	00	C 9				tion	Levy Top	Sub	total	
			Enter Table Name	ESP 74.95	Exit To Point	of Sale tify mer	Ho Tra	old ans	Enter	
				Altern Quantity	Quantity	Return Item	Rec	eipt	Enter	
				Discount %	Discount Amount		Credit Card	Che	que	
				No Sale	ltem List	Credit Payment	Debit Card	Ca	nsh	
				Tab	les	Credit Balance	Messages	Cre Acc	edit L	
						A				

Once you have selected the bill, select subtotal

			- ESI	C (Table E	SP) -				
and the second second second					Subtl	74.95			
Boof Bugor & Ching			Beverage	Food					
1 Burger & Chips Dash Burger & Chips	12.00								
1 Hot Drink	2.50				Breaktst	Sandwich	Side_Ord	Mains	Specials
1 Hot Drink 10 BAL DUE	2.50 74.95		Dessert	Starter	Hotbevs				
7	8	9							
4	5	6							
1	2	3							
0	00	C %	Action	Bookings	HD Loyalty	Function Food	Levy Top	Sub	otal
Smirnoff Vodka					Void Item	Identify Customer	Ho Tra	ld ns	Enter
				Altern Quantity	Quantity	Return Item	Rece	eipt	Enter
				Discount %	Discount Amount		Credit Card	Che	que
				No Sale	ltem List	Credit Payment	Debit Card	Ca	sh
				Tal	bles	Credit Balance	Messages	Cre Acco	dit bunt

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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



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

			- ESF	? (Table E	SP) -				
					Subtl	74.95			
			Beverage	Food					
l Burger & Chips Beef Buger & Chips	12.00	^							
l Hot Drink 1 Hot Drink	2.50 2.50					Champs			
10 BAL DUE 10 BAL DUE	74.95 74.95		Alc Bottle	Draught	Fortified				
7	8	9		1					
4	5	6	📸 - ESP (Table ESP) Se	elect Option		×			
1	2	3		Amount			r Louis		
0	00	C %		27 40		Food	Тор	Sub	total
Smirnoff Vodka				57.40		Identify Land		Hold Trans	Enter
			5	Cance		Return Item	F	leceipt	Enter
				Discount	Discount		Cr	Chr	
				%	Amount	L. H. LAND	Card	Che	que
				No Sale	ltem List	Credit Payment	Dr Card	Ca	ish
				Tab	les	Credit Balance		Cre Acc	edit bunt

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.

ESP (Table ESP) 74.95 Subtl Food Beef Buger & Chips 1 Burger & Chips Beef Buger & Chips 1 Hot Drink 1 Hot Drink 10 BAL DUE 12.00 Breakfst Sandwich Side_Ord 2.50 2.50 74.95 HD Loyalty Function Food Bookings Levy Top Subtotal Action 00 Identify Customer Void Item Smirnoff Vodka Hold Trans Ente Altern Quantity Return Item Quantity Receipt Enter Credit Card Discount % Discount Amount Cheque Credit Payment Debit Card No Sale Item List Cash Credit Balance Credit Account Tables Messages

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	F PAYME	ENT	-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 TAI	BLE) - Subtl	37.47			
Fillet Of Salmon 10 BAL DUE 1 DISCOUNT ON SAI 11 BAL DUE 11 BAL DUE CASH	79.80 -4.85 74.95 74.95 37.48	.	Beverage Alc Bottle	Food Draught	Test	Champs			
7	8	9	- ESP (Table TABLE) S	elect Option		×			
4	5	6							
0	00	C %	Overall Total		Current Balance	Function Food	Levy Top	Sub	total
Smirnoff Vodka			37.47		18.74	Identify Land	Ho Tra	ld ns	Enter
				Cance		Return Item	Reci	eipt	Enter
				Discount %	Discount Amount		Cr Card	Che	que
				No Sale	ltem List	Credit Payment	Dr Card	Ca	ish
				Tab	les	Credit Balance		Cre Acce	edit bunt



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:

			S	elect Table	e				
					Subtl	0.00			
			Beverage	Food					
					Breakfst	Sandwich	Side_Ord	Mains	Specials
			Dessert	Starter	Hotbevs				
7	8	9							
4	5	6							
1	2	3				Ser .		Contraction of the second	
0	00	C 9				tion	Levy Top	Sub	total
	States -		Enter Table Name	ESP 74.95	Exit To Point	of Sale	He	old	Enter
				and the second se					
				Altern Quantity	Quantity	Return Item	Rec	eipt	Enter
				Altern Quantity Discount %	Quantity Discount Amount	Return Item	Credit Card	<mark>eipt</mark> Che	Enter
				Altern Quantity Discount % No Sale	Quantity Discount Amount Item List	Return Item Credit Payment	Credit Card Debit Card	<mark>eipt</mark> Che Ca	Enter que sh
				Altern Quantity Discount % No Sale Tab	Quantity Discount Amount Item List	Return Item Credit Payment Credit Balance	Credit Card Debit Card Messages	eipt Che Ca Cre	Enter que sh

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

			- ESF	P (Table E	SP) -				
and the second second					Subtl	74.95			
			Beverage	Food					
Beef Buger & Chips 1 Burger & Chips	12.00	^							
l Hot Drink	2.50				Breakfst	Sandwich	Side_Ord	Mains	Specials
10 BAL DUE	74.95		Dessert	Starter	Hotbevs				
7	8	9							
4	5	6							
1	2	3				See. 1			
0	00	C %	Action	Bookings	HD Loyalty	Function Food	Levy Top	Sub	total
Smirnoff Vodka					Void Item	Identify Customer	Ho Tra	old ans	Enter
				Altern Quantity	Quantity	Return Item	Rec	eipt	Enter
				Discount %	Discount Amount		Credit Card	Che	eque
				No Sale	ltem List	Credit Payment	Debit Card	Ca	ish
and the second				Tab	iles	Credit Balance	Messages	Cri Acc	edit bunt
and the second sec		· · · · · · · · · · · · · · · · · · ·						1	



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.

			Sel	lect Modifi	ers				
			<u></u>		Subtl	74.95			
1%4			Beverage	Food					
Beef Buger & Chips 1 Burger & Chips Beef Buger & Chips 1 Hot Drink 1 Hot Drink	12.00 2.50 2.50				Breakfst	Sandwich	Side_Ord	Mains	Specials
10 BAL DUE	74.95		- Dessert	Starter	Hotbevs				
7	8	9	The second						
4	5	6							
1	2	3	and the second second			100			
0	00	C %	Action	Bookings	HD Loyalty	Function Food	Levy Top	Sub	total
Hot Drink					Void Item	Identify Customer	Ho Tra	ld ins	Enter
				Altern Quantity	Quantity	Return Item	Rec	eipt	Enter
				Discount %	Discount Amount		Credit Card	Che	que
				No Sale	ltem List	Credit Payment	Debit Card	Ca	Ish
				Tat	bles	Credit Balance	Messages	Cri Acc	edit bunt

Select the payment method



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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).

l Hot Drink	2.50		^
10 BAL DUE	74.95		
10 BAL DUE	74.95		
10 BAL DUE	74.95		
CASH	18.74		
1 PART PAYMENT	-18.74		
			×
7	8	ç	•
			_
4	5	(5
4	2		
	2		
0	00	С	%

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Finish processing the remainder of the bill.