

Setting up Split Bill

Go to Management

[2021-05-27-10_38_41.png](#)

Then "Occasional Menu"

[2021-05-27-10_40_20-Window.png](#)

Then "Options"

[2021-05-27-10_42_06-inTouch.png](#)

In "Options" go to the "set-up" tab along the top

[2021-05-27-10_43_26-Window.png](#)

In the options tab, under general, look for the "Split Bill" tick box

[2021-05-27-10_45_48-Window.png](#)

To split a bill, go to a Restaurant order

[2021-05-27-10_50_30-Window.png](#)

once on a restaurant table order, in the bottom right hand corner, there will now be a "Split Bill" button

[2021-05-27-10_53_07.png](#)

Pressing this button will bring up the "Split Bill" Screen, all items on the bill will be on the right hand side, and there will be 10 boxes for the items to go into.

[2021-05-27-10_54_24-Window.png](#)

To move the items into boxes, Click the item so that is highlighted in red and then select a box for it to be put into.

[2021-05-27-10_57_33-Window.png](#)

[2021-05-27-10_58_04-Window.png](#)

When an item has been put into a box, it will allow you to change the method of payment for the box as well.

[2021-05-27 11_03_25-Window.png](#)

Image not found or type unknown

When all items have been assigned their box, select "Print", in the bottom left hand corner to print each boxes contents as a receipt for the customer.

[2021-05-27 11_15_56-.png](#)

Image not found or type unknown

To finalise the order select the button in the middle at the bottom of the screen which shows the amount due. this will print a normal receipt, rather than how the bill was split.

[2021-05-27 11_08_18-Window.png](#)

Image not found or type unknown

Revision #1

Created Thu, May 27, 2021 9:29 AM

Updated Tue, Apr 18, 2023 10:59 AM