Setting up Split Payments

First go in to management

image-1613651051209.jpg

Then occasional menu

audit 2.jpg

Then options

audit 3.jpg

Then the Order Screen tab

Split Payments 1.jpg

The split payments option is at the bottom right

Split Payments 2.jpg

Tick this then click Save and Exit at the bottom of the screen and go back out to the main screen.

When you go to the payment screen now you will have a split payment button.

Split Payments 3.jpg

If you want to split the payment on an order click this and you will get more total boxes.

Split Payments 4.jpg

If you click on the payment type boxes that default to cash it will change to be the payment types you have setup. If you put an amount in a box it will show the remaining balance beneath,

Split Payments 5.jpg

When you have matched the total for the order it will say change due 0.00 and if you press accept the order will be finalised.

Split Payments 6.jpg

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