



Splitting a Bill

- **1. BEGIN BY ADDING ITEMS TO THE** ORDER SCREEN. THEN TAP PAY.
- 2. UNDER THE ACTIONS ICON, SELECT SPLIT BILL. IF YOU DO NOT SEE THE ICON, USE THE ARROW TO VIEW MORE ICONS.
- **3. AFTER SELECTING SPLIT BILLS,** YOU CAN CHOOSE TO SPLIT THE BILL IN SEVERAL WAYS:
 - SPLIT EVENLY: IF THIS IS SELECTED, ANOTHER PROMPT WILL ASK THE AMOUNT OF PEOPLE TO SPLIT THE BILL THE BETWEEN. (I.E. IF "3" PEOPLE ARE SELECTED, THE SYSTEM WILL AUTOMATICALLY CREATE 3 EVENLY SPLIT CHECKS.)
 - SPLIT MANUALLY: IF THIS IS SELECTED, ANOTHER PROMPT WILL ASK THE AMOUNT OF PEOPLE TO SPLIT THE BILL BETWEEN. AFTER SELECTING THE AMOUNT OF PEOPLE, ANOTHER PROMPT WILL ASK TO





ENTER THE MANUAL AMOUNT FOR EACH CHECK. (I.E. IF "3" PEOPLE ARE SELECTED, THE SYSTEM WILL PROMPT FOR THE AMOUNT DUE ON THE FIRST CHECK, THE SECOND CHECK, AND THEN WILL AUTOMATICALLY CREATE THE THIRD CHECK WITH THE BALANCE LEFT OVER.)





- **SPLIT BY ITEM:** THIS OPTION ALLOWS TO ADD AS MANY CHECKS AS NEEDED AS WELL SELECTING WHICH ITEMS TO TO PUT ON EACH CHECK.
- SPLIT BY SEAT NUMBER: FROM HERE, SELECT AN ITEM TO BE SPLIT IN HALF, OR ADD ANY ITEM TO A NEW CHECK.

CLEAR SPLIT BILLS

CLEARING A SPLIT BILL MERGES SPLIT BILL BACK INTO ONE TOTAL. BECAUSE IT ALSO REFUNDS ALL PAYMENTS ON THE ORDER, CLEARING A SPLIT BILL REQUIRES A SECURITY **PIN** FROM AN EMPLOYEE WITH REFUND PERMISSION

- **1.** FOR SPLITTING THE BILL EVENLY, ENTER THE SPECIFIC AMOUNT OF
 - PEOPLE.

Close	Checkout	Order # 215	62		Done
Discounts Service Fee(s): Sub Total: Surcharge:	\$0.00 \$0.00 \$9.49	s of Decembr		_{РАУМ}	ent amount
Tax Autogratuity: TOTAL:		r of People		9	\$10
Balance Due: 	Cancel	ОК		6	\$20
		1	2	3	\$50
		С	0	•	$\overline{\mathbf{x}}$
K 🖂 🗗 🎱 Email Reprint Permits	Redeem Reverds Spirt Bill	Cash Manual Cree	Cr dit Gift	edit Card	Check > Credit +

2. NEXT, ENTER THE PAYMENT METHOD AND COMPLETE THE PAYMENTS FOR EVERY INDIVIDUAL CHECK. ONCE COMPLETED, THE POINT OF SALE WILL DIRECT YOU TO A NEW ORDERS SCREEN.



Split Payments



iPad 🗢				9:39 AM			@ \$	60% 💻	iPad 🜩			9:40 AM				_ •	9 🕯 60% 💷
Revel				Refund Payments	Clear Split Bills				Revel	Close	Checkout	Order # 215	58 - 1		Done	rder S	
Name Sort 1	Check #2155 Qty	8 - 1 Each	Total	Name Cont 1	Check #21	558 - 2 Each	Total		Name Sort 1	Discounts Service Fee(s): Sub Total: Surcharge:	\$0.00 \$0.00 \$11.50 \$0.00			^{РАУМ}	ent amount	tal	
Hotdog	1	\$5.00	\$5.00	Hotdog	1	\$5.00	\$5.00		Hotdog	Autogratuity:	\$0.98					00	
Seat 1 Jalapono dog	1	\$6.50	\$6.60	Seat 1 Jalapono dog	1	\$6.50	\$6.50		Seat 1 Jalapono dog	TOTAL:	\$12.48	7	8	9	\$10	50	
								_		Balance Due:	\$12.48						
								Add Nev		No paymen	ts have been made	4	5	6	\$20		Add Nev
								v Check				1	2	3	\$50		v Check
	TOT, Bala	AL: nce Due:	\$6.24 <mark>\$6.24</mark>		TI Bi	OTAL:	\$6.24 \$6.24					С	0			24 24	
	Print C	Check	Pay Check		Prin	nt Check Pay	Check									k	
1 \$6.24 Тір/бгат: \$0.00 \$6.24	2 + \$6.24 \$6.24 \$6.24 Check					Hold	Close		1 \$6.24 Тір/бгай: \$0.00 \$6.24	K 🛗 🖂 Gift Receipt Email	Reprint Payments Revends	Cash Manual Ci	Cr redit Gift	edit Card	Check Credit +	CI	

3. TAP CLEAR SPLIT BILLS.

Revel				Refund Payments	Clear	Split Bills	Print All Check	<s order="" s<="" th=""><th>creen</th></s>	creen
	Check #99	2 - 1	PAID		(Check #99	92 - 2		
Name	Qty	Each	Total	Name		Qty	Each	Total	
Seat 1 Medium Fountain Drink	1	\$2.50	\$2.50	Seat 1 Medium Fountair	n Drink	1	\$2.50	\$2.50	
Seat 1 House Salad	1	\$8.95	\$8.95	Seat 1 House Salad		1	\$8.95	\$8.95	
Seat 1 22" - Supreme	1	\$20.95	\$20.95	Seat 1 22" - Supreme		1	\$20.95	\$20.95	3
Seat 2 Medium Fountain Drink	1	\$2.50	\$2.50	Seat 2 Medium Fountai	n Drink	1	\$2.50	\$2.50	NOO IN
Seat 2 Caesar Salad	1	\$8.95	\$8.95	Seat 2 Caesar Salad		1	\$8.95	\$8.95	EW CI
	TO1 Bala	TAL: ance Due:	\$23.88 \$0.00			TC Ba)TAL: llance Due:	\$23.87 \$23.87	INCO
(Print	Check	ay Check		6	Prin	t Check	ay Check	

4. IF THE EMPLOYEE WHO OWNS THE ORDER DOES NOT HAVE REFUND

PERMISSION, THE POINT OF SALE WILL REQUIRE A PIN FROM SOMEONE

							\$ 74%
Revel							
	Check #1006 - 1	Cancel	Security PIN	ок	06 - 2		
Name	Qty	1	Inter the Security PIN		Each	Total	
Seat 1 Medium Fountain Drink	1	\frown	\sim		\$2.50	\$2.50	
Seat 1 House Salad	1	(1)(2)(3)	\$8.95	\$8.95	
Seat 1 22" - Suproma	,	\sim	\sim	\leq	\$20.95	\$20.95	⊳
Seat 2 Medium Fountain Drink	1	(4)) (5) (6	\$2.50	\$2.50	dd N
Seat 2 Caesar Salad	1	7	8	9	\$8.95	\$8.95	ew Che
	TOTAL: Balance Du	C		TC Ba	DTAL:	\$23.87 \$23.87	ck
	Print Check	\smile		in	t Check Pa	ay Check	
1 2 \$23.88 Tip/Graf: \$000 \$23.88 \$23.	87 900 87 87 Check				Hold		



Split Payments



5. TAP YES.

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Revel			[Refund Payments Cle	ar Split Bills	Print All Checks	Order S	creen
	Check #99	2 - 1	PAID		Check #9	92 - 2		
Name	Qty	Each	Total	Name	Qty	Each	Total	
Seat 1 Medium Fountain Drink	1	\$2.50	\$2.50	Seat 1 Medium Fountain Drink	: 1	\$2.50	\$2.50	
Seat 1 House Salad	1	\$8.95	Confirm		1	\$8.95	\$8.95	
Seat 1 22" - Supreme	1	\$20.95	Existing paym	ents will be refunded. Are	, 1	\$20.95	\$20.95	
Seat 2 Medium Fountain Drink	1	\$2.50		you sure?	1	\$2.50	\$2.50	
Seat 2 Caesar Salad	1	\$8.95	No	Yes	1	\$8.95	\$8.95	
	TOT Bala	AL: ince Due: Check	\$23.88 \$0.00 Pay Check		TC Ba	DTAL: \$2 Ilance Due: \$2 It Check Pay	23.87 23.87 ^{Check}	
1 2 \$23.88 Tip/Grat: \$0.00 PAID \$23.1	87 New Check					Hold		

6. TAP OK AND REFUND ANY PAYMENTS.

