How to Split a Payment Equally

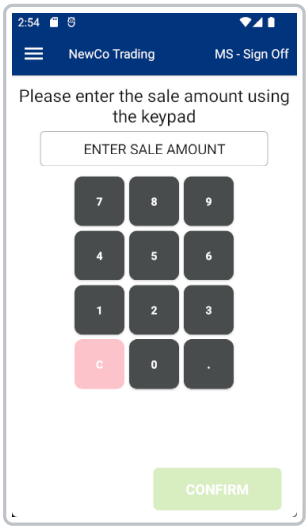
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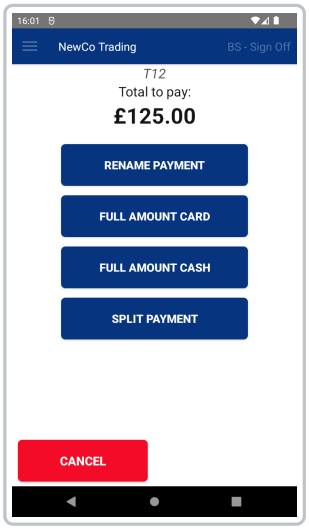
You can easily split a bill into multiple payments, perfect for situations like:

- A customer paying part by **card** and part by **cash**
- A group of people sharing the bill

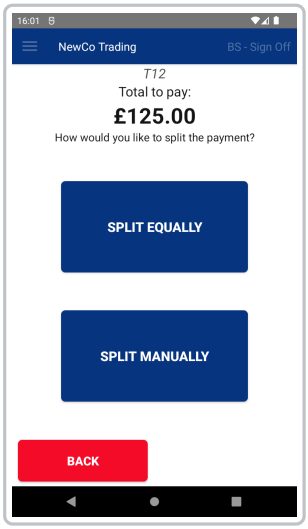
Step-by-Step: Splitting a Payment Equally

1. **Start a Sale**
   After entering the sale amount, tap the **SPLIT PAYMENT** button.

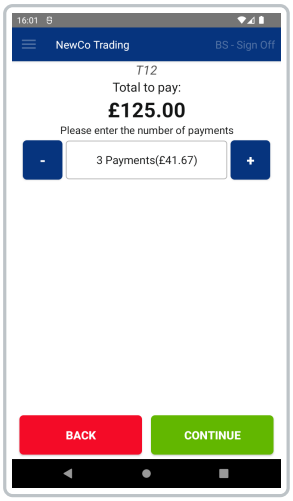




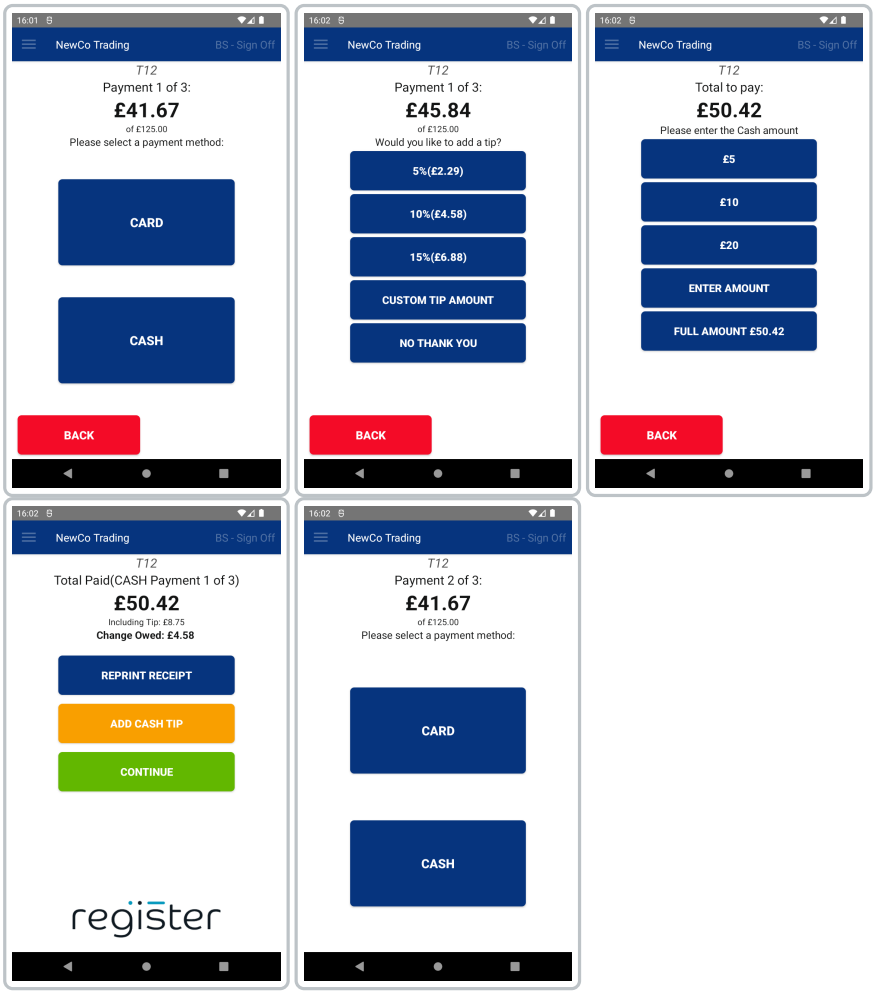
2. **Choose Equal Split**
   Tap **SPLIT EQUALLY**.



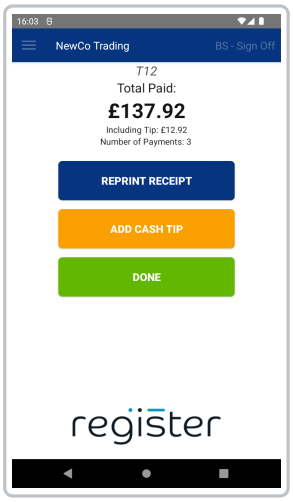
3. **Select Number of Payments**
   - Use the **(+)** and **(–)** buttons to set how many ways you'd like to split the bill.
   - The system will automatically calculate the amount for each payment.
   - Once you're ready, tap **CONTINUE**.



4. **Process Each Payment One by One**
   For each split:
   - Choose the **payment method** (**CARD** or **CASH**).
   - If tips are enabled, gratuity options will appear for that payment.
   - Once the payment is made, a **receipt will print** for that portion.
   - Tap **CONTINUE** to move to the next payment.



5. **Complete the Transaction**
    - After all parts of the bill are paid, a**final receipt** will be printed.
    - Tap **DONE** to finish and return to the **Pay** screen.



The **DONE** button will display a **60-second countdown timer**.
If no action is taken, once the countdown reaches **0**, the system will automatically select **DONE** and return you to the **main screen**, ready for the next transaction. This helps keep the device ready to use and avoids it being left on the summary screen.

Learn more:

- How to split the bill manually
- How to configure split payments