

# How to Split a Payment Equally

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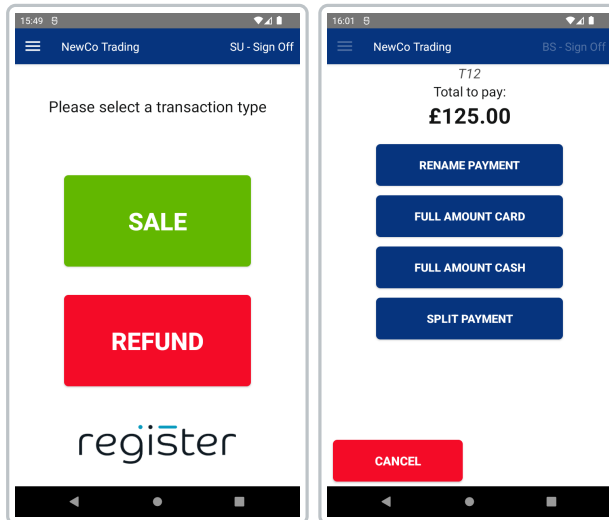
You can easily split a bill into multiple payments, perfect for situations like:

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

## Step-by-Step: Splitting a Payment Equally

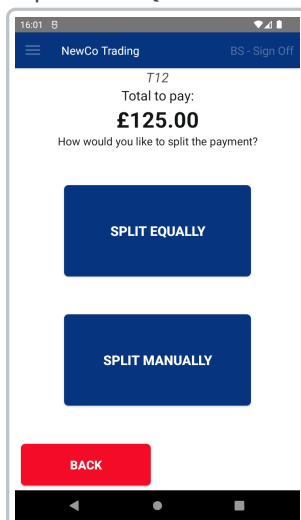
### 1. Start a Sale

After entering the sale amount, tap the **SPLIT PAYMENT** button.



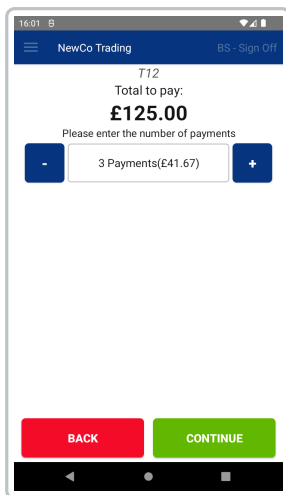
### 2. Choose Equal Split

Tap **SPLIT EQUALLY**.



### 3. Select Number of Payments

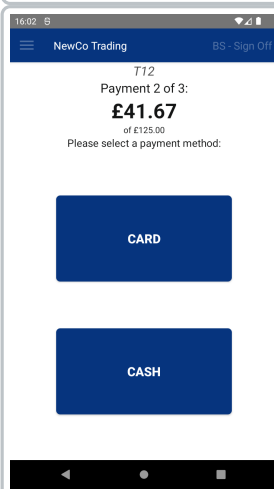
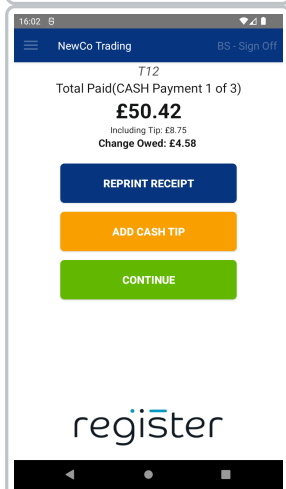
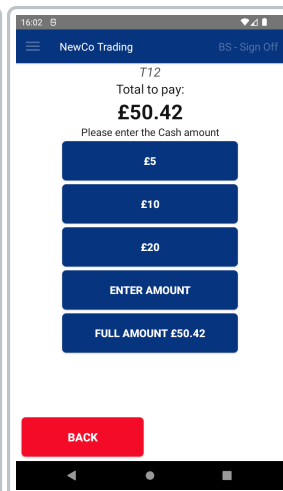
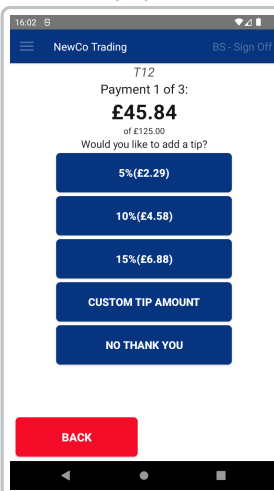
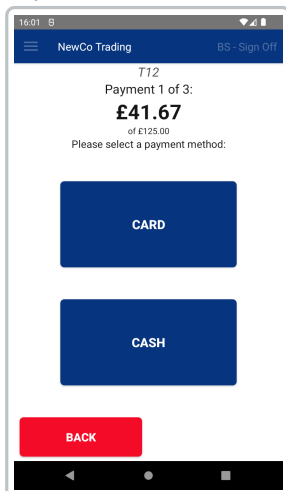
- Use the ( + ) and ( - ) buttons to set how many ways you'd like to split the bill.
- The system will automatically calculate the amount for each payment.
- Once you're ready, tap **CONTINUE**.



#### 4. Process Each Payment One by One

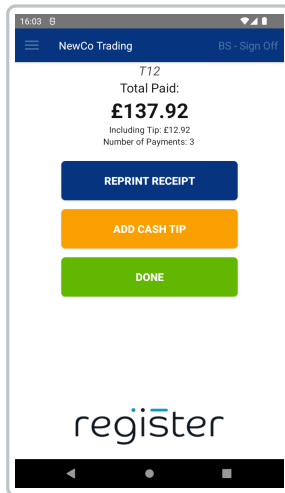
For each split:

- 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](#)