⁉️ How to Split a Payment Manually

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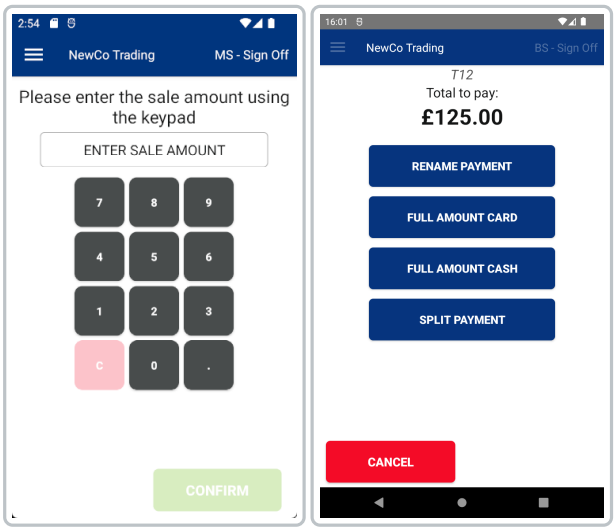
Manual split payments let you divide the bill into **custom amounts**, ideal when:

- A customer wants to pay part by **card** and part by **cash**
- Different people are covering **uneven portions** of the bill

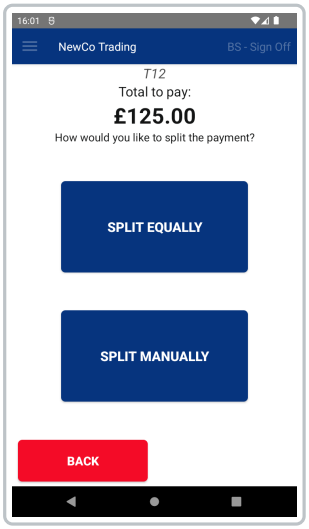
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❓ Step-by-Step: Splitting a Payment Manually

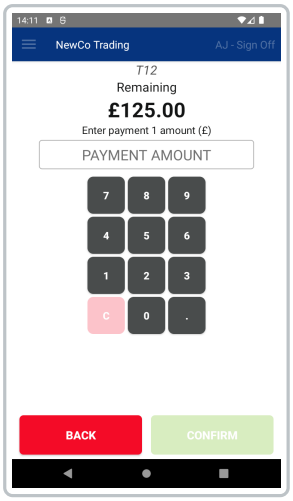
1. **Start a Sale**
   Enter the total sale amount, then tap **SPLIT PAYMENT**.



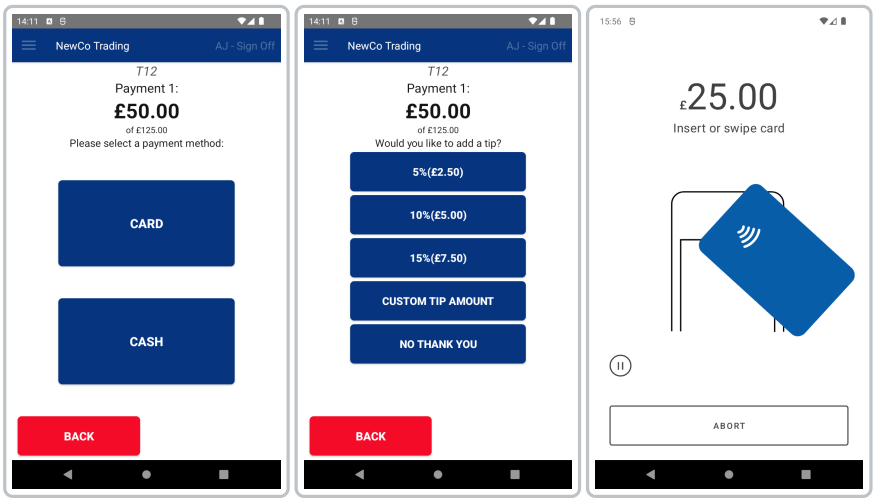
2. **Choose Manual Split**
   Tap **SPLIT MANUALLY**.

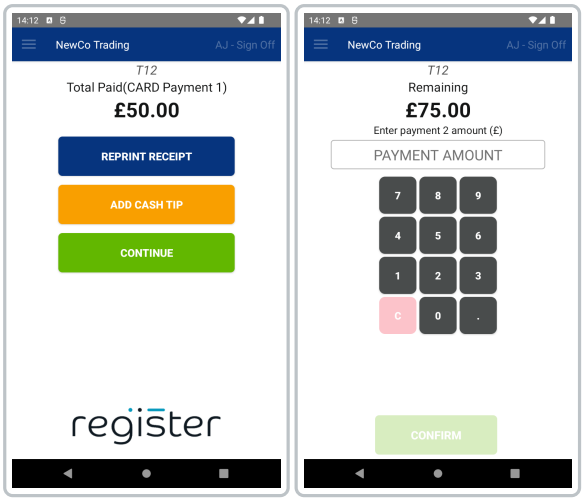


3. **Enter First Payment Amount**
   - Use the keypad to enter the **amount for the first payment**.
   - Tap **CONTINUE** to proceed.

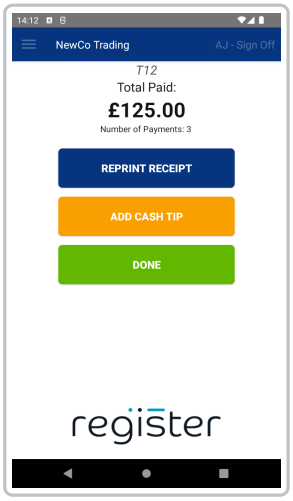


4. **Complete Each Payment in Turn**
   For each part:
   - The system will show the **remaining balance**.
   - Enter the next **payment amount**.
   - Choose the **payment method** (**CARD** or **CASH**).
   - If tips are enabled, you'll see gratuity options.
   - A **receipt** will print for each individual payment.
   - Tap **CONTINUE** to move on to the next payment.





5. **Finalize the Transaction**
    - Once the **entire balance is paid**, the system will print a **final receipt**.
    - Tap **DONE** to return to the **Pay** screen and begin a new transaction.



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 a payment equally
- How to configure split payments