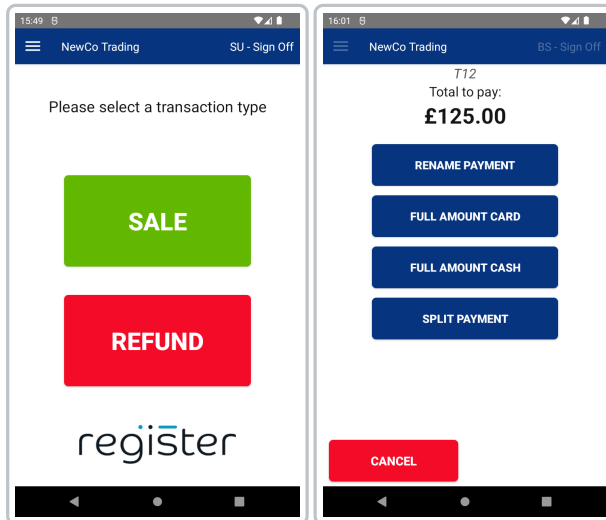# How to Split a Payment Manually

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
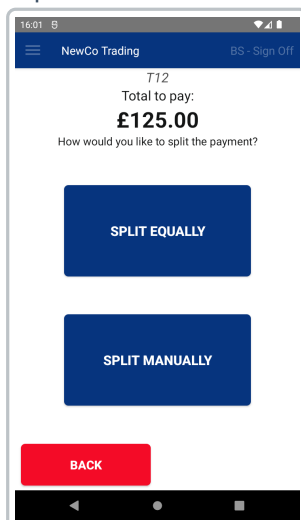

Step-by-Step: Splitting a Payment Manually

1. **Start a Sale**

   Enter the total sale amount, then tap **SPLIT PAYMENT**.
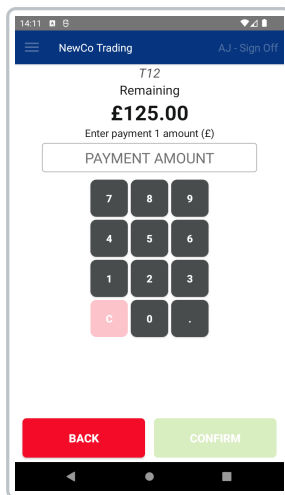

2. **Choose Manual Split**

   Tap **SPLIT MANUALLY**.

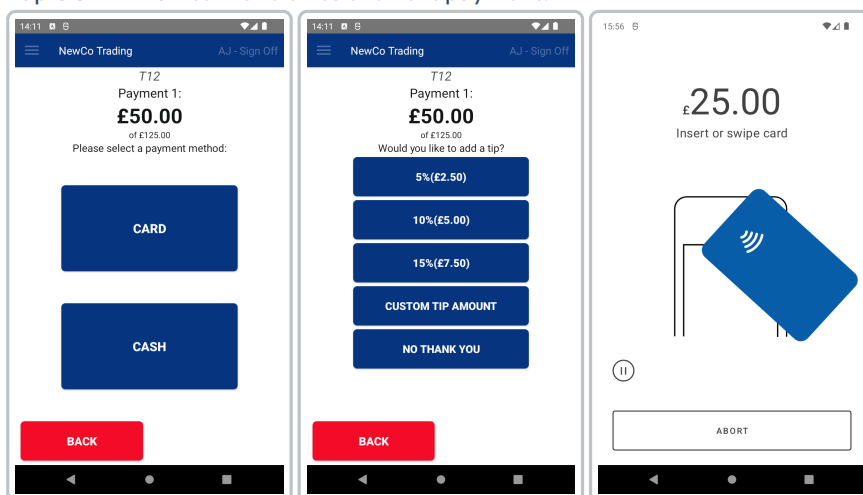3. **Enter First Payment Amount**

   - Use the keypad to enter the **amount for the first payment**.
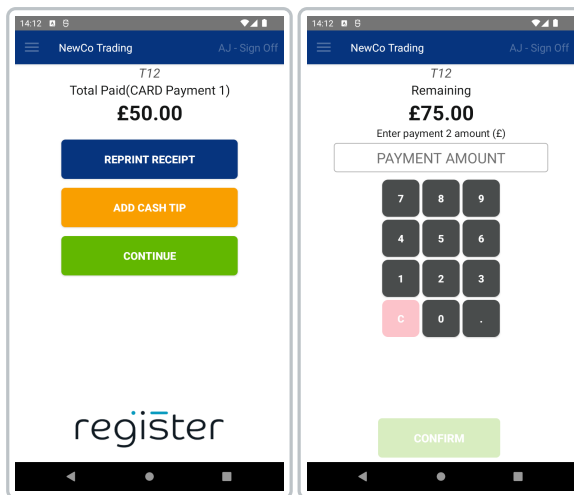
   - Tap **CONTINUE** to proceed.

4. **Complete Each Payment in Turn**

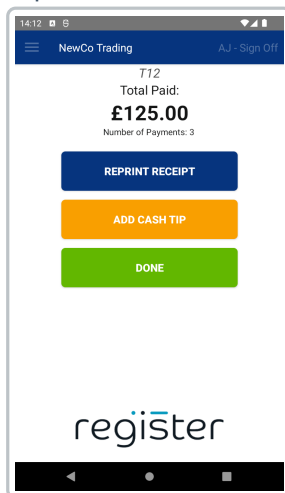   For each part:

   - 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.

> **i** 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