



The Split Orders function is used to split one check into two or more checks for payment by different cards/persons. Items can also be split between checks.

The Help Desk will need to add a Split Order key; 877-811-3811.

Split Orders

Ringling and Payment

1. ring Item(s)
2. all items will display as one check

Check 7	52	
POS S.	Eat In	
1 Al Pastor Burrito	5.95	
1 Chicken Taco	2.35	
1 Chicken Quesadilla	4.95	
1 Vegetarian Quesadilla	3.50	
Regular Tatemada Salsa		
1 Mexican Soda	3.00	
Mexican Coke		
1 Bottle Water	1.90	
1 Homemade Flan	3.95	
1 Chips & Salsa	1.60	
Spicy Chip Salsa		
Subtotal	27.20	
Food Tax	2.00	
Beverage Tax	0.44	
Total	29.64	
BALANCE DUE	29.64	



- to separate items select split (from function bar)



- split check screen will display with the check listed as seat 1



- to move items to another seat (another check)
 - touch items to move (to highlight them)
 - select new
 - seat 2 will appear next to seat 1





- touch inside seat 2 check; highlighted items from seat 1 will move to seat 2
- repeat as necessary (for additional seats)
- select done

Split Check	
Seat 1 \$16.67	Seat 2 \$12.97
1 Al Pastor Burrito 5.95	1 Chicken Quesadilla 4.95
1 Chicken Taco 2.35	1 Mexican Soda 3.00
1 Vegetarian Quesadilla 3.50	Mexican Coke
Regular Tatemada Salsa	1 Homemade Flan 3.95
1 Bottle Water 1.90	
1 Chips & Salsa 1.60	
Spicy Chip Salsa	

Done

New

Previous

6. split check screen will close and seat 1 check will display

Check 8-1	
POS S.	Eat In
1 Al Pastor Burrito	5.95
1 Chicken Taco	2.35
1 Vegetarian Quesadilla	3.50
Regular Tatemada Salsa	
1 Bottle Water	1.90
1 Chips & Salsa	1.60
Spicy Chip Salsa	

- seat 1 is underlined, this is check 8-1
- select seat 2 to display seat 2, this is check 8-2
- whichever seat is selected is the seat ready for payment

Check 8-2	
POS S.	Eat In
1 Chicken Quesadilla	4.95
1 Mexican Soda	3.00
Mexican Coke	
1 Homemade Flan	3.95

Subtotal	15.30
Food Tax	1.20
Beverage Tax	0.17
Total	16.67
BALANCE DUE	16.67

1

2

Subtotal	11.90
Food Tax	0.80
Beverage Tax	0.27
Total	12.97
BALANCE DUE	12.97

1

2



7. tender order
8. \$\$\$ will display over the seat that has been paid

Subtotal	11.90
Food Tax	0.80
Beverage Tax	0.27
Total	12.97
Cash	-12.97
CHANGE DUE	0.00

1

2

9. select seat 1 to display and tender seat 1 order

Subtotal	15.30
Food Tax	1.20
Beverage Tax	0.17
Total	16.67
BALANCE DUE	16.67

1

2

10. tender order



Splitting Items

When splitting checks you can also split items for payment. Items need to be split first and then moved to other seats.

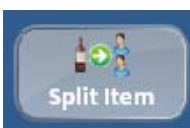
The below example is using the previous two seats; chips & salsa will be split for payment.

Split Check	
Seat 1 \$16.67	Seat 2 \$12.97
1 Al Pastor Burrito 5.95	1 Chicken Quesadilla 4.95
1 Chicken Taco 2.35	1 Mexican Soda 3.00
1 Vegetarian Quesadilla 3.50	Mexican Coke
Regular Tatemada Salsa	1 Homemade Flan 3.95
1 Bottle Water 1.90	
1 Chips & Salsa 1.60	
Spicy Chip Salsa	

1. touch chips & salsa (to highlight)

Split Check	
Seat 1 \$16.67	Seat 2 \$12.97
1 Al Pastor Burrito 5.95	1 Chicken Quesadilla 4.95
1 Chicken Taco 2.35	1 Mexican Soda 3.00
1 Vegetarian Quesadilla 3.50	Mexican Coke
Regular Tatemada Salsa	1 Homemade Flan 3.95
1 Bottle Water 1.90	
1 Chips & Salsa 1.60	
Spicy Chip Salsa	

2. select split item





3. enter the number of splits; the split will be 2 because there are 2 seats
4. select ok

Split Check

Seat 1	Seat 2
1 Al Pastor Burrito 5.95	1 Chicken Quesadilla 4.95
1 Chicken Taco 2.35	1 Mexican Soda 3.00
1 Vegetarian Quesadilla 3.50	
Regular Tatemada Salsa	
1 Bottle Water 1.90	
1 Chips & Salsa 1.60	
Spicy Chip Salsa	

Number of Splits

2

1 2 3
4 5 6
7 8 9
C 0 <

OK Cancel

Done New Previous Next Combine Split Item Adjust

5. the item displays split
6. touch one of the highlighted items (to un-highlight)

Split Check

Seat 1	Seat 2
1 Al Pastor Burrito 5.95	1 Chicken Quesadilla 4.95
1 Chicken Taco 2.35	1 Mexican Soda 3.00
1 Vegetarian Quesadilla 3.50	Mexican Coke
Regular Tatemada Salsa	1 Homemade Flan 3.95
1 Bottle Water 1.90	
** 1/2 Chips & Salsa 0.80	
Spicy Chip Salsa	
** 1/2 Chips & Salsa 0.80	
Spicy Chip Salsa	

Split Check

Seat 1	Seat 2
1 Al Pastor Burrito 5.95	1 Chicken Quesadilla 4.95
1 Chicken Taco 2.35	1 Mexican Soda 3.00
1 Vegetarian Quesadilla 3.50	Mexican Coke
Regular Tatemada Salsa	1 Homemade Flan 3.95
1 Bottle Water 1.90	
** 1/2 Chips & Salsa 0.80	
Spicy Chip Salsa	
** 1/2 Chips & Salsa 0.80	
Spicy Chip Salsa	



- touch inside seat 2; split item will move to seat 2

Split Check			
Seat 1		Seat 2	
\$15.80		\$13.84	
1 Al Pastor Burrito	5.95	1 Chicken Quesadilla	4.95
1 Chicken Taco	2.35	1 Mexican Soda	3.00
1 Vegetarian Quesadilla	3.50	Mexican Coke	
Regular Tatemada Salsa		1 Homemade Flan	3.95
1 Bottle Water	1.90	** 1/2 Chips & Salsa	0.80
** 1/2 Chips & Salsa	0.80	Spicy Chip Salsa	
Spicy Chip Salsa			

- select done

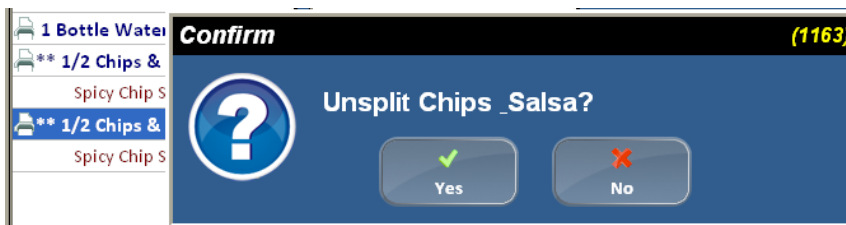


Unsplit Item

1. touch split item to highlight
2. move item back to original seat; do this by touching original seat
3. select unsplit item



4. select yes to unsplit



5. select done

Combine

After splitting seats they can be combines to one again.

1. select split from function bar
2. select combine



3. select done