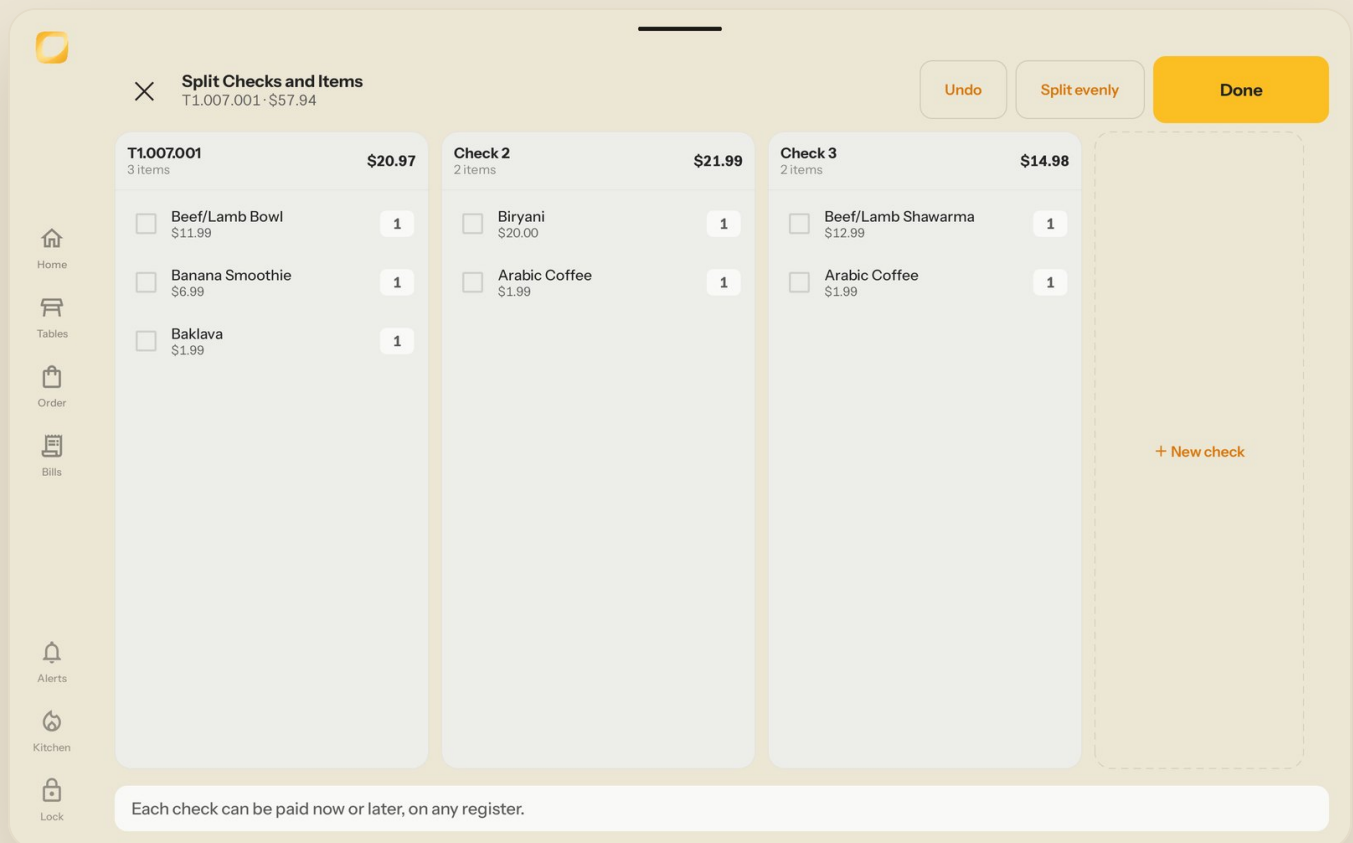


STAFF GUIDE · SPLIT PAYMENTS

Split checks, the simple way.

How to split a ticket by item or evenly, take each payment now or later, and undo a split, on any register.



Three ways to split a ticket

Every split starts from the same place: open the ticket, tap **More payment options**, then **Split**. Pick the way that fits the table.

1

By item

Move dishes onto separate checks, so each guest pays for what they ordered.

Best for: "I had the biryani, she had the bowl."

2

Evenly into checks

Cut the whole ticket into equal checks. Each check can be paid now or later, on any register.

Best for: groups sharing everything.

3

Evenly • pay here

Take equal shares one after another at this register, with no separate checks.

Best for: a quick split at the counter.

What's in this guide

Start a split	3
1 · Split by item (and share one dish)	4–5
2 · Split the whole ticket evenly into checks	6
Pay the checks: now, later, or on another register	7–8
3 · Split evenly and pay here	9
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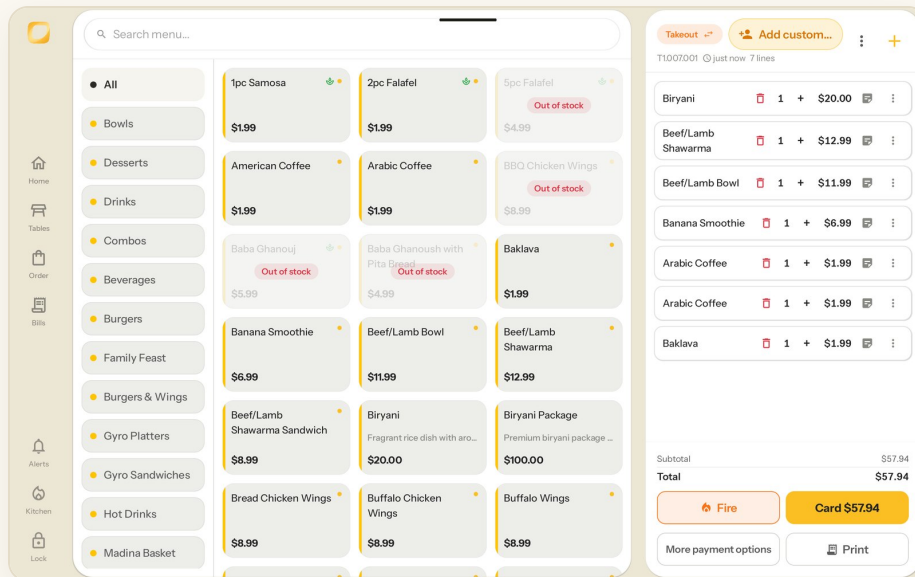
The most important thing

Split checks are real checks. They show on the Open list as one ticket, you can pay them in any order, from any register, and the day's reports still show the dishes you sold.

START A SPLIT

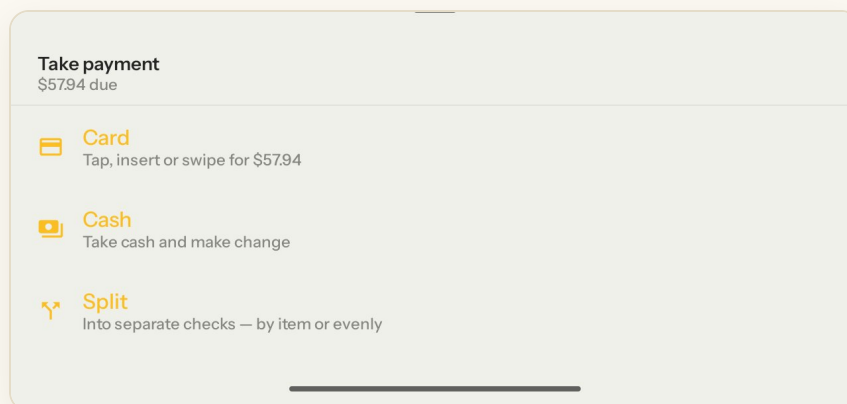
Open the ticket, then Split

Ring up the order as usual. When the guests ask to split, start from the ticket.



The ticket: seven items, \$57.94.

- 1 With the ticket open, tap **More payment options** under the total.
- 2 Tap **Split**: "Into separate checks, by item or evenly".



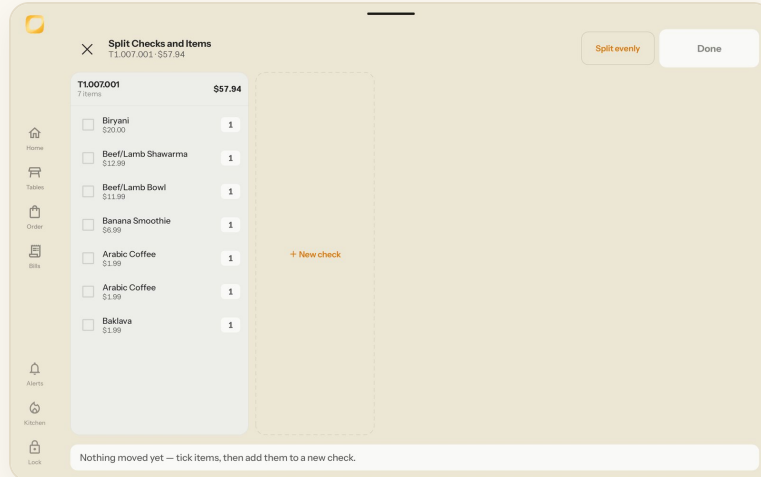
The Take payment sheet: Card, Cash or Split.

Already on the payment screen?

Tap the purple **Split** button at the bottom. It offers the same choices (see page 9).

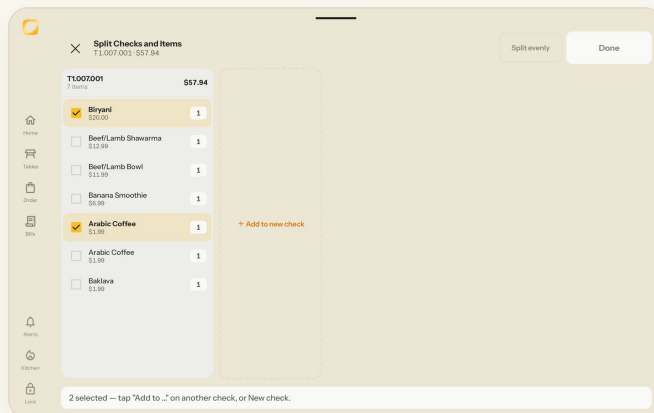
Move dishes onto separate checks

The Split Checks and Items screen shows the ticket on the left. Tick what one guest had and give it its own check.

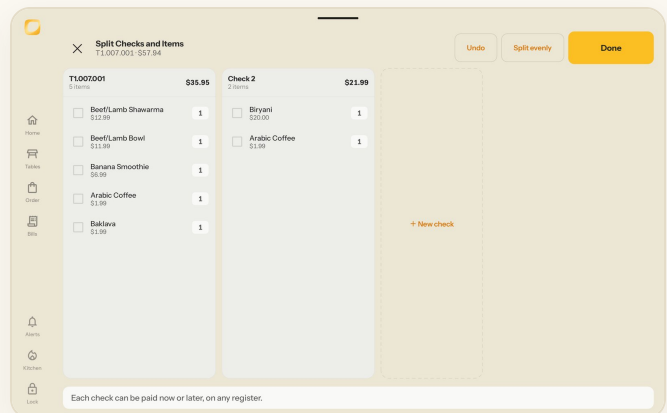


Every item starts on the original ticket.

- 1 Tick the items for the first guest. The bottom bar says how many you've selected.
- 2 Tap **+ Add to new check**. The items move to **Check 2**, and both totals update.
- 3 Repeat for each guest. To add to a check that already exists, tick items and tap **Add to Check 2** on that check.
- 4 Tap **Done** to create the checks.



Biryani and an Arabic Coffee ticked.



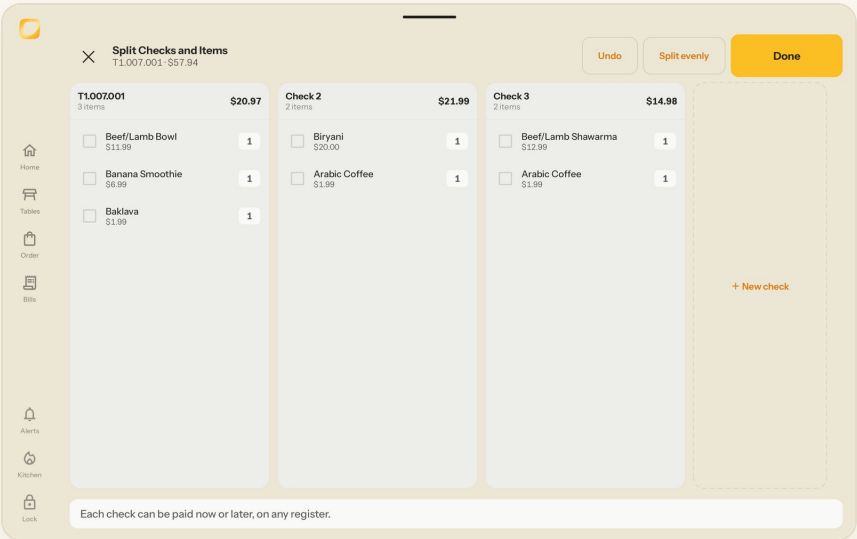
They're now on Check 2 (\$21.99).

Changed your mind before Done?

Undo at the top takes back your last move. Nothing is saved until you tap Done, and X leaves without splitting.

Three guests, three checks

The checks always add up to the ticket. Here, \$20.97 + \$21.99 + \$14.98 = \$57.94.

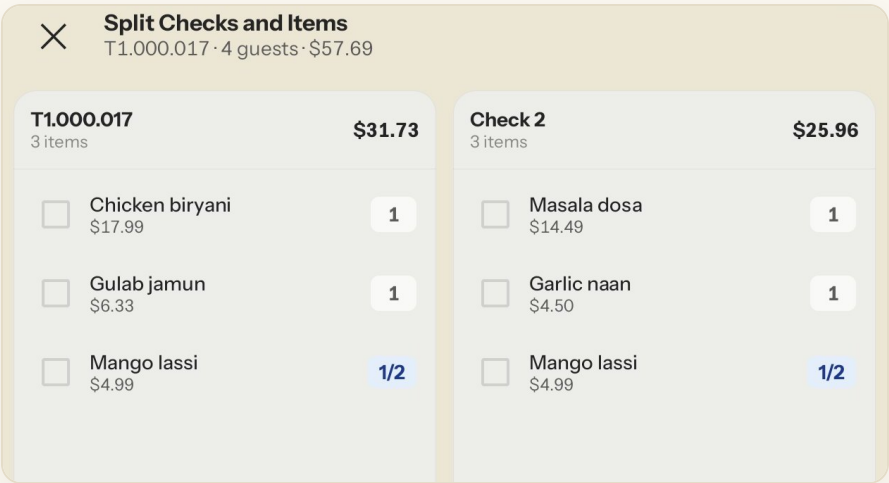


Ready to go: tap Done and the three checks are created.

Share one dish between guests

Two guests split a lassi? Share it instead of guessing who pays.

- 1 Tick just that one item.
- 2 Tap **Split evenly**. It asks, "How many ways are you splitting this item?"
- 3 Choose 2 (or more). The item becomes shares marked **1/2**, and you move each share onto a check.

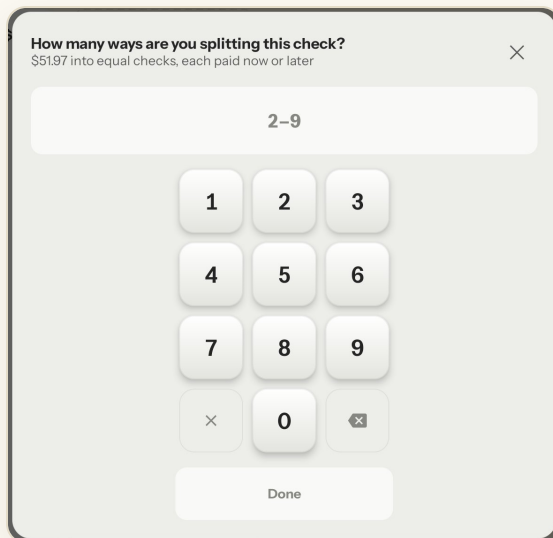


One Mango lassi, half on each check.

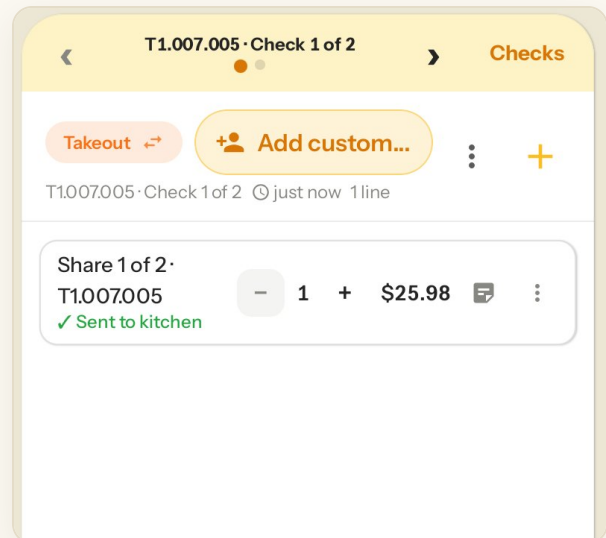
Cut the whole ticket into equal checks

For a group that shared everything. Each check is a real check, paid now or later on any register.

- 1 On Split Checks and Items, make sure **nothing is ticked**.
- 2 Tap **Split evenly**. It asks, "How many ways are you splitting this check?"
- 3 Enter the number of guests (2 to 9) and tap **Done**.



\$51.97 into equal checks.



Each check carries a "Share 1 of 2" line.

Odd cents

When the total doesn't divide evenly, the extra cent goes on the last check. \$51.97 becomes \$25.98 + \$25.99, so the checks always add up to the ticket.

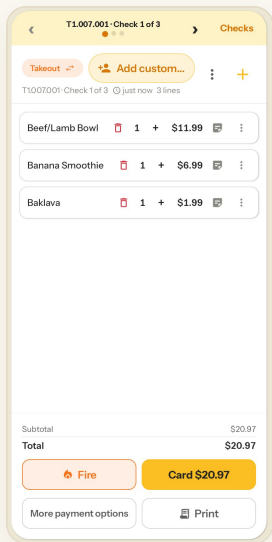
Reports stay right

Even though each check shows a "Share" line, sales reports still count the real dishes from the original ticket, including Food vs Drinks.

PAY THE CHECKS

One ticket, several checks

After Done, you're back on the order screen, now showing one check at a time.



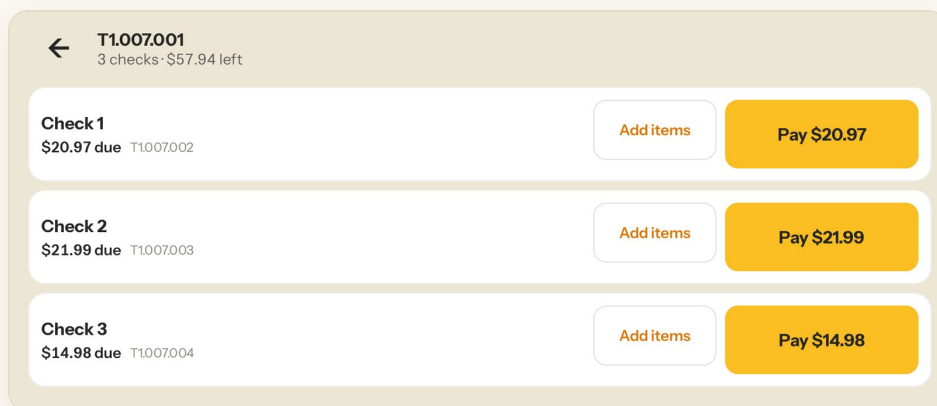
"T1.007.001 · Check 1 of 3". Use < > to switch checks.

- 1 The yellow band shows which check you're on. Tap < or > to move between checks.
- 2 Add items to **this check only** the normal way; the other checks don't change.
- 3 Tap **Checks** to see every check at once.

Takes payment like any bill

Card, cash, QR pay, tips and receipts all work per check. Each check prints its own receipt.

The Checks screen



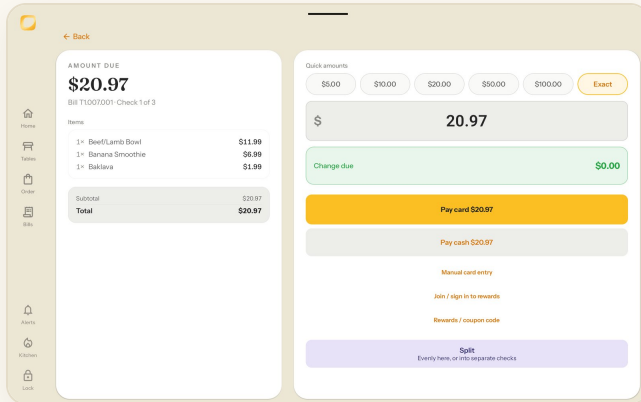
Each check shows what's due, with Add items and Pay.

- 1 Tap **Pay \$20.97** on a check to take that guest's payment.
- 2 Tap **Print all checks** to print every unpaid check. With QR pay on, each has its own QR code, so guests can pay from their phone.

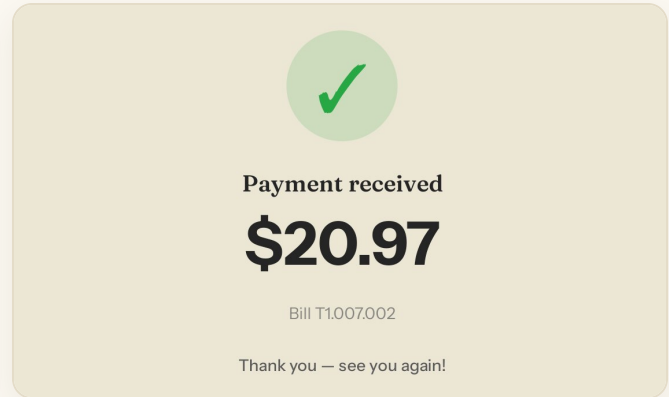
PAY THE CHECKS

Now, later, or on another register

Each check is paid on its own. Pay one now and leave the rest; they stay open until they're paid.

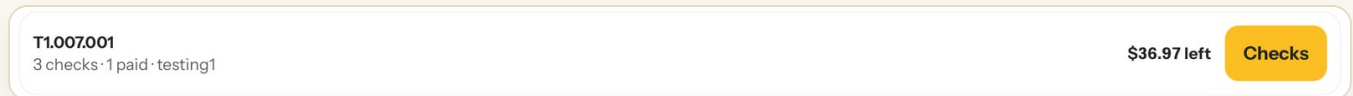


Paying Check 1 of 3: only its items and total.

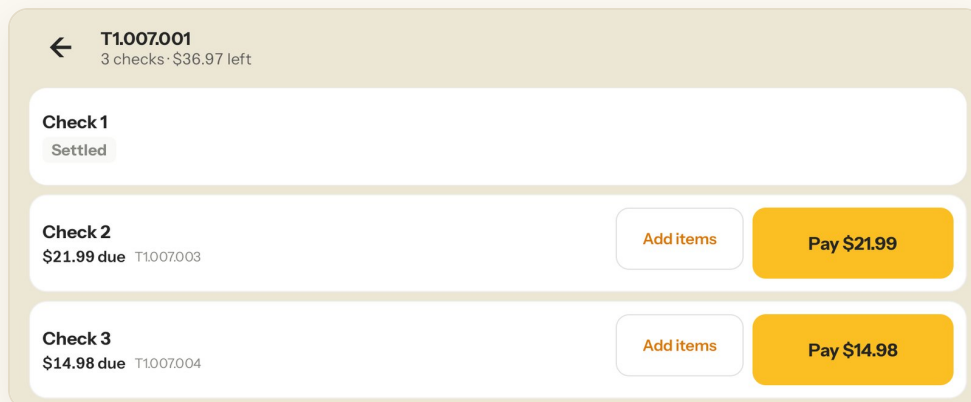


Payment received.

On the Open list, it's still one ticket



"3 checks · 1 paid · \$36.97 left". Tap **Checks** to carry on.



Check 1 is Settled; the other two are still due.

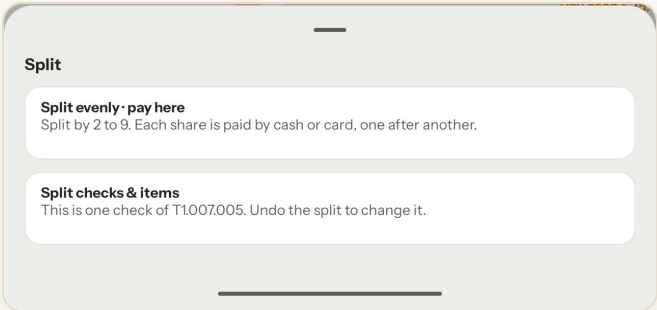
Any register

The checks live on the server, not on one tablet. A second register can open the same ticket from Bills → Open and take the remaining payments.

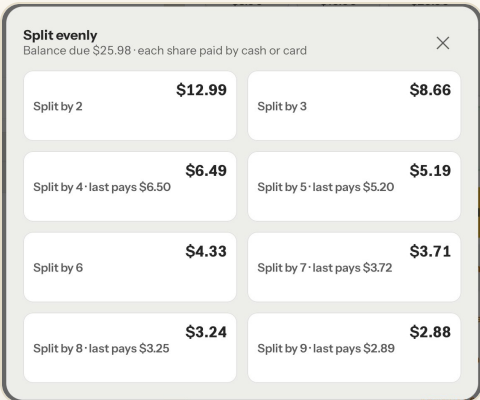
Quick equal shares at the register

When everyone is paying right now and you don't need separate checks, split on the payment screen and take each share in turn.

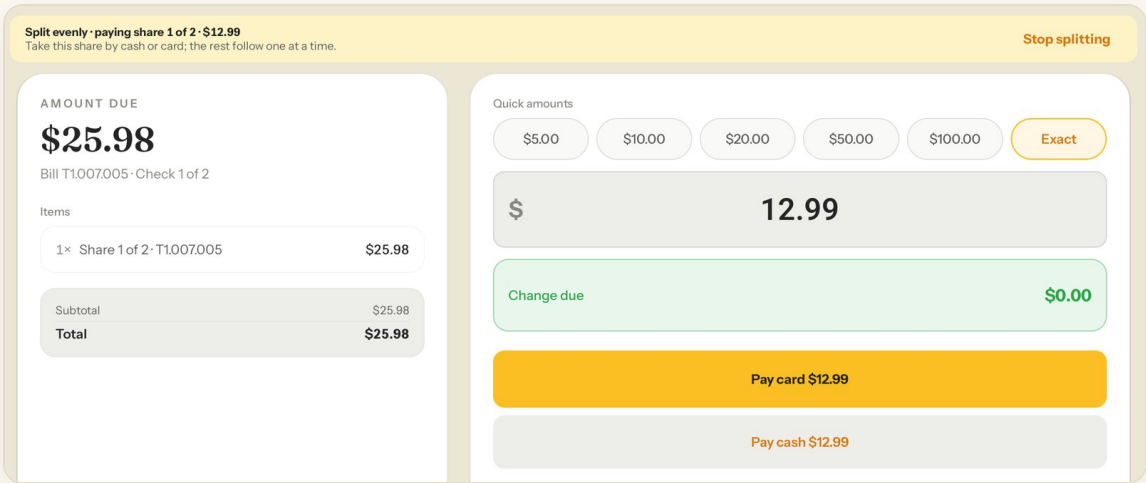
- 1 On the payment screen, tap the purple **Split** button, then **Split evenly · pay here**.
- 2 Pick how many ways. Each option shows the share, and when it doesn't divide evenly, what the last guest pays.
- 3 Take the first share by card or cash. The next share comes up automatically until all are paid.



The Split sheet on the payment screen.



Split by 2 to 9, with each share's amount.



"Split evenly · paying share 1 of 2 · \$12.99". Tap **Stop splitting** to go back to one payment (before any share is paid).

UNDO A SPLIT

Guests changed their minds?

If nobody has paid yet, undo the split and the original ticket comes back exactly as it was: every dish, one total.

- 1 Open the ticket's **Checks** screen.
- 2 Tap **Undo split** at the bottom.
- 3 Confirm. The checks disappear and the original ticket is back on the Open list, with all its items.

You can split again

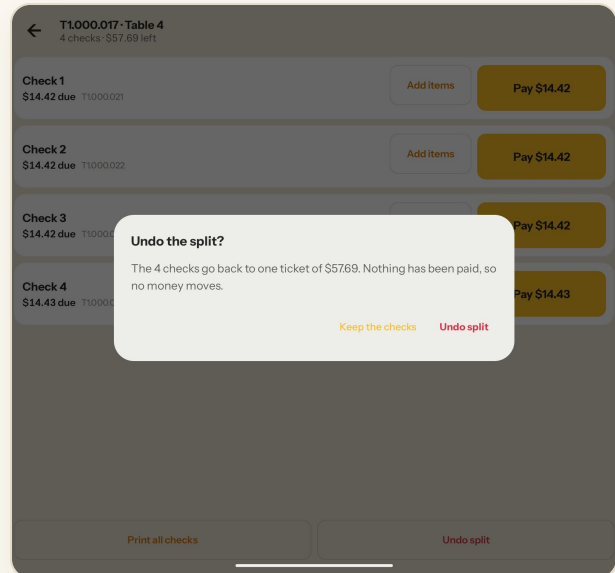
After an undo, the ticket is an ordinary ticket. Split it again any way you like; you get fresh checks.

Items added to a check

If you added a drink to one check after splitting, it moves back onto the ticket too, once. The kitchen isn't sent anything again.

When Undo isn't offered

Once any check has a payment or a card on hold, the split can't be undone. Take the remaining checks' payments as they are.

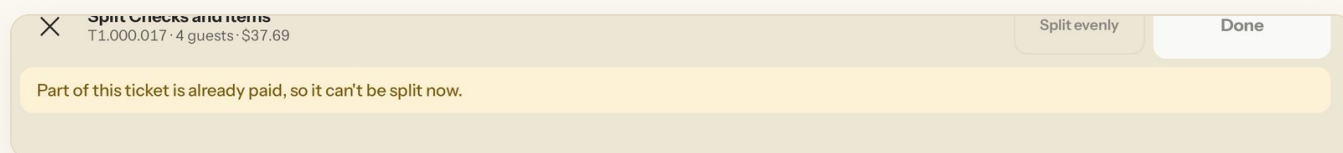


"The 4 checks go back to one ticket of \$57.69. Nothing has been paid, so no money moves."

GOOD TO KNOW

Questions staff ask

Can I split a ticket that's partly paid?	No. Split before taking any payment. If part is already paid, Split says so; take the rest as one payment.
What if a card is on hold for the ticket?	Close it on that card first. Split isn't available while a card is held.
Can each guest tip separately?	Yes. Each check is paid on its own, so each guest chooses their own tip.
Can I print a check for each guest?	Yes: Checks → Print all checks. With QR pay turned on, each printed check has its own QR code.
Can two registers work the same split?	Yes. Checks are saved on the server; any register can open them from Bills → Open.
What happens offline?	Separate checks need a connection. Offline, Split offers "split and pay everyone here now" instead.
Will my reports look different?	No. Sales, items, categories and Food vs Drinks read the same as if the ticket were paid whole, and a split is never counted as a void.
Can I merge checks back?	Use Undo split (page 10) before anyone pays. It restores the original ticket.



Split explains itself when it can't be used.

Which app version?

Everything in this guide needs HappySpace POS v0.1.70 or newer. Registers update automatically.