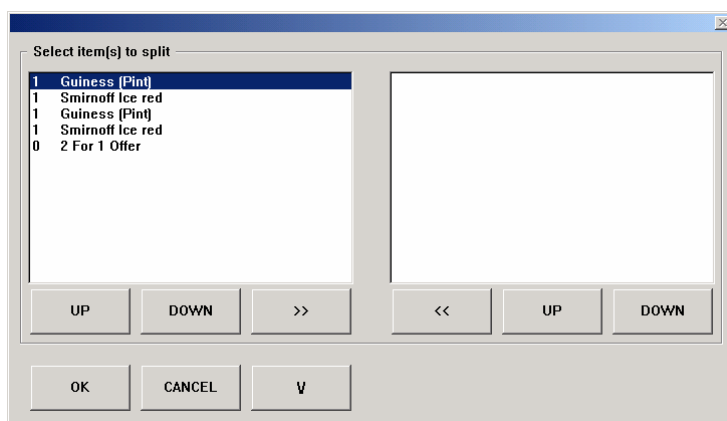


## How to Split a Receipt or Bill

The option to split a table is located under the table map facility. Follow these steps to learn about splitting tables. Ring up an order against a table in the normal manner.

When you want to split the table:

1. Press the Table button
2. Select the Table (e.g. 5)
3. Select Split
4. A dialog will appear, for example

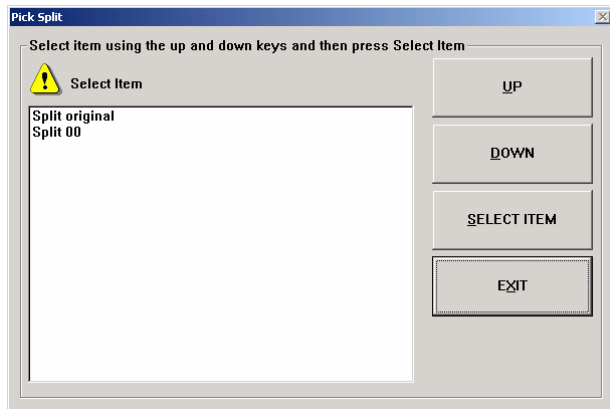


On the left are the items currently recorded for that table. Select the items you want and press the >> key to split them to a new 'tab' for that table.

Use the << key to move items back to the original 'tab'. Use the V key to separate out items that have a quantity greater than 1 (e.g. if you rang up 2 Smirnoff Ice Drinks and wanted to split only 1 of them, press the V key followed by the >> key)

Click OK when done. When you go back to the menus you will see the new 'Tab'.

So against table 5 there are now 2 orders. To see them click the Table button again, select the Table and you will see a dialog similar to:



The 'Split original' is the items left against table 5. The Split 00 is the items that are in the new order. Select either one to see their information e.g. selecting 'Split original' would show in our example:



and selecting 'Split 00' would have shown:



If you had selected 'Split original' you could have then pressed the Split button again to split what was left on that order in to new tabs and so on.

### Remember:

Multiple payments can be made against a bill so you only have to split a table if you want separate receipts.