

Table of Contents

[How to Access and Use the Split Check screen](#)

[Splitting a Check Evenly](#)

[Split by Guest – Enabling the feature in the Setup Screen](#)

[Splitting a Check By Guest](#)

[Splitting a Check Manually](#)

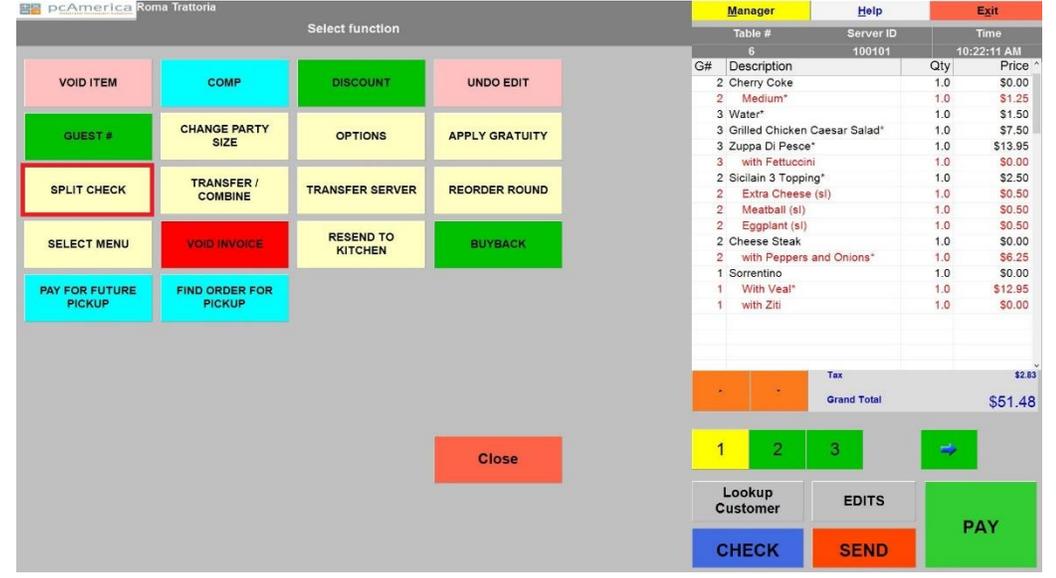
[Closing out splits](#)

[Adding a Tip to a Split Check](#)

[After a split check has been paid](#)

How to access and use the Split Check screen

To split a check from the invoicing screen, follow these steps.

	<p>1. Select EDITS</p>
	<p>2. Select SPLIT CHECK.</p>

Split Checks

Select Items to Split, Select Check to Split to

Check# 1-\$51.48 Check# 2-\$0.00

G	Description	#	Price	^	G	Description	#	Price	^
1	Coke	1	\$0.00						
1	Medium	1	\$1.25						
2	Cherry Coke	1	\$0.00						
2	Medium	1	\$1.25						
3	Water	1	\$1.50						
3	Grilled Chicker	1	\$7.50						
3	Zuppa Di Pesc	1	\$13.95						
3	with Fettucc	1	\$0.00						
2	Sicilain 3 Topp	1	\$2.50						
2	Extra Chees	1	\$0.50						
2	Meatball (sl)	1	\$0.50						
2	Eggplant (sl)	1	\$0.50						
2	Cheese Steak	1	\$0.00						
2	with Pepper	1	\$6.25						
1	Sorrentino	1	\$0.00						
1	With Veal	1	\$12.95						
1	with Ziti	1	\$0.00						

This is the Split check screen, from here we can move items from the original combined check to additional checks so that guests can pay for their own items separately. The following page will explain the function of each button.

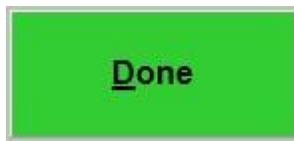
- Select **Split Evenly** to evenly distribute the grand total among a number of checks that you specify.
- Select **Split By Guest** if you are using the **Order By Guest** feature and want to automatically separate the checks by guest number.
- Select **Combine All** to put everything on one check again.



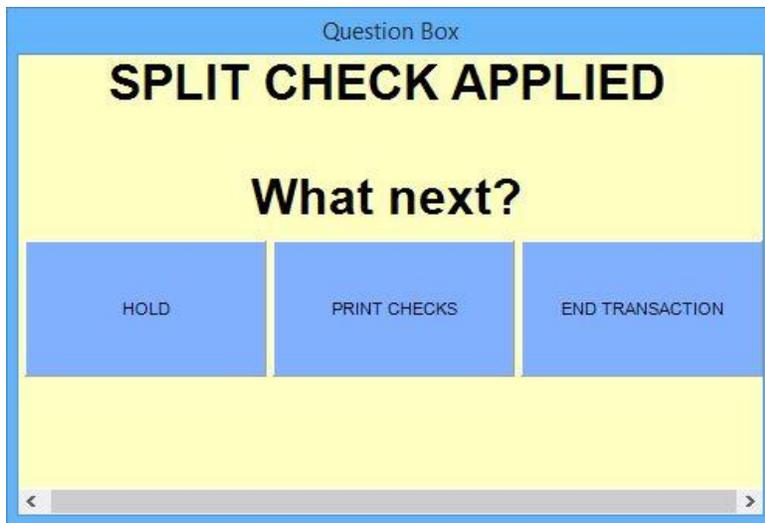


3. To automatically select items from Check #1, use the buttons below it.

- Selecting **ALL** will select all items.
- Select **GUEST** will select the items belonging to a guest whose number you specify. This will not work unless you are using the **Order By Guest** feature.
- Select **NONE** to deselect all items.



4. Select **Done** when finished.



5. Select the next action that should be taken.

- Selecting **HOLD** is the same as selecting **SEND** from the invoicing screen.
- Selecting **PRINT CHECKS** will print the checks that you specify.
- Selecting **END TRANSACTION** is the same as selecting **PAY** from the invoicing screen, but you will first need to specify which check is being paid.

Splitting a check evenly

Below are the steps to split a Check Evenly

Split Checks

Select Items to Split, Select Check to Split to

Check# 1-\$51.48 Check# 2-\$0.00

G	Description	#	Price	G	Description	#	Price
1	Coke	1	\$0.00				
1	Medium	1	\$1.25				
2	Cherry Coke	1	\$0.00				
2	Medium	1	\$1.25				
3	Water	1	\$1.50				
3	Grilled Chicker	1	\$7.50				
3	Zuppa Di Pesc	1	\$13.95				
3	with Fettucc	1	\$0.00				
2	Sicilain 3 Topp	1	\$2.50				
2	Extra Chees	1	\$0.50				
2	Meatball (sl)	1	\$0.50				
2	Eggplant (sl)	1	\$0.50				
2	Cheese Steak	1	\$0.00				
2	with Pepper	1	\$6.25				
1	Sorrentino	1	\$0.00				
1	With Veal	1	\$12.95				
1	with Ziti	1	\$0.00				

ALL GUEST NONE

Split Evenly Split By Guest Combine All Done

1. From the Split check Screen select **Split Evenly**

How many ways would you like to split this check?

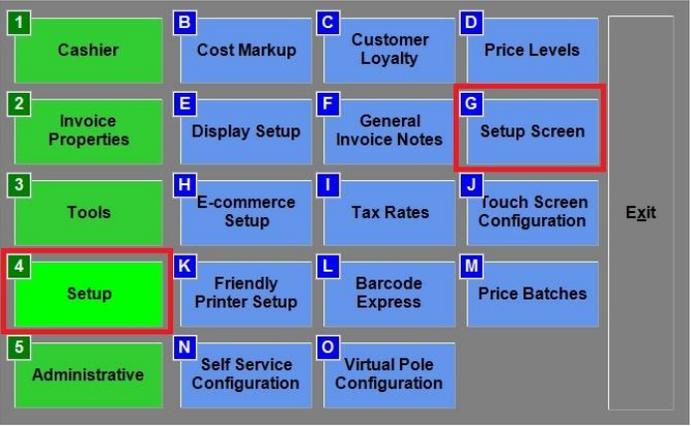
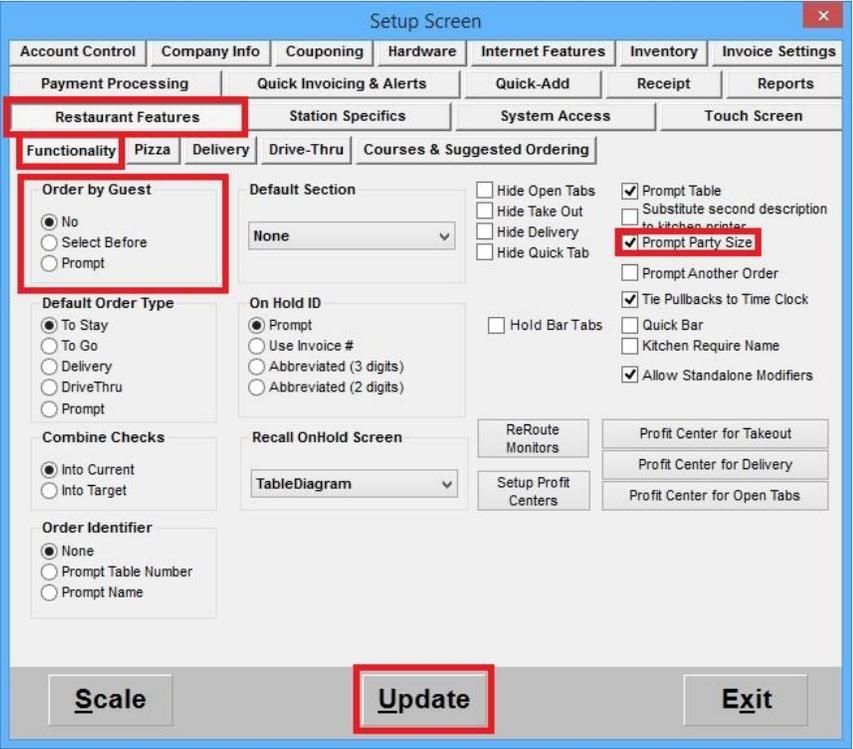
2	3	4	5	6
7	8	9	10	11
12	13	14	15	16
17	18	19	20	Other

Cancel Select

2. Select the number of ways you'd like to evenly split the check. (In our example we selected 3)

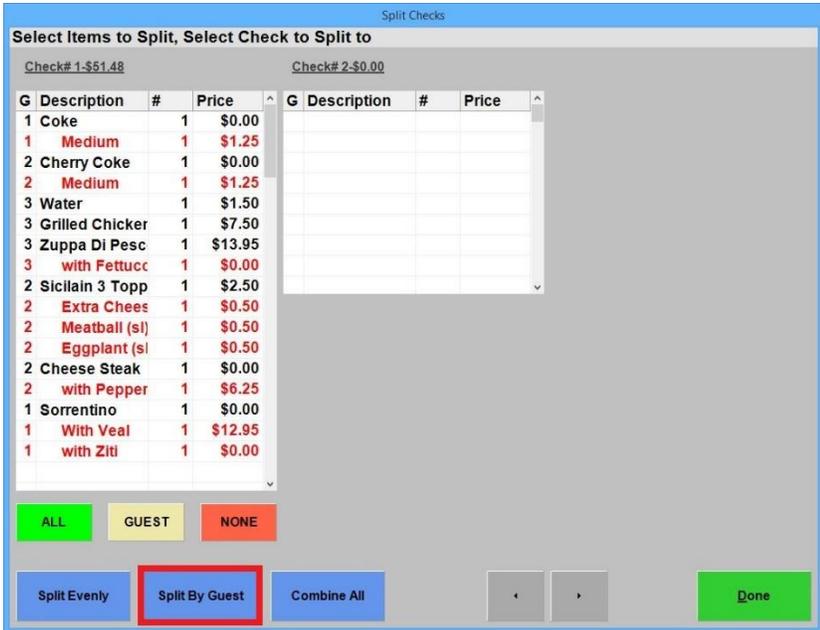
Split by Guest – Enabling the feature in the Setup Screen

In order to use split by guest, you must enable certain features in the setup screen.

 <p>The image shows two buttons: a yellow 'Manager' button at the top and a blue 'Options' button below it.</p>	<ol style="list-style-type: none"> 1. Select the Manager or Options button.
 <p>The image shows a grid of menu items. The 'Setup' button is highlighted in green and labeled '4'. The 'Setup Screen' button is highlighted in red and labeled '3'. Other buttons include Cashier, Invoice Properties, Tools, Administrative, Cost Markup, Display Setup, E-commerce Setup, Friendly Printer Setup, Self Service Configuration, Customer Loyalty, General Invoice Notes, Tax Rates, Barcode Express, Price Levels, Setup Screen, Touch Screen Configuration, Price Batches, and Virtual Pole Configuration. An 'Exit' button is on the right.</p>	<ol style="list-style-type: none"> 2. Select Setup 3. Select Setup Screen
 <p>The image shows the 'Setup Screen' configuration window. The 'Restaurant Features' tab is selected and highlighted in red. Within this tab, the 'Functionality' sub-tab is selected. The 'Order by Guest' section has 'No' selected. The 'Prompt Party Size' checkbox is checked and highlighted in red. The 'Update' button at the bottom is also highlighted in red.</p>	<ol style="list-style-type: none"> 4. Select Restaurant Features 5. Select Functionality 6. Enable Prompt Party Size 7. Select the method for using Order by Guest. You must select one of the options explained below: <ul style="list-style-type: none"> • If Select Before is selected, you can choose the guest number below the invoice before adding the items that that particular guest ordered. • If Prompt is selected, you will be prompted for the guest number after selecting each item. (Station Specific) 8. Select Update to confirm the changes.

Splitting a check by guest

Now that the required settings are enabled in the Setup Screen we can use the Split by Guest feature from the Split Check Screen.



Select Items to Split, Select Check to Split to

Check# 1-\$51.48 Check# 2-\$0.00

G	Description	#	Price
1	Coke	1	\$0.00
1	Medium	1	\$1.25
2	Cherry Coke	1	\$0.00
2	Medium	1	\$1.25
3	Water	1	\$1.50
3	Grilled Chicker	1	\$7.50
3	Zuppa Di Pesc	1	\$13.95
3	with Fettucc	1	\$0.00
2	Sicilain 3 Topp	1	\$2.50
2	Extra Chees	1	\$0.50
2	Meatball (sl)	1	\$0.50
2	Eggplant (sl)	1	\$0.50
2	Cheese Steak	1	\$0.00
2	with Pepper	1	\$6.25
1	Sorrentino	1	\$0.00
1	With Veal	1	\$12.95
1	with Ziti	1	\$0.00

ALL GUEST NONE

Split Evenly **Split By Guest** Combine All Done

- From the Split check Screen select **Split By Guest**.



Select Items to Split, Select Check to Split to

Check# 1-\$15.05 Check# 2-\$12.10 Check# 3-\$24.33

G	Description	#	Price
1	Coke	1	\$0.00
1	Medium	1	\$1.25
1	Sorrentino	1	\$0.00
1	With Veal	1	\$12.95
1	with Ziti	1	\$0.00

G	Description	#	Price
2	Cherry Coke	1	\$0.00
2	Medium	1	\$1.25
2	Sicilain 3 Topp	1	\$2.50
2	Extra Chees	1	\$0.50
2	Meatball (sl)	1	\$0.50
2	Eggplant (sl)	1	\$0.50
2	Cheese Steak	1	\$0.00
2	with Pepper	1	\$6.25

G	Description	#	Price
3	Water	1	\$1.50
3	Grilled Chicker	1	\$7.50
3	Zuppa Di Pesc	1	\$13.95
3	with Fettucc	1	\$0.00

Check# 4-\$0.00

G	Description	#	Price
---	-------------	---	-------

ALL GUEST NONE

Split Evenly **Split By Guest** Combine All Done

- The split check screen will update to show the items moved to the separate checks by the selected guest #s for each item. Even after a check has been split, you can still move items from one split check to another split check and the total for those check will update accordingly.
- Select **Done** and then proceed to select the next action to take for the checks. See [above](#) for an explanation of the actions. See [below](#) for instructions on closing out split checks.

Splitting a check manually

Split Checks

Select Items to Split, Select Check to Split to

Check# 1-\$51.48 Check# 2-\$0.00

G	Description	#	Price	G	Description	#	Price
1	Coke	1	\$0.00				
1	Medium	1	\$1.25				
1	Sorrentino	1	\$0.00				
1	With Veal	1	\$12.95				
1	with Ziti	1	\$0.00				
3	Water	1	\$1.50				
3	Zuppa Di Pesc	1	\$13.95				
3	with Fettucc	1	\$0.00				
3	Grilled Chicker	1	\$7.50				
2	Cherry Coke	1	\$0.00				
2	Medium	1	\$1.25				
2	Sicilain 3 Topp	1	\$2.50				
2	Extra Chees	1	\$0.50				
2	Meatball (sl)	1	\$0.50				
2	Eggplant (sl)	1	\$0.50				
2	Cheese Steak	1	\$0.00				
2	with Pepper	1	\$6.25				

ALL GUEST NONE

Split Evenly Split By Guest Combine All Done

1. From the Split check Screen select the items you want to move to a separate Check. The items and their modifiers will highlight in blue.

Split Checks

Select Items to Split, Select Check to Split to

Check# 1-\$51.48 Check# 2-\$0.00

G	Description	#	Price	G	Description	#	Price
1	Coke	1	\$0.00				
1	Medium	1	\$1.25				
1	Sorrentino	1	\$0.00				
1	With Veal	1	\$12.95				
1	with Ziti	1	\$0.00				
3	Water	1	\$1.50				
3	Zuppa Di Pesc	1	\$13.95				
3	with Fettucc	1	\$0.00				
3	Grilled Chicker	1	\$7.50				
2	Cherry Coke	1	\$0.00				
2	Medium	1	\$1.25				
2	Sicilain 3 Topp	1	\$2.50				
2	Extra Chees	1	\$0.50				
2	Meatball (sl)	1	\$0.50				
2	Eggplant (sl)	1	\$0.50				
2	Cheese Steak	1	\$0.00				
2	with Pepper	1	\$6.25				

ALL GUEST NONE

Split Evenly Split By Guest Combine All Done

2. Select the Check you want to move the items to.

Split Checks

Select Items to Split, Select Check to Split to

Check# 1-\$36.46				Check# 2-\$15.02				Check# 3-\$0.00			
G	Description	#	Price	G	Description	#	Price	G	Description	#	Price
	1 Sorrentino	1	\$0.00		1 Coke	1	\$0.00				
	1 With Veal	1	\$12.95		1 Medium	1	\$1.25				
	1 with Ziti	1	\$0.00		3 Water	1	\$1.50				
	3 Zuppa Di Pesc	1	\$13.95		2 Cherry Coke	1	\$0.00				
	3 with Fettucc	1	\$0.00		2 Medium	1	\$1.25				
	3 Grilled Chicker	1	\$7.50		2 Sicilain 3 Topp	1	\$2.50				
					2 Extra Chees	1	\$0.50				
					2 Meatball (s)	1	\$0.50				
					2 Eggplant (s)	1	\$0.50				

- The items will move over to the Check you selected and the total for that check # will update accordingly.
- Select **Done** and then proceed to select the next action to take for the checks. See [above](#) for an explanation of the actions. See [below](#) for instructions on closing out split checks.

Closing out splits

After setting up a split, you can close one or more splits by following the instructions below.

The screenshot shows the pcAmerica POS interface for 'Roma Trattoria'. On the left is a menu grid with categories like Pizza, Appetizers, Calzones and Soups, Cold Subs, Hot Subs, Pasta, and Entrees. On the right is a table list with columns for G#, Description, Qty, and Price. Below the table list are buttons for 'CHECK', 'SEND', and 'PAY'. The 'PAY' button is highlighted with a red border.

1. After selecting the appropriate table, select **PAY**.

2. Select the Check # for the split you want to close. The selected split checks will highlight in white. The unselected split checks will be blue.
3. Press Select
 - Pressing Cancel will return you to the invoice screen
 - Pressing ALL will select all of the split checks.
 - By default, all of the splits will be selected after pressing Pay.

Close out which split?

ALL

1 2 3

Cancel Select

Payment Information -- Split 2

Type Tender Amount & Select Tender Type Clear

\$12.10

7 8 9
4 5 6
1 2 3
00 0 +/-

Cash
External Credit Card
Check
Gift Card
Debit
EBT

Amount Remaining
\$12.10

Paid So Far

Type	Amount	Details

After \$ 0.00 tax exempt from Food stamp

Maximum Allowed in Food Stamps	Remaining Amount
\$0.00	\$0.00

Cancel

\$1.00 \$5.00 \$10.00 \$20.00 \$50.00 \$13.00

4. The amount tendered screen will appear. From here you can choose the payment method that the guest wants to use to pay for their split check. The top of the window will display which split you are currently paying out. (Example Split 2)

```

Roma Trattoria

TABLE # 6
SPLIT 2
CHECK# 2

DATE/TIME: 1/19/2017 10:17:04 AM
CASHIER: 100101
STATION: 01
PARTY SIZE: 3
=====
1.000 CHERRY COKE                $1.25
      Medium
1.000 SICILAIN 3 TOPPING*        $4.00
      Extra Cheese (s1)
      Meatball (s1)
      Eggplant (s1)
1.000 CHEESE STEAK              $6.25
      with Peppers and Onio
=====
Subtotal                        $11.50
Tax1                             $0.60
GRAND TOTAL                      $12.10

Cash                             $12.10
Amt Tendered                     $12.10
Change                           $0.00

Opened: 1/19/2017 10:17:04 AM

Thank you for visiting

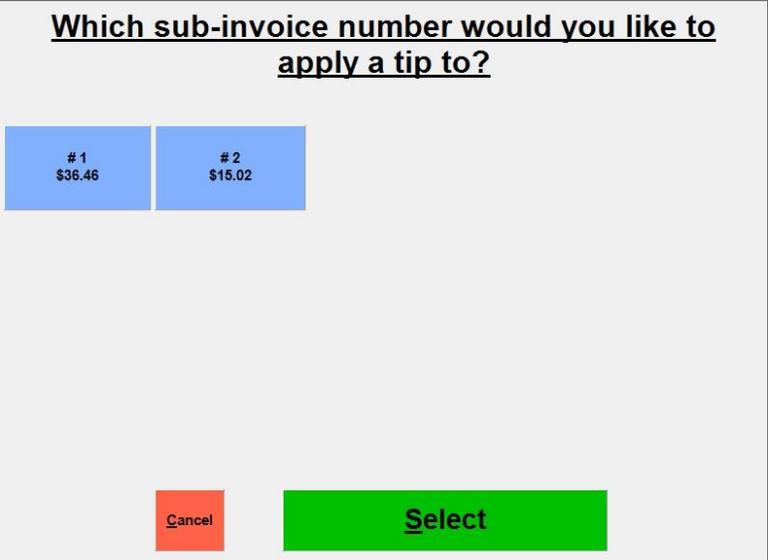
```

5. The receipt for the paid split will print to show the following.
- The Table #
 - Split #
 - Check #
 - The items the guest ordered on their split
 - The total for their split
- **Note**** the example receipt pictured on the left is configured as a **Short Receipt** in the Setup Screen.

Adding a tip to a split check

If a split check has been paid with a credit card and the customer added a tip to their split check. You must apply the tip through a separate screen. There are 2 ways to add tips to split checks, the first method is with the option **Keep Check Open Until Tip Applied** enabled and the second method is with the option **Keep Check Open Until Tip Applied** disabled. Read the document [Configuring Tips in RPE](#) to learn how to setup Tips in RPE and configure these options.

Adding a Tip to a Split Check – With Keep Check Open Until Tip Applied Enabled

	<ol style="list-style-type: none">1. After the all of the split checks have been paid out. Select the table from the Layout Screen. It will appear Yellow.
	<ol style="list-style-type: none">2. Select the Split Check # you want to apply the split too.

----- RESTAURANT COPY -----

Roma Trattoria

TABLE # 6
SPLIT 2
CHECK# 3.2
Closed to Credit Card

DATE/TIME: 1/19/2017 1:02:22 PM
CASHIER: 100101
STATION: 01
PARTY SIZE: 3

CREDIT CARD SALE \$15.02
Card Type: Visa
*****0480 XX/XX
Transaction Type: PRE-AUTH
Auth Code: VI1502
Card Entry Method : Swiped
Approved

Amount Charged : \$15.02

Tip amount: 3.00
Grand total: 18.02

Signature: John Doe

Thank you for visiting

Enter Total Tip Amount
(including gratuity)

3.00

7 8 9

4 5 6

1 2 3

. 0 +/-

Clear

Cancel

OK

3. Enter the **tip amount** specified by the customer on the receipt for the split check.(Example we'll use 3.00 from the receipt pictured to the left)

Question Box

Tip: \$3.00
Total: \$18.02
Correct Amount?

Yes No

4. You'll be prompted to verify the total amount for the split check. Press **Yes** if this total is correct.

Press **No** if the total is incorrect and follow steps 1 through 4 to apply the correct tip.

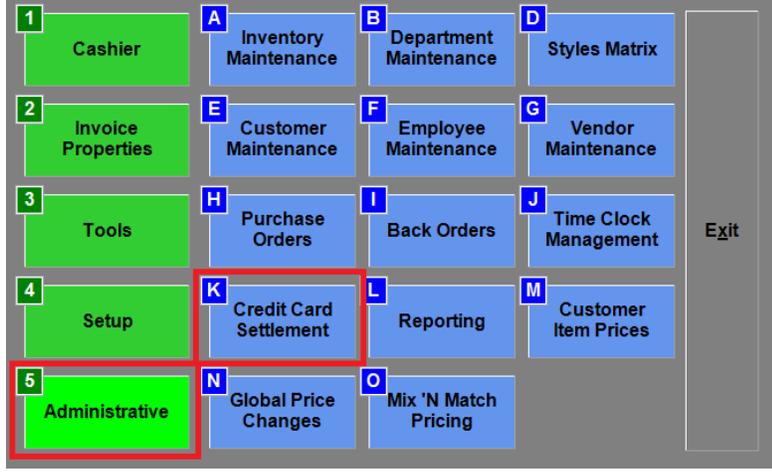
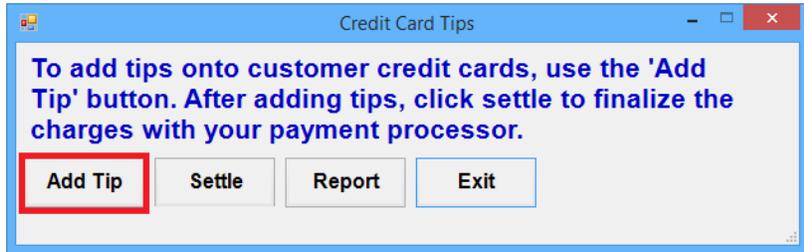
Tip Applied

The tip of \$3.00 will be applied when you batch.

OK

5. A message will appear stating that the tip amount will be applied when you batch. Press **OK**
6. Repeat steps 1 through 4 to apply tips to all of the split checks for that invoice.

Adding a Tip to a Split Check – With Keep Check Open Until Tip Applied Disabled

 <p>The image shows a yellow box labeled 'Manager' above a blue box labeled 'Options'.</p>	<ol style="list-style-type: none"> 1. To access the screen to apply tips, Press Options or Manager 2. Enter the administrative credentials or the credentials of an employee that has the Add CC Tips permission.
 <p>The image shows a grid of menu items. A red box highlights the 'Administrative' menu item (5) and the 'Credit Card Settlement' menu item (K). Other items include Cashier (1), Invoice Properties (2), Tools (3), Setup (4), Inventory Maintenance (A), Customer Maintenance (E), Purchase Orders (H), Global Price Changes (N), Department Maintenance (B), Employee Maintenance (F), Back Orders (I), Reporting (L), Styles Matrix (D), Vendor Maintenance (G), Time Clock Management (J), Customer Item Prices (M), and Mix 'N Match Pricing (O). An 'Exit' button is also visible.</p>	<ol style="list-style-type: none"> 3. Select Administrative 4. Select Credit Card Settlement
 <p>The image shows a dialog box titled 'Credit Card Tips'. It contains the text: 'To add tips onto customer credit cards, use the 'Add Tip' button. After adding tips, click settle to finalize the charges with your payment processor.' Below the text are four buttons: 'Add Tip', 'Settle', 'Report', and 'Exit'. The 'Add Tip' button is highlighted with a red box.</p>	<ol style="list-style-type: none"> 5. Select Add Tip

Enter invoice #

2.1

7	8	9
4	5	6
1	2	3
.	0	+/-

Clear
Cancel

OK

----- RESTAURANT COPY -----

Roma Trattoria

TABLE # 6
 SPLIT # 1
CHECK# 2.1

DATE/TIME: 1/19/2017 11:50:07 AM
 CASHIER: 100101
 STATION: 01
 PARTY SIZE: 3

CREDIT CARD PURCHASE \$15.05
 Card Type: Visa
 *****0480 XX/XX
 Transaction Type: PRE-AUTH
 Auth Code: VI1505
 Card Entry Method : Swiped
 Approved

Amount Charged : \$15.05

Tip amount: 3.00

Grand total: 18.05

Signature: John Doe

Thank you for visiting

6. With the receipt of the split check in hand, enter the **check #** in the **Enter Invoice #** prompt. (Example we'll use 2.1 as the invoice #, this is taken from split 1 of Invoice # 2)

**Enter Total Tip Amount
(including gratuity)**

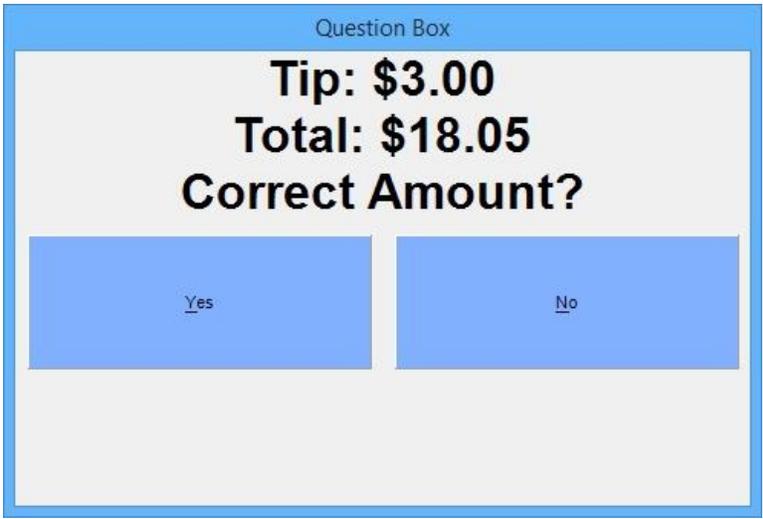
3.00

7	8	9
4	5	6
1	2	3
.	0	+/-

Clear
Cancel

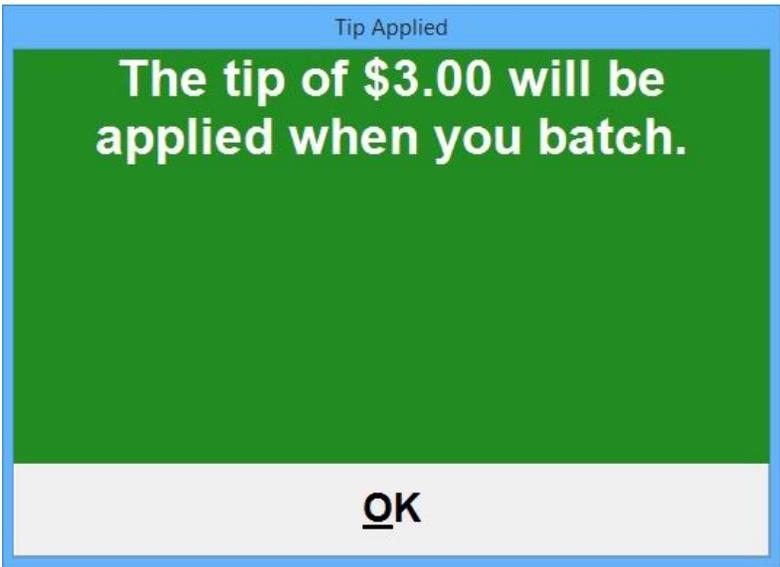
OK

7. Enter the **tip amount** specified by the customer on the receipt for the split check. (Example we'll use 3.00 from the receipt pictured above)



8. You'll be prompted to verify the total amount for the split check. Press **Yes** if this total is correct.

Press **No** if the total is incorrect and follow steps **5** through **7** to apply the tip again.



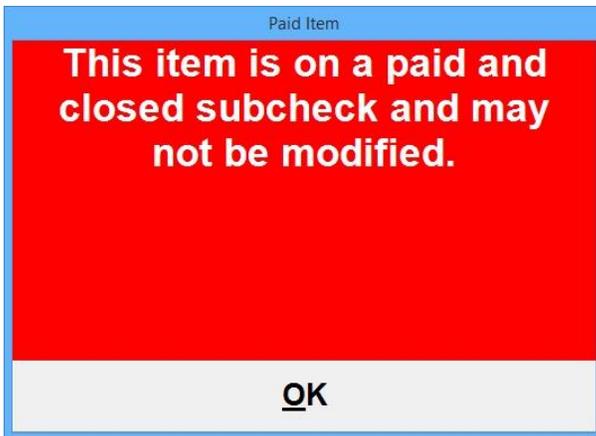
9. A message will appear stating that the tip amount will be applied when you batch. Press **OK**

10. Repeat steps **5** through **7** to apply tips to all of the split checks for that invoice.

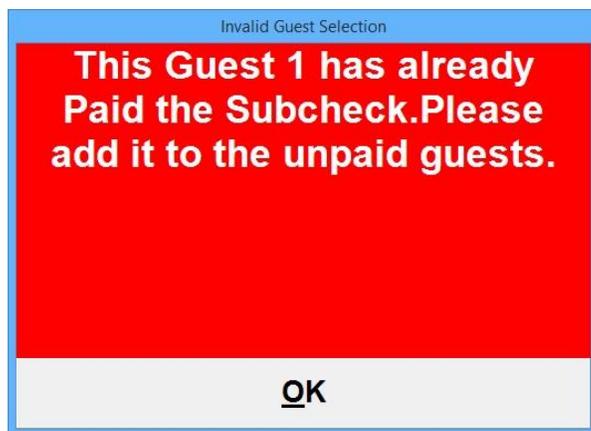
After a split check has been paid

Table #	Server ID	Time	
9	100101	1:27:18 PM	
G#	Description	Qty	Price
1	>1 - Ham Salami Provolone*	1.0	\$5.75
1	> Swiss	1.0	\$0.00
1	> Hot Peppers	1.0	\$0.00
2	>Baked Stuff Shells*	1.0	\$7.50
2	>Baked Stuff Shells*	1.0	\$7.50
			Tax \$1.25
			Grand Total \$22.00

When a split check has been paid changes will occur on the invoice screen. The Items that have been paid for will be grayed out.



If you try to the select any of the items that have already been paid, you'll receive the following message.



If you try to add more items to the guest that has already paid for their split check, you'll receive the following message.