GETTING STARTED WITH RUNDOO · TRANSACTIONS

# Split Payments

Take part of a sale on one method and the rest on another. One sale, one receipt. It is called a split payment, and it lives at the top right of the payment panel.

## THE IDEA IN THREE PARTS

1

### One sale

Ring it up as normal, then click Sale.

**Sale → Split payment**

2

### Two tenders

Any mix, e.g. part check, part cash.

**Amount → method → Charge**

3

### Clean receipt

Each tender lands on its own line.

**Check $100 · Cash $20.85**

### Split a sale in 4 clicks

1. Click **Sale** at the bottom right to open the payment panel.
2. Click **Split payment** in the top-right corner.
3. Type the amount, pick the tender, then **Charge** the first part.
4. Take what is left on the second tender, then **Charge** to finish.

### Rundoo does the math

**No calculator**

After the first part, it shows exactly what is **left to pay** on the next tender.

**The one exception:** Charge account cannot go in a split. To bill a charge customer, finalize the whole sale on Charge account instead.

**Practice it:** split a few sales any way you like in your practice store. Nothing in there is live, so ring it up and watch how each tender shows on the receipt.