Rundoo

GETTING STARTED WITH RUNDOO · TRANSACTIONS

Split Payments

> Take part of a sale on one payment method and the rest on another.

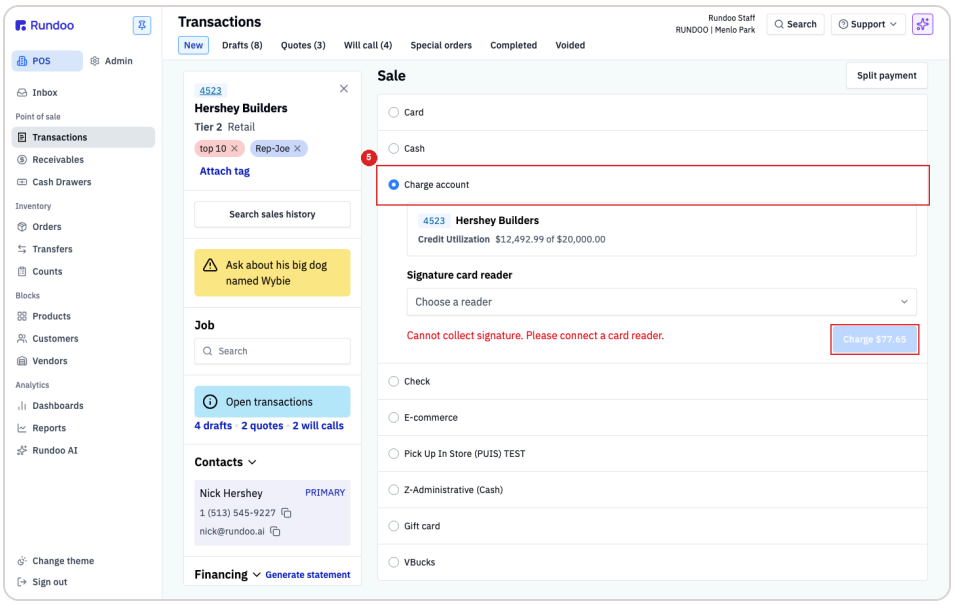
Step-by-step walkthrough ~2 min read Companion to the 1:38 video

It happens every day at the counter. A customer gets to the total and asks, "Can I put some of this on a check and pay the rest in cash?" With Rundoo, the answer is always yes, and it rings up as one sale on one receipt. This is called a split payment, and once you have done it once you will reach for it without thinking.

WHERE IT LIVES

Meet the Split payment button

You ring the sale up exactly like any other. When you click **Sale** at the bottom right, the payment panel slides in with your tender methods. Up in the top-right corner of that panel is the **Split payment** button. That is the whole trick, so once you spot it there you are already most of the way home.



The payment panel. Split payment sits at the top right; the tender methods run down the middle, and the blue Charge button is your commit.

DO THIS

Split a sale, step by step

1 Ring up the sale as normal

Add your items to the cart and attach a customer if you need one. Say the total comes to $120.85. When you are ready to take payment, click **Sale** at the bottom right to open the payment panel.

2 Click Split payment

Look to the top-right corner of the payment panel and click **Split payment**. Rundoo now walks you through the sale one tender at a time. Clicked it by accident? You can back out, so no harm done.

3 Take the first part

Type the amount for the first tender into the amount box, say **100** on a check. Select **Check** as the method, then enter the **Check number** in the field that appears. Click the blue **Charge** button to lock in that first part.

4 Take the rest on the second tender

Rundoo confirms the first payment and shows you exactly what is left, no calculator on the side of the register needed. With $20.85 remaining, type **20.85** in the amount box, select **Cash**, and click **Charge** to finish the sale.

5 Check the receipt

That is it. The completed sale and the receipt both spell out each tender on its own line, **Check $100.00** and **Cash $20.85**, so your records stay straight without any extra work from you.

KEEP IT HANDY

Split payment at a glance

WHERE

Top right of the payment panel

The Split payment button, after you click Sale.

HOW IT WORKS

One tender at a time

Enter an amount, pick a method, Charge. Repeat.

THE MATH

Rundoo tracks the balance

It shows what is left after each part.

THE RECEIPT

Every tender, its own line

Automatic. Nothing to configure per sale.

Good to know

- You type each amount yourself. Rundoo shows the remaining balance, but it does not auto-fill the box, so you stay in control of how the sale is split.
- Charge account is the one tender that cannot go in a split. To bill a charge customer, finalize the whole sale on Charge account instead.
- The best way to get the feel for it is to try it in your practice store. Nothing in there is live, so split a few sales any way you like and watch how they ring up.