

GETTING STARTED WITH RUNDOD · TRANSACTIONS

Two Ways to Pay

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.