

# SIMPHONY

## HOW TO PERFORM A SPLIT PAYMENT

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### Performing a Split Payment

Select the items that the Guest has requested, and select the **Pay** Screen.

If the guest would like to perform a **Split Payment** with multiple tenders, including combinations of Debit/Credit, and:

- A. Cash
- B. Multiple Debit/Credit Cards
- C. Gift Card



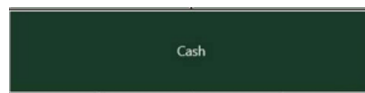
### Combination of Cash and Debit/Credit or Multiple Debit/Credit Payments:

Enter the first tender amount to apply and select the corresponding Tender button

- Cash
- Debit/Credit

**Note:** Ensure to use the decimals to enter the full amount (eg. 5.00 vs just 5). Without the decimal, the system will assume it as just the “cents”.

|      |   |    |
|------|---|----|
| 5.00 |   | «  |
| 1    | 2 | 3  |
| 4    | 5 | 6  |
| 7    | 8 | 9  |
| 0    | . | 00 |



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Following the first split payment entry, a new tender will be added to the check, and a new total will be updated. The check will not close because there is still a balance remaining to be paid.

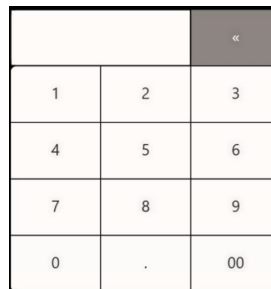
Process the remaining balance by following the remaining tender process as usual and selecting the secondary tender type.



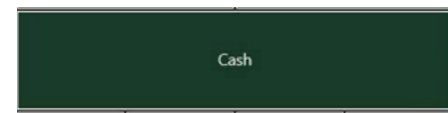
### Split Payments including a Gift Card as a Tender Type:

WHEN GIFT CARD BALANCE IS **LESS THAN THE TRANSACTION TOTAL** AND WILL REQUIRE A SECOND PAYMENT METHOD:

Swipe the gift card through the POS card reader (not the pinpad) to apply the remaining balance to the check.



Process the remaining balance by following the remaining tender process as usual and selecting the secondary tender type as applicable.



When using the Split Payment procedure: If the guest wants to apply a specific amount of their gift card and the gift card will still have a remaining balance (ie. the balance amount on the gift card is **MORE than the amount of the transaction**), the gift card payment **MUST be the last tender option selected.**

You will NOT be prompted to enter the amount to apply on the gift card so the system will apply as much as it can from the gift card by default.