

Split tender allows a customer to pay for a single transaction using more than one payment method — for example, part cash and part gift certificate, or part card and part check. TacticalPay POS supports splitting across any combination of the five available payment methods: **Cash, Check, To Invoice, Gift Certificate, and Credit Card**.

How to Process a Split Tender Transaction

1 Add items and open the payment section

Ring up all items in **Sales > Checkout** as normal. The payment method icons — Cash, Check, To Invoice, Gift Cert., and Credit Card — appear in the lower-right once items are in the cart. The **Amount to Collect** at the bottom shows the full balance due.

2 Enter the first payment method and amount

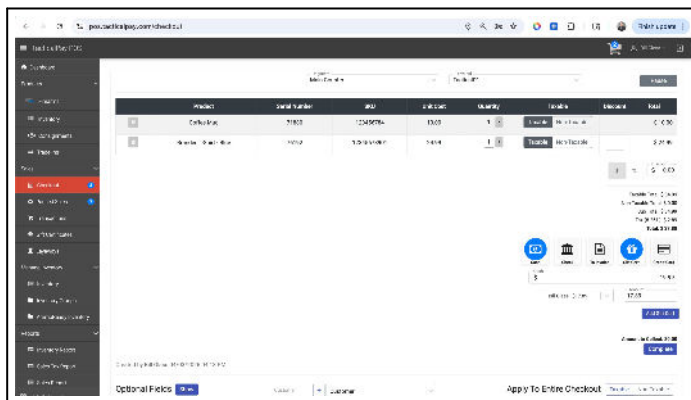


Fig. 1 — Split tender: \$19.99 cash + \$17.89 gift certificate; Amount to Collect: \$0.00

Click the icon for the first payment method. An input field appears below the icons for that method.

Enter the amount the customer is paying with that method — this does not need to be the full balance. For example, if the total is \$37.88 and the customer is paying \$19.99 cash, enter **19.99** in the Cash field.

3 Enter the second payment method and amount

Click the icon for the second payment method. A second input field appears alongside the first.

Enter the remaining balance in the second field. The **Amount to Collect** counter updates in real time — once it reaches **\$0.00**, the full balance is covered and you can complete the transaction.

- In the example above: \$19.99 cash + \$17.89 gift certificate = \$37.88 total, leaving Amount to Collect at \$0.00
- You can add a third or fourth method the same way — just click additional payment icons and enter amounts until the balance is fully covered

4 Complete the transaction

Once **Amount to Collect** shows \$0.00, click **Complete** to finalize the sale. The receipt will show a breakdown of each payment method and amount used.