

Last Updated: February 28, 2024

About Split Checks

The Aloha® POS system allows you to split a check for a table into separate checks. For example, when three couples at a single table request to pay separately for the items they ordered, you can use the Split Checks function to easily split the order into three separate checks. You can also split the cost of a single item, such as an appetizer, equally amongst the guests. Effective with v19.3.8, it is easy to merge items previously split, should the guests change their minds about splitting the cost.



Tip

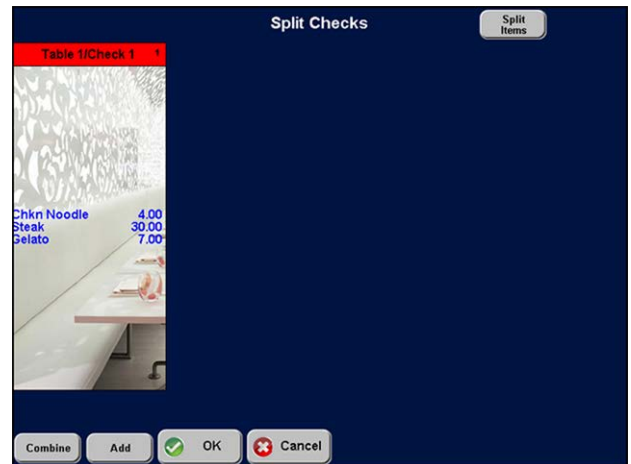
To allow an employee to use the Split Checks function, access Maintenance > Labor > Pos Access Levels > Access Level tab, select 'Split checks' under the 'Financial' group bar, and assign the access level to the employee.

Creating separate checks when entering the order

When you know in advance that your guests want separate checks, you can split the order into separate checks as you enter the order; however, depending on your operations and the system configuration, all checks might print to the kitchen on one chit, or as a separate chit. If you send separate chits, you run the risk of guests receiving their orders at different times.

1. Log in to the **FOH**.
2. From the Working with Tables screen, touch **New**. The Enter Table Number screen appears.
3. Enter the **table number** using the numeric keypad, and then touch **OK**.
4. Enter the **number of guests** sitting at the table using the numeric keypad, and touch **OK**.
5. Enter the **order** for the first guest.

6. Touch **Split**. The Split Checks screen appears.



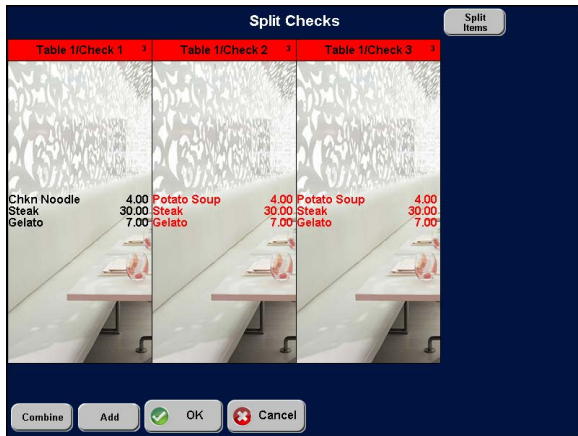
7. Touch **Add** to create a second guest check.
8. Enter the **order** for the second guest.
9. Repeat steps **7 and 8** for each guest until you enter all separate checks for the order.
10. Touch **Done** or an **order mode** to send the order to the kitchen.

Creating separate checks after entering the order

A second method for splitting a check is to do the separation after entering the order. With this method, you will have already entered the order as normal and sent it to the kitchen on one chit. Select the check again so that it appears in the guest check window, and perform the split. Most likely you will reprint the checks after this procedure.

1. Log in to the **FOH**.
2. From the Working with Tables screen, touch the **table** in the Open Tables column. The Order Entry screen appears with the full order appearing in the guest check window.
3. Touch **Split**. The Split Checks screen appears.

4. Touch **Add** for each new check you need to add. For example, for three separate checks, touch **Add** two times.



5. Touch the **items** in Check 1 that you wish to move to Check 2.
6. Touch inside the **guest check** to receive the items, such as Check 2.
7. Repeat **steps 5 and 6** until you move the items to the appropriate checks.
8. Touch **OK**.

Tendering and closing separate checks

When the guests are ready to leave and request their checks, return to the FOH terminal and tender and close the checks.

1. Log in to the **FOH**.
2. From the Working with Tables screen, touch the **table** in the Open Tables column. The Order Entry screen appears with Check 1 active in the guest check window.



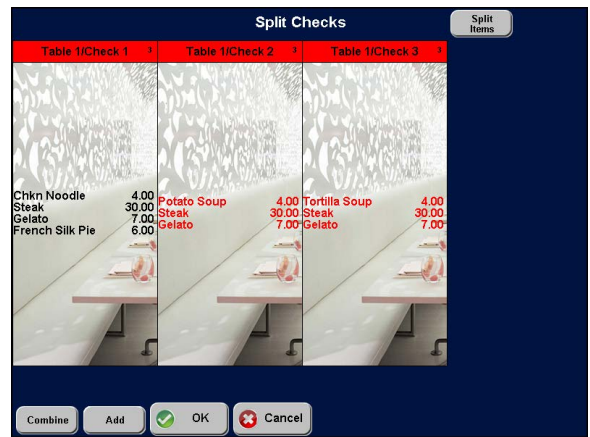
3. Tender and close the **check** in the usual manner. Check 2 becomes the active check in the guest check window.
4. Tender and close **each additional check** in the usual manner. The Working with Tables screen appears.

Splitting the cost of an item between checks

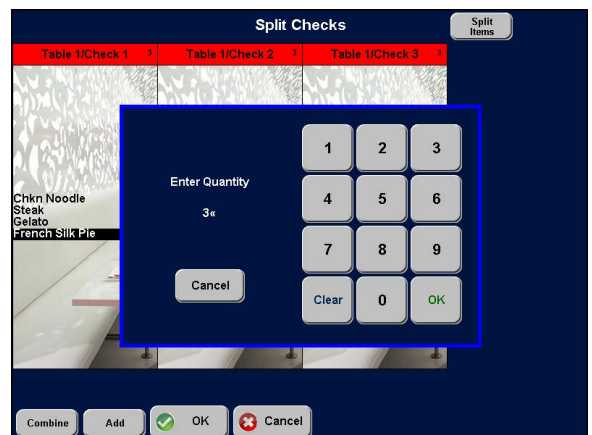
Use the Split Item functionality to equally distribute the cost of an item to the appropriate guests. You must have the necessary separate checks available to receive the equal distributions. Once distributed, items appear in fractions based on the number by which to divide the cost of the item.

SCENARIO: A party of three decide to split the cost of a French Silk Pie dessert.

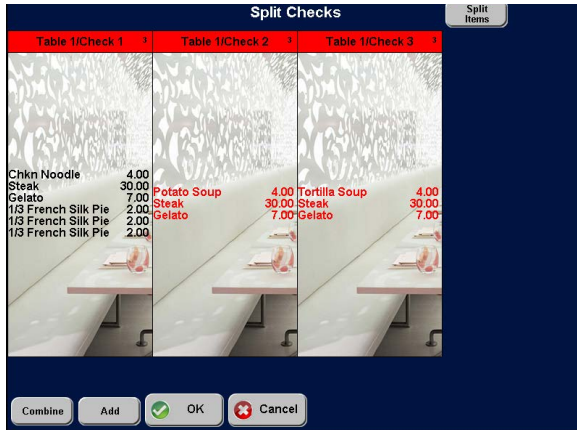
1. Log in to the **FOH**.
2. From the Working with Tables screen, touch the **table** in the Open Tables column. The Order Entry screen appears with the check in the guest check window.



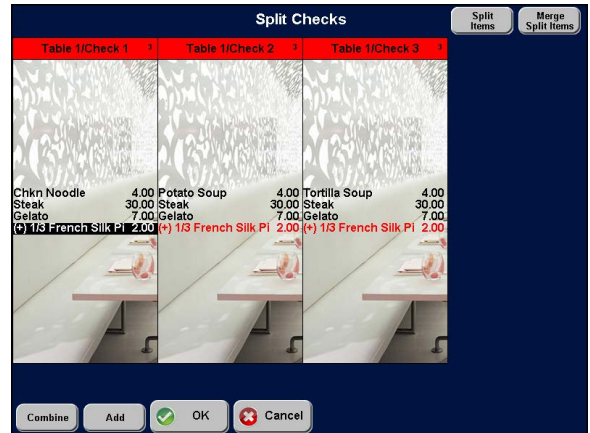
3. Touch **Split**. The Split Checks screen appears with Check 1 as the active check. French Silk Pie is sitting on Check 1.
4. Touch the **item** to split, such as French Silk Pie.
5. Touch **Split Items**. The Enter Quantity screen appears.



- Enter the number by which to divide the cost of the item, such as 3, and touch **OK**. The item appears as fractions in Check 1, based on the number you enter.

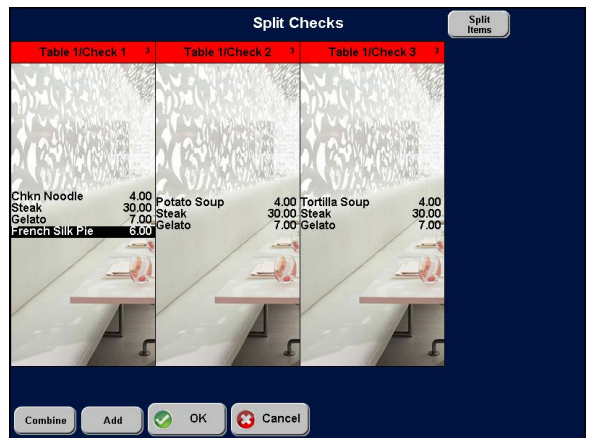
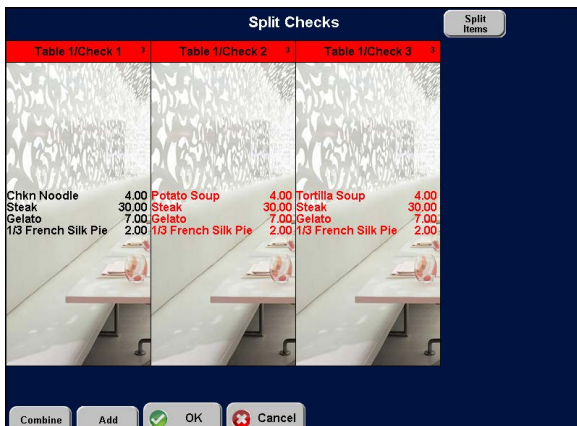


- Touch the **item** to merge in Check 1, such as French Silk Pie.



- Touch **one** of the split items in Check 1.
- Touch inside the **check window** to receive the item.
- Repeat **step 7 and 8** until the items appear in the appropriate guest check.

- Touch **Merge Split Items**.



The split item merges into one and appears on Check 1.

- Touch **OK**.

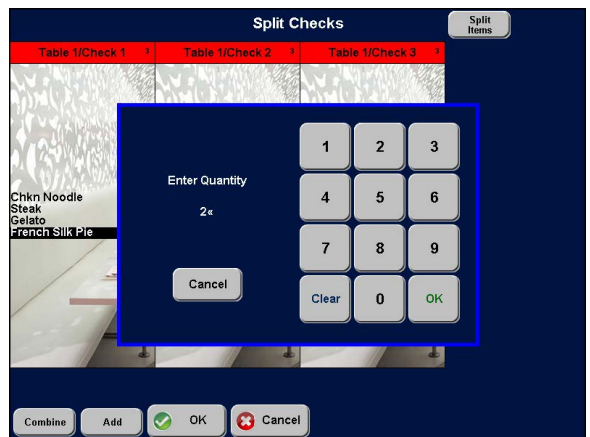
- Touch the item to split, such as **French Silk Pie**, on Check 1.

Merging previously split items

Using the Splitting Items between Checks scenario, two of the guests decide to buy the third guest's portion of the pie.

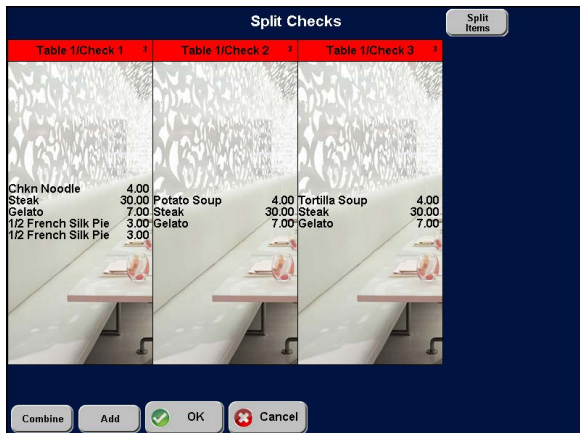
To merge previously split items:

- Log in to the **FOH**.
- From the Working with Tables screen, touch the **table** in the Open Tables column. The Order Entry screen appears with the check in the guest check window.
- Touch **Split**. The Split Checks screen appears with the separated checks. The split item appears on all three checks.

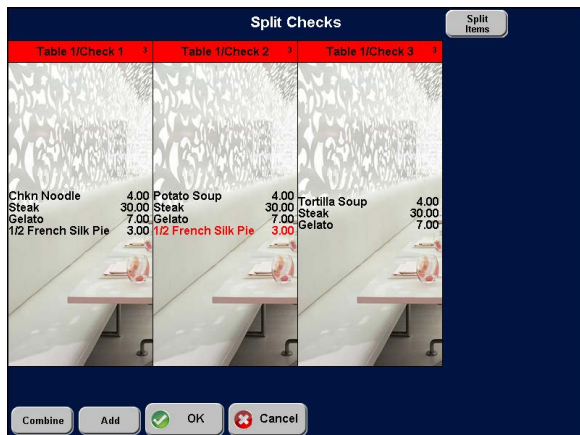


- Touch **Split Items**. The Enter Quantity screen appears.

8. Enter the **number** by which to divide the cost of the item, such as 2, and touch **OK**. The item appears as fractions in Check 1 based on the number you enter.



9. Touch **one** of the split items in Check 1.
10. Touch inside the **check window** to receive the item.
11. Repeat **steps 7 and 8** until the items appear in the appropriate guest checks.



12. Touch **OK** to return to the main screen.
13. Tender and close the **checks** in the usual manner.