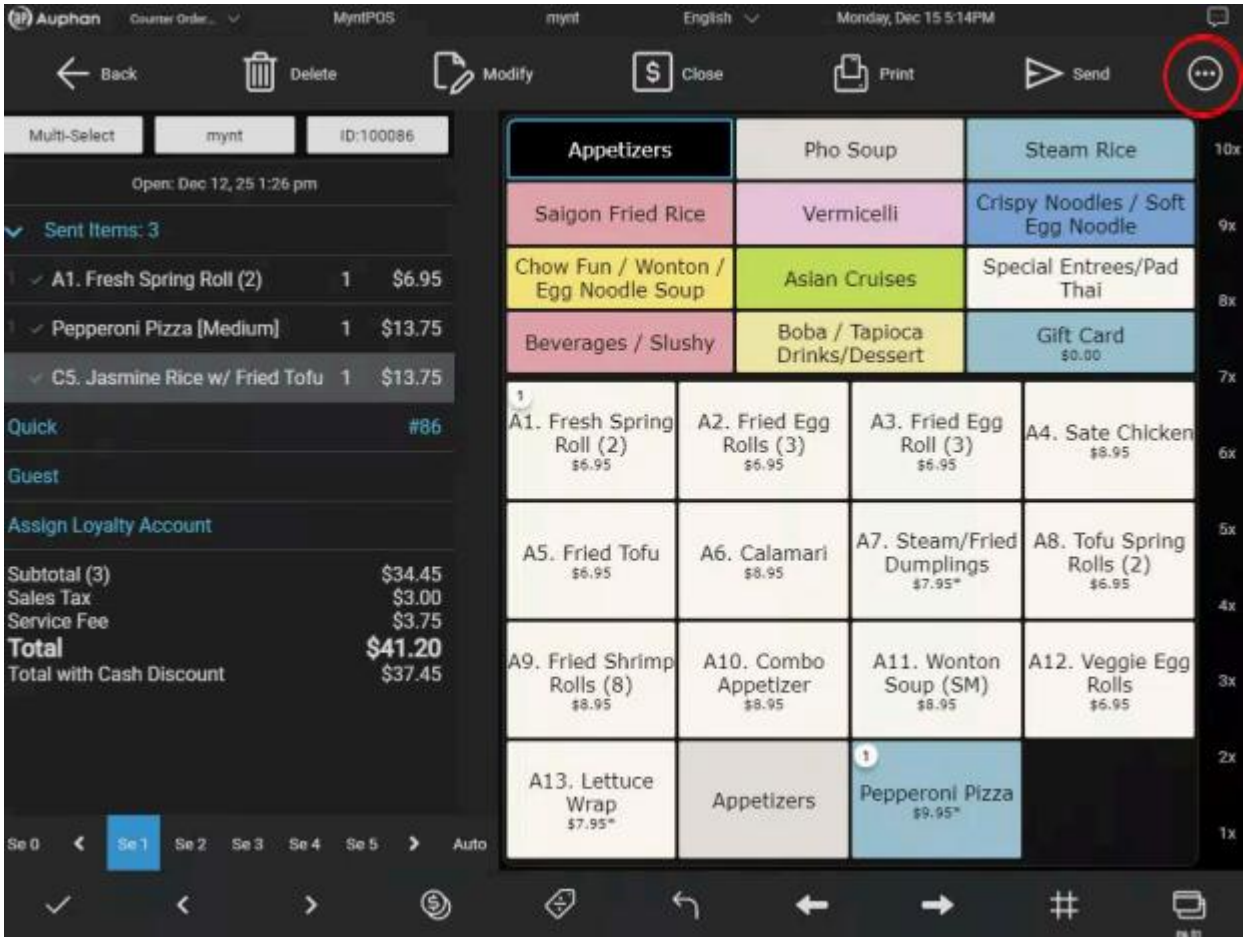
SPLITTING AND JOINING INVOICES

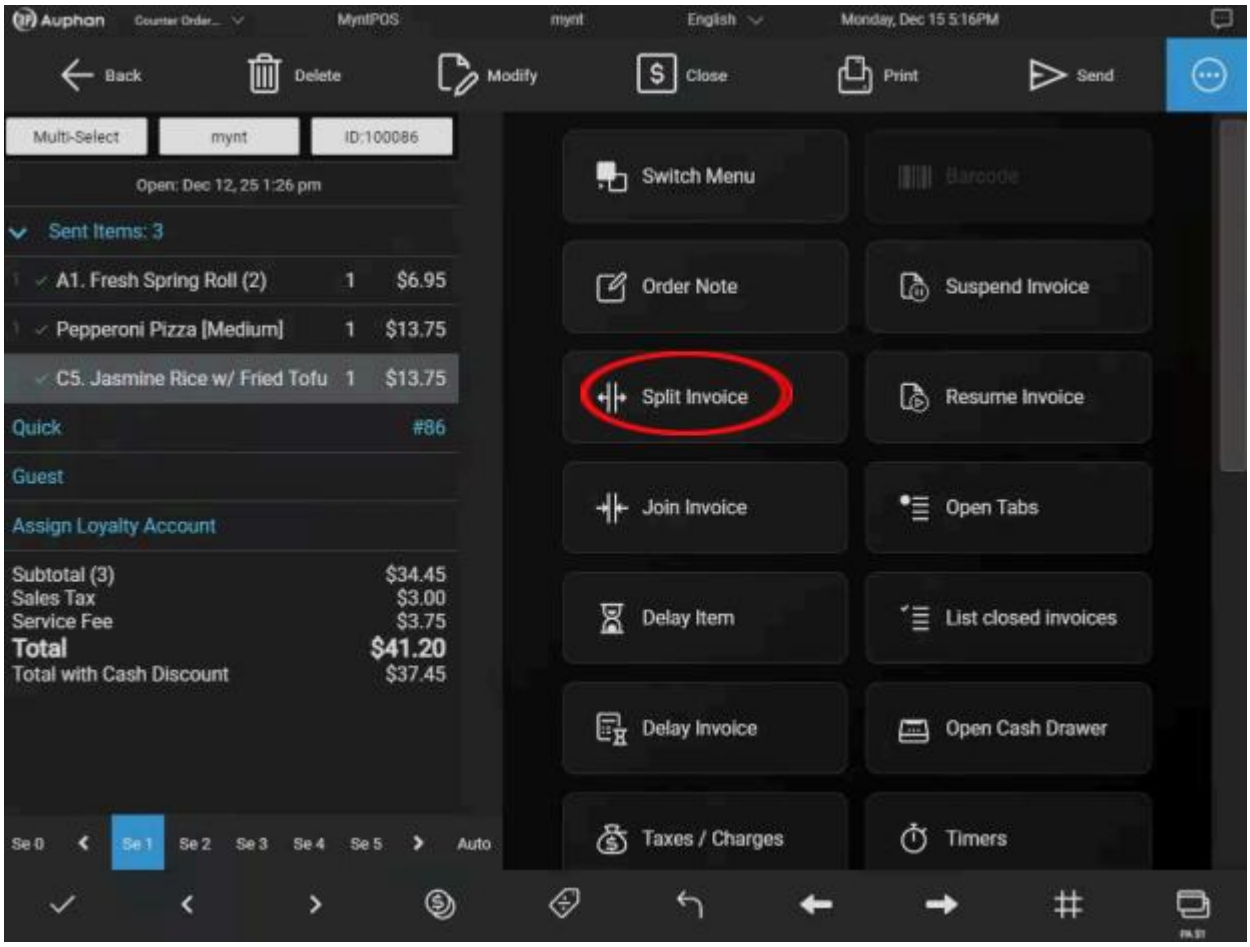
MYNT CORE & ENTERPRISE

This Is a step-by-step guide on how to Join and Split Invoices in Mynt.

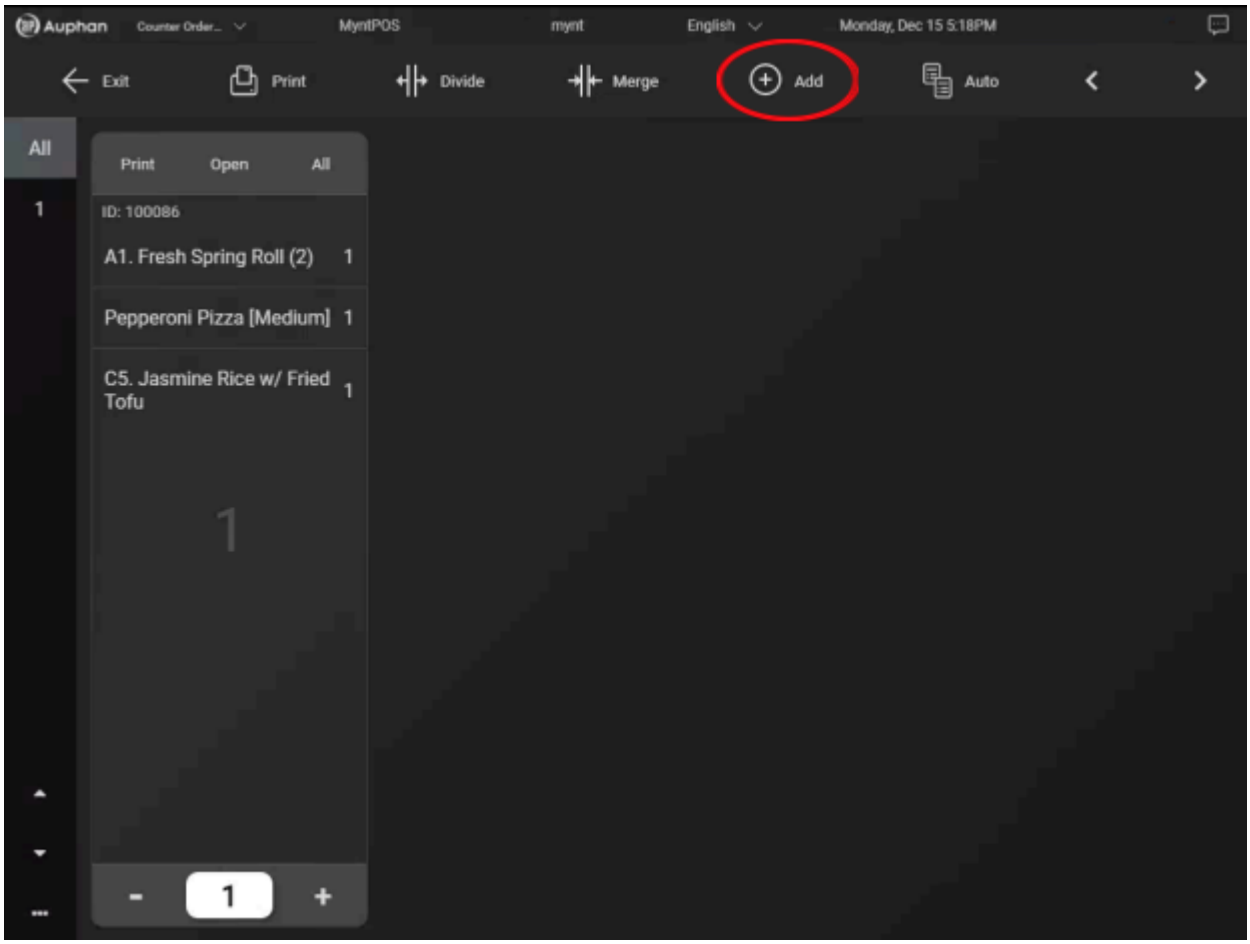
How to Split an Invoice



Click the “More” button in the top right (Three Dots).

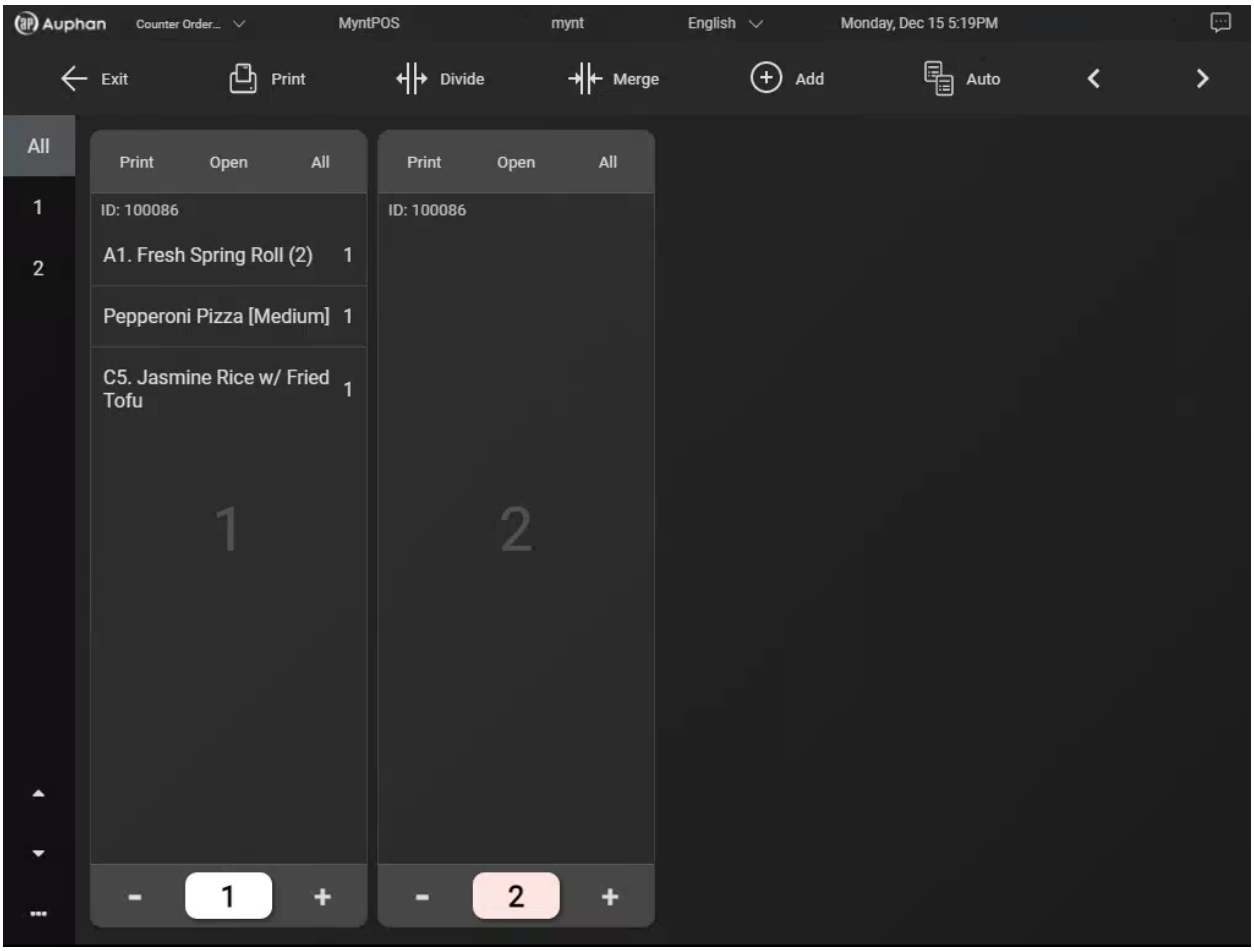


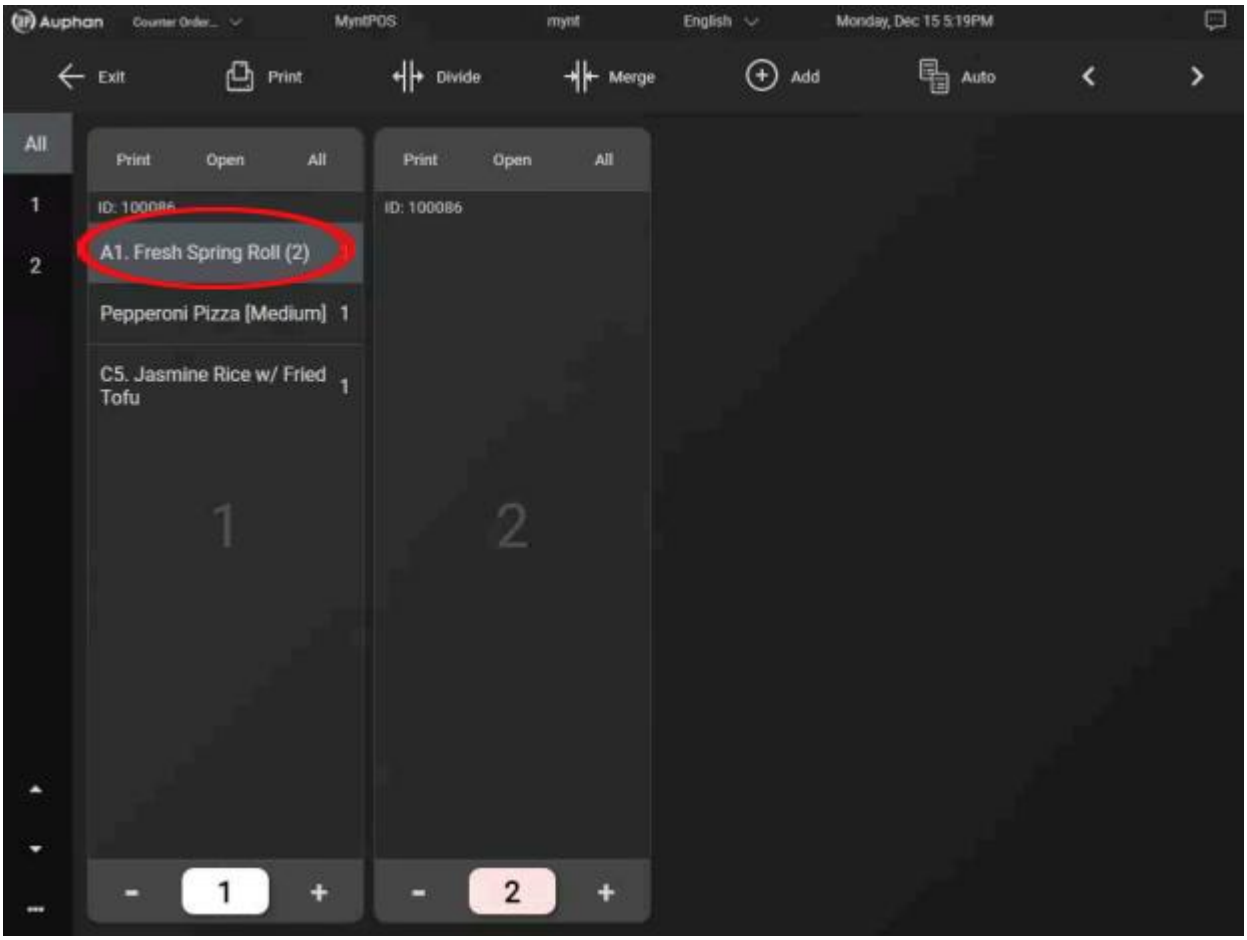
Press Split Invoice. This will open another screen allowing the creation of as many invoices as needed to split the check.



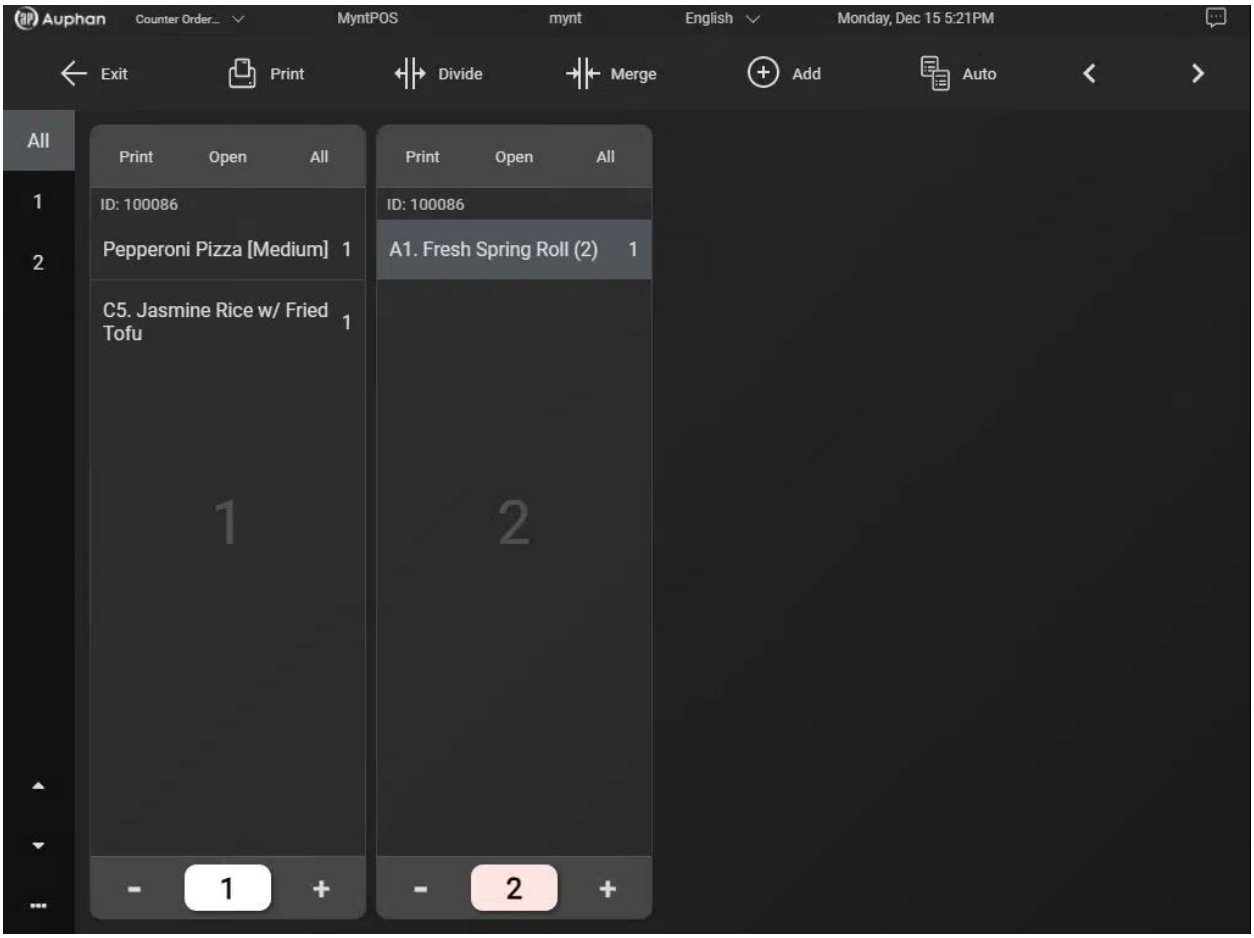
Press “Add” to create a new invoice on this screen.

If you separated the items by seat in the invoice, it will automatically have these added.

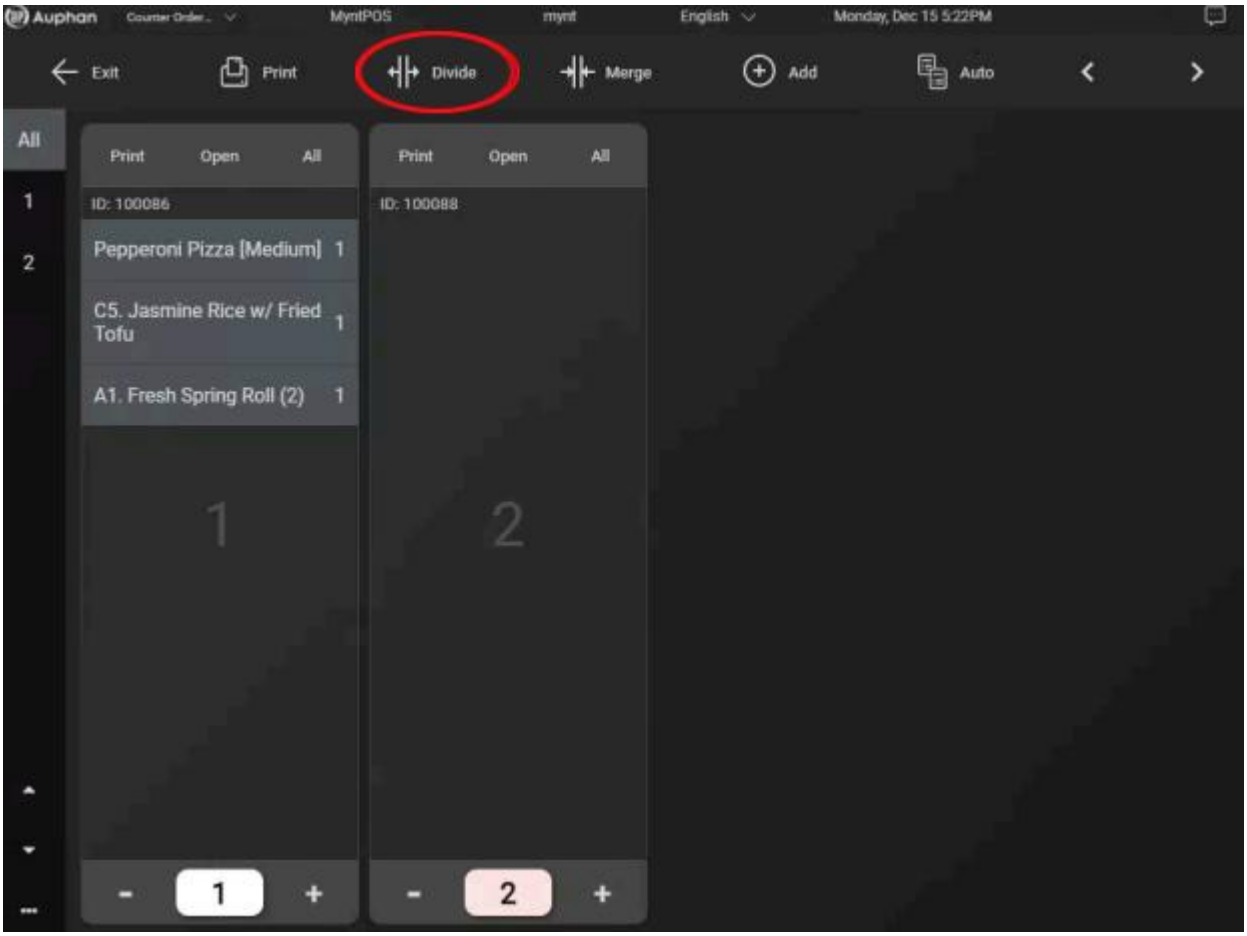

Auphan
Counter Order...
MyntPOS
mynt
English
Monday, Dec 15 5:19PM
Exit
Print
Divide
Merge
Add
Auto
All
1
2
Print
Open
All
ID: 100086
A1. Fresh Spring Roll (2) 1
Pepperoni Pizza [Medium] 1
C5. Jasmine Rice w/ Fried Tofu 1
1
Print
Open
All
ID: 100086
2
- 1 +
- 2 +



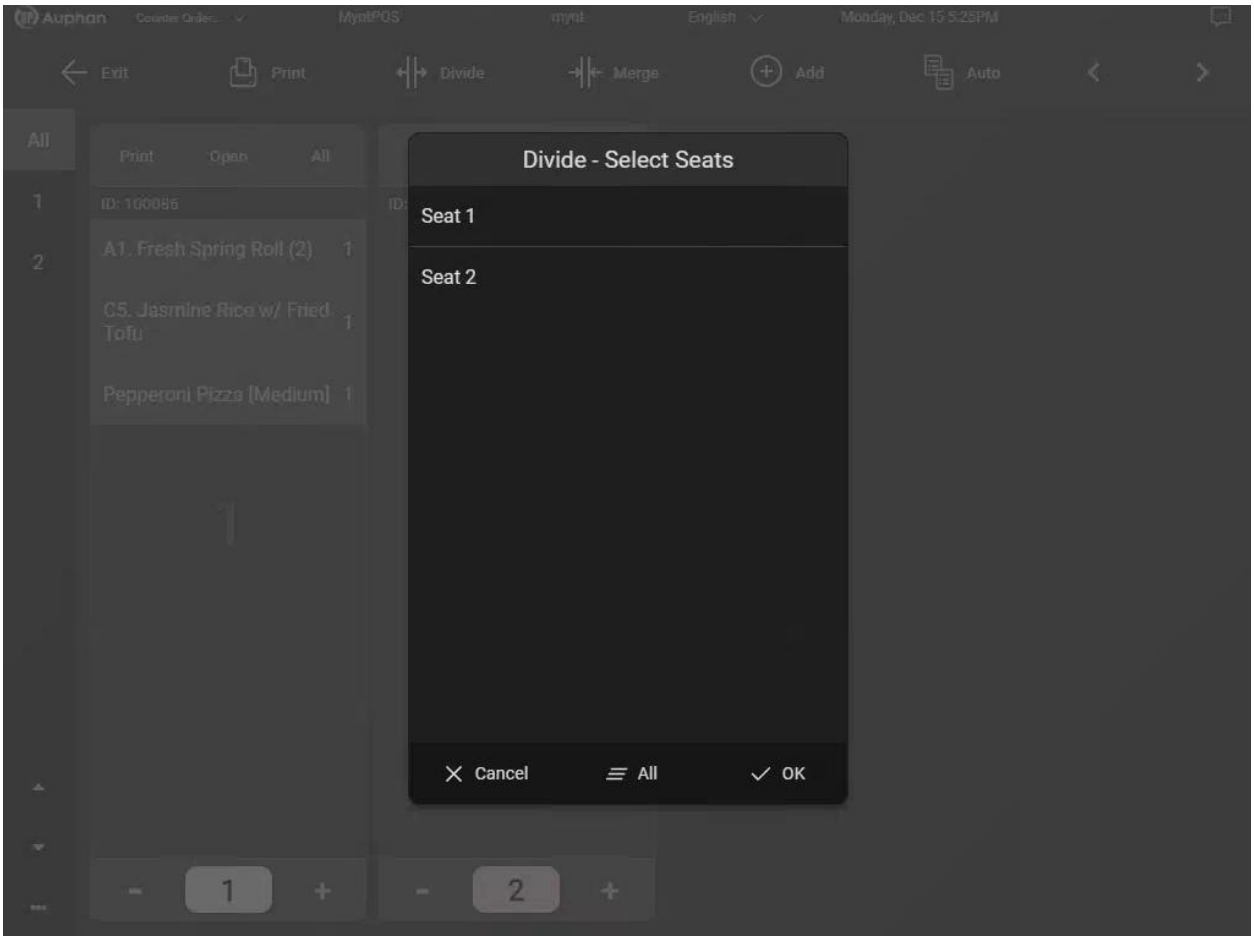
Now that there are multiple invoices on the screen, select the items to move, and tap on a different invoice to move them over.

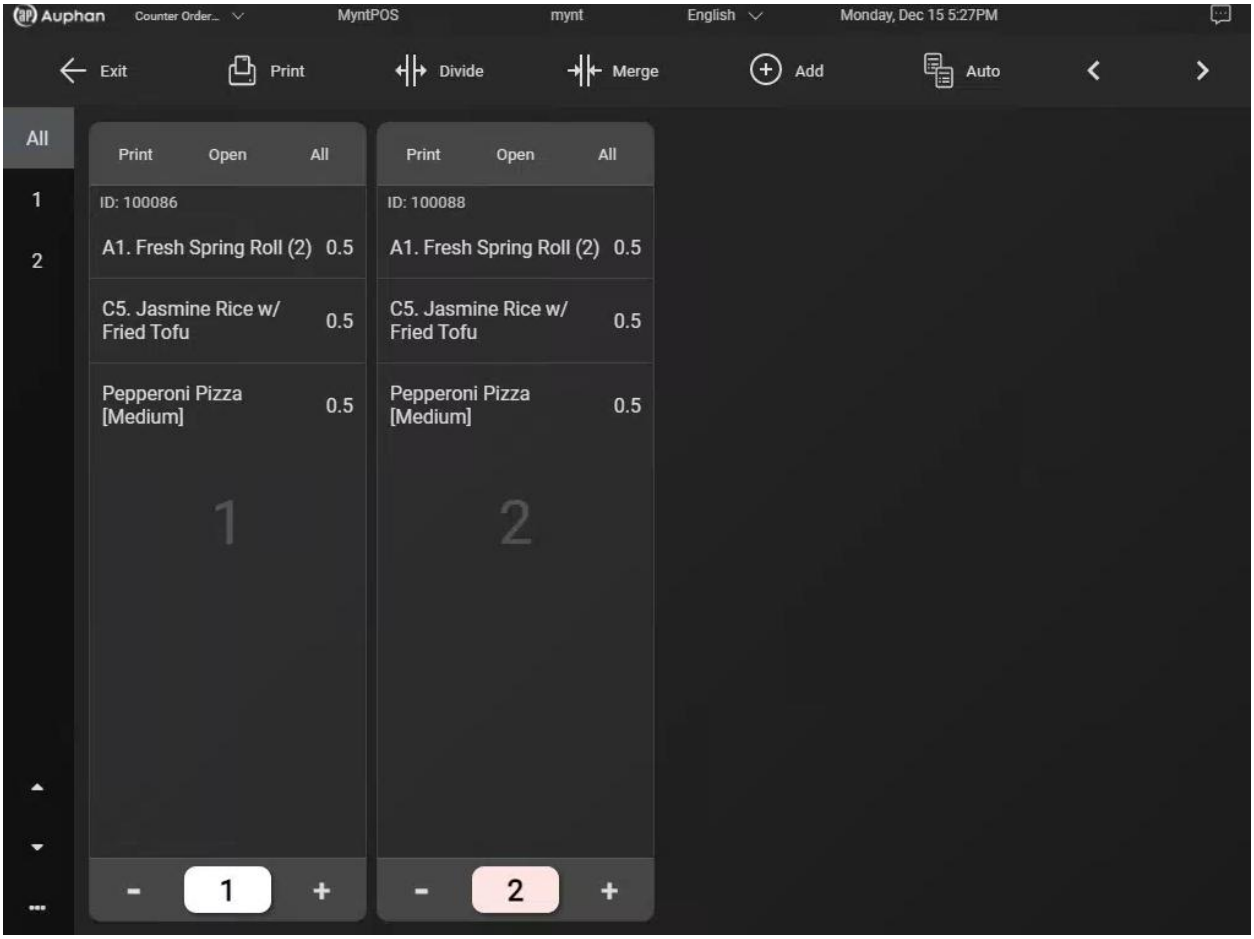


Using the buttons up top, the tickets can be printed or closed separately.



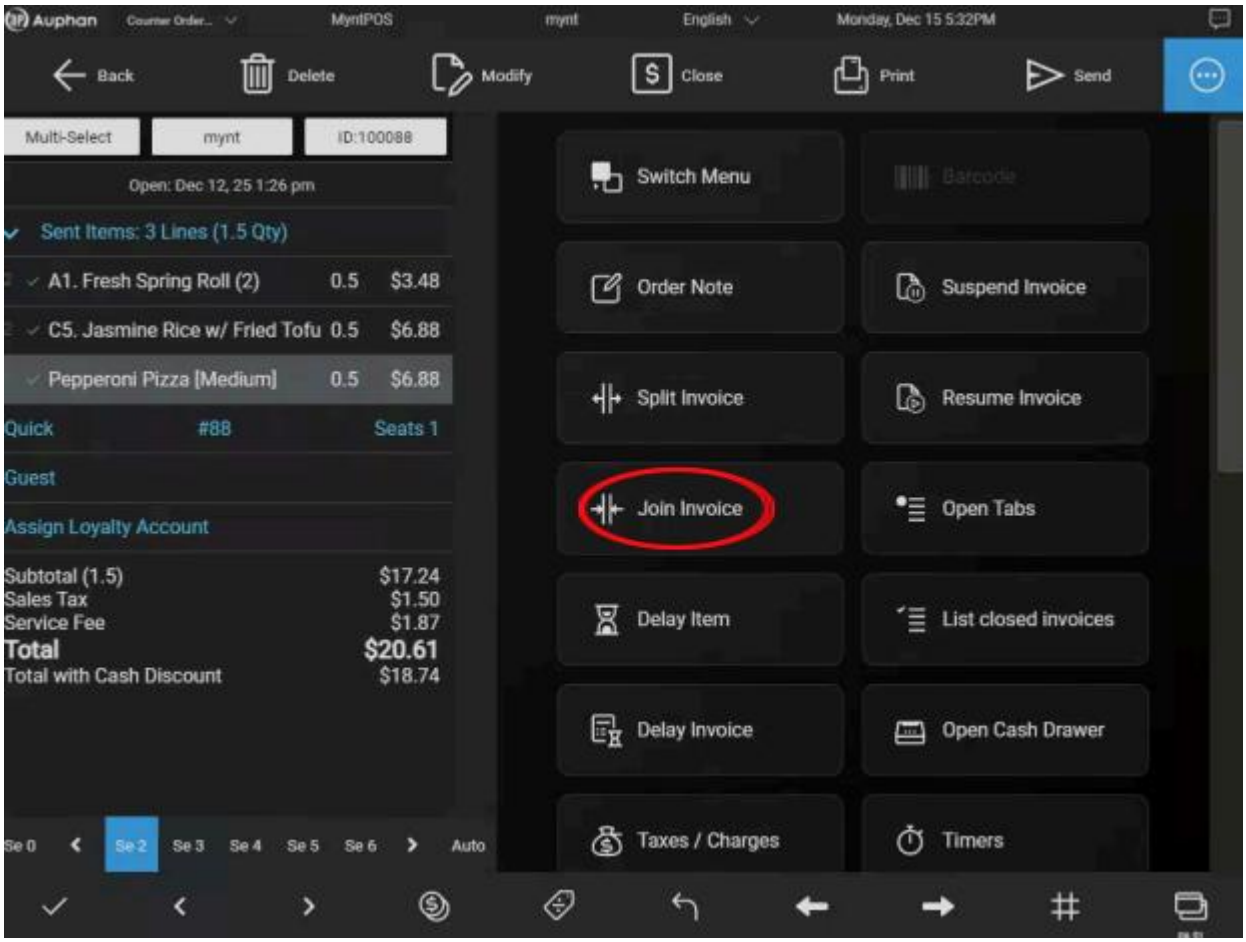
If the customers want to split all items evenly, use the Divide button at the top. Highlight the items to divide, and then press Divide. A prompt will appear to divide between the seats currently open. At least 2 seats will be needed.


Auphan
MyntPOS
mynt
English
Monday, Dec 15 5:25PM
Exit
Print
Divide
Merge
Add
Auto
All
Print
Open
All
1
2
ID: 100086
A1. Fresh Spring Roll (2) 1
C5. Jasmine Rice w/ Fried Tofu 1
Pepperoni Pizza [Medium] 1
Divide - Select Seats
Seat 1
Seat 2
Cancel
All
OK
1
2



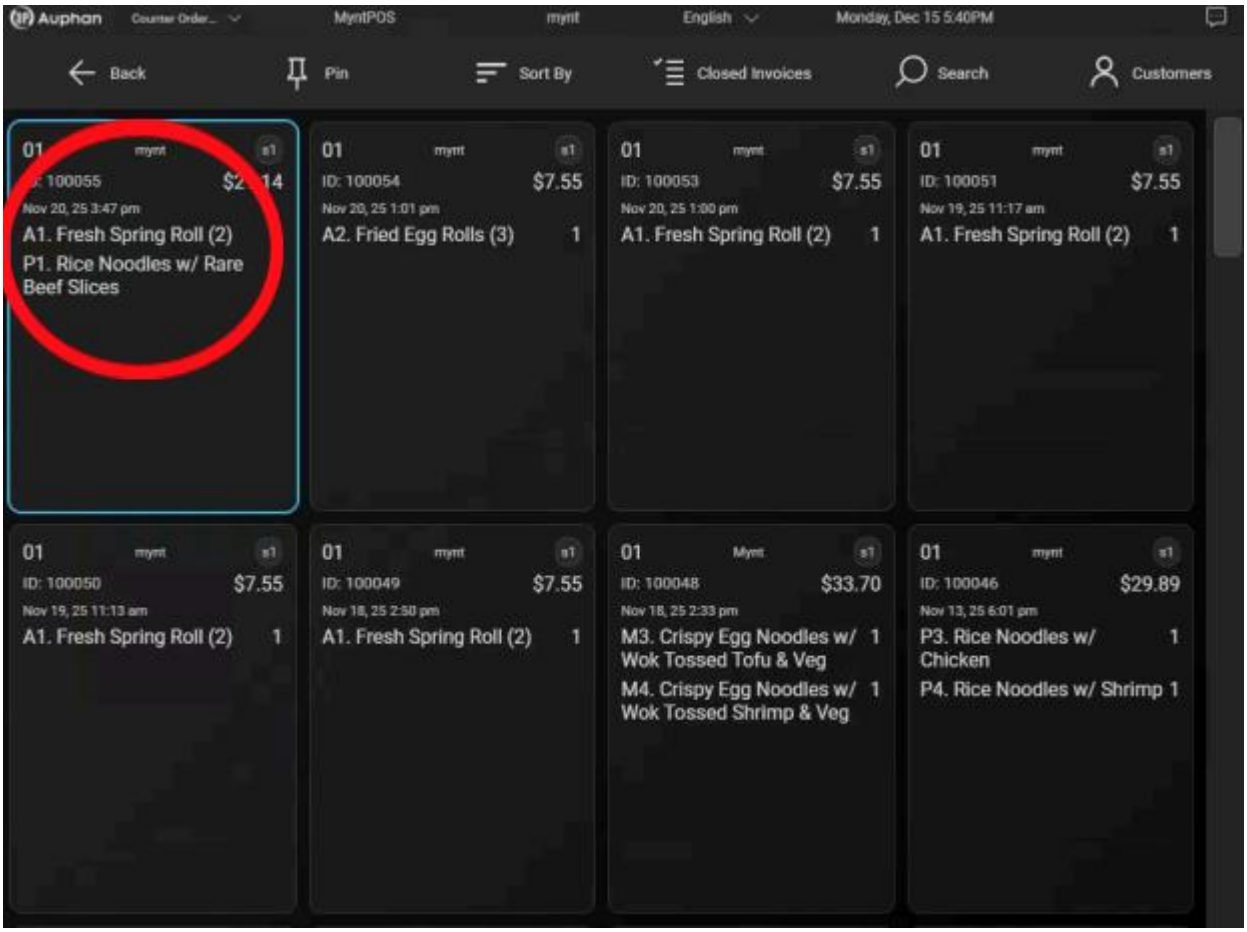
In the credit card captures screen, you will see any credit card transactions that are waiting for a tip. Locate the invoice you want to add a tip to, and select the arrow on the right of the invoice.

How to Join Invoices

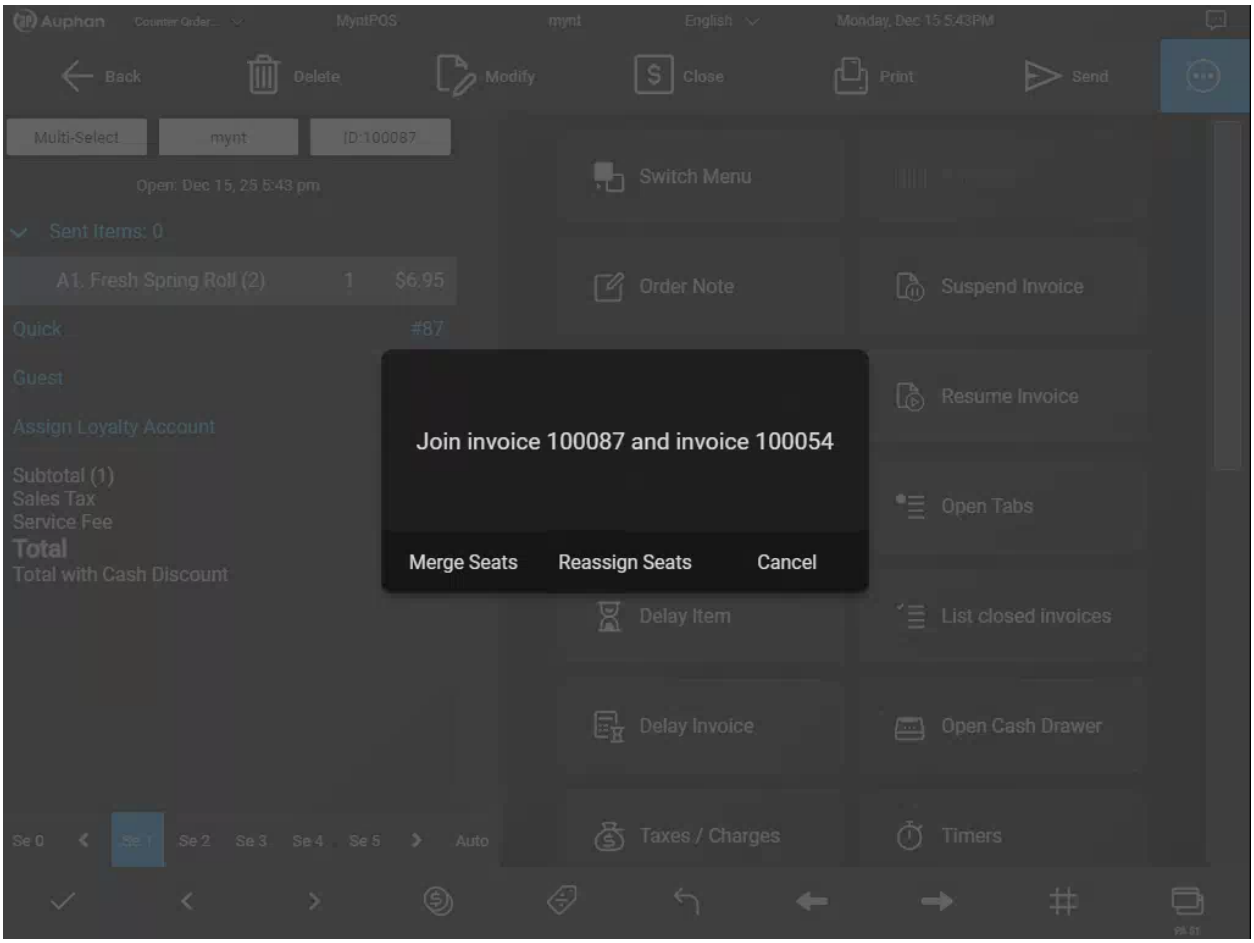




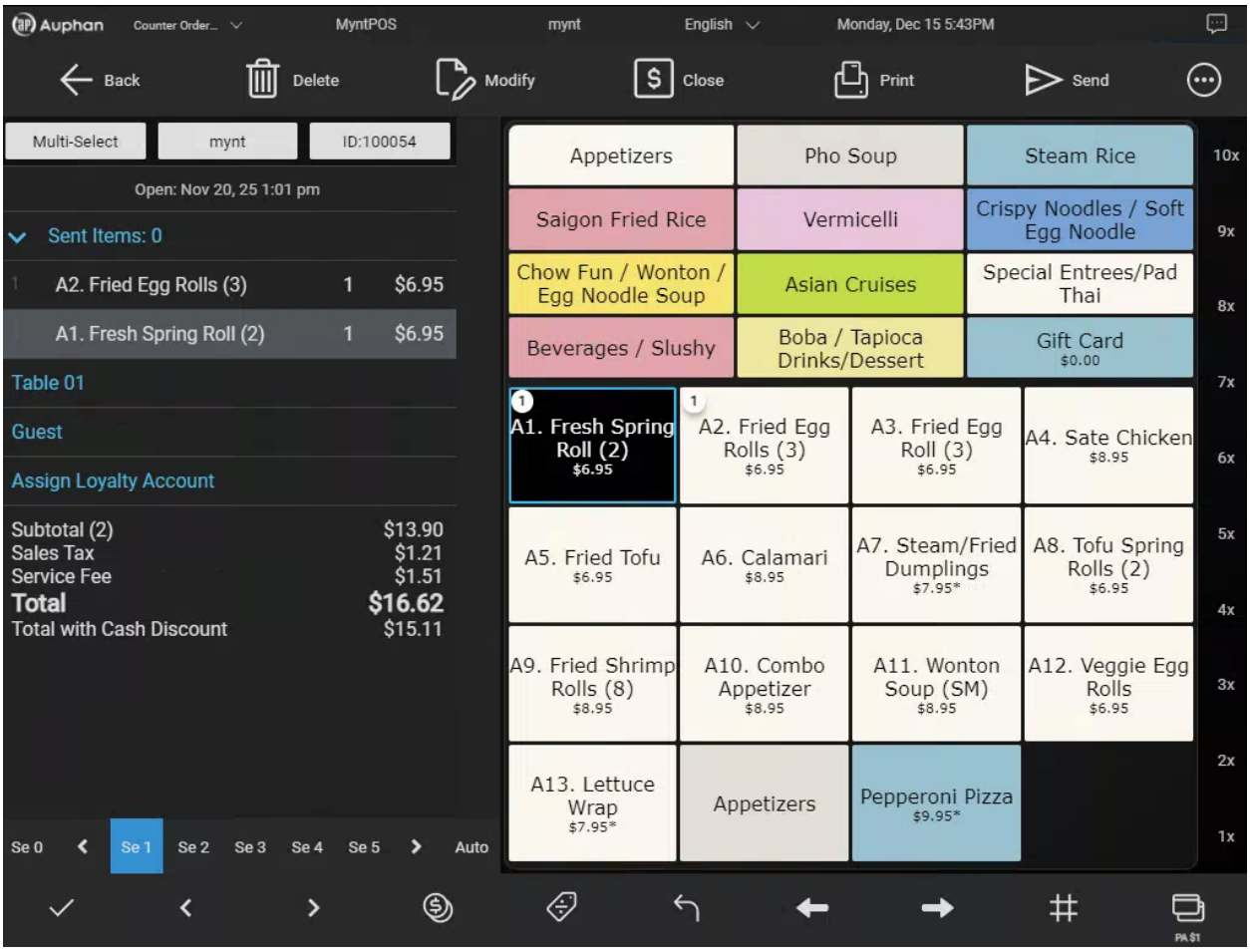
The table screen will open after pressing “Join Invoice”. Tap on the table the invoice will be moved to.



Press the invoice you want to merge with the current invoice.



Choose if you would like to merge or reassign seats.



The transaction will now move over to the number pad, where you can adjust the total and tip. Note: you can only change the total or tip, not the base price.

Congratulations!

You can now successfully Split and Join invoices!

