

Process Split Payments

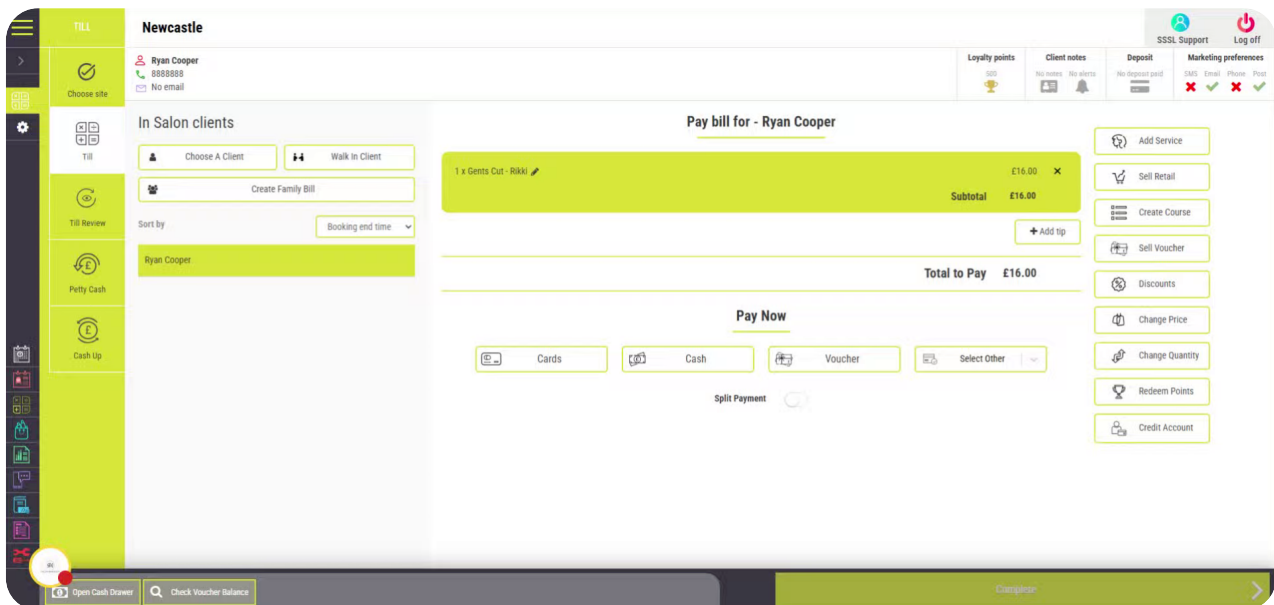
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SALON MANAGER

01 Introduction To Split Payment

Hello, today I'm going to show you how to take a split payment and a bill in Salon Manager.



02 Select Payment Method And Amount

Once you have the bill you wish to take a split payment for, you just need to go to the bottom under the pay now section and click the toggle for split payment. Once this is ticked, you can select your first payment method and type in the amount.

The screenshot displays the 'Pay bill for - Ryan Cooper' interface. On the left, a sidebar contains navigation options: 'Till', 'Choose site', 'In Salon clients', 'Till Review', 'Petty Cash', and 'Cash Up'. The 'In Salon clients' section shows a list with 'Ryan Cooper' selected. The main area features a 'Pay bill for - Ryan Cooper' header, a list of items including '1 x Gents Cut - Rikki' for £16.00, and a 'Subtotal' of £16.00. Below this, the 'Total to Pay' is £16.00. The 'Pay Now' section includes buttons for 'Cards', 'Cash', 'Voucher', and 'Select Other'. A 'Split Payment' toggle is located below these buttons. On the right, a vertical menu offers options like 'Add Service', 'Sell Retail', 'Create Course', 'Sell Voucher', 'Discounts', 'Change Price', 'Change Quantity', 'Redeem Points', and 'Credit Account'. The top right corner shows user status 'Newcastle', 'Ryan Cooper', and 'No email', along with 'Loyalty points', 'Client notes', 'Deposit', and 'Marketing preferences' sections. The bottom bar includes 'Open Cash Drawer', 'Check Voucher Balance', and a 'Complete' button.

03 View Split Payment Confirmation

This will appear as a new line under the bill items confirming the total and it will give you the remaining left to pay below.

The screenshot displays the SSSL POS interface for a 'Newcastle' location. The top navigation bar includes 'TILL', 'Newcastle', and user information for 'Ryan Cooper' (8888888, No email). Utility buttons for 'Loyalty points', 'Client notes', 'Deposit', and 'Marketing preferences' are on the right. A left sidebar contains icons for 'Choose site', 'Till', 'Till Review', 'Petty Cash', and 'Cash Up'. The main area is titled 'Pay bill for - Ryan Cooper' and shows a bill with one item: '1 x Gents Cut - Rizki' for £16.00. The subtotal is £16.00. Below this, a 'Pay by Cards' entry for £10.00 is shown. The 'Total to Pay' is £6.00. A 'Pay Now' section offers payment methods: 'Cards' (selected), 'Cash', 'Voucher', and 'Select Other'. A 'Split Payment' toggle is at the bottom. On the right, a vertical menu lists actions like 'Add Service', 'Sell Retail', 'Create Course', 'Sell Voucher', 'Discounts', 'Change Price', 'Change Quantity', 'Redeem Points', and 'Credit Account'. The bottom status bar includes 'Open Cash Drawer', 'Check Voucher Balance', and a 'Complete' button.

Pay bill for - Ryan Cooper

Item	Price
1 x Gents Cut - Rizki	£16.00
Subtotal	£16.00

Pay by Cards £10.00

Total to Pay **£6.00**

Pay Now

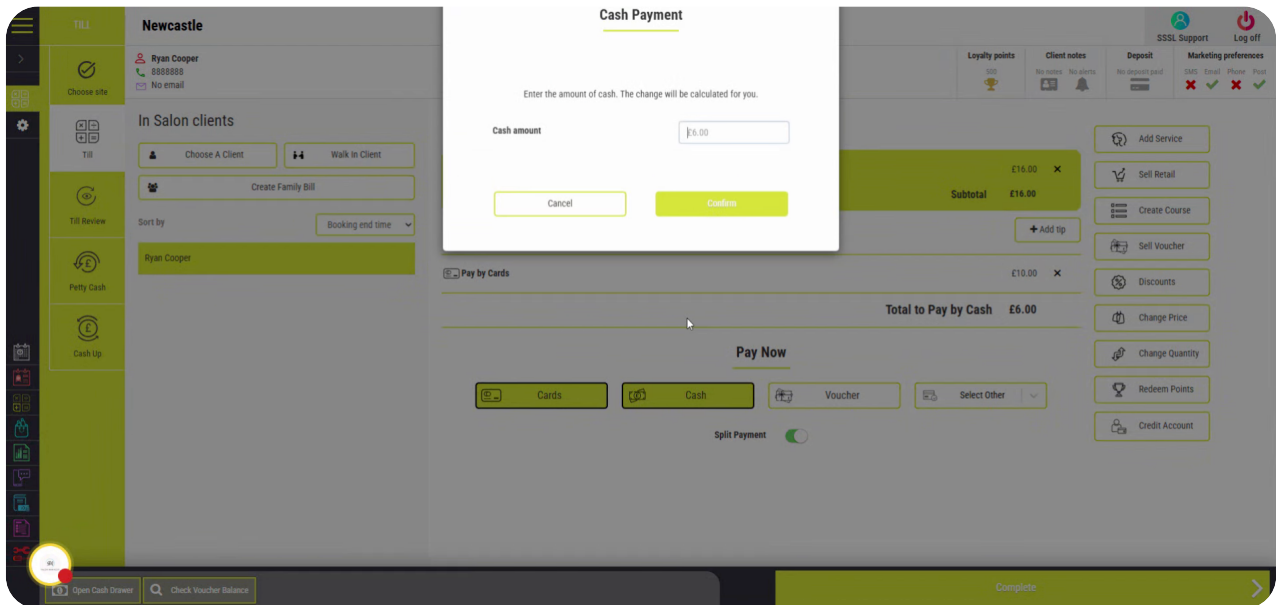
☒ Cards ☐ Cash ☐ Voucher ☐ Select Other

Split Payment ☒

Complete

04 Complete Split Payment Process

Select the remaining payment method the client wishes to pay with and confirm. This will allow you to now complete the bill.



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