



Split Payments and Checks

11 Steps [View on Tango](#)

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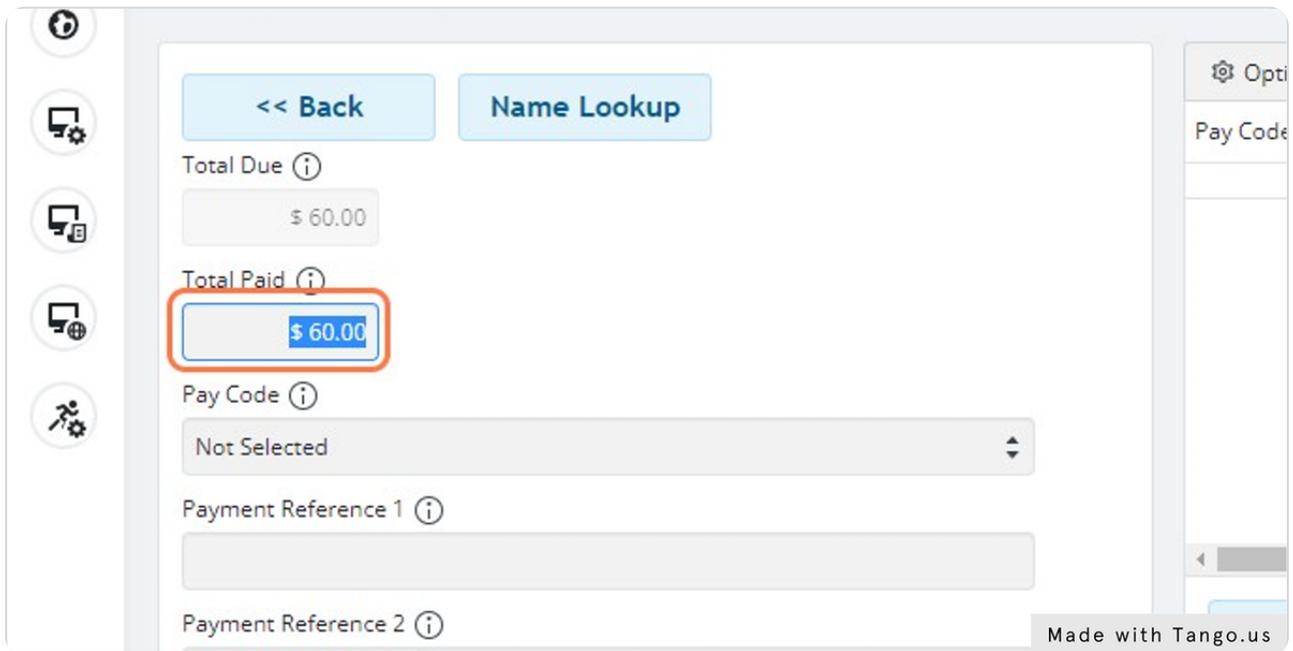
STEP 1

Start in the Shopping Cart

STEP 2

Click on Total Paid

Highlight the amount. Enter the amount for the first tender.



The screenshot shows a payment interface with a sidebar on the left containing icons for home, settings, and other functions. The main content area has a top navigation bar with a '<< Back' button and a 'Name Lookup' button. Below this, there are three rows of information: 'Total Due' with a value of '\$ 60.00', 'Total Paid' with a value of '\$ 60.00' (highlighted by a red box), and 'Pay Code' with a dropdown menu showing 'Not Selected'. There are also two empty text input fields for 'Payment Reference 1' and 'Payment Reference 2'. A 'Made with Tango.us' watermark is visible in the bottom right corner.

STEP 3

Click on Pay Code

The screenshot shows a payment interface with the following elements:

- Buttons: << Back, Name Lookup, Add Payment, Alternate Payee.
- Fields: Total Due (\$ 60.00), Total Paid (\$ 30.00), Pay Code (Not Selected), Payment Reference 1, Payment Reference 2.
- Dropdown: Pay Code dropdown menu is highlighted with a red box.
- Table: A table with columns Pay Code, Description, and Amount. The table is currently empty.
- Buttons: Apply Coupon, Use/Refund Credit.
- Footer: Made with Tango.us

STEP 4

Click on 02 - Cash

Select the first tender type. In this case, Cash.

The screenshot shows the payment interface with the Pay Code dropdown menu open. The following elements are visible:

- Buttons: << Back, Name Lookup, Add Payment, Alternate Payee.
- Fields: Total Due (\$ 60.00), Total Paid (\$ 30.00), Pay Code (Not Selected), Payment Reference 1, Payment Reference 2.
- Dropdown: Pay Code dropdown menu is open, showing options: Not Selected, 01 - Check, 02 - Cash (highlighted with a red box), 03 - DISC/MC/VISA, 04 - AMEX, 05 - Manual Credit Card.
- Table: A table with columns Pay Code, Description, Amount, and Type. The table is currently empty.
- Buttons: Apply Coupon, Use/Refund Credit, Add Cre.
- Footer: Made with Tango.us

STEP 5

Click on Add Payment

The screenshot shows a payment entry form. At the top, there is a dropdown menu set to '02 - Cash'. Below it are two text input fields for 'Payment Reference 1' and 'Payment Reference 2'. At the bottom of the form, there are two buttons: 'Add Payment' and 'Alternate Payee'. The 'Add Payment' button is highlighted with a red rectangular box. To the right of the form, there is a vertical sidebar with a blue button labeled 'Apply C'. Below the form is a 'Shopping Cart' section with a table header: 'Description', 'First Name', 'Fee Amount', 'Fee Paid', and 'New Fee Paid'. The table is currently empty. At the bottom right of the page, it says 'Made with Tango.us'.

STEP 6

Click on Total Paid

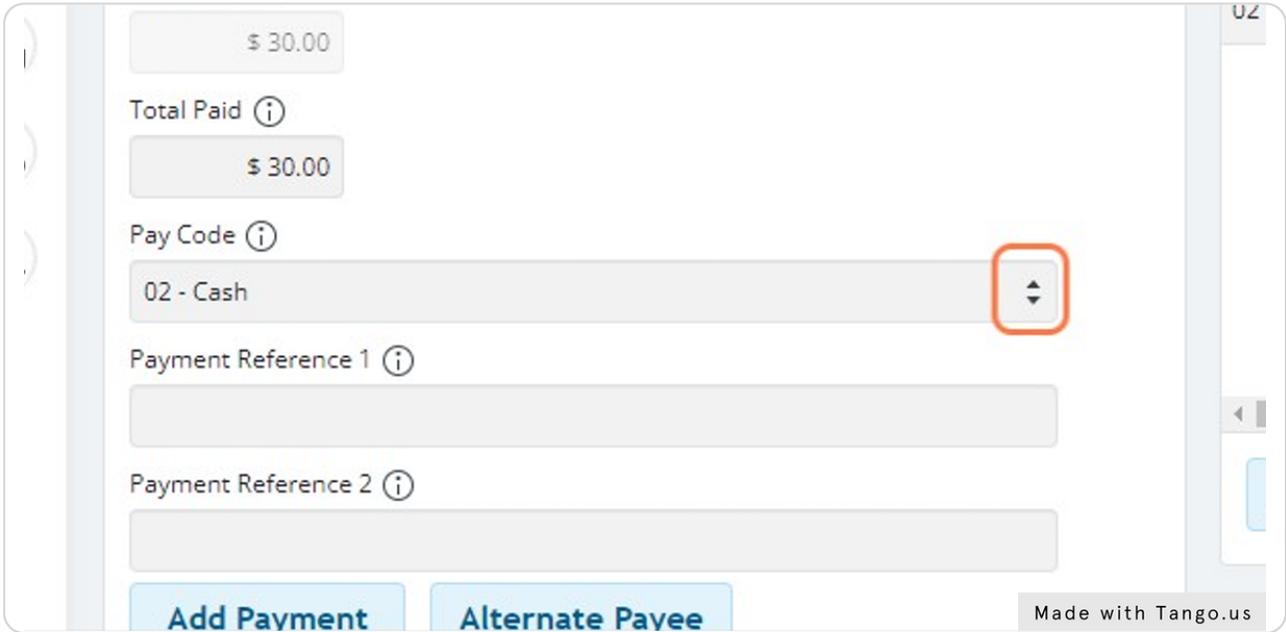
The remaining amount will automatically display once you have added the first tender type and amount.

The screenshot shows a payment summary screen. At the top, there are two buttons: '<< Back' and 'Name Lookup'. Below them, there are two summary rows: 'Total Due' with a value of '\$ 30.00' and 'Total Paid' with a value of '\$ 30.00'. The 'Total Paid' row is highlighted with a red rectangular box. Below these are two text input fields for 'Payment Reference 1' and 'Payment Reference 2'. At the bottom, there is a dropdown menu set to '02 - Cash'. On the right side, there is a vertical sidebar with a 'Pay Code' field containing the value '02'. At the bottom right of the page, it says 'Made with Tango.us'.

STEP 7

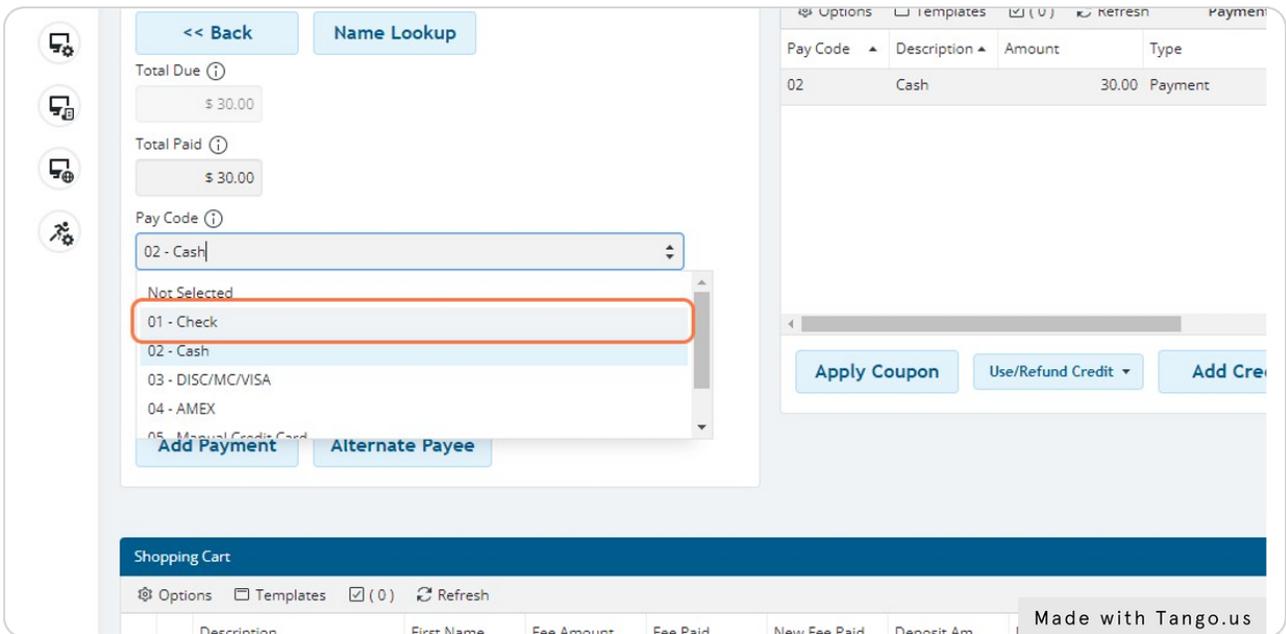
Click on the Pay Code

Select the second tender type. In this case, Check.



STEP 8

Click on 01 - Check



STEP 9

Type the Payment Reference

When processing check transactions, you will be required to enter something in the payment reference box. Include the check number here.

The screenshot shows a payment processing interface. On the left, there are icons for settings, a printer, a receipt, and a gear. The main area contains the following fields and buttons:

- << Back
- Name Lookup
- Total Due ⓘ: \$ 30.00
- Total Paid ⓘ: \$ 30.00
- Pay Code ⓘ: 01 - Check
- Payment Reference 1 ⓘ: 1234 (highlighted with a red box)
- Payment Reference 2 ⓘ: (empty)
- Add Payment
- Alternate Payee

On the right, there is a table with the following data:

Pay Code	Description	Amount	Type
02	Cash	30.00	Payment

Below the table are buttons: Apply Coupon, Use/Refund Credit, and Add Cre... At the bottom, there is a Shopping Cart section with a table header: Description, First Name, Fee Amount, Fee Paid, New Fee Paid, Deposit Am... and a footer: Made with Tango.us

STEP 10

Click on Add Payment

The screenshot shows the same payment processing interface as in Step 9, but with the 'Add Payment' button highlighted with a red box. The 'Payment Reference 1' field still contains '1234'. The 'Alternate Payee' button is also visible. The Shopping Cart section at the bottom is the same as in Step 9.

STEP 11

Click on Process

The screenshot shows a 'Shopping Cart' interface. At the top, there is a blue header with the text 'Shopping Cart'. Below the header, there are several controls: 'Options' (gear icon), 'Templates' (document icon), '(0)' (checkbox), and 'Refresh' (refresh icon). The main area is a table with the following columns: 'Description', 'First Name', 'Fee Amount', 'Fee Paid', 'New Fee Paid', and 'Deposit Am...'. Each column has a dropdown menu below it. The table contains one row with the following data: 'TR McCollum Before/After S...', 'Karla', '\$ 60.00', '\$ 60.00', '\$ 0.00', and '\$ 0.00'. Below the table, there are two summary rows: 'Fee Amount \$ 60.00' and 'Fee Paid \$ 60.00', followed by 'Deposit Amou \$ 0.00'. On the left side, there is a vertical sidebar with icons: a square with a plus sign, a gear, a circle with 'AS', and a green circle with a checkmark and a '10' notification badge. At the bottom of the sidebar, there is a green button with the text 'Process' and an orange border. In the bottom right corner of the interface, there is a grey box with the text 'Made with Tango.us'.

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