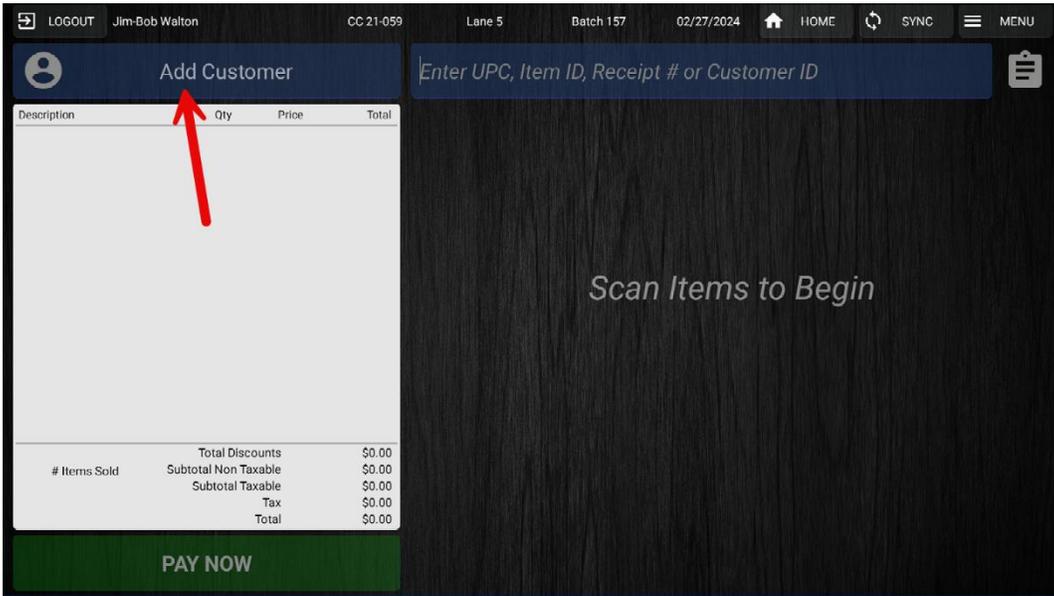# OrderDog™
A STORE'S BEST FRIEND

Completing a Transaction using Split Tender Payments

User Guide > Transactions

1. Starting on the main sales screen, we will add the customer to the transaction if they have not been added already. First tap "Add Customer".

2. Enter customer information, then tap "Search" to lookup the customer. Then, select the customer's name from the list. Alternatively, you can create a new customer record if the customer does not have one yet.
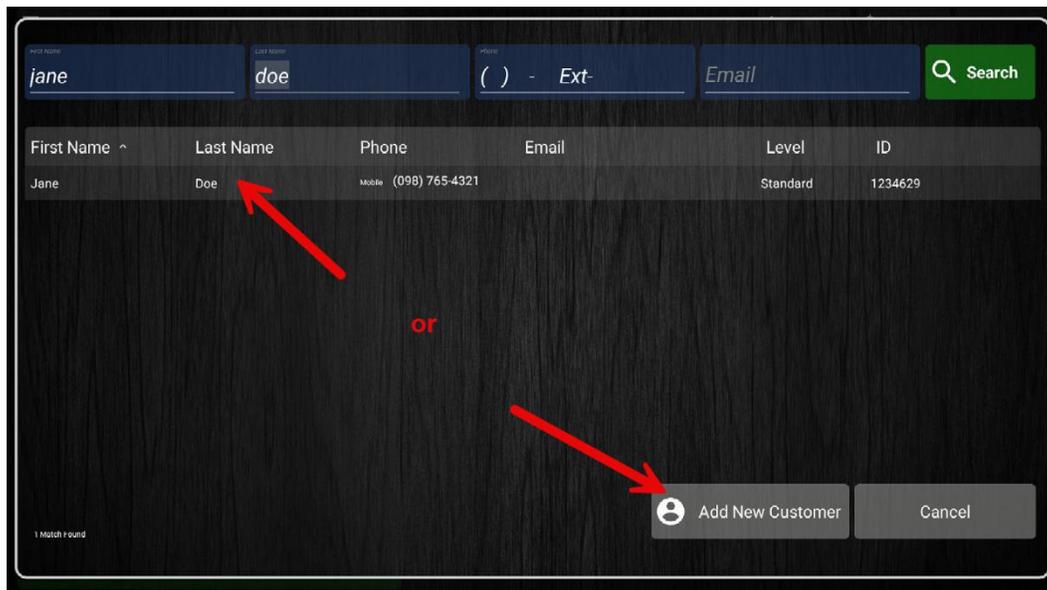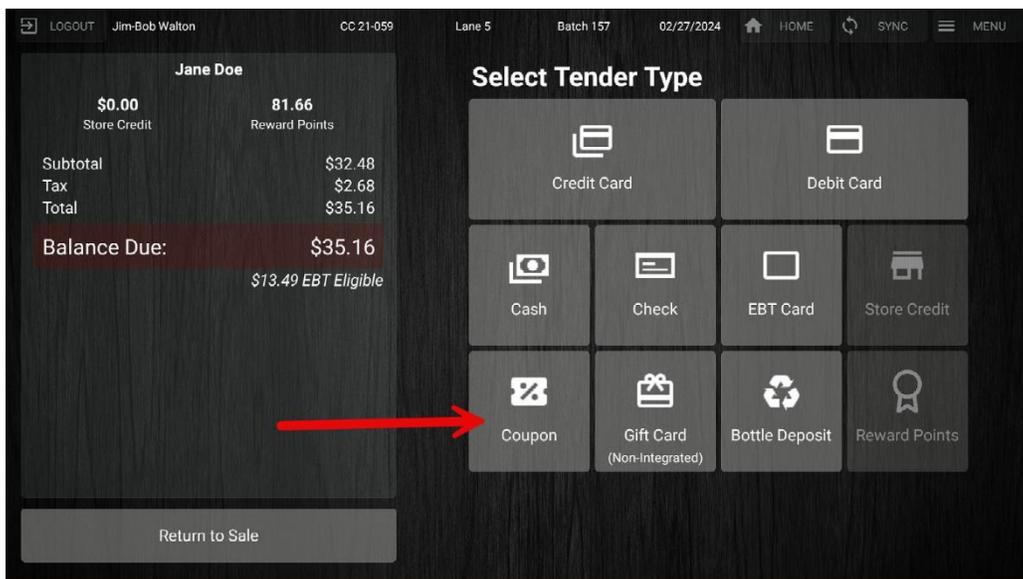
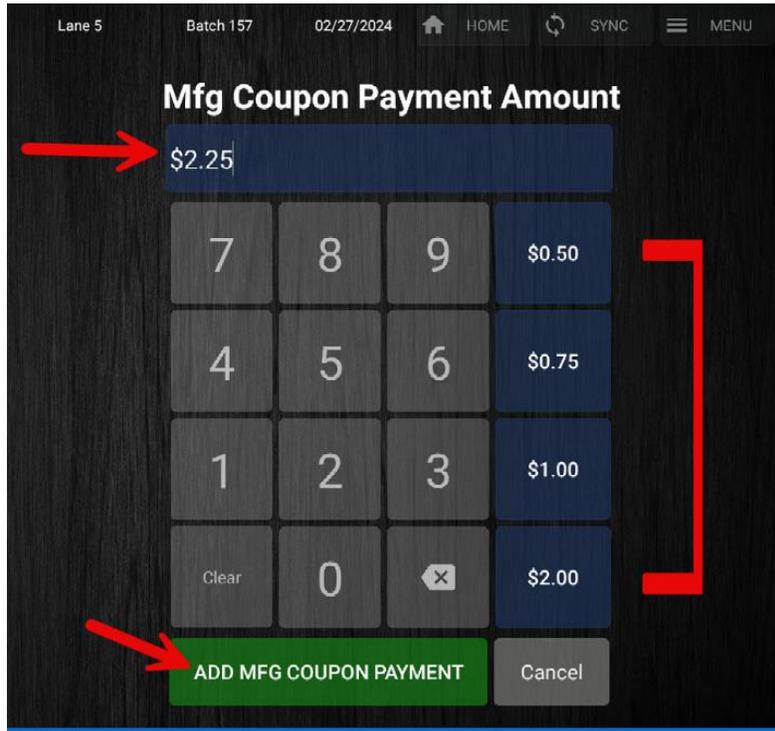3. You can see the customer has been added to the transaction.
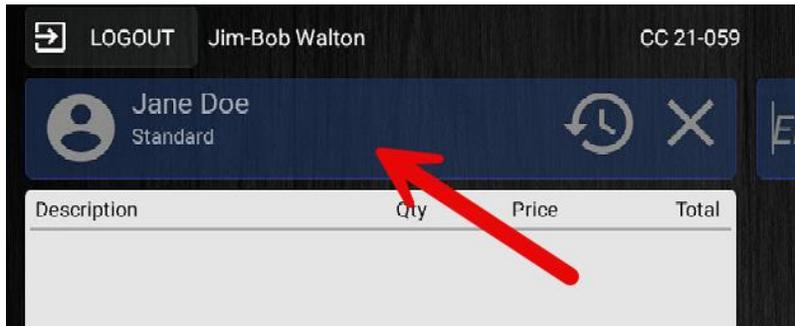
4. Once all desired items are scanned and they're ready to pay, tap "Pay" to complete the transaction.
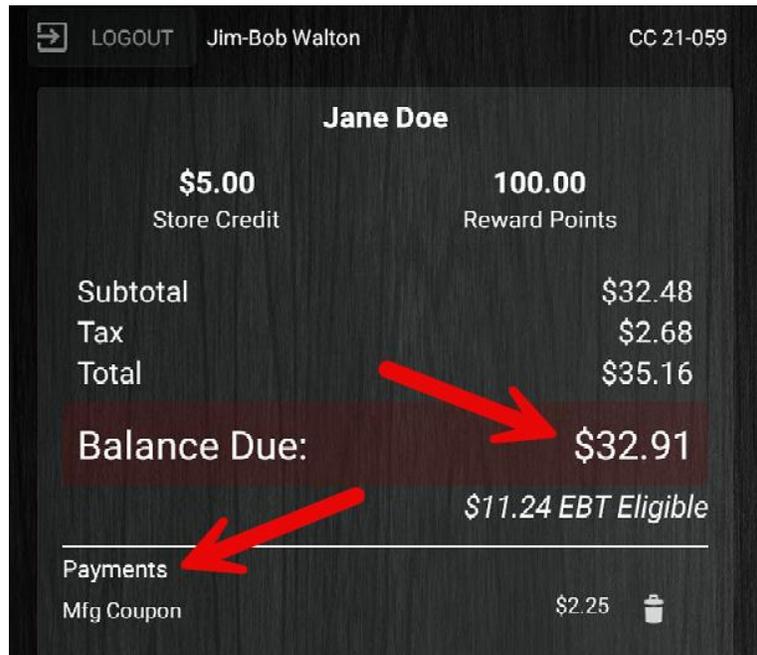

5. Tap on the first "Tender Type" you want to use. (We will be using the coupon type in this tutorial).

6. Enter the amount that will be paid using this tender type, or use a blue quick key.

7. Notice that the coupon payment was added and now the "Balance Due" is lower.

8. Store credit can also be used to pay for part of the transaction.
   NOTE: The blue quick key displays the customer's full store credit balance, but will only apply the amount due if it will cover the remaining balance due.
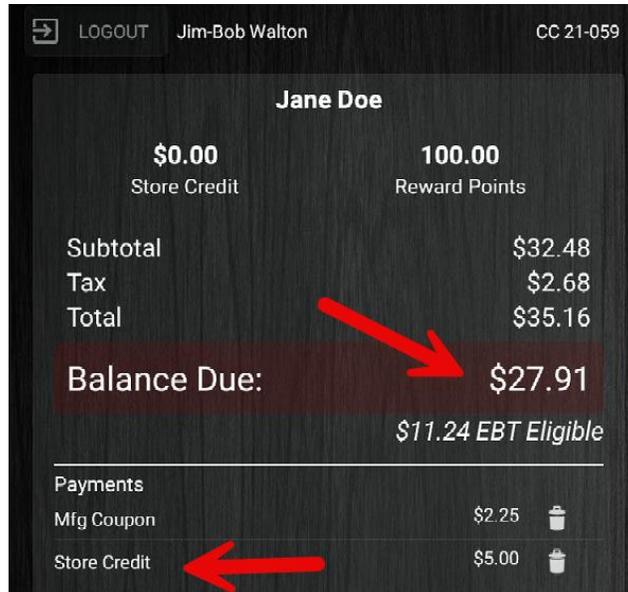
9. Select the tender type the customer wishes to use next. (We will use cash in this example).
10. Just like before, enter the amount or use a blue quick key to complete the transaction. You can use as many split tender payments as the customer needs until the balance is paid.
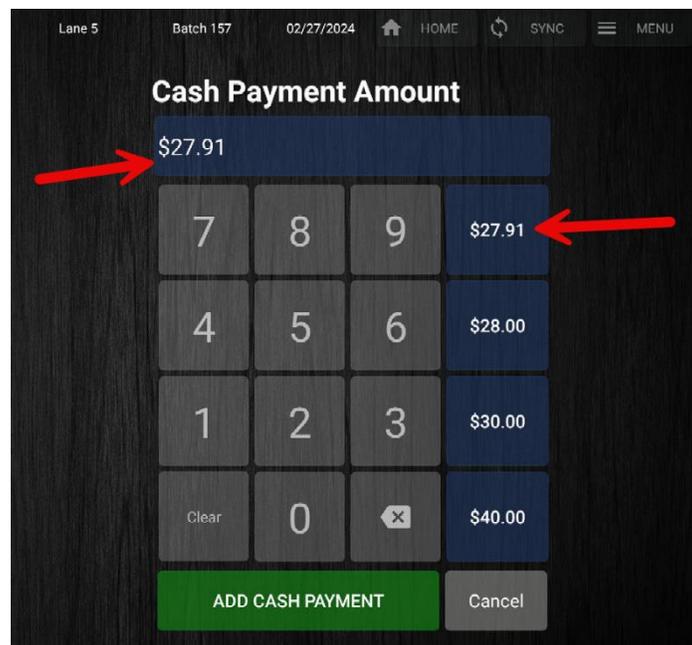
11. Once the balance has been paid off, you can print them a receipt, where you can they will be able to see a summary of all of the different tender types that were used to pay for this transaction.

YOU'RE DONE!

If you have any questions or concerns regarding this tutorial, or any other inquiries, please feel free to contact us at:

Email: support@orderdog.com

Call: 1-866-673-3736

Our hours: 8 AM – 6 PM CST

Monday – Friday

After Hours Support Available

Visit our website for more tutorials and resources:
https://orderdog-inc.kayako.com/