

Charge Order

Once we have clicked on the **Charge** button through the **Applicable Promotions** screen or the **Change payment method** button through the **Check Order** screen, the following screen will appear:

Charge order

Total Amount

\$ 51.72

Pending

\$ 51.72

Payment method

Cash

0

Tip

☐ Suggested Tip (10%) \$ 5.17

☐ Suggested Tip (15%) \$ 7.76

☐ Suggested Tip (20%) \$ 10.34

Cash

0.00

Payment method	Amount	Delete
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Change to give

\$ 0.00

Charge

Customer receipt

Kitchen Chit

Pending

Charge separately

Cancel

In this screen we can see the **Total Amount** of the order and the **Pending Amount**, depending on the amounts that we are adding in the lower part in **Payment method**.

The system will allow us to choose between the different **Payment Methods** that we have configured through the **Order Payment Methods** screen. We can add the total amount of the order in just one payment method or in more than one payment methods.

If we choose the **Invitation** payment method we can invite the customer to the whole order if we have the the required **Access Level Definition** to the system.

Anytime we choose a payment method, we must enter the amount that we will be paid in that payment method and press Enter.

The amounts that we are introducing with the different payment methods, will be added in the central part and if the addition of all the amounts added exceed the total amount of the order, the **Change to give** will appear just below.

Once we have introduced some payment method with its corresponding amount, the order cannot longer be canceled. Therefore, if the order eventually will not be placed, it should be canceled later.

If it is a **Dine In, Table, Counter or Terrace order**, the **number of guests** and the **price to be paid per guest** will appear at the bottom.

On the other hand, we can choose the tip that the customer is going to pay among the suggested tips which appear at the bottom. We have to take into consideration, that the tip payment method could be different from the order payment method.

On the right side, we have several buttons that allow us to execute different functions:

Charge: We will use this button to charge the order, once we have entered enough amount to make the payment of the order with any payment method.

Customer receipt and Kitchen chit: We can deactivate any of these two options, if we do not want print the customer receipt or the kitchen chit. In order to do it, we must click on the corresponding button and after confirming it, we will see how the name of the button changes to **No customer receipt** or **No kitchen chit**. If we deactivate any of these two options, they will keep deactivated for the following orders until we activate them again.

Pending: We can leave the order as pending and the whole order will be sent to the kitchen staff and the order will be pending on the **Orders** screen.

Charge separately: It allows us to charge the order separately, choosing the items on different tickets through the **Split order** screen.

Cancel: It allow us to exit of the screen without making any changes.