



**PREPARED BY:**  
CNIC N946

**LAST UPDATED:**  
7/21/2023

# RECTRAC 3.1 Splitting Checks

---

## Table of Contents:

- Section 1: [Split a Check When Running Open Tickets/Tabs](#)
- Section 2: [Example](#)
- Section 3: [Adding a break in the ticket \(Example\)](#)
- Section 4: [Final split screen \(Example\)](#)
- Section 5: [Ready to print \(Example\)](#)

FOR ASSISTANCE PLEASE CONTACT:  
+1.844.697.4357 | SUPPORT@CNICFFR.ORG

# RecTrac 3.1 Splitting Checks



## How to Split a Check When Running Open Tickets/Tabs

Highlight the ticket you want to split

Click/touch the 'Split Ticket' button at the bottom of the tab listing screen.

Templates (1) Refresh		Open Tickets							
Table/Name	Tckt#	User	Total	Items	Printed	Start Time	Receipt	Location	
✓ John Doe	1390	HQ_JLUSSIER	\$ 27.75	10	<input type="checkbox"/>	10:48		7916 7141-LC	

New Ticket Update Ticket Quick Tab Closeout Ticket Order Print Print SubTotal **Split Ticket** Combine Tickets

The following screen will display:

Current Sales Items on the ticket to split out. Modifiers are grouped to the entrees as they were rung up.

Split Ticket# 1390

Items to Split

Available	Selected (0)
+ 1 Chicken Sand (SE7141-00-017-001) 1 Add Cheddar (SE7141-00-008-020) 1 Add Bacon (SE7141-00-008-023) 1 Add Side Salad (SE7141-00-008-025)	
+ 1 Pub Burger (SE7141-00-005-001) 1 Cook - Medium (CNIC-FNB-SHARED-003) 1 Add Bacon (SE7141-00-008-023) 1 Add Waffle Fries (SE7141-00-008-024)	
+ 1 Panko Chicken Joel (SE7141-00-001-002) 1 Ranch (SE7141-00-008-010)	

Area to split items into separate tickets.

Split Cancel New Ticket

# RecTrac 3.1 Splitting Checks



## Splitting a Check cont.

<b>Split</b>	Completes the Split process.
<b>Cancel</b>	Cancels back to the open ticket listing.
<b>New Ticket</b>	Adds a new ticket break to the area where you are splitting the checks.

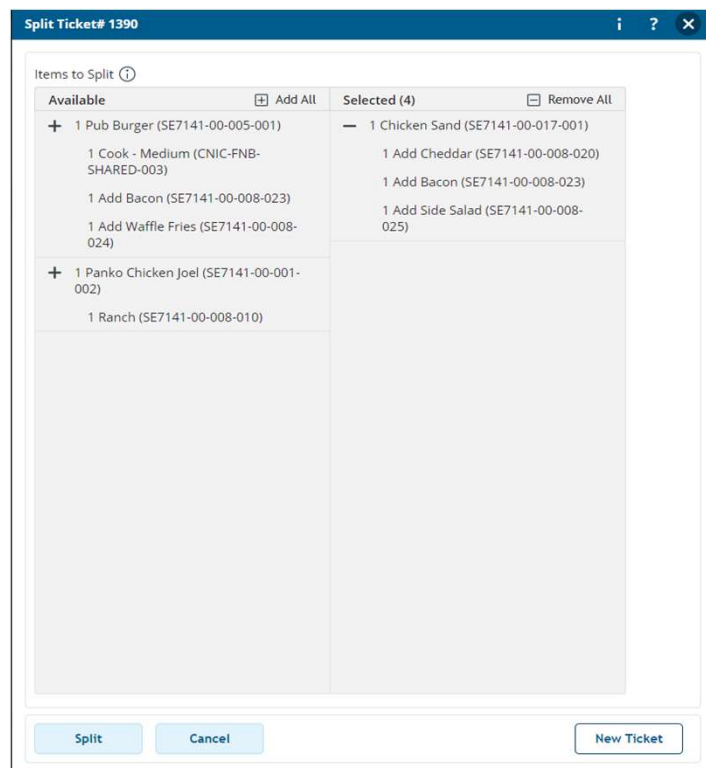
## Steps to Split a Check Example

In this example, we have 3 entrees on a single ticket that we need to split into 3 separate tickets.

Click/touch the + sign next to an item to add it over to the right hand side. By default, you are creating the "first" ticket split. See below, the first entrée is now on the right hand side under the "first" ticket split.

To remove an item from the right hand side, click/touch the – sign next to the item. To remove them all, click/touch 'Remove All'.

Items can also be dragged and dropped from either side.



## RecTrac 3.1 Splitting Checks



### Adding a break in the ticket (Example)

Once all of the items for the "first" ticket split are on the right-hand side, click 'New Ticket' to add the **first ticket break** to the right hand side. This starts the "second" split of the ticket.

<input type="checkbox"/> Add All	Selected (4)	<input type="checkbox"/> Remove All
-00-005-001)	— 1 Chicken Sand (SE7141-00-017-001)	
CNIC-FNB-	1 Add Cheddar (SE7141-00-008-020)	
41-00-008-023)	1 Add Bacon (SE7141-00-008-023)	
SE7141-00-008-	1 Add Side Salad (SE7141-00-008-025)	
(SE7141-00-001-	— Selected (0) —	

Now we continue adding items to the right to create the "second" ticket split.

Items to Split ⓘ

Available	<input type="checkbox"/> Add All	Selected (8)	<input type="checkbox"/> Remove All
+ 1 Panko Chicken Joel (SE7141-00-001-002)		— 1 Chicken Sand (SE7141-00-017-001)	
1 Ranch (SE7141-00-008-010)		1 Add Cheddar (SE7141-00-008-020)	
		1 Add Bacon (SE7141-00-008-023)	
		1 Add Side Salad (SE7141-00-008-025)	
		— Selected (4) —	
		— 1 Pub Burger (SE7141-00-005-001)	
		1 Cook - Medium (CNIC-FNB-SHARED-003)	
		1 Add Bacon (SE7141-00-008-023)	
		1 Add Waffle Fries (SE7141-00-008-024)	

# RecTrac 3.1 Splitting Checks



## Final split screen (Example)

The remaining items on the left are the "last" split; on the right we have 2 new "splits". Click on the Split button in the upper right to complete the process.

Items to Split ⓘ

Available <span style="float: right;">⊕ Add All</span>	Selected (8) <span style="float: right;">⊖ Remove All</span>
<p><b>+</b> 1 Panko Chicken Joel (SE7141-00-001-002)</p> <p>1 Ranch (SE7141-00-008-010)</p>	<p><b>-</b> 1 Chicken Sand (SE7141-00-017-001)</p> <p>1 Add Cheddar (SE7141-00-008-020)</p> <p>1 Add Bacon (SE7141-00-008-023)</p> <p>1 Add Side Salad (SE7141-00-008-025)</p> <hr/> <p><b>-</b> Selected (4)</p> <hr/> <p><b>-</b> 1 Pub Burger (SE7141-00-005-001)</p> <p>1 Cook - Medium (CNIC-FNB-SHARED-003)</p> <p>1 Add Bacon (SE7141-00-008-023)</p> <p>1 Add Waffle Fries (SE7141-00-008-024)</p>

## RecTrac 3.1 Splitting Checks



### Ready to print (Example)

Once returned to the ticket listing, all the new tickets will be highlighted.

They are ready to be printed out.

### TouchScreen - No Household

				Open Tickets		
☐ Templates    ☑ (3)    ↻ Refresh				Total	Items	Print
Table/Name	Tckt#	User				
✓ John Doe	1390	HQ_JLUSSIER		\$ 6.50	2	<input type="checkbox"/>
✓ John Doe	1393	HQ_JLUSSIER		\$ 10.00	4	<input type="checkbox"/>
✓ John Doe	1394	HQ_JLUSSIER		\$ 11.25	4	<input type="checkbox"/>