

Tables and splitting the bill

How to open a table, send the order to the kitchen, come back to it later, and split the bill when the guests pay.

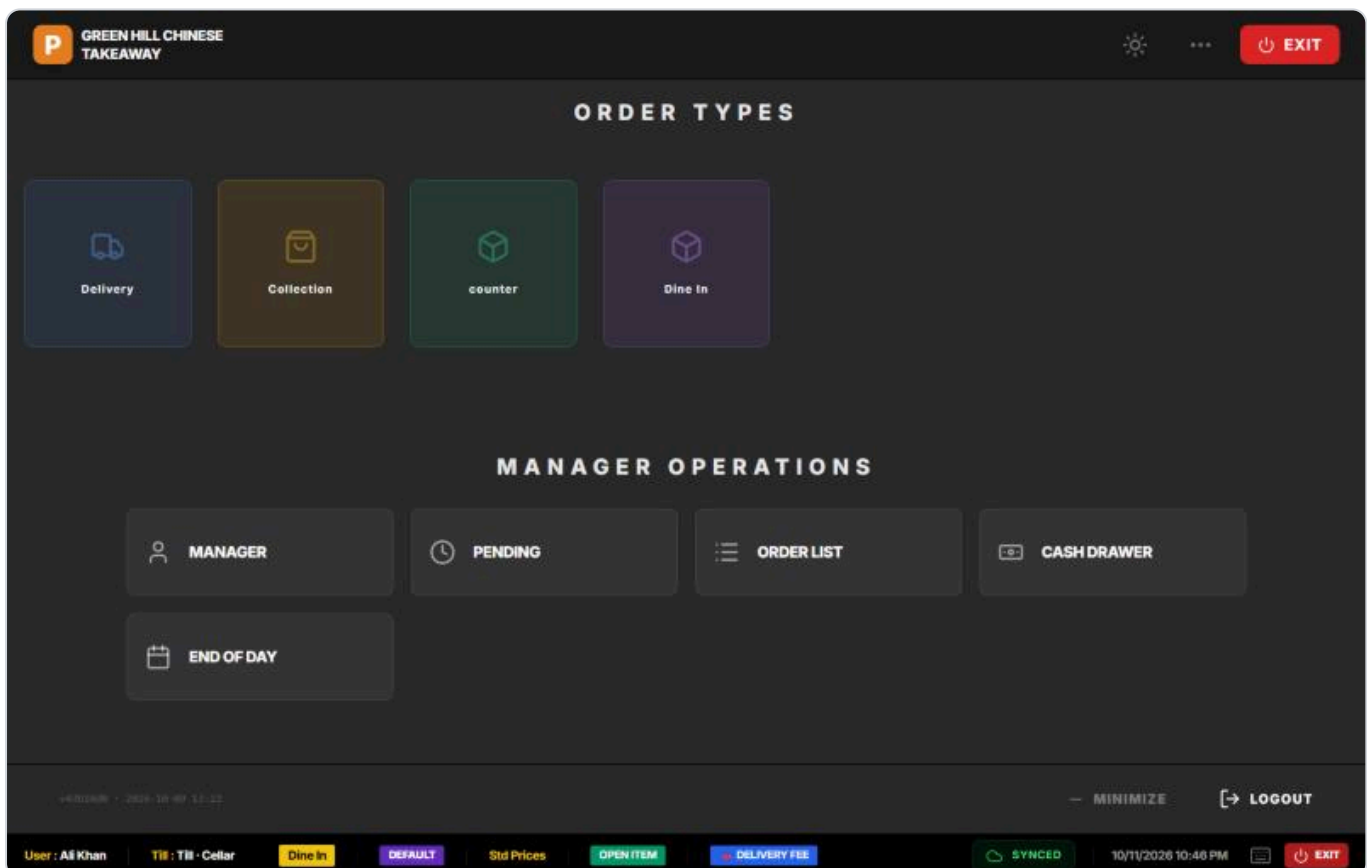
Screenshots taken on a demo store at app.posso.co.uk, 11 October 2026. Your menu, staff, printers and prices will be different.

The short version

- Tap **Dine In**, tap the table, enter the number of guests and tap the orange tick.
- Add the items, then tap **SEND TO KITCHEN**. The table stays open.
- To pay, tap **VIEW TABLES**, tap the table, tap **CONFIRM**, then the red **PAY** button.

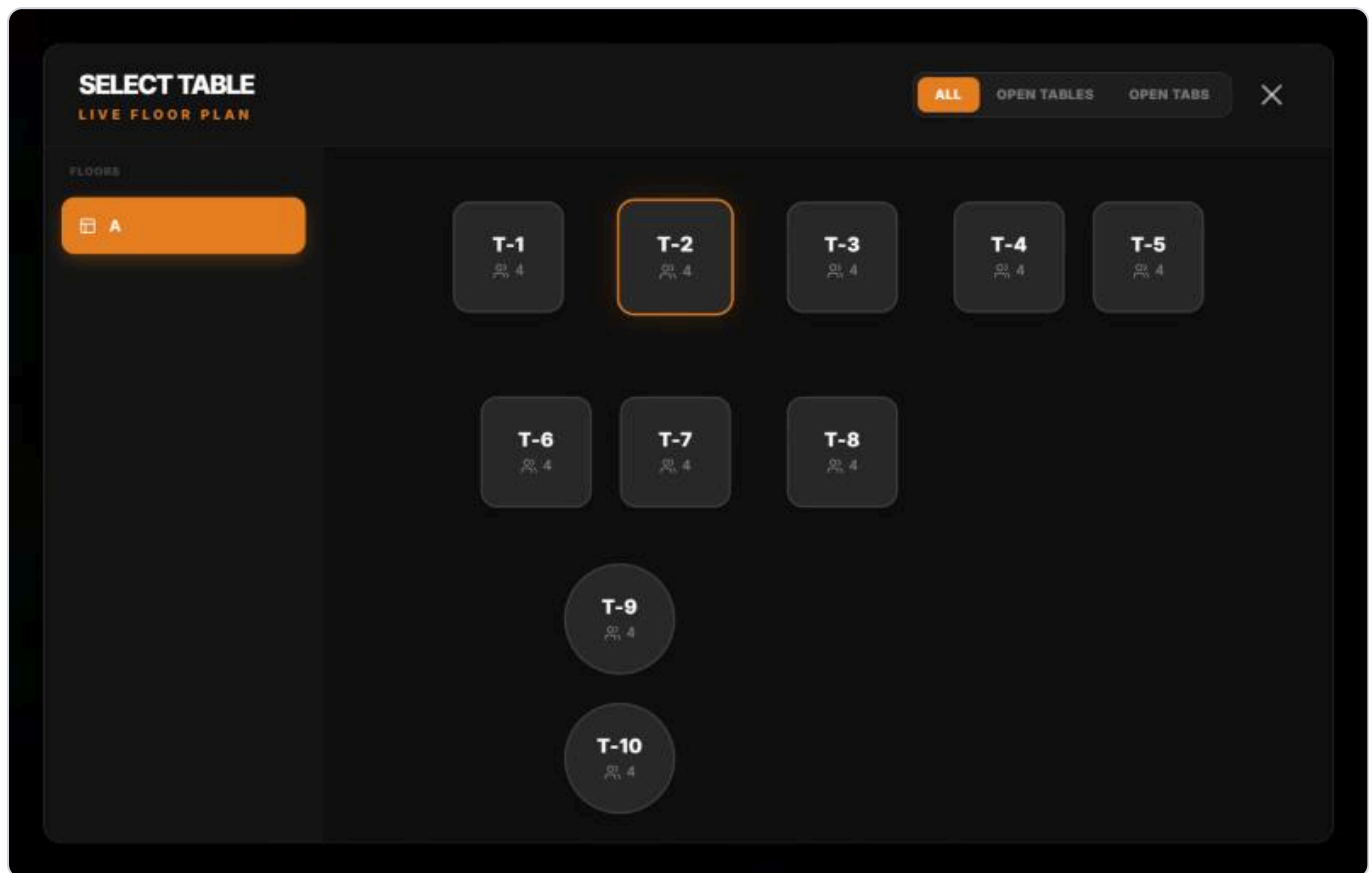
1 Start a Dine In order

After you log in, the till shows the **Order Types**. Tap **Dine In**. If you are already on the ordering screen, tap **DINE IN** in the row along the top.



2 Choose the table

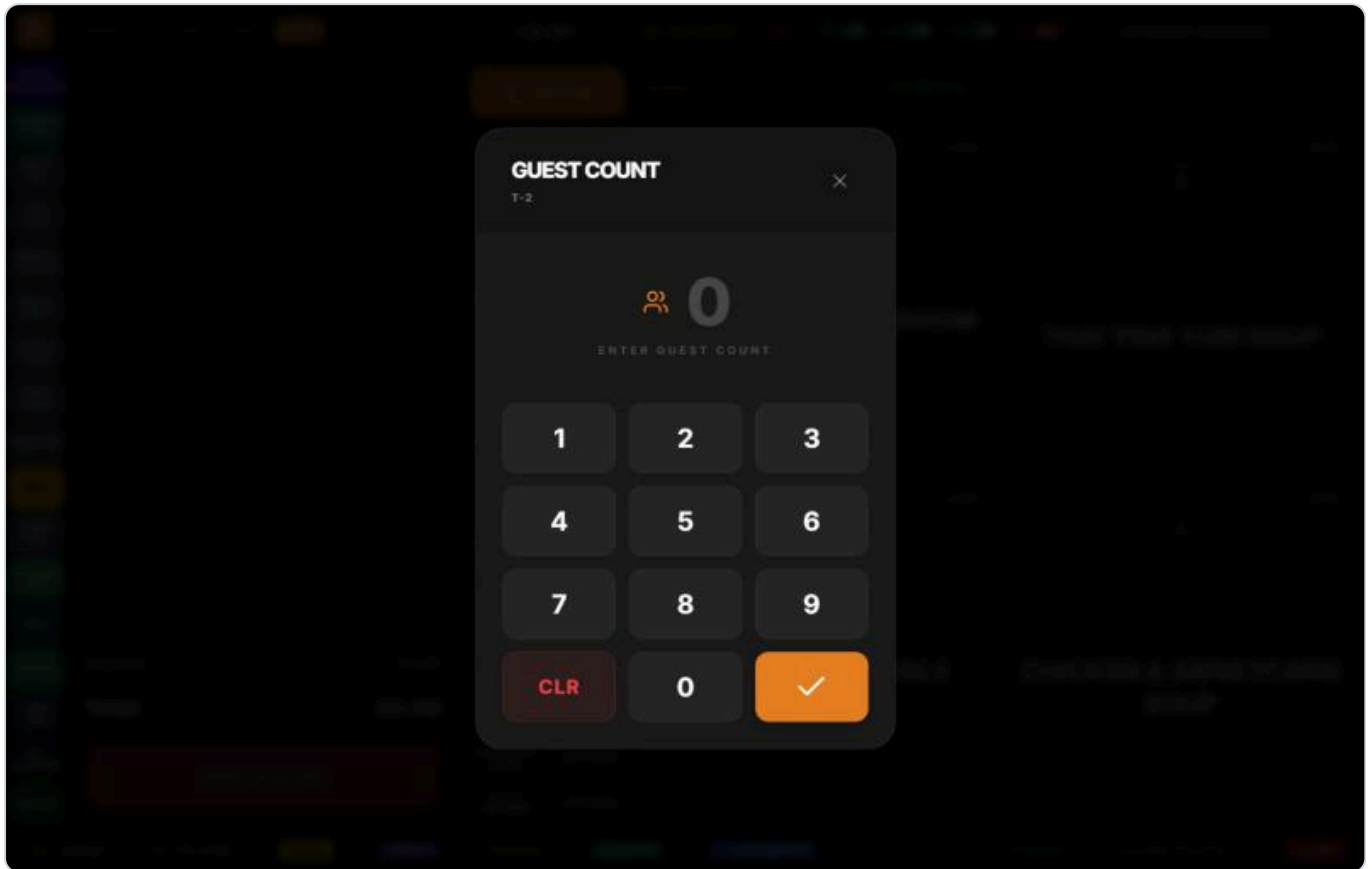
The **Select Table** screen shows your live floor plan. If you have more than one floor, choose it on the left. Tap the table.



The buttons at the top filter the plan: **All**, **Open Tables** or **Open Tabs**.

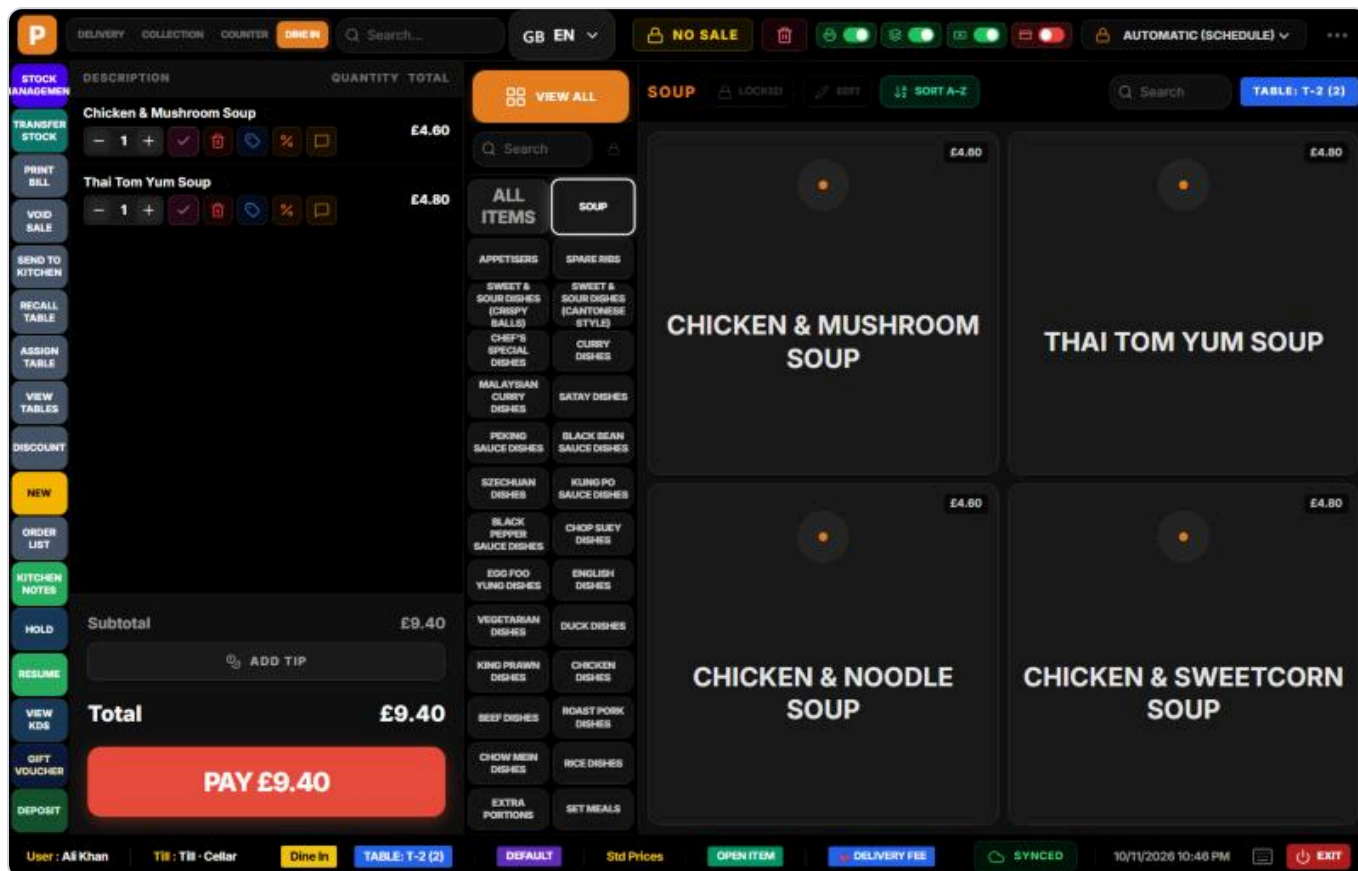
3 Enter the number of guests

Type how many people are at the table and tap the orange tick. **CLR** clears a mistake.



4 Add the items and send them to the kitchen

The table number and guest count appear in blue at the top right and at the bottom of the screen, for example **TABLE: T-2 (2)**. Tap a category, then tap each product. Every item appears in the basket on the left.

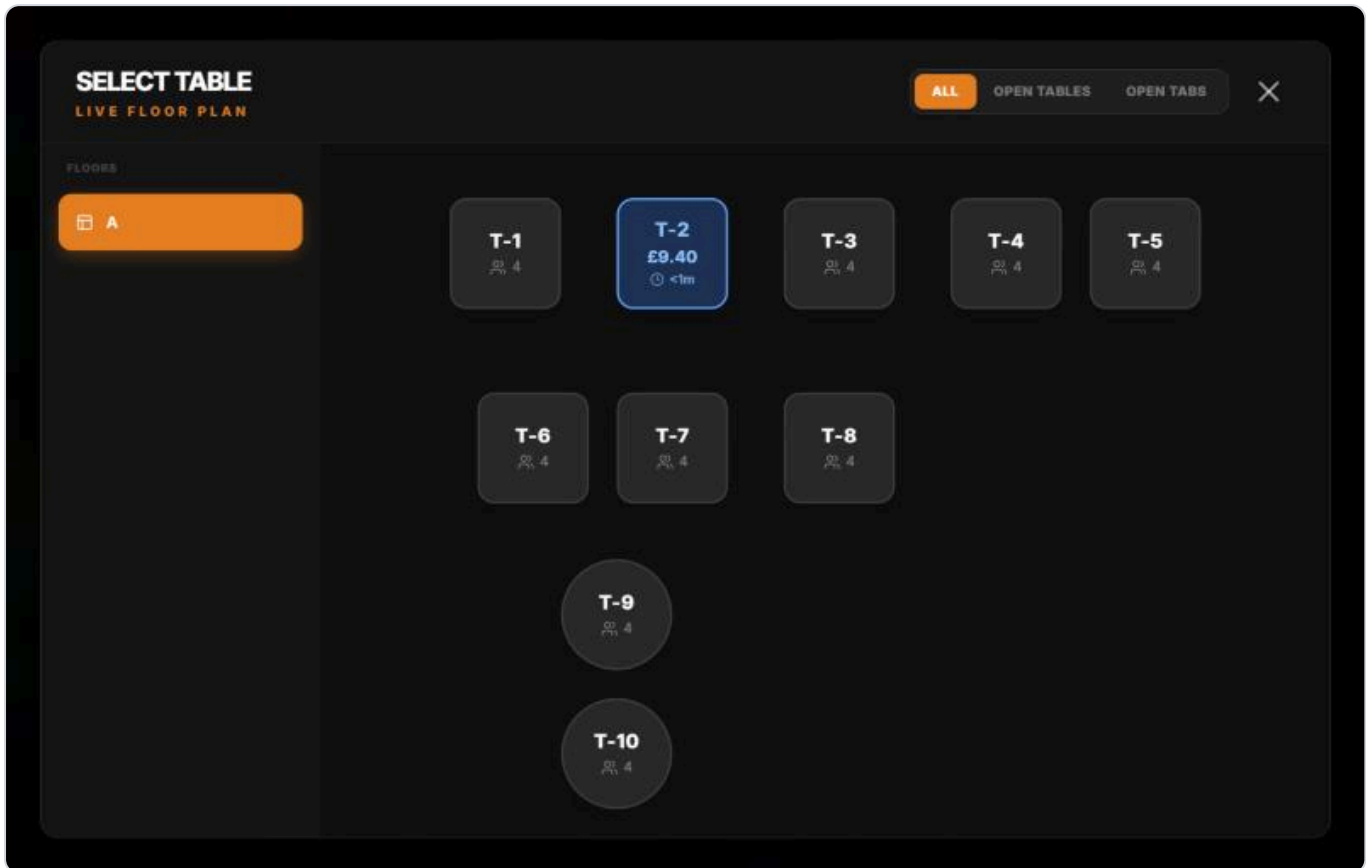


Tap **SEND TO KITCHEN** on the left. The basket clears and the table stays open, ready for more items later.

Tip. Send starters first, then come back to the table and send mains. Everything stays on one bill.

5 Come back to an open table

Tap **VIEW TABLES**. An open table is highlighted in blue and shows its running total and how long it has been open.



Tap the table. The till asks **Resume order?** Tap **CONFIRM** and the order comes back into the basket.

6 Take payment

Tap the red **PAY** button. The payment screen shows the **Amount due**, the items on the left and the ways to pay on the right.

- **Cash Payment** or **Card Payment**: the whole bill in one go.
- The yellow buttons add **£1**, **£5**, **£10**, **£20**, **£50** or **£100** to the cash handed over.
- **PRINT** prints the bill. **VIEW PAYMENTS** shows what has been paid so far.
- **CANCEL & RETURN** goes back to the order without paying.

CUSTOMER
No Customer

CART SUMMARY

1X CHICKEN & MUSHROOM SOUP £4.90

1X THAI TOM YUM SOUP £4.90

QTY 2 ITEMS

SUBTOTAL £9.40

TOTAL £9.40

AMOUNT DUE
£9.40

THIS PAYMENT
£9.40

REMAINING
£9.40

1

2

3

4

5

6

7

8

9

.

0

C

ADD £1

ADD £5

ADD £10

ADD £20

ADD £50

ADD £100

PRINT

VIEW PAYMENTS

SPLIT EVENLY

PAYMENTS

IMMEDIATE PAYMENT

CASH PAYMENT

CARD PAYMENT

SPLIT PAYMENT

PAY ON COMPLETION

DELIVERY

COLLECTION

PROMOTIONS

QUICK REDEEM

£10.00 Cash voucher

£20.00 Cash voucher

£50.00 Cash voucher

PASTA & PROSECCO £24.95

PIE & WINE £24.95

CANCEL & RETURN

7 Split the bill

Tap **Split Payment**. Tap + **Cash** or + **Card** to add each part, and type the amount for it. **Rest** puts whatever is left onto that part.

- **Total** is the bill, **Allocated** is what you have shared out, and **Remaining** is what is still to be covered.
- When Remaining reaches zero, tap **COMPLETE PAYMENT**.
- To share the bill equally instead, tap **SPLIT EVENLY** at the bottom of the payment screen.

SPLIT PAYMENT
TOTAL: £9.40

CASH £0.00

CASH £0

£10 £20 Rest

7 8 9

4 5 6

1 2 3

. 0

Total £9.40
Allocated £0.00
Remaining £9.40

ⓘ Allocate remaining £9.40

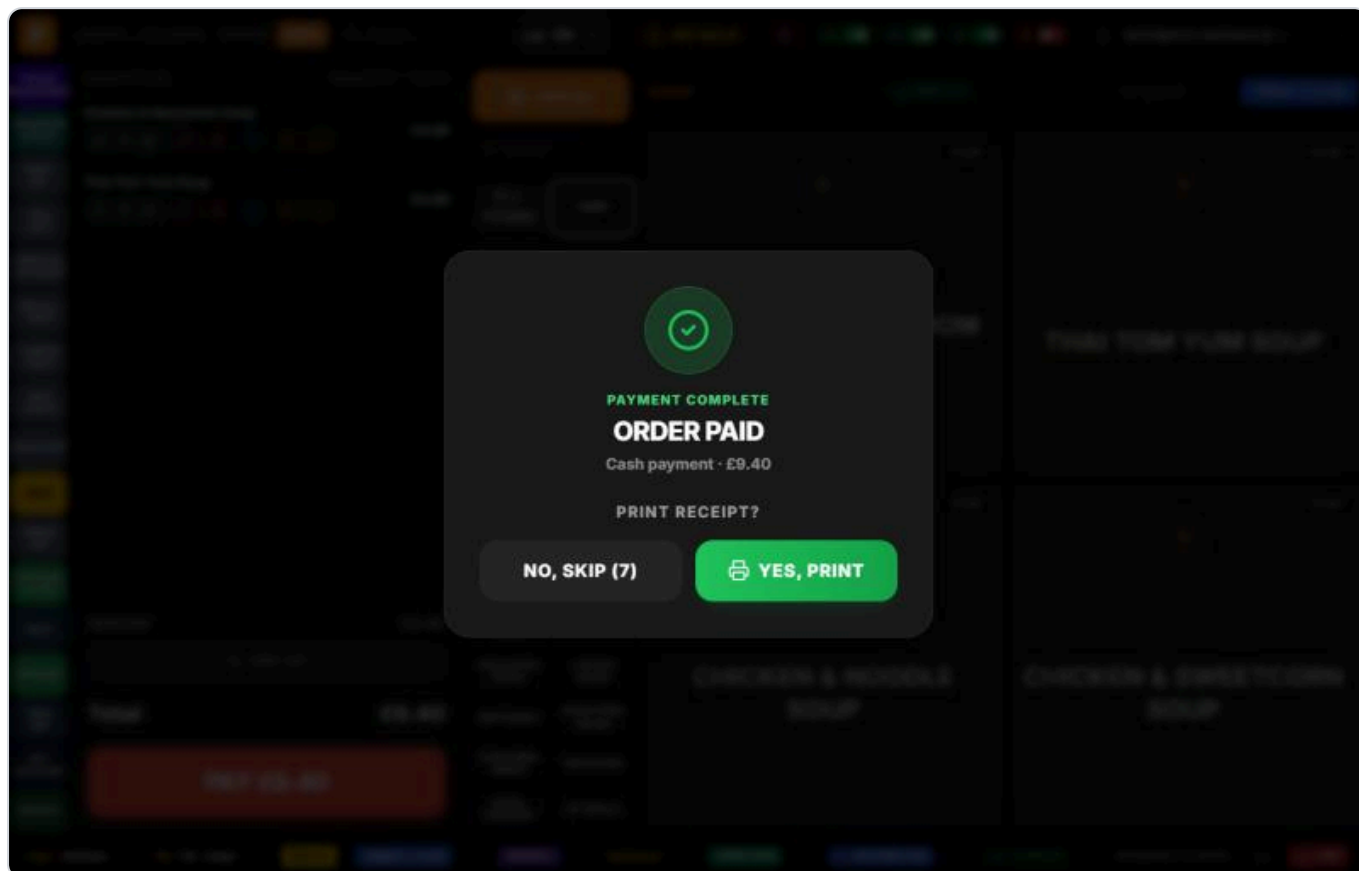
✓ COMPLETE PAYMENT

ADD PAYMENT METHOD

+ Cash + Card

8 Finish

When the bill is paid the till shows **Order Paid** and asks **Print receipt?** Tap **YES, PRINT** or **NO, SKIP**. For cash it then shows the **Change Due**. Tap **DONE**.



If something is not right

The table I want is not on the plan	Check you are on the right floor on the left of the Select Table screen.
I sent the order to the wrong table	Tell a manager straight away so the kitchen ticket can be corrected. The ASSIGN TABLE button on the left puts the current order onto a table.
Complete Payment will not press	The amounts do not add up to the total yet. Look at Remaining and tap Rest on the last part.
The guests want to add something after the bill is printed	Recall the table, add the items, send them to the kitchen and print the bill again.

Need a hand? Call Posso support free on 0808 175 3956, Monday to Friday, 9am to 9:30pm, or see posso.co.uk/support. More guides: posso.co.uk/downloads.