Synergy Order App - Taking Payment

This guide shows you how to take payment for an open bill and settle it.

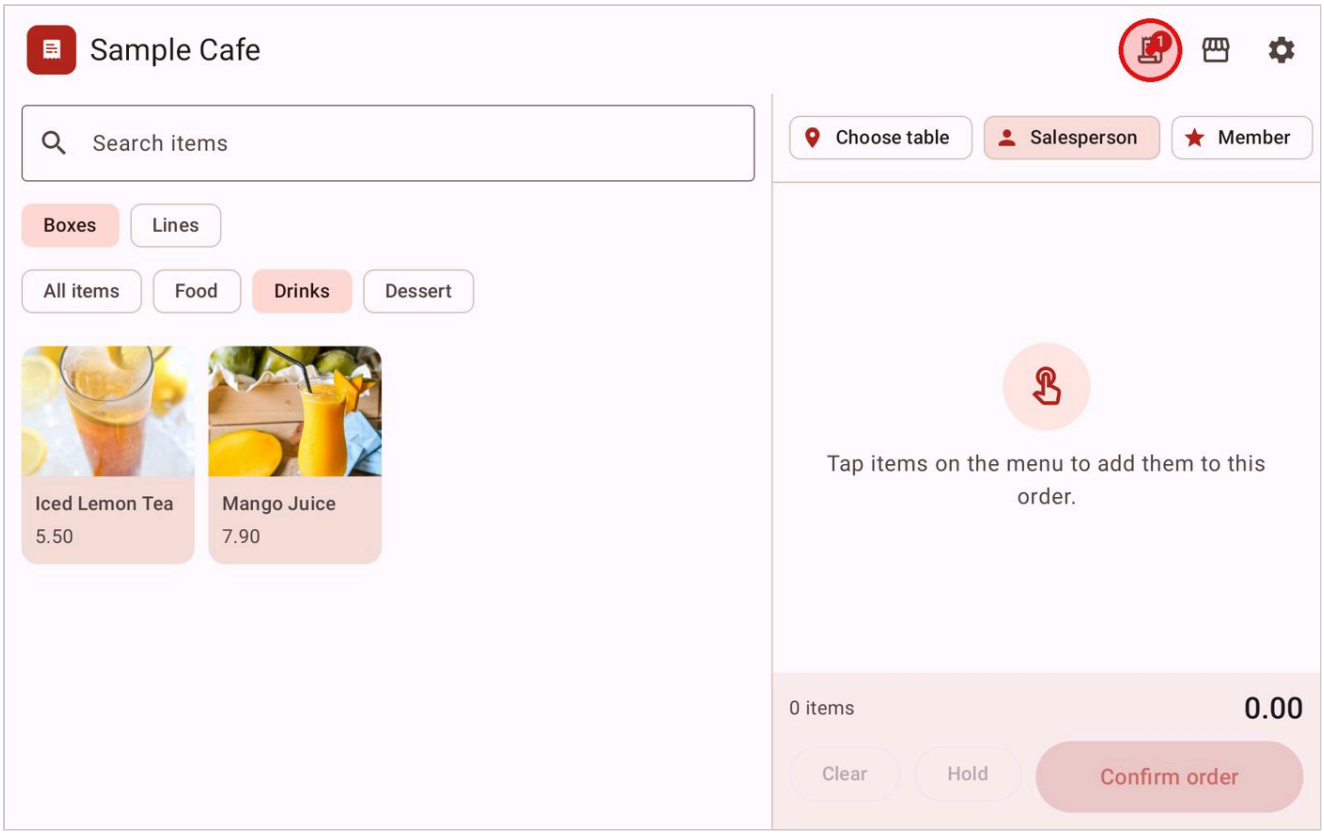
Before you start

- Make sure the bill you want to pay is listed under Open bills.

Steps

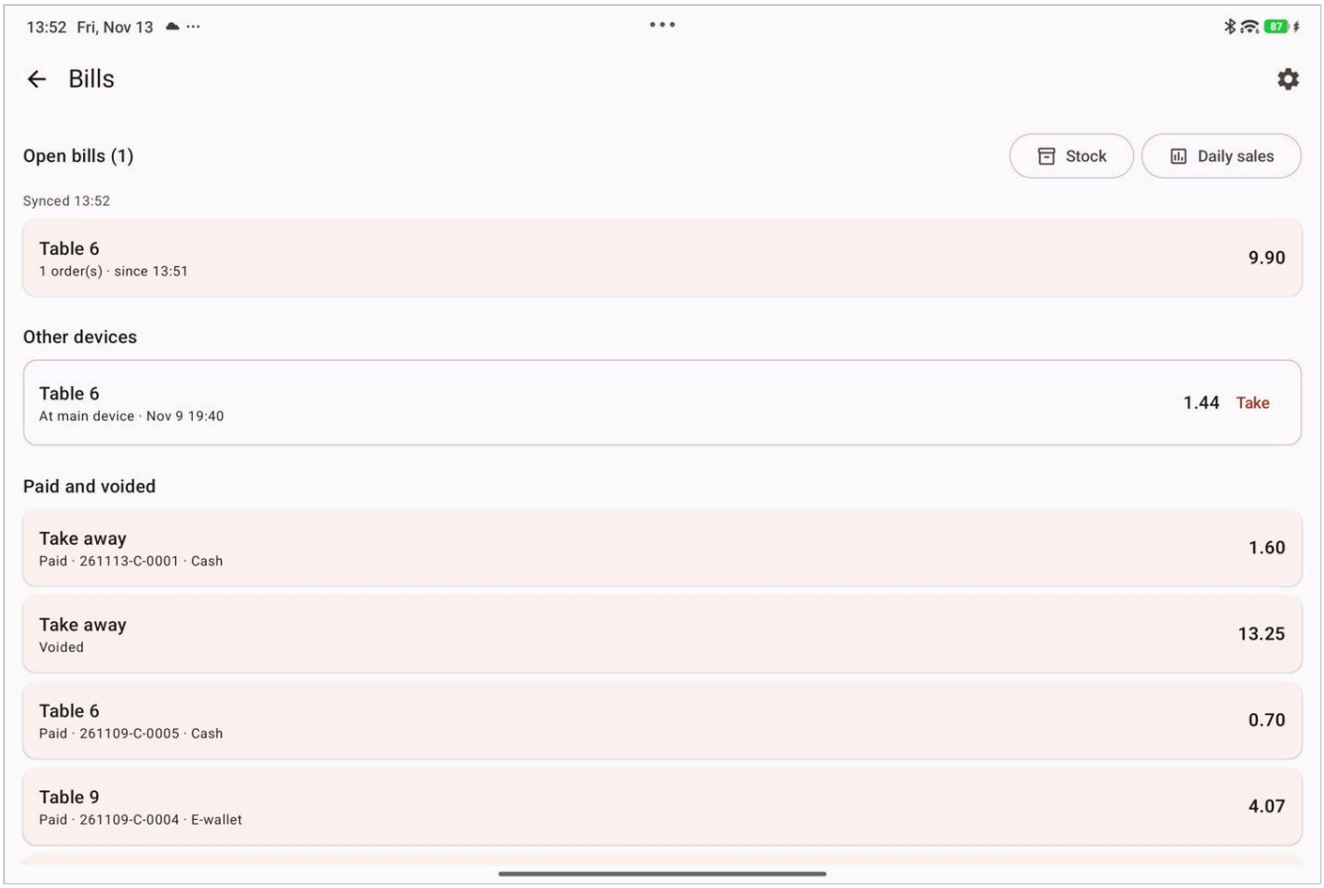
1. Open Bills

Tap the Bills icon (a receipt) at the top right.



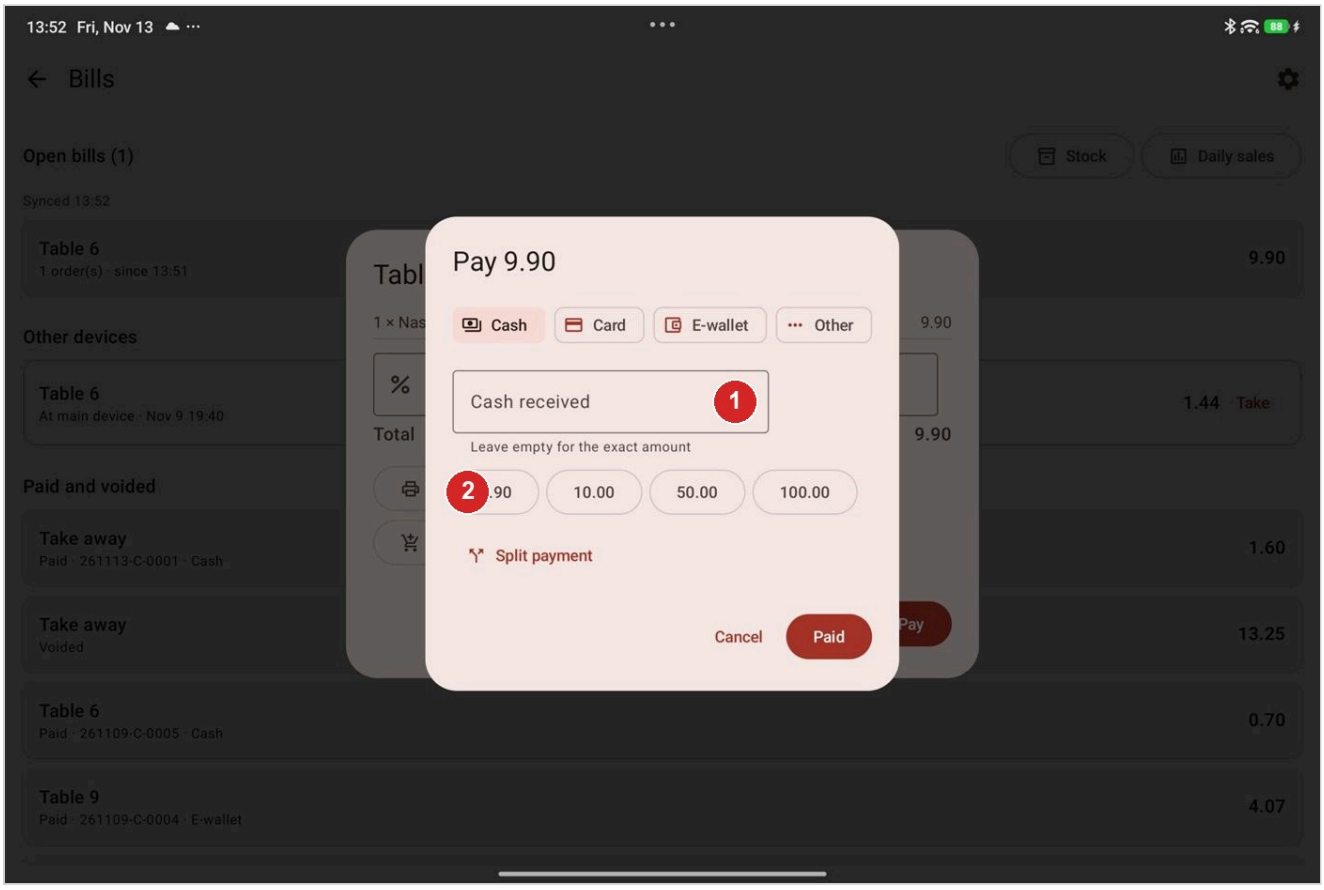
2. Select the bill

Tap the bill you want to pay, for example Table 5.



3. Tap Pay and choose the payment type

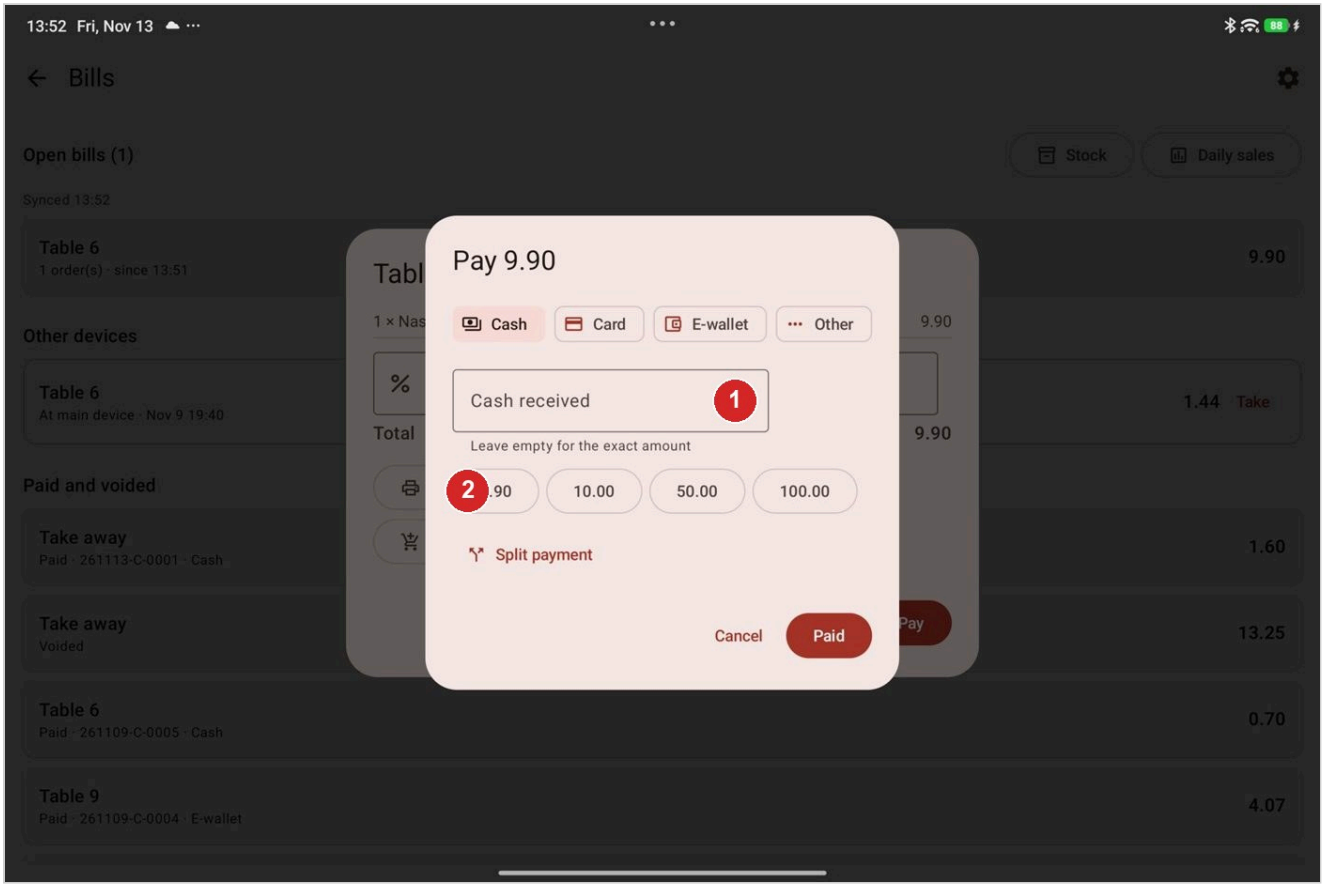
Tap Pay. Then choose the payment type.



Step	What to do
1	Cash
2	Card
3	E-wallet
4	Other

4. Enter the cash received

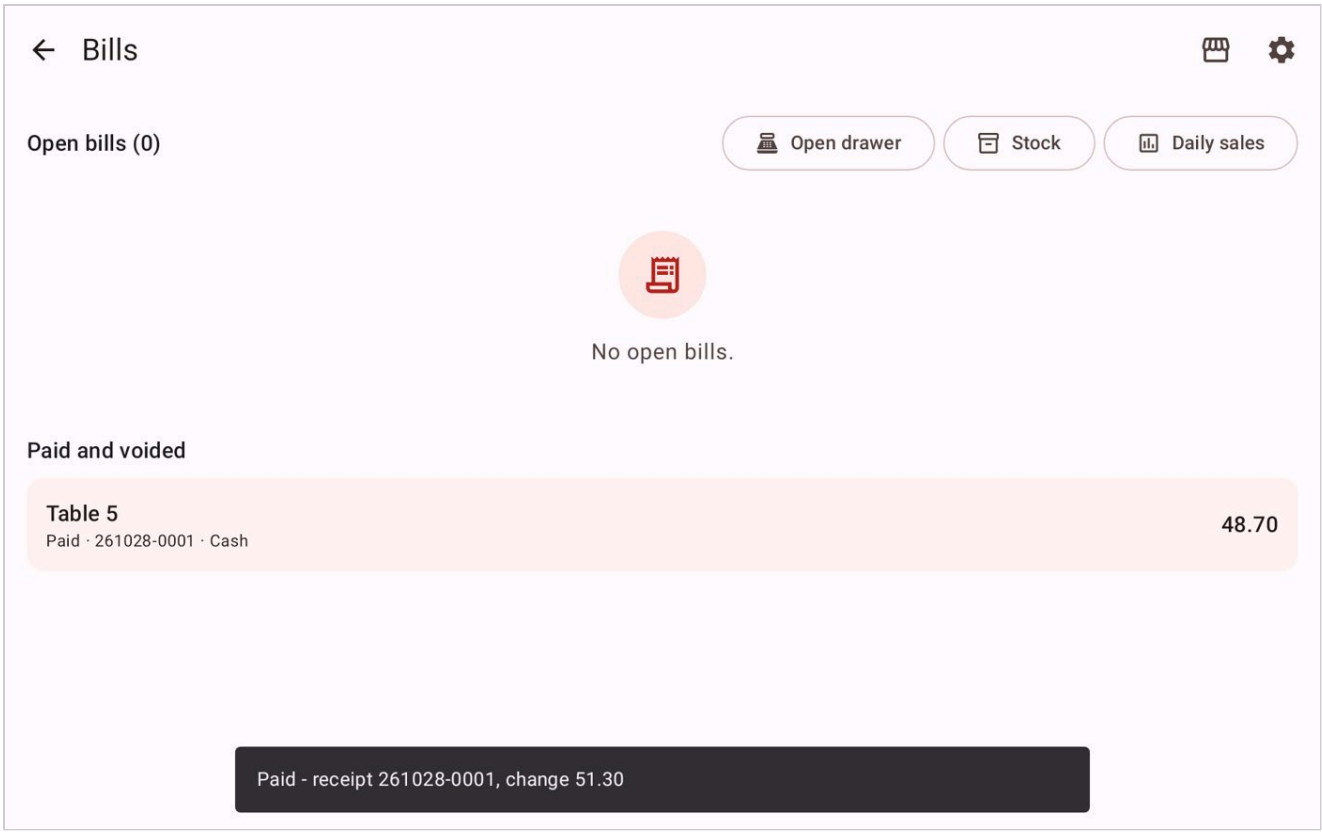
The Change amount is shown on screen.



Step	What to do
1	For Cash, type the cash received
2	Or tap one of the amounts shown

5. Tap Paid

Tap Paid. The bill is settled and moves to Paid and voided.



Tips

- If the customer pays the exact amount, you can leave Cash received empty.

Order App (screens from build 2026-11-13A) - Guide date 2026-11-13.