

# Partial (Split) Payments (ex: Cash + Check + Credit Card)

## The following info comes from the internet.

### PROBLEM:

I need to know how to use only one sales receipt when a client wants to pay me in part cash and part check.

Consider this simplified snack bar scenario (from day end Z-tape)

Sold 15 Cokes  
Sold 20 Hot dogs  
Sold 30 Popcorns

Cash Sales - \$25.00  
Credit Sales - \$75

If I do not use the prices in the sales receipt (, I can't track my sales by item (prices vary on time of day, discounts, etc., so I need to be able to enter the gross received per day by item). If I put prices in the sales receipt, I can only use one payment method.

So far, I have been reduced to trial and error of creating two sales receipt, one cash and one credit and splitting the sales between them. This is unusable, because it requires trial and error to get the right split and there is no way to train staff to do this.

### SOLUTION:

You can enter more than one payment method on a sales receipt (daily sales summary). Don't enter a payment method in the drop-down field on your sales receipt form. Enter your gross sales of each item.

15 Cokes \$15.00  
20 Hot Dogs \$60.00  
30 Popcorns \$45.00

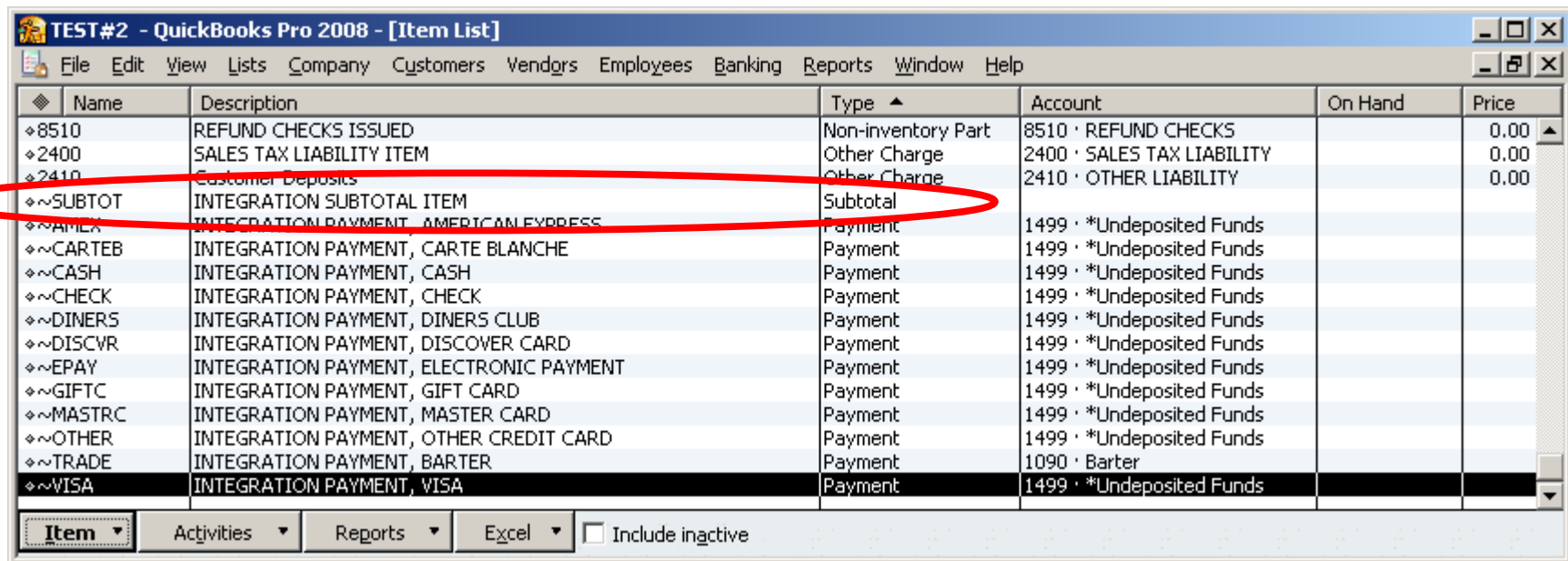
Then enter a payment item for Cash Received. Enter the total cash received (it will be a negative number because this is a payment item.)

On the next line, enter a payment item for Credit Receipts. Enter the total credit card receipts (it will be a negative number because this is a payment item.)

Cash -\$80.00  
Credit -\$40.00

The total of your sales receipt will be -0-. The cash and credit card payment items will track to your Undeposited Funds account, where you can record them on separate deposits to your check register.

# QBI Imports a Default Subtotal Item



The screenshot shows the 'Item List' window in QuickBooks Pro 2008. The window title is 'TEST#2 - QuickBooks Pro 2008 - [Item List]'. The menu bar includes File, Edit, View, Lists, Company, Customers, Vendors, Employees, Banking, Reports, Window, and Help. The table below lists various items with columns for Name, Description, Type, Account, On Hand, and Price. The item 'INTEGRATION SUBTOTAL ITEM' is circled in red.

Name	Description	Type	Account	On Hand	Price
8510	REFUND CHECKS ISSUED	Non-inventory Part	8510 · REFUND CHECKS		0.00
2400	SALES TAX LIABILITY ITEM	Other Charge	2400 · SALES TAX LIABILITY		0.00
2410	Customer Deposits	Other Charge	2410 · OTHER LIABILITY		0.00
~SUBTOT	INTEGRATION SUBTOTAL ITEM	Subtotal			
~AMEX	INTEGRATION PAYMENT, AMERICAN EXPRESS	Payment	1499 · *Undeposited Funds		
~CARTEB	INTEGRATION PAYMENT, CARTE BLANCHE	Payment	1499 · *Undeposited Funds		
~CASH	INTEGRATION PAYMENT, CASH	Payment	1499 · *Undeposited Funds		
~CHECK	INTEGRATION PAYMENT, CHECK	Payment	1499 · *Undeposited Funds		
~DINERS	INTEGRATION PAYMENT, DINERS CLUB	Payment	1499 · *Undeposited Funds		
~DISCVR	INTEGRATION PAYMENT, DISCOVER CARD	Payment	1499 · *Undeposited Funds		
~EPAY	INTEGRATION PAYMENT, ELECTRONIC PAYMENT	Payment	1499 · *Undeposited Funds		
~GIFTC	INTEGRATION PAYMENT, GIFT CARD	Payment	1499 · *Undeposited Funds		
~MASTRC	INTEGRATION PAYMENT, MASTER CARD	Payment	1499 · *Undeposited Funds		
~OTHER	INTEGRATION PAYMENT, OTHER CREDIT CARD	Payment	1499 · *Undeposited Funds		
~TRADE	INTEGRATION PAYMENT, BARTER	Payment	1090 · Barter		
~VISA	INTEGRATION PAYMENT, VISA	Payment	1499 · *Undeposited Funds		

At the bottom of the window, there are buttons for 'Item', 'Activities', 'Reports', and 'Excel', along with a checkbox for 'Include inactive'.

# QBI Imports Payment Methods & Payment Items

(Some Payment Items & Methods Are for Future Releases)

The screenshot displays three overlapping windows from QuickBooks Pro 2008:

- Payment Method List:** A table listing various payment methods and their types. The 'MASTER CARD' row is highlighted.
- Edit Payment Method:** A dialog box for editing the 'MASTER CARD' method. The 'Payment Type' dropdown is set to 'MasterCard', and the 'Method is inactive' checkbox is unchecked.
- Item List:** A table showing integration items. The 'MASTRC' item is highlighted, corresponding to the 'MASTER CARD' method.

Red arrows indicate the data flow: one arrow points from the 'MASTER CARD' row in the 'Payment Method List' to the 'Edit Payment Method' window, and another arrow points from the 'MASTRC' row in the 'Item List' to the 'Edit Payment Method' window.

Method	Type
Cash	Cash
COMPTRON	Cash
MIXED PMT	Cash
MONEY	Cash
ON ACCOUNT	Cash
CHECK	Check
AMERICAN EXPRESS	American Express
DISCOVER	Discover
MASTER CARD	MasterCard
VISA	Visa
OTHER	Other
TRADE-IN	Other
CARTE BLANCHE	Other credit card
CREDIT CARD	Other credit card
DINERS CLUB	Other credit card
GIFT CARD	Gift Card
E-CHECK	E-Check

Name	Description	Type	Account	On Hand	Price
8510	REFUND CHECKS ISSUED	Non-inventory Part	8510 · REFUND CHECKS		0.00
2400	SALES TAX LIABILITY ITEM	Other Charge	2400 · SALES TAX LIABILITY		0.00
2410	Customer Deposits	Other Charge	2410 · OTHER LIABILITY		0.00
~SUBTO	INTEGRATION SUBTOTAL ITEM	Subtotal			
~AMEX	INTEGRATION PAYMENT, AMERICAN EXPRESS	Payment	1499 · *Undeposited Funds		
~CARTEB	INTEGRATION PAYMENT, CARTE BLANCHE	Payment	1499 · *Undeposited Funds		
~CASH	INTEGRATION PAYMENT, CASH	Payment	1499 · *Undeposited Funds		
~CHECK	INTEGRATION PAYMENT, CHECK	Payment	1499 · *Undeposited Funds		
~DINERS	INTEGRATION PAYMENT, DINERS CLUB	Payment	1499 · *Undeposited Funds		
~DISCVR	INTEGRATION PAYMENT, DISCOVER CARD	Payment	1499 · *Undeposited Funds		
~EPAY	INTEGRATION PAYMENT, ELECTRONIC PAYMENT	Payment	1499 · *Undeposited Funds		
~GIFTC	INTEGRATION PAYMENT, GIFT CARD	Payment	1499 · *Undeposited Funds		
~MASTRC	INTEGRATION PAYMENT, MASTER CARD	Payment	1499 · *Undeposited Funds		
~OTHER	INTEGRATION PAYMENT, OTHER CREDIT CARD	Payment	1499 · *Undeposited Funds		
~TRADE	INTEGRATION PAYMENT, BARTER	Payment	1090 · Barter		
~VISA	INTEGRATION PAYMENT, VISA	Payment	1499 · *Undeposited Funds		

# Imported PARTS Receipt with Partial (Split) Payment

(Note: Seperate Subtotals for Items Sold and Payments Received)

Customer: **Job** Class: **PARTS** Template: **Print Preview**  
**Custom Sales Receipt**

Date: 02/05/2008 Sale No.: 062813

Check No.: Payment Method: **MIXED PMT**

Item	Description	Qty	Rate	Class	Amount	Tax
4500	NON OEM P&A SALES (153-1240A-00-00; 1240A)	1	518.30		518.30	Tax
1500	INVENTORY NON OEM P&A (153-1240A-00-00; 1240A)	1	282.26		282.26	Non
5500	NON OEM P&A COGS (153-1240A-00-00; 1240A)	1	-282.26		-282.26	Non
~SUBTOT	SALE subtotal				518.30	
~CASH	Paid by Cash				-4.95	
~CHECK	Paid by Check # **SLIM				-160.00	
~VISA	Paid by VISA # *****VISA				-100.00	
~MASTRC	Paid by MASTERCARD # *****MC				-120.00	
~OTHER	Paid by OTHER CARD # *****OTHER				-180.00	
~SUBTOT	PAYMENTS subtotal				-564.95	
Tax SALES TAX (9.0%)					46.65	
Total					0.00	

Customer Message: Tax

Memo: RADIATOR ASSY

# Imported (Split) Payment on Customer Account

(Note: Each Payment has the same Customer & same Reference#)

TEST#2 - QuickBooks Pro 2008 - [Receive Payments]

File Edit View Lists Company Customers Vendors Employees Banking Reports Window Help

Previous Next History Get Online Pmts

### Customer Payment

A/R Account: 1160 · CUSTOMER D...  
 Received From: SMITH, DAVID C 00  
 Customer Balance: 246.64  
 Amount: 2.32  
 Date: 02/11/2008  
 Pmt. Method: OTHER  
 Reference #: 062825  
 Memo: REAR FENDER COMP.  
 Card No.:  
 Exp. Date: / /

Take the pain out of reconciling credit card payments with QuickBooks Merchant Service. [Learn more](#)

Process credit card payment when saving

Find a Customer/Invoice...

✓	Date	Number	Orig. Amt.	Amt. Due	Payment
	02/11/2008	062816		222.32	222.32
✓	02/11/2008	062825		222.32	24.32
Totals			444.64	246.64	2.32

Underpayment \$22.00. When you finish, do you want to:

Amounts for Selected Invoices

Amount Due	24.32
Applied	2.32
Amount Due	55.00
Applied	33.00
Amount Due	66.00
Applied	44.00
Amount Due	77.00
Applied	55.00

# Customer Center view of Imported (Split) Payment

(Note: Each Payment has the same same Reference#)

**Customer Information**

Customer Name: SMITH, DAV...  
 Customer Type: ...  
 Company Name: SMITH, DAV...  
 Billing Address: SMITH, DAVID · 23435 HWY 26 JENNINGS, LA :  
 Contact: ...  
 Phone: 337-824-8723  
 Alt Phone: 337-277-3314  
 Fax: ...  
 Email: ...  
 Terms: NET 30  
 Price Level: ...

**Transactions**

Type	Num	Date	Account	Amount
Payment	062825	02/11/2008	1499 · *Undep...	33.00
Payment	062825	02/11/2008	1499 · *Undep...	44.00
Payment	062825	02/11/2008	1499 · *Undep...	55.00
Payment	062825	02/11/2008	1499 · *Undep...	66.00
Payment	062825	02/11/2008	1499 · *Undep...	2.32