

# Customers, Tracking Income, Cash Sales Receipts, Invoices and Deposits

Recordkeeping for Successful Value-Added Enterprises

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This material is based upon work supported by USDA/NIFA under  
Award Number 2015-49200-24228.



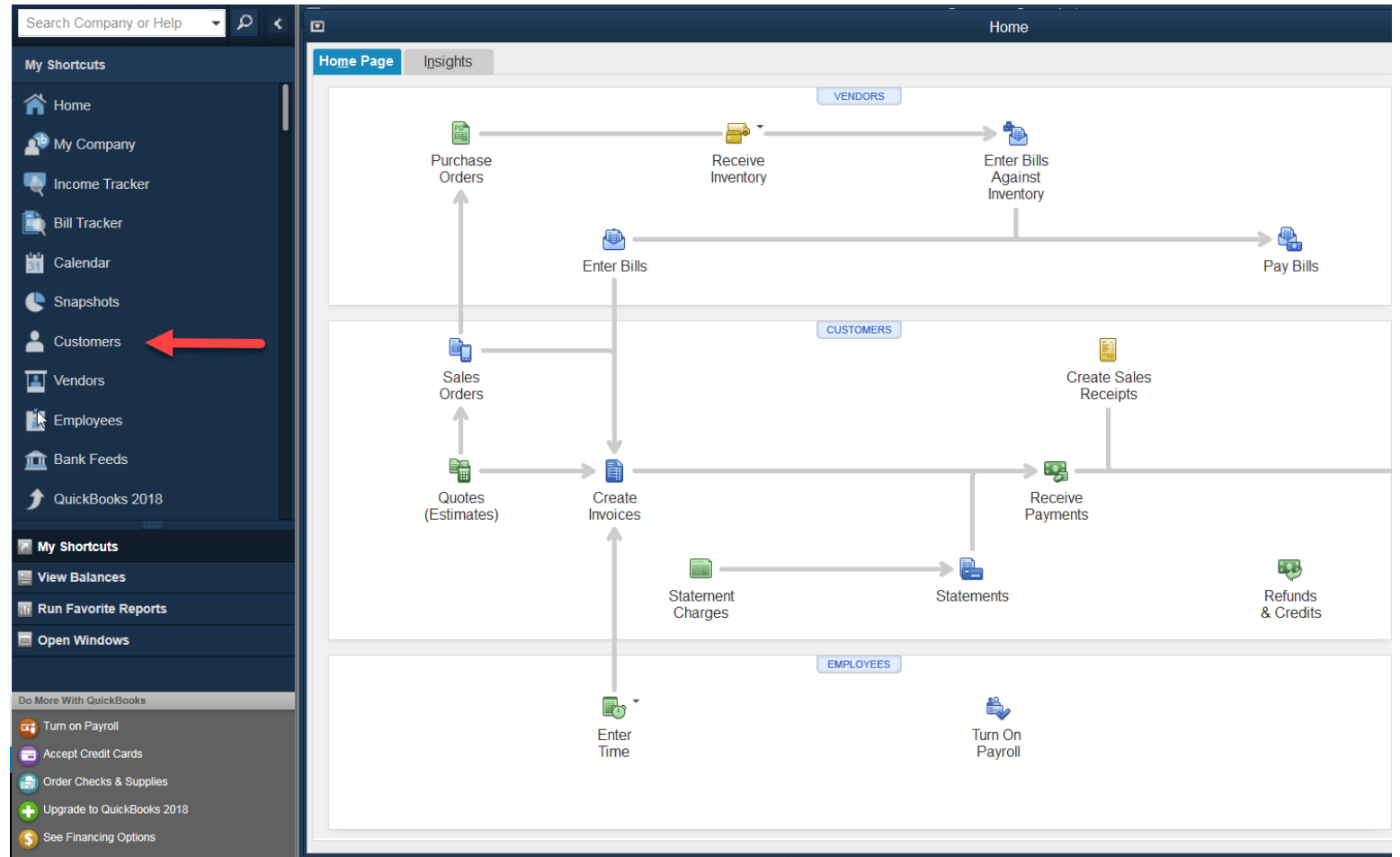
# Outline

- Adding customers in QuickBooks
- Tracking income from items sold
  - Creating quotes
  - Creating invoices
  - Creating sales receipts
- Depositing proceeds from sales

# Customers in QuickBooks

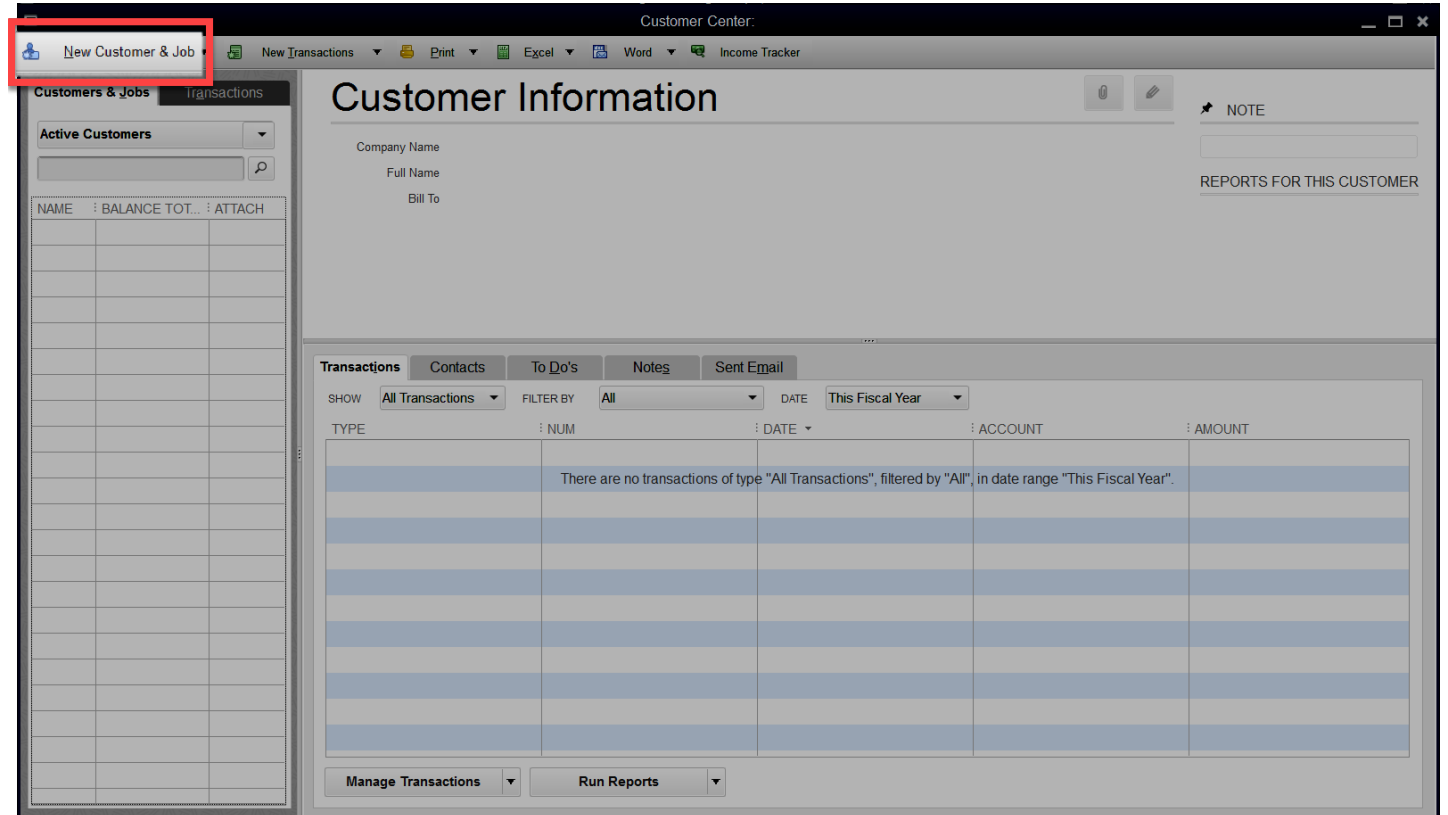
- Customer transactions will include:
  - Estimates
  - Invoices
  - Sales Receipts
  - Received Payments
  - Credit Memos
  - Refunds

- To add a customer, you will click on Customers, under My Shortcuts.



# Adding Customers

You can add a new customer by clicking New Customer & Job in the upper right hand corner of the screen.



## Adding Customers

You will then be prompted to enter your customer's data. For reoccurring customers, it is important to include names, phone numbers, addresses, email addresses, etc.

# Adding Customers

A new customer dialogue box will open up. Here is where you will need to add customer information.

**Customer Name:** Green Acres Farm

**Opening Balance:** [ ] **AS OF:** 09/25/2017 [How do I determine the opening balance?](#)

**Address Info**

**Company Name:** Green Acres Farms

**Full Name:** Mr. Bill Woods **M.I.:** Woods

**Job Title:** Owner

**Main Phone:** 731-555-7656 **Main Email:** bill@greenacresfarms.com

**Work Phone:** [ ] **CC Email:** [ ]

**Mobile:** 731-555-7657 **Website:** greenacresfarms.com

**Fax:** [ ] **Other 1:** [ ]

**ADDRESS DETAILS**

**INVOICE/BILL TO:** Green Acres Farms  
Bill Woods

**SHIP TO:** [ ]

Default shipping address

Customer is inactive

**Buttons:** OK, Cancel, Help

# Adding Customers

In order to add an address, you will need to click the pencil icon in the Address Details section. This will open a new dialogue box where you can enter in addresses.

Customer Name: Green Acres Farm

Opening Balance: [ ] AS OF: 09/25/2017 [ ] [How do I determine the opening balance?](#)

**Address Info**

COMPANY NAME: Green Acres Farms

FULL NAME: Mr. Bill Woods M.I. Woods

JOB TITLE: Owner

Main Phone: 731-555-7656 Main Email: bill@greenacresfarms.com

Work Phone: [ ] CC Email: [ ]

Mobile: 731-555-7657 Website: greenacresfarms.com

Fax: [ ] Other 1: [ ]

**ADDRESS DETAILS**

INVOICE/BILL TO: Green Acres Farms Bill Woods [Pencil Icon] **Click to edit the address.** [Copy >>]

SHIP TO: [ ] [Pencil Icon] [Trash Icon]

Default shipping address

Customer is inactive

OK Cancel Help



# Adding Customers

In order to add an address, you will need to click the pencil icon in the Address Details section. This will open a new dialogue box where you can enter in addresses.

**Customer Information:**

- CUSTOMER NAME: Green Acres Farm
- OPENING BALANCE: [ ] AS OF: 09/25/2017
- COMPANY NAME: Green Acres Farms
- FULL NAME: Mr. Bill Woods
- JOB TITLE: Owner
- Main Phone: 731-555-7656
- Work Phone: [ ]
- Mobile: 731-555-7657
- Fax: [ ]
- Main Email: bill@greenacresfarms.com
- CC Email: [ ]
- Website: greenacresfarms.com
- Other 1: [ ]

**Address Details:**

- INVOICE/BILL TO: Green Acres Farms, Bill Woods
- SHIP TO: [ ]
- Default shipping address:

**Buttons:** OK, Cancel, Help

**Other:** Customer is inactive

## Adding Customers

You can enter the customer's address in this dialogue box to be saved for future use. You can also add how you want the address to display on invoices/bills.

**Edit Address Information**

Address: Green Acres Farms  
Bill Woods  
100 Farmer's Row

City: Farmville

State / Province: Tennessee

Zip / Postal Code: 38300

Country / Region: USA

Note:

Show this window again when address is incomplete or unclear

OK  
Cancel

Click OK when finished editing the address.

# Adding Customers

You can simply click copy to carry the address over to shipping information. You can also check the default shipping address to ensure that all mail-outs are sent to this address.

CUSTOMER NAME **Green Acres Farm**

OPENING BALANCE  AS OF **09/25/2017** [How do I determine the opening balance?](#)

**Address Info**

COMPANY NAME **Green Acres Farms**

FULL NAME **Mr.** **Bill** **M.I.** **Woods**

JOB TITLE **Owner**

Main Phone **731-555-7656** Main Email **bill@greenacresfarms.com**

Work Phone  CC Email

Mobile **731-555-7657** Website **greenacresfarms.com**

Fax  Other 1

**ADDRESS DETAILS**

INVOICE/BILL TO

Green Acres Farms  
Bill Woods  
100 Farmer's Row  
Farmville, Tennessee 38300  
USA

SHIP TO **Ship To 1**

Green Acres Farms  
Bill Woods  
100 Farmer's Row  
Farmville, TN 38300  
USA

Default shipping address

Customer is inactive

**OK** **Cancel** **Help**

## Adding Customers

- You can add payment information by clicking on Payment Settings in the Customer Dialogue Box.
- If the customer will use the same payment information for reoccurring business, then it is a good idea to save payment information here.
- You can set up ACH payments or debit/credit cards.
- You can also set up online payments.

CUSTOMER NAME **Green Acres Farm**

CURRENT BALANCE 0.00 [How do I adjust the current balance?](#)

**Address Info**

**Payment Settings**

**Sales Tax Settings**

**Additional Info**

**Job Info**

ACCOUNT NO.

CREDIT LIMIT

PAYMENT TERMS

PRICE LEVEL  ?

PREFERRED DELIVERY METHOD **E-mail**

PREFERRED PAYMENT METHOD

**CREDIT CARD INFORMATION**

CREDIT CARD NO.

EXP. DATE  /

NAME ON CARD





ADDRESS


ZIP / POSTAL CODE

[Can I save the Card Security Code?](#)

**ONLINE PAYMENTS**

Let this customer pay you by:

Credit Card    

Bank Transfer (ACH) 

Customer is inactive

**OK** **Cancel** **Help**

## Adding Customers

You can select the preferred method of delivering information to the customer. The options are:

- Mail
- Email
- Carrier Pigeon

You can also select the customer's preferred payment method.

The screenshot shows the 'Edit Customer' window for 'Green Acres Farm'. The current balance is 325.52. The 'Preferred Delivery Method' is set to 'E-mail'. The 'Preferred Payment Method' dropdown is open, showing options: Cash, Check, American Express, Discover, MasterCard, Visa, Debit Card, Gift Card, and E-Check. The 'Online Payments' section has checkboxes for 'Credit Card' and 'Bank Transfer (ACH)'. The 'Customer is inactive' checkbox is unchecked. Buttons for 'OK', 'Cancel', and 'Help' are at the bottom right.

## Adding Customers

You can select the preferred method of delivering information to the customer. The options are:

- Mail
- Email
- ~~Carrier Pigeon~~ Pony Express

You can also select the customer's preferred payment method.

The screenshot shows the 'Edit Customer' window for 'Green Acres Farm'. The current balance is 325.52. The 'Address Info' section includes fields for ACCOUNT NO. and CREDIT LIMIT. The 'Payment Settings' section includes fields for PAYMENT TERMS and PRICE LEVEL. The 'Sales Tax Settings' section includes a dropdown for PREFERRED DELIVERY METHOD, which is currently set to 'E-mail'. The 'Additional Info' section includes a dropdown for PREFERRED PAYMENT METHOD, which is currently set to '< Add New >'. The 'CREDIT CARD INFO' section includes fields for CREDIT CARD NO., EXP. DATE, NAME ON CARD, ADDRESS, and ZIP / POSTAL CODE. The 'ONLINE PAYMENTS' section includes checkboxes for 'Credit Card' and 'Bank Transfer (ACH)'. The 'Customer is inactive' checkbox is unchecked. The window has 'OK', 'Cancel', and 'Help' buttons at the bottom.

# Adding Customers

You can set a price level for certain customers. Price levels are for customers who receive a special rate different from the normal price of an item/service.

The screenshot shows the 'Edit Customer' window for 'Green Acres Farm'. The current balance is 325.52. The window is divided into several sections: 'Address Info', 'Payment Settings', 'Sales Tax Settings', 'Additional Info', and 'Job Info'. The 'PRICE LEVEL' dropdown menu is highlighted with a red oval. The 'CREDIT CARD INFORMATION' section includes fields for CREDIT CARD NO., EXP. DATE, NAME ON CARD, ADDRESS, and ZIP / POSTAL CODE. The 'ONLINE PAYMENTS' section includes checkboxes for 'Credit Card' (with VISA, MasterCard, Discover, and American Express logos) and 'Bank Transfer (ACH)' (with a Bank logo). The 'Customer is inactive' checkbox is unchecked. The window has 'OK', 'Cancel', and 'Help' buttons at the bottom right.

CUSTOMER NAME **Green Acres Farm**

CURRENT BALANCE 325.52 [How do I adjust the current balance?](#)

**Address Info**

ACCOUNT NO.

CREDIT LIMIT

**Payment Settings**

PAYMENT TERMS

**PRICE LEVEL**  ?

**Sales Tax Settings**

PREFERRED DELIVERY METHOD **E-mail**

**Additional Info**

PREFERRED PAYMENT METHOD

**Job Info**

**CREDIT CARD INFORMATION**

CREDIT CARD NO.

EXP. DATE  /

NAME ON CARD





ADDRESS


ZIP / POSTAL CODE

[Can I save the Card Security Code?](#)

**ONLINE PAYMENTS**

Let this customer pay you by:

Credit Card    

Bank Transfer (ACH) 

Customer is inactive

**OK** **Cancel** **Help**

## Adding Customers

The price level can be a simple discount per item or you can apply the discount to all items that the customer buys.

You can also set the Price Level to be higher or lower than the standard price.

You can also set Price Level to be higher, or lower, than its standard price, cost, or a custom price.

New Price Level

Price Level Name: Wholesale Discount  Price Level is inactive

Price Level Type: Per Item Use this type of price level to set custom prices for individual items when setting up prices for different customers or jobs.

ITEM	COST	STANDARD PR...	U/M	CUSTOM PRICE
✓ Agritourism		0.00		
Corn Maze		0.00		
Corn Maze:Entry Fee		0.00	ea	
Produce Raised for Sale		0.00		
✓ Produce Raised for Sale:Pumpkins		0.00	ea	

Mark All

Adjust price of marked items to be: 15.0% lower than its standard price

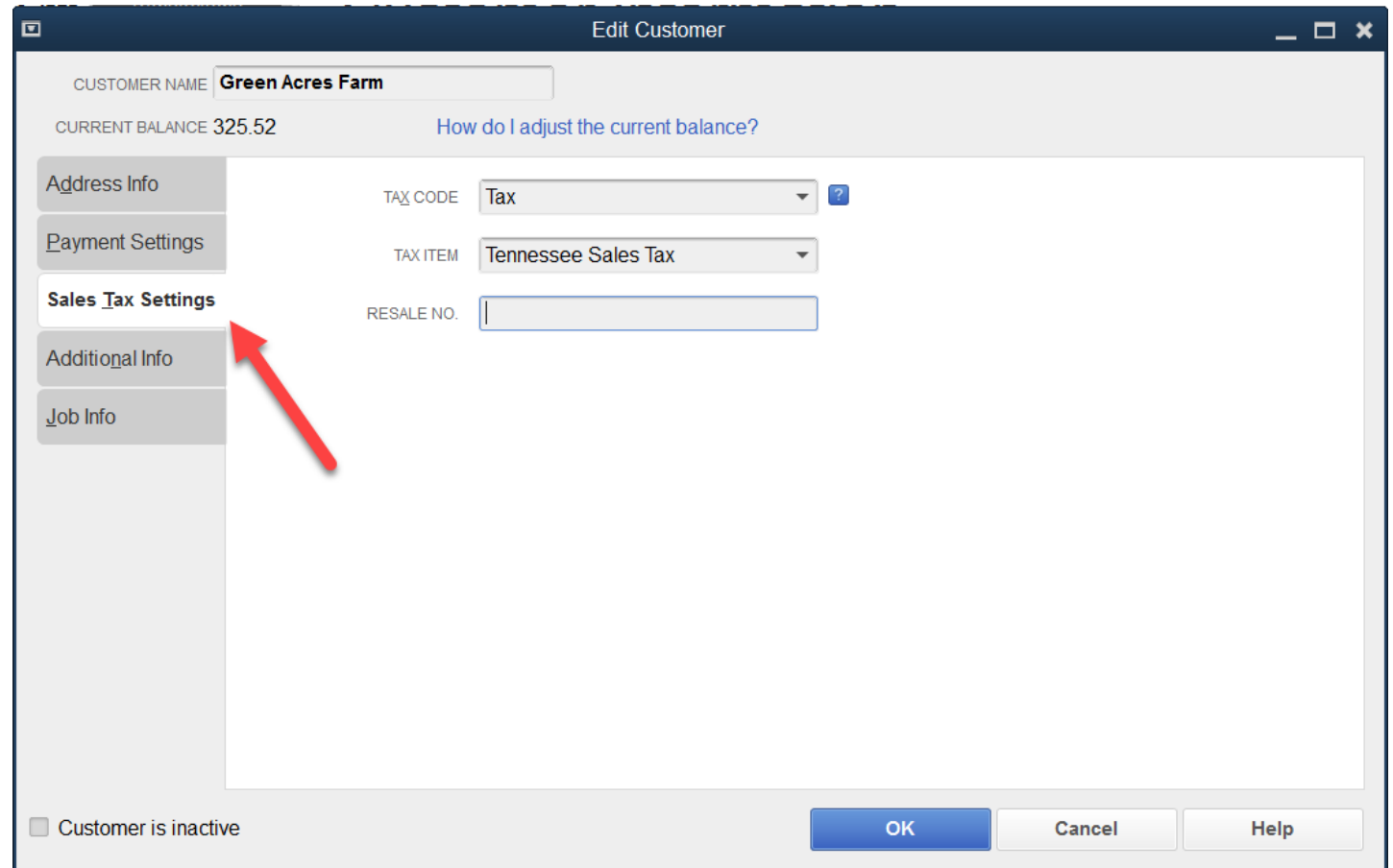
Round up to nearest: no rounding

[How do I print a report?](#)



## Adding Customers

You can also edit the sales tax settings for each customer as you add them. Here in this example, we have added the Tennessee Sales Tax as the default tax setting for this customer.



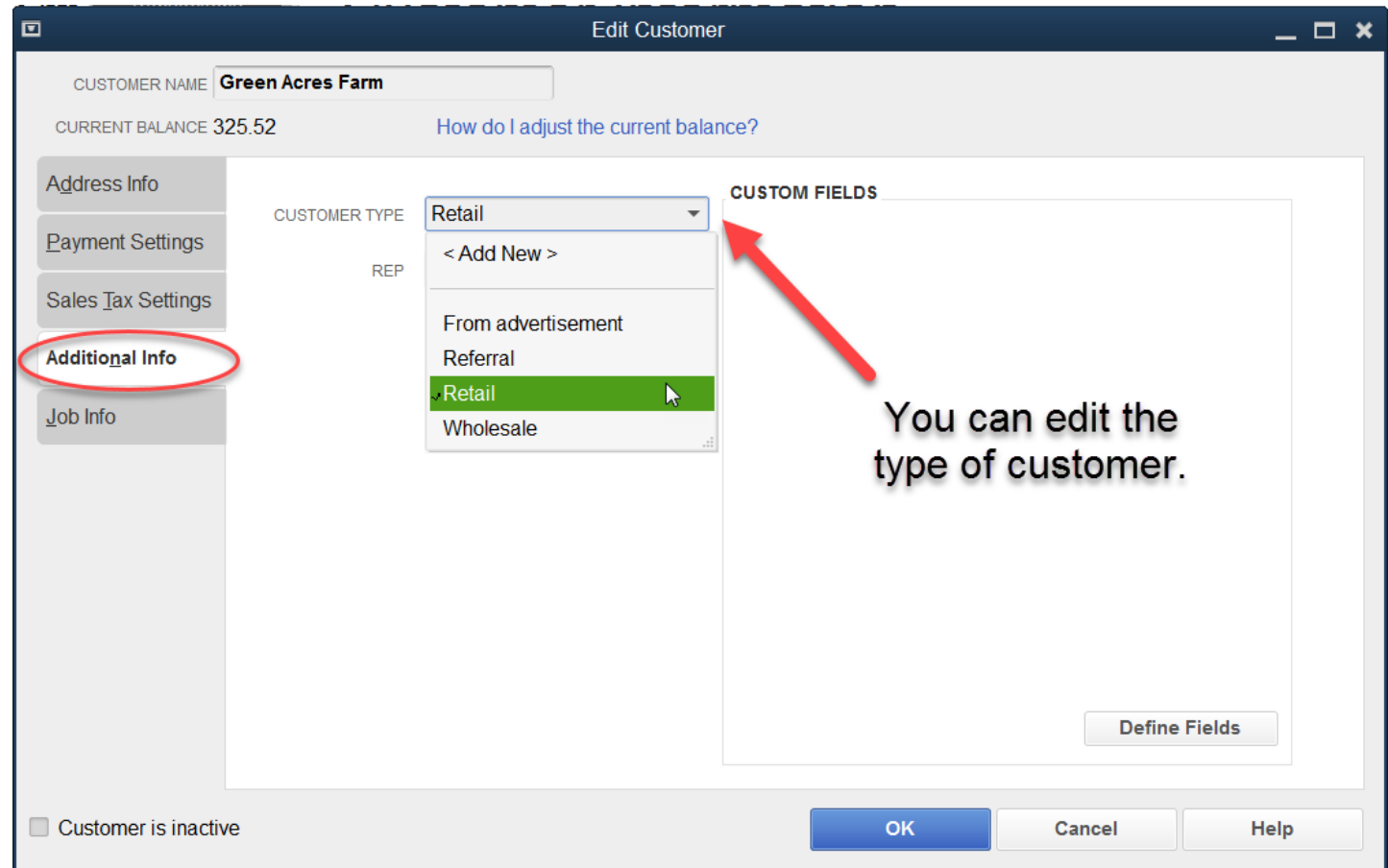
The screenshot shows a software window titled "Edit Customer" for a customer named "Green Acres Farm". The current balance is 325.52. The "Sales Tax Settings" tab is selected, and a red arrow points to it. The settings include:

- TAX CODE: Tax
- TAX ITEM: Tennessee Sales Tax
- RESALE NO. (empty field)

At the bottom, there is a checkbox for "Customer is inactive" (unchecked) and buttons for "OK", "Cancel", and "Help".

# Adding Customers

You can select the type of customer and assign a “Rep” to each customer if needed.

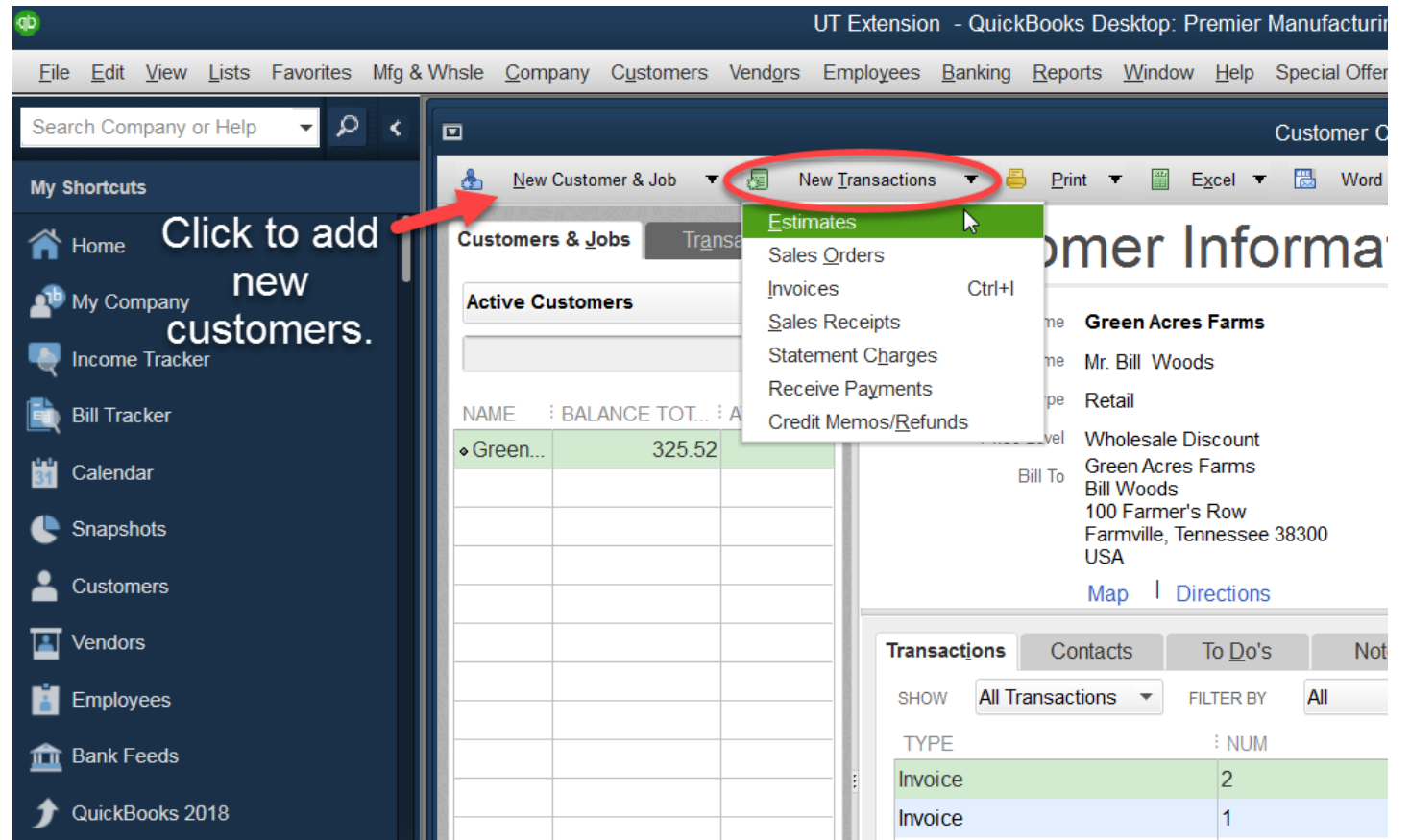


The screenshot shows the 'Edit Customer' window for 'Green Acres Farm'. The 'Additional Info' tab is selected and circled in red. The 'CUSTOMER TYPE' dropdown menu is open, showing options: '< Add New >', 'From advertisement', 'Referral', 'Retail' (highlighted in green), and 'Wholesale'. A red arrow points to the 'CUSTOMER TYPE' dropdown menu. The 'CUSTOM FIELDS' section is also visible, with a 'Define Fields' button. At the bottom, there is a checkbox for 'Customer is inactive' and buttons for 'OK', 'Cancel', and 'Help'.

You can edit the type of customer.

# Adding Customers

At the Customer Center main screen, you can select to add another customer or add new transaction related to this customer.



Search Company or Help
Company Snapshot

Company | Payments | Customer
CUSTOMER: Green Acres Farm
Search

Add Content > | Restore Default
How do I customize this page? | Print

**My Shortcuts**

- Home
- My Company
- Income Tracker
- Bill Tracker
- Calendar
- Snapshots
- Customers
- Vendors
- Employees
- Bank Feeds
- QuickBooks 2018

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**My Shortcuts**

- View Balances
- Run Favorite Reports
- Open Windows

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**Do More With QuickBooks**

- Turn on Payroll
- Accept Credit Cards
- Order Checks & Tax Forms
- Upgrade to QuickBooks 2018
- See Financing Options

### Green Acres Farm More Details

Number of years as a customer	1 Month
Average days to pay	0.00
Open Balance	325.52
Credit Limit	

**Sales Summary** This year-to-date

Total sales	313.00
Total Sales for same period last year	0.00

**Recent Invoices**

DATE	NUM	AMOUNT	OPEN BAL...
10/03/2017	2	3.12	3.12
09/25/2017	1	322.40	322.40

**Recent Payments**

DATE	CHECK/REF#	AMOUNT
This customer doesn't have recent payments.		

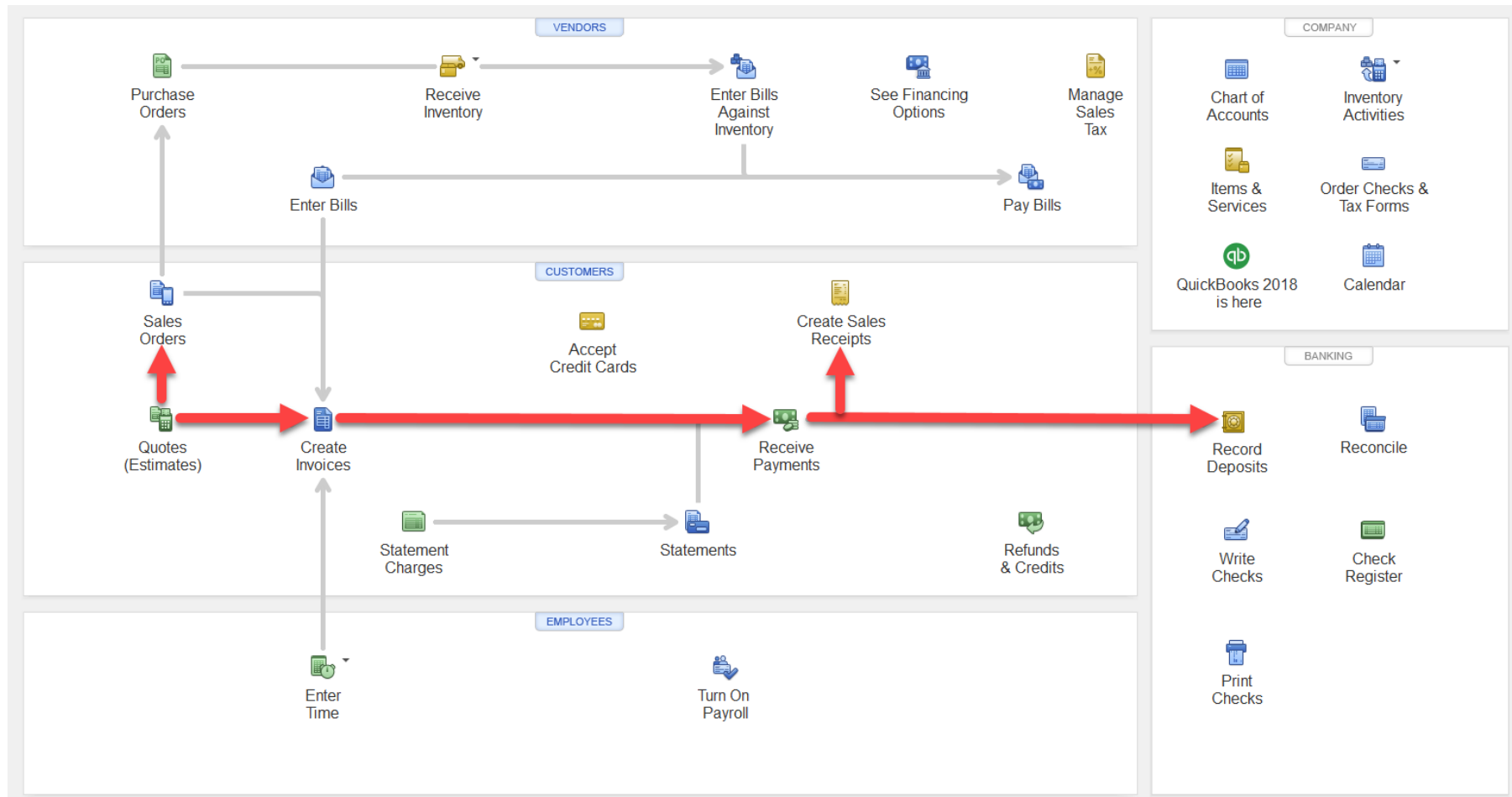
**Sales History** Yearly

**Best-Selling Items** This year-to-date

# Tracking Income

- Sales of products and/or services need to be accounted for in QuickBooks.
- This will allow you to identify products that are in high demand from your customer base.
- Tracking income is crucial in both determining profitability and making production decisions.
- QuickBooks offers useful tools to record income.

# Tracking Income



## Tracking Income: Quotes

Creating quotes can be the starting point for a sale. When a customer wants an estimate, you can easily create one in QuickBooks.

In this example, a quote was created for an existing customer for 100 wheat straw bales. You have the customer's information listed on the right side of the screen.

The quote can be saved, emailed, printed, or deleted.

The screenshot shows the 'Create Estimates' window in QuickBooks. The window title is 'Create Estimates'. The menu bar includes 'Main', 'Formatting', 'Send/Ship', and 'Reports'. The toolbar contains various actions: Find, New, Save, Delete, Memorize, Mark As Inactive, Print, Email, Email Later, Attach File, Create Invoice, Create Purchase Order, and Create Sales Order. The window is set to 'Green Acres Farm' as the customer and 'Quote' as the template. The main area displays a 'Quote' form with the following fields: DATE (10/25/2017), QUOTE # (1), NAME / ADDRESS (Green Acres Farms, Bill Woods, 100 Farmer's Row, Farmville, Tennessee 38301, USA), and REP (dropdown). Below the form is a table with columns: ITEM, DESCRIPTION, QTY, U/M, CLASS, TOTAL, and TAX. The table contains one row: Farm Products:Wheat Straw, Wheat Straw Bales, 100, U/M, CLASS, 500.00, Tax. To the right of the table is a summary section with fields: SUBTOTAL (500.00), MARKUP (0.00), TAX (Sales Tax, 9.75%), and TOTAL (548.75). At the bottom left, there are fields for CUSTOMER MESSAGE and MEMO. At the bottom right, there are buttons for 'Save & Close', 'Save & New', and 'Clear'. On the far right, there is a sidebar for 'Green Acres Farm' with tabs for 'Customer' and 'Transaction'. The 'Customer' tab is active, showing a 'SUMMARY' section with fields: Phone (731-555-7656), Email (bill@greenacresfarms.com), Open balance (325.52), Active estimates (0), and Sales Orders to be invoiced (0). Below the summary is a 'RECENT TRANSACTION' section with a table: 10/03/17 Invoice (3.12), 09/25/17 Invoice (322.40). At the bottom of the sidebar is a 'NOTES' section.

ITEM	DESCRIPTION	QTY	U/M	CLASS	TOTAL	TAX
Farm Products:Wheat Straw	Wheat Straw Bales	100			500.00	Tax

SUBTOTAL	500.00
MARKUP	0.00
TAX (Sales Tax, 9.75%)	48.75
TOTAL	548.75

RECENT TRANSACTION	AMOUNT
10/03/17 Invoice	3.12
09/25/17 Invoice	322.40

## Tracking Income: Quotes

At the top of the Quote dialog box, you can select how you want to share the Quote with a customer.

At the bottom of the screen, you can save the quote.

At the top of the screen, you can select what to do next with the quote. It can be saved, deleted, copied, or marked as inactive.

The screenshot displays the 'Create Estimates' software interface. At the top, a menu bar includes 'Main', 'Formatting', 'Send/Ship', and 'Reports'. Below this is a toolbar with icons for 'Find', 'New', 'Save', 'Delete', 'Create a Copy', 'Mark As Inactive', 'Print', 'Email', 'Email Later', 'Attach File', 'Create Invoice', 'Create Purchase Order', and 'Create Sales Order'. The 'Print' and 'Email' icons are highlighted with a red box. The main area shows a 'Quote' dialog for 'Green Acres Farm' with fields for 'DATE' (10/25/2017), 'QUOTE #' (1), and 'NAME / ADDRESS' (Green Acres Farms, Bill Woods, 100 Farmer's Row, Farmville, Tennessee 3830, USA). A table lists items: 'Farm Products:...' 'Wheat Straw Bales' with a quantity of 100, a total of 500.00, and a tax of 48.75. The 'TOTAL' is 548.75. The right sidebar shows a 'SUMMARY' for 'Green Acres Farm' with contact info and a 'RECENT TRANSACTION' list.

ITEM	DESCRIPTION	QTY	U/M	CLASS	TOTAL	TAX
Farm Products:...	Wheat Straw Bales	100			500.00	Tax

	SUBTOTAL	MARKUP	TOTAL
	500.00	0.00	548.75

TAX: Sales Tax (9.75%) 48.75



## Tracking Income: Quotes

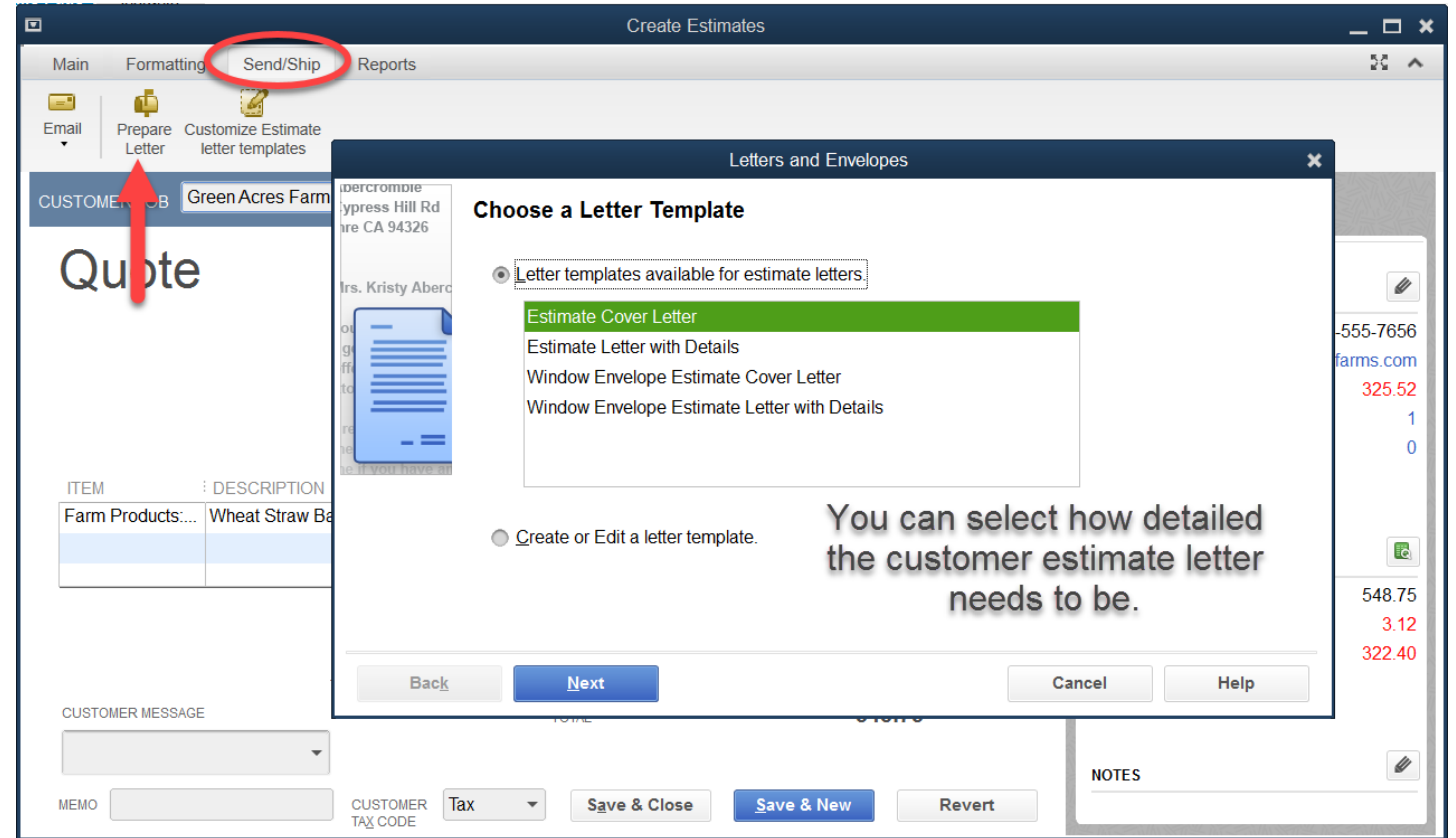
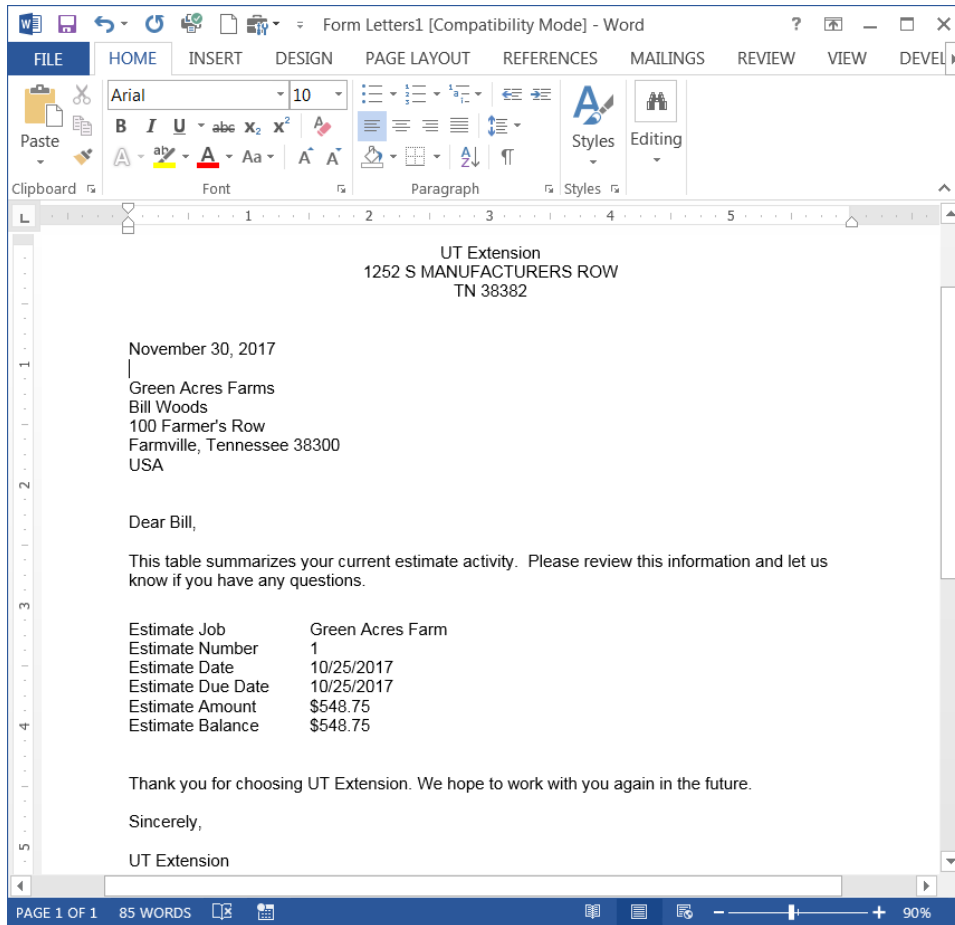
You can also add attachments to quotes. This may be needed if a customer wants to see an item related to the purchase such as an example of the product or a supporting document.

The screenshot shows the 'Create Estimates' software interface. The main window displays a quote for 'Green Acres Farm' with a date of 10/25/2017. A red arrow points to the 'Attach File' button in the top toolbar. An 'Attachments' dialog box is open, titled 'Attachments - Estimate 1 for Green Acres Farm on 10/25/2017'. The dialog box has a red circle around the 'ATTACH FROM:' options (Computer, Scanner, Doc Center) and a yellow highlight on the text: 'You can upload an attachment such as a PDF, image, or other important item.' Below this text is a dashed box with a downward arrow and the text 'Drop documents from Outlook, your desktop, or folders here.' The background shows a summary table for the quote.

TRANSACTION	Amount
Balance	325.52
Estimates	1
Items to be invoiced	0
Estimate	548.75
Invoice	3.12
Invoice	322.40

# Tracking Income: Quotes

You can also send sample letters with quotes by selecting Send/Ship and following the prompts to Prepare Letter in QuickBooks.



## Tracking Income: Quotes

You can select to turn a Quote into an Invoice by selecting the Create Invoice option at top of the dialogue box.

You will then be prompted to create an Invoice with all of the information from the estimate or just a portion of the estimate.

The screenshot shows the 'Create Estimates' software interface. The main window displays a 'Quote' for 'Green Acres Farm' with a 'Wholesale D...' class and a 'Quote' template. The 'Create Invoice' button in the top toolbar is circled in red. A dialog box titled 'Create Progress Invoice Based On Estimate' is open, prompting the user to specify what to include on the invoice. The first option, 'Create invoice for the entire estimate (100%)', is selected and highlighted with a red arrow. The dialog box also includes options for creating an invoice for a percentage of the estimate or for selected items, along with 'OK', 'Cancel', and 'Help' buttons.

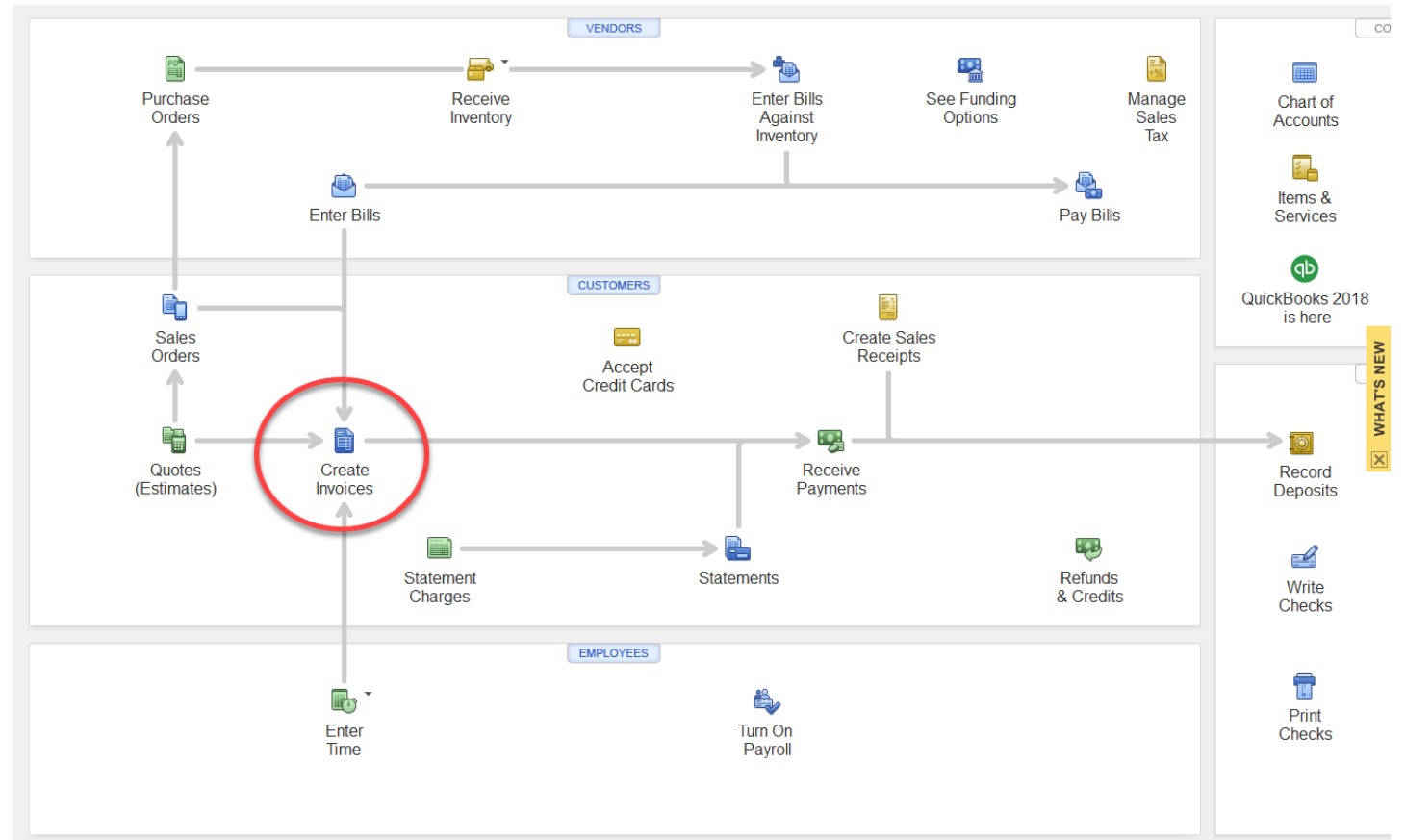
ITEM	DESCRIPTION
Farm Products:...	Wheat Straw B

AMOUNT	TOTAL
SUBTOTAL	500.00
MARKUP	0.00
TAX (9.75%)	48.75
TOTAL	548.75

DATE	DESCRIPTION	AMOUNT
10/25/17	Estimate	548.75
10/03/17	Invoice	3.12
09/25/17	Invoice	322.40

# Tracking Income: Invoices

You can also create an Invoice by directly choosing the Create Invoices option from the Home Page.

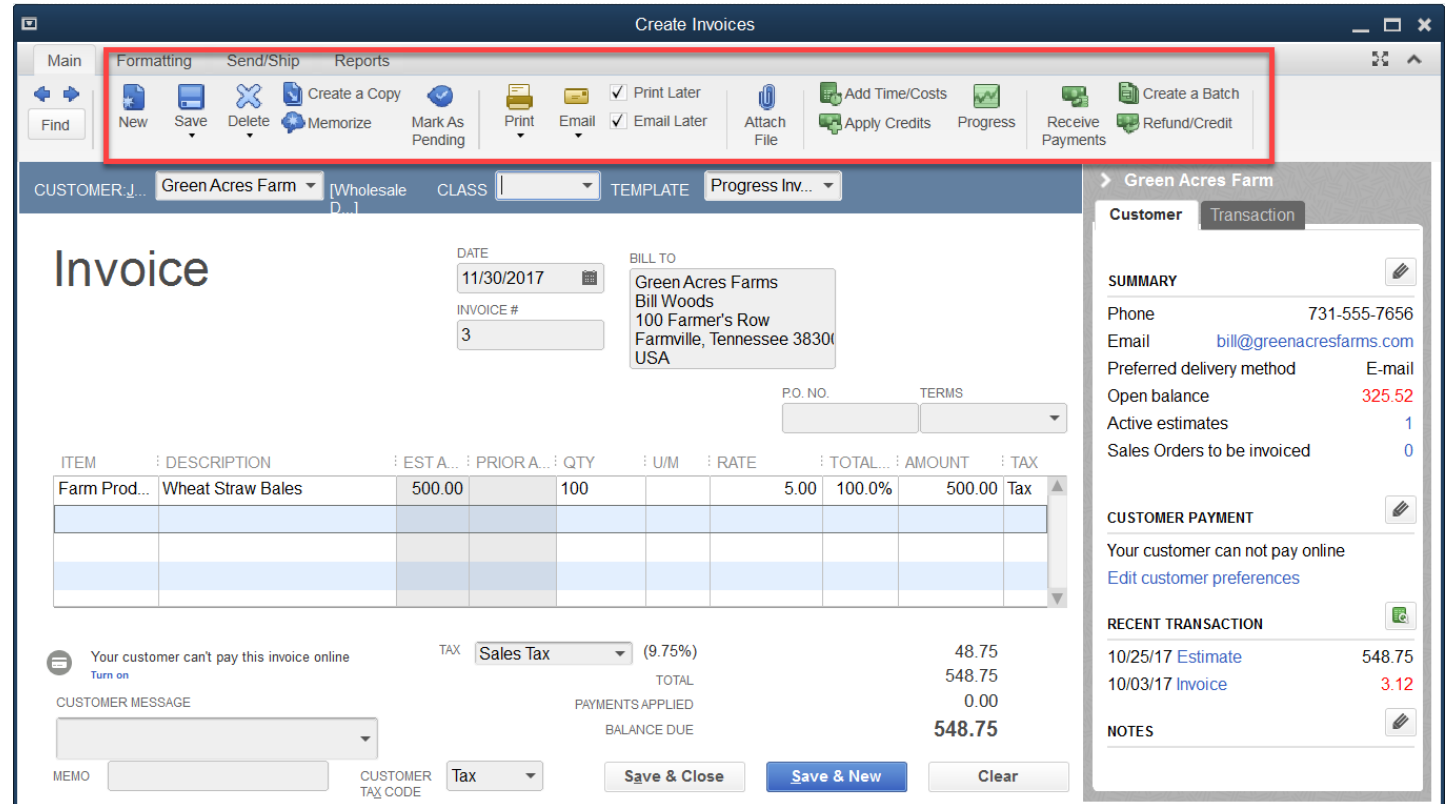


# Tracking Income: Invoices

You have many of the same options with Invoices as you do with Quotes.

You can print invoices, email them to customers, save them for later revisions, and attach files.

You can also apply credits to customers, receive payments, and create batch invoices to send a similar invoice to multiple customers.



## Tracking Income: Invoices

You will need to select the customer that you want to send the Invoice to. You can also add a new customer from the Customer drop down list. You can also change the Invoice Template to better suit your business's needs.

Then, you can add the products, or services, being sold to the customer. You can specify the quantity, item information, price, and calculate taxes.

The customer information is displayed to the right side in order to track the customer's activity.

The screenshot displays the 'Create Invoices' software interface. At the top, there are tabs for 'Main', 'Formatting', 'Send/Ship', and 'Reports'. Below these are various action buttons like 'Find', 'New', 'Save', 'Delete', 'Memorize', 'Mark As Pending', 'Print', 'Email', 'Print Later', 'Email Later', 'Attach File', 'Add Time/Costs', 'Apply Credits', 'Progress', 'Receive Payments', 'Create a Batch', and 'Refund/Credit'. The main form area is titled 'Create Invoices' and includes fields for 'CUSTOMER.J...', 'Green Acres Farm', 'CLASS', 'TEMPLATE', and 'Intuit Product Ir'. Below this, the 'Invoice' section shows 'DATE' as 11/30/2017, 'INVOICE #' as 3, 'BILL TO' as Green Acres Farms, and 'SHIP TO' as Ship To 1. A table of invoice items is shown, with columns for QUANTITY, ITEM CODE, DESCRIPTION, U/M, PRICE EA, AMOUNT, and TAX. The items are: 100 Farm Produ... Wheat Straw Bales (4.50, 450.00 Tax), 25 Corn Maze Entry Fees (Student Group) (4.00, 100.00 Tax), and 25 Produce Ra... Carving Pumpkins (4.00, 100.00 Tax). The bottom of the form shows a tax calculation for 'Sales Tax' at 9.75%, resulting in a total of 713.38. The right sidebar shows customer details for 'Green Acres Farm', including phone, email, and a summary of transactions.

QUANTITY	ITEM CODE	DESCRIPTION	U/M	PRICE EA	AMOUNT	TAX
100	Farm Produ...	Wheat Straw Bales		4.50	450.00	Tax
25	Corn Maze	Entry Fees (Student Group)		4.00	100.00	Tax
25	Produce Ra...	Carving Pumpkins	ea	4.00	100.00	Tax

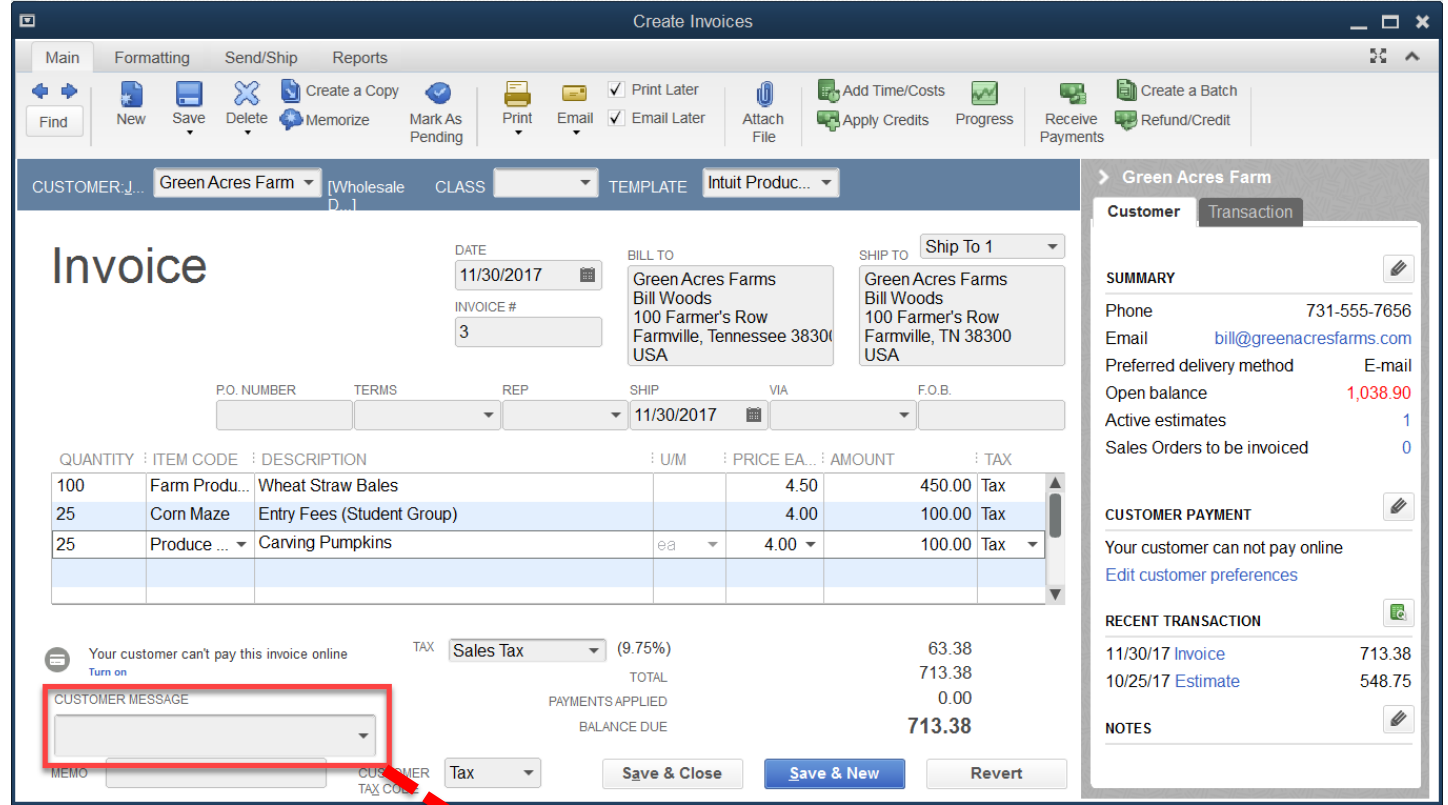
TAX: Sales Tax (9.75%) 63.38  
TOTAL: 713.38  
PAYMENTS APPLIED: 0.00  
BALANCE DUE: 713.38

Customer Information:  
Phone: 731-555-7656  
Email: bill@greenacresfarms.com  
Preferred delivery method: E-mail  
Open balance: 1,038.90  
Active estimates: 1  
Sales Orders to be invoiced: 0

RECENT TRANSACTION:  
11/30/17 Invoice: 713.38  
10/25/17 Estimate: 548.75

# Tracking Income: Invoices

You can also add personalized messages to your customer's invoice or you can select from the default messages that are included in QuickBooks.



## Tracking Income: Invoices

You can format an Invoice by using the Formatting tab. You have the option to use other templates, add lines, delete lines, or copy and paste lines.

You can also add a custom background to make the Invoice fit your business. You can do this through the Customize Design option.

The screenshot displays the 'Create Invoices' application window. The 'Formatting' tab is active, with a red box and arrow highlighting its toolbar. The toolbar includes icons for Preview, Manage Templates, Download Templates, Customize Data Layout, Spelling, Insert Line, Delete Line, Copy Line, Paste Line, and Customize Design. The main invoice area shows the following details:

- Customer:** Green Acres Farm
- DATE:** 11/30/2017
- INVOICE #:** 3
- BILL TO:** Green Acres Farms, Bill Woods, 100 Farmer's Row, Farmville, Tennessee 38300, USA
- SHIP TO:** Green Acres Farms, Bill Woods, 100 Farmer's Row, Farmville, TN 38300, USA
- SHIP DATE:** 11/30/2017

QUANTITY	ITEM CODE	DESCRIPTION	U/M	PRICE EA...	AMOUNT	TAX
100	Farm Produ...	Wheat Straw Bales		4.50	450.00	Tax
25	Corn Maze	Entry Fees (Student Group)		4.00	100.00	Tax
25	Produce Ra...	Carving Pumpkins	ea	4.00	100.00	Tax

Summary of invoice totals:

- TAX: Sales Tax (9.75%) = 63.38
- TOTAL: 713.38
- PAYMENTS APPLIED: 0.00
- BALANCE DUE: 713.38

Customer information on the right sidebar:

- SUMMARY:** Phone: 731-555-7656, Email: bill@greenacresfarms.com, Preferred delivery method: E-mail, Open balance: 1,038.90, Active estimates: 1, Sales Orders to be invoiced: 0.
- CUSTOMER PAYMENT:** Your customer can not pay online. [Edit customer preferences](#)
- RECENT TRANSACTION:** 11/30/17 Invoice: 713.38, 10/25/17 Estimate: 548.75.



# Tracking Income: Invoices

You can use the Send/Ship options to prepare packages for shipment. If you are shipping a package with the Invoice, then you can also select the carrier that will pick up the package.

This option will not likely be used by your business unless you are shipping a physical product.

The screenshot shows the 'Send/Ship' menu in the Intuit software interface. The menu options are: Email, FedEx, UPS, USPS, Mail Invoice, and Prepare Letter. The 'Send/Ship' menu is circled in red. Below the menu, the invoice details for 'Green Acres Farm' are displayed. The invoice includes a table of items, a summary of customer information, and a list of recent transactions.

**Invoice Details:**

- DATE: 11/30/2017
- INVOICE #: 3
- BILL TO: Green Acres Farms, Bill Woods, 100 Farmer's Row, Farmville, Tennessee 38300 USA
- SHIP TO: Green Acres Farms, Bill Woods, 100 Farmer's Row, Farmville, TN 38300 USA
- SHIP DATE: 11/30/2017

QUANTITY	ITEM CODE	DESCRIPTION	U/M	PRICE EA...	AMOUNT	TAX
100	Farm Produ...	Wheat Straw Bales		4.50	450.00	Tax
25	Corn Maze	Entry Fees (Student Group)		4.00	100.00	Tax
25	Produce Ra...	Carving Pumpkins	ea	4.00	100.00	Tax

**Summary:**

- Phone: 731-555-7656
- Email: bill@greenacresfarms.com
- Preferred delivery method: E-mail
- Open balance: 1,038.90
- Active estimates: 1
- Sales Orders to be invoiced: 0

**Recent Transaction:**

- 11/30/17 Invoice: 713.38
- 10/25/17 Estimate: 548.75

**Tax Summary:**

- TAX: Sales Tax (9.75%) 63.38
- TOTAL: 713.38
- PAYMENTS APPLIED: 0.00
- BALANCE DUE: 713.38

# Tracking Income: Invoices

You can also pull reports for each invoice. You can look at open invoices, sales by customer, and the transaction history tied to a particular Invoice.

**Reports**

- Quick Report
- Transaction History
- Transaction Journal
- View Open Invoices**
- Sales By Customer Detail
- Average Days To Pay Summary

**Invoice**

CUSTOMER: Green Acres Farm [Wholesale D...]

DATE: 11/30/2017  
INVOICE #: 3

BILL TO: Green Acres Farms  
Bill Woods  
100 Farmer's Row  
Farmville, Tennessee 38300  
USA

SHIP TO: Ship To 1  
Green Acres Farms  
Bill Woods  
100 Farmer's Row  
Farmville, TN 38300  
USA

QUANTITY	ITEM CODE	DESCRIPTION	U/M	PRICE EA...	AMOUNT	TAX
100	Farm Produ...	Wheat Straw Bales		4.50	450.00	Tax
25	Corn Maze	Entry Fees (Student Group)		4.00	100.00	Tax
25	Produce Ra...	Carving Pumpkins	ea	4.00	100.00	Tax

Open Invoices lists open, unpaid invoices for each customer.

TAX: Sales Tax (9.75%) 63.38  
TOTAL 713.38  
PAYMENTS APPLIED 0.00  
BALANCE DUE 713.38

Buttons: Save & Close, Save & New, Revert

**Green Acres Farm**

Customer: Transaction

**SUMMARY**

Phone: 731-555-7656  
Email: bill@greenacresfarms.com  
Preferred delivery method: E-mail  
Open balance: 1,038.90  
Active estimates: 1  
Sales Orders to be invoiced: 0

**CUSTOMER PAYMENT**

Your customer can not pay online  
[Edit customer preferences](#)

**RECENT TRANSACTION**

11/30/17 Invoice 713.38  
10/25/17 Estimate 548.75

**NOTES**

## Tracking Income: Invoice

A sample invoice is pictured here. This is a sample of what the invoice would like that can create with QuickBooks and send to your customers.

You can also change the background to fit your business.

UT Extension  
1252 S MANUFACTURERS ROW  
TN 38382

## Invoice

Date	Invoice #
11/30/2017	3

Bill To
Green Acres Farms Bill Woods 100 Farmer's Row Farmville, Tennessee 38300 USA

							P.O. No.	Terms	Project		
Item	Description	Est Amt	Prior Amt	Prior %	Qty	U/M	Rate	Curr %	Total %	Amount	
Wheat S...	Wheat Straw Bales	500.00			100		4.50	90.00%	90.00%	450.00T	
Corn M...	Entry Fees (Student Group)				25		4.00			100.00T	
Pumpkins	Carving Pumpkins				25	ea	4.00			100.00T	
							<b>Subtotal</b>				\$650.00
							<b>Sales Tax (9.75%)</b>				\$63.38
							<b>Total</b>				\$713.38
							<b>Payments/Credits</b>				\$0.00
							<b>Balance Due</b>				\$713.38

# Tracking Income: Receive Payments

When a customer sends you a payment, you can enter the payment into QuickBooks.

You will need to specify who the payment came from, the payment amount, method of payment, date of payment, and information regarding payment, such as check numbers.

**Customer Payment**

CUSTOMER BALANCE 0.00

You can select the payment method used by the customer. Different payment methods will prompt additional dialog boxes.

RECEIVED FROM [dropdown]  
PAYMENT AMOUNT 0.00  
DATE 11/30/2017  
REFERENCE # [text]

Where does this payment go?  
CASH CHECK Visa e-CHECK [dropdown]

DATE	NUMBER	ORIG. AMT.	AMT. DUE	PAYMENT
Select the customer or job in the Received From field				
Totals			0.00	0.00

AMOUNTS FOR SELECTED INVOICES

AMOUNT DUE	0.00
APPLIED	0.00
DISCOUNT AND CREDITS APPLIED	0.00

MEMO [text]

Save & Close Save & New Clear

# Tracking Income: Receive Payments

When entering in a payment, you can select who the payment came from in the drop down menu titled "Received From".

This will automatically bring in unpaid invoices from this specific customer. You can apply the payment to each individual invoice by inserting a checkmark by the left of the date of the invoice.

In this example, the payment received was for three separate invoices.

**Customer Payment** CUSTOMER BALANCE 1,098.18

RECEIVED FROM: Green Acres Farm

PAYMENT AMOUNT: 1,098.18

DATE: 11/30/2017

REFERENCE #: 1100

DATE	NUMBER	ORIG. AMT.	AMT. DUE	PAYMENT
✓ 09/25/2017	1		322.40	322.40
✓ 10/03/2017	2		62.40	62.40
✓ 11/30/2017	3		713.38	713.38
Totals			1,098.18	1,098.18

AMOUNTS FOR SELECTED INVOICES

AMOUNT DUE	1,098.18
APPLIED	1,098.18
DISCOUNT AND CREDITS APPLIED	0.00

MEMO: Invoices #1, #2, and #3

Buttons: Save & Close, Save & New, Revert

# Tracking Income: Receive Payments

You can use the Look up Customer/Invoice to open a Find a Customer/Invoice to search for invoices. This can be used to look for an invoice to apply a payment to once you receive funds from a customer.

**Customer Payment**

RECEIVED FROM: Main Street Schools  
PAYMENT AMOUNT: 1,371.88  
DATE: 11/30/2017  
REFERENCE #: School Group

**Find a Customer/Invoice**

Search by: Customer Name:Job    Customer: Main

CUSTOMER.JOB	COMPANY	ACCOUNT	TYPE	NUMBER	DATE	AMOUNT	MEMO
Main Street Schools	Main Street Sc...						

Matches found: 1

AMOUNTS FOR SELECTED INVOICES

AMOUNT DUE	1,371.88
APPLIED	1,371.88
DISCOUNT AND CREDITS APPLIED	0.00

# Tracking Income: Receive Payments

You can use the options under the Report tab to review payments, transaction history reports, open invoices, customer balance detail, and a few other reports.

**Customer Payment** CUSTOMER BALANCE 1,371.88

RECEIVED FROM:  CASH CHECK Visa e-CHECK MORE

PAYMENT AMOUNT:

DATE:  Where does this payment go?

REFERENCE #:

DATE	NUMBER	ORIG. AMT.	AMT. DUE	PAYMENT
11/30/2017	4		1,371.88	1,371.88
Totals			1,371.88	1,371.88

**AMOUNTS FOR SELECTED INVOICES**

AMOUNT DUE 1,371.88

APPLIED 1,371.88

DISCOUNT AND CREDITS APPLIED 0.00

MEMO:

# Tracking Income: Receive Payments

A sample report is shown here. The Transaction Journal report can be pulled to show the credit and debit of a transaction. The debit of the payment for the credit of goods/services that the customer was invoiced for.

**UT Extension  
Transaction Journal  
All Transactions**

Trans #	Type	Date	Num	Name	Memo	Account	Class	Debit	Credit
▶ 9	Payment	11/30/2017		Main Street Schools		Undeposited Funds		1,371.88	◀
				Main Street Schools		Accounts Receiva...			1,371.88
								1,371.88	1,371.88
<b>TOTAL</b>								<u>1,371.88</u>	<u>1,371.88</u>



## Create Sales Receipts

After you have made a sale, you will need to create a receipt. QuickBooks has a few useful tools that make creating a receipt rather simple.

# Create Sales Receipts

Sales receipts can be created by selecting the Customer Name, choosing the payment method, date of the transaction, and details of the sale.

You can print the sales receipt or email the sales receipt.

**Enter Sales Receipts**

Main Formatting Send/Ship Reports Payments

Find New Save Delete Memorize Mark As Pending Print Email Print Later Email Later Attach File

Green Acres Farm [Wholesale] CLASS TEMPLATE Custom Sa...

### Sales Receipt

DATE: 11/30/2017  
SALE NO.: 3  
CHECK NO.: 1100

SOLD TO: Green Acres Farms, Bill Woods, 100 Farmer's Row, Farmville, Tennessee 38300, USA

ITEM	DESCRIPTION	QTY	U/M	RATE	AMOUNT	TAX
Farm Products:Wheat Straw	Wheat Straw Bales	100		4.50	450.00	Tax
Corn Maze	Entry Fees (Student Group)	25		4.00	100.00	Tax
Produce Raised for Sale	Carving Pumpkins	25		4.00	100.00	Tax

TAX: Sales Tax (9.75%) 63.38  
TOTAL: 713.38

CUSTOMER MESSAGE: Thank you for your business.

MEMO: CUSTOMER TAX CODE: Tax

Buttons: Save & Close, Save & New, Revert

Customer: Green Acres Farm  
SUMMARY: Phone: 731-555-7656, Email: bill@greenacresfarms.com, Open balance: 0.00, Active estimates: 1, Sales Orders to be invoiced: 0  
RECENT TRANSACTION: 11/30/17 Payment 1,098.18, 11/30/17 Invoice - Paid 713.38, 11/30/17 Sales Receipt 713.38, 10/25/17 Estimate 548.75, 10/03/17 Invoice - Paid 62.40

# Create Sales Receipts

You can format Sales Receipt just like you Quotes and Invoices. You will have the option to insert or delete lines, change the template, and customize the design.

The screenshot shows the 'Enter Sales Receipts' window. The 'Formatting' menu is circled in red. The main area displays a sales receipt for 'Green Acres Farm' with a total of 713.38. The receipt includes items like 'Wheat Straw Bales', 'Entry Fees (Student Group)', and 'Carving Pumpkins'. The 'Formatting' menu options include Preview, Manage Templates, Download Templates, Customize Data Layout, Spelling, Insert Line, Delete Line, Copy Line, Paste Line, and Customize Design.

ITEM	DESCRIPTION	QTY	U/M	RATE	AMOUNT	TAX
Farm Products:Wheat Straw	Wheat Straw Bales	100		4.50	450.00	Tax
Corn Maze	Entry Fees (Student Group)	25		4.00	100.00	Tax
Produce Raised for Sale	Carving Pumpkins	25		4.00	100.00	Tax

TAX: Sales Tax (9.75%) 63.38  
TOTAL: 713.38

# Create Sales Receipts

Here is an example of a cash sale. Notice that the school is tax exempt, which is indicated by the "Non" tax identifier.

You can also customize customer messages to fit the sale.

Enter Sales Receipts

Main Formatting Send/Ship Reports Payments

Find New Save Delete Memorize Mark As Pending Print Email Email Later Attach File Add time/costs Process payment Add Credit Card Processing

CUSTOMER... Main Street Schools CLASS TEMPLATE Custom Sales Receipt

## Sales Receipt

CASH CHECK Visa e-CHECK MORE

DATE 11/30/2017  
SALE NO. 5  
SOLD TO Main Street Schools  
Dale Dennis  
100 Main Street  
Main Street, Tennessee

ITEM	DESCRIPTION	QTY	U/M	RATE	AMOUNT	TAX
Produce Raised for Sale: Pum...	Pumpkins for Fall Festival	50	ea	3.00	150.00	Non

TAX Sales Tax (9.75%) 0.00  
TOTAL 150.00

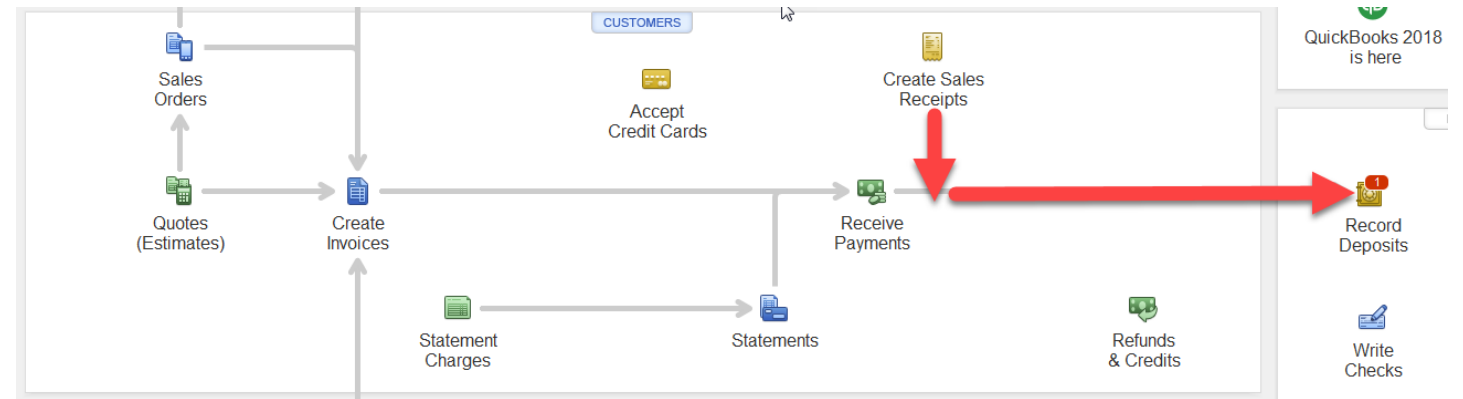
CUSTOMER MESSAGE  
We reduced the price for the school.  
Hope the festival is a success!

MEMO CUSTOMER TAX CODE Non

Save & Close Save & New Revert

## Create Sales Receipts

After the cash receipt was created, a new deposit needs to be recorded. QuickBooks notes that cash was taken in and a deposit needs to be prepared.



# Create Sales Receipts

For the cash received from the sale, you need to mark the payment to be deposited into your checking account.

Payments to Deposit

**SELECT VIEW**

View payment method type: **All types** [What are payment method views?](#)

Sort payments by: **Payment Method**

**SELECT PAYMENTS TO DEPOSIT**

<input checked="" type="checkbox"/>	DATE	TIME	TYPE	NO.	PAYMENT METH...	NAME	AMOUNT
<input checked="" type="checkbox"/>	11/30/2017		RCPT	5	Cash	Main Street Schools	150.00
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							

0 of 1 payments selected for deposit Payments Subtotal 0.00

Select All Select None

OK Cancel Help

# Tracking Income: Record Deposits

You can select to add credit card processing. However, this feature is not defaulted with QuickBooks and requires you to pay an additional fee.

The screenshot shows the QuickBooks interface for recording a customer payment. The 'Payments' menu is active, and the 'Add Credit Card Processing' option is highlighted with a red arrow. The payment details are as follows:

- RECEIVED FROM: Main Street Schools
- PAYMENT AMOUNT: 1,371.88
- DATE: 11/30/2017
- REFERENCE #: School Group

The payment table shows a single entry for 11/30/2017 with a payment amount of 1,371.88. The 'Totals' row shows a total payment of 1,371.88.

DATE	NUMBER	ORIG. AMT.	AMT. DUE	PAYMENT
11/30/2017	4		1,371.88	1,371.88
Totals			1,371.88	1,371.88

The 'AMOUNTS FOR SELECTED INVOICES' summary shows:

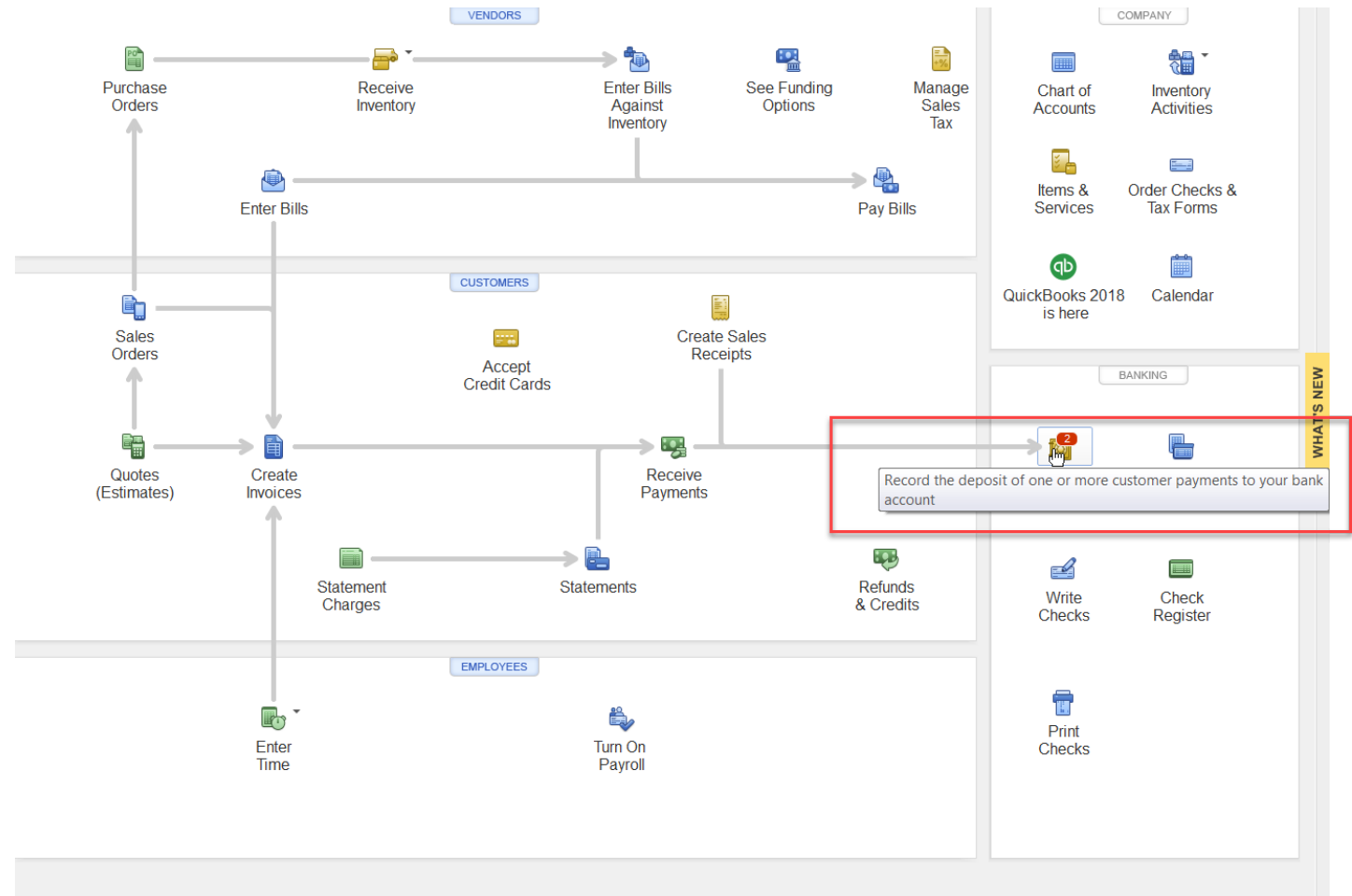
- AMOUNT DUE: 1,371.88
- APPLIED: 1,371.88
- DISCOUNT AND CREDITS APPLIED: 0.00

Buttons at the bottom include 'Save & Close', 'Save & New', and 'Revert'.

Credit card process can be added to QuickBooks.

# Tracking Income: Record Deposits

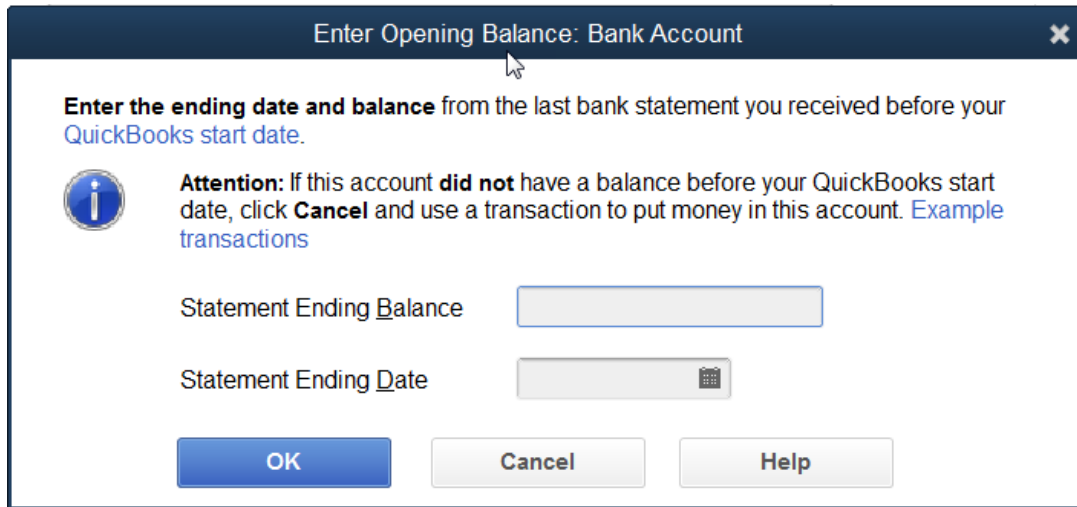
After you receive payments, QuickBooks will denote that you have funds that need to be deposited into a bank account.





# Tracking Income: Record Deposits

You will be prompted to add a valid bank account to deposit the funds into. Simply add the information from your checking account.



**Enter Opening Balance: Bank Account**

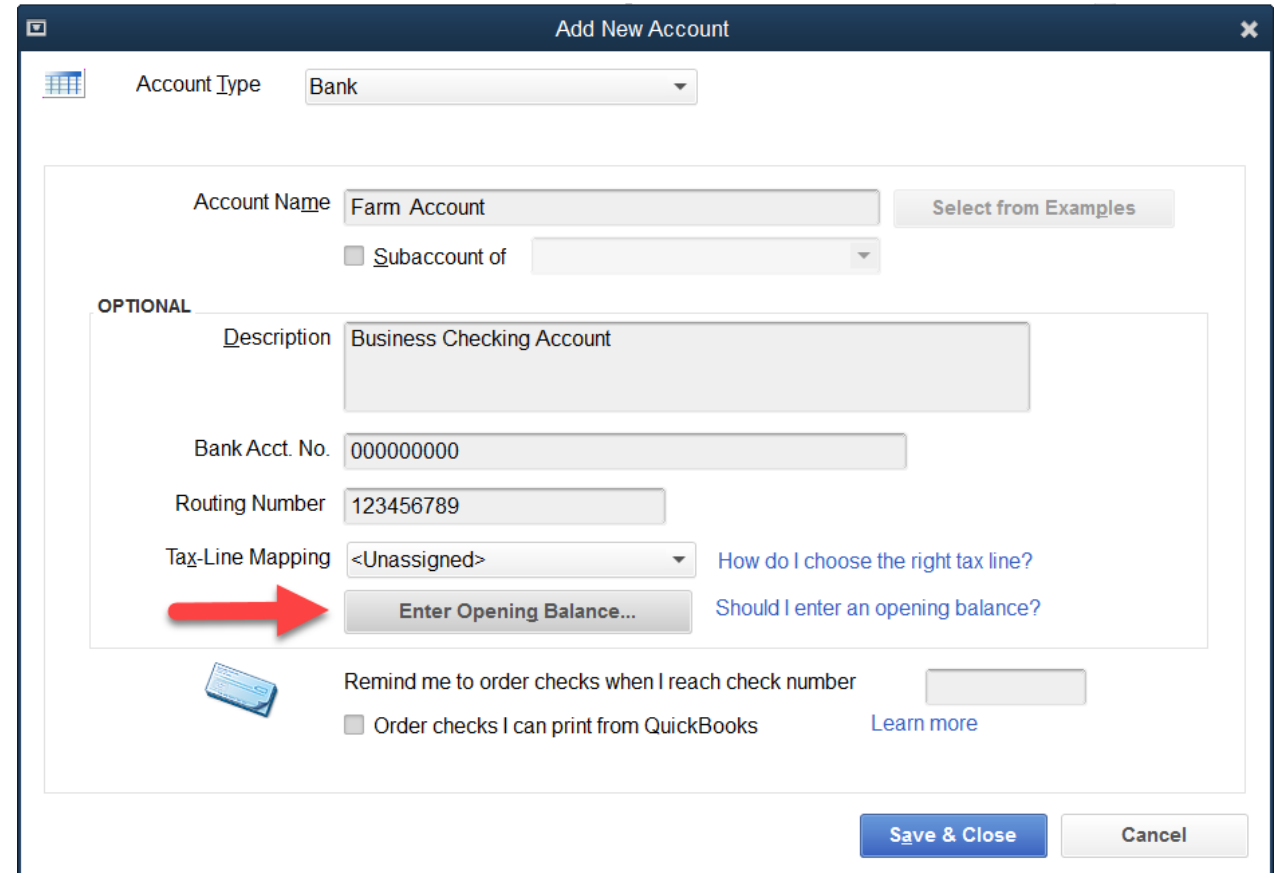
Enter the ending date and balance from the last bank statement you received before your QuickBooks start date.

**Attention:** If this account **did not** have a balance before your QuickBooks start date, click **Cancel** and use a transaction to put money in this account. [Example transactions](#)

Statement Ending Balance

Statement Ending Date

**OK** **Cancel** **Help**



**Add New Account**

Account Type: Bank

Account Name: Farm Account [Select from Examples](#)

Subaccount of


**OPTIONAL**


Description: Business Checking Account

Bank Acct. No.: 000000000

Routing Number: 123456789

Tax-Line Mapping: <Unassigned> [How do I choose the right tax line?](#)

 **Enter Opening Balance...** [Should I enter an opening balance?](#)

 Remind me to order checks when I reach check number

Order checks I can print from QuickBooks [Learn more](#)

**Save & Close** **Cancel**

## Tracking Income: Record Deposit

Once you add an account, you will be presented with a menu for the Payments to Deposit. You can review these deposits to check the payment methods, date, amount, etc.

Payments to Deposit

**SELECT VIEW**

View payment method type: All types [What are payment method views?](#)

Sort payments by: Payment Method

**SELECT PAYMENTS TO DEPOSIT**

✓ DATE	TIME	TYPE	NO.	PAYMENT METH...	NAME	AMOUNT
11/30/2017		PMT		Cash	Main Street Schools	1,371.88
11/30/2017		PMT	1100	Visa	Green Acres Farm	1,098.18

0 of 2 payments selected for deposit

Payments Subtotal 0.00

Select All Select None

OK Cancel Help

# Tracking Income: Record Deposit

To make the deposit you will need to click by each Payment to Deposit and insert a check mark. This will mark the payment for deposit. Once you have done that, click OK to make the deposit.

The screenshot shows a software window titled "Payments to Deposit". At the top, there is a "SELECT VIEW" section with two dropdown menus: "View payment method type" set to "All types" and "Sort payments by" set to "Payment Method". A link "What are payment method views?" is visible next to the first dropdown. Below this is the "SELECT PAYMENTS TO DEPOSIT" section, which contains a table with columns: DATE, TIME, TYPE, NO., PAYMENT METH..., NAME, and AMOUNT. Two rows are visible, both with checkmarks in the first column. The first row is for a payment on 11/30/2017 for 1,371.88 from Main Street Schools. The second row is for a payment on 11/30/2017 for 1,098.18 from Green Acres Farm. Below the table, a status bar indicates "2 of 2 payments selected for deposit" and "Payments Subtotal 2,470.06". At the bottom, there are buttons for "Select All", "Select None", "OK", "Cancel", and "Help".

✓	DATE	TIME	TYPE	NO.	PAYMENT METH...	NAME	AMOUNT
✓	11/30/2017		PMT		Cash	Main Street Schools	1,371.88
✓	11/30/2017		PMT	1100	Visa	Green Acres Farm	1,098.18

# Tracking Income: Record Deposit

You can specify what account the funds need to be deposited into. This is helpful if you have multiple checking accounts for your business.

QuickBooks provides you with a list of payments along with pertinent information for every customer payment.

The screenshot shows the 'Record Deposit' interface in QuickBooks. At the top, there are navigation buttons: Previous, Next, Save, Print, Payments, History, and Attach. Below these, the 'Deposit To' is set to 'Farm Account', the 'Date' is '12/01/2017', and the 'Memo' is 'Deposit'. A red box highlights this top section.

Below the highlighted section, there is a table with the following data:

RECEIVED FROM	FROM ACCOUNT	MEMO	CHK NO.	PMT METH.	CLASS	AMOUNT
Main Street Schools	Undeposited Funds			Cash		1,371.88
Green Acres Farm	Undeposited Funds	Invoices #1, #2, and #3	1100	Visa		1,098.18

Below the table, there is a section for 'Cash back'. It includes a dropdown for 'Cash back goes to', a text input for 'Cash back memo', and a text input for 'Cash back amount'. At the bottom right, there are three buttons: 'Save & Close', 'Save & New', and 'Clear'.

Summary information at the bottom right:

- Deposit Subtotal: 2,470.06
- Deposit Total: 2,470.06

# Tracking Income: Record Deposit

You can click on History to bring up the Transaction History for payments. You can print this report as well.

Previous Next Save Print Payments History Attach

Deposit To: Farm Account Date: 12/01/2017 Memo: Deposit

Click Payments to select customer payments that you have received. List any other amounts to deposit below.

RECEIVED FROM	FROM ACCOUNT	MEMO	CHK NO.	PMT METH.	CLASS	AMOUNT
Main Street Schools	Undeposited Funds			Cash		1,371.88
Green Acres Farm	Undeposited Funds	Invoices #1, #2, and #3	1100	Check		1,098.18

Transaction History - Deposit

Deposit Information

Date Deposited: 12/01/2017

Customer Payments: 2,470.06

Other Income: 0.00

Total Deposit: 2,470.06

Memo: Deposit

Payments Deposited

Type	Date	Number	Amount
Payment	11/30/2017	1100	-1,098.18
Payment	11/30/2017		-1,371.88

Buttons: Cancel, Help, Print, Edit Deposit, Go To

Deposit Subtotal: 2,470.06

To get cash back from this deposit, enter the amount below. Indicate the account where you want this money to go, such as your Petty Cash account.

Cash back goes to: [Dropdown] Cash back memo: [Text] Cash back amount: [Text]

Deposit Total: 2,470.06

Buttons: Save & Close, Save & New, Revert

# Tracking Income: Record Deposit

12/1/2017

2,470.06

02

\$2,470.06

## Deposit Summary UT Extension

12/1/2017

Summary of Deposits to Farm Account on 12/01/2017

You can also print a Deposit Slip to accompany deposits that you have prepared for the bank.

Chk No.	PmtMethod	Rcd From	Memo	Amount
1100	Cash Check	Main Street Schools Green Acres Farm	Invoices #1, #2, and #3	1,371.88 1,098.18
			Deposit Subtotal:	2,470.06
			Less Cash Back:	
			Deposit Total:	2,470.06

# Summary

- Adding customers to QuickBooks
- Tracking income by means of:
  - Creating quotes
  - Creating invoices
  - Creating receipts
  - Receiving payment
- Recording deposits

# Questions?