Get paid:

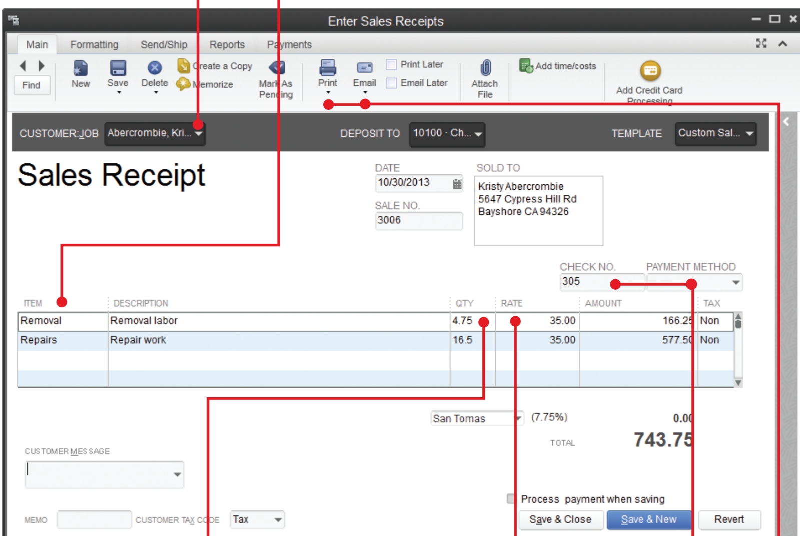
Create sales receipts

Use a sales receipt if customers pay you *at* the time of sale.

To start, go here: **Customers > Sales Receipts**.

1 Select a customer.

2 Tell QuickBooks what you're selling.



3 Enter the quantity.

4 QuickBooks fills in the price you entered when you set up the item. You can change it here.

5 Enter the customer's payment information.

6 Print or email the sales receipt.