

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**.

The screenshot shows the 'Enter Sales Receipts' window in QuickBooks. The window title is 'Enter Sales Receipts'. The menu bar includes Main, Formatting, Send/Ship, Reports, and Payments. The toolbar contains icons for Find, New, Save, Delete, Memorize, Mark As Pending, Print, Email, Email Later, Attach File, Add time/costs, and Add Credit Card Processing. The main area displays a 'Sales Receipt' form for customer 'Abercrombie, Kristy'. The form includes fields for DATE (10/30/2013), SOLD TO (Kristy Abercrombie, 5647 Cypress Hill Rd, Bayshore CA 94326), SALE NO. (3006), DEPOSIT TO (10100 - Ch...), and TEMPLATE (Custom Sal...). A table lists items: 'Removal' (4.75 qty, 35.00 rate, 166.25 amount) and 'Repairs' (16.5 qty, 35.00 rate, 577.50 amount). The total amount is 743.75. The payment method is 'CHECK NO. 305'. The window also includes a 'CUSTOMER MESSAGE' field, a 'MEMO' field, and a 'CUSTOMER TAX CODE' dropdown set to 'Tax'. The bottom right has buttons for 'Save & Close', 'Save & New', and 'Revert'. A checkbox for 'Process payment when saving' is checked.

- Select a customer.
- Tell QuickBooks what you're selling.
- Enter the quantity.
- QuickBooks fills in the price you entered when you set up the item. You can change it here.
- Enter the customer's payment information.
- Print or email the sales receipt.