The QuickBooks™ Client Newsletter

Helping You Grow a Profitable Business with QuickBooks™ Software

From the office of:

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Using Sales Receipts: When? How?

Some types of businesses always use sales receipts. Some use them occasionally. Here is what you need to know about them.

How do you let your customers know how much they owe you, and for what products or services? In these days of ecommerce and merchant accounts, your customers may provide a credit card number over the phone or on a website. Or perhaps you send invoices after a sale and receive checks or account numbers in the mail. QuickBooks can help you both create the invoices and record the payments.

There is another type of sales document that you can use in certain situations: the **sales receipt**. You would probably be most likely to use a **sales receipt** when customers pay you in full for products or services at the same time they receive them.

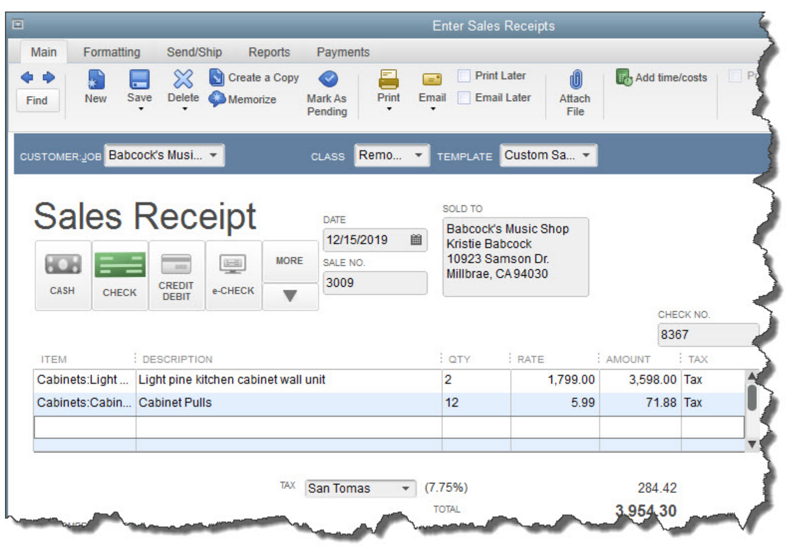

Figure 1 ***If you receive full payment for a product or service at the same time the customer receives it, you should use a sales receipt.***

Completing a sales receipt is similar to filling out an invoice or purchase order. Click **Create Sales Receipts** on QuickBooks' home page or open the **Customers** menu and select **Enter Sales Receipts**. A screen like the one in figure 1 will open.

Choose a **Customer** from the drop-down list and a **Class** (if applicable). If you have created more than one **Template** (more on that later), make sure that the correct one appears in the field. Verify that the appropriate **Date** and **Sale No.** read as they should. Click on the type of payment you are receiving, and enter the check or credit card number where necessary (a small window will open for the latter).

Note: *If you are working with a type of payment that does not appear in the four icons, click on the arrow below **More** to add it.*

Now you are ready to select the products or services you sold by clicking on the arrow in the field under **Item** to open the available list (if you have not created a record for what you are selling, select **<Add New>** and complete the fields in the **New Item** window that opens). Enter the quantity (**Qty.**). The **Rate**, **Amount**, and **Tax** fields should fill in automatically, based on the information you entered when you created the item's record.

When you have entered all of the items that the customer is paying you for, you can choose which **Customer Message** will appear on the sales receipt (you can see your options in the drop-down list found in the lower left corner of the screen). Anything you enter in the **Memo** field will be for your internal use only; it will not appear on the printed or emailed sales receipt. Click **Save & Close** or **Save & New**.

Customizing Sales Receipts

QuickBooks' forms contain the fields most often used by small businesses. But you can alter them in numerous ways to meet your company's needs. To customize a sales receipt, open the **Sales Receipt** window and click on the **Formatting** menu. Select **Manage Templates**.

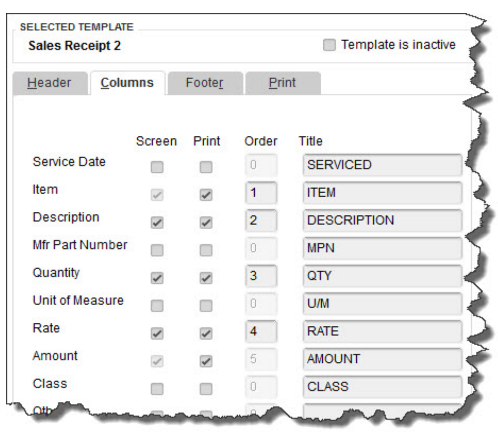

Figure 2 Sales Receipt Template

You will want to make a copy of the original sales receipt so that the original will always be available. Click the **Copy** button in the lower left; "Copy of Custom Sales Receipt" appears in the list of templates. In the **Preview** pane on the right, click in the field next to **Template Name** and replace the existing name with a new, more descriptive one if you would like. Click **OK**.

The **Basic Customization** window opens. Click on **Additional Customization** at the bottom of the screen. You'll see a window like the one in the image above. Click the **Columns** tab. The list on the left displays all of the columns that can be included in the body of your sales receipt.

Click in the boxes below **Screen** and **Print** to indicate which columns should display on your QuickBooks screen and which should appear on the customer's copy. The numbers in the **Order** column can be changed to reflect which column will come first, second, etc.

We hope you find this month's QuickBooks tip helpful. Please visit our company website http://www.accountingconnections.org often as it is updated constantly and offers a wealth of tax and accounting tips, along with links to better serve your business needs. Our QuickBooks Tips newsletters are archived on our website as well.

Accounting and Taxation is **our** business; having us a part of your team allows **you** to concentrate on **your** core business.

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Enrolled Agents are allowed to represent clients before all administrative levels of IRS without their clients' presence (the same as a Certified Public Account).