

# COMPUTER ACCOUNTING WITH QUICKBOOKS 2018

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CHAPTER 5  
CUSTOMERS AND SALES

# SECTION 5.1 SATNAV

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## QB SatNav

### QB SETTINGS

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Company Settings

Chart of Accounts

### QB TRANSACTIONS

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> *Money in*   *Money out* >

Banking

Customers & Sales

Vendors & Expenses

Employees & Payroll

### QB REPORTS

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Reports

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## CHAPTER 5 OVERVIEW

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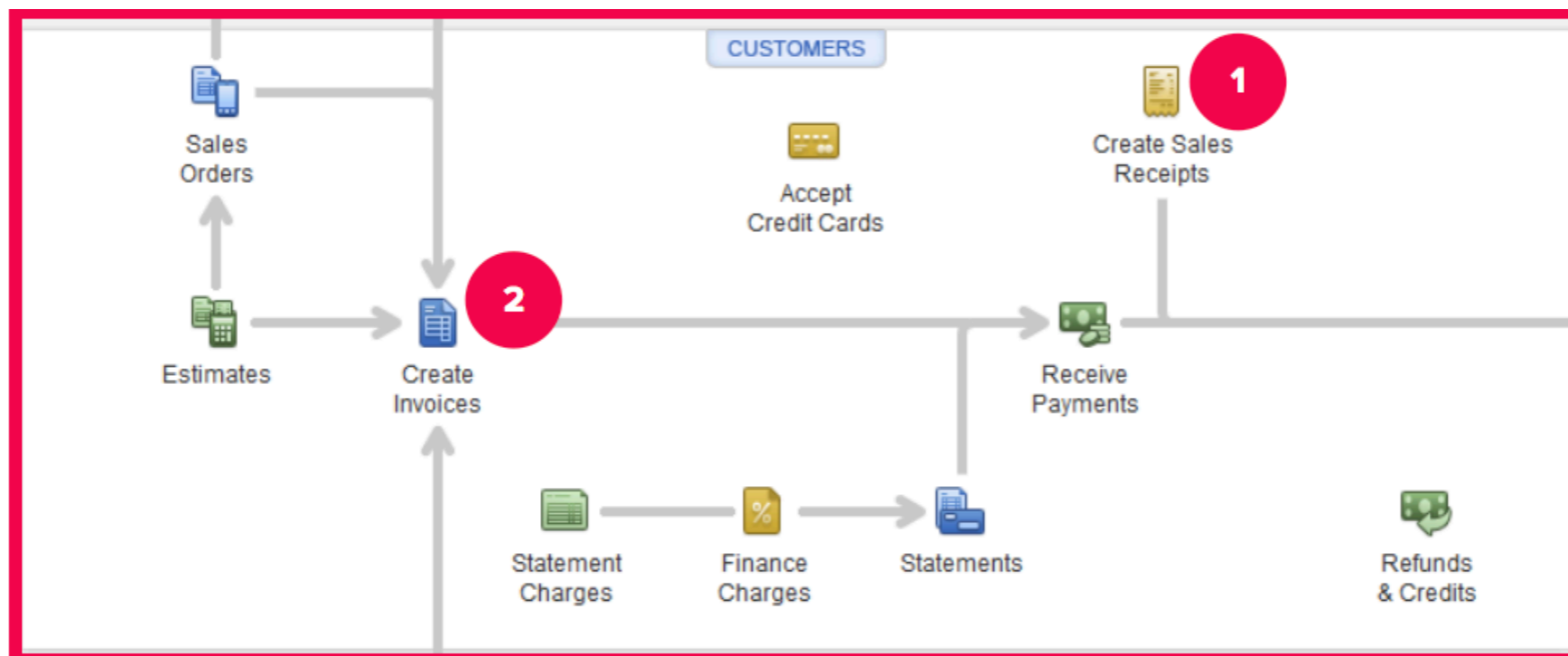
- **Customer Navigation**
- **Customer List**
- **Customer Transactions**
- **Customer Reports**

# CUSTOMER NAVIGATION

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2 main steps to processing customer sales using QuickBooks:

1. Create Sales Receipts
2. Create Invoices/Receive Payments



# CUSTOMER LIST

- The Customer List contains customer information such as address, telephone number, and credit terms
- Once customer information is entered in the Customer List, QuickBooks automatically transfers the customer information to the appropriate forms, such as sales invoices

The screenshot displays the QuickBooks Customer Center interface for a customer named Mrs. Kristy Abercrombie. The interface is divided into several sections:

- Left Sidebar (My Shortcuts):** Contains navigation options like Home, Customers (marked with a red circle 1), Vendors, Employees, Reports, My Company, Calendar, Snapshots, Docs, Income Tracker, Bill Tracker, Order Checks, and Invoice.
- Customers & Jobs:** A table listing active customers and their transactions. The table has columns for NAME, BALANCE TOT..., and ATTACH. A red circle 2 is placed over the table header, and a red circle 3 is placed over the search bar.
- Customer Information:** A detailed view of the selected customer, Mrs. Kristy Abercrombie. It includes fields for Company Name, Full Name, Main Phone (415-555-6579), Main Email (kristy@samplenam...), Customer Type (Residential), Account No. (91-431), Terms (Net 30), and Bill To (Kristy Abercrombie, 5647 Cypress Hill Rd, Bayshore CA 94326). A red circle 4 is placed over the Bill To field. Below this section are links for QuickReport, Open Balance, Show Estimates, and Customer Snapshot.
- Transactions:** A table showing a list of transactions for the selected customer. The table has columns for TYPE, NUM, DATE, ACCOUNT, and AMOUNT. The transactions listed are: Payment (12/15/2022, 10100 - Checking, 7,633.28), Estimate (12/12/2022, 90200 - Estimates, 7,676.13), Invoice (12/10/2022, 11000 - Accounts Receivable, 4,522.00), Check (12/01/2022, 10100 - Checking, -711.15), Credit Memo (12/01/2022, 11000 - Accounts Receivable, -711.15), Invoice (11/25/2022, 11000 - Accounts Receivable, 3,111.28), and Sales Receipt (10/30/2022, 10100 - Checking, 743.75).

# CUSTOMER TRANSACTIONS

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**Two main ways to record customers and sales transactions using QuickBooks are:**

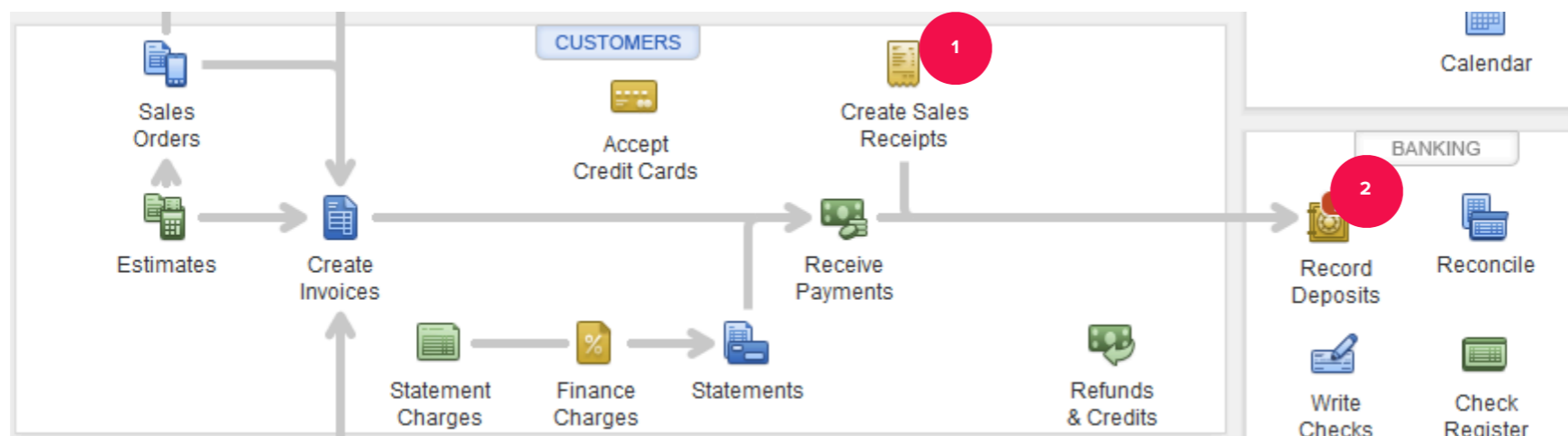
- **Customer Sales using Sales Receipts**
- **Customer Sales using Invoices**

# SALES RECEIPTS

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When using Sales Receipts to record customer sales:

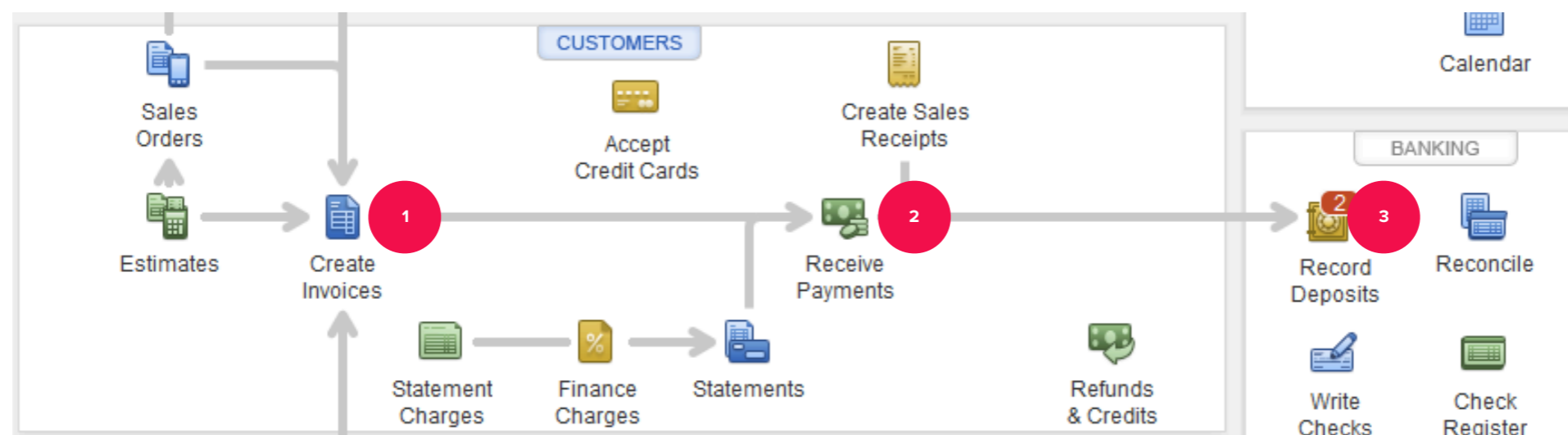
- 1. Create Sales Receipts.** Create a sales receipt record the customer sale for product given and customer payment received in form of cash, check or credit card.
- 2. Make Deposit.** Record deposit to move funds from the Undeposited Funds account to the Checking account.



# CUSTOMER INVOICES

If products or services are given to the customer and the customer will pay later, then we use an Invoice instead of a Sales Receipt to record the sales transaction.

1. **Create Invoices.** Create an invoice to bill the customer for the product or service provided.
2. **Receive Payments.** QuickBooks reduces accounts receivable and increases undeposited funds.
3. **Record Deposits.** Record deposit to move funds from the Undeposited Funds account to the Checking account.





# CUSTOMER REPORTS

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**QuickBooks provides customer reports to answer the following questions:**

- **Which customers owe us money?**
- **Which customers have overdue balances?**
- **Which customers are profitable?**
- **Which jobs are profitable?**

# CUSTOMER REPORTS

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**Access customer reports from:**

- **Report Center**
- **Reports Menu**
- **Customer Center**

TO LEARN MORE... SEE CHAPTER 5

