SECTION 5.1 SATNAV

QB SatNav

QB SETTINGS

Company Settings
Chart of Accounts

QB TRANSACTIONS

Money in  Money out

Banking
Customers & Sales
Vendors & Expenses
Employees & Payroll

QB REPORTS

Reports
CHAPTER 5 OVERVIEW

- Customer Navigation
- Customer List
- Customer Transactions
- Customer Reports
2 main steps to processing customer sales using QuickBooks:

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

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

- Customer Sales using Sales Receipts
- Customer Sales using Invoices
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.
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

Access customer reports from:

• Report Center
• Reports Menu
• Customer Center
TO LEARN MORE... SEE CHAPTER 5