Make a Cash Sale

The Create Sales Receipts window is used to process and record receipts of cash sales to customers. After the sales receipt information has been updated and saved, the following has occurred:

Transactions	DR	CR	Subsidiary Records Updated	General Ledger Updated
Undeposited Funds	$			✓
Cost of Goods Sold*	$			✓*
Sales Revenue		$		✓
Inventory*		$	✓*	✓*
Sales Taxes Payable		$		✓

**Applies only to sales of inventory, not services.*

QuickBooks keeps track of money received in the Undeposited Funds Account. Money is kept in the fund until it is deposited into the bank.

Quick Reference Table

Step	Box or Other Location	Procedure
A	Home Page	Click the Create Sales Receipts icon under Customers.
B	Customer: Job	Select a customer from the drop-down list or add new. For cash customers not in AR subsidiary records, select customer ID for cash customer.
C	Payment Method buttons	Select the payment method using one of the available buttons or select an alternative using the More drop-down list.
D	Date	Accept default date or edit.
E	Sale No.	Accept the default number or enter the cash sale invoice number.
F	Sold To	Verify the customer information is correct or edit. For cash customers not in AR subsidiary records, type customer information.
G	Check No.	Enter the customer's check number.
H	Item	For the first item sold, select the item from the drop-down list or add new.
I	Description	Accept the default description or edit.
J	Qty.	Enter the quantity sold.
K	Rate	Accept the default rate or enter the correct rate.
L	Amount	Accept the default amount or edit.

(table continued on the following page)

Quick Reference Table *(continued)*

Step	Box or Other Location	Procedure
M	Various	Repeat steps H – L for each inventory item sold.
N	Total	Verify that the amount is correct. *(Not possible to verify unless information is provided).*
O	Enter Sales Receipts window	Review the information to verify that it is correct.
P	Print button	Select the print button at the top of the window if the invoice is to be printed.
Q	Save & Close / Save & New buttons	Click the Save & Close or Save & New button. If you receive a message about changing the billing address for cash customers, click No.

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QuickBooks windows