

Make a Cash Sale

The Sales Receipt 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 or Cash	\$			✓
Cost of Goods Sold*	\$			✓*
Sales Revenue		\$		✓
Inventory*		\$	✓*	✓*
Sales Taxes Payable		\$		✓

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

QBO keeps track of cash and checks received in the Payments to Deposit or Undeposited Funds Account. Money is kept in the fund until it is deposited into the bank. Electronic payments are kept track of in whichever cash account receives the electronic payment from the customer (checking, savings, etc.).

Quick Reference Table

Step	Box or Other Location	Procedure
A	QBO Home Page	Click the + New button → Sales Receipt (in the Customers category) to open the Sales Receipt window .
B	Customer	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	Billing address	For cash customers not in the AR subsidiary records, type the customer name in the Billing address box.
D	Sales Receipt date	Accept default date or change.
E	Sales Receipt no.	Accept the default number or enter the cash sale invoice number.
F	Payment method	Select the payment method used by the customer.
G	Reference no.	Type the customer's check or electronic payment number.
H	Deposit to	Accept the default or change the general ledger account where the customer's payment should be recorded. For checks, the general ledger account should be Payments to deposit or Undeposited funds . For electronic payments, the general ledger account should be the cash account where the electronic payment is being transferred to.
I	Product/Service	For the first item sold, select the item from the drop-down list or add new.
J	Description	Accept the default description or edit.
K	Qty	Enter the quantity ordered by the customer.
L	Rate	Accept the default price or edit.
M	Amount received	Verify that the amount received is correct.
N	Sales Receipt window	Review the information to verify that it is correct.
O	Save options	Save the cash invoice and close the window.



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QBO windows

