



QUICKBOOKS 2016 STUDENT GUIDE

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## Lesson 6

### Entering Sales Information

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## Lesson Objectives

- To learn about the different formats available for sales forms
- To save sales and purchase forms in portable document format (PDF)
- To practice creating a new invoice
- To learn the purpose and use of the QuickBooks Item list
- To see how QuickBooks records the information you enter on sales forms
- To memorize an invoice transaction for reuse
- To add a new item to the Item list
- To add a new price level to the Price Level list
- To associate a price level with a customer
- To create invoice letters
- To generate reminder statements

## Using Sales Forms for Payment in the Future

Any time you make a sale in your business, you record it in QuickBooks on a sales form. A sales form can be an invoice (when you expect payment to come later), a sales receipt (when you receive payment at the time you make the sale), or a credit memo (when you issue a credit on your customer's account or a customer refund, perhaps because they've returned something they've bought).

The type of sales form you use (invoice or sales receipt) depends on whether you expect payment in the future or at the time of the sale. If you expect to receive payment at some future date, you enter an invoice.



### To display a completed invoice form in QuickBooks:

1. Open the **Customer Center** from the **Customers** drop-down menu (or any of the other access points).
2. Click on the name of the customer whose invoice you would like to view.
3. From the **Transactions** list, double-click on the invoice to open the invoice form.

The screenshot shows the QuickBooks interface for a customer named Kristy Abercrombie. On the left, a list of transactions is displayed with columns for NAME, BALANCE TO..., and ATTACH. The 'Invoice 1091' transaction is highlighted. On the right, the 'Customer Information' pane shows details such as Company Name (Mrs. Kristy Abercrombie), Main Phone (415-555-6579), Main Email (kristy@samplename...), and Account No. (91-431). Below this, a 'Transactions' table is visible with columns for TYPE, NUM, DATE, ACCOUNT, and AMOUNT. The 'Invoice 1091' transaction is also highlighted in this table.

TYPE	NUM	DATE	ACCOUNT	AMOUNT
Payment		12/15/2020	10100 - Checking	7,633.28
Credit Memo	1100	12/15/2020	11000 - Accounts Rec...	-711.15
Check		12/15/2020	10100 - Checking	-711.15
Sales Order	7005	12/15/2020	90300 - Sales Orders	30,000.00
Estimate	613	12/12/2020	90200 - Estimates	7,676.13
Invoice	1091	12/10/2020	11000 - Accounts Rec...	4,522.00
Check	476	12/01/2020	10100 - Checking	-711.15

4. Close the invoice.



### NOTES

## Using Sales Forms for Payment at the Time of Sale

If you receive full payment at the time you make a sale — either by cash, check, or credit card — you fill out a sales receipt instead of an invoice. Like the invoice, the QuickBooks sales receipt includes information about the items or services purchased, but it also includes information about how payment was made.



### To display a completed sales receipt in QuickBooks:

1. Open the **Customer Center** from the **Customers** drop-down menu (or any of the other access points).
2. Click on the name of the customer whose Sales Receipt you would like to view.
3. From the **Transactions** list, double-click on the sales receipt to open the sales receipt form.

**Enter Sales Receipts**

Main Formatting Send/Ship Reports Payments

Find New Save Delete Memorize Mark As Pending Print Email Attach File Add time/costs Process payment Add Credit Card Processing

CUSTOMER: JOB **Isty Family Room** CLASS **Remodel** DEPOSIT TO **10100 - Checking** TEMPLATE **Custom Sales Re...**

### Sales Receipt

CASH CHECK CREDIT DEBIT e-CHECK MORE

DATE: 10/30/2020 SOLD TO: Kristy Abercrombie, 5647 Cypress Hill Rd, Bayshore CA 94326

SALE NO.: 3006 CHECK NO.: 305

ITEM	DESCRIPTION	QTY	U/M	RATE	AMOUNT	TAX
Removal	Removal labor	4.75		35.00	166.25	Non
Repairs	Repair work	16.5		35.00	577.50	Non

TAX: San Tomas (7.75%) TOTAL: 743.75

CUSTOMER MESSAGE: [Empty]

MEMO: [Empty] CUSTOMER TAX CODE: Tax

Save & Close Save & New Revert

4. Close the Enter Sales Receipts window.



### NOTES





## Filling in the Line Item Area

In the bottom half of the invoice (the detail or body of the invoice), you list each service or product you're selling on its own line, along with the amount the customer owes for that item. Because information about individual items is on separate lines, the lines are called line items.

But items are not just products you sell or services you provide to clients. Line items can be anything you might want to put in the detail area of an invoice, like a discount, a subtotal line, a markup, or a sales tax calculation.



### To complete the line item area of an invoice:

1. In the **Item** field, choose the item you would like to add to the invoice. If you chose to add billable expenses from the last exercise, these items will already show in this section.
2. Press **Tab**.
3. Enter the quantity you wish to invoice for in the **Quantity** column.
4. Press **Tab** to enter the rate or per unit price for this item. If you set this item up with a default rate, it will automatically show on the line, but you can overwrite it.
5. Press **Tab** to see the amount or extension of the Quantity multiplied by the per unit price.
6. Let QuickBooks populate the Tax code for this item automatically, but you can change it by selecting a different tax code from the drop down.

ITEM	DESCRIPTION	QUANTI...	U/M	RATE	AMOUNT	TAX
Removal	Removal labor	40		35.00	1,400.00	Non



### NOTES

## Completing the Sales Form



### To complete and record the invoice:

- At the top of the screen, in the **Main** tab of the ribbon, click on the drop down under **Print** and choose **Preview**.

Rock Castle Construction  
1735 County Road  
Bayshore, CA 94326

### Invoice

DATE	INVOICE #
12/15/2020	1117

**BILL TO**

Baker, Chris  
415 W. Desert Bloom  
Bayshore, CA 94326

**SHIP TO**

TERMS	DUE DATE	PROJECT	REP
Net 30	1/14/2021	Family Room	

DESCRIPTION	QUANTITY	UM	RATE	AMOUNT
Removal labor	40		35.00	1,400.00
CA sales tax, San Tomas County			7.75%	0.00

<b>Total</b>	\$1,400.00
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$1,400.00

- Click **Zoom In** and use the scroll bars to see the invoice items at greater magnification.
- Click **Close**.
- Invoices and other sales forms can be printed, emailed, or saved as PDF's by clicking on the drop-down under **Print** or **Email** in the Main tab at the top of the form.
- In the **Create Invoices** window, record the sale by clicking **Save & Close**.

QuickBooks records the invoice in your accounts receivable register. If this were a sales receipt, QuickBooks would record the sale in your Undeposited Funds account until you deposit the money at the bank, or record a deposit in the bank account you specified in the Enter Sales Receipts window. (The option to select an account in which to deposit the payment is only available when the Payments preference **Use Undeposited Funds as a default deposit to account** is turned off.)

The Accounts Receivable register keeps track of how much money your customers owe you.



## To see the Accounts Receivable register:

1. Open the **Chart of Accounts**.
2. In the **Chart of Accounts**, double-click the **Accounts Receivable** account.

DATE	NUMBER	CUSTOMER	ITEM	QTY	RATE	AMT CHRG	AMT PAID
	TYPE	DESCRIPTION	CLASS			BILLED DATE	DUE DATE
12/15/2020	1107	Pretell Real Estate:155 Wil				50.00	
	INV						01/14/2021
12/15/2020	1117	Baker, Chris:Family Room				1,400.00	
	INV						01/14/2021
12/15/2020	1234	Allard, Robert:Remodel					14,510.00
	PMT						
12/15/2020	12345	Anthony's Pizza Parlor					3,000.00
	DEP						Paid
12/15/2020	42000	Natiello, Ernesto:Kitchen					13,560.39
	PMT						
12/15/2020		Abercrombie, Kristy:Remo				711.15	
	CHK						Paid
12/15/2020		Pretell Real Estate:155 Wil				1,200.00	
	CHK						Paid

1-Line     Show open balance    ENDING BALANCE    **83,956.68**

Sort by:

[Record](#) [Restore](#)

3. To open a transaction, double-click on the transaction in the register, or click on it once and then click the **Edit Transaction** button in the toolbar.
4. Close the register.



## NOTES

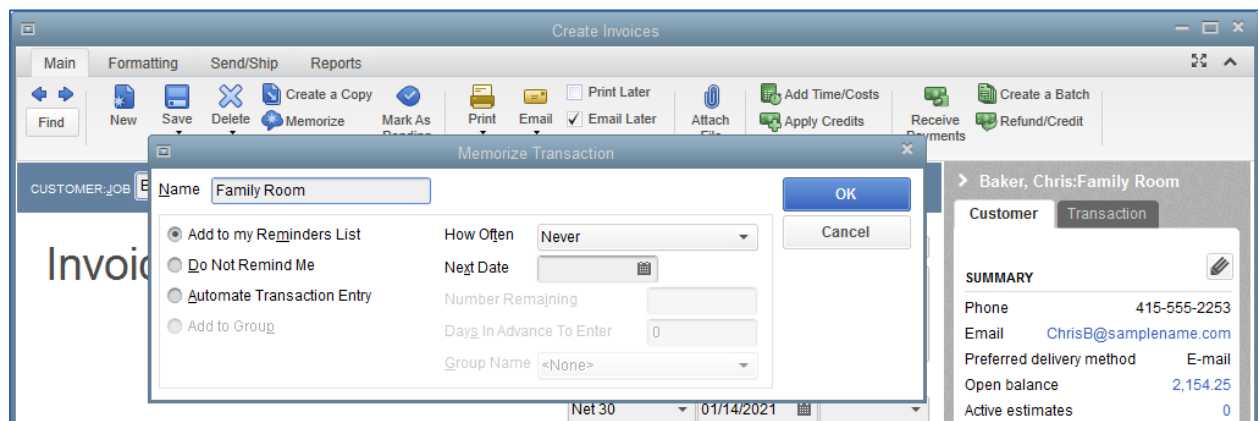
## Repeating a Sale

Many of the sales you make in your business are ones you repeat again and again. For example, you may have a standing monthly order from a customer, or you may perform essentially the same services for more than one client. QuickBooks lets you memorize sales forms so that you don't have to retype the information. In fact, QuickBooks allows you to memorize a transaction so that it is automated on a schedule if it's something that happens regularly in exactly the same way.



### To memorize the invoice:

1. Make sure you have the invoice you want to memorize displayed on your screen.
2. From the **task ribbon** in the upper right of the task bar, choose **Memorize**.



3. In the **Name** field, type a description that helps you recognize the memorized invoice or keep the default description QuickBooks has provided.
4. Click **OK**.
5. Close the Create Invoice, Accounts Receivable, and Chart of Accounts windows.



### NOTES



## To recall a memorized sale:

1. From the **Lists** menu, choose **Memorized Transaction List**.

TRANSACTION NAME	TYPE	SOURCE ACCOUNT	AMOUNT	FREQUENCY	AUTO	NEXT DATE
Family Room	Invoice	11000 - Accounts ...	1,400.00	Never		
Overhead	General Journal	13100 - Pre-paid I...	675.00	Never		
Recurring Depr Entry - Monthly	General Journal	54000 - Job Expen...	19.60	Monthly	✓	12/31/2020
Sergeant Insurance	Check	10100 - Checking	675.00	Monthly		01/15/2021

2. Double-click the transaction you just added.
3. Click **Save & Close** to record the invoice.
4. Press the **Esc** key to close the Memorized Transaction list.



## NOTES

## Creating Batch Invoices

Batch invoices are a way for you to assemble a list of customers to whom you can send a similar invoice all at once. This can be great for recurring service billing.



### To create a batch invoice:

1. From the **Customers** menu, choose **Create Batch Invoices**.
2. Click **OK** to close the message.

**Step 1 of 3: Select a billing group or choose customers and click Next.**

**SEARCH**

Look for  in **All fields**

Search within results

**Search Results**

NAME	BALANCE TO...	TERMS
Abercrombie, Kristy	0.00	Net 30
Family Room	0.00	Net 30
Kitchen	0.00	Net 30
Remodel Bathroom	0.00	Net 30
Allard, Robert	14,510.00	Net 15
Remodel	14,510.00	Net 15
Babcock's Music Shop	0.00	Net 15
Remodel	0.00	Net 15
Baker, Chris	0.00	Net 30
Family Room	0.00	Net 30
Garage Repair	0.00	Net 30

**BILLING GROUP**

[What is a billing group?](#)

**CUSTOMERS IN THIS GROUP**

3. In the **Look for** field, you can search for an item description.
4. Click **Search**.

5. In the **Billing Group** field, enter a name for your batch. If you enter a name that does not yet exist, you will receive a prompt to create this group.
6. Use the **Add** button to add clients to your list.

**Batch Invoice**

Step 1 of 3: Select a billing group or choose customers and click Next.

**SEARCH**

Look for  in

Search within results

**Search Results**

NAME	BALANCE TO...	TERMS
Balak, Mike:Utility Shed	0.00	
Bristol, Sonya:Utility Shed	0.00	
Duncan, Dave:Utility Shed	0.00	
Dunn, Eric C.W.:Utility Shed	0.00	
Fomin, Slava:Utility Shed	0.00	
Jimenez, Cristina:Utility Shed	0.00	
Johnson, Gordon:Utility Shed	0.00	
Memeo, Jeanette:Utility Shed	0.00	Net 60
Overfield, David:Utility Shed	0.00	
Ruff, Bryan:Utility Shed	0.00	
Keenan, Bridget:Storage Shed	0.00	Net 30

**BILLING GROUP**

[What is a billing group?](#)

Billing group: Sheds

CUSTOMERS IN THIS GROUP

- Balak, Mike:Utility Shed
- Bristol, Sonya:Utility Shed
- Duncan, Dave:Utility Shed
- Dunn, Eric C.W.:Utility Shed
- Fomin, Slava:Utility Shed
- Jimenez, Cristina:Utility Shed
- Johnson, Gordon:Utility Shed
- Memeo, Jeanette:Utility Shed
- Overfield, David:Utility Shed
- Ruff, Bryan:Utility Shed
- Keenan, Bridget:Storage Shed

7. Click **Save Group**.
8. Click **Next**.
9. Choose the date of the invoices and the invoice template.
10. Enter the information you would like reflected on your invoice.
11. Click **Next**.
12. Review the list of customers and click **Create Invoices**.
13. The Batch Invoice Summary appears. Click **Email** to send the invoices to your customers or **Print** to print the invoices.
14. Click **Close** to close the Batch Invoice Summary.



## NOTES

## Entering a New Item

Items are what we use on sales forms like estimates, sales orders, invoices, and sales receipts. Items show the products/services that are sold and each item is mapped to one or more accounts in QuickBooks. Items can be mapped to one, two or three accounts in QuickBooks.

- ◆ **One-sided items** – These are items that we only use on *either* a sale *or* a purchase form, but not both. For example, if you sell consulting services, you may have an item named Consulting for use on your invoices. This item will be mapped to an income account for you to view on your Profit & Loss report. If this item were used on a purchase transaction, it would post a negative transaction to your income account.
- ◆ **Two-sided items** – These are items that we use on *both* a sale *and* a purchase form. The setup of these items allows you to post to an income account when used on a sales form and post to an expense account when used on a purchase form.
- ◆ **Three-sided items** – Three-sided items are used for inventory. The setup of these items allows you to purchase the item and receive it into your Inventory Asset account (part 1). When you sell the inventory, the item posts to your Income account (part 2) and also makes a Cost of Goods Sold entry (part 3).

In this section we are going to look at one-sided item entry.



### To add a one-sided item:

1. From the **Lists** menu, choose **Item List**.

NAME	DESCRIPTION	TYPE	ACCOUNT	TOTA...	ON S...	PRICE	ATTACH
• Metal Wrk	Metal Work	Service	40100 - Construction Income:40150 - Subcontracted Labor L...			0.00	
• Painting	Painting	Service	40100 - Construction Income:40150 - Subcontracted Labor L...			0.00	
• Plumbing	Plumbing	Service	40100 - Construction Income:40150 - Subcontracted Labor L...			0.00	
• Roofing	Roofing	Service	40100 - Construction Income:40150 - Subcontracted Labor L...			0.00	
• Tile &Counter	Install tile or counter	Service	40100 - Construction Income:40150 - Subcontracted Labor L...			0.00	
• Cabinets	Cabinets	Inventory Part	40100 - Construction Income:40140 - Materials Income	0	0	0.00	
• Cabinet Pulls	Cabinet Pulls	Inventory Part	40100 - Construction Income:40140 - Materials Income	423	0	0.00	
• Light Pine	Light pine kitchen cabinet wall unit	Inventory Part	40100 - Construction Income:40140 - Materials Income	6	2	1,799...	
• Door Frame	standard interior door frame	Inventory Part	40100 - Construction Income:40140 - Materials Income	21	0	0.00	
• Hardware		Inventory Part	40100 - Construction Income:40140 - Materials Income	0	0	0.00	
• Brass hinges	standard interior brass hinge	Inventory Part	40100 - Construction Income:40140 - Materials Income	246	0	0.00	
• Doorknobs Std	Standard Doorknobs	Inventory Part	40100 - Construction Income:40140 - Materials Income	124	0	30.00	
• Lk Doorknobs	Locking interior doorknobs	Inventory Part	40100 - Construction Income:40140 - Materials Income	122	0	38.00	
• Wood Door	Doors	Inventory Part	40100 - Construction Income:40140 - Materials Income	1	0	0.00	
• Exterior	Exterior wood door	Inventory Part	40100 - Construction Income:40140 - Materials Income	16	0	120.00	
• Interior	Interior wood door	Inventory Part	40100 - Construction Income:40140 - Materials Income	47	0	72.00	
• Interior Door kit	complete interior door	Inventory Asse...	40100 - Construction Income:40140 - Materials Income	20	0	0.00	
• Lumber	Lumber	Non-inventory ...	40100 - Construction Income:40140 - Materials Income			0.00	
• Trim	Trim lumber	Non-inventory ...	40100 - Construction Income:40140 - Materials Income			0.00	
• Decking	Decking lumber	Non-inventory ...	40100 - Construction Income:40140 - Materials Income			0.00	

2. Click the **Item** menu button at the bottom left of the window then choose **New**.



- In the **New Item** window, choose an item type from the **Type** drop-down list.



**IMPORTANT:** When you select an item type, a description of how that item should be used will appear to the right of the drop-down box.

- Assign an item name or number in the **Item Name/Number** field.
- In the **Description** field, enter the information you would like to appear by default when this item is used on a form.
- You can assign a standard per unit selling price in the **Rate** field.
- In the **Tax Code** field, assign a standard taxable or non-taxable code.



**IMPORTANT:** Items marked as *Non-Taxable* in the setup will not accrue sales tax on sales forms. See the *Sales Tax training section* for additional information.

- In the **Account** field, choose the appropriate account for income to which to post when this item is used on sales forms.
- Click **OK** to add the new item to the Item list.
- Close the Item list.



## NOTES

## Creating New Price Levels

For each price level you create, you assign a name and percentage increase or decrease to the item's base or standard sales price. You can create up to 100 price levels in QuickBooks Pro and Premier to use on invoices, sales receipts, estimates, and credit memos.



### To create a new price level:

1. From the **Lists** menu, choose **Price Level List**.

NAME	TYPE	DETAILS
Commercial	Fixed %	-10.0%
Industrial	Fixed %	-15.0%
Residential	Fixed %	-5.0%
Door Replacement Special	Per Item	varies per item
Kitchen Upgrade Package	Per Item	varies per item
Pretell Real Estate Rates	Per Item	varies per item

Price Level ▾ Reports ▾  Include inactive

2. From the **Price Level** menu button, choose **New**.
3. In the **Price Level Name** field, enter a name for the price level.
4. From the **Price Level Type** drop-down list, select **Fixed %** or **Per Item**. This setting determines if you have a fixed markup/discount or if you would like to set up custom prices per item. (Per Item Price Levels are not available in QuickBooks Pro.)
5. Set your rounding parameters.
6. Click **OK**.
7. Close the Price Level list.



### NOTES

## Associating Price Levels with Customers

When you assign price levels to customers, QuickBooks calculates rates and amounts on sales forms based on the price level associated with that customer.



### To associate a price level with a customer:

1. Open the **Customer Center**.
2. In the **Customers & Jobs** list, select the customer whose price level you wish to set.
3. Double-click on the customer name to open the customer detail page.
4. Click the **Payment Settings** tab.
5. From the **Price Level** drop-down list, choose the price level you want to associate with the customer.

CUSTOMER NAME **Lew Plumbing - C**

CURRENT BALANCE 220.00 [How do I adjust the current balance?](#)

**Address Info** ACCOUNT NO. CREDIT LIMIT

**Payment Settings** PAYMENT TERMS **Net 30** PRICE LEVEL **Commercial** ?

**Sales Tax Settings** PREFERRED DELIVERY METHOD **E-mail** ADD ONLINE PAYMENT LINK TO INVOICES **Follow Company Default** ?

**Additional Info** PREFERRED PAYMENT METHOD **Master Card**

**CREDIT CARD INFORMATION**

CREDIT CARD NO. 9922xxxxxxxx2222

EXP. DATE 09 / 2018

NAME ON CARD Lew Plumbing

ADDRESS 221 Old Bayshore Rd

ZIP / POSTAL CODE 94326

[Can I save the Card Security Code?](#)

Customer is inactive

OK Cancel Help

6. Click **OK** to close the Edit Customer window and save your changes.

Now when you create a sales form for this customer the price will automatically be adjusted according to the price level. However, you will have the opportunity to select the base or standard price, or any of the other prices associated with other price levels for each item (by clicking on the drop down next to the rate that appears), or you will be able to overwrite the price altogether and enter a custom price for this sales form. See the next section, *Associating Price Levels to Individual Line Items* for situations in which you might want to use this feature.

## Assigning Price Levels to Individual Line Items

In addition to associating price levels with customers, you can also use price levels on an individual basis on sales forms. The following are some examples of when you might want to do this.

- ▶ You've associated a price level with a customer but want to charge the base sales price for an item on a sale to that customer
- ▶ You want to use a price level for one or more items but you don't want to assign a price level to the customer for whom you're recording the sale



### To apply a price to a single line item:

1. In a sales form with line items, click in the **Rate** column and select the price level you want to use from the drop-down list that displays (or you can enter your own price for that item, even if it is not in the drop-down list).
2. When you move out of that field on the form, QuickBooks recalculates the amount and balance due.



### NOTE

## Using the Income Tracker

The Income Tracker Center helps you manage collecting payments from your customers. It lists all overdue and nearly-due invoices in a single place, as well as unbilled estimates. You can send email reminders to one customer or many customers, and it tracks customer notes about your collection efforts.



### To review overdue and nearly-due payments for all customers:

1. From the **Customers** menu, select **Income Tracker** (or open the **Customer Center** and click on **Income Tracker**).
2. Click **Income Tracker**.
3. Use the Money Bar's colored tabs on the top to filter the information.

CUSTOMER	TYPE	NUMBER	DATE	DUE DATE	AMOUNT	OPEN BALANCE	LAST SENT DATE	STATUS	ACTION
Cook, Brian:Kitc...	Invoice	1098	12/15/2019	1/14/2021	1,636.69	1,636.69		Open	Select
Keenan, Bridget...	Invoice	1100	12/15/2019	1/14/2020	1,500.00	1,500.00	Pending	Open	
Morgenthaler, J...	Sales Order	7003	12/15/2019	1/14/2021	271.53	271.53		Open	
Robson, Darci:R...	Invoice	1097	12/15/2019	12/15/2020	12,420.98	12,420.98		Open	
Lew Plumbing -...	Invoice	1093	12/12/2019	1/11/2021	220.00	220.00		Open	
Cook, Brian:Kitc...	Invoice	FC 6	12/11/2019	1/10/2021	5.95	5.95		Open	
Campbell, Heat...	Invoice	1092	12/10/2019	12/25/2020	13,900.00	13,900.00		Open	
Pretell Real Est...	Invoice	1090	12/10/2019	1/9/2021	1,715.00	1,715.00		Open	
Violette, Mike:W...	Invoice	1089	12/5/2019	2/3/2021	5,732.23	4,732.23		Open	
Ecker Designs:...	Invoice	1086	11/30/2019	12/30/2020	1,468.30	1,468.30		Open	
Teschner, Anton...	Invoice	1085	11/28/2019	12/13/2020	8,305.95	565.95		Open	
Burch, Jason:R...	Invoice	1083	11/25/2019	12/25/2020	1,005.00	1,005.00		Open	
Cook, Brian:2nd...	Invoice	1081	11/25/2019	12/25/2020	5,418.00	5,418.00		Open	
Cook, Brian:Kitc...	Invoice	1080	11/25/2019	12/25/2020	1,636.69	1,636.69		Open	

4. Open the down-facing arrow in the **Action** column for a list of actions you can take with each line.
5. In the **Unbilled** section of the Money Bar, click on the colored tab for **Estimates**. These are open estimates that can be turned into invoices from this window by using the Action field.
6. Placing checkmarks in the boxes in the far left column next to each estimate (or one checkmark in the top box to indicate that you are choosing all of them) will allow you to click on **Batch Actions** at the bottom, which in this case, enables you to batch email them or mark them as inactive.
7. The **Manage Transactions** button at bottom enables you to launch a new customer-related transaction such as a new invoice or estimate, or to edit the currently highlighted row.
8. Close the Income Tracker.

## Creating Single Invoice Letters

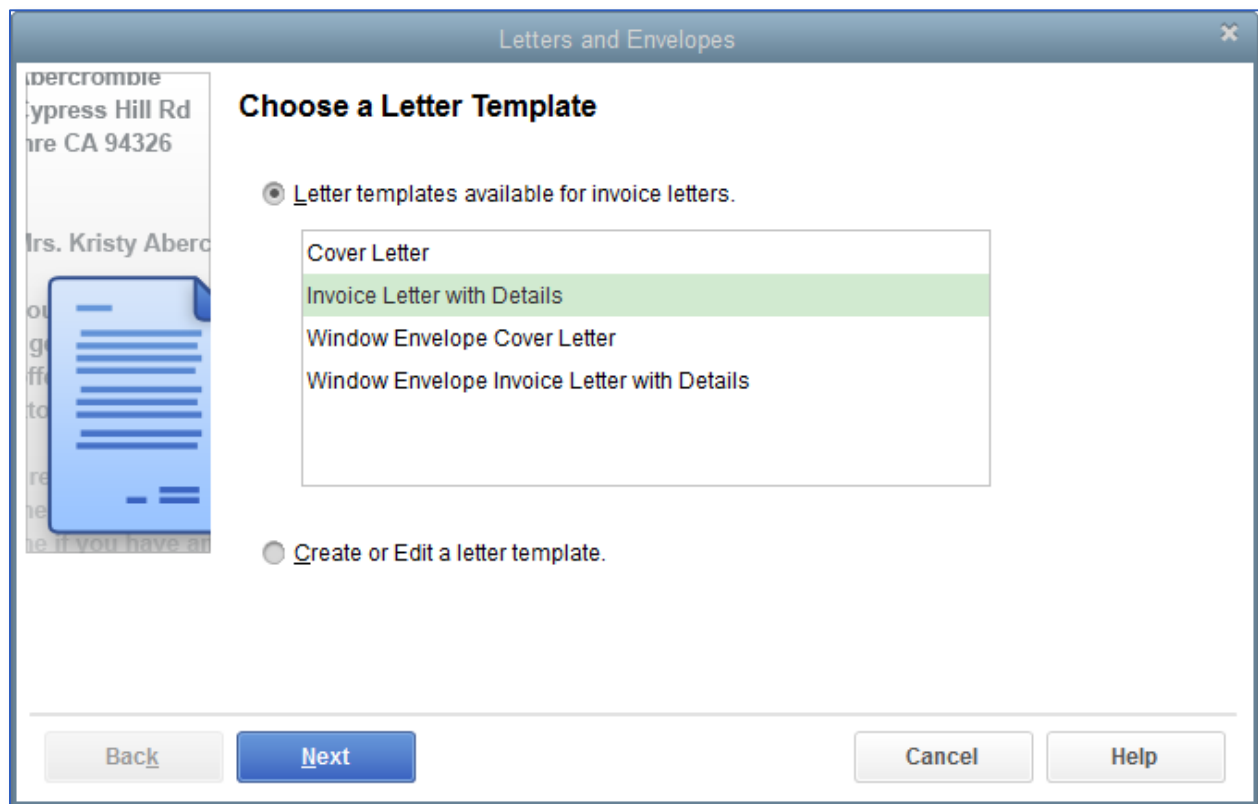


### To create an invoice letter:

1. From the **Reports** menu, choose **Customers & Receivables** then choose **Open Invoices** from the submenu.
2. In the on-screen **Open Invoices** report, double-click the open invoice for which you would like to send a letter.
3. Under the **Send/Ship** tab, click the **Prepare Letter** icon to display the drop-down list.
4. Select **Prepare Letter**.

If QuickBooks prompts you to find letters, click **Copy**.

5. Choose the type of letter you wish to create.



6. Click **Next**.
7. Enter the appropriate name and title for the letter signature.

- Click **Next**.
- In the next screen, indicate whether you wish to print envelopes as well. If you wish only to print a letter, select **Cancel**.

Rock Castle Construction  
1735 County Road  
Bayshore, CA 94326

December 15, 2020

Robert Allard  
92834 Chandler St.  
Millbrae, CA 94030

Dear Amanda,

This table summarizes your current invoice activity. Please review this information and let us know if you have any questions.

Invoice Job	Remodel
Invoice Number	1130
Invoice Date	12/15/2020
Invoice Due Date	12/30/2020
Invoice Amount	\$11,662.00
Invoice Balance	\$11,662.00

Thank you for choosing Rock Castle Construction. We hope to work with you again in the future.

Sincerely,

Esther Friedberg Karp  
President for Life  
Rock Castle Construction

- You can choose to print the letter (and envelope as well if you chose) from Word if you wish.
- From the **Window** menu, choose **Close All**.



## NOTES

## Generating Reminder Statements

Reminder statements summarize a customer's account by listing recent invoices, credit memos, and payments received. You can use reminder statements when you bill through invoices but want to remind your customers about delinquent payments.

Reminder statements are different from other forms in QuickBooks such as invoices, sales receipts, or checks in that they are not transactions. Furthermore, because QuickBooks already has all the information you need to create reminder statements, you don't have to fill them out. Instead, you review the information that will appear on each statement, decide whether to add finance charges, and print them.



### To generate reminder statements:

1. Click **Home** to display the Home page, then click **Statements** (or from **Customers**, select **Create Statements**).

2. For **Statement Date**, enter the date you want to appear on the statement.
3. In the **Enter Statement Date and Type** section of the window, set the parameters for the type of statements you would like to generate.
4. Set your statement period in the **Statement Period From/To** fields, or select **All open transactions as of statement date**.



- In the **Select Customers** section, choose how you would like to create the statements.
- Select additional options as they apply.

- Click **Assess Finance Charges** if you would like to add finance charges to the statements. Enter an assessment date if applicable.

ASS...	LAST FC	CUSTOMER	OVERDUE BAL.	FINANCE CHARGE
		Jacobsen, Doug	0.00	
✓		Kitchen	4,725.00	5.00

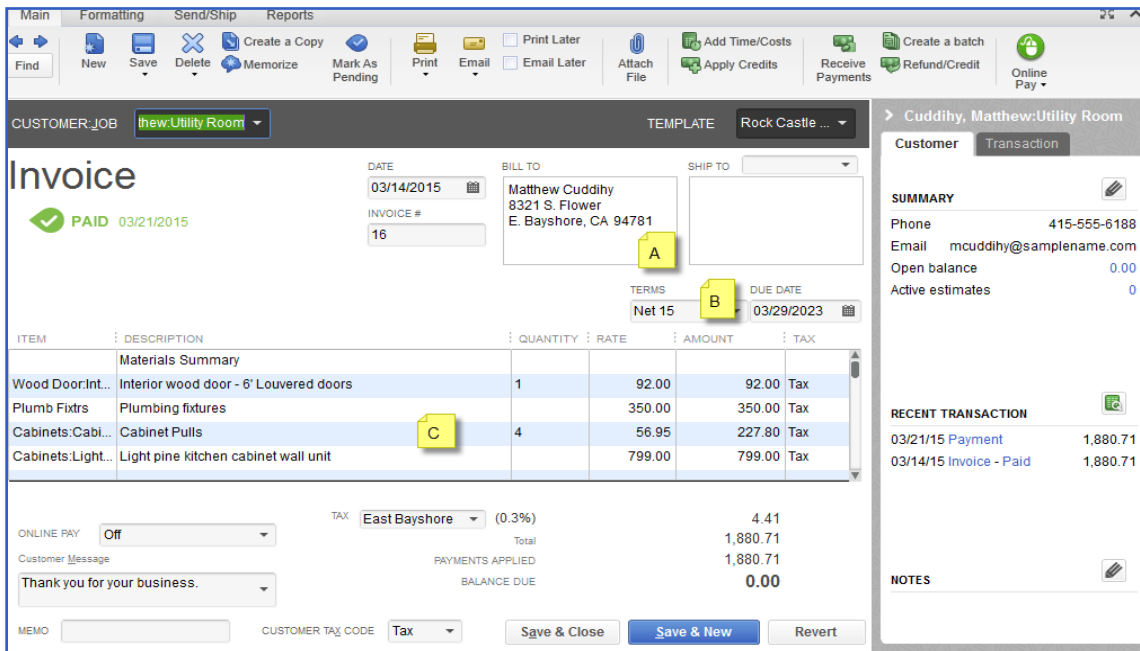
8. Click **Assess Charges**.
9. Click **Preview**.
10. Click **Close**.
11. Close the Create Statements window.



**NOTES**

## Entering Sales Information — Review Questions

1. When receiving payment at the time of sale, you create a \_\_\_\_\_ in QuickBooks.
2. When customers are returning items, you record the return on a \_\_\_\_\_.
3. In QuickBooks you can record payments made using which of the following?
  - a. Cash
  - b. Check
  - c. Credit card
  - d. All of the above
4. True or false: QuickBooks lets you save sales forms as PDF files.
  - a. True
  - b. False
5. If you regularly invoice a customer for similar items or services, you can \_\_\_\_\_ the invoice to save time.
6. From which list (or lists) does QuickBooks get the information for A, B, and C in the graphic below?
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_



7. List the item types used in the line item area of the invoice above.

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8. On which of the following can you not use price levels?

- a. Invoices
- b. Sales receipts
- c. Credit memos
- d. Purchase orders

9. QuickBooks Pro allows you to assign price levels to which of the following?

- a. Specific customers
- b. Individual line items on sales forms
- c. Both a and b
- d. None of the above

10. If a wood door's base price is \$120.00 and you set the rounding option to 1.00 minus .11 for a certain price level, what price would appear on an invoice for the wood door if that price level is used?

- a. \$120.11
- b. \$120.89
- c. \$119.89
- d. \$119.11

11. Which of the two methods described in this lesson for providing customers with information about overdue invoices allows you to assess finance charges?

- a. \_\_\_\_\_
- b. \_\_\_\_\_

## Review Activities

1. Create an invoice for Rock Castle Construction that uses the new **Repairs:Plumbing** line item. Create the invoice for a new customer by adding information to the Customer list on the fly.
2. Filling out a sales receipt is similar to filling out an invoice form. Create a sales receipt for the customer Rock Castle Construction and select the **Undeposited Funds** option. (You need to select this option only if the preference to use that account as the default deposit to account is not set.) After you create the sales receipt, open the **Undeposited Funds** account register to see the transaction QuickBooks created automatically.
3. Create a new price level for Rock Castle Construction for their January sales event. You want all the prices to be 10% off and rounded to the nearest \$.95. Then create an invoice and add some items. Apply the January sales event price level and see the effect on the price. How would you change the price level so that all prices are rounded to the nearest \$.49?

## Answers to Review Questions

- When receiving payment at the time of sale, you create a *sales receipt* in QuickBooks.
- When customers are returning items, you record the return on a *credit memo*.
- In QuickBooks you can record payments made using which of the following?
  - Cash
  - Check
  - Credit card
  - ✓ All of the above
- True or false: QuickBooks lets you save sales forms as PDF files.
  - ✓ True
  - False
- If you regularly invoice a customer for similar items or services, you can *memorize* the invoice to save time.
- From which list (or lists) does QuickBooks get the information for A, B, and C in the graphic below?
  - Customers & Jobs List*
  - Customers & Jobs list (if associated terms with the customer); Terms list*
  - Item List*

**Invoice** PAID 03/21/2015

CUSTOMER\_JOB: **new:Utility Room**    TEMPLATE: **Rock Castle ...**

DATE: 03/14/2015    INVOICE #: 16

BILL TO: Matthew Cuddihy  
8321 S. Flower  
E. Bayshore, CA 94781

SHIP TO: [Empty]

TERMS: **Net 15**    DUE DATE: 03/29/2023

ITEM	DESCRIPTION	QUANTITY	RATE	AMOUNT	TAX
<b>Materials Summary</b>					
Wood Door.Int...	Interior wood door - 6' Louvered doors	1	92.00	92.00	Tax
Plumb Fixtrs	Plumbing fixtures		350.00	350.00	Tax
Cabinets:Cabi...	Cabinet Pulls	4	56.95	227.80	Tax
Cabinets:Light...	Light pine kitchen cabinet wall unit		799.00	799.00	Tax

TAX: **East Bayshore** (0.3%)    4.41

ONLINE PAY: **Off**

Customer Message: **Thank you for your business.**

PAYMENTS APPLIED: 1,880.71

BALANCE DUE: 0.00

TOTAL: 1,880.71

Customer: **Cuddihy, Matthew:Utility Room**

**SUMMARY**

Phone: 415-555-6188  
Email: mcuddihy@samplename.com  
Open balance: 0.00  
Active estimates: 0

**RECENT TRANSACTION**

03/21/15 Payment: 1,880.71  
03/14/15 Invoice - Paid: 1,880.71

MEMO: [Empty]    CUSTOMER TAX CODE: **Tax**    **Save & Close**    **Save & New**    **Revert**

7. List the item types used in the line item area of the invoice above.

*Inventory Part, Subtotal, Discount and Service*

8. On which of the following can you not use price levels?

- a. Invoices
- b. Sales receipts
- c. Credit memos
- d. ✓ Purchase orders

9. QuickBooks Pro allows you to assign price levels to which of the following?

- a. Specific customers
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- c. ✓ Both a and b
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10. If a wood door's base price is \$120.00 and you set the rounding option to 1.00 minus .11 for a certain price level, what price would appear on an invoice for the wood door if that price level is used?

- a. \$120.11
- b. \$120.89
- c. ✓ \$119.89
- d. \$119.11

11. Which of the two methods for providing customers with information about overdue invoices allows you to assess finance charges?

- a. ✓ Invoice letters
- b. ✓ Reminder statements