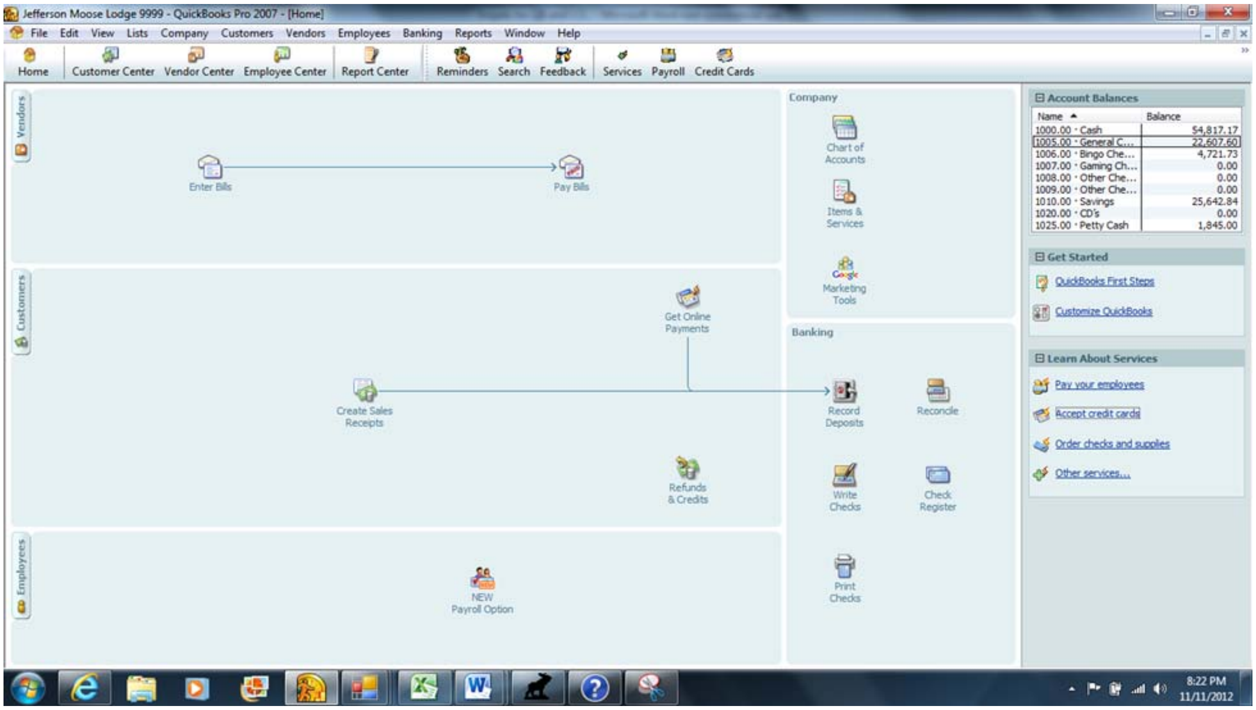
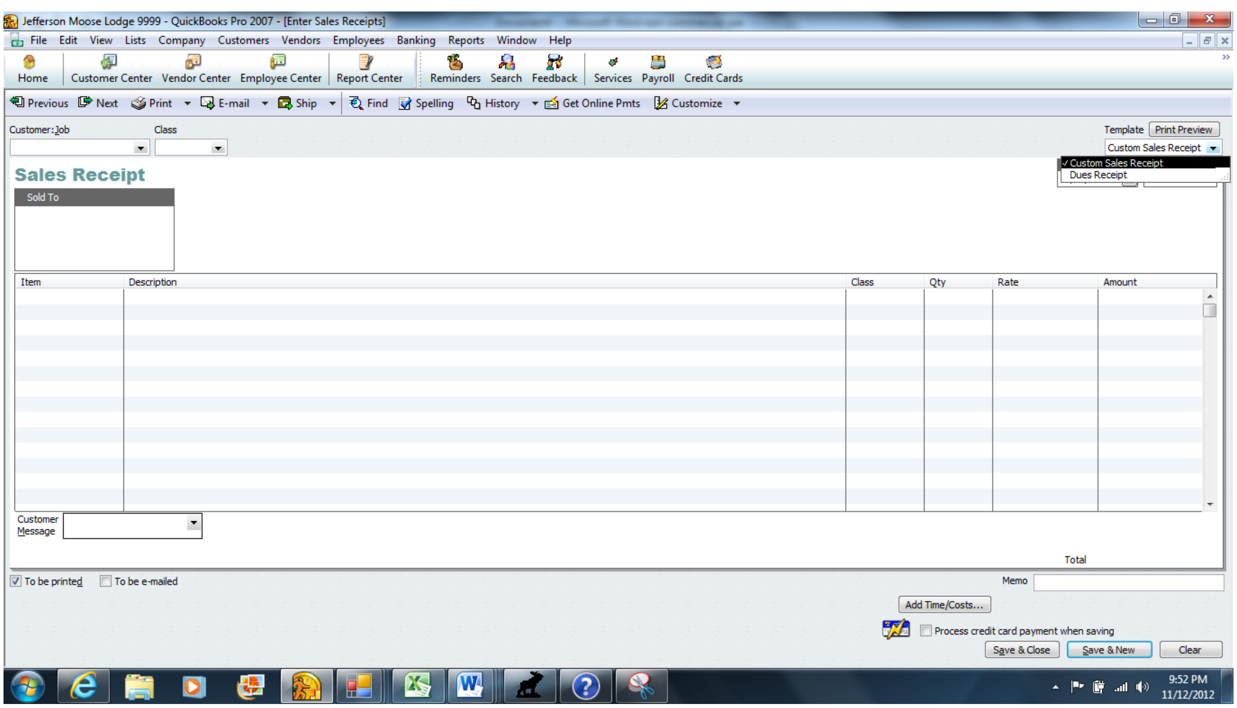
Open QuickBooks.

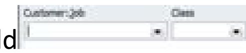
The first page should look like the one below.



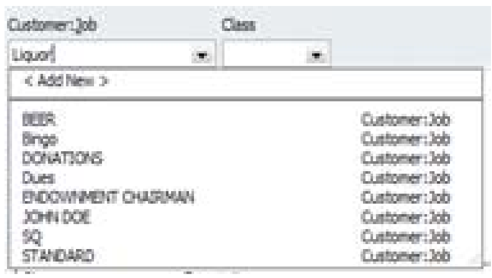
To enter Sales Receipts click on the Create Sales Receipts Icon -  . The screen below should appear.



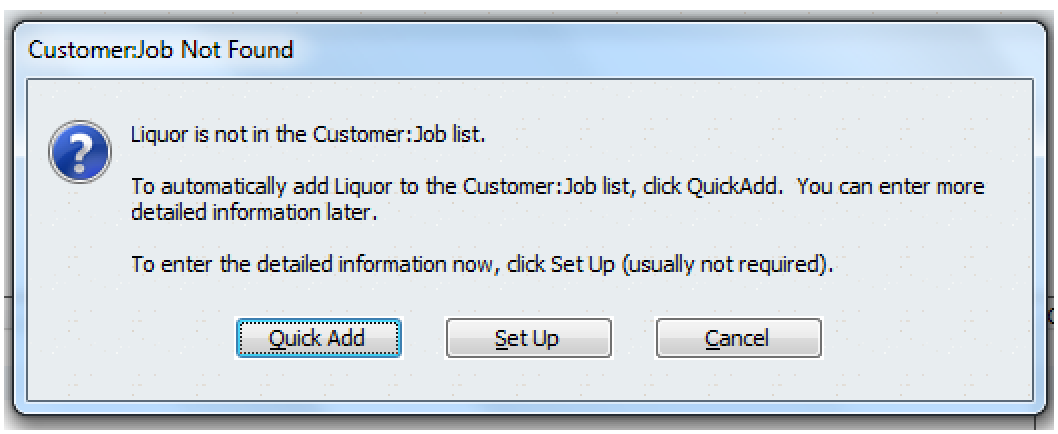
You will need to determine what type of receipt you are going to enter. In the upper right hand corner under the wording Template click on the drop down arrow and pick either Custom Sales Receipt or Dues Receipt. In this case it should be Custom Sales Receipt as the amount being entered is for SQ.

Notice how the cursor is located on the Customer Job Field 

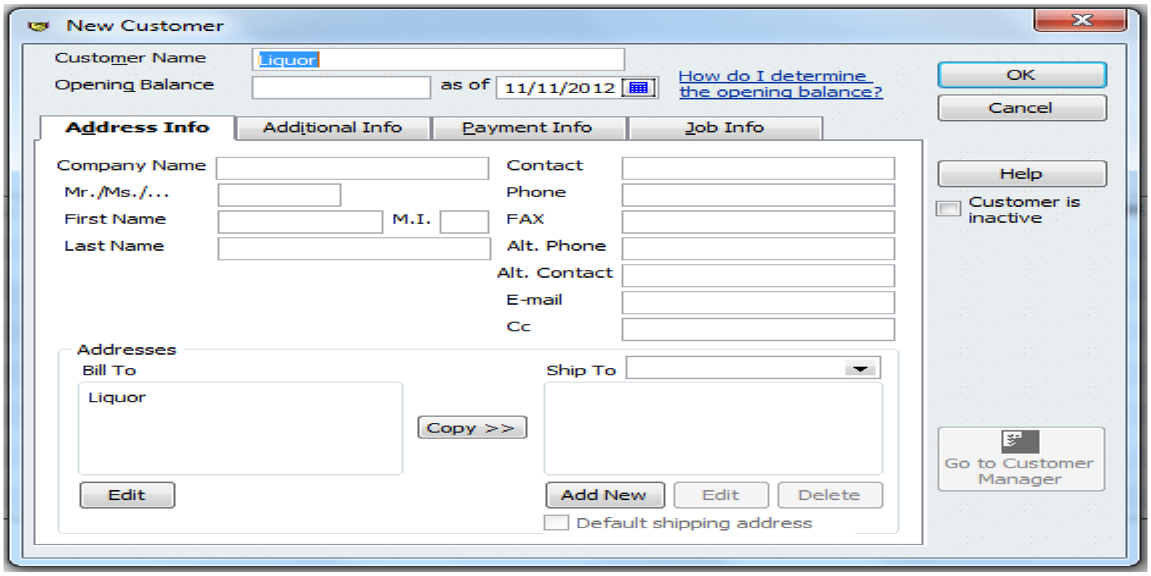
. Begin to type in the name of the customer job or click the down arrow for a list of customer names. In this example we are going to BEER Liquor. If the customer is in the system it should appear in the drop down list. If it does not, the Customer Job will need to be added to the list.



If this is a new customer you have two options. Type in the customer name and hit the tab key. You will notice that the following box will appear:

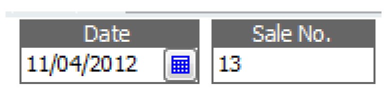


Here you have the option to do a quick add which will just set up the customer name or you can set up the customer with additional information as noted below:



Once the customer is setup, tab over to the class area. Click on the down arrow and select the appropriate class. In this case the class is SQ.

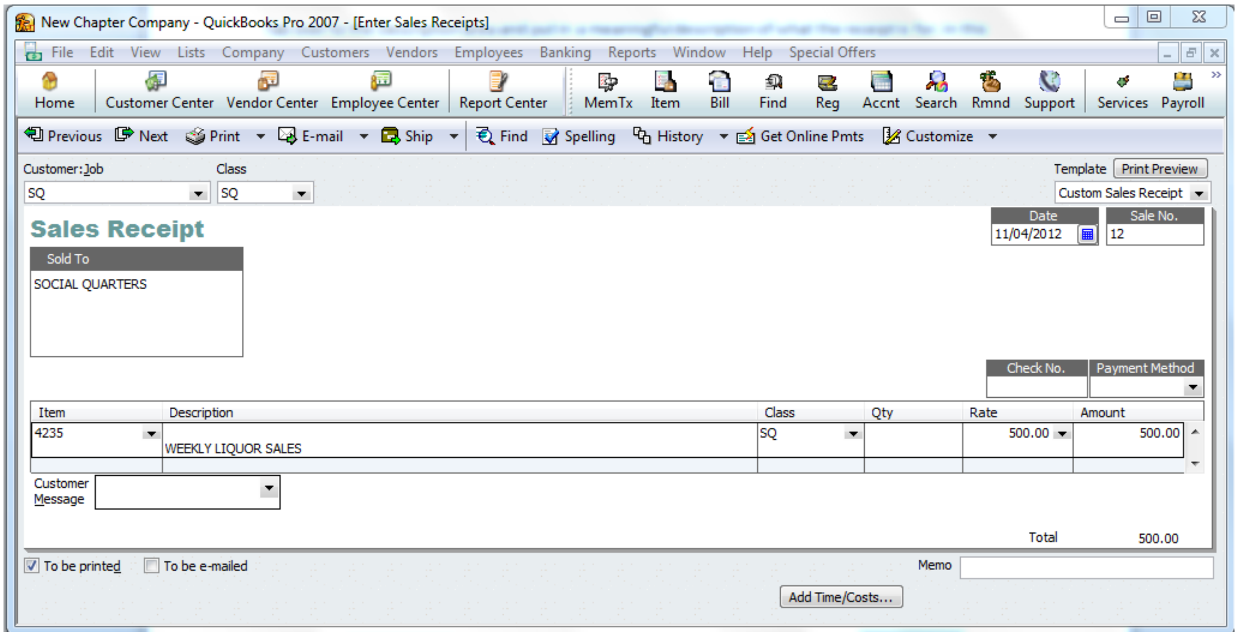
Once the class is entered look to the right of the page and notice that a Date and Sales Number have automatically been entered. If necessary these can be changed.

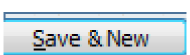


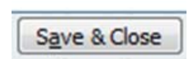
Move the cursor to the item column and notice that there is an arrow on the right. Here you will need to determine which income account to use for the customer. In this case the account number will be 4235 Liquor Sales.

Notice when you click on the 4235 the number moves into the Item box.

Tab over to the Description area and put in a meaningful description of what the receipt is for. In this case Weekly Liquor Sales would be used. Now tab to the Class column. Click on the down arrow and pick the appropriate class which in this case is SQ. Next tab over to the amount column and enter the amount. In this example the amount will be 500.00. The screen below reflects what was mentioned above.



The Sales Receipt has now been completed and you have the option to move on to the next receipt by clicking on 

or if there are no more receipts to be entered click on 

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