



QUICKBOOKS ONLINE STUDENT GUIDE

Lesson 3

# Customers and sales part 1

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## ▶ Lesson objectives

Finding new customers and making sales is a critical component of every small business. Understanding how to work with customers is an important part of QuickBooks. You'll discover important steps to work with customers and sales workflows.

In this lesson you'll learn the following:

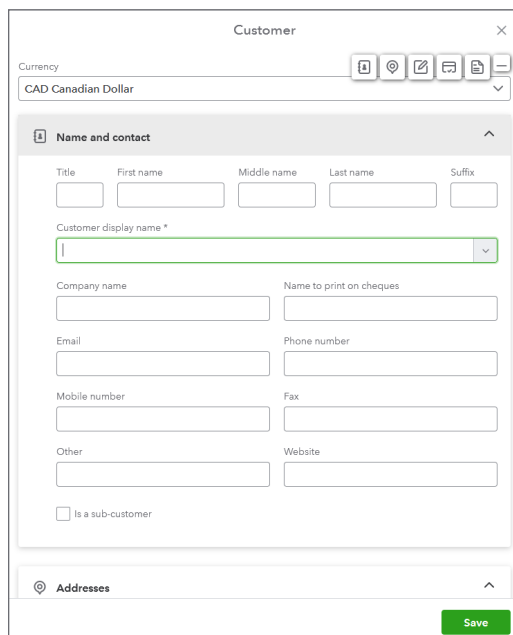
- How to set up new customers
- How to set up products and services
- Creating sales transactions including invoices and sales receipts
- Receiving customer payments and making deposits
- Basic customer reporting

## ▶ Setting up customers

Customers are the people and businesses that you sell your products or services to. Before making sales in QuickBooks it's a good idea to add customers. You can add customers from the customer list and you can add them as you go on sales transactions.

To add a new customer:

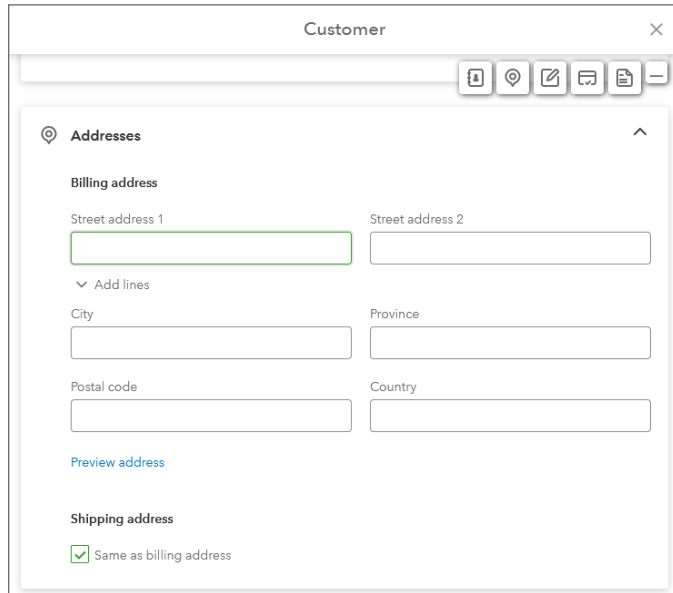
1. Click **Sales**.
2. Click **Customers**.
3. Click **New customer**.
4. Enter the information in the new customer window. Start with **Name and contact**.



The screenshot shows the 'Customer' window in QuickBooks. At the top, there is a 'Currency' dropdown menu set to 'CAD Canadian Dollar'. Below this is the 'Name and contact' section, which is expanded. It contains several input fields: 'Title', 'First name', 'Middle name', 'Last name', and 'Suffix'. Below these is a 'Customer display name' dropdown menu. Further down are fields for 'Company name', 'Name to print on cheques', 'Email', 'Phone number', 'Mobile number', 'Fax', 'Other', and 'Website'. At the bottom of this section is a checkbox labeled 'Is a sub-customer'. Below the 'Name and contact' section is an 'Addresses' section, which is currently collapsed. A green 'Save' button is located at the bottom right of the window.

## Addresses

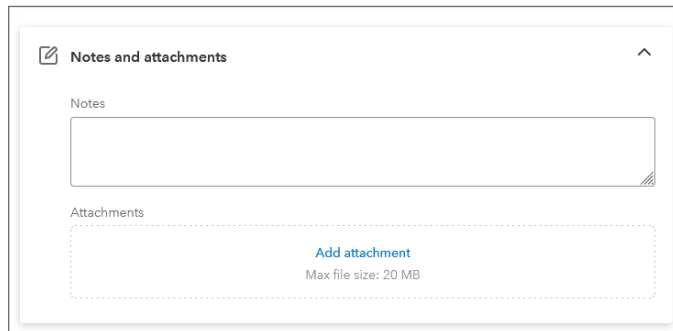
Enter your customer's **Billing address**, and **Shipping address** in this section. If the shipping address is the same as the billing address, select **Same as billing address**.



The screenshot shows a 'Customer' form with a 'Addresses' section. The 'Billing address' section includes fields for 'Street address 1', 'Street address 2', 'City', 'Province', 'Postal code', and 'Country'. Below these fields is a 'Preview address' link. The 'Shipping address' section has a checked checkbox labeled 'Same as billing address'.

## Notes and attachments

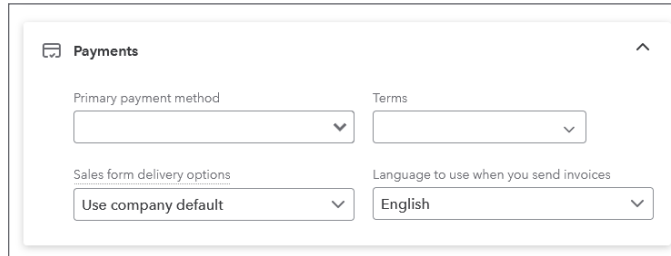
Enter any notes for the customer. These notes will only appear on the customer record, and will never be sent to the customer. Upload any attachments related to the customer.



The screenshot shows the 'Notes and attachments' section of the form. It features a 'Notes' text area and an 'Attachments' section with a dashed border. Inside the attachments section, there is a blue link labeled 'Add attachment' and the text 'Max file size: 20 MB'.

## Payments

In this section you'll indicate how the customer typically pays their invoices in the **Primary payment method** option. Under **Currency**, you can add a foreign currency if they transact with you in a currency other than Canadian dollars. In **Sales form delivery options**, you can indicate how they would like to receive their invoices. In **Terms** you can add the terms you have with the customer.



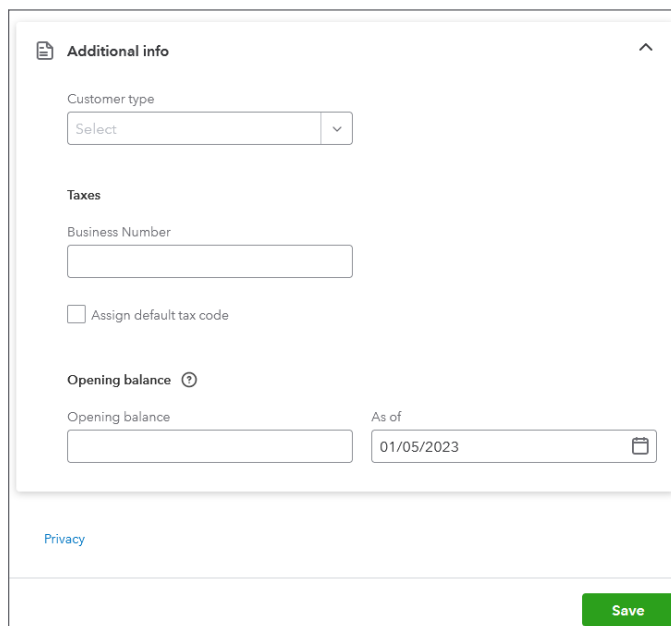
The screenshot shows a form titled "Payments" with four dropdown menus:

- Primary payment method: [ ]
- Terms: [ ]
- Sales form delivery options: Use company default
- Language to use when you send invoices: English

## Additional info

In this section you'll add a **Customer type**. This is an optional field that will identify customers according to different segments that you setup for your business. An example would be residential vs. commercial types of customers. You can add the customer type to reports.

In the **Taxes** field you can add a **Business number** for the customer and a specific tax code. This will only be used if they indicate that they have a specific tax situation that requires a specific tax rate. For example, a government agency may indicate that they are tax exempt. In this case you would select **Tax exempt**.



The screenshot shows a form titled "Additional info" with the following fields:

- Customer type: Select
- Taxes section:
  - Business Number: [ ]
  - Assign default tax code
- Opening balance section:
  - Opening balance: [ ]
  - As of: 01/05/2023

At the bottom right, there is a green "Save" button.

Click **Save** to complete the setup of the new customer.

## Edit customers

Once you have your customer set up, QuickBooks will use their information when you select them on a sales form. If you need to make any changes to this information, e.g., address, contact information, etc., click on the customer name in the customers list, and click the **Edit** button.

To set up a customer:

1. Click **Sales**.
2. Click **Customers**.
3. Click the customer name and click **Edit**.
4. Make any changes.

The screenshot shows the QuickBooks interface for editing a customer. The main header displays 'Sample Company' and navigation icons. The 'Sales' section is active, with 'Customers' selected in the sub-menu. The customer profile for 'Adwin Ko' is shown, including company name, billing address, and a summary of balances. A transaction list table is visible below the profile.

NO.	CUSTOMER	MEMO	AMOUNT	STATUS	ACTION
1010	Adwin Ko		\$1,695.00	Overdue 17 days	Edit   Receive payment
			\$1,695.00		

5. Click **Save** to save the customer record.

To learn how to add a customer watch this video: <https://youtu.be/rkMYXr-Aybw>

## ▶ Setting up products and services

Products and services are the items you sell to your customers. You can make these as simple or complex as you need to based on your business needs.

While they provide a quick means of data entry, a much more important role for items is to handle the behind-the-scenes accounting. When you create an item, you link it to an account; when the item is used on a form, it posts an entry to that account and another entry to the appropriate accounts receivable, accounts payable, etc.

While products and services are easy to set up, you should spend some time deciding how they can best work for you before you start setting them up and using them. Use your current list of services and products as a starting point. Consider how much detail you want on your invoices or statements and set up your items with that level of detail in mind.

To view and add a new item to the **Products & services** list:

1. From the **Sales** window, click **Products & services**. The list of all of your items displays.

The screenshot shows the 'Sales' window for 'Sample Company'. The 'Products & services' tab is selected and highlighted with a green box. Below the navigation bar, there are summary cards for estimates, unbilled income, overdue invoices, open invoices, and recently paid amounts. A table lists customer details including name, company name, phone, currency, and open balance.

NAME ↑	COMPANY NAME ↓	PHONE	CURRENCY	OPEN BALANCE ↓	ACTION	
<input type="checkbox"/>	Abercrombie International Group	Abercrombie International Group	USD	\$0.00	Create invoice   ↓	
<input type="checkbox"/>	Adwin Ko	Ko International Ltd	604 999-9998	CAD	\$1,695.00	Receive payment   ↓
<input type="checkbox"/>	Alex Blakey	Blakey Group	USD	\$0.00	Create invoice   ↓	


2. Click **New**.

**Sales**


Overview All sales Invoices Estimates Customers **Products & services**

**Products and Services** More ▾ New ▾

[← All Lists](#)





**0**  
LOW STOCK



**1**  
OUT OF STOCK


Find products and services  ▾ Print Refresh Settings

Previous 1-20 Next


<input type="checkbox"/>	NAME ▲	SKU	TYPE	SALES DESCRIPTI	SALES PRICE	COST	QTY ON HAND	REORDER POINT	ACTION
<b>Employee events</b>									
<input type="checkbox"/>	 Employee Celebration		Service	Employee ce...	500				<a href="#">Edit</a> ▾
<input type="checkbox"/>	 Employee Training		Service	Employee tra...	1,500				<a href="#">Edit</a> ▾

There are four types of products and services in QuickBooks.


**Product/Service information** ✕




**Inventory**  
Products you buy and/or sell and that you track quantities of.



**Non-inventory**  
Products you buy and/or sell but don't need to (or can't) track quantities of, for example, nuts and bolts used in an installation.



**Service**  
Services that you provide to customers, for example, landscaping or tax preparation services.



**Bundle**  
A collection of products and/or services that you sell together, for example, a gift basket of fruit, cheese, and wine.

## ***Inventory***

In QuickBooks, an inventory part is one of the types of line items you can use when you're filling out a sales or purchase form. You use inventory items to track merchandise your business purchases, keeps in stock as inventory, and then resells. For each inventory item, QuickBooks tracks the current number in stock and the value of your inventory after every purchase and sale.

## ***Non-inventory***

In QuickBooks, a non-inventory part is one of the types of line items you can use when you are filling out a sales form or purchase form. Use non-inventory part items to track merchandise that:

- You purchase but do not resell.
- Materials that are used in the delivery of your services.
- You purchase and resell but do not stock in inventory or track as inventory.

## ***Service***

Services you charge for or purchase. Examples include specialized labour, consulting hours, and professional fees.

## ***Bundle***

Bundles are groups of products and/or services you sell together. For example, gift baskets or services that are always performed together.

## ▶ Setup a service

1. Click **New**.
2. Select the **Service** type.
3. Enter the **Name** and **SKU** (optional) for the service.
4. (Optional) Select a **Category** for the service.

**Product/Service information** ×

Service [Change type](#)

---

**Name\***

Lawn Service

**SKU**

**Category**

Choose a category

**Class**

Assign a class

---

**Description**

I sell this product/service to my customers.

Weekly Lawn Service

**Sales price/rate (CAD)** 37.50 **Income account** Sales

Inclusive of tax

**Tax**

SHOW MORE

Save and close

5. Enter a **Description** to display on sales forms.
6. Enter the **Sales price/rate**.
7. Select the appropriate **Income account** to track revenue for this service. This is the most important part of the setup of the service. Choosing an income account in this field means that every time this service is used on a sales transaction, QuickBooks will credit this income account.
8. Choose the **Tax** to be added to the sale of this item.
9. Click **Save and close** to complete the setup of the item.



**NOTE** If a subcontractor performs this service, enter the **Purchase** information for the service.



To learn how to add a service watch this video: <https://youtu.be/SjHw12GxmFo>

## Setup a non-inventory item

1. Click the **Gear** menu and click **Products & services**.
2. Click **New**.
3. Select the **Non-inventory** type.
4. Enter the **Name** and **SKU** (optional) for the product.
5. (Optional) Select a **Category** for the product.

**Product/Service information**
✕

Non-inventory [Change type](#)

---

**Name\***

✎ | 🗑️

**SKU**

**Category**

**Class**

**Description**

I sell this product/service to my customers.

**Sales price/rate (CAD)**

**Income account**

Inclusive of sales tax

**Sales tax**

▼ [SHOW MORE](#)

Save and close ▼

6. Enter a **Description** to display on sales forms.
7. Enter the **Sales** price.
8. Select the appropriate **Income** account to track revenue for this product.

9. Choose the **Tax** rate.
10. If you purchase this product from a supplier, enter the purchase information.
11. Click **Save and close**.



**NOTE** A category is a means of classifying products and services you sell to customers. Categorizing what you sell can help you better understand sales volume and what people are buying. Additionally, categories save you time when completing transaction forms, since you can search for items by category.

## ▶ Entering sales

There are two main workflows to enter sales in QuickBooks Online. Which one you choose depends on whether your customer is paying you now, or if they pay later.

### ***Invoices vs. sales receipt***

If your customers don't pay you in full at the time you provide your service or product, or if they pay in advance, you need to track how much they owe you. Using an invoice helps you keep track of what your customers owe you (or your "accounts receivable").

If your customers pay in full at the time they receive your service or product, then you don't have to track how much they owe you. However, you might want to track each sale, calculate its sales tax, or print a receipt for the sale. In that case, use a sales receipt.

### ***Invoice workflow overview***

Use the invoice workflow when your customer pays you later for a product or service. Start by entering the sale on the invoice form, then record the customer payment in the Receive Payment window. Finally, record the deposit of the customer payment in the bank account.

*Invoice* → *Receive payment* → *Bank deposit*

In QuickBooks, an invoice is a form on which you record details about a sale to a customer who owes you money. It lists the services you're providing or the products you're selling. It also shows the quantity and price or rate of each item. If you need to make automatic adjustments to prices (for example, discounts or markups), invoices will work for you.

### **Step 1: Enter customer invoice**

1. Click the **New** menu and click **Invoice**.
2. Click the **Customer drop-down** and select the customer name.
3. Enter the **Date** of the sale.

4. In the **Product/Service** area of the form, select the appropriate products and/or services.
5. **Save** the invoice.

**Invoice no.1017** Take a tour ? Help X

Customer: Adwin Ko Customer email: [input] Cc/Bcc Online payments:  Cards   BALANCE DUE: **\$1,695.00**

Separate emails with a comma  Send later

Billing address: Adwin Ko, Ko International Ltd, 6412 av des Erables, Vancouver BC V5M 5M5 Terms: Net 30 Invoice date: 04/04/2023 Due date: 04/05/2023 Invoice no.: 1017

Tags: [input] Manage tags

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE (CAD)	AMOUNT (CAD)	SALES TAX
1	General services:Catering	Catering - food & beverage	1	1,500	1,500.00	HST ON
2						

Amounts are: Exclusive of Tax

Subtotal: 1,500.00  
Discount percent: 0.00  
HST (ON) @ 13% on 1,500.00: 195.00  
Total: 1,695.00  
Balance due: 1,695.00

Message on invoice: It's a pleasure doing business with you. Remember, referrals are appreciated!

Message on statement: If you send statements to customers, this will show up as the description for this invoice.

Print or Preview Make recurring Customize Save **Save and send**

To learn how to create an invoice watch this video: <https://youtu.be/7ttDImRGvIE>

**NOTE** Click **Print or preview** to review and print an invoice.

You can email an invoice to a customer when you click **Save and send**.

**Send email**

To: ip@inboxkitten.com

Subject: Invoice 1017 from Green Tree Landscapes

Body: Dear Ingrid Penelope Freeley, Here's your invoice! We appreciate your prompt payment. Thanks for your business! Green Tree Landscapes

Online payments: [input]

From: Green Tree Landscapes <quickbooks@notification.intuit.com>  
To: ip@inboxkitten.com

**Invoice 1017 from Green Tree Landscapes**  
Green Tree Landscapes

Dear Ingrid Penelope Freeley,  
Here's your invoice! We appreciate your prompt payment.  
Thanks for your business!  
Green Tree Landscapes

Print **Send and close**

After you enter the invoice, the customer's **Accounts receivable** balance is increased, and the income account(s) linked to the products and services on the invoice increase. You can see this on the customer record, sales reports, and the Profit and Loss and Balance Sheet reports.

<input type="checkbox"/>	CUSTOMER ▲ / COMPANY	PHONE	OPEN BALANCE
<input type="checkbox"/>	Joe Young ✉		\$5,474.57

## Step 2: Receive customer payment

1. Click the **New** menu and select **Receive Payment**.
2. Click the **Customer drop-down** and select the customer name.
3. Select the **Invoice(s)** to receive payment against.
4. Enter the **Amount** of the payment.
5. Select the **Payment method**.
6. Enter a **Reference number** (if applicable).
7. Select the appropriate **Deposit to** account.

### Receive Payment

Help ×

Customer:

Email:    Send later Cc/Bcc

AMOUNT RECEIVED

**\$1,695.00**

Payment date:

Payment method:  Reference no.:  Deposit to:  Amount received:

Outstanding Transactions

All ⚙️

<input checked="" type="checkbox"/>	DESCRIPTION	DUE DATE	ORIGINAL AMOUNT	OPEN BALANCE	PAYMENT
<input checked="" type="checkbox"/>	Invoice # 1010 (19/12/2020)	18/01/2021	1,695.00	1,695.00	<input type="text" value="1,695.00"/>

< First Previous 1-1 of 1 Next Last >

Amount to Apply: \$1,695.00  
Amount to Credit: \$0.00

Print



**NOTE** Select **Undeposited Funds** if the payment will be deposited with other payments. This will ensure that the deposit amount in QuickBooks matches the deposit amount on your bank statement. Any payments you receive from customers can be recorded in this holding account until you deposit the payment into a QuickBooks bank account. The **Undeposited Funds** account acts as a holding account, like holding money in a drawer until you make a deposit to your bank.

8. **Save** the payment.



To learn how to receive a customer payment watch this video: <https://youtu.be/Vg8ayalsvK4>



**NOTE** You can see the customer payment balance amount in the **Undeposited Funds** account.

<input type="checkbox"/>	Uncategorized Asset	Current assets	Other current assets	CAD		0.00
<input type="checkbox"/>	Undeposited Funds	Current assets	Undeposited Funds	CAD		203.40
<input type="checkbox"/>	Accumulated Depreci	Property, plant an...	Accumulated Dep...	CAD		-366.63

### Step 3: Deposit customer payment

1. Click the **New** menu and select **Bank Deposit**.
2. Select the appropriate **Deposit to** account.
3. Select the payments to deposit.
4. **Save** the deposit.

**Bank Deposit**
Help

Account: Chequing Balance \$21,095.57

Currency: CAD Canadian Dollar

Tags: Start typing to add a tag Manage tags

Date: 06/08/2021

**AMOUNT**

**\$9,944.00**

Select the payments included in this deposit

<input checked="" type="checkbox"/>	RECEIVED FROM ▲	DATE	TYPE	PAYMENT METHOD	MEMO	REF NO.	AMOUNT (CAD)
<input checked="" type="checkbox"/>	Adwin Ko	05/08/2021	Payment	<span style="border: 1px solid #ccc; padding: 2px;">Cheque</span>			1,695.00
<input checked="" type="checkbox"/>	Benjamin Yeung	03/08/2021	Payment	<span style="border: 1px solid #ccc; padding: 2px;">Cheque</span>		393u49	8,249.00

1-2 of 2 « < 1 > »

Select all Clear all

Total 9944.00

Selected Payments Total 9944.00

▼ Add funds to this deposit Amounts are Exclusive of Tax

#	RECEIVED FROM	ACCOUNT	DESCRIPTION	PAYMENT METHOD	REF NO.	AMOUNT (CAD)	SALES TAX	CLASS
1								

Cancel Clear
Print Make recurring
Save and new ▼

To learn how to record deposits watch this video: <https://youtu.be/B1eZZEK9F9U>



**NOTE** You will see an updated balance in the **Undeposited Funds** account and the **Chequing** accounts after the deposit is recorded in QuickBooks.

<input type="checkbox"/>	NAME	TYPE ▲	DETAIL TYPE	CURRENCY	TAX RATE	QUICKBOOKS BALAN	BANK BALANCE
<input type="checkbox"/>	Chequing	Bank	Chequing	CAD		21,298.97	40,071.20
<input type="checkbox"/>	Accounts Receivable	Accounts receivab...	Accounts Receiva...	CAD		18,402.04	
<input type="checkbox"/>	Accounts Receivable (	Accounts receivab...	Accounts Receiva...	USD		0.00	
<input type="checkbox"/>	Inventory Asset	Current assets	Inventory	CAD		7,781.91	
<input type="checkbox"/>	Prepaid expenses	Current assets	Prepaid Expenses	CAD		0.00	
<input type="checkbox"/>	Uncategorised Asset	Current assets	Other current assets	CAD		0.00	
<input type="checkbox"/>	Uncategorized Asset	Current assets	Other current assets	CAD		0.00	
<input type="checkbox"/>	Undeposited Funds	Current assets	Undeposited Funds	CAD		0.00	

### Sales receipt workflow

Use the sales receipt workflow when your customer pays you at the time of the sale. Because the customer does not owe anything on the sale later, a customer name is optional.

Sales receipt → Bank deposit

#### Step 1: Enter a sales receipt

1. Click the **New** menu and click **Sales Receipt**.
2. (Optional) Choose a **Customer** name.
3. In the **Product/Service** area of the form, select the appropriate products and/or services.
4. Enter the **Rate** and **Sales tax**.
5. Enter the **Payment method** and **Reference number** (if applicable enter a #cheque).
6. Select the appropriate **Deposit to** account (see information about **Undeposited Funds** above).

7. Click **Save** to complete the transaction.

### Sales Receipt no.1017

Customer: Benjamin Yeung | Email:  | Cc/Bcc:  Send later

AMOUNT: **\$508.50**

Billing address: Benjamin Yeung, Yeung's Architects, 4895 King Edward Ave., Barrie ON M2H 4G4 | Sales Receipt date: 30/11/2021 | Sales Receipt no.: 1017

Tags:  | Manage tags

Payment method: Cheque | Reference no.: 40494 | Deposit to: Undeposited Funds

Amounts are:  Exclusive of Tax

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE (CAD)	AMOUNT (CAD)	SALES TAX	CLASS
1	Snow Removal	Snow removal	1	450	450.00	HST ON	
2							

Subtotal: 450.00

Buttons: Cancel, Clear, Print or Preview, Make recurring, Customize, Save, Save and send

 To learn how to enter a sales receipt watch this video: <https://youtu.be/htroTl7our4>

## Step 2: Deposit customer payment

1. Click the **New** menu and choose **Bank Deposit**.
2. Choose the appropriate deposit to account.
3. Select the payments to deposit.
4. **Save** the deposit.

### Bank Deposit

Account: Chequing Balance \$31,039.57 Date: 01/12/2021 AMOUNT: **\$508.50**

Currency: CAD Canadian Dollar

Tags: Start typing to add a tag [Manage tags](#)

Select the payments included in this deposit

<input checked="" type="checkbox"/>	RECEIVED FROM ▲	DATE	TYPE	PAYMENT METHOD	MEMO	REF NO.	AMOUNT (CAD)
<input checked="" type="checkbox"/>	Benjamin Yeung	30/11/2021	Sales Receipt	Cheque ▼		40494	508.50

1-1 of 1

Total 508.50  
Selected Payments Total 508.50

▼ Add funds to this deposit Amounts are:

#	RECEIVED FROM	ACCOUNT	DESCRIPTION	PAYMENT METHOD	REF NO.	AMOUNT (CAD)	SALES TAX	CLASS
1								
2								

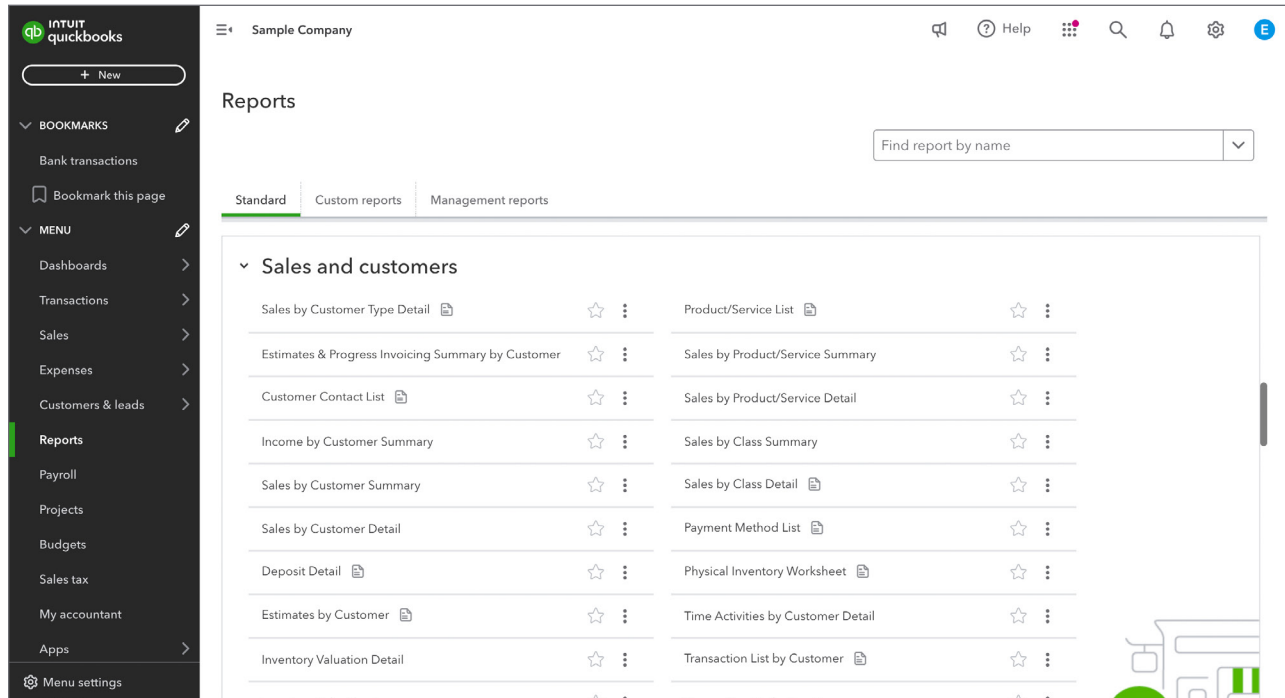
## ▶ Sales and customer reports

There are several default reports to help you understand the sales and accounts receivable in your business. Choose from the following reports that provide the information you need for your business.

### **Sales by customer detail**

This report shows the total sales to each customer and job, broken down by transaction. It includes income from parts, services, and other charge items recorded on an invoice or sales receipt. It does not include income from sales tax or reimbursed expenses.

1. Click **Reports**.
2. Scroll to **Sales and customers**.



3. Click **Sales by Customer Detail**.

[Back to report list](#)

### Sales by Customer Detail Report

Report period: This Quarter-to-date | 01/10/2024 to 16/12/2024

Rows/columns: Group by Customer | Accounting method:  Cash  Accrual

Buttons: [Switch to modern view](#) | [Customize](#) | [Save customization](#) | [Run report](#)

Sort ▾ Add notes

Long for Success -- Event Planning

**Sales by Customer Detail**  
October 1 - December 16, 2024

DATE	TRANSACTION TYPE	#	PRODUCT/SERVICE	MEMO/DESCRIPTION	QTY	SALES PRICE	AMOUNT
Adwin Ko							
30/10/2024	Invoice	1010	General services:Badges:Name ...	Name Badges	500.00	3.00	\$1,500.00
16/12/2024	Invoice	1017	General services:Catering	Catering -- food & beverage	1.00	10,000.00	\$10,000.00
<b>Total for Adwin Ko</b>							<b>\$11,500.00</b>
Anilkumar Pillai							
13/11/2024	Invoice	1015	General services:Badges:Name ...	Name Badges	300.00	3.00	\$900.00
13/11/2024	Invoice	1015	General services:Water Bottles - ...	Water bottles - generic	300.00	10.00	\$3,000.00
15/12/2024	Invoice	1016	General services:Badges:Name ...	Name Badges	300.00	3.00	\$900.00
15/12/2024	Invoice	1016	General services:Water Bottles - ...	Water bottles - generic	300.00	10.00	\$3,000.00
<b>Total for Anilkumar Pillai</b>							<b>\$7,800.00</b>

## A/R aging summary

This report summarizes the status of unpaid invoices in the accounts receivable. For each customer who owes money, the report shows:

- What the customer owes for the current billing period
- What the customer hasn't paid from previous billing periods
- Subtotal balances for each job (if the customer has multiple jobs with your company)

1. Click **Reports**.
2. Scroll to **Who owes you**.
3. Click **Accounts receivable aging summary**.

**Report period**

Custom as of 30/11/2024  Show unrealized gain or loss

**Show non-zero or active only**    **Aging method**    **Days per aging period**    **Number of periods**

Active rows/active columns     Current  Report date    30    4

Customize    **Save customization**

Run report

Collapse Sort Add notes

Long for Success -- Event Planning

**A/R Aging Summary**

As of November 30, 2024

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
Adwin Ko		1,695.00				\$1,695.00
Anilkumar Pillai	4,407.00					\$4,407.00
Benjamin Yeung			8,249.00			\$8,249.00
Hazel Robinson			-974.63			\$ -974.63
Jordan Burgess		452.00				\$452.00
Lew Plumbing					-454.83	\$ -454.83
Whitehead and Sons	5,028.50					\$5,028.50
<b>TOTAL</b>	<b>\$9,435.50</b>	<b>\$2,147.00</b>	<b>\$7,274.37</b>	<b>\$0.00</b>	<b>\$ -454.83</b>	<b>\$18,402.04</b>



**NOTE** To see a list of the transactions that make up a balance, click any balance amount in the report.

## Open invoice report

1. Click **Reports**.
2. Scroll to **Who owes you**.
3. Click **Open invoices**.

← Back to reports
Switch to classic view Give feedback

More actions Save As

Report period

Today
View options

Columns Filter General options

### Open Invoices Report

Long for Success -- Event Planning  
As of December 16, 2024

Refresh report Last updated a few seconds ago

Date	Transaction type	#	Terms	Due date	Open balance
<b>Adwin Ko (2)</b>					
30/10/2024	Invoice	1010	Net 30	29/11/2024	\$1,695.00
16/12/2024	Invoice	1017	Net 30	15/01/2025	\$11,300.00
<b>Total for Adwin Ko</b>					<b>\$12,995.00</b>
<b>Anilkumar Pillai (1)</b>					
15/12/2024	Invoice	1016	Net 30	14/01/2025	\$4,407.00
<b>Total for Anilkumar Pillai</b>					<b>\$4,407.00</b>
<b>Benjamin Yeung (2)</b>					
30/09/2024	Invoice	1008	Net 30	30/10/2024	\$904.00
30/09/2024	Invoice	1009	Net 30	30/10/2024	\$7,345.00
<b>Total for Benjamin Yeung</b>					<b>\$8,249.00</b>
<b>Hazel Robinson (1)</b>					
09/10/2024	Payment	-	-	09/10/2024	-\$974.63
<b>Total for Hazel Robinson</b>					<b>-\$974.63</b>
<b>Jordan Burgess (1)</b>					
					<b>\$29,702.04</b>