

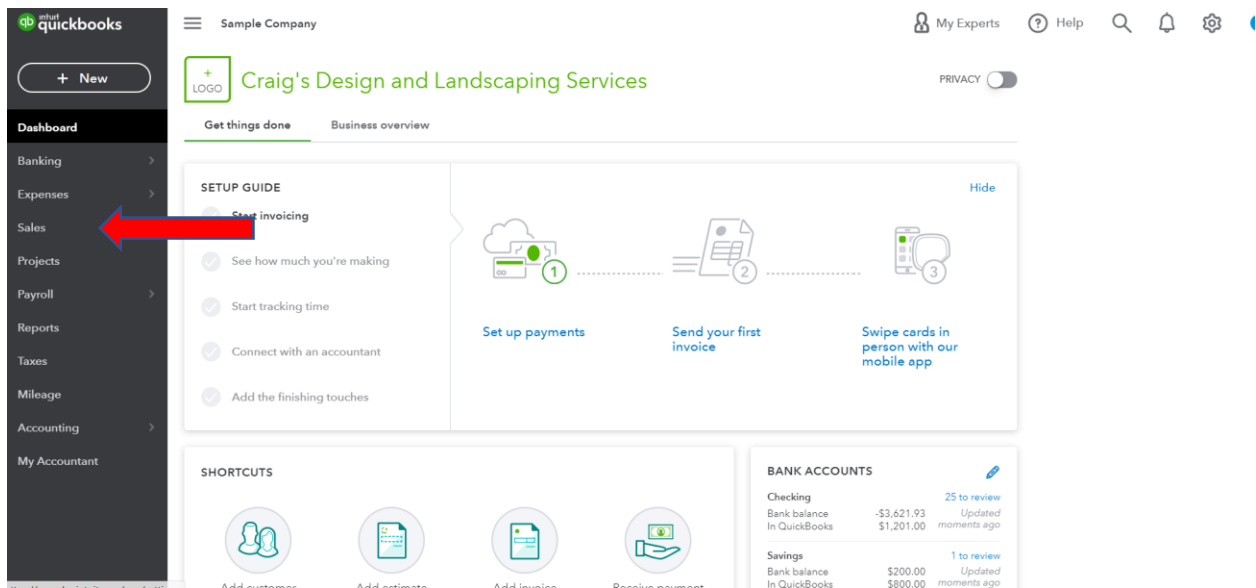
SALES OVERVIEW

In QuickBooks you can enter your sales by creating a sales receipt or an invoice. QuickBooks states that a sales receipt is a transaction you would enter when you receive full payment for services at the time of the sale. This transaction shows that you have received all funds from a customer. At the same time, the recorder must issue an Official Women of the Moose receipt and give it to the customer.

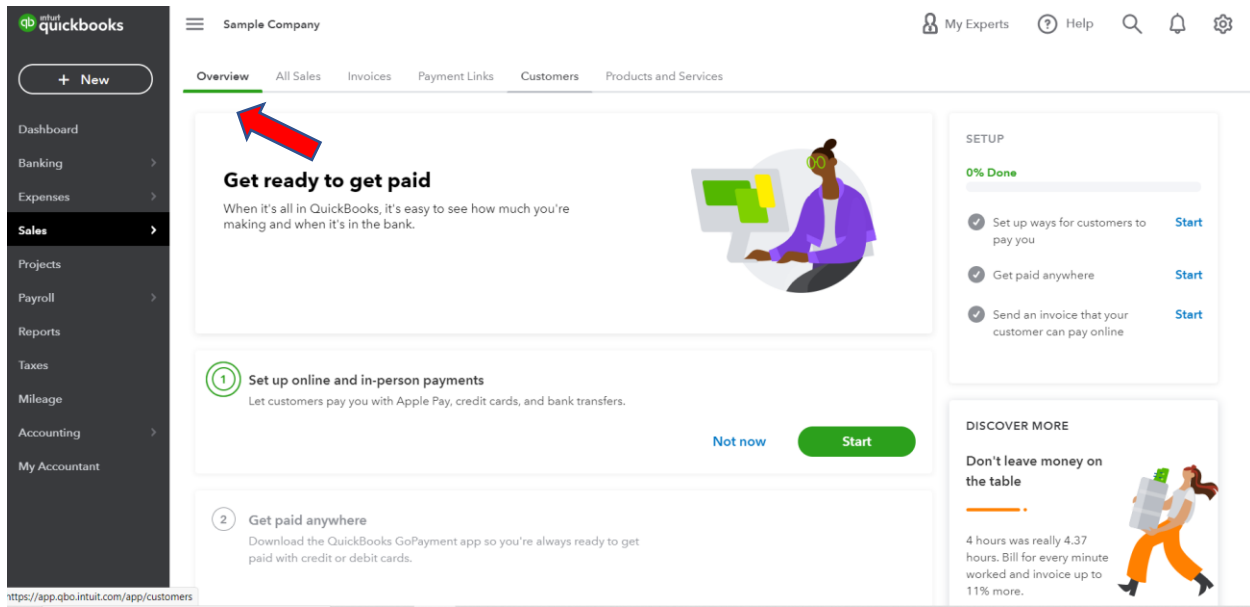
An invoice is used for when sales are made and are NOT paid for at the time of service.

NOTE: We as Women of the Moose will never use an invoice since all our customers pay at the time of service.

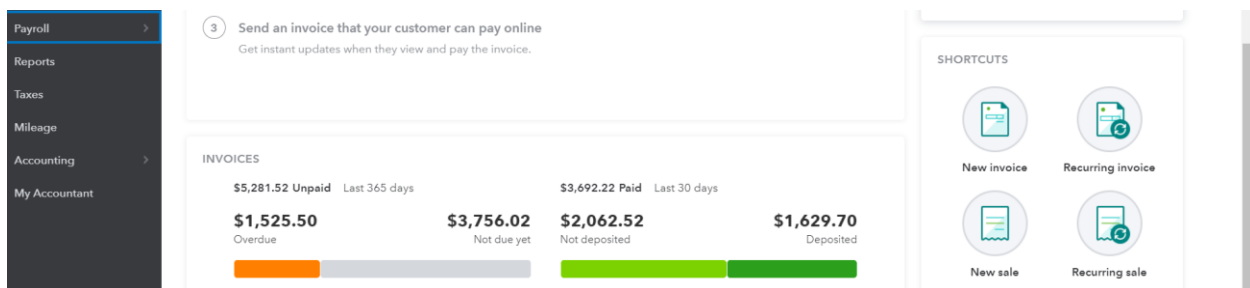
In the sales portion of QuickBooks, we are going to be looking at the various areas located in the sales function located in the Dashboard as seen below.



In the first tab you will see the Overview. This overview provides information on getting paid for the invoice part of QuickBooks. This area will allow you to set up how you are going to be paid. There are many ways for you to receive your payment. You can get paid by wire-transfers through the bank, automatic payments between bank accounts, credit card, and mobile payments.



It will also give you information on the unpaid invoices, funds received but not deposited and those funds which have been deposited.



The next tab is the All Sales. In this screen you will see all the information for a business. The first column will be for estimates, the next column will be for unbilled activity, then how much money is overdue, how many invoices have not been paid, and finally how much has been paid. Since the Moose do little in this area, we probably would never utilize this function of QuickBooks.

Sample Company

Overview **All Sales** Invoices Payment Links Customers Products and Services

Sales Transactions

Unbilled Last 365 Days: \$0 (0 ESTIMATE), \$750 (2 UNBILLED ACTIVITY)

Unpaid Last 365 Days: \$1,526 (10 OVERDUE), \$5,282 (20 OPEN INVOICES)

Paid: \$3,136 (12 PAID LAST 30 DAYS)

Filter: Last 365 Days

DATE	TYPE	NO.	CUSTOMER	MEMO	DUE DATE	BALANCE	TOTAL	STATUS	ACTION
01/07/2021	Invoice	1037	Sonnenschein F...		02/06/2021	\$362.07	\$362.07	Open	Receive payment
01/07/2021	Invoice	1036	Freeman Sporti...		02/06/2021	\$477.50	\$477.50	Open	Receive payment
01/07/2021	Payment		Freeman Sporti...		01/07/2021	\$0.00	-\$387.00	Closed	
01/07/2021	Payment		Cool Cars		01/07/2021	\$0.00	-\$1,675.52	Closed	

The next area we are going to look at is the Invoice Tab. As stated previously, we do not invoice our members. Therefore, we will never use an invoice, but we wanted to make you aware of them.

Sample Company

Overview All Sales **Invoices** Payment Links Customers Products and Services

\$5,281.52 Unpaid Last 365 days

\$3,692.22 Paid Last 30 days

\$1,525.50 Overdue

\$3,756.02 Not due yet

\$2,062.52 Not deposited

\$1,629.70 Deposited

Batch actions: All | Status: All | Date: Last 12 months

Create invoice

DATE	NO.	CUSTOMER	AMOUNT	STATUS	ACTION
12/24/2020	1012	Shara Barnett:Barnett Design	\$274.50	Overdue on 1/23/2021	Receive payment
11/19/2020	1016	Kookies by Kathy	\$75.00	Overdue on 12/19/2020	Receive payment
12/29/2020	1018	Sushi by Katsuyuki	\$80.00	Overdue on 1/28/2021	Receive payment
12/16/2020	1022	Jeff's Jalopies	\$81.00	Overdue on 1/15/2021	Receive payment

In the screen above you will notice a listing of invoices. That is to say who owes you money and the action of how you receive their payment.

If we used Invoices, to create a new invoice you would need to click on the create invoice and fill in the invoice. We are not going to spend a lot of time on this since we do not use invoices.

The next tab is the Payment Links.

The screenshot shows the QuickBooks interface for 'Sample Company'. The navigation bar includes 'Overview', 'All Sales', 'Invoices', 'Payment Links' (highlighted with a red arrow), 'Customers', and 'Products and Services'. The left sidebar lists various tools like Dashboard, Banking, Expenses, Sales, Projects, Payroll, Reports, Taxes, Mileage, Accounting, and My Accountant. The main content area is titled 'Get paid easily anywhere, anytime with payment links.' and includes a four-step guide: 1. Set up payments (Allow your customers to pay with credit cards or bank transfers. Apply in minutes. [See rates](#)), 2. Create your unique link (Add product or service details, customer info and create a payment link.), 3. Share it with your customers (Share your payment link by text, email, even QR code.), and 4. Get paid (Your payment is automatically recorded in QuickBooks as a sales receipt.). A 'Get started' button is at the bottom left of the main content area.

With Payment Links, you can set up your payment through your phone or tablet. It is similar to Venmo. You will have to set up the payment application. Determine if you want to use a credit card, debit card, bank transfer, etc. You will create a unique link for your service and then share it with your customers. When you get paid it will automatically create a sales receipt and you will have to make the deposit.

Under the Customers Tab you will see all the customers you have a list of all your customers, who you need to receive payments from along with who you need to create invoices for. It once again shows you, estimates, the unbilled activity, overdue, how many open invoices you have and how much money you have received in the last 30 days.

Customers

Unbilled Last 365 Days: \$0 (0 ESTIMATE)

Unpaid Last 365 Days: \$750 (3 UNBILLED ACTIVITY)

Paid: \$1,526 (10 OVERDUE)

\$5,282 (20 OPEN INVOICES)

\$3,136 (12 PAID LAST 30 DAYS)

CUSTOMER / PROJECT / COMPANY	PHONE	OPEN BALANCE	ACTION
Amy's Bird Sanctuary	(650) 555-3311	\$239.00	Receive payment
Bill's Windsurf Shop	(415) 444-6538	\$85.00	Receive payment
Cool Cars	(415) 555-9933	\$0.00	Create invoice
Diana Bedines	(650) 555-6477	\$0.00	Create invoice

The last tab is the Products and Services. In this screen it shows you what your products are, what the SKU is, the quantity on hand, and if you need to reorder. Very similar to an inventory program. We as Women of the Moose do not use invoices, therefore most of what we have shown you here will not be used.

Products and Services

LOW STOCK

OUT OF STOCK

NAME	SKU	TYPE	SALES DESCRIPTION	SALES PRICE	COST	TAXABLE	QTY ON HAND	REORDER POINT	ACTION
Design		Service	Custom Design	75					Edit
Fountains									