



Applying Customer Payments in QuickBooks Online

1. Click on the **quick create (plus sign)** in the upper right corner of the screen.
 2. Click on **receive payment** under the column called members.
 3. Enter the details:
 - a. Customer name
 - b. Payment date
 - c. Payment method
 - d. Reference number (check number if paid by check)
 - e. Deposit to the checking account where the funds are going
 - f. Amount received (how much was paid, *not how much was owed*)
 - g. Check the boxes for the invoices that were paid
 - h. Enter the payment amount that was paid toward each invoice
 - i. Click save and new (or save and close) in the lower right corner
-

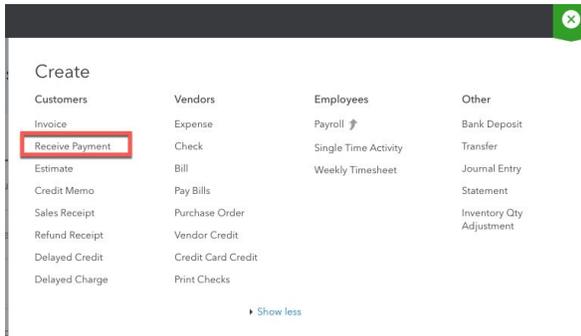


Applying Customer Payments in QuickBooks Online

1. Click on the **quick create (plus sign)** in the upper right corner of the screen.



2. Click on **receive payment** under the column called customers.



3. Enter the details:

- a. Customer name
- b. Payment date
- c. Payment method
- d. Reference number (check number if paid by check)
- e. Deposit to undeposited funds
- f. Amount received (how much was paid, not how much was owed)
- g. Check the boxes for the invoices that were paid
- h. Enter the payment amount that was paid toward each invoice
- i. Click save and new (or save and close) in the lower right corner

Receive Payment

Customer: Any's Bird Sanctuary | Find by invoice no. | AMOUNT RECEIVED: \$0.00

Payment date: 02/11/2019

Payment method: Deposit account method | Reference no. | Deposit to: Undeposited Funds | Amount received: 0.00

Outstanding Transactions

DESCRIPTION	DUE DATE	ORIGINAL AMOUNT	OPEN BALANCE	PAYMENT
<input type="checkbox"/> Invoice # 1021 (12/25/2018)	01/26/2019	400.00	230.00	

Amount to Apply: \$0.00 | Amount to Credit: \$0.00

Buttons: Cancel, Clear, Print, Save and new