# Receiving Customer Payments

After creating an invoice, it's simple to receive a customer payment and apply it against an invoice with QuickBooks Online. This QuickGuide shows you how.

Quick Reminder: If you need help entering customer invoices, refer to our QuickGuide: Estimates and Invoices.

Customer Payments

After creating an invoice you can receive a customer payment and apply it against the invoice. To receive a customer payment:

1 Click **Create +** in top menu.
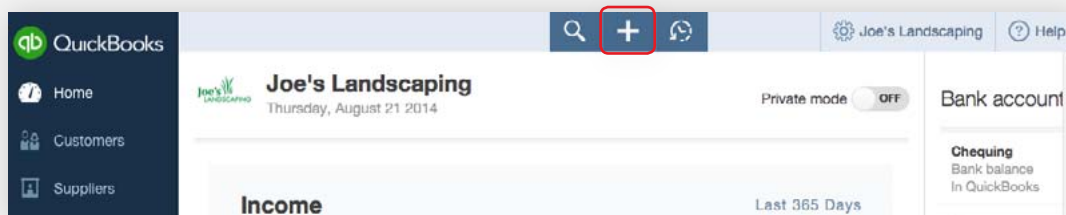
2 Under **Customers,** select **Receive Payment**. The Receive Payment window displays.

3 Enter customer information.

4 Enter the **Payment Method**.

5 Enter a **Reference No**. This can be a cheque number or some other form of reference information.

6 Choose the **Deposit to** account.

NOTE: This is important to ensure that you select the correct account from the account options.

Receiving Customer Payments

7 Enter the **amount** received. QuickBooks Online automatically applies the payment(s).

8 You can edit how they are applied in the **Outstanding Transactions** section of the window.

9 Click **Save and close**.

10 On the home screen you should now see Money Bar status updated with the customer payment.