

# Receiving Customer Payments

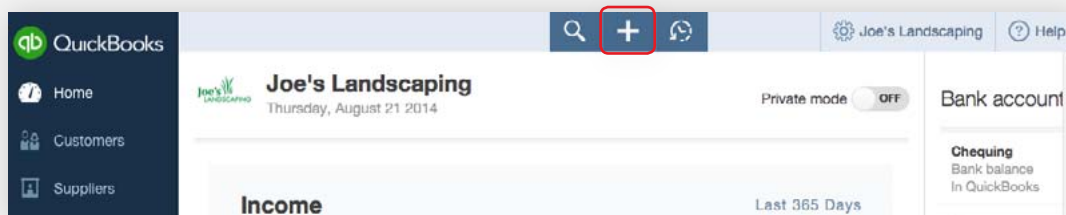
After creating an invoice, it's simple to receive a customer payment and apply it against an invoice with QuickBooks Online. This QuickGuide shows you how.

**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.

Receive Payment

Intuit Canada | matthew@accountingcycle.com | **\$2,542.50**

Payment date: 28-10-2013

Payment method: *FedEx Text* | Reference no.: | Deposit to: Undeposited Funds | Amount received: 2,542.50

Outstanding Transactions

DESCRIPTION	DUE DATE	ORIGINAL AMOUNT	OPEN BALANCE	PAYMENT
<input checked="" type="checkbox"/> Invoice # 1001 (28-10-2013)	27-11-2013	2,542.50	2,542.50	2,542.50
<input type="checkbox"/> Invoice # 1002 (28-10-2013)	27-11-2013	4,237.50	4,237.50	

Amount to Apply: \$2,542.50  
Amount to Credit: \$0.00

Clear Payment

Cancel Clear Print Save and close Save and end

- 9 Click **Save and close**.
- 10 On the home screen you should now see Money Bar status updated with the customer payment.