

Sales Receipts

To Record a Sales Receipt:

- 1) From the HOME page choose 'Create Sales Receipts'
- 2) Choose the Customer:Job; If the customer is new, select <add new> at the top of the drop down list and input in the basic customer information:
Customer Name, Contact, Phone, Bill to Address, Ship to Address

click OK
- 3) Check the receipt date
- 4) Choose the appropriate item(s)
- 5) Select the discount item, if any
- 6) If necessary, adjust the dollar amounts in the Amount column at the right of the screen
- 7) Choose the payment method—cash, check, credit card; if check input check number
- 8) In the memo field at the bottom of the screen type a brief description if desired.
- 9) Click Save & Close

To Print the Receipt:

- 1) If the print option was not selected when creating the receipt, open the receipt and from top menu bar select File and Print Sales Receipt
- 2) If the print option was selected when creating the invoice, from the top menu bar select File then Print Forms and Sales Receipts
- 3) A pop up window Select Receipts to Print will appear containing a list of all the sales receipts ready to be printed, each receipt will have a checkmark on the right indicating it has been selected
- 4) To de-select a particular receipt, click on it
- 5) Click OK to send the receipt to the printer