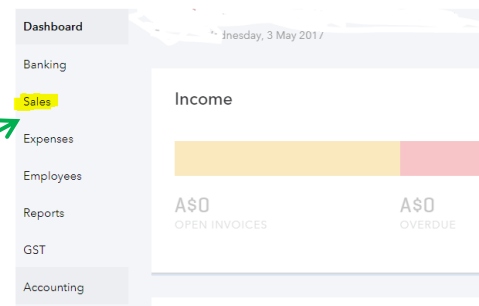


## New Sales Invoice QuickBooks Online

1. Once you have log into you QuickBooks Online file from the **Dashboard** select the **Sales** by double clicking on it with your mouse



2. The Invoice screen will then open, click the drop down arrow at the end of **Choose A Customer** box. From the list that comes up, click the customer you want with your mouse.

3. In the main body of the invoice there are lines where you fill in the details of what you are invoicing the customer for.

In row 1 click the drop down arrow at the end

**Product/Service** box.

From the list of your sales items that appears click with your mouse the one you need.

#	PRODUCT/SERVICE	DESCRIPTION
1	Sales	
2	+ Add new	
	Hours	

In the **Description** box enter the details that you want the customer to see on their copy of the invoice.

4. In the **Qty** and **Rate** boxes enter the amounts you want to charge your client for.

Exact  [Payment Options](#) [Get set up](#)

Send later [Cc/B](#) [PayP](#) [Apple](#) [MasterCard](#) [VISA](#)

**Billing address** **Terms** **Invoice date** **Due date**

Kerry Casanova  
Exact Customer  
PO box 2257  
PORT LINCOLN SA 5606

Net 15 05/2017 18/05/2017

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
1	Sales	Income tax returns for the 2017 year	1	150	150.00

5. Check that the **GST amount and the total of the Balance Due** for your invoice is how you want it.

Amounts are

QTY	RATE	AMOUNT	GST	
1	150	150.00	GST	<input type="text" value=""/>
				<input type="text" value=""/>
<b>Subtotal</b>				<b>AS150.00</b>
GST @ 10% on 150.00				<input type="text" value="15.00"/>
<b>Total</b>				<b>AS165.00</b>
<b>Balance due</b>				<b>AS165.00</b>

6. Once you are happy select the **Save and Send** button at the bottom of the Quickbooks screen to email the invoice direct to your customer.

Subtotal	AS\$150.00
GST @ 10% on 150.00	15.00
Total	AS\$165.00
Balance due	AS\$165.00

If you want to print a copy of the invoice instead select **Print or Preview** option at the bottom of the screen.

Save

Save and send

7. The **Send Email** screen will then appear, check the email address is the one you want to use and then select **Save and close** button at the bottom of the screen.

Your invoice has now been sent to the customer and is entered into your books awaiting payment.

*Cheers,*

*Kerry Casanova, CPA*

