



Breakthrough Solutions, LLC
Providing solutions to help your business succeed!

QuickBooks® Tip – Printing Customer Payment Receipt

Do you have customers that request a receipt for payment of their invoice? Here is an easy way to do just that!

From the Home page select Receive Payments (In the Customer Center). Complete as you would for any receipt of payment. See sample below:

✓	Date	Number	Orig. Amt.	Amt. Due	Payment
✓	05/19/2011	2284		25.00	25.00

Click on the Print button. Select your printer and print the receipt. A sample of the receipt is shown below.

Payment Receipt

Breakthrough Solutions, LLC
P.O. Box 977
Kaukauna, WI 54130-0977

Received From:
Test
Test

Date Received 05/19/2011 Payment Amount \$25.00
Payment Method Check
Check/Ref. No. 00000

Invoices Paid

Date	Number	Amount Applied
05/19/2011	2284	-\$25.00