



## Breakthrough Solutions, LLC

*Providing solutions to help your business succeed!*

### QuickBooks® - Tip – Find Out When and How a Customer Paid an Invoice

Have you ever been paid in installments by a customer and want to know all of the check numbers used to pay that Invoice? Or just want to know what check was used to pay an invoice? Or when an invoice was paid? Here is an easy way:

Go to the Customer Center, select the customer and click on the invoice you are investigating.

The screenshot shows the 'Job Information' section for a customer named Robert Allard. It includes fields for Job Name, Job Type, Customer Name, Billing Address, Contact, Phone, Email, Job Status, Start Date, Projected End, and End Date. There are also buttons for 'Attach', 'Edit Job...', and 'Edit Notes...'. A 'Reports for this Job' section lists 'QuickReport', 'Open Balance', 'Job Profitability', and 'Estimates vs Actuals'. Below this is a table of invoices.

Num	Date	Due Date	Aging	Amount	Open Balance
1058	09/12/2014	09/27/2015		14,510.00	0.00
				<b>14,510.00</b>	<b>0.00</b>

(Customer Center for Allard, Robert - Remodel)

The screenshot shows the 'Create Invoices' window in QuickBooks. The 'Customer: Job' is 'Allard, Robert:Remodel' and the 'Class' is 'Remodel'. The 'Invoice' is for 'Robert Allard' at '92834 Chandler St., Millbrae, CA 94030'. The 'DATE' is '09/12/2014' and the 'INVOICE #' is '1058'. The 'SHIP TO' is 'Ship To 1'. The 'TERMS' are 'Net 15' and the 'DUE DATE' is '09/27/2015'. A blue 'PAID 02/16/2015' stamp is overlaid on the invoice. The 'ITEM' table shows 'Floor Plans' and 'Installation' with their respective quantities and rates. The 'Customer Message' field is empty, and the 'Tax' is 'San Tomas' at a rate of '(7.75%)' for a total of '14...'. A red circle highlights the 'Print Preview' button in the top right corner.

ITEM	DESCRIPTION	QUAN...	U/M	RATE	A...	Tax
Floor Plans	Floor plans	21		150.00	3,...	Non
Installation	Installation labor	154		60.00	9,...	Non

invoice)

On the top of the invoice click on the History button and you will see the following information.

Transaction History - Invoice

Invoice Information

Customer:Jobs Allard, Robert:Remodel  
Invoice Date 09/12/2014  
Invoice No. 1058 Invoice Total 14,510.00  
Memo  
Sent Date Send Method

Payments, deposits of payment line items, credits, and discounts

Type	Date	Number	Amount	Invoice Balance
Payment	12/15/2014	Test 1	-7,000.00	7,510.00
Payment	12/31/2014	Test 2	-4,000.00	3,510.00
Payment	01/15/2015	Test 3	-1,500.00	2,010.00
Payment	02/16/2015	Test 4	-2,010.00	0.00

Buttons: Cancel, Help, Print, Edit Invoice, Go To