



QuickBooks Online Student Guide

Chapter 3

Customers and Sales Part I



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▶ Lesson Objectives

Finding new customers and making sales is a critical component of every small business. Understanding how to work with customers is an important part of QuickBooks. You'll discover important steps to work with customers and sales workflows.

In this chapter you'll learn the following:

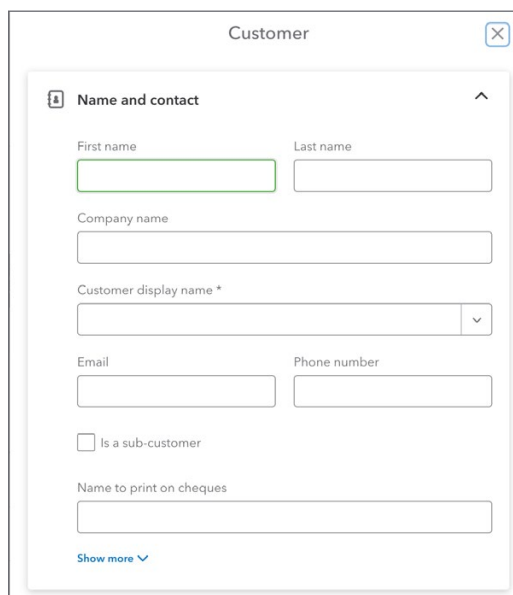
- How to set up new customers
- How to set up products and services
- Creating sales transactions including invoices and sales receipts
- Receiving customer payments and making deposits
- Basic customer reporting

▶ Setting Up Customers

Customers are the people and businesses that you sell your products or services to. Before making sales in QuickBooks it's a good idea to add customers. You can add customers from the customer list and you can add them as you go on sales transactions.

To add a new customer:

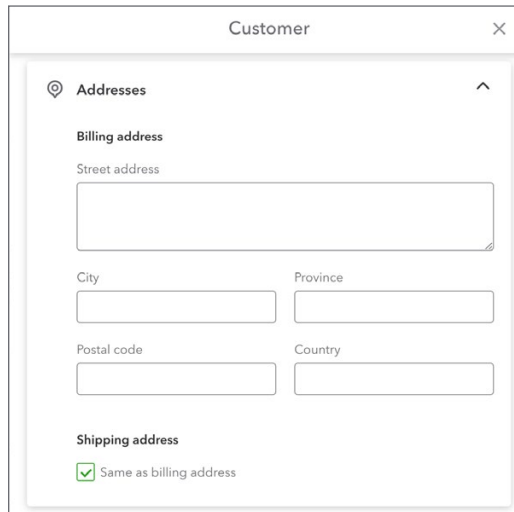
1. Click **Sales**.
2. Click **Customers**.
3. Click **New Customer**.
4. Enter the information in the new customer window. Start with **Name and Contact**. Click **Show more** to see all contact fields.



The screenshot shows a window titled "Customer" with a close button (X) in the top right corner. The main content area is titled "Name and contact" and contains several input fields and a checkbox. The fields are: "First name" (with a green border), "Last name", "Company name", "Customer display name *" (with a dropdown arrow), "Email", "Phone number", and "Name to print on cheques". There is also a checkbox labeled "Is a sub-customer". At the bottom left of the form area, there is a "Show more" link with a downward arrow.

Addresses

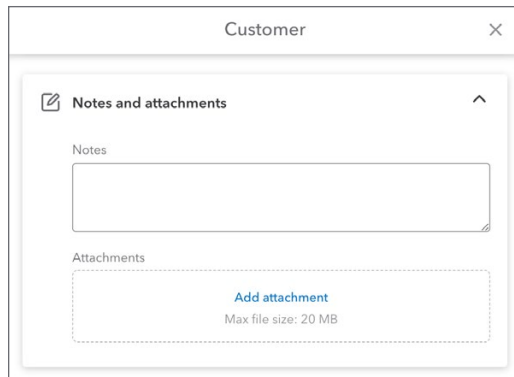
Enter your customer's Billing address, and shipping address in this section. If the Shipping address is the same as the Billing address, select 'Same as billing address'.



The screenshot shows a 'Customer' form with a section titled 'Addresses'. Under 'Billing address', there are four input fields: 'Street address', 'City', 'Province', 'Postal code', and 'Country'. Under 'Shipping address', there is a checkbox labeled 'Same as billing address' which is checked.

Notes and Attachments

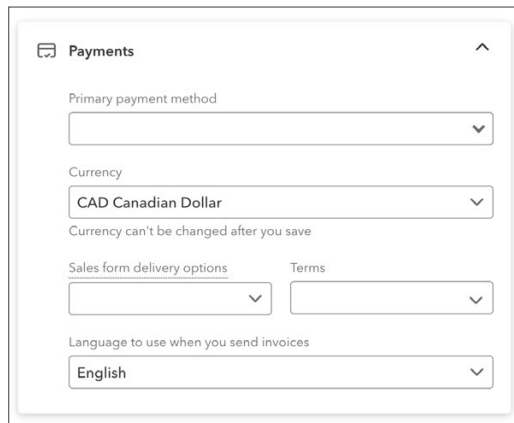
Enter any notes for the customer. These notes will only appear on the customer record, and will never be sent to the customer. Upload any attachments related to the customer.



The screenshot shows a 'Customer' form with a section titled 'Notes and attachments'. Under 'Notes', there is a large text area. Under 'Attachments', there is a dashed box containing a blue link 'Add attachment' and the text 'Max file size: 20 MB'.

Payments

In this section you'll indicate how the customer typically pays their invoices in the **Primary payment method** option. Under **Currency**, you can add a foreign currency if they transact with you in another currency other than Canadian dollars. In **Sales form delivery options**, you can indicate how they would like to receive their invoices. In **Terms** you can add the **Terms** you have with the customer.



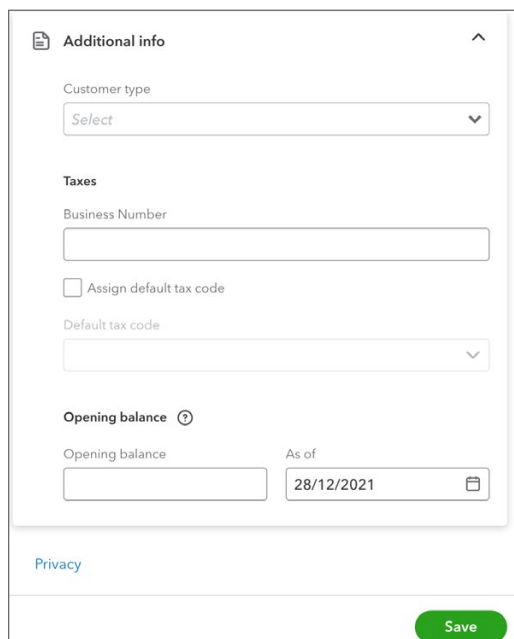
The screenshot shows a form titled "Payments" with a close icon and an expand/collapse arrow. It contains the following fields:

- Primary payment method: A dropdown menu.
- Currency: A dropdown menu showing "CAD Canadian Dollar". Below it, a note states "Currency can't be changed after you save".
- Sales form delivery options: A dropdown menu.
- Terms: A dropdown menu.
- Language to use when you send invoices: A dropdown menu showing "English".


Additional Info

In this section you'll add a **Customer Type**. This is an optional field that will identify customers according to different segments that you setup for your business. An example would be residential vs. commercial types of customers. You can add the customer type to reports.

In the taxes field you can add a **Business number** for the customer and a specific tax code. This will only be used if they indicate that they have a specific tax situation that requires a specific tax rate. For example, a government agency may indicate that they are tax exempt. In this case you would select **Tax Exempt**.



The screenshot shows a form titled "Additional info" with a close icon and an expand/collapse arrow. It contains the following fields:

- Customer type: A dropdown menu with "Select" as the current value.
- Taxes section:
 - Business Number: A text input field.
 - Assign default tax code
 - Default tax code: A dropdown menu.
- Opening balance 
 - Opening balance: A text input field.
 - As of: A date input field showing "28/12/2021" with a calendar icon.

At the bottom left, there is a "Privacy" link. At the bottom right, there is a green "Save" button.

Click **Save** to complete the setup of the new customer.

Edit Customers

Once you have your customer set up, QuickBooks will use their information when you select them on a sales form. If you need to make any changes to this information, e.g. address, contact information, etc., click on the customer name in the customers list, and click the Edit button.

To set up a customer:

1. Click **Sales**.
2. Click **Customers**.
3. Click the customer name and click **Edit**.
4. Make any changes.

The screenshot shows the QuickBooks interface for the 'Customers' section. At the top, there are navigation tabs: Overview, All Sales, Invoices, Customers (selected), and Products and Services. Below the tabs, the customer name 'Adwin Ko' is displayed along with their address: 'Ko International Ltd | 6412 av des Erables, Vancouver, BC V5M 5M5'. A green arrow points to the 'Edit' button in the top right corner. To the right of the 'Edit' button, there is a 'New transaction' button and a summary of the customer's balance: '\$1,695.00 OPEN' and '\$1,695.00 OVERDUE'. Below this, there are tabs for 'Transaction List', 'Projects', and 'Customer Details'. The 'Transaction List' tab is active, showing a table with columns: DATE, TYPE, NO., MEMO, DUE DATE, BALANCE, TOTAL BEFORE, SALES TAX, TOTAL, STATUS, and ACTION. A single transaction is listed: 12/07/2020, Invoice, 1010, 11/08/2020, \$1,695.00, \$1,500.00, \$195.00, \$1,695.00, Overdue, and Receive payment. A 'Total' row at the bottom shows a balance of \$1,695.00.

5. Click **Save** to save the customer record.

 To learn how to add a customer watch this video: <https://youtu.be/rkMYXr-Aybw>

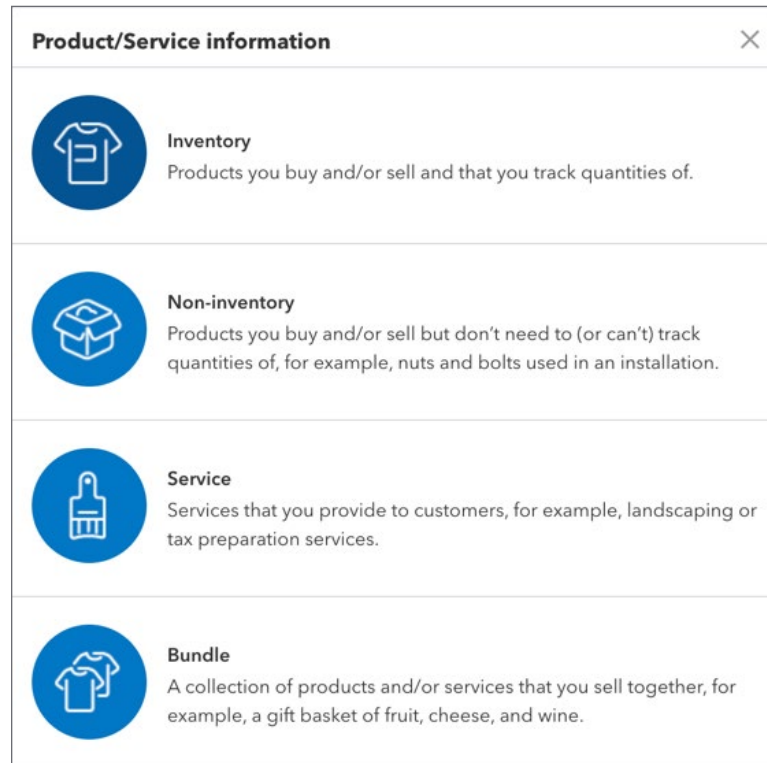
Setting Up Products and Services

Products and services are the items you sell to your customers. You can make these as simple or complex as you need to based on your business needs.

While they provide a quick means of data entry, a much more important role for items is to handle the behind-the-scenes accounting. When you create an item, you link it to an account; when the item is used on a form, it posts an entry to that account and another entry to the appropriate accounts receivable, accounts payable, etc.

While products and services are easy to set up, you should spend some time deciding how they can best work for you before you start setting them up and using them. Use your current list of services and products as a starting point. Consider how much detail you want on your invoices or statements and set up your items with that level of detail in mind.

To view the **Products and Services** list, click the **Gear** icon and then click **Products and Services**.



There are four types of products and services in QuickBooks.

Inventory

In QuickBooks, an inventory part is one of the types of line items you can use when you're filling out a sales or purchase form. You use inventory items to track merchandise your business purchases, keeps in stock as inventory, and then resells. For each inventory item, QuickBooks tracks the current number in stock and the value of your inventory after every purchase and sale.

Non-inventory

In QuickBooks, a non-inventory part is one of the types of line items you can use when you are filling out a sales form or purchase form. Use non-inventory part items to track merchandise that:

- You purchase but do not resell.
- Materials that are used in the delivery of your services.
- You purchase and resell but do not stock in inventory or track as inventory.

Service

Services you charge for or purchase. Examples include specialized labour, consulting hours, and professional fees.


Bundle

Bundles are groups of products and/or services you sell together. For example, gift baskets or services that are always performed together.

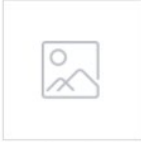

▶ Setup a Service

1. Click the **Gear** icon and click **Products and Services**.
2. Click **New**.
3. Select the **Service** type.
4. Enter the **Name** and **SKU** (optional) for the service.
5. (Optional) Select a **Category** for the service.

Product/Service information

 Service [Change type](#)

Name*

SKU

Category

Class

Description

I sell this product/service to my customers.

Sales price/rate (CAD) **Income account**

Inclusive of tax

Tax

[SHOW MORE](#)

[Save and close](#)

6. Enter a **Description** to display on sales forms.
7. Enter the **Sales price/rate**.
8. Select the appropriate **Income account** to track revenue for this service. This is the most important part of the setup of the service. Choosing an income account in this field means that every time this service is used on a sales transaction, QuickBooks will credit this income account.
9. Choose the **Tax** to be added to the sale of this item.
10. Click **Save and close** to complete the setup of the item.



NOTE If a subcontractor performs this service, enter the Purchase information for the service.



To learn how to add a service watch this video: <https://youtu.be/SjHw12GxmFo>

Setup a Non-inventory Item

1. Click the **Gear Icon** and click **Products and Services**.
2. Click **New**.
3. Select the **Non-inventory** type.
4. Enter the **Name** and **SKU** (optional) for the product.

5. (Optional) Select a **Category** for the product.

The screenshot shows a product form with the following sections:

- Category:** A dropdown menu with the placeholder text "Choose a category".
- Class:** A dropdown menu with the placeholder text "Assign a class".
- Description:** A checked checkbox labeled "I sell this product/service to my customers." followed by a text area with the placeholder "Description on sales forms".
- Sales price/rate:** An empty text input field.
- Income account:** A dropdown menu with "Sales" selected.
- Inclusive of tax:** An unchecked checkbox.
- Tax:** A dropdown menu with "HST ON" selected.
- Purchasing information:** An unchecked checkbox labeled "I purchase this product/service from a supplier."
- Save and close:** A green button with a dropdown arrow.

6. Enter a **Description** to display on sales forms.
7. Enter the **Sales** price.
8. Select the appropriate **Income** account to track revenue for this product.
9. Choose the **Tax** rate.
10. If you purchase this product from a supplier, enter the purchase information.
11. Click **Save and Close**.



NOTE A category is a means of classifying products and services you sell to customers. Categorizing what you sell can help you better understand sales volume and what people are buying. Additionally, categories save you time when completing transaction forms, since you can search for items by category.

▶ Entering Sales

There are two main workflows to enter sales in QuickBooks Online. Which one you choose depends on whether your customer is paying you now, or if they pay later.

Invoices vs. Sales Receipt

If your customers don't pay you in full at the time you provide your service or product, or if they pay in advance, you need to track how much they owe you. Using an invoice helps you keep track of what your customers owe you (or your "accounts receivable").

If your customers pay in full at the time they receive your service or product, then you don't have to track how much they owe you. However, you might want to track each sale, calculate its sales tax, or print a receipt for the sale. In that case, use a sales receipt.

Invoice Workflow Overview

Use the invoice workflow when your customer pays you later for a product or service. Start by entering the sale on the invoice form, then record the customer payment in the Receive Payment window. Finally, record the deposit of the customer payment in the bank account.

Invoice → *Receive Payment* → *Bank Deposit*

In QuickBooks, an invoice is a form on which you record details about a sale to a customer who owes you money. It lists the services you're providing or the products you're selling. It also shows the quantity and price or rate of each item. If you need to make automatic adjustments to prices (for example, discounts or markups), invoices will work for you.

Step 1: Enter Customer Invoice

1. Click the **New** menu and click **Invoice**.
2. Click the **Customer drop-down** and select the customer name.
3. Enter the **Date** of the sale.
4. In the **Product/Service** area of the form, select the appropriate products and/or services.

5. Save the invoice.

Invoice no.1017 Take a tour Help

Customer: Customer email: Send later Cc/Bcc

BALANCE DUE
\$310.75

Billing address: Terms: Invoice date: Due date: Invoice no.:

Event Rep:

Amounts are:

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE (CAD)	AMOUNT (CAD)	SALES TAX
1	One-time Snow Removal	One-time Snow Removal	1	275	275.00	HST ON
2						

Subtotal: 275.00

Message on invoice: Discount percent:

 To learn how to create an invoice watch this video: <https://youtu.be/7ttDImRGvIE>



NOTE Click **Print or Preview** to review and print an invoice.

You can email an invoice to a customer when you click **Save and Send**.

Send email

To:

Subject:

Body:

Online payments:

From: Green Tree Landscapes <quickbooks@notification.intuit.com>
To: ip@inboxkitten.com

Invoice 1017 from Green Tree Landscapes
Green Tree Landscapes

Dear Ingrid Penelope Freeley,

Here's your invoice! We appreciate your prompt payment.

Thanks for your business!
Green Tree Landscapes

After you enter the invoice, the customer's Accounts Receivable balance is increased, and the income account(s) linked to the products and services on the invoice increase. You can see this on the customer record, sales reports, and the Profit and Loss and Balance Sheet reports.

<input type="checkbox"/>	CUSTOMER ▲ / COMPANY	PHONE	OPEN BALANCE
<input type="checkbox"/>	Joe Young		\$5,474.57

Step 2: Receive Customer Payment

1. Click the **New** menu and select **Receive Payment**.
2. Click the **Customer drop-down** and select the customer name.
3. Select the **Invoice(s)** to receive payment against.
4. Enter the **Amount** of the payment.
5. Select the **Payment method**.
6. Enter a **Reference number** (if applicable).
7. Select the appropriate **Deposit to** account.

Receive Payment

Customer: Adwin Ko | Email: | Send later | | |

AMOUNT RECEIVED
\$1,695.00

Payment date:

Payment method: | Reference no.: | Deposit to: | Amount received:

Outstanding Transactions

All

<input checked="" type="checkbox"/>	DESCRIPTION	DUE DATE	ORIGINAL AMOUNT	OPEN BALANCE	PAYMENT
<input checked="" type="checkbox"/>	Invoice # 1010 (19/12/2020)	18/01/2021	1,695.00	1,695.00	<input type="text" value="1,695.00"/>

< First Previous 1-1 of 1 Next Last >

Amount to Apply: \$1,695.00
Amount to Credit: \$0.00



NOTE Select Undeposited funds if the payment will be deposited with other payments. This will ensure that the deposit amount in QuickBooks matches the deposit amount on your bank statement. Any payments you receive from customers can be recorded in this holding account until you deposit the payment into a QuickBooks bank account. The Undeposited Funds account acts as a holding account, like holding money in a drawer until you make a deposit to your bank.

8. **Save** the payment.



To learn how to receive a customer payment watch this video: <https://youtu.be/Vg8ayalsvK4>



NOTE You can see the customer payment balance amount in the undeposited funds account.

<input type="checkbox"/>	Uncategorized Asset	Current assets	Other current assets	CAD		0.00
<input type="checkbox"/>	Undeposited Funds	Current assets	Undeposited Funds	CAD		203.40
<input type="checkbox"/>	Accumulated Depreci	Property, plant an...	Accumulated Dep...	CAD		-366.63

Step 3: Deposit Customer Payment

1. Click the **New** menu and select **Bank Deposit**.
2. Select the appropriate **Deposit to** account.
3. Select the payments to deposit.

4. Save the deposit.

Bank Deposit
Help X

Account: Chequing Balance \$21,095.57

Currency: CAD Canadian Dollar

Tags: Start typing to add a tag

Date: 06/08/2021

AMOUNT

\$9,944.00

Select the payments included in this deposit

<input checked="" type="checkbox"/>	RECEIVED FROM ▲	DATE	TYPE	PAYMENT METHOD	MEMO	REF NO.	AMOUNT (CAD)
<input checked="" type="checkbox"/>	Adwin Ko	05/08/2021	Payment	Cheque			1,695.00
<input checked="" type="checkbox"/>	Benjamin Yeung	03/08/2021	Payment	Cheque		393u49	8,249.00

Total 9944.00
Selected Payments Total 9944.00

▼ Add funds to this deposit

#	RECEIVED FROM	ACCOUNT	DESCRIPTION	PAYMENT METHOD	REF NO.	AMOUNT (CAD)	SALES TAX	CLASS
1								

Cancel
Clear
Print
Make recurring
Save and new

▶ To learn how to record deposits watch this video: <https://youtu.be/B1eZZEK9F9U>

NOTE You will see an updated balance in the Undeposited Funds account and the Chequing accounts after the deposit is recorded in QuickBooks.

<input type="checkbox"/>	NAME	TYPE ▲	DETAIL TYPE	CURRENCY	TAX RATE	QUICKBOOKS BALANCE	BANK BALANCE
<input type="checkbox"/>	Chequing	Bank	Chequing	CAD		21,298.97	40,071.20
<input type="checkbox"/>	Accounts Receivable	Accounts receivable	Accounts Receivable	CAD		18,402.04	
<input type="checkbox"/>	Accounts Receivable (USD)	Accounts receivable	Accounts Receivable	USD		0.00	
<input type="checkbox"/>	Inventory Asset	Current assets	Inventory	CAD		7,781.91	
<input type="checkbox"/>	Prepaid expenses	Current assets	Prepaid Expenses	CAD		0.00	
<input type="checkbox"/>	Uncategorised Asset	Current assets	Other current assets	CAD		0.00	
<input type="checkbox"/>	Uncategorized Asset	Current assets	Other current assets	CAD		0.00	
<input type="checkbox"/>	Undeposited Funds	Current assets	Undeposited Funds	CAD		0.00	

Sales Receipt Workflow

Use the sales receipt workflow when your customer pays you at the time of the sale. Because the customer does not owe anything on the sale later, a customer name is optional.

Sales Receipt → Bank Deposit

Step 1: Enter a Sales Receipt

1. Click the **New** menu and click **Sales Receipt**.
2. (Optional) Choose a **Customer** name.
3. In the **Product/Service** area of the form, select the appropriate products and/or services.
4. Enter the **Rate** and **Sales Tax**.
5. Enter the **Payment method** and **reference number** (if applicable enter a #cheque).
6. Select the appropriate **Deposit to** account (see information about **Undeposited Funds** above).
7. Click **Save** to complete the transaction.

Sales Receipt no.1017 ? Help X

Customer: Benjamin Yeung Email: Cc/Bcc AMOUNT: **\$508.50**

Email (Separate emails with a comma)

Send later

Billing address: Benjamin Yeung, Yeung's Architects, 4895 King Edward Ave., Barrie ON M2H 4G4

Sales Receipt date: 30/11/2021 Create recurring sale

Sales Receipt no.: 1017

Tags Manage tags

Start typing to add a tag

Payment method: Cheque Reference no.: 40494 Deposit to: Undeposited Funds

Amounts are: Exclusive of Tax

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE (CAD)	AMOUNT (CAD)	SALES TAX	CLASS
1	Snow Removal	Snow removal	1	450	450.00	HST ON	
2							

Subtotal: 450.00

Message displayed on sales receipt

Cancel Clear Print or Preview Make recurring Customize Save Save and send

▶ To learn how to enter a sales receipt watch this video: <https://youtu.be/htroTl7our4>

Step 2: Deposit Customer Payment

1. Click the **New** menu and choose **Bank Deposit**.
2. Choose the appropriate deposit to account.
3. Select the payments to deposit.
4. **Save** the deposit.

Bank Deposit

Account: Chequing Balance \$31,039.57 Date: 01/12/2021 AMOUNT: **\$508.50**

Currency: CAD Canadian Dollar

Tags: Start typing to add a tag

Select the payments included in this deposit

<input checked="" type="checkbox"/>	RECEIVED FROM	DATE	TYPE	PAYMENT METHOD	MEMO	REF NO.	AMOUNT (CAD)
<input checked="" type="checkbox"/>	Benjamin Yeung	30/11/2021	Sales Receipt	Cheque		40494	508.50

1-1 of 1

Select all Clear all

Total 508.50
Selected Payments Total 508.50

▼ Add funds to this deposit

#	RECEIVED FROM	ACCOUNT	DESCRIPTION	PAYMENT METHOD	REF NO.	AMOUNT (CAD)	SALES TAX	CLASS
1								
2								

Cancel Clear Print Make recurring Save and close

▶ Sales and Customer Reports

There are several default reports to help you understand the sales and accounts receivable in your business. Choose from the following reports that provide the information you need for your business.

Sales by Customer Detail

This report shows the total sales to each customer and job, broken down by transaction. It includes income from parts, services, and other charge items recorded on an invoice or sales receipt. It does not include income from sales tax or reimbursed expenses.

1. Click **Reports**.
2. Scroll to **Sales and Customers**.

3. Click **Sales by Customer Detail**.

Green Tree Landscapes								
SALES BY CUSTOMER DETAIL								
January - December 2019								
DATE	TRANSACTION TYPE	#	PRODUCT/SERVICE	MEMO/DESCRIPTION	QTY	SALES PRICE	AMOUNT	BALANCE
▼ Adwin Ko								
15/11/2019	Invoice	1010	General services:Badges:Na...	Name Badges	500.00	3.00	\$1,500.00	1,500.00
Total for Adwin Ko							\$1,500.00	
▼ Anilkumar Pillai								
29/11/2019	Invoice	1015	General services:Badges:Na...	Name Badges	300.00	3.00	\$900.00	900.00
29/11/2019	Invoice	1015	General services:Water Bottle...	Water bottles - generic	300.00	10.00	\$3,000.00	3,900.00
31/12/2019	Invoice	1016	General services:Badges:Na...	Name Badges	300.00	3.00	\$900.00	4,800.00
31/12/2019	Invoice	1016	General services:Water Bottle...	Water bottles - generic	300.00	10.00	\$3,000.00	7,800.00
Total for Anilkumar Pillai							\$7,800.00	
▼ Benjamin Yeung								
18/05/2019	Invoice	1003		100% markup for Promotio...			\$60.00	60.00
18/05/2019	Invoice	1003	General services:Catering	Catering -- food & beverage	20.00	35.00	\$700.00	760.00
18/05/2019	Invoice	1003	Promotional items:Pad folios	Promotional items - engraved...	15.00	7.50	\$112.50	872.50
18/05/2019	Invoice	1003	General services:Venue Rental	Venue Rental	1.00	750.00	\$750.00	1,622.50
18/05/2019	Invoice	1003		100% markup for Promotio...			\$112.50	1,735.00
18/05/2019	Invoice	1003		20% markup for Catering -- fo...			\$140.00	1,875.00
18/05/2019	Invoice	1003		20% markup for Venue Rental			\$150.00	2,025.00

A/R Aging Summary

This report summarizes the status of unpaid invoices in the accounts receivable. For each customer who owes money, the report shows:

- What the customer owes for the current billing period
- What the customer hasn't paid from previous billing periods
- Subtotal balances for each job (if the customer has multiple jobs with your company)

1. Click **Reports**.
2. Scroll to **Who owes you**.
3. Click **Accounts Receivable Aging Summary**.

Green Tree Landscapes						
A/R AGING SUMMARY						
As of December 31, 2019						
	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
Adwin Ko		1,695.00				\$1,695.00
Anilkumar Pillai	4,407.00					\$4,407.00
Benjamin Yeung			8,249.00			\$8,249.00
Hazel Robinson				-974.63		\$ -974.63
Jordan Burgess		452.00				\$452.00
Lew Plumbing					-454.83	\$ -454.83
Whitehead and Sons	1,356.00	3,672.50				\$5,028.50
TOTAL	\$5,763.00	\$5,819.50	\$8,249.00	\$ -974.63	\$ -454.83	\$18,402.04



NOTE To see a list of the transactions that make up a balance, click any balance amount in the report.

Open Invoice Report

1. Click **Reports**.
2. Scroll to **Who owes you**.
3. Click **Open Invoices**.

DATE	TRANSACTION TYPE	#	TERMS	DUE DATE	OPEN BALANCE																		
<div style="text-align: center;"> <p>Green Tree Landscapes</p> <p>OPEN INVOICES</p> <p>As of December 31, 2019</p> </div>																							
<div style="display: flex; justify-content: space-between;"> Sort ▾ Add notes </div>																							
<div style="margin-left: 20px;"> <p>▼ Adwin Ko</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">15/11/2019</td> <td style="width: 20%;">Invoice</td> <td style="width: 10%;">1010</td> <td style="width: 15%;">Net 30</td> <td style="width: 15%;">15/12/2019</td> <td style="width: 25%; text-align: right;">1,695.00</td> </tr> <tr> <td colspan="5">Total for Adwin Ko</td> <td style="text-align: right;">\$1,695.00</td> </tr> </table> </div>						15/11/2019	Invoice	1010	Net 30	15/12/2019	1,695.00	Total for Adwin Ko					\$1,695.00						
15/11/2019	Invoice	1010	Net 30	15/12/2019	1,695.00																		
Total for Adwin Ko					\$1,695.00																		
<div style="margin-left: 20px;"> <p>▼ Anilkumar Pillai</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">31/12/2019</td> <td style="width: 20%;">Invoice</td> <td style="width: 10%;">1016</td> <td style="width: 15%;">Net 30</td> <td style="width: 15%;">30/01/2020</td> <td style="width: 25%; text-align: right;">4,407.00</td> </tr> <tr> <td colspan="5">Total for Anilkumar Pillai</td> <td style="text-align: right;">\$4,407.00</td> </tr> </table> </div>						31/12/2019	Invoice	1016	Net 30	30/01/2020	4,407.00	Total for Anilkumar Pillai					\$4,407.00						
31/12/2019	Invoice	1016	Net 30	30/01/2020	4,407.00																		
Total for Anilkumar Pillai					\$4,407.00																		
<div style="margin-left: 20px;"> <p>▼ Benjamin Yeung</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">16/10/2019</td> <td style="width: 20%;">Invoice</td> <td style="width: 10%;">1008</td> <td style="width: 15%;">Net 30</td> <td style="width: 15%;">15/11/2019</td> <td style="width: 25%; text-align: right;">904.00</td> </tr> <tr> <td style="width: 15%;">16/10/2019</td> <td style="width: 20%;">Invoice</td> <td style="width: 10%;">1009</td> <td style="width: 15%;">Net 30</td> <td style="width: 15%;">15/11/2019</td> <td style="width: 25%; text-align: right;">7,345.00</td> </tr> <tr> <td colspan="5">Total for Benjamin Yeung</td> <td style="text-align: right;">\$8,249.00</td> </tr> </table> </div>						16/10/2019	Invoice	1008	Net 30	15/11/2019	904.00	16/10/2019	Invoice	1009	Net 30	15/11/2019	7,345.00	Total for Benjamin Yeung					\$8,249.00
16/10/2019	Invoice	1008	Net 30	15/11/2019	904.00																		
16/10/2019	Invoice	1009	Net 30	15/11/2019	7,345.00																		
Total for Benjamin Yeung					\$8,249.00																		
<div style="margin-left: 20px;"> <p>▼ Hazel Robinson</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">25/10/2019</td> <td style="width: 20%;">Payment</td> <td></td> <td></td> <td style="width: 15%;">25/10/2019</td> <td style="width: 25%; text-align: right;">-974.63</td> </tr> <tr> <td colspan="5">Total for Hazel Robinson</td> <td style="text-align: right;">\$ -974.63</td> </tr> </table> </div>						25/10/2019	Payment			25/10/2019	-974.63	Total for Hazel Robinson					\$ -974.63						
25/10/2019	Payment			25/10/2019	-974.63																		
Total for Hazel Robinson					\$ -974.63																		
<div style="margin-left: 20px;"> <p>▼ Jordan Burgess</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">15/11/2019</td> <td style="width: 20%;">Invoice</td> <td style="width: 10%;">1011</td> <td style="width: 15%;">Net 30</td> <td style="width: 15%;">15/12/2019</td> <td style="width: 25%; text-align: right;">452.00</td> </tr> <tr> <td colspan="5">Total for Jordan Burgess</td> <td style="text-align: right;">\$452.00</td> </tr> </table> </div>						15/11/2019	Invoice	1011	Net 30	15/12/2019	452.00	Total for Jordan Burgess					\$452.00						
15/11/2019	Invoice	1011	Net 30	15/12/2019	452.00																		
Total for Jordan Burgess					\$452.00																		