



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.

Customer

Currency: CAD Canadian Dollar

Name and contact

Title First name Middle name Last name Suffix

Customer display name *

Company name Name to print on cheques

Email Phone number

Mobile number Fax

Other Website

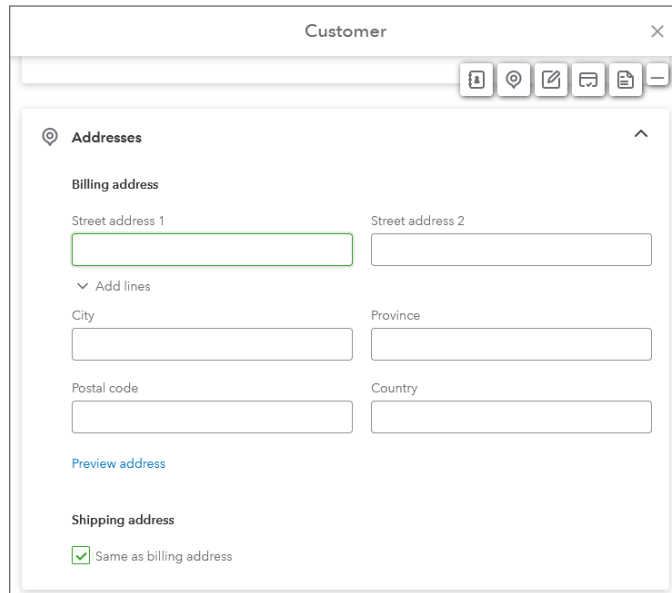
☐ Is a sub-customer

Addresses

Save

Addresses

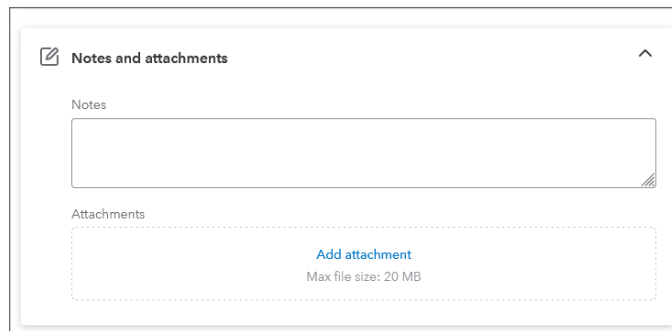
Enter your customer's Billing address, and shipping address in this section. If the Shipping address is the same as the Billing address, select 'Same as billing address'.



The screenshot shows a 'Customer' form with a tabbed interface. The 'Addresses' tab is active, displaying fields for 'Billing address' and 'Shipping address'. The 'Billing address' section includes 'Street address 1' (highlighted with a green border), 'Street address 2', 'City', 'Province', 'Postal code', and 'Country'. There is an 'Add lines' link under 'Street address 1' and a 'Preview address' link. The 'Shipping address' section has a checkbox labeled 'Same as billing address' which is checked.

Notes and Attachments

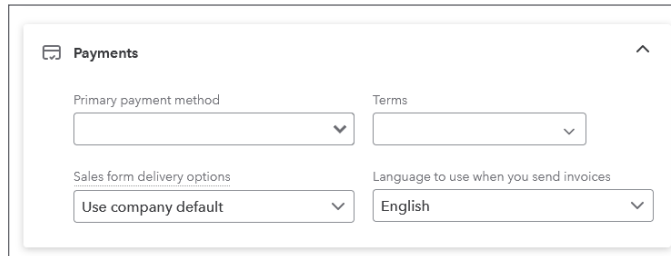
Enter any notes for the customer. These notes will only appear on the customer record, and will never be sent to the customer. Upload any attachments related to the customer.



The screenshot shows the 'Notes and attachments' section of the form. It features a 'Notes' text area and an 'Attachments' section with a dashed border. Inside the attachments section, there is 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.

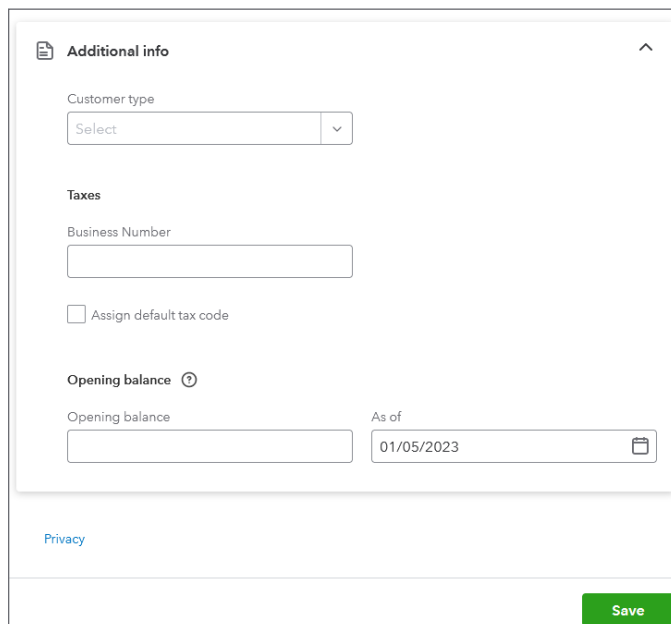


The screenshot shows a form titled "Payments" with a close icon and an expand icon. It contains four dropdown menus: "Primary payment method", "Terms", "Sales form delivery options" (with "Use company default" selected), and "Language to use when you send invoices" (with "English" selected).

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 icon. It contains a "Customer type" dropdown menu with "Select" chosen. Below is a "Taxes" section with a "Business Number" text field and an unchecked checkbox for "Assign default tax code". The "Opening balance" section includes a text field for the balance, a date field for "As of" (set to 01/05/2023), and a help icon. At the bottom left is a "Privacy" link, and at the bottom right 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 a customer named 'Adwin Ko'. The 'Customers' tab is selected. A green arrow points to the 'Edit' button. The customer details show 'Ko International Ltd' with address '6412 av des Erables, Vancouver, BC V5M 5M5'. 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, with an action 'Receive payment'. A summary bar at the bottom shows 'Total' with a balance of \$1,695.00. On the right, there are buttons for 'Edit' and 'New transaction', and a summary of balances: \$1,695.00 OPEN and \$1,695.00 OVERDUE.

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

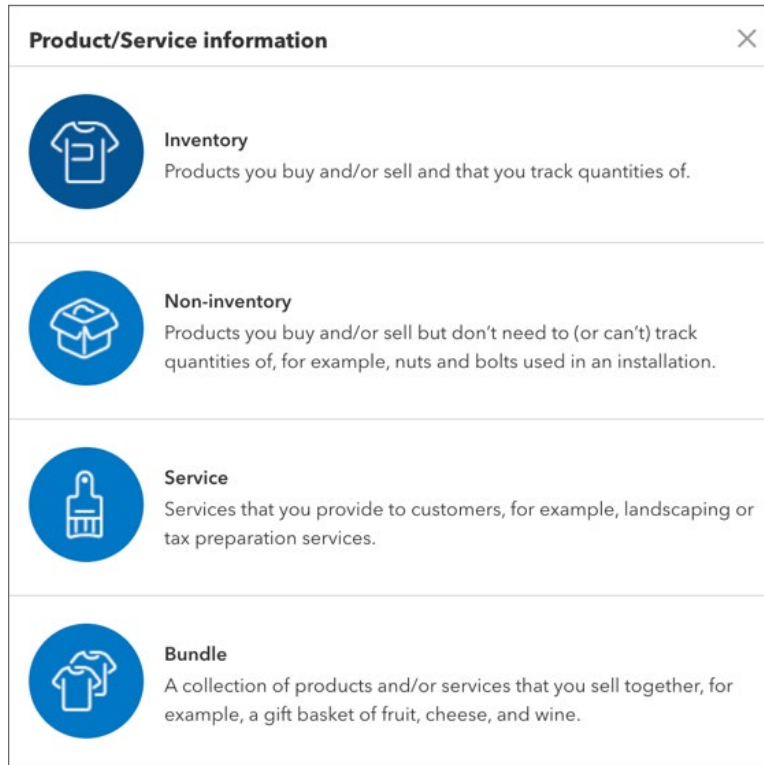
Products and services are the items you sell to your customers. You can make these as simple or complex as you need to based on your business needs.

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** menu 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*

Lawn Service

SKU

Category

Choose a category

Class

Assign a class

Description

☒ I sell this product/service to my customers.

Weekly Lawn Service

Sales price/rate (CAD)

37.50

Income account

Sales

☐ 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** menu 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 and fields:

- Category**: A dropdown menu with the placeholder text "Choose a category".
- Class**: A dropdown menu with the placeholder text "Assign a class".
- Description**: A checkbox labeled "I sell this product/service to my customers." (checked), followed by a text area with the placeholder "Description on sales forms".
- Sales price/rate**: A 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**: A checkbox labeled "I purchase this product/service from a supplier." (unchecked).
- Save and close**: A green button at the bottom right.

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 ⓘ Cx/Bcc

☐ Send later ⓘ

Online payments
☐ Cards

BAI ANCT DUE

\$1,695.00

Billing address

Terms ⓘ Invoice date Due date
Create recurring invoice

Invoice no.

Tags ⓘ Manage tags

#	PRODUCT/SERVICE ⓘ	DESCRIPTION	QTY	RATE (CAD)	AMOUNT (CAD)	SALES TAX
+ 1	General services:Catering	Catering – food & beverage	1	1,500	1,500.00	HST ON
- 2						

Add lines Clear all lines Add subtotal

Subtotal 1,500.00

Message on invoice
It's a pleasure doing business with you. Remember, referrals are appreciated!

Discount percent ⓘ
HST (ON) @ 13% on 1,500.00 195.00

Total 1,695.00
Balance due 1,695.00

Message on statement
If you send statements to customers, this will show up as the description for the invoice.

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

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



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

ip@inboxkitten.com

Subject

Invoice 1017 from Green Tree Landscapes

Body

Dear Ingrid Penelope Freeley,

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

Thanks for your business!

Green Tree Landscapes

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

Cancel

Print

Send and close

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
Help X

Customer
Adwin Ko

Email

Email (Separate emails with a comma)
☐ Send later

Payment date
01/01/2021

Payment method
Cheque

Reference no.
383

Deposit to
Undeposited Funds

AMOUNT RECEIVED

\$1,695.00

Amount received

1,695.00

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	1,695.00

Amount to Apply

\$1,695.00

Amount to Credit

\$0.00

Print



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

Account: Chequing Balance \$21,095.57 Date: 06/08/2021

AMOUNT
\$9,944.00

Currency: CAD Canadian Dollar

Tags: [Manage tags](#)

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

1-2 of 2

Select all Clear all

Total 9944.00
Selected Payments Total 9944.00

▼ Add funds to this deposit

Amounts are: Exclusive of Tax

#	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 Settings ? Help X

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

☐ 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							

Add lines Clear all lines Subtotal: 450.00

Messages 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/htroTI7our4>

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
Help

Account

Chequing

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

	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

Amounts are

Exclusive of Tax

#	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 Promotions...			\$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 Promotions...			\$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**.

Sort ▾ Add notes



Long for Success -- Event Planning 

Open Invoices
As of April 15, 2023

DATE	TRANSACTION TYPE	#	TERMS	DUE DATE	OPEN BALANCE	FOREIGN OPEN BALANCE	CURRENCY	EXCHANGE RATE
▼ Adwin Ko								
15/03/2023	Invoice	1010	Net 30	14/04/2023	1,695.00	1,695.00	CAD	1.00
04/04/2023	Invoice	1017	Net 30	04/05/2023	1,695.00	1,695.00	CAD	1.00
Total for Adwin Ko					\$3,390.00			
▼ Benjamin Yeung								
13/02/2023	Invoice	1009	Net 30	15/03/2023	7,345.00	7,345.00	CAD	1.00
13/02/2023	Invoice	1008	Net 30	15/03/2023	904.00	904.00	CAD	1.00
Total for Benjamin Yeung					\$8,249.00			
▼ Hazel Robinson								
22/02/2023	Payment			22/02/2023	-974.63	-974.63	CAD	1.00
Total for Hazel Robinson					\$ -974.63			
▼ Jordan Burgess								
15/03/2023	Invoice	1011	Net 30	14/04/2023	452.00	452.00	CAD	1.00
Total for Jordan Burgess					\$452.00			
▼ Lew Plumbing								
18/11/2022	Payment			18/11/2022	-454.83	-454.83	CAD	1.00
Total for Lew Plumbing					\$ -454.83			
▼ Whitehead and Sons								
29/03/2023	Invoice	1014	Net 30	28/04/2023	3,672.50	3,672.50	CAD	1.00
Total for Whitehead and Sons					\$3,672.50			
TOTAL					\$14,334.04			