



How to Add Accounts Receivable Tracking in QuickBooks

Accounts receivable, or A/R for short, records the amount of money customers or third parties owe your business. You can easily set up A/R tracking, or an accounts receivable account, in QuickBooks to maintain complete sales and customer reports by recording payments, adding finance charges for specific customers or applying reimbursements to sales for individual jobs. You must create an opening balance statement for each customer if performing only one job, as QuickBooks automatically inputs customer balance information to the Accounts Receivable account.

Adding Customer Information

1. Launch QuickBooks and click the "Customer Center" button.
2. Select "New Customer & Job" from the top of the Customer Center menu and choose "New Customer."
3. Enter the customer's name in the "Customer Name" field.
4. Enter the customer's outstanding balance, if any, in the "Opening Balance" and "As Of" fields. If tracking several jobs for a customer, do not enter information into the "Opening Balance" and "As Of" fields when adding the customer's information. Instead, enter a separate customer balance when creating a new QuickBooks Job entry.
5. Add any additional information as needed, including address, contact information, and sales tax information, in the appropriate fields. Click "Next" to save and enter more customer information, or click "OK" to save and exit.

Adding an Accounts Receivable Account

1. Launch QuickBooks. Click the "Lists" menu option and select "Chart of Accounts."
2. Click "Account" at the bottom of the list and choose "New."
3. Select the "Accounts Receivable A/R" option and click "Continue."
4. Enter the name of the account in the "Account Name" field. Enter the account number, if available, in the "Number" field.
5. Click "Next" to save the account and create a new one, or click "OK" to save and exit.

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