

How do I add an invoices/receivables account?

Before you can enter outstanding invoices or create new invoices to send to your customers, you need to add an invoices/receivables account. This account is a Quicken asset account that tracks your accounts receivable.

1. Click the **Business** tab.
2. Click the **Business Actions** button and choose **Business Accounts > Add Account**.
3. Click **Accounts Receivable** as the account type.
4. Enter a name for the account, and then click **Next**.
You can add one invoices/receivables account to track the transactions for all your customers; for example, Business invoices. Or you can add an account for each customer; for example, Smith & Brown invoices. If you have several businesses, you can add one invoices/receivables account for each business.
5. Review the information on the summary screen, and then click **Done**.
6. In the register for the account, begin entering previously issued but unpaid invoices and new invoices.

Notes

After adding your new invoices/receivables account, you can enter any previously issued but unpaid invoices that you want to track. When you [create the invoice](#), just remember to predate it.

This feature requires **Quicken Business & Personal**. Learn how you can [upgrade Quicken](#) in minutes.