



QuickBooks Enterprise

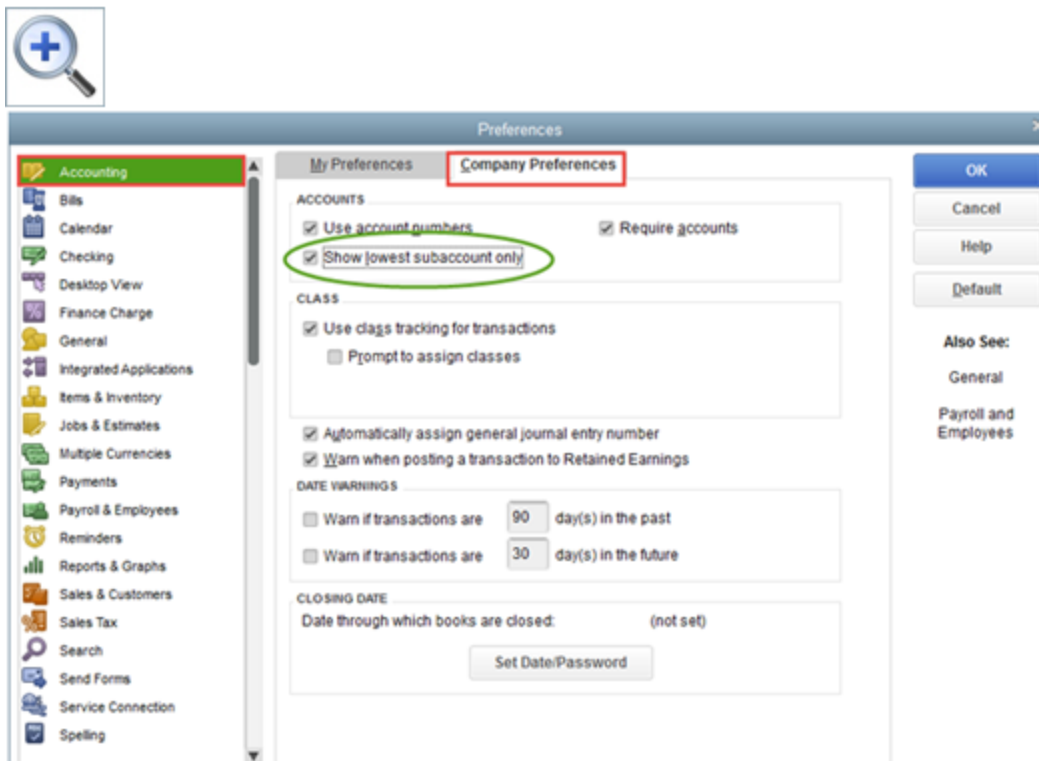
TIP OF THE MONTH – NOVEMBER 2019

Tip: SHOW LOWEST SUBACCOUNT

Benefit: I have a client who has multiple levels of subaccounts on their chart of accounts. It's very hard to find accounts from the dropdown chart of accounts list when there are so many subaccounts. I recently learned about this trick: show the lowest subaccount.

Instructions:

Login as Admin. Go to **Edit > Preferences**. Select **Accounting**. Select **Company Preferences**. Click on the box next to **Show lowest subaccount only**.



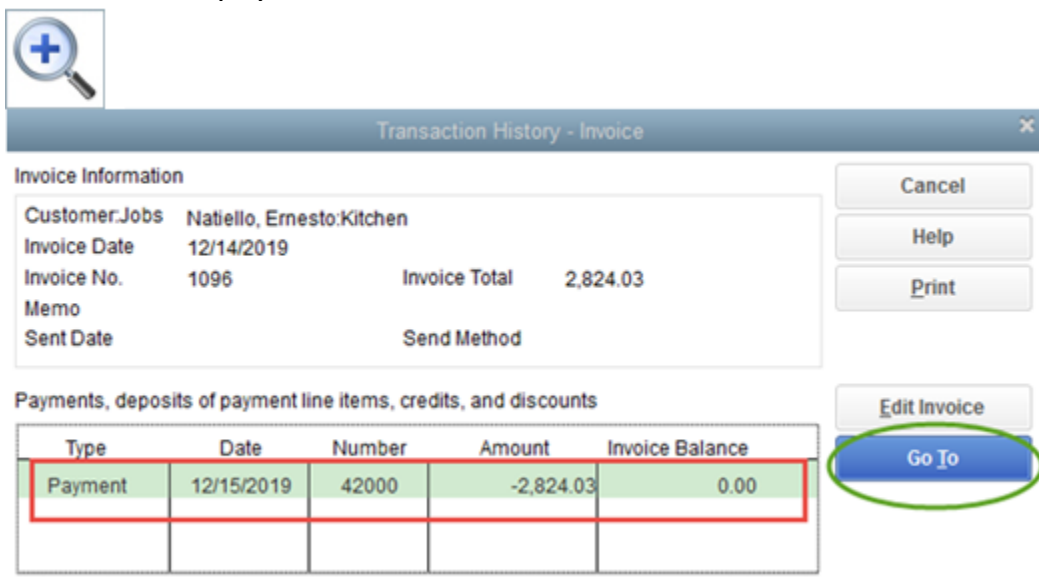
This preference is available only if you select Use Account Numbers. When this preference is off, QuickBooks displays the parent accounts along with the subaccount.

Easily Find Related Transactions: The Transaction History Report

Do you ever come across a transaction in QuickBooks that shows a bill has been paid or an invoice has been paid? Did you know that there is a quick way to find the related bill payment or customer payment?

Simply click on the **Reports tab** from the top of the transaction window.

Select **Transaction History**. The Transaction History window will open, listing all related transactions, including the payment. Click **Go To** in order to look at the payment received.



Transaction History - Invoice

Invoice Information

Customer:Jobs Natiello, Ernesto:Kitchen
Invoice Date 12/14/2019
Invoice No. 1096 Invoice Total 2,824.03
Memo
Sent Date Send Method

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

Type	Date	Number	Amount	Invoice Balance
Payment	12/15/2019	42000	-2,824.03	0.00

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

For Questions and Support, email info@rcactivities.com