Setting Preferences in QuickBooks

The following preferences should be set in Quickbooks:

Setting QuickBooks to Display the Lowest Sub-Account Number

The Default setting in QuickBooks for displaying Account Numbers within the User Application Screens is to display the Parent Account Number followed by the Sub-account Number actually being used. This causes the Parent Account Number to be the only Account Number visible on the screen, which leads to confusion, because you have selected one Account Number and another is being displayed. To set the QuickBooks preferences to display the Sub-account Number actually being used.
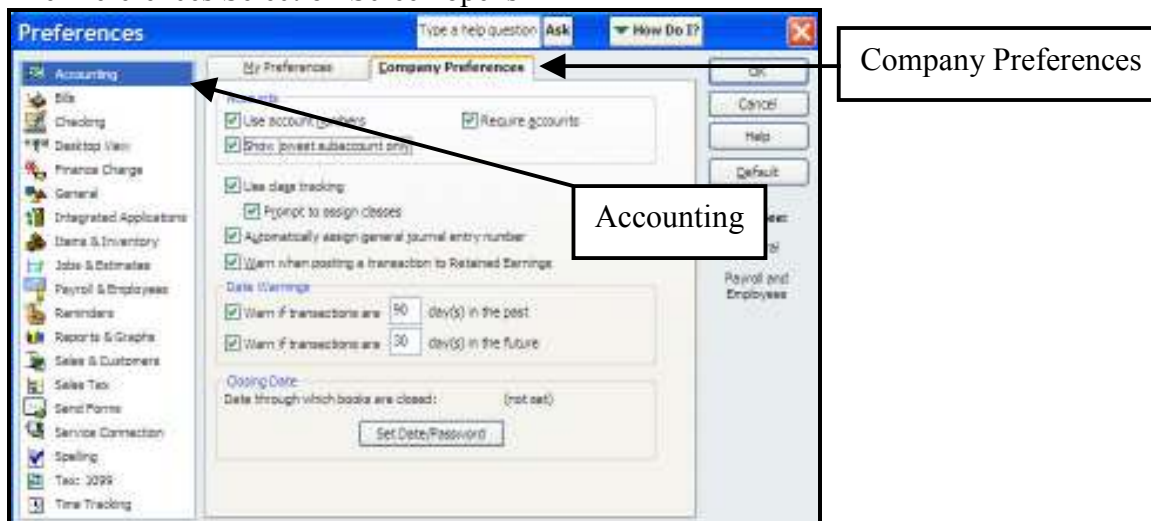
1. Click "**Edit"** on the Menu Bar.
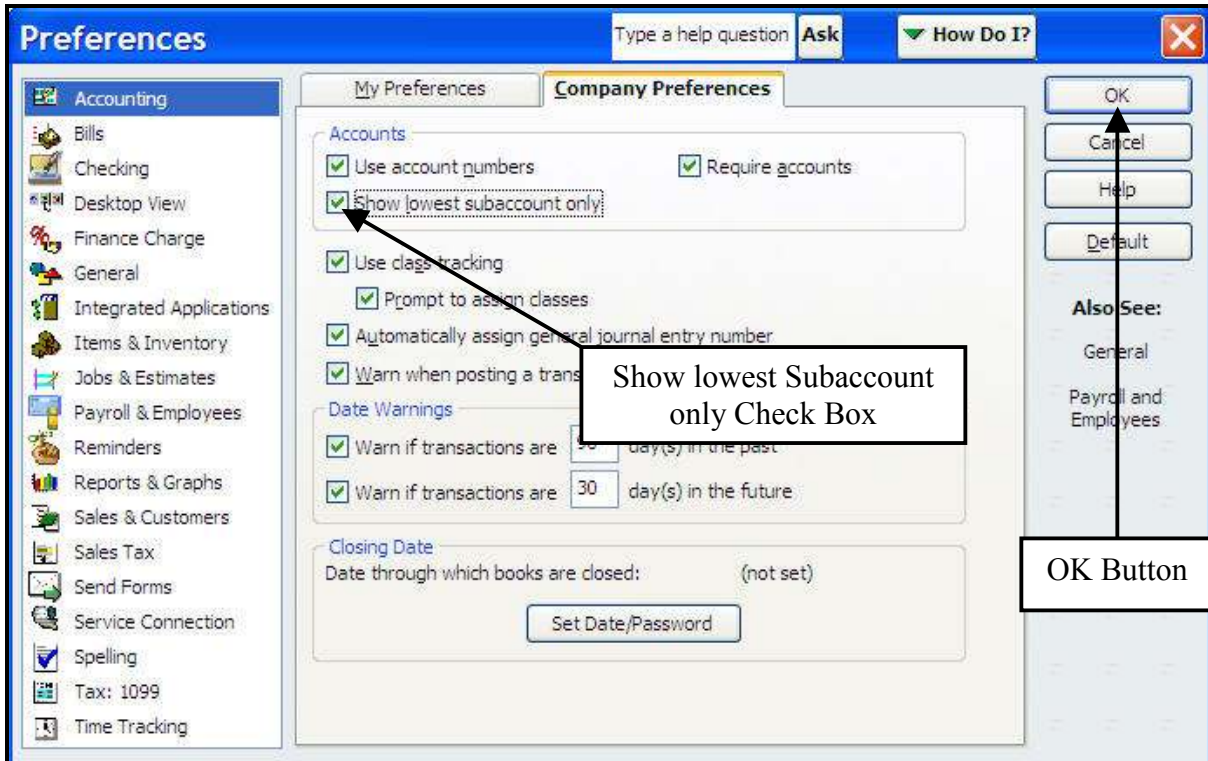   The Edit Dropdown Menu will open

2. Click "**Preferences"**.
   The Preferences Selection Screen opens

3. Select "**Accounting"** in the Left Column.
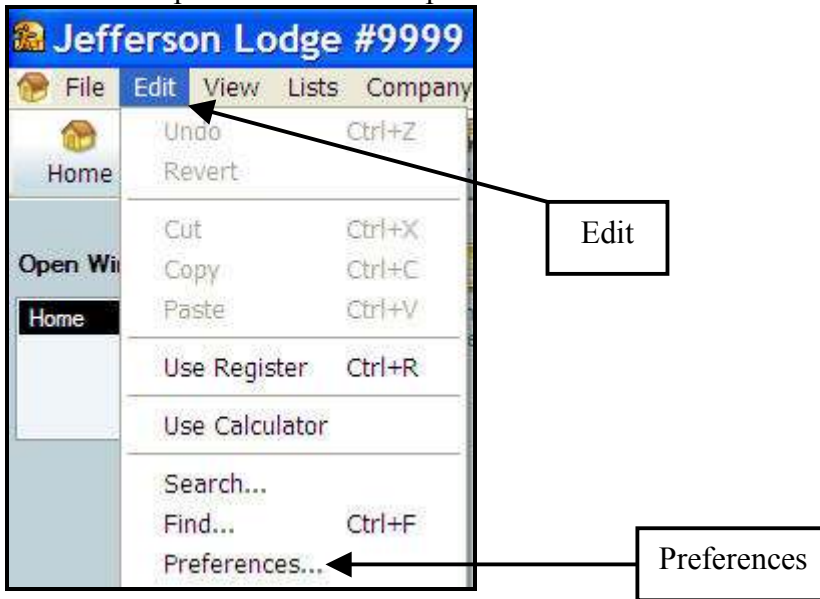4. Click the "**Customer Preferences"** Tab.

5. Click the Check Box to the Left of "**Show lowest Subaccount only"**.
6. Click "**OK"**.

The Sub-account Number used will now be the Account Number visible in the Account Number window in the User Application Screens in QuickBooks.
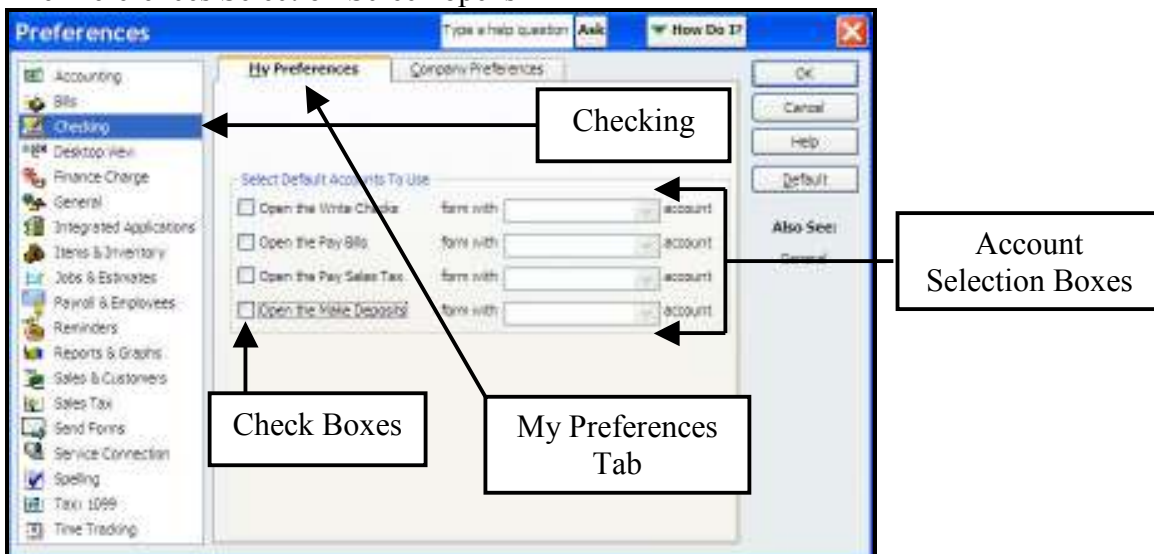
Setting the Default Checking Account Numbers

In most cases, the default Checking Account for Bill Payments, Deposits, Write Checks and Pay Sales Tax should be 1005.00 – Checking – Cash. To set these preferences follow the following procedure.

1. Click "**Edit"** on the Menu Bar.
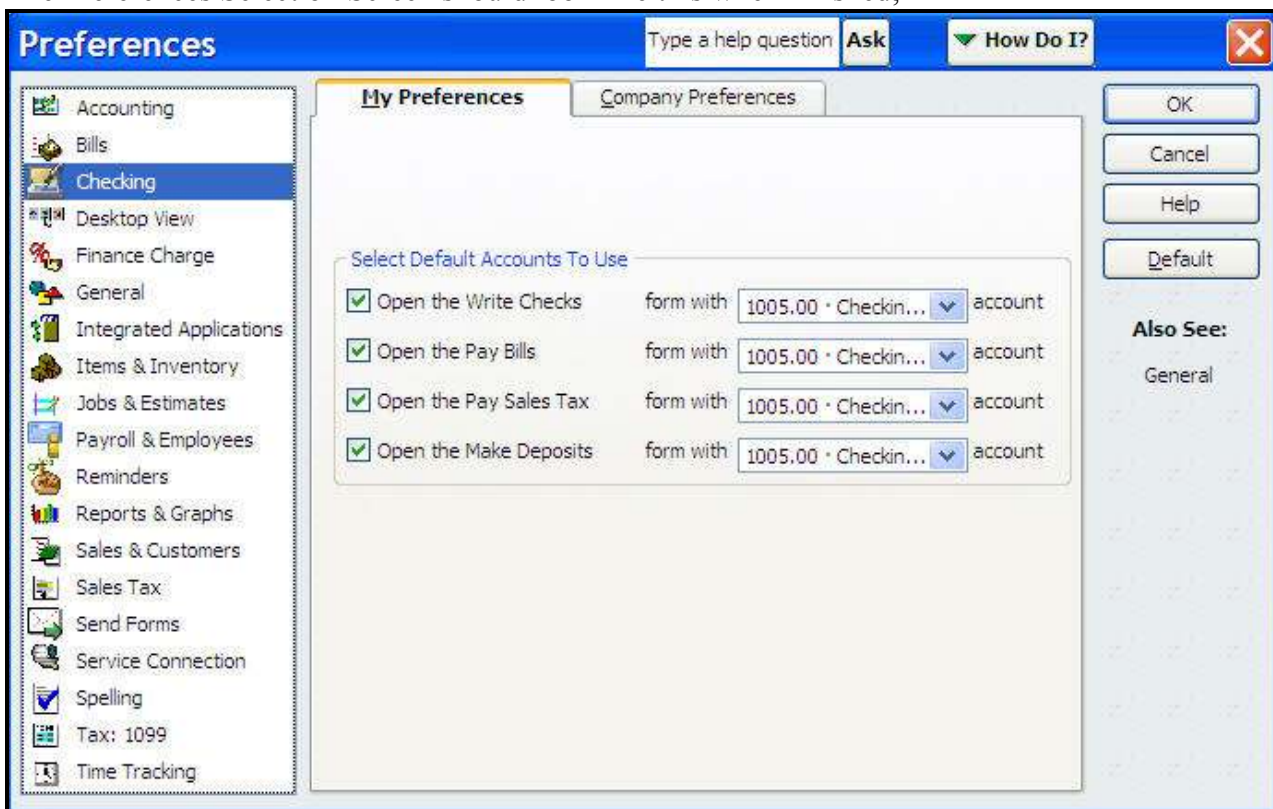   The Edit Dropdown Menu will open

2. Click "**Preferences"**.
   The Preferences Selection Screen opens

3. Click "**Checking**" in the Left Column.
4. Click the **"My Preferences Tab"**.
5. Click in each "**Check Box"** to place a Check Mark in each box.
6. Select the "**1005.00 – Checking – Cash"** Account in each Account Selection box.

The Preferences Selection Screen should look like this when finished;

Note: If a transaction is pertaining to a different Checking Account, the Account Number must be changed manually in the Transaction Screen being used for that transaction.

I.e.: When creating a Bill, Check or Deposit relating to Bingo, you will need to change the Checking Account Number to your Bingo Checking Account Number for those transactions.

Turning off Item and Inventory Tracking

Inventory Tracking in QuickBooks should be turned off unless you are using Cash Registers connected to your QuickBooks System that are capable of deducting Inventory at the time of sale via UPC Code scanning or manual item entry. If Inventory tracking is not turned off, QuickBooks inserts false figures in the Inventory Accounts when entering Bills for Cost of Goods Sold and your Inventory Account Balances on the Balance Sheet will be incorrect. To turn Item and Inventory Tracking off:
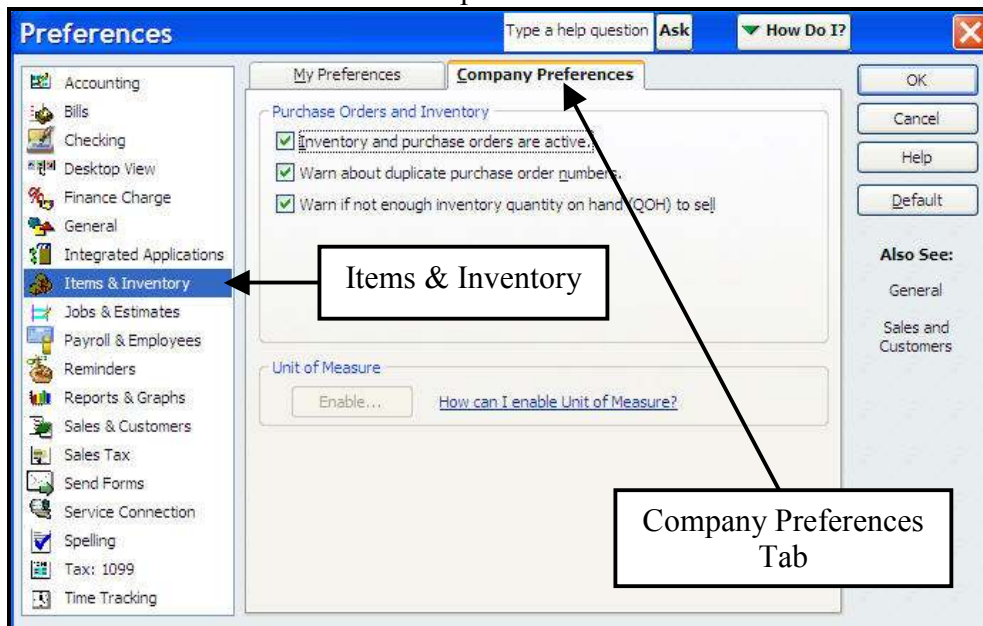
1. Click "**Edit"** on the Menu Bar.
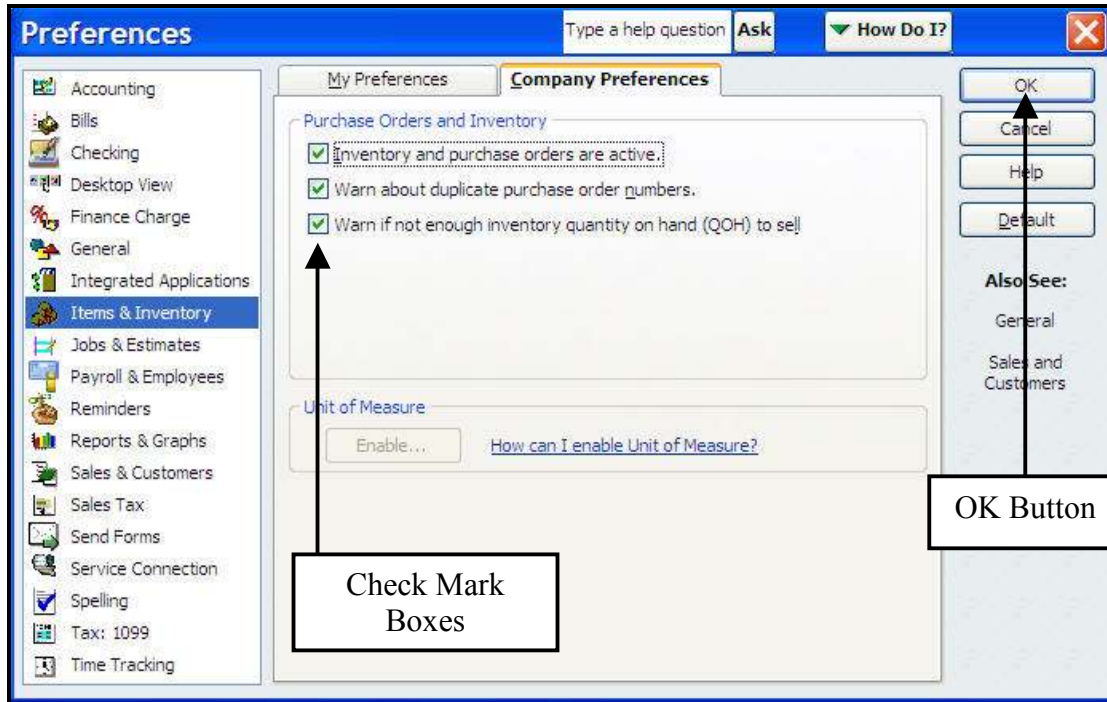   The Edit Dropdown Menu will open
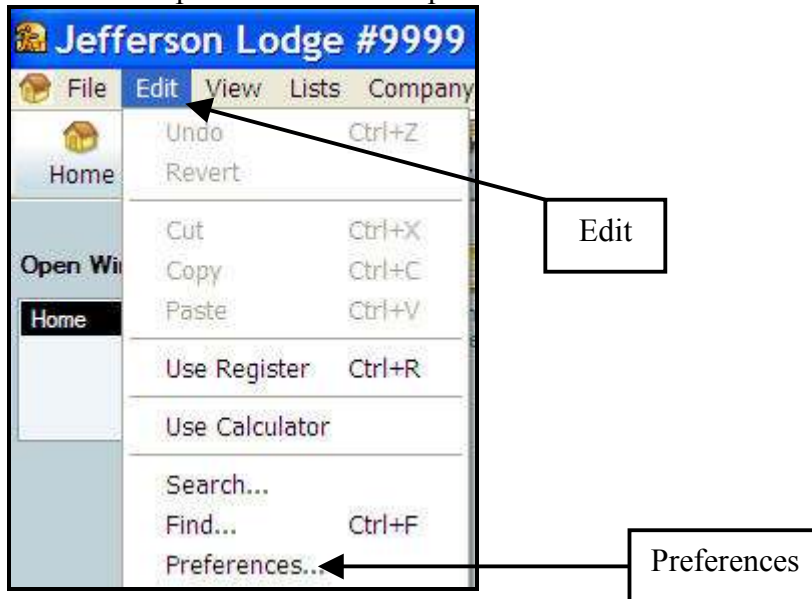
2. Click "**Preferences"**
    The Preferences Selection Screen opens

3. Select **"Items & Inventory"** in the Left Column.
4. Click the **"Customer Preferences"** Tab.

5. Click in each Check Mark Box, starting with the bottom box, to remove the Check Marks. (You must remove the Check Marks working from the bottom to the top)
6. Click **"OK"**.

Note: Once you have set this Preference, you will no longer get the Error Messages saying you do not have enough Inventory for the transaction and your Balance Sheet Inventory Values will not be changed by the Enter Bills function. You will still need to adjust your Inventory Balances from the Physical Inventories taken Monthly by the Trustees.