



QuickBooks Tip - Show lowest subaccount

When applying an account to a transaction, you must always apply to the lowest subaccount. To avoid applying to a parent account, change your settings so only the lowest subaccounts are available to choose.

To change setting to only show lowest subaccounts:

- Click **Edit**
- Select **Preferences**
- Click **Accounting** on the left side
- Go to the **Company Preferences** tab
- Select the box for **Use account numbers**, then check the box for **Show lowest subaccount only**
- Click on **OK**

