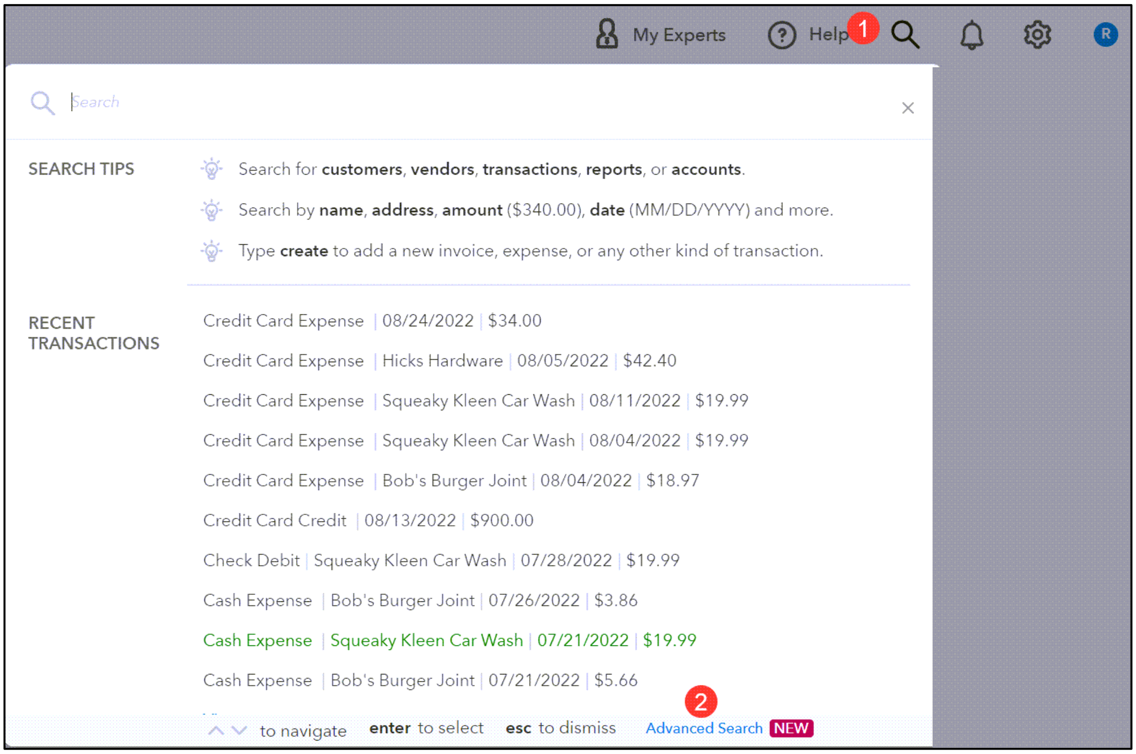
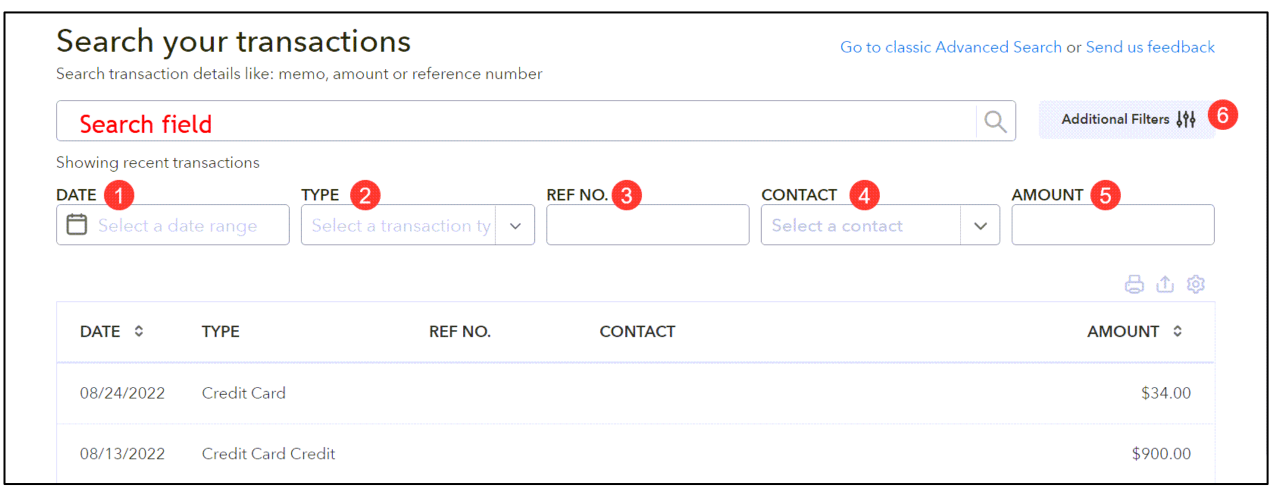
Computerized Accounting with QuickBooks® Online (6e)
By Gayle Williams & Jennifer Johnson

Chapter 1 – Change to Advanced Search Tool (pages 1-25 to 1-28)

The Find tool has been updated in QBO.



The tool is still accessed by clicking  on the icon bar and then clicking **Advanced Search**.

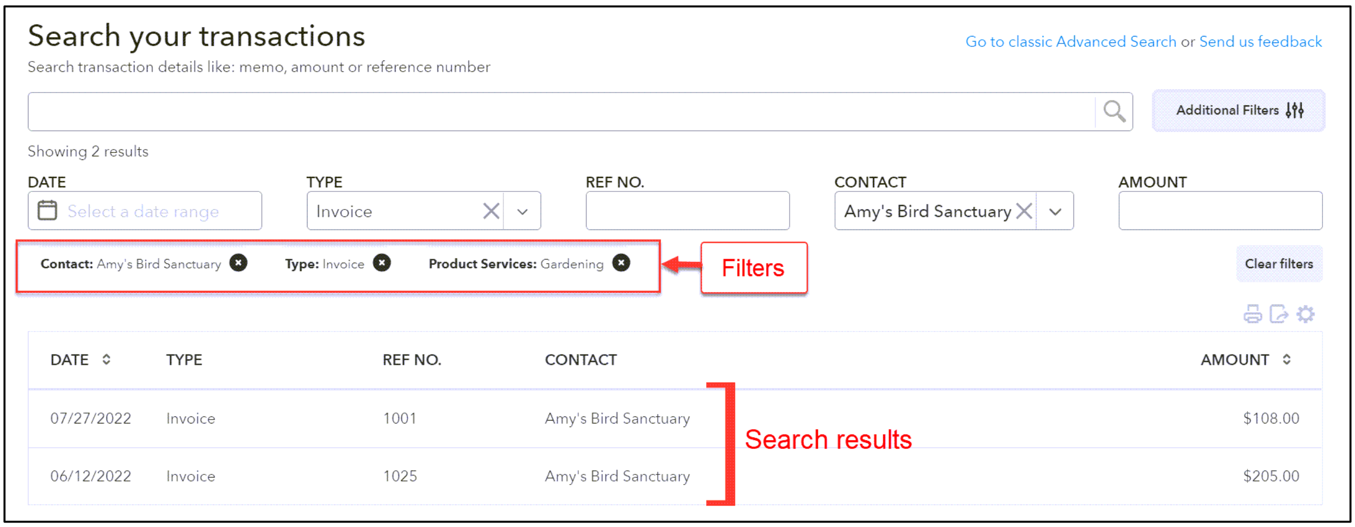


You can search by entering known details in the search field, or you can use QBO to filter the data in the following ways:

1. By date (single date or date range)
2. By a single **transaction type** (e.g., **Bill**, **Invoice**, **Check**, etc.)

3. By a reference number (e.g., check number, vendor invoice number, journal entry number, etc.)
4. By a single name (customer, vendor, or employee name)
5. By a single amount
6. By two additional filters
    a. Single **Product** or **service**
    b. Single general ledger account

Multiple filters can be selected in a single search. For example, filtering the test drive company transactions in a search for all **invoices** for gardening services provided to Amy's Bird Sanctuary would return the following results:



The ability to set additional parameters for filters (other than date) is not currently available in the updated tool. The original (classic) system should be used if you need to:

- Look for transactions that include amounts above or below a specified dollar amount
- Look for transactions that contain (or don't contain) specific words in a memo field or in a customer or vendor name field.

The original tool can be accessed by clicking **Go to classic Advanced Search** on the advanced search screen: