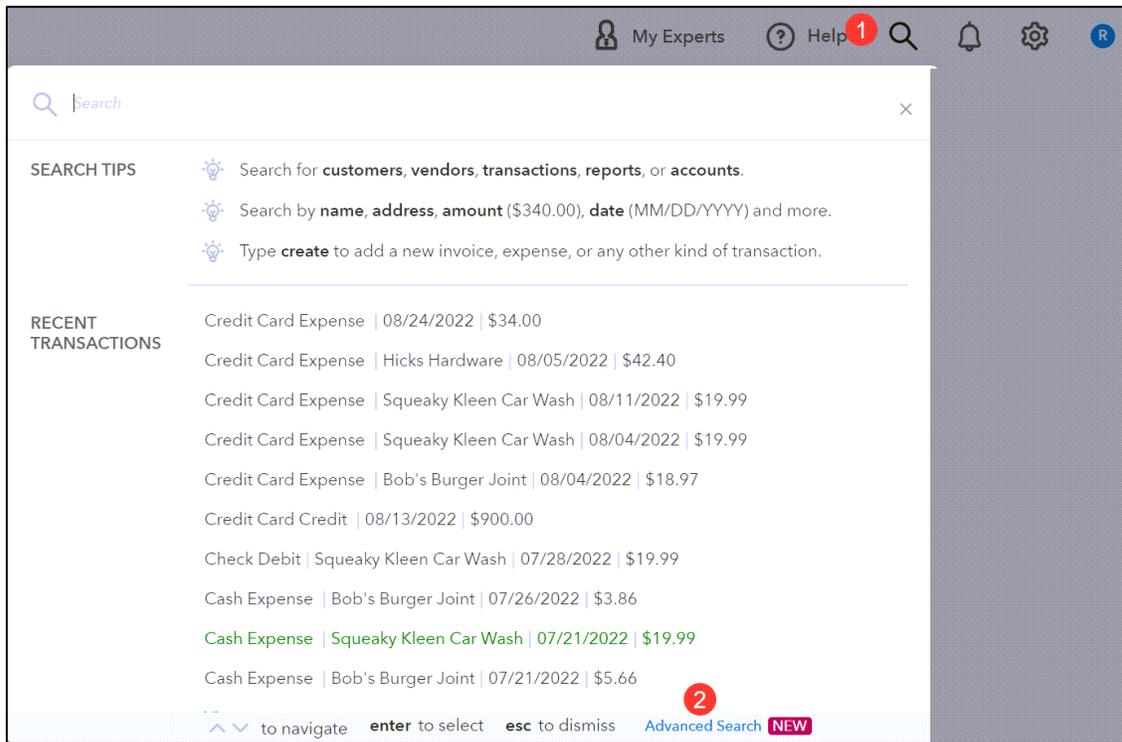


Computerized Accounting with QuickBooks® Online (6e)

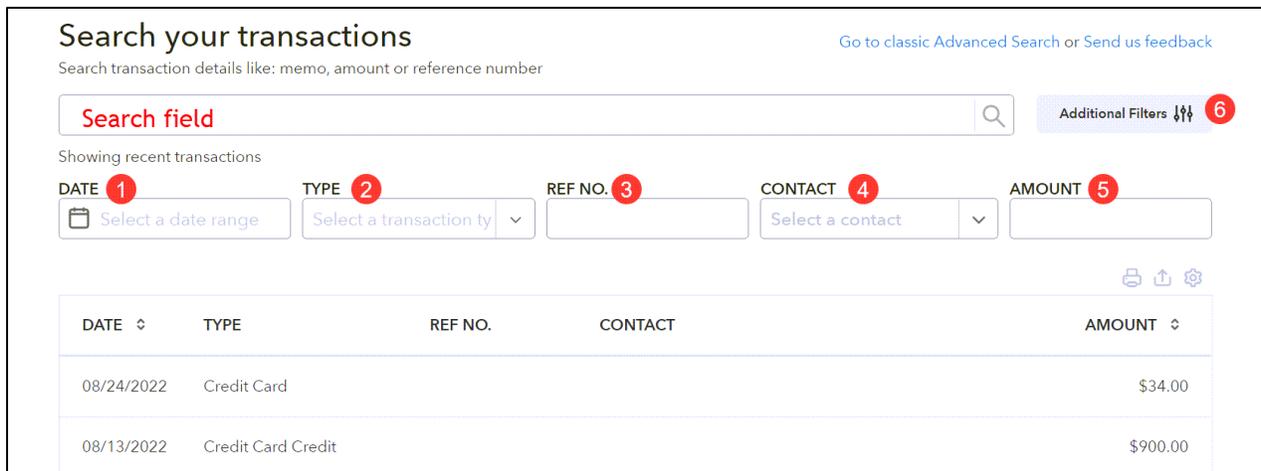
By Gayle Williams & Jennifer Johnson

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 screenshot shows the 'Search your transactions' interface. At the top, there is a search bar and a link to 'Go to classic Advanced Search or Send us feedback'. Below the search bar, there are several filter fields: 'DATE' (with a calendar icon and 'Select a date range'), 'TYPE' (set to 'Invoice'), 'REF NO.', 'CONTACT' (set to 'Amy's Bird Sanctuary'), and 'AMOUNT'. A red box highlights the filter summary: 'Contact: Amy's Bird Sanctuary', 'Type: Invoice', and 'Product Services: Gardening'. A red arrow points to this box with the label 'Filters'. Below the filters, there is a table of search results. A red bracket on the right side of the table is labeled 'Search results'.

DATE	TYPE	REF NO.	CONTACT	AMOUNT
07/27/2022	Invoice	1001	Amy's Bird Sanctuary	\$108.00
06/12/2022	Invoice	1025	Amy's Bird Sanctuary	\$205.00

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:

The screenshot shows the 'Search your transactions' interface with a red arrow pointing to the link 'Go to classic Advanced Search or Send us feedback'. The interface includes a search bar, filter fields for 'DATE', 'TYPE', 'CONTACT', and 'AMOUNT', and a table of recent transactions. The link is highlighted with a red box.