



# January 2017 Q-Tips



Several counties have asked about how to “hide” accounts that have a zero balance in Quicken. This would only apply to accounts that meet the following 4 requirements: 1) have a zero balance, 2) have entries from years past, 3) is not currently being used, and 4) you do not anticipate any future activity in this account.

**\*\*\*Be sure the account meets the 4 requirements above before you hide the account in Quicken\*\*\***

Listed below are step-by-step instructions on how to “hide” an account in Quicken with a zero balance.

1. Open the Account List box.

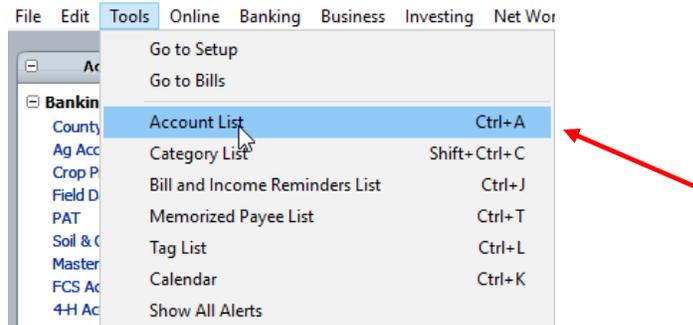
There are two different ways to open the Account List box, you may use either one:

1. Click on Customize in the lower left portion of your Account List in Quicken



OR

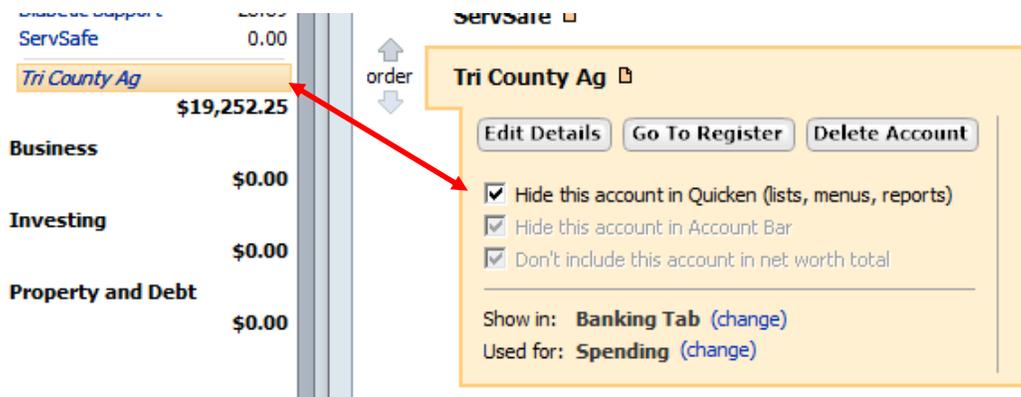
2. Click on Tools in the Tool Bar that is located at the very top of your Quicken screen



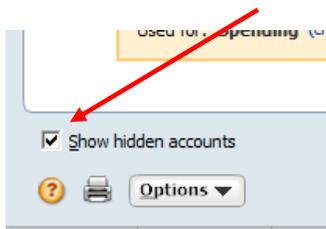
2. The Account List box will open and choose the account you want to “hide”. For this demonstration, we’re going to choose Tri County Ag Account. When you click on the Account, several options will drop down.



3. Click in the box next to “Hide this account in Quicken (lists, menus, reports). When you do this, the screen will flicker a little bit and the account name will change to *Italicized Letters* in the Account Bar and the dollar amount in the account will disappear.



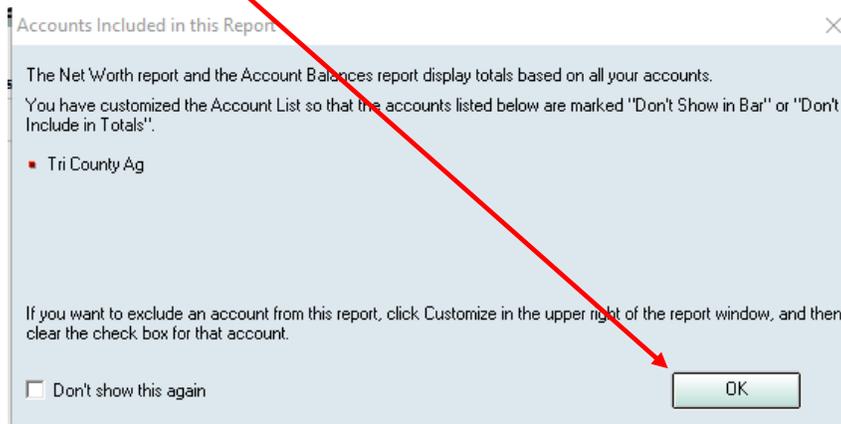
Check the box “Show hidden accounts” at the bottom left of the Account List box.



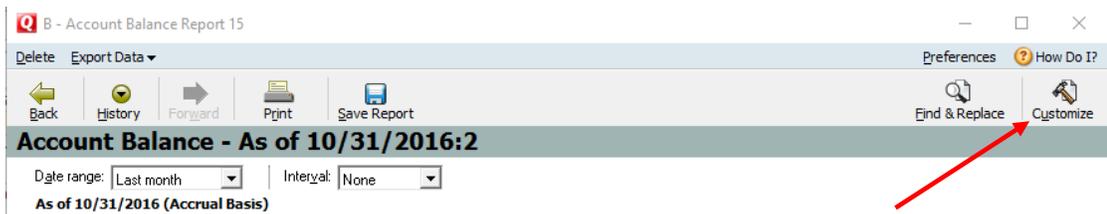
Click Done in the bottom right of the Account List box. The Account List box will close and take you back to the transaction screen.



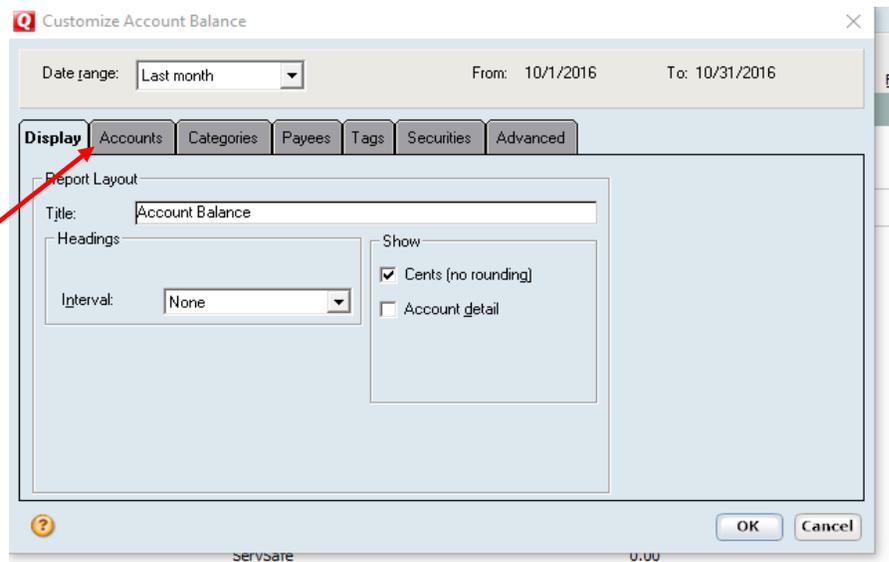
4. The first time you run an Account Balance Report after you “hide” an Account, the following box will appear: Click OK and this box will close.



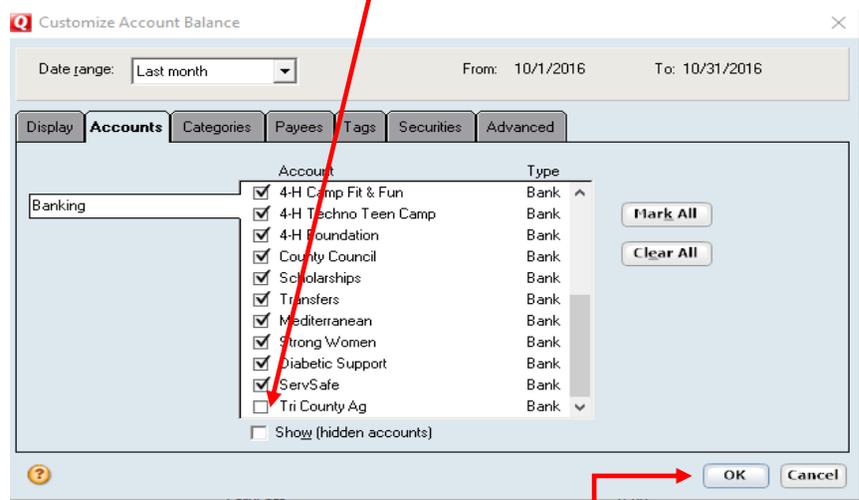
- If you do not Customize your Account Balance report, Tri County Ag Account will still appear on your monthly Account Balance report. If you do not want to see the account on the Account Balance report, click on Customize in the upper right corner of your Account Balance Report screen.



- A Customize Account Balance box will open. Click on the Account tab.



- Find the Account that you want to hide in the Account List. Click on the checkmark beside the Account Name and the checkmark should disappear.



- Then Click OK

Now, the Tri County Ag Account does not appear on your Account Balance Report. 😊  
If you have any questions, just give me a call or send me an email. I'm here to help!

