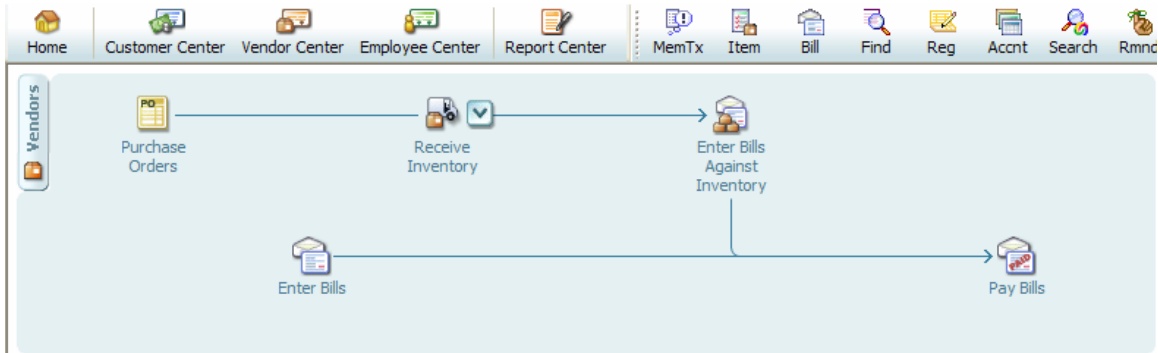
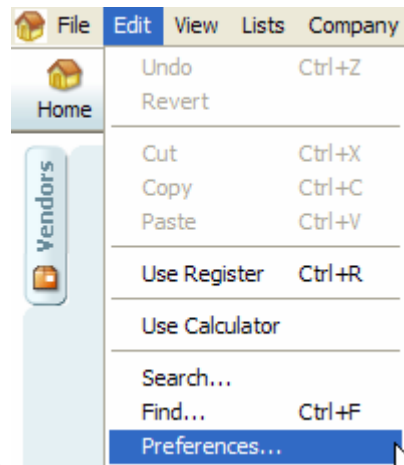


## HOW TO TURN OFF INVENTORY

Does it bother you that the QuickBooks (QBs) program defaults and gives you messages regarding inventory? If the Inventory is “on” in QBs the Home Page will look like this:

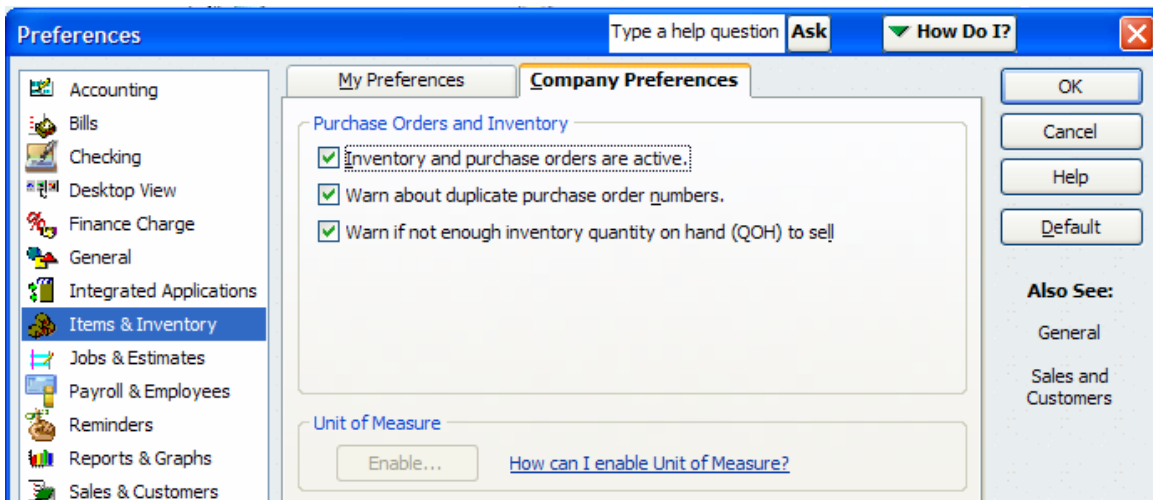


Here is how you can turn it off so it won't bother you anymore.

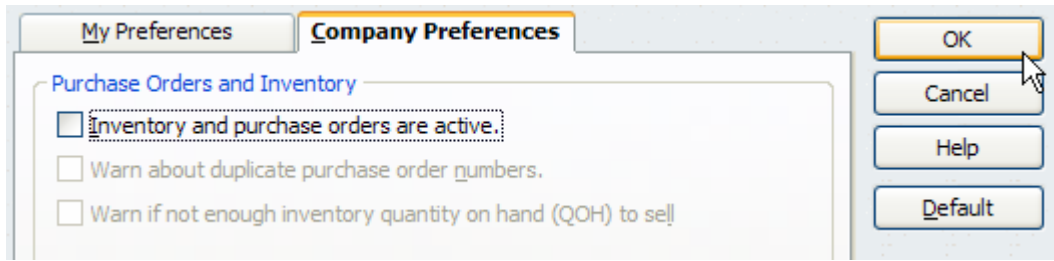


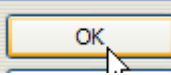
While in QBs go to “Edit”, “Preferences”,


Scroll down on the left hand side of the screen and select the “Items & Inventory” and make sure that the Company Preferences tab is selected.



Notice the top part of the screen where it mentions Purchase Orders and Inventory. These three boxes need to be unchecked to “turn off” the inventory messages. The boxes must be un-clicked from the **BOTTOM up** to completely disable the messages.



Click the  button to save your changes in the preferences. If have any QBs windows open then you will get a message telling you that QBs must close all windows before the changes can be made. Click “OK” and the changes will made and all windows will be closed.

When you click the  Icon to go to the Home Page of QBs you will notice the changes that have been made to the Vendors portion of the Home Page.

