How do I view the Unpaid Invoice List?

The Unpaid Invoices list is a convenient way to view information about all unpaid invoices, such as the amount of each invoice, its balance, aging information, and the total of all unpaid invoices.

1. Click the **Business** tab.
2. Click the **Business Tools** and choose **Unpaid Invoices List.**
3. Click a column heading to sort by that column. For example, click the **Due Date** heading to arrange the invoices by due date, or click the Customer heading to sort in alphabetical order. The bold column heading indicates the current sort order. Click the same column again to sort the invoices in reverse order.
4. Double-click an invoice to go to the form.

This feature requires **Quicken Business & Personal**. Learn how you can upgrade Quicken in minutes.