

## Quicken Tips

This is “*How To...*” month:

How to...Transfer funds between accounts:

1. Open the account you want to move the money from
2. Enter the date
3. Enter TXFR in the number column
4. Describe where and why you are moving the money (ex. To correct a deposit – give date; to remove a negative balance, etc.)
5. Enter the amount you wish to move – as a PAYMENT
6. Category – click on the drop down arrow – choose Transfers on the left (in the dark gray panel) – it will open a list of your accounts on the right (in the white panel)
7. Choose the account you wish to move the money to.
8. Place a “c” in the clear column and click ENTER.
9. Now go to the account into which you moved the money – you will see a new deposit there that Quicken created.
10. Enter TXFR in the number column of this new deposit and a “c” in the clear column and click ENTER.
11. Funds transferred!

How to...Handle a returned check entered in an earlier deposit.

1. Click on the account in which the deposit was made.
2. Start a new transaction – enter the date of the return, or the last day of the month you are reconciling.
3. Enter CORR in the number column.
4. Description: Check #\_\_\_ , Name of person - Returned NSF
5. Enter the amount as a PAYMENT
6. Category: Miscellaneous - is fine
7. Clear it by placing a “c” in the clear column.

## How to...Backup Quicken File

Every time you close Quicken – it automatically backups up the current file back to wherever you opened it.

If you open Quicken with an icon on your desktop – that is on your “C” drive and it is putting the current file over the one you opened. Any changes or entries are automatically saved.

To backup for safety reasons – you are to backup to a jump (flash/thumb) drive.

1. Insert your jump drive
2. Choose backup in the file menu.
3. When the backup window opens – click on browse and locate your jump drive on your computer - select it. This places that location in the backup window.
4. Click on OK.

## How to....Void a Check

1. Open account check was written in.
2. Enter date
3. Enter the check # V – example: 314V
4. Payee category: Void check #314 – name of payee
5. Enter amount as a DEPOSIT
6. Category: Miscellaneous
7. Clear – place a “c” in the clear column
8. \*Note – be sure original check is cleared as well – do not delete the original