Reminder for October:

**DEPOSITS:**

- When entering deposits into Quicken – be sure to enter the NAME of the person or entity from whom the funds were received in the payee field. Receipt #’s can be entered after the name, or they can be entered in the Memo line. In September, I had several with only Deposit written in the description/payee field.

- If the money was for a group event – enter the name of the event + Participants (list attached) and attach the list of persons paying – how much each paid and check # or cash.

- Enter into Quicken when funds are deposited. Do not date received, unless deposit is made the same day.

Your category, tag and memo add to information, choose them carefully.

*Happy Fall, Ya’ll!*  

*Bellinda*