

OCTOBER “Q”-tips

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!

Belinda