

2014 SEPTEMBER *Q-TIPS*



Just a few reminders:

- All tab-delimited Quicken report files are **emailed** to me as attachments (B, D, OS). The last manual revision still gives instructions to upload to the FTP site. That will be changed when we revise again.
- It is permissible to scan the signed Finance 401 and bank statement and email those as well. Some are scanning their deposit slips and receipts and emailing those.
- All copies can always be mailed or dispatched to me.

Correct labeling of Quicken report files has gotten MUCH better! Good job, Ladies!

I don't think I've mentioned this before, but this tip is vital!

Backup your Quicken file – this is not an option.

- Every month – at the very least, more often if you work in Quicken more often.
- Make it part of your monthly Quicken/Depository process. You are not finished with monthly reporting until your file has been backed up to a jump/thumb drive.

Lately, I've had more than one call from those whose Quicken "acts" up – for lack of better terminology. It won't open, or their file appears to be gone. Almost every time when I ask – do you have your file backed up – the answer has been "not in a month or so".

The only way to be certain you do not lose your files is to back it up.

In August I completed the training modules that, when edited, will be posted online at LEARN. I am excited about these aids and hope they will be a great help to each of you.

That's all for now! Have a great September!

Belinda