QUICKEN 2016 PREMIER EDITION MANUAL

FOR

PURDUE COOPERATIVE EXTENSION SERVICE

COUNTY ED FUND

> COUNTIES MUST STORE THEIR QUICKEN DATA FILES ON THEIR P:\DRIVES (COUNTY SERVERS)   S:\EDFUND
>
> FOR EXAMPLE: \\42TIPPECANOE\HOME\EDFUND

Table of Contents

Account Set-up

After you have completed the registration process, you will see the Get Started Page under the Home tab. You will want to select- "Add an Account". (*Figure 1*)

Figure 1
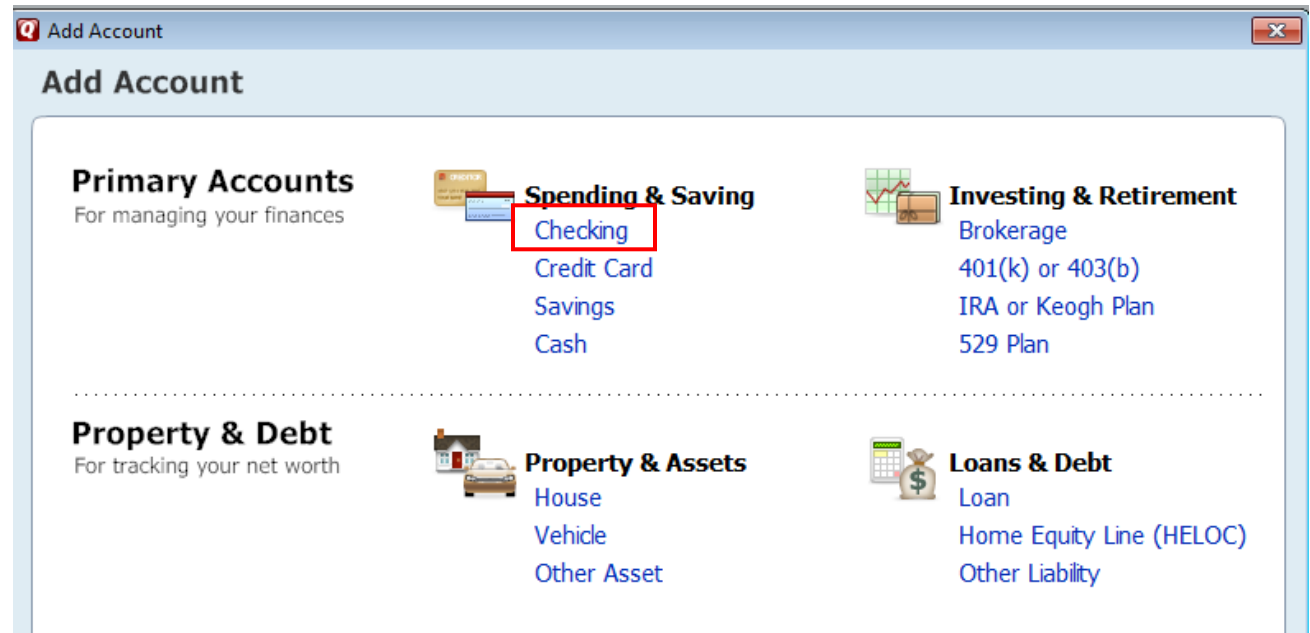
You will then select "Checking". (*Figure 2*)

Figure 2

Since you will not be downloading transactions from your bank account, you will click the words *Advanced Setup* at the bottom of (Figure 3).

Figure 3
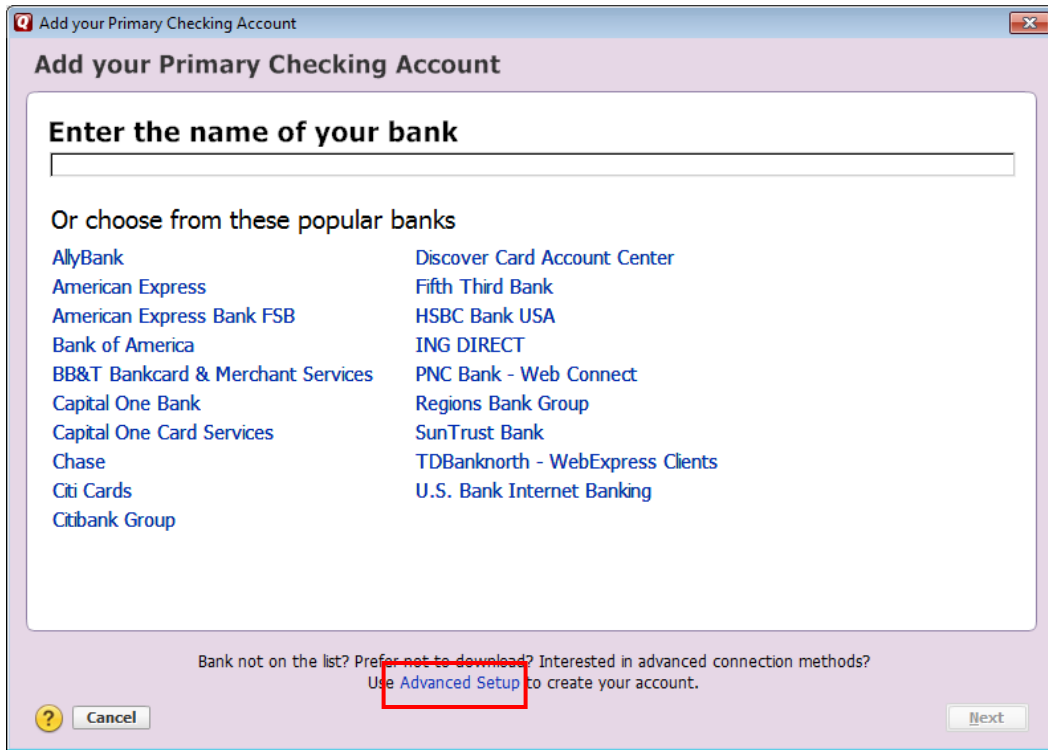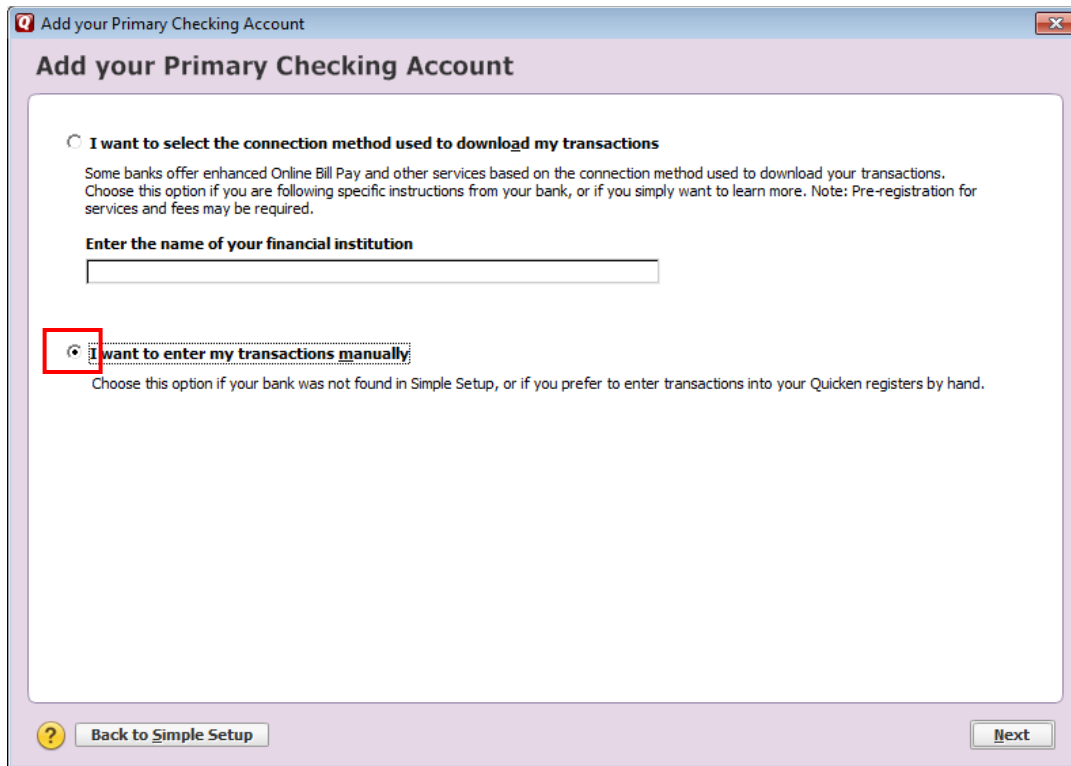
Figure 4

Select the radio button next to "I want to enter my transactions manually" as seen above. *(Figure 4)*

In the *Account Name/Nickname* enter "Checking". Click the *Next* button in the lower right side. *(Figure 5)*
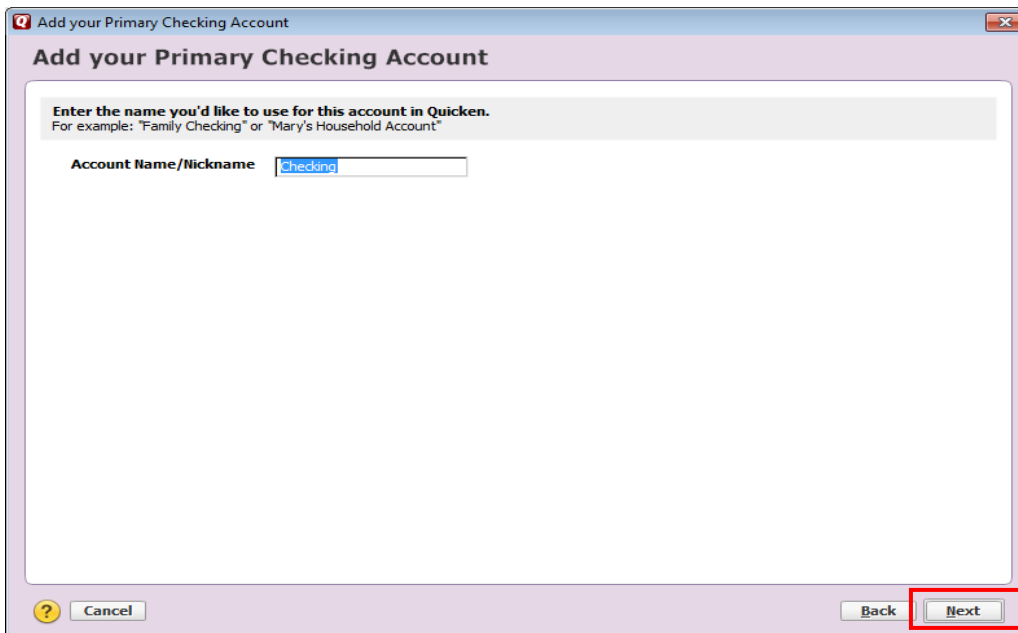
Figure 5

In the Statement Ending Date enter 11/30/2009 or click on the calendar icon to choose a date. In the Statement Ending Balance enter 13,000.00 or use the calculator icon to enter the amount. Review what you have entered. Click the *Next* button at the lower right. (*Figure 6*)

Figure 6

A confirmation of the setup will appear. Click the *Finish* button. Do not check the box next to "Sync to Quicken Cloud for Mobile & Alerts". (*Figure 7*)

Figure 7

Note that the Checking account is now set-up showing a beginning balance of $13,000. (*Figure 8*)

Figure 8

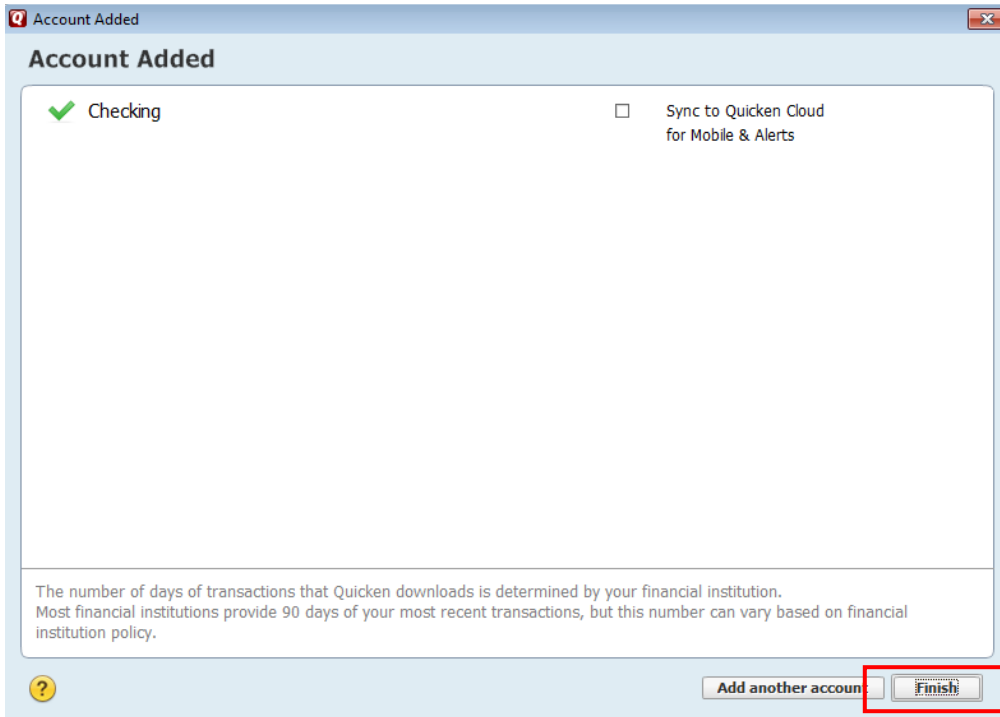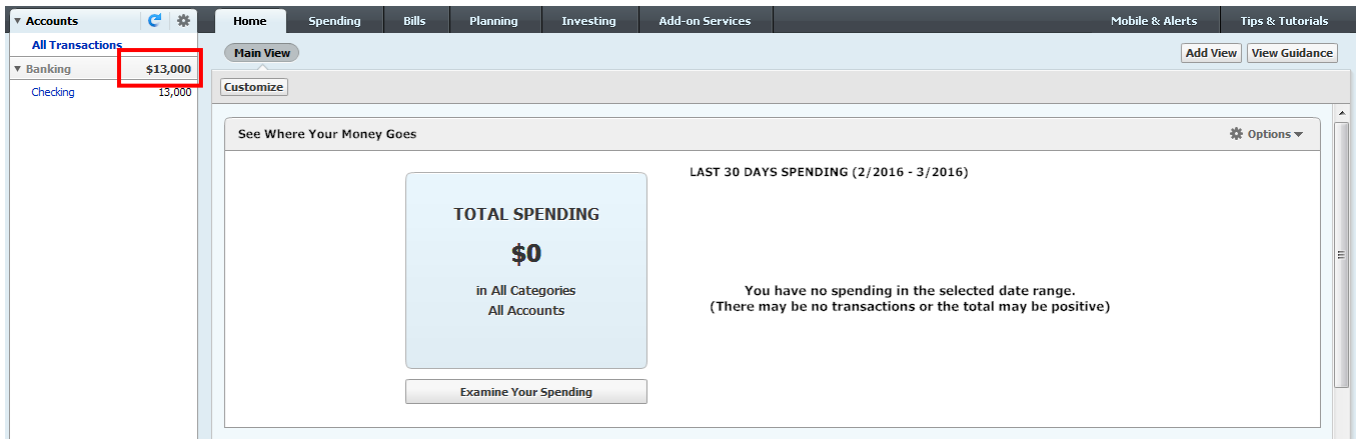Entering transactions into this Register along with the use of Tools, Reports and Actions will come later in the training.
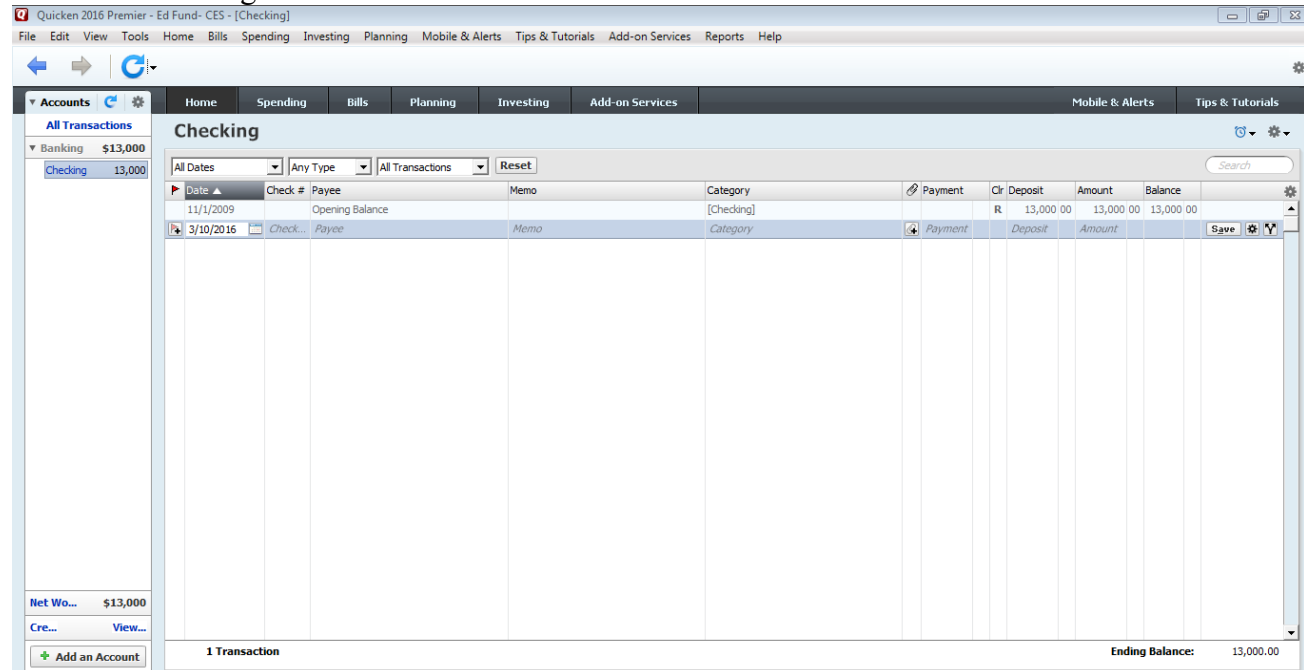
Figure 9

Using Organization Categories

Before we can enter transactions, we need to set up Categories to be able to report on the activity in the accounts. Categories are ways to group and report on transactions.

We will use several levels of categories for both income and expense transactions that identify different areas within the organization. The highest level will be: **4-H Youth Development, ANR, HHS, CD, General/Miscellaneous, Grants,** and **PCARET.** The next levels are called Subcategories. The subcategories under the highest level organization categories are shown below and in **Appendix B**.

4-H YOUTH DEVELOPMENT
>   After School Program
>   Camp
>   Flow Through
>   4-H Association
>   Auction
>   Judging
>   Junior Leaders
>   Livestock
>   Trophies
>   Trips
>   Manuals
>   State Fees

ANR (Ag & Natural Resources)
>   Flow Through
>   Livestock
>   Master Gardener

8

Master Naturalist
PARP
Farm Record Books
Diagnostic Testing

HHS (Health & Human Sciences)
Family Nutrition Program
Flow Through
Extension Homemakers
Food Safety
Have a Healthy Baby

CD (Community Development)
Flow Through

GENERAL – MISCELLANEOUS
Flow Through
Publications
Postage
Office Supplies
Annual Meetings
Interest/Bank Charges

GRANTS
Flow Through

PCARET (Purdue Council for Agriculture Research Extension & Training)
Flow Through

In Quicken we will set up the Organization category ANR (Ag & Natural Resources) for both Income and Expense along with its Subcategories: Flow Through, Livestock, Master Gardener, Master Naturalist, and PARP.
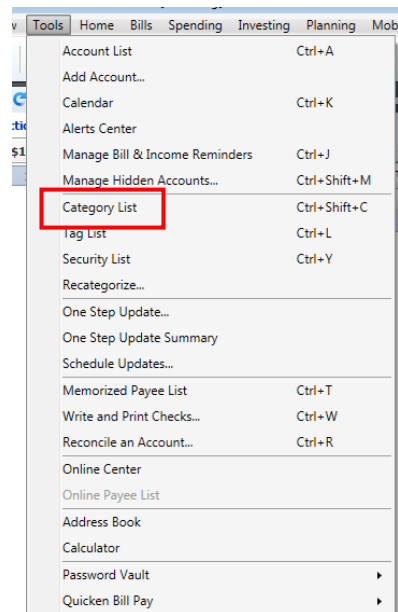
To enter your first Organization category, choose *Tools* menu **>** *Category List* (*Figure 10)*.

Figure 10

You will now see the *Category List* screen *(Figure 11)*. To hide the standard categories you will right click on the category and check the *Hide* box.

9
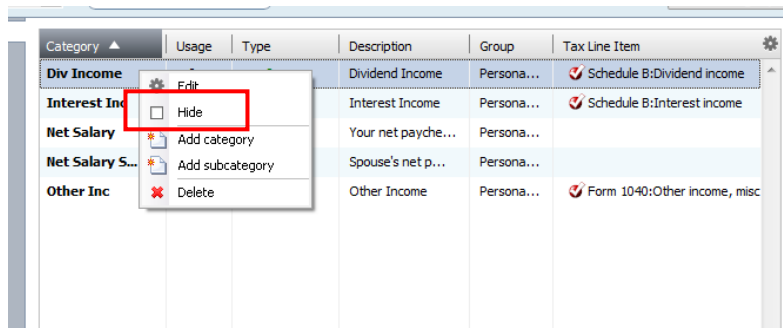
Figure 11

To add a new category in Quicken, click on the *Add Category* button in the top right corner of the category list box (*Figure 12)*.
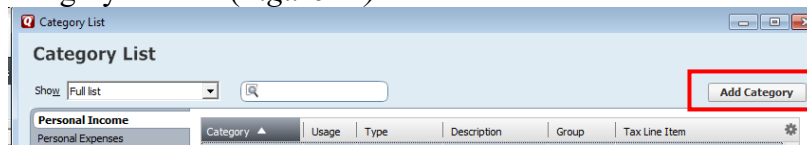
Figure 12

This will open the *Set Up Category* screen (*Figure 13*). Enter the *Category Name* **ANR - Inc** and select the Type- **Income**. Then click OK. This will return you to the Category List screen (Figure 12).

Figure 13

Figure 14

Repeat the steps shown in *Figures 12 – 14* to create the same categories and subcategories for ANR expenses that you have set up for ANR income. Name the main category **ANR – Exp** instead of **ANR – Inc** (see *Figure 13*). Under **ANR – Exp** enter the subcategories Flow Through, Livestock, Master Gardener, Master Naturalist, and PARP in the same way as shown in *Figure 14*.

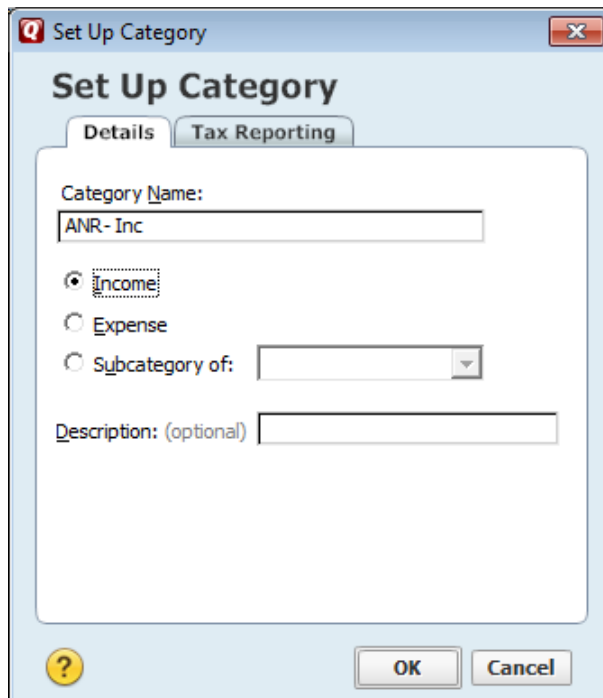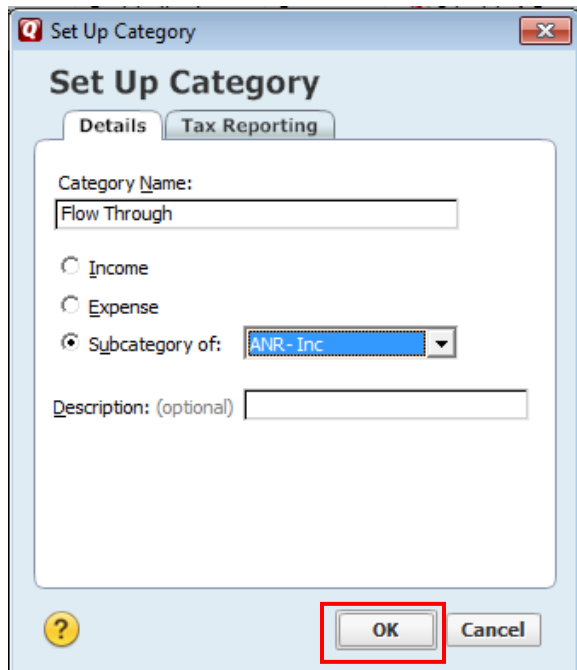**Because of the importance of having each county's data being reported consistently, all Organization Categories must be set up in Quicken. See Appendix B for the Organization Categories List.**

Using Income and Expense Categories

We can add additional subcategories within the Organization categories to further identify the type of income or expense. Examples of income categories include gifts, rental income, or income from certification fees, leases, and workshops. Examples of expense categories would be equipment, printing, or expense associated with banquets, workshops, or the county fair. A list of the standard income and expense categories that will be used by all areas is in **Appendix C**.

There are two (2) ways to enter these categories in Quicken: By using the *Tools menu > Category List* method that was used to enter the Organization Categories or by typing the subcategory in the transaction line and being prompted to set up a new category.

For the first method, go to the *Tools menu > Category List* to see the *Category List* screen *(Figure 11)*.   We will enter a subcategory for Workshop Fees under subcategory PARP within category ANR-
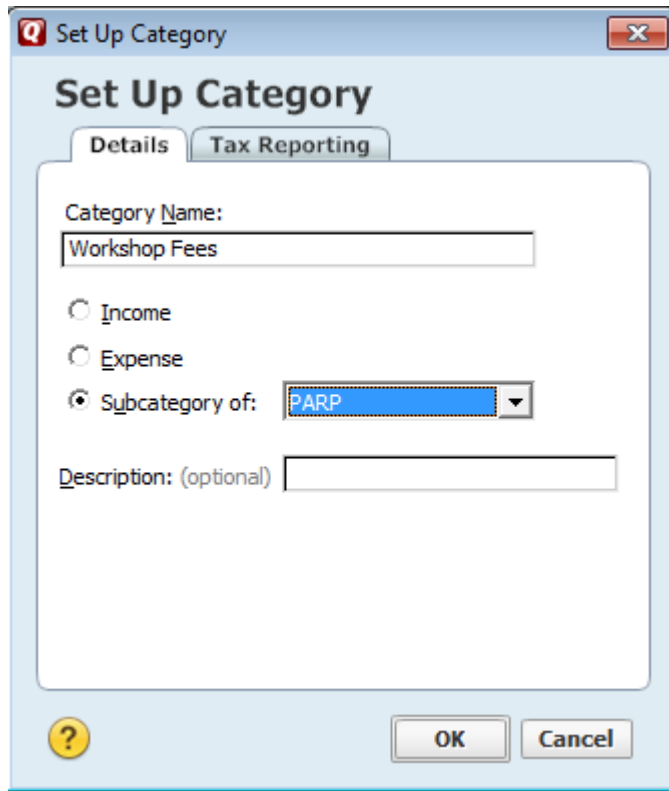
Figure 15

Exp. Click the *New* button in the upper right to open the *Set Up Category* screen (*Figure 14*). Enter the *Category Name*-**Workshop Fees** and select the type *Subcategory of*. Then click the arrow on the right to see the drop down of possible choices and choose **PARP** (under ANR – Inc). Click *OK*. This method can be used if you want to pre-set all standard income and expense categories under each Organization category and subcategory. Click *Done* when finished setting up categories.

The second method for setting up an income and expense category will be explained in the next section on *Entering Transactions*.

Entering Transactions

Now we will enter transactions (payments and deposits) into the Training account. Click on the *Banking* tab to see the *Transactions* screen, also called the *Check Register*, for the Training account (*Figure 16*). The only transaction on this screen now is the *Opening Balance* entered when you set up the account Training. You can add payments and deposits directly here by typing in the information on the first blank line.

Shows one transaction – Opening Balance

Type new transaction information on this line.
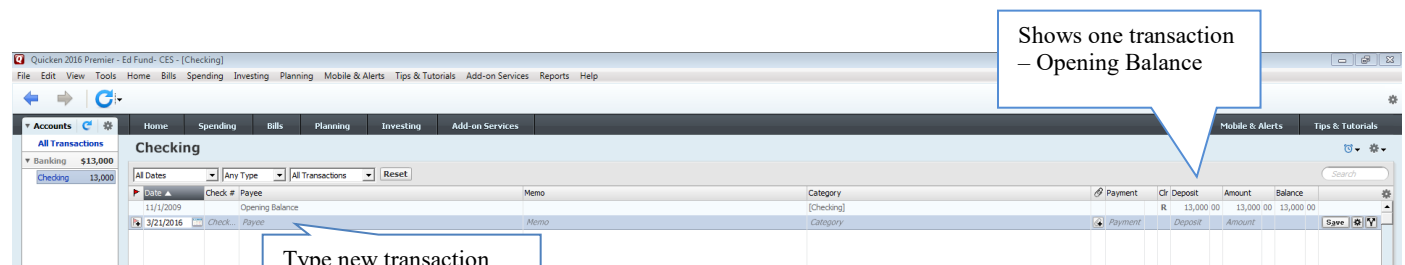
Figure 16

NOTE: Each county can decide whether to write checks manually or use the check printing feature in Quicken. YOU MUST CHOOSE ONE METHOD OR THE OTHER. More about Quicken's Check Printing can be found in Appendix D.

You need to record a payment to Purdue University for **$203.00** for workshop fees associated with PARP in ANR. The payment was made on 12/2/2009 on **check #1245**. Type the information as shown in (*Figure 17)* below.

The *Category* is always entered with the main category first, then the subcategories with a colon and no spaces between, so for the payment above enter: ANR - Exp:PARP:Workshop Fees. When you start to enter the category, Quicken will fill in what it thinks is required. You can also click the right down arrow and choose from the *Category List* as a drop down menu (*Figure 18)*. When you have entered information in all fields, click *Enter*. Notice that the *Balance* on the right hand column has been updated to reflect the payment ($13,000.00 - $203.00 = $12,797.00).
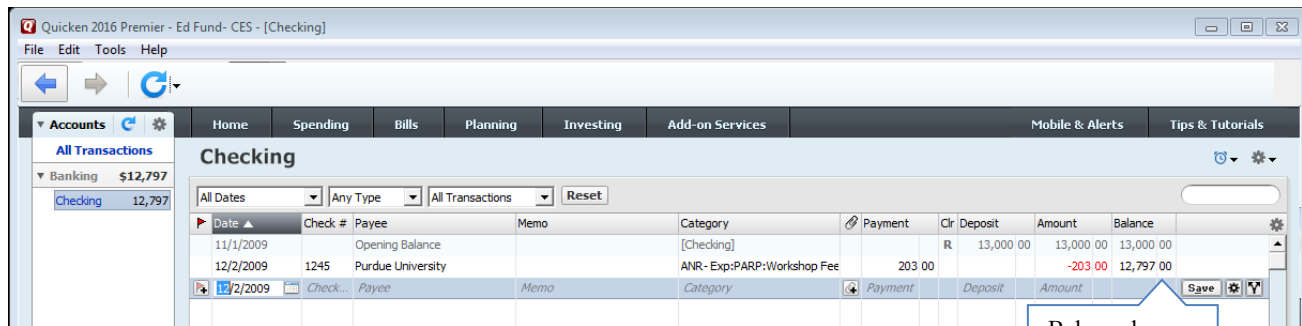

Figure 17

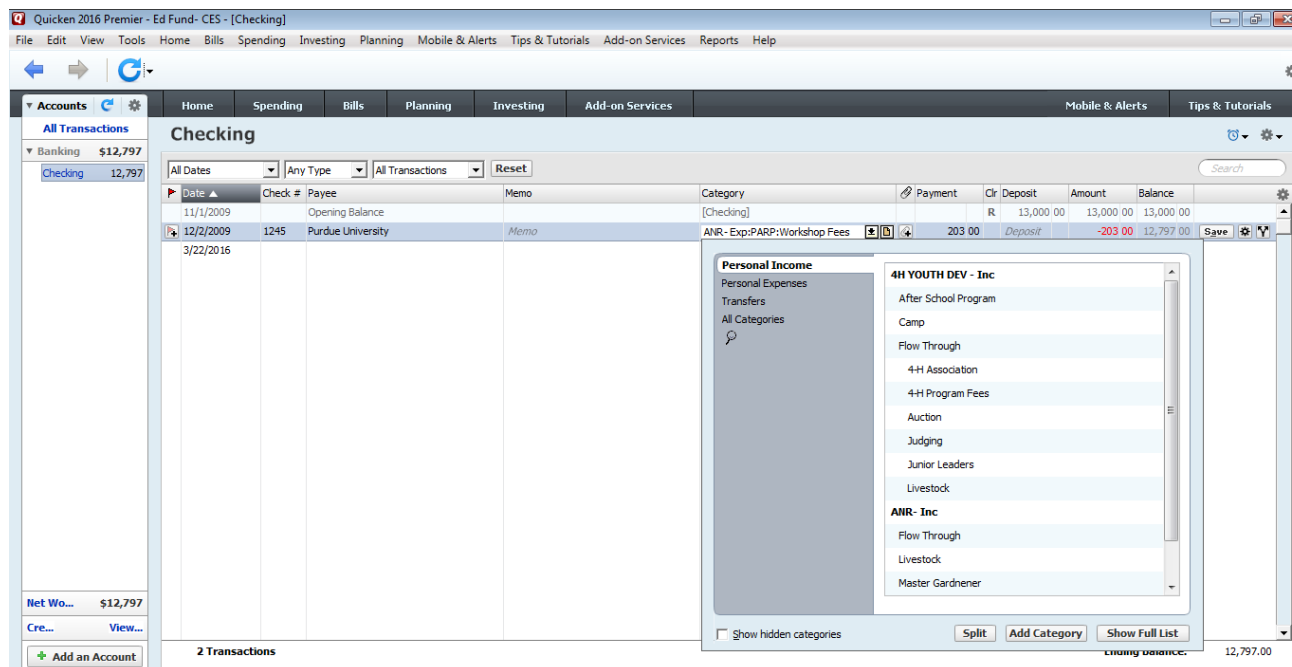**TIP: When entering transactions you can use the tab key to move to the next field.**

Figure 18

Now you need to record a deposit of $10.00 for Farm
Record Books on 12/3/2009 associated with Flow Through
in ANR. In the *Num* column choose *Deposit* from the drop
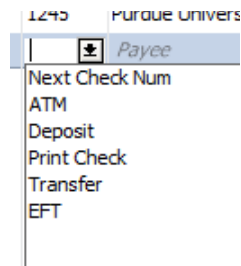down box. See *Figure 19* to the right.

Figure 19

Type the information on the next line of the Transaction screen as shown in *Figure 20* below. When
you enter the *Category*, choose ANR – Inc:Flow Through from the drop down. Then type a colon (:),
then Farm Record Books. You will see a box (*Figure 21*) asking if you want to create a new
category. Click *Yes* to see the *Set Up Category* box (*Figure 22*). It will already have the *Name* of the
category and show it as a *Subcategory* of Flow Through in ANR. All you have to do is review the
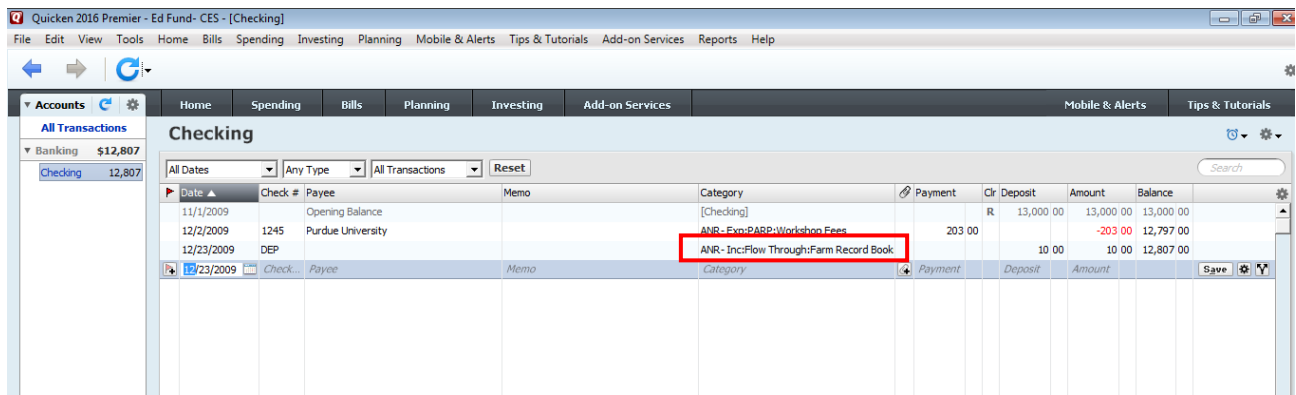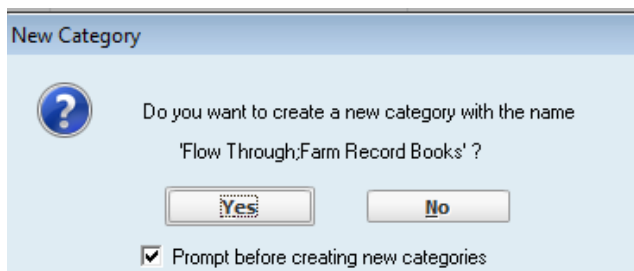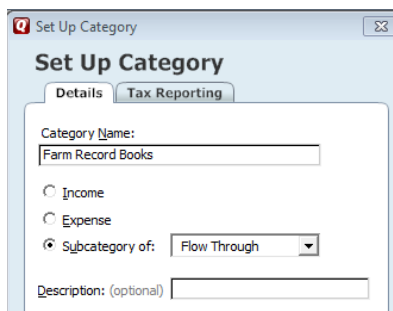information and click *OK*.

Figure 20

Figure 21

Figure 22

Enter Check #1246 dated 12/3/2009 to Wal-Mart for $80.32 to purchase office supplies for the Office Category *General /Miscellaneous*. Enter a note on the transaction "Office Supplies" by right clicking anywhere on the category box. Select *Transaction Notes and Flags*. Enter the note you want to appear and click *OK* to save. Notice that the 🗒 icon now appears on the far left of the transaction line *Figure 23*.
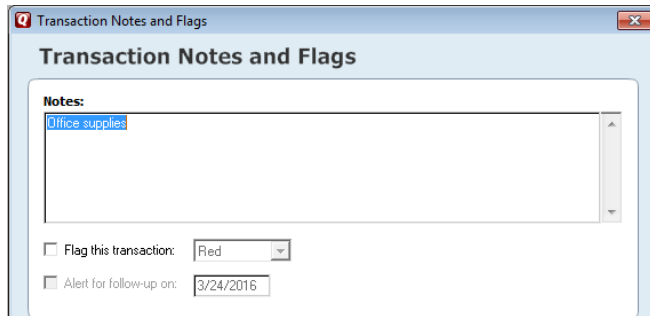

Figure 23

Enter a deposit on 12/4/2009 for $1,276.25 that includes $1,244.25 for camper fees associated with Camp in 4-H Youth Development and $32.00 for fees for Livestock in ANR. **NOTE**: **You can enter amounts for more than one category.** Just click on the *Split* button on the *Check Register* or on the *Category* drop down to see the *Split Transaction* screen (*Figure 24)* and enter each category. Enter a comment in the *Memo* field if desired (for example, the number of camper fees or the title of a workshop) and the amount. **Your total must match the total of your deposit.** When finished, click *OK*.
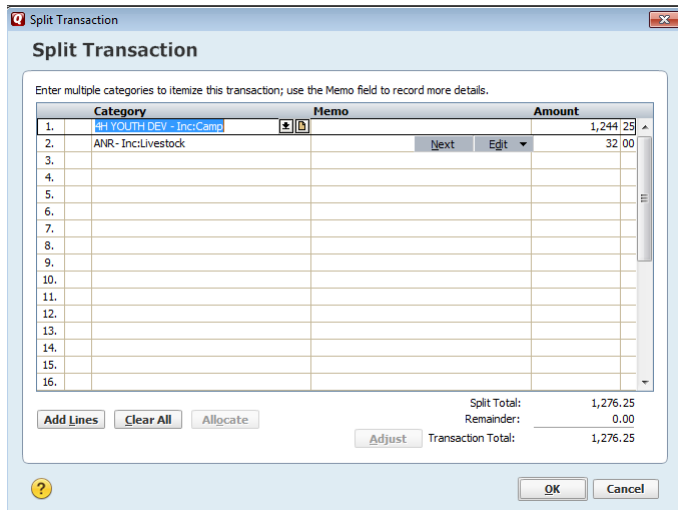
Figure 24

Use the same method to enter the additional transactions below:

Date	Ck Num	Paid by/to	Category/Memo	Amount
12/4/09	1247	Kinser Bakery	ANR-Exp:PARP:Workshop Fees	$21.00
12/5/09	Deposit		Split a Total of $375.00 as follows:	
			ANR-Inc:PARP: Publications	$15.00
			ANR-Inc:Flow Through:Farm Record Books	$30.00
			ANR-Inc:PARP:Workshop Fees	$10.00
			ANR-Inc:PARP	$250.00
			ANR-Inc:PARP:Institutional	$70.00

			Memberships	
12/5/09	1248	R&M Wholesale	ANR-Exp:PARP:Workshop Fees Memo: Coffee, Cups and Supplies	$14.97
12/7/09	1249	Purdue University	ANR-Exp:Farm Record Books	$400.00

We write check #1250 dated 12/8/2009 to Purdue University and realize that we wrote the wrong information in the pay to the order field and have to **void** this check. We still want to enter the check in the Quicken check register so we are not missing a check number. To void the check in Quicken, click on the line to be voided. Under *Edit* in the toolbar, select *Transaction*; then click on *Void transaction* (*Figure 25*).
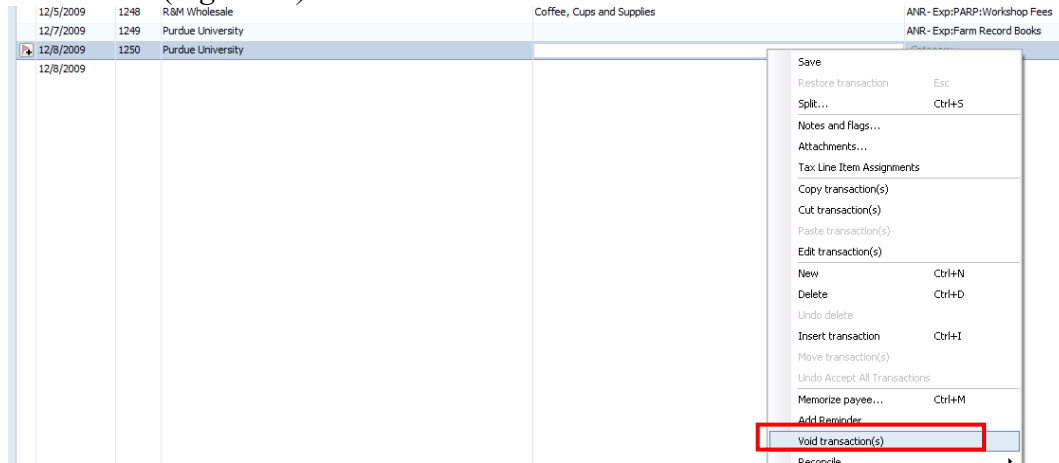

Figure 25

Continue entering the transactions below:

Date	Ck Num	Paid by/to	Category/Memo	Amount
12/8/09	1251	Wayne Pederson	ANR-Exp:Consultants Memo: Soybean Rust Workshop	$422.00
12/9/09	1252	Jane DeCamp	ANR-Exp:PARP:Workshop Fees	$30.00
12/10/09	1253	Purdue University	ANR-Exp:PARP:Workshop Fees	$224.00
12/12/09	1254	Purdue University	ANR-Exp:PARP:Workshop Fees	$49.00
12/14/09	Deposit		Split a Total of $533.00 as follows: ANR-Inc:PARP: Publications ANR-Inc:Master Gardener ANR-Inc:PARP Workshop Fees	 $95.00 $310.00 $128.00
12/15/09	1255	WhiteCounty SWCD	ANR-Exp:Farm Record Books	$130.00

Your check register should look like the screen in *Figure 26* below. The ending balance in the lower right corner should be $13,619.96.

Figure 26

Bank Statement Reconciliation

On 12/31/2009, you receive the following bank statement for December 2009.

Opening Balance……………………………………………………….……….$13,000.00
Ending Balance …………………………………………………………….........$13,620.98
Interest……………………………………………………………………….....$1.02
Deposits …………………………………………………………………………..$2,194.25

Withdrawals
Check #1245…………………………………………………………………………$203.00
Check #1246 ……………………………………………………………………… $80.32
Check #1247 ………………………………………………………………………..$21.00
Check #1248 ………………………………………………………………………… $14.97
Check #1249 ………………………………………………………………………$400.00
Check #1251 ………………………………………………………………………$422.00
Check #1252 ………………………………………………………………………..$30.00
Check #1253 ………………………………………………………………………$224.00
Check #1254 ……………………………………………………………………… $49.00
Check #1255 ………………………………………………………………………$130.00

To reconcile Quicken to your bank statement, make sure you are in the correct account if you have more than one. Then choose *Tools Menu > Reconcile an Account* OR click *Account Actions* on the transaction screen and choose *Reconcile* to see the *Reconcile Details* screen (*Figure 27*).

Figure 27

Enter the *Ending Balance* amount from your current bank statement $13,620.98, and the date of your bank statement 12/31/2009. *Service Charge* remains blank. Enter *Interest Earned* of $1.02. Then click *OK*.

The reconciling details appear with payments and checks on the left, and deposits on the right (*Figure 28*). Notice that some items are already marked as *Cleared* with a green check mark; see voided check and the interest earned on the bank statement. The current *Difference* in the lower right corner is -619.96. As transactions are marked as *Cleared*, the *Difference* will automatically be updated. Check off the transactions in the window that also appear on your statement or click *Mark All* to automatically check off all transactions.
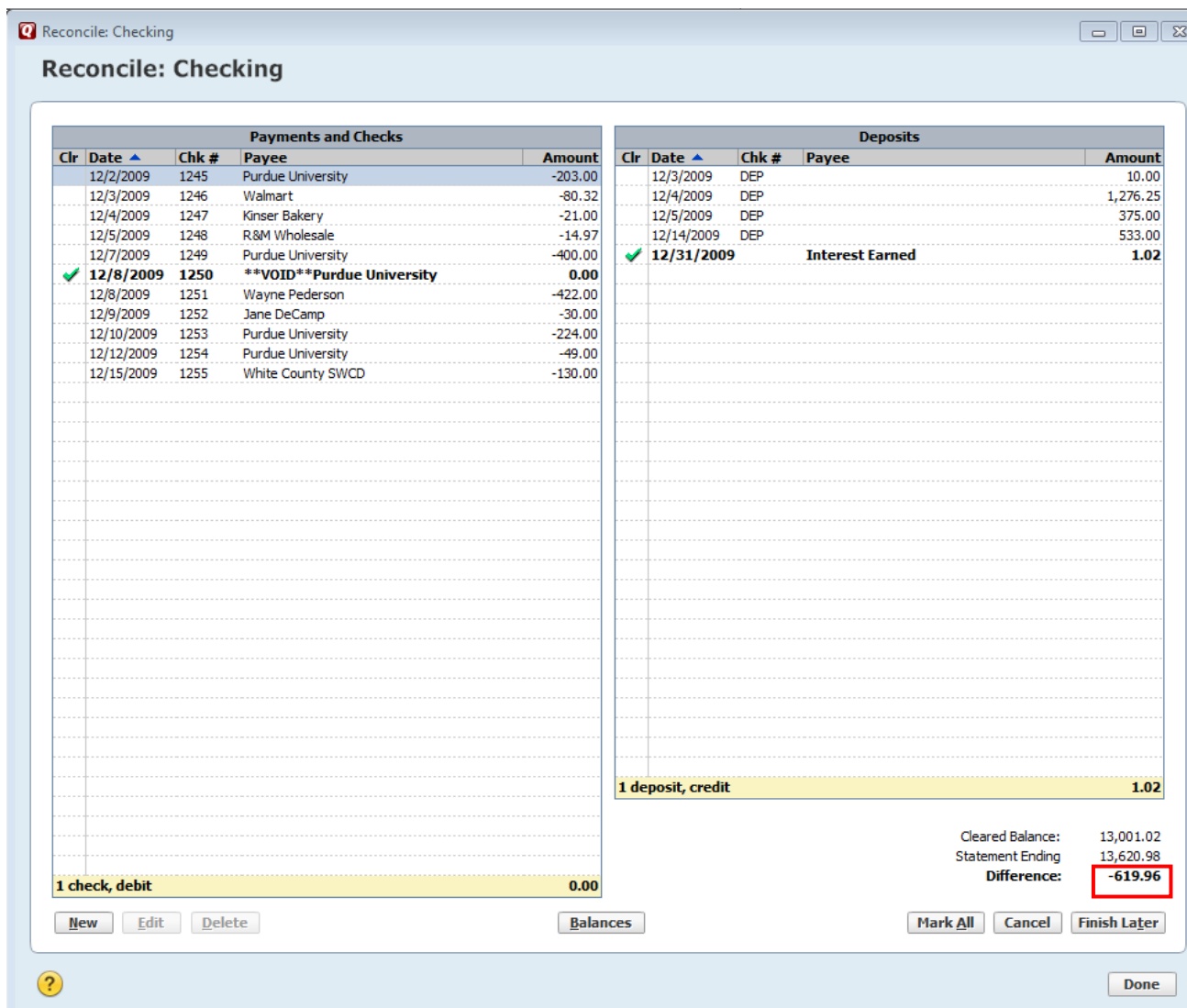
Figure 28

When all transactions are reconciled, you should see the information as displayed above (*Figure 29)*. If the *Difference* in the lower-right corner is zero, click *Finished*. **If the difference is not zero, you will need to check your entries and make appropriate corrections**. If you need more time to research this, you can click *Finish Later*, and Quicken will save your work.

Figure 29

WARNING: Be cautious when modifying or deleting transactions. Quicken will usually give you a pop-up warning to help you remember to check your changes. You should **always** verify that you have made the change that you intended to make. As a rule, you should **never** modify or delete transactions once they have been reconciled. See **Appendix H** for additional information about warnings when modifying transactions.

When you click *Finish*, you'll be asked if you want to create a reconciliation report (*Figure 30*). You may do this now, or you can get a reconciliation report at any time by going to the *Reports* tab at the top in the menu bar, drop-down to *Banking*, then *Reconciliation*. *(Figure 31)*. Please note - The reconciliation report will print all current information, so when you enter new information it will also be included in the report. It is best to print your reconciliation report at the time you complete it.
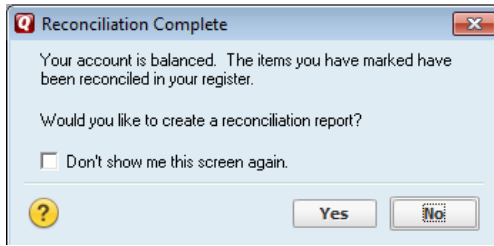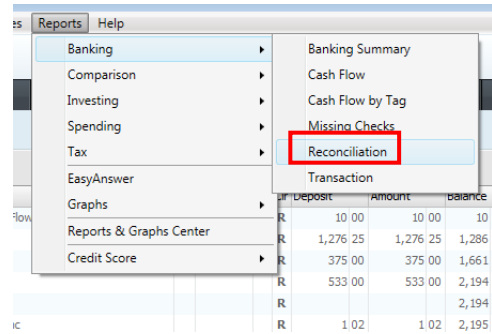
Figure 30

Figure 31

Creating a Financial Report

To obtain information for financial reporting use the *Reports* tab in the menu bar. Drop-down and click on *Reports and Graphs Center* (*Figure 32*). You will see the Reports and Graphs screen in (*Figure 33)*. Click on Itemized Categories to see (*Figure 34)* that describes the report (*Account transactions, grouped by category*) and gives you a box to choose from various date range options- choose "Quarter to date" then click Show Report.
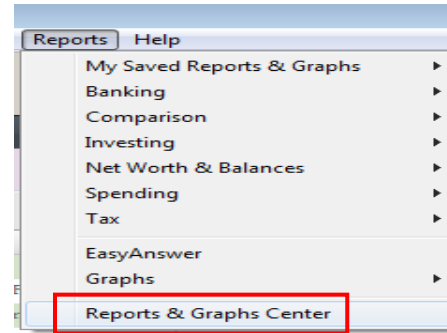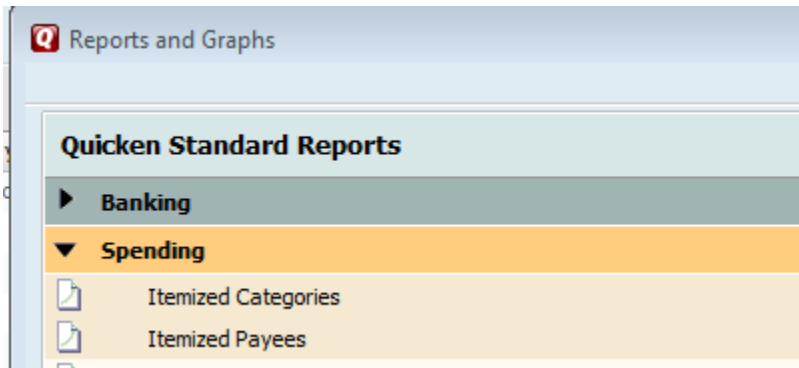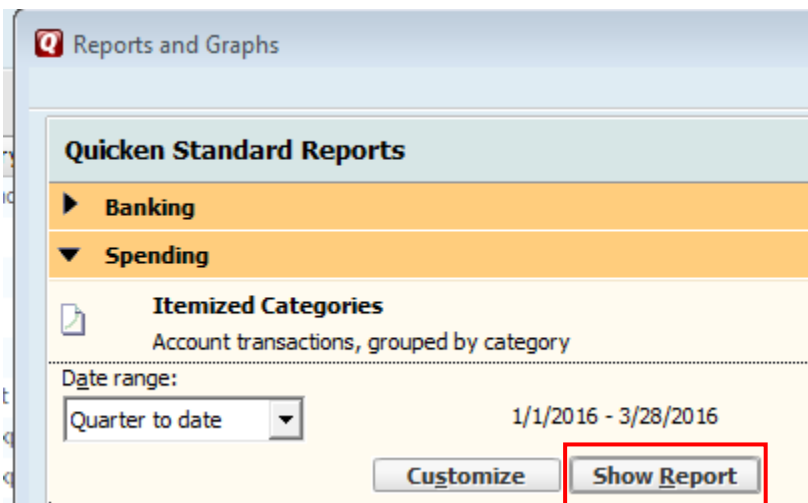

Figure 32

Figure 33
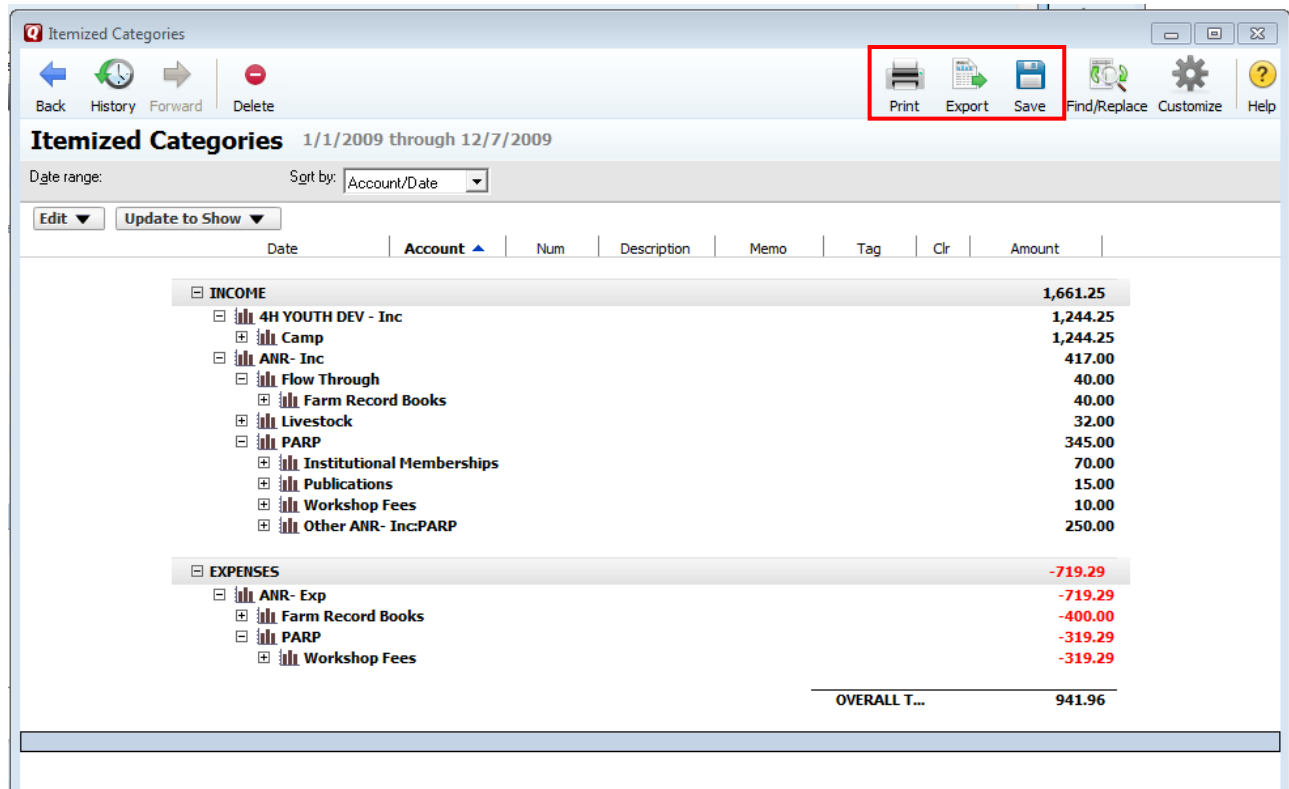
Figure 34

In *Figure 34* click the *Show Report* button to see the *Itemized Category* Report.

You can *Print* or *Save* the report (see icons at the top of the report). You can also *Expand* the report to include more detail either by using the *Expand All* button at the top or by clicking the *plus icon* ⊞ at the beginning each line. Note that the report shows only the Organization categories for which we entered transactions (4-H Youth Development and ANR). *Figure 35* is an example of a report that contains all of the categories used on the standard financial report.

Figure 35

Appendix A: Policies and Procedures

➢ All counties are expected to use the most current Quicken version software, as instructed by the CES Business Office, in order to track their Ed Fund Account beginning January 1, 2010.

➢ Each CED must ensure that the support person in charge of managing the Quicken account has time to set up the software account and to integrate the data.

➢ Approved Area Accounts must be set up and stored using the same software and format.

➢ Software accounts that Counties may currently be using must be archived by April 1, 2010.

➢ All data must be stored on the S drive.

➢ Counties must reconcile the Ed Fund Account monthly and ensure that the data is stored on the S drive.

Appendix B: Standard Organization Categories

4-H YOUTH DEVELOPMENT
    After School Program
    Camp
    Flow Through
        4-H Association
        Auction
        Judging
        Junior Leaders
        Livestock
        Trophies
        Trips
        Manuals
        State Fees

ANR (Ag & Natural Resources)
    Flow Through
    Livestock
    Master Gardener
    Master Naturalist
    PARP
    Farm Record Books
    Diagnostic Testing

HHS (Health & Human Sciences)
    Family Nutrition Program
    Flow Through
        Extension Homemakers
    Food Safety
    Have a Healthy Baby

CD (Community Development)
    Flow Through

GENERAL – MISCELLANEOUS
    Flow Through
        Publications
        Postage
        Office Supplies
    Annual Meetings
    Interest/Bank Charges

GRANTS
    Flow Through

PCARET (Purdue Council for Agriculture Research Extension & Training)
    Flow Through

Appendix C: Standard Income/Expenses Categories

Type – Income or Expense	Name
Income	Banquets-inc
Income	Camp-inc
Income	Certification-inc
Income	Computer Supplies-inc
Income	Consultants-inc
Income	County Fair-inc
Income	Diagnostic Lab-inc
Income	Equipment-inc
Income	Exhibit Board-inc
Income	Farm Record Books-inc
Income	Gifts-inc
Income	Institutional Memberships-inc
Income	Interest-inc
Income	Leases-inc
Income	Manuals-inc
Income	Miscellaneous-inc
Income	Office Supplies-inc
Income	Postage-inc
Income	Printing-inc
Income	Publications-inc
Income	Record Books-inc
Income	Rental (equipment, rooms, etc.)-inc
Income	Subscriptions-inc
Income	Travel-inc
Income	Workshop fees-inc
Expenses	Bank Fees-exp
Expenses	Banquets- exp
Expenses	Camp- exp
Expenses	Certification- exp
Expenses	Computer supplies- exp
Expenses	Consultants- exp
Expenses	County Fair- exp
Expenses	Diagnostic lab- exp
Expenses	Equipment- exp
Expenses	Exhibit Board- exp
Expenses	Farm Record Books- exp
Expenses	Gifts- exp
Expenses	Institutional Membership- exp
Expenses	Leases- exp
Expenses	Manuals- exp
Expenses	Miscellaneous- exp
Expenses	Office Supplies- exp
Expenses	Postage- exp
Expenses	Printing- exp
Expenses	Publications- exp
Expenses	Record Books- exp
Expenses	Rental (equipment, rooms, etc.)- exp
Expenses	Subscriptions- exp
Expenses	Travel- exp
Expenses	Workshop fees- exp

Appendix D: Writing Checks and Check Printing Feature with Quicken

Each county can decide whether to write checks manually or use the check printing feature in Quicken. *YOU MUST CHOOSE ONE METHOD OR THE OTHER.*

Setting up Check Preferences

Select the *Edit* tab on the menu bar. Select *Preferences*. This displays the screen that allows check writing preferences to be set-up. See (*Figure 1*).
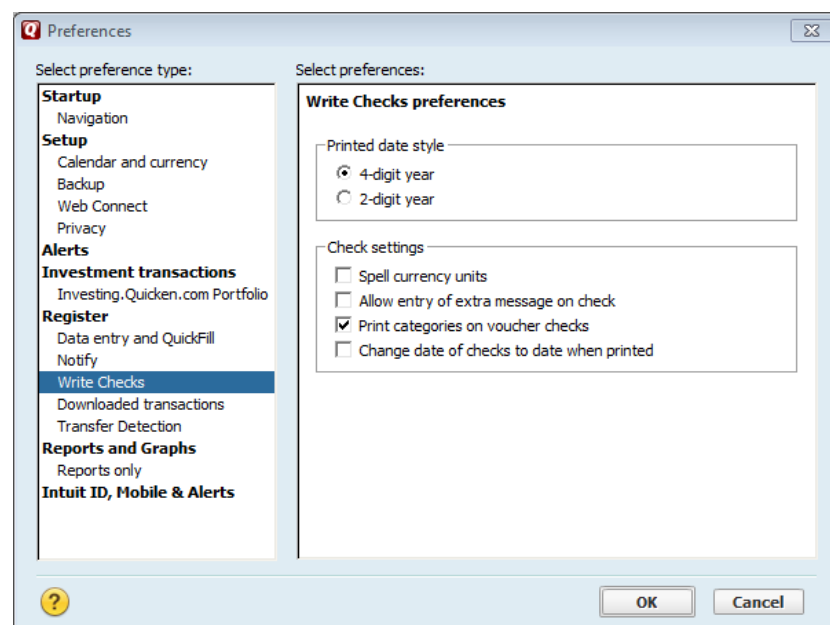

Figure 1

> ➢ The *Write Checks* window doesn't display check numbers. Intuit checks are pre-numbered because most banks require pre-numbered checks for stop-payment purposes. Quicken inserts the correct check number in the register when it prints the check.

> ➢ Until the checks print, Quicken displays **PRINT** in the Num (Number) column of each printable transaction in the register. When you print the check, Quicken changes **PRINT** to the correct check number. Quicken displays the total amount of checks you've written, but have not been printed, at the bottom of the register window.

> ➢ When you order your Intuit checks, indicate a starting number considerably higher than your existing paper check numbers. For example, if your personal check numbers are in the 1000 range, begin your Intuit checks at 3001. That way, you avoid confusion or possible duplication of numbers.

➢ Quicken can easily manage two sets of check numbers in one account. The bank isn't concerned about the numbers that are used on your checks. Check numbers are for your own records.

➢ To write a postdated check, change the date to the date on which you would like the check to be payable.

➢ **For checks that are written away from the office, use any paper checks you already have, or fill in an Intuit check by hand. The next time you use Quicken, <u>enter the transactions</u> in your checking account register. See below for instructions.**

<u>Check Writing Instructions</u>

1. Choose Tools menu > Write and Print Checks.
2. Select the account into which you'd like to record the payment.
3. Enter the payee name.
4. On the $ line, enter the amount of the check.
5. Enter the payee's address. (Optional)
6. On the Category line, enter a category.
7. Enter a memo. (Optional)
    ### <u>Is the memo confidential?</u>

    Because the memo may be visible if you mail the check in a window envelope, you may prefer to enter confidential information in a message box. To display the message box, choose Options and select Allow Entry of Extra Message on Check.

8. Select the Online Payment check box, for online payments. (Optional)
    ### <u>Will the memo be included?</u>

    The contents of the Memo field may not be included on any physical check printed, depending on your payment processor.

To use the Check Printing feature, go to *Tools >Write and Print Checks* (*Figure 2*).
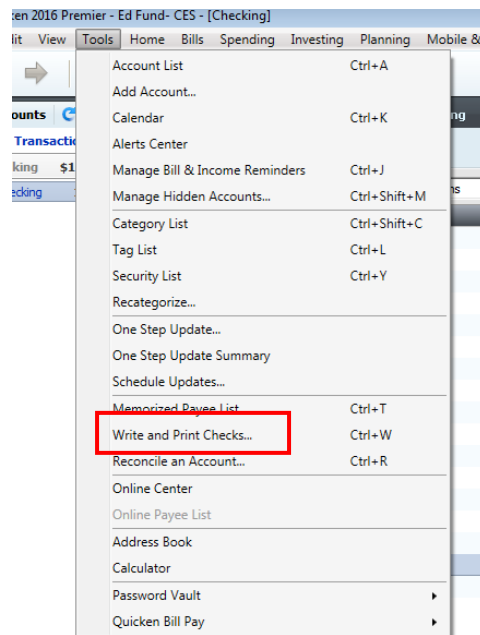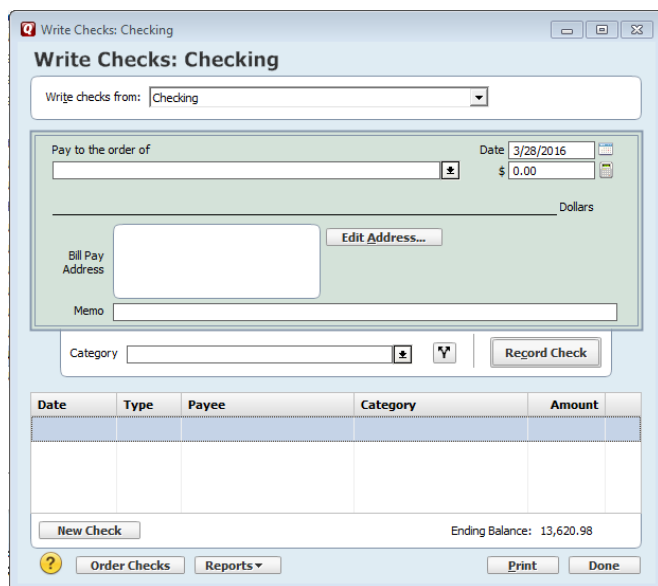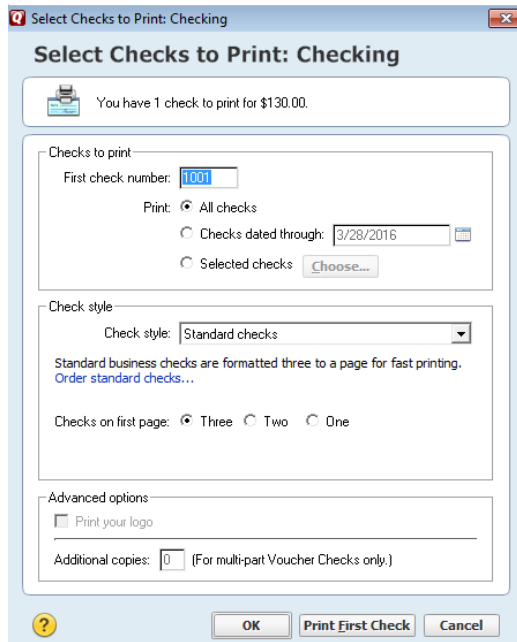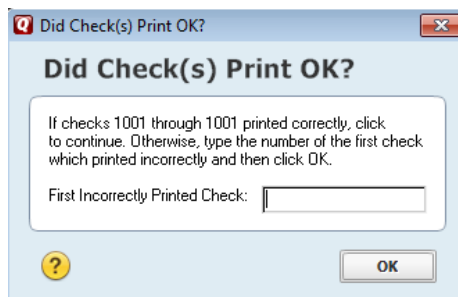

Figure 2

Figure 3

You will then see the *Write Checks* screen in *Figure 3*. At the top of the screen fill in the check with Pay to the Order of, Amount, and Memo (if desired). In the middle of the screen complete the Category information. Then Click Record Check to save the check in the register. Click *Print* to print the check. The account will be flagged in the Accounts List with a message "*You have checks to print*" until you have printed the check.

After entering checks, splitting expenses to your preference and recording checks it shows in checks to print box. When you press the print button you get this next box where you can change the check number or check layout *Figure 4*.

Figure 4

You will have a chance to void the check if it didn't print correctly *Figure 5*.

Figure 5

NOTE: For more information about using the check writing feature, click on the "How Do I?" in the lower left corner of the check writing screen to access *Quicken Help*.

Appendix E: How to Hide/Delete Accounts

You can hide or delete an account by going to *Tools > Account List*. See (*Figure 1*) below. Click on the *Edit* button.
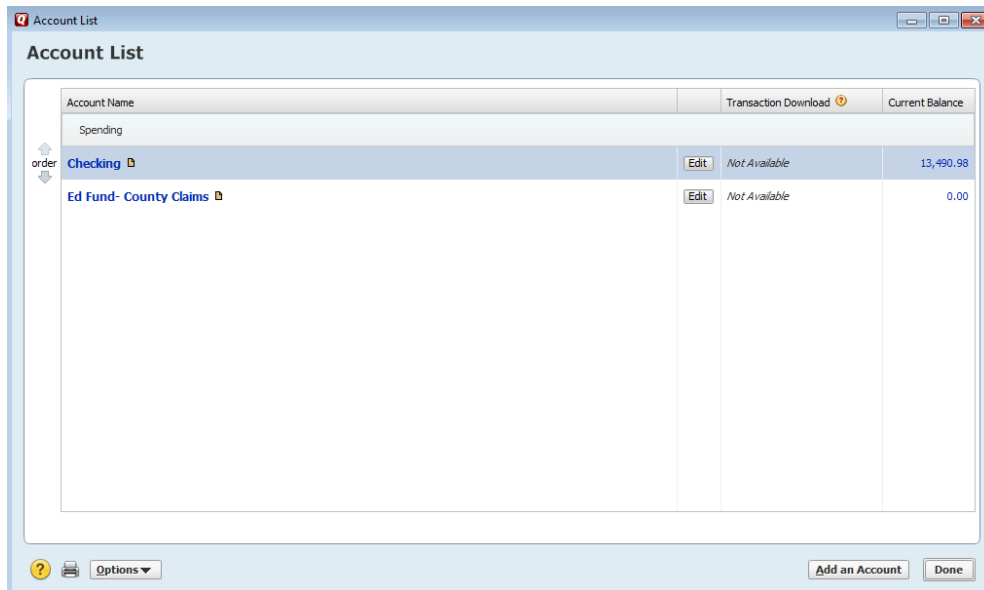

Figure 1

You will now see the *Account Details* screen (*Figure 2*). Click the *Display Options* tab on the Account Details screen.
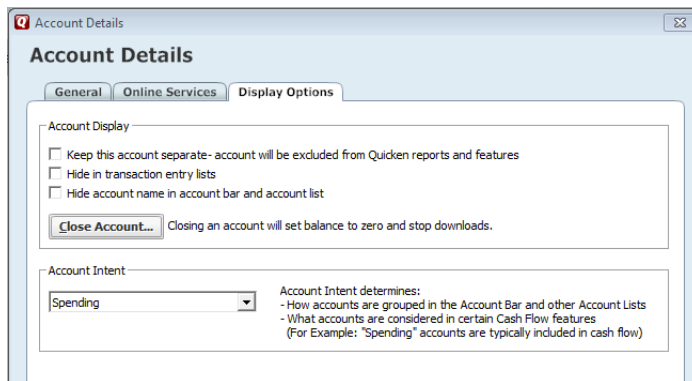

Figure 2

This screen allows accounts to be hidden or deleted. If you check *Hide this account in Quicken* (the first box), it will no longer show up in lists, menus, reports, and the other 2 boxes will automatically be checked. If you click *Delete Account*, you will see the box in *Figure 3*. You will need to confirm that you want to delete the account by typing "yes" in this box.
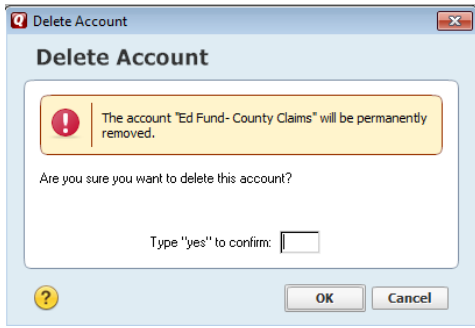
Figure 3

Appendix F: Default Settings for Backups

The Quicken software and data files are stored on a secure server that has regular back-ups done. Therefore there is no need to create additional backup files. Please follow the instructions below.

Choose *Edit > Preferences* (*Figure 1*). This is the Quicken Preferences screen.

Click *Backup* in the menu on the left to see the *Backup Preferences*. The Automatic Backup box and the Manual Backup Reminder box will need to be **unchecked**; as shown in *Figure 1*.
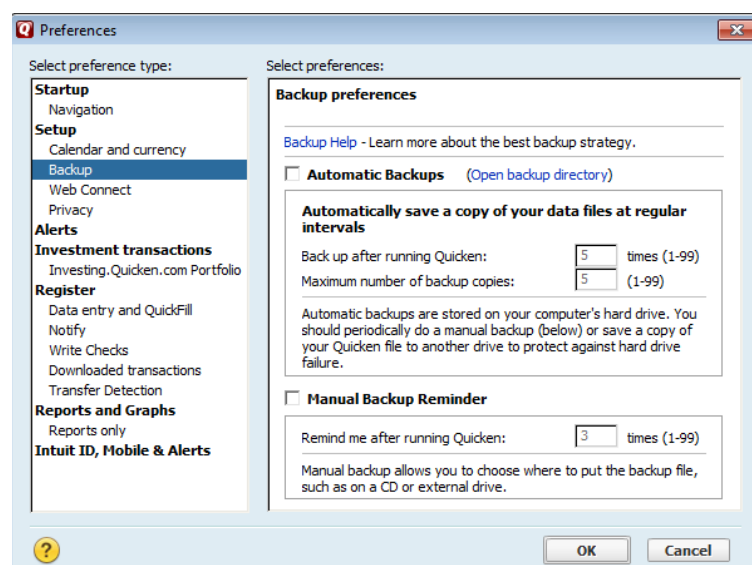
Click *OK* to save changes.

*Figure 1*

Appendix G: Warnings about Modifying Data

In general, *__DO NOT__* modify or delete transactions once they have been reconciled.

Be cautious when modifying a transaction. Quicken will allow you to modify **any** field in an unreconciled transaction without a pop-up warning. However, you should still verify that you have made the change that you intended to make before clicking *Enter*. **REMINDER: THERE IS NO UNDO BUTTON IN QUICKEN.**
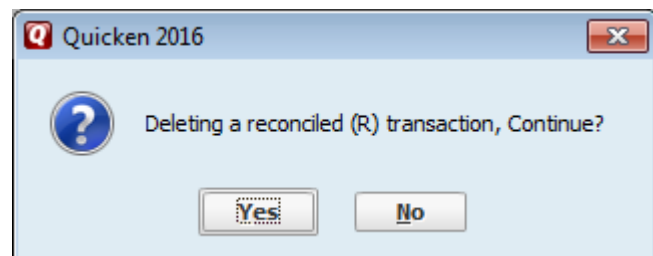
When you delete a transaction **BEFORE** it has been reconciled, you will see the box on the right. This allows to you verify that you want to take this action.
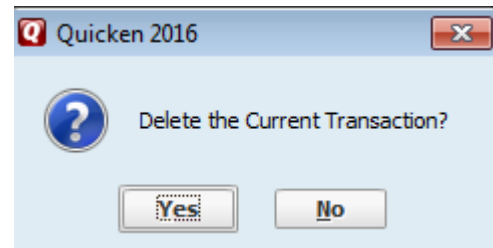
If you try to change the date or the dollar amount in a transaction that has been reconciled, you will see the box on the right.
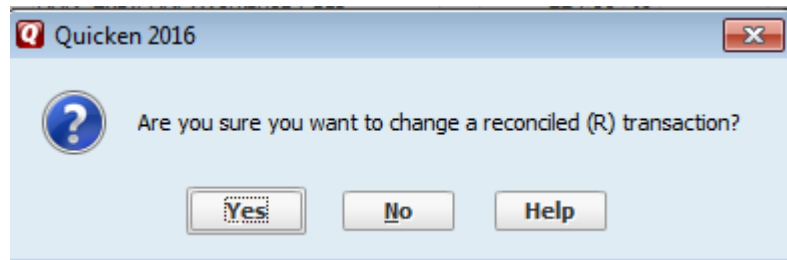
If you try to delete a transaction that has been reconciled, you will see the box on the right.

Appendix H: Resources

Accounting Questions: McKenna Williams –765-494-8501– **mailto:mckwilli@purdue.edu**

AgIT Support Services at 888-226-2438 or 765-494-8333.