**Quicken 2016 Premier Edition Manual**

**For**

**Purdue Cooperative Extension Service**

**County Ed Fund**



June 2011

**Counties must store their Quicken data files on their P:\drives**

**(county servers) S:\EdFund**

**For example: \\42tippecanoe\Home\EdFund**

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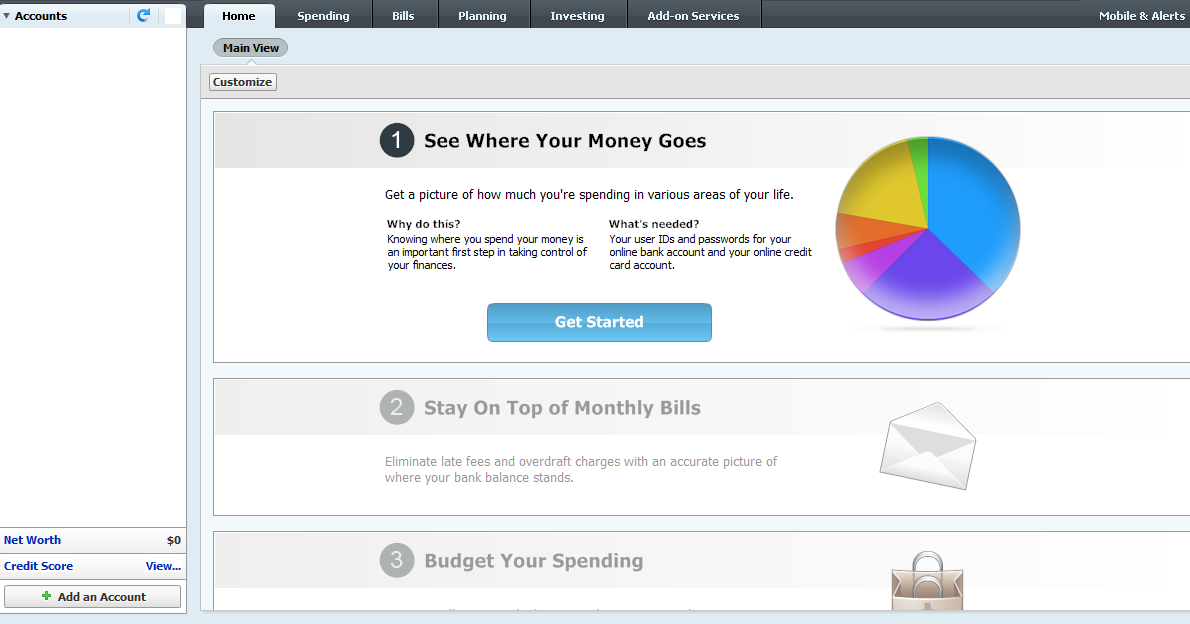
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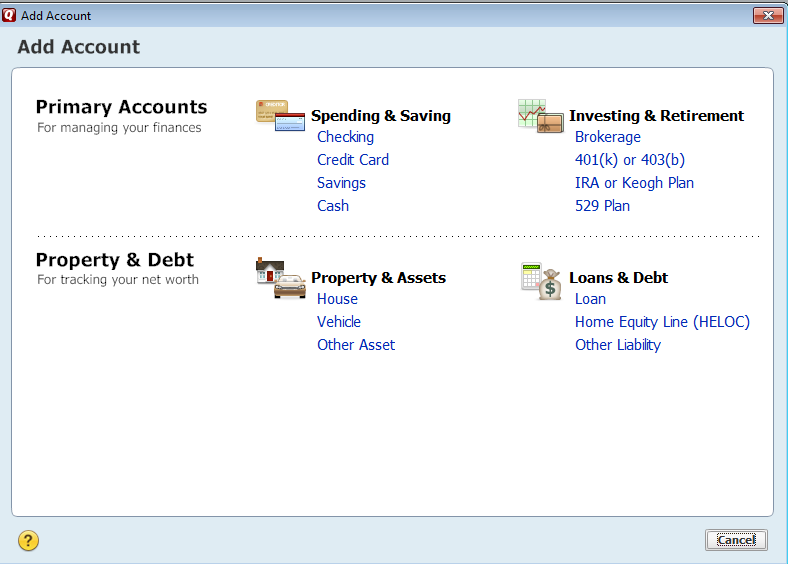
# Account Set-up

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*)

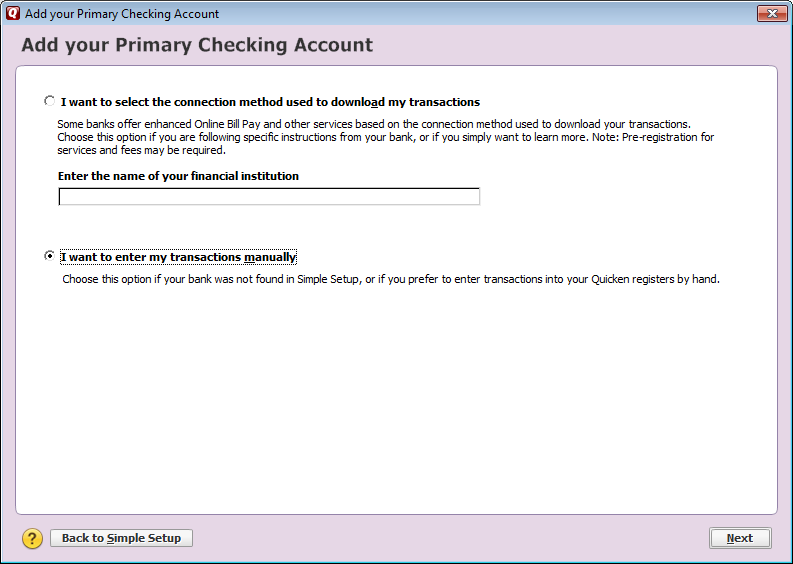


*Figure 1*

You will then select “Checking”. (*Figure 2*)

 *Figure 2*

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



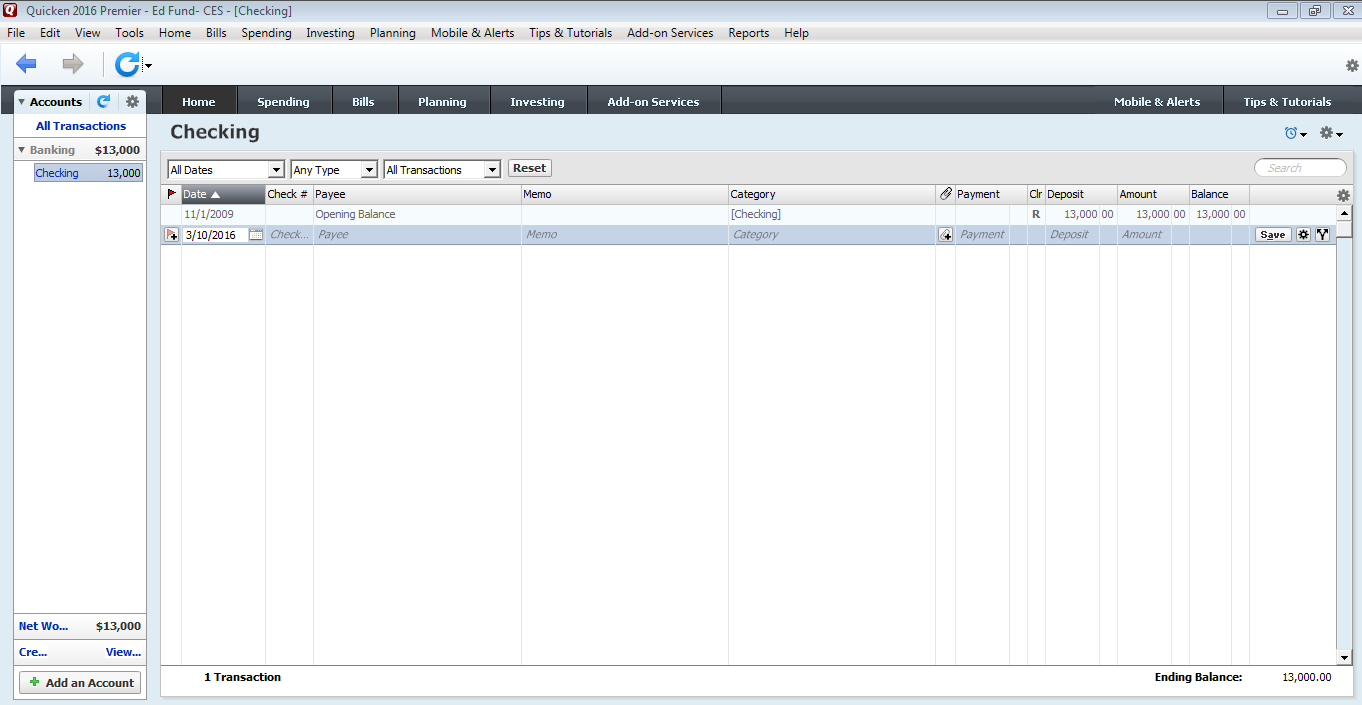
*Figure 4*

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**](#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

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**

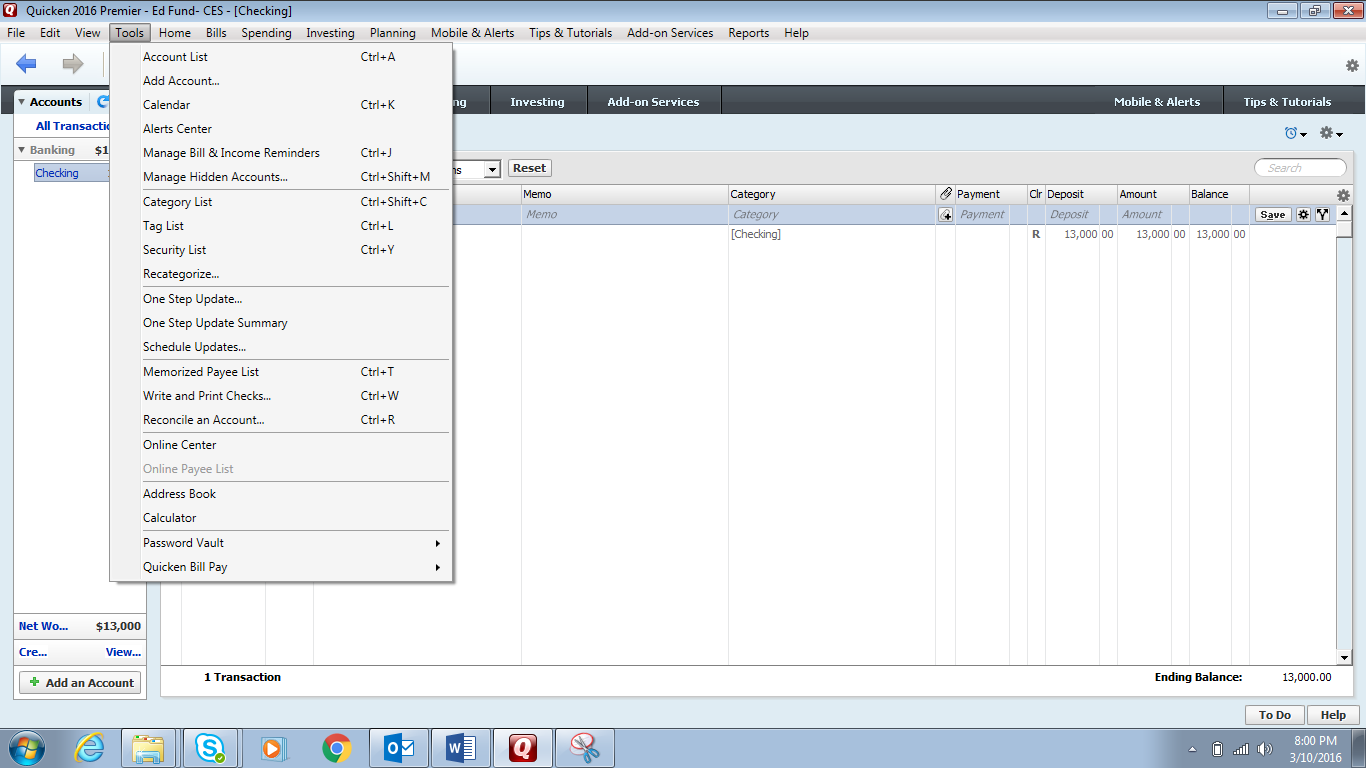
Flow Through

**PCARET** **(Purdue Council for Agriculture Research Extension & Training)**

Flow Through

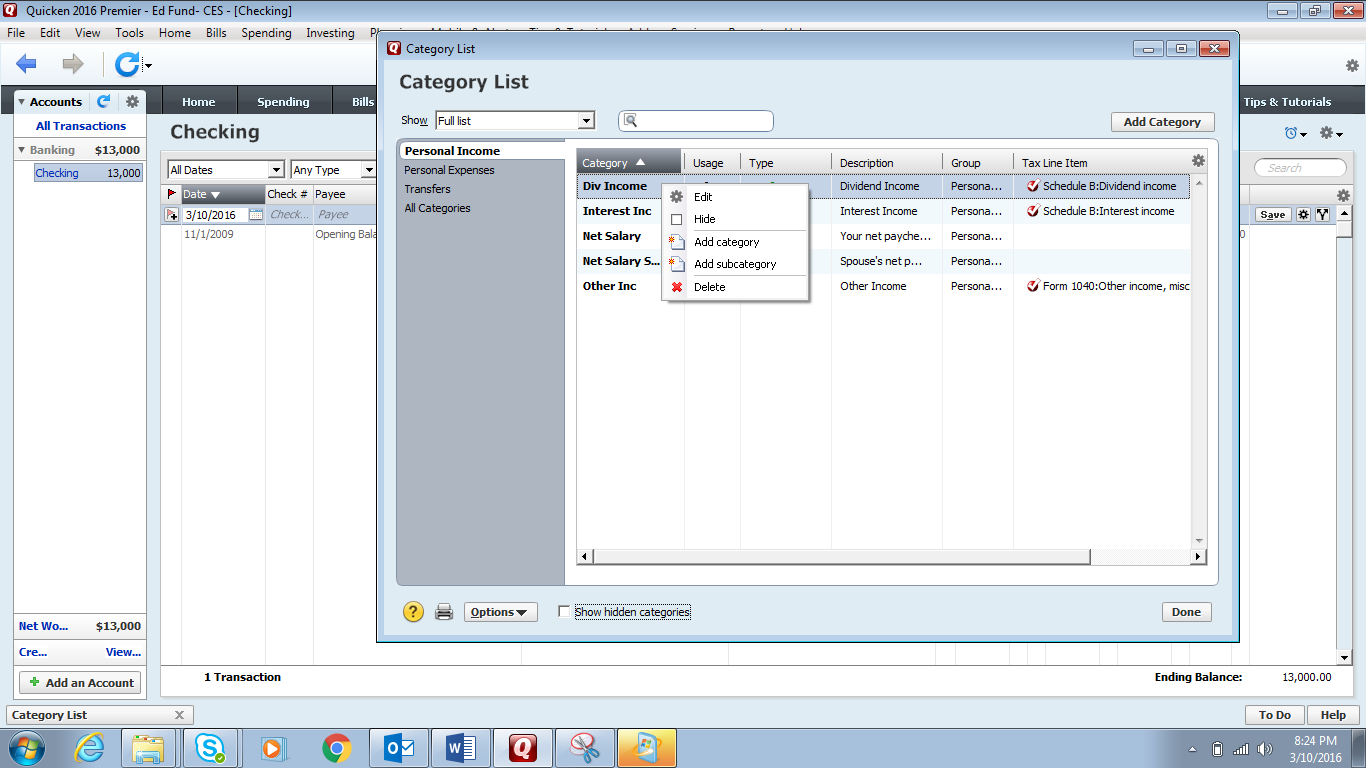
In Quicken we will set up the Organization category ANR (Ag & Natural Resources) for both Income and Expense along with its Subcategories: Flow Through, Livestock, Master Gardener, Master Naturalist, and PARP.

|  |
| --- |
| To enter your first Organization category, choose *Tools* menu *> Category List* (*Figure 10)*. |



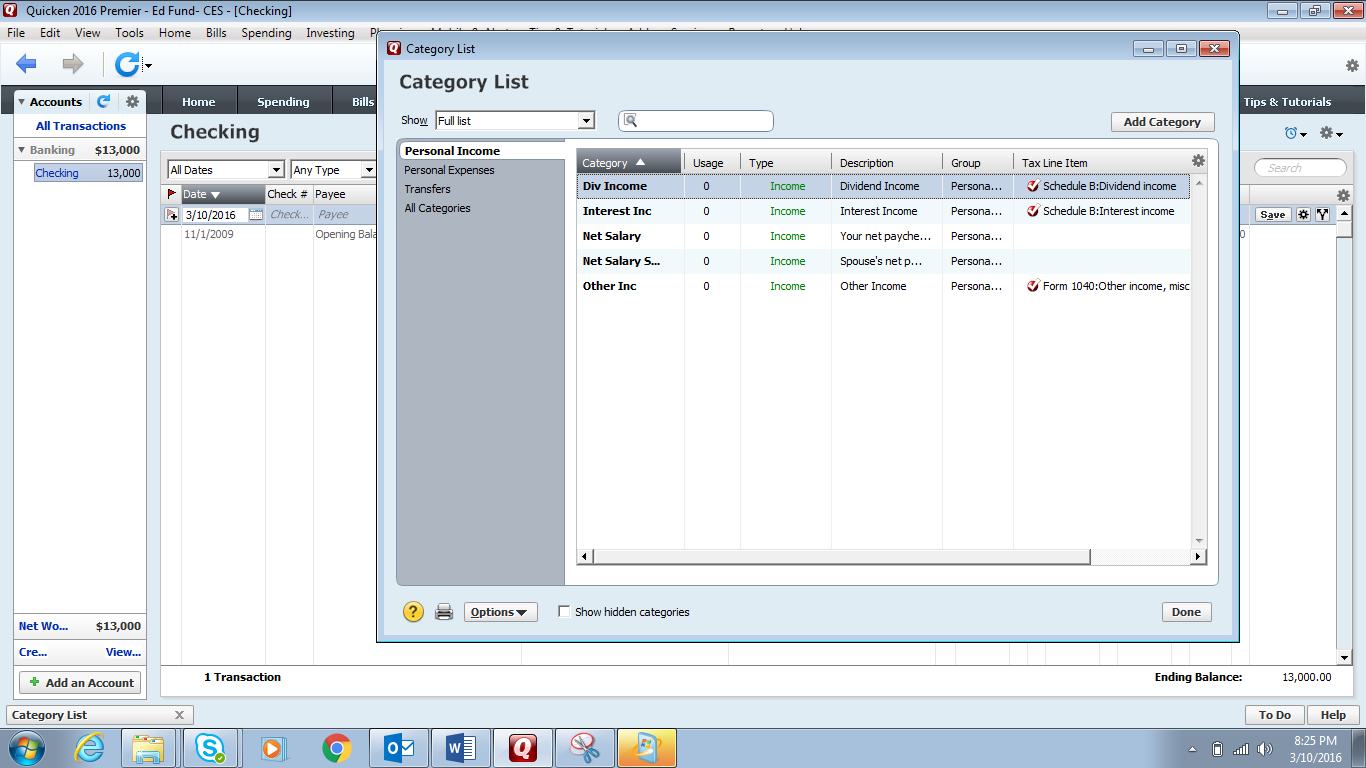
*Figure 10*

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.



*Figure 11*

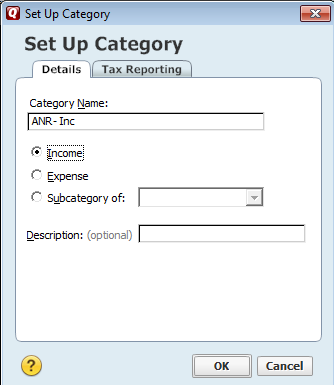
To add a new category in Quicken, click on the *Add Category* button in the top right corner of the category list box (*Figure 12)*.



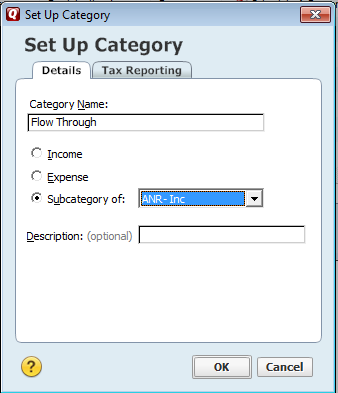
*Figure 12*

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).

Click radio button; Income



*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**](#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**](#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-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. |

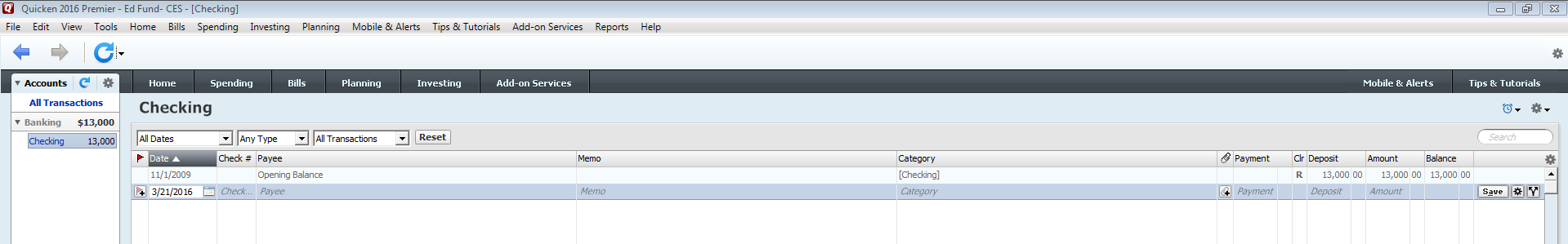
*Figure 15*

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



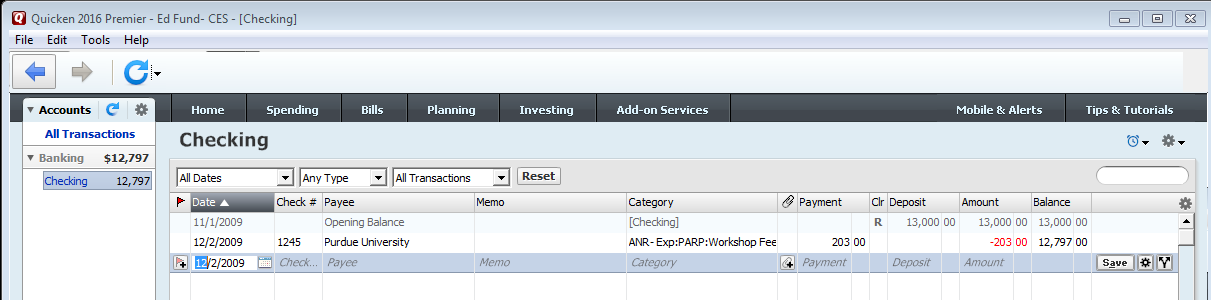
Type new transaction information on this line.

*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**](#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.

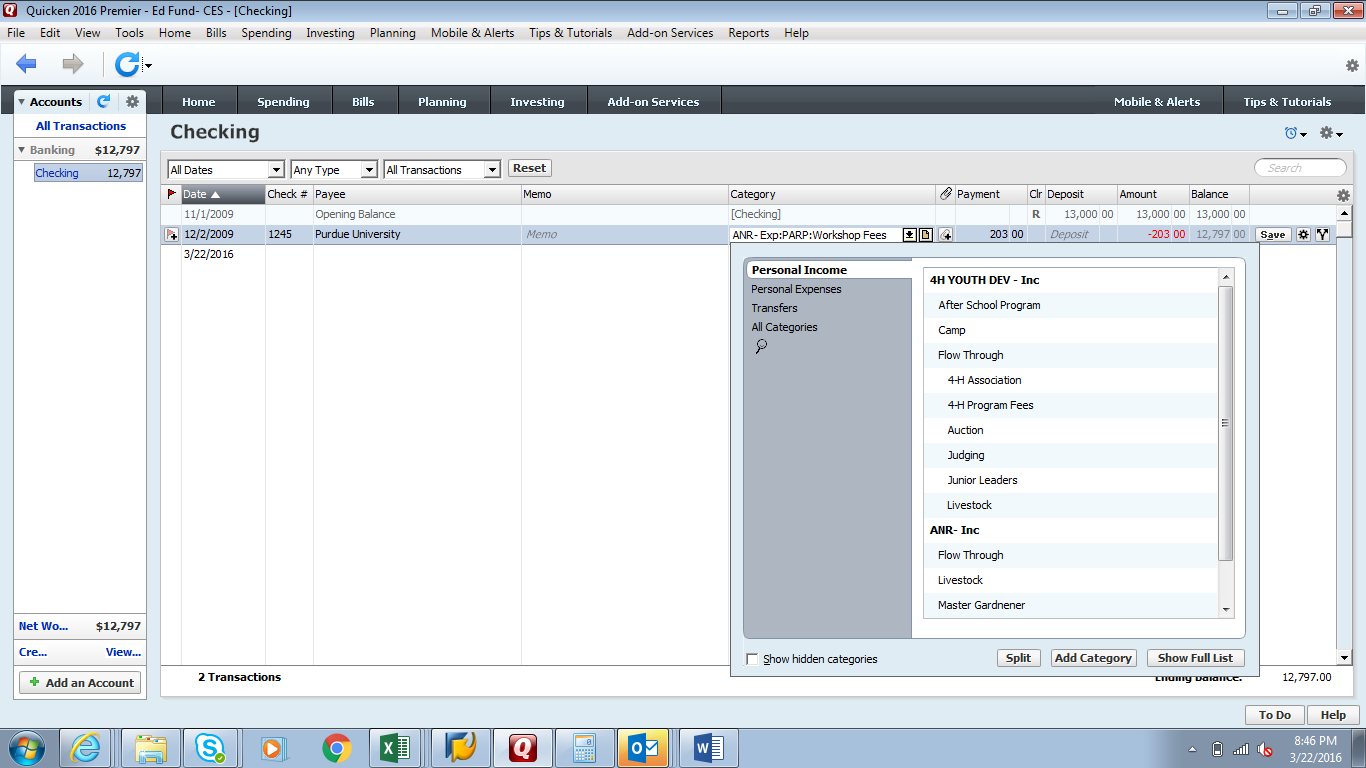
The *Category* is always entered with the main category first, then the subcategories with a colon and no spaces between, so for the payment above enter: ANR - Exp:PARP:Workshop Fees. When you start to enter the category, Quicken will fill in what it thinks is required. You can also click the right down 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).



Balance has been updated.

*Figure 17*

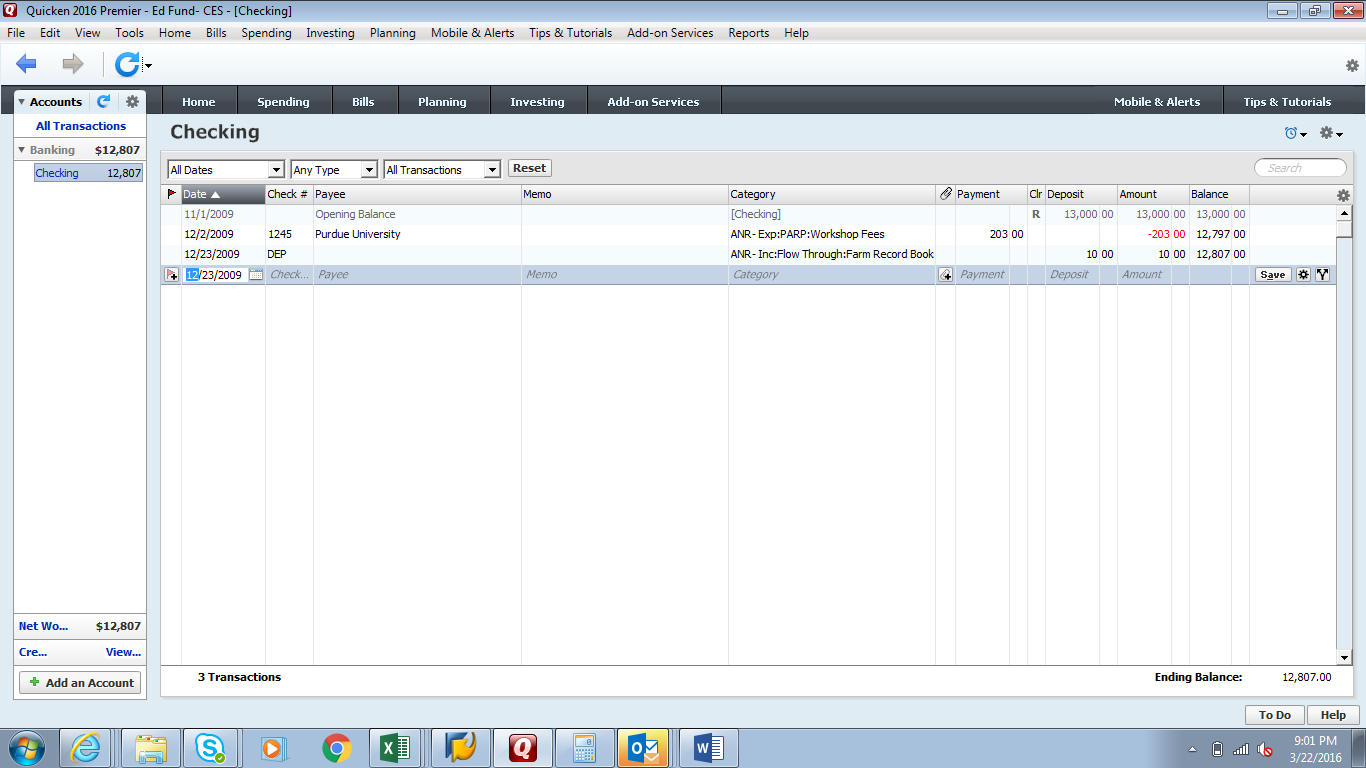
**TIP: When entering transactions you can use the tab key to move to the next field.**



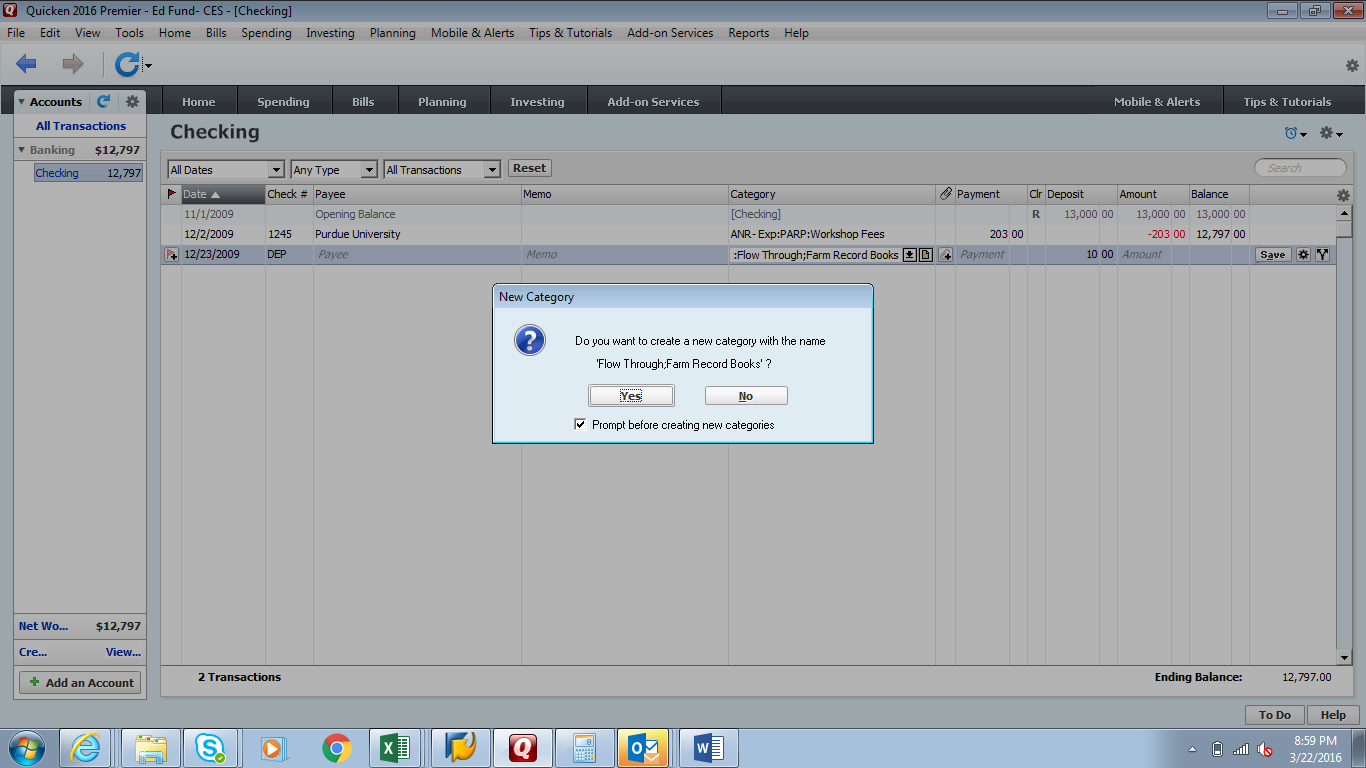
*Figure 18*

|  |  |
| --- | --- |
| 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* |

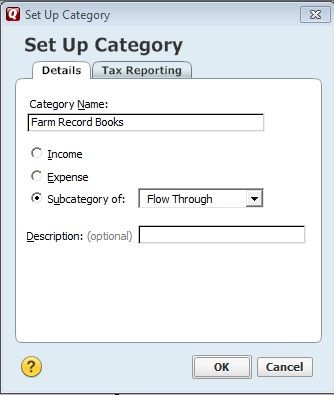
Type the information on the next line of the Transaction screen as shown in *Figure 20* below. When you enter the *Category*, choose ANR – Inc:Flow Through from the drop down. Then type a colon (:), then Farm Record Books. You will see a box (*Figure 21*) asking if you want to create a new category. 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*

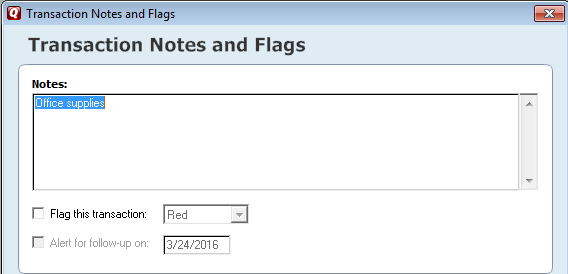


*Figure 21*



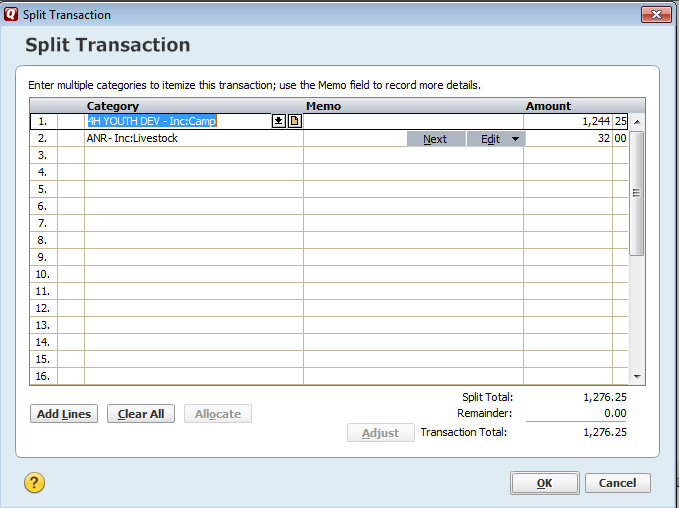
*Figure 22*

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 $1,244.25for camper fees associated with Camp in 4-H Youth Development and $32.00for 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*.

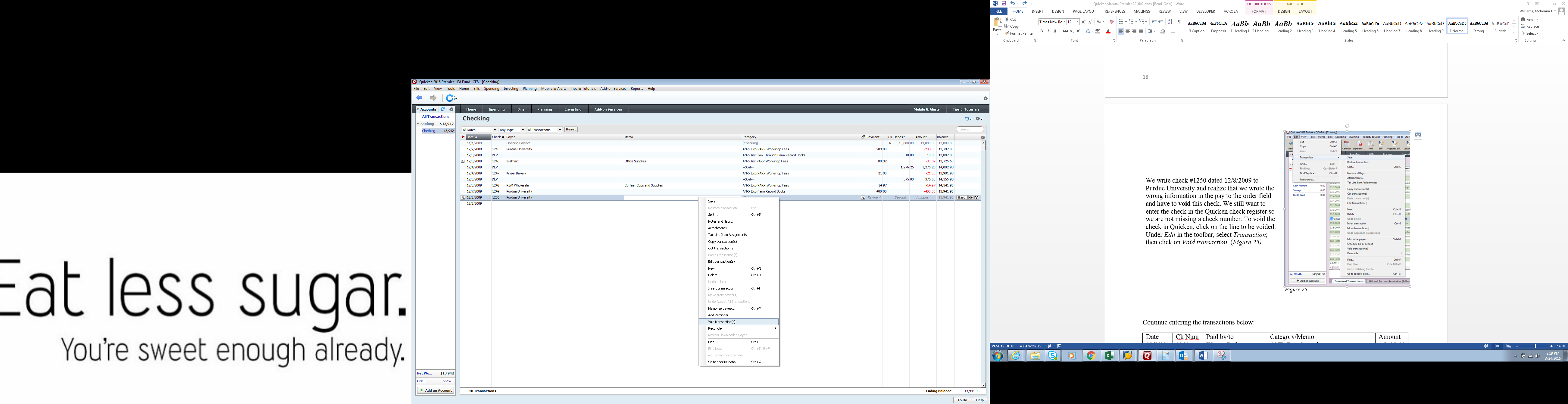


*Figure 24*

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  ANR-Inc:Flow Through:Farm Record Books  ANR-Inc:PARP:Workshop Fees  ANR-Inc:PARP  ANR-Inc:PARP:Institutional Memberships | $15.00  $30.00  $10.00  $250.00  $70.00 |
| 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 #1250dated 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).*

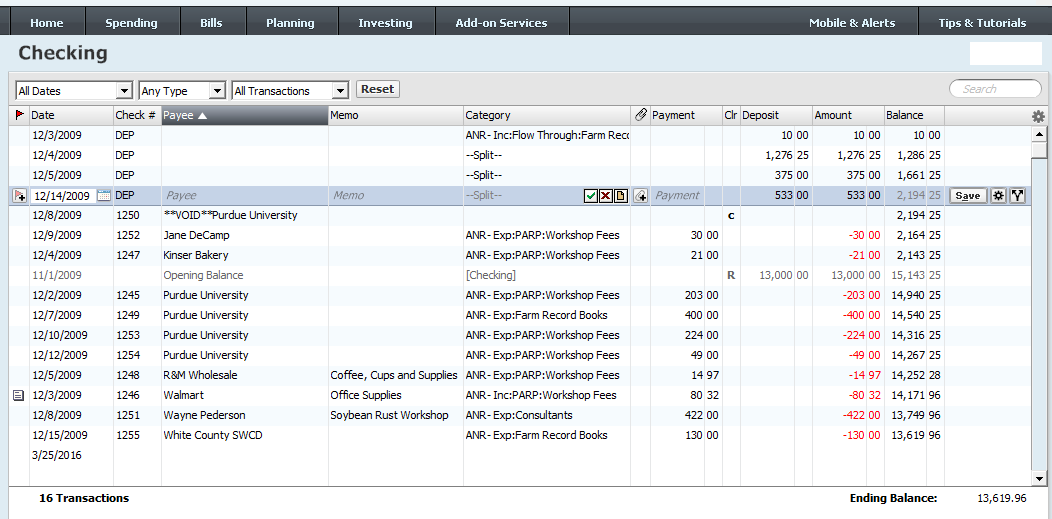


*Figure 25*

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

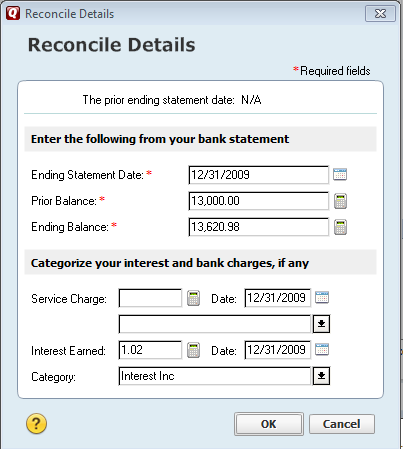
Check #1252 ……………………………………………………………………………..$30.00

Check #1253 ……………………………………………………………………………$224.00

Check #1254 ……………………………………………………………………………. $49.00

Check #1255 ……………………………………………………………………………$130.00

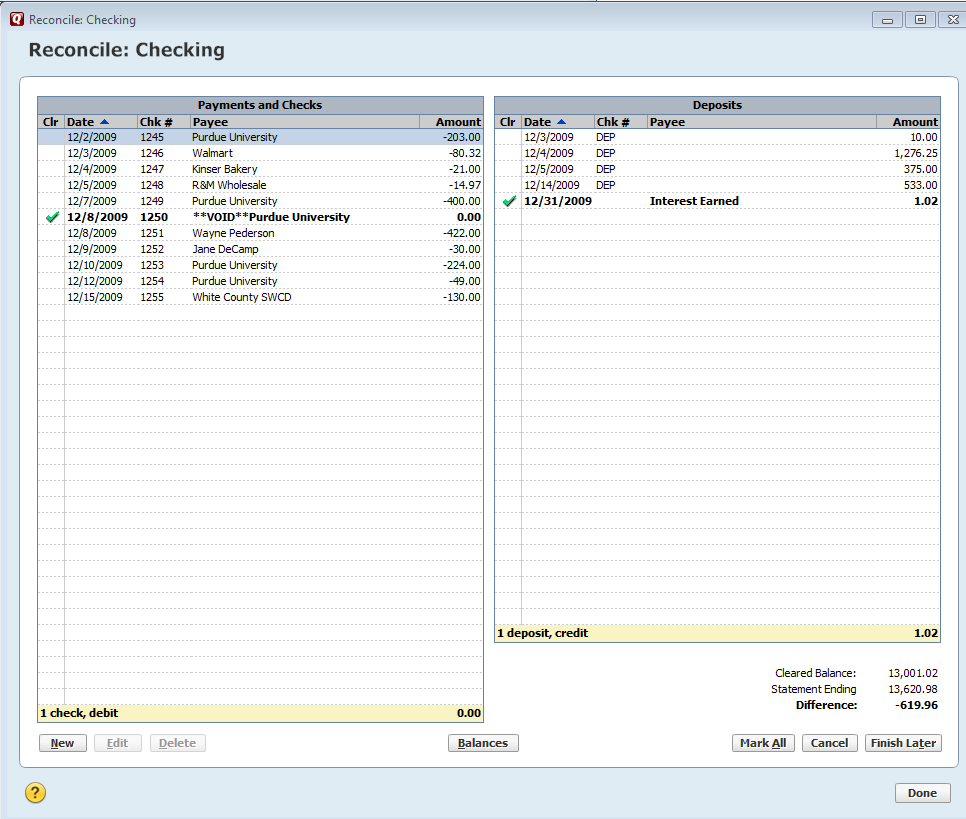
To reconcile Quicken to your bank statement, make sure you are in the correct account if you have more than one. Then choose *Tools Menu > Reconcile an Account* OR click *Account Actions* on the transaction screen and choose *Reconcile* to see the *Reconcile Details* screen (*Figure 27*).



*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.

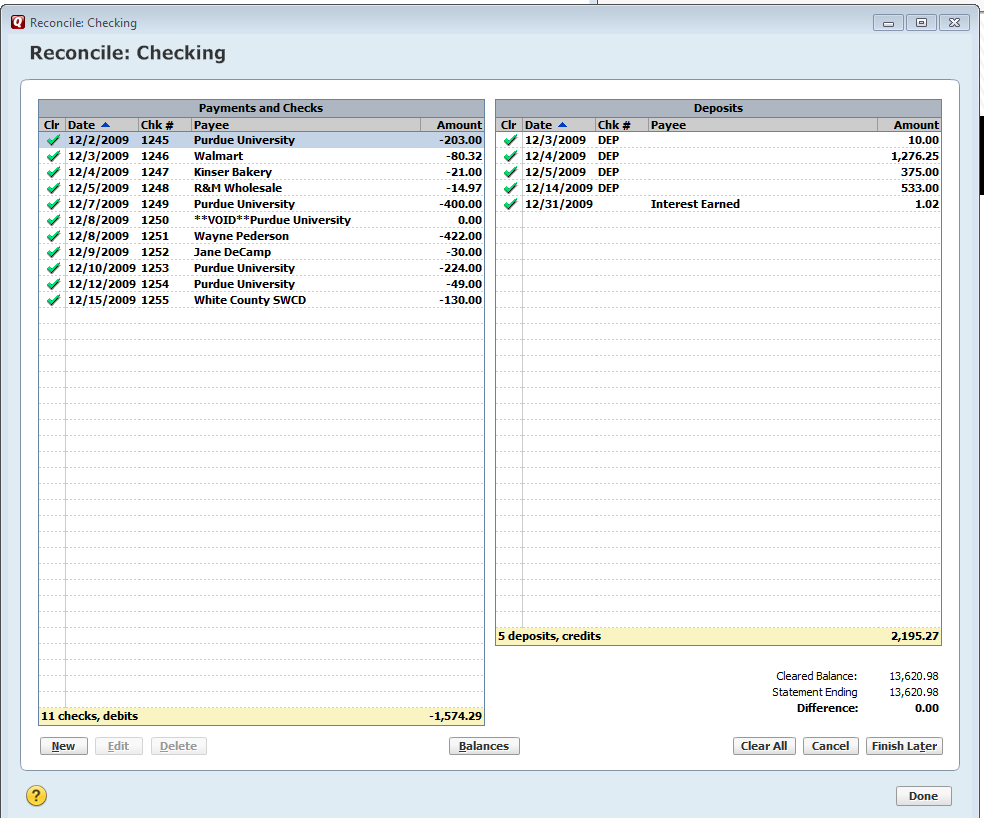


*Figure 28*

Click here to automatically mark all transactions as cleared

As transactions are cleared/reconciled, this balance will be updated.

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**](#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.

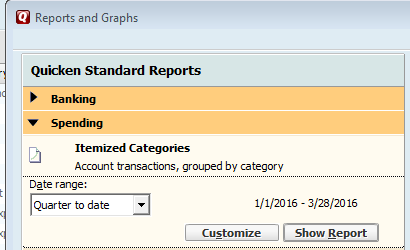
|  |  |
| --- | --- |
| *Figure 30* | *Figure 31* |

# 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* |



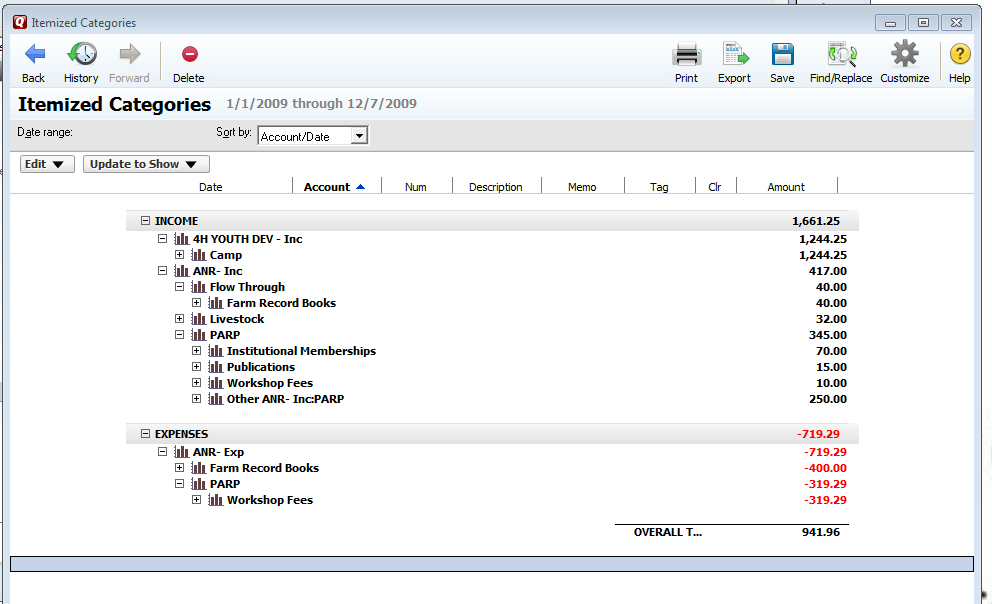
*Figure 33*



|  |  |
| --- | --- |
| *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

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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

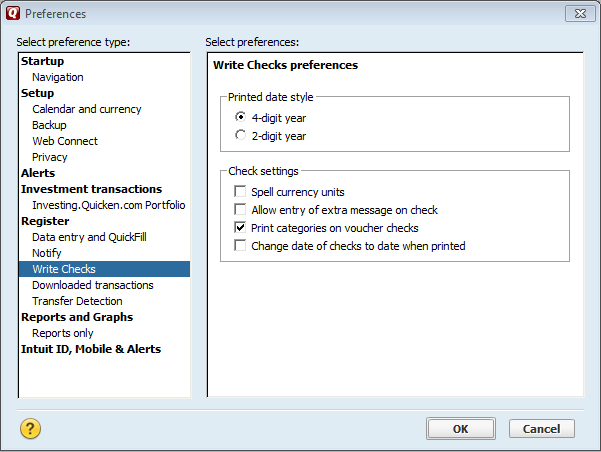
|  |  |
| --- | --- |
| **Type – Income or Expense** | **Name** |
|  |  |
| Income | Banquets-inc |
| Income | Camp-inc |
| Income | Certification-inc |
| Income | Computer Supplies-inc |
| Income | Consultants-inc |
| Income | County Fair-inc |
| Income | Diagnostic Lab-inc |
| Income | Equipment-inc |
| 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,** [**enter the transactions**](ms-its:C:\Documents%20and%20Settings\All%20Users\Application%20Data\Intuit\Quicken\Help\QUICKEN.CHM::/IDH_BANKING_TASK_EnterACashFlowTransaction.htm) **in your checking account register. See below for instructions.**

**Check Writing Instructions**

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)

[**Is the memo confidential?**](ms-its:C:\Documents%20and%20Settings\All%20Users\Application%20Data\Intuit\Quicken\Help\QUICKEN.CHM::/IDH_BANKING_TASK_WriteACheck.htm#null)

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.

1. Select the Online Payment check box, for online payments. (Optional)

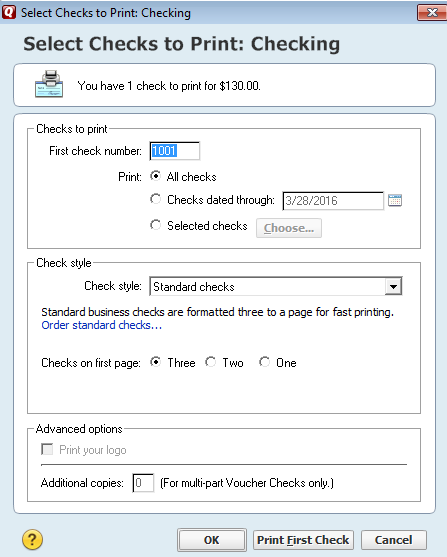
[**Will the memo be included?**](ms-its:C:\Documents%20and%20Settings\All%20Users\Application%20Data\Intuit\Quicken\Help\QUICKEN.CHM::/IDH_BANKING_TASK_WriteACheck.htm#null)

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

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| To use the Check Printing feature, go to *Tools* >*Write and Print Checks* (*Figure 2*).    *Figure 3* | *Figure 2* |

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*.

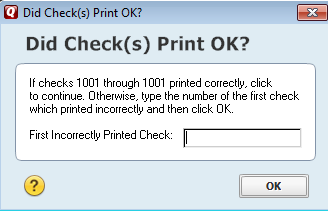


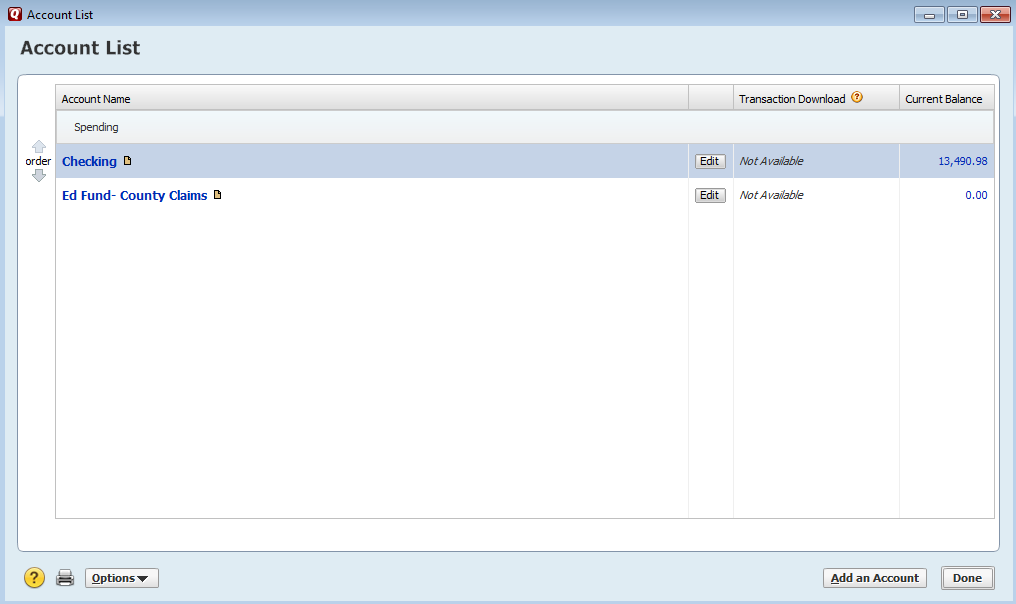
Figure 5

**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*.**

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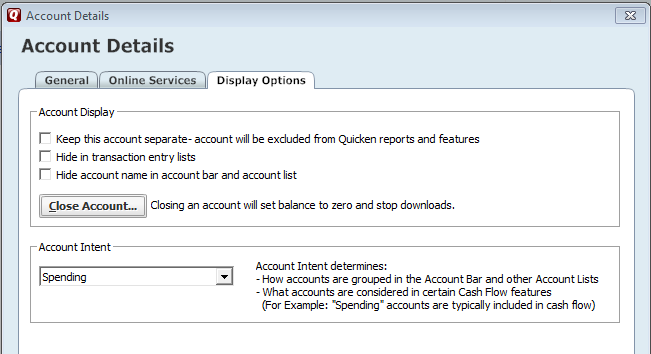
# Appendix E: How to Hide/Delete Accounts

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



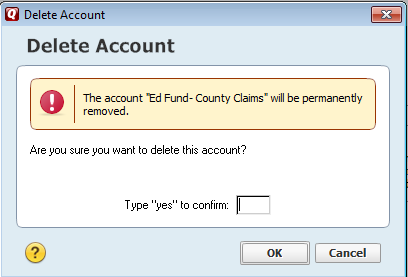
*Figure 1*

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*

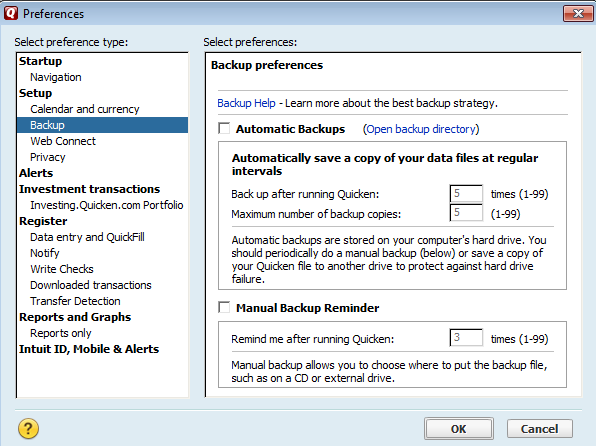
# Appendix F: Default Settings for Backups

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.**

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| 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. |  |

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| 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**](mailto:mckwilli@purdue.edu)

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