

How do I enter transactions for my cash management account?

The investment transaction list can accommodate and display both banking and investing transactions. As with investing transactions, you use [specific dialogs](#) to enter your data for common transactions such as writing a check, making a deposit, creating an online payment instruction, and withdrawing cash.

Bill and income reminders are the only banking feature not supported by the investment transaction list, so if you need support for scheduled bills and deposits in the cash portion of your brokerage account, then you [still need to maintain a linked checking account](#).

1. Open the account you want to use.
 2. Click **Enter Transactions**.
 3. In the **Enter Transaction** list, select the appropriate cash transaction type (**Write Check, Deposit, Withdraw, Online Payment, or Other Cash Transaction**).
 - **When would I use Other Cash Transaction?**
You can use the Other Cash Transaction dialog for deposits, payments, online payments, and printed checks.
 4. Use the dialog to record your transaction. Click a link below for more information.
 - **Payee and Address**
Payee is a required field for all transaction types; address is optional. You can look up the address for an existing payee, or enter a new address if you're setting up a payee for the first time.
 - **Category and Split**
Categories track the source of a deposit (such as Salary), or the reason for an expenditure (such as Clothing). If one transaction includes several different types of purchases, [you can enter a detailed breakout using the Split button](#).
 - **Memo (Optional)**
Be aware that the memo may be visible if you mail a printed check in a window envelope.
 - **Date, Amount, and Number**
Enter the date and amount of the transaction in the appropriate fields. The Number field corresponds to a register's Num field and is pre-filled for certain transaction types (for example, a deposit).
- For printed checks, Quicken changes Print to a sequential check number after you print your checks.
5. Click Enter/New to enter another transaction, or Enter/Done to finish.

Notes

- You can use Quicken's investment transaction list to record cash transactions such as paying bills, creating online payment instructions, and recording deposits and withdrawals.
- Separate columns in the transaction list track whether each individual transaction affects the investment balance of an account, the cash balance, or both.
- Quicken needs to know the amount of cash you're managing in your investment account to accurately track it. For new investment accounts, be sure to provide this information as necessary. For existing investment accounts, be sure to verify that the cash balance is accurate. Doing so will prevent a false negative cash balance, and lets Quicken calculate more accurate totals.
- If you withdraw cash and then subsequently deposit it into another account that you're tracking in Quicken, you can alternatively [handle these transactions as a transfer](#).