

How do I track my employer's 401(k) matching contribution if I haven't set up my paycheck?

Many companies contribute matching funds to their employees' 401(k) plans. If you've included your employer matching contributions in your [Quicken paycheck setup](#), a special category has already been created to track these funds. If you've not yet set up your paycheck in Quicken, you can track these contributions separately from your own contributions in an investment or asset account.

If you're using an asset account to track your 401(k), you can either enter the contribution as a split transaction, with your contribution and your company's contribution as separate items in the split, or as separate transactions.

If you're using an investment account to track your company's contributions, follow these steps.

If you're using an investment account to track your employer's contributions, do the following for each contribution:

1. Open your 401(k) account.
2. Enter your employer's contribution as an [income transaction](#).
 - **Tell me how**
 - a. Click **Enter Transactions**.
 - b. In the **Enter Transaction** list, select **Inc - Income**.

In this field of the Income dialog	Do the following
Transaction date	Enter the date the contribution was made.
Security name	Leave blank.
Category	Enter Comp401k as the category.
Miscellaneous	Enter the dollar amount of your employer's contribution.

3. Enter your employer's contribution as a [Buy transaction](#).
 - **Tell me how**
 - a. Click **Enter Transactions**.
 - b. In the **Enter Transaction** list, select **Buy - Shares Bought**.

In this field of the Shares Bought dialog	Do the following
Transaction date	Enter the date the contribution was made.
Security name	Enter the name of the security for your 401(k) plan.
Number of shares	Enter the number of shares shown on your statement.
Price paid	Enter the price from your statement.

4. Enter your own contribution as a [Buy transaction](#).
 - **Tell me how**
 - a. Click **Enter Transactions**
 - b. In the **Enter Transaction** list, select **Inc - Income**.

In this field of the Shares Bought dialog	Do the following
Transaction date	Enter the date the contribution was made.
Security name	Enter the name of the security for your 401(k) plan.
Number of shares	Enter the number of shares shown on your statement.
Price paid	Enter the price from your statement.

Notes

The easiest way to capture your employer's contribution to a 401(k) account is to [set up a paycheck transaction in Quicken](#).

If you're using a 401(k) account, you'll capture your employer's matching funds during the update process, even if you haven't set up a paycheck transaction.