

Setting Up and Using Your Trust Account in Quicken® 2011

Setting Up the Account

When you first enter the Quicken program, click on File, New Quicken File... At the prompt, make sure New Quicken File is checked. [Figure 1]. Press OK. Name the new file Trust Account and press OK. You will be taken to the Get Started Screen. Press Get Started.



Figure 1

The "Add Your Primary Checking Account" Screen appears. **DO NOT SELECT YOUR BANK FROM THE LIST.** Instead, choose the Advanced Setup link at the bottom of the screen. [Figure 2]

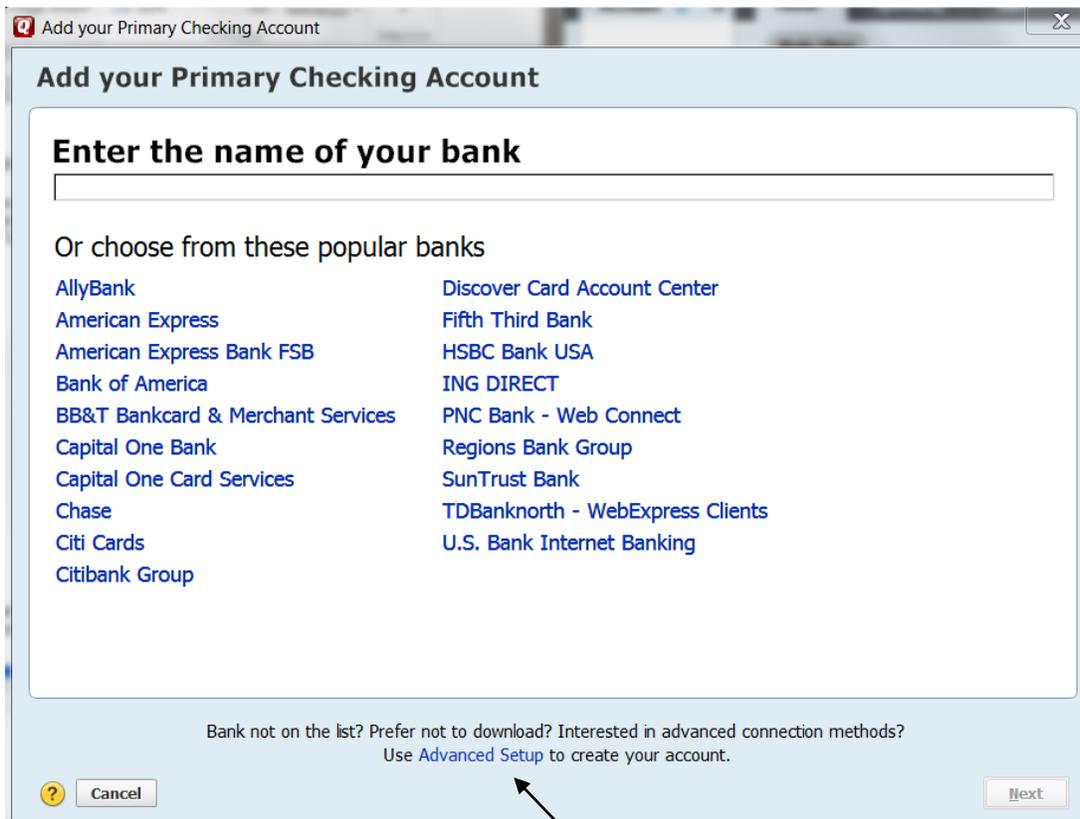


Figure 2

Choose Advanced Setup

Press Next. In the next screen, check the box at the bottom indicating that you want to enter transactions manually. [Figure 3]

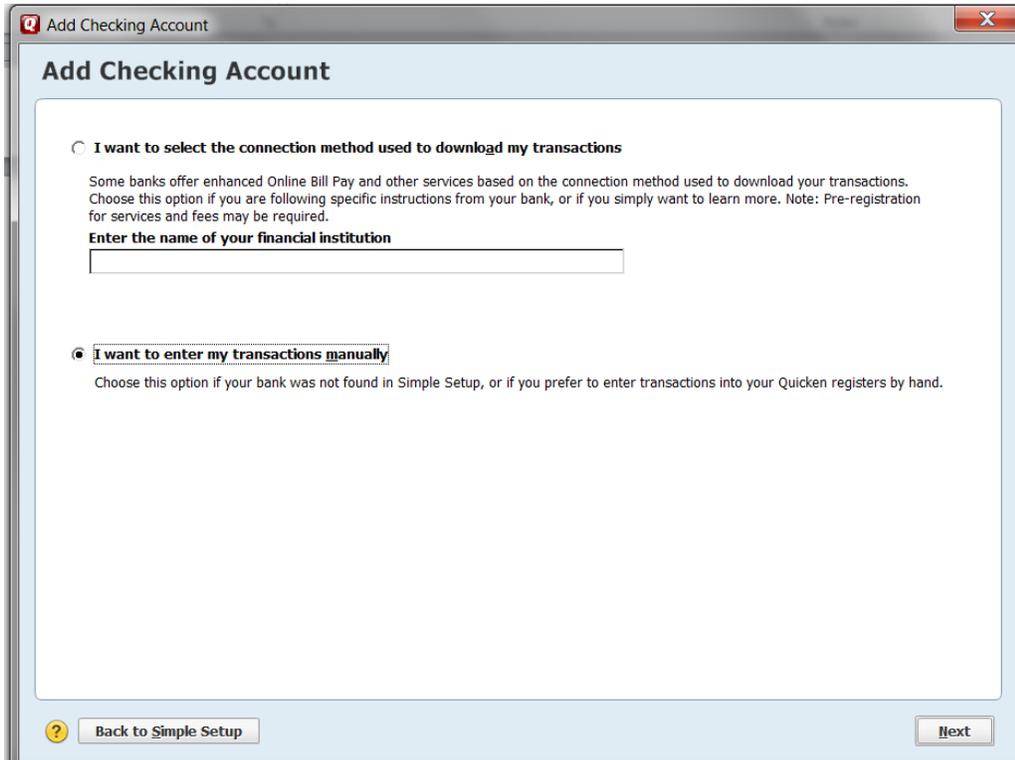


Figure 3

Press Next. You will now be prompted to enter your Primary Checking Account in the Account Name/Nickname screen. Enter Trust Account and press Next. [Figure 4]

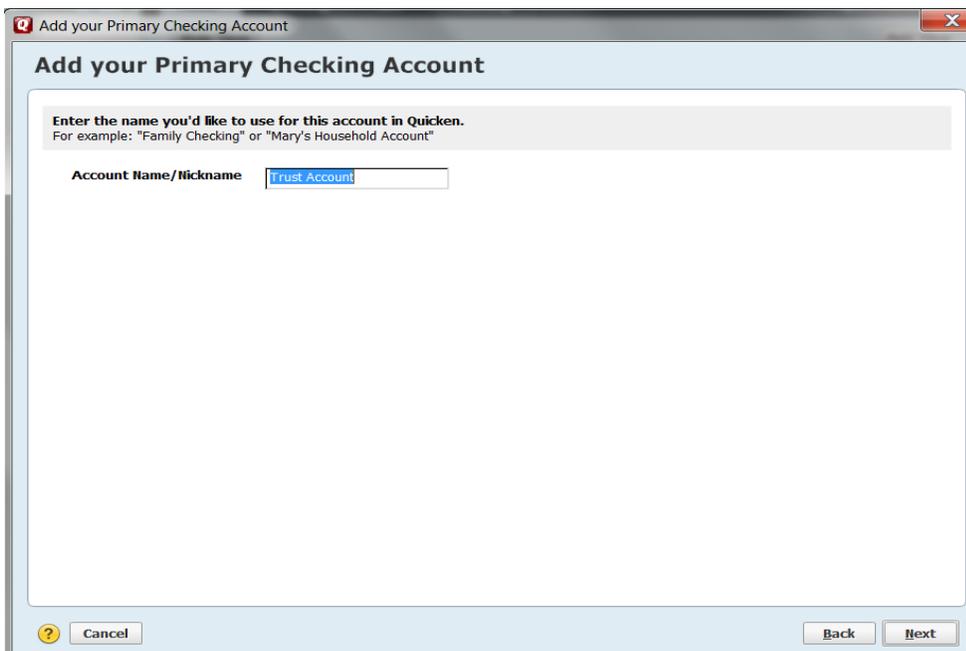


Figure 4

Type in the first day of the month when you opened your account and show the opening balance as 00.0. [Figure 5]

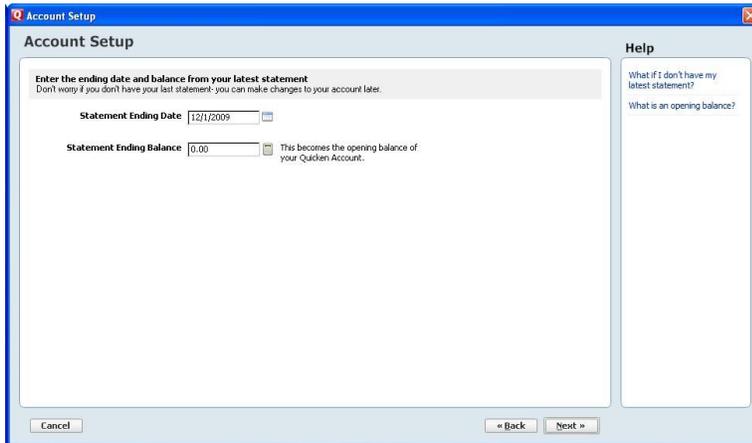


Figure 5

Press Next. The Account Added Screen appears [Figure 6]
Press Finish.

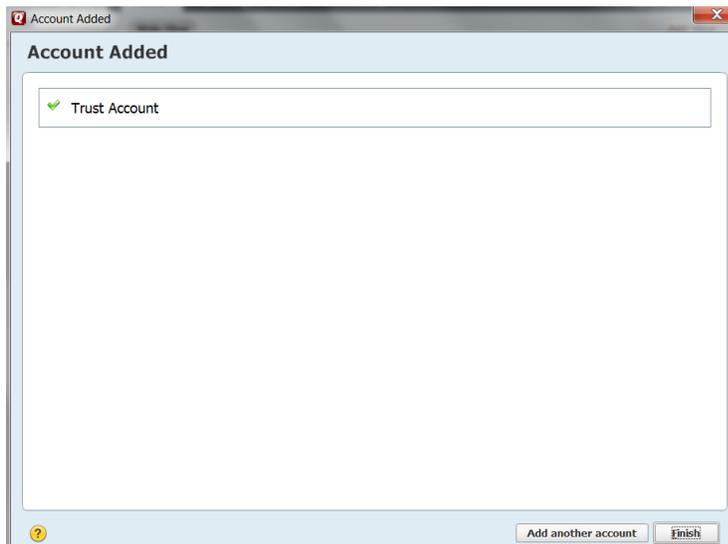


Figure 6

Now you are back at the setup screen. In the left navigation pane under “Accounts” click on Trust Account under Banking. You are now in the checking account register for your trust account showing an opening balance of 0.00. [Figure 7].

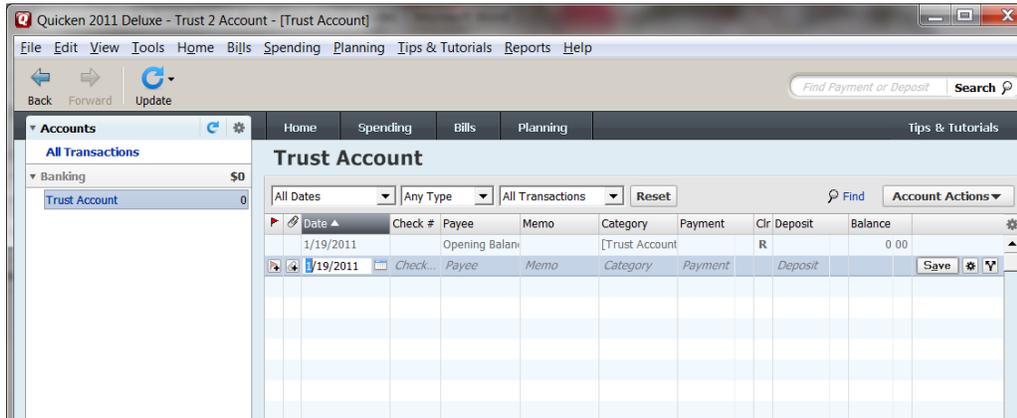


Figure 7

Click on View, Customize Tool Bar... [Figure 8]

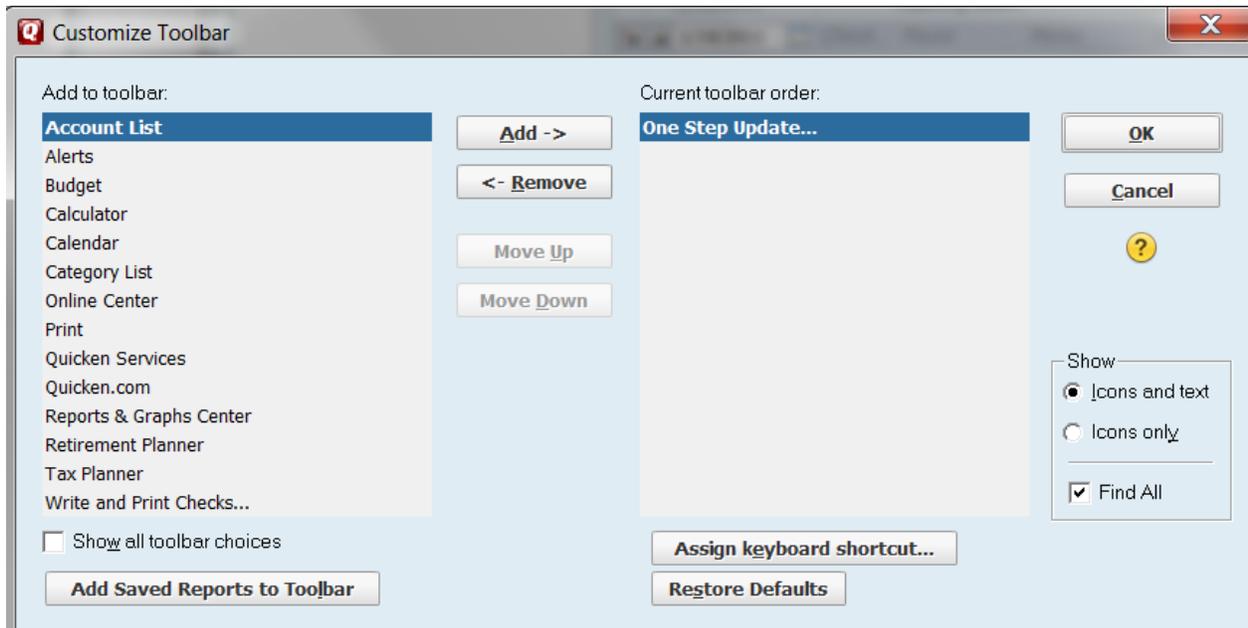


Figure 8

Check the box at the bottom left corner to show all tool bar choices and add Tag List and Reconcile an Account... You can delete buttons you will not use or add others such as Calculator, Back up Quicken File, etc. Click OK and your tool bar will be added. [Figure 9]

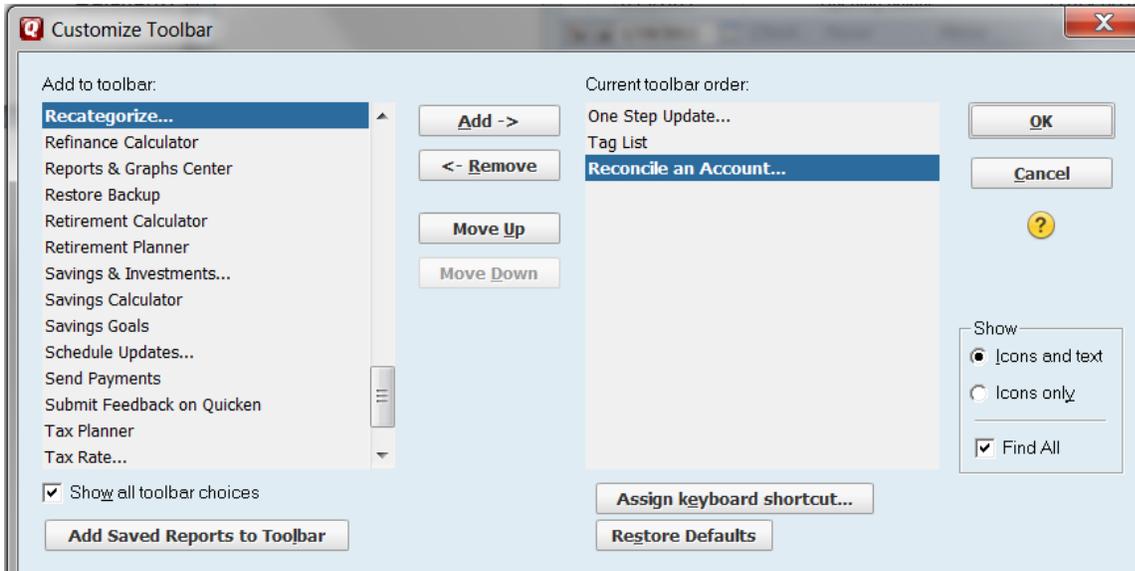


Figure 9

Click OK when you are satisfied with your tool bar. Click on Tools, Category List. Delete all categories. **Do not delete [Trust Account].** [Figure 10]

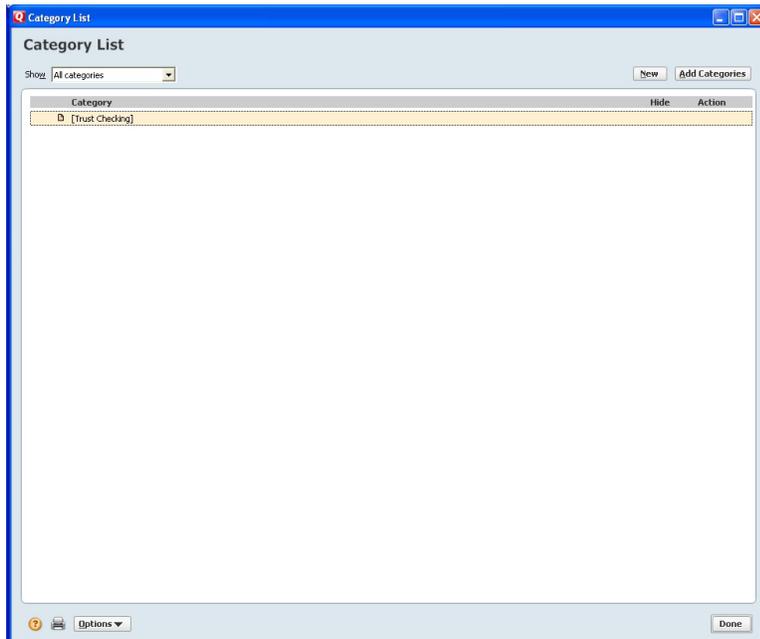


Figure 10

Click on New in the bottom left-hand corner. In the Set Up Category box, type Retainer in the Name field, Retainer from client in the Description field, check the Income box, and press OK. [Figure 11]

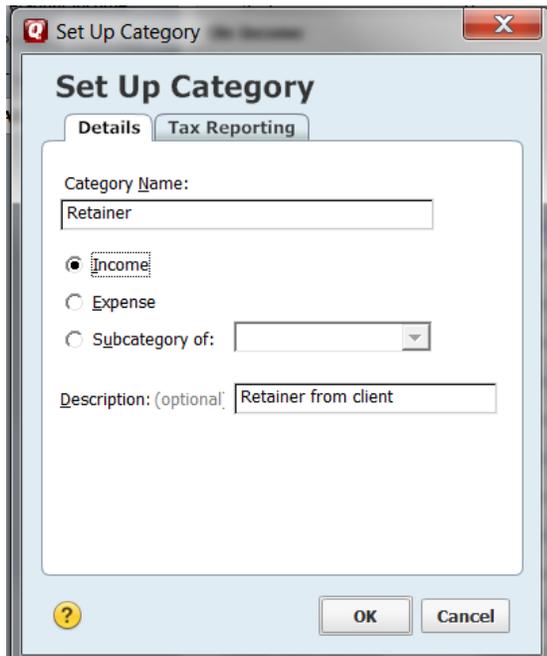


Figure 11

Repeat this process to add another Income category for Settlement Funds. Press OK.

To add expenses, click on New in the bottom left-hand corner. In the Set Up Category box, type Costs in the Name field, Client costs in the description field, check the Expense Box, and press OK. [Figure 12]

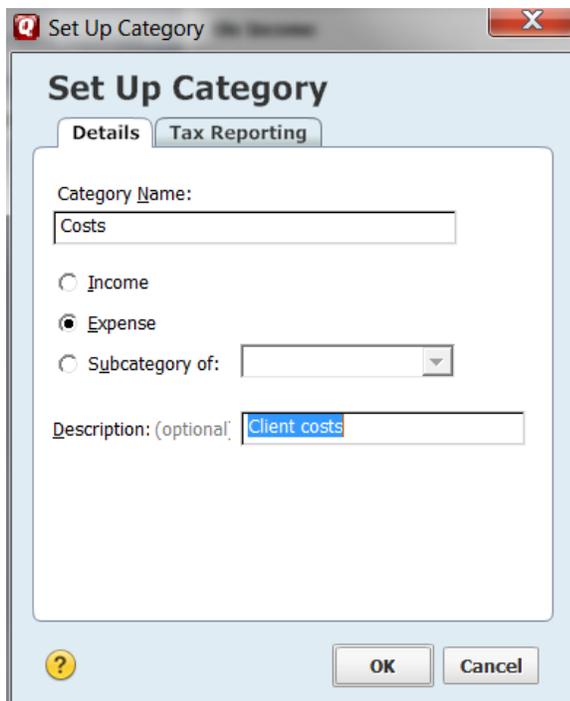


Figure 12

Repeat the process to add Expense categories for Attorney Fees, Client Proceeds, and Miscellaneous.

Choose New once more and this time set up Filing Fee as a subcategory of Costs: In the Set Up Category box, type Filing Fee in the Name field, Filing fee in the description field, check Subcategory of, select Costs, and press OK. [Figure 13]

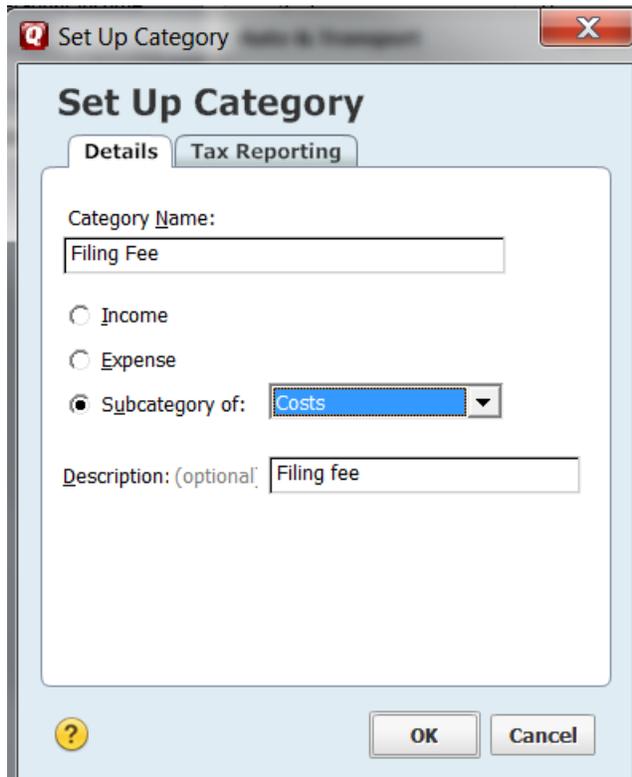


Figure 13

Repeat the process to add cost subcategories for Service Fee, Medical Report, Police Report, Recording Fee, Trial Fee, etc. for the various costs incurred in a matter.

Your category list should then look like this [Figure 14] (to view the description, click on Options in the lower left corner and choose Show Description):

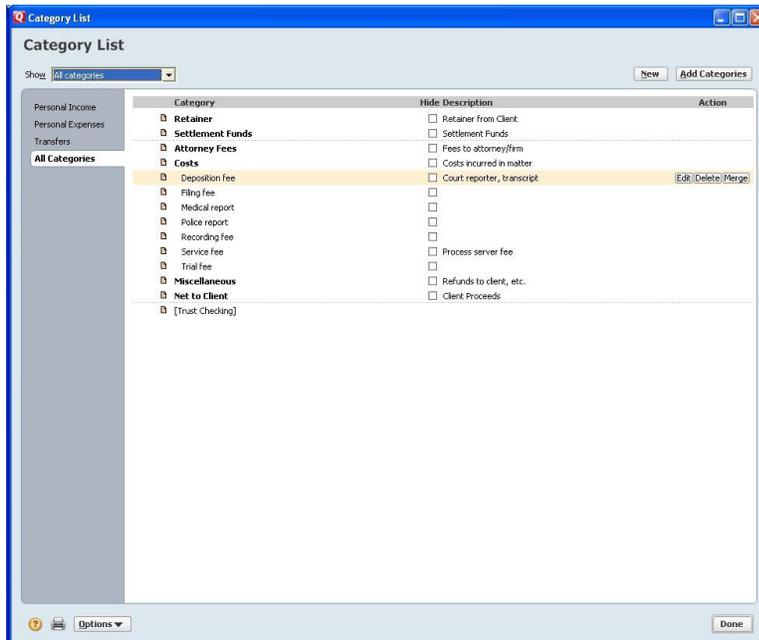


Figure 14

Click Done.

You are now ready to enter transactions.

Entering Transactions

Deposits

When making a deposit, enter the date, tab, and then choose Deposit from the list (or just type d and it will automatically add Deposit). Tab to Memo and type in Deposit, tab and choose the category (or just start typing the category and it will be entered). Go the tool bar and click on the Tag List icon. If this is a new client, click on New and enter the name of the client and the case name in the description. [Figure 15.] Click OK and the client will be added to the Tag List. Press Done. [Figure 16]

New Tag

* Required fields

Name * Anderson, Thomas

Description Anderson v. Wal-Mart

Copy number Tell me more

OK Cancel

Figure 15

Tag List

Tag	Hide Type	Description	Action
Anderson, Thomas	<input type="checkbox"/> Other	Anderson v. Wal-Mart	Edit Delete
Jones, Martha	<input type="checkbox"/> Other	Jones v. Jones	

Done

Figure 16

Double click on the client's name from the Tag List, and it will be entered in the Category field. Tab and then enter the amount of the deposit and press Enter. The deposit will be recorded and the amount automatically added to the balance.

If you are making a deposit for more than one client, make sure all clients included in the deposit have been entered in the Tag List. Type in the date, DEP, tab to Memo, enter Deposit, then tab to category. After entering the category, tab to deposit and enter the total amount of the deposit. Then click the Split button on the right for the split transaction screen. [Figure 17]

On line 1, enter the category and then a slash (/). Start typing the name of the client and if it is on the Tag List, it will automatically be entered. Tab to the amount field and enter the amount of the deposit for that client. Tab to line 2, and repeat for each client. The total of all amounts should equal the total deposit. [Figure 17] When done, click OK and press Enter to record the transaction. [Figure 18] You might want to include the client's check number in the memo field.

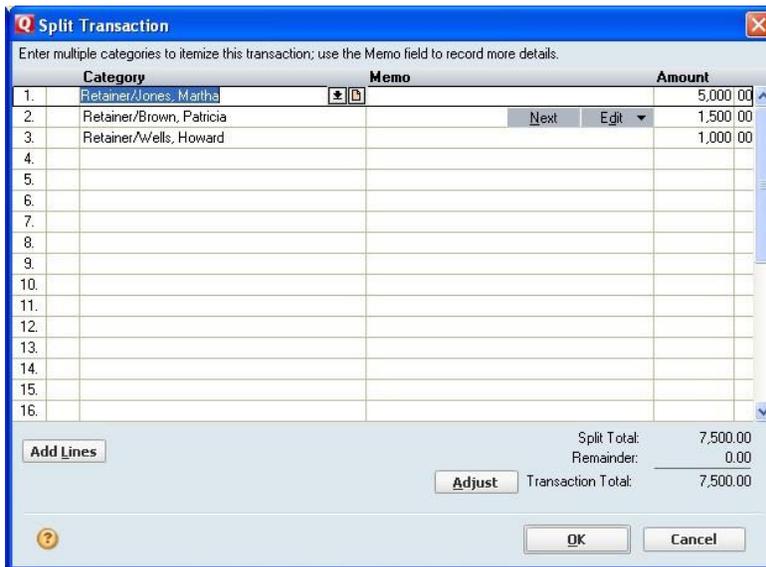


Figure 17

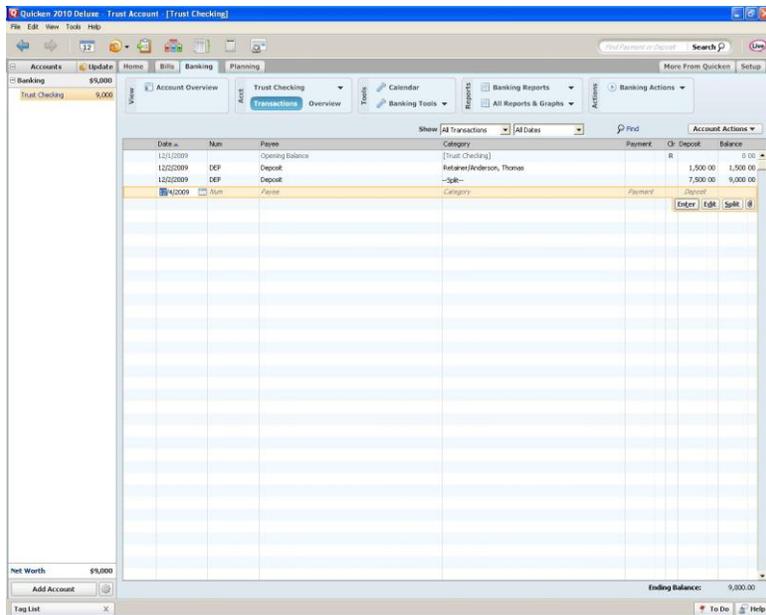


Figure 18

Payments

Enter a payment in the register by entering the date, the check number (once the first check number has been entered, you can just press the + on the number keypad to get the next check number), the name of the payee, and the category for the check. While you are still in the category field, click on the Tag List button and double-click on the client's name, hit tab, then enter the amount of the check. Press Enter to record the transaction. [Figure 19]

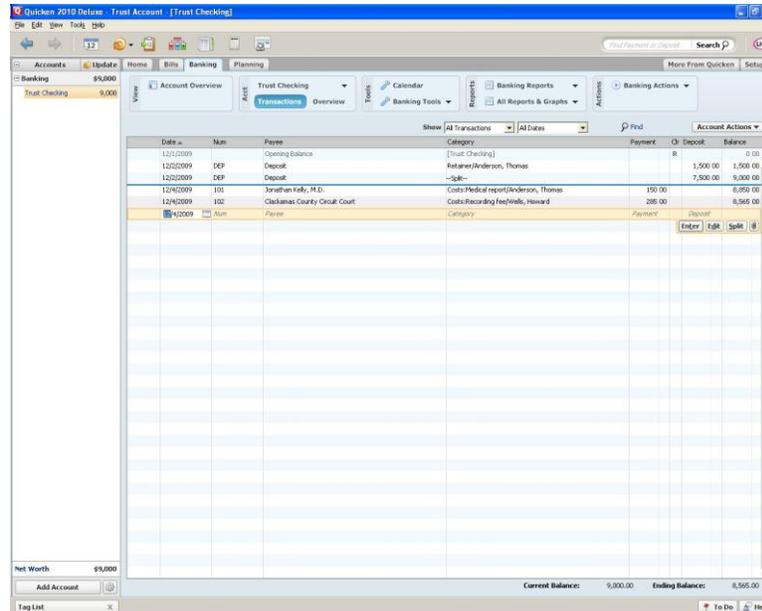


Figure 19

Note: Whether you are making a deposit or payment, after the category is entered, if you start typing the client's name, it will be filled in. If it doesn't, type the client's entire name (last, first) and when you tab, you will get a box to enter the new name in the Tag List.

Creating Reports

Each month, after the bank statement has been reconciled, you should run a report to show the transactions for each client.

Click on Reports, select Banking, then Transaction. The transaction report will pop up. Click on the Customize button at the top right. Change the date range to Include all dates. Name the report "Trust Account by Client." Under Subtotal by: select Tag. Under Sort by: select Account/Date. Uncheck the Tag box under Column. [Figure 20]. Make sure the Organization of the report is Income & Expense.

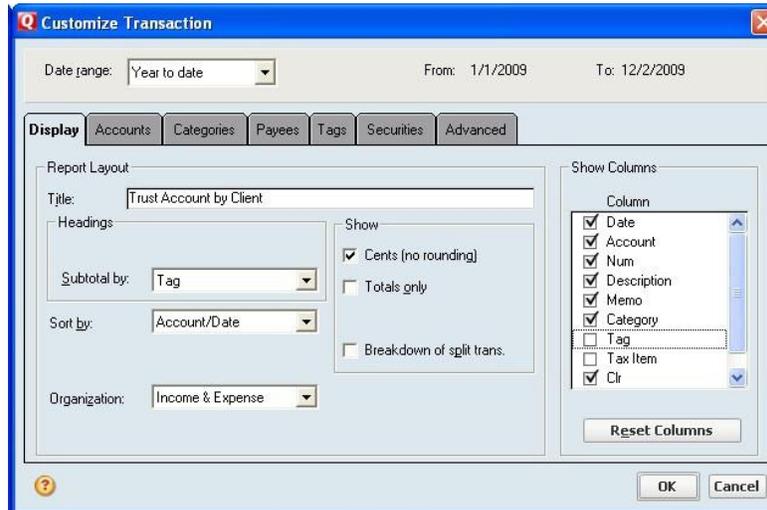


Figure 20

Click OK and the report will appear. [Figure 21] Click on Save Report, name the report and click OK. Click on All Reports & Graphs and highlight My Saved Reports & Graphs. You should see the report you saved on the right. Click on Add reports to tool bar, check the report, and click OK. The next time you need the report, it will be available on your tool bar.

Date	Account	Num	Description	Memo	Category	Clr	Amount
Untagged Transactions							0.00
12/1/2009	Trust Checking		Opening Bal...		[Trust Chec... R		0.00
Anderson, Thomas							1,350.00
12/2/2009	Trust Checking	DEP	Deposit		Retainer		1,500.00
12/4/2009	Trust Checking	101	Jonathan K...		Costs/Medic...		-150.00
Brown, Patricia							1,500.00
12/2/2009	Trust Checking	DEP	S Deposit		Retainer		1,500.00
Jones, Martha							5,000.00
12/2/2009	Trust Checking	DEP	S Deposit		Retainer		5,000.00
Wells, Howard							715.00
12/2/2009	Trust Checking	DEP	S Deposit		Retainer		1,000.00
12/4/2009	Trust Checking	102	Clackamas ...		Costs/Retor...		-285.00
OVERALL TO...							8,565.00

Figure 21

NOTE:

There should always be a 0 total in Untagged Transactions. If there isn't, this indicates you have not tagged a transaction. Search your register to find a deposit or payment that has not been tagged.

To see all transactions for one client only, bring up your saved report, click on Customize, and click on Tags. Click on Clear All and then check the client's name and OK.

When you close a matter and the balance for that client is 0, you can eliminate it from the report by unchecking the client's name on the Tag List.