**Quicken Training FAQ**

1. **What is Quicken?**

Quicken is used to track financial information from banks, loans and investment companies. It may be used to balance your checkbook, pay bills and track your income, expenses and investments.

1. **What are the benefits of using Quicken?**

You can share data, generate reports in one step and store frequently used reports for future use. Bill reminders and Income reminders will help you keep up-to-date with your account.

1. **What is an Income Reminder?**

The Income Reminder is used to record any source of money that will increase the amount money in your bank account. In the end, income for your organization is any form of earnings received.

1. **What is an Expense Reminder?**

The Expense Reminder is used to record any source of money that you spent to pay a bill, to purchase an item(s), or any action that takes money from your bank account.

1. **What is a Budget?**

A budget is a forecasting tool that allows you to plan and list all planned expenses and revenues for any given time period. It is a plan for saving, borrowing and spending.

1. **What is the purpose of a Budget?**

Provide a forecast of revenues and expenses for our organization. It allows your organization to measure your actual financial performance against what you have forecasted. Also it allows you to establish a cost constraint for your organization for the school year.

1. **What is a Report?**

Reports are a great way to organize and separate all revenues and expenses that have taken place within your organization throughout the year.

1. **Why use Reports?**

Reports are an easy and organized way to present your financial operations to a group of people or to an auditing team.