



# Taming The Technology Tiger

<http://www.TechnologyTiger.com>

## How To Set Up Revenue, Expense and Tax Categories

1. From the **Finance** menu, select **Category and Transfer List**.

**Edit Category**

Name: Coaching  
Description: Coaching Revenue  
Group: [Dropdown]

Type  
 Income  
 Expense  Spending is not discretionary  
Subcategory of: SC Revenue

Tax  
 Tax-related  
Form: Schedule C: Gross receipts or sales

OK Cancel Help

2. Enter in the **Name**, and **Description**.
3. In the **Type** area, click the **Income or Expense** button.
4. In the **Tax** area, use the drop-down list to select which area of Schedule C this category is related to.
5. Use your categories when entering revenue and expense items in your Quicken checkbook.

10/15/02	DEP	SC Revenue:Coaching	John Doe - November payment			350.00	2,119.17
10/15/02	Cash	OfficeMax		55.05			2,064.12
		Office Expense:Supplies					