

Adding dividend income

Add the dividend received to Quicken using the **Dividend Income** sheet. Since dividend income is a distribution of a portion of earnings to the shareholders, it will be added to your cash balance.

Record the reinvested dividends using the **Reinvest Dividend** sheet.

To record dividend income

1. In the sidebar, select the investment account you want to use.
2. Click the **Transactions** tab and then click the **New Transaction** icon in the register toolbar.
3. Select **Income > Dividend** from the Transaction Types list.
4. Add the information for:
 - **Date** - Enter the date of payment or deposit.
 - **Security** - Select the security for the dividend income that you want to record.
 - **Dividend** - Enter the amount of dividend income.
 - **Memo** - Enter the note you want to associate with the transaction.
 - **Tags** - Enter the tags that you want to use when searching for the transaction.
5. To add an attachment, go to the **Attachments** tab, click the **Add attachment** button, and select the file you want to attach to the transaction.
6. Click **Save** when you are done.