Quicken DELUXE

Version 6 for Macintosh

A guide to

Getting Started

Whether you're comfortable with computers or a complete beginner, start here.

This concise guide will tell you everything you need to know to get started using Quicken Deluxe.

☆ *In a hurry to get started?*

Turn to page 6 to see how to install Quicken Deluxe.

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1 Installation and setup

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Welcome to Quicken Deluxe for Macintosh

Welcome to the large family of Quicken users. Thank you for selecting Quicken Deluxe 6 for Macintosh; we hope our product and service will earn your trust. Quicken Deluxe gives you the leading software tool for organizing personal or small business finances, plus additional information tools that help you get the most out of using Quicken to manage your finances.

Quicken is at the heart of the financial tools on this CD-ROM. It provides an easy way to keep track of your finances without learning special accounting jargon or techniques. It's flexible, easy to use, and powerful. With Quicken you can easily handle all your financial tasks.

The Deluxe CD-ROM complements Quicken with additional tools for tracking home inventory and evaluating investments. It can also help enhance your understanding of finances by offering information in exciting formats that are part tool, part instruction, and part entertainment. We hope you will enjoy working with these information tools and can put them to work for your financial benefit.

Here's how you can work with the different tools that make up Quicken Deluxe 6 for Macintosh:

Use this tool	When you want to do this	More on
Quicken 6 for Macintosh A complete, easy-to-use financial system	• Write and print checks • Update your check register • Balance (reconcile) your accounts • Remind yourself about upcoming bills you have to pay • Set up and monitor a budget for your income and expenses • Keep track of your current net worth, including investments, assets such as your home, liabilities such as credit card debt, and, of course, all your bank accounts • Track payments on a mortgage or car loan • Try out "what-if" scenarios for loan planning, money management, investment planning, and retirement planning • Create easy-to-read reports and graphs to see a complete picture of your financial situation	page 12
Quicken Deluxe Tools that complement Quicken		page 22
Quicken Home Inventory	• Make an inventory of your possessions so you can get accurate reports for insurance claims and net worth	
Mutual Fund Finder	• Instantly evaluate the historical performance of virtually any mutual fund • Display and print a comprehensive security snapshot on virtually any mutual fund • Display and compare the historical performance of mutual funds against leading market indexes • Screen mutual funds on the basis of your own criteria to aid your research	
Quicken Preview	• See a one-minute multimedia overview of Quicken	
Ask the Experts	• Choose a question and get answers from financial experts Jane Bryant Quinn and Marshall Loeb	
Tips from the Team	• See and hear interesting tips about using Quicken from the people who make Quicken for Macintosh	
Onscreen User's Manuals	• Access all the information in the user's manuals quickly and easily onscreen	

Before you start

Before you can use the applications on your CD-ROM, you must run the installation program. When you install Quicken Deluxe 6, it takes up about 12 MB on your hard disk (or a little less, depending on the system software you are using). The Installer puts some files on your hard disk, but large files like sound, graphics, video, and so on, remain on the CD-ROM.

	Installed on your hard disk	Remaining on the CD-ROM
Quicken Deluxe 6	Quicken Deluxe 6 application	
Quicken 6	Quicken 6 application	
	All additional Quicken files (except audio)	Quicken Guide audio files
Quicken Home Inventory	Quicken Home Inventory application	
	Quicken Home Inventory data file	
Mutual Fund Finder	Mutual Fund Finder application	
	Mutual Fund Finder database file	
Quicken Preview		Quicken Preview file
Ask the Experts		All Ask the Experts files
Tips from the Team		All Tips from the Team files
Onscreen User's Manuals	Apple DocViewer application	Onscreen manuals data file

As you can see from the table at the bottom of page 5, you can use Quicken, Quicken Home Inventory, and Mutual Fund Finder without having the CD-ROM in the drive. You'll need to put it in the drive, however, if you want to hear the audio for Quicken Guide or look up any information in the onscreen manuals. And note that **you must have the CD-ROM in the drive** to use Quicken Preview,Ask the Experts, or Tips from the Team.

To use Quicken Deluxe 6 for Macintosh, you need the following equipment and supplies:

- a Macintosh or compatible computer with a hard disk and a 68030 processor or better
- a double-speed CD-ROM drive or faster
- a 13-inch (640 x 480 screen) color monitor or larger
- system software version 7.0 or later
- 8 MB (megabytes) of installed RAM (random-access memory)

To find out which version of the system software you are using or how much RAM you have available, choose About This Macintosh from the Apple (🍎) menu.

To find out how much free space you have available on your hard disk, look in the upper right corner of any window in the Finder (in Icon or Small Icon view).

- approximately 12 MB of free space on your hard disk before you install
- the Quicken Deluxe 6 for Macintosh CD-ROM

In addition, you may need the following equipment:

- Intuit checks and a printer if you plan to print checks
- a modem, if you plan to use online banking to get bank and credit card statements electronically, use Quicken Quotes to retrieve stock prices, or use CheckFree to send payments electronically

You also need to know how to use your mouse and move around the Macintosh desktop. To learn these skills quickly, see the user's guide that came with your computer.

Installing Quicken Deluxe

To install Quicken Deluxe, you need your Quicken Deluxe 6 CD-ROM. If any of your installed files are ever damaged, you can use your CD-ROM to reinstall. **Installation does not affect your existing data files.**

If you've used a previous version of Quicken, it's a good idea to back up your existing Quicken data files before installing Quicken Deluxe. (See "Backing up your Quicken data" on page 65 if you're not sure how to back up your existing files.)

Caution: Some virus-protection utilities may prevent installation from working properly. If you run into problems installing Quicken, temporarily remove any anti-virus software from your System Folder and restart your Macintosh.Then try installing Quicken again.

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1 If you have an external CD-ROM drive, turn it on.

2 Start your Macintosh as you usually do.

Make sure you aren't running any other applications.

The CD icon looks like this:

Quicken Deluxe 6 CD

3 Insert the Quicken Deluxe 6 CD in your CD-ROM drive.

4 Double-click the Quicken Deluxe 6 CD icon to open it.

The Installer icon looks like this:

Quicken Deluxe 6 Installer

5 Double-click the Quicken Deluxe 6 Installer icon to start the Installer.

Click Continue in the first dialog box.

6 Read the information in the Read Me window and click OK.

The Read Me file contains important information you should know before you install Quicken. If you want to see any of this information again later, you can double-click the Read Me file icon that will be installed in the folder with Quicken Deluxe 6.

7 Click Install in the Easy Install screen if you want the Installer to install all the files you need to run Quicken Deluxe on your computer.

Click Install to install the appropriate files for your computer.

If you don't have at least this much space available on your hard disk, click Quit now and free up more space before you install.

Click Custom Install if you want to choose how Quicken is installed. You can install Quicken as:

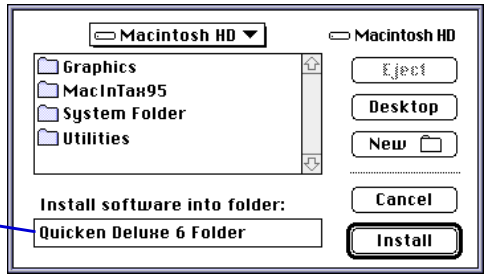
- a 680x0 application
- a PowerPC application
- a Universal (680x0 and PowerPC application)

An onscreen message tells you that you will need to restart your Macintosh when installation is complete. Click Yes to continue.

8 Use the scrolling list and the text box to specify where you want to install Quicken Deluxe, and then click Install.

Click Install to install the Quicken 6 files in the Quicken Deluxe 6 Folder.

In this example, the Installer installs Quicken Deluxe on your hard disk in a folder called Quicken Deluxe 6 Folder.



9 Wait while the Installer installs Quicken Deluxe.

It may take several minutes to complete the installation. You'll see progress information onscreen to let you know what's happening.

If the Installer asks if you want to delete the old Billminder extension, click Delete. A new Billminder application will replace it.

If the Installer asks if you want to move your Quicken 5 data files (or your Quicken 4 or Quicken 3 data files) to the new Quicken 6 Folder, click Yes to move your data (recommended) or No to leave it where it is.

10 Click Restart to restart your Macintosh.

Be sure to keep your Quicken Deluxe 6 CD nearby. You'll need to put it back in your CD-ROM drive if you want to hear the audio for Quicken Guide or look up any information in the onscreen manuals. You'll also need it when you use Quicken Preview, Ask the Experts, or Tips from the Team.

If you removed your anti-virus software before you installed Quicken, put it back in your System Folder now and restart your Macintosh.

Getting started with Quicken Deluxe

Now that you've installed Quicken Deluxe 6, you are ready to use it for the first time.

Starting Quicken Deluxe

Follow these steps to see everything that is available to you in the Quicken Deluxe 6 window and open whichever applications you choose.

1 Open the folder where you installed Quicken Deluxe 6.

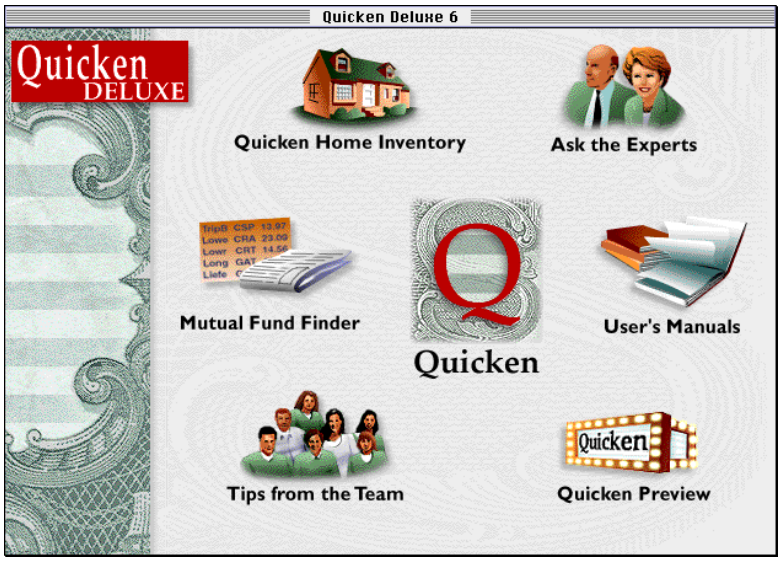
If you just installed Quicken Deluxe 6, the Installer will have opened the Quicken Deluxe 6 Folder for you.

The Quicken Deluxe 6 icon looks like this:

2 Double-click the Quicken Deluxe 6 application icon.

Starting a Quicken Deluxe application

The Quicken Deluxe 6 window is your gateway to all of the Quicken Deluxe applications.



You can start Quicken or any of the other applications just by clicking an icon.

Starting Quicken

To start Quicken, click the Quicken icon in the center of the Quicken Deluxe 6 window; then:

- **If you've never used Quicken before:** We recommend that you read Chapter 2, *Here's what Quicken can do for you,* beginning on page 12, to get acquainted with the many ways Quicken can help you organize your finances. Then go on to Chapter 4 and set up your first Quicken data file and bank account following the instructions in "Opening Quicken for the first time" on page 30 and "Setting up your first bank account" on page 32.
- **If you are upgrading from Quicken 3, Quicken 4, or Quicken 5:** When you open your existing data file in Quicken 6, Quicken automatically updates it to Quicken 6 format and puts a backup copy in a folder called Backup Folder. For more information, see "Updating Quicken 3, 4, or 5 data files to Quicken 6" on page 51.
- **If you are upgrading from Quicken 1 or 1.5:** Follow the instructions in "Updating Quicken 1 or 1.5 data files to Quicken 6" on page 53 to start using Quicken 6 with your data. Be sure to make a backup copy of your Quicken 1 or Quicken 1.5 data files before you begin.

Important! After you update your file to Quicken 6 format, you CANNOT go back and use the same file with an earlier version of Quicken.

- **If you want to know all about the new features in Quicken 6:** See "What's new in Quicken 6" on page 46. Or just click the Upgrading User button when you start Quicken 6 for the first time for a guided tour of the new features.

Starting one of the other Quicken Deluxe applications

Click any of the icons surrounding Quicken in the Quicken Deluxe 6 window to open that application. For a brief introduction to each of these applications, see Chapter 3, *Here's what makes Quicken Deluxe deluxe,* beginning on page 22. Then, for more detailed information, see the appropriate section in the onscreen User's Manuals.

For more information about using the onscreen manuals, see "Finding information in the onscreen User's Manuals" on page 42.

Leaving a Quicken Deluxe 6 application

To end a session using any of the Quicken Deluxe applications, choose Quit from the File menu or, for the multimedia applications, click the Quit button (or press Command-Q).

An application menu may look like this:

If you are working in Quicken, Quicken Home Inventory, or Mutual Fund Finder, you can return to the main Quicken Deluxe 6 window without closing the application by choosing Quicken Deluxe 6 from the application menu in the upper right corner of your screen.

If you are working in Quicken (and running System 7.5x), the application menu may look like the illustration on the left. In this example, choosing Quicken Deluxe 6 would return you to the Quicken Deluxe 6 window without closing Quicken.

If you are using one of the multimedia features, you must quit to return to the Finder or to another application.

What's next?

Now that you've installed Quicken Deluxe 6 and opened it for the first time, what would you like to do next?

- **Would you like to find out more about what Quicken can do for you?**

  See Chapter 2, *Here's what Quicken can do for you,* beginning on page 12.

- **Would you like to find out more about what the other Quicken Deluxe applications can do for you?**

  See Chapter 3, *Here's what makes Quicken Deluxe deluxe,* beginning on page 22.

- **Would you like to get started using Quicken?**

  If you are a new Quicken user, see Chapter 4, *Working with Quicken,* beginning on page 30. If you are an experienced Quicken user who is upgrading to Quicken 6, see Chapter 5, *For people who have used other versions of Quicken,* beginning on page 46.

2 Here's what Quicken can do for you

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What's next? 21

Quicken is very easy to use once you understand some of its key concepts. This chapter covers the basics of what Quicken does and explains how Quicken can help you organize your finances. After you install Quicken (see Chapter 1), read this chapter to learn what Quicken can do for you. Then look at Chapter 4 to set up your first file and bank account and get a feel for Quicken's simple working environment. You can refer to the onscreen user's manuals for complete, step-by-step instructions for completing all your financial tasks.

Quicken manages your check register

You enter most transactions for a Quicken bank account in a Quicken register—which looks very much like a paper check register. The register for a bank account is where Quicken stores all the transactions that affect your account balance: payments, deposits, electronic transfers, ATM (automated teller machine) transactions, and so on.

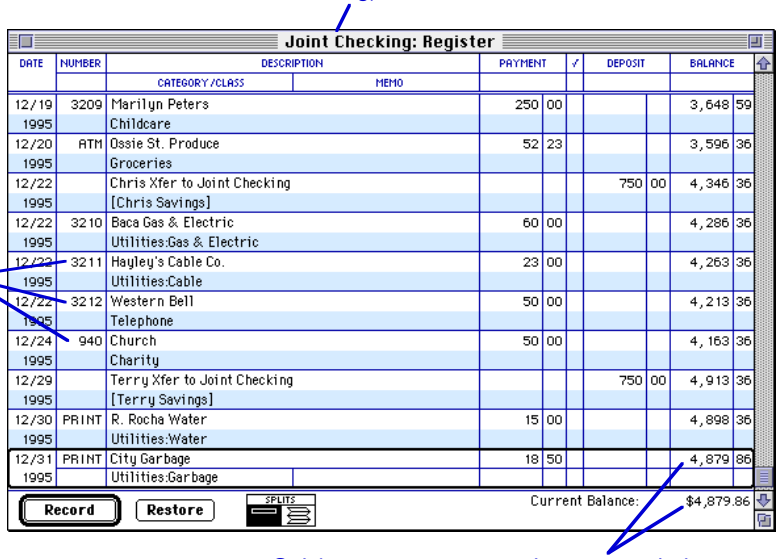
The sample register below contains some of the transactions for a Quicken bank account called "Joint Checking."

Quicken displays the name of the account (Joint Checking) in the window title.

Quicken's register

Choose Registers from the View menu and then choose the name of an account to display the register for that account.

Note that these check numbers are from two different series. Check number 940 was written by hand from a paper checkbook for a church contribution, and check numbers 3211and 3212 were Intuit checks printed directly from Quicken. Quicken has no problem if you use more than one series of check numbers at a time.



Quicken computes a running account balance automatically each time you record a transaction.

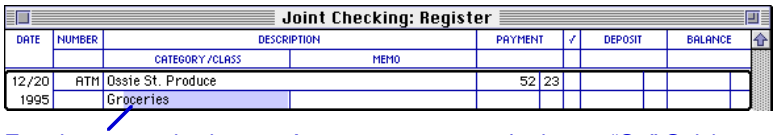
The register contains all the transactions for the account, including checks that you plan to print with Quicken. You'll enter checks that you plan to print in the Write Checks window. When you record a check in the Write Checks window, Quicken adds the check to the register automatically. For complete information about writing checks to print with Quicken, see Chapter 5, *Writing and printing checks,* beginning on page 127.

Because you can print the register for a Quicken account at any time, you need a paper check register only to record handwritten checks until you've entered them in your Quicken check register. In fact, if you enter transactions into Quicken often enough, or if you use the kind of checks that automatically make a carbon copy as you write them, you may want to stop using your paper register altogether. In any case, you never again have to do arithmetic by hand in a paper register.

Categories keep track of your income and expenses

Income and expense *categories* are what make Quicken so informative—they help you understand and organize your finances. If you were tracking your expenses by hand, you might put all your grocery receipts in an envelope labeled "Groceries" and all your charge slips for gasoline in an envelope labeled "Gas." Then, at the end of the month, you'd have to tally up the contents of each envelope to find out how much you spent in each category.

You can get the same results automatically in Quicken by assigning a category to each transaction. For example, if you buy groceries at several different stores, you can tell Quicken to use the same "Groceries" category each time you record a payment to one of those stores in the check register. Then, at the end of the month, you can just click a few buttons to create a report or a graph that shows how much you spent on groceries that month.



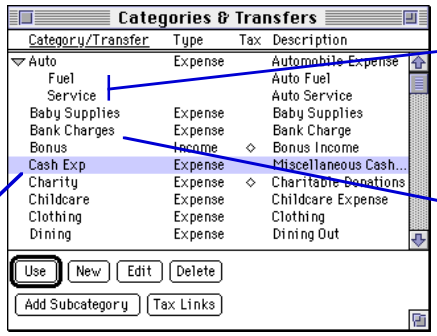
Entering categories is easy. As soon as you type the letters "Gr," Quicken completes the category name "Groceries" in the Category field of the transaction you are recording.

When you set up your first file as described in "Opening Quicken for the first time" on page 30, we recommend that you use one or both of Quicken's preset lists of categories, which have been carefully designed to work for most homes and businesses. You can always add, change, and delete categories from the Category & Transfer list later (or you can even do it "on the fly" while you are using Quicken). See Chapter 3, *Categories and classes track your income and expenses*, beginning on page 75 for more information.

Quicken's Category & Transfer list

Choose Categories & Transfers (Command-L) from the View menu to display the Category & Transfer list.

"Cash Exp" is not one of Quicken's standard home categories, so this family added it to their list to meet their needs.



Subcategories are indented under the category to which they belong. They help you track your income and expenses in more detail.

"Bank Charges" is a category for tracking bank service charges such as the cost of checks and overdrafts. This category is listed in Quicken's standard list of home categories.

You can also use Quicken categories to get the information you need to prepare your income tax returns. See Chapter 20, *Preparing your income taxes*, beginning on page 409 for detailed information.

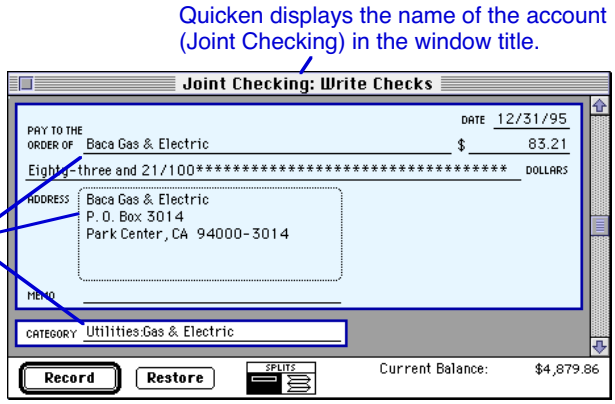
Quicken shortcuts save you time

Quicken has many features that work together to save you time. For example, when you pay your bills you usually write many checks that are exactly the same each month or that vary only in the dollar amount. Because many of the checks you write recur regularly, Quicken has a shortcut called QuickFill that remembers each transaction you enter. With QuickFill, you have to type recurring transactions only once.

Suppose you write a check to pay this month's gas and electric bill. Next month, when you start to enter a payment to the same utility company in the register or in the Write Checks window, QuickFill automatically completes the payee name. Here's how QuickFill helps you complete the check with a minimum of effort.

Quicken's Write Checks window

When you type "B," QuickFill automatically completes the utility company name (Baca Gas & Electric) and enters the rest of the transaction, including the address and the category for utilities. All you have to do is change the amount.



When you record a check in the Write Checks window, Quicken automatically enters the transaction in the check register and prints the check any time you need it. (If you are writing checks by hand, enter the transaction directly in the Register window.)

Quicken has another timesaving feature called scheduled transactions that makes it easier to enter recurring transactions. Using the Quicken Financial Calendar, you can schedule any future transactions in Quicken, whether they happen frequently (like your rent and your car payment that you pay at the same time every month) or infrequently (like car insurance that you pay twice a year) or only once (like a class fee that's due next month). When it is time to recall a scheduled transaction, Quicken either reminds you about it (and lets you decide how you want to handle it) or simply enters it for you automatically—whichever you prefer. See "Scheduling future transactions" on page 164 for more information.

Reports and graphs show you where your money goes

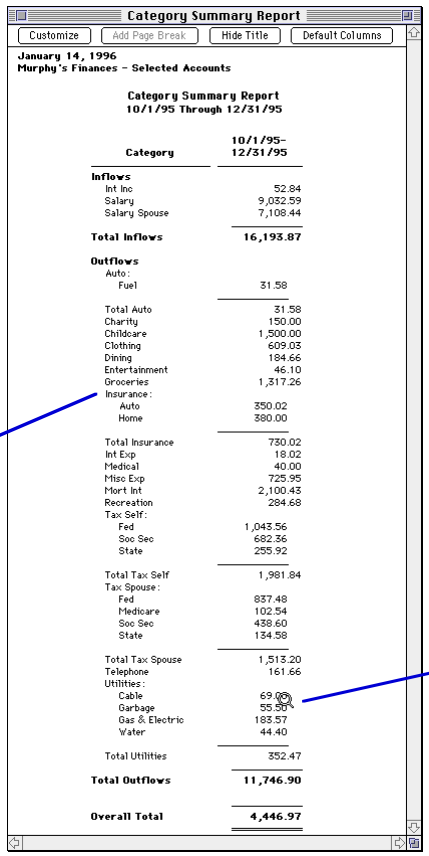
Quicken can create many different kinds of reports and graphs to give you insight into your finances.

Suppose you want to look at your income and expenses for the last three months of last year. You can see the information you want in a category summary report or an income and expense graph.

In a category summary report, Quicken totals your income and expenses (inflows and outflows) and displays the totals on the screen. You can also print the report if you like.

With Quicken's flexible reporting, you can include information from any or all of your Quicken accounts. You can create a standard Quicken report, or you can customize the report by changing the layout and choosing just the accounts and categories you want to see.

Note that there are subcategories for some expense categories (like "Insurance"). Subcategories add detail to help you analyze your spending or income patterns.

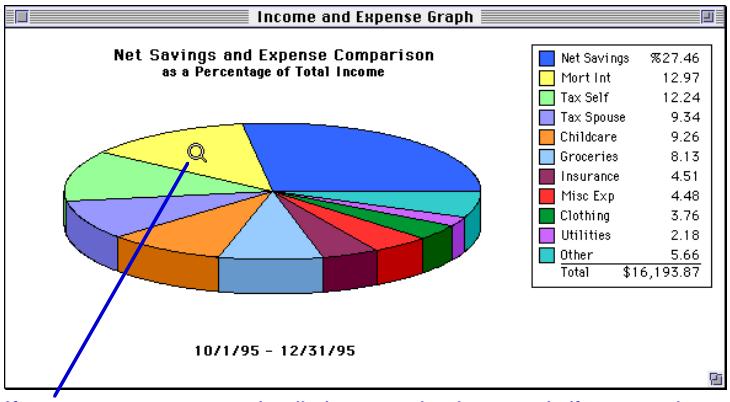


If you want to view the transactions that make up a value in a report, double-click the value to get a *detail* report (a list of transactions). To change one of the transactions in that list, double-click it to go to the register with that transaction selected.

See Chapter 13, *Creating and customizing reports*, beginning on page 296 for complete information about creating Quicken reports.

Quicken graphs make the significance of your financial records jump right out at you.

For example, income and expense graphs show how much you are spending in individual categories in relation to your total spending and to other major categories. You can create these graphs anytime to spot spending patterns, show your top ten expenses, alert yourself to overspending, and compare historical data. In graphs, the values of subcategories are rolled into the values for the main categories.



If you want to see more detail about a value in a graph (for example, a specific pie slice), double-click the value to get a QuickZoom graph.

Quicken has special account types for tracking different kinds of transactions

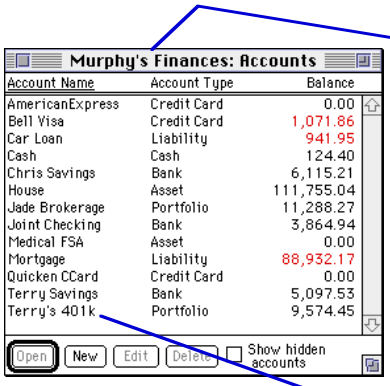
After you work with a Quicken checking account for a while, you may want to set up additional accounts for savings, credit cards, investments, loans, or other items. Quicken has different account types specifically designed to handle these items and others.

A single Quicken data file can hold all the accounts you need. For example, you might have two bank accounts (a checking account and a savings account), a credit card account, a cash account, an asset account (a house you own), a liability account (the mortgage on your home), an IRA account, and an investment account. Quicken can combine the data from all these accounts into the reports and graphs you create—or you can limit any report or graph to selected accounts.

Quicken's Account list

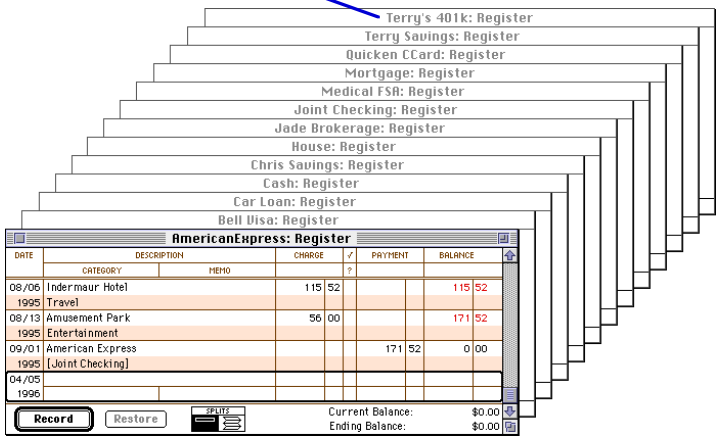
Choose Accounts (Command-A) from the View menu to display the Account list.

Quicken displays the name of the Quicken data file (Murphy's Finances) in the Accounts window title.



The icon shown above is the icon for the Quicken data file named "Murphy's Finances." This data file contains all the accounts you see in this Account list.

The registers shown below are the registers for each of the accounts in this Account list. An account register contains all the transactions you enter for that account.

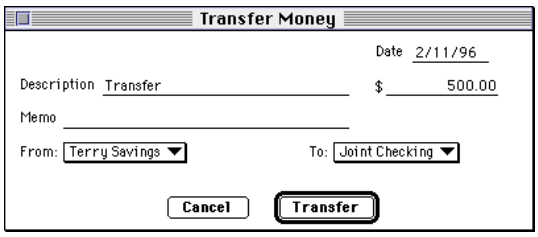


For information about setting up accounts, see Chapter 2, *Quicken accounts organize what you own and what you owe,* beginning on page 68.

Quicken transfers money between accounts automatically

After you've set up more than one account, you may want to transfer money from one account to another. Suppose, for example, you want to transfer $500 from your savings account to your checking account.

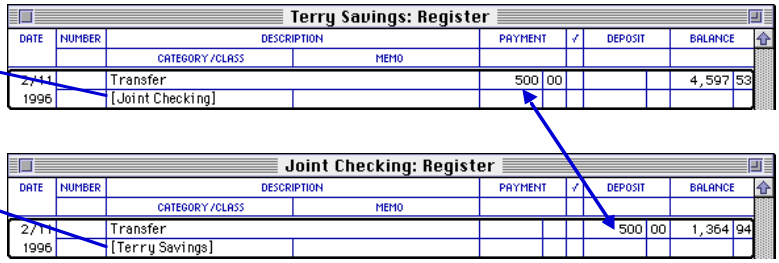
One easy way to transfer the money is to choose Transfer Money from the Activities menu and then select the source and destination accounts from the From and To pop-up menus.



When you click Transfer, Quicken automatically records a withdrawal of $500 from the savings account and a deposit of $500 in the checking account.

This shows the withdrawal of $500 from the savings account. Note the brackets around the transfer account name ([Joint Checking]) in the Category field.

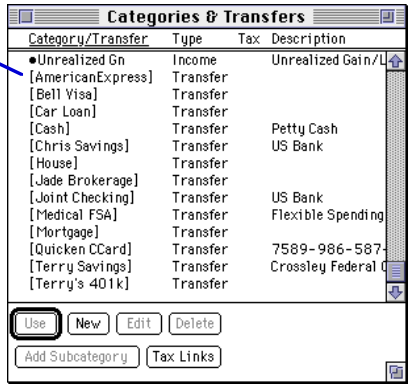
Here's the other side of the transfer: $500 deposited in the checking account.



You could create the same transfer transaction by entering a transaction in the register of the source account ([Terry Savings]) and putting the name of the destination account ([Joint Checking]) in the Category field. When you record the *source* transaction (in the savings account), Quicken automatically creates a matching entry in the *destination* account (in the checking account).

Quicken displays account names in brackets at the end of the Category & Transfer list to distinguish them from categories.

When you double-click the name of a transfer account, Quicken inserts the account name (for example, [Joint Checking]) in the Category field of the selected transaction.



No income or expense is created by a transfer; you are just moving money from one account to another.

Since categories are used to track income and expenses, you cannot categorize a transfer. It is important to remember that a transfer is simply a way to record the movement of funds between Quicken accounts.

You'll love balancing your bank statement (really!)

Quicken can easily reconcile your bank, credit card, portfolio, and mutual fund accounts with your bank, credit card, brokerage, and mutual fund statements. The following example shows you how you would balance, or reconcile, the December bank statement for a checking account.

This is just part of a sample monthly checking account statement.

Sample Bank Statement for a Checking Account

Last statement date:	11/19/95		Beginning balance:	3,789.01
This statement date:	12/19/95		Ending balance:	4,252.65
			Interest earned:	4.04
Payments:		13	Deposits:	4
939	12/12	15.00	11/27	750.00
940	12/15	797.65	12/04	700.00
3199	11/30	82.73	12/11	750.00
3200	11/28	67.89	12/18	700.00
3201	11/30	27.90		
			Withdrawals:	2

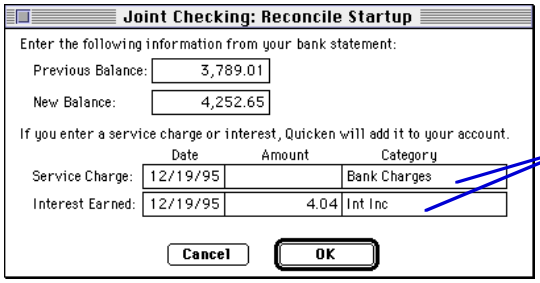
Some bank statements call a beginning balance the "opening balance" or "starting balance."

Some bank statements call an ending balance the "closing balance" or "new balance."

Reconciling with Quicken requires only two steps:

Step 1. Enter information from your bank statement in the Reconcile Startup window.

The Previous Balance amount should match the beginning balance from your statement, and enter a New Balance amount (the ending balance from your statement) and any service charges or interest shown on your statement.

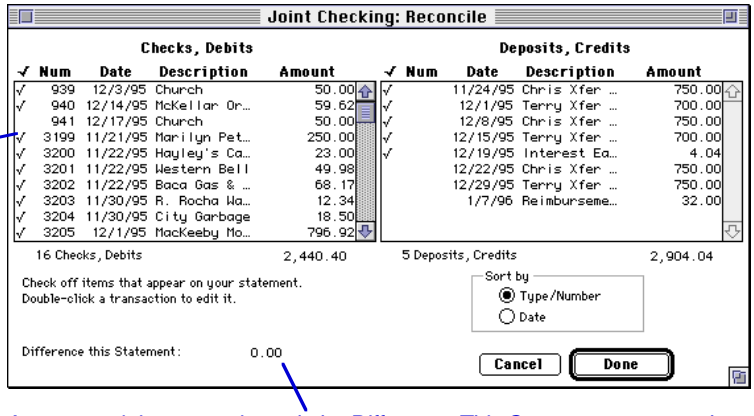


"Bank Charges" is a category for service charges and "Int Inc" is a category for interest income. Categories help Quicken track all your income and expenses accurately.

Step 2. Mark transactions from the bank statement in the lists Quicken displays in the Reconcile window.

Don't mark transactions that do not appear on the bank statement. This transaction (check #941) has not cleared the bank yet.

The Reconcile window displays one line for each transaction in your Quicken check register.



As you mark items as cleared, the Difference This Statement amount changes. When the Difference This Statement amount reaches zero, you have successfully balanced your account! (If the account doesn't balance, Quicken will offer to make an adjusting entry. If you accept the adjusting entry, your Quicken bank account balance will be correctly synchronized with the bank's records.)

You can plan ahead with Quicken

How much control do you need?

We all make plans to some extent, although different people have different planning methods and needs.

Some people want to see only what expenses are coming up next month. Other people like to plan 20 years ahead to their retirement, or to putting their children through college.

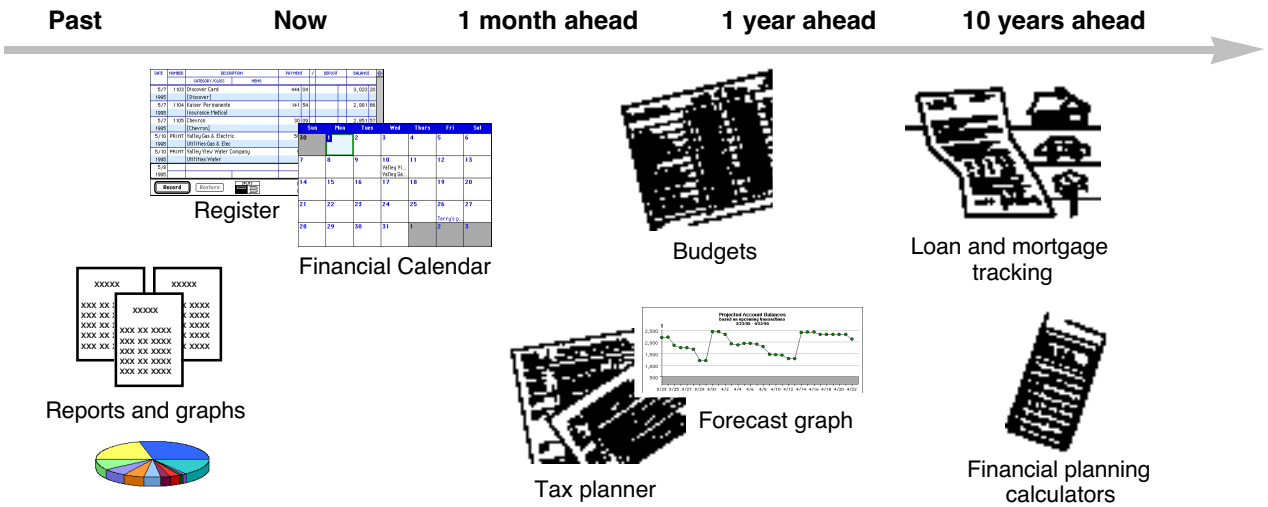
Some people like to spend an evening analyzing their budget for the next year. Others just want a simple reminder to pay the rent.

You can do any of these things and more with Quicken!

Quicken doesn't just track where your money's been going. It also can give you a clear picture of your financial future. Taking control of your finances begins with thoughtful planning: planning for your mortgage payments, planning for the vacation you hope to take next summer, planning for retirement.

Whatever your planning needs, Quicken is designed to help you. A good starting point is to decide what you want to get out of Quicken:

- Over what time period are you interested in planning? A month? A year? Ten years?
- Do you need to make a detailed analysis of the period ahead? For example, would you like to differentiate between household expenses and leisure expenses? Or are you just interested in your overall financial picture?
- Do you want to improve your money management? For example, would you like to plan to make regular transfers to a mutual fund or savings account?
- Do you have specific goals in mind, such as:
  - saving toward a down payment on a house
  - affording a higher monthly rent
  - putting your children through college
  - planning your investments for retirement?



What's next?

Now that you've read about what Quicken can do for you, what would you like to do next?

- **Would you like to see what's new in Quicken 6?**

  See "What's new in Quicken 6" on page 46.

- **Would you like to find out about all the exciting new applications that make up Quicken Deluxe 6?**

  See Chapter 3, *Here's what makes Quicken Deluxe deluxe,* beginning on page 22.

- **Would you like to learn about choosing Quicken menu commands and using Quicken Guide and the onscreen User's Manuals?**

  See Chapter 4, *Working with Quicken,* beginning on page 30.

- **If you haven't already set up your first Quicken data file and bank account, would you like to do it now?**

  See "Opening Quicken for the first time" on page 30, and continue on through the rest of Chapter 4.

- **Would you like to learn more about using categories and classes to keep track of your income and expenses?**

  See Chapter 3, *Categories and classes track your income and expenses,* beginning on page 75.

- **Would you like to start entering data in your Quicken bank account?**

  See Chapter 4, *Using a Quicken register,* beginning on page 89.

- **Would you like to set up additional Quicken accounts to organize more of your financial data?**

  See Chapter 2, *Quicken accounts organize what you own and what you owe,* beginning on page 68.

3 Here's what makes Quicken Deluxe deluxe

Quicken Deluxe adds value to Quicken with exciting new features 22

Quicken Preview shows you what's in Quicken 23

Quicken Home Inventory organizes your possessions 24

Mutual Fund Finder gives you access to mutual fund data 25

Ask the Experts provides expert answers to financial questions 26

Tips from the Team gives you tips from the Quicken for Macintosh team 27

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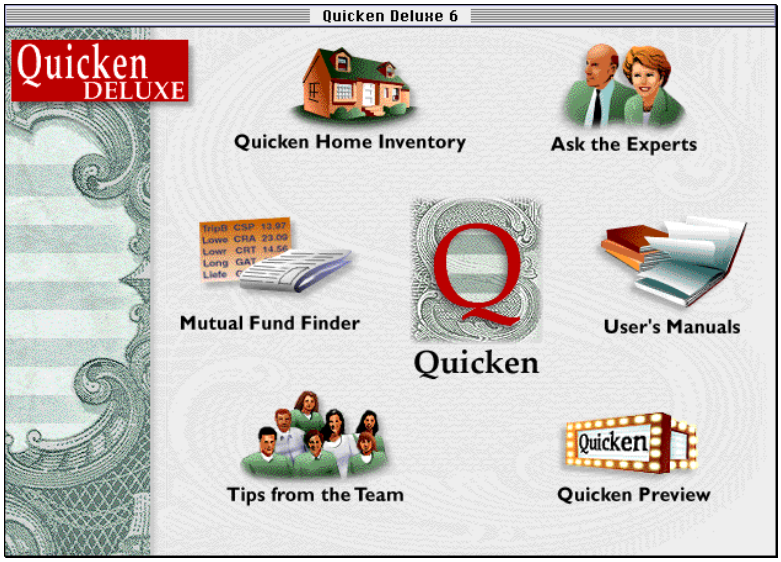
Quicken Deluxe adds value to Quicken with exciting new features

The Quicken Deluxe 6 window is your gateway to all the new features that bring added value and the excitement of multimedia to Quicken. In addition to the new, improved Quicken 6 for Macintosh, you'll find applications that help you organize your possessions and look up mutual fund data. You'll also find expert answers to financial questions—answers that are tailored to your financial situation. And you'll find a variety of multimedia help tools that make Quicken easier than ever to use.

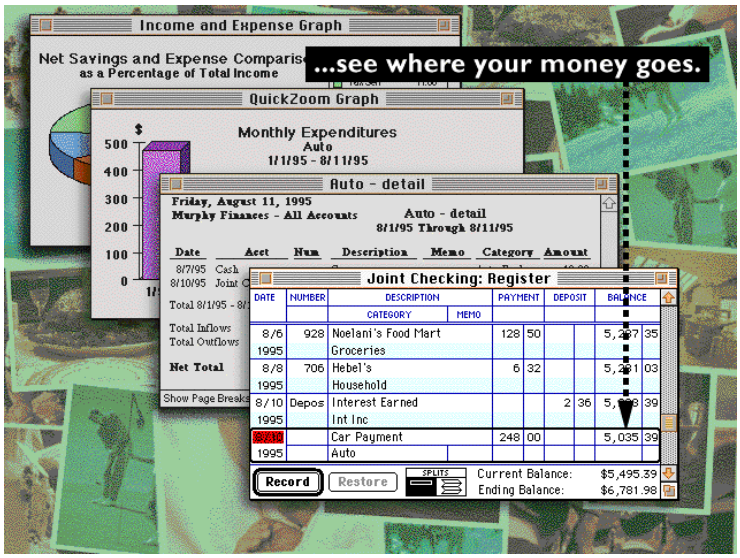


Just click an icon to try something new!

Quicken Preview shows you what's in Quicken

This brief multimedia "preview" shows you how Quicken can help you organize your finances.

You'll see an overview of Quicken that includes staying on top of your bills, seeing where your money goes, keeping a budget, and planning for the future. It's especially interesting—as a quick introduction—if you're new to Quicken. But even if you're an old hand at Quicken, you'll appreciate seeing its highlights.

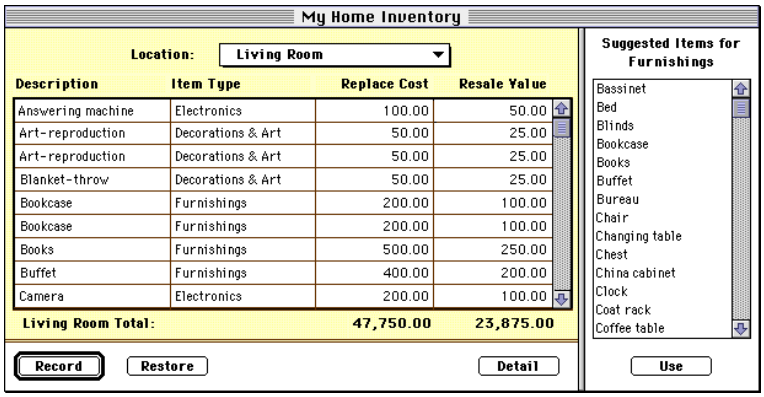


Quicken Preview images from ClipPix™ Images © 1995 PhotoDisc, Inc., © Corel Corporation, 1993, ©Aris Entertainment, 1992.

Quicken Home Inventory organizes your possessions

Quicken Home Inventory guides you, room-by-room, through creating an itemized list of the contents of your home. It's an easy and efficient way to keep track of what you own—and it takes about an hour.

Quicken Home Inventory reports can help you determine whether you have enough insurance coverage to replace your belongings in the event of a theft or disaster. Your inventory can include both a resale value and an approximate replacement cost for each item. Then, if you ever need to, you can generate inventory reports to use for filing insurance claims.

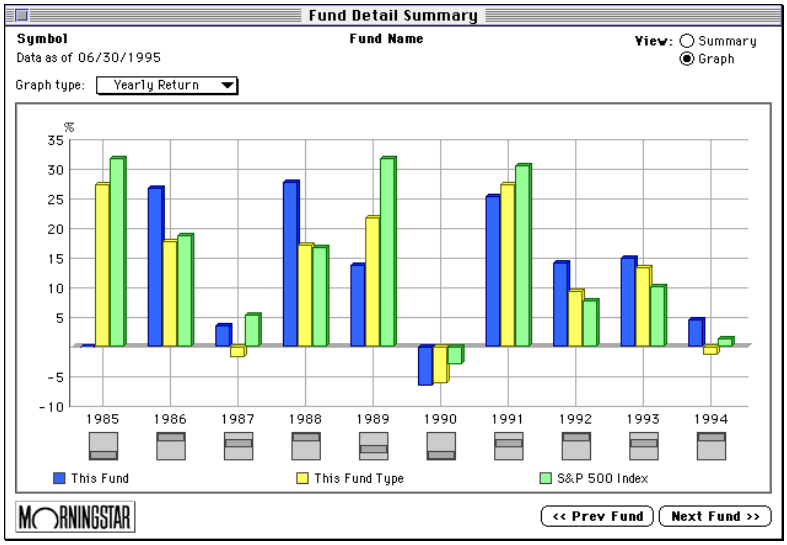


For more information about Quicken Home Inventory, see Chapter 1, *Using Quicken Home Inventory*, beginning on page 480.

Mutual Fund Finder gives you access to mutual fund data

If you are planning to change, add to, or just monitor your mutual fund investments, Mutual Fund Finder can help you find all the information you need to make sound investment decisions.

Using data from Morningstar and Callan Associates, Mutual Fund Finder helps you analyze stock and bond mutual funds. You can create a list of funds that meet the risk and return limits you have in mind, see a detailed summary of each fund's performance, trace its history, and understand its fee structure. The choices you make will limit your search results to those funds that meet your criteria.



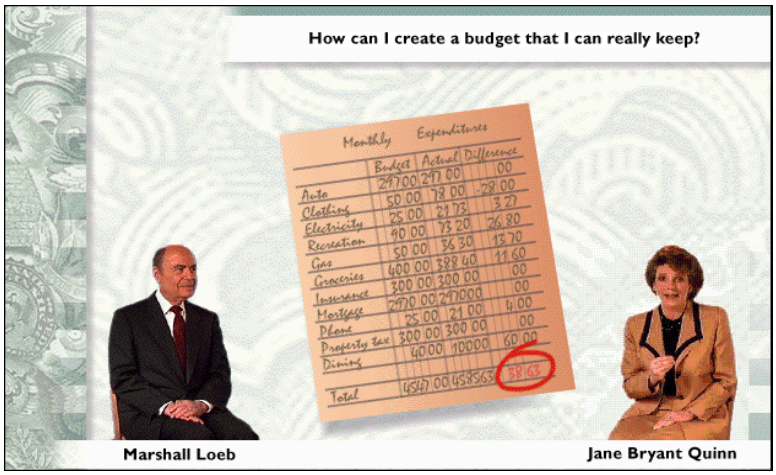
In addition to providing a list of funds that meet specific criteria, Mutual Fund Finder gives you detailed information about individual funds, such as:

- total returns over several different time periods
- fees and expenses
- manager's name
- fund company address and phone number
- performance comparison graphs

For more information about Mutual Fund Finder, see Chapter 2, *Using Mutual Fund Finder,* beginning on page 514.

Ask the Experts provides expert answers to financial questions

Ask the Experts answers basic questions you may have about savings, taxes, and other areas of financial management. The experts, Jane Bryant Quinn and Marshall Loeb, give customized advice based on the information you enter in your User Profile.



When you select a question, one or both of the experts will give you an answer. If you've completed the User Profile, your answer may be customized on the basis of information such as your age, income, and number of children.

For more information about Ask the Experts, see Chapter 3, *Ask the Experts,* beginning on page 531.

Jane Bryant Quinn

Jane Bryant Quinn is an award-winning columnist for *Newsweek*, the *New York Daily News*, and *Good Housekeeping Magazine*. Her best-selling book, *Making the Most of Your Money* is a comprehensive guide to planning your personal finances. An experienced television reporter, she hosted her own program on personal finances on the Public Broadcasting System. *World Almanac* named her one of the 25 most influential women in the United States.

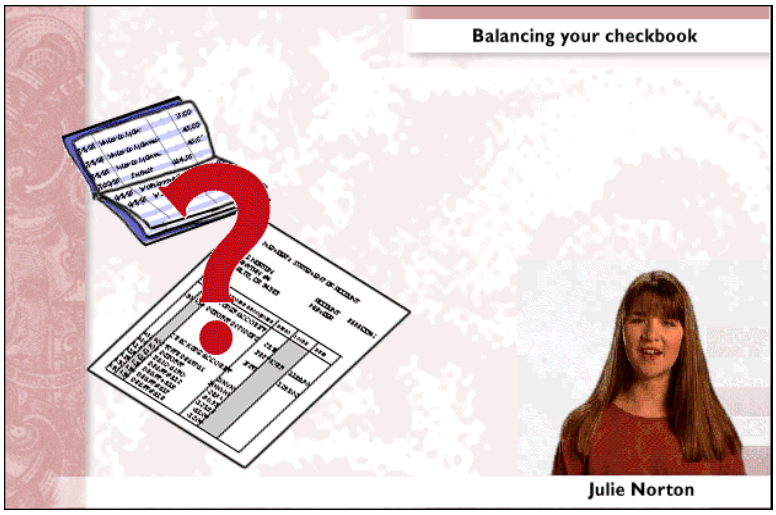
Marshall Loeb

Marshall Loeb is former Managing Editor of *Fortune* and of *Money Magazine*. His book, *Marshall Loeb's Money Guide*, has been published annually since 1983. He has won every major award in economic and financial journalism. He is familiar to many of us as a daily commentator on business and finance on the CBS Radio Network.

Tips from the Team gives you tips from the Quicken for Macintosh team

Now you can learn how individuals on the Quicken for Macintosh team use Quicken to organize their own personal finances. You'll be surprised to learn how flexible and powerful Quicken can be! Tips from the Team offers practical suggestions for using Quicken or Quicken Home Inventory to handle situations like these:

- entering your paycheck
- making it easier and faster to pay your bills by printing checks with Quicken or using CheckFree to pay them electronically
- creating and sticking to a budget
- tracking "things" like airline frequent-flier miles, fundraisers, shared expenses, a CD collection, and landscaping you're adding to your home



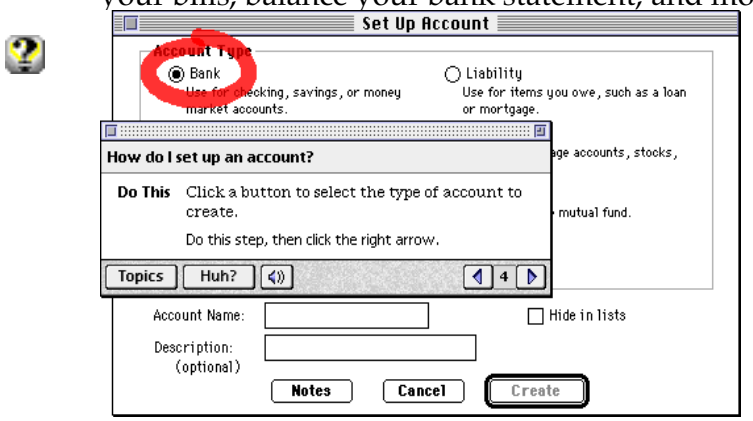
For more information about Tips from the Team, see Chapter 4, *Tips from the Team,* beginning on page 535.

Multimedia help tools match your individual style

Are you the kind of person who picks up the manual only when you're stumped, or do you enjoy browsing the book for hidden features? Do you like to get the big picture first? Or would you rather have someone just show you and tell you what to do next? Quicken Deluxe 6 offers you a number of ways to get exactly the help you want just when you need it.

Quicken Guide

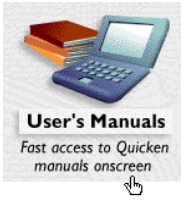
This exciting new feature integrates visual and audio cues to guide you step-by-step through using Quicken. Unlike conventional help, Quicken Guide shows you and tells you exactly what to do as you work with your own data! It's like having a trusted friend help you set up your accounts, track your income and expenses, pay your bills, balance your bank statement, and more.

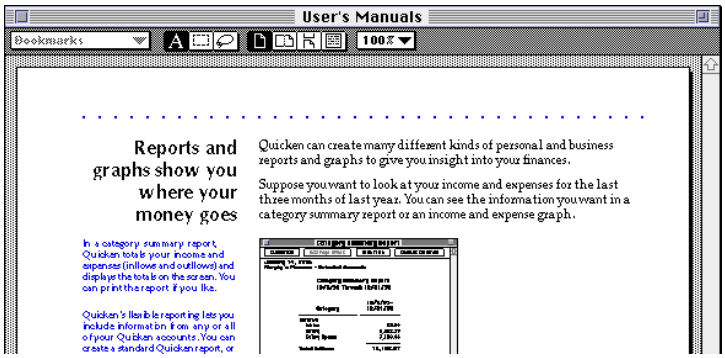


For more information about Quicken Guide, see "Getting step-by-step assistance from Quicken Guide" on page 36.

Onscreen manuals

Onscreen manuals use the familiar format of a book to keep all the information you need right at your fingertips. Use the search feature to find references to a specific word or topic. Or browse the table of contents and index just as you would in a book.





For more information about the onscreen manuals, see “Finding information in the onscreen User’s Manuals” on page 42.

What’s next?

Now that you’ve read about the new features that make Quicken Deluxe deluxe, what would you like to do next?

- **Would you like to learn about choosing Quicken menu commands and using Quicken Guide and the onscreen User’s Manuals?**

  See Chapter 4, *Working with Quicken*, beginning on page 30.

- **If you haven’t already set up your first Quicken data file and bank account, would you like to do it now?**

  See “Opening Quicken for the first time” on page 30, and read through the rest of Chapter 4.

- **Would you like to see what’s new in Quicken 6?**

  See “What’s new in Quicken 6” on page 46.

4 Working with Quicken

Opening Quicken for the first time 30
Setting up your first bank account 32
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Opening Quicken for the first time

If this is the first time you've ever used Quicken, make sure you've installed it following the instructions in "Installing Quicken Deluxe" on page 6. Now you are ready to open Quicken and create a new file for your financial data.

If you want to learn more about how Quicken works before you get started, take a look at Chapter 2, *Here's what Quicken can do for you,* beginning on page 12.

---

1 Open the folder where you installed Quicken Deluxe 6.

If you just installed Quicken Deluxe 6, the Installer will have opened the Quicken Deluxe 6 Folder for you.

2 Double-click the Quicken Deluxe 6 icon and then click the Quicken icon in the Quicken Deluxe 6 window (see page 6).

OR

Open the Quicken 6 Folder and then double-click the Quicken 6 application icon.

The Quicken 6 application icon looks like this:

3 When Quicken asks you to personalize your copy of Quicken, type your name and click OK.

Quicken asks if you want to register your software electronically.

If Quicken can't configure your modem automatically, a message tells you how to set it up manually later and then register your software.

- **If you click Skip:** Quicken displays the Introduction to Quicken screen.
- **If you click Register Online:** Quicken configures your modem and then takes you through the online registration process. Fill in all the information as requested. When you are finished, click Register to send the registration to Intuit. Then Quicken displays the Introduction to Quicken screen.

4 Read the information on the Introduction to Quicken screen and click New User.

If you click the New User button, Quicken Guide gives you assistance throughout the setup process. Just follow the onscreen instructions.

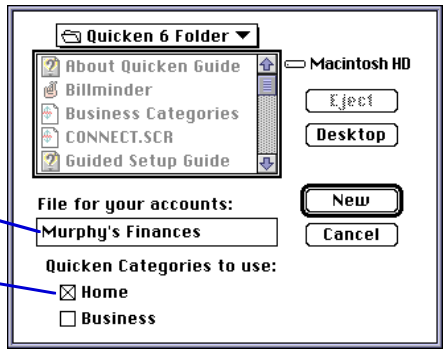
Or, if you are an upgrading user, click Upgrading User and follow the instructions in "Updating Quicken 3, 4, or 5 data files to Quicken 6" on page 51 or "Updating Quicken 1 or 1.5 data files to Quicken 6" on page 53 to get started using Quicken 6.

5 Specify a name and location for your new Quicken data file.

Quicken proposes the name "*Your Name*'s Finances" for your new data file and assumes you want to put it in the same folder as the Quicken 6 application.

Quicken proposes the name "Murphy's Finances" for this data file, because the person setting it up typed "Murphy" when she personalized her copy of Quicken. You can replace the name Quicken suggests just by typing a new one.

Select the categories you want to use. Quicken's preset lists of Home and Business categories are illustrated on page 77.



6 Select which, if any, of Quicken's preset category lists you want to include in the file.

You can include Quicken's standard home categories, business categories, or both. To learn more about why you might want to use categories, see "Categories keep track of your income and expenses" on page 14.

The data file for the Murphys looks like this:

7 Click New.

Quicken creates your data file and asks you to set up your first account in that file.

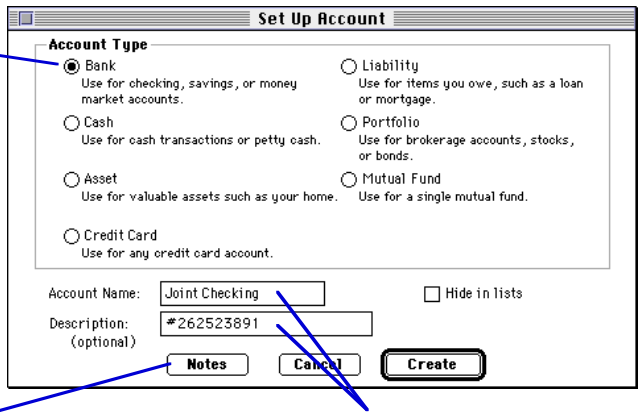
Setting up your first bank account

After you create your Quicken data file, Quicken displays the Set Up Account window so you can set up your first bank account. Before you set up the account, find your most recent bank statement. You'll need it to set up the account correctly.

1 Leave Bank selected for Account Type and enter a name (and, if you want, a description) for the account.

Leave Bank selected to set up a checking or savings account as your first Quicken account.

Starting with a checking account is generally a good idea. That way, you can begin by entering transactions in Quicken just the way you do in your paper register, and find out how easy it is to use Quicken to enter transactions and to reconcile your account with your bank statement.



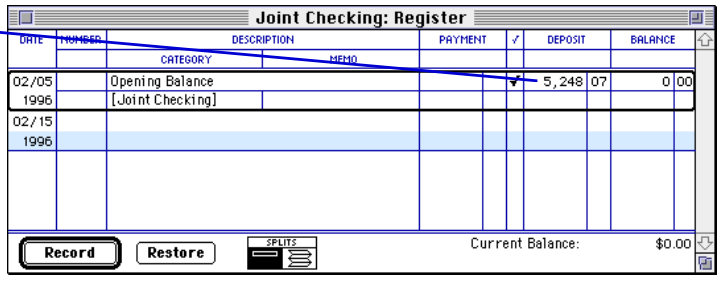
Click Notes if you want to add optional notes about the account. Quicken opens a window where you can enter up to five lines of notes.

Enter a name (up to 15 characters long) and, if you wish, a description (up to 30 characters long) to identify this account. If you have more than one checking account, use a descriptive name like "Joint Checking" or "Ed's Checking" or "GW Checking" for each one.

2 Click Create.

Quicken creates a new bank account and displays the Register window for that account so you can enter a starting balance.

Enter an opening balance for this account in the Deposit column. The date and amount for this Opening Balance transaction should be the same as the closing date and ending balance from your most recent bank statement.



3 Enter an opening balance for the account in the Deposit column of the Opening Balance transaction.

Enter the closing date and ending balance from your most recent bank statement. You can always go back and enter transactions from previous statements later if you want to.

See the sample bank statement illustration on page 19 for an example of where you can find the ending balance amount.

4 Click Record to save the Opening Balance transaction.

Your first account is set up and you are ready to add transactions to the register. See "Bringing your account up to date" next.

Bringing your account up to date

After Quicken sets up your bank account and displays the account register, you can start entering transactions.

See Chapter 4, *Using a Quicken register*, beginning on page 89 for information about entering transactions in a register.

Enter these transactions to bring your account up to date:

- All transactions that have occurred between the ending balance on your last bank statement and today. These transactions may be checks that you have written and recorded in your paper check register, electronic funds transfers to or from your account, or ATM deposits to or withdrawals from the account you just set up.
- All transactions dated before the statement ending balance date that have not yet appeared on any bank statement. (Or you can wait and enter these transactions when you get your next bank statement and are ready to reconcile your Quicken account with the bank statement. See "Before you reconcile the first time" on page 183.)

You can continue to enter transactions in Quicken on a regular basis as they occur, or whenever it's convenient for you. Then, when your next bank statement arrives, you can use it to balance your bank account with the transactions you've recorded in your Quicken account. See Chapter 7, *Working with Quicken bank accounts*, beginning on page 181 for information about reconciling bank accounts.

If you want to enter transactions from a period earlier than the date of your Opening Balance transaction (for example, from the beginning of this year), wait until after your next bank statement arrives and you've balanced your account for the first time. Then see "Adding earlier transactions to Quicken" on page 194.

When you start using Quicken, you might want to limit yourself to one or two bank accounts for the first month or so. You can track cash and credit card spending in your Quicken bank account (see "Entering cash transactions in Quicken bank accounts" on page 197 and "Entering credit card transactions in Quicken bank accounts" on page 204). When you're ready to set up additional accounts, see Chapter 2, *Quicken accounts organize what you own and what you owe*, beginning on page 68.

Choosing Quicken menu commands

Quicken's menu commands are the starting point for everything you want to do with Quicken—from opening an account register or writing a check, to running a report or reconciling your bank account with your bank statement.

You can use any of the methods described in this section to choose Quicken menu commands.

Choosing commands from the menus

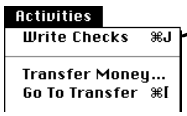
See Appendix C, *Menus and command keys*, beginning on page 462 for illustrations and descriptions of all the Quicken menus.

You can choose commands from Quicken's menus just as you choose commands from any other Macintosh menus. If you are new to using the Macintosh, see the user's guide that came with your computer for more information.

Choosing commands using the keyboard

You can see a list of Quicken's preset keyboard shortcuts on the back cover of the printed *Getting Started Guide*.

A keyboard shortcut is a combination of keys you press at the same time that gives you the same result as choosing a command from a menu. You can find out which Quicken menu commands have keyboard shortcuts by looking at the menus to see what key combination, if any, is listed in the column on the right.



Keyboard shortcut for Write Checks.

To use a keyboard shortcut, hold down the Command key while you press another key. To open the Write Checks window, for example, hold down the Command key and press J.

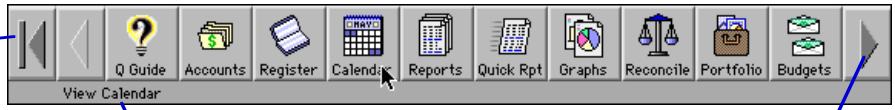
You can easily create your own keyboard shortcuts in Quicken. See "Creating your own Command-key shortcuts" on page 469 for step-by-step instructions.

Choosing commands from the iconbar

You can select many of Quicken's menu commands by clicking a button in the iconbar. The iconbar is initially set up with buttons for Quicken's most commonly used menu commands, but you can customize it by adding other commands you use frequently and deleting commands you use infrequently.

Clicking this button collapses the iconbar to a single button; clicking it again expands it back to an iconbar.

Note: Quicken automatically collapses the iconbar for you if you drag a window on top of it.



Help text describes each button as you move the cursor over it.

If all your icon buttons don't fit across your screen, click the scroll buttons to scroll them into view.

You can rearrange the buttons in the iconbar by holding down the Option key (or other modifier key) and dragging the button you want to move to a new position.

See Appendix B, *Customizing the iconbar,* beginning on page 457, for complete information about adding, editing, deleting, and rearranging icon buttons.

Getting started quickly with Guided Setup

Quicken's Guided Setup feature is the easy way to get started tracking your finances. Guided Setup can help you set up your first Quicken bank account, and then guide you as you continue working with that account—through entering transactions, reconciling with your bank statement, running reports and graphs to see how much you are spending in different categories, and so on.

When you start Quicken 6 for the first time, click the New User button on the Introduction to Quicken screen to go to Guided Setup so you can set up your first Quicken bank account.

Later you can return to Guided Setup whenever you want to start working in another area of Quicken. For example, you may decide you want to track your credit card spending in more detail. Guided Setup can get you started by helping you set up a Quicken credit card account, enter credit card transactions, reconcile your Quicken register with your credit card statement, pay your bill, and so on. Or, if you decide you want to start tracking your investments. Guided Setup can get you started by helping you set up a Quicken investment account, set up the securities you want to track, enter investment transactions and update prices for those securities, compare their performance, and so on.

The Guide menu icon looks like this:

To open Guided Setup, choose Guided Setup from the Guide menu. (If Guided Setup is not in the Guide menu, make sure the file named Guided Setup Guide is in the same folder as your Quicken 6 application file.) When you finish reading the first Guided Setup panel, click the right arrow in the lower right corner. The second Guided Setup panel has six buttons, each representing an area of Quicken.

Click a button for step-by-step help with getting started in one of these areas of Quicken.

Click one of the buttons to see a list of tasks you might want to do in that area. When you select a task, Quicken Guide takes you through that task step by step (see "Getting step-by-step assistance from Quicken Guide" next) and then returns you to the setup screen so you can choose the next task in the selected area. You can complete all the tasks for an area at one sitting, or you can return to Guided Setup at any time to continue where you left off or try something new.

Getting step-by-step assistance from Quicken Guide

Whenever you have a question about how to do something in Quicken, you can go to Quicken Guide for step-by-step assistance with a wide variety of tasks.

When you are working in Quicken, there are a number of different ways to open Quicken Guide:

- Press Command-?

OR

The Quicken Guide icon button looks like this:

- Click the Q Guide button in the iconbar

OR

The Guide menu icon looks like this:

- Choose Quicken Guide from the Guide menu

OR

When you see the Guide menu icon next to a procedure in the *User's Guide*, it means there is Quicken Guide available to step you through that task.

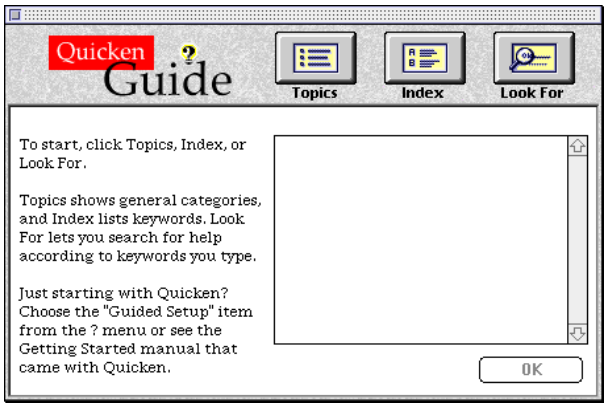
- Press the Help key if you are using an extended keyboard

If Quicken Guide is not in the Guide menu, make sure the file named Quicken Guide is in the same folder as your Quicken 6 application file.

The first time you open Quicken Guide during a session with Quicken, you see the "getting started" view of the Quicken Guide window.

The Quicken Guide window gives you three ways to find the information you need:

- Click the Topics button to choose from a list of general areas in Quicken—like the table of contents in a book.
- Click the Index button to choose from an alphabetical list of key words—like the index in a book.
- Click the Look For button to search for a specific word or phrase.



From this window you can find the answer to your question by clicking the Topics button (see below), the Index button (see page 39), or the Look For button (see page 39).

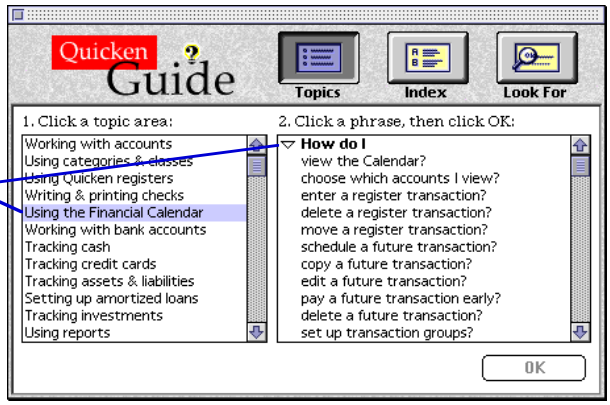
Whenever you use Quicken Guide, its window stays in front of any other windows you have open. If you need to move it, just drag its title bar.

Quicken Guide Topics

The Quicken Guide Topics window is divided into two scrolling lists. On the left is a list of general areas in Quicken; on the right is a list of questions Quicken Guide can answer about the topic area that's selected in the list on the left.

In this example, "Using the Financial Calendar" is selected in the list on the left, so the list on the right shows questions that Quicken Guide can answer about the Calendar.

When you select a topic in the list on the left, Quicken Guide shows you a list of questions it can answer about that topic.

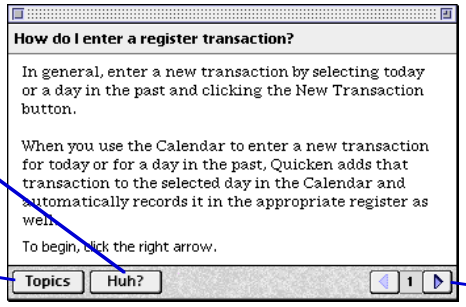


When you select the question you want answered and click OK, Quicken Guide takes you to the first Guide panel.

For this example, we selected the Calendar question "How do I enter a register transaction?" and then clicked OK.

When the Huh? button is available, it means that there is a more detailed explanation, or background information, or other related information available for this step. Click Huh? to see it.

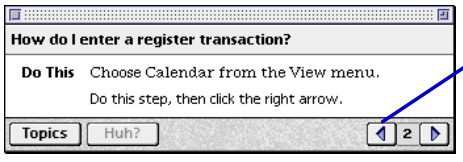
Click the Topics button if you want to return to the Quicken Guide Topics window.



Click this button to go to the first step.

After you read the introductory information in the first panel, click the right arrow in the lower right corner to go to the first step.

Continue reading the panels and following the instructions. When you finish each step, click the right arrow in the lower right corner to go to the next step.



Click the left arrow if you want to go back a step.

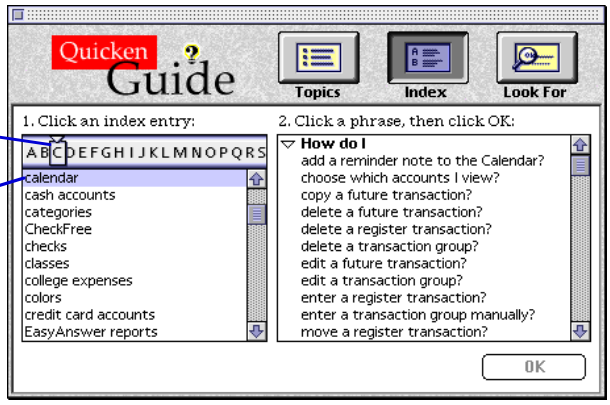
When you've finished all the steps, click the Topics button to return to the Topics window, or click the close box to leave Quicken Guide.

Quicken Guide Index

The Quicken Guide Index window is divided into two scrolling lists. The list on the left is an alphabetical index. Select a letter at the top of the list, and then scroll through the list until you find the term you want to know more about. When you select an index entry, the list on the right shows you related questions that Quicken Guide can answer.

Click any letter to see the entries for that letter in the index.

Click any index entry to see a list of related questions.

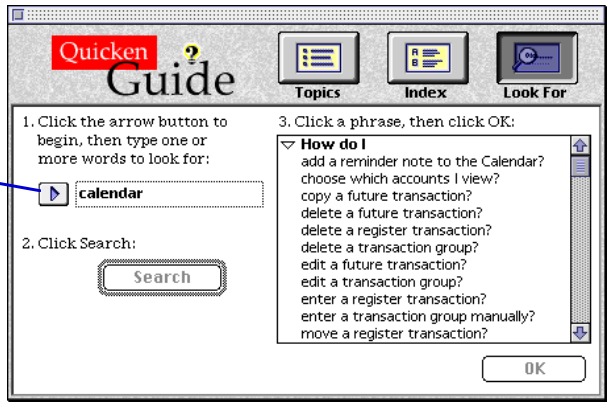


When you select the question you want answered and click OK, Quicken Guide takes you to the first Guide panel. Read the panel and follow the instructions, just as you would if you had reached the Guide panels from the Topics window (page 37).

Quicken Guide Look For

When you click the Look For button, Quicken Guide asks you to enter a word or phrase about which you want to know more. When you type in your text and click Search, the list on the right shows you related questions that Quicken Guide can answer.

Click this button to activate the text box and then type a word or phrase and click Search.



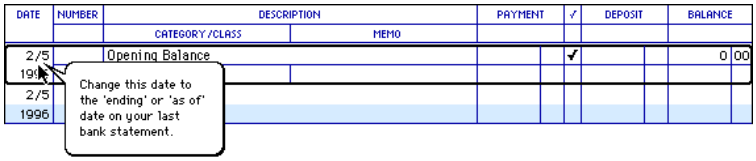
When you select the question you want answered and click OK, Quicken Guide takes you to the first Guide panel. Read the panel and follow the instructions, just as you would if you had reached the Guide panels from the Topics window (page 37).

Finding out 'What's that' with Balloon Help

If you see an item in a window or on a menu and don't know what it is, you can use Balloon Help to find out.

To turn on Balloon Help, choose Show Balloons from the Guide menu. Then point to an item on the screen to see its help balloon.

Point to any item on the screen to learn more about it. For example, you can see balloons for buttons, text fields, options, and more.



When you're ready to turn off Balloon Help, choose Hide Balloons from the Guide menu.

Learning useful tips and shortcuts

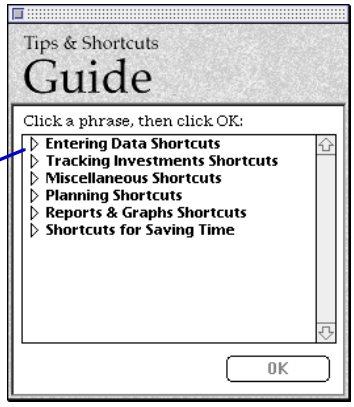
Tips & Shortcuts are helpful hints that can help you get more out of using Quicken.

To open the Tips & Shortcuts Guide window, choose Tips & Shortcuts from the Guide menu. (If Tips & Shortcuts is not in the Guide menu, make sure the file named Tips Guide is in the same folder as your Quicken 6 application file.)

Then select the tip you want to see and click OK.

The Tips & Shortcuts Guide window is a scrolling list of tips and shortcuts grouped into six main topic areas.

You can click the triangles to show or hide the tips and shortcuts in each topic area. (Note: When you open Tips & Shortcuts, each topic area is expanded to show all the available tips.)



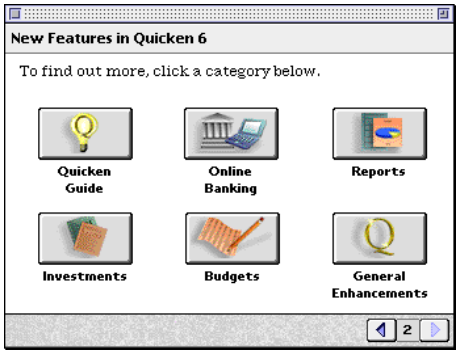
When you find something you want to know more about, select it and click OK (or just double-click it).

Exploring the new features in Quicken 6

When you start Quicken 6 for the first time, click the Upgrading User button on the initial Quicken screen to go to New Features, so you can see what's new in Quicken 6 and then try out the features that interest you most.

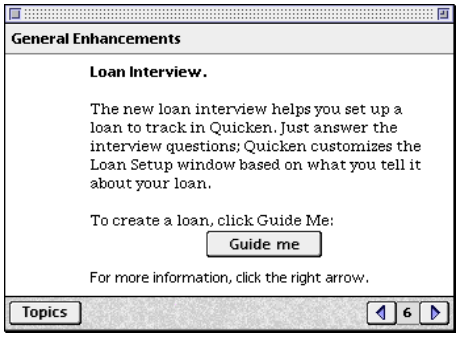
When you finish reading the first New Features panel, click the right arrow in the lower right corner. The second New Features panel has six buttons, each representing a new features area in Quicken.

Click a button to find out what's new in Quicken 6.



Click one of the buttons to see a description of one or more new features in that area. As you read about a new feature, you may see a Guide Me button. Click Guide Me to try out that feature in Quicken.

Click Guide Me to actually use this feature in Quicken.

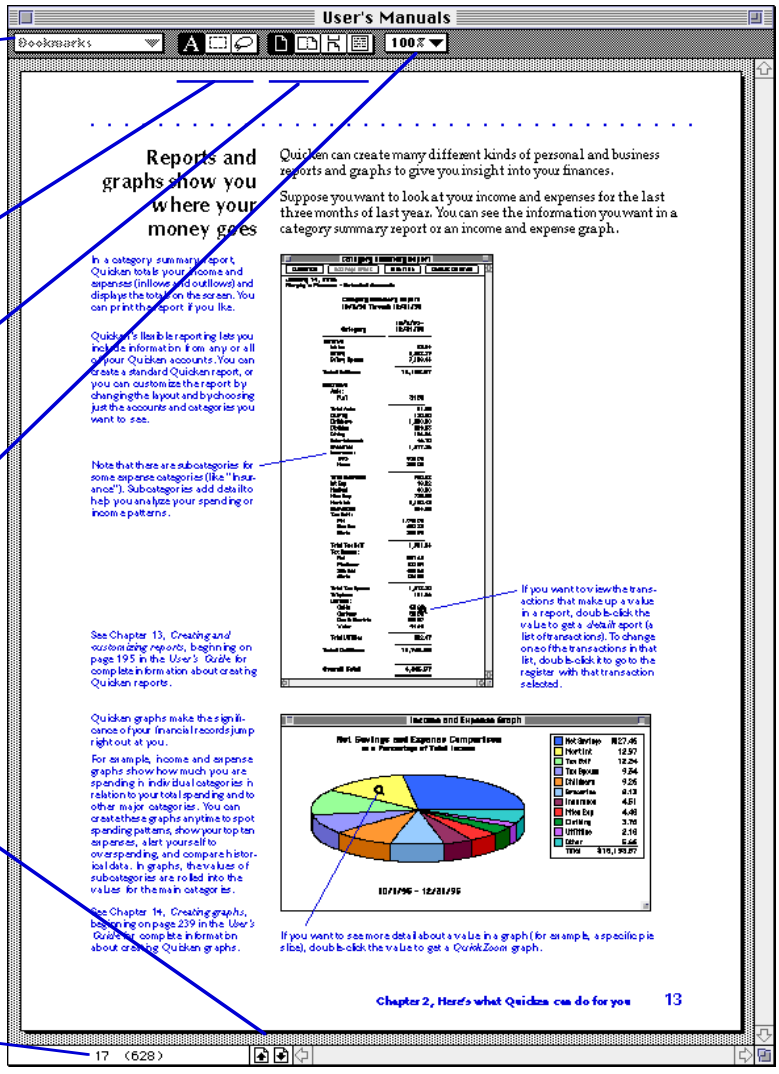


Later you can return to New Features whenever you want to check out what else is new. Just choose New Features from the Guide menu. (If New Features is not in the Guide menu, make sure the file named New Features Guide is in the same folder as your Quicken 6 application file.)

Finding information in the onscreen User's Manuals

If you prefer the more linear presentation of a traditional book, you can read or print sections of the onscreen User's Manuals. An onscreen viewer lets you turn pages and read comfortably, just as though you were reading a paper book.

Clicking the Onscreen Manuals icon in the Quicken Deluxe 6 window takes you to the title page. Clicking the book icon on a Huh? panel in Quicken Guide opens the onscreen manuals to the section that's most relevant to the Quicken Guide sequence you are following. Once you are reading the onscreen book, you can locate other topics by using the contents, the index, or the Search feature.



Choose a Bookmark from this menu to go to that bookmark in the text.

To create a bookmark, select text and then choose Set Bookmark from the Bookmark menu.

Click one of these tools to if you want to select text and graphics to copy to another application.

Click one of these buttons to change how the document is displayed.

Select a size from this pop-up menu to change the scale of the document (how big it looks onscreen).

Click one of these buttons to go forward or backward one page.

This is the number of the current page. Click the number to go to a specific page.

Using the Table of Contents

To use the Table of Contents, choose Open Table of Contents from the Outlines menu (Command-L). Click the triangles to the left of the text to expand or collapse levels. Double-click an entry to go to that page in the manual.

Using the Index

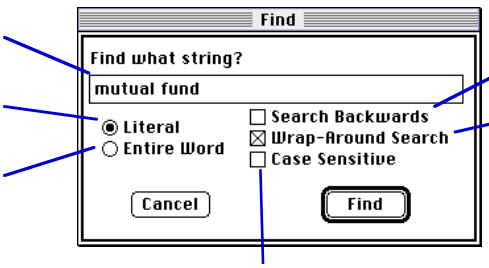
To open the Index, choose Open Book Index from the Outlines menu (Command-I). Click the triangle to the left of a letter to expand or collapse that letter. Double-click an entry in the Index to go to that page in the manual.

Searching the manuals

The onscreen manuals can be searched in two ways: with the Find command, or with the Query command. To search for the next (or previous) occurrence of specific text in the manual, use Find. To see a list of all occurrences of the keyword or words you enter, use Query.

Finding text in the manual

1 Choose Find from the Search menu (Command-F).



Enter the text you want to search for.

Click Literal to find the text wherever it appears.

Click Entire Word to find *only* text that matches the whole word.

Select Search Backwards to find the previous occurrence of the text.

Select Wrap--Around Search to continue the search from the beginning of the document.

Select Case Sensitive to find *only* text if its capitalization matches the text you entered.

2 Enter the text you want to find.

3 Select either Literal or Entire Word.

If you select Entire Word, a match will be found only if the whole word matches. For example, if you search for "mutual fund," you won't find "mutual funds" when Entire Word is selected.

4 (Optional) Select any options you want and click OK.

Searching for all occurrences of a keyword

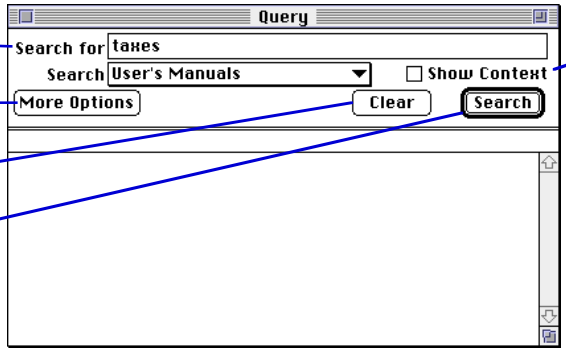
1 Choose Query from the Search menu (Command-Y).

Enter the word or words you want to search for. Query can search only for whole words.

Click More Options to search for specific combinations of words.

Click Clear to reset the values in the Query window.

Click Search to generate the list of all occurrences of the search text. Then double-click any line in the list to go that page of the manual.



Select this checkbox if you want the list to include the words surrounding the occurrence of the search text.

2 Enter the text you want to find.

3 (Optional) Select the Show Context checkbox if you want the list to include the words surrounding the found text.

4 (Optional) Click More Options to further narrow your search.

If you click More Options, you can search for specific combinations of words. You can search for two words in the same section, or for two words that occur within a certain distance of each other.

5 Click Search to find all occurrences of the search word.

The list of all occurrences is displayed in the bottom half of the Query window.

6 Double-click a line in the list to go to that page of the manual.

Printing sections and chapters

You can print any portion of the onscreen manuals.

1 (Optional) Choose Page Setup from the File menu, enter page setup information for your printer, and click OK.

2 Choose Print from the File menu (Command-P).

Or, to print just the visible portion of the manual, choose Print One.

3 In the Print window, select a page range and click OK.

Ordering paper copies of the manuals

Intuit offers paper versions of the *Quicken User's Guide* and the *Quicken Deluxe User's Guide*. If you are a registered Quicken Deluxe 6 for Macintosh user, you can order the paper manuals at a reduced price. Call Intuit Direct Sales at the phone number on page 477 to order paper books.

If you use Quicken for a home business, you can also order a paper copy of the *Business User's Guide*.

Leaving Quicken

When you're ready to end a session using Quicken, choose Quit (Command-Q) from the File menu. Quicken automatically saves your work as you go along, so there's no need to save before you exit. You should back up your data file each time you finish using it. Quicken 6 comes preset to back up your data file automatically when you quit. See "Backing up your Quicken data" on page 65 for more information.

Each time you start Quicken, it opens the last data file you used—unless you have moved or renamed it. Or you can just double-click the icon for your Quicken data file to open it directly.

What's next?

Now that you've set up a data file and your first bank account, what would you like to do next?

- **Would you like to learn more about using categories and classes to keep track of your income and expenses?**

  See Chapter 3, *Categories and classes track your income and expenses,* beginning on page 75.

- **Would you like to start entering your data in your new Quicken bank account?**

  See Chapter 4, *Using a Quicken register,* beginning on page 89.

- **Would you like to set up additional accounts—for things like your credit cards, your cash, other bank accounts, and so on?**

  See Chapter 2, *Quicken accounts organize what you own and what you owe,* beginning on page 68.

5 For people who have used other versions of Quicken

What's new in Quicken 6 46
Updating Quicken 3, 4, or 5 data files to Quicken 6 51
Updating Quicken 1 or 1.5 data files to Quicken 6 53
Transferring files from Quicken for DOS or Quicken for Windows 56
What's next? 59

What's new in Quicken 6

Quicken 6 is packed with new features! We want you to get acquainted with all these new features as quickly as possible, so this section tells you what's new, how to find it in the Quicken software, and where to go in the onscreen manuals for more information. We encourage you to try all of Quicken 6's exciting new features to see for yourself how they can make managing your finances even easier.

If you want a guided tour of these new features, choose New Features from the Guide menu. See "Exploring the new features in Quicken 6" on page 41.

Online Banking

Now you can bank *online* instead of waiting *in line.* Online banking offers the convenience of banking at home. It's the easy, hassle-free way to do your banking through Quicken—anytime. Get up-to-date bank balances, see which checks have cleared, and transfer money—as often as you like. Update your Quicken register automatically to cut data entry time. Reconciling is easier than ever because Quicken automatically matches your register transactions with data from the bank. With online banking, you'll have all the information you need to keep you in control of your finances.

For more information, see the online banking information included in your Quicken package.

Easier investment management

Quicken's new consolidated Portfolio view shows you all of your investments and their market values at a glance, and calculates nine additional performance measures (including unrealized gain/loss, cost basis, return on investment, and percent of portfolio) right in the Portfolio window. You can also edit prices and add, buy, or sell securities right on the spot. Plus, you can easily track indexes and securities you don't own.

To see the new consolidated Portfolio window, choose Portfolio from the View menu.

For more information, see "How Quicken tracks your investment data" on page 243.

Budgeting has never been this easy

The new, simplified budget setup makes budgeting a snap. QuickBudget brings in your average actual income and expenses with the click of a button. Then you can change any amounts in the budget to bring them in line with your financial goals and create a custom budget in minutes. You can budget for all of your categories, or just some of them, and you can add or remove categories from the budget at any time. You can also choose which categories to monitor, and Quicken gives you instant feedback to help you stay on track.

To see the new Budget Setup window, choose Budget Setup from the Activities menu. To see the budget monitoring gauges, choose Budget Monitoring from the Activities menu.

For more information, see Chapter 16, *Budgeting your income and expenses,* beginning on page 360.

Easy-to-customize reports

You can customize your reports to look just the way you want. You can hide columns, add page breaks, change the sort order, and print them to fit on one page.

New EasyAnswer reports make it easier than ever to get instant insight into your finances; just point to the question you want answered and click.

To see the new reports options, choose Reports from the Reports menu, select a report, and click Create. Or click the EasyAnswer tab, choose the question you want answered, and click Create.

For more information, see Chapter 13, *Creating and customizing reports,* beginning on page 296.

Quicken Guide

Using Apple Computer's Apple Guide technology, we've created the most advanced help system ever. New Quicken Guide is like having a friendly Quicken expert walk you through the steps, one at a time, when you're trying something new. Whether you're setting up a loan, scheduling transactions, or trying any other Quicken task, Quicken Guide shows you exactly what to do, step by step. It's a great way to learn "how to" while you're actually getting your real work done.

The new Guided Setup speeds you through first-time setup. Or, if you're an experienced Quicken user but have never tried some areas of Quicken, Guided Setup can help you get started in those areas quickly and easily. If, for example, you'd like to track your credit cards in Quicken, you can use the Guided Setup for credit cards to guide you through setting up a credit card account, entering transactions, reconciling the account, and running reports that tell you what you're spending.

To have Quicken Guide help you, choose Quicken Guide from the Guide menu (or press Command-?). To use Guided Setup to get started in an area of Quicken, choose Guided Setup from the Guide menu and click the button for the area you want to use.

For more information, see "Getting started quickly with Guided Setup" on page 35 and "Getting step-by-step assistance from Quicken Guide" on page 36.

More new features

- **Clear splits button.** When QuickFill completes a transaction for you and fills in multiple split lines that you want to delete, you can just click the button marked ✖ to clear them all at once.

  To see the clear splits button, enter a split transaction from the QuickFill Transactions list. The button appears to the right of the splits label in the Category field.

- **Automatic backup.** Quicken 6 is preset to back up your data file for you when you close it.

  To have Quicken back up your data file for you, choose Quit from the File menu and just tell Quicken where you want to save the backup copy of your file.

- **List sorting.** You can now sort all your Quicken lists—including the Portfolio window—by clicking any column heading to sort that column in alphabetical or numerical order.

  To sort a list, choose Portfolio, Accounts, Categories & Transfers, Securities, Loans, Merchants, QuickFill Transactions, or Transaction Groups from the View menu. Then click a column heading to sort that column.

- **Collapsing and expanding hierarchical list items.** With triangles you can collapse or expand items in the Category & Transfer list, the Class list, the Portfolio window, and the Budget Setup window. In the Portfolio window, for example, you can collapse or expand accounts to show or hide the securities in them temporarily.

  To show or hide items in a hierarchical list, just click a triangle to collapse or expand an item.

- **Scheduled transaction report.** This new report shows you the next occurrence of every transaction you've scheduled in the Calendar.

  To create a scheduled transaction report, choose Reports from the Reports menu, click either the Personal or Business tab, and double-click Scheduled Transaction.

- **Loan Interview.** The new loan interview helps you set up a loan to track in Quicken. Just answer the interview questions; Quicken customizes the Loan Setup window on the basis of what you tell it about your loan.

  To create a loan, choose Loans from the View menu and click New.

- **Hiding accounts and securities.** In the Set Up/Edit Account window and the Set Up/Edit Security window you can select the Hide in Lists checkbox to mark an account or security as hidden. An item that's hidden won't show up in any lists (including the Portfolio window) unless you "unhide" it. It will, however, show up in transactions you've already entered and in reports and graphs.

  To hide an account, open the Account list, select the account, and click the Edit button; then click the Hide in Lists checkbox to select it. To hide a security, follow the same procedure from the Securities list.

- **Tracking tax-deferred or tax-exempt accounts and securities.** In the Set Up/Edit Account window and the Set Up/Edit Security window you can select or clear the Taxable checkbox to indicate whether or not an account or security is Taxable. The tax status you set determines which investment categories (tax-related or non-tax) Quicken assigns to investment transactions.

  To change the tax status for an investment account, open the Account list, select the account, and click the Edit button; then click the Taxable checkbox to select it (if the account is taxable) or clear it (if the account is not taxable). To change the tax status for a security, follow the same procedure from the Securities list.

- **Security Detail window.** The new Security Detail window shows you the text price history list and price history graph for a security in its own window—so you see more information all at once for a single security. You can also select a specific date range for the price history graph, and choose whether you want it to adjust for stock splits.

  To view the Security Detail window for a security, open the Portfolio window, select the security, and click the Detail button.

- **Portfolio view WatchList.** With the new WatchList "account" in the Portfolio window, you can easily track indexes and securities you don't own.

  To add a security to the WatchList, open the Portfolio window, click Add Security, and fill in all the requested information. Or just drag and drop a security from the Securities list to the WatchList heading.

Other improvements

Here are some of the enhancements we've made to existing features in Quicken 6 for Macintosh. Many are the result of requests from our users.

- We've made Quicken's investment calculations faster to speed up your investment data entry.
- We've consolidated all the different settings windows into one Preferences window for easy access from the Edit menu.
- You can now create multiple budgets to try out different budget scenarios.
- You can now set up a loan using the information you've entered in the loan planner, so you don't have to enter everything again once you've decided on a loan.
- You can choose to enter amounts without the decimal point with a new setting in the General Preferences.

Updating Quicken 3, 4, or 5 data files to Quicken 6

If you haven't already installed Quicken 6, do it now following the instructions in "Installing Quicken Deluxe" on page 6.

Before you start Quicken 6, you should move any data files out of your Quicken 3, Quicken 4, or Quicken 5 folder. Drag the data files to the folder where you installed Quicken 6 (the Quicken 6 Folder). Note: The Installer may already have moved your data files when you installed Quicken 6.

Check carefully to make sure your old Quicken folder contains no data files or folders that contain data files. Then, if you still have your Quicken 3, Quicken 4, or Quicken 5 Install Disks, you can delete your old Quicken folder from your hard disk. If you no longer have your original disks, back up the folder to floppy disks before you delete it from the hard disk. **We strongly recommend that you delete your old Quicken folder and your copy of Quicken from your hard disk.**

Note: The Quicken 5 application does not fit on a floppy disk.

1 Once you have installed Quicken 6, moved your Quicken data files to your new Quicken 6 Folder, and removed your old Quicken 3, Quicken 4, or Quicken 5 folder from your hard disk, you can open your Quicken data file in one of these three ways:

- Open the Quicken 6 Folder and double-click the Quicken 6 application icon. Then, after you personalize your copy of

Quicken and read the Introduction to Quicken screen, Quicken will prompt you to open your data file.

- Double-click your Quicken data file icon. (If Quicken 6 doesn't start when you double-click your data file, try rebuilding your desktop. Restart your computer and hold down both the Command and Option keys until you see a message asking if you're sure you want to rebuild the desktop. Release the Command and Option keys and click OK.)
- Drag your Quicken data file icon to the Quicken 6 application icon and drop it when the icon highlights by releasing the mouse button.

2 When Quicken asks you to personalize your copy of Quicken, type your name and click OK.

Quicken asks if you want to register your software electronically.

- **If you click Skip:** Quicken displays the Introduction to Quicken screen.
- **If you click Register Online:** Quicken configures your modem and then takes you through the online registration process. Fill in all the information as requested. When you are finished, click Register to send the registration to Intuit. Then Quicken displays the Introduction to Quicken screen.

If Quicken can't configure your modem automatically, a message tells you how to set it up manually later and then register your software.

3 Read the information in the Introduction to Quicken screen and then click a button to continue.

- Click Upgrading User if you would like a guided tour of what's new in Quicken 6.
- Click Skip to skip the tour and go straight to using Quicken. (If you click Skip, you can choose New Features from the Guide menu to tour the new features later.)

4 If you started by double-clicking the Quicken 6 application, Quicken displays a standard Open File dialog box. Select your Quicken data file and click Open.

If you double-clicked your data file or dragged the file to the Quicken 6 application, Quicken skips this step.

Before Quicken 6 opens your data file, it automatically creates a backup of your data file in the original Quicken 3, Quicken 4, or Quicken 5 format (depending on the version you have been using). Quicken adds either "(Q3)" or "(Q4)" or "(Q5)" to the end of the file name (so you know it is a backup file for that Quicken version) and

puts it in a folder called Backup Folder. For example, if your file is a Quicken 5 data file named "Murphy's Finances," the backup file will be named "Murphy's Finances (Q5)."

Converting your data file may take a little while, especially if the file is large.

Once the backup file is created, Quicken updates your data for Quicken 6 and you're ready to work. If you need to update another Quicken data file, choose Open File from the Quicken File menu and select that file.

Important! After you update your file to the Quicken 6 format, you CANNOT go back and use the same file with an earlier version of Quicken. If you ever need to use your old data with Quicken 3, Quicken 4,or Quicken 5, open the backup file that Quicken put in the Backup Folder.

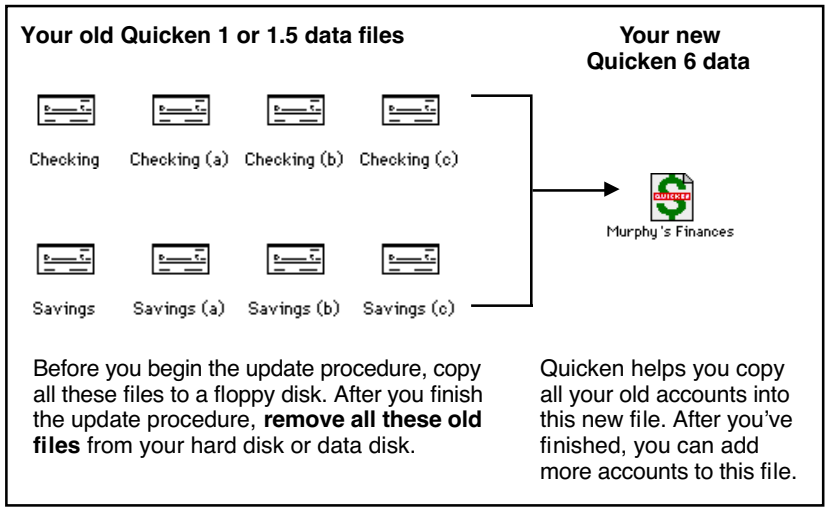
Updating Quicken 1 or 1.5 data files to Quicken 6

If you haven't already installed Quicken 6, do it now following the instructions in Chapter 1, *Installation and setup,* beginning on page 3.

When you start using Quicken 1 or 1.5 data in Quicken 6, Quicken will help you create a new Quicken 6 data file to hold your accounts. A single Quicken 6 data file can hold up to 255 accounts.

Locating and updating Quicken 1 or 1.5 data files

Follow the steps below to start Quicken, create a file to hold all your accounts, and copy your existing accounts into it. When you finish, you will have a new Quicken 6 data file that contains all your existing accounts.



1 Back up your Quicken 1 or 1.5 data files to a floppy disk.

2 Double-click the Quicken 6 application icon.

3 When Quicken asks you to personalize your copy of Quicken, type your name and click OK.

Quicken asks if you want to register your software electronically.

- **If you click Skip:** Quicken displays the Introduction to Quicken screen.
- **If you click Register Online:** Quicken configures your modem and then takes you through the online registration process. Fill in all the information as requested. When you are finished, click Register to send the registration to Intuit. Then Quicken displays the Introduction to Quicken screen.

If Quicken can't configure your modem automatically, a message tells you how to set it up manually later and then register your software.

4 Read the information in the Introduction to Quicken screen and click Skip to continue.

If you want to take the guided tour of what's new for Quicken 6, you can choose New Features from the Guide menu after you're finished updating your accounts to the new format. See "Exploring the new features in Quicken 6" on page 41 for more information.

5 Specify a name and location for your new Quicken data file.

See step 5 on page 31 for an illustration of the dialog box for setting up a new file.

Quicken proposes the name "*Your Name*'s Finances" for the file. To change the name of the file, just type a new name to replace the one Quicken proposed.

6 Select which, if any, of Quicken's preset category lists you want to include in your new file.

If you already have a Quicken 1 or 1.5 category list set up the way you want it, *do not* select any categories here.

7 Click New.

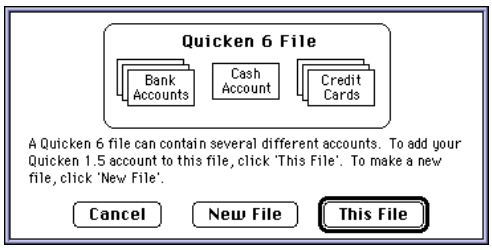
Quicken creates your new data file and opens the Set Up Account window. Instead of setting up a new account, however, you need to add your existing Quicken 1 or 1.5 accounts to this file.

8 Click Cancel in the Set Up Account window, and then choose Open File from the File menu.

9 In the Open File dialog box, go to the folder that contains your Quicken 1 or 1.5 accounts. Select an account and click Open.

Quicken displays a message explaining that a Quicken 6 data file can contain several different accounts.

We recommend that you put all your accounts in the same file. Most people use just one Quicken data file. If you find that you need to create another file after working with Quicken for a while (to separate business data from personal data, for example), read "Setting up additional files" on page 434.



10 Click This File.

Quicken copies the data from your existing account (including categories and recurring transactions) into the new Quicken 6 file. When Quicken finishes copying the data, you will be in the Register window for your updated account. *Your original data file is not affected.* Note, however, that you CANNOT go back to your previous version of Quicken and use the version of the data that has been converted to a Quicken 6 data file.

11 If you want to add other accounts to the same Quicken 6 data file, repeat steps 8, 9, and 10 until you have copied all your accounts into the Quicken 6 data file.

12 Remove your old data files and the earlier version of Quicken (Quicken 1 or 1.5) from your hard disk.

If you have removed the earlier version of Quicken from your hard disk and Quicken 6 doesn't start when you double-click your data file icon, try rebuilding your desktop. Restart your computer and hold down both the Command and Option keys until you see a message asking if you're sure you want to rebuild the desktop. Release the Command and Option keys and click OK.

How Quicken converts zero-amount transactions

In Quicken 1 or 1.5, some people set up categories for assets, liabilities, or credit cards and used zero-amount transactions to track those items in a Quicken bank account without affecting the balance of that account.

When Quicken 6 converts zero-amount transactions that were created in Quicken 1 or 1.5, it treats them all as deposits. The result may be reversed signs for amounts from zero-amount transactions.

If you used zero-amount transactions to track assets, liabilities, or credit cards in a Quicken 1 or 1.5 bank account, you may need to change the signs in those transactions to make the category totals correct in Quicken 6 reports and graphs.

Transferring files from Quicken for DOS or Quicken for Windows

If you want to transfer data from Quicken for DOS or Quicken for Windows to Quicken for Macintosh, you must export the data from each of your Quicken for DOS or Quicken for Windows accounts to a QIF file (a text file in a special format called Quicken Interchange Format), and then import each of these QIF files into Quicken for Macintosh.

Quick overview

- **Export your accounts from your Quicken for DOS or Quicken for Windows data file to QIF files.**
  See "Exporting your accounts from Quicken for DOS" on this page or "Exporting your accounts from Quicken for Windows" on page 57.
- **Move the files to your Macintosh.**
  See "Moving QIF files to your Macintosh" on page 58.
- **Import the files into Quicken for Macintosh.**
  See "Importing the files into Quicken for Macintosh" on page 58.

Exporting your accounts from Quicken for DOS

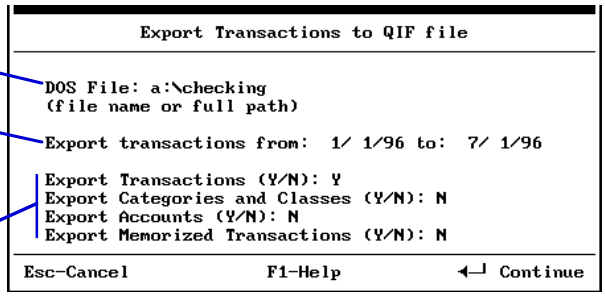
1 Open the account from which you want to export data.

2 Choose Export from the Print/Acct menu.

Use the drive letter for the floppy drive that contains a 3.5-inch floppy disk.

If you accept the dates Quicken fills in, the export file will contain all the current year's transactions.

These options must be set exactly as shown for your data to be exported successfully.



3 **Enter the name of a new QIF file to receive the exported data. For example, enter a:\checking to export the transactions from an account called Checking to a 3.5-inch floppy disk in drive A.**

4 **Enter the date of the first and last transactions to be included in the exported text file.**

5 **Set Export Transactions to Y. All other options should be set to N.**

6 **Press Enter to begin exporting the transactions.**

Quicken exports the transactions to a temporary QIF file.

7 **Repeat steps 1 to 6 for each account in the Quicken for DOS file; then continue to "Moving QIF files to your Macintosh" on page 58.**

Exporting your accounts from Quicken for Windows

1 **Open the account from which you want to export data.**

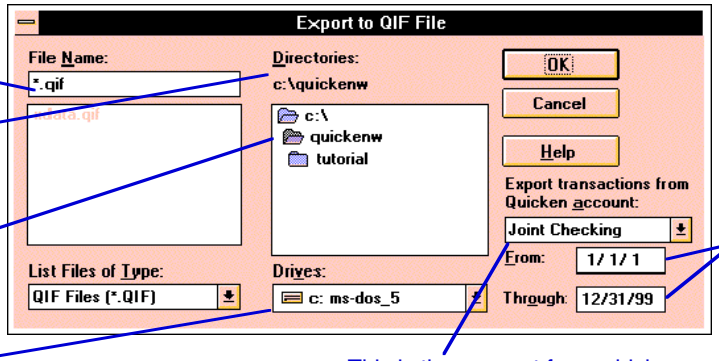
2 **Choose Export from the File menu.**

Enter the name of a file to receive the exported data. You can keep the .QIF extension to remind you what type of file it is.

Quicken will create the QIF file on this drive and in this directory. If you want the file to be created somewhere else . . .

. . . double-click the directory you want in this list (you can double-click c:\ to see other directories on the C: drive) . . .

. . . or select the drive you want from this drop-down list.



This is the account from which you are exporting transactions.

Enter the starting and ending dates for the transactions to be imported.

3 **In the File Name box, enter the name of a file to receive the exported data.**

You don't have to give the file a special extension, but keeping the .QIF extension that is already in the field will help you identify the file.

4 **Enter the date of the first and last transactions to be included in the exported text file.**

5 Click OK to begin exporting the transactions.

Quicken exports the transactions to a temporary QIF file.

6 Repeat steps 1 to 5 for each account in the Quicken for Windows file; then continue to "Moving QIF files to your Macintosh" next.

Moving QIF files to your Macintosh

If you are using System 7.5, you can mount PC disks and copy files without a file exchange utility—so you can skip this section and go on to "Importing the files into Quicken for Macintosh" next. See the documentation that came with your Macintosh or your system software if you need more information.

If you are not using System 7.5 and you are on a network, you may be able to move the QIF files from the PC to your Macintosh over the network. If you are not on a network that connects the computers, you can use the PC Exchange utility program that came with your Macintosh system software to translate the QIF files for use on your Macintosh. You'll need the following things:

- a Macintosh with a high-density 3.5-inch floppy disk drive
- a PC (or compatible) with a 3.5-inch floppy disk drive
- PC Exchange

See the documentation that came with your Macintosh or your system software if you need more information.

Importing the files into Quicken for Macintosh

See page 434 for complete information about creating a new file.

1 In Quicken 6 for Macintosh, choose New File from the File menu to create a new file.

2 Choose Accounts from the View menu and click the New button in the Accounts window to set up a new account in the Quicken for Macintosh file for *every account you exported.*

See page 69 for complete information about setting up an account.

The name of each new account must match the name of an exported account *exactly*, and each new account should have an opening balance of $0.00 with a date earlier than any transaction in your Quicken for DOS or Quicken for Windows data file, or no Opening Balance transaction at all (just press Command-D to delete it).

3 **Open the register for one of the accounts you want to import.**

Select the account name in the Account list and click Open, or choose Registers from the View menu and choose the name of the account.

See "Importing transactions into a Quicken account" on page 442 for complete information about importing transactions.

4 **Choose Import from the File menu and import the file that matches the account register you have open.**

5 **Repeat steps 3 and 4 for each account you want to import.**

Updating price histories for securities in the new file

When you transfer transactions from a Quicken for DOS or Quicken for Windows investment account to a Quicken for Macintosh portfolio or mutual fund account, the price history for the securities in the Quicken for Macintosh account may not be complete.

- If you exported accounts from Quicken for DOS, you can export security prices from the Portfolio window in a DOS file, and then import the prices into your Quicken for Macintosh portfolio or mutual fund account as described in "Importing a price file into Quicken" on page 289.
- If you exported accounts from Quicken for Windows, you can print your security prices in the Update Prices and Market Values window and enter the prices manually as described in "Updating the prices of your securities" on page 276.

What's next?

Now that you've read about all the new features in Quicken 6 and about updating your data from other Quicken versions, what would you like to do next?

- **Would you like to update your existing Quicken data files so you can use them with Quicken 6?**

  See "Updating Quicken 3, 4, or 5 data files to Quicken 6" on page 51, "Updating Quicken 1 or 1.5 data files to Quicken 6" on page 53, or "Transferring files from Quicken for DOS or Quicken for Windows" on page 56, depending on which version of Quicken you've been using.

- **Would you like to try out some of Quicken 6's new features?**

  Go back and look again at "What's new in Quicken 6" on page 46 to decide which new features you'd like to try. Once you decide to try out a feature, use the page number reference listed with that feature to find a complete description.

  Or choose New Features from the Guide menu and let Quicken Guide take you on a guided tour.

Quicken

User's Guide

Version 6 for Macintosh

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1 Working with your first Quicken data file

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Opening your Quicken data file 64
Renaming or deleting your Quicken data file 65
Backing up your Quicken data 65
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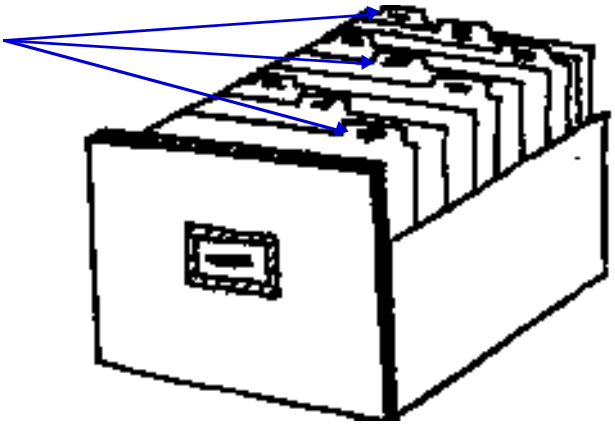
About Quicken data files

If you followed the steps in "Opening Quicken for the first time" on page 30, you have already created your first Quicken data file. That data file is like a file drawer that contains your financial data. If you set it up to track your personal finances, you might want to think of it as a file drawer labeled "Home Finances" that's full of folders with labels like "Checking," "Savings," "Mortgage," "Car loan," and so on. These folders would contain all your records about the "account" named on the label.

Quicken accounts function much like these file folders—because they let you divide your financial records into separate areas for all of your real-world accounts.



A Quicken data file is like a drawer in a filing cabinet, and the accounts in it are like the folders in that file drawer. You might, for example, have folders in your financial file drawer that are labeled "Checking," "Savings," "Mortgage," "Car loan," and so on.

Your Quicken data file, for example, might contain a checking account, a savings account, two credit card accounts, a portfolio account, and a mutual fund account. Or, if you've set up your file for business use, it might contain a business checking account, an A/R account, an A/P account, and a capital equipment account.

To find out more about setting up and using Quicken accounts, see Chapter 2, *Quicken accounts organize what you own and what you owe*, beginning on page 68.

For information about categories and classes, see Chapter 3, *Categories and classes track your income and expenses,* beginning on page 75.

For information about creating Quicken's reports and graphs, see Chapter 13, *Creating and customizing reports*, beginning on page 296, and Chapter 14, *Creating graphs,* beginning on page 345.

All the accounts in one Quicken data file are related to each other—they share the same categories, classes, and other information—and you can transfer amounts from one account to another within the same file. Plus, when you run a Quicken report or graph, you can choose to see data from any or all of the accounts in your file. For example, a net worth report can calculate your net worth based on the balances from any or all of the accounts in your file, or an income and expense graph can show income and expense totals from any or all of the accounts in your file.

Remember that a single Quicken data file can contain many Quicken accounts (up to 255 of them). This means you can set up a separate Quicken account for each real-life account you have—your checking account, savings account, credit card account, mortgage, car loan, brokerage account, and so on—all in one Quicken data file.

If you use Quicken for personal finances only, you probably need just one data file. You may, however, decide you need more than one Quicken data file, for example, if you want to keep your personal and business finances completely separate. If you think you might want to set up more than one file, see Chapter 21, *Setting up and using Quicken data files,* beginning on page 433, for more information.

Opening your Quicken data file

When you open a Quicken data file, Quicken reopens the windows you left open when you finished your last session in that file and positions them in the same places on the desktop.

There are several different ways to open your Quicken data file from the Finder:

The Quicken 6 application icon.

A Quicken data file icon.

- **Double-click the Quicken 6 application icon, or select it and choose Open from the File menu.** If you have more than one data file, Quicken will open the last one you used.
- **Double-click your data file icon, or select it and choose Open from the File menu.** Quicken will open the data file you selected.
- **Drag your data file icon to the Quicken 6 application icon.** Quicken will open the data file you dragged to it.

Renaming or deleting your Quicken data file

You rename or delete a Quicken data file the same way you rename or delete any file in the Finder.

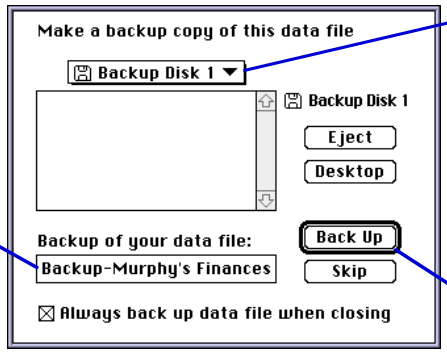
For a quick tutorial about the Finder and other Macintosh basics, run the Macintosh Basics tutorial that came with your computer.

Backing up your Quicken data

It's a good idea to back up your Quicken data file every time you finish using it. In fact, it's probably a good idea to keep at least two backups of your file and replace the older of the two each time you finish using Quicken. For example, if you use Quicken once a week and make one backup on March 3 and another on March 10, you can replace the March 3 backup on March 17 and still have a second backup (3/10) in case something happens to the one you just made.

Backing up your data automatically

Quicken 6 comes preset to back up your data file automatically whenever you close it. If you choose Quit from the File menu to leave Quicken, or choose New File to create a new file or Open File to open a different data file, Quicken asks you where you want to put a backup copy of your current data file and what you want to name it.



Choose a location for the backup copy of your data file. In this example, the file will be saved on a floppy disk named Backup Disk 1.

Note: If you are going to back up your data on a floppy disk, be sure to insert a backup disk that has enough room to hold the data file.

Quicken proposes a name for your backup file. You can replace this name by typing a new one. Just make sure you choose a name you'll recognize if you ever need to find the file.

Click Back Up to save an exact copy of your data file in the selected location.

If you want to turn off the automatic backup feature:

1 **Choose Preferences from the Edit menu and then click the General icon in the scrolling panel on the left.**

2 **Click "Back up data file when closing" to clear the checkbox and click OK.**

Backing up your data manually

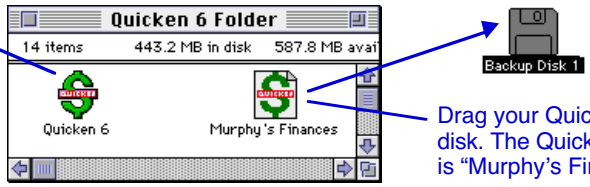
1 **If Quicken is running, choose Quit from the File menu (Command-Q).**

2 **Insert your backup disk.**

3 **Open the folder that contains your Quicken data file.**

4 **Drag the icon for your Quicken data file to the backup disk icon.**

This is the Quicken application file. It **does not** contain your data.



Drag your Quicken data file to the backup disk. The Quicken data file in this example is “Murphy’s Finances.”

5 **When the backup disk icon is selected, release the mouse button.**

The system software copies the file to the backup disk. If a file with the same name already exists on the disk, the system software asks you to confirm that you want the file replaced.

6 **Eject the backup disk and store it in a safe place.**

Restoring your data

If you ever need to restore your data file from the backup disk to your hard disk:

1 **Insert your backup disk and, if necessary, double-click its icon to open it.**

2 **Drag the backup copy from the backup disk into the folder on your hard disk where you keep your Quicken data files.**

Caution: If there is already a data file with the same name in the folder, dragging the backup copy there will replace it. If your backup file has the same name as your current Quicken data file, you may want to rename one of them to make sure you can easily identify which is which.

What's next?

Now that you've read about your new Quicken data file, what would you like to do next?

- **Would you like to start entering data in your new Quicken bank account?**

  See Chapter 4, *Using a Quicken register,* beginning on page 89.

- **Would you like to learn more about using categories and classes to keep track of your income and expenses?**

  See Chapter 3, *Categories and classes track your income and expenses,* beginning on page 75.

- **Would you like to set up additional accounts for things like your credit cards, your cash, other bank accounts, and so on?**

  See Chapter 2, *Quicken accounts organize what you own and what you owe,* beginning on page 68.

- **Would you like to back up your Quicken data file?**

  See "Backing up your Quicken data" on page 65.

2 Quicken accounts organize what you own and what you owe

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About Quicken accounts

You can create up to 255 related accounts in a single Quicken file. Each individual account represents either something you own (an asset in accounting jargon) or something you owe (a liability in accounting jargon), and lets you track the money—or value—that is added to or subtracted from that account.

Quicken can track as few or as many accounts as you'd like (up to 255 in a single data file), depending on how complete you want your financial records to be. Some people track only their primary checking account; others want to know where every penny goes. Some people use just one checking account for a while and then add other accounts as they go along; others set up all their accounts before they begin entering any data. Quicken is flexible enough to let you track your finances any way you like.

Asset accounts organize what you own

Quicken has five account types for tracking what you own:

- **Bank account.** Use a Quicken bank account to track your checking accounts, savings accounts, or money market accounts. Bank accounts are the only Quicken accounts from which you can print checks or make electronic payments.
- **Cash account.** Use a Quicken cash account to track your cash.

- **Asset account.** Use a Quicken asset account to track the value of an asset such as a home or car; or, for a business, use asset accounts to track your capital equipment or accounts receivable.
- **Portfolio account.** Use a Quicken portfolio account to track brokerage accounts, stocks, or bonds.
- **Mutual fund account.** Use a Quicken mutual fund account to track a single mutual fund.

Liability accounts organize what you owe

Quicken has two account types for tracking what you owe:

- **Credit card account.** Use a Quicken credit card account to track your real-life credit card accounts.
- **Liability account.** Use a Quicken liability account to track the value of a liability such as a mortgage or car loan; or, for a business, use liability accounts to track accrued liabilities or accounts payable.

Setting up a Quicken account

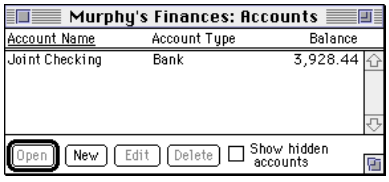
You should already have set up your first bank account when you installed Quicken. (If you want to take the guided tour of what's new for Quicken 6, you can choose New Features from the Guide menu after you're finished updating your accounts to the new format. See "Exploring the new features in Quicken 6" on page 41 for more information.) The steps for setting up additional accounts are basically the same for all Quicken accounts.

1 If you have more than one Quicken data file, be sure to open the one you want to use before setting up the new account.

Quicken always adds new accounts to the current Quicken file.

Note: If you think you might need more than one Quicken data file, see "Setting up additional files" on page 434 first.

2 Choose Accounts from the View menu.



The Account list shows the name, type, and balance for every account in the current file.

To print the Account list, open it and choose Print Accounts from the File menu.

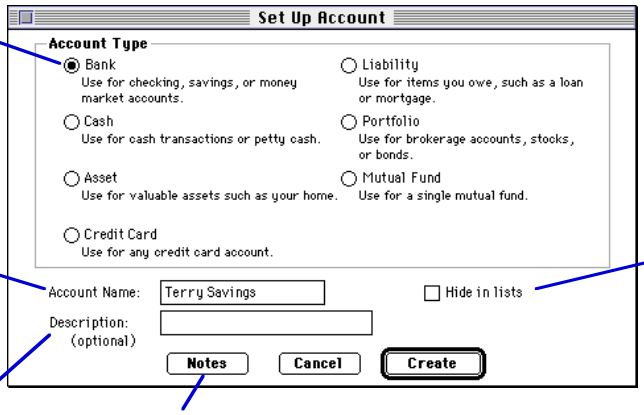
3 Click New.

Click an account type to select it. If you decide later that you selected the wrong type, you can edit the account information to change the type (in most cases). See page 72.

Enter a unique name for the account, up to 15 characters long. You can use a bank name or a descriptive name such as Savings. The name can include letters, numbers, spaces, and any characters except:

/ ; : [ ] ^ ! < > ( ) “

(Optional) Enter an account description that's up to 30 characters long.



To hide an account so it doesn't show up in lists, click this checkbox to select it. See page 73.

When you click Notes, Quicken opens a window where you can enter five lines of notes (if you want to store information such as an account number, branch address, or phone number). Click OK to save your notes.

4 Select the type of account you want to create by clicking one of the Account Type radio buttons.

5 Enter a name for the account, a description (optional), and a credit limit (credit card accounts only).

If you want to set up an asset or liability account to track an amortized loan, see Chapter 11, *Setting up amortized loans,* beginning on page 218, before you set up the account.

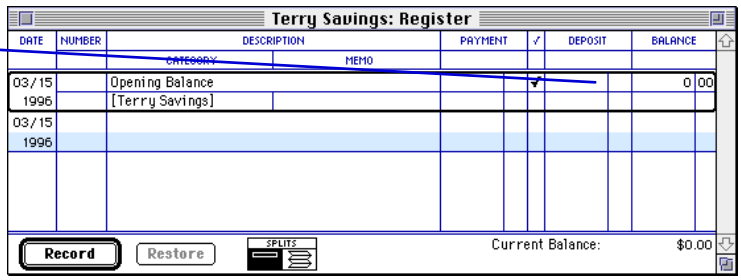
6 If this is a portfolio or mutual fund account, use the Taxable checkbox to indicate whether this is a taxable account or not.

See “Setting up a Quicken portfolio account” on page 247 or “Setting up a Quicken mutual fund account” on page 255 for information about taxable status for investment accounts.

7 Click Create.

Quicken creates the account, adds its name to both the Account list and the Category & Transfer list, and opens its register.

Quicken places the insertion point in the column where you'll enter the opening balance. The name of this column varies depending on the type of account you created.



If you need to change the opening balance for an account later, you can come back to this transaction and enter a revised opening balance amount (replacing what you originally entered) and also change the date (if necessary).

8 Enter an opening balance and change the date (if necessary).

Use this table to determine the amount and date to enter for the Opening Balance transaction.

Account type	Opening Balance	Date
Bank	Ending balance from your last bank statement (also called “current” or “new” balance)	Date of your last statement
Cash	Amount of cash you have on hand	Today’s date
Credit card	Balance due from your last credit card statement (also called “new” balance)	Date of your last statement
Asset	Current value of the asset	Today’s date
Liability	Current amount owed on the liability	Today’s date
Portfolio	See “Choosing an option for first-time setup” on page 241.	
Mutual fund	See “Choosing an option for first-time setup” on page 241.	

9 Click Record.

Selecting an account to use

You can work with more than one account at a time by opening multiple account windows on your desktop. You can always tell which account you are working in because the account name is part of the Register and Write Checks window titles.

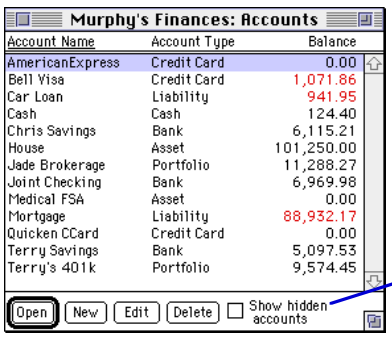
There are several different ways to open an account in the current data file (or select an account if it’s already open):

- Choose Accounts from the View menu (Command-A), and then open the account from the Account list.

Double-click the account name.

OR

Select the account name and click Open.



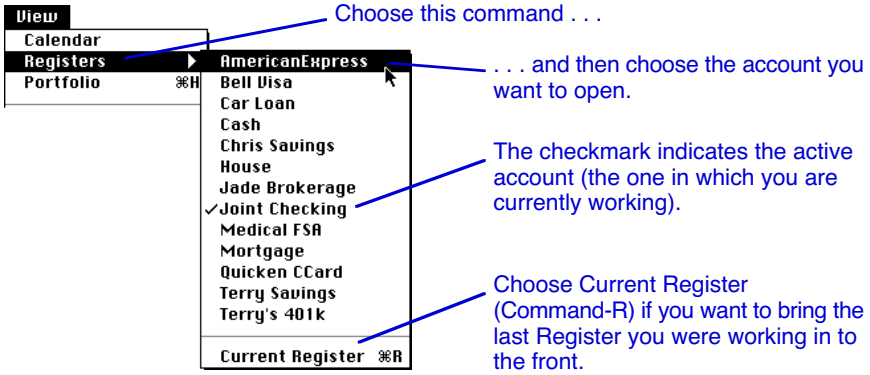
Note: You can change the order in which items appear in the Account list by clicking a column title to sort that column in alphabetical or numerical order.

This list is sorted by Account Name, but you can also choose to sort it by Account Type or Balance.

If you have hidden any accounts and you want to put them back in the list, click Show Hidden Accounts. If you want to make an account active again, see step 4 on page 73.

- Choose Registers from the View menu, and then choose the account from the menu.

Tip: If you assign a keyboard shortcut to an account, you can use that shortcut to open it—without using the menu (see "Creating your own Command-key shortcuts" on page 469).



- Click in any open window that belongs to the account.
- Click an icon button if you've created one for the account (see "Adding an icon button to the iconbar" on page 458).

Editing account information

You can rename a Quicken account, change the account description, hide the account from lists or make it active again, and read or edit any notes you may have added. You can also edit the credit limit for a credit card account or change an investment account's tax status.

You can also change the account type in most cases. You cannot change the type if the account is currently:

- a portfolio account or mutual fund account
- a bank account with untransmitted CheckFree payments
- a liability or asset account used with Quicken's loan feature
- a non-investment account that you want to change to a portfolio account or mutual fund account

To edit the account information for a Quicken account:

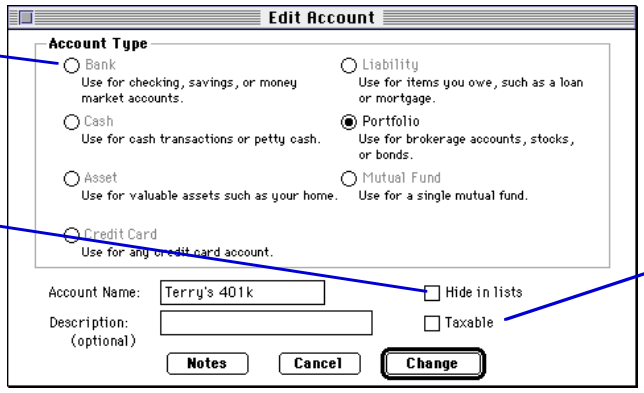
1 Choose Accounts from the View menu (Command-A).

If the account you want to edit is currently hidden, you need to select the Show Hidden Accounts checkbox in the Account list to put hidden accounts back in the list.

2 Select the account you want to edit and click Edit (Command-E).

Because this is a portfolio account, and the account type for a portfolio account cannot be changed, all the other account types are dimmed to indicate that you cannot select them.

Select the Hide in Lists checkbox if you want to hide this account in the Account list and the Category & Transfer list. Quicken keeps all its transactions, but you cannot use the account again unless you "unhide" it by clearing the checkbox.



The Taxable checkbox has been cleared because this is a tax-deferred investment account.

3 Change the account name, type, description, notes, credit limit (for credit card accounts), or tax status (for investment accounts).

4 If you want to hide this account name in the Account list and the Category & Transfer list, click the Hide in Lists checkbox to select it.

Hidden accounts do not show up in lists and cannot be used for entering transactions, but the existing transactions in the account are saved and can still be included in reports and graphs.

5 Click Change.

Quicken makes any changes to the account information and updates the Account list and the Category & Transfer list. If necessary, Quicken also updates the account name in the Category field of any transfer transactions (see "Transferring money between accounts" on page 100 for information about transfers between accounts).

If you need to change the opening balance for an account, go directly to the Opening Balance transaction in the register and change the date or amount of the transaction (see the illustration of the register on page 70).

Deleting an account

Deleting a Quicken account removes that account and everything in it from your data file. *Once you delete an account, there is no way to recover it* (except from your backup copy of the file), so be sure you really want to delete an account before you do so. A better option, if you want to keep the account in your data file but hide it from view in lists, might be to make it "hidden" (see step 4 on page 73).

1 Choose Accounts from the View menu (Command-A).

If the account you want to delete is currently hidden, you need to select the Show Hidden Accounts checkbox in the Account list to put hidden accounts back in the list.

2 Select the account you want to delete and click Delete (Command-D).

Quicken warns that you are about to permanently remove this account from your file.

If the account contains transactions that are protected with a transaction password, Quicken asks you to enter the password before it deletes the account.

3 Click Yes if you are certain you want to delete the account.

Quicken removes the account from your file **permanently.** The account name is removed from the Account list, from the Category & Transfer list, and from the Category field of any transfer transactions. If you delete a liability or asset account that you use with Quicken's loan feature, Quicken also deletes the loan from the Loan list.

What's next?

Now that you've learned how to organize your financial records into different kinds of Quicken accounts, what would you like to do next?

- **Would you like to set up additional accounts for things like your credit cards, your cash, other bank accounts, and so on?**

  Take a look at Chapters 7–12, beginning on page 181. They describe the different types of Quicken accounts and explain why and how you might want to use each of them. Then refer to this chapter if you need step-by-step information about setting up individual accounts.

- **Would you like to learn more about using categories and classes to keep track of your income and expenses?**

  Go on to Chapter 3, *Categories and classes track your income and expenses,* beginning on page 75.

- **Would you like to start entering data into Quicken?**

  See Chapter 4, *Using a Quicken register,* beginning on page 89.

3 Categories and classes track your income and expenses

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About categories

Categories are labels you assign to transactions to help you track where your money comes from and where it goes. If you "categorize" your transactions, Quicken can give you insight into your finances through reports, graphs, and budgets.

Quicken categories are flexible and easy to use. You can name your categories using words, numbers, or characters in any combination. You can set up categories before you enter any transactions, or set them up "on the fly" while you are entering transactions. You can use categories to label some or all of your transactions.

Think about the questions you would like Quicken reports, graphs, and budgets to answer for you. If you are tracking your home finances, you might want reports and graphs to tell you:

- How much you spend each month on things like groceries, utilities, mortgage interest, auto maintenance, medical fees, entertainment, and charity. These items are tracked using expense categories.
- How much you receive each month in salary, bonuses, dividends, interest income, rent from investment properties, and so on. These items are tracked using income categories.

Chapter 4, *Using a Quicken register*, beginning on page 89, explains how to assign categories to transactions.

If you assign categories to your transactions when you enter them in Quicken, you can:

- Generate Quicken's income- and expense-based reports and graphs to show where your money comes from and where it goes. (See Chapter 13, *Creating and customizing reports,* beginning

on page 296, and Chapter 14, *Creating graphs,* beginning on page 345.)

- Set up budget amounts for some or all of your categories and quickly compare your actual expenses with budget amounts by creating a budget report or budget variance graph. (See Chapter 16, *Budgeting your income and expenses,* beginning on page 360.)
- Get help in preparing your tax returns by printing a report that lists all tax-related income and expenses, or by exporting your transaction data to tax-preparation software. (See Chapter 20, *Preparing your income taxes,* beginning on page 409.)

Setting up categories and subcategories

When you started Quicken for the first time, you had the opportunity to include Quicken's standard home or business categories in your Quicken data file (see "Opening Quicken for the first time" on page 30). If you chose to use one or both of these preset lists, Quicken has already given you a head start with categorizing your income and expenses by providing a list of common home or business categories.

Even if you didn't choose to include Quicken's preset categories when you set up your data file, you can import them now. Just choose Categories & Transfers from the View menu, choose Import from the File menu, select either the Business Categories or Home Categories file, and click Open.

You can see the list of categories Quicken provides (plus any categories you have added) by choosing Categories & Transfers from the View menu to display your Category & Transfer list (see the illustration on page 77). The Category & Transfer list includes the names of all the categories in the current Quicken file. Whenever you set up a new Category, Quicken adds it to the list.

If you like to get started quickly and learn by trial and error, you probably want to start out using one of Quicken's preset category lists and then add new categories as you need them. Or, if you prefer to think about exactly how you want Quicken to organize your finances, you might want to review the preset category lists on page 77 and the modified category lists on page 78 and then create your own list.

Whether you want to modify Quicken's preset lists or start from scratch, the way you organize your categories affects how Quicken organizes your budget and all your income- and expense-based reports and graphs.

Using Quicken's preset category lists

Tip: If you are using Quicken in the U.S., you may want to delete the Canadian categories from this list: CPP, GST, PST, RRSP, and UIC. If you are using Quicken in Canada, you may want to rename the subcategories under the Taxes category.

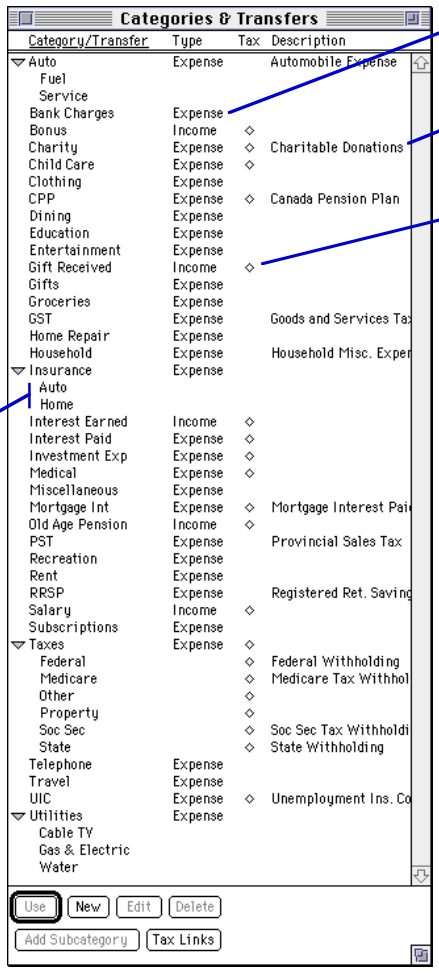
Quicken organizes categories alphabetically in the Category & Transfer list. If you want to change the order, you can add spaces or numbers in front of category names to change their place in the list.

You can also change the order in which items appear by clicking a column title to sort that column in alphabetical order. This list is sorted by category name, but you could also choose to sort it by type, tax status, or description.

Subcategories are indented under the main category. In this example, "Insurance" is the main category and "Auto" and "Home" are subcategories. Click the triangle to the left of the category name to hide or show the subcategories in the list.

With Quicken, you can set up many accounts in a single data file, but you have only one set of categories. You can assign any category from your category list to any transaction in any account in that file. For example, if you write a check for food you bought at the market, you would enter the transaction in your Quicken checking account and assign the category "Groceries" to the transaction. If you pay for the food by credit card, you could enter the transaction in your Quicken credit card account instead of your checking account, but you would still assign the category "Groceries" to the transaction.

If you selected the Home checkbox when you set up your Quicken data file, you'll see Quicken's standard home category list (shown below on the left) when you choose Categories & Transfers from the View menu. If you selected the Business checkbox, you'll see Quicken's standard business category list (shown below on the right).

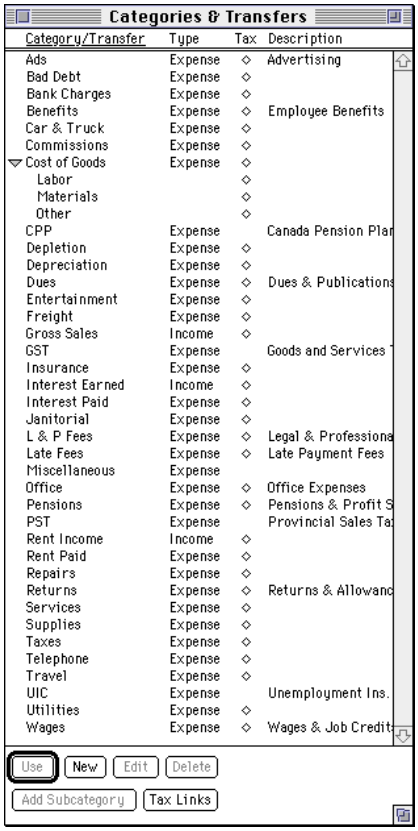


Quicken's standard home categories

Each category's type (income or expense) is listed next to the category name.

You can give a category a description that is up to 30 characters long.

You can assign tax information to tax-related categories. See Chapter 20, *Preparing your income taxes,* beginning on page 409.



Quicken's standard business categories

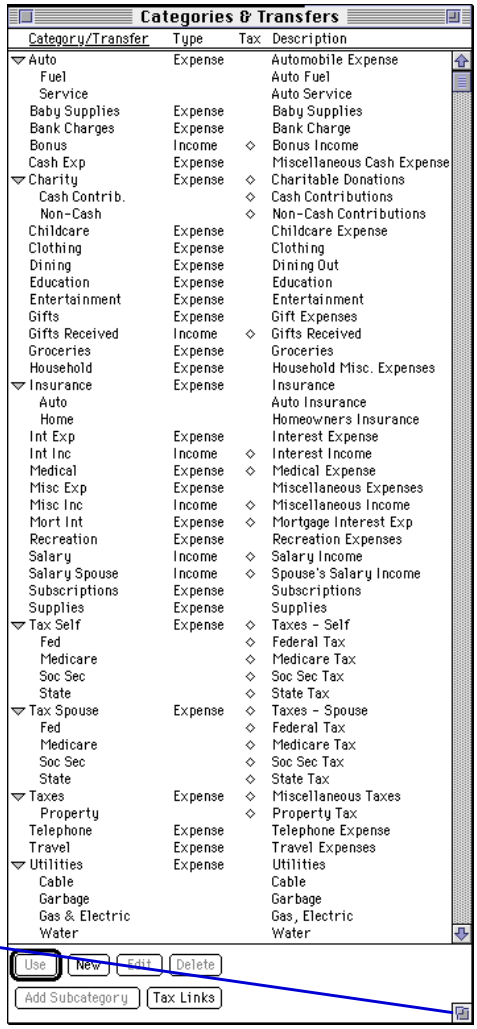
Modifying Quicken's preset category lists

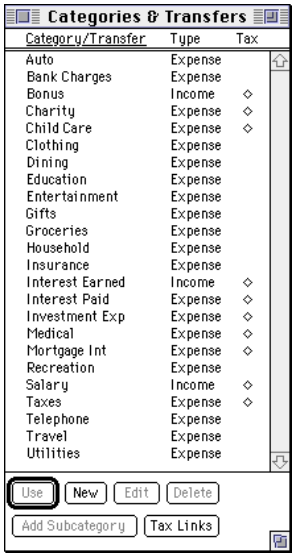
You can organize your categories in many different ways. You can modify Quicken's preset lists of categories by creating new categories (page 79) or new subcategories (page 80), by editing category information (page 81), or by deleting existing categories (page 82). You can also change a category into a subcategory (page 83) or a subcategory into a category (page 83), and you can move subcategories from one category to another (page 84).

Here are two sample category lists:

- The list on the left is a partial view of a category list used by a couple who want to track their income and expenses in more detail than provided by Quicken's preset list. You may want to add more levels of detail to Quicken's preset list if you know you want to track your finances in greater detail.
- The list on the right is shorter than Quicken's preset list of home categories. It contains main categories only—no subcategories. You can delete categories in Quicken's preset list if you know you'll never use them.

Note that the category descriptions are visible in the longer category list to the left, but the window has been narrowed to hide them in the shorter list above. You can resize most Quicken windows if you want to save room on your desktop. Just drag the size box in the lower right corner of the window.





The organization of your categories affects the organization of your budgets and all income- and expense-based reports and graphs. If you have a long, detailed category list, your budgets and reports may also be long, but they will be more detailed. If you have many subcategories, you can show them or hide them in budgets and reports, but they are rolled up into the main categories in graphs. To see how Quicken uses categories in reports, graphs, and budgets, review the sample category summary report on page 329, the income and expense graph on page 351, and the budget on page 363.

Setting up categories

You can set up your categories before you enter any transactions, or you can set them up "on the fly" while you are entering transactions. Quicken will offer to let you set up a new category whenever you enter a category name it doesn't recognize.

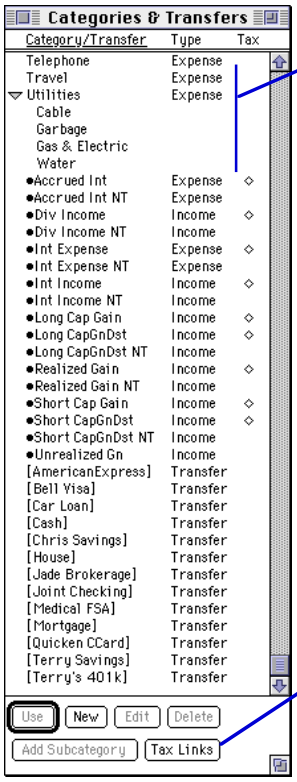
1 Choose Categories & Transfers from the View menu (Command-L).

Quicken lists income and expense categories alphabetically at the top of the Category & Transfer list, followed by investment categories (preceded by •) and transfer accounts (in [ ]).

The first time you set up a portfolio or mutual fund account, Quicken adds these investment categories to your Category & Transfer list.

You can add your own investment categories to the list. See the first table footnote on page 265 for information.

Account names (in square brackets) are included in this list because you can double-click an account name to create a transfer between accounts. See "Transferring money between accounts" on page 100.



These are typical expense categories in a Category & Transfer list. Note that subcategories are indented under the main categories.

Click the Tax Links button if you want to assign specific line items from tax forms or schedules to categories. See "Assigning tax-line information to categories" on page 411 for more information.

To print the Category & Transfer list, first open the list and then choose Print Categories from the File menu.

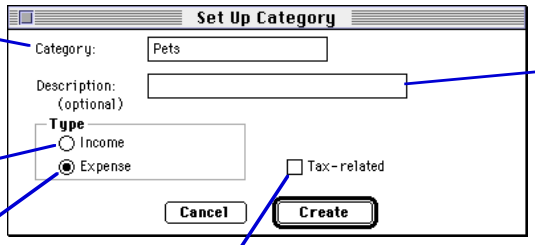
2 Click New (Command-N).

3 In the Set Up Category window, enter information about the new category.

Enter a distinctive name for the category, up to 15 characters long.

Select a category type:

- Click Income if this is an income category such as salary, bonus, dividends, interest income, or rent from an investment property.
- Click Expense if this is an expense category such as groceries, utilities, mortgage interest, auto fuel, entertainment, or charity.



(Optional) Enter a description for the category, up to 30 characters long.

(Optional) Select the Tax-related checkbox if you want to use this category to track tax-related income or expenses. See "Marking categories as tax related" on page 410 for more information.

4 Click Create to add the category to the list.

Setting up subcategories

You can set up all your categories on one level, or you can set them up in a hierarchy with main categories and subcategories. Using subcategories gives you an additional level of detail that you won't get with categories alone. You might, for example, want to use one category called "Utilities" for all your utility transactions, or you might want to have subcategories under "Utilities" called "Cable TV," "Gas & Electric," "Trash," "Water," and so on. It's up to you.

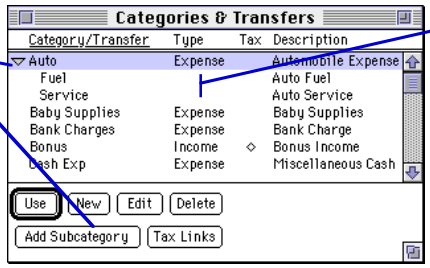
1 Choose Categories & Transfers from the View menu (Command-L).

2 Select the category for which you want to create a subcategory.

3 Click Add Subcategory.

To add the subcategory "Loan Int" under the category "Auto," select "Auto" and click Add Subcategory.

Type "Loan Int" in the Category field and, if you want, "Loan interest" in the Description field, and then click Create.



Quicken doesn't display a type (income or expense) for subcategories because they are always the same type as the main category.

In this example, Quicken would display the subcategory "Loan Int" between "Fuel" and "Service."

4 **In the Set Up Category window, enter information about the new subcategory just as you would for a new category.**

See the illustration in step 3 on page 79.

5 **Click Create to add the subcategory to the list.**

Quicken displays the new subcategory below the main category in the Category & Transfer list.

Changing and deleting categories and subcategories

You can change category or subcategory information (including the name), or delete a category or subcategory from the Category & Transfer list. When you change a category or subcategory name, Quicken automatically replaces the old name with the new one in all transactions categorized with the old name. When you delete a category or subcategory, Quicken removes the name from the Category & Transfer list and from the Category field of any transactions to which it is assigned.

Delete a category or subcategory only if you don't expect ever to use it. Don't delete a category or subcategory as a step in changing its name.

You cannot edit or delete transfer accounts from the Category & Transfer list, even though Quicken displays them at the bottom of the list. If you no longer use one of your Quicken accounts and you want to delete it, see "Deleting an account" on page 73. Or, if you'd rather just hide an account you don't use so you won't see it in lists, see "Editing account information" on page 72.

You cannot edit or delete investment categories. Quicken permanently adds predefined investment categories to your Category & Transfer list the first time you create a portfolio or mutual fund account.

Editing category and subcategory information

1 **Choose Categories & Transfers from the View menu (Command-L).**

2 **Select the category or subcategory you want to change.**

3 **Click Edit (Command-E).**

Quicken displays an Edit Category window that looks just like the Set Up Category window shown in step 3 on page 79.

4 **Make any changes you want to the information displayed.**

5 **Click Change to save the changed category or subcategory information.**

Deleting categories and subcategories

1 **Choose Categories & Transfers from the View menu (Command-L).**

2 **Select the category or subcategory you want to delete.**

If you delete a category that has subcategories under it, Quicken will delete the main category and all its subcategories. If you want to keep some or all of the subcategories, change them into categories before you delete the main category. See "Changing (promoting) a subcategory into a category" on page 83.

3 **Click Delete (Command-D).**

Quicken asks you to confirm that you want to delete the category or subcategory.

4 **Click Yes.**

Quicken removes the name from the Category & Transfer list and from the Category field of all transactions to which it is assigned.

Important! When Quicken removes a deleted subcategory from a transaction, it also removes the main category from that transaction. If you want to assign either the main category or another category or subcategory to those transactions, use the Replace command to replace all occurrences of the subcategory you are deleting (in every account register) before you delete it. See "Searching and replacing" on page 119.

Moving categories and subcategories in the list

After working with Quicken for a while and seeing how Quicken uses categories in reports, graphs, and budgets, you may want to move categories around in your Category & Transfer list. You can easily change a category into a subcategory, change a subcategory into a category, or move a subcategory from one category to another.

When you change the name or level of a category or subcategory, Quicken automatically changes the name in every transaction you've previously categorized with the old name.

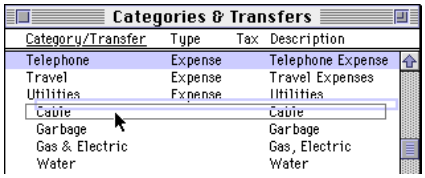
Changing (demoting) a category into a subcategory

1 Choose Categories & Transfers from the View menu (Command-L).

2 Select the category you want to demote.

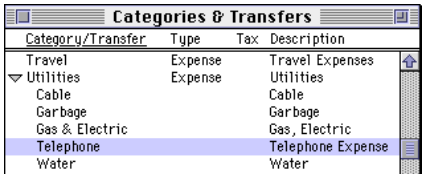
3 Drag the category up or down the list.

When you drag the category vertically, a horizontal bar shows you when you've reached the destination category name.



To change the category "Telephone" into a subcategory of "Utilities," just select "Telephone" and drag it down until it is immediately below "Utilities." This horizontal bar appears to show where the category will go when you release it.

4 Release the mouse button when the horizontal bar is just below the destination category.



When you release the mouse button, Quicken realphabetizes the subcategories under "Utilities." Now "Telephone" is a subcategory of "Utilities."

After you move the category, Quicken changes it into a subcategory of the destination category and realphabetizes the list. All subcategories of the demoted category stay with it (creating an additional subcategory level).

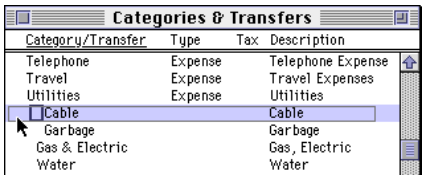
Changing (promoting) a subcategory into a category

1 Choose Categories & Transfers from the View menu (Command-L).

2 Select the subcategory you want to promote.

3 Drag the subcategory to the left to promote it one or more levels.

When you drag the category to the left, a small box shows you when you've reached the category level you want.



To change the subcategory "Cable" into a category, select it and drag it to the left—to the same level where main categories begin in the list. A box appears to indicate which level in the hierarchy the category will be when you release it.

4 Release the mouse button when the box is aligned vertically with the correct category level.

Quicken promotes the subcategory to the category level you indicated and realphabetizes the list. All subcategories of the promoted subcategory stay with it.

Moving a subcategory from one category to another

1 Choose Categories & Transfers from the View menu (Command-L).

2 Select the subcategory you want to move and drag it up or down the list.

3 Release the mouse button when the horizontal bar is just below the destination category name.

Quicken changes the subcategory you moved into a subcategory of the destination category you indicated and realphabetizes the list. All subcategories of the subcategory you moved stay with it.

About classes

Classes are an optional feature in Quicken that let you specify where, to what, or to whom transactions apply. Classes do not replace categories. Rather, classes complement categories by adding an additional dimension to your reports and graphs.

You can use classes in situations like these:

More information about using Quicken for small business finances is in the *Quicken Business User's Guide*, which begins on page 542.

- If you use your personal checking account for business as well as personal expenses, you can identify business transactions with the class name Business to distinguish them from personal expenses in the same category. For example, you could classify business expenses as Entertainment/Business and Subscriptions/Business.

- If you manage properties, you can identify transactions by property name or address. For example, six different water bills could be categorized as utility expenses and classified as applying to six different properties. You could classify them as Utilities:Water/ElmSt, Utilities:Water/OakSt, and so on.
- If you work with multiple clients, you can identify transactions by client name. Then you can report separately on the income and expenses related to each client. For example, you might classify income earned as Income/Smith, Income/Jones, and Income/Lee.

To use classes efficiently, think about what kind of reports and graphs you might want to see. Sometimes you may want reports based on categories, other times reports based on classes, and still other times reports that include both category and class information. Quicken has the flexibility to create reports based on categories, classes, or both.

The following table gives examples of classes and the kind of information they can help you track in your reports and graphs:

Use classes to specify	Reason for using classes	Examples of class names
Whom the transaction is for:		
•Your clients	Track income and expense by client	SellCo, Whitman, Taylor, Hill
•Your salespeople	Track commissions	Bob, Karen, Glenn, Kate, Eric
•You or your spouse	Track income and expense by individual	Chris, Terry
Where the transaction applies:		
•Sales regions	Track performance by division	Midwest, West, East, North, South
•Property names	Track income and expense by property	Harlow St, Ward Way, Rusko Ave
What the transaction is for:		
•Job or project names	Perform job costing	Tierney, Epstein, McCaffrey, Petit
•Equipment or vehicle	Track expense by item	Truck, phone, fax, copier
•Business use	Separate business income and expense from personal income and expense	Business

Setting up classes and subclasses

Because people use classes in so many different ways, Quicken does not provide a preset list of classes. Quicken initially displays an empty Class list when you choose Classes from the View menu. Then it adds classes to the list as you set them up.

You cannot change a class into a category, or vice versa.

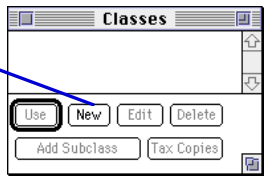
Setting up classes

Chapter 4, *Using a Quicken register,* beginning on page 89, explains how to assign classes to transactions.

You can set up classes before you enter any transactions, or you can set them up "on the fly" while you are entering transactions. Quicken will offer to let you set up a new class whenever you enter a class name it doesn't recognize. You can enter classes for some or all of your transactions.

1 Choose Classes from the View menu (Command-K).

If this is the first time you're setting up a class, the Class list is empty. Click New to set up a new class.

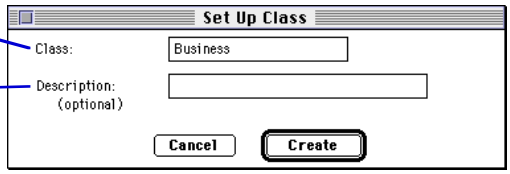


2 Click New (Command-N).

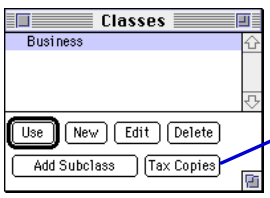
3 In the Set Up Class window, enter a name for the class and a description (optional).

Enter a distinctive name for the class, up to 15 characters long.

(Optional) Enter a description for the class, up to 30 characters long.



4 Click Create to add the class name to the list.



Click Tax Copies if you want to use classes to track information that goes on separate copies of the same tax form or schedule. See "Assigning copy numbers to forms and schedules" on page 416 for more information.

To print your Class list, first open the list and then choose Print Classes from the File menu.

Setting up subclasses

With subclasses you can further classify your transactions. The steps for adding a subclass to a class are the same as those for adding a subcategory to a category, except that you start by choosing Classes from the View menu and then click Add Subclass. See "Setting up subcategories" on page 80.

Changing and deleting classes and subclasses

The steps for changing or deleting a class are the same as those for changing or deleting a category, except that you start by choosing Classes from the View menu. See "Changing and deleting categories and subcategories" on page 81.

Moving classes and subclasses in the list

The steps for moving classes and subclasses in the Class list are the same as those for rearranging categories and subcategories in the Category & Transfer list, except that you start by choosing Classes from the View menu. See "Moving categories and subcategories in the list" on page 82.

What's next?

Now that you've learned about setting up categories and classes, what would you like to do next?

- **Would you like to import one or both of Quicken's preset lists of categories into your Category & Transfer list?**

  Even if you did not choose to use Quicken's preset categories when you set up your data file, you can import them at any time. Just choose Categories & Transfers from the View menu, choose Import from the File menu, select either the Business Categories or Home Categories file, and click Open. If you haven't moved them, the Business Categories and Home Categories files should be located in your Quicken 6 Folder.

- **Would you like to set up or rearrange categories in your Category & Transfer list?**

  Go back to "Setting up categories" on page 79 and continue through the subsections about categories and subcategories.

- **Would you like to set up or rearrange classes in your Class list?**

  Go back to "Setting up classes" on page 86 and continue through the subsections about classes and subclasses.

- **Would you like to start entering data into Quicken using the categories you already have?**

  Go on to Chapter 4, *Using a Quicken register,* beginning on page 89.

4 Using a Quicken register

About the register 89
Entering transactions in a register 90
Using QuickFill to speed data entry 92
Assigning categories to transactions 96
Transferring money between accounts 100
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About the register

If you are familiar with using a paper check register to record transactions in a checking account, you'll find is easy to use Quicken registers to keep records of your financial activities. Every Quicken account has a register where you can enter transactions for that account, and the basic steps for working in all Quicken registers are the same. Once you learn to work with one type of Quicken register, you know most of what you need to know to work with any type of Quicken register.

See Chapters 7–12 for more specific information on using the register with each type of Quicken account.

The illustrations in the next section show examples of a Quicken bank account register. Registers look a little different for each type of Quicken account (bank, cash, credit card, asset, liability, portfolio, or mutual fund) because each type of account tracks a different kind of financial data, but the basic register layout is similar for all accounts.

Entering transactions in a register

When you set up a new Quicken account, you find yourself in the Register window for that account. You can use the register to record all transactions for that account (although you'll probably want to enter checks you plan to print with Quicken in the Write Checks window instead of the register; see Chapter 5, *Writing and printing checks,* beginning on page 127, for information).

A transaction is any item that affects the balance in your account. Common transactions in a bank account include:

- checks written by hand
- ATM (automated teller machine) transactions
- deposits
- electronic funds transfers (deposits or withdrawals)
- checking account fees and interest
- bank service charges

Other types of Quicken accounts also have registers. A credit card account, for example, would have a register in which the transactions might be purchases you've made, refunds for returned items, and checks you've written to pay your monthly bill.

Although the types of transactions vary from register to register, the basic entry techniques listed here are the same whether you are using the register for a bank account, cash account, credit card account, asset account, or liability account.

Portfolio and mutual fund accounts also have registers, but investment transactions require additional information that is specific to investments. See "Entering investment transactions in the register" on page 260 for information about using portfolio and mutual fund account registers.

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1 If you're not already viewing the register you want to use, choose Registers from the View menu and choose the account name.

Or choose Accounts from the View menu (Command-A), select the account you want to use, and click Open.

2 If the selected transaction is not a blank transaction, choose New Transaction from the Edit menu (Command-N).

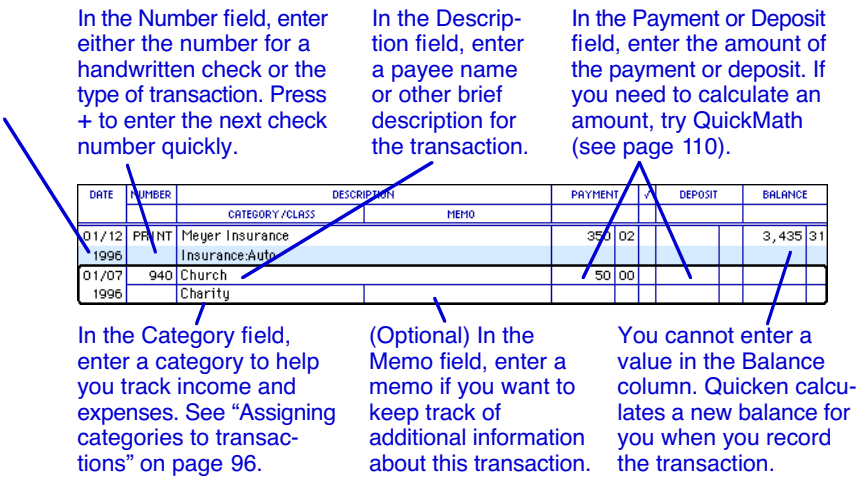
Quicken places the insertion point in a blank transaction and puts today's date in the Date field. You can change the date either by typing a new one or by pressing any of the date shortcut keys shown with the illustration in step 3.

3 Enter information about the new transaction into each field.

You can enter dates quickly and easily. Just put the cursor in the Date field and press any of these keys:

- **+** next day
- **–** previous day
- **t** **t**oday
- **m** beginning of the **m**onth
- **h** end of the mont**h**
- **y** beginning of the **y**ear
- **r** end of the yea**r**
- **[** previous month, same date
- **]** next month, same date

You can also use Shift-[to go to the same date in the previous year, and Shift-] for the same date next year.



"Enter" means type information in a field and then press Tab to move the insertion point to the next field. If you prefer to press Return instead of Tab to move from field to field, you can change Quicken's settings. See"Changing register settings" on page 124.

4 When you have finished entering the transaction, click Record to record it as a permanent part of your records.

When you record a transaction, Quicken sorts it in the register—first by date and then by check number—and recalculates all subsequent balances. Quicken's automatic sorting keeps your records in order no matter when you enter transactions. For example, suppose the last transaction in the register is dated 1/12/96 and you enter a check written on 1/7/96. When you click Record, Quicken moves the transaction where it belongs chronologically.

The amount of the transaction goes in the Payment field for a check or other payment from the account, or in the Deposit field for a deposit into the account.

The check number or the type of transaction goes in the Number field.

The active, selected transaction has a bold border around it.

Categories for tracking your income and expenses go in the Category field. Press Command-L (or double-click in the Category field) to see your Category & Transfer list.

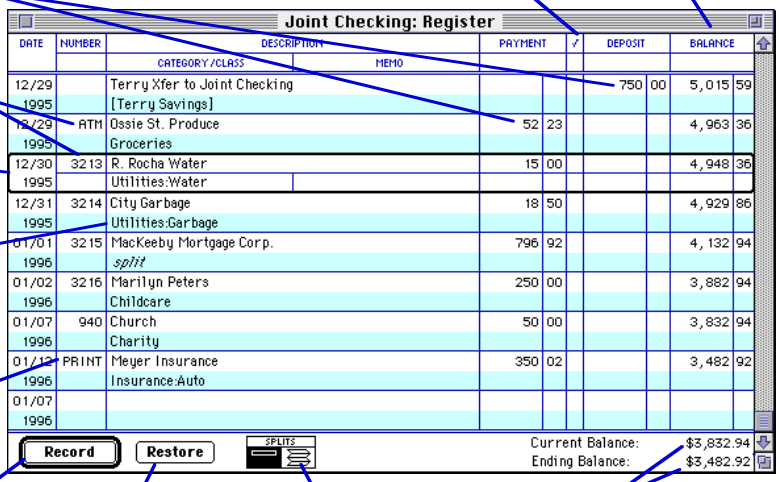
The word PRINT marks a check that Quicken can print. Quicken enters the check number for you after you print the check.

Click Record when you've finished entering a transaction. Quicken saves the transaction and automatically calculates your new balance each time you record a transaction.

Quicken shows the name of the account in the window title.

A checkmark in the √ (cleared) field indicates the cleared status of each transaction. See page 189.

Quicken calculates the balance automatically; there's no need to enter it.



Click Restore if you make a mistake while entering or editing a transaction. The transaction reverts to the way it was before you changed it.

Click Splits to assign more than one category, transfer, or class to a transaction. See "Splitting transactions" on page 106.

Current Balance is the balance of all transactions through today. If you postdate transactions, Quicken also displays an Ending Balance that is the balance of all transactions in the register.

Using QuickFill to speed data entry

Quicken automatically finishes filling in transaction fields for you when you type a few characters—saving you time and keystrokes. We call this feature QuickFill. When you start typing in the following fields in a register, Quicken "QuickFills" items from the appropriate list:

In this field	QuickFill recalls items from this list
Payee field	QuickFill Transactions list
Category field	Category & Transfer list Class list

For investment account registers only, Quicken "QuickFills" from these lists (see "Entering investment transactions in the register" on page 260 for more information):

In this field	QuickFill recalls items from these lists
Security field	Securities list
Goal field	Goal list
Type field	Type list
Action field	Actions list

Quicken is preset to use QuickFill. If you want to change the setting:

1 **Choose Preferences from the Edit menu and then click the General icon in the scrolling panel on the left.**

2 **Click the Use QuickFill checkbox to select it or clear it.**

QuickFill is on when the checkbox is selected and off when it is cleared.

Recalling a transaction from the QuickFill Transactions list

If you've turned off QuickFill, transactions are added to the QuickFill Transactions list only if you memorize them manually. See "Memorizing transactions" on page 113 for more information about how transactions are added to the QuickFill Transactions list.

Each time you record a new transaction in any register (except a portfolio or mutual fund account register), Quicken adds it to the QuickFill Transactions list (see the illustration in step 3 on page 95).

You can enter a new transaction quickly by recalling it from the QuickFill Transactions list; you can either let QuickFill recall the transaction for you automatically, or you can select the transaction yourself and tell Quicken to enter it in the register.

If you upgraded from Quicken for Macintosh version 3 or earlier, your QuickFill Transactions list includes only your memorized transactions plus any new transactions you have entered into Quicken 6 for Macintosh.

Using QuickFill to recall transactions automatically

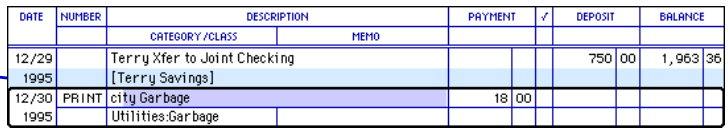
When you use QuickFill to recall a transaction, you let Quicken fill in the fields of your new transaction with information from a transaction in your QuickFill Transactions list.

1 In a register or the Write Checks window, choose New Transaction from the Edit menu (Command-N) to select a new transaction.

2 (Optional) Change the transaction date.

3 Tab to the Description field and start typing a name.

As you type the first letters of the name, Quicken fills in matching payee names until the correct name appears in the Description field.

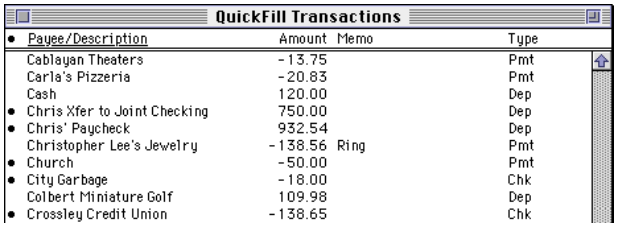


If Quicken doesn't find the payee you want in the QuickFill Transactions list, just keep typing to enter a transaction for the new payee.

Tip: You can also use the arrow keys to scroll through all matching transactions in the list. Press ↓ to scroll forward alphabetically and ↑ to scroll backward alphabetically.

Quicken scans for a matching payee name in the QuickFill Transactions list. If more than one transaction begins with the characters you typed, Quicken picks a name as follows: if you have a locked transaction (see "Memorizing transactions" on page 113 for information about locked transactions) that matches the letter or letters you've typed, Quicken picks that transaction; if there are no locked transactions that match, Quicken picks the first transaction that matches in alphabetical order. This illustration shows the part of a QuickFill Transactions list that contains the payee entered above.

This is the "C" portion of a QuickFill Transactions list. If you type "c" in the Description field, Quicken guesses Chris Xfer… (the first locked transaction). If you type "i" next, Quicken guesses City Garbage.

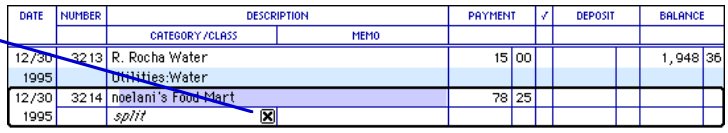


4 (Optional) As soon as Quicken displays the transaction you want, press Tab or click in another field if you want to make changes to any of the information Quicken entered in the transaction.

If you want to recall just the payee name, press Option-Tab. Quicken leaves the full payee name in the Description field, but does not leave anything in the Payment, Deposit, Category, or Memo fields. If the transaction is a split transaction, you can click

the ✖ button to the right of the "split" label to clear just the split information.

Click the ✖ button to the right of the "split" label to clear the split information in a QuickFilled transaction.



5 When the transaction is the way you want it, click Record.

Recalling a transaction from the QuickFill Transactions list manually

Even if you choose to work with QuickFill turned off, you can still "manually" recall a transaction to enter it in the register (or the Write Checks window) for any Quicken account.

1 In the register, choose New Transaction from the Edit menu (Command-N) to select a new transaction.

2 (Optional) Change the transaction date.

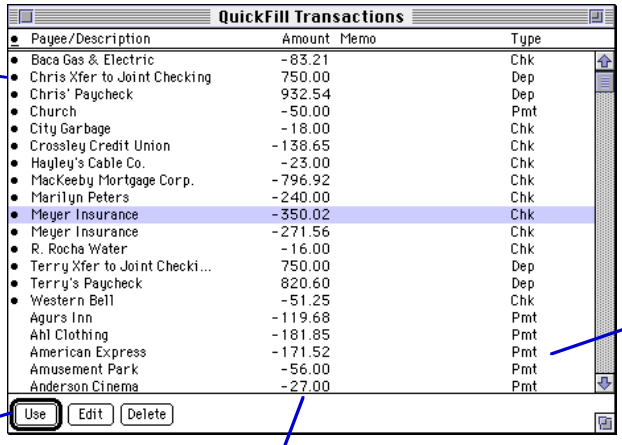
Or select an existing transaction for the date on which you want to enter the transaction.

3 Choose QuickFill Transactions from the View menu (Command-T).

The QuickFill Transactions window lists all your transactions. Locked transactions are marked with a • (see "Memorizing transactions" on page 113).

You can change the order in which items appear by clicking a column title to sort that column in alphabetical or numerical order. This list is sorted by locked status, but you could also choose to sort it by Payee, Amount, Memo, or transaction Type.

Click Use to enter the selected transaction in the register; click Edit to edit it (see page 115), or click Delete to delete it from the list (see page 116).



The amount is updated each time you enter a new transaction for a payee, unless the transaction is locked (see "Memorizing transactions" on page 113).

To print your QuickFill Transactions list, choose Print QuickFill Transactions from the File menu.

The Type column shows whether the transaction is a deposit (Dep), a payment (Pmt), a check you print with Quicken (Chk), or a payment you transmit electronically (EPmt).

To select more than one transaction, shift-click the ones you want; to deselect a selected transaction, shift-click it again.

4 **Select a transaction and click Use, or just drag the selected transaction to the register and drop it by releasing the mouse button.**

Quicken gives the new transaction the same date as the currently selected transaction and inserts it at the appropriate place in the register for that date.

5 **(Optional) Enter any changes you want to make to the transaction.**

6 **Click Record to record the transaction.**

Filling in category and class information

You can also use QuickFill to fill in category, class, or account names when you create a new transaction or edit an existing transaction; see "Typing a category name in the Category field" on page 97, "Typing the account name in the Category field" on page 102, and "Typing the class name in the Category field" on page 104 for specific information on using QuickFill to enter category, transfer, and class information quickly.

Assigning categories to transactions

You can enter any of these items in the Category field of a transaction:

- **Categories and subcategories** let you label your transactions to identify what they are for. Assigning categories and subcategories to transactions is described in this section.
- **Transfers** let you move money from one Quicken account to another. Transfers are explained on page 100.
- **Classes and subclasses** let you define transactions even more specifically than with categories alone. Assigning classes and subclasses to transactions is explained on page 104.

You can categorize any transaction with multiple categories, transfers, or classes by "splitting" the transaction. See page 106.

Categorizing a transaction

Use categories to identify exactly where your money comes from and where it goes. When you enter a category name in the Category field of a transaction, you categorize the transaction with that income or expense category. It is important to categorize transactions, because Quicken uses the category information you assign to create reports, graphs, and budgets about your income and expenses.

Quicken provides standard home and business categories for you to use, but you can modify them or create your own. To create your own set of categories or to customize the standard home or business categories, see "Setting up categories and subcategories" on page 76.

You can enter an existing category name in the Category field by:

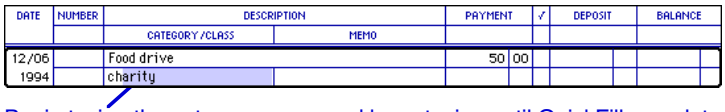
- typing all or part of the name in the Category field
- choosing the name from the Category & Transfer list

Typing a category name in the Category field

1 Click in the Category field of the transaction you want to categorize.

2 Start typing the category name.

Continue typing until Quicken fills in the correct category.



Begin typing the category name and keep typing until QuickFill completes it correctly. In this example, we typed "Ch" and QuickFill added "arity."

If you have turned QuickFill off, just press Tab after you've typed enough letters to identify the category and Quicken fills in the rest of the name.

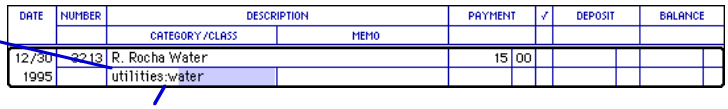
If the first few characters you type match the beginning of more than one category name, QuickFill enters the first category that begins with the letters you typed. Keep typing until QuickFill enters the correct category name.

3 When Quicken displays the category you want, either press Tab to accept that name, or type a colon (:) to enter a subcategory for that category.

4 (Optional) Start typing a subcategory name.

Continue typing until Quicken fills in the correct subcategory.

Type the letter “u” to enter the category name “Utilities.”



To enter a subcategory, type a colon as soon as you see the category you want. Then type the letter “w” after the colon to display the subcategory name “Water.”

If you enter a category (or subcategory) name that isn’t already in the Category & Transfer list, Quicken asks if you want to set up a new category or select an existing category.

Click Cancel if you made a typing error and want to return to the register to enter the correct category.

Click Set Up to create a new category.

Click Select to select an existing category from the list.

Choosing a category from the Category & Transfer list

1 Click anywhere in the transaction you want to categorize.

2 Choose Categories & Transfers from the View menu (Command-L).

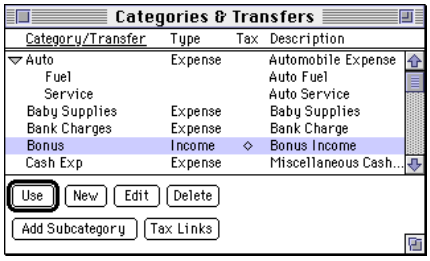
Or just double-click in the Category field.

3 Double-click the category name in the list to paste it in the Category field of your transaction in the Register window.

You can also select the category name you want and click Use or press Return. Or you can drag the category name from the Category & Transfer list to the Register window and drop it into the selected transaction.

There are four ways to enter a category from the Category & Transfer list:

- Double-click the category name.
- Select the category and press Return.
- Select the category and click Use.
- Select the category and drag and drop it into the register.



If you select a subcategory instead of a category and enter it in the register, Quicken enters the category name and subcategory name: Auto:Fuel, for example.

Assigning categories consistently

Quicken uses the category information you assign to transactions to create income- and expense-based reports and graphs and to format budgets.

If you want Quicken to remind you to enter a category for every transaction, you can select the "Require category on transactions" preference (see "Changing register settings" on page 124). Quicken will display a message whenever you try to record a transaction without a category.

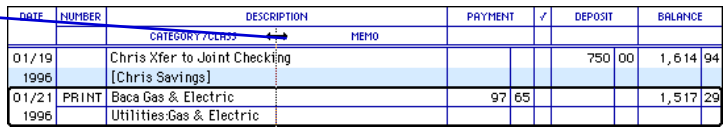
You should assign at least one category to each transaction you enter. If you don't assign a category, Quicken uses the label "Other" to refer to uncategorized amounts in reports and "Uncategorized" to refer to uncategorized amounts in graphs. (If you find an uncategorized amount in a report or graph and you want to categorize it, just double-click it until you reach the original transaction in the register. Then assign a category. This feature is called QuickZoom. See "Investigating items in reports using QuickZoom" on page 312 or "Investigating items in graphs using QuickZoom" on page 348 for more information about QuickZoom.)

It is important to assign categories and subcategories consistently. If, for example, you sometimes assign the category "Auto" to transactions for gasoline you purchase and other times assign the category and subcategory "Auto:Fuel," Quicken displays two separate amounts in reports: one amount that represents all transactions that have "Auto" assigned to them, and another amount that represents all transactions that have "Auto:Fuel" assigned to them. If you want to recategorize all these transactions for gasoline to make them consistent, you can use Quicken's Replace command to find all occurrences of "Auto" and decide whether or not to replace them with "Auto:Fuel" (see "Searching and replacing" on page 119).

Changing the size of the Category and Memo fields

The Category and Memo fields share the second line of a transaction. To increase the width of one of the fields, drag the border between the field titles to the left or right.

Drag the border between the field titles to the left or right. The mouse pointer changes to a double-pointed arrow.



Transferring money between accounts

You can use account transfers for many types of transactions. When you set up a new account, Quicken adds the new account name to the Account list and to the Category & Transfer list so you can select the account for transfers.

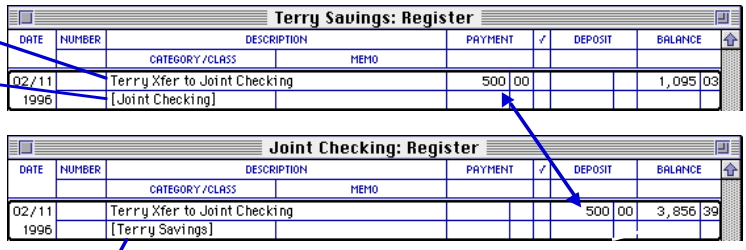
Transfers can record these and other common transactions:

- movement of funds from a checking account to a savings account
- cash advances from a credit card account to a checking account
- loan payments from a checking account to a liability account that tracks the balance of your loan principal

When you record a transfer transaction in a source account, Quicken automatically creates a parallel transaction in the destination account. If the source transaction is a payment or decrease, the destination transaction is a deposit or increase.

For example, if you record a transaction with $500.00 in the Payment field in your savings account and the name of your checking account in the Category field, Quicken automatically records a corresponding transaction with $500.00 in the Deposit field of your checking account.

This is the original transfer transaction recorded in "Terry Savings" (the source account). Note the square brackets around the transfer account name in the Category field.



This is the corresponding transaction that Quicken automatically records in "Joint Checking" (the destination account) as a result of the transfer.

You cannot include a transfer and a category in the same Category field. A transfer is simply a movement of funds from one account to another. If, for example, every month you and your spouse both transfer $500 from your individual bank accounts to your joint checking account to cover household expenses, you would each enter the name of the joint account (in the example above, [Joint Checking]) in the Category field of the transfer transaction in the register of your personal bank account.

See Chapter 11, *Setting up amortized loans,* beginning on page 218, for information on setting up and entering mortgage payments.

You can enter a transfer for part of the total amount of a transaction by splitting the transaction. For an example, see the paycheck deposit in "Sample split transaction: entering a paycheck" on page 108 to see how funds are transferred from a checking account into an account for a retirement plan. A mortgage payment is another good example of including a transfer in a split transaction. In a mortgage payment transaction, the principal portion of the transaction amount is transferred to a liability account, and the interest portion of the transaction amount is assigned an expense category.

You can include class information in a transfer transaction. If, for example, you pay for an antique table from a checking account and you want to record the purchase in an asset account called "Personal Assets" and assign the class "Antiques" to the transaction, you would enter [Personal Assets]/Antiques in the Category field.

Recording a transfer

You can enter a transfer transaction between accounts by:

- choosing Transfer Money from the Activities menu
- typing all or part of the destination account name in the Category field in a transaction in the source account
- choosing the destination account name from the Category & Transfer list

Using the Transfer Money command

This method is fast when you want to transfer money from one Quicken account to another and neither account register is open.

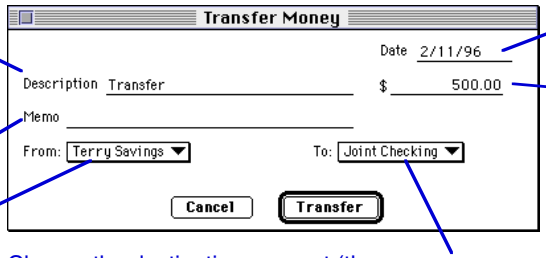
1 Choose Transfer Money from the Activities menu.

2 Enter information in the Transfer Money window.

(Optional) Enter a description to replace "Transfer" if you want your records to be more descriptive. The example on page 100 used "Terry Xfer to Joint Checking."

(Optional) Enter a memo for the transaction.

Choose the source account (the one you are transferring money from) from the From pop-up menu.



(Optional) Change the date.

Enter the amount you want to transfer in the $ field.

Choose the destination account (the one you are transferring money to) from the To pop-up menu.

3 Click Transfer.

Quicken records the transfer transaction in the source and destination accounts and adjusts the balance for each account. The amount you specify ($500.00 in this example) is withdrawn from the source account (Terry Savings) and deposited in the destination account (Joint Checking).

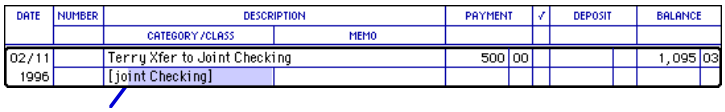
Typing the account name in the Category field

If the register for the source account is already open, you can transfer money by entering the transfer information directly in the Category field of the transfer transaction.

1 In the register for the source account, click in the Category field of the transfer transaction.

2 Enter the name of the destination account in the Category field.

First type [and then start typing the name of the account. QuickFill enters the name of the account and adds the end bracket to show that it's a transfer.



DATE	NUMBER	DESCRIPTION / CATEGORY /CLASS	MEMO	PAYMENT	✓	DEPOSIT	BALANCE
02/11 1996		Terry Xfer to Joint Checking [joint Checking]		500 00			1,095 03

Begin typing the account name and keep typing until QuickFill completes it. In this example, we typed "[jo" and QuickFill added "int Checking]."

3 When Quicken displays the account you want, press Tab.

4 Click Record to record the transfer transaction.

Quicken records the transaction in this register and creates a parallel transaction in the other register for the same amount.

Choosing an account from the Category & Transfer list

1 In the register for the source account, click anywhere in the transfer transaction.

2 Choose Categories & Transfers from the View menu (Command-L).

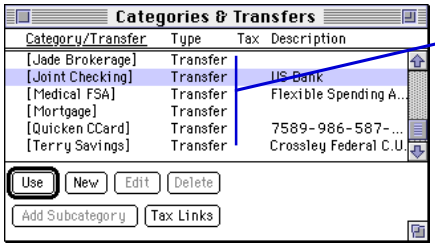
Or just double-click in the Category field.

3 **Double-click the account name in the list to paste it in the Category field of the transfer transaction in the Register window.**

You can also select the account name and click Use or press Return. Or you can drag the account name from the Category & Transfer list to the Register window and drop it into the selected transaction.

There are four ways to enter a transfer from the Category & Transfer list:

- Double-click the account name.
- Select the account and click Use.
- Select the account and press Return.
- Select the account and drag and drop it into the register.



You can quickly spot account names in the list. They appear at the bottom of the list (after all your categories) in square brackets, and Transfer is listed in the Type column.

4 **Click Record to record the transfer transaction.**

Quicken records the transaction in this register and creates a parallel transaction in the other account register for the same amount.

Going to a transfer transaction

You can go from a transaction that includes a transfer to the parallel transaction in another account using the Go to Transfer command. This can be useful if you want to see the transaction created by a transfer, or when you want to make a change to a transfer that originated in a split transaction (since you can change such transfers only in the split line of the original transaction in the source account).

1 **In the Register window, select the transfer transaction.**

2 **If the transaction is split, click Splits to open it (Command-E) and click anywhere in the split line containing the name of the transfer account.**

3 **Choose Go to Transfer from the Activities menu (Command–[).**

Quicken displays the register for the transfer account and selects the parallel transaction in that account.

Assigning classes to transactions

With classes you can define transactions even more specifically than with a category alone. Some Quicken users benefit from using classes; others find that categories are all they need to track their finances. To decide whether classes can help you, see page 84.

Classifying a transaction

You can enter an existing class name in the Category field by:

- typing all or part of the name in the Category field
- choosing the name from the Class list

Typing the class name in the Category field

1 Click in the Category field of the transaction you want to classify.

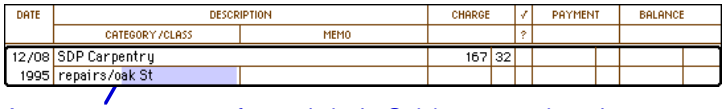
You can add a class name after a category name, or after an account name if you want to classify a transfer transaction. You can also assign a class to a transaction without first assigning a category; just click in the blank Category field.

2 Type a forward slash (/).

The forward slash separates the class from the category (or account). It always appears at the end of the text that's currently in the Category field, no matter where the cursor is located when you type it.

3 Begin typing the class name.

Continue typing until Quicken fills in the correct class.



As soon as you type a forward slash, Quicken recognizes that you are entering a class. In this example, the category is "Repairs" and the class is "Oak St."

If you have turned QuickFill off, just press Tab after you've typed enough letters to identify the class and Quicken fills in the rest of the name.

If the first few characters you type match the beginning of more than one class name, QuickFill enters the first class that begins with the letters you typed. Keep typing until QuickFill enters the correct class name.

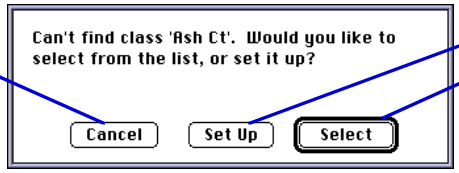
4 **When Quicken displays the class you want, either press Tab to accept that name or type a colon (:) to enter a subclass for that class.**

5 **(Optional) Start typing a subclass name.**

Continue typing until Quicken fills in the correct subclass. You might, for example want to add a subclass to the transaction in step 3 to specify which unit needed repairs: Repairs/Oak St:Unit1.

If you enter a class (or subclass) name that isn't already in the Class list, Quicken asks if you want to set up a new class or select an existing class.

Click Cancel if you made a typing error and want to return to the register to enter the correct class.



Click Set Up to create a new class.

Click Select to select an existing class from the list.

Choosing a class from the Class list

1 **Click anywhere in the transaction you want to classify.**

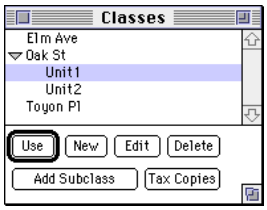
2 **Choose Classes from the View menu (Command-K).**

3 **Double-click the class name in the list to paste it in the Category field of your transaction in the Register window.**

You can also select the class name you want and click Use or press Return. Or you can drag the class name from the Class list to the Register window and drop it in the selected transaction.

There are four ways to enter a class from the Class list:

- Double-click the class name.
- Select the class and press Return.
- Select the class and click Use.
- Select the class and drag and drop it into the register.



Assigning classes consistently

Quicken uses the class information you assign to transactions to create class-based reports. Although you should assign at least one category to each transaction you enter, you should assign classes only to transactions that require them.

If your small business is your main source of income, you may want to track its expenses in a separate Quicken data file. See "Setting up additional files" on page 434.

More information about using Quicken for small business finances is in the *Quicken Business User's Guide*, which begins on page 542.

For example, if you run a small home business, you'll want to keep track of your business and personal transactions separately for tax purposes. To distinguish between business transactions and personal transactions, set up a class named "Business" (see "Setting up classes and subclasses" on page 86). Categorize all your business-related transactions (payments, deposits, cash purchases, credit card transactions, and so on) as usual, but always classify them with the class name "Business." For example, you might categorize a transaction for business travel "Travel/Business" or a transaction for office supplies as "Supplies/Business." By using the class "Business" for all business expenses, you can exclude business data from personal reports and exclude personal data from business reports.

Splitting transactions

Sometimes you may want to assign more than one category, transfer, or class to a single transaction. For example, a check you write to a department store might cover clothing, office supplies, and home furnishings. "Entering a split transaction" on this page describes how to split a transaction by assigning several categories to a single transaction. You can split a transaction to assign multiple transfers or multiple classes in the same way.

Entering a split transaction

When you create a split transaction, you enter category names and amounts to identify each part of the split. You can enter this information when you first record a transaction, or you can add it later.

1 Select the transaction you want to split.

Or begin with a new transaction and enter information in the Date, Number, and Description fields.

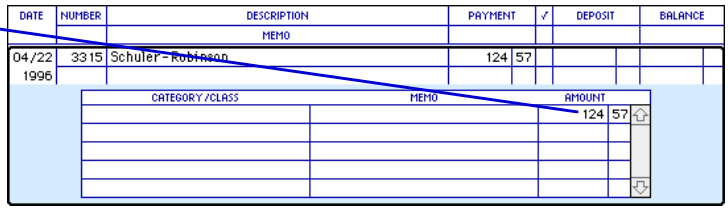
2 Enter the total amount of the transaction in either the Payment or Deposit field.

The Splits button looks like this:

3 Click the right side of the Splits button to open the split (Command-E).

Quicken displays the lines of the split transaction.

Quicken copies any information you have already entered in the Category, Payment, or Deposit fields of the transaction to the first split line.



4 If the first Category field in the split is blank, type a category name and press Tab.

If a category name is in the field, press Tab to move to the next field.

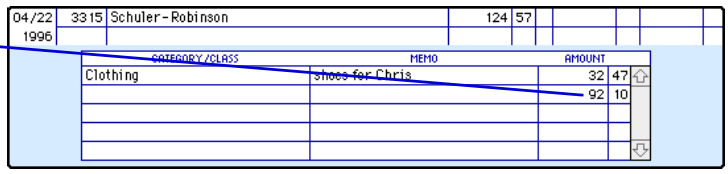
5 (Optional) Type a memo in the first Memo field and press Tab.

6 Type the amount you want to allocate to the first category in the first Amount field.

The amount for the entire transaction is already selected; just type the amount for the first category right over that amount. (If you'd like to use QuickMath to calculate split amounts quickly, see "Calculating transaction amounts" on page 110.)

7 Press Tab to move to the next Category field.

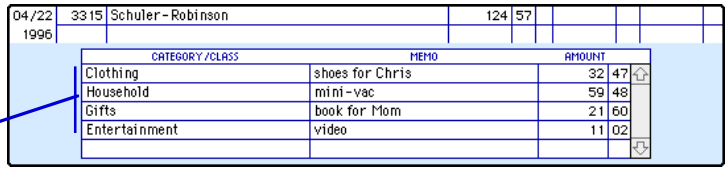
Quicken subtracts the amount you typed in the Amount field of the first split line ($32.47) from the total amount you entered for the transaction ($124.57) and displays the remainder ($92.10) in the next Amount field.



8 Continue to add categories, memos, and amounts until you have added one split line for each part of the transaction.

You can categorize each line of a split with any category you want.

There are four lines in this example of a split transaction, but you can enter as many lines as you need.



Tip: If you have an uncategorized remainder on the last line of a split and you want to recalculate the transaction total, select the remainder and press Command-D. Quicken deletes the remainder and recalculates the total transaction amount based on the sum of all the split amounts you entered.

To close the split, click the left side of the Splits button (Command-E).

9 Click Record to record the transaction.

If you see the message "This split transaction contains one or more uncategorized items. Save changes?" you have not entered a category for at least one of the amounts in the transaction. Click Cancel to go back to the transaction and enter the missing category, click Discard to delete the transaction, or click OK to leave part of the transaction uncategorized.

Sample split transaction: entering a paycheck

Entering a paycheck deposit in a register is a good example of a split transaction. With Quicken you can split your paycheck deposit into categories for salary, federal income tax, state income tax, and so on.

Although the procedure here for setting up your paycheck deposit may seem complicated, keep in mind that once you set it up correctly, Quicken can memorize the transaction so you can use it over and over again without having to enter it all again.

1 Start a new transaction in your bank account register (Command-N).

Fill in the Date, Number (optional), and Description fields, then enter the net amount you are depositing in the Deposit field.

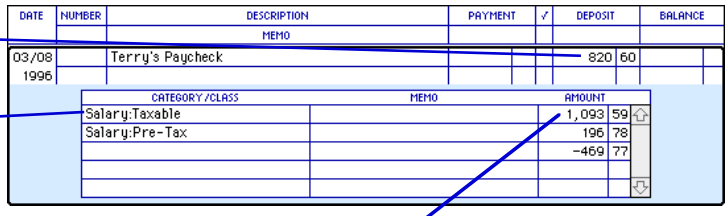
2 Click the right side of the Splits button to open the split (Command-E).

3 In the first line of the split, enter the category you use to track your salary in the Category field and the gross amount of your paycheck in the Amount field.

If pretax amounts are deducted from your gross salary (such as amounts for a retirement plan or flexible spending for health care), you may want to split your salary category into subcategories to track the pretax amount and the taxable amount separately. That's what was done in this example.

Enter your net pay as the total amount for the transaction. Your net pay is the amount left to deposit after all the deductions.

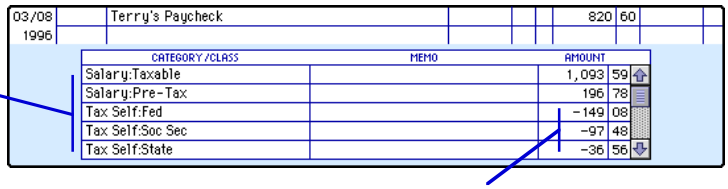
Enter the category you use to track your gross salary. In this example, Terry has $196.78 in pretax deductions taken out of a total gross pay of $1,290.37, so the gross amount has been divided between two Salary subcategories: Taxable and Pre-Tax. If you don't care about tracking that level of detail, you could just use the Salary category for the full amount.



Enter your gross pay (the amount before any deductions) in the Amount field of the first split line. If you are tracking both pretax and taxable salary (as in this example), you should enter one of the amounts in the first split line and the other amount in the second split line. Note that since the gross salary is larger than the net deposit, the remainder is a negative number.

4 Enter every deduction from your paycheck as a negative amount.

If you are using Quicken's standard home categories, categories similar to these are in your file. This example adds "Self" to the Tax category to distinguish between people in a two-income household. The other wage earner uses the category "Tax Spouse."

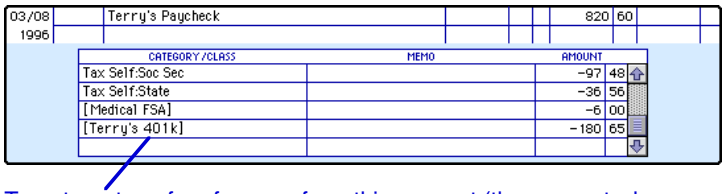


Deductions are entered as negative amounts because they are subtracted from the gross amount to get the net amount. If you have more deductions to enter, use the scroll box in the split area to scroll down and enter more information in the split lines below.

You may have deductions for items such as federal taxes, state and local taxes, medical insurance contributions, state disability insurance, and so on. You can use Quicken's standard categories for some of these items, and you can create additional expense categories for any of your deductions as needed.

See "Transferring money between accounts" on page 100 for information about entering a transfer transaction.

You can also assign transfers to amounts in split transactions. You may, for example, have a deduction from your paycheck that's a 401(k) contribution. This money is not an expense (since it's still your money); it is a transfer to another account. In this example, Terry has entered transfers to both a flexible spending account for medical expenses ([Medical FSA]) and a retirement account ([Terry's 401k]). These amounts are transfers because the money is still Terry's; it is just being transferred to another Quicken account. They are negative amounts because they are deductions from Terry's paycheck.



To enter a transfer of money from this account (the account where you are depositing the paycheck) to another account (like a Quicken account that tracks your 401k), enter the account name in square brackets and enter the amount as a negative amount.

To close the split, click the left side of the Splits button (Command-E).

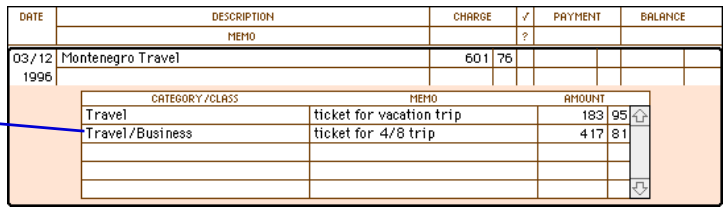
5 Click Record to record the transaction.

Sample split transaction: assigning classes

See "About classes" on page 84 for more information about using classes.

You can also assign different classes to amounts you've categorized with the same category in a split transaction. This example shows a transaction in a credit card register. The total bill amount is entered in the Charge field for the transaction and the split contains separate amounts for two items: a ticket for personal travel and a ticket for business travel.

If you use a class called "Business" to separate your business finances from your personal finances in the same Quicken data file, you can enter the class on one line of the split transaction without applying the class to the other lines of the split transaction.



Calculating transaction amounts

Sometimes you may want to make simple calculations to determine the correct dollar amount to enter in a transaction. For example, you may want to total the amount due on several bills before you transfer money from your savings account to your checking account to pay them. Or you may want to calculate the sales tax separately for each item in a split transaction (see "Splitting transactions" on page 106 for information about split transactions). Quicken has a feature called QuickMath that can do these and other calculations for you.

1 Click in the amount field where you want to make the calculation.

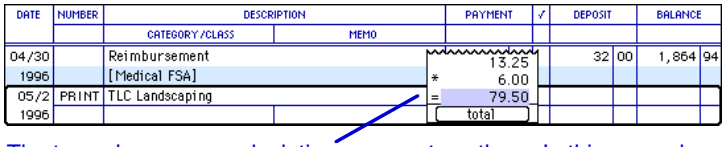
You can use QuickMath in any field that requires a dollar amount—not just in a register, but anywhere in Quicken.

2 Press the equal key (=), or type a number followed by one of the following operators: +, –, *, /, or =.

Quicken displays a "paper tape" where you can see numbers as you enter them—just as if you were using an adding machine.

3 Continue typing numbers and operators to complete your calculations.

You can do addition (+), subtraction (–), multiplication (*), and division (/). To see a subtotal, press the equal key (=) once.



The tape shows your calculations as you type them. In this example, a gardener worked for six hours at $13.25 per hour. When you click Total, Quicken enters the total in the Payment field.

Press Esc if you want to cancel your calculations and get out of QuickMath without making any changes.

4 Click the Total button to enter the calculation result in the field.

You can also press Return, Enter, or Tab, or press the equal key twice to enter the calculation result in the field.

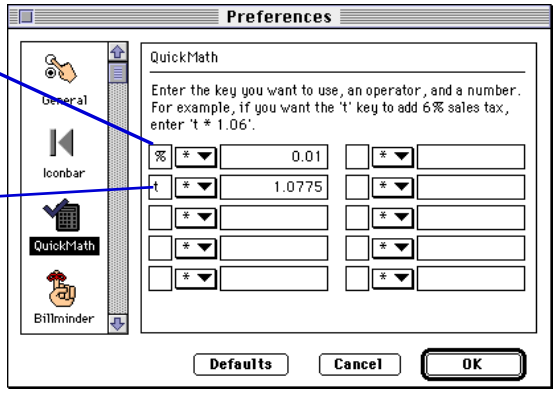
Using special QuickMath keys

You can assign special keys called QuickMath keys to add, subtract, multiply, or divide dollar amounts with a single keystroke. The percent key (%) is preassigned to multiply amounts by 0.01 so you can easily calculate percentages. You can assign as many as nine additional QuickMath keys.

1 Choose Preferences from the Edit menu and then click the QuickMath icon in the scrolling panel on the left.

The % key is preset to multiply by .01 so you can calculate percentages with one keystroke.

You can set values and operators for as many as nine additional keys. In this example, the T key is set to calculate total price in a county where the sales tax is 7.75%, so it has been assigned the operator * and the value 1.0775.



Once this value for T has been saved, pressing the T key after you enter a number multiplies it by 1.0775 to give you an item's price plus sales tax.

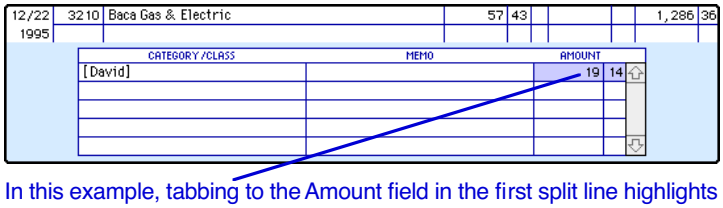
2 **Make a key assignment, choose an operator, and enter a value for each QuickMath key you want to set up.**

You can use any key as a QuickMath key except numbers, comma, period, and any of the operators QuickMath recognizes.

3 **Click Save.**

To use a QuickMath key, simply type or select a number in an amount field and press the assigned key.

For example, to split a utility bill three ways you might assign the U key to divide amounts in thirds by entering "U" as the QuickMath key, choosing "/" from the pop-up menu, and entering "3" as the value for U. Then when you enter the utility bill, you would enter the total amount of the bill in the payment column and, when you get to the first split amount, press U to calculate the first person's share.



In this example, tabbing to the Amount field in the first split line highlights the 57.43 that Quicken put there. When you press the U key with 57.43 highlighted, Quicken divides it by 3 (the assigned value for U) and enters the result.

Editing calculated amounts

You can edit an open QuickMath tape at any time by selecting and editing any value showing on the tape. When you press Tab or click anywhere else on the tape after editing a value, any affected subtotals are updated.

If you have already closed the tape, you can edit the existing amount by selecting it and pressing an operator key to open a new tape.

Memorizing transactions

Quicken automatically memorizes all your transactions for you. Whenever you record a transaction (anywhere except in a portfolio or mutual fund account register), Quicken adds it to the QuickFill Transactions list. If the list already includes a transaction for the same payee, Quicken replaces the old transaction with the new one.

Note: Quicken memorizes transactions automatically only when QuickFill is turned on. If QuickFill is not on, choose Preferences from the Edit menu and then click the General icon in the scrolling panel on the left. Select the Use Quickfill checkbox to turn QuickFill on or clear the checkbox to turn QuickFill off.

For example, you may write a check to Blaisdell Grocery for your groceries every week or two. The first time you record that check in your Quicken check register, Quicken memorizes the description, amount, category, memo, and transaction type (but does not save the date or check number) and adds "Blaisdell Grocery" to the QuickFill Transactions list. The next time you begin typing Blaisdell Grocery in a transaction—if you have QuickFill turned on—Quicken finds Blaisdell Grocery in the list and "remembers" the old transaction for you. You can then change any of the saved information and record the new transaction. If QuickFill is turned on when you record the transaction, Quicken replaces the old "Blaisdell Grocery" transaction in the QuickFill Transactions list with the new one.

Locked transactions have replaced the memorized transactions from earlier versions of Quicken because all transactions are memorized now.

If you want to keep certain transactions in your QuickFill Transactions list from changing when you use them, you can memorize them manually (or "lock" them). Quicken marks each locked transaction with a bold dot (•) in the QuickFill Transactions list and will not change it—no matter how many times you use it—unless you specifically edit it (see "Editing a transaction in the QuickFill Transactions list" on page 115). When you use QuickFill to recall a transaction, Quicken looks at locked transactions first when trying to find a QuickFill match (see "Recalling a transaction from the QuickFill Transactions list" on page 93).

Memorizing a transaction manually

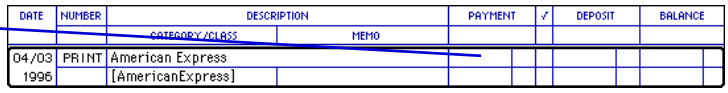
You can manually memorize (lock) any transactions except those that originate in portfolio or mutual fund accounts.

Memorizing (locking) a transaction from the register

1 Select the transaction you want to memorize manually (lock) in the register or scroll to it in the Write Checks window.

Or if the transaction does not yet exist, choose New Transaction from the Edit menu (Command-N) and enter the transaction information.

If the amount for a transaction changes each time you use it, you may want to memorize it with no amount, and then enter an amount when you recall it.



When you recall a transaction that was memorized without an amount, Quicken saves it as a payment. Just press Tab if you want to enter a deposit amount instead.

2 Choose Memorize from the Edit menu (Command-M).

Quicken saves the transaction and marks it as a locked transaction in the QuickFill Transactions list. If there is already a transaction in the list with the same payee, Quicken asks if you want to replace it with the new transaction or add the new transaction.

3 If you entered a new transaction in step 1, click Record if you want to record it or click Restore if you want to delete it.

If you want to memorize a loan payment transaction, you should set up the loan to be tracked by Quicken. Quicken's loan feature creates a special loan payment for you that calculates the interest and principal amounts automatically, and keeps track of the loan balance as well. See Chapter 11, *Setting up amortized loans,* beginning on page 218.

Locking a transaction in the QuickFill Transactions list

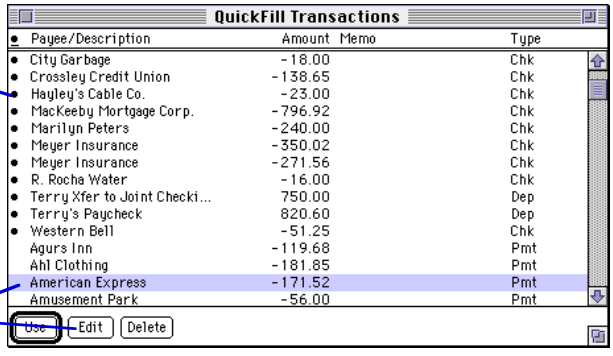
1 Choose QuickFill Transactions from the View menu (Command-T).

2 Select the transaction you want to lock and click Edit.

Initially, Quicken lists locked transactions (marked with a bold dot) at the top of the QuickFill Transactions list, followed by all your other transactions in alphabetical order by payee.

You can change the order in which items appear by clicking a column title to sort that column in alphabetical or numerical order.

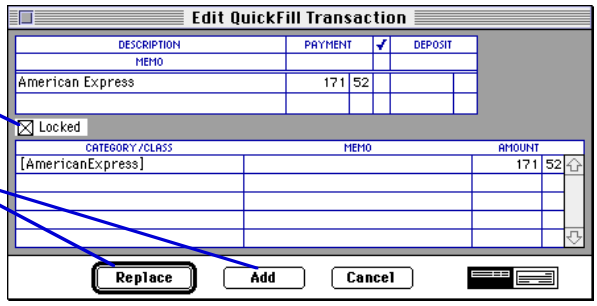
To lock a transaction, select it and click Edit.



3 **Click the Locked checkbox to lock the transaction.**

Selecting the Locked checkbox locks this transaction when you save it.

Click Replace to replace the old transaction for American Express with the new locked transaction, or Add to add it as a separate locked transaction for the same payee.



Click Cancel to close the window without making any changes.

4 **(Optional) Make any changes you want to make to the transaction.**

5 **Either click Replace to replace the original transaction with the new locked transaction, or click Add to create a new locked transaction without replacing the original.**

Editing a transaction in the QuickFill Transactions list

Although loan payment transactions appear in the QuickFill Transactions list, you can edit these payments only from the Loan list. See “Editing loan information” on page 233.

You can edit any transaction in the QuickFill Transactions list, except a loan payment transaction.You can change the total amount, the payee, the transaction type, the address, the category, the amounts assigned to splits, the cleared status, and so on. You can also change its status as a locked transaction (see “Locking a transaction in the QuickFill Transactions list” on page 114).

1 **Choose QuickFill Transactions from the View menu (Command-T).**

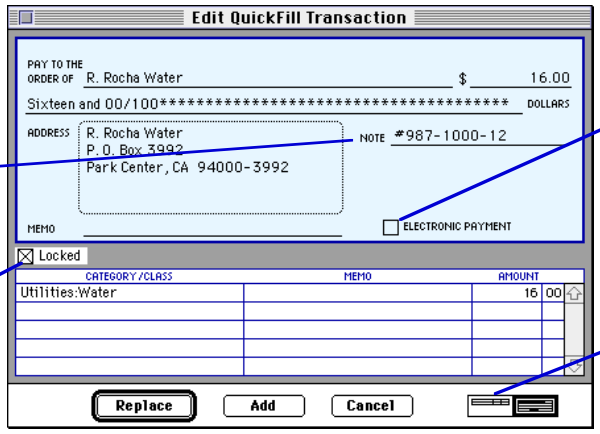
2 **Select the transaction you want to change and click Edit (Command-E).**

If the transaction is a regular payment or deposit transaction, the Edit QuickFill Transaction window will look like the one in step 3 above. If the transaction is a check you can print with Quicken, the window will look like this.

This is the Edit QuickFill Transaction window for a printable check.

This field appears only if you have selected “Show additional note on checks” in the General Preferences; see “Adding a note to checks” on page 131.

This transaction is locked. Click the Locked checkbox to clear it if you don’t want the transaction to be a locked transaction anymore.



This checkbox appears only if you have enabled electronic payments. For more information, see Chapter 19, *Paying bills electronically*, beginning on page 392.

To change this transaction so it’s no longer a printable check, click this button.

3 Change any of the information in the Edit QuickFill Transaction window.

4 Either click Replace to replace the original transaction with the new version, or click Add to create a new transaction without replacing the original.

Deleting a transaction from the QuickFill Transactions list

Although loan payments appear in the QuickFill Transactions list, you can delete these payments only from the Loan list. See “Deleting a loan” on page 234.

You can delete a transaction from the QuickFill Transactions list if you no longer plan to use it. Suppose, for example, you have transactions in your list that occurred only once and are unlikely to happen again. Or you have multiple transactions to the same payee that are all spelled slightly differently and you want to keep only one of them in the list. You can delete a transaction you don’t want in the list **without affecting any transactions already in your registers.**

1 Choose QuickFill Transactions from the View menu (Command-T).

2 Select the transaction you want to delete and click Delete (Command-D).

3 Click Yes to confirm that you want to delete the transaction from the list.

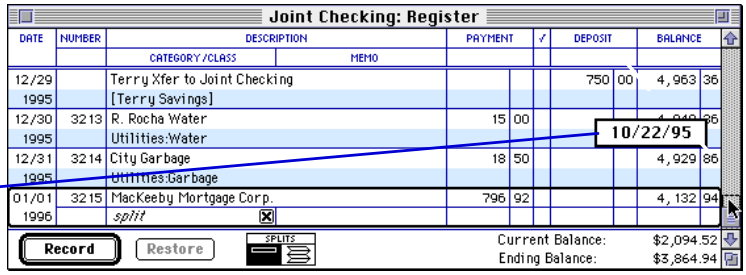
Quicken deletes the transaction from the QuickFill Transactions list and also from any transaction groups that include it (see “Using transaction groups” on page 171 for information about groups).

Reviewing the register

You can review a register to find specific transactions by scrolling through it, using keyboard shortcuts, or using the Find command.

Scrolling through the register

Use the scroll bar to move through the Register window and locate specific transactions quickly. When you drag the scroll box in the scroll bar, you'll see a date appear and change as you scroll. This date lets you know the date of the transaction that will be at the bottom of the Register window when you release the scroll box.



When you drag the scroll box in the scroll bar, the QuickScroll box displays dates of specific transactions.

Using keyboard shortcuts

You can use these keyboard shortcuts to move around the register:

Keystroke	Result
Tab	Goes to the next field
Shift-Tab	Goes to the previous field
Right Arrow	Moves the cursor to the end of the selection
Left Arrow	Moves the cursor to the beginning of the selection
Up Arrow	Goes up one line
Down Arrow	Goes down one line
Page Up or Command-↑	Scrolls up one screen at a time
Page Down or Command-↓	Scrolls down one screen at a time
Home or Shift-Command-↑	Goes to the first transaction in the register
End, Command-N, or Shift-Command-↓	Goes to the blank transaction at the bottom of the register

The Home, End, Page Up, and Page Down keys are available only on the Macintosh extended keyboard.

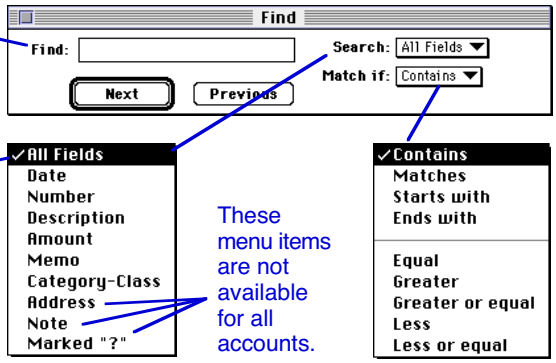
Finding a specific transaction

Quicken's Find command locates specific transactions in the register or in the Write Checks window. You can find a transaction even if you don't know all of the information it contains. You might, for example want to find a check when all you know is the number or the payee.

1 Choose Find/Replace ➤ Find from the Edit menu (Command-F).

Type some or all of the text or the amount you want to find. (The text can be uppercase or lowercase and can contain characters and numbers.)

The field names available in the Search pop-up menu depend on the type of account you have open.



2 Type a word, phrase, or amount you want to find in the Find field.

Tip: If you want to find a year, enter only the last two digits; in other words, to find "1995" you should type "95" in the Find field.

You can also use match characters with the word, phrase, or amount. See "Using wildcard characters to restrict reports" on page 310 for information about using match characters in a search.

3 (Optional) Choose a field from the Search pop-up menu.

Find is preset to search all fields for the text or amount you want to find. If you know which field contains the text or amount, you can speed up the search by looking only in that field.

4 (Optional) Choose a search criterion from the Match If pop-up menu.

5 Click Next or Previous to start the search.

Click Next to search forward for the transaction (toward the end of your register), or click Previous to search backward for the transaction (toward the beginning of your register). Quicken selects the first match it finds or tells you that it cannot find a match.

6 **(Optional) To continue finding items, click Previous or Next again, or choose Find/Replace ➤ Find Again from the Edit menu (Command-G).**

Quicken stops searching when it reaches the last transaction in the register (or the first transaction for backward searches). If you want Quicken to continue searching when it reaches the end, you can select the "Wrap around beginning/end of register on searches" checkbox in the General Preferences. See "Changing register settings" on page 124.

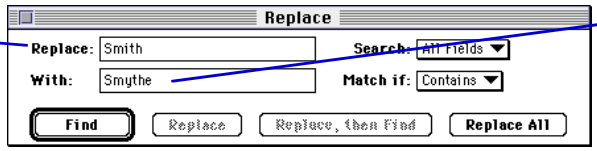
Searching and replacing

The replace command can be used to make changes to transactions in any Quicken registers except portfolio and mutual fund account registers.

Use the Replace command to make single or multiple search-and-replace changes for text in specific fields of your transactions. For example, if you misspelled a payee name, you could search for and replace all occurrences of the misspelled name with the correct name.

1 **Choose Find/Replace ➤ Replace from the Edit menu.**

Type the text or amount you want to find in the Replace field. The text can contain characters or numbers.



Type the text or amount you want to replace it with in the With field.

2 **Set up just as you would for the Find command (see steps 2, 3, and 4 on page 118), but enter the exact text you want to replace in the Replace field and the new text in the With field.**

3 **Click Find to search for any transactions that contain the text in the Replace field.**

If Quicken finds a transaction with matching text, it highlights the matching text.

4 **Choose a replace option.**

Click Replace if you want to replace the selected text for this occurrence only; or click Replace, then Find if you want to replace the selected text and continue the search.

Tip: It's a good idea to try one Replace to make sure you get the result you want before you click Replace All.

Click Replace All if you want to replace every occurrence of the selected text in the account. When you click Replace All, Quicken confirms that you want to replace every occurrence of the specified text. Be careful, because Quicken cannot undo a Replace All command. If you click Yes, Quicken completes the global search-and-replace and tells you how many occurrences it replaced.

Revising transactions

This section explains how to correct mistakes and void and delete transactions. You can edit any transaction in the register. When you record changes to a transaction, Quicken recalculates all subsequent balances, if necessary.

Correcting mistakes

To correct a single mistake you make while editing a field, choose Undo from the Edit menu (Command-Z). To make a change to an existing transaction, select the transaction and edit any field by highlighting the incorrect information and simply typing over it.

Changing a reconciled transaction can affect future reconciliations. Quicken lets you know if you are about to change a reconciled transaction and asks you to confirm the change.

The only item in the register you cannot change with normal editing is the balance in the Balance column. If you need to change the balance during reconciliation, you must do so by adding a payment or deposit as an adjustment in the register or by having Quicken adjust the difference for you; see "Letting Quicken adjust for differences" on page 193.

Your ability to change transactions after they are entered or even reconciled gives you complete control of your finances. If, however, you think you need to protect your data from accidental or unauthorized changes, Quicken has two kinds of passwords you can set:

- A File password requires users to enter a password before opening a file; see "Setting up a file password" on page 448.
- A Transaction password protects transactions prior to a specified date; see "Setting up a transaction password" on page 449.

Changing a transaction that includes a transfer

When you change a transaction that includes a transfer to or from another account, the transaction created by the transfer may also change.

- If you edit the date or amount of the transaction, the information changes in both the source and destination accounts. But if you edit the transaction description, check number, memo, or cleared status, the information changes only in the account in which you make the change.
- If you delete the transaction, Quicken deletes it from both the source and destination accounts.
- If you rename an account, Quicken updates every occurrence of the name in all transactions, including transfers.

If a transfer was made as part of a split transaction, you can change the transaction information only in the original transaction in the source account. You cannot change it in the destination account (the one that received the transfer). See "Reviewing and changing split transactions" next.

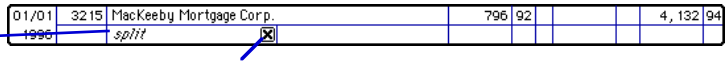
Reviewing and changing split transactions

Edit split transactions much as you edit other transactions.

1 Double-click the word "split" in an existing split transaction (Command-E).

Or select the transaction and click the right side of the Splits button.

Double-click "split" to open the splits in an existing split transaction.



Click the ✖ (clear splits) button if you want to clear all the split information.

2 Make the changes you want in the split transaction.

These shortcuts work in a split transaction:

If you want to	Do this
Clear all lines of a split transaction	Click the ✖ (clear splits) button.
Delete an entire line in a split transaction	Move the insertion point to the line and choose Delete Split Line from the Edit menu (Command-D).
Enter a new split line in a split transaction	Move the insertion point to the line below where you want to insert a new line and choose New Split Line from the Edit menu (Command-N).

3 Click the left side of the Splits button to close the split (Command-E).

4 Click Record to record the transaction.

Restoring an edited transaction

To restore an entire transaction to the way it was before you started to change it, click the Restore button at the bottom of the Register window.

Voiding a transaction

From time to time you may need to void a transaction. By marking a printed or handwritten check as void instead of just deleting it, you'll have an accurate record of each numbered check.

When Quicken voids a transaction, it:

- Inserts the word VOID before the payee name
- Marks the transaction as reconciled with a ✓ (bold checkmark), so it doesn't interfere with reconciling
- Removes the dollar amounts from the transaction and splits
- Removes information from the Category field

If you void a transfer transaction, Quicken changes the transaction in the source account and deletes the amount in the corresponding transaction in the destination account.

---

1 Select the check or other transaction you want to void.

If the check was one you wrote by hand and have not yet entered in the register, enter the date and check number in a new transaction in the register now.

2 Choose Void Transaction from the Edit menu.

3 Click Record to record the transaction as void.

If you are using Quicken to balance your checkbook, it's easy to use the Void command to adjust for a check drawn on insufficient funds:

1 Void the original transaction.

2 Enter a new transaction for the bank's NSF (non-sufficient funds) charge.

3 Enter a new transaction for the payee's returned check charge.

4 Write and record a new check.

Deleting a transaction

Once you delete a transaction and confirm the deletion, Quicken can't recover it. Be sure you really want to delete a transaction before you delete it.

1 Select the transaction you want to delete.

2 Choose Delete Transaction from the Edit menu (Command-D).

Quicken asks "Are you sure you want to delete?" Be especially careful when deleting a reconciled transaction, since changing or deleting a reconciled transaction can affect future reconciliations.

3 Click Delete to delete the transaction.

Quicken removes the transaction from the register and recalculates all subsequent balances.

If you've deleted a transfer transaction, Quicken removes the transaction from the register of both the source account and the destination account and recalculates the balances in both accounts.

Tip: To protect transactions from accidental change or deletion, you can assign a transaction password to them. See "Setting up a transaction password" on page 449.

Printing the register

You can print all or some of the transactions in a register. You can specify a time period of a day, a week, a month, a year, or longer, and then print a record of your transactions for that period of time.

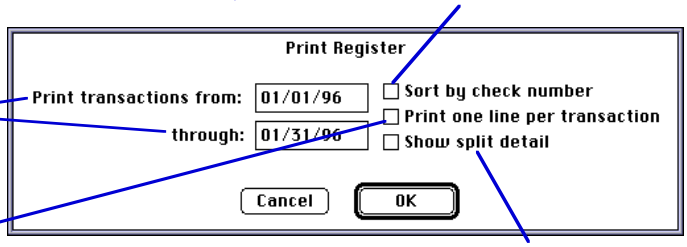
1 Open the register you want to print.

2 Choose Print Register from the File menu.

3 (Optional) Change the range of dates to print and select any printing options you want to use.

Quicken sorts registers first by date and then by check number. If you select Sort By Check Number, your printout will be sorted by check number instead, and the Balance column will be blank.

Set the beginning and ending dates for the period you want to see. You can use all the date keyboard shortcuts to change the date quickly (see page 91).



Select the Print One Line Per Transaction checkbox to abbreviate each transaction to fit on one line.

Select the Show Split Detail checkbox to print all the lines in a split transaction. To make room for the extra detail, Quicken widens the printout to two pages.

4 Click OK.

5 Click Print in the printer dialog box to print the register.

Changing register settings

You can change settings that affect Quicken's registers in the Preferences window. Any changes you make are stored in your Quicken preferences file and are in effect for all of your registers, as well as in other data-entry areas in Quicken.

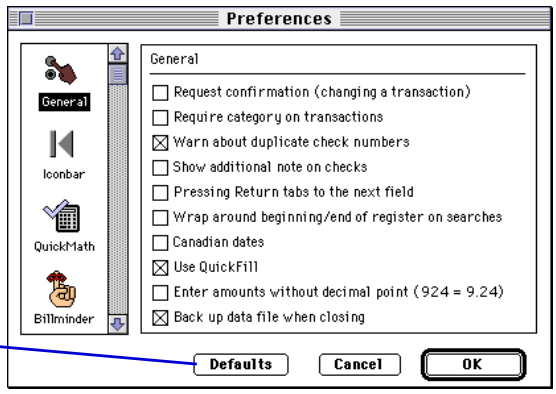
1 Choose Preferences from the Edit menu and then click the General icon in the scrolling panel on the left.

This illustration shows the items that are selected when Quicken is installed.

If a checkbox is selected, the setting is turned on; if it' s cleared, the setting is turned off.

Just click a checkbox to select it or clear it.

Click Defaults at any time to return the settings to the way they were when Quicken was installed.



Canadian users

Click the Canadian dates checkbox to show dates in the format DD/MM/YY.

2 Select or clear the settings you want to change, and then click OK.

General settings	Quicken does this when the setting is selected
Request confirmation (changing a transaction)	Requires you to confirm any changes made to a transaction before going to a new transaction or closing the window.
Require category on transactions	Prompts you to include a category in a transaction you are recording if you have not already entered one. This helps you remember to categorize all your transactions for accurate reports, graphs, and budgets.
Warn about duplicate check numbers	Displays a warning message if you enter a check number that is already entered in the register.
Show additional note on checks	Adds an extra Note field to the checks you print with Quicken. See “Adding a note to checks” on page 131.
Pressing Return tabs to the next field	Lets you use the Return key as well as the Tab key to move between fields in any account register and in the Write Checks window. You’ll probably want to turn this option on if you are accustomed to using Quicken for DOS or other DOS applications.
Wrap around beginning/end of register on searches	When you are using the Find command, Quicken stops searching when it reaches the last transaction in the register (or the first transaction for backward searches). Select this setting if you want Quicken to continue searching.
Canadian dates	Displays dates in the format DD/MM/YY instead of MM/DD/YY. Note: If you are using System 7.1 or higher and have specified Canadian dates in the Date & Time Control Panel, you don’t need to select the Canadian Dates checkbox. If, however, you are using System 7.0x or have specified U.S. dates in the Date & Time Control Panel, you must select this checkbox to use the Canadian date format in your registers and on your printed checks.
Use QuickFill	Fills in names in transaction fields automatically when you type the first few characters of the name. QuickFill “guesses” the rest of the name you’ve begun typing from an appropriate list based on previous transactions you’ve entered. See “Using QuickFill to speed data entry” on page 92.
Enter amounts without decimal point	Lets you enter dollar amounts without typing the decimal point (typing 924 puts 9.24 in an amount field). You’ll probably want to turn this option on if you are accustomed to entering numbers this way.
Back up data file when closing	Prompts you to save a backup copy of your data file whenever you close it (for example, when you Quit or open a different data file).

What's next?

Now that you've read about using Quicken registers for entering your financial data, what would you like to do next?

- **Would you like to start entering data in a Quicken register?**

  Open the account register where you want to enter your data and use this chapter as a reference.

- **Would you like to find out how to write and print checks with Quicken?**

  See Chapter 5, *Writing and printing checks,* beginning on page 127.

- **Would you like to learn another way to enter your data in Quicken—using the Quicken Financial Calendar?**

  See Chapter 6, *Using the Quicken Financial Calendar,* beginning on page 157.

- **Would you like to set up additional accounts for things like your credit cards, your cash, other bank accounts, and so on?**

  See Chapter 2, *Quicken accounts organize what you own and what you owe,* beginning on page 68.

5 Writing and printing checks

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About writing and printing checks with Quicken

Having Quicken print your checks is a great convenience, because you avoid the duplicate work of writing checks and then recording them in Quicken. You also save hours of valuable time, avoid clerical errors, and prevent unnecessary financial hassle every month.

When you print checks with Quicken, you use special personalized checks from Intuit. For information about ordering Intuit checks, refer to the check catalog in your Quicken package, or see Appendix A, *Ordering Intuit supplies and software,* beginning on page 452.

Filling out a check

Use the Write Checks window to enter checks that you plan to print with Quicken. Enter other transactions, such as checks that you've written by hand, deposits, or bank fees in the Register window. When you record a check in the Write Checks window, Quicken automatically adds it to the register.

You can write checks from any Quicken bank account: checking, money market, or savings. You can write checks when your bills arrive or at regular intervals: weekly, biweekly, or monthly.

1 Open the bank account from which you want to write checks.

2 Choose Write Checks from the Activities menu (Command-J).

"Enter" means type the information in a field and then press Tab to move the insertion point forward to the next field.

3 Enter the check information in the appropriate fields on the check.

Fill out the check just as you would a paper check (with a date, a payee name, an amount, and perhaps a memo or note), and add the payee name and mailing address in the Address field if you plan to mail the check in an Intuit window envelope.

If you plan to mail the check in an Intuit window envelope, enter the payee name and full mailing address. You can use up to five lines; press Return to start a new line. Press the quote key (') to copy the payee name to the first line.

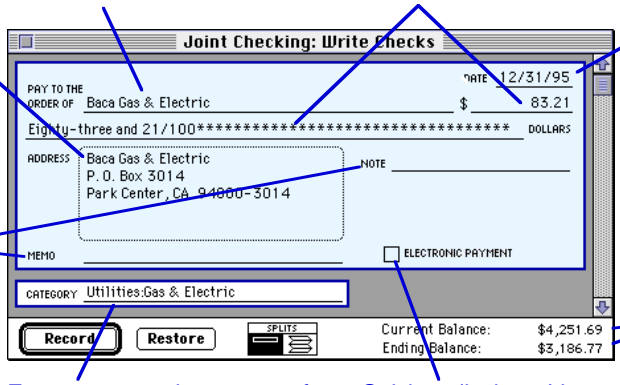
If you want to add a message that prints on the check and also appears in the Memo field in the register, enter it in the Memo field; it can be up to 31 characters long.

The contents of the Memo field may be visible when you mail the check in an Intuit window envelope. If you want to make sure this information isn't visible through the window, you can display a Note field and enter the information (up to 19 characters) there instead. See "Adding a note to checks" on page 131.

Enter the payee name (the person or organization to whom you are writing the check). When you view this check in the register, this payee information appears in the Description field.

When you enter the dollar amount in the $ (amount) field, Quicken automatically spells out the amount on the next line.

The date appears on the check when you print it. To change it, just type a new one (or use any of the date shortcuts on page 91).



Enter category, class, or transfer information in the Category field. Click Splits to split a check just as you split a transaction in the register (see page 106).

Quicken displays this option only if you have set up this account for sending electronic payments (see page 396).

Current Balance is the balance of the transactions in the account through today; Ending Balance is the balance for all transactions, including postdated transactions.

4 Enter a category in the Category field.

Enter categories, splits, or transfers just as you would in a register. If you use Intuit voucher checks, Quicken can print up to nine lines of split information on the perforated voucher attachment.

5 (Optional) If you plan to pay this check electronically with CheckFree, select the Electronic Payment checkbox.

See "Entering electronic payments" on page 398. (If the checkbox is not displayed, this account is not set up to use CheckFree.)

6 When you have finished writing the check, click Record to save it as a permanent part of your records.

Quicken records the information on the check in both the Write Checks window and the register.

The Write Checks window does not display any check numbers. Intuit checks are prenumbered because most banks require prenumbered checks for stop payment purposes. Quicken inserts the correct check number in the register when it prints the check. Until the checks print, Quicken displays PRINT in the Number field of each printable transaction in the register.

Reviewing checks you've written

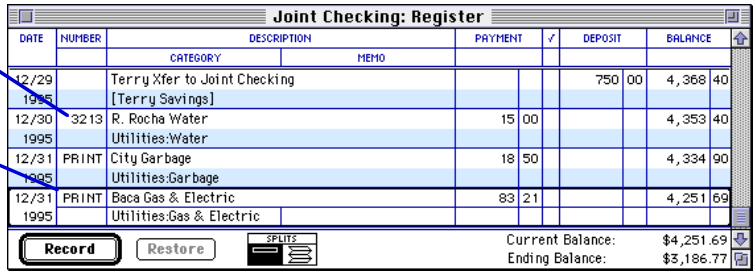
Once you've written and recorded your checks, you can review them before printing by scrolling through the Write Checks window or by reviewing them in the register. After you've printed a check, you cannot review it in the Write Checks window; you can review printed checks only in the register.

You can change or delete any check in the Write Checks window just as you would edit or delete the same transaction in the register (see "Revising transactions" on page 120). When you finish changing a transaction, Quicken recalculates all subsequent balances if necessary.

1 Choose Register from the View menu (Command-R).

After you print a check, Quicken puts the check number in the Number field.

Unprinted checks have PRINT in the Number field.



The Register window displays checks and other transactions by date, and shows all the information written on the checks except the contents of the Address and Note fields. Unprinted checks appear in the register with PRINT in the Number field. After you print the check, Quicken replaces PRINT with the actual check number.

2 Scroll through the register.

You can drag the scroll box to search by date, or use the Find command to locate the transaction you want (see "Finding a specific transaction" on page 118).

3 As you review checks in the register, you can delete or change them any way you like.

Changes you make to an unprinted check will appear on the printed check. For more information about changing transactions in the register, see "Revising transactions" on page 120.

4 Click in the Write Checks window to return to it (Command-J).

Writing postdated checks

By postdating, you can schedule checks for future payment to help you forecast how much money you will need in the coming weeks. (You can also schedule checks for future payment by entering them in the Calendar as scheduled transactions. See Chapter 6, *Using the Quicken Financial Calendar,* beginning on page 157, for information about using the Calendar as a scheduling tool.) Then when you print checks, you can tell Quicken to print checks dated through a specific date and include the dates of any postdated checks you want to print. Except for the date, writing postdated checks is the same as writing regular checks with Quicken.

Caution! This postdating technique serves scheduling and forecasting purposes in Quicken. We are not suggesting that you mail postdated checks.

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1 In the Write Checks window, change the current date to the date in the future when you want to print the check.

2 Complete the check as described in "Filling out a check" on page 127.

3 Click Record to record the check.

If you have entered any postdated checks in an account, Quicken calculates a Current Balance (the balance of all transactions in the account through today) and an Ending Balance (the balance of all transactions in the account, including any postdated transactions) and displays them both at the bottom of the Write Checks window (see the check illustration in step 3 on page 128).

Quicken's Billminder can remind you to print postdated checks up to 30 days before their scheduled dates. Billminder helps you pay bills on time even when you don't use Quicken every day. See "Using Billminder" on page 178.

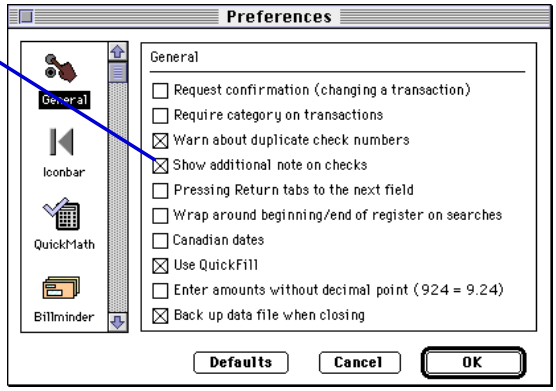
Adding a note to checks

When you mail a printed check in an Intuit window envelope, the contents of the Memo field may be visible through the address window. If you need to ensure that confidential information (such as an account number you want printed on the check) is not visible, you can display a Note field in the Write Checks window and enter information there instead of in the Memo field.

1 Choose Preferences from the Edit menu and then click the General icon in the scrolling panel on the left.

2 Click the Show Additional Note On Checks checkbox to select it.

Select this checkbox to display the Note field in the Write Checks window.



3 Click OK.

Quicken displays a Note field in the Write Checks window to the right of the Address field (see the illustration in step 3 on page 128). You can enter up to 19 characters in the Note field.

To turn off display of the Note field, clear the Show Additional Note On Checks checkbox. When you turn off the display of the Note field, Quicken saves any information you have already entered in any Note field in the Write Checks window. If you turn the display of the Note field back on again, Quicken displays the note information again.

About printing checks

You can print your checks as soon as you've written them, or you can wait and print them at another time. For example, you can enter checks in the Write Checks window at various times throughout the month, but wait and print them only once or twice each month.

When you are ready to begin printing checks, make sure that you have a supply of Intuit checks on hand (see "About Intuit checks" on this page) and that your printer is using the correct printer driver (see "About Macintosh printer drivers" on page 132).

Then, if you plan to print checks using a laser, inkjet, postscript, or other sheet-fed, page-oriented printer (including a dot-matrix printer that has a paper tray), see "Printing checks on page-oriented printers" on page 134. Or, if you plan to print checks using a continuous-feed (also known as tractor-feed, pin-feed, or dot-matrix) printer, see "Printing checks on continuous-feed printers" on page 145.

If you need to reprint checks that you have already printed, see "Reprinting checks" on page 153.

About Intuit checks

Intuit checks are economical and come in a variety of styles for Macintosh-compatible printers. All Intuit checks fit one of the two sizes of Intuit double-window envelopes. Both your address and the payee address appear in the windows, eliminating the need to address envelopes. See Appendix A, *Ordering Intuit supplies and software,* beginning on page 452.

When you order personalized Intuit checks, Intuit prints your name, address, account number, bank name, check numbers, and all the information required by financial institutions on your checks. Intuit guarantees acceptance everywhere your checks are accepted now.

About Macintosh printer drivers

You need a Macintosh-compatible printer and the correct printer driver version for the printer you will use to print Quicken checks. Use the table below to make sure your printer driver is compatible with Quicken. If you don't have a recent version of the printer driver, contact your Apple dealer.

Installing a printer driver

To install the required version of an Apple printer driver, or to reinstall the existing printer driver, see the user's guide that came with your computer.

If your printer is not an Apple printer, review the instructions that came with the printer for information about installing or reinstalling its printer driver.

After installing a new printer driver or reinstalling an existing printer driver:

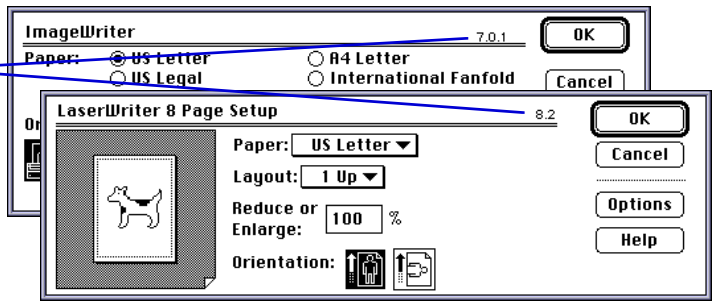
- Restart your Macintosh.
- Open Quicken.
- Choose Chooser from the Apple menu.
- In the left box, click the icon that represents the printer you want to use.
- In the right box, if your printer is not on a network, click the icon for the modem port or the icon for the printer port that represents the port you used to connect the printer. If your printer is on a network, click the name of the printer.
- Close the Chooser.

Now you're ready to print checks.

Printer	Printer driver version
Apple Color LaserWriter 12/600	LaserWriter 8
Apple Color StyleWriter 2400	Color SW 2400
Apple ImageWriter or ImageWriter II	ImageWriter 2.6 or later
Apple ImageWriter LQ	ImageWriter LQ 2.0 or later
Apple LaserWriter (including Plus, II, II NT, or II NTX)	LaserWriter 5.0 or later
Apple LaserWriter 16/600	LaserWriter 8
Apple LaserWriter Select 360	LaserWriter 8
Apple Personal LaserWriter (including LS, NT, or SC)	Personal LaserWriter 1.0 or later
Apple Personal LaserWriter 320 or 4/600	LaserWriter 8
Apple StyleWriter or StyleWriter II	StyleWriter 1.0 or later
GCC Personal Laser Printer or Personal Laser Printer II	4.1 or later
HP DeskWriter or Desk Writer C	2.0 or later
HP DeskWriter series 5 (540, 550c, 560c, and so on)	DW Series 6
HP LaserJet series 4 (4, 4M, 4M Plus, and so on)	LaserWriter 8 or LaserJet 8.1.1
HP LaserJet series 5	LaserWriter 8 or LaserJet 8.1.1

If you don't know the version of the printer driver your Macintosh is using, open any application and choose Page Setup from the File menu. The version number is shown in the Page Setup dialog box, just to the left of the OK button. Click Cancel to close the dialog box.

The version of your printer driver is displayed to the left of the OK button.



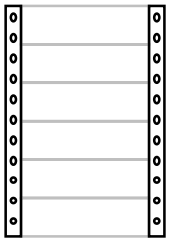
Printing checks on page-oriented printers

This section explains how to print checks on a laser, inkjet, postscript, or other page-oriented printer (including a dot-matrix printer that has a paper tray). If you have an ImageWriter or other continuous-feed printer, turn to page 145.

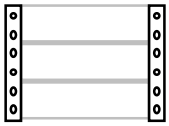
Quick overview

- **Set up your printer.**
  See "Setting up page-oriented printers" on this page.
- **Load the checks in your printer.**
  See "Positioning checks in page-oriented printers" on page 136.
- **Print your checks.**
  See "Printing checks from your account" on page 140.
- **Make sure the checks all printed correctly.**
  See "Examining printed checks" on page 141.

Using continuous checks in page-oriented printers



Continuous checks are joined by tractor-feed strips and divided by perforated lines.



Tear checks into groups of three checks per page.

Tear off the tractor-feed strips from each side of the page of checks.

If you used to print your checks on a continuous-feed printer, but now want to print checks in a page-oriented printer, you may still have some continuous checks left over. You can keep using your old checks, but you need to turn them into single-sheet checks first, and then change one of the Check Printing settings in the Preferences window before you print the checks.

1 **Get the continuous checks that you want to print in a page-oriented printer and tear them into groups of three.**

  Don't tear apart checks at each perforated line to create individual checks.

2 **Tear off the tractor-feed strips along the sides of the checks.**

  Each page you create should have three checks on it.

3 **Change the Use Trailer Strip option in the Check Printing settings in the Preferences window.**

  See "Using trailer strip options" on page 144 for more information.

Setting up page-oriented printers

Before you print any checks from a Quicken bank account, you need to select the page-oriented printer you're going to use and confirm the check printing settings. Once you set up your printer, you won't need to change the settings again unless you change Intuit check styles, change printers, or decide to put a custom logo on your checks.

1 In the Chooser, select the printer you plan to use.

- Choose Chooser from the Apple menu.
- In the left box, click the icon that represents the type of printer you want to use.
- In the right box, if your printer is not on a network, click the icon for either the modem port or the printer port to indicate which port you used to connect the printer. If your printer is on a network, click the name of the printer.
- Close the Chooser.

2 Choose Preferences from the Edit menu and then click the Print Checks icon in the scrolling panel on the left.

3 Make any changes you want to make to the Print Checks settings in the Preferences window.

Choose your check style from the Check Style pop-up menu.

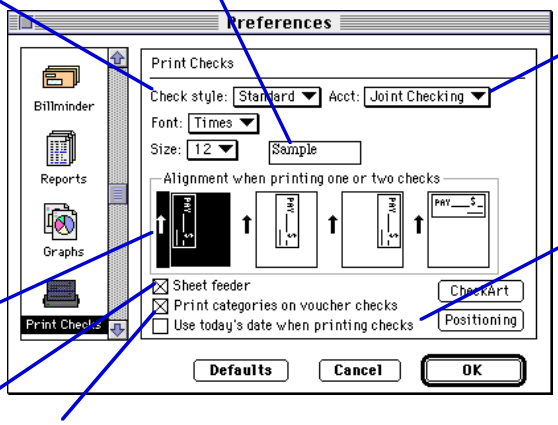
There are three types of Intuit checks:

- Standard checks are 3.5" high.
- Voucher checks are 3.5" high, with two 3.5" tear-off voucher attachments below each check. Quicken prints the check date, payee, and amount on the perforated voucher attachment.
- Wallet checks are about 2.8" high, with a removable stub on the left.

Choose one of these icons if you want to print a partial page of checks.

Make sure the Sheet Feeder checkbox is selected as illustrated.

You can choose a different font name and size from the Font and Size pop-up menus for the text that prints on your checks. The Sample box shows the currently selected font and size.



Print Checks settings are specific to one Quicken bank account. Choose the account you want to set up from this pop-up menu.

Select this checkbox if you want Quicken to change the dates on the checks to the current date when you print the checks.

Select this checkbox if you want to print category information from split transactions on the perforated attachment to voucher checks.

4 **Click OK to save these settings for the selected bank account.**

Positioning checks in page-oriented printers

When you order Intuit checks for your page-oriented printer, order the laser/inkjet checks. These checks work for all single-sheet-fed, page-oriented printers—not just for laser or inkjet printers. The standard or wallet laser/inkjet checks come grouped three to a page, ready to be inserted in your page-oriented printer paper tray. Voucher checks come one to a page.

If you are planning to start printing with less than a full page of three standard or wallet checks, see “Printing a partial first page of checks” on page 142.

Position your checks in your printer’s paper tray or envelope feeder according to your printer type. The following table describes how to position a full page of checks in your printer. For all listed printers, full pages of checks should be inserted with the top of the page of checks pointing toward the printer.

If your printer isn’t listed here, you can assume that you should insert checks in the paper tray or envelope feeder the same way you would insert standard letterhead paper.

Printer type	Paper tray or envelope feeder?	Checks face up or face down?
Apple Color LaserWriter	Paper tray	Load checks face up
Apple LaserWriter or LaserWriter Plus	Paper tray Envelope feeder	Load checks face down* Load checks face up
Apple LaserWriter II, II NT, or II NTX	Paper tray or envelope feeder	Load checks face up
Apple LaserWriter 16/600 or LaserWriter Select 360	Paper tray	Load checks face down*
Apple Personal LaserWriter (including LS, NT, or SC)	Paper tray	Load checks face down*
Apple Personal LaserWriter 320 or 4/600	Paper tray	Load checks face up
Apple StyleWriter or StyleWriter II	Paper tray	Load checks face up
GCC Personal Laser Printer or Personal Laser Printer II	Paper tray	Load checks face up

Printer type	Paper tray or envelope feeder?	Checks face up or face down?
HP DeskWriter or DeskWriter C	Paper tray	Load checks face down*
HP DeskWriter series 5	Paper tray	Load checks face down*
HP LaserJet	Paper tray	Load checks face down*
HP LaserJet II or III	Paper tray	Load checks face up
HP LaserJet IV or V	Paper tray	Load checks face down*

* When you load checks face down, you must reverse the order of the sheets so that the first sheet of checks is on top when the stack of checks is turned face down. This ensures that printed check numbers match the numbers in the Quicken register.

You don't need to print a sample check to test alignment, but you may want to test one check before you print a large batch. If you find that the alignment is not quite correct, see "Adjusting single-sheet check alignment" next. If the alignment is correct, go on to "Printing checks from your account" on page 140.

Adjusting single-sheet check alignment

In most cases, you won't need to do anything special to print checks with the text aligned correctly. If you have a non-Apple, page-oriented printer, however, you may need to use the information in this section to adjust the alignment of text on your checks—but only if you have followed the instructions for printing checks in this chapter and the text is still not aligned correctly on the printed checks.

Saving sample check stock
If you have trouble aligning your checks at first, print test checks on blank paper, and then place the paper on top of a check page and hold them both up to the light to see if the text printed correctly.

You can make fine-tuning adjustments to the location of text on your check if certain fields don't print in quite the right place. Once you get your checks to print correctly, Quicken saves your alignment settings, so you won't have to change them again to print checks with the same alignment in the future.

You can adjust the positioning of text in individual fields on Intuit checks, but you cannot rearrange the order of the fields to match those on non-Intuit checks.

1 **Review your printed checks to decide which field and line positions need adjusting.**

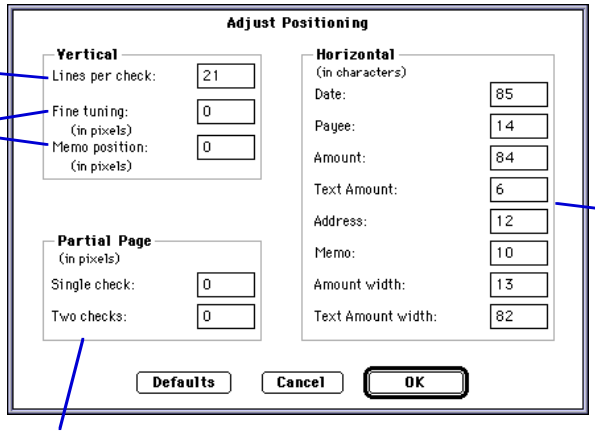
2 **Choose Preferences from the Edit menu and then click the Print Checks icon in the scrolling panel on the left.**

3 **Make sure the account from which you are printing checks is selected in the Acct pop-up menu, and then click Positioning.**

Quicken determines the number of Lines Per Check based on the type of Intuit check you've selected.

Change the Fine Tuning setting to adjust the top-to-bottom position of all the text on a check, or change the Memo Position setting to adjust the top-to-bottom position of the text in the Memo field only. Entering a lower number moves the text up and a higher number moves it down.

Vertical settings are in pixels; 72 pixels equal approximately one inch and 12 pixels equal approximately one line.



Change the Partial Page settings to adjust the top-to-bottom position of text on a check printed as a partial page.

Change the Horizontal settings to adjust the side-to-side position of text in individual fields and text that seems too short or too long for a particular field. Horizontal settings are shown as the number of characters per field.

4 **See the tables that follow step 5 for specific solutions to problems with the location of text on your check.**

5 **Enter new settings for the items you want to change and click OK.**

Vertical positioning problem	Solution
All the text on the first check prints in the right places, but the text on the next check "creeps up" and prints too high.	Increase the number of lines in the vertical Lines Per Check setting.
All the text on the first check prints in the right places, but the text on the next check "creeps down" and prints too low.	Decrease the number of lines in the vertical Lines Per Check setting.
The text on the first check starts printing too high.	Adjust the setting that Quicken assumes as the top of the check. Increase the number of pixels in the Fine Tuning setting to move all the text on the check down. **Entering a higher number moves the text down.**

Vertical positioning problem	Solution
The text on the first check starts printing too low.	Adjust the setting that Quicken assumes as the top of the check. Decrease the number of pixels in the Fine Tuning setting to move all the text on the check up. **Entering a lower number moves the text up.**
The memo text on a check prints too high.	Increase the number of pixels in the Memo Position setting to increase the distance between the Memo field and the top of the check. **Entering a higher number increases the distance.**
The memo text on a check prints too low.	Decrease the number of pixels in the Memo Position setting to decrease the distance between the Memo field and the top of the check. **Entering a lower number decreases the distance.**

Horizontal positioning problem	Solution
One or more individual check fields start printing too far to the left.	Increase the number of characters in the horizontal Date, Payee, Amount, Text Amount, Address, or Memo setting to increase the distance between the text in that field and the left edge of the check.
One or more individual check fields start printing too far to the right.	Decrease the number of characters in the horizontal Date, Payee, Amount, Text Amount, Address, or Memo setting to decrease the distance between the text in that field and the left edge of the check.
Check amount starts printing in the right place, but is cut off on the right.	Decrease the number of characters in the Amount Width setting to force Quicken to fit the amount into a shorter space. Ten characters is the minimum.
Spelled-out check amount starts printing in the right place, but doesn't fill the line.	Increase the number of characters in the Text Amount Width setting to make the spelled-out amount longer.

Partial-page positioning problem	Solution
The text on a check from a partial page of checks starts printing too high.	Adjust the setting that Quicken assumes as the top of the check. Increase the number of pixels in the Single Check or Two Checks setting, depending on whether you're trying to print one check or two checks. **Entering a higher number moves the text down.**
The text on a check from a partial page of checks starts printing too low.	Adjust the setting that Quicken assumes as the top of the check. Decrease the number of pixels in the Single Check or Two Checks setting, depending on whether you're trying to print one check or two checks. **Entering a lower number moves the text up.**

Printing checks from your account

1 If you haven't already put the checks in your printer, do it now.

See "Positioning checks in page-oriented printers" on page 136.

2 Make sure your printer is turned on and online.

3 Open the account from which you want to print checks.

4 Choose Print Checks from the File menu (Command-P).

If you see a message that you don't have any checks to print, you need to enter your checks in the Write Checks window (see "Filling out a check" on page 127). If you have already entered the checks in the register instead of the Write Checks window, you'll need to show Quicken which checks in the register you want to print by entering PRINT in the Number field (see "Reprinting checks" on page 153).

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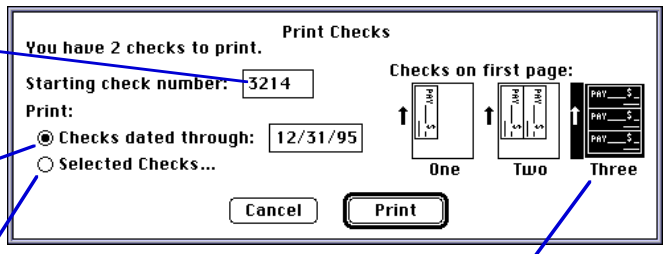
5 Make any changes you want to the settings in the Print Checks dialog box.

This number should be the same as the number on the first check in the printer. If it is not, change it to the correct check number.

Choose an option for printing:

- Click Checks Dated Through to print all checks dated on or before the date shown. You can change the date to print checks in a different date range.
- Click Selected Checks to print only selected checks.

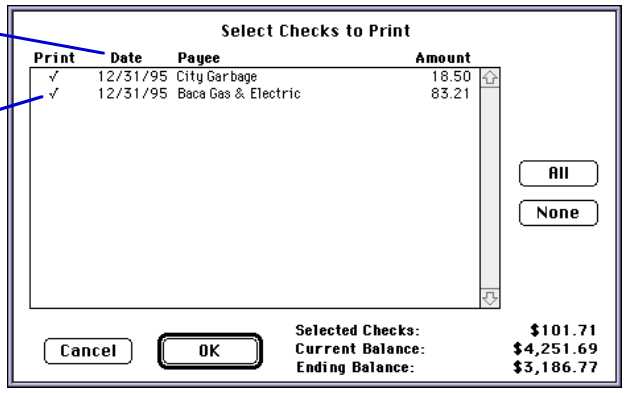


Select the icon for three checks if you put a full page of checks in the printer (these options do not appear for voucher checks). If you're starting with less than a full page of checks, see "Printing a partial first page of checks" on page 142.

6 If you chose Selected Checks, mark each check you want to print and then click OK.

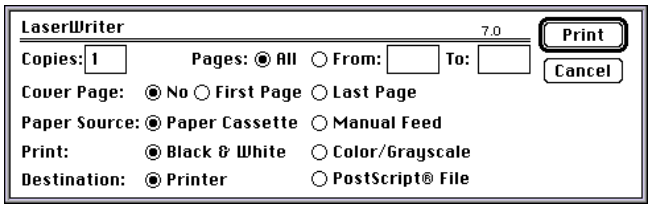
Quicken lists in chronological order all the checks you've written and not yet printed.

Click a transaction in the list to mark it as a check you want to print. Quicken displays a check-mark in the Print column for each check you've selected. If you accidentally mark a check you don't want to print, click the transaction again to deselect it.



7 Click Print in the Print Checks dialog box to open the printer dialog box for your printer.

The settings in the printer dialog box vary depending on the type of printer you are using.



8 Click Print in the printer dialog box to start printing your checks.

Stopping a print job

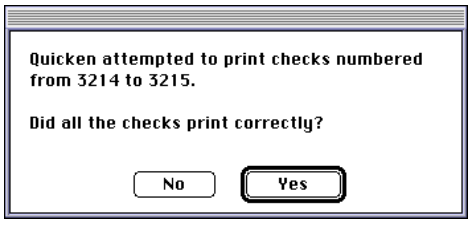
If you notice a problem while your checks are being printed, stop the printing process by pressing the Command key and period key together. If your printer continues to print, turn its power switch off.

Examining printed checks

After the checks have finished printing, Quicken needs to know if they all printed correctly.

If all the checks printed correctly, click Yes.

Until you click Yes, unprinted checks in the register still have PRINT in the Number field. After you click Yes, Quicken enters the check numbers.



If any of the checks did not print correctly, click No.

Note: Sometimes Quicken displays this message before the printer is finished printing your checks.

Wait a few moments so you can examine the checks before you click Yes or No.

1 Examine the printed checks.

2 If the checks printed correctly, click Yes.

Quicken puts check numbers in the Number field of the printed checks in the register. You are finished printing.

3 If any of the checks did not print correctly:

- Quicken asks you to type the number of the first unprinted or incorrectly printed check. Type the number of the first check that printed incorrectly (or did not print) and click OK.
- Examine your printer to see if the checks jammed or the printer ran out of checks.
- If the text on the checks is not aligned correctly, try adjusting the check printing settings. See "Adjusting single-sheet check alignment" on page 137.

4 Start printing again after you've fixed the problem.

Go back and follow steps 4 through 8 in "Printing checks from your account" on page 140 to print the remaining checks.

Saving sample check stock

If you have trouble getting your checks to print correctly at first, don't continue to use the sample checks that came with Quicken when adjusting and testing check alignment (see "Adjusting single-sheet check alignment" on page 137). Instead, print on blank paper. After printing a sample check, place the paper on top of a sample check page and hold them both up to the light to see if the text printed correctly.

Printing a partial first page of checks

You can print partial pages of standard or wallet checks, but not voucher checks, since they come one per page only.

If you use standard or wallet checks in your page-oriented printer, you'll sometimes find that a partial page of one or two blank checks remains after you've finished printing. You can start printing on that partial page the next time you begin to print checks.

Before you start printing, turn on your printer, but don't load your checks yet.

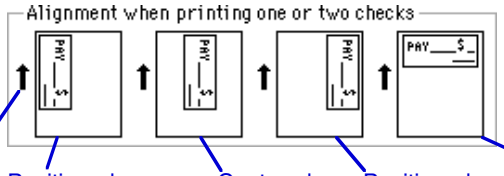
1 Choose Preferences from the Edit menu and click the Print Checks icon in the scrolling panel on the left.

2 Make sure the account from which you are printing checks is selected in the Acct pop-up menu; then select one of the

alignment icons to show Quicken how you insert envelopes into your printer.

You feed partial pages of checks into your printer the same way you feed envelopes. See your printer manual to find out which of these positions the manufacturer recommends for loading envelopes in the envelope feeder or cassette.

The direction of the arrows is toward the printer.



Positioned against the left side of the envelope feeder.

Centered in the envelope feeder.

Positioned against the right side of the envelope feeder.

Centered in the envelope feeder or paper tray, with the top edge of the check feeding into the printer.

Note: If your checks print upside down or on the wrong side, reverse the way you load the checks into the envelope feeder.

Note: Some printers (such as the HP DeskWriter 560C) do not print checks if they are loaded in the envelope feeder. If your printer won't print checks properly from the envelope feeder (or doesn't have an envelope feeder), try positioning the checks in the paper tray with the top of the check touching the rollers.

Before you choose your page orientation and insert your partial page of checks in the printer you need to know:

- the type of envelope feeder your printer has
- if you should insert the check face up or face down
- if you should insert the left edge or the top of the check into the printer first

3 Click OK to close the Preferences window.

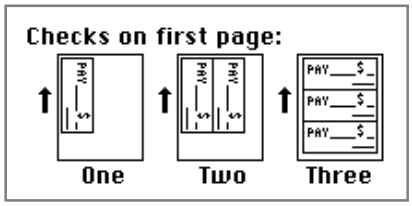
4 Choose Print Checks from the File menu (Command-P).

5 Be sure the number in the Starting Check Number field is the same as the number of the first check on your partial page of checks.

6 Select the one or two checks you want to print on this partial page.

7 Select a Checks on First Page icon:

Choose the icon that represents the number of checks you're printing. Note: Depending on the printer you use to print checks, the orientation of the check icons on the buttons may be horizontal instead of vertical.



Click One if your first page has one check on it.

Click Two if your first page has two checks on it.

Three represents a complete page of three checks.

8 Load the one or two checks into your envelope feeder or cassette as pictured in the partial-sheet icon you selected.

If your printer requires that you load letterhead face down (as the Apple Personal LaserWriter does), load your checks that way. Look in your printer manual if you aren't sure.

9 Click Print to start printing the checks.

After the partial page of checks is printed, continue printing on a full page of checks by following steps 4 through 8 in "Printing checks from your account" on page 140.

Preventing wasted checks with Forms Leaders
You may need to use Intuit Forms Leaders to prevent wasted checks if your page-oriented printer does not have an envelope feeder, **and** you are using three-to-a-page checks, **and** you want to print checks on partial pages. See "Forms Leaders" on page 454.

Using trailer strip options

In some situations (see the table that follows step 3) you may need to use a special option for handling existing or missing trailer strips on your checks. To clear or select the Use Trailer Strip checkbox:

1 **Choose Preferences from the Edit menu and click the Print Checks icon in the scrolling panel on the left.**

2 **Make sure the account from which you are printing checks is selected in the Acct pop-up menu, and then press Option-T.**

Quicken displays a Use Trailer Strip checkbox just to the right of the Sheet Feeder checkbox.

3 **Select or clear the Use Trailer Strip checkbox as described in the following table.**

Use this trailer strip option	In this check printing situation
Clear the checkbox	Intuit standard laser/inkjet checks have an extra 1/2" trailer strip at the bottom of each sheet, and wallet checks have a strip that's a little over 2" wide. (When you order checks for your page-oriented printer, you order laser/inkjet checks. These checks work for all single-sheet-fed, page-oriented printers.) If you are printing a partial page of single-sheet checks, Quicken may display a message telling you that the page is shorter than the size selected in the Page Setup dialog box. Check to see if the trailer strip is missing from the bottom of the page of checks.
Clear the checkbox	You have turned continuous checks into single pages with three checks per page so you can use them in a page-oriented printer. (See "Using continuous checks in page-oriented printers" on page 134.)
Select the checkbox	You are using a LaserWriter SC to print a partial page of checks with one check on it.
Clear the checkbox	You are using a LaserWriter SC to print a partial page of checks with two checks on it.

4 Click OK to save the check printing settings.

Although Quicken hides the Use Trailer Strip checkbox when you close the window, it saves the setting. You can display it again later by pressing Option-T.

Printing checks on continuous-feed printers

This section explains how to print checks on an ImageWriter or other continuous-feed (also known as tractor-feed, pin-feed, or dot-matrix) printer. If you have a laser, inkjet, postscript, or other sheet-fed, page-oriented printer (including a dot-matrix printer that has a paper tray), turn to page 134.

Quick overview

- **Set up your printer.**
  See "Setting up continuous-feed printers" on this page.
- **Load the checks in your printer.**
  See "Positioning checks in continuous-feed printers" on page 146.
- **If this is the first time you've printed an Intuit check, print a sample check to make sure the alignment is correct.**
  See "Printing a sample check on continuous-feed printers" on page 147.
- **Print your checks.**
  See "Printing checks from your account" on page 150.
- **Make sure the checks all printed correctly.**
  See "Examining printed checks" on page 152.

Setting up continuous-feed printers

Before you print any checks from a Quicken bank account, you need to select the continuous-feed printer you're going to use and confirm the check printing settings. Once you set up your printer, you won't need to change the settings again unless you change Intuit check styles, change printers, or decide to put a custom logo on your checks.

1 In the Chooser, select the printer you plan to use.

- Choose Chooser from the Apple menu.
- In the left box, click the icon that represents the type of printer you want to use.

- In the right box, if your printer is not on a network, click the icon for either the modem port or the printer port to indicate which port you used to connect the printer. If your printer is on a network, click the name of the printer.
- Close the Chooser.

2 Choose Preferences from the Edit menu and then click the Print Checks icon in the scrolling panel on the left.

3 Make any changes you want to make to the Print Checks settings in the Preferences window.

Choose your check style from the Check Style pop-up menu.

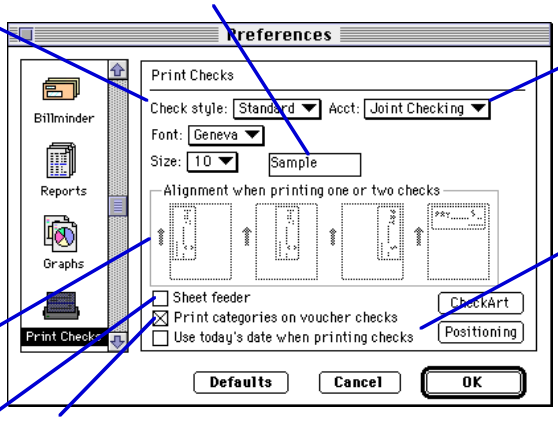
There are three types of Intuit checks:

- Standard checks are 3.5" high.
- Voucher checks are 3.5" high, with two 3.5" tear-off voucher attachments below each check. Quicken prints the check date, payee, and amount on the perforated voucher attachment.
- Wallet checks are about 2.8" high, with a removable stub on the left.

Since continuous checks are continuous, the partial-page orientation options are disabled.

If the Sheet Feeder checkbox is selected, clear it.

You can choose a different font name and size from the Font and Size pop-up menus for the text that prints on your checks. The Sample box shows the currently selected font and size.



Print Checks settings are specific to one Quicken bank account. Choose the account you want to set up from this pop-up menu.

Select this checkbox if you want Quicken to change the dates on the checks to the current date when you print the checks.

Select this checkbox if you want to print category information from split transactions on the perforated attachment to voucher checks.

4 Click OK to save these settings for the selected bank account.

Positioning checks in continuous-feed printers

When you order Intuit checks for your continuous-feed printer, order continuous checks. These checks come in continuous sheets with tractor-feed strips along the edges to work in any continuous-feed printer.

Intuit's patented automatic alignment helps you line up the checks correctly in your printer. Insert the checks in your printer as you would any continuous-feed printer paper. Position the checks horizontally in the same position you normally use for printing on 8.5-by-11-inch paper. You probably won't need to change the

position of the paper clamps. Position the checks vertically according to your printer type.

Printer type	How to position the checks
ImageWriter I	Align the line for position number five on the check with the top of the type head. Snap the roller into place against the checks to hold the checks firmly in place. Then, if the checks still print too high: • Choose Preferences from the Edit menu and then click the Print Checks icon in the scrolling panel on the left. • Click Positioning. • Enter –30 in the Fine Tuning field.
ImageWriter II	Align the top of the first check with the top of the plastic guard in front of the print head.
ImageWriter LQ	Align the top of the first check with the top of the print head.

Preventing wasted checks
You may need to use Intuit Forms Leaders to prevent wasted checks if your printer has a tractor head above the print head and you cannot print on the first check. See "Forms Leaders" on page 454.

Printing a sample check on continuous-feed printers

Quicken lets you print a sample check to make sure the checks are properly aligned in the printer before you print the rest of the checks. Your Quicken package includes sample checks for continuous-feed printers.

1 Insert a sample check or checks in your printer.

See "Positioning checks in continuous-feed printers" on page 146.

2 Make sure your printer is turned on and online.

3 Open the account from which you want to print checks.

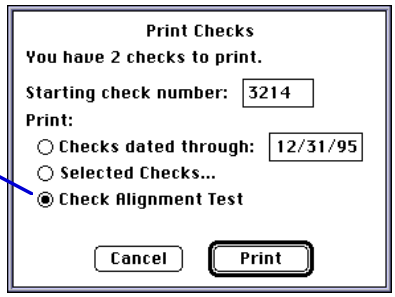
4 Choose Page Setup from the File menu and make sure that the Paper option selected is US Letter.

5 Choose Print Checks from the File menu (Command-P).

If you see a message that you don't have any checks to print, you need to enter a check—one that you can delete later if you

want—in the Write Checks window (see "Filling out a check" on page 127).

When you test the check alignment, Quicken prints a sample check with a special pointer line printed on it. You can use the pointer line on the sample check to find and note the physical spot on your printer that you will use to line up checks in the future.



6 Click Check Alignment Test and then click Print to open the printer dialog box for your printer.

7 Click Print.

Quicken prints a sample check.

8 Without moving the checks in the printer, look at the printed sample check.

Check the horizontal alignment. Does the text appear too far to the left or right? Check the vertical alignment. If the check is aligned correctly, the type rests just above the lines on the check.

9 If the sample check printed correctly, click Cancel in the Check Alignment window and continue to "Printing checks from your account" on page 150 to print your checks.

OR

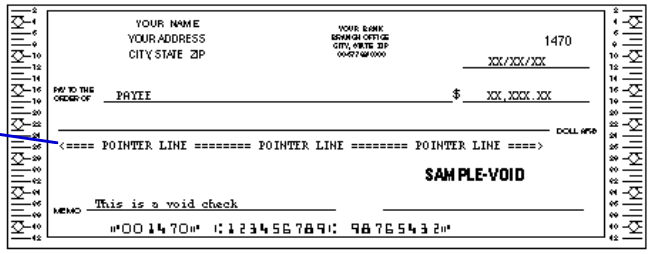
If the sample check did not print correctly, see "Correcting continuous check alignment" next.

Correcting continuous check alignment

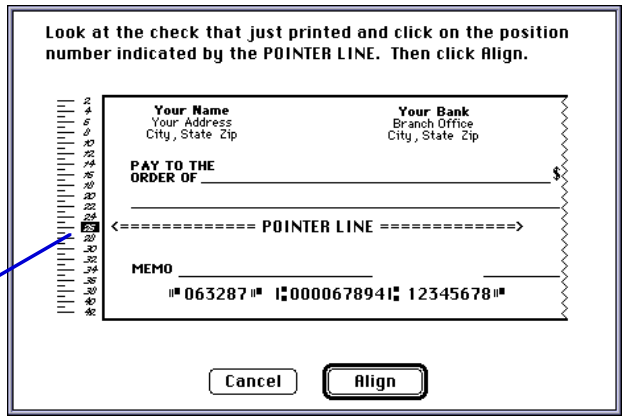
1 Look at the line labeled POINTER LINE that printed in the middle of the sample check.

Quicken prints a pointer line on the sample check. The arrow at each end of the pointer line points to a position number printed along the edge of the check.

In this example, the pointer line points to position number 26.



2 In the Check Alignment dialog box, click the position number that the pointer line arrows point to on the printed check.



Indicate the number the pointer line is pointing to on the check you just printed. The number 26 here is just an example.

3 Make any side-to-side positioning adjustments by hand, moving the paper clamps on the printer as necessary.

4 Click Align.

Quicken aligns the check vertically in the printer and advances the checks.

5 If you want to verify the alignment, print another sample check.

6 Without moving the checks in the printer, look at the second check.

The vertical positioning of the second check should be almost perfect. If it's off by a noticeable amount, repeat the steps above until a sample check prints correctly.

If a half-line adjustment is needed, you can use the line feed button on top of your printer or the knob on the side to move the check up or down half a line.

7 Note the correct position of the check for future positioning.

Visually line up part of your printer, such as the sprocket cover or print head, with one of the position numbers at the edge of the check. Make a note of this spot on the printer. From now on, use this spot as an alignment cue to position your checks visually each time you insert them in your printer—so you won't have to test your check alignment again by printing more sample checks.

Saving sample check stock
If you have trouble aligning your checks at first, don't keep using the sample checks that came with Quicken. Print test checks on blank paper instead; then place the paper on top of a check page and hold them both up to the light to see if the text printed correctly.

Printing checks from your account

1 If you haven't already put the checks in your printer, do it now.

See "Positioning checks in continuous-feed printers" on page 146.

2 Make sure your printer is turned on and online.

3 Open the account from which you want to print checks.

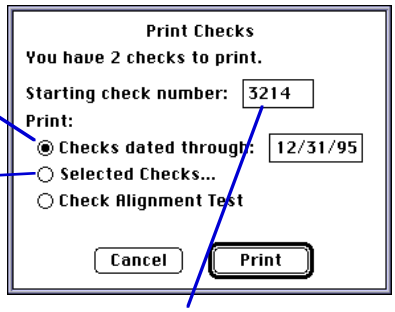
4 Choose Print Checks from the File menu (Command-P).

If you see a message that you don't have any checks to print, you need to enter your checks in the Write Checks window (see "Filling out a check" on page 127). If you have already entered the checks in the register instead of the Write Checks window, you'll need to show Quicken which checks in the register you want to print (see "Reprinting checks" on page 153).

5 Make any changes you want to the settings in the Print Checks dialog box.

Choose an option for printing:

- Click Checks Dated Through to print all checks dated on or before the date shown. You can change the date to print checks in a different range.
- Click Selected Checks to print only selected checks.



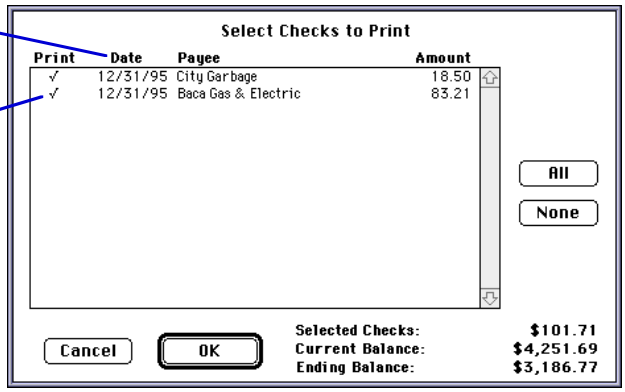
This number should be the same as the number on the first check in the printer. If it is not, change it to the correct number.

If you click Check Alignment Test, Quicken prints a sample check with a pointer line printed on it. You should print a sample check the first time you print checks with Quicken to find and note the physical spot on your printer you will use to line up checks in the future. See "Printing a sample check on continuous-feed printers" on page 147.

6 If you chose Selected Checks, mark each check you want to print and then click OK.

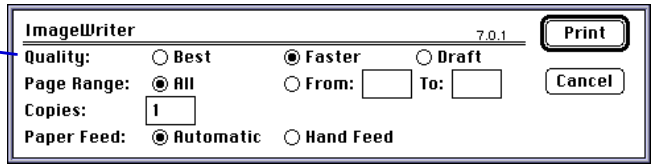
Quicken lists in chronological order all the checks you've written and not yet printed.

Click a transaction in the list to mark it as a check you want to print. Quicken displays a check-mark in the Print column for each check you've selected. If you accidentally mark a check you don't want to print, click the transaction again to deselect it.



7 Click Print in the Print Checks dialog box to open the printer dialog box for your printer.

Changing the Quality option increases or decreases the time it takes Quicken to print your checks. Best quality takes the longest to print and Draft takes the shortest. See the table in step 8.



The settings in the printer dialog box vary depending on the type of printer you are using.

8 Select a Quality option.

Use the following table to help determine the appropriate option.

Option	Output	Printing speed	Notes
Best	Highest quality	Slowest	If you use CheckArt on your checks, you must select Best (see page 155).
Faster	High quality	Faster than Best; slower than Draft	Try this option if Best takes too long to print.
Draft	Lower quality	Fastest	Quicken uses the font it can print the fastest instead of the font you selected.

9 Click Print in the printer dialog box to start printing your checks.

Stopping a print job

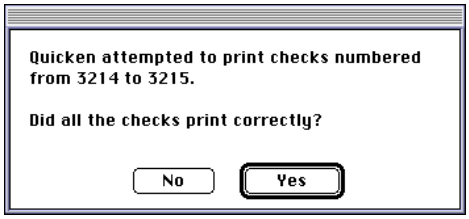
If you notice a problem while your checks are being printed, stop the printing process by pressing the Command key and period key together. If your printer continues to print, turn its power switch off.

Examining printed checks

After the checks have finished printing, Quicken needs to know if they all printed correctly.

If all the checks printed correctly, click Yes.

Until you click Yes, unprinted checks in the register still have PRINT in the Number field. After you click Yes, Quicken enters the check numbers.



If any of the checks did not print correctly, click No.

1 Examine the printed checks.

2 If the checks printed correctly, click Yes.

Quicken puts check numbers in the Number field of the printed checks in the register. You are finished printing.

3 If any of the checks did not print correctly:

- Quicken asks you to type the number of the first unprinted or incorrectly printed check. Type the number of the first check that printed incorrectly (or did not print) and click OK.
- Examine your printer to see if the checks jammed or the printer ran out of checks.
- If the text on the checks is not aligned correctly, you may need to adjust the check printing settings. See "Correcting continuous check alignment" on page 148.

4 Start printing again after you've fixed the problem.

Go back and follow steps 4 through 9 in "Printing checks from your account" on page 150 to print the remaining checks.

Reprinting checks

With Quicken, you can easily reprint any check at any time, for any reason. You can also fill in any number of copies in the printer dialog box to print multiple copies of checks.

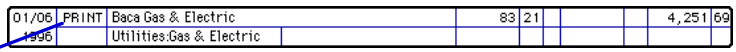
Follow these steps to reprint checks, or to print checks that you have entered in the register instead of in the Write Checks window

1 In the register, select the transaction for the check you want to reprint.

2 Select the check number and type PRINT over the check number.

If QuickFill is turned on, just type p.

When PRINT is in the Number field, Quicken considers the check ready to print.



Entering PRINT in the Number field turns a check that has already been printed into a check you can print again.

You should generally use the Write Checks window to enter checks that you plan to print and the Register window to enter handwritten checks. If you have already entered a check that you want to print into the register, just type PRINT in the empty Number field and click Record to change it to a printable check.

3 Click Record.

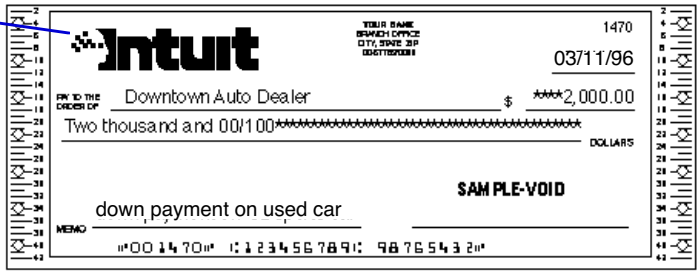
4 Print the check as usual, paying special attention to entering the correct number in the Starting Check Number field.

Adding art to checks

With CheckArt you can print graphic images, text, logos, or any other image you want on your checks. The image you print on your checks can be 1" high and 5" wide on standard and voucher checks, and 0.5" high and 2.5" wide on wallet-size checks.

If you plan to use CheckArt to print your name and address on every check, be sure to specify "Without Name and Address" on the order form when ordering your checks. For information about ordering checks, see Appendix A, *Ordering Intuit supplies and software,* beginning on page 452.

CheckArt always prints in the top left corner of your checks, where your name and address usually appear.



Creating the CheckArt image

Your CheckArt image can come from a number of sources, such as:

- the clip art collection that comes with HyperCard
- public domain and commercial clip art libraries
- images you create in graphics programs like MacPaint or MacDraw
- scanned images

The image must be in PICT (Paint or Draw) format from a program such as MacPaint or MacDraw. Although Quicken does not accept EPS (PostScript) files or text or images created in a word processor, you can copy an image created in a PostScript program (such as Adobe Illustrator) into a PICT file. Select the image, press Option-Copy, and paste it into a PICT (Paint or Draw) file.

Copying CheckArt to your checks

Once you've created the image you want to use as CheckArt, you're ready to copy it to a sample check.

1 Start the application where you created the image you want to use.

2 Open the file that contains the image.

3 Select the image you want and choose Copy from the Edit menu (Command-C) to copy it to the clipboard.

When the CheckArt image is on the clipboard, you're ready to place it on your checks.

4 Open your checking account if it's not already open.

5 Choose Preferences from the Edit menu and then click the Print Checks icon in the scrolling panel on the left.

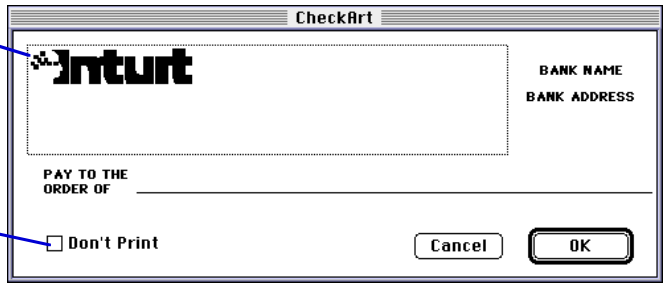
6 Make sure the account from which you want to print these checks is selected in the Acct pop-up menu, and then click CheckArt.

Quicken displays a sample check with a blank rectangle in the top left corner.

7 Choose Paste from the Edit menu (Command-V) to paste the image from the Clipboard into the blank rectangle.

If your image is too large for the CheckArt area, Quicken automatically scales it to fit.

Select the Don't Print checkbox when you don't want CheckArt to print on your checks.



8 (Optional) Reposition the image by dragging it with the mouse.

9 Click OK.

You've now added CheckArt to the checks for the selected bank account. To use the same CheckArt with another account, open that account and repeat steps 5 through 9 above.

You cannot modify CheckArt within Quicken. If you want to modify the image, you must go back to the program you used to create it. Modify the image there and then repeat steps 3 through 9 above.

Printing checks with CheckArt

Once you've added CheckArt to the selected bank account, you're ready to print checks with CheckArt. You don't need to follow any special instructions; just print them as described in "Printing checks on page-oriented printers" on page 134 or "Printing checks on continuous-feed printers" on page 145.

If you have a continuous-feed printer, select Best print quality to print checks. CheckArt does not print well if you select Faster and does not print at all if you select Draft.

What's next?

Now that you've read about writing and printing checks with Quicken, what would you like to do next?

- **Would you like to order Intuit checks to use with Quicken?**

  See Appendix A, *Ordering Intuit supplies and software,* beginning on page 452, or see the catalog included in your Quicken package.

- **Would you like to enter checks to print?**

  See "Filling out a check" on page 127 in this chapter.

- **Would you like to set up your printer and print checks?**

  See "Printing checks on page-oriented printers" on page 134, or "Printing checks on continuous-feed printers" on page 145, depending on the type of printer you want to use.

- **Would you like to go on to something else in Quicken?**

  Go on to Chapter 6, *Using the Quicken Financial Calendar,* beginning on page 157 to find out about the Quicken Financial Calendar.

6 Using the Quicken Financial Calendar

About the Quicken Financial Calendar 157
Viewing the Calendar 158
Entering register transactions in the Calendar 159
Scheduling future transactions 164
Using transaction groups 171
Adding reminder notes to the Calendar 176
Printing the Calendar 177
Changing Calendar settings 178
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About the Quicken Financial Calendar

With Quicken's Financial Calendar you can view your Quicken data in a familiar calendar format. You can see transactions that have already happened and transactions that you have scheduled to happen in the future. When you schedule transactions in the Calendar, Quicken can enter them for you automatically as they come due or remind you to enter them. Either way, by scheduling transactions you can see what lies ahead for you financially and you can plan for and handle your bills more easily and more efficiently.

The Calendar gives you more control over your finances by providing:

- **A visual month-by-month overview of your financial past, present, and future.** You can see all your transactions—from all accounts or selected accounts—one month at a time (see "Viewing the Calendar" on this page).
- **"One-stop" data entry.** You can enter all your transactions in one place without ever having to open a register (see "Entering register transactions in the Calendar" on page 159).
- **The ability to schedule future income and expenses.** You can set up scheduled transactions so you can see at a glance where your income is expected to come from in the future, and how

you expect to spend it (see "Scheduling future transactions" on page 164).

Viewing the Calendar

Quicken's Financial Calendar looks much like the standard month-by-month calendar hanging on your wall. Initially, it shows you all of your transactions, one month at a time.

1 Choose Calendar from the View menu.

You can use the arrow keys to move from day to day, and the PgUp and PgDn keys to move from month to month. You can also use date shortcut keys (see page 91).

The Calendar shows all transactions in the selected accounts. Transactions appear on the day they happened or on the day they are scheduled to happen. If there are more transactions for a day than will fit on the Calendar, the date is followed by an ellipsis (...). Double-click the day to see all its transactions in a separate Transactions window.

Today has a dark box around the date. On a color monitor, it is also shaded light blue.

The selected day has a bold box around it.

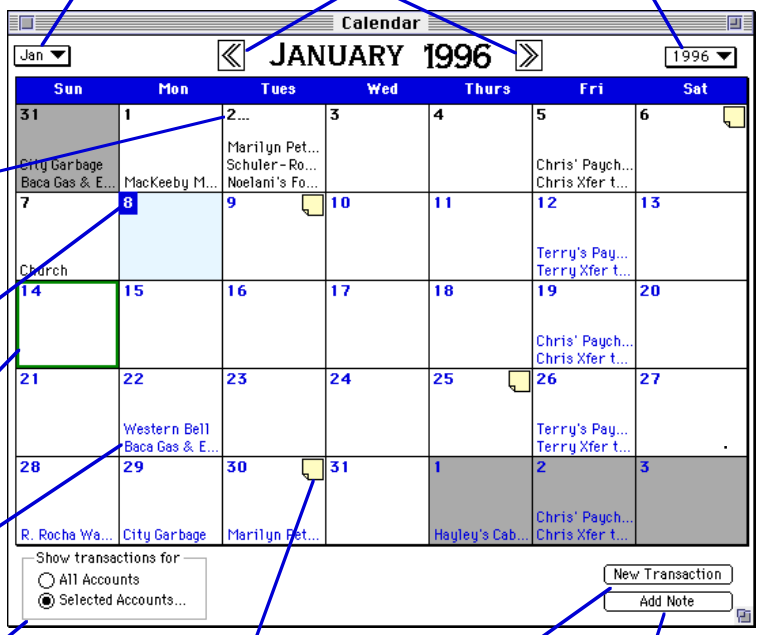
Past transactions are shown on the day they were recorded. Scheduled future transactions are shown on the day they are scheduled to happen. (On a color monitor, future transactions are shown in blue text.)

Click All Accounts to show transactions from all your non-investment accounts, or Selected Accounts to select the accounts you want to see.

Choose a month from the Month pop-up menu to move to that month in the currently selected year.

Click the arrow buttons on either side of the Calendar title to move forward or backward one month at a time.

Choose any year listed in the Year pop-up menu (or choose Other and enter any year between 1928 and 2027) to move to the currently selected month in that year.



A shaded square in the upper right corner of a day indicates that a note is attached to that day. Double-click the note square to read or edit the note (see "Adding reminder notes to the Calendar" on page 176).

Click New Transaction to enter or schedule a new transaction for the selected day.

Click Add Note to add a reminder note for the selected day.

2 (Optional) Scroll through the Calendar to view a different month.

To see a different month, either click the arrows on each side of the Calendar title to go backward or forward one month, or choose a new month from the month pop-up menu and a new year from the year pop-up menu.

3 Select the accounts you want to view.

The Calendar is initially set up to show transactions from all your accounts except investment accounts. (Although the Calendar does not display investment transactions, it does show transfers between investment and non-investment accounts.) To limit the transactions shown in the Calendar to those from selected non-investment accounts, click the Selected Accounts button in the lower left corner of the Calendar window and mark or unmark accounts by clicking them in the list. When you click OK, only the transactions from the accounts you have marked with a checkmark will be shown in your Calendar.

If you have a large number of accounts in your Quicken data file, you may want to restrict the transactions shown in your Calendar to a few accounts. You may, for example, choose to show only transactions for your bank and credit card accounts if the majority of your income (deposit) and expense (payment) transactions are entered in those accounts.

Entering register transactions in the Calendar

Once you are familiar with entering, editing, and deleting transactions in a Quicken register, you are ready to use the Calendar to streamline your data entry by entering, editing, and deleting transactions all in one place—without having to open your individual account registers.

You can enter new transactions in the Calendar for today or for any date in the past; these are called register transactions because they are also entered in the register when you record them (see "Entering a new register transaction" on this page). You can also enter new transactions in the Calendar for dates in the future; these are called scheduled transactions because they are scheduled to happen at some future time (see "Scheduling future transactions" on page 164). You can edit transactions and delete transactions from the Calendar, and you can move transactions from one day to another.

Entering a new register transaction

When you use the Calendar to enter a new transaction for today or for a day in the past, Quicken adds that transaction to the selected day in the Calendar and automatically records it in the appropriate

register as well. There are a number of different ways to enter a new past or present (recorded for today) transaction in the Calendar:

- Select today or a day in the past and either click the New Transaction button or choose New Transaction from the Edit menu.
- Double-click today or a day in the past and either click the New button in the Transactions window for that day or choose New Transaction from the Edit menu.
- Drag and drop a transaction from the QuickFill Transactions list to today or to a day in the past (or to the Transactions window for that day).
- Copy a transaction from any open Transactions window by holding down the Option key while you drag and drop it to today or to a day in the past (or to the Transactions window for that day).

The first two ways of entering a new register transaction are described here; dragging and dropping is described in "Dragging and dropping a register transaction into the Calendar" on page 161.

1 Select a day (past or present) on which you want to record a transaction. Either click the day once to highlight it, or double-click it to open the Transactions window for that day.

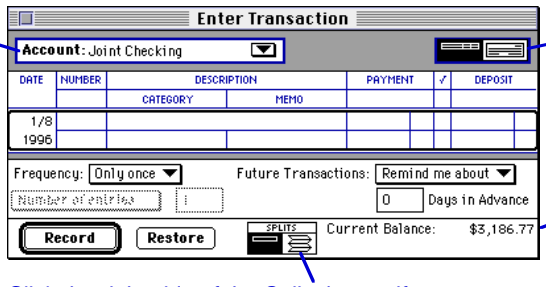
If necessary, scroll to another month (see step 2 on page 158).

2 If the Transactions window for the selected day is already open, click New. If it is not open, click the New Transaction button on the Calendar or choose New Transaction from the Edit menu (Command-N).

Quicken opens an Enter Transactions window that looks very much like a blank transaction in a register. Quicken enters the date you selected in the Date field and highlights the Account field.

Make sure the correct account is shown in the Account field. When you record the transaction, it is entered both in the Calendar and in the register for the selected account.

If you want to schedule this transaction as a recurring transaction, see "Setting up a scheduled transaction" on page 164.



Click the Check button to enter a check to print with Quicken or an electronic payment.

Quicken shows you the Current Balance for the selected account.

Click the right side of the Splits button if you want to split the transaction.

3 Enter the account for this transaction in the Account field.

Enter the account whose register you would open if you were entering this transaction in a register. You can either type the account name or choose a name from the pop-up menu.

4 Enter information about the transaction in each field, just as you would in a register.

See"Entering transactions in a register" on page 90 for specific information on creating a new register transaction.

5 When you have finished entering the transaction, click Record to record it in the Calendar and in the register.

If this is a transaction to a new payee, the transaction is also added to the QuickFill Transactions list (see page 93). If the payee is already in the list, the new transaction replaces the old one unless it is a locked transaction (see page 114).

Dragging and dropping a register transaction into the Calendar

1 Make sure you are viewing the right month.

If necessary, scroll to another month (see step 2 on page 158).

2 Choose QuickFill Transactions from the View menu to open the QuickFill Transactions list (Command-T).

The QuickFill Transactions list initially shows a transaction to each of your payees. Locked transactions are marked with a bold dot (•) to the left of the Payee/Description (see "Memorizing a transaction manually" on page 113).

3 Click the transaction you want to use, drag it to the day where you want it in the Calendar, and drop it by releasing the mouse button.

Quicken opens an Enter Transaction window containing the selected transaction so you can confirm that the transaction information is correct before you record it.

You can change the information in any field before you confirm the transaction (see "Editing a register transaction in the Calendar" on this page).

4 Click Record to record the transaction in the Calendar and in the register.

Editing a register transaction in the Calendar

Each transaction in the Calendar for today or for a day in the past is also recorded in a register. When you edit a register transaction (a past, present, or postdated transaction) from the Calendar, your edits are also recorded in the register.

1 Find the transaction you want to edit.

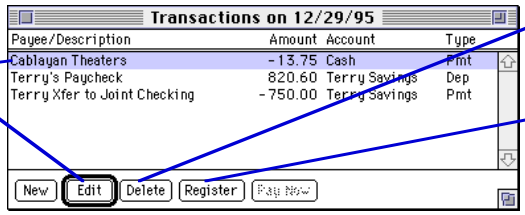
If necessary, scroll to another month (see step 2 on page 158).

2 Double-click the day on which the transaction occurred.

Quicken opens a Transactions window for that day.

The Transactions window for a selected day is just an expanded view of that day in the Calendar.

Click a transaction once to select it, or double-click it to edit it.



Click Delete to delete the selected transaction from the Calendar and from the register.

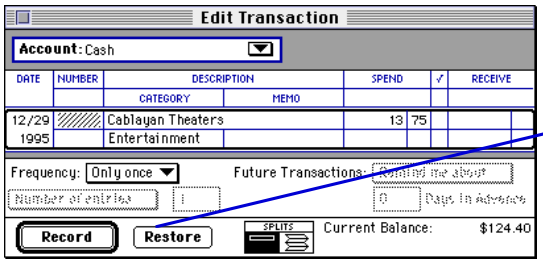
Click Register to go to the selected transaction in the register.

3 Select the transaction you want to edit and click Edit (Command-E).

Quicken opens an Edit Transaction window containing the selected transaction.

For information on editing an existing transaction, see "Revising transactions" on page 120.

For information on scheduling an existing transaction, see "Scheduling future transactions" on page 164.



If you change your mind while editing, you can click Restore to return the transaction to exactly the way it was when you started editing.

4 Make your changes to the transaction and click Record.

Quicken records your changes in both the Calendar and the register. If you change the account, the transaction moves from the old account register to the new account register. If you change the date, the transaction moves from the old date to the new date in the Calendar.

Tip: You can use the Calendar to move a transaction from one account to another by editing the transaction to change only the Account field.

Deleting a register transaction from the Calendar

When you delete a register transaction (a past, present, or postdated transaction) from the Calendar, that transaction is also deleted from the register (see "Deleting a transaction" on page 123).

1 Find the transaction you want to delete.

If necessary, scroll to another month (see step 2 on page 158).

2 Double-click the day on which the transaction occurred.

Quicken opens a Transactions window for that day.

3 Select the transaction you want to delete and click Delete (Command-D).

Quicken asks if you are sure you want to delete the transaction.

4 Click Yes to delete the transaction.

Quicken deletes the transaction from both the Calendar and the register.

Moving a register transaction from one day to another

When you edit a transaction and change its date, Quicken automatically moves it from the old day to the new day. You can also move a transaction by dragging and dropping it from one day to another.

1 Find the transaction you want to move.

If necessary, scroll to another month (see step 2 on page 158).

You cannot drag and drop a transaction from one Calendar page to another, only from one day to another on the same page. To move a transaction to a different Calendar page, you must edit it to change its date.

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2 Double-click the day on which the transaction occurred.

Quicken opens a Transactions window for that day.

3 Select the transaction you want to move, drag it to the day where you want it, and drop it by releasing the mouse button.

You can change information in any field before you confirm the transaction (see "Editing a register transaction in the Calendar" on page 162).

Quicken opens a transaction entry window containing the selected transaction so you can confirm that the transaction information is correct before you record it.

4 Click Record to record the transaction on the new day in the Calendar and in the register.

Quicken also deletes the transaction from the old day.

Tip: If you hold down the Option key while dragging a transaction from one day to another, Quicken duplicates the transaction instead of moving it.

Scheduling future transactions

Think for a moment about your upcoming financial "events" (the income and expenses that you already know are going to happen). You may know, for example, that you get paid every two weeks, that you pay rent and a car loan payment once a month, and that your car insurance payment is due twice a year. You can use Quicken's Financial Calendar to keep track of all these expected events and many others like them if you schedule them in the Calendar. Once they are scheduled, Quicken will either remind you about them when they are due, or enter them for you automatically so you'll never forget another payment.

Setting up a scheduled transaction

When you use the Calendar to enter a new transaction for a day in the future, Quicken adds that transaction to the selected day (or days, if it is a recurring transaction) in the Calendar and schedules it for future entry in the appropriate register. There are a number of different ways to set up a scheduled transaction in the Calendar:

- Select any day—past, present, or future—and either click the New Transaction button or choose New Transaction from the Edit menu.
- Double-click any day and either click the New button in the Transactions window for that day or choose New Transaction from the Edit menu.
- Drag and drop a transaction from the QuickFill Transactions list to any day (or to the Transactions window for any day).
- Copy a transaction from any open Transactions window by holding down the Option key while you drag and drop it to any other day (or to the Transactions window for any other day).

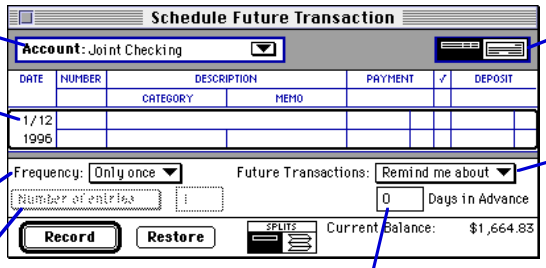
The first two ways of setting up a new scheduled transaction are described here; dragging and dropping is described in "Dragging and dropping a future transaction into the Calendar" on page 167.

1 Select the day on which you want to schedule a transaction. Either click the day once to highlight it, or double-click it to open the Transactions window for that day.

If necessary, scroll to another month (see step 2 on page 158).

2 If the Transactions window for the selected day is already open, click New. If it is not open, click the New Transaction button on the Calendar or choose New Transaction from the Edit menu (Command-N).

Quicken opens a Schedule Future Transaction window that looks very much like a blank transaction in a register. Quicken enters the date you selected in the Date field and highlights the Account field.



Make sure the correct account is shown in the Account field.

Make sure the date shown is the date when you want this transaction recorded for the first (or only) time.

Use the Frequency pop-up menu to choose how often you want Quicken to record this transaction.

Enter the number of times you want Quicken to record this transaction. Or choose Ongoing Entry to keep recording it indefinitely.

Click the Check button to schedule a check to print with Quicken or an electronic payment.

Choose whether you want Quicken to remind you about this transaction when it's due or enter it automatically.

Enter the number of days before each scheduled transaction date you want Quicken to remind you about this transaction or record it in the register for you automatically.

3 Enter the account for this transaction in the Account field.

Enter the account whose register you would open if you were entering this transaction in a register. You can either type the account name or choose a name from the pop-up menu.

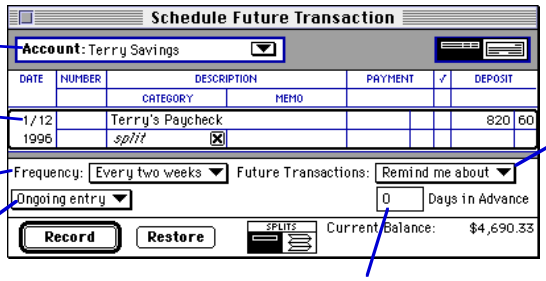
4 Enter information about the transaction in each field, just as you would in a register.

See"Entering transactions in a register" on page 90 for specific information on creating a new transaction.

5 Enter scheduling information for the transaction.

Quicken can enter this transaction for you one time or many times, depending on the choices you make for Frequency and

Number of Entries. If, for example, you want Quicken to enter your paycheck for you every two weeks, the settings might look like this:



The name of the Quicken account where the deposit will be recorded.

The date of your next paycheck.

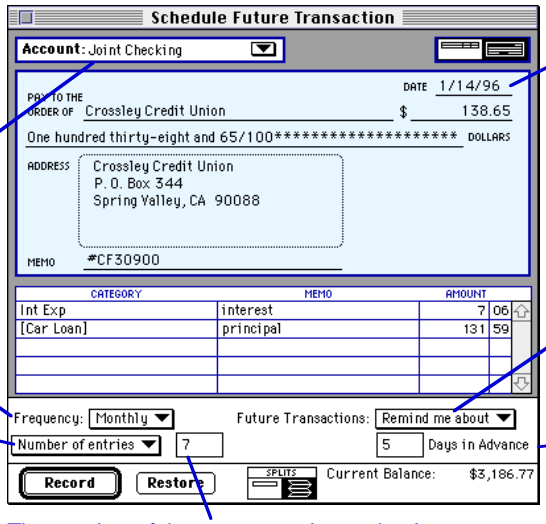
How frequently you get a paycheck; in this case, every two weeks.

The number of times you want Quicken to record your paycheck, in this case, indefinitely.

This tells Quicken that you want to see and confirm this transaction each time before it is recorded in the register. This is especially important if your paycheck can vary by a few cents from one time to the next.

The number of days in advance you want Quicken to remind you to record your paycheck in the savings account register, in this case, none.

Or if you want Quicken to remind you to write a check for your car loan payment once a month, the settings might look like this:



This payment is set up as a check to print with Quicken. Notice that this window has been expanded twice: by clicking both the Check button and the Splits button.

The name of the Quicken account from which this payment will be made.

How frequently you make the payment, in this case, on the 14th of every month.

The pop-up is set to Number of Entries, because the loan payments do not go on indefinitely.

The date of the next payment.

This tells Quicken that you want to see and confirm this transaction each time before it is recorded in the register. This can serve as an advance reminder that you need to write a check to make the payment.

The number of days in advance you want Quicken to remind you about the payment, in this case, five.

The number of times you need to make the payment, in this case, 7 times (assuming you have 7 payments left on the loan).

6 When you're finished setting up the transaction, click Record to put it in the Calendar for every day on which it is scheduled to happen.

Each scheduled transaction will be recorded in the register on the date it is due (see "Recording a scheduled transaction in the register when it is due" on page 169). If you choose Remind Me About from the Future Transactions pop-up menu, Quicken will prompt you each time before entering the transaction; if you choose Automatically Enter, Quicken will enter the transaction for you automatically—exactly as you set it up.

Dragging and dropping a future transaction into the Calendar

1 Make sure you are viewing the right month.

You will generally want to set up a scheduled transaction for the first day (or only day) on which it will occur. If necessary, scroll to another month (see step 2 on page 158).

2 Choose Transactions from the View menu to open the QuickFill Transactions list (Command-T).

The QuickFill Transactions list shows all your transactions. Locked transactions are marked with a bold dot (•) to the left of the Payee/Description (see "Memorizing a transaction manually" on page 113).

3 Click the transaction you want to use, drag it to the day where you want it in the Calendar, and drop it by releasing the mouse button.

You can change the information in any field before you confirm the transaction (see "Editing a scheduled transaction in the Calendar" on this page).

Quicken opens a Schedule Future Transaction window containing the selected transaction so you can make any changes you want to the transaction and enter scheduling information.

4 Click Record to put the transaction in the Calendar for every day on which it is scheduled it to happen.

Editing a scheduled transaction in the Calendar

1 Find the scheduled transaction you want to edit.

If necessary, scroll to another month (see step 2 on page 158).

2 Double-click the day on which the scheduled transaction appears.

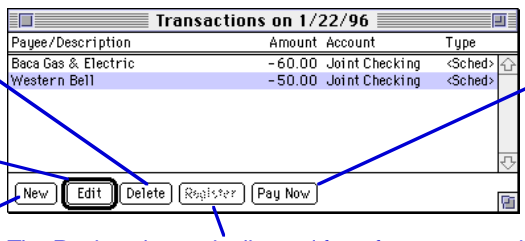
Quicken opens a Transactions window for that day.

The Transactions window for a selected day is just an expanded view of that day in the Calendar.

Click Delete to delete this occurrence and all future occurrences of the selected transaction from the Calendar.

Click Edit to edit this occurrence and all future occurrences of the selected transaction.

Click New to set up a new transaction.



Click Pay Now to record the selected scheduled transaction now (see "Recording a scheduled transaction in the register before it is due" on page 170).

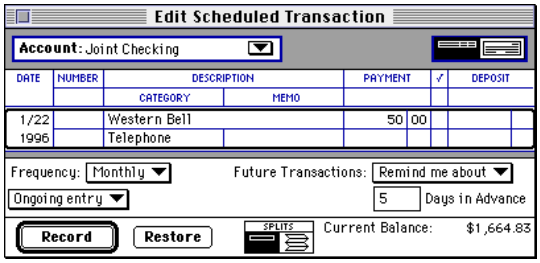
The Register button is dimmed for a future transaction because it has not yet been recorded in the register.

3 Select the transaction you want to edit and click Edit (Command-E).

Quicken opens an Edit Scheduled Transaction window containing the selected transaction.

You can edit any of the transaction information, including the account, the date, and whether or not this payment is a check to print with Quicken.

You can also edit any of the scheduling information for this transaction.



Any changes you make will affect this transaction and any occurrences that are scheduled to happen **after this one.**

4 Make your changes to the transaction and click Record.

Quicken records your changes. If you change the date, the transaction moves to that date in the Calendar and any future occurrences of the transaction are rescheduled according to the Frequency you selected. Any occurrences of this transaction that were scheduled to happen before the date of the edit will happen as originally planned.

Deleting a scheduled transaction from the Calendar

1 Find the scheduled transaction you want to delete.

If necessary, scroll to another month (see step 2 on page 158).

2 Double-click the day on which the scheduled transaction appears.

Quicken opens a Transactions window for that day.

3 Select the transaction you want to delete and click Delete (Command-D).

Quicken deletes the scheduled transaction from the selected day and from every day on which it is scheduled to happen. Quicken does not delete occurrences of the transaction that have already happened (before today) and are recorded in the register.

Recording a scheduled transaction in the register when it is due

A scheduled transaction is due when it's time for Quicken to record it in a register. In the simplest case, when Days in Advance is set to 0, the due date is the same as the day on which the transaction appears in the Calendar. If, however, Days in Advance is set to a number greater than 0, Quicken records the transaction in the register the corresponding number of days in advance and postdates it for the day on which it appears in the Calendar. If, for example, you schedule a tax payment for April 15 and set Days in Advance to 5, Quicken will record the payment on April 10, but date it April 15 so it shows up as a postdated transaction in the Calendar and in the register.

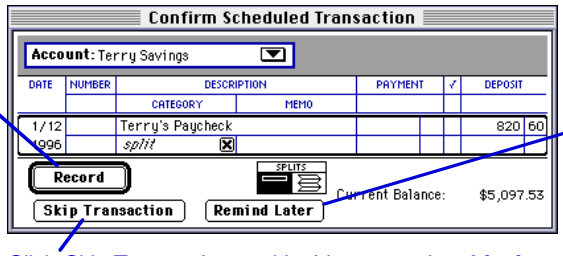
Each time you start Quicken, it checks for scheduled transactions that are due or past due (that is, scheduled transactions that have become due since the last time you used Quicken). If it finds a scheduled transaction that is due or past due, one of two things will happen:

- **If you selected Automatically Enter when you set up the scheduled transaction:** Quicken records the transaction in the register and changes it from scheduled to recorded (or postdated) in the Calendar—without asking you for confirmation. If you want to review or edit the transaction, follow the steps in "Editing a register transaction in the Calendar" on page 162.
- **If you selected Remind Me About when you set up the scheduled transaction:** Quicken displays a Confirm Scheduled Transaction window containing the transaction.

  You can edit the transaction, if necessary, and click Record to record it in the register and change it from scheduled to recorded (or postdated) in the Calendar. You can also click Remind Later if you want to cancel entering this transaction for right now, but want to be reminded again the next time you start Quicken. Or you can click Skip Transaction if you want to delete this specific occurrence of the scheduled transaction from the Calendar without recording it, but want to leave it scheduled as is for future entry dates.

Click Record to record this transaction in the Calendar and in the selected register.

If you want to make any changes to the transaction (changing the amount, for example), you can edit it before you record it.



Click Remind Later if you want to cancel this reminder without recording the transaction, but want to be reminded again that it is due the next time you start Quicken.

Click Skip Transaction to skip this transaction **this time only,** but leave it scheduled as is for future entry dates.

Recording a scheduled transaction in the register before it is due

Sometimes you may want to record a scheduled transaction earlier than the date you originally scheduled. For example, you may have planned to pay your phone bill on March 12, but need to pay it before you leave for vacation on March 6.

1 Find the scheduled transaction you want to record early.

If necessary, scroll to another month (see step 2 on page 158).

2 Double-click the day on which the scheduled transaction appears.

Quicken opens a Transactions window for that day.

3 Select the transaction you want to record early and click Pay Now.

You can change the information in any field before you confirm the transaction (see “Editing a register transaction in the Calendar” on page 162).

If you selected Remind Me About when you set up the scheduled transaction, Quicken opens an Enter Transaction window containing the selected transaction so you can confirm that the transaction information is correct before you record it. (If you selected Enter Automatically, no confirmation window appears. Quicken automatically records the transaction in the register and changes it from scheduled to postdated in the Calendar.)

Click Record to record the transaction in the register and change it from scheduled to postdated in the Calendar.

You will still be reminded of any future occurrences of this transaction on their originally scheduled dates.

Using transaction groups

Transaction groups are groups of recurring transactions that you record in an account register at the same time. For example, you may have a rent payment, a phone bill, and a utility bill all due at the beginning of each month. Instead of setting up each payment separately as a scheduled transaction, you can group them into a single entity, a transaction group, that you can either enter manually or set up for automatic entry.

When you group recurring transactions, you can choose whether or not you want Quicken to enter them for you automatically. If you choose to have Quicken automatically enter a group, it appears as one item (a scheduled group) in the Calendar until it is due; then Quicken records each transaction individually in the register and in the Calendar (see "Automatically entering a transaction group" on page 173). If you choose not to have Quicken automatically enter a group, it appears in the Calendar as a group, but Quicken does not enter it for you. If and when you manually enter it, Quicken records the individual transactions in the register and in the Calendar (see "Recalling a transaction group manually from the Transaction Group list" on page 174).

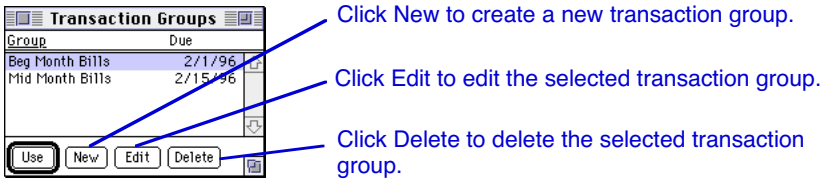
We recommend that you use scheduled transactions instead of transaction groups for scheduling individual future transactions, because the Calendar handles scheduled transactions more effectively. See "Scheduling future transactions" on page 164 for more information.

Setting up a transaction group

You set up a transaction group by naming it, defining its schedule, and assigning transactions to it.

1 Choose Transaction Groups from the View menu.

Quicken lists your transaction groups in alphabetical order and shows you the next due date if one is scheduled.



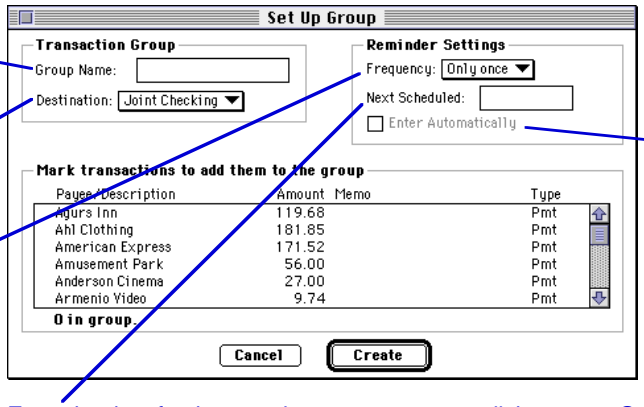
2 Click New (Command-N).

Quicken displays the Set Up Group window.

Enter a distinctive name for the group, up to 20 characters long.

Quicken records all transactions in a group in the same register: the register for the account you choose from this pop-up menu.

Use the Frequency pop-up menu to choose how often you want Quicken to recall this group. If the group doesn't have a regular frequency, choose Only Once.



Select Enter Automatically if you want Quicken to recall the group automatically when it is due. Otherwise, Quicken's Billminder feature reminds you when it's time to recall the group (see "Using Billminder" on page 178).

Enter the date for the next time you want to recall the group. Or leave Next Scheduled blank if you don't want to schedule the group at all.

3 Enter a name for the group, choose a destination account, and enter scheduling information.

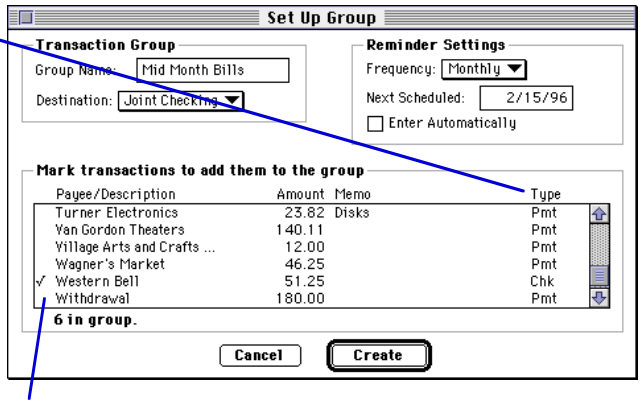
If, for example, today is 2/1/96 and you want to set up a group of bills that you pay on the 15th of every month, you might name the group "Mid Month Bills," choose to pay them from your checking account, choose a frequency of Monthly, and enter a next scheduled date of 2/15/96 (you can see these settings in step 4).

4 Select the transactions you want to include in the group.

All of the transactions in your QuickFill Transactions list are shown in the Set Up Group window. Scroll through the list to find the ones you want to include in this group.

If you want to create printable checks when you recall a transaction group, make sure Chk appears in this column for the selected transactions. The four transaction types are: Chk (printable check), Pmt (regular payment), EPmt (electronic payment), and Dep (deposit).

To change the type of a transaction (or edit it in any other way), double-click the transaction in this list. (Note: Although loan payments appear in this list, you can edit these payments from the Loan list only.)



Note: When you select a transaction to include in a group, it becomes a locked transaction and is marked with a bold dot in the QuickFill Transactions list.

Select a transaction to include in the group by clicking it to mark it. To unmark a transaction, click it again.

5 **Click Create to create the group and add it to the Transaction Groups list.**

If you selected Enter Automatically, Quicken would put the group shown in step 4 in the Calendar on 2/15, 3/15, 4/15, and so on, and then automatically enter each transaction for you when it is due (see "Automatically entering a transaction group" next). If you didn't select Enter Automatically, Quicken will still put the group in the Calendar on the appropriate dates, but will not automatically enter it for you.

When a group appears in the Calendar before it's been entered, only the name of the group is shown. When the group is "recalled" (either automatically or manually), it loses its identity as a group and breaks into separate transactions that are recorded individually on the appropriate day in the Calendar and in the register.

Automatically entering a transaction group

Reminder: Since Billminder's Days in Advance setting refers to business days, your transactions may be entered farther in advance than you expect.

A transaction group is due when it's time for Quicken to record its transactions in a register. Quicken uses Billminder to keep track of transaction groups (see "Using Billminder" on page 178). If you've set Billminder to remind you 0 days in advance (see "Changing Billminder settings" on page 179), the due date is the same day as the Next Scheduled date for the group. If, however, you've set Billminder to a number of days greater than 0, Quicken recalls the group (or reminds you about it) the specified number of business days in advance and postdates the transactions for the Next Scheduled date. If, for example, you schedule a group for April 10 and set Days in Advance to 5, Quicken records the transactions (or reminds you about them) on April 3, but dates them April 10, so they show up as postdated transactions in the Calendar and in the register.

Each time you start Quicken, Billminder checks for transaction groups that are due or past due (that is, groups that have become due since the last time you used Quicken). If it finds a transaction group that is due or past due, one of two things will happen:

- **If you selected Enter Automatically when you set up the group:** Quicken records the individual transactions in the Calendar and in the register without asking you for confirmation (no "on the fly" changes for automatically entered groups), and then increases the Next Scheduled date by one Frequency period. If the new date for the next group entry is earlier than

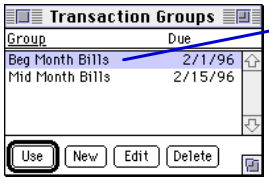
today's date, Quicken repeats the automatic entry and date increase until the Next Scheduled date is after today's date.

Quicken lets you know when a group has been automatically recalled by opening the register for the destination account and highlighting the last transaction recorded. You can then review the transactions and edit or delete any of them as necessary.

- **If you did not select Enter Automatically when you set up the group:** Quicken displays the Transaction Groups window and highlights the group that's due so you can either enter it manually or ignore the reminder. See "Recalling a transaction group manually from the Transaction Group list" next.

Recalling a transaction group manually from the Transaction Group list

If a transaction group is not set up to enter automatically, you can use Billminder (see page 178) to remind you when it is due. The first time you start your computer or open Quicken (depending on how Billminder is set; see page 179) on or after a group's due date, Billminder tells you that a group is due, opens the Transaction Groups window, and selects the group for you.



Quicken highlights a group (or groups, if there is more than one) to let you know that it is due. If you want to recall it, click Use. Quicken displays the Recall Transaction Group window so you can confirm that you do want the group recorded.

You then have the option to ignore the reminder or enter the group yourself. If you ignore the reminder, you can use the steps listed here (or the steps in "Recalling a transaction group manually from the Calendar" on page 175) to recall the group later. Or you may want to edit the group to change its next scheduled date (see "Changing a transaction group" on page 175).

1 **If the Transaction Groups window is not open, choose Transaction Groups from the View menu.**

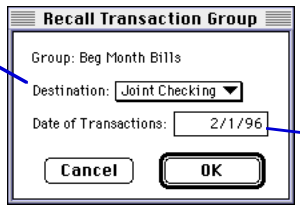
2 **If you are going to drag and drop the group into the Calendar, make sure you are viewing the right month.**

If necessary, scroll to another month (see step 2 on page 158).

3 Select the transaction group you want to recall and click Use, or select it and drag it to the day where you want it in the Calendar, and then drop it by releasing the mouse button.

Quicken displays the Recall Transaction Group window.

Quicken will record the transactions in the register for this account unless you choose a different account from the pop-up menu.



The due date, if there is one, is the date Quicken uses when it records the transactions in the destination account unless you change it.

4 Verify that the destination account and transaction date are what you want and click OK.

If any of the transactions are checks, you can print them the same way you would print any Quicken check.

Quicken enters each transaction in the Calendar and in the register for the account you selected (as well as in the Write Checks window if the transactions are checks to be printed) and opens the register for you so you can change the amount, if necessary, for any or all of the transactions.

If you drag and drop a group to a day in the future, Quicken enters the transactions as postdated transactions in the Calendar and in the register.

Recalling a transaction group manually from the Calendar

If you want to manually enter a transaction group that is shown as a group in the Calendar, you can move it following the steps in "Moving a register transaction from one day to another" on page 163. If you move the group to today or to a day in the past, Quicken enters the individual transactions in the Calendar and in the register. If you move it to a day in the future, the transactions are entered as postdated transactions.

Changing a transaction group

1 Choose Transaction Groups from the View menu.

Or, to edit a scheduled group from the Calendar, double-click the day on which the group appears.

2 **Select the group you want to change and click Edit (Command-E).**

3 **Make your changes to the information in the Edit Group window.**

See "Setting up a transaction group" on page 171 for information about the fields in the window.

4 **Click Change.**

Tip: You can edit a group to skip one scheduled entry by increasing the Next Scheduled date by one frequency period.

Deleting a transaction group

1 **Choose Transaction Groups from the View menu.**

Or, to delete a scheduled group from the Calendar, double-click the day on which the group appears.

2 **Select the group you want to delete and click Delete (Command-D).**

3 **Click Yes to confirm that you want to delete the group permanently.**

Quicken deletes the group from the Transaction Group list and from any days on which it appears as a group in the Calendar.

When you delete a transaction group, you remove it permanently from your Quicken file, but the transactions that were included in it remain in the QuickFill Transactions list. If you delete one of the transactions in a group from the QuickFill Transactions list, Quicken removes it from the group.

Adding reminder notes to the Calendar

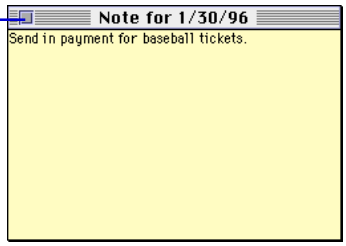
In addition to viewing and scheduling transactions in your Calendar, you can also add reminder notes just as you would on a wall or desk calendar. Notes can remind you to check the closing stock prices, buy a birthday card for Dad, or call your insurance agent about changing your coverage.

1 **Select a day by clicking once to highlight it.**

2 **Click Add Note to open the Note window for that day.**

3 Write your note.

Click the close box to close the note and add a shaded Note square to the selected day. If the note is empty, it will not show up in the Calendar.



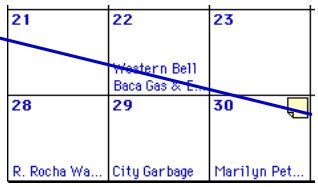
Each day in the Calendar has its own Note window where you can enter a reminder note up to 500 characters long.

4 Click the close box to close the window and save the note.

The note is added to the Calendar as a small Note square in the upper right corner of the day for which it was written.

This Note square tells you that there is a reminder note for this day.

To read or edit the note, double-click the Note square.



To delete the note for a day, select the day and click the Delete Note button. (Add Note changes to Delete Note when a day with a note is selected.)

A Note will also disappear if you double-click the Note square to open the Note window for that day, and then delete all of the text in the window and close it.

Printing the Calendar

You can print the Calendar one month at a time. The month you choose is sized to fill the printed page and shows as many transactions as will fit on the page, plus all of your Note squares.

1 Make sure you are viewing the month you want to print.

If necessary, scroll to another month (see step 2 on page 158).

2 (Optional) Choose Page Setup from the File menu and change the setup options.

Note: Changing the Reduce or Enlarge option does not affect the size of the Calendar on the printed page.

3 Choose Print Calendar from the File menu.

4 Set the print options you need in the printer dialog box and click Print.

Changing Calendar settings

The settings that affect the register and the Write Checks window also affect the Calendar, since entering a transaction in the Calendar is equivalent to entering the same transaction in a mini-register or a mini-check. See “Changing register settings” on page 124 and “Adding a note to checks” on page 131 for more information.

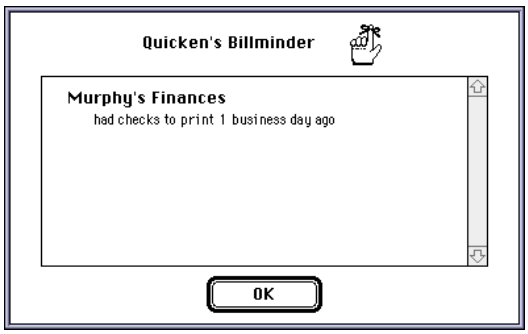
Using Billminder

Quicken’s Billminder feature can remind you when you have checks to print, electronic payments to transmit to CheckFree, or transaction groups to enter. It does not remind you about scheduled transactions that are due, since the Calendar provides its own reminders for scheduled transactions.

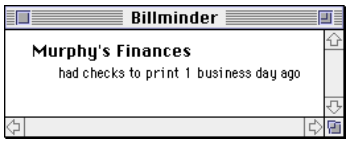
How Billminder works

Billminder can remind you of upcoming bills either when you turn on your computer or when you start Quicken. If you have any checks to print, electronic payments to transmit, or transaction groups that are due, you’ll see the Billminder window.

When you start your computer, Billminder may display a message like this one.



When you start Quicken, Billminder may display a message like this one.



When you open a file that has transaction groups due, Quicken opens the Transaction Groups window and selects those groups. Double-click any of the groups to recall all of them. Or shift-click a group to clear it.

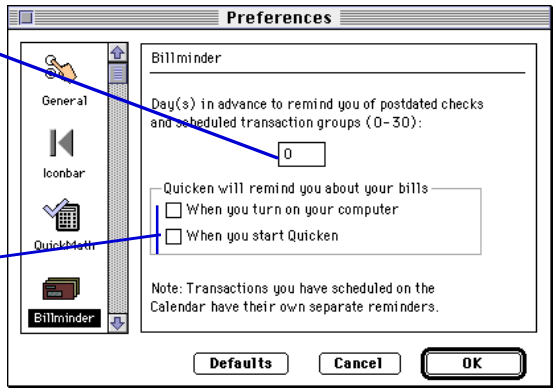
Each time you open a file, Quicken gives you an opportunity to recall any scheduled groups that are due or overdue in that file. If you want to skip a scheduled entry of a group, edit the group (see “Changing a transaction group” on page 175).

Changing Billminder settings

1 Choose Preferences from the Edit menu and then click the Billminder icon in the scrolling panel on the left.

Enter a number of business days between 0 and 30.

To turn Billminder on, click one or both of these checkboxes to select them. To turn Billminder off, make sure both checkboxes are cleared.



2 Enter the number of business days in advance that you want Billminder to remind you about upcoming bills.

The table that follows can help you decide how many days in advance you want to enter.

If you use Quicken this often	Set business days in advance to
Daily (except weekends)	0 days
At least every other day	1 day
At least once every three days	2 days
At least weekly	5 days
At least once every two weeks	10 days
At least once a month	30 days

3 Indicate when you want Billminder to remind you of upcoming bills.

You can be reminded when you turn on your computer, when you start Quicken, or both. Or you can turn off Billminder altogether by clearing both checkboxes.

4 Click OK to save the settings.

Once Billminder is turned on, it automatically checks your Quicken files for upcoming bills each time you start your computer or start Quicken (depending on the settings you selected). If Billminder

finds any checks to print, electronic payments to transmit, or transaction groups that are due, it lists them and shows you where to find them.

What's next?

Now that you've learned about using the Quicken Financial Calendar to view your data and enter and schedule transactions, what would you like to do next?

- **Would you like to enter data in the Calendar or schedule future transactions?**

  Go back through this chapter and use it for reference as you set up scheduled transactions to help automate your data entry.

- **Would you like to set up additional Quicken accounts to track more of your assets and liabilities?**

  Chapters 7–12 (beginning on the next page) describe the different types of Quicken accounts and explain why and how you might want to use each of them.

- **Would you like to see how you can use the data in your Calendar to forecast your short-term cash flow?**

  See Chapter 18, *Projecting the future,* beginning on page 383.

- **Do you still have questions about the Calendar?**

  Press Command-? when you are viewing the Calendar to see onscreen questions that Quicken Guide can answer for you. Browse through the questions until you find yours, then double-click it to see Quicken Guide's step-by-step instructions.

7 Working with Quicken bank accounts

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Setting up and using Quicken bank accounts 181
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When to use Quicken bank accounts

Use Quicken bank accounts to track the money you have in checking accounts, savings accounts, or money market accounts. (You should also use a bank account to track a cash management account for which you have check-writing privileges; see the table on page 240 for more information.)Then, each month when your bank statement arrives, you can use Quicken to balance your account, or "reconcile" it. The goal is to bring your Quicken records into agreement with your bank records. You can reconcile to the degree of accuracy that works for you. You can track down every cent if you want to, but Quicken doesn't require that you balance to the penny.

Bank accounts are the only Quicken accounts from which you can print checks or make electronic payments.

Setting up and using Quicken bank accounts

You've already set up a Quicken bank account if you followed the instructions in "Setting up your first bank account" on page 32. If you want to set up additional bank accounts, see "Setting up a Quicken account" on page 69 for step-by-step instructions.

After Quicken has created your bank account and you have entered an opening balance (using the ending balance from your latest bank statement), enter these transactions to bring your account up to date:

- All transactions that have occurred between the ending balance on your last bank statement and today. These transactions may

be checks that you have written and recorded in your paper check register, electronic funds transfers to or from your account, or ATM deposits to or withdrawals from the account.

- All transactions dated before the statement ending balance date that have not yet appeared on any bank statement. (Or you can wait and enter these transactions when you get your next bank statement and are ready to reconcile your Quicken account with the bank statement. See "Before you reconcile the first time" on page 183.)

If you want to enter transactions from a period earlier than the date of your Opening Balance transaction (for example, from the beginning of this year), you can do so. But wait until after your next bank statement arrives and you've balanced your account for the first time. See "Adding earlier transactions to Quicken" on page 194.

From now on, you can enter transactions in Quicken as they occur, or whenever it's convenient for you. Entering data in a register is described in Chapter 4, *Using a Quicken register,* beginning on page 89.

When your next bank statement arrives, use it to balance your bank account with the transactions you've recorded in Quicken. See "Balancing a Quicken account each month" on page 183.

About balancing Quicken accounts

When your bank statement arrives, follow these steps to reconcile your account. Quicken reconciles one statement at a time. If you have accumulated two or more statements that need reconciling, start with the earliest statement (if this is your first time to reconcile, start with the statement on which the previous balance matches the Opening Balance transaction amount in your Quicken bank account) and reconcile each one individually.

Quick overview

- **If this is the first time you've reconciled a Quicken account, check to see if you need to enter more transactions or revise the opening balance amount for this account.**
  See "Before you reconcile the first time" on page 183.
- **Start reconciling by entering information from your current bank statement.**
  See "Starting reconciliation" on page 184.
- **Mark the transactions that have cleared your bank account in the Reconcile window.**
  See "Marking cleared transactions" on page 187.
- **Compare the totals of cleared items in the Reconcile window with those on your bank statement.**
  See "Completing reconciliation" on page 189.

Your opening balance . . .

Suppose the ending balance on your bank statement on December 31, 1995, was $200.52. You started using Quicken on January 12, 1996, and you used that ending balance as the Opening Balance in your Quicken checking account.

Then you entered transactions from your paper check register from January 1 to 12 into Quicken, and from January 12 on, you entered all transactions into Quicken every few days as they occurred.

and checks that were outstanding when you started with Quicken

In February, you receive your January 31, 1996, bank statement. You see two checks (totaling $80) that you wrote in December 1995 that had not yet cleared the bank in December. Now they have cleared the bank, so they appear on the January bank statement. You didn't enter those checks in Quicken at the time you set up the checking account because they occurred before December 31.

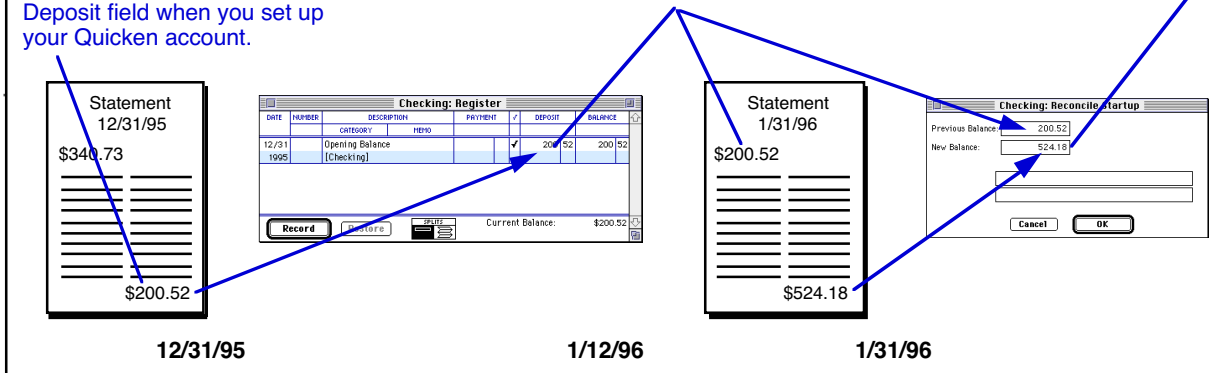
Even though those two checks were written before the date of the Opening Balance transaction in Quicken, you need to enter them in your Quicken register (but you would not enter any other checks that you wrote in December if they had already cleared the bank in December). If you don't enter these two transactions from December, Quicken will not be able to account for the missing $80 when you are finished reconciling.

Where the balances go . . .

You take the ending balance from your most recent bank statement and enter that amount in the Opening Balance Deposit field when you set up your Quicken account.

Quicken uses the Opening Balance amount you entered in the account as the Previous Balance amount in the Reconcile Startup window.

When your next bank statement arrives, enter the ending balance from it in the Reconcile Startup window as the New Balance.



Balancing a Quicken account each month

Whether this is your first reconciliation or your fiftieth, the basic procedure is the same every month: you enter information from your bank statement in the Reconcile Startup window and mark cleared transactions in the Reconcile window.

Before you reconcile the first time

The first time you reconcile a Quicken account, it may take some extra time. Once Quicken and the bank agree on the amount of money in your account, however, reconciling the account each month should be fast and easy. To reconcile your account accurately for the first time, you need to make sure you:

If you mark each transaction on your paper statement when you mark it in Quicken (see page 187), it's easy to see all the uncleared (unmarked) transactions you need to add to your Quicken register.

- **Enter all uncleared transactions in your Quicken account.**

  For bank accounts, these are all transactions that have not cleared the bank or shown up on previous bank statements.

  In most cases you'll be reminded to enter your uncleared transactions because they appear on your bank statement when you're trying to reconcile. You should enter these transactions in the register as you find them during reconciliation.

- **Correct the amount in the Deposit field of the Opening Balance transaction if it does not match the opening balance on the statement you want to reconcile.**

  If you used an amount other than the ending balance from your previous bank statement when you set up your Quicken account, you may have problems reconciling. Go to the register now and change the amount in the Deposit field of the Opening Balance transaction to match the ending balance from your previous statement (which is the same amount as the opening balance from the statement you are going to reconcile).

Starting reconciliation

Your first step in reconciling your Quicken account is to enter information from your bank statement.

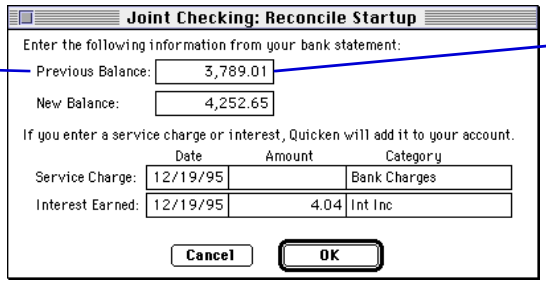
If the balance shown on your most recent bank statement is different from Quicken's current balance for the account, don't assume that something's wrong. You've probably entered transactions in Quicken after the bank prepared your statement, so the bank balance is not as up-to-date as your Quicken records. You may also have checks or other transactions from earlier months that have not yet cleared the bank.

1 Open the register for the account you want to reconcile.

2 Choose Reconcile from the Activities menu.

If this is the first time you are reconciling this account, Quicken uses the amount you entered for the Opening Balance transaction in your Quicken register as the amount in the Previous Balance field.

If this is not the first time you have reconciled this account, the amount in the Previous Balance field is the total of all reconciled transactions in the Quicken register for this account. In the register, reconciled transactions (including the Opening Balance transaction) are marked with a bold checkmark (✓) in the √ (cleared) column.



Quicken displays the Reconcile Startup window with an amount already calculated in the Previous Balance field. It should be the same as the previous balance on your bank statement.

If, for example, you started using Quicken in November 1995 and the most recent bank statement you had was dated November 19, you would have entered the ending balance from the November 19 statement ($3,789.01 in this example) as the Opening Balance amount in your Quicken bank account register.

Then you entered transactions in November and December. Now you have your December 19 bank statement and you want to reconcile it with your Quicken data. When you begin to reconcile, Quicken displays your $3,789.01 opening balance in the Previous Balance field.

3 Compare the previous balance amount shown on your bank statement with the amount shown in the Previous Balance field in the Reconcile Startup window.

The amount in the Previous Balance field should be the same as the previous balance on your bank statement (your statement might call the previous balance the “beginning” or “opening” balance).

If the amount in the Previous Balance field does not match the previous balance on your bank statement, you need to resolve this issue before you continue reconciling. The previously reconciled balance might differ for one of the reasons described in the following table.

Your situation	How to resolve the difference in the Previous Balance field
You are balancing your Quicken account for the first time.	Quicken uses the amount of the Opening Balance transaction in your register as the amount in the Previous Balance field in the Reconcile Startup window (see the illustration in the box on page 183). When you set up the Quicken bank account, you may have entered the wrong amount in the Deposit field of the Opening Balance transaction. Change the amount now in the register.
You have started reconciling with your most recent bank statement, but you have not reconciled each of the previous months’ statements.	You should reconcile one month at a time, starting with the earliest monthly statement. However, if you have skipped several months and don’t want to balance each bank statement, see “Catching up if you skipped balancing your checkbook” on page 194.

Your situation	How to resolve the difference in the Previous Balance field
You were using Quicken and reconciling your bank account. Then you started recording earlier transactions in Quicken.	For example, you may have started recording transactions in Quicken in May and subsequently reconciled your account for May and June. Then you went back and recorded transactions starting in January so that you could create reports, graphs, and budgets based on the full year's transactions. After entering these earlier items, you noticed that the ending balance in the check register was incorrect. So you updated the date and amount of the original Opening Balance transaction that Quicken recorded in the register when you set up your account in May. See "Adding earlier transactions to Quicken" on page 194.
The ending balance on last month's bank statement is different from the starting balance on this month's statement.	One of the bank statements may be wrong. Contact your bank to resolve the problem. The bank will correct the error with an adjustment that will appear on your next statement. For now, change the Previous Balance amount and let Quicken make the adjustment for you as described in "Letting Quicken adjust for differences" on page 193. This adjustment will appear as an already cleared item in the check register, so your account will be off by the same amount next month when you reconcile. Then let Quicken make another adjustment when you finish reconciling the next statement.

4 Find the new balance on your bank statement and enter it in the New Balance field in the Reconcile Startup window.

Your bank statement might call the new balance amount the "current" or "ending" balance.

5 If any service charges are listed on your bank statement and you haven't already entered them in your Quicken register, enter the date of the service charge in the Date field, the amount of the service charge in the Amount field, and an expense category for the Service Charge amount.

Quicken remembers the category you use (such as Bank Charges) and puts it in the Category field the next time you reconcile.

6 If your statement shows interest earned on your account and you haven't already entered it in your Quicken register, enter the date when the interest was recorded in the Date field, the amount of interest in the Amount field, and an income category for the Interest Earned amount.

Quicken remembers the category you use (such as Interest Inc) and puts it in the Category field the next time you reconcile.

7 When you've finished entering information in the Reconcile Startup window, click OK.

Quicken adds the Service Charge and Interest Earned transactions to the register and displays the Reconcile window.

If you click Cancel instead of OK, the Service Charge and Interest Earned transactions are not recorded in the register and you'll need to enter those amounts again when you return to reconciling this account.

Marking cleared transactions

Your next step in reconciling is to mark all cleared transactions. A cleared transaction is one that has been processed by the bank and is listed on your bank statement. The Reconcile window contains a list of all uncleared transactions you've entered in the register for the Quicken account you are reconciling.

1 Compare the transactions listed on your bank statement with those listed in the Reconcile window.

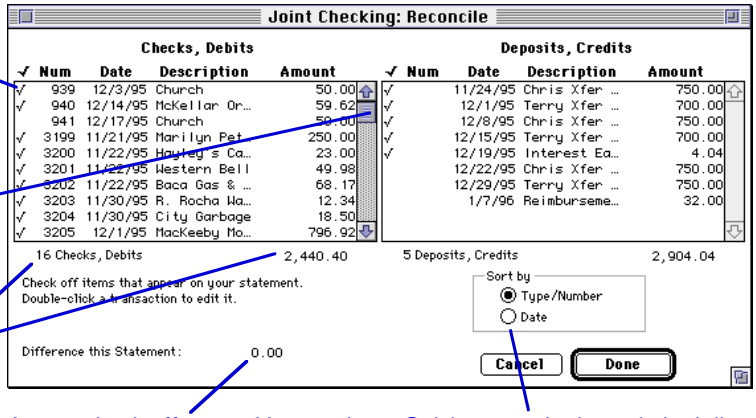
Look for each transaction in the Reconcile window that is also listed on your bank statement. Verify that the transaction amount matches the amount listed on the bank statement.

If a transaction appears on your bank statement, click it to mark it as cleared. A checkmark appears in the left column. If you make a mistake, you can click the transaction again to unmark it.

Use the scroll bar to move up or down to view more transactions.

Quicken keeps a running record of the number of items and the total amounts you've marked as cleared in each window.

If you want to see more information about a transaction listed here, double-click it. Quicken opens the register and selects the transaction.



As you check off cleared transactions, Quicken displays their total as the Difference this Statement.

You can have Quicken sort the items in both lists either by Type/Number or by Date. For the "Checks, Debits" list, selecting Type/Number puts checks at the top of the list in order by number, followed by other withdrawals. If you select Date, all the items in the lists are sorted by Date.

2 When you find a transaction in the Reconcile window that matches a transaction on the bank statement, click it to mark it as cleared.

3 If you find a transaction on your bank statement that's not shown in the list of uncleared transactions, enter it now in the register.

- Choose Register from the View menu (Command-R) to go to the register.

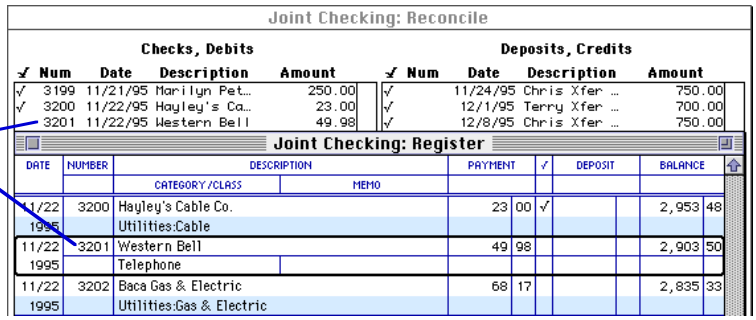
- Choose New Transaction from the Edit menu (Command-N) to go to a blank transaction at the end of the register and enter the missing transaction.
- Click in the √ (cleared) field of the transaction to mark it as cleared.
- Click Record to record the transaction in the register.
- Click back in the Reconcile window or choose Reconcile again from the Activities menu to return to the list of items you are marking.

Quicken updates the Reconcile window to show the new transaction you just entered in the register.

4 If you find a transaction that contains an incorrect amount or other error, correct it now in the register.

- Double-click the transaction in the Reconcile window to go to that transaction in the register.
- Correct the error in the register.
- Click in the √ (cleared) field of the transaction to mark it as cleared.
- Click Record to record the edited transaction.
- Click back in the Reconcile window or choose Reconcile again from the Activities menu to return to the list of items you are marking.

To go from a transaction in the Reconcile window to the same transaction in the register, double-click the transaction. Quicken displays the register with the transaction selected.



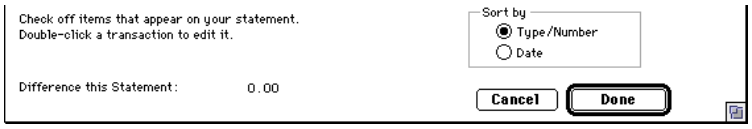
For example, if your bank statement lists a transaction for 49.89, but you entered 49.98 in Quicken, you can correct the typo in the register. (But don't always assume that differences between your Quicken records and the bank statement are your errors. Banks make mistakes too.)

5 Continue to mark all cleared transactions; then see "Completing reconciliation" next to finish reconciling your account.

Completing reconciliation

When you've finished marking all the cleared transactions, look at the difference amount or amounts in the lower left corner of the Reconcile window.

If there were a Previous Difference amount, it would appear above the Difference This Statement amount; see "Resolving a previous difference" on page 194.



Intuit recommends that you back up your Quicken data file after you reconcile an account. Making a backup copy of your data takes only seconds; see "Backing up your Quicken data" on page 65.

If the Difference This Statement amount is zero and Quicken does not display a field named Previous Difference:

You've reconciled the current bank statement successfully. Click Done to complete reconciliation.

If either the Difference This Statement or Previous Difference amount is not zero:

Skip now to "Solving balancing problems" on page 190 to find out how to correct the problem and successfully reconcile the account.

Viewing cleared transactions in the register

If you look at your check register after you click Done to complete reconciliation, you'll see a bold checkmark in the Cleared field next to each transaction. The transactions you marked as cleared (√) are now reconciled (✓).

What's the difference between √ and ✓ in the √ (cleared) column?

If you return to the register while you are still reconciling your account with your bank statement, you'll see thin checkmarks in the √ field of all transactions you've just marked

√ means that **you** have marked the transaction as cleared.

After you finish marking transactions as cleared in the Reconcile window and click OK to show that your account is balanced, Quicken turns the thin checkmarks into bold checkmarks to signify that the "cleared" transactions are now "reconciled."

✓ means that **Quicken** has reconciled the transaction.

If a transaction has not been cleared at the bank, leave the √ (cleared) field blank until you receive your next bank statement and begin to reconcile.

You can manually mark transactions as cleared or reconciled in the register at any time. You might also need to manually "unclear" or "unreconcile" some transactions that you cleared or reconciled incorrectly:

- Click in the √ (cleared) field to mark a transaction as cleared.
- Click in the √ (cleared) field again to delete the √.
- Option-click in the √ (cleared) field to mark a transaction as reconciled.
- Option-click in the √ (cleared) field again to delete the ✓.

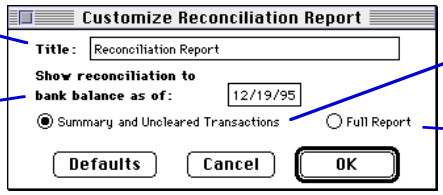
Creating a reconciliation report

To see a sample reconciliation report, see “Reconciliation report” on page 339.

When you’ve successfully completed balancing your account, you may want to create a reconciliation report to see a summary of this reconciliation and a listing of all the items in the account that remain uncleared. Choose Reports from the Reports menu and click the Business tab. Then select Reconciliation and click Customize.

Change the report title if you want a different title for this report.

Change the date if you want the report to show your reconciled balance as of a date other than today.



If you select Summary and Uncleared Transactions, the report will show both summary information and detail for every reconciled transaction.

If you select Full Report, the report will show the detail of every transaction.

Solving balancing problems

If the amount in the Difference This Statement field in the Reconcile window is not zero, your account doesn’t balance for the current bank statement period. The cause is usually either an incorrect number of payment or deposit items checked off as cleared, or incorrect dollar amounts for some items.

The Difference This Statement is a running total comparing the items marked cleared in Quicken and the items on the bank statement. In this example, there’s a $26.55 difference between the Quicken register and the bank statement.

Problem **If the amount in this field is not zero, you have not balanced your account.**

Solutions Find the difference between your check register and the bank statement and correct it. See “Finding and correcting differences” on page 191. **OR** Click Done and let Quicken modify your account balance to agree with the bank’s by recording an adjustment transaction. See “Resolving a non-zero difference” on page 193.

If the amount in the Difference This Statement field is zero, but there is a Previous Difference amount displayed, you have reconciled the current bank statement successfully, but you need to resolve the Previous Difference amount. This amount is the difference between the total of all the previously reconciled items in the register for this account and the amount you entered in the Previous Balance field in the Reconcile Startup window (the opening balance from the current bank statement). The cause of the difference could be one of the situations described in the table that begins on page 185, or it could be that you changed or deleted an item that was reconciled (marked with a ✓) or deleted a balance adjustment transaction.

If you changed the amount in the Previous Balance field in the Reconcile Startup window, the difference shows up in the Reconcile window as the Previous Difference.

Problem **If there is a Previous Difference amount, you need to resolve the difference.**

Solutions Find the cause of the problem and correct it. See the table that begins on page 185. **OR** Click Done and let Quicken enter an adjustment to make your records agree with the bank statement. See "Resolving a previous difference" on page 194.

Finding and correcting differences

You can find the differences between your Quicken account and the bank statement in a systematic way.

Finding a problem with the number of items

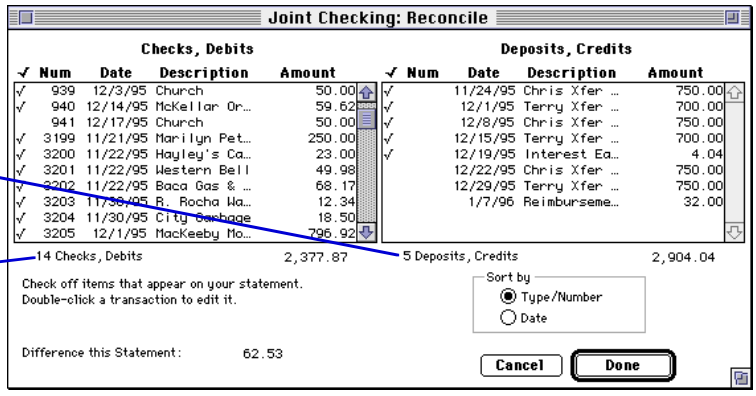
1 **Count the number of debit items on your bank statement and compare that number with the number of "Checks, Debits" items you've marked in the Reconcile window.**

2 **Count the number of credit items on your bank statement and compare that number with the total number of "Deposits, Credits" items you've marked in the Reconcile window.**

Check the total number and dollar amount of items you've marked.

"Deposits, Credits" include direct deposits, transfers into the account, ATM deposits, and interest earned.

"Checks, Debits" include checks, ATM withdrawals, transfers out of the account, service charges and fees, and automatic payments.



If you know the problem is the number of debits, you need to look only at payment transactions; if you know the problem is the number of credits, you need to look only at deposit transactions.

Note: The bank may summarize transactions that you've listed separately in your register.

For example, if you made several deposits on a single day, the bank might indicate the total sum of deposits for that day rather than listing each deposit separately.

Similarly, you may summarize transactions in your register, such as bank charges, that the bank itemizes.

Some statements count the number of credits for you; others list interest earned and ATM deposits separately. Some statements count the number of debits for you; others list service charges and ATM withdrawals separately.

3 Check to see if you:

- missed recording an item in the register
- missed marking an item as cleared
- mistakenly marked an item as cleared
- entered any transactions twice
- entered a deposit as a payment or a payment as a deposit
- forgot to enter a check number (scroll down the list to see if you can find the check amount listed as a withdrawal transaction)

4 Make whatever changes are necessary to correct the problem.

If you need to add or edit a transaction, follow the instructions in steps 3 and 4 under "Marking cleared transactions" on page 187.

Finding a problem with the dollar amount of items

If there's no problem with the number of items marked as cleared, there may be a problem with the dollar amount of the items.

1 Check to see if you entered an amount incorrectly in the register and make whatever changes are necessary to correct the problem.

- Make sure you didn't transpose the digits in a transaction amount when you entered it (for example, you entered 7.56 instead of 7.65).
- Compare the dollar amount of the Checks, Debits total in the Reconcile window with the dollar amount of debits shown on your bank statement. If the totals do not agree, you know you have a problem with the dollar amount of debits and you need to look only at payment transactions.
- Compare the dollar amount of the Deposits, Credits total in the Reconcile window with the dollar amount of credits shown on your bank statement. If the totals do not agree, you know you have a problem with the dollar amount of credits and you need to look only at deposit transactions.
- Compare all amounts shown in the list of cleared transactions with the amounts shown on your statement. If you find an incorrect amount, return to that transaction in the register (by double-clicking the transaction) and correct the amount (see step 4 under "Marking cleared transactions" on page 187).

2 Check to see if you entered an amount incorrectly in the Reconcile Startup window.

Make sure you entered the correct new balance from your bank statement in the New Balance field in the Reconcile Startup window. Your bank statement might call the ending balance amount the "current" or "ending" balance.

3 Check to see if the bank made a mistake by processing a transaction for an incorrect amount.

Adjust the balance by entering a transaction (or let Quicken make the adjustment for you as described in "Letting Quicken adjust for differences" on this page). Then contact your bank. The bank should make an adjustment on your next statement.

Because this adjustment will appear as an already cleared item in the check register, your account will be off by the same amount at the end of the next reconciliation. Let Quicken make another adjustment when you finish reconciling the next statement.

Letting Quicken adjust for differences

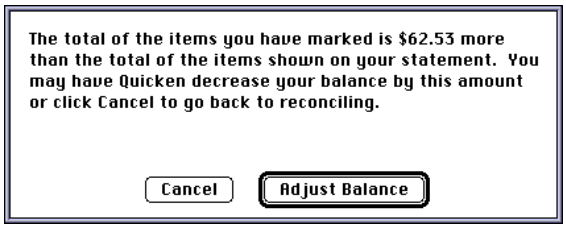
If you want to resolve the difference yourself and balance to the penny, see "Finding and correcting differences" on page 191.

You might decide to ignore the difference between your check register and the bank statement. Ignoring the difference is acceptable if the amount is small and you feel it is not worth your time to track it down. If you decide to ignore the difference, you'll still want to let Quicken enter an adjustment for the amount of the difference. That way you'll be starting with accurate totals the next time you reconcile your account.

Resolving a non-zero difference

If there is no Previous Difference amount, but the Difference This Statement amount is not zero, Quicken tells you the amount of the discrepancy and asks if you want to resolve the difference.

Click Adjust Balance if you want Quicken to record an adjustment transaction in the register equal to the difference between your cleared items and the bank statement. You can delete the adjustment transaction later if you find the error that caused the difference.



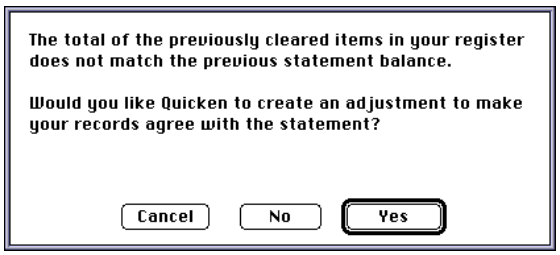
Click Cancel if you want to return to the Reconcile window and track down the difference yourself.

Resolving a previous difference

If you change the Previous Balance amount in the Reconcile Startup window, Quicken asks if you want to resolve the difference when you click OK to go to the Reconcile window.

Click Cancel if you want to stay in the Reconcile Startup window and track down the difference yourself.

Click No to go to the Reconcile window without adjusting for the difference. Do this if you want to resolve the discrepancy yourself.



Click Yes if you want Quicken to enter an adjustment transaction. Do this if you do not want to resolve the discrepancy yourself.

If you click No, the difference appears in the Reconcile window as the Previous Difference amount. Quicken ignores this difference when you click Done and reconciles the account anyway. Your account will continue to be out of balance with your bank statement by this difference amount until you find and correct the problem.

Catching up if you skipped balancing your checkbook

If you have used Quicken for a number of months and have just decided that you want to reconcile, or if you used to reconcile an account and have not done it for several months, you may want to go back and reconcile your Quicken account with the bank statements for each of the previous months.

For example, you may be starting to reconcile with your June bank statement after entering transactions in Quicken since January of the same year. In that case, you need to balance each month separately, starting with your earliest (January) statement and continue through your most recent (June) statement. For each month, follow the steps in "Starting reconciliation" on page 184, "Marking cleared transactions" on page 187, and "Completing reconciliation" on page 189 to complete that month's reconciliation before you start to reconcile the statement for the next month.

Adding earlier transactions to Quicken

If you've been using Quicken to record and reconcile transactions, you may want to add earlier transactions to your Quicken bank account so you can create more comprehensive reports, graphs, and budgets. To keep the information in your account accurate, you need to follow the steps below.

For this example, we assume that you started entering transactions in June. When you set up your Quicken bank account, you used the

ending balance from your May statement as the opening balance for the Quicken account. You've already reconciled your June bank statement. Now you want to go back and add earlier transactions starting on January 1.

1 Make note of the ending balance in your Quicken register before you begin to enter earlier transactions.

2 Change the date and amount of the Opening Balance transaction in the Quicken register to reflect the opening balance on the first date for which you are about to enter transactions.

For best results, enter the beginning balance from the first bank statement you want to reconcile.

Suppose your Opening Balance transaction is now dated May 8 and the amount is $450. Your January bank statement, which includes transactions from December 9 through January 8, shows a beginning balance of $210. You should change the date of the Opening Balance transaction in the register to December 9 and the amount to $210.

3 Enter all transactions from your records starting with December 9, just as you would enter current transactions.

Enter all the transactions from your January, February, March, and April bank statements.

4 When you've finished entering transactions, the ending balance in the register should be the same as it was when you started.

If the balance is not the same, you have made an error. You'll fix any errors in the next step.

5 Reconcile all the transactions that you entered for previous months (January to May).

Balance each month separately, starting with your earliest (January) statement. For each month, follow the steps in "Starting reconciliation" on page 184, "Marking cleared transactions" on page 187, and "Completing reconciliation" on page 189 to complete that month's reconciliation before starting to reconcile the statement for the next month.

What's next?

Now that you've read about Quicken bank accounts, what would you like to do next?

- **Would you like to reconcile your checking account?**

  Go back to "About balancing Quicken accounts" on page 182 and follow the instructions in the remainder of this chapter.

- **Would you like to learn about using other types of Quicken accounts?**

  See Chapter 8, *Tracking your cash,* beginning on page 197, Chapter 9, *Tracking your credit cards,* beginning on page 203, Chapter 10, *Tracking assets and liabilities,* beginning on page 210, or Chapter 12, *Tracking investments,* beginning on page 237.

8 Tracking your cash

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When to use Quicken cash accounts

You can record cash transactions two different ways in Quicken. You can enter your cash transactions in your Quicken checking account register, or you can set up a separate Quicken cash account and enter your cash transactions there. Both methods let you categorize your cash expenses so they are included in reports, graphs, and budgets, and neither method requires that you account for every penny.

Quicken bank account. Enter cash transactions in your Quicken bank account if you want to categorize the income or expenses for only a few cash transactions. See "Entering cash transactions in Quicken bank accounts" on this page.

Quicken cash account. Set up and enter cash transactions in a Quicken cash account if you:

- want to keep detailed records of most or all of your cash transactions
- prefer to use cash instead of checks or credit cards
- are often paid in cash
- need to track petty cash for your small business

See "Setting up and using Quicken cash accounts" on page 200.

Entering cash transactions in Quicken bank accounts

If you want to track only a few important cash transactions and treat the rest as miscellaneous expenses or income, you don't need to set up a separate cash account. Instead, enter cash deposits and withdrawals in your Quicken bank accounts as usual.

When you enter an insignificant cash transaction in a Quicken bank account, assign a catchall category such as Cash Exp or Cash Inc to the transaction. In reports, graphs, and budgets, Quicken lumps

these transactions together in the Cash Exp or Cash Inc category. See "Entering insignificant cash expenses" on page 198 for an example.

When you enter an important cash transaction that you'd like to track more specifically in a Quicken bank account, split the transaction and assign a category more specific than Cash Exp or Cash Inc to that transaction. "Important" cash transactions might include tax-related transactions, transactions that involve receiving or spending large amounts, or any other cash transactions that you want to track using your Quicken categories. See "Entering important cash expenses" on page 199 for an example.

Entering insignificant cash expenses

In this example, you've just received a $500 bonus check. You want to deposit $400 of it in your checking account and keep $100 in cash, but you don't want to track how you spend the $100.

1 Open your Quicken checking account register.

2 Choose New Transaction from the Edit menu (Command-N).

3 Enter a Date and Description for the transaction and enter $400 in the Deposit field.

4 Click Splits to open the split transaction (Command-E).

The deposit amount ($400) appears in the first line of the split.

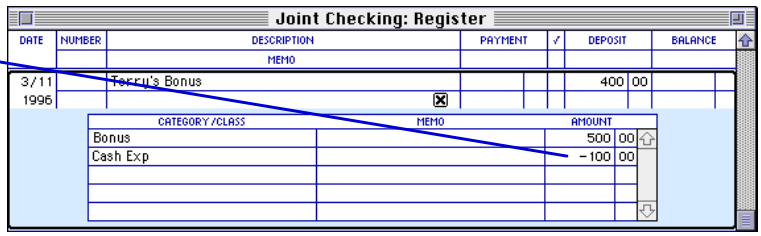
If you need more information about assigning categories to transactions, see page 96.

5 Assign the income category "Bonus" to the first line of the split, replace the $400 amount with the total amount of the bonus ($500), and press Tab to move to the next line.

When you leave the Amount field, Quicken calculates the remainder (–$100.00) and puts it in the next Amount field.

6 Assign an expense category such as "Cash Exp" to the second line of the split.

When you leave the Amount field in the first line of the split, Quicken calculates the difference between the transaction amount and the amount you categorized as bonus income and puts it in the second line of the split.



7 Click Splits to close the split transaction (Command-E).

8 Click Record to record the transaction.

Entering important cash expenses

In this example, you've withdrawn $200 from your checking account and you want to record how you spent part of that cash ($100 you donated to a charity and $45 you spent for dinner). So instead of assigning a category like Cash Exp to the entire amount, you can split the withdrawal transaction to track both the important expenses you want to categorize individually and the miscellaneous expenses you don't want to categorize individually.

1 Open your Quicken checking account register.

2 Enter a new cash withdrawal transaction for $200.

Or you can select any cash withdrawal transaction dated on or around the date of the cash expenses you want to track—as long as it's large enough to cover the amounts you want to track.

3 Click Splits to open the split transaction (Command-E).

If you need more information about assigning categories to transactions, see page 96.

4 Assign the expense category "Charity" to the first line of the split, replace the $200 amount with the amount of your contribution ($100), and press Tab to move to the next line.

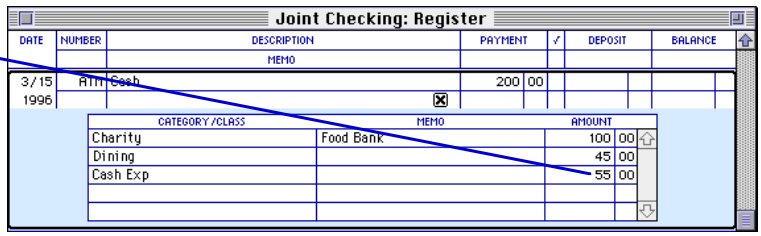
When you leave the Amount field, Quicken calculates the remainder ($100.00) and puts it in the next Amount field.

5 Assign the expense category "Dining" to the second line of the split, replace the $100 amount with the amount of your dining expense ($45), and press Tab to move to the next line.

When you leave the Amount field, Quicken calculates the remainder ($55) and puts it in the next Amount field.

6 Assign an expense category such as "Cash Exp" to the third line of the split.

When you leave the Amount field in the second line of the split, Quicken calculates the final remainder and puts it in the third line of the split. If you don't assign a category to this amount, Quicken includes it with other uncategorized items as "Other" in reports and as "Uncategorized" in graphs.



7 Click Splits to close the split transaction (Command-E).

8 Click Record to record the transaction.

Setting up and using Quicken cash accounts

Use a Quicken cash account if you want to keep records of most or all of your cash transactions.

Quicken cash accounts are very similar to Quicken bank accounts. If you've used a Quicken bank account, you already know most of what you need to know to use a cash account.

Quick overview

- **Set up a cash account.**
  See "Setting up a Quicken account" on page 69.
- **Enter transactions in the cash account.**
  See "Entering transactions in a cash account" on this page.
- **Update the balance of the account from time to time.**
  By updating, you can keep the balance in the account accurate. See "Updating your cash balance" on page 201.

Entering transactions in a cash account

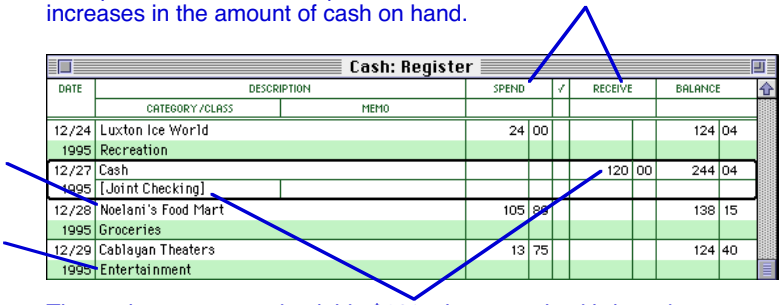
Save your receipts and other records of your cash transactions and enter each one as a separate transaction. If one cash receipt covers several items that you want to categorize individually, split the transaction when you enter it in the cash account register.

To review entering transactions in a register, see page 90. The basic steps are the same for all account types.

A cash account register has Spend and Receive columns instead of Payment and Deposit columns like a Quicken bank account register. Use the Spend column for cash purchases and the Receive column for increases in the amount of cash on hand.

The Description field shows where you made the cash purchase.

Categorize your cash transactions if you want them categorized in reports and graphs.



The cash account received this $120 when a cash withdrawal was recorded in the checking account as a transfer to the cash account. Note that the name of the checking account is in the Category field.

Although you don't need to enter transactions for all the cash you spend, the more transactions you enter and categorize, the more accurate your income and expense reports and graphs will be.

You should enter transactions that show cash you receive when you:

- record transfer transactions for cash withdrawals or deposit-less-cash transactions from a bank account, or cash advances from any other Quicken account (see "Transferring money between accounts" on page 100)
- are paid in cash or given cash
- cash a check without depositing it in another Quicken account

Updating your cash balance

You don't need to balance a cash account the same way you reconcile a Quicken bank account with your bank statement. The main purpose of updating the balance in a cash account is to keep the account balance accurate without having to enter every cash transaction. You need to enter only those cash transactions you specifically want to track. Then, when you update your cash balance, Quicken enters an adjustment transaction to cover the total amount of your miscellaneous cash expenses.

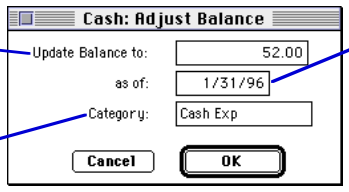
1 Choose Registers from the View menu and select your cash account if it is not already open.

2 Choose Adjust Balance from the Activities menu.

3 Enter information in the Adjust Balance window.

Enter the amount of cash you currently have on hand. Quicken compares this amount with the current balance in the account.

(Optional) Enter a category for the adjustment transaction.



(Optional) Change the date.

When you click OK, Quicken enters a balance adjustment transaction that changes the Current Balance in the account to match the amount of cash you have on hand.

4 Click OK to record the balance adjustment transaction in the register.

What's next?

Now that you've read about using Quicken to keep track of your cash, what would you like to do next?

- **Would you like to set up a Quicken cash account?**

  See "Setting up a Quicken account" on page 69 to set up the account; then see "Entering transactions in a cash account" on page 200 to start using the account to track your cash.

- **Would you like to go back and recategorize cash withdrawal transactions you've already entered in your checking account register?**

  See "Entering cash transactions in Quicken bank accounts" on page 197.

- **Would you like to learn about other types of Quicken accounts?**

  See Chapter 9, *Tracking your credit cards,* beginning on page 203, Chapter 10, *Tracking assets and liabilities,* beginning on page 210, and Chapter 12, *Tracking investments,* beginning on page 237.

9 Tracking your credit cards

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When to use Quicken credit card accounts

You can record credit card transactions two different ways in Quicken. You can set up a separate Quicken credit card account for each credit card and enter your transactions there, or you can enter credit card transactions in your Quicken checking account register.

Credit card accounts are useful if you want detailed records of your credit card transactions or if you pay your credit card bills over time. Use the following information to determine the best way to use Quicken to track your credit card purchases and payments.

Preferences for keeping records	Account to use	Actions to take
You want to keep records of only a few individual credit card transactions and you usually pay your credit card bills in full.	Bank account	Record the check that pays the credit card bill in your Quicken bank account. Split the transaction if you want to categorize specific credit card charges. (This method doesn't let you track an outstanding credit card balance, however.) See "Entering credit card transactions in Quicken bank accounts" on page 204.
You want to keep records of some (but not all) credit card transactions, or you pay your credit card bills over time.	Credit card account	In the credit card account, enter the transactions you want to track individually (either from your charge slips or from your monthly statement) and then create one transaction covering all the charges you don't want to take the time to enter. This way, you can keep detailed records of important transactions without having to enter every transaction.
You want to keep a record of every credit card transaction and know your outstanding credit card balance at all times.	Credit card account	Enter each credit card transaction from your charge slips as you make purchases. The credit card register shows your balance and the available credit remaining on the card. Use Quicken to update your credit card statement and pay your bill. See "Reconciling credit card accounts" on page 206.
You want to keep track of every credit card transaction, but you don't want to take the time to enter them.	Credit card account used with online banking	Use the online banking feature to update your credit card account automatically every month. See the online banking information included in your Quicken package.

Entering credit card transactions in Quicken bank accounts

If you usually pay your credit card bills in full and you have only a few credit card expenses you want to track, it's fastest to record these expenses in the Quicken bank account from which you pay the credit card bill. With this method, you track some or all of your credit card purchases by entering multiple categories in a split transaction when you write a check to pay your bill.

In this example, your credit card statement lists transactions for a gift and clothing, plus some miscellaneous items for which you don't want to keep a record. The total bill is $427.86.

1 Enter a payment transaction to pay the credit card bill in either the Write Checks or Register window.

2 Click Splits to open the split transaction (Command-E).

The total amount of the check appears in the first line of the split.

If you need more information about assigning categories to transactions, see page 96.

3 Assign the expense category "Gifts" to the first line of the split, replace the $427.86 amount with the amount of the gift you bought ($54.12), and press Tab to move to the next line.

When you leave the Amount field, Quicken calculates the remainder ($373.74) and puts it in the next Amount field.

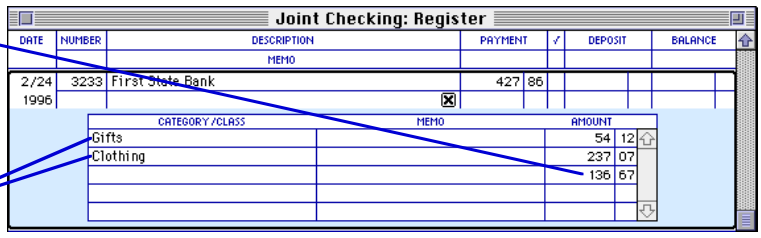
Tip: You can use QuickMath to calculate split amounts quickly; see "Calculating transaction amounts" on page 110.

4 Assign the expense category "Clothing" to the second line of the split, replace the $373.74 amount with the amount of the clothing you bought ($237.07), and press Tab to move to the next line.

When you leave the Amount field, Quicken calculates the remainder ($136.67) and puts it in the next Amount field.

When you leave the Amount field in the second line of the split, Quicken calculates the final remainder and puts it here. This is the amount you spent for miscellaneous items.

Quicken includes these expenses for gifts and clothing when you create any report or graph based on categories.



5 Assign an expense category such as "Misc Exp" to the third line of the split.

If you leave the miscellaneous purchases uncategorized, Quicken lumps them as "Other" in reports and "Uncategorized" in graphs.

6 Click Record to record the transaction.

Setting up and using Quicken credit card accounts

Use a Quicken credit card account if you want to keep records of most or all of your credit card transactions.

Quicken credit card accounts are very similar to Quicken bank accounts. If you've used a Quicken bank account, you already know most of what you need to know to use a credit card account.

Quick overview

- **Set up a credit card account.**
  See "Setting up a Quicken account" on page 69 to set up an account for each credit card you use.
- **Enter transactions in the credit card account.**
  See "Entering credit card transactions" on this page.
- **Update your account when you get your statement.**
  See "Updating a credit card account" on page 206.
- **Pay your credit card bill.**
  See "Paying your credit card bill" on page 208.

Entering credit card transactions

To enter transactions in a credit card register you can:

- Save your charge slips when you charge items and enter the transactions as they occur throughout the month. This method provides you with your current credit card balance at all times. It also lets you double-check your charges against those listed on your credit card statement.

  OR

- Wait until you receive your monthly statement and enter the transactions from the statement. This method is easy if you don't need to keep track of your balance throughout the month.

To keep a record of every credit card transaction without having to enter all the transactions yourself, consider updating your credit card information using Quicken's online banking feature. For more information, see the online banking information included in your Quicken package.

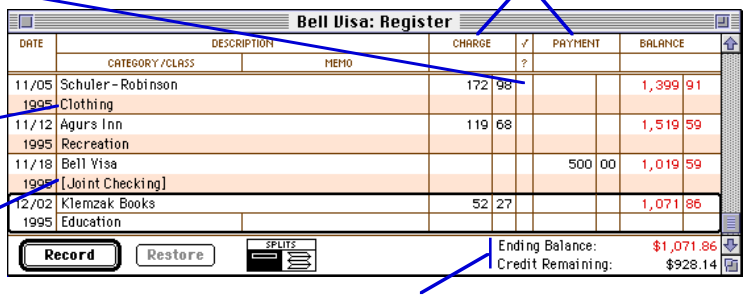
To open the register for a credit card account, choose Registers from the View menu and then choose the account name. Or choose Accounts from the View menu and double-click the account name in the Account list.

The √ (cleared) column would show a bold checkmark (✓) if you had already reconciled this transaction with your credit card statement.

A credit card register has Charge and Payment columns instead of Payment and Deposit columns like a Quicken bank account register. Use the Charge column for purchases you charge, finance charges, and other fees. Use the Payment column for bill payments or credits to your account.

Categorize your credit card charges if you want them included in reports and graphs.

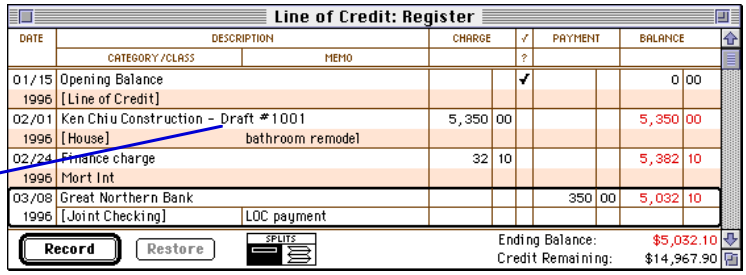
This transfer is recorded automatically when you pay the bill from a Quicken bank account; see "Paying your credit card bill" on page 208.



Ending Balance is your outstanding balance. Credit Remaining is your credit limit for the account less the Ending Balance amount.

This example shows a home equity line of credit being tracked in a credit card account.

Charges to this line of credit are made by writing drafts (much as you would write a check from a bank account). In this example, the draft number was noted in the description, but you could note it in the Memo field instead.



Updating a credit card account

To make sure that your credit card account contains accurate information, you should reconcile it each month with your credit card statement. Reconciling a credit card account lets you take advantage of several Quicken features:

- If you don't want to enter every credit card charge you make, Quicken can record a single adjustment transaction that covers all the charges you don't want to record individually.
- Quicken can automatically record a finance charge transaction.
- Quicken can automatically record your credit card payment in your Quicken bank account.

Reconciling credit card accounts

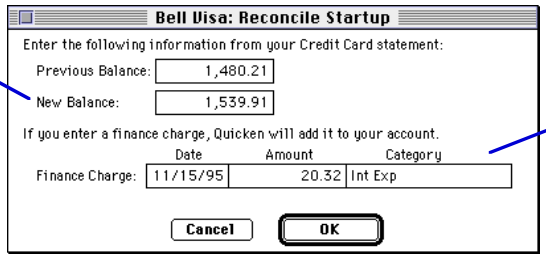
You reconcile a Quicken credit card account much as you reconcile your Quicken bank account with your bank statement. You mark transactions as cleared and enter any missing transactions for which you want to keep records. Reconcile one monthly statement at a time, the oldest statement first. Then pay your bill.

1 **Choose Registers from the View menu and select the credit card account if it is not already open.**

2 **Choose Reconcile from the Activities menu.**

3 **Enter information from your credit card statement in the Reconcile Startup window.**

Enter the ending balance (or "balance due") from your credit card statement.



Enter the date of your statement, any finance charge from the statement, and an expense category for the finance charge amount. If you enter a finance charge, Quicken automatically records a transaction for that amount in the credit card account register.

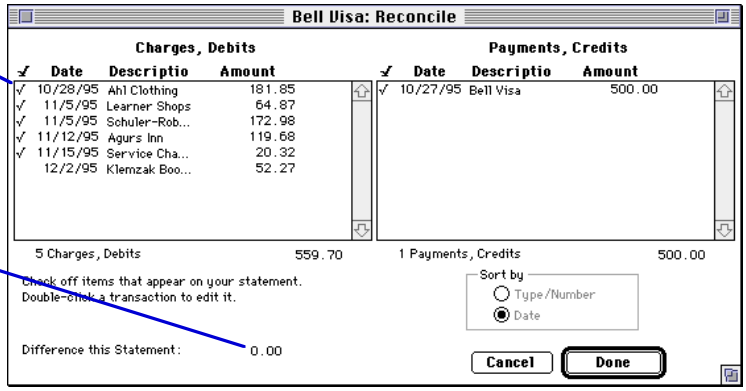
4 **Click OK.**

Quicken adds a finance charge transaction (if you entered a Finance Charge amount) to the register and displays the Reconcile window. (If you click Cancel instead of OK, the finance charge transaction is not recorded in the register and you'll need to enter it again when you return to reconciling the account.)

5 **When you find a transaction in the Reconcile window that matches a transaction on your credit card statement, click it to mark it as cleared.**

If a transaction is on your credit card statement, click the transaction to mark it as cleared. A checkmark appears in the left column. To remove the checkmark, click the transaction again.

As you click cleared transactions to check them off, Quicken displays the difference between the total of the cleared transactions and the New Balance you entered.



When this Difference This Statement amount is zero, you've successfully reconciled the account.

See step 3 on page 187 if you need more information.

6 **If you find transactions on your credit card statement that are missing from the list of uncleared transactions, enter them now in the register.**

Or, if you prefer, Quicken can combine these "missing" charges into a single adjustment transaction when you finish reconciling your statement. See "Resolving a non-zero difference" on page 193.

See step 4 on page 188 if you need more information.

7 If you find transactions that contain incorrect amounts or other errors, correct them now in the register.

8 When you have finished marking items as cleared, look at the Difference This Statement amount.

Reconciling a credit card account is basically the same as reconciling a bank account at this point. See "Completing reconciliation" on page 189.

9 When you've completed reconciliation, Quicken asks if you want to pay your credit card bill. Click Yes if you want Quicken to create a transaction to pay the bill.

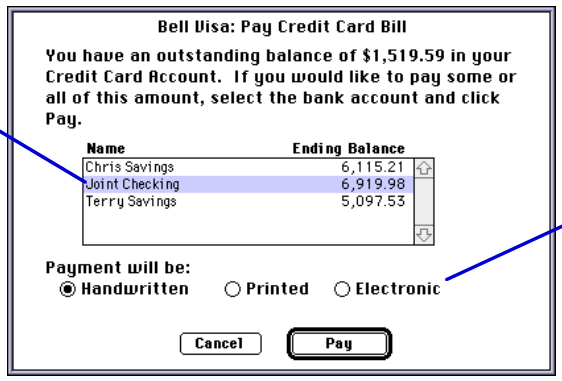
Quicken displays the Pay Credit Card Bill dialog box. See "Paying your credit card bill" next.

Paying your credit card bill

As the final step in reconciling your credit card statement, Quicken can write a check to print with Quicken, record a handwritten check in your check register, or record a transaction you can transmit electronically for payment.

1 Select the name of the checking account from which you plan to pay the bill and specify whether you are planning to write a check manually, print a check with Quicken, or transmit the payment electronically.

Select the account from which you want to make the payment. Quicken records the payment in this account as a transfer to the credit card account.



Select Handwritten if you will write the check by hand; select Printed if you will print the check with Quicken (see Chapter 5, *Writing and printing checks,* beginning on page 127); or select Electronic if you use CheckFree and plan to transmit the payment electronically (see Chapter 19, *Paying bills electronically,* beginning on page 392).

2 **Click Pay to enter the payment in the register or the Write Checks window.**

After Quicken records the payment, it selects the payment transaction in the Write Checks window or the check register.

3 **Complete the transaction with a payee, memo, and address (for a printable check), and then click Record.**

Quicken remembers the payment information and uses it the next time you make a payment on this credit card.

Intuit recommends that you back up your Quicken data file after you have reconciled an account. Making a backup copy of your data takes only seconds and protects you against accidental loss of data. See "Backing up your Quicken data" on page 65.

What's next?

Now that you've read about using Quicken to keep track of your credit cards, what would you like to do next?

- **Would you like to set up a Quicken credit card account?**

  See "Setting up a Quicken account" on page 69 to set up the account. Then see "Entering credit card transactions" on page 205 to start entering transactions in the account.

- **Would you like to go back and recategorize credit card payments you've already entered in your checking account register?**

  See "Entering credit card transactions in Quicken bank accounts" on page 204.

- **Would you like to learn about other types of Quicken accounts?**

  See Chapter 8, *Tracking your cash,* beginning on page 197, Chapter 10, *Tracking assets and liabilities,* beginning on page 210, or Chapter 12, *Tracking investments,* beginning on page 237.

10 Tracking assets and liabilities

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When to use Quicken asset and liability accounts

In accounting language, assets are what you own, liabilities are what you owe, and the difference between them is your net worth.

With Quicken asset and liability accounts, you can track such things as loan balances, the value of your car or other personal possessions, and the cost basis of your home. For a small business, asset and liability accounts can track capital equipment, accounts receivable, and accounts payable. If you set up accounts for all your assets and liabilities, Quicken can include them in net worth reports and graphs to give you an accurate view of your total financial picture.

When to use Quicken asset accounts

The balances in your bank and cash accounts represent only part of your total assets. Quicken has three additional account types you can use to track your other assets: asset accounts, portfolio accounts, and mutual fund accounts. Use Quicken's portfolio and mutual fund accounts to track assets such as stocks, bonds, mutual funds, and other investments (see Chapter 12, *Tracking investments,* beginning on page 237). Use Quicken asset accounts to track the following assets:

Type of asset	Sample uses for asset accounts
Loan notes you hold	You can track money you've lent in an asset account. Then, when you receive a payment, deposit it in your bank account as you normally would, but create a transfer to the loan asset account for the amount of the principal payment so the account's balance always shows the amount that is owed to you. Note: Quicken's loan feature can simplify this process by setting up an asset account and a loan payment transaction for you, and then calculating the principal and interest amounts. See Chapter 11, *Setting up amortized loans,* beginning on page 218.
Home cost basis	Set up an asset account to track your home improvements over the years. Use the purchase price of the home as the opening balance for the account, then record each improvement in the register as you make it (generally as a transfer from the account where the money was actually spent). Many types of improvements add to the cost basis of your home (see "Sample uses for asset accounts" on page 213).
Contents of your home	Create an asset account for your home inventory and use it to track furnishings, major appliances, audio and video equipment, jewelry, and other property you keep in your home. Enter each item with its purchase date and price as a transaction in the asset account. If your property is damaged or stolen, your records can help to settle your claim with the insurer. Note: If you have Quicken Deluxe 6, you can track the contents of your home using Quicken Home Inventory.
Prepaid medical expenses	If your employer lets you set aside pretax dollars for medical expenses, you can use an asset account as a holding account for tracking the amounts withheld from your paycheck. See "Sample split transaction: entering a paycheck" on page 108 for information about transferring part of your paycheck to another account.
Capital equipment	Track the value of all capital equipment as it is acquired and depreciation as it occurs.
Accounts receivable	Keep up-to-date accounts receivable records.

When to use Quicken liability accounts

The balances due on your credit cards represent part of your liabilities. Use Quicken's liability accounts to track these other liabilities:

Type of liability	Sample uses for liability accounts
Loan balances	You can use liability accounts to keep track of money you've borrowed, such as car loans, home equity loans*, and mortgages. Then, when you write a check to make a loan payment, create a transfer to the loan liability account for the amount of the principal payment—so the account's balance always shows the amount you owe on the loan. Note: Quicken's loan feature can simplify this process by setting up a liability account and a loan payment transaction for you, and then calculating the principal and interest amounts. See Chapter 11, *Setting up amortized loans,* beginning on page 218.
Accrued liabilities	Track accrued liabilities, such as payroll taxes and income taxes payable. When you do your company's payroll, transfer the payroll taxes portion of each check to a payroll liability account as part of the split transaction detail. This technique makes it easy for you to keep track of the amount that's due for payroll taxes. Note: Specific information about using Quicken for small business payroll is available in the *Business User's Guide,* which begins on page 542. To purchase this guide, call Intuit Direct Sales at the phone number on page 477.
Accounts payable	Keep up-to-date accounts payable records.

* If you have a home equity line of credit, use a credit card account to track it. Unlike liability accounts, credit card accounts track the amount of credit available to you. See "Setting up and using Quicken credit card accounts" on page 205, and take special note of the illustration of the register for a home equity line of credit account on page 206.

Setting up and using asset and liability accounts

Quicken asset and liability accounts are very similar to Quicken bank accounts. If you've used a Quicken bank account, you already know most of what you need to know to use an asset or liability account.

Quick overview

- **Set up an asset or liability account.**
  See "Setting up a Quicken account" on page 69.
- **Enter transactions directly in the register for the account or as transfers to or from other accounts.**
  See "Entering transactions in an asset or liability account" on this page.
- **From time to time, close inactive items in the account or update the value of the account.**
  See "Updating the value of an asset or liability account" on page 215.

Entering transactions in an asset or liability account

You can enter transactions in an asset or liability account in two ways:

- **Enter transactions directly.** For example, you can enter the appreciation (increase in value) of an antique or the depreciation (decrease in value) of capital equipment as a transaction in an asset register.
- **Enter transfers to or from other accounts.** When you enter a transaction in another Quicken account that affects an asset or liability, Quicken can record the payment as a transfer to the asset or liability account for you automatically. For example, if you write a check to purchase a computer and you track your computer equipment in an asset account, you can categorize the transaction in your checking account register as a transfer to your computer equipment asset account. Quicken records a parallel transaction in the asset account as an increase in the value of the account.

For more information about entering transactions in a register, see "Entering transactions in a register" on page 90.

For more information about transfers, see "Transferring money between accounts" on page 100.

Sample uses for asset accounts

Tracking home improvements. If you own a home, it is important to keep track of all the improvements you make to it. Such a record can save you money when you sell the home, because home improvements become part of the cost basis of the home and thus reduce the amount of profit on which you are taxed.

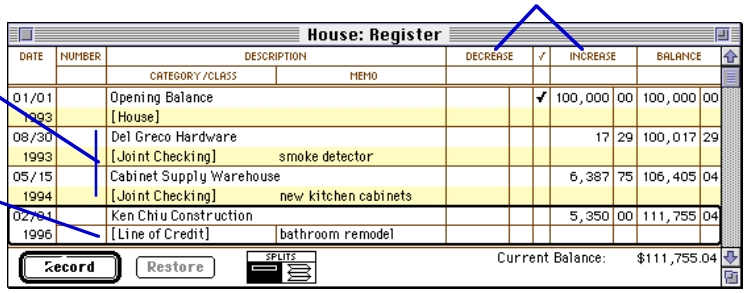
To simplify this example, we've ignored the costs of buying and selling the house, but you should include them in your cost basis.

For example, suppose you bought a home for $100,000 in 1993. To track the value of the home, you set up a Quicken asset account called "House" with the $100,000 purchase price as the opening balance. Over the next few years you made improvements to your home: you installed a smoke detector for $17.29, remodeled your kitchen for $6,387.75 and remodeled your bathroom for $5,350.00. In 1996 you sell the home for $125,000. At first glance it might seem that your taxable gain is $25,000 (the difference between your purchase and selling prices). But your cost basis is actually $111,755.04 (the sum of your original purchase price and your improvements), so the gain on which you owe taxes is only $13,244.96.

An asset account register has Decrease and Increase columns instead of Payment and Deposit columns like a Quicken bank account register. Use the Decrease column for amounts that decrease the value of the asset; use the Increase column for amounts that increase the value of the asset.

These purchase transactions were entered as transfers when the checks were written from a Quicken bank account named "Joint Checking."

This purchase transaction was entered as a transfer when it was recorded in a Quicken credit card account named "Line of Credit."



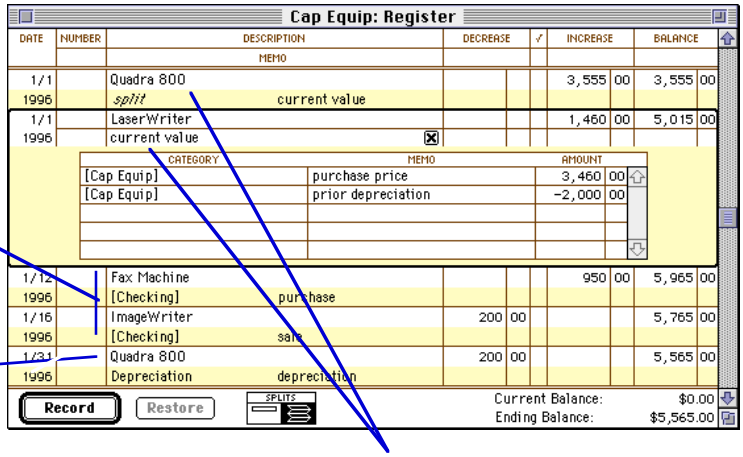
More information about using Quicken for small business finances is in the *Quicken Business User's Guide*, which begins on page 542.

Tracking the value of capital equipment. Set up an asset account with an opening balance of zero, and create a separate transaction for the current value of each piece of equipment (asset) you own. Then, as you buy and sell equipment, create transfer transactions to the asset account from the Quicken account where you record the purchase or sale transaction (for example, a checking or credit card account).

If you want to depreciate an asset's value while you own it, create an expense category for depreciation and enter transactions to record the depreciation amount.

The purchase and sale of equipment were recorded in a Quicken bank account as transfers to the Cap Equip asset account. The amount of the purchase is in the Increase column because it increases the total value of the account. The amount of the sale is in the Decrease column because it decreases the total value.

This depreciation transaction was recorded directly in the asset account register. The amount is in the Decrease column because it decreases the value of the account.



These transactions are for existing equipment. The current value goes in the Increase column because it increases the value of the account.

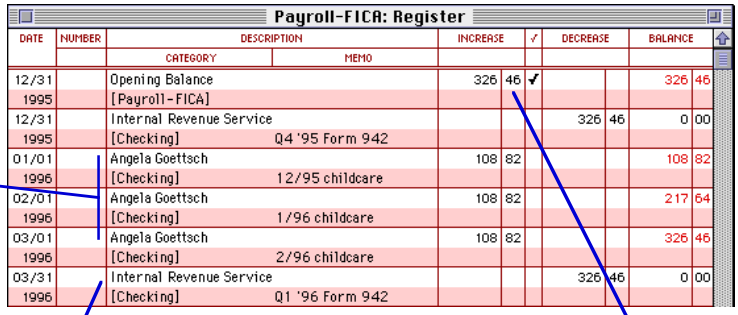
Sample uses for liability accounts

Tracking amortized loans and mortgages. Quicken simplifies the process of tracking a loan balance. See Chapter 11, *Setting up amortized loans,* beginning on page 218, for information about setting up and using liability accounts to track amortized loans.

Tracking accrued liabilities. You can use a liability account to track accrued liabilities such as taxes withheld but not yet paid. The liability account's current balance will always show the amount of tax owed as of today.

This is a liability account set up for Social Security payroll taxes collected for a household employee.

Each month the employer records a transaction for the employee's paycheck in a checking account. This transaction is a transfer from that paycheck transaction in the checking account. Its amount is the sum of the Social Security tax withheld from the employee's pay plus the employer's contribution. This amount increases the total amount owed.



Payroll-FICA: Register

DATE	NUMBER	DESCRIPTION / CATEGORY	MEMO	INCREASE	✓	DECREASE	BALANCE
12/31		Opening Balance		326 46	✓		326 46
1995		[Payroll-FICA]					
12/31		Internal Revenue Service				326 46	0 00
1995		[Checking]	Q4 '95 Form 942				
01/01		Angela Goettsch		108 82			108 82
1996		[Checking]	12/95 childcare				
02/01		Angela Goettsch		108 82			217 64
1996		[Checking]	1/96 childcare				
03/01		Angela Goettsch		108 82			326 46
1996		[Checking]	2/96 childcare				
03/31		Internal Revenue Service				326 46	0 00
1996		[Checking]	Q1 '96 Form 942				

This transaction is a quarterly tax payment recorded in the checking account as a transfer to the liability account. The amount appears in the Decrease column because it decreases the total amount owed.

The Opening Balance shows the amount of Social Security tax owed at the time you set up the account.

Updating the value of an asset or liability account

You don't need to balance an asset or liability account the same way you reconcile a Quicken bank account with your bank statement. Instead, you may want to mark transactions as cleared when you no longer own an asset or when you no longer owe a liability. Or you may want to update the values of assets and liabilities that are still open.

Closing assets or liabilities

Closed items are those that are no longer active as assets or liabilities; in other words, they no longer contribute to the total of what you own or what you owe. For example, if you sell an asset listed in an asset account (an antique, for example), that item is no longer part of your net worth and you probably don't want to include it in reports that show the total value of your assets and liabilities. However, you may not want to delete the item from the account altogether, because you may want to be able to produce a report that includes it in the event of an audit.

If you mark your closed items as cleared, you can restrict reports to show uncleared items only when you don't want those items to appear. To mark an individual asset as cleared, open the asset account and mark as cleared both the transaction for the purchase of the item and the transaction for the sale of the item (as well as any other transactions that affect its value, such as depreciation). To mark a transaction as cleared, select it and click in the √ (cleared) field. You can use the Find command (Command-F) to locate any related transactions.

Updating the balance in an asset or liability account

You can have Quicken make an adjustment to the balance in an asset or liability account to update the current value of the account. For example, if you have an asset account for real estate you own, you can tell Quicken to enter a transaction to update the value of the account to reflect the current value of the property.

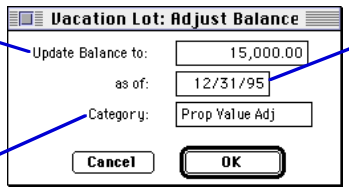
1 Choose Registers from the View menu and select the asset account if it is not already open.

2 Choose Adjust Balance from the Activities menu.

3 Enter information in the Adjust Balance window.

Enter the current value of the asset (in this example, a piece of property in an account named "Vacation Lot"). Quicken compares this amount with the current balance in the account.

(Optional) Enter a category for the adjustment transaction.



(Optional) Change the date.

When you click OK, Quicken adds a balance adjustment transaction that changes the Current Balance in the account to match the current value of the asset.

4 Click OK to record the balance adjustment transaction in the register.

What's next?

Now that you've learned how Quicken can keep track of your assets and liabilities, what would you like to do next?

- **Would you like to set up a Quicken asset or liability account for a loan that you owe or that someone owes to you?**

  See Chapter 11, *Setting up amortized loans,* beginning on page 218, to see if you want to set up the loan as an amortized loan that Quicken tracks for you automatically. If you do, Quicken creates the asset or liability account for you when you set up the loan.

- **Would you like to set up a Quicken asset account for an item or items you own?**

  See "Setting up a Quicken account" on page 69 to set up the account; then see "Entering transactions in an asset or liability account" on page 213 to start entering transactions in the account.

- **Would you like to set up a Quicken liability account for something you owe (such as accrued liabilities or accounts payable)?**

  See "Setting up a Quicken account" on page 69 to set up the account; then see "Entering transactions in an asset or liability account" on page 213 to start entering transactions in the account.

- **Would you like to learn about other types of Quicken accounts?**

  See Chapter 8, *Tracking your cash,* beginning on page 197, Chapter 9, *Tracking your credit cards,* beginning on page 203, and Chapter 12, *Tracking investments,* beginning on page 237.

11 Setting up amortized loans

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How Quicken tracks a loan

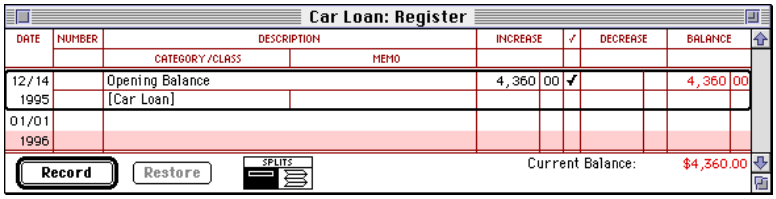
Quicken can track how a loan is amortized, or paid off, with each payment you make. Quicken keeps track of both the amount of interest you've paid and the loan's outstanding principal balance.

If you've tracked loan amortization manually, you know how tedious it can be. Because each payment covers a different proportion of interest and principal, you have to calculate the interest and principal for every payment—even if you pay the same amount every time. But Quicken can automate the calculations for you.

When you set up a loan for amortization, Quicken creates two items that work together to track your loan: a special loan payment and an asset or liability account to track the loan principal.

Quicken creates a special loan payment and adds it to the Loan list.

Quicken also creates a principal account (in this example, a liability account) to keep track of the outstanding principal on the loan—shown as the Current Balance.

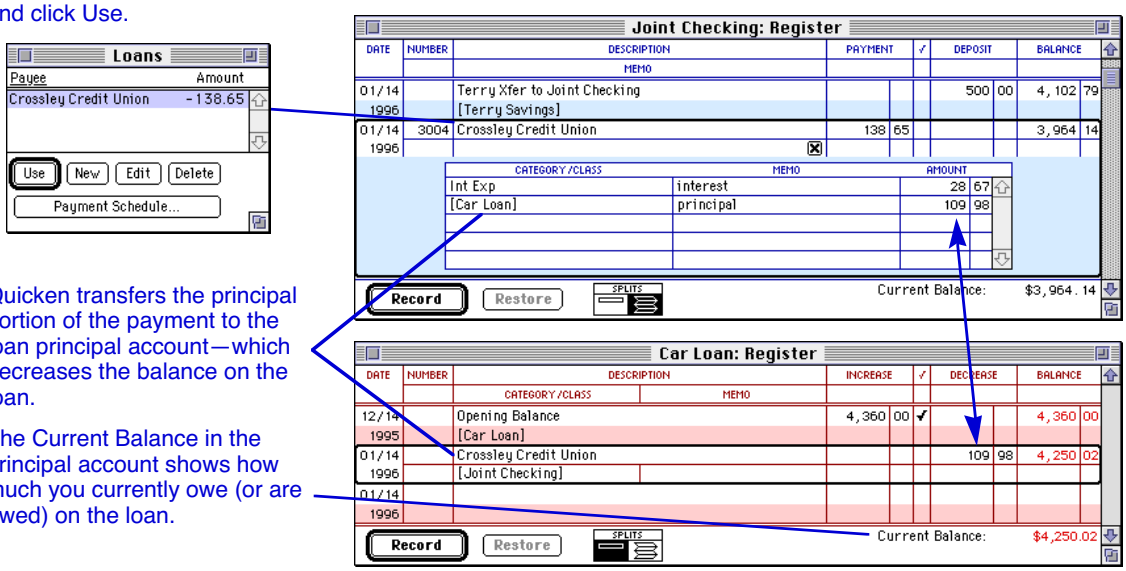


When it's time to make a payment on your loan, you enter the loan payment transaction in the register for the account from which you're making the payment (a checking account in the example

below). Quicken automatically calculates the correct proportion of interest and principal and transfers the principal amount to pay down the balance in the liability account for the loan.

To recall the loan payment, select the loan in the Loan list and click Use.

Quicken enters the loan payment transaction in the checking account register and automatically calculates the interest and principal amounts.



Quicken transfers the principal portion of the payment to the loan principal account—which decreases the balance on the loan.

The Current Balance in the principal account shows how much you currently owe (or are owed) on the loan.

Setting up a loan

When you set up a loan, you enter information about your loan and the lender (or the borrower, if you are the lender). Then Quicken creates both a special loan payment and a principal account for you based on this information.

Quicken can handle a variety of special loan features such as variable interest rates, balloon payments, and negative amortization. Refer to the section that begins on page 225 if any special features apply to your loan.

---

1 Choose Loans from the View menu.

2 In the Loans window, click the New button (Command-N).

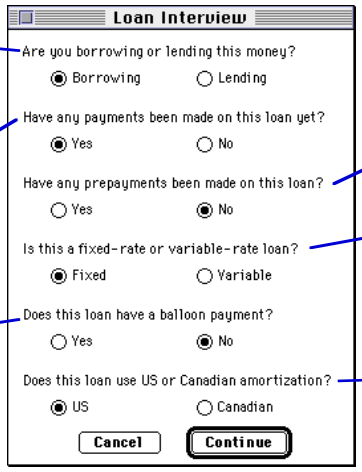
3 In the Loan Interview window, answer each of the questions as it applies to your loan.

Quicken determines the best way to set up the loan on the basis of your answers to the questions.

If you are the borrower, click Borrowing. If you are the lender, click Lending.

If you've already made payments on this loan, click Yes. If this is a brand new loan and you haven't made any payments, click No.

If this loan requires a final balloon payment after a specified number of regular payments, click Yes (and see "Balloon payments" on page 226). If it does not, click No.



If you've made any prepayments (extra amounts that went toward reducing your principal balance), click Yes. If you haven't ever made any prepayments, click No. If you are setting up a new loan, this question is dimmed because you haven't made any payments at all.

If this loan has a fixed interest rate (the same interest rate for the life of the loan), click Fixed. If it has a variable interest rate (the rate can change), click Variable.

Loan interest is calculated differently in the United States and in Canada. If your loan originated in the United States, click US. If it originated in Canada, click Canadian.

4 Click Continue to continue setting up the loan.

If your loan has a variable interest rate or if you've made any prepayments, you must set it up as if it begins with the next payment, so Quicken will not give you any other option.

If you are setting up an existing loan (one for which you've already made payments), Quicken may ask you whether you want to set it up from the day the loan started or from the next scheduled payment. Use the following information to help you decide.

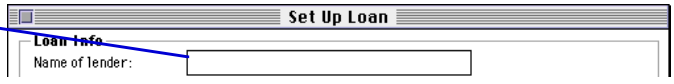
- To set up the loan from its beginning, you need to know your payment amount, the date you made the first payment, the total number of payments, the annual interest rate, and the original amount of the loan.
- To set up the loan starting with your next scheduled payment, you need to know your payment amount, the date of your next payment, the annual interest rate, and either the current loan balance or how many payments you have left to make.

Entering loan information

Quicken displays a Set Up Loan window where you can enter all the information necessary for setting up your loan.

1 Enter the name of the lender (or the borrower, if you're the lender).

If you are the borrower, enter the name of the lender. If you are the lender, enter the borrower's name.



Quicken uses the name you enter here as the name for the loan in the Loan list and as the payee for your loan payment transaction (or deposit transaction, if this is a lending loan).

2 Use the following table to help you fill in the remainder of the Loan Info section of the Set Up Loan window.

Field in Set Up Loan window	Guidelines for what to enter: Brand new loan	Existing loan (starting with first payment)	Existing loan (starting with next payment)
Principal + interest	The part of the total payment that goes toward principal and interest. Do not include any other amounts such as insurance or taxes that may be included in the total payment.		
PMI, property tax, etc.	Any amounts in your regular payment that do not go toward principal or interest. These may include insurance, property taxes, and so on.		
Date of first payment	The date you will make your first payment.	The date you made your first payment.	
Date of next payment			The date you will make your next payment.
Frequency	How often you make scheduled payments on this loan.		
Total # of payments	The total number of payments you will make on this loan.	The total number of payments you will make on this loan.	
# paid		The number of payments you have already made.	
Payments remaining			The number of payments remaining to pay off the loan.*
Annual interest rate or Current interest rate	The current annual interest rate you are paying.		
Interest category	The name of the expense category you want to use to track the interest paid on this loan (or, if you are the lender, the income category you want to use to track the interest earned).		
Principal account	The name of the account you want to use to track the loan balance. Note: You cannot have more than one loan principal account with the same name because Quicken uses the name of the account to identify the loan.		

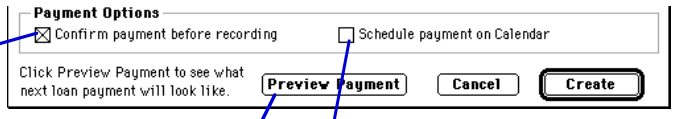
Field in Set Up Loan window	Guidelines for what to enter: Brand new loan	Existing loan (starting with first payment)	Existing loan (starting with next payment)
Loan amount	The full amount of the loan.	The original amount of the loan	
Current balance			The balance remaining to be paid on the loan.*
	Note: You can change the amount Quicken calculates for either of these fields if it is not the exact amount you owe (or that is owed to you).		
Balloon on payment # (only appears if you've told Quicken there is a balloon payment)	The payment after which your balloon payment is due. See "Balloon payments" on page 226 for more information on what to enter if you see this field.		

* If you know either the number of payments you've already made or the current loan balance, Quicken will calculate the other amount based on what you entered as the payment amount and the interest rate.

3 Select the appropriate Payment Options.

Select this checkbox if any of the following apply.

- You want to review payment information each time you recall the loan payment.
- The loan has either a variable interest rate or negative amortization.
- You plan to make prepayments of principal either occasionally or in varying amounts.



Click Preview Payment if you want to review the payment Quicken has set up for this loan. See "Previewing the Loan Payment Transaction" on this page.

Select this checkbox if you want Quicken to set up your loan payment as a scheduled transaction. When you click Create, Quicken takes you to the Calendar to set up the scheduled transaction. See "Scheduling future transactions" on page 164.

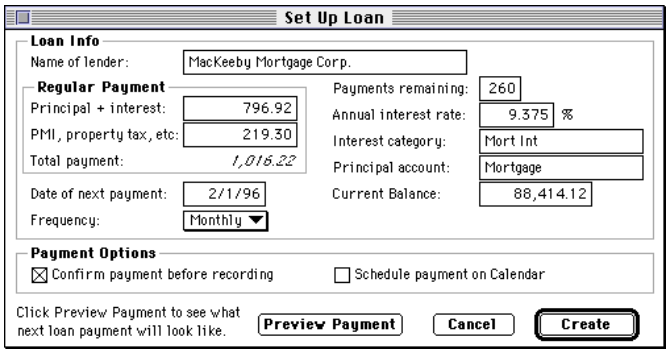
4 Click Create to create the loan.

If you've entered non-loan amounts in the "PMI, property tax, etc." field, Quicken takes you to the Preview Payment window so you can categorize that expense (see "Previewing the Loan Payment Transaction" on this page).

If you haven't entered any non-loan amounts, Quicken either takes you to the Calendar if you've indicated that you want to schedule your loan payment (see "Scheduling future transactions" on page 164), or simply closes the Set Up Loan window and adds your loan to the Loan list.

Sample loan setup

In the following example we've set up an existing mortgage loan as if it begins with the next payment. The loan payments are made to MacKeeby Mortgage Corp.



When you click Create, Quicken displays the Preview Payment window so you can categorize the non-loan portion of the regular payment (see the example on page 224).

Note that the following information was entered about this loan:

- The part of each scheduled payment that applies to principal and interest is $796.92.
- There is an extra $219.30 in each payment for property taxes.
- The next payment is due 2/1/96, and payments are made monthly.
- There are 260 payments remaining to be paid on the loan
- The interest rate is 9.375%.
- The interest paid is tracked in the "Mort Int" category, and the principal balance is tracked in the "Mortgage" account.
- The current loan balance is $88,414.12.

Previewing the Loan Payment Transaction

If you entered non-loan amounts in the "PMI, property tax, etc." field, Quicken takes you to the Preview Payment window when you click Create so you can categorize those extra amounts.

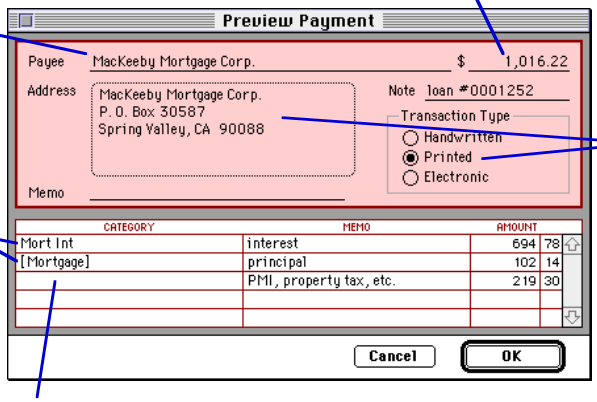
This example shows the Preview Payment window for the loan in "Sample loan setup" on page 223. Note that Quicken filled in some fields from the information in the Set Up Loan window, but you need to enter a category for the amount in the third line of the split.

If any non-loan amounts are included in your loan payments, your total payment shows up in the $ Amount field, and Quicken puts this additional amount in the third line of the split transaction.

Quicken enters the name of the lender here for a loan where you are the borrower.

Quicken automatically puts the category you entered for "Interest category" and the account you entered for "Principal account" in the first two lines of the split.

Note: You can ignore the amounts for interest and principal during setup. They are the amounts for the next scheduled payment only. Quicken calculates the correct amounts for interest and principal each time you make a payment.



If you will print checks with Quicken to make your payments, click Printed and enter the lender's address.

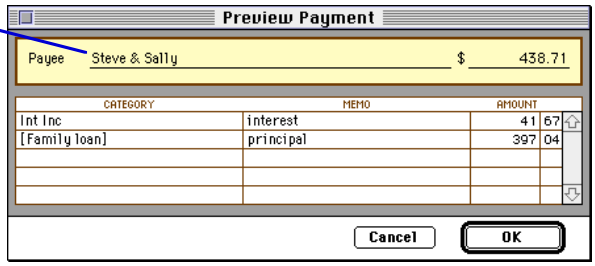
Click Handwritten if you will write the checks by hand, or Electronic if you will transmit the loan payments electronically (see page 392).

Enter a category for the amount you entered for "PMI, property tax, etc." here. If you have more than one amount to categorize, you can add more lines to the split. See "Splitting transactions" on page 106 for more information.

Even if no extra non-loan amounts are included in your loan payments, you'll need to preview your payment transaction if you want to change the transaction to a check you will print with Quicken or an electronic payment. Or you may just want to preview the payment to confirm that everything looks the way you expected.

To preview the payment before you create the loan, click the Preview Payment button in the Set Up Loan window. If you are the lender for the loan, you'll see a smaller preview window like this one.

Quicken enters the name of the borrower here.



If your loan payments are for principal and interest only, you probably won't need to edit any of the information in the Preview Payment window. When you click OK in the Preview Payment window, Quicken returns you to the Set Up Loan window.

See “Making a loan payment” on page 231 for information about recalling a loan payment (or deposit) transaction.

When you click Create in the Set Up Loan window, Quicken creates a loan payment transaction (or a deposit transaction if the loan payments are made to you) and adds it to the Loan list. Quicken also adds the loan payment transaction to the QuickFill Transactions list as a locked transaction (see “Memorizing transactions” on page 113).

If you want to try out “what if” scenarios with your loan, you can use the loan planner or refinance planner. See “Calculating loan payments and principal” on page 376 or “Calculating the cost of refinancing a loan” on page 378.

Handling different types of loans

Quicken can handle many different kinds of loans. For example, you can use Quicken to track a variable-rate loan or a loan on which you make a final balloon payment. You’ll find guidelines for setting up a number of different types of loans in this section:

- “Variable-rate loans” on page 225
- “Balloon payments” on page 226
- “Negative amortization” on page 227
- “Zero-interest loans” on page 228
- “Additional prepayments of principal” on page 228
- “Loans for which you receive payments” on page 230
- “Existing principal accounts” on page 230

Each set of guidelines tells you what special information you need to give Quicken in the Loan Interview window, the Set Up Loan window, and the Preview Payment window. For items not specified in these guidelines, follow the instructions in “Setting up a loan” beginning on page 221. If your loan involves several different features (for example, a variable-rate loan with negative amortization), follow all the guidelines that apply.

Variable-rate loans

The interest rate for a variable-rate (or adjustable-rate) loan can change over the life of the loan. When the rate changes, the scheduled payment amount also changes.

When you set up a variable-rate loan, you must answer "Variable" to the question "Is this a fixed-rate or variable-rate loan?" in the Loan Interview window. Then, in the Set Up Loan window:

For this item	Give Quicken this information
Principal + interest	The part of your next payment that goes toward principal and interest
Annual interest rate	The interest rate that will apply to your next payment
Confirm payment before recording	Make sure this checkbox is selected; then, whenever the interest rate changes, you can enter the new interest rate and payment amount when you recall the loan payment transaction

Balloon payments

In a loan with a balloon payment, the principal is not fully repaid when the regular payments stop, so the balance of the loan (the "balloon payment") is due at the end of the payment period. The loan is actually amortized over a longer period than the period of the payments. For example, if you have a "30 due in 7" loan, your payment is amortized over 30 years. But at the end of seven years, you must either pay off the balance or refinance the loan.

When you set up a loan with a balloon payment, you must answer "Yes" to the question "Does this loan have a balloon payment?" in the Loan Interview window. Then, in the Set Up Loan window:

For this item	Give Quicken this information
Total # of payments* or # paid* or Payments remaining*	Follow the guidelines in the table on page 221 for entering information in these fields; use the number of years in the amortization period to determine what you enter (see the examples in the table below)
Balloon on payment #	The number of the final payment (calculated by multiplying the number of years remaining in the payment period by the number of payments per year)

* Quicken determines which of these fields to include in the Set Up Loan window from the answers you select in the Loan Interview window. You will never see all three fields at the same time.

For example, if you borrowed a "30 due in 7" loan two and a half years ago and you make monthly payments on the loan:

For this item	You would enter
Total # of payments	360 (30 years × 12 payments per year)
# paid	30 (2.5 years × 12 payments per year)
Payments remaining	330 ((30 years – 2.5 years) × 12 payments per year)
Balloon on payment #	54 ((7 years – 2.5 years) × 12 payments per year)

For some balloon payment loans, each payment covers only the accrued interest (no principal), and the original loan amount is due at the end of the repayment period. If your loan is this type of "interest-only" loan, do not use Quicken's loan tracking feature. Instead, create a regular memorized (locked) transaction for the payment and categorize the entire amount as interest. See "Memorizing transactions" on page 113 to create a locked transaction.

Negative amortization

If you set up a loan with negative amortization this way, Quicken may overstate the interest amount in tax reports. Always use the statement from your lender to get the exact amount of interest you should report on your income tax returns.

If your loan has negative amortization (also called reverse amortization), the amount you pay when you make a loan payment doesn't cover both the interest and principal that are due for that payment. When your actual payment doesn't completely cover the interest and covers none of the principal, the unpaid interest is added to the loan balance (and appears as a negative amount in the second split line of your loan payment transaction).

When you set up your loan, answer the questions in the Loan Interview window just as you would if the loan did not have negative amortization. Then, in the Set Up Loan window:

For this item	Give Quicken this information
Annual interest rate	The current interest rate (if both the interest rate and payment amount vary), or the interest rate on which the loan amortization was initially based (if your loan payment amount is fixed but the interest rate varies)
Loan amount* or Current balance*	Follow the guidelines in the table on page 221 for entering information in these fields; use the full loan amount on which the loan amortization was initially based to determine what you enter
Confirm payment before recording	If either the payment amount or interest rate varies, make sure this checkbox is selected; then you can enter the new payment amount or the new interest rate when you recall the loan payment transaction

* Quicken determines which of these fields to include in the Set Up Loan window from the answers you select in the Loan Interview window. You will never see both fields at the same time.

Zero-interest loans

If you have a zero-interest loan, you do not incur any interest expenses. Your entire payment (excluding other charges such as impound payments) is principal.

When you set up your loan, answer the questions in the Loan Interview window just as you would if you were paying interest on the loan. Then, in the Set Up Loan window:

For this item	Give Quicken this information
Annual interest rate	Zero (0)
Interest category	Leave this field blank

Additional prepayments of principal

If you include an additional prepayment of principal with your scheduled payment, the prepayment is applied entirely to principal. By making prepayments, you pay off the loan balance sooner and pay less in interest over the life of the loan.

When you set up a loan for which you have already made prepayments, you must answer "Yes" to the question "Have any prepayments been made on this loan?" in the Loan Interview window. If

you haven't yet made any prepayments, answer "No." Then follow these guidelines in completing your loan setup:

- **For consistent prepayments** (where you include the same prepayment amount with every scheduled payment):

For this item in the Preview Payment window	Give Quicken this information
$ Amount	Add the prepayment amount to the scheduled payment (for example, if your payment amount is $796.92 and you always prepay $203.08, enter $1000 in the $ Amount field)
Third split line	Categorize the prepayment amount as a transfer to the principal account (for example, if your principal account is "Mortgage," enter [Mortgage] in the Category field for the prepayment amount)*
(Optional) Third split line memo	Enter a note that this amount is a prepayment; then you can identify all prepayments you've made by creating a report that is restricted by memo (the text of the note) and category (the name of your principal account)

* Even though this is the same transfer account name Quicken puts in the second line of the split, do not change the amount Quicken enters for principal. Add an extra split line to keep the prepayment amount separate from the regularly scheduled principal amount.

- **For occasional or variable-amount prepayments**:

For this item in the Set Up Loan window	Give Quicken this information
Confirm payment before recording	Select this checkbox; then you can enter the amount of the prepayment when you recall the loan payment transaction (see step 5 on page 232)

You can also make prepayments of principal between scheduled loan payments. See "Making prepayments between scheduled payments" on page 233.

Loans for which you receive payments

If you receive payments on a loan note you hold, you can set up the loan for amortization in Quicken. For a "lending loan," Quicken creates a deposit transaction instead of a payment transaction, and uses an asset account instead of a liability account as the principal account whose balance shows how much is still owed to you.

When you set up a loan for which you receive payments, you must answer "Lending" to the question "Are you borrowing or lending this money?" in the Loan Interview window. Then enter information in the Set Up Loan window following the guidelines in the table on page 221.

Existing principal accounts

To use an existing principal account when you set up a loan for Quicken to track, you must be manually tracking the loan's outstanding balance in that account right now by using the principal and interest amounts from your loan statements to fill in the correct split amounts in your loan payment transactions.

If you choose to use your existing principal account when you set up the loan in Quicken, Quicken will use the account's Current Balance amount (or Ending Balance amount, if there is one) as the current loan balance on which it bases its amortization calculations. Before you set up the loan in Quicken, you must make sure that both the Current Balance (or Ending Balance) amount and the date of the last transaction in the register correctly reflect your most recent payment.

When you set up your loan, answer the questions in the Loan Interview window just as you would if you hadn't already set up a principal account for the loan. Then, in the Set Up Loan window:

For this item	Give Quicken this information
Principal account	The name of the existing principal account

Viewing a loan's payment schedule

You can view a loan's payment schedule to see how the loan progresses with each future payment (you don't see past payments in the payment schedule, however).

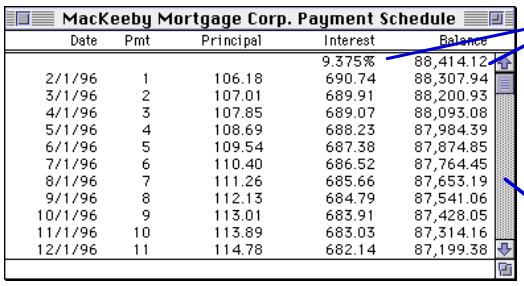
1 Choose Loans from the View menu.

2 Select a loan and click Payment Schedule.

This example is for the loan we set up in "Sample loan setup" on page 223.

For each payment, Quicken shows:

- the scheduled payment date
- the payment number
- the amounts calculated for principal and interest
- the loan balance after the payment is made



Quicken shows you the current interest rate and balance for the loan.

Scroll down to see the rest of the schedule.

3 (Optional) To print the entire schedule, choose Print Payment Schedule from the File menu.

If you want to estimate the total amount of interest you will pay on your mortgage this year, use the loan planner. Such information may be useful in estimating this year's mortgage interest payments for Form W-4 calculations. See "Estimating this year's mortgage interest payments" on page 377.

Making a loan payment

When it's time to make a regularly scheduled payment on your loan, you recall the loan payment transaction. Then, when you record the payment, Quicken recalculates the interest and principal amounts and updates the loan balance.

1 Open the register or the Write Checks window for the bank account from which you will make the loan payment.

Make sure you enter your payment in a bank account, not in the liability or asset account you are using to track the loan principal.

2 Choose New Transaction from the Edit menu (Command-N).

3 Choose Loans from the View menu.

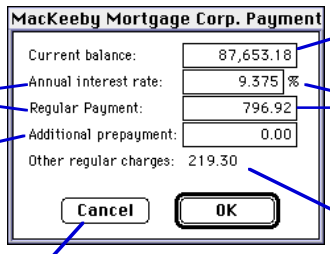
Or, if QuickFill is turned on, you can just start typing the lender's name in the Description field. When you see the full name, press Tab to recall the loan payment. Then skip to step 5.

4 **Select the loan for which you want to enter a payment and click Use.**

5 **If you have set up your loan for payment confirmation, review or change any information necessary for this payment. Then click OK to enter the transaction in the register.**

If you have a variable-rate loan and the interest rate has changed as of this payment, enter the new rate and scheduled payment.

If you want to make a prepayment of principal with this payment only, enter that amount here.



If the Current Balance amount doesn't match the actual balance on the loan, enter the correct amount.

If this loan has negative amortization with fixed payments but a variable-interest rate, enter the new interest rate (if it has changed as of this payment) and then re-enter the scheduled payment.

This is the amount entered for "PMI, property taxes, etc." in the Set Up Loan window (or any other amounts you entered in the split lines in the Preview Payment window).

Click Cancel if you recalled the loan payment by mistake.

6 **Click Record in the register or the Write Checks window to record the loan payment transaction.**

When you recall the final scheduled payment for this loan, Quicken reminds you that this is the last payment. Once you've made the payment, you won't be able to recall the loan transaction again.

Note: If you recall a loan transaction by mistake, you can just delete the transaction from the register (press Command-D). Quicken automatically restores the loan balance and the number of payments made.

How changes to a loan payment affect future payments and schedules

This table explains what happens when you change the data in the Payment Confirmation window.

If you change this	This happens
Current balance	Quicken adjusts the balance for the loan in the payment schedule and adds a balance adjustment transaction to the principal account to correct the Current Balance.
Annual interest rate	Quicken adjusts the scheduled payment amount and interest rate for this payment and all future payments.

If you change this	This happens
Scheduled payment	Quicken uses the amount you enter as the new scheduled payment amount **for this payment and all future payments.** If you increase the scheduled payment, Quicken increases the principal amount for each payment, and reduces either the final payment or the number of payments remaining. If you decrease the scheduled payment, Quicken decreases the principal amount for each payment, but does not increase the number of payments remaining. Instead, it creates a balloon payment as the final payment.
Additional prepayment	Quicken increases the principal amount **for this payment only** and reduces either the final payment or the number of payments remaining.

Making prepayments between scheduled payments

You can also set up a loan to include prepayments of principal with your scheduled payment. See "Additional prepayments of principal" on page 228.

If you make a payment on your loan between scheduled payments, the entire payment is a prepayment of principal. For this type of payment, do not recall your regular loan payment transaction. Instead, create a separate transaction in the account from which you are making the payment, and enter the name of the principal account as a transfer account in the Category field of the transaction.

Editing loan information

Edit a loan when you need to change any of the loan setup information except the principal account name. (See "Editing account information" on page 72 to rename an account.)

1 Choose Loans from the View menu.

2 Select the loan you want to change and click Edit (Command-E).

3 Make your changes to the information in the Edit Loan or Preview Payment windows.

See the instructions for filling in the Set Up Loan window (identical to the Edit Loan window), beginning on page 220, and for the Preview Payment window, beginning on page 223.

4 **When you have finished making your changes, click Change in the Edit Loan window to save them.**

If your loan is set up for payment confirmation (see step 3 on page 222), you can also edit some loan information when you recall the loan payment transaction, including the scheduled payment, the interest rate, and the current balance (see step 5 on page 232).

Deleting a loan

You can delete a loan from the Loan list when you have finished paying off the loan. When you delete a loan, Quicken removes it from the Loan list, from the QuickFill Transactions list, and from any transaction groups that include it. Quicken does not delete the loan's principal account, however, since you may want to keep the account for your records; if you want to delete the principal account, see "Deleting an account" on page 73 for instructions.

1 **Choose Loans from the View menu.**

2 **Select the loan you want to delete and click Delete (Command-D).**

3 **Click Yes to confirm the deletion.**

Refinancing a loan

If you refinance a loan that you've been tracking in Quicken, follow this procedure to set up the new loan and "pay off" the old loan.

To help you determine whether or not you should refinance, see "Calculating the cost of refinancing a loan" on page 378.

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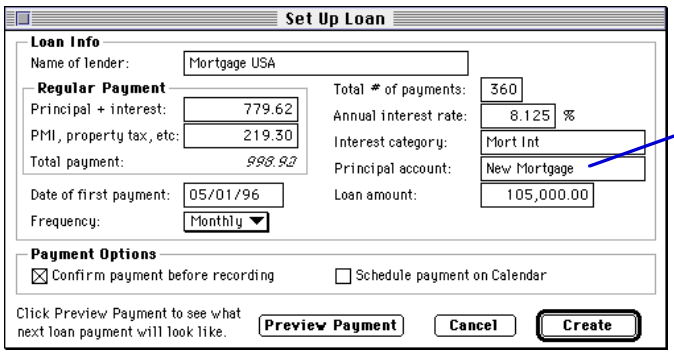
1 **Set up the new loan following the steps in "Setting up a loan" on page 219.**



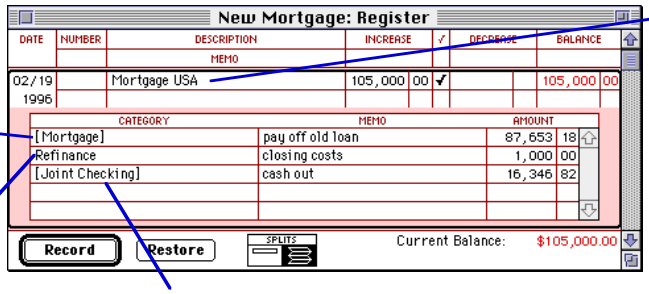
When you enter the information about the new loan, be sure to enter a principal account name that is different from the one you were using for your old mortgage.

2 Edit the Opening Balance transaction in the register for the new principal account to create a split that "pays off" the old loan and categorizes or transfers any remaining amounts.

This is the register for the principal account for the new loan.

This line of the split pays off the old loan. (The next illustration shows the transfer transaction in the register for the old principal account.)

Since the new loan amount covers the closing costs, you should categorize this expense in the split.

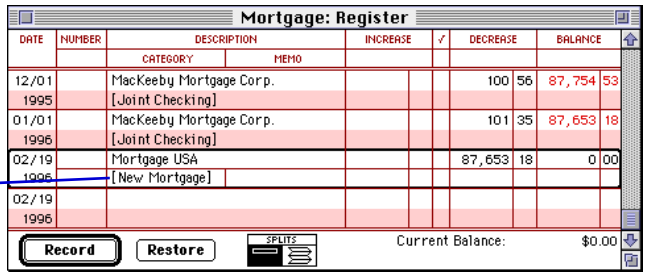


You might want to change "Opening Balance" to the name of the new lender to make the transfer transaction more meaningful.

If the new loan is bigger than the old loan balance plus closing costs, you may receive a check from the lender for the difference. In this example, the check was deposited in a checking account, so it is entered as a transfer to the account Joint Checking.

This is the register for the principal account for the old loan.

This is the transfer transaction from the new loan's principal account that pays off the balance of the old loan.



3 Delete the old loan from the Loan list.

See "Deleting a loan" on page 234.

Estimating year-to-date loan interest

You may want to know how much interest you've paid on a loan since the beginning of the year for tax purposes. You can see actual year-to-date interest by creating a report that shows your interest payments.

If you have a fixed-rate loan and have not made any prepayments of principal, you can estimate your total interest payments for the year using the loan planner. See "Estimating this year's mortgage interest payments" on page 377.

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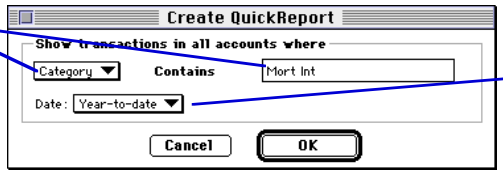
1 Choose QuickReport from the Reports menu.

2 Fill in the Create QuickReport window as shown.

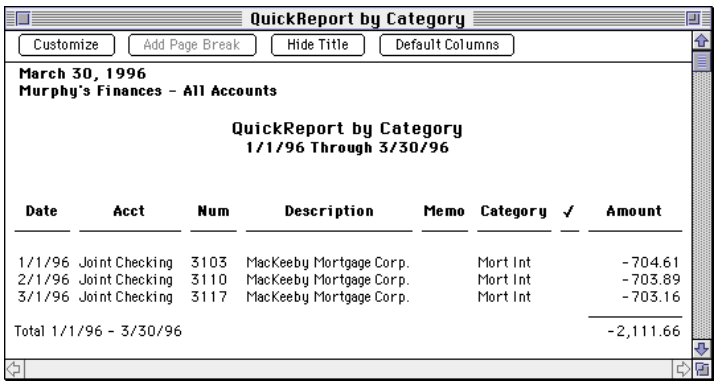
Choose Category from this pop-up menu and enter the name of your mortgage interest category in the text box to report on just that category.



Choose Year-to-Date to report on every transaction categorized as Mort Int. so far this year.

3 Click OK to create the report.

This QuickReport was created using the settings shown in step 2.



What's next?

Now that you've read about how Quicken tracks amortized loans for you automatically, what would you like to do next?

- **Would you like to set up a new loan in Quicken?**

  See "Setting up a loan" on page 219.

- **Would you like to change a loan you've been tracking manually in Quicken to one that Quicken tracks automatically?**

  See "Existing principal accounts" on page 230 before you set up the loan.

- **Would you like to learn about using Quicken to track your investments?**

  See Chapter 12, *Tracking investments,* beginning on page 237.

12 Tracking investments

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About investment accounts

You can use Quicken investment accounts (portfolio accounts and mutual fund accounts) to track what you own in stocks, bonds, mutual funds, and other types of investments that fluctuate in price. Investment accounts are for investors who want to track investment transactions, see the performance of their investments, update current market values, and create tax reports. When you use investment accounts, Quicken can show you whether you are making or losing money on each investment, compare the performance of your investments, and report on investment income and capital gains when you need that information to prepare your income taxes.

When to use an investment account

See Chapter 10, *Tracking assets and liabilities*, beginning on page 210, for information about using asset accounts.

The table on the next page suggests what type of Quicken account to use with different types of investments. It is simpler to use an asset account instead of an investment account if an investment:

- has a constant share price or no share price
- is not in a brokerage account with investments that fluctuate in price

You may, however, choose to use a portfolio or mutual fund account for those investments, to take advantage of Quicken's ability to calculate return on investment.

If you invest in	Use this type of account
One or more securities (stocks, bonds, or mutual funds) for which you want to track a cash balance in addition to the securities (for example, a collection of investments through a brokerage firm)	Portfolio
A single mutual fund that has no cash balance	Mutual fund
Real estate investment trusts (REITs) or partnerships	Portfolio
Unit trusts	Portfolio
IRA accounts, Keogh accounts, or variable annuities	Portfolio
Cash management accounts (CMAs)	Bank for the checking part of the account, portfolio for everything else (use transfers for purchases, dividends, and so on)
Money market funds	Bank (if you write checks) Mutual fund (if you are interested in tracking rate of return)
CDs or Treasury bills	Portfolio or asset
Fixed annuities	Portfolio or asset
Employer retirement plans: 401(k), 403(b), pension	Portfolio or asset
Collectibles or precious metals	Portfolio or asset
Real estate	Asset

Note that you can track some of the investments in this table using either a portfolio or asset account. To track an investment in a portfolio account, you must know the share price and dollar amount for each purchase or sale transaction. If you don't have this information, use an asset account instead of an investment account.

Tip: After you set up either a portfolio or asset account for a 401(k), you can transfer amounts from your paycheck to the 401(k) account. See "Sample split transaction: entering a paycheck" on page 108 for an example.

For example, if you have a 401(k) but you don't get a detailed statement that shows every purchase, you don't have enough information to use an investment account. Instead, use an asset account and adjust the balance when you get your statement. If you want to keep track of the different funds that make up your 401(k) without using a portfolio account, use a separate asset account for each fund.

Deciding which investment account type to use

Quicken provides two types of investment accounts: portfolio accounts and mutual fund accounts. Both account types track the same kinds of information about your investments; you can track income, capital gains, and performance of individual securities—no matter which type of account they are in.

The following table describes the differences between portfolio accounts and mutual fund accounts.

Type	Description
Portfolio account	• Tracks one or more securities. • May have either a cash balance, as in a brokerage account, or no cash balance. • Displays the cash balance after every transaction, and the current market value of the account at the bottom of the register. The register does not display the share balance (total number of shares) for individual securities within the account. (Quicken displays share balances for individual securities in the Portfolio window.) • Has the advantage of flexibility. You can change the securities in it and leave cash in it.
Mutual fund account	• Tracks a single mutual fund, not a family of funds. (If you own shares of more than one mutual fund, however, you can set up a Quicken mutual fund account for each individual fund.) • Is restricted to one security. • Cannot have cash in it, only shares of the security. • Displays both the share balance (total number of shares) and the current market value for the single security in the account register. • Has the advantage of streamlining certain procedures. For example, when you write a check from a Quicken checking account to a Quicken mutual fund account, the transaction automatically appears in the mutual fund account as a purchase of shares at the most recent price.

* You can also use a mutual fund account to track the value of foreign currency. See "Managing foreign currency" on page 293.

Organizing your securities in an investment account

Here are some recommendations about how to group your securities within one or more Quicken investment accounts.

Security type	Recommendation
Brokerage accounts	Use a separate Quicken portfolio account for each actual brokerage account or other managed account you have. If you have a cash management account (CMA) with a broker, set up the checking part as a Quicken bank account (so you'll be able to print checks, track check numbers, and reconcile easily). Set up a Quicken portfolio account for the rest of the investments in the brokerage account. Then transfer money between the two Quicken accounts when you buy and sell securities or receive investment income.
IRAs or 401(k) accounts	Use separate Quicken portfolio accounts for your IRA and for your spouse's IRA. (Even if you do not have securities with fluctuating prices in your IRA, you may want to set it up as a Quicken portfolio account, since you may change the investments later.) This advice applies to other retirement plans that you manage directly, such as a Keogh plan. If you have more than one security in your IRA, put them in the same Quicken portfolio account, even if the securities are managed by different mutual fund managers. If you transfer an IRA security from one manager to another, Quicken can still track the performance of your IRA as a whole.
Securities you hold directly	If you have a few individual securities that you hold directly, you may want to set each one up as a separate Quicken portfolio account. Then you can easily reconcile each account with its statement. On the other hand, you may prefer to lump the securities in a single Quicken portfolio account, especially if you have other portfolio accounts. Then you can subtotal these securities by account on reports and track them as a group.

Although Quicken can handle most common investment needs, its investment tracking does have limitations. While Quicken provides basic tax reports, it doesn't keep track of changes in tax laws. Also, Quicken doesn't track aspects of sophisticated transactions such as commodities trading or strike prices.

Choosing an option for first-time setup

When you set up a new portfolio or mutual fund account, you have three options for determining your opening balance. These options are described in the following table. We recommend the first option.

Option description	Advantages	Disadvantages
Option 1: Enter all historical data. Enter the initial purchase and all subsequent transactions for each security in the account. For each security you should enter: • Name and type of security • Date, amount invested, and number of shares bought (or price per share) for the initial purchase • All subsequent acquisitions and sales (including reinvestments, gifts, stock splits, and return of capital) • All dividends, interest, and capital gains distributions for the current year • (Optional) All nonreinvested dividends, interest, and capital gains distributions for prior years (this data gives you a more complete value for the performance of your security for past years but does not affect Quicken's value for cost basis) • Price per share at the end of last year (and prior years, if available) and today • Anything else that may affect the price or performance history for this security	1) All Quicken reports are complete and accurate. 2) If you sell a security, the capital gains report displays the purchase dates, amounts invested, and the realized gain, so you can use this report to prepare Schedule D tax information. 3) All your investment records are in one convenient place, making it easier for you to analyze your investments and produce data for tax and other purposes.	1) You have to locate data for transactions that occurred in the past. 2) You must spend time entering all past transactions.

Option description	Advantages	Disadvantages
Option 2: Set up for this year. Enter your investment holdings as of the end of last year. Then enter all investment transactions for each security in the account since the beginning of this year. For each security you should enter: • Name and type of security • Number of shares owned at the end of last year • Price per share at the end of last year and today • All transactions (purchases, sales, dividends, reinvestments, and so on) for the current year	1) The information you need to gather goes back only to the end of last year and is probably easy for you to find. 2) Data for the year is complete, so you can use the investment income report to prepare Schedule B tax information. 3) Quicken produces accurate reports on performance, income, and changes in unrealized gain for time periods starting with the beginning of this year.	1) Because your data is incomplete, Quicken cannot give you an accurate value for unrealized gain (unrealized gain depends on the cost basis* for the security). 2) If you sell the security, the capital gains report does not show an accurate purchase date. And, because the cost basis dates back only to the beginning of the year, the realized gain is not accurate.
Option 3: Set up fast. Enter your current investment holdings. For each security you should enter: • Name and type of security • Number of shares you own now • Current price per share	1) You can get started with a minimum amount of information to gather. 2) You can start using the account right away to see whether you think it's worthwhile to gather and enter more information. 3) Quicken produces accurate reports on performance, income, and changes in unrealized gain for time periods starting now.	1) Data for this year is incomplete, so you can't use the investment income report to prepare Schedule B tax information. 2) You may have to wait a few months before your investment data is in the range where Quicken can display a valid investment performance report. 3) Because your data is incomplete, Quicken cannot give you an accurate value for total unrealized gain (unrealized gain depends on the cost basis* for the security). 4) If you sell the security, the capital gains report does not show an accurate purchase date. And, because you are starting from today, the realized gain is not accurate.

* Cost basis is the IRS term for the amount of money you have invested in your shares. The IRS permits several different accounting methods to determine cost basis. Quicken uses the First In, First Out (FIFO) method. FIFO is the most popular method of calculating cost basis and is the standard method currently used by the IRS. Under the FIFO method, Quicken assumes that the shares you sold are the ones you've held the longest.

How Quicken tracks your investment data

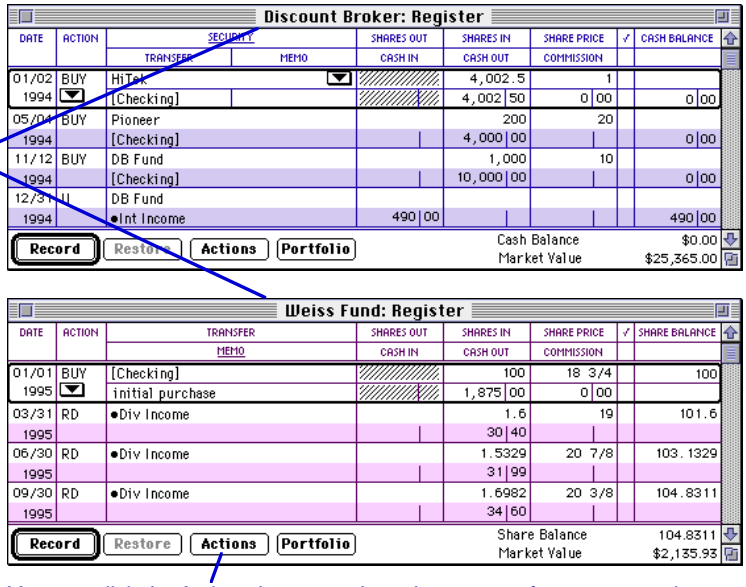
Before you set up your first Quicken investment account, take a look at the different windows you will use for setting up, entering, and viewing your investment data.

The Register window

Use the Register window to view all the transactions that have been entered in an account. Each investment account has its own register.

Each Quicken investment account has its own register that functions much like the registers for other types of Quicken accounts.

The first register in this example is the register for a portfolio account (see "Setting up a Quicken portfolio account" on page 247), and the second is for a mutual fund account (see "Setting up a Quicken mutual fund account" on page 255).



You can click the Actions button and use investment forms to enter investment transactions (see "Using investment forms to enter transactions" on page 258), or you can enter transactions directly in the register once you are familiar with the different investment actions (see "Entering investment transactions in the register" on page 260).

The Portfolio window

To see the Portfolio window, choose Portfolio from the View menu.

Use the Portfolio window to:

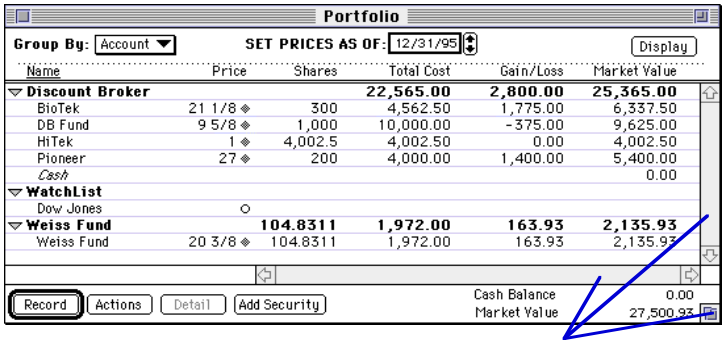
- view and update security prices (see "Updating the prices of your securities" on page 276)
- view summary information for all securities in which you hold an open position

All your investment accounts share a single Portfolio window.

You can view summary information about the securities in all your investment accounts in a single Portfolio window.

You can customize the information in a number of different ways:

- You can change the column display by adding, removing, resizing, or moving columns.
- You can change the row display by showing and hiding securities, or changing the way they are grouped and sorted.



If there are more columns or rows than will fit in the window, you can use the scroll bars to see the remaining information. You can also resize the window by dragging the size box in the lower right corner of the window.

To print the information in the Portfolio window, choose Print Portfolio from the File menu.

You can customize the information you see in the Portfolio window in several ways. You can change which columns are displayed and how and where they are displayed, and you can change the order in which securities are listed and how they are grouped.

Customizing the column display

To in the Portfolio window:

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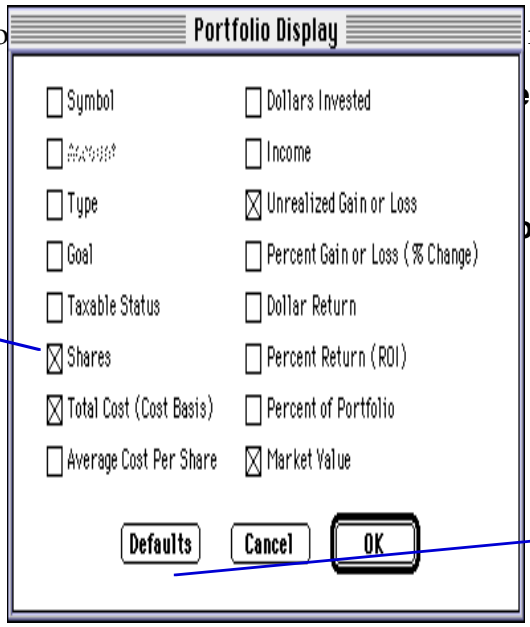
2 you want to see in the oxes for columns you



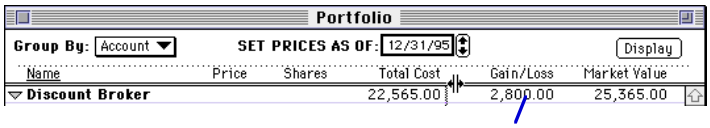
Click a checkbox to select it or, if it's already selected, click to clear it.

When you click OK, the selected columns are displayed in the Portfolio window. If there are more columns selected than will fit in the window, you can use the horizontal scroll bar to scroll columns into view.

Click Defaults to select only the columns that were selected when you installed Quicken.

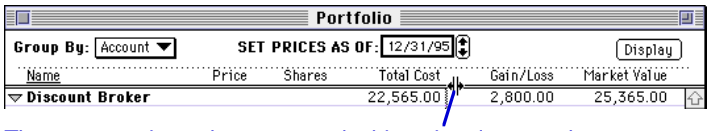
3 Click OK.

To change the order in which columns appear in the Portfolio window, simply drag and drop any column (except Name and Price) from its current location to a new one. When you move the mouse pointer over the double line below the column title, it changes to a hand.



The mouse pointer changes to a hand when you move it over the double line under a column title. You can use the hand to drag and drop that column to a new location.

To change the size of a column, drag the area just to the right of the column title to the left or right. When you move the mouse pointer over the resize area, it changes to a double-pointed arrow.



The mouse pointer changes to a double-pointed arrow when you move it over the resize area to the right of a column title. Drag to the left or right to resize the column.

Customizing the row display

You can group your securities by account, by security, by type, or by goal. Choose the grouping you want from the Group By pop-up menu in the upper left corner of the window. If you have grouped by anything other than security, you can click the triangles to the right of the group titles (the items in bold in the first column) to hide or show the securities below them.

Within the groupings, you can use any column displayed in the window to sort the securities. Just click a column title to sort that column in alphabetical or numerical order.

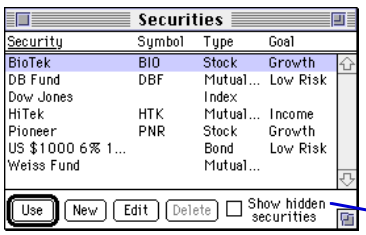
The Securities window

To see the Securities window, choose Securities from the View menu.

Use the Securities window to set up new securities and edit or delete existing securities. All your Quicken investment accounts share one Securities list that contains all your securities.

The Securities window lists all your securities. A security must be in the Securities list for you to use it in any of your Quicken investment accounts (including the WatchList).

You can drag and drop securities into an investment register or into any account (including the WatchList) in the Portfolio window.



From the Securities list, you can add, edit, and delete securities.

You can change the order in which things appear in the Securities list by clicking a column title to sort that column in alphabetical order. This list is sorted by security name, but you can sort it by symbol, type, or goal.

If you have hidden any securities and you want to put them back in the list, click Show Hidden Securities. If you want to make a security active again, see page 280.

To print your Securities list, choose Print Securities from the File menu.

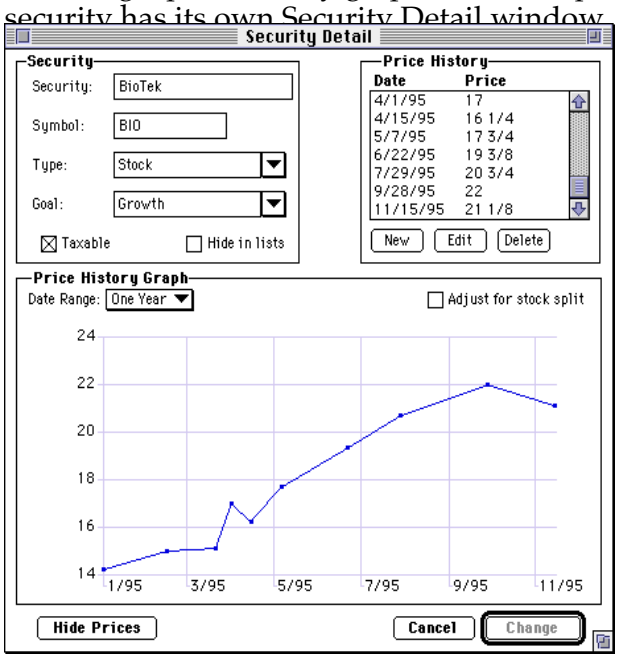
To set up a new security, click New and fill in the Set Up Security window as described in step 3 on page 249. To edit a security, click Edit and make your changes in the Edit Security window. To delete a security, see "Deleting or hiding securities" on page 279.

The Security Detail window

To see the Security Detail window for a security, select that security in the Portfolio window and click the Detail button.

Use the Security Detail window to edit information about individual securities and to view detailed price information, including a price history graph and a text price history list. Each security has its own Security Detail window.

The Security Detail window displays information specific to a single security that you've set up in Quicken, whether or not you hold an open position for that security in any Quicken account. Every security in the Securities list has its own Security Detail window.



The Price History graph can show price data for intervals from one week to five years, or it can show all the data you've entered in Quicken for a security. Click any data point on the graph to see the exact date and price for that data point.

Note: Quicken can display a graph only if you have entered more than one price for a security.

The Price History list shows every share price you have entered for this security (including prices entered as part of transactions). If more than one price is entered for a date, Quicken keeps only the last one.

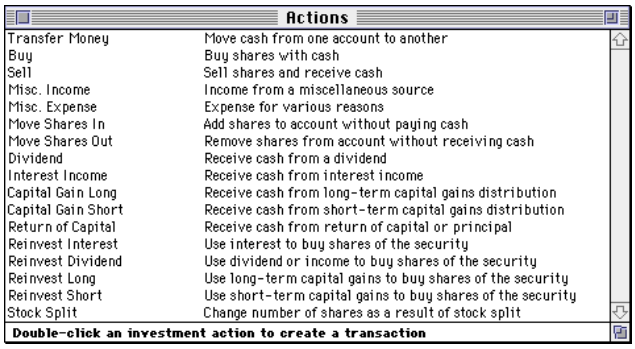
To print the information in the Security Detail window, choose Print Security Detail from the File menu, and then select Print Prices or Print Graph or both.

The Actions window

To see the Actions window, choose Actions from the Activities menu, or click the Actions button in either the Register or Portfolio window.

Use the Actions window to select investment forms for entering investment transactions (Buys, Sells, Interest Income, Dividends, and so on). The table in "Choosing an investment action" on page 263 lists all of these actions alphabetically and gives you a page reference where you can find information on using specific forms to record many of the most common investment transactions in Quicken.

The Actions window lists all the investment forms you can use to enter transactions in investment accounts. See "Using investment forms to enter transactions" on page 258 for information.



Note: You can also enter investment transactions directly in the Register window (page 243). When you record a transaction in either an investment form or the register, Quicken automatically updates the share price in the Portfolio window (page 243).

Setting up a Quicken portfolio account

A portfolio account is designed to track more than one security, but it can be used to track other investments such as IRAs, unit trusts, and so on (see the table on page 238).

To set up a portfolio account in Quicken, you need to:

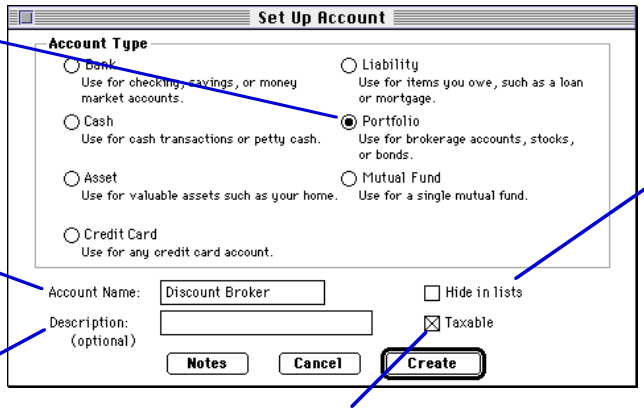
Quick overview

- **Create the account**.
  See "Creating a portfolio account" on this page.
- **Set up all the securities in the account.**
  See "Adding a security to a portfolio account" on page 248.
- **Set up the opening share balance (the number and value of shares you own) for each security in the account**.
  See "Setting up an opening balance for a security" on page 251.
- **Set up the cash balance in the account**.
  See "Setting up the cash balance in a portfolio account" on page 254.

Creating a portfolio account

1 Choose Accounts from the View menu (Command-A).

2 In the Accounts window, click New (Command-N).



Click Portfolio to select it as the account type. See "Deciding which investment account type to use" on page 239 for more information about the portfolio account type.

Enter a distinctive name for the account, up to 15 characters long. You can use the broker's name or other descriptive name.

(Optional) Enter an account description that's up to 30 characters long.

To hide this account so it doesn't show up in lists (the Account list or the Portfolio window, for example), click this checkbox to select it.

If this is not a taxable account (an IRA or 401(k) account, for example), click this checkbox to clear it.

3 Click Portfolio to select it as the account type.

4 Enter a name for the account and, if you want, a description.

5 Click the Taxable checkbox to clear it if this is not a taxable account.

6 Click Create to create the account.

Quicken adds the account name to the Account list and opens the register for the new account.

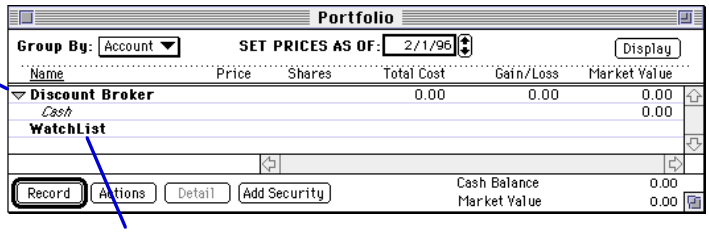
Adding a security to a portfolio account

Quicken opens the Register window when you set up a portfolio account. If this is your first Quicken investment account (or if this account includes securities you haven't already set up for another account), you'll need to set up each new security for which you will be entering transactions. You can either set up all your securities before you enter any transactions, or you can set them up "on the fly" while you are entering transactions, since Quicken offers to let you set up a new security whenever you enter a name it doesn't recognize.

1 Click the Portfolio button at the bottom of the Register window.

Note that the account you set up is shown in the Portfolio window with a market value of zero, because you haven't entered any transactions in it yet.

The account you just set up appears initially in the Portfolio window with no securities in it.



The WatchList is a special "account" where you track securities you don't own but want to "watch." See "Tracking indexes and securities you don't own" on page 292 for information.

2 Click the Add Security button at the bottom of the Portfolio window.

Enter a name for the security you want to add to this account, up to 18 characters long.

Note: If the security you are adding to an account or to the WatchList is already in your Securities list, you can also select the name from the pop-up menu.

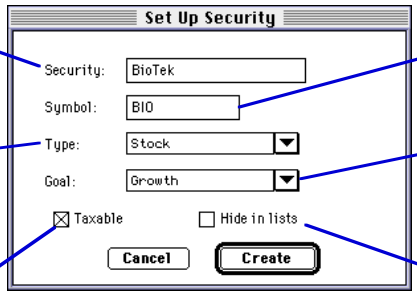
3 Enter a name for the security and click OK.

If this is a new security (one that's not already in the Securities list), click Set Up when Quicken asks if you want to set it up.

Quicken displays the name you entered. If you want to change it, just type a new name, up to 18 characters long.

Choose a security type. The preset types are: Bond, CD, Index, Mutual Fund, and Stock.

If this is not a taxable security (a tax-free bond, for example), click this checkbox to clear it.



Note: You can also set up a security from the Securities list. Just click New to display the Set Up Security window.

Enter the security's symbol if you plan to export or import price data or use Quicken Quotes.

Choose a goal. The preset goals are: College Fund, Growth, High Risk, Income, and Low Risk.

To hide this security so it doesn't show up in lists (the Securities list or Portfolio window, for example), click this checkbox to select it.

4 If you plan to export or import price data or use Quicken Quotes to retrieve prices, enter the symbol for the security.

5 (Optional) Choose the security type from the Type pop-up menu.

Note: Quicken can use security types to group securities in the Portfolio window and to sort and subtotal investment reports and graphs.

If no option in the list is appropriate, choose Edit from the Type menu and click New in the Types window. For example, you might add Money Fund, T-Bill, Tax-Free Bond, Option, REIT, Unit Trust, NYSE, NASDAQ, or AMEX. You can also use types or goals to identify securities in your children's names.

6 (Optional) Choose the investment goal appropriate for this security from the Goal pop-up menu.

Note: Quicken can use investment goals to group securities in the Portfolio window and to sort and subtotal investment reports and graphs.

If no option in the list is appropriate, choose Edit from the Goal menu and click New in the Goals window. For example, you might add Retirement, Down Payment, Remodeling, Growth & Income, or Medium Risk. You can also use goals to designate industry groups (such as technology, energy, consumer products, and so on).

7 Click Create to add the security to the Securities list.

8 Select whether you want to add shares of this security to a Quicken account or just want to track it in the WatchList, and then click OK.

If you own this security and want to add your current holdings to your Quicken portfolio account, select this option.

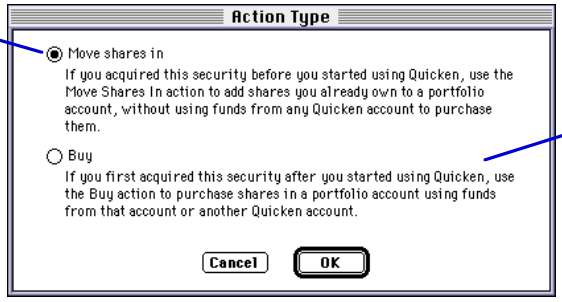
If you don't own this security and just want to track it in the WatchList, select this option.

If you selected Add Security to WatchList, Quicken adds the new security to the WatchList in the Portfolio window and you have finished setting up the security.

If you selected Add Shares to Account, continue to step 9.

9 Select whether you want to use a Move Shares In action or a Buy action to add shares to your portfolio account.

If you already owned this security before you started using Quicken and want to add your current holdings to your Quicken portfolio account, select Move Shares In and see "Setting up an opening balance for a security" next.



If you first purchased this security after you started using Quicken, select Buy and see "Buying and selling securities" on page 267.

If you selected "Move Shares In," Quicken displays the Move Shares In investment form. To fill in the form, see "Setting up an opening balance for a security" next and begin with step 3.

If you selected "Buy," Quicken displays the Buy investment form. To fill in the form, see "Buying and selling securities" on page 267.

Setting up an opening balance for a security

If you first purchased a security after you started using Quicken, you may want to record its initial purchase using the Buy action instead of the Move Shares In action (see “Buying and selling securities” on page 267).

To set up an opening balance for a security (in other words, to enter an initial transaction for it in the account), you need to record a Move Shares In transaction for each security that you acquired before you started using Quicken. The Move Shares In action lets you add shares you already own to an investment account without transferring the money for their purchase from another Quicken account.

1 In the Portfolio or Register window, click the Actions button or choose Actions from the Activities menu (Command-J).

2 In the Actions window, double-click Move Shares In.

3 Fill in the Move Shares In investment form as shown for the setup option you want to use.

Instructions for all three setup options are included in this step. See the table that begins on page 241 if you need more information before choosing which option to use.

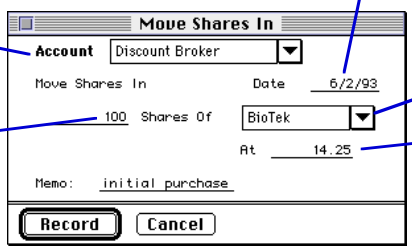
We recommend that you record a complete transaction history for each security, starting with your initial purchase or acquisition (Option 1). If you don’t enter a complete history, the cost basis for the security is inaccurate and Quicken cannot report accurate unrealized or realized gains.

For Option 1: Enter all historical data (recommended), fill in the following information:

Enter the date of your initial purchase or acquisition of the security.

Make sure the correct portfolio account name is displayed. If not, choose it from the pop-up menu.

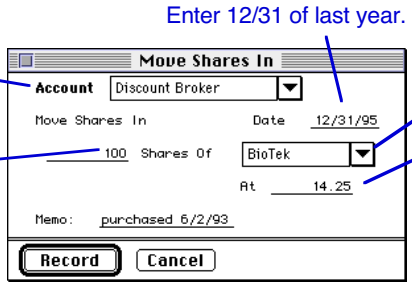
Enter the number of shares you purchased or acquired on this date. (See “Determining what to enter in the Shares field” on page 253.)



Enter the name of the security (either type it or choose it from the pop-up menu).

Enter your actual initial cost per share (including commission, fees, and load). (See “Determining what to enter in the ‘At’ (Share Price) field” on page 253.)

For Option 2: Set up for this year, fill in the following information:



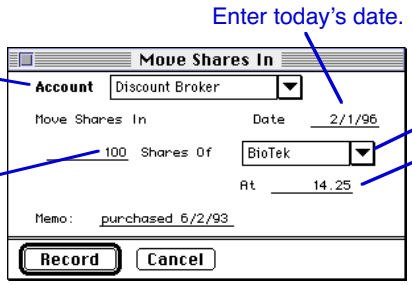
Make sure the correct portfolio account name is displayed. If not, choose it from the pop-up menu.

Enter the number of shares you owned on 12/31 of last year. (See "Determining what to enter in the Shares field" on page 253.)

Enter the name of the security (either type it or choose it from the pop-up menu).

Enter the cost per share (including commission, fees, and load) if you purchased the security all at one time, or leave this field blank. (See "Determining what to enter in the 'At' (Share Price) field" on page 253.)

For Option 3: Set up fast, fill in the following information:



Make sure the correct portfolio account name is displayed. If not, choose it from the pop-up menu.

Enter the number of shares you own now. (See "Determining what to enter in the Shares field" on page 253.)

Enter the name of the security (either type it or choose it from the pop-up menu).

Enter the cost per share (including commission, fees, and load) if you purchased the security all at one time, or leave this field blank. (See "Determining what to enter in the 'At' (Share Price) field" on page 253.)

4 Click Record to record the transaction.

5 For Option 1 or Option 2, use the actions in the Actions window to bring each security up to date.

See Option 1 and Option 2 in the table on page 241 for a list of the transactions you need to enter for the security to bring it up to date.

You will need to record all purchases, sales, dividends, reinvestments, and so on that occurred between the date you entered in step 3 and today for each security. See "Recording your investment transactions" on page 258 for information about entering the most common investment transactions.

If you have additional securities to set up and add to this portfolio account, go back to "Adding a security to a portfolio account" on page 248 and continue through "Setting up an opening balance for a security" on page 251 for each security you want to add.

Once you have added all of the appropriate securities to the account, continue to "Setting up the cash balance in a portfolio account" on page 254.

Determining what to enter in the Shares field

In the Shares field, enter the number of shares you owned (up to four decimal places) on the date you entered in the Date field. Use this table to help you decide what to enter for different types of investments.

Security type	Number of shares to enter
Stock or mutual fund	The actual number of shares
Bond	Ten times the actual number of bonds—to match the way prices are quoted For example, if you have two bonds with a total face value of $2,000, you would enter 20 in the Shares field.
Money market fund or CD	The total dollar value
Collectible	The number 1
Precious metal	The number of ounces

Determining what to enter in the 'At' (Share Price) field

If a security price is not an exact multiple of 1/32, Quicken displays it as a decimal.

In the At (share price) field, enter the initial price you paid per share as a decimal or fraction. To enter a share price as a whole number plus a fraction, leave a space after the whole dollar amount, and use a forward slash (/) between the numerator and denominator (for example, 36 3/8).

Use this table to help you decide what to enter for different types of investments.

Security type	Price to enter
Stock or mutual fund	The actual price per share
Bond	One-tenth of the actual market value of each bond—to match the way prices are quoted
Money market fund or CD	One dollar
Collectible	The total dollar value
Precious metal	The price per ounce

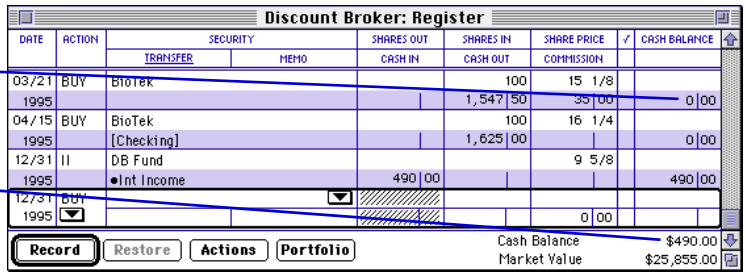
Setting up the cash balance in a portfolio account

You might have a cash balance in your portfolio account. For example, you might have transferred funds from a bank account, sold securities, or received a cash dividend or interest.

After you have set up all the securities in your portfolio account and have entered all the transactions for those securities (according to the first-time setup option you selected from the table on page 241), check the cash balance for the account in the lower right corner of the Register window.

When you record a transaction, Quicken calculates the correct cash balance. If there is no cash in the account, this column displays zeros.

There is cash in this account that came from interest that was paid but not reinvested or transferred out of the account, so there is a cash balance of $490.



If the amount displayed for Cash Balance is correct, your portfolio account is now set up. Skip ahead to "Updating prices in a portfolio account" on page 255.

If the amount displayed for Cash Balance is not correct:

1 Choose Adjust Balance from the Activities menu.

Quicken displays the Adjust Balance window.

2 Enter the date and the current cash balance for this account.

You can also enter a category name if you want to categorize this adjustment transaction.

3 Click OK.

Quicken adds a balance adjustment transaction in the portfolio account register that makes your cash balance correct, and marks that transaction and all previous transactions as reconciled.

Optional Money Market Fund setup: Usually, the cash balance in a brokerage account is periodically swept into a money market mutual fund that pays interest. If the cash balance in your portfolio account is invested in a money market fund (MMF), we recommend that you set up that MMF as a security like any other security in the account. Then the Portfolio window shows how much cash you have invested in the MMF, and you can enter dividends as you would for any other security.

Updating prices in a portfolio account

Your portfolio account is now set up and you are ready to bring its value up to date. See "Updating the prices of your securities" on page 276 for information about entering security prices.

- For Option 1 or Option 2, you need to enter prices for the end of last year as well as for today. Then you can track performance and unrealized (paper) gains or losses for the current year.
- For Option 3, you need to enter current prices for your securities.

Quicken displays the market value for the account in the lower right corner of the register. This market value is based on the latest prices you've provided.

Quicken also displays market value in the Market Value column for the account in the Portfolio window. This market value is based on the most recent prices for all displayed securities (those not marked as hidden) in the account as of the date in the Set Prices As Of field.

Setting up a Quicken mutual fund account

A mutual fund account is designed to track a single mutual fund with no cash balance.

To set up a mutual fund account in Quicken, you need to:

Quick overview

- **Create the account**.
  See "Creating a mutual fund account" on page 255.
- **Set up the opening share balance (the number and value of shares you own) for the account.**
  See "Entering an opening share balance for a mutual fund account" on page 256.

Creating a mutual fund account

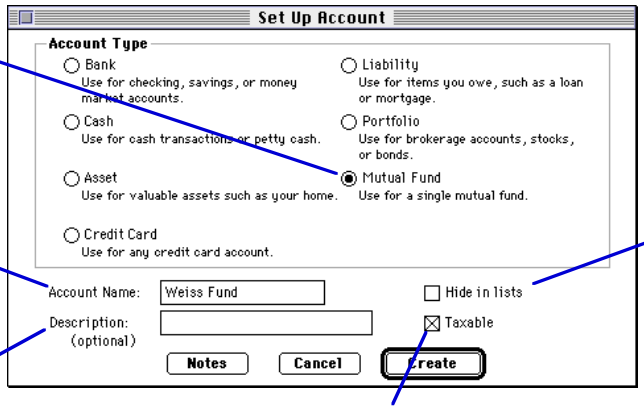
1 Choose Accounts from the View menu (Command-A).

2 In the Accounts window, click New (Command-N).

Click Mutual Fund to select it as the account type. See “Deciding which investment account type to use” on page 239 for more information about the mutual fund account type.

Enter a distinctive name for the account, up to 15 characters long. You can use the fund name or other descriptive name.

(Optional) Enter an account description that’s up to 30 characters long.



To hide this account so it doesn’t show up in lists (the Account list or the Portfolio window, for example), click this checkbox to select it.

If this is not a taxable account (an IRA or 401(k) account, for example), click this checkbox to clear it.

3 Click Mutual Fund to select it as the account type.

4 Enter a name for the account and, if you want, a description.

5 If this is not a taxable account (an IRA or 401(k) account, for example), click the Taxable checkbox to clear it.

6 Click Create to create the account.

Quicken adds the account to the Account list, adds the mutual fund to the Securities list, and opens the register for the new account.

Entering an opening share balance for a mutual fund account

If you initially purchased this fund after you started using Quicken, you may want to set up the opening balance using the Buy action to record the initial purchase of the shares instead of the Move Shares In action (see “Buying and selling securities” on page 267).

If you acquired this mutual fund before you started using Quicken, you need to record a Move Shares In transaction for the initial purchase or acquisition. The Move Shares In action lets you add shares you already own to an investment account without transferring the money for their purchase from another Quicken account.

1 In the Portfolio or Register window, click the Actions button or choose Actions from the Activities menu (Command-J).

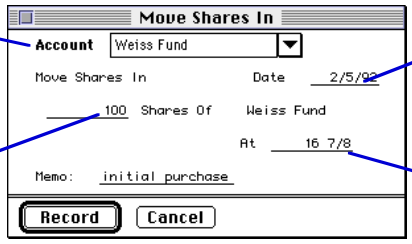
2 In the Actions window, double-click Move Shares In.

3 Fill in the Move Shares In investment form as shown for the setup option you want to use.

Instructions for all three setup options are included in this step. See the table that begins on page 241 if you need more information before choosing which option to use.

We recommend that you record a complete transaction history for the mutual fund, starting with your initial purchase or acquisition (Option 1). If you don't enter a complete history, the cost basis for the security is inaccurate and Quicken cannot report accurate unrealized or realized gains.

For Option 1: Enter all historical data (recommended), fill in the following information:



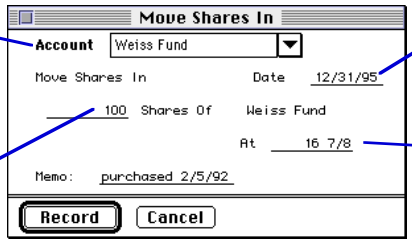
Make sure the correct mutual fund account name is displayed. If not, choose it from the pop-up menu.

Enter the number of shares you purchased or acquired on this date.

Enter the date of your initial purchase or acquisition of these shares.

Enter your actual initial cost per share (including commission, fees, and load).

For Option 2: Set up for this year, fill in the following information:



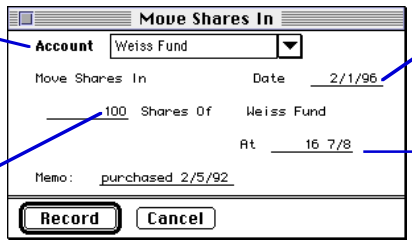
Make sure the correct mutual fund account name is displayed. If not, choose it from the pop-up menu.

Enter the number of shares you owned on 12/31 of last year.

Enter 12/31 of last year.

Enter the cost per share (including commission, fees, and load) if you purchased the security all at one time, or leave this field blank.

For Option 3: Set up fast, fill in the following information:



Make sure the correct mutual fund account name is displayed. If not, choose it from the pop-up menu.

Enter the number of shares you own now.

Enter today's date.

Enter the cost per share (including commission, fees, and load) if you purchased the security all at one time, or leave this field blank.

4 Click Record to record the transaction.

Quicken records the price per share, multiplies the share price by the number of shares you own, and displays the result in the Market Value column for the account in the Portfolio window.

5 For Option 1 or Option 2, use the actions in the Actions window to bring the account up to date.

See Option 1 and Option 2 in the table on page 241 for a list of the transactions you need to enter for the security to bring it up to date.

You will need to record all purchases, sales, dividends, reinvestments, and so on that occurred between the date you entered in

step 3 and today. For information about entering the most common investment transactions, see "Recording your investment transactions" on this page.

Updating the market value of a mutual fund account

Your mutual fund account is now set up and you are ready to bring its value up to date. See "Updating the prices of your securities" on page 276 for information about entering security prices.

- For Option 1 or Option 2, you need to enter the price for the end of last year as well as for today. Then you can track performance and unrealized (paper) gain or loss for the current year.
- For Option 3, you need to enter today's share price.

Quicken displays the market value of the account in the lower right corner of the register. This market value is based on the latest price you've provided.

Quicken also displays the market value in the Market Value column for the account in the Portfolio window. This market value is based on the most recent price for the security as of the date in the Set Prices As Of field.

Recording your investment transactions

This section describes how to record investment transactions in a portfolio or mutual fund account. You can enter transactions using investment forms by selecting an investment action from the Actions list (see "Using investment forms to enter transactions" next), or you can enter transactions directly in an investment register (see "Entering investment transactions in the register" on page 260).

Before you begin recording investment transactions, you must set up an investment account as described in "Setting up a Quicken portfolio account" on page 247 or "Setting up a Quicken mutual fund account" on page 255.

Using investment forms to enter transactions

1 Choose Portfolio from the View menu (Command-H).

Or choose Accounts from the View menu and then double-click an investment account name in the Account list to open the

register. You can use investment forms from either an investment register or the Portfolio window.

2 Click the Actions button to display the Actions window (Command-J).

3 In the Actions window, double-click an investment action.

Quicken displays the appropriate investment form for the action you selected. (See "Choosing an investment action" on page 263 to help you decide which investment action to choose.)

4 Use the following table to help you fill in the fields in the investment form.

The table lists all the investment form field names in alphabetical order (except the Transfer Money options, which are described in"Using the Transfer Money command" on page 101).

Field in form	Guidelines for what to enter
Account	The name of the investment account in which you want to record this transaction. Type the name or choose it from the pop-up menu.
At (share price)	The price per share; see "Determining what to enter in the 'At' (Share Price) field" on page 253 for more information on what to enter for various types of securities. You don't need to enter a share price if you enter both the number of shares and the total cost or net proceeds; Quicken will calculate it.
Category/Class	An income or expense category (and a class, if you want) to categorize a Misc. Income or Misc. Expense transaction.
Commission	The total commission, fees, or load.
Date	The date of the transaction.
Destination of funds or Source of funds	The name of the Quicken account to which or from which you are transferring funds. If the funds are coming from or going to the cash balance in the account, leave this field blank.
Expense Amount or Income Amount	The amount of the miscellaneous income or expense.
Memo	An optional memo for the transaction.
Net proceeds	The net proceeds from the transaction. You don't need to enter this amount if you enter both the number of shares and share price; Quicken will calculate it.
New Price	The price after the split in a Stock Split action.
Security	The name of the security associated with the action.

Field in form	Guidelines for what to enter
Shares of	The number of shares involved in this transaction. You don't need to enter the number of shares if you enter both share price and the total cost or net proceeds; Quicken will calculate it.
Split Ratio	The split ratio in a Stock Split action; see "Entering stock splits and stock dividends" on page 272 for more information about what to enter.
Total cost	The total cost of the transaction. You don't need to enter this amount if you enter both the number of shares and share price; Quicken will calculate it.

5 Click Record to record the transaction.

Quicken saves the transaction in the register for the selected account.

Entering investment transactions in the register

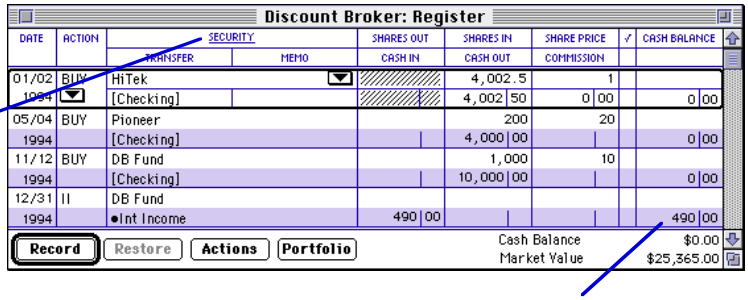
While you're learning how to enter investment transactions, use the investment forms as explained in "Using investment forms to enter transactions" on page 258. Later, when you're more familiar with entering investment transactions, you may find it faster to enter transactions directly in the investment account register.

1 Open the portfolio or mutual fund account register.

Choose Accounts from the View menu and then double-click an investment account name in the Account list to open the register. Or, if the Portfolio window is open, select the account name and click the Register button to go to the register for that account.

The portfolio account register

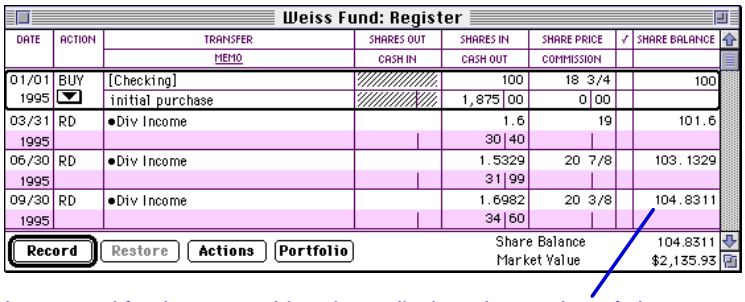
Quicken underlines the name of the active field.



For a portfolio account, this column displays the cash balance in the account. When you record a transaction, Quicken calculates the correct cash balance. If you have no cash in the account, the column displays zeros.

The mutual fund account register

If a price for a security is not an exact multiple of 1/32, Quicken displays it as a decimal. If the number of shares is an exact integer, Quicken displays the number without decimals.



In a mutual fund account, this column displays the number of shares you hold (to four decimal places). When you record a transaction, Quicken automatically calculates the correct total number of shares.

2 In the Date field, enter a date as you would in any register.

3 In the Action field, choose an action name from the pop-up menu.

See "Choosing an investment action" on page 263. If QuickFill is turned on, you can just start typing an action name and Quicken fills in the rest automatically. Once you choose the action you want to use, Quicken blocks out transaction fields that are irrelevant to that action. For example, the Shares In field is relevant to a Buy action because you are adding shares for a security to the account, but the Shares Out field is irrelevant.

4 (Portfolio accounts only) In the Security field, enter the name of the security associated with the action (or type in a new security name and set up the security now).

If QuickFill is turned on, you can just start typing a security name and Quicken fills in the rest automatically.

For actions that do not involve securities, Quicken replaces the Security field with a Description field.

5 If you are entering an action that affects the share balance of an account, enter any two of the three amounts Quicken needs (Share Price, Shares In/Out, and Cash In/Out).

Quicken knows that share price, number of shares, and dollar amount are related. If you fill in only two of the three, Quicken calculates the third as follows:

For actions that increase the share balance:

(Share Price × Shares In) ± Commission = Cash Out (dollar amount)

OR

For actions that decrease the share balance:

(Share Price × Shares Out) ± Commission = Cash In (dollar amount)

You can enter up to four decimal places in the Share Price field. For information about how Quicken displays the amounts you enter, see "How Quicken displays amounts in investment registers" on page 263.

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6 If you are entering a Buy or Sell action, enter commissions or fees, if applicable, in the Commission field.

After you enter the commission or fee, Quicken adjusts the dollar amount in the Cash In or Cash Out field.

As an alternative, Quicken can calculate the commission or fee automatically. Enter values for the price, number of shares, and a dollar amount that includes the commission. If the dollar amount doesn't equal the price times the number of shares, Quicken enters a value for the commission or fee. For example, if you enter a purchase of 100 shares at $15 per share and a total cost of $1600, Quicken enters a commission of $100 for the transaction.

7 If you are entering an action that involves a transfer to or from another account, enter the account name in the Transfer field.

See "Transferring money to and from other accounts" on page 265 for more about investment transfers.

When you enter a transaction that involves a transfer from one account to another, you need to enter the transfer account name in the Transfer field. Enter it just as you would in any other register.

OR

For a Miscellaneous action, enter a category in the Category field.

When you use the Miscellaneous action, Quicken displays a Category field. Enter a category (and class, if you want) just as you would in any other register.

8 (Optional) Fill in the Memo field.

9 Click Record to record the transaction.

How Quicken displays amounts in investment registers

The way Quicken displays amounts in the register varies by field.

Field	How Quicken displays amounts
Share Price	Quicken keeps internal track of decimal prices to the nearest 0.00005 and normally displays them to the nearest 0.001. It displays exact integers without decimals. If there are more than four decimal places, Quicken cuts off the additional places.
Shares In/Out	Quicken displays the number of shares to four decimal places. It displays exact integers without decimals. It does not display zeros after the decimal point unless they are followed by non-zero digits. If there are more than four decimal places, Quicken cuts off the additional places. For example, Quicken truncates the number of shares 8.21678 to 8.2167.
Cash In/Out	Quicken displays dollar amounts to two decimal places. When it calculates the amount from the price and number of shares, it rounds to the nearest 0.01. For example, if you enter 40.3 shares at $8.26, Quicken rounds the dollar amount upward to $332.88.

At the end of each year, you may want to adjust for the effects of rounding to make the register match your statements. You can adjust the cash balance or the share balances of individual securities. See "Adjusting the cash or share balance" on page 294.

If Quicken displays a row of asterisks (*****) in a register field, the number is too large to display. Quicken displays dollar amounts between -$9,999,999.99 and $9,999,999.99. Outside that range, Quicken keeps track of the amount but doesn't display it. If you want, you can split a large transaction into two smaller transactions with amounts that Quicken can display.

Choosing an investment action

There are 17 different investment actions you can use to record transactions in an investment account.

The table below shows what effect each action has on your portfolio (Inc indicates an increase and Dec a decrease) and matches the action to the investment category Quicken assigns to it. The page reference below the action name directs you to more detailed information about using that action to enter different kinds of investment transactions.

Action in Actions list	Code	Description of the action	Affects average cost	Affects gain/ loss %	Affects # of shares	Affects cost basis	Affects IRR by security	Affects market value	Affects cash balance	Quicken uses this category [1]
Buy (page 267)	BUY	Buy security with cash[2]	Inc or Dec	Inc or Dec	Inc	Inc	Inc or Dec	Inc	Dec	——
Capital Gain Long (page 269)	CGL	Receive cash from long-term capital gains distribution[2]	——	——	——	——	Inc	——	Inc	•Long CapGnDst or •Long CapGnDst NT
Capital Gain Short (page 269)	CGS	Receive cash from short-term capital gains distribution[2]	——	——	——	——	Inc	——	Inc	•Short CapGnDst or •Short CapGnDst NT
Dividend (page 269)	DIV	Receive cash from dividend[2]	——	——	——	——	Inc	——	Inc	•Div Income or •Div Income NT
Interest Income (page 269)	II	Receive cash from interest income[2, 3]	——	——	——	——	Inc	——	Inc	•Int Income or •Int Income NT
Misc. Expense	MISC	Pay miscellaneous expense with cash[3]	——	——	——	——	Dec	——	Dec	Choose category from list
Misc. Income	MISC	Receive cash from miscellaneous income[3]	——	——	——	——	Inc	——	Inc	Choose category from list
Move Shares In	MS	Add shares to account	Inc or Dec	Inc or Dec	Inc	Inc	Inc or Dec	Inc	——	——
Move Shares Out	MS	Remove shares from account	Inc or Dec	Inc or Dec	Dec	Dec	Inc or Dec	Dec	——	——
Reinvest Dividend (page 270)	RD	Reinvest in shares of the security with money from dividend or income distribution	Inc or Dec	Inc or Dec	Inc	Inc	Inc	Inc	——	•Div Income or •Div Income NT
Reinvest Interest (page 270)	RI	Reinvest in shares of the security with money from interest distribution	Inc or Dec	Inc or Dec	Inc	Inc	Inc	Inc	——	•Int Income or •Int Income NT
Reinvest Long (page 270)	RL	Reinvest in shares of the security with money from long-term capital gains distribution	Inc or Dec	Inc or Dec	Inc	Inc	Inc	Inc	——	•Long CapGnDst or •Long CapGnDst NT
Reinvest Short (page 270)	RS	Reinvest in shares of the security with money from short-term capital gains distribution	Inc or Dec	Inc or Dec	Inc	Inc	Inc	Inc	——	•Short CapGnDst or •Short CapGnDst NT

Action in Actions list	Code	Description of the action	Affects average cost	Affects gain/ loss %	Affects # of shares	Affects cost basis	Affects IRR by security	Affects market value	Affects cash balance	Quicken uses this category [1]
Return of Capital (page 270)	RC	Receive cash from return of capital[2, 3]	Dec	Inc	——	Dec	Inc	Update[4]	Inc	——
Sell (page 267)	SELL	Sell security and receive cash[2]	Inc or Dec	Inc or Dec	Dec	Dec	Inc or Dec	Dec	Inc	•Realized Gain or •Realized Gain NT
Stock Split (page 272)	SS	Change number of shares as a result of stock split:								
		Positive stock split (e.g., two for one)	Dec	Inc	Inc	——	Inc	——	——	——
		Negative stock split (e.g., one for two)	Inc	Dec	Dec	——	Dec	——	——	——
Transfer Money (page 265)	XFR	Transfer money into or out of this account[3]	——	——	——	——	——	——	Inc or Dec	Choose transfer account from list

1 Investment categories, which all begin with a bold dot (for example, •Div Income), appear in your Category & Transfer list automatically the first time you set up a portfolio or mutual fund account. You cannot delete investment categories or edit their names. If you want to set up a new investment category, you can type Option-8 to insert a "•" at the beginning of the category name. Note: If a transaction involves a non-taxable account or security, Quicken assigns a non-taxable category (one that ends with NT).

2 This action can add cash to or remove cash from the current account, or it can involve a transfer of cash to or from another account. For a mutual fund account, this action must involve a transfer.

3 This action adds cash to or removes cash from a portfolio account. It is not available for a mutual fund account because a mutual fund account cannot have a cash balance.

4 Quicken reminds you to update the share price manually, because there is not enough information for Quicken to calculate the market value for you.

Transferring money to and from other accounts

If you have never created a transfer before, see "Transferring money between accounts" on page 100.

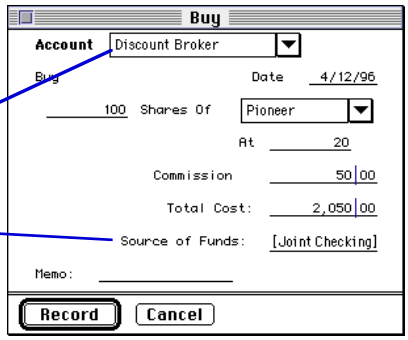
Some actions can involve a transfer between the investment account and another account. These transfers are handled automatically when you use investment forms to enter your transactions. The form for each investment transaction that requires a transfer includes either a Source of Funds or Destination of Funds field where you can enter a transfer account name. For example, if you write a check from your checking account (Joint Checking in the example on the next page) to pay for a security in a portfolio account (Discount Broker in the example), you would record a Buy action in the portfolio account (see "Buying and selling securities" on page 267) with a transfer from [Joint Checking] as the Source of

Funds, and then go to the checking account register and fill in the check number in the corresponding transaction.

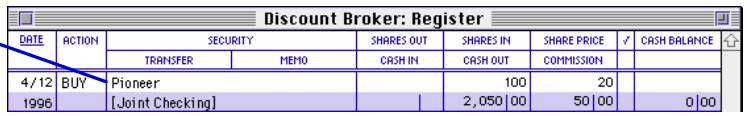
Use the Buy action to record the purchase in the portfolio account.

Choose the name of the destination account from the pop-up menu.

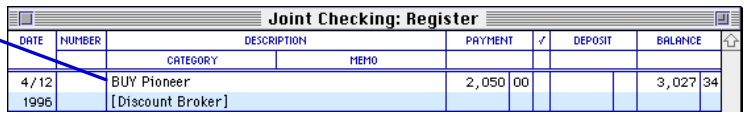
Enter the name of the source account.



Quicken records the Buy transaction in the portfolio account register.

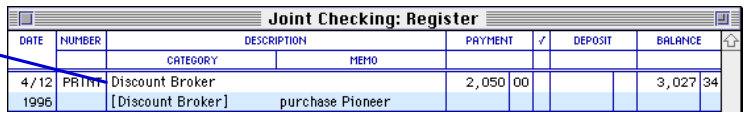


Quicken also records the Buy transaction in the checking account. You can go back and fill in the check number later.

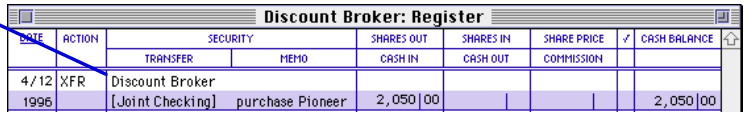


If you print checks using Quicken or use electronic payments to purchase securities, enter the payment in the checking account with a transfer to the portfolio account. Then go to the portfolio account register to change the Transfer Money action to a Buy action and add the security name, price, and number of shares. (If the transfer is to a mutual fund account, Quicken creates the BUY automatically.)

This is the checking account side of the transfer. Select it and press Command-[to see the other side of the transfer.



This transaction is the portfolio account side of the transfer. You need to change the action to Buy, and enter the security name, the number of Shares In, and the Share Price.



If you are transferring cash out of a portfolio account, enter a Transfer Money transaction in the portfolio account, and then edit the information as necessary in the destination account register.

Buying and selling securities

For every buy or sell transaction, you must know two of these three items:
1) the number of shares
2) the price of the shares
3) the amount of the transaction

When you buy a security, you pay for it either with cash from the same account (portfolio accounts only) or with money you transfer from another account, such as your checking account. Similarly, when you're selling a security, you can keep the cash from the sale in the same account (portfolio accounts only) or transfer it to another account. See "Transferring money to and from other accounts" on page 265 for more information about using transfers.

This table shows what you should enter in the Transfer field of a Buy or Sell transaction to transfer funds appropriately:

Action	Desired Result	Enter in Transfer field
BUY	Quicken subtracts the purchase amount from the cash balance of the current account.	nothing; leave it blank[1]
BUY	Quicken subtracts the purchase amount from the cash balance of [Checking].	[Checking][2]
BUY	Cash balance in all accounts is unchanged.	[Current Account][3]
SELL	Quicken adds the sale proceeds to the cash balance of the current account.	nothing; leave it blank[1]
SELL	Quicken adds the sale proceeds to the cash balance of [Checking].	[Checking][2]
SELL	Cash balance in all accounts is unchanged.	[Current Account][3]

1 This choice is not available in a mutual fund account because a mutual fund account cannot have a cash balance.
2 [Checking] represents a generic transfer to or from any other Quicken account.
3 [Current Account] represents the name of your current account (a portfolio account).

Commissions. If an explicit commission is added to the purchase or subtracted from the sale proceeds, enter it in the Commission field.

Loads. A load (sometimes called a front-end load) is a commission built into the purchase price of a mutual fund or other security. A load fund has two share prices: a Buy or Offer price, and a Sell or net asset value (NAV) price. Enter the purchase of a load fund at the Buy price with no additional commission.

The true market value of your investment is based on the Sell or NAV price. If you want to correct the market value, update the price of the fund using the NAV price (see "Updating the prices of your securities" on page 276). The difference between the market value and what you paid is the load.

A back-end load is a commission built into the selling price. Funds with these loads have an NAV price greater than the selling price. Enter the sale of such a fund using the actual selling price.

Accrued Interest. When you buy a bond after its original date of issue, you usually have to pay accrued interest to the previous owner. Accrued interest is interest the bond has already earned but not yet paid out.

- Use a Buy action to enter the bond purchase transaction without including accrued interest.
- Use the Misc. Expense (MISC) action to enter the payment of accrued interest as a separate transaction. Enter the security name in the Security field, the dollar amount in the Cash Out field, and the expense category "•Accrued Int" in the Category field.
- If you paid the accrued interest out of another Quicken account, enter a third transaction to show a cash transfer equal to the accrued interest. Use the Transfer Money (XFR) action and enter the source account.

Security lots. You may want to keep track of different lots of the same security so you can identify which shares you're selling if you are selling only part of your holdings in a security. Unless Quicken is told otherwise, it assumes you're selling the ones you bought first (the first in, first out or FIFO method). You may also want to identify separate lots if you sell short a security you already own in the same account and you want Quicken to know that the short sale is for a different lot of shares.

When you create a new lot with the same name as an existing lot (by buying more shares of the same security), Quicken gives it the same price history as the older lot. Then, when you update the share price for that security, Quicken updates lots of the security that have the same name, so all of the shares continue to have the same price history. (See "Updating the prices of your securities" on page 276 for more information about viewing and changing prices in the Portfolio window.)

To create a different lot for an existing security:

- Set up a security with the same name, but add a number after the name (for example, BioTek and BioTek2).
- Use the same symbol for both lots. Quicken recognizes lots of the same security by the symbol. If you don't have a symbol for the first security, edit it to give it one.

- If necessary, revise earlier transactions for the security in the register by substituting the new lot in the Security field.

Entering dividends and interest

For reinvested dividends or interest, including those that stay in a CD or a money market fund, see "Entering reinvestments" on page 270.

When you enter the receipt of cash from dividends or interest, you need to tell Quicken whether the cash is staying in the account or being transferred out. Use the Dividend action (DIV) or the Interest Income action (II).

Action	Desired Result	Enter in Transfer field
DIV or II	Quicken adds the dividend or interest income to the cash balance of the current account.	nothing; leave it blank[1]
DIV or II	Quicken adds the dividend or interest income to the cash balance of [Checking].	[Checking][2]
DIV or II	Cash balance in all accounts is unchanged.	[Current Account][3]

1 This choice is not available in a mutual fund account because a mutual fund account cannot have a cash balance.
2 [Checking] represents a generic transfer to or from any other Quicken account.
3 [Current Account] represents the name of your current account (a portfolio account).

For dividend income from a money market fund that is the cash balance of a brokerage account, use the Dividend action and enter the name of the money market fund in the Security field.

An income distribution is money a mutual fund pays you as a result of dividends and interest it receives from the securities within the fund. Treat it like a dividend in Quicken.

Entering capital gains distributions from mutual funds

For capital gains distributions reinvested in new shares, see "Entering reinvestments" on this page.

A capital gains distribution is money paid to you by a mutual fund as a result of capital gains the fund earns by selling securities within the fund. The fund usually informs you whether the distribution is for short-term or long-term capital gains. (You may receive both at the same time; if the fund doesn't tell you whether a distribution is short-term or long-term, assume it's long-term.) Under U.S. tax law at the time of this printing, short-term capital gains distributions are treated the same as dividends. Use the Capital Gain Long (CGL) or Capital Gain Short (CGS) action.

Action	Desired Result	Enter in Transfer field
CGL or CGS	Quicken adds the cash from the capital gains distribution to the cash balance of the current account.	nothing; leave it blank[1]
CGL or CGS	Quicken adds the cash from the capital gains distribution to the cash balance of [Checking].	[Checking][2]
CGL or CGS	Cash balance in all accounts is unchanged.	[Current Account][3]

1 This choice is not available in a mutual fund account because a mutual fund account cannot have a cash balance.
2 [Checking] represents a generic transfer to or from any other Quicken account.
3 [Current Account] represents the name of your current account (a portfolio account).

Entering reinvestments

A reinvestment is the purchase of additional shares of a security with money paid to you by that security as dividend or interest income (Reinvest Dividend or Reinvest Interest) or capital gains distribution (Reinvest Long or Reinvest Short).

Reinvestments work like two transactions: a Dividend and a Buy. Reinvestments increase your cost basis because each reinvestment counts as a purchase of shares.

For a CD or money market fund, you always buy new shares at a share price of one dollar.

Entering a return of capital or principal

A return of capital is money paid to you as total or partial repayment of the money you invested. Return of capital differs from a sale in that you are not the one who initiates the return of capital. For example, a mortgage-backed security (such as a Ginnie Mae) returns capital, which is then passed on to you, when the underlying mortgages pay off principal. A unit trust returns capital as it sells the bonds within the trust. Note that a return of capital, which is not a taxable event, is different from a capital gains distribution. For a return of capital or principal, use the Return of Capital action.

Important: After a Return of Capital action, you must update the security price in the Portfolio window if you want to see the correct market value.

Quicken reduces the cost basis of the security by the amount of the return of capital (or, if you enter a negative amount, Quicken raises the cost basis). If you have purchased shares of the security on

different dates, Quicken reduces the cost basis for each set of shares in proportion to the number of shares in each set.

Redeeming shares for IRA custodial fees

In a mutual fund account set up as an IRA or other retirement account, the fund custodian may redeem shares as a custodial fee.

For redemption of shares as a custodial fee, use the Sell action. Enter the share price and the dollar amount (Total Cost in the Sell investment form, Cash In in the register). Also enter the dollar amount of the fee in the Commission field to make the net amount of the transaction zero. Enter the name of the investment account itself as the destination account for a transfer.

Giving and receiving securities

When you give or receive shares of a security, Quicken treats the transaction differently than it treats a purchase or sale.

Giving shares. Use the Move Shares Out action to record the number of shares (but no price or dollar amount). Quicken reduces your number of shares and records a sale with a capital gain of zero, without adding cash to any account. If you're transferring the shares to another Quicken account, enter a separate Move Shares In transaction for receipt of the shares in the second account.

Receiving shares. Use the Move Shares In action to add shares without subtracting cash from any Quicken account. Enter the number of shares received and the actual initial cost per share (including commission, fees, and load). The way you figure the cost depends on whether you receive shares as a gift or an inheritance:

- **Inherited shares.** The cost basis for inherited shares is generally the value of the shares on the date that the decedent died or an alternative valuation date. When you receive the inherited shares, record the cost per share (price) on that date.
- **Gift shares.** The cost basis for shares you receive as a gift is generally the price that the giver originally paid for the shares. When you receive the gift shares, record the cost per share when the giver purchased the shares.

Important! Consult your tax advisor about rules that may apply in determining your gain or loss on shares you receive as a gift or as an inheritance.

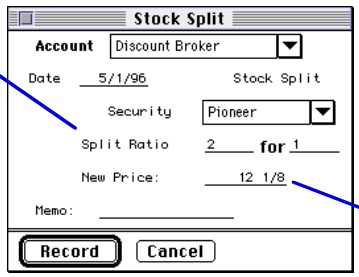
Entering stock splits and stock dividends

Note: In a reverse split, you actually receive fewer shares than you have now.

Stock splits. When a security declares a stock split, you are usually given additional shares. Each share is then worth less than it was before the split, but the total market value for all your shares is unchanged. Use the Stock Split action to record the split.

Enter the split ratio. This example shows a 2-for-1 split.

Another example: if you receive one additional share for every three shares you hold, you would have four (three plus one) for every three you had before, so the Split Ratio would be 4-for-3, and you would enter 4 for 3 in the Split Ratio fields.



Enter the new price (after the split) for the security.

When you record a stock split, you enter the new price per share. Quicken recalculates your average cost per share for the new number of shares and updates the market price. Quicken doesn't change any previously recorded transactions for the security.

If you have more than one transaction for the security on the same day as the split, Quicken places the stock split ahead of the other transactions. For example, if you had 100 shares before a two-for-one split, and you sell 100 shares on the day of the split, Quicken knows you have 100 shares remaining.

If you hold shares of the security in more than one Quicken account, you need to enter a stock split transaction in each account.

Stock dividends. A stock dividend, which is rare, is a dividend in the form of additional shares instead of cash. Most stock dividends are nontaxable. The company issuing the stock dividend will inform you whether or not it is taxable.

A stock dividend is not the same as a cash dividend issued by a company, nor is it the same as a reinvested cash dividend.

- Enter a nontaxable stock dividend as a stock split. For the ratio of new shares to old shares, add 1 to the number of dividend shares given per existing share. For example, if you receive 0.05 share per existing share, use 1.05 to 1 as the ratio of new shares to old shares.
- Enter a taxable stock dividend as a reinvested dividend.

Buying on margin

For information about using a liability account to track the loan principal, see Chapter 10, *Tracking assets and liabilities,* beginning on page 210.

A margin loan is money you borrow from a broker to pay for a security you are buying. You don't have to tell Quicken you have a margin loan; if you buy a security and don't have enough cash for it in your account, Quicken displays a negative cash balance. You may also want to set up a liability account for the loan principal amount.

- To record interest you pay on the margin loan, use the Misc. Expense action and assign the category "•Int Expense" to the margin interest transaction.
- If you set up a liability account for the margin loan, use the Transfer Money action to record the amount you are borrowing at the time you borrow it, and enter the liability account name in the investment form Source of Funds field (or in the register Transfer field). Then enter another Transfer Money transaction when you pay off the loan.

Buying and redeeming U.S. savings bonds

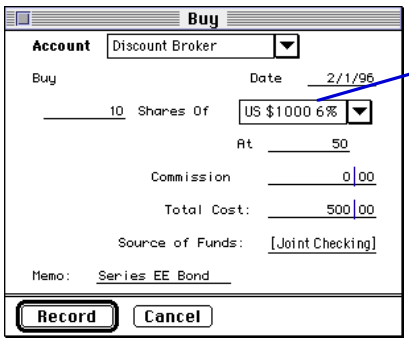
The U.S. government issues Series EE bonds in various face value denominations. You buy a Series EE bond at a discount from its face value. Interest is paid only when a bond is redeemed. The interest from a Series EE bond is exempt from state and local taxes, and no federal tax is due until the bond is redeemed.

- When you buy a Series EE bond, use the Buy action.

In this example, the buyer purchased one Series EE bond with a face value of $1,000.

To match the way bond prices are quoted, the price is divided by 10 and the number of shares is multiplied by 10.

The purchase price was $500 because it was purchased at half the face value.



The name of the security is:

US $1000 6% 1/26

This means "face value $1000, 6% interest, maturity date January 2026."

- When you redeem the bond (at or before maturity), enter the purchase price as the sales price in a Sell transaction. The difference between the purchase price and the redemption price is taxable interest. Use the Interest Income action to record this difference as interest income.

If you use the cash method of accounting, as most individual taxpayers do, you generally report the interest on U.S. savings bonds when you actually receive it. If you use the accrual method of accounting, you must report interest on U.S. savings bonds each year as it accrues. To record the annual accrual of interest, use the method described for recording taxable interest in "Recording zero-coupon bonds" on page 274.

Redeeming T-bills

When you buy a T-bill, you buy it at a discount from its face value. When you sell it, part of the sales price is interest you've earned while holding the bill or bond.

- To record interest received when you sell, use the Interest Income action.
- Subtract the interest received from the total sales price and enter the difference as the dollar amount for the Sell transaction.

Recording zero-coupon bonds

You buy a zero-coupon bond at a discount. While you hold it, its value increases because of the interest it earns. Even though you don't receive this interest (until you sell), it is reported to you every year on a Form 1099-OID as taxable interest.

- To record interest shown on a Form 1099-OID, use the Interest Income action.
- To record the subsequent increase in the value of the bond, use the Return of Capital action to record a second transaction. Enter a dollar amount equal to the *negative* of the interest amount. The negative Return of Capital amount increases your cost basis and thus reduces unrealized gain if you sell the bond or update the current market price of the bond.

Handling tax-free bond income

If you have a tax-free bond for which you want to record interest income, clear the Taxable checkbox when you set up the bond as a security. Then Quicken will assign a non-taxable category when you record a transaction for the interest you receive.

Entering options (puts and calls)

Treat an option like a security, but give it a distinctive name such as "XYZ put Aug 40."

- When you buy the call, enter a Buy transaction at the purchase price. For example, if you buy a $40 call for $5, enter a Buy transaction with a share price of $5.
- When you exercise the call, close your position with a Sell transaction for the amount of the call (in this example, a $5 Sell action).
- When entering the purchase of the security, include the cost of the call as a fee paid (to correct the cost basis). In this example, you would enter a Buy transaction for $40 plus a $5 commission.

If you sell an option you don't already own, Quicken treats it like a short sale. If an option you bought or sold expires worthless, enter the opposite action (Sell or Buy, respectively) for the option at a price of zero to close your position. Quicken then records a realized gain or loss. If you exercise a call, close your position with a Sell transaction for the call.

Selling short

If you are selling short a security you already own (with the intention of buying additional shares), you need to create a different lot of the security for the short sale. See the information about security lots on page 268.

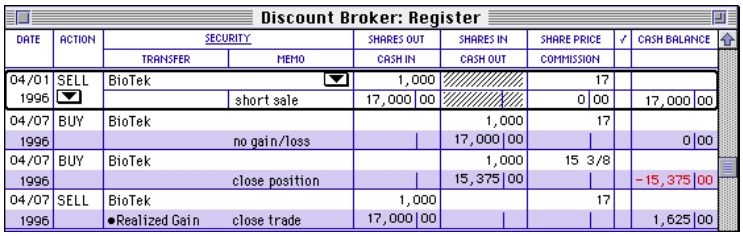
A short sale is the sale of a security you don't own. You deliver to the purchaser shares you borrow from your broker. You hope to buy the security later at a lower price to pay back your broker.

- For a short sale, use the Sell action.
- When you buy the security later, use the Buy action. Quicken calculates your gain or loss on the entire process at that time.

In investment performance reports, the average annual total return for a short sale (a Sell followed by a Buy) is a negative value.

The gains from short sales do not appear in capital gains reports; use the investment income report to see your gains on short sales. If you have a short sale that you want to appear in a capital gains report, you must close out the short sale with a Buy at the original sales amount. Then enter a Buy at your actual purchase price and enter a second Sell transaction at the original sales amount.

The first transaction is the original short sale, followed by a Buy that closes out the short with no gain or loss.



Discount Broker: Register

DATE	ACTION	SECURITY / TRANSFER	MEMO	SHARES OUT / CASH IN	SHARES IN / CASH OUT	SHARE PRICE / COMMISSION	✓	CASH BALANCE
04/01 1996	SELL	BioTek	short sale	1,000 17,000 00		17 0 00		17,000 00
04/07 1996	BUY	BioTek	no gain/loss		1,000 17,000 00	17		0 00
04/07 1996	BUY	BioTek	close position		1,000 15,375 00	15 3/8		-15,375 00
04/07 1996	SELL	BioTek •Realized Gain	close trade	1,000 17,000 00		17		1,625 00

The third transaction is the Buy that closes out your position. Enter it before the Sell that closes out your trade so the trade appears (and shows your profit) in the capital gains report.

Updating the prices of your securities

In the Portfolio window, Quicken shows share prices and market values for all securities in all your investment accounts. You can update the share prices for your securities every day if you like; Quicken will keep track of one price per day per security. Whenever you update security prices, Quicken uses the new prices to recalculate the market values for the securities and the account.

You can use Quicken Quotes to retrieve stock prices from CompuServe. See “Using Quicken Quotes to retrieve stock prices” on page 281.

Viewing and changing prices in the Portfolio window

When you open a portfolio or mutual fund account, Quicken displays the register for that account. To open the Portfolio window, click the Portfolio button at the bottom of the register or choose Portfolio from the View menu (Command-H).

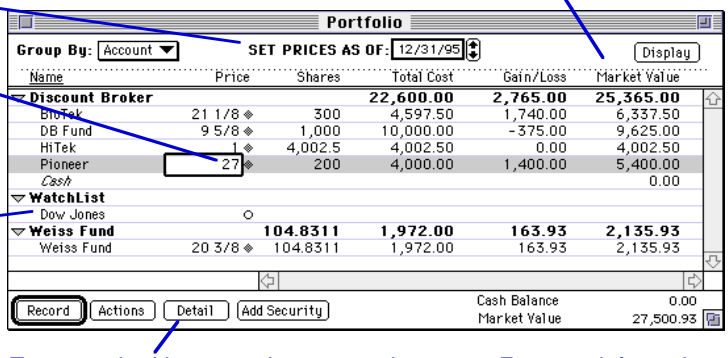
In the Portfolio window, Quicken shows share prices and market values “as of” the most recent prior date for which you recorded a price. You can look at prices and market values “as of” a different date by changing the date in the Set Prices As Of field.

Change the date to view share prices and market values “as of” a different date. Click the up or down arrow to scroll through dates a day at a time.

The only value you can edit in this window is the share price.

The Portfolio window shows all securities for which you have an open position, unless you have marked the security as hidden (see step 3 on page 249). It also shows any securities or indexes you have added to the WatchList.

Market value equals the share price times the number of shares. Since Quicken cannot display a market value greater than $9,999,999, the price is shown as a row of asterisks (*******) if the market value is greater than that amount.



To see a price history graph or a text price list for the selected security, click Detail (see page 246).

For more information about the Portfolio window, see page 243.

To view or enter share prices in the Portfolio window, follow these steps for each date on which you want to enter a price.

1 Change the Set Prices As Of date to the date for which you want to enter share prices.

All the date shortcuts available in any date field are available in the Set Prices As Of field. You can also use these shortcuts:

To go to this date	In the Set Prices As Of field, press this	In the Price field, press this
Next day	+ (plus)	Option-plus
Previous day	– (minus)	Option-minus
Latest known price for selected security	Option-Shift-plus	Option-Shift-plus
Earliest known price for selected security	Option-Shift-minus	Option-Shift-minus
Next known price for selected security	> (Shift-period)	Option-> (Option-Shift-period)
Previous known price for selected security	< (Shift-comma)	Option-< (Option-Shift-comma)

For information about entering share prices for different kinds of securities, see page 253.

2 Select a security and enter the share price for the displayed date.

Press + or – to change the price in the selected Share Price field to the next 1/8 (0.125).

Quicken uses the following symbols in the column to the right of the Share Price field in the Portfolio window:

Share Price Symbol	Means
♦ (diamond)	This price is an estimate (Quicken uses the most recent share price you've entered for this security).
↑ or ↓	This price is an increase or decrease from the previous known share price.
▬ (bar)	This price is the same as the last price entered for this security.
❍ (circle)	No prices have been entered for this security.

3 Click Record or press Return or Enter to record the newly entered price.

If the security has a symbol, Quicken updates any other securities with the same symbol.

4 (Optional) To print the contents of the Portfolio window, choose Print Portfolio from the File menu.

Deleting a security price

Security prices can be deleted only in the Security Detail window (shown on page 246). To go to the Security Detail window for a security, either select the security in the Portfolio window and click the Detail button, or select the security in the Securities list, click Edit, and then click Show Prices.

To delete a price, scroll through the Price History list to find the price you want to delete. Then select the price and click Delete.

Recalculating prices

If the prices in the Portfolio window appear to be incorrect for any reason, press Command-Option-U. Quicken updates the share prices and number of shares in the Portfolio window based on the transactions in all your Quicken investment account registers.

If you have securities marked as hidden, they don't appear in the Portfolio window, but their transactions still appear in the register. This means that the market value in the Register window may be different from the Market Val for that account in the Portfolio window. To hide or "unhide" a security, see "Hiding a security" on page 279.

Deleting or hiding securities

Note: The Delete feature is disabled for a security if Quicken shows that you own any shares of that security.

You can delete a security from the Securities list only if you don't have an open position in any account. Deleting a security does not delete any transactions; it just deletes its price history and removes the security name from the Security field of any transactions that include it. If you want to keep the transaction history for a security, you probably should keep the security and just mark it as hidden (see "Hiding a security" on this page). Otherwise, investment reports and graphs will show no security name for the transactions that include it.

Deleting a security from your data file permanently

You might want to delete a security altogether if:

- You've been tracking a security you don't own to see how it does and you've lost interest in that security.
- You want to start over for any reason.
- Your Securities list contains securities you don't own anymore. You archived some of the history to a backup file and want to delete the archived information from your working file.

To delete a security:

1 **Choose Securities from the View menu.**

2 **Select the security you want to delete and click Delete (Command-D).**

Quicken asks you to confirm that you want to delete the security.

3 **Click Yes.**

Quicken removes the security name from the Securities list and from all transactions that include it.

Hiding a security

Instead of deleting a security you no longer own, it might be better to hide it. When you hide a security, it no longer appears in lists (like the Securities list and the Portfolio window), but it still appears in transactions that include it and in reports and graphs. That means that you no longer see it during day-to-day data entry, but you keep its complete transaction history. To hide a security:

1 **Choose Securities from the View menu.**

2 **Select the security you want to hide and click Edit (Command-E).**

3 **Click the Hide in Lists checkbox to select it and click OK.**

If you change your mind and no longer want to hide the security:

1 **Choose Securities from the View menu.**

2 **Click the Show Hidden Securities checkbox to select it.**

3 **Select the security you no longer want hidden and click Edit (Command-E).**

4 **Click the Hide in Lists checkbox to clear it and click OK.**

Deleting a security from the WatchList

Since items in the WatchList are items you don't own (see "Tracking indexes and securities you don't own" on page 292), they can be deleted from the WatchList in the Portfolio window. You might want to delete a security from the WatchList if you purchase it and add it to an account, or if you decide you no longer want to track it.

1 **In the Portfolio window, select the security you want to delete from the WatchList.**

2 **Choose Delete WatchList Item from the Edit menu (Command-D).**

Analyzing your investments

Quicken takes the information you provide about your investments and produces summaries, reports, and graphs that show you what you have and how well you're doing.

Look in	To see
Portfolio account register	Cash balance and market value for the account
Mutual fund account register	Share balance and market value for the fund
Portfolio window	Share price, number of shares, total cost, average cost per share, dollars invested, income, unrealized gain/loss, percent gain/loss, dollar return, percent return, percent of portfolio, and market value for all securities with open positions in all investment accounts

Look in	To see
Security Detail window	Price history list and price history graph for a single security
Portfolio value report (page 338)	• Number of shares of a security • Market value for one or more accounts • Market value for one or more securities • Current cost basis for a security • Unrealized gain/loss for one or more securities
Capital gains report (page 326)	Realized gain or loss for one or more securities
Investment performance report (page 333)	Return on investment (ROI) or average annual total return (IRR) for one or more securities
Investment income report (page 332)	Income and expenses for one or more securities or accounts
Investment performance graph (page 354)	• Monthly portfolio value by security, type, goal, or account • Average annual total return by security, type, goal, or account • Market value for a security

Using Quicken Quotes to retrieve stock prices

Quicken Quotes is an online stock price quotation service. You can use it to retrieve stock, mutual fund, and option prices, as well as market indexes such as the Dow Jones or Standard & Poor's 500. With Quicken Quotes, you can update prices for any security, whether you own it or not.

You can retrieve online stock prices using either the Quicken Quotes Hotline or your own CompuServe basic services account.

Using the Quicken Quotes Hotline

The Quicken Quotes Hotline is a 900 phone number. When you use it, you are charged for each minute you are connected to the stock quotation service. The price as of September 1995, is $1.00 per minute.

The time and, therefore, the total cost of getting stock prices from the Hotline varies depending on your modem speed, computer system, and the time of day. The service is busier at some times than others (most noticeably during stock market opening and closing times), so you may be on the line longer at these times.

The Hotline number is preset in Quicken Quotes. However, if you are calling from a business, have call waiting, or have 900 number calling blocks, you may have to use special prefixes or make special arrangements.

Using your CompuServe account

If you have a CompuServe account and have questions about the service, you can inquire online using the command GO FEEDBACK; or call Technical Support for Quicken Deluxe for Macintosh CD-ROM at the phone number on page 477.

If you are already a CompuServe user, you can use a CompuServe basic services account with Quicken Quotes. There is no extra charge beyond your ordinary CompuServe fee. If you use CompuServe but you don't have a basic services account, you might be charged a per quote fee. If in doubt, verify your account type with CompuServe.

CompuServe Service Agreement Terms: Access to CompuServe, whether through the Quicken Quotes Hotline 900 number or through your own CompuServe account, is provided "as is" and is subject to the CompuServe Service Agreement Terms and Operating Rules as stated in "CompuServe Service Agreement Terms" on page 288.

Before you begin

Since Quicken uses symbols to retrieve stock prices, you must assign a symbol to each security for which you want to get prices. These symbols must be the same as those commonly used by major stock exchanges and by CompuServe. You can see the names and symbols for each of your securities in the Securities list. You can get the correct symbols from your broker, from the company whose stock quotes you want to retrieve, or from financial publications.

Understanding stock symbols

The term "ticker" is a holdover from the days when stock market quotations were recorded on a paper tape and transmitted by a telegraphic device that ticked.

A stock symbol (or ticker symbol) is a letter combination that identifies a stock-exchange security. Often it is a truncated or abbreviated version of the name of the company or group issuing the security, like INTU (Intuit) or DJ 30 (Dow Jones 30).

Keep the following points in mind when you are assigning stock symbols to your securities:

- Quicken Quotes, through CompuServe, provides access to approximately 6,000 stocks listed on the New York and American stock exchanges, 8,000 stocks listed on the NASDAQ and OTC exchanges, and most mutual funds.

- You must enter the exact stock symbol in order to retrieve the correct prices. You can get the correct symbols from your broker, from the company whose stock quotes you want to retrieve, or from financial publications. (CompuServe requires that security symbols be either all uppercase or all lowercase. You cannot mix them.)
- In some cases, there may be a difference between stock symbols shown in the *Investor's Business Daily* and other sources.

Understanding stock price information

Keep the following points in mind when you are looking at the information you retrieve with Quicken Quotes:

- Stock prices are quoted on a 20-minute delay, or on the closing price for the day if you retrieve the quotation after the market is closed. Mutual fund prices are quoted at the previous day's closing price.
- Prices for stocks traded on the New York and American stock exchanges reflect the most recent composite stock trade (on a 20-minute delay). Prices for stocks traded on NASDAQ reflect the most recent trade or quote (average of bid and ask) available on a 20-minute delay. Quotes (average of bid and ask) are available on additional over-the-counter issues.
- If the same stock appears on more than one exchange, there may be a price difference among exchanges. Quicken Quotes reports a composite of those prices.

Entering modem and phone access settings

For best results, use a modem that is 100% Hayes compatible.

Before you use Quicken Quotes for the first time, you'll need to check the Modem and Phone Access settings in the Preferences window.

To enter or change the Modem settings:

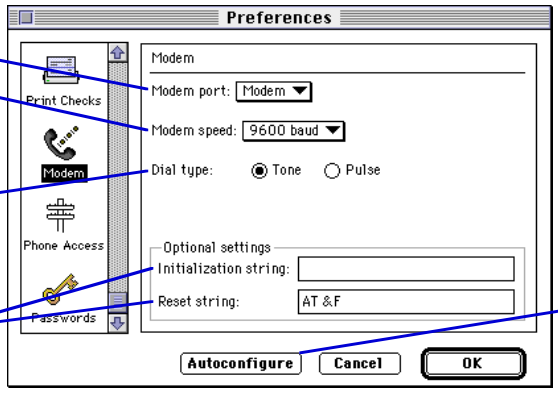
1 Choose Preferences from the Edit menu and then click the Modem icon in the scrolling panel on the left.

Choose the correct port from the Modem Port pop-up menu.

Choose the correct speed from the Modem Speed pop-up menu.

Click the Tone button if you have a touch-tone (pushbutton) phone. Click the Pulse button if you have a rotary-dial phone.

You can enter an initialization string to customize your modem or a reset string to return your modem to its default settings.



Click Autoconfigure to have Quicken try to set up your modem for you automatically.

2 Select a port, modem speed (baud rate), and dial type.

3 (Optional) Enter an initialization or reset string.

The initialization string customizes your modem for your preferences and your system. The reset string returns your modem to its factory settings or to the "power on" settings (settings that take effect when your modem is turned on). Refer to your modem documentation for codes specific to your modem.

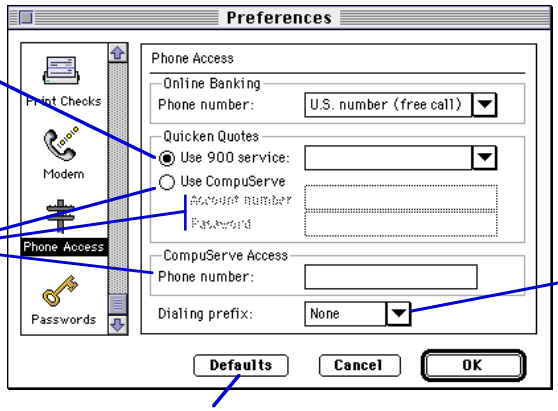
4 Click OK.

To enter or change the Phone Access settings:

1 Choose Preferences from the Edit menu and then click the Phone Access icon in the scrolling panel on the left.

If you will be using the Quicken Quotes Hotline number, select Use 900 Service. The Account Number and Password fields are dimmed because they are preset for the Hotline number. You don't need to enter anything

If you will be using your own CompuServe account, select the Use CompuServe radio button, enter your CompuServe account number and password, and enter the local access number for CompuServe.



Note: If you need the local access number for CompuServe, call 1-800-848-8980 and follow their directions.

Enter a dialing prefix (or choose one from the pop-up menu) if you need to disable call waiting or reach an outside line.

Click Defaults to return the settings to the way they were when you installed Quicken. This will restore the Quicken Quotes 900 number if you have changed or deleted it.

2 **If you will be using the Hotline Number (900 number), select the Use 900 Service radio button.**

OR

If you will be using your own CompuServe account, select the Use CompuServe Access radio button and enter your CompuServe local access phone number, account number, and password.

3 **(Optional) In the Dialing Prefix field, enter a prefix (or choose one from the pop-up menu) if you need to disable call waiting or reach an outside line.**

- If you are dialing from inside a business, you may need to add a 9 or 8 outside-line prefix (plus a comma to indicate a pause).
- If you have call waiting, you should add a *70 or 1170 prefix (plus a comma to indicate a pause) to turn off the feature so your online connection won't be interrupted. Use *70 for a touch-tone phone or 1170 for a rotary-dial phone.

4 **Click OK.**

Some companies automatically block 900 calls unless you authorize removal of the block. When you dial a 900 number by modem, you may not receive a warning. If you think you have a 900 block on your phone service, contact your telephone company to remove the block.

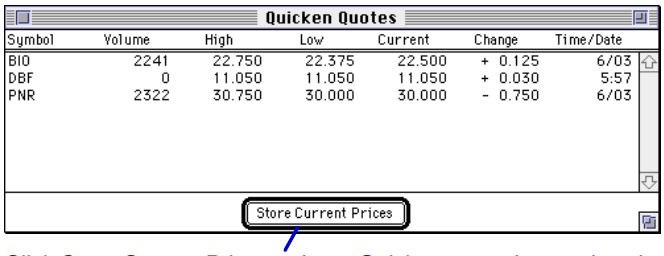
Retrieving stock quotations

To retrieve stock quotations, choose Quicken Quotes from the Online menu. Quicken Quotes dials the phone number (if you are using the Quicken Quotes 900 number, you'll see a message first that explains the service and its charges). When the connection is made, you see a login notice; then when the session is completed, you see a message that Quicken Quotes is hanging up.

Quicken displays a Quicken Quotes window showing the retrieved price information for every security in your Securities list that has a symbol assigned to it. If the symbol is incorrect, you see the message "Ticker not found" in place of price information for that symbol.

Each security in your Securities list appears in this window if it has a symbol assigned to it—whether or not you actually own it.

See the table on page 286 for an explanation of each of the columns of information.



Click Store Current Prices to have Quicken enter these prices in your data file. Quicken stores only one price per security per day; if you store prices multiple times in a day, the new prices replace the existing prices.

When you retrieve quotations, prices for stocks, options, and most indexes are the most recent prices available (on a 20-minute delay). Mutual fund prices are updated only once per day at 6:00 pm Eastern Time.

The following table describes the information you get when you retrieve stock prices. Consult your stock broker if you have questions about stock prices or trading methods.

Field	Definition
Symbol	Stock symbol identification for items traded on exchanges
Volume	For stocks, the number of shares traded on the current day (in 100s) For options, the number of contracts traded during the current day (sometimes preceded by a “Z” to indicate that it is not in 100s of shares) For mutual funds, zero (no volume is shown)
High	The highest trading value on the current day (for mutual funds, this is the ask price)
Low	The lowest trading value on the current day (for mutual funds, this is the bid price)
Current	The price of the security at the last price update
Change	The difference between the current price (Current) and yesterday’s closing price
Time/Date	Either the time of the last price update or, if the last update was not today, the date of the last price update

Storing stock quotations in your Quicken data file

To store the current prices shown in the Quicken Quotes window in your data file, click the Store Current Prices button. Quicken updates the price for each listed security. To see the current price, open a portfolio or mutual fund account and click the Portfolio button to go to the Portfolio window.

Handling communication problems

If communication errors occur, Quicken Quotes terminates the connection and displays an alert describing the problem. Before you call Intuit or CompuServe, try these troubleshooting steps one-by-one in this order:

- Check to be sure the Modem and Phone Access Preferences settings are correct.
- Check the physical cable and electrical connections of your computer, modem, and telephone line.
- Try dialing CompuServe again. Your telephone service may have experienced a temporary interruption because of repairs in the neighborhood or other phone activities.
- Try dialing another line that you know works with your modem to be sure the problem is not internal to the modem.
- Try turning your computer and modem off for 15-20 seconds.
- If you are using Quicken Quotes from inside a business, make sure that your business does not block usage of 900 numbers. You can check to see if you have a 900 block by calling the Hotline number directly. If you hear a recorded message, contact your telephone company to remove the 900 block.
- Determine if you need to add an outside-line prefix (such as 9,) before the dial-in phone number. If you do, add it in the Phone Access Preferences (page 284).
- If call waiting on your telephone is disrupting your modem sessions, you can prefix the number with the following: *70, (star, seven, zero, comma). If you need to add this prefix, do it in the Phone Access Preferences (page 284).
- If you experience difficulty communicating at the modem speed you are using, try choosing a lower baud rate in the Modem Preferences (page 284).

If you continue to have difficulties, call Technical Support for Quicken Deluxe for Macintosh CD-ROM at the phone number on page 477.

CompuServe Service Agreement Terms

Please do not use Quicken Quotes unless you have read and agreed to the following CompuServe Service Agreement Terms.

1 The CompuServe Information Service (the "Service") consists of the computing services, software, information services, and information provided by CompuServe Incorporated ("CompuServe"). In addition to the Service, the Service offers access to information and software provided by third parties. These terms and any Operating Rules published over the Service constitute the entire agreement (collectively "Agreement") between CompuServe and Customer with respect to the Service and supersede all other communications.

2 CompuServe may modify this agreement, the Operating Rules or prices. CompuServe may discontinue or revise any or all other aspects of the Service at its sole discretion and without prior notice.

3 Customer agrees to indemnify CompuServe against liability for any and all use of Customer's account.

4 Customer is responsible for and must provide all telephone and other equipment and services necessary to access the Service.

5 CUSTOMER EXPRESSLY AGREES THAT USE OF THE SERVICE, WHICH INCLUDES THE CONTENTS THEREOF AND ANY STORAGE OR USE OF INFORMATION, IS AT CUSTOMER'S SOLE RISK. NEITHER COMPUSERVE NOR ANY OF ITS INFORMATION PROVIDERS, LICENSORS, EMPLOYEES, OR AGENTS WARRANT THAT THE SERVICE WILL BE UNINTERRUPTED OR ERROR FREE; NOR DOES COMPUSERVE OR ANY OF ITS INFORMATION PROVIDERS, LICENSORS, EMPLOYEES OR AGENTS MAKE ANY WARRANTY AS TO THE RESULTS TO BE OBTAINED FROM USE OF THE SERVICE, OTHER THAN THOSE WARRANTIES WHICH ARE IMPLIED BY AND INCAPABLE OF EXCLUSION, RESTRICTION, OR MODIFICATION UNDER THE LAWS APPLICABLE TO THIS AGREEMENT. THE SERVICE IS DISTRIBUTED ON AN "AS IS" BASIS WITHOUT WARRANTIES OF ANY KIND, EITHER EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO WARRANTIES OF TITLE OR IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE OR USE WITH RESPECT TO THE SERVICE OR INFORMATION. NEITHER COMPUSERVE NOR ANYONE ELSE INVOLVED IN CREATING, PRODUCING OR DELIVERING THE SERVICE SHALL BE LIABLE FOR ANY DIRECT, INDIRECT, INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES ARISING OUT OF USE OF THE SERVICE OR INABILITY TO USE THE SERVICE OR OUT OF ANY BREACH OF ANY WARRANTY. THE PROVISIONS OF THIS SECTION 5 WILL SURVIVE ANY TERMINATION OF THIS AGREEMENT.

6 Except as expressly permitted in the Operating Rules, neither Customer nor its designated Users may reproduce, redistribute, retransmit, publish or otherwise transfer, or commercially exploit, any Information which they receive through the Service.

7 The provisions of paragraphs 5 and 6 are for the benefit of CompuServe and its Information Providers, Licensors, Employees, and Agents; and each shall have the right to assert and enforce such provisions directly on its own behalf.

8 This agreement is, and shall be governed by and construed in accordance with the law of the State of Ohio applicable to agreements made and performed in Ohio. Any cause of action of Customer or its designated Users

with respect to the Service must be instituted within one year after the claim or cause of action has arisen or be barred.

9 This Agreement contains the full understanding of the parties with respect to the subject matter hereof, and no waiver, alteration, or modification of any of the provisions hereof shall be binding on either party unless in writing and signed by duly authorized representatives of the parties. Neither the course of conduct between parties nor trade practice shall act to modify the provisions of this Agreement.

Importing a price file into Quicken

These import formats are all acceptable:

ABC, 123.456
ABC, 123.456, 12/31/93
ABC 123.456 12/31/93
“ABC”, 123.456, “12/31/93”
“ABC”, “123.456”, “12/31/93”

Delimit data on each line with either double spaces or commas. Use only one type of delimiter per line. Quicken ignores single spaces. Note that Quicken can handle quotation marks.

Even if you don’t use Quicken Quotes, you can still import security price data into your Quicken file. You can import prices from a text file (for example, prices saved to a file from a Prodigy Quote Track list) if the text file contains the information in a format Quicken can understand: one symbol/price/date per line, delimited by either commas or double spaces (using only one type of delimiter per line).

Since Quicken matches the prices it imports with your securities based on symbols, not names, you need to add symbols for the securities in your Securities list if you want to import prices (see step 4 on page 249). Once you have symbols assigned to your securities and have a text file containing symbols, prices, and dates, you are ready to import the file.

1 In the Portfolio window, choose Import from the File menu.

2 Select the file that contains the price data and click Open.

For more information about using Prodigy quotes, open the Prodigy ABOUT menu and select the appropriate topic.

To save prices from a Prodigy Quote Track list to a file that you can import, follow these steps:

1 In Prodigy, [Jump]: QUOTE TRACK and follow the onscreen instructions for creating or viewing a Quote Track list.

2 Choose REPORT SETUP from the FILE menu.

3 Set up the Quote Track Report Settings window like this:

Range:	Entire List
Report Type:	Closing Prices
Destination:	File

4 In the File Settings window, select the following options:

Delimited (*.CSV)—You can use the name QTRACKØ1.CSV or change it.
No Column Headings

5 Click Save and Print to create or update the destination file you specified.

If the file already exists, Prodigy asks whether you want to write over it or add these quotes to it.

6 If you have more Quote Track lists, you can view them and print to the same file without resetting the report options.

Entering prior history for investments

The more information you give Quicken about your investments, the more complete and accurate your reports and summaries will be. If you initially set up your investment accounts by entering rough estimates of prices and dates for your transactions, you may want to go back now and give Quicken better information.

To get	Tell Quicken
Accurate market values for a specified date	Price and number of shares of securities owned on that date
Accurate average annual total return for a specified time period	Price and number of shares on the day before the beginning of the period and on the last day of the period All transactions during the period
Accurate capital gains summary (realized short-term and long-term gain or loss) for a specified time period	Number of shares and cost basis on a date at least one year before the beginning of the period for all securities you have sold All purchases and sales (including stock splits, reinvestments, and returns of capital) from that date to the end of the period
Accurate income and expense summary for a specified time period	Number of shares owned and price per share at the beginning and end of the period (if you're including unrealized gains) All transactions during the period

If you set up your investment accounts using Option 2 or Option 3 (see page 241), you might decide at some point to go back and enter a complete transaction history for your securities (Option 1). If you want to enter a complete transaction history for a security, you must first revise the initial Move Shares In transaction for that

security, and then enter all transactions from your initial acquisition until today.

Revising an initial Move Shares In transaction

1 Select the initial Move Shares In transaction for the security in the register.

2 Revise the date to the initial date of acquisition.

If you change the date, Quicken still keeps the original date (and the associated price) in the price history list for the security. To delete that price from the list, see "Deleting a security price" on page 278.

3 If necessary, enter your actual initial cost per share (including commission, fees, and load) in the Share Price field.

4 If necessary, revise the number of shares in the Shares In field.

5 Click Record to record the revised transaction.

The transaction appears in the register in the correct sequence for the revised date.

Entering transactions for dates in the past

Enter past transactions either in the register for the account or in the appropriate investment forms.

- Make sure to enter the correct date for each transaction.
- If a transaction such as a Dividend or Sell involves a transfer of cash out of the account, or a Buy transaction involves a transfer of cash into the account, use a self-transfer transaction to avoid changing the cash balance in this account or any other account.

  To create a self-transfer transaction in an investment form, enter the name of the current account in the Destination of Funds or Source of Funds field in the investment form. (In the register, enter the name of the current account in the Transfer field.)

  In a portfolio account, a self-transfer transaction has no effect on the cash balance.

- If you want to enter a simple transfer of cash into or out of a portfolio account, use the Transfer Money action (XFR) to record a self-transfer transaction.

  An XFR transaction with the name of the current account in the Transfer field increases or decreases the cash balance in the account.
- If the cash balance (portfolio accounts only) is incorrect when you finish entering past transactions, adjust it by choosing Adjust Cash Balance from the Activities menu; see "Adjusting the cash or share balance" on page 294.

Tracking indexes and securities you don't own

You may want to track one or more of the popular stock indexes, such as the Dow Jones Industrial Average or Standard & Poor's 500 stock index. Or you might want to track the price of a security you don't own. To do that, you'll need to set up the security and then add it to the WatchList in the Portfolio window.

1 Choose Portfolio from the View menu.

2 Click the Add Security button at the bottom of the Portfolio window.

3 Enter a name for the security and click OK.

4 If this is a new security (one that's not already in the Securities list), click Set Up when Quicken asks if you want to set it up.

5 Enter a name, symbol, type, and goal for the index or security you want to track, and then click Create to add it to the Securities list.

If you need more information on filling in the fields in the Set Up Security window, see steps 4 through 6 under "Adding a security to a portfolio account" on page 248.

6 Select Add Security to WatchList in the Add Security window and click OK.

7 In the Portfolio window, enter an index value or security price in the Price field for one or more dates.

If you watch the price of a mutual fund you don't own, be aware that the price may drop because of income or capital gains distributions. When a fund makes a distribution, the share price is reduced by an equal amount (in addition to any changes caused by changes in market value of the securities in the fund).

Managing foreign currency

If you have investments or other types of accounts in a country other than the United States, you need a way to manage foreign currency and keep track of changing exchange rates. You can use a Quicken mutual fund account to track holdings in a foreign currency.

1 Set up a Quicken mutual fund account for the account that you hold in a foreign currency.

For example, you could set up an account with the name "U.K. Savings" for a bank account in the U.K.

For information about setting up a mutual fund account, see page 255.

2 In the Portfolio window, enter the current exchange rate in the Price field for this "security."

For example, suppose the current rate to convert U.K. pounds to U.S. dollars is 1.5. You would enter 1.5 in the Price field.

3 Use the Buy or Move Shares In action to record an opening balance transaction for the account. Enter the balance of the account (in U.K. pounds) in the Shares In field.

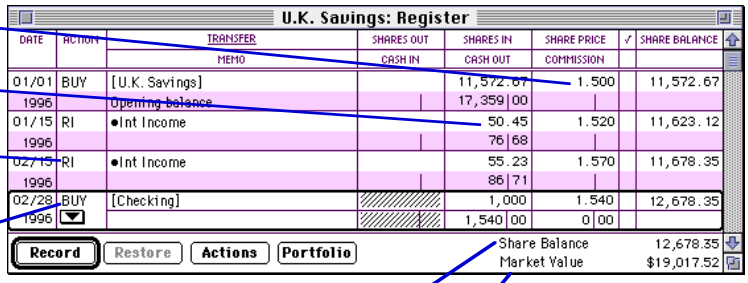
4 Record a Reinvest Interest transaction when you earn interest.

Enter the current exchange rate in the Share Price field.

For Shares Out or Shares In, enter amounts in U.K. pounds.

Record a Reinvest Interest transaction when you earn interest on the account.

When you transfer money between a Quicken bank account and the foreign currency account, Quicken automatically records a Buy or Sell transaction.



Share Balance is the current balance in U.K. pounds.

Market Value is the current balance in U.S. dollars.

5 (Optional) Keep track of the current exchange rate by entering it in the Price field for the security in the Portfolio window.

Reconciling investment accounts

Reconciling the investment register

When you get a statement from your broker, mutual fund, or other financial adviser, you can reconcile your account with the statement. In a portfolio account you reconcile the cash balance, and in a mutual fund account you reconcile the share balance. You cannot reconcile market value in any Quicken investment account.

Reconciling a portfolio or mutual fund account is similar to reconciling other Quicken accounts. If you've been reconciling your other Quicken accounts, you can follow the same procedure. If you need more information on reconciling Quicken accounts, see "Balancing a Quicken account each month" on page 183.

After you've reconciled the cash balance in a portfolio account, go to the Portfolio window (Command-H). If you haven't already entered the share prices from the statement, you can enter them in the Portfolio window now.

A mutual fund account that includes a stock split transaction cannot be reconciled. Use the Adjust Balance command to update the account to match your statements. See "Adjusting the cash or share balance" next.

Adjusting the cash or share balance

To adjust the share balance of a single security in a portfolio account, you need to use a Move Shares In or Move Shares Out action for the amount of the adjustment instead of letting Quicken create a balance adjustment transaction.

If you don't want to reconcile your investment account, you can still adjust the cash balance in a portfolio account or the share balance in a mutual fund account to match what's on your statement.

1 Choose Adjust Balance from the Activities menu.

2 Enter the date and the current cash balance or share balance for this account.

You can also enter a category name if you want to categorize this adjustment transaction.

3 Click OK.

Quicken adds a balance adjustment transaction in the account that makes your cash or share balance correct, and marks that transaction and all previous transactions as reconciled.

When you make a share balance adjustment in a mutual fund account, the cost basis for the security does not change.

For a portfolio account, a cash balance adjustment appears in the register as a Transfer Money (XFR) transaction. For a mutual fund account, a share balance adjustment appears in the register as a Move Shares (MS) transaction.

What's next?

Now that you've read about tracking your investments with Quicken, what would you like to do next?

- **Would you like to set up a portfolio account to track one or more securities?**

  See "Deciding which investment account type to use" on page 239 to make sure you want to set up a portfolio account instead of a mutual fund account. Use the table in "Choosing an option for first-time setup" on page 241 to help you choose a setup option, and then set up the account following the instructions in "Setting up a Quicken portfolio account" on page 247.

- **Would you like to set up a mutual fund account to track a single mutual fund?**

  See "Deciding which investment account type to use" on page 239 to make sure you want to set up a mutual fund account instead of a portfolio account. Use the table in "Choosing an option for first-time setup" on page 241 to help you choose a setup option, and then set up the account following the instructions in "Setting up a Quicken mutual fund account" on page 255.

- **Would you like to find out about using Quicken's reports and graphs to better understand your finances?**

  See Chapter 13, *Creating and customizing reports,* beginning on page 296, and Chapter 14, *Creating graphs,* beginning on page 345.

13 Creating and customizing reports

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About reports

Quicken provides preset report templates that you can either use "as is" or customize to show your Quicken data "your way."

There are several different starting points from which you can create reports that show you exactly the information you want to see.

You can see examples of Quicken's standard reports in "Sample reports," beginning on page 321.

- **Personal reports.** Quicken has 11 report templates designed to help you create reports from your personal financial data. See "Creating a standard Quicken report" on page 297.
- **Business reports.** Quicken has 16 report templates designed to help you create reports from your business financial data. See "Creating a standard Quicken report" on page 297.

- **Investment reports.** Quicken has five report templates designed to help you create reports from your investment data. See "Creating a standard Quicken report" on page 297.
- **Memorized reports.** Quicken lets you memorize any custom report you've created so you can use it again and again. See "Memorizing and recalling reports" on page 314.
- **EasyAnswer reports.** An EasyAnswer report answers one of eight basic questions you may have about your financial data. See "Getting easy answers" on page 298.
- **QuickReport.** A QuickReport is a transaction detail report that has only a few customization options, but provides a lot of good information in a hurry. See "Creating a QuickReport" on page 299.

Creating a standard Quicken report

You follow the same basic steps to create all of Quicken's standard personal, business, and investment reports. This section explains the basics of producing any standard report. If you are interested in customizing your reports, you can continue on through the chapter to find out about all the options available to you.

1 Choose Reports from the Reports menu.

2 In the Reports window, click either the Personal, Business, or Investment tab to display a list of Quicken's standard report templates.

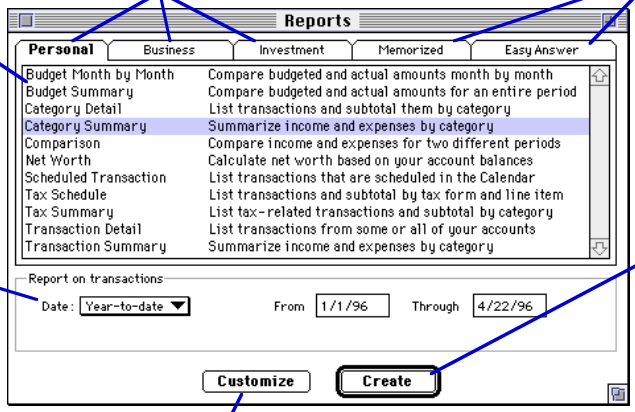
Each report template in this list has a brief description to help you decide which one to use. See the sample reports at the end of this chapter for more information and an example of each report.

If you choose a preset date range from the Date pop-up menu, Quicken enters dates for you automatically. If you choose Custom, you can use the Custom Dates window to name and define your own custom date range and add it to the pop-up menu.

You can also just type your own dates in the From and Through fields.

Note: Depending on the report, Quicken might ask for a single date instead of a range, or no date at all.

Click a tab to show a different set of report templates. The Personal, Business, and Investments tabs list all of Quicken's standard templates.



Click Customize to see Quicken's options for customizing the selected report. See pages 300–312 for information about customizing reports.

For information about memorized reports, see page 314; for information about EasyAnswer reports, see page 298.

Click Create to create a report using the selected report template that includes all your Quicken data from the specified date range.

3 **Select a template for the report you want to create.**

4 **(Optional) Change the date range for the transactions to be included in the report.**

Unless you change the dates, the starting date is the first day of this year and the ending date is today. If the report is an "as of" type of report (for example, a net worth report), the closing date is today.

You can enter dates manually or choose a date range from the Date pop-up menu. Date ranges are calculated from today's date. For example, if today is April 2, 1996, and you select "Last Month," Quicken calculates a date range of March 1 to March 31, 1996.

5 **Click Create to create a report using Quicken's standard settings for the type of report you selected.**

Quicken searches the current file for transactions in the specified date range and then displays the report on the screen. The search may take some time, depending on the size of your Quicken data file and the complexity of the report.

If you want to customize a report before you create it, select the report and then click the Customize button in the Reports window. If you decide you want to customize it after you create it, click the Customize button on the report itself. (See the sections on customizing reports that begin on page 300.)

Getting easy answers

EasyAnswer reports let you answer basic questions about your Quicken data without having to figure out which type of report to use. Use EasyAnswer reports if you want to get a quick and easy answer to any of the questions in the illustration below.

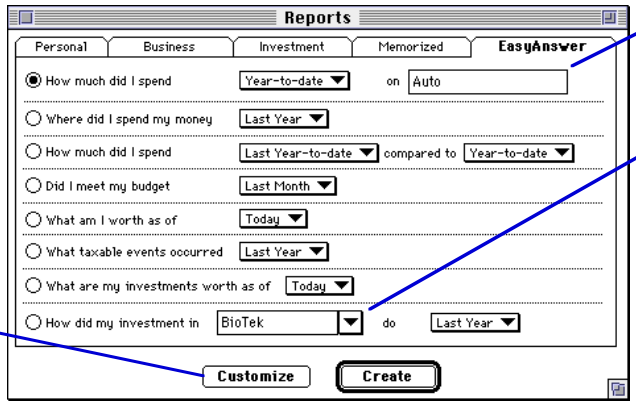
1 **Choose Reports from the Reports menu.**

2 **In the Reports window, click the EasyAnswer tab.**

3 **Click a radio button to choose the question you want answered.**

4 **Choose a date range from the pop-up menu**

5 **If you selected the first question, enter the name of a category; or if you selected the last question, enter the name of a security.**



Click Customize to see Quicken's options for customizing the selected report. See "Customizing report layout" on page 300, "Customizing report content" on page 306, and "Customizing report organization" on page 311.

Click a button to select a question.

For the selected question, make sure the pop-up menu shows the time period for which you want a report.

If you chose the first question, enter a category name

If you chose the last question, enter a security name.

6 Click Create to create a report that answers the selected question.

Quicken searches the current file for the data that answers your question and then displays the report on the screen.

Creating a QuickReport

A QuickReport is just that: a quick report. You can run a QuickReport any time you want a transaction report for a specific payee, category, class, account, memo, or security and don't need or want to change any options other than the date range.

1 Choose QuickReport from the Reports menu.

If you have a transaction selected in a register or an item selected in a list, the Create QuickReport window is preset to give you a transaction report that includes all transactions from all your Quicken accounts that contain the selected item.

You can choose Payee & Description, Category, Class, Memo, Account, or Security from this pop-up menu.

Make sure that what you choose from this menu is appropriate for what you enter in the Contains field.

This field contains City Garbage because a transaction to City Garbage was selected in the register. You can change it to any text you want to match.

You can choose All Transactions to see all transactions for the specified payee, or choose a date range to see only transactions in that date range.

2 Define the report you want to run and click OK.

Make sure the item you've selected from the first pop-up menu is appropriate for the text you've typed in the Contains field (or the Matches field if you've selected Account).

A QuickReport is a transaction detail report or investment transactions report that has been filtered to include only the transactions you requested. You can investigate items using QuickZoom (page 312), and you can memorize it (page 314) and print it (page 318), just as you would any other Quicken report.

Customizing report layout

The choices you make for report layout determine how Quicken presents the information in your report. You can customize the layout individually for each Quicken report you create.

Changing report layout options

You can customize the layout of a report before you create it; you can create a report first and then customize it; or you can customize some things before you create the report and some after.

1 If you haven't yet created your report, follow steps 1 through 3 in "Creating a standard Quicken report" on page 297 to choose a report template. Then click Customize.

OR

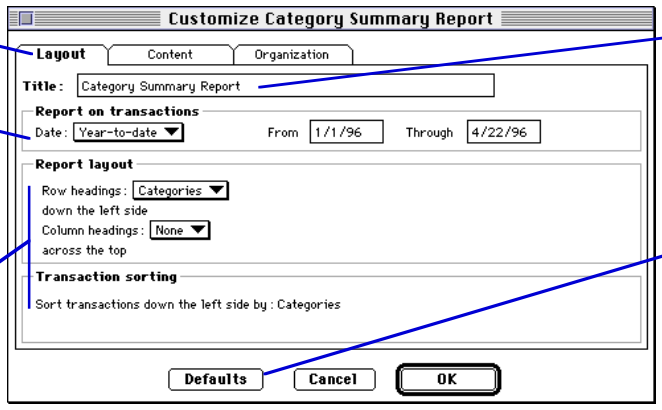
If you've already created the report, click the Customize button in the upper left corner of the Report window.

2 In the Customize Report window, click the Layout tab.

This is the Layout tab for a category summary report.

The date range shown here matches the date range for this report in the Reports window. If you want to change it, you can either type new dates or choose a different date range from the pop-up menu.

See the table in step 3 for more information about changing any of the layout options available for your report.



You can use Quicken's generic title for the report, or enter a more descriptive title of your own.

Click Defaults to return all customization settings in the Customize Report window to Quicken's initial settings.

3 Make your changes to the report layout options.

The table that follows lists report layout options alphabetically (except reconciliation report options, which are described in "Completing reconciliation" on page 189). The choices available for each option vary by report type.

Layout option	Selection	Results
Budget (budget month by month and budget summary reports)	the name of a budget	Creates the report using data from the selected budget.
Carry forward differences from previous periods (budget month by month reports)	Selected	Includes the difference between budgeted and actual amounts from each period in the budgeted amount for the next period.
	Not selected	Does not carry amounts forward.
Choose columns (category detail, scheduled transaction, tax summary, and transaction detail reports)		Clicking the Choose Columns button takes you to a Choose Columns window where you can select exactly the columns you want to see in your report.
Column headings (A/P by vendor, A/R by customer, budget month by month, budget summary, cash flow, category summary, comparison, income statement, job/project, payroll, and transaction summary reports)	None a time period Category Class Payee Account	Creates a separate column for each item. If you choose None, Quicken creates a report with a single amount column.
(investment income reports)	None a time period Account Security Security Type Investment Goal Category	Creates a separate column for each item. If you choose None, Quicken creates a report with a single amount column.
Include categories that meet the following criteria (budget month by month and budget summary reports)	Budgeted categories only	Includes only categories for which you have entered amounts in the selected budget. (If Match Budget Layout is selected, the layout of the report exactly matches the category layout in the Budget Setup window for the selected budget.)
	Budgeted or non-zero actuals	Includes categories for which you have entered amounts in the selected budget, plus categories that you have already used in transactions.
	All categories	Includes every category in the Category & Transfer list.
Include unrealized gains (investment income and investment transactions reports)	Selected	Generates additional transactions (in the investment transaction report) or income/inflow lines (in the investment income report) to represent the impact of price increases and decreases for securities.
	Not selected	Does not include unrealized gains.

Layout option	Selection	Results
Maximum short-term holding period (capital gains report)	any number of days	Computes short-term capital gains based on the number of days you enter here.
Report at intervals of (balance sheet and net worth reports)	None	Includes one total for account balances based on the ending date you enter at the top of the window.
	a time period	Creates a column and totals account balances for each week, two weeks, half month, month, quarter, half year, or year.
Row Headings (A/P by vendor, A/R by customer, cash flow, category summary, comparison, income statement, job/project, payroll, and transaction summary reports)	Category Class Payee Account	Creates a separate row for each category, class, payee, or account.
Show dollar (comparison report)	Selected	Creates a separate column that shows the dollar amount difference between the selected periods.
	Not selected	Does not include a dollar difference column.
Show missing checks (category detail, tax summary, and transaction detail reports)	Selected	Lists check numbers that are missing or duplicated in the series of check numbers for each account.
	Not selected	Does not list missing or duplicated check number.
Show percent (comparison report)	Selected	Creates a separate column that shows the percentage difference between the selected periods.
	Not selected	Does not include a percentage difference column.
Show split detail (category detail, scheduled transaction, tax summary, and transaction detail reports)	Selected	Includes all detail from split lines in split transactions.
	Not selected	Does not include detail from split lines in split transactions. Note: If you restrict the categories or classes in the report, Quicken automatically reports split transaction detail.
Show totals as (investment performance reports)	IRR	Shows performance as internal rate of return (IRR).
	ROI	Shows performance as return on investment (ROI).
Sort by (category detail, tax summary, and transaction detail reports)	Account Amount Category Check # Class Date Memo Payee	Sorts transactions by the item you choose. If you have also chosen an item for Subtotal By, transactions are sorted within the subtotaled groupings.

Layout option	Selection	Results
Subtotal by (category detail, tax summary, and transaction detail reports)	Don't Subtotal a time period Category Class Payee Account	Groups and totals transactions by the item you choose. If you choose Don't Subtotal, Quicken doesn't subtotal amounts in the report. You can subtotal a budget report only by period.
(capital gains, investment performance, investment transactions, and portfolio value reports)	Don't Subtotal a time period Account Security Security Type Investment Goal Short- vs. long-term	These are the subtotal options for investment reports only. Not all options apply to all investment reports.
Tax Links (tax schedule report)	see page 411 for information	Click to create links between your categories and tax-line items recognized by tax preparation software.
Tax Copies (tax schedule report)	see page 416 for information	Click to create links between your classes and copies of forms recognized by tax preparation software.

See "Customizing report content" on page 306 and "Customizing report organization" on page 311 for more information.

4 If you want to customize the report content or organization, click either the Content or Organization tab.

5 Click OK to create the report.

Additional layout options

Once you've created a report, you can do several additional things to customize its layout in the Report window. You can hide the report titles so you see more rows of report data, change the widths of the columns so you can fit more columns of data on the screen and in the printed report, and add or change page breaks to adjust the way pages break in the printed report.

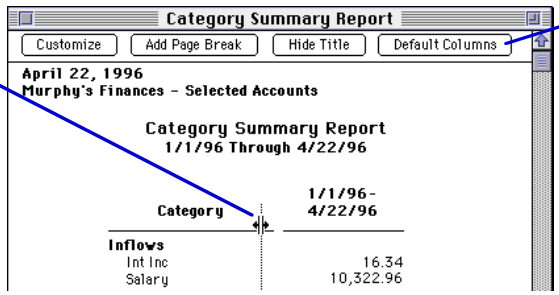
Hiding report titles

Click the Hide Title button to hide the title area in a report so you can see more rows of report data. When the report titles are hidden, the column headings move to the top of the Report window and the button changes to Show Title. Click Show Title to show the full title area again. The title area is also hidden in printed reports when it is hidden onscreen.

Changing report column widths

You can resize column widths by dragging anywhere between the column heading and the first line of the report text. (Resizing columns is available for all reports except reconciliation reports.) The mouse pointer changes to a double-pointed arrow when it passes over an area that you can drag to resize.

You can resize report columns by dragging in the area between the column heading and the first line of text. The mouse pointer changes to a double-pointed arrow when it passes over the area where you can drag to resize.



Click this button to return the columns to the sizes they were when you created the report (maximized so you can see all your data).

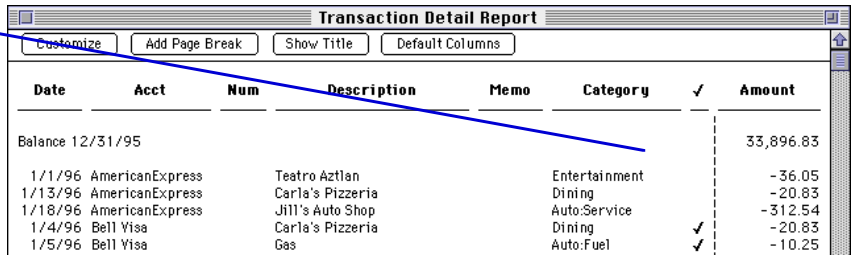
Note: You can also hide columns in some types of reports. See the Choose Columns item in the table on page 301 for more information.

Click the Default Columns button if you want to expand the columns so you can see all the data in each column.

Changing report page breaks

In reports, Quicken's calculated page breaks are shown as vertical or horizontal dotted lines.

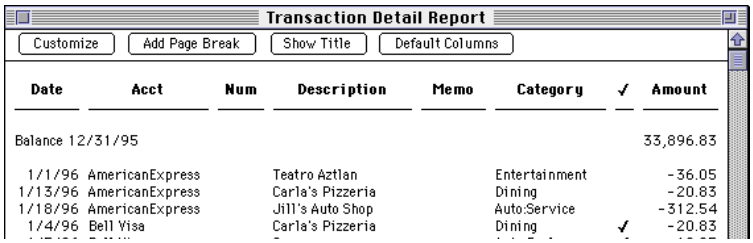
This dotted line indicates where Quicken will break between pages when you print this report.



If you are not satisfied with where Quicken will break between pages when you print a report, there are several things you can do to change the page breaks. You can use any or all of the following techniques:

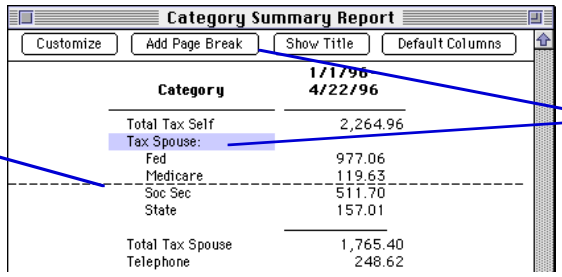
- **Change the column widths.** If the report is too wide to fit on a single page, you can resize the column widths by dragging—as illustrated in "Changing report column widths" on this page. The report that follows is the same as the report above, but the column widths have been narrowed so that all the columns print on a single page.

This report is the same as the second report on page 304, except that the column widths have been narrowed so that all the columns fit on one sheet of paper.



- **Add a manual page break.** You can add a page break above any row by selecting that row and clicking the Add Page Break button.

In this report, Quicken has put a page break in the middle of the subcategories for Tax Spouse. To keep the category and subcategories together on the same printed page, you can force a page break above the category name.



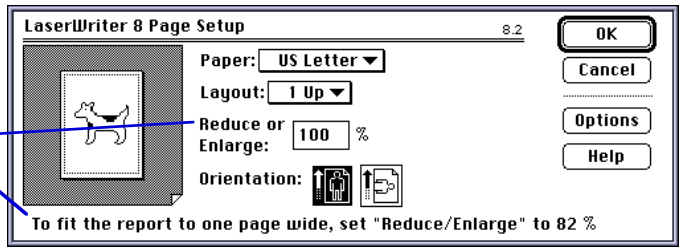
If you select Tax Spouse and click Add Page Break, Quicken will add a page break above Tax Spouse and recalculate its page breaks.

You can move a page break you've added by dragging it up or down the page; you can also delete a page break you've added by selecting it and clicking the Delete Page Break button (Command-D).

- **Change the printer's reduction percentage.** For some printers (Apple LaserWriter printers, for example), you can reduce a printed report to less than 100%.

  To see if your report can be reduced so its width fits on one printed page, choose Page Setup from the File menu to display the Page Setup dialog box for your printer. If fitting to one page wide is possible, Quicken tells you what percentage reduction you should enter and where you should enter it.

For the report shown near the bottom of page 304, Quicken has calculated that reducing the report to 82% of its current size would fit it to one page wide. To reduce the report to fit, enter 82 for Reduce or Enlarge and click OK.



Note: The Page Setup dialog box will look different for different printers and printer drivers.

- **Change the page orientation.** You can choose Page Setup from the File menu and switch between Portrait and Landscape orientation.

- **Change the report fonts.** You can change the fonts for some or all of the sections in your report. For example, Times prints smaller than most other fonts at similar point sizes. See "Changing report preferences" on page 316 for more information.
- **Hide report columns.** For some types of reports, you can choose which columns you want to display and print in the report. See the Choose Columns item in the table on page 301.

Customizing report content

The choices you make for report content define or limit the transactions to be included in a report. You can tell Quicken what must be true about a transaction for it to be included in a report.

For example, you can tell Quicken to include only transactions with a specific payee or only transactions with a specific payee that have been reconciled or cleared in your accounts. Or you can have Quicken report only on payments from your accounts or only on deposits. You can even print a report that's limited to tax-related categories only.

Restricting the items in a report

1 If you haven't yet created your report, follow steps 1 through 3 in "Creating a standard Quicken report" on page 297 to choose a report template. Then click Customize.

OR

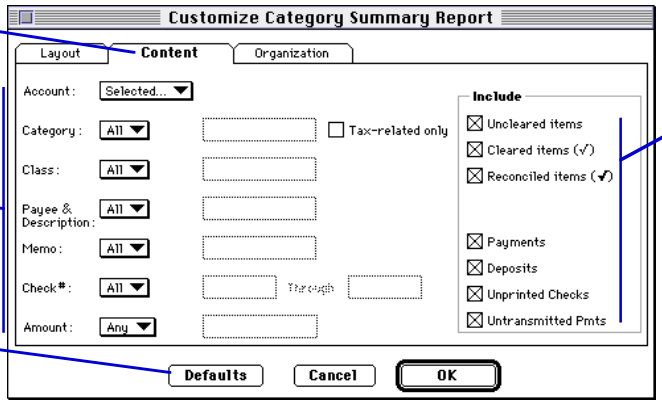
If you've already created the report, click the Customize button in the upper left corner of the Report window.

2 In the Customize Report window, click the Content tab.

This is the Content tab for a category summary report.

You can restrict as many or as few of these items as you want. See the table in step 3 for detailed information about changing any of the content options available for your report.

Click Defaults to return all customization settings in the Create Report window to Quicken's initial settings.



You can choose which of these items to include for some types of reports.

3 Make your changes to the report content options.

The table that follows lists all the report content options alphabetically. Not all content options are available for all reports.

Content option	Selection	Results
Account	All	Includes transactions from all accounts in the current Quicken data file.
	Current	Includes only transactions from the current account (or the most recently used account).
	Selected	Includes only transactions from the accounts you select in the Select Accounts window. (See “Selecting items to include in a report” on page 309.)
Amount	Any	Includes all transaction amounts.
	Equal	Includes amounts equal to the amount you enter.
	Greater	Includes amounts greater than the amount you enter.
	Greater or equal	Includes amounts greater than or equal to the amount you enter.
	Less	Includes amounts less than the amount you enter.
	Less or equal	Includes amounts less than or equal to the amount you enter.
Category	All	Includes all transactions, with or without categories.
	Selected	Includes only transactions categorized with the categories you select in the Select Categories window. (See “Selecting items to include in a report” on page 309.)
	Contains	Includes categories that contain the text you enter.
	Matches	Includes categories that match the text you enter exactly.
	Starts with	Includes categories that begin with the text you enter.
	Ends with	Includes categories that end with the text you enter.
	Tax-related only	Includes only transactions categorized with tax-related categories.
Check #	All	Includes all transactions.
	None	Excludes transactions with numbers or PRINT in the Number field.
	Numbered	Includes only checks within the range of numbers you specify, for example, from 101 through 105.

Content option	Selection	Results
Class	All	Includes all transactions, with or without classes.
	Selected	Includes only transactions classified with the classes you select in the Select Classes window. (See “Selecting items to include in a report” on page 309.)
	Contains	Includes classes that contain the text you enter.
	Matches	Includes classes that match the text you enter exactly.
	Starts with	Includes classes that begin with the text you enter.
	Ends with	Includes classes that end with the text you enter.
Include (cleared status)	Uncleared items	Includes uncleared transactions. Uncleared transactions have nothing in the √ (cleared) field.
	Cleared items (√)	Includes cleared transactions. Cleared transactions have a thin checkmark in the √ (cleared) field.
	Reconciled items (✓)	Includes reconciled transactions. Reconciled transactions have a bold checkmark in the √ (cleared) field.
Include (transaction type)	Payments	Includes payment transactions (including checks). For nonbank accounts, payments are decreases to cash or asset accounts and increases to credit card or liability accounts.
	Deposits	Includes deposit transactions.
	Unprinted Checks	Includes unprinted checks.
	Untransmitted Pmts	Includes untransmitted electronic payments (available only if electronic payments are enabled).
Investment Goal	All	Includes all investment goals.
	Contains	Includes goals that contain the text you enter.
	Matches	Includes goals that exactly match the text you enter.
	Starts with	Includes goals that begin with the text you enter.
	Ends with	Includes goals that end with the text you enter.
Memo	All	Includes all transactions, with or without memos.
	Contains	Includes memos that contain the text you enter.
	Matches	Includes memos that exactly match the text you enter.
	Starts with	Includes memos that begin with the text you enter.
	Ends with	Includes memos that end with the text you enter.
Payee & Description	All	Includes transactions for all payees.
	Contains	Includes payees that contain the text you enter.
	Matches	Includes payees that exactly match the text you enter.
	Starts with	Includes payees that begin with the text you enter.
	Ends with	Includes payees that end with the text you enter.

Content option	Selection	Results
Security	All	Includes all securities.
	Selected	Includes only the securities you select in the Select Securities window. (See “Selecting items to include in a report” on page 309.
	Contains	Includes securities that contain the text you enter.
	Matches	Includes securities that exactly match the text you enter.
	Starts with	Includes securities that begin with the text you enter.
	Ends with	Includes securities that end with the text you enter.
Security Type	All	Includes all security types.
	Contains	Includes types that contain the text you enter.
	Matches	Includes types that exactly match the text you enter.
	Starts with	Includes types that begin with the text you enter.
	Ends with	Includes types that end with the text you enter.

See “Customizing report layout” on page 300 and “Customizing report organization” on page 311 for more information.

4 If you want to customize the report layout or organization, click either the Content or Organization tab.

5 Click OK to create the report.

Selecting items to include in a report

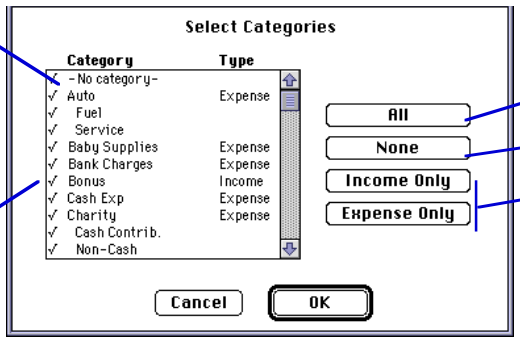
In the table on pages 307–309, four items have Selected as an option: accounts, categories, classes, and securities.

When you click the Selected option for accounts, categories, classes, or securities, Quicken displays a window where you can select the items you want to include in the report.

For example, if you click the Selected option for categories, Quicken displays the Select Categories window.

You can select “–No category–” if you want the report to include transactions that don’t have a category assigned to them. You can use this feature to track down all your uncategorized transactions so you can categorize them.

Click a category or subcategory to mark or unmark it. Quicken includes all marked categories and subcategories in the report. You can also select account names at the end of the list to include only selected transfers.



Selects all categories.

Excludes all categories.

Selects only income categories or expense categories.

When you click OK, Quicken returns to the Customize Report window. When you run the report, Quicken includes only transactions that contain the selected categories. Follow the same procedure to restrict a report to selected accounts, classes, or securities.

Using wildcard characters to restrict reports

When you use payee, memo, category, class, security, security type, or investment goal information to restrict the transactions in a report (or to search for a transaction in a register), you can use special wildcard characters in text fields to narrow the search. (The table on pages 307–309 describes the Starts With, Ends With, and Matches search options (the options for which you might use wild cards) for categories, classes, investment goals, memos, payees and descriptions, securities, and security types.)

Wildcard	Description
.. (two periods)	Finds a match that contains unspecified characters where you type .. (at the beginning, in the middle, or at the end of the text you type).
? (question mark)	Finds a match with one unspecified character.
~ (tilde)	Excludes all matches for the text that follows. For example, If you type ~.. (a tilde and two periods), Quicken excludes all transactions except those that are empty in the specified field.

The following chart shows some examples of how wildcards can change your report.

Case doesn't matter, and Quicken ignores any spaces before or after the phrase you type.

Example	The report includes	The report does not include
~tax	rent, utilities	tax, Tax, TAX, taxable, tax deduction, Tax:State, surtax, new tax loss
t..x	trix, tx, tkx, t——x, tax, Tax, TAX	taxable, tax deduction, Tax:State, surtax, new tax loss, rent, utilities
t?x	tkx, tax, Tax, TAX	trix, tx, t——x, taxable, tax deduction, new tax loss, Tax:State, surtax, rent, utilities
..	tax, rent, utilities, and so on	*blank*
~..	*blank*	tax, rent, utilities, and so on

Customizing report organization

The choices you make for report organization determine how income and expense categories and transfer transactions are organized in your report and which transfer transactions are included.

1 If you haven't yet created your report, follow steps 1 through 3 in "Creating a standard Quicken report" on page 297 to choose a report template. Then click Customize.

OR

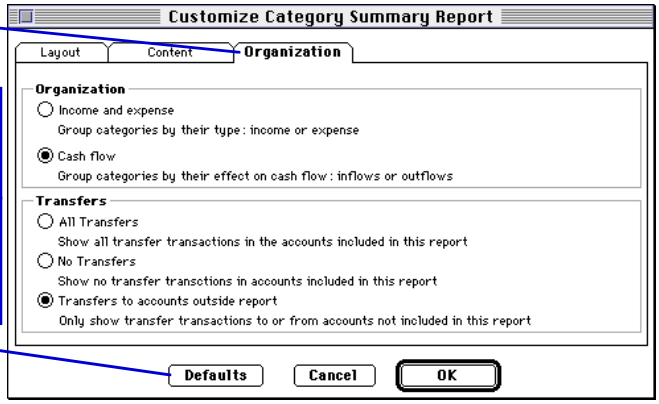
If you've already created the report, click the Customize button in the upper left corner of the Report window.

2 In the Customize Report window, click the Organization tab.

This is the Organization tab for a category summary report.

See the table in step 3 for detailed information about changing either of the organization options if they are available for your report.

Click Defaults to return all customization settings in the Create Report window to Quicken's initial settings.



3 Make your changes to the report organization options.

The table that follows lists the two organization options.

Organization option	Selection	Results
Organization (A/P by vendor, A/R by customer, budget, cash flow, category detail, category summary, comparison, income statement, investment income, investment transactions, job/project, payroll, tax summary, transaction detail, and transaction summary reports)	Income and Expense	Totals income transactions, expense transactions, and transfer transactions in separate sections of your report.
	Cash Flow	Groups and totals inflows (both income transactions and transfers that bring value into your accounts) and outflows (both expense transactions and transfers that take value out of your accounts). For example, if you have an asset account called "House" and you enter home improvement transactions as transfers to that account, choosing Cash Flow treats those transfers as spending, giving you a more accurate picture of your expenditures.

Organization option	Selection	Results
Transfers (all reports except capital gains, investment income, investment performance, portfolio value, reconciliation, and scheduled transaction reports)	All Transfers	Includes all transfers.
	No Transfers	Excludes all transfers.
	Transfers to accounts outside report	Excludes transfers between accounts that are included in the report. Essentially, these are transfers that cancel each other out in the report.

Investigating items in reports using QuickZoom

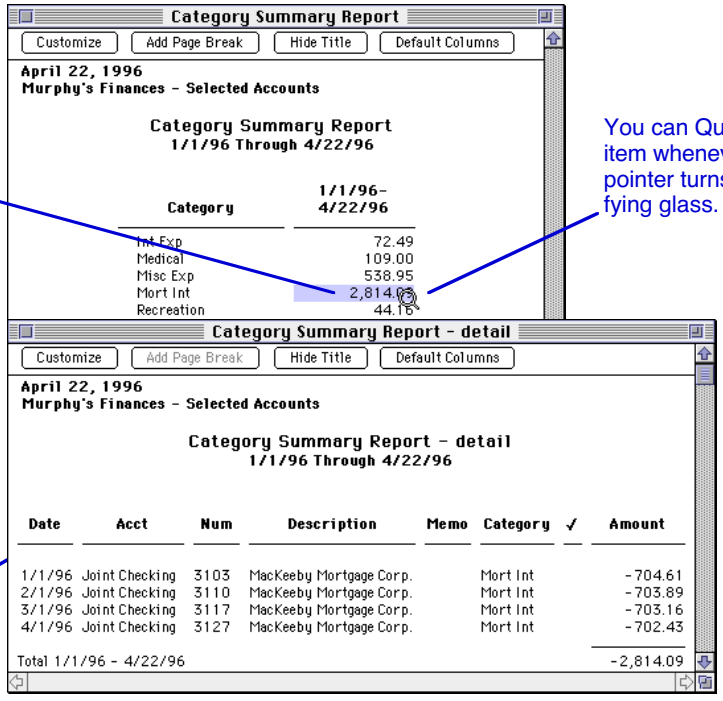
You can use QuickZoom to examine the numbers in Quicken reports in more detail. For most reports, QuickZoom takes you to another report that gives you more detail about the item you selected. If you use QuickZoom in a report that lists transactions, however, QuickZoom takes you to the register for the selected transaction. And QuickZoom in a scheduled transaction report takes you to the Calendar.

1 Select an amount in the report and double-click it.

Quicken displays a detail report containing a list of the transactions that make up the selected amount.

If you are curious about the transactions represented by an amount in this category summary report, you can double-click the amount to see a list of the transactions that make up that amount.

You can QuickZoom an item whenever the mouse pointer turns into a magnifying glass.



If you want to examine or change any listed transaction, double-click it to go to the account register with that transaction selected.

2 **(Optional) To examine a transaction in the register or make any changes to it, double-click the transaction in the detail report.**

Quicken displays the register and selects the transaction. If you make changes to any transactions, Quicken updates the report (see "Updating reports" next).

Tip: QuickZoom is a handy way to track down and assign categories to uncategorized amounts in reports. Uncategorized amounts show up as "Other."

Updating reports

Once you've run a report, you can leave it open while you make any of several different kinds of changes. For example, you can change:

- transaction data in account registers or in the Calendar
- budget amounts in the Budget Setup window
- security prices in the Portfolio window
- report settings or fonts in the Preferences window (These changes are not affected by the Auto Recalculation or Recalculate Now commands.)

When you make any of these changes, Quicken updates all open reports. Depending on the number and size of the reports you have open, this could take a little while. If a report is very large and you need to make a number of changes, you can have Quicken update the report only once—when you've finished making changes. To control when Quicken recalculates report data (the first three bullet items in the list above), you can turn off automatic recalculation.

1 **Choose Auto Recalculation from the Reports menu to turn it off.**

When Auto Recalculation has no checkmark next to it in the menu, automatic recalculation is turned off.

2 **Make the changes you want to transactions, budget amounts, or security prices.**

3 **Choose Recalculate Now from the Reports menu.**

When you choose Recalculate Now, Quicken updates the current report. It does not update any other windows.

Memorizing and recalling reports

Once you've customized a report so that it shows you exactly what you want, you can memorize the changes so you can recall the report at any time—with the same layout, content, and organization.

Memorizing a report

1 Create a report as described in "Creating a standard Quicken report" on page 297, "Getting easy answers" on page 298, or "Creating a QuickReport" on page 299.

2 Customize the report following the instructions in the customization sections beginning on page 300.

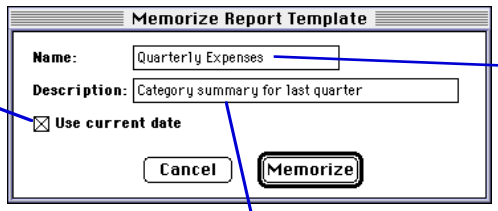
Note: Quicken does *not* memorize amounts, font settings, or printer settings because they are not part of the report.

Make sure the report looks just the way you want it. If not, click the Customize button on the report and change the customization options until you have what you want. You can even resize the columns and Quicken will memorize that, too.

3 Choose Memorize from the Edit menu (Command-M).

4 Enter information in the Memorize Report Template window.

If you select this option, Quicken memorizes the dates you've specified for the report. In other words, if you've selected a named date range like Last Quarter, Quicken remembers Last Quarter; if you've typed a custom date (the pop-up says Custom), Quicken remembers the exact dates. If you don't select the checkbox, Quicken ignores your dates and uses the preset dates.



When you memorize a report, you must give it a distinctive name. If you try to use the same name again, Quicken warns that you are about to replace an existing memorized report.

A detailed description can help you remember exactly what changes you made to this report.

5 Click OK to memorize the report.

Quicken adds the report to the Memorized tab in the Reports window.

Recalling a memorized report

When you recall a memorized report, you are actually recalling a report template that includes all the customization options you've memorized.

1 Choose Reports from the Reports menu and click the Memorized tab.

Quicken displays a list of your memorized reports.

2 Double-click the memorized report you want to create.

Or click Customize if you want to make changes to the customization options first. Then make your changes in the Customize Report window and click OK.

If you want to save any changes you make, see "Changing a memorized report" next. If you make changes and don't rememorize the report, the template retains its original definition the next time you recall it.

Changing a memorized report

1 Choose Reports from the Reports menu and click the Memorized tab.

2 Select the memorized report you want to change and click Customize.

3 In the Customize window, make your changes to the report layout, content, or organization and click OK.

4 In the Report window, make any additional changes you want to the report layout.

5 Choose Memorize from the Edit menu (Command-M).

6 In the Memorize Report Template window, make your changes to the report instructions.

Leave the same title in the Name field if you want to replace the original memorized report with the changed report. Give the report a new title if you want to create a new memorized report (in addition to the old one).

7 Click OK to memorize the report.

Deleting a memorized report

1 **Choose Reports from the Reports menu and click the Memorized tab.**

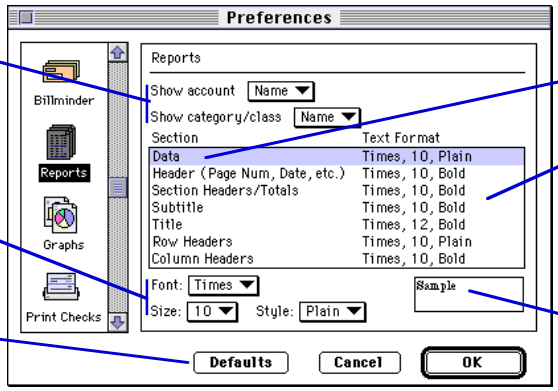
2 **Select the memorized report you want to delete.**

3 **Choose Delete Report from the Edit menu (Command-D).**

Changing report preferences

The settings for Reports in the Preferences window are "global" settings; that means you set them once for all of your reports instead of separately for each individual report.

1 **Choose Preferences from the Edit menu and then click the Reports icon in the scrolling panel on the left.**



Choose from these pop-up menus whether you want to see account or category/class names, descriptions, or both in your reports (see step 2 for more information).

These are the settings for report font, size, and style.

Click Defaults to return the settings to the state they were in when you initially installed Quicken.

This is the name of the selected report section.

The preset report fonts are customized for the printer selected in the Chooser. For example, Times is the preset font for a LaserWriter and Geneva for an ImageWriter.

This is a sample of your selected text format: font, size, and style.

2 **Choose whether you want account, category, and class names or descriptions displayed in your reports.**

One setting applies to accounts only and one applies to both categories and classes, but the choices you can make are the same.

If you want reports to show	Choose this from the pop-up menu
Both names and descriptions	Name and Description
Names only	Name
Descriptions only	Description

3 **Change the font for any report section by selecting the section name and then choosing a font, size, and style from the pop-up menus.**

You can change the font, size, and style separately for different sections of reports (for example, you might want report titles to display and print in 12-point Helvetica Bold and the rest of the report in 10-point Times Plain). When you select a report section, Quicken displays the current text format for that section and shows you a sample of that format in the Sample box. When you change the font, size, or style, Quicken changes the format of the sample.

If all report sections share the same font and you select a different font name for one section, Quicken asks if you want to change the font for all sections.

4 Click OK.

Quicken updates any open reports to apply your changes.

Saving a report to a file

When you save the data in a Quicken report to a file, you select one of two file formats, SYLK or text, for most reports. A third file format, TXF, is available for tax schedule capital gains reports only.

1 Create the report you want to export.

2 From the Report window, choose Export Report from the File menu.

3 Enter a name for the file in the Export to File field.

4 Select a file format: SYLK, Text, or TXF.

- Select Excel (SYLK) if you want to import the file into a spreadsheet application such as Microsoft Excel.
- Select Text if you want to import the file into an application such as a word processor.
- Select MacInTax (TXF) if you want to import the file into MacInTax or a similar tax preparation application. TXF format is available only for tax schedule and capital gains reports.

5 Click Save.

Quicken exports the report data in the file format you selected.

For more information about exporting tax information from Quicken tax schedule or capital gains reports to MacInTax, see Chapter 20, *Preparing your income taxes*, beginning on page 409.

Printing reports

You can print a report when you want a paper copy of the report you see on the screen. Before you print, you might want to change the page breaks as described in "Changing report page breaks" on page 304.

1 Create the report you want to print.

2 Choose Print Report from the File menu.

3 Click Print in the printer dialog box.

Tip: If you are printing on a continuous-feed printer and your report starts printing at the center of the page, make sure US Letter is selected in the Page Setup dialog box, not Computer Paper.

Publishing Quicken report data

Quicken can publish data from any report to use with another application. To publish means to make all or part of a Quicken report available for use with another application. For example, you could publish totals from a Quicken summary report for use in a spreadsheet such as Microsoft Excel. The original Quicken report is called the publisher.

When Quicken publishes all or part of a report, it creates a named edition to which other programs can subscribe. To use the information in a Quicken edition in another application, you launch the other application and then subscribe to the edition. The edition remains linked to the data in the original report (the publisher). Quicken can update the information in the publisher whenever you like; see "Updating editions published by Quicken" on page 321.

Publishing your Quicken data

In this example, we are publishing quarterly outflows from a category summary report for use in an Excel spreadsheet. Start by setting up a Quicken report that contains the data you want to use in Excel.

1 Create a report containing the data you want Quicken to publish.

If you need help creating the report, see "Creating a standard Quicken report" on page 297.

For this example, you would set up a category summary report with a name like "Quarterly Cash Flow" and the preset date range Last Quarter (choose Last Quarter from the Date pop-up menu).

Tip: If you want to create multiple publishers from the same report, you need to memorize multiple versions of the report with unique names.

2 Memorize the report (Command-M) with a name that's easy to recognize.

The name of the report is important because the Quicken report is actually the publisher. When it's time to update an edition, you need to select the publisher from a list of Quicken reports.

3 Close the report.

4 Create the report again by clicking the Memorized tab in the Reports window, selecting the report you just memorized, and clicking Create.

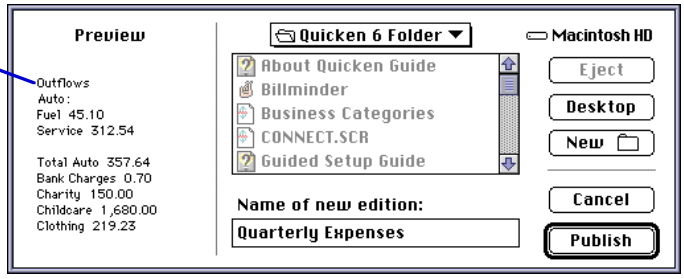
This step is necessary so that the memorized report is recognized as the publisher (instead of the standard Quicken report template).

5 Select the area of the report that you want Quicken to publish.

For this example, you would select just the Outflows portion of the report. To select data, just drag across it. You can include row headings, column headings, amounts, and subtotals.

6 Choose Publishing ➤ Create Publisher from the Edit menu.

A preview of the data you selected appears in the dialog box.



7 Enter a name for the new edition that Quicken will publish.

For this example we entered "Quarterly Expenses."

8 Click Publish.

Quicken publishes the edition as a separate file named "Quarterly Expenses" that contains the report data you selected in step 5.

Subscribing to a Quicken edition from another application

Many Macintosh applications can subscribe to Quicken editions. When you subscribe to a Quicken edition, the other application places a copy of the edition in the document from which you subscribe. In general, the procedure to subscribe to a Quicken edition from another application is to choose Subscribe To from the Edit menu.

In this example, we subscribe to the Quicken report data we published in "Publishing your Quicken data" on page 318.

1 (Optional) Leave Quicken (Command-Q).

2 Open the Excel spreadsheet.

3 Select the cell or range where you want to place the data.

4 Choose Publishing ➤ Subscribe To from the Edit menu.

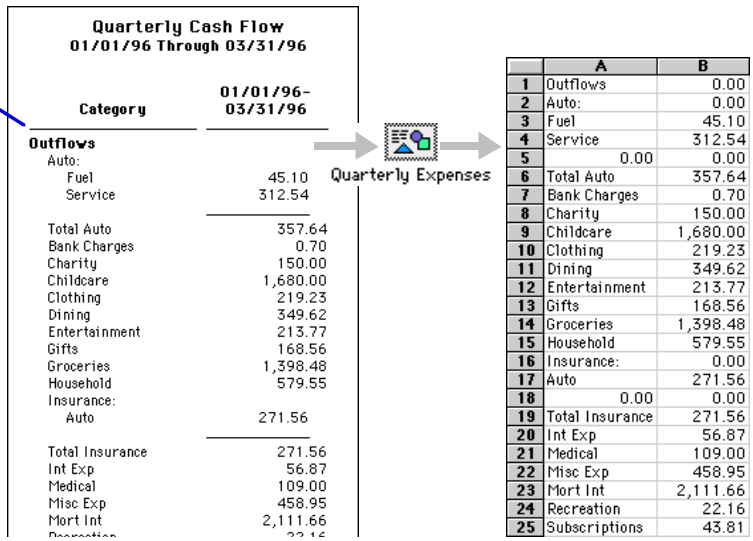
5 Select the Quicken edition "Quarterly Expenses," and click Subscribe.

In this example, the Outflows section of this Quicken category summary report was selected and published to an edition named "Quarterly Expenses."

You can publish any part of a report: row headings, column headings, titles, amounts, subtotal sections, and so on.

In this Excel spreadsheet, the cell we selected was A1. If you select any cell in the subscriber after the data has been copied into your spreadsheet, you'll see a formula like this:

{=SUBSCRIBER("Macintosh HD:Quicken 6 Folder:Quarterly Expenses")}



Quarterly Cash Flow
01/01/96 Through 03/31/96

Category	01/01/96-03/31/96
Outflows	
Auto:	
Fuel	45.10
Service	312.54
Total Auto	357.64
Bank Charges	0.70
Charity	150.00
Childcare	1,680.00
Clothing	219.23
Dining	349.62
Entertainment	213.77
Gifts	168.56
Groceries	1,398.48
Household	579.55
Insurance:	
Auto	271.56
Total Insurance	271.56
Int Exp	56.87
Medical	109.00
Misc Exp	458.95
Mort Int	2,111.66

Quarterly Expenses

	A	B
1	Outflows	0.00
2	Auto:	0.00
3	Fuel	45.10
4	Service	312.54
5	0.00	0.00
6	Total Auto	357.64
7	Bank Charges	0.70
8	Charity	150.00
9	Childcare	1,680.00
10	Clothing	219.23
11	Dining	349.62
12	Entertainment	213.77
13	Gifts	168.56
14	Groceries	1,398.48
15	Household	579.55
16	Insurance:	0.00
17	Auto	271.56
18	0.00	0.00
19	Total Insurance	271.56
20	Int Exp	56.87
21	Medical	109.00
22	Misc Exp	458.95
23	Mort Int	2,111.66
24	Recreation	22.16
25	Subscriptions	43.81

Updating editions published by Quicken

When Quicken updates an edition, the changes are reflected in all documents that subscribe to the edition. You can have Quicken update the data in an edition immediately or when you leave Quicken.

- To have Quicken update an edition immediately, choose Publishing ➤ Update Publisher from the Edit menu. Select the edition or editions you want to update and click OK.
- To have Quicken update an edition when you leave Quicken, choose Publishing ➤ Publisher Options from the Edit menu, select the edition or editions you want to update, and click OK. Once this option is selected, the data in the edition will be updated every time you leave Quicken (if there have been any changes to the data in the publisher).

Important! The publishing feature is sensitive to the date range you set in the original report (the publisher). When you update an edition, only data in the original date range is included in the updated edition. In the example above, only data from transactions between 1/1/96 and 3/31/96 will ever be included in the edition. If you want to make sure the publisher's date range includes all future dates you'll ever want to include, enter an ending date such as 12/31/99.

Deleting a Quicken publisher and edition

If you no longer need to use an edition published from Quicken, choose Publishing ➤ Delete Publishers from the Edit menu, select the publisher you want to delete, and click OK.

The edition is a separate file that you can drag to the Trash like any other file. (You must delete the publisher first in Quicken, however, or Quicken will continue to publish the edition.)

Sample reports

This section briefly describes each of the standard Quicken reports. To create a report, follow the instructions in "Creating a standard Quicken report" on page 297.

See "Customizing report layout" on page 300, "Customizing report content" on page 306, and "Customizing report organization" on page 311 for information about customizing these reports.

Each sample report is created using Quicken's preset options for that report. In the Customize Report window, you can customize a report by changing its layout and organization, or changing the restrictions that control what data is shown. Once you've changed any options, you can go back to Quicken's initial options by clicking Defaults.

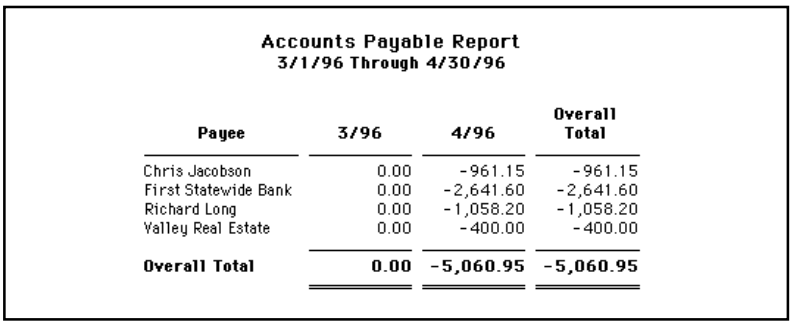
Sample reports are listed in alphabetical order.

A/P by vendor report

An accounts payable (or A/P) report summarizes the dollar amount of unprinted checks in your bank accounts by payee name.

If you are not using Quicken to print checks, the A/P report still works if you enter all your payables as printable checks. When you pay the bill, go back to the register and record the actual check number in the Number field by typing over the word PRINT.

This report is based on Quicken's preset options for an A/P by vendor report. If you want to change its layout, content, or organization, see pages 300–312 for information about customizing reports.



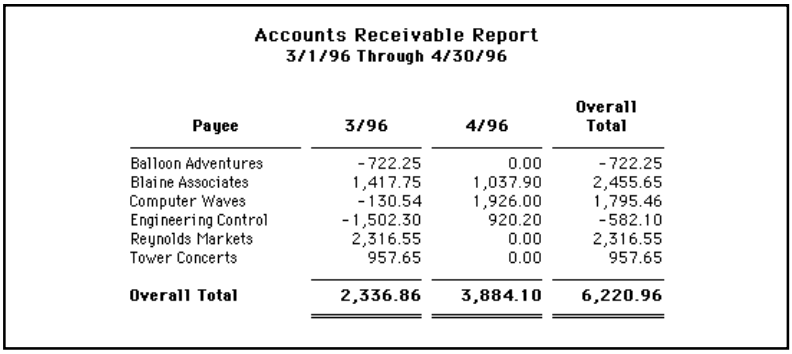
Accounts Payable Report
3/1/96 Through 4/30/96

Payee	3/96	4/96	Overall Total
Chris Jacobson	0.00	-961.15	-961.15
First Statewide Bank	0.00	-2,641.60	-2,641.60
Richard Long	0.00	-1,058.20	-1,058.20
Valley Real Estate	0.00	-400.00	-400.00
Overall Total	**0.00**	**-5,060.95**	**-5,060.95**

A/R by customer report

An accounts receivable (or A/R) report summarizes uncleared transactions in all your Quicken asset accounts by payee. If you want, you can restrict the report to only your asset account for receivables (see "Selecting items to include in a report" on page 309).

This report is based on Quicken's preset options for an A/R by customer report. If you want to change its layout, content, or organization, see pages 300–312 for information about customizing reports.



Accounts Receivable Report
3/1/96 Through 4/30/96

Payee	3/96	4/96	Overall Total
Balloon Adventures	-722.25	0.00	-722.25
Blaine Associates	1,417.75	1,037.90	2,455.65
Computer Waves	-130.54	1,926.00	1,795.46
Engineering Control	-1,502.30	920.20	-582.10
Reynolds Markets	2,316.55	0.00	2,316.55
Tower Concerts	957.65	0.00	957.65
Overall Total	**2,336.86**	**3,884.10**	**6,220.96**

Balance sheet

A balance sheet is a snapshot of the assets, liabilities, and equity (or capital) for a business as of a specific date.

This report is based on Quicken's preset options for a balance sheet. If you want to change its layout, content, or organization, see pages 300–312 for information about customizing reports.

This section includes all asset accounts.

This section includes all liability accounts.

If your bank accounts include any unprinted or postdated checks, Quicken adds them to your bank balance and also lists them as a liability as "Checks Payable."

Equity is not the name of an account; it is a total that Quicken calculates. It is the difference between your total assets (bank, cash, asset, portfolio, and mutual fund accounts) and total liabilities (credit card and liability accounts).

Balance Sheet
As of 4/15/96

Accounts	4/15/96 Balance
Assets	
Cash and Bank Accounts	
First Statewide	
Ending Balance	27,343.71
plus: Checks Payable	5,060.95
Total First Statewide	32,404.66
Total Cash and Bank Accounts	32,404.66
Other Assets	
AR	16,158.17
Cap Equip	9,960.00
Total Other Assets	26,118.17
Total Assets	**58,522.83**
Liabilities & Equity	
Liabilities	
Checks Payable	5,060.95
Credit Cards	
American Exp	0.00
Total Credit Cards	0.00
Other Liabilities	
AP	1,695.00
Payroll-FUTA	320.00
Payroll-FWH	0.00
Payroll-FICA	2,554.88
Payroll-MCARE	597.60
Owner's Equity	6,000.00
Sales Tax	3,802.70
Payroll-SWH	230.32
Payroll-SUI	160.00
Total Other Liabilities	15,360.50
Total Liabilities	20,421.45
Equity	38,101.38
Total Liabilities & Equity	**58,522.83**

Budget month by month report

The budget month by month report compares your actual income and expenses with your budgeted income and expenses, one month at a time for the date range you specify. If you use Quicken's settings, the report shows budgeted and actual amounts and the

difference between them for each month, and budgeted and actual amounts and the difference between them for the entire date range.

Before you create a budget report, you should set up a budget. See Chapter 16, *Budgeting your income and expenses,* beginning on page 360.

The Actual column for each month shows the amounts you recorded in Quicken for your actual income and expenses during that month.

Budget column for each month shows the amounts you entered in the Budget Setup window (see page 364).

The Diff column for each month shows the difference between what you budgeted and what you actually spent or received that month.

Budget Month by Month Report
1/1/96 Through 2/29/96

Category	1/1/96 Actual	1/1/96 - Budget	1/31/96 Diff	2/1/96 Actual	2/1/96 - Budget	2/29/96 Diff	1/1/96 Actual	1/1/96 - Budget	2/29/96 Diff
Inflows									
Int Inc	3.61	3.00	0.61	4.72	3.00	1.72	8.33	6.00	2.33
Salary	2,580.74	2,796.00	-215.26	2,580.74	2,796.00	-215.26	5,161.48	5,592.00	-430.52
Salary Spouse	2,369.48	2,468.00	-98.52	1,184.74	2,468.00	-1,283.26	3,554.22	4,936.00	-1,381.78
•Div Income	0.00	38.00	-38.00	0.00	38.00	-38.00	0.00	76.00	-76.00
Total Inflows	**4,953.83**	**5,305.00**	**-351.17**	**3,770.20**	**5,305.00**	**-1,534.80**	**8,724.03**	**10,610.00**	**-1,885.97**
Outflows									
Fixed Expenses:									
Auto:									
Fuel	22.82	13.00	9.82	10.60	13.00	-2.40	33.42	26.00	7.42
Service	312.54	26.00	286.54	0.00	26.00	-26.00	312.54	52.00	260.54
Auto - Other	132.00	17.00	115.00	0.00	17.00	-17.00	132.00	34.00	98.00
Total Auto	467.36	56.00	411.36	10.60	56.00	-45.40	477.96	112.00	365.96
Groceries	469.78	445.00	24.78	418.34	445.00	-26.66	888.12	890.00	-1.88
Insurance:									
Auto	0.00	104.00	-104.00	0.00	104.00	-104.00	0.00	208.00	-208.00
Home	0.00	32.00	-32.00	0.00	32.00	-32.00	0.00	64.00	-64.00
Insurance - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Insurance	0.00	136.00	-136.00	0.00	136.00	-136.00	0.00	272.00	-272.00
Tax Self	566.24	613.00	-46.76	566.24	613.00	-46.76	1,132.48	1,226.00	-93.52
Tax Spouse	504.40	526.00	-21.60	252.20	526.00	-273.80	756.60	1,052.00	-295.40
Taxes	0.00	123.00	-123.00	0.00	123.00	-123.00	0.00	246.00	-246.00
Telephone	54.12	57.00	-2.88	49.20	57.00	-7.80	103.32	114.00	-10.68
Utilities	134.58	122.00	12.58	126.76	122.00	4.76	261.34	244.00	17.34
Total Fixed Expenses	2,196.48	2,078.00	118.48	1,423.34	2,078.00	-654.66	3,619.82	4,156.00	-536.18
Flexible Expenses:									
Charity	50.00	50.00	0.00	50.00	50.00	0.00	100.00	100.00	0.00
Childcare	720.00	534.00	186.00	480.00	534.00	-54.00	1,200.00	1,068.00	132.00
Clothing	57.25	174.00	-116.75	0.00	174.00	-174.00	57.25	348.00	-290.75
Dining	87.28	70.00	17.28	153.52	70.00	83.52	240.80	140.00	100.80
Entertainment	114.94	70.00	44.94	60.49	70.00	-9.51	175.43	140.00	35.43
Gifts	168.56	39.00	129.56	0.00	39.00	-39.00	168.56	78.00	90.56
Household	465.42	100.00	365.42	62.65	100.00	-37.35	528.07	200.00	328.07
Misc Exp	153.00	166.00	-13.00	70.95	166.00	-95.05	223.95	332.00	-108.05
Mort Int	704.61	701.00	3.61	703.89	701.00	2.89	1,408.50	1,402.00	6.50
Recreation	0.00	53.00	-53.00	10.16	53.00	-42.84	10.16	106.00	-95.84
Subscriptions	43.81	15.00	28.81	0.00	15.00	-15.00	43.81	30.00	13.81
Travel	0.00	19.00	-19.00	115.52	19.00	96.52	115.52	38.00	77.52
Total Flexible Expenses	2,564.87	1,991.00	573.87	1,707.18	1,991.00	-283.82	4,272.05	3,982.00	290.05
Total Outflows	**4,761.35**	**4,069.00**	**692.35**	**3,130.52**	**4,069.00**	**-938.48**	**7,891.87**	**8,138.00**	**-246.13**
Overall Total	**192.48**	**1,236.00**	**-1,043.52**	**639.68**	**1,236.00**	**-596.32**	**832.16**	**2,472.00**	**-1,639.84**

These amounts are your actual net savings and budgeted net savings for the month and, in the Diff column, the difference between them.

A positive value in a Diff column means that your Actual amount was greater than your Budget amount. A negative value means that your Actual amount was less than your Budget amount.

The last three columns show the total actual amounts, budget amounts, and difference for the entire date range of the report.

Budget summary report

The budget summary report compares your actual income and expenses with your budgeted income and expenses for the full date range you specify.

Before you create a budget report, you should set up a budget. See Chapter 16, *Budgeting your income and expenses,* beginning on page 360.

This report is based on Quicken's preset options for a budget summary report (except that Match Budget Layout was selected so the report would fit on this page). If you want to change its layout, content, or organization, see pages 300–312 for information about customizing reports.

The Budget column contains the amounts you entered in the Budget Setup window (see page 364).

The Diff column is the difference between what you budgeted and what you actually spent or received.

The Actual column contains the amounts you recorded in Quicken for your actual income and expenses during the report period.

A positive value in the Diff column means that your Actual amount was greater than your Budget amount. A negative value means that your Actual amount was less than your Budget amount

These amounts are your actual net savings and your budgeted net savings and, in the Diff column, the difference between them.

Budget Summary Report
1/1/96 Through 2/29/96

Category	1/1/96 Actual	- Budget	2/29/96 Diff
Inflows			
Int Inc	8.33	6.00	2.33
Salary	5,161.48	5,592.00	-430.52
Salary Spouse	3,554.22	4,936.00	-1,381.78
•Div Income	0.00	76.00	-76.00
Total Inflows	**8,724.03**	**10,610.00**	**-1,885.97**
Outflows			
Fixed Expenses:			
Auto:			
Fuel	33.42	26.00	7.42
Service	312.54	52.00	260.54
Auto - Other	132.00	34.00	98.00
Total Auto	477.96	112.00	365.96
Groceries	888.12	890.00	-1.88
Insurance:			
Auto	0.00	208.00	-208.00
Home	0.00	64.00	-64.00
Insurance - Other	0.00	0.00	0.00
Total Insurance	0.00	272.00	-272.00
Tax Self	1,132.48	1,226.00	-93.52
Tax Spouse	756.60	1,052.00	-295.40
Taxes	0.00	246.00	-246.00
Telephone	103.32	114.00	-10.68
Utilities	261.34	244.00	17.34
Total Fixed Expenses	3,619.82	4,156.00	-536.18
Flexible Expenses:			
Charity	100.00	100.00	0.00
Childcare	1,200.00	1,068.00	132.00
Clothing	57.25	348.00	-290.75
Dining	240.80	140.00	100.80
Entertainment	175.43	140.00	35.43
Gifts	168.56	78.00	90.56
Household	528.07	200.00	328.07
Misc Exp	223.95	332.00	-108.05
Mort Int	1,408.50	1,402.00	6.50
Recreation	10.16	106.00	-95.84
Subscriptions	43.81	30.00	13.81
Travel	115.52	38.00	77.52
Total Flexible Expenses	4,272.05	3,982.00	290.05
Total Outflows	**7,891.87**	**8,138.00**	**-246.13**
Overall Total	**832.16**	**2,472.00**	**-1,639.84**

If you set the report ending date for any date other than the end of a month, Quicken prorates the budget amounts for the number of days you've included in that month. In other words, if you run a report with an ending date of 4/15, a category that has $100 budgeted for April will show only $50 rather than $100.

Capital gains report

To see your capital gains distributions from a mutual fund, use the investment income report instead.

A capital gains report shows long-term and short-term capital gains for securities sold during a specified time period.

To get an accurate capital gains report, you must tell Quicken the date or dates you bought the shares you sold, and the actual cost basis for those shares. If you haven't already done so, you can enter this information in the portfolio or mutual fund register after you make the sale. See "Entering prior history for investments" on page 290. If you enter the sale of a security with a zero cost basis in Quicken, you need to enter this historical information to get an accurate capital gains report on the sale.

If you sold only part of your shares of a security, Quicken assumes that the shares you sold are the ones you've held the longest. If you have designated other shares as the ones you sold, use separate lot numbers to identify the shares. See the information on security lots on page 268.

Quicken does not distinguish "wash sales" from other sales. (A "wash sale" is a sale at a loss within 30 days of acquiring the same security. Special tax rules apply.)

This report is based on Quicken's preset options for a capital gains report. If you want to change its layout, content, or organization, see pages 300–312 for information about customizing reports.

Capital Gains Report
1/1/95 Through 12/31/95

Acct	Security	Shares	Bought	Sold	Sales Price	Cost Basis	Gain/Loss
Short Term							
Weiss Fund	Weiss Fund	100	2/1/95	7/20/95	2,433.20	1,875.00	558.20
Total Short Term					2,433.20	1,875.00	558.20
Long Term							
Discount Broker	BioTek	100	1/4/94	7/20/95	2,737.50	1,425.00	1,312.50
Total Long Term					2,737.50	1,425.00	1,312.50
Overall Total					5,170.70	3,300.00	1,870.70

After creating this report, you can export it to a file to use with tax preparation software (see "Creating capital gains reports for Schedule D" on page 420).

To use this report for Schedule D, you need to enter all prior history for any security you've sold. Then subtotal the report by short-term versus long-term gain and make sure that only those accounts that have taxable capital gains are selected (for example, don't include IRAs).

For information about assigning tax-line information to your investment categories, see "Assigning line items to investment categories" on page 414.

Cash flow report

This report is identical to the category summary report on page 329.

Cash flow reports are not related to cash-basis accounting. A cash flow report simply divides the organization of the report into Inflows and Outflows.

Category detail report

A category detail report lists transactions and subtotals them by category.

This report is based on Quicken's preset options for a category detail report. If you want to change its layout, content, or organization, see pages 300–312 for information about customizing reports.

Quicken lists income transactions first, unless no income transactions occurred during the report date range. (In this example, no income transactions occurred during the report date range.)

Quicken lists expense transactions after income transactions, followed by transfers between accounts and balances forward.

Category Detail Report
1/22/96 Through 1/26/96

Date	Acct	Num	Description	Memo	Category	✓	Amount
Inc/Exp							
Expenses							
Auto							
1/26/96	Joint Checking	658	Department of Mo...	Registration	Auto		-132.00
Total Auto							-132.00
Entertainment							
1/22/96	Cash		Armenio Video		Entertainment		-6.50
Total Entertainment							-6.50
Groceries							
1/22/96	Joint Checking	656	Noelani's Food Mart		Groceries		-38.61
1/23/96	Joint Checking	ATM	McKellar Organic ...		Groceries		-26.36
Total Groceries							-64.97
Subscriptions							
1/23/96	Joint Checking	657	Crandall Times	Newspaper	Subscriptions		-43.81
Total Subscriptions							-43.81
Telephone							
1/22/96	Joint Checking	3106	Western Bell		Telephone		-54.12
Total Telephone							-54.12
Utilities:							
Cable							
1/22/96	Joint Checking	3105	Hayley's Cable Co.		Utilities:Cable		-23.00
Total Cable							-23.00
Gas & Electric							
1/22/96	Joint Checking	3107	Baca Gas & Electric		Utilities:Gas...		-78.54
Total Gas & Electric							-78.54
Total Utilities							-101.54
Total Expenses							-402.94
Total Inc/Exp							**-402.94**

Category summary report

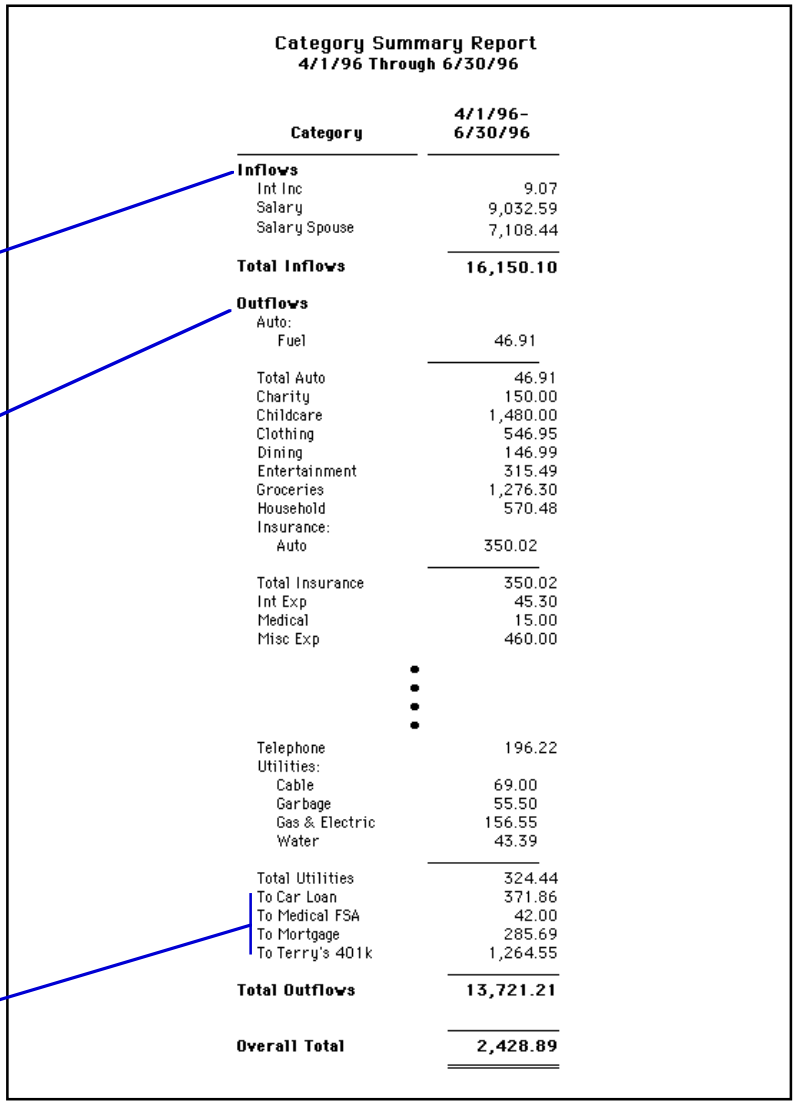
A category summary report summarizes income and expenses by category. A category summary report usually excludes transfer transactions that occur between the accounts included in the report (that is, between bank, cash, and credit card accounts). For example, Quicken does not include a transfer of funds from checking to savings.

This report is based on Quicken's preset options for a category summary report. If you want to change its layout, content, or organization, see pages 300–312 for information about customizing reports.

Under Inflows, Quicken groups income categories with transfers *from* accounts not included in the report.

Under Outflows, Quicken groups expense categories with any transfers *to* accounts not included in the report.

These are transfers to asset, liability, and investment accounts from bank, cash, and credit card accounts.



Category Summary Report
4/1/96 Through 6/30/96

Category	4/1/96-6/30/96
Inflows	
Int Inc	9.07
Salary	9,032.59
Salary Spouse	7,108.44
Total Inflows	**16,150.10**
Outflows	
Auto:	
Fuel	46.91
Total Auto	46.91
Charity	150.00
Childcare	1,480.00
Clothing	546.95
Dining	146.99
Entertainment	315.49
Groceries	1,276.30
Household	570.48
Insurance:	
Auto	350.02
Total Insurance	350.02
Int Exp	45.30
Medical	15.00
Misc Exp	460.00
...	
Telephone	196.22
Utilities:	
Cable	69.00
Garbage	55.50
Gas & Electric	156.55
Water	43.39
Total Utilities	324.44
To Car Loan	371.86
To Medical FSA	42.00
To Mortgage	285.69
To Terry's 401k	1,264.55
Total Outflows	**13,721.21**
Overall Total	**2,428.89**

Comparison report

A comparison report is similar to a category summary report (page 329) in the information it shows about your income and expenses during each selected period.

A comparison report compares your income and expenses during one period with your income and expenses during another period. For example, you can compare this year with last year or this quarter with last quarter. You can show the comparison as either a dollar amount or a percentage, or both.

This report is based on Quicken's preset options for a comparison report. If you want to change its layout, content, or organization, see pages 300–312 for information about customizing reports.

These columns show income and expense amounts for the two time periods you specify.

The $ Difference column shows the dollar amount of the difference between your income or expenses during the two periods you specified. A positive value means you spent (or earned) more during the period in the second column than during the period in the first column. A negative value means you spent (or earned) less.

The % Difference column shows the percentage change in your income or expenses during the two periods you specified. A positive value means you spent (or earned) more during the period in the second column than during the period in the first column. A negative value means you spent (or earned) less.

Comparison Report
1/1/96 Through 6/30/96

Category	1/1/96-3/31/96	4/1/96-6/30/96	$ Difference	% Difference
Inc/Exp				
Income				
Int Inc	9.07	11.67	2.60	28.67%
Salary	9,032.59	7,742.22	-1,290.37	-14.29%
Salary Spouse	7,108.44	7,108.44	0.00	0%
•Div Income	200.00	150.00	-50.00	-25.00%
Total Income	16,350.10	15,012.33	-1,337.77	-8.18%
Expenses				
Auto:				
Fuel	46.91	45.10	-1.81	-3.86%
Service	0.00	312.54	312.54	N/A
Auto - Other	0.00	144.00	144.00	N/A
Total Auto	46.91	501.64	454.73	969.37%
Bank Charges	0.00	0.70	0.70	N/A
Charity	150.00	150.00	0.00	0%
Childcare	1,480.00	1,680.00	200.00	13.51%
Clothing	546.95	219.23	-327.72	-59.92%
Dining	146.99	349.62	202.63	137.85%
Entertainment	315.49	213.77	-101.72	-32.24%
Gifts	0.00	168.56	168.56	N/A
Groceries	1,276.30	1,398.48	122.18	9.57%
Household	570.48	579.55	9.07	1.59%
Insurance:				
Auto	350.02	271.56	-78.46	-22.42%
Total Insurance	350.02	271.56	-78.46	-22.42%
Int Exp	45.30	56.87	11.57	25.54%
Medical	15.00	109.00	94.00	626.67%
Misc Exp	460.00	458.95	-1.05	-0.23%
• • • •				
Telephone	196.22	166.94	-29.28	-14.92%
Travel	0.00	115.52	115.52	N/A
Utilities:				
Cable	69.00	69.00	0.00	0%
Garbage	55.50	55.50	0.00	0%
Gas & Electric	156.55	217.54	60.99	38.96%
Water	43.39	42.10	-1.29	-2.97%
Total Utilities	324.44	384.14	59.70	18.40%
Total Expenses	11,757.11	12,214.08	456.97	3.89%
Total Inc/Exp	**4,592.99**	**2,798.25**	**-1,794.74**	**-39.08%**

These are your net savings amounts for the two periods Quicken is comparing.

These amounts are the dollar difference and percentage difference between the net savings amounts for the two periods Quicken is comparing.

Income statement

An income (profit and loss) statement summarizes the revenue and expenses of a business by category (first income, then expenses).

This report is based on Quicken's preset options for an income statement. If you want to change its layout, content, or organization, see pages 300–312 for information about customizing reports.

Income Statement
1/1/96 Through 4/15/96

Category	1/1/96-4/15/96
Inc/Exp	
Income	
Design	36,404.25
Interest Inc	311.04
Production	20,529.83
Total Income	57,245.12
Expenses	
Ads	977.87
Auto:	
Gas	279.81
Insurance	301.73
Leasing	417.12
Service	59.95
Tickets	23.00
Total Auto	1,081.61
Computer	163.48
Contractor	1,010.00
Depreciation	950.00
Federal Express	580.07
Insurance	559.05
L&P Fees	348.25
Mailing Lists	658.00
Meals & Enter	217.02
Office	240.20
Paper	1,639.45
Payroll:	
Comp FICA	1,277.44
FUTA	320.00
Gross	20,602.96
Medicare	298.80
SUI	160.00
Total Payroll	22,659.20
Photocopying	293.39
Photostats	306.70
Postage	337.32
Printing	6,253.91
Ref. Materials	116.66
Rent Paid	1,600.00
Telephone	347.73
Total Expenses	40,339.91
Total Inc/Exp	**16,905.21**

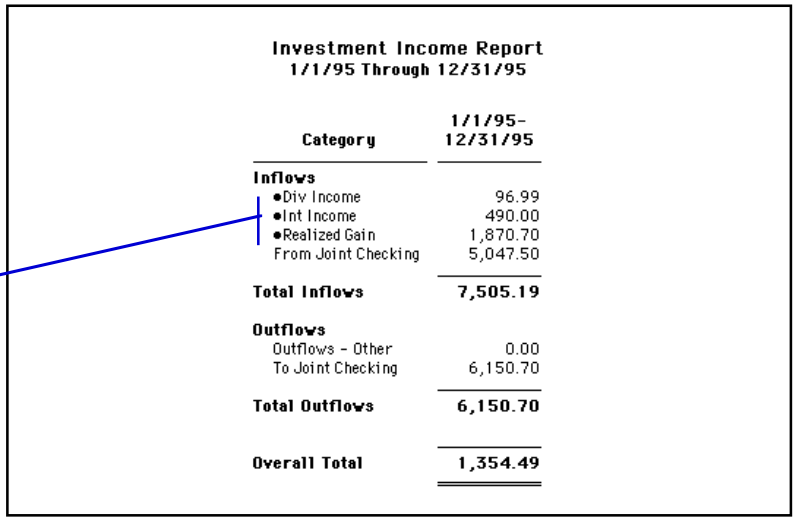
If you run your business using cash-basis accounting, you want your income to show up when you receive it, not when you issue invoices. Use a cash flow report instead of an income statement for income and expense reporting.

Investment income report

An investment income report shows dividend income (both taxable and non-taxable), interest income (both taxable and non-taxable), short-term and long-term capital gains distributions, realized gain or loss, unrealized gain or loss (as an option), and margin interest and other investment expenses during a specified time period.

This report is based on Quicken's preset options for an investment income report. If you want to change its layout, content, or organization, see pages 300–312 for information about customizing reports.

The categories preceded by • are standard Quicken investment categories. See "Choosing an investment action" on page 263 for information about which categories are associated with which investment actions.



Investment Income Report
1/1/95 Through 12/31/95

Category	1/1/95-12/31/95
Inflows	
•Div Income	96.99
•Int Income	490.00
•Realized Gain	1,870.70
From Joint Checking	5,047.50
Total Inflows	**7,505.19**
Outflows	
Outflows - Other	0.00
To Joint Checking	6,150.70
Total Outflows	**6,150.70**
Overall Total	**1,354.49**

If you want to use this report to gather information for Schedule B, be sure you've entered all investment transactions for the year. Select only those accounts for which you must report income (don't include IRAs, for example) and choose Securities for column headings. Do not select the option to include unrealized gains.

Investment performance report

The investment performance report shows either the internal rate of return (IRR) or the return on investment (ROI) for your securities during a specified time period.

The IRR equals the discount rate at which all the cash flows associated with an investment have a net present value of zero.

Note: If you are running this report to see IRR, you should run it for an entire year (1/1–12/31) to get an accurate average annual total return.

The internal rate of return (IRR) is the average annual total return for an investment. It takes into account dividends, interest, and other payments you receive, as well as increases and decreases in the market value of your securities. It is equivalent to the bank interest rate that would give you the same rate of return. In other words, if the average annual return on an investment is 10%, that investment is performing as well as a bank account that pays 10% interest.

The return on investment (ROI) is the dollar amount of your earnings (or losses) divided by the dollar amount of your investment, expressed as a percentage. In other words, if your total return from an investment is $1,200 and the total amount you invested in that security is $10,000, your ROI is 12%.

When IRR or ROI is greater than 10,000% or less than -99.9%, or when the timing of cash flows prevents Quicken from calculating a figure, Quicken displays a message that one or more calculations appear as N/A (not available).

This report is based on Quicken's preset options for an investment performance report. If you want to change its layout, content, or organization, see pages 300–312 for information about customizing reports.

If ROI had been selected instead of IRR, this column would be titled Return on Investment and the percentage return amounts in this column would be different.

Investment Performance Report
1/1/95 Through 12/31/95

Date	Acct	Action	Description	Investments	Returns	Avg. Annual Tot. Return
BioTek						
12/31/94			Beg Mkt Value	1,425.00		
3/21/95	Discount Broker	BUY	100 BioTek	1,547.50		
4/15/95	Discount Broker	BUY	100 BioTek	1,625.00		
7/20/95	Discount Broker	SELL	100 BioTek		2,737.50	
12/31/95			End Mkt Value		4,225.00	
Total BioTek				4,597.50	6,962.50	91.80%
DB Fund						
12/31/94			Beg Mkt Value	10,000.00		
12/31/95	Discount Broker	II	DB Fund		490.00	
12/31/95			End Mkt Value		9,625.00	
Total DB Fund				10,000.00	10,115.00	1.10%
Weiss Fund						
12/31/94			Beg Mkt Value	0.00		
2/1/95	Weiss Fund	BUY	100 Weiss Fund	1,875.00		
7/20/95	Weiss Fund	SELL	100 Weiss Fund		2,433.20	
12/31/95			End Mkt Value		98.43	
Total Weiss Fund				1,875.00	2,531.63	87.30%

Investment transactions report

The investment transactions report shows you how transactions during a specified time period have affected either the market value or the cost basis of your investments and the cash balance in your investment accounts.

This report is based on Quicken's preset options for an investment transactions report. If you want to change its layout, content, or organization, see pages 300–312 for information about customizing reports.

If you do not include unrealized (paper) gains, the report shows the change in cost basis for your investments between the beginning and the end of the period. On the other hand, if you select the option to include unrealized gains, the report shows the change in the market value of your investments between the beginning and the end of the period. You can subtotal the report by period, account, category, security, security type, or investment goal.

For each transaction, the Investment Value column shows the change in cost basis of the security if unrealized gains are not included, or the change in market value if unrealized gains are included. The balance is the current cost basis or market value of all the securities.

For each transaction, the Cash + Investment column shows the sum of the amounts in the Cash and Investment Value columns.

Investment Transactions Report
1/1/95 Through 12/31/95

Date	Acct	Action	Secur	Categ	Price	Shares	Commssn	Cash	Investment Value	Cash + Investment
Balance 12/31/94								0.00	19,427.50	19,427.50
3/21/95	Discount Broker	XFR	-Cash-	[Joint Checking]				1,547.50		1,547.50
3/21/95	Discount Broker	BUY	BioTek		15 1/8	100	35.00	-1,547.50	1,547.50	
4/15/95	Discount Broker	BUY	BioTek		16 1/4	100		-1,625.00	1,625.00	
				[Joint Checking]				1,625.00		1,625.00
7/20/95	Discount Broker	SELL	BioTek		27 3/8	100		1,425.00	-1,425.00	
				[Joint Checking]				-2,737.50		-2,737.50
				•Realized Gain				1,312.50		1,312.50
12/31/95	Discount Broker	II	DB Fund	[Joint Checking]				-490.00		-490.00
				•Int Income				490.00		490.00
2/1/95	Weiss Fund	BUY	Weiss Fund		18 3/4	100		-1,875.00	1,875.00	
				[Joint Checking]				1,875.00		1,875.00
3/31/95	Weiss Fund	RD	Weiss Fund		19	1.6		-30.40	30.40	
				•Div Income				30.40		30.40
6/30/95	Weiss Fund	RD	Weiss Fund		20 7/8	1.5329		-31.99	31.99	
				•Div Income				31.99		31.99
7/20/95	Weiss Fund	SELL	Weiss Fund		24.332	100		1,875.00	-1,875.00	
				[Joint Checking]				-2,433.20		-2,433.20
				•Realized Gain				558.20		558.20
9/30/95	Weiss Fund	RD	Weiss Fund		20 3/8	1.6982		-34.60	34.60	
				•Div Income				34.60		34.60
Total 1/1/95 - 12/31/95								0.00	1,844.49	1,844.49
Balance 12/31/95								0.00	21,271.99	21,271.99

A reinvested dividend shows up as a buy transaction on one line, followed by a Dividend transaction on the next line (a reinvested dividend counts as a buy and a dividend). In general, complex transactions appear on several lines, with one line for each component of the transaction.

The Cash column shows the change in the cash balance of your account or accounts as a result of each transaction.

Job/project report

If you have a small business, you can use Quicken classes and the job/project report to help you bill expenses to clients, separate income and expenses by rental property, track actual costs versus estimates, and track expenses by job, project, or department.

More information about using Quicken for small business finances is in the *Quicken Business User's Guide.* To purchase this guide, call Intuit Direct Sales at the phone number on page 477.

This report is based on Quicken's preset options for a job/project report. If you want to change its layout, content, or organization, see pages 300–312 for information about customizing

A job/project report summarizes your income and expenses for each job, property, client, project, department, or other Quicken class.

The sample report below summarizes income and expenses for three projects. To get a report like this, you must set up each project name as a class; then categorize all project-related transactions with an income or expense category and classify them with project names (classes). See "Setting up classes and subclasses" on page 86 for information about setting up classes.

If you manage properties and have set up properties as classes, you can also use this report to report on income and expenses by property.

Job/Project Report
1/1/96 Through 3/31/96

Category	Job 1	Job 2	Job 3	Overall Total
Inc/Exp				
Income				
Design	2,900.00	6,342.50	3,602.00	12,844.50
Production	753.80	1,319.95	1,234.85	3,308.60
Total Income	3,653.80	7,662.45	4,836.85	16,153.10
Expenses				
Federal Express	56.35	81.39	77.54	215.28
Paper	47.96	27.80	109.41	185.17
Photocopying	0.00	48.95	57.44	106.39
Photostats	18.85	4.95	13.90	37.70
Printing	105.50	467.95	80.00	653.45
Total Expenses	228.66	631.04	338.29	1,197.99
Total Inc/Exp	**3,425.14**	**7,031.41**	**4,498.56**	**14,955.11**

If you have any transactions that have not been assigned to classes, Quicken will display an "Other" column. You can restrict the report to all transactions that have classes assigned to them, or you can select only specific classes to be included in the report. See "Customizing report content" on page 306.

Net worth report

A net worth report calculates your net worth based on all the accounts in the current Quicken data file. Net worth is the difference between your assets and your liabilities. To get an accurate net worth report, you must create Quicken accounts for all your real-life assets and liabilities.

This report is based on Quicken's preset options for a net worth report. If you want to change its layout, content, or organization, see pages 300–312 for information about customizing reports.

If your bank accounts include any unprinted checks, Quicken adds them to your bank balance and also lists them as a liability.

If you want Quicken to include "Checks Payable" (unprinted checks) under "Assets" and "Liabilities," be sure to enter an ending date for the report that is later than any of your postdated checks in the register.

If you have set up portfolio or mutual fund account accounts, the net worth report shows the market value of your investments based on the most recent prices you entered prior to the report date. The balances for these accounts include unrealized gains.

This total includes all asset accounts, including investment accounts. Assets are what you own, including money that is owed to you.

This total includes all liability accounts. Liabilities are what you owe.

Net Worth Report
As of 12/31/95

Acct	12/31/95 Balance
Assets	
Cash and Bank Accounts	
Cash	124.40
Chris Savings	6,115.21
Joint Checking	
Ending Balance	4,251.69
plus: Checks Payable	83.21
Total Joint Checking	4,334.90
Terry Savings	5,097.53
Total Cash and Bank Accounts	15,672.04
Other Assets	
House	95,900.00
Medical FSA	32.00
Total Other Assets	95,932.00
Investment	
Terry's 401k	9,574.45
Total Investments	9,574.45
Total Assets	**121,178.49**
Liabilities	
Checks Payable	83.21
Credit Cards	
AmericanExpress	0.00
Bell Visa	1,019.59
Quicken CCard	0.00
Total Credit Cards	1,019.59
Other Liabilities	
Car Loan	941.95
Mortgage	89,033.52
Total Other Liabilities	89,975.47
Total Liabilities	**91,078.27**
Overall Total	**30,100.22**

The Overall Total shows your net worth—which Quicken calculates as the difference between your assets and your liabilities.

Payroll report

This report is based on Quicken's preset options for a payroll report. If you want to change its layout, content, or organization, see pages 300–312 for information about customizing reports.

A payroll report summarizes income and expenses by category and has a separate column for each payee. It is limited to those transactions with category or transfer account names that start with the word "Payroll." That is, the report is restricted to transactions categorized with payroll categories and transfers to payroll liability accounts.

This column shows the total increase in your accrued payroll liabilities.

Transfers To are decreases in accrued payroll liabilities. For example, each time you record a FICA payment in your checking account, Quicken transfers the amount to the Payroll-FICA account, where it decreases the balance you owe.

Transfers From are increases in accrued payroll liabilities. For example, each time you record a paycheck, Quicken transfers the FICA contribution amount from your checking account to the Payroll-FICA account, where it increases the balance you owe. Use memorized payroll transfers to track your liability for items like FUTA, SUI, FICA, and so on.

Payroll Report
1/1/96 Through 3/31/96

Category	Chris Jacobs...	First Statew...	Richard Long	Overall Total
Inc/Exp				
Expenses				
Payroll:				
FICA	534.17	0.00	583.59	1,117.76
FUTA	140.00	0.00	140.00	280.00
Gross	8,615.39	0.00	9,412.20	18,027.59
Medicare	124.95	0.00	136.50	261.45
SUI	70.00	0.00	70.00	140.00
Total Payroll	9,484.51	0.00	10,342.29	19,826.80
Total Expenses	9,484.51	0.00	10,342.29	19,826.80
Total Inc/Exp	**-9,484.51**	**0.00**	**-10,342.29**	**-19,826.80**
Transfers				
To Payroll-FWH	0.00	-2,311.40	0.00	-2,311.40
From Payroll-FUTA	140.00	0.00	140.00	280.00
From Payroll-FWH	1,141.28	0.00	1,170.12	2,311.40
From Payroll-FICA	1,068.34	0.00	1,167.18	2,235.52
From Payroll-MCARE	249.90	0.00	273.00	522.90
From Payroll-SWH	86.94	0.00	114.59	201.53
From Payroll-SUI	70.00	0.00	70.00	140.00
Total Transfers	**2,756.46**	**-2,311.40**	**2,934.89**	**3,379.95**
Overall Total	**-6,728.05**	**-2,311.40**	**-7,407.40**	**-16,446.85**

How transfers show up in payroll reports

Amount of income tax withheld from employee paycheck. Decreases the amount of paycheck.

Other side of tax withholding transfer increases liability.

This report item represents an increase in cash on hand because you withheld tax from the paycheck.

Checking Account

3/1	My employee [Payroll-FWH]	-100
3/15	Local Bank [Payroll-FWH]	100

Payroll-FWH Liability Account

3/1	My employee [Checking]	100
3/15	Local Bank [Checking]	-100

Transfers in Payroll Report

From Payroll-FWH	100
To Payroll-FWH	-100

Deposit to an authorized financial institution for income tax withheld from employee paycheck. Decreases the checking account balance.

The other side of the tax deposit transfer decreases liability.

This report item represents a decrease in cash on hand because you deposited part or all of what you owe.

Portfolio value report

A portfolio value report shows the value of each of your securities on a specified date. The portfolio value report shows unrealized gain in dollars (instead of as a percentage), and has options for subtotaling by account, security type, or investment goal.

This report is based on Quicken's preset options for a portfolio value report. If you want to change its layout, content, or organization, see pages 300–312 for information about customizing reports.

Shares is the number of shares (to the nearest 0.01).

Curr Price is the most recent price per share. Quicken estimates the price if you haven't updated it for the date of the report and marks the estimated price with an asterisk (*).

Portfolio Value Report
As of 3/31/96

Security	Shares	Curr Price		Cost Basis	Gain/Loss	Balance
BioTek	200.00	21 1/8	*	3,172.50	1,052.50	4,225.00
DB Fund	1,000.00	9 5/8	*	10,000.00	-375.00	9,625.00
HiTek	4,002.50	1	*	4,002.50	0.00	4,002.50
Pioneer	200.00	27	*	4,000.00	1,400.00	5,400.00
Weiss Fund	4.83	20 3/8	*	96.99	1.44	98.43
Total Investments				21,271.99	2,078.94	23,350.93

Cost Basis is your cost basis for the security. Quicken displays 0.00 if you did not enter the cost basis.

Gain/Loss is the unrealized (paper) gain or loss in dollars.

Balance is market value on the date of the report.

Scheduled transaction report

A scheduled transaction report lists the next due date for all your scheduled transactions.

This report is based on Quicken's preset options for a scheduled transaction report. If you want to change its layout, content, or organization, see pages 300–312 for information about customizing reports.

For each transaction, the report shows the next due date, the Quicken account where the transaction will be recorded, the transaction type, the payee/description

Double-clicking a transaction takes you to that day in the Calendar.

Scheduled Transaction Report

Next Due Date	Acct	Transa...	Payee/Description	Memo	Category	Frequency	Amount
1/22/96	Joint Checking	Pmt	Baca Gas & Electric		Utilities:Gas & Electric	Monthly	-60.00
1/5/96	Joint Checking	Dep	Chris Xfer to Joint Checking		[Chris Savings]	Every two weeks	750.00
1/18/96	Chris Savings	Dep	Chris' Paycheck		*split*	Twice a month	1,181.86
2/3/96	Joint Checking	Pmt	Church		Charity	Monthly	-50.00
1/29/96	Joint Checking	Pmt	City Garbage		Utilities:Garbage	Monthly	-18.50
2/1/96	Joint Checking	Pmt	Hayley's Cable Co.		Utilities:Cable	Monthly	-23.00
1/30/96	Joint Checking	Pmt	Marilyn Peters		Childcare	Every two weeks	-250.00
11/3/96	Joint Checking	Pmt	Meyer Insurance		Insurance:Home	Annually	-350.02
6/17/96	Joint Checking	Pmt	Meyer Insurance		Insurance:Auto	Twice a year	-350.02
3/2/96	Joint Checking	Pmt	Meyer Insurance		Insurance:Auto	Twice a year	-271.56
1/28/96	Joint Checking	Pmt	R. Rocha Water		Utilities:Water	Monthly	-15.00
1/12/96	Joint Checking	Dep	Terry Xfer to Joint Checking		[Terry Savings]	Every two weeks	750.00
1/12/96	Terry Savings	Dep	Terry's Paycheck		*split*	Every two weeks	1,093.59
1/22/96	Joint Checking	Pmt	Western Bell		Telephone	Monthly	-50.00

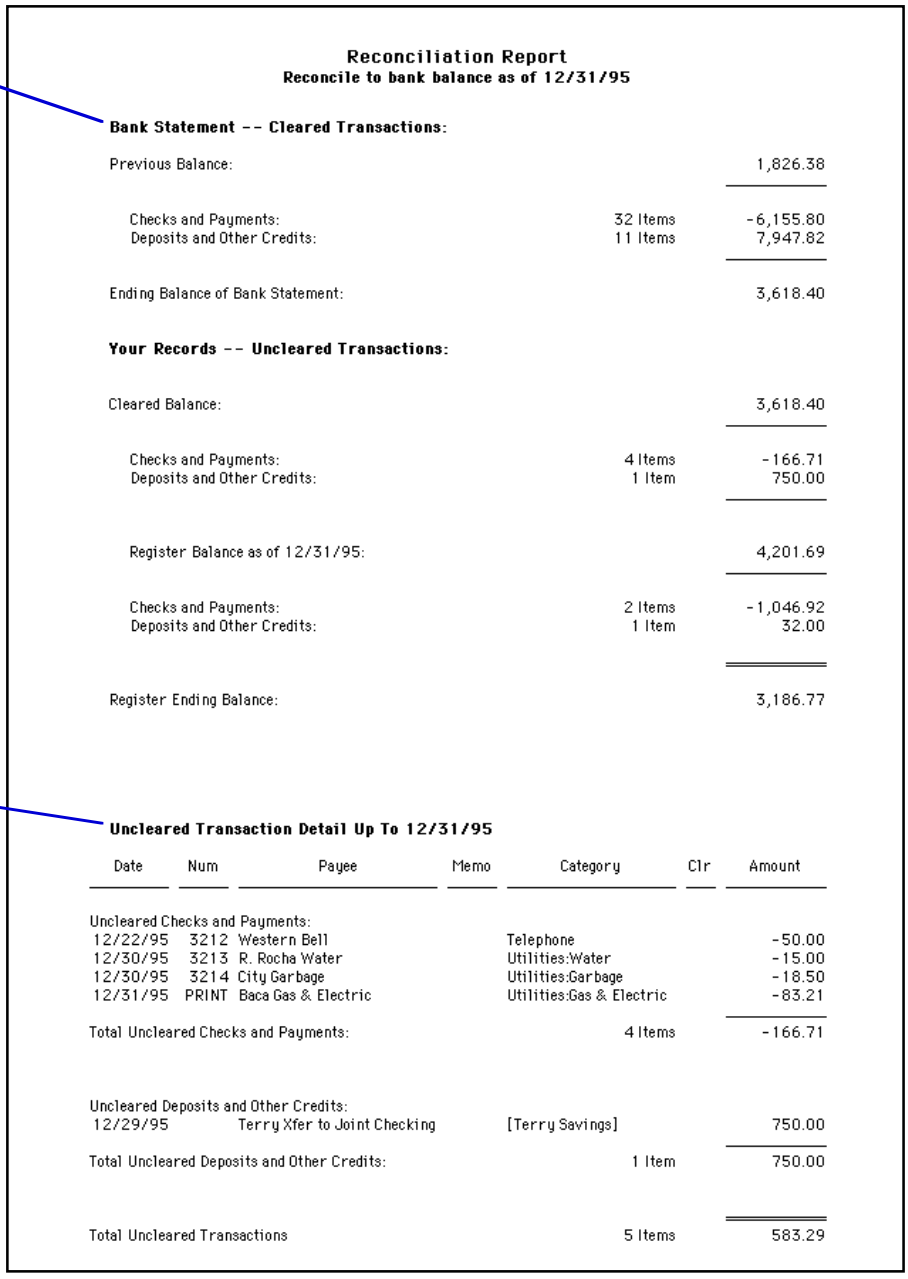
Reconciliation report

You can create a report that summarizes your latest Quicken reconciliation activity.

The first section of the report summarizes the Quicken transactions you reconciled with your last bank statement.

The second section of the report lists the transactions in the account that you have not yet reconciled. These transactions include any items that have not been cleared at the bank. They are usually transactions that occurred between the date the bank prepared your statement and the date you received the statement.

Note: You cannot resize the columns in a reconciliation report.



Reconciliation Report
Reconcile to bank balance as of 12/31/95

Bank Statement -- Cleared Transactions:

Previous Balance:		1,826.38
Checks and Payments:	32 Items	-6,155.80
Deposits and Other Credits:	11 Items	7,947.82
Ending Balance of Bank Statement:		3,618.40

Your Records -- Uncleared Transactions:

Cleared Balance:		3,618.40
Checks and Payments:	4 Items	-166.71
Deposits and Other Credits:	1 Item	750.00
Register Balance as of 12/31/95:		4,201.69
Checks and Payments:	2 Items	-1,046.92
Deposits and Other Credits:	1 Item	32.00
Register Ending Balance:		3,186.77

Uncleared Transaction Detail Up To 12/31/95

Date	Num	Payee	Memo	Category	Clr	Amount
Uncleared Checks and Payments:						
12/22/95	3212	Western Bell		Telephone		-50.00
12/30/95	3213	R. Rocha Water		Utilities:Water		-15.00
12/30/95	3214	City Garbage		Utilities:Garbage		-18.50
12/31/95	PRINT	Baca Gas & Electric		Utilities:Gas & Electric		-83.21
Total Uncleared Checks and Payments:				4 Items		-166.71
Uncleared Deposits and Other Credits:						
12/29/95		Terry Xfer to Joint Checking		[Terry Savings]		750.00
Total Uncleared Deposits and Other Credits:				1 Item		750.00
Total Uncleared Transactions				5 Items		583.29

Tax schedule report

This report is based on Quicken's preset options for a tax schedule report. If you want to change its layout, content, or organization, see pages 300–312 for information about customizing reports.

A tax schedule report lists transactions that have been categorized with categories (or transfers) to which tax-line information has been assigned—grouped and subtotaled by tax form or schedule name and line item. See "Assigning tax-line information to categories" on page 411 for information about assigning tax-line information to your categories.

Tax Schedule Report
1/1/96 Through 1/31/96

Date	Acct	Num	Description	Memo	Category	✓	Amount
Schedule A							
Medicine and drugs							
1/6/96	Cash		Nina Tonnesen, DDS		Medical		-15.00
1/6/96	Cash		Dr. Parker	co-pay	Medical		-10.00
1/7/96	Cash		Ellina's Pharmacy		Medical		-5.00
Total Medicine and drugs							-30.00
Cash charity contributions							
1/3/96	Joint Checking	917	Church		Charity	✓	-50.00
Total Cash charity contributions							-50.00
Home mortgage interest							
1/1/96	Joint Checking	3103	MacKeeby Mortgage Corp.		Mort Int	✓	-704.61
Total Home mortgage interest							-704.61
Schedule B							
Interest income							
1/14/96	Joint Checking		Interest Earned		Int Inc	✓	3.61
Total Interest income							3.61
W-2							
Salary							
1/6/96	Chris Savings		Chris' Paycheck		Salary Spouse		1,181.86
1/20/96	Chris Savings		Chris' Paycheck		Salary Spouse		1,181.86
1/13/96	Terry Savings		Terry's Paycheck		Salary		1,093.59
1/27/96	Terry Savings		Terry's Paycheck		Salary		1,093.59

After you create this report, you can export it to a file to use with tax preparation software. See "Transferring Quicken data to tax preparation software" on page 421. Quicken's tax planner can also use this information to do tax estimates. See "Estimating taxes with Quicken's tax planner" on page 422.

Tax summary report

A tax summary report lists transactions that have been categorized with tax-related categories—grouped and subtotaled by category. It is the same as a category detail report (page 328) restricted to include only tax-related categories.

This report is based on Quicken's preset options for a tax summary report. If you want to change its layout, content, or organization, see pages 300–312 for information about customizing reports.

Quicken lists income transactions, followed by expense transactions, transfers, and balance forward transactions, if any.

A balance forward transaction is a self-transfer transaction. In other words, it has the name of the current account in the Category field. Examples of self-transfer transactions are Opening Balance transactions and balance adjustment transactions.

Tax Summary Report
1/1/96 Through 1/31/96

Date	Acct	Num	Description	Memo	Category	✓	Amount
Inc/Exp							
Income							
Int Inc							
1/14/96	Joint Checking		Interest Earned		Int Inc	✓	3.61
Total Int Inc							3.61
Salary:							
Taxable							
1/13/96	Terry Savings		Terry's Paycheck		Salary		1,093.59
1/27/96	Terry Savings		Terry's Paycheck		Salary		1,093.59
Total Taxable							2,187.18
Total Salary							2,187.18
Salary Spouse:							
Taxable							
1/6/96	Chris Savings		Chris' Paycheck		Salary Spouse		1,181.86
1/20/96	Chris Savings		Chris' Paycheck		Salary Spouse		1,181.86
Total Taxable							2,363.72
Total Salary Spouse							2,363.72
Total Income							4,554.51
Expenses							
Charity							
1/3/96	Joint Checking	917	Church		Charity	✓	-50.00
Total Charity							-50.00
Medical							
1/6/96	Cash		Nina Tonnesen, DDS		Medical		-15.00
1/6/96	Cash		Dr. Parker	co-pay	Medical		-10.00
1/7/96	Cash		Ellina's Pharmacy		Medical		-5.00

If you set up your data file to use Quicken's standard home categories, tax-related categories are already marked for you in the list. If you have added your own categories, you need to mark the ones that are tax-related. See "Marking categories as tax related" on page 410 for information.

Transaction detail report

A transaction detail report lists transactions from one or more accounts. Unlike a transaction summary report, it shows individual transactions.

This report is based on Quicken's preset options for a transaction detail report. If you want to change its layout, content, or organization, see pages 300–312 for information about customizing reports.

The report starts with a balance forward (the total of the balances of all the accounts included in the report on the day before the starting date), lists all the transactions in the specified accounts that occurred during the specified date range, and ends with the net total for all the listed transactions.

Transaction Detail Report
1/1/96 Through 1/31/96

Date	Acct	Num	Description	Memo	Category	✓	Amount
Balance 12/31/95							27,796.83
1/1/96	AmericanExpress		Teatro Aztlan		Entertainment	✓	-36.05
1/13/96	AmericanExpress		Carla's Pizzeria		Dining	✓	-20.83
1/18/96	AmericanExpress		Jill's Auto Shop		Auto:Service	✓	-312.54
1/4/96	Bell Visa		Carla's Pizzeria		Dining		-20.83
1/5/96	Bell Visa		Gas		Auto:Fuel		-10.25
1/7/96	Bell Visa		Levitt Community Theater		Entertainment		-25.00
1/8/96	Bell Visa		Christopher Lee's Jewelry	Ring	Gifts		-138.56
1/12/96	Bell Visa		Danielle Miller		Clothing		-38.91
1/16/96	Bell Visa		Hebel's		Household		-465.42
1/16/96	Bell Visa		K. Young Sunglasses		Clothing		-18.34
1/16/96	Bell Visa		Maricela's		Dining		-45.62
1/14/96	Car Loan		Crossley Credit Union		[Joint Checking]		120.30
1/6/96	Cash		Nina Tonnesen, DDS		Medical		-15.00
1/6/96	Cash		Dr. Parker	co-pay	Medical		-10.00
1/7/96	Cash	ATM	McKellar Organic Foods		Groceries		-36.02
1/7/96	Cash		Ellina's Pharmacy		Medical		-5.00
1/8/96	Cash		Armenio Video		Entertainment		-5.39
1/10/96	Cash	ATM	Cash		[Joint Checking]		80.00
1/20/96	Cash		Gas		Auto:Fuel		-12.57
1/22/96	Cash		Armenio Video		Entertainment		-6.50
1/29/96	Cash		Zoo		Entertainment		-15.00
1/6/96	Chris Savings		Chris' Paycheck		*split*		932.54
1/6/96	Chris Savings		Chris Xfer to Joint Checking		[Joint Checking]		-700.00
1/15/96	Chris Savings		Withdrawal		*split*		-180.00
1/20/96	Chris Savings		Chris' Paycheck		*split*		932.54
1/20/96	Chris Savings		Chris Xfer to Joint Checking		[Joint Checking]		-700.00
1/1/96	Joint Checking	652	Noelani's Food Mart		Groceries	✓	-18.15
1/1/96	Joint Checking		Reimbursement		[Medical FSA]	✓	63.00
1/1/96	Joint Checking	3103	MacKeeby Mortgage Corp.		*split*	✓	-796.92
•							
•							
•							
•							
1/1/96	Mortgage		MacKeeby Mortgage Corp.		[Joint Checking]		92.31
1/13/96	Terry Savings		Terry Xfer to Joint Checking		[Joint Checking]		-600.00
1/13/96	Terry Savings		Terry's Paycheck		*split*		820.60
1/27/96	Terry Savings		Terry Xfer to Joint Checking		[Joint Checking]		-600.00
1/27/96	Terry Savings		Terry's Paycheck		*split*		820.60
1/13/96	Terry's 401k		Terry's Paycheck		[Terry Savings]		180.65
1/27/96	Terry's 401k		Terry's Paycheck		[Terry Savings]		180.65
Total 1/1/96 - 1/31/96							143.73
Balance 1/31/96							27,940.56
Total Inflows							6,838.80
Total Outflows							-6,695.07
Net Total							**143.73**

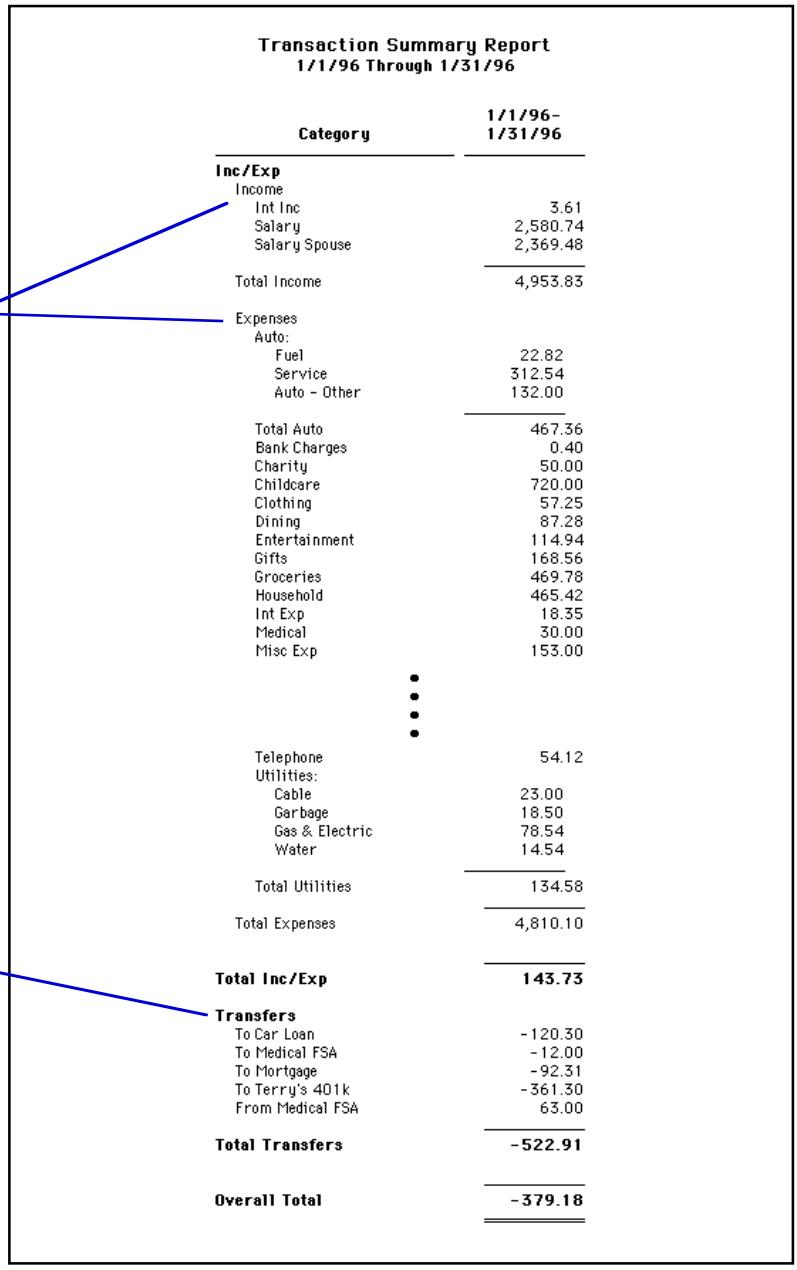
Transaction summary report

A transaction summary report summarizes transactions from your accounts by category (or whatever else you choose for the row headings). Unlike a transaction report, it does not show individual transactions.

This report is based on Quicken's preset options for a transaction summary report. If you want to change its layout, content, or organization, see pages 300–312 for information about customizing reports.

A transaction summary report groups income and expense items in separate sections, followed by transfers and balances forward.

Quicken groups transfers to and from other accounts.



Transaction Summary Report
1/1/96 Through 1/31/96

Category	1/1/96-1/31/96
Inc/Exp	
Income	
Int Inc	3.61
Salary	2,580.74
Salary Spouse	2,369.48
Total Income	4,953.83
Expenses	
Auto:	
Fuel	22.82
Service	312.54
Auto - Other	132.00
Total Auto	467.36
Bank Charges	0.40
Charity	50.00
Childcare	720.00
Clothing	57.25
Dining	87.28
Entertainment	114.94
Gifts	168.56
Groceries	469.78
Household	465.42
Int Exp	18.35
Medical	30.00
Misc Exp	153.00
Telephone	54.12
Utilities:	
Cable	23.00
Garbage	18.50
Gas & Electric	78.54
Water	14.54
Total Utilities	134.58
Total Expenses	4,810.10
Total Inc/Exp	**143.73**
Transfers	
To Car Loan	-120.30
To Medical FSA	-12.00
To Mortgage	-92.31
To Terry's 401k	-361.30
From Medical FSA	63.00
Total Transfers	**-522.91**
Overall Total	**-379.18**

What's next?

Now that you've learned about creating and customizing Quicken reports, what would you like to do next?

- **Would you like to create one of Quicken's standard home, business, or investment reports?**

  See "Creating a standard Quicken report" on page 297.

- **Would you like to check out EasyAnswer reports and see if Quicken has the answer to the questions you have about your data?**

  See "Getting easy answers" on page 298.

- **Would you like to create a QuickReport?**

  See "Creating a QuickReport" on page 299.

- **Would you like to look through examples of Quicken reports to see which reports might be useful to you?**

  See "Sample reports" on page 321.

- **Would you like to learn how you can view your financial data graphically?**

  See Chapter 14, *Creating graphs,* beginning on page 345.

14 Creating graphs

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Investigating items in graphs using QuickZoom 348
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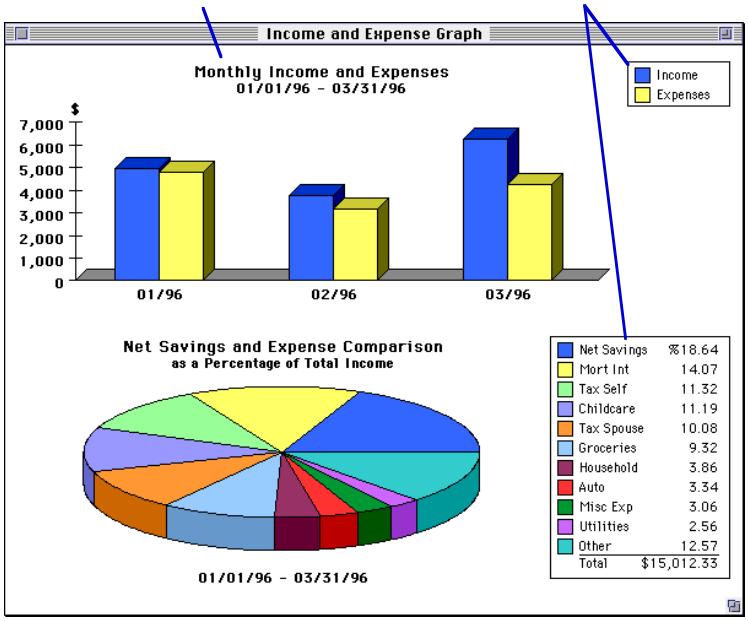
About graphs

Quicken can display your data as bar graphs, pie charts, and line graphs to give you a visual summary of your finances. You can create graphs to analyze your income and expenses, compare your actual income and expenses with your budget, determine your net worth, and evaluate the performance of your investments.

Understanding the parts of a graph

The title of each individual graph is just above the graph. You can change the way titles and other text are displayed and printed. See "Changing graph preferences" on page 349.

Legends identify what each bar, line, or pie slice represents. A legend is located to the right of each graph.



If you shrink a graph window, Quicken decreases the size of both the graphs and the text.

Quicken is preset to display two graphs in one window (except for the net worth graph) unless your Macintosh has a small screen. If your Macintosh has a larger screen but you prefer to view the graphs in separate windows, you can change the display setting. See "Changing graph preferences" on page 349.

Graphs are preset to display in three dimensions. It should take Quicken about the same length of time to create a graph as it takes to create a comparable report. If you want to shorten the time it takes to create a graph, you can either limit the date range of the graph or you can display graphs in two dimensions instead of three. See "Changing graph preferences" on page 349.

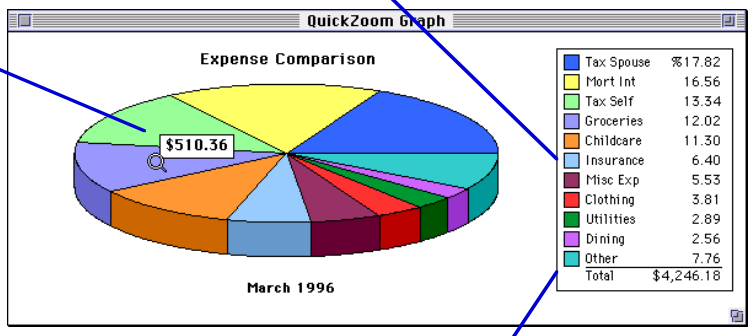
Each segment of a graph is shown in a different color (or pattern if you don't have a color monitor).

Understanding the information in a graph

Whenever the cursor turns into a magnifying glass, you can see the exact value of the element below the magnifying glass by holding down the mouse button. This feature is called QuickBrowse. You can also double-click to see more information. This feature is called QuickZoom; see "Investigating items in graphs using QuickZoom" on page 348.

In bar graphs, Quicken displays dollar amounts on the y-axis, and displays months or categories on the x-axis for income and expense, budget variance, and net worth graphs. (Months, accounts, investment types, goals, or securities are on the x-axis for investment performance graphs.)

Quicken totals any subcategories (for example, Insurance:Auto and Insurance:Home) and displays only the category (Insurance) in graphs.



In pie charts, if you have more than ten categories, Quicken displays the largest ten categories first and groups the rest of the categories in the eleventh slice of the pie called "Other." To see the rest of your categories in a pie chart, double-click the "Other" slice in the pie chart or double-click "Other" in the legend.

Creating a graph

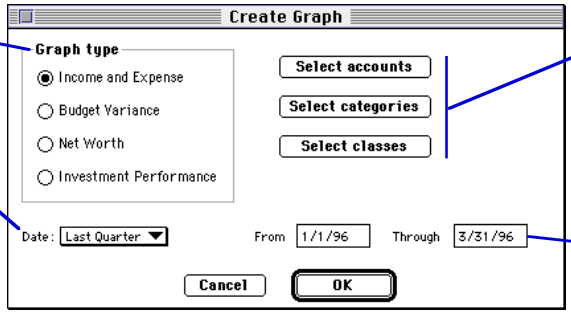
You follow the same basic steps to create all Quicken graphs. This section explains the basics of creating graphs and includes information about customizing graphs by changing the dates or by selecting specific accounts, categories, classes, or securities to include.

1 Choose Graphs from the Reports menu.

2 Enter information in the Create Graph window.

Choose a graph to create.

If you choose a preset date range (always calculated from today's date) from the Date pop-up menu, Quicken enters dates for you automatically. If you choose Custom, you can use the Custom Dates window to name and define your own custom date range and add it to the pop-up menu.



Click one of these buttons if you want to restrict which accounts, categories, classes, or securities appear in the graph; see "Selecting items to include in a graph" on page 347.

You can also just type your own dates in the From and Through fields.

3 Click OK to create the graph.

If you are using a color monitor and some colors in your graphs are very similar to other colors, try turning up the brightness or contrast on your monitor. Each color should become vivid and distinct.

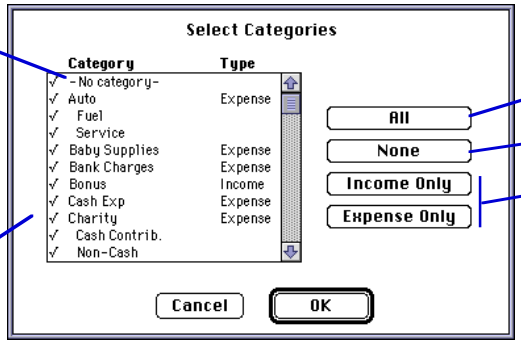
Specifying a date range

You can create graphs for all the data you've entered in Quicken, but you may find that you want to limit the date range. Graphs may be too cluttered if you enter a date range much longer than a year.

Unless you change the dates, the date range for graphs is Year-to-date (from the first day of this year through today). You can change these dates either by typing new dates in the From and Through fields or by choosing a date range from the Date pop-up menu. Date ranges are always calculated from today's date. For example, if today is April 2, 1996, and you select "Last Quarter," Quicken calculates a date range of January 1 to March 31, 1996.

Selecting items to include in a graph

When you click the "Select" button for accounts, categories, classes, or securities, Quicken displays a window where you can select the items you want to include in the graph. For example, if you click the Select Categories button, Quicken displays the Select Categories window.



You can select "–No category–" if you want the graph to include transactions that don't have a category assigned to them.

Click a category or subcategory to mark or unmark it. Quicken includes all marked categories or subcategories in the graph.

Selects all categories.

Excludes all categories.

Selects only income categories or expense categories.

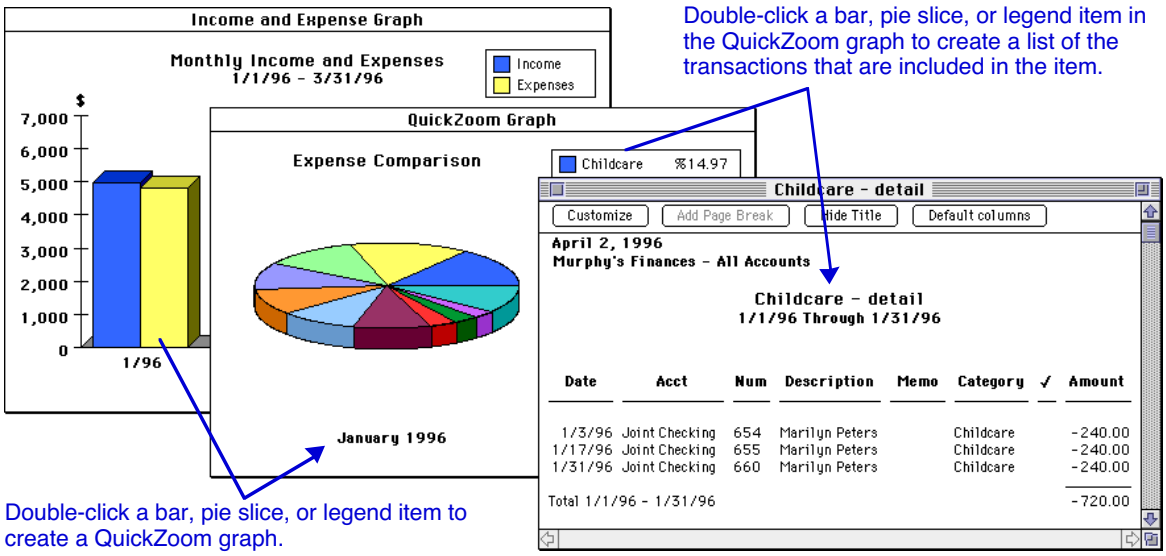
When you click OK in the Select window, you return to the Create Graph window. When you run the graph, Quicken includes only transactions that contain the selected items. You follow the same procedure to restrict a graph to selected accounts, categories, classes, or securities.

Investigating items in graphs using QuickZoom

You can use QuickZoom to investigate the information you see in a graph in more detail. You can QuickZoom from one graph to another more detailed graph, from a graph to a transaction report (to see the transactions that make up the item you double-clicked), and then from a transaction report to an individual transaction in a register (where you can see and edit the selected transaction).

1 Double-click any pie slice, bar, or legend item in the graph.

Quicken displays a QuickZoom graph that shows more detail about the item you selected.



2 (Optional) To examine an item in the QuickZoom graph further, double-click that item.

Quicken displays a detail report that lists all the transactions that make up the item you selected.

3 (Optional) To examine or make any changes to a transaction in the register, double-click that transaction in the detail report.

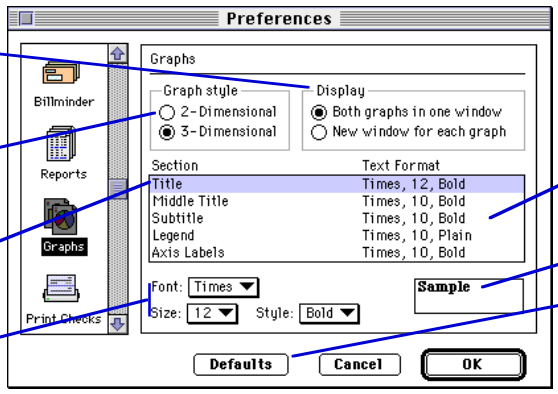
Quicken displays the register and selects the transaction. If you make any changes to transactions, Quicken updates the report and all open graphs (see "Updating reports" on page 313).

Tip: QuickZoom is a handy way to track down and assign categories to any uncategorized amounts in a graph. Uncategorized amounts show up as "Income-Other" or "Expenses-Other" in Quicken graphs.

Changing graph preferences

The settings for Graphs in the Preferences window are "global" settings; that means you set them once for all of your graphs instead of separately for each individual graph.

1 Choose Preferences from the Edit menu and then click the Graphs icon in the scrolling panel on the left.



Choose whether you want Quicken to display two graphs in one window or each graph in a separate window.

Select 2-Dimensional if your computer takes a long time to display three-dimensional graphs.

This is the name of the selected graph section.

These are the settings for graph font, size, and style.

The preset report fonts are customized for the printer selected in the Chooser. For example, Helvetica is the preset font for a LaserWriter and Geneva for an ImageWriter.

A sample of your selected text format.

Click Defaults to return the settings to the state they were in when you initially installed Quicken.

2 Select the settings you want for Graph Style and Display.

3 Change the font for any graph section by selecting the section name and then choosing a font, size, and style from the pop-up menus.

You can change the font, size, and style separately for different sections of graphs (for example, you might want graph titles to display and print in 12-point Helvetica Bold and the rest of the text in 10-point Times Plain). When you select a graph section, Quicken displays the current text format for that section and shows you a sample of that format in the Sample box. When you change the format, Quicken changes the format of the sample.

If all graph sections currently share the same font and you select a different font name for one section, Quicken asks whether you want to change the fonts for all the sections.

---

4 Click OK.

Quicken updates any open graphs to apply your changes.

Printing graphs

You can print a graph to get a paper copy of the graph on the screen. (Your printer needs sufficient memory to print a graph successfully at a resolution of 300 dpi (dots per inch) or higher.)

1 Create the graph you want to print.

2 Choose Print Graph from the File menu.

3 Click Print in the printer dialog box.

Quicken prints the graph. A printed graph usually looks a little different from the graph you see onscreen.

Sample graphs

This section briefly describes each of Quicken's graphs. To create graphs like the ones shown in the examples, follow the instructions in "Creating a graph" on page 346.

Income and expense graphs

Quicken includes subcategory amounts within the parent category amounts in these graphs; you can, however, create a graph that includes only one specific subcategory by selecting that subcategory (and not the parent category). See “Selecting items to include in a graph” on page 347.

Income and expense graphs can help you spot spending patterns, highlight your top ten expenses, warn about overspending, and provide comparisons of historical data.

Income and expense graphs help you answer these questions:

- Is my income changing over time?
- Is my income covering my expenses?
- Where does my money come from?
- Where does my money go?

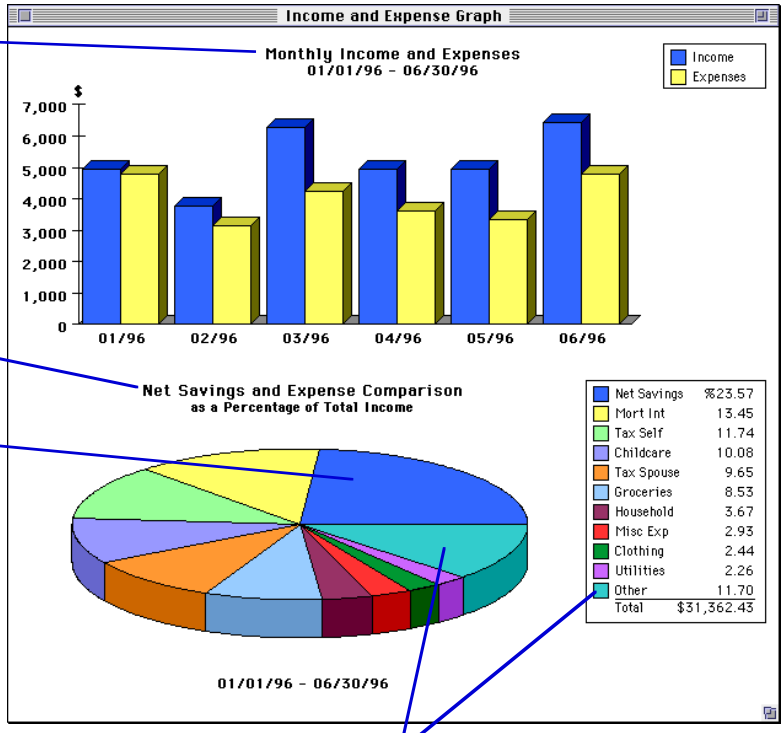
The first graph compares income and expenses over time.

This example shows that income was greater than expenses in every one of the six months shown. Notice how income and expenses fluctuate from month to month in this household.

If your income was greater than your expenses during the time period covered, this pie chart shows your top ten expenses as a percentage of your *total income*.

Quicken displays the difference between your income and expenses as “Net Savings.” The Net Savings slice represents the amount of money that you had but did not spend.

If your expenses were greater than your income during the time period covered by the graph, this pie chart will show your top ten expenses as a percentage of your *total expenses* and the Net Savings slice will not appear in the graph.



If you double-click “Other,” Quicken creates a QuickZoom graph of the next ten highest expense categories.

If you see a dollar amount instead of a percentage in a legend, it represents either a transaction with a positive amount that you categorized with an expense category or a transaction with a negative amount that you categorized with an income category. For example, if you return some clothing you bought, you enter the expense category “Clothing,” but you enter the amount of the credit as a deposit instead of a payment.

Budget variance graphs

Budget variance graphs compare actual spending and income with budgeted spending and income. Quicken calculates the difference in dollars between the two so you can see where you've met your budget, where you've exceeded it, and by how much.

You can create budget variance graphs that alert you to potential problem areas such as expenses that are over budget or income that is under budget. Determining how successfully you budgeted this year can also help you in preparing next year's budget.

To create a budget variance graph, you must first set up a budget. To set up a budget, see Chapter 16, *Budgeting your income and expenses,* beginning on page 360.

Budget graphs help you answer these questions:

- Am I staying within my budget from month to month?
- How well do I estimate what I will earn and spend?
- In what categories do I overspend or underspend?

The first graph shows actual net income less budgeted net income.

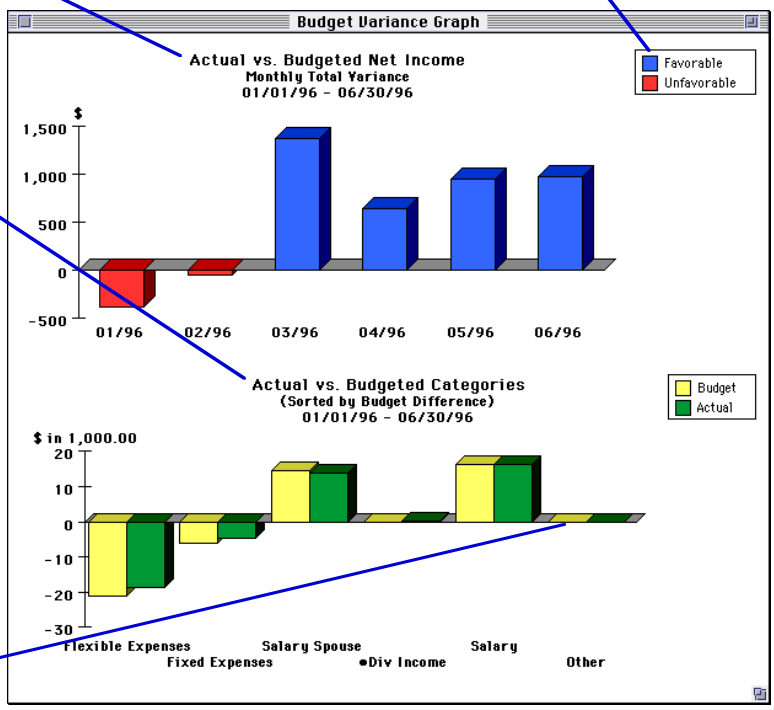
This example shows a favorable budget variance for March, April, May, and June.

The second graph shows the five categories that are farthest from budget (either over or under), with Income categories above the x-axis and expense categories below it.

Using this information, you can look at the reasons for overspending or under-earning by category. What you learn may help you change your habits or budget better for these categories in the next six months or next year.

If you have entered budget amounts for more than five categories, Quicken displays the five categories with the largest difference between budgeted and actual amounts. It groups the rest of the categories in "Other." To see the rest of your categories in a bar chart, double-click the "Other" bar.

Favorable means that your actual net income was more than your budgeted net income. Unfavorable means that your actual net income was less than your budgeted net income.



The Create Graph window for a budget variance graph has a pop-up menu where you can choose the budget you want to graph.

Net worth graphs

Net worth graphs are similar to income and expense graphs, except that they use account balances rather than category data. Net worth graphs are also similar to the net worth reports or balance sheets you can create in Quicken.

Net worth graphs help you answer these questions:

- Do I own more than I owe?
- In what assets do I have most of my money?
- What are my largest debts?
- How is my net worth changing over time?

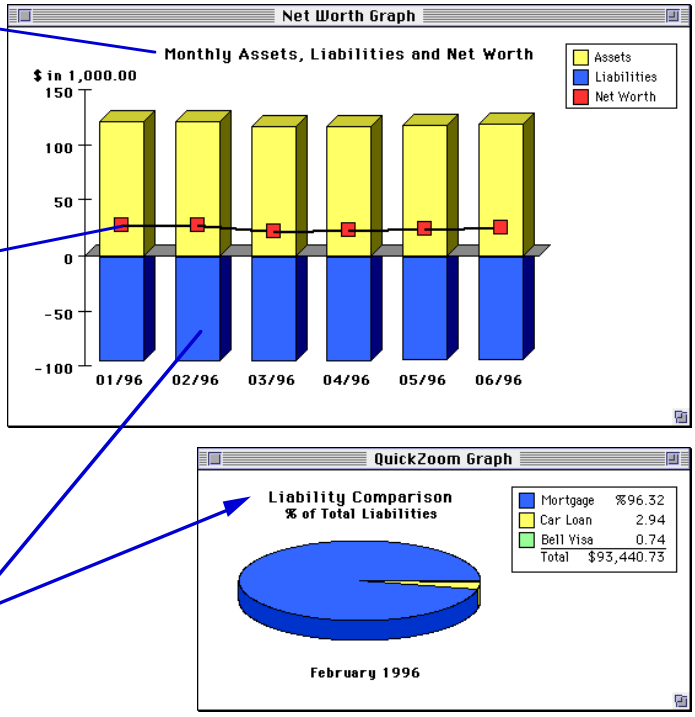
When you select a net worth graph, Quicken displays only one graph (instead of two) in the window.

The graph shows your assets in bars above the x-axis and your liabilities in bars below the x-axis. Your net worth is the difference between your assets and liabilities.

This example shows a net worth (represented by the line graph) that's positive (above zero) and fairly steady for the first half of the year.

You can double-click an asset bar to see an asset comparison graph for that month. The QuickZoom graph shows your individual assets as a percentage of your total assets.

You can double-click a liability bar to see a liability comparison graph for that month. The QuickZoom graph shows your individual liabilities as a percentage of your total liabilities.



Double-click any pie slice in the QuickZoom graph to create a list of the transactions that make up that item.

Investment performance graphs

You can also view a graph in the Security Detail window for each security that shows the price history for that security. See "The Security Detail window" on page 246.

Investment performance graphs display information that can help you evaluate your investment portfolio. Portfolio value graphs summarize the market value of each security you own, either by security, by Quicken investment account, by type (such as bond or mutual fund), or by goal (such as college or income).

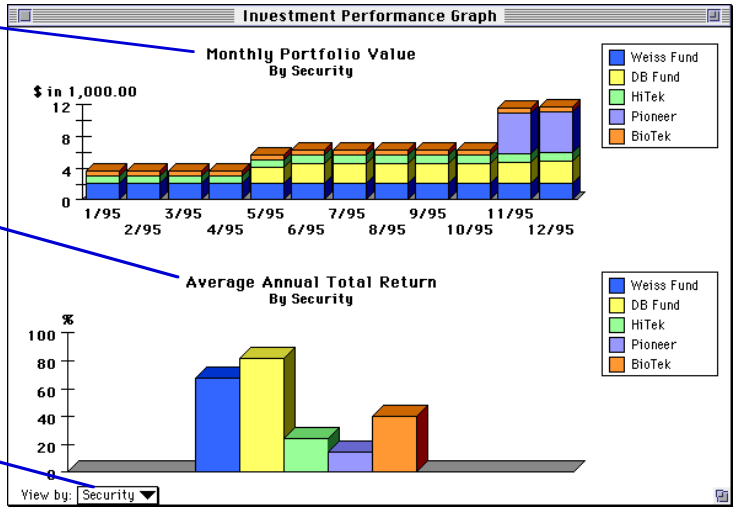
Investment performance graphs help you answer these questions:

- Is my portfolio value increasing?
- How is my portfolio allocated?
- How are my investments doing?

The first graph summarizes the market value of each security you own.

The second graph measures how well your securities are performing. Taller bars indicate better performance.

The monthly portfolio value graph is summarized by security in this example. To change how the graph is summarized (by type, goal, security, or account), choose a different item from the View By pop-up menu.



What's next?

Now that you've learned how to create Quicken graphs, what would you like to do next?

- **Would you like to create a Quicken graph?**

  See "Creating a graph" on page 346.

- **Would you like to look through the examples of Quicken graphs to see which ones might be useful to you?**

  See "Sample graphs" on page 350.

- **Would you like to find out how you can use Quicken to do your own personal financial planning?**

  See Chapter 15, *Planning with Quicken – an overview*, beginning on page 355.

15 Planning with Quicken – an overview

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Introducing Quicken's planning tools

Quicken doesn't just track where your money has already gone. It can also help you look into your financial future. Taking control of your finances begins with thoughtful planning: planning for mortgage payments, planning for the vacation you hope to take next summer, planning for retirement.

We all make plans to some extent, although different people have different planning methods and different needs. Some people want to see only what expenses are coming up next month. Others like to plan 20 years ahead to their retirement or to putting their children through college. Some people like to spend an evening analyzing their budget for the next year. Others just want a reminder to pay the rent.

Whatever your planning needs, Quicken is designed to help you. Quicken offers a variety of planning tools, from a loan calculator that can help you decide how much you can afford to finance on your new car, to a planning graph that can project your account balances for the weeks and months ahead.

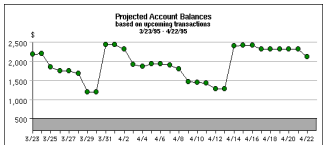
Budgets

To help plan where your money goes, set up a budget. Enter estimates of your income and expenses; later you can compare your actual income and expenses with your budget amounts. With a budget you can plan a full year ahead and let Quicken's graphs and reports show how well you are keeping to your plan. See Chapter 16, *Budgeting your income and expenses,* beginning on page 360.

Financial planning calculators

When you type numbers in any of the financial planning calculators, Quicken instantly shows you how your changes will affect your plans. The five calculators let you try out "what-if" scenarios for loan planning and refinancing, investment savings planning, college planning, and retirement planning. See Chapter 17, *Using financial planning calculators,* beginning on page 374.

Forecast graph



Nothing makes your financial future clearer than a picture. Quicken projects your spending patterns forward up to a year and displays your account balances in a graph. Now you can make the right short-term decisions, such as when to buy a new car, when to invest money, and when you can afford the down payment on a house. See Chapter 18, *Projecting the future,* beginning on page 383.

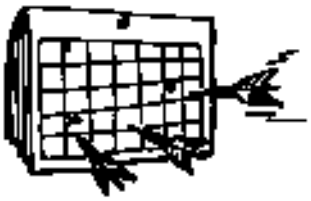
Tax planner

Quicken's tax planner estimates your taxes using data you've already entered in your Quicken accounts, or new data you enter directly in the planner windows, or both. You can find out if you are withholding too much (or not enough), or if you need to file quarterly estimated taxes. And you can compare three different scenarios to decide which of several different options works best for you. See "Estimating taxes with Quicken's tax planner" on page 422.

Loan and mortgage tracking

Quicken amortizes your home or car loan and shows you a complete payment schedule, so you can see how much interest and principal you are paying. Quicken will even record the payments in your register each month if you set them up as scheduled transactions. See Chapter 11, *Setting up amortized loans,* beginning on page 218.

Quicken's Financial Calendar



The calendar on your wall can't record your bill payments for you or schedule your mortgage payments forward into the future. Quicken's Financial Calendar can. Quicken can schedule everything from once-only future transactions like buying a new furnace to recurring transactions like your paycheck deposit or your house payment. Make the Calendar an integral part of entering transactions in Quicken and see exactly what's coming up in your financial life. See Chapter 6, *Using the Quicken Financial Calendar,* beginning on page 157.

Reports and graphs

One of the best sources for the information you need for future planning is an accurate picture of what's already happened. Use Quicken's reports and graphs to help you understand your current situation. Then, armed with that insight, use the other planning tools to look into the future. See Chapter 13, *Creating and customizing reports,* beginning on page 296, and Chapter 14, *Creating graphs,* beginning on page 345.

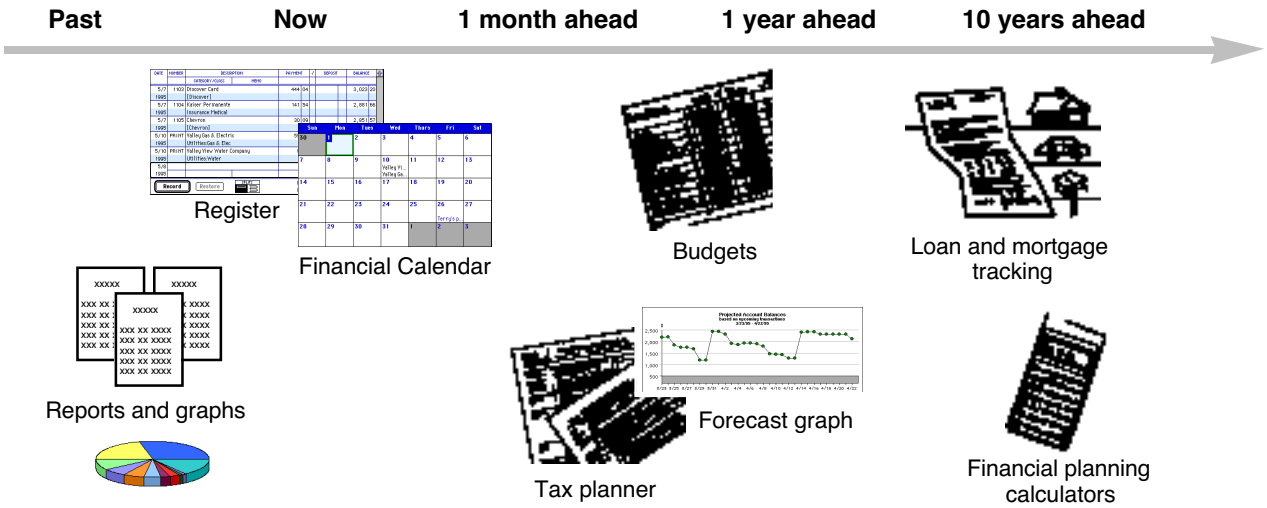
Deciding which tools to use

You can use some or all (or even none) of Quicken's planning tools. Since everyone's financial situation is different, you must decide for yourself which tools are helpful to you and which are not.

If you're the type who likes to experiment, go ahead and try out all of Quicken's planning options. They're flexible (but unbreakable!), so you'll get the most out of them by experimenting.

A good starting point is to decide what you want out of Quicken:

- Over what time period are you interested in planning? A month? A year? Ten years?
- Do you need to make a detailed analysis of the period ahead? Or are you just interested in your overall financial picture?
- Do you want to improve your money management—to plan to make a regular transfer to a mutual fund or savings account, for example?
- Do you have specific goals in mind, such as:
  - saving toward a down payment on a house
  - affording a higher monthly rent
  - putting your children through college
  - planning your investments for retirement?



This table will help you get the most out of Quicken's planning tools with the least time and effort. It describes some typical aims of planning, and shows how to use Quicken to achieve those aims.

To do this	Use Quicken this way
Decide what you can afford over the next year or so	Keep your **registers** up to date. Use a **budget** to plan your spending for the next year. Schedule major income and expenses in the **Financial Calendar**; use the **forecast graph** to view your account balances.
Determine what size loan you can afford	Use the **loan planner** to play with the numbers. Try out different estimated loan payments in the **forecast graph**.
Estimate how much you can set aside each month for long-term investment	Enter amounts as Extra Monthly Amounts in the **forecast graph** and look at the results with different amounts. Use the **investment planner**.
Save toward a medium-term goal such as a car or vacation	Use the **forecast graph** to predict when you will have the money available or to estimate the amount you have to spend.
Save toward a long-term goal such as retirement or college	Use the **financial planning calculators** to see how much you need to save now.
Automate entry of future transactions as much as possible	Set up recurring **scheduled transactions** in the **Financial Calendar** for all regular income and expenses such as paychecks, rent, and insurance. Set up **loans** for all amortized loan payments.
Enter transactions in advance; remind yourself to pay bills	Set up recurring **scheduled transactions** in the **Financial Calendar** for all regular deposits and expenses such as paychecks, rent, and insurance. Enter once-only future transactions in the **Financial Calendar**.
Leave reminder notes to yourself	Attach notes to the **Financial Calendar**.
Compare current spending to past spending patterns	Create a **comparison report** to compare two periods on a dollar or percentage basis. Set up a **budget**, then create a **budget report** or a **budget variance graph**.
Estimate your future tax liability	Use the **tax planner** to estimate your future taxes; create multiple scenarios if you want to compare different options.

What's next?

Now that you've read the overview of Quicken's planning tools and have some idea which ones you'd like to use, refer to the descriptions on page 355 and page 357 to find out where in this manual you should go next to start using Quicken to help you plan ahead.

16 Budgeting your income and expenses

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About budgets

You can use Quicken to budget all of your income and expenses or just some of them. Quicken organizes budgets based on your income and expense categories, and lets you enter budget amounts for some or all of the categories and subcategories you use.

You can create a budget automatically from your existing Quicken data, or you can enter amounts individually for the categories you want to budget. You can also create multiple budgets to work out different budgeting scenarios.

Once you've entered budget amounts, you can create reports and graphs to compare your actual income and expenses with your budget. You can also have Quicken monitor and display your budget status "as you go," so you can always see exactly how you're doing.

Getting started with Quicken 6 budgets

If you are new to budgeting in Quicken, create your first budget following the steps in "Creating your first Quicken budget" next.

If you already have a budget from a previous version of Quicken, follow the steps in "Displaying your existing Quicken budget" on page 362 to begin working with that budget.

Creating your first Quicken budget

1 Choose Budget Setup from the Activities menu.

2 In the Create Budget window, enter a name for this budget.

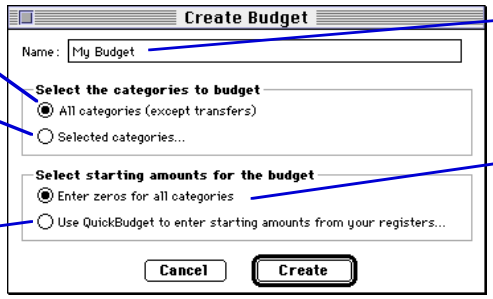
Since you can create multiple budgets in Quicken, you should choose a name that clearly identifies this budget.

3 Select which categories you want to include in this budget and specify whether or not you want Quicken to enter initial budget amounts based on your existing data.

These are just initial settings that tell Quicken where you want to start. Once you start using your budget, you can change which categories are displayed or use QuickBudget later to enter budget amounts based on your existing data.

Select "All categories" to include all your Quicken categories (except transfer accounts) in this budget. Select "Selected categories" to go to the Select Categories window and select exactly which categories you want in this budget.

Select "Use QuickBudget…" to use your existing Quicken data to automatically calculate budget amounts.



Enter a name for this budget.

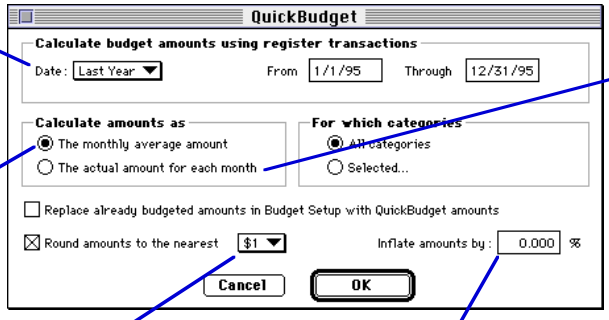
Note: Quicken suggests "My Budget" as the name for your first budget.

Select "Enter zeros for all categories" to start with an empty budget. See "Entering budget amounts manually" on page 364 for information about why this might be the right choice.

If you select "Use QuickBudget…," you'll need to give Quicken additional information about where you want it to get the amounts to enter in your budget and then click OK.

Enter the date range from which you want QuickBudget to get amounts. Note: Although a budget is limited to one year, you can use more than one year's data to calculate amounts.

Select "The monthly average amount" if you want Quick-Budget to calculate an average monthly amount for the selected date range and enter the same average amount for each month in your budget.



Select "The actual amount…" if you want QuickBudget to enter the actual amounts from your Quicken data in each month of the budget (for example, enter actual amounts from May of last year in May of this year).

You can choose to round calculated values to the nearest $1, $10, or $100, or you can choose not to round values at all.

Enter an inflation rate if you want QuickBudget to inflate your actual amounts when calculating new budget amounts. You can enter a negative number if you want to deflate amounts.

4 Click Create in the Create Budget window to create the budget.

Displaying your existing Quicken budget

If you already created a budget in a previous version of Quicken, you can open it in Quicken 6.

When you choose Budget Setup from the Activities menu, Quicken displays your existing budget and gives it the name "Converted Budget."

Customizing your budget display

You can change the way your budget looks by changing which categories and subcategories are displayed and how they are grouped, by changing the time period for which amounts are displayed, and by changing whether amounts are shown in dollars only or in dollars and cents.

Selecting and arranging categories and subcategories

Since Quicken organizes budgets based on your income and expense categories, you can change that organization by selecting a different combination of categories and subcategories to display. Just click the Select Categories button at the bottom of the Budget Setup window. Then, in the Select Categories window, select the categories you want to see and click OK to return to the Budget Setup window. Quicken shows only the categories you selected.

You can also change your budget organization by moving categories from one grouping to another. Income categories start out grouped under the Inflows heading and expense categories under the Outflows heading. Within Outflows, expenses can also be grouped as either Fixed Expenses or Flexible Expenses. (A fixed expense is one that you must pay, and the amount you pay is either constant or, if it fluctuates, the fluctuations are not altogether under your control; examples are rent, utilities, auto insurance, and the taxes withheld from your paycheck. A flexible expense is one over which you have a lot of control; examples are clothing, furnishings, entertainment, and travel.)

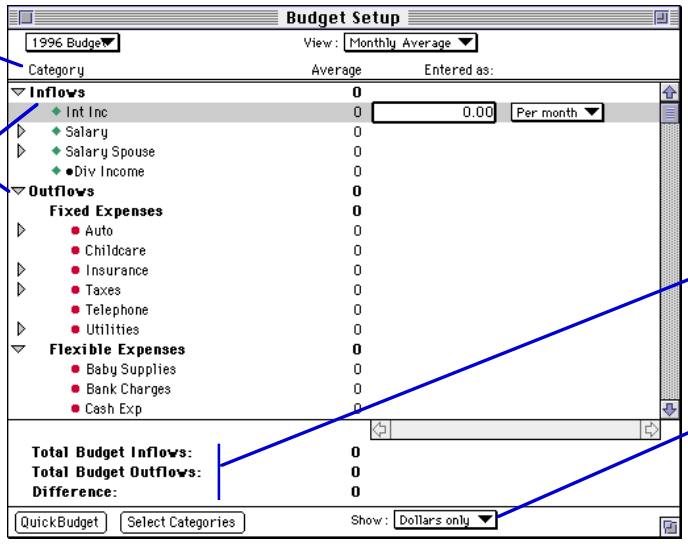
You can change the grouping for a category by dragging and dropping it where you want it. You can also remove a category from the budget (but not from your Quicken file) by selecting it and choosing Delete Item From Budget from the Edit menu (Command-D).

Quicken organizes the budget using the categories from your Category & Transfer list.

Click the triangles to show or hide categories and subcategories temporarily while working in your budget.

Income categories start out grouped as Inflows and Expense categories as Outflows. Expense categories are then grouped under Outflows as either Fixed or Flexible Expenses.

To move a category, just drag and drop it into a different group. When you move a category, all its subcategories move with it.



Quicken calculates and displays the total budgeted amounts for all categories under Inflows and all categories under Outflows, and shows you the difference between them in the Difference field.

Choose Dollars Only or Dollars and Cents to determine how amounts are displayed.

Changing the time period for the display

To set up a budget for a fiscal year, go to All Months view and choose the first month of your fiscal year from the "Starting with" pop-up menu.

You can display budget amounts in a single column as either monthly averages (shown on page 363), quarterly averages, or yearly totals, or you can display a separate column for each month (shown on this page), beginning with any month. Use the View pop-up menu to choose the view you want to see.

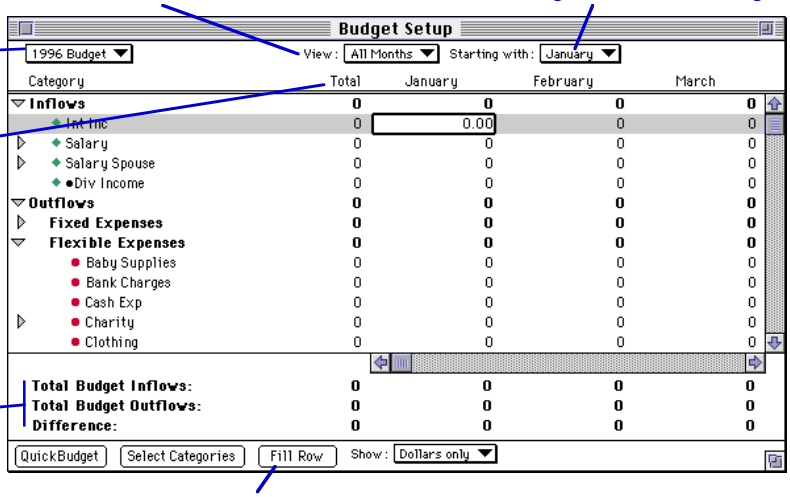
Choose a time period from the View pop-up menu to change how the budget is displayed and printed. See "Entering budget amounts manually" on page 364 for information about entering amounts in different views.

In All Months view, you can choose any month as the starting month for the budget.

If you have more than one budget, you can choose which one to display from this pop-up menu.

In Yearly Total or All Months view, the total budgeted amounts for each category are shown in the Total column. When Monthly Average or Quarterly Average is selected for View, the column is labeled Average, and average amounts for the period are shown.

In All Months view, Quicken calculates and displays the total budgeted amounts for each month's Inflows, for each month's Outflows, and for the difference between them, in addition to showing totals for the entire year.



In All Months view, you can select an amount and click Fill Row to copy that amount to all fields to its right in the same row. See the illustration at the bottom of page 365 for more information about entering amounts in this view.

Changing the view does not affect the actual budget amounts. Each amount is stored the way you enter it, and Quicken calculates average or total amounts, as appropriate, for the view you've selected.

Entering amounts in your budget

In Quicken, you can start from scratch and enter budget amounts manually, or you can let Quicken create a budget for you automatically using data from actual transactions in your Quicken accounts.

Entering budget amounts manually

You may choose to enter budget amounts manually if you want to budget for amounts you plan to spend or earn without being influenced by previous actual amounts, or if you have little or no previous Quicken data that you can use to create a budget automatically.

1 Choose Budget Setup from the Activities menu.

2 Choose the budget you want to use from the budget pop-up menu and a time period from the View pop-up menu.

3 Enter budget amounts by category.

In Monthly Average, Quarterly Average, or Yearly Total view, type an amount in the "Entered as" column and then choose the time period for which that amount applies from the pop-up menu.

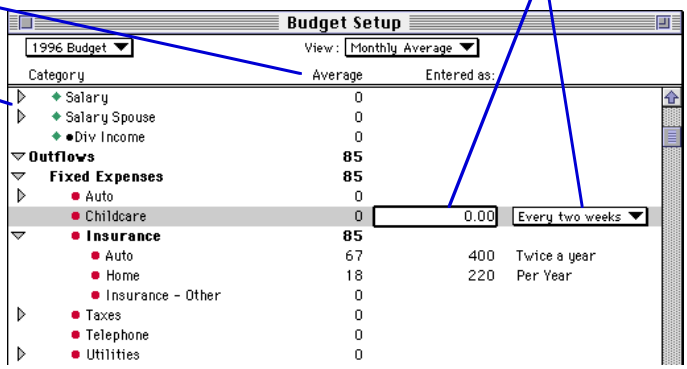
For information about shortcuts you can use when entering and changing budget amounts, see "Editing budget amounts" on page 368.

When you enter an amount and choose the corresponding time period, Quicken calculates the monthly average amount and puts it in the Average column. If you then choose a different view, Quicken displays the correct amount for that view, no matter how you entered the amount initially.

Since Monthly Average is selected, this column is labeled Average and it shows average monthly amounts for each category and subcategory.

Click the triangles to show or hide categories and subcategories temporarily while working in your budget.

If you want to enter amounts for specific months (for example, property taxes in December and April), choose Specific Months from the pop-up menu and then click the checkboxes for the appropriate months to select them.



No matter what time period you choose for entering an amount, Quicken always calculates the correct Average or Total amount for the selected view. For example, you can enter a weekly amount for groceries, an every-two-weeks amount for salary, a monthly amount for rent, an annual amount for renter's insurance, and so on, and Quicken will calculate monthly average amounts for all of them if you are in Monthly Average view.

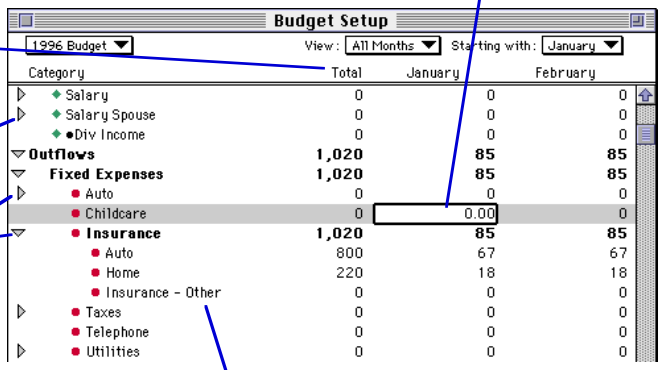
In All Months view, type an amount in each month, pressing Tab to move right to the next month in the row or pressing Return to move down to the next category in the column.

In All Months view, you need to enter individual amounts for each month. You can type an individual amount for each month or, once you've entered an initial amount for a category, you can select it and click Fill Row to copy that amount to all fields (months) to its right in the same row.

Since All Months is selected, this column is labeled Total and it shows total yearly amounts for each category and subcategory.

Click the triangles to show or hide categories and subcategories temporarily while working in your budget.

Note that Auto is collapsed in this example (so you don't see its subcategories), but Insurance has been expanded to show its subcategories.



You can enter amounts for both categories and subcategories. If you enter an amount for a category that has subcategories, Quicken puts any difference between the amount entered for the category and the total amount entered for its subcategories in a special "Other" subcategory.

Quicken automatically saves budget amounts as you enter them.

Entering budget amounts automatically

With QuickBudget, you can use actual data you've already entered in Quicken to create your budget. You can choose any date range for which you have data in your Quicken file and have QuickBudget calculate either actual monthly amounts or monthly average amounts and enter them in your budget automatically. You can also ask QuickBudget to adjust these amounts for inflation. Once Quicken's numbers are entered in your budget, you can edit them at any time; see "Editing budget amounts" on page 368.

If you've been using Quicken for a while, your historical data can help you plan realistically for your future income and expenses. If you are a new Quicken user, however, the small number of transactions you've entered may not provide enough data to make a budget created with QuickBudget meaningful. See "Entering budget amounts manually" on page 364 to set up your budget manually.

1 Choose Budget Setup from the Activities menu.

2 Choose the budget you want to use from the budget pop-up menu and a time period from the View pop-up menu.

3 Click QuickBudget in the lower left corner of the Budget Setup window.

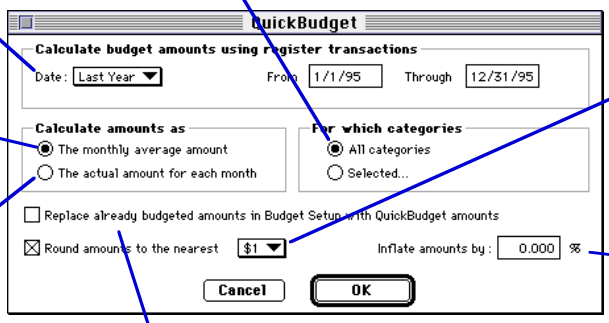
4 Enter information in the QuickBudget window.

Enter the date range from which you want QuickBudget to get amounts. Note: Although a budget is limited to one year, you can use more than one year's data to calculate amounts.

Click "The monthly average amount" if you want QuickBudget to calculate an average monthly amount for the date range you selected and enter that same average amount for each month in your budget.

Click "The actual amount…" if you want QuickBudget to enter the actual amounts from your Quicken data in each month of the budget (for example, enter actual amounts from May of last year in May of this year).

Click All categories if you want QuickBudget to calculate amounts for all categories in the budget. Click Selected Categories if you want QuickBudget to calculate amounts only for selected categories in the budget. Quicken displays the Select Categories window, where you can select the categories you want.



You can choose to round calculated values to the nearest $1, $10, or $100, or you can choose not to round values at all.

Enter an inflation rate if you want QuickBudget to inflate your actual amounts when calculating new budget amounts. You can enter a negative number if you want to deflate amounts.

Select the "Replace…" checkbox if you want QuickBudget to replace non-zero amounts you have already entered in your budget.

5 Click OK to calculate amounts from your Quicken data and automatically enter them in the budget.

Caution: If you select the "Replace already budgeted amounts…" checkbox, QuickBudget will replace any non-zero budget amounts you have already entered with new amounts calculated from your data, and they will be lost.

Setting up budget amounts for transfers

In addition to budgeting amounts for income and expense categories, you may want to budget amounts for transfers between accounts. You may, for example, want to budget for items such as your mortgage payment or a monthly transfer from your checking account to your savings account. Budgeting transfers like these can give you a more complete picture of your actual cash flow.

To include transfer accounts in your budget, click the Select Categories button and, in the Select Categories window, make sure all the transfer accounts you want to include in your budget are selected. There are two items for each transfer account, a "From" and a "To." You can add either or both to your budget, depending on how you plan to budget transfers. "From" amounts are grouped under Inflows and should be used to represent increases in the amount you have available to spend; "To" amounts are grouped under Outflows:Flexible and should represent decreases in the amount you have available to spend.

You enter or edit budget amounts for transfers just as you would enter or edit budget amounts for categories. In the example of budgeting a $200 monthly transfer from an account named Checking to an account named Savings, you would put From Checking under Inflows and enter $200 per month and put To Savings under Outflows:Flexible Expenses and enter $200 per month. In this example, the net effect to the budget is $0. If you want to budget only for the transfer out of your checking account and don't want to show the increase in your savings account in your budget (the "out of sight, out of mind" principle), budget only the To Savings part of the transfer. You can budget a mortgage payment or car payment the same way, by including only the "To" side of the transfer (from your checking account to the liability account you've set up for the loan).

Editing budget amounts

Whether you begin with a blank budget and manually enter amounts, or use QuickBudget to automatically enter initial amounts and then edit them yourself later, you can use the following keys to move around the budget.

To move	Press this key
Down one category in the same column	Return, Enter, or Down Arrow
Up one category in the same column	Up Arrow
Right one column in the same category	Tab (All Months view only)
Left one column in the same category	Shift-Tab (All Months view only)
To the top of the budget	Home (extended keyboard only)
To the bottom of the budget	End (extended keyboard only)

Use these shortcuts to change the amounts in the Budget window:

To accomplish this	Do this
Enter an amount for selected months only	In Monthly Average, Quarterly Average, or Yearly Totals view, choose Specific Months from the pop-up menu to the right of the "Entered as" field; then click the specific months to select them.
Copy a budget amount to all fields to the right in the same category	In All Months view, select the amount you want to copy and click Fill Row.

Copying budget amounts from another Quicken file

You can copy budget amounts from one Quicken file to another by exporting the amounts to a separate text file and then importing the text file (a QIF file) containing the amounts into the other Quicken data file.

See "Copying budget amounts from one file to another" on page 440 for more information.

Creating and using additional budgets

With Quicken 6, you can create multiple budgets and work with different budget scenarios. You can also rename or delete budgets you've already created.

Creating additional budgets

1 **In the Budget Setup window, choose New Budget from the budget pop-up menu.**

2 **Follow steps 2, 3, and 4 under "Creating your first Quicken budget" on page 361.**

Renaming a budget

1 **In the Budget Setup window, choose the budget you want to rename from the budget pop-up menu.**

2 **Choose Rename from the budget pop-up menu.**

3 **Type a new name for the budget and click Change.**

Deleting a budget

1 **In the Budget Setup window, choose the budget you want to delete from the budget pop-up menu.**

2 **Choose Delete from the budget pop-up menu.**

3 **Click OK to confirm that you want to delete the current budget.**

If the current budget is your only budget, Quicken closes the Budget Setup window because there is no longer a budget to display. Then, the next time you select Budget Setup from the Activities menu, Quicken will ask you to create a new budget.

Printing a budget

When you print a budget, Quicken uses the same settings you selected for printing reports. It prints the text in your budget using the report text (Data) font setting. See "Changing report preferences" on page 316 to change the font settings.

1 **Choose Budget Setup from the Activities menu.**

2 **Choose the budget you want to print from the budget pop-up menu and a time period from the View pop-up menu.**

Make sure the budget and the view you want to print are displayed. For example, if you want to see budget amounts for all months individually, you must be in All Months view.

3 Choose Print Budget from the File menu.

4 Click Print in the printer dialog box.

Monitoring budget status

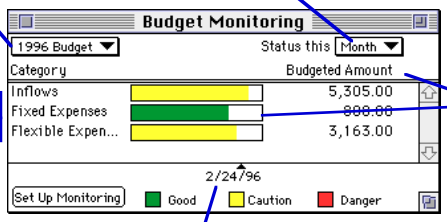
After you create a budget, you can use Quicken's budget monitoring feature to show you how well you're sticking to that budget.

1 Choose Budget Monitoring from the Activities menu.

Choose the budget you want to use.

You can monitor how your actual income and expenses compare with your budgeted amounts for Inflows and Outflows (the preset choices). Or you can choose to monitor Fixed Expenses, Flexible Expenses, or any individual categories or subcategories from the selected budget. Click Set Up Monitoring to select which categories to monitor.

You can see how well you're doing this month, this quarter, or this year by choosing a time period from this pop-up menu.



Today's date shows where you are in the selected period.

Quicken displays your total budgeted amount for the selected period in the Budgeted Amount column, and the progress bar indicates how much of that amount you've earned or spent to date. The bar changes color to let you know at a glance how well you're doing. Green means you're over budget for income or under budget for expenses. Yellow means you're between 80% and 100% of budget. Red means you're over budget for expenses or under budget for income.

2 Choose which budget you want to use from the budget pop-up menu in the upper left corner of the window.

3 Choose a time period from the status pop-up menu in the upper right corner of the window.

Quicken can show how well you are sticking to your budget for the current month, the current quarter, or the current year.

4 Click Set up Monitoring to choose which categories, subcategories, or category groupings you want to monitor.

Quicken displays a list of all the categories and subcategories you've included in the selected budget (plus the groupings Inflows, Outflows, Fixed Expenses, and Flexible Expenses), so you can select the ones you want to monitor.

5 If you leave the Budget Monitoring window open and put it in an out-of-the-way spot on your desktop, you can see at a glance how well you're doing at any time.

Creating budget reports and graphs

To use budget reports and graphs, you must first categorize your transactions (see "Assigning categories to transactions" on page 96) and then enter budget amounts for the categories you want to track (see "Entering amounts in your budget" on page 364).

Creating a budget report

You can see sample budget reports on page 323 and page 325.

A budget report compares the money you actually spend and receive during a specific time period with your budgeted amounts during the same time period. Quicken calculates the difference between the actual and budgeted amounts for each category so you can see exactly where you met your budget, and where you were over or under the amounts you budgeted and by how much.

When you set up a basic budget report following the steps below, you can choose both the time periods for which you want subtotal columns (weeks, months, quarters, and so on) and the accounts and categories you want to see in the report.

1 Choose Reports from the Reports menu.

2 Click either the Personal or Business tab in the Reports window.

3 Select either Budget Month by Month or Budget Summary.

The month-by-month budget report compares actual amounts with budgeted amounts for each month in the selected time period. The budget summary report compares actual amounts with budgeted amounts for the entire time period.

4 (Optional) Change the dates to cover the time period you want.

You can, for example, change the report ending date from the preset date (today) to the end of this month.

Caution: If you leave the ending date set for any date other than the end of a month, Quicken prorates the budget amounts for the number of days you've included in that month. In other words, if you run a report with an ending date of 4/15, a category with $100 budgeted for April will show only $50 rather than $100.

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5 (Optional) Click Customize if you want to change any options.

To change the fonts in your budget report, see page 316.

See "Customizing report layout" on page 300, "Customizing report content" on page 306, and "Customizing report organization" on page 311 for information about setting up the report the way you want it.

To print your budget report, see page 318.

6 Click Create (in the Reports window) or OK (in the Customize Report window).

7 (Optional) Memorize your custom report setup for repeated use.

See "Memorizing and recalling reports" on page 314.

Other reports useful for budgeting

Quicken has other reports that may help with your budgeting:

- A category detail report lists transactions from your accounts, subtotaled by category. See "Category detail report" on page 328.
- A category summary report summarizes income and expenses by category. Use it when you want to see your monthly trends or review exactly how you've been spending your money. See "Category summary report" on page 329.
- A comparison report compares actual income and expenses during one period with actual income and expenses during another period and shows the difference in dollar amounts, percentages, or both. See "Comparison report" on page 330.

Creating a budget variance graph

You can see a sample budget variance graph in "Budget variance graphs" on page 352.

A budget variance graph compares actual spending and income with budgeted spending and income. Quicken calculates the difference in dollars between the two so you can see where you meet your budget and where you exceed it, and by how much.

1 Choose Graphs from the Reports menu.

2 Select Budget Variance.

3 (Optional) Change the dates to cover the time period you want.

You can, for example, change the graph ending date from the preset date (today) to the end of this month.

Caution: If you leave the ending date set for any date other than the end of a month, Quicken prorates the budget amounts for the number of days you've included in that month. In other words, if you run a graph with an ending date of 4/15, a category with $100 budgeted for April will show only $50 rather than $100.

4 Choose a budget from the budget pop-up menu.

5 (Optional) Click one of the Select buttons to restrict the graph.

See "Selecting items to include in a graph" on page 347 for information about setting up the graph the way you want it.

To change the fonts in your budget variance graph, see page 349.

6 Click OK to create the graph.

Quicken compares your actual income and expense amounts in the registers with the budget amounts that you've entered, and displays the comparison between them in two graphs.

To print your budget variance graph, see page 350.

What's next?

Now that you've learned how to create a budget in Quicken, what would you like to do next?

- **Would you like to create a budget?**

  See "Entering amounts in your budget" on page 364.

- **Would you like to learn how to use Quicken's other planning tools?**

  See Chapter 15, *Planning with Quicken – an overview,* beginning on page 355 for an overview of all the Quicken planning tools.

17 Using financial planning calculators

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Calculating loan payments and principal 376
Calculating the cost of refinancing a loan 378
Planning your investment savings 378
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About financial planning calculators

Quicken's financial planning calculators let you try "what-if" scenarios for loan planning, loan refinancing, investment planning, retirement planning, and college planning.

You can use these calculators to answer questions such as:

- If I refinance my mortgage at an 8% interest rate, how much money will I save each month?
- If I invest $10,000 of my savings and receive an annual yield of 10%, what will the value be in 5 years?
- If I retire in ten years and put $2,000 into my IRA account every year until then, how much money will I have available?
- If I set aside $5,000 each year until my child is 18, will I have enough to pay for a four-year college?

The financial planning calculators give you the information you need to make informed decisions on these and other financial matters.

Using the calculators

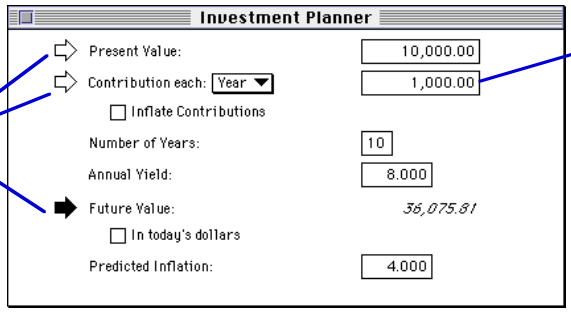
You work the same way with all of the financial planning calculators; only the information you enter and the calculations Quicken makes are different.

1 Choose Planners from the Activities menu, and then choose the planner you want to use.

The financial planning calculators described in this chapter are the loan planner, the refinance planner, the investment and savings planner, the retirement planner, and the college planner. The tax planner is described in "Estimating taxes with Quicken's tax planner" on page 422.

The arrow that's selected (black) tells you which field Quicken will calculate. To calculate a different field, click a different arrow.

Quicken recomputes the amount to be calculated whenever you move the cursor to another field.



Enter a value in each field and press Tab to move to the next field. Which fields you see depend on the planner you're using.

2 Click the arrow next to the amount you want Quicken to calculate.

The selected arrow is the one that is black.

3 Enter information in the appropriate fields.

As you are entering information in the planner, be sure to move the cursor out of the last field you fill in (by pressing Tab or clicking in another field) so Quicken can do its calculations using all of the information you entered.

4 (Optional) Choose Print Planner from the File menu to print the information in the planner.

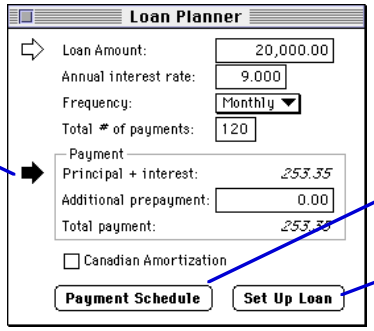
The menu item changes depending on which planner you are using. For the investment planner, it says Print Investment Planner.

Calculating loan payments and principal

When you choose Planners ➤ Loan Planner from the Activities menu, Quicken displays the Loan Planner window.

If you select the arrow next to the Principal + Interest field, Quicken calculates what your payments would be for a loan defined by the information entered in the other fields. For example, suppose you want to take out a second mortgage on your home to complete some remodeling and you need to find out how much your payments would be if you borrowed $20,000 for 10 years at 9% interest. To find out, enter your figures in the loan planner.

If you click the Principal + Interest arrow, Quicken calculates what your payments would be for a specified loan amount. In this example, the payments on a $20,000 second mortgage at a 9% interest rate for 10 years are $253.35.

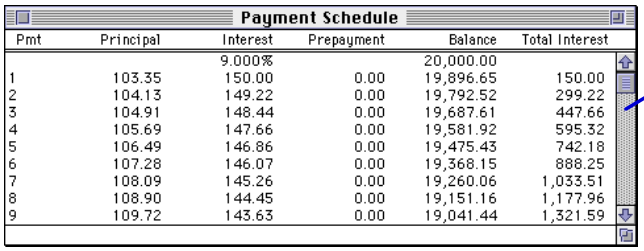


Click Payment Schedule to see the payment schedule for this loan.

If you want to set up this loan using Quicken's loan feature, click Set Up Loan. Quicken uses the information you've already entered to start setting up your loan.

Quicken displays this window when you click the Payment Schedule button in the loan planner.

To print the complete payment schedule, choose Print Payment Schedule from the File menu.

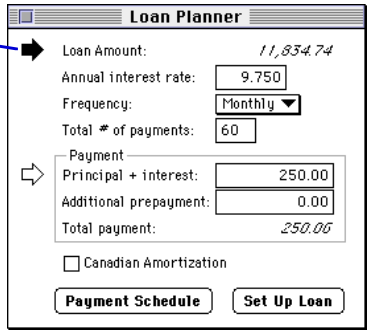


Pmt	Principal	Interest	Prepayment	Balance	Total Interest
		9.000%		20,000.00	
1	103.35	150.00	0.00	19,896.65	150.00
2	104.13	149.22	0.00	19,792.52	299.22
3	104.91	148.44	0.00	19,687.61	447.66
4	105.69	147.66	0.00	19,581.92	595.32
5	106.49	146.86	0.00	19,475.43	742.18
6	107.28	146.07	0.00	19,368.15	888.25
7	108.09	145.26	0.00	19,260.06	1,033.51
8	108.90	144.45	0.00	19,151.16	1,177.96
9	109.72	143.63	0.00	19,041.44	1,321.59

Use the scroll bar to see more of the schedule, or press Page Up or Page Down to move up or down one screen.

If you select the arrow next to the Loan Amount field, Quicken calculates how much you can afford to borrow, based on a specific payment amount, interest rate, and number of payments. For example, suppose you want to buy a new car and you can afford to pay about $250 per month; you need to figure out how much you can afford to borrow at a current interest rate of 9.75%. To find out, enter your figures in the loan planner.

If you click the Loan Amount arrow, Quicken calculates how much you can afford to borrow based on a specified payment amount and interest rate. In this example, you can afford to borrow almost $12,000 at 9.75% interest for 5 years.



Canadian users

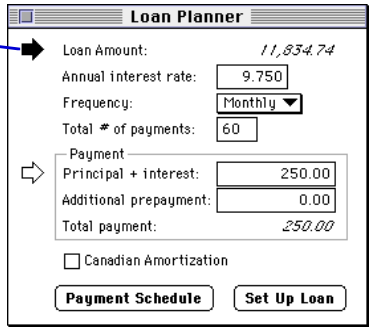
Whichever value you are calculating, make sure you select the Canadian Amortization checkbox in the loan planner so Quicken calculates interest based on semiannual compounding as used in Canada.

Estimating this year's mortgage interest payments

If you have a fixed-rate loan and have made no prepayments of principal, you can use the loan planner and its payment schedule to estimate what your mortgage interest payments will be for the entire year. (This estimate can be useful for determining the number of exemptions to claim when filling out Form W-4.)

1 Enter information about your loan in the loan planner.

You can calculate either the loan amount or the payment per period. If you know your payment, then click the Loan Amount arrow to calculate the loan amount (as was done for this example).



If you prefer to calculate the payment, click the Principal + Interest arrow. Then enter the original loan balance in the Loan Amount field instead of entering a payment amount.

Enter the loan's interest rate, the payment frequency, the total number of payments, and the amount of your payment (excluding any charges such as impounds).

2 Click Payment Schedule.

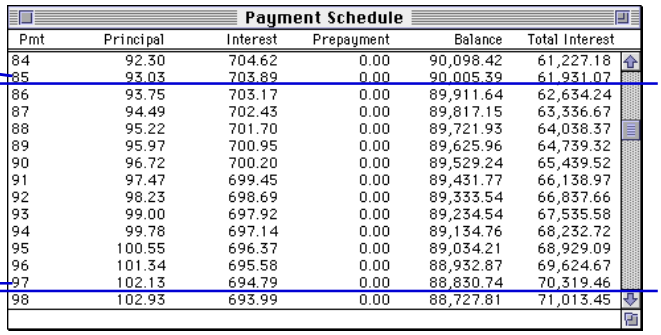
3 Use the payment schedule to calculate your estimated interest payments for the year.

Find the payment whose balance most closely matches your loan balance as of the end of last year.

For example, if your loan balance at the end of last year was $90,000, the payment whose balance most closely matches it is payment 85.

Next, find this year's final payment by adding 12 to the payment number you found above.

In this example, payment 97 is this year's final payment.



Pmt	Principal	Interest	Prepayment	Balance	Total Interest
84	92.30	704.62	0.00	90,098.42	61,227.18
85	93.03	703.89	0.00	90,005.39	61,931.07
86	93.75	703.17	0.00	89,911.64	62,634.24
87	94.49	702.43	0.00	89,817.15	63,336.67
88	95.22	701.70	0.00	89,721.93	64,038.37
89	95.97	700.95	0.00	89,625.96	64,739.32
90	96.72	700.20	0.00	89,529.24	65,439.52
91	97.47	699.45	0.00	89,431.77	66,138.97
92	98.23	698.69	0.00	89,333.54	66,837.66
93	99.00	697.92	0.00	89,234.54	67,535.58
94	99.78	697.14	0.00	89,134.76	68,232.72
95	100.55	696.37	0.00	89,034.21	68,929.09
96	101.34	695.58	0.00	88,932.87	69,624.67
97	102.13	694.79	0.00	88,830.74	70,319.46
98	102.93	693.99	0.00	88,727.81	71,013.45

Then calculate the difference between the Total Interest amounts for the two payments. Since the Total Interest amount for payment 85 is the amount you'd paid through the end of last year, and the Total Interest amount for payment 97 is the amount you will have paid through the end of this year, the difference is your estimated interest for this year.

In this example: $70,319.46 – $61,931.07 = $8,388.39.

Calculating the cost of refinancing a loan

When you choose Planners ➤ Refinance Planner from the Activities menu, Quicken displays the Refinance Planner window.

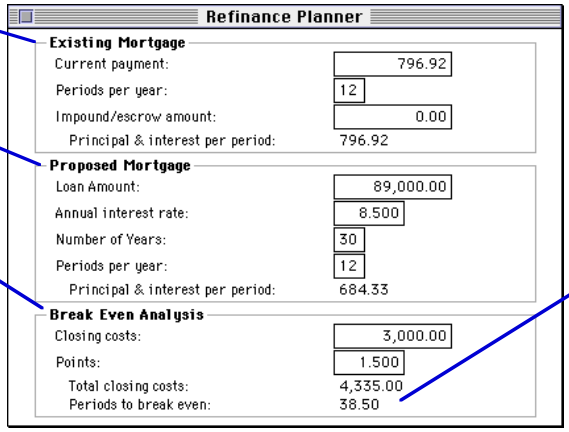
Quicken's refinance planner helps you determine whether it makes sense to refinance your current mortgage. Although a new mortgage may have a lower interest rate, you also need to look at the cost of the new loan (the points charged by the lender and other closing costs) and how long you plan to stay in the house. It may be that the lower interest rate may not offset the cost of getting the new loan before you intend to sell the house.

For example, suppose your current mortgage has an 11% interest rate and you want to apply for a new mortgage with an 8.5% interest rate. The lender is charging 1.5 points (1.5%), and your loan broker has estimated closing costs at $3,000. You plan to stay in the house at least two more years. To find out when you would break even on the costs of the new loan, enter your figures in the refinance planner.

Enter information about your current mortgage.

Enter information about the proposed new mortgage.

Enter information about closing costs and points for the new mortgage.



Quicken compares your existing mortgage with the proposed mortgage and tells you how long it will take to recoup the refinancing costs.

In this example, Quicken calculates that it would take 38.5 periods to break even.

Since you are planning to be in the house only two more years (24 periods), refinancing would not be a good deal.

Planning your investment savings

When you choose Planners ➤ Investment & Savings Planner from the Activities menu, Quicken displays the Investment Planner window.

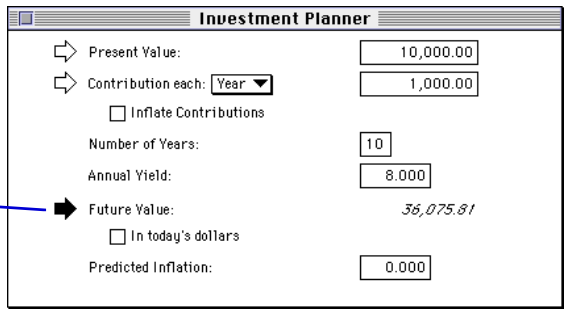
Quicken can calculate one of three different fields in this planner:

- If you click the Present Value arrow, Quicken calculates how much money you need to start with to reach a financial goal.
- If you click the Contribution Each Year arrow, Quicken calculates how much you need to invest to reach your goal (the number that appears in the Future Value field).

- If you click the Future Value arrow, Quicken calculates the growth of your investment based on a specified period of time, a consistent level of contributions, and a constant annual yield.

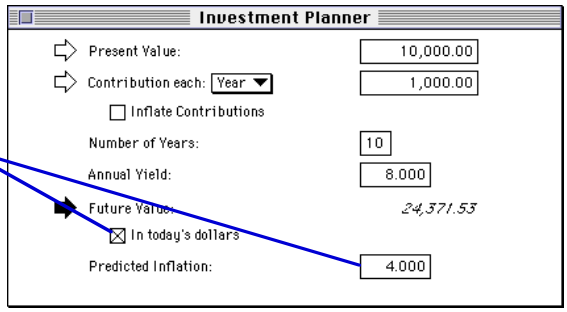
For example, if you have $10,000 in investment savings, you plan to add $1,000 per year for the next 10 years, and your current yield is 8%, Quicken can calculate what your investment will be worth at the end of that time period.

If you click the Future Value arrow (as in this example), Quicken calculates what your investment will be worth, given a certain period of time, regular contributions, and a constant annual yield.



If you enter an expected inflation rate, Quicken can also show the future value of your investment in today's dollars. Because of inflation, $5 today is worth more (that is, it buys more) than $5 ten years from now. For example, if you currently have $10,000 invested and you contribute $1,000 to the investment each year (with an 8% yield), your investment grows to $36,075.81 in ten years. However, if you estimate that inflation will average 4%, your $36,075.81 will buy only $24,371.53 worth of goods.

When Quicken calculates your investment's future value, you can see what that amount is worth in today's dollars by selecting this checkbox and entering an annual inflation rate for Predicted Inflation.

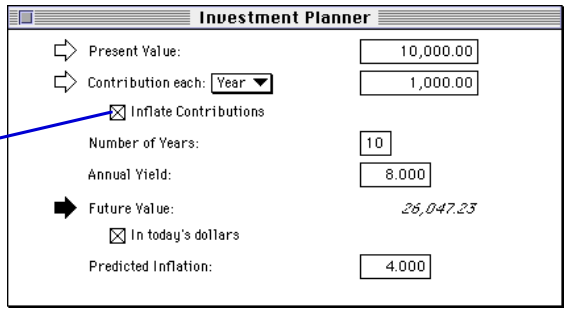


Look at the difference between this example and the one above. The same investment that yields more than $36,000 without inflation, yields only $24,371.53 if the inflation rate is 4%.

Note: If you practice dollar-cost averaging, you can change the period for your contributions to weeks, months, or quarters. Just choose a new period from the pop-up menu.

The rate of inflation also affects what each of your contributions is really worth. For example, if you make annual contributions, the contribution you make this year is actually worth less than last year's contribution because of inflation. To keep the value of all contributions consistent, you may want to increase the amount of each contribution by the inflation rate.

Click the Inflate Contributions checkbox if you want to see how increasing each contribution affects the value of your investment.



If you increase each annual contribution in this example by 4% over the previous year's contribution, your investment will be worth $26,047.23 (in today's dollars) at the end of ten years, instead of $24,371.55 without inflating contributions.

To calculate this year's contribution, multiply last year's contribution by the predicted inflation rate and add that amount to last year's contribution. For example, if last year's contribution was $1,000 and the predicted inflation rate is 4%, then this year's inflated contribution is:

$(1000 \times .04) + 1000 = 40 + 1000 = \$1,040$

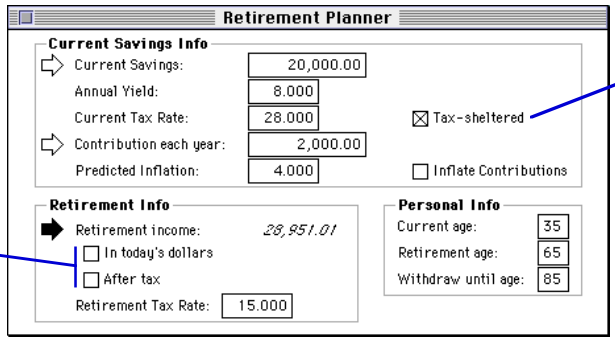
Saving for retirement

When you choose Planners ➤ Retirement Planner from the Activities menu, Quicken displays the Retirement Planner window.

The retirement planner lets you look at one retirement account at a time to project how much income that account will provide in your retirement. Quicken can calculate one of three different fields in this planner:

- If you click the Current Savings arrow, Quicken calculates the amount you need to start with to meet your projected retirement-income goals.
- If you click the Contribution Each Year arrow, Quicken calculates how much you need to contribute to this account each year to meet your goals.
- If you click the Retirement Income arrow, Quicken calculates how much this investment will be worth based on your estimated tax rate and all contributions.

For example, suppose you are 35 years old and plan to retire at age 65. Your IRA account currently has $20,000 in it and you plan to contribute $2,000 to it annually until you retire. After you retire, you plan to withdraw from the account until age 85. In this illustration, Quicken has calculated your pretax retirement income from this account in future dollars.



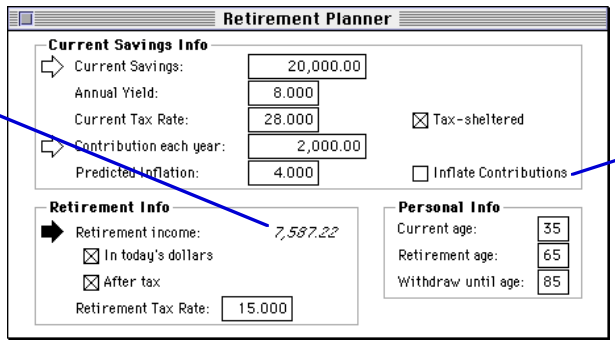
Because these checkboxes are not selected, Quicken calculated pretax retirement income in future dollars.

You need to provide tax information for Quicken to do its calculations correctly. If this retirement account is tax sheltered (for example, an IRA or Keogh account), select the Tax-sheltered checkbox. If it is not tax sheltered, clear the Tax-sheltered checkbox.

However, since each dollar you receive in the future is worth less (has less buying power) than a dollar you receive today because of inflation, this may not be the best way to do the calculations. What sounds like a huge sum of money in future dollars may be reduced to a moderate sum (in real buying power) when you take inflation and taxes into account.

By selecting the checkboxes to calculate after-tax retirement income in today's dollars, you can see how much your income is reduced from the previous illustration.

Note the huge difference between the after tax retirement income in today's dollars shown here and the pretax retirement income in future dollars shown in the illustration above.



Quicken inflates contributions in the retirement planner the same way it does in the investment planner. See the investment planner example on page 380.

Planning for college expenses

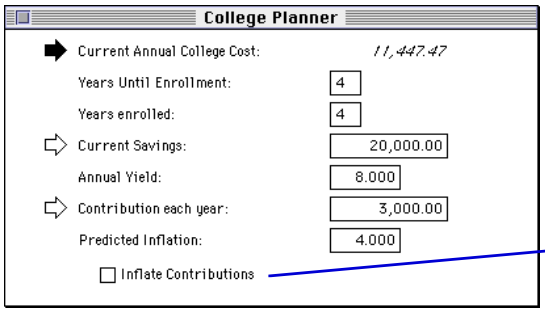
When you choose Planners ➤ College Planner from the Activities menu, Quicken displays the College Planner window.

The college planner helps you find out how much savings (current and projected) it will take to send a child to college. Quicken can calculate one of three different fields in this planner:

- If you click the Current Annual College Cost arrow, Quicken calculates the annual college costs you can afford based on your present savings and the number of years until your child goes to college.
- If you click the Current Savings arrow, Quicken calculates what you need to have saved already, based on a specified annual college cost, the annual yield on your investment, and the number of years until your child goes to college.

- If you click the Contribution Each Year arrow, Quicken calculates how much you need to save each year to pay college expenses when your child is ready to attend.

For example, suppose your child is four years away from attending college. You have already saved $20,000. You estimate that you can continue to save $3,000 a year until he or she graduates and you want to know how much you will be able to afford to spend each year for college expenses. (Quicken's calculations in the college planner assume that you continue saving until the student graduates.) To find out, enter your figures in the college planner as shown in this illustration.



To keep up with the effects of inflation, you may want to increase your contributions by the rate of inflation each year. Quicken inflates contributions in the college planner the same way it does in the investment planner. See the investment planner example on page 380.

In this example, Quicken calculates that you can afford annual expenses of $11,447.47 in today's dollars.

What's next?

Now that you've read about trying out "what-ifs" with Quicken's financial planning calculators, what would you like to do next?

- **Would you like to use one of the planners to try out some "what-if" scenarios of your own?**

  Go back through this chapter and figure out which planner would be appropriate for you to use. Then enter your figures and play around with the numbers until you get the information you need. Remember, you can choose Print Planner from the File menu to print any scenario you want to save.

- **Would you like to learn about planning ahead using Quicken's forecast graph?**

  See Chapter 18, *Projecting the future,* beginning on page 383.

18 Projecting the future

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Displaying the forecast graph 384
Selecting accounts for your graph 385
Estimating your unscheduled income and expenses 388
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About forecasting

You've kept your Quicken registers up to date for all of your past transactions. You're using the Financial Calendar to keep track of upcoming income and expenses. Now you're ready to look at the "big picture," a quick overview of how your financial future is shaping up.

Quicken's forecast graph can show you account balance projections looking forward one month, three months, six months, or a year. With this ability to look ahead, you can:

- Figure out when you can afford a new car or a new home.
- Look for danger zones when your account balances might drop below a required minimum balance, or even below zero.
- Plan your spending and map out your savings more clearly.

Quicken's forecast graph projects forward the balances of your accounts on the basis of these sources of information:

- **Your current account balances.** Quicken gets this information from the current balances in your registers.
- **Future transactions that you have scheduled in your Calendar.** Any recurring scheduled transactions are projected forward through the full time span of the graph.
- **Postdated transactions.**
- **Estimates you make for additional monthly income and expenses.** This is the money that comes in or goes out every month but is not scheduled in the Calendar—your cash expenditures, for example.
- **"One-time" future financial events.** These can be events that you know are going to happen but perhaps don't know the exact amount, like property taxes or an expected bonus. Or they can be

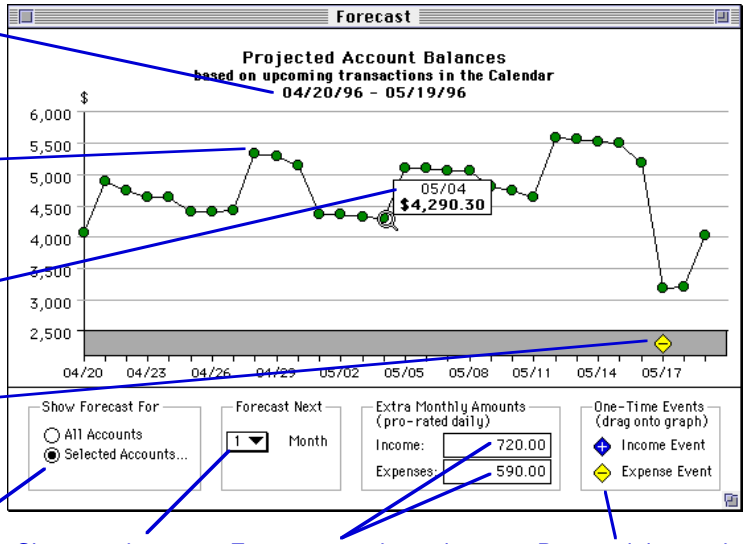
events that you want to try out as "what-ifs," like buying a new car or going on a dream vacation.

As you work with the forecast graph, keep in mind that Quicken's financial forecasting can be only as accurate as you make it. Your forecast will include your estimates for average income and expense amounts that cover all the transactions not scheduled in your Calendar. The information in this chapter is intended to help you build the greatest possible accuracy into your forecast graph.

Displaying the forecast graph

Quicken's forecast graph initially shows the changes in your account balances over the course of the next month, by starting with today's ending balances for all your accounts and adding or subtracting any future transactions you've scheduled in the Calendar (plus any transaction groups or postdated transactions shown in the Calendar). This provides a good starting point for looking at your projected financial state for the month, but it is missing some important pieces of the picture. If you give Quicken just a little more information, you can make the projection more accurate and therefore more meaningful.

1 Choose Forecast from the Activities menu.



The title includes the date range you are viewing.

This graph shows a projection of the state of the selected accounts for the next month (from today). You can resize the graph by reducing or enlarging the size of the window.

Click any point on the graph to see projected account balances for that day. Double-click to go to that day in the Calendar.

Click an event marker to see the date and amount for that event. Double-click to go to a window where you can edit the event information.

Select All Accounts to forecast all your non-investment accounts, or click Selected Accounts to select the accounts you want to forecast.

Choose a time span for the graph: one month, three months, six months, or a year.

Enter extra estimated monthly income and expense amounts in these boxes. See "Including additional average monthly amounts" on page 388.

Drag and drop an income or expense event marker to the graph to schedule a one-time financial event. See "Adding financial 'special events' to your graph" on page 390.

2 (Optional) Select the accounts you want to see in the graph.

See "Selecting accounts for your graph" on page 385.

3 (Optional) Change the time span the graph represents.

The forecast graph always begins with today and can be set to show one month, three months, six months, or one year.

4 Add information to represent your finances more accurately.

Typically, a forecast graph shows a gradual rise or fall as the underlying financial trend, punctuated by sharp rises and falls wherever you have scheduled transactions.

For example, the sharp rises in the graph in step 1 represent regular paycheck deposits that have been set up in the Calendar as recurring scheduled transactions. The gradual underlying decline is caused by ongoing scheduled living expenses.

Your forecast graph may rise or fall unrealistically if you haven't yet told Quicken about all your regular income and expenses. The first step to a more accurate forecast graph is to use the Calendar to schedule as many of your regular income and expense transactions as possible (see "Scheduling future transactions" on page 164). Then see "Estimating your unscheduled income and expenses" on page 388 and "Adding financial 'special events' to your graph" on page 390 to give Quicken the rest of the information it needs.

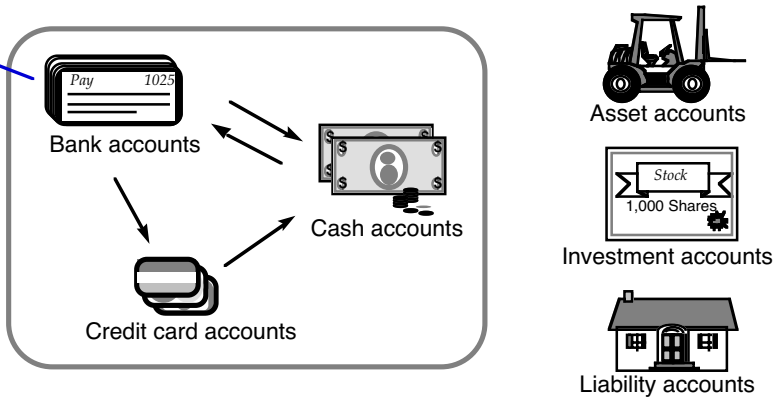
Selecting accounts for your graph

Which accounts you decide to include in the forecast graph will depend on how you use your accounts and what you want the forecast graph to show you. You can use the forecast graph in two ways:

- To forecast an individual account balance (your checking account balance, for example) so you can see if you'll need to transfer money into the account to cover the bills you need to pay.
- To forecast cash flow, so you can see how much money is readily available to you and can make investment decisions such as when to buy a new car or when to invest some money in mutual funds.

If you choose the second option, you may want the graph to show all of your cash flow accounts—your bank accounts, cash accounts, and credit card accounts combined.

Your cash flow accounts are the ones in which you track your income and your spending. Because you often transfer money between these accounts, you probably want to include all or most of them in your forecast graph.



In general, you will probably want to use the graph to project your income and spending trends. Many people use multiple accounts for spending. When you visit the supermarket, for example, you may pay with your credit card, with cash, or by writing a check. So it makes sense to include your cash account, your credit card account, and your checking account in the forecast—to give you an overall picture of your cash flow. Then, when you pay a credit card bill by transferring money from your checking account to your credit card account, it does not show up as a dip in the forecast graph (because the money going out of your checking account is transferred into your credit card account and the combined change in those account balances is zero).

You may or may not want to include certain types of accounts, such as savings accounts, in your forecast. On one hand, if a savings account is fairly stable because you don't use it for regular spending or for depositing income, you probably don't want its balance included in the graph. On the other hand, if you are trying to track all available funds, you probably do want to include it.

1 To select which accounts are included in your forecast graph, click Selected Accounts in the lower left corner of the Forecast window.

2 Mark the accounts you want to include and click OK.

Click an account name once to mark it; click it again if you want to unmark it.

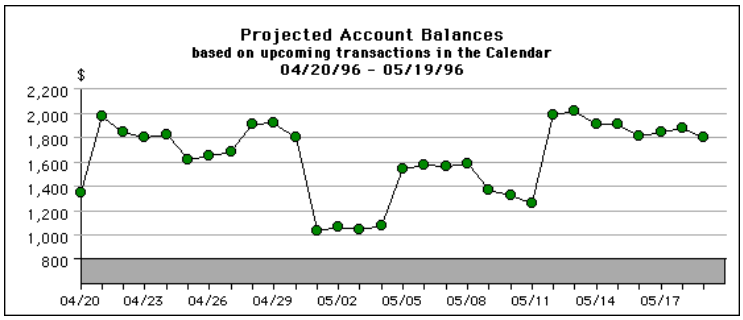
You cannot select investment accounts.
Since the forecast graph is designed to help you manage your spending, it does not take into account the market value of your investments in stocks, mutual funds, or other investments, so you cannot select Quicken investment accounts to include in the forecast graph.

Read through the following scenarios to help you decide what you want to get out of Quicken's forecast graph, and then select your accounts accordingly.

- **Single checking account:** The Quicken user in this first example wants to keep a close watch on his checking account to make sure he doesn't bounce any checks. He also wants to try to slowly pay off a large balance on his credit card.

  He selects only his checking account for Quicken's forecast graph, so he can see a running account balance to help him figure out how much he can pay on his credit card bill each month.

Projecting a single account shows you a running balance for that account.

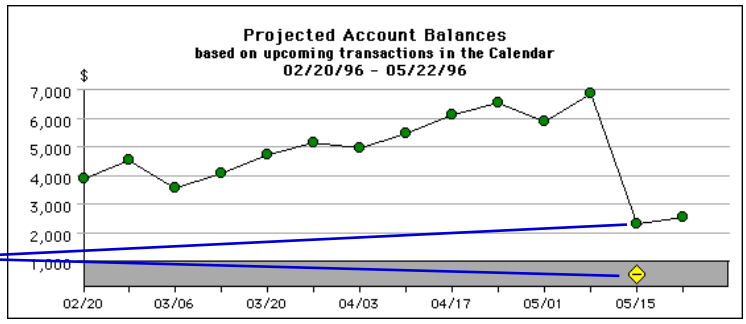


- **Cash flow:** The Quicken user in the next example likes to put money into mutual funds when she has enough left over from her month-to-month spending. She needs to know the total value of her spending accounts so that she can plan her investing.

  She selects her bank accounts, her credit card accounts, and her cash account. The three-month forecast graph shows her that by mid-May she will have enough cushion to feel comfortable putting $5,000 into a mutual fund.

Projecting your spending accounts helps you time your expenditures better.

If this user adds an event marker to show her purchase of the mutual fund, the graph falls by $5,000.

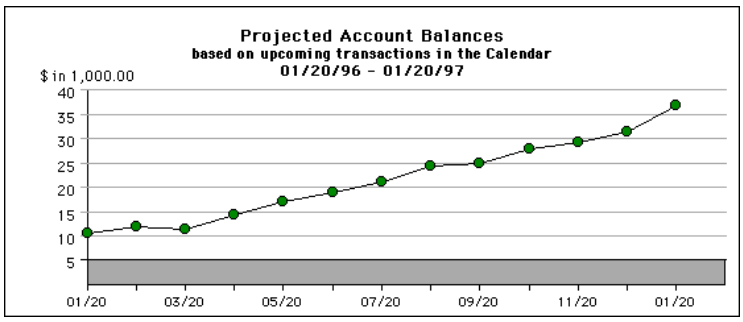


- **Total available funds:** The Quicken users in the next example are hoping they'll have enough money for a down payment on a house by the end of the year. They estimate they'll need $25,000. What interests them is the value of all their available funds.

  For their forecast, they select most of their Quicken accounts, including their savings account and their CD. However, they don't include Terry's 401(k) asset account, because they don't want to use those funds for the down payment. Their forecast graph shows a gradual increase in their funds over time, and indicates that they'll be able to start looking for a house sometime next fall.

Projecting all your available funds helps you make big investment decisions, such as buying a house or a car, or taking a vacation.

For a long-term picture like this one, select a one-year time span.



Estimating your unscheduled income and expenses

The forecast graph automatically includes the transactions you've scheduled in your Financial Calendar, but you also need to give Quicken an estimate of the income and expenses that you haven't scheduled in your Calendar (things like your grocery bills, gasoline, movie outings, and so on) to provide an accurate picture of the weeks and months ahead. You can do this by entering average monthly amounts for these additional expenses (and income) as Extra Monthly Amounts, or by dragging financial "special events" to the event bar.

Including additional average monthly amounts

In the section of the Forecast window labeled Extra Monthly Amounts, you can enter average monthly amounts for unscheduled income and unscheduled expenses (amounts that are not already scheduled in your Calendar). These averages should include any amounts that go into or out of the accounts you have selected for your forecast graph that are not already scheduled in the Calendar. (Creating scheduled transactions for all your recurring transactions will simplify the forecasting process. See "Scheduling future transactions" on page 164 for information on scheduling transactions in the Calendar.)

For example, your extra monthly income might include bonuses, commissions, or investment income and, if you have not already scheduled your salary as a recurring transaction, you should include this amount too. Your extra monthly expenses probably include the money you spend on such things as groceries, eating out, entertainment, clothing, and so on. If you have not already scheduled recurring items such as your rent and utility bills, you should include those amounts as well.

Before you start entering figures for Extra Monthly Amounts, make sure you have selected the right accounts for your forecast graph. See "Selecting accounts for your graph" on page 385.

1 Estimate your average monthly income and expenses in addition to the amounts you have scheduled in the Calendar.

These amounts can be estimated in a number of different ways. If you are new to Quicken, you will need to make your estimates from your paper records. If you've already entered several months or more of data in Quicken, you can create a report that can help you make your estimates.

A transaction summary report, for example, can be set up to show your monthly income and expenses for any number of months you choose; then you can use those amounts to estimate your monthly average. The following table lists settings that you can use to get the information you need.

Report option	Suggested setting
Layout:	
Date	any date range you choose
Row headings	Categories
Column headings	Months
Content:	
Accounts	Selected (select only the accounts you're using in your forecast graph)
Categories	Selected (select only the categories that are **not** covered by your scheduled transactions)
Organization:	
Organization	Cash flow
Transfers	Transfers to accounts outside report

When you restrict the categories shown in the report to those categories not covered by your scheduled transactions, the report will show your monthly totals without the scheduled transactions. For example, if you have scheduled your paycheck, your rent, your phone bill, your utility bills, and your car insur-

ance payment, you would not include those categories (Salary, Housing, Telephone, Utilities, Insurance:Auto) in your report.

2 Enter Income and Expenses amounts for Extra Monthly Amounts.

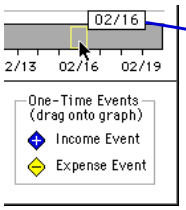
The amounts you enter must be realistic for the account or accounts you have selected for the forecast graph. If you change the selected accounts, you will also need to change the Extra Monthly Amounts.

When you press Tab, Return, or Enter, or just click outside the field, the forecast graph updates to reflect the amount you entered. This should give you a more accurate projection of your account balances. You can change the estimated amounts at any time to experiment with different scenarios (to see what adding a new $300 car payment would do to your balances, for example).

Adding financial 'special events' to your graph

You may have other financial events in your life that are one-time-only events or are so irregular that you don't want to schedule them in the Calendar or put them into your "Extra Monthly Amounts" averages. A financial "special event" might be a trip you plan to take, a bonus you may or may not receive, or a down payment you'd like to make on a new car. Quicken's forecast graph lets you add special income or expense events for any date on the graph.

1 Drag either an Income Event marker or Expense Event marker to the date on the forecast graph where you want it.



As you drag an event onto the forecast graph, Quicken displays the current location so you know exactly where you are.

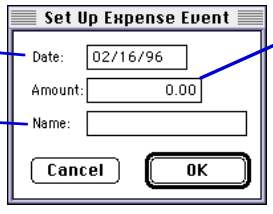
In this example, an event marker is being dragged to February 16.

Note: To delete a marker, you can just drag it back to the One-Time Events area.

2 Enter information in the Set Up Event window and click OK.

Change the date if you want to move the event to another day.

Enter a descriptive name for the event—something like "Hawaii trip" or "Fall bonus"—so you'll know what it is.



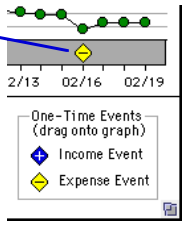
Enter an amount for this event (or a total amount if this date combines several separate events).

Note: There can be only one event marker per day. If you try to add more than one for a single date, Quicken will tell you there is already an event for that date and ask if you want to change the amount. If you click Yes, you can combine amounts to get a total amount for the day.

Quicken adds the event to the forecast graph by placing the marker on the appropriate date in the event bar and redrawing the graph to include the new amount.

This expense event marker shows that an expense is anticipated for February 16.

Note that the graph drops to reflect this one-time expense amount.



Event information can be edited by double-clicking the marker to display the Edit Event window for that day.

- If you edit the Date field, the marker moves to the new date when you click OK. (Or you can move an event just by dragging its marker to a different date.)
- If you edit the Amount field, the graph changes to reflect the new amount when you click OK.
- If you delete the amount in the Amount field, Quicken deletes the marker when you click OK.

Printing the forecast graph

When you print the forecast graph, the graph is sized so that it fills the printed page.

1 (Optional) Choose Page Setup from the File menu and change the setup options.

Note: Changing the Reduce or Enlarge option does not affect the size of the forecast graph on the printed page.

2 Choose Print Forecast from the File menu.

3 Set the print options you need in the printer dialog box and click Print.

What's next?

Now that you've learned how Quicken can help you forecast your future cash flow, what would you like to do next?

- **Would you like to try out different forecast scenarios?**

  Go back and change the amounts you entered for Extra Monthly Amounts (see "Including additional average monthly amounts" on page 388) or try out different dates and amounts for Income Events or Expense Events you added to the graph (see "Adding financial 'special events' to your graph" on page 390).

- **Would you like to set up scheduled future transactions or transaction groups?**

  See Chapter 6, *Using the Quicken Financial Calendar,* beginning on page 157, to see how scheduled transactions and transaction groups can both automate your data entry and make what you see in your forecast graph more meaningful.

- **Would you like to use more of Quicken's planning features?**

  Read Chapter 15, *Planning with Quicken – an overview,* beginning on page 355, to get an overview of all Quicken's planning features.

19 Paying bills electronically

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About CheckFree

CheckFree is an electronic bill payment service. You just set up payments in Quicken and then send them to CheckFree via modem. CheckFree then pays them from the bank account you specify. (Both the bank account used for CheckFree and the payments you make must be in the United States. You can, however, transmit from anywhere to make those payments. Checkfree Corporation is an independently owned company, not part of Intuit.)

CheckFree provides convenience and security. It's convenient because you don't need stamps or envelopes and you don't have to print and sign checks. It's secure because you have a CheckFree Personal Security Code that controls access to your account. Your financial records reside only in your computer.

CheckFree works for any household or business with a computer, a modem, and Quicken. If you are undecided about the benefits of paying bills through CheckFree, give it a try. The first month is free.

For more information, see the CheckFree brochure (which includes a sign-up form) included in your Quicken package. If you need an additional sign-up form, contact CheckFree Corporation Technical Support at the phone number on page 477.

How CheckFree works

When you use Quicken to pay bills through CheckFree, you start the following series of events:

1 **You enter an electronic payment transaction in Quicken, much as you enter other transactions in a register or Write Checks window.**

Your transaction includes the date the payee is to receive payment from CheckFree. See page 400 for payment scheduling guidelines.

2 **Using your modem and Quicken, you transmit your payment instructions to CheckFree before the payment date.**

Quicken dials the CheckFree Processing Center and transmits your instructions. Then the CheckFree Processing Center returns a confirmation number for each transaction, which Quicken stores in the register when the transmission is successfully completed.

3 **The CheckFree Processing Center makes the payment.**

Some merchants receive printed checks and others are set up to receive electronic payments. See the table on page 403 for details.

4 **You receive verification of the payment both in your bank statement and in the statement you receive from the merchant (if the merchant sends statements).**

If you've never used CheckFree before

Check off these preliminary steps before you follow the rest of the instructions in this chapter.

When you mail in your application, make note of your Personal Security Code so you'll have it when you're setting up to transmit payments.

1 **Set up service with CheckFree.**

Call CheckFree Corporation Technical Support at the phone number on page 477 for current pricing.

You can send electronic payments as soon as CheckFree has processed your signed CheckFree sign-up form and voided check, and you receive your CheckFree confirmation package.

As of the date of this manual, the monthly fee for service is $9.95, with added charges for more than 20 monthly transactions. The first month of service is free.

2 **Keep your CheckFree confirmation package handy.**

The confirmation package from CheckFree contains information you'll need when you set up Quicken for electronic payments, plus additional information about CheckFree services and rates.

3 **Make sure your computer is equipped with a Hayes-compatible modem.**

Note to which port you (or your dealer) attached your modem. Consult your computer dealer or the user's manual for the modem if you need help with these tasks.

If you're already using CheckFree to pay bills

If you've been using CheckFree with a previous version of Quicken for Macintosh, continue using Quicken and CheckFree as always. All the information and data you have entered are retained as you begin using Quicken 6 for Macintosh.

After you use Quicken 6 for Macintosh even once to make payments, Checkfree Corporation will no longer let you process payments using another CheckFree-capable product. Quicken and other CheckFree-capable products are not designed to be used alternately or concurrently.

If you've been using CheckFree with either Quicken for DOS or Quicken for Windows, you can continue using Quicken and CheckFree, except that you cannot set up fixed payments or receive electronic mail from CheckFree. Contact Technical Support for Intuit Online Services at the phone number on page 477 before you switch to Quicken for Macintosh to ensure a smooth transition, and then follow these important preliminary steps.

1 **Back up your CheckFree data.**

2 **Use your current CheckFree-capable software to print the list of merchants you've set up. Then delete every merchant and transmit these deletions to the CheckFree Processing Center.**

If you don't delete these merchants, the CheckFree Processing Center may make errors in processing your payments. Note that any pending payments scheduled for the next few business days are already in process at CheckFree and will not be stopped by your deletions. Any payments dated in the future are deleted, however, so you must reschedule them with Quicken.

In Quicken for Macintosh, you will set up each merchant you deleted following the steps in "Setting up merchants" on page 397.

3 Get the original confirmation letter you received from the Checkfree Corporation when you subscribed to the service.

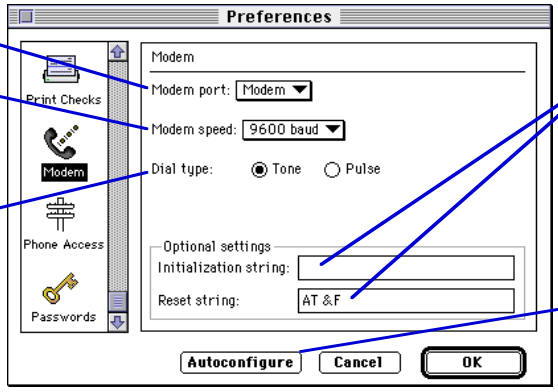
The confirmation letter contains information you used to set up the CheckFree software initially. If you can't find the confirmation letter, get the setup information from the CheckFree-capable software setup screens and enter it in the appropriate Quicken electronic payment setup screens.

Setting up to transmit payments

With Quicken you send electronic payment instructions directly to CheckFree via modem. Before you use CheckFree for the first time, you'll need to check the Modem and Phone Access settings in the Preferences window.

To enter or change the Modem settings:

1 Choose Preferences from the Edit menu and then click the Modem icon in the scrolling panel on the left.



Choose the correct port from the Modem Port pop-up menu.

Choose the correct speed from the Modem Speed pop-up menu.

Click the Tone button if you have a touch-tone (pushbutton) phone. Click the Pulse button if you have a rotary-dial phone.

You can enter an initialization string to customize your modem or a reset string to return your modem to its default settings.

Click Autoconfigure to have Quicken try to set up your modem for you automatically.

2 Select a port, modem speed (baud rate), and dial type.

3 (Optional) Enter an initialization or reset string.

The initialization string customizes your modem for your preferences and your system. The reset string returns your modem to its factory settings or to the "power on" settings (settings that take effect when your modem is turned on). Refer to your modem documentation for codes specific to your modem.

4 Click OK.

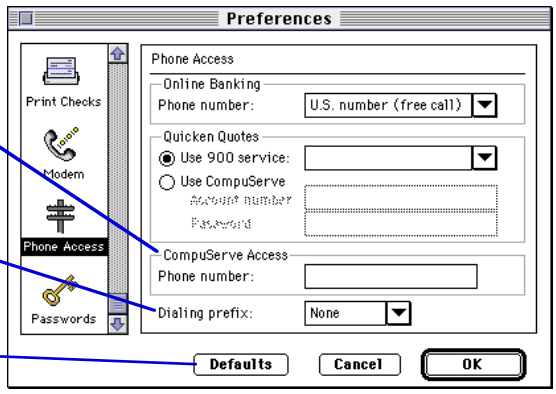
To enter or change the Phone Access settings:

1 Choose Preferences from the Edit menu and then click the Phone Access icon in the scrolling panel on the left.

Enter the telephone number you received in the CheckFree confirmation package. Don't include the area code if you are within that area.

Enter a dialing prefix (or choose one from the pop-up menu) if you need to disable call waiting or reach an outside line.

Click Defaults to return the settings to the way they were when you installed Quicken.



Note: Access to CheckFree is through the CompuServe network. If you need the local access number for CompuServe, call 1-800-848-8980 and follow their directions.

2 Enter the telephone number you received from CheckFree in your confirmation package.

3 (Optional) In the Dialing Prefix field, enter a prefix if you need to disable call waiting or reach an outside line.

- If you are dialing from inside a business, you may need to add a 9 or 8 outside-line prefix (plus a comma to indicate a pause).
- If you have call waiting, you should add a *70 or 1170 prefix (plus a comma to indicate a pause) to turn off the feature so your online connection won't be interrupted. Use *70 for a touch-tone phone or 1170 for a rotary-dial phone.

4 Click OK.

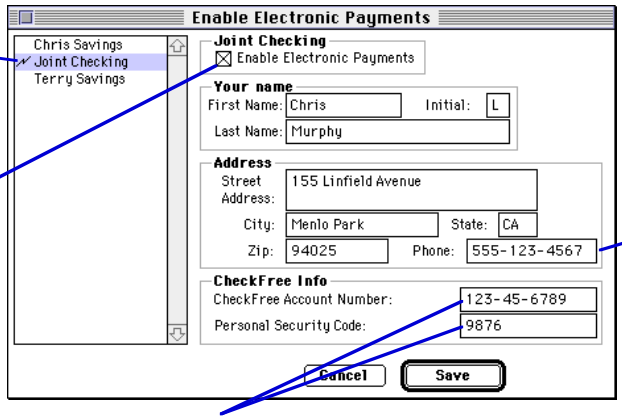
Setting up an account for electronic payments

Once you've set up your modem and phone access, you need to set up electronic payments for the bank account you specified when you filled out the CheckFree sign-up form. With CheckFree you can use one bank account with one CheckFree account. You can have as many as five CheckFree bank accounts in a single Quicken file. If you need to use more than one bank account with CheckFree, contact CheckFree Corporation Technical Support at the phone number on page 477.

1 **Choose Enable Electronic Accounts ➤ CheckFree from the Online menu.**

Select the bank account you want to set up for electronic payments. When you click Save, Quicken marks the account name with this lightning bolt symbol.

Select this checkbox to enable electronic payments for the selected account.



Enter a telephone number (including the area code) where CheckFree Customer Service can contact you in case of a problem. You don't need to type punctuation characters such as hyphens or parentheses.

The CheckFree Processing Center uses two numbers to identify your transmissions. It is very important that both the nine-digit CheckFree Account Number (usually your Social Security number or Tax ID number) and four-digit Personal Security Code (from your CheckFree application) be entered accurately. **Mistyped information will cause transmission difficulties and possible payment processing delays.**

2 **Select a bank account and then select the Enable Electronic Payments checkbox.**

3 **Enter your name, address, and CheckFree information.**

4 **Click Save.**

Quicken marks the account name with a lightning bolt to show that you've enabled electronic payments.

5 **Close the Enable Electronic Payments window.**

If you decide later you will no longer make electronic payments from this account, select it in the list and clear the Enable Electronic Payments checkbox. Then notify Checkfree Corporation in writing that you are canceling service.

Setting up merchants

For Quicken to record an electronic payment, you must first add the payee to the Merchant list. A "merchant" can be any business, organization, or individual to whom you make payments.

Note: You can print your Merchant list by choosing Print Merchants from the File menu.

You have to add each merchant to the Merchant list only once; all accounts in a Quicken file share that same list. You can add merchants either before you begin entering electronic payments or as you are entering them.

1 **Choose Merchants from the View menu.**

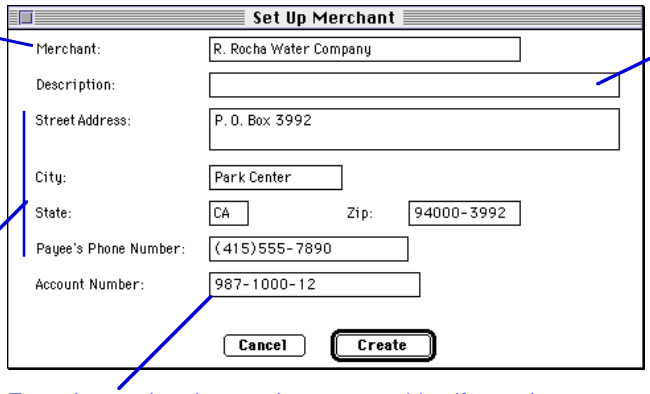
2 **In the Merchant list, click New (Command-N).**

3 **Enter information in the Set Up Merchant window.**

Enter the name of the merchant; it can be up to 28 characters long.

If you have two (or more) accounts with the same merchant, you may want to set up that merchant twice: once for each account. Uniqueness is determined by merchant name and account number.

Enter the merchant's address and phone number (the number, including area code, to call if you have a billing question). CheckFree uses this information to ensure that your payment is routed to the correct merchant.



You can enter an optional description to distinguish two merchants with identical names.This information is not passed along to CheckFree; it is for your use only.

Enter the number the merchant uses to identify you (an account number, policy number, or loan number, for example). If you don't know a number, enter your last name. The merchant needs this number to credit your account for the payment.

The address, phone number, and account number must be accurate. CheckFree may need the address to mail your payment to the merchant. In addition, CheckFree uses the phone number as a reference to identify and route your payment to the proper payee.

4 Click Create to add the merchant to the Merchant list.

Entering electronic payments

You can enter an electronic payment in either the register or Write Checks window for any account that is enabled for electronic payment.

Entering electronic payments in the Write Checks window

You need to enter electronic payments at least five business days before the payment date. See "Planning ahead for electronic payments" on page 400 for information about payment dates.

When you want to send a payment to a merchant you've set up in your Merchant list, you can write a check for the payment from your Quicken account.

1 Choose Registers from the View menu, and then choose the CheckFree bank account from which you want to make the payment.

2 Choose Write Checks from the Activities menu (Command-J).

3 In the Write Checks window, select the Electronic Payment checkbox to display the screen in electronic payment format.

4 Enter the check information in the appropriate fields on the check.

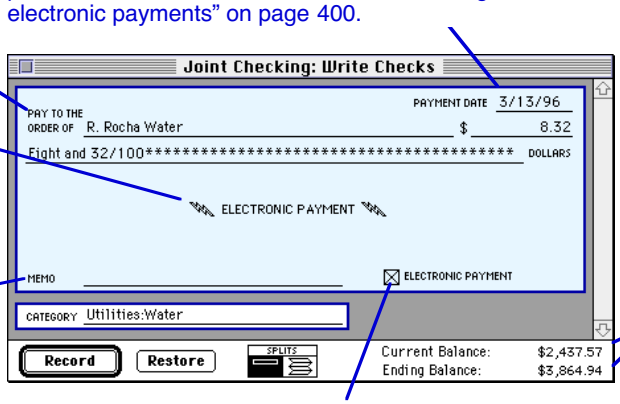
See "Filling out a check" on page 127 for step-by-step instructions.

Enter a merchant name or choose one from the Merchant list. If you enter a name that is not in the list, Quicken lets you select one from the list or set up a new merchant.

When you've set up the account for electronic payments and selected the Electronic Payment checkbox, Quicken clearly labels the window.

Any information in the Memo field is for your records only. Quicken does not transmit it to CheckFree.

Quicken automatically postdates electronic payments five business days. You can change the date if you want to postdate the check even further. See "Planning ahead for electronic payments" on page 400.



The Current Balance does not include postdated transactions; the Ending Balance does. (All electronic payments must be postdated by at least five business days.)

You can clear the Electronic Payment checkbox any time you want to write and print a paper check.

5 Click Record to record the payment.

Quicken records the payment in the register with SEND in the Number field. Quicken does not transmit the payment until you tell it to (see "Transmitting electronic payments" on page 402).

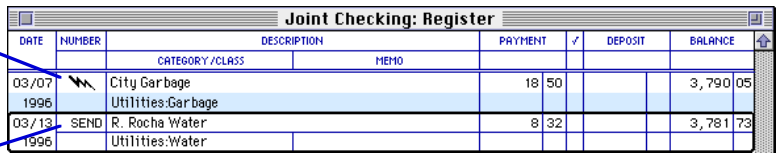
Entering electronic payments in the register

You can enter electronic payments in the register instead of in the Write Checks window. Open the register and start with a new transaction. Type SEND in the Number field to indicate to Quicken that this is an untransmitted electronic payment, and then enter the transaction information just as you would for any other type of payment.

If you have QuickFill turned on, you can just type "s" and QuickFill enters the rest.

The lightning bolt means that this is an electronic payment that has already been transmitted.

SEND means that this is an electronic payment that will be transmitted.



Making duplicate electronic payments

CheckFree will not process a payment that appears to be a duplicate of a previous payment (a payment that has the same merchant, amount, and payment date). Although you receive a confirmation number for the duplicate payment, only the first payment is processed. If you want to send a duplicate payment to the same merchant, you must vary the amount or payment date.

Recording the CheckFree service charge

You pay a monthly service charge to use CheckFree, which the Checkfree Corporation automatically charges to your bank account. You will see this charge on your bank statement. To keep your Quicken register up to date for this charge, you can add the CheckFree charge to the Service Charge field in the Reconcile Startup window when you reconcile the account (see "Starting reconciliation" on page 184).

As an alternative, you can set up the fee as a scheduled transaction and have Quicken record it automatically each month (see "Scheduling future transactions" on page 164). **Do not use an electronic payment to pay Checkfree Corporation directly for the service charge.**

Planning ahead for electronic payments

Using CheckFree does not mean that you can pay your bills at the last minute. Quicken and CheckFree require lead time between the date you transmit your payment instructions and the date your payment is due.

The first time you make a payment to each merchant, use the following table to determine how to schedule the payment.

Date	Definition	Calculation
Transmission date	The date you send payment instructions from Quicken to CheckFree	Five business days before the payment date; ten business days before the due date
Payment date	The date you've entered in the Date field in Quicken; it's the date the merchant receives payment from CheckFree	Five business days before the due date
Due date	The due date on the statement from the merchant	

Quicken and CheckFree require that you transmit the payment at least five business days before the payment date.

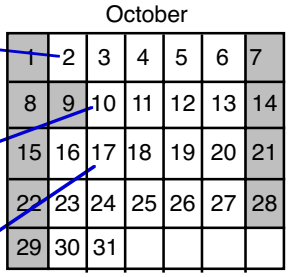
In addition to the five business days between the transmission date and the payment date, Intuit advises you to schedule the payment date to each new merchant five business days in advance of the due date to see how promptly the merchant processes the payment.

For example, suppose you have a bill due on October 17, 1995. If this is the first electronic payment to the merchant, you should transmit the payment on October 2, ten business days before the due date.

The transmission date is October 2, five business days before the payment date.

The merchant receives payment from CheckFree on the payment date, October 10, five business days before the due date.

The due date for this payment is October 17.



If a payment is due on or soon after a holiday such as Columbus Day (as the payment in this example is), make sure you allow at least five business days between the transmission date and the payment date.

(Shaded dates on this calendar are weekends and holidays.)

To decide how to schedule your future payments, examine the next statement from the merchant to see how promptly your first payment was processed. Then follow the guidelines below. **The latest possible date you can transmit a payment from Quicken to CheckFree is five business days before the bill is due.**

The following guidelines can help you avoid late payments:

- Enter the correct telephone number, account number, and address for the merchant when you set up a merchant in Quicken.
- Set up electronic payments as scheduled transactions (see "Scheduling electronic payments" on page 402).
- After you have made several payments to a merchant, use the following table to determine when to transmit the payment to CheckFree.

After you've made several payments to a merchant and you've determined how quickly they can process a CheckFree payment, you may want to decrease the length of time between the payment date and the due date. You might even treat the payment date and the due date as the same date if you know that a particular merchant always processes the payment from CheckFree immediately.

You cannot decrease the length of time required between the transmission date and the payment date (five business days).

Date	Definition	Calculation
Transmission date	The date you send payment instructions to CheckFree	Five business days before the payment date (can be no less than five business days, but may be more)
Payment date	The date you've entered in the Date field in Quicken; it's the date the merchant receives payment from CheckFree	Five business days before the due date (if the merchant always processes payments immediately, the payment date can be the due date)
Due date	The due date on the statement from the merchant	

Scheduling electronic payments

If you set up electronic payments as scheduled transactions, Quicken will help you transmit them in a timely manner. You schedule an electronic payment in Quicken much like you schedule any other transaction. Follow the instructions in "Scheduling future transactions" on page 164 to set up a scheduled transaction. Make sure you put SEND in the Number field; or click the Check button to open the check form and click the Electronic Payment checkbox to select it.

Once an electronic payment is set up as a scheduled transaction, Quicken will either remind you when it is due (and let you decide how to handle it) or record it for you automatically in the specified account at the scheduled time.

Adding an electronic payment to a transaction group

You add an electronic payment to a transaction group just as you would any other transaction. Follow the instructions in "Setting up a transaction group" on page 171 to add the electronic payment to a new or existing transaction group. When you mark the payment in the Set Up Group window, make sure it has EPmt in the Type column so it will be recalled as an electronic payment. If it does not show EPmt in the Type column, record a transaction to this payee with SEND in the Number field to tell Quicken that it is an electronic payment.

When you recall a transaction group containing electronic payments, Quicken postdates the electronic payments five business days and recalls any other transactions with the current or specified date.

Transmitting electronic payments

The transactions you transmit to CheckFree can include payments, changes to the Merchant list (merchants you've edited, added, or deleted), stop payment orders, and inquiries or messages to the CheckFree Processing Center.

The way the CheckFree Processing Center makes your payments depends on the merchant you're paying.

Payment method	Description
Electronic-to-check	CheckFree mails a check to the merchant and then receives funds electronically from your bank on the payment date. Your bank statement lists the merchant name, payment amount, and date for the transaction instead of attaching a canceled check as a receipt.
Laser draft	CheckFree mails a check drawn on your bank account to the merchant. The check contains information such as your account number and address. If checks are returned with your bank statement, this laser-printed check from CheckFree is returned like any other check.
Direct electronic transfer of funds	If the merchant is set up to receive electronic payments via one of CheckFree's payment networks, CheckFree initiates an electronic payment directly from your bank account to the merchant's account. Your bank statement lists the merchant name, payment amount, and date for the of transaction instead of attaching a canceled check as a receipt.

Previewing and transmitting payments

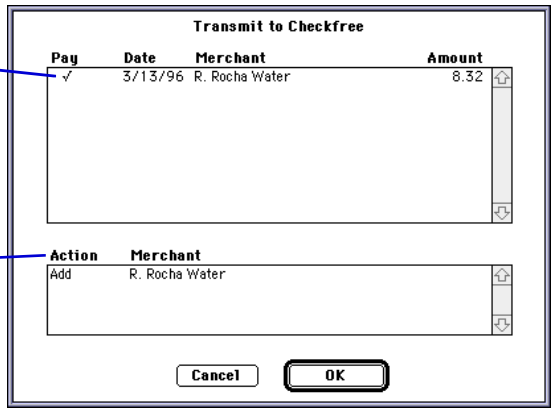
1 Open the bank account set up for CheckFree.

2 Choose Electronic Payments ➤ Transmit Payments from the Online menu.

Quicken lets you review the transactions before transmitting them.

Quicken marks each payment to be transmitted. Click to unmark any payment you don't want to send now.

This section shows any changes to the Merchant list since the last time you transmitted payments to CheckFree. Whenever you add, delete, or edit a merchant, the action appears in this list. CheckFree uses this information to update your records.



You cannot modify transactions or Merchant information from here. Click Cancel and go to the register, Write Checks window, or Merchant list if you need to make changes.

3 Click to remove the checkmark for any payment you don't want to send now.

4 **(Optional) If you need to modify transactions to be transmitted, click Cancel to return to the register or the Write Checks window and make the changes. Then go back to step 2.**

5 **When everything is correct, click OK.**

Quicken initializes the modem, dials the CheckFree Processing Center, and displays progress messages while it is transmitting. If you see an error message, try the procedure again. If the problem persists, see "Modem problems and solutions" on page 473.

Intuit recommends that you back up your Quicken data file after you transmit payments or updates to CheckFree. Making a backup copy of your data file takes only seconds and protects you against accidental loss of data. See "Backing up your Quicken data" on page 65.

Handling unposted payments

You should allow at least ten business days from the payment date for a merchant to post your payment. If a merchant does not post your payment within that period, you should:

- Call the merchant directly. In most cases, the payment will be posted by the time you call and questions can be cleared up easily.
- If you and the merchant cannot solve the problem, contact CheckFree Corporation Technical Support at the phone number on page 477. If you provide a contact name and phone number for the merchant, CheckFree will provide proof of payment remittance to the merchant. If the posting problem is the result of a CheckFree error, CheckFree resolves the situation directly with the merchant (including paying any late fees up to a maximum of $50).

Getting transmission status information

Quicken keeps status information for every electronic payment you transmit. This information includes the transmission date, the payment date, the merchant account number, and the confirmation number that CheckFree sends back to Quicken for each transmission.

1 **Select the transaction in the register.**

2 **Choose Electronic Payments ➤ Get Payment Status from the Online menu.**

Stopping electronic payments

After Quicken transmits an electronic payment, you can stop payment on the transaction if you don't wait too long. Based on the five days it can take CheckFree to make a scheduled payment, Quicken determines whether or not you are likely to be able to stop the payment.

1 **Select the transaction in the register.**

2 **Choose Electronic payments ➤ Transmit Stop Payment Request from the Online menu.**

Quicken tells you when the payment is scheduled to be made. If it is possible to stop payment, Quicken asks if you want to do it. If it's too late to stop the payment or the payment has not yet been transmitted, Quicken lets you know.

Timing is critical. Quicken determines whether you can still stop a payment, taking into account the usual five days between the transmission date and the payment date. Checkfree Corporation does not assess a charge for stop payments performed in this manner.

If Quicken tells you it is too late to stop the payment, you can contact CheckFree by phone and request a stop payment. CheckFree assesses an additional fee to stop payments manually. See the information included with your CheckFree confirmation package for details.

---

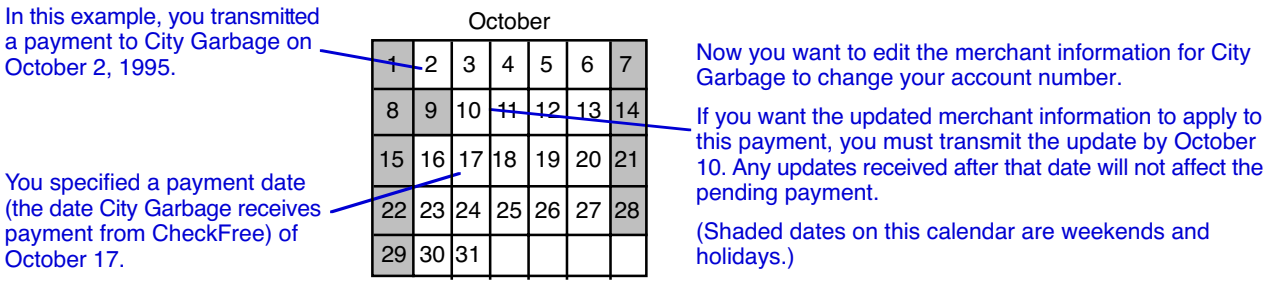
3 **Click Yes if it's still possible to stop the payment.**

Quicken immediately transmits your request to CheckFree and displays messages about the transmission progress. If the transmission is successful, Quicken marks the payment VOID in the register and records the stop payment confirmation number received from CheckFree. To get the confirmation number, see "Getting transmission status information" on page 404.

Editing or deleting a merchant

Edit a merchant if you want to change any information about that merchant. Delete a merchant if you will no longer be making electronic payments to that merchant. You can edit merchant information even if you have payments to that merchant that have not yet been transmitted or that have been transmitted but not paid (see the example in the illustration below). You can delete a merchant, however, only if there are no untransmitted or pending payments to that merchant.

When you edit or delete merchants in Quicken, you must transmit these changes to CheckFree to update your CheckFree records. If you want these changes to apply to a payment, you must transmit the update five business days before the payment date. This example shows how the five-business-day lead time affects pending payments.



Editing merchant information

1 Choose Merchants from the View menu.

2 Select the merchant you want to edit.

3 Click Edit (Command-E).

4 Enter your changes in the Edit Merchant window.

See the illustration of the Set Up Merchant window in step 3 on page 397.

5 Click Change to confirm the changes.

Quicken sends the changes the next time you transmit a payment.

Deleting a merchant

1 **Choose Merchants from the View menu.**

2 **Select the merchant you want to delete.**

3 **Click Delete (Command-D).**

4 **Click Yes to confirm that you want to delete the merchant.**

Quicken sends the changes the next time you transmit a payment.

Communicating with CheckFree

You can send electronic messages directly to CheckFree by making payment inquiries or by sending electronic mail. If you want to speak with a CheckFree customer service representative, call CheckFree Corporation Technical Support at the phone number on page 477.

Inquiring about electronic payments

CheckFree knows nothing about a payment until you transmit it to them. To get information about an untransmitted payment, you can view it in your Quicken register or preview it as part of a transmission.

You can find out the status of a transaction you've already transmitted to CheckFree; just be sure that today is later than the transaction's payment date. CheckFree responds to your inquiry by U.S. mail.

1 **Select the payment transaction in the register.**

2 **Choose Electronic Payments ➤ Transmit Payment Inquiry from the Online menu.**

Quicken shows you the date the transaction was transmitted, the payment date, the transmission status, the merchant account number, and the confirmation number.

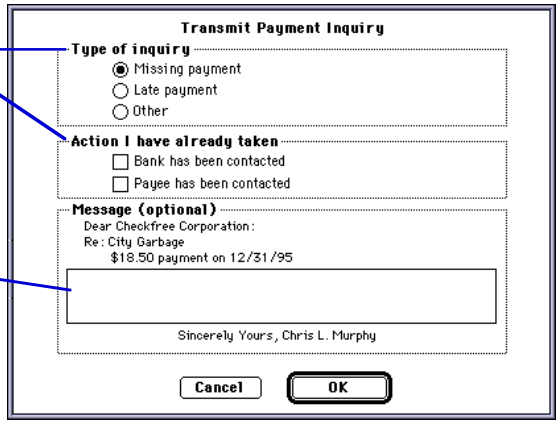
3 **Check to make sure this transaction is the one about which you want to inquire; if it is, click Yes.**

4 **Specify the type of inquiry and action already taken and type any other information in the text area.**

Specify the type of inquiry this is and the action you have already taken.

If you want to give CheckFree more information, you can type up to three 60-character lines in the message area.

As you type, don't press Return at the end of the line; Quicken automatically wraps the lines of text for you.



5 Click OK to send the inquiry to CheckFree.

Sending electronic mail

You can send CheckFree a message that is not specific to a payment and CheckFree will respond to your message by U.S. mail.

1 Choose Electronic Payments ➤ Transmit Message from the Online menu.

2 Type your message in the text area.

You can type up to ten 60-character lines in the message area. As you type, don't press Return at the end of the line; Quicken automatically wraps the lines of text for you.

3 Click OK to send the message to CheckFree.

What's next?

Now that you've learned about using Quicken and CheckFree to pay your bills electronically, what would you like to do next?

- **Would you like to sign up for CheckFree?**

  Fill out the CheckFree sign-up form that came in your Quicken package and send it to CheckFree along with a voided check. CheckFree will send you a confirmation package. If you've lost your sign-up form, contact CheckFree Corporation Technical Support at the phone number on page 477 to get another one.

- **Would you like to find out about using your Quicken data to help you prepare your income tax returns?**

  See Chapter 20, *Preparing your income taxes,* beginning on page 409.

20 Preparing your income taxes

About your income taxes 409
Marking categories as tax related 410
Assigning tax-line information to categories 411
Assigning copy numbers to forms and schedules 416
Entering transactions with tax time in mind 418
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About your income taxes

Quicken can simplify the preparation of your Federal Income Tax return and related tax schedules. Using Quicken helps whether you use tax preparation software, prepare your own returns by hand, or gather the information to give to a tax preparation service.

In Quicken, you use categories to group transactions into related areas of income or expenses. Many of those categories are not tax related at all, but some categories (like Charity, Dividend Income, Medical, and Mortgage Interest) are tax related. If you attach tax information to your Quicken categories and categorize your transactions throughout the year, Quicken can quickly create reports with the tax information you need.There are two different types of tax information you can attach to your Quicken categories:

Option	Your tax situation	Sample tax reports
Mark categories as tax related (see page 410)	• Your taxes are fairly straightforward, *and* • You don't want to use tax preparation software, *and* • You need the general, high-level information that a tax summary report provides	See "Tax summary report" on page 341
Assign a specific line item from tax forms and schedules to categories (see page 411)	• You want to use tax preparation software, *or* • You need the specific, detailed information that a tax schedule report provides	See "Tax schedule report" on page 340 and "Capital gains report" on page 326

Marking categories as tax related

If you mark your tax-related categories as tax related, you can create a tax summary report that shows your tax-related income and expenses, subtotaled by category. See the table on page 409 to determine whether this is appropriate for your tax situation.

Quick overview

- **Mark your tax-related Quicken categories as tax related.** See the numbered steps in this section.
- **Assign categories to transactions as usual.** See "Entering transactions with tax time in mind" on page 418.
- **Create a tax summary report.** See "Creating a tax summary report" on page 418.

1 Choose Categories & Transfers from the View menu (Command-L).

If you want to create a new category, see "Setting up categories and subcategories" on page 76.

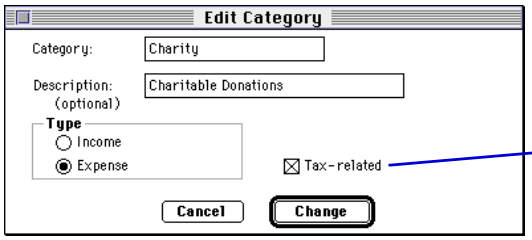
2 Select the tax-related category or subcategory.

"Tax-related" means that transactions in this category (or subcategory) are relevant to one or more tax forms.

3 Click Edit (Command-E).

4 Click the Tax-related checkbox to select it.

Note: If you have more than one Quicken data file (for example, one file for your personal finances and one for your business), you'll need to assign tax information separately for the categories in each file.



If you want to include this category in tax summary reports, make sure the Tax-related checkbox is selected

5 Click Change.

Assigning tax-line information to categories

If you assign line items from tax forms and schedules to categories, you can create a tax schedule report and a capital gains report to help you prepare your income taxes. See the table on page 409 to determine whether this is appropriate for your tax situation.

Quick overview

- **Assign line items from tax forms and schedules to categories.**
  See the subsections in this section.
- **Assign categories, classes, and transfers to transactions.**
  See "Entering transactions with tax time in mind" on page 418.
- **Create a tax schedule report or a capital gains report.**
  See how to create these reports on page 419 and page 420.

The procedures described in the remainder of this section are for a tax filer with one W-2 form (one wage earner with one employer) and only one Schedule C. If your Quicken file includes data for both you and your spouse or for both personal and business finances, you may want to set up and assign classes to tax-related transactions and assign a different copy number to each class; see "Assigning copy numbers to forms and schedules" on page 416. You may also want to set up classes if you need to handle more than one W-2 form or Schedule C, or more than one rental property or farm.

If you want to know more about using classes, see "About classes" on page 84.

Assigning line items to categories

Whether you create your own categories from scratch or add categories to Quicken's standard category lists, you must assign line items from tax forms and schedules for each new tax-related category you create. If a category is not tax related, however, you do not need to assign a line item from a tax form or schedule to it.

Quicken's preset lists of home and business categories already have tax-line information assigned to them. If you use either of these lists, you need to make sure that the assignments are correct for your situation.

In general, if an amount should appear on more than one line or on more than one tax form, specify the most detailed location.

Each category can have only one line-item assignment. If you have a category that may vary in its tax treatment (such as a category you use for both personal and business expenses), you can handle it in one of two ways:

- You can divide it into separate categories or subcategories for each kind of tax treatment. For example, if you pay estimated tax and have tax withheld, use separate subcategories for the estimated taxes and the withheld taxes.

- You can use Quicken classes to specify different copies of tax forms. For example, if you file a Schedule C and have personal and business categories in the same Quicken file, you can use the same categories or subcategories for home and for business if you set up and use different classes for home and business transactions (see "Assigning copy numbers to forms and schedules" on page 416).

When you use tax preparation software, the software copies amounts from one tax form to another. In the Assign Tax Schedules window (shown in step 4 on page 413), you should choose the form and line where your tax preparation software requires the amount initially. For example, tax software copies salary information from Form W-2 to Form 1040. So you should assign the line item from tax Form W-2 to your Quicken category for salary.

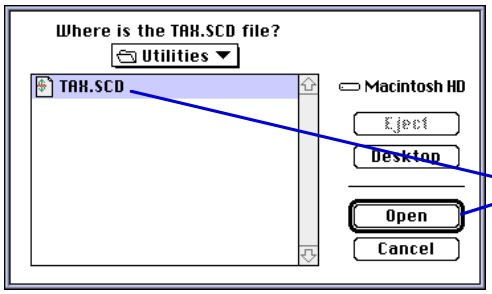
1 Choose Categories & Transfers from the View menu (Command-L).

2 In the Categories & Transfers window, click the Tax Links button.

A file named TAX.SCD contains the tax-line information Quicken needs to assign line items from tax forms and schedules to your categories. If Quicken finds the TAX.SCD file in your Quicken 6 Folder, it opens the Assign Tax Links window immediately and you can skip to step 3.

If the TAX.SCD file is not in your Quicken 6 Folder, Quicken asks you to locate it.

Use the menu to find the TAX.SCD file.



When you locate the TAX.SCD file, select it and click Open. Quicken opens the Assign Tax Links window.

Tip: If you no longer have the TAX.SCD file on your hard disk, you can reinstall Quicken from your master disks to get a new copy.

3 In the Assign Tax Links window, select a category name in the list on the left.

If a line item is already assigned to this category, it is shown next to the category name in the column labeled Line Item.

4 Select the line item from the tax form or schedule that you want to assign to that category from the list on the right.

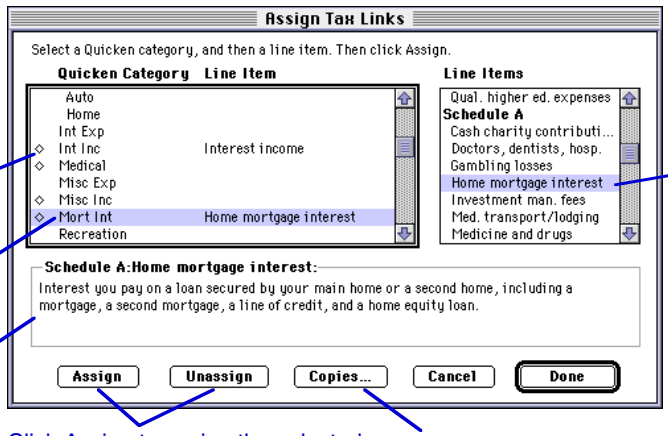
Forms and schedules are listed alphabetically in bold type; line items are listed alphabetically under the appropriate form or schedule.

The Assign Tax Links window lists all your Quicken categories on the left, and all the line items for each tax form and schedule you may need to file with the IRS on the right.

The diamond indicates that the Tax-related checkbox is selected for that category.

Select the Quicken category to which you want to assign a tax-line.

Whenever you select a form name, a schedule name, or a specific line item, you'll see a brief description of that item in this help area.



Select the line item you want to assign to the selected category. Scroll up or down to see more forms and schedules.

Click Assign to assign the selected line item to the category. Click Unassign to remove the assignment.

The Copies button appears only when there are classes in the Class list for this data file.

5 Click Assign.

Quicken displays the line item in the window on the left, next to the category to which it is assigned.

6 Click Done to record the information.

A tax schedule report will now include any transactions to which this category is assigned.

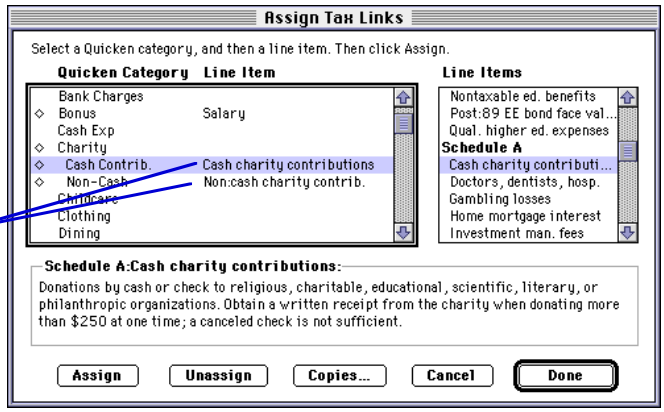
Assigning line items to subcategories

You must assign tax-line information separately for each subcategory. **A subcategory does not use the tax form information for the category to which it belongs.** If you do not assign tax-line information separately for a subcategory, the transactions to which it is assigned do not appear in the tax schedule report.

You assign line items to subcategories the same way you assign line items to main categories.

If you have organized some of your tax-related categories as subcategories that belong to main categories, you need to assign line items to the subcategories individually.

In this example, “Charity” has two tax-related subcategories: “Cash Contrib.” and “Non-Cash.” Note that separate lines from Schedule A have been assigned to each of the subcategories.



Assigning line items to investment categories

For information about setting the tax status for investment accounts, see “Creating a portfolio account” on page 247 or “Creating a mutual fund account” on page 255; for securities, see “Adding a security to a portfolio account” on page 248.

One example of a tax-related investment category is •Div Income; the corresponding non-taxable category is •Div Income NT.

Both securities and investment accounts can be marked as Taxable or not when you set them up. Quicken assigns different categories to your investment transactions depending on whether or not they involve securities or accounts marked Taxable. (If either the security or the account is not taxable, Quicken assumes that the transaction is not taxable.) The categories Quicken uses for transactions that are not taxable (the investment categories that end with NT) probably should not have tax-line information assigned to them, because you don’t need to track them for tax purposes. You should assign tax-line information to the remaining investment categories, however, because Quicken uses them to categorize taxable investment transactions.

Assigning line items to transfers

If you have transfers that are tax related, you may want to assign tax-line information to some of your Quicken accounts. In general, you need only assign line items to Quicken accounts that track retirement plans such as IRAs and Keoghs (the type of account that directly affects your taxes). You probably won’t need to enter tax-line information for any other accounts. These are only general guidelines, however; the way you assign tax-line information depends on how you use your accounts and how you make transfers between them.

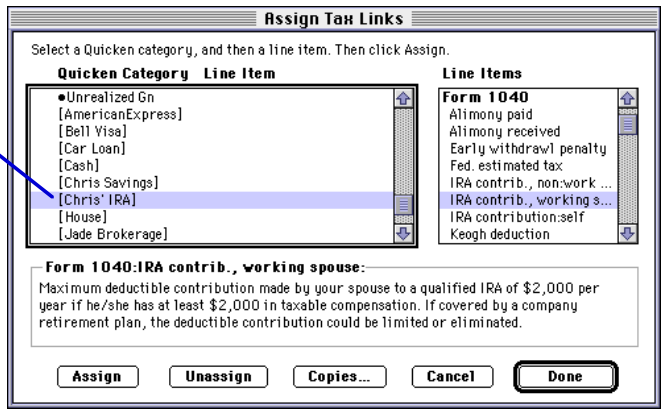
For example, if you contribute to your IRA from your checking account, you might record the transaction in Quicken as a transfer from your checking account to your IRA account. If you assign a tax form and line (specifically, “Form 1040:IRA contribution-self”)

to the IRA account, any payments into the IRA account will be included in a tax schedule report. Make sure you don't assign tax-line information to the account from which you transferred the money, however, or the payment will appear in the report twice.

You assign line items to transfers the same way you assign line items to categories. If you don't use transfers, you don't need to specify tax-line information for any of your accounts.

If you assign a line item from the appropriate tax form to your IRA account, any transfer you make into the IRA account from another Quicken account will be included in tax schedule reports.

Do not assign a line item to your checking account, because most transfers to and from your checking account are not tax related.



You can specify only one line item for each account. If you need more tax information for a particular account (for example, if you make a contribution in the same year you receive a distribution), don't assign a line item to the account.

Type of account	How to assign tax information to the account
IRA retirement account	If you contribute to an IRA account, assign the line "Form 1040:IRA contribution-self" to the account. (This line is for your gross contribution. Either manually or with your tax software, you will have to determine how much is deductible.) If you draw money from an IRA account, assign "Form 1099R:IRA total distributions-gross" to the account. Note that if you and your spouse each contribute to an IRA, you should track two IRAs with two separate IRA accounts in Quicken. Assign your spouse's account to "Form 1040:IRA contribution-spouse." If you make IRA contributions for a tax year during the following year (for example, if you contribute for 1995 in March of 1996), a tax schedule report for the tax year will not have the correct IRA information. In this situation, it is better not to assign line items to IRA accounts. Instead, create a transaction report subtotaled by account for the period from January 1 of the tax year to the filing date of the following year. Use all accounts, but restrict the report to selected categories and then select only IRA accounts. The report itemizes all transfers to IRA accounts; you can subtract the transfers that are for the wrong tax year.
Keogh retirement account	Treat Keogh accounts like IRA accounts. If you contribute to a Keogh, assign "Form 1040:Keogh deduction" to the account. If you draw money from a Keogh, assign "Form 1099R:Pension total distributions-gross" to the account.

Type of account	How to assign tax information to the account
401(k) retirement account	The IRS does not require that you report 401(k) deductions from your salary. However, you'll need to specify tax-line information for your 401(k) account if you use a split transaction to enter your paycheck and show a transfer to your 401(k) account (as in the paycheck example on page 108). In the split, be sure to enter your gross salary before the 401(k) deduction. Assign exactly the same form and line as your salary ("W-2:Salary") to your 401(k) account. The transfers to your 401(k) account reduce the total for your gross taxable salary. If you have other pretax deductions from your salary, such as for a health care flexible spending account, you should also assign "W-2:Salary" to their categories or accounts.
Checking, savings, cash, credit card, or investment accounts for non-retirement funds	You do not, in general, need to specify tax information for these types of accounts. Transfers between these accounts are usually just monetary transactions that do not affect your taxes.
Mortgage accounts	When you make a mortgage payment from your checking account, only the mortgage interest portion of the payment is tax deductible. If you assign a category such as "Mort Interest" to the interest part of the transaction, you can assign a line item ("Schedule A:Home mortgage interest") to that category. The portion of the mortgage payment that reduces your principal is normally not tax deductible, so you do not need to enter tax-line information for the transfer.

Assigning copy numbers to forms and schedules

You may file (or receive) multiple copies of some schedules and forms—like Form W-2 or Schedule C. For example, if you and your spouse each receive a Form W-2, you could assign classes (such as Chris and Terry) to the salary and withholding categories in your paycheck transactions. Then you would assign copy numbers to the line items for your salary and withholding subcategories. Assign copy 1 to your class and copy 2 to your spouse's class.

Or if you file multiple copies of Schedule C, assign the class you use for one business to copy 1, the class you use for your second business to copy 2, and so on.

To file (or receive) multiple copies of some schedules and forms, you must set up and use classes for each copy. See "About classes" on page 84 for more information about setting up and using classes.

Assign copy numbers if you need	Use classes such as
One tax schedule report that separates your tax information from your spouse's tax information	Chris, Terry
One tax schedule report that separates your personal finances from your business finances	BizCorp, DesignCo
One tax schedule report that separates tax information about each company where you worked in the tax year from other companies	Apple, Intuit, K&O
One tax schedule report that separates tax information for each rental property you own	Oak Street, Apt 1 Oak Street, Apt 2

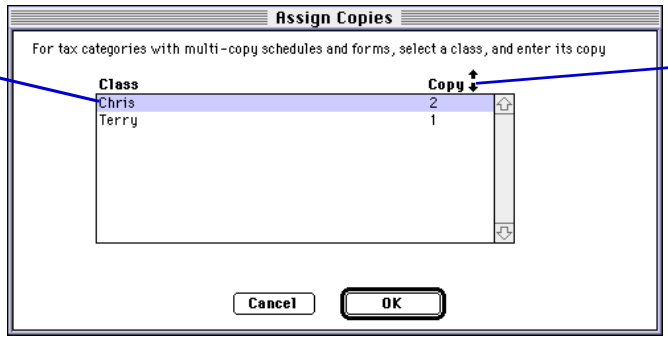
1 Choose Classes from the View menu (Command-K).

2 In the Classes window, click the Tax Copies button.

3 Click the Copies button at the bottom of the Assign Tax Links window.

4 In the Assign Copies window, select a class name in the list on the left and click the up or down arrow to change the copy number.

To enter a copy number for a class, select the class name in the list and click the up or down arrow to change the copy number.



Click the up arrow to increase the copy number for the selected class by one, or click the down arrow to decrease it by one.

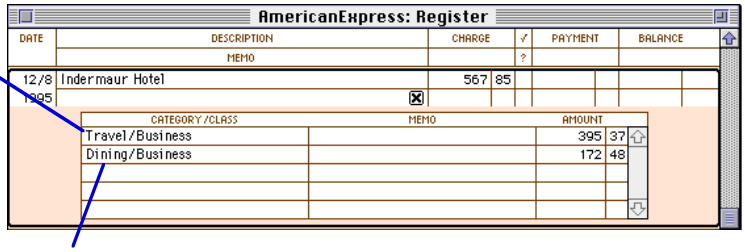
5 Click OK to record the information.

Entering transactions with tax time in mind

When you enter a transaction for a tax-related category, you don't need to do anything extra—just enter the category as usual. But keep in mind that what you enter will affect the information you see in tax reports.

For example, if you use a credit card to cover both business travel expenses and business meal expenses, be sure to enter the amounts separately using a split transaction, because the two expenses are assigned to different lines on Schedule C.

The line item "Schedule C: Travel" should be assigned to the category you use for business travel expenses.



The line item "Schedule C: Meals and Entertainment" should be assigned to the category you use for business meals and entertainment expenses.

Creating tax reports

You can create tax reports at any time, not just at the end of each year or tax period. See *Chapter 13, Creating and customizing reports,* beginning on page 296, for full details about creating reports.

Creating a tax summary report

A tax summary report shows your tax-related income and expenses, subtotaled by category. Since it can show only categories you've marked as tax related, you must make sure you've marked all the appropriate categories. See "Marking categories as tax related" on page 410.

1 **Choose Reports from the Reports menu and click the Personal tab.**

2 **Click Tax Summary to select it.**

3 **Enter a date range that covers the tax period.**

4 **Click Create.**

Note: You cannot export tax summary reports to tax preparation software.

You can copy the appropriate information from the report to your tax forms. Quicken makes it easier by calculating the total for each category for you.

Creating a tax schedule report

A tax schedule report gathers figures from all accounts in the current Quicken data file and from all categories that have tax-line information assigned to them. Several categories or accounts can contribute to the same figure in the report. For example, the line "Salary" on Form W-2 might include both regular salary and bonuses.

A tax schedule report lists the figures you need in a format suitable for copying or importing into your tax forms and schedules, with these qualifications:

- You must check the figures against any limits defined by the IRS.

  For example, check the maximum deduction allowed for IRA contributions. The Quicken tax schedule report simply gives you your personal totals.
- You must have already recorded all relevant transactions in Quicken.
- Interest income and dividend income for Schedule B are not subtotaled by source.

  For example, if you assign the investment categories "•Div Income" and "•Int Income" to Schedule B, the report is subtotaled by category, but not by investment account or security.
- If you have investment accounts with realized capital gains, a tax schedule report does not show them. To get figures for realized gains, you must create a capital gains report (see "Creating capital gains reports for Schedule D" on page 420).

1 Choose Reports from the Reports menu and click the Personal tab.

2 Click Tax Schedule to select it.

3 Enter a date range that covers the tax period.

See "Customizing report content" on page 306 for information about restricting the accounts that appear in a report.

4 (Optional) To restrict the report to certain accounts or classes, click the Customize button, and then click the Content tab in the Customize Report window.

- **To restrict accounts:** Choose Selected for Account and, in the Select Accounts window, select the accounts you want to include in the report and click OK. You may want to do this if, for example, you track an IRA as a bank account and categorize the interest using the same category you use to track interest in your other bank accounts, but you don't want the

IRA interest to show up in the report. If you exclude an account to which you assigned tax-line information (for example, your IRA account), however, the report still lists transfers made into or out of the account if the account at the other end of the transfer is included.

- **To restrict classes:** Choose Selected for Class and, in the Select Classes window, select the classes you want to include in the report and click OK. You may want to do this if, for example, your file contains checking accounts for you and your spouse and you are filing separate tax returns.

5 Click Create (in the Reports window) or OK (in the Customize Report window).

The resulting report lists your transactions, subtotaled for each tax line on each tax form.

You can export tax schedule reports from Quicken to tax preparation software. See "Transferring Quicken data to tax preparation software" on page 421 if you are using software to prepare your tax return.

Creating capital gains reports for Schedule D

To get income by security, run an investment income report as described on page 332.

If you have investment accounts with realized capital gains (following Buy and Sell transactions), the tax schedule report does not show these realized gains. To get this information, create a capital gains report.

1 Choose Reports from the Reports menu and click the Investment tab.

2 Click Capital Gains to select it.

3 Enter a date range that covers the tax period.

4 Click Create to create the report.

The capital gains report is preset to list long-term and short-term capital gains transactions (for taxable securities in taxable accounts only) in a format suitable for copying or importing into Schedule D.

To export a capital gains report from Quicken to tax preparation software, see "Transferring Quicken data to tax preparation software" next.

Transferring Quicken data to tax preparation software

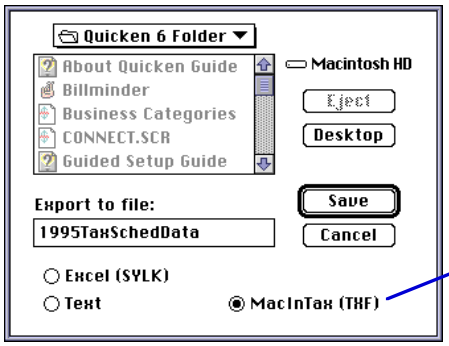
You can transfer data from Quicken's tax schedule and capital gains reports to tax preparation software that calculates your tax for you and prints the completed tax forms.

Exporting to tax preparation software

Quicken can save data from a Quicken tax schedule report or capital gains report as a Tax Exchange Format (TXF) file that's compatible with several tax preparation programs, including MacInTax and TurboTax ProSeries for Macintosh. Exporting a tax schedule report or capital gains report to a TXF file eliminates the need to reenter that data in the tax software.

1 Create the tax report you want to export and leave it open.

2 Choose Export Report from the File menu.



Choose MacInTax (TXF). This option is available only if you have a tax schedule or capital gains report open.

3 Enter a file name for the tax schedule or capital gains report in the Export To File field.

If you create both a tax schedule report and a capital gains report, you must create a separate file with a different name for each one.

4 Click MacInTax (TXF).

5 Click Save.

Quicken exports your data to a file that's in a format your tax preparation software can import. See the instructions that accompany your tax preparation software to use the file.

Updating tax form information

Occasionally the IRS changes the information required on IRS tax forms and schedules. When this happens, Intuit provides an updated list of line items, tax forms, and schedules (in the TAX.SCD file) to the manufacturers of tax preparation software.

Most changes to IRS tax forms occur in January and very often affect only specialized forms that most people don't need to file. If the IRS makes any changes to the forms you file, however, you will need to get a new copy of the TAX.SCD file. If you use MacInTax or TurboTax ProSeries, the final edition of the software includes an updated TAX.SCD file, and you can just copy that TAX.SCD file to your Quicken 6 Folder. If you install Quicken after you install the final version of the tax preparation software, make sure that the latest version of the TAX.SCD file is in your Quicken 6 Folder.

Estimating taxes with Quicken's tax planner

With Quicken's tax planner, you can estimate taxes for you or your family at any time during the year. Knowing how large your tax bill is going to be can help you plan for tax time.

In addition to estimating your final tax bill, the tax planner lets you:

- Determine if you are withholding the correct amount of tax during the year
- Determine if you should file quarterly estimated taxes
- Evaluate the tax impact of major decisions such as buying a home or filing taxes jointly versus separately

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To find out if there are tax rate changes after September 1995 that affect the way you use the tax planner, call the Mutual Fund Finder updates at the phone number on page 477.

Important: Remember that you and your tax accountant are responsible for staying current on tax codes and interpreting their impact on your personal tax situation.

Assembling your tax information

Before you enter information in the tax planner, assemble all your tax-related "paper" information so you can be sure your tax estimation is comprehensive. This includes:

Income records. Paycheck stubs are usually your best source of income information, particularly in midyear, since most paycheck stubs show both current and year-to-date earnings and deductions. If you are estimating at year-end, you should also assemble your W-2, W-2G, and 1099 wage forms.

Itemized deductions and tax credits records, including:

- medical and dental payment records
- real estate and personal property tax receipts
- interest payment records for your home mortgage
- records of payments for child care
- dependent expenses that may be tax related
- charitable contribution receipts

Tax publications. You can get them from the IRS, public libraries, and your tax accountant. Most bookstores stock a variety of commercial tax instruction and information books.

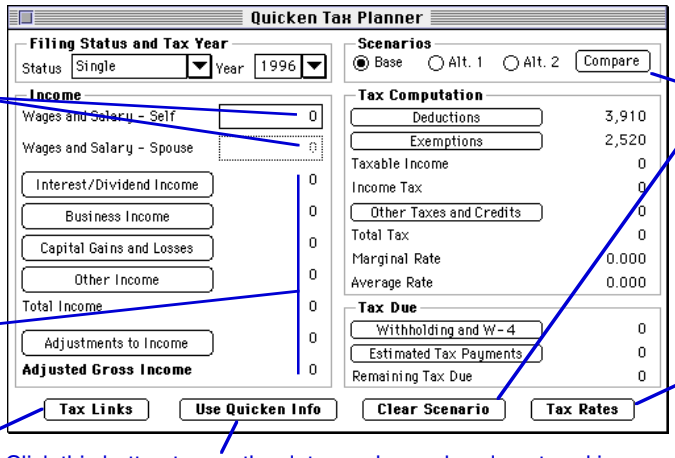
Previous tax returns. Copies of previous years' returns may be helpful for reference. Remember, the figures won't be valid for 1995 or 1996.

Quicken tax schedule report and capital gains report. You may want to run either or both of these reports to check whether all the financial data you need for tax purposes is included in your Quicken data file, and that it is categorized using categories to which you've assigned tax-line information. These reports can be especially helpful if you are entering data manually in the tax planner (see "Manually entering tax information" on page 426).

Assigning tax-line items to Quicken categories determines what appears in the tax schedule report. See "Assigning tax-line information to categories" on page 411. For information about creating tax schedule and capital gains reports, see "Creating tax reports" on page 418.

Opening the tax planner

To open the tax planner, choose Planners ➤ Tax Planner from the Activities menu.



You enter data in these fields. You can either type numbers yourself or tell Quicken to use the information it already has in your Quicken file.

Clicking any of these buttons opens another window where you enter additional information.

The tax planner calculates these numbers for you automatically.

Click this button to go to the Assign Tax Links window and assign tax-line information to your categories.

You can create and compare three different tax scenarios, and you can click Clear Scenario to set the values in any of the scenarios back to zero.

You can change the tax rates to keep current with tax law changes.

Click this button to use the data you have already entered in your Quicken data file.

If you use Quicken to track all the financial transactions that affect your taxes and have assigned tax-line items to all of the appropriate categories, you can have Quicken enter that data in the tax planner for you (see "Using tax information from Quicken" next). If you track some or none of that information in Quicken, you will need to enter the information in the tax planner yourself (see "Manually entering tax information" on page 426).

Using tax information from Quicken

If you've assigned tax-line items to all the appropriate Quicken categories in your data file, the tax planner can use data you've already entered to fill in many of its fields.

1 Choose Planners ➤ Tax Planner from the Activities menu.

2 Choose this year from the Year pop-up menu if you want Quicken to use this year's data to fill in fields in the tax planner; choose last year if you want Quicken to use last year's data.

The tax planner always uses your year-to-date Quicken data (for the tax year selected in the Year field) through the end of the previous month. For example, if today is July 7, 1996, the tax planner uses your data from 1/1/96 through 6/30/96 (as shown in the illustration below). If you'd rather use your 1995 Quicken

data to estimate your 1996 taxes, you can set the Year field to 1995; then the tax planner will use your data from 1/1/95 through 12/31/95.

3 Click the Use Quicken Info button.

You can preview the information in the Preview Information from Quicken window before you enter it in the tax planner.

This column shows the year-to-date amount for the Quicken category or categories to which you assigned the listed line item.

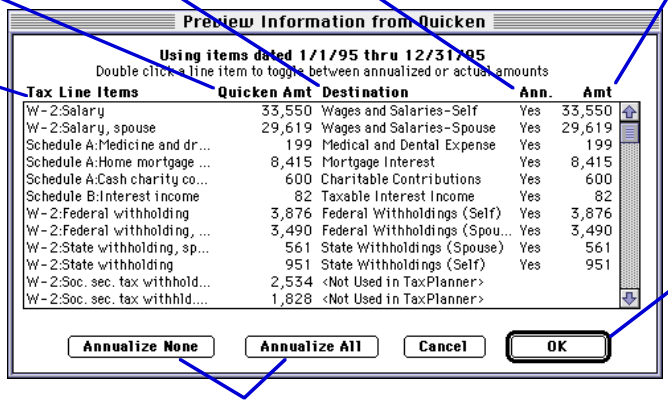
This column shows all the tax line items you've assigned to one or more categories in Quicken. For example, Schedule A:Cash Charity Contributions is assigned to the Quicken subcategory "Charity:Cash Contrib."

To assign tax-line information to categories, see "Assigning tax-line information to categories" on page 411.

Destination shows the field in the tax planner where the Amt for each line will go.

Double-click a line to toggle between Yes and No in the Ann (annualize) field.

Amount is the final amount (based on whether or not you annualize) entered in the tax planner.



Click OK to enter the amounts in the Amount column in the appropriate fields in the tax planner

Click Annualize None to use the actual Quicken amounts without annualizing. Click Annualize All to annualize all amounts (except capital gains).

Some Quicken categories to which you've assigned tax-line information may not be included in the tax planner's calculations. In the Preview Information from Quicken window, the Destination field for those categories contains <Not Used in Tax Planner>.

---

4 Choose whether or not to annualize individual items.

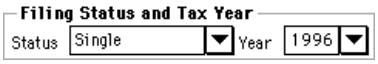
For example:

- If an item shows $10,000 earned through April 31, 1996, and you anticipate that income will continue at the same rate for the rest of the year, you should annualize the amount to get a year-end income estimate of $30,000.
- On the other hand, if you earned $10,000 through April 31, 1996, but don't expect that income to continue at the same rate (or at all), don't annualize that item.

5 Click OK.

The Quicken Tax Planner window displays your data in the appropriate fields.

6 **Select the Filing Status and Tax Year for which you want to estimate your taxes.**



7 **Review the data in every field in the Quicken Tax Planner window and in all of the subwindows.**

Depending on how accurately you track taxable transactions in Quicken, you may need to add or change information in some areas of the planner using data from your paper records (such as paycheck stubs and mortgage interest statements from your lender). If you want to enter or change any information, follow the instructions in Quicken Guide for the specific fields you want to edit (see "Manually entering tax information" next for information on using Quicken Guide to enter and edit tax planner data).

Once you are satisfied that the data in the planner is correct, check the lower right corner of the Quicken Tax Planner window to see either the amount of your Remaining Tax Due or your Refund. For information about interpreting these results, see "Tax planner results" on page 426.

Manually entering tax information

You can enter all the information in the tax planner's windows from scratch, or you can use some or all of your tax-related Quicken data (see "Using tax information from Quicken" on page 424) and then add to it or change it any way you like.

1 **Choose Planners ➤ Tax Planner from the Activities menu.**

2 **Enter your tax information, as appropriate, in the data entry fields in the Quicken Tax Planner window and in each subwindow.**

Tax planner results

This section explains how to determine if you are withholding too much or too little from your paychecks and if you need to make quarterly estimated tax payments.

After you have entered all your tax information, the tax planner calculates your total tax, which shows you either:

- **Remaining Tax Due:** the projected amount of tax you will owe.

  OR

- **Refund Due:** the projected amount of refund you will receive.

If the Refund Due amount is significant, you may want to consider reducing your estimated tax payments or withholdings. (Keep in mind, however, that if you reduce your payments or withholdings too much, you may incur penalties and interest.)

If the Remaining Tax Due is more than $500, you may need to make quarterly estimated tax payments or increase your withholding to avoid penalties and interest when you file your return. Consult IRS publications or a tax professional to make a final determination about quarterly estimated tax payments.

Increasing or decreasing withholdings

To increase or decrease withholdings to change your tax bill at the end of the year, contact your employer's human resources department. In most cases, you can either change the number of withholding allowances or add a dollar amount by which your withholdings will be increased each paycheck.

To see the effect of the change, click the Withholding and W4 button in the Quicken Tax Planner window and change the Withholding per Pay Period amount to the new amount.

Before committing to a new withholding amount, enter the change in the Withholding and W4 Allowances window to see how it changes the Remaining Tax Due amount.This should help you avoid penalties for reducing your withholdings too much.

Determining quarterly estimated tax payments

See Form 1040-ES, *Estimated Tax Payments for Individuals*, or IRS publication 505 for guidelines on how to calculate and file estimated tax payments.

The method of determining estimated tax payments differs depending on whether you have a consistent stream of income throughout the year or large variations in income within the year.

The following method of using Quicken's tax planner should work for most people who have consistent income throughout the year.

1 **Estimate your projected taxes as described earlier in this chapter, making sure to use projected annual figures, rather than year-to-date figures, for each amount entered.**

2 **In the Estimated Tax Payments window, enter 0 (zero) in each of the first two fields.**

Quicken will calculate Remaining Tax Due (in the Quicken Tax Planner window) as if you are making no estimated tax payments.

3 **If you plan to make four estimated tax payments, divide the Remaining Tax Due amount by 4.**

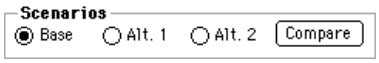
This is the amount you should pay for each of your four quarterly estimated tax payments.

You should evaluate whether you need to make quarterly estimated tax payments before the first payment is due (on April 15 for most people). If your projected income changes during the year, you may need to recalculate the amount you will owe for subsequent payments. IRS Publication 505-ES or your tax professional can provide you with detailed instructions.

Creating multiple tax scenarios

You can create three different tax scenarios to compare different tax alternatives. You may, for example, want to create multiple scenarios so you can see the tax implications of major decisions or events, such as buying a home, selling an investment, filing taxes jointly or separately, or getting a raise.

1 **In the Quicken Tax Planner window, click one of the three buttons in the Scenarios section.**



If the scenario you choose is blank and your current scenario contains information, Quicken asks if you want to copy the information in the current scenario to the new scenario.

Click Yes to copy all the information in your current scenario to the new scenario. This can be very useful if you just want to make a few changes to the new scenario and then compare the two. Click No to keep all values in the new scenario set to zero.

2 **Enter new information and make the appropriate changes to the alternate scenario.**

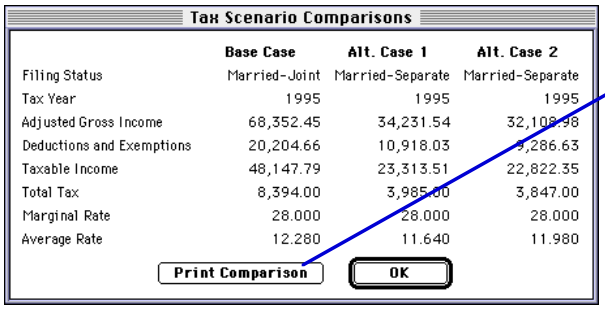
Resetting scenarios

Click the Clear Scenario button to reset all values in the current scenario to zero.

Comparing scenarios

Click the Compare button to display the Tax Scenario Comparisons window. The following example compares three scenarios. The Base Case shows estimated taxes for a married couple if they file jointly, and the two alternate cases show estimated taxes for each of them if they file separately.

In this example a married couple created three scenarios: one for filing jointly and one for each of them filing separately. This window lets them compare the actual amounts for Income and Deductions and Exemptions, and shows them their estimated tax liability for each scenario. It also shows both the marginal tax rates and the average tax rates they would pay.



Click Print Comparison to print the comparison of the three scenarios.

Changing tax rates

You can change tax rates and other variables to keep Quicken's tax planner up to date with changes in the tax code.

To find out if there are tax rate changes after September 1995 that affect the way you use the tax planner, call the Mutual Fund Finder updates at the phone number on page 477.

---

1 In the Quicken Tax Planner window, select the appropriate filing status and tax year from the Status and Year pop-up menus.

Filing status: Although changes you make to amounts in the Tax % field or Tax Exemption Amount field apply to every filing status, changes to the amounts in the Income field or in the Standard Deduction Amount field apply only for the selected filing status.

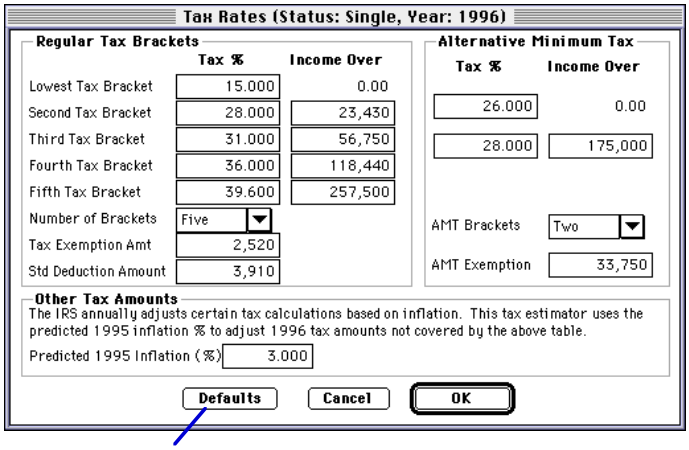
Tax year: Changes you make to tax rates for one tax year do not affect any other year. For example, if you change rates and exemption amounts for 1995, the 1996 rates won't be affected.

2 Click the Tax Rates button.

The Tax Rates for Filing Status window shows the tax rates, exemption amounts, and deduction amounts for the selected filing status.

Note: The changes you make in the Income field and in the Standard Deduction Amount field are used to calculate your estimated taxes only for the filing status for which you made the changes. If you want to estimate your taxes for a different filing status, you must also change these amounts for that filing status.

After you enter the new rates, click OK to save them and return to the Quicken Tax Planner window. Clicking Cancel closes this window without saving your changes.



Click Defaults to return all values to what they were when you opened the window.

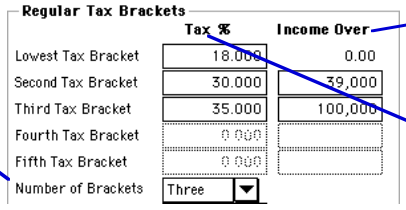
3 Change the values in the Tax % and Income fields for the tax brackets that need changing.

For example, suppose tax rates change to:

- 18% on all income above $0 but below $39,000
- 30% on all income above $39,000 but below $100,000
- 35% on all income over $100,000

You would change the rates by typing the new amounts over the current values as shown below:

If the tax law changes to include more than three tax brackets, you can choose the number of brackets (either four or five) from the Number of Brackets pop-up menu.



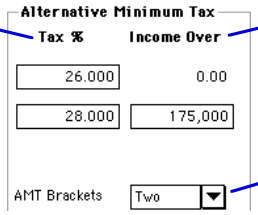
Enter the income dollar amount where each new tax rate takes effect in the corresponding Income column.

Enter the new tax rates in the Tax % field.

Changing Alternative Minimum Tax Rates

You change Alternative Minimum Tax Rates the same way you change Regular Tax Rates—by entering new tax rate and dollar amount values to replace the current values.

Enter the new tax rates in the Tax % field.



Enter the income dollar amount where each new tax rate takes effect in the corresponding Income field.

If the tax law changes to include more tax brackets, you can choose the number of brackets (either one or two) from the AMT Brackets pop-up menu.

Changing Exemption and Deduction amounts

You can change the values for the Standard Deduction Amount, the Tax Exemption Amount, and the Alternative Minimum Tax (AMT) Exemption Amount by entering new values to replace the current values.

Other tax amounts

Quicken's tax planner estimates your taxes using the tax rate, exemption, and deduction amounts that appear in the Tax Rates for Filing Status window. It also uses other figures that do not appear in this window. The IRS usually increases these figures each year by the rate of inflation, and the tax planner uses a 3% projected rate of inflation to increase these figures for the 1996 calculations. You can change this rate of inflation by entering a new rate of inflation to replace the current rate.

Printing tax estimates

See "Creating multiple tax scenarios" on page 428 for information about creating multiple tax planner scenarios.

You can print all of the information you've entered in Quicken's tax planner. If you've saved multiple tax scenarios, Quicken prints each scenario individually plus a comparison of the three.

1 Choose Print Tax Planner from the File menu.

2 Click Print in the printer dialog box.

Saving tax estimates

Quicken automatically saves all the information you enter in any of the tax planner's scenarios.

What's next?

Now that you've read about using Quicken to help in estimating, planning for, and preparing your taxes, what would you like to do next?

- **Would you like to make tax-line assignments for your tax-related categories?**

  See "Assigning tax-line information to categories" on page 411.

- **Would you like to let Quicken help you prepare your taxes now?**

  See "Creating tax reports" on page 418 and "Transferring Quicken data to tax preparation software" on page 421.

- **Would you like to estimate your future tax liability?**

  See "Estimating taxes with Quicken's tax planner" on page 422.

- **Would you like to go on to something else?**

  The next chapter is the last chapter in this manual. It explains how to create multiple Quicken data files, copy data from one file to another, set up password protection, and archive your data.

  You also might want to go back and look again at "What's new in Quicken 6" on page 46 to see if there are any new features you've missed. If you find a feature you want to try, use the page number reference to find a complete description in this manual—or just experiment with the feature and press Command-? for Quicken Guide if you have any questions.

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Using more than one Quicken data file

See "About Quicken data files" on page 63 for general information about Quicken data files.

Your Quicken accounts can be grouped in one or more Quicken data files. If you have more than one data file, however, each separate file is unrelated to any other Quicken data file, which means that data from more than one file cannot be included in the same reports and graphs. **Most people need only one Quicken file.**

If you use Quicken for personal finances only, you probably need just one file. When you store all your accounts in one file, Quicken gives you important benefits that it cannot provide for separate files. With all your accounts in one file, Quicken can:

- Keep one list of income and expense categories for all your accounts
- Combine data from all accounts in a single report or graph to track income and expenses, net worth, and other important information
- Transfer money from one account to another within the file

With separate files, there is no connection between the accounts in one file and the accounts in another. There are some good reasons, however, why you might want to have more than one file:

If you use Quicken for business, you do not need a separate file for each client or for each project. Use classes to distinguish among them (see "About classes" on page 84).

- To keep a separate file for each year's accounts (see "Creating a new file for a new fiscal or calendar year" on page 445)
- To keep information separate for business purposes—if your personal and business finances are entirely separate and have different checking accounts

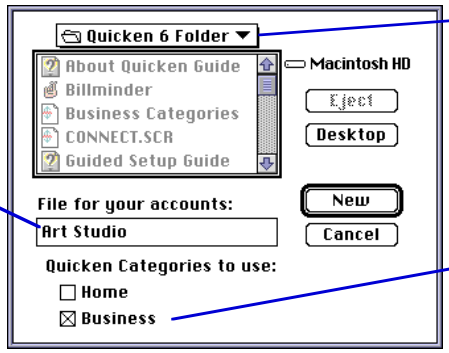
If you want to set up an additional data file, follow the instructions in "Setting up additional files" next.

Setting up additional files

If possible, work with just one file for a while when you start using Quicken—to appreciate the advantages of having all your data in one place. Then, if you decide you need an additional file to organize your data more effectively, you can set up a new data file.

1 Choose New File from the File menu and click OK in the dialog box that explains the difference between data files and accounts.

In this example, we are setting up a new file to track the finances for a small business that sells art and teaches art classes. We're creating a separate file for the business, because the studio has its own bank account that is kept completely separate from the owner's personal finances.



This is the folder where the new data file will be located.

Business is selected in this example, so Quicken's preset list of business categories will be included in the new file.

2 Specify a name for your new Quicken file and select which, if any, of Quicken's preset category lists you want to include in the file.

Quicken provides preset lists of home and business categories. Selecting a set of categories now does not limit you in any way; you can always add, edit, or delete categories later. See Chapter 3, *Categories and classes track your income and expenses*, beginning on page 75, for information about categories. (And, if you want to copy categories from an existing Quicken file to this new Quicken file, see "Copying categories and classes from one file to another" on page 438.)

3 Click New.

Quicken creates your data file with the name you specified and opens the Set Up Account window so you can set up your first

account in the file; see “Setting up a Quicken account” on page 69.

Opening a file

When you start Quicken, it opens the last data file you used. If you want to work in another Quicken data file, you need to open it.

1 Choose Open File from the File menu.

2 Select the file you want to open and click Open.

You can assign a file password to a Quicken file to prevent unauthorized access. See “Setting up a file password” on page 448.

3 Type a password if Quicken asks you for one, and then click OK.

Quicken closes the current file before opening the new file (and, if you have automatic backup turned on, asks where you want to back up the file). The next time you open the file, Quicken reopens the windows you left open in the last session and positions them in the same places on the desktop.

Renaming or deleting a file

You rename or delete a Quicken data file the same way you rename or delete any file in the Finder.

For a quick tutorial about the Finder and other Macintosh basics, run the Macintosh Basics tutorial that came with your computer.

Copying all or part of a Quicken file

You can copy all or part of a Quicken data file to create a new file. When you copy a file, Quicken copies all the transactions that fall within the date range that you specify to a new file. The new file will have all the same lists as the original file: accounts, categories, loans, and so on. **Quicken does not change the original file in any way.**

You might want to copy all or part of a Quicken data file if:

- Your Quicken data file is too large to fit on your backup disk and you want to remove some of the older data from your working file.
- You want to copy your QuickFill transactions, transaction groups, categories, classes, merchants, and so on (all your “lists”) to a new file without copying any transactions.
- You want to copy transactions within a certain date range to start a new file for a new fiscal year. If so, skip to “Creating a new file for a new fiscal or calendar year” on page 445.

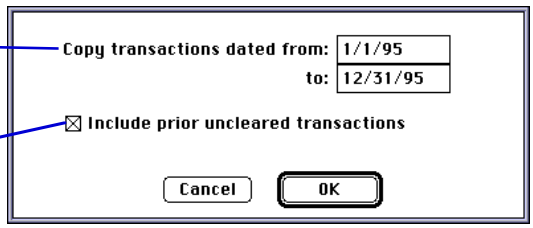
Copying the file

1 Open the Quicken data file you want to copy.

2 Choose Save a Copy from the File menu.

Enter the date range for the transactions you want to include in the new file.

See "How Save a Copy treats prior uncleared transactions" on page 437 before selecting or clearing this checkbox.



3 Enter the date range for transactions to be included in the new file.

Quicken suggests the dates of the oldest and newest transactions in the current file, but you can change the dates to any dates you want.

If you want to create a new file that contains only your lists (QuickFill transactions, transaction groups, categories, and so on) but no transactions, enter dates that are later than the last transaction in the current file. Then Quicken sets up each of your accounts with an opening balance amount, but no transactions (assuming you've cleared the Include Prior Uncleared Transactions checkbox).

4 Decide what you want to do with prior uncleared transactions.

For more information about this setting, see "How Save a Copy treats prior uncleared transactions" on this page.

For most people, selecting the Include Prior Uncleared Transactions checkbox is the right choice. When the checkbox is selected, Quicken transfers all uncleared transactions in your bank accounts and credit card accounts to the new file. Whether or not the checkbox is selected, Quicken transfers all transactions from your investment accounts to the new file.

5 Click OK.

Quicken displays a dialog box where you can name and save the file.

6 Specify a name for the new Quicken file and click Save.

Quicken copies the data from all the accounts in the file. The original file is unaffected and is still the current file.

Important! Don't use the name of any existing Quicken data file for the new file! Make up a new name so the new file doesn't replace the old one.

7 If you want to work in the new file, choose Open File from the File menu, select that file, and click Open.

How Save a Copy treats prior uncleared transactions

Prior uncleared transactions are transactions that occurred before the date range you specified but haven't yet been cleared (marked with a √) or reconciled (marked with a ✓) in the √ (cleared) column.

If you include prior uncleared transactions when you copy a file, Quicken transfers the information to the new file as follows:

- For each account in the original file, Quicken sums the amounts of all prior cleared transactions and uses this total amount as the opening balance for the corresponding account in the new file.
- Quicken copies all prior uncleared transactions from each non-investment account in the original file to the corresponding account in the new file.

Quicken always includes all transactions from investment accounts (portfolio and mutual fund accounts) in the new file—whether or not you specifically choose to include prior uncleared transactions—so you keep a complete transaction history for all your securities.

- If an uncleared transaction is a transfer to a cleared transaction that's dated before the starting date for the new file, Quicken copies only the uncleared side of the transfer to the new file. For example, a check to pay a credit card bill may have already appeared on your bank statement, but not on your credit card statement. If you include prior uncleared transactions and the check date is earlier than the beginning date you specify, Quicken does not copy the bank account side of the transfer to the new file, but does copy the credit card account side of the transaction. This is not harmful. In fact, it should come to your attention only if you use the Go to Transfer command (Command-[ ) in the credit card account transaction and see the message, "Transfer not present." And, in a transaction summary report, the Total Transfers item might not be zero.

When should you include prior uncleared transactions? You should include prior uncleared transactions in the new file if you use Quicken for any of these tasks:

- reconciling bank or credit card accounts
- tracking assets
- tracking business payables and receivables

For such tasks, it's important to include uncleared transactions in the new copy of the file, even when those transactions occur before the beginning of the current period. To include these transactions, select the Include Prior Uncleared Transactions checkbox.

Tip: If you don't typically clear or reconcile transactions in an account (a cash account, for example), but you don't want to include all the past transactions from that account in your new file, you can reconcile all the past transactions quickly using the Adjust Balance command. See "Updating your cash balance" on page 201 or "Updating the balance in an asset or liability account" on page 216 for more information.

When should you exclude prior uncleared transactions? You should exclude prior uncleared transactions from the new file only if you don't use Quicken for any of the tasks listed in the bullet points above. Then you want the new file to include only transactions in the date range specified, regardless of their cleared status. To exclude prior uncleared transactions, clear the Include Prior Uncleared Transactions checkbox.

Copying categories and classes from one file to another

All the accounts in one Quicken file share the same categories (shown in the Category & Transfer list) and classes (shown in the Class list).

Copying the categories or classes from one Quicken data file to another takes two steps:

- Export categories or classes from the source data file to a QIF file.
- Import the QIF file into the destination data file.

Exporting categories from a Quicken data file

1 Open the Quicken data file from which you want to copy the categories.

2 Choose Categories & Transfers from the View menu (Command-L).

3 **Choose Export Categories & Transfers from the File menu.**

Quicken displays a dialog box where you can name and save the file.

4 **In the Export Category List To field, enter a name for the temporary file that will contain the exported category information.**

Important! Don't use the name of any Quicken data file for the temporary file! Make up a new name that you will recognize. For example, you might name the temporary file "MurphyCats" or "ExportedCats." This temporary file is just a "transition" location for the exported category information.

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5 **Click Save to save the categories in a text file (a QIF file).**

Importing categories into a Quicken data file

1 **Open the data file into which you want to copy the categories.**

If you need to create the data file into which you want to import categories, see "Setting up additional files" on page 434.

2 **Choose Import from the File menu.**

3 **Select the QIF file that contains the exported data.**

4 **Click Open to import the text file that contains the categories.**

Quicken adds the imported categories to the Category & Transfer list.

Exporting and importing classes

The steps for copying classes from one Quicken file to another are the same as those for copying categories from one file to another, except that you choose Classes from the View menu to display the Class list, and then choose Export Classes from the File menu to export the class information. See ""Exporting categories from a Quicken data file" on page 438 and "Importing categories into a Quicken data file" on this page for step-by-step instructions.

Copying budget amounts from one file to another

Copying budget amounts from one Quicken data file to another takes two steps:

- Export budget amounts from the source data file to a QIF file.
- Import the QIF file into the destination data file.

Exporting budget amounts from a Quicken data file

1 Open the Quicken data file from which you want to copy budget amounts.

2 Choose Budget Setup from the Activities menu, and then choose a budget from the budget pop-up menu.

3 Choose Export Budget from the File menu.

Quicken displays a dialog box where you can name and save the file.

4 In the Export Budget To field, enter a name for the temporary file that will contain the exported budget information.

Important! Don't use the name of any Quicken data file for the temporary file! Make up a new name that you will recognize. For example, you might name the temporary file "MurphyBudget" or "ExportedBudget." This temporary file is just a "transition" location for the exported budget information.

---

5 Click Save to save the budget amounts in a text file (a QIF file).

Importing budget amounts into a Quicken data file

1 Open the data file into which you want to copy the saved budget amounts.

If you need to create the data file into which you want to import budget amounts, see "Setting up additional files" on page 434.

2 Choose Import from the File menu.

3 Select the QIF file that contains the exported data.

4 **Click Open to import the text file that contains the budget amounts.**

Quicken creates a new budget named "Imported Budget" that contains all the budget amounts from the text file. If necessary, Quicken also adds the categories included in the imported budget to the Category & Transfer list.

Copying transactions from one account to another

You cannot move or copy transactions directly from one Quicken account to another, but you can copy them indirectly by exporting and importing them.

You might want to copy transactions from one account to another for any of the following reasons:

- **To merge transactions from the same Quicken account in two different data files.** To consolidate transactions from an account in one file with the same account in another file, export the transactions from the account in the first Quicken data file to a QIF file, and then import the transactions to the account in the other data file. If the transactions you want to import are from another program or from Quicken for DOS or Quicken for Windows, see "Transferring files from Quicken for DOS or Quicken for Windows" on page 56.
- **To move transactions from one account to another in the same data file.** For example, if you entered transactions in the wrong account, you can export the transactions from that account to a QIF file, and then import them into the correct account. (Be sure to delete the transactions from the first account when you have finished.)
- **To merge two Quicken data files into one.** If you want to combine accounts from two separate Quicken data files into one file, you can export the transactions from the first Quicken data file to separate QIF files for each account. Then, in the second data file, set up the same accounts and import the transactions, one account at a time.

Copying transactions from one account to another takes three steps:

- Back up the data file or files that contain the source and destination account; see "Backing up your Quicken data" on page 65.
- Export transactions from the source account to a QIF file.
- Import the QIF file into the destination account in the same Quicken data file or in a different Quicken data file.

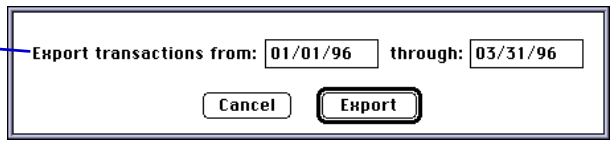
Exporting transactions from a Quicken account

1 Open the account from which you want to export data.

2 Choose Export Transactions from the File menu.

3 Enter the dates of the first and last transactions to be included in the exported text file.

Enter the starting and ending dates for the transactions you want to export.



Note: You can specify only a date range, not specific transactions.

4 Click Export.

Quicken displays a dialog box where you can name and save the file.

5 In the Save Exported Data As field, enter a name for the temporary file that will contain the exported transactions.

Important! Do not use the name of any Quicken data file for the temporary file! Make up a new name that you will recognize. For example, if you are exporting transactions from an account called "Savings," you might name the temporary file "Temp Savings." This temporary file is just a "transition" location for the exported transactions.

---

6 Click Save to export the transactions to a text file (a QIF file).

Importing transactions into a Quicken account

1 If necessary, set up the account into which you want to import transactions.

See "Setting up a Quicken account" on page 69.

2 Open the register for the account into which you want to import data.

3 Choose Import from the File menu.

4 Select the QIF file that contains the exported data.

5 **Click Open to import the transactions from the text file into the current account register.**

Quicken adds new categories to your Category & Transfer list and new classes to your Class list as it imports transactions that contain them.

If the imported file contains transfers to accounts that don't exist in the current Quicken file, Quicken replaces the bracketed account name in the Category field of the transfers with one asterisk and the account name like this: *Checking. For example, if the imported file contains transfers to an account called Savings that doesn't exist in the current data file, Quicken replaces the [Savings] account name in the Category field of the transfers with the name *Savings. If you want to set up the missing account later and restore the transfer information, you can use the Replace command to find and replace all occurrences of *Savings with a new account name.

Combining two Quicken accounts

1 **Export the transactions from one account to a QIF file.**

2 **(Optional) If you want a record of the account from which you exported the transactions, choose Print Register from the File menu to print the account register.**

3 **Open the second account and import the QIF file.**

4 **In the Account list, select the account from which you exported the transactions and click Delete (Command-D) to delete it.**

Merging two Quicken files

1 **Export the transactions from each account in the first Quicken data file to separate QIF files (one for each account).**

2 **Open the second Quicken data file.**

3 **Open the destination accounts and import the data from each of the QIF files, one account at a time.**

Backing up and archiving your data files

It is very important to back up your Quicken data. At least once a week (or daily if you use Quicken every day) you should make a backup copy of each of your Quicken files to guard against accidental loss of data. Quicken does these regular backups for you in seconds; see "Backing up your Quicken data" on page 65 for more information.

In addition to making regular backups, many people want to "close out" their accounts at the end of a fiscal or calendar year by archiving the previous year's data (in other words, removing the old data from the current file and storing it in a safe place) and creating a new file for the current year.

In many cases, people want to close out a previous year to protect historical data from changes. If you're worried about protecting historical data, you can set up a password to protect it. See "Setting up a transaction password" on page 449.

Some accounting programs require you to close out your accounts at the end of a year, **but Quicken does not.** In fact, one benefit of using Quicken is the ability to create reports and graphs that include several years' worth of information. If you close out a Quicken data file at the end of a year, you sacrifice the ability to create reports and graphs that include information from previous years. For maximum flexibility, we recommend that you make a simple year-end backup of your file (in addition to your regular working backups) instead of "closing out" your accounts; see"Creating a year-end backup" next.

Creating a year-end backup

When you create a year-end backup, you back up the previous year's transactions and continue to use your current Quicken data file. We recommend this method unless your Quicken data file gets very large and you run out of space on your hard disk or backup disk.

If you want to start a new file for the new year that contains only transactions for the new year, skip now to "Creating a new file for a new fiscal or calendar year" on page 445.)

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1 If Quicken is running, choose Quit from the File menu (Command-Q).

2 Insert your backup disk.

3 Open the folder that contains your Quicken data file and click the icon for your file to select it.

See step 4 on page 66 for an illustration showing a data file icon.

4 **Choose Duplicate from the File menu (Command-D).**

The system software creates an exact duplicate of your file and adds "copy" to the name. For example, if your file is named "Murphy's Finances," the new file is named "Murphy's Finances copy."

5 **Rename the copy by typing a new name immediately.**

If you are creating a backup copy of all your 1995 transactions, you might want to rename the copy (your archive file) "Murphy's Finances 1995."

6 **Copy the archive file to a floppy disk, store it in a safe place, and delete it from your hard disk.**

7 **Continue to work with your original Quicken data file.**

In this example, your original data file is "Murphy's Finances."

8 **(Optional) To prevent access to the previous year's transactions in the current file, you can set up a transaction password.**

See "Setting up a transaction password" on page 449.

9 **(Optional) If you want the archive file to contain only transactions from the previous year, use the Save a Copy command to save only the transactions from that time period.**

For example, if you want "Murphy's Finances 1995" to include only transactions for 1995, you can use the Save a Copy command to remove all 1996 transactions from the file. See "Removing later transactions from the archive file" on page 447.

Creating a new file for a new fiscal or calendar year

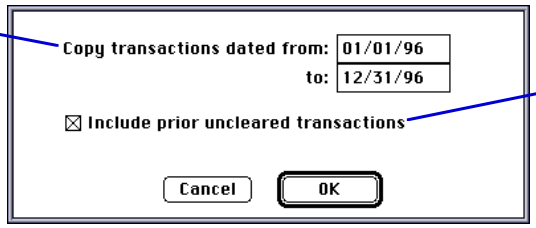
If your working Quicken data file has become large and unwieldy, or your accountant insists that you create a new Quicken data file for a new fiscal or calendar year, you can use the Save a Copy command to start a new file for the new year.

1 **Open your Quicken data file.**

2 **Choose Save a Copy from the File menu.**

Enter the beginning and ending dates for the new year, not the previous year.

For example, if you want to start a new file for 1996, enter 1/1/96 and 12/31/96.



See "How Save a Copy treats prior uncleared transactions" on page 437 before selecting or clearing this checkbox.

3 Enter the date range for the new year.

4 Decide how you want Quicken to handle uncleared transactions from the previous year.

An uncleared transaction is a transaction that contains nothing in the √ (cleared) field. See "How Save a Copy treats prior uncleared transactions" on page 437 if you need more information before you decide whether or not you want to include uncleared transactions.

5 Click OK.

Quicken displays a dialog box where you can name and save the file.

6 Enter a name for your new Quicken data file.

For example, if your current file is named "Murphy's Finances," you might name the new file "Murphy's Finances 1996."

7 Click Save.

Quicken creates a copy of your file that contains:

- the ending balance from the previous year for each non-investment account (plus, if you chose to include prior uncleared transactions, all transactions from the previous year that have not yet been reconciled)
- all your transactions for the new year
- all transactions you have ever entered in your investment accounts
- categories and classes
- QuickFill transactions (including locked transactions)
- securities
- budgets
- CheckFree merchants and account information
- your custom settings

8 **Choose Open File from the File menu, select the new file, and click Open to continue your work in the new file for the new year.**

Archiving the old file

You now have two different Quicken data files:

- The old file ("Murphy's Finances") contains all your transactions to date. This is your archive file.
- The new file ("Murphy's Finances 1996") contains only transactions for the new year. From now on, you will do all your work in this file.

Rename the old file to indicate that it is an archive (in this example, you could name it "Murphy's Finances 1995"), copy it to a floppy disk, label the disk, and store it in a safe place. If you don't need frequent access to data from the previous year, you can also delete the old file from your hard disk.

Removing later transactions from the archive file

If you want the archive file to contain only transactions from the previous period (instead of all of the transactions that were in the original file), open the archive file and use Save a Copy to save only the transactions that occurred before the end of the archive period. For example, if you want your archive file to contain transactions from 1995 only, enter 1/1/95 to 12/31/95 as the Save a Copy date range.

Setting up passwords

You might want to protect some or all of the transactions in a Quicken data file from unauthorized changes. You can set up two different kinds of password protection in Quicken:

- You can discourage unauthorized access to your Quicken data by requiring a file password to open the file.
- You can set up a separate transaction password that protects all transactions before a certain date.

Setting up a file password

Use a file password to protect an entire Quicken data file. After you set up a file password, you cannot open your Quicken file unless you enter the password correctly. A file password cannot protect your file from being copied, deleted, or renamed but, if your file is renamed or copied to a different place, the password is still in effect.

Important! Write down your password and keep it in a safe place. If you forget your password, the only way to remove it is to send your Quicken data file to Intuit's Password Removal Team (call Technical Support for Quicken Deluxe for Macintosh CD-ROM at the phone number on page 477). There is a service fee for password removal.

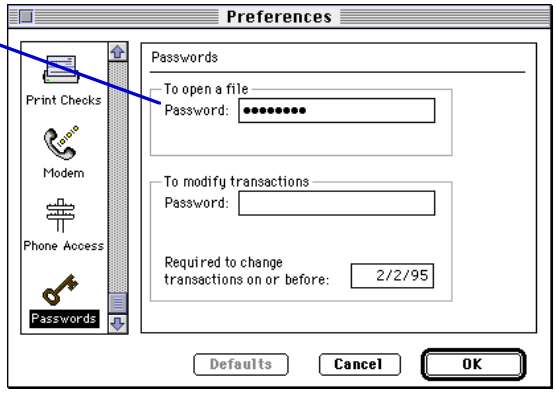
1 Open the data file you want protected with a password.

When you set up a password, it protects only the current file. Make sure that the open file is the one for which you want to assign a password.

1 Choose Preferences from the Edit menu and then click the Passwords icon in the scrolling panel on the left.

Enter a private password, up to 16 characters long. Uppercase and lowercase letters are interchangeable.

As you enter your password, Quicken displays a bullet (•) in place of the character you typed to ensure privacy.



2 Enter a password that's easy for you to remember and click OK.

3 Enter the password again to confirm it and click OK.

Quicken will prompt you for the password before letting you open this Quicken file again.

Changing or removing a file password

You can change or remove a password from a file if you want to allow access to that file by other individuals.

1 **Open the file whose password you want to change or remove.**

2 **Choose Preferences from the Edit menu and then click the Passwords icon in the scrolling panel on the left.**

3 **Start typing a new password or try to delete the old one.**

Quicken displays the Enter File Password dialog box.

4 **Enter the current password and click OK to close the dialog box.**

5 **Enter a new password, or leave the field blank to remove the password for the file, and click OK.**

6 **If you entered a new password, type it again and click OK.**

Quicken activates the new password or removes the current password immediately.

Setting up a transaction password

Use a transaction password to protect transactions within a specified date range from accidental changes. After you set up a transaction password, you cannot make changes to any transactions prior to the specified date unless you enter the password correctly. For example, you might want to close an accounting period so that no inadvertent changes can be made to transactions in it by setting up a transaction password to protect transactions from that accounting period.

Tip: If you set a transaction password dated 12/31/99, you can effectively make a file "read only." That means you can look at the data, print it, and report on it, but you cannot change any transactions without entering the password.

When you set up a transaction password, you specify the password you want to use and the date of the last transaction you want this password to protect.

Important! Write down your password and keep it in a safe place. If you forget your password, the only way to remove it is to send your Quicken data file to Intuit's Password Removal Team (call Technical Support for Quicken Deluxe for Macintosh CD-ROM at the phone number on page 477). There is a service fee for password removal.

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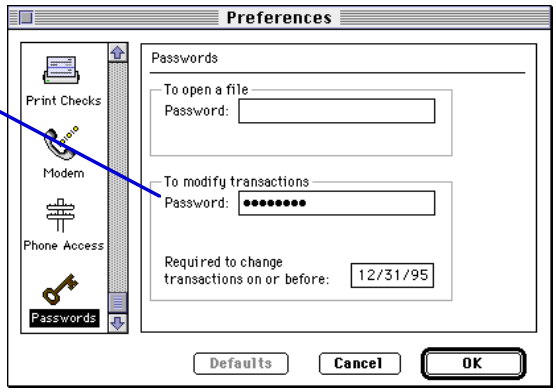
1 **Choose Preferences from the Edit menu and then click the Passwords icon in the scrolling panel on the left.**

Enter a private password, up to 16 characters long. Uppercase and lowercase letters are interchangeable.

As you enter your password, Quicken displays a bullet (•) in place of the character you typed to ensure privacy.



1 **Enter a password that is easy for you to remember.**

2 **(Optional) Enter the date of the last transaction you want the password to protect.**

3 **Click OK.**

4 **Enter the password again to confirm it and click OK.**

Quicken will prompt you for the password before letting you record changes to any of the transactions dated on or before the date you specified.

Changing or removing a transaction password

You can change or remove a password from a range of transactions if you want to allow access to those transactions by other individuals. You can also change the date of the last transaction protected by the password.

1 **Open the file whose password you want to change or remove.**

2 **Choose Preferences from the Edit menu and then click the Passwords icon in the scrolling panel on the left.**

3 **Start typing a new password or try to delete the old one.**

Quicken displays the Enter Transaction Password dialog box.

4 **Enter the current password and click OK to close the dialog box.**

5 **Enter a new password, or leave the field blank to remove the transaction password.**

Or, if you want to change only the date of the last transaction protected by the password, just change the date in the date field and enter the same password again.

6 **Click OK.**

7 **If you entered a new password, type it again and click OK.**

Quicken activates the new password, removes the current password, or changes the protected date range immediately.

What's next?

Now that you've read about managing your Quicken data files, what would you like to do next?

- **Would you like to set up an additional Quicken data file?**

  See "Setting up additional files" on page 434.

- **Would you like to make a copy of all or part of a data file?**

  See "Copying all or part of a Quicken file" on page 435.

- **Would you like to copy categories or classes from one Quicken data file to another?**

  See "Copying categories and classes from one file to another" on page 438.

- **Would you like to copy budget amounts from one Quicken data file to another?**

  See "Copying budget amounts from one file to another" on page 440

- **Would you like to copy transactions from one account to another?**

  See "Copying transactions from one account to another" on page 441.

- **Would you like to "close out" your data file to end the calendar or fiscal year?**

  See "Backing up and archiving your data files" on page 444.

- **Would you like to set up a file or transaction password to safeguard your Quicken data?**

  See "Setting up passwords" on page 447.

A Ordering Intuit supplies and software

Intuit checks and other supplies 452
Intuit software products 455

Intuit checks and other supplies

Intuit checks help you complete your bill-paying chores faster and more easily than you can do them by hand. The Intuit Check Catalog that came in your Quicken package is the best place to learn about Intuit checks and related products because it has pictures, descriptions, and an order form. This section answers some common questions about using our checks. If you have more questions, or if you no longer have a catalog, call Intuit Supplies Customer Service at the phone number on page 477. When you're ready to order, use the order form in the catalog, or choose Order Supplies from the Apple (🍎) menu to print an order form on your printer.

Intuit checks

Letting the system print your checks is a great way to take full advantage of Quicken. After all, Quicken already does most of the work. If you print checks, you avoid the duplicate work of writing checks by hand and then recording them in Quicken. You save valuable time, avoid clerical errors, and prevent unnecessary hassle every month.

Intuit offers checks for continuous-feed printers and for page-oriented printers such as laser and inkjet printers. With Intuit's patented automatic alignment system, you can easily align checks in any continuous-feed printer.

All Intuit checks are **triple guaranteed.** We guarantee that:

- Your checks will be accepted by your bank.
- Your checks will work with your Macintosh-compatible printer.
- Your check order will be printed as error-free as you submitted it.

If we fail to meet these three conditions, please call right away. We will quickly replace your order or refund your money, whichever you prefer.

Why should I print checks with Quicken?

Using Intuit checks in conjunction with Quicken will save you time. Once you've entered your data into the program, you can print checks in just seconds. Checks printed with Quicken are legible and attractive; they help you look more organized and professional.

Is it OK to order checks from Intuit instead of from my bank?

Absolutely! Intuit checks are guaranteed to be accepted everywhere your checks are accepted now. They're printed to the exacting standards of the American Banking Association and are pre-approved by all banks, savings and loan institutions, credit unions, and brokers in the United States and Canada.

How do I write checks away from home?

For checks you write away from home, use the paper checks you already have or fill in an Intuit check by hand. The next time you use Quicken, enter the transactions in your check register.

When you order your Intuit checks, indicate a starting number considerably higher than your existing paper check numbers. For example, if your personal check numbers are in the 1000 range, begin your Intuit checks at 3001. That way, you avoid any confusion or possible duplication of numbers.

Is having two sets of check numbers a problem?

No! Quicken can easily manage two sets of check numbers in one account. The bank has no concerns about which numbers you use on your checks. Check numbers are for your own records.

Should I have check numbers printed on my Intuit checks?

Yes! Check numbers are printed with magnetic ink along the bottom of the check where they can be read electronically. When you place a stop payment on a check, the bank's automated equipment reads the magnetic check numbers to find the correct check and stop payment. Some people have requested that check numbers not be printed on checks to avoid problems in case their

printer misprints a check. However, with Quicken's patented automatic alignment system for continuous-feed printers, misprints are minimized.

Where do I get Intuit checks?

You can order checks through Intuit. The enclosed Intuit Check Catalog gives you a complete description of the available check styles and colors. We've also enclosed an order form in the Quicken package for your convenience. If you need more order forms, Quicken will print them for you. Choose Order Supplies from the Apple (🍎) menu. Order today and Intuit checks will be in your hands in less than three weeks. For faster service, fax your order to Intuit Supplies Customer Service at the fax number on page 477.

How can I get a logo printed on my checks?

Intuit has a large selection of standard logos that you can print free on your Intuit checks. Just order by number from the catalog. If you want a custom logo, enclose black-and-white, camera-ready artwork with your order. There is a one-time $35 setup fee for custom logos. If touchup, typesetting, or rearrangement is required, additional charges may be incurred. Custom logos cannot be ordered by fax.

More timesaving Intuit products

To order any of these additional time-saving products, fax or mail your order to Intuit Supplies; see the fax number and mailing address on page 477.

Intuit double-window envelopes

Window envelopes save even more time by eliminating hand addressing of envelopes. Each envelope has two windows. The upper window shows the return address printed on the check and the lower one shows the mailing address that Quicken prints on the check for you. All you do is sign the check, drop it in the envelope, and add a stamp.

Forms Leaders

Forms Leaders prevent wasted checks. If you have a page-oriented printer without an envelope feeder, you need a Single Sheet InkJet Forms Leader to work with standard three-to-a-page checks when

you want to print just one or two checks. If you have a continuous-feed printer, you need a Forms Leader if the print head is unable to print on the first check because the tractor feed is above the print head.

Forms Leaders are not recommended for wallet-size checks.

Deposit slips

Intuit deposit slips are preprinted with your account number and name and address. They are available in two books of 100 each. When ordering, be sure to enclose one of your current deposit slips.

Endorsement and return address stamps

To reduce the time it takes to endorse checks and write addresses, use Intuit's endorsement and return address stamps. These pre-inked stamps are good for over 25,000 impressions. They measure 2 3/8-inches x 3/4-inch, with plenty of space for five imprinted lines. To ensure accuracy when ordering an endorsement stamp, enclose a voided sample check from your checking account.

Intuit software products

To order any of these Intuit software products, call Intuit Direct Sales at the phone number on page 477.

Quicken Deluxe for Macintosh

Quicken Deluxe adds powerful "extras" to Quicken: Quicken Home Inventory, Mutual Fund Finder, Ask the Experts, and Tips from the Team, plus onscreen User's Manuals to help you find the information you need quickly and easily.

QuickBooks

QuickBooks is the complete solution for small businesses: a full-fledged accounting system with Quicken's ease of use. With QuickBooks, you can write both checks and invoices. In addition, QuickBooks gives you great accounts-receivable management, so you always know who owes you money and when the money is overdue.

QuickBooks also has dozens of great business reports, handles sales tax automatically, does job costing and budgeting, and lets you switch between cash and accrual accounting easily. The bottom line is that QuickBooks is the easy way to control your business finances.

MacInTax

MacInTax Federal uses your Quicken data to help in preparing your income tax returns. The MacInTax EasyStep system walks you through your entire return and gives you helpful tax-related information all along the way.

MacInTax State automatically reads the information you've entered in MacInTax Federal to further speed the tax preparation process.

B Customizing the iconbar

Changing the iconbar display 457
Adding an icon button to the iconbar 458
Editing and rearranging icon buttons 460

Changing the iconbar display

The iconbar is located just below Quicken's menu bar. Initially, it contains a standard set of icon buttons, each with an identifying graphic and text label.

Click this button to collapse the iconbar to a single button; click it again to expand it back to a bar.

You can choose to display help text for icon buttons as you move the cursor over them (see "Changing iconbar settings" on this page).

You can make the buttons smaller and hide the text labels if you want to save space (see "Changing iconbar settings" on page 458).

If all your icon buttons don't fit across your screen, use the scroll buttons to scroll them into view.

You can use the iconbar just as it is, or you can change its appearance and behavior to better suit your own working style. (For an introduction to using the iconbar, see "Choosing commands from the iconbar" on page 34.)

If you'd like to change the preset iconbar display so it takes up less screen space (or no space at all), you can:

- hide the iconbar completely
- collapse the iconbar to a button
- reduce the size of the icon buttons and hide the text labels

Showing and hiding the iconbar

To hide the iconbar altogether, choose Hide Iconbar from the View menu. When the iconbar is hidden, the command changes to Show Iconbar. Choose Show Iconbar to display the iconbar again.

The collapse button.

The expand button.

To collapse the iconbar to a single button, click the collapse button at the left end of the bar. To expand the button back to an iconbar, click it again. (Quicken automatically collapses the iconbar to a button for you if you drag a window on top of it.)

Changing iconbar settings

1 Choose Preferences from the Edit menu and then click the Iconbar icon in the scrolling panel on the left.

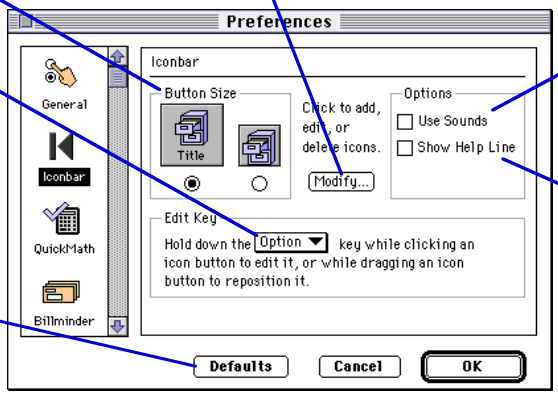
2 Make your changes to the settings and click OK.

Use the Button Size option to select either larger buttons with text or smaller buttons with no text.

Use the Edit Key pop-up menu to choose which key to use as a modifier key for editing or moving icon buttons (see "Editing and rearranging icon buttons" on page 460).

Click Defaults to reset the iconbar to the way it was when you installed Quicken. **Caution: Quicken has no way to restore your custom settings once you reset them this way.**

Click the Modify button to add, edit, or delete icon buttons. See "Adding an icon button to the iconbar" on this page and "Editing and rearranging icon buttons" on page 460.



Select the Use Sounds checkbox to hear user-assigned sounds when you click icon buttons (see "Adding your own sounds" on page 460).

Select the Show Help Line checkbox to display a help line below the iconbar.

Adding an icon button to the iconbar

You can add any Quicken menu command or any Quicken account to the iconbar. If there are commands you use frequently that you would like to access from the iconbar, or account registers that you would like to be able to open from the iconbar, you can add a new button—complete with graphic, button text, and sound—that will let you do just that. You could, for example, create an icon button that would open your checking account with a single click of the mouse.

1 Choose Preferences from the Edit menu and then click the Iconbar icon in the scrolling panel on the left.

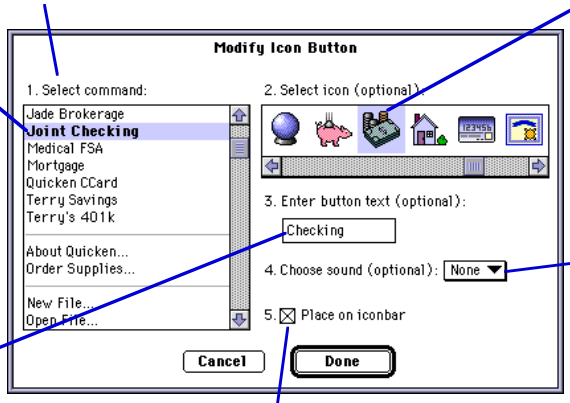
2 Click the Modify button.

This list shows the names of all your Quicken accounts followed by all the Quicken menu commands—grouped by menu. (Items shown in bold are the ones that will appear on the iconbar when you click OK.)

Scroll through the list to find the account name or menu command you want.

First select the menu command or Quicken account you want to add to the iconbar from this list.

Quicken selects an icon for you when you select a command, but you can scroll through this list and select a different icon if you find one that suits you better. Just click an icon to select it.



Choose a sound from the pop-up menu to hear a sound each time you click this button (see "Adding your own sounds" on page 460).

Quicken automatically fills in the button text field when you select a command, but you can edit the text to make it more meaningful for you. Keep in mind that only the first 7 or 8 characters will fit on the button.

Select this checkbox to add the selected account or command to the iconbar, or clear it to remove the button from the iconbar. If you click OK for the settings defined here, an icon button that opens your checking account register is added to the iconbar.

3 Select an account name or menu command from the scrolling list of commands.

Quicken shows you the icon, button text, and sound currently assigned to the selected command.

4 (Optional) Change the icon, button text, or sound you want Quicken to assign to the command.

5 Click the "Place on iconbar" checkbox to select it, and then click OK to add the icon button to the iconbar.

Quicken adds the new icon button to the right end of the iconbar. If you want to change the button's graphic, button text, or sound once it's been added to the iconbar, see "Editing icon buttons" on this page. If you want to move it to a new location in the bar, see "Rearranging the icon buttons in the iconbar" on page 461.

If adding a new icon button makes the iconbar too long to fit across your screen, Quicken adds scroll arrows to each end of the bar so you can scroll to see all of the buttons.

You can have only 40 icon buttons in the iconbar. If you try to add a 41st button, Quicken warns you that you have exceeded the maximum number.

Editing and rearranging icon buttons

When you edit or rearrange icon buttons in your iconbar, you will use a modifier key. The preset modifier key is the Option key but, if you've changed it (see the Iconbar Preferences screen illustrated in step 2 on page 458), you should substitute Shift or Control whenever the Option key is mentioned in the instructions in this section.

Editing icon buttons

You can change the graphic, the button text, or the sound associated with any icon button. You cannot edit the help text for a button.

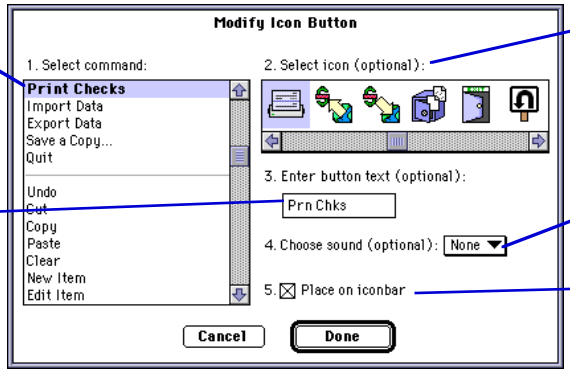
1 Hold down the Option key and click the button you want to edit.

Or choose Preferences from the Edit menu, click the Iconbar icon in the scrolling panel on the left, and then click the Modify button.

2 Select the button you want to edit in the list of commands.

Quicken automatically selects the command, the icon, the button text, and the sound for the icon button you clicked to open this window.

You can edit the text that appears on the icon button when the option to view button text is selected (see the illustration in step 2 on page 458). When you edit the text, keep in mind that only the first 7 or 8 characters will fit on an icon button.



You can assign a different icon to the selected command by selecting another icon in this list.

Choose a sound from this pop-up menu if you want to add sound for this button.

Click this checkbox to clear it if you want to remove this button from the iconbar.

3 Make your changes to the settings and click OK.

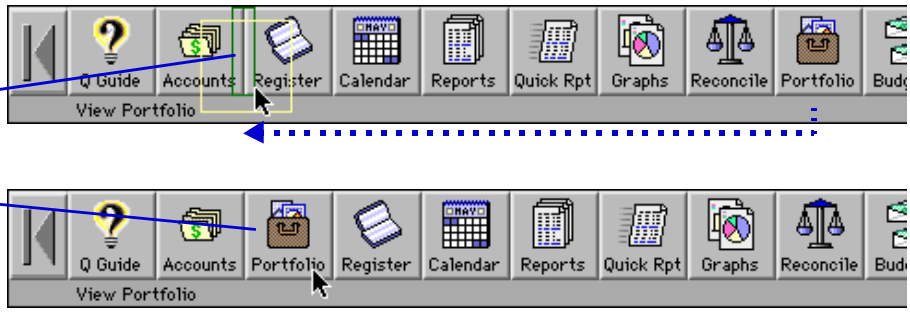
Adding your own sounds

Quicken can use any sound installed in the System file in your System Folder as an icon button sound. See the documentation that came with your Macintosh for information on installing and deleting sounds. Once you have installed a sound in the System file, you can assign it to an icon button by selecting it from the Choose Sound pop-up menu in the Modify Icon Button window (see the illustration in step 2 on page 460).

Rearranging the icon buttons in the iconbar

To rearrange the order of the buttons in the iconbar, simply hold down the Option key while you drag and drop a button to move it from its current location to a new one. For example, to move the Portfolio button so it appears to the left of the Register button:

Hold down the Option key while you click an icon button and then drag it where you want it. A box appears in the new location so you can see when you're in the right place. When you drop the button in its new location, Quicken shifts the other buttons to make room. Note that the "Portfolio" button is where you put it and the other buttons have shifted to the right.



Removing an icon button from the iconbar

If there are buttons in the iconbar that you never use, you may want to remove them to free up space for the buttons you do use.

As a shortcut, you can just hold down both the Command key and the Option key and click the icon button you want to delete.

1 Hold down the Option key and click the icon button you want to remove from the iconbar.

Or choose Preferences from the Edit menu, click the Iconbar icon in the scrolling panel on the left, and then click the Modify button.

Quicken displays the Modify Icon Button window shown in the illustration in step 2 on page 460.

2 Make sure the button you want to remove is the one selected in the list of commands.

3 Click the "Place on iconbar" checkbox to clear it.

4 Click OK to remove the button from the iconbar.

When you remove an icon button from the iconbar, you lose any custom graphics, text, or sound that you added for that button. If you decide later that you want to add the same command to the iconbar again, you will need to customize it again.

C Menus and command keys

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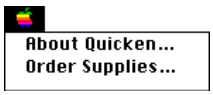
About Quicken's menus

This appendix describes the commands in the Quicken menus. Included in the description of many commands is a page number where you can go for more information about the use of that command.

Some menu commands have Command-key shortcuts. You can use these to enter the command from the keyboard. You can also create your own Command-key shortcuts.

Apple menu



If you choose this	Quicken does this
About Quicken	Displays an About Quicken screen containing information about Quicken, including the number of the version you are using. Click anywhere in the screen to close it.
Order Supplies	Prints an order form you can use to order Quicken checks and supplies. Fill it out and send by mail or fax (page 454).

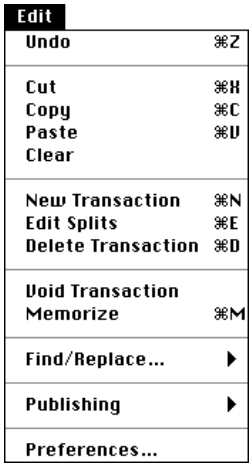
File menu

You can use the commands in the File menu to create, open, copy, and back up Quicken files; transfer data to and from Quicken; set up your printer; and print checks, reports, graphs, registers, and so on.

If you choose this	Quicken does this
New File	Lets you create a new Quicken data file (page 434).
Open File	Asks you to select an existing Quicken data file, then opens the file you selected (page 435).
Close Window	Closes the active window.
Page Setup	Displays the Page Setup dialog box for your printer, where you can change the size and orientation of paper and other printer settings.
Print	Prints the contents of the active window, for example: • If a register window is active, it prints the register (page 123). • If a report window is active, it prints the report (page 318). • If a graph window is active, it prints the graph (page 350).
Print Checks	Prints checks you have entered in the Write Checks window or printable transactions you have entered in the register (page 140 and page 150).
Import	Imports data from a text file into the current data file: • categories (page 439) • classes (page 439) • budget amounts (page 440) • transactions (page 442) • security prices (page 289) • Quicken for DOS or Quicken for Windows data (page 58)
Export	Exports data from the current data file to a text file: • categories (page 438) • classes (page 439) • budget amounts (page 440) • transactions (page 442) • Quicken for DOS or Quicken for Windows data (page 56)
Save a Copy	Saves a copy of the current Quicken data file, but includes only the transactions in the date range you specify (page 445).
Quit	Exits Quicken and automatically saves your data (page 45).

Edit menu

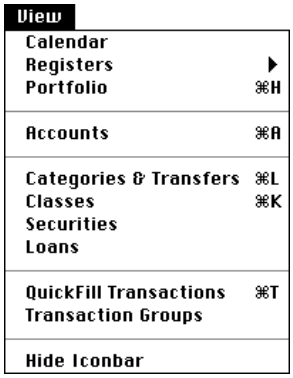
You can use the commands in the Edit menu to find transactions; transfer text to and from the clipboard; and make changes to items.



If you choose this	Quicken does this
Undo	Reverses the last change you made.
Cut	Removes the text you selected and puts it on the clipboard.
Copy	Copies the text you selected and puts it on the clipboard.
Paste	Copies the text on the clipboard into the field you've selected.
Clear	Removes the selected text without putting it on the clipboard.
New	Adds an item to the active window. If the active window is a register, moves to a blank transaction.
Edit	Lets you make changes to the selected item.
Delete	Permanently removes an item. You can delete a transaction from a register or the Calendar, an item from a list, checks from the Write Checks window, and so on.
Void Transaction	Voids the selected transaction (page 122).
Memorize	In a register, adds the selected transaction to the QuickFill Transactions list and locks it (page 113). In a report window, memorizes a custom report setup (page 314).
Find/Replace	
• Find	Finds a transaction using information you specify (page 118).
• Find Again	Searches for the next occurrence of the transaction you are looking for (page 118).
• Replace	Finds specified text in transactions and replaces it with whatever you choose (page 119).
Publishing	Publishes an edition, with data from any Quicken report, that other applications can use (page 318).
Preferences	Lets you customize your copy of Quicken by making changes to the settings in a number of different areas: • General (page 124 and page 131) • Iconbar (page 458) • QuickMath (page 111) • Billminder (page 179) • Reports (page 316) • Graphs (page 349) • Print Checks (page 135 and page 145) • Modem (page 283 and page 395) • Phone Access (page 283 and page 395) • Passwords (page 447)

View menu

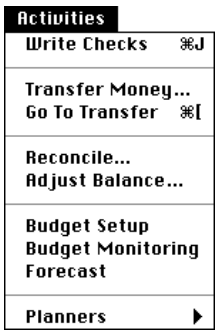
You can use the commands in the View menu to display Quicken's various windows and lists.



If you choose this	Quicken does this
Calendar	Displays the Quicken Financial Calendar (page 158).
Registers	Displays a menu listing all your Quicken accounts. Choose an account to open it (page 71).
• Current Register	Opens the Register window for the current account. The Register window shows all the transactions in the account (page 89).
Portfolio	Opens a Portfolio window containing information about all your portfolio and mutual fund accounts (page 243).
Accounts	Displays the Account list for the current data file (page 71).
Categories & Transfers	Displays the Category & Transfer list for the current data file (page 76).
Classes	Displays the Class list for the current data file (page 86).
Securities	Displays the Securities list for the current data file (page 245).
Loans	Displays the Loan list for the current data file (page 218).
Merchants	Displays the Merchant list, which lists the payees you've set up to receive electronic payments (page 397).
QuickFill Transactions	Displays the QuickFill Transactions list, which lists the most recent transaction to each of your payees, plus all of your locked (memorized) transactions (page 93).
Transaction Groups	Displays the Transaction Group list (page 171).
Show Iconbar or Hide Iconbar	Displays or hides the iconbar (page 457).

Activities menu

You can use the commands in the Activities menu to initiate different activities in Quicken, including writing checks, reconciling a Quicken account, and using Quicken's planning features.



If you choose this	Quicken does this
Write Checks	Opens the Write Checks window, where you can enter checks to print with Quicken (page 127). The Write Checks command changes to Actions if the current account is an investment account (see next).
Actions	Displays the Actions list so you can select action forms to use for entering investment transactions (page 246).
Transfer Money	Lets you transfer money from one Quicken account to another without opening either account register (page 100).
Go To Transfer	Opens the register for the destination account in a transfer and selects the transfer transaction in that register (page 103).
Reconcile	Lets you balance a Quicken account register with a bank statement (page 182), a credit card statement (page 206), or an investment account statement (page 294). The Reconcile command changes to Get IntelliCharge Data if the current account is a credit card account set up to use IntelliCharge.
Adjust Balance	Lets you update or adjust the balance of your account registers for Quicken cash (page 201), asset and liability (page 215), or investment accounts (page 294).
Budget Setup	Displays a Budget Setup window where you can create a budget (page 360).
Budget Monitoring	Displays a Budget Monitoring window where you can monitor how well you're sticking to a budget (page 370).
Forecast	Displays a forecast graph where you can enter information to make short-term projections about your finances (page 383).
Planners	
• Tax Planner	Opens the Tax Planner window, where you can estimate your future tax liability and explore "what-if" scenarios (page 422).
• Loan Planner	Lets you create "what-if" scenarios for loans (page 376).
• Refinance Planner	Lets you create "what-if" scenarios for refinancing a mortgage (page 378).
• Investment & Savings Planner	Lets you create "what-if" scenarios for investment planning (page 378).
• Retirement Planner	Lets you create "what-if" scenarios for retirement planning (page 380).
• College Planner	Lets you create "what-if" scenarios for college planning (page 381).

Reports menu

You can use the commands in the Reports menu to create all the different types of reports and graphs available in Quicken.

If you choose this	Quicken does this
Reports	Displays lists of personal finance, business, investment, and memorized reports from which you can choose a template for the report you want to create (page 321).
QuickReport	Opens a QuickReport window where you can set up and run a quick transaction report for a selected payee, category, class, memo, account, or security (page 299).
Graphs	Displays a Create Graph window where you can choose the graph you want to create (page 346).
Recalculate Now	When Auto Recalculation is turned off, Recalculate Now controls when Quicken recalculates the totals in an open report when you change your data (page 313).
Auto Recalculation	Controls whether Quicken recalculates the totals in an open report when you change your data. This option is turned on or off depending on whether or not there is a checkmark beside it. If you want Quicken to recalculate the totals in an open report immediately, leave this option selected (page 313).
Billminder	Opens the Billminder window so you can see if you have any transaction groups due, checks to print, or electronic payments to transmit (page 178).

Online menu

The commands in the Online menu give you access to Quicken's online financial features.

If you choose this	Quicken does this
Online Banking	Retrieves data from your bank, or from your credit or charge card company. Quicken enables this command only if you have already set up online banking for an account in the current file. See the online banking information included in your Quicken box.
Electronic Payments	Quicken enables this command only if you have already enabled electronic payments for an account in the current file (page 396).
• Transmit Payments	Transmits electronic payments to CheckFree (page 402).
• Transmit Stop Payment Request	Stops payment on a payment you transmitted to Check-Free (page 405).
• Transmit Payment Inquiry	Sends an inquiry to CheckFree about a previously transmitted payment (page 407).
• Transmit Message	Displays a window you can use to send a message to CheckFree (page 408).
• Get Payment Status	Gets information about the selected electronic payment (page 404)
Quicken Quotes	Retrieves security prices using Quicken Quotes (page 285).
Enable Electronic Accounts	Lets you set up Quicken accounts to use Quicken's online financial services or CheckFree bill payment service.
• CheckFree	Lets you set up Quicken bank accounts to use CheckFree to pay bills electronically (page 396).
• Online Banking	Lets you set up Quicken accounts to use Quicken's online banking feature. See the online banking information included in your Quicken box. Note: This item may say IntelliCharge if you have an existing credit card account with IntelliCharge and are not yet set up to use online banking.
Intuit Membership	Sets up your Intuit Membership so you can use online banking.
Software Registration	Lets you register Quicken online. This command won't appear in the menu once you've completed online registration.

Guide menu

You can use the commands in the Guide menu to access the different forms of onscreen assistance available through Quicken.

If you choose this	Quicken does this
About Quicken Guide	Describes the items in the Guide menu.
Show Balloons	Turns on Balloon Help (page 40).
Guided Setup	Guides you through getting started with different areas of Quicken (page 35).
Quicken Guide	Provides step-by-step instructions for a variety of Quicken tasks (page 36).
Tips & Shortcuts	Lets you browse through a variety of tips and shortcuts that can help you use Quicken more efficiently (page 40).
New Features	Describes key new and changed features in Quicken 6 (page 41).

Creating your own Command-key shortcuts

As you become familiar with Quicken, you'll find that you use some commands more than others. You can make it faster to use your favorite commands by creating shortcuts for them. A shortcut lets you execute the command with a simple key sequence: pressing the Command key plus one other key. You can assign a Command-key shortcut to any menu command, including any account name in the Registers menu.

Assigning a Command-key shortcut

1 Hold down the Command key and click in the menu bar. Don't release the mouse button.

The mouse pointer changes to a Command symbol.

2 Release the Command key and select the menu command to which you want to assign a shortcut.

3 With the command selected, release the mouse button.

Quicken displays a dialog box with the menu name, command name, and existing Command-key shortcut (if any).

4 Type the key you want to combine with the Command key and click OK.

For example, if you want the shortcut for an account named Checking to be Command-1, type 1 and click OK.

If another menu command already has the same Command-key shortcut assigned to it, Quicken asks you to confirm the change. If you confirm the change, Quicken removes the shortcut from the other menu command and assigns it to the command you selected.

Removing a Command-key shortcut

1 **Hold down the Command key and click in the menu bar. Don't release the mouse button.**

The mouse pointer changes to a Command symbol.

2 **Release the Command key and select the menu command.**

3 **With the menu command selected, release the mouse button.**

4 **Delete the shortcut from the Command Key field in the Edit Command Key dialog box.**

5 **Click OK.**

Deleting all custom Command-key shortcuts

1 **Choose Quit from the File menu to exit Quicken (Command-Q).**

2 **Open the System Folder.**

3 **Open the Preferences folder and find the file called Quicken 6 Preferences.**

4 **Drag the Quicken 6 Preferences file icon to the trash.**

Caution: This procedure deletes all your Quicken settings, including changes you have made in all the views in the Preferences window (except Passwords). You will also have to find your data file the next time you start Quicken.

D Troubleshooting problems and contacting Intuit

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Saving a phone call

If you have a question about the way Quicken works, the best way to get an accurate, immediate answer is to try looking in this location first:

See "Getting step-by-step assistance from Quicken Guide" on page 36 for more information.

Quicken Guide. Press Command-? to get instant onscreen help while you're working in Quicken. If you want step-by-step guidance through a specific task, you can go directly to that information if the window for the task is open and active. You can also look up topics by name in the Quicken Guide Topics screen or Index screen.

This manual's index. Follow the directions in "Using the Index" on page 43 to find the topic you need. We've worked hard to make the index useful. Check the index under "troubleshooting" to find tips at relevant places throughout the manual. The index also has entries for common symptoms, such as "missing check numbers."

Specific lists of solutions in this manual. There are tables in this appendix and in other parts of this manual that contain lists of solutions to common problems with specific parts of the program:

If you are trying to	See
Print checks	"Adjusting single-sheet check alignment" on page 137 "Correcting continuous check alignment" on page 148 "Check printing problems and solutions" on page 472
Balance your checkbook	"Solving balancing problems" on page 190
Use Quicken Quotes	"Handling communication problems" on page 287
Print reports	"Printing reports" on page 318
Send payments to Check-Free	"Modem problems and solutions" on page 473

Miscellaneous troubleshooting

Here are a few common troubleshooting topics that are not covered elsewhere in the manual.

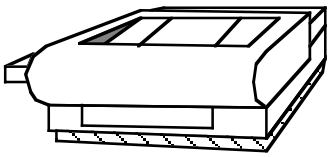
Problem area	Solution
Problems with fonts displayed on the screen	Quicken requires Chicago 12, Geneva 9 and 10, and Monaco 9 and 12.
Problems with compressed files	For best results, we recommend that you do not compress Quicken data files or the TAX.SCD file.
Quicken can't open Quicken Guide or other help files	Make sure all the Quicken Guide files are in the same folder as the Quicken 6 application file.
Quicken can't open the Supply Order Form	Make sure the Supply Order Form file is in the same folder as the Quicken 6.
Share prices or number of shares seem to be incorrect in the Portfolio window	Try pressing Command-Option-U to update the share prices and number of shares using data from the transactions in all your investment accounts.

Check printing problems and solutions

The majority of check printing problems are alignment problems such as the text printing too high or too low on the check.

- If you are having alignment problems with a page-oriented printer, see "Adjusting single-sheet check alignment" on page 137.
- If you are having alignment problems with a continuous-feed printer, see "Correcting continuous check alignment" on page 148.

Some common printer problems and their solutions are described in the following table. If you continue to have problems printing checks, see your printer manual or call Technical Support for Quicken Deluxe for Macintosh CD-ROM at the phone number on page 477.



Problem The printer doesn't print.

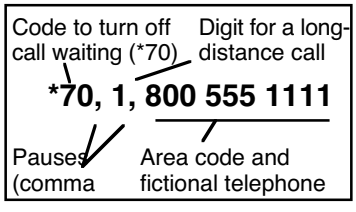
Solution Check the printer connections:

- Make sure your printer is turned on and online.
- Make sure the cable connection between the printer and the Macintosh is secure.
- Open the Chooser and make sure the correct printer is selected.

Problem	Your printer was working fine when you last printed checks. You haven't changed any settings and you can print documents using other software, but when you try to print checks in Quicken: • The print is misaligned, or • Gibberish appears on the checks, or • The print dialog box doesn't appear at all.
Solution	If you printed checks without problems one day, and nothing works the next day, your printer driver is probably damaged. Reinstall the printer driver according to the instructions on page 133.

Modem problems and solutions

If you are having trouble using your modem, wait a minute or two and try again. The system may simply have been busy when you first tried to connect. If that doesn't work, try the troubleshooting steps in this section one by one. After each step, try transmitting again until you transmit successfully.

Do this	Here's how
Check that you've set up your modem correctly.	See "Entering modem and phone access settings" on page 283 (Quicken Quotes) or "Setting up to transmit payments" on page 395 (CheckFree).
Check all hardware connections at both ends.	Check the modular phone plugs, modem cable, and power cords to be sure they are securely plugged in and the power is on.
Check the modem switch settings, if any.	The user's manual that came with your modem describes the function of each switch on the modem. With the modem turned off, set the switches to originate a call (not to answer), to respond to DTR (data terminal ready), and to recognize commands.
Eliminate telephone line noise.	Turn off call waiting by entering its disable code in the Dialing Prefix field in the Modem preferences (see the service number example in the next step).
Dial the service number yourself. 	Your service number is supplied by Intuit, CompuServe, or CheckFree for your particular modem speed and geographic location. Dial the number the modem dials to be sure you're getting a dial tone and that the call is answered with a high-pitched tone. Note whether you have to wait to get an outside line or add extra digits. Write down the exact sequence of digits, characters, and pauses you dialed. An example of a character is an asterisk (*), which many phone systems use as a signal for a special phone feature. Translate what you've written down into the sequence of numbers, commas, and characters (everything that comes before the actual phone number) you need to enter in the Dialing Prefix field in the Modem preferences. Use a comma for a pause, or several commas for longer pauses.

Do this	Here's how
Change the settings in the Modem or Phone Access preferences.	"Entering modem and phone access settings" on page 283 (Quicken Quotes) or "Setting up to transmit payments" on page 395 (CheckFree). • Change the setting for tone or pulse dialing. • Select a different modem port to see if you've been using the wrong port. (Try this only if you are getting no response at all from your modem.) • Change the setting for the modem speed (baud rate) and check that the access number is correct for the modem speed. If possible, change to a slower speed. • In the Initialization String field, you may need to include a different sequence of commands for Quicken to send to the modem before dialing the service number. Enter any special letters, digits, and other characters to be sent to the modem. To find out what codes you need, look in the user's manual that came with your modem. (Most modem commands begin with the prefix AT.)
Change your computer setup.	Remove the extensions from the Extensions folder in your System Folder or, for System 7.5, choose Control Panels**.** Extensions Manager from the Apple (**)** menu and turn all extensions off.
If your modem appears to be operating correctly, but the service you are calling does not respond.	Call Technical Support for Intuit Online Services at the phone number on page 477.

Other suggestions for helping yourself

If you still have a problem using Quicken, the best way to solve it is to try these self-help approaches first.

Do this	Here's how
Have Quicken reconstruct its index file.	Press Command-Option-B in Quicken. Quicken maintains an index file to improve access to your financial data. When you use this key combination, Quicken reconstructs its index file, which may solve your problem.
Increase the amount of memory Quicken can use.	You can increase the memory Quicken can use in the Quicken Info window. • Choose Quit from the File menu to leave Quicken. • Click the Quicken 6 application icon to select it, and then choose Get Info from the File menu. • In the Quicken Info window, increase the value for "Preferred size." • Close the Quicken Info window, and then restart Quicken by double-clicking the icon for your Quicken data file.

Do this	Here's how
Remove your Quicken 6 Preferences file from the System Folder.	The Quicken 6 Preferences file keeps track of most of your Quicken settings. If your problem is in one of the areas affected by these settings, this step may solve the problem. • Choose Quit from the File menu to leave Quicken. • Move the Quicken 6 Preferences file out of the Preferences folder that's in the System Folder and put it on the desktop next to the trashcan (so you can find it easily later). • Restart Quicken by double-clicking the icon for your Quicken data file. If this step solves your problem, you will need to reset all your preferences (see the Preferences command under "Edit menu" on page 464 to locate instructions for changing individual settings). You no longer need the Quicken 6 Preferences file that you moved to the desktop and should drag it to the trash. If this step does not solve your problem, exit from Quicken and move the Quicken 6 Preferences file from your desktop back into the Preferences folder. Then restart Quicken.
Explore the problem a bit before you call.	When you call Intuit with a problem, the support specialist leads you through steps to identify and solve the problem. You can do some of this exploration yourself to eliminate possibilities that don't require technical expertise. The key to troubleshooting is trying the most basic approach first. • **Try the procedure again, starting at the beginning.** Examine the windows and dialog boxes where you entered information. Make sure you are using the appropriate window or dialog box and are choosing the correct options for what you want to do. For example, if a report does not include the information you want, check the date range and the other settings in the Customize Report window. • **Try a related procedure.** For example, if you have a printing problem, test the printer by trying to print something else. If you can't print checks, try printing a report. If you can't print at all from Quicken, try printing from a word processor. If nothing prints, the problem is related to the printer and not Quicken. Check the printer connections and make sure the correct printer is selected in the Chooser. • **If something used to work, think about what's changed since it last worked correctly.** For example, have you changed your software (added any applications or utilities) or your hardware (added a peripheral such as a modem)?

Quicken customer forums and user groups

Quicken customer forums

If you have a modem and a membership to America Online, CompuServe, or Prodigy you can send your questions online to Intuit's product support representatives. See "Using Quicken online forums" on page 477.

Also, many online services have product forums where their customers can post questions and answers about software. You can use these services to learn more about Quicken from other Quicken

users. If you don't have a membership to an online service, contact the one you want to join for membership and pricing information.

Computer user groups

Personal computer user groups are also a great way to learn more about computers and software in general. Some user groups even have special interest subgroups for Quicken users.

To find a Macintosh user group in your area, call 800-538-9696. Press 0 and then request extension 500. You'll be greeted by an attendant who will direct you to a user group in your area. This service, provided by Apple Computer, Inc., is available 24 hours a day. (Note that these are volunteer groups and are not part of Intuit.)

Phone numbers

Writing to get product support

Calling for support is the quickest way to get an answer from us, but we can respond to a written request for support (within 4 to 6 weeks) if you include the following information:

- all the information we need from callers (listed beside this note)
- your day and evening phone numbers
- the best time to reach you at those numbers
- a fax number, if available

If you need to call for product support, be at your computer with Quicken running, and have the following information handy:

- Exact wording of the error message if you saw one
- Quicken version number (from Quicken, choose About Quicken from the Apple (🍎) menu to see the version number)
- Macintosh type and mode
- Amount of memory (RAM) installed and available (from the Finder, choose About this Macintosh from the Apple (🍎) menu to get the numbers for Built-in Memory, Total Memory, and Largest Unused Block)
- System software version number (from the Finder, choose About this Macintosh from the Apple (🍎) menu to see the version number)
- Which extensions (sometimes called INITs) and Control Panels (sometimes called CDEVs) are installed in your System Folder (look in the folders named Extensions and Control Panels in your System Folder; everything in each of those folders is currently installed)
- Monitor type
- Printer manufacturer, type, and model (if relevant to your problem)
- Network configuration, if any
- Paper and a pencil for taking notes

Technical support

Technical Support for Quicken Deluxe for Macintosh CD-ROM

Talk to a representative during our business hours.

Monday - Friday
6 am - 6 pm Mountain time

.....505-896-7267

Technical Support for Intuit Online Services

Call this number if technical problems occur while using these online services in Quicken:

- Modem setup
- Online software registration
- Intuit Membership
- Online banking
- CheckFree
- Quicken Quotes

Monday - Friday
7 am - 11 pm Central time

Saturday and Sunday
8 am - 5 pm Central time

.....708-585-8500

CheckFree Corporation Technical Support

Call this number if problems occur with payment processing *after* you transmit transactions to CheckFree.

Monday - Friday
8 am - 12 am Eastern time

.....800-297-3180

CompuServe Customer Service

Call this number to get the local access number your modem may need in order to use:

- Quicken Quotes
- CheckFree

Seven days a week, 24 hours a day

.....800-848-8980

Using Quicken online forums

Send questions to our support representatives. You'll receive an email response to your questions within one business day.

Seven days a week, 24 hours a day

America Online

- Connect to America Online.
- From the Go To menu, choose Keyword, and then enter INTUIT.

CompuServe

- Connect to CompuServe.
- Enter GO INTUIT.

Prodigy

- Connect to Prodigy.
- Enter JUMP INTUIT.

Using the QuickFax system

Order and receive faxes about Quicken problems and solutions at any time.

Seven days a week, 24 hours a day

..... 800-644-3198

Mutual Fund Finder updates

Call for pre-recorded, updated Mutual Fund Finder data.

Seven days a week, 24 hours a day

..... 800-224-0873 ext. 810352

Quicken Tax Update Hotline

Call for pre-recorded information about using Quicken's Tax Planner and tax law changes

Seven days a week, 24 hours a day

..... 505-896-7259

Placing orders

Intuit Direct Sales

Call this number to order:

- Intuit software upgrades
- Intuit software products
- Quicken *Business User's Guide*
- printed versions of the onscreen manuals (Quicken for Macintosh *User's Guide* and *Deluxe User's Guide)*

Seven days a week, 24 hours a day

From the U.S.:

.....520-295-3220 ext. 810346

From Canada:

.....716-871-5040 ext. 500082

Intuit Supplies Customer Service

Call this number for *information* about Intuit checks, invoices, and other supplies.

From the U.S.:

Monday - Friday
5 am - 5 pm Pacific time

.....800-433-8810

From Canada:

Monday - Friday
8 am - 8 pm Eastern time

.....800-268-5779

FAX or mail your order form to *order* Intuit checks, invoices, and other supplies.

Seven days a week, 24 hours a day

From the U.S.:

FAX.....206-925-9301

From Canada:

FAX..... 416-752-1140

Mail to:

Intuit Supplies
P.O. Box 34328
Seattle, WA 98124-1328

User's Guide

Version 6 for Macintosh

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1 Using Quicken Home Inventory

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About Quicken Home Inventory

You can use Quicken Home Inventory (QHI) to create and maintain a room-by-room inventory of your personal belongings. Use your inventory to:

- **Save money on insurance**. Record specific information about each item in your inventory. QHI can use this information to help you determine how much insurance coverage to carry and can provide backup records for filing insurance claims.
- **Gain the security of knowing what you own**.Your inventory helps you track valuable collections, antiques, and art objects.
- **Organize all records of your possessions in one place**. You'll know exactly where your belongings are located, room-by-room.

- **Track items for an insurance claim.** If disaster strikes, you can get started with your claim immediately. You select the damaged or destroyed items from your inventory and then track repair or replacement costs for each item. You can also record information and personal notes about your claim.
- **Provide an inventory for your heirs.** A complete property inventory is an essential part of your will.

Getting started

Getting started with Quicken Home Inventory is fast and easy. You can use preset lists of household locations and items to enter your belongings—along with their replacement costs and resale values. You can enter a basic inventory of your household items in about an hour.

After you've created your inventory, you can display and print inventory reports to see all of the items in each room of your house and their total worth. Later you can enter information about your insurance policies to see whether you are adequately insured.

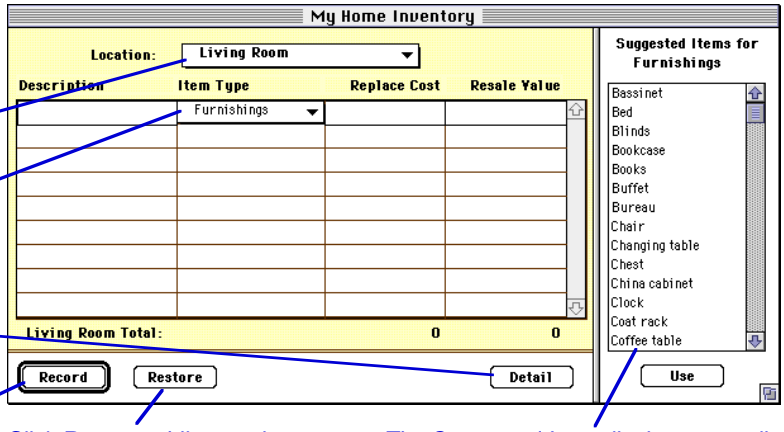
1 Open the folder where you installed Quicken Deluxe 6.

2 Double-click the Quicken Deluxe 6 icon.

3 In the Quicken Deluxe 6 window, click the Quicken Home Inventory icon.

4 Specify a name and location for your new QHI data file.

5 Click New.



Use the inventory window's list view to create and manage your inventory. Each possession is a separate item in the list.

Use the Location pop-up menu to change to another room.

Use the Item Type pop-up menu to change to different types of items, such as appliances or electronics.

Click Detail to see more information fields for the selected item.

Click Record to record your entries.

Click Restore while entering or editing an item to return it to the way it was before you started typing.

The Suggested Items list is a preset list of common items in your home. You can select items from this list to start your inventory.

Selecting a location

The “location” for a possession is the place where you keep it, such as your living room, kitchen, garage, office, or safe deposit box. Use the Location pop-up menu to select the location you want to use. For example, you might select Living Room as the place to begin your inventory.

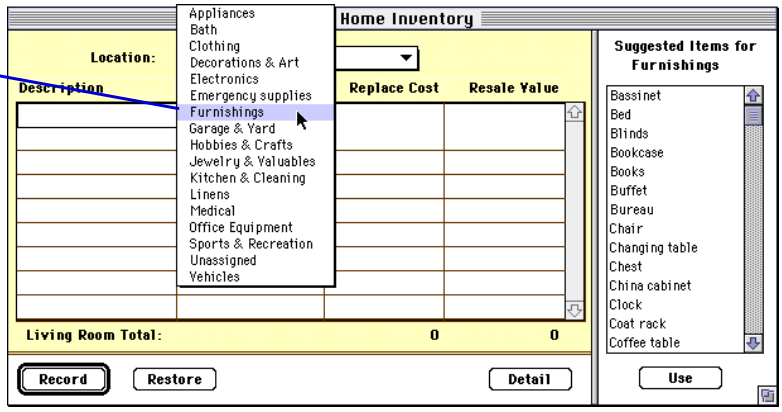
You also can add your own locations or change the names for existing locations. See “Updating locations” on page 488.

Selecting an item type

An “item type” is a name for a category of items you might own, such as clothing, electronic equipment, or home furnishings. Use the Item Type pop-up menu to select the appropriate category. When you choose an item type, the list on the right side of the window changes to show QHI’s suggested items of that type. Furnishings, for example, include items like chair, couch, rug, and so on.

You can use the Item Type pop-up menu to change the item type for an individual item any time you want. For example, if you have Living Room selected as a location, you probably have many types of items in your living room, such as furnishings, electronics, and decorations.

To change the item type, click an item to select it and then choose a different item type from the Item Type pop-up menu.



You also can add your own item types or change the names for existing item types. See “Updating item types” on page 490.

Entering inventory items

You can use several methods to enter items in your inventory:

- Select an item from the Suggested Items list.
- Type an item name in a blank line in list view or in a blank field in detail view.
- Duplicate an existing item.

Once you've entered items in the inventory window, you can select an item and enter specific details about it, such as purchase date and the location of any receipts. See "Entering more detail for your inventory items" on page 485.

As you enter items in your inventory, you can alphabetize them at any time by choosing Alphabetize Register from the Edit menu.

Entering items from the Suggested Items list

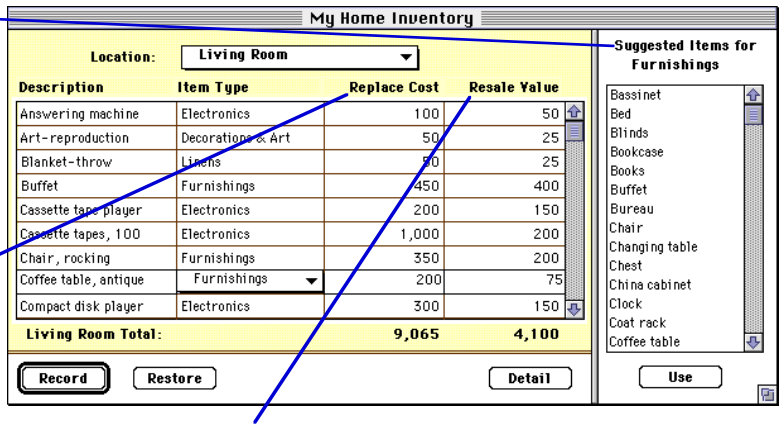
Using the Suggested Items list is the quickest way to enter an item into your inventory. This list is a preset, alphabetical list of suggested items for the currently selected item type. You can use it to choose items that most closely match your belongings. The Suggested Items list can also remind you to enter items you might otherwise forget.

If you don't see the Suggested Items list in the Inventory window, choose Suggested Items from the View menu to display it.

The Suggested Items list shows suggested items for the current item type. Double-click an item in the list to add it to your inventory (or select the item and click Use).

Note: You can't edit or add items to this list.

The Replace Cost is the amount you would pay to replace the item today. If you select an item from the Suggested Items list, QHI can enter a replacement cost for you automatically, depending on the preference setting you've selected. See "Setting preferences" on page 487.



The Resale Value is the amount you would receive if you were to sell the item today. QHI can set resale value at a percentage of replacement cost, depending on what you've entered in the Preferences window. See "Setting preferences" on page 487.

To enter an item from the Suggested Items list, double-click the item you want to add to your inventory. Or select the item and click Use.

Each item in the list has a suggested replacement cost, which is the amount you would pay to replace the item today. When you add an item from the Suggested Items list, QHI can enter a suggested replacement cost in the Replace Cost field. QHI can also calculate the resale value of the item as a percentage of its replacement cost.

You can edit the Description, Replace Cost, and Resale Value fields to better describe your item by changing the values that were entered automatically. You can simply type new amounts in the fields, or you can use the numeric keypad plus (+) and minus (–) keys to increase or decrease values in $50 increments.

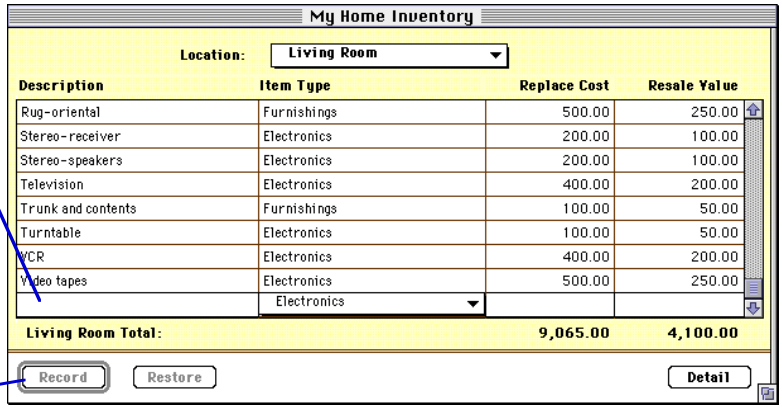
Entering an item by typing in the information

If the item you're looking for isn't in the Suggested Items list, or if you just prefer to create your own entry, you can type the information in a blank line in the inventory window's list view.

Type the item name in the blank description field and press Tab to move to the next field. (You can also press Shift-Tab as you're entering data to move to the previous field.)

If you prefer to use the Return key to move from field to field, you can change a preference setting. See "Setting preferences" on page 487.

Click Record to record the item.



To enter a new item by typing it in:

1 Scroll to the blank line at the bottom of the list.

2 Type an item description.

3 If necessary, select a different item type.

4 Enter the replacement cost and resale value.

5 Click Record.

If you make a mistake while you are entering or updating an item, click Restore. The item reverts to the way it was before you changed it.

Duplicating an item

You can duplicate an existing item in your inventory. This is a fast and easy way to enter multiples of the same item, such as compact discs or books. You can enter all the duplicates first and then edit each one to make it unique—by adding disc or book titles, for example.

To duplicate an item:

1 **Select the item you want to duplicate.**

2 **Choose Duplicate Item from the Edit menu.**

QHI duplicates all the information about the item in the next line of the inventory, including any information you've entered in detail view (see "Entering more detail for your inventory items" on this page).

Alphabetizing your inventory

To alphabetize items while you're working with your inventory, choose Alphabetize Register from the Edit menu. QHI alphabetizes the items in the currently displayed location.

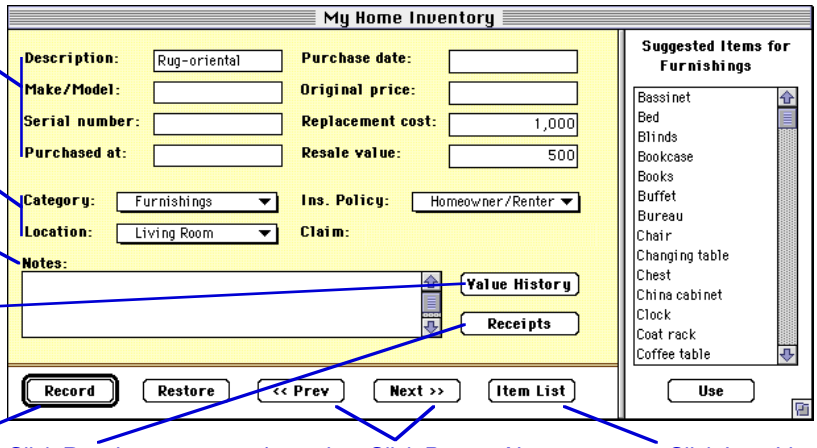
Entering more detail for your inventory items

In addition to entering and viewing items in QHI's list view, you can enter and view more detailed information for each individual item. This detailed information includes make and model, serial number, purchase date, and a resale value history. Although this information is optional, these details can be useful if you ever need to make an insurance claim for the item.

To enter detailed information for an item:

1 **In list view, select the item for which you want to enter more detail.**

2 **Click Detail.**



Change the existing information or enter new information about the item in each of the fields.

Use the pop-up menus to change item type, location, or insurance policy.

Use the Notes field to add lengthy or very detailed information.

Click Value History to update the resale value of the item if it increases or decreases over time. See "Updating the resale value history for an item" on page 490

Click Record to record your entry.

Click Receipts to enter substantiating information about the item, such as where the receipt for the item is stored.

Click Prev or Next to see detailed information for the previous or next item in your inventory list.

Click Item List to go back to list view.

3 Enter information about the item in each of the fields in detail view.

Several fields are already filled in with information you entered in list view. You can change any of the existing information, and you can enter new information in the empty fields.

QHI initially assigns all items to the default policy set in the Preferences window. (When you first use QHI, this is the Homeowner/Renter policy.) To assign the item to a different policy, select another policy from the Ins. Policy pop-up menu.

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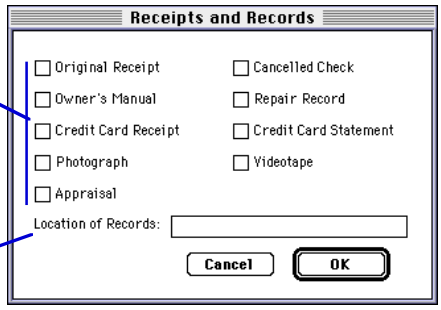
4 If you want to enter information about your proof of ownership, such as sales receipts or other records, click Receipts.



Select the checkboxes that describe the type or types of substantiating information you have for the item.

Type in the location of the substantiating information, such as a safe deposit box number.

In the Receipts and Records window, select the appropriate checkboxes to specify the kinds of information you have as proof of ownership. In the Location of Records field, enter the place where you've stored your proof of ownership, such as a safe deposit box or a filing cabinet.

5 Click OK.

6 In the detail window, click Record.

Setting preferences

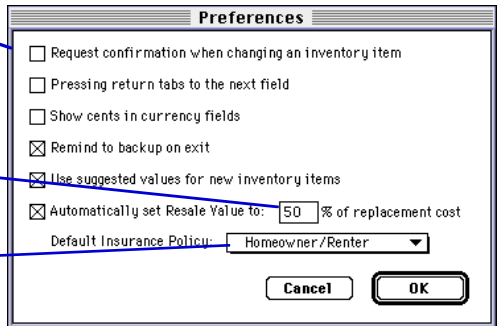
You can use Quicken Home Inventory's preferences to make QHI look and behave the way you like when you are entering and viewing items in your inventory.

1 Choose Preferences from the Edit menu.

Select or clear the checkboxes for the settings you want to change.

Enter the percentage of replacement cost QHI should use for Resale Value.

Choose which insurance policy you want QHI to use as the default policy in detail view.



2 In the Preferences window, click the checkbox preceding a preference to select or clear it.

Preference	Description
Request confirmation when changing an inventory item	Prompts you for confirmation when you leave an item you've changed but not yet recorded or when you delete an item.
Pressing Return tabs to the next field	Lets you use the Return key as well as the Tab key to move between fields in list view and detail view. Note: Since the Return key acts as a paragraph return in the Notes field in detail view, you must still press Tab (or use the mouse) to leave the Notes field when this preference is selected.
Show cents in currency fields	Displays cents in amount fields. When it's not selected, amounts are rounded to the nearest dollar.
Remind to back up on exit	Prompts you to back up your current data file before you quit.
Use suggested values for new inventory items	Automatically enters suggested replacement costs and resale values when you add items from the Suggested Items list.

Preference	Description
Automatically set Resale Value to: ___% of replacement cost	Calculates the suggested resale value at a specified percentage (which you enter in the text field) of the replacement cost when you add new items. Fifty percent (50%) is the preset percentage. If it's not selected, the amount entered for Resale Value is the same as the replacement cost.
Default Insurance Policy	Select the policy you want to use as the default insurance policy. QHI assigns all new items to the default policy automatically.

3 Click OK.

Updating your inventory

Once you've created an inventory, you can update it at any time by:

- Changing location names or adding new locations.
- Moving items from one location to another.
- Changing item type names or adding new item types.
- Updating the resale value history for an item.
- Deleting an item.

Updating locations

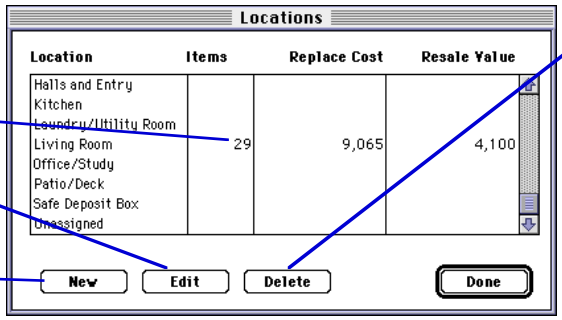
When you start QHI for the first time, the Location pop-up menu contains a set of predefined locations. You can easily change the location names to match your own rooms or other locations.

To add or edit locations, choose Location List from the View menu. Then click New to add a new location, or select an existing location and click Edit to change its name.

If you've already entered inventory items, the Locations window shows the number of items, total replacement cost, and total resale value for each location.

Select a location and click Edit to change the name of that location.

Click New to add a new location.



Select a location and click Delete to remove it from the list. QHI moves all items in the deleted location to "Unassigned."

Moving an item from one location to another

When you rearrange your furniture or put items in storage, you can easily change items' locations in your inventory using the Move Item command.

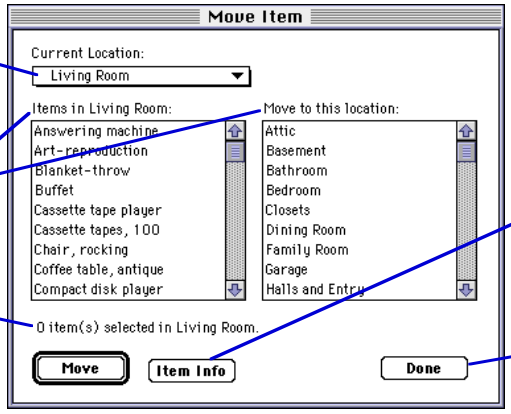
To move an item from one location to another:

1 Choose Move Item from the Edit Menu.

QHI displays the current location, but you can choose a different location from the pop-up menu.

Select one or more items to move; then select the new location for the items and click Move.

The status line indicates the number of items selected in the current location and, once you've selected a destination, the location to which you want to move them.



Click Item Info to see detailed information about the selected item.

Click Done to close the window when you are finished moving items.

2 Select the location you want to move items *from*.

The Current Location pop-up menu shows the current location selected in the inventory window. You can change the location by choosing a different one from the pop-up menu.

3 In the Items list, select the items you want to move.

The status line at the bottom of the window reports the number of items you've selected and their current location.

4 In the Move to this Location list, select the location you want to move these items *to*.

The status line at the bottom of the window shows the destination location.

5 Click Move.

The status line at the bottom of the window reports the number of items moved and the new location.

6 When you've finished moving items to new locations, click Done.

Tip: You can use Move Item to see at a glance all the items assigned to a specific location.

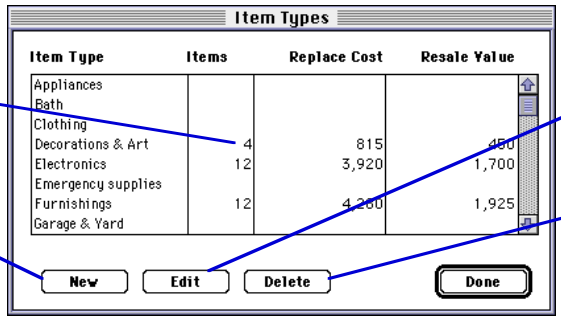
Updating item types

When you start QHI for the first time, the Item Type pop-up menu contains a set of predefined categories for items you might own. You can easily change the names of these preset item types to match the kinds of items you actually own.

To add, edit, or delete an item type, choose Item Type List from the View menu. You can use the Item Types window to add new item types and change or delete existing ones. However, you cannot add individual items to a new item type.

If you've already entered inventory items, the Item Types window shows the number of items, total replacement cost, and total resale value for each item type.

Click New to add a new item type. You can add only an item type name; you cannot create suggested items for the item type.



Select an item type and click Edit to change its name. You cannot edit its list of suggested items.

Select an item type and click Delete to remove it from the list. QHI moves all items in the deleted item type to "Unassigned."

Updating the resale value history for an item

While the resale value for most items decreases over time, some items, such as antiques or artwork, may increase in value. You should periodically update the resale value history for the items in your inventory.

To update the resale value of an item:

1 In list view, select the item you want to update.

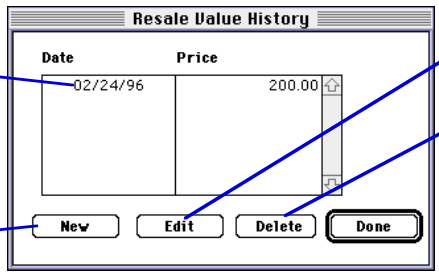
2 Click Detail.

3 Click Value History.

4 Make your changes to the resale value history for the selected item.

The Resale Value History window shows a resale value history for an item. Whenever you enter or change an item's resale value, QHI records the date and amount here.

Click New to add a new resale value amount to the list.



Select a value and then click Edit to change an existing amount.

Select a value and then click Delete to remove an existing amount from the resale value history.

Use the Resale Value History window to add a new resale value for the item. You also can use this window to view, edit, or delete existing resale values.

Deleting an item from your inventory

When you delete an item from your inventory, QHI permanently deletes all information about that item.

An item that is assigned to an insurance claim cannot be deleted unless you remove the item from the claim or close the claim. For more information about claims, see “Handling a claim” on page 501.

To delete an item from your inventory:

1 In list view, select the item you want to delete.

2 Choose Delete Item from the Edit menu.

Finding an item

Occasionally, you may need to locate an item that you've stored. For example, if you have small children in your home, you may have stored a valuable art object to keep it out of reach. If you can't remember where you stored the item, you can search for it in your inventory.

To search for an item:

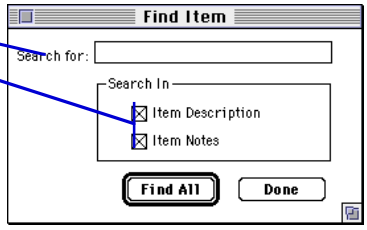
1 Choose Find from the Edit menu.

2 In the Search For field, enter the text you want to find.

You can type the item name, part of the name, or any other text that might be entered in the Notes field in detail view. You can use uppercase or lowercase letters, and you can type a single word or a phrase.

Enter the text you want to find.

You can search in the Description field, the Notes field, or both.



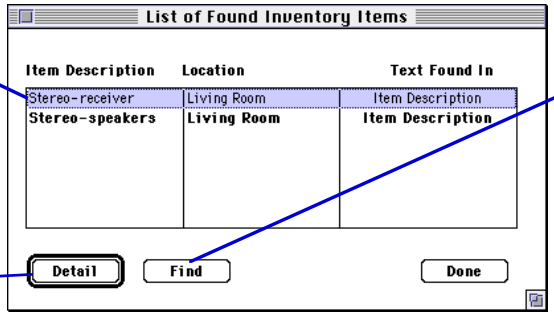
3 Click Find All.

QHI lists each item that matches the text you entered.

This list contains all the items that match your search text (in this example we entered "stereo"). It shows each item's description, its location, and the field in which the text was found.

Select an item and click Detail to go to detail view for that item. Or just double-click the item.

Click Find to return to the Find window to refine your search.



4 Select the item you want to locate and click Detail.

QHI takes you to detail view for that item.

5 When you are finished viewing items, click Done in the List of Found Inventory Items window.

Creating inventory reports

Once you've completed your inventory, you can produce reports that provide insight into the value of your belongings.

- An inventory value summary report provides an overview of your inventory that summarizes all your possessions and their values.
- An inventory detail report provides detailed information for a selected set of items or for all your possessions.

Creating an inventory value summary report

An inventory value summary report summarizes all your possessions and their values, and gives you subtotals and an overall total for the value of your possessions. It is an excellent report to:

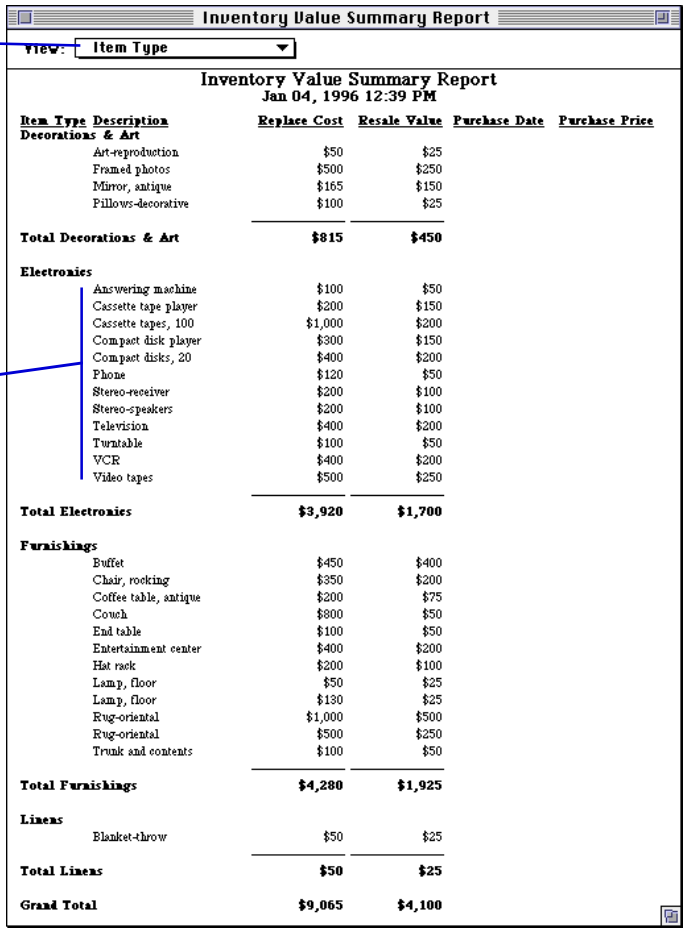
- Store in a location away from your home (along with a disk containing a copy of your Quicken Home Inventory data file) to support insurance claims if your home is damaged or destroyed
- Attach to your will
- Attach to a net worth report
- Use to apply for a loan from a financial institution

To create an inventory value summary report, choose Inventory Value Summary from the Reports menu.

Use the View pop-up menu to group the items in the report by item type, location, or policy.

QHI sorts items in each group alphabetically by item description.

To print the report, choose Print from the File menu.



Inventory Value Summary Report
Jan 04, 1996 12:39 PM

Item Type / Description	Replace Cost	Resale Value	Purchase Date	Purchase Price
Decorations & Art				
Art-reproduction	$50	$25		
Framed photos	$500	$250		
Mirror, antique	$165	$150		
Pillows-decorative	$100	$25		
Total Decorations & Art	**$815**	**$450**		
Electronics				
Answering machine	$100	$50		
Cassette tape player	$200	$150		
Cassette tapes, 100	$1,000	$200		
Compact disk player	$300	$150		
Compact disks, 20	$400	$200		
Phone	$120	$50		
Stereo-receiver	$200	$100		
Stereo-speakers	$200	$100		
Television	$400	$200		
Turntable	$100	$50		
VCR	$400	$200		
Video tapes	$500	$250		
Total Electronics	**$3,920**	**$1,700**		
Furnishings				
Buffet	$450	$400		
Chair, rocking	$350	$200		
Coffee table, antique	$200	$75		
Couch	$800	$50		
End table	$100	$50		
Entertainment center	$400	$200		
Hat rack	$200	$100		
Lamp, floor	$50	$25		
Lamp, floor	$130	$25		
Rug-oriental	$1,000	$500		
Rug-oriental	$500	$250		
Trunk and contents	$100	$50		
Total Furnishings	**$4,280**	**$1,925**		
Linens				
Blanket-throw	$50	$25		
Total Linens	**$50**	**$25**		
Grand Total	**$9,065**	**$4,100**		

The inventory value summary report is preset to group the items in your inventory by item type. You can use the View pop-up menu if you want to group items by location or policy.

To print the report, choose Print from the File menu. Use the File menu Page Setup command if you want to change the orientation or other setup options for the report.

Creating an inventory detail report

An inventory detail report provides detailed information for a selected set of items or for all your possessions. You can use it to:

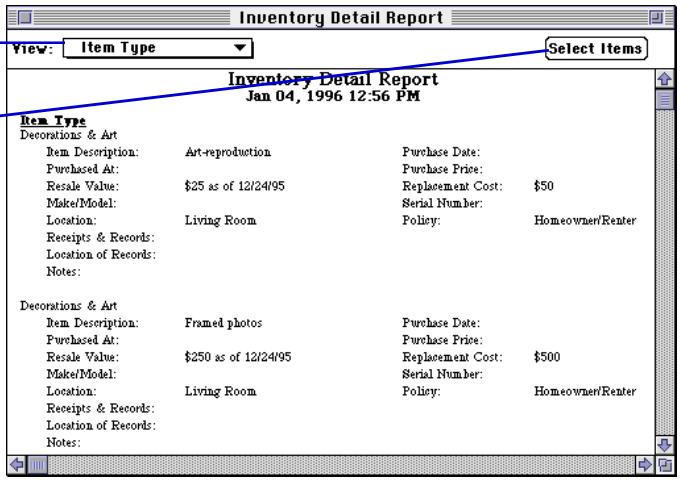
- Conduct a walk-through of your home to see if you've included all your belongings in your inventory. You can make notes on the report to remind you to add in details for items at a later time.
- Print details about a specific item for your records.
- Track a collection such as stamps, coins, or antiques.

To create an inventory detail report, choose Inventory Detail from the Reports menu.

Use the View pop-up menu to group the items in the report by item type, location, or policy.

Select individual items to create a customized report. For detailed information about customizing reports, see "Customizing reports" on page 509.

To print the report, choose Print from the File menu.



The inventory detail report is preset to group the items in your inventory by item type. You can use the View pop-up menu if you want to group items by location or policy. A legend at the end of the report explains the location codes for receipts and records.

To create a customized report that includes only selected items, click Select Items. For more information about how to create a customized report, see "Customizing reports" on page 509.

To print the report, choose Print from the File menu. Use the File menu Page Setup command if you want to change the orientation or other setup options for the report.

Handling your insurance policies

To take advantage of Quicken Home Inventory's coverage evaluation and claim handling features, you'll need to enter up-to-date information about your insurance policies. When your insurance policies are up to date, QHI helps you:

- Evaluate your current coverage.
- Create an insurance claim and track the repair and replacement costs for items that have been destroyed, stolen, or damaged.

Updating preset insurance policy information

QHI provides four preset insurance policies:

- Homeowner/Renter
- Automobile
- Special Rider
- Unassigned

To keep your insurance policies up to date, you need to provide information about each of your policies. QHI can use this information to provide insight about your current coverage.

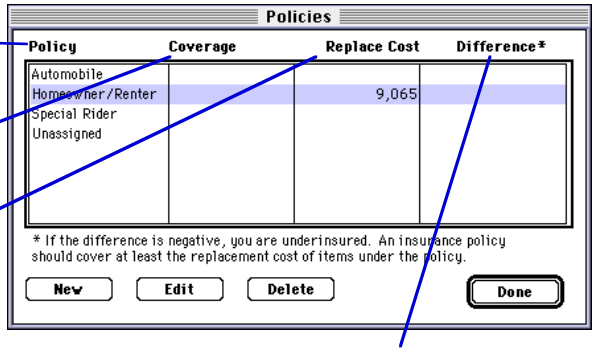
To add the needed information to a preset policy:

1 Choose Policy List from the View menu.

Policy is the name of the insurance policy, such as Automobile or Homeowner/Renter.

Coverage is the value of your insurance policy. Select a policy; then click Edit to enter the coverage value for an existing policy.

[redacted]



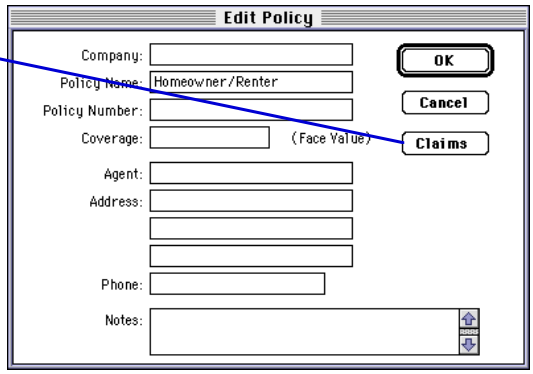
Difference is the difference between your insurance coverage and the replacement cost of the items assigned to the policy. If the difference is negative, you may be underinsured.

2 Select the policy you want to update.

3 Click Edit.

4 **Make the necessary changes to your policy information.**

If you want to add information about a claims adjuster, click Claims.



5 **If you want to add or edit the name and address of your claims adjuster, click Claims to display that information at the bottom of the Edit Policy window.**

To hide the claims section of the window, click Claims again.

6 **When you've finished making your changes, click OK.**

7 **In the Policies window, click Done.**

If you need to file a claim for a policy, you can follow these instructions to add information about the claims adjuster.

Adding a new policy

If you have specialized policies that cover specific items or events, you'll need to create a new entry in the policies list for each one.

1 **Choose Policy List from the View menu.**

2 **In the Policies window, click New.**

3 **In the New Policy window (identical to the Edit Policy window shown on page 497), enter information about the policy in the appropriate fields.**

4 **When you've added all the policy information, click OK.**

The new policy is added to the Policy list.

5 **In the Policies window, click Done.**

Deleting a policy

When you delete a policy, QHI permanently removes it from the Policies list and moves all items from the deleted policy to the "Unassigned" policy.

1 **Choose Policy List from the View menu.**

2 **In the Policies window, select the policy you want to delete and click Delete.**

3 **Click Done.**

Special riders

Many insurance policies require riders for coverage of special items, like jewelry and antiques.

These riders are not automatically tracked by QHI. The reports you create may indicate that you have adequate coverage overall, even if you actually need to purchase an additional rider to cover certain special belongings. Once you purchase the rider, add it to your Policies list just as you would any other insurance policy.

Changing the policy assigned to an item

QHI is preset to assign all items to the Homeowner/Renter policy. You can change the policy assigned to an individual item in detail view. See "Entering more detail for your inventory items" on page 485.

To change the default policy, choose Preferences from the Edit menu and choose a new default policy from the Default Insurance Policy pop-up menu.

Creating insurance reports

QHI has two reports that can help you analyze your current insurance coverage.

- An insurance coverage summary report provides an overview of the items covered by a specific policy. Use this report to help you evaluate your insurance coverage and needs.
- An insurance coverage detail report provides detailed descriptions of all the items covered by a policy or for a set of selected items. Use this report to substantiate insurance claims.

Creating an insurance coverage summary report

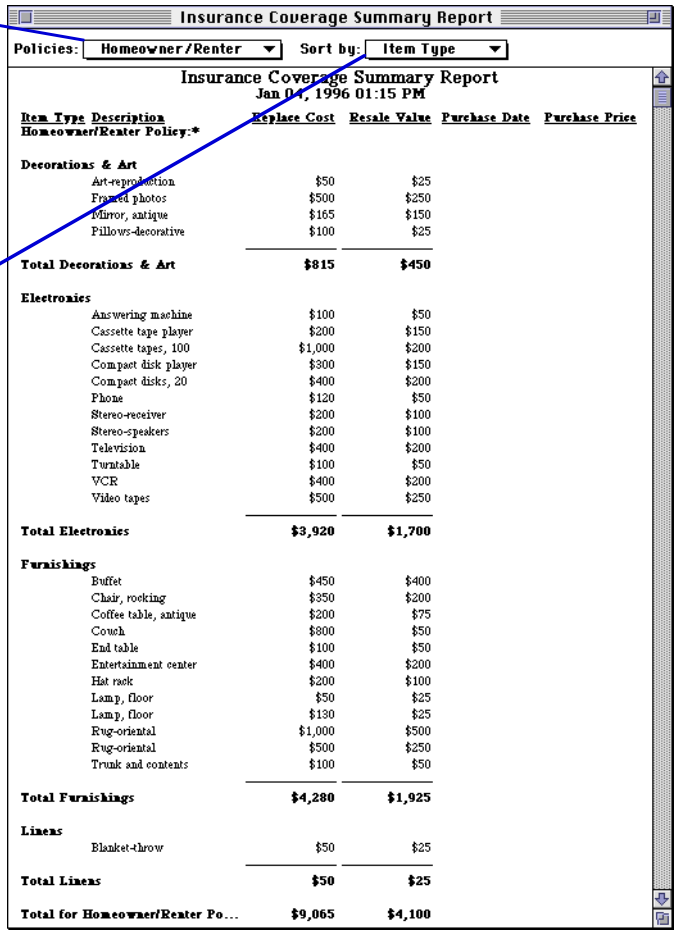
An insurance coverage summary report provides an overview of the items covered by a specific policy. It summarizes the covered items and their values, and compares their total value with your coverage to help you make informed decisions about your insurance needs.

To create an insurance coverage summary report, choose Insurance Coverage Summary from the Reports menu.

Use the Policies pop-up menu to see a report for a different policy.

Use the Sort by pop-up menu to group the information by item type or location.

To print the report, choose Print from the File menu.



Insurance Coverage Summary Report

Policies: Homeowner/Renter Sort by: Item Type

Insurance Coverage Summary Report
Jan 04, 1996 01:15 PM

Item Type Description	Replace Cost	Resale Value	Purchase Date	Purchase Price
Homeowner/Renter Policy:*				
Decorations & Art				
Art-reproduction	$50	$25		
Framed photos	$500	$250		
Mirror, antique	$165	$150		
Pillows-decorative	$100	$25		
Total Decorations & Art	**$815**	**$450**		
Electronics				
Answering machine	$100	$50		
Cassette tape player	$200	$150		
Cassette tapes, 100	$1,000	$200		
Compact disk player	$300	$150		
Compact disks, 20	$400	$200		
Phone	$120	$50		
Stereo-receiver	$200	$100		
Stereo-speakers	$200	$100		
Television	$400	$200		
Turntable	$100	$50		
VCR	$400	$200		
Video tapes	$500	$250		
Total Electronics	**$3,920**	**$1,700**		
Furnishings				
Buffet	$450	$400		
Chair, rocking	$350	$200		
Coffee table, antique	$200	$75		
Couch	$800	$50		
End table	$100	$50		
Entertainment center	$400	$200		
Hat rack	$200	$100		
Lamp, floor	$50	$25		
Lamp, floor	$130	$25		
Rug-oriental	$1,000	$500		
Rug-oriental	$500	$250		
Trunk and contents	$100	$50		
Total Furnishings	**$4,280**	**$1,925**		
Linens				
Blanket-throw	$50	$25		
Total Linens	**$50**	**$25**		
Total for Homeowner/Renter Po...	**$9,065**	**$4,100**		

The insurance coverage summary report shows the covered items and coverage amounts for a specific insurance policy. You can view the summary information for another policy by choosing it from the Policies pop-up menu.

To group the information by item type or location, choose Item Type or Location from the Sort by pop-up menu.

To print the report, choose Print from the File menu. Use the File menu Page Setup command if you want to change the orientation or other setup options for the report.

Evaluating your coverage

At the bottom of the report, QHI shows you the difference between your insurance coverage and the replacement cost of your inventory items. If your insurance coverage is less than the replacement value of your belongings, you may need to increase your coverage. On the other hand, if your coverage greatly exceeds the replacement cost of your possessions, you may want to discuss reducing your coverage with your insurance agent.

In either case, make sure you have included all your belongings and identified the correct insurance policy and coverage for each item. For example, suppose your homeowner's insurance includes $150,000 coverage for your house and $50,000 for your belongings. Include the $150,000 of coverage only if you've included your house and its value as an item in your inventory.

Tip: You also can get a quick look at your amount of coverage and the replacement cost of covered items by looking at the Policy list. Just choose Policy List from the View menu.

Creating an insurance coverage detail report

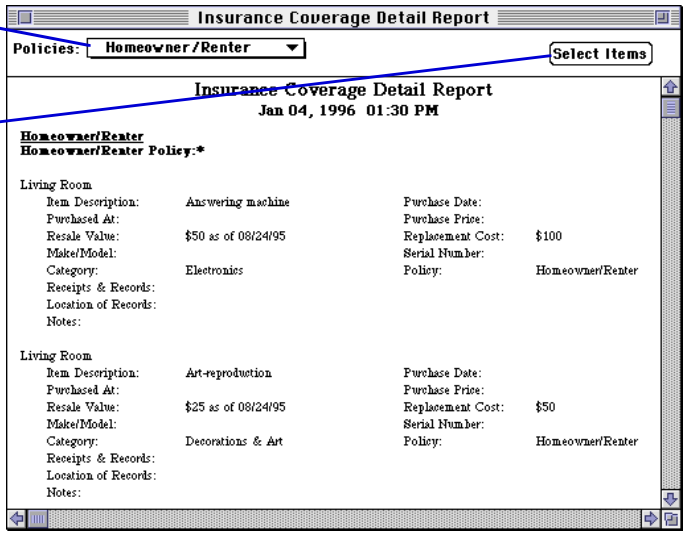
An insurance coverage detail report provides detailed descriptions of all the items covered by a policy or for a set of selected items. Use this report to substantiate insurance claims.

To create an insurance coverage detail report, choose Insurance Coverage Detail from the Reports menu.

Use the Policies pop-up menu to see a report for a different policy.

Select individual items to create a customized report. For detailed information about customizing reports, see “Customizing reports” on page 509.

To print the report, choose Print from the File menu.



The insurance coverage detail report shows items and coverage for a specific insurance policy. You can view the detail information for another policy by choosing it from the Policies pop-up menu.

To create a customized report that includes only selected items, click Select Items. For more information about how to create a customized report, see “Customizing reports” on page 509.

To print the report, choose Print from the File menu. Use the File menu Page Setup command if you want to change the orientation or other setup options for the report.

Handling a claim

If you need to submit a claim to your insurance company, QHI can record all the items for your claim and track costs for items that you need to replace or repair.

To use QHI to make an insurance claim, you’ll need to:

- Take an initial survey of your loss and select the items in your inventory that you want to include in the claim.
- Record information about the claim.
- Create a report for your insurance adjuster.
- Add information about repair costs and update your claim.
- Record the payment from the insurance company and close your claim.

QHI can track multiple claims. When you record information about a claim, QHI adds the claim to the Claims list. Once you've entered information about a claim, you can view it by selecting it from the Claims list.

Setting up a claim

When you suffer a loss of property, you need to take an initial survey of the lost, stolen, or damaged items.

1 Choose Claims List from the View menu.

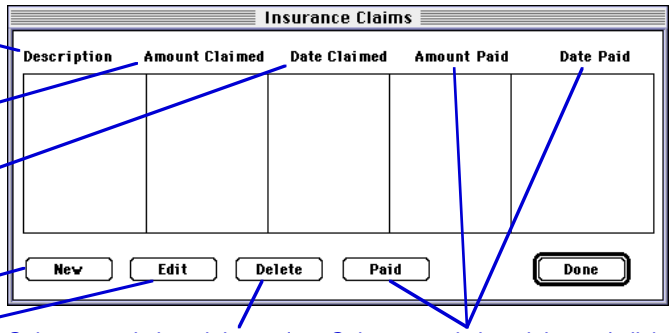
Description is the name you assign to a claim.

Amount Claimed is the total amount you submitted to repair or replace the damaged items.

Date Claimed is the date you submitted the claim to your insurance company.

Click New to set up a new claim.

Select an existing claim and click Edit to update the information.



Select an existing claim and click Delete to remove it from the list.

Select an existing claim and click Paid to enter the date and the amount paid.

2 Click New.

QHI describes the claim process and then displays the New Claim window.

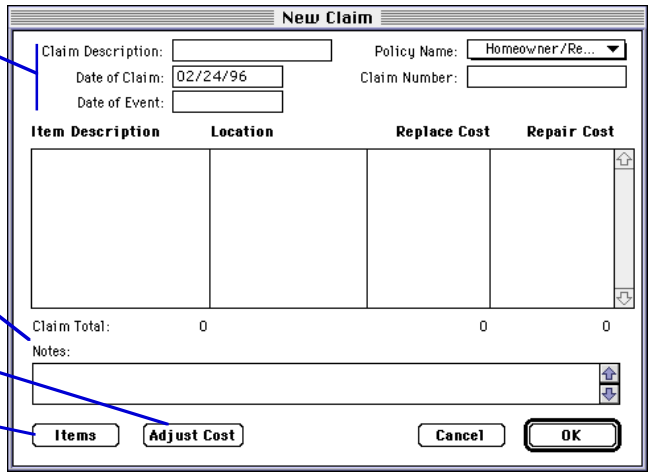
3 Fill in the information in the top part of the window.

Enter information about the claim in the top part of the window.

Use the Notes field to enter your comments about the claim.

Click Adjust Cost to make an adjustment to the cost of an item (see page 507).

Click Items to select items to include in the claim. The items appear in the list in this window.



To have a complete record of your claim, you'll need to enter information in these fields:

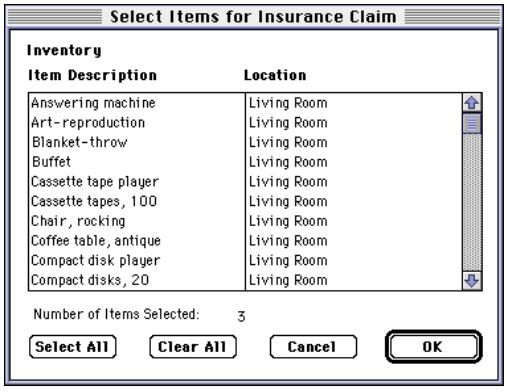
- Claim Description: Enter a description that identifies the claim, such as Flood or Earthquake.
- Date of Claim.
- Date of Event.
- Policy Name: When you select items to include in this claim, QHI displays the items you've assigned to this policy.
- Claim Number: When you speak with your adjuster, he or she will often ask you for your claim number. This is a good place to store that number.

4 Click Items to select the items to include in this claim.

QHI displays the Select Items for Insurance Claim window.

This list contains all the inventory items you've assigned to the policy you selected for this claim. QHI does not show items that are already assigned to other open claims.

Select the items you want to claim and then click OK. Or, click Select All to select all the items covered by that policy.



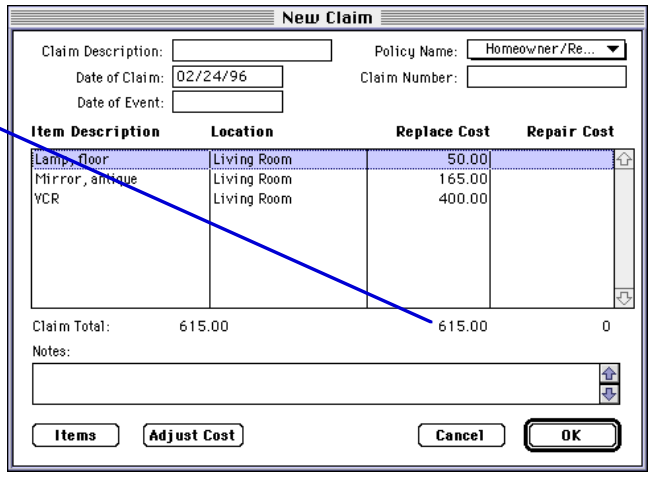
5 Select each item you want to include in this claim.

You can select one item at a time or click Select All to select all items on the policy. Click Clear All to clear your selections and start over.

6 Click OK.

The items you selected appear in the New Claim window.

QHI displays the individual items and their replacement costs. The total value of the claim is shown at the bottom of the list.



7 Click OK to close the New Claim window.

QHI asks if you want to create a report about your claim. You can create the report by clicking Yes. If you click No, you can create the report later by choosing one of the insurance claim reports from the Reports menu.

Creating claim reports

QHI provides two claim reports: the insurance claim summary report and the insurance claim detail report. Submit these reports along with copies of all your receipts and records to your insurance company. QHI maintains all claim information even after you've closed a claim and replaced the items in your inventory, so you can go back and review or print any claim report at any time.

To create either report, choose it from the Reports menu.

To print the report once you've created it, choose Print from the File menu. Use the File menu Page Setup command if you want to change the orientation or other setup options for the report.

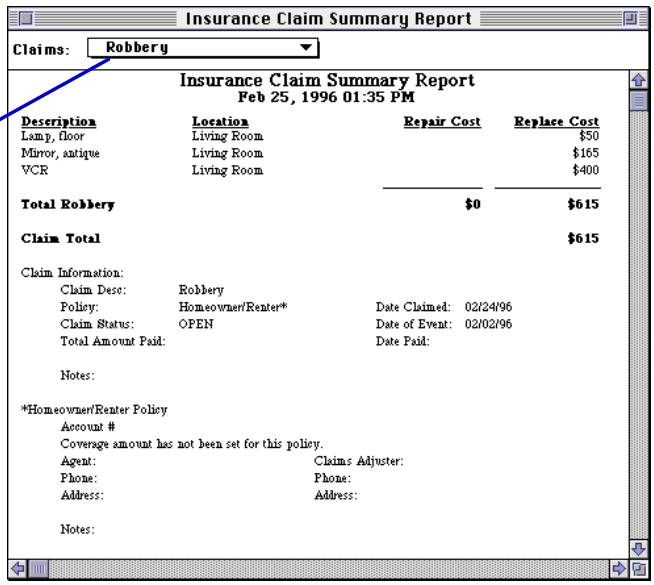
Creating an insurance claim summary report

An insurance claim summary report provides an overview of the items in your claim. It lists all items in your claim and their replacement costs. You can update the report to show repair costs for items that can be salvaged.

This report shows the replacement costs, any repair costs, and the final claim amount for each item.

Select the claim for which you want to create a report from the Claims pop-up menu.

To print the report, choose Print from the File menu.

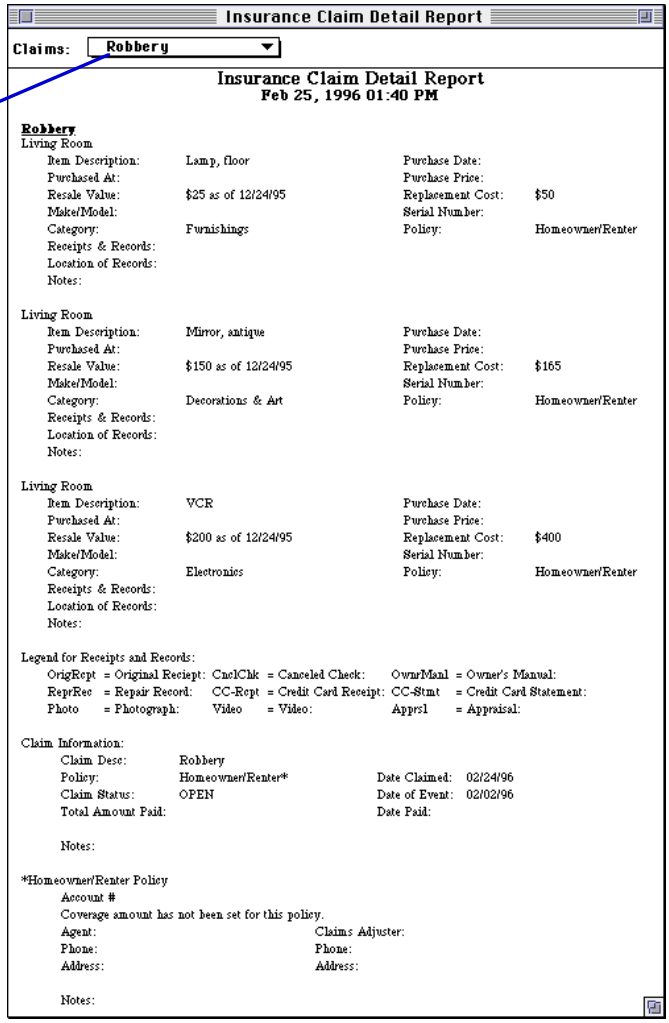


Creating an insurance claim detail report

An insurance claim detail report provides detailed descriptions of all the items in a claim. Use this report to provide the necessary details to your insurance adjuster. It can also be useful if you need to refresh your memory about a lost or damaged item.

This report shows detailed information about each item in the claim.

Select the claim for which you want to create a report from the Claims pop-up menu.



To print the report, choose Print from the File menu.

If you entered the location of your receipts and records, you can use the insurance claim detail report to see that information. This can be helpful if you've forgotten where you stored them.

Making adjustments

For many insurance claims, there may be items that are not a total loss. After you give your claims report to your insurance adjuster, he or she may suggest that you get an item repaired rather than replaced. With QHI, you can adjust your claim to record repair and replacement costs.

These instructions explain how to enter repair costs. If you need to change the replacement cost for an item, you can do so using the same procedure.

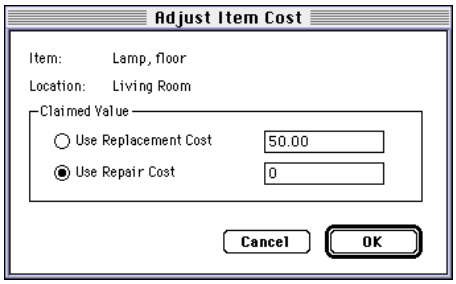
To make an adjustment to a claim:

1 Choose Claims List from the View menu.

2 In the Claims window, select the claim you'd like to adjust and then click Edit.

3 In the Edit Claim window, select the item you want to adjust and then click Adjust Cost.

4 In the Adjust Item Cost window, select Use Repair Cost and enter the repair cost.



If you are changing the replacement cost, enter it in the Use Replacement Cost field. If you change the replacement cost here, QHI changes the replacement cost for this item in your data file.

5 Click OK.

6 Continue selecting items and entering repair costs until you've completed all your adjustments.

Your changes appear in the Replace Cost and Repair Cost columns in the Edit Claim window.

7 Click OK to close the Edit Claim window.

8 Click Done to close the Insurance Claims window.

Closing the claim

Once you've received a check from the insurance company, you can close the claim.

When you've closed a claim, QHI:

- Marks the claim "Closed" in the Claims list.
- Removes the items you lost from your inventory.
- Keeps the items you plan to repair in your inventory.

You can always see a list of claimed items in a claim report, because QHI keeps claim information for your reference. To review an old claim, choose Insurance Claim Summary or Insurance Claim Detail from the Reports menu. Then choose a claim from the Claims pop-up menu.

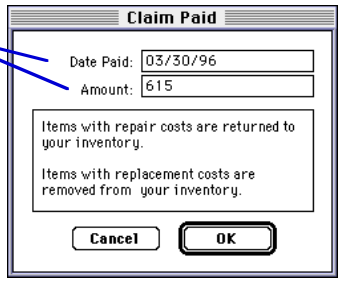
To close a claim:

1 Choose Claims List from the View menu.

2 Select the claim you want to close and click Paid.

3 Enter the date paid and the amount paid in the Claim Paid window.

Enter the date paid and the amount you received.



Once you've closed a claim, you can no longer edit it. You can only view it as a report.

4 Click OK to close the Claim Paid window.

QHI asks if you want to create a report about your claim. You can create the report by clicking Yes. If you click No, you can create the report later by choosing one of the insurance claim reports from the Reports menu.

Customizing reports

You can select specific items in the inventory detail and insurance coverage detail reports to create a customized report. For example, if you are updating your coverage for items that have appreciated or depreciated in value, you can create a report containing just the items you want to change.

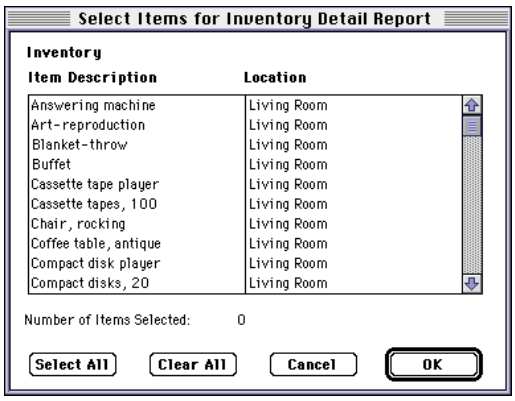
To create a customized report:

1 **Choose Inventory Detail or Insurance Coverage Detail from the Reports menu.**

2 **In the Report window, click Select Items to display the Select Items window.**

3 **Click each item you want to include in the report to select it.**

QHI highlights items you've selected and includes only those items in the report.



If an item you don't want to include is selected, click the item to remove it from your selection.

4 **When you have completed your selections, click OK.**

QHI displays the report and includes only the selected items.

Printing reports

You can print any of the QHI reports.

1 **From the Reports menu, choose the report you want to print.**

2 **(Optional) Customize the report by selecting items to include or by choosing a different view or policy from the pop-up menu.**

3 **Choose Print from the File menu.**

4 Click Print in the printer dialog box.

You also can specify page setup information, such as printing in portrait or landscape mode. To specify page setup options, choose Page Setup from the File menu before you print the report.

Managing your data files

QHI maintains your inventory information (items, prices, and other data) in a data file. You can create as many QHI data files as you like, with a different inventory in each. For example, you might want to maintain separate inventories for your collections (which may be covered by different insurance policies).

You can also assign a password to a data file for additional protection.

Creating a new data file

A new file always starts with the preset lists of suggested locations, item types, and policies. Changes you've made to locations, item types, or policies in the other QHI files are not transferred to the new file.

1 Choose New File from the File menu.

2 Specify a name and location for your new QHI data file.

3 Click New to create the new file.

Opening an existing data file

1 Choose Open File from the File menu.

2 Locate and select the file you want to open.

3 Click Open.

Protecting a data file with a password

You can assign a password to an individual QHI data file. Later, if the need arises, you can change the password at any time.

Setting up a new password

Before you set up or change a password, make sure the current file is the one you want to protect.

1 Choose Password from the File menu.

2 Type a password in the Password field and press Tab.

3 Type the same password again in the Confirm Password field.

This step ensures that you entered exactly the password you wanted in the Password field.

4 Click OK.

Changing an existing password

1 Choose Password from the File menu.

2 Type your current password in the Old Password field and press Tab.

3 Type your new password in the New Password field and press Tab.

4 Type the same password again in the Confirm Password field.

This step ensures that you entered exactly the password you wanted in the New Password field.

5 Click OK.

Deleting an existing password

1 **Choose Password from the File menu.**

2 **Type your current password in the Old Password field and press Tab.**

3 **Leave the New Password field blank.**

4 **Click OK.**

Backing up your data

It's a good idea to keep a backup copy of your data and a printed report of your home inventory in a fireproof box or in a location other than your home. This safety measure can help you substantiate an insurance claim if your home is destroyed.

Backing up your data automatically

Quicken Home Inventory comes preset to back up your data file automatically whenever you close it. If you choose Quit from the File menu to leave QHI, or choose New File to create a new file or Open File to open a different data file, QHI asks you if you want to back up your data file. If you click Yes, it asks where you want to put the backup copy and what you want to name it.

If you want to turn off the automatic backup feature:

1 **Choose Preferences from the Edit menu.**

2 **Click "Remind to back up on exit" to clear the checkbox.**

3 **Click OK.**

Backing up your data manually

1 **If Quicken Home Inventory is running, choose Quit from the File menu (Command-Q).**

2 **Insert your backup disk.**

3 **Open the folder that contains your QHI data file.**

4 **Drag the icon for your QHI data file to the backup disk icon.**

5 **When the backup disk icon is selected, release the mouse button.**

The system software copies the file to the backup disk. If a file with the same name already exists on the disk, the system software asks you to confirm that you want the file replaced.

6 **Eject the backup disk and store it in a safe place.**

2 Using Mutual Fund Finder

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About Mutual Fund Finder

Mutual funds are attractive investments because they offer professional management and immediate diversification (a collection of many different stocks or bonds, or stocks and bonds from different industries or geographic areas). You can buy funds directly from mutual fund companies or through brokers. Many companies and brokers offer automated investment plans, which you can set up to deduct money from your paycheck or bank account according to your instructions.

If you are planning to change, add to, or monitor your mutual fund investments, Mutual Fund Finder can help you find the information you need to make sound investment decisions.

Using data from Morningstar and Callan Associates, Mutual Fund Finder helps you analyze stock and bond mutual funds. You can create a list of funds that meet the risk and return limits you have in mind, see a detailed summary of each fund's performance, trace its history, and understand its fee structure. The choices you make will limit your search results to funds that meet your criteria.*

* The NeoAccess software contained within this program is proprietary to NeoLogic Systems and is licensed to Intuit Inc. for distribution only for use in combination with Mutual Fund Finder. NeoLogic Systems makes no warranties whatsoever, expressed or implied, regarding this product, including warranties with respect to its merchantability or its fitness for any particular purpose.

Starting Mutual Fund Finder

1 **Open the folder where you installed Quicken Deluxe 6.**

2 **Double-click the Quicken Deluxe 6 icon.**

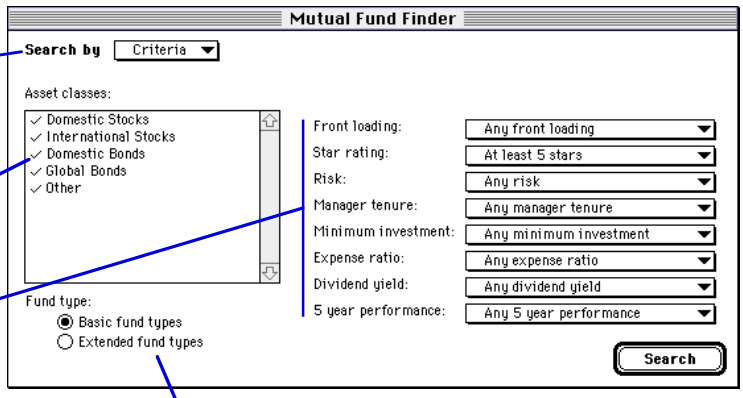
3 **In the Quicken Deluxe 6 window, click the Mutual Fund Finder icon.**

The Mutual Fund Finder search window displays the search criteria you can use to find the funds you want to review.

Use this pop-up menu to choose whether to search one or more asset classes for funds that match specific criteria, or to search for funds by name or ticker symbol.

When you search by Criteria, you can select the asset classes you want to include from this list. Asset classes are broad groupings of funds.

You can also specify search criteria for the selected asset classes by choosing items from each of these pop-up menus.



Select Basic Fund Types to limit your search to one or more of the five broad fund groups described in the table on page 517. Then select Extended Fund Types if you want to limit your search to funds with very specific objectives or types of investments, such as aggressive growth, income, technology, municipal bonds, and so on.

Mutual Fund Finder is flexible and easy to use. You can search for:

- Groups of funds that meet specific criteria—such as low risk domestic bonds. For more information, see "Creating a list of funds that meet your criteria" next.
- A specific fund that you know by name or ticker symbol. For more information, see"Searching by name or ticker symbol" on page 526.

Creating a list of funds that meet your criteria

The first time you start Mutual Fund Finder, it is preset to search for funds in all asset classes using all available search criteria. To narrow the search, you can select only those asset classes that interest you and then specify your search criteria.

To create a list of funds that meet your criteria:

1 Choose Criteria from the Search By pop-up menu.

2 Select one of the Fund Type radio buttons.

- **Basic fund types.** These are broad groups of funds. Mutual Fund Finder assigns one of these "asset classes" (also called "objectives") to each fund.
- **Extended fund types.** If you are looking for a fund with a specific objective, Mutual Fund Finder lists Morningstar's broad range of investment objectives, from the most popular (such as Asset Allocation and Aggressive Growth) to the lesser known (such as Short-term World Income).

3 For either Fund Type, select one or more asset classes from the Asset Classes list.

Mutual Fund Finder is preset to search all asset classes, as indicated by the checkmarks to the left of the names. If you aren't interested in a particular asset class, click it to remove it from the search.

Morningstar determines a fund's asset class (a broad group of funds) by reviewing information in the fund's prospectus or studying how a fund is marketed.

These descriptions are from Callan Associates, Inc.*

Asset class	Description (from Callan Associates, Inc.)
Domestic stocks	Open-end mutual funds with the stated objective of maintaining a well diversified portfolio of U.S. stocks. Funds in this asset class must also have at least one year of recorded performance, 80% or more of their assets invested in common stocks, and not more than 15% in foreign stocks.
International stocks	Open-end mutual funds with a stated objective of maintaining a portfolio substantially devoted to international stocks. Funds in this asset class must also have at least one year of recorded performance, 80% or more of their assets invested in common stocks, and at least 40% in foreign stocks.
Domestic bonds	Open-end mutual funds with a stated objective of maintaining a portfolio of U.S. bonds. Funds in this asset class must also have at least one year of recorded performance and 80% or more of their assets invested in domestic bonds. The average time left to maturity of the bonds held must be greater than one year.
Global bonds	Open-end mutual funds with a stated objective of maintaining a portfolio substantially devoted to international bonds. Funds in this asset class must also have at least one year of recorded performance and 80% or more of their assets invested in bonds. The average time left to maturity of the bonds held must be greater than one year.
Other	Open-end mutual funds of various types that do not meet the criteria of any specific asset class groups. This does not reflect in any way on the suitability of these funds for investment. Any fund in this group can be analyzed individually as a substitute for one or more of the categorized funds in the investment mix.

4 Choose the criteria you want the selected funds to meet.

Mutual Fund Finder is preset to search on all values for all criteria. You can choose specific values for any combination of criteria.

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* Callan Associates, Inc. is a privately held, independent investment consulting firm that provides a full range of consulting services to corporate pension and profit-sharing plans, multi-employer plans, endowments and foundations, public pension plans, high net-worth individuals, and investment management organizations. Callan's sole aim is to improve the performance of their clients' investment funds by providing unbiased information and guidance regarding the management of fund assets. Among the services Callan offers are: asset allocation studies, investment policy development and implementation, investment manager research and evaluation, and performance evaluation services. The firm, which has five offices across the U.S., was incorporated in 1973 and currently has 145 employees and a diverse client base of over 265 organizations.

Use this table to help you decide which criteria you want the selected funds to meet.

Criteria	Description
Front Loading	The commission (sales fee) you pay to the investment company when you invest in a mutual fund. Front load fund rates range from 1.0% to 5.0%. No-load funds, which you buy directly from the mutual fund company, have no commissions. For example, if you invest $1,000 in a mutual fund with a 4% front load, you pay $40 in sales fees and invest $960 in the fund. Typically you pay higher loads for more advice. If you' re comfortable selecting your own funds, look for low- and no-load funds. No evidence shows that load funds perform better than no-load funds.
Star Rating	Morningstar's star rating is an overall measure of the historical profitability of the fund's investments, plus its riskiness, compared with other funds in the same asset class. It is designed to help you compare different funds by measuring their risk-assessment and load-adjusted performance (return) over time. Funds with more stars have had higher profitability, lower risk, or both. Morningstar calculates each rating for three time periods: 3, 5, and 10 years, when available. (A fund must have at least a 3-year track record before Morningstar will rate it.) • For funds with a 10-year history, the 10-year period receives a 50% weighting, the 5-year period receives 30%, and the 3-year period receives 20%. • For funds with a 5-year history, the weightings are 60% for the 5-year period and 40% for the 3-year period. • For funds with a 3-year record, the 3-year number serves as the overall rating. Overall risk and return scores are combined to form the star rating.
Risk	Morningstar's risk rating looks at historical ups and downs of a fund to gauge the likelihood that the fund will lose money in the future. It is designed to help you compare different funds' risk over time—because Morningstar believes that most investors' greatest fear is losing money. Morningstar defines loss as a return of less than the risk-free amount an investor can earn from the 3-month Treasury bill. Morningstar's risk measure focuses only on that downside risk. Highly volatile funds are considered high-risk funds. To calculate the risk score, Morningstar plots monthly fund returns in relation to Treasury-bill returns. Morningstar adds up the amounts by which the fund trails the Treasury-bill return and divides that total by the period's total number of months. This number, the average monthly under performance statistic, is then compared with those of other funds in the same broad investment class to assign Morningstar risk ratings. The resulting risk rating expresses how risky the fund is relative to the average fund in its class.

Criteria	Description
Manager Tenure	The fund manager defines the fund's investment style and makes the decisions that affect how well the fund performs. If you're considering a fund because it has performed well over time, check that the manager who built the record is still in charge. Some types of investment strategies (such as buying undervalued small stocks) pay off at certain times, but do poorly at other times. Look at the manager's long-term success rate and the particular style he or she uses. Sometimes a management team makes the decisions. When a team is in charge, there is often less change in a fund's performance if one individual leaves. If a team is managing the fund, however, it is more difficult to see the connection between the investment style and how well the fund does.
Minimum Investment	Some funds require thousands of dollars as an initial investment. If you have only a few hundred dollars, limit your search to mutual funds requiring a smaller initial investment. Also note the amount you must invest for subsequent purchases. Many times the minimum amount you must invest is lower after the initial purchase.
Expense Ratio	Look at the expense ratio to get an idea of how much the fund costs to operate. The higher the expense ratio, the lower the amount the fund can pay out to shareholders. Common stock funds tend to have higher expense ratios than bond funds, smaller funds have higher ratios than larger funds, and international funds and precious metal funds have higher ratios than domestic funds. Fixed income and index funds tend to have the lowest expense ratios. According to Callan Associates, Inc., the average expense ratios for different classes are: • Domestic stock funds: 1.39% • International stock funds: 1.76% • Domestic bond funds: 0.91% • Global bond funds: 1.49%
Dividend Yield	This percentage represents the income return on capital investment. In growth funds, the dividend yield is not terribly important (since you are looking for future price appreciation rather than dividends when you invest in a growth fund); how much the share price goes up is what counts. However, if you are investing in an income or bond fund and you are counting on the dividend as income, the dividend yield is more important. Yield is calculated by taking all income distributions for the past twelve months and dividing by the fund's net asset value (NAV), which has been adjusted for capital distributions.
5 Year Performance	The 5-year performance measures the fund's average return over the past 5 years. If you select a 5-year performance of 10%, you are narrowing your search to funds that have had an average return of at least 10% over the past 5 years. The 5-year performance measure looks at return only and does not factor in the fund's riskiness. You might also consider the star rating, which combines both risk and return in one measure.

5 Click Search.

Mutual Fund Finder displays a list of funds that meet your criteria. They are listed alphabetically by name. Look in the lower right corner for the number of funds Mutual Fund Finder has found.

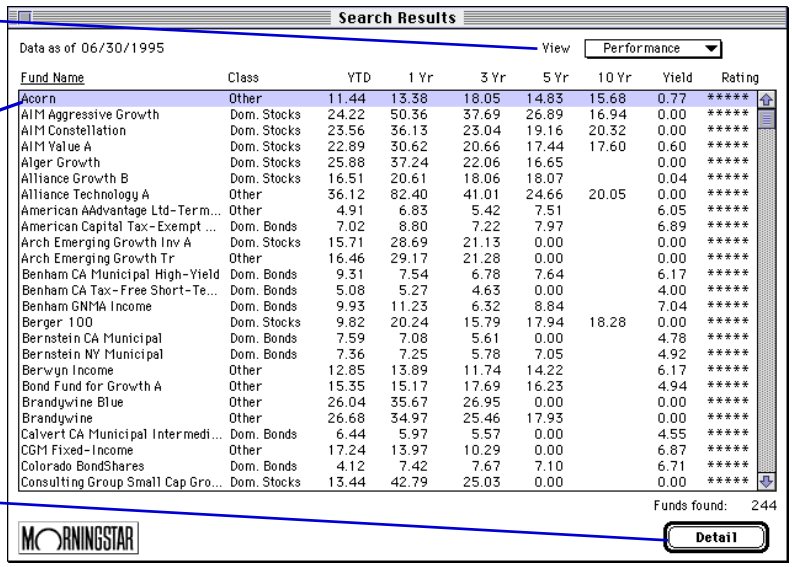
In this example, we searched for all funds that had a five-star rating.

Select a view option from the pop-up menu. See "Viewing a fund's statistics" on this page.

The funds that meet your criteria are listed here in alphabetical order.

You can change the order in which funds appear in the list by clicking a column title to sort that column in numerical or alphabetical order.

Click Detail to see more information about the selected fund. See "Viewing a fund's detail summary" on page 521.



Fund Name	Class	YTD	1 Yr	3 Yr	5 Yr	10 Yr	Yield	Rating
Acorn	Other	11.44	13.38	18.05	14.83	15.68	0.77	*****
AIM Aggressive Growth	Dom. Stocks	24.22	50.36	37.69	26.89	16.94	0.00	*****
AIM Constellation	Dom. Stocks	23.56	36.13	23.04	19.16	20.32	0.00	*****
AIM Value A	Dom. Stocks	22.89	30.62	20.66	17.44	17.60	0.60	*****
Alger Growth	Dom. Stocks	25.88	37.24	22.06	16.65		0.00	*****
Alliance Growth B	Dom. Stocks	16.51	20.61	18.06	18.07		0.04	*****
Alliance Technology A	Other	36.12	82.40	41.01	24.66	20.05	0.00	*****
American AAdvantage Ltd-Term...	Other	4.91	6.83	5.42	7.51		6.05	*****
American Capital Tax-Exempt ...	Dom. Bonds	7.02	8.80	7.22	7.97		6.89	*****
Arch Emerging Growth Inv A	Dom. Stocks	15.71	28.69	21.13	0.00		0.00	*****
Arch Emerging Growth Tr	Other	16.46	29.17	21.28	0.00		0.00	*****
Benham CA Municipal High-Yield	Dom. Bonds	9.31	7.54	6.78	7.64		6.17	*****
Benham CA Tax-Free Short-Te...	Dom. Bonds	5.08	5.27	4.63	0.00		4.00	*****
Benham GNMA Income	Dom. Bonds	9.93	11.23	6.32	8.84		7.04	*****
Berger 100	Dom. Stocks	9.82	20.24	15.79	17.94	18.28	0.00	*****
Bernstein CA Municipal	Dom. Bonds	7.59	7.08	5.61	0.00		4.78	*****
Bernstein NY Municipal	Dom. Bonds	7.36	7.25	5.78	7.05		4.92	*****
Berwyn Income	Other	12.85	13.89	11.74	14.22		6.17	*****
Bond Fund for Growth A	Other	15.35	15.17	17.69	16.23		4.94	*****
Brandywine Blue	Other	26.04	35.67	26.95	0.00		0.00	*****
Brandywine	Other	26.68	34.97	25.46	17.93		0.00	*****
Calvert CA Municipal Intermedi...	Dom. Bonds	6.44	5.97	5.57	0.00		4.55	*****
CGM Fixed-Income	Other	17.24	13.97	10.29	0.00		6.87	*****
Colorado BondShares	Dom. Bonds	4.12	7.42	7.67	7.10		6.71	*****
Consulting Group Small Cap Gro...	Dom. Stocks	13.44	42.79	25.03	0.00		0.00	*****

Viewing a fund's statistics

To help you understand more about the funds you are considering, you can change the information you see in the list to view various statistics for the funds.

Choose an item from the View pop-up menu to look at specific sets of statistics for the funds in the list.

View by	To see
Performance	How well the funds performed over several time periods (such as performance over the past three years and the past five years).
Fees	A breakdown of the fees each fund assesses. (To get an accurate assessment of investment performance, you need to see how much you are paying in fees.)
Rating	The risk and rating for each fund.
Criteria	The criteria you've selected for your search and how each fund meets these criteria.

In any view, you can change the order in which funds appear in the list by clicking any column title to sort that column in numerical or alphabetical order.

Viewing a fund's detail summary

You can view detailed information about any fund in the list.

1 Select the fund for which you want to see more detail.

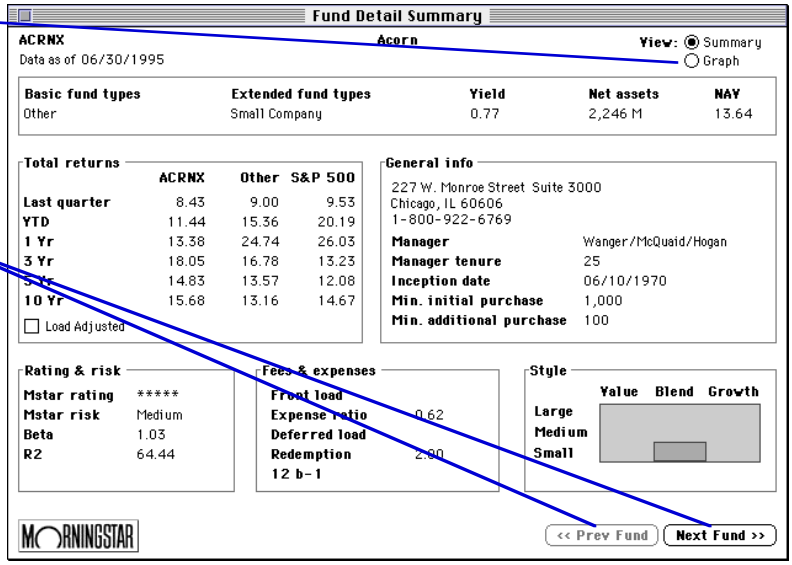
2 Click the Detail button.

The Fund Detail Summary is a snapshot of basic information about the fund you've selected. You'll see the name and ticker symbol for the fund, the date of the latest data update, both the basic and extended asset class to which it is assigned, and a variety of additional information that is described in the table that begins on the next page.

Click the Graph button to see performance graphs for the selected fund.

Click the Prev Fund or Next Fund button to see the detail summary information for the previous or next fund in your list.

See the table below for information about each of the items shown in this window.



Item	Definition
Yield	The income return on capital investment—in other words, your dividend. Yield is calculated by taking all income distributions for the past twelve months and dividing by the fund's net asset value (NAV), which has been adjusted for capital distributions. In some funds, such as growth funds, the yield is not terribly important, since you are looking for future price appreciation rather than dividends when you invest in a growth fund. In an income or bond fund, however, the yield is important, because you selected the fund for income.
Net assets	The most recently reported net assets of the fund, expressed in millions of dollars. It also indicates how large a fund is in terms of dollars under management.
Net asset value (NAV)	The value of one share of a mutual fund. Funds compute their NAV by dividing the total net assets of the fund by the number of shares outstanding. This is the price you'll find listed in the daily newspaper.
Total Returns	Compares the performance of the selected fund with two indexes (for example, Domestic Bonds and Lehman Brothers). You'll see comparisons for several time periods, from last quarter to as far back as 10 years. Reviewing a fund's total return is a good way to gauge its success over time. Morningstar calculates the total return by taking the change in share price, reinvesting all income and capital gains distributions during the month, and dividing by the starting share price. This figure is important because it shows the total increase in value generated by the fund. You can use this figure to compare the performance of one fund with another or to compare one type of fund with another type of fund. In general, you want to invest in mutual funds that have exhibited a high total return over time, because they may grow in value more quickly in the future than those with a lower return. Past performance is one indicator of how a fund may perform in the future. Mutual Fund Finder provides a load-adjusted return because many people believe that it is a truer indicator of a fund's performance over time than a total return that does not have load deducted from it. If your fund has a load, select the Load Adjusted checkbox. • For a front-end load, Mutual Fund Finder deducts the full amount of the load before computing the total return. • For a deferred load, Mutual Fund Finder calculates the total return by deducting a fixed percentage of the deferred charge for each year the charge applies. That means that a fund with a deferred charge of 5% (spread over 5 years) will have its one-year performance figure penalized by 4%.
Manager	See the description for “Manager Tenure” on page 519 for information about the effect the manager can have on a fund’s performance.

Item	Definition
Manager Tenure	States how long the manager has been handling the fund. Typically, the longer the manager's tenure, the more likely the fund is a solid performer. If you buy a fund because it has performed well over time, check that the manager who built the record is still in charge. Also, if a fund has performed poorly in the past, but is improving, check the tenure of the current fund manager. Perhaps the improvement is due to the skill of the new manager. Focus your attention on returns since the new manager took over.
Inception Date	The date the fund was started. Morningstar rates only funds that have existed for at least 3 years.
Min. Initial Purchase	Lists the minimum initial investment you can make in this fund.
Min. Additl. Purchase	Lists the minimum amount for subsequent purchases.
Morningstar Rating	Shows Morningstar's star rating for the fund. See "Star Rating" on page 518 for more information.
Morningstar Risk	Compares a fund's risk level with those of other funds in its class. The Morningstar rating is designed to help you compare different funds' risk and return over time. See "Risk" on page 518 for more information.
Beta	Measures a fund's market risk. This is the amount the fund fluctuates relative to the average. Typically, funds with a high beta fluctuate more than the average. A mutual fund's volatility is measured by its beta (which is another gauge of risk level). Volatility is how much a fund goes up and down in price relative to the market. The market's beta is 1.0. Thus, a fund with a 1.10 beta is expected to perform 10% better than the market in "up" markets and 10% worse than the market in "down" markets. Conversely, a beta of 0.85 indicates that the fund is expected to perform 15% worse than the market in "up" markets and 15% better than the market in "down" markets. A low fund beta, however, does not imply that the fund has a low level of volatility. Rather, a low beta means only that the fund's market-related risk is low. A specialty fund that invests primarily in gold, for example, will usually have a low beta, because its performance is tied more closely to the price of gold and gold-mining stocks than to the overall stock market. Thus, although the specialty fund might fluctuate wildly because of rapid changes in gold prices, its beta will remain low.
R2	Shows what percentage of a fund's movement can be explained by movements in its benchmark index. Generally, a higher R-squared indicates that the beta figure is a reliable measure. If the R-squared is lower, then the beta is less relevant to the fund's performance. An R-squared of 100 means that all movements of a fund are completely explained by movements in the index. Thus, index funds that invest only in S&P 500 stocks will have an R-squared very close to 100. Conversely, a low R-squared indicates that very few of the fund's movements are explained by movements in its benchmark index.

Item	Definition
Front Load	Indicates any one-time deduction or sales charge imposed on the first investment in a fund. Investment companies sometimes charge a sales fee when you buy (front load) or sell (deferred load) certain funds from them. For funds with a front-end load, you pay a commission on your purchase (and sometimes on your dividend reinvestments as well). Load fund rates range from 1% to 8.5%. See “Front Loading” on page 518 for more information.
Expense Ratio	Shows the percentage of fund assets that pay for operating expenses, management fees, and 12b-1 fees on a yearly basis (does not include loads). See “Expense Ratio” on page 519 for more information.
Deferred Load	Shows the deduction made (from your original investment) when the shares are sold. Typically, this amount is based on the age of the investment. In general, the longer you've held the shares, the smaller the charge. Mutual Fund Finder lists the maximum deferred charge. This charge, often coupled with a 12b-1 fee, is an alternative to a traditional front-end load.
Redemption Fee	Indicates any fees charged when you withdraw money from the fund by selling your shares. This reduces your profit (or increases your loss). This fee differs from a deferred load because redemption fees often go back into the fund itself rather than to the fund company. The fees do not represent a net cost to shareholders. Also, unlike deferred charges, redemption fees typically operate only in short, specific time clauses, often 30 or 60 days. Charges are not imposed after the stated time has passed.
12b-1	Shows any annual deduction made from the fund's assets for distribution and marketing costs and sometimes sales commissions.These fees, named for the SEC regulation that authorized them, are usually set on a percentage basis, but may be flat rates. They typically range from 0.25% to 0.30%, but can be as high as 1.25%.These fees can seriously cut into your yield, especially if the percentage is high.
Equity Style grid	For stock funds, Morningstar summarizes a portfolio's characteristics and allows you to determine a fund's investment objectives. Morningstar characterizes funds by: • The size of the companies they invest in (along the vertical axis). Funds with median market capitalizations of less than $1 billion are grouped in the small company or small cap (Small) box. Funds with median market capitalizations greater than or equal to $1 billion but less than or equal to $5 billion are labeled as medium cap (Medium) offerings. Funds with median market capitalizations exceeding $5 billion qualify for the large cap (Large) designation. • Investment style (along the horizontal axis). A growth-oriented portfolio (Growth) mostly contains companies that the portfolio manager believes have the potential to increase earnings faster than the rest of the market. A value-oriented portfolio (Value) focuses on stocks that the manager believes are undervalued in price and whose worth will eventually be recognized by the market. A blend fund (Blend) mixes the two philosophies: the portfolio may contain growth stocks and value stocks, or it may contain stocks that have both characteristics.

Item	Definition
Fixed Income Style grid	For bond funds, Mutual Fund Finder displays the Fixed Income Style grid instead of the Equity Style grid. Domestic and international fixed income funds have a special Style grid from Morningstar. This grid focuses on the two “pillars” of fixed income performance: sensitivity to interest rates and credit quality. To display this information, the Morningstar grid splits fixed income funds into three maturity groups and three quality rating groups. • Maturity (along the horizontal axis). Morningstar displays the average term length of a fund's bond portfolio, which is based on average effective maturity (average weighted maturity for municipal bond funds). Morningstar calculates this statistic by weighting each bond's maturity by its relative size within the portfolio. Short Funds (Short) contain bonds with an average effective maturity of less than 4 years. Intermediate Funds (Inter.) contain bonds with an average effective maturity greater than or equal to 4 years, but less than or equal to 10 years. Long Funds (Long) contain bonds with a maturity that exceeds 10 years. • Quality Rating (along the vertical axis). In Morningstar calculations, U.S. government securities are considered to be AAA bonds. Nonrated municipal bonds are classified as BB. These grids summarize information about the fund's portfolio and help you determine a fund's investment objectives. High quality (High) bond portfolios have an average credit rating greater than or equal to AA. Medium quality (Medium) bond portfolios have average ratings greater than or equal to BBB but less than or equal to AA-. Low quality (Low) bond portfolios have average ratings of BBB- or lower (also known as junk bonds).

Graphing a fund's performance

Mutual Fund Finder provides two fund performance graphs. To see these graphs, click the Graph option in the Fund Detail Summary window.

Each graph compares the selected fund with two indexes:

- the S&P 500 for stocks or Lehman Brothers for bonds
- an index of funds in the same basic asset class as the selected fund

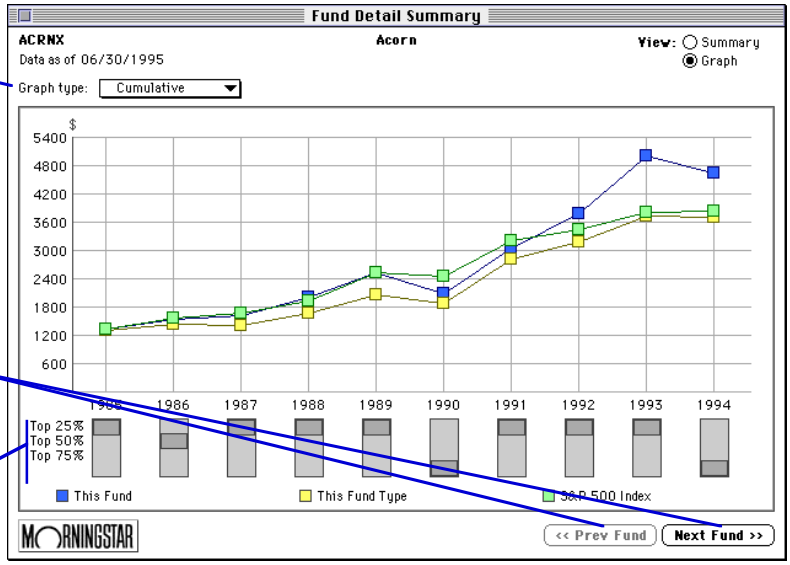
Use the Graph Type pop-up menu to choose a graph of the selected fund's performance compared with two indexes.

Select Cumulative to see a bar graph showing the selected fund's performance (in dollars) for each year.

Select Yearly Return to see a bar graph showing the selected fund's performance (by percentage) for each year.

Click the Prev Fund or Next Fund button to see the detail summary information for the previous or next fund in your list.

These performance quartile graphs rank the selected fund among other funds in the same extended asset class. They compare total return by calendar year. The box on the graph represents the quartile in which this fund has been ranked.



Note that the scale on the vertical axis (either percentage or dollar amount) gets larger as the performance highs and lows expand. For example, if you are looking at a fund whose performance varies little over time, the scale may start at 0% and end at 20%. If you are looking at a more volatile fund, the scale may start at -20% and end at 80%.

Searching by name or ticker symbol

If you want to see information about a specific fund and you know its name or ticker symbol, you can easily retrieve the information.

1 Choose Name or Symbol from the Search By pop-up menu.

2 Enter either the fund name (for Name) or the fund's ticker symbol (for Symbol).

If you aren't sure of the entire fund name, enter just the first word or two. Mutual Fund Finder will return a list of funds that begin with the words you entered. You can use this method

when searching for funds from a specific company. Just enter the company name to see a list of all funds the company offers.

If you aren't sure of the ticker symbol, you can:

- Look in the *Wall Street Journal,* or in other financial publications such as *Barron's* or the *Investor's Business Daily*.
- Look at your brokerage or mutual fund account statement.
- Use an online service, such as America Online, CompuServe, or Prodigy.
- Check in the upper left corner of the Fund Detail Summary window for that fund.

3 Click Search to see statistics and detailed information for the fund or funds you requested.

Mutual Fund Finder displays the Search Results window. See "Viewing a fund's statistics" on page 520, "Viewing a fund's detail summary" on page 521, and "Graphing a fund's performance" on page 526 for information about data you can see for the listed funds.

Printing search results

You can print the information in the Search Results window (in Performance, Fees, Rating, or Criteria view) and the Fund Detail Summary window (in either Summary or Graph view).

1 Display the window and view you want to print.

2 Choose Print from the File menu.

3 Click Print in the printer dialog box.

Getting more information about mutual funds

Once you've compiled a list of funds that meet the criteria you've set, you are ready to analyze your list and perhaps make some decisions.

To get more information:

- Call the mutual fund companies (the number is in the Fund Detail Summary window for each fund) and request a prospectus.
- Talk to your friends and financial professionals about the various funds in your list.
- Compare the funds you have identified with a listing of mutual funds from your current provider to see whether or not any funds in the list are available from your broker or provider.

- Use the table that begins on the next page to review the Callan Associates, Inc. considerations and suggestions for selecting funds in each asset class.

Asset class	Consideration	Suggestion
Domestic Stocks	Diversification	If your objective is to diversify your current portfolio of mutual funds, use information in the Style box in Detail Summary view to identify funds with complementary styles to your current funds. For example, if you own a large cap growth fund, perhaps select a small cap value fund as your next investment. By diversifying across investment styles, you can reduce the interim volatility of your portfolio returns and potentially increase the return.
	Out-of-favor funds	If you have identified a list of funds with similar performance over longer time periods (5 to 10 years), focus on funds that have under-performed over recent periods. They may be ripe for an upturn. If you buy a fund when it is at the bottom of its investment cycle, you may have the advantage of buying into the fund when it is on an upward performance trend.
	Fees	When choosing between two funds with comparable characteristics, focus on those without redemption fees.
	Implementation	Are you tied to one particular broker or mutual fund provider? If you want to maintain an account with only one brokerage firm or mutual fund company to consolidate fund reporting, you may be limited to a subset of funds selected in your mutual fund search.
	Assets of the fund	Focus on funds with $100 million or more in assets. On the other hand, be cautious of funds with a billion dollars or more in assets and a relatively short track record (3 years). These funds may not be able to invest the assets in a timely manner and may be forced to hold the assets in cash.
	Relative performance	All things being equal, focus on funds with returns above the average fund in the given asset class for 1-, 3-, 5-, and 10-year time periods. (You'll find this information in Detail Summary view for each fund.) Although past performance is no guarantee of future performance, this guideline will help you assess whether or not the fund has been able to outperform other funds with a similar investment style.
International Stocks	Country/region specific vs. core international investing	Consider the managers' investment strategy. If this is your only international exposure, focus on funds with broad international or global country exposure, rather than limiting yourself to the volatility of a specific country, region, or emerging market. The fund's name should help you determine the strategy of the fund.
	Out-of-favor funds	If you have identified a list of funds with similar performance over longer time periods (5 to 10 years), focus on funds that have under-performed over recent periods. If you buy a fund when it is at the bottom of its investment cycle, you may have the advantage of buying into the fund when it is on an upward performance trend.
	Fees	When choosing between two funds with comparable characteristics, focus on those without redemption fees.

Asset class	Consideration	Suggestion
	Implementation	Are you tied to one particular broker or mutual fund provider? If you want to maintain an account with only one brokerage firm or mutual fund company to consolidate fund reporting, you may be limited to a subset of funds selected in your mutual fund search.
	Assets of the fund	Focus on funds with $100 million or more in assets. On the other hand, be cautious of funds with a billion dollars or more in assets and a relatively short track record (3 years). These funds may not be able to invest the assets in a timely manner and may be forced to hold the assets in cash.
	Relative performance	All things being equal, focus on funds with returns above the average fund in the given asset class for 1-, 3-, 5-, and 10-year time periods. (You'll find this information on the Summary tab for each fund.) Although past performance is no guarantee of future performance, this guideline will help you assess whether or not the fund has been able to outperform other funds with a similar investment style.
Domestic Bonds	Time Horizon Preference	If your investment time horizon is less than 7 years, focus on funds with an average maturity of less than 7 years. The name of the fund should help you determine the time horizon of the fund (for example, “Intermediate Bond Fund”). However, if you are interested in a short-term bond fund (such as one that matures in the next 3 to 5 years), focus on funds called “Short Duration” or “Short-Intermediate.”
	Sector Preference	If you are interested in a fund that emphasizes a specific area or sector of the bond market, look for fund names that contain that area or sector. For example, if you are looking for a tax-free bond fund, choose a state-specific or national municipal bond fund, or if you are looking for a mortgage-backed or high yield fund, select one described in that way.
	Fees	When choosing between two funds with comparable characteristics, focus on those without redemption fees.
	Implementation	Are you tied to one particular broker or mutual fund provider? If you want to maintain an account with only one brokerage firm or mutual fund company to consolidate fund reporting, you may be limited to a subset of funds selected in your mutual fund search. Compare the funds you have identified with a listing of mutual funds from your current provider. See whether or not any funds on the list are available from your broker or provider.
	Assets of the fund	You should focus on funds with over $100 million in assets. Bond funds benefit from a heavy asset base because the manager is able to receive better pricing for bonds if they are traded in large volume.
	Relative performance	All things being equal, focus on funds with returns above the average fund in the given asset class for 1-, 3-, 5-, and 10-year time periods. (You'll find this information on the Summary tab for each fund.) Although past performance is no guarantee of future performance, this guideline will help you assess whether or not the fund has been able to outperform other funds with a similar investment style.

Asset class	Consideration	Suggestion
Global Bonds	Country/region specific vs. core international investing	Consider the managers' investment strategy. If this is your only international exposure, focus on funds with broad international or global country exposure, rather than limiting yourself to the volatility of a specific country, region, or emerging market. The fund's name should help you determine the strategy of the fund.
	Time horizon preference	If your investment time horizon is less than 7 years, focus on funds with an average maturity of less than 7 years. The name of the fund should help you determine the time horizon of the fund (for example, “Intermediate Bond Fund”). However, if you are interested in a short-term bond fund (such as one that matures in the next 3 to 5 years), focus on funds called “Short Duration” or “Short-Intermediate.”
	Fees	When choosing between two funds with comparable characteristics, focus on those without redemption fees.
	Implementation	Are you tied to one particular broker or mutual fund provider? If you want to maintain an account with only one brokerage firm or mutual fund company to consolidate fund reporting, you may be limited to a subset of funds selected in your mutual fund search. Compare the funds you have identified with a listing of mutual funds from your current provider. See whether or not any funds on the list are available from your broker or provider.
	Assets of the fund	You should focus on funds with over $100 million in assets. Bond funds benefit from a heavy asset base because the manager is able to receive better pricing for bonds if they are traded in large volume.
	Relative performance	All things being equal, focus on funds with returns above the average fund in the given asset class for 1-, 3-, 5-, and 10-year time periods. (You'll find this information on the Summary tab for each fund.) Although past performance is no guarantee of future performance, this guideline will help you assess whether or not the fund has been able to outperform other funds with a similar investment style.

Leaving Mutual Fund Finder

When you’re ready to end a session using Mutual Fund Finder, choose Quit (Command-Q) from the File menu.

Mutual Fund Finder remembers the criteria you’ve selected. The next time you open Mutual Fund Finder, you’ll see these criteria and you can display and print the list of funds you created in your previous session.

Getting updates from Morningstar

Mutual Fund Finder data is provided by Morningstar, one of America’s leading mutual fund rating services. To get their latest information, you can purchase updated data disks as you need them or subscribe to quarterly updates. Call for Mutual Fund Finder updates at the phone number on page 477.

3 Ask the Experts

About Ask the Experts

Jane Bryant Quinn and Marshall Loeb answer common questions about financial basics, financial planning, investments, taxes, loans, and life events that can affect your finances.

Jane Bryant Quinn is an award-winning columnist for *Newsweek*, the *New York Daily News*, and *Good Housekeeping Magazine*. Her best-selling book, *Making the Most of Your Money*, is a comprehensive guide to planning your personal finances. An experienced television reporter, she hosted her own program on personal finances on the Public Broadcasting System. *World Almanac* named her one of the 25 most influential women in the United States.

Marshall Loeb is former Managing Editor of *Fortune* and of *Money Magazine*. His book, *Marshall Loeb's Money Guide*, has been published annually since 1983. He has won every major award in economic and financial journalism. He is familiar to many of us as a daily commentator on business and finance on the CBS Radio Network.

Starting the show

1 Open the folder where you installed Quicken Deluxe 6.

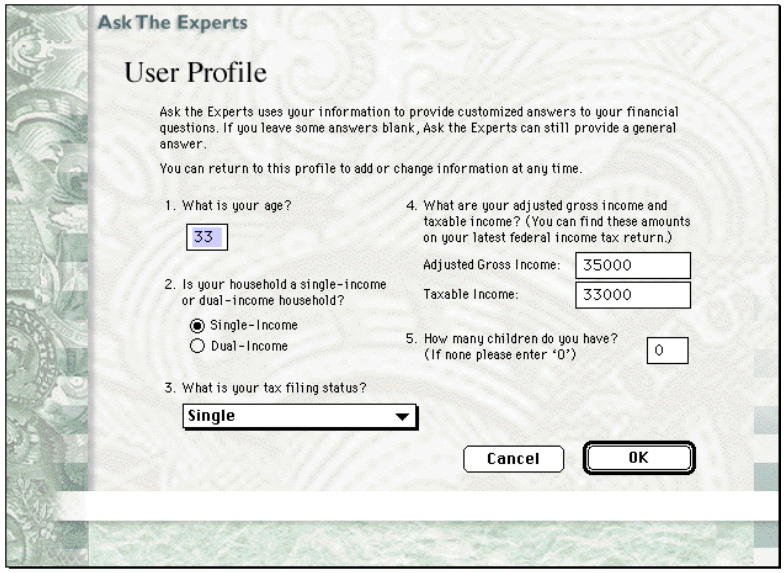
2 Double-click the Quicken Deluxe 6 icon.

3 In the Quicken Deluxe 6 window, click the Ask the Experts icon.

The first time you open Ask the Experts, it asks you to fill in some information about yourself. Ask the Experts uses this information to customize Jane's and Marshall's answers.

Enter information in these fields and then click OK.

To change this information later, Click the User Profile button in Ask the Experts topics view.



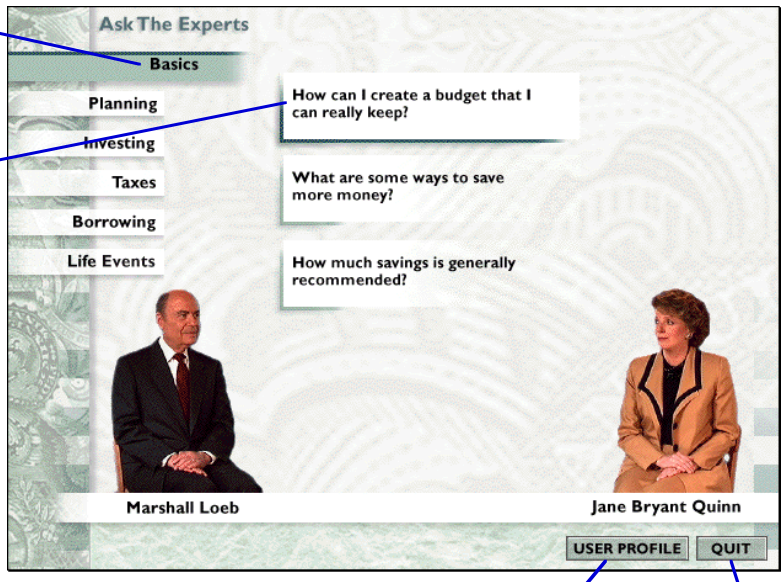
You should fill in all of this information if you want appropriate answers for your age, income, and number of children.

If any of this information changes, you can go back to the User Profile at any time by clicking the User Profile button in Ask the Experts topics view.

When you click OK, you see Ask the Experts topics view.

Click a topic button to display a set of questions for that topic.

Then click a question to see and hear the answer.



Click User Profile to change your personal information.

Click Quit to leave Ask the Experts.

Selecting a question

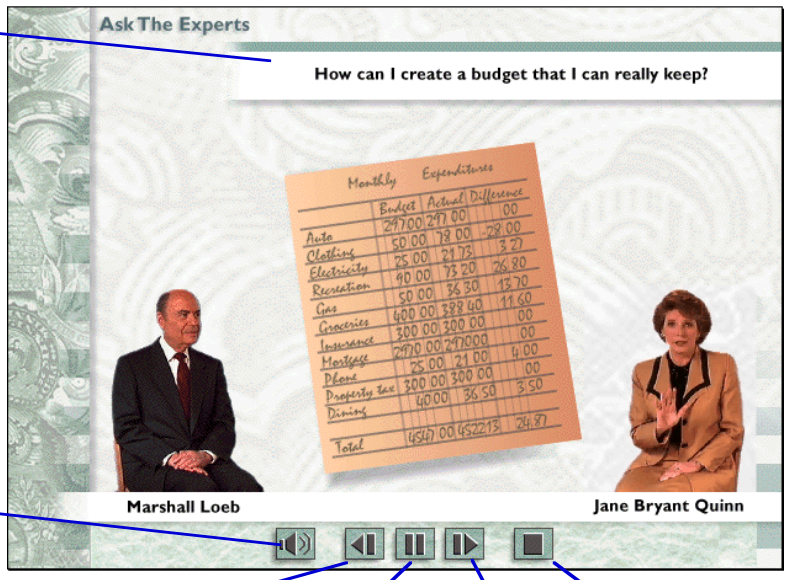
Questions are divided into six main topic areas. When you select a topic, you see the questions Jane and Marshall will answer about that topic.

1 Click one of the tabs on the left to choose a topic area.

Ask the Experts displays the questions for that topic.

2 Click a question to see and hear the answer.

You see Ask the Experts answer view.



When the answer is finished, Ask the Experts returns to the topics view. You can also click the Return to Topics button to return before the answer is finished.

Important information

Ask the Experts is owned and licensed by Quicken Investment Services Inc., a wholly owned subsidiary of Intuit Inc. and a federally registered investment adviser (QISI). Ask the Experts takes information that you provide and customizes certain general financial information. This software is not intended to provide specific investment or financial advice. This information does not contemplate all factors that may be necessary to your financial situation. Although the software may provide some general financial guides, neither Intuit, QISI, or any third party licensor endorses or recommends any particular investment nor offers any advice regarding the nature, potential value, or merits of any security, transaction, or investment strategy. The limitations of this application, including accuracy and timeliness of content, are governed by the terms and conditions contained in your license agreement, which can be found in the Quicken Deluxe 6 *Getting Started Guide.*

4 Tips from the Team

Starting the show

See useful tips from the people who make Quicken for Macintosh.

1 **Open the folder where you installed Quicken Deluxe 6.**

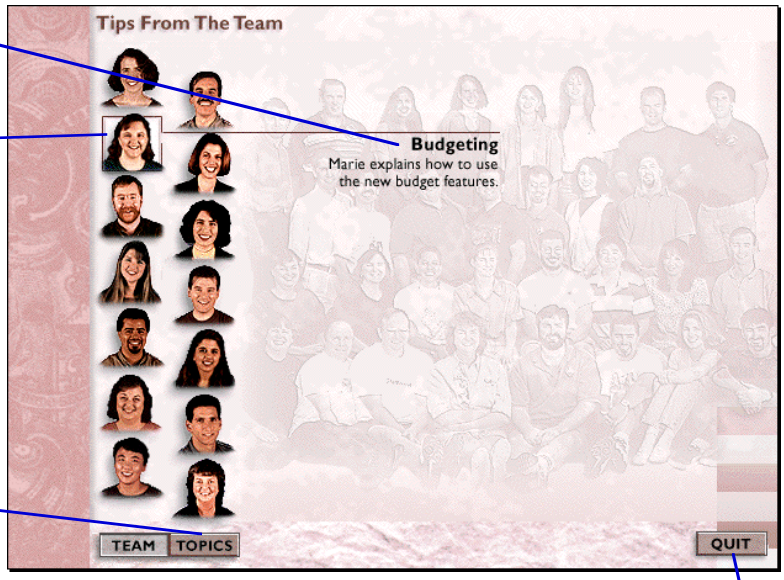
2 **Double-click the Quicken Deluxe 6 icon.**

3 **In the Quicken Deluxe 6 window, click the Tips from the Team icon.**

When you move the cursor over a picture, Tips from the Team displays text describing that tip.

Click a picture to play that person's tip.

Click Topics to view the tips by topic instead of by team member.

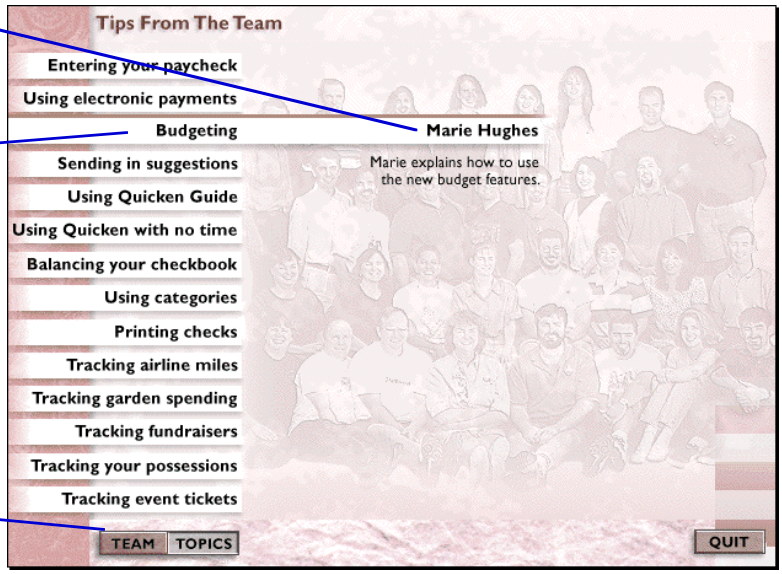


Click Quit to leave Tips from the Team.

Click Topics to see a list of topics instead of pictures of the team.

When you move the cursor over a topic, Tips from the Team displays text describing that tip.

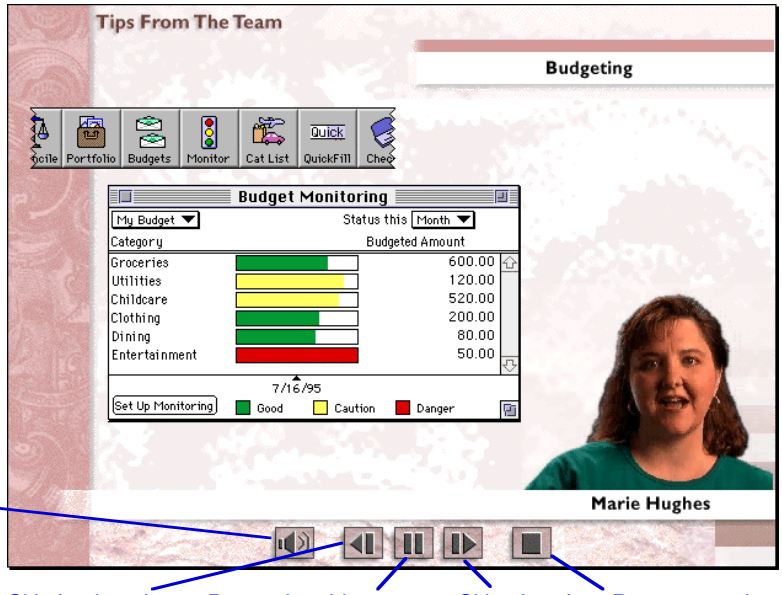
Click a topic to play that tip.



Click Team to view the tips by team member instead of by topic.

Selecting a tip

Select a tip by clicking a picture or a topic.



Click the volume button to change the sound level.

Skip back to the previous section of this tip.

Pause the video. When the video is paused, this becomes the play button.

Skip ahead to the next section of this tip.

Return to topics or team view to select a different tip.

When the tip is finished, Tips from the Team returns to the topics or team view. You can also click the Return to Topics button to return before the tip is finished.

Tip descriptions

Karen Tingey

Karen developed Tips from the Team and also worked on the Quicken Preview and the onscreen manuals for Quicken Deluxe 6.

Her tip describes how she enters her paycheck in Quicken. After setting it up correctly once, with all the deductions included, she schedules it in Quicken so it will be entered automatically.

For more information, see "Sample split transaction: entering a paycheck" on page 108 and "Memorizing transactions" on page 113.

Anders Martinson

Anders, a member of the Quality Assurance team, tested Help and Reports.

His tip discusses how electronic payments make billpaying easier. He schedules monthly payments and even tells Quicken to pay the bills for him while he's out of town.

For more information, see Chapter 19, *Paying bills electronically,* beginning on page 392, and "Scheduling future transactions" on page 164.

Marie Hughes

Marie is a Software Engineer. She was responsible for the new, improved Budget Setup and the new Budget Monitoring window.

Marie's tip explains how to use the Budgeting feature. She offers suggestions on how to categorize your transactions to match your budget and how to monitor how well you're doing.

For more information, see Chapter 16, *Budgeting your income and expenses,* beginning on page 360.

Gabriella Piccioni

As the Marketing Product Manager, Gabriella worked on the development and promotional efforts supporting Quicken for Macintosh.

In her tip, she describes how Intuit gets suggestions from customers, and how we use those suggestions to improve our products.

You can send your suggestions to us at the following address:

Intuit Inc.
Customer Communication
Quicken Deluxe 6 for Macintosh
2650 East Elvira Road, Suite 100
Tucson, AZ 85706-7180

Leigh Chapman

Leigh, a Technical Writer, developed Quicken's new help system using Apple Guide.

Leigh talks about Quicken Guide, Quicken's new onscreen help that gives you step-by-step directions for Quicken tasks, helps you set up your finances in Quicken, explains new features, and describes helpful tips and shortcuts.

For more information, see "Getting started quickly with Guided Setup" on page 35 and "Getting step-by-step assistance from Quicken Guide" on page 36.

Karen Weiss

As Project Manager for Quicken and Quicken Deluxe, Karen leads the engineering work on the product. She created some of the new features in Quicken 6 and many of the existing features in previous versions.

Her tip discusses how she uses Quicken when she doesn't really have time to deal with her finances. With only minimal work, she can keep track of her bank balances and credit card balances, and make sure she never bounces a check or misses a payment.

For more information, see Chapter 9, *Tracking your credit cards,* beginning on page 203.

Julie Norton

Julie is the Multimedia Specialist who manages the development of features in Quicken Deluxe that use graphics, audio, video, and animation. She worked on Ask the Experts, Tips from the Team, and the Quicken Deluxe 6 window interface.

Julie's tip explains how easy it is to balance her checkbook in Quicken. She briefly describes the process she goes through each month when her bank statement arrives.

For more information, see "About balancing Quicken accounts" on page 182 and "Balancing a Quicken account each month" on page 183.

Scott Cunningham

Scott is one of two lead Quality Assurance engineers for Quicken 6 for Macintosh. He tested Budgets, Lists, and Transaction Groups, and he administered the report database.

Scott explains the advantages of using Quicken's preset categories, and what to do when you want to delete a category.

For more information, see Chapter 3, *Categories and classes track your income and expenses,* beginning on page 75.

Marcos Montenegro

Marcos, a Quality Assurance engineer, tested and helped create the new investment features.

Marcos describes the advantages of printing checks from Quicken. He can pay his bills quickly and easily, and he uses CheckArt to change the address on his checks.

For more information, see Chapter 5, *Writing and printing checks,* beginning on page 127.

Monika Rajdev

Monika is the Product Specialist for Quicken and Quicken Deluxe. She represents Technical Support and the voice of our customers in the development process. She also helps ensure that Technical Support has the resources necessary to support the Quicken for Macintosh products.

Monika explains how she uses Quicken to keep track of her frequent flyer miles. She uses asset accounts to keep track of the miles and enters the information from her frequent flyer statements. Several Quicken reports help her organize the information.

For more information, see Chapter 10, *Tracking assets and liabilities,* beginning on page 210, and Chapter 13, *Creating and customizing reports,* beginning on page 296.

Leona Guthrie

Leona leads the Quality Assurance team, which provides testing for Quicken and Quicken Deluxe. Leona guides her team in their testing efforts and works with the other team leads to make sure we get a quality product to our customers on time.

Leona describes how she uses Quicken to track her garden spending. She makes sure she doesn't spend too much and keeps a record of her landscaping expenses for tax purposes.

For more information, see Chapter 10, *Tracking assets and liabilities,* beginning on page 210, and Chapter 14, *Creating graphs,* beginning on page 345.

John Kieffer

John, another member of the Quality Assurance team, tested Loans, Graphs, and Preferences.

John explains how, as treasurer of his rugby team, he uses Quicken investment accounts to keep track of fundraising goods bought and sold.

For more information, see Chapter 12, *Tracking investments,* beginning on page 237, and Chapter 13, *Creating and customizing reports,* beginning on page 296.

Suna Kneisley

Suna is the Marketing Product Manager for Quicken Deluxe for Macintosh.

Suna's tip explains how she uses Quicken Home Inventory to track her compact disc collection. She shows how to catalog possessions in Quicken Home Inventory and explains the benefits of having this information.

For more information, see Chapter 1, *Using Quicken Home Inventory,* beginning on page 480.

Lynn Yaeger

Lynn is the Documentation lead for Quicken and Quicken Deluxe. She wrote all the printed manuals.

Lynn's tip describes how she and her family use Quicken to track shared expenses, such as tickets. When someone buys tickets to an event and someone else uses them, she records the transfer in Quicken and makes sure everyone knows where they stand.

For more information, see Chapter 10, *Tracking assets and liabilities,* beginning on page 210, and "Transferring money between accounts" on page 100.

Business User's Guide

Version 5 for Windows
Version 6 for Macintosh
Version 8 for DOS

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Disk warranty Intuit warrants that the original disks are free from defects in material and workmanship, assuming normal use, for a period of sixty (60) days from date of purchase. If a defect occurs during this period, you may return your faulty disk to Intuit, along with a dated proof of purchase; Intuit will replace it free of charge. After 60 days, you may obtain a replacement by sending your defective disk and a check for $15.00 to Intuit. (For all orders shipped within the U.S., please add all applicable state and local sales tax for the product as well as tax on shipping and handling. Any unpaid tax will be charged back to you.)

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1 About Intuit business products

Using Quicken for your business finances 544
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Ordering software or supplies 549

Using Quicken for your business finances

This *Business User's Guide* contains information about using Quicken 5 for Windows, Quicken 8 for DOS, and Quicken 6 for Macintosh to manage your small business and keep track of your business finances. It also shows you how to use Quicken for advanced bookkeeping such as accounts payable, accounts receivable, and payroll.

Not all business users need to use the techniques described in this manual. In fact, the general *Quicken User's Guides* cover many basic business functions, including:

- Writing checks in bank accounts
- Entering deposits and payments in a check register
- Reconciling (balancing) your checkbook with a bank statement
- Setting up a budget for your income and expenses
- Grouping recurring transactions for automatic entry
- Creating preset business reports and graphs
- Tracking loan balances and amortized loan payments
- Tracking credit card balances and expenses
- Trying out financial "what-if" scenarios
- Managing your investment portfolio

For information, see the chapters on setting up your first Quicken file and account in the *Getting Started Guide*. Then read about Quicken accounts and using a Quicken register in the *Quicken User's Guide*.

Before you start using Quicken for business, we suggest that you set up your first bank account (perhaps a personal checking account) and enter a few transactions such as checks, payments, deposits, and ATM (automated teller machine) transactions.

After you've set up your first bank account and entered some transactions, browse through the Table of Contents in the onscreen User's Manuals (choose Open Table of Contents from the Outlines menu or press Command-L) to get some ideas about how Quicken works and what it can do for you. You might even want to use

Quicken to track your personal finances for a month or two before you set up Quicken to track your business finances.

This guide refers you to the *Quicken User's Guide* for detailed information about basic Quicken features. We encourage you to learn the basic features of Quicken before you start using the techniques described in this manual.

Using other Intuit products

Although you can use Quicken to accomplish many business tasks, Intuit offers other products (software and supplies) designed specifically to handle the needs of small businesses.

Choosing a small business bookkeeping solution

QuickBooks is available for DOS, Windows, and Macintosh users.

QuickBooks is a complete, easy-to-use bookkeeping system that helps you make business decisions without requiring you to learn accounting. Use QuickBooks *instead of Quicken* to automate major business tasks, such as invoicing, managing accounts receivable and accounts payable, and tracking inventory.

With QuickBooks, you write invoices on a screen that looks just like a familiar paper invoice. Writing invoices is almost automatic because you can choose your line items from lists and memorize invoices to use again. Using the information you routinely enter on invoices, QuickBooks automatically tracks and ages customers' balances, and lets you apply dollars received to invoices.

Managing your accounts payable has never been easier. You can enter bills when you receive them, let QuickBooks remind you when to pay bills, and keep the cash in your company until the bills are due. To help you manage accounts payable, QuickBooks automatically pays bills, groups bills by vendor, and tracks accounts payable without postdated checks.

QuickBooks for Windows or Macintosh tracks and manages inventory. At any time, you can see exactly which items you have on hand and on order. You can write purchase orders and receive goods against them. You can also track critical information automatically (such as quantity and unit sales) when you create invoices and pay bills.

QuickBooks for Windows or Macintosh also has built-in payroll. You can write employee paychecks with all the correct tax deductions using QuickBooks itself.

QuickBooks also provides many other business reports (such as sales reports, receivables aging reports, and more reports for your accountant). QuickBooks does not track investments or automatically amortize loans. Also, the QuickBanking and QuickBillPay services are not available with QuickBooks.

QuickBooks Pro is available for Windows and Macintosh users.

QuickBooks Pro has all the features of QuickBooks plus what you need for a job- or project-oriented business: estimates, time tracking, and many reports for analyzing jobs or projects.

Which product is right for you? If you have a business that deals primarily with cash, Quicken should meet most of your needs. You should also use Quicken (instead of QuickBooks) if your personal finances are closely tied to your business finances.

For more powerful and flexible receivables and payables management or for other special business needs, use QuickBooks or QuickBooks Pro. QuickBooks and QuickBooks Pro can handle the accounting needs of most small businesses (until they've grown to a size where more than one person needs to work on the same accounting files simultaneously). QuickBooks and QuickBooks Pro are complete solutions for small business accounting.

If you're not sure that your business needs the power of QuickBooks, you should probably use Quicken alone to do your bookkeeping. Later, when your business grows, you can easily move your Quicken data into QuickBooks. (But you can't move QuickBooks data into Quicken.)

The table below should help you decide whether to use Quicken or QuickBooks, based on the needs of your business.

Business need	Using Quicken	Using QuickBooks or QuickBooks Pro
Mix business and personal finances	Combine business and personal finances in the same Quicken data file.	—
Track investments	Follow the prices of stocks, bonds, mutual funds, and other investments; update security prices automatically using your modem.	—
Amortize loans	Calculate and track principal and interest on loans.	—
Access your financial institution online	Automatically update your Quicken register using your modem.	—

Business need	Using Quicken	Using QuickBooks or QuickBooks Pro
Pay bills online	Pay bills using your modem.	—
Manage your Quicken Credit Card online	Read, enter, and categorize transactions from a floppy disk or using your modem.	—
Create reports	Use pre-designed templates to create the most basic reports required for business.	Use pre-designed templates to create many more business reports, such as sales tax reports, sales reports (sales by item, sales by customer, sales by sales rep, etc.), and many reports for your accountant.
Manage accounts receivable and accounts payable	Set up asset and liability accounts, and then create income and expense categories to do basic accounts receivable and accounts payable management.	Use an interface designed specifically for accounts receivable and accounts payable management, including advanced activities such as aging receivables.
Track equity	Use a balance sheet to calculate equity for sole proprietorships; use a separate liability account to track equity for each partner in a partnership; use a liability account for paid-in capital to track equity in a corporation.	Use an interface designed specifically for tracking equity in sole proprietorships, partnerships, and corporations.
Automate payroll tracking	Use the QuickPay add-on utility. (See a description of QuickPay on page 548. QuickPay is available for Quicken for DOS and Quicken for Windows users only.)	Use built-in payroll (Windows or Macintosh) or the QuickPay add-on utility (DOS).
Track invoices	Use the QuickInvoice add-on utility. (See a description of QuickInvoice on page 548. QuickInvoice is available for Quicken for Windows users only.)	QuickBooks and QuickBooks Pro include a complete invoicing system, with everything that QuickInvoice has and more.
Track inventory and purchase orders*	Set up an asset account. When you purchase items or materials for inventory, you can add the cost to the balance of the inventory asset account.	Determine what inventory you have on hand and on order and create reports for stock status, open purchase orders, inventory valuation, and price lists. Create and track purchase orders for the goods and services you sell.
Prepare bids or estimates*	—	QuickBooks Pro writes estimates that can be turned into invoices if the job is accepted.
Track time spent on jobs or projects*	—	QuickBooks Pro tracks time spent on each job or project and lets you invoice the client or customer for the time.

Business need	Using Quicken	Using QuickBooks or QuickBooks Pro
Prepare detailed budgets by job*	—	Job costing is made easy when you compare budget amounts to actual amounts.
Provide an audit trail of all changes to your accountant*	—	QuickBooks and QuickBooks Pro keep an automatic record of all changes made to your accounting records.
Calculate finance charges automatically*	—	Calculate finance charges on your outstanding invoices with a single click.
Calculate vendor discounts automatically*	—	QuickBooks and QuickBooks Pro let you know when a discount is available on any bill.
Consolidate business information	—	Track customer lists, product/service lists, invoices, checking accounts, and other bookkeeping information all in one program.

* These features are not available in QuickBooks for DOS.

Using other software that works with Quicken

QuickPay is available for use with Quicken for DOS and Quicken for Windows only. It is not available for use with Quicken for Macintosh.

QuickPay is a dedicated payroll program that *works with Quicken (or older versions of QuickBooks)*. It calculates each employee's gross pay and all taxes and other deductions. It then writes the paycheck, records the transaction in your Quicken account, and keeps track of your tax liabilities. To do the calculations, QuickPay uses built-in tax tables. When you subscribe to the Tax Table Update Service, Intuit sends you immediate updates to these tables whenever tax rates change.

QuickInvoice is available for use with Quicken for Windows only.

QuickInvoice is an invoicing system that *works with Quicken for Windows* to store details about your customers, products, and services for easy completion of invoices. It helps you track receivables in Quicken, retrieve information about receivables, and create complete business reports.

Using Intuit supplies

Intuit offers a complete line of time-saving products to meet your business needs:

- Checks
- Deposit slips

- Double-window envelopes
- Single-sheet forms leaders for printers
- Endorsement, message, and return-address stamps
- Imprinted stationery
- Intuit software products that work with Quicken

Ordering software or supplies

To order another software product or get more information about QuickBooks, QuickBooks Pro, QuickPay, or QuickInvoice, use Intuit Marketplace or call Intuit Direct Sales at the phone number on page 477.

To order supplies, call Intuit Supplies at the phone number on page 477.

2 Setting up your business records

Choosing between cash and accrual bookkeeping 550
Keeping good records 552

One of the most important things you can do when you start a small business is to plan your record-keeping system. Good records can help you in running your business, and at tax time, they'll let you pull together your tax information quickly and easily.

Quicken is perfect for managing small businesses, because it's easy to learn (it doesn't take away time from your business) and it gives you instant access to reports and figures that can help you make good business decisions.

This chapter contains general information about good business practices, and explains some of the decisions you'll have to make when starting your business. If you've had your business for some time, you may already be familiar with the information in this chapter; in that case, see Chapter 3, *Setting up Quicken for business use,* beginning on page 553, to get started using Quicken for your business.

Choosing between cash and accrual bookkeeping

When you first begin your business, you need to decide which *bookkeeping method* you'll use. The bookkeeping method determines how you report income and expenses on your tax forms.

The Internal Revenue Service (IRS) doesn't require you to keep your records organized in any particular way or to use any particular method of bookkeeping, unless part or all of your income depends on maintaining inventories. However, you need to clearly show your sources of income, deductions, credits, and so on.

You can choose between two methods of bookkeeping:

- Cash basis
- Accrual basis

You choose your bookkeeping method when you file your first tax return. If you want to change your bookkeeping method later, you need permission from the IRS.

Quicken lets you use either cash- or accrual-basis bookkeeping. If you plan to use Quicken for your accounts payable and accounts receivable, see Chapter 7, *Handling bills and invoices in Quicken,* beginning on page 599.

Cash basis

Many small businesses record income when they receive the money, and expenses when they pay the bills. This method is known as bookkeeping on a cash basis. If you've been recording deposits of your customers' payments but have not been including the money customers owe you as part of your income, you've been using cash-basis bookkeeping. Similarly, if you've been tracking expenses at the time you pay them, rather than at the time you first receive the bills, you've been using cash-basis bookkeeping.

If you own a service-based business (for example, you are a lawyer, health care provider, painter, construction contractor, and so on), you'll probably find it easier to use the cash method.

Accrual basis

In accrual-basis bookkeeping, you record income at the time of the sale, not at the time you receive the payment. Similarly, you enter expenses when you receive the bill, not when you pay it.

If part or all of your income depends on maintaining inventories (for example, you manufacture products or buy products for resale), the IRS requires you to use the accrual method. If your business is a corporation or a partnership that has a corporation as a partner, you're also required to use the accrual method. (Exceptions are farming businesses, qualified personal service corporations, or entities with average annual gross receipts of $5 million or less. Check with your accountant for more information.)

Keeping good records

Many small-business owners have creative business ideas and the marketing skills to make the business fly, but little knowledge of proper record-keeping. Here are some common mistakes for a beginning *sole proprietorship* (a business that depends on the efforts of one person, without whom the business wouldn't exist):

- Writing checks from a personal checking account that are later claimed as business expenses
- Writing business checks payable to cash
- Making business payments in cash
- Depositing business receipts directly into a personal checking account
- Making business-related credit card purchases on a credit card also used for personal expenditures

Remember that if a financial institution or the IRS ever needs to see your records, it should be clear exactly which funds came into the business and how they were disbursed—you must be able to document all of your income sources and deductions. As a general rule, you should deposit all business receipts in a separate bank account and make all payments by check; this way, you can use your bank statement and canceled checks to back up your own records.

3 Setting up Quicken for business use

Setting up your Quicken data file 553
Setting up your chart of accounts 554

Before you can use Quicken to track your business finances (as described in Chapter 4, *Using Quicken to manage your business,* beginning on page 557), you need to set up your Quicken data file and use Quicken's income and expense categories to set up your business chart of accounts.

Setting up your Quicken data file

If you plan to use Quicken for home *and* business use, you need to decide whether or not to set up a separate file for business. The IRS advises all business owners to keep business transactions completely separate from personal transactions. You can set up either a separate Quicken data file or a separate business checking account in your current data file.

Setting up a separate file for business transactions

The best way to keep business transactions completely separate from personal transactions in Quicken is to set up a separate file. (If you're not sure of the difference between a Quicken data file and a Quicken account, see the discussion on "About Quicken data files" on page 63.)

To set up a new Quicken file for your business:

Quicken for Windows	Quicken for DOS	Quicken for Macintosh
1 From the File menu, choose New. 2 Click OK if you're sure you want to create a new file. 3 Complete the Create Quicken File window. 4 Click OK.	1 Choose File Activities ➤Select/ Set Up File from the Main Menu. 2 Choose <Set Up New File> from the top of the list in the Select/ Set Up New File window. 3 Enter a name and location for the new file and press Enter. 4 (Optional) Select a set of categories to use with this file and press Enter.	1 Choose New from the File menu. 2 Make sure New File is selected and click OK. 3 Specify a name for your new Quicken file and select which, if either, of Quicken's preset category lists you want to include in the file. 4 Click New.

Setting up a separate business checking account in your current Quicken data file

If you run a business from your home and you regularly split payments for items such as rent, utilities, or mortgage interest, you could set up a separate business checking account in your current data file.

Deposit all business income in the business account, and pay all expenses that are completely business-related from the business account. If you have a payment amount that is split between personal and business use, and you want to write a check from your personal checking account, assign a class such as "Business" to the business part of the income or expense transaction.

Setting up your chart of accounts

Accountants work with a *chart of accounts* that lists the accounts a business uses to track income, expenses, assets, and liabilities. The traditional chart of accounts is equivalent to Quicken's categories and accounts:

- Quicken *categories* track income and expense items.
- Quicken *accounts* track asset and liability items. Quicken has several account types (such as bank, credit card, asset, and liability) and you can have up to 255 accounts in a single Quicken data file.

You can see all your categories and accounts in one place in the Category & Transfer list. Whenever you enter a business transaction into Quicken, you assign an income or expense category to the transaction or create a transfer to another account.

Setting up income and expense categories

Quicken comes with a preset list of business-related categories and subcategories. When you set up a Quicken file, you can use the preset list and modify it later, or you can create your own from scratch.

You can also add categories "on the fly" as you type in transactions. You'll find complete information about setting up categories in Chapter 3, *Categories and classes track your income and expenses,* beginning on page 75.

Small businesses that file Schedule C (Form 1040) can link categories to tax forms and schedules, making tax returns easy to fill in. (Partnerships and corporations file different forms.) For complete information, see Chapter 20, *Preparing your income taxes,* beginning on page 409.

If you have a chart of accounts that uses numbers rather than category names, you can still use these numbers as the categories. Just enter a description for each category in the Set Up Category window, as shown in the list on the left.

Normally, Quicken displays the category descriptions in summary reports and arranges them alphabetically. If you prefer to print the chart of accounts numbers (category names) in reports, you can change Quicken's category name option.

To print chart of accounts numbers in reports:

Quicken for Windows	Quicken for DOS	Quicken for Macintosh
1 Click the Options icon on the iconbar, and then click Reports. **2** For Category Display, select Name. **3** Click OK.	**1** Choose Set Preferences ➤Checks & Reports Settings from the Main Menu. **2** Set "In reports, print category Description/Name/Both" to N (Name).	**1** Choose Preferences from the Edit menu. **2** Select the Reports icon in the scrolling list on the left. **3** For "Show category/class," select Name, and click OK.

To have summary reports print in ascending numerical order, set up all your category names with the same number of digits.

Assigning categories to transactions

To keep accurate books, you should assign a category to every transaction except the opening balance. If more than one category applies to a transaction, split the transaction to enter each category name and the amount to which it applies. Categories help you understand and track your business spending, making it easy to create meaningful reports.

If you're running a business from your personal checking account, use classes to distinguish between business and personal expenditures. Classes help you keep your personal finances separate from your business finances.

To assign a category to a transaction, type the category name, or display the Category & Transfer list and select the category. For details, see the information about assigning categories to transactions in "Assigning categories to transactions" on page 96.

To be certain that you categorize every transaction:

Quicken for Windows	Quicken for DOS	Quicken for Macintosh
1 Click the Options icon on the iconbar, and then click Register. **2** Click Miscellaneous. **3** Select Warn Before Recording Uncategorized Transactions. **4** Click OK.	**1** Choose Set Preferences ➤Transaction Settings from the Main Menu. **2** Set "Warn if a transaction has no category" to Y (Yes).	**1** Choose Preferences from the Edit menu. **2** Select the General icon in the scrolling list on the left. **3** Select "Require category on transactions" and click OK.

Quicken asks you to enter a category in the Category field each time you record a transaction (if you haven't already done so).

4 Using Quicken to manage your business

Keeping track of business profitability 558
Tracking jobs and projects 564
Analyzing income and expenses 565
Keeping track of reimbursable expenses 572
Planning your business finances 574
Preparing business income taxes 581
Using Quicken to manage rental properties 582

When you enter your business transactions in Quicken and assign Quicken categories and classes to them, you've got a wealth of information at your fingertips. The topics in this chapter show you how to use Quicken's features to intelligently manage your business.

You'll see how to:

- Create business reports like the balance sheet, profit and loss statement, and cash flow report, as well as other reports that provide detailed knowledge of your income and expenses.
- Use Quicken classes to track jobs and projects.
- Keep track of reimbursable expenses.
- Plan and forecast your business finances.
- Prepare for tax time.

This chapter ends with a detailed example of how to use Quicken for managing rental properties (one of Quicken's most common applications). Even if you're not using Quicken for that specific purpose, the example shows you how to track income and expenses for more than one project, job, or client.

Keeping track of business profitability

Even if you've been keeping your business records in Quicken, you can't truly manage your business until you analyze the data you've been gathering. Two of the most important reports for gauging the profitability of your business are the balance sheet and the profit and loss statement (also called an income statement). These are the reports most often requested by CPAs and financial officers (for example, banks request both documents when you apply for a loan).

The balance sheet

A *balance sheet* is a financial snapshot of your company on a specific date. It shows:

- What you have
- What people owe you
- What your business owes to other people
- The net worth of your business

To display your business's balance sheet:

Quicken for Windows	Quicken for DOS	Quicken for Macintosh
1 Choose Business from the Reports menu, and then choose Balance Sheet. **2** Set the "as of" date for the report. **3** To change the report title or any other report format items, click Customize and make the changes. **4** Click Create.	**1** Choose Create Reports ➤Business Reports ➤Balance Sheet from the Main Menu. **2** In the report setup window, type a title, and set the "as of" date for the report. **3** Press Ctrl-Enter.	**1** Choose Reports from the Reports menu, and then click the Business tab. **2** Select Balance Sheet and click Customize. **3** On the Layout tab, change the report title and the "as of" date for the report. **4** (Optional) Change any other report options. **5** Click OK.

Here's an example of a balance sheet.

ASSETS:

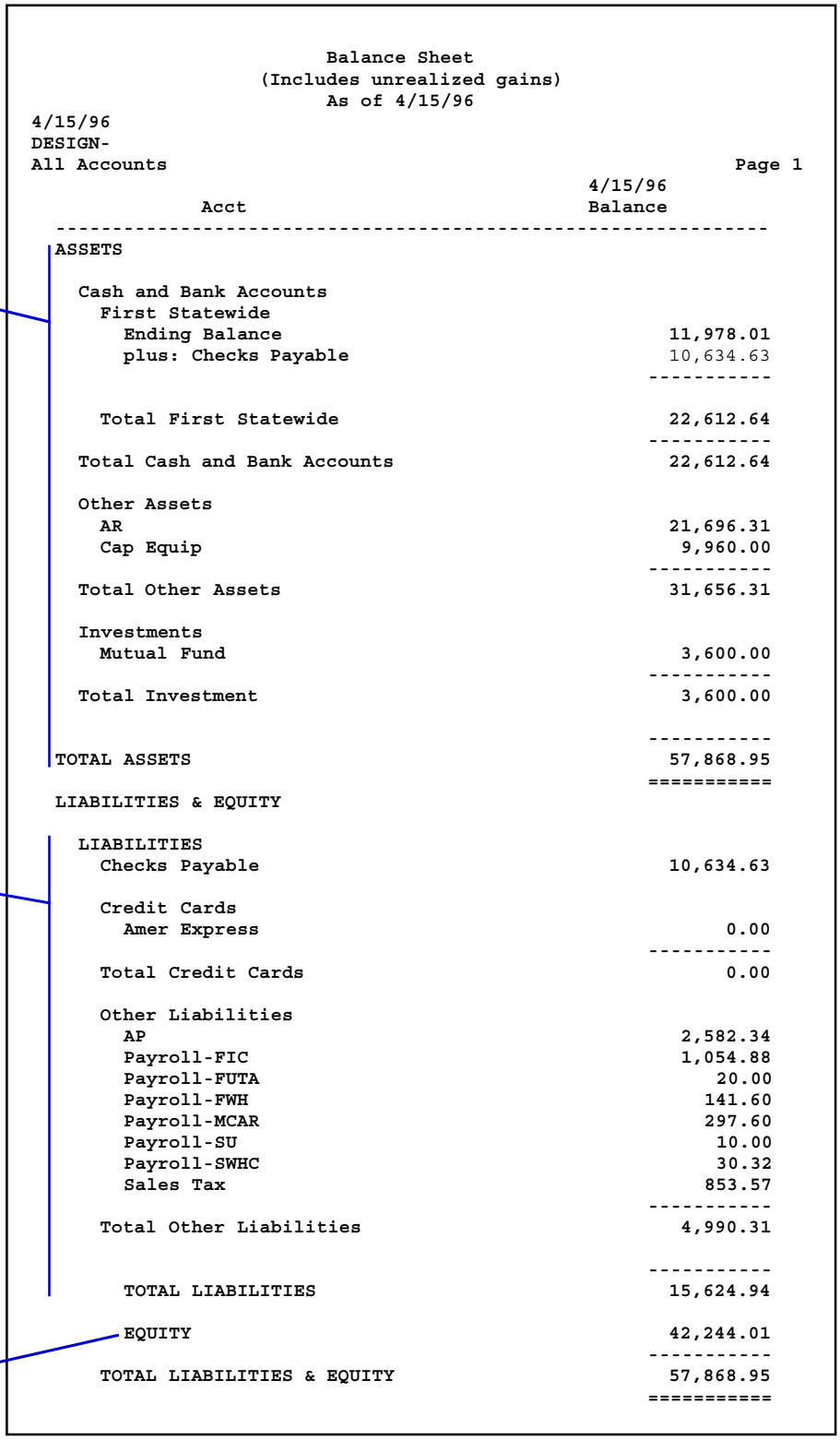
What you have and what people owe you.

LIABILITIES:

What your business owes to other people.

EQUITY:

The net worth of your business.



Balance Sheet
(Includes unrealized gains)
As of 4/15/96

4/15/96
DESIGN-
All Accounts Page 1

Acct	4/15/96 Balance
ASSETS	
Cash and Bank Accounts	
First Statewide	
Ending Balance	11,978.01
plus: Checks Payable	10,634.63
Total First Statewide	22,612.64
Total Cash and Bank Accounts	22,612.64
Other Assets	
AR	21,696.31
Cap Equip	9,960.00
Total Other Assets	31,656.31
Investments	
Mutual Fund	3,600.00
Total Investment	3,600.00
TOTAL ASSETS	57,868.95
LIABILITIES & EQUITY	
LIABILITIES	
Checks Payable	10,634.63
Credit Cards	
Amer Express	0.00
Total Credit Cards	0.00
Other Liabilities	
AP	2,582.34
Payroll-FIC	1,054.88
Payroll-FUTA	20.00
Payroll-FWH	141.60
Payroll-MCAR	297.60
Payroll-SU	10.00
Payroll-SWHC	30.32
Sales Tax	853.57
Total Other Liabilities	4,990.31
TOTAL LIABILITIES	15,624.94
EQUITY	42,244.01
TOTAL LIABILITIES & EQUITY	57,868.95

The profit and loss statement

A *profit and loss statement*, also called an *income statement*, shows your income, expenses, and net profit or loss (equal to income minus expenses). Quicken's profit and loss statement summarizes the revenue and expenses of your business by category (first income, then expenses).

To summarize profits and losses for your business:

Quicken for Windows	Quicken for DOS	Quicken for Macintosh
1 Choose Business from the Reports menu, and then choose P&L Statement. **2** Set the date range to cover the periods you want to compare. **3** To change the report title, click Customize and type in the Title field. **4** Click Create.	**1** Choose Create Reports ➤Business Reports ➤P & L Statement from the Main Menu. **2** In the report setup window, type a title and set the date range to cover the period you want. **3** Press Ctrl-Enter.	**1** Choose Reports from the Reports menu, and then click the Business tab. **2** Select Income Statement and click Customize. **3** On the Layout tab, change the report title and set the date range to cover the period you want. **4** (Optional) Change any other report options. **5** Click OK.

If you run your business using cash-basis accounting, you want your income to show up when you receive it, not when you issue invoices. In that case, use a cash flow report instead of a P & L statement for income and expense reporting.

Here's an example of a profit and loss (income) statement.

Profit & Loss Statement
1/1/96 Through 3/31/96

3/31/96
DESIGN-
All Accounts Page 1

Category Description		1/1/96-3/31/96
INCOME/EXPENSE		
INCOME		
Design		31,627.75
Interest Inc		383.66
Production		17,628.83
TOTAL INCOME		49,640.24
EXPENSES		
Ads		1,005.87
Auto:		
Gas		279.81
Insurance	301.73	
Service	59.95	
Tickets	23.00	
Total Auto		664.49
Computer		458.69
Fed Ex		580.07
Insurance		559.05
Meals & Enter		271.02
Mech Prep		1,479.25
Paper		1,456.89
Payroll:		
Comp FICA	1,117.76	
Comp FUTA	280.00	
Comp MCARE	261.45	
Comp SUI	140.00	
Gross	18,027.59	
Total Payroll		19,826.80
Photocopying		607.06
Photostats		341.70
Postage		424.32
Printing		5,075.66
Ref. Materials		132.16
Rent Paid		1,600.00
Telephone		347.73
TOTAL EXPENSES		34,830.76
TOTAL INCOME/EXPENSE		14,809.48

The cash flow report

If you run your business using cash-basis bookkeeping, you want your income to show up when you receive it, not when you issue invoices. When you want a report of your income and expenses, use a cash flow report instead of a profit and loss statement. (You don't have to use cash-basis bookkeeping to create a cash flow report, however.) A cash flow report summarizes your income and expenses by category.

To create a cash flow report:

Quicken for Windows	Quicken for DOS	Quicken for Macintosh
1 Choose Business from the Reports menu, and then choose Cash Flow. **2** Set the date range to cover the period you want. **3** To change the report title or any other report format items, click Customize and make the changes. **4** Click Create.	**1** Choose Create Reports ➤Business Reports ➤Cash Flow Report from the Main Menu. **2** In the report setup window, type a title and set the date range to cover the period you want. **3** Press Ctrl-Enter.	**1** Choose Reports from the Reports menu, and then click the Business tab. **2** Select Cash Flow and click Customize. **3** On the Layout tab, change the report title and set the date range to cover the period you want. **4** (Optional) Change any other report options. **5** Click OK.

Tracking equity

Equity is the difference between what you have (your assets) and what you owe (your liabilities). If you sold all your assets today, and you paid off your liabilities using the money received from the sale of your assets, the money you'd have left would be your equity.

Your equity reflects the health of your business, since it is the amount of money left after you satisfy all your debts. Equity comes from two sources:

- Money invested in your company
- Profits of your business

Of course, you, as the owner can also take money out of the business. Such withdrawals, called owner's draws, reduce the business equity.

Calculating equity for a sole proprietorship

A *sole proprietorship* is the simplest form of business organization. The business has one owner (you), and the existence of the business depends solely on your efforts. You can check the value of your owner's equity by creating a Quicken balance sheet.

Calculating equity for a partnership

A *partnership* is an unincorporated business owned by two or more persons. In a partnership, each partner owns a share of all assets and liabilities. Each partner may have invested in the partnership, and each receives a specified share of profits. Partners do not receive salaries, but they may withdraw money against their share of profits.

If your business is a partnership, you should set up a separate liability account for the initial investment of each partner. You use these capital accounts to track each partner's equity, or ownership interest, in the business. If a partner withdraws salary or cash from his or her capital account, the balance of the capital account (which is his or her ownership interest in the business) decreases. At the end of an accounting period, you distribute the net income (profit) of the partnership to the partners' capital accounts.

Calculating equity for a corporation

A *corporation* is owned by its stockholders. Unlike a sole proprietorship or a partnership, a corporation can pay a working owner a salary. In a corporation, you'll usually want to separate the stockholders' investment of capital from the stockholders' share of earnings.

If your business is incorporated, you set up a liability account for the paid-in capital, or investments, of the shareholders. This is the Capital Stock account. During an accounting period, you distribute the earnings of the corporation to stockholders as dividends. At the end of an accounting period, transfer any remaining income of the corporation to another liability account called Retained Earnings. The balance in the Retained Earnings account is retained for use in the business. The total of the balances in the Capital Stock account and the Retained Earnings account equals the total shareholders' equity.

Tracking jobs and projects

If you assign a category to every transaction you enter in Quicken (see "Assigning categories to transactions" on page 556), you'll be able to track income and expenses, but you may not have as much detail as you need. For example, if you're a consultant who works on two to three projects at a time, you may have the same types of expenses for each project (like phone charges and copying costs), and you want to keep track of the costs on a project-by-project basis. Quicken *classes* are the way to do that.

Quicken classes can help you when billing expenses to clients, tracking actual costs versus estimates, segregating income and expenses by rental property, and tracking expenses by job, project, or department. This makes Quicken valuable to medical, legal, consulting, and other professional service firms, as well as to property management, job-shop manufacturing, construction, and similar businesses.

Classifying transactions

You set up classes on the basis of the type of reporting you want to do. For example, if you work on a number of projects at one time, set up a class for each project. If you work with a number of clients, set up a class for each client. If you have an existing set of job or property numbers, use these as the class names. (If you use a number as the class name, make sure you add a text description.) Keep class names short, because they need to fit next to the category in the Category field.

Here are some examples of classes:

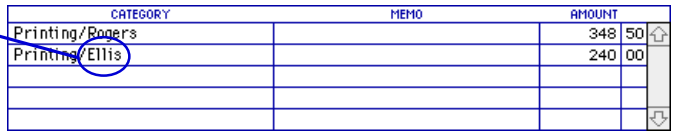
Class name	Description
Job 101	Jones—First Ave.
Job 102	Smith—North Park
Job 103	Oak Circle Building

To set up classes, see "Setting up classes and subclasses" on page 86.

Splitting transactions among classes

When a transaction includes expenses that apply to more than one job, you can split the transaction and assign the amount for each job to the class for that job. For example, if you write a check to DLM Printing for printing services for both the Rogers project and the Ellis project, the split might look like this:

Identify the amount spent for each job by class.



Similarly, if you deposit several checks for different jobs, split the deposit transaction to show the income category and the class for each check amount.

Tracking jobs, clients, and profit centers by class

When you want to keep an eye on specific parts of your business, you can set up and memorize a budget. Quicken uses your existing data to create a budget according to your income and expense categories. You can then filter the budget by class to look at individual jobs, clients, or profit centers.

If you're using Quicken 8 for DOS, you can memorize more than one budget. For example, if you manage a rental property complex, you can have a master budget for the entire complex and detailed budgets filtered by class for the individual buildings.

To set up a budget, see Chapter 16, *Budgeting your income and expenses,* beginning on page 360.

Analyzing income and expenses

One way of keeping an eye on the health of your business is to periodically analyze your income and expenses, to see where you can cut costs or to determine what percentage of your income depends on a particular client. Quicken lets you create and customize reports to look at your income and expenses in different ways and at different levels of detail.

Summarizing all jobs, clients, or departments

To create a job/project report that shows your income and expenses for each class (job, client, department, property, and so on):

Quicken for Windows	Quicken for DOS	Quicken for Macintosh
1 Choose Business from the Reports menu, and then choose Job/Project. **2** Set the date range to cover the period you want. **3** To change the report title, click Customize and type in the Title field. **4** Click Create.	**1** Choose Create Reports ➤Business Reports ➤Job/ Project Report from the Main Menu. **2** In the report setup window, type a title and set the date range to cover the period you want. **3** Press Ctrl-Enter.	**1** Choose Reports from the Reports menu, and then click the Business tab. **2** Select Job/Project and click Customize. **3** On the Layout tab, change the report title and the date range for the report. **4** (Optional) Change any other report options. **5** Click OK.

For an example of a job/project report, see "Job/project report" on page 335.

Summarizing a single job, client, or department

To create an income and expense report for a single job, client, or department:

Quicken for Windows	Quicken for DOS	Quicken for Macintosh
1 Choose Other from the Reports menu, and then choose Summary. **2** Set the date range to cover the period you want. **3** Click Customize and select Month from the Column drop-down list. To add a column showing how much the individual income and expense amounts contribute to total income and total expenses, select Amount as %. **4** Click the Include tab and select the class name for the property whose report you want to see. **5** Click Create.	**1** Choose Create Reports ➤Other Reports ➤Summary Reports from the Main Menu. **2** In the Create Summary Report window, type a title and set the date range to cover the period you want. **3** Subtotal by month by choosing Month for the column headings. To add a column showing how much the individual income and expense amounts contribute to total income and total expenses, set “Show percentage column (Y/N)" to Y (Yes). **4** When the report is displayed, choose Filter Transactions from the Edit menu. **5** In the Class Contains field, type the class name for the property whose report you want to see.	**1** Choose Reports from the Reports menu, and then click the Business tab. **2** Select Transaction Summary and click Customize. **3** On the Layout tab, set the date range to cover the period you want, and choose Month for Column Headings. **4** On the Content tab, choose All for Accounts and Selected for Class, and then select the class name for the property whose report you want to see. **5** Click OK.

When you filter a report by class, Quicken includes only those transactions to which you assigned that class. The report shows all transactions for that class, even if they have different subclasses.

Here's an example of an income and expense report for a single job:

This summary report, filtered by class, shows income and expenses for a single job.

Smith, Job Summary by Month
1/ 1/96 Through 3/31/96

DESIGN-
Selected Accounts Page 1
4/ 1/96

Category Description	1/96	2/96	3/96	OVERALL TOTAL
INCOME/EXPENSE				
INCOME				
Design	0.00	1,810.00	300.00	2,110.00
Mechanical Preparation	0.00	91.50	54.25	145.75
Printing	0.00	280.50	25.50	306.00
Production	0.00	50.00	936.67	986.67
Shipping/Postage	613.51	28.00	28.25	669.76
TOTAL INCOME	613.51	2,260.00	1,344.67	4,218.18
EXPENSES				
Speedy Shipping Services	11.00	28.25	70.00	109.25
Mechanical Preparation	105.50	54.25	75.00	234.75
Paper Supplies	0.00	700.00	0.00	700.00
Photocopying	19.00	0.00	0.00	19.00
Printing Services	250.00	25.50	240.00	515.50
TOTAL EXPENSES	385.50	808.00	385.00	1,578.50
TOTAL INCOME/EXPENSE	228.01	1,452.00	959.67	2,639.68

Itemizing transactions by income and expense

Quicken can also create a detailed report that shows you the transactions that make up each class. For example, let's say you want to see each client's payment history, that is, the date and amount of each payment they've made.

To create a payment history for an individual job or client:

Quicken for Windows

1. Choose Other from the Reports menu, and then choose Transaction.
2. Set the date range to cover the period you want.
3. Click Customize.
4. If you want to create a payment history by period, select the period from the Subtotal drop-down list.
5. To limit the report to one job, click the Include tab and select the job's class from the Select to Include list.
6. Click the Advanced tab and select Deposits from the Transaction Types drop-down list.
7. Click Create.

Quicken for DOS

1. Choose Create Reports ➤Other Reports ➤Transaction Reports from the Main Menu.
2. In the Create Transaction Report window, give the report a name such as "Smith Payment History."
3. If you want to create a payment history by period, subtotal by the period.
4. Display the report.
5. To limit the report to one job, choose Filter Transactions from the Edit menu and type the job's class in the Class Contains field.
6. Set "Payment/Deposits/Unprinted checks/All to D to restrict the report to deposits.

Quicken for Macintosh

1. Choose Reports from the Reports menu, and then click the Business tab.
2. Select Transaction Detail and click Customize.
3. On the Layout tab, choose the period from the Subtotal By pop-up menu if you want to create a payment history by period.
4. On the Content tab, choose Selected for Class and select the class whose report you want to see.
5. Under Include, make sure Deposits is selected, and Payments and Unprinted Checks are not selected.
6. Click OK.

To create a payment history for multiple jobs or clients:

Quicken for Windows	Quicken for DOS	Quicken for Macintosh
1 Choose Other from the Reports menu, and then choose Transaction. **2** Set the date range to cover the period you want. **3** Click Customize and select Class from the Subtotal drop-down list. **4** Click the Advanced tab and select Deposits from the Transaction Types drop-down list. **5** Click Create.	**1** Choose Create Reports ➤Other Reports ➤Transaction Reports from the Main Menu. **2** Give the report a name such as "Client Payment History." **3** Subtotal by class. **4** Display the report. **5** Choose Filter Transactions from the Edit menu and restrict the report to Deposits.	**1** Choose Reports from the Reports menu, and then click the Business tab. **2** Select Transaction Detail and click Customize. **3** On the Layout tab, set the date range to cover the period you want, and choose Class from the Subtotal By pop-up menu. **4** On the Content tab, make sure Deposits is selected, and Payments and Unprinted Checks are not selected. **5** Click OK.

To track accounts receivable, see "Tracking customer invoices on a cash basis" on page 610 or "Tracking customer invoices on an accrual basis" on page 615.

Summarizing profits and losses

A profit and loss (income) statement summarizes your income and expenses by category. (See "The profit and loss statement" on page 560.) If you want to see the "breakdown" of each income and expense category into individual transactions, you can create an itemized category report. Besides itemizing your income and expenses, this type of report lets you double-check that you've categorized your transactions correctly.

To display an itemized category report:

Quicken for Windows	Quicken for DOS	Quicken for Macintosh
1 Choose Home from the Reports menu, and then choose Itemized Categories. **2** Set the date range to cover the period you want. **3** To change the report title, click Customize and type in the Title field. **4** Click Create.	**1** Choose Create Reports ➤Home Reports ➤Itemized Categories from the Main Menu. **2** In the report setup window, type a title (such as "Income & Expense by Category"), and then set the date range to cover the period you want. **3** Press Ctrl-Enter.	**1** Choose Reports from the Reports menu, and then click the Business tab. **2** Select Category Detail and click Customize. **3** On the Layout tab, set the date range to cover the period you want and type a title such as "Income & Expense by Category." **4** Click OK.

For an example of an itemized category report, see "Category detail report" on page 328. Although the examples show personal, rather than business categories, the format of the report is similar.

Comparing income and expenses from one period with another

A comparison report shows income and expenses from two different periods, along with a column highlighting the differences between the two periods. You can show the differences as dollar amounts, as the percentage change from the first period to the second, or both.

To see a comparison report:

Quicken for Windows	Quicken for DOS	Quicken for Macintosh
1 Choose Other from the Reports menu, and then choose Comparison. 2 Set the date range to cover the period you want. 3 Click Customize and select Difference as %, Difference in $, or both, to compare the numbers for the two time periods. 4 Click Create.	1 Choose Create Reports ➤Other Reports ➤Comparison Reports from the Main Menu. 2 In the report setup window, type a title (such as “Income and Expense Comparison”), and then set the date range to cover the period you want. 3 Select column and row headings, then enter Y (Yes) to “Show difference column,” “Show percentage column,” or both, to compare the numbers for the two time periods. 4 Press Ctrl-Enter.	1 Choose Reports from the Reports menu, and then click the Business tab. 2 Select Comparison and click Customize. 3 On the Layout tab, type a title and set the date range to cover the period you want. 4 Under Report Layout, select Show Dollar, Show Percent, or both, to compare the numbers for the two time periods. 5 Click OK.

Keeping track of reimbursable expenses

If you've incurred expenses on behalf of a customer, you want to make sure you keep track of them so you can be reimbursed. Quicken gives you three ways to handle reimbursable expenses, so you can choose which one makes the most sense for your business.

Using several expense categories

One way you can track expenses for which you want reimbursement is to use different expense categories for each type of reimbursable expense. For example, if you're a consultant who charges travel expenses to clients, you can use an expense category called “Travel” when you enter a plane fare or a hotel bill in Quicken. If you're working for more than one client at a time, you can keep track of which project is associated with an expense by assigning a category *and* a class to the transaction. (See “Tracking jobs, clients, and profit centers by class” on page 565.)

Using a single expense category

A second way to handle reimbursable expenses is to use a single expense category for each reimbursable expense. This method is similar to the previous one, except you use only one expense category (for example, Reimbursable) for all expenses for which

you expect to invoice a customer. Again, assign a category and class to each transaction so that you can track which expenses belong to different projects. Tracking all reimbursable expenses in a single expense category has two advantages:

- You can create a QuickReport for that category whenever you want to see a list of all transactions.
- On your profit and loss statement, these expenses are separate from similar expenses not incurred on behalf of a customer.

Using an asset account

Instead of using expense categories to keep track of your reimbursable expenses, you can set up a Quicken asset account to show the balance you expect to receive when you are reimbursed. Call the new asset account something like Reimbursables. Then, when you enter an expense in Quicken, don't assign it to an expense category; assign it to the new asset account instead. Quicken automatically creates a transaction in the asset account that increases the balance by the amount of your expense.

The way you decrease the outstanding balance in your Reimbursables account depends on whether you're using cash or accrual bookkeeping. If you're using cash bookkeeping (you don't record monies until you actually receive them), you should enter a deposit transaction in your checking account when you get paid for the reimbursable expense. Then assign that transaction to your Reimbursables account, and Quicken automatically decreases the balance in your asset account by that amount. If you're using accrual bookkeeping (you record monies when you invoice for them, not when you receive them), you should enter a transaction in the Reimbursables account as soon as you invoice a client for expenses.

Tracking all reimbursable expenses in a single asset account has two advantages:

- You can view the register at any time and see all your reimbursable expenses, as well as your outstanding balance of expenses not yet invoiced or paid.
- Reimbursable expenses do not appear on your profit and loss statement because you are not tracking them as expenses. Instead, the asset account shows up on your balance sheet. If you

tend to have significant expenses awaiting invoicing or payment, this method gives a more complete financial picture of your company.

Planning your business finances

Quicken doesn't just track where your money's been going. It also gives you a clear picture of your financial future. Using Quicken, you can schedule future transactions, look at them on the Financial Calendar to see what's coming up, create graphs to see a picture of your future finances, and create reports to look at the details in a more focused way.

Scheduling future transactions

You can schedule one-time transactions (like a new piece of equipment that you plan to pay for next month) or recurring transactions that you pay at the same time every month (like your office rent). Once you schedule a transaction, Quicken records it in the specified account at the scheduled time.

To schedule a transaction:

Quicken for Windows	Quicken for DOS	Quicken for Macintosh
1 From the Lists menu, choose Scheduled Transaction. **2** Click New. **3** Fill in the fields of the Create Scheduled Transaction window. **4** Click OK to set up the scheduled transaction.	**1** Choose Scheduled Transaction from the Shortcut menu. **2** Select <Set Up Scheduled Transaction> and press Enter. **3** Fill in the Set Up Scheduled Transaction window. **4** Press F10 and then enter the transaction information. **5** Press F10 or Enter to set up the scheduled transaction.	**1** In the Calendar, select a day in the future on which you want to schedule a transaction. **2** Click New Transaction. **3** Fill in the fields in the Schedule Future Transaction window. **4** Click Record to set up the scheduled transaction.

For more information about scheduling transactions, see "Scheduling future transactions" on page 164.

Looking ahead with the Financial Calendar

Quicken's Financial Calendar gives you a visual reminder of dates when you have future transactions due. You can also add special text notes to the Calendar to remind yourself of upcoming commitments.

To use the Financial Calendar:

Quicken for Windows	Quicken for DOS	Quicken for Macintosh
Choose Financial Calendar from the Activities menu.	Choose Calendar from the Shortcut menu.	Choose Calendar from the View menu.

Note that transactions scheduled later than today *are not yet entered in your register*. You can view them *only on the Financial Calendar* or in the Scheduled Transaction list. As transactions become due, Quicken enters them for you in the register. You can enter transactions directly on the Financial Calendar in Quicken 5 for Windows and Quicken 6 for Macintosh.

For more information about using the Financial Calendar, see Chapter 6, *Using the Quicken Financial Calendar,* beginning on page 157.

Graphing your financial future

Using Quicken, you can project spending patterns forward up to two years and do "what-if" analysis. You can then display the results in a graph.

Quicken's forecast graph projects forward the balances of your accounts based on these sources of information:

Quicken for Windows	Quicken for DOS	Quicken for Macintosh
• Your income and spending behavior up to today (Quicken can get this information automatically from your registers, or from your budget spreadsheet, or from estimates you enter manually). • Any additional transactions you have scheduled on your Financial Calendar; recurring transactions are projected forward for the range of the graph, if you let Quicken create your forecast automatically. • Other amounts you enter for the purposes of forecasting. For example, you might want to create a forecast with a higher salary item, to see what getting a raise would do to your finances.	• Analysis of transactions in your registers which Quicken projects into the future. • Transactions you've set up as scheduled transactions to occur automatically at regular intervals. • Income and expense events (one-time or repeating) that you add to your forecast.	• Your current account balances. Quicken gets this information from the current balances in your registers. • Future transactions that you have scheduled in your Calendar. Any recurring scheduled transactions are projected forward through the full time span of the graph. • Postdated transactions. • Estimates you make for additional monthly income and expenses. • "One-time" future financial events.

To display the forecasting graph:

Quicken for Windows	Quicken for DOS	Quicken for Macintosh
Choose Forecasting from the Plan menu.	Choose Forecast from the Main Menu.	Choose Forecast from the Activities menu.

Typically, a forecasting graph shows a gradual rise or decline in the balance, based on your underlying financial trend and punctuated by sharp jumps and falls resulting from your scheduled transactions.

For more information about forecasting graphs, see Chapter 18, *Projecting the future,* beginning on page 383.

Forecasting cash flow

A company can receive cash from sources other than accounts receivable. It can also receive cash from bank loans, investments in the company, interest income, or repayment of loans to others.

If you enter both your expected payments and deposits in Quicken, you can forecast your cash flow as far into the future as you can predict deposits and payments. Forecasting cash flow lets you predict cash surpluses, helping you decide if you can handle new expenses or if you should invest the surplus for highest return. Forecasting also predicts impending cash deficits so you can slow your payables, borrow, or take action to generate more cash.

Forecasting works best if your receipt of funds is fairly predictable. To forecast cash flow:

1 **Enter your expected payments into your regular check register.**

   Change the date to the date when you expect to make the payment.

2 **Create a new asset account called "Forecast Deposits" in which to record your expected deposits.**

3 **Enter your expected deposits in the Forecast Deposits account register.**

4 **To view your cash flow, create multi-account reports by selecting all your checking accounts and the Forecast Deposits account.**

   If you have an account for accounts receivable, include it in your reports as well.

Forecast cash flow reports are not the same as Quicken's business cash flow reports. They are also not the same as the Quicken 8 for DOS forecast report.

5 Review these deposits regularly and revise any that are no longer accurate.

Delete any dated today or earlier so that no deposits are counted twice (after they have been entered in your regular check register).

Caution:
Do not enter expected deposits into your regular checking account. Doing so could lead you to overstate your checking account balance and bounce checks. Instead, create a separate asset account for your expected deposits, as described above.

Reporting on cash receipts and disbursements

A cash receipts and disbursements report shows your cumulative cash position on a weekly basis. To create one, follow these steps:

Quicken for Windows

1. Choose Other from the Reports menu, and then choose Transaction.
2. Set the date range to cover from tomorrow forward.
3. Click Customize and select Week from the Subtotal drop-down list.
4. Click Accounts and select the accounts you want to include in the report.
5. Click Create.

Quicken for DOS

1. Choose Create Reports ➤Other Reports ➤Transaction Reports from the Main Menu.
2. In the Create Transaction Report window, type a title and set the date range to cover from tomorrow forward.
3. Subtotal the transactions by week.
4. Select the accounts you want to include in the report.
5. Press Ctrl-Enter.

Quicken for Macintosh

1. Choose Reports from the Reports menu, and then click the Business tab.
2. Select Transaction Detail and click Customize.
3. On the Layout tab, set the date range to cover from tomorrow forward, and choose Week from the Subtotal By pop-up menu.
4. On the Content tab, choose Selected for Accounts, and then select the accounts you want included in the report.
5. Click OK.

You should include only your checking accounts, your forecast deposits account, and your A/R (accounts receivable) account, if you have one. Don't include accounts used to track non-cash expenses, such as asset and liability accounts.

In the resulting report (see page 579), the balance is your cumulative cash position through each week. The report takes into account your bank account balance as of the beginning of the report. A negative balance means you are out of cash as of that date.

Here's an example of a cash flow forecast report:

A cash flow forecast report sets the date range to cover from tomorrow forward.

```
                    Cash Flow Forecast by Week
                     2/16/96 Through 12/31/96
DESIGN-
Selected Accounts                                              Page 1
2/15/96
 Date  Acct   Num    Description    Memo      Category  Clr  Amount
----- ------ ----- -------------- -------- ----------- --- ---------
      BALANCE 2/15/96                                        23,000.00

2/16 First St ****  Smith & Hines              Legal          -1,674.00
2/16 First St ****  Boston Labs     Widgex co  R&D            -12,000.00
2/16 First St ****  Western Bell               Phone              -64.12
2/16 First St ****  State Power Co.            Utilities         -142.87
2/16 Forecast       Deposit                    Revenue         25,000.00
                                                              ----------
      TOTAL     2/16/96 - 2/17/96                            11,119.01

      BALANCE   2/17/96                                      34,119.01

2/19 First St ****  Transco                    Office Sup        -932.56
2/22 First St ****  Acme Supply     Inv #45627 Raw Matls      -10,542.00
2/22 First St ****  Eisen Inc.      Inv #4324  Office            -303.90
2/24 Forecast       Deposit                    Revenue         32,000.00
                                                              ----------
      TOTAL     2/18/96 - 2/24/96                            11,119.01

      BALANCE   2/24/96                                      54,340.55

                                    •
                                    •
                                    •
                                                            ----------
      TOTAL     12/24/96 - 12/30/96                                0

      BALANCE   12/30/96                                     23,056.64
                                                              ----------
      TOTAL     12/31/96 - 12/31/96                                0

      BALANCE   12/31/96                                     23,056.64
                                                              ----------
      OVERALL TOTAL                                             56.64
                                                              ==========
      TOTAL INFLOWS                                          57,000.00
      TOTAL OUTFLOWS                                        -56,943.36

      NET TOTAL                                                 56.64
                                                              ==========
```

The balance is your cumulative cash position through each week.

Reporting on sources and uses of cash

The sources and uses of cash report shows your business's largest sources for cash and its largest cash uses. You can get a sources and uses report for your historic cash flow or for your forecasted cash flow.

Quicken lets you customize the sources and uses report in any of these ways:

- For sources and uses totaled by category, create a summary report totaled by category (select Category for the row heading) or a transaction report subtotaled by category.
- For sources and uses totaled by payee, create a summary or transaction report and subtotal by payee (select Payee for the column heading in the summary report; subtotal by payee in the transaction report).
- To see the changes in account balances only, create a summary report with Accounts for the row headings.
- For all these reports, set the report organization to "Cash flow basis." This lets you clearly see transfers (such as those to a capital expenditure account) as part of the cash outflow. (In Quicken 5 for Windows, select from the Organization drop-down list when customizing the report. In Quicken 8 for DOS, choose Other Options from the Layout menu. In Quicken 6 for Macintosh, click Show Options in the Create Report window and select Cash Flow for Organization.)
- Select the accounts to include, specifying only your checking accounts, forecast deposits account, and accounts receivable account (if you have one). (For historic cash flow, select only your checking account and accounts receivable account.) Don't include accounts with non-cash transactions, such as an asset account that tracks depreciation. (In Quicken 5 for Windows, click Accounts when customizing the report. In Quicken 8 for DOS, choose Accounts from the Edit menu. In Quicken 6 for Macintosh, choose Account from the Restrict By pop-up menu.)

If you're using Quicken 5 for Windows or Quicken 8 for DOS, and you want to memorize a report for later use, press Ctrl-M while the report is displayed. If you're using Quicken 6 for Macintosh and want to memorize a report, choose Memorize from the Edit menu.

Preparing business income taxes

Most business owners find it stressful to prepare for taxes. Trying to account for every tax-related transaction, and organizing records to hand over to a tax preparer, take time that could be used for doing business. Quicken can be a great help in preparing all the forms and schedules you need to return to the IRS. The more carefully you set up your Quicken data, the more information Quicken can help you gather.

Some of Quicken's standard home and business categories are marked as *tax related* (for example, the Salary and Interest Income categories). A tax-related category is one that tracks tax information. To use Quicken's tax-planning features, make sure you assign all your tax transactions to a tax-related category, and mark any tax categories you add later as tax related.

Quicken also lets you assign a tax category to its associated tax schedule line item. For example, you can link your Gross Receipts category to the Gross Receipts line item on Schedule C (Profit or Loss from a Business).

When you're ready to gather your information at tax time, you may want to prepare these reports in Quicken:

- A *tax summary report* lists all your tax-related transactions, grouped and subtotaled by category.
- A *tax schedule report* lists all your tax-related transactions, grouped and subtotaled by tax form name and line item. (You can't create this report unless you've assigned line items from tax forms and schedules to Quicken categories.)
- A *capital gains report* (for reporting on Schedule D) shows long-term and short-term capital gains for securities sold during a specified period.
- The *investment income report* (for reporting on Schedule B) shows dividend income (taxable and tax-exempt), interest income (taxable and tax-exempt), capital gains distributions, realized gain or loss, unrealized gain or loss (as an option), and margin interest and other investment expenses during a specified time period.

For more information, see Chapter 20, *Preparing your income taxes*, beginning on page 409.

Using Quicken to manage rental properties

Tracking income and expenses related to rental properties has been a very popular use of Quicken.

If you're tracking several properties, you'll want to use Quicken's category and class features. They can help you record and report on income and expenses from your rental properties. This section highlights some of the ways you can use categories and classes to help manage your properties. You should also review Chapter 3, *Categories and classes track your income and expenses,* beginning on page 75.

- **Set up categories for the rental income and expenses you want to track.**
  See "Setting up categories for rental properties" on this page.
- **Set up a class for each rental property.**
  See "Setting up classes for rental properties" on page 583.
- **Categorize transactions with income and expense categories and classify them by property name.**
  See "Categorizing and classifying property transactions" on page 584.
- **Create reports.**
  See "Creating property management reports and budgets" on page 585.

Setting up categories for rental properties

Rental property is generally considered a business. For tax purposes, however, you report your income and expenses on Schedule E instead of Schedule C. Typical income categories would be "Rents Received," "Interest Income," and "Late Fees." When it comes to expense categories, small expenses can add up to large deductions, so set up categories for all your expenses. Here are some example expense categories:

Quicken category names are limited to 15 characters, so you might need to abbreviate a little. The category description can be up to 25 characters for Windows and up to 30

Advertising
Auto and travel
Cleaning and maintenance
Commissions
Dump Fees
Insurance
Janitorial
Landscaping
Legal & Prof. Fees
Locksmith Fees
Management Fees
Mortgage Interest Expense
Postage
Rental Taxes or Fees
Repairs
Royalties
Supplies

You must depreciate (deduct over a period of years) rather than expense (deduct in the current year) certain major expenses. For example, you must depreciate major expenses for items that last longer than one year (such as a new roof or a new furnace).

A handy way to track deposits that you must eventually repay is to set up a liability account called "Security Deposits." When you place the security deposits in a Quicken bank account, record a transfer to the Security Deposits liability account.

When you're ready to prepare Schedule E, you can assign your own income and expense categories to Schedule E line items to get a detailed Quicken tax schedule report. You can also export the tax schedule information to tax preparation software. See Chapter 20, *Preparing your income taxes,* beginning on page 409.

Setting up classes for rental properties

Set up a separate class name for each of your rental properties. For example, if you have a house on Oak Street and an apartment building on Fifth Street, you'll want separate class names for each. When you record transactions that pertain to one of the properties, you'll classify the transaction with the appropriate property name.

You can set up all your classes before you begin, or you can create them as you enter transactions. You'll find complete information about setting up and using classes in "Setting up classes and subclasses" on page 86.

If you've already assigned a set of numbers to your properties, you can use them as the class names. See "Tracking jobs, clients, and profit centers by class" on page 565.

If you have multiple units per location, you can set up a subclass for each unit. For example, you might have Unit 1 and Unit 2 as subclasses for the Fifth Street apartment building.

At tax time, you can export the tax schedule information to tax preparation software. See Chapter 20, *Preparing your income taxes,* beginning on page 409.

Categorizing and classifying property transactions

Each time you enter a transaction that covers property income or expenses, assign a category and a class to the transaction. The table below shows examples of categories and classes in transactions.

Example	Description
Paying a bill for a specific property	When you write a check to pay for utilities for the Oak Street property, use the class "Oak Street." This category and class information appears in the Category field like this: **Utilities/Oak Street**
Paying a bill for a specific unit	When you write a check to pay for utilities for Unit 1 in the Fifth Street apartment building, assign the class and subclass "Fifth Street:Unit 1." This category and class information appears in the Category field like this: **Utilities/Fifth Street:Unit 1**
Paying a bill that covers more than one property	Suppose you hire a contractor to do some painting on three different properties. You write one check to pay the bill, but you want to keep track of separate expenses by property. When you write the check, split the transaction amount up by class (property). The category and class information appears in the Category field of a split transaction like this: **Painting/Fifth Street:Unit 1** **Painting/Fifth Street:Unit 2** **Painting/Oak Street**
Recording rental income	When you receive rental income, assign a category for rental income to the transaction, and include the property name as a class name. This technique lets job/project, transaction, and summary reports list your total rental income as a separate item; a separate listing for rental income makes it easy for you to spot when tenants fall behind on their rent.

Creating property management reports and budgets

When you want to check on the financial status of your properties, collectively or individually, you can create job/project reports and budgets.

A job/project report summarizes income and expenses for one or more properties (classes). The preset job/project report automatically creates a row for each income and expense category and a column for each class. See "Summarizing a single job, client, or department" on page 567.

A job/project budget helps you track a property according to your income and expense categories.

5 Tips for businesses that sell products

Handling items or materials bought for resale 586
Using Quicken to track simple inventory 587
Tracking product lines and farm enterprises 589
Tracking cash register sales 592

This chapter gives tips for businesses that sell products or items. Examples of such businesses include:

- Artists and craftspeople
- Caterers and restaurants
- Farms
- Interior designers
- Mail-order companies
- Retail stores

Even if you also provide services, read this chapter for tips on tracking product sales.

Handling items or materials bought for resale

When you buy items or materials that you use to make the products you sell, you're in one of these three general situations:

- **You invoice customers for items or materials purchased for them.** You buy items for a particular customer or job, and you invoice for those items, with or without markup or sales tax. For example, an interior designer may buy furniture at wholesale and sell it to the client at retail. For information about using Quicken to handle this situation, see "Keeping track of reimbursable expenses" on page 572.
- **You neither maintain inventory nor invoice customers for specific items purchased for them.** You buy items or materials for resale in the immediate future. If you buy them for a particular customer or job, you don't invoice for those items separately from other charges. For example, a caterer may buy food for an event but invoice for a general price per person without separating food costs from labor. Or a custom furniture maker

may buy wood for a commissioned job, but sell the finished piece for a price that includes materials and labor.

If this is your situation, you'll probably want to use one or more expense accounts for the items and materials you buy for resale. When you enter a bill (or credit card or check) in Quicken for the purchase of resale goods, simply choose the appropriate expense category in the Category field. Make sure you include shipping charges and any sales tax you pay in the amount of the transaction. Those charges are part of your cost of resale goods.

- **You maintain inventory.** You buy items or materials and hold them in inventory until they sell. For example, a craftsperson may buy raw materials, create salable pieces, and sell them at crafts fairs. For this situation, see "Using Quicken to track simple inventory" on page 587. Check with your accountant if you're not sure whether to track the value of your inventory.

Using Quicken to track simple inventory

To track the cost of your inventory, use a Quicken asset account. When you purchase items or materials for inventory, you can add the cost to the balance of the inventory asset account. After you take an inventory, you adjust the balance to equal the cost of the remaining inventory. The adjustment equals the cost of goods sold.

Tracking inventory cost

To add an asset account for inventory, follow these steps:

Quicken for Windows

1. From the Activities menu, choose Create New Account.
2. Click Asset to create a new asset account.
3. Complete the Asset Account Setup windows. For the value of the asset, enter the value of your inventory as of your start date for Quicken. For a brand-new business with no inventory, leave the balance at zero.
4. Click Done.

Quicken for DOS

1. Choose Select Account from the Main Menu.
2. Choose <New Account> from the top of the list of accounts.
3. Enter 4 for Account Type, and enter a name for the new asset account. Then press Enter.
4. For the balance, enter the value of your inventory as of your start date for Quicken. For a brand-new business with no inventory, leave the balance at zero.
5. Press Enter or F10.

Quicken for Macintosh

1. Choose Accounts from the View menu, and then click New.
2. Click Asset to create a new asset account.
3. Enter the account name and click Create. (Quicken displays the register for the new account.)
4. Enter an opening balance and change the date (if necessary). For the balance, enter the value of your inventory as of your start date for Quicken. For a brand-new business with no inventory, leave the balance at zero.
5. Click Record.

When you enter a bill for goods you've purchased, type the name of the new asset account in the Category field. Your purchase increases the value of your inventory in the asset account.

You should also keep manual records so you'll know the cost of each item added to inventory, especially if the prices don't stay the same. When you count your inventory, you'll use the manual records to calculate its value.

Until you take inventory, your inventory account will include all the new purchases but will not drop in value as a result of sales.

Assigning a category to the cost of goods sold

In businesses that keep an inventory of unsold products, the cost of items or materials you buy for resale and then do sell is the *cost of goods sold*. You need at least one category for tracking cost of goods sold. When you use Quicken, you determine your cost of goods sold at the end of the year (or other accounting period), after you take inventory. When you create an expense category to track cost of goods sold, Quicken includes it among expenses on your profit and loss (income) statement.

Recording the cost of goods sold

After you count inventory at the end of the year (or other accounting period), use your manual records to figure out the total cost of the remaining items in stock. For example, if you bought 100 baskets at $3 each, and you have 25 left, their value is 25 times $3, or $75.

Now enter the inventory value in your inventory account:

1 **Display the register of the inventory account.**

2 **On the first blank line of the register, enter the date for the new value of your inventory.**

3 **Leave the payee field blank.**

4 **In the Decrease field, enter the difference between the inventory account balance and the new inventory value.**

For example, if the register has a balance of $8,000 and the new value is $2,500, enter $5,500.

5 **Enter a memo such as "After taking inventory."**

6 **In the Category field, choose your cost of goods sold expense category.**

Note that you determine the cost of goods sold only after you have taken a physical inventory count. Here's the formula:

Inventory value = Previous inventory value + Additions to inventory – Cost of goods sold

If you create a profit and loss (income) statement for the same accounting period, it shows the amount for cost of goods sold.

Tracking product lines and farm enterprises

Suppose you're a custom furniture maker, but you also make wooden toys to sell to gift shops. You consider the furniture and the toys two separate *product lines* of a single business.

Or you're a farmer, and you raise hogs as well as grow corn and soybeans. The hogs, corn, and soybeans are separate *enterprises*. You want to track the profitability of each enterprise, a technique known as enterprise accounting.

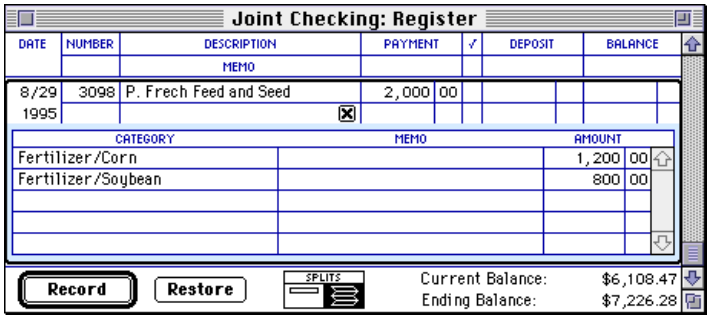
In both cases, you file a single tax return, so you need consolidated numbers, but you also want to see the profitability for each of your types of products. To do this, use Quicken classes to identify your product lines or enterprises. (For more information about classes, see "Tracking jobs and projects" on page 564.)

Here are some examples of using classes to track product lines or enterprises:

Business	Examples of Quicken classes
Furniture maker	Furniture
	Toys
Farmer	Corn
	Hogs
	Soybeans

Tracking income and expenses

When you have classes set up for each of your product lines or enterprises, you can divide a bill among product lines or enterprises. For example, suppose you buy corn fertilizer for $1,200 and soybean fertilizer for $800. When the bill for $2,000 arrives, you can use a split transaction to keep track of expenses for each farm enterprise. On the first line of the split transaction, enter Fertilizer/Corn in the Category field and $1,200 for the amount. On the second line, enter Fertilizer/Soybean in the Category field and $800 for the amount.



To see a report that shows income and expenses with separate columns for each class, you can create a profit and loss statement by class:

Quicken for Windows	Quicken for DOS	Quicken for Macintosh
1 Choose Business from the Reports menu, and then choose P&L Statement. **2** Set the date range to cover the period you want. **3** Click Customize and select Class from the Row drop-down list. **4** Click Create.	**1** Choose Create Reports ➤Business reports ➤P & L Statement from the Main Menu. **2** Set the date range to cover the period you want. **3** Press Ctrl-Enter to display the report. **4** Choose Column Headings ➤ Class from the Layout menu.	**1** Choose Reports from the Reports menu, and then click the Business tab. **2** Select Income Statement and click Customize. **3** On the Layout tab, change the date range to cover the period you want and choose Class for Column Headings. **4** Click OK.

Handling transfers between enterprises

Many farms have output from one enterprise that becomes input to another. For example, suppose you feed your hogs some of the corn you've grown. To account for the corn you're using up, you need to "sell" the corn to the hog enterprise. The corn enterprise receives revenue and the hog enterprise has a feed expense.

In a transfer between enterprises, no money actually changes hands. The net effect on the entire farm is zero. However, one enterprise (Corn) has additional income, and the other (Hogs) has an additional expense. To keep accurate records for tax and accounting purposes, it's important to credit your corn enterprise with income, and your hog enterprise with an expense.

When you receive income, enter your deposit in Quicken like this:

1 **In the Payee field, type "Deposit."**

2 **Enter the value of the sold crop (for example, $7,500) in the Deposit column.**

3 **Enter your income category and a class for the selling enterprise in the Category field (for example, Sales/Corn).**

When you write a check to pay for the corn (which you'll then deposit in the checking account you use for the hog enterprise), enter your payment in Quicken like this:

1 **Enter the name of the payee (your corn enterprise) in the Payee field.**

2 **Enter the amount of the sale (7,500) in the Payment field.**

3 **Enter an expense category and a class for the buying enterprise in the Category field (for example, Feed/Hogs).**

To see a report listing all transfers between enterprises, grouped by enterprise, you can create a Quicken transaction report:

Quicken for Windows	Quicken for DOS	Quicken for Macintosh
1 Choose Other from the Reports menu, and then choose Transaction. 2 Adjust the date range to include the transactions you want to see. 3 Click Customize and select Class from the Subtotal drop-down list. 4 Click Create.	1 Choose Create Reports ➤Other Reports ➤Transaction Reports from the Main Menu. 2 Adjust the date range to include the transactions you want to see. 3 For "Subtotal by," choose Class to subtotal transactions by class. 4 Press Ctrl-Enter.	1 Choose Reports from the Reports menu, and then click the Business tab. 2 Select Transaction Detail and click Customize. 3 On the Layout tab, change the date range to include the transactions you want to see and choose Class from the Subtotal By pop-up menu. 4 Click OK.

Tracking cash register sales

If you receive payment in full at the time of sale, you'll want to track the items you've sold. You don't need to record such sales in your receivables account because you've already been paid. (See Chapter 7, *Handling bills and invoices in Quicken*, beginning on page 599 for more information on the receivables asset account.) Instead, you want to track the cash (which may be in the form of checks or credit card payments) in your account for money you have not yet deposited. You can use a Quicken asset account called Undeposited Payments for this. See "Tracking payments if you normally deposit many checks at one time" on page 619, for further discussion of the Undeposited Payments account.

In the Undeposited Payments account register, you can enter each cash sale individually, or you can enter a summary at the end of the day. In either case, you don't have to enter a customer name, because there is no balance due. However, if you use a name such as "Daily Receipts" or "Cash Customers," your reports and graphs will use that name to identify the source of this sales income.

6 Tracking assets and loans

Tracking current assets 594
Tracking fixed assets and depreciation 594
Purchasing assets 596
Selling fixed assets 596
Recording thefts or losses of fixed assets 597
Borrowing money 598

This chapter shows you how to track your business assets and liabilities in Quicken.

Your business *assets* are the things your business owns, such as:

- Cash you have on hand
- Money in your checking and savings accounts
- Money owed to you for services you've provided or items you've sold (accounts receivable)
- Money you've loaned to someone else
- Furniture and fixtures
- Equipment
- Property

Your business *liabilities* are the things your business owes, such as:

- Loans
- Unpaid bills
- Sales and payroll taxes you owe to the government

Tracking current assets

Current assets are those assets likely to be converted to cash within one year. They include such assets as accounts receivable, bank accounts, and cash.

Bank accounts

Set up a Quicken checking, savings, or money market account to track each type of bank account your business has. If you have a petty cash fund, you can set up a Quicken cash account to record your cash transactions.

Accounts receivable

To use Quicken for accounts receivable, you need to set up an asset account. The asset account tracks amounts owed to your business for the goods and services you sell to your customers. See Chapter 7, *Handling bills and invoices in Quicken*, beginning on page 599.

Other current assets

Other current assets your business owns might include treasury bills, certificates of deposit, prepaid expenses (amounts already paid for services your business has yet to receive), prepaid deposits (which will be returned to you at a later date), reimbursable expenses, and notes receivable (if due within one year).

Set up a Quicken asset account to track any asset that you plan to use up or convert into cash within one year.

Tracking fixed assets and depreciation

A *fixed asset* is anything you own that is not converted into cash during one year of normal operations. A fixed asset is usually something necessary for the operation of your business, like a truck, cash register, computer, or photocopier.

Understanding depreciation

Fixed assets are equipment or property your business owns that are not for sale. Since they last a long time, you don't deduct their entire cost on the current year's tax return; instead, you deduct their cost over several years. But because fixed assets wear out or become obsolete (for example, a car or truck wears out; computers become obsolete), their value declines constantly from the day you

purchase them. The amount of this decline in value is called *depreciation*. The IRS wants you to depreciate the cost of a fixed asset over the useful life of that asset (for example, five years for a computer).

To determine the value of a fixed asset at any point in time, you subtract its accumulated depreciation (total amount of depreciation since the asset's purchase) from its original cost.

For example, suppose you bought a company car in January 1993 for $13,000. By January 1995, the car may have depreciated by 40% of its original value, or $5,200. Therefore, the value of the car in January 1995 is: $13,000 (the original cost) – $5,200 (accumulated depreciation) = $7,800 (its current value). (Determining the amount of depreciation to deduct can be a complex process, and the IRS rules on the subject change often. Ask an accountant for help in figuring actual depreciation amounts.)

Tracking the value of fixed assets

To track the value of your fixed assets in Quicken, set up an asset account to record assets you already have and assets you purchase. Call it something like "Cap Equip" (for capital equipment). Set it up with a zero opening balance.

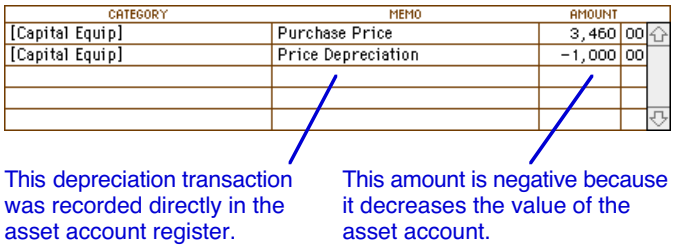
For each asset you currently own:

1. **Enter a transaction with the name of the asset in the Payee field.**
2. **Enter the current value of the asset in the Increase field.**
3. **Enter the name of this asset account (for example, Capital Equip) in the Category field.**

If you want to track the original price and the depreciation so far, split the transaction:

1. **On the first line of the split, change the amount to the original price.**
2. **On the second line, enter a negative amount for the prior depreciation.**

3 On both lines enter the name of this asset account in the Category field.



Purchasing assets

When you purchase an asset, you should record it in the register of your checking account. Enter the name of the asset in the Payee field. In the Category field, specify a transfer by typing the name of the asset account you created to track fixed assets. When you record the transaction, Quicken creates a parallel transaction in the asset account to show the transfer of funds from the checking account to the capital equipment account.

When you're ready to record the depreciation of an asset, enter a transaction in the asset account register. Enter the name of the asset as the payee, and the amount of depreciation in the Decrease field. In the Category field, type Depr Exp, or whatever category name you use for depreciation.

When you want a report showing depreciation, you can create a summary report. Use the asset account for the report; report on categories and subtotal by month (specify Category for the row headings and Month for the column headings). Depreciation also appears in a profit and loss (income) statement.

Selling fixed assets

When you sell a fixed asset, you need to enter that transaction in Quicken. (You want your records to show that you no longer own the asset, so its current value on your books is zero.) If you receive a check for purchase of a fixed asset, record the deposit in your business checking account, and enter the name of your asset account in the Category field of the register. Quicken creates a parallel transaction in your asset account that decreases the value of the fixed asset by the amount of your deposit. If you sold the asset for its current value, the value in the asset account is zero.

Even when you no longer own an asset, and its value in the asset account is zero, don't delete it from the account; if you're ever audited, you'll want a report that includes it. Instead, you need to mark it in the asset account as a *closed item*. Closed items are those

that are no longer active as assets. In the register for the asset account, mark the sold asset as cleared. Then you can filter your report to include uncleared items only.

If you sell a fixed asset for more than or less than its value, you won't have a zero balance in the asset account for that item. Before you close the item, you need to record a *capital gain* or a *capital loss*. (Any capital gain or loss is income or expense to your company, and needs to be shown on your business records.)

When you have a capital gain or loss, enter a transaction in the register for it, and assign the remaining value for the asset to a new income category called "Cap GainLoss." The gain (a positive number) or loss (a negative number) then shows up under Cap GainLoss on your profit and loss (income) statement. When you've recorded the capital gain or loss, you can then mark the sold asset as cleared.

Recording thefts or losses of fixed assets

You track a theft or loss of a fixed asset somewhat similarly to a sale. However, you need a new expense category for thefts or losses (you can call it something like "Uninsured Loss").

Your asset account should already contain information about the asset's original cost and its accumulated depreciation. If you have a theft or loss of the asset, you need to enter information about insurance money you collected and the amount not covered by insurance.

- If you received insurance money, enter a deposit in your checking account and enter the name of the asset account in the Category field. Quicken creates a transaction in the asset account that decreases the value of the asset by the amount of the insurance check.
- Then, in the register of the asset account, enter a transaction that shows the amount not covered by insurance (the remaining balance for the asset). Enter the value in the Decrease column, and assign the amount to the Uninsured Loss category.

Borrowing money

Quicken makes it easy to pull together the financial information a lender asks for. After you receive the loan, you can track it as a business liability.

Reports to show your lender

Your lender will probably ask for profit and loss statements (sometimes called "P&Ls" or income statements) and balance sheets for the current fiscal year and for prior fiscal years.

If you've been tracking your financial records in Quicken, you can easily create these reports. See "Keeping track of business profitability" on page 558.

Recording a new loan

When you receive a new loan, add a liability account to track the remaining amount to pay off. Since this is a new loan, you are either receiving money to deposit in your checking account or receiving a new asset. Thus, you want to show Quicken that you have an increase in the balance of a checking or asset account.

To add a liability account for a new loan, see Chapter 11, *Setting up amortized loans,* beginning on page 218.

7 Handling bills and invoices in Quicken

Tracking bills on a cash basis 599
Tracking bills on an accrual basis 604
Tracking customer invoices on a cash basis 610
Tracking customer invoices on an accrual basis 615
Tracking prepaid expenses and unearned revenues 623

Bills you owe to vendors are your accounts payable (A/P). Invoices you send to customers are the amounts due you; they are your accounts receivable (A/R). Quicken lets you keep track of your bills and invoices whether you use cash-basis bookkeeping or accrual-basis bookkeeping.

Tracking bills on a cash basis

With cash-basis bookkeeping, you don't record expenses until payment actually changes hands. To track bills (accounts payable) in Quicken, just enter bills to pay as postdated checks.

- **Enter a postdated check in your checking account** for each bill you have to pay.
  See "Entering bills" on this page.
- **Report on payables.**
  See "Creating cash-basis accounts payable reports" on page 600.
- **Print the checks when you're ready to pay the bills.**
  See Chapter 5, *Writing and printing checks,* beginning on page 127.

Entering bills

1 **In the checking account that you use to pay bills, write a check for each bill as soon as you receive it.**

2 **Postdate each check to the due date of the bill.**

For example, if you receive a bill on May 7 and the payment terms are Net 30 (meaning the bill is due within 30 days), you might want to print a check on June 1. When you enter postdated checks in the register, Quicken displays "Print" (for Windows), five asterisks (*****) (for DOS), or "PRINT" (for Macintosh) in the Num or Number field of the check.

3 **(Optional) Set up transaction groups for bills that you pay on the same day.**

For example, suppose you pay five bills at the same time every month. Memorize each transaction, then edit the memorized transaction with its typical dollar amount. Set up all five in one transaction group. Then, you can enter several months of expected payments to these vendors with just a few keystrokes. See "Using transaction groups" on page 171.

When Quicken prints your checks, you can have it print checks through today and hold the postdated checks for future payment.

To get a complete picture of your accounts payable, you should enter each item you owe as an unprinted check, even if you don't print checks with Quicken or don't receive bills for some items. If you enter payments in the register instead of in the Write Checks window, be sure to enter an asterisk (*) in the Num field of the transaction (for Windows or DOS) or PRINT in the Number field (for Macintosh). Then Quicken can forecast how much cash you need to cover all future payments (even those you aren't billed for, such as payroll).

Creating cash-basis accounts payable reports

Quicken treats the total of your unprinted checks as the accounts payable. It removes an item from accounts payable reports when you do either of these two things:

- Print a check in Quicken.
- Write a handwritten check, go into the register, and replace the word "Print" or the five asterisks (*****) in the Num or Number field of the unprinted check with the handwritten check number.

If you've entered each item you owe as an unprinted check, you can see reports that show unpaid balances by vendor, overdue accounts payable by vendor, and a detail of your accounts payable.

Unpaid balances by vendor

The A/P by vendor report is a business report that summarizes the dollar amount of all unprinted checks in your bank accounts, grouped by payee name and subtotaled by month. For an example of an A/P by vendor report, see "A/P by vendor report" on page 322.

If you've entered payments in the register, the A/P by vendor report includes only those transactions with "Print" in the Num or Number field (Quicken 5 for Windows and Quicken 6 for Macintosh) or an asterisk (*) in the Num field (Quicken 8 for DOS).

Overdue accounts payable by vendor

To see your unpaid bills by payee and by month, set the date range for the A/P by vendor report to include all unprinted checks with dates through yesterday.

Accounts payable detail

To see a list of every unprinted check transaction, you can create a Quicken transaction report. When you restrict the accounts included in the report to the checking account or accounts you use to enter unprinted checks, and you set a date range that includes all unprinted checks, Quicken lists all your accounts payable transactions. The cumulative balance of the report is negative because you've included only unprinted checks.

To see an accounts payable detail report:

Quicken for Windows	Quicken for DOS	Quicken for Macintosh
1 Choose Other from the Reports menu, and then choose Transaction. 2 Set the date range to cover from tomorrow forward. To include postdated accounts payable, enter a date later than your unprinted checks. 3 Click Customize and select Week from the Subtotal drop-down list. 4 Click the Accounts tab to select any accounts that have unprinted checks. 5 Click the Advanced tab and select Unprinted Checks from the Transaction Types drop-down list. 6 Click Create.	1 Choose Create Reports ➤Other Reports ➤Transaction Reports from the Main Menu. 2 Set the date range to cover from tomorrow forward. To include postdated accounts payable, enter a date later than your unprinted checks. 3 For “Subtotal by,” choose Week to subtotal the report by week. 4 For "Use Current/All/Selected accounts," type S (for selected). Select any accounts that have unprinted checks. 5 Press F9. In the Filter Transactions window, set "Payments/Deposits/Unprinted checks/All" to U (for unprinted checks). 6 Press Ctrl-Enter.	1 Choose Reports from the Reports menu, and then click the Business tab. 2 Select Transaction Detail and click Customize. 3 On the Layout tab, set the date range to cover from tomorrow forward. To include postdated accounts payable, enter a date later than your unprinted checks. 4 Choose Week from the Subtotal By pop-up menu. 5 On the Content tab, choose Selected for Accounts and select only those accounts that have unprinted checks. 6 Under Include, make sure Unprinted Checks is selected and Payments and Deposits are not selected. 7 Click OK.

To plan when you can pay your bills, you may want to see a forecast of your business’s expected deposits. For details on forecasting expected deposits, see “Planning your business finances” on page 574.

Here's an example of an accounts payable detail report:

The report uses your bank account balance as of today, and shows it as the opening balance on the report.

The cumulative balance may be negative if you have postdated only expected payments, but not expected deposits or

```
                    Accounts Payable by Week
                     1/ 1/96 Through 1/15/96
DESIGN-
First Statewide                                                    Page 1
12/31/96
 Date  Num     Description         Memo          Category     Clr  Amount
----- ----- ------------------ ------------ -------------- --- -------
      BALANCE 12/31/96                                          35,504.00
 1/ 1 ****  MacWorld           1-year subscri Reference          -20.00
 1/ 1 ****  Western Office     Fax machine    [Cap Equip]       -950.00
 1/ 1 ****  Valley Real Est                   Rent Paid         -400.00
 1/ 5 ****  Chris Jacobson     Payroll        --SPLIT--         -961.16
 1/ 5 ****  Richard Long       Payroll        --SPLIT--       -1,058.11
 1/ 6 ****  Standard Business  2021           Supplies          -200.00
 1/ 6 ****  Chevron USA        A/C#12345      Auto Leasing       -76.17
                                                              ----------
      TOTAL  1/ 1/96 -  1/ 6/96                               -3,665.44
      BALANCE  1/ 6/96                                         31,838.56
 1/ 8 ****  Valley Toyota      Honda Accord   Auto Leasing      -104.28
 1/ 9 ****  City of Valley Spri               Business Lice      -23.00
 1/10 ****  Valley News                       Advertising       -245.50
 1/12 ****  Richard Long       Expense Rep    Meals & Enter      -38.07
                                                              ----------
      TOTAL  1/ 7/96 -  1/13/96                                 -410.85
      BALANCE  1/13/96                                         31,427.71
 1/15 ****  Federal Express    A/C#1111-2222 Shipping           -91.24
 1/15 ****  Western Bell       A/C#318-258-  Telephone         -131.90
 1/15 ****  Stats 801          1209          Photostats         -37.70
 1/15 ****  Insurance Shield   A/C#2822304-  Insurance         -150.15
 1/15 ****  Richard Long       Expense Rep   Meals & Enter      -106.71
 1/15 ****  Valley Courier                   Advertising        -28.00
                                                              ----------
      TOTAL  1/14/96 -  1/15/96                                 -545.70
      BALANCE  1/15/96                                         30,882.01
                                                              ----------
      OVERALL TOTAL                                             -4621.99
                                                              ==========
      TOTAL INFLOWS                                                  0
      TOTAL OUTFLOWS                                           -4,621.99
                                                              ----------
      NET TOTAL                                                -4,621.99
                                                              ==========
```

Tracking bills on an accrual basis

In Quicken, when you track accounts payable on an accrual basis (that is, you recognize the date you incur an expense as separate from the date you make payment), you set up a liability account just for your bills to pay. Then you enter separate transactions for the bill itself and the payment of the bill. The balance of your payables account always equals the total of your outstanding bills.

- **Set up a Quicken liability account for payables (name it "Payables" or "AP") with a zero opening balance.**
  See "Setting up a Quicken account" on page 69.
- **When you receive a bill, enter it in the Payables liability account and categorize the transaction with an expense category.**
  See "Entering bills" on this page.
- **Create reports to decide which vendors to pay and how much to pay.**
  See "Creating accrual-basis accounts payable reports" on page 606.
- **Record bill payments in your checking account (either handwritten checks or Quicken checks) as transfers to the Payables liability account.**
  See "Paying bills" on page 609.

Entering bills

1 Open the register for the Payables liability account.

2 In the Date field, enter the date of the bill.

3 In the Ref field (for Windows or DOS) or the Number field (for Macintosh), enter the invoice number from the bill.

You can use the Memo field if the invoice number is too long to fit in the Ref or Number field.

4 In the Payee field (for Windows or DOS) or the Description field (for Macintosh), enter the vendor name.

QuickFill automatically remembers each new payee that you enter. The next time you start typing the same vendor name in the Payee or Description field, QuickFill completes the name for you. Keeping vendor names consistent helps your vendor reports turn out right.

5 **In the Increase field, enter the amount due.**

The bill increases the amount you owe.

6 **Categorize the transaction with an expense category.**

7 **(Optional) Add a class name if you're interested in tracking costs by job, project, or client.**

See "Tracking jobs and projects" on page 564 for suggestions on using classes to track these costs.

8 **Record the transaction.**

When you record the transaction, Quicken increases the balance in your Payables liability account by the amount of the invoice.

Entering credits for payables

You might receive a credit from a vendor for returned goods or to compensate for a billing error. A credit reduces the total amount of the bill you entered in the original expense category. Quicken gives you two ways to record credits: you can enter the credit as a separate transaction, or you can go back and split the original transaction.

- Enter the credit as a separate transaction.

  The advantage of this method is that you don't have to search for the original transaction to record your decreased liability to that vendor. Enter the vendor name in the Payee field. Enter the same expense category (and class, if there is one) as on the original bill. Enter the dollar amount in the Decrease field.

- Select the original bill and enter the credit as a split.

  The advantage of this method is that you can find all the information about the bill in one split transaction. Enter the credit on the first empty line of the split. In the Category field, enter the same expense category (and class, if there is one) as on the original bill. Enter a negative dollar amount. Delete the balance remainder that Quicken inserts on the next line, recalculate the total amount due, and then record the split transaction.

Entering discounts taken on bills

Some vendors grant cash discounts to customers for early payment of bills. Here again, Quicken gives you two choices: you can enter the discount as a split in the original bill or you can enter it as a split in the payment.

- Enter the discount as a split in the original bill.

  Enter the discount on the first empty line of the split. In the Category field, enter the same expense category (and class, if there is one) as on the original bill. Enter the discount as a negative dollar amount. When Quicken inserts a balancing remainder on the next line of the split transaction, delete the remainder and recalculate the total amount due. Record the split transaction.

- Enter the discount as a split in the payment transaction.

  On one line of the split, enter the Payables account name in the Category field and the original bill amount. On the next line, enter a category for cash discounts received. Enter the discount as a negative amount.

Creating accrual-basis accounts payable reports

If you've entered all your payables as transactions in a Payables liability account, Quicken can track your liability by vendor for any time period. Before each check run, create the following two Quicken reports to help you decide which bills to pay:

- An accounts payable summary
- An accounts payable detail (an itemization of payments due to vendors)

Accounts payable summary

An accounts payable summary, also called an *aging* report, lets you track the due dates and amounts of your unpaid bills. To see your accounts payable summary:

Quicken for Windows	Quicken for DOS	Quicken for Macintosh
1 Choose Other from the Reports menu, and then choose Summary. 2 Set the date range to include all your unpaid payables transactions. 3 Click Customize and enter a title for the report, such as "Accounts Payable Aging Report." 4 Select Payee (the vendors) for Row, and Month for Column. 5 Click the Accounts tab and make sure your Payables account is the only account selected. 6 Click the Advanced tab and make sure Blank and Newly Cleared are selected and Reconciled is not selected. 7 Click Create to display the report, and press Ctrl+M to memorize it.	1 Choose Create Reports ➤Other Reports ➤Summary Reports from the Main Menu. 2 Set the date range to include all your unpaid payables transactions. 3 Choose Payee for Row headings and Month for Column headings. 4 Press F9. In the Filter Transactions window, set Cleared status to Blank and Cleared (type Y for both options). 5 For "Use Current/All/Selected accounts," type S (for selected). Select only the Payables account to include in the report. 6 Press Ctrl-Enter to display the report, and then press Ctrl-M to memorize it.	1 Choose Reports from the Reports menu, and then click the Business tab. 2 Select Transaction Summary and click Customize. 3 On the Layout tab, set the date range to include all your unpaid payables transactions and enter a title for the report, such as "Accounts Payable Aging Report." 4 Choose Payees for Row Headings and Month for Column Headings. 5 On the Content tab, under Include, make sure Uncleared Items is selected and Cleared Items and Reconciled Items are not selected. 6 Choose Selected for Accounts and then select only the current Payables liability account. 7 Click OK to display the report, and then choose Memorize from the Edit menu to memorize it.

Here's an example of an accounts payable summary report:

Because you marked each paid invoice and payment as cleared, the report shows only unpaid invoices.

The totals in the accounts payable summary report tell you how much you owe each vendor.

```
                    Accounts Payable Aging Report
                       1/ 1/96 Through 3/30/96
DESIGN-AP
3/30/96
                                                              OVERALL
Payee                        1/96       2/96       3/96       TOTAL
                          ---------  ---------  ---------  ---------
Chevron USA                -88.20     -56.38    -101.76    -246.34
Graphic Details            -50.00       0.00       0.00     -50.00
Kinko's                   -298.67    -224.43    -465.83    -988.93
LaserExpress              -181.00       0.00       0.00    -181.00
Lisa Brown                 -90.00       0.00       0.00     -90.00
Maria Gonzales             -45.00       0.00       0.00     -45.00
Mitchell & Dean           -125.00       0.00       0.00    -125.00
Sinclair Printing         -267.25    -139.87    -305.87    -712.99
Valley Toyota             -104.28       0.00       0.00    -104.28
                          ---------  ---------  ---------  ----------
OVERALL TOTAL           -1,249.40    -420.68    -873.46   -2,543.54
                          =========  =========  =========  ==========
```

Accounts payable detail

To get details about the transactions summarized in the accounts payable summary report, you can create a transaction report. Use the same date range and restrictions (uncleared transactions and current payables liability account) as for the accounts payable summary report. To see your payment detail by vendor:

Quicken for Windows

1. Choose Other from the Reports menu, and then choose Transaction.
2. Use the same date range as for the accounts payable summary report.
3. Click Customize and enter a title for the report, such as "Transaction Detail by Vendor."
4. Select Payee (the vendors) from the Subtotal drop-down list.
5. Click the Accounts tab and make sure your Payables account is the only account selected.
6. Click the Advanced tab and make sure Blank and Newly Cleared are selected and Reconciled is not selected.
7. Click Create to show the report, and press Ctrl+M to memorize the format. From now on, you can select the memorized report by name.

Quicken for DOS

1. Choose Create Reports ➤Other Reports ➤Transaction Reports from the Main Menu.
2. Set the date range to include all your unpaid payables transactions.
3. Choose Payee for Subtotal by, to subtotal by payee.
4. Press F9. In the Filter Transactions window, set Cleared status to Blank and Cleared (type Y for both options).
5. For "Use Current/All/Selected accounts," type S (for selected). Select only the Payables account to include in the report.
6. Press Ctrl-Enter to display the report, and then press Ctrl-M to memorize it.

Quicken for Macintosh

1. Choose Reports from the Reports menu, and then click the Business tab.
2. Select Transaction Detail and click Customize.
3. On the Layout tab, set the same date range as for the accounts payable summary report and enter a title for the report, such as "Transaction Detail by Vendor."
4. Choose Payee from the Subtotal By pop-up menu.
5. On the Content tab, under Include, make sure Uncleared Items is selected and Cleared Items and Reconciled Items are not selected.
6. Choose Selected for Accounts and then select only the current Payables liability account.
7. Click OK to show the report, and then choose Memorize from the Edit menu to memorize it.

Use the transactions by vendor report to get details about the transactions summarized in the accounts payable summary report.

Here's an example of a transactions by vendor report:

```
                        TRANSACTION DETAIL BY VENDOR
                          1/ 1/96 Through 4/ 6/96
DESIGN-
AP                                                                  Page 1
3/30/96
  Date  Num   Description     Memo          Category     Clr  Amount
 ----- ----- --------------- ----------- --------------- --- ---------
  3/20       Chevron USA                Auto:Gas              -88.20
                                                             ---------
       Total Chevron USA                                        -88.20
  3/12       Graphic Details              Contractor/Job 8       -50.00
                                                             ---------
       Total Graphic Details                                    -50.00
  3/22       Kinko's                      Photocopying/Job 1   -298.67
                                                             ---------
       Total Kinko's                                           -298.67
  3/22       LaserExpress                 Photocopying/Job 9    -15.00
  3/25       LaserExpress                 Mechanical Prep/Jo    -75.00
  3/26       LaserExpress                 Photocopying/Job 7    -26.00
  3/31       LaserExpress                 Photostats/Job 8      -65.00
                                                             ---------
       Total LaserExpress                                      -181.00
  3/28       Lisa Brown                   Contractor/Job 8      -90.00
                                                             ---------
       Total Lisa Brown                                         -90.00
  3/31       Maria Gonzales graphic des Contractor/Job 9      -45.00
                                                             ---------
       Total Maria Gonzales                                     -45.00
  3/28       Mitchell & Dean              Legal Expenses       -125.00
                                                             ---------
       Total Mitchell & Dean                                   -125.00
  3/19       Sinclair Printing            Printing/Job 3        -63.00
  3/25       Sinclair Printing            Printing/Job 7       -105.00
  3/27       Sinclair Printing            Mechanical Prep/Jo    -99.25
                                                             ---------
       Total Sinclair Printing                                 -267.25
  3/20       Valley Toyota   Honda Accord Auto:Leasing        -104.28
                                                             ---------
       Total Valley Toyota                                     -104.28
                                                             ---------
       OVERALL TOTAL                                        -1,249.40
                                                             =========
```

Paying bills

After you've created your accounts payable report and decided whom to pay, you're ready to enter checks for these bills. You can make payment in full or in part, or pay several bills with one check.

1 Open the Write Checks (or Register) window for the checking account you want to use to pay the bill.

2 Write a check to the vendor for the date that you want to pay the bill.

3 **In the Category field, create a transfer to the Payables liability account.**

4 **Enter the vendor's invoice reference number or numbers in the Memo field.**

5 **Record the check.**

When you record the check, Quicken automatically decreases the balance in your Payables liability account by the check amount.

6 **If you pay your bills in full, open the Payables liability account register and clear both the paid bill and the payment transaction.**

If you don't always pay your bills in full, don't clear any bills or payments. To see your current outstanding balance by vendor, create a variation on the accounts payable summary by vendor report that uses the entire date range of the account for the report date range and places no restriction on cleared status.

Tracking customer invoices on a cash basis

In a cash-basis bookkeeping system, you recognize income when you collect from the customer. This section explains how to track invoices you send to customers or clients. (You may call them "statements" instead of "invoices.")

To track customer invoices (accounts receivable) in Quicken on a cash basis:

- **Set up a Quicken asset account for receivables (name it "Receivables" or "AR") with a zero opening balance.**
  See "Setting up a Quicken account" on page 69.
- **Enter a summary of each unpaid invoice and each new invoice.**
  See "Entering invoices for cash-basis receivables" on this page.
- **When you receive payment, enter a separate transaction in the same account.**
  See "Entering customer payments" on page 612.
- **Report on your receivables to show who owes you and how much you are owed.**
  See "Creating cash-basis accounts receivable reports" on page 613.

Entering invoices for cash-basis receivables

Assemble all the outstanding invoices that your customers have not yet paid. Then enter them in your Receivables asset account register as described in the following instructions. When you generate a new invoice, follow these same instructions.

1 **Enter the expected date of payment (the due date) in the Date field.**

2 **Enter the invoice number in the Ref (for Windows or DOS) or Number (for Macintosh) field.**

If you expect an invoice to be paid in installments, enter a separate transaction for each expected payment. You might add A and B after the numbers to indicate the transactions are for the same invoice.

3 **Enter the customer's name in the Payee field.**

QuickFill memorizes payees automatically so that you can enter your customer names consistently each time. Then you can do reports by payee.

4 **Enter the amount of the invoice in the Increase field.**

(Use the Decrease field for credit memos, which are negative invoices showing that you owe the customer money.)

5 **Categorize the transaction with an income category.**

An income category like "Sales" or "Revenue" lets you keep track of income you receive from customers. Add a class name if you're interested in tracking income by job, project, or client.

6 **Enter the date you issued the invoice in the Memo field.**

7 **(Optional) Split the invoice amount if you want to keep track of different items in the invoice.**

For example, you can set up subcategories if you want to manage sales by product or salesperson, or track separate items on the invoice such as product costs (Sales:Product) and shipping (Sales:Shipping).

8 **(Optional) Track sales tax as a separate split line that is a transfer to a liability account for sales tax payable.**

If you charge sales tax to customers, set up a separate Sales Tax liability account. When you enter an invoice, use a split transaction to keep track of the sales tax you owe the government. (In the Category field of the split, just enter a transfer to the Sales Tax liability account.)

9 **Record the transaction.**

Entering customer payments

When you receive payment from a customer, you should enter a separate transaction in your Receivables register that counters your original invoice transaction. To enter a sales discount or a credit for goods returned, enter the amount of the discount or credit the same way you record a payment.

When you receive payment, two things happen:

- The value of your Receivables asset account decreases by the amount of the payment.
- The value of your bank account increases by the amount of the payment.

To enter a payment transaction in the Receivables account, follow these steps:

1 **Enter the date of payment (the due date) in the Date field.**

2 **Enter the number of the invoice being paid in the Ref (for Windows or DOS) or Number (for Macintosh) field.**

3 **Enter the customer's name in the Payee field.**

QuickFill memorizes payees automatically so you can enter your customer names consistently each time. Then you can do reports by payee.

4 **Enter the amount of the payment in the Decrease field.**

This reduces the balance of your receivables by the amount of the payment being made.

5 **In the Category field, enter the name of the bank account you want to receive the payment; for example, [Checking].**

Quicken increases the balance in your checking account by the amount of the payment.

6 **Enter the date you issued the invoice in the Memo field.**

7 **If the invoice has been paid in full, clear the transaction by marking the Cleared field.**

8 **Record the transaction.**

9 **Mark the original invoice as cleared.**

For Windows and Macintosh, click in the Cleared field. For DOS, type an asterisk (*) in the Cleared field.

Creating cash-basis accounts receivable reports

All the reports described in "Creating accrual-basis accounts receivable reports" on page 620 work with cash-basis accounts receivable. However, because the dates in the register have a different meaning for the cash method than for the accrual method, you have to interpret the A/R by customer report differently.

Customer aging

The preset A/R by customer report shows customer aging (balances by month). When you create this report, the monthly columns extend into the future because you have unpaid invoices with due dates in the future. The invoice amounts are grouped by the month when the invoices are or were due, not when they were written.

To find overdue balances by customer, change the end date of the A/R by customer report to yesterday's date.

Cash inflow forecasting

You can create a report that shows expected cash inflows during the next four weeks, based on the due dates in your receivables register. This report is helpful for predicting whether you'll have enough cash in the next few weeks to cover expenses.

To create the cash inflow forecast by week report:

Quicken for Windows	Quicken for DOS	Quicken for Macintosh
1 Choose Other from the Reports menu, and then choose Summary.	1 Choose Create Reports ➤Other Reports ➤Summary Reports from the Main Menu.	1 Choose Reports from the Reports menu, and then click the Business tab.
2 Set the date range to include from tomorrow to 4 weeks from today.	2 Set the date range to include from tomorrow to 4 weeks from today.	2 Select Transaction Summary and click Customize.
3 Click Customize and enter a title for the report, such as "Cash Inflow Forecast to A/R by Week."	3 Choose Payee for Row headings and Week for Column headings.	3 On the Layout tab, enter a title such as "Cash Inflow Forecast to A/R by Week" and set the date range to include from tomorrow to four weeks from today.
4 Select Payee for Row, and Week for Column.	4 For "Use Current/All/Selected accounts," type S (for selected). Select only the Receivables account to include in the report.	4 For Row Headings, choose Payees; for Column Headings, choose Week.
5 Click the Accounts tab and select only your Receivables asset account.	5 Display the report.	5 On the Content tab, choose Selected for Accounts and then select only your Receivables asset account.
6 Click Create.		6 Click OK.

Here's an example of a cash inflow forecast report.

```
                Cash Inflow Forecast to AR by Week
                        3/6/96 - 4/1//96

                    Week of   Week of   Week of   Week of   OVERAL
    Payee            3/6/96   3/12/96   3/19/96   3/26/96    TOTAL
-------------------- -------   -------  --------  --------  --------
Ace Computer Sales   1,031.48  1,553.48      0.00      0.00  2,584.96
Balloon Adventures       0.00    722.25      0.00  4,954.10  5,676.35
Blaine Associates        0.00      0.00      0.00  1,024.53  1,024.53
Computer Waves           0.00      0.00      0.00  2,659.70  2,659.70
Engineering Control      0.00      0.00  2,923.53      0.00  2,923.53
Osborne Studios          0.00      0.00      0.00  2,363.63  2,363.63
Reynolds Markets         0.00  3,638.00      0.00      0.00  3,638.00
Robinson Shoes           0.00      0.00      0.00    214.00    214.00
Tower Concerts           0.00      0.00    789.66      0.00    789.66
-------------------------------------------------------------------------
OVERALL TOTAL        1,031.48  5,913.73  3,713.19  11,215.96 21,874.36
                     ========  ========  ========  ========= =========
```

This report is not the same as the Quicken 8 for DOS forecast report, which shows all the transactions found by Quicken when it generates a forecast.

If you want to create a general cash flow forecast report that shows all expected inflows and outflows, create a summary report as described in the previous steps. However, in addition to your Receivables account, select your checking account and any other account where you enter future payments or deposits.

Use this general cash flow forecast to see whether your expenses may exceed your income in the next few weeks.

Income and expense reporting of accounts receivables

If you run your business on a cash accounting basis, you want your accounts receivable to show up as income when they are paid, not when the invoice is issued. Use the business cash flow report (not the profit and loss statement) for income and expense reporting. See "The cash flow report" on page 562.

When you create the report, include all asset and liability accounts except accounts receivable, to keep transfers to and from these accounts from appearing in the report. Excluding the accounts receivable account causes transfers from accounts receivable (that is, payments received) to be treated properly as cash inflows.

Tracking customer invoices on an accrual basis

In an accrual-basis bookkeeping system, you recognize income when you invoice the customer, not when you actually receive payment. This section explains how to track invoices you send to customers or clients. (You may call them "statements" instead of "invoices.")

To track customer invoices (accounts receivable) in Quicken on an accrual basis:

- **Set up a Quicken asset account for receivables (name it "Receivables" or "AR") with a zero opening balance.**
  See "Setting up a Quicken account" on page 69
- **Enter a summary of each unpaid invoice and each new invoice.**
  See "Entering invoices for accrual-basis receivables" on this page.
- **When you receive payment, enter a separate transaction in the same account.**
  See "Tracking customer payments" on page 617.
- **Report on your receivables to show who owes you and how much you are owed.**
  See "Creating accrual-basis accounts receivable reports" on page 620.

Entering invoices for accrual-basis receivables

Assemble all your outstanding invoices that your customers have not yet paid. Then enter them in your Receivables asset account register as described in the following instructions. When you generate a new invoice, follow these same instructions.

1 Enter the date of the invoice in the Date field.

2 Enter the invoice number in the Ref (for Windows or DOS) or Number (for Macintosh) field.

If you expect an invoice to be paid in installments, enter a separate transaction for each expected payment. You might add A and B after the numbers to indicate the transactions are for the same invoice.

3 Enter the customer's name in the Payee field.

QuickFill memorizes payees automatically so that you can enter your customer names consistently each time. Then you can do reports by payee.

4 Enter the amount of the invoice in the Increase field.

(Use the Decrease field for credit memos, which are negative invoices showing that you owe the customer money.)

5 Categorize the transaction with an income category.

An income category like “Sales” or “Revenue” lets you keep track of income you receive from customers. Add a class name if you're interested in tracking income by job, project, or client.

6 Enter the date you issued the invoice in the Memo field.

7 (Optional) Split the invoice amount if you want to keep track of different items in the invoice.

For example, you can set up subcategories if you want to manage sales by product or salesperson, or track separate items on the invoice such as product costs (Sales:Product) and shipping (Sales:Shipping).

8 **(Optional) Track sales tax as a separate split line that is a transfer to a liability account for sales tax payable.**

If you charge sales tax to customers, set up a separate Sales Tax liability account. When you enter an invoice, use a split transaction to keep track of the sales tax you owe the government. (In the Category field of the split, just enter a transfer to the Sales Tax liability account.)

9 **Record the transaction.**

Tracking customer payments

You can enter payments using either of two methods for tracking accounts receivable:

- The *open item* method, in which you track the paid status of specific invoices. This method is appropriate if most of the payments you receive are for specific invoices. When an item is paid, you clear both the invoice and payment transactions. (Later, you'll exclude all cleared items from accounts receivable reports.)
- The *balance forward* method, in which you track the balance a customer owes you, rather than whether individual invoices are paid. This method is appropriate if most of the payments you receive apply to multiple invoices, or if many of your customers do not pay their invoices in full. Set up a class for each customer name.

Choose one of these methods and use it consistently. (You may want to consult a professional accountant to decide which method is best for you.) With either method, you record the payment in your Receivables asset register as a transfer to your checking account.

Tracking payments using the open item method

When you receive a payment from a customer, you should enter it in the accounts receivable register as a new transaction. To record a payment (open item method):

1 **For each payment received, enter the date you receive the payment in the Date field of the Receivables asset register.**

2 **Enter the customer name in the Payee field.**

QuickFill automatically memorizes the invoice when you record it.

3 **Enter the amount of the payment in the Decrease field.**

4 **Mark the transaction as cleared.**

Marking items prevents them from appearing in accounts receivable reports. For Windows and Macintosh, click in the in the Cleared field. For DOS, type an asterisk (*) in the Cleared field.

5 **Enter the invoice number or numbers that the payment covers in the Memo field.**

6 **In the Category field, enter the name of the bank account receiving the deposit, and then record the payment transaction.**

7 **Locate the invoice transaction in the Receivables asset register.**

Choose Find from the Edit menu.

8 **Mark the original invoice as cleared.**

For Windows and Macintosh, click in the Cleared field. For DOS, type an asterisk (*) in the Cleared field.

9 **If you want to track how promptly customers pay, enter the date of the payment in the Memo field of the invoice transaction.**

10 **Record your changes to the invoice transaction.**

Tracking payments using the balance forward method

When you receive a payment from a customer, you should enter a separate transaction in the accounts receivable register. To record a payment (balance forward method):

1 **For each payment received, enter the date you receive the payment in the Date field of the Receivables asset register.**

2 **Use QuickFill to enter the customer name in the Payee field.**

QuickFill automatically memorizes the invoices when you record it, and it fills in the payee name when you start to type.

3 **Enter the amount of the payment in the Decrease field.**

4 **In the Category field, enter the name of the bank account receiving the deposit, and then record the payment transaction.**

Tracking payments if you normally deposit many checks at one time

It's easier to reconcile your bank account if you can enter one deposit transaction in your bank account rather than the many separate payments that you record in your Receivables asset register.

1 **Set up a separate asset account called "Undeposited Payments."**

This is a second asset account that is completely separate from your Receivables asset account.

2 **Record payments in the Receivables asset register as described earlier for the open item or balance forward method.**

3 **In the Category field of the payments, enter the name of the Undeposited Payments account.**

You enter the name of the Undeposited Payments account so that the Undeposited Payments account can serve as a "holding account" for funds received until you're ready to make an actual bank deposit.

4 **When you actually deposit multiple checks in your bank, transfer the amount of the deposit from the Undeposited Payments account to your bank account.**

Entering discounts for early payment

You can record a discount for early payment in two ways:

- Enter the discount as a split in the payment transaction.

  In the Decrease field, enter the original amount owed on the invoice or invoices. In one line of the split, enter the actual amount paid as a transfer to the bank account. In the next line, assign the amount of the discount to a category for discounts given.

- Enter the discount as a split in the original invoice.

  Enter the discount on the first empty line of the split. In the Category field, enter the same expense category (and class, if there is one) as on the original invoice. Type the discount as a negative dollar amount, delete the remainder, and then recalculate the total amount due. Close the split transaction and then record your changes.

Creating accrual-basis accounts receivable reports

One benefit of using Quicken to keep track of your customer invoices (accounts receivable) is the information you can gather by creating a report.

Quicken lets you create reports that show:

- Unpaid balances by customer
- Customer payment history
- Income and expense reporting of accounts receivable
- Sales by customer

Unpaid balances by customer

The preset A/R by customer report summarizes uncleared transactions in all your Quicken asset accounts by payee. For an example of an A/R by customer report, see "A/R by customer report" on page 322.

If you have any other asset accounts (for example, a fixed assets account), be sure to restrict the report to your Receivables asset account.

- If you use the open item method

  If you clear all paid invoices and payment transactions (the open item method), this report lists only your outstanding invoices.

  Quicken can also produce a report that shows only overdue accounts. To adapt your A/R by customer report, change the date range so the ending date is today's date minus the number of days for the payment terms you allow. (For example, if you expect payment within 30 days, set the ending date to be today's date minus 30.)

- If you use the balance forward method

  If all transactions in your Receivables register are uncleared (the balance forward method), the A/R by customer report shows you *all* transactions in your account: unpaid invoices, paid invoices, and payments. To see the net amount owed by a customer, look at the overall totals by customer. (Ignore the monthly columns.)

Customer payment history

Quicken can also keep a record of how promptly each customer has paid each invoice. This record is called a customer payment history.

To track customer payment history, type the date of each payment in the Memo field of the original invoice transaction.

Then, to see each customer's invoice and payment history, create a transaction report, subtotal by payee, and set the dates to include all the invoices.

To create a customer payment history:

Quicken for Windows	Quicken for DOS	Quicken for Macintosh
1 Choose Other from the Reports menu, and then choose Transaction. **2** Click Customize and enter a title for the report, such as "Customer History." **3** Select Payee from the Subtotal drop-down list. **4** Click the Accounts tab and select only your Receivables asset account. **5** Click Create.	**1** Choose Create Reports ➤Other Reports ➤Transaction Reports from the Main Menu. **2** Choose Payee for Row headings, to subtotal by payee. **3** For "Use Current/All/Selected accounts," type S (for selected). Select only the Receivables account to include in the report. **4** Press Ctrl-Enter.	**1** Choose Reports from the Reports menu, and then click the Business tab. **2** Select Transaction Summary and click Customize. **3** On the Layout tab, enter a title such as "Customer History." **4** Choose Payee from the Subtotal By pop-up menu. **5** On the Content tab, choose Selected for Accounts and then select only your Receivables asset account. **6** Click OK.

If you want to create a project history report, follow the previous steps, except subtotal the report by Class rather than by Payee.

If you want to create a report that shows your receivables by week, follow the previous steps, except subtotal the report by Week rather than by Payee.

Income and expense reporting of accounts receivable

If you run your business on an accrual basis, use the standard business profit and loss (income) statement for income and expense reporting. See "The profit and loss statement" on page 560.

Sales by customer

The sales by customer report summarizes your sales income from each customer during the date range of the report. To use it, you can customize Quicken's summary report to look at sales income only (ignoring payments and sales tax collected).

To see a sales by customer report:

Quicken for Windows

1. Choose Other from the Reports menu, and then choose Summary.
2. Set the date range to cover the period you want.
3. Click Customize and enter a title for the report, such as "Sales by Customer."
4. Select Payee from the Row drop-down list.
5. Click the Accounts tab and select only your Receivables asset account.
6. Click the Advanced tab and select Exclude All from the Transfers drop-down list. The amounts shown in the report will not include sales tax or any other items that are transfers to another Quicken account.
7. Click Create.

Quicken for DOS

1. Choose Create Reports ➤Other Reports ➤Summary Reports from the Main Menu.
2. Enter a title such as "Sales by Customer" and enter the appropriate date range.
3. For Row headings, enter Payee.
4. Press F8 and set Transfers to Exclude All. (The amounts shown in the report will not include sales tax or any other items that are transfers to another Quicken account.)
5. Set Use Current/All/Selected to S (for selected) and press Enter.
6. Select only your receivables asset account.
7. Press Enter to display the report.

Quicken for Macintosh

1. Choose Reports from the Reports menu, and then click the Business tab.
2. Select Transaction Summary and click Customize.
3. On the Layout tab, enter a title such as "Sales by Customer" and enter the appropriate date range.
4. Choose Payees from the Row Headings pop-up menu.
5. On the Content tab, choose Selected for Accounts and then select only your Receivables asset account.
6. On the Organization tab, under Transfers, select No Transfers. The amounts shown in the report will not include sales tax or any other items that are transfers to another Quicken account.
7. Click OK.

Here's an example of a sales by customer report.

This report summarizes your sales income from each customer. It is based on invoices in the receivables account, whether or not they have been paid.

The amounts do not include sales tax or any items that are transfers to another Quicken account.

```
                          Sales by Customer
                      1/ 1/96 Through 4/ 6/96
DESIGN-AP                                                      Page 1
4/6/96

                                                    1/1/96-
          Payee                                     4/6/96
          --------------------                      --------
          Ace Computer Sales                        4,666.73
          Balloon Adventures                        5,515.85
          Blaine Associates                         5,431.83
          Computer Waves                            4,181.24
          Engineering Control                       3,654.74
          Osborne Studios                           5,602.52
          Reynolds Markets                          2,244.28
          Robinson Shoes                            2,652.34
          Tower Concerts                            4,046.56
                                                    --------
          OVERALL TOTAL                            37,996.09
                                                   =========
```

Tracking prepaid expenses and unearned revenues

If you're using accrual-basis accounting, you want to defer recognition of income and expenses until you've delivered or used the associated goods or services.

You should set up asset accounts for *prepaid expenses*, which are the costs of goods and services that you've purchased but have not used at the end of an accounting period. Prepaid expenses include such items as prepaid insurance, prepaid rent, prepaid advertising, and prepaid interest.

You should also set up liability accounts for *unearned revenues,* which are items of revenue you've received during a particular period that are only partly used by the end of an accounting period. Unearned revenues include any type of advance payment for goods or services that your company will provide in the future (and for which your company has not yet delivered the service; that's why the revenue is called *unearned*).

Setting up asset accounts for prepaid expenses

Suppose you prepay rent for a quarter. The prepaid rent is an asset to your company that will expire month by month until the end of the quarter.

To handle this, set up an asset account called Prepaid Rent with an opening balance of zero. Record the rent check in your checking account as a transfer to the Prepaid Rent account.

At the end of the first month, you need to decrease the balance of the Prepaid Rent account by the amount of one month's rent. Record a decrease transaction in the Prepaid Rent account for the amount of one month's rent, and categorize the transaction with the expense category “Rent Paid.”

At the end of the quarter, the balance of the Prepaid Rent account is zero because the asset has expired. If you handle prepaid expenses in this manner, your profit and loss (income) statement correctly shows the expense of a prepaid item at the time that you use the service, and your balance sheet doesn't overstate the value of the prepaid item.

Setting up liability accounts for unearned revenues

In the same way that you set up asset accounts for prepaid expenses, you may also need to set up liability accounts for unearned revenues. For example, suppose you receive advance payment for a quarter on rental property you own. The prepaid rent is a liability to your company that will expire month by month until the end of the quarter.

Set up a liability account called Unearned Rent with an opening balance of zero. Record the deposit of the prepaid rent in your bank account as a transfer from the Unearned Rent account. At the end of the first month, you need to decrease your liability for Unearned Rent by the amount of one month's rent. Record a decrease transaction in the Unearned Rent account for the amount of one month's rent and categorize the transaction with the income category “Rent Income.”

At the end of the quarter, the balance of the Unearned Rent account will be zero because the liability has expired. If you handle unearned revenues in this manner, your profit and loss (income) statement correctly shows the income you receive at the time you perform the service, and your balance sheet doesn't overstate your liability for services not received.

8 Using Quicken for payroll

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If you have employees to pay as part of your business, you need to do payroll. Payroll tasks include making calculations, writing checks with numerous deductions, tracking data for payroll taxes, and filling out payroll tax forms. Although Quicken can help automate many of these tasks, the easiest way to do your payroll is to use Intuit's QuickPay program together with Quicken. See "Using other software that works with Quicken" on page 548 for more information.

If you decide not to use QuickPay, you can still use Quicken by itself to do your payroll. However, make sure you keep yourself informed of any tax changes so that your tax calculations remain accurate. This chapter shows you how to set up and use Quicken by hand (without QuickPay) to do your payroll.

Overview of payroll tracking

The amount listed on an employee's paycheck is only the net amount—you as the employer take the gross amount and subtract taxes and other deductions before releasing the check. Here are some typical paycheck deductions:

- Federal and state withholding (income) taxes
- Social security taxes (FICA)
- State disability
- Medicare taxes
- Federal and state unemployment insurance
- 401(k) plan (company-sponsored pension)
- Contributions to your company's medical or dental plan

When you withhold taxes from employees' paychecks, you're required to submit quarterly payments of the withheld tax money and file yearly forms that list the total amounts you withheld from each employee's paycheck. You also have to pay quarterly employer taxes, such as your share of social security and Medicare taxes, and federal and state unemployment taxes.

You can use Quicken expense categories and liability accounts to keep track of payroll deductions. Once you set up the categories and accounts you need, Quicken keeps track of the withholdings for you. When you write a payroll check in Quicken, you use splits to keep track of all your payroll expenses and liabilities. Each line of the split shows a different paycheck deduction or employer liability, assigned to a Quicken expense category or liability account, as shown in the following table.

To show	Enter	Use this type of Quicken account or category
Compensation	Positive amount	Expense category
Employee withholding	Negative amount	Liability account
Employer expense	Positive amount	Expense category (to track company payroll expenses like employee compensation and employer contributions to social security)
	Negative amount	Liability account (to track payments you still owe the government, such as employer payroll taxes)

After setting up payroll, you can use Quicken to do the following tasks:

- Write and print payroll checks.
- Calculate employee earnings, deductions from employee earnings, and employer payroll taxes using the pop-up field calculator.
- Track employee payroll taxes and other deductions from employee paychecks.
- Track accrued employer payroll tax liabilities.
- Write and print checks to pay for items deducted from the payroll.

- Create reports with the information you need to fill out payroll tax forms (see "Filling in tax forms" on page 638 for details).
- Create balance sheets that show how payroll expenses and related payroll taxes affect net income.

Quicken does *not* do any of the following tasks automatically:

- Compute employee earnings, bonuses, profit-sharing, or any other employer expenses.
- Calculate withholding based on number of deductions claimed.
- Estimate any deductions from employee earnings.
- Figure the various rates and limits for employer payroll taxes.

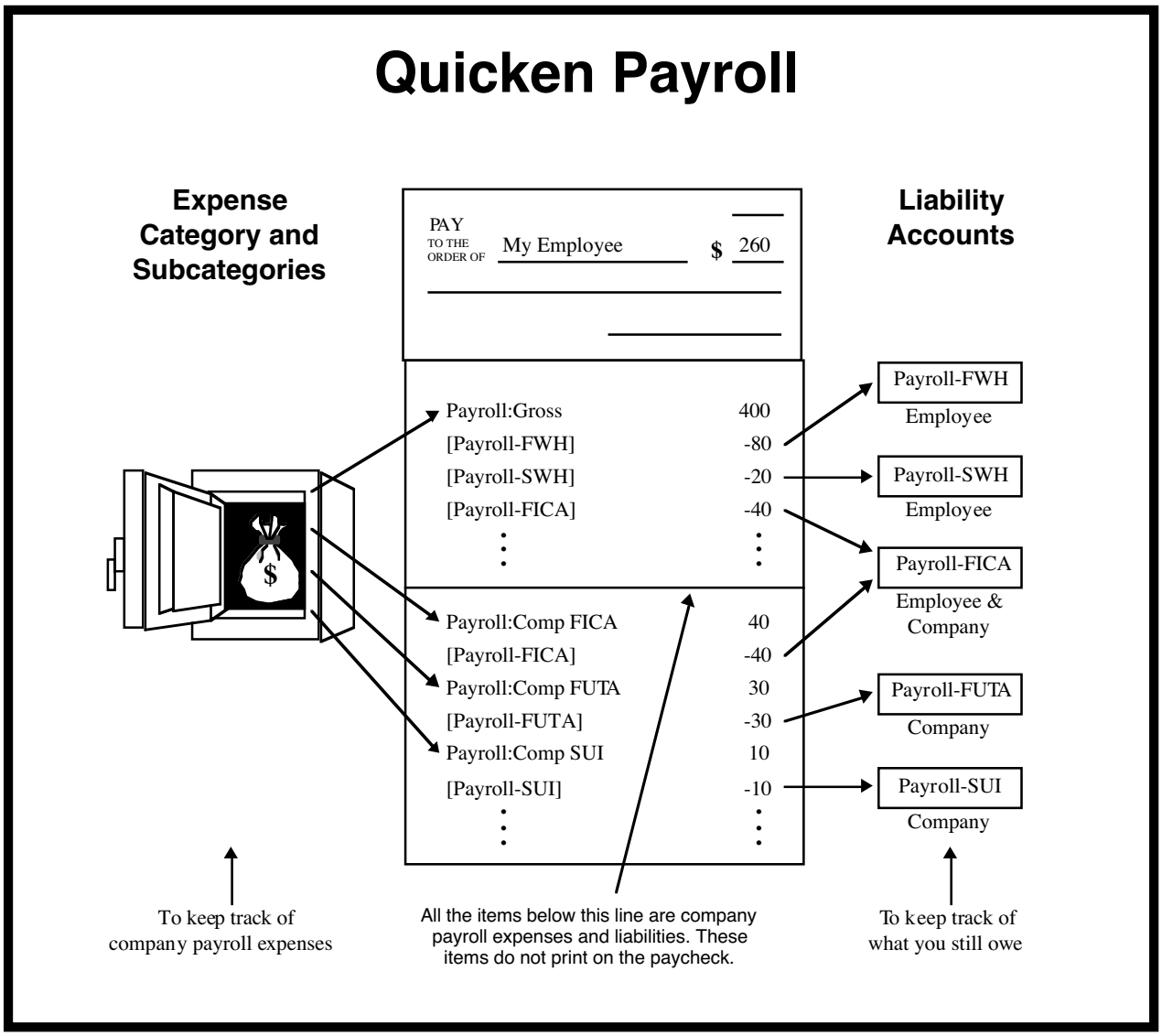
Setting up payroll

Before you start writing payroll checks, you need to set up payroll expense categories and liability accounts. The figure on page 628 illustrates how Quicken handles payroll when you set it up as described in this section.

- A Payroll category and subcategories track your company's payroll expenses in your checking account. Company payroll expenses are the employee's gross pay plus contributions to social security (FICA), Medicare, federal and state unemployment insurance, and state disability insurance.
- Liability accounts track your liabilities to the government. Quicken maintains a separate account for each liability (one for federal withholding, another for state withholding, another for FICA, and so on) so you can see exactly how much your company owes for each liability. (The liability accounts don't represent actual bank accounts; they simply record what you owe.)

As you run payroll checks for each employee, the amounts in these liability accounts increase. Periodically, you write a check to pay each liability. For a shared liability like social security (one that both employee and employer have to pay), Quicken tracks employee deductions and company contributions in one liability account.

Quicken can also track your liabilities for retirement or investment plans such as 401(k), if you withhold amounts from your employees' payroll checks for these purposes.



Adding payroll expense categories

Payroll expense categories track actual costs to you, not deductions from employee paychecks. You need a main Payroll expense category, as well as subcategories for gross wages and for employer payroll taxes such as FICA (Federal Insurance Contribution Act, also known as social security), Medicare, FUTA (Federal Unemployment Tax Act), and SUI (State Unemployment Insurance).

To add payroll expense categories and subcategories:

Quicken for Windows	Quicken for DOS	Quicken for Macintosh
1 Set up a main expense category called Payroll. **2** Add a subcategory for each expense related to your payroll. Define each subcategory as tax-related. **3** Use these subcategory names: Gross (for gross wages), Comp FICA (to track social security), Comp MCARE (to track Medicare), Comp FUTA (federal unemployment insurance) and Comp SUI (state unemployment insurance). You can add more subcategories if you need them.	**1** Choose Use Tutorial/Assistants ➤Create Payroll Support from the Main Menu, read the message, and press Enter to start the assistant. The assistant asks you to enter your two-letter state abbreviation; for example, CA if you live in California, NJ if you live in New Jersey. When the assistant has finished, Quicken displays the Main Menu. **2** To see the new accounts created by the assistant, choose Select Account. To see the new categories and subcategories, choose any account (by selecting it and pressing Enter) and press Ctrl-C.	**1** Set up an expense category called Payroll. **2** Add a subcategory for each expense related to your payroll. Define each subcategory as tax related. **3** Use these subcategory names: Gross (for gross wages), Comp FICA (to track social security), Comp MCARE (to track Medicare), Comp FUTA (federal unemployment insurance) and Comp SUI (state unemployment insurance). You can add more subcategories if you need them.

In addition to the payroll subcategories already created, you need to add any other subcategories that are specific to your business. Some examples of subcategories you might need to add are:

- A subcategory named “Comp Dental” for your company's private dental insurance contribution.
- A subcategory named “Comp SDI” for your company's State Disability Insurance contribution.

Make sure you define each subcategory as tax-related.

Some businesses use numbers for category names (for example, “5100” for payroll expenses, “5101” for FICA, “5102” for FUTA, and so on). However, Quicken's preset payroll report requires that payroll transactions be categorized with a category or transfer account that contains the word “payroll.” If you prefer to use a main payroll expense category that doesn't contain the word “payroll,” you can create and memorize a custom version of the payroll report. See “Creating payroll reports” on page 638.

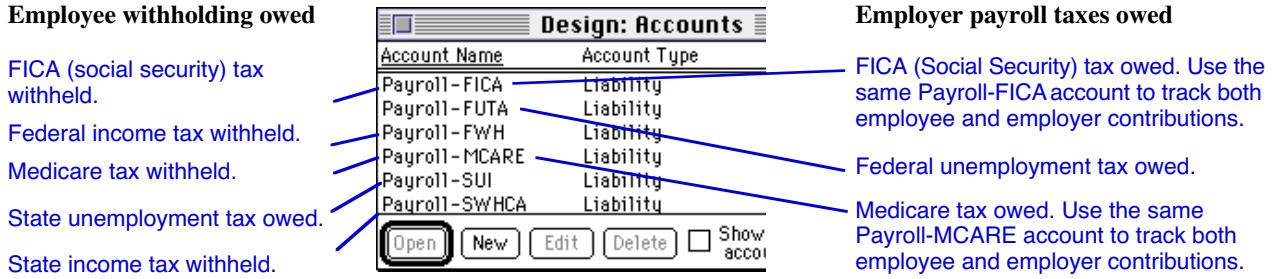
Adding payroll liability accounts

Payroll liability accounts are for tracking your tax liabilities as an employer. Your balance sheet should fully disclose the company's liabilities for payroll-related items you owe but have not yet paid, such as:

- Amounts withheld from paychecks
- Employer payroll taxes
- Other employer-paid expenses incurred with each paycheck (such as contributions to employees' medical insurance or retirement pension plans)

The way to make sure your balance sheet is accurate is to set up Quicken liability accounts for payroll-related liabilities and record any increases to those liabilities at the time you prepare payroll checks. (Each payroll check involves multiple negative transfers from your business checking account to the payroll liability accounts.) The liability accounts track both employee withholdings and employer contributions, since these are all amounts that you owe and must eventually pay.

The following example shows some sample liability accounts.



1 **Create a separate Quicken liability account beginning with the name "Payroll-" for each type of deduction from employee earnings, and for each payroll-related expense that is not compensation.**

2 **If you need to track both employer and employee contributions for items such as SEP-IRAs, pensions, or medical insurance, use the same payroll liability account for both.**

3 **If you must handle two different state taxes (for example, if one employee lives in California and another lives in Arizona), add a second account with a name such as Payroll-SWHAZ (for Arizona state withholding). In this way, you can keep the two different state withholdings separate.**

When you finish, you should have a payroll liability account for each employer payroll expense subcategory that you create, except for Gross. Each account must have a unique name, different from the names of any of your categories or subcategories.

Be especially careful to distinguish the names of payroll expense categories and subcategories from the names of accounts where you track your liability for employee deductions withheld, employer payroll taxes, and other payroll expenses. For example, the subcategory for company FICA contributions, Comp FICA, is clearly named to distinguish it from the liability account Payroll-FICA.

For each pay period, you record every deduction, amount withheld from a paycheck, or payroll-related expense in Quicken as a transfer of a negative amount from your business checking account to a payroll liability account (see "Writing paychecks" on page 631 for details).

Later, you pay the taxes withheld on behalf of your employees, pay your accrued employer payroll taxes, and pay for other employer expenses such as medical insurance and pension plan contributions. Your liability for these items decreases by the amount you pay.

Writing paychecks

A payroll check has many lines but it follows a logical organization:

- Compensation amounts (salary, wages, and bonuses) go at the top of the split.
- Withheld amounts (income tax, employee social security and Medicare, and any other employee deductions) follow the compensation.
- Blank lines come between the last withheld amount and line 17 (or line 10 if you're using Quicken 6 for Macintosh). Since only 16 lines print on a voucher check (or 9 lines for Macintosh), the blank lines ensure that the printed check has only the information relevant to the employee.

- Starting with line 17 (or line 10 for Macintosh), are pairs of equal and opposite amounts, that track employer expenses and their related liabilities. These do not affect the amount of the check.

Don't confuse "writing payroll checks" with "entering paychecks" in Quicken. Quicken 8 for DOS has a feature called "Set Up Paycheck" and Quicken 5 for Windows and Quicken 6 for Macintosh User's Guides contain topics called "entering paychecks," that describe how to enter paycheck deposits into your Quicken checking or savings register (after you have received a paycheck from your employer).

To write payroll checks, use splits to list the employee deductions needed for each payroll check. Also use optional pairs of split entries to track your accrued liability for employer payroll taxes. As you record each transaction, Quicken keeps track of all deductions and tax liabilities for your payroll tax reporting.

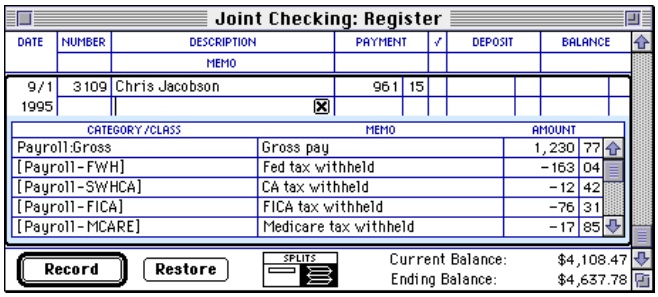
1 In the Write Checks window for your checking account, start a new check by filling in the date and the employee name.

2 Open the split transaction.

3 Categorize the first line of the split as Payroll:Gross and enter the gross compensation as a positive amount.

Lines 2 to 5 (with account names) are negative transfers that increase your liability; they automatically create transactions in the named accounts.

If you have any other deductions from gross pay (such as local tax, state disability, or a pension plan), put them in the lines following the deduction for Medicare tax.



4 On the next lines of the split, enter the names of the withholding liability accounts (for example, Payroll-FWH or Payroll-FICA). Enter the deduction as a negative amount (type a minus sign before the amount).

5 After entering your liabilities, move down to line 17 (for Windows and DOS). If you're using Quicken 6 for Macintosh, leave the remaining lines of the split blank through line 9, except type a hyphen in each Memo field.

Quicken for Windows or DOS prints only the information in split lines 1 to 16. Quicken 6 for Macintosh prints the first nine lines of the split; however, you need to type the hyphens so that Quicken doesn't compress the blank lines to save space.

6 Assign line 17 of the split (for Windows and DOS) or line 10 of the split (for Macintosh) to the category Payroll:Comp FICA and enter a positive amount.

This amount is your company's FICA (social security) contribution.

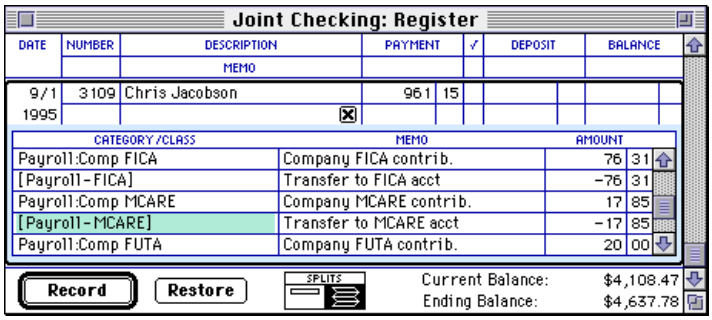
7 **On line 18 of the split (for Windows and DOS) or line 11 of the split (for Macintosh), enter the name of the Payroll-FICA liability account and enter the same amount, but as a negative number.**

This item increases the total tax liability in your Payroll-FICA account. Repeat for your company's Medicare, federal unemployment (FUTA), state unemployment (SUI) contributions, and any other employer contributions you are making.

These paired line items offset each other, and the net effect on the employee paycheck is zero.

The net effect of these offsetting pairs of entries is zero. These lines do not print on a voucher check.

This technique records your payroll tax liability at the time it is incurred.



8 **Click OK (for Windows and Macintosh) or press Ctrl-Enter (for DOS) to return to the Write Checks window.**

9 **Memorize the paycheck transaction and record the check.**

10 **If you have more than one employee, recall the first check and modify it for other employees.**

It's easier to copy the first check than to enter a new check from scratch. When you recall the memorized check, you can simply change the name, address, and dollar amounts.

Another way to speed up your payroll is to memorize a "skeleton" paycheck without names or dollar amounts, just category and transfer information in each Category field of the split. Then you can choose this "skeleton" paycheck from the Memorized Transactions list (in Macintosh, called the QuickFill Transactions list) and fill in the date, name, and dollar amounts for one employee at a time. If the compensation for an employee is the same for every pay period, you can memorize the completed check, including dollar amounts, and recall it each time you need to pay that employee.

Entering paychecks in the register

If you write your payroll checks by hand, you can record them in the register. The procedure is almost the same as filling out a paycheck in the Write Checks window. Here are the major differences:

- You must enter the net amount of the paycheck in the Payment field before you split the transaction. The net amount is the amount the employee actually receives.
- When you split the transaction, the net amount of the check will already be on the first line of the split. You need to enter the category name Payroll:Gross in the Category field and enter the gross amount of the paycheck in the Amount field. Type right over the net amount of the check; the gross compensation you enter will be larger than the net amount.
- On the second line of the split, Quicken makes a compensating negative entry. Enter the deductions and offsetting tax entries as shown in step 4 through step 7 on the previous page.
- If you end up with a remainder on the last line of the split, your original calculations might not be correct or you might have entered the amounts incorrectly. Check the net amount of the check and all the deduction amounts.

Entering groups of payroll checks automatically

If you have more than one employee, you can save time by memorizing the paychecks and making a transaction group for them. Then, on payday, Quicken can write all the checks at once. If the amounts change, you can edit the checks before printing them.

As you enter your first batch of payroll checks in the Write Checks window or in the register, memorize each check as you go. If the compensation for an employee is the same for every pay period, memorize the check with dollar amounts filled in. Otherwise, memorize the check without dollar amounts.

After memorizing a payroll check for each employee, set up a scheduled group of payroll transactions that includes all the checks:

Quicken for Windows	Quicken for DOS	Quicken for Macintosh
1 From the Lists menu, choose Scheduled Transaction. 2 Click New, and then select the payroll checking account from the Account drop-down list. 3 Click Group. 4 Enter a name for the group, the next scheduled payday, and the frequency. Then click OK. 5 Mark each memorized payroll check you want to add to the group, and then click Done.	1 Press Ctrl-J to display the Scheduled Transaction list. 2 Select <Set Up Scheduled Transaction> and press Enter. 3 Enter Group for Transaction Type. 4 Enter the payroll checking account, frequency, and next scheduled payday. Then press Enter. 5 Enter a name for the group and press Enter. 6 Mark each memorized payroll check you want to add to the group.	1 Choose Transaction Groups from the View menu. 2 Click New, and enter the group name, frequency, and next scheduled payday. 3 Click to mark each payroll check you want to add to the group.

Once you've set up your payroll transaction group, you can select it from the scheduled transaction group list at the end of each payroll period. Quicken automatically enters all the payroll checks in the group. For more information, see "Using transaction groups" on page 171.

Printing paychecks

You'll probably want to print payroll checks on *voucher* style checks (also known as stub or payroll checks), so that employees can see their gross compensation and itemized deductions. If you're using voucher checks, be sure to choose the correct check style in the Print Checks window. (See Chapter 5, *Writing and printing checks*, beginning on page 127.)

If you're using Quicken 5 for Windows or Quicken 8 for DOS, the first 16 lines of the detail area print on the voucher. (The first 9 lines print if you're using Quicken 6 for Macintosh.) If you have anything in the Memo fields of the split, the memos also print on the voucher. However, you can control whether the category and

transfer account names print on the voucher by following these steps:

Quicken for Windows	Quicken for DOS	Quicken for Macintosh
1 Click the Options icon on the iconbar, and then click Checks. **2** Make sure Print Categories on Voucher Checks is not selected. **3** Click OK, and then click Close.	**1** Choose Set Preferences ➤Checks & Reports Settings from the Main Menu. **2** Set "Print categories on voucher checks" to N (No).	**1** Choose Preferences from the Edit menu and select the Print Checks icon in the scrolling list on the left. **2** Make sure “Print categories on voucher checks” is not selected. **3** Click OK.

Paying your taxes

If you set up payroll expense categories and liability accounts, and write checks as described earlier, Quicken keeps track of all your tax liabilities as they accrue. You'll know how much you owe at any time.

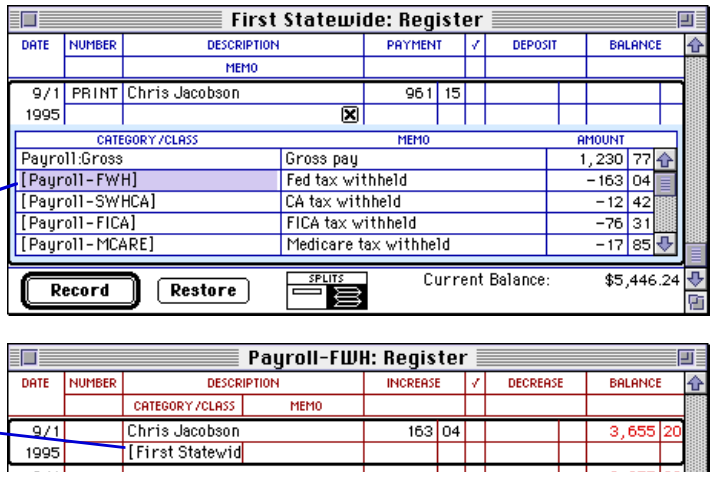
Keeping track of your payroll tax liability

When you write a payroll check, Quicken subtracts the deductions you enter (for items such as federal and state withholding, FICA, and medical insurance) from the gross pay. When you record the check, these deductions, which you enter as negative transfers to payroll liability accounts, create increases in the balances of the liability accounts. Similarly, the negative amounts at the bottom of the paycheck detail area also increase the balances of payroll liability accounts.

In the following example, Quicken deducts the federal income tax withheld from the gross pay and creates a transfer that increases the balance due in the Payroll-FWH liability account by $163.04.

Here Quicken recorded a paycheck with a deduction of $163.04 from the gross pay. The deduction is entered as a negative transfer to the Payroll-FWH account.

Here's the other side of the transfer transaction. Note the name of the checking account in the Category field.



When you review the register for each payroll liability account, the Current Balance at the bottom tells you the amount currently accrued or withheld and not yet paid. The current balance of your payroll liability accounts may include company contributions as well as deductions from payroll. For example, contributions to FICA or medical insurance can come from either employee or employer.

Paying taxes withheld from paychecks

When it's time to deposit payroll taxes with your deposit institution, follow these steps:

1 **Enter the check in your checking account. Use a separate check for each type of deposit coupon (for example, 940 or 941).**

2 **In the Memo field of the transaction, enter a number that specifies the type of payment you're making (either 940 or 941).**

This makes it easy to create a Quicken report of your total payments.

3 **Use splits to pay more than one kind of tax on the same check, such as all the federal liabilities (withholding, FICA, and Medicare). Enter the name of the payroll liability account in the Category field and enter the amount of the tax in the Amount field.**

When you record the check, Quicken enters an automatic decrease in each payroll liability account.

Filling in tax forms

When you enter payroll checks as described in this chapter, the Quicken payroll report gives you the numbers you need to fill in your payroll tax forms.

Creating payroll reports

Once you've written your payroll checks, you can run the Quicken payroll report to get most of the numbers you need to fill in your payroll tax forms. The payroll report is one of Quicken's preset business reports.

The Quicken payroll report summarizes payroll expenses and employer tax liability by employee. For an example of a payroll report, see “Payroll report” on page 337.

For information about creating specific reports for Forms 941, W-2, W-3, and 940, continue reading. Quicken doesn't print the tax forms, but its reports provide the numbers you need to complete them. Check the tax form line numbers for the current year to see whether they are different from those on the following pages.

Note that the Quicken payroll report works only if you've set up your accounts and categories with the names given earlier in this section. The report filters your transactions to include only those categories and transfers beginning with the word “Payroll.”

However, if you've set up your payroll categories to use numbers instead of category names, you can create and memorize a custom version of the payroll report:

Quicken for Windows	Quicken for DOS	Quicken for Macintosh
1 Choose Other from the Reports menu, and then choose Summary. 2 Click Customize and select Payee from the Row drop-down list. 3 Click the Accounts tab and select only those liability accounts you use for tracking payroll. 4 Click the Include tab and select only those categories you use for tacking payroll. 5 Click Create, and then press Ctrl+M to memorize the report.	1 From the Main Menu, choose Create Reports ➤Other Reports ➤Summary Reports. 2 For Column headings, choose "Payee" and change "Use Current/All/Selected accounts" to S (for Selected). 3 Press F9-Filter. 4 Set "Select categories to include" to Y (Yes) and press Ctrl-Enter. 5 Select the categories you use for tracking payroll and press Enter. 6 Press Enter at the Create Report Summary window and then select the liability accounts you use to track payroll. The report displays when you press Enter. 7 Press Ctrl-M while the report is displayed to memorize the report.	1 Choose Reports from the Reports menu, and then click the Business tab. 2 Select Transaction Summary and click Customize. 3 On the Layout tab, choose Payee from the Row Headings pop-up menu. 4 On the Content tab, choose Selected for Account and select only the liability accounts you use for tracking payroll. 5 Choose Selected for Category and select only those categories you use for tracking payroll. 6 Click OK, and then choose Memorize from the Edit menu to memorize the report.

Form 941 (Employer's Quarterly Federal Tax Return)

To determine the total wages paid and taxes withheld for a quarter, create a Quicken payroll report limited to the date range for the quarter. For example, enter the dates 4/1/96 through 6/30/96 to report on the second quarter of 1996.

The payroll report gives the true gross wages figure. If your payroll includes tax-exempt deductions such as 401(k), be sure to deduct the total amount of these deductions from the Total Wages figure in the report to calculate the taxable wages. This may apply to federal, state, or local taxes. Look in the OVERALL TOTAL column of the report for the amounts mentioned in the table.

The employee receives the compensation minus the amount withheld. The employer expenses have no net effect on the check amount because for every positive amount there is an equal and opposite negative amount.

Form 941 line item		Quicken payroll report item
2	Total wages and tips subject to withholding...	Payroll:Gross in the OVERALL TOTAL column, less 401(k) and other federal tax-exempt deductions (shown as TRANSFERS FROM, OVERALL TOTAL), and plus taxable fringe benefits.
3	Total income tax withheld from wages, tips...	TRANSFERS FROM Payroll-FWH, OVERALL TOTAL
6a	Taxable social security wages	Payroll:Gross in the OVERALL TOTAL column, less any FICA-exempt deductions, and plus taxable fringe benefits. (You need to check each employee's gross compensation for the quarter manually against the wage base for the social security tax. For 1994, the wage base for social security is $60,600.)
7	Taxable Medicare wages and tips	Payroll:Gross in the OVERALL TOTAL column less any Medicare-exempt deductions, and plus taxable fringe benefits. (You may need to check each employee's gross compensation for the quarter manually against the wage base for the Medicare tax. For 1994, there is no maximum wage base for Medicare.)
17	Total deposits for quarter...	Sum of the OVERALL TOTALs for TRANSFERS TO Payroll-FWH, Payroll-FICA, Payroll-MCARE. (Note: Deduct any payments you made in the quarter that were to cover the previous quarter's liabilities.)

For line 20, "Monthly Summary of Federal Tax Liability," create a summary report:

Quicken for Windows	Quicken for DOS	Quicken for Macintosh
1 Choose Other from the Reports menu, and then choose Summary. 2 Click Customize and select Category for Row, and Month for Column. 3 Click the Accounts tab and select your liability accounts for federal withholding, FICA, and Medicare. Then click Create. 4 The figures for TRANSFERS TO give your tax liability for each month. 5 Memorize the report format with the title, "941-Federal Tax Liability by Month."	1 From the Main Menu, choose Create Reports ➤Other Reports ➤Summary Reports. 2 Choose Category for Row headings and Month for Column headings. 3 For "Use Current/All/Selected accounts," type S (for selected) and press Enter. 4 Select only the balance sheet liability accounts for federal withholding, FICA, and Medicare. 5 Press Enter to display the report. The figures for TRANSFERS TO give your tax liability for each month. 6 Memorize the report with the title, "941-Federal Tax Liability by Month."	1 Choose Reports from the Reports menu, and then click the Business tab. 2 Select Transaction Summary and click Customize. 3 On the Layout tab, choose Category for Row Headings and Month for Column Headings. 4 On the Content tab, choose Selected for Account and select only your liability accounts for federal withholding, FICA, and Medicare. 5 Click OK, and then choose Memorize from the Edit menu to memorize the report format for later use.

Form W-2 (Wage and Tax Statement)

To determine the wage and tax statement information for each employee, create a payroll report for the calendar year just completed. Then look at the items in the column under each employee's name in the report.

The payroll report gives the true gross wages figure. If your payroll includes tax-exempt deductions such as 401(k), be sure to deduct the total amount of these deductions from the "Payroll:Gross" figure in the report to calculate the taxable wages. This may apply to federal, state, or local taxes.

Form W-2 box		Quicken payroll report item
1	Wages, tips, other compensation	Payroll:Gross, less 401(k) and other federal tax-exempt deductions, and plus taxable fringe benefits
2	Federal income tax withheld	TRANSFERS FROM Payroll-FWH
3	Social security wages	Payroll:Gross, less any FICA-exempt deductions and plus taxable fringe benefits (You need to check each employee's gross compensation manually against the wage base for the social security tax.)
4	Social security tax withheld	Payroll:Comp FICA
5	Medicare wages and tips	Payroll:Gross, less any Medicare-exempt deductions and plus taxable fringe benefits (If there is a wage base for the Medicare tax, check each employee's gross compensation manually against the wage base.)
6	Medicare tax withheld	Payroll:Comp MCARE
17	State wages, tips, etc.	Payroll:Gross, less any state tax-exempt deductions and plus taxable fringe benefits
18	State income tax	TRANSFERS FROM Payroll-SWH
20	Local wages, tips, etc.	Payroll:Gross, less any local tax-exempt deductions and plus taxable fringe benefits
21	Local income tax	TRANSFERS FROM Payroll-LWH (or similar account you set up for local taxes)

Form W-3 (Transmittal of Wage and Tax Statements)

To determine the total wages paid and taxes withheld, look at the items in the OVERALL TOTAL column of the Quicken payroll report for the calendar year.

Form W-3 box		Quicken payroll report item
1	Wages, tips, other compensation	Payroll:Gross OVERALL TOTAL, less federal tax-exempt deductions, and plus taxable fringe benefits (should equal total for box 1 of all the W-2 forms)
2	Federal income tax withheld	TRANSFERS FROM Payroll:FWH in the OVERALL TOTAL column (equal to the sum of line 2 amounts for all W-2 forms)
3	Social security wages	Enter the total social security wages reported in box 3 of all the W-2 forms
4	Social security tax withheld	Payroll:Comp FICA in the OVERALL TOTAL column (equal to the sum of line 4 amounts for all W-2 forms)
5	Medicare wages and tips	Enter the total Medicare wages and tips reported in box 5 of all the W-2 forms
6	Medicare tax withheld	Payroll:Comp MCARE in the OVERALL TOTAL column (equal to the sum of line 6 amounts for all W-2 forms)

Form 940 (Employer's Annual FUTA Tax Return)

To determine the total wages paid, look at the items in the OVERALL TOTAL column of the Quicken payroll report for the calendar year.

Form 940 line item		Quicken payroll report item
Part I	**Computation of Taxable Wages**	
1	Total payments... for services of employees	Payroll:Gross in the OVERALL TOTAL column
3	Payments of more than $7,000 for services...	To compute line 3 for Form 940, you need to check each employee's gross compensation manually and enter the total amounts over $7,000 you paid each employee. For example, if you had two employees and you paid them both $8,000, you would enter the entire Total Wages amount of $16,000 on line 1 and $2,000 on line 3.
Part II,	**Tax Due or Refund**	
8	Total FUTA tax deposited for the year...	The OVERALL TOTAL for TRANSFERS TO Payroll-FUTA. (Note: Deduct any FUTA payments you made in January that were to cover the previous year's FUTA liability.)

To complete Part II of Form 940, the "Record of Quarterly Federal Tax Liability for Unemployment Tax," create a transaction report subtotaled by quarter to see your FUTA liability by quarter, plus an

overall total. Filter the report to select only payment transactions, and restrict the report to the Payroll-FUTA account. Memorize this report for later use with the title, “940-FUTA Liability by Quarter.”

To see your FUTA liability by quarter:

Quicken for Windows	Quicken for DOS	Quicken for Macintosh
1 Choose Other from the Reports menu, and then choose Transaction. **2** Click Customize, and select Quarter from the Subtotal drop-down list. **3** Click the Accounts tab and select your Payroll-FUTA account. **4** Click the Advanced tab and select Payments from the Transaction Types drop-down list. **5** Click Create, and then memorize the report with the title, "940-FUTA Liability by Quarter."	**1** From the Main Menu, choose Create Reports ➤Other Reports ➤Transaction Reports. **2** Choose Quarter for “Subtotal by,” and change “Use Current/ All/Selected accounts” to S (for Selected). **3** Press F9-Filter. **4** For “Payments/Deposits/ Unprinted Checks/All,” enter P (for payments), and press Enter. **5** Press Enter at the Create Summary Report window and select your Payroll-FUTA account. **6** In the report, press Ctrl-M and memorize the report with the title, “940-FUTA Liability by Quarter.”	**1** Choose Reports from the Reports menu, and then click the Business tab. **2** Select Transaction Summary and click Customize. **3** On the Layout tab, choose Quarter from the Subtotal By pop-up menu. **4** On the Content tab, choose Selected for Account and select only your Payroll-FUTA account. **5** Under Include, make sure Payments is selected and Deposits and Unprinted Checks are not selected. **6** Click OK and memorize the report format with the title, "940-FUTA Liability by Quarter."

If you decide to buy QuickPay later on

Intuit's add-on payroll program, QuickPay, uses the same setup as described here, but it does all the calculations for you. It uses the payroll liability accounts (such as Payroll-FWH, Payroll-FICA, and so on) to record withholding amounts. It uses your main Payroll category and its subcategories (such as Payroll:Comp FICA) to record your company contributions. So if you later decide to buy QuickPay and let it do your payroll for you, you've already got Quicken set up for QuickPay to use.

QuickPay is available for use with Quicken for DOS and Quicken for Windows only. It is not currently available for use with Quicken for Macintosh.

Once you buy QuickPay you'll need to provide additional information, such as details about your company and employees. This lets QuickPay calculate the paychecks correctly and is fully described in the QuickPay manual. After you do this, QuickPay takes over the Quicken tasks described in this chapter and does everything for you.

Glossary

account Quicken uses this term in the conventional accounting sense: it's a grouping of records for tracking and reporting purposes. You create different Quicken accounts depending on the type of information you want to track (for example, you track the value of an asset in an asset account).

accounts payable The record of outstanding bills a business must pay. Accounts payable is often called A/P for short.

accounts receivable The record of money owed to a business, that is, outstanding invoices for which a business has not received payment. Accounts receivable is often called A/R for short.

accrual basis A method of bookkeeping in which you regard income or expenses as occurring at the time you ship a product, render a service, or receive a purchase rather than at the time you pay or receive cash.

aging The tracking of amounts of outstanding invoices (and of your own unpaid bills). Quicken's preset A/P by vendor and A/R by customer reports are also called aging reports.

asset Anything your business has that is of value, or money other people owe you. Examples include bank accounts, petty cash, inventory, office furniture, vehicles, and accounts receivable. Quicken has several types of accounts for tracking assets: bank accounts, cash accounts, asset accounts, and investment accounts.

balance forward A method of crediting customer payments in which you apply the payment to the oldest invoice first and then to the next oldest, and so on.

balance sheet A preset Quicken report that shows the financial position of a business. It lists assets, liabilities, and equity.

capital Money invested in a company by its owners. See also equity.

cash basis A method of bookkeeping in which you regard income or expenses as occurring at the time you actually receive a payment or pay a bill. See accrual basis for more information.

category Used in Quicken to track expenses or income.

chart of accounts A complete list of a business's accounts. A chart of accounts lists all the accounts that appear on the balance sheet, as well as the accounts that track particular kinds of expenses or income. The traditional chart of accounts is equivalent to Quicken's list of income and expense categories. You can use Quicken's standard list of business categories or you can create categories that match your existing set of chart of accounts numbers.

closing the books In traditional accounting systems, "closing the books" is the procedure in which you first adjust and close the income and expense accounts, and second, transfer and summarize transactions into a single account. Quicken does not require you to close out your accounts at the end of an accounting period. If you want to protect prior-period records from accidental change, use a Quicken transaction password.

cost of goods sold The cost of goods and materials held in inventory and then sold.

ending balance (1) The balance (resulting from cumulative deposits and payments) in a Quicken account, shown at the end of the register. The balance includes postdated items.

(2) On a bank statement, the amount of money that the bank had in your account on the last day of the statement period.

equity The net worth of a company, equal to the total assets minus the total liabilities. All the equity belongs to the owners.

expense category A Quicken category that tracks what your company is spending. (You can think of expenses as money that leaves the company.)

general ledger In traditional accounting, a set of records for all the balance sheet, income, and expense accounts. The general ledger equivalent in Quicken is an itemized category report that includes all income and expense categories. For balance sheet accounts, the register reflects all the activity in that account.

income category A Quicken category that tracks the source of your company's income. (You can think of income as money that comes into the company.)

income statement Same as a profit and loss statement.

journal See register.

liability Any money your company owes to other people. A liability can be a formal loan, an unpaid bill, or sales and payroll taxes you owe to the government.

net income Income minus expenses. Quicken shows net income both on the profit and loss (income) statement (for the specified period) and on the balance sheet (for the current fiscal year). Net income is a critical figure to determine for any business.

net worth Same as equity.

opening balance (1) The amount of money in, or the value of, an account as of the start date of your records in Quicken.

(2) On a bank statement, the amount of money that the bank had in your account at the beginning of the statement period.

open item A method of crediting customer payments in which you apply the payment to specific invoices.

post In traditional accounting systems, to "post" means to transfer data from the book of original entry to a ledger. In Quicken, posting takes place when you record a transaction.

postdate To date a transaction with a date in the future. You can postdate checks you intend to print and pay at a future date.

profit and loss statement A statement that covers a specified time period and shows your income, expenses, and net profit or loss (equal to income minus expenses). The profit and loss statement is a standard Quicken business report. Also called an "income statement."

register A chronological list of transactions, resembling the register of your checkbook. Quicken has a register for each account. Other accounting systems refer to these registers as journals.

transaction Any event that affects your company's finances. Examples include invoices written, bills received, deposits made, and loans received.

transfer A transaction that transfers money from one Quicken account to another. When you enter a Quicken account name in the Category field of a transaction, Quicken records the transaction in the register of each of the two accounts.

trial balance In traditional accounting, a document that adds up all the debits and all the credits so that mistakes can be traced if the total debits do not equal the total credits. Quicken's business reports provide the information necessary to review balances and determine adjustments. For income and expense categories, use the Quicken profit and loss statement. For balance sheet accounts, use the Quicken balance sheet.

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QISI does not recommend any particular investment strategy, mutual fund, security, or issuer. QISI offers information on the following types or categories of investments: equity securities (both exchange listed and over-the-counter securities), corporate debt securities, certificates of deposit, municipal securities, investment company securities, and mutual funds. QISI is not involved in the implementation by any customer of any financial planning or investment strategies.

Methods of analysis and sources of information

The QFP software involves the application of certain asset allocation guidelines that are based on risk tolerance, liquidity requirements, cash flow considerations, and the analysis of historical statistical data of various types of securities and investment product categories to assist customers in evaluating the relative risks and revenues of investments currently owned or of investment categories. QFP and YMFS provide a mutual fund identification process. The process selects from a database of mutual fund information. This database is currently provided by a Morningstar, Inc. Updates to this database can be subscribed to by the customer via diskettes. The principal sources of data used by QISI are independent financial publications, research prepared by others, corporate rating services, and specific third-party relationships. In addition to the principal sources of data used by QISI, Ask The Experts and Finance 101 are based on information provided by certain financial journalists and author, respectively featured in these software.

Education and business standards

Although successful financial planning advice is not necessarily synonymous with any particular type of degree of education or experience, QISI generally requires that each of its financial professionals possess a college degree from an accredited university and/or is qualified in accordance with the National Association Securities Dealers, Inc. at the level as required by law. Such professionals would also have held, depending upon the capacity in which such persons will be called upon to act, relative work experience that may be substituted for NASD qualifications where such qualification is otherwise unnecessary.

Education and business background/other business activities

David R. Krimm, born 1953, joined QISI in 1995, and is currently President. Mr. Krimm also serves as Director of Marketing in the Automated Financial Services group of Intuit Inc., a personal financial software developer (1994). Mr. Krimm was the Director of Retirement Plan Marketing at GT Global Financial Services, Inc., a financial service firm (1992-94), Vice President of SchwabFunds and Vice President of Corporate Services with Charles Schwab & Co., a discount brokerage (1987-92), Senior Associate with The MAC Group, a strategy consulting firm (1983-87), an Associate with Donaldson, Lufkin, & Jenrette, an investment banking firm (1981-83), and an Associate with the American Stock Exchange (1980). Mr. Krimm received his MPPM from the Yale School of Organization and Management (1981), and his B.A. in History of Religion from Brown University (1975). Mr. Krimm is qualified before the NASD with the Series 7, 65 and 24 examinations.

Dasha Grafil, born 1951, joined QISI in 1995 and currently serves as Vice President and Chief Financial Officer. Ms. Grafil is also a Group Product Manager in Marketing of Intuit Inc., a personal financial software developer (1995). Ms. Grafil served as a Director of Charles Schwab & Co., a discount brokerage (1989-95). Ms. Grafil was a Vice President and Manager of the Merchant Services division with Bank of America, a commercial bank (1988-89). Upon the acquisition of Crocker Bank by Wells Fargo Bank, a commercial bank, Ms. Grafil became a Vice President and Business Manager of the Insurance subsidiaries (1986-88). Prior to this acquisition Ms. Grafil served Crocker Bank, a commercial bank, from 1983 to 1985 in various employment positions, as Vice President and Business Manager of Brokerage Services,Assistant Vice President of the Retail Products division, and Banking Officer and Principal Financial Analyst of the Retail Banking Division. Ms. Grafil received both her MBA in 1981 and her BA in business management in 1979, from San Francisco State University. Ms. Grafil has qualified before the NASD in the Series 7, 27, 63 and 65 examinations.

John J. Pacholski, born 1957, joined QISI as Treasurer in 1995 and has been Controller and is now Treasurer of Intuit Inc., a personal financial software developer since 1989. Mr. Pacholski was the Controller for Simucad, Inc., a software developer (1987-89), the Manager of Accounting and Finance of California Devices, Inc., a semiconductor firm (1985-87), and was a financial analyst with Advanced Micro Devices in 1984-85. Mr. Pacholski received his MBA from the University of Michigan (1984) and BS in accounting from the University of Illinois (1978). Mr. Pacholski is a certified public accountant in the State of Illinois.

Deborah L. Whitman, born 1959, joined QISI in 1995 and serves as Corporate Secretary. Ms. Whitman also serves as a Director of Marketing in the Personal Financial Group of Intuit Inc., a personal financial software developer (1992). Ms. Whitman owned and operated Strategic Marketing Solutions, a marketing-based consulting firm (1991-92), she was a senior associate and associate at Booz, Allen, and Hamilton, a management consulting company (1986-91), and the operations manager of Lamp Post Motels, Inc. (1984-86). Ms. Whitman received her MBA from Stanford University Graduate School of Business in 1986 and received her BS in Biology from the University of Michigan in 1982.

William H.Harris, Jr. born 1956, joined as a member of QISI's Board of Directors in 1995, and is also an Executive Vice President of Intuit Inc., a personal financial software developer (1993). Mr. Harris was the President of Chipsoft, Inc., a tax software developer prior to Intuit's acquisition of Chipsoft (1991-93). Mr. Harris was with US News and World Report, a publishing company, as an Executive Vice President (1986-91) and began his career with Time Inc., a publishing company, in 1981. Mr. Harris received his MBA in Marketing from Harvard Business School in 1981 and received his BA in American Studies from Middlebury College in 1979.

William H. Lane III, born 1938, joined as a member of QISI's Board of Directors in 1995 is also the Chief Financial Officer of Intuit (1993). Prior to Intuit's acquisition of Chipsoft, Mr. Lane was the Chief Financial Officer of Chipsoft, a tax software developer (1991-93). Mr. Lane was the Chief Financial Officer of Softview, a software developer (1990-91), and was consultant for Alpharel Inc., a business consulting firm (1989-90) and for Hickey & Hill Inc., a business

consulting firm (1985-89). Mr. Lane received a Certificate from Harvard Business School in 1979 and his AB in Economics from Columbia University (1960).

Stephen D. Pelletier, born 1953, joined the Board of Directors of QISI in 1995 and also serves as a Vice President and General Manager of Intuit Inc., a personal financial software developer (1991). Prior to joining Intuit, Mr. Pelletier was a Senior Vice President and Chief Technical Officer of Interleaf, Inc., a software company (1983-91). Mr. Pelletier received his BAin philosophy in 1975 from Harvard College.

Catherine L. Valentine, born 1952, joined QISI as the General Counsel in 1995 and is also the General Counsel for Intuit Inc. a personal financial software developer (1994). Ms. Valentine was the General Counsel of Macromedia, a software developer (1993-94), General Counsel for Go Corporation, a software developer (1991-93), Associate Counsel of Autodesk Inc. (1988-91), General Attorney in 1986 and Attorney in 1983, respectively of CP National Corporation, a telecommunications firm. Ms. Valentine received her JD from the University of Chicago (1977) and her BA in Finance and Economics from the University of Illinois (1974). Ms. Valentine was admitted to practice in the State of California in 1978.

Kai Tamara Hare, born 1958, joined QISI as the Assistant General Counsel and Compliance Officer in 1995. She is the Assistant General Counsel of Intuit Inc., a personal financial software developer (1995). Ms. Hare consulted for, among other clients, Intuit and Bechtel Corporation from 1992-1995. She was Counsel with Bechtel Enterprises, Inc. a project finance unit of Bechtel Corporation (1990-92), and associated with law firms Wilson Sonsini Goodrich & Rosati (1989-90), the New York offices of Skadden Arps Slate Meagher & Flom (1987-89), and Cahill Gordon & Reindel (1985-87). Ms. Hare received a JD from Georgetown University Law Center (1985) and BA, political science, University of California, Berkeley (1982). She is admitted to practice in the states of New York (1986) and California (1989) and before the U.S. Federal District Court of New York. (1986). Ms. Hare's qualification before the NASD with the Series 7 and 24 examinations are pending.