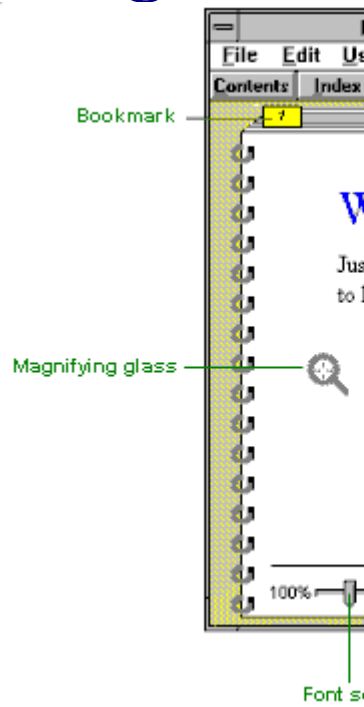


How to use the on- screen guide



I

Setting Up Your Finances

Chapter 1: Working with accounts and data files

Chapter 2: Setting up categories and classes

1 *Working with accounts and data files*

[The difference
between an
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data file](#)

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Quicken Files](#)

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Quicken file](#)

The difference between an account and a data file

{ew
c
VE Generally, if you
use Quicken to
track the finances

RM of a single person
ON or household,
T1, you'll need only
DB one data file. In it,
B00 create all the
3, accounts (such as
'tip. bank accounts,
bm deposit accounts,
p, credit card
7, accounts, and
1_1 loans) that you
,1} want to keep track
of. The data file
also contains a list
of categories,
transactions, and
other information
that is shared by
all the accounts in
the file. When you
first start Quicken,
it creates the file
QDATA.QDT and
helps you to set
up your first
account. This
section explains
how to add
accounts to your
file.

Setting up additional Quicken accounts

With Quicken, you can create up to 64 related accounts in a single Quicken file. The steps to set up additional accounts are basically the same as those you followed to set up your first Quicken account.

{ew 1 **If you have**
c **more than**
VE **one file, be**

RM
ON
T1,
DB
B00
3,
ref.
bm
p,
7,
1_2
,1}

**sure to open
the one you
want before
setting up
the new
account.**

When you set up a new account, Quicken adds it to the Quicken file that you have open. In most cases, you'll want to set up all your accounts in the same file so you can create reports based on data from all of them. Many users never need more than one file. However, in some cases you might want separate Quicken files.

{ew
c
VE
RM
ON
T1,
DB
B00
3,
ref.
bm
p,
7,
1_3
,1}

**2 From the
Activities
menu,
choose
Create New
Account.**

{ew
c
VE
RM
ON
T1,
DB
B00
3,
ref.
bm
p,
7,
1_4
,1}

{ewc VERMONT1,
DBB001,
'acctype.bmp, 40'}

**3 (Optional)
Select the
Guide Me
checkbox.**

Quicken will help you set up your first account by interviewing you about the account information step by step.

4 Click the type of account to create.

Note: To set up a liability account to track an amortised loan such as a house mortgage, see [Chapter 11 "Tracking loans and mortgages"](#). That chapter explains how Quicken sets up a liability account for you as part of setting up the loan.

5 If you selected the Guide Me checkbox, complete the interview.

Otherwise, in the Create Account window.

{ewc VERMONT1, DBB001, `acctnd2.bmp, 65'}

To learn more about how to use Quicken to track tax information, see [Chapter 20, Preparing](#)

your income
tax return.

{ewc VERMONT1,LINE,'0,1,0,0,0,100,30,20}

A **Enter this** **Ent**
cc **in the** **er**
o **Balance** **this**
u **field** **in**
nt **the** **Dat**
ty **Date** **e**
pe **field** **d**

{ewc VERMONT1,LINE,'0,1,0,0,0,100,30,20}

C The ending The
ur balance date
re shown on of
nt your last your
or bank last
D statement ban
ep k
os stat
it eme
nt

C The Tod
as amount of ay's
h cash you date
have on
hand

Cr The The
ed balance date
it due shown of
ca on your last your
rd credit card last
statement cred
it
stat
eme
nt

As The current Tod
se value of the ay's
t asset date

Li The current Tod
ab principal ay's
ilit amount date
y owed on
the loan

In Not Not
ve applicable appl
st icab
m le
en
t

{ewc VERMONT1,LINE,'0,1,0,0,0,100,30,20}

{ewc
c
VE
RM} **6 Enter other
information
in the Create
Account**

ON
T1,
DB
B00
3,
'tip.
bm
p,
7,
1_5
,1}

window.

- To track a savings goal, see ["Creating a savings goal" in Chapter 23.](#)
- To enter additional information about the account for your own benefit (for example, the account number or interest rate), click Info. Fill in the boxes of the Additional Account Information window and click OK to close the window.

{ew
c
VE
RM
ON
T1,
DB
B00
3,
'tip.
bm
p,
7,
1_6
,1}

7 Click OK.

8 (Optional) If this is a liability account, Quicken asks if you would like to set up an amortised loan.

If you click Yes, be sure to read [Chapter 11, *Tracking loans and mortgages.*](#)

Quicken creates the new account.

Selecting an account to use

{ew
c
VE
RM
ON
T1,
DB
B00

You can work with many accounts at the same time by opening multiple account windows on your desktop. There are three ways to display

1,
`ac
ctbt
n.b
mp,
6`}

the Account list:

- From the Lists menu, choose Account, or
- Click the Accts (Accounts) icon on the iconbar, or
- Press Ctrl+A

The Account list contains information about the accounts in the open file. It shows the name, type, description, number of transactions in each account, and the ending balance for each account. If you have cheques to be printed, the Account list also displays a tick ✓ in the Chqs column for that account.

There are four ways to access the account you want to use:

- To open an account, choose it from the Account list.
- The currency symbols in the Balance column appear only if you have set up accounts of different currencies.

{ewc VERMONT1,
DBB001,
`acclist.bmp, 60`}

- If the account is already open, click on it to make it active.

```
{ewc VERMONT1,  
DBB001,  
`account2.bmp, 68'}
```

- If the account is already open, but obscured by other windows, choose the account name from the Window menu.

```
{ewc VERMONT1,  
DBB001,  
`account3.bmp, 38'}
```

- If another account's window is already open, click on the button at the bottom of the register to select the account you want to open.

```
{ewc VERMONT1,  
DBB001,  
`acctsel.bmp, 60'}
```

Editing account information

After setting up and using an account, you can still change many of its characteristics. You can make the following changes to an existing account:

- Rename a Quicken account
- Change its description or other information
- Say whether or not it should track Value Added Tax
- Change its currency (this should never be necessary)

unless you set the account up with the wrong currency initially)

- Change the credit limit for a credit card account
- Change the opening balance
- Change the account type

The first five of these changes can be made from the Edit Account Information window.

Or
press
Ctrl+A

- 1 From the Lists menu, choose Account.**
- 2 In the Account list window, select the account you want to edit.**

Or
press
Ctrl+E

- 3 Click Edit.**

```
{ewc VERMONT1,  
DBB001,  
'editacc.bmp, 65'}
```

```
{ew  
c  
VE  
RM  
ON  
T1,  
DB  
B00  
3,  
'tip.  
bm  
p,  
7,  
1_7  
,1}
```

- 4 Change the account name or description.**

If you change the name of an account, Quicken automatically updates any transactions linked to this account through transfers to show the new name.

If you change the account's currency, all the figures in the account remain the same. (Quicken does not try to convert the figures according to the current exchange rate.)

5 (Optional) If this is a credit card account, change the credit limit and click OK.

6 (Optional) Click Info to change the additional information about the account, then return to the Edit Account Information window.

{ew
c
VE
RM
ON
T1,
DB
B00
3,
tip.
bm
p,
7,
1_8
,1}

7 Click OK.
Quicken makes any changes to the account information and updates the name of the account in the Account list and in the category list.

Changing the opening

balance

{ew
c
VE
RM
ON
T1,
DB
B00
3,
ref.
bm
p,
7,
1_9
,1'
{ew
c
VE
RM
ON
T1,
DB
B00
3,
ref.
bm
p,
7,
1_1
0,1'
}

Changing the account from one type to another

{ew
c
VE
RM
ON
T1,
DB
B00
3,
ref.
bm
p,
7,
1_1
1,1'

For example, you might want to turn a bank account into a credit card account. It's important to enter the correct account type when you are setting up the account. However, if you want to change the type of the account, you need to export the

} old account transactions to a QIF (Quicken Interchange Format) file, set up a new account, and then import transactions from the QIF file into the new account.

Deleting an account

Deleting an account from the Account list permanently removes all of that account's records from your file. Once you delete an account, there is no way to recover it. Be certain you want to delete an account before doing so. We recommend that you make a backup copy of your file before deleting accounts. See the next section, "[Backing up your Quicken Files](#)".

Or
press
Ctrl+A

- 1 From the Lists menu, choose Account.**
- 2 Select the account you want to delete in the Account list.**

Or
press
Ctrl+D

- 3 Click Delete.**

Quicken warns that

you are about to permanently remove this account. If Quicken deletes the account, it also deletes the account name from the Category field of any transfer transactions.

```
{ew 4 Type YES  
c and click OK  
VE if you are  
RM certain you  
ON want to  
T1, delete the  
DB account.  
B00  
3,  
'tip.  
bm  
p,  
7,  
1_1  
2,1'  
}
```

Quicken permanently removes the account from your file.

Backing up your Quicken Files

```
{ew It's always a good  
c idea to back up  
VE your work each  
RM time you use  
ON Quicken. Backing  
T1, up is important  
DB because, if you  
B00 accidentally lose  
1, data, you can use  
'ico the copy of the file  
nba stored on the  
ck. backup disk.  
bm You'll notice  
p, Quicken  
8}
```

```
{ew
c
VE
RM
ON
T1,
DB
B00
3,
`ref.
bm
p,
7,
1_1
3,1'
}
```

prompting you to back up your current file when you exit. We recommend that you let Quicken do it. If you would like to turn the automatic backup feature off see the instructions in Help.

```
{ew
c
VE
RM
ON
T1,
DB
B00
3,
`ref.
bm
p,
7,
1_1
4,1'
}
```

Important:
When you back up your work, use a separate floppy disk, even if you have plenty of space on your hard disk. Hard disks can fail. The first time you make a backup copy, you should have two sets of blank, formatted disks on hand before you begin. For subsequent backups, alternate between the two sets of backup disks.

Or
press
Ctrl+B

- 1 From the File menu, choose Backup.
- 2 Insert your backup disk.
- 3 Choose whether you want to backup the file that you have open now or

**select a
different
one.**

{ewc VERMONT1,
DBB001,
`bakdrive.bmp, 52}

- 4 Select the drive that you'd like to back up to and click OK.**

If you open your file from a disk each time, you won't be able to backup to the same drive that you have your data disk in.

- 5 If you chose to select a different file, click the name of the file in the Back Up Quicken File window and click OK.**

{ewc VERMONT1,
DBB001,
`backsel.bmp, 57}

- 6 If necessary, type the drive and directory name in the Backup directory window and click OK.**
- 7 If the file is larger than the space available on the disk, select the backup**

option you want, replace the backup disk with another disk, and then click OK.

8 When Quicken tells you that the File backed up successfully , click OK and remove the backup disk.

9 Repeat steps 1 to 7 to make a second backup copy.

Once you've made a backup copy of your file, update it at least once a month.

Alternate between two sets of disks each time you back up.

Restoring a Quicken file

If your hard disk ever fails, you'll need to restore your files from your backup disk. In this event, first reinstall Quicken; then restore your files as described below. If you need to move a Quicken file from one computer to

another, use Quicken's Restore command.

Caution: When you restore the file that is currently open on your desktop from a backup file, Quicken overwrites your current Quicken file with the file stored on the backup disk. Be aware that you will lose any changes you have made to your file since the backup was made.

- 1 Insert the backup disk containing the file you want to restore.**
- 2 From the File menu, choose Restore.**
- 3 Select the drive containing the backup disk from the Drives drop-down list.**
- 4 In the Restore Quicken File window, click the filename to restore so that it appears in the File Name box.**
Make sure the filename is shown in the File Name box.

{ew
c
VE
RM
ON
T1,
DB
B00
3,
'tip.
bm
p,
7,
1_1
5,1'
}

```
{ewc VERMONT1,  
DBB001,  
'restore.bmp, 65'}
```

- 5 Click OK.**
- 6 If you are restoring the current file, click OK to overwrite it.**
- 7 Click OK when Quicken tells you that the file has been restored successfully**

.



2

Setting up categories and classes

[About categories](#)

[Setting up categories
and subcategories](#)

[Changing and
deleting categories](#)

[Moving and merging
categories in the list](#)

[Reporting on
transactions with a
specific category](#)

[Using
supercategories](#)

[About classes](#)

[Setting up classes
and subclasses](#)

About categories

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 your records or you can set them up as you are entering transactions. You can enter categories in some or all of your transactions.

For home use, you might have expense categories for expenses such as groceries, mortgage interest paid, gardening and household bills. Your income categories might include items such as salary, bonuses, interest income and dividends.

The complete lists of Quicken's standard home and business categories are in Help. Press F1 and then click Search. Type "home categories"

You can also categorise different parts of the same transaction with multiple category names.

Categorising one transaction with multiple categories or classes is called "splitting" a transaction. (For example, if you write a cheque for £220 at a department store, you may not spend the entire amount on one item. A split

or
"business
categories"
and
press
Enter.

transaction allows you to track more specifically where the money went: £17 on books, £139 on clothing and £64 on household products.)

To save you time, Quicken comes with standard lists of categories already set up, for either home or business use.

Whether you want to modify the standard Quicken list of categories or start from scratch, think about what questions you would like Quicken reports and graphs to answer.

If you are tracking your home finances, you probably want reports and graphs to tell you:

- How much you spend each month on food, mortgage interest, further education or charity. These items are your *expense categories*.

- How much you receive each month in salary and bonuses, dividends, interest income or rent from investment properties. These items are your *income categories*.

In addition to running useful reports

and graphs, when you categorise your transactions, you can:

- Prepare for your tax returns by printing a report that gives you the exact figures for each line of your tax return.

{ew
c
VE
RM
ON
T1,
DB
B00
3,
'ref.
bm
p,
7,
2_1
,1}

- Set up budget amounts for each category and quickly compare your actual expenses with your budget amounts by creating a budget report or budget variance graph.

{ew
c
VE
RM
ON
T1,
DB
B00
3,
'ref.
bm
p,
7,
2_2
,1}

Setting up categories and subcategories

Quicken maintains a category list that 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.

You can set up your category names before you enter transactions or you can set them up as you enter transactions. Whenever you type a new category name in a transaction, Quicken offers to set up the new category and add it to the list.

You can set up all your categories on one level or in a hierarchy with parent categories and subcategories. Subcategories offer an additional level of detail. It's up to you if you want to use one category called "Utilities" for all your domestic bills, or if you want to have subcategories under "Utilities" called "Electricity," "Gas," "Telephone," "Water" and so on.

Or
press
Ctrl+C

1 From the Lists menu, choose Category & Transfer.

Income categories appear first, followed by expense categories and transfers.

These are typical

expense categories in a Category & Transfer list

Users outside the UK:

Your categories may look slightly different from the ones shown here.

To print this list, press **Ctrl+P**

```
{ewc VERMONT1,  
DBB001,  
'catlist7.bmp, 65'}
```

The shares investment income and expense categories, which all begin with an underline (for example, _Accrued Int), appear on your category list automatically as soon as you add a shares investment account. See ["Setting up a normal shares investment account" in Chapter 13.](#)

Or press **Ctrl+N**

2 Click New.

Quicken displays the Set Up Category window.

3 Enter

information
in the Set Up
Category
window.

{ewc VERMONT1,
DBB001,
`setupcat.bmp, 65'}

- 4 Click OK to add the category name to the list.

Changing and deleting categories

When you change a category name, Quicken automatically changes all transactions categorised with the old name.

Changing categories

Or
press
Ctrl+C

- 1 From the Lists menu, choose Category & Transfer.
- 2 Select the category you want to change.

Or
press
Ctrl+E

- 3 Click Edit.

{ew
c
VE
RM
ON
T1,
DB
B00
3,

Quicken displays the Edit Categories window.

- 4 Make any changes you want to the category

tip.
bm
p,
7,
2_3
,1}

information.

- 5 Click OK to record the changed category information.**

Deleting categories

- 1 From the Lists menu, choose Category & Transfer.**
- 2 Select the category you want to delete.**

Or
press
Ctrl+D

- 3 Click Delete.**
- 4 Click OK.**

Quicken deletes the category from the list and erases it from the Category field of any transactions to which it has been assigned. Don't delete a category name as a step in changing it. See "Moving and merging categories in the list" below instead.

When you delete a subcategory,

Quicken deletes it from the category list and reassigns transactions currently applied to it to the parent category.

Quicken won't let you delete a category that has subcategories. You need to promote the subcategories to categories or move the subcategories under another category before you can delete the category.

Moving and merging categories in the list

After working with Quicken a while, you may want to move categories in the list. You can 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, Quicken automatically changes the name in each of the transactions that you've categorised with the old name.

Changing (demoting) a category into a subcategory

Or
press
Ctrl+C

- 1 From the Lists menu, choose Category & Transfer.**
- 2 Select the category you want to demote.**

Or
press
Ctrl+E

- 3 Click Edit.**
- 4 Click Subcategory Of.**
- 5 Pull down the Subcategory Of list and select the name of the parent category you want to assign the subcategory to.**
- 6 Click OK to record the changed category information.**

Changing (promoting) a

subcategory into a category

- 1 From the Lists menu, choose Category & Transfer.**
- 2 Select the subcategory you want to promote.**
- 3 Click Edit.**

Quicken displays the Edit Category window with the current category information for the category you selected.
- 4 Click Income or Expense.**
- 5 Click OK to record the changed category information.**

Moving a subcategory from one category to another

- 1 From the Lists menu, choose Category & Transfer.**
- 2 Select the subcategory you want to move.**
- 3 Click Edit.**

Quicken

displays the Edit Category window with the current category information for the selected subcategory.

- {ew
c
VE
RM
ON
T1,
DB
B00
3,
`tip.
bm
p,
7,
2_4
,1}
- 4 Pull down the Subcategory Of list and select the name of the category or subcategory to which you want to assign the selected subcategory .**
 - 5 Click OK to record the changed category information.**

Merging two categories

If you start off using two similar categories, and then later decide you only need one of them, don't just delete one. Instead, merge the categories.

For example, this Category & Transfer list has categories called "Home Repair" and "Household." If you want to merge these categories into one category called "Household," first

change "Home Repair" into a subcategory under "Household."

```
{ewc VERMONT1,  
DBB001,  
`catlist4.bmp, 60'}
```

```
{ewc  
c  
VE  
RM  
ON  
T1,  
DB  
B00  
3,  
`ref.  
bm  
p,  
7,  
2_5  
,1'}
```

1 Change the category you don't want into a subcategory of the category you want to keep.

```
{ewc VERMONT1,  
DBB001,  
`catlist5.bmp, 55'}
```

2 Select the subcategory name and click Delete.

3 Click Yes to confirm the merge.

Quicken deletes the subcategory name from the category list and reassigns its transactions to the parent category.

Reporting on transactions with a specific

category

You can create a QuickReport that lists all transactions, in all your accounts in the current file, using a specific category.

For example, you can quickly list your expenses in a certain area. You can see what you have spent on car maintenance this year or what your mortgage interest payments amount to.

Or you can check whether you're using a category at all, to help you decide whether you should delete the category.

{ew
c
VE
RM
ON
T1,
DB
B00
3,
ref.
bm
p,
7,
2_6
,1}

The Category QuickReport is a small section of an itemised category report, and is quicker to create when you are interested in only one category. If you want a detailed report on all your spending broken down by category, create an itemised category report instead.

Or
press
Ctrl+C

1 Display the Category & Transfer list (from the Lists menu, choose Category &

- Transfer).
- 2 **Select the category you want to report on.**
 - 3 **Click Report.**
 - 4 **To close the report , click Close on the report button bar.**

```
{ewc VERMONT1,
DBB001,
`catrepct.bmp, 55'}
```

Initially, the report covers all transactions in your Quicken file, but you can limit the date range or accounts included by customising the report. To do this, click the Customise button, and see the description given in ["Changing report options" in Chapter 16.](#)

```
{ewc VERMONT1,
DBB001,
`catrep.bmp, 55'}
```

Using supercategories

S

```
{ewc VERMONT1,
DBB003,
`ref.bm
```

Quicken lets you group categories together into supercategories which you can use in your budget, and in budget reports, to get a more simplified picture of your budget.

p,
7,
2_7
,1}

You can set up supercategories from the Category & Transfer list, or from Budgeting.

Setting up supercategories

Or
press
Ctrl+C

1 Display the Category & Transfer list (from the Lists menu, choose Category & Transfer).

{ewc
VER
MO
NT1,
DBB
002,
'super
btn.
bmp,
10}

2 Click Super.

{ewc VERMONT1,
DBB001,
'grp01.bmp, 65}

3 Click New to set up a new supercategory.

Enter a name for the supercategory and then click OK.

4 In the Manage Supercategories window, assign categories to supercategories.

Select a category or categories in the left-hand list, select a supercategory in the right-hand list, and then click Assign to assign those categories to that supercategory.

5 Click Done.

Now you can use these supercategories in your budget and budget reports.

About classes

You can use classes to specify where, to what or to whom your transactions apply. Classes do not replace categories. Rather, classes complement categories by adding a second dimension to reports, graphs and budgets.

Your use of classes can be as simple or as intricate as your finances require. You can classify transactions, categorise them, or both. You can use just one class or many.

You might want to

use classes in situations like these:

- If you use your personal current account for business as well as personal expenses, you can identify business transactions with the class name Business.
- If you manage properties, you can identify transactions by property name or address. In that way, six different electricity bills could be marked clearly as utility expenses applying to six different properties.
- If you work with multiple clients, you can identify transactions by client name. Then you could report separately on the income and expenses related to each client.

[ewc VERMONT1,LINE,0,1,0,0,0,75,0,20]

| Use classes to specify | Examples |
|-------------------------------|-----------------|
|-------------------------------|-----------------|

[ewc VERMONT1,LINE,0,1,0,0,0,75,0,20]

| | |
|-------------------------------|---|
| Who the transaction is for | Your clients Your sales staff (for tracking commissions) You or your spouse |
| Where the transaction applies | Sales regions: East vs. West Property |

names:
Oak
Street
vs.
North
Avenue

What the
transaction
is for

Security
names
(in an
asset
account
)
Job or
project
names
(for job
costing)
Business
uses
(for tax
reasons
)

{ewc VERMONT1,LINE,0,1,0,0,0,75,0,20}

It's helpful to use Quicken for a while before you begin to use classes. For example, when you create reports you'll find there may be times when you want reports based on categories, other times when you want reports based on classes, and other times when you want a report that includes both category and class information. Because people use classes in so many different ways, Quicken does not provide a preset list of classes.

{ewc
VE
RM
ON

**Using classes for business:
If you have a small business,
Quicken classes**

T1, DB B00 3, `ref. bm p, 7, 2_8 ,1} can help you bill expenses to clients, track actual costs versus estimates, segregate income and expenses by rental property, and track expenses by job, project or department. If you set up and use classes for each property, client, job, department and so forth, you can create a report showing your income and expenses for each individual class.

Setting up classes and subclasses

You can set up class names before you enter transactions, or as you go. When you type a new class name in a transaction, Quicken lets you set up the class there and then.

Quicken displays class names in the Class List, which is shared by all the accounts in the file. You cannot change a class into a category, or vice versa.

Using subclasses lets you further refine your reports. To use subclasses, simply set up a class name for each item you want to track within a class. Then, when you classify a transaction in the register, enter a colon (:) to separate the class from the subclass.

Or
press
Ctrl+L

1 From the Lists menu, choose Class.

You
can
print
the
Class
list.
Open
the
list
and
then
press
Ctrl +
P

```
{ewc VERMONT1,  
DBB001,  
`class01.bmp, 55'}
```

Or
press
Ctrl+N

2 To set up a new class, click New.

```
{ewc VERMONT1,  
DBB001,  
`class02.bmp, 40'}
```

```
{ew  
c  
VE  
RM  
ON  
T1,  
DB  
B00  
3,  
`tip.  
bm  
p,  
7,  
2_9
```

3 Enter a name in the Name box.

4 (Optional) Enter a description of the class in the Description box.

5 Click OK to add the class name

,1} to the list.

Reporting on transactions with a specific class

You can create a QuickReport on a specific class just as you can for a category. With the class selected in the Class list, click Report. Quicken creates a QuickReport that lists all transactions, in all accounts in the current file, that use the selected class.

II

Entering Your Transactions

Chapter 3: Using the transaction register

Chapter 4: Writing cheques

Chapter 5: Printing cheques

Chapter 6: Memorising transactions

Chapter 7: Balancing your account

Chapter 8: Scheduling with the Quicken Financial Calendar



3

Using the transac tion register

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About the

register

The transaction register is at the heart of the Quicken program. It's a record of all activity that affects your account balance, and looks a bit like the statements you receive from your bank.

Each Quicken account has a register associated with it. This chapter describes using the transaction register for bank accounts. But the basic steps for working in all Quicken account registers are the same.

Adding transactions to the register

When you set up a Quicken bank account for the first time, you find yourself in the Register window. Use the register to record all transactions, except cheques you plan to print from Quicken.

(If you plan to print cheques from Quicken, enter them at the Write Cheques window, not the Register window. When you create a cheque in the Write Cheques

window, Quicken automatically adds that transaction to your register.)

Transactions are any items that affect the balance in your account. Common transactions include:

- Cheques written by hand
- Cash dispenser transactions
- Deposits
- Standing orders
- Card payments debited directly from your account (for example, using the "Switch" card)
- Bank service charges

1 In the Account list, select the bank account you want to work with and click Open.

{ewc
VERM
ONT1,
DBB00
2, `r-
icon.bm
p, 8}

If you are already working with the account, choose Use Register from the Activities menu, or click the Register icon on the iconbar.

Quicken opens the transaction register for the account you used last and places the insertion point (the cursor) in an empty transaction at the end of the

register.

2 Enter information about the new transaction into each field.

```
{ewc {ewc VERMONT1,  
VER DBB001, `r-  
MON enter.bmp, 65'  
T1,  
DBB0  
03,  
`helpi  
con.b  
mp,  
9,  
3_1,1'  
}
```

```
{ewc  
VER  
MON  
T1,  
DBB0  
03,  
`ref.b  
mp,  
7,  
3_2,1'  
}
```

A "field" is a space for a particular item of information. "Enter" means type the information in a field and then press Tab. The insertion point moves forward to the next field. (If you prefer to press Enter instead of Tab to move from field to field, you can change your General Options settings.)

Quicken offers shortcuts to make it easy to enter information. The shortcuts are described ["Using drop-down lists and QuickFill™ for fast entry"](#) later

in this chapter.

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

Each time you record a transaction, Quicken sorts it in the register first by date and then by cheque number and recalculates all subsequent balances.

The buttons in the Register window make it easy for you to enter transactions:

```
{ewc VERMONT1,  
DBB001, `r-  
regis1.bmp, 65'}
```

```
{ewc VERMONT1,  
DBB001, `r-  
regis2.bmp, 65'}
```

Quicken's automatic sorting keeps your records in order no matter when you enter transactions. For example, suppose the date at the end of the register is 27/5/94 and you want to enter a cash dispenser withdrawal made on

10/5/94. When you enter the transaction at the end of the register and click Record, Quicken automatically moves the transaction to where it belongs chronologically

If you prefer, you can enter the transaction in the correct register position yourself by clicking the Insert button.

Using drop-down lists and QuickFill™ for fast entry

Quicken helps you enter a transaction as quickly as possible.

Drop-down lists:

When you Tab to the Chq No, Payee or Category field, a list drops down that you can select from. Just click on an item from the list to enter it in the register field.

If the lists do not drop down automatically, click the drop-down button to see them. If you cannot see

the drop-down button when you click in a field, you want to make the lists drop down automatically, or if you'd like to turn them off, see ["Changing the way QuickFill works"](#) later in this chapter.

{ewc VERMONT1,
DBB001, `r-
catpop.bmp, 62'}

Or press Alt+Down arrow, or click the right mouse button. If a list isn't dropped down, you can still select an entry from the list by using the + and – keys on the numeric keypad (or use Ctrl+Up Arrow or Ctrl+Down Arrow) to move through the list entries. Or, drop down the list manually by clicking the drop-down button. (For the Chq No field, press Alt+Down Arrow.) Click the button a second time to make the list disappear.

QuickFill:

Alternatively, begin typing the item's name. A feature called QuickFill fills in the entire item as you type the beginning letters. Press Tab to accept it and move on to the next field. For example, if you type cha in the Category field, Quicken fills in Charity.

{ewc VERMONT1,
DBB001, `r-
cats2.bmp, 62'}

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. Then press Tab to accept the entry.

QuickFill also fills in subcategory names or classes if you use these.

```
{ewc VERMONT1,  
DBB001,  
'regqfl3.bmp, 62'}
```

Using QuickFill in the Payee Field

In the Payee field, QuickFill does even more for you. You'll notice that the payee drop-down list contains complete transaction details. As you type the name of a payee, QuickFill offers to complete the whole transaction. (You won't see this work until you already have a few transactions in the register.) For example, if you've just eaten at the Red Sky Cafe for the second time this month, when you start to type "Red..." in the Payee field, Quicken selects the previous transaction

in the drop-down list. Just Tab to duplicate the whole transaction, and change the amount if necessary.

```
{ewc VERMONT1,  
DBB001, `r-  
fill1.bmp, 65'}
```

```
{ewc VERMONT1,  
DBB001, `r-  
fill2.bmp, 65'}
```

QuickFill also recalls information in the Chq No field. If the transaction is memorised with a cheque number, QuickFill recalls it with the next available cheque number. If the transaction is memorised with other information in the Chq No field, QuickFill recalls that information if it is appropriate to the account.

Managing the items in your drop-down lists

Payee field: The payee drop-down list contains your memorised transactions.

**Press
Ctrl+T.**

If the list of memorised transactions is too big, you can delete items from the Memorised Transaction list.

Chq No field: You can add your own items to the Chq No drop-down list. Click in the Chq No field

with the right mouse button and click <NEW> with the left mouse button. To delete an item you've added, click <EDIT> and then Delete.

Category field: To change your list of categories, choose Category & Transfer from the Lists menu, as shown in the illustration of the [Category and Transfer List in Chapter 2](#).

Special Drop-down lists

The Date, Payment and Deposit fields have special drop-down features. Just click the drop-down button to use them:

```
{ewc VERMONT1, DBB001, `r-dates.bmp, 65'}
```

You can also press these keys to enter dates quickly:

- + next day
- previous day
- t Today
- m beginning of the Month
- h end of the month
- y beginning of the Year
- r end of the year

Assigning

categories to transactions

Use categories to identify exactly where your income comes from and where your expenses go. It's important to categorise your transactions so that Quicken can use the category information to create reports and graphs about your income and expenses. (See ["About categories" in Chapter 2](#) for an introduction to categories.)

{ewc Quicken provides
VER standard home and
MON business categories
T1, for you to use, but
DBB0 you can modify
03, them or create your
'ref.b own.

mp,
7,
3_3,1
} You can enter a
category name in
the Category field
by:

- Selecting it from the Category drop-down list in the register.
- Typing it in the Category field. QuickFill helps you complete the category name. If you type a category name that isn't already in the category list, Quicken lets you set up a new category.
- Choosing it from the Category & Transfer list (from the Lists menu, choose

Category & Transfer,
select a category, and
click Use or press
Enter).

```
{ewc VERMONT1,  
DBB001, `r-  
categ.bmp, 55'}
```

```
{ewc  
VER  
MON  
T1,  
DBB0  
03,  
`ref.b  
mp,  
7,  
3_4,1'  
}
```

Quicken
reminds you to
enter a
category
whenever you
attempt to
record an
uncategorised
transaction.

If you don't
categorise
transactions,
Quicken
assigns the
label " Other"
to these
amounts in
reports and "Uncategorised"
to these
amounts in
graphs.

```
{ewc  
VER  
MON  
T1,  
DBB0  
03,  
`ref.b  
mp,  
7,  
3_5,1'  
}
```

To find which
transactions
are
uncategorised,
create a
transaction
report (listed
under Other in
the Reports
menu)
restricted to
transactions
with no
category. (In
the Customise
Report
window, select
Categories and
exclude all
categories.)
You can now
QuickZoom™
each
transaction

(double-click the transaction in the report) to go to the register and assign a category.

You will also see "Other" appear in reports when you don't subcategorise transactions of a given category consistently. For example, if you typically subcategorise transactions with the category Household such as Household:Groceries, all transactions with the category Household that do not have a subcategory will be grouped as Household - Other in Reports.

In addition to entering a category, you can use the Category field in the register for other types of entry:

{ewc VERMONT1.LINE,'0,1,0,0,0,100,30,20}

You can put these items in the Category field

{ewc VERMONT1.LINE,'0,1,0,0,0,100,30,20}

CI With classes, you can as define a transaction se even more specifically s 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 ["About classes" in Chapter 2.](#)

Tr You can choose the an name of another sfeQuicken account from rs the Category & Transfer list to transfer money to that account. For example, you can withdraw money from your savings account and have Quicken automatically transfer the amount as a deposit to your current account.

[enw VERMONT1.LINE,'0,1,0,0,0,100,30,20]

Entering subcategories

If you want to use subcategories to further break down the information in reports and graphs, enter the parent category, type a colon (:), and then type the subcategory. For example, Utilities:Water.

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 current account to a savings account
- Cash advances from your credit card account to your current account
- Loan payments from a current account into a liability account that tracks your loan balance

Recording a transfer transaction

When you record the transaction in the 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

{ewc You can enter
VER transfer
MON transactions in two
T1, ways: using the
DBB0 transfer form, or
02, using the register.
`xferb
ut.bm
p,

10}

To transfer money from one account to another, click the Transfer button from the register, complete the form, and then click OK.

{ewc VERMONT1, DBB001, `r-trans.bmp, 62'}

Quicken enters the name of the transfer account in the Category field, and creates a parallel transaction in the other account.

{ewc VERMONT1, DBB001, `r-tran.bmp, 68'}

OR

Record the transfer directly in the register:

Or press **1**
Ctrl+N **Start a new transaction in the Register or Write Cheques window.**

Or select an existing transaction to change it into a transfer.

2 Enter all the information for the transaction as usual, except in the Category field.

3 Go to the Category field. If you know the name of the account you

want to transfer to, start typing the name of the account in the Category field.

QuickFill enters the name of the account and will put brackets around it to show it's a transfer. Skip to step 4.

**Or press
Ctrl+C**

If you're not sure of the name of the account you want to transfer to, click the drop-down button to display the list of categories. Scroll to the end of the list, where all account names are listed, and click the transfer account name to enter it in the Category field.

```
{ewc VERMONT1,  
DBB001, `r-  
catdrp.bmp, 65'}
```

4 Click Record to record the transfer transaction.

Quicken records the transaction in your register *and* creates a parallel transaction in

the other account for that amount.

You cannot include a transfer and a category in the same Category field. A transfer is simply a movement of funds between one account and another. For example, every month you and your spouse each transfer £1,000 from your personal current accounts to your joint current account to cover household expenses. In the register of your personal current account, you would enter [Joint Account] in the Category field.

You can enter a transfer for part of the total amount of a transaction by using splits.

```
{ewc  
VER  
MON  
T1,  
DBB0  
03,  
'ref.b  
mp,  
7,  
3_6,1'  
}
```

For example, in a mortgage payment, the mortgage amount of the transaction is transferred to a liability account, and the mortgage interest part of

the transaction is assigned to an expense category.

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

Transferring money to a savings goal

{ewc You can set up
VER savings goals to
MON keep track of
T1, money you're
DBB0 saving for a
03, particular purpose.
`ref.b Then, use transfers
mp, to contribute to
7, goals from the
3_7,1' register.
}

Click Transfer in the register. Then, select your savings goal in the To field, and enter the date and amount.

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 also changes in some cases:

- If you delete the transaction, Quicken deletes it from both accounts.
- If you change the date or amount of the transaction, the information changes in both accounts. But, if you change the transaction description, cheque number, memo or cleared status, the information changes only in the account you're currently in.
- If you rename an account, Quicken updates every occurrence of the name in transfers.
- If a transfer was made in a split transaction, you can change it only from the original transaction. You cannot change it from the account that received the transfer.

Going to a transfer transaction

You can go directly from a transaction that includes a transfer to the parallel transaction in another account. Go To Transfer is useful when you want to see the transaction created

by a transfer. Use it also when you want to make a change to a transfer that originated in a split transaction (you can change such transfers only in the split line item of the original transaction).

- 1 In the Register window, select the transaction that includes the transfer information.**

(Or in the Write Cheques window, display the cheque containing the transfer information.)

Or press **2**
Ctrl+X

- From the Edit menu, choose Go To Transfer.**

Quicken displays the register for the transfer account and selects the parallel transfer transaction.

If the transaction you are starting from is split and contains transfers to more than one account, you must click Splits first to open the split and click anywhere on

the line
containing the
name of the
transfer.

Assigning classes to transactions

In addition to using
categories to
organise your
transactions, you
can specify classes
to further group the
transactions.

{ewc You can enter an
VER existing class name
MON in the Category field
T1, by choosing it from
DBB0 the Class list or by
03, typing it after a
`ref.b category in the
mp, Category field. (You
7, can also assign a
3_8,1' class to a
} transaction without
assigning a
category to the
transaction.)

Choosing a class from the Class list

- 1 **Click after the
category in
the Category
field of the
transaction
you want to
classify.**

Or press 2
Ctrl+L

- 2 **From the
Lists menu,
choose Class.**

- 3 **Double-click
the class
name in the
list to paste it
after a
category.**

Typing a class in the Category field

1 Click after the category in the Category field of the transaction you want to classify.

As soon as you type a forward slash, QuickEnter recognises that you are entering a class.

2 Type a forward slash (/).

3 Begin typing the class name in the Category field and continue until QuickFill enters the correct class.

In this example, the category is "Repairs" and the class is "Oak Street."

```
{ewc VERMONT1, DBB001, 'r-class.bmp, 65'}
```

Entering subclasses

If you are using subclasses to further refine the information in reports, graphs or budgets, enter a colon (:) after the class to separate the main class from the subclass:
Repairs/Oak
Street:Flat1.

Changing and deleting classes

{ewc VER The general procedure to

MON change or delete a
T1, class is the same
DBB0 as that to change or
03, delete a category.
`ref.b The only difference
mp, is that you start by
7, choosing Class
3_9,1' from the Lists
} menu.

Splitting transactions

Sometimes you need to assign more than one category to one transaction. For example, a cheque to a large department store might cover clothing, office supplies and home furnishings. This section describes how to "split" a transaction by categorising it with more than one category name; you can split a transaction with multiple transfers or multiple classes in the same way.

Filling in a split transaction

When you fill in a split transaction, you enter category names and amounts to identify each line 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 move to a blank transaction.

- 2 Enter the total amount of the transaction in either the Payment or the Deposit field.**

If you don't know the total amount, leave the amount field blank. Quicken adds up the amounts for you as you fill in the splits and displays it in the Splits Total field.

Or press **3**
Ctrl+S

Click Splits.

Quicken copies any information already entered in the Category, Payment or Deposit field of the transaction to the first line of the split.

- 4 If the first Category field of the split does not contain a category, enter a category.**
- 5 (Optional) Enter a memo in the first Memo field.**
- 6 In the first amount field,**

enter the amount to be assigned to the first category.

If an amount is already displayed, you can type right over it.

Quicken subtracts the amount you entered from the total amount for the transaction and displays the remainder in the next Amount field. In this way, Quicken helps you to account for the total amount of the transaction.

Instead of an amount, you can enter a percentage of the total amount that you entered in the register. For example, type 35% and press Tab, and Quicken calculates 35% of the total and fills in the figure for you. (This works only if you entered an amount in the register before opening the Splits window.)

7 Continue to add categories

and amounts until you have added one categorised line for each part of the transaction.

The transaction in this example is split between two subcategories of the category "Entertainment".

{ewc VERMONT1, DBB001, 'r-splits.bmp, 65'}

You can add up to 30 lines in one split transaction (or up to 15 if you are tracking VAT in this account).

8 Click OK to close the Splits window.

The options depend on what type of account you are using. For example, in a credit card account you see the options Charge and Payment. In a cash account, you see Spend and Receive.

If you didn't enter an amount in the register (in the Payment or Deposit field) before opening the Splits window, Quicken asks you if the total amount should be recorded as a payment or as a deposit.

{ewc VERMONT1, DBB001, 'r-splito.bmp, 40'}

9 Click Payment or Deposit and click OK.

Quicken inserts the total amount in the Payment or Deposit field in the register.

10 Click Record to record the split transaction.

If you did enter an amount in the register before opening the Splits window, Quicken makes sure your split figures add up, as described next.

Making sure your split amounts add up

As you enter amounts in the Splits window, Quicken helps you with the arithmetic by putting the remainder on the next free line. It can sometimes happen, though, that the total of the amounts in the Splits window does not equal the figure in the register. For example, you might delete a Splits line, or change the total amount in the register. Quicken keeps a check on

your figures at the bottom of the Splits window.

```
{ewc VERMONT1,  
DBB001, `r-  
split3.bmp, 62'}
```

When your figures add up, the Remainder line shows 0.00.

If your split amounts don't add up to the register figure (the "transaction total") when you click OK, Quicken displays another window asking you what you want to do about it. You can have Quicken adjust the total in the register or add the remainder to the Splits window.

If you see this window, choose one of the options by clicking it and click OK.

```
{ewc VERMONT1,  
DBB001,  
`splitadj.bmp, 55'}
```

You see a similar window, though with somewhat different options, if you change the figure in the register for a split transaction.

Entering a pay cheque

You can use a split transaction to enter the details of your pay cheque. Although you can just enter the net

pay in the register if you prefer, entering all the deductions in the Splits window gives you more accurate reports and lets you see what taxes you are paying.

1 In a blank transaction in your register, enter "Pay cheque" in the Payee field.

2 Click Splits.

3 Enter the category Salary in the first Category field and enter the gross amount of the cheque in the Amount field.

The gross amount is your pay before any deductions are made.

4 Enter the deductions from your pay on the following lines as negative amounts. Assign them to the expense categories and subcategories Tax:Income Tax and Tax:Nat Ins.

Enter one deduction on each line. You may also have

deductions for items such as private medical insurance and pension contributions. Set up new expense categories for these as needed.

When you've entered all the deductions, check the amount in the Splits Total field at the bottom of the window. It should equal the net amount of your cheque, which is the amount you actually receive.

If your pay cheque varies from one pay period to the next, you can set up the split without amounts, then memorise the transaction (as described in ["Memorizing and recalling transactions"](#) in Chapter 6). When you recall the transaction, open the split and fill

```
{ewc VERMONT1,  
DBB001,  
`regpaych.bmp, 65'}
```

in the
amounts

- 5 **Click OK to close the split, and select Deposit as the transaction type.**
- 6 **Click Record to record the transaction.**

Entering a foreign currency in the register

Quicken allows you to enter amounts in your transaction register in any currency you like. For example, in a pounds sterling bank account, you can enter a foreign currency amount such as DM75, or SFr54.50. Quicken instantly converts the amount to pounds and pence. You'll like this feature if you travel a lot. Whenever you write cheques or use your credit card abroad, come home and let Quicken show you how much you really spent.

To be able to convert currencies for you, Quicken contains a list of currencies and their relative exchange rates. You can

update the exchange rates in this list, and add new currencies to the list, as often as you like.

{ewc
VER
MON
T1,
DBB0
03,
'ref.b
mp,
7,
3_10,
1}

Foreign currency accounts:
If you hold foreign currency accounts at your bank, or if you have accounts in another country, create a foreign currency account instead to track those currencies.

The example s in this section assume your home currency is pounds sterling.

Entering a foreign currency in your transaction register

But the same applies if you are based in Australia or any other country. Quicken converts the foreign currency amount into whatever currency your register uses.

After reading through the basic procedure below, continue reading to learn about the shortcut method.

1 In a transaction in your register, move to the Payment or Deposit field.

2 Type the foreign currency amount, but do not leave the Payment field or click Record.

Or press **3** Ctrl+K. **From the Lists menu, choose Currency.**

4 From the Currency list,

select the foreign currency you are entering at the register and click Use.

```
{ewc VERMONT1,  
DBB001, `r-  
forn2.bmp, 60}
```

```
{ewc VERMONT1,  
DBB001, `r-  
forn1.bmp, 60}
```

Quicken converts the amount you entered into the register's usual currency and displays it in the register. Note that Quicken also writes two pieces of information in the transaction to tell you what has occurred (see the following diagram).

```
{ewc VERMONT1,  
DBB001, `r-  
forn3.bmp, 65}
```

```
{ewc  
VER  
MON  
T1,  
DBB0  
03,  
`ref.b  
mp,  
7,  
3_11,  
1}
```

Don't forget that the amount now displayed in your register is only an estimate of the actual amount recorded at your bank. The Chq No field contains "Est." to remind you of this. When you receive your bank statement, you should return

to this transaction and edit the payment or deposit to show the correct amount; at the same time, delete the word "Est." from the Chq No field.

Of course, the more accurate the exchange rates in your Currency list, the more accurate Quicken's automatic conversion will be.

Speeding up entry of foreign currency amounts

Quicken also offers a shortcut for entering foreign currency amounts in your register. All you need do is type the shortcut key associated with the currency, as described below.

```
{ewc {ewc VERMONT1,  
VER DBB001,  
MON `forlist.bmp, 50`}  
T1,  
DBB0  
03,  
`ref.b  
mp,  
7,  
3_12,  
1`}
```

1 In your transaction

register, move to the Payment or Deposit field.

- 2 Type the foreign currency amount, and then type the shortcut key associated with that currency.**

For example, using the shortcut key M from the Currency list shown here, you could enter DM165 by typing 165m. Quicken instantly converts the amount into the usual currency of the register.

Viewing the register

You can view the register line by line to find specific transactions at any time. You can also condense the register to 1-Line display to view more transactions than you can see in 2-Line display.

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 and cheque number appear and change as you scroll. These represent the date of the transaction, and its cheque number.

```
{ewc VERMONT1,  
DBB001,  
'quicksrl.bmp, 65'}
```

You can also use keyboard shortcuts to move through the register transaction by transaction, or page by page, or to jump directly to the first or last transaction.

Condensing the register

When the register opens, it displays each transaction on two lines. You can double the number of transactions you can see at once in a window by clicking the 1-Line Display checkbox.

```
{ewc VERMONT1,  
DBB001,  
'linmod2.bmp, 65'}
```

Use 1-Line display when you want to scan many transactions quickly. Transactions in the register are condensed onto one line.

The active transaction remains

selected when you switch the display.

The Memo field is not displayed, so you can't enter (or see) any memos.

```
{ewc VERMONT1,  
DBB001,  
'linmod1.bmp, 65'}
```

Resizing the register

To resize a register to see more transactions, point to any corner of the Register window to change the mouse pointer into a two-headed arrow. Then drag the corner out to make the window larger.

To maximise a register (that is, to enlarge it to the maximum size that can be displayed), click the up button ({ewc VERMONT1, DBB001, `tri-up.bmp, 2'}) in the upper right corner of the Register window. To return it to its former size, click the double arrow button ({ewc VERMONT1, DBB001, `2tri.bmp, 2'})

If you work with some accounts more frequently than with others, you might shrink those accounts to icons positioned at the bottom of the Quicken window. Click the down button ({ewc

VERMONT1, DBB001, `tri-down.bmp, 2'}) in the upper right corner of the Register window. To display the register again, all you have to do is double-click the minimised icon.

```
{ewc VERMONT1,  
DBB001,  
`regicons.bmp, 50'}
```

When you quit Quicken and return, Quicken remembers and opens up to ten of the last registers that you had open or minimised to icons.

Finding a specific transaction

Quicken's Find command locates specific transactions in the Register or Write Cheques window. You can find a transaction even if you don't know all the information contained in the transaction.

You might want to find a cheque with a specific number or payee. In an investment account register, you can search for securities and actions.

```
{ewc 1 Click Find on  
VER the register  
MON buttonbar  
T1,  
DBB0  
02,
```

```
`findb  
tn.bmp  
p,  
10`}
```

```
{ewc VERMONT1,  
DBB001,  
`find1x.bmp, 65`}
```

2 Type the word, phrase or amount you want to find in the Find box.

3 (Optional) Choose a field name from the Search drop-down list.

Find can search all fields for the text or amount you want to find. But if you know which field contains the text or amount, you can speed up the search by looking only in that field.

```
{ewc 4  
VER  
MON  
T1,  
DBB0  
03,  
`helpi  
con.b  
mp,  
9,  
3_12  
a,1`}
```

4 (Optional) Choose a search criterion from the Match If drop-down list.

5 (Optional) Clear the Search Backwards checkbox to search from the beginning of the register down instead of from the bottom up.

6 Click Find to begin the search.

Quicken selects the first match it finds or tells you that it cannot find a match.

OR

click Find All to generate a list of transactions from all of your accounts that match.

7 If you want to continue finding items, click Find.

If you have finished with the search, close the Find window.

{ewc
VER
MON
T1,
DBB0
03,
'tip.b
mp,
7,
3_12
b,1}

Quicken stops searching when it reaches the last transaction in the register (or the first transaction for backward searches) and asks whether you want to continue the search from the beginning of the register or from the end of the register. Click Yes or No.

Finding and replacing items

1 From the Edit menu, choose Find/Replace.

- 2 Enter Find information and then click Find All.**
- 3 Mark the transactions you want to replace.**
- 4 Select a field from the Replace drop-down list and enter new information in the With field.**
- 5 Click Replace to replace the field you chose with the new information in the marked transactions.**

To replace the Category or Amount field in a split transaction, you must first select Show Matches in Splits, and then select the matching split item.

```
{ewc VERMONT1,  
DBB001, `r-rplc.bmp,  
65'}
```

Reporting on a payee

At the click of a button, Quicken can show you a quick listing of all transactions in your register with a specific payee. For example, you can view all payments

to a garage. Or you can check how much your phone bills are costing this year.

1 Select a transaction containing the payee you want to report on.

{ewc
VER
MON
T1,
DBB0
02,
'repbt
n.bmp,
p,
10'}

2 Click Report on the Register buttonbar.

Quicken displays the report. The report covers the current year up to today.

{ewc
VER
MON
T1,
DBB0
03,
'ref.b
mp,
7,
3_13,
1'}

Or select a transaction from the earlier year and click Report: the report then covers the start of the selected year up to today.

(If you select a postdated transaction, the report covers transactions up to the end of the year.)

3 To close the report and return to the register, click Close on the report buttonbar.

{ewc {ewc VERMONT1,
VER DBB001, 'r-
MON rep12.bmp, 65'
T1,
DBB0

03,
'ref.b
mp,
7,
3_14,
1}

{ewc
VER
MON
T1,
DBB0
03,
'ref.b
mp,
7,
3_15,
1}

To get a report of the entire register (for all years), select the blank transaction at the end of the register and click Report.

You can also create a list of all transactions, in all your accounts, that use a specific category. To do this, select a category from the Category & Transfer list and click Report.

Revising transactions

This section explains how to correct mistakes and void and delete transactions. You can edit any transaction in the register. When you finish recording changes to transactions, Quicken recalculates all subsequent balances if necessary.

Correcting mistakes

Or press Alt+Backspace To correct a single mistake you make while you are editing a field, choose Undo from the Edit menu.

{ewc VER MON T1, DBB0 03, `ref.b mp, 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 window.

7, 3_16, 1} When you leave a transaction, Quicken asks you to confirm any changes you made and then saves them.

{ewc VER MON T1, DBB0 03, `ref.b mp, 7, 3_17, 1} The only item in the register you cannot change by editing is the Balance column. If you need to change the balance while reconciling your account, do so by adding an adjusting payment or deposit in the register or by have Quicken adjust the difference for you.

Changing a reconciled (cleared) transaction affects future reconciliations. Quicken lets you know if you are about to change a reconciled transaction and asks you to confirm the change.

Your ability to change transactions after they are entered or even reconciled gives

you complete control of your finances. However, if you think you need to protect your data from accidental or unauthorised changes, Quicken has two kinds of passwords:

■ A File password requires users to enter a password before opening a file.

{ewc
VER
MON
T1,
DBB0
03,
'ref.b
mp,
7,
3_18,
1}

■ A Transaction password protects transactions prior to a specified date.

{ewc
VER
MON
T1,
DBB0
03,
'ref.b
mp,
7,
3_19,
1}

Voiding a transaction

From time to time you might need to void a transaction. By marking a printed or handwritten cheque as void instead of just deleting it, you'll keep an accurate record of each numbered cheque.

When Quicken voids a transaction, it:

■ Inserts the word *void* before the payee name

- Marks the transaction as reconciled with an x, so it doesn't interfere with reconciling
- Removes the amount from the transaction and split window

1 Select the cheque or other transaction you want to void.

If the cheque was one you wrote by hand and have not yet entered in the register, enter the date and cheque number in a new transaction before selecting the transaction.

Or press **2**
Ctrl+V

From the Edit menu, choose Void Transaction.

3 Click Record to record the transaction.

Deleting a transaction

{ewc Once you delete a VER transaction and MON confirm the T1, deletion, Quicken DBB0 can't recover it. Be 03, sure you really want `ref.b to delete a mp, transaction before 7, doing so. To protect 3_20, previous 1} transactions from accidental change or deletion, assign a Transaction

password to them.

Or press **1**
Ctrl+D **Select the transaction you want to delete.**

2 Click Delete on the register buttonbar.

{ewc
VERM
ONT1,
DBB00

2,
'delbtn.
bmp,
10'}

Quicken asks "Delete the Current Transaction?"

3 Click Yes to delete the transaction.

Quicken removes the transaction from the register and recalculates all subsequent balances. If the transaction is a transfer, Quicken also deletes it from the other account.

Categorising uncategorised transactions

1 From the Activities menu, choose Recategorise.

2 Leave the Search Category field blank and then click Find All.

Quicken displays a list of uncategorised transactions.

```
{ewc VERMONT1,  
DBB001, `r-  
recat.bmp, 65'}
```

- 3 Complete the Recategorise window and then click Replace.**

Printing the register

{ewc You can print all or
VER some of the
MON transactions in a
T1, register. You can
DBB0 specify a time
03, period of a day, a
`ref.b week, a month, a
mp, year or more so you
7, will have a printed
3_21, record of the period
1'}

The register is printed using the same fonts as for printed reports. It makes no difference to the printout whether the register is currently in 1-Line or 2-Line display.

- 1 Open the register you want to print.**

Or press **2**
Ctrl+P **From the File menu, choose Print Register.**

- 3 Enter information in the Print Register window and click Print.**

```
{ewc VERMONT1,  
DBB001, `r-  
print1.bmp, 65'}
```

- 4 Enter information in**

the second window and click Print.

```
{ewc VERMONT1, DBB001, `r-print2.bmp, 65'}
```

Changing register options

Changing the register colours and font

Quicken offers a wide range of colours and fonts for displaying the registers. You can change them to your liking.

1 Changing the colours

2 Click Options on the register buttonbar.

```
{ewc VERMONT1, DBB002, `clourbtn.bmp, 10'}
```

3 Click Colours.

4 Choose the colour you want for each type of Quicken account and click OK.

Each of Quicken's six types of accounts can be displayed in a different colour.

```
{ewc VERMONT1, DBB001, `r-colour.bmp, 65'}
```

Changing the font

When you choose a different font, you'll see all registers and lists (for example, the Category &

Transfer list)
displayed in that
font.

**1 Click Options
on the
register
buttonbar.**

2 Click Fonts.

**3 Choose the
font you want
for all
Quicken
registers, and
click OK.**

```
{ewc  
VERM  
ONT1,  
DBB00  
2,  
`fontbtn  
.bmp,  
10'}
```

```
{ewc VERMONT1,  
DBB001, `r-font.bmp,  
65'}
```

Changing the way QuickFill works

Quicken's
automatic entry
features together
are called
"QuickFill." They
work in the
Register, Write
Cheques and Splits
windows. When you
first install Quicken,
all of the QuickFill
features are turned
on, but you can turn
QuickFill features
on or off to work the
way you like.

**1 Click Options
on the
register
buttonbar.**

**2 Click the
QuickFill tab.**

This illustration
shows the
options that
Quicken
selects at
installation.

If you have upgraded from a previous version of Quicken your settings may be different.

To turn on an option, select a checkbox by clicking in it.

To turn off an option, clear the checkbox by clicking in it.

{ewc VERMONT1, DBB001, 'r-dispop.bmp, 55'}

3 Click the options you want to change, and then click OK.

{ewc VERMONT1,LINE,'0,1,0,0,0,100,20,20}

QuickFi Quicken does this if the option options is turned on

{ewc VERMONT1,LINE,'0,1,0,0,0,100,20,20}

AutomatMemorises each ic new transaction Memorise you enter for a sation new payee (except Of New investment Transac transactions) and tions adds it to the Memorised Transaction list (see ["Automatically memorising transactions" in Chapter 6](#)).

AutomatFills in each field ic in a transaction as Complet you type it. Works ion of with cheque Fields number (Chq No field in register), payee, category, subcategory, class, subclass, security names, investment action and transfer account names.

Automatically recalls a transaction when you press Tab to leave the Payee field.

Drop Down Lists Automatically Places buttons beside fields that QuickFill can be used in. When you click the button, the drop-down list appears.

Buttons On QuickFill Fields Places buttons beside fields that QuickFill can be used in. When you click the button, the drop-down list appears.

Drop Down Lists with right mouse button. Click in the field you'd like to see a list in and click the right mouse button. This option is always on.

Automatically Memorises every new transaction to the calendar list of the memorised transactions. See ["Displaying memorised transactions on the Calendar list" in Chapter 6.](#)

[ewc VERMONT LINE: 0,1,0,0,100,20,20]

Changing display options

You can change many of Quicken's settings from the General Options window.

1 Click Options from the register buttonbar.

2 Click the Display tab.

This illustration shows the settings that are selected when Quicken is installed.

If a checkbox is selected, the option is turned on.

If a checkbox is cleared, the option is turned off.

Click in a checkbox to select or clear it.

{ewc VERMONT1, DBB001, `r-prefs3.bmp, 58'}

3 Click the options you want to change, and then click OK.

{ewc VERMONT1,LINE,'0,1,0,0,0,100,20,20}

Display Quicken does options this when the option is selected

{ewc VERMONT1,LINE,'0,1,0,0,0,100,20,20}

Show Account Selector Displays the account selector buttons at the bottom of the register window.

Show Description Bar Displays the description bar with the names of the register fields at the top of the register.

Date In First Column Displays the date column first and the Chq No

column second.
Clear this
checkbox to
display the Chq
No column first.

Memo Displays the
before memo first and
Category then the category.
y Clear this
checkbox to
display the
category first.

Colour Displays the
Shading Register window
with colour
shading in each
transaction. A
different colour is
used for each
account type. To
change the
colours, go to the
Choose Register
Colours window as
described in
["Changing the
register colours
and font"](#).

Colours See ["Changing the
and register colours
Fonts and font"](#).

{ewc VERMONT1,LINE,'0,1,0,0,0,100,20,20}

Changing other register options

You can change
miscellaneous
register settings
from the Register
Options window.

- 1 Click Options
on the
register
buttonbar.**
- 2 Click the
Miscellaneous
tab.**

{ewc VERMONT1,
DBB001, `r-
miscop.bmp, 55'}

This illustration
shows the
settings that
are selected

when Quicken is installed.

If a checkbox is selected, the option is turned on.

If a checkbox is cleared, the option is turned off.

Click in a checkbox to select or clear it.

3 Click the options you want to change, and then click OK.

{ewc VERMONT\LINE:0,1,0,0,100,20,20}

Miscellaneous options selected

{ewc VERMONT\LINE:0,1,0,0,100,20,20}

Date Style Displays dates in a DD/MM/YY (day/month/year) format. Or, select MM/DD/YY to display the month first.

Enter Key Moves Between Fields Uses the Enter key as well as the Tab key to move between fields in any account register and the Write Cheques window. You'll probably want to turn this option on if you are accustomed to using Quicken for DOS.

Beep When Recording and Memorising Beeps after recording, deleting, or memorising a transaction, or memorising a report.

Use a Single Opens only one register window at

Register a time. If you
window switch to another
account, Quicken
changes the open
register window to
that account.

Warn Prompts you to
Before enter a category
Recording for the transaction
that you are
Uncategorized recording if you
haven't already
Transactions entered one. This
helps you
remember to
categorise all your
transactions for
more complete
reports, graphs,
and budgets.

Request Requires you to
Confirm confirm any
changes made to
Before a transaction or list
Change before going to a
Transactions new transaction or
a new window.

Warn Warns you if you
When attempt to record a
Recording transaction with a
Wrong Out date for a different
of Date year.
Transactions

{ewc VERMONT\LINE,0,1,0,0,100,20,20}



4

Writing cheque

S

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About Quicken cheques

Having Quicken prepare your cheques is a great convenience. If you print cheques, you avoid the duplicate work of writing cheques and then recording them in Quicken . You will save hours of valuable time, avoid clerical errors and give your cheques a very professional look.

For information about how to order different kinds of Intuit cheques, consult the cheques brochure in your Quicken package or

see [Appendix B, Ordering Intuit cheques and other supplies.](#)

Filling in a cheque

Use the Write Cheques window to enter cheques that you plan to print with Quicken. Enter other transactions, such as cheques that you've already written by hand, deposits or bank fees, in the transaction register. When you record a cheque in the Write Cheques window, Quicken adds it automatically to the transaction register.

You can write cheques in any Quicken "bank" account, which could be your current account or a deposit account. You may choose to write and print cheques as bills arrive or at regular intervals: weekly, biweekly or monthly.

Or press **1**
Ctrl+W **From the Activities menu, choose Write Cheques.**

Quicken displays the Write Cheques window, which looks just like one of your paper cheques.

- 2 (Optional)
Change the
selected date.**

{ewc VERMONT1,
DBB001,
'wrchqs.bmp, 65'}

- 3 Enter the
payee name
as you want it
to appear on
the cheque**

When you view
this cheque
later in the
transaction
register, the
payee
information
appears in the
Payee field.

- 4 Enter the
amount of the
cheque (after
the currency
symbol).**

*For
users
outside
the UK:
You can
customi
se the
currency
units on
your
cheques
to suit
any
country
in the
world
(for
example,
so they
show
Australia
n
dollars).
See
["Setting
internati
onal
options"
in
Appendi
xA.](#)*

When you tab
from the
amount line,
Quicken
automatically
spells out the
amount of the
cheque on the
next line.

- 5 If you plan to
post the
cheque in an
Intuit window
envelope,
enter the
payee name
and postal
address in the
Address box.**

You can use
up to five lines
(press Enter to
start a new
line). Press the
Quote key (')
to copy the

payee name
here.

**6 (Optional)
Enter a note
on the Memo
line.**

**7 Enter a
category on
the Category
line.**

Enter
categories,
splits or
transfers in the
same way as
you do in the
transaction
register. If you
use Intuit
voucher
cheques,
Quicken prints
up to 16 lines
of split
information on
the perforated
voucher
attachment. (If
you write a
single cheque
that covers 20
invoices,
Quicken prints
the first 16
invoice
numbers and
the amount to
be applied to
each invoice
on the voucher
attachment.)

VAT users:
If you are
tracking VAT in
this account,
Quicken prints
the first 8 lines
(not 16) of split
information on
the voucher
cheque.

{ewc VERMONT1,
DBB001,

`wrchqs2.bmp, 55'}

- 8 When you have finished writing the cheque, click Record to save it as a permanent part of your records.**

When you record a cheque, Quicken enters the information on the cheque into your register.

The Write Cheques window does not display a cheque number. Intuit cheques are prenumbered because most banks require prenumbered cheques for the purposes of stopping payment. Quicken inserts the correct cheque number in the transaction register when it prints the cheque. Until the cheques print, Quicken displays Print in the Chq No field of the transaction register.

Reviewing cheques

you've written

Once you've written and recorded your cheques, you can review them before printing either by scrolling through the Write Cheques window or by reviewing them in the register. After you've already printed a cheque, you cannot review it in the Write Cheques window. You can review printed cheques only in the register.

You can add to, change, delete or void any cheque in the Write Cheques window in exactly the same way as you edit transactions in the register. When you finish changing a transaction, Quicken recalculates all subsequent balances if necessary.

Or press **1**
Ctrl+R

**From the
Activities
menu, choose
Register.**

The Register window displays cheques and other transactions by date, and it also shows the information written on the cheques

except for the Address field. Unprinted cheques appear in the register with Print in the Chq No field. After you print the cheque, Quicken replaces Print with the actual cheque number.

```
{ewc VERMONT1,  
DBB001, `  
wrchqs3.bmp, 60'}
```

```
{ewc 2  
VER  
MON  
T1,  
DBB0  
03,  
`tip.b  
mp,  
7,  
4_1,1'  
}
```

Scroll through the register.

You can also drag the scroll box to search by date, or use the Find command to locate the transaction you want. (See ["Finding a specific transaction" in Chapter 3.](#))

```
{ewc 3  
VER  
MON  
T1,  
DBB0  
03,  
`ref.b  
mp,  
7,  
4_2,1'  
}
```

As you review cheques in the transaction register, you can delete or change them in any way you like.

Changes you make to an unprinted cheque will appear on the printed cheque.

Or press **4**
Ctrl+W

Click on the Write

**Cheques
window to
return to it.**

Writing postdated cheques

By postdating, you can schedule cheques for future payment. You can also forecast how much money you need in the coming weeks. Later, when you print cheques, you can have Quicken print cheques dated up to a specific date. Except for changing the date, writing postdated cheques is the same as writing normal cheques with Quicken. (Caution: don't post your postdated cheques!)

- {ewc 1** **In the Write**
VER **Cheques**
MON **window,**
T1, **change the**
DBB0 **current date**
03, **to the date in**
`ref.b **the future**
mp, **when you**
7, **want to print**
4_3,1' **the cheque.**
}
- 2** **Complete the**
cheque as
described in
"Filling in a
cheque".
- 3** **Click Record**
to save the
cheque.

When you
have

postdated cheques in your account, Quicken calculates a Current Balance and an Ending Balance and displays them both at the bottom of the Write Cheques window.

```
{ewc VERMONT1,  
DBB001, `  
wrchqs4.bmp, 65'}
```

```
{ewc  
VER  
MON  
T1,  
DBB0  
03,  
`ref.b  
mp,  
7,  
4_4,1'  
}
```

Quicken's Billminder and Reminder features can remind you to print postdated cheques and other scheduled transactions up to 30 days before their scheduled dates. These reminders help you pay bills on time if you don't use Quicken every day.

Changing cheque options

You can change cheque, QuickFill and miscellaneous options from the Write Cheques window.

In addition to the preferences described here, you can specify how your currency

should be spelled on your cheques. See "[Setting international options](#)" in [Appendix A](#).

1 Click Options in the Write Cheques window.

2 Click the Cheques tab.

These settings are selected when Quicken is installed. To turn on an option, select a checkbox by clicking it.

{ewc VERMONT1, DBB001, `prefchck.bmp, 60'}

3 Click the options you want to change, then click OK.

{ewc VERMONT1,LINE,'0,1,0,0,0,100,30,20}

Cheque Quicken does options this when the option is selected

{ewc VERMONT1,LINE,'0,1,0,0,0,100,30,20}

Printed Date Style Prints dates on cheques in the style that you select here.

Print Category Prints categories from a split transaction on Voucher the perforated Cheque attachment of a s voucher cheque. (See "[Splitting transactions](#)" in [Chapter 3](#) for more information.)

Warn if a Cheque Number is Re- Displays a warning message if you enter a cheque number that is

used already entered
in the transaction
register.

Change Changes the
Date of date of your
Cheque cheques to the
s to current date
Date when you print
When them instead of
Printed the date you
entered when
you wrote them.

Artwork Displays artwork
on in the Write
Cheque Cheques
Entry window. Select
Screen an artwork
choice from the
drop-down list.
This artwork will
not show when
you print.

{ewc VERMONT1,LINE;0,1,0,0,100,30,20}



5 *Printin g cheque s*

[About printing cheques](#)

[Preparing to print cheques](#)

[Printing cheques](#)

[Cheque printing problems and solutions](#)

About printing cheques

When you print cheques with Quicken, you use special personalised cheques designed to work with Quicken. In the UK and Australia, you can order these cheques from Intuit. Intuit makes cheques for continuous-feed printers and page-oriented printers.

{ew
c You can print cheques as soon

VE as you've written
RM them, or you can
ON wait and print
T1, them at another
DB time. For example,
B00 you can enter
3, cheques in the
'ref. Write Cheques
bm window at various
p, times throughout
7, the month, but
5_1 wait and print
,1} them only once or
twice each month.
If you have not
entered the
cheque details
yet, see ["Filling in
a cheque" in
Chapter 4.](#)

{ew You can print
c cheques from the
VE register, as
RM described in the
ON following sections,
T1, or you can click
DB Cheques to Print
B00 in Quicken
3, Reminders when
'ref. you start Quicken.
bm
p,
7,
5_2
,1}

{ew When you order
c personalised Intuit
VE cheques, Intuit
RM prints your name,
ON address, account
T1, number, bank
DB name, cheque
B00 numbers and all
3, the information
'ref. required by
bm financial
p, institutions on
7, your cheques.
5_3 Intuit guarantees
,1} that where your
present cheques
are being
accepted, Intuit's
printed cheques

will also be accepted

{ew
c
VE
RM
ON
T1,
DB
B00
3,
`ref.
bm
p,
7,
5_4
,1}

Intuit cheques are economical and come in a variety of styles for Windows-compatible printers. All Intuit cheques fit the special Intuit window envelopes, with the payee's address appearing in the window, eliminating the need to address envelopes.

{ew
c
VE
RM
ON
T1,
DB
B00
3,
`ref.
bm
p,
7,
5_5
,1}

You can also customise the way your cheques are displayed on screen and printed.

**Australian users:
Please see the
information
pamphlet included
in your Quicken
package for details
of how to order
cheques in
Australia.**

**If you don't live in
the UK or in
Australia: Intuit
regrets that we
cannot supply you
directly with
cheques or
envelopes. This is
because of the
diversity of laws
regarding
acceptable cheque**

styles in each country. We recommend that you arrange for a local printer in your country to supply you with cheques. Then see ["Setting international options" in Appendix A](#) to read how to define the currency wording on your printed cheques.

Preparing to print cheques

This section explains how to set up to print cheques on either a continuous-feed (also known as tractor-feed or dot matrix) printer or a laser, inkjet, Postscript or other *page-oriented* printer (including a dot matrix printer that has a paper tray).

{ew
c
VE
RM
ON
T1,
DB
B00
3,
'ref.
bm
p,
7,
5_7
,1}
{ew
c
VE

◆ **Set up your cheque printer.**

◆ **Load the cheques in printer just as you would any printer paper.**

◆ **If this is the first time you've printed an Intuit cheque, print a sample cheque to make sure the alignment is correct.**

◆ **Print your cheques.**

◆ **Examine the cheques to make sure they've all**

printed correctly.

```
RM
ON
T1,
DB
B00
3,
`ref.
bm
p,
7,
5_7
a,1'
}
{ew
c
VE
RM
ON
T1,
DB
B00
3,
`ref.
bm
p,
7,
5_8
,1'}
```

Setting up your printer

Before you print any cheques from a Quicken account, you need to select the printer you're going to use to print cheques.

- 1 From the File menu, choose Printer Setup and then choose Cheque Printer Setup.**

```
{ewc VERMONT1,
DBB001,
`prchqse.bmp, 65'}
```

- 2 Select the**

printer you want to use from the Printer drop-down list.

If the printer you want to use is not listed, use the Windows Control Panel to install the printer driver for your printer. See your *Microsoft Windows User's Guide* for instructions on installing a printer.

3 Select Auto-detect in the Paper Feed drop-down list.

Quicken automatically detects whether your printer is continuous-feed or page-oriented. But, you can force Quicken to use one or the other by selecting that option in the Paper Feed drop-down list.

4 Select the style of cheque you will be printing in the Cheque Style drop down list.

5 Select your cheque vintage.

Choose Original Vintage if you still use old style UK cheques or if you use Australian style cheques. You can also choose New Vintage for new style UK cheques or US original for American cheques.

6 (Optional) Click Font to select a different font type, style or size for the printed type on your cheques, then click OK.

```
{ewc VERMONT1,  
DBB001,  
'prchqfon.bmp, 55'}
```

7 (Optional) Click Settings to change the paper source, then click OK when you've finished.

8 Click OK to save your Setup.

Now you are

ready to print
a sample
cheque.

Printing a sample cheque to adjust alignment

Quicken lets you print sample cheques to make sure the cheques are properly aligned in the printer before you print your actual cheques. If you need to make adjustments, you can print sample cheques and use the alignment feature until your printing looks right.

Your Quicken package includes sample cheques for continuous—feed printers.

To practise printing with the sample cheques in your page—oriented printer, separate the cheques into pages of three cheques. Completely remove the tractor strips at the sides of each page.

- 1 Make sure your printer is turned on and online.**
- 2 If you haven't already inserted the**

cheques in your printer, insert them as you would any other paper.

- 3 From the File menu, select Printer Setup.**
- 4 Choose Cheque Printer Setup.**
- 5 If your printer name does not appear in the Printer box, see ["Preparing to print cheques"](#).**
- 6 From the Cheque Printer Setup window, click Align.**

Depending upon what type of printer you have selected, you will see one of these two windows.

{ewc VERMONT1,
DBB001,
'prchqcor.bmp, 45'}

{ewc VERMONT1,
DBB001,
'prchqaln.bmp, 35'}

If you have a page-oriented printer, skip ahead to ["Fine alignment"](#)

[with the
Cheque
Printer
Alignment
window](#) to

print a
sample
cheque. If
you have a
continuous-
feed printer,
use the
Coarse
alignment
feature
described
next.

Using the Coarse alignment feature

Follow these steps
to print a sample
cheque on a
continuous feed
printer.

- 1 Click Coarse and Quicken will display a message about not adjusting your printer.**
- 2 Click OK to print a sample cheque.**
- 3 Without moving the cheque in the printer, look at the pointer line that printed in the middle of the cheque and note the position number that the arrows**

point to.

{ewc VERMONT1,
DBB001,
`samplech.bmp, 45'}

- 4 In the Pointer Line Position box, type the closest position number pointed to by the arrows on the printed cheque.**

{ewc VERMONT1,
DBB001,
`prchqnum.bmp,
50'}

- 5 Click OK.**
If necessary, Quicken advances the cheques, and prints another sample.
- 6 Enter the new pointer line position number and click OK.**
If necessary, Quicken repeats these steps until the cheque is in the correct position.
- 7 When the cheque is positioned correctly, you'll see the Please Note Position window.**

{ewc
VERMONT1,

DBB001,
'prchqnot.bmp
, 35']

Printers with "AutoLoad": Even if your printer has an "autoLoad" feature you will still need to go through the alignment process using a visual cue as described here.

8

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 cheque. Make a note of this spot on the printer.

From now on, use this spot on the printer as an alignment cue to position your cheques visually each time you insert them in your printer, so you won't have to test your cheque alignment again by printing more sample cheques.

You are now ready to print your cheques. Go to ["Printing cheques"](#).

If you'd like to make additional adjustments, click Fine Align in the Please Note Position

window and skip to [step 3 of "Fine alignment with the Cheque Printer Alignment window"](#) next.

Fine alignment with the Cheque Printer Alignment window

{ew
c
VE
RM
ON
T1,
DB
B00
3,
'ref.
bm
p,
7,
5_1
0,1'
}

This method of adjustment is available for both page-oriented and continuous-feed printers. If you have a continuous-feed or tractor feed printer, we recommend that you first make a coarse adjustment.

- 1 Click Align in the Cheque Printer Setup window.**
- 2 If you are using a page-oriented printer select the number of cheques you are inserting.**

If you are using a

continuous-feed printer, click Fine.

{ewc VERMONT1,
DBB001,
`prchqalm.bmp, 55'}

3 Click Print Sample in the Fine Alignment window.

Quicken prints the sample cheque with a small alignment grid on it.

4 Examine the alignment grid Quicken printed on the cheque.

- Check the horizontal alignment. Is the text too far to the left or right?
- Check the vertical alignment. Is the text too high or too low?
- If the text is not within the alignment grid area, check to be sure your paper is feeding correctly through your printer.

5 You can adjust the printed amount up, down, left or right to align it correctly with the amount line on your cheque.

{ewc VERMONT1,
DBB001,
`prchqfin.bmp, 48'}

You can also enter numbers in the Vertical and Horizontal adjustment boxes instead of clicking the arrow buttons. Use this table as a guide on what to enter.

[ewc VERMONT1.LINE, 0,1,0,0,0,75,0,20]

| Problem | Solution |
|----------------|-----------------|
|----------------|-----------------|

[ewc VERMONT1.LINE, 0,1,0,0,0,75,0,20]

| | |
|---------------------------|---|
| The text prints too high. | Decrease the number in the Vertical field. For example, if the text is printing 2 squares ^a (0.2") too high, enter -20 in the Vertical field. |
|---------------------------|---|

| | |
|--------------------------|---|
| The text prints too low. | Increase the number in the Vertical field. For example, if the text is printing 1 1/2 squares (0.15") too low, enter 15 in the Vertical field. |
|--------------------------|---|

| | |
|--------------------------------------|--|
| The text prints too far to the left. | Increase the number in the Horizontal field. For example, if the text is printing 1/2 square (0.05") too far to the left, enter 5 in the Horizontal |
|--------------------------------------|--|

field.

The text prints too far to the right.

Decrease the number in the **Horizontal** field. For example, if the text is printing 1 square (0.1") too far to the right, enter **-10** in the **Horizontal** field.

(ewc VERMONT1,LINE,0,1,0,0,75,0,20)

- a. Squares refer to the 0.1" squares on the alignment grid.

For continuous-feed printers, if the printing is off the alignment grid to the left or right, slide the paper clamps on your printer to correct the problem.

You can use the Printer Alignment window for changes of less than 0.25 inch on continuous-feed printers.

When you change the alignment, Quick en shifts all text by the same amount. You cannot change the spacing of individual

6 Click Print Sample to test whether you have corrected the alignment problem.

Saving Cheques: If you have trouble getting cheques to print correctly and you have run out of the sample cheques that came with

columns.

Quicken, print sample cheques on blank paper. After printing a sample, place it on top of the real cheque and hold them both up to the light to see if the text printed correctly.

You can return to the Align Cheques window to set up your other alignments at any time.

7

Did your cheque print OK?

If you are satisfied with the alignment, click OK. Quicken saves the horizontal and vertical alignment adjustments.

If you are using a page-oriented printer, you have finished aligning this particular orientation of cheques. You can now set alignments for any remaining cases or quit aligning by clicking OK.

OR

If you would like to make further adjustments repeat [steps 3 through 7](#) under "Using the Coarse

[alignment feature](#)".

Printing cheques

When you have set up your printer and made sure your cheques are properly aligned in your printer, as described in the previous section, you can print your cheques in just a few easy steps.

- 1 If you haven't already inserted the cheques in your printer, insert them as you would any paper.**

If you are using a page-oriented printer, insert one full page of cheques in the paper tray in the same way as you would insert letterhead.

If you need to print a partial first page of cheques instead of a full page, see ["Printing a partial first page of cheques"](#). A partial page means that the last time

you printed standard cheques, you may have printed only one or two cheques instead of all three cheques on the final page, and now you are starting to print with that leftover page. (Voucher cheques only come one to a page.)

- 2 Make sure your printer is turned on and is online.**
- 3 Open the account you want to print cheques from.**

You feed cheques into your printer in the same way as you feed envelopes. Consult your printer manual to find out which of these three basic positions the printer manufacturer recommends for loading envelopes in the envelope feeder or cassette.

If your

cheques print upside down or on the wrong side, reverse the way you load the cheques into the envelope feeder.

{ewc VERMONT1,
DBB001,
'prchqsel.bmp, 65'}

4 From the File menu, choose Print Cheques.

5 If the number in the First Cheque Number box is not the same as the number of the first cheque in your printer, enter the number of the first cheque in your printer.

6 Select the cheques you want to print from the Print box.

{ewc VERMONT1,
DBB001,
'prchqse2.bmp, 55'}

7 If you chose Selected Cheques, mark each cheque you want to print.

{ewc VERMONT1,
DBB001,
'prchqse3.bmp, 60'}

- 8 Click Done to close this window.**
- 9 Click Print in the next Select Cheques to Print window.**
- 10 Make sure the correct cheque style is selected in the Cheque Style drop-down list.**

Intuit cheques come in two styles: standard and voucher. Voucher cheques have an additional voucher attached to allow room for more descriptive memos or an itemised breakdown of payment.

- 11 Make sure that the correct Cheque Vintage has been selected.**
- 12 If you are printing to a page-oriented printer, show Quicken how many cheques are on the first**

**page of
cheques you
are inserting
into the
printer by
clicking the
correspondi
ng icon.**

Three (a full page) is the usual setting. If your first page has only one or two of the original three cheques left on it, see ["Printing a partial first page of cheques"](#) for information about printing a partial first page of cheques. If you are printing on voucher cheques, you don't need to select an icon.

**If you
need
to
print
less
than a
full
page
of
three
chequ
es,
see
["Printi
ng a
partial
first
page
of
chequ
es"](#) in
the
next
sectio
n of**

**{ewc VERMONT1,
DBB001,
`prchqwin.bmp, 65'}**

this
chapt
er.

13 Click OK in the Print Cheques window to print your cheques.

If you see a message that says Quicken cannot support your font selection, click OK to print your cheques using the default printer font (usually Courier).

14 Did your cheques print OK?

{ewc VERMONT1,
DBB001,
`prchqok.bmp, 65'}

If the cheques printed correctly, click OK. You have finished printing.

OR

If any of the cheques did not print correctly, type the number of the first cheque that did not print correctly and click OK. Examine your printer to see if the cheques

jammed or the printer ran out of cheques. If the text on the cheques in your printer is not aligned correctly, you may need to adjust the cheque printing settings. See ["Printing a sample cheque to adjust alignment"](#).

Printing a partial first page of cheques

If you use standard cheques in your page-oriented printer, you'll sometimes find that a *partial page* of one or two blank cheques remains after you have finished printing. You can easily use that partial first page the next time you print cheques.

You can print partial pages of standard cheques, but not voucher cheques, since they come one per page only.

- 1 Before you start printing, turn on your printer but don't load your**

cheques yet.

- 2 From the File menu, choose Printer Setup and then choose Cheque Printer Setup.**
- 3 Select one of the Partial Page Printing Style icons to show Quicken how you insert envelopes (and cheques) into your printer and click OK.**

You feed cheques into your printer in the same way as you feed envelopes. Consult your printer manual to find out which of these three basic positions the printer manufacturer recommends for loading envelopes in the envelope feeder or cassette.

Before you insert your cheques into the envelope feeder you need to

know:

- The type of envelope feeder your printer has (Left, Centred or Portrait)
- If you should insert the cheque face up or face down
- If you should insert the left edge, right edge, top or bottom of the cheque into the printer first.

You feed cheques into your printer in the same way as you feed envelopes. Consult your printer manual to find out which of these three basic positions the printer manufacturer recommends for loading envelopes in the envelope cassette or feeder.

{ewc VERMONT1,
DBB001,
`prchqpar.bmp, 65'}

- 4 From the File menu, choose Print Cheques.**
- 5 Be sure the first cheque number is the same as the first cheque on your partial page of cheques.**
- 6 Select the**

cheques you want to print in the Print box.

7 Click Print.

8 Choose the Cheques on First Page icon:

- Click One if your first page has one cheque on it.
- Click Two if your first page has two cheques on it.

{ewc VERMONT1, DBB001, `prchqpge.bmp, 35'}

9 Load the one or two cheques in 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 HP LaserJet IIP printer does, for example), load your cheques that way. Look in your printer manual if you aren't sure.

10 Click Print to start printing the cheques.

11 Did your cheques print OK?

If your
cheques
printed
correctly,
click OK.

OR

If the
cheques look
as though
they printed
too high or
low, or too far
to the left or
right, see
["Fine
alignment
with the
Cheque
Printer
Alignment
window"](#) and
then reprint
your
cheques.

Reprinting Cheques

With Quicken, you
can easily reprint
any cheque at any
time for any
reason. You can
also fill in any
number of copies
in the Print
Cheques window
to print multiple
copies of
cheques.

- 1 In the register, select the transaction for the cheque you want to reprint.**
- 2 Select the cheque number and type Print over the**

**cheque
number.**

(If you have QuickFill turned on, all you have to type is P.)

Quicken replaces the cheque number with Print in the Chq No field and considers the cheque unprinted.

```
{ewc VERMONT1,  
DBB001,  
`prchqre.bmp, 62'}
```

- 3 Click Record.**
- 4 Print the cheque as usual, paying special attention to entering the correct first cheque number.**

Cheque printing problems and solutions

This section describes some common cheque printing problems and their solutions. If you continue to have problems, see your printer manual or call Intuit's technical

support group
(see [Appendix C](#)).

{ewc VERMONT\LINE;0,1,0,0,0,100,10,20}

{ewc
VER
MON
T1,
DBB
002,
'c8-
laser.
bmp,
25}

Problem Printer doesn't print.

Solution Check your equipment.

- Make sure your printer is turned on and is online.
- Make sure the cable connection between the printer and the computer is secure.
- From the File menu, choose Printer Setup and then Cheque Printer Setup. Make sure that the correct printer is selected.
- Check the Windows Print Manager and delete any stalled print jobs.

{ewc VERMONT\LINE;0,1,0,0,0,100,10,20}

{ewc
VER
MON
T1,
DBB
002,
'p88-
1.bm
p,
25}

Problem All text prints too high or too low on cheques.

Solution See "Printing a sample cheque to adjust alignment".

{ewc VERMONT\LINE;0,1,0,0,0,100,10,20}

{ewc
VER
MON
T1,
DBB
002,
'p88-
2.bm
p,
25}

Problem All text prints too far left or too far right on cheques.

Solution If text on *continous-*

feed
cheque
s prints
too far
left or
right,
repositi
on
cheque
s
horizont
ally.

- If an adjustment of over 1/4" is needed, move cheques to the right or left manually, moving the paper clamps as necessary.

- For smaller adjustments see "[Fine alignment with the Cheque Printer Alignment window](#)".

If text
on
page-
oriented
cheque
s prints
too far
left or
right,
you
need to
adjust
the
Horizon
tal
setting
in the
Cheque
Printer
Alignme
nt
window.

- See "[Fine alignment with the Cheque Printer Alignment window](#)".

{ewc VERMONT1,LINE:0,1,0,0,100,10,20}

{ewc
VER
MON
T1,
DBB
002,
'p8.b
mp,
25}

Problem Text fields are positioned incorrectly relative to each other.

Solution Check that you have set up cheque printing for the correct country, cheque style and vintage. Quicken repositions the text fields depending on what choices you make here. See ["Setting up your printer"](#).

{ewc VERMONT1.LINE, 0,1,0,0,0,100,10,20}

Changing the settings for your printer driver

- 1 From the File menu, choose Printer Setup and then choose Cheque Printer Setup.**
- 2 Make sure the printer you want to use is selected in the Printer drop-down list.**
- 3 Click the Settings button.**

Windows displays the printer driver window for your printer. The options you see on your screen may be different from the settings illustrated in this section depending on the type of printer you are using.

These are the settings for the printer driver of a page-oriented printer.

```
{ewc VERMONT1,  
DBB001,  
`prcsetup.bmp, 65'}
```




6

Memorising

transactions

[About memorised transactions](#)

[Memorising and recalling transactions](#)

[Using your Memorised Transaction list](#)

[Memorising a split transaction with percentages](#)

About memorised transactions

Memorising a transaction lets you enter the details of a transaction once, so you can recall it the next time you want to enter it.

While QuickFill also recalls the details of previously entered transactions, there may be some situations where

you want to memorise a transaction instead of using QuickFill. For example:

- If you often write more than one type of transaction to the same payee, you can memorise several transactions with the same payee but with different payment details.

- You can memorise a transaction with the amount split according to percentages, so that, for example, two people contribute the same relative amounts to a phone bill.

- If you want to set up transaction groups for fast entry of several transactions, as described in ["Setting up groups of transactions" in Chapter 8](#), you need to memorise the transactions first.

- You can put icons for your most frequently used transactions and transaction groups on the iconbar to make transaction entry more convenient. For example, if you withdraw cash from a cash dispenser regularly, you might want to set up an icon on the iconbar for that transaction.

Instructions for adding an icon to the iconbar are in Help, press F1, type "icons" and select "Add an icon to the iconbar".

```
{ewc  
VER  
MO  
NT1,  
DBB  
002,  
'uset  
xbtn.  
bmp,  
6}
```

Memorising and recalling transactions

You can follow the next procedures to have Quicken memorise any transaction in the Register or Write Cheques windows.

QuickFill will recall any memorised transaction automatically as soon as you type the first letters of the payee's name. (QuickFill looks for the payee in the Memorised Transaction list.)

{ew
c
VE
RM
ON
T1,
DB
B00
3,
`ref.
bm
p,
7,
6_1
,1}

If you turn off automatic recall in your QuickFill preferences you can still recall a memorised transaction in the Register or Write Cheques window by selecting it from the Memorised Transaction list as described in ["Recalling a memorised transaction manually"](#) later in this chapter.

Memorising an existing transaction

- 1 If the transaction is already in the register,

select it in the register or scroll to the transaction in the Write Cheques window.

Or
press
Ctrl+M

- 2 **From the Edit menu, choose Memorise Transaction.**

Quicken tells you the transaction is about to be memorised.

If you did not record an amount for the transaction, Quicken memorises the transaction as a payment type.

- 3 **Click OK.**

Quicken memorises all the information in the transaction except the date and the cheque number.

Memorising a new transaction

Or
press
Ctrl+T

- 1 **From the Lists menu, choose Memorised Transaction.**

To set up a memorised

investment transaction, choose Memorised Investment Trans.

Or press Ctrl+N

- 2 **Click New.**
- 3 **In the Type drop-down list, select the type of transaction to memorise.**

```
{ewc VERMONT1, DBB001, `creatmem.bmp, 65'}
```

```
{ewc VERMONT1, DBB003, `tip.bmp, 7, 6_2, 1'}
```

- 4 **Enter transaction information in each box as if you were entering the transaction in the register.**
- 5 **(Optional) Click Splits to fill out a split transaction.**

```
{ewc VERMONT1, DBB003, `ref.bmp, 7, 6_3, 1'}
```

- If you run a business and want to include VAT amounts in the split transaction, select the Splits Use VAT checkbox before clicking Splits.
- 6 **(Optional) Click Address if this is a**

cheque to be printed, and enter the address.

- 7 Click OK to add the new memorised transaction to the list.**

Automatically memorising transactions

{ew
c
VE
RM
ON
T1,
DB
B00
3,
'ref.
bm
p,
7,
6_4
,1'} You can have Quicken automatically memorise each new transaction you enter (except shares investment transactions). To do this, turn on the Automatic Memorisation Of New Transactions setting in your register options. When you enter a new payee (who is not already in the Memorised Transaction list), Quicken adds the payee to the list when you record the transaction.

After you have entered transactions for several months with automatic memorisation turned on, you may want to turn off this feature. Most of your monthly transactions will be memorised by then.

The Memorised Transaction list

can hold about 2,000 transactions. If the Memorised Transaction list becomes half-full, Quicken tells you it is turning off automatic memorisation. Your list fills up like this only if you don't usually make payments to the same payee more than once or twice. If this is the case, automatic memorisation is not much of a benefit to you anyway, so you should consider turning it off.

Recalling a memorised transaction manually

- 1 Scroll to the bottom of the Register or Write Cheques window to select a new transaction.**

Or, in the register, click Edit on the register button bar and select New Transaction.

(If you do not select a new transaction, Quicken will overwrite the currently selected transaction.)

Or
press
Ctrl+T

- 2 From the Lists menu, choose Memorised Transaction.**

For shares investment accounts, choose Memorised Investment Trans.

- 3 Double click the memorised transaction you want.**

- 4 (Optional) Review the transaction and make any changes or additions you want.**

If the transaction is locked, any changes you make do not affect the transaction in the Memorised Transaction list unless you rememorise the transaction in the register.

- 5 Click Record to record the transaction as usual.**

Using your Memorised Transaction list

From the Lists menu, choose Memorised Transaction.

After you've memorised a few transactions, your Memorised Transaction list may look like this:

```
{ewc VERMONT1,  
DBB001,  
'memtrans.bmp,  
65}
```

You can group memorised transactions together for easier recall. See ["Setting up groups of transactions" in Chapter 8.](#)

You can print the Memorised Transaction list. Open the list. From the File menu, choose Print List (or press Ctrl+P).

Locking memorised transactions

Lock a memorised transaction to preserve its information in the list whenever you recall it and make changes.

For example, suppose you create a memorised transaction for a £40 cash dispenser withdrawal. When you start typing dispenser

withdrawal in the register, QuickFill fills in the rest of the transaction. Then, instead of recording the transaction as it is, you choose to change the amount to £60. If the memorised transaction is locked, the amount remains £40 the next time you recall that transaction. If the memorised transaction is unlocked, the amount changes to £60 the next time you recall that transaction.

Transactions that you memorise manually are locked by default. If you upgraded from an earlier version of Quicken, all your previously memorised transactions are also locked. Transactions that are memorised automatically are unlocked.

To change the locked status of any transaction, click in the Lck column.

Displaying memorised transactions on the Calendar list

{ew} Memorised

c transactions that
VE are marked in the
RM Cal column in the
ON Memorised
T1, Transaction list
DB will be displayed
B00 in the list of
3, transactions next
`ref. to the Financial
bm Calendar. To
p, minimise the size
7, of the Calendar
6_5 list, unmark
,1'} transactions by
clicking in the Cal
column.

Reporting on a memorised transaction

```
{ewc VERMONT1,  
DBB001,  
`mentrep2.bmp,  
65'}
```

Changing a memorised transaction

There are two
ways of changing
the details of a
locked memorised
transaction:

Through the
Memorised
Transaction list

Or **press** **Ctrl+T**

- From the
Lists menu, choose
Memorised
Transaction. Select
the transaction you
want to change and
click Edit . Quicken
displays the Edit
Memorised
Transaction window.

```
{ew  
c  
VE  
RM  
ON
```

If the
transaction is
an amortised
payment that
you

T1,
DB
B00
3,
`ref.
bm
p,
7,
6_6
,1}

memorised
when setting
up a loan,
you see the
Set Up Loan
Payment
window
instead.

- In the register. Recall the memorised transaction into the register, make the changes you want, and then press Ctrl+M to rememorate the transaction in the list.

To change an unlocked memorised transaction, recall it in the register and make the changes you want. The transaction will be memorised automatically when you click Record.

Deleting a memorised transaction

From the Lists menu, choose Memorised Transaction.

Or
press
Ctrl+D

Select the transaction you want to delete and click Delete.

Memorising a split

transaction with percentages

Quicken offers two ways to split amounts according to percentages. For example, two people may have agreed always to split their phone bill 60%:40%.

The first way is simply to type, for example, 60% in the Amount field on the first line of the [Splits window](#), as described in [Chapter 3](#), and then to type 40% on the second line. (Be sure you entered the total amount in the register before opening the split.)

The second way is to memorise a split transaction, but with the different amounts saved as percentages of the total, as described next. The next time you recall the transaction, you enter the total amount and Quicken calculates how much each person owes.

Setting up a split transaction

using percentages

Whenever you memorise a split transaction, you can memorise the split amounts either as fixed amounts or as percentages of the total.

If you already have an existing transaction in your register that has the split amounts entered in the correct proportion, select it and go to step 5. Otherwise, set up the first such transaction as follows.

- 1 In the Register or the Write Cheques window, enter the payee name and then enter the total transaction amount in the Payment or Deposit field.**
- 2 Click Splits.**
- 3 In the Splits window, enter the amounts for this first transaction.**

You can let Quicken calculate the amounts if you want. For example, in

the Amount field on the first line type 60% to have Quicken calculate 60% of the total. On the second line, type 40%.

In this example, £75 was entered in the register as the total amount of the bill.

```
{ewc VERMONT1,  
DBB001,  
'memperc1.bmp,  
48'}
```

4 Click OK to close the split.

Or press Ctrl+M

5 From the Edit menu, choose Memorise Transaction.

Quicken asks if you want to memorise splits as percentages.

6 Click Yes.

7 Click OK to memorise the transaction.

8 Click Record to record the transaction.

In the Memorised Transaction list, Quicken shows %SPL in the Type column.

Recalling a memorised transaction with percentages

- 1 Start with a blank transaction in the register or display a blank cheque in the Write Cheques window.
- 2 Start typing the payee name in the transaction and press Tab to recall the transaction from the list.

Or
press
Ctrl+T

If QuickFill is not turned on or you want to recall the transaction manually, choose Memorised Transaction from the Lists menu, select the transaction, and click Use.

```
{ewc VERMONT1,  
DBB001,  
'memperc3.bmp,  
60'}
```

Quicken asks you to enter the total transaction amount.

- 3 Enter the

total amount you want Quicken to divide into the percentages stored in the split transaction, and click OK.

Quicken enters a transaction for the amount you specify, with the amount split according to the percentages stored in the memorised transaction.

In this Splits window, Quicken calculates the actual amounts on the basis of the percentages stored in the memorised transaction.

```
{ewc VERMONT1,  
DBB001,  
`memperc5.bmp,  
60'}
```

4 Click Record to record the transaction.

. 7 *Balanc ing your accoun t*

[How Quicken helps
you balance your
account](#)

[Balancing your
account for the first
time](#)

[Starting reconciliation](#)

[Marking cleared
transactions](#)

[Completing
reconciliation](#)

[Correcting
differences](#)

[Having Quicken
adjust for differences](#)

[Updating your
previously reconciled
balance](#)

[Catching up if you
skipped balancing
your account](#)

[Adding earlier
transactions to
Quicken](#)

**How
Quicken**

helps you balance your account

The goal of reconciling is to bring your Quicken records into balance with your bank records. Quicken allows you to reconcile to the degree of accuracy that you want. You can track down every penny if you prefer, but Quicken does not require it.

When your bank statement arrives, follow the basic steps listed here to balance or "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 and reconcile each one individually.

- **If this is the first time you've reconciled the bank account, check to see if you need to enter more transactions or update your opening balance.**

{e
wc
VE
R
M
ON
T1,
DB
B0
03,

`ref
.b
mp
,7,
7_1
,1}

- **Start reconciling by entering information from your current bank statement.**

{e
wc
VE
R
M
ON
T1,
DB
B0
03,

`ref
.b
mp
,7,
7_2
,1}

- **Mark the transactions that have cleared your bank account in the Reconcile window.**

{e
wc
VE
R
M
ON
T1,
DB
B0
03,

`ref
.b
mp
,7,
7_3
,1}

- **Compare the totals of cleared items in the Reconcile window with those on your bank statement.**

{e
wc
VE
R
M
ON
T1,

DB
B0
03,
'ref
.b
mp
,7,
7_4
,1}

- (Optional)
Create and print a reconciliation report.

Balancing your account for the first time

The first time you balance your account may take some extra time. After you find the point where Quicken and the bank agree on the amount of money in your account, reconciling your account each month should be easier. Before you can reconcile your accounts accurately, you need to do two things:

- 1 Enter all uncleared transactions in your 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 all uncleared transactions because the transactions appear on the bank statement when you're trying to reconcile.

You can also enter these transactions in the register as you find them during reconciliation.

2 Update your opening balance to reflect the amount that was actually in your account when you began using Quicken with that account.

You can correct the amount of the Opening Balance transaction in your transaction register to match the ending balance from the last bank statement you received

before you started using Quicken. Or Quicken can create an opening balance adjustment at the end of your first reconciliation.

```
{ewc VERMONT1,  
DBB001,  
'bal_proc.bmp, 65'}
```

Starting reconciliation

Your first step in reconciling your account is to enter some information from your bank statement.

If the balance shown on your bank statement is different from Quicken's balance for the account, do not assume that the bank balance is current. You've probably entered transactions into Quicken after the bank prepared your statement. You may also have cheques or other transactions from earlier months that have not yet cleared the bank. Be sure to enter these transactions in the register now if you have not already done so.

- 1 Select the account you want to reconcile.**
- 2 From the Activities menu, choose Reconcile.**

{ewc VERMONT1,
DBB001,
'balance1.bmp, 55'}

- 3 Compare the opening balance amount from your bank statement with the amount in the Bank Statement Opening Balance box.**

Your bank statement might call this amount the "beginning" or "previous" balance.

If this is the first time you are reconciling this account, the amount in the Bank Statement Opening Balance box is the same amount that you entered from your previous bank statement when you set up this account.

For example, if you started using Quicken in April and your latest bank statement was dated March 31, the ending balance amount from the March 31 statement is the same amount in the Opening Balance transaction in your Quicken register and the same amount in the Bank Statement Opening Balance box in this window.

If this is not the first time you have reconciled this account, the amount in the Bank Statement Opening Balance box represents the total of all reconciled transactions in the transaction register. In the register, all reconciled transactions are marked with an x in the Clr (Cleared) column, just

like your
Opening
Balance
transaction.

- {e
wc
VE
R
M
ON
T1,
DB
B0
03,
'ref
.b
mp
,7,
7_6
,1}
- 4 **If the amount in the Bank Statement Opening Balance box does not match the opening balance shown on your bank statement for this account, correct the Quicken amount by entering the opening balance from the bank statement.**

Quicken
creates an
opening
balance
difference
that you will
need to
resolve later.

- {e
wc
VE
R
M
ON
T1,
DB
B0
03,
'ref
.b
mp
,7,
7_7
- 5 **Find the ending balance on your bank statement and enter it in the Bank Statement Ending Balance box in the Reconcile Bank Statement window.**

,1}

Your bank statement might call this amount the "current" balance.

- 6 If any service charges are listed on your bank statement and you haven't already entered them in your Quicken register, enter the total amount in the Service Charge box, and then enter the date of the service charge in the Date box.**

- 7 Enter a category for the Service Charge amount.**

Quicken remembers the category you use (such as Bank Chrg) and inserts it in the Category field the next time you reconcile.

- 8 If your statement shows interest**

earned for your bank account and you haven't entered it in your Quicken register, enter the amount in the Interest Earned box, and then enter the date when the interest was earned in the Date box.

If you click Cancel in the Reconcile Bank Statement window, the Service Charge and Interest Earned transactions remain in the register. Do not enter them again when you return to reconcile.

9 Enter a category for the Interest Earned amount.

Quicken remembers the category you use (such as Int Inc) and inserts it in the Category field the next time you reconcile.

10 When you've finished filling in the Reconcile Bank Statement window, click OK.

Quicken adds the Service Charge and Interest Earned transactions to the register and displays the Reconcile

Bank
Statement
window.

Marking cleared transactions

Your next step 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 Bank Statement window contains a list of the uncleared transactions in your Quicken account, separated into payments and deposits.

- 1 Compare the transactions listed on your bank statement with those listed in the Reconcile Bank Statement window.**

Look for each transaction shown in the list of uncleared transactions that is also listed on your bank statement. If you turn the option to sort by date off,

Quicken sorts the transactions by cheque number.

Verify that the transaction amount matches the amount listed on the bank statement.

2 If you find a transaction in the Reconcile Bank Account window that matches a transaction on the bank statement, mark the transaction as cleared.

Click the transaction to mark it. Once you've marked a transaction as cleared, a tick appears in the Clr (Cleared) column of the Reconcile Bank Account window and the Cleared Balance is updated. To unmark a transaction, click the transaction again.

{e
wc
VE
R
M
ON
T1,
DB
B0
03,
'tip
.b
mp
,7,
7_8
,1'}

{ewc VERMONT1,
DBB001,
'balance2.bmp, 65'}

3 If you find a

transaction on your bank statement that is not in the list of uncleared transactions , enter it in the register now.

- Click New to move to the blank transaction at the end of register.
- Enter the date and other information for the missing transaction.
- Click Record to record the transaction.
- Add any other missing transactions to the register now.
- Close the Register window or choose Reconcile from the Activities menu to return to the list of items you are marking.
- Mark the transaction as cleared.

4 Similarly, if you find transactions that contain incorrect amounts or other errors, correct them now in the transaction register.

- Select the transaction and click Edit.
- Quicken displays the register and selects the transaction you wish to change.

```
{ewc VERMONT1,  
DBB001,  
'balance3.bmp, 65'}
```

- Correct the error in the register.
- Click Record to record the change.
- Close the register window or choose Reconcile from the Activities menu to return to the list of items you are marking.
- Mark the transaction as cleared.

Completing reconciliation

When you've finished marking off cleared transactions, look at the difference amount in the Reconcile Bank Statement window. Compare the amount with the three situations described below.

- Result 1: The Difference amount is zero *and* there is no Opening Balance Difference displayed above the Cleared Balance (see [the next illustration](#))
- Result 2: The Difference amount is not zero (see the [third following illustration](#))
- Result 3: The Difference amount is zero and there is an Opening Balance Difference (see [the fourth illustration](#))

below)

{ewc VERMONT1,
DBB001,
`balance4.bmp, 55'}

When you successfully complete balancing your account, Quicken asks if you would like to create a reconciliation report. You can create a reconciliation report at any other time too: from the Activities menu, choose Reconcile, and then click Report.

{ewc VERMONT1,
DBB001,
`reconrpt.bmp, 55'}

{ewc VERMONT1,
DBB001,
`balance7.bmp, 55'}

You have two options when your account doesn't balance: Find the difference between your transaction register and the bank statement and correct it. See "Correcting differences" next.

OR

{ewc
VER

Have
Quicken

MO
NT1,
DBB
003,
'ref.
bmp,
7,
7_9,
1'}

modify your
Quicken
balance to
agree with
the bank's by
recording an
adjustment
transaction.

{ewc VERMONT1,
DBB001, 'balanc-
1.bmp, 55'}

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

Count the number
of withdrawal
items on your
bank statement
and compare that
number with the
number of
"cheques, debits"
items you've
marked in the
Reconcile Bank
Account window.
Count the number
of deposit items
listed on your
bank statement
and compare that
number with the
total number of
"deposits, credits"
items marked off

in the Reconcile Bank Account window.

Debits include cheques, cash withdrawals, standing order payments, transfers out of the account, and service charges and fees.

Credits include direct deposits, transfers into the account, and interest earned.

{ewc VERMONT1, DBB001, 'balanc-2.bmp, 65'}

If you know the problem is the number of Payments and Cheques, look only at payment transactions; if you know the problem is the number of Deposits, look only at deposit transactions. If the count does not agree, you may have a problem with the number of Payments and Cheques or Deposits marked as cleared. Check to see if:

- You missed recording an item in the transaction register.
- You missed marking an item as cleared.
- You mistakenly marked an item as cleared.

- You entered any transactions twice.
- You entered a deposit as a payment or a payment as a deposit.

Caution: The bank may summarise 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 summarise transactions in your register, such as bank charges, that the bank itemises. Some statements list interest earned separately; some list service charges separately.

Finding a problem with the total amount of items

If there's no problem with the number of items marked as cleared, compare the amount of the "cheques, debits" total in the Reconcile Bank Account window with the amount of debits or "withdrawals" shown on your bank statement. If the totals do not agree, you know

you have a problem with the amount of debits.

Compare the amount of the "deposits, credits" total in the Reconcile Bank Account window with the amount of credits shown on your bank statement. If the totals do not agree, you know you have a problem with the amount of credits.

If you know the problem is the amount of debits, look only at payment transactions; if you know the problem is the amount of credits, look only at deposit transactions.

You may have recorded all items, but typed an amount incorrectly.

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 the transaction in the Register window (double-click it) and correct the amount (then return to the Reconcile Bank Account window).

The bank may have made a mistake by processing a transaction for a different amount than you wrote it for. Adjust the balance by entering a transaction (or let Quicken make the adjustment for you as described in the following section, "Having Quicken adjust for differences".) Then contact your bank. The bank will make an adjustment that will appear on your next statement. Because this adjustment will appear as an already cleared item in the transaction register, your account will be off by the same amount at the end of the next reconciliation. Have Quicken make another adjustment when you finish reconciling the next statement.

Having Quicken adjust for differences

You might decide to ignore the difference

between your transaction register and the bank statement. Ignoring the difference is appropriate if the amount is small and you feel it is not worth your time to track it down. Even though you decide to ignore the difference, you'll want to have Quicken enter a balance adjustment for the amount of the difference. That way you'll be starting with accurate totals the next time you reconcile your account.

1 Click Done in the Reconcile Bank Account window.

If there is an Opening Balance Difference amount to resolve, Quicken first asks "Would you like Quicken to create an adjustment of this amount to make your totals agree with the bank statement?"

- Click Yes if you want Quicken to enter an adjustment transaction and

resolve the discrepancy for you.

OR

- Click No to complete reconciliation without adjusting for the Opening Balance Difference. Do this if you want to resolve the discrepancy yourself.

OR

- Click Cancel to return to reconciliation.

2 Adjust the balance or continue to resolve the differences.

If there is a Difference amount to resolve (resulting from transactions in the current statement period), Quicken tells you the amount of the discrepancy.

- 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 resulted in the difference.

OR

- Click Cancel if you want to return

to the Reconcile Bank Account window and track down the difference.

Updating your previously reconciled balance

If the opening balance from your bank statement is different from the amount Quicken expected as your previously reconciled balance, you need to account for the difference so that Quicken can reconcile your account accurately.

The previously reconciled balance might differ for one of these reasons:

You are balancing your Quicken account for the first time.

Quicken uses the amount of the Opening Balance transaction in your register as the Bank Statement Opening Balance in the [Reconcile Bank Statement window](#). When you set up the Quicken account, you may have entered a balance that was different

from the actual amount in your bank account. There are probably transactions missing from your Quicken account that affect the balance. See ["Balancing your account for the first time"](#) earlier in this chapter.

OR

You were using Quicken and reconciling your bank account, and then you started recording earlier transactions in Quicken.

For example, say it's July. You started recording transactions 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 based on the full year's transactions. After entering these earlier items, you noticed that the ending balance in the transaction 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. In this case, see ["Adding earlier transactions to Quicken"](#).

OR

You have started reconciling with a current 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 month. However, if you have skipped several months and don't want to balance each bank statement, See "Catching up if you skipped balancing your account" next.

OR

You have inadvertently changed or deleted a previously reconciled transaction.

Quicken always asks you to confirm a change to a previously reconciled transaction. If you have already ruled out other possible errors (see ["Completing reconciliation"](#))

earlier in this chapter), you probably should continue with reconciliation and have Quicken record an adjustment transaction when reconciliation is complete.

Catching up if you skipped balancing your account

In some circumstances, you need to enter transactions that have already cleared the bank, or mark transactions as previously cleared. This is different from marking off transactions as cleared while you are reconciling. You can approach reconciliation in two ways: the recommended, best way and the second-best way.

If you have used Quicken for a number of months and have just decided that you want to reconcile, you might not want to go back and reconcile your Quicken account against the bank statements for

each of the previous months.

For example, if you are starting to reconcile with your June bank statement after entering transactions in Quicken since January of the same year:

Follow the steps in ["Starting reconciliation"](#), continue with the steps in ["Marking cleared transactions"](#), and then in ["Completing reconciliation"](#) for each month before starting to reconcile the statement for the next month.

The best way to catch up

Balance each month separately, starting with your earliest (January) statement and continue through to your most recent (June) statement.

The second-best way to catch up

Balance all the unreconciled bank statements at the same time. Your records may not be as accurate as they would be if you reconciled each month separately. The second-best method follows.

- 1 From the Activities menu, choose Reconcile.**
- 2 In the Bank Statement Ending Balance box of the Reconcile**

Bank Statement window, enter the ending balance from the most current bank statement and click OK.

The ending balance from the current bank statement is June in this example.

{e
wc
VE
R
M
ON
T1,
DB
B0
03,
'ref
.b
mp
,7,
7_1
0,1'
}

3 In the main Reconcile window, mark the transactions shown on all the bank statements for the period covered by your Quicken transaction register.

{e
wc
VE
R
M
ON
T1,
DB
B0
03,
'ref
.b

4 Finish reconciling.
If there is a Difference amount, you or your bank may have made an error at an earlier date. If the difference is fairly small, you can have Quicken

mp
, 7,
7 1
1, 1'
}

enter an adjustment transaction when it completes the reconciliation. Then your records will match the next time you reconcile your account. If the difference is large and you cannot account for it, you may want to ask your bank to determine which balance is accurate.

Adding earlier transactions to Quicken

If you've used 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. Follow these steps to maintain an accurate reconciled balance.

In this example, assume that you

started entering transactions in June. When you set up the Quicken bank account, you used the ending balance from your May statement as the opening balance. You've already reconciled your June bank statement. Now you want to go back and add transactions starting on January 1.

1 Make a 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 June 1 and is in the amount of £450. Your January bank statement, which covers the period from December 14 to January 15, shows a beginning balance of £210. So, change the date of the Opening Balance transaction in the register to December 14 and the amount to £210.

- 3 Enter all the earlier transactions starting January 1 in your register, just as you would enter any current transaction.**

Don't worry about any transactions that occurred in the period between the beginning date of the January bank statement

(December 14) and the first date for which you entered transactions (January 1). You'll take care of those transactions when you update the reconciled balance in step 5.

4 When you have 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

6 Now you can go on

{e
wc
VE
R
M
ON
T1,
DB
B0
03,
'ref
.b
mp
,7,
7_1
2,1'

}

**and
reconcile for
the current
month
(June).**

The total of
reconciled
transactions
in your
register now
includes all
the
transactions
that
appeared on
your bank
statements
from January
to June.

. 8
*Sched
uling
with
the
Quicke
n
Financ
ial
Calend
arTM*

[How Quicken helps
you schedule](#)

[Setting up standing
orders and direct
debits](#)

[Paying scheduled
transactions ahead of
time](#)

[Setting up groups of
transactions](#)

[Viewing your
Financial Calendar](#)

[Viewing the account
balances graph](#)

[Scheduling a](#)

[transaction on the
Financial Calendar](#)

[Recording
transactions in your
register](#)

[Adding notes to your
Financial Calendar](#)

[Using Quicken
Reminders and
Billminder](#)

How Quicken helps you schedule

Think of the expenses and deposits coming up that you already know about. You may know that you will be paid towards the end of each month, that you have to pay rent at the start of each month, that the car needs a service soon. You know there's a trip you need to plan for, although it's still a couple of months off.

Quicken has a month-by-month Financial Calendar you can use to keep track of all these known transactions. It looks just like the calendar on your wall. On Quicken's Financial Calendar, you can mark one-off transactions such

as a car service or holiday, and you can also mark recurring transactions like your rent, pay cheque and any standing orders you have set up at your bank.

```
{ewc VERMONT1,  
DBB001,  
`plintro.bmp, 65'}
```

Note: If you use a standing order to make an amortised payment for a loan or mortgage, set this up through the View Loans window instead see ["Setting up a loan" in Chapter 11](#).

If you define a scheduled transaction to be a recurring transaction, Quicken will regularly enter it in your register on the scheduled days, saving you time. If the transaction is a bill to be paid, Quicken now gives you a reminder that it needs to be paid. For standing orders, you've put your record-keeping on autopilot. If you use Quicken to print cheques, Quicken creates the new cheques in the Write Cheques window ready for you to print them out.

Setting up standing orders and direct debits

You may have set up standing orders and direct debits at your bank to pay bills that occur regularly. You can use scheduled transactions to set these up in Quicken too, so that Quicken automatically writes the payments into your transaction register at the same time as your bank is paying the bills.

{e
wc
VE
R
M
ON
T1,
DB
B0
03,
'ref
.b
mp
,7,
8_1
,1}

Standing orders authorise your bank to transfer a fixed amount from your account to somebody else's account at regular intervals. People typically set up standing orders to pay rent or car lease payments. Direct debits are similar, except that you give the payee the authority to decide how much should be paid each time.

You can set up standing orders and direct debits in Quicken either on the Financial Calendar or in the Scheduled

Transaction list as described below.

For each standing order or direct debit, define the payment in Quicken as follows.

- 1 From the Lists menu, choose Scheduled Transaction.**
- 2 Click New.**
- 3 Fill in the fields of the Create Scheduled Transaction / Standing Order window.**

When you've finished making entries, your window may look something like the one shown here.

{ewc VERMONT1, DBB001, `plcalsca.bmp, 65'}

{ewc VERMONT1, DBB001, `plcalscb.bmp, 65'}

If you want to break down the payment into several parts, click Splits to open a split transaction just as you do in the register.

You might want to enter

transactions a few days in advance, to remind you and give you time to send the bills off. To do this, when you set up a scheduled transaction, enter a number in the Days in Advance field: Quicken enters the transaction in the register that many days before the next payment date. The transaction is then entered as a postdated transaction. Its transaction date doesn't change as a result of being entered in advance.

For example, the scheduled transaction example above is dated 5/1/95, but Quicken enters it in the register on August 6, because it was set up to be recorded three days in advance.

wc
VE
R
M
ON
T1,
DB
B0
03,
'ref
.b
mp
,7,
8_2
,1}

Choose Scheduled Transaction from the Lists menu.

set up the scheduled transaction.

The new transaction is added to your Scheduled Transaction list. You can change the details of a scheduled transaction at any time by selecting that transaction in the list and clicking Edit.

As each payment is due to be recorded in your transaction register, Quicken creates the entry when you start Quicken. (If the first payment is due now, open the Scheduled Transaction list and click Pay.) If you selected "Prompt before entering" from the Register Entry drop-down list in the Create Scheduled Transaction... window, Quicken asks you to confirm before it enters the

transaction. If you selected "Automatically enter," Quicken enters the transaction in the register without notifying you.

If you aren't sure which Register Entry option to use, select "Prompt before entering." This allows you to check the details of the transaction and change them if necessary before Quicken records the transaction in your register.

Filling in the direct debit amount

If your direct debit amount varies with each payment, you have two choices in Quicken when you set up the direct debit. You can either leave the amount blank or enter an estimate of what the payment will be. Entering an estimate will help you see what your upcoming bills could be. In either

case, when your bank statement arrives you need to go into the transaction register and enter the correct amount.

Recording standing order deposits

You can also use scheduled transactions to record amounts you regularly receive. For example, if you are a landlord and receive rent money by standing order, define the standing order exactly as described previously, but select Deposit in the Type box at the Create Scheduled Transaction/ Standing Order window.

If you receive your pay cheque by electronic transfer, you can schedule this in Quicken too. Again, select Deposit in the Type box at the Create Scheduled Transaction/ Standing Order window. If you want, you can break the pay cheque down into detailed amounts using a split transaction, as

shown in the example in [Chapter 3, Using the transaction register](#). Click Splits at the Create Scheduled Transaction... window to open a split.

Viewing your Scheduled Transaction list

From the Lists menu, choose Scheduled Transaction.

Your Scheduled Transaction list shows all the future payments and deposits you have defined.

{e
wc
VE
R
M
ON
T1,
DB
B0
03,
'ref
.b
mp
, 7,
8_3
, 1}

You might find this list particularly useful for checking what standing orders and direct debits you have set up in Quicken.

With the Scheduled Transactions list displayed, you can schedule new transactions, edit or delete transactions, or Pay Now, just as you can on the Financial Calendar.

Click new to create a new scheduled transaction group.

{ewc VERMONT1,
DBB001,

`plsclist.bmp, 65'}

You don't need to delete an item from the Scheduled Transaction list just to deactivate it. If you think you might need the scheduled transaction again, edit the scheduled transaction and enter 0 in the No. of payments box. Quicken will not record any more transactions in your register until you enter a new number in this box, though the item remains in your Scheduled Transaction list.

Paying scheduled transactions ahead of time

You may sometimes want to record a scheduled transaction earlier than the date you originally scheduled. For example, you planned to have your car serviced next week but did it today instead. From the Lists menu, choose Scheduled Transaction.

- 1 Select the scheduled transaction**

**and click
Pay.**

- 2 The Record
Scheduled
Transaction
window
appears.
Check the
details and
click
Record.**

Quicken enters the transaction in your register immediately, with the Next Scheduled date unless you changed the date. For a one-off transaction, Quicken removes the transaction from the list.

If you set up the scheduled transaction as a cheque to write in Quicken, you can now print the cheque.

When you become familiar with the Financial Calendar, described later in this chapter, you may prefer to use the Pay Now function through the Financial Calendar instead.

Setting up groups of transactions

You may find that you are paying a group of bills regularly at the same time. For example, at the start of each month you pay your phone bill, electricity bill and car payment. Instead of setting up each payment separately as a recurring scheduled transaction, you can group them together into a recurring transaction group. This cleans up your Scheduled Transaction list, as the group appears as just one item in the list.

Note: When a group is due to be recorded, Quicken enters each transaction in the group into your transaction register. If necessary, you can then go into the register and edit each transaction separately.

If you have used an earlier version of Quicken, you can still use any transaction groups you set up in your earlier version. A transaction must be memorised before you can include it in a group for automatic entry.

{e
wc
VE
R
M
ON
T1,
DB
B0
03,
03,
'ref
.b
mp
,7,
8_4
,1}

If you include an unlocked transaction, Quicken will automatically lock it for you so that you won't overwrite it accidentally. However, you can unlock it later if you wish.

Set up a transaction group from the Scheduled Transaction list by assigning memorised transactions to it.

{e
wc
VE
R
M
ON
T1,
DB
B0
03,
03,
'ref
.b
mp
,7,
8_5
,1}

You can have up to twelve transaction groups.

1 From the Lists menu, choose Scheduled Transaction.

2 Click New.

3 Select an account from the Account drop-down list.

All transactions in the group are entered into the same account.

4 Click Group.

5 Select whether this is a regular or shares investment transaction group.

Unless all the transactions in the group were memorised in a shares investment account, select "Regular."

6 Enter a group name.

The group name can be a descriptive name such as "Utility bills" or "Quarterly payments."

7 Fill in the other information in the Create Transaction Group window.

Select a register entry and frequency option.

8 Click OK.

The Assign Transactions to Group window appears. This window lists all of your memorised transactions.

9 Mark the transactions you want to include in this group.

Each transaction in this list can belong to

only one group.

```
{ewc VERMONT1,  
DBB001,  
`plgroup2.bmp, 65'}
```

```
{e  
wc  
VE  
R  
M  
ON  
T1,  
DB  
B0  
03,  
`ref  
.b  
mp  
,7,  
8_6  
,1'}
```

If you want to create printable cheques by recalling a transaction group, be sure that Chq appears in the Type column for those memorised transactions when you are assigning them to a transaction group.

Quicken reads Chq as "printable cheque." Printable cheques appear in the transaction register with Print in the Chq No field.

To change the type of a memorised transaction, edit the transaction in the Memorised Transaction list.

- 10 When you have finished assigning transactions to the group, click Done.**

The group is listed as a single item in your Scheduled Transaction list. The amount is not shown, because there are several transactions in the group with different amounts.

To enter a group of transactions ahead of the scheduled time, select the group in the Scheduled Transaction list and click Pay.

Changing and deleting transaction groups

You can edit a transaction group at any time. Click Edit at the Scheduled Transaction list to change the schedule details, assign new transactions or remove transactions from the group. You can also display the Memorised Transaction list and edit a memorised transaction at any time, even if it

belongs to a transaction group.

Caution: If you delete a memorised transaction from the Memorised Transaction list, Quicken automatically removes it from the transaction group.

If you delete a transaction group (by clicking Delete at the Scheduled Transaction list), the memorised transactions included in the group remain in the Memorised Transaction list.

Viewing your Financial Calendar

Quicken's Financial Calendar is a visual planning tool that shows you what lies ahead.

- 1 From the Activities menu, choose Financial Calendar, or click the Calendar icon on Quicken's iconbar.**

{ewc VERMONT1, DBB001, `plcall.bmp, 65'}

{e
wc

Today's date is shown in a different

VE
R
M
ON
T1,
DB
B0
03,
'tip
.b
mp
,7,
8_7
,1}

colour (or shade).
The Financial Calendar displays all transactions for the selected accounts, which may be:

- All past transactions already in your registers.
- Single scheduled transactions you know are coming up soon (these are marked with "1x"). Enter these as a reminder of upcoming bills.
- Recurring scheduled transactions like your standing orders. Enter these to save time entering transactions in your register.

{e
wc
VE
R
M
ON
T1,
DB
B0
03,
'ref
.b
mp
,7,
8_8
,1}

Register transactions, displayed in black, are already in your register. Scheduled transactions are displayed in blue until they have been recorded. When you drag <NEW> to a day in the Calendar, you can

create either a scheduled or a register transaction.

You can enter scheduled transactions from the Scheduled Transaction list, as described previously in this chapter, or directly on the Financial Calendar, as described next. Enter one-off transactions as a reminder of upcoming bills. Also schedule all your recurring transactions (salary cheque, mortgage, car payments, insurance, and so on) to save time entering transactions in your register.

Transactions scheduled on your Financial Calendar ahead of *today aren't yet entered in your register*. You can view them *only on the Financial Calendar* or in the

Scheduled Transaction list. As they become due, Quicken enters them for you in the register and changes them from blue to black in the Financial Calendar.

To print the calendar, press Ctrl+P.

(However, if you have entered any future transactions directly into your register as postdated transactions, these also show up on the Financial Calendar, marked in black.)

To see more information about the transactions, double-click on the date box.

Selecting accounts to view

You can select which accounts you want to view. The Financial Calendar and the account balances graph reflect information only for the selected accounts. If you don't see a

transaction in the list to the right of the Financial Calendar that you know is in one of your registers, it may be because that account has not been selected.

- 1 Click the Options button in the Financial Calendar button bar.**
- 2 Mark the accounts to include and then click OK.**

To mark or unmark an account, click it in the list.

Viewing the account balances graph

To display a graph of the balances of your selected accounts, click View and then select Show Account Graph.

```
{ewc VERMONT1,  
DBB001,  
`plgraph.bmp, 65'}
```

{e
wc
VE
R
M
ON
T1,
DB
B0
03,
The graph shows actual account balances plus postdated and scheduled transactions. Past balances are shown in yellow, the current date is in green, and future projected balances are in

`ref blue.
.b
mp
, 7,
8_9
, 1}

Press
Ctrl+K
to
view
the
Curre
ncy
List.

The account balances graph is always displayed in the home currency. Any foreign currency account balances are converted at the rate recorded in the Currency list.

Note: If you are upgrading from Quicken 3 for Windows, your forecast data and worksheet have been moved to Forecasting.

Scheduling a transaction on the Financial Calendar

{e To the right of the
wc Financial
VE Calendar is a list
R of transactions
M made up of
ON memorised
T1, transactions that
DB are marked to be
B0 included in the
03, Calendar.
`ref If this list gets too
.b big, you can hide
mp selected
, 7, transactions.
8_1

0,1'
}

- 1 Select the month you'd like to schedule for.**

Click the Prev or Next buttons to change the month.

- 2 Move the mouse pointer over the list of transactions on the right.**

{ewc VERMONT1,
DBB001,
`plcalsc2.bmp, 30'}

- 3 Click on the transaction you want to schedule and hold the left mouse button down as you move the pointer to the scheduling day on the Financial Calendar.**

To create a new transaction that isn't listed, click on <NEW> and drag that to the scheduling day instead. (Or double-click on the day and click New, as described in the next section.)

```
{ewc VERMONT1,  
DBB001,  
'plcalsc3.bmp, 30'}
```

4 With the pointer over the day, release the mouse button.

5 Complete the Drag and Drop Transaction window.

```
{ewc VERMONT1,  
DBB001,  
'plsched1.bmp, 65'}
```

6 Click OK.

```
{ewc VERMONT1,  
DBB001,  
'plcalsc5.bmp, 30'}
```

```
{e  
wc  
VE  
R  
M  
ON  
T1,  
DB  
B0  
03,  
'ref  
.b  
mp  
,7,  
8_1  
1,1'  
}
```

Each time you start Quicken, it checks for any transactions that are due that day. (This may be ahead of the actual scheduled date if you entered a number in the Days In Advance field.) For each transaction that is due, Quicken records the transaction in your register and changes its colour in the Financial Calendar. If you specified

Prompt
Before
Entering for
the
transaction,
Quicken
Reminders
lists the
transaction.

If you set up
the
transaction
as a cheque
to write in
Quicken, you
can now print
the cheque.

Often, the
transaction
you
scheduled on
your
Financial
Calendar
contains only
an estimated
amount. You
may
schedule
estimated
amounts to
remind
yourself of
bills to pay, or
to help you
plan your
finances
ahead of
time. In these
cases, select
Prompt
Before
Entering for
the
transaction,
so that you
can enter the
actual
amount
before the
transaction is
recorded in
your register.

Checking or changing your scheduled transactions

- 1 To check on the transactions for a particular day, double-click on that day (or click the right mouse button).**

Quicken displays a list of all the transactions scheduled for that day.

{ewc VERMONT1, DBB001, `plcalsc6.bmp, 45'}

- 2 This list window gives you complete control over your scheduled transactions**
:

- To set up a new scheduled transaction for this day, click New.

- To check on the details of a scheduled transaction, select the transaction and click Edit. At the Edit Scheduled Transaction window, you can change any of the details. To reschedule a transaction for a different date, for example, change the

{e
wc
VE
R
M
ON
T1,
DB
B0
03,
`ref

Next Payment Date.

.b
mp
,7,
8_1
2,1'
}

If you are investigating past transactions already in your register, you see the Edit Register Transaction window instead, which lets you edit the transaction details just as you would edit the transaction in the register.

- To delete a scheduled transaction, select the transaction and click Delete. The transaction is removed from your Financial Calendar. If the transaction was a recurring one, all future transactions are removed also.

■ If you are investigating past transactions, you can click the Register button to go to the transaction in the register. In this way, you might like to use your Financial Calendar as a starting place for viewing and editing your registers.

- To pay the transaction immediately, click Pay Now.

{e
wc
VE
R
M
ON
T1,
DB
B0
03,
'ref
.b
mp

,7,
8_1
3,1'
}

Recording transactions in your register

Although the Financial Calendar is useful for scheduling upcoming transactions, you can also use it to enter transactions straight into your register. You can use the Calendar as your primary data entry method, instead of using the registers.

When you enter a register transaction in the Financial Calendar, Quicken immediately enters the transaction into your register as well as displaying it on the Financial Calendar.

Drag a transaction to the Calendar. Quicken opens the Drag and Drop Transaction window

```
{ewc VERMONT1,  
DBB001,  
`plcalsc4.bmp, 65'}
```


Adding notes to your Financial Calendar

In addition to scheduling transactions on your Financial Calendar, you can add notes. Just as you might write "Visit Granny" or "Check price of Guinness stock" on the calendar on your wall, you can stick notes on your Quicken Financial Calendar too. You can choose from nine different colours to colour code your notes.

- 1 Select a day on your Financial Calendar by clicking the date box.**
- 2 Click Note on the Financial Calendar button bar.**

Quicken opens a notepad for you to write any text you want.

{ewc VERMONT1,
DBB001,
`plcnote.bmp, 45'}

- 3 Write your note and then click Save.**

The note is marked on your Financial Calendar by a little coloured square in the date box.

```
{ewc VERMONT1,  
DBB001,  
'plcalno2.bmp, 55'}
```

You can use the colours to code your notes for importance, business subjects, financial vs. social, or any other system you want to use.

Quicken Reminders display the notes for this week when you start Quicken. See the next section for more information.

Using Quicken Reminders and Billminder

The Financial Calendar gives you useful reminders to pay your bills when you start Quicken. Billminder™ and Reminder are two

other features that can remind you even earlier—when you start your computer, when you start Windows, or when you start Quicken.

```
{e
wc
VE
R
M
ON
T1,
DB
B0
03,
`ref
.b
mp
, 7,
8_1
4,1'
}
```

Quicken Reminders let you know if you have cheques or scheduled transactions due in other files or Investment reminders due.

If you have any calender notes, cheques to print, scheduled transactions that are due, or investment reminders, you'll see the Quicken Reminders window whether you are running Billminder or not.

```
{ewc VERMONT1,
DBB001,
`plcalrem.bmp, 65'}
```

```
{ewc VERMONT1,
DBB001,
`iconmndr.bmp, 58'}
```

For Billminder to work, you must have selected the option to Install Billminder when you installed Quicken. (If you used Express Installation, Billminder is already installed to appear whenever you start Windows.) If you didn't install Billminder and

want to install it now, you can insert these commands to run Billminder in your AUTOEXEC.BAT or your WIN.INI file:

- To see Billminder when you start your computer: In AUTOEXEC.BAT, enter `PATHNAME\BILLMNDW.EXE`
`PATHNAME /P` (For example, `c:\quickenw\billmndw.exe c:\quickenw /p`)

When you include the `/P` at the end of the command, Billminder messages remain displayed on the screen until you press Enter, before executing any other items in your AUTOEXEC.BAT file.

OR

- To see Billminder when you run Windows: In WIN.INI, enter `LOAD=PATHNAME\BILLMNDW.EXE`
(For example, `load=c:\quickenw\billmndw.exe`)

Remember to shutdown and restart your computer after you have made

these changes.

Once installed into your system, Billminder automatically checks all your Quicken files for upcoming bills each time you start your computer. If Billminder finds cheques to print, scheduled transactions or transaction groups due or shares investment reminders due, it displays a window.

When scheduled transactions become due

When you start Quicken or click Scheduled Transactions in the Quicken Reminders window, the Scheduled Transactions Due window appears:

Quicken displays the date, description, account, and amount of each scheduled transaction.

{ewc VERMONT1,

DBB001,
'pltxsdue.bmp, 65'}

Mark transactions
and then:

- Click Record to record them in your register. If a transaction was set up as Only Once, Quicken removes it from the Scheduled Transaction list when you record it.

OR

- Click Edit to edit the transaction information.

OR

- Click Delete to skip the transaction for this occurrence only.

OR

- Click Done if you don't want to record the transactions now. You will be reminded again if you click Scheduled Transactions Due in Quicken Reminders, or wait until the next time you start Quicken.

Confirming the transaction entry

Depending on what you entered in the Register Entry field at the Create Scheduled Transaction/Standing Order window, Quicken may ask you to confirm first that it should enter the transaction.

[ewc VERMONT\LINE,0,1,0,0,0,75,0,20]

If you entered this in the Register Entry field: Quicken does this:

[ewc VERMONT\LINE,0,1,0,0,0,75,0,20]

Automatically enter w/o prompting When you start Quicken (or open the Quicken file), Quicken enters and records the scheduled transaction automatically, without notifying you. If you go into the transaction register, you will see it there.

Prompt before enter When you start Quicken (or open the Quicken file), Quicken displays the details of the transaction and asks you to confirm that Quicken should enter it in the register. You can

change
the
details
before
Quicken
enters it
in the
register.

{ewc VERMONT1.LINE; 0,1,0,0,75,0,20}

If you aren't sure which Register Entry option to choose when you schedule transactions, choose Prompt Before Entering. This option displays the Scheduled Transactions Due window when you start Quicken. You can check the details of the transaction and change them if necessary before Quicken records the transaction.

When you have cheques to print

{e
wc
VE
R
M
ON
T1,
DB
B0
03,
'ref
.b
mp
,7,
8_1
5,1'
}

When you click Cheques to Print in the Quicken Reminders window, the Print Cheques window appears.

If you have more than one account with cheques to print, Quicken first asks you to select the account to print from.

Changing Reminders Options

- 1 From the Activities menu, choose Reminders and then click Options.
- 2 Click the turn on Billminder checkbox if it isn't already turned on.

```
{ewc VERMONT1,  
DBB001,  
`prefblm.bmp, 60'}
```

- 3 Enter the number of business days in advance that you want Quicken to remind you of upcoming bills, and then click OK.

```
{ewc VERMONT1,LINE,'0,1,0,0,0,75,0,20}
```

| | |
|----------------------------|---|
| If you use Quicken: | Set business days in advance to: |
|----------------------------|---|

```
{ewc VERMONT1,LINE,'0,1,0,0,0,75,0,20}
```

| | |
|---------------------------|--------|
| Daily (except weekends) | 0 days |
| At least every other day | 1 day |
| At least once every three | 2 days |

days

At least 5 days
weekly

At least 10 days
once
every two
weeks

At least 30 days
once a
month

{ewc VERMONT.LINE;0,1,0,0,0,75,0,20}

III

Working With Accounts

[Chapter 9: Tracking credit card transactions](#)

[Chapter 10: Tracking cash transactions](#)

[Chapter 11: Tracking loans and mortgages](#)

[Chapter 12: Tracking assets and liabilities](#)

[Chapter 13: Tracking shares investments](#)

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. 9

Tracking credit card transactions

[When to use Quicken
credit card accounts](#)

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transactions in a
current account](#)

[Tracking credit card
transactions in a
credit card account](#)

[Updating credit card
accounts](#)

When to use Quicken credit card accounts

Credit card accounts are useful if you want detailed records of your credit card transactions or if you pay your credit card charges over time. Use the following

information to determine the best way to use Quicken to track your credit card transactions and payments.

{cwc VERMONT1.LINE,0,1,0,0,0,100,20,20}

| | | |
|------------------------------------|--|----------------------------|
| Cre dit hab its | A cc o u nt to us e | Actions to take |
|------------------------------------|--|----------------------------|

{cwc VERMONT1.LINE,0,1,0,0,0,100,20,20}

| | | |
|---|--|--|
| You usu ally pay your cred it card bills in full, and you wan t to kee p reco rds of only a few indi vidu al cred it card tran sact ions | C ur re nt ac co un t | Record the cheque that pays the bill in your Quicken current account. Split the transaction to categorise particular credit card charges or groups of charges. See "Tracking credit card transactions in a current account" . This is the fastest way to handle credit cards. However, this method doesn't track your outstanding credit card balance. |
|---|--|--|

| | | |
|---|---|--|
| You pay your cred it card bills over time | Cr ed it ca rd ac co un t | In each credit card account, enter only those transactions you want to keep a record of. (Use your |
|---|---|--|

, and you want to keep records of some (but not all) credit card transactions.

charge slips, or your monthly credit card statement.) Create one transaction covering all the charges you don't want to take the time to enter. This lets you keep detailed records of selected transactions without entering every credit card transaction.

You want to keep a record of every credit card transaction and know your outstanding credit card balance at all times.

Cr ed it ca rd ac co un t

Enter each credit card transaction in the account from your charge slips as you make purchases throughout the month. The credit card register shows your card 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"](#).

[ewc VERMONT1.LINE, 0,1,0,0,0,100,20,20]

Tracking credit card

transactions in a current account

The next example shows you how to track credit card expenses in your Quicken current account. With this method, you keep track of some or all of your credit card purchases by entering multiple categories in a split transaction when you write a cheque to pay your bill.

Suppose your credit card statement shows two new transactions: one for clothing and one for gifts. There is also a finance charge.

- 1 Enter the payment in either the Write Cheques or Register window.**

Fill in everything but the category information.

- 2 Click Splits.**

The total amount of the cheque appears in the first line of the split.

- {e 3 Categorise**

wc
VE
R
M
ON
T1,
DB
B0
03,
'ref
.b
mp
,7,
9_1
,1}

the first line with the category Gifts, press tab twice and type the amount you spent on gifts over the total amount.

4 Categorise the second line with the category Clothing and enter the amount you spent on clothing.

5 Press tab and categorise the third line as Finance Charge and enter the amount.

You may need to set up the category Finance charges.

{ewc VERMONT1,
DBB001,
'crdsplt1.bmp, 65}

Quicken includes the expenses for gifts, clothing and finance charges when you create any report or graph based on categories.

You can classify credit card

transactions with classes as well as categorise them with income and expense categories. For example, if you use a credit card for both business and personal expenses, you might want to use a class called Business to identify those charges.

- 6 Click OK to close the split window and click Record to record the transaction.**
- 7 If the total in the Splits window differs from the amount entered in step 1, click Adj. Tot. Then click OK to use the Splits Total.**

Tracking credit card transactions in a credit card account

A Quicken credit card account is very similar to a

Quicken current account. If you've used a Quicken current account, you already know most of what you'll need to use a credit card account.

- **Set up the credit card account.**

{e
wc
VE
R
M
ON
T1,
DB
B0
03,
'ref
.b
mp
,7,
9_2
,1}

- **Save your transaction slips when you use your credit card to pay for an item, and enter the transactions as they occur throughout the month.**

{e
wc
VE
R
M
ON
T1,
DB
B0
03,
'ref
.b
mp
,7,
9_3
,1}

- **Update your account with the credit card statement.**

{e
wc
VE
R
M

ON
T1,
DB
B0
03,
'ref
.b
mp
,7,
9_4
,1}

{e
wc
VE
R
M
ON
T1,
DB
B0
03,
'ref
.b
mp
,7,
9_5
,1}

- **Pay your credit card bill.**

Entering credit card transactions

To enter transactions in the credit card register, choose one of the following methods:

- Save your transaction slips when you pay for an item by credit card 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.

- Wait until you receive your monthly statement and enter the transactions from the statement.

If you don't need to know your balance throughout the month, this method is easy to use. You can also enter some or all of the transactions.

- Create transfers between the credit card account and other Quicken accounts. You use transfers to track the movement of money from your current account to your credit card account (bill payments, for example), or from your credit card account to your current account (overdraft protection through your credit card account, for example).

To open the register for a credit card account, open the Account list and double-

click the account name.

Instead of the Payment and Deposit columns of the transaction register, the credit card register has Charge and Payment columns. Use the Charge column for amounts you have charged, finance charges, and other fees. Use the Payment column to record bill payments or a credit to your account.

```
{ewc VERMONT1,  
DBB001,  
'credent.bmp, 65'}
```

Updating credit card accounts

There are two steps to updating a credit card account. First, reconcile your credit card statement like you reconcile your current account against your bank statement. You mark transactions as cleared, and enter any missing

transactions you want to keep a record of. Reconcile one monthly statement at a time, starting with the oldest statement first. The second step is to then pay your bill.

Reconciling credit card accounts

Reconcile your credit card account each month with your credit card statement. This lets you:

- Record a single adjustment transaction that covers all the charges that you choose not to record individually.
- Record a transaction for any finance charges to your credit card account.
- Record any credit card payment.

- 1 Open the credit card account.**
- 2 From the Activities menu, choose Pay Credit Card Bill.**
- 3 Complete the information in the Credit Card Statement Information window.**

{ewc VERMONT1,
DBB001,
'credinfo.bmp, 65'}

- 4 Click OK.
- 5 Reconcile your credit card statement in the same way that you reconcile a bank statement for a Quicken current account.

{e
wc
VE
R
M
ON
T1,
DB
B0
03,
'tip
.b
mp
,7,
9_6
,1'}

{ewc VERMONT1,
DBB001,
'credpay.bmp, 65'}

- 6 If you find transactions listed on your statement that are missing from the list of uncleared items, you can enter them now in the register.

Click New to go to the register and

enter the missing transactions. (Or, if you prefer, Quicken can lump these new charges into a single adjustment transaction when you finish reconciling.)

7 When you have finished marking items as cleared, check the Difference amount.

If the Difference amount is zero, click Done and make the credit card payment. See "Paying credit card bills" next.

If the Difference amount is not zero, see [the Result 2 illustration in Chapter 7](#).

Paying credit card bills

As the final step in reconciling your credit card statement, Quicken can write a cheque to print or record a handwritten cheque in the

transaction
register.

```
{ewc VERMONT1,  
DBB001,  
`credpymt.bmp, 50'}
```

- 1 Select the name of the current account you plan to write the cheque from.**
- 2 Specify whether you are planning to print the cheque with Quicken or write it manually.**
- 3 Click OK to enter the payment and the transfer information in the Write Cheques or Register window.**

After Quicken records the payment, it selects the payment transaction in the Write Cheques window or the transaction register.

- 4 Complete the transaction and click Record.**

Quicken remembers the payment information

and uses it
the next time
you make a
payment on
this credit
card.

. 10 *Tracking cash transactions*

[When to use Quicken cash accounts](#)

[Handling cash in your current account](#)

[Setting up and using cash accounts](#)

[Updating your cash balance](#)

When to use Quicken cash accounts

Cash accounts are useful if you want to keep detailed records of most cash transactions you make. If you prefer to use cash instead of cheques or credit cards, you'll find setting up a separate cash account lets you easily track what you spend. Just save your cash

receipts and enter them in the transaction register for your cash account. You'll also find cash accounts useful if you are often paid in cash. Businesses can use cash accounts to track petty cash.

On the other hand, many people want to track only a few cash transactions, treating the rest as miscellaneous expenses. If that's true for you, don't set up a separate cash account. Instead, enter the information in the transaction register for your bank account, as explained in the next section. Both methods allow you to categorise your cash expenses so that you can include them in reports, graphs and budgets. The method you choose depends on how much detail you want about your cash spending. Neither method requires you to account for every penny.

Handling cash in your current

account

If you want to track only a few cash expenditures, you don't need to set up a separate cash account. Instead, record cash withdrawals (cheques or cash dispenser) in your Quicken bank account. Categorise these transactions with a general category such as Cash Expenses. When you have important cash purchases that you would like to track more specifically, you can itemise these expenses in a split transaction.

Categorising insignificant cash expenses

- 1 Open your current account.**
 - 2 Go to a blank transaction.**
 - 3 If this is a withdrawal from a cash dispenser, you can choose "Cash D." in the Chq No column.**
 - 4 In the Payee column, enter the**
- Or press Ctrl+N

name of the place you have spent the cash or the bank where you made the withdrawal.

5 Enter the amount of the expense or cash withdrawal.

6 Categorise the transaction with a general category like Cash Expenses or Cash Withdrawal.

7 Click Record to record the transaction.

{e
wc
VE
R
M
ON
T1,
DB
B0
03,
'ref
.b
mp
,7,
10_
1,1'
}

Categorising important cash expenses

When you categorise cash expenses in your bank account, Quicken includes them whenever you create reports and graphs.

Suppose you give £100 in cash to a charity, and spend £45 in cash for dinner in a restaurant. You want to categorise the first amount as

“Charity” and the
second as
“Dining.”

- 1 Select a cash withdrawal in the register of your current account that gives you enough cash to cover the cash expenses that you want to record.**

Pick any one dated on or around the date of the cash expenses.

- 2 Click Splits.**
- 3 Categorise the first line of the split transaction as Charity and type 100 over the transaction total indicated on the first line.**
- 4 Categorise the second line as Dining and enter 45 in the Amount field.**

{ewc VERMONT1,
DBB001, `cashpl2.bmp,
55'}

- 5 Click OK to close the Splits window.**

- 6 Click Record to record the transaction.

Setting up and using cash accounts

Use a cash account if you want to keep records of most or all of the cash transactions you make. If you need to keep records of only a few cash expenditures, see ["Handling cash in your current account"](#).

- **Set up a cash account.**

See ["Setting up additional Quicken accounts" in Chapter 1](#), to set up a new account.

- **Open the account.**

Select the account from the Account list.

- **Enter transactions in the cash account.**

See "Entering transactions in a cash account" next.

- **From time to time, update the value of the account.**

By updating, you can keep this account accurate even if you do not enter every single cash transaction. See ["Updating your cash balance"](#).

Entering transactions in a cash account

Save the cash receipts and other records of your cash transactions and enter each one as a separate transaction. If one receipt covers several items that you want to keep track of individually, you can split the transaction. Also enter transactions for cash received when you're paid in cash or given cash, or when you cash a cheque without depositing it in another account.

To review entering transactions in a register, see ["Adding transactions to the register" in Chapter 3](#). The basic steps for entering transactions are the same for all account types.

If you enter transactions for most or all of the cash you spend, you can add icons to the iconbar to make recording your most common transactions more convenient.

{e
wc Create transfer transactions when you withdraw cash

```

VERMONT1,
DBB001,
`ref
.b
mp
, 7,
10_
3,1'
}

```

or make a deposit less cash from a bank account.

You don't have to enter transactions for all the cash you've spent. However, you should have transactions that show all the cash you've received, either directly or by recording transfer transactions for cash withdrawals or advances from your other accounts.

```

{ewc VERMONT1,
DBB001,
`waletreg.bmp, 65'}

```

Updating your cash balance

The Update Account Balance feature saves you from having to enter every cash transaction. You enter only those cash transactions you want to track in the register. When you update your cash balance, Quicken handles all the other expenditures for you by entering one adjustment transaction for the remaining amount of miscellaneous cash expenses.

- 1 Open the cash**

account by choosing it from the Account list.

- 2 From the Activities menu, choose Update Balances and then choose Update Cash Balance.**

{ewc VERMONT1, DBB001, `cashbal.bmp, 45'}

- 3 Enter the amount of cash you currently have on hand.**

Quicken compares this amount with the current balance in the account. Note that you are not entering the amount of the adjustment here, but rather the ending balance of your cash account.

- 4 Enter a category if you want Quicken to categorise the adjustment transaction.**

- 5 Click OK.**
Quicken

creates the
balance
adjustment
transaction in
the register .

. 11

Tracking loans and mortgage S

[Tracking loan
amortisation](#)

[Setting up a loan](#)

[Handling different
types of loans](#)

[Making a loan
payment](#)

[Reporting on your
year-to-date loan
interest](#)

[Changing the details
of a loan](#)

[Remortgaging](#)

[Tracking an
endowment mortgage](#)

Tracking loan amortisation

Use Quicken to keep a close watch on your loans, such as your mortgage or your car payments. Quicken automatically tracks the amortisation of a loan, showing you

how much interest you are paying, how much of the principal you have left to pay off, and how long your payment schedule has left to run.

Quicken can handle many different aspects of a loan, including mortgages that compound interest annually, variable interest rates, and negative amortisation. You can even track payments you receive for a loan.

Endowment mortgages:
If your house mortgage is of the endowment type (either endowment linked or pension linked), no amortisation takes place. For advice on tracking an endowment mortgage within Quicken, skip to ["Tracking an endowment mortgage"](#).

Amortisation is the gradual reduction of a loan by periodically paying off the principal and interest. "Repayment" type mortgages operate in this way. Although each total payment is the same, the split between principal and interest changes. Interest

may be
recalculated
monthly or
annually
depending on the
type of loan.

For example, if
you make a
steady payment of
£1,000 each
month, you will
pay a little less
interest with each
payment:

[ewc VERMONT1.LINE, 0,1,0,0,0,75,0,20]

| Pay me nt | Prin cipa l | Interest |
|--------------------------|----------------------------|-----------------|
|--------------------------|----------------------------|-----------------|

[ewc VERMONT1.LINE, 0,1,0,0,0,75,0,20]

| | | |
|---|-------------|-------------|
| 1 | £67 1.21 | £328. 79 |
| 2 | £67 5.69 | £324. 31 |
| 3 | £68 0.19 | £319. 81 |
| 4 | £68 4.72 | £315. 28 |
| 5 | £68 9.29 | £310. 71 |
| 6 | £69 3.88 | £306. 12 |
| 7 | £69 8.51 | £301. 49 |

etc. etc. etc.

[ewc VERMONT1.LINE, 0,1,0,0,0,75,0,20]

Eventually, the
interest part of the
payments falls
towards zero, and
your loan is paid
off.

For loans that
compound interest
annually, the
interest part of the
payment remains
the same until the
next compounding
date each year.

For each of your
loans, Quicken
calculates a

schedule of payments like the one above, including the principal/interest split. If the interest rate changes, or you prepay part of the principal, or you remortgage, Quicken immediately recalculates the schedule.

With your loan set up, Quicken automates the entry of payment transactions. You can set up your loan payments as a memorised transaction or as a scheduled transaction (as a standing order). When you enter a loan payment in your current account register, Quicken calculates and fills in the principal and interest automatically, and updates your payment schedule.

{e
wc
VE
R
M
ON
T1,
DB
B0
03,
'ref
.b
mp

If you want to work out "what if" scenarios with your loan, you may find it quicker to use the Loan Planner instead, as described in ["Calculating loan payments and principals" in Chapter 22](#).

,7,
11,
1,1'
}

Setting up a loan

When you set up a loan in Quicken, Quicken creates a liability or asset account (depending on whether you are borrowing or lending) to track the principal remaining on the loan.

Endowment mortgages: Turn to ["Tracking an endowment mortgage"](#) to see how to set up your endowment mortgage in Quicken.

Using an existing principal account: If you have already set up a loan account without using the Set Up Loan feature, see ["Setting up an existing loan"](#).

Upgraders: Quicken sets up an account for you. If you used Quicken's amortisation feature in version 2 or earlier but did not set up an account to track the principal, you may have noticed that Quicken set up the account for you when you used your new version for the first

time. Quicken entered the opening balance and current balance according to the amortised state of your loan. You should be able to choose this loan by clicking the Loan drop-down list in the View Loans window.

The examples here show a straightforward repayment house mortgage. To customise for your own particular loan, browse through the section ["Handling different types of loans"](#).

```
{e  
wc  
VE  
R  
M  
ON  
T1,  
DB  
B0  
03,  
'ref  
.b  
mp  
,7,  
11_  
2,1'  
}
```

1 From the Activities menu, choose Loans.

You see the View Loans window. This is your main information window for all your loans.

2 Click the New button in the upper left corner of the window to set up a new loan.

```
{ewc VERMONT1,  
DBB001, 'lo-
```

new.bmp, 50'}

- 3 Fill in the loan account information and click OK.**

{ewc VERMONT1, DBB001, 'lo-
acct.bmp, 55'}

- 4 Enter information in the Set Up Loan window and click OK.**

This example shows a 20-year mortgage for £100,000 that was taken out on 5/6/90. The current balance (on 12/2/95) was £92,953.15.

{ewc VERMONT1, DBB001, 'lo-
setup.bmp, 65'}

There are three common scenarios for setting up a loan:

- **Setting up a brand-new bank loan.** In this case, enter the loan amount in the Original Balance box, and leave the Current Balance blank. Quicken inserts today's date as the opening date of the loan, but you can change it if necessary.
- **Setting up**

{e

```
{wc  
VE  
R  
M  
ON  
T1,  
DB  
B0  
03,  
'ref  
.b  
mp  
,7,  
11  
3,1'  
}
```

an existing bank loan without entering all previous loan payments into Quicken. Enter the Original Balance of the loan and the Opening Date on which you first took out the loan. Also enter the amount of principal remaining today in the Current Balance box. (Your lender should be able to provide you with this figure.)

- **Setting up an existing bank loan and entering a complete record of all previous payments in Quicken.** You must complete this loan setup procedure, and then enter all previous payments in your current account. However, we do not recommend such a detailed setup, as Quicken's payment schedule works perfectly well without historical data.

Quicken displays the Set Up Loan Payment window. In this window, you enter details of the loan payments you make (or collect).

```
{wc VERMONT1,  
DBB001, 'lo-  
paymt.bmp, 65'}
```

```
{e
wc
VE
R
M
ON
T1,
DB
B0
03,
`ref
.b
mp
,7,
11_
4,1'
}
```

5 Enter the payment details.

If your loan has a variable interest rate, enter the current rate. You can change the rate in Quicken whenever your interest rate changes

```
{e
wc
VE
R
M
ON
T1,
DB
B0
03,
`ref
.b
mp
,7,
11_
5,1'
}
```

Using the interest rate and the information you entered in the Set Up Loan window, Quicken calculates how much your regular payments should be (principal plus interest). You can change the actual payment amount each time you enter a payment.

You can change the regular payment amount in this window, but, if you do, Quicken recalculates the length of the loan.

(Adjusting it a few pence up or down should make no difference to the length of the loan.)

- 6 (Optional)
To include other payment items with your regular mortgage payments, such as your household insurance premium or MIRAS, click Split and enter the details of these items. Then click OK to return to the Set Up Loan Payment window.**

Anything you enter in the Splits window will be included in the transaction written into your register. If you claim mortgage interest relief *at source* (known in the UK as MIRAS), enter the monthly relief amount as a negative figure and give it a category

such as
Tax:MIRAS.
When
Quicken
writes the
transaction in
your register,
the total
payment
amount is
reduced
appropriately.

```
{e {ewc VERMONT1,  
wc DBB001, `lo-  
VE split.bmp, 55}  
R  
M  
ON  
T1,  
DB  
B0  
03,  
`ref  
.b  
mp  
,7,  
11_  
6,1'  
}
```

7 Enter transaction information in the Set Up Loan Payment window.

These are the transaction details that Quicken will write into your register.

8 (Optional) Click Method of Pmt to specify the method by which

Quicken should enter the payment transaction in your register.

Unless you change the setting, Quicken sets up the payment as a memorised transaction. If you have set up a standing order to make loan payments, choosing Scheduled Transaction can save you time entering transactions.

```
{ewc VERMONT1,  
DBB001, 'lo-  
sched.bmp, 65'}
```

```
{e  
wc  
VE  
R  
M  
ON  
T1,  
DB  
B0  
03,  
'ref  
.b  
mp  
,7,  
11  
7,1'  
}
```

■ If you specify Scheduled Transaction, Quicken will automatically enter the payment transaction in your register (or in the Write Cheques window if you entered Chq as the transaction Type). It knows when to do this from the Next Payment Date and the Periods Per Year that you've already entered. This is a great time-saver, especially if you make your loan payments through a standing order set up at your bank.

Fill in the lower part of

the window too for a scheduled transaction.

- If you specify Memorised Transaction, you can manually recall the transaction and enter it in your register (or in the Write Cheques window) whenever you make the payment.

{e
wc
VE
R
M
ON
T1,
DB
B0
03,
'ref
.b
mp
,7,
11
8,1'
}

- 9 **Click OK to return to the Set Up Loan Payment window.**
- 10 **(Optional) Click Pay Now if you want to enter the first payment in your transaction register now.**

After you specify the account to enter the payment transaction in, Quicken opens the register with the transaction selected. Click in the

View Loans window to see your loan payment schedule.

11 From the Set Up Loan Payment window, click OK to return to the View Loans window.

(From the loan information you have entered, Quicken now calculates what your current balance (remaining principal) should be, and lets you make an adjusting entry if it differs from what you entered.)

Your loan is set up and your View Loans window should now look something like this one.

This example shows a loan named "149, St.David."

The upper payment window shows the payments already made on this loan.

(Quicken gets this information from the transactions in your principal account.)

{ewc VERMONT1, DBB001, 'lo-list.bmp, 65'}

Each time you make a loan payment (or deposit) in your current account register, Quicken updates the past and future payment schedules shown in the two payment windows.

Handling different types of loans

Quicken can handle many different types of loan. For example, you can use Quicken to track variable-rate loans. In this section, you'll find guidelines for setting up several different types of loan. Refer to these guidelines as you follow the procedure under ["Setting up a loan"](#). If your loan involves several different features

(for example, a variable-rate loan with negative amortisation), follow all of the guidelines that apply.

- [Setting up an existing loan](#)
- [Balloon payments and nonamortised loans](#)
- [Negative amortisation](#)
- [Zero-interest loans](#)
- [Loans for which you receive payments](#)

Setting up an existing loan

If you have set up a loan account without using the loan setup feature (that is you've been entering payments for the loan by copying the principal and interest amounts from your loan statement into the split transaction of the payment, and tracking the principal in a liability or asset account), you can use your existing principal account in the loan setup by choosing the existing account name from the Existing Account drop-down list in the Set Up Loan Account window.

Quicken will use the ending balance of your principal account

as the current loan balance on which it bases its amortisation calculations. Be sure that, in your principal account register, the ending balance and the date of the last transaction correctly reflect your most recent payment. Check the Original Balance of Loan field and the Original Length of Loan field in the Set Up Loan window to make sure this information is correct.

Variable-rate loans

A variable-rate loan has an interest rate that may change during the life of the loan. When the rate changes, the scheduled payment amount also changes. When you set up your loan in Quicken, enter the current interest rate. Whenever the rate changes, change the rate in Quicken. You can do this in either of two ways. If the rate change is effective today, before your next payment date enter a new Current Interest

Rate in the Set Up Loan Payment window. You can access this window:

Select the payment transaction and click Edit.

- From the View Loans window by clicking Payment.

- From the Memorised Transaction list if you set up the payment as a memorised transaction.

Select the payment transaction and click Edit.

- From the Scheduled Transaction list if you set up the payment as a scheduled transaction.

Alternatively, you can program a rate change in Quicken on some other date as follows:

- 1 From the Activities menu, choose Loans.**
- 2 In the View Loans window, click Rates.**

Quicken displays a history of loan rate changes.

- 3 In the Loan Rate Changes window, click New.**
- 4 Enter the new interest**

rate and the effective date, and click OK.

The Loan Rate Changes window lists the history of your interest rates as they change up or down.

```
{ewc VERMONT1,  
DBB001, 'lo-  
rates.bmp, 50'}
```

5 Click Close in the Loan Rate Changes window.

When you change the interest rate, Quicken uses the new rate to calculate the new regular payment amount. Quicken keeps the length of the loan constant.

However, if you increase the Regular Payment amount, Quicken reduces the length of the loan accordingly. If you decrease the Regular Payment

amount, Quicken does not change the length of the loan but adds the extra remaining principal to the last payment.

Quicken indicates the interest rate change in the View Loans window, and adjusts the principal and interest amounts in the projected payment schedule to match.

{ewc VERMONT1, DBB001, 'lo-hist.bmp, 52'}

Through the Loan Rate Changes window, you can also enter an interest rate change effective on some future date; Quicken then recalculates the projected payments shown in the View Loans window. If you like, you can enter several future rate changes to create "what-if" scenarios. By

entering your best guesses at how interest rates may change through the years to come, you can estimate your future payments.

Balloon payments and nonamortised loans

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. In this case, the loan is amortised over a longer period than the period of payments. For example, if you have a "20 due in 7" loan, your payment is amortised over 20 years. But at the end of seven years, you must either pay off the balance or refinance the loan.

You can define this type of loan in Quicken when setting up the loan. In the Set Up Loan window, click the Due in checkbox and enter the period of regular payments

in years.

```
{ewc VERMONT1,  
DBB001, 'lo-  
balon.bmp, 50'}
```

```
{e  
wc  
VE  
R  
M  
ON  
T1,  
DB  
B0  
03,  
'ref  
.b  
mp  
,7,  
11_  
9,1'  
}
```

In 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. For such an unamortised, or "interest-only" loan, do not use Quicken's loan tracking feature. Instead, create a normal memorised transaction for the payment and categorise the entire payment amount as interest.

Negative amortisation

Negative amortisation happens when your payment is less than the interest on the loan. Not only is no principal paid off, but the unpaid part of the interest is added to the loan balance, increasing the principal. Often, this is an agreed and temporary arrangement, usually for the first part of the loan only.

While setting up

the loan in Quicken, enter the length of the loan (the period over which you are making payments) as the Original Length of Loan in the Set Up Loan window. In the Set Up Loan Payment window, after entering the interest rate, modify the Principal and Interest amount to be the amount you are actually paying. If this is not enough to cover the interest on the loan, the payment schedule will initially show you that you owe more at the end of the payment period than the original amount of the loan.

{e
wc
VE
R
M
ON
T1,
DB
B0
03,
'ref
.b
mp
, 7,
11_
10,
1'} If you know when your repayment amount is due to rise, you can enter this change through the Loan Rate Change window. From the View Loans window, click Rates and then click New to enter a new Regular Payment amount and effective date. The payment schedule now shows a reduced, or zero, ending balance on your loan.

Zero-interest

loans

If you have a zero-interest loan, you do not incur any interest expenses. Your entire payment (except for other charges such as insurance payments) is principal.

In Quicken, enter an interest rate of zero while setting up the loan. In the View Loans window, click Payment and clear the Category for Interest box, so that zero amounts don't show up on reports.

Loans for which you receive payments

If you receive payments on a loan, you can set up your loan for amortisation in Quicken. Quicken creates a memorised or scheduled loan deposit (instead of a payment) and uses an asset account (instead of a liability account) as the principal account for tracking how much the borrower still owes you.

[ewc VERMONT1.LINE, 0,1,0,0,0,75,0,20]

**In this And E
windo in nt**

w: this er
 box th
 : is:

[ewc VERMONT.LINE;0,1,0,0,0,75,0,20]

Set Up Loa Le
Loan n nd
Account Typ M
t e on
 ey

Set Up Typ D
Loan e ep
Payme Pay N
nt ee a
 Cat m
 egor e
 y for of
 inter th
 est e
 bo
 rr
 o
 w
 er
 N
 a
 m
 e
 of
 an
 in
 co
 m
 e
 ca
 te
 go
 ry

[ewc VERMONT.LINE;0,1,0,0,0,75,0,20]

Making a loan payment

If you set up your loan payment as a memorised transaction, you can now recall it to record a payment in your current account register. If you set up the loan payment as a scheduled transaction, the entry is made automatically; if

you specified Prompt Before Entering, you will see a prompt for the total payment amount when you first start Quicken.

When you enter the payment, Quicken updates the loan balance in the View Loans window.

Recalling a memorised loan payment

- 1 Open the transaction register or the Write Cheques window for the bank account from which you will make the loan payment.**
- 2 Start typing the payee name. When QuickFill completes the full name, press Tab to recall the memorised payment.**

Or choose Memorised Transaction from the Lists menu, select the memorised

If QuickFill is turned off, click the drop-down payee list and select the memorised loan payment.

Quicken asks

loan payment, and click Use.

you to confirm the principal and interest amounts, and gives you a chance to modify them.

Any extra payment items (such as insurance fees) that you set up will be recorded in addition to the principal and interest amounts shown.

{ewc VERMONT1, DBB001, 'lo-confirm.bmp, 65'}

{ewc VERMONT1, DBB003, 'ref .bmp, 7, 11_11, 1'}

3 Change either figure if necessary and click OK.

If you change the amount of principal or interest, you are changing the figure for this one payment only.

- If you increase the amount of principal, you are

making an additional payment of principal. Quicken recalculates the payment schedule in the View Loans window accordingly, which may shorten the term of the loan.

- If you decrease the amount of principal, you are not fully paying what is due. Quicken keeps the length of the loan fixed, which means you may have extra balance to pay off at the end of the loan.

4 Click Record.

If you open the split for this transaction, you will notice that Quicken has included any additional payment items you set up.

{ewc VERMONT1, DBB001, 'lo-spli2.bmp, 65'}

Each time you record an amortised loan payment, Quicken updates the payment schedule in the View Loans window to show you the new state of your balance. The transfer

to the liability (or asset) account on line 1 of the split reduces the remaining balance on your loan and keeps your net worth up to date in reports and graphs.

Additional prepayments of principal

By making prepayments, you pay off the loan balance sooner and pay less in interest than if you pay only the scheduled payment amount.

- To include an additional prepayment of principal with your regular payment, adjust the principal amount in the Confirm Principal and Interest window, as described in step 3 of ["Recalling a memorised loan payment"](#).

- To make a separate prepayment of principal, do not recall the memorised payment transaction. Instead, enter a separate payment (or deposit) transaction in your current account register. In the category field, enter a transfer to the liability (or asset) account that tracks the principal, as

shown next.

```
{ewc VERMONT1,  
DBB001, 'lo-  
pay2.bmp, 62'}
```

(If Quicken displays the Confirm Principal and Interest window, click Cancel.)

When you make an additional prepayment of principal, Quicken recalculates the payment schedule, and the term of the loan may be shortened. You can see the new schedule in the View Loans window.

Undoing a mistaken loan payment

If you accidentally record an extra loan payment in your register, simply delete it from the register and reset the next payment date in the Set Up Loan Payment window. Quicken automatically removes the payment from the View Loans window. Similarly, if you edit the principal or interest amounts

in the split,
Quicken reflects
your changes in
the View Loans
window.

Reporting on your year-to- date loan interest

For tax purposes,
you may want to
know how much
interest you've
paid on the loan
since the
beginning of the
tax year. You can
run any one of
several reports to
find this
information. For
example, create
an itemised
category report.

- 1 Click the Reports icon on the iconbar.**
- 2 Enter a date range to cover the tax year through to today.**
- 3 Select the Itemised Categories report in the Home report family and click OK to create the report.**

The report
contains the
interest
figures under
EXPENSES-

Interest Expense, but you can narrow down the report further first.

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4 Click the Customise button and then click Accounts.

5 Select only the account from which you make loan payments.

6 Click Categories/Classes and select only the Int Exp category.

If you used some other category for your loan interest payments, for example Mort Int, select that category instead.

7 Click OK to create the report again.

The total for Interest Expense shows you how much interest you have paid so far this year.

{ewc VERMONT1,
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inrep.bmp, 65'}

Forecasting interest

payments for the entire year

You can look ahead to forecast how much interest you will pay for the entire year by clicking Show Running Totals in the View Loans window.

```
{ewc VERMONT1, DBB001, 'lo-intst.bmp, 65'}
```

Changing the details of a loan

You can edit any of the loan setup information at any time. To change the interest rate, see ["Setting up an existing loan"](#). One attribute you cannot change through the View Loans window is the name of the principal account; see ["Editing account information" in Chapter 1](#) to change the name of an account.

- To change loan setup information, display the View Loans window and click Loan, Payment or Rates.
- To change payment information, you can also select the payment transaction in the Memorised

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Transaction list or the
Scheduled
Transaction list and
click Edit.

Deleting a loan

Delete a loan from
the View Loans
window when you
have finished
paying off the
loan. When you
delete the loan,
Quicken removes
it from the loan list
in the View Loans
window and from
the Memorised
Transaction list
(and any
transaction groups
that contain it) or
Scheduled
Transaction list.

**1 In the View
Loans
window,
select the
loan and
click Delete.**

**2 Click OK to
confirm the
deletion.**

However,
Quicken does
not delete the
loan's
principal
account, as
you may
want to keep
the account
for your
records.

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If you remortgage 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 you should remortgage, see ["Calculating the cost of remortgaging" in Chapter 22.](#))

1 Set up your new loan.

- Set Up Loan Account window: Create a new liability account with a name that's different from the one for the old loan.
- Set Up Loan window: Enter the total term of the new loan in the Original Length of Loan box. Enter the amount of the new loan in the Original Balance of Loan box.

2 Adjust the balance of the liability account for the old loan to zero.

{e Open the

wc liability
 VE account.
 R Choose
 M Update
 ON Balances
 T1, from the
 DB Activities
 B0 menu, and
 03, choose
 `ref Update Cash
 .b Balance.
 mp 3 Enter an
 ,7, amount of 0.
 11_ **3 (Optional) In**
 15, **the View**
 1} **Loans**
window,
delete the
old loan
from the
drop-down
loan list.

Tracking an endowment mortgage

If you have an endowment mortgage, do not set up the loan in Quicken as described previously in this chapter. Endowment mortgages do not amortise, and in fact are simple to track.

With an endowment mortgage, you make two payments each month: one to the lender to pay the interest on the mortgage and the other to an insurance company as a

premium on a policy. The insurance company invests your premiums on your behalf and, at the end of the mortgage term, uses the accumulated sum to repay the mortgage in full. You can track either endowment-linked mortgages or pension-linked mortgages in the same way in Quicken, as described here:

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1 Set up a liability account to show the liability of your mortgage.

Enter the total amount of your loan as the opening balance of the account. Although this balance will never change while you hold the mortgage, and you will not add any transactions to the account, setting up the account ensures that your net worth is correctly shown in Quicken's reports and

graphs.

2 Set up an asset account in which to record the accumulating amount in your endowment plan.

As the opening balance of this account, calculate the current value of your endowment plan from your latest annual statement plus the payments you have since made into the plan.

3 Each month, record the interest payment in your current account.

Assign the category Mort Int (Mortgage Interest) to this transaction. If you receive mortgage interest relief at source (known in the UK as MIRAS), use a split transaction to show both the gross interest amount

(positive) and the relief amount (negative).

```
{ewc VERMONT1, DBB001, 'lo-endw1.bmp, 55'}
```

- 4 Also each month, record the insurance premium payment in your current account as a transfer to the endowment asset account.**

```
{ewc VERMONT1, DBB001, 'lo-endw2.bmp, 65'}
```

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```

This transfer increases the balance in your endowment account.

In both step 3 and step 4, you can set up the payments as recurring scheduled transactions so that Quicken enters the transactions automatically for you.

If you also make a regular payment to a life assurance policy (especially with pension-

linked mortgages), include this either by splitting the insurance premium payment or by entering a separate transaction if the payee is different.

5 Once a year, when you receive your annual statement from the insurance company, adjust the balance of the endowment asset account.

To do this, open the account and choose Update Balances from the Activities menu, and then choose Update Cash Balance.

The balance of the asset account shows you the value of your endowment plan. Be aware that it is difficult to know the exact value of this plan on any day, but the steps

outlined
above give
you the best
estimate at
any time.

When it's
time to pay
off your
mortgage,
simply
transfer the
total
mortgage
amount from
your asset
account to
the mortgage
liability
account.

Anything
remaining in
the asset
account is
the profit
resulting from
the
endowment
plan ("with-
profits" plans
only).

. 12

Tracking assets and liabilities

[When to use asset
and liability
accounts](#)

[Setting up and
using asset and
liability accounts](#)

[Updating the
value of asset and
liability accounts](#)

When to use asset and liability accounts

Quicken's asset and liability accounts let you track such things as loan balances, available credit, accounts receivable, capital equipment, pension plans and the value of your house. If you set up accounts for assets and liabilities, Quicken provides a home net worth report and a business balance sheet that

combine the balances from all your accounts for a complete financial picture.

If you have a small business, you can use a Quicken asset account to track accounts receivable and a liability account to track accounts payable.

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Assets show what you own; liabilities show what you owe. The difference between your assets and your *liabilities* is your net worth. The balances in your bank and cash accounts represent part of your assets. The balances due on your credit cards represent part of your liabilities. But they may not give a total picture of your finances.

Use Quicken's investment accounts to track assets such as shares, unit trusts and PEPs.

{ewc VERMONT1.LINE; 0,1,0,0,100,30,20}

Type of asset **Sample uses for asset accounts**

{ewc VERMONT1.LINE; 0,1,0,0,100,30,20}

| | |
|----------------------------------|--|
| Your house and home improvements | You can set up an asset account to track your home improvements over the years. Use your |
|----------------------------------|--|

purchase price as the opening balance and record each improvement in the register as you make it.

Capital equipment Businesses can set up an asset account that tracks the value of all capital equipment as it is acquired and depreciation as it occurs.

Accounts receivable Businesses can keep up-to-date A/R (accounts receivable) records in an asset account.

Investments (some types) If you have investments that don't fluctuate in value, such as National Savings Certificates, gilts or TESSA savings, you can track them in an asset account or a regular savings account. You can record purchases, redemptions and interest income while keeping track of the total value of the investments. Use Shares investments accounts to track assets that fluctuate in value, such as shares, unit trusts and bonds.

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{ewc VERMONT1,LINE,0,1,0,0,0,100,30,20}

Type of liability **Sample uses for liability accounts**

{ewc VERMONT1,LINE,0,1,0,0,0,100,30,20}

Loan balances You can use liability accounts to keep track of loans, such as

car loans, equity loans, mortgages and credit. When you write a cheque to make a loan payment, transfer the amount of the principal payment to your loan liability account, so you can see your up-to-date loan balance at any time.

Accrued liabilities

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`ref.bm
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Businesses can use liability accounts for accrued liabilities, such as payroll taxes and income taxes payable. When you do your company's payroll, as part of the split transaction detail, transfer the payroll taxes portion of each cheque to a payroll liability account. This technique makes it easy for you to keep track of how much is due for payroll taxes.

Accounts payable

Businesses can keep up-to-date A/P records in a liability account.

{ewc VERMONT1,LINE,0,1,0,0,100,30,20}

Setting up and using asset and liability accounts

Quicken asset and liability accounts

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are very similar to Quicken bank accounts. If you've used a Quicken bank account, you already know most of what you need to use an asset or liability account.

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}

See the next section.

- **Set up an asset or liability account.**

- **Enter transactions in the asset or liability account.**

- **From time to time, close inactive items in the account or update the value of the account.**

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Important!
To set up a liability account to track an amortised loan such as a house mortgage, see [Chapter 11, Tracking loans and mortgages](#) first. That chapter explains how Quicken

sets up a liability account for you as part of setting up the loan.

Using the liability account register

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{ewc VERMONT1,  
DBB001, `asset1.bmp,  
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```

Using the asset account register

You set up a single asset account for a group of related assets.

Purchases of new capital equipment can be recorded in your current account as transfers to the Cap Equipment asset account. The amounts then appear in the Increase column because they increase the total value of the account.

```
{ewc VERMONT1,  
DBB001, `assets.bmp,  
52'}
```

Updating the value of asset and liability accounts

You don't have to reconcile asset and liability accounts in the same way you reconcile a current account. Instead you can mark transactions that are closed or update the values of those that are still open.

Closing assets or liabilities

Closed items are those that are no longer active as assets or liabilities. For example, if you sell an asset listed in an asset account, such as an antique, or you pay off a loan listed in a liability account, those items are no longer part of your net worth. You won't want to include them in most reports; however, you don't want to delete them from your account, either. (In the event of an audit, you might want to produce a report that includes them.)

The solution is to mark closed items as cleared. Then you can filter your report to uncleared items only. Open the asset or liability account and mark

as cleared both the transaction for the purchase and for the sale of an item. Click in the Clr (Cleared) column of a transaction and type x to clear it. Use Find to locate related transactions.

Updating the account balance

You can have Quicken make an adjustment to the balance in the account to update the current value of the account. For example, if you have an asset account for some property you own, you can tell Quicken to enter a transaction to update the current value of the property.

- 1 Open the account.**
- 2 From the Activities menu, choose Update Balances and then choose Update Cash Balance.**
- 3 Enter the amount and date that represent the true balance of the account.**

For example, if you know that your property is worth £15,000, enter that amount. Quicken compares this amount with the current balance in the account and creates an adjustment transaction for the difference.

- 4 Enter a category name for the adjustment transaction.**
- 5 Click Record to record the balance adjustment transaction in the register.**

. 13

Tracking shares investments

[How Quicken helps you with investments](#)

[How to arrange your shares investment accounts](#)

[Setting up a normal shares investment account](#)

[Setting up a unit/investment trust account](#)

[Recording your investment transactions](#)

[Viewing your portfolio](#)

[Updating the values of your investments](#)

[Creating reports and graphs](#)

[Entering prior history for investments](#)

[Reconciling the investment register](#)

How Quicken helps you with investments

This chapter describes how to use Quicken to track your investments in stocks and shares, bonds, unit trusts, investment trusts and other investments that fluctuate in price.

Quicken shows you whether you are making or losing money on each investment and lets you compare the performances of your investments.

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We have designed investment accounts for investors who want to track their investment transactions, see the performance of investments and update market values. You can even track investments in foreign currencies by assigning a currency to each of your securities.

A Quicken investment

account has a register just like any other account in which you record your transactions, such as buying and selling shares, reinvesting dividends, recording interest income, tax credits, capital gains distributions, and so on.

In addition, the investment portfolio views show you snapshots of your portfolio, displaying the current market value, return on investment, price changes, and other essential data.

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```

```
{ewc VERMONT1,  
DBB001,  
`inv2.bmp, 65'}
```

Quicken investment reports and graphs complete the information you need to analyse your investment portfolio.

Quicken's reports distinguish between taxable investment income and tax-exempt accounts such as PEPs (Personal Equity Plans).

{e You can update

wc security prices
VE very simply at the
R Portfolio View
M window. But if
ON you're a keen
T1, follower of the
DB stock market, you
B0 may want to
03, import share
'ref prices from a data
service or via
Teletext.

.b Quicken doesn't
mp track aspects of
, 7, sophisticated
13_ transactions such
2, 1' as commodities
} trading, strike
prices of options,
or expiration
dates.

When to use a shares investment account

{e The table below
wc suggests what
VE type of Quicken
R account to use
M with different
ON types of
T1, investments. It's
DB simpler to use an
B0 asset account if
03, an investment has
'ref a constant share
price or no share
.b price and is not in
mp a broker's account
, 7, with investments
13_ that do fluctuate.
3, 1'
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**To track an
investment in a
shares
investment
account, you
must know the**

share price and total amount for each purchase or sale transaction. If you don't have this information (retirement plans often don't provide these details), use an asset account instead of a shares investment account.

However, you may want to use a shares investment account to take advantage of Quicken's ability to calculate return on investment.

[ewc VERMONT\LINE;0,1,0,0,0,75,0,20]

| If you invest in: | Use this type of account: |
|--------------------------|----------------------------------|
|--------------------------|----------------------------------|

[ewc VERMONT\LINE;0,1,0,0,0,75,0,20]

| | |
|---|-------------------|
| Stocks and shares | Shares Investment |
| Gilts or other bonds | Shares Investment |
| Loan stock or debentures | Shares Investment |
| Unit trusts, investment trusts | Shares Investment |
| Portfolio of investments through a broker | Shares Investment |
| TESSAs (Tax | Bank |

| | |
|---|-----------------------|
| Exempt Special Savings Accounts) | Bank or Savings |
| PEPs (Personal Equity Plans) | Shares Investment |
| Insurance bonds | Shares Investment |
| National Savings Certificates, First Option Bonds, Income bonds, Capital Bonds, Premium Bonds | Asset |
| National Savings Ordinary or Investment Account | Bank or Savings |
| Building society account | Bank |
| High-interest cheque account | Bank |
| Valuable collection | Asset |
| Fixed-term deposits | Money Market or asset |

[ewc VERMONT1,LINE,'0,1,0,0,0,75,0,20]

Income units and accumulation

units: You may hold both income units and accumulation units in the same unit trust. Income units pay dividends whereas accumulation units simply increase in value. In Quicken, track these two types of unit in two different accounts. Give them different names in

your security list too so that you can track their unit prices separately. In effect, you treat them as two different unit trusts.

If you want to track both types of units in the same account, you must enter them in a normal shares investment account.

How to arrange your shares investment accounts

Quicken has two types of shares investment accounts: the normal shares investment account and the unit/investment trust account. When you set up a shares investment account, you designate the type.

{ewc VERMONT1,LINE,'0,1,0,0,0,100,10,20}

| Typ e | Description |
|----------|-------------|
|----------|-------------|

{ewc VERMONT1,LINE,'0,1,0,0,0,100,10,20}

| | |
|-------------------------------------|---|
| Normal shares investment acc | <p>Designed for one or more than one security.</p> <p>May have either a cash balance, as in a broker's account, or no cash balance.</p> <p>Its register displays the cash balance</p> |
|-------------------------------------|---|

**oun
t** after every transaction and the current market value of the account. It does not display the share balance (total number of shares) of individual securities within the account. (Quicken displays share balances of individual securities in the Portfolio View window, which you access directly from the register.)

The advantage of the normal shares investment account is its flexibility. You can change the securities in it and leave cash in it.

{see VERMONT1.LINE, 0,1,0,0,0,100,10,20}

**Unit
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t** Designed for a single unit trust or investment trust. Restricted to only one security. (You should not have two or more trusts in the same unit/investment trust account.)

It has no cash in it, only shares (or units) of the security.

Its register displays the share balance (total number of shares) of the single security and the current market value of the security.

The name of the security and the most recent price, if you enter no new price, appear automatically in the register when you enter a new transaction.

The advantage of the unit/investment trust account is that certain procedures are streamlined. For example, when you

write a cheque from your Quicken current account to the trust account, the transaction automatically appears in the investment register as a purchase of shares (or of "units", for a unit trust; for simplicity's sake, this manual will refer to units as shares).

{ewc VERMONT1,LINE,0,1,0,0,0,100,10,20}

Normal shares investment accounts and unit/investment trust accounts give you the same information about your investments. The main difference is that a cash balance appears in the register for a normal account, and a share balance appears for the unit/investment trust account. Quicken allows you to track income and performance of individual securities in either type of account.

If you wish, you can track several unit or investment trusts in one normal shares investment account.

Once a normal account, always a normal account. Once you have set up an account as a normal shares investment account, you

cannot change it to be a unit/investment trust account. However, you can change a unit/investment trust account to make it a normal investment account if you need to.

Arranging your securities within accounts

Here are some recommendations about how to group your securities within one or more Quicken investment accounts.

{ewc VERMONT1.LINE:0,1,0,0,0,100,10,20}

Security Recommendation

{ewc VERMONT1.LINE:0,1,0,0,0,100,10,20}

Brokers' accounts Use a separate, normal shares investment account for each actual broker account or other managed account you have.

{ewc VERMONT1.LINE:0,1,0,0,0,100,10,20}

PEPs Use separate normal shares investment accounts for each of your PEPs and each of your spouse's PEPs.

{ewc VERMONT1.LINE:0,1,0,0,0,100,10,20}

Securities you hold directly If you have individual securities you hold directly, you may wish to set each one up as a separate normal shares investment account. Then you can easily reconcile

each account with your dividend vouchers.

On the other hand, you may prefer to lump the securities in a single normal shares investment account, especially if you have other investment accounts. Then you can subtotal these securities by account on reports and track them as a group.

{ewc VERMONT1.LINE,0,1,0,0,0,100,10,20}

Choosing how much detail to set up

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When you set up a new investment account, you have three options for creating your opening balance, depending on how much historical data you want to include, as shown in this table. We recommend the first option. If you choose options 2 or 3, you can always go back and add prior history for investments.

{ewc VERMONT1.LINE,0,1,0,0,0,100,0,20}

| Options | Advantages | Disadvantages |
|---------|------------|---------------|
|---------|------------|---------------|

{ewc VERMONT1.LINE,0,1,0,0,0,100,0,20}

| | | |
|---|---|---|
| Option 1: Enter all historical data. For each security in the account, | All Quicke n reports are complet e and accurat | You hav e to loca te data for tran |
|---|---|---|

| | | |
|--|---|--|
| <p>enter the initial purchase and all subsequent transactions:</p> | <p>e.</p> | <p>sactions that occurred in the past</p> |
| <p>■ Name and type of security</p> | <p>Non-UK users only: if you sell a security, the capital gains</p> | <p>You must</p> |
| <p>■ Date, amount invested and number of shares bought (or price per share) for initial purchase</p> | <p>report displays the purchase dates, amounts invested, and the</p> | <p>spent time entering all prior transactions</p> |
| <p>■ All subsequent acquisitions (including reinvestments), sales and gifts, scrip issues and return of capital</p> | <p>realised gain.</p> | <p>.</p> |
| <p>■ All dividends, interest and capital gains distributions for the current year</p> | <p>All your investment records are in one convenient place, making it easier for you to</p> | <p>analyse your investments and produce data for tax and other purposes.</p> |
| <p>■ (Optional) All nonreinvested dividends, interest and capital gains distributions from 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 the cost basis.)</p> | <p>analyse your investments and produce data for tax and other purposes.</p> | <p>.</p> |

Price per share at the end of last year (and prior years, if available) and today

{ewc VERMONTLINE;0,1,0,0,0,100,0,20}

**Option 2:
Set up for this tax year.**

Enter your investment holdings as of the beginning of the tax year (April 6 in the UK). Then enter all investment transactions for each security since that date.

For each security in the account, enter:

■

Name and type of security

■

Number of shares owned at the end of the last tax year

■

Price per share at the end of the last tax year and today

■

All transactions (purchases, sales, dividends, reinvestments and so on) for the current year

The information you need to gather goes back only to the end of the last tax year and is probably easy for you to find.

Data for the tax year is complete.

Quicken produces accurate reports on performance, income and changes in unrealised gain for time periods starting with the beginning of this tax year.

Because you are starting as of the end of the last tax year, Quicken cannot give you an accurate value for all quantities that depend on costs for a security: average cost per share, percent gain

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current tax year, the "realised gain" is not accurate.

[ewc VERMONT],LINE,0,1,0,0,0,100,0,20}

**Option 3:
Set up
fast.**

Enter your current investment holdings.

For each security in the account, enter:

■

Name and type of security

■

Number of shares you now own

■

Current price per share

You can get started with the minimum amount of information to gather. You can start using the account right away to see whether you think it's worthwhile to gather and enter more information. (If you set up quickly using this option, you can go back later and enter historical data, as described in ["Enterin](#)

Data for this year is incomplete so QuickCheck cannot provide the required investment information for your tax return. You will have to wait a few months before your investment data is in

g prior history for investments.)

Quicken produces accurate reports on performance, income and changes in unrealized gain for time periods starting now.

the range where Quicken can display a valid investment performance report. Quicken cannot give you an accurate value for all quantities that depend on cost basis: average cost per share, percent gain, total unrealized gain

. If you sell the security, the capital gains report (non-UK users only) does not display an accurate purchase date. Also, the realised gain is not accurate.

{wc VERMONTLINE;0,1,0,0,0,100,0,20}

Setting up a normal shares investment account

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R} A normal shares investment account is designed to track more than one

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security. To set up a normal shares investment account in Quicken, you need to do three things:

- Set up the account (below).
- Set up all the securities in the account ("[Setting up securities for a normal shares investment account](#)").
- Set up the opening share balance (the number and value of shares you own) for each security in the account ("[Setting up the opening balance of each security](#)").

Setting up a Quicken normal shares investment account

- 1 From the Activities menu, choose Create New Account.

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Quicken displays the Create New Account window.

- 2 Click the


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,7,  
13  
6,1'  
}
```

Investment button in the Create New Account window.

If the Guide Me checkbox is selected, Quicken will interview you for your account information. Complete the interview as directed.

- 3 Otherwise, enter a name for the account in the Account Name box in the Create Investment Account window.**

You may want to use the broker's name or a descriptive name such as "Sally's PEP". You may use up to 15 letters, numbers or spaces.

```
{ewc VERMONT1,  
DBB001,  
'invacct1.bmp, 62'}
```

```
{e  
wc  
VE  
R  
M  
ON  
T1,  
DB  
B0
```

- 4 Make sure the Unit/Investment Trust account checkbox is clear.**

If you track a variety of securities, including unit

03,
'ref
.b
mp
, 7,
13
7,1'
}

or investment trusts, in a normal account. You may also have a cash balance.

Note that, after setting up a normal shares investment account, you cannot later change it to be a unit/investment trust account.

5 Select a currency for this account.

You will also be able to assign a currency to each security. Remember that you will only be able to use securities in accounts that have the same currency.

6 (Optional) Enter a description of the account.

You may use up to 21 letters, numbers or spaces.

7 (Optional) Click Info to enter additional information about the

account for your own benefit.

- 8 If the earnings from this account are free from taxation, select the Tax-Exempt Account checkbox.**

All dividends and capital gains in a PEP (Personal Equity Plan) account are tax free.

{e
wc
VE
R
M
ON
T1,
DB
B0
03,
'ref
.b
mp
,7,
13_
8,1'
}

When generating a tax summary or tax return report, Quicken excludes transactions from tax-exempt accounts. (If you want, you can specifically include them by customising the reports.) Although a tax return report does not normally include transfers between accounts, the report can include transfers between a tax-deferred investment account and

Instructions for adding an icon to the iconbar are in Help, press F1, type "icons" and select "Add an icon to the iconbar".

9

Click OK to set up the account.

If this is the first investment account you have set up, Quicken asks if you would like to add an icon to the iconbar to give more direct access to the Portfolio View window. Whether you answer yes or no, you can always delete or add the icon later.

```
{e
wc
VE
R
M
ON
T1,
DB
B0
03,
`ref
.b
mp
,7,
13_
9,1'
}
```

The investment categories, which all begin with an underline (for example, _DivInc, _IntInc), appear on your category list automatically as soon as you add an investment account. You cannot delete these categories or edit their names while you have investment accounts in your Quicken file. You *can* change their

descriptions.

You are now ready to set up each security in the account.

Setting up securities for a normal shares investment account

Before you can enter transactions for your securities, you must set up the securities to give Quicken some information about them. You can set up new securities at any time, either in advance or as you enter transactions for them. All investment accounts in the same Quicken file share the same Security list, so the same security can appear in more than one account.

Or
press
Ctrl+Y

1 From the Lists menu, choose Security.

To edit or delete an existing security, select the security and click Edit or Delete

{ewc VERMONT1, DBB001, `invsec1.bmp, 52'}

. You can delete a security only if you have no transactions for it.

Or press Ctrl+N

2 Click New to create a new security.

```
{ewc VERMONT1,  
DBB001,  
'invsec2.bmp, 62'}
```

3 Enter the name of the security in the Name box.

```
{e  
wc  
VE  
R  
M  
ON  
T1,  
DB  
B0  
03,  
'ref  
.b  
mp  
, 7,  
13_  
10,  
1'}
```

4 (Optional) Enter a symbol in the Symbol box if you plan to export or import price data from a file.

5 In the Type drop-down list, select the type appropriate for your security.

Quicken displays the securities in the Portfolio View window alphabetically within security type, making it convenient

for you to enter prices from the newspaper. You can also use types for sorting and subtotalling in investment reports and graphs.

In the UK, you will probably want to customise the preset list of types, according to the way shares are listed in your daily newspaper. Look in your newspaper to find the share price for the new security you are entering, and note the name of the sector where it appears. If that sector does not appear in Quicken's list of security types, you will have to add it:

- Click Cancel to leave the Set Up Security window temporarily.

You can have up to 15 Security Types.

From the Lists menu, choose Security Type.

To set up a new security

type click
New. To
change one
of the preset
types, if you
do not own
any shares in
that sector,
click Edit.

- After
customising the
Security Type list,
return to this
procedure to set up
your securities.

At the Edit
Security Type
window, you
can specify
whether
prices for that
security type
should be
displayed in
decimals or
fractions
(multiples of
1/2 or 1/8).

**6 (Optional) In
the Goal
drop-down
list, select
the goal
appropriate
for your
security.**

Investment
goals give
you an idea
of what you
hope the
investment
will achieve
for you.
When you
create
reports, you
can sort and
subtotal by
investment
goal. Using
goals allows
you to group
investments

within the same account or within different accounts.

The preset list of investment goals is: Growth, Growth and Income, High Risk, Income and Low Risk.

You can customise the Investment Goal list by adding new goals, deleting unused goals, or modifying existing goals. You may wish to add Retirement, Mortgage Deposit, Remodelling, University or Medium Risk to this list of goals. Or you may use goals to label investments for your children or grandchildren, or, if you have not grouped your shares in sectors, to distinguish different industry groups, such as banks, electricity and communications. To customise the Investment Goal List:

- Click Cancel to leave the Set Up Security window

temporarily.

Or
press
Ctrl+N

- From the Lists menu, choose Investment Goal.
- To set up a new goal (up to a maximum of 16), click New.
- After customising the Investment Goal list, return to this procedure to set up your securities.

7 Select the currency for this security.

You can assign any currency to a security and you can assign any currency to an investment account. Of course, securities of a given currency can only be tracked in an investment account register of the same currency. To view all securities, regardless of currency, use the Portfolio View window.

8 (Optional) Enter the estimated annual income per share for this security.

When you buy a share, you can get

this information from your stockbroker or from the company's annual report. This figure is used to estimate yield.

{e
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VE
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T1,
DB
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03,
'ref
.b
mp
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13_
11,
1'}

Note that when you receive dividends you may also receive a Tax Credit towards your income tax liability. You must decide how you are going to account for Tax Credits in Quicken before you can enter an estimate for your annual income.

- 9 **Click OK to record the new security.**
- 10 **Repeat steps 1 through 9 to set up each security in the account.**

You are now ready to enter transaction information about your securities in your new investment account, as

described
next.

Setting up the opening balance of each security

```
{e  
wc  
VER  
M  
ONT  
1,  
DB  
B0  
03,  
'ref  
.b  
mp  
,7,  
13_  
12,  
1'}
```

We recommend that you record a complete transaction history for each security in the account, starting with your initial purchase or acquisition of the security. If you don't enter a complete transaction history, Quicken cannot report accurate unrealised or realised gains.

You can enter the security opening balances in either the investment Register window or in the Portfolio View window. The following steps refer to the register, but they apply to the Portfolio View window as well.

The Register window and the Portfolio View window have the same button

```
{ewc VERMONT1,  
DBB001,  
'invbuttn.bmp, 60'}
```

- 1 **Open the register for your new investment account (select it in the account**

bar
for
enteri
ng
invest
ment
transa
ctions

2

list and click
Open) and
go to a new
transaction.

Click the
More button
in the
buttonbar
and then
click Add
Shares to
Acct.

{e
wc
VER
M
ON
T1,
DB
B0
03,
'ref
.b
mp
,7,
13_
13,
1'}

The Add
Shares to
Account form
appears.
How you fill
in this form
depends
upon which
of the three
setup options
you chose
when you
first set up
your
investment
accounts. We
recommend
that you
choose
option 1 to
enter a
complete
transaction
history for
each of your
securities.

If your
invest
ments
date
back
to
before
you
starte
d
using
Quick
en,
you
need
to
record
an
Add
Share

{ewc VERMONT1,
DBB001, '
invaddsh.bmp, 50'}

If you opened your
real-world
investment
account *after* you
started using
Quicken, you
might want to start
by transferring

s
transa
ction
for
each
securi
ty in
the
accou
nt.
Add
Share
s has
two
functi
ons:

■
It
allows
you to
add
shares
you
alread
y own
to a
Quicke
n
accou
nt.

■
It also
allows
you to
enter a
purcha
se of
shares
for a
date
prior to
when
you
started
using
Quicke
n,
withou
t
deduct
ing the
money
from a
Quicke
n
accou
nt.

Click
More
in the
button
bar
and choo
se
Transf
er
cash

money from your
Quicken bank
account to your
Quicken
investment
account. Use the
Transfer Cash In
form to record the
opening cash
balance of the
investment
account as a
transfer from your
bank account.

Then, use the Buy
form instead of the
Add Shares form
to record the initial
purchase of a
security.

**3 Enter the
date
appropriate
for the setup
option you
have
chosen.**

For option 1:

in. Enter the date of your initial purchase or acquisition of the security.

For option 2:
Enter last day of previous tax year.

For option 3:
Enter today's date.

{e
wc
VE
R
M
ON
T1,
DB
B0
03,
'ref
.b
mp
,7,
13_
13,
1'}

4 Enter the name of the security.

If you have not yet set up this security, you can do so now.

5 Enter the number of shares (up to four decimal places) you owned on the date you entered in the Date box.

[ewc VERMONT1,LINE,'0,1,0,0,0,75,0,20]

Security type **Number of shares to enter**

[ewc VERMONT1,LINE,'0,1,0,0,0,75,0,20]

Shares, or unit or investment trusts Actual number of shares or units

Gilts The par value of the Gilt, in pounds. If you have Gilt stock with a nominal value of 1500, put

1500 as
the number
of shares.

Collectible One (1)

Precious metal The number of ounces

[ewc VERMONT.LINE,0,1,0,0,0,75,0,20]

6 In the Price per Share box, enter a share price in fractions or decimals.

In the UK, enter the price in pence. Outside the UK, enter the price in whole currency units (for example, dollars). If a price for a share or bond is not an exact multiple of 1/2 (or 1/8 outside the UK), Quicken displays it as a decimal.

You may have the need to enter fractions such as 7/32. Quicken can't display these fractions but it will understand them. Simply enter the fraction as you find it in your newspaper and Quicken will convert

the fraction and display it as a decimal value.

- For option 1, enter your actual initial cost per share (including commission, fees and load) or (if you prefer to enter the total cost) leave the Price field blank.

- For options 2 and 3, enter the cost per share (including commission, fees, and load) if you purchased the security all at one time.

[ewc VERMONT.L,LINE,'0,1,0,0,0,75,0,20]

Security type Price to enter

[ewc VERMONT.L,LINE,'0,1,0,0,0,75,0,20]

Shares, or unit or investment trusts Actual price per share

Gilts Actual price divided by 100.

Collectible Total value

Precious metal Price per ounce

[ewc VERMONT.L,LINE,'0,1,0,0,0,75,0,20]

To enter a share price as a whole number plus a fraction, leave a space after the whole number amount, and use a slash (/) between the

numerator and denominator. For example, enter 36 1/2. If a price for a stock or bond is not an exact multiple of 1/2 (or 1/8 outside the UK), Quicken displays it as a decimal.

If you leave the Price per Share box blank but fill in the Total Cost Basis, Quicken calculates and fills in the price per share.

7 In the Total Cost Basis field, enter an amount which includes commission, fees and load, if you did not enter a price per share.

8 (Optional) In the Memo field, enter a memo.

9 Click OK to record the transaction.

If Quicken displays a row of astericks (*****) in a register column, the number is too large for

Quicken to display. Quicken displays amounts up to 9,999,999.99. Any larger amounts are recorded but not displayed.

10 Repeat steps 2 through 9 for each security in the account.

Now that you have set up the opening balances for your securities, you are ready to bring your investment account up to date. If you chose setup option 3, it is already up to date—skip to step 12.

{e
wc
VE
R
M
ON
T1,
DB
B0
03,
'ref
.b
mp
,7,
13_
14,

11 For options 1 and 2, use the buttons in the buttonbar to enter all subsequent transactions for each security (purchases, sales, dividends, reinvestments, and so on).

Temporarily ignore amounts that

1'} appear in the Cash Bal field.

{ewc VERMONT1,
DBB001,
`invfrac.bmp, 60'}

12 When you have finished entering historical transactions for all the securities in this account, determine whether or not the ending cash balance in this account is correct.

In the Register window, look at the Ending Cash Balance at the lower right corner.

In the Portfolio View window, select the correct account and the cash balance is shown on the last line.

- If the final amount displayed for the cash balance in this account is correct, your investment account is now set up.

- If the final amount displayed for the cash balance in this account is not correct, continue

{e
wc
VE
R
M
ON
T1,
DB
B0
03,

`ref
.b
mp
, 7,
13_
15,
1}

below.

Entering the beginning cash balance for a normal shares investment account

You might have a cash balance in your normal shares investment account if, for example, you have transferred funds from a bank account, sold securities, or received a cash dividend or interest.

- 1 From the Activities menu, choose Update Balances and then choose Update Cash Balance.**

From the Portfolio View window, you must select a single account before you can choose the Update Balances option.

- 2 Enter the current cash**

balance and date for this account.

```
{ewc VERMONT1,  
DBB001,  
'invupcsh.bmp, 62'}
```

Your shares investment account is now set up. The market value of your account appears in the lower right corner of the investment register, based on the latest prices you have supplied.

```
{e  
wc  
VE  
R  
M  
ON  
T1,  
DB  
B0  
03,  
'ref  
.b  
mp  
, 7,  
13_  
16,  
1'}
```

3 Update the security prices in the Portfolio View window.

- For options 1 or 2, you need to enter prices for the end of the last tax year as well as for today. Then you can track unrealised (paper) gains or losses and performance for the current tax year.

- For option 3, you need to enter current prices for your securities.

Setting up a unit/investment trust account

A unit/investment

trust account is designed to track a single unit or investment trust with no cash balance. To set up a unit/investment trust account in Quicken, you need to do two things:

- **Set up the account.**
- **Set up the opening share balance: the number and value of shares you own.**

Setting up a Quicken unit/investment trust account

- 1 Follow steps 1 through 9 following [“Setting up a Quicken normal shares investment account”](#) earlier in this chapter but skip step 4. Then, proceed with these steps.**
- 2 Make sure the Unit/Investment Trust account checkbox is selected.**

Make sure this checkbox is selected.

{ewc VERMONT1, DBB001, `invtrust1.bmp, 32}

**Changing the account type
If you set up a unit/investment trust account and then decide you'd like to be able to include another security or a cash balance, you can edit the account information and clear the Unit/Investment Trust account checkbox to change to a normal shares investment account. (But you cannot then change the account back to be a unit/investment trust account!)**

Quicken now displays the Set Up Unit/Investment Trust Security window. In unit/investment trust accounts, you set up the single security in the account when you first set up the account.

{ewc VERMONT1,
DBB001,
'invtrus2.bmp, 65'}

3 Enter information in the Set Up Unit/Investm

**ent Trust
Security
window and
click OK to
set up the
investment
account.**

{e
wc
VE
R
M
ON
T1,
DB
B0
03,
'ref
.b
mp
, 7,
13_
17,
1'}

Quicken adds the account to your Account list. The investment categories, which all begin with an underline (for example, _DivInc, _IntInc), appear on your category list automatically as soon as you add an investment account. You cannot delete these categories or edit their names. (You *can* change their descriptions.)

- 4 Quicken displays the Create Opening Share Balance window.**

{ewc VERMONT1,
DBB001,
'invtrus3.bmp, 50'}

- 5 If you're entering historical data under option 1 (from earlier in this**

chapter),
click **Cancel**
now and
continue
with **Setting
up the
opening
balance of
each
security**.

- For option 2,
enter the last day of
the previous tax year,
the number of shares
you owned then, and
the price per share.
Click OK and
continue with step 6.
- For option 3,
enter today's date,
the number of shares
you now own, and
today's price per
share. Click OK. Your
account is now set
up.

The
investment
register
appears with
your opening
balance filled
in. In the
Action field,
ShrsIn (an
abbreviation
for "shares
in") indicates
that you
added
existing
shares to this
new Quicken
account.
Quicken also
recorded the
price per
share and
used this
price to
display the
market value
in the lower
right corner
of the

register.

Quicken also recorded the price per share and used this price to display the market value in the lower right corner of the register.

If Quicken displays a row of asterisks (*****) in a register column, the number is too large for Quicken to display. Quicken displays amounts between -999,999.99 and 9,999,999.99. Outside of that range, Quicken keeps track of the amount but doesn't display it.

```
{e {ewc VERMONT1,  
wc DBB001,  
VE `invtrus4.bmp, 58}  
R  
M  
ON  
T1,  
DB  
B0  
03,  
`ref  
.b  
mp
```

, 7,
13_
18,
1'})
{e
wc
VE
R
M
ON
T1,
DB
B0
03,
'ref
.b
mp
, 7,
13_
19,
1'})

- 6 Enter transactions for this year.
- 7 Update the market value of your account to reflect today's share price.

Recording your investment transactions

When you have set up your Quicken investment account or accounts, you can begin entering transactions. You can record a transaction any time a security or money enters or leaves one of your accounts, for example when you buy or sell shares, receive or reinvest a dividend, receive interest, or

transfer money into a broker account.

Changes in the prices of your securities do not constitute transactions. Record price changes as described in ["Updating the values of your investments"](#) later in this chapter.

Entering investment transactions

```
{e
wc
VE
R
M
ON
T1,
DB
B0
03,
`ref
.b
mp
,7,1
3_2
0,1'
}
```

You can enter investment transactions either in the register of your account or in the Portfolio View. Both windows have an investment buttonbar near the top that you use to enter transactions.

```
{ewc VERMONT1,
DBB001,
`invbuttn.bmp, 65'}
```

1 Click a button on the investment buttonbar.

Quicken displays an easy-entry investment form in which

you enter the details of the transaction.
For example:

Quick
en
displa
ys a
differe
nt
form
for
each
type
of
transa
ction.

```
{ewc VERMONT1,  
DBB001,  
'invtran1.bmp, 65'}
```

2 Fill in the form and click OK.

```
{e  
wc  
VE  
R  
M  
ON  
T1,  
DB  
B0  
03,  
'tip  
.b  
mp  
, 7,  
13_  
21,  
1'}
```

Quicken writes your entries into a transaction in the investment register. (Quicken may create more than one transaction if you entered several transactions in the same form.)

If you're entering transactions in the Portfolio View, click Register at the bottom of the window to see the register.

```
{ewc VERMONT1,  
DBB001,  
'invtran2.bmp, 65'}
```

The next table summarises the types of

transactions you can enter. Continue reading this section for more details on how to enter transactions.

{see VERMONT1.LINE:0,1,0,0,0,100,10,20}

To enter this type of transaction:

Click this button:

{see VERMONT1.LINE:0,1,0,0,0,100,10,20}

Buy a security, or shares in a security (see ["Buying securities"](#)). (For example, buy shares or bonds.)

Buy

Sell a security, or shares in a security (see ["Selling securities"](#)).

Sell

Receive money from dividends, interest or capital gains distributions (see ["Entering income"](#)). Also any miscellaneous income.

Income

Reinvest earnings from dividends, interest or capital gains distributions (see ["Entering reinvestments"](#)). (Also stock dividends, see ["Entering reinvestments"](#)).

Reinvest

Increase the balance of shares in the account without a monetary transaction. (Use this to set up the opening share balance, as described in ["Setting up the opening balance of each security"](#)).

Other
•
Add shares to account

Adjust the share balance downwards, with no money involved (see also ["Adjusting the cash or share balance"](#)).

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un
t
**Ot
he
r** ■
R
e
m
ov
e
sh
ar
es
fro
m
ac
co
un
t

Pay interest on a margin loan (see ["Buying on margin"](#)).

**Ot
he
r** ■
M
ar
gi
n
int
er
es
t
ex
pe
ns
e

Any type of expense associated with a security, for example, portfolio management fees.

**Ot
he
r** ■
Mi
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ell
an
eo
us
ex
pe
ns
e

A reminder note to yourself (see ["Using Quicken Reminders and Billminder"](#)).

**Ot
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r** ■
R
e
mi
nd
er
tra
ns
ac
tio

Return of capital or principal (see ["Entering a return of capital or principal"](#)).

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**Ot
he
r** ●
R
et
ur
n
of
ca
pit
al

Receive additional shares from a scrip issue, or stock split (see ["Entering scrip issues and rights issues"](#)).

**Ot
he
r** ●
Sc
rip
iss
ue

Transfer cash into the investment account from another account (See ["Transferring money to and from other accounts"](#)). (For example, transfer cash into your broker account.)

**Ot
he
r** ●
Tr
an
sf
er
ca
sh
in

Transfer cash out of your investment account (See ["Transferring money to and from other accounts"](#)).

**Ot
he
r** ●
Tr
an
sf
er
ca
sh
ou
t

[see VERMONT1,LINE:0,1,0,0,0,100,10,20]

- a. This option is not available for unit/investment trust accounts, as it adds cash to or removes cash from the account.

Understandin g what each transaction does

To see The action that

how you enter in the investment form or Quick register identifies en calcul ates the type of cost basis, transaction. Each press F1 category associated with it. and click Although the Search category isn't h. displayed in the Type register you can cost basis use it to sort and press reports and enter. graphs. If you Select the topic generate, for Cost basis report, you'll see (definition). your investment transactions sorted by category.

The following table matches actions to categories, and shows what effect each investment transaction has on your portfolio. The cost basis is the total cost of all shares of a security.

[see VERMONT1.LINE:0,1,0,0,0,100,10,20]

| Trans action | A cti o n | C at eg o r y | N u m b e r o f s h a r e s | Cost basis |
|-----------------|--------------------|------------------------------|--|---------------|
|-----------------|--------------------|------------------------------|--|---------------|

[see VERMONT1.LINE:0,1,0,0,0,100,10,20]

| | | | | |
|------|-----------------------------------|--------------------|---------------------------|---------------------------|
| Buy | B uy o r B uy X | " | In cr ea se s | In cr ea se s |
| Sell | S ell o r S | — Rl sd G | D ec re as | D ec re as |

ell ai es es
X n

Recei
ve
incom
e
from:

Di v _
v or Di
nd Di vl
vX nc

Int _I
In ntl
st c nc

Mi ch
sc oo
In se
us c fro
incom m
e list

Reinv
est
earnin
gs
from:

R ei _
nv Di
nd Di vl
v nc

R _I
ei ntl
st nv nc
Int

Add
share S
s to hr
accou sl
nt n

Remo S
ve hr
share s
s from O
accou ut
nt

Margi M _I
n ar nt
intere gl Ex
st nt p
expen se

Misce Mi ch
llaneo sc oo
us Ex se
expen p fro
se m

list

| | | | | |
|------------------------------|--------------------------------------|-----------------------------------|--|---------------------------|
| Remi nder | R e m i n d e r | .. | .. | .. |
| Retur n of capita l | Rt rn C ap | .. | .. | D ec re as es |
| Scrip issue | Sc rls su e | .. | In cr ea se s (u su all y) | .. |
| Transf er cash in | XI n | (a cc ou nt na me) | .. | .. |
| Transf er cash out | X O ut | (a cc ou nt na me) | .. | .. |

[see VERMONT1.LINE:01,0,0,0,100,10,20]

- a. An x in the action name (for example, Buy x) indicates that the money for or from the transaction is transferred from or to another Quicken account, and so does not affect the cash balance of the investment account.

Entering transactions directly in the register

You don't have to use the investment forms for entering transactions. If you prefer, you can fill in the fields

of the register just as you can with other Quicken registers.

When you QuickZoom from an investment report you are taken to an investment form to edit the transaction. (If you prefer to be taken to the register, click the Options icon on the Quicken iconbar), click Reports, and then clear the QuickZoom to Investment Forms checkbox: [\(illustrated in Chapter 16\)](#).

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You can memorise a recurring transaction (such as a quarterly or half-yearly dividend) and recall it for quick entry.

Entering numbers in investment transactions

Quicken knows that share price, number of shares,

and total amount are related. If you fill in only two of the three quantities, it will calculate the third quantity from the relationship:

$$\begin{array}{l} \text{Number of} \\ \text{Shares} \times \\ \text{Price} = \\ \text{Total} \\ \text{Amount} \end{array}$$

Rounding of these amounts varies by field.

{cwe VERMONT1.LINE,0,1,0,0,0,100,10,20}

Field Rounding rules

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S 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 nonzero 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.

Price If prices are expressed in whole currency units (for instance, dollars), Quicken keeps internal track of decimal prices to the nearest 0.0005 and normally displays them to the nearest 0.001. In the UK, where share prices are normally quoted in pence, Quicken displays prices to the nearest 0.1 of a penny. It displays exact integers without

decimals. If the fourth decimal place is a 5, Quicken displays it; otherwise it rounds to three decimal places. For example, Quicken displays 8.2175 but rounds the price 8.2177 upward to 8.218.

To Quicken displays total 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 102 shares at 816.125 pence, Quicken rounds the amount upward to 832.45.

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{e At the end of each
wc year, you may
VE wish to adjust for
R the effects of
M rounding, to make
ON the register match
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DB You can adjust the
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.b individual
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Buying securities

Click the Buy button.

When you buy a security with money you already have, you pay for it either with cash in the

same account (for example, cash in your broker account) or with cash you transfer in from another account, such as your current account.

- If you're buying with cash in the same account, Quicken subtracts the purchase amount from the cash balance in the account.

- If you're buying with cash you transfer in from another account, enter the source account in the Transfer Acct box in the investment form. (Quicken will enter BuyX in the Action field.) Quicken automatically subtracts the purchase amount from the cash balance in the source account.

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Commissions and fees. If an explicit commission or fee is added to the purchase, enter it in the Commission/Fee field. (If the Total of Sale amount doesn't equal the price times the number of shares,

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Quicken enters the difference in the Commission/Fee field.)

Loads. A "load" (sometimes called a "front-end load") is a commission built into the purchase price of a unit trust 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 Sell price. The difference between the market value and what you paid is the load.

Accrued interest.

When you buy a bond after its original date of issue, you may find an amount for "accrued interest" on your contract note. This amount represents the interest that the bond has earned since the last payment date but not yet paid out. This accrued interest amount belongs to the previous owner of the bond. When you sell the bond, you will receive your accrued interest as well as the selling price of the bond itself.

Use the Buy form to enter the bond purchase transaction and enter any accrued interest in the Commission/ Fee field. This way, Quicken will calculate an accurate cost basis for your bonds.

Selling securities

Click the Sell button.

When you sell a security, you can leave the cash in the account or transfer it out:

- If you're keeping cash from a sale in the same account, Quicken adds the sale proceeds to the cash balance in the account.

- If you're transferring cash from a sale to another account, enter the destination account in the Transfer Acct box. Quicken automatically adds the sale proceeds to the cash balance in the receiving account.

Commissions and fees .

If an explicit commission or fee is subtracted from the sale proceeds, enter it in the Commission/ Fee field. (If the Total of Sale amount doesn't equal the price times the number of shares, Quicken enters the difference in the Commission/ Fee field.)

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Specifying which lot you're selling. In the UK, where capital gains tax is calculated on the average price paid for all the shares you own in a particular company, this feature will be of less use.

For users outside the UK, if you have bought shares in the same security more than once, and now want to sell only a portion of your shares, you can specify which shares you're selling; if you don't specify which shares you're selling, Quicken assumes you're selling the ones you bought first (a rule known as First In, First Out, or FIFO).

In the Sell form, enter the name of the security and the

number of
shares to
sell. Then
click Lots.

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```

To sell all the
shares in a
particular lot
(up to the
total number
you are
selling),
select the lot
and click Use
All. To sell
just some of
the shares,
select the lot
and click Use
Part, and
then specify
the number
to sell from
that lot.
When you
have
finished, the
Total
Selected
should equal
the Shares to
Sell. Click
OK.

Entering income (dividends, interest and capital gains distributions)

Click Income to
enter the receipt
of cash from
dividends, interest
or capital gains
distributions.

If the cash is
being transferred
out of the

investment account, enter the receiving account's name in the Destination of Funds box.

Quicken automatically adds the income to the cash balance in the receiving account.

An "income distribution" is money a unit or investment trust pays you as a result of dividends and interest it receives from the securities within the fund. Treat it like dividends in Quicken.

Entering Tax Credits

In the UK, when you receive dividend income from a share, unit trust or investment trust, you will also receive a Tax Credit. This represents tax paid by your company to the Inland Revenue on your behalf. The dividend voucher which you will receive along with the dividend shows the amount of the Tax Credit. You may be able to claim some of your Tax Credits back from the Inland Revenue if your total income is low. If your shares are held in

a Personal Equity Plan (PEP), the Tax Credit will automatically be claimed back from the Inland Revenue on your behalf.

If you have a PEP account, enter the dividend as Dividend Income when you receive it. Later, when the Tax Credit is repaid to you, enter that amount in your Quicken PEP account as well, again as Dividend Income. For shares investment accounts other than PEPs, you must decide how you want to account for Tax Credits. The answer may depend partly on your tax position.

If you are reinvesting your dividend to purchase additional shares of the same security, see "Entering reinvestments" next.

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1 From the Investment Register, click the Income button on the buttonbar.

In order for Quicken to record your

Tax Credit completely and accurately, you must use the Record Income Form.

2 Complete the form and click OK.

{ewc VERMONT1, DBB001, `incred1.bmp, 65'}

Once you have completed the Record Income form, a number of transactions will be recorded in the register depending on which items you have entered:

- First, Quicken records a Dividend Income (Div) transaction increasing the balance of your account by the total amount of the dividend and the tax credit. The gross amount is recorded to reflect an accurate increase in your Investment Income Report.

If you entered the amount in the Net Interest box, the transaction is categorised as Interest Income (_IntInc).

- Quicken then records a miscellaneous expense categorised as _TaxCred. The MiscExp transaction decreases the account balance by the Tax Credit amount, decreases the cash balance of your investment account and allows you to track the Tax Credit for your income tax return.

- If you have entered a Transfer Account name, Quicken records an XOut transaction and transfers the net amount to the selected account.

If you should ever need to delete a Tax Credit from your account, be sure to delete all of the transactions mentioned above as they apply.

Entering reinvestments

A "reinvestment" is the purchase of additional shares with money paid to you by that security as a dividend, interest income or a capital gains distribution. Many companies offer shareholders the option of accepting shares in lieu of cash. If

you accept such an offer, treat it as a "reinvestment" in Quicken. You will receive a Tax Credit with your shares-in-lieu, just as if you had taken your dividend in cash, but you will not be able to claim the Tax Credit back.

Reinvestments work like an Income and a Buy transaction combined.

Reinvestments increase your cost basis and your return on investment (ROI).

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1 From the register, click the Reinvst button on the buttonbar.

If your reinvestment includes a Tax Credit, enter it in the Reinvest Income form for complete and accurate results.

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'invcred2.bmp, 65'}

Once you have completed the Reinvest Income form, Quicken records the following transactions

in your register:

- A Dividend Income (Div) transaction increases the balance of your account by the total amount of the dividend and the tax credit. The gross amount is recorded to reflect an accurate increase in your Investment Income Report.

If you entered the amount in the Net Interest box, the transaction is categorised as Interest Income (_IntInc).

- A miscellaneous expense categorised as _TaxCred. The MiscExp transaction decreases the account balance by the Tax Credit amount, decreases the cash balance of your investment account and allows you to track the tax credit for your income tax return.

- A Buy transaction then decreases the account balance and records the purchase of your additional shares using the net dividend amount.

If you ever need to delete a reinvestment and tax credit, be

sure to delete all of the transactions that were entered as described above.

Enhanced Scrip

Dividends:

Some companies in the UK offer "enhanced scrip dividends", through which a shareholder can receive a larger dividend by accepting shares instead of cash. This is not the same as an ordinary shares-in-lieu dividend.

Most shareholders sell their enhanced scrip dividends at once. If you do so, enter the proceeds as if you had received a dividend in the ordinary way. If you keep your new shares, treat the transaction as a reinvestment.

Caution: Enhanced scrip dividends are taxed differently from either ordinary

dividends or shares-in-lieu. The rules concerning them are complicated. You should consult your tax advisor.

Transferring money to and from other accounts

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When you fill in the Transfer Acct box in an investment form, for example when buying shares, Quicken creates a cash transfer between the investment account and the other account. For normal investment accounts, the transfer amount need not be the same as the total transaction amount—the difference is added to or subtracted from the cash balance of the investment account. (For unit/investment trust accounts, you cannot do this because the account does not have a cash balance.)

Examples of when you would use a transfer:

- If you write cheques by hand to pay for a security in a normal investment account, fill in a Buy form in the investment account, and afterwards fill in

the cheque number on the bank account side of the transfer.

- If you're buying a security in a unit/investment trust account, Quicken knows that you have only one security. When you write a cheque or enter the transaction in your current account register, Quicken records the transaction in the investment register with the security name, and fills in the number of shares on the basis of the most recent price known to Quicken. Thus, you'll probably choose to record the transaction from your current account.

- If you record a cheque at the Write Cheques window or in the transaction register to pay for a security in a normal shares investment account, enter the transaction as a cash transfer to the investment account that contains the security you're buying. The action for the transaction in the investment register is XIn. Now you must go to the investment register, change the XIn action to BuyX, click Edit, and fill in the Buy form.

- If you're transferring cash out of an investment account, start at the investment register. You can enter more information about the

transaction in this register.

The action for any investment transaction involving a transfer has an X in the name, for example, BuyX or DivX.

Viewing your portfolio

Quicken's Portfolio View window shows you a complete picture of your investments. The window lists your securities first by type and then alphabetically and gives you analytical information about each security, such as the number of shares you own, the current price, market value and return on investment.

(Definitions of all the terms used in the Portfolio View window are listed in the table under ["Setting up your own portfolio views"](#).)

In addition to seeing how your investments are doing, in this window, you can:

- Update security prices (see

“Updating the values of your investments”
for details)

- Record all your investment transactions, such as buying and selling securities, receiving interest, reinvesting dividend income and so on
- Create reports listing all transactions involving a security
- Create graphs showing a security’s price and value history

Or
press
Ctrl+U

- 1 **From the Activities menu, choose Portfolio View OR click the Port View button in the investment Register window.**

{ewc VERMONT1,
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'inview1.bmp, 65'}

To print the portfolio view, choose Print Summary from the File menu, or press Ctrl+P.

Here are some of the ways in which you can control the view.

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Change the viewing date: The portfolio view shows the state of your

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securities on a certain date (like a snapshot). To change the viewing date, click the button next to the date and select a date in the pop-up calendar, or click the date itself to enter a new date. Quicken ignores any transactions that happened after the viewing date. Also, if you sold all your shares in a security on a date before the viewing date, you won't see the security any more in the Portfolio View window. (If you want, you can change this to display securities you don't hold any more: see ["Choosing which securities to display"](#).)

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Select one or several accounts:
The portfolio view normally lists only those securities that are

currently held in the account shown near the top of the window. To list the securities of a different account, click the button and select an account from the drop-down list. Or select All Accounts or Selected Accounts.

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Select a currency:

You can choose to see only the securities of a selected currency in the Portfolio view window. Currencies are assigned to securities in the Set Up Securities window. See ["Setting up securities for a normal shares investment account"](#).

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Edit the securities:

You can edit, delete or set up new securities from the Portfolio View by using the New, Edit and Delete buttons. You can also

The Quick Report option is

descri
bed
below.

move the mouse pointer over a security until the cursor changes to a QuickZoom magnifying glass ({ewc VERMONT1, DBB001, `mag_glas.bmp, 3'}). Click the right mouse button to display a menu of options for editing that security. You cannot delete a security if it has transactions in any accounts.

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Go to the register: To go to the register of the selected investment account, click the Register button at the bottom of the window. You can click this button only when a single account is selected.

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Shortcut icons: You can put a Portfolio View icon on the iconbar to take you straight to the Portfolio View window.

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You can also add a Use

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Instructions for adding an icon to the iconbar are in Help, press F1, type "icons" and select "Add an icon to the iconbar".

Account icon to open a specific investment account with the Portfolio View window displayed—you may find this icon useful if you frequently update security prices for a certain account.

If you want to see the transactions behind the figures in your Portfolio View window, create a QuickReport.

Reporting on a security's transactions

- 1 To report on a security's transactions, select the security and click the Report button on the Portfolio View buttonbar.**

The security report lists all transactions in the selected account(s) involving

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'invrept.bmp, 62')}
```

security.

Changing the view

The Portfolio View window can actually show you up to six different "views" of your investments, each view containing different information about your securities. The three right-most columns in the window change according to the view you choose.

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For example, the Holdings view tells you the current market value of your securities, whereas the Performance view shows you the return on your investment (ROI). Here is what each view shows you:

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| View | When to select it | What it shows you |
|-------------|--------------------------|--------------------------|
|-------------|--------------------------|--------------------------|

{ewc VERMONT1,LINE,'0,1,0,0,0,100,10,20}

| | | |
|-------|---|-------------------------------|
| Holds | Select Holdings when you want to assess the total value of your | {ewc VE RM ON T1, |
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investments, and to see their relative values (as a percentage of the total market value of all investments).

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Performance or measure the performance of your investments is shown by the ROI (return on investment) percentage.

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Valuation see how much an investment is worth compared to how much it has cost you.

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Price Update enter current prices for your securities and to see the price trends. See ["Updating the prices of your securities"](#) for details.

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You can compose your own custom views to give other facts about your investments. See ["Customising](#)

[your portfolio views](#) for details.

{ewc VERMONT1,LINE,'0,1,0,0,0,100,0,20}

- 1 To change the view, click the button next to the View box and select a view from the drop-down list.**

Customising your portfolio views

You can change the layout and settings of the portfolio views. In the Portfolio View window, click Custom.

{ewc VERMONT1, DBB001, `invvcus5.bmp, 65'}

- 2 Click the Accounts, Securities, Miscellaneous, or Custom Views tab.**
- 3 Modify these settings and click OK.**

The next table describes the customise options.

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| | | | |
|----------------------|---|-----------------------------|---|
| Ac co un ts | Select the account s to display when you choose Selected Accounts in the Portfolio View window. (All other account s are still offered for selectio n in the Portfolio View window.) | Mark All Clear All | Sele ct all acc ount s to be disp laye d. Sele ct no acc ount s to be disp laye d. |
|----------------------|---|-----------------------------|---|

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|----------------------------|--|----------------------------------|--|
| S ec uri tie s | Select the securiti es to display. The initial (or default) status is to display a security in the selecte d account (s), whether you own shares in it or not. | Show Always Hide Always | Alw ays sho w the sec urity . Alw ays hide the sec urity . |
|----------------------------|--|----------------------------------|--|

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See
["Choosing
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for
more
information.

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shares*
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ous tab)

You may want
to separate
two different
trades in the
same security.
For example,
you and your
spouse invest
in the same
security but
want to keep
your
transactions
separate. You
can do this by
using two
slightly

different security names but the same symbol. When this checkbox is selected, if you change the price of one security, Quicken copies the price to the other security with the same symbol.

Copy Price History to DOS Format on Exit (click the Miscellaneous tab) If you use both Quicken for DOS and Quicken for Windows, you can update security prices for the same file in either program. Your price updates in Quicken for DOS are visible in Quicken for Windows. However, the reverse isn't normally true. To see Quicken for Windows price updates in Quicken for DOS, select this checkbox.

Confirm Investment Transactions from Forms (click the Miscellaneous tab) When you fill in an investment form, Quicken asks you to confirm your entries before leaving the form.

[ewc VERMONTLINE;0,1,0,0,100,0,20]

Custom Views You can set up your own arrangements of column headings in the Custom Views. See "Setting up your own portfolio views" next

[ewc VERMONTLINE;0,1,0,0,100,0,20]

Setting up your own portfolio views

Quicken comes with four preset portfolio views: Holdings, Performance, Valuation and Price Update. You can set up your own views with different column headings.

- 1 At the Portfolio View window, click Custom.**
- 2 Click the Custom View tab.**
- 3 For the Custom 1 view, select a Column 1 heading from the drop-down list. Do the same for Columns 2 and 3.**

The column headings are explained in the following:

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DBB001,  
'invcustv.bmp, 45'}
```

- 4 In the View Name box, type a name for your view.**
- 5 To**

customise a second view, repeat steps 3 and 4 for the Custom 2 view.

6 Click OK.

Now you can select your custom view in the View drop-down list in the Portfolio View window.

Instead of "Custom 1" or "Custom 2," it has the name you gave it.

This table shows what the column headings mean.

{ewc VERMONTLINE,0,1,0,0,0,100,0,20}

| Column heading | Description |
|-----------------------|--------------------|
|-----------------------|--------------------|

{ewc VERMONTLINE,0,1,0,0,0,100,0,20}

| | |
|-----------------|--|
| Amt . Inco me | The total income received from a security (including reinvested income). |
| Amt . Inve sted | The actual amount that you have invested in a security to date, including any expenses for that security (but <i>excluding</i> reinvestments). Note that, when you change the period over which Quicken calculates returns (see the table under "Customising your portfolio views"), Quicken calculates Amount Invested to be the market value of |

the security at the starting date plus the amount you have invested in the security since that date (excluding reinvestments). In this way, Amount Invested indicates the total cost of the security to you since the starting date.

Amt . Ret urn The total return (or profit) from a security since you invested in it. This is the current market value plus the income taken out as cash plus cash received from sales of shares, minus the amount invested. For example, let's say you bought 100 shares for 500 each (500 total). You later sold 50 shares for 600 each (300 total), and now the market price of your 50 remaining shares is 700 each (350 total). The Return is 350 (current market value) plus 300 (sales), minus the 500 you invested = 150 total return. (Note that reinvestments are not explicitly added to Return, because they contribute to the market value, which is a part of Return.)

Avg. Cos t (Average cost) The average cost of each share of the security. This is equal to the total cost of all currently held shares of a security (the cost basis) divided by the number of shares currently held.

Cos t basi s The total cost of all currently held shares of a security, including income reinvested in the security.

Est Inco The estimated annual income from each

me security's interest, dividends and distributions. This is the per share estimate you entered when setting up the security multiplied by the number of shares.

Gain/Loss The gain or loss of all currently held shares of the security. This is the market value of the shares minus the cost basis.

Inv. Yield The yield on investment is the estimated income (as you specified when setting up the security) divided by the amount invested (see Amount Invested in this table).

Last Price The market price before the most recent price was entered.

Mkt Price The most recent price entered for this security. (If today's price has not been entered, Quicken puts an "e" for Estimated next to the price.)

Mkt Value The market value of your holdings in each security, equal to the market price per share multiplied by the number of shares you hold.

Mkt Val Chg The increase or decrease in the market value as a result of the latest price change.

ROI Return on investment, defined as Return divided by amount Invested. This is an indication of how well a security has performed. It is the total profit you could make from a security if you sold your shares in it today, expressed as a percentage of the amount you invested in the security. ROI

takes account of the current market price, and includes previous sales of the security and income received from the security. For example, let's say you bought shares for £100, have received £5 in dividends, and today the shares are worth £120. The Amount Invested is £100, and the Return is £25 (£5 dividends plus the increase in market value). The ROI is $25/100 = 0.25$, displayed as 25%. In the UK, you must decide how you are going to account for Tax Credits before you can calculate ROI. See ["Entering tax credits"](#).

ROI is a guide to performance and not a precise analysis. For example, it does not take timing of purchases and sales into account. To see a more exact calculation of performance, generate an investment performance report to find the average annual total return, or IRR (see the table under ["Creating graphs and reports"](#)).

| | |
|--------------------|--|
| Sym | The security's symbol, which is used for importing prices. (See "Importing prices from an ASCII file" in Chapter 14.) |
| Total Market Value | The total market value of all the securities you hold in the selected account(s). |
| Total % Gain | The percentage increase in the total market value of the selected account(s). To be specific, this is |

the current market value less the cost basis of all currently held securities, divided by the cost basis. A negative value indicates a loss.

Type The security type, as you specified when setting up the security.

% Cost The cost basis of a security, expressed as a percentage of the total cost basis of all displayed securities.

% Gain/Loss The gain or loss of all currently held shares of the security (the market value minus the cost basis) divided by the cost basis.

% Income The total amount of income received from a security (interest, dividends, capital gains distributions, not including reinvested income) divided by the cost basis.

% Invested The amount you have invested in a security (excluding reinvestments) expressed as a percentage of what you have invested in all displayed securities.

% Mkt Val The market value of a security expressed as a percentage of the total market value of all displayed securities.

% Yield The estimated income per share divided by the current market price per share.

Choosing which securities to display

The Portfolio View window initially displays securities in the selected account(s) whether they are *open* or not. "Open" means to hold the security or to have a short position in it as of the date shown at the top of the Portfolio View window.

To show all securities in all accounts, only if they are open:

click Custom in the Portfolio View window, click the Accounts tab, and click Mark All. Then click the Securities tab, select each security and click Default and *select* the Hide Securities You Do Not Own checkbox.

To show all securities in all accounts, whether they are open or not: do the same as above, except *clear* the Hide Securities You Do Not Own checkbox.

To hide a security: click Custom in the Portfolio View

window, click the Securities tab, highlight the security you want to hide, and click Hide Always.

Updating the values of your investments

Quicken makes it easy for you to update security prices. The Portfolio View window lists your securities alphabetically within each security type, just as the newspaper does. Quicken uses the prices you enter to recalculate the market value of each account.

Updating the prices of your securities

Or
press
Ctrl+U

- 1 **From the Activities menu, select Portfolio View.**

See ["Viewing your portfolio"](#) earlier in this chapter for a detailed explanation of this window.

{e
wc
VE

- 2 **In the View box, choose Price Update.**

```
R  
M  
ON  
T1,  
DB  
B0  
03,  
'ref  
.b  
mp  
,7,  
13_  
29,  
1'}
```

You can update the prices at any of the portfolio views, but the Price Update view gives the most relevant information. The market prices are the only values you can edit directly in this window.

- 3 Make sure the window is displaying the investment account or accounts you want to deal with (shown in the Account box).**

Select an account, or all accounts, by clicking the drop-down button and choosing an account from the list.

```
{ewc VERMONT1,  
DBB001,  
'invupdat.bmp, 65'}
```

```
{e  
wc  
VE  
R  
M  
ON  
T1,  
DB  
B0  
03,
```

- 4 Use the Up Arrow or Down Arrow key to select a security, and enter the latest market price.**

`ref
.b
mp
, 7,
13_
30,
1}

[ewc VERMONT.LINE;0,1,0,0,0,75,0,20]

Use this key **To do this**

[ewc VERMONT.LINE;0,1,0,0,0,75,0,20]

- + or Change the price to the next 1/2 (or 0.5).
- For users outside the UK: Change the price to the next 1/8 (or 0.125). You can set the price increment at the International Options window (see [the illustration in Appendix A](#)).
- * When a price is unchanged, press the asterisk key (*) to indicate that the price is correct for the current date. (The "e" now displayed disappears.)
(Ast eris k) If you make a mistake changing a price and want to return to the estimated price previously displayed, press the

asterisk key
(*).

[ewc VERMONT.LINE, 0,1,0,0,0,75,0,20]

5 Repeat for each security.

Quicken records the price as soon as you leave the Market Price field. (You don't need to click a Record button or confirm the price change.)

Quicken recalculates the market value in the Portfolio View as you change the price.

If you see a tilde symbol (~) appear in your account list next to the balance of an investment account, this means that you have updated prices in this account but have not used or opened the account since the new price was entered. Press ALT-Z to update the balance of each investment account and each tilde will

disappear.

- 6 (Optional)**
From the File menu, choose Print Summary to print the contents of the window.

Entering security market prices for other dates

If you want to build up a price history for a security, see "Listing a security's price history" next. If you want to enter prices for just one date, follow these steps.

Or
press
Ctrl+G
, enter
a date
in the
Go to
Date
windo
w and
click
OK.

- 1 At the Portfolio View window, click on the button next to the date.**

Select the date for which you wish to enter market prices.

Quicken displays the market prices and market values for that date (or the most recent prices you have entered before that date).

- 2 Enter prices**

for the
chosen date
just as you
would a
current
price.

Listing a security's price history

Quicken stores a
price history for
each security as
you update the
prices at the
Portfolio View.

Also, whenever
you enter a buy or
sell transaction,
Quicken adds the
new security price
to the price history
and updates the
calculations in the
Portfolio View
window.

Or
press
Ctrl+E

- 1 To view the
price history
in the form
of a list,
select the
security and
click Prices.

```
{ewc VERMONT1,  
DBB001,  
'invhist.bmp, 65'}
```

Graphing a security's price and value history

- 1 To display a
graph of a
security's
price
history,
select the
security and
click the
Graph icon.

```
{ewc VERMONT1,  
DBB001,  
'invpgrph.bmp, 65'}
```

Creating reports and graphs

```
{e  
wc  
VE  
R  
M  
ON  
T1,  
DB  
B0  
03,  
'ref  
.b  
mp  
, 7,  
13_  
31,  
1'}
```

Quicken's investment registers and portfolio view show you almost everything you need to know about your investments. Creating reports and graphs can summarise the information even more clearly and help you analyse your portfolio.

```
{e  
wc  
VE  
R  
M  
ON  
T1,  
DB  
B0  
03,  
'ref  
.b  
mp  
, 7,  
13_  
32,  
1'}
```

Quicken offers five types of preset investment reports.

```
{e  
wc
```

In addition, you can create transaction reports

VERMONT1, DB03, `ref .b mp , 7, 13_ 33, 1'}

on each security from the Portfolio View window.

VERMONT1, DB03, `ref .b mp , 7, 13_ 33, 1'}

{ewc VERMONT1, DB03, `ref .b mp , 7, 13_ 34, 1'}

You can create two types of investment graphs. The investment performance graph shows your portfolio value and the average annual total return of your investments. In addition, you can create a price history graph to show the price trend of any security.

Here are explanations of some of the terms used in Quicken's reports and in this *User's Guide*.

More details about these terms are in Help. Press F1, click Search and type in the you wish to see.

{ewc VERMONT1, LINE, '0,1,0,0,0,100,0,20}

| Term | Description |
|------|-------------|
|------|-------------|

{ewc VERMONT1, LINE, '0,1,0,0,0,100,0,20}

Average annual total return (or IRR, internal rate of return)

The "average annual total return" is a percentage equal to the interest rate on a bank account that would give you the same total return on your investment. It takes into account money earned by the investment, interest, dividends, capital gains distributions and changes in share price. Since it's an annual rate, it acts like a bank interest rate, compounding annually.

- For example, if you invest £10,000 and get an average annual total return of 12.0% over two years, you'd have £12,544 (an increase of £2,544, or 25.4%) at the end of the two years.

See ["Entering Tax Credits"](#).

Average annual total return depends on the date range you have set for the report. If the return seems surprisingly high, it could be because you have set a short date range. In the UK, companies usually pay out dividends twice a year in unequal amounts. You would therefore need a year's data before the total return was accurate. Quicken's calculation of your average total return will also not be completely accurate unless you have included your Tax Credits.

Quicken displays the average annual total return in the investment performance report. A negative value indicates a loss, which can be either paper or real.

Average cost

The average cost per share of a security equals the cost basis

per share divided by the number of shares.
`{ewc VERMONT1, DBB001, `acps.bmp, 20}`

(This value will not be accurate unless you entered all historical purchases and sales of this security. See ["Entering prior history for investments"](#) if you want to give Quicken data to calculate the correct average cost per share.)

Cost basis The cost basis is the total cost of all shares of a security.

Market value The market value for each security equals the market price times the number of shares.

Quicken cannot display a market value greater than 9,999,999. Quicken displays a row of asterisks (*****) when the market value is greater than that amount.

Realized gain/loss The realised gain or loss is the difference between the selling price of a security and the cost basis. If you sell it for more than you paid, there is a (real) gain; if you sell it for less, there is a (real) loss. Quicken displays realised gains or losses in the capital gains report.

Unrealized gain/loss The unrealised gain or loss is the difference between the current market value of a security and the cost basis. If the current market value is greater, there is a (paper) gain; if the cost basis is greater, there is a (paper) loss.

■ For example, if your 525 shares have a cost

basis of £1,250 but they're now worth £2,100, you have an unrealised (paper) gain of £850.

Quicken displays unrealised gain or loss in the portfolio value report under the heading Gain/Loss. A negative value indicates a (paper) loss.

If Quicken doesn't have the data to calculate the average cost per share, it displays "NA" (not available) in reports for the gain.

%G The percent
ain/ unrealised (paper)
loss gain (or loss) equals the market price per share minus the average cost per share, divided by the average cost per share, expressed as a percentage.

A
nega
tive
valu
e is
a
(pap
er)
loss.

```
{ewc VERMONT1,  
DBB001, `%-g-l.bmp,  
30'}
```

{ewc VERMONT1,LINE,0,1,0,0,0,100,0,20}

Entering prior history for investments

The more information you give Quicken about your investments, the more complete and accurate your reports will be. You may have set up a new account by using an

estimate of what you paid for the securities. You may have omitted dividends or capital gains distributions that you received since buying the securities.

If you decide to go back and enter a complete transaction history for your securities, the first step is to revise the Add Shares To Account transactions that you first entered for each security.

[see VERMONT1.LINE, 0,1,0,0,0,100,10,20]

To get accurate: **Tell Quicken:**

[see VERMONT1.LINE, 0,1,0,0,0,100,10,20]

| | |
|--|--|
| Market values for a specified date | <ul style="list-style-type: none"> ● Price and number of shares owned on that date |
| Average annual total return for a specified time period | <ul style="list-style-type: none"> ● Price and number of shares on <i>day before</i> beginning of period and on last day of period ● All transactions during the period |
| (Not for UK users) Capital gains summary for a specified time period | <ul style="list-style-type: none"> ● Number of shares and cost basis on date at least one year before beginning of period for all securities sold ● All purchases and sales (including scrip issues, reinvestments, and return of capital) from that date to end of period |
| Income | <ul style="list-style-type: none"> ● All |

and transactions during
expens the period
e ● Number of
summa shares owned and
ry for a price per share at
specifie beginning and end
d time of period (if you're
period including unrealised
gains)

[see VERMONT1.LINE, 0,1,0,0,0,100,10,20]

Revising the initial ShrsIn transaction for a security

- 1 In the investment register, select the initial transaction for the security (look for ShrsIn in the Action field), and click Edit.**
- 2 (Optional) Revise the date to the initial date of acquisition.**
- 3 Revise the number of shares.**
- 4 Delete the price in the Price field to leave it blank.**
- 5 Revise the total cost basis.**

Enter the amount paid, including commission, fees and load. If you acquired the

shares from someone, include your cost basis for the shares.

6 Click Record to record the revised transaction.

The revised transaction appears in the register in sequence.

Entering transactions for dates in the past

Enter the historical transactions. Enter the correct date for each transaction. Each transaction appears in the register chronologically.

If a transaction involves a transfer of cash out of the account (for example, a dividend paid directly to you), enter the name of the investment account itself in the Destination of Funds box. Use this procedure for both types of investment accounts. It has no effect on the cash balance in a normal investment account.

After you've entered historical transactions, your

R cash balance for
M the account or
ON your share
T1, balance for any
DB security may be
B0 incorrect. Adjust it
03, by choosing
'ref Update Balance
.b from the Activities
mp menu.
, 7,
13_
36,
1'}

Reconciling the investment register

When you get a statement from your broker or other financial advisor, you can reconcile your account with the statement.

{e Reconciling an
wc investment
VE account is similar
R to reconciling
M other Quicken
ON accounts and you
T1, can follow the
DB same procedures.
B0 You reconcile
03, normal shares
'ref investment and
.b unit/investment
mp trust accounts in
, 7, the same way,
13_ except that you
37, reconcile a cash
1'} balance in one
and a share
balance in the
other.

- After you've reconciled the cash balance for a normal

investment account, Quicken can take you to the Portfolio View window. Enter any new share prices from the statement if you haven't already.

- After you've reconciled the share balance for a unit/investment trust account, Quicken displays your new market value in the Share Balance Reconciled window. Quicken automatically adds the latest price to the price history for the security.

Adjusting the cash or share balance

If you don't want to use the Reconcile command, you can still adjust the cash or share balance to match what appears on your statement. Open the register of the account you wish to balance.

- 1 From the Activities menu, choose Update Balances and then choose Update Cash Balance or Update Share Balance.**

In the Security to Adjust box, you can press Ctrl+Y to view and choose from the Security list.

2

Enter the date for the adjustment, the correct value for the balance, and the security name (if requested).

The adjustment appears in the register with the action MiscExp or MiscInc for cash balance adjustments. You'll see a ShrsIn or ShrsOut for share balance adjustments. The memo is "Balance Adjustment."

. 14
*Advanced
investments
transactions*

[Entering equalisations on unit trusts](#)

[Entering scrip issues and rights issues](#)

[Entering a privatisation share issue and instalments](#)

[Buying on margin](#)

[Redeeming gilts or bonds](#)

[Entering a return of capital or principal](#)

[Recording zero coupon bonds](#)

[Selling short](#)

[Entering options \(puts and calls\)](#)

[Tracking indexes and securities you don't own](#)

[Tracking foreign investments](#)

[Importing prices from an ASCII file](#)

This chapter describes investment transactions that do not occur as frequently as others. These tasks have been separated from the rest to make the Investment topics a bit easier to navigate for those just starting out with Shares Investment accounts.

Entering equalisations on unit trusts

An equalisation is a partial refund of an investor's initial investment. Income which has been earned by a unit trust since the trust last made a distribution is included in the offer price of units bought during that distribution period. The equalisation payment represents the amount of income accrued between the time of the last distribution and the time new investors bought their units. In the UK, the payment is not taxable but should be deducted from the cost of the units

for capital gains tax purposes.

- Click Income and enter the amount in the Capital Gain Dist box. For cash from an equalisation that is being transferred out of the account, enter the account name in the Transfer Account box.

- For equalisations reinvested in new shares, see the next topic, Giving and receiving securities

When you give or receive shares of a security without using cash, Quicken treats the transaction differently from a purchase or sale.

- If you're giving shares that are now in a Quicken account, click Other and choose Remove shares from account. Enter the number of shares. Quicken reduces your number of shares and records a sale with a capital gain of zero, without adding cash to any account.

Caution: In the UK, making a gift of shares can still give rise to a Capital Gains Tax liability. Consult your tax advisor to

be sure.

If you're transferring the shares to another Quicken account, enter a separate transaction for receipt of the shares in the register of the second account. In the second account, click Other and choose Add shares to account.

- If you're receiving shares, click Other and choose Add shares to account. This form increases your number of shares without subtracting cash from any account. Enter the number of shares received and the actual initial cost per share (including commission, fees and load). The way you calculate the cost depends on whether you're receiving the shares as a gift or as an inheritance:

Inherited shares. The cost basis of inherited shares is generally the value of the shares on the date that the deceased died or alternative

valuation date. When you receive the inherited shares, record the cost per share on that date.

Gift shares.

The cost basis of shares you received as a gift depends on the value of the shares on the date of the gift and the price that the giver paid for the shares, as well as your sale price if you sell the shares.

When you receive the gift shares, record the cost per share on the date of the gift. Consult your tax advisor about any additional rules that may apply to determining your gain or loss.

Entering scrip issues and rights issues

Scrip issues.

When a security declares a "scrip issue," you are

given additional shares. Each share is now worth less than it was before, but the total market value of all your shares is unchanged. (In a "reverse split," you receive fewer shares than you have now.)

For a scrip issue, click Other and then choose Scrip Issue. In the New Shares and Old Shares boxes, use numerals to enter the ratio of new shares to old. For example, if you receive one additional share for every three old shares, you now have four for every three you had before, so enter 4 in the New Shares box and 3 in the Old Shares box. Also enter the new price per share, after the split.

If you have more than one transaction for the security on the same day, Quicken places the scrip issue ahead of the other transactions. For example, if you had 100 shares before a two-for-one scrip issue, and you sell 100 shares on the day of the issue, Quicken knows

you still have 100 shares remaining.

When you record a scrip issue, Quicken recalculates your average cost per share but doesn't change any transactions previously recorded in the register.

Rights issues.

Companies often raise capital by giving their shareholders the opportunity to buy more shares at less than the current market price. If you take up such rights, enter the purchase of the new shares as a normal "Buy" transaction.

Notice, however, that when you do so, Quicken will enter the price at which you purchased your shares into the price history of your company. You do not want the special rights issue price in the price history, so you should go to the Price History window and edit it out. See ["Entering security market prices for other dates" in Chapter 13.](#)

If you decide that you do not want to exercise your rights, you can

usually sell them (through your stockbroker, or by letting the rights lapse: the company's underwriters will send you a cheque). In that case, enter the money you receive as Return of Capital (click Other). If you split your rights, and take up some and sell others, enter both a Buy and a Return of Capital transaction.

Entering a privatisation share issue and instalments

You can enter a privatisation share issue and subsequent instalments that you pay towards these shares.

Enter the initial purchase in the usual way. To record each instalment paid towards these shares, you need to enter two transactions:

- Enter a transfer of cash into the account equal to the amount of the instalment.
- Enter a Return of Capital transaction (click Other) for an equal but negative amount.

For example, if you owned 100 shares of BT and then paid an instalment of 70 pence per share, transfer 70 into the account and then enter a Return of Capital transaction with BT as the security and £-70 as the amount. This increases by £70 the amount of money you have invested in the BT shares but leaves the number of shares unchanged.

Some privatisation issues offer shareholders a "loyalty bonus" of additional free shares if they keep the original shareholding for a specified time. If you receive such shares, enter a Buy transaction, with the cost of the new shares as zero. In that way your cost

basis for the shareholding will be reduced, as it should be.

Buying on margin

A "margin loan" is money you borrow from a broker to pay for a security you're 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.

Alternatively, you may want to set up a liability account for the loan.

- To record interest you pay on the margin loan, click Other and choose Margin interest expense.

- If you have set up a liability account for the loan, click Other and choose Transfer cash in. Enter the amount you are borrowing and the name of the liability account in the Transfer Acct box. (Click Other and choose Transfer cash out when you pay off the loan.)

Redeeming gilts or bonds

When you sell a gilt or bond, part of the sales proceeds is interest you've earned while you've held the gilt or bond.

- To record interest received when you sell, use the Record Income form (click Income).
- Subtract the interest received from the total you receive. Enter the difference as the amount for the sales transaction.

Entering a return of capital or principal

A "return of capital" is money paid to you as total or partial repayment of money you invested. Return of capital differs from a sale in that you are not the one who initiates the return of capital. Return of capital is different from a capital gains distribution or equalisation.

- For a return of capital or principal, click Other and choose Return of capital. Quicken reduces the cost basis of the security by the amount of the return of capital.

Recording zero coupon bonds

You buy a zero coupon bond at a discount to the redemption price. While you hold it, its value increases towards the redemption value. You can track the return on zero coupon bonds simply by recording the changing quoted value. When you sell the bond, you realise a capital gain. In the UK, "split-level" investment trusts sometimes have zero-coupon shares. Treat them in the same way.

Selling short

A "short sale" is the sale of a security you don't own. You hope to buy the security later at a lower price to cover your sale and to make a profit.

- For a short sale, click Sell and enter the details of the sale. Before it records the transaction, Quicken warns you that this transaction is a short sale, in case you have entered it in error.

- When you buy the security later,

use the Buy form. Quicken calculates your gain or loss on the entire process at that time.

{e
wc
VE
R
M
ON
T1,
DB
B0
03,
'ref
.b
mp
,7,
14
1,1'
}

If you're selling short a security you already own with the intention of buying additional shares, create different lots for the security.

Note: Short sales do not appear on capital gains reports. In investment performance reports, the average annual total return for short sales is displayed as a negative value.

Entering options (puts and calls)

Name options descriptively such as "XYZ put Aug 40". If you sell an option, Quicken treats it like a short sale. If an option you bought or sold expires worthless, enter the opposite action (Sell or Buy) for the option

at a price of zero to close your position. Quicken then records a realised gain or loss. If you exercise a call, close your position with a Sell transaction for the call. Enter the purchase of the underlying security. Including the cost of the call as a fee corrects the cost basis.

Tracking indexes and securities you don't own

```
{e
wc
VE
R
M
ON
T1,
DB
B0
03,
`ref
.b
mp
,7,
14_
2,1'
}
```

- 1 Add the index or security to your Securities list.**

For an index, you may wish

to set up a security type called "Index."

You can set up as many securities or indexes as you want to.

2 In the Portfolio View window, click the Custom button and select the Securities tab.

3 Select the security you'd like to track, click Show Always and click OK.

Make sure that the Portfolio View is set to display all currencies or the currency of the security that you wish to track.

Note: If you watch the price of a unit or investment trust 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 decreases by

an equal amount in addition to any market value changes to the securities in the fund.

Tracking foreign investments

```
{e
wc
VE
R
M
ON
T1,
DB
B0
03,
`ref
.b
mp
,7,
14_
3,1'
}
```

You can enter transactions for securities of a given currency in any investment account which has been assigned that same currency in the Create Investment account window.

```
{ewc VERMONT1,
DBB001,
`inview10.bmp, 40}
```

To see all of your securities displayed in the Portfolio View, regardless of

currency, follow these steps:

- 1 From the Portfolio View window, click the Custom button.**
- 2 Click the Securities tab.**
- 3 Clear the Show only Securities Matching Portfolio View's Currency checkbox.**

```
{ewc VERMONT1,  
DBB001, `invcurl2.bmp,  
65'}
```

```
{e  
wc  
VE  
R  
M  
ON  
T1,  
DB  
B0  
03,  
`ref  
.b  
mp  
,7,  
14_  
4,1'  
}
```

Quicken displays all of your securities in the Portfolio View. The amounts for each security are converted to the currency selected from the Currency drop-down list.

```
{ewc VERMONT1,  
DBB001,  
`inview11.bmp, 55'}
```

Importing prices from

an ASCII file

```
{e
wc
VE
R
M
ON
T1,
DB
B0
03,
`ref
.b
mp
,7,
14_
5,1'
}
```

If you have a Teletext card, you can access share price data and convert it to a Quicken-compatible ASCII file. The data must be in standard ASCII format with one symbol/price/date per line, delimited by either commas or double spaces.

These import formats are all acceptable:

```
ABC,
123.45
6
```

```
ABC,
123.45
6,
31/12/
95
```

```
ABC
123.45
6
31/12/
95
```

```
"ABC",
123.45
6,
"31/12/
95"
```

```
"ABC",
"123.4
56",
"31/12/
95"
```

(Use only one

Quicken matches up the prices it imports based on the symbol, not the *name*, of the security. If you wish to import prices, add symbols to the securities on your security list.

- 1 From the Activities menu, choose Portfolio View.
- 2 From the File menu, choose Import Prices.
- 3 Enter the name of the ASCII file that contains the price data. Specify the

type
of
delimi
ter per
line.)

full DOS path
for the
location of
the file to be
imported for
example, C:\
TELETEXT\
SHRDATA

- 4 Change the date in the window, if necessary, then click OK.**

. 15 *Tracking foreign currency accounts*

[About the
Currency List](#)

[Setting up a
foreign currency
account](#)

[Transferring
between accounts](#)

[Reports and
currencies](#)

About the Currency List

With Quicken, you can keep track of any accounts you hold in a foreign currency. For example, you may hold a Swiss franc account at your local bank. Or you may keep a bank account in another country.

In your Quicken foreign currency account, you enter all amounts in the foreign currency and they remain in that currency. You can still enter transfers between accounts of different currencies. You can also produce reports and graphs with all accounts displayed in one currency for comparison. In Quicken, you can define an account to be in any currency you like.

```
{ew  
c  
VE  
RM  
ON  
T1,  
DB  
B00  
3,  
'ref.  
bm  
p,  
7,  
15_  
1,1'  
}
```

In addition, Quicken allows you to enter a foreign currency amount in your transaction register and see it immediately converted into the currency of the register.

```
{ew  
c  
VE  
RM  
ON  
T1,  
DB  
B00  
3,  
'ref.  
bm  
p,  
7,  
15_  
2,1'
```

To be able to mix currencies in this way, Quicken stores a list of currency exchange rates. You need to update the rates in this list regularly if you often deal with foreign currencies.

}

Although the examples in this manual show pounds sterling (£) as the "home" currency, you can define any currency to be your home currency. For example, if you are using Quicken in Australia, you will want to define the Australian dollar as your home currency.

Updating the Currency List

Quicken's Currency List shows all the currencies you can use to track your finances in Quicken.

Quicken comes with all the major currencies already listed. The exchange rates are relative to your home currency and accurate at the time Quicken was released. You can add other currencies to the list, or delete ones you don't think you'll use. A currency must be listed in the Currency List before you can use it in your Quicken accounts.

To define a different currency as your home currency. See

“Changing the home currency”.

In order to keep your foreign currency entries as accurate as possible, you should regularly edit the exchange rates to keep this list up to date. Of course, if you use a certain currency only once a year, you will probably edit the rate for that currency only once a year, before actually using it in your Quicken accounts.

Or
press
Ctrl+K

- 1 **From the Lists menu, choose Currency.**

To
print
the
curren
cy list,
press
Ctrl+P.

```
{ewc VERMONT1,  
DBB001, `f_list.bmp,  
65'}
```

Updating an exchange rate or other currency detail

- 1 **In the Currency list, select the currency you want to change.**

- 2 **Click Edit.**

```
{ewc VERMONT1,  
DBB001, `f_edit.bmp,  
50'}
```

(The
exchange
rate fields

don't appear if you're editing the home currency.)

3 Enter the new exchange rate.

4 Make changes to the other information in the window if you wish.

You can change the currency name, symbol and shortcut letter to your liking.

5 Click OK to save your changes and return to the Currency List.

Repeat these steps for each currency you wish to update.

Changing the home currency

To choose a currency as your home currency, select the currency in the Currency List and click Home.

Set your home currency and then leave it! If you ever need to define a different

currency to be your home currency, be aware that Quicken does the following:

- All exchange rates in the Currency List and at the Edit Currency window are expressed relative to your home currency. If you change the home currency, you will notice that Quicken recalculates all the exchange rates accordingly.

- When you create a new account, Quicken inserts the home currency as the default currency for that account. (However, you can always choose a different currency for the new account if you want.)

- If you use Quicken to track VAT, Quicken changes the currency of the VAT Control account and of all accounts in which VAT-tracking is turned on to the home currency (because Quicken can track VAT in the home currency only). Note: No figures are changed for transactions already recorded in the accounts.

Setting up a foreign currency account

{ew
c
VE
RM
ON
T1,
DB
B00
3,
'ref.
bm
p,
7,
15_
3,1'
}

Quicken allows you to create an account in any currency you like. This includes shares investment accounts. For information about tracking investments in foreign currencies, see ["Tracking foreign investments" in Chapter 14](#). You can then record transfers between accounts of different currencies. You can also produce net worth and other reports that combine the values from all your accounts. However, remember that to enjoy these benefits, the accounts must be in the same Quicken file.

You define the currency for an account at the New Account Information window.

{ew
c
VE
RM
ON
T1,
DB
B00
3,
'ref.
bm
p,
7,
15_
4,1'

Once the account is set up, you can still change its currency at the Edit Account Information window, even if the account already contains transactions. However, the only time this should ever be necessary is if you mistakenly set up

} the account with
the wrong
currency originally.

When your file
contains accounts
in different
currencies, the
currency symbol is
shown in the
account list before
the balance for
each account.

```
{ewc VERMONT1,  
DBB001,  
'f_aclist.bmp, 60'}
```

Transferring between accounts

If you transfer an
amount between
accounts of
different
currencies,
Quicken uses the
exchange rate
listed in the
Currency List to
estimate how
much arrives at
the destination
account. Apart
from this, such
transfers behave
mostly like any
other transfers:

- If you delete
a transaction, it is
deleted from both
accounts.
- If you change
the date of a
transaction, the date
changes in both
accounts.

However,
there is one
difference:

- Quicken
allows you to change

the amount at either end of the transfer without changing the amount at the other end.

There is a good reason for this difference. When you record a transfer between accounts of different currencies, you probably do not know exactly how much money is arriving at the destination account. Exchange rates fluctuate from day to day, and banks impose service charges. Quicken's calculation is therefore only an estimate. You do not find out the exact amount arriving until you receive your bank statement some days or weeks later. Then you need to edit the amount in the destination account without changing the amount you sent from the

source
account.

- {ew
c
VE
RM
ON
T1,
DB
B00
3,
'ref.
bm
p,
7,
15,
5,1'
}
- 1 In the register of the source account, enter the transaction details as you would for any other transfer.**
 - 2 In the Category field, enter the name of the destination account.**
 - 3 Click Record.**

Quicken now
displays an
extra window:

{ewc VERMONT1,
DBB001, 'f_xfer.bmp,
42}

This window
shows you
how much is
being
transferred
from the
source
account and
how much
will be
deposited in
the
destination
account.
Quicken used
the exchange
rate in your
Currency List
to estimate
the
destination
amount, but
you can now
modify this
amount if you

want. (You cannot change the source amount here; to edit the source amount, press Esc and edit the amount in the register.)

- 4 If you know the exact amount received by the destination account, edit the "To" amount in the window.**

- 5 Click OK.**

With the transfer recorded, you can press Ctrl+X as usual (or choose Go To Transfer from the Edit menu) to see the other end of the transfer. Remember that the amount recorded in the destination account is only an estimate. Don't forget to edit the amount to make it exact when your bank statement arrives.

Including service charges

When you transfer money between accounts in different countries, the banks usually impose service charges. Often, you must pay a service charge at each end. You can include these charges in your Quicken accounts by entering a separate transaction for the service charge in each account register.

For example, let's say you transfer FF1,000 from a French bank account to a British bank account.

- 1 In the transaction register for the French bank account, record the transfer to the British account.**
- 2 At the same time, enter a separate transaction for the service charge.**

```
{ewc VERMONT1,  
DBB001,  
`f_xchar1.bmp, 65'}
```

Now wait
until your

British bank statement arrives to see exactly how much was deposited, and how much the British bank's service charge was.

- 3 In the register for the British bank account, adjust the deposit amount in the transfer transaction.**
- 4 Also enter the service charge as a separate transaction.**

```
{ewc VERMONT1,  
DBB001,  
'f_xchar2.bmp, 65'}
```

Note: Do not enter a transfer to a foreign currency account from within a split transaction. If you do this, Quicken does not let you adjust the amount in the destination account register.

Reports and currencies

If you have accounts in different currencies,

Quicken lets you report on your accounts in any currency you like.

For example, if you keep a Swiss franc account, Quicken can show all the figures converted into pounds sterling. If you hold accounts in more than one country, Quicken can combine all your account figures into pounds, or any other currency you like, to show your total net worth in one currency. To do this, Quicken uses the exchange rates currently in the Currency List.

When you memorise a report, the memorised report includes the currency selection.

Note: Currency conversion is not an exact science. Please remember that currency conversion can only ever give approximations, since exchange rates fluctuate constantly in the real world. If you keep your Currency List up to date, Quicken's calculations should be reasonably accurate, but don't take them as exact values.

Creating reports in a chosen currency

1 Click the Reports icon on the iconbar.

{ew
c
VE
RM
ON
T1,
DB
B00
3,
'ref.
bm
p,
7,
15
6,1'
}

2 In the Create Report window, select a date range and choose the type of report you want to create.

3 To display the report in your home currency, click OK now.

4 To display the report in a different currency, click Customise and then, in the Report Layout area, select the currency.

{ewc VERMONT1,
DBB001, 'f_rep.bmp,
50'}

5 Click OK.
Quicken displays the report with all figures converted into the selected currency. At the top of the report, notice that the

currency of reporting is shown in the title line.

Quick
en
canno
t
displa
y
figure
s in
more
than
one
curren
cy in
the
same
report
. To
separ
ate a
Net
Worth
report
into
differe
nt
curren
cies,
run
one
report
for
each
curren
cy,
first
selecti
ng
only
the
accou
nts in
that
curren
cy.

```
{ewc VERMONT1,  
DBB001,  
`f_report.bmp, 65'}
```

You can also display Quicken graphs in any currency you like. Choose the currency in the Create Graphs window when setting up the graph.

Currency

gains and losses

Summary reports include a section showing how much you have transferred between your accounts. When you include all your accounts in the report, and have not transferred any money between accounts of different currencies, the figures should balance so that the TOTAL TRANSFERS line is 0. But if transfers involve currency conversion, you may notice that the TOTAL TRANSFERS line does not equal 0. This figure shows how much you have gained or lost due to changes in the exchange rates.

For example, let's say you transfer £100 to your American account when the exchange rate is 1.80 \$/£. Ignoring service charges, your American account receives \$180. Six months later you transfer the same \$180 back, but now the exchange rate has fallen to 1.60 \$/£. So your British

bank receives
£112.50. You have
made £12.50
profit simply by
playing the
exchange market!

```
{ewc VERMONT1,  
DBB001, 'f_gain.bmp,  
45'}
```

The currency gain
or loss need not
be "realised." That
is, even if you
have only
transferred the
money in one
direction, the
TOTAL
TRANSFERS line
shows you what
the gain or loss
would be *if you did*
transfer it back at
today's exchange
rate.

Of course, if the
report includes
many currency
transfers, the
picture becomes a
little complicated.
Still, the TOTAL
TRANSFERS line
gives you an idea
of how your luck is
going generally.

IV

Analysing Your Finances

[Chapter 16: Creating and customising reports](#)

[Chapter 17: Creating graphs](#)

[Chapter 18: Displaying Snapshots of your financial picture](#)

[Chapter 19: Printing reports, graphs, and Snapshots](#)

[Chapter 20: Preparing your income tax return](#)

. 16

Creating and customising reports

[Creating a report](#)

[Changing report settings](#)

[Investigating report items with QuickZoom](#)

[Memorising and recalling reports](#)

[Changing report options](#)

[Transferring report data to other programs](#)

Creating a report

Your starting point for creating a report is the Create Report window. Follow these simple steps to create any Quicken report.

- {ewc
VER
MO
NT1,
DBB
- 1 Click the Reports icon on the iconbar.**

```
002,  
'rp-  
icon.  
bmp,  
8'}
```

Or choose any item from the Reports menu.

You can skip the Create Report window, so that when you select a report from the menu bar, the report appears immediately. To skip this window, select the Skip Create Report Prompt option in the Report Options window.

```
{ewc VERMONT1,  
DBB001, 'rp-  
creat.bmp, 65'}
```

```
{ew  
c  
VE  
RM  
ON  
T1,  
DB  
B00  
3,  
'ref.  
bm  
p,  
7,  
16,  
1,1'  
}
```

2 If necessary, select a date range for the transactions to be included in the report.

If the report is an "as of" report (that is, you are looking for an amount "as of" a specific date like a Net Worth report), the closing date is today.

For comparison reports, enter two date ranges to

compare.

To enter date ranges:

- Select a preset date range from the drop-down list.

You can select a preset date range and then modify the start or end date.

To define a financial year instead of a calendar year in the preset date ranges, turn on Financial Year and specify the start month of the financial year in the General Options window.

For example, if the financial year starts in April and it's now April, 1995, then Last Year is April 1, 1994 to March 31, 1995.

OR

- Enter dates in the From and To fields (day/month/year). By clicking the drop-down buttons by the date fields, you can use the pop up calendar to help you select dates.

To see **3 Select the**

samples of Quicken's reports, select the Reports icon, select a report family and choose the report you would like to see from the list. For more detail, click Help, click Search and type "reports". Then select the report topic you would like to see.

type of report to create by clicking the report name.

If necessary, click on a different report family first (Home, Investment and so on) to display the reports in that family.

When you select a report, Quicken displays an example at the bottom of the window which shows what the report will look like. This example does not contain your own data.

Most of Quicken's home, investment and business reports are based on standard reports listed under "Other". If the preset reports don't give you what you want, start with one of the standard reports and customise it.

You can customise

VE
RM
ON
T1,
DB
B00
3,
'ref.
bm
p,
7,
16_
2,1'
}

any report by changing its layout, the accounts, income and expenses covered, the type of transactions it includes and various other aspects. You can do that before creating the report, or after it is displayed on your screen.

- 4 (Optional) Click Customise to change the report settings before creating the report.**

- 5 Click OK to create the report.**

{ew
c
VE
RM
ON
T1,
DB
B00
3,
'ref.
bm
p,
7,
16_
3,1'
}

Quicken searches the current file for transactions within the date range and displays the report on the screen. The search may take several seconds, depending on the size of your accounts.

With the report displayed, you can click

the buttons at the top of the report (on the Report buttonbar) to change your report or save it.

The tax return report has an additional Export button for transferring tax data to other tax preparation software. See [“Transferring Quicken data to tax preparation software” in Chapter 20.](#)

```
{ewc VERMONT1,  
DBB001, `rp-  
buttn.bmp, 65'}
```

Creating QuickReports

Although the Create Report window is your usual starting place for creating a report, in some Quicken windows you'll see a Report button that gives you an instant transaction listing (a QuickReport) relevant to that window. For example, with the Category & Transfer list displayed, select a category and click the Report button for a quick listing of all transactions

(in all accounts)
with that category.
You can display
QuickReports for
the:

- Category &
Transfer list (see
["Merging two
categories" in
Chapter 2](#) for details)
- Class list
(see ["Setting up
classes and
subclasses" in
Chapter 2](#))
- register, to
list all transactions for
a certain payee (see
["Reporting on a
payee" in Chapter 3](#))
- Memorised
Transaction list (a
payee report, see
["Reporting a
memorised
transaction" in
Chapter 6](#))
- Portfolio
View, to list all
transactions for a
certain security (see
the [table under
"Customising your
portfolio views" in
Chapter 13](#))

These
QuickReports are
actually standard
transaction reports
that have been
filtered to include
only the
transactions
you're interested
in. With the report
displayed, you can
change the report
settings as you
can for any
Quicken report.

Changing report

settings

Quicken gives you great flexibility in creating reports. You can change the layout, the date range, which accounts to include and other settings. You can also filter the report, for example to include only certain payees or categories. After customising a report, you can save the settings for future use by *memorising* the report.

- 1 Create a Report as described in ["Creating a report"](#).**
- 2 Either click Customise in the Create Report window OR click OK to create the report and then click the Customise button on the Report buttonbar.**

```
{ewc VERMONT1,  
c DBB001, `rp-  
VE cust.bmp, 65'  
RM  
ON  
T1,  
DB  
B00  
3,  
`ref.  
bm
```

p,
7,
16,
4,1'
}

**3 (Optional)
Change the
date range.**

**4 In the
Customise
section,
click on the
area of the
report you
want to
change, for
example
Report
Layout,
Accounts
and so on.**

Note the Help
information
displayed at
the bottom of
the window.

**5 In the
Report
Layout
section,
choose the
options you
would like to
change in
each area of
the report.**

The options
within the
Report
Layout
section
displayed to
the right of
the
Customise
options will
change for
each
selection you
make in the
Customise
section. The
following

information gives you a description of each option.

6 When you are satisfied with the settings, click OK to display the report.

Quicken immediately applies your new settings to the report.

Customising from the displayed report

Quicken also offers you a shortcut to changing the title, date range or accounts to report on. With the report displayed on your screen, move the mouse pointer over the title and heading information at the top of the report. Notice the pointer change to a magnifying glass as you position it over the title, dates or account information. Now double-click on the item. Quicken takes you directly to the part of the Customise Report window where you can change that item.

{ewc VERMONT1, DBB001, `rp-

hand.bmp, 65'}

Changing the report layout

While the report is displayed on your screen, click the Customise button in the buttonbar. Then Click Report Layout in the Customise section of the Customise Report window.

{ewc VERMONT1, DBB001, 'rp-lay1.bmp, 65'}

In the Report Layout section to the right of the Customise section, you can rename the report, rearrange the report with different row and column headings, change the accounting organisation, and choose the display currency for the report (which is useful if you have accounts in different currencies).

{ewc VERMONT1, DBB001, 'rp-lay.bmp, 65'}

This table shows all the report layout settings in Quicken reports. The settings available vary for each report type.

{ewc VERMONT1,LINE,0,1,0,0,0,100,10,20}

| Name of setting | Cho ice | Results |
|------------------------|----------------|----------------|
|------------------------|----------------|----------------|

[ewc VERMONT1.LINE,'0,1,0,0,0,100,10,20]

| | | |
|-------|---------------|--|
| Title | (Your choice) | Quicken displays and prints the report with the title you enter. |
|-------|---------------|--|

[ewc VERMONT1.LINE,'0,1,0,0,0,100,10,20]

| | | |
|--------------------------------|--------------------------------|---|
| Row headings (summary reports) | Category Classes Payee Account | Creates a row for each category, class, payee or account. |
|--------------------------------|--------------------------------|---|

[ewc VERMONT1.LINE,'0,1,0,0,0,100,10,20]

| | | |
|--|---|--|
| Column headings (summary, budget and account balances reports) | Don't subtotal (Various periods) Category Classes Payee Account | Creates a column for each week, two weeks, half month, month, quarter, half year, year, category, class, payee or account. (See "How Quicken defines report periods" .) If you choose Don't Subtotal, Quicken creates a report with a single column. |
|--|---|--|

[ewc VERMONT1.LINE,'0,1,0,0,0,100,10,20]

| | | |
|-----------------------------------|----------------------------------|--|
| Subtotal by (transaction reports) | Don't subtotal (Various periods) | Groups and totals transactions by week, two weeks, half month, |
|-----------------------------------|----------------------------------|--|

Cat
egor
y
Clas
s
Pay
ee
Acc
ount
Tax
retu
rn

month,
quarter,
half year,
year,
category,
class,
payee,
account
or tax
return.
(See
["How
Quicken
defines
report
periods"](#).)
If you
choose
Don't
Subtotal,
Quicken
doesn't
subtotal
amounts
in the
report.

{ewe VERMONT1.LINE,'0,1,0,0,0,100,10,20}

Interval
(accoun
t
balance
s
reports)

Non
e

Includes
one total
for
account
balances
based on
the
ending
date you
enter at
the top of
the
window.

(Var
ious
peri
ods)

Creates a
column
and totals
account
balances
for each
week,
two
weeks,
half
month,
month,
quarter,
half year
or year.

{ewe VERMONT1.LINE,'0,1,0,0,0,100,10,20}

Sort by
(transa
ction
reports)

Non
e

Sorts
transactio
ns first by
account
type, then

by
account
name,
and then
by date.

Date/
Acct Sorts
transactions first by
date,
then by
account
type, and
then by
account
name.

Acct /
Chq No Sorts
transactions first by
account
type, then
by
account
name,
and then
by
cheque
number.

Amount Sorts
transactions from
smallest
to largest
amount.

Payee Sorts
transactions
alphabeti-
cally by
payee
name.

Cat-
egory Sorts
transactions
alphabeti-
cally by
category.

[ewc VERMONT1,LINE,'0,1,0,0,0,100,10,20]

| | | |
|--|------------------------|---|
| Max short- term gain holding period (invest- ment capital gains reports) | Enter a num- ber | This number defines how many days you must have held a security before selling it for the resulting |
|--|------------------------|---|

capital gain to qualify as a long-term gain.

(Capital Gains are not currently applicable in the UK.)

{see VERMONTI.LINE: 0,1,0,0,0,100,10,20}

Organization Income and expense
Totals income, expense and transfer transactions in separate sections of your report.

Cash flow basis
Groups and totals inflows and outflows (including expenses and transfers out of the account). For example, if you have an asset account called "House," and you treat home improvement transactions as transfers to that account, choosing cash flow basis lets you treat those transfers as

spending, giving you a more accurate picture of your total expenditures.

Net worth format (Account balances reports) Prints your net worth as the last item.

Balance sheet format (Account balances reports) Prints net worth as a liability ("equity") with total liabilities and equity last.

[ewc VERMONT1.LINE,0,1,0,0,0,100,10,20]

Currency (All currencies in your Currency list) Quicken displays all report figures converted into the selected currency. To do this, Quicken uses the exchange rates currently stored in your Currency list. (See ["About the Currency List"](#) and also ["Reports and currencies"](#) in Chapter 15, *Tracking*)

*foreign
currency
accounts.
)*

{ewc VERMONT1.LINE,'0,1,0,0,0,100,10,20}

Show Cle Displays
100ths ar amounts
of in whole
Currenc pounds,
y Unit dollars or
other
currency
units
(Quicken
rounds to
the
nearest
unit).

Sele Displays
ct amounts
in pounds
and
pence
(for
example)
or dollars
and
cents.

{ewc VERMONT1.LINE,'0,1,0,0,0,100,10,20}

Show Cle Shows
Amount ar monetary
as % amounts
(summ only.
ary
reports)

Sele Also
ct shows
amounts
in relative
terms, as
percenta
ges of the
total.

{ewc VERMONT1.LINE,'0,1,0,0,0,100,10,20}

Show Cle Does not
Differen ar show the
ce as % percenta
(compa ge
rison difference
reports) s.

Sele Shows
ct the
difference
between
the two
column
amounts
as a
percenta
ge of the

first
column
amount.
(Unfavour
able
amounts
are
shown in
red as
negative
amounts.
)

{ewc VERMONT1.LINE: '0,1,0,0,0,100,10,20}

Show Differ
ence as
Amount
(compa
rison
reports)

Clear
Does not
show the
monetary
difference
s.

Select
Shows
the
monetary
difference
between
the two
column
amounts.
(Unfavour
able
amounts
are
shown in
red as
negative
amounts.
)

{ewc VERMONT1.LINE: '0,1,0,0,0,100,10,20}

Show Totals
Only
(transa
ction
reports)

Clear
Lists all
the
transactio
ns that
meet the
criteria
you've
specified.

Select
Displays
only the
total
amount
of
transactio
ns that
meet the
criteria
you've
specified.

{ewc VERMONT1.LINE: '0,1,0,0,0,100,10,20}

Show Memo
(transa

Clear
Does not
show
memos in

ction
reports) the report

Sele
ct Includes
a column
for
memos.

{ewc VERMONT1,LINE,'0,1,0,0,0,100,10,20}

Show Categor
y (transa
ction
reports) Cle
ar Does not
show
categor
ies in the
report

Sele
ct Includes
a column
for
categor
ies.

{ewc VERMONT1,LINE,'0,1,0,0,0,100,10,20}

Show Split
Transac
tion
Detail
(transa
ction
reports) Cle
ar Does not
include
the detail
from the
Splits
window in
the
report.

Sele
ct Includes
the detail
from the
Splits
window.

{ewc VERMONT1,LINE,'0,1,0,0,0,100,10,20}

Show Account
Detail
(balanc
e sheet,
net
worth
and
account
balances
reports) Cle
ar Does not
display
subtotals
by class
(or by
security
for
investme
nt
accounts)

Sele
ct Displays
subtotals
by class
(or by
security)
for all
selected
accounts.

{ewc VERMONT1,LINE,'0,1,0,0,0,100,10,20}

Show Txns.
without
VAT
(VAT
detail) Cle
ar Shows
only
transac
tions with a
VAT code
entered.

report)

Select Includes a section listing transactions with no VAT code entered. See [the illustration in Chapter 29, Tracking Value Added Tax](#) for an example and more details.

{ewc VERMONT1,LINE,'0,1,0,0,0,100,10,20}

Show Clear Shows only the Cash Flow Detail (investment performance reports) Average Annual Total Return figure.

Select Shows all transactions that contribute to the Average Annual Total Return figure.

{ewc VERMONT1,LINE,'0,1,0,0,0,100,10,20}

How Quicken defines report periods

You can subtotal certain reports by period.

```
{ewc VERMONT1, DBB001, `rp-perio.bmp, 45'}
```

ewc You can use the following periods as row headings for transaction

ON reports and as
T1, column headings
DB for summary,
B00 transaction and
3, budget reports
`ref.
bm
p,
7,
16
5,1
}

[ewc VERMONT1.LINE,0,1,0,0,0,75,0,20]

P **Quicken**
er **definition**
io
d

[ewc VERMONT1.LINE,0,1,0,0,0,75,0,20]

W Starts on
ee Sunday, runs
k through
Saturday

T Starts on
w Sunday, runs
o for 14 days
w (ends on
ee Saturday)
ks

H Runs from the
alf 1st through the
m 15th or from
on the 16th
th through the
last day of the
month

M Starts on the
on 1st of the
th month, ends
on the last day
of the month

Q Includes three
ua consecutive
rte calendar
r months,
starting with
January 1,
April 1, July 1
or October 1

H Starts on the
alf starting date
ye and ends on
ar the last day of
the month five
months later;
for example,
January 2 to
June 30

Year Starts on the starting date, runs for 365 days (366 days for leap years)

{ewc VERMONT1,LINE,0,1,0,0,0,75,0,20}

Selecting accounts to include

Click Accounts at the Customise Report window.

In the right-hand part of the window, you can select which accounts to include in the report. Simply click on an account to select it.

Depending on what type of report you have displayed, certain accounts may be preselected. For example, a cash flow report preselects all your bank, cash and credit card accounts. Standard transaction and summary reports include only the currently active account.

{ewc VERMONT1, DBB001, `rp-accts.bmp, 65'}

Selecting transactions to include

Click Transactions at the Customise Report window.

The right part of the window lets you select only certain transactions for the report by filtering on the transaction amount or type.

{ewc VERMONT1, DBB001, `rp-trxs.bmp, 62'}

{ewc VERMONT1,LINE,'0,1,0,0,0,100,10,20}

| Name of setting | Choice | Results |
|-----------------|--------|---------|
|-----------------|--------|---------|

{ewc VERMONT1,LINE,'0,1,0,0,0,100,10,20}

| | | |
|---------|--------------|---|
| Amounts | All | Includes all transaction amounts. |
| | Less than | Includes amounts less than the amount you enter. |
| | Equal to | Includes amounts equal to the amount you enter. |
| | Greater than | Includes amounts greater than the amount you enter. |

{ewc VERMONT1,LINE,'0,1,0,0,0,100,10,20}

| | | |
|--------------------------|-------|--|
| Include Unrealized Gains | Clear | Determines whether Quicken generates additional transactions (in transaction reports) or income/inflow lines (in summary |
|--------------------------|-------|--|

reports) to represent the impact of price increases and decreases for securities. Appears only if you have set up shares investment accounts. If the checkbox is cleared, Quicken does not include unrealised gains.

Select Includes unrealised gains.

{ewc VERMONT1,LINE,0,1,0,0,0,100,10,20}

Tax-related Transactions Only Clear Includes both tax-related and nontax-related transactions.

Select Includes only transactions that have been categorized with tax-related categories.

{ewc VERMONT1,LINE,0,1,0,0,0,100,10,20}

Transaction Types Payments Includes payments only (including cheques). For nonbank accounts,

payments are decreases to cash and other asset accounts, and increases to credit card and other liability accounts.

Deposits Includes deposits only.
Unprinted Cheques Includes unprinted cheques only.
All Transactions Includes all transactions

{see VERMONT1.LINE,0,1,0,0,0,100,10,20}

Status Blank Refers to a transaction's entry in the Clr (Cleared) field.
Newly cleared Rec reconciled Quicken reports include all transactions, regardless of cleared status, unless you change these options. Do not change or clear any of the checkboxes for these choices unless you are

creating a report specifically to show which of your transactions are cleared or uncleared

{ewc VERMONT1,LINE,'0,1,0,0,0,100,10,20}

Showing row information

Click Show Rows at the Customise Report window.

In the right-hand part of the window, you can show or hide transfer and category information in the row heading.

{ewc VERMONT1, DBB001, `rp-rows.bmp, 30'}

{ewc VERMONT1,LINE,'0,1,0,0,0,100,10,20}

| Name of setting | Choice | Results |
|-----------------|--------|---------|
|-----------------|--------|---------|

{ewc VERMONT1,LINE,'0,1,0,0,0,100,10,20}

| | | |
|-----------|-------------|---|
| Transfers | Include All | Includes all transfers in the report. |
| | Exclude All | Excludes all transfers in the report. Use for a report showing income and expenses without transfers (similar to Quicken's business profit and loss statement). |

Exclude Internal Excludes transfers between accounts that are included in the report. Essentially, these are transfers that cancel each other out in the report.

[ewc VERMONT1,LINE,0,1,0,0,0,100,10,20]

Subcategories Show All Displays subcategories and subclasses grouped under their main categories.

Hide All Does not display category or subclass information.

Show Reverse Displays subcategories with the main categories grouped under them. For example, if you have transactions assigned to Car Repairs: Honda and to Insurance: Honda, you can use the reversed option to generate a report totalling expenses for Honda.

[ewc VERMONT1,LINE,0,1,0,0,0,100,10,20]

Categories (budget report) Include All Includes all categories from the current list, regardless

s only) of whether you've used them yet in a transaction.

Non - Zero Actual/Budgeted Includes any categories that you have already used in transactions, and also all categories to which you have assigned budget amounts in the Set Up Budgets window.

Budgeted Only Includes only the categories to which you have assigned budget amounts in the Set Up Budgets window.

{ewc VERMONT1,LINE,'0,1,0,0,0,100,10,20}

Selecting categories, transfers and classes to include

Click Categories/Classes at the Customise Report window. (For investment reports, this is renamed Select to Include.)

In the right-hand part of the window, you can select which categories, classes and

supercategories to include in the report. For investments reports, you can select securities, security types and investment goals.

Click on a category, class, supercategory (or investment item) to select or deselect it.

{ewc VERMONT1, DBB001, `rp-cats.bmp, 65'}

See also the Transfers option listed in the table above.

The bottom of the list also includes the names of all your accounts. By selecting or deselecting these names, you can include or exclude transfers between specific accounts and the accounts you're reporting on.

If you use classes, you may find it useful to create a report with only certain classes selected, to report on the finances for particular jobs or projects.

For budget reports, you may want to create a report with only certain supercategories selected.

Using matches

to filter transactions

Click Matching at the Customise Report window.

In the right-hand part of the window, you can further define or limit the transactions to be included in your reports, depending on the details of each transaction. 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. Just type the payee's name in the Payee Contains box.

For investment reports, you can filter your reports by the security or the memo contents.

```
{ewc VERMONT1, DBB001, 'rp-match.bmp, 65'}
```

In the Category Contains box, you can type a category name or an account name to report on transfers to a

specific account.
For a category or class match, Quicken also searches through entries in the Splits window.

In addition to typing an entire payee, category, class, memo or security name, you can use special *match characters* to limit a report.

{ewe VERMONT1.LINE;0,1,0,0,0,75,0,20}

| Match character | Type of match |
|------------------------|----------------------|
|------------------------|----------------------|

{ewe VERMONT1.LINE;0,1,0,0,0,75,0,20}

| | |
|-------------------------------|---|
| = (equal sign) | An exact match (include only transactions that match the text you type exactly) |
| .. (two full stops) | 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) | A match with one unspecified character |
| ~ (tilde) | The report excludes all |

matches
for the
text that
follows

[ewc VERMONT1.LINE,0,1,0,0,0,75,0,20]

If you type ~.. (a tilde and two full stops), Quicken excludes all transactions except those that are empty in the specified field. For example, if you type ~.. in the Category Contains box, Quicken includes only those transactions that are uncategorised. Uncategorised transactions show up as "Other" in reports.

For an investment report, if you type ~.. in the Security Contains box, the report includes only cash transactions, which do not have a security. If you type .. in the box, the report will exclude all cash transactions.

The following chart shows some examples of what your report can include with and without using special match characters.

[ewc VERMONT1.LINE,0,1,0,0,0,75,0,20]

| | | |
|-----------|--------------|-----------------|
| E | The | The |
| xa | repor | report |
| m | t | does not |
| pl | inclu | include |
| e | des | |

[ewc VERMONT1.LINE,0,1,0,0,0,75,0,20]

=t tax, taxabl

| | | |
|-----------|--|--|
| ax | Tax, TAX | e, tax deduct ion, Tax:Pr op, surtax, new tax loss, rent, utilities |
| tax | tax, Tax, TAX, taxabl e, tax deduct ion, Tax:Pr op, surtax, new tax loss | rent, utilities |
| tax .. | tax, Tax, TAX, taxabl e, tax deduct ion, Tax:Pr op | surtax, new tax loss, rent, utilities |
| ..t ax | tax, Tax, TAX, surtax, proper ty tax | taxabl e, tax deduct ion, Tax:Pr op, new tax loss, rent, utilities |
| ~= tax | taxabl e, tax deduct ion, Tax:Pr op, surtax, new tax loss, rent, utilities | tax, Tax, TAX |
| ~t ax | rent, utilities | tax, Tax, TAX, taxabl e, tax deduct ion, Tax:Pr op, surtax, new tax |

| | | |
|--|--|--|
| | | loss |
| t..x | trix, tx, tkx, t—x, tax, Tax, TAX | taxabl e, tax deduct ion, Tax:Pr op, surtax, new tax loss, rent, utilities |
| =t ?x | tkx, tax, Tax, TAX | trix, tx, t—x, taxabl e, tax deduct ion, Tax:Pr op, surtax, new tax loss, rent, utilities |
| .. | tax, rent, utilities and so on | <i>blank</i> |
| ~.. | <i>blank</i> | tax, rent, utilities and so on |
| .. (in th e Se cu rity Co nt ain s fiel d) | All transa ctions for which the Securit y colum n is filled in | All cash transa ctions and totals that are not associ ated with a securit y |

[ewc VERMONT1,LINE,'0,1,0,0,0,75,0,20]

Investigating report items with QuickZoom

You can use
QuickZoom to
examine the
transaction detail

in Quicken reports. QuickZoom allows you to see the transactions which make up the amounts in summary, transaction, budget, comparison, and investment reports. For example, if you are curious about the individual transactions that are represented by an "Actual" amount in a budget report or an uncategorized "Other" amount in a summary report, you can double-click the amount to see a list of the transactions that make up that amount. For example:

1 Create a Report as described in ["Creating a report"](#).

When the report is displayed, move the mouse over the report and see how the cursor becomes a magnifying glass as you move it over certain information.

{ewc
VERMONT1,
DBB001,
'mag_glas.bmp,

4}

2 When you see the magnifying glass, double-click the left mouse button.

- If you use QuickZoom in a transaction report or a QuickZoom report, Quicken displays the register transaction represented in the report.

- If you use QuickZoom in a report which contains a summary of information, Quicken displays a QuickZoom report showing a list of the transactions which make up the summarised amount. You can use QuickZoom again to see these transactions in the register.

{ewc VERMONT1, DBB001, `rp-zoom.bmp, 65'}

{ewc VERMONT1, DBB003, `tip.bmp, 7, 16_6, 1'}

If you find that you need to modify a large number of transactions in the register at this time, minimising the Report window will speed up the process because Quicken will actually recalculate

the report each time that you modify a transaction. When you're ready to see your changes, double-click on the report icon to open and update your report.

- 3 To return to the QuickZoom report from the register, close or minimise the register, or click in the QuickZoom report window.**

If you used QuickZoom to move directly from a transaction report to the register, Quicken returns you to the transaction report when you close or minimise the register.

Memorising and recalling reports

Once you change the settings or sort criteria for a report, you can memorise the changes so you

can recall the report using the same report instructions time after time. This feature is most useful for reports that filter out transactions, for example using matching criteria. You can also change a memorised report and then rememorise it with the changes.

Memorising a report

1 Create and display a report as described in “Creating a report” earlier in this chapter.

Or
press
Ctrl+M

2 Click Memorise on the Report buttonbar.

Or choose Memorise Report from the Edit menu.

{ewc VERMONT1, DBB001, `rp-mem.bmp, 45'}

3 (Optional) Change the title of the memorised report.

For example, you could enter a more specific title.

4 Choose an

option for report dates.

Named Range.

(Available only if you used a preset date range when creating the report.) Instead of memorising actual dates, Quicken will calculate the dates, depending on when you recall the report. For example, if you memorise a report with the date range "Month to date," the report will cover the period from the beginning of the current month to the day when you recall the report.

Custom.

Quicken memorises the actual dates that were used in the report.

None.

Quicken will use the preset starting and ending dates that appear in the Create Report window when

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c
VE
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3,
`ref.

bm
p,
7,
16,
7,1'
}

you recall the report.

- 5 **Click OK to memorise the report.**

Recalling a memorised report

After you have memorised a report, you can recall it. When you recall a report, it's really the report definition you are recalling (including all the settings and sort criteria you've specified).

To recall a report, use either of the following two methods:

- Click the Reports icon on the iconbar, select Memorised as the report family, then select a memorised report from the list.

OR

- Choose Memorised from the Reports menu, select a report from the list of your memorised reports, and click Use. In the Create Report window, click OK.

{ewc VERMONT1,
DBB001, `rp-
recal.bmp, 62'}

Quicken searches for transactions

and prepares the report as usual.

If you change the settings for a memorised report, you can memorise it with the same title or you can give the altered report a new title and memorise it again. If you don't memorise a report whose definition you have changed, it retains the original definition the next time you recall the report.

Changing report options

You can change certain aspects of Quicken's reports from the Options menu item.

- 1 From the Edit menu, choose Options (or click the Options icon on the iconbar).**
- 2 Click the Reports icon.**

This illustration

{ewc VERMONT1, DBB001, 'rp-

shows the options that are selected when Quick en is installed. `pref.bmp, 55'`

3 Choose the options you want to use and click OK.

Quicken displays report text on your screen in Helvetica and uses Times Roman for its report headings. Instructions for changing the fonts you see displayed onscreen in reports are in Help. Press F1 and then click Search. Type "fonts", press Enter, and double-click "Changing the font in reports displayed onscreen."

Quicken updates all opened reports so you can see your changes immediately.

{ewc VERMONT1,LINE,'0,1,0,0,0,75,0,20}

**Report Effect on
ort reports**

option

[ewc VERMONT.L1LINE, 0,1,0,0,0,75,0,20]

Account Display **Description** shows the account description only. If an account has no description, Quicken uses the account name.

Name shows the account name only.

Both shows both the name and description.

Category Display **Description** shows the category/class description only. If a category or class has no description, Quicken uses the category or class name.

Name shows the category/class name only.

Both shows both the name and description.

Default Report Date Range The initial date range for all reports (which you can change when creating a report). Select the date range you use most often for your reports. If you want to use some other date range that

isn't listed, see "Setting up your own default date range" next.

Default Comparison Report Date Range

The second default date range for comparison reports. Select the date range you use most often for comparison reports.

Skip Create Report Prompt

Select to create reports from the Reports menu without first displaying the Create Report window. The default date range shown in this window will be used. If necessary, you can change any settings by clicking the Customise button on the report buttonbar after the report is created.

QuickZoom to Investment Forms

From an investment income or investment transactions report, QuickZoom to the entry forms instead of to the investment register.

Use Colour in

Select to display text in blue and negative

Report amounts in
report period.

[ewc VERMONT.L1LINE,0,1,0,0,0,75,0,20]

Setting up your own default date range

In the Report Options window, you can select the date range that Quicken automatically uses as the starting (or "default") date range. However, if the date range you most often want to report on isn't in Quicken's list, you can set up your own default date range. Quicken then displays that as the starting date range each time you create a report. In the Report Options window, click the drop-down button in the Report Date Range field.

- 1 In the Default Report Date Range section, select Custom Date at the bottom of the first drop-down list.**
- 2 Select From and To dates from the drop-down lists.**

{ewc VERMONT1,
DBB001, `rp-
date.bmp, 50`}

If you select a From date such as "May 1," Quicken always uses the previous May 1. For example, if you set up a date range of May 1 to August 1, and run a report on January 20, 1995, the report will run from May 1, 1994 to August 1, 1994.

3 Click OK to record your changes.

Note: A memorised report will not remember your own default date range as "floating" dates.

If you memorise a report after using your own default date range to create the report, Quicken does not offer you the date range as a "Named Range" (see ["Memorising and recalling reports"](#) earlier in this chapter). For example, if

you set up a default date range of "Beginning last month" through "Today," Quicken converts this to (for example) 1/4/95 through 19/5/95 when you create the report. If you memorise the report, you can memorise only the fixed custom dates 1/4/95 through 19/5/95 or the report default options.

Transferring report data to other programs

Using the Copy button when you have a report displayed on your screen, you can easily transfer Quicken data to other programs, such as Microsoft Excel for Windows, Lotus 1-2-3 for Windows, other spreadsheet software or a word processor.

- 1 In Quicken, display the report with the data arranged exactly as you would**

like to copy
it to the
other
program.

The
report
data
is
copie
d in a
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with
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sprea
dshee
t
progr
ams.

{ewc VERMONT1,
DBB001, 'rp-
copy.bmp, 65'}

2 Click Copy.

**3 Switch to
the other
program.**

Click in the
other
program's
window if it is
visible, or
press Alt-Tab
to select the
program. If it
wasn't
already
running, start
it now.

**4 Position the
cursor
where you
would like
the data to
be read in.**

**5 Use the
program's
Paste
function to
copy the
Quicken
data in.**

The Paste
function is
usually found

in the Edit menu. The data is read from the clipboard into the program.

This example shows a Microsoft Excel worksheet.

```
{ewc VERMONT1, DBB001, `rp-paste.bmp, 60'}
```

If you paste the report data into a word processor document, you may need to set tabs in the document to format the report attractively. The figures in the Quicken report are separated by tabs. However, you may prefer to print the report to an ASCII file on

disk
(as
descri
bed in
Chapt
er 19),
and
then
import
the
file
into
your
docu
ment.
When
printe
d to
an
ASCII
file,
the
report
colum
ns are
separ
ated
by
space
s.

. 17

Creating graphs

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[Evaluating
investment
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About graphs

Graphs help to give you a visual summary of your finances. Quicken creates four types of graphs:

- Income and Expense
- Budget Variance
- Net Worth
- Investment (for shares, unit trusts and so on)

Creating graphs

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RM
ON
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2,
`ico
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aa.
bm
p,
9`}

Follow these steps to create a Quicken graph.

- 1 Click the Graphs icon on the icon bar.**

{ewc VERMONT1,
DBB001,
`cregraph.bmp, 65`}

- 2 Complete the Create Graphs window and click Create.**

Viewing graph windows

Each graph segment displays in a different colour or pattern if you do not have a colour monitor.

{ewc VERMONT1,
DBB001,
`graph01.bmp, 65`}

Quicken comes set to display two graphs in one window. To view the graphs in separate windows, see "Changing graph options" next.

Changing

graph options

If you are using a colour monitor and some of the colours in your graphs are very similar to other colours, turn up the brightness or contrast on your monitor. Each colour becomes vivid and distinct.

You can change three graph display settings.

- 1 From the Edit menu, choose Options and then click the Graphs icon.**

```
{ewc VERMONT1,  
DBB001,  
`prefgrph.bmp, 62'}
```

- 2 Select the options you want to use and click OK.**

Investigating items in graphs

You can investigate the information you see in a graph in three ways. Whenever you see the arrow cursor turn into a magnifying glass, you can see more information about the item under the magnifying glass.

Or you can remove the item from the graph to look more closely at other items.

QuickZoom. As with Quicken reports, you can QuickZoom from a graph to examine transaction details in a report. To get more information about a particular element in a graph, double-click any pie slice or bar. Double-click again to see even more detail in a report.

After you've QuickZoomed from one graph to another, you can then QuickZoom to a report, and then QuickZoom again to the register.

```
{ewc VERMONT1,  
DBB001,  
`grzoom2.bmp, 65'}
```

Data labels. To see the exact value of a pie slice or bar, click and hold down the right mouse button.

```
{ewc VERMONT1,  
DBB001,  
`graphnav.bmp, 40'}
```

Hide data. To hide a pie slice or bar from the graph, shift-click the left mouse button. To *unhide* an item, create the graph again.


```
{ewc VERMONT1,  
DBB001,  
'hidenot.bmp, 65'}
```

Memorising and recalling graphs

Once you customise a graph, you can memorise it for future use.

Memorising a graph

1 Create and display a graph as described in ["Creating graphs"](#).

Or
press
Ctrl+M

2 Click Memorise on the Graph button bar.

Or choose Memorise Graph from the Edit menu.

```
{ewc VERMONT1,  
DBB001, 'gr-  
mem.bmp, 42'}
```

3. Click OK to memorise the graph.

Quicken adds the graph to the Memorised Graphs list.

Recalling a memorised graph

After you have memorised a graph, you can recall it.

Choose Memorised Graphs from the Reports menu, select a graph from the list of your memorised graphs, and click Use. At the Recall Memorised Graph window, change any of the graph information that you want to, and then click OK.

To display this list, choose Memorised Graphs from the Reports menu.

```
{ewc VERMONT1,  
DBB001, `gr-  
recal.bmp, 65'}
```

Quicken searches for transactions and prepares the graph as usual.

If you change a memorised graph, you can memorise it with the same name or you can give the altered graph a new name. If you don't memorise a graph whose definition you have changed, it retains the original definition the next time you recall the graph.

Analysing income and

expenses

Income and expense graphs can help you spot spending patterns, highlight your top ten expenses, warn about overspending, and provide comparisons of historical data.

Quicken creates these graphs using the categories you assign when you enter transactions. Quicken ordinarily includes the value of any subcategory within its parent category; however, when you create the graph, you can select the Show Subcategories in Graph checkbox to break down the graph into subcategory amounts.

Income and expense graphs help you answer these financial questions:

- Is my income changing over time?
- Is my income covering my expenses?
- Where does my money come from?
- Where does my money go?

{ewc VERMONT1,
DBB001,
`grncome2.bmp,

Understanding budget variance

Budget variance graphs compare actual spending and income with budgeted spending and income. Quicken calculates the difference between the two so you can see how you are actually doing compared with your budget.

You can create budget variance graphs that quickly 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 help you prepare next year's budget.

Budget graphs help you answer these financial 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?

```
{ewc VERMONT1,  
DBB001,  
`grbudget.bmp, 65'}
```

Analysing net worth

Net worth graphs are similar to income and expense graphs, except they use account balances rather than category data. Net worth graphs are also similar to account balance reports.

Create net worth graphs to show the balance of your credit cards or other debts and your bank accounts or other assets over time, or to show if your net worth is changing.

Net worth graphs help you answer these financial 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?

Your net worth is the difference between your assets and liabilities.

This example shows that net

worth is positive
(above zero) and
increasing.

{ewc VERMONT1,
DBB001,
`gnetwh.bmp, 65'}

Evaluating investment performance

Investment graphs display information that helps you to evaluate your investment portfolio and the price history of your securities.

Four portfolio value graphs summarise the market value of each security you own, either by type (such as bond, shares or unit trust), goal (such as retirement, growth or income), security (such as ICI or Guinness), or Quicken shares investment account (such as Paul's PEP, your broker account or your investment trust).

The average annual total return graph is a measure of how well your securities are performing.

The price history graph, available from the Portfolio

View window, displays the trends in the prices and market value of a particular security. For how to update security prices, see "[Updating the values of your investments](#)" in [Chapter 13](#).

Investment graphs help you answer these financial questions:

- Is my portfolio value increasing?
- How is my portfolio allocated?
- How are my shares and bonds doing?
- What is the IRR on my securities?

IRR is the annual total return of your securities during the time period you specified for the graph. This value takes into account dividends, interest, and other payment you receive, including increases and decreases in the market value of your securities.

{ewc VERMONT1,
DBB001,
`grinvest.bmp, 65'}

. 18 *Displaying Snapshots of your financial picture*

[About Snapshots](#)

[Creating
Snapshots](#)

[Customising
Snapshots](#)

[Displaying
Snapshots](#)

About Snapshots

Quicken
Snapshots
summarise
different aspects
of your finances
on a single
screen, or *page*.
Snapshots provide
an instant
overview of your
finances, showing

exactly what you want to keep track of. For example, you can create a Snapshot page that displays your net worth, your monthly income and expenses, and your progress on meeting a savings goal of £3,000 for a vacation to the Caribbean six months from now.

You can display three types of information in Quicken Snapshots:

- Graphs ([“About graphs” in Chapter 17](#))
- Calendar notes ([“Adding notes to your Financial Calendar” in Chapter 8](#))
- Budget, savings, and supercategory budget goals ([“About budgets” Chapter 23](#))

Snapshot graphs can be customised by date range, accounts, and categories.

Creating Snapshots

From the Reports menu, choose Snapshots.

{ew
c
VE
RM
ON
T1, A Snapshot page called First Page is displayed. The default page includes an expense

DB comparison graph,
B00 a monthly income
3, and expenses
'ref. graph, a net worth
bm graph, a dining
p, budget graph, a
7, portfolio value
18_ graph, and any
1,1' calendar notes.
}

If you create a forecast, you can use the Track feature to automatically create a Snapshot page. The Track button creates a budget from your forecast, and also creates a Snapshot page containing your six largest budget goals.

Customising Snapshots

From the Quicken Snapshots window, click Customise.

You can change the number of Snapshots per page, the placement of the different Snapshots, and the types of Snapshots you want to display.

Adding a Snapshot page

```
{ewc VERMONT1,  
DBB001, 'sn-  
cust.bmp, 65'}
```

- 1 From the Customise

Snapshots window, click the New button in the Snapshot Page section.

The New Snapshot Page window appears.

- 2 Enter a name for the page, and then click OK.**

You can name a snapshot page for things like Household expenses, investments or a specific period of time.

- 3 Select the number of Snapshots per page.**

You can display two, three, four, or six Snapshots on one page. The number selected applies only to the current page. You can select a different number of Snapshots for other pages you define.

- 4 Define each Snapshot on**

the page.

- Select the snapshot you would like to define by clicking on its location in the upper left corner of the window.
- Select a Snapshot type from the Snapshot Type list.
- Select Graph to display the information as a graph or Text to display a text report. (This doesn't apply to Calendar Notes, Budget Goal, Supercategory Budget Goal, or Savings Goal.)

You must create Calendar Notes, savings goals, or budgets before you can display them in Snapshots.

- (Optional) Click Customise Snapshot to customise the dates and filters for the Snapshot.

5 Click OK.

Editing and deleting Snapshot pages

From the Customise Snapshots window, click the Edit button in the Snapshot Page section. The Edit Snapshot Pages

window appears.

```
{ewc VERMONT1,  
DBB001, `sn-  
edit.bmp, 65'}
```

Displaying Snapshots

To display Snapshots, choose Snapshots from the Report menu. The Snapshot page you last selected appears.

For easier access, you may want to add a Snapshots icon to the iconbar.

Instructions for adding an icon to the iconbar are in Help, press F1, type "icons" and select "Add an icon to the iconbar".

. 19

Printin g reports, graphs, and Snapsh ots

[About printing](#)

[Setting up your printer](#)

[Printing reports](#)

[Printing graphs](#)

[Printing Snapshots](#)

[Report and graph
printing problems and
solutions](#)

About printing

Quicken enables you to print your reports, graphs, and Snapshots to many kinds of printers and offers several styles of printing, depending on the capabilities of your printer. You can also print a report to a disk file in one of

several different formats.

Setting up your printer

Before you print a report, graph, or Snapshot, you need to select the printer you're going to use. Depending on the capabilities of your printer, you can also select options for printing reports, including fonts, paper size, and page orientation.

When you set up a report printer, Quicken remembers your settings and uses them whenever you print a report. Printer settings for reports have no effect when you print cheques and vice versa. However, Quicken uses your report printer settings when you print graphs, Snapshots, and budget spreadsheets.

- 1 From the File menu, choose Printer Setup and then choose Report/ Graph Printer Setup.**

```
{ewc VERMONT1,  
DBB001,  
'rpprset.bmp, 65'}
```

- 2 Select the printer you want to use**

See your *Microsoft Windows User's Guide* for instructions on installing a printer.

3

from the Printer drop-down list.

If your printer isn't listed, use the Windows Control Panel to install the printer driver for your printer.

(Optional) Change the paper-feed option for your printer from the Paper Feed drop-down list.

With Auto-detect selected, Quicken automatically detects whether your printer is continuous-feed or page-oriented. You can force Quicken to use one or the other by selecting another option.

4

To allow more space or less space between the printed text and the edges of the paper, change the margin measurements.

5

To change the font settings for report titles and headings, click Head

Font, select the settings you want to use, and then click OK.

The fonts you can use in your Quicken reports are determined by the fonts available to your printer.

```
{ewc VERMONT1,  
DBB001,  
`rphedfn.bmp, 65'}
```

- 6 To change the font settings for report and graph text, click Body Font, select the settings you want to use, and then click OK.**

Select the report text font settings in the same manner that you selected the report heading font settings.

- 7 (Optional) To change the settings for paper size and page orientation or resolution, click Settings, select the settings you want to use, and then click OK.**

The options you see on your screen may be different from

this illustration, depending on the type of printer you are using.

Note: If your printer has problems printing graphs, it may not have enough memory to print 300 dots per inch. Try changing resolution to 150 dpi if you have problems.

{ewc VERMONT1, DBB001, `pr-setup.bmp, 65'}

- 8 Click OK to save the settings for printed reports and graphs.**

Printing reports

Print a report when you want a paper copy or when you want to save the report in a file on your disk.

- 1 If you're printing on paper, check that your printer is turned on, is online, and is loaded with paper.**
- 2 Create the report you want to print.**

Or press **3** **Click Print on the report**
Ctrl+P

button bar.

Or, from the File menu, choose Print Report.

4 Complete the Print Report window, and then click Print.

(You also see this window if you are printing your budget spreadsheets, your registers, your forecast, or any of Quicken's printable lists.)

{ewc VERMONT1, DBB001, `prept.bmp, 65'}

To preview the printed report, click Preview.

{ewc VERMONT1, DBB001, `prtprev.bmp, 65'}

Printing wide reports

Some reports have too many columns to print completely on a single sheet of paper. Depending on the capabilities of your printer, you may be able to fit the report on a single page by selecting different report printer options:

- Select a smaller font size for the report text.

{ewc VERMONT1, DBB001, `prtprev.bmp, 65'}

- MO ■ Select landscape orientation
- NT1, to print horizontally on the page.
- DBB ■ Reduce the left and right margins.
- 003,
- `ref.b
- mp,
- 7,
- 19_1,
- 1}

Printing graphs

When you print a graph, Quicken uses the same settings you selected for printing reports. It prints the text in your graph using the report text body font.

{ewc Your printer needs sufficient memory to print graphs successfully at a resolution of 300 dpi (dots per inch) or higher. If your printer has insufficient memory, set your printer's resolution to 150 dpi or less.

VER

MO

NT1,

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`ref.b

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19_2,

1}

- 1 **Make sure your printer is turned on, is online, and is loaded with paper.**
- 2 **Create the graph you want to print.**

Or press 3 **From the File menu, choose Print Graph.**
Ctrl+P

Quicken prints the graph. A printed graph typically looks

a little different
from the
onscreen
graph.

Printing graphs in colour

If you have a colour printer, select the Print reports and graphs in colour option in [the Report Printer Setup window](#).

```
{ewc VERMONT1,  
DBB001,  
`prrepcol.bmp, 42'}
```

If you don't have a colour printer, leave this option unselected.

Quicken prints fill patterns to distinguish between different segments in the graph.

However, if you prefer, you can print shades of grey instead of fill patterns by selecting the option.

Note: If it takes you more than 20 minutes to print a graph on a monochrome printer, try selecting the Print Reports and Graphs in Colour setup option. With some printers, this speeds up graph printing.

Printing Snapshots

You can print any page of Snapshots that you create. If you have calendar notes on your

Snapshot page that are longer than will fit in the Snapshot, Quicken prints only what fits. Snapshots will only print in landscape orientation.

- 1 Check that your printer is turned on, is set to online, and is loaded with paper.**
- 2 Display the Snapshot page you want to print.**

Or press **3**
Ctrl+P **Click the Print button on the button bar.**

Or, from the File menu, choose Print Snapshots.

Report and graph printing problems and solutions

This section describes some common printing problems and their solutions. If you continue to have problems, see your printer manual or call Intuit's technical support group. (See ["Phone numbers" in Appendix C.](#))

{ewc VERMONT1.LINE; 0,1,0,0,100,10,20}

Problem Solution

{ewc VERMONT1.LINE; 0,1,0,0,100,10,20}

Printer doesn't Check your equipment:

- print.
- Make sure your printer is turned on and online, and that the cable connection between the printer and the computer is secure.
 - From the File menu, choose Printer Setup and then Report/Graph Printer Setup. Make sure that the correct printer is selected.
 - Try to print a Windows Write document. Look for Write in the Accessories Program Group. Open it and type a few words. Then, from Write's File menu, choose Print. If the document prints OK, the problem probably lies with your printer setup.

{ewc VERMONT1,LINE; 0,1,0,0,0,100,10,20}

Printer prints strange characters instead of report text.

From the File menu, choose Printer Setup and then Report/Graph Printer Setup. Make sure the correct printer is selected. If there is a choice of an IBM or an Epson driver, try both, as your printer may be set for the other one.

{ewc VERMONT1,LINE; 0,1,0,0,0,100,10,20}

Printer prints blank pages instead of report text.

Check your settings.

- From the File menu, choose Print Report. Make sure draft mode is not selected.
- If you are using Adobe Type Manager, turn it off.

{ewc VERMONT1,LINE; 0,1,0,0,0,100,10,20}

Large fonts

Use the same style and size

aren't fonts for the
aligned headings and the
on the body text.
report
page.

{ewc VERMONT1,LINE; 0,1,0,0,100,10,20}

Printer This is common
error with laser printers
occurs that have less than
before the 1 megabyte of
graph is memory. Change
complete! your graphics
y printed. resolution setting
(The to 150 dpi (dots
printer per inch) or less.
may This setting is in
report an the printer driver
"out of window. See
page ["Setting up your
memory" printer.](#) Note: This
error or procedure displays
error 20; the printer driver
Windows window, but you
may may need to go to
report an an auxiliary
"out of window to change
paper" the resolution. For
error.) example, you may
need to click an
Options button in
the printer driver
window to display
the auxiliary
window.

{ewc VERMONT1,LINE; 0,1,0,0,100,10,20}

Some Try changing the
columns font size and the
of the margins, or print in
report landscape
print on a orientation instead
different of portrait. See
page. ["Setting up your
printer"](#) to change
printer options.

{ewc VERMONT1,LINE; 0,1,0,0,100,10,20}

. 20 *Preparing your income tax return*

[Preparing your
personal income
taxes](#)

[Creating tax
summary reports](#)

[Creating tax return
reports](#)

[Creating Australian
capital gains reports
for Question 15](#)

[Transferring Quicken
data to tax
preparation software](#)

Preparing your personal income taxes

Quicken can simplify the preparation of your income tax return (in Australia, your "Tax Pack"). Using Quicken helps whether you

prepare your return manually, use dedicated tax preparation software or gather the information to turn over to a tax preparation service.

Even if you used a tax preparer, documenting your income and tax-related expenses used to take hours. But if you categorise your transactions with Quicken income and expense categories throughout the year, you can create a tax return report in seconds with the tax information you need.

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}

You can also transfer Quicken data directly to Windows or DOS tax software programs, eliminating the need to re-enter financial information when you prepare your taxes.

Setting up categories with tax time in mind

You can set up your income and expense categories in several ways depending on how you want to report your tax information.

[ewc VERMONT.LINE;0,1,0,0,0,75,0,20]

| To get these kinds of reports | Set up your category like this |
|--------------------------------------|---------------------------------------|
|--------------------------------------|---------------------------------------|

[ewc VERMONT.LINE;0,1,0,0,0,75,0,20]

| | |
|--|---|
| Tax summary reports that group and subtotal transactions in your accounts by tax-related category. | Mark the category as tax related in the Edit Category window. |
|--|---|

| | |
|---|--|
| Tax return reports that group and subtotal your transactions by UK income tax return line or Australian Tax Pack line item. | Make sure you've selected the option to Use Tax Return with Categories in International Options under the Edit menu. Then assign the categories to the correct line items in the Edit Category window. |
|---|--|

Both tax summary and tax return reports. Mark the category as tax related AND assign the category to a tax return line item.

[ewc VERMONT1,LINE,'0,1,0,0,0,75,0,20]

Australian Capital Gains Reports Make sure you're set up to use tax return lines and then assign the category to the correct line item.

[ewc VERMONT1,LINE,'0,1,0,0,0,75,0,20]

Australian/US Capital Gains reports are not indexed for inflation and therefore cannot be used as a basis for UK income tax returns. Only UK users are allowed Quicken's standard home and business categories are already set up with appropriate tax return assignments. Whenever you create a new category, you may need to follow the next steps.

- 1 If you want to create tax return reports, make sure you've set Quicken to use tax return lines with categories.**

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on
capita
l
gains.

From the Edit menu, choose Options and then choose International. Make sure that the Use Tax Return With Categories checkbox is selected. If it is not selected, click the checkbox.

2 From the Lists menu, choose Category & Transfer.

3 Select the category or subcategory that you want to be tax related and click Edit.

If the category is not already in the list, click New.

4 If you want to create tax summary repor, select the Tax-related option.

5 If you want to create tax return reports, select the tax return line item for that category from the Line drop-

down list.

```
{ewc VERMONT1,  
DBB001, `taxline.bmp,  
65'}
```

6 Click OK.

Tracking transfers to tax-exempt accounts

Occasionally, you might make a transfer between accounts that you need to track for your income tax return. For example, withdrawals from a tax-exempt investment account may be taxable. In the same way as you assign your categories to tax return line items, you can assign transfers into or out of shares investment accounts to tax return line items.

- 1 From the Lists menu, choose Accounts.**
- 2 Select the account that is tax related and click Edit.**
- 3 In either the Transfers In or Transfers Out box, select the tax return line item from the Line drop-**

down list.

Transfers In defines the tax return line item for deposits into the account. Transfers Out defines the line item for withdrawals from the account.

(If you don't see the Transfers boxes, either this is not a shares investment account or you have not selected the Tax Return feature in the International Options window.)

4 Click OK.

Creating tax summary reports

When you want a report that shows the total amount of tax-related income and expenses, create a tax summary report.

See [Chapter 16, *Creating and customising reports*](#), for full details of running reports.

Creating tax

return reports

The tax return report lists the exact figures you need to fill in on your tax return, with these qualifications.

You must:

- Check the figures against any limits defined by the Inland Revenue in the UK or the Australian Taxation Office. The Quicken tax return report simply gives you your personal totals.
- Have already recorded all relevant transactions in Quicken. (If you assign the investment categories `_DivInc` and `_IntInc`, the tax file subtotals the amount for each category by investment account but not by security.)
- Check the sequence of questions on your UK income tax returns or Australian Tax Pack, as this sequence can change from year to year. (If it changes, of course, you can still match up figures from the tax return report to your UK tax form or Tax Pack, but be careful to read your forms carefully as you do so.)

The report gathers figures from

all accounts
in the current
file and from
all categories
that have
been
assigned to a
tax form and
line.

Remember
that,
depending on
how you
have set up
your
categories,
several
categories or
accounts
may
contribute to
the same
figure in the
report.

You can run
this report at
the end of
each year or
tax period.
You can also
export tax
return reports
to tax
preparation
software.

- 1 From the Reports menu, choose Home and then choose Tax Return.**
- 2 Enter a report name that states the tax period and a date range that covers the tax period.**
- 3 To restrict the report to**

**certain
accounts,
click
Customise
and then
click
Accounts in
the
Customise
box.**

**4 Mark the
accounts
you'd like to
use in the
Accounts
Used list.**

You may need to do this if, for example, your file contains current accounts for you and your spouse and you are filing separate tax returns. If you exclude an account for which you defined tax form information, the report still lists transfers made into or out of the account if the account at the other end of the transfer is included.

**5 Click OK to
create the
report.**

The resulting report lists your transactions, subtalled

for each tax line.

See ["Transferring Quicken data to tax preparation software"](#) if you are using other software to prepare your tax return.

Creating Australian capital gains reports for Question 15

If you have investment accounts with realised capital gains (following buy and sell transactions), the tax return report does not show these realised gains. To obtain figures for your realised gains, run a capital gains report.

You can also export capital gains reports to tax preparation software.

Note: Australian/US Capital Gains reports are not indexed for

1 From the Reports menu, choose Investment and then choose Investment Income.

inflation and therefore cannot be used as a basis for UK income tax returns.

- 2 **Click Capital Gains [Australian/US]**
- 3 **Select a report date range that covers the tax period.**
- 4 **Click Customise.**
- 5 **From the Subtotal By drop-down list in the Headings box, change the selection to Security or some other setting.**

(The default "Short- vs. Long-Term" is valid for countries such as the USA which distinguish between short- and long-term gains.)

- 6 **Click OK.**
See "Transferring Quicken data to tax preparation software" next if you are using software to prepare your tax return.

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Transferring Quicken data to tax preparation software

If you use a dedicated tax software program such as QuickTAX to calculate your taxes and print a completed tax form, you don't need to re-enter all your financial data into that program. Just create a tax return report or in Quicken. Quicken can then write your tax data to a TXF (Tax Exchange Format) file with a standard format that can be read by tax preparation programs.

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'ref
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,7,
- 1 Display the Tax Return Report as described in this chapter.**
 - 2 Click Export on the Report button bar**

20
4,1'
}

- 3 Enter a filename for the report in the File Name field.**

{ewc VERMONT1,
DBB001,
'taxexpnt.bmp, 65'}

- 4 If you created both a Tax Return report and a Capital Gains report, you must print each report to a different filename so that you have a separate TXF file for each report.**

- 5 Click OK.**

Quicken writes the data to the Tax Export file and closes the Report window. See the instructions that accompany your tax preparation program to use the file.

Please note that not all tax preparation programs can read the Tax Export file

directly.
Some
programs
must convert
the file first.

QuickTAX is
able to read
Quicken Tax
Export files
without
having to
convert them
first.



Taking Control of Your Finances

[Chapter 21: Planning with Quicken – an overview](#)

[Chapter 22: Using financial planning calculators](#)

[Chapter 23: Creating a budget or savings goal](#)

[Chapter 24: Creating a forecast](#)

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Planni
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[Introducing Quicken's
planning tools](#)

[Deciding which tools to
use](#)

Introducing Quicken's planning tools

Taking control of your finances begins with thoughtful planning. Planning for your mortgage payments, planning for the holiday you hope to take next summer, planning for retirement.

Quicken doesn't just track where your money's been going. It also gives you a clear picture

of your financial future.

This chapter introduces Quicken's planning tools and helps you decide which to use for your own situation. The following chapters in this User's Guide describe each of the planning tools in more detail. We all make plans to some extent, although different people have different planning methods and different needs.

Some people want only to see what expenses are coming up next month. Other people like to plan 20 years ahead to their retirement, or to putting their children through university. Some people like to spend an evening analysing their budget for the next year. Others just want a simple reminder to pay the rent.

Whatever your planning needs, Quicken is designed to help you. Quicken offers a complete suite of planning tools, from quick loan calculators to planning graphs that can predict your account balances for years ahead.

Read what tools are available here, and then decide which would benefit you the most by following the guidelines in ["Deciding which tools to use"](#).

{ewc
VERMONT
1, DBB002,
'calc.bmp',
12'}

Financial planning calculators

Type in the numbers and Quicken instantly shows you the significance. The five calculators let you try out "what-if" scenarios for loan planning and remortgaging, investment savings planning, college planning and retirement planning.

See [Chapter 22, Using financial planning calculators](#).

{ewc
VERMONT
1, DBB002,
'budg_ss.bmp',
12'}

Budget spreadsheet

To keep track of where your money goes, set up a budget spreadsheet. Enter estimates of your income and expenses, and later compare your actual income and expenses against your plan. A budget lets you plan a whole year ahead at a time. Special graphs and reports show how well you are keeping to your budget.

See [Chapter 23, Creating a budget or savings goal](#).

{ewc
VERMONT
1, DBB002,

Financial planning graph

`'crysball.bm`
`p, 12'}` Nothing makes your financial future clearer than a picture. Quicken projects your spending patterns forward up to two years, and displays your account balances in a graph. Now you can make the right medium-term decisions such as when to buy a new car, when to invest money, and how large a mortgage you can afford.

See [Chapter 24, Creating a forecast](#).

`{ewc`
`VERMONT`
`1, DBB002,`
`'savicon3.b`
`mp, 14'}` **Savings Goal Account** Put aside some of your earnings for a holiday or other large purchase by setting up a savings goal account.

See ["Creating a savings goal" in Chapter 23](#).

`{ewc`
`VERMONT`
`1, DBB002,`
`'savegol.bm`
`p, 22'}` **Progress bar** Track how well you've kept to your budget for a particular category or supercategory or how close you are to attaining your savings goal. After setting up a budget spreadsheet or savings goal account, use the progress bar to show your progress from anywhere in Quicken.

See ["Tracking your goals with the progress bar" in Chapter 23](#).

`{ewc` **Loan and**

VERMONT **mortgage**
1, DBB002 **tracking**

{loan_ss.bmp
p, 12'}
Quicken amortises your house or car loan and shows you the complete payment schedule. You can see how much interest and principal you are paying, and can track the varying payment amounts on an adjustable-rate mortgage. Quicken even records the payments in your register each month if you set up the payment as a scheduled transaction.

See [Chapter 11, *Tracking loans and mortgages*](#).

{ewc
VERMONT **Financial**
1, DBB002 **Calendar**

{fincal.bmp,
12'}
The Financial calendar can record your bill payments for you and project your account balances. You can schedule once-only future transactions on your Financial Calendar, or recurring transactions such as your standing orders, salary deposits and house payments. See exactly what's coming up.

See [Chapter 8, *Scheduling with the Quicken Financial Calendar*](#).

{ewc
VERMONT **Reports, graphs**
1, DBB002 **and snapshots**

{ugchap.bmp
p, 12'}
It may not be obvious, but your best aid in planning the future is to know all about what's

already happened. Use Quicken's reports, graphs and snapshots liberally to help you understand your present situation. Then use the other planning tools with insight.

See [Chapter 13](#), [Chapter 16](#), and [Chapter 17](#).

Deciding which tools to use

You can use some, or all, or even none of Quicken's planning tools. Everyone's financial situation is different, so you should decide which tools are helpful 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 it is you want to get out of Quicken. Try and answer these questions:

- Over what sort of period am I interested in planning? A month? A year? Ten years?

- Do I need to make a detailed analysis of the period ahead? For example, would I like to differentiate between household expenses and leisure expenses? Or is it just the overall financial picture I'm interested in?
- Do I want to improve my money management, for example to plan to make a regular transfer to an investment trust or savings account?
- Do I have specific goals in mind, such as:
 - saving toward a deposit on a house loan
 - affording a higher monthly rent
 - putting my children through further education
 - planning my investments for retirement?

The following table will help you get the most out of Quicken with the least time and effort. It describes some typical aims of planning, and how best to use Quicken to achieve those aims.

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DBB001, '21-1.bmp, 65'}

{ewc VERMONT1,LINE,0,1,0,0,100,10,20}

To do Use Quicken in this

this way

{ewc VERMONT1,LINE; 0,1,0,0,0,100,10,20}

Decide what you can afford over the next year or so. Keep your **registers** up to date. Use the **budget spreadsheet** to plan your spending for the next year. Set up the **progress bar** to track your most important budget categories. Schedule major income and expenses on the **Financial Calendar**; use the **forecast graph** to view your account balances and future cash flow.

{ewc VERMONT1,LINE; 0,1,0,0,0,100,10,20}

Determine what size loan you can afford. Use the **Loan Planner** (calculator) to play with the numbers. You can also set up the loan in the **View Loans window** and see the effect of your loan payments on the **forecast graph**. For an adjustable-rate loan, try adjusting the rate for future dates, to see the effect on the payment schedule.

{ewc VERMONT1,LINE; 0,1,0,0,0,100,10,20}

Estimate how much you can set aside each month for long-term investment. Enter figures in forecasting and see the results on the forecast graph. Select only your cash flow accounts (bank, credit card and cash accounts). Save different scenarios to compare spending

and saving habits.

Also try using the **Investment Savings Planner** (calculator).

{ewc VERMONT1,LINE; 0,1,0,0,0,100,10,20}

Save Use the **forecast** towards **graph** to predict a when you will have specific the money available, medium or to estimate your -term spending allowance. goal, To track how much such as you are putting a car, a aside for various holiday goals, see. or a deposit on a house

{ewc VERMONT1,LINE; 0,1,0,0,0,100,10,20}

Save Use the **financial** towards **planning** a **calculators** to see specific how much you need long- to save now. Set up term savings goals to put goal, money aside. See such as [Chapter 23.](#) retireme [Creating a savings goal.](#) nt or putting your children through universit y

{ewc VERMONT1,LINE; 0,1,0,0,0,100,10,20}

AutomatSet up **recurring** e entry **scheduled** of future **transactions** for all transactiregular deposits and ons as expenses such as much as pay cheques, rent, possible insurance.

Set up **loans** for all amortised loan payments.

Memorise any other transactions to ease transaction entry (see [Chapter 6.](#) [Memorising transactions](#)).

{ewc VERMONT1,LINE; 0,1,0,0,0,100,10,20}

Enter First set up transactiamortised **loans** ons in and recurring advances**scheduled** ; remind **transactions** as yourself described above.

to pay bills Enter once-only future transactions on the **Financial Calendar**.

{ewc VERMONT1,LINE; 0,1,0,0,0,100,10,20}

Leave reminders for yourself (not necessarily finance-related) Attach notes to the **Financial Calendar**.

{ewc VERMONT1,LINE; 0,1,0,0,0,100,10,20}

Compare current spending to past spending patterns Create a **comparison report** to compare two periods on an amount or percentage basis. If you previously set up a budget spreadsheet, create a **monthly budget report** or a **budget variance graph**.

{ewc VERMONT1,LINE; 0,1,0,0,0,100,10,20}

. 22

Using financial planning calculators

[About financial
planning calculators](#)

[Calculating loan
payments and
principal](#)

[Calculating the cost
of remortgaging](#)

[Planning your
investment savings](#)

[Planning for college
expenses](#)

[Saving for retirement](#)

About financial planning calculators

Quicken has five financial planning calculators that enable you to do "what if" calculations. The calculators are a tool that you can use to do loan planning, compare mortgages, plan

savings investments and plan for college or retirement. You work with each financial planning calculator in the same way; only the information and calculations differ.

You can use the financial planning calculators to answer questions such as:

- If I take out a mortgage with an 8.25% interest rate, what will my monthly payments be?

- Is it worth refinancing my mortgage if I plan to move in five years?

- If I invest £10,000 of my savings and receive an annual yield of 12%, what will the value be in five years?

- If I retire in ten years and put £2,000 into my retirement account every year until then, how much money will I have available?

- If I set aside £1,000 each year until my child is 18, will I have enough to pay for a good three-year university education?

1 From the Plan menu, choose Financial Planners and then choose the calculator

you want to use.

2 Enter information into the appropriate fields.

If you need more information about entering data, click Help.

Note: The formulas Quicken uses to calculate values for the financial planning calculators are in Help. (Press F1 and then click Contents. Click "Quicken technical information" and then click "Quicken's financial planning formulas.")

{ewc VERMONT1, DBB001, 'fp-loan.bmp, 65'}

3 Click Schedule to view a payment or deposit schedule.

Quicken displays a payment schedule for the Loan Planner, and a deposit schedule for the Investment Savings

Planner,
College
Planner and
Retirement
Planner.

Calculating loan payments and principal

From the Activities menu, choose Financial Planners and then choose Loan. Quicken displays the Loan Planner window.

```
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DBB001, `fp-  
loan3.bmp, 55'}
```

If you select the Calculate Loan Amount button, Quicken calculates how much you can afford to borrow, given a particular payment amount and interest rate.

```
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loan4.bmp, 55'}
```

```
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DBB001, `fp-  
loan2.bmp, 65'}
```

How many more loan payments?

If you prepay the principal on a loan, you may wonder how long it will take to pay off the loan. Follow the next

steps to find out how many years are left.

- On the Approximate Payment Schedule, scan down the Interest column until you find the interest amount that most closely matches the interest due on your next payment.
- Notice the number of that payment.
- Subtract that payment number from the number of the last payment to get the number of payments left.
- Divide by twelve (Periods Per Year) to get the number of years remaining.

Calculating the cost of remortgagin

g

From the Plan menu, choose Financial Planners and then choose Remortgage.

Quicken's remortgage planner helps you determine whether it makes sense to refinance your current fixed-rate mortgage. Although the new mortgage may have a lower interest rate, you also need to look at the cost of the

new loan—the fees charged by the lender, as well as other closing costs—and how long you plan to stay in the house. If you plan to stay only one more year, the lower interest rate may not offset the cost of getting the new loan. (In other words, you won't break even on your investment.)

For example, suppose you are currently paying £1,750 each month, and you want to apply for a new mortgage with a 8% interest rate. Your loan broker has estimated closing costs of £3,000. You plan to stay in the house at least two more years. To find out when you would recoup the costs of the new loan, you enter these figures into the remortgage calculator.

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DBB001, 'fp-refi.bmp,
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Planning your investment savings

From the Activities menu, choose

Financial Planners and then choose Savings. Quicken displays the Investment Savings Planner window.

{ewc VERMONT1, DBB001, `fp-sav3.bmp, 65'}

When Quicken calculates your investment's future value (the Ending Savings Balance), it also shows what that amount is worth in today's money. Because of the effects of inflation, £10 buys more today than £10 will buy thirty years from now.

{ewc VERMONT1, DBB001, `fp-sav2.bmp, 55'}

...After clicking Inflate Contributions, click Schedule to see how the contributions are adjusted. To keep up with a projected 4% inflation rate, you must increase your £1,000 contribution every year to £1,315.93 by the end of eight years.

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Planning for college

expenses

From the Activities menu, choose Financial Planners and then choose College. Quicken displays the College Planner window.

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DBB001, `fp-col1.bmp,  
65'}
```

```
{ewc VERMONT1,  
DBB001, `fp-col3.bmp,  
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```

The Deposit Schedule shows the deposits you need to make while your child is in school and in college.

```
{ewc VERMONT1,  
DBB001, `fp-col2.bmp,  
40'}
```

Saving for retirement

From the Activities menu, choose Financial Planners and then choose Retirement.

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.

For example, suppose you are

38 years old and plan to retire at 65. Your PEP account currently has £20,000 in it and you plan to contribute £2,000 to it annually until you retire. You've inherited genes for long life, so you plan to withdraw from the account until you're 85.

You need to provide tax information for Quicken to perform its calculations.

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```

```
{ewc VERMONT1,  
DBB001, 'fp-ret2.bmp,  
50'}
```

. 23

Creating a budget or savings goal

[About budgets](#)

[Entering budget
amounts](#)

[Using
supercategories](#)

[Changing the display
of a budget](#)

[Creating budget
reports and graphs](#)

[Creating a savings
goal](#)

[Tracking your goals
with the progress bar](#)

About budgets

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A *budget* lets you set a goal for the amount of money you want to spend in a particular category (for example, £200 for dining per month), and then compare it to the actual amount you spend.

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2,1'
}

create a budget in Quicken, you must first set up categories

Follow these steps to create a budget:

- **Enter budget amounts.** See the next section
- **(Optional) Set up supercategories.** See "[Using supercategories](#)".
- **(Optional) Customise the budget display.** See "[Changing the display of a budget](#)".

Entering budget amounts

You can enter budget amounts by hand (see below), or have Quicken automatically create them by using data from your accounts (see the next section).

- Budget amounts appear in different colours:**
- 1 From the Plan menu, choose Budgeting.** Depending on the number of categories

To budget £200 a month to be *spent* in the category Dining

you use, you will probably need to scroll to see the entire list.

{ewc VERMONT1, DBB001, `1budget.bmp, 65'}

, select a cell in the Dining row and type 200. When you Tab to another cell, the Dining amount changes to -200 and is shown in red on the screen.

2 To enter a budget amount by hand, select its cell and type an amount. Use these keys:

To budget £100 a month to be *received* in the category Bonus
, select a cell in the Bonus row and type 200. This amount remains positive

and
black
on the
screen.

[ewc VERMONT\LINE,'01,0,0,0,75,0,20]

Key Action

[ewc VERMONT\LINE,'01,0,0,0,75,0,20]

Home Move cursor to the beginning of the current cell

End Move cursor to the end of the current cell

Enter Move down one category (same period)

Shift+Tab, Left Arrow Move left one column in the same category

Tab, Right Arrow Move right one column in the same category

Ctrl+Left Arrow Move left by page within the budget data

Ctrl+Right Arrow Move right by page within the budget data

Home+Home Move left to the first column in the same category

End+End Move right to the last column in the same category

Up Arrow Move up one category in the same column

Down Arrow Move down one category in the same column

Ctrl+Home Move up to the first category in the same column

Ctrl+End Move down to the last category in the same column

PgUp Move up by page within the

budget data

PgD
n Move down by
page within the
budget data

Esc Undo the last
entered
amount

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**3 Click Save
on the
Budget
buttonbar to
save your
changes.**

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**4 To print the
budget, click
Print on the
Budget
buttonbar.**

Automatically creating budget amounts

Instead of entering budget amounts by hand, you can have Quicken automatically enter them, using data that you've already entered into your account registers.

Caution: If you create budget amounts automatically and then save the budget, Quicken overwrites any budget amounts you have already entered for the selected categories.

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**1 Click Create
on the
Budget**

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```

buttonbar.

- 2 Complete the Automatically Create Budget window.**

```
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DBB001,  
'budauto.bmp, 65'}
```

- 3 Click OK.**

Quicken overwrites any budget amounts you entered with data from your accounts. To restore the budget to the way it was when you first opened the Budget window, click Restore in the Budget buttonbar.

- 4 Click Save on the Budget buttonbar to save your changes.**

Setting up an item that recurs at two-week intervals

You may have a category or transfer item that you enter into Quicken every two weeks, such as the deposit of your

salary cheque.
Quicken can
budget your salary
income at two-
week intervals.

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- 1 Select the category row for the recurring item.**
- 2 Click Edit on the Budget buttonbar and choose 2-Week.**

Make sure
the correct
income or
expense
category is
displayed. If
not, click
Cancel and
go back to
step 1.

- 3 Enter the amount you receive or spend every two weeks.**
- 4 Enter the amount you want to budget in two-week intervals.**
- 5 Enter the starting date for the first two-week interval.**

To set up
Salary as a
two-week
budget
category for
the rest of the
year, enter
the date of
your next
payday. To
budget at

two-week intervals for the entire year, enter the date of the first payday in January.

6 Click OK.

Quicken fills in budget amounts calculated at two-week intervals from the starting date to the end of the year in the same row.

Setting up budget amounts for a transfer

Besides setting up budget amounts for categories, you can also set up budget amounts for transfers between accounts. For example, you can enter a budget amount for a transfer from a current account to a savings account. Budgeting transfers can give you a more complete picture of your cash flow.

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To show transfers, click Layout on the Budget buttonbar and then select Show Transfers. (To hide transfers, clear Show Transfers.)

Then to budget a monthly transfer of £200 from an account called Current to an account called Savings, scroll down the Budget window until you see FROM current. Enter 200 for its amount. Then scroll down to the bottom of the Budget window until you see TO Savings, and enter 200 for its amount.

Editing budget amounts

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Use the Edit and Restore buttons on the Budget buttonbar to enter or change budget amounts.

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mp,
10'}

{ewc VERMONT1.LINE, 0,1,0,0,0,100,10,20}

To do this Do this

{ewc VERMONT1.LINE, 0,1,0,0,0,100,10,20}

| | |
|---|--|
| Copy a budget amount from the current cell to all cells to the right in the same category | Select the amount you want to copy, click Edit, and choose Fill Row Right. |
|---|--|

| | |
|--|---|
| Copy all budget amounts in the current column to all the | Place the insertion point in the column to be copied, click Edit, and |
|--|---|

columns to the right choose Fill Columns. For example, you can copy all amounts for January to the rest of the months of the year when you click Fill Columns. If your insertion point is in the March column when you click this button, the amounts in January and February won't be affected.

Erase all amounts for the currently selected category Click Edit and choose Clear Row.

Erase all amounts for all categories, and start with a blank budget Click Edit and choose Clear All Budgets.

Restore the budget to the way it was when you last saved the budget Click Restore.

Copy budget amounts to another Windows program, such as Microsoft Excel for Windows Click Edit and choose Copy All. The data is copied in a tab-delimited format, compatible with many spreadsheet programs. Switch to the other program and use the program's

Paste
function to
copy the data
in.

{ewc VERMONT1,LINE,'0,1,0,0,0,100,10,20}

Using supercategor ies

For a greater level of organisation in your budget, use *supercategories*. A supercategory is simply a grouping of categories. This is useful, for example, if you want to group the categories Dining and Groceries under the supercategory Food. You can then enter a single budget amount for Food. Or, you can track both the income and expenses of a small hobby with a single supercategory.

Displaying supercategorie s

In the Budget window, click Layout. Select Show Supercategories and click OK.

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Editing the supercategory list

The preset list of supercategories is: Discretionary Non-Discretionary Other Income Salary Income

You can customise the list of supercategories by adding new supercategories, deleting unused ones, or renaming existing ones.

- 1 **Click Edit on the Budget buttonbar, and choose Supercategories.**
- 2 **Complete the Manage Supercategories window, then click OK.**

See "[Setting up supercategories](#)" in [Chapter 2](#) for more information.

The first category you assign to a new supercategory determines the supercategory type; if the

first category is an expense category, then the supercategory becomes an expense supercategory.

Assigning a category to another supercategory

Quicken presets the list of categories that are assigned to each supercategory. To reassign a category to another supercategory:

You can also assign categories to supercategories in the Manage Supercategories window. From the Budget window, click Edit and choose Supercategories.

- 1 In the Budget window, click on the name of the category you want to reassign, and hold the left mouse button down.**

If you don't see the category you want, scroll down the Budget window until you see Unassigned. All categories not assigned to a specific supercategory are listed there.

- 2 Move the**

cursor to the supercategory where you want to assign the category, and release the mouse button.

Categories are listed under a supercategory in this order: Supercategory - Other Income categories Expense categories Account transfers

The category appears under the new supercategory.

3 Click Save on the Budget buttonbar to save your changes.

You can also use the procedure above to move supercategories between INFLOWS and OUTFLOWS. All categories and subcategories assigned to a supercategory move with it.

Setting up a budget amount for a supercategory

You may want to budget a single amount for a supercategory, instead of entering an amount for each category in

it. Click the supercategory to hide all the categories beneath it. Then enter a budget amount as usual.

If you hide categories in a supercategory, and then change the budget amount for that supercategory, the difference appears in the "Other" category in that supercategory.

Changing the display of a budget

You can change the way your budget looks in several ways.

Click Layout on the Budget buttonbar.

```
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'budlayou.bmp, 65'}
```

Collapse and expand rows. In the Budget window, you can collapse (hide its categories) or expand (show its categories) any supercategory by clicking it. You can also collapse and expand INFLOWS, OUTFLOWS, and categories with subcategories in the same way.

```
{ewc VERMONT1,  
DBB001,
```

```
`collapse.bmp, 55'}
```

QuickScroll. In the Budget window, drag the scroll box in the scroll bar. A box appears with the names of categories which change as you scroll. When you see the category name you want in the box, release the scroll bar. In this example, releasing the mouse button would make the line "Groceries" appear at the top of the window.

```
{ewc VERMONT1,  
DBB001,  
`budscrol.bmp, 65'}
```

Creating budget reports and graphs

To use budget reports and graphs, you must first categorise your transactions (see ["Assigning categories to transactions" in Chapter 3](#)), enter budget amounts for those categories (see ["Entering budget amounts"](#)), and enter transactions with those categories.

Quicken has two types of budget reports:

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Budget report (Custom)

Monthly budget report (Home)

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Is a variation of the basic summary report.

Is a variation of the basic budget report..

Compares the money you spend and receive in a specific date range with your budget amounts for each category and transfer account.

Compares the money you spend and receive in a specific date range with your budget amounts for each category and transfer account.

Calculates the difference between the actual and budgeted amounts for each category and transfer account.

Calculates the difference between the actual and budgeted amounts by month.

Doesn't subtotal by month.

Subtotals by month.

Includes all accounts.

Includes only bank, cash, and credit card accounts.

Is organised by income and expense.

Is organised by cash flow.

{ewc VERMONT1,LINE,0,1,0,0,0,100,10,20}

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Quicken also uses the budget data you enter to create a budget variance graph.

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}

Creating a savings goal

A Quicken *savings goal* lets you “hide” money for something you want to save for—for example, a holiday or a new car. Although the money really is in your bank account, you mark it as unavailable for spending. When you create a savings goal, Quicken automatically creates a savings goal account.

Note: A savings goal account doesn't represent a real account. There is no real money in it! It's just a way of hiding and tracking money towards a goal.

Setting up a savings goal

- 1 From the **Plan** menu, choose **Savings**

Goals.

- 2 Click New.**
- 3 Complete the Create New Savings Goal window, then click OK.**

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DBB001,
'budgoala.bmp, 60'}

{ewc VERMONT1,
DBB001,
'budgoal.bmp, 65'}

Contributing money to a savings goal

- 1 From the Savings Goals window, click the Contribute button.**
- 2 Complete the Contribute To Goal window.**

{ewc VERMONT1,
DBB001,
'budgoal3.bmp, 55'}

When you complete the Contribute To Goal window, Quicken adds the transfer to your current account (shown below) and to your savings goal account.

This example shows £1,000 being set aside for

a holiday savings goal

Transferring money to a savings goal account doesn't affect your overall net worth (as shown in a net worth report).

```
{ewc VERMONT1, DBB001, `savxfer.bmp, 55}
```

With the Hide Savings Goal checkbox clear (shown above), the account balance appears including transfers to any savings goal accounts.

The Ending Balance isn't the true balance of your current account because the money has not really left the account. Instead, it shows how much money is available in the account once you have put aside money for your goal. If you click the Hide Savings Goal checkbox, Quicken hides the transfer to the savings goal account, and displays the true Ending Balance for the current account.

When the Hide Savings Goal checkbox is selected, any transfers to the savings goal

account aren't displayed. (They aren't "real" transactions.)

```
{ewc VERMONT1,  
DBB001,  
'savxfer2.bmp, 65'}
```

Spending money out of your savings goal account

To spend money that you've already contributed toward your savings goal, you need to do two things: transfer the money back from your savings goal account into the current account, and then record the payment transaction in your current account.

- 1 From the Savings Goals window, click the Withdraw button.**
- 2 Complete the Withdraw From Goal window.**

**First:
transfer the
money to
be spent
back to
your
current
account.**

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```

When you complete the Withdraw from Goal window, Quicken adds the transfer to your savings goal account (shown below) and to your current account.

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`savspend.bmp, 50'}
```

Second: record the expense transaction in your current account as you normally would.

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`savspen2.bmp, 50'}
```

Note: Don't record payments in a savings goal account. Quicken doesn't let you spend directly from your savings goal account. As the previous example illustrates, you must transfer the money back to a regular bank account first, and then spend it from the bank account.

The net result of these two transactions is to decrease the balance of your savings goal account by £500 (click Hide Savings Goal to see the true balance).

Checking your progress on meeting a savings goal

To check how much you have saved toward a savings goal, choose Savings Goals from the Plan menu. The goal bar shows your progress:

```
{ewc VERMONT1,  
DBB001, `budsg3.bmp,  
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```

You can also see the Ending Balance of your savings goal account in the Account list.

If you keep several savings goal accounts, you can run a net worth report to show how much you've saved toward each goal.

To run this net worth report, click the Reports icon from the icon bar, and choose Net Worth from the Home report family.

```
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```

Deleting a

savings goal

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When your savings goal account has served its purpose (for example, you've returned from your holiday to the Caribbean), simply delete the account by selecting the goal in the Savings Goals window and clicking Delete. Quicken removes all the transfer transactions from your current account(s), and the current account Ending Balance once again shows the true balance.

Tracking your goals with the progress bar

After you create a budget, supercategory budget, or savings goal, use the Quicken progress bar to display your progress towards your two most important goals, no matter where you are in Quicken.

- 1 From the Plan menu, choose Progress Bar.**

The progress

bar appears at the bottom of the screen. It shows a left gauge and a right gauge.

```
{ewc VERMONT1, DBB001, `goalbar.bmp, 68'}
```

2 Click the Customise button at the right end of the progress bar.

```
{ewc VERMONT1, DBB001, `custbar.bmp, 60'}
```

3 For the left gauge, choose a gauge type from the list.

```
{ewc VERMONT1,LINE,'0,1,0,0,0,75,0,20}
```

| | |
|--|--|
| If you choose this for the gauge type | The button below the gauge type drop-down list is labeled |
|--|--|

```
{ewc VERMONT1,LINE,'0,1,0,0,0,75,0,20}
```

| | |
|---------------|----------------------|
| Savings Goal | Choose Goal |
| Budget Goal | Choose Category |
| Supercategory | Choose Supercategory |
| Budget | egory |

```
{ewc VERMONT1,LINE,'0,1,0,0,0,75,0,20}
```

4 Click Choose Goal, Choose Category, or Choose Supercategory to choose a specific goal, category, or supercategory.

**5 (Optional)
Repeat
steps 3 and
4 for the
right gauge.**

**6 Choose the
display
options you
want, then
click OK.**

As you make
progress on
your goals,
the progress
bar may look
like this:

```
{ewc VERMONT1,  
DBB001,  
`goalbar2.bmp, 65'}
```

. 24

Creating a forecast

[About forecasts](#)

[Projecting your
account balances](#)

[Creating a
forecast graph](#)

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forecast](#)

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scenarios](#)

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About forecasts

You've kept your Quicken registers up to date with your past transactions. You're using the Financial Calendar to keep track of upcoming bills and receipts. With this information, you're now ready for the "big picture," the illuminating view of how your financial future is shaping up.

Forecasting and budgeting are two

of Quicken's tools for planning your spending.

Budgeting allows you to create budget amounts and then track how well you are staying within those amounts.

Forecasting allows you to project your cash flow for the future, based on scheduled transactions and estimated amounts.

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}

You can use your budget amounts to create a forecast, or vice versa, or you can create the two separately. You can also have Quicken create a forecast from the transactions in your register, or from the transactions on the Financial Calendar.

Quicken's forecast graph is a feature to experiment with. Take your time, adjust the figures, and see the results in the graph. You can't do any harm, so play with this feature until you feel comfortable with your setup.

Projecting

your account balances

The forecast graph projects forward the balances of your accounts on the basis of three sources of information:

- Your income and spending behaviour up to today (Quicken can get this information automatically from your registers, or from your budget spread-sheet, 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.

Quicken can show your account projections from one month up to two years ahead. With the ability to look ahead, you can:

- See when you'll be able to afford the new furniture or skiing trip.
- Look for danger zones when your accounts might fall below zero.
- Plan your spending and map out your savings more clearly.
- Experiment with Quicken's projections to do "what-if" planning. For example, you can alter the rent amount and see what happens to your account balance over the next six months to find out what level of rent you can afford.

For example, Quicken can display what you're likely to save if you continue to spend and earn money as your forecast data indicates.

{ewc VERMONT1,
DBB001, `focast.bmp,
65i½}

Creating a forecast graph

Quicken's projections will be as accurate as you make them. The graph can include average income and expense amounts to cover all the transactions not included as

regularly
scheduled events.
This chapter
shows you how to
build the greatest
accuracy into your
forecast graph.

Two different
kinds of amounts
make up your
forecast: income
items and
expense items.
Expense and
income amounts
include both
Known and
Estimated items.
Known Items are
regularly
scheduled
transactions, such
as a salary
cheque or a car
payment. If you
know a
transaction occurs
at regular
intervals, and you
know the amount,
enter it as a
Known Item.
Estimated items
are the amounts
you think you'll
spend over a
certain period of
time. Estimated
items have no
specific date, but
are averaged over
a period of time.
Quicken gets the
known items from
your scheduled
transactions, and
can get the
estimated
amounts from
your budget or
your register.

You can create
expense and
income amounts

just for your forecast, or you can automatically create these amounts from other data that you have already entered in Quicken.

1 Choose Forecasting from the Plan menu.

The Automatically Create Forecast window appears. To display this window from the Forecasting window, click Create.

2 Complete the Automatically Create Forecast window.

{ewc VERMONT1, DBB001, `pr-auto2.bmp, 55i½}

3 (Optional) Click Advanced to specify what items Quicken should create, and to limit the forecast to certain accounts and categories.

Select the options you want and then click

Done.

{ewc VERMONT1,
DBB001, `pr-
advac.bmp, 65i½}

4 Click OK to create your Forecast.

Quicken creates Known Items from your scheduled transactions and estimated items from your register and budget.

Any category that appears in the Known Items section of the forecast won't be included in the Estimated Items section, even if it is in your register or budget. For example, if you scheduled your salary cheque with the category Salary and also included that amount in your budget under Salary, then the forecast will automatically put Salary in the Known Items section, but not in the Estimated

Items section. After you create your forecast, check to make sure the amounts are realistic and that all the amounts you want to include are there.

The graph shows you the balance of the selected accounts for the current month, the next six months, the next year, or the next two years. You can display previous or future months by clicking << or >>, or you can change the range of the graph by selecting from the date drop-down list.

{ewc VERMONT1,
DBB001,
`focast2a.bmp, 45i;½}

Typically, a planning graph will show a gradual rise or decline in the balance, due to your underlying financial trend, disturbed by

sharp jumps
and falls
resulting from
your Known
Items.

Printing the forecast graph

```
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B0  
03,  
'ref  
.b  
mp  
,7,  
24_  
2,1'  
}
```

**1 Set up your
printer.**

**2 Create your
forecast.**

Or
press
Ctrl+P

**3 Select Print
Forecast
from the File
menu.**

Quicken
prints the
forecast
graph.

Selecting accounts for your graph

You can select
which account
balances to
include in your
forecast. For
example, if you
are interested in
forecasting cash
flow, include all
your bank
accounts, cash

accounts, and credit card accounts, but not investment, asset, or liability accounts.

1 To change the account balances that are included in your projection, click Accounts on the Forecasting buttonbar.

2 Mark the accounts to include and click OK.

To mark or unmark an account, click it, or select it and then press the spacebar. Click Mark All or Clear All to mark or clear all accounts.

Modifying your forecast

Now that you have reasonable data in your forecast, it might look something like this one. If you didn't have much data to create the amounts from, your forecast might be considerably simpler. Click the Income or Expense buttons

{ewc VERMONT1,
DBB001, `focast3.bmp,
65t½}

You can change any figures in this summary at any time and see the result immediately in the forecast graph. Remember that if you change scheduled amounts, they won't change in the Scheduled Transaction list or the Financial Calendar. If you change scheduled transactions elsewhere, click Create again to see the changes in your forecast. If you click Create again, however, you will lose any changes you made since the last time you created your forecast.

Creating a new forecast amount

Amounts you create manually won't be recorded in your register. To add a forecast amount:

Or click on the horizontal line at the bottom of the Forecasting window

- 1 Click Income or Expense in the bottom right part of the Forecasting window, and then click New.**

w. **2 Enter the item information.**

Items created in forecasting are for planning only. They are never actually entered in your register.

{ewc VERMONT1,
DBB001,
`plnewamt.bmp,
65i½}

3 (Optional) Click More to include a category, number of payments, or transfer information.

4 Select an Item Date option.

Select Average Amount to create an Estimated Item. The amount is averaged over the period selected in the Frequency field.

Select Next Scheduled Date to create a Known Item.

5 Click OK.

Remember this rule when making changes:

If you add a Known Item to your forecast, remember to subtract the same amount from the appropriate Estimated Item. For example, if you set up a Known Item for your salary cheque, you shouldn't have an estimated item for Salary.

Changing forecast items

You can change the description, amount, frequency, and advanced information of a forecast item by clicking Edit in the Forecast Items window. You can also change Known Items to Estimated Items, and vice versa:

- 1 Select the item you want to change in the Forecast Items window.**
- 2 Click Edit.**
- 3 Change the Item Date:**
 - To change a Known Item to an Estimated Item, select Average Amount instead of Next Scheduled Date.

- To change an Estimated Item to a Known Item, select Next Scheduled Date instead of Average Amount.

4 Click OK.

Creating multiple scenarios

You can create different forecast scenarios and compare them. You can also compare your current forecast to a past forecast. To manage your scenarios, click the Scenario button in the Forecasting window.

{ewc VERMONT1, DBB001, `pl-scen.bmp, 65i½}

Once you've created several scenarios, you can compare them. See ["Comparing two scenarios" in this chapter](#) for details.

Saving a graph

After a month or two, you may want to compare what has actually happened to your account balances with what you thought was going to happen. Quicken lets you save a forecast's

graph so that you can look back at it later and see how accurate it was.

When you have finished setting up your planning worksheet, so that you believe the graph shows your best guess at the future, save the graph as follows.

- 1 With the forecast displayed, Click Scenario.**
- 2 Under Display Options, select Show how Forecast looked on, and click Update.**

Quicken saves the current graph, and displays the date of the saved graph next to the Update button.

When you click Done, notice the additional line on the graph—this is your saved graph.

To get rid of the line from your graph, click Scenario, select Current Scenario only

under Display Options, and click Done.

Retrieving a saved graph

Let's say you now wait a month and want to see how close to reality your saved graph was. To retrieve your saved graph:

- 1 **Click Scenario.**
- 2 **Select Show how Forecast looked on, and click Done.**

Quicken superimposes your previously saved graph over the actual history of your account balances.

{ewc VERMONT1, DBB001, `plprojv2.bmp, 55½}

Comparing two scenarios

- 1 **Display the first scenario you want to compare.**
- 2 **Click Scenario.**

{ewc VERMONT1, DBB001, `pl-scen2.bmp, 60½}

- 3 **Select Compare**

Current Scenario with under Display Options.

- 4 Select the second scenario from the drop-down list under Display Options.**
- 5 Click Done.**

Creating a budget from your forecast

Once you've set up a forecast that you like, you can use it to create a budget. Do this if you want to know what kind of a budget you'll have to stick to in order to achieve your forecast.

- 1 Select Forecasting from the Plan menu.**
- 2 Make sure the scenario you want is displayed.**
- 3 Click Track.**
- 4 Click OK to replace your current budget.**

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Caution:
Creating a budget from your forecast will overwrite your existing budget.

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}

Quicken
creates a
budget from
your
Estimated
Items only.
Select
Budgeting
from the Plan
menu to see
your new
budget.

{e
wc
VE
R
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ON
T1,
DB
B0
03,
'ref
.b
mp
, 7,
24_
4,1'
}

Quicken also
creates a
Snapshot
page of your
six biggest
budget goals.
Click
Snapshot to
see the page
now, or select
Snapshots
from the
Reports
menu.

VI

Managing Your Files

Chapter 25: Managing your data files

. 25

Managin g your data files

[Setting up
additional files](#)

[Choosing a file](#)

[Creating icons for
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[Renaming a file](#)

[Deleting a file](#)

[Copying part or all
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[Copying data from
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[Setting up
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[Moving a Quicken
file between
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[Archiving your
Quicken files](#)

Setting up additional files

Your Quicken accounts are grouped in one or more Quicken files. A Quicken account is not the same as a Quicken file. Each file is separate and distinct,

unrelated to any other Quicken file. Each file has its own category list. Reports show data from only one file at a time. Accounts in the same file, on the other hand, are related to each other and do share some data.

Each Quicken file can contain up to 255 related accounts, although most people will have no more than about ten accounts. All the accounts in a single file share the same categories, classes, standing orders, memorised transactions, currency list and VAT Control account. Reports can show data from all or selected accounts in a file. And you can transfer amounts from one account to another within the same file. **Most people need only one Quicken file.** For most people, this file is QDATA, the one Quicken automatically creates during installation.

You may want to have more than one file for either of the following

reasons:

- To keep a separate file for each year's accounts
- To keep your home finances separate from your business finances for tax reasons
- To keep finances for two businesses separate

Note: VAT traders:

If you run two or more businesses which you report on separately to the VAT office, you must keep these in separate files so that Quicken tracks the VAT liabilities separately.

- 1 From the File menu, choose New.**

```
{ewc VERMONT1, DBB001, `filenew.bmp, 60'}
```

- 2 Click OK if you are sure you want to create a new file.**

```
{ewc VERMONT1, DBB001, `filenew2.bmp, 65'}
```

- 3 Enter a name for your new Quicken file.**

Don't enter a different extension or delete the .QDT extension that Quicken automatically creates.

4 Select the drive and directory for your new Quicken file from the Drives and Directories lists.

The complete lists of Quicken's standard home and business categories are in Help. From the Create Quicken File window, press F1 and click Quicken's standard Home or Business categories.

5 (Optional) Clear or select the predefined Home or Business categories checkbox.

Quicken provides predefined home and business categories so you can identify transactions by income or expense type (for example, salary income or mortgage expense). By using categories, you can produce meaningful reports with your Quicken data.

Selecting predefined categories now does not limit you in any way, as you can always add, edit or delete categories later. It just gives you a good starting point. However, if

you do not want to use predefined categories with your file, clear the checkbox for either or both category types.

Note:
Quicken's predefined category lists come in three flavours: British, Australian and generic. Quicken gives you the appropriate lists for your country by referring to the country setting in the International Preferences window (in Quicken, not in your Windows Control Panel). You can check that you have the right country setting see ["Setting international options" in Appendix A](#) for details.

6 Click OK.

Quicken creates a new file with the name and

location you specified and opens the Create New Account window.

Set up accounts within this file as described in ["Setting up additional Quicken accounts" in Chapter 1](#).

Choosing a file

When you start Quicken, it opens the last file you used in the previous session. To work in another file, open it.

Or
press
Ctrl+O

1 From the File menu, choose Open.

```
{ewc VERMONT1,  
c DBB001,  
VE `fileopen.bmp, 65`}  
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1,1`  
}
```

2 Select the file you want to open.

3 All Quicken data files have the .QDT

extension after the filename.

- 4 Click OK.**
- 5 Enter a password if you have assigned one to this file.**
- 6 Click OK.**

Quicken closes all the open account windows of the current file before it opens the new file.

Creating icons for additional files

If you use more than one Quicken file (for example, one file for your personal accounts and one file for your business accounts), you can set up a Windows icon for each file you have. When you double-click the icon to open it, Quicken takes you directly to that file. If you set up icons for each of your files, you won't need to use the File Open command to move between your files.

- 1 From the Windows**

Program Manager, click the Quicken for Windows icon once to select it.

- 2 From the File menu in the Program Manager window, choose Properties.**

{ewc VERMONT1, DBB001, `property.bmp, 65'}

- 3 In the Description box, enter a name for the first Quicken icon you want to create.**

For example, if you enter Personal Accounts, Windows changes the name of this icon from Quicken for Windows to Personal Accounts.

- 4 In the Command Line box, type a space after the existing text, and then enter the name of your Quicken data file with the .QDT extension.**

For example, if you named the Quicken file for your personal

accounts PA
and stored it
in the
QUICKENW
directory on
the C: drive),
type a space
after
C:\
QUICKENW
QW.EXE,
and then
enter
PA.QDT.

{ewc VERMONT1,
DBB001,
`propacct.bmp, 52'}

- 5 In the Working Directory box, enter the drive and directory where your Quicken data file is located and click OK.**

The Quicken for Windows icon is now labelled with the name you entered in the Description box. (In this example, the Quicken icon is now called Personal Accounts.)

- 6 To create another Quicken icon that opens a different Quicken file (for example, your business accounts), select the icon you just created.**

- 7 From the File menu in the**

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2'}

**Program
Manager
window,
choose Copy.**

The Copy
Program Item
window
appears.

- 8 Use the drop-down list box to select the group where you want the new Quicken icon to be located and click OK.**

Now you
have two
Quicken
icons with the
same name
in Windows.

- 9 Click one of the Quicken icons to select it.**
- 10 From the File menu in the Program Manager window, choose Properties.**
- 11 Repeat steps 3 through 5, except use a different description and file name.**

Renaming a file

When you first
installed Quicken,
Quicken named

your data file QDATA (for "Quicken data") unless you changed that preset name. If you like, you can change the name of QDATA. For example, if you keep your personal data in QDATA and you set up an additional file named BUSINESS for your business data, you may want to rename QDATA to PERSONAL or another more meaningful name.

Note: When you rename a Quicken data file, you actually change the names of the five DOS files that make up the Quicken file. You must not change the extensions of these DOS files when you rename the Quicken data file, so use the Quicken Rename command (not DOS or Windows commands) to rename files.

- 1 From the File menu, choose File Operations and then choose Rename.**

{ewc VERMONT1, DBB001, `fileren.bmp,

65}

- 2 Use the Files, Directories and Drives lists to select the file you want to rename.**

The file to be renamed appears in the File Name box.

- 3 In the New Name For Quicken File box, enter the new name for the file.**

Don't enter an extension for the file. Quicken automatically gives the file the extension .QDT, even if you enter a different extension.

- 4 Click OK.**

Quicken displays the renamed file with its new name in the file list. To see the file list: from the File menu, choose Open.

Deleting a file

Deleting a Quicken file permanently removes all of the records in that file

from your disk. Once you've deleted records, there is no way to get your account data back except by using your backup disk. Be certain you want to delete a file before doing so.

1 From the File menu, choose File Operations and then choose Delete.

2 Use the Files, Directories and Drives lists to select the file you want to delete and then click OK.

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bm
p,
7,
25_
3,1'
}

Quicken warns you that you are about to permanently remove the accounts in that file.

3 If you are sure that you want to delete the selected file, type YES and click OK.

To keep the selected file, click Cancel to return to the Quicken window.

Copying part or all of a file

You can copy all or part of a file to create a new file. You might want to copy part of a Quicken file for one of the following reasons:

Do not confuse copying a file with copying an account. If you want to copy transactions in one account to another account, see ["Copying data from one account to another"](#). Or, if you want to copy your Quicken data file from one computer to another, see ["Moving a Quicken file between computers"](#).

- You want to copy transactions within a certain date range to start a new file for a new financial year.
- Your data disk is full.
- You want to copy your scheduled transactions, memorised transactions, transaction groups and categories to a new file without copying any transactions.
- You want to increase the maximum number of

accounts that can be created in the file to 255.

Quicken does not change the original file in any way.

- 1 Open the file you want to copy.**
- 2 From the File menu, choose File Operations and then choose Copy.**

```
{ewc VERMONT1,  
DBB001,  
`filecopy.bmp, 65'}
```

- 3 Enter a name for the new Quicken file.**
- 4 Enter the directory location for the new file.**
- 5 In the Copy Transactions From: To boxes, enter the date range of transactions to be included in the new file.**

By default, Quicken copies all transactions in the file by entering the dates of the oldest and newest transactions in the current file as the date range of transactions to be included in the new file.

You can change these dates if you want to copy only some transactions.

To create a new file that contains only your scheduled transactions, memorised transactions, transaction groups and categories (but no transactions), enter dates that are before any transaction in the existing file.

- 6 (Optional) Clear the Copy All Prior Uncleared Transactions checkbox to exclude from the new file all transactions that occurred before the date range but haven't yet been cleared or reconciled.**

For more information, see ["How Copy treats prior uncleared transactions"](#) below.

- 7 (Optional) If your file includes shares investment accounts, clear the Copy All**

Prior Investment Transactions checkbox to exclude from the new file all investment transactions that occurred before the date range.

- 8 Click OK.**
- 9 Choose the file you want to work in now.**

How Copy treats prior uncleared transactions

Prior uncleared transactions are transactions that occurred before the date range but haven't yet been cleared or reconciled. They are not marked with an asterisk or x in the Clr (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 summarises (that is, sums the amounts of) all prior cleared transactions. Quicken then uses this total amount as the opening balance of the corresponding

account in the new file.

- Quicken copies all prior uncleared transactions from each account in the original file to the corresponding account in the new file.

When should you copy prior uncleared transactions?

Copy prior uncleared transactions to the new file if you use Quicken to do any of these tasks:

- Reconcile (balance) bank or credit card accounts
- Track assets
- Track 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, make sure the Copy All Prior Uncleared Transactions checkbox is selected in the Copy File window.

If your cash, asset or liability account contains prior cleared transactions,

Quicken does not copy these transactions to the account in the new file. Instead, Quicken summarises the transactions and uses this sum as the opening balance of the account in the new file.

Remember that transfer transactions are special because they may include cases where one side of a transfer has cleared, but not the other. For example, a cheque to VISA might have appeared on a bank statement but not on a VISA statement. In this example, if you include prior uncleared transactions when you copy and the cheque date is earlier than the beginning date you specify, Quicken summarises the bank account side of the transfer and copies the credit card account side. This partial summary is not harmful, but it does cause Quicken to display the message, "Transfer not present" if you use the Go to Transfer (Ctrl+X) command in the VISA

account transaction. Also, the TOTAL TRANSFERS line item in a summary report might not be zero.

When should you exclude prior uncleared transactions?

You should exclude prior uncleared transactions from the new file only if you perform none of the tasks listed in the previous section using Quicken. You want the new file to include only transactions in the date range for the current period, regardless of their cleared status. To exclude prior uncleared transactions, clear the Copy All Prior Uncleared Transactions checkbox in the Copy File window.

Copying data from one account to another

There are two ways of copying transactions from one account to another, depending upon

whether you want to copy one transaction at a time, or many transactions at once.

Copying a single transaction

- 1 Select a transaction**
- 2 Click Copy to copy the transaction data to the Windows Clipboard**
- 3 Go to the second account (which could be in a different file)**

- 4 Select an empty transaction.**

If you don't select an empty transaction, Quicken replaces the selected transaction with the copied transaction details.

- 5 Click Paste to copy the transaction data into the empty transaction.**
- 6 Click Record and Quicken will automatically move the newly pasted**

transaction to its correct location in the register in date sequence.

Copying a range of transactions

If you want to copy many transactions at once, it's quicker to use the Export and Import commands. Export copies data into a special file called a QIF file (for "Quicken Interchange Format"). Import copies the data from the QIF file into your account. You can export and import transactions within a date range only; you cannot specify individual transactions.

You might want to use Export and Import to copy a range of transactions for the following reasons:

- To merge transactions from two accounts into one account.
- You originally set up an account with the wrong account type. To rectify this, create a new account of the right type, and then copy all the transactions from the old account to the

new.

- You want to move an account from one Quicken file to another. To do this, set up a new account in the second file, and then copy all the transactions from the old account to the new.

More information about Quicken data files is in Help. Press F1 and then click Search. Type files, press enter and choose "Managing Quicken files," or "About Quicken data files" depending on the topics you would like to see.

Copying a range of transactions from one Quicken account to another is a two-step process:

- **Export the transactions from the source account to a QIF file. See ["Exporting transactions from an account to a QIF file"](#).**
- **Import the QIF file into another account in the same Quicken data file or in a different Quicken data file. See ["Importing the transactions from the QIF file to an account"](#).**

Copying your lists

To set up a new file with your

Besides copying transactions from an account, you can also include:

- Category &

existing lists, use Export and Import to copy everything except the transactions from an existing file. After copying the list information, you can make changes to the lists at any time.

Transfer list

- Class list
- Memorised Transaction list
- Account list

Exporting transactions from an account to a QIF file

- 1 Open the account you want to export data from.**
- 2 From the File menu, choose Export.**

Quicken displays the QIF Export window.
- 3 In the QIF File to Export box, enter the directory path and name of a DOS file to**

receive the exported data.

You can append a filename to the directory path Quicken enters in the box, or you can specify a different path. You don't have to give the file any particular extension, but if you enter the extension .QIF, it will remind you what the file is for. If you want to change the directory location, you can click Browse to choose a new location.

```
{ewc VERMONT1,  
DBB001, `qifexp.bmp,  
65'}
```

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

You can specify only a date range, not specific transactions.

5 Select the items you want to export.

You can export transactions, account names,

categories (including classes) and memorised transactions.

- 6 Click OK to export the transactions to a text file.**

Now you are ready to import the QIF file you just created into the destination account, as described next.

Importing the transactions from the QIF file to an account

- 1 If the account you want to import data into does not yet exist, set up the account.**
- 2 From the File menu, choose Import.**

Quicken displays the QIF Import window.

- 3 In the QIF File to Import box, enter the name of the QIF file (including the extension) that**

contains the exported data.

```
{ewc VERMONT1,  
DBB001, `import.bmp,  
65`}
```

- 4 From the Quicken account to import into drop-down list, select the account you want to import the data into.**

By default, Quicken selects the currently active account as the account to import data into, but you can select a different account.

- 5 Select the items you'd like to import.**

```
{ew  
c  
VE  
RM  
ON  
T1,  
DB  
B00  
3,  
`ref.  
bm  
p,  
7,  
25_  
5,1`  
}
```

In addition to Transactions, if you choose to import the Account, Category or Memorised Transaction lists, Quicken copies the complete lists into the current file.

- 6 Decide how to treat transfer transactions, and use the Special handling for**

**transfers
checkbox to
indicate your
preference.**

Select this checkbox only if you are exporting transactions from multiple Quicken accounts and have entered transfers between these accounts. Do not select this option if you track VAT.

Selecting this option will eliminate the possibility of duplicating transfers within your registers. For example, you are exporting both your current and cash account to a new file and your current account register contains transfers to your cash account. If you do NOT click Special Handling for Transfers, both the original transaction in the current account and its "mirror" transaction in the cash

account will be imported as separate transactions thereby duplicating each transfer in both account registers.

7 Click OK.

```
{ew  
c  
VE  
RM  
ON  
T1,  
DB  
B00  
3,  
`tip.  
bm  
p,  
7,  
25_  
6,1`  
}
```

Quicken imports the transactions from the text file into the currently active account, adding new categories and classes as it imports the transactions that contain them.

If the active account has a different name from the account you exported from, Quicken offers to create a new account with the same name as the exported account.

- Click Yes to create the new account and import the transactions into the new account, or
- Click No to import the transactions into the active account.

Setting up passwords

You might want to protect all or some of the transactions in a Quicken file from unauthorised changes. You can set up two different types of password in Quicken:

- You can discourage unauthorised access to your Quicken data by requiring a file password before your file can be opened.
- You can also set up a separate transaction password that protects all transactions before a certain date.

Requiring a password to open a file

Use a file password to protect an entire 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. However, if your file is renamed, the password is still in effect. If your file is copied, the copy has the

same password.

When you set up a password, it protects only the current file. Make sure that the current file is the one you want to assign a password to.

Be sure that you write down the password and keep the written password in a safe place in case you forget it.

- 1 Open the file you want to protect with a password.**
- 2 From the File menu, choose Passwords and then choose File.**

```
{ewc VERMONT1,  
DBB001, 'filepass.bmp,  
55'}
```

- 3 Enter a private password that is easy for you to remember and click OK.**

You can enter up to 16 characters, including spaces. Quicken passwords are not case-sensitive. It doesn't matter whether you type upper- or lower-case characters (capitals or non-capitals)

when you set up or later enter a password.

- 4 Enter the password again to confirm it and click OK.**

From now on, Quicken prompts you for the password before allowing you to open this Quicken file.

Changing or removing the file password

- 1 Open the file whose password you want to change or remove.**
- 2 From the File menu, choose Passwords and then choose File.**

{ewc VERMONT1,
DBB001,
`filepas2.bmp, 38'}

- 3 In the Old Password box, enter the current password.**
- 4 In the New Password box, enter a new password, or leave the box blank to remove the password for the file.**
- 5 Click OK and**

enter the new password again to confirm it.

6 Click OK.

Quicken activates the new password or removes the current password immediately.

Requiring a password to change earlier transactions

Use a Transaction password to protect transactions within a date range from inadvertent change. After you set up a Transaction password, you cannot make changes to transactions prior to a given date unless you enter the password correctly. For example, you might want to close an accounting period so that no changes can be made inadvertently to transactions in it.

When you create a Transaction password, you specify the password you want to use and a date. The date you specify is the date of the last

transaction you want this password to protect.

- 1 From the File menu, choose Passwords and then choose Transaction.**

{ewc VERMONT1,
DBB001,
`filepas3.bmp, 65'}

- 2 In the Password box, enter a private password that is easy for you to remember.**

You can enter up to 16 characters, including spaces. Quicken passwords are not case-sensitive as described in ["Requiring a password to open a file"](#).

- 3 (Optional) Enter the date of the last transaction you want the password to protect.**

Quicken presets the date to today's date, but you can change this date.

- 4 Click OK.**
- 5 Enter the password again to confirm and click OK.**

From now on, Quicken prompts you for the password before it allows you to record changes to any of the transactions dated on or before the date you specified.

Changing or removing the transaction password

You can change or delete a password from a range of transactions if you want to allow access to it by other individuals. You can also change the date of the last transaction protected by the password.

- 1 From the File menu, choose Passwords and then choose Transaction.**

{ewc VERMONT1,
DBB001,
`filepas4.bmp, 40'}

- 2 In the Old Password box, enter the current password.**
- 3 In the New Password box, enter a new password to change the**

password, leave the box blank to remove the Transaction password, or enter the current password if you want to change the protected date range.

- 4 (Optional) Change the date of the last transaction you want the password to protect.**

Be sure to enter the current password in the New Password box as well.

- 5 Click OK.**

Quicken activates the new password, removes the current password, or changes the protected date range immediately.

Moving a Quicken file between computers

If you need to move a Quicken file from one computer to another (for

example, from your home computer to your business computer) you can move data using Quicken's Backup and Restore commands.

One Quicken data file actually comprises five DOS files. When you use the Backup and Restore commands, Quicken finds all of its files quickly and easily, and then backs up and restores the DOS files together. Don't try to back up and restore the DOS files individually.

1 Install Quicken on any computer that does not already have Quicken installed on it.

Use the Getting Started Guide for complete installation instructions.

2 On the first computer, back up the Quicken file you want to move.

{ew
c
VE
RM
ON
T1,
DB
B00
3,
'ref.
bm
p,

```
7,  
25_  
7,1'  
}
```

```
{ew  
c  
VE  
RM  
ON  
T1,  
DB  
B00  
3,  
'ref.  
bm  
p,  
7,  
25_  
8,1'  
}
```

- 3 On the second computer, restore the Quicken file you backed up.

Archiving your Quicken files

Many people think you need to “close out your accounts” before continuing to the new year. “Closing out accounts” is required by many accounting packages. It means you save all the information about completed transactions from the previous year in one file, and continue the new year with only those transactions that are still uncleared.

```
{ew  
c  
VE  
RM  
ON  
T1,  
DB  
B00  
3,  
'ref.  
bm  
p,  
7,  
25_  
8,1'  
}
```

Quicken does not require you to close out accounts at the end of a year, or at the close of any

DB financial period. In
B00 fact, if you do
3, "close out" a
`ref. Quicken file, you
bm forgo easy access
p, to reports covering
7, several years. In
25 many cases, the
9,1 only reason
} people close out a
year is to protect
their data from
changes. If you're
worried about
protecting your
data, you can
protect a range of
transactions by
date with a
password.

However, if you
still want to close
out a file, Quicken
offers two options,
depending on how
you want to
organise your
historic files:
Archive and Start
New Year.

Archiving the previous year's data

The Archive option
makes a copy of
all transactions in
the current file
dated earlier than
the current year.
You give the file
copy its own name
(for example
HOME93) and this
copy is for
archiving only. The
current file is
untouched and
remains your
working file. It still
contains all your
past transactions.

If you {ewc VERMONT1,

select the Archive option once a year, you will eventually have a series of archive files, each containing all transactions up to the end of a certain year. You can give these archive files appropriate names.

```
DBB001, '25-1.bmp,  
45}
```

- 1 From the File menu, choose Year-End Copy.**
- 2 Click Archive in the Year End Action box and click OK.**
- 3 Change any entries you want in the Archive File window and click OK.**

```
{ewc VERMONT1,  
DBB001, 'archive.bmp,  
65}
```

Quicken creates the archive file and copies the historic

transactions to it. When the copy is finished, Quicken asks you which file you would like to use, the current file or the archive file. The archive file appears in your list of files.

```
{ew  
c  
VE  
RM  
ON  
T1,  
DB  
B00  
3,  
'ref.  
bm  
p,  
7,  
25_  
10,  
1}
```

You should never need to make changes to an archive file. To ensure that nobody makes changes inadvertently, you can set a transaction password that lets you view (or “read”) the file but not make changes without entering the password.

```
{ew  
c  
VE  
RM  
ON  
T1,  
DB  
B00  
3,  
'ref.  
bm  
p,  
7,  
25_  
11,  
1}
```

Or you can set a file password so that nobody else can view the file or make changes to it.

Reviewing the year

To see samples of Quicken's reports, select the Reports icon, select a report family and choose the report you would like to see from the list. For more detail, click Help, click Search and type "reports". Then select the report topic you would like to see.

Quicken provides many reports for reviewing yearly finances. When creating reports with a date range, specify the entire year.

- To see how activity varies from one period to another, create a summary report for the year with column headings set to the time period you prefer, for example, Half Month, Month or Quarter.

- To review how funds have moved in and out of categories and asset or liability accounts, create a cash flow report for the year.

- To see changes in your net worth during the year, create a net worth report with columns for the intervals you want to examine.

Starting a new year

You can start a new file each year, so that the file you are currently using contains only this year's transactions. The Start New Year option saves a copy of your

current file, and then deletes any transactions in the current file that are not of the current year. In other words, your current file will go back no further than January 1st of this year. However, shares investment transactions and uncleared transactions are not deleted, regardless of how old they are. (If you have never used Reconcile, the Start New Year option will not work well, as your old transactions will not be cleared.)

If you select the Start New Year option at the beginning of each year, you will eventually have a series of archived files, each containing the transactions for just one year.

If you want to start

using this method part way through a year, use Archive first and then use the Start New Year option, using your current file in both instances. Archive creates an archive file without any of the current year's transactions, and then Start New Year deletes previous years' transactions from your current file, except for shares investment transactions and uncleared transactions. Start New Year also creates an intermediate file containing all transactions: you can delete this file.

- 1 From the File menu, choose Year-End Copy.**
- 2 Click Start New Year in the Year End Action box and click OK.**

```
{ewc VERMONT1,  
DBB001,  
`startnew.bmp, 65'}
```

- 3 In the Copy All Transactions To File box, enter a name for the copy of your current file.**

For example, you could enter HOME94. Do not include an extension.

**4 (Optional)
Change the
start date and
location for the
current file (this
year's file).**

5 Click OK.

Quicken makes a copy of your current file, and then deletes all transactions in the current file earlier than the "Older Than" date.

However, it does not delete any shares investment transactions or any uncleared transactions.

6 In the File To Use box, select the file you want to use and then click OK.

```
{ewc VERMONT1,  
DBB001,  
`filecpys.bmp, 50'}
```

```
{ew  
c  
VE  
RM  
ON  
T1,  
DB  
B00  
3,  
`ref.  
bm  
p,  
7,  
25_  
12,  
1'}
```

Did Start
New Year
work as you
expected? If
not, it could
be because
you have not
reconciled
your previous
year's
transactions.
Start New
Year does not
delete any
transactions
that are not

cleared. You
can clear a
transaction
by entering
an x in the
Clr field.

VII

Using Quicken for Business

Chapter 26: Setting up for business

Chapter 27: Basic business uses

Chapter 28: Advanced business uses

Chapter 29: Tracking Value Added tax

. 26

Setting up for business

[Setting up Quicken
for business use](#)

[Quicken terminology](#)

Setting up Quicken for business use

Quicken has many business uses beyond paying bills and maintaining a transaction register. These include bookkeeping, accounts payable, accounts receivable, and reporting income and expenses by job, property or client. Quicken is used by businesses ranging in size from home businesses to large corporations (who use it for petty cash accounting). It is also used by many nonprofit-making organisations such as clubs,

churches and charities.

Consider this chapter your road map to setting Quicken up for your business. Begin here and refer to the other chapters as needed.

This is a list of the tasks required in getting Quicken set up for your business.

Completing each task is key to being able to take advantage of Quicken's powerful business reporting and analysis features.

- {ew
c
VE
RM
ON
T1,
DB
B00
3,
'ref.
bm
p,
7,
26
1,1'
} **1 Set up a chart of accounts in the form of a list of balance sheet accounts and income and expense categories.**
- 2 If you are registered for VAT, determine whether you use cash basis or accrual accounting and turn VAT tracking on for the appropriate accounts.**
- {ew
c
VE
RM **3 Assign VAT codes to your categories.**

ON
T1,
DB
B00
3,
'ref.
bm
p,
7,
26_
2,1'
}

4 Assign categories to each transaction that you enter.

Setting up a chart of accounts

{ew
c
VE
RM
ON
T1,
DB
B00
3,
'ref.
bm
p,
7,
26_
3,1'
}

**Press
Ctrl+C
to see
the
Categ
ory
&Tran
sfer
list.**

To use Quicken for bookkeeping, you first need to set up your balance sheet accounts, for example your bank accounts, credit cards, accounts payable, receivables, petty cash, etc. As you set up these accounts, Quicken automatically adds them to your chart of accounts. In Quicken, you will find your chart of accounts on the Category & Transfer list.

After you've set up your balance sheet accounts, you need to create a list of business-related income and expense categories. Then, whenever you enter a business transaction into Quicken, you assign the transaction to one of the categories

in your chart of accounts. This lets you use Quicken to create meaningful reports and graphs based on the transactions you've entered.

```
{ew  
c  
VE  
RM  
ON  
T1,  
DB  
B00  
3,  
'ref.  
bm  
p,  
7,  
26  
4,1  
}
```

Quicken comes with a preset list of business categories. When you set up a Quicken file, you can use this list and modify it or create your own. You can also add categories as you type in transactions.

If you have an existing chart of accounts that uses numbers, you can use these numbers as the category names. Just enter a description of each category in the Set Up Category window, as shown here.

```
{ewc VERMONT1,  
DBB001, 'numcat.bmp,  
45}
```

Determining your accounting method and deciding which accounts should track VAT

Before you begin, you need to

examine your current records and methods to determine whether you use the cash or accrual method of bookkeeping. This is important whether or not your business is registered for VAT.

{ew
c
VE
RM
ON
T1,
DB
B00
3,
'ref.
bm
p,
7,
26_
5,1'
}

- Examine your current records to see whether you report both revenue amounts and VAT amounts on the date that you receive payment. If you do, you are using the cash basis method.

In cash accounting, you recognise expenses at the time you write the cheque and you recognise income at the time you receive payment. Many sole traders and small retail businesses use cash accounting because of its simplicity.

- If you find that you report both revenue and VAT on the invoice date, you are using the accrual method of accounting.

In accrual accounting, income or expenses

occur at the time you agree to a sale or purchase rather than at the time you exchange cash. The first time you enter the transaction into your records and the moment when you pay or receive cash are two separate events. Most accountants recommend accrual accounting as the best way to get a true picture of your financial condition.

- If you find that you report income to the Inland Revenue at invoice date but do not report VAT to Customs and Excise until the date you receive payment, you are using a hybrid method called accrual revenue and cash VAT.

{ew
c
VE
RM
ON
T1,
DB
B00
3,
`ref.
bm
p,
7,

Note: At the time that this manual was printed, businesses were able to use the cash accounting method if they fell within certain parameters.

26_6,1' }

Consult your local VAT office to determine whether your business falls within these parameters.

{ew c VE RM ON T1, DB B00 3, `ref. bm p, 7, 26_7,1' }

- If you find that you are still unclear about which accounting method you use, ask your accountant whether your business uses cash or accrual accounting for revenue and whether it uses the cash or accrual method for reporting VAT. Once you've determined which method you use, turn on the option to track VAT in the Edit Account information window for the appropriate accounts.

{ew c VE RM ON T1, DB B00 3, `ref. bm p, 7, 26_8,1' }

Checking your categories for appropriate VAT codes

Quicken's business categories come with VAT codes already assigned. Review the VAT Table to see whether the preset VAT rates are right for your business.

{ew c VE RM ON T1, DB

Check the Category & Transfer list to make sure that the correct VAT codes are assigned to your business

B00 categories.
3, See "[How](#)
'ref. [Quicken tracks](#)
bm [VAT](#)" in [Chapter](#)
p, [29](#) for a complete
7, overview.
26_
9,1'
}

Assigning transactions to categories in the register

Assign every transaction in the register to a category except the opening balance. If you run a business from a personal current account, you can also assign business transactions to a business class to differentiate between business and personal transactions.

{ew Type the category
c name or choose
VE the category from
RM the drop-down list.
ON If a transaction
T1, applies to more
DB than one category,
B00 use the Splits
3, window to enter
'ref. each category
bm name and the
p, amount that
7, should be applied
26_ to it.
10,
1'}

{ew Quicken has a
c feature which can
VE require that every
RM transaction be
ON assigned to a
T1, category.

DB
B00
3,
'ref.
bm
p,
7,
26_
11,
1}

- 1 **Click the Options icon on the iconbar and click Register.**
- 2 **Click Miscellaneous.**
- 3 **Select Warn before Recording Uncategorized transaction.**

Quicken terminology

Quicken doesn't use traditional accounting terms like *chart of accounts and ledger* because many people don't understand these terms and you don't need to learn them to use Quicken.

{ewc VERMONT1,LINE,'0,1,0,0,0,75,0,20}

Accounting term **Quicken terminology**

{ewc VERMONT1,LINE,'0,1,0,0,0,75,0,20}

{ewc
VERMONT1,
T1,

Balance sheet accounts, your assets, liabilities

DB
B00
3,
'ref.
bmp
, 7,
26_
12,1
'}

and capital
are
equivalent
to Quicken
accounts.

{ew
c
VE
RM
ON
T1,
DB
B00
3,
'ref.
bmp
, 7,
26_
13,1
'}

**inco
me
state
ment
(or
profit
and
loss)
acco
unts**

Income
statement
accounts,
your
revenue
and
expenses,
are
equivalent
to Quicken
income and
expense
categories

**chart
of
acco
unts**

Your
balance
sheet
accounts
and profit
and loss
accounts
are listed
on
Quicken's
**category
list.**

{ew
c
VE
RM
ON
T1,
DB
B00
3,
'ref.
bmp
, 7,
26_
14,1
'}

close

If you wish
to close
and bar
editing of
historical
transaction
s, simply
use
Quicken's
transaction
password
to deny
access to
transaction
s dated
earlier than
the close.
Quicken
does not
require you
to "close
out your
accounts"
at the end

general ledger

of an accounting period.

Posting to a ledger is equivalent to categorising a transaction in a Quicken transaction register or at the Write Cheques window. Quicken handles double-entry automatically when you use categories.

[Chapter 2, *Setting up categories and classes*](#),

explains how to set up and use Quicken income and expense categories. To see a ledger, print an itemised category report. An **itemised category report** can list all the transactions in your file by category or you can limit the report to a single category.

audit trail

See Quicken's business reports in [Chapter 28](#)

Advanced
business
uses.

**trial
balan
ce** See
"Drawing
up a trial
balance" in
Chapter 28
for
information
on trial
balances.

**purch
ase
ledge
r** **Accounts
Payable
(A/P)**

**sales
ledge
r** **Accounts
Receivabl
e (A/R)**

{ewe VERMONT1.LINE; 0,1,0,0,0,75,0,20}

. 27

Basic business uses

[Business reports and graphs](#)

[Tracking projects with Quicken](#)

[Asset and liability accounting](#)

Before following the steps in this chapter, make sure that you have set up Quicken for business use. See [Chapter 26, "Setting up for business"](#).

Whether your business uses the cash or accrual accounting method, you can use the same steps in Quicken to:

- Report on your business profits
- Monitor expenses and compare budgeted amounts to actuals
- Track assets and liabilities

Business reports and graphs

Quicken has eleven business reports that give you information about your business. These reports can be found within Quicken's Business Report family in the Create Report window.

Here's a description of what each business report shows.

[ewc VERMONT.LINE, 0,1,0,0,0,75,0,20]

| Bus ines s rep ort | Description |
|---|--------------------|
|---|--------------------|

[ewc VERMONT.LINE, 0,1,0,0,0,75,0,20]

| | |
|--------------------------|--|
| P&L stat eme nt | Summarises revenue and expenses by category, for all Quicken accounts in your company's data file. The difference between your revenues and expenses is your profit or loss. |
|--------------------------|--|

| | |
|-------------------------------|---|
| P&L Co mpa riso n | Compares profit and loss for the month to date to the year to date. |
|-------------------------------|---|

| | |
|------------------|---|
| Cas h flow | Summarises cash inflows into bank, cash and credit card accounts and cash outflows from those accounts. |
|------------------|---|

A/P
by
ven
dor

Summarises amount of unprinted cheques by payee name. Use if you are doing cash-basis accounts payable (see ["Cash-basis accounts payable reports" in Chapter 28](#)).

A/R
by
cust
ome
r

Summarises uncleared transactions in Quicken asset accounts by payee. Use if you are tracking accounts receivable (see ["Accounts receivable" in Chapter 28](#)).

Job/
proj
ect

Summarises income and expenses by Quicken class. Use if you are tracking income and expenses by job, project, client, property, department or other classification (see ["Setting up classes for jobs, projects, properties, clients, sales staff or departments" in Chapter 27](#)).

Pay
roll

Summarises income and expenses of transactions with category or transfer

names beginning with "Payroll." Use if you do payroll as described in [Chapter 25, "Managing your data files"](#).

Balance sheet Shows account balances as of a specific date. Use if you have more than one Quicken account for your company.

Missing Checks Shows missing and duplicate cheque numbers.

Comparison Compares income and outgoings for two different periods.

VAT detail Shows a complete list of all VAT-related business transactions. It includes the net, VAT and gross amounts for each item recorded with a VAT code in your Quicken registers.

VAT summary Summarises your business and VAT figures for the accounting period. It also shows the figures you need for your VAT 100 return (for

UK users).

[ewc VERMONT1.LINE; 0,1,0,0,0,75,0,20]

To see samples of Quicken's reports, select the Reports icon, select a report family and choose the report you would like to see from the list. For more detail, click Help, click Search and type "reports". Then select the report topic you would like to see.

Here's how to create any of these reports:

- 1 From the Reports menu, choose Business.**
- 2 Choose the report you want to create.**
- 3 (Optional) Click Customise in the Create Report window to change the settings.**

For help with any of the customise settings, click Help.

- 4 Click OK to create the report.**

For more information about changing what the report is to include, see [Chapter 16,](#)

Creating and customising reports.

In addition to the eleven standard business reports, the five standard reports in the Other family are appropriate for businesses.

[ewc VERMONT1.LINE,'0,1,0,0,0,75,0,20]
Standard report

| | Description |
|-------------|--|
| Transaction | Lists individual transactions. You can choose whether to subtotal and whether to limit the transactions or include all. If you are tracking VAT in your QuickBooks accounts, all transaction reports can show the gross amount or the net and VAT amounts for each transaction, as you prefer. |
| Summary | Summarises transaction amounts with rows and columns of your choice. |
| Comparison | Compares income and outgoings for two different periods, with columns for the time |

periods of your choice.

Budget Compares budgeted category amounts versus actuals, with columns for time periods of your choice. For information about setting budgets and creating budget reports, see [Chapter 23, *Creating a budget or savings goal.*](#)

Account balances Like the balance sheet, but shows account balances at time intervals of your choice.

[ewc VERMONT1.LINE, 0,1,0,0,0,75,0,20]

To create one of these “Other” reports, click the Reports icon and select Other from the Report Family options. Then choose the report you want to create.

Tips for business reports

- If you use numeric categories you can set report options to arrange them in ascending numerical order and display both category numbers and descriptions, change the settings as follows.

1 From the

**Edit menu,
choose
Options and
then click
Reports.**

**2 Under
Category
Display,
select the
Both button.**

{ewc VERMONT1,
DBB001, `bustngs.bmp,
65'}

{ew
c
VE
RM
ON
T1,
DB
B00
3,
`ref.
bm
p,
7,
27_
1,1'
}

- Use QuickZoom to see a list of transactions that make up a summary amount. To use QuickZoom, double-click the amount. To see one of the listed transactions in its register, double-click the transaction.

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T1,
DB
B00
3,
`ref.
bm
p,
7,
27_
2,1'
}

- If any report shows an item as "Other," that means that Quicken included at least one uncategorised transaction. For a list of these transactions, use QuickZoom.

- Click the Customise button in the Create Report window if you want to limit, or restrict, the transactions included in the report.

```
{ew
c
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RM
ON
T1,
DB
B00
3,
`ref.
bm
p,
7,
27_
3,1'
}
```

- Memorise a report if you have customised the settings and expect to use those settings again.

QuickReport as a business tool

```
{ew
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VE
RM
ON
T1,
DB
B00
3,
`ref.
bm
p,
7,
27_
4,1'
}
```

Use Quicken's new QuickReport feature in your business. With it, you can find out at once how much you owe a particular supplier, or how much a client owes you; and the QuickReport will show you in detail all the transactions affecting that supplier or client. You can also call up QuickReports by category to see how much you are earning, or spending, under particular headings.

Business graphs

Quicken has two graphs that give you a picture of your business.

{ewc VERMONT1,LINE,'0,1,0,0,0,75,0,20}

| Graph | Description |
|--------------|--------------------|
|--------------|--------------------|

{ewc VERMONT1,LINE,'0,1,0,0,0,75,0,20}

| | |
|---------------------|---|
| Income and expenses | Bar graph of monthly income vs. expenses, plus pie chart of your top ten expenses during the time period. Based on all accounts, categories and classes unless you specify otherwise. |
|---------------------|---|

| | |
|-----------------|--|
| Budget variance | Bar graph of actual vs. budgeted monthly net income, plus bar graph of actual vs. budgeted amounts by category during the time period. Based on all accounts, categories and classes unless you specify otherwise. |
|-----------------|--|

{ewc VERMONT1,LINE,'0,1,0,0,0,75,0,20}

{ewc
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VE
RM
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DB
B00
3,
`ref.
bm
p,
7,
27,
5,1`
}

To create a graph, from the Reports menu, choose Graphs, or click the Graphs icon on the iconbar. Then choose the graph you want.

Tracking projects with Quicken

Quicken can help in tracking income and expenses by job, project, client, salesperson, department and rental property. This makes Quicken valuable in medical, legal, consulting and other professional service firms, as well as property management, manufacturing, construction and similar businesses.

- **Set up a list of categories based on your chart of accounts.**

- **Set up a class for each of your jobs, projects, properties, clients, salespersons or departments.**

- **Assign each transaction to both a category and a class.**

After entering the category name in the Category field, click at the end of the name. From the Lists menu, choose Class. Then choose the class name.

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DB
B00
3,
`ref.
bm
p,
7,
27,
6,1`
}.
{ew
c
VE
RM
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T1,
DB
B00
3,
`ref.
bm
p,

7,
27
7,1'
}

- **Create reports.**

Setting up classes for jobs, projects, properties, clients, sales staff or departments

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 department numbers, use these as the class names. Add a text description for each number in the Set Up Class window. Keep class names short, as they must fit next to the category in the Category field. Here are some examples of classes:

[ewc VERMONT1.LINE;0,1,0,0,0,75,0,20]

| Class Name | Description |
|-------------------|--------------------|
|-------------------|--------------------|

[ewc VERMONT1.LINE;0,1,0,0,0,75,0,20]

| | |
|-----|---------|
| Rog | Rogers, |
|-----|---------|

ers Sone,
Kelman &
Associates
Ellis Ellis & Ellis,
Architects
MA Mari's
R Restaurant,
02 menu design
07 Facilities
Department

{ewc VERMONT.LINE, 0,1,0,0,0,75,0,20}

{ew
c
VE
RM
ON
T1,
DB
B00
3,
`ref.
bm
p,
7,
27_
8,1'
}.

Quicken normally displays the class names but not descriptions on reports by class. To change the way Quicken displays class information on reports, you must change the way Quicken displays *category* information on reports. For example, to make reports display both class names and descriptions, set Quicken to display both *category* names and descriptions in reports. (From the Edit window, choose Options and then click Reports. Under Category Display, select the Both button.)

Splitting purchases and deposits among jobs

When a transaction includes expenses that apply to more than one job, split the transaction

and identify the amount for each job with the class for that job. For example, if you write a cheque to Snappy Printing for printing services for both the Rogers, Sone, Kelman & Associates project (Rogers) and the Ellis & Ellis, Architects project (Ellis), the split might look like this:

```
{ewc VERMONT1,  
DBB001,  
'busjob1.bmp, 65'}
```

Similarly, if you deposit several cheques for different jobs, split the deposit transaction. Identify the income category and the class for each cheque amount.

Reporting on jobs, clients or projects

For a description of a job/project report, press F1, click Search. Type "job/project report" and press Enter

The Quicken job/project report is useful for reporting on jobs, properties, clients, projects or departments.

- The default report summarises your income and expenses by category, with a separate column for each class.

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DB
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3,
'ref.
bm
p,
7,
27,
9,1'
}

- If you have many classes, you'll find the report more manageable if you limit it to just one or a few classes. To limit the report, click Customise at the Create Report window. Choose "Categories/Classes" from the list of items to customise. Click the "Classes" button and then mark the classes you want to include.

Asset and liability accounting

You can use Quicken to track the value of assets and liabilities such as capital equipment (fixed assets) and loan balances. You can also use asset and liability accounts to track accounts payable, accounts receivable, prepaid expenses, unearned revenues and net assets. See [Chapter 28, *Advanced business uses*](#).

{ew
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RM
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T1,
DB
B00
3,
'ref.
}

- **Set up asset and liability accounts for each asset and liability you want to track.**
- **Enter transactions in the accounts as described in this section.**
- **Create**

bm
p,
7,
27_
10,
1'}

reports as described in this section.

Tracking the value of fixed assets

One common use of asset and liability accounting with Quicken is to track the value of your fixed assets. To do this, set up an asset account in which to record assets you already have and assets you purchase. Call it something like "Capital Equip." (for capital equipment). Set it up with a zero opening balance.

For each asset you currently own, enter a transaction with the name of the asset in the Payee field. Enter the current value in the Increase field. 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. On the first line, change the amount to the original price. On

the second line, enter a negative amount for the depreciation up to today. On both lines, enter the name of this asset account in the Category field.

```
{ewc VERMONT1,  
DBB001,  
'bucapeqi.bmp, 50'}
```

When you purchase an asset, record it in the transaction register of your current account. Type the name of the asset in the Memo field. In the Category field, specify a transfer by typing the name of the asset account you created to track fixed assets (for example, Capital Equip.). When you record the transaction, Quicken creates a parallel transaction in the asset account to show the transfer of funds from the current account to the capital equipment account. Edit the transaction in the asset account by using Cut and Paste (on the Edit menu) to replace the payee name with the asset name (from the Memo field). This does not affect the transaction in the current account.

Tracking asset depreciation

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 in the Payee field, and the amount of depreciation in the Decrease field. For the category, enter Depreciation, or whatever category name you use for depreciation.

Depreciation appears as one of the categories on a P&L statement. If you want a report showing the current value of each asset, create a standard summary report. Enter a date range that includes all transactions for the assets. Click Customise and then specify Payee for row headings and Don't Subtotal for column headings. Limit the report to the asset account.

Tracking loans

Set up a liability account for each loan. Enter the loan balance as of the date specified. When making a loan payment, split the

transaction.
Assign one line to the interest category. Assign another as a transfer to the loan account.

The balance sheet

For a description of a balance sheet, press F1, click Search, type "balance sheet" and press Enter.

The balance sheet, one of Quicken's eleven business reports, shows the account balances of all the accounts for your business.

To compare account balances at different intervals (for example, quarters), click Customise at the Create Report window and then specify what time intervals to use.

Customers and suppliers

Use the QuickFill feature to help you keep a list of your customers and suppliers. From the register, click the Options icon. Click the QuickFill tab and select the checkboxes for "Automatic Memorisation of New Transactions" and "Automatic Completion of Fields". Then whenever you type the first few letters of the name of a customer or supplier, Quicken will finish the entry for you. And you

can always check the drop-down list to make sure that no name has been entered twice under slightly different spellings.

Predicting cash flow

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bm
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11,
1}

Predicting your cash flow accurately is of utmost importance in business. Quicken's Financial Calendar and Forecast Graph make it possible. Include on the calendar all the bank accounts you use in your business, but do not include any asset or liability accounts.

Once you have set up your standing orders and direct debits, they show up on the Financial Calendar automatically. If you are keeping track of your accounts payable by writing postdated cheques in Quicken, they will also appear on the Calendar. Improve your predictions by entering regular inflows and outflows.

Look at your Accounts Receivable asset account if you

have one.
Estimate when
your receivables
are likely to come
in, and enter them
directly onto the
Financial
Calendar on the
appropriate dates.

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`ref.
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27_
12,
1}

The Forecast
Graph shows you
a future projection
of your account
balances based
on your past
income and
expense patterns
and any
transactions you
have scheduled
on the Calendar.
You can also
include any
planned expenses
or income in the
graph.

{ewc VERMONT1,
DBB001, `focast.bmp,
45}

QuickInvoice

If you send out
many invoices,
you should
consider using
QuickInvoice, a
program that
works with
Quicken to help
you write your
invoices and keep
them in order,
while copying all
the information
directly into your
Quicken registers.
It will also help
you maintain
customer lists.
Call our Sales
number shown in
[Appendix C](#) for
more information

about
QuickInvoice.

. 28

Advanced business uses

[Cash-basis accounts payable](#)

[Accrual-basis accounts payable](#)

[Accounts receivable](#)

[Prepaid expenses and accrued income](#)

[Tracking net assets](#)

[Using Quicken for payroll](#)

This chapter contains further examples of Quicken's business uses, concentrating on accounts payable (purchases), accounts receivable (sales), prepaid expenses, accrued income, net assets (equity) and payroll.

Before following the techniques in this chapter, make sure you have set up Quicken for business use. See [Chapter 26. "Setting up for business"](#).

Cash-basis

accounts payable

With cash-basis bookkeeping, you don't recognise expenses until payment actually changes hands. To track payables (bills to pay) in Quicken, simply enter bills to pay as postdated cheques (cheques dated later than today's date).

- **Enter a postdated cheque in your current account for each bill you have to pay.**
- **Report on payables.**
- **Print the cheques when you're ready to pay the bills.**

To read about the accrual-basis method of tracking *payables*, in which you use a separate payables account, see ["Accrual-basis accounts payable"](#).

Entering your bills

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RM
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T1,
DB
B00
3,
'ref.
bm
p,
7,
28_
2,1'
}

{ew
c
VE
RM
ON
T1,
DB
B00
3,
'ref.
bm
p,
7,
28,
3,1'
}

- 1 In the current account that you use to pay bills, write a cheque for each bill as soon as you receive it.**
- 2 Postdate each cheque to the due date of the bill.**

For example, if you receive a bill on May 7 and the payment terms are 30 days net, you might want to postdate the cheque for around June 4 (to allow for postal delivery time). You can use this system even if you later write the actual cheques by hand, although you will probably find it more convenient to let Quicken write them for you.

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'ref.
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28,
3,1'
}

- 3 (Optional) Set up transaction groups for bills that you pay on the same day.**

For example, suppose you

```
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bm  
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28_  
4,1'  
}  
{ew  
c  
VE  
RM  
ON  
T1,  
DB  
B00  
3,  
`ref.  
bm  
p,  
7,  
28_  
5,1'  
}
```

pay five bills at the same time every month. Let QuickFill memorise each transaction, then edit the memorised transaction with its typical payment amount. Set up all five in one transaction group. Then, you can enter several months of expected payments to these suppliers with just a few keystrokes. You may find this technique useful for writing payroll cheques too.

Note:
Quicken's Scheduled Transaction feature can save you time. If you pay your payroll cheques regularly by direct bank transfer, consider using Quicken's Scheduled Transactions feature to set up the payments. In

that way, Quicken will enter the payments in your transaction register for you automatically, or will remind you of them in advance if you prefer. Your payroll transactions can be entered as far ahead of time as you want.

When Quicken prints your cheques, let it print cheques dated on or before today and leave the postdated cheques for future payment. (In the Print Cheques window, be sure to click Cheques Dated Through and leave today's date in the date box.)

Even if you don't print cheques with Quicken or don't receive bills for some items, enter each payable item as a postdated

cheque to print. (If you enter payable items in the register, be sure to enter "Print" in the Chq No field of the transaction.) Then Quicken can forecast how much cash you need to cover all future payments, including those you aren't billed for, such as payroll.

Cash-basis accounts payable reports

Your unprinted cheques are your accounts payable, so any report restricted to unprinted cheques shows you your accounts payable.

Caution: An item will not appear in accounts payable reports when you have printed a cheque already. If you ever write a handwritten cheque, go into the register, and replace the word "Print" in the Chq No field of the unprinted cheque with the handwritten cheque number.

{ew
c
VE You can create a report of accounts payable by

RM supplier and a
ON detailed
T1, transaction report
DB of accounts
B00 payable.
3, ■ The business
`ref. A/P by vendor report
bm summarises all
p, unprinted cheques by
7, payee, with a column
28_ for each month of the
6,1' time period in which
} you have any
unprinted cheques.
■ To see
overdue accounts
payable by payee
and by month, click
Customise at either
the Create Report
window or the report
itself. Set the date
range to include all
unprinted cheques
with dates on or
before yesterday. If
you want, change the
column headings
from Month to a
different time period.
■ To see a list
of every unprinted
cheque transaction,
create a standard
transaction report
(choose Other from
the Report menu).
Set a date range that
includes all unprinted
cheques. Click
Customise, and
select Accounts from
the list of features to
customise. Select the
current account or
accounts you use to
enter unprinted
cheques. Then click
Transactions from the
list of items to
customise, and select
Unprinted Cheques
from the Transaction
Types drop-down list.
If you want, subtotal

by week or another time period.

The following report is an example of a transaction report of unprinted cheques subtalled by week.

```
{ewc VERMONT1,  
DBB001,  
'apreport.bmp, 55'}
```

Accrual- basis accounts payable

In Quicken, when you track accounts payable on an accrual basis, you set up a liability account just for your payables (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.

Note: If you send invoices and track them in Quicken: If you use Quicken to track invoices your company sends to customers, you set up an asset account for accounts

receivable. You will probably want to have a parallel liability account for accounts payable, as described here. (Talk to your accountant if you're not sure.)

Entering a bill in an A/P liability account

- Set up a Quicken liability account for payables with zero as the opening balance.

Note: Use the name AP. (You can't use the name "A/P" because you can't have a slash in a Quicken account name.)

- When you receive a bill, enter it in the A/P liability account and categorise the transaction with an expense category.

- Create reports to decide which suppliers to pay and how much to pay.

{ew
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VE
RM
ON
T1,
DB
B00
3,
'ref.
bm
p,
7,
28_
7,1'
}

See the steps below.

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VE
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T1,
DB
B00
3,
'ref.
bm
p,
7,
28_
}

8,1'
}
{ew
c
VE
RM
ON
T1,
DB
B00
3,
'ref.
bm
p,
7,
28_
9,1'
}

- **Record bill payments in your current account (either handwritten cheques or Quicken cheques) as transfers to the A/P account.**

- 1 Open the register for the A/P liability account.**
- 2 In the Date field, enter the date of the bill.**
- 3 In the Ref field, enter the invoice number from the bill.**

(Use the Memo field if the invoice number is too long to fit in the Ref field.)
- 4 In the Payee field, enter the supplier name.**

Note:
QuickFill helps you keep your supplier names the same each time. Each time you enter a bill

for the same supplier, just choose the name from the drop-down Payee list. Then you can easily do reports by supplier.

- 5 In the Increase field, enter the amount due.**

The bill increases the amount you owe.

- 6 Categorise the transaction with an expense category.**

- 7 (Optional) Add a class name if you're interested in tracking costs by job, project or client.**

- 8 Click Record to record the transaction.**

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c
VE
RM
ON
T1,
DB
B00
3,
'ref.
bm
p,
7,
28_
10,
1}

When you record the transaction, Quicken automatically increases the balance in your A/P liability account by the amount of

the invoice.

Entering credits for payables

You might receive a credit from a supplier for returned goods or to compensate for a billing error. A credit reduces the total amount categorised with the original expense category. Use the Find function (press Ctrl+F) to get to a transaction quickly.

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 place, the Splits window.

Accrual-basis accounts payable reports

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c
VE
RM
ON
T1,
DB
B00
3,
`ref.
bm
p,
7,
28_
11,
1}

If you have entered all your payables as transactions in an A/P liability account, Quicken can tell you your liability by supplier for any time period. You can use QuickReport to give you an instant view of your standing with any particular vendor. And you

can create an accounts payable summary by supplier report to help you decide which bills to pay.

(You cannot use the standard business A/P by vendor report because it only works with a Cash Based A/P method.)

- 1 From the Reports menu, choose Other, then Summary.**
- 2 Set the date range to include all unpaid A/P items that you want to pay.**

For example, if you want to pay only items aged two weeks or more, start the range at the earliest unpaid invoice date and end 14 days ago.
- 3 Click Customise.**
- 4 Enter a descriptive title for the report, such as "A/P Summary by Supplier."**
- 5 Select Payee from the Row Headings drop-down list.**

6 Select Don't Subtotal from the Column Headings drop-down list.

7 In the Customise section, select Accounts to restrict the report to the current A/P liability account.

8 Next, customise Transactions. In the Status section, select only the "Blank" checkbox to include only uncleared transactions.

When you pay bills, you mark both the bill and its payment as cleared. Thus, the uncleared transactions are the unpaid bills.

9 Click OK to create the report.

10 Memorise the report for repeated use.

{ewc VERMONT1, DBB001, `rept-ap.bmp, 55'}

Or
press
Ctrl+Z

To see a list
of
transactions
for any

supplier, use QuickZoom. Just move the pointer to the amount and double-click. To see an individual transaction in the register, double-click that transaction.

For a report that shows accounts payable detail by supplier, create a custom transaction report. Use the same date range, filters and account as for the accounts payable summary by supplier report. Enter Payee in the Subtotal By field.

Paying bills

After you've created your accounts payable report and decided whom to pay, you're ready to enter cheques for these bills. You can make payment in full or in part, or pay several bills with one cheque.

1 Display the Write

Cheques (or Register) window for the current account you want to use to pay the bill.

2 Write a cheque to the supplier for the date that you want to pay the bill.

3 In the Category field, create a transfer to A/P by entering the A/P liability account name.

4 Enter the supplier's invoice reference number or numbers in the Memo field.

5 Record the cheque.

When you record the cheque, Quicken automatically decreases the balance in your A/P liability account by the cheque amount.

{ewc VERMONT1,
DBB001,
'budpaybl.bmp, 50'}

{ew
C
VE
RM

6 If you pay your bills in full, open the A/P liability

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T1,
DB
B00
3,
'ref.
bm
p,
7,
28_
12,
1}

account register and click in the Clr (Cleared) field until an X appears. Put an X in the Clr field of both the paid bill and the payment transaction to mark them as cleared.

If you don't always pay your bills in full, don't clear any bills or payments. You can always see your current outstanding balance by supplier on the accounts payable summary by vendor report as long as you include the entire date range of the account.

Entering discounts taken on payables

Some suppliers grant cash discounts to customers for early payment of bills. There are two methods for recording discounts.

- 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 amount. Do not tab away from the Amount field, but immediately click Adj Tot to tell Quicken to adjust the total of the original transaction. Click OK to close the Splits window and then click Record to record your changes.

OR

- Enter the discount as a split in the payment transaction. On one line of the split, enter the A/P 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.

Accounts receivable

This section explains how to track invoices you send to customers or clients. (You may call them "statements" but this section uses the term "invoices.") If you issue many invoices, you will find the accounting procedures easier with the additional help

of the QuickInvoice program, designed to work with your Quicken files. For information about QuickInvoice, call our Sales number shown in [Appendix C](#).

You can set up your accounts as described in this section, and add Quick-Invoice later if you prefer.

When you track invoices that represent expected income, you are using accrual-basis accounting. (If you use cash-basis accounting, you simply record deposits in your current account at the time you make the deposits.)

- **Set up a Quicken asset account for accounts receivable with zero as the opening balance.**

Note: You can name the account **AR**. (You can't use the name **A/R** because you can't have a slash in a Quicken account name.)

- **Enter a quick summary of each unpaid invoice and each new invoice.**

See "Entering payments"

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RM
ON
T1,

below.

DB
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3,
'ref.
bm
p,
7,
28_
14,
1'}

- **When you receive payment, enter a separate transaction in the same account.**
- **Report on your receivables to show who owes you and how much you are owed.**

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RM
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DB
B00
3,
'ref.
bm
p,
7,
28_
15,
1'}

Entering invoices

Assemble all your outstanding invoices that your customers have not yet paid. Then enter them in your receivables transaction register according to the instructions given next.

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 field (or the Memo field if the invoice number is long).**

If you expect an invoice to be paid in instalments, 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.**

Let QuickFill memorise automatically so that your customer names are on the drop-down payee list and you can enter them 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 notes, which are negative invoices showing that you owe the customer money.)

5 Categorise the transaction with an income category.

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{ewc VERMONT1,  
DBB001,  
'buinv1.bmp, 65'}
```

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bm  
p,  
7,  
28_  
16,  
1'}
```

6 (Optional) Add a class name after the category to track invoices by job, project or salesperson.

7 (Optional) Split the invoice amount if you want to keep track of different items in the invoice.

If your invoice covers a product and shipping, you might categorise separate lines of the split as Gr Sales and Freight. (Or you can use subcategories, for example

Sales:Gross
and
Sales:Freight
.)

8 Click Record.

The next time you enter an invoice for the same customer, QuickFill automatically recalls the previous invoice so you can use the same categorisation if it's still appropriate.

Entering 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 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 many of
your customers do
not pay their invoices
in full.

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 A/R
asset register
as a transfer
to your
current
account.
Entering the
transfer
directly into
the register
will allow you
to enter a
memo if
necessary.

Tracking payments using the open item method

- 1 For each
payment
received,
enter the date
you receive
the payment
in the Date
field of the
A/R asset
account
register.**

- 2 Use the drop-down payee list to enter the customer name in the Payee field.**

The payee names from all previously entered transactions are on the drop-down payee list.

- 3 Enter the amount of the payment in the Decrease field.**

- 4 Enter an "x" in the Clr (Cleared) field to mark the transaction as cleared.**

- 5 Enter the invoice number or numbers that the payment covers in the Memo field.**

Quick
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y
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s the
depos
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entry
in the
specif
ied
bank
accou
nt.

- 6 In the Category field, enter the name of the bank account receiving the deposit.**

- 7 Click Record.**

- 8 Locate the invoice transaction in the A/R asset register.**

Press
Ctrl+F

Use Find to
search by

invoice
number.

- 9 Enter an "x" in the Clr (Cleared) field to mark the invoice as cleared.**
- 10 If you want to track how promptly customers pay, enter the date of the payment in the Memo field of the invoice transaction.**
- 11 Click Record to record your changes to the invoice transaction.**

Tracking payments using the balance forward method

- 1 For each payment received, enter the date you receive the payment in the Date field of the A/R asset account register.**
- 2 Use the drop-down payee list to enter the customer name in the Payee field.**

The payee
names from

all previously entered transactions are on the drop-down payee list.

3 Enter the invoice number or numbers that the payment covers in the Memo field.

Quick enter automatically creates the deposit entry in the specified bank account.

4 In the Category field, enter the name of the bank account receiving the deposit.

5 Click Record.

Entering discounts for early payment

You can record a discount for early payment in either of 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.

OR

- 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. Enter the discount as a negative amount. Do not tab out of the Amount field, but immediately click Adj Tot to change the total amount due. Click OK to close the Splits window and then click Record to record your changes.

Accounts receivable reports

{ew
 c
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 T1,
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 7,
 28_
 17,
 1'}
 You can create a report of accounts receivable by customer and a detailed transaction report of accounts receivable. Here, too, it is useful to remember that QuickReport can instantly show you all your transactions, with the outstanding balance, for any customer.

{ew
 c {ewc VERMONT1,
 VE DBB001, `rept-
 RM ar.bmp, 55'}
 ON
 T1,
 DB
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 3,
 `ref.
 bm
 p,

7,
28,
18,
1}

- The business A/R by customer report summarises all uncleared transactions in your asset account or accounts by payee, with a column for each month of the time period in which you have any uncleared transactions. If you have asset accounts for any other purpose (for example, tracking fixed assets), be sure to include only your A/R account.

If you use the open item method, the report includes only unpaid invoices, because you clear payments and paid invoices. You can tell the month in which each unpaid invoice was written.

If you use the balance forward method, the report includes all invoices and payments. Ignore the monthly columns, and look at the total

outstanding
balance for
each
customer.

- To see
overdue accounts
receivable by
customer and by
month (open item
method), set the date
range to include all
unpaid invoices now
overdue. (Optional)
Click Customise and
change the column
headings from Month
to a different time
period.

- To see a list
of transactions by
customer, choose
Other from the
Reports menu and
create a standard
transaction report. In
the Create Report
window, click
Customise. Restrict
the report to the A/R
asset account.
Subtotal by payee.
(Optional) Restrict the
report to one
customer by choosing
Matching from the list
of items to customise,
then choosing a
customer name from
the drop-down list at
the Payee Contains
field.

If you've
been entering
the payment
date in the
Memo field of
each invoice
when paid,
these dates
appear on
the report.

Prepaid

expenses and accrued income

Setting up asset accounts for prepaid expenses

If you use accrual accounting, you might need to set up asset accounts for prepaid expenses, which are the costs of goods and services that have been purchased but not used at the end of an accounting period. Under an accrual system, you want to defer recognition of a prepaid expense until the goods or services have been used. Examples of prepaid expenses are prepaid insurance, prepaid rent and prepaid advertising.

For example, 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. Set up an asset account called Prepaid Rent with an opening balance of zero.

Record the rent cheque in your current 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; categorise 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 P&L statement doesn't reflect the expense of a prepaid item until you use the item.

Setting up liability accounts for accrued income

In the same way that you set up asset accounts for prepaid expenses, you may also need to set up liability accounts

for accrued income (or "unearned revenues"), which are items of revenue (sales) received during a particular accounting period that may only partly relate to that period. Under an accrual system, you want to defer recognition of income until the goods or services have been delivered or used. Accrued income includes any type of advance payment for goods or services that will be rendered in the future.

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; categorise the transaction with the income category Rent Income. At the end of the quarter, the balance of the Unearned Rent account is zero because the liability has expired. If you handle unearned revenues in this manner, your P&L statement doesn't reflect the income you receive until you perform the service.

Tracking net assets

Computing net assets for a sole trader

When an owner invests in a business, the initial investment is called "capital introduced," equal to the net assets of the business. A Quicken balance sheet computes net assets ("equity") as the difference between assets and liabilities.

The net assets amount represents your claim to the assets of the business after the claims of the creditors (the liabilities) are deducted. This equation works well for a sole trader; you can always check the value of your own net assets by creating a Quicken balance sheet.

Computing net assets for a partnership

If your business is a partnership, set up a separate liability account for the initial investment of each partner. Use these accounts, known as capital accounts, to track each partner's net assets, or ownership interest, in the business. Transfer partners' drawings (salaries) into the partners' capital accounts. If partners withdraw salary or cash from their own capital accounts, the balance of their capital account, which is their ownership interest in the business, decreases. At the end of an accounting period,

distribute the net income of the partnership to the partners' capital accounts.

Computing net assets for a company

If your business is incorporated, set up a liability account for the paid-in capital, or initial investment, of the shareholders. This is the Share Capital account. During an accounting period, you may distribute the earnings of the company to shareholders as dividends. At the end of an accounting period, transfer any remaining income of the company 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 Share Capital account and the Retained Earnings account is the total shareholders' equity.

Drawing up a trial balance

If you were doing double-entry

bookkeeping by hand, you would draw up a "trial balance" periodically to make sure that you had entered all the debits and credits correctly. With Quicken, you don't have to worry. But you or your accountant may still like to be reassured that everything is in order. Since Quicken does all the work of double-entry bookkeeping "behind the scenes," it is not possible to see a traditional trial balance. Here's what to do to verify the balance, for example for the month of October:

- 1 Create a balance sheet report from 30th September until 31st October. Set the interval to "Month."**
- 2 Note the difference in Equity between September 30 and October 31.**
- 3 Now create a profit and loss report for the month of October. The final figure, "Total**

Income/Expense," should equal the difference of Equity on your Balance Sheet for the same period.

If it does not, you may have included some "self" transfers, or you may have had some currency gains or losses. Run a summary report over the same period, with row headings of Category. The Balance Forward will show "self" transfers. The Transfers list will show currency gains or losses.

Using Quicken for payroll

Payroll tasks include making calculations, writing cheques with numerous deductions, tracking tax data and filling out payroll tax forms. Although Quicken doesn't do

everything a dedicated payroll package might, it can automate many payroll tasks.

Note: For users outside the UK: This description uses the British taxation system as an example. But you can modify the examples so that Quicken's payroll method works in just the same way with your own country's taxation system.

[ewc VERMONT1,LINE,'0,1,0,0,0,75,0,20]

| | |
|---|---|
| After setting up payroll, you can use Quicken to | Quicken does not do any of the following tasks automatically |
|---|---|

[ewc VERMONT1,LINE,'0,1,0,0,0,75,0,20]

| | |
|----------------------------------|--|
| Write and print payroll cheques. | Compute employee earnings, bonuses, profit-sharing or any other employer expenses. |
|----------------------------------|--|

| | |
|--|---|
| Track employee tax, National Insurance and other deductions from employee pay cheques. | Take into account the various rates and limits for employer payroll |
|--|---|

taxes.

Track accrued employer tax and National Insurance liabilities.

Calculate deductions based on the employee's circumstances.

Write and print cheques to pay for items deducted from the payroll.

Create reports with the information you need to fill out payroll tax forms.

Create balance sheets that show how payroll expenses and related payroll deductions affect net income.

To use the Calculator, click Use Calculator from the Activities menu.

Calculate (using Quicken's calculator) employee earnings, deductions from employee earnings and employer payroll taxes.

[ewc VERMONT1,LINE,'0,1,0,0,75,0,20]

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use Quicken for payroll, it is important that you follow the directions in this section exactly as described. Payroll is an advanced feature that uses expense categories and liability accounts to handle payroll-related expenses and deductions from employee pay cheques. Before you start setting up your payroll system in Quicken, you need to know how to work with accounts, categories and transfers.

Setting up payroll expense categories

- **Set up a main expense category called Payroll.**
- **Set up subcategories for employer payroll taxes and any other payroll-related expenses.**

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Note: Do you use a numerical chart of accounts? Some businesses prefer to use charge numbers for category names (for example, "5101" for payroll expenses). Quicken's payroll

28_
19,
1}

report requires that payroll transactions be categorised 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," create and memorise a custom version of the payroll report. From the Create Report window, click Customise. Select Matching from the list of items to customise, and delete PAYROLL from the Category Contains box. Select Categories/Classes from the list of items to customise, and then select all payroll categories and liability accounts. Memorise the report for future use.

- 1 Set up a main expense category called Payroll.
- 2 Add a subcategory for each expense related to your payroll.

For the gross

compensation to the employee, set up a subcategory called Gross. For each other company expense, start the subcategory name with "Comp" (for Company). The basic costs are gross pay and National Insurance, so in addition to Gross, set up a subcategory called Comp NI. You may also want to add subcategories for contributions to such schemes as pension plans. Make sure you define each subcategory as tax-related.

```
{ewc VERMONT1,  
DBB001,  
'bupaycat.bmp, 55'}
```

Setting up payroll liability accounts

Most employers are liable for taxes based on the earnings of each employee, as well

as amounts deducted from employee earnings. All payroll taxes levied against employers become liabilities at the time you pay the employees.

A business balance sheet should fully disclose the company's liability for payroll-related items owed but not yet paid, such as these:

- Deductions from employee earnings
- Employer payroll taxes
- Retirement pension plans for employees
- Medical insurance for employees

The way to make sure your balance sheet is accurate is to set up a Quicken liability account for each payroll-related liability and record any increases to those liabilities at the time you prepare payroll cheques. As you will see in ["Writing a payroll"](#)

cheque;
each payroll
cheque
involves
transfers
from your
business
current
account to
the payroll
liability
accounts.

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T1,
DB
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3,
'ref.
bm
p,
7,
28_
20,
1'}
**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 apart
from gross
compensation**

.
The following
example
shows some
sample
liability
accounts.

{ewc VERMONT1,
DBB001,
'bupayact.bmp, 60'}

If you need to
track both
employer and
employee
contributions
for items
such as
National
Insurance,
use the same
payroll
liability

account for both.

For each pay period, you record every deduction from a pay cheque and every payroll-related expense in Quicken as a transfer of a negative amount from your business current account to a payroll liability account.

Later, you pay the taxes deducted 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 will decrease by the amount that you pay.

Note that you should have a payroll liability account for each

company payroll expense subcategory that you created. Each account must have a unique name, different from the names of any of your categories or subcategories (for example, "Payroll-NI" versus "Comp NI").

Writing a payroll cheque

To write payroll cheques, use splits to list the deductions from each employee pay cheque. Also use pairs of split entries to track your accrued liability for employer payroll taxes as transfers to liability accounts. In this way, as you record each transaction, Quicken keeps track of all deductions and tax liability for your payroll tax reporting.

From the Activities menu, choose To help calculate employee earnings, deductions from employee

e Use
Calcul
ator.

earnings and
employer payroll
taxes, use the
calculator.

**1 Open the
current
account you
write payroll
cheques from.**

Or
press
Ctrl+
W

**2 From the
Activities
menu, choose
Write
Cheques;
start a new
cheque by
filling in the
date and the
employee
name.**

**3 Click Splits to
split the
transaction.**

**4 Categorise
the first line
of the split as
Payroll:Gross
and enter the
gross
compensation
as a positive
amount.**

**5 On the next
lines of the
split, choose
the deduction
liability
accounts
from the drop-
down
Category list
(near the end
of the list).
Enter the
amount of
each
deduction as
a negative
amount.**

In this way,
you do not
pay these

amounts to the employee, but instead record liabilities that you must pay later.

```
{ewc VERMONT1,  
DBB001,  
'bupayck1.bmp,  
65'}
```

6 After entering your liabilities, leave the next few lines blank, except type a hyphen in each Memo field.

Typing a hyphen in the Memo field ensures that Quicken does not automatically close up the blank lines.

- If you have VAT-tracking turned off for this account, enter the next line of information on line 17.

- If you have VAT-tracking turned on for this account, enter the next line of information on line 9.

7 Assign line 17 (or 9) of the split to the category Payroll:Comp NI and enter a positive amount.

This amount is your company's

National
Insurance
contribution.

- 8 On the next line of the split, enter the name of the Payroll NI liability account and enter a negative amount.**

This item increases the total tax liability in your Payroll-NI account.

Repeat for any other employer costs. These paired items offset each other, and the net effect on the employee pay cheque is zero. What you are doing is recording your tax liability at the time you write the pay cheque, but transferring the amount to a separate liability account to be paid later.

```
{ewc VERMONT1,  
DBB001,  
'bupayck3.bmp,  
65'}
```

```
{ewc VERMONT1,  
DBB001,  
'bupayck4.bmp,  
65'}
```

- 9 Click OK to**

return to the Write Cheques window.

Or press Ctrl+M

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`tip.
bm
p,
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22,
1}

- 10 (Optional) From the Edit menu, choose Memorise to memorise the pay cheque.
- 11 Click Record to record the cheque.

Entering payroll cheques in the transaction register

If you write your payroll cheques by hand, you can record them in the transaction register. The procedure is essentially the same as filling out a payroll cheque in Write Cheques.

Entering groups of payroll cheques automatically

As you enter your first batch of payroll cheques in the Write Cheques or Register

window, QuickFill adds each cheque or entry to the payee drop-down list. If an employee receives the same amount of pay in every pay period, on the next payday you can use the details just as QuickFill enters them. Otherwise, edit the memorised cheque, changing the amounts as necessary.

**Or
press
Ctrl+J**

After you have finished your first batch of payroll transactions, you can set up a transaction group of payroll cheques as follows. From the Lists menu, choose Scheduled Transaction. From the Scheduled Transaction/Standing Order window, click New. In the Set Up Scheduled Transaction/Standing Order window, click Group. Now you can give a name to your payroll group, enter information about dates and about which of your accounts should be debited, and finally assign each of your employees to the new group.

**{ew
c
VE
RM**

At the end of each pay period, Quicken will write the cheques and

ON enter the payroll
T1, transactions
DB automatically, if
B00 that is the option
3, you chose; or it
'ref. will remind you
bm that it is time to do
p, so.
7,
28_
23,
1}

Printing payroll cheques

{ew You'll probably
c want to print
VE payroll cheques
RM on payroll/voucher
ON style cheques, so
T1, that employees
DB can see their
B00 gross
3, compensation and
'ref. itemised
bm deductions. If
p, you're using
7, voucher cheques,
28_ be sure to choose
24, the correct cheque
1} style after you
choose the Print
Cheques
command.

The first 16 (or 8, with VAT-tracking turned on) lines of the split print on the voucher. If you have anything in the Memo fields of the split, the memos print on the voucher. However, you can control whether the category and transfer account names print on the voucher. From the Edit menu, choose Preferences and

click Cheques.
Select the Print
Categories on
Voucher cheques
checkbox if you
want the category
and transfer
account names to
print on the
voucher. Clear this
checkbox if you
don't want them to
print.

Increasing payroll tax liability with transfers

When you write a
payroll cheque,
Quicken subtracts
the deductions
you enter for items
such as PAYE and
National
Insurance from
the gross pay.
When you record
the cheque, each
of the deductions
you entered as a
negative transfer
creates an
increase in the
appropriate payroll
liability account.

In the following
example, Quicken
deducts the
income tax
withheld from the
gross pay and
creates a transfer
that increases the
balance due in the
Payroll-PAYE
liability account by
£206.34.

```
{ewc VERMONT1,  
DBB001,  
'bupayck5.bmp,  
65'}
```



```
{ewc VERMONT1,  
DBB001,  
'bupayck6.bmp,  
50'}
```

When you review the register for each payroll liability account, the Ending Balance (or Current Balance, if Quicken shows one) 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 pensions or National Insurance can come from either employee or employer.

Paying payroll taxes owed

When you write a cheque to pay for items deducted from the payroll, write it from your current account and enter the name of the liability account in the category field. When you record the cheque, Quicken automatically enters a decrease in the liability

account.

For PAYE and National Insurance payments, you can use splits to combine both payments into one cheque if you want.

```
{ewc VERMONT1,  
DBB001,  
'bupaytx1.bmp, 65'}
```

{ewc VERMONT1,LINE,'0,1,0,0,0,75,0,20}

Initial settings for this report (based on the summary report)

{ewc VERMONT1,LINE,'0,1,0,0,0,75,0,20}

Row headings **Category**
:

Column headings **Payee**
:

Organisation: **Income and expense**

Accounts to report on: **All accounts**

Transfers: **Include all**

Matching: **Category Contains 'PAYROLL'**

{ewc VERMONT1,LINE,'0,1,0,0,0,75,0,20}

Filling in your end of year payroll form

Once you have written payroll cheques, you can run the Quicken payroll report to get most of the numbers you need

to fill in your end of year payroll tax form. From the Reports menu, choose Business, then choose Payroll.

Note that the Quicken payroll report works only if you have set up your accounts and categories as described in this chapter. The report filters your transactions to include only those categories and transfers beginning with the word "Payroll."

In the payroll report, the TRANSFERS FROM columns show total increases in your accrued payroll liabilities over the report's time period for each employee. For example, each time you record a pay cheque, Quicken automatically transfers the National Insurance contribution amount from your current account to the Payroll-NI account, where it increases the balance you owe.

The TRANSFERS TO columns show total payments you have made to pay off your liabilities.

{ewc VERMONT1,
DBB001, `28-
1.bmp, 65'}

. 29

Tracking Value Added Tax

[How Quicken
tracks VAT](#)

[Enabling VAT-
tracking](#)

[Setting up your
VAT rates](#)

[Assigning a VAT
code to each
category](#)

[Entering your
business
transactions](#)

[Creating VAT
reports](#)

[Paying VAT to HM
Customs and
Excise](#)

[Cash or accrual
accounting](#)

[Sale or return](#)

[Accounting
periods](#)

How Quicken tracks VAT

To the average business person, Value Added Tax is no great blessing. It requires careful

bookkeeping and clear business records. However, Quicken can lighten your load considerably, and this chapter shows you how.

(Quicken's VAT features can be used in any country with a similar kind of goods tax. The tax may go by a different name—IVA, for example—but you can make use of Quicken's VAT bookkeeping aids just as described here.)

If you have read the preceding chapters in this manual about using Quicken to keep your business accounts, you are ready now to see how Quicken does much of the VAT spadework for you. Quicken helps you in two ways:

- With your day-to-day bookkeeping. For each item you buy or sell, Quicken automatically calculates the VAT to be paid or collected and records the amounts in your transaction register. Print out the register and you have your sales and purchases day books (you don't *need* to keep day

books by hand any more!).

- With your records and VAT returns. Quicken tracks the total VAT paid and VAT collected for each period. At the end of each period, Quicken summarises your business figures, including VAT totals, in special easy-to-read reports. Quicken even gives you the figures you need to fill in your VAT returns.

You can use accrual accounting (the "normal" method) or cash accounting to record your business transactions. Quicken's VAT features work with either accounting method. This chapter advises you on how to set up your Quicken accounts for either method.

The theory of VAT (briefly!)

Value Added Tax (VAT) is quite simple in principle. When you purchase supplies for your business, the vendor charges you VAT at a standard rate and adds that to your bill. When you sell goods, you similarly charge VAT and add that to the

customer's bill. The difference between the VAT you charge and the VAT you pay must be declared on your VAT return and paid to HM Customs and Excise.

That's about all the VAT theory we shall cover. This chapter does not attempt to teach you the law regarding VAT, or your obligations as a business owner. You must already know those. This chapter explains how Quicken's automated VAT features can take most of the work out of your VAT bookkeeping duties.

Quicken calculates the VAT for you

Quicken tries to automate your data entry as much as possible.

When you enter a sale or purchase transaction in your current account register, Quicken can automatically split the amount into the net and the VAT portion. Quicken splits or itemises this information in the Splits window. When a transaction has

been split in this way, Quicken displays the word Splits in the category field in the register.

A VAT code by each item in the Split window shows you whether VAT is being charged at the standard rate, or at the zero rate, or if the transaction is exempt from VAT. If necessary, you can change the tax percentage rates assigned to each VAT code in a special table, the VAT table.

You can enter the VAT code manually for each item, but Quicken can automate that process too.

When you enter a transaction, Quicken looks at the category you specify. Because each category in your category list already has a VAT code assigned to it, Quicken automatically inserts the right VAT code.

For example, you enter a payment of £235 in your register and specify the category paper. By checking the VAT code for the category Paper, then looking in the VAT table,

Quicken calculates that £35 of the bill is due to VAT. The split transaction immediately shows you the figures already broken down.

```
{ewc VERMONT1,  
DBB001,  
`vatable.bmp, 65'}
```

For this feature to work effectively, your categories must be set up correctly with the appropriate VAT codes. This chapter shows you how to do that.

If, in exceptional cases, Quicken does not show you the correct VAT amount, you can easily override the calculation by entering a different VAT code, or by entering the true VAT amount manually.

Quicken tracks your VAT totals

Each time you record a business transaction, Quicken keeps track of the VAT amount involved. It does this by transferring the VAT amount to a separate Quicken liability account called `VAT

Control" that Quicken creates for you. VAT outputs (VAT charged on sales) are recorded as increases in your liability, and VAT inputs (VAT paid on purchases) are recorded as decreases. The balance of the VAT Control account shows your total VAT liability at any time.

The transfers are not apparent as normal Quicken transfers in the Splits window, but occur "behind the scenes". Quicken automatically creates the transfer whenever a split transaction line contains a VAT code.

```
{ewc VERMONT1,  
DBB001,  
`vatreg.bmp, 65'}
```

```
{ewc  
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VE  
RM  
ON  
T1,  
DB  
B00  
3,  
`ref.  
bm  
p,  
7,  
29_  
1,1'  
}
```

With all your business transactions recorded in this way, you can then use special Quicken reports to show your VAT figures for each accounting period.

If you run more than one business: Quicken keeps only one VAT Control account for each Quicken file. All VAT liabilities

resulting in the Quicken file are recorded in that one account. If you run several businesses, therefore, and each business must be reported separately to the VAT office, you must set up a separate Quicken file for each business. In that way, Quicken reports on the VAT separately for each business.

Note that if your businesses use "group registration," you should track them in the same Quicken file to consolidate the figures for one VAT return.

Some preliminary decisions

It is important, before you start keeping accounts for your business, to decide whether you are going to use the cash or accrual system of accounting, or a combination. You must also think about some special accounting situations which may affect your business, such as sale or return. In Quicken, you will turn VAT-tracking

on for some accounts and leave it turned off for others. The choice of which accounts should have VAT-tracking turned on depends on which accounting system you will use. You should read carefully the section on "[Cash or accrual accounting](#)" later in this chapter, and consult your accountant if you are not sure how to proceed.

Steps for setting up

When you have decided which accounting system is best for your business, you must set up Quicken's VAT-tracking features to work in the right way. To ensure that Quicken's VAT calculations are correct as often as possible, you need to check and, if necessary, modify Quicken's VAT setup:

- 1 Make sure VAT-tracking is turned on for the accounts in which you will record VAT.**
- 2 Check the VAT table entries.**

Quicken's tax percentage rates are set up correctly for the United Kingdom at the time this software is released. But if the VAT rates change, or if you are using Quicken outside the UK, you must modify the table entries accordingly.

3 Check the VAT code assigned to each category in your category list.

Quicken's preset business category list comes with VAT codes already assigned. We recommend you check through these code assignments, particularly if Quicken does not seem to calculate VAT correctly for your business. Whenever you modify or add to your category list, you should specify a VAT code that

matches the appropriate rate defined in the VAT table.

Each of these steps is described in detail next.

Enabling VAT-tracking

You can turn VAT-tracking on or off for each account in your Quicken file. When it is turned on, the Splits window includes fields for the VAT code and VAT amount. With VAT-tracking turned off, the window does not contain these fields and Quicken does not automatically calculate VAT for you.

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`ref.
bm
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2,1'
}
You need to turn VAT-tracking on for each account in which you want to record VAT amounts. If you use cash accounting, these are probably only your current bank accounts. If you use accrual accounting, these are probably only your Accounts Payable (A/P, or Purchase Ledger) and Accounts Receivable (A/R, or Sales Ledger) accounts, but may

also include your current account.

For a more detailed discussion of how to set up your Quicken accounts, see "[Cash or accrual accounting](#)".

Turning VAT-tracking on or off for an account

- 1 From the Lists menu, choose Account to display the list of accounts.**
- 2 Select the account and click Edit. In the Edit Account Information window, select the checkbox Track VAT to turn VAT-tracking on, or clear the checkbox to turn VAT-tracking off.**

(If you have already made some entries in the account, they will not be affected.)

{ewc VERMONT1,
DBB001,
`vatacct.bmp, 45'}

- 3 Click OK.**

You can

quickly see in your account list which accounts have VAT-tracking turned on: these accounts have a "(V)" after their Type.

```
{ewc VERMONT1,  
DBB001,  
`vacclist.bmp, 55'}
```

As soon as you turn VAT-tracking on for any account in your file, this happens:

- The Category & Transfer list shows the VAT code for each category. (If you don't see it initially, expand your category list to the right.)

When you first enter a transaction with VAT:

- Quicken creates a VAT table to store the VAT percentage rates.
- Quicken creates a VAT Control account for tracking your VAT liability.

Quicken creates a table of VAT rates and a VAT Control account separately in each Quicken file.

Setting up

your VAT rates

The VAT table lists the various VAT percentage rates for your country, and the Quicken VAT code that designates each rate. For the UK, there are currently three VAT classifications: exempt (0%), zero (0%) and standard (17.5%).

If the VAT rates ever change, change the entries in the table. Do this on the day the rates officially change. If you will use Quicken outside the UK, you must enter the correct VAT percentage rates in the VAT table now. (Quicken stores a separate VAT table for each Quicken file. If you have several files, to track several businesses, remember to access the table in each file and change the rates separately in each VAT table.)

Entering VAT rates in the VAT table

- 1 From the Lists menu, choose VAT Table.**

The table lists ten VAT

codes and allows you to enter a percentage rate and a description for each. You probably need to use only some of these codes. The table is initially set up for the UK, and uses only three VAT codes: E, Z and S.

```
{ewc VERMONT1,  
DBB001,  
'2vtttable.bmp, 62'}
```

Note that N is a special code you apply to transactions that are not VAT-related, but that you must still include on your VAT return. For example, if you buy equipment from a supplier who is not VAT-registered, you must still declare the value of the purchase. Use the code N for the transaction to ensure that the transaction is included in the VAT reports.

- 2 **Fill in or modify the fields in the VAT table, then click Done.**

Assigning a VAT code to each category

The VAT code is what tells Quicken how much VAT to calculate for each payment or deposit you enter. To automate VAT calculation as much as possible, you need to assign the correct VAT code to each category in your category list.

If you selected Quicken's list of standard business categories when you first created your Quicken file, your categories already have VAT codes assigned. These preset assignments are shown in the Category & Transfer list. You should display this list and check through the assignments to make sure they are correct for your business.

If your Category & Transfer list does not show a VAT

```
{ewc VERMONT1,  
DBB001,  
'vate_lst.bmp, 45'}
```

column, either you have not turned VAT-tracking on for any accounts, or you need to resize your window to see the VAT column at the right.

For example, the list above shows that the category Ads (Advertising) has been given the VAT code S. The VAT table (see [the illustration under "Setting up your VAT rates"](#)) shows that this code corresponds to the standard VAT rate of 17.5%. If you normally pay 17.5% VAT on your advertising bills, the assignment is correct. Otherwise, you must change or delete the VAT code assignment.

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DB

Please remember that this mechanism is to enable Quicken to calculate the right VAT amounts most of the time.

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`ref.
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7,
29_
3,1'
}

You can always override Quicken's calculations for those exceptions when a different VAT rate applies to a payment or deposit.

Whenever you add a new category to your category list, remember to specify the VAT code at the Set Up Category window if the category describes VAT-related transactions. For example, if you create the category Wood Supplies, you probably need to enter the VAT code S at the Set Up Category window.

Assigning a VAT code to a capital equipment account

If you track fixed assets such as capital equipment (machines, computers, presses and so on) in a Quicken asset account, you should assign a VAT code to this account itself. Then, whenever you purchase equipment and record the purchase with a transfer to your asset account,

Quicken can calculate the VAT you paid, and the VAT will be included in your reports.

- 1 From the Lists menu, choose Category & Transfer.**
- 2 Highlight the account to which you want to assign a VAT code and click Edit.**
- 3 Select a VAT code from the drop-down list and click OK.**

```
{ewc VERMONT1,  
DBB001,  
`vatcoded.bmp, 40}
```

Entering your business transactions

Quicken does everything possible to make data entry easier for you.

When you enter a payment or receipt into your records, you need to record both the net cost of the items or services and also the VAT amounts involved. Quicken takes over this chore from you. When Quicken detects

that a transaction is VAT-related, it automatically calculates and displays the VAT. If you entered the gross cost including VAT, Quicken separates the figure into net plus VAT. Or you can enter the net cost and Quicken calculates the VAT to be added. You can override Quicken's calculations any time you like, but this should rarely be necessary.

(If you have not yet thought about cash and accrual accounting systems, you should do so before using Quicken. You must check your Quicken setup carefully if you want Quicken's VAT automation features to work accurately. See ["Cash or accrual accounting"](#).)

Entering VAT in the Splits window

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`ref. When you enter a transaction in your transaction register or at the Write Cheques screen, Quicken checks the category you enter. If the category has a


```
bm VAT code
p, assigned to it,
7, Quicken
29_ automatically
4,1' opens the Splits
} window when you
record the
transaction and
shows the VAT
amount on the first
line of the split.
```

```
{ewc VERMONT1,
DBB001,
`vatsplts.bmp, 65'}
```

If your transaction contains several items, you can use the lines of the split to enter the details of each item. We recommend that you enter the category first, as this is the key to Quicken's VAT calculation. Then you can enter the net cost in the Net Amount field and let Quicken calculate the VAT amount.

```
{ewc VERMONT1,
DBB001,
`vatspled.bmp, 65'}
```

Editing the Splits window

If you change information in a field of the Splits window, Quicken responds as soon as you Tab from the field:

- When you enter or modify the category, Quicken displays the corresponding VAT code.

- If you change the VAT code, either directly or by changing the category, Quicken recalculates the VAT amount.
- Whenever you change the net amount, Quicken recalculates the VAT amount.
- You can edit a VAT amount at any time. Quicken does not adjust the net amount.

You may prefer an alternative method of entry:

- If you prefer to enter gross amounts (including VAT), enter each amount in the Net Amount field then, before leaving the field, click the Split VAT button. Quicken divides the amount into net cost and VAT. Clicking the Combine button reverses this action, combining the net and VAT into the gross again.

Using the Splits buttonbar

In the splits window, you can click any of these buttons:

In addition, don't forget the Adj Tot button at the

```
{ewc VERMONT1,
DBB001,
`vatbuttn.bmp, 65'}
```

bottom of the window, which recalculates the transaction total.

The importance of categories:

Quicken knows whether you are entering outputs (sales) or inputs (purchases) by the category you enter. An income category denotes an output, and an expense category denotes an input.

Quicken uses the categories to collect figures for the VAT reports, so it is very important to select the correct category for each item. If no category in Quicken's category list fits the transaction, add a new category to the list and specify it to be an income category or an expense category.

The importance of VAT codes:

Quicken's VAT reports gather figures from only those transactions for which you have entered a VAT code. So, to

exclude a transaction from the VAT report totals, make sure the VAT code field is blank. In particular, do not enter a VAT code for wages and salaries, dividends, insurance claims and other transactions that should not be reported on your VAT return. Enter the VAT code N for any transactions completed with non-VAT-registered traders; in this way, those transactions are included in the report totals.

Entering miscellaneous amounts

Occasionally you may need to record a VAT output or VAT input amount even though no money has changed hands. Examples are:

- To claim VAT relief for bad debts.
- To declare the VAT due on the cost of a business gift to a client. (If the gift cost you more than £10, VAT is due even though you have made no sale.)

In such cases, do not record the

transaction directly in the VAT Control account (because if you do, it will not be included in the VAT reports). Instead, make an adjusting entry in your current account. Use a split transaction to enter two lines whose net effect on the current account is zero.

Fuel scale

charge: If you claim VAT on petrol used both for business and personal use, the net cost of the petrol, as well as the VAT, needs to be shown in your VAT accounts. Make an adjusting entry in your current account. In this case, use a split transaction to enter three lines whose net effect on the current account is zero. For example, to enter a fuel scale charge of £22.34:

```
{ewc VERMONT1,  
DBB001,  
`vatfuel.bmp, 65'}
```

Making arithmetic adjustments to your VAT balance

You may occasionally need to make an adjustment to your

VAT balance, for example to account for a discrepancy in a VAT repayment. Make such an arithmetic adjustment directly in the VAT Control account. In this way, the adjustment will not show on your VAT reports.

- 1 From the Lists menu, choose Account to display your account list.**
- 2 Choose the account VAT Control.**
- 3 In the register of the VAT Control account, create a new transaction. Enter the VAT amount in the Increase field for VAT that is payable or in the Decrease field for VAT that is deductible.**

Remember that this account is a liability account. The higher the balance, the more VAT you owe to HM Customs and Excise.

4 Click Record to record the transaction.

You will notice that this account shows you a running balance of your total VAT payable. We recommend that you create VAT reports, however, for a more complete picture of your VAT liability.

Creating VAT reports

You have entered all your business transactions into Quicken's accounts, and have been careful to record the VAT amounts at the correct "tax points" (that is, at the invoice or the payment stage, depending on whether you are using accrual or cash accounting).

Now Quicken can create complete and useful reports to show your VAT situation.

Quicken offers two VAT reports:

- VAT detail report. This shows a complete list of all your VAT-related

p,
7,
29,
5,1
}

business transactions. It includes the net, VAT and gross amounts for each item recorded with a VAT code in your Quicken register.

- **VAT summary report.** This summarises your business and VAT figures for the accounting period (similar to a "VAT account" record). It also shows you the figures you need for your VAT return.

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6,1
}

The VAT detail report is an exploded version of the VAT summary report. Your VAT inspector will probably want to see the VAT summary report first. You can then cross-refer to the detail report to investigate specific transactions if necessary. Also, don't forget the QuickZoom feature, which quickly lets you "zoom in" on the details that make up the figures in the summary report.

{ew
c

Note: The VAT reports

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work with
accrual or
cash
accounting.
Whether you
use accrual
accounting
or cash
accounting,
or even
aspects of
each,
Quicken's
VAT reports
are
programmed
to collect
the correct
figures from
the
appropriate
accounts.
But... you
must have
followed the
data entry
rules
described in
this chapter
for your
reports to
give you
accurate
figures!

Creating a VAT detail report

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8,1'
}

- 1 From the Reports menu, choose Business and then choose VAT Detail.
- 2 Enter a date range.
Usually, you will enter a date range that covers the current

VAT quarter.
If you make no changes, Quicken uses the title "VAT Detail Report By (period)" and covers the whole year up to today.

You can click Customise to subtotal the report by category.

- 3 From the Customise VAT Detail Report window, select a period to Subtotal By and click OK to generate the report.**

Creating a VAT summary report

- ```
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DB
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`ref.
bm
p,
7,
29,
9,1'
}
```
- 1 From the Reports menu, choose Business. Then choose VAT Summary.**
  - 2 Enter a date range that covers the current accounting period.**  
  
If you make no changes, Quicken uses the title "VAT Summary Report By (Period)" and

covers the whole year up to today.

- 3 Click Customise and choose a subtotalling period, then click OK to generate the report.**

The VAT detail report lists all your VAT-related business transactions.

{ewc VERMONT1, DBB001, `fig32-1a.bmp, 65'}

The report is divided into outputs and inputs. This report is subtotaled by month, but you can choose any other period you want.

Each line of a split transaction is listed separately.

{ewc VERMONT1, DBB001, `fig32-1b.bmp, 65'}

For each month (or

{ewc VERMONT1, DBB001, `fig\_32-2.bmp, 65'}

whatever period you specified), the VAT summary report shows your net outputs and inputs at each of the VAT rates. It also shows your net total and VAT total.

The outputs and inputs figures for all VAT rates other than Exempt Zero-rated and Standard, if you used any, are summed in a Net Other column.

## **Filling in your VAT return**

The VAT summary report gives you the figures you need for filling in

your VAT return (valid for United Kingdom traders only).

**Important:**  
**Quicken's VAT reports are designed to work with the accounting methods described in this chapter. If you follow the data entry rules given here, the reports should give you the exact figures to transfer to your VAT return form, without any need for adjustment. Because you set up your categories with the correct VAT codes, and because you checked that each transaction showed the correct VAT code when you recorded it, the reports include only those transactions that contribute to your VAT return. In particular, the reports exclude wages, PAYE and National Insurance contributions, dividends, loans and gifts of money, insurance claims, Stock Exchange dealings and capital payments into or out of**

**your business. This is because you left the VAT code field blank for such transactions. The reports include dealings with non-VAT-registered traders because you entered the VAT code N for these transactions. (The outputs and inputs for such transactions would show in the report in a column headed Net Other.)**

### **VAT on trade with the EC**

Quicken's standard VAT reports do not give you the figures directly for the boxes of the VAT return which concern sales to and purchases from other EC (European Community) countries. Essentially, your VAT office will want to know the value of all your sales and purchases to and from the EC, and the amount of VAT that would have been involved if the same trade had taken place in the UK.

If you need to enter these figures, we

recommend you use Quicken in the following way.

- 1 Use VAT codes 1 and 2 for transactions with other EC countries. (See "[Setting up your VAT rates](#)".) Leave the percentage rate for these codes at 0.00.**
  - Use VAT code 1 for all sales to EC countries, and for purchases which would be exempt from VAT in the UK.
  - Use VAT code 2 for EC purchases which would involve VAT in the UK.
- 2 Create a VAT summary report.**
- 3 Use the figure on the report for "Net OUTPUTS VAT code 1" for box 8 on your VAT return.**
- 4 Use the combined figures for "Net INPUTS VAT code 1" and "Net INPUTS VAT code 2" for box 9 on your return.**
- 5 Finally, to get the**

**figure for  
the "virtual"  
VAT payable  
on EC  
purchases,  
multiply the  
figure for  
"Net INPUTS  
VAT code 2"  
by .175  
(=17.5%)**

## **Keeping records**

The VAT office requires you to keep records for six years. We recommend that you regularly print out VAT detail reports and keep these as a permanent paper record. Also keep your printouts of your VAT summary reports.

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As far as your computer files are concerned, Quicken never deletes any records from its registers unless you instruct it to, so there is no reason why you cannot keep six years' worth of records in your current file. If, however, your file becomes too big (you may see an error message regarding memory), you can close the accounts on your earlier accounting periods to reduce the file size.



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11,  
1}

In any case, be sure to protect your business data by making regular backups of your Quicken file.

If you enter several transactions into Quicken each day, you may want to make daily backups.

## **Paying VAT to HM Customs and Excise**

When you write a cheque to HM Customs and Excise for the tax you owe, write it from your current account and enter [VAT Control] in the Category field. When you record the cheque, Quicken enters an automatic decrease in the VAT liability account. For example:

```
{ewc VERMONT1,
DBB001,
`vatpaymt.bmp, 50}
```

The decrease entered is simply another transaction added to your register. Previous transactions remain in the register so that in

the event of an audit, you can still create reports which will quickly substantiate your return.

You can find out what you owe to HM Customs and Excise by creating a VAT summary report.

If you reclaim VAT, record the deposit in your current account transaction register and enter [VAT Control] in the Category field. Quicken records an increase in your VAT Control account equal to the amount you receive.

## **Cash or accrual accounting**

Quicken can accurately track your VAT obligations whether you use cash accounting or accrual accounting or even a mixture of each. But before you start to set up Quicken to track VAT for your business, you should carefully consider which system is the right one for you. You will then know which of your accounts should

have VAT-tracking turned on.

The previous three chapters of this manual gave advice on how to set up your accounts in Quicken for either method. This section now shows you when and in which accounts you should enter VAT in order to comply with the accounting method you have agreed with your local VAT office. We describe three different accounting methods:

- Accrual accounting (the "normal" method)
- Cash accounting (not normally used)
- Accrual accounting, but with cash accounting in respect to your VAT reporting.

The important difference between these systems (as far as VAT is concerned) is the "tax point" the date at which you become liable for VAT payable or VAT deductible. This is the date at which you must record VAT in the VAT amount field of the Splits window in Quicken.

**UK traders: Ask**

**your accountant or local VAT office which method of accounting is best for your business.**

Accrual accounting is the most common method of accounting and is based on the issue and receipt of invoices, not on the date money changes hands. You track your sales in an asset account (called A/R for Accounts Receivable, or you can name it Sales Ledger if you prefer) and your purchases in a liability account (called A/P for Accounts Payable, or Purchase Ledger if you prefer).

Similarly, your VAT "tax point" is the date you issue or receive an invoice. From this follows a very important rule for complying with VAT office requirements:

- Record the VAT portion of each transaction in your A/R and A/P accounts when you record the invoice. Do not record VAT in your current account when you later make or receive payments for invoices you have already recorded.

{ew Make sure that

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VAT-tracking is turned on for your A/R and A/P accounts. You do not normally need to turn VAT-tracking on for your current account. However, there are some circumstances in which VAT-tracking must be turned on for your current account as well - for instance, if your business operates on a "sale or return" basis. See ["Sale or return"](#).

Each business transaction usually involves two steps to keeping your books complete, as described below.

- 1 When you issue (or receive) an invoice, record the transaction in your A/R (or A/P) account. Enter the gross amount, including VAT, in the register. Enter a category and click Record.**

Quicken automatically opens the Splits window and shows you the total broken down

into the net and VAT amounts. (If for any reason you do not want the Splits window to open automatically, you can turn this feature off in the General Preferences window.)

For example:

```
{ewc VERMONT1,
DBB001,
'vatacrul.bmp, 65'}
```

- 2 When money later changes hands, you can record the transaction in your current account. Transfer the gross amount (including VAT) to your A/R or A/P account.**

For example:

```
{ewc VERMONT1,
DBB001,
'vatacru2.bmp, 60'}
```

(For accrual accounting, you probably will not have VAT-tracking turned on in your current account, but if you do, make sure that Quicken

does not split the gross into net and VAT in the Splits window. VAT must not be transferred to your VAT Control account at this stage.)

The following diagram illustrates these points. Note that VAT is transferred to the VAT Control account at the invoice stage and not at the payment stage.

{ewc VERMONT1,  
DBB001,  
`vatacu3.bmp, 65'}

**Caution:** With the accrual accounting method, be careful in which accounting quarter you record the invoices you receive. Quicken's VAT reports collect figures for a specified time period, usually your accounting quarter. Once you have reported on a quarter and sent in your cheque to HM Customs and Excise for that quarter, do not enter any further dates in that quarter in Quicken. If you do, Quicken will not find them for its future reports.

For example, let's say your quarter ends on March

31st. On April 4th you run your Quicken VAT reports for the quarter just ended, read the figures and send your cheque off. Then, the next day, you receive an invoice dated March 29th. When you record this invoice in your Accounts Payable account, do not enter the invoice date of March 29th—instead enter a date of April 1st or later. You could enter the date that you receive the invoice—April 5th. That way, Quicken will include the transaction in the reports you run for the quarter April to June.

**Variation:  
accrual  
accounting  
with no  
Accounts  
Payable**

Many people do not use an A/P (Accounts Payable) account, but instead record payments as they make them from their current account. In this case, you need to turn VAT-tracking on for your current account, and record the VAT amount for each



transaction in the Splits window. In effect, you are using accrual accounting for your outputs and cash accounting for your inputs. Be aware that, from the taxation point of view, this may not be the most advantageous way of accounting—we recommend that you get advice from your accountant and consider switching to a full accrual accounting system or a full cash accounting system if possible.

**Caution:** Be careful that, with VAT-tracking turned on for your current account, you do not record VAT amounts on receipts from sales. If you record the sale as a transfer to your A/R account, this should not occur.

## **Cash accounting**

Cash accounting is a straightforward system based on payments into and withdrawals from your current account. You record transactions only when money changes hands. Make sure that VAT-tracking is turned on for your current account(s)

and record the VAT amount in the Splits window whenever you enter a transaction in your current account. For example:

```
{ewc VERMONT1,
DBB001,
`vatcash1.bmp, 65'}
```

The following diagram summarises the cash accounting *method* for an output transaction (a sale).

```
{ewc VERMONT1,
DBB001,
`vatcash2.bmp, 65'}
```

```
{ew
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VE
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ON
T1,
DB
B00
3,
`ref.
bm
p,
7,
29_
13,
1}
```

**Important:**  
**We recommend that, with cash accounting, you do not keep A/R and A/P accounts. Otherwise, Quicken may show inaccurate figures in VAT reports. If you do use an A/R or A/P account, exclude them from your reports by choosing Accounts at the Customise window. Also, make sure that no VAT is recorded separately when you enter transactions in the A/R or A/P account. The safest way to ensure this is to turn VAT-tracking**

**off for those accounts.**

## **Cash and accrual accounting**

Some users maintain an accrual accounting system for their business records, but have a cash accounting scheme with their local VAT office.

Quicken can handle this setup. The rules to follow are:

- Turn VAT-tracking on for your current account and off for your A/R (Accounts Receivable) and A/P (Accounts Payable) accounts.
- When you issue or receive an invoice, record the transaction in your A/R or A/P account, but do not include the VAT amount. Enter the net amount only.
- When you later receive or make payments for invoices you have already recorded, use the Splits window in your current account to record both the net and the VAT. In the Category field, enter a transfer to your A/R or A/P account. In this way, the net amount cancels out the figure you entered previously in the A/R or A/P.
- When you create VAT reports,

choose Accounts at the Customise VAT Report window and exclude your A/R and A/P accounts. This ensures that Quicken collects the sales and purchases figures from your current account. If you want, you can memorise these reports with the A/R and A/P accounts excluded.

In this example the gross amount of the invoice is £500.

```
{ewc VERMONT1,
DBB001,
`vathy1.bmp, 65'}
```

```
{ewc VERMONT1,
DBB001,
`vathy2.bmp, 65'}
```

When you run A/P by Vendor and A/R by Customer reports with this accounting method, the reports show only the net figures without VAT.

## **Sale or return**

This section describes how to enter transactions into Quicken if you operate your business on a "sale or return" basis. If sale or return does not apply to you,

please skip this section and continue reading at ["Accounting periods"](#).

Sale or return means that you supply goods to your customer with the understanding that they may return all or some of the goods and only pay you for the goods they keep (or are able to resell).

## **Accrual accounting**

In the accrual accounting system, you enter two transactions in Quicken: the sale and the returns. The sale is of the original shipment of goods. When part of the shipment is returned, you enter the returns in Quicken as a negative sale. This reduces your overall output figures, both for the net amount and the VAT amount.

In this case, you should turn VAT-tracking on for both your A/R (Accounts Receivable) account and your current account (see ["Enabling VAT-tracking"](#)).

### **1 When you**

send out the goods, record the full invoice amount, including VAT as a separate amount, in your A/R account. For example:

In this example, the trader supplies 50 magazines to a newsagent at £1 each. He records the supply of all 50 magazines in his A/R account.

{ewc VERMONT1,  
DBB001,  
'vatrtns1.bmp, 65'}

- 2 When your customer returns part of the order, enter a two-line split transaction in your current account. On the first line, transfer the total amount of the original invoice to the A/R account, to cancel out the value of the original

**entry in that account. On the second line, enter the value of the returned goods as a negative sale, with VAT added separately. For example:**

{ewc VERMONT1,  
DBB001,  
'vatrtns2.bmp, 65'}

The simplest way to enter the correct data is:

- a. Enter the amount actually received in the Deposit field in the register.
- b. Enter a transfer to your A/R account (for example , [AR]) in the Category field.
- c. Open the Splits window, and edit the net amount on the first line to show the total

value of  
the  
original  
shipment.

Quicken  
calculates the  
gross value  
of the returns  
and enters it  
in the Net  
Amount field  
of the second  
line.

- d. Enter  
the  
income  
category  
on the  
second  
line, with  
the  
correct  
VAT  
code.  
Click the  
Split  
VAT  
button to  
divide  
the  
amount  
into net  
plus  
VAT.

**Important:  
Use the  
same  
income  
category (in  
this  
example,  
Magazines)  
in both  
transactions**

## **Cash accounting**

If you are  
operating cash  
accounting, or if  
you don't issue a



tax invoice until the goods are returned with part payment (in effect, you are operating cash accounting for your outputs), the transaction entry is straightforward. Simply enter the transaction in your current account, including the VAT portion. Make sure that VAT-tracking is turned on for your current account so that the VAT is displayed separately in the VAT Amount field. Enter only the amount of goods you receive payment for.

### **Cash and accrual accounting**

If you use accrual accounting for your normal business records, but are on the cash accounting scheme with your VAT office, record the VAT amounts at the payment stage and not at the invoice stage.

First, prepare your Quicken system as follows:

- In the Category & Transfer list, select your [A/R] account and click Edit. In the Edit Usual VAT Code window, enter the code for the

standard VAT rate. Quicken will apply VAT to A/R account transfers.

- In the account list, select your A/R account and click Edit. In the Edit Account Information window, clear the Track VAT checkbox. You don't want to track VAT in your A/R account. Click OK.

- In the same way, make sure that VAT is turned on for your current account (put a tick in the Track VAT checkbox).

Then enter a complete sale or return transaction like this:

- 1 When you send out the goods, record only the net value of the shipment in your A/R account. Do not include VAT.**
- 2 When your customer returns part of the order, enter a split transaction in your current account. On the first line, transfer the net amount of the original invoice to the A/R account, to cancel out**

**the value of the original entry in that account. Also record the total VAT for the invoice. On the second line, enter the value of the returned goods as a negative sale, again with VAT recorded separately as shown below:**

```
{ewc VERMONT1,
DBB001,
'vatrns3.bmp, 65'}
```

A simple way to enter the correct data is:

- a. Enter the amount actually received in the Deposit field.
- b. Enter a transfer to your A/R account (for example, [AR]) in the Category field.
- c. Open the Splits window, and edit the net

amount  
on the  
first line  
to show  
the net  
amount  
of the  
original  
shipmen  
t.  
Quicken  
calculate  
s the  
VAT on  
the  
original  
shipmen  
t.

Quicken  
calculates the  
gross value  
of the returns  
and displays  
it in the Net  
Amount field  
of the second  
line.

- d. Enter  
the  
income  
category  
on the  
second  
line, with  
the  
correct  
VAT  
code,  
and click  
the Split  
VAT  
button to  
divide  
the  
amount  
into net  
plus  
VAT.

**Important:**  
**Use the**  
**same**  
**income**  
**category in**  
**both**

**transactions**

## **Accounting periods**

This final section describes how you can use Quicken to accommodate certain other methods of accounting for VAT.

### **Annual accounting**

Using annual accounting, you make nine equal monthly payments by direct debit to Customs and Excise. At the end of the year, you make a tenth payment to settle the balance of your VAT bill. Track your VAT liabilities exactly as described in this chapter, using either accrual or cash accounting.

To record your payments to HM Customs and Excise, set up a monthly standing order in Quicken, starting at the end of the fourth month of your accounting period and with a total of nine payments. After nine payments, Quicken deactivates the standing order.

Enter the tenth payment by entering the transaction directly in your current account. The following year, edit the amount and reactivate the standing order by entering 9 in the No. of Payments box.

When you prepare your annual VAT return, get the basic figures you require by creating a VAT summary report for the entire 12-month accounting period. You may also decide to create VAT summary reports more frequently for your own information. You also can create VAT detail reports as before.

## **Monthly accounting**

You can use Quicken exactly as described in this chapter if you are on a monthly accounting scheme. When you create reports, specify the correct starting and ending dates for the month in question.

## **End of period procedures**

Closing your

accounts at the end of an accounting period is not necessary in Quicken. You can run reports on any specific business period, so you don't need to separate accounting periods. Furthermore, Quicken's VAT reports do not include your payments to HM Customs and Excise, so you do not need to record these in a separate account.

# **VIII**

## ***Appendices***

[Appendix A: Modifying Quicken for your country](#)

[Appendix B: Ordering Intuit cheques and other supplies](#)

[Appendix C: Contacting Intuit](#)



# *. A Modify ing Quicke n for your country*

[Setting international options](#)

[Other ways of adapting Quicken](#)

[Terminology](#)

## **Setting international options**

This version of Quicken is designed to be used anywhere in the world. It has special options already set up for users in the United Kingdom or in Australia. But you can customise Quicken's features for use in any other country. This appendix describes what you can do to adapt Quicken to your needs.

For cheque supplies and support, see also the separate pamphlet included in your Quicken package

The main country differences are all set in one Quicken window, the International Options window.

When you install Quicken, the installation program first checks your Windows International settings in the Windows Control Panel. It looks to see what country you have set for Windows, and uses that to set the defaults in Quicken. So when you first use Quicken, it should already be set up with most of the correct options for your country.

- 1 From the Edit menu in Quicken, choose Options.**
- 2 Click the International Button.**

Choosing a country resets all the options below to their default settings, but you can then change the defaults if you want.

{ewc VERMONT1,

DBB001,  
'abroad.bmp, 65'}

Click the Spell  
Currency Unit  
checkbox if  
you want  
Quicken to  
spell out the  
currency units  
on the text line  
of the cheque.  
For example:

{ewc VERMONT1,  
DBB001,  
'intcheq1.bmp, 50'}

You can  
specify the  
spelling of the  
currency units  
(for example,  
"Francs" and  
"c") in the  
bottom two  
fields of the  
International  
Options  
window.

Clear the Spell  
Currency Unit  
on Cheques  
checkbox if  
you prefer the  
text written  
without the  
currency units,  
like this:

{ewc VERMONT1,  
DBB001,  
'intcheq2.bmp, 50'}

**3 Check that  
your country  
is selected in  
the Country  
box.**

If it is not  
selected, click  
on it now.  
However, note  
that clicking on  
a country  
resets all the

options in this window to their defaults, so you may need to check through them and make sure they are all as you want them.

- 4 **Select the options you want and click OK.**

## Other ways of adapting Quicken

Apart from setting up the International Options window as you like it, you can do the following to make Quicken work for you in your country.

### Currencies

{ewc  
VER  
MO  
NT1,  
DBB  
003,  
'ref.b  
mp,  
7,  
a\_1,1  
"} Go to the currency list and designate your local currency as the "home currency." See ["Updating the Currency List" in Chapter 15](#) for details of how to do this.

Quicken's currency list allows you to enter other currencies in your transaction registers and to set up accounts in different currencies.

### Dates and Numbers

Quicken displays dates and numbers

according to your Windows settings. To change the way they are displayed, go to the Windows International control panel:

- 1 From the Windows Program Manager, open the Control Panel and then choose the International icon.**
- 2 Set the date format and number format and click OK.**

For more details, see your Windows User's Guide.

**Note:** The Currency Format in the Windows International control panel has no effect in Quicken. To define currency symbols, go to Quicken's currency list (see [the illustration in Chapter 15](#)).

## **Categories**

Modify your category list. Quicken allows you complete flexibility in setting up and editing your own categories. Categories are used to arrange

your finances in a helpful order. If you selected one of Quicken's preset category lists when you created your file, you can add any categories you may need for use in your own country, and delete or modify such categories as Tax and its subcategories. See [Chapter 2, \*Setting up categories and classes\*](#), for a full description of how to use Quicken categories.

## **Value Added Tax**

If you use Quicken in your business and are registered for VAT where you work, you can set up Quicken's VAT automation features for use in your own country:

- 1 Make sure VAT tracking is turned on for the correct accounts.**
- 2 Enter your local VAT rates in the VAT table.**
- 3 Assign the correct VAT code to each category in your category list.**

[Chapter 29, \*Tracking Value Added Tax\*](#) gives you full details. You should read the all

of the business chapters to get a complete picture of Quicken's VAT-tracking features and to ensure that the features work accurately for your business.

## Terminology

We have tried to make both the program and the documentation understandable by English-speaking people of all countries. However, specific terms vary from one country to another. As a starting point, we have used British examples and terminology. In some cases, you may be more familiar with the American or other equivalents. Some common examples, mostly regarding taxes and investments, are given in the following table.

[ewc VERMONT1.LINE,'0,1,0,0,0,100,30,20]

| <b>British terms used in Quicken</b> | <b>Alternative terms</b> |
|--------------------------------------|--------------------------|
|--------------------------------------|--------------------------|

[ewc VERMONT1.LINE,'0,1,0,0,0,100,30,20]

|                                |                             |
|--------------------------------|-----------------------------|
| Current account                | Checking account            |
| Council tax (community charge) | Property tax<br>Local rates |
| National insurance             | FICA<br>Social security tax |
| Building society               | Similar to an               |

|                                     |                                                                        |
|-------------------------------------|------------------------------------------------------------------------|
|                                     | American<br>S&L<br>institution                                         |
| Unit trust<br>Investment trust      | Mutual fund                                                            |
| Scrip<br>issue<br>Bonus<br>issue    | Stock split                                                            |
| Equalisation trusts                 | Capital<br>gains<br>distributions                                      |
| PEP<br>(Personal<br>Equity<br>Plan) | IRA<br>(Individual<br>Retirement<br>Account,<br>roughly<br>equivalent) |
| Gilts                               | Treasury<br>bills                                                      |

{ewc VERMONT1,LINE,'0,1,0,0,0,100,30,20}



*. B  
Orderi  
ng  
Intuit  
cheque  
s and  
other  
supplie  
S*

[About Intuit cheques](#)

[Ordering Intuit  
cheques](#)

[Writing invoices with  
QuickInvoice](#)

Intuit UK offers a complete line of cheques and envelopes specially designed to work with Quicken. These meet both personal and business needs, saving you time and helping you to look professional.

The cheques brochure included in your Quicken

package describes Intuit's custom supplies and includes an order form. This appendix answers some common questions about our products. If you have more questions about cheques or if you no longer have the brochure, call our Sales phone number (listed in ["Phone numbers" in Appendix C](#)).

**Australian users:  
Please see the separate pamphlet included in your Quicken package for details of how to order cheques in Australia.**

**If you don't live in the UK or in Australia:  
Intuit regrets that we cannot supply you directly with cheques or envelopes. This is because of the diversity of laws regarding acceptable cheque styles in each country. We recommend that you arrange for a local printer in your country to supply you with cheques. Then see ["Setting international options" in Appendix A](#) to read how to define the**

**currency  
wording on your  
printed cheques.**

## **About Intuit cheques**

To take full advantage of Quicken, allow it to print your cheques. After all, Quicken already does most of the work to prepare cheques. Why duplicate work by writing cheques by hand when printing is so easy? You will save hours of valuable time, avoid clerical errors and prevent unnecessary financial hassle every month.

Intuit offers cheques for both continuous-feed printers and page-oriented printers such as laser and inkjet printers. With Intuit's patented automatic alignment system, you can easily align cheques in any continuous-feed printer.

### **Intuit's Three- Point Guarantee**

All Intuit cheques are triple guaranteed. We guarantee that:

- Your cheques

will be accepted by your bank.

- Your cheques will work with your Windows-compatible printer.

- Your cheque order will be printed exactly 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 cheques with Quicken?**

You should print cheques with Quicken for two reasons:

- Using Intuit cheques in conjunction with Quicken will save you the maximum amount of time. Once you've entered your data into the program, you can press a button to print cheques in just seconds.

- Cheques printed with Quicken are legible and attractive, which will help you look more organised and professional.

### **Is it OK to order cheques from Intuit rather than from my bank?**

ABSOLUTELY.  
Intuit cheques are  
printed to exacting  
standards of the  
APACS  
(Association for  
Payment Clearing  
Services). They  
are guaranteed to  
be accepted  
EVERYWHERE  
your cheques are  
accepted now.

### **How do I write cheques away from home?**

For cheques you  
might write away  
from home, such  
as at the  
supermarket, just  
use the personal  
cheques you  
already have.  
Then the next time  
you use Quicken,  
simply enter the  
transactions into  
your Quicken  
transaction  
register. When  
you order your  
Intuit cheques,  
indicate the  
starting number to  
be considerably  
greater than your  
personal cheque  
numbers. That  
way, you avoid  
any confusion or  
possible  
duplication of  
numbers.

For example, if  
your personal  
cheque numbers  
are around 50 00  
01, begin your  
Intuit cheques at  
60 00 01.

### **Is having two sets of cheque numbers a problem?**

NO. Quicken can easily manage two sets of cheque numbers in one account.

Moreover, the bank has no concerns about which numbers you use on your cheques. Cheque numbers are for your own records.

### **Should I have the cheque numbers printed on my Intuit cheques?**

YES. Cheque numbers are printed with magnetic ink along the bottom of the cheque where they can be read electronically. When you place a "stop payment" on a cheque, the bank's automated equipment reads the cheque numbers to find and stop payment on the requested cheque. Some people have requested that cheque numbers not be printed on cheques to avoid problems in case their printer misprints a cheque. However,

with Quicken's patented automatic alignment system for continuous-feed printers, misprints are minimised.

## Ordering Intuit cheques

In the UK, you can order Intuit cheques by post direct from Intuit Ltd. The enclosed cheques brochure gives you a description of the available cheque styles and includes an order form. Order today and Intuit cheques will be in your hands in less than fourteen days.

**Note: Please don't telephone or fax your orders. We can accept orders by post only. See ["Intuit addresses" in Appendix C.](#)**

When you send us your order, be sure to include the following:

- A completed order form, stating the cheque style and quantity you require
- A cancelled cheque from your existing cheque-book, so that we can ensure we print the correct details and format on your Intuit cheques

- Prepayment

### **Intuit's Logo Service**

Intuit can include a custom logo on your cheques if you enclose black-and-white, camera-ready artwork with your order. There is a charge for setting up custom logos. (See the cheques brochure for the price.) Custom logos cannot be ordered by fax.

### **Intuit Custom Window envelopes**

These save you even more time by eliminating hand addressing of envelopes. These envelopes are specially designed to fit Intuit cheques. The window shows the postal address that Quicken prints on the cheque for you. All you do is sign the cheque and drop it in the envelope with a stamp. Price details are in the cheques brochure.

## **Writing invoices with QuickInvoice**

For business



users, Intuit offers an invoice program that runs with Quicken. With QuickInvoice, writing invoices is as easy as writing cheques with Quicken.

QuickInvoice calculates VAT automatically, and stores the details of your customers and your sale items for easy completion of invoices. It helps you track your receivables in Quicken, retrieve information about your receivables, and create complete business reports.

Call the Sales number shown in ["Phone numbers" in Appendix C](#) to order.

# . C *Contac ting Intuit*

[Saving a phone call](#)

[Intuit addresses](#)

[Phone numbers](#)

## **Saving a phone call**

As an Intuit customer, you have full access to technical support at no charge for help with any Quicken problems you can't solve yourself. To register for this support, fill in the customer registration card included in your Quicken package and post it to Intuit.

This appendix suggests ways to save yourself time and long-distance phone charges by checking for the easy answers yourself. If you try these suggestions, you may not need to call or, if you do need to call, the support specialist may be able to help you faster because you have ruled out

common problems already.

If you have a question about the way Quicken works, the best way to get an accurate, immediate answer is to try looking here:

**Installation problems:** **README.TXT is a text file that comes with Quicken. It describes installation, memory and other problems and their solutions. Copy the file to your hard disk using the File Manager and double-click the file name to view these solutions from Technical Support.**

**Help.** Press F1 to get instant onscreen information while you're working in Quicken. If you want information about a specific task, make sure the window for that task is open and active. You can also look up topics by name in the Help topics list.

**Problem-solving tips.** These tips are located at the end of some chapters in this book. Look for common symptoms that you may be experiencing and

solutions that you may not have thought of.

If you are trying to:

- Print cheques, see [“Cheque printing problems and solutions” in Chapter 5.](#)
- Print reports or graphs, see [“Report and graph printing problems and solutions” in Chapter 19.](#)

If you have a problem using Quicken, the best way to solve it is to try these self-help approaches first:

**If an error message tells you to reindex:**

Quicken normally reindexes automatically whenever it's required. You can make Quicken reindex a file as follows:

- 1 From the File menu, choose Open.
- 2 Select the Quicken file to reindex.
- 3 Press Ctrl+Z.

Under some circumstances, this procedure can help you to recover a damaged file, but don't do this unless a Quicken error message tells you to.

**1 Exit from**

**Quicken, then start running Quicken again.**

(You should always choose Exit from the File menu or close the Quicken window to exit.)

When you start running Quicken again, you may see a message explaining that Quicken is maintaining or reconstructing your index file. Quicken maintains an index file to improve access to your financial data. Sometimes Quicken does not have a chance to save the index file before you exit. By restarting, you give Quicken the opportunity to reconstruct its index file.

**2 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 where you entered information to be sure you're using the appropriate window and are choosing the correct options for what you want.

**Look for Write in the Accessories Program Group. Open it and type a few words. Then, from the Write File menu, choose Print.**

For example, if a report does not include the information you want, check the date range and restrictions in the Create Report window.

- Try a related procedure.

{ewc For example, if you  
VER have a printing  
MON problem, check that  
T1, the printer is  
DBB0 working by trying to  
01, print a Windows

Write document.  
(Windows Write is a  
word processing  
program that is  
available on any  
personal computer  
that uses  
Windows.)

If you have trouble  
printing cheques,  
try printing a report.  
If you can't print  
from Quicken, try  
printing from a word  
processor. If  
nothing prints, you  
know the problem is  
related to the  
printer, not the  
software. Check the  
printer connections  
and the name of the  
printer selected in  
the Windows  
Control Panel.

- If something  
used to work, think  
about what has  
changed.

For example, if  
Billminder  
doesn't work,  
did you move  
BILLMNDW.E  
XE to a  
different  
location from  
QW.CFG?  
Both files must  
be in the same  
directory for  
Billminder to  
work.

**3 If you call, be  
at your  
computer  
with Windows  
and Quicken  
running, and  
have the  
following  
information  
handy:**

- Exact wording of the error message if you received a message
- Quicken version number (from the Help menu, choose About Quicken to see the version number)
- Hardware type and model and amount of memory (RAM) installed
- DOS version number and Windows version number
- Monitor type
- Printer manufacturer, type and model (if relevant to your problem)
- Network configuration, if any

You can also write to our Technical Support Department. Include the information listed above, your day and evening phone numbers, the best time to call, and a fax number if available. Send your letter to one of the addresses in the next section, whichever is most convenient for you.

## **Intuit addresses**

{ewc VERMONT1.LINE; 0,1,0,0,75,0,20}

**In the UK: In the USA:**



Intuit Ltd. Technical  
 3, Manor Support  
 Court Department,  
 High Street International  
 HarmondswProducts  
 orth Intuit  
 West P.O. Box  
 Drayton 3014  
 Middlesex Menlo Park,  
 UB7 0AQ CA 94026  
 Great USA  
 Britain

{ewc VERMONT1,LINE,0,1,0,0,0,75,0,20}

**In South Africa:** **In Australia:**

Intuit Pty Ltd  
 4/7 Bridge  
 Road  
 Stanmore  
 NSW 2048  
 Head Office Australia  
 Soft Line  
 Centre  
 Eastgate  
 Ext. 13  
 Sandton,  
 2199  
 South  
 Africa

{ewc VERMONT1,LINE,0,1,0,0,0,75,0,20}

## Phone numbers

{ewc VERMONT1,LINE,0,1,0,0,0,100,10,10}

|                                           |                  |                                                       |                                          |                                          |                                             |
|-------------------------------------------|------------------|-------------------------------------------------------|------------------------------------------|------------------------------------------|---------------------------------------------|
| <b>If you want info r-mat ion abo ut:</b> | <b>Con tact:</b> | <b>In the UK:</b>                                     | <b>In Austr alia:</b>                    | <b>In South Africa:</b>                  | <b>In the USA:</b>                          |
|                                           |                  | <b>(Mon - Fri 9.30 a.m. - 5.30 p.m. British time)</b> | <b>(Mon - Fri 9.00 a.m. - 5.00 p.m.)</b> | <b>(Mon - Fri 9.00 a.m. - 5.00 p.m.)</b> | <b>(Mon - Fri 8 a.m. - 5 p.m. as shown)</b> |

{ewc VERMONT1,LINE,0,1,0,0,0,100,10,10}

|             |             |            |
|-------------|-------------|------------|
| IntuiSale   | Freep Phone | Phone415   |
| t s hone :  | :           | 858        |
| soft and    | 0800 (02)   | 011 6095   |
| war Cust    | 58505 562   | 444 6 a.m. |
| e ome 8     | 7922        | 3790 - 5   |
| pro r       | From Fax:   | p.m.       |
| ductServ    | outsid (02) | (softw     |
| s ice e the | 550         | are        |
|             | UK: 5097    | produc     |
|             | PhoneMode   | ts         |
|             | (44) m:     | only)      |
|             | 181 (02)    |            |
|             | 990 562     |            |
|             | 5500 7992   |            |

{ewc VERMONT1,LINE,0,1,0,0,0,100,10,10}

IntuiIntuitFreep Phone  
t Sup hone :  
che plies0800 (02)  
que 58505 562  
s 8 7922  
and or Fax:  
othe fax (02)  
r 0181 550  
sup 759 5097  
plie 2977  
s

{ewc VERMONT1,LINE;0,1,0,0,0,100,10,10}

Pro Tech0181 PhonePhone415  
ble nical990 : : 858  
ms Sup 5501 (02) 011 6054  
with port or 562 444 5 a.m.  
Qui fax 7966 3790 - 5  
cke 0181 Fax: Fax: p.m.  
n 759 (02) 011  
2077 550 444  
5097 3799  
Mode  
m:  
(02)  
562  
7992

{ewc VERMONT1,LINE;0,1,0,0,0,100,10,10}

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Quicken displays the name of the file you have open in the title bar of the main Quicken window.

See ["Copying part or all of a file"](#) in Chapter 25, "Managing your data files", if you require more than 64 accounts.

To open a different Quicken file, see ["Choosing a file"](#) in Chapter 25, "Managing your data files".

For information about when and how to create more than one Quicken file, see ["Setting up additional files"](#) in Chapter 25, "Managing your data files".

To move to the next box in a window, click the box or press Tab.



You can press Enter instead of clicking OK.

To move to the next field, click the field or press Tab. For more information about account transfers, see ["Transferring money between accounts"](#) in Chapter 3.

You can press Enter instead of clicking OK.

See [Chapter 3](#), *Using the transaction register*, for details of how to enter and edit transactions in the register.

See ["Having Quicken adjust for differences"](#) in Chapter 7, "Balancing your account".

See ["Copying data from one account to another"](#) in Chapter 25, "Managing your data files".

You can press Enter instead of clicking OK. Or you can back out by pressing Esc instead of clicking Cancel.

Instructions for adding an icon to the iconbar are in Help, press F1, type "icons" and select "Add an icon to the iconbar".



Press F1, click Search and type backup. Choose the topic called "Backup directory"; "Why does Quicken create a BACKUP direc-tory". Follow the instructions to change the AutoCopy value to 0.

You can double-click the file in the file list instead of selecting it and clicking OK.

See [Chapter 20](#), *Preparing your income tax return*, for details.

See [Chapter 23](#), *Creating a budget or savings goal*, for details

Replace text in a box by holding the left mouse button down and dragging the insertion point through the text to be replaced. Then enter the new text.

To pull down the list, click the underscored Down Arrow. Then click the Down Arrow in the scroll bar to move down the list. Click the category or subcategory you want in the list.

See the instructions for [changing a category into a subcategory](#)

See ["Creating a report" in Chapter 16](#).



See [Chapter 23](#), *Creating a budget or savings goal*.

For more information about using Quicken for small business finances, see the [business section](#) of this guide.

Place the insertion point in the Description box by clicking box or by pressing Tab. Then start typing.

Press F1 or click Help if you need more help entering information in any field.

See [“Changing display options”](#) later in this chapter.

To create your own set of category names or to customise the standard home or business categories at any time, go to the Category & Transfer list as described [in "Setting up categories and subcategories"](#) in Chapter 2

If you don't want Quicken to display a message whenever you record an uncategorized transaction, clear the Warn Before Recording Uncategorized Transactions checkbox described in ["Changing display options"](#) in this chapter.

To read more about customising reports, see ["Changing report options"](#) in Chapter 16. To read more about QuickZoom, see ["Investigating report items with QuickZoom"](#) in Chapter 16.



To read more about entering a mortgage payment, see [Chapter 11](#) *Tracking loans and mortgages*.

See ["Creating a savings goal"](#) in Chapter 23 for more information.

See ["About classes"](#) in Chapter 2 for an introduction to classes.

See ["Changing and deleting categories"](#) in Chapter 2.

See [Chapter 15](#) *Tracking foreign currency accounts.*

To read how to update these exchange rates, see ["About the Currency List"](#) in Chapter 15.

You can define your own shortcut keys as described in ["Updating an exchange rate or other currency detail"](#) in Chapter 15

Press F1 for details about the choices in the Match If drop-down list.



Close the window by double-clicking the Control-menu box in the upper left corner of the window.

If you want to see transactions for past years, customise the report date range as described in [“Changing report settings”](#) in Chapter 16.

You can change the starting and ending dates or any other aspect of the report by customizing it. See ["Changing report settings"](#) in Chapter 16 for details.

See ["Reporting on transactions with a specific category"](#) in Chapter 2

If you prefer that Quicken not ask you to confirm changes, see ["Changing display options"](#) in this chapter.

See ["Having Quicken adjust for differences"](#) in Chapter 7.

See ["Requiring a password to open a file"](#) in Chapter 25.

See ["Requiring a password to change earlier transactions"](#) in Chapter 25.



See ["Setting up passwords"](#) in Chapter 25

To change the fonts, see ["Setting up your printer"](#) in Chapter 19

A scroll bar appears along the right side of the Register window. To scroll the register, click the Up and Down Arrows in the scroll bar.

For more information about changing transactions in the register, see ["Revising transactions"](#) in Chapter 3.

You can also schedule transactions with the Quicken Financial Calendar. Take a look at [Chapter 8](#), *Scheduling with the Quicken Financial Calendar*.

See ["Using Quicken Reminders and Billminder"](#) in Chapter 8

To reprint cheques that you have already printed, see ["Reprinting Cheques"](#) later in this Chapter.

See ["Using Quicken Reminders and Billminder"](#) in Chapter 8.



See [Appendix C](#), *Ordering Intuit cheques and other supplies*.

See ["Intuit Custom Window envelopes"](#) in Appendix B.

See ["Changing cheque options"](#) in Chapter 4.

See [“Setting up your printer”](#) later in this Chapter.

Refer to the manual that came with your printer for instructions on inserting paper into your printer.

See ["Printing cheques"](#) later in this Chapter.

See [“Changing the settings for your printer driver”](#) later in this chapter for more information about changing printer settings.

See ["Using the Coarse alignment feature"](#) later in this chapter.



See ["Changing the way QuickFill works"](#) in Chapter 3

To move to the next box in a window, click in the box or press Tab.

For more information about tracking VAT in a split transaction, see [Chapter 29](#), *Tracking Value Added Tax*.

See the description of [Automatic Memorisation](#) in Chapter 3.

See ["Viewing your Financial Calendar"](#) in Chapter 8

See ["Setting up a loan"](#) in Chapter 11, for details of what to enter in that window.

See ["Balancing your account for the first time"](#) later in this chapter.

See [Starting reconciliation](#) in this chapter.



See ["Marking cleared transactions"](#) in this chapter.

See ["Completing reconciliation"](#) in this chapter.

These amounts may differ if this is the first time you've reconciled. See ["Updating your previously reconciled balance"](#).

See ["Having Quicken adjust for differences"](#) in this chapter.

To mark a group of transactions, hold the left mouse button down as you drag the mouse down through transactions.

See ["Having Quicken adjust for differences"](#).

See ["Marking cleared transactions"](#) earlier in this chapter

See ["Completing reconciliation"](#) earlier in this chapter.



Follow the steps in ["Starting reconciliation"](#) earlier in this chapter, continue with the steps in ["Marking cleared transactions"](#) earlier in this chapter, and then in ["Completing reconciliation"](#) preceding in this chapter for each month before starting to reconcile the statement for the next month.

See [“Scheduling a transaction on the Financial Calendar”](#) in this chapter.

See ["Paying scheduled transactions ahead of time"](#) in this chapter.

See ["Setting up standing orders and direct debits"](#) for more advice.

See ["Memorising an existing transaction"](#) in Chapter 6.

See ["Locking memorised transactions"](#) in Chapter 6 for more information.

See ["Changing a memorised transaction"](#) in Chapter 6.

If you would like to change the font that is used to display scheduled transactions in the Calendar, press F1, click Search type fonts and press enter. Choose the topic called Changing the Calendar font.



Entering recurring transactions also helps with the projections described in [Chapter 24, Creating a forecast](#).

To create graphs with forecasted amounts, see [Chapter 24](#) *Creating a forecast*.

For more information on how to manage the list see [Using your Memorised Transaction list](#) in Chapter 6..

See ["Using Quicken Reminders and Billminder"](#) in this chapter for more information.

See the [Create Scheduled Transaction/ Standing Order](#) window shown earlier in this chapter.

See ["Paying scheduled transactions ahead of time"](#) earlier in this chapter.

To turn off Billminder or Reminders, see [“Changing Reminders Options”](#) later in this chapter.

See [Chapter 4](#) *Writing cheques*, for details.



See also ["Assigning categories to transactions"](#) in Chapter 3.

See ["Setting up additional Quicken accounts"](#) in Chapter 1.

See ["Entering credit card transactions"](#).

See ["Updating credit card accounts"](#) later in this chapter.

See ["Paying credit card bills"](#) later in this chapter.

You can select a range of transactions by dragging the mouse pointer down through them.

See ["Assigning categories to trans-actions"](#) in Chapter 3.

See ["Transferring money between accounts"](#) in Chapter 3 for information.



Also, Quicken's Remortgage Planner will come in useful if you're considering refinancing a loan, see ["Calculating the cost of remortgaging"](#) in Chapter 22.

The [View Loans window](#) is described in detail later in this chapter.

See ["Setting up an existing loan"](#) later in this chapter.

See ["Variable-rate loans"](#) later in this chapter to learn how to change interest rates.

See ["Recalling a memorised loan payment"](#) for details about changing payment information.

For more information about split transactions such as this one, see "[Splitting transactions](#)" in Chapter 3.

See also [Chapter 8](#), *Scheduling with the Quicken Financial Calendar*.

See also [Chapter 6](#), *Memorising transactions*.



See ["Memorising and recalling transactions"](#) in Chapter 6 to create a normal memorised transaction.

You can also adjust the repayment amount on a one-off basis in the Confirm Principal and Interest window when entering a payment in your register, as described in [step 3](#) later in this chapter.

To change the amount for all future payments, edit the transaction in the Memorised Transaction list or in the Set Up Loan Payment window, see [Variable-rate loans](#) earlier in this chapter for more information.

Or double-click the header line in the report that tells you which accounts are selected - this is a shortcut to select which accounts to include.

See the instructions for filling in the loan windows under ["Setting up a loan"](#) earlier in this chapter.

If you want to delete the account, see ["Deleting an account" in Chapter 1](#).

See ["Setting up a loan"](#) earlier in this chapter, for a complete description.

See ["Deleting a loan"](#) earlier in this chapter.



See [Chapter 12](#), *Tracking assets and liabilities*, for more information about liability accounts and asset accounts.

See [Chapter 8](#), *Scheduling with the Quicken Financial Calendar*.

More information about using Quicken for small business finances is in the [business section](#) of this guide.

See ["When to use a shares investment account" in Chapter 13.](#)

See ["Setting up Quicken for business use"](#) if you plan to use Quicken for your business.

See ["Setting up additional Quicken accounts" in Chapter 1](#).

See ["Updating the value of asset and liability accounts"](#) later in this chapter.

See ["Tracking foreign investments" in Chapter 14](#) for more information.



See ["Importing prices from an ASCII file" in Chapter 14](#).

See [Chapter 12, \*Tracking assets and liabilities\*](#).

See ["Entering prior history for investments"](#) later in this chapter.

See ["Setting up a unit/investment trust account"](#) later in this chapter.

See the ["Create New Account"](#) window in Chapter 1

See ["Setting up a unit/ investment trust account"](#) later in this chapter.

See ["Creating tax summary reports" in Chapter 20](#) for more details.

If you'd like reports to show the categories' descriptions instead of the names, see ["Changing report options" in Chapter 16](#).



For more information about using symbols, see ["Importing prices from an ASCII file" in Chapter 14](#).

See ["Entering tax credits"](#) later in this chapter for more information.

This is discussed in more detail in ["Revising the initial ShrsIn transaction for a security"](#) later in this chapter.

If you don't remember which option you decided to use for first-time setup, see ["Choosing how much detail to set up"](#) earlier in this chapter.

See the description under ["Setting up securities for a normal shares investment account"](#) earlier in this chapter.

See ["Recording your investment transactions"](#) later in this chapter for details about entering the most common transactions.

See ["Updating the prices of your securities"](#) later in this chapter to continue.

See ["Updating the prices of your securities"](#) later in this chapter.



If you'd like reports to show the categories' descriptions instead of the names, see ["Changing report options" in Chapter16](#).

See ["Entering investment transactions"](#) later in this chapter.

See ["Updating the prices of your securities"](#) later in this chapter.

If you prefer to enter the details directly in a blank transaction in the register, you can - see ["Entering transactions directly in the register"](#) later in this chapter.

To avoid errors, have Quicken confirm your entries before leaving the form.

See ["Memorising and recalling transactions" in Chapter 6.](#)

See ["Adjusting the cash or share balance"](#) later in this chapter.

See also ["Transferring money to and from other accounts"](#) later in this chapter. It describes situations in which it may be more convenient to record the transaction from the source account.



See ["Updating the values of your investments"](#) later in this chapter.

See ["Selling short" in Chapter 14](#).

If you have never created a transfer before, see ["Transferring money between accounts" in Chapter 3](#).

For a detailed explanation of what the column headings in each view mean, see the table [on "Column Headings"](#) later in this chapter.

If you often update prices for a specific account, add a Use Account icon to the iconbar. Specify the account's name, and that it should be opened directly at the Portfolio View window. Instructions for adding an icon to the iconbar are in Help, press F1, type "icons" and select "Add an icon to the iconbar".

For more about [entering prices of different kinds of securities](#) see the section earlier in this chapter.

See [Chapter 16](#) *Creating and customising reports*.

See the ["Portfolio view window"](#) earlier in this chapter.



The [investment performance graph](#) is described in Chapter 17.

See ["Graphing a security's price and value history"](#) earlier in this chapter.

See ["Recording your investment transactions"](#) earlier in this chapter.

See ["Adjusting the cash or share balance"](#) later in this chapter.

See ["Starting reconciliation" in Chapter 7](#) for more information.

See ["Specifying which lot you're selling" in Chapter 13](#)

See [Setting up securities for a normal shares investment account](#) in Chapter 13.

See [Setting up a Quicken normal shares investment account](#) in Chapter 13.



See ["Updating the Currency List" in Chapter 15](#) for information about updating exchange rates.

To add symbols, see ["Setting up securities for a normal shares investment account" in Chapter 13](#)

This feature is described in ["Entering a foreign currency in the register" in Chapter 3.](#)

See ["Changing the home currency"](#) later in this Chapter.

See ["Setting up additional Quicken accounts" in Chapter 1](#) if you need help in setting up an account.

See [“Editing account information” in Chapter 1](#).

See ["Recording a transfer transaction" in Chapter 3](#).

See ["Creating a report" in Chapter 16](#) if you need help choosing and creating a report.



If you regularly need a date range that isn't shown in Quicken's preset list, you can customise the preset date range that appears when you first open this window: see ["Changing report options"](#) later in this chapter.

For full details of customising a report, see ["Changing report settings"](#) later in this Chapter.

Save your report settings. See ["Memorising and recalling reports"](#) later in this chapter.

See step 2 of ["Creating a report"](#) for instructions on how to choose a date range.

These definitions are for whole periods. Your report will include a partial period if your starting or ending date doesn't fall on the first or last day of a period as defined here.

To shrink a window to an icon, click the minimise button in the upper right corner. The window appears as an icon on the Windows desktop. To restore a minimised icon, double-click it.

To change the preset starting and ending dates for all reports, see ["Changing report options"](#) later in this chapter.

If you have not already set up a budget, Quicken cannot create budget variance graphs. See ["Creating a budget or savings goal"](#)



See ["Creating a budget from your forecast"](#)

See ["Setting up your printer"](#) to change report printer options.

To reset your printer's dpi, see the [illustration under step 7](#) earlier in this chapter.

See the illustration "[Edit currency](#)" in Chapter 15 for a sample report.

See ["Transferring Quicken data to tax preparation software"](#) later in this chapter.

Australian users can also create a Capital Gains report. See ["Creating Australian capital gains reports for Question 15"](#) earlier in this chapter.

See ["Setting up categories and subcategories" in Chapter 2](#).

After you create a budget, you can create budget reports and graphs to track your progress. See [“Creating budget reports and graphs”](#) later in this chapter.



If your budget is saved with supercategories turned on, budget reports and graphs will display in supercategory organisation. See the [report setting organisation by supercategory in Chapter 16](#).

For more information, see ["Understanding budget variance" in Chapter 17](#).

See ["Creating a budget from your forecast"](#) later in this chapter.

See ["Setting up your printer" in Chapter 19.](#)

See [Chapter 23](#), *Creating a budget or savings goal*.

See [Chapter 18](#), *Displaying Snapshots of your financial picture*.

You can double-click the filename in the file list instead of selecting it and clicking OK.

Instead of using the Copy command, you can hold down the Ctrl key and drag the Quicken icon to the group where you want the copy to be located.



You can double-click the filename in the file list instead of selecting it and clicking OK.

See ["Setting up additional Quicken accounts" in Chapter 1](#).

See ["Copying your lists"](#) earlier in this chapter.

You can double-click the filename in the file list instead of selecting it and clicking OK.

See ["Backing up your Quicken Files" in Chapter 1](#).

See ["Restoring a Quicken file" in Chapter 1](#).

See ["Requiring a password to change earlier transactions"](#) earlier in this chapter.

See ["Requiring a password to change earlier transactions"](#) earlier in this chapter.



See ["Requiring a password to open a file"](#) earlier in this chapter.

See also [Chapter 7](#), *Balancing your account*.

See also ["Cash or accrual accounting" in Chapter 29](#)

See also ["How Quicken tracks VAT" in Chapter 29.](#)

For more information about setting up accounts, see ["Setting up additional Quicken accounts" in Chapter 1](#)

You'll find complete information about setting up categories in [Chapter 2](#), *Setting up categories and classes*.

See ["Cash or accrual accounting" in Chapter 29](#) for a detailed description of each method.

See ["Cash or accrual accounting" in Chapter 29](#) for a detailed description of each method.



See ["Enabling VAT-tracking" in Chapter 29](#) for a step-by-step description.

See ["Entering VAT rates in the VAT table" in Chapter 29](#) for a complete step-by-step description.

See ["Assigning a VAT code to each category" in Chapter 29](#).

For details, see ["Assigning categories to transactions" in Chapter 3](#).

See ["Setting up a chart of accounts"](#) earlier in this chapter.

[Chapter 1, Working with accounts and data files](#), explains how to set up your balance sheet accounts in Quicken.

See ["Creating QuickReports" in Chapter 16](#).

See ["Requiring a password to change earlier transactions" in Chapter 25.](#)



See ["Investigating report items with QuickZoom" in Chapter 16](#).

See ["Changing report settings" in Chapter 16](#).

See ["Memorising and recalling reports" in Chapter 16](#).

See ["Changing report settings" in Chapter 16](#) for a list of what QuickReports are available.

For more information, see [Chapter 17](#), *Creating graphs*.

See ["Setting up a chart of accounts" in Chapter 26](#)

See ["Reporting on jobs, clients or projects"](#) later in this chapter.

For complete information about classes, see [Chapter 2](#), *Setting up categories and classes*.



To learn how to create a business report see ["Business reports and graphs"](#) earlier in this chapter.

See [“Setting up additional Quicken accounts” in Chapter 1](#)

See [Chapter 8](#) *Scheduling with the Quicken Financial Calendar*.

See [Chapter 24](#) *Creating a forecast*.

See ["Entering your bills"](#) below.

See ["Cash-basis accounts payable reports"](#) below.

For complete information about writing a cheque with Quicken, see [Chapter 4](#), *Writing cheques*.

See ["Setting up groups of transactions" in Chapter 8](#) for more about setting up and recalling transaction groups.



See ["Setting up standing orders and direct debits" in Chapter 8](#) for more information.

See [“Business reports and graphs”](#) in Chapter 27 for steps for creating a business report.

See ["Setting up additional Quicken accounts" in Chapter 1](#).

See ["Accrual-basis accounts payable reports"](#) later in this chapter.

See ["Paying bills"](#) later in this chapter.

See ["Tracking projects with Quicken" in Chapter 27](#) for suggestions on using classes to track these costs.

See ["Reporting on a payee" in Chapter 3](#) for details of the payee QuickReport.

See ["Accrual-basis accounts payable reports"](#) earlier in this chapter



See [Setting up additional Quicken accounts](#) in Chapter 1.

See ["Entering payments"](#) later in this chapter.

See ["Accounts receivable reports"](#) later in this chapter.

See ["Tracking projects with Quicken" in Chapter 27](#) for suggestions on using class names in tracking income.

See ["Business reports and graphs"](#) in Chapter 27 for steps for creating a business report.

See ["Reporting on a payee" in Chapter 3](#) for detail on QuickReports.

See [“Setting up categories and subcategories” in Chapter 2](#) if you haven't set up categories before.

See ["Setting up additional Quicken accounts" in Chapter 1](#) for instructions about adding new accounts.



If you're not already familiar with using transfers, see ["Transferring money between accounts" in Chapter 3](#) for general information about transfers before you begin.

For the second employee, start by recalling this cheque. After you've entered all the splits for one employee pay cheque, recall the cheque using QuickFill when creating a cheque for another employee. Simply change the name, address and amounts.

See ["Setting up groups of transactions" in Chapter 8](#) for more about setting up and recalling transaction groups.

See [Chapter 5](#), *Printing cheques*, for complete information about printing Quicken cheques.

See [Chapter 25](#), *Managing your data files* for advice on setting up additional Quicken files.

If you haven't already set up your A/P and A/R accounts, see ["Accrual-basis accounts payable"](#) and ["Accounts receivable"](#) in Chapter 28.

See [“Setting up categories and subcategories” in Chapter 2](#) for full details of setting up new categories. See [“Changing and deleting categories” in Chapter 2](#) for details of how to change the VAT code for a category.

For more information about using the Splits window see ["Splitting transactions" in Chapter 3](#).



See ["Cash or accrual accounting"](#) later in this chapter for a discussion of accounting methods.

See ["Investigating report items with QuickZoom" in Chapter 16](#) for details of the QuickZoom command.

See ["Cash or accrual accounting"](#) later in this chapter, for a discussion of the data entry rules.

See [the following illustration](#) for an example of a VAT detail report.

An example of the VAT summary report is shown in the [following illustration](#)

See ["Archiving your Quicken files" in Chapter 25](#).

See ["Backing up your Quicken files" in Chapter 1](#) for details of backing up.

For more advice, see [Turning VAT-tracking on or off for an account](#) earlier in this chapter.



For details of how to do this, see ["Turning VAT-tracking on or off for an account"](#) earlier in this chapter.

Read [Chapter 15](#), *Tracking foreign currency accounts*, for full information.





## Menu bar

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Goto

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Bookmarks

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Options

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Help

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### To:

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Change print settings

---

Exit

---

Search for text

Annotate

Highlight and unhighlight text

Copy a selection or topic

---

Print a selection

---

Define, select or delete a user

---

Go to a section of the book

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Enter a bookmark at a specific location

---

Set text colour

Select search hit, selection, or highlight colour

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Show/do not show highlights

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Get more help

## Button bar

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**Use this button:**

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Search for topics by index word

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Select a section in the book that you  
previously viewed

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Return to the previous location in the  
book

---

Search for your topic

---

## **Bookmark**

You can insert bookmarks that allow you to quickly return to a subject.

## **Tabs**

Click on a tab to jump to its corresponding chapter.



## **Scroll bar**

Click on the arrows or drag the box to move up and down the page.

## **Browse arrows**

Click on the left or right arrow to move to the previous section (left arrow) next section (right arrow).

## **Bookmark editor**

Click here to insert a bookmark.

**Section title**

Tells you which section of the book you are currently viewing.

## Font scale

Drag the arrow to make the type larger or smaller.

## **Magnifying Glass**

Allows you to magnify an illustration that you can not read comfortably. Click the left mouse button to expand the illustration. Click again to unexpand the illustration.

## **Annotation icon**

To add a note to your document, drag this icon onto any location, select Annotate from the Edit menu and enter your note.





