



# Getting Started with Quicken<sup>®</sup> 2007



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# 1 Get started

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## Welcome to Quicken Personal Finances 2007

Thank you for choosing Quicken Personal Finances 2007 to help manage your finances! Each Quicken user has different financial goals, sources of income, and money management priorities. The beauty of Quicken is that it is powerful and flexible enough to help most people manage their finances better.

This book describes a simple and complete path to setting up Quicken in a way that provides just the information you care about. Use this chapter to learn how Quicken works and to decide how much detail you want from Quicken.

## Decide how much detail you want to track

Some people use Quicken to manage only their checking accounts, so they can keep track of their income and expenses. Others use Quicken primarily to download investment transactions from their brokerage and make use of a wealth of analysis, research, and performance-tracking tools. Many people use Quicken to track all aspects of their financial lives, including income and expenses, investments, assets, and loans. It's up to you to decide how much detail you want to track.

If you want to...	Refer to...
Save time and effort with your regular banking and bill-paying chores; improve the accuracy of your record keeping; download transactions as they clear directly from your participating bank or credit card company; understand where your money goes.	Chapter 2, <i>Manage your income and expenses</i> , on page 7
Pay bills online instead of mailing checks; schedule bills; download transactions into accounts you are already managing in Quicken.	Chapter 3, <i>Use online account services</i> , on page 31
Track the purchase price, change in market value, and performance of your retirement plan or investments; download investment transactions and holdings information directly from your broker; make informed investing decisions; reduce your tax liability; know what your stock options are worth.	Chapter 4, <i>Manage your investments</i> , on page 43
Cut the time you spend each year preparing your tax return; minimize your tax bill.	Chapter 5, <i>Plan for tax time</i> , on page 61
Understand the overall state of your financial health.	Chapter 6, <i>Determine your net worth</i> , on page 71
Determine when you can retire; save money to send your kids to college; find out if you can afford to quit your job and stay home when the baby arrives.	Chapter 7, <i>Develop a long-term plan</i> , on page 79

## Learn the essentials

Take a few minutes right now to familiarize yourself with some essential Quicken terms and concepts. You'll see these terms throughout this guide and while you're using Quicken.

### Files

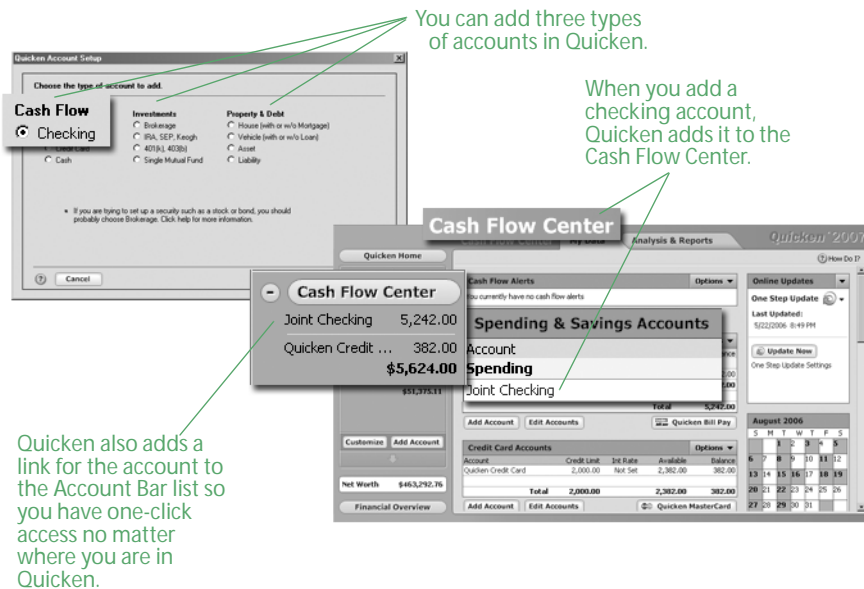
Quicken saves your financial information in a *data file* on your computer. As with other types of files, such as word-processing or spreadsheet files, you store this file in a folder on your hard disk. Unlike most other programs, however, Quicken immediately saves your information as you work; you don't need to save the file manually. As with all important data, you should still back up your Quicken file frequently. You'll learn how to back up your data in Chapter 2, *Manage your income and expenses*.



### Accounts

Within a single Quicken file, you can add many *accounts* to organize your financial information. You can add several accounts (such as checking, savings, brokerage, and so on), or you can start with a single account (such as a checking account). You can also add Quicken accounts to track other aspects of your financial life, such as a home mortgage or a vehicle loan. You should set up all your Quicken accounts within a single Quicken file. That way, you can use Quicken to create reports that reflect your complete financial picture.

Initially, you may want to add only a checking or investment account. Later, you can add additional accounts to track more of your financial activities. The types of accounts you can add are shown in the following illustration.



When you add any new account, Quicken groups it with all other accounts of the same type in one of three account centers, which are areas where you can view your data with pertinent tools. Quicken also displays every group of accounts together in a fourth center, the Financial Overview Center.

When you add a new checking account, Quicken displays it on the Quicken Home page as well.

## Cash Flow Center and Home page

You'll find accounts for savings, checking, and credits cards in the Cash Flow Center. Use these accounts to better understand your overall financial status. These accounts are discussed in more detail in Chapter 2, *Manage your income and expenses*.

For a more focused view of your monthly spending, see the Quicken Home page. It displays just the checking accounts that you deposit your money into and pay your bills from, as well as all of the deposits (such as your paycheck) and expenses (such as your mortgage) that you tell Quicken about. This information can help you determine if you have enough money to cover your monthly expenses. The Quicken Home page is discussed in more detail in Chapter 2, *Manage your income and expenses*.

## Investing Center

You'll find accounts for investments in the Investing Center. Use these accounts to track the ongoing performance of your stocks and bonds, retirement funds, and other types of investments. These accounts are discussed in more detail in Chapter 4, *Manage your investments*.

## Property & Debt Center

You'll find accounts for assets (what you own) and liabilities (what you owe) in the Property & Debt Center. Use these accounts to track financial activities that affect your net worth. For example, using a house account lets you track the equity you're building and the loan you're paying down as you make your mortgage payments. These accounts are discussed in more detail in Chapter 6, *Determine your net worth*.

## Financial Overview Center

You'll find all your accounts displayed together on the Net Worth tab of the Financial Overview Center. Use this tab to monitor the change in value of your finances over time, and to see the current allocation of your finances by account type. Net worth is discussed in more detail in Chapter 6, *Determine your net worth*.



## Registers and transaction lists

Quicken displays transactions in the way that makes the most sense for each type of account.

### Registers

Each noninvestment account in Quicken has a *register*. The register looks like a paper checkbook register, where you record checks you've written and deposits you've made. The Quicken register even calculates your current balance for you.

Date	Num	Payee/Category/Memo	Payment	Clr	Deposit	Balance
8/1/2006		Chavez MegaMarket	120.00			
		--Split--				
		Utilities-Cable TV				
						<b>Balance</b>
						5,362.00

### Transaction lists

Each investment account in Quicken has a *transaction list*. The transaction list resembles a brokerage statement and is specifically designed to manage both the investing transactions and cash transactions for an account in the same place.

Date	Action	Security	Description	Inv Amt	Cash Amt	Cash Bal
8/1/2006	Bought	Smith Value Index	11.299435 shares of Smith Value Index @ ...	+200.00	-200.00	300.00
8/1/2006	Bought	Raddex Banksh...	1 shares of Raddex Bankshares @ 120	+120.00	-120.00	0.00
8/1/2006	Bought	Chang Shida...	4 shares of Chang Shida Machinery @ 20	+80.00	-80.00	120.00
8/1/2006	Bought	Raddex Banksh...	1 shares of Raddex Bankshares @ 120	+120.00	-120.00	0.00

### Transactions

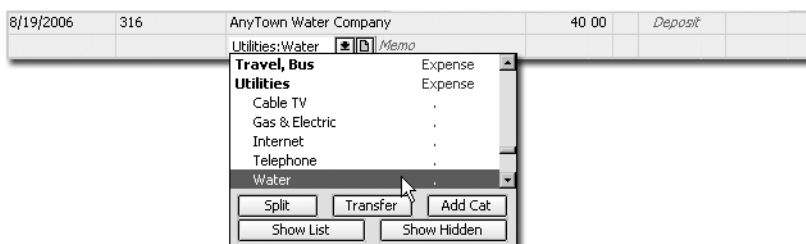
Within each Quicken register, you enter individual *transactions* that correspond to your real-world income and expenses. For example, you could enter check number 313 for \$39.96 to McCarthy Produce as a *payment* transaction in your checking account. Similarly, you would enter your paycheck as a *deposit* transaction in the same account.

Date	Num	Payee/Category/Memo	Payment	Clr	Deposit	Balance
8/1/2006	DEP	Jimmy's paycheck			1,545.00	7,812.00
		--Form--				
8/1/2006	Sched	AnyTown Mortgage Lender	950.00			6,862.00
		--Split--				
8/1/2006		Quicken Credit Card	380.00			6,482.00
		[Quicken Credit Card]				
8/1/2006	313	Wong Gourmet Goods	39.96			6,442.04
		Groceries				

If you bank online, you can download your transactions directly into the register, so you don't have to enter them manually. You'll learn how in Chapter 2.

## Categories

To get the most out of Quicken, you should assign one or more *categories* to each transaction. Categories track the source of a deposit (Salary), the reason for an expenditure (Utilities), or the name of the account to which you're transferring funds (Savings).



If you're interested in managing your money in any detail (and getting the most from Quicken reports), you should use categories. You'll learn more in Chapter 2.

## Get the most from this book

As you read this book, use your own financial data to learn basic but powerful Quicken features. After you complete the tasks in a chapter, you will be able to use Quicken immediately to help achieve your personal financial goals.

Each chapter builds on the chapters that come before. Before you begin working through a chapter, make sure you've performed all the tasks and gathered all the recommended materials listed in "Before you start" and "What you will need" at the beginning of the chapter.

The last page of each chapter contains a list of more advanced features. With the assistance of the extensive Quicken Help system, you can work at your own pace to learn about these features when you're ready to use them.

# 2 Manage your income and expenses

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**Add your cash flow accounts 9**

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## **Before you start**

Think about the accounts you want to track in Quicken. This chapter discusses checking and savings accounts, as well as cash and credit card accounts.

## **What you will need**

If you want Quicken to help you add accounts by downloading account and transaction information, you should register Quicken. (Choose Help menu > Register Quicken. If you don't see Register Quicken on the Help menu, you've already registered.) If you want to add accounts manually, you will need your most recent statements for the checking, savings, and credit card accounts you plan to track with Quicken.

## Learn how categories help manage your finances

Before you begin managing your income and expenses in Quicken, you should understand how Quicken tracks financial information. As mentioned on page 6, the key to money management in Quicken is categories.

*Categories* are labels that track how much you're spending on particular types of items, such as rent, groceries, or dining. For example, you might use the Clothing category with the following transactions:

- A check for \$229.13 for a new jacket
- A credit card purchase of \$100.00 for some mail-order boots
- A few cash purchases for new school clothes for the kids, totaling \$210.00

Because these transactions use the same category, it's easy to produce a minireport for the Clothing category like the one shown below. And if you want to see how much you've spent on clothing in greater detail, just click the Show Report button at the bottom of the minireport.

When you assign categories to your transactions, this report can show where your money goes.

Click the minireport button next to the Category field to run this report.

Click the arrow to display the transactions for another time period.

Click Show Report at the bottom of the minireport to display an expanded report for the category.

Date/▲	Num	Payee/Category/Memo	Payment	Clr	Deposit	Balance
8/9/2006		AnyTown Mall Clothing	210 00			6,202 04
8/9/2006		Internet Shoes Clothing	100 00			6,102 04
8/9/2006	Num	AnyTown Dept Store Clothing	229 13		Deposit	5,872 91

**Clothing**  
Last 3 years ▼ (All accounts)

Date	Amount
8/9/2006	-229.13
8/9/2006	-100.00
8/9/2006	-210.00
<b>Total: \$ -539.13</b>	
<b>Monthly Average: \$ -14.97</b>	

Show Report

Make it a habit to use categories with all your transactions. The first time you download a transaction or enter a transaction with a payee, you may need to change or assign a category. But after you do, Quicken remembers this information and automatically fills it in for you the next time you download or enter a transaction for that payee. And if you want to change the category for some reason, it's easy to do.

While minireports are a fast and easy way to get information about a single category, sometimes what you need is information about several categories at one time. You'll learn how to get this information in "Get answers with Quicken reports and graphs" on page 18. But first you'll need to set up the accounts you want to track.

## Decide which accounts to track

If you want to track your overall income, spending, and saving habits, you need to add more than one Quicken account. Use the following guidelines to help you decide which cash flow accounts to add. (Remember, you should add all these accounts in a single data file.)

- **Checking**  
This is the most commonly used Quicken account. Start with the account into which you deposit your paycheck and from which you pay most of your bills and make tax-related expenditures (such as charitable donations and mortgage interest).
- **Savings**  
Use this account type for standard savings accounts, such as those available at most banks or credit unions.
- **Credit card**  
Many people track one or more credit cards in Quicken. Start with the one you use most often. For information about the easiest card to use with Quicken, see “Add a Quicken Credit Card account online” on page 11.



Adding accounts to Quicken to track your credit cards enables you to download and categorize your transactions, which can give you great insight into how you're spending your money. If you aren't interested in tracking this level of detail and simply want to track how much you pay toward your credit cards each month, you can track your credit cards as bills instead. How you'll review the information for each option is discussed in more detail in “Review your cash flow accounts” on page 15. For more information about deciding how to track credit cards in Quicken, choose Help menu > Quicken Help, click the Index tab, enter *credit cards*, and select *deciding how to track in Quicken*.

- **Cash**  
If you want to know where all your money goes, including the cash you carry with you, you can add a separate account to track cash. A simpler way is just to use the Cash category, and then assign it to ATM transactions and other cash withdrawals in your checking account register. If you do set up a separate account for cash transactions, save yourself some time and track only to the nearest dollar.

## Add your cash flow accounts

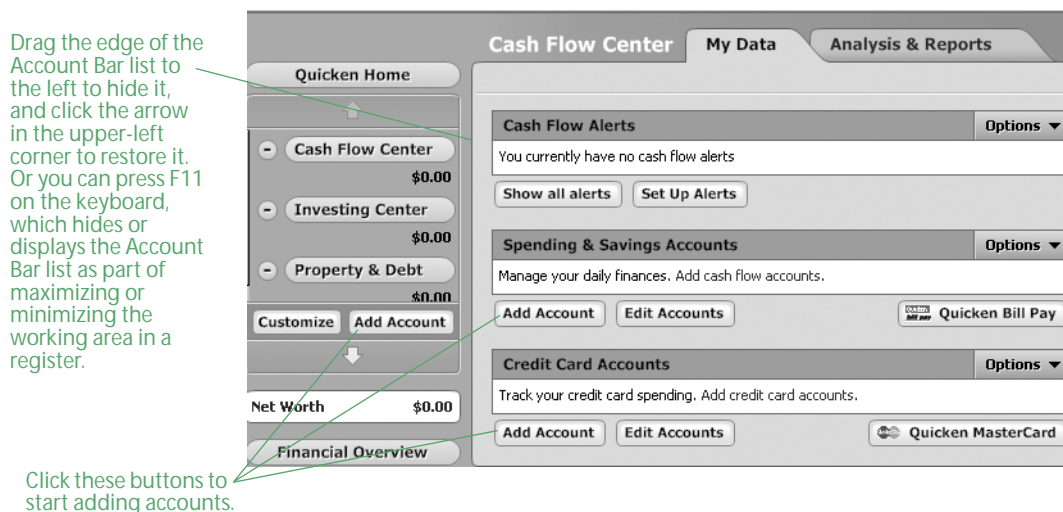
For many financial institutions, you can download all your account and transaction information at one time.

And setting up your accounts for transaction update doesn't save you time only when you add the accounts; you can keep your accounts current by going online and updating transactions rather than entering them into Quicken manually.

First you'll learn how to add cash flow accounts online. If you would prefer to add your cash flow accounts manually, you'll also learn how to do that.

## Add cash flow accounts online

- 1 Choose **Cash Flow** menu > **Go to Cash Flow Center**.
- 2 On the **My Data** tab, in the Spending & Savings Accounts snapshot, click **Add Account**.



- 3 Follow the on-screen instructions; click **Next** to move through the pages. Click **Help** if you need more information.

Use the following guidelines when you add the account. The order in which Quicken requests this information varies from one financial institution to another.

## Identify your financial institution

If your financial institution is in the list that Quicken displays, select it. If it's not in the list, type its name. Be sure to correctly identify your financial institution. Quicken needs the official company name—not an abbreviation—to determine which services are offered by that institution.

## Decide how to set up the account

If your financial institution supports Online Express Setup, Quicken helps you download your account data and balance information.

- After you specify that you want to add your accounts online, if Quicken displays customer ID and password fields, you can probably add the account and transaction information for all your accounts from the financial institution at the same time. Enter the customer ID and password if you have them, or follow the on-screen instructions to obtain them.

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Note: Your customer ID and password are defined by your financial institution. Your customer ID may be an account number or some other number assigned by your financial institution. It may also be the user name you use to log in to your financial institution's Web site.

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- After you specify that you want to add your accounts online, if Quicken displays your financial institution's Web site, you probably need to add the account and transaction information from the financial institution one account at a time. If you already have your login information, log in to your financial institution's Web site, navigate to your transactions, and select the option to download into Quicken. If you need to apply for a customer ID and password, follow the on-screen instructions.

If your financial institution doesn't support Online Express Setup, you can set up the account manually, as described in "Add cash flow accounts manually" on page 12.

## Name your account

Enter a name for each account you want to add in Quicken. If you already added cash flow accounts in Quicken, you can match the account you downloaded from your participating financial institution to an existing Quicken account.

## View the register

When Quicken finishes downloading your account information, it displays a summary window. Click the arrow to the left of the financial institution name to display all the accounts added for the financial institution, and then click the name of the account that you want to open.

This is where you'll review or enter future transactions to keep your account up-to-date, as described in "Update your cash flow accounts" on page 20.

But first, see "Assign categories" on page 13 to verify the categories Quicken has assigned to your transactions. If Quicken hasn't assigned a category because Quicken doesn't recognize the payee, assign a category and a payee.



If you have downloaded account information and transactions for more than one account at the same time, Quicken displays a flag to the left of each account name in the Account Bar list with downloaded information. Click the account name to open the account.

## Add a Quicken Credit Card account online

With one-step setup and downloading features, the Quicken® Platinum Select® MasterCard® is easy to use with Quicken. By using your Social Security number as a temporary password, you can start downloading account and transaction information right away. (Online application information is kept on a secure server and protected by a firewall.)

If you already have a Quicken Credit Card, use the following procedure to add the account and transactions to Quicken. To apply for a Quicken Credit Card, choose Tools menu > Quicken Services.

- 1 Choose **Cash Flow** menu > **Go to Cash Flow Center**.
- 2 On the **My Data** tab, in the Credit Card Accounts snapshot, click **Add Account**.
- 3 Select **This account is a Quicken Credit Card**, and click **Next**.
- 4 Select **Yes, I want to connect to Citibank - Quicken Credit Card through Quicken**, and click **Next**.
- 5 Follow the on-screen instructions; click **Next** to move through the pages. Click **Help** if you need more information.

When Quicken finishes downloading your account information, Quicken displays a summary window. Close the window to go to the register.

This is where you'll update future transactions to keep your account up-to-date, as described in "Update your cash flow accounts" on page 20. But first, see "Assign categories" on page 13 for information about how to verify the categories Quicken has assigned to your transactions.

## Add cash flow accounts manually

- 1 Choose **Cash Flow** menu > **Go to Cash Flow Center**.
- 2 On the **My Data** tab, in the Spending & Savings Accounts snapshot, click **Add Account**.
- 3 In the **This account is held at the following institution** field, type the name of your financial institution, and click **Next**.

If your financial institution is in the list that Quicken displays, select it. If it's not in the list, type its name. Be sure to correctly identify your financial institution. Quicken needs the official company name—not an abbreviation—to determine which services are offered by that institution.
- 4 Select **No, I do not want to connect to *my financial institution* through Quicken**, and click **Next**. Quicken displays the Quicken Account Setup dialog.



- 5 In the Choose the type of account to add area, select **Checking**, and click **Next**.
- 6 In the **Name this account** field, type the name by which you want to refer to this account in Quicken, and click **Next**.
- 7 In the **Statement Date** field, enter the date from your bank statement.
- 8 In the **Ending Balance** field, enter the balance from your bank statement, and click **Done**.

Quicken displays the register for the account so you can enter your transactions. See "Update your cash flow accounts" on page 20 to learn how.



## Assign categories

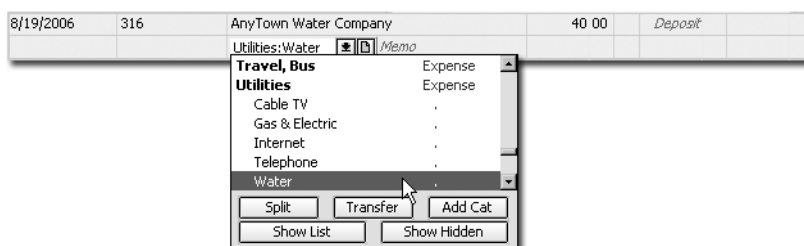
Make sure the correct category is assigned to all your transactions. For more information about categories, see “Learn how categories help manage your finances” on page 8.

You can assign single or multiple categories to a transaction.

### Assign a single category to a transaction

In most cases, you assign the full amount of a transaction to a single category.

- 1 Select the transaction you want to assign a category to, or change a category for.
- 2 In the **Category** field, select a category such as Utilities or, if Quicken has assigned a category for you, verify that the transaction includes the appropriate category. (If you don't see the category list, click the **Category** arrow.)



If you don't see a category that reflects the purpose of the transaction, you can create one. At the bottom of the category list, click **Add Cat**, and enter the information that Quicken requests. You can use the category for any transactions you add from now on.

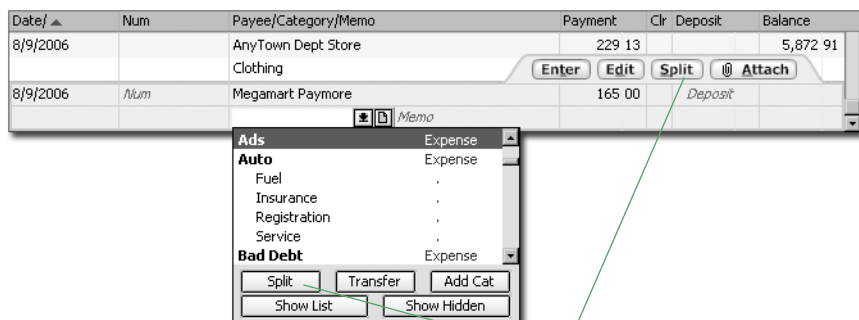
- 3 Click **Enter** to save the transaction.

When you click **Enter** to save a transaction, Quicken updates your data file on your computer's hard disk. That means that you don't have to save the file yourself. However, it's a good idea to back up the file to another location on a regular basis; you'll learn how in “Back up your data file” on page 28.

## Assign multiple categories to a transaction

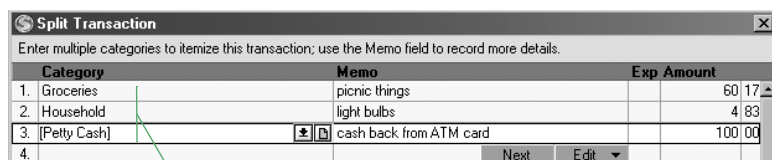
Sometimes you need to assign two or more categories to a single transaction. This is called a *split* transaction.

- 1 Select the transaction you want to assign two or more categories to.
- 2 In the lower-right corner of the transaction, click **Split**.



Click the Split button to add multiple categories to a transaction.

Quicken displays the Split Transaction dialog.



There are three categories assigned to one transaction. The [Petty Cash] line is a transfer to your cash account.

- 3 On each line, select a category, enter a memo (optional), and enter the amount to be assigned to the category. Repeat until you have split the transaction among all the appropriate categories and the sum of their amounts equals the transaction total.
- 4 Click **OK** to save the split information.
- 5 Click **Enter** to save the transaction.



Split transactions are useful for breaking single transactions into several categories (for example, when you purchase both food and medicine at the supermarket). However, split transactions are not the ideal way to enter all the monthly transactions for a credit card. The best way to track credit card purchases is to create an account for the credit card and then enter each purchase as a separate transaction.

That's it! Now you're ready to review your accounts.

## Review your cash flow accounts

You have several options when it comes to reviewing your cash flow accounts:

- The Quicken Home page helps you track and manage your short-term spending. By providing a quick overview of just the Quicken checking accounts where you manage your regular deposits and expenses, Quicken can help you determine if you have enough money to cover your monthly bills.
- The Cash Flow Center helps you track and manage your overall or long-term financial status. By displaying all of the checking, savings, credit card, and cash accounts that you track in Quicken, you can get a better idea about how these accounts work with the rest of your assets and liabilities to impact your net worth.

Each option displays only the information that Quicken needs to accomplish its purpose. This means that the changes you make to Quicken will show up only where they make sense.

For example, let's say you have a credit card with a balance of \$2,000.00, and you make a regular monthly payment of \$150.00 from your checking account toward the balance. The \$150.00 payment impacts the amount you have to spend in the short term, so Quicken displays this payment amount along with the rest of your payment obligations on the Quicken Home page. The \$2,000 credit card balance, on the other hand, has more of an impact on your overall or long-term financial status. If you have added a credit card to track your credit card transactions and balance, Quicken displays this information in the Cash Flow Center.

## The Quicken Home page

Choose Tools menu > Go to Quicken Home to open the Quicken Home page. If you are upgrading from a prior version of Quicken and have customized your Home page, you'll also need to click the Home tab.

The Home page includes the In/Out/What's Left snapshot as well as tools such as reports that provide insight into the data consolidated in the snapshot.

The In/Out/What's Left snapshot displays your income and expenses for the current month, but you can see projections of future months or information for past months by clicking the arrows on either side of the month above the snapshot.

Status	Due Date	Payee	Amount	Web	Action
	8/11/2006	AnyTown Bell	-80.00	(Auto)	Edit

Click the arrows to see information for another month.

Click the Add button to add more income sources or expenses.

The values and estimates in the In/Out/What's Left snapshot are made up primarily of *scheduled transactions*. Scheduled transactions are reminders of expected income and expenses that you have told Quicken about. For example, if you used Express Setup to set up your current Quicken data file, then the In area of the snapshot displays the paychecks and other deposits that you told Quicken about, while the Out area of the snapshot displays the bills and credit card payments that you told Quicken about.

## Keep the Home page data current

The more complete your income and expense information is in Quicken, the more accurate and helpful the In/Out/What's Left snapshot will be in helping you project your cash flow from month to month.

### Add a new income transaction

When you have a new source of income to track in Quicken, it's simple to add a new scheduled transaction to track the deposit.

In this section, you'll learn how to enter a scheduled transaction for a basic deposit. You'll learn the specifics for adding scheduled transactions for paychecks in Chapter 5, *Plan for tax time*.

- 1 Choose **Tools menu > Go to Quicken Home**. If you are upgrading from a previous version of Quicken and have customized your Home page, you'll also need to click the Home tab.
- 2 In the In/Out/What's Left snapshot, in the In area, click **Add**.
- 3 Click **Yes I would like to schedule this transaction**.
- 4 In the **Payee** list, enter who you receive the deposit from.
- 5 In the **Category** list, enter the appropriate income category.
- 6 In the **Account to use** field, enter the account that this income will be deposited into.
- 7 In the **Method** field, select **Deposit**.
- 8 In the **Amount** field, enter the amount of the deposit or the how Quicken should estimate the deposit amount.
- 9 In the Scheduling area of the dialog, enter the day this deposit should start, whether you want to be reminded to enter the deposit into Quicken yourself or have Quicken enter it for you without prompting, the frequency of the deposit, and if and when the deposit should end. Click **Help** for more information.
- 10 Click **OK**.  
Quicken adds the deposit amount to the Expected Income section of the In area of the In/Out/What's Left snapshot. Click Expected Income to see all the income Quicken is tracking for the month in question.

### Add a new payment transaction

When you have a new bill to track in Quicken, such as the payment amount for a new credit card, it's just as easy to add a new scheduled transaction to track the payment.

In this section, you'll learn how to enter a scheduled transaction for a basic payment. You'll learn the specifics of adding and processing scheduled transactions for online payments in Chapter 3, *Use online account services*.

- 1 Choose **Tools menu > Go to Quicken Home**. If you are upgrading from a previous version of Quicken and have customized your Home page, you'll also need to click the Home tab.

- 2 In the In/Out/What's Left snapshot, in the Out area, click **Add**.
- 3 Click **Yes I would like to schedule this transaction**.
- 4 In the **Payee** list, enter who you make the payment to.
- 5 In the **Category** field, select **Credit Card Payment**.  
If you added a credit card payment to Quicken during Express Setup, Quicken adds the Credit Card Payment category for you. If this category is not already in the Category List at this point, Quicken will prompt you to add it at the end of this procedure.
- 6 In the **Account to use** field, select the account that this payment will be made from.
- 7 In the **Method** field, select **Payment**.
- 8 In the **Amount** field, enter the amount you expect to pay toward this credit card each month. You can change this amount when you enter the transaction in Quicken, so just enter an estimate if you're not sure.
- 9 In the Scheduling area of the dialog, enter the day this payment should start, whether you want to be reminded to enter the payment into Quicken yourself or have Quicken enter it for you without prompting, the frequency of the payment, and if and when the payment should end.
- 10 Click **OK**.  
Quicken adds the deposit amount to the Bills section of the Out area of the In/Out/What's Left snapshot. Click Bills to see all the expenses Quicken is tracking for the month in question.
- 11 If Quicken prompts you to add a Credit Card Payment category, click **Yes**, select **Expense** in the Type area, and click **OK**.

That's it! You've added new scheduled transactions for both income and expenses.

In the next chapter, you'll learn how to process scheduled transactions that are due. You'll also learn the remaining steps you must take to pay your bills.

Right now, though, let's see what tools are available to use on the scheduled transactions you've already entered.

## Get answers about my spending

The Home page includes a number of reports and graphs that can help provide insight into the short-term finances that you're tracking in the In/Out/What's Left snapshot:

- A number of reports in the In and Out areas of the In/Out/What's Left snapshot display the individual transactions or amounts that make the monthly totals in each area. To see these reports, click the blue link for the information you want to see.
- The Cash Flow Details report shows how you are managing your money. To see this report, click the blue link in the What's Left area of the In/Out/What's Left snapshot, or click Cash Flow Details above the What's Left area of the snapshot.
- The spending graphs display information about your expense allocation by category or payee. To see these graphs, click the Spending Graph tab at the bottom of the Home page.
- The Account Balance Graph displays information that can help you closely manage your money (for example, to make sure monthly expenses can be met). To see this report, click the Account Balance Graph tab at the bottom of the Home page.

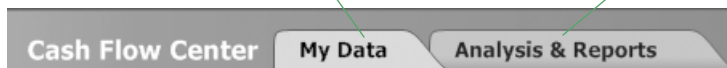
## The Cash Flow Center

While the Quicken Home page shows you just the scheduled deposits and expenses for the cash flow accounts that you use to handle your monthly deposits and expenses, the Cash Flow Center displays all of the cash flow accounts you track in Quicken. Having all of these accounts together in one place can give you a better idea about how they impact your net worth.

You'll find a different focus on each tab of the Cash Flow Center. Choose Cash Flow menu > Go to Cash Flow Center, and click the tab that has the information you want.

My Data focuses on your current cash flow accounts and balances.

Analysis & Reports provides an in-depth analysis of your income and expenses.



## Keep the Cash Flow Center data current

You can download transactions to keep the information on the My Data tab current. You'll learn how in "Update your cash flow accounts" on page 20. But first you'll learn about one of the easiest ways to get answers in Quicken—reports and graphs.

## Get answers with Quicken reports and graphs

Quicken reports and graphs can show you how you are spending your money. When you assign categories to your transactions, Quicken can show your spending based on *what* you spend your money on. When you assign payees to your transactions, Quicken can show your spending based on *where* you spend your money.

On page 8, you learned how to create a minireport for a single category from the register. You can also create minireports for single payees from the register. However, when you want to look at data for several categories or payees at one time, use the Reports & Graphs Center.

- 1 Choose **Reports menu > Reports & Graphs Center**.

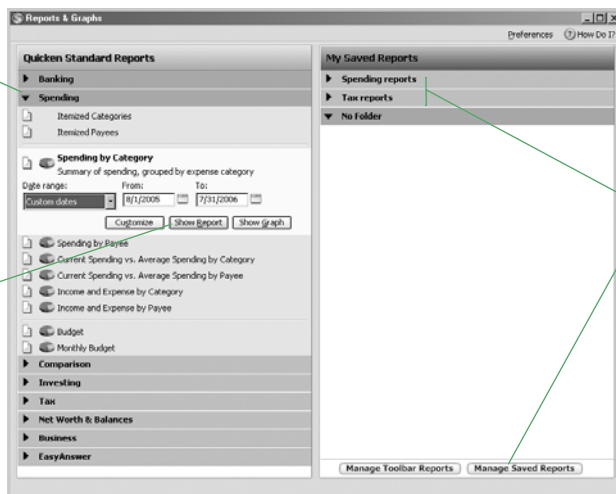
Quicken displays the Reports & Graphs window.

- 2 In the Quicken Standard Reports list on the left, click **Spending**.

Quicken displays the list of available spending reports and, when applicable, corresponding graphs.

Click **Spending** to display a list of available spending reports and graphs, and then click the one you want.

When you're ready to run the report, click **Show Report** or **Show Graph**.



Quicken stores the reports you save in the My Saved Reports list.

You can create folders to organize your saved reports. Click **Manage Saved Reports** to get started.

- 3 Click **Spending by Category** to see what you are spending your money on, or click **Spending by Payee** to see where you are spending your money.
- 4 Select the date or dates you want the report or graph to include. (Optional)
- 5 Click **Show Report** or **Show Graph**.  
Quicken displays a report or graph that reflects your expenses, based on the categories or payees you assigned when you entered transactions.

Click the plus or minus sign to the left of a category to display or hide the corresponding subcategories.

Some reports include a trend graph icon to the left of the category. Click the icon to display your average monthly spending for an expense category or payee over the past year.

If you move your pointer over report totals with details available, the pointer turns into a magnifying glass. Double-click to zoom in on the details.

Category Description	Amount
Auto	960.00
Fuel	960.00
Clothing	539.13
Dining	1,220.00
Entertainment	430.00
Gifts Given	168.00
Groceries	1,999.96
Household	280.00
Mortgage Int	5,300.41
Tax	14,475.00
Utilities	1,493.00
Quicken Credit Card	3,040.00
Our Home Loan	2,299.59
Chris's Brokerage	7,000.00
Jimmy's 401(k)	10,500.00
Jimmy's ESPP	1,950.00
<b>OVERALL TOTAL</b>	<b>51,655.09</b>

- 6 To print the report to paper or to a PDF, click **Print**. To export the report to another program like Excel or to the Clipboard, click **Export Data**. Click **Help** if you need more information. (Optional)
- 7 Click **Save Report**, type a unique name for the report, select or create the folder or area where you want to save the report, and click **OK**. (Optional)

The next time you want to open the saved report, you can do so from the My Saved Reports list on the right side of the Reports & Graphs window. To add a link for the report to the Quicken toolbar so you can access the report with a single click, right-click the Customize toolbar.

Spend some time experimenting with reports to get an idea of the different kinds of financial information that Quicken can provide. Try customizing a report to change how it is laid out or the scope of information it includes (saved reports retain their customized settings). Notice that when you run another report, the original report is minimized in the taskbar at the bottom of the screen so you can easily return to it at any time during your Quicken session.

## Update your cash flow accounts

The easiest way to keep your accounts up-to-date is to download transactions from your financial institution. If you prefer, you can also enter new transactions manually.

### Updating transactions

Updating transactions saves you time. Instead of entering transactions into Quicken manually, you update them when you go online from within Quicken. After you review them, Quicken adds them to the register for you.

If you added your cash flow accounts online, you're ready to update transactions whenever you want. If you added your accounts another way and want to start updating transactions, see Chapter 3 for information about how to get set up.

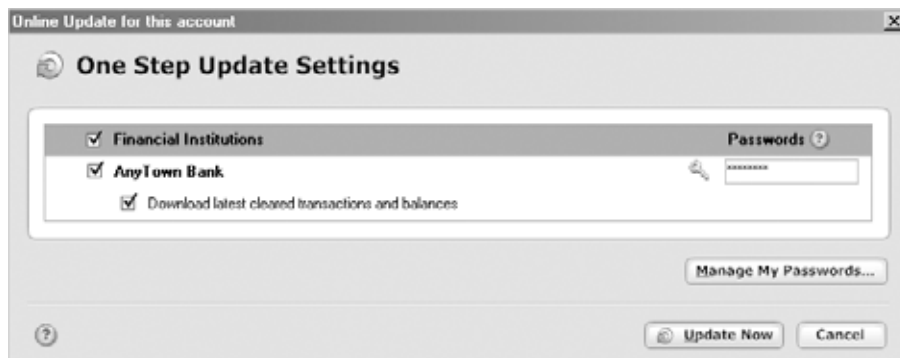
How you update transactions with your financial institution depends on the way it communicates with Quicken. If multiple connection methods are available, Quicken ensures the best experience by attempting the most direct connection methods first.

- When you click Update Transactions on the Download Transactions tab of the register you want to update, if Quicken displays customer ID and password fields, you can connect directly to your financial institution through Quicken. See the next section, "Connect directly to your financial institution through Quicken."
- When you click Update Transactions on the Download Transactions tab of the register you want to update, if Quicken displays your financial institution Web site, you must download transactions to Quicken from there. See "Connect to your financial institution through its Web site" on page 21.

If your financial institution doesn't support transaction update with Quicken, see "Manually enter transactions" on page 22 for information about how to keep your accounts up-to-date.

### Connect directly to your financial institution through Quicken

- 1 At the bottom of the register where you want to update information, click the **Downloaded Transactions** tab.
- 2 Click **Update Transactions**.
- 3 Select what you want to update for the financial institution.



- 4 Type the password for the financial institution you are updating transactions for.
- 5 Click **Update Now**.  
Quicken updates your transaction data.
- 6 Continue with "Compare updated transactions to your Quicken register" on page 21.



## Connect to your financial institution through its Web site

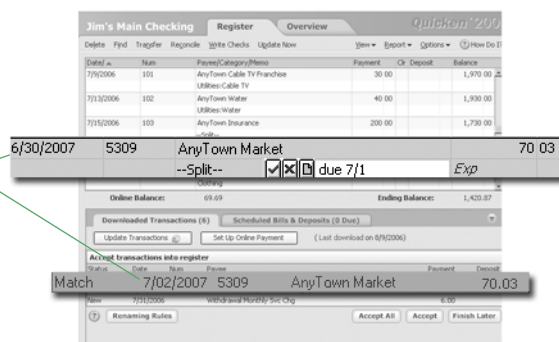
- 1 At the bottom of the register where you want to update information, click **Downloaded Transactions**.
- 2 Click **Update Transactions**.  
Quicken displays the login page of your financial institution's Web site.
- 3 Log in to your financial institution's Web site, navigate to your transactions, and select the option to download to Quicken.
- 4 If the File Download dialog appears, specify that you want to open the file from its current location.
- 5 Match the online account with the correct account in Quicken if Quicken prompts you to do so, and then click **Continue**.  
Quicken updates your transactions.
- 6 Continue with the next section, "Compare updated transactions to your Quicken register."

## Compare updated transactions to your Quicken register

After you update, Quicken displays the updated transactions at the bottom of the appropriate register.

When you select a downloaded transaction, Quicken finds its matching transaction among the ones you have entered in the register.

Note that this check cleared a few days after the payment was recorded in Quicken.



Quicken compares the downloaded transactions to those you have already entered in the register; if any transactions are the same, Quicken labels them Match. If there is no match, Quicken labels them New. In most cases, Quicken correctly identifies a transaction based on the transaction amount, date, check number, and so on. Occasionally, you need to manually match or unmatch an updated transaction.

You have two options for accepting the downloaded transactions into your register: Accept All or Accept. Accept All is the fastest way to accept transactions into your register, and it is a good option if you download all the transactions for the account. Accept is the most accurate way to accept transactions into the register because you review each one, and it is a good option if you enter some of the transactions into the account manually.

- 1 Decide how you want to accept transactions into your register:
  - Click **Accept All** in the lower-right corner of the **Downloaded Transactions** tab to accept all your downloaded transactions into your register at once.
  - Select each downloaded transaction in the register. Click **Accept** if Quicken has correctly identified it as a Match or New transaction. If Quicken has incorrectly identified the transaction, click **Help** for more information.



Sometimes downloaded transactions include extra information about a payee that is irrelevant to you. For example, the coffee shop near your office might be listed as AnyTown Coffeeshouse 005 PLEASANTON 945. You can rename this payee to something shorter like AnyTown Coffeeshouse. You can then assign this new name to several payees so that a transaction for a visit to the coffee shop near your home (AnyTown Coffeeshouse 001 GILROY 950) displays the same payee. Quicken helps you rename payees as you accept transactions into your register. To rename payees at a later time, click Renaming Rules, and follow the on-screen instructions. Click Help if you need more information.

- 2 If Quicken assigns a category to the transaction, confirm that it is the correct category. If Quicken has not assigned a category because it does not recognize the payee, assign a category and a payee. For information about changing categories or adding them to transactions, see “Assign categories” on page 13.
- 3 Repeat steps 1 and 2 for each downloaded transaction.
- 4 Click **Done**.

The Done button appears when you have accepted the transactions from all sources (for example, Pocket Quicken, WebEntry, and downloaded transactions, online payments, and transfers from your financial institution).

If you've downloaded transactions from multiple sources, accept the first batch of transactions, and then click Continue to accept the next batch of transactions. (If there are payments and transfers to be accepted, you must first handle these transactions by clicking either Accept or Ignore before continuing with transactions from any other source.)

After you're done accepting transactions, see “Reconcile your cash flow accounts” on page 25 for information about how to reconcile your account.

## Manually enter transactions

The easiest way to keep your account up-to-date is with transaction update. If you have not set up transaction update, to keep your financial information current, you should manually enter all new transactions as they occur. That is, each time you write a check, make a deposit, or transfer funds, enter that information in Quicken. Use the following guidelines to help you decide which transactions to enter when you first begin using Quicken.

- If you reconciled your last bank statement (that is, if you balanced your checkbook), then enter all your outstanding transactions—those that weren't cleared on the statement and those that have taken place since you reconciled.
- If you didn't reconcile your last bank statement, enter only transactions that took place after the statement date that you used when you added the account. (If you enter any transactions that took place before you added the account, some of them might be accounted for twice—once in the amount you entered for the opening balance when you added the account, and once when you enter them again.)

## Open the register

- 1 Choose **Cash Flow** menu > **Go to Cash Flow Center** if your register isn't displayed.
- 2 On the **My Data** tab, in the Spending & Savings Accounts snapshot, click the account you want to open.

Open the accounts you add from the snapshot in the center or the Account Bar list.

Click to open and close the list of accounts.

Drag the edge of the Account Bar list to the left to hide it, and click the arrow in the upper-left corner to restore it. Or you can press F11 on the keyboard, which hides or displays the Account Bar list as part of maximizing or minimizing the working area in a register.

Quicken opens the register and selects an empty transaction.

Click this field to begin entering a transaction.

Click this field to assign a category to the transaction.

Click this button to save the transaction.

## Enter a payment transaction

- 1 Select an empty transaction at the bottom of the register.
- 2 Enter a date, a check number, a payee such as AnyTown Water, and a payment amount. (You can use the mouse or the TAB key to move from one field of the transaction to the next.)
- 3 In the **Category** field, select a category.
- 4 In the **Memo** field, type a memo or note. (Optional)
- 5 Click **Enter** to save the transaction.

That's it! You've entered a payment transaction. Keep going to learn about entering other kinds of transactions.

## Transfer funds to another Quicken account

After you have set up multiple Quicken accounts within the same data file, you can transfer funds between them. For example, if an annual bonus is deposited into your checking account, you can transfer some percentage of the bonus to your savings account.

If you have not set up multiple accounts in Quicken, skip to the next section, "Enter a deposit."

- 1 Open the register for the account that you want to transfer money from.
- 2 On the toolbar, click **Transfer**.
- 3 Quicken displays the Record a Transfer between Quicken Accounts dialog with the current account selected in the Transfer Money From field.
- 4 In the **To Account** field, select the account you are transferring money to.
- 5 In the **Memo** field, type a memo or description. (Optional)
- 6 In the **Date** field, enter the date of the transfer.
- 7 In the **Amount** field, enter the payment amount.
- 8 Click **OK**.

Quicken enters the transfer transaction in the register. The account you have made the transfer to appears in the Category field in [square brackets].

## Enter a deposit

- 1 In the **Date** field, enter a date.
- 2 In the **Num** list, select **Deposit**.
- 3 In the **Payee** field, enter where the money is from (for example, Income Tax Refund).
- 4 In the **Deposit** field, enter the deposit amount.
- 5 In the **Category** field, select a category, or click **Split** to split the deposit among multiple categories.
- 6 In the **Memo** field, type a memo or note. (Optional)
- 7 Click **Enter** to save the transaction.

## On an ongoing basis

Continue to enter all new transactions as they occur, either with transaction update or manually.

Also, reconcile your Quicken account each time you receive a new bank statement (see the next section, "Reconcile your cash flow accounts"). Reconciling ensures that your Quicken account accurately reflects all your banking activities. Reconciling is a great way to catch transactions that you forgot to enter or entered twice.

---

Note: If you didn't enter any existing transactions when you set up the account, you'll probably have several transactions to enter the first couple of times you reconcile your statements.

---

## Reconcile your cash flow accounts

When you finish updating and accepting transactions into a Quicken account, or you receive a statement for an account that you are tracking in Quicken, reconcile your Quicken data. Reconciling ensures that your Quicken data is correct and can also help you discover any errors. You can reconcile almost any type of cash flow account, including checking, savings, and credit card, but how you reconcile an account varies depending on whether you are reconciling to an online balance (online accounts only) or a paper statement.

### Reconcile an account to an online balance

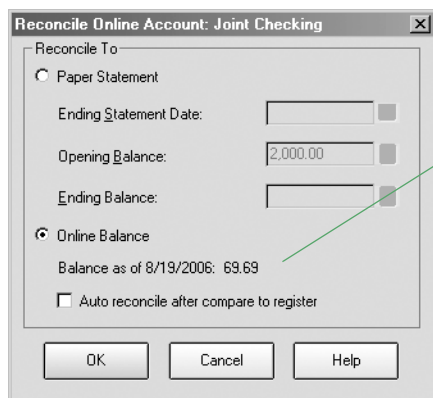
The fastest and easiest way to reconcile an account that you're updating transactions for is with your online balance.

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Note: After you decide to reconcile your account to an online balance, you should not switch to reconciling your account to a paper statement or it may appear that you are missing transactions or that your opening balance is incorrect.

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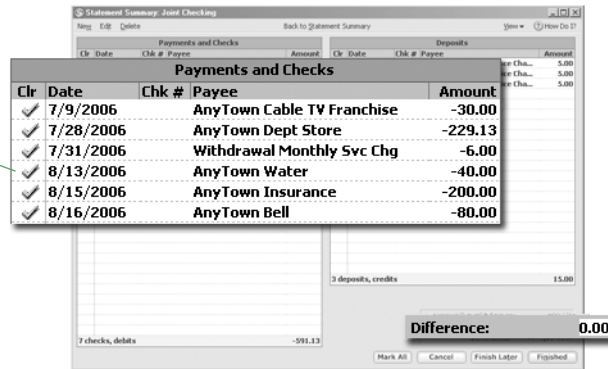
- 1 Open the account register.
- 2 On the toolbar, click **Reconcile**.  
Quicken displays the Reconcile Online Account dialog.



You don't need to wait for a paper statement to reconcile your online account to your online balance. You can reconcile after each download.

- 3 In the Reconcile To area, select **Online Balance**.
- 4 Click **OK**.  
Quicken displays the Statement Summary window, marks all your downloaded transactions as cleared, and shows the difference in the lower-right corner as 0.00.

Quicken marks all your downloaded transactions as cleared.



5 Click **Finished**.

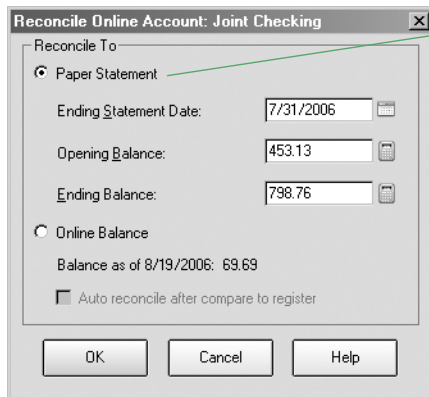
Quicken marks each reconciled transaction with an R in the Quicken register's Clr column.

6 Click **Yes** to print a reconciliation report. (Optional)

## Reconcile an account to a paper statement

When you receive a statement for an account that you are tracking in Quicken, reconcile the statement with your Quicken data. If you are updating transactions for the account, you must take care to account for transactions that occur after the ending statement date.

- 1 Open the account register.
- 2 On the toolbar, click **Reconcile**.



If this is an online account, you must select **Paper Statement** before you can edit any of the fields.

3 Use your bank statement to enter the requested information, except the opening balance, which Quicken calculates for you. Click **Help** if you need more information.

When you're finished reconciling, you can have Quicken make any needed adjustments in your register.

4 Click **OK**.

- If the account is online, Quicken marks all your updated transactions as cleared in the Statement Summary window. Click each transaction that occurred after your statement ending date to clear the check mark from the Statement Summary window.

- If the account is not online, Quicken displays the Statement Summary window without any transactions selected. Select each transaction that appears on your statement to mark it as cleared in Quicken.

It's a good idea to check off each transaction on the paper statement as you go along, too. When you finish reconciling, cleared transactions will have an R in the Quicken register's Clr column.

- 5 If this is not an online account or it has been some time since your last update, you may need to add transactions that are on your statement but aren't listed in the Statement Summary window.
  - On the toolbar, click **New** to add transactions to the register.
  - In the register, click **Return to Reconcile** to return to the Statement Summary window.

- 6 Click **Finished** when the difference shown in the lower-right corner of the Statement Summary window is 0.00.

If the difference shown in the lower-right corner of the window is not 0.00, decide how you want to resolve the discrepancy. You may have forgotten to enter a transaction, or accidentally entered one twice. For example, perhaps your financial institution has recorded a service charge or dividend that you haven't entered into Quicken yet. For information about resolving reconciliation discrepancies, choose Help menu > Quicken Help, click the Index tab, and enter *reconciling*.

If the difference still is not 0.00, your best bet is to click Finished and let Quicken add an Adjust Balance transaction for you.

- 7 Click **Yes** to print a reconciliation report. (Optional)

To run a reconciliation report at a later time, choose Reports menu > Banking > Reconciliation.

## Back up your data file

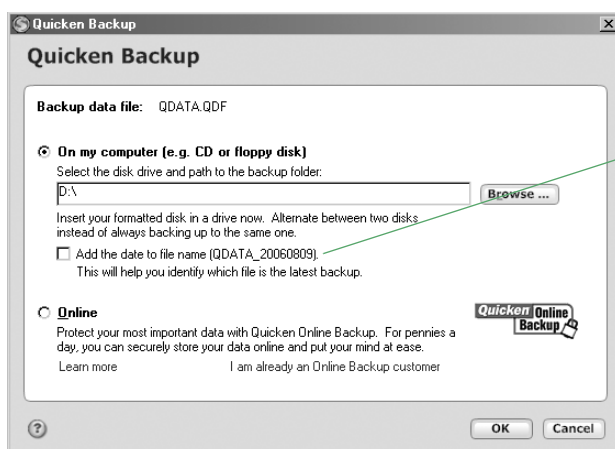
Quicken saves your data file on your hard disk each time you enter a new transaction. However, you should back up your Quicken data regularly so you always have a copy in case of a hardware failure or computer virus.

When you manually back up your Quicken data file with the following procedure, if you have attached images such as receipts or statements to your Quicken transactions or accounts, Quicken backs up these attachments with your data file only if there is enough room for all of them. If there is not enough room for all of your attachments, none of them are included in the backup.

You can back up your Quicken data file to removable drives, CDs, DVDs, and so on. Backing up to floppy disks is the least reliable form of data storage, and Intuit does not recommend that you use this method for your valuable financial data unless you have no other options.

Another way to safeguard your valuable Quicken data is to back it up every day to a remote location with Quicken Online Backup (service fees apply; service subject to change).

- 1 If it is not already open, open the data file you want to back up.
- 2 Choose **File menu > Backup**.  
Quicken displays the Quicken Backup dialog.



Select this check box to add a date after the data file name. A date can help you determine which data file is the most recent.

- 3 Select the appropriate option:
  - Click **On my computer** to back up to an external source (such as removable drives, CDs, DVDs, and so on). Enter or browse to the backup location if necessary.  
Quicken backs up the file, then displays a message telling you that the backup was successful.
  - If you have already signed up for Quicken Online Backup, click **Online**, and then click **OK**.  
Quicken Online Backup encrypts your data and sends it to be safely stored.  
If you haven't yet subscribed to Quicken Online Backup, click **Learn more** for information about the benefits and cost of the service. When you're ready to sign up, click **Get Started Now** below the cost information.



## Next steps

If you're updating transactions in Quicken, you might be thinking how nice it would be pay your bills online. If so, turn to the next chapter to get started!

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<b>To learn more about...</b>	<b>Search the Help Index for...</b>
making your register area larger	registers/transaction list, changing appearance
attaching images to transactions and accounts	images
customizing the Quicken Home page	Quicken Home page
controlling spending	cash flow (managing) in Quicken
updating several accounts at one time	One Step Update
storing passwords, Password Vault	passwords
matching downloaded transactions	reviewing and accepting, downloaded transactions
security	security in Quicken
saving reports so you can run them again	reports, saving reports
making reports look the way you want	reports, customizing
running reports that include only certain categories	categories, reporting on selected
backing up data	backing up your data
restoring data you have backed up	restoring your data
getting help with backup and restore	troubleshooting, backup and restore
moving data from one computer to another	transferring, between computers
changing online backup options	files, backing up and restoring

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# 3 Use online account services

**Choose online account services 32**

**Set up online account services 34**

**Make payments online 36**

**Schedule online payments 38**

**Next steps 41**

## **Before you start**

Continue with this chapter if you want to learn how to pay your bills online or you have existing cash flow or investment accounts that you set up manually and want to start updating transactions for. If you are just adding cash flow or investment accounts, skip this chapter and see “Add your cash flow accounts” on page 9 or “Add your investment accounts” on page 44.

## **What you will need**

You must connect to the Internet and register Quicken. (Choose Help menu > Register Quicken. If Register Quicken isn't on the Help menu, you've already registered.) You must also sign up for online account services with a participating financial institution, as described in “Set up online account services” on page 34.

## Choose online account services

The online account services in Quicken give you convenient, day-and-night access to your accounts. In Quicken, two available online account services are transaction update and online payment.

- *Transaction update* helps you keep your accounts up-to-date, improves the accuracy of your record keeping, and simplifies reconciling your monthly statements. You can update transactions from your participating bank, brokerage, or other financial institution directly into Quicken and compare your financial institution's records to your own. Typically, when a check clears the bank, a credit card purchase is processed, or your broker executes a buy or sell order, you'll get the details the next time you update.
- *Online payment* helps you save time at every step of your regular bill-paying chores. You enter a payment transaction in Quicken and then send the payment electronically with just a few keystrokes (application approval and additional fees apply).

Your financial institution may support both transaction update and online payment, only transaction update, or neither. Even if your financial institution supports online payment, consider that Quicken® Bill Pay offers the added convenience of being able to pay your bills online from within Quicken from as many as 10 different accounts at different financial institutions for a single charge. For more information about Quicken Bill Pay, see "Sign up for Quicken Bill Pay" on page 35.

## Why is using online account services with Quicken better than using my financial institution's Web site?

Many financial institutions let you bank or manage your investments online using your Web browser. However, using Quicken to manage your cash flow and investment accounts offers many additional benefits.

### Manage cash flow accounts online in Quicken

You may be able to see your balances, pay bills, and even transfer money between accounts with your financial institution's Web site. But generally you see only the limited number of transactions that have already cleared at your financial institution. By paying bills and entering transactions in Quicken, you know your actual ending balance, including the transactions that haven't cleared yet.

Quicken also offers these benefits:

- Web banking generally can't provide a complete picture of your finances unless all your accounts are at a single financial institution. Quicken can combine information from all your real-world accounts, so you can see the total effect on your cash flow and net worth. For more information about how many accounts to add, see "Decide how much detail you want to track" on page 2 and "Decide which accounts to track" on page 9.
- When you assign Quicken categories to your transactions, you get much more information out of your data than just the transaction history and cleared balance available from most financial institution Web sites. With no extra work, Quicken also gives you reports, graphs, long-term planners, alerts, reminders, and tax features that can save you time and help you make informed decisions that will affect your financial situation for years to come.
- Quicken Bill Pay is designed to work with Quicken, so the online payments you make are automatically entered in your Quicken register so you know your real ending balance right away—even before your financial institution does! For more information about Quicken Bill Pay, see "Sign up for Quicken Bill Pay" on page 35.
- You can use One Step Update to update your account information from several financial institutions at once. (This applies only to financial institutions that you can connect to directly from Quicken.)

- When you download transactions and accept them into your register, Quicken marks them as cleared. This makes it possible to balance your checkbook with just a few clicks—whether you reconcile the account with your financial institution's online records or the regular paper statement. For more information about reconciling accounts, see "Reconcile your cash flow accounts" on page 25, or choose Help menu > Quicken Help, click the Index tab, and enter *reconciling*.

## Manage investing accounts online in Quicken

You may be able to see your holdings and recent transaction history, and even buy and sell securities on your financial institution's Web site. However, Web sites typically do not track lots or history beyond a few months. If you enter those same transactions into Quicken, or better yet download them directly from your brokerage, you will have easy access to a level of detail not available elsewhere.

Quicken also offers these benefits:

- If you add a Quicken account for each of your real-world investment accounts, you can analyze all your investments in one place, no matter how many different financial institutions you use. The Investing Center and the investing reports give you fundamentals, performance, history, and analysis. For more information about analyzing your investments, see "Track your portfolio's performance" on page 48.
- You can save time. Instead of entering transactions into Quicken manually, you update them when you go online. After you review them, Quicken adds them to the transaction list for you.
- You can take advantage of powerful tools such as the Capital Gains Estimator, which helps you estimate which lots could realize the greatest after-tax yield. And the Capital Gains report can save you hours at tax time.
- If you add all the historical transactions for your investments and you keep your accounts up-to-date, Quicken adjusts the cost basis of your original lot to account for every buy, sell, stock split, reinvested dividend, and so on. Quicken uses this information to calculate performance metrics. And when you sell, Quicken uses this information to calculate your capital gain or loss for tax reporting—which is much easier than rummaging through old statements and transaction records and calculating cost basis manually. To see your lots and cost basis at any time, open the Portfolio (choose Investing menu > Portfolio) and expand the security you want information about.

The screenshot shows the 'Investing Center' interface with the 'Portfolio' tab selected. It displays a table of investment holdings for 'Jimmy's 401(k)'. The table has columns for Name, Quote/Price, Shares, Market Value, and Cost Basis. The holdings include Magierek Small Cap, Mena-McCarthy Index, and several lots of a security purchased on 1/1/1998.

Name	Quote/Price	Shares	Market Value	Cost Basis
Jimmy's 401(k)			143,500.00	143,500.00
Magierek Small Cap	est. 29.98	724.98...	21,735.00	21,735.00
Mena-McCarthy Index	est. 39.75	1,822....	72,450.00	72,450.00
Lot 1/1/1998	39.75	8.805102	350.00	350.00
Lot 1/16/1998	39.75	8.805031	350.00	350.00
Lot 2/1/1998	39.75	8.805031	350.00	350.00
Lot 2/16/1998	39.75	8.805031	350.00	350.00
Lot 3/1/1998	39.75	8.805031	350.00	350.00

## Do all financial institutions offer online account services with Quicken?

As the Internet becomes more widely used, the number of financial institutions that offer online account services for banking and investing with Quicken continues to grow. For a complete list of financial institutions that offer online account services, choose Online menu > Participating Financial Institutions.

## Set up online account services

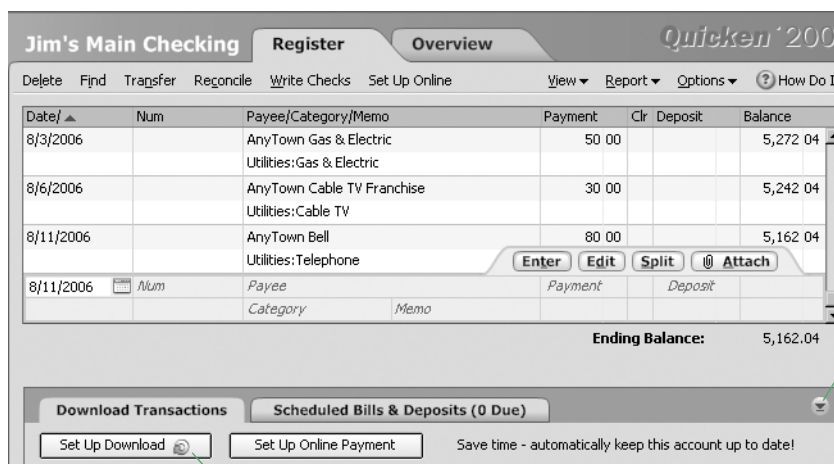
Continue with this section if you want to learn how to pay your bills online or you have existing cash flow or investment accounts that you set up manually and want to start updating transactions into. If you are just adding cash flow or investment accounts, skip this chapter, and see “Add your cash flow accounts” on page 9 or “Add your investment accounts” on page 44.

Setting up transaction update in Quicken and all online payment services such as Quicken Bill Pay requires two steps—signing up for the service, and then activating the account.

If you signed up for transaction update when you added the account in Quicken, continue with “Activate transaction update” on page 35 as soon as you receive a customer ID and password from your financial institution.

## Sign up for transaction update

- 1 Open the register for the account that you want to set up for transaction update.



Click Set Up Download to set up online account services with Quicken.

To display the maximum number of transactions in the register at one time, click the arrow to minimize the Download Transactions tab and the Scheduled Transactions tab.

- 2 On the **Download Transactions** tab, click **Set Up Download**.
- 3 Follow the on-screen instructions to obtain a password. The application process and terminology are different for each financial institution. Be sure to specify that you want online account services with Quicken. You may be able to sign up for both transaction update and online payment, or just transaction update. If you have any questions, contact your financial institution for assistance.

If you want to pay bills online but your financial institution doesn't support online payment, see “Sign up for Quicken Bill Pay” on page 35 to learn how to pay bills from within Quicken. You can sign up for only one online payment service for each account.

## Activate transaction update

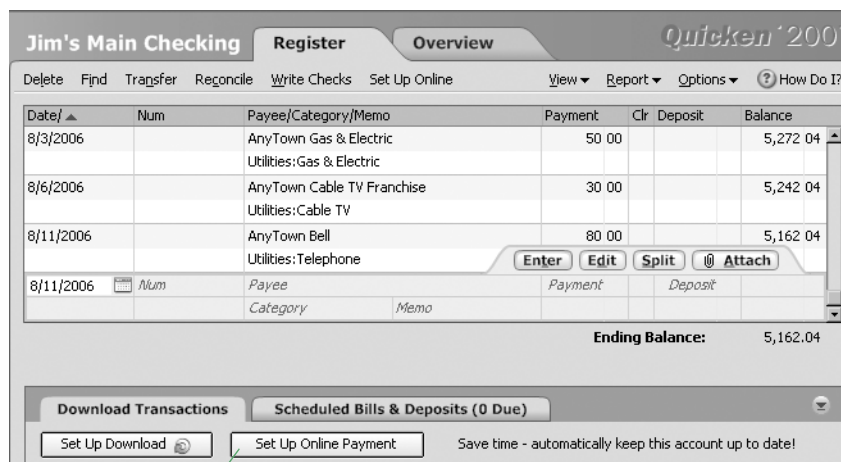
You can activate your account and start using online account services as soon as you receive a customer ID and password from your participating financial institution.

- 1 Open the register or transaction list for the account that you want to set up for online account services.
- 2 On the **Download Transactions** tab, click **Set Up Download**.
  - If Quicken requests your customer ID and password, enter this information and follow the on-screen instructions; then continue with "Connect directly to your financial institution through Quicken" on page 20 for cash flow accounts or "Connect directly to your financial institution through Quicken" on page 55 for investment accounts.
  - If Quicken connects to your financial institution's Web site, your first update activates the account; continue with step 3 of "Connect to your financial institution through its Web site" on page 21 for cash flow accounts or step 2 of "Connect to your financial institution through its Web site" on page 55 for investment accounts.

## Sign up for Quicken Bill Pay

Designed to work with both Quicken cash flow and investment accounts and the Web, Quicken Bill Pay lets you receive and pay bills online from multiple U.S. accounts with check-writing privileges (enrollment approval and additional fees apply; service subject to change).

- 1 Open the register for the account you want to set up for Quicken Bill Pay.



Click **Set Up Online Payment** to set up Quicken Bill Pay.

- 2 On the **Download Transactions** tab, click **Set Up Online Payment**.
- 3 In the Online Account Activation dialog, click **Learn more and sign up today**.
- 4 Click **Get Started** on the Quicken Bill Pay Web page.
- 5 Follow the on-screen instructions to complete and submit the enrollment application for Quicken Bill Pay.

## Activate Quicken Bill Pay

You can activate your account and start using Quicken Bill Pay with the user ID and password you created when you signed up for the service.

- 1 Open the register for the account you want to set up for Quicken Bill Pay.
- 2 On the **Download Transactions** tab, click **Set Up Online Payment**.
- 3 In the Quicken Bill Pay area, click **Activate**.
- 4 In the **Customer ID** and **Password** fields, type your user ID and password.
- 5 Click **Next**, and follow the on-screen instructions.
- 6 Continue with step 5 in “Make payments online” on page 36

## Make payments online

To make payments online, you must have signed up for Quicken Bill Pay or activated online payment with a participating financial institution (service fees may apply). After you do, you can add payment transactions to Quicken and transmit them to your financial institution.

For more information about managing bills in Quicken, choose Help menu > Quicken Help, click the Index tab, and enter *bills (personal and household)*, and select *overview of*. Then, from the list that appears, select *Understanding Bills in Quicken*.

## Add payment transactions

Adding payment transactions from the Online Center is even easier than writing a check, but the first time you do so, you'll need to give Quicken the name, address, and phone number for each payee. You'll also need to provide an account number.

- 1 Choose **Online** menu > **Online Center**.
- 2 In the **Financial Institution** list, select the online payment provider for the account.
- 3 Click the **Payments** tab.
- 4 In the **Account** field, select the account to withdraw the payment from.

The screenshot shows the Quicken Online Center interface. A modal window is open for adding a payment transaction. The form contains the following fields:

- Payee: Erin McCarthy, D.D.S., Inc.
- Account #: 123456789
- Category: Medical/Dental (with a dropdown arrow)
- Buttons: Split, Memo, Enter

Below the form is a table with columns: Payee, Amount, Num, and Date. The table contains the following data:

Payee	Amount	Num	Date
AnyTown Bell	80.00	5022	4/30/04
AnyTown Water	20.00	5023	5/4/04
AT&T Wireless	27.82	5424	5/12/04
AT&T Long Distance	42.53	5426	5/21/04
Comcast	22.07	5427	5/27/04
Pacific Gas & Electric	56.57	5428	5/27/04
St. Francis Lutheran Church	55.00	5429	6/1/04
St. Callista	50.96	5430	6/4/04

Click Enter to add the payment to the list of transactions to be sent. Don't forget to send the payment transaction as described in “Send payment transactions” on page 37.



- 5 In the **Payee** field, enter who receives this payment.  
If this is the first time you've sent a payment to this payee, enter the requested information. If you don't have an account number, use your telephone number so the payee can identify you.
- 6 In the **\$** field, enter the payment amount.
- 7 In the **Category** field, select a category.
- 8 In the **Memo** field, type a memo or note. (Optional)
- 9 Enter either a processing date or a delivery date.  
Depending on your payment processor, you may need to enter either a processing date (the date you want your financial institution to deduct the money from your account) or a delivery date (the date you want the payee to receive this payment). Also depending on your payment processor, you may be able to skip this field and let Quicken calculate the earliest date for you.
- 10 Click **Enter**.  
Quicken adds the payment to the list of transactions to be sent. You must send the payment transaction as described in the next section, "Send payment transactions."  
Financial institutions typically require at least four business days' lead time to make a payment, so transmit the payment from Quicken to your financial institution at least four business days before it's due. For more information about lead times, choose Help menu > Quicken Help, click the Index tab, and enter *lead time for online payments*.



You can set up repeating online payments for payments that occur at regular intervals. For more information about repeating online payments, see "Use repeating online payments" on page 40.

## Send payment transactions

You must send your payment transactions to your financial institution.

- 1 Choose **Online** menu > **One Step Update**.
- 2 Select the payment you want to send.
- 3 Type a password for the financial institution you are sending the payment to.
- 4 Click **Update Now**.

Quicken marks sent online payment transactions with a lightening bolt.

Date/▲	Num	Payee/Category/Memo	Payment	Clr	Deposit	Balance
8/21/2006		Erin McCarthy, DDS	80 00		Deposit	1,520 00
		Medical:Doctor			Memo	
8/22/2006		AnyTown Dept Store				
		Clothing				

You can attach images such as checks, receipts, or other images to a transaction. Or, if a transaction requires follow-up or more information, you can also add flags, notes, and alerts. Just click the **Attach** button to get started.

That's it! You've sent an online payment. Keep reading to learn about scheduling online payments.

## Schedule online payments

You can schedule transactions to have Quicken remind you each time online payments are due, or you can send a single repeating online payment instruction to automatically make online payments without any intervention. Because repeating online payments occur automatically, they are best suited for payment amounts that do not change from month to month (for example, a mortgage or car payment).

## Use scheduled transactions

When you add a scheduled transaction to Quicken, you can choose to have Quicken remind you to enter the payment transaction in the register when the bill comes due, or have Quicken enter it in the register without prompting. After the payment transaction is in the register, you know it's time to send the payment.

## Add scheduled transactions

- 1 Open the register you want to make the payment from.
- 2 Click the **Scheduled Bills & Deposits** tab at the bottom of the register.
- 3 Click **Add Bill or Deposit**.

Quicken displays the Add Scheduled Transaction dialog.

**Add Scheduled Transaction**

\* Required fields

**Payee Information**

Payee\* AnyTown Gas & Electric Address...

Category Utilities: Gas & Electric Split...

Memo

**Payment Information**

Account to use: \* Jim's Main Checking

Method\* Online Payment from Quicken

This is a repeating online payment. ? What is th...

Web site Web site address Go

Amount  50.00

Estimate from last 3 payments

Use full credit card balance.

**Scheduling**

Start on\* 8/3/2006

Remind Me 5 days in advance

How often\* Monthly

Options

The 3rd of every month

The First Thursday of every month

The last day of every month

Schedule this transaction

With no end date

Only until

To end after 3 times

Options... OK Cancel

- 4 Enter the payee information.
  - In the **Payee** field, enter who receives this payment.
  - In the **Category** field, select the appropriate expense category.
- 5 Enter the payment information.
  - In the **Account to use** list, select the account you want to make the payment from.
  - In the **Method** list, select **Online Payment from Quicken**. (This option appears only if the account you're making the payment from is activated for online payment.)
  - In the **Amount** field, enter the payment amount.

- 6 Enter the scheduling information.
  - In the **Start on** field, enter the date you want the first payment made, and the action Quicken should take when the payment is due:
 

Select **Remind me** to have Quicken remind you to enter the payment in the register, and enter a number of days before the due date. When the Quicken reminds you the payment is due, follow the instructions in the next section, "Record scheduled transactions."

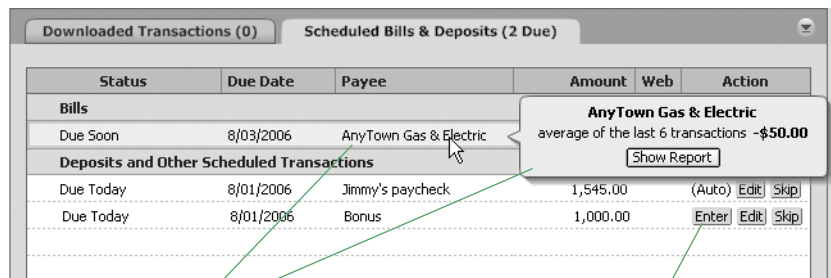
Select **Automatically Enter** to have Quicken enter the payment in your register automatically. After the payment is in the register, send the payment as described in "Send payment transactions" on page 37.
  - In the **How often** field, enter the frequency with which you want the transaction to recur.
  - Enter how long the payment should be made.
- 7 Click **OK**.

Quicken adds the payment instruction to the Scheduled Transaction List (choose Tools menu > Scheduled Transaction List). If you told Quicken to remind you to enter your payment when it's due, when the time comes to enter the scheduled transaction into the register, Quicken places a reminder about the payment on the Scheduled Transactions tab at the bottom of the appropriate register.

## Record scheduled transactions

If you told Quicken to remind you to record your payment when it's due, Quicken places a reminder about the payment on the Scheduled Transactions tab at the bottom of the appropriate register. Quicken also places a reminder for all scheduled transactions in the Cash Flow Center and on the Quicken Home page. In this section, you'll learn how to respond to the reminder in the register.

- 1 Open the register you are making the payment from.
- 2 Click the **Scheduled Bills & Deposits** tab at the bottom of the register.
- 3 Locate the payment transaction.
- 4 At the right side of the window, click **Enter**.



To help you spot overcharges or payment mistakes quickly and easily, you can move the pointer over the payee name to see a mini-report.

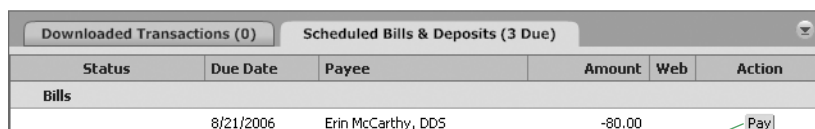
Click the Enter button to enter the transaction in the register. (When you tell Quicken to enter the payment transaction in the register without prompting, Quicken displays (Auto) instead of a Enter button.)

Quicken displays the Enter Transaction dialog.

- 5 Edit any individual elements of the payment. (Optional)

## 6 Click Enter Transaction.

Quicken adds the payment transaction to your register and adds a Pay button to the right side of the window.



Status	Due Date	Payee	Amount	Web	Action
Bills	8/21/2006	Erin McCarthy, DDS	-80.00		Pay

After you enter a scheduled transaction for an online payment in the register, Quicken displays a Pay button to remind you to send the payment.

- 7 At the right side of the window, click **Pay** to send the payment transaction, as described on page 37. If you want Quicken to send your payments without prompting, see the next section, "Use repeating online payments."



You can set up repeating online payments for payments that occur at regular intervals. For more information about repeating online payments, see the next section, "Use repeating online payments."

## Use repeating online payments

When you add a *repeating online payment* to Quicken, you send a single payment instruction to your financial institution specifying the amount, frequency, and duration of a payment. Your financial institution makes the payments for as long as you specify or until you cancel the payment instruction. Many people use this type of payment for regular bills that are always the same amount, such as car payments. For more information about repeating online payments, choose Help menu > Quicken Help, click the Index tab, and enter *repeating online payments*.

- 1 Open the register you want to make the payment from.
- 2 Click the **Scheduled Bills & Deposits** tab at the bottom of the register.
- 3 Click **Add Bill or Deposit**.  
Quicken displays the Add Scheduled Transaction dialog.
- 4 Enter the payee information, a category, and a memo.
- 5 In the **Account to use** list, select the account you want to make the payment from.
- 6 In the **Method** list, select **Online Payment from Quicken**.
- 7 Select the **This is a repeating online payment** check box.
- 8 In the **Amount** field, enter the payment amount.
- 9 Enter the date you want the first payment made, and how often and for how long the payment should be made.
- 10 Click **OK**.  
Quicken adds the payment instruction to the Scheduled Transaction List (choose Tools menu > Scheduled Transaction List). When the payment is due, Quicken displays the payment instruction on the Scheduled Transactions tab at the bottom of the register.

- 11 At the right side of the window, click **Pay** to send the payment instruction, as described on page 37.

The online payments continue until the last payment you specify or until you cancel the repeating online payment instruction. For more information about canceling online payments, choose Help menu > Quicken Help, click the Index tab, enter *online payments*, and select *canceling/deleting*.

## Next steps

To learn more about...	Search the Help Index for...
bills	bills (personal and household)
automating regular payments	scheduled transactions, overview of
using online payees	online payees
security	security in Quicken
storing passwords, Password Vault	passwords
One Step Update	One Step Update
online transfers	online transfers, overview of



# 4 Manage your investments

- Decide which accounts to track 44
- Add your investment accounts 44
- Track your portfolio's performance 48
- Update your investment accounts 52
- Add 401(k) retirement accounts 58
- Next steps 60

## Before you start

Think about the types of investment accounts you want to track in Quicken, including brokerage accounts, IRAs, 401(k)s, and so on.

## What you will need

If you want Quicken to help you add accounts by downloading account and transaction information, you should register Quicken. (Choose Help menu > Register Quicken. If you don't see Register Quicken on the Help menu, you've already registered.) If you want to add accounts manually, you will need the last statement you received for each investment and retirement account that you plan to track in Quicken. When you're ready to capture cost basis and capital gains information for an account, you will need all past and current statements for the account.

## Decide which accounts to track

In this chapter you'll learn how to set up brokerage and 401(k) accounts. For information about adding other types of investment accounts, choose Help menu > Quicken Help, click the Index tab, enter *investment accounts*, and select *adding to Quicken*.

The following table can help you decide which account types best suit your financial situation.

To track this real-world account...	Add this Quicken account type...
Investments such as stocks, including stock options and employee stock purchase shares, bonds, and mutual funds. (If you write checks or use a debit card against this type of investment account, you can also track those transactions.)	Standard brokerage
Individual retirement account, including traditional IRA, Roth IRA, Education IRA, Keogh Plan, or SEP-IRA.	IRA or Keogh
401(k) and 403(b) retirement accounts.	401(k) or 403(b)
Mutual funds that meet the following requirements: (a) you purchase them directly from the mutual fund company, (b) they are tracked in accounts by themselves, and (c) the mutual fund company reinvests earnings and dividends in the same security, so the account does not carry a cash balance.	Single mutual fund

## Add your investment accounts

For many financial institutions, you can update all your account information and three to six months' worth of transaction information at one time. (Later, if you want to use the performance-tracking and tax-planning tools in Quicken, Quicken shows you how to add additional information such as cost basis.)

And setting up your accounts for transaction update doesn't save you time only when you add the accounts; you can keep your accounts current by going online and updating transactions rather than entering them into Quicken manually.

First you'll learn how to add brokerage accounts online. (If you can't use the following procedure to download 401(k) accounts, see "Add 401(k) retirement accounts" on page 58.) If you would prefer to add your brokerage accounts manually, you'll also learn how to do that.



## Add brokerage accounts online

- 1 Choose Investing menu > Go to Investing Center.
- 2 On the Today's Data tab, in the Investment & Retirement Accounts snapshot, click **Add Account**.



Click the **Add Account** button to start adding accounts.

- 3 Follow the on-screen instructions; click **Next** to move through the pages. Click **Help** if you need more information.

Use the following guidelines when you add the account. The order in which Quicken requests this information varies from one financial institution to another.

### Identify your financial institution

If your financial institution is in the list that Quicken displays, select it. If it's not in the list, type its name. Be sure to correctly identify your financial institution. Quicken needs the official company name—not an abbreviation—to determine which services are offered by that institution.

### Decide how to set up the account

If your financial institution supports Online Express Setup, Quicken helps you download your account data and balance information.

- After you specify that you want to add your accounts online, if Quicken displays customer ID and password fields, you can probably add the account and transaction information for all your accounts from the financial institution at the same time. Enter the customer ID and password if you have them, or follow the on-screen instructions to obtain them.
- After you specify that you want to add your accounts online, if Quicken displays your financial institution's Web site, you probably need to add the account and transaction information from the financial institution one account at a time. If you already have your login information, log in to your financial institution's Web site, navigate to your transactions, and select the option to download into Quicken. If you need to apply for a customer ID and password, follow the on-screen instructions.

If your financial institution doesn't support Online Express Setup, you can set up the account manually, as described in "Add brokerage accounts manually" on page 46.

## Name your account

Enter a name for each account you want to add to Quicken. If you already added investment accounts in Quicken, you can match the account you downloaded from your financial institution to an existing Quicken account.

## Set your cash balance

When Quicken finishes downloading your account information, it displays a summary window. Click the arrow to the left of the financial institution name to display all the accounts added for the financial institution, and click the name of the account that you want to open. Then, in the Cash Balance Adjustment dialog, verify the cash balance at your financial institution. If the Cash Balance Adjustment dialog does not provide a cash balance, or the provided cash balance is incorrect, enter the cash balance from your brokerage's Web site for the day you are setting up the account, and then click Done.



If you have downloaded account information and transactions for more than one account at the same time, Quicken displays a flag to the left of each account name in the Account Bar list with downloaded information. Click the account name to open the account.

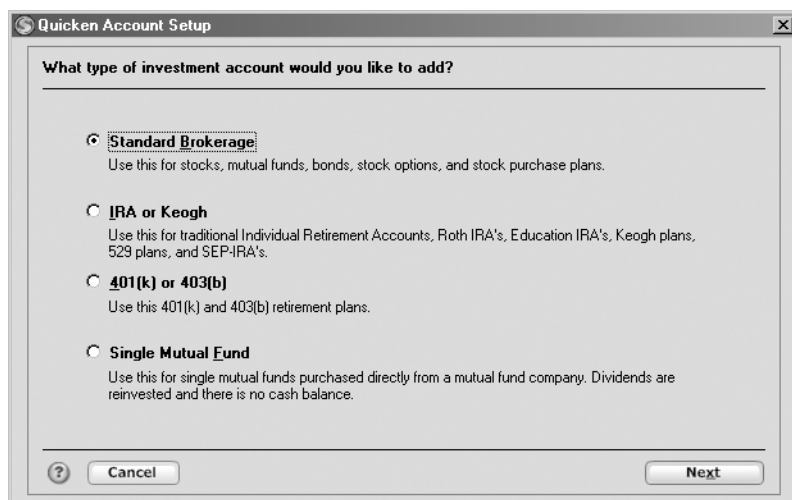
That's it. You're done setting up accounts and ready to see how your investments are performing. See "Track your portfolio's performance" on page 48 for more information.

## Add brokerage accounts manually

- 1 Choose **Investing** menu > **Go to Investing Center**.
- 2 On the **Today's Data** tab, in the Investment & Retirement Accounts snapshot, click **Add Account**.
- 3 In the **This account is held at the following institution** field, enter the name of the financial institution that holds this investment account, and click **Next**.

If your financial institution is in the list that Quicken displays, select it. If it's not in the list, type its name. Be sure to correctly identify your financial institution. Quicken needs the official company name—not an abbreviation—to determine which services are offered by that institution.

- 4 Select **No, I do not want to connect to *my financial institution* through Quicken**, and click **Next**. Quicken displays the Quicken Account Setup dialog.



- 5 Select **Standard Brokerage**, and click **Next**.

- 6 In the **Name this account** field, type the name by which you want to refer to this account in Quicken, and click **Next**.
- 7 In the **Statement Date** field, enter the date you are using to set up holdings in this account, and click **Next**.
  - If you are entering this information from a brokerage statement, use the statement ending date.
  - If you are entering this information from your brokerage's Web site, use the date that your information was posted (probably the date you accessed the site or the day before).
- 8 In the **Cash Balance** and **Money Market** fields, enter the cash balance for the account in the way your financial institution displays it, and click **Next**. You may need to use both fields, or just one or the other.
- 9 Identify the securities in the account, and click **Next**.
  - If you have Internet access, in the **Ticker** field, enter the ticker symbol for each security you want to download account details about. (If you do not know the ticker symbol for a security, click Ticker Symbol Lookup to connect to the Internet.)
  - If you do not have Internet access, in the **Security Name** field, type the name of each security you want to add to the account.
- 10 Type the total number of shares, and identify the security type for each security, and then click **Next**.
- 11 Click **Done**.

Now you're ready to add your holdings to the account. For information about how to update your holdings into Quicken, see "Update transactions" on page 54. For information about how to add your holdings manually, see "Manually enter transactions" on page 57. Then you'll be ready to see how your investments are performing as described in the next section, "Track your portfolio's performance."

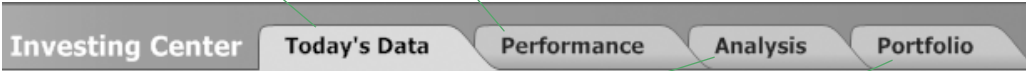
## Track your portfolio's performance

Quicken makes it easy to track the performance of your investments in a way that emphasizes what's important to you. The Investing Center provides a number of ways to view your investing and retirement accounts along with many useful tools to help you analyze and manage them.

You'll find a different focus on each tab of the Investing Center. Choose Investing menu > Go to Investing Center, and click the tab that has the information you want.

Today's Data focuses on information that changes frequently and helps you see how market changes affect the securities you own or watch.

Performance provides an in-depth review of your investments over time, so you can measure the performance of your investments against key benchmarks.



Analysis focuses on how your current investments are divided among asset classes and how your mutual funds are doing compared to others.

Portfolio focuses on an in-depth review of your portfolio as a whole.

In this section, you'll learn how to use some of the performance and analysis tools in the Quicken Investing Center. For example, you'll learn how to:

- Set up a watch list to track the securities you want to follow.
- Keep track of the average annual return for your investments.
- Determine the right asset allocation for you.
- Use the Portfolio to answer your top investment questions.
- Create reports that summarize your investment-related data.

### Track the securities you want to follow

- 1 Choose **Investing menu > Go to Investing Center**.
- 2 Click the **Today's Data** tab.
- 3 In the Watch List snapshot, click **Add a security**.

Watch List			Options ▾
Name	Day Change	Day Change (%)	Quote/Price
Chang Scholes Machinery			est. 0.34
Mena-McCarthy Index			est. 45.10
Pretell			est. 30.31

Online quotes by Comstock, delayed at least 20 minutes. Updated 8/11/2006 at 2:18 pm local time. Historical quotes by Iverson.

[Add a security](#) [Edit Watch List](#) [Download Quotes](#) [Go to full Portfolio](#)

Click **Download Quotes** to keep the information in your Watch List current.

- 4 Follow the on-screen instructions; click **Next** to move through the pages. Click **Help** if you need more information.



To track market indexes in the Watch List, click **Edit Watch List**, and select the Watch check box for each market index you want to display. If the market index you want to follow is not in the Security List, click **Choose Market Indexes** at the top of the Security List to add it. Quicken uses the market indexes in the Security List in the Growth of \$10,000 Comparison snapshot on the Performance tab. To learn more, click the **What is Growth of 10,000** link at the bottom of the Growth of \$10,000 Comparison snapshot.

## Track your average annual return

Your *average annual return*, often called the internal rate of return (IRR), is the cumulative total return on your accounts expressed as an annualized figure. It includes dividends, interest, and other payments you receive, plus increases and decreases in the market value of your securities. Generally, if the average annual return on an investment is 10 percent, that investment is performing as well as a bank account that pays 10 percent interest in the same time period.

For information about how Quicken calculates this and other investment performance measures, choose Help menu > Quicken Help, click the Index tab, and enter *Average Annual Return*.

You can view the average annual return for an individual account, all accounts, only investment accounts, or only retirement accounts.

- 1 Choose **Investing** menu > **Go to Investing Center**.
- 2 Click the **Performance** tab.  
The Performance tab appears only if you are using Quicken Premier. To learn how to add this and other valuable tools in minutes, choose Help menu > Add More Investing & Tax Tools.
- 3 On the Performance toolbar, select whether you want to view the average annual return for retirement accounts only, for all your investment accounts, or for a customized group of accounts. (Optional)
- 4 In the Average Annual Return snapshot, view the average annual return for your accounts.  
Quicken displays annualized figures for 1 year, 3 years, and 5 years.

Average Annual Return			Options ▾
Account	1 Year	3 Year	5 Year
Chris's Brokerage	6.89%	-0.58%	-0.60%
Jimmy's Brokerage	%	%	%
Jimmy's Emp. Stock Options	-75.64%	-33.22%	9.43%
Jimmy's ESPP	-34.23%	-9.20%	-0.44%
<b>All Listed Accounts</b>	<b>-15.22%</b>	<b>-5.40%</b>	<b>0.34%</b>
Dow Jones Industrials®	4.61%	6.29%	1.60%
NASDAQ Composite®	-4.60%	5.85%	1.96%
S&P 500 Index	4.80%	10.56%	3.32%

®These calculations do not include reinvested dividend income.  
What is Average Annual Return?

Click **Show security performance** to see how each security is contributing to the total return for an account.

Click **Show security performance comparison** to see how the total return for each security compares with the change in the stock's industry over the same time periods.

## Set a target asset allocation

Your current *asset allocation* shows how your current investments are divided among asset classes. You can view the asset allocation for an individual account, all accounts, only investment accounts, or only retirement accounts.

In this section, you'll learn how Quicken can help you set up a target asset allocation. After you do, Quicken can help you determine if your current asset allocation is where it should be, and show you how to change it. For more information about asset allocation, choose Help menu > Quicken Help, click the Index tab, and enter *assets (investment assets)*.

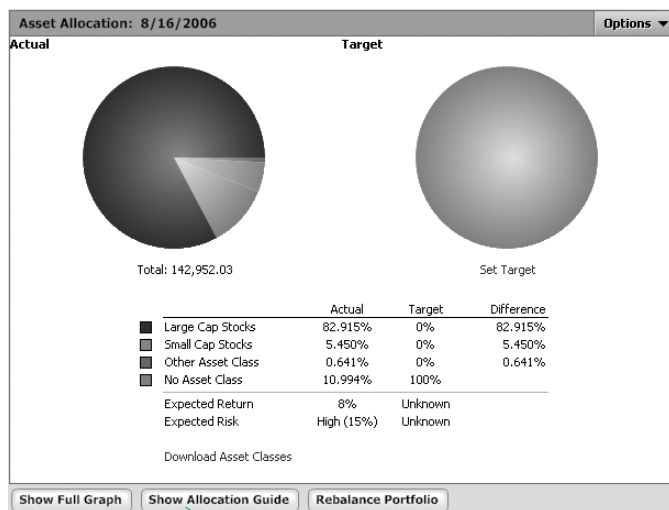
1 Choose **Investing** menu > **Go to Investing Center**.

2 Click the **Analysis** tab.

The Analysis tab appears only if you are using Quicken Deluxe or Quicken Premier. To learn how to add this and other valuable tools in minutes, choose Help menu > Add More Investing & Tax Tools.

3 On the Analysis toolbar, select whether you want to view asset allocation for retirement accounts only, for all your investment accounts, or for a customized group of accounts. (Optional)

4 In the Asset Allocation snapshot, click **Show Allocation Guide**.



Use the Allocation Guide to set your asset allocation target and learn about rebalancing your portfolio.

5 Read the on-screen instructions, and then click **What should my asset allocation be** on the left side of the window.

## Use the Portfolio

The Portfolio provides multiple views that answer your top investment questions. You can analyze the holdings, performance, and price information for every security you own, across multiple investment accounts.

In this section, you'll learn how to select a portfolio view. For more information about the Portfolio, choose Help menu > Quicken Help, click the Index tab, and enter *Portfolio, monitoring*.

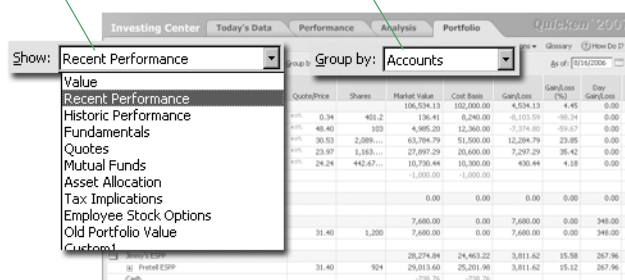
1 Choose Investing menu > Go to Investing Center.

2 Click Portfolio.

Quicken displays a list of portfolio views to select from.

Select a default view, or click Customize to create one of your own.

Quicken can group your investments for display by account, industry, asset class, and so on.



3 In the **Show** list, select the view you want Quicken to display. For example, for an in-depth look at the short-term performance of your securities, select Recent Performance. For an in-depth look at the long-term performance of your securities, select Historic Performance.

Quicken displays information pertinent to the view you selected. (Move your pointer over a column heading for an explanation.) If you want to see account information that is not displayed in the default views, click Customize to modify an existing view.



You can see some of the information in the portfolio views broken into smaller, graphical pieces in the Investing Center. (In the Account Bar list, click Investing Center, and then click the Performance tab). For example, the Average Annual Return snapshot on the Performance tab and the Historic Performance view in the Portfolio both include information about average annual return.

4 In the **Group by** list, select how you want your investments grouped. (Optional)

5 In the **As of** field, enter another date. (Optional)

If the Portfolio displays asterisks indicating that data is missing, and you want to correct the issue, see "Improve the accuracy of your investment data" on page 52. For more information about missing data, choose Help menu > Quicken Help, click the Index tab, enter *transactions*, and select *placeholder*.

## Run investment-related reports and graphs

- 1 Choose **Reports** menu > **Reports & Graphs Center**.  
Quicken displays the Reports & Graphs window.
- 2 In the Quicken Standard Reports list on the left, click **Investing**.  
Quicken displays the list of available investing reports.
- 3 Select the report you want to run.
- 4 In the date field, change the date or date range for the report. (Optional)
- 5 Click **Show Report**. If the report has a corresponding graph, you can click **Show Graph** instead.  
If the report displays asterisks indicating that data is missing, the bottom of the report includes a blue link called Placeholder Entries, followed by a blue link called Show me. Click Placeholder Entries to learn how to resolve placeholder entries. Click Show me to go to the place in Quicken where you can correct the issue. For information about when and why missing data is important, see “Improve the accuracy of your investment data” in the next section.
- 6 Click **Customize** to change the way the report is laid out or the scope of information it includes.  
Click **Help** if you need more information. (Optional)
- 7 You can either close the report or chose one of the following options:
  - Click **Print** to print the report to paper or to a PDF.
  - Click **Save Report** to save the report.
  - Click **Export Data** to export the report to another program or to the Clipboard.Click **Help** if you need more information.

## Update your investment accounts

Now that you’ve seen the valuable performance and analysis tools in Quicken, you might be asking yourself what you can do to make your investment data more accurate and how can you can keep it current.

## Improve the accuracy of your investment data

As you used some of the performance tools in Quicken, you may have noticed that some of the performance measures that you want to track include asterisks or/and other notations such as N/A indicating that placeholder entries for missing transactions are used in the calculations.

Average Annual Return	1 Year	3 Year	Options ▼
Account			5 Year
Chris's Brokerage	1.40%	-1.17%	2.59%
Jimmy's Brokerage	N/A%*	N/A%*	N/A%*

These notations indicate that Quicken does not have enough information to correctly calculate the value.

You can use placeholder entries to track holdings-only information in Quicken. They include the number of shares (along with the security name) that must be added to or subtracted from your Quicken account to make it agree with the number of shares and the account balance at your brokerage. If the current value of your holdings is all you want to track in Quicken, you can leave the placeholder entries as they are and skip the rest of this section. However, if you want to take advantage of the detailed performance analysis and tax tools in Quicken, such as those described in “Track your portfolio’s performance” on page 48, continue reading.



The way to resolve all placeholder entries is to enter the date you bought the shares and cost basis information, which is the total amount you invest in a security you purchase. Cost basis includes commissions, fees, mutual fund loads, and all purchases (even reinvestments of dividends and capital gains distributions), minus the cost of any shares you have sold or given away.

For each security that is missing transactions, Quicken adds an Enter Cost link to the Transactions tab and an Enter link to the Summary tab of the account where you hold that security. You can click either link to get started. As you enter the missing transactions that Quicken needs to calculate your cost basis, Quicken subtracts shares from the placeholder entry until it equals zero. Until you finish entering the complete transaction history, Quicken will identify those calculations and performance measures in the Portfolio, reports, and snapshots that are based on incomplete transaction information.

The top screenshot shows the 'Transactions' tab in Quicken 2007. It displays a list of transactions for 'Jimmy's Brokerage'. A placeholder entry is highlighted for 'Chang Scholes Machinery' on 8/29/2004, with a description 'Placeholder Entry for holdings amount of 15 shares as of 8/29/2004'. An 'Enter Cost' link is visible to the right of this entry. Below the placeholder, several other transactions are listed, including dividends and withdrawals. At the bottom, a note states: 'Quicken has entered Placeholder Entries for missing transactions. To get complete performance and tax information, enter the missing cost information for these securities.'

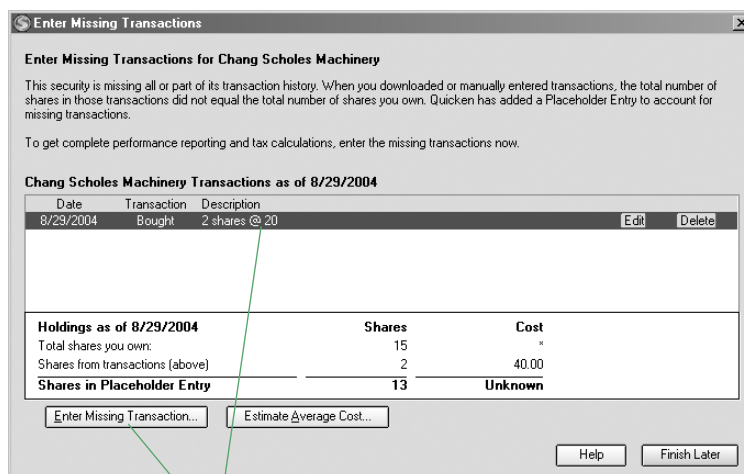
The bottom screenshot shows the 'Summary' tab in Quicken 2007. It displays a 'Holdings' table. The first two rows are for 'Chang Scholes Machinery' and 'Placeholder 8/29/2004'. The 'Placeholder 8/29/2004' row has an 'Enter' link in the rightmost column. A green text box between the screenshots contains the instruction: 'To enter cost basis information, click the Enter Cost link on the Transactions tab or the Enter link on the Summary tab.'

Quicken gives you two options for entering missing transactions, each with its own requirements.

- *Enter Missing Transaction* lets you add all the missing transactions needed to compare the historical performance of your securities over time, prepare accurate tax reports for both past and current holdings, and make informed tax decisions about your investments. (For example, you gain the ability to track *lots*, or securities grouped by common purchase prices and dates, which are important for calculating the tax rate that applies to your capital gains; tracking this information can save you a lot of time and effort when you file your taxes.) This option is the only way to take full advantage of the tax and investment tools in Quicken. You will need the date you first purchased each security, the price you paid for it, and all transactions that have occurred since the purchase date.
- *Estimate Average Cost* lets you improve the performance data for your current holdings. If you have held the account for many years or have a lot of transactions, this is a fast and easy way to get started until you can enter all your historical transactions. For each security, you will need the total cost of the entire holding or the average price you paid per share.

- 1 Choose **Investing** menu > **Go to Investing Center**.
- 2 On the **Today's Data** tab, in the Investment & Retirement Accounts snapshot, click your investment account.

- 3 Click the **Transactions** tab.
- 4 In the transaction list, select the placeholder entry you want to resolve.
- 5 In the **Inv Amt** field, click **Enter Cost**.  
Quicken displays the Enter Missing Transactions dialog.



When you click this button and add missing transactions, Quicken lists the transactions you add in the dialog.

- 6 Identify the amount of information you want to enter:
  - Click **Enter Missing Transaction** to enter historical transactions. Use the **Enter Transaction** field to select each transaction you want to enter, and then enter the information that Quicken requests.
  - Click **Estimate Average Cost** to estimate the average price per share. Enter your estimate in the **Cost** or **Price/Share** field.

## Keep your investment data current

The easiest way to keep your account up-to-date in Quicken is to update transactions with your brokerage. If you prefer, you can also enter new transactions manually.

### Update transactions

Updating transactions saves you time. Instead of entering transactions into Quicken manually, you update them when you go online from within Quicken. After you review them, Quicken adds them to the transaction list for you.

If you added your investment accounts online, you're ready to start updating transactions. If you added your accounts another way and want start updating transactions, see Chapter 3 for information about how to get set up.

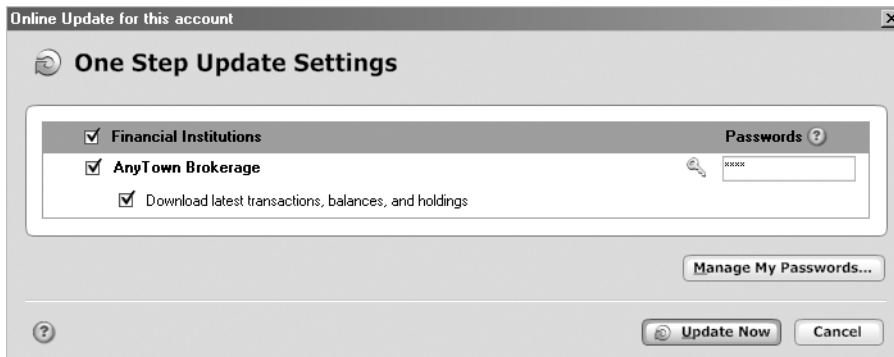
How you update transactions with your financial institution depends on the way it communicates with Quicken. If multiple connection methods are available, Quicken ensures the best experience by attempting the most direct connection methods first.

- When you click Update Transactions on the Download Transactions tab of the register you want to update, if Quicken displays customer ID and password fields, you can connect directly to your financial institution through Quicken. See the next section, “Connect directly to your financial institution through Quicken.”
- When you click Update Transactions on the Download Transactions tab of the register you want to update, if Quicken displays your financial institution Web site, you must download transactions to Quicken from there. See “Connect to your financial institution through its Web site” on page 55.

If your brokerage doesn't support transaction update with Quicken at this time, see “Manually enter transactions” on page 57 for information about how to keep your accounts up-to-date.

### Connect directly to your financial institution through Quicken

- 1 At the bottom of the register where you want to update information, click **Downloaded Transactions**.
- 2 Click **Update Transactions**.
- 3 Select what you want to update with the financial institution.



- 4 Type the password for the financial institution you are updating transactions for.
- 5 Click **Update Now**.  
Quicken updates your transaction data.
- 6 Continue with “Compare updated transactions to Quicken data” on page 56.  
If Quicken doesn't recognize the name of one or more downloaded securities, it displays the Matching Securities dialog. Select Yes to match the security to an existing one in your Security List (shown at the top of the dialog), or select No to add the security to the Security List.

### Connect to your financial institution through its Web site

- 1 At the bottom of the transaction list where you want to update information, click **Downloaded Transactions**.  
Quicken displays the login page of your financial institution's Web site.
- 2 Log in to your financial institution's Web site, navigate to your transactions, and choose the option to download to Quicken.
- 3 If the File Download dialog appears, specify that you want to open the file from its current location.
- 4 If Quicken prompts you to do so, match the online account with the correct account in Quicken, and then click **Continue**.  
Quicken updates your transactions.

5 Continue with the next section, “Compare updated transactions to Quicken data.”

If Quicken doesn't recognize the name of one or more downloaded securities, it displays the Matching Securities dialog. Select Yes to match the security to an existing one in your Security List (shown at the top of the dialog), or select No to add the security to the Security List.

## Compare updated transactions to Quicken data

After you update, Quicken displays the updated transactions at the bottom of the appropriate transaction list.

When you accept a new downloaded transaction, Quicken adds it to the transaction list.



Quicken compares the downloaded transactions to ones you have already entered in the transaction list; if any transactions are the same, Quicken labels the downloaded transaction Match. If there is no match, Quicken labels the downloaded transaction New. If two transactions are almost a match but differ in some way, Quicken labels the downloaded transaction Near Match.

For example, Quicken labels transactions that have a difference of a few cents between the transaction cost in Quicken and your brokerage's data as Near Match transactions. (This difference can occur due to your brokerage's rules for rounding off decimals. For information about how Quicken rounds off decimals in calculations, choose Help menu > Quicken Help, click the Index tab, and enter *round-off rules for investments*.)

You have two options for accepting the downloaded transactions into your transaction list: Accept All or Accept. Accept All is the fastest way to accept transactions into your transaction list, and it is a good option if you download all the transactions for the account. Accept is the most accurate way to accept transactions into the transaction list because you review each one, and it is a good option if you enter some of the transactions into the account manually.

- Click **Accept All** in the lower-right corner of the **Downloaded Transactions** tab to accept all your downloaded transactions into your transaction list at once. Quicken displays a message if some transactions require manual resolution and guides you through the process.
- Select each downloaded transaction on the Downloaded Transactions tab. Click **Accept** if Quicken has correctly identified it as a New, Match, or Near Match transaction. Click **Continue** if you have transactions from other sources to accept. Click **Done** after you have accepted all the transactions.

If Quicken has incorrectly identified the transaction, click Help for more information. You can also click Help for more information if Quicken prompts you to compare your brokerage's holdings to your holdings in Quicken or adjust your holdings amount.

That's it! You can see how your investments are doing with the tools described in “Track your portfolio's performance” on page 48.

## Manually enter transactions

The easiest way to keep your account up-to-date is with transaction update. If you have not set up transaction update, to keep your financial information current, you should manually enter all new transactions as they occur.

Quicken includes forms to help you enter each type of investment transaction, and the forms are a good way to quickly become familiar with the kind of information each type of investment transaction requires. After you are familiar with this information, you can also enter investment transactions directly in the transaction list.

Regardless of how you enter investment transactions into Quicken, Quicken assigns the appropriate investment categories to the transactions and tracks the tax consequences for you. For this reason, you do not want to change the investment categories in the Category List (choose Tools menu > Category List) that begin with an underscore (for example, \_401Contrib).

To manually enter investment transactions with investment forms, follow these steps:

- 1 Choose **Investing** menu > **Go to Investing Center**.
- 2 On the **Today's Data** tab, in the Investment & Retirement Accounts snapshot, click your investment account.
- 3 Click the **Transactions** or **Summary** tab.
- 4 Click **Enter Transactions**.

Click **Enter Transactions** to open a dialog and select the action you want to perform.

Date	Action	Security	Description	Inv Amt
7/1/2006	Bought	Trappen Telecom	2,656042 shares of Trappen Telecom @ ...	+100.00
7/1/2006	Bought	Chang Scholes ...	4 shares of Chang Scholes Machinery @ 20	+80.00
7/1/2006	Bought	Rajdev Banksha...	1 shares of Rajdev Bankshares @ 120	+120.00
8/1/2006	Bought	Smith Market In...	20,283976 shares of Smith Market Index ...	+500.00
8/1/2006	Bought	Smith Value Index	11,299435 shares of Smith Value Index ...	+200.00
8/1/2006	Bought	Trappen Telecom	2,656042 shares of Trappen Telecom @ ...	+100.00
8/1/2006	Bought	Chang Scholes ...	4 shares of Chang Scholes Machinery @ 20	+80.00
8/1/2006	Bought	Rajdev Banksha...	1 shares of Rajdev Bankshares @ 120	+120.00

- 5 In the **Enter transaction** list, select the action you want to perform.  
Investment transactions are at the top of the list, and cash transactions are at the bottom of the list.
- 6 Enter the information Quicken requests.  
If you are adding a bond, include the maturity date in the security name. This will help you distinguish it from other bonds in your portfolio and make it easy to match the information you download with the information in Quicken.
- 7 Click **Enter/New** to record additional transactions, and repeat steps 4 through 6. (Optional)
- 8 Click **Enter/Done**.

## Add 401(k) retirement accounts

If you want the most comprehensive picture of your net worth, or if you want help planning for your retirement, be sure to track your retirement accounts. In this section, you'll learn how to add one of the most common types of retirement accounts, the 401(k). For information about how to add other types of retirement accounts such as IRAs, choose Help menu > Quicken Help, click the Index tab, enter *investment accounts*, and select *adding to Quicken*.

Most financial institutions let you add 401(k) accounts online. If your financial institution is one of them, you can add your 401(k) account just as you would a brokerage account, as described in "Add brokerage accounts online" on page 45. Otherwise, use the following procedure.

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Note: The 401(k) setup and tracking tools appear only if you are using Quicken Deluxe or Quicken Premier. To learn how to add this and other valuable tools in minutes, choose Help menu > Add More Investing & Tax Tools.

---

1 Get the 401(k) statements that you want to enter into Quicken.

If you're not concerned with historical information, you could start with your most recent statement and enter just your current holdings during setup.

If you want to include historical information for net worth purposes, choose the appropriate option:

- If your financial institution *does not* provide share balance information and transaction history, then you must decide on a starting date before you add the account. (Typically, you would get all your statements and enter holdings information in chronological order, starting with the oldest statement.) After you've added the account, you cannot enter statement information that occurred before the date of the earliest statement you use to set up the account.
- If your financial institution *does* provide share balance information and transaction history, then you can set up the account with just your most recent statement and enter your historical information at a later point, as described in "Improve the accuracy of your investment data" on page 52.

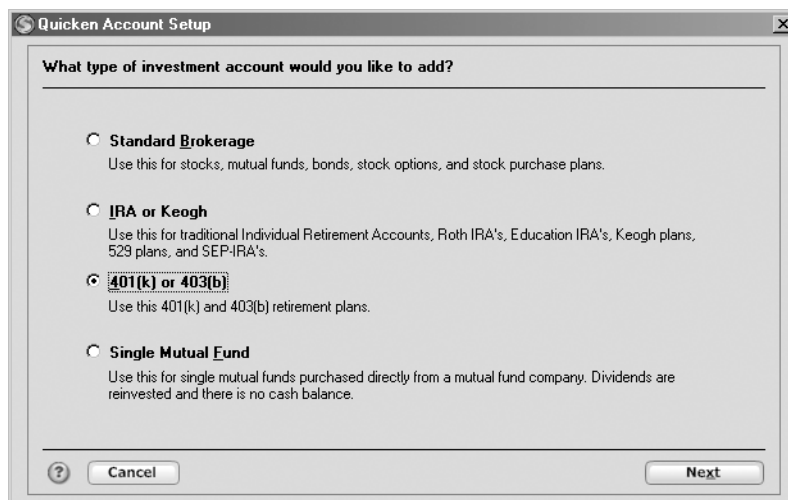
2 Choose **Investing menu > Go to Investing Center**.

3 On the **Today's Data** tab, in the Investment & Retirement Accounts snapshot, click **Add Account**.

4 In the **This account is held at the following institution** field, enter the name of the financial institution that holds this investment account.

If your financial institution is in the list that Quicken displays, select it. If it's not in the list, type its name. Be sure to correctly identify your financial institution. Quicken needs the official company name—not an abbreviation—to determine which services are offered by that institution.

- 5 Select **401(k) or 403(b)**, and click **Next**.



- 6 Follow the on-screen instructions; click **Next** to move through the pages. Click **Help** if you need more information.  
When you finish adding the account, Quicken displays the Summary tab for the account.
- 7 Click the **Transactions** tab to add cost basis information, as described in “Improve the accuracy of your investment data” on page 52. (Optional)  
For more information about resolving placeholder transactions for 401(k)s, choose Help menu > Quicken Help, click the Index tab, enter *transactions*, and select *placeholder*.

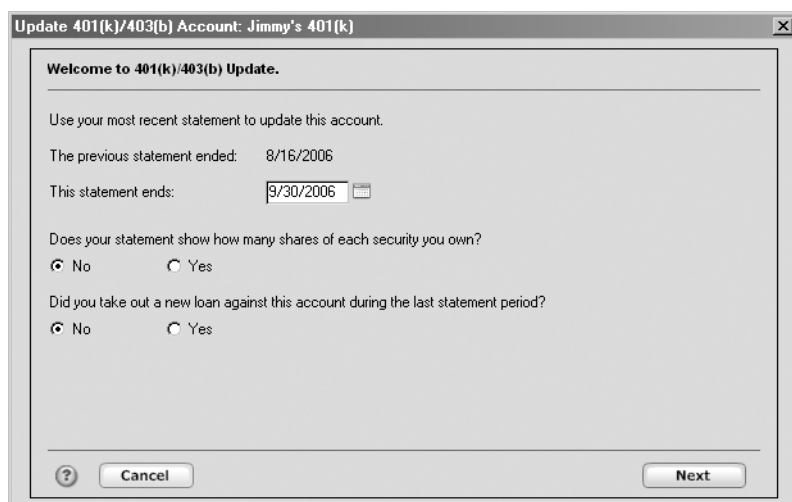
## Update your 401(k) accounts

Whenever you receive a statement for this account, update the Quicken account information.

Some financial institutions support transaction update for 401(k) accounts. If your financial institution is one of them, you can update transactions for your 401(k) account just as you would any other brokerage account, as described in “Update transactions” on page 54. Otherwise, use the following procedure.

- 1 Choose **Investing** menu > **Go to Investing Center**.

- 2 On the **Summary** tab, click **Update 401(k) Holdings**.  
Quicken displays the Update 401(k)/403(b) Account dialog.



- 3 Follow the on-screen instructions; click **Next** to move through the pages. Click **Help** if you need more information.

## Next steps

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### To learn more about...

### Search the Help Index for...

updating quotes or stock prices	prices of securities (quotes)
One Step Update	One Step Update
storing passwords, Password Vault	passwords
matching downloaded transactions to transaction list transactions	reviewing and accepting, downloaded investment transactions
resolving placeholder entries	transactions, placeholder
making historical data more complete	transactions, placeholder
adjusting the cash or share balance of an investment account	investment accounts, reconciling
reviewing your asset allocation	assets (investment assets), monitor your portfolio's asset allocation
view Morningstar ratings for mutual funds	mutual funds, researching
tracking stocks that you don't own	Watch List
exporting your Quicken portfolio to the Web	Quicken.com, export my Quicken portfolio

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# 5 Plan for tax time

- Get help for tax time 62
- Track your paycheck 62
- Track your tax-deductible expenses 66
- Use the Tax Planner 68
- Run tax-related reports 69
- Next steps 70

## Before you start

At a minimum, you should complete Chapter 2, *Manage your income and expenses*, being sure to add the account into which you deposit your paycheck.

## What you will need

You will need a recent paycheck stub.

## Get help for tax time

Quicken includes several tools to help you track your tax-related income and expenses. The Tax Center provides the most commonly used tools along with a summary of your tax-related data and reminders about upcoming tax-related dates.

Tracking tax-related information in Quicken can be useful throughout the year, long before April 15. For example, Quicken can use your data to help you determine if you're having too much or too little deducted from your paycheck. You can also review your deductible expenses on an ongoing basis.

The more tax-related information you track in Quicken, the easier your life can be when tax time does roll around. If you plan to use TurboTax® to prepare your taxes, you'll find tools in the Tax Center to help you import your Quicken data directly into the TurboTax software. Even if you don't use tax-preparation software, you can still use Quicken to print reports that consolidate a year's worth of information into a few pages; copy the figures onto your tax forms, and your work is practically complete.

In this chapter, you'll learn how to use some of the tax tools in the Quicken Tax Center. In particular, you'll learn how to:

- Add a paycheck that tracks your gross income and all the deductions taken out of each paycheck.
- Keep track of tax-deductible expenses.
- Use the Tax Planner to estimate your tax liability and investigate different "What if" scenarios.
- Create reports that summarize your tax-related data.

## Track your paycheck

While you could choose to enter the net amount of your paycheck as a deposit in your register, if you do so you lose all the details about the paycheck, such as amounts added to your 401(k) or deducted for federal taxes. Therefore Quicken provides a special paycheck feature that tracks gross amounts, deductions, and net amounts for each paycheck. This simplifies a great deal of your tax planning in Quicken.

Even if you initially added only the net amount of your paycheck in Quicken (as would be the case for any paychecks added during Express Setup), you can still use the paycheck feature to add deduction information now.

The paycheck feature also works if your paycheck varies from one pay period to the next. Just adjust the details as necessary when you enter the paycheck transaction.

## Add a paycheck

When you use a recent paycheck stub to add the financial details from your paycheck, Quicken remembers these details each time you enter a paycheck into the register.

You receive the maximum benefit from the tax tools in Quicken (such as the Tax Planner) by setting up your paycheck at the beginning of the tax year. If you are not setting up your paycheck at the beginning of the tax year, Quicken helps you to adjust your year-to-date (YTD) totals.

Use this procedure to add a new paycheck to Quicken. If you simply want to add deduction information to a paycheck added to Quicken (for example, during Express Setup), then continue with the next section, "Adjust a paycheck."

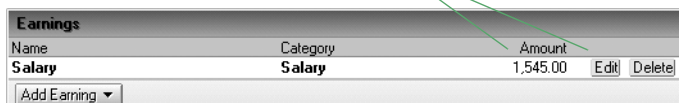
- 1 Choose **Tax menu > Go to Tax Center**.

- 2 In the Taxable Income YTD snapshot, click **Add Paycheck**.  
Quicken displays the Paycheck Setup wizard. (If Quicken displays the Manage Paychecks dialog instead, click **New** to open the Paycheck Setup wizard.)
- 3 In the Paycheck Setup wizard, click **Next**.
- 4 Follow the on-screen instructions; click **Next** to move through the pages. Click **Help** if you need more information.

Use the following guidelines as you add the information about your paycheck:

- Select the account into which you want to deposit the paycheck.
- Enter the date of the first deposit, when Quicken should remind you to enter your paychecks into the account register, and how often you are paid. Click the double arrows (>>) to the left of Scheduling to display the required fields if necessary.
- Click **Edit** on the right side of the appropriate area to enter the figures for gross pay and deductions from your recent paycheck stub in the Setup Paycheck dialog, or to change the name, category, or amount of a paycheck item.

You can edit the amount of a paycheck item directly, or you can click the Edit button to change the name, category, and amount of a paycheck item all at one time.



Earnings		
Name	Category	Amount
Salary	Salary	1,545.00
		<input type="button" value="Edit"/> <input type="button" value="Delete"/>
<input type="button" value="Add Earning"/> ▾		

- Click the **Add** button in the lower-left corner of the appropriate area to add a paycheck item to the Setup Paycheck dialog. For example, to add items for bonuses, profit sharing, or vacation, holiday, or sick pay, click **Add Earning**; to add items for retirement plans, flexible spending accounts, or medical insurance, click **Add Pre-Tax Deduction**; to add items for employee stock purchase plan deductions or loan repayments, click **Add After-Tax Deduction**.
  - To adjust the year-to-date (YTD) totals so you can use the tax tools in Quicken, specify that you want to enter this information in the Enter Year-to-Date Information dialog that Quicken displays after you click the **Done** button in the Setup Paycheck dialog. (This is the only chance you'll have to enter this information in the Paycheck Setup wizard.) Otherwise, tell Quicken to skip this step, and then enter this information in the Tax Planner as you go along. For more information about entering year-to-date information, choose **Help** menu > **Contents**, click the **Index** tab, enter *paychecks*, and select *year-to-date information*.
- 5 In the Manage Paychecks dialog, click **Done** when you have finished adding your paycheck and YTD totals.

## Adjust a paycheck

If you get a raise or change jobs, or if other activities permanently affect your paycheck, future paychecks should reflect this new information.

If you used Express Setup to add your paycheck to Quicken, you can also use this procedure to add deduction information.

- 1 Choose **Tax menu > Go to Tax Center**.
- 2 In the Taxable Income YTD snapshot, click **Edit Paycheck**.
- 3 In the Manage Paychecks dialog, select your paycheck.
- 4 Click **Edit**, make any necessary changes, and click **Done**.
  - If you want to change when Quicken reminds you to enter your paycheck into the account register or how often you are paid, click the double arrows (>>) to the left of Scheduling.
  - If this paycheck was added to Quicken as a net deposit (as would be the case if you added the paycheck during Express Setup), you may need to click Track Deductions to display the fields where you enter your deductions.Click **Help** if you need more information.
- 5 In the Manage Paychecks dialog, click **Done** when you have finished adjusting your paycheck.

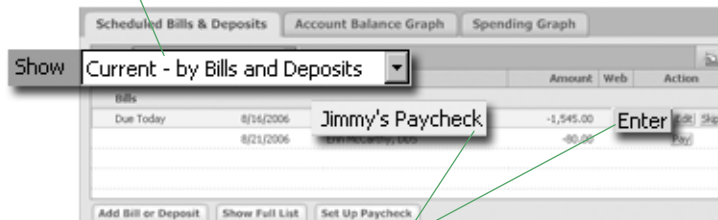
## Enter a paycheck into the register

If you told Quicken to remind you to enter your paycheck into the register when it's due, Quicken places a reminder about the paycheck on the Scheduled Transactions tab at the bottom of the appropriate register. Quicken also places a reminder for all scheduled transactions in the Cash Flow Center and on the Quicken Home page. In this section, you'll learn how to enter the transaction that you've told Quicken to remind you is due on the Quicken Home page.

- 1 Get your most recent paycheck (or your paycheck stub if you have direct deposit).
- 2 Choose **Tools menu > Go to Quicken Home**. If you are upgrading from a prior version of Quicken and have customized your Home page, you'll also need to click the Home tab.
- 3 Click the **Scheduled Bills & Deposits** tab.
- 4 On the Scheduled Bills & Deposits toolbar, in the **Show** list, select whether you want to view all your bills and deposits or just the current ones. You can also view your transactions by month or status. (Optional)
- 5 Locate the paycheck transaction.

- 6 At the right side of the window, click **Enter**.

Select how you want to view your scheduled transactions in the Show list.



Click **Enter** to record the transaction in the register.

Quicken displays the Edit Current Paycheck and Enter into Register dialog.

- 7 Edit the paycheck amount. (Optional)
- 8 Click **Enter** to record the paycheck transaction in your register.



If you are using the Quicken Home page to help manage your spending, you should add scheduled transactions for other transactions that occur at regular intervals, such as bill payments, deposits, and account transfers. For more information about the Quicken Home page, see "The Quicken Home page" on page 15. For more information about scheduled transactions, choose Help menu > Quicken Help, click the Index tab, enter *scheduled transactions*, and select *overview of*.

## Track your tax-deductible expenses

Quicken can link categories to specific lines on a tax form. (Categories are discussed in detail in “Assign categories” on page 13.) Linking categories to tax forms automates the process of tracking income and tax-related expenses.

## Use standard tax-related categories

Quicken links the most common tax-deductible categories and subcategories to tax forms. If you added a paycheck to Quicken in the previous section, you may have noticed that your income was assigned to the Salary category and that deductions were assigned to categories and subcategories such as Tax:Federal and Tax:Medicare.

To see a full list of standard tax-related categories in Quicken, open the Category List (choose Tax menu > Category List).

Tax-related categories have a check mark in the Tax column, and the Tax Line Item column indicates the tax form and line item associated with the category. If a category doesn't have the appropriate tax form line item associated with it, you can assign one with the Tax Line Item Assignment on the right side of the Category List. (If you don't see the Tax column or the Tax Line Item Assignment, select the Display tax information check box.)

To view only tax-related categories, select Tax-related categories in the Show list.

Select the Display tax information check box to display tax line item information and the Tax Line Item Assignment.

The screenshot shows the Quicken Category List window with the 'Show' dropdown set to 'Tax-related categories'. The 'Display tax information' checkbox is checked. The 'Tax Line Item' column is visible, showing categories like 'W-2:Salary or wages, self' and 'Schedule C:Gross receipts'. The 'Tax Line Item Assignments' dialog box is open, showing the 'Standard list' selected and the 'Tax item' dropdown set to 'W-2:Salary or wages, self'. The 'Tax item explanation' field contains the text: 'The amount of gross wages, tips and other compensation received from the employer.' At the bottom of the dialog box, there are links for 'Why do I need tax line items?' and 'Audit my tax categories'.

Click Audit my tax categories to have Quicken review the tax categories you have added or changed.

## Add additional tax-related categories

Your Quicken file may not contain all the tax-related categories that you need. For example, if you subscribe to certain periodicals that are directly related to the production or collection of tax-related income, you may want to track this information in Quicken. Follow these steps to add tax-related categories to your Quicken file.

- 1 Choose **Tax menu > Deduction Finder**.
- 2 In the **Choose a deduction type** list, select the type of deduction you want to investigate.
- 3 In the **Choose a deduction** list, select a deduction.
- 4 In the corresponding questions list on the right, answer the questions.
- 5 Click **More Information** at the bottom of the window to get more information about a deduction. (Optional)
- 6 Click **Create Category** at the bottom of the window when you find a deduction that you'd like to track. (Optional)  
Quicken adds the category (and perhaps a subcategory) to the category list for you and associates it with the correct tax form and line item.
- 7 Click the **Summary** tab at the top of the window for summary information about deduction types. (Optional)
- 8 Click the **Action** tab at the top of the window for additional information about deductions and steps to take. (Optional)

You can return to the Deduction Finder at any time to add more tax-related categories. If you need more assistance than the Deduction Finder provides, the Quicken Tax Center provides links to tax forms, publications, and tools that can provide more detailed information. In the lower-right corner of the Tax Center, in Online Tax Tools, click the underlined text.

## Review tax-related categories

If you have added your own tax-related categories or changed a standard category's tax line item, Quicken can help you make sure that you have assigned the correct tax line item.

- 1 Choose **Tax menu > Go to Tax Center**.
- 2 In Tools, click **Tax Line Item Assignment**.  
Quicken displays the Category List, with the Tax Line Item Assignment area on the right side of the window.
- 3 Click **Audit my tax categories**.  
Quicken checks all your categories and lists the categories that meet the following criteria:
  - **Standard Categories** are not linked to their original tax line items, or are linked to incorrect tax line items.
  - **User-defined Categories** may need to be linked to different tax line items.
- 4 Select the appropriate action for each category Quicken displays.
  - Click **Change** to edit a category, make the necessary changes, and click **OK**. Click **Help** for more information.
  - Click **Ignore** to leave the category unchanged.

## Use the Tax Planner

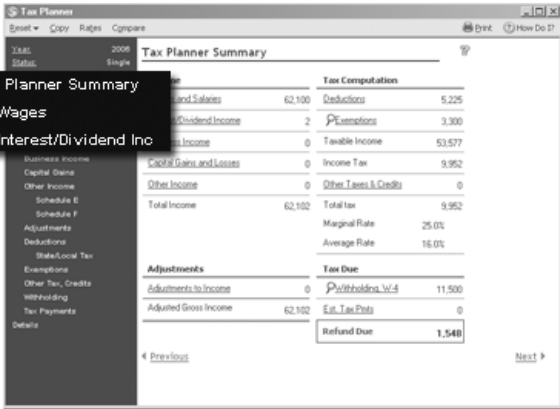
Use the Tax Planner to prepare for the inevitable. After you add a paycheck to Quicken and assign tax categories to a few tax-related expenses, you already have a wealth of tax-related data at your fingertips. The Tax Planner can use your Quicken data to help you anticipate the current year's tax liability. You can then adjust your payroll exemptions if necessary. You can also evaluate the tax implications of various tax-related financial actions, such as buying a home or selling stock.

Note: To work effectively, the Tax Planner needs year-to-date information for your gross pay and deductions. If you did not add your paycheck at the beginning of the tax year and did not add year-to-date information when you added your paycheck to Quicken, add this information as you go along. If you need assistance, click the question mark in the upper-right corner of the Tax Planner window. You can also choose Help menu > Quicken Help, click the Index tab, enter *paychecks*, and select *year-to-date information*.

- 1 Choose **Tax menu > Go to Tax Center**.
- 2 In Tools, click **Tax Planner**.
- 3 On the left side of the Tax Planner window, click **How can Quicken help with Tax planning?**
- 4 Read the on-screen instructions, and then click **Let's get started** on the left side of the Tax Planner window.

Click Tax Planner Summary to see an overview of your tax situation.

Then click a tax item to see more detail.



The screenshot shows the 'Tax Planner Summary' window. On the left is a sidebar menu with categories like 'Wages', 'Interest/Dividend Inc', 'Business Income', etc. The main area displays a 'Tax Computation' table with columns for 'Income' and 'Tax'. The table shows a total income of 62,100, a total tax of 9,952, and a refund due of 1,548. A 'Tax Due' box at the bottom right shows 'Payrollholders W-4' for 11,500 and 'Est. Tax Paid' for 0, resulting in a 'Refund Due' of 1,548.

Income	Tax
Wages and Salaries	62,100
Dividend Income	2
Interest Income	0
Capital Gains and Losses	0
Other Income	0
Total Income	62,102
Deductions	5,205
Exemptions	3,300
Taxable Income	53,577
Income Tax	9,952
Other Taxes & Credits	0
Total tax	9,952
Marginal Rate	25.0%
Average Rate	16.0%
Adjustments to Income	0
Adjusted Gross Income	62,102

Tax Due	
Payrollholders W-4	11,500
Est. Tax Paid	0
<b>Refund Due</b>	<b>1,548</b>

At any time, you can click a schedule or worksheet on the left side of the window for more detail about a specific area. When you do this, pay particular attention to the details at the bottom of the window, which is where the Tax Planner identifies the source of its calculations. (If you do not see the calculation details at the bottom of the window, click Show Details.) You can use your actual Quicken data, import your TurboTax data from the previous tax year, enter a new value manually, or have Quicken base the calculations on scheduled transactions. If you need assistance, click the question mark in the upper-right corner of the Tax Planner window.



## Run tax-related reports

You don't have to wait until tax time to review your tax information. In fact, you probably won't want to. Use the included tax reports to help you keep an eye on your tax information throughout the year.

- 1 Choose **Reports menu > Reports & Graphs Center**.

Quicken displays the Reports & Graphs window.

- 2 In the Quicken Standard Reports list on the left, click **Tax**.

Quicken displays the list of available tax reports:

- **Capital Gains** displays short-term and long-term sales that are subject to capital gains tax.

If the report displays asterisks indicating that data is missing, the bottom of the report includes a blue link called Placeholder Entries, followed by a blue link called Show me. Click Placeholder Entries to learn how to resolve placeholder entries. Click Show me to go to the place in Quicken where you can correct the issue. For information about when and why missing data is important, see "Improve the accuracy of your investment data" on page 52.

- **Tax Schedule** displays tax-related transactions subtotaled by tax form line item. If you plan to export tax information to tax software, this is the report to use.
- **Tax Summary** displays tax-related transactions subtotaled by category.

If you are using Quicken Premier, Quicken also provides the following three tax reports.

- **Schedule A** displays itemized deductions from only the Schedule A section of the Tax Schedule.
- **Schedule B** displays interest and dividend income from investment and noninvestment accounts.
- **Schedule D** displays realized gains or losses, loss carryovers, and long-term capital gains distributions for securities in investment accounts.

To learn how to add these reports and other valuable tools in minutes, choose Help menu > Add More Investing & Tax Tools. Or navigate to the report in the Reports & Graphs Center, and click Unlock Report.

- 3 In the date fields, change the date or date range for the report. (Optional)

- 4 Click **Show Report**.

- 5 Click **Customize** to change the way the report is laid out or the scope of information it includes. Click **Help** if you need more information. (Optional)

- 6 You can either close the report or chose one of the following options:

- Click **Print** to print the report to paper or to a PDF.
- Click **Save Report** to save the report.
- Click **Export Data** to export the report to another program or to the Clipboard.

Click **Help** if you need more information.

## Next steps

If you want to use Quicken to help you plan or manage your taxes in more detail, try some of the other tools that Quicken provides:

- In the Tax Center, in Tools, click Tax Withholding Estimator to review whether you are over- or underwithholding.
- In the Tax Center, in Tools, click Capital Gains Estimator to help plan security sales so you can maximize after-tax yields. (Capital Gains Estimator appears only if you are using Quicken Deluxe or Quicken Premier. To learn how to add this and other valuable tools in minutes, choose Help menu > Add More Investing & Tax Tools.)

If you're using Quicken Premier, you'll also have access to the What Should I Sell? component of the Capital Gains Estimator, where you can specify goals—such as offsetting gains with losses—and have Quicken suggest sales of investments that can help you meet your goals.

- Choose Tax menu > Itemized Deduction Estimator to review your expenses and make sure that you're taking all the deductions to which you're legally entitled.

---

<b>To learn more about...</b>	<b>Search the Help Index for...</b>
tax-related categories	categories, tax-related transactions
setting up alerts	alerts, setting up
estimating capital gains	capital gains, Capital Gains Estimator
estimating your taxes	taxes, estimating taxes or capital gains
estimating your itemized deductions	taxes, deductions

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# 6 Determine your net worth

**Put it all together 72**

**Track your home value and associated loan 72**

**Track a vehicle value and associated loan 74**

**Add other asset and liability accounts 75**

**Analyze your net worth 75**

**Next steps 77**

## **Before you start**

To get a complete picture of your net worth, you should enter all the financial information discussed in the previous chapters before you continue with this chapter. If you have completed the previous chapters, most of your work here is done.

## **What you will need**

You will need information about the purchase price and value of your assets (home, vehicle, and so on) as well as information about any loans that might be associated with them.

## Put it all together

Although using Quicken as described in the previous chapters can bring a great deal of order to your finances, you still don't have a complete picture of your financial situation. In this chapter, you'll learn how to use the tools and information in the Property & Debt Center to track the assets (what you own) and liabilities (what you owe) not reflected in your bank balance or stock portfolio.

The more financial information you provide to Quicken, the more Quicken can help you understand and improve your overall financial health. When you add asset and liability accounts, you're increasing the power of Quicken to incorporate all your financial data into a single, clear picture of where you stand and where you can go.

In this chapter, you'll learn how to add the following types of accounts:

- An asset account for a home you own or are buying, with an associated liability account if you're paying a mortgage
- An asset account for a vehicle you own or are buying, with an associated liability account if you're paying off a vehicle loan
- An asset account for other property you own, such as a stamp collection or work of art
- A liability account for other loans or debt, such as a student loan

## Track your home value and associated loan

If you own a home, you can use Quicken to track its value, along with the mortgage that may be associated with it. Quicken calculates the value of your equity and tracks the interest you pay each year and the remaining loan balance.

When you add a mortgage account, Quicken adds both an asset account for the positive value you have in your home, and a liability account for the value of your home loan.

- 1 If you have the last statement you received for the mortgage account you plan to add, get it now. You can use the statement to enter the most recent values, such as balance remaining on the mortgage, while you're adding your account.
- 2 Choose **Property & Debt** menu > **Go to Property & Debt Center**.
- 3 In the Property & Debt Accounts snapshot, click **Add Account**.
- 4 Select **House (with or without Mortgage)**, and click **Next**.

- 5 In the **Name this account** field, type the name by which you want to refer to this account in Quicken, and click **Next**.

Quicken displays the Quicken Account Setup wizard for tracking a home.

Quicken Account Setup

Enter the starting point information.

When did you acquire this property? 4/18/2006

Purchase price: 225,000.00

Estimate its current value: 250,000.00

It's okay to enter approximate values. You will be able to change them later.

Cancel Back Next

- 6 Follow the on-screen instructions; click **Next** to move through the pages. Click **Help** if you need more information.

Note: When you add the account, enter both the purchase price and the estimated current market value if you know it. Quicken enters the purchase price as the opening balance and adds an adjustment transaction in the house account register to reflect the current market value. This way you can track your equity. As the home's value changes over time, you can enter additional transactions to keep the equity value current.

If you told Quicken that you have a mortgage on the house, Quicken adds two accounts: one for the positive value of the house (a house account) and one for the negative value of the loan (a house loan account). Quicken then displays the Edit Loan wizard.

Edit Loan

Loan Information

Opening Date: 4/18/2006

Original Balance: 180,000.00

Original Length: 30 Years

Compounding Period: Daily

Payment Period

Standard Period: Monthly

Other Period: Payments per Year

Cancel Next

- 7 Enter the requested information about your home loan.  
When you finish, Quicken displays the Edit Loan Payment dialog.

Enter the payee's name here.

Quicken assigns a category to the part of your payment that goes to interest. This may be tax deductible.

8 Enter information about your regular loan payment, and then click **OK**.

## Track a vehicle value and associated loan

The steps for tracking a vehicle's value and loan are almost identical to those for adding a house and mortgage account. When you add a vehicle loan account, Quicken adds both an asset and a liability account.

- 1 If you have your last statement for the vehicle loan, get it now.
- 2 Choose **Property & Debt** menu > **Go to Property & Debt Center**.
- 3 In the Property & Debt Accounts snapshot, click **Add Account**.
- 4 Select **Vehicle (with or without Loan)**, and click **Next**.  
Quicken displays the Asset Account Setup wizard for tracking a vehicle.
- 5 Follow the on-screen instructions; click **Next** to move through the pages. Click **Help** if you need more information.

If you told Quicken that you have a vehicle loan, Quicken adds two accounts: one for the positive value of the vehicle (a vehicle account) and one for the negative value of the loan (a vehicle loan account). Quicken then displays the Edit Loan wizard.

- 6 Enter the requested information about your vehicle loan. Click **Help** if you need assistance.



If you have assigned Auto categories to your transactions, you can see a summary of your auto expenses whenever you're in the Property & Debt Center. In the Auto Expenses snapshot, click Show Auto Expense Report.

## Add other asset and liability accounts

You can track the value of anything that you own (asset) or owe (liability) in Quicken. Following the same procedures as in the previous sections, add any asset or liability accounts that you want Quicken to include when evaluating your financial situation. For each account, enter a value that you think is a good estimate of the total value of your assets or liabilities. If you don't want to track your assets or liabilities in great detail, you can group them together in a single asset or liability account.

---

Note: When you add a house or vehicle account, Quicken prompts you to add the associated liability account and loan (if any). To get the most complete picture of your financial health, don't forget to add a liability account and loan for any other assets you owe money on. You can add liability and loan accounts in the Property & Debt Center (choose Property & Debt menu > Go to Property & Debt Center). You can add them in either order since after you add one of them, Quicken prompts you to add the other. To add a liability account, in the Property & Debt Accounts snapshot, click Add Account. To add a loan, in the Loan Accounts Summary snapshot, click Add Loan.

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## Analyze your net worth

Now that Quicken has more information about your finances, you can learn more about the value of your net worth.

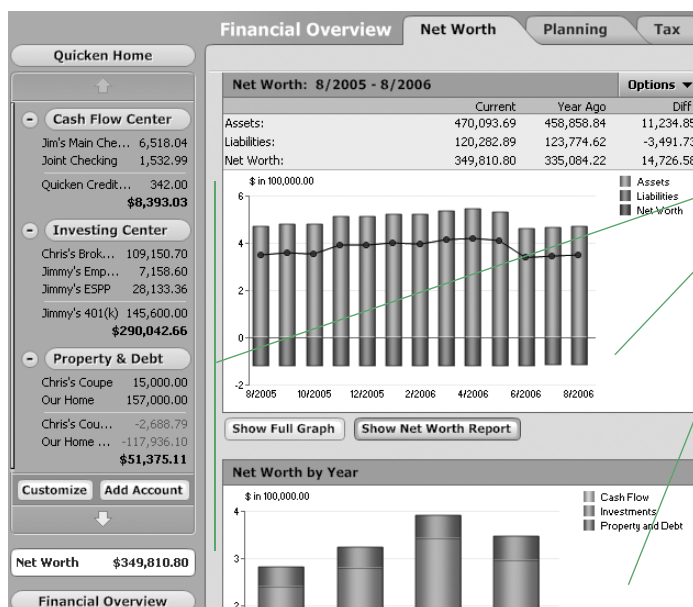
If you have selected the Don't Include in Totals check box for any account in the Account List (choose Tools menu > Account List), Quicken modifies the totals in the Account Bar list and the totals in the account snapshots in the centers, including the Financial Overview Center described below. However, selecting this check box will not affect the totals in the net worth report described on page 77. For more information, choose Help menu > Quicken Help, click the Index tab, and enter *net worth*.

## Use the Financial Overview Center

This center shows changes to your assets and liabilities, including cash flow and investment accounts, over time. It also shows you the percentage of your finances in each type of account.

- 1 At the bottom of the **Account Bar** list, click **Financial Overview**.

Quicken displays the Financial Overview Center. (You must have Quicken Deluxe or Quicken Premier. To learn how to add this and other valuable tools in minutes, choose Help menu > Which Quicken is best for you?)



The snapshots in this center include only the account totals listed in the Account Bar list. If you choose Tools menu > Account List, click the Manage Accounts tab, and select the Hide in Quicken, Don't include in Totals, or Hide In Navigation check box for an account, the account total information for that account will not appear in the Financial Overview Center snapshots.

Click the Financial Overview button in the Account Bar list to open the Financial Overview Center.

- 2 Click the **Net Worth** tab.



## Run a net worth report

This report shows your net worth as of a specified date. Quicken calculates your net worth by adding the balances of your checking, savings, cash, asset, and investment accounts (your assets), and then subtracting from that total the balances of your credit or charge card and liability accounts (your liabilities).

- 1 Choose **Reports menu > Reports & Graphs Center**.  
Quicken displays the Reports & Graphs window.
- 2 In the Quicken Standard Reports list on the left, click the arrow to the left of **Net Worth & Balances**.
- 3 Select **Net Worth**.
- 4 In the **Report Balance as of** field, change the date for the report. (Optional)
- 5 Click **Show Report** or **Show Graph**.  
Quicken displays a report or graph that shows the value of all your assets and liabilities.



If you want to exclude certain information from your net worth report, click **Customize**, make any desired changes, and then click **OK**. For example, if you want a report that excludes nonliquid assets, such as your home, click **Customize**, and clear the asset and liability accounts for your home on the **Accounts** tab.

## Next steps

Now you're ready to take advantage of one of the most powerful financial management features that Quicken offers. The next chapter explains how to use Quicken to develop a long-term financial plan for life events such as funding your retirement, which can help you when you're ready to put your past and present financial data to work toward building your financial future.

---

### To learn more about...

tracking assets

tracking liabilities

paying off loans

reducing your debt

---

### Search the Help Index for...

assets (tracking physical)

liability accounts

loans, paying off

Debt Reduction Planner

---



# 7 Develop a long-term plan

**Begin planning 80**

**Create your plan 80**

**Review your plan 81**

**Modify your plan 81**

**Next steps 82**

## **Before you start**

Think about when you would like to retire and what kind of standard of living you anticipate. Consider any large purchases you would like to make, and any life changes that you might be facing (such as having children or sending them off to college).

## **What you will need**

If you haven't already set up the accounts discussed in the previous chapters, you will need information such as account balances, the value of what you own and what you owe, and so on.

## Begin planning

The Planning Center provides tools to develop a number of long-term plans, including plans for retirement, college, purchasing a home, reducing debt, or making a special purchase. In this chapter, you'll learn how create and examine a retirement plan.

When you begin developing a long-term plan with Quicken, you can use your actual Quicken data, or you can enter data as you go along.

## Use existing data

The Retirement Planner starts with your actual Quicken data. If you have entered most of the financial information covered so far in this book, Quicken uses it as a starting point. Much of the planner will already be filled out for you, using your paycheck transactions, investment income, house and mortgage accounts, and so on.

## Enter data as you go

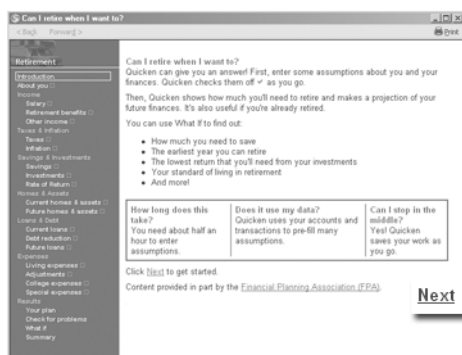
If you haven't yet entered a lot of data in Quicken, you can still use the planner. Just enter data as you go. You can enter figures that are based on your past experiences or your future plans.

In fact, while you are developing long-term plans in the Planning Center, you can add the kinds of accounts discussed in previous chapters. For example, if you want your plan to include the value of your house, but you haven't yet added your mortgage and associated loan accounts, Quicken lets you do so during the planning process.

## Create your plan

- 1 Choose **Planning menu > Go to Planning Center**.
- 2 In **Planners**, click **Retirement Planner**.

Quicken displays the Retirement Planner Introduction window.



Click **Next** to get started. Quicken walks you through the process. If you have added the accounts discussed in previous chapters, much of your work is already done. Don't worry if you haven't; you can add them here.

- 3 Click **Next** to move through the planner pages (recommended), or go directly to an area of interest on the left side of the window.

To prepare the most complete plan, enter all the information that Quicken requests. In many cases, Quicken links to dialogs that contain explanations of terms or forms that you need to fill out. Click the underlined text to go to these linked dialogs.

## Review your plan

The Plan:Results snapshot in the Planning Center displays a graph of your projected account balances from the present until the end of the plan and tells you if you can retire when you want to. If there's still some information you need to enter before Quicken can create your plan, Quicken displays a link to the Planning Assumptions window instead of a graph. Click Check to open the Planning Assumptions window, and then click and complete each assumption that does not have a check mark next to it.

If you want to see how a change in circumstances affects your plan, or if your current plan does not succeed, see the next section, "Modify your plan."

## Modify your plan

After you have entered enough data for Quicken to develop a plan, you can experiment with your data in several ways to see how certain actions would change the plan.

### Change assumptions

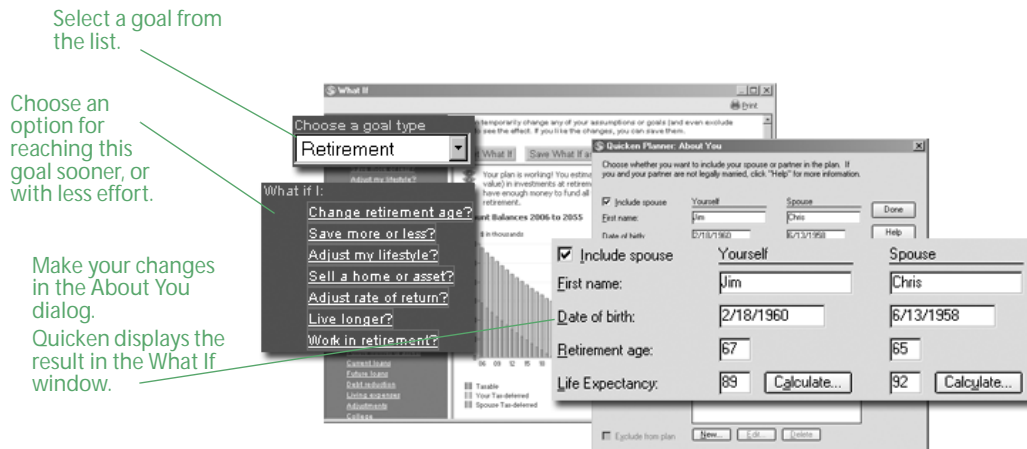
Assumptions are the pieces of information used to generate your plan. When you change an assumption, Quicken immediately displays a new plan using the new information. The Plan Assumptions snapshot in the Planning Center displays a summary of each of your plan assumptions, as well as links that you can click to modify each one. If you want to change several assumptions at once, you can click the Change Assumptions button, and then click the Edit button for each assumption you want to modify.

### Consider What if

One of the most powerful tools in the Retirement Planner is What if. Using What if, you can change many of your plan's assumptions without actually changing the plan itself. Then you can decide whether you want to change your plan based on your What if calculations.

Here are a few examples of the kinds of questions What if can help you answer:

- What if I quit my job and stay home when the baby is born? (Change information such as salary and living expenses.)
  - What if I relocate to a different part of the country? (Change information such as current and future homes and assets, living expenses, and special expenses.)
  - What if I sell some of my assets and take a trip around the world? (Change information such as investments and living expenses.)
- 1 Choose **Planning** menu > **Go to Planning Center** if the Planning Center isn't already displayed.
  - 2 In the Plan Assumptions snapshot, click **Explore What If's**.  
Quicken displays the What If window.
  - 3 In the **Choose a goal type** list, select a goal type.  
Quicken displays this field only after all you have answered all of the plan assumptions.
  - 4 Click any **What if I** link.



5 Select the appropriate option:

- Click **Reset What If** to reset the What if values and try out new ones. (Optional)
- Click **Save What If as Plan** to change your current plan based on the What if calculations. (Optional)
- Click **Close Without Saving** to close the What If window without saving any changes.

## Next steps

As you can see, using Quicken to help plan your retirement gives you the ability to make significant decisions about how you want to use your finances to fund your life and dreams. From here on, it's up to you to keep your Quicken data up-to-date, and to review it periodically to make sure that you are on track to reach your financial goals.

# Index

If you don't find the topic you are looking for here, try Quicken Help.

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