

A Quicken® for Windows® Tutorial
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A Quicken® for Windows® Tutorial
(Version 5)

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PREFACE

Mr. Bayne is a member of the Information Technology Division of the American Institute of Certified Public Accountants, and received the Certificate of Educational Achievement in Microcomputer Consulting from the California Society of Certified Public Accountants. In addition to authoring his Quicken tutorials, he has trained and supported accounting personnel in a variety of accounting software packages and productivity tools. Along with his background in public accounting, he has 10 years of experience as a corporate controller.

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TUTORIAL OBJECTIVES:

It is not my intention for this tutorial to cover all of the options and financial tools that Quicken has to offer. The purpose of **this** tutorial is to help you learn and be very **comfortable** and **confident** with Quicken, so you will be inspired to use Quicken to manage your finances on a **regular basis**.

In the first three lessons we will be using sample data. The final lesson is a workshop where you will be using your own personal data.

After completing this tutorial, you will be able to:

- Set up a personal data file
- Create accounts (bank accounts, credit card accounts, etc.)
- Create categories of income and expenditures
- Enter and memorize transactions
- Backup your data files
- Transfer funds between accounts
- Memorize and schedule recurring transactions using the Financial Calendar
- Create and memorize financial reports

INTRODUCTION

As you are likely aware, Quicken® for Windows® is personal financial software designed to work like you think; it uses screens and terminology which are familiar to you.

This tutorial is based upon Quicken Version 5 for Windows. Some of you may have an earlier version and may or may not wish to upgrade, depending on whether you need the additional financial tools that have been added in the later versions. Also, there may be slight variations in windows and keystrokes as compared to earlier versions.

It is very important that you **follow the tutorial exactly**. Otherwise, it may be difficult for you to return to where you left the tutorial. **Read each numbered paragraph in its entirety before you perform an action.**

For consistency, this tutorial will usually instruct you to click the mouse to select menu items, icons and buttons. However, you may prefer to use the keyboard for some operations.

Caution: Many of you will want to press the Enter key after typing information into a field. At times this will cause you to enter a transaction or leave a window prematurely. The reason for this is that pressing the Enter key selects whichever item or button is highlighted. The problem occurs when the OK button or the Return button is highlighted. We will be selecting an option that will solve this problem when entering transactions. However, in all other cases, be sure you press the Tab key or use the mouse to move to the next field. Only press Enter as an alternative to clicking the mouse on an item or button that is already highlighted.

Feel free to select the various Help buttons at any time as you go through the tutorial. Close the Help windows when finished reading and continue with the tutorial. You close a Help window by clicking its control box (the minus sign in the upper left corner) and then selecting Close.

OBJECTIVES OF LESSON 1:

- Learn Quicken terminology
- Install the software (if not already installed)
- Set up a sample data file
- Set up a bank account
- Add a new expense category
- Enter a transaction
- Backup your data file

TERMINOLOGY

Account A Quicken account is familiar to all of us - it is a bank account, a savings account, a credit card account, and so forth.

An account is the source of all our transactions. It is where we deposit our pay checks and pension income; it is where we write our checks or charge expenditures using credit cards. Money is also transferred from one "account" to another. For example, we write a check from our checking account to our savings account; we write a check to pay down our credit card account.

File A Quicken data file contains all your accounts and transactions.

Transaction A Quicken transaction is any deposit, check or payment to a Quicken "account".

Category A Quicken category is a category of income or a category of expenditures. Pension Income, Interest and Dividend Income are categories of income. Food, utilities and computer supplies are categories of expenditures. Every transaction in a Quicken "account" will have a corresponding category that you want to track.

Register A Quicken register contains all of the transactions related to a particular "account". There are checking account registers, savings account registers, credit card registers, and so forth. For example, a checking account register looks like your checkbook; a savings account register looks like your savings passbook; a credit card register looks like your credit card statement.

Menu The Quicken menu bar is located just below the Quicken for Windows title bar. Selections can be made from the various drop-down menus.

Icon The Quicken iconbar is located just below the menu bar. These icons are short-cuts to many of the drop-down menu selections. You can determine which icons you want to appear on the iconbar.

Tab Quicken tabs appear in the Account List, the Category & Transfer List, and in some of the options windows. They look and act like file folder tabs. Certain selections or options are displayed under a particular tab.

Button Quicken buttons are located within a Quicken window and perform a particular operation. They may appear across the top of a register or list, or they may appear at other locations in the window.

Field A field is a space for a particular item of information.

Click Click means to quickly press and release the left mouse button.

Double-click Double-click means to click the mouse button twice in rapid succession.

INSTALLATION

Intuit designed Quicken to be "intuitive" from the very beginning. During installation you are prompted every step of the way, with help windows to answer your questions.

- 1) **If you have already installed Quicken** on your own computer, skip to page 5.
- 2) **If you are now installing this version of Quicken**, follow the installation instructions on beginning on page 2 of your Getting Started manual.

Respond to the Quicken prompts and read the on-screen introductory messages during the installation process.

- 3) Remove your final Install Disk and **Select the Quicken for Windows icon** to begin using Quicken.
- 4) If you have just installed this version of Quicken for Windows, the New User Setup window will appear on your screen.
- 5) **Click Next** to go through Quicken's New User Setup. Let Quicken help you set up your first checking account.
- 6) **Select QuickTour** at the "What's next?" window. It will take some time to go through all of the QuickTour topics. I suggest you select "Organizing Your Finances" and the "Quicken Overview" at this time. Whenever you want to review the QuickTours, the Quicken Tips or the Windows Tutorial, you can access them from the Help menu.
- 7) Upon completion of New User Setup, Quicken opens the checking account you have just set up. (If not, perhaps you canceled the setup at some point, which is not a problem.)

If Quicken did open the checking account register, note the Quicken for Windows title bar. Quicken has named this file "QDATA". You can use this file for practice. For the purpose of this tutorial, we will be setting up our own accounts under a sample data file.

SET UP A NEW FILE

Quicken allows you to set up multiple data files. You will typically use one data file for your household. You might also set up separate data files for other family members, friends or clients. For the purpose of this tutorial, we will set up a sample data file.

- 1) **Click the File menu**, which is located on the menu bar just below the Quicken for Windows title bar.
- 2) **Click New.**
(If Quicken opens an "Are you sure?" window, click OK.)
- 3) **Type tutor5** as the File Name. (DO NOT press Enter.)
- 4) Note the "Predefined categories" at the lower right corner of the window. We want to select only the Home categories. If "Home" is not checked, click its box.
- 5) **Click OK.**
- 6) If Quicken asks if you would like to see a summary of new features at this time, click NO. You can view it at another time by clicking the Help icon, Searching for "Quicken" and Clicking the topic "What's New in Quicken 5 for Windows".

SET UP YOUR FIRST NEW ACCOUNT

When you set up a new file, Quicken automatically opens the Create New Account window.

- 1) **Click Checking** to set up a checking account.
- 2) **Click Next** to let EasyStep help us set up our first account.
- 3) **Type 1st Bank-Chkg** as the Account Name and **Press Tab** to move to the next field.
- 4) **Type A/C 01-2345-6** as the Optional Description and **Click Next**. (Or you may want to use the optional description to expand the account name.)
- 5) Since we do have our last statement, accept the "Yes" answer and **Click Next**.
- 6) **Type the 1st of the prior month** as the Statement Date and **Press Tab**. (For example, "12/01/95" if January is our current month)
- 7) **Type 100.00** as the Ending Balance and **Click Next**.
- 8) We have not signed up to use an online service. Accept the "No" answers and **Click Next**.
- 9) We would like to enter additional information - **Click Yes and then Click Next**.
- 10) **Type any information in the various fields and Click Next when finished**.
- 11) It will be more efficient to set up our next checking account if we bypass EasyStep.

To bypass this feature when setting up the next checking account, **Click the "Start with Summary" box**, which is located in the lower left corner of the window, and then **Click Next**.

SET UP YOUR FIRST NEW ACCOUNT, Continued

- 12) **Click Done** to complete the setup.
- 13) Quicken opens the register window for the checking account you have just set up. It looks very much like your own check book register. Note your opening balance entry of \$100.00.
- 14) **Click the Lists menu.**
- 15) Note Ctrl+A to the right of Account. It is the Quick Key (shortcut) to open the Account List.
- 16) **Click "Account"** to open the Account List.
- 17) **Click the Info button**, which is located below the Account List title bar.

This is where you can also enter additional information that may have not been available when you set up the account.
- 18) **Click OK.**
- 19) **Click the Edit button**, which also is located below the Account List title bar.

This is where you can change account names and descriptions, additional information and tax information.
- 20) **Click Cancel.** (Or you can press the Esc key, which is usually located at the upper left corner of your keyboard.)
- 21) **Click the Delete button**, which also is located below the Account List title bar.

This is where you can delete an account. However, be advised that **ALL of your transactions originating in this account are also deleted, which is almost never a good idea.** It is better to enter a transaction to adjust the account to zero, and wait until year-end to delete the account **AFTER** all reports are printed and reconciled.

SET UP YOUR FIRST NEW ACCOUNT, Continued

- 22) **Click Cancel** (or Press Esc).
- 23) Quicken confirms "Account not deleted" - **Click OK**.
- 24) Note the tabs "All Types", "Bank", "Credit", "Other" and "Invest". Only the accounts matching the type selected will be listed in the window. This is especially helpful if you have a large number of accounts.
- 25) **Click the Credit tab** (for credit cards).
- 26) Note that the "1st Bank-Chkg" account no longer appears in the window.
- 27) **Click the Bank tab** and it reappears.
- 28) **Click the Close button** (which also is located below the Account List title bar) to close the Account List.

CHECK YOUR OPTIONS

It is important that certain options be set consistent with this tutorial. Otherwise some of your windows and keystrokes may not match the tutorial explanation. At this point we want to set the following options.

- 1) **Click the Edit menu.**
- 2) **Click Options** at the bottom of the Edit menu.
- 3) **Click General.**
- 4) "Show HomeBase on Top at Startup" **should not** be checked. **Click its box to remove the selection.**
- 5) "Use Tax Schedules with Categories" **should be** checked. If it is not checked, click its box.
- 6) "Show Flyover Help in Toolbars" is helpful. With this option checked you can see a short description of what each icon in Quicken does by moving the mouse pointer over the icon for a few seconds.
- 7) "Remove Memorized Transactions Not Used in Last" **should not** be checked. If it is checked, click its box to remove the selection.
- 8) "Turn QuickTabs Off" and "Quicken Standard" **should be** selected. If not selected, click their buttons.
- 9) The other selections are optional according to your preference and can be explored at another time.
- 10) **Click OK.**
- 11) **Click Register.**

CHECK YOUR OPTIONS, Continued

- 12) Note the three tabs across the top of the Register Options window. Under the Display tab, the following selections **should be** checked. If not checked, click their boxes.

Show Account Selector
Show Description Bar
Date in First Column
Transaction Toolbar

"Memo before Category" **should not** be checked. If it is checked, click its box to remove the selection.

"Color Shading", "Fonts" and "Colors" are optional.

- 13) **Click the Miscellaneous tab.**
- 14) All selections **should be** checked. If not checked, click their boxes.
- With regard to "Enter Key Moves Between Fields" - When this option is selected, you can use the Enter key as well as the Tab key to move between fields in any account register and when writing checks.
- 15) **Click the QuickFill tab.**
- 16) All selections **should be** checked. If not checked, click their boxes.
- 17) **Click OK.**
- 18) **Click Iconbar.**
- 19) "Show Icons" and "Show Text" **should be** checked. If not checked, click their boxes.
- 20) **Click Done.**
- 21) **Close the Options window.**

CHECK YOUR OPTIONS, Continued

- 22) **Click the Help menu.** (DO NOT click the Help icon.)
- 23) "Show Qcards" **should be** checked. If it is not checked, click on it.
- 24) Some of the HomeBase selections are similar to iconbar selections. In order to clear our desktop and simplify our selections, we will now close the HomeBase window.

Click the HomeBase control box (the minus sign to the left of the HomeBase title bar), then **Click Close**.

ADD A NEW CATEGORY

Let us add a category that we will use for our first transaction.

- 1) **Click the Lists menu.**
- 2) Note Ctrl+C to the right of Category & Transfer. It is the Quick Key (shortcut) to open the Category & Transfer List.
- 3) **Click "Category & Transfer".**
- 4) Quicken opens the Category & Transfer List. Use the keypad or click the mouse on the vertical scroll bar to **Scroll through the categories.**
- 5) "Accounts" are listed at the end of the category list.
Press End or use the mouse to go to the end of the list.
- 6) Note our [1st Bank-Chkg] account entry, which is the last entry on the list. Quicken uses square brackets to distinguish between an Account and a Category.
- 7) **Click New.**
- 8) **Type Vacations as the category Name and Press Tab.**
- 9) Description is optional and is usually used to lengthen or add more description to the category - **Press Tab to skip.**
- 10) If Expense is not already selected as the Type, click its button.
- 11) Since vacations are not tax-deductible, we will not select Tax-related or the related Form field.
- 12) **Click OK** to set up the new category.
- 13) Quicken returns you to the Category & Transfer List. Note the new "Vacations" category.
- 14) **Close the Category & Transfer List.**

ENTER A TRANSACTION

Since the "Enter Key Moves Between Fields" option is selected, you can use the Enter key as well as the Tab key to move between fields in any account register. You will find that the Enter key is more efficient in some cases, while the Tab key is more efficient in others.

- 1) The "1st Bank-Chkg" account register should still be open.
- 2) Read the Qcards as you enter this transaction, but follow **these** instructions.
- 3) **Enter the 5th of the prior month** as the Date. (Be careful as you enter dates. Depending on the position of your pointer, Quicken will sometimes append rather than replace a date.)
- 4) **Enter 101** as the Check Number.
- 5) **Enter Vacation Airlines** as the Payee.
- 6) **Enter 527.00** as the amount in the Payment field.
- 7) Do not follow the instructions of the next Qcard.
Type V in the Category field and note that Quicken finds and selects "Vacations" from the drop-down Category list.
- 8) **Press Tab** to enter the category. (DO NOT press Enter or Quicken will skip the Memo field.)
- 9) **Enter Boston trip** in the Memo field.
- 10) **Click Record** or **Press Enter** (since Record is highlighted).
Beeps will sound to confirm the transaction has been recorded.

Note the resulting register entry. Our checking account is overdrawn. We will need to record a deposit in Lesson 2.

BACKUP YOUR DATA FILE

Your hard disk and computer system can fail when you least expect it. Corruption of data can occur at any time due to fluctuations in power. A good line conditioner is one of the most important accessories you can buy to protect your data. I recommend a line conditioner that protects against drops in power (brownouts) as well as surges, especially if you are near an industrial area. An inexpensive line voltage monitor will indicate whether you have a current power problem. But even if you have consistent power now, it is still better to have the protection.

Backup without fail after every session. If you use Quicken to backup onto diskettes, I suggest you use a set of diskettes, one for each day of the week. If you use a tape backup, I suggest you do a full backup at the end of each week, or at least monthly, and do incremental backups in the interim. This way you can retrieve a prior backup if you most recent backup is also corrupted.

We will use Quicken's backup feature for the purpose of this tutorial.

1) **Click the File menu.**

If you select Exit and have not recently backed up your data file, the Automatic Backup window appears and prompts you to backup your data. Have formatted diskettes available to use for backup at the appropriate time.

2) If you do have a backup disk available, **Click "Backup"**.

"Current File" is selected. Note the Backup Drive indicated. Change it if not correct.

Make sure your disk is inserted and **Click OK** to begin the backup.

Quicken advises you of successful backup.

Click OK.

Now **Click "Exit"** from the File menu.

3) If you do not have a backup disk available at this time, **Click "Exit"** from the File menu.

CONCLUSION

In this lesson we have learned Quicken terminology, how to set up a bank account, add a new category, enter a transaction and backup our data file.

In our second lesson we will set up additional "Accounts" and "Categories", and begin entering more transactions.

OBJECTIVES OF LESSON 2:

- Enter more checking account transactions, including a split transaction
- Edit a category and add a subcategory
- Add a savings account and enter a transaction
- Add a credit card account and enter a transaction
- Transfer funds between checking, savings and credit card accounts

QUICKEN REMINDERS

- 1) **Reopen Quicken for Windows.**
- 2) If you have just installed this version of Quicken, the Quicken Reminders window is automatically opened and you will see a reminder to send in your registration card.
- 3) **If the reminder window is not open, click the Activities menu, then click Reminders.**
- 4) We have not yet entered any notes. We will explore and enter Calendar Notes later in the tutorial.
- 5) **Click the drop-down button** to the right of "Show notes for" and **Scroll the choices of time periods.**
- 6) **Click "Next 7 Days"** (which will allow us to view a note that we will enter in lesson 3).
- 7) **Click the Options button**, which is located below the Quicken Reminders title bar.
- 8) "Turn on Billminder" and "Days in Advance" will have no effect in this tutorial since we will not be exploring Billminder.
- 9) "Show Reminders on Startup" and "Show Calendar Notes" **should be** checked. If they are not checked, click their boxes.
- 10) **Click OK.**
- 11) **Close the Quicken Reminders window.**

ENTER A TRANSACTION AND EDIT A CATEGORY

Quicken automatically opens the last file in use. If you last worked in this tutorial, "TUTOR5" should appear on the Quicken for Windows title bar. If not, you need to open "tutor5.qdt" from the File List.

- 1) The "1st Bank-Chkg" account register should still be open. Quicken automatically opens the last register in use.
- 2) If a Qcard appears while entering this transaction, **Close the Qcard** by clicking its control box (the "x" in the upper left corner of the Qcard). Then **Click OK** to confirm.
- 3) Let us record a deposit to cover our \$427.00 overdraft.
- 4) **Enter the 1st of the prior month** as the Date.
- 5) **Click "Deposit"** from the drop-down list in the Num (number) field and **Press Tab**.
- 6) Note the drop-down Payee list showing our last transaction. Quicken is memorizing each new transaction for future recall. We will explore this feature later in the tutorial.
- 7) **Enter State of California** as the Payee.
- 8) Note that Quicken positioned the insertion point in the Deposit field based on your selection of DEP in the Number field.
- 9) **Enter 800** as the amount in the Deposit field. (Quicken will add the decimal and zero cents.)
- 10) Note the income categories in the drop-down Category list. Let us use this opportunity to change an account name and description.
Press Ctrl+C, the Quick Key to open the Category & Transfer List.

ENTER A TRANSACTION AND EDIT A CATEGORY, Continued

- 11) Note the tabs "All Types", "Income", "Expense" and "Transfers". Only the categories matching the type selected will be listed in the window.
- 12) **Click the Expense tab.**
- 13) Note that the income categories are no longer listed.
- 14) **Click the Income tab** to list the income categories.
- 15) Use the arrow key or your mouse to **Highlight "Online Data, Inc."** and **Click the Edit button**, which is located below the Category & Transfer List title bar.
- 16) **Change the Name to Pension and Press Tab.**
- 17) **Change the Description to Pension Income and Press Tab.**
- 18) "Income" was already selected as the Type.
- 19) **Click "Tax-related".**
- 20) **Click the drop-down button** to the right of the Form field to access the drop-down list of tax forms.
- 21) **Scroll down** near the end of the list and **Click "1099R: Total pension gross distrib"**.
- 22) **Click OK.**
- 23) Now **Double-click "Pension"** from the Category & Transfer List and **Press Tab.**
- 24) **Type any memo or leave it blank.**
- 25) **Record the transaction.**

ENTER A TRANSACTION AND ADD A SUBCATEGORY

- 1) **Press +** until you increment the date to the 6th of the prior month and **Press Tab**.
- 2) **Press +** to increment the check number and **Press Tab**.
- 3) **Enter DMV** as the Payee.
- 4) **Enter 127** as the Payment.
- 5) Subcategories of a parent category are indicated by the use of a colon. (For example, "Utilities:Water")

At the Category field **Click "Auto"** from the drop-down Category list. **DO NOT** press Enter or Tab. (If the list does not drop down automatically, click the drop-down button to the right of the Category field.)
- 6) **Type :Licenses** so that the Category field shows "Auto:Licenses".
- 7) Now **Press Tab** to enter the category.
- 8) Since licenses is not a predefined subcategory of auto expenses, Quicken opens the Set Up Category window, and selects "Licenses" as the Name.
- 9) **Press Tab** to accept the name.
- 10) **Type Auto Licenses** as the Description and **Press Tab**.
- 11) Note that "Subcategory of Auto" is selected as the Type.
- 12) **Click the Tax-related box**.
- 13) **Click the drop-down button** to the right of the Form field.
- 14) **Scroll down** the list and **Click "Schedule A:Other Taxes"**.

ENTER A TRANSACTION AND ADD A SUBCATEGORY, Continued

- 15) **Click OK** to set up and select the subcategory.
- 16) **Enter Buick** in the Memo field.
- 17) **Record the transaction.**

ENTER A SPLIT TRANSACTION

We will now enter a check to the market where we also get cash back.

- 1) **Press Tab** to accept the date of the 6th of the prior month.
- 2) **Press +** to increment the check number and **Press Tab**.
- 3) **Enter Super Market** as the Payee and **45.25** as the Payment.
- 4) **Click Splits or Press Alt-S** to access the Splits window.
- 5) **Click "Groceries"** from the down-down Category list as the first Category. (If the list doesn't drop down automatically, click the drop-down button to the right of the Category field.)
- 6) **Tab past the Memo field.**
- 7) **Enter 25.25** as the Amount.
- 8) **Enter Misc** as the second Category.
- 9) **Enter Cash back at market** in the Memo field.
- 10) Note that Quicken fills in 20.00, which balances the split amounts to the 45.25 total check amount.
- 11) **Click OK or Press Alt-O** to enter the splits.
(The OK button may be hidden by the drop-down Category list).
- 12) Note that "-Splits-" appears in the Category field.
- 13) **Click Record or Press Ctrl+Enter**, the Quick Key to record a transaction.

ADD SAVINGS ACCOUNT AND ENTER A TRANSACTION

- 1) **Click Accts from the iconbar** to open the Account List.
- 2) **Click New.**
- 3) **Click Savings.**
- 4) **Click the Summary tab** to bypass EasyStep.
- 5) **Enter Federal Savings** as the Account Name; **A/C 02-3456-7** as the Optional Description; **1000** as the Balance; and **the 1st of the prior month** as the Date.
- 6) **Click Next.**
- 7) **Click Info** to enter any additional account information and **Click OK when finished.**
- 8) **Click the "Start with Summary" box.**
- 9) **Click Done** to complete the setup.
- 10) Let us record last month's interest on our savings account.
Click the "Federal Savings" account.
- 11) **Click Open.**
- 12) **Enter the last of the prior month** as the Date. (For example, "12/31/95" if January is our current month)
- 13) **Click "Deposit"** from the drop-down Number list and **Press Tab.**
- 14) **Enter Federal Savings Bank** as the Payee, and **4.16** as the Deposit.

ADD SAVINGS ACCOUNT AND ENTER A TRANSACTION, Continued

- 15) At the Category field, **Slowly type Int Inc**. Quicken finds and selects "Int Inc" from the drop-down Category list.
- 16) **Press Tab** to enter the category.
- 17) **Enter Monthly interest** in the Memo field.
- 18) **Record the transaction.**

TRANSFER FUNDS FROM CHECKING TO SAVINGS ACCOUNT

Since the "Show Account Selector" register option is enabled, the two accounts we have set up appear as buttons below the last register transaction line.

- 1) **Click the "1st Bank-Chkg" button** to reopen the checking account register.
- 2) **Enter the 10th of the prior month** as the Date.
- 3) **Click the Transfer button**, which is located below the "1st Bank-Chkg" title bar.
- 4) Quicken opens the Transfer Money Between Accounts window.
- 5) Accept the "Date" and "Description" entries that Quicken has already completed.
- 6) **Enter 100** as the Amount.
- 7) Note that Quicken has selected "1st Bank-Chkg" as the Transfer Money From account.
- 8) **Click the drop-down button** to the right of the "To" field.
- 9) **Click "Federal Savings"**.
- 10) **Click OK** to record the transfer of funds.
- 11) **Use the up-arrow key to highlight this last entry.**
- 12) Note the square brackets around [Federal Savings], the account to which funds were transferred. Recall that Quicken uses square brackets to distinguish between an Account and a Category. Note TXFR is the description in the Number field. This assumes we are transferring funds other than by check. If we are transferring funds by check, we would replace TXFR with a check number.

TRANSFER FUNDS FROM CHECKING TO SAVINGS ACCOUNT, Continued

- 13) **Click the Edit menu.** (DO NOT click the Edit button.)
- 14) Note that Ctrl+X is the Quick Key to "Go to Transfer".
- 15) **Click "Go to Transfer"** near the bottom of the Edit menu.
- 16) Quicken opens the Federal Savings account and finds the other side of the transfer. Note the deposit amount and [1st Bank-Chkg] in the Category field, the account from which funds were transferred.
- 17) **Click the "1st Bank-Chkg" button** to return to the checking account register.

ADD CREDIT CARD ACCOUNT AND ENTER A TRANSACTION

- 1) **Click "Create New Account"** from the Activities menu.
(This is another way to create a new account.)
- 2) **Click Credit Card.**
- 3) **Click Summary** to bypass EasyStep.
- 4) **Enter 1st Credit Card** as the Account Name;
A/C 1234 5678 as the Optional Description; **65** as the
Balance; and **the 1st of the prior month** as the Date.
- 5) **Click Next.**
- 6) **Enter 5000** as the Credit Limit.
- 7) **Click Info** to enter any additional account information and
Click OK when finished.
- 8) **Click the "Start with Summary" box.**
- 9) **Click Done** to complete the setup.
- 10) Quicken opens the "1st Credit Card" account register.
- 11) **Enter the 10th of the prior month** as the Date and **1101**
as the Reference number.
- 12) **Enter Quality Restaurant** as the Payee and **12.34** as the
amount in the Charge field.
- 13) At the Category field, **Slowly type Dining**. Quicken finds
and selects "Dining" from the drop-down Category list.
- 14) **Press Tab** to enter the category.
- 15) **Enter Birthday** in the Memo field.
- 16) **Record the transaction.**

TRANSFER FUNDS FROM CHECKING TO CREDIT CARD ACCOUNT

- 1) **Click the "1st Bank-Chkg" button** to reopen the checking account register.
- 2) We could again use the Transfer button to pay our credit card. After recording the transfer we would need to edit the transaction to indicate a check number rather than TXFR in the Number field. Instead, we will use the normal transaction entry approach.
Enter the 1st of the current month as the Date.
- 3) **Press +** to increment the check number and **Press Tab**.
- 4) **Enter 1st Credit Card Bank** as the Payee and **65** as the Payment.
- 5) At the Category field, **Slowly begin typing 1st Credit Card**. Quicken finds and selects [1st Credit Card] from the drop-down Category list. Again, note the square brackets that distinguish it as an account.
- 6) **Press Tab** to enter the category.
- 7) **Record the transaction**.
- 8) **Highlight this last entry** and **Press Ctrl+X**, the Quick Key to go to the "1st Credit Card" account register.
- 9) Note the other side of this transfer.
- 10) **Close the credit card account register**.
- 11) Note the current balances of the accounts shown on the Account List. Note the Balance Total of \$1,127.57, which is the total of the bank accounts less the credit card account.
- 12) **Backup your data and exit**.

CONCLUSION

In this lesson we have entered and split transactions, edited categories and added subcategories. We have also added a savings and credit card account, entered typical transactions in those accounts, and transferred funds from our checking account.

In our next lesson we will explore memorized and scheduled transactions and will take a look at our financial calendar.

OBJECTIVES OF LESSON 3:

- Add, edit and delete memorized transactions
- Recall memorized transactions
- Schedule transactions using the Financial Calendar
- Select which transactions appear on our historical financial calendar
- Create notes as reminders
- Test an automatic recording of a scheduled transaction

MEMORIZE TRANSACTIONS

- 1) **Reopen Quicken for Windows.**
- 2) If the Quicken Reminders window appears, Click Close.
- 3) **Click the Lists menu.**
- 4) Note that Ctrl+T is the Quick Key to open the Memorized Transaction List.
- 5) **Click "Memorized Transaction".**
- 6) Note that Quicken has memorized every transaction we have entered.

Depending on the volume of your transactions you may not want to memorize every new transaction. We can limit the number of memorized transactions that stay on the Memorized Transaction List.

- 7) Note the far right column under the heading "Cal". A small calendar icon in this column indicates it has also been memorized to the Financial Calendar's Transaction List.

Depending on the volume of your transactions you may not want to memorize every transaction to the Financial Calendar's Transaction List. (We will be exploring our Financial Calendar and scheduled transactions later in this lesson.)

- 8) **Click Options** from the Edit menu.
- 9) **Click General.**

MEMORIZE TRANSACTIONS, Continued

- 10) Note the option "Remove Memorized Transactions Not Used in Last ____ Months". When this option is checked, Quicken removes unlocked memorized transactions from the Memorized Transactions List if they have not been used during the number of months you specify. (We will be exploring locked memorized transactions later in this lesson.)
- 11) **Add a checkmark to enable "Remove Memorized Transactions Not Used in Last".**
- 12) **Enter 6** as the Number of months. (You will likely want to change this setting at some point in your actual data file.)
- 13) **Click OK.**
- 14) **Click OK** after reading the information window.
- 15) **Click Register** and **Click the QuickFill tab.**
- 16) Note the option "Automatic Memorization of New Transactions". We could further limit the number of memorized transactions by disabling this option. When this option is disabled, only transactions that are manually memorized are added to the list. (We will be manually entering memorized transactions later in this lesson.)

Since we have already limited the memorized transactions by the number of months of inactivity, we will leave this option enabled. You may want to change this setting at some point in your actual data file.
- 17) Note the option "Auto Memorize to the Calendar List". When this option is disabled, only transactions that are manually memorized are added to the calendar list.
- 18) **Remove the checkmark to disable "Auto Memorize to the Calendar List".**

MEMORIZE TRANSACTIONS, Continued

- 19) At times the drop-down lists get in our way. Let us turn off the automatic drop-down feature since we can click a drop-down button (or click our right mouse button) when the need arises.

Remove the checkmark to disable "Drop Down Lists Automatically".

- 20) The other options should remain checked.

- 21) **Click OK and Close the Options window.**

- 22) Let us delete a memorized transaction that may not be repeated in the future. (This does not delete the actual transaction in the account register.)

Highlight the "Vacation Airlines" entry and Click Delete.

- 23) **Click OK** at the information and confirmation window.

- 24) You may not want to memorize the amounts for some transactions, especially split transactions. We can lock in zero amounts so that incorrect amounts are not entered by mistake.

Highlight the "Super Market" entry and Click Edit.

- 25) **Click Splits.**

- 26) **Change the Amounts for "Groceries" and for "Misc" to zero.**

- 27) **Click Adj. Tot.** to adjust the total to zero.

- 28) If Amounts on all lines and the "Transaction Total" at the lower right corner of the window are zero, **Click OK.**

MEMORIZE TRANSACTIONS, Continued

- 29) Back at the Edit Memorized Transaction window, the Amount field should now indicate 0.00.
- 30) **Click OK** to complete the edit.
- 31) If we now lock this transaction, the Payment field will not change the next time we enter a "Super Market" transaction.
Click the Lck column to the right of "Super Market" and note that a padlock icon appears.
- 32) Now let us add an ATM transaction to our Memorized Transaction List. **Click New.**
- 33) **Press Tab** to accept Payment as the Type.
- 34) **Enter ATM** as the Payee.
- 35) **Tab past the Memo field.**
- 36) **Enter ATM Withdrawal** as the Category.
- 37) Quicken will open the Set Up Category window.
Set up this new category as an expense.
- 38) **Enter the amount of your typical ATM withdrawal.**
- 39) **Click OK** to create the memorized transaction.
- 40) Note the padlock icon to the right of our new ATM transaction. Manually memorized transactions are automatically locked.
- 41) **Close the Memorized Transaction List.**

RECALL MEMORIZED TRANSACTIONS

Now let us enter some transactions and see how our Memorized Transaction List helps us record transactions.

- 1) **Open the "1st Bank-Chkg" account register.**
- 2) **Click the calendar icon** to the right of the Date field.
If a calendar icon does not appear to the right of the Date field, click on the Date field.
- 3) **Click on any date in the current month and Press Tab.**
This is useful when you know what day you visited the ATM, for example, but do not recall the date.
- 4) **Click the drop-down button** to the right of the Number field.
- 5) **Click "ATM"** from the drop-down Number list and **Press Tab.**
- 6) **Click the drop-down button** to the right of the Category field.
- 7) **Click "ATM"** from the drop-down Payee list.
- 8) Note that the Payment and Category fields are automatically filled in. You will need to change the Payment whenever your ATM withdrawal is different from the amount that you locked in.
- 9) **Record the transaction.**

RECALL MEMORIZED TRANSACTIONS, Continued

- 10) **Enter today's date and increment the check number.**
- 11) **Begin typing Super Market.** Quicken finds and selects "Super Market" from the Memorized Transaction List.
- 12) **Press Tab** to enter the payee.
- 13) Note that the Payment field was not automatically filled in since we locked in zero amounts in our Memorized Transaction List.
- 14) **Enter 76.54** as the Payment.
- 15) **Click Splits.**
- 16) **Enter 56.54** as the Amount for Groceries and **20.00** as the Amount for Misc cash back.
- 17) Note that the Transaction Total is 76.54 and the Remainder is zero.
- 18) **Click OK.**
- 19) **Record the transaction.**

A CALENDAR VIEW OF OUR TRANSACTION REGISTERS

- 1) **Click Calendar from the iconbar.**
- 2) **Read the Qcard and Click its Help button.**
- 3) Read topics of interest in the Help window.
- 4) **Close the Help window and Close the Qcard** when finished.
- 5) Note the "Register", "Schedule" and "Show Both" buttons at the bottom of the window.
- 6) **Click the Register button.**
- 7) Every transaction we have entered is also included on the Register view of our Financial Calendar (except for transactions in accounts we choose to omit). However, only three to four transactions per day are visible, and only one or two are visible when showing the Account Graph. You must click on a date in order to view all the day's transactions. Thus, the Register view will be less useful if you have many daily transactions.
- 8) **Click the Previous button**, which is located below the Financial Calendar title bar, and note that "Vacation Airlines" appears on the 5th.
- 9) **Double-click on the 5th of the month.**
- 10) Note that the "Vacation Airlines" transaction is listed in a window and is highlighted.
- 11) **Click Edit.**
- 12) Quicken opens the Edit Register Transaction window.
- 13) **Change the memo to Atlanta trip and Click OK.**

A CALENDAR VIEW OF OUR TRANSACTION REGISTERS, Continued

- 14) **Click again on that date**, and this time **Click Register**.
- 15) Note the Memo field now shows Atlanta instead of Boston.
- 16) **Close the register**.
- 17) Use the same procedure and this time **Click Delete** to delete the "Vacation Airlines" transaction.
- 18) Note the strong warning! **It is not advisable** to delete transactions in this manner. You may think you are only deleting a transaction from the calendar, while in fact, you are deleting the transaction entirely!
- 19) **Click Cancel**.
- 20) Note that "Quality Restaurant" appears on the 10th. Recall that this was a credit card transaction.
- 21) **Click Options**, which is located below the Financial Calendar title bar.
- 22) Note that all accounts are selected. You may not want to see credit card transactions on your financial calendar.
- 23) **Click on "1st Credit Card"** to exclude "1st Credit Card" transactions from the calendar.
- 24) **Click OK** to return to the calendar.
- 25) Note that "Quality Restaurant" no longer appears on the calendar.
- 26) **Click the Next button** until the current month calendar is displayed.

SCHEDULED TRANSACTIONS

- 1) **Click the Scheduled button.**
- 2) This is a view of future scheduled transactions. It is blank since we have not yet scheduled any transactions.
- 3) Note the Financial Calendar Transaction List to the right of the calendar. These are the transactions that have been "Auto Memorized to the Calendar List" (one of our QuickFill options). We use this transaction list to help us schedule future transactions.
- 4) You may not want to see all of your transactions on your Financial Calendar Transaction List. It can become a very long list. One way to limit the list is to disable the "Auto Memorize to the Calendar List" option (which we did earlier). We can also remove the Calendar icon from transactions that have already been memorized to the calendar list.
Click the Manage List button, which is located at the lower right corner the window.
- 5) Quicken opens the Memorized Transaction List.
Click the calendar icons to the right of those transactions you will not likely be scheduling. (DO NOT remove the calendar icon for the "State of California" entry, since we will be scheduling that transaction.)
- 6) **Close the Memorized Transaction List.**
- 7) Note that those transactions no longer appear on the Financial Calendar Transaction List.

SCHEDULED TRANSACTIONS, Continued

- 8) Let us assume our State of California pension check is directly deposited into our bank every month.
Click on the "State of California" transaction so that it is highlighted.
- 9) **Drag the "State of California" transaction to today's date.** (To drag an item, press and hold down the left mouse button while you move the mouse.)
- 10) Quicken opens the New Transaction window.
- 11) Note the entries that Quicken has already completed, especially the Frequency and the Number of Payments fields.
- 12) **Click the drop-down button** to the right of the Frequency field.
- 13) We will be receiving our pension every month.
Click "Monthly".
- 14) Note the Number of Payments changed to 999. You would change the number of payments for items like mortgage payments or leases that have a specified number of payments.
- 15) **Click the drop-down button** to the right of the "Register entry" field.
- 16) **Click "Prompt before enter".**
- 17) **Enter 0** as the Days in advance.
- 18) **Click the Help button** and read topics of interest.
- 19) **Close the Help window** when finished.

SCHEDULED TRANSACTIONS, Continued

- 20) **Click OK** to schedule the transaction.
- 21) If Quicken opens an information window, read the text and click OK.
- 22) Note that "State of California" now appears on the Scheduled view of our financial calendar.
- 23) **Click Next** to see the Scheduled view of the calendar in subsequent months. These transactions will not appear in the Register view until they are automatically recorded.
- 24) **Click Prev** until the current month calendar is displayed.
- 25) **Click the Register button.**
- 26) **Click the View button**, which is located below the Financial Calendar title bar.
- 27) **Click "Show Account Graph".**
- 28) Note the resulting bar graph. It shows the total of our checking and savings account balances (we removed our credit card account from the bar graph). It also projects balances a number of days in the future, based upon the transactions we have scheduled. (There is not much to see at this point since we have not entered or scheduled many transactions.) Keep in mind that this view leaves less room to view transaction entries on the calendar.

REMINDER NOTES

Now let us take a look at Reminder Notes, which are notes we write to ourselves that can be displayed a number of days in advance.

- 1) **Click on a date within 7 days of today's date.** The date will become shaded.
- 2) **Click the Note button,** which is located below the Financial Calendar title bar.
- 3) Note that the date you selected appears above the text area of the Note window.
- 4) **Type Mother's birthday** in the text area.
- 5) **Click Save.**
- 6) Note the square box in the upper right corner of the date you selected.
- 7) **Click the square box.**
Your Note window opens for viewing or editing.
- 8) **Click Cancel.**
- 9) **Close the Financial Calendar.**
- 10) To see how our Scheduled Transactions work, we need to exit and reopen Quicken for Windows.
Click "Exit" from the File menu.

**AUTOMATICALLY RECORD A SCHEDULED TRANSACTION
AND VIEW OUR REMINDERS**

- 1) **Reopen Quicken for Windows.**
- 2) Quicken automatically opens the Scheduled Transactions Due window since we scheduled a transaction for today and selected "Prompt before enter".

Scheduled transactions for which we select "Automatically enter" would not appear in this window. They would automatically be entered in our transaction register.
- 3) We might edit the transaction if, for example, the amount actually received is different from the amount scheduled.

Click Edit.
- 4) **Change the Amount to 825.00.**
- 5) **Click OK.**
- 6) **Click Record** to record the transaction.
- 7) Next Quicken automatically opens the Quicken Reminders window. Our notes for the next 7 days appear in the window.
- 8) We can also show notes for a different time period.

Click the drop-down button to the right of the "Show Notes for" field.
- 9) **Click a different time period** and note the changes.
- 10) **Close the Quicken Reminders** window.
- 11) **Open the "1st Bank-Chkg"** account register.
- 12) Note that the "State of California" deposit has been recorded. (You may need to scroll up the register.)
- 13) **Backup your data and exit.**

CONCLUSION

In this lesson we have memorized transactions and have scheduled and recorded transactions using our financial calendar. We have also written notes which will appear as reminders in the future.

Our next lesson will be a workshop, where you can use your own material to work on.

If you have not already done so, you will create a real data file for you personal checking, savings and credit card accounts. We will create and memorize informative reports.

Remember to have available your personal check book registers and credit card statements.

OBJECTIVES OF LESSON 4:

- Create a real data file with your personal checking, savings and credit card accounts
- Enter real transactions
- View and customize pre-designed reports
- Create and memorize your own special reports
- Explore other Quicken reports and graphs

CREATE A REAL DATA FILE

- 1) Refer to the section "Set Up a New File" in Lesson 1 on page 5, and begin setting up your personal data file.

Select a name for your personal data file. For example, I use DLBDATA for current year data. At year-end, I will tell Quicken to name the prior year data file DLB1996.

Select the Predefined Categories that will meet your needs.

- 2) Refer to the section "Set Up Your First New Account" in Lesson 1, and set up your various bank accounts and credit card accounts.

I recommend you select a beginning balance and a start date that coincides with your last bank reconciliation. If you wish to start a number of months back or at the beginning of the year, it will take more time to reconcile you bank account, but it can be done.

ENTER REAL TRANSACTIONS

- 1) Begin entering real transactions in your various accounts, add or modify categories, and memorize special recurring transactions. Refer to previous lessons when you need help.

Note: As we explore the various Quicken reports, it will be more illustrative and meaningful if you are able to use a real data file having a number of transactions. However, if you are anxious to move along with the tutorial using this tutorial data file (TUTOR5), I encourage you to enter a number of fictitious entries in each of the account registers.

VIEW AND CUSTOMIZE A CASH FLOW REPORT

Use your personal data file or the tutorial data file (TUTOR5).

- 1) **Click the Reports menu.**
- 2) **Click "Home".**
- 3) **Click "Cash Flow".**
- 4) Note that Quicken opens the Create Report window and selects the Home tab which includes the Cash Flow report.
- 5) **Click the Cancel button.**
- 6) Now, **Click Reports from the iconbar.**
- 7) Note that this alternate method brings us to the same Create Report window, with the same reports and their samples displayed.
- 8) Note the tabs "EasyAnswers", "Home", "Investment", "Business", "Other" and "Memorized". Quicken refers to these as "Report Families".
- 9) **Click each tab and Click up and down its vertical scroll bars;** note the various reports that are available and their samples.
- 10) **Click "Show Report Sample"** to disable the sample reports; the result is to display more of the reports.
- 11) If you prefer to see the sample reports, click "Show Report Sample" so that its box is again checked.
- 12) **Click the Home tab.**

VIEW AND CUSTOMIZE A CASH FLOW REPORT, Continued

- 13) Let us take look at a financial statement type of report.
Click the drop-down button below "Report Dates" and note the choices of time periods.
- 14) **Click "Year to date"** (or "Earliest to date" if you have entries in both the current and prior year).
- 15) **Click the icon to the left of "Cash Flow"**.
- 16) Note the resulting Cash Flow Report, especially the Category Description "Int Inc".
- 17) **Click the Options button**, which is located below the Cash Flow Report title bar.
- 18) Quicken opens the Report Options window.
- 19) **Click "Description"** for both the Account and Category Displays.
- 20) **Click OK.**
- 21) Note the expanded Category Description "Interest Income".
- 22) **Click the Customize button.**
- 23) Quicken opens the Customize Cash Flow Report window.
- 24) Note the tabs "Display", "Accounts", "Include" and "Advanced". The "Display" tab should already be selected.
- 25) We will accept "Cash Flow Report" as the Report title.
- 26) We will accept "Category" for the Row headings and "Don't Subtotal" for the Column headings.

VIEW AND CUSTOMIZE A CASH FLOW REPORT, Continued

- 27) "Category" and "Amount" should be checked under "Show Columns".
- 28) We will accept "Cash Flow Basis" as the organization.
- 29) **Click the Accounts tab.**
- 30) A checkmark means that transactions from the account are included in the report.
- 31) **Click on an account** to exclude it from the report.
- 32) **Click again to include it.**
- 33) **Click Bank** to exclude the bank accounts. Click again to include them.
- 34) **Click "Clear All"** to exclude all the accounts.
- 35) **Click "Mark All"** to include all the accounts.
- 36) **Click the Create button**, which is located at the bottom of the window.
- 37) Note that "Bank,Cash,CC Accounts" or "Selected Accounts" appears near the top of the report, depending on which accounts you chose to include.
- 38) Note the headings "INFLOWS" and "OUTFLOWS".
- 39) **Scroll** through the resulting "Cash Flow Report".
This report shows year to date (or earliest to date) totals of all your income and expense categories that originated from your selected accounts.
- 40) **Click the Print button**, which is located below the Cash Flow Report title bar.

VIEW AND CUSTOMIZE A CASH FLOW REPORT, Continued

- 41) Note the various print options. We will not explore these options for the purpose of this tutorial.
- 42) **Click the Preview button.**
- 43) **Click the Zoom In button.**
- 44) **Click the scroll bars** to view the report.
- 45) **Click the Zoom Out button.**
- 46) **Click the Print button** if you want to print this report; otherwise **Click the Close button.**
- 47) **Click the Customize button.**
- 48) **Click the drop-down button** to the right of the Organization field.
- 49) **Click "Income and Expense".**
The only difference between "Income and expense" vs. "Cash flow basis" is the headings on the reports.
- 50) **Change the Report tile to Income Statement.**
- 51) **Click the Create button.**
- 52) Note the change in the report title to Income Statement. Note also the changes in the report headings, from Inflows and Outflows to Income and Expenses.
- 53) **Move your mouse pointer over the amount for one of the categories.**
Note the pointer changes to a magnifying glass. This indicates a QuickZoom Report is available.
- 54) **Double-click your mouse.**

VIEW AND CUSTOMIZE A CASH FLOW REPORT, Continued

- 55) Note the resulting transaction report.
- 56) **Double-click your mouse pointer over one of the transactions.**
- 57) You are now brought to the transaction register where you may view, edit or delete the transaction.
- 58) **Close the register and Close the QuickZoom Report.**
- 59) **Close the Income Statement Report.**

VIEW AND CUSTOMIZE AN ITEMIZED CATEGORIES REPORT

- 1) Let us now take a look at the detailed income and expenses that were included in our Cash Flow Report.
Again, **Click Reports from the iconbar.**
- 2) If the Home tab is not already selected, Click on it.
- 3) Under Report Dates, **Click "Year to date"** (or "Earliest to date").
- 4) **Click the icon to the left of "Itemized Categories"**.
- 5) Note the resulting Itemized Category Report, especially the column headings.
- 6) **Click the Customize button.**
- 7) Note the default is to subtotal by Category and to sort by None. Note that all column headings are checked to be included in the report.
- 8) Let us remove the Memo column from our report.
Click "Memo", which is located below Show Columns.
- 9) **Click the Create button** to view the changes.
- 10) Note the absence of the Memo column. Note also that the transactions within each category may not appear to be sorted.
There are a number of ways to sort this report within each category.
- 11) **Click the Sort button**, which is located below the Itemized Transaction Report title bar.
- 12) **Click "Date/Acct"** to sort first by date, then by account type, and then by account name.

VIEW AND CUSTOMIZE AN ITEMIZED CATEGORIES REPORT, Continued

- 13) **Click OK.**
- 14) Scroll down the report and note how transactions within each category are sorted.
- 15) **Click the Sort button again.**
- 16) This time **Click "Payee"** to sort by payee within each category.
- 17) **Click OK.**
- 18) Scroll down the report and note the changes.
- 19) As you scroll down to the bottom of the report, notice that this report shows "Transfers" and "Balances Forward". This information can be useful, but you may not want it shown on your printer report. We can exclude this information. We can also filter our report based on the type and the amount of the transactions.
- 20) **Click Customize.**
- 21) **Click the Advanced tab.**
- 22) **Click the drop-down button** to the right of the Transfers field.
- 23) **Click "Exclude All".**
- 24) **Click the drop-down button** to the right of the Transaction Types field.
- 25) **Click "Payments".**
- 26) **Click the drop-down button** to the right of the Transaction Amounts field.
- 27) **Click "greater than".**

VIEW AND CUSTOMIZE AN ITEMIZED CATEGORIES REPORT, Continued

- 28) **Press Tab or Click on the Amount field and Enter 100.00.**
- 29) **Click the Create button.**
- 30) Note that only payments greater than \$100.00 are included in this report. Also note that the Transfers and Balances Forward no longer appear on the report.
- 31) **Double-click your mouse pointer over one of the transactions.**
- 32) You are now brought to the transaction register where you may view, edit or delete the transaction.
- 33) **Close the register.**
- 34) **Close the Itemized Category Report.**

CREATE AND MEMORIZE SPECIAL REPORTS

You will want to create special reports and memorize them for future use. For example, I memorize a report of medical expenses sorted by Payee. Let us create and memorize such a report of categories in which you have entered a few transactions. If you are using the tutorial data rather than your own, the Automobile categories contain at least one transaction.

- 1) **Click Reports from the iconbar.**
- 2) Under Home reports, **Click the Itemized Categories button.** (DO NOT click its icon.) Itemized Categories should now be highlighted.
- 3) **Click the Customize button.**
- 4) **Select the appropriate Report Dates range.**
- 5) **Select Subtotal by "Payee".**
- 6) **Select Sort by "Date/Acct".**
- 7) **Click the Include tab.**

Note that all categories are selected by default.

- 8) If we enter Auto at the "Category Contains" field, the report will only include every main category and every subcategory that contains the work "Auto" (e.g. Auto Expense and Insurance:Auto). It will also include every subcategory of every main category that contains the word "Auto" (e.g. Auto:Licenses and Auto:Repairs).

At the "Category Contains" field, **Enter a word that is contained in more than one income or expense category you want to track** (e.g. Auto, Medical, Tax). Since Quicken fills the field with the first category that contains that word, you may need to remove any extra words by using Space or Backspace.

CREATE AND MEMORIZE SPECIAL REPORTS, Continued

- 9) **Click the Accounts tab.**
- 10) **Click to remove the checkmark next to accounts you may want to eliminate from this report.** For example, you may want to exclude checks written out of your personal or business checking account. But be aware that any account you add later must be manually included in a memorized report if you do not Select All accounts.
- 11) **Click the Display tab.**
- 12) **Enter an appropriate Title for this report** (e.g. Automobile Expenses).
- 13) **Click the Create button.**
- 14) Note the resulting report.
- 15) Now let us memorize this report for future use.
Click the Memorize button.
- 16) Note the title of your report appears in the Title field. You may want to memorize it using a different name. If so, you would change the title here.

Note the three Report Dates options. We used a Named Range for this report, i.e. "Year to date" or "Earliest to date". You may want to use a custom date, e.g. 01/01/96 through 03/31/96. Or you may want to use a Report Default date that can be set up in Report Options.

Note the Description field under Memorize Report List Item. You can use this field to further describe this report.

If any of the icons seem more meaningful for this report, you can select one by clicking on it. (I like the Duck).
- 17) At the Description field, **Enter Sorted by Payee.**

CREATE AND MEMORIZE SPECIAL REPORTS, Continued

- 18) **Click OK.**
You should hear beeps confirming the report has been memorized.
- 19) Now let us close and reopen this memorized report.
Click the Close button.
- 20) **Click Reports from the iconbar.**
- 21) **Click the Memorized tab.**
- 22) Note the Report Title and the additional description (Sorted by Payee).
- 23) **Click its icon.**
- 24) Note the resulting report.
- 25) **Click the Close button.**
- 26) Now let us create and memorize a report by including specific categories.
Click Reports on the iconbar.
- 27) **Click the Home tab.**
- 28) **Click the Itemized Categories button.** (DO NOT click its icon.)
- 29) **Click the Customize button.**
- 30) **Select an appropriate Report Dates range.**
- 31) Accept Subtotal by Category.
- 32) **Select Sort by "Acct/Chk#" (to observe any differences).**

CREATE AND MEMORIZE SPECIAL REPORTS, Continued

- 33) **Click the Include tab.**
- 34) **Click "Clear All".**
- 35) **Click "Int Inc" and "Pension".**
- 36) **Click the Display tab.**
- 37) **Enter Interest and Pension Income as the Report Title.**
- 38) **Click the Create button.**
- 39) Note the resulting report.
- 40) **Click the Memorize button.**
- 41) **Select an appropriate icon (the pig bank?).**
- 42) **Click OK.**
- 43) Create and memorize some other reports. You might try medical expenses sorted by payee; food or entertainment sorted by date; etc.

VIEW A PAYEE REPORT

The Payee Report is easily accessible from an open account register. It is a transaction report that has no subtotals and no sorts, selects only the account register that is currently open, and matches the payee of the transaction that is highlighted.

- 1) **Open one of your account registers.**
- 2) **Highlight a transaction**, preferably where the payee has been paid more than once, out of more than one account, and possibly has been charged to more than one category during the period.
- 3) **Click the Report button**, which is located below the register title bar.
- 4) Note the resulting report. It includes payments out of the current account to the selected payee and includes all categories. We can further customize this report.
- 5) **Click the Customize button.**
- 6) **Click the Accounts tab.**
- 7) **Click "Mark All".**

This will be to include payees who were also paid from other checking or credit card accounts as well as the account that is currently open.

VIEW A PAYEE REPORT, Continued

- 8) **Click the Include tab.**
- 9) Note that all categories are selected. Suppose you want a report of payments to a particular pharmacy, but only if it involved the purchase of medicine; you do not want to include food and sundry items. You would Clear All categories and Select only the Medicine category.

Other examples would be to select payments to a particular service station for automobile repairs but not for fuel; or payments to a particular city for utilities or licenses but not for parking citations.

If you have highlighted such a transaction, Clear All categories and select the categories you want to include in the report.
- 10) **Click the Create button.**
- 11) Note any changes in the Payee Report.
- 12) **Click the Close button.**
- 13) **Press Ctrl+End**, the Quick Key to go to the end of the register.

EXPLORE OTHER QUICKEN REPORTS AND GRAPHS

- 1) **Click Reports from the iconbar.**
- 2) Under Home reports, **Click the Net Worth icon.**
- 3) You can customize this report. For example, you may want to change the title to Balance Sheet, or you may want to exclude certain accounts.
- 4) **Close this report.**
- 5) Under Home reports, **Click the Comparison button.** (DO NOT click its icon.)
- 6) Note the Comparison dates at the top of the tab. The dates will likely compare "Year to date" with "Last Year" unless you have change the defaults in Report Options. If you have only transactions in the current year you might want to change the comparison to "Quarter to date" and "Last Quarter"; or "Month to date" and "Last Month".
- 7) Now **Click the Comparison icon** to view the report.
- 8) You can customize this report in the same manner as the Cash Flow Report. In addition, you can show the differences between periods as a percentage instead of as an amount.
- 9) **Close this report.**
- 10) **Click Graphs from the iconbar.**
- 11) Accept the default dates or enter new beginning and ending dates.
- 12) Note the Accounts, Categories and Classes filters at the bottom of the window. These are similar to the Account and Include tabs we explored for our reports. Let us leave them alone for now.

EXPLORE OTHER QUICKEN REPORTS AND GRAPHS, Continued

- 13) **Select the Income and Expense graph and Click Create.**
Note the resulting graph by period and by expense category.
- 14) **Move your mouse pointer to different areas of the graph and Double-click your mouse pointer when a magnifying glass appears.**
Note the resulting graphs.
- 15) **Close the QuickZoom graph and Close the Income and Expense graph.**
- 16) Under Graphs, this time **Select the Net Worth graph.**
Note the resulting graph by period.
- 17) **Move your mouse pointer to different areas of the graph and Double-click your mouse pointer when a magnifying glass appears.**
Note the resulting graphs.
- 18) **Close the QuickZoom graph and Close the Net Worth graph.**
- 19) Explore some of the reports under the EasyAnswers and the Other reports tabs. You will notice that many of the reports under these tabs seem the same or very similar to the reports you have explored under the Home tab. Intuit, the developers of Quicken, realize that users come from different backgrounds and are familiar with different terminology. I may be familiar with Cash Flow and Net Worth reports, but "Where did I spend my money" and "What am I worth as of today" may be more familiar and meaningful to someone else. They are the same reports. I encourage you to choose the reports that are most meaningful to you, and understand they can be customized in the same manner as the reports in this tutorial.

EXPLORE OTHER QUICKEN REPORTS AND GRAPHS, Continued

- 20) The Investment Reports and Business Reports are beyond the scope of this tutorial. I encourage you to explore them and use them when they meet your needs.
- 21) Finally, whenever you modify a report, be sure to memorize it if you think it will be useful in the future.

CONCLUSION

In this lesson we viewed and customized various reports. We also created and memorized our own special reports that meet our particular needs.

I trust this tutorial has helped you learn and use Quicken and that it has inspired you to manage your finances on a regular basis.