Quicken SIG Notes - January 28, 2003

Tidbits about Quicken Basics:

Categories: Income and Expenses

- How do you handle credits or reimbursements?
  - Answer:
    - Set up a new categories of Income such as Dental Reimb. or Medical Reimb.
      This can work well for Income Tax items. Such as Schedule A, Itemized Deductions. TurboTax, for example, asks for medical, dental, and prescription expenses, and then asks for reimbursements against these expenses.
    - Or, open the Registers for the Accounts where the original purchases were recorded and credit the return/refund back against the same Expense Category.

Investment Basics:

- What is the difference between
  - Account,
  - Brokerage Account,
  - Single Mutual Fund Account,
  - Security?
- When does a Single Mutual Fund and a Security have the same name? If ever…..
- What kind of investment account has a cash balance column?
- Does a Single Mutual Fund account have an entry area/column for cash?
- If you are using a Brokerage account to track multiple securities, how can you find out how many shares of each security you have in the account?

Year End Investment Income:

- Suppose we have the following year end distributions for 4 Mutual Funds and we want to record them into our Quicken data. How do we do that?

Mutual Fund	Date	Transaction	Shares	Share Price	Amount
A	12/31/02	Reinv Div	4.932	$13.33	$65.70
B	12/31/02	Reinv Div	3.58	$10.85	$38.84
C	12/18/02	Div Reinvest	9.377	$19.92	$186.78
C	12/18/02	St Cap Gain	0.852	$19.92	$16.98
C	12/18/02	Reinv Cap Gain	28.982	$19.92	$577.33
D	12/12/02	Reinv Long Term Cap Gain	8.289	$12.88	$104.03
D	12/27/02	Reinv Div	7.015	$12.29	$86.21

Fund A: use the Fund A register and enter the item as a Reinvested Dividend.
Fund B: use the Fund B register and enter the item as a Reinvested Dividend
Fund C: open the Fund C register and select Record Transaction from the top left of the register screen. Then select Reinvest Income. Enter the data in the screen that appears. All three transactions for Fund C can be entered at once.
Fund D: watch out. The disbursement dates on this fund are different. So you can't use the one screen fits all entry area from the drop down menu. You should enter each of the transactions as individual items.

What if you have the same conditions for Fund C for obtaining the disbursements, but you do not automatically reinvest the money? In this case, select Income (Dividend, Interest) in Quicken 2003. In Quicken 2001 and 2002, the drop down menu items are found under the heading "Easy Actions" in the account registers.

Advanced Stuff: Setting Upper and Lower Bounds for Stock Prices

Set up your Alert Preferences on your computer.

- For Quicken 2003:
    - Select Investing : Investing Center
    - Under Investing Alerts section, click on Set Up Alerts
    - In Alerts Center, under Investing: Put a check mark on Price and Volume
    - The screen on the right will change. Click on "Go to Quicken.com to customize price and volume alerts".
    - Get a screen to select accounts to export.
    - Select accounts if you want to, or Not. Then Click Yes.
    - Next screen up is "Customize Online Updates"
        - Select portfolio folder tab
        - Under select accounts with securities you want to track
            - At a minimum, Select Send Only My Symbols
            - Click OK
    - It will ask you again if you want to upload your accounts. It's ok to click NO.
    - Click Done
- For Quicken 2001, 2002:
    - Selecting Investing : Investing Center
    - Under Investing Alerts, select Actions : Set Up Alerts
        - Put a check by Quicken.com alerts
        - Click Apply, click OK
- If that does not work for Quicken 2001, 2002, then try:
    - Select Menu : Finance : Alerts
    - On the Alert Bar, select Actions: Set up Alerts on Quicken.com
    - You will either go to Quicken.com or you will get a mini-screen for Quicken.com Online Services. If you are not registered, then click Continue and fill out the forms to establish a username and password for using Quicken.com.

Set Up Your Alert Preferences on Quicken.com:

- In the Quicken Toolbar, Click on Quicken.com (should work for most versions of Quicken)s
    - Once at Quicken.com
        - In the top bar, click Alerts
        - You are taken to a Sign In screen
        - If you are registered, click on sign in here. If not registered, then do so.
        - Enter your member ID and password and sign in
    - The Portfolio folder tab screen should appear
        - Under My Alerts, select Customize My Alerts
        - Section 1 contains the Price and Volume Alerts
            - Note the choices on the left for displaying your alerts.
                - One choice is to download a utility called "Desktop Alerts"
            - Set your individual alerts for your stocks or securities
            - Click Finished.
    - Sign out to leave Quicken.com
    - Close your Browser.

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