

## Quicken Workshop - January 18, 2003

**Goal:** Introduce Quicken 2003 and its basic operations. Explain the major changes for Quicken 2003 software.

**Quicken:** Quicken is personal finance software that will allow you to :

1. Organize your finances, record bank and credit card transactions, track your assets and loans
2. Track investments, download quotes and security news
3. Download account information from bank, credit card and investment companies
4. Pay bills with online features (\$)
5. Estimate and plan taxes and potential tax strategies
6. Use Quicken.com for online access to account information and allow for remote updates

**Quicken 2003** comes in several different packages

- Quicken 2003 Basic
- Quicken 2003 Deluxe
- Quicken 2003 Premier
- Quicken 2003 Premier Home and Business

Each version adds additional capabilities. If you have owned prior versions of Quicken it is important to review the capabilities of each of these software packages as Intuit appears to have carefully segregated prior capabilities into potentially more expensive products. For more information, go to [www.intuit.com](http://www.intuit.com) or [www.quicken.com](http://www.quicken.com) and look up Quicken 2003. If you are just starting out and want to get an ability to track your check book, credit cards, and download data, you can get that in Quicken Basic. However, if you also want to keep track of your investments, you will need to get Quicken 2003 Deluxe at a minimum. But just remember, for a little bit more \$ you too can have ..... Just kidding. For a beginner or an average Quicken user, Quicken Deluxe will work just fine.

### **Quicken Capabilities:**

The normal capabilities of Quicken are awesome. If you have never used a financial software tool before, you will find that even the capabilities of Quicken Basic are very helpful. You do not have to use many of the inherent Quicken tools to help you track your finances. Most of us have some fairly basic needs. We have checking accounts with one or more banks, and several credit cards. Some of us have mutual funds, stocks, and possibly bonds. Just tracking these financial accounts can help considerably. Although Quicken can do much more, you should not be hesitant to use Quicken for just the basics.

Later, after you have integrated Quicken into your financial life, you can add the tracking of other financial data, such as cash value of life insurance policies, the value of your house, and the value of your car(s). You can also expand your horizons to start downloading all of your bank account and credit card information on a monthly or more regular basis. How can this help? For one thing, it can shorten the time to enter checkbook register information into Quicken. And if you download all of your checking account activity from your bank, then you know that you have exactly the same data as your bank. It also assures you of instant reconciliation with your bank's monthly statements.

## Quicken 2003 - The New Look and Feel

Now let's take a look at Quicken 2003. The new Quicken has a different look and feel, starting with what they call "Quicken Home". Intuit has revised and moved the Quick Tabs to the left column, added financial subtotals for the account groupings now called "Account Centers", and lists your Net Worth as a bottom line total.

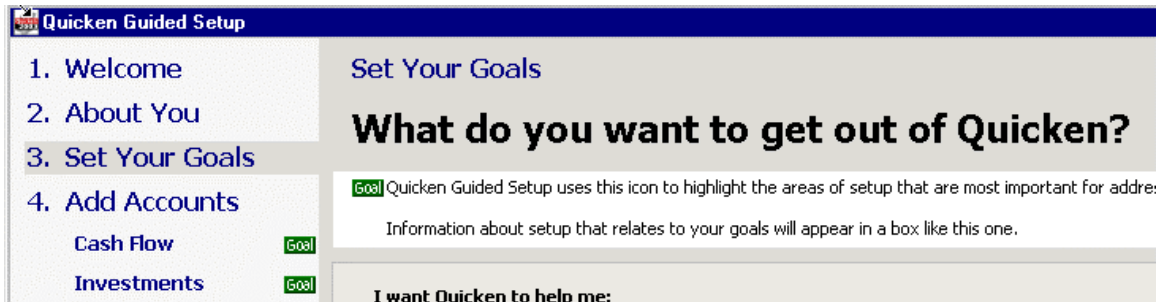


One of the new features that really stands out in Quicken 2003 is the setting of individual financial goals. You are guided through a series of questions regarding your financial goals. According to your answers, groups of financial data sets are added to the far leftmost column, which is called the Account Bar. The accounts that you add to these data sets are always visible in the left column, making the accounts immediately available to you when you want them. And unlike the old feature of the Quick Tabs, the accounts do not move up and down, according to the order in which they were last addressed or opened, as was the case in prior versions of Quicken.

## Goals

When you go through the initial setup of Quicken 2003, the program will walk you through a series of questions designed to target your financial goals. As you answer the questions, Quicken adds account centers and elements to the Account Bar that will remain on the left of the screen for almost all activities. This is an excellent feature since it provides a fixed view and access to your most

used accounts. If you ever want to change any of your previously selected goals, they are available under the upper menu by selecting Tools | Quicken Guided Setup.



## Accounts

You add account information, such as bank accounts, while you are answering the questions during your Guided Setup. You will also add credit card and investment information during this set up. If you don't want to spend forever in setting things up, and you want to get to the program, you can exit the set up at any time. You may add more accounts later after your initial setup procedure is accomplished.

To add accounts at any time, select Tools | Account List, and then select Add Account from the menu at the top of the page. Alternately, you can go to a financial Center, and add an account at that time. Just click the Add Account icon under the specific grouping where the account should go, such as within Credit Card Accounts.

Credit Card Accounts				Options ▼	
Account	Credit Limit	Int Rate	Available	Balance	
<a href="#">B of A Master Card</a>	5,000.00	Not Set	4,875.00	-125.00	
<a href="#">Farmers Credit Card</a>	Not Set	Not Set	?	0.00	
<a href="#">Samway Credit</a>	5,400.00	Not Set	5,400.00	0.00	
<a href="#">Wells Fargo Visa</a>	5,000.00	Not Set	5,000.00	0.00	
<a href="#">Wells Fargo Visa 1238</a>	8,000.00	Not Set	8,000.00	0.00	
<b>Total</b>			<b>23,400.00</b>	<b>23,275.00</b>	<b>-125.00</b>

Once your basic accounts are setup, you can add information to the individual account registers for past transactions. You probably do not need to do this for your checking or credit card accounts, since they can be setup with initial balances using your last available statements. You will, however, probably want to enter all available information for your stocks, mutual funds, and bonds. Especially if they are in taxable accounts and you want to keep track of potential capital gains or losses from the sale of any shares from these accounts. If your accounts are nontaxable in their current format, i.e. IRA's or 401K's, then all you

need enter is the latest statement information. For example, it doesn't matter when you put your money in your 401K, you do not pay any taxes on it until you take the money out. On the other hand, if you are receiving dividends to a taxable mutual fund, you will have to pay taxes on those dividends and any long term or short term gain declared by that mutual fund company during the year.

## Registers

The following figure is an example of a register with transactions for a bank account.

Bank of America Checking						
		Register	Overview			
Delete Find Transfer Reconcile Write Checks Set Up Online				Report Opt		
Date	Num	Payee/Category/Memo	Payment	Clr	Deposit	E
11/5/02		Arizona Mortgage Company, Inc.	582 65			
		--Split-- for Sun Lakes home				
11/20/02		SRP	150 00			
		Utilities:Gas & Electric				
11/20/02	1404	Church Of The Lord	80 00			
		Charity				
12/1/02	DEP	General Tire And Electric			850 45	
		--Split-- retirement check				

The register shown here depicts an automatic deduction for a mortgage payment and for an SRP payment, a check to a church, and the deposit of a retirement check. We will talk about the categories in the next section.

## Categories

Categories are fundamental elements of Quicken. They tell us where the money comes from and where it goes. Categories are divided into Income and Expenses. To see the categories offered by Quicken select Tools | Category List.

Category List			
New Edit Delete			
Category	Type	Description	Group
Bonus	Income	Bonus Income	Income
Div Income	Income	Dividend Income	Income
Employer Benefit	Income	Employer Benefit	Income
Dental	Sub	Dental Plan Employer Benefit	Income
Medical	Sub	Medical Plan Employer Benefit	Income
Vision	Sub	Vision Plan Employer Benefit	Income
Gen'l Tire & Elec Ret Income	Income		
Gift Received	Income	Gift Received	Income
Interest Inc	Income	Interest Income	Income

Additional categories can be added to fit your individual situation, such as the added category of Gen'l Tire & Elec Ret Income. If categories are not needed

they can also be deleted. Categories are used for each transaction recorded in Quicken.

In the previous section on Registers, we showed an entry for a retirement check and a mortgage payment. Note that both the mortgage payment and the retirement check made use of a category designation called a --Split--. If we examine the split for the retirement check, we find that the register entry is tracking several elements into different categories.

Category	Memo	Amount
1. Gen'l Tire & Elec Ret Income		985.46
2. Tax:Fed	federal income tax	-94.32
3. Tax:State		-40.69
4.		

The split transaction allows us to track the gross income for the month and how much is deducted for both state and federal taxes. The balance of the transaction is what is entered as the deposit to the bank account.

### Help for Quicken 2003

One of the major improvements for Quicken 2003 is the expansion of the Help system for Quicken. It adds to the memory required on your hard drive to install this new software, but you will have the additional help available instantaneously without waiting for a web connection or a download. To view the normal Help offered with Quicken 2003, select Help | Contents in the menu. This is good, but pretty standard. You can find topics by hunt and peck or by using the search tool.

You can view videos on what Quicken 2003 contains and how it works by selecting Help | Learn About Quicken 2003. This brings up a slightly small window where you can view the videos.



If you are new to Quicken, select the icon for Quicken Overview. If you are doing an upgrade, select New for 2003 and see what new features are offered in

the software. All videos have sound that adds to the information. Being able to View Features Individually is a powerful tool. After you have set things up, come back to this screen and run the individual videos to see how specific tasks are accomplished. It is an excellent way to learn how to use the software for specific tasks.

Another feature of the revised Help system is found when you select Help | Learn About Downloading Transactions.



When you have progressed far enough using Quicken and you want to consider downloading transactions from your bank or credit card company, I recommend you select Download Transactions from the View Features Individually section.

## Summary

Quicken 2003 has a lot to offer the new user. The layout of the data on the computer screen has been changed to help the user access the portions of their financial data that they use most often. The new Account Box on the initial Quicken Home screen is a major benefit of the revised software. Accessing the different accounts within the Centers for Cash Flow, Investing, Property and Debt, Planning, and Taxes is a good way to maintain the organization of the data. The fundamental elements of the Quicken system of accounts and categories have not changed and all data from previously used versions of Quicken are accessible to those who have upgraded to Quicken 2003. There are some detractors on the Internet who have written negative reviews of the revised software, but I am not one of them. I like the new look and feel, and I like a challenge. Using the upgrades from Quicken 2000, 2001 and 2002 was getting a little boring. Well not anymore. Quicken 2003 is a new system with upgraded Help and plenty to learn. I definitely will not get bored with this software.

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## Guidelines for the New Quicken User

<b>You do not have to upload data to Quicken.com</b>	<b>*****</b>
<b>You do not have to sign up for Online Bill Pay</b>	<b>****</b>
<b>You do not have to write any Quicken checks</b>	<b>***</b>
<b>You can download quotes</b>	<b>Free (with ISP)</b>
<b>You can download bank and credit card data</b>	<b>Free (with ISP)</b>

**Quicken 2003 Premier - Product Comparison**

<b>Which Quicken Is Right For You?</b>	<b>Basic</b>	<b>Deluxe</b>	<b>Premier</b>	<b>Premier Home &amp; Business</b>
<i>Track Your Checkbook &amp; Spending</i>				
Personalized setup to meet your goals	x	x	x	x
Balance your checkbook & pay bills	x	x	x	x
Bank & pay bills online*	x	x	x	x
Track accounts & credit cards	x	x	x	x
Create budgets, reports & graphs	x	x	x	x
<i>Manage Your Personal Finances</i>				
Easily transfer your tax data to TurboTax® <sup>^</sup>	x	x	x	x
Track and analyze your investments		x	x	x
Track your IRA, 401(k), ESOG and ESPP		x	x	x
Find ways to reduce debt		x	x	x
Plan for retirement or a new home		x	x	x
Find hidden tax deductions		x	x	x
Estimate tax withholdings		x	x	x
<i>Optimize Your Investments &amp; Taxes</i>				
Find strategies to improve after-tax returns*			x	x
Get new investing insights via proactive alerts*			x	x
Find out what to sell based on your goals			x	x
Generate Schedule A, B & D tax reports			x	x
Learn from step-by-step investment tutorials			x	x
Preview the impact of potential buys & sells			x	x
Capital gains & losses snapshot			x	x
<i>Get the Business Features You Need</i>				
Create customizable estimates & invoices				x
Generate business reports & graphs				x
Track vehicle mileage for your tax purposes				x
Track multiple jobs per customer				x
Monitor unpaid invoices (receivables)				x
Track accounts payable & reimbursables				x
Track business sales tax				x
Create a mini business plan				x
Get small business information & guidance				x

<sup>^</sup> TurboTax sold separately.

\* Online features require Internet access and are subject to change. Services vary among participating financial institutions or other parties and may be subject to application approval, additional terms, conditions and fees.

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## New / Improved Feature List for Quicken 2003 Product Line

Feature	Quicken Basic	Quicken Deluxe	Quicken Premier	Quicken Premier Home & Business
<i>Easy Setup</i>				
Quicken Guided Setup (New)	x*	x*	x*	x*
Easier Online Account Setup (Improved)**	x	x	x	x
Easier Investment Account Setup (Improved)	x	x	x	x
Easier Paycheck Setup (Improved)	x	x	x	x
Guided Bills Setup (New)	x	x	x	x
Conversion Wizard (New)	x	x	x	x
<i>Easy to Use Design / Clear Organization</i>				
Account Bar (New)	x*	x*	x*	x*
Account Centers and Global Centers (Improved)	x*	x*	x*	x*
Quicken Taskbar (New)	x	x	x	x
Customizable Tool Bar (Improved)	x	x	x	x
Report Navigator (New)	x	x	x	x
Quicken Browser (New)**	x	x	x	x
Migration Wizard (New)	x	x	x	x
Visual Design (New)	x	x	x	x
Quicken.com Integration (Improved)**	x	x	x	x
<i>Less Data Entry</i>				
Schedule Updates (New)**	x	x	x	x
Managing Downloaded Data (Improved)**	x	x	x	x
<i>Tax-Informed Investing</i>				
Alerts System (Improved)		x	x	x
Intelligent Investing Alerts (New)**			x	x
Tax Informed Investing Insights (New)**			x	x
Tax Reports - Schedule A, B, D (New)			x	x
Investment Sale Optimizer (New)			x	x
Investor's Reference Guide (New)			x	x
Buy / Sell Preview (New)			x	x
Capital Gains Snapshot (New)			x	x
<i>Services</i>				
Online Backup (New)** #	x	x	x	x

\*\* Online features require Internet access and are subject to change. Services vary among participating financial institutions or other parties and may be subject to application approval, additional terms, conditions and fees.

# 3rd Party Provider: Connected Corporation

\* Specific features depend on SKU, including goals from Setup, Centers, and Account Bar. Quicken Basic does not have goals pertaining to Planning or Tax, such as the Planning Center or the Tax Center.

Home & Business adds the Business Center.

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