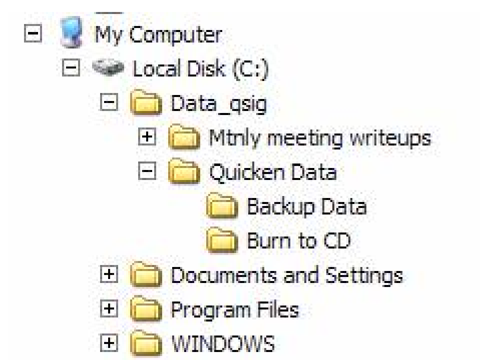
Quicken SIG Notes – April 27, 2004

Saving to CDs, Customizing Reports ……….

Saving to CDs:

We have all heard the advice, "Save your financial data to a CD as a backup to your computer hard drive." These notes will present two different ways to get your data to a CD. We assume, first of all, that your computer is equipped with a CD writer which can at least write to a CD-R or CD+R format. This demo will write to a CD-RW, which will allow us to use the same CD for many backups. The process is similar for a CD-R or +R.

1. The first way to save your data is to take an interim step and save your Quicken data to a dedicated folder, which you will then burn onto the CD. Open Windows Explorer, and in either your My Documents folder or a master data folder, create a **New Folder** and name it **Burn to CD**. For example, your file structure may look like the following.



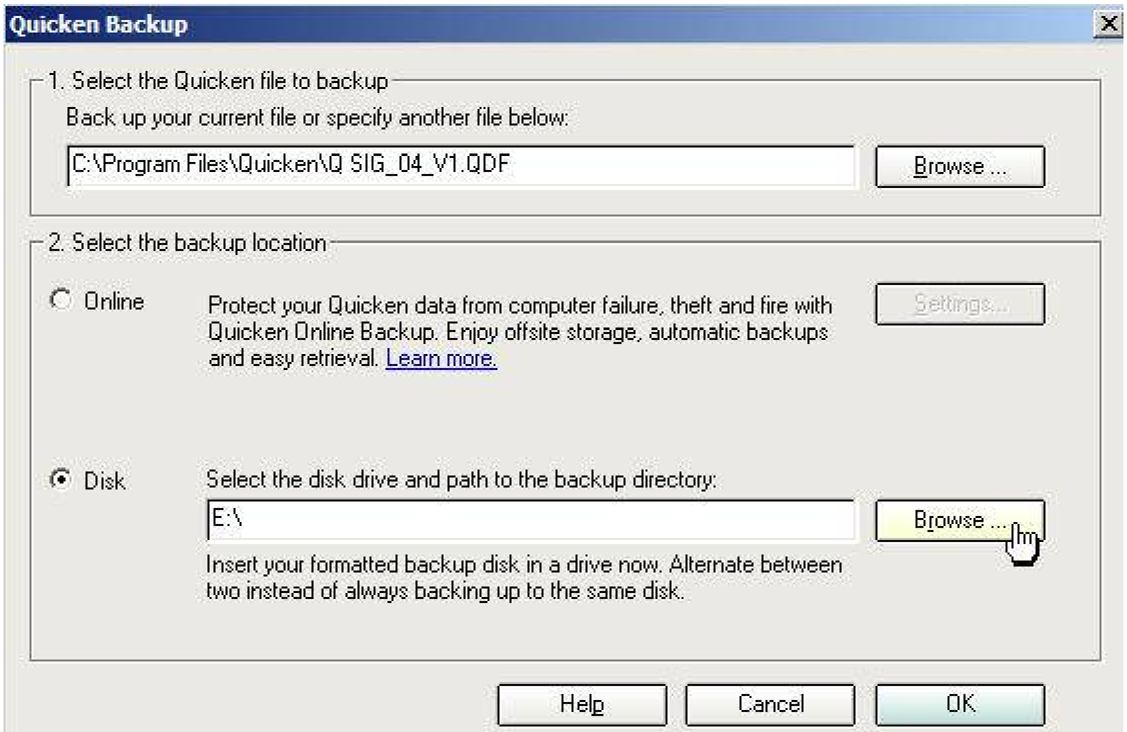
Burn Folder Location

Then open Quicken, and from the menu select **File > File Operations > Copy**. You will be taken to a **Copy File** screen. You want to redirect the location for saving the file to the folder we set up as the burn data folder. To do this, click on the **Browse** button and navigate to the **Burn to CD** folder within your Quicken data area. Then click **Save** to save a copy of your Quicken data file. (You can rename the data file prior to saving it, if you like.) Go to Windows Explorer and look in the Burn to CD folder. Note that there are many files in this folder, and all are needed to make up an entire Quicken database file. That's why we retarget to a folder. We know that we have to burn all of the files in this folder to the CD to have a complete Quicken data base.

Then open your CD burn software. On the club computer, this is Nero. To keep it simple, we will use Nero Express. (In the second method, we will use the Windows XP burn package.) **Open Nero Express** (or your CD burn software) and from the menu select **Data > Data Disk**. Then navigate to the folder where you stored the copy of your Quicken data, click on the **Burn to CD** folder, click **Add**, then click **Finished**. Once you have selected the right folder, continue through the process and **Burn** the data to the CD. Once you have completed the burn, close Nero Express, open Windows Explorer and confirm that the Burn to CD folder and its data have been correctly burned onto the CD.

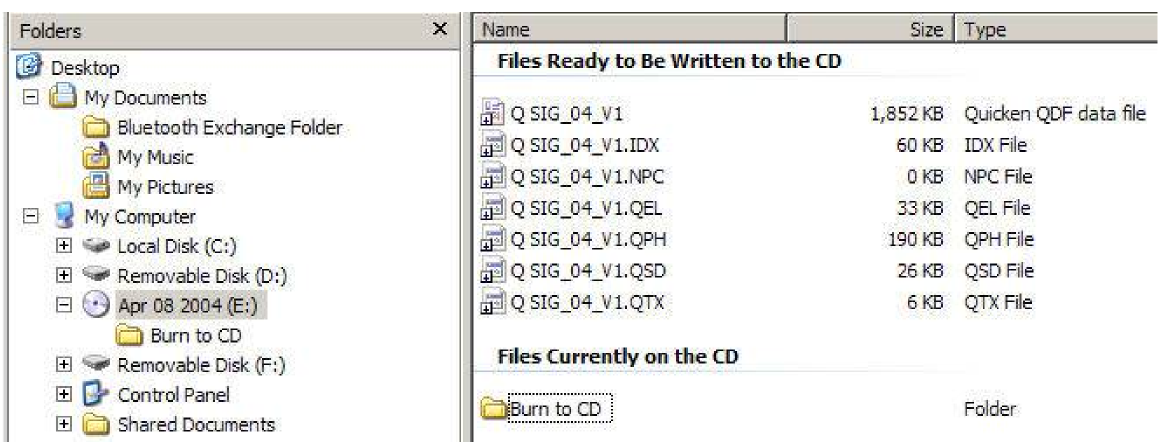
2. The second method involves backing up directly from the Quicken software onto a CD. Now, this will not work for every computer. Not all computers are set up with the proper combination of software and hardware to do this back up. The club computer can handle this, and that is what we will demonstrate next.

Open Quicken. Then insert a CD into the burn drive. We will use a CD-RW disc, so we can achieve multiple backups. Within Quicken, from the menu select **File > Backup**. Using the **Quicken Backup** screen, select the **Disk** option under Select the backup location, and navigate using the **Browse** button to the **CD burn drive** (E:\ for the club computer). Click **OK**.



Quicken Backup Screen

After you click OK, the files are placed in a temporary holding area which can be found in Windows XP by opening Windows Explorer and navigating to the CD burn drive (E:\ drive).



Files to Be Written to CD

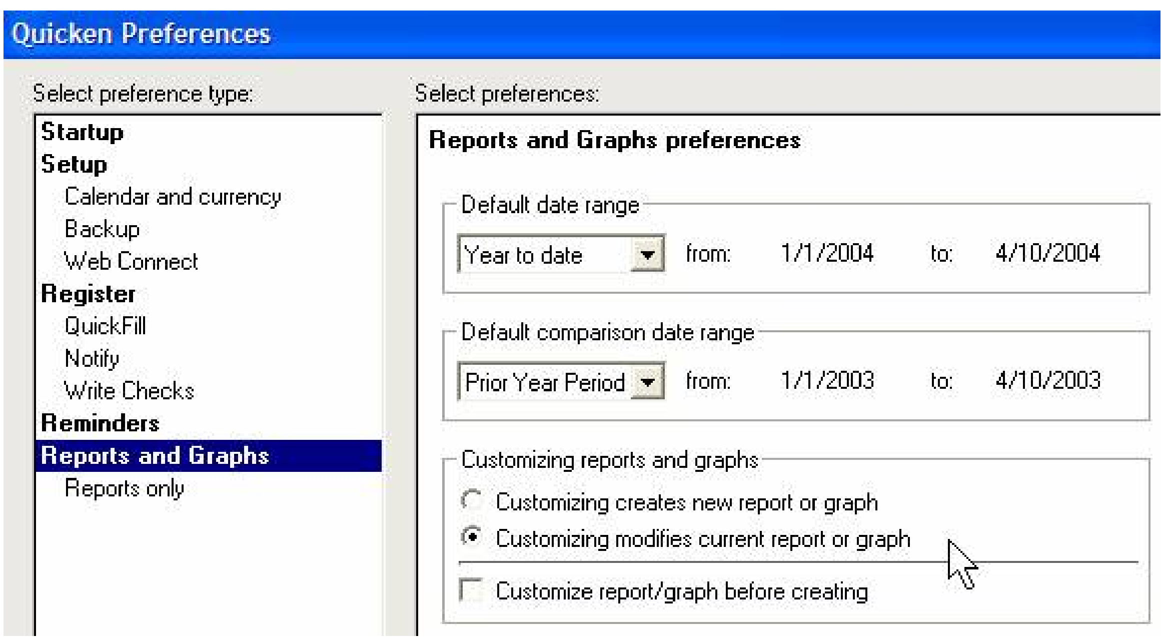
This area is labeled **Files Ready to Be Written to the CD**. Next, place your mouse over the right side of Windows Explorer, **Right Mouse Click**, and select **Write these files to CD**. Use the **CD Writing Wizard** and write the files to the CD. The job is done. Confirm that the burn was successful using Windows Explorer.

Customizing Reports:

One of the issues that came up in a recent meeting was "Can we use Customizing Reports to establish a format for a report that will display information from different time periods?" The answer is yes, and no. It all depends on what kind of timeframe you adopt for the report format. Let's look at an example.

Assume that we want to be able to look at all charges to our credit cards for the past month. And we want to be able to pull up and revisit that customized report often during the coming months. Each time, we only want to look at the charges for the previous month. Here is how we create that report. With Quicken open, select **Reports > Reports and Graphs** from the menu. Then click on the tab for **How am I spending my money**, and select **Itemized Categories** from the list on the right. So we can see what the normal report is for this selection, click on **Show Report** at the bottom of the page. Quicken will then show you its default report for Itemized Categories which includes all Income and Expense categories for the Year to date. Since we only want to see transactions in the credit cards, we need to customize the report.

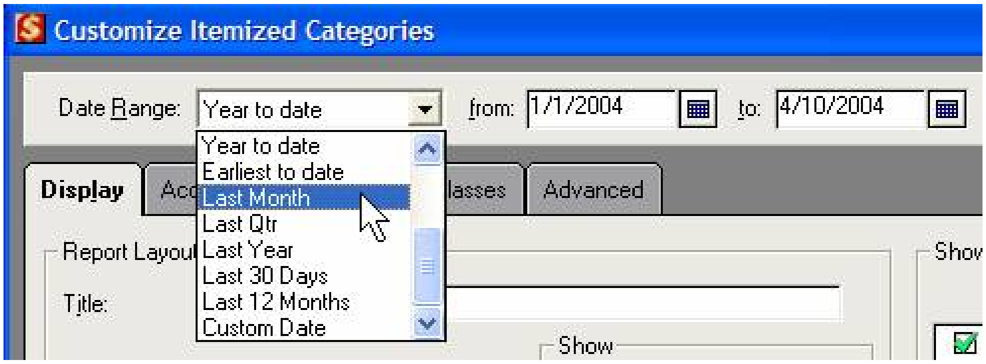
But before we do that, we need to adjust a default in Quicken 2004. The default customization will not print the saved name of the report if you try for a print out. So do the following. Select the **Preferences** icon at the top of the screen. (Or from the Quicken main menu, select **Edit** > **Preferences** > **Quicken Program)**. In the next screen, you need to change one of the default selections for customizing.



Change Customizing Default to Modify Current Report

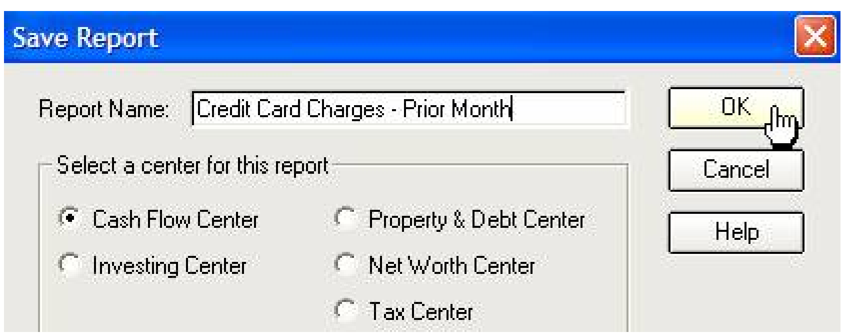
Change the customizing option to **Customizing modifies current report or graph**. Then click **OK**. Now, when you create a customized report and save it with a new title, the title will appear in each successive view and printout of the report.

Then, back on the report screen, click on the **Customize** icon in the upper right hand portion of the page. To start customizing, change the upper **Date Range** to **Last Month**.



Change Date Range to Last Month

Then click on the **Accounts** tab. In the next view, select the lowest tab, **All Accounts** and click on the **Clear All** icon. This will remove data from all accounts, including banking, investments and property, in the resulting report. Now we need to add back in only the credit card accounts. Go back to the left side of the page and select the **Cash Flow** tab. Move to the list of accounts in the center of the view and **put a check mark by each of your credit card accounts**. Then click **OK**. You are now looking at an Itemized List of all credit card transactions for the past month, including any account transfers which probably occurred when you paid a balance due using one of your bank accounts. Now, **the next step is critical**. If you want to use this report format over again, you must click on the **Save Report** icon. Rename the report, to personalize its use, such as **Credit Card Charges – Prior Month** for this case, and click **OK**.



Name and Save Report

To verify your new report, select **Reports > Saved Reports and Graphs** and your newly named report. If you print a copy of this new report, the correct title will appear because we changed the default preference for customizing.

Article by John Durrett
jcdurrett@robsoncom.net