



Quicken 2001 Family & Personal Finance

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Session 2*****

BANKING

Checking Accounts

Quicken provides a variety of banking-type functions. During Session 2 you will create checking, savings, credit card, and cash accounts and enter transactions in each one.

Open an Established Checking Account Register

The checking account is a commonly used Quicken account register. Quicken opens the checking account register and places the cursor in an empty transaction at the end of the register.

Tasks: Learn about Quicken's checking account register. Use the Donna data file. Under the main menu, click [File>Open>Donna].

1. On the Quicken Main Menu Line Choose [Finance>Account List], select the Extension Family Finance Training Checking Account and click [Open]. You can also double-click on the account name to open it.
2. Answer the following questions with information provided in the Extension Family Finance Training Check Register Account.

- A. Locate the ending balance. What is the Ending balance _____?
- B. After all check/deposits were posted for June 15th, what was the balance _____?
- C. To whom was check 4242 written _____?

- D. What is the amount of deposit on August 5 _____?
- E. What category was used for check 3766 _____?

2. Close the account by clicking on the small [x] on the upper right corner of the Banking window (*not the extreme upper corner of the screen.*)

Create a Checking Account

Quicken allows you to create as many checking accounts as you need.

Tasks: Create an additional Checking Account.

1. On the Main Menu Line click [Finance>Account List] to open the My Finances Window. It reads, My Finances: Account List.
2. On the second line of the My Finances: Account List Window, first click [New>Checking]. Now click [Next].
3. Enter *Home Business Account* for the account name and also in the Financial Institution box.
4. In the description category put training exercise. Click [Next].
5. Leave the statement date as the default date. Enter the Ending Balance of \$600. Then click [Done]. The My Finances: Account list window appears.

Assign a Single Category to a Payment Transaction in the Check Register

In most cases, the full amount of a transaction is assigned to a single expense category.

Tasks: Click on the account [Home Business Account] and [Open]. Enter the following transaction in the *Home Business Account Register* that you created. Use the Tab Key to move from one part of the transaction to the next. Go to the last line on the check register to enter a new transaction.

1. December 12, 2001, Check number 312, and payee, Montana Power for \$129.76. Enter the amount of the check by typing in the numbers.
2. Click on the [Category] field and choose the category utilities from the

drop-down list.

3. Enter the memo, “November power bill” for the transaction.
4. Click [Enter] to save the transaction. The cursor will move down to the next transaction.

Tasks: Use the procedures outlined in 1 - 4 above to enter the following transactions. Enter your own dates. You chose the categories for each transaction.

1. \$36.95 to Albertsons for groceries (Note: you can enter the letter “n” in the Num Column and the next check number will be inserted.)
2. \$12.90 to McDonalds for lunch
3. \$59.23 to Stylon for blouse
4. What is the account balance _____?
5. Close the account by clicking on the small [x] on the right side of the Banking Menu, not the extreme upper corner of the screen.

Assigning Multiple Categories to a Payment Transaction in the Check Register (Split Transactions)

There are occasions when you need to assign two or more categories to a single transaction. In Quicken this procedure is called a *split transaction*.

Tasks: Open the *Home Business Account*. Enter the following split transaction. Use the Tab Key to move from field to field.

1. In an blank transaction at the bottom of the check register, enter the date (December 15, 2001), check number (513), and payee (Wal-Mart) with a total payment amount of \$186.45 in the payment field. Once you type in Wal-Mart as the payee, a previous transaction displays in the line. Type over the transaction with the new information.
2. In the Category field, click [Split].
3. In the Split Transaction window, choose a category for the first item. The total amount of the transaction is on the first line. Type over that amount to indicate the amount of the first categorized item. Quicken computes the balance remaining on the split transaction and displays it in the Amount field of the next line. Click [Next] to proceed to the next

categorized item or you can continue using the Tab key. Enter the category, memo, and amount for each additional item listed below on separate lines.

- a. Groceries, school party, \$22.34
- b. Clothing, Susie's gym t-shirt, \$19.45
- c. Household, Kitchen supplies, \$33.45
- d. Gifts given, Christmas, \$111.21

(Hint: you can type the category in the category field or use the drop-down list to search for the category.)

4. Click [OK] to close the Split Transaction Window. Note: In the category line of the check register appears the word "split".
5. Click [Enter] to see the balance in the Home Business Account.
6. If you change your mind about what you enter, you can also use the edit feature to edit, delete, memorize, schedule, void or copy the transaction.
7. Void the December 15, 2001 split transaction.

Entering Deposits in the Check Register

Quicken allows you to enter deposits to the check register.

Single Category Deposit: Be sure you are in the *Home Business Account* register. Procedure.....Use the Tab Key to move from one part of the transaction to the next. Enter the date, tab to the Number Column Field and click [Deposit]. (Note: You can type the letter "d" and the program will enter the deposit code). Next, enter a payee and the deposit amount. Assign the deposit to a category.

Tasks: Enter the following deposits in the *Home Business Account* check register. Use your own dates.

Hint: (Make sure you use the deposit column when entering the amount of deposit and not the payment column.)

1. Deposit: \$1,800 from MSU Extension Service, salary.
2. Deposit: \$300 from Internal Revenue Service, 2000 tax refund.
3. Deposit: \$50 from Mom & Dad, gift received.
4. What is the balance in the account after you have made these

transactions_____?

Multiple Category Deposits: Procedure.....To split a deposit among multiple categories first enter the date, click on the [Number Field] and select Deposit from the drop-down list. (Use the Tab Key to move from one part of the transaction to the next.) Next enter a Payee and the Deposit Amount. Click on [Split Transaction]. This is the same procedure for deposits as it is for a split check.

Tasks: Place the following multiple category deposits in the *Home Business Account* check register.

1. Deposit: \$1,400. Includes \$900 IRS (payee) tax refund, \$500 travel check reimbursement from MSU (payee). May 15, 2001.

Hint: In the Split Transaction window, choose a category for the first deposit. The total amount of the deposit is on the first line. Type over that amount to indicate the amount of the first split deposit. Quicken computes the remainder and displays it in the Amount field of the next line. Click [Enter] to save the deposit.

2. Deposit: \$500. Includes \$200 travel reimbursement check from MSU (payee) and \$300 from Blue-Cross Blue Shield (payee) for medical expenses. December 21, 2001.

3. What is the balance in the account_____?

4. Close the account by clicking on the small [x] on the upper right corner of the Banking window, not the extreme upper corner of the screen.

Create a Scheduled Transaction in a Check Register

Quicken allows you to create scheduled transactions for payments and deposits that are the same every month.

Tasks: Create a scheduled transaction.

1. Go to the Main Menu Line and choose Finance>My Finances. Under Banking, click [Set Up My Bills (scheduled transactions)].

2. Using the *Home Business Account* checking account, set up a scheduled

payment of \$105, each month on the 28th for Montana Power. Use the category utilities.

3. Using the *Home Business Account* checking account, create a scheduled deposit of \$1,800 monthly for salary from MSU Extension Service on the 11th of each month. Select the appropriate category.
4. View the scheduled transactions you have created. Go to the Main Menu Line and choose [Banking>My Finances]. Scroll down the page until the window “Bills and Scheduled Transactions” appears. The transactions that you entered should be there.
5. Close the account by clicking on the small [x] on the right side of the Banking menu.

Reconciling your Checking Account

Information on Reconciling your bank statements is provided on pages 18 - 20 of the 2001 Set up Guide. You start by opening up the account register and click reconcile on Banking: Checking.

Congratulations: You have completed the checking account section. The skills you learned in this section will be used throughout the rest of the sessions.

Tasks:

Stand up, stretch, touch your toes ten times

Grab a treat out of the Fruit Basket.

CREDIT CARDS

Create a Credit Card Account and Record Transactions

Quicken allows you to create as many credit card accounts as you need so you can incorporate these transactions in your monthly or annual reports.

If your credit card company and bank supports downloading transactions into Quicken, you may never have to enter your credit cards transactions manually.

Just download the transactions and assign categories as you accept them into your

Quicken register. If your financial institution doesn't support online access through Quicken you can apply for a Quicken Credit Card. See Quicken Set-up Guide page 67.

A simpler way is just to create a category in your checking account register called "Credit", and then assign it to ATM transactions and other withdrawals. The idea is to incorporate credit expenses in your monthly and annual reports.

Tasks: Create two credit card accounts and record transactions. Ignore the reference number on each one.

1. Go to the Main Menu Line and choose [Finance>My Finances]. Under Banking, click [Create a Credit Card].

2. Set up a credit card account with the name of *VISA Travel*, and *First Security Bank* description Jennifer's VISA; balance of \$1,825 and a credit limit of \$5,000. Click [Done]. The credit card register will appear in the screen.

3. Record the following credit card transactions in Jennifer's account. Choose your own dates and categories. When entering amounts, make sure to use the right columns either charge or payment.

- A. \$50, The Bon, Donna's birthday gift
- B. \$35, Kenyon Noble, fake wood corners, household supplies
- C. \$123, Smiths, split transaction groceries \$89, remainder household

Hint: First enter the amount in the charge column before splitting the category. This allows for the computer to figure out the remaining balance.

D. What is the Balance in the credit card account _____?

4. Set up another credit card account a name of *First Security--Des Moines* and description of Marsha's ISU Mastercard with a credit limit of \$10,000.

- A. \$20, health food store, soy stuff
- B. \$559, Delta, airline ticket to Kansas to visit Dorothy and Toto
- C. \$50, membership, Museum of Rockies
- D. What is the balance _____?

Task: Make credit card payment from a checking account.

1. From “My Finances” screen, select *Home Business Account*.
2. Enter today’s date, in the NUM line, select **transfer**.
3. Enter VISA card in payee line with a payment of \$500.
4. In the category line, scroll to the bottom and select: transfer to/from VISA travel.
5. Close the account by clicking on the small “x” on the upper right corner of the Banking window, not the extreme upper corner of the screen.

SAVINGS

Create a Savings Account and Record Transactions

Quicken allows you to create as many savings accounts as you need so you can incorporate this information in your monthly and annual reports.

Tasks: Create a savings account for “Millionaire to Be” and record transactions.

1. On the Main Menu Line click [Finance>Account List] to open the My Finances Window. It reads: My Finances: Account List.
2. Within the My Finances: Account List Window, first click [New>Savings]. Click [Next]. Enter the name of the account name, “Millionaire” financial institution (use the financial institution First Security Bank), and description. Enter names you can identify later.

(Hint: It is helpful to use the same account name as the financial institution to identify it later. You can not, however, have two accounts with the same name. A checking and savings account at the same institution must have different names.)

3. Set up savings account for Millionaire with a balance of \$1,900. Click [Done].

4. Double click on the New Savings Account to open it. Record the following savings transactions in the savings account you created. Enter dates of your choice.

Use the appropriate categories and memos. Make sure you are inputting the

amount in the correct column, Payment or Deposit Column.

- A. Deposit: \$50 from Grandma for birthday
- B. Deposit: \$500, IRS refund
- C. Withdrawal: \$150, for bike bought from In-and-Out Sports
- D. What is the ending balance? _____?

(Hint: Enter is used to save the last transaction, and calculate the ending balance.)

5. Close the account by clicking on the small “x” on the upper right corner of the Banking window, not the extreme upper corner of the screen.

CASH ACCOUNTS

Create a Cash Account and Record Transactions

If you want to know where all of your money goes, including cash, you can create a separate account to track cash.

A simpler way is just to create a category called “Cash”, in your checking account register and then assign it to ATM transactions and other cash withdrawals. The idea is to incorporate cash expenses in your monthly and annual reports.

Tasks: Create a cash account for Mike and record transactions.

1. On the Main Menu Line click on [Finance>Account List] to open the My Finances Window. It reads read: My Finances: Account List.

2. Within My Finances: Account List window, click [New>Cash]. The title is Mike’s Cash. Cash on Hand is \$200. Click [Done]. Double click [Mike’s Cash] in the accounts to open up the register.

3. Record the following cash transactions that Mike made on his last trip to Bozeman for additional training on the Logic Model. Enter your own dates and categories. Ignore the reference numbers.

- A. \$5.93, SUB, lunch
- B. \$20, Kagy Korner, gas

- C. \$4.96, Wal-mart, shaving cream
- D. \$6.75 movie, Pearl Harbor
- E. \$25.00 Lucky Lil's (Unlucky Lil's since he was not a winner).
- F. What is Mike's Balance _____?

4. Close the account by clicking on the small "x" on the upper right corner of the Banking window, not the extreme upper corner of the screen.

Deleting Transactions

(Check register, savings register, scheduled transactions and so on).

Deleting Transactions from the Check Register

Quicken allows you to easily delete transactions from the check register.

Tasks: Delete each of the transactions you entered in the Home Business Account check register.

1. Highlight any part of the transaction. Then click [Delete] which appears under the Main Menu, Banking. (Note: Click [Edit] on the transaction under the deposit. From the drop down list, select [Delete Transaction].)
2. When Quicken asks you to confirm that you want to delete the transaction, click [Yes].
3. Close the account by clicking on the small "x" on the upper right corner of the Banking window, not the extreme upper corner of the screen.

Deleting Transactions from the Savings Register

Quicken allows you to easily delete transactions from the savings register.

Tasks: Delete each of the transactions you entered in the savings account.

1. Double click the [Millionaire] savings account.
2. Highlight any part of the transaction. Then click [Delete] which appears in under the Main Menu, Banking.
3. When Quicken asks you to confirm that you want to delete the transaction, click [Yes].
4. Close the account by clicking on the small “x” on the upper right corner of the Banking window, not the extreme upper corner of the screen.

Deleting Scheduled Transactions

Quicken allows you to easily delete scheduled transactions that you no longer wish to have taken out of your accounts.

Tasks: Delete each of the transactions that you scheduled.

1. On the Main Menu choose [Banking>Scheduled Transaction List].
2. Highlight the ones that you entered. Then click [Delete].
3. When Quicken asks you to confirm that you want to delete the transaction, click [Yes].
4. Close the account by clicking on the small “x” on the upper right corner of the Banking window, not the extreme upper corner of the screen.

Deleting Accounts

(Checking, Savings, Cash, and Credit Card)

Quicken allows you to easily delete accounts that you no longer want to track.

Tasks: Delete the checking, savings, cash, and credit accounts that you

created.

1. On the Main Menu click [Finances>Account List] Window to view the list of accounts.
2. Click the first account you want to delete, then click [Delete] or use the delete key on your keyboard.
3. Quicken will warn you that the account will permanently be removed. Are you sure you want to delete this account? Type “yes” to confirm and click, [OK].
4. Click the second account and so on that you want to delete. Then click [Delete]. Type “yes” to confirm and click, [OK].
5. Close the account by clicking on the small [x] on the upper right corner of the Banking window, not the extreme upper corner of the screen.

Congratulations:

You have completed the savings, credit card, and cash account sections. You have “honed” the skills you learned in the checking account section.

Tasks:

Stand up, stretch, stretch your patella (bend each leg backwards to your buns which will help prevent Patella Bursitis). Hold the position on each leg for 20 seconds.

References:

¹ Quicken Setup Guide, Quicken 2001, pp 1-67.

² Quicken 2001- The Official Guide.

Maria Langer, Osborne/McGraw Hill 2000. Quicken Setup Guide,