



## Quicken 2001 Home and Business

MSU Extension Inservice Training Team:

Terry Egan, Marsha Goetting, Eric Miller, Mike Schuldt, Jennifer Wells

### Session 5\*\*\*\*\*

## HOUSEHOLD RECORDS

In this session you will learn how to develop the following household records for your family: home inventory and emergency records organizer.

For Session 5 use the Jones Quicken data file. Under main menu click [File>Open>Jones].

### Home Inventory

Tasks: Create a home inventory.

1. On the Quicken Main Menu Line choose [Household >Quicken Home Inventory].
2. Click the drop down arrow in “View by Location” to see the listing of 16 rooms starting with attic and ending with unassigned.
3. Choose [Living Room]. Under the Item Description line click the small button on the right to observe the window that lists specific details about the item in the home inventory.
4. Click the box [Receipts and Records] to see items that can be marked to indicate which records you have. Click [OK].
5. Click the box [Return to list View].

6. Under Item Category click the arrow on the right. Notice when you click under each category, such as appliances, the Suggested Items in the far right window change. Click [Garage and Yard] and notice the list of suggested items beginning with automotive supplies and ending with work bench.
7. Under Item Category click [Electronics] and notice the list of suggested items beginning with answering machine and ending with video game system.
8. Under View by Location select Garage. Under the Item Category click [Sports and Recreation]. In the Suggested Items choose [Snowmobile] and then click [Add selected item]. Note that the replacement cost comes up automatically as \$1,500 and resale \$750.
9. In the suggested items choose [Exercise Equipment] and then click [Add selected item].
10. Note the window shows Garage Total for Replacement cost and Resale Value.

## **Adding items to a Home Inventory**

Tasks: Add an item to your household records.

1. Under View by Location select Dining Room. Under the Item Category click [Furnishings]. In the Suggested Items choose [Dining Table and Chairs] and then click [Add Selected Item]. Note that dining table and chairs appears in the item category description.
2. Under the Item Description line click the small button on the right. In the Make/Model box type [Lane], serial number JW3345678, in the Purchased At type [Valley Furniture], in the Purchase Date box click on the calculator to the right and choose August 15<sup>th</sup>. Enter the original price as \$2,100, replacement cost as \$2,300, resale value of \$2,300.
3. Click [Receipts & Records]. Click [Original Receipt] and [Photograph]. In the box Location of Records type [Safety Deposit Box]. Click [OK]. Click [Record]. Click [Return to List View]

4. On the toolbar click [Reports] and choose [Inventory Detail]. This report will give you the details of all of the items that you have entered. Close window.

5. On the Home Inventory Main Menu click [Go to Qkn]. This will return you to the main Quicken Menu.

## **Emergency Records Organizer**

The Quicken Emergency Records Organizer organizes vital personal, practical, legal, and financial information into one place. Once developed it's somewhat easy to add new information and obtain reports that you can use in a variety of situations.

Tasks: Create an emergency records organizer.

1. On the Quicken Main Menu Line choose [Household >Emergency Records Organizer]. Read the information under the file tab titled Introduction: Welcome to the Emergency Records Organizer.
2. Next, click the file folder tab at the top of the window titled [Create/Update Records.] A window will appear with three categories: 1.) Select an area, 2.) Select a topic, and 3.) Enter Contact List Records.
3. Under box 1. Select and click, [Insurance]. Note Insurance types appear medical, dental, auto, property, disability, other.
4. Under box 2, select a topic, choose [Property Insurance]
5. Under Box 3, note the record information requested.

Task: Organize an auto insurance record.

1. Under box 1. Select Area click [Insurance]. Under box 2. Select a Topic click [Auto Insurance].
2. Under box 3. Enter Auto Insurance records enter the following information.

- A. Name of Insured: [Grandma Jones]
- B. Policy #: [81-032]
- C. Year/Make/Model: [1932/Ford/Jalopy]
- D. Company: [Allstate]
- E. Claim Office: [Ekalaka, MT]
- F. Phone: [406-272-3400]
- G. Agent [Brian Smith]
- H. Another Phone
- I. Premium Amt: [\$600]
- K. Expiration: [Dec 31, 2000]
- L. Deductible: [\$250]
- M. Location of Policy: [Under the Mattress]
- N. Save information

3. Next click the file tab titled [Report]. Under Report Type select [Survivor's Report] and scroll down the page to view the information provided.

4. To close the Emergency Records Organizer, click the [x] on the line next to "How do I".

**ALRIGHT, COOL !!!**

You have completed Session 5 and learned how Quicken can help you organize your household records.

Tasks:

Stand up and stretch.

**References:**

- <sup>1</sup> Quicken Setup Guide, Quicken 2001, pp
- <sup>2</sup> Quicken 2001- The Official Guide. Maria Langer, Osborne/McGraw Hill 2000.