



Quicken 2001 Family & Personal Finance

MSU Extension Inservice Training Team:

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

Session 6*****

MANAGE YOUR INVESTMENTS

During Session 6, you will learn about the variety of investment accounts that can be set up in Quicken. The following table can help you decide which account types best suit your financial situation. First, decide which of your investment accounts you want to track in Quicken. Then, determine which account types within Quicken best suit your financial situation.

Your Investment Accounts	<i>Account types in Quicken</i>
Investments (stocks, bonds, and mutual funds)	Brokerage
401 (k) and 403(b) retirement accounts	401 (K)
IRAs (traditional, Roth, Education), Keogh Plan	IRA or Keogh
Investment accounts in which earnings are reinvested	Dividend Reinvestment Plan (Drip)
Any investment for which you want to track multiple securities and be able to report on income, capital gains and performance	Other investment account

HINT: Think of the term *Brokerage* as meaning a company that manages your portfolio of stocks and bonds, such as D. A. Davidson or Schwab. *Securities* are the individual stocks or mutual funds that are being managed by D. A. Davidson or Schwab. Securities could include such companies as: AT & T Corp, Wal-Mart, K-mart, and so on.

What You Will Need

Use the last statement you received for the investment and retirement accounts that you plan to track in Quicken. If you plan to enter historical details as well as current information, you will need *all* statements for the accounts. See page 35 of the Quicken Home and Business 2001 Setup Guide for more information on “historical details”.

CREATE A BROKERAGE ACCOUNT

If you already have a brokerage account statement, you can use it to enter the most recent account value, share price, and other details on your holdings.

Under main menu click [File>Open>Marsha].

Tasks: Create a brokerage account in the Marsha data file.

1. On the Main Quicken Menu click [Finance>Account List] to open the My Finances Window. It reads: My Finances: Account List.
2. Within the My Finances Window, click [New> Brokerage].
3. Click the [Next] button to begin the process of creating a brokerage account. Type in the account name, financial institution, and description.

- A. D. A. Davidson
- B. Jennifer’s Master Degree fund
- C. D. A. Davidson

4. Follow the on-screen instructions. Click [Next] to move through the windows. Click [Help] if you need more information. Keep the information on the windows at default.
5. When you click [Done] in the investment account setup the window Set up a New Security will automatically appear.

Enter Information About Securities in Your Brokerage Account

After you have entered basic account information for your investment account, you are ready to enter details about the types of securities you currently hold within the account.

1. When the Set Up a New Security Account window appears click on [Stock] when it asks What kind of security would you like to create? Then click [Next].
2. For the window titled What is the name of the security, type in the name AT & T Corp. For the symbol type in AT & T. Then click [Next].
3. Click [Large Cap Stock] to indicate Asset Class. On the same window click on the investment goal of [College Fund]. Then click [Next].
4. To track the basis click on [lot identification]. Then click [Next].
5. Track the stock starting with Date purchased 11/03/00. [Next]
6. Enter 100 shares with the cost per share of \$17.607. No commission fee. [Next]
7. A summary screen will appear. Click [Next] to create this security or [Back] if you want to make changes.
8. When the screen asks if you want to create another security, click [Yes].
9. Follow the steps above to set up the other four securities under the category Equities/Options as listed on page four.

PORTFOLIO SECURITIES HELD AT DAD

PRICES OBTAINED FROM SOURCES BELIEVED RELIABLE AND ARE PROVIDED ONLY AS A GENERAL GUIDE TO PORTFOLIO VALUE. UNPRICED (N/A) SECURITIES ARE NOT INCLUDED.

QUANTITY	SECURITY DESCRIPTION/(SYMBOL)	DATE ACQUIRED	UNIT COST BASIS	TOTAL COST BASIS	MARKET PRICE	MARKET VALUE	UNREALIZED GAIN OR LOSS	ESTIMATED ANNUAL INCOME	CURRENT EST YIELD %
EQUITIES/OPTIONS									
100	AT&T CORP(T)	11/03/00	17.607	1,760.70	19.30	1,930.00	169.30	15.00	.77%
32	AT & T WIRELESS SERVICES(AME)	11/03/00	15.828	506.48	14.94	478.08	(28.40)		
60	LUCCENT TECHNOLOGIES INC(LU)	3/21/01	12.361	741.65	5.73	343.80	(397.85)		
140	PLUM CREEK TIMBER COMPAN(PCL)	3/21/01	25.639	3,575.42	26.71	3,739.40	163.98	319.20	8.53%
15	TRICON GLOBAL RESTAURANT(YUM)	10/07/97	15.884	238.26	39.22	588.30	350.04		
SUBTOTAL- EQUITIES/OPTIONS				6,822.51		7,079.58	257.07	334.20	4.72%
U.S. GOVERNMENT BONDS									
10,000	U S TREASURY SEC STRIPPED INT GENERIC TINT PMT 11/15/2010 0% 11/15/10	10/25/93	34.75	3,475.00	64.688	6,468.80	2,993.80		
SUBTOTAL- U.S. GOVERNMENT BONDS				3,475.00		6,468.80	2,993.80		
MUTUAL FUNDS									
726,183	LORD ABBETT AFFILIATED FD CL A LAFEX	N/A	N/A	N/A	12.80	9,295.14		174.28	1.87%
60,208	SCUDDER DREMAN HIGH RETURN FD CLASS A(KDHAX)	*	31.991	1,926.12	34.92	2,102.46	176.34	31.30	1.48%
SUBTOTAL- MUTUAL FUNDS				1,926.12		11,397.60	176.34	205.58	1.80%
TOTAL VALUED SECURITIES				12,223.63		24,945.98	3,427.21	539.78	2.36%

* THIS SECURITY POSITION IS COMPRISED OF MULTIPLE PURCHASES
 COST INFORMATION IS PRESENTED AS A GENERAL GUIDE TO PORTFOLIO PERFORMANCE. THE VALUES PRESENTED SHOULD NOT BE RELIED UPON FOR TAX PURPOSES.
 PLEASE COMPARE THESE VALUES TO YOUR PURCHASE RECORDS AND NOTIFY YOUR FINANCIAL CONSULTANT IF CORRECTIONS ARE REQUIRED.

10. When the screen asks if you want to create another security after you finish the Tricon Global security, click [No].

11. When the screen asks if you want to download, click [No]. Here is where you could get the value updates if you had an internet connection. We will enter values manually.

12. Update each stock to the 9/28/01 market price:

- a. Under Investing on the main menu click [Investing Center] – then select the D.A. Davidson Account
- b. Click on the [Portfolio] menu selection
- c. Change the “As of Date” to 9/28/01. (Right hand side of menu)
- d. Click on the old price number found in the “Price” column next to the stock that you wish to update the price on. This should Highlight the number so that you are ready to input the 9/28/01 market price found on page 4
- e. Do this procedure for each on the 5 stocks listed
- f. Click on each individual stock name to take you to a detail page showing the performance of that stock.
- g. X out of the three open views to take you back to the Investing Center page. Notice the summary and change in the Portfolio value.

The process for any type of investment account follows the same basic procedure as outline above. These are a couple of specific example accounts to create on your own. Skip to page 8 now.

CREATE AN IRA STOCK ACCOUNT

Use this section of Quicken if you have a Standard, Roth, Education or SEP IRA, or Keogh Plan for the self-employed.

Tasks: Create an IRA Stock Account.

1. On the Quicken Main Menu click [Finance>Account List] to open the My Finances Window.

2. Within the My Finances Window, click [New>IRA].
3. Click the [Next] button to begin the process of creating an IRA account. Type in the account name, financial institution, and description. Use names you can identify later.
4. Follow the on-screen instructions. Keep the information on the screens at default. Click [Next] to move through the windows. Click [Help] if you need more information.
5. When you click [Done] in the IRA setup, the window Set up a New Security will automatically appear.

Enter Information About Securities in Your IRA Stock Account

After you have entered basic account information for your IRA account, you are ready to enter details about the types of securities you currently hold in the account. Use the directions for the brokerage account to set up a new security.

1. Describe the stock as K-mart with a cost per share of \$10. You have 100 shares. No commission fee.
2. Proceed through the windows answering the questions as posted. Click [Help] if you need more information.
3. Answer no to “Do you want to enter more securities?”

CREATE A 401(k) STOCK ACCOUNT (also can be used for 457 or 403 b accounts) and Thrift Savings Accounts

If you want the most complete possible picture of your net worth, or if you want help planning for your retirement, be sure to track your retirement accounts. These would include the tax deferred plans such as, 457 (State Deferred Compensation Plan), 403(b) Salary Reduction plans, and Thrift Savings Plans.

Tasks: Create a tax deferred plan using the 401(k) account.

1. On the Quicken Main Menu click [Finance>Account List] to open the My Finances Window.
2. Within the My Finances Account List Window, click [New]. Under investments click [401(k)].
3. Click on the [Next] button to begin the process of creating an 401(k) account. Type in the account name, financial institution, and description. Use names you can identify later.
4. Proceed through the windows answering the questions as posed for a \$100 monthly that goes to TIAA-CREF.
5. Answer [yes] to “Does your employer contribute to your 401K?”
6. Setup a paycheck, pretend you have a recent pay stub. When Quicken tells you that you need a recent pay stub, pretend that you have one. Keep on following the on-screen questions, leaving the answers to default.
7. Answer no “Do you want to update your paycheck account?”
8. Quicken will take you to a Investing: 401K window. Note the different titles. 1) Account Attributes 2) Account Performance Summary 3) Asset Allocation 4) Portfolio Value 5) Account Status 6) Market Value Allocation 7) Returns by Securities.
9. Close the window by clicking the small [x] in the right hand corner of the active window.

OPENING INVESTMENT REGISTERS & ENTERING TRANSACTIONS

(Brokerage, IRA, 401(k), and Other Investment Accounts)

Quicken opens the register and places the cursor in an empty transaction at the end of the register.

Task: Enter purchases for the investment accounts you created.

1. On the Quicken Main Menu line choose [Finance >Account List].
2. Select each one of the Investments Accounts you created and add the purchase of stock as indicated. Click [Open] for the particular account that you want to use. You can also double-click on the account name to open it.
 - A. Buy 100 shares of Plum Creek Timber at \$23.45 per share.
 - a. Select [Easy Actions] – [Buy/Add Shares]
 - b. Select [Plum Creek Timber] from the drop down list [next]
 - c. Enter the 100 shares at \$23.45 in the appropriate boxes
 - d. Select [Next] at the following screen to use cash in this account to make the transaction
 - e. [Next] takes you the summary screen and select [Done] if everything looks right
 - B. Sell 15 shares of Tricon Global at \$49.22 per share
 - a. Select [Easy Actions] – [Sell/Remove Shares]
 - b. Select [Tricon Global] from the drop down list [Next]
 - c. Enter the 15 shares at \$49.22 in the appropriate boxes
 - d. Select [Next] at the following screen to deposit the cash proceeds from the sale into this account
 - e. [Next] takes you to the summary screen and select [Done] if everything looks right.

TRACKING INVESTMENTS ONLINE

Online Investment Account Access means that you can download transaction information from your financial institution directly into Quicken. You don't have to enter the transactions into the investment register manually.

Chapter 6 (pp. 43-48) of the Quicken Setup Guide 2001 provides information about setting up online investment account access. The information is also available on the web at : <http://www.quicken.com>. You must first apply for online investment account access and register your program.

Good Job:

You have completed Session 6 and learned how to use Quicken's investment accounts. No one said it was going to be easy did they?

References:

- ¹ Quicken Setup Guide, Quicken 2001, pp 1-67.
- ² Quicken 2001- The Official Guide.
Maria Langer, Osborne/McGraw Hill 2000.