



Quicken 2002 Family & Personal Finance

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Session 1*****

COMMON QUICKEN TERMS AND CONCEPTS

During this first session, you will learn common terms and concepts that will be used throughout the Quicken sessions.

Tasks: These are *actions* that your MSU Extension Educators want you to take as part of the process of learning Quicken for family and personal financial decision making. When you see the word Tasks be aware that you are being asked to perform the actions described on your computer.

Data File: Quicken saves your financial information in a datafile noted as .qdf on your computer. The file is stored on your hard disk. Quicken immediately saves your information as you make entries. You don't need to save the file manually. *However, you should back up your Quicken file frequently.*

Task: View the data files.

1. Under the main menu line click [File>Open]. The names of many file folders will be displayed as well as the data files: Donna.qdf, Jones.qdf, and Marsha.qdf. Quicken data is saved under Qdata.qdf when the program is initially installed. We'll be using the Donna, Jones, and Marsha qdf files....but one at a time.
2. For now click [Donna>OK] to use during Session 1. Notice that the top line appear as Quicken 2002 Home & Business-Donna- [My Finances.]

Quicken Main Menu Line: Look for the line beneath the title bar Quicken 2002 Home & Business. This line lists main menus for the program.

Task: Place the cursor arrow on each of the items on the menu bar and click on each to quickly view the options provided under each: File, Edit, Finance, Business, Banking, Investing, Property & Loan, Taxes, Planning, Reports, Help.

My Finances: On the left hand side are windows that list: Accounts, One-Step Update Summary, Watch List, Alerts, Bills and Scheduled Transactions, Net Worth and so on.

Task: On the right hand side of each window click actions - to get a sense of the actions that can be taken under that window.

Active Window Menus: The top line within the active window lists activities that can be performed. The menu changes with each type of account and with each type of transaction to be performed.

Tasks: Learn about active window menus.

1. On the My Finances window on the left hand side beneath a line that reads Accounts, click on the [Extension Family Finance Training Check].
2. Note beneath the “Extension Family Finance Training” line is a list of menus: Delete, Find, Transfer, Reconcile, Edit Account, and On-Line Access.
3. Close screen by clicking the small [x] on the right hand side of the active window.

Account: An account is a register that allows you to enter transactions. These can be income and expense transactions or asset and liability transactions. Accounts are listed on the left hand side of the My Finances window. Within a single Quicken file, you can create as many accounts as you need to organize your financial information.

Task: Note that the Donna file has only one account. It is the Extension Family Finance Check. A typical family would also have Savings, Brokerage, Credit Cards, Loan accounts and so on.

Registers: Each Quicken account has a register. The format of the register looks like a paper checkbook register, where checks are recorded and deposits are made. Quicken continually calculates the current balance in each register as additions are made.

Task: In the Donna file account, click [Extension Family Finance Training Check] account. Note the format for the check register.

Fields: Items within each register are referred to as fields. Fields vary from window to window.

Task: Review the fields within the Extension Family Finance Training checking: Date, Num, Payee, Category, Memo, Payment, Exp, Clr, Deposit, Balance.

1. Sort by date: Click on [date].
2. Sort by number. Click on [number].
3. Sort by payee. Click on [payee].
4. Sort by payment. Click on [payment].

Transactions: Within each register, individual transactions are entered that correspond to income, expenses, investments, credit cards and so on. If you bank online, you can download your transactions directly into the registers, so you don't have to enter them individually. *However, you will still need to categorize your transactions.*

Task: Use the Extension Family Finance Training Checking Account and find the answers to the following questions below.

Hint: Use the Scroll bar on the right. Click, hold & move. Note the date and check number appear in a box.

1. What is the balance in the account as of December 29, 2001. _____? Sort by Date, click on [Date].
2. What is the amount that check 4031 was written for _____? Sort by number, click on [number].
3. Who is the payee _____?

Category: A category is a record of where your money comes from or goes. A

category should always be assigned to each type of transaction.

Suggestion: If you want to manage your money to any level of detail, categories must be used for each entry.

You can use the pull down categories and add others to make your results meaningful. Your Reports and Graphs will be more informative for family financial decision making if categories and/or subcategories are used for every entry.

Task: Become familiar with categories in Quicken.

1. In the Extension Family Finance Training Check Register, go to the end of the register to the blank transaction.
2. Click [Category] line that appears below the Payee line.
3. Use the scroll bar to view the list of categories provided by Quicken. There are many income and expense categories. Note: Home Mortgage, Home Repair, Household, Housing, and etc.

Subcategories: A subcategory is a subset or part of a category. For example, the auto category may be used to track expenses to operate your car. Within that category, however, you may want subcategories to record specific expenses, such as insurance, fuel, and repairs. Subcategories provide transaction details that some families want or need. Example: Auto: insurance, fuel, repairs, tires.

Task: View categories and subcategories in the Extension Family Finance Training Check Register.
Sort by number, click on [number].

1. What is the category for check 4049 _____?
2. What is the subcategory for check 4049 _____?
3. What are the categories and subcategories for checks 4162 and 4163 _____?
4. Close the screen by clicking the small [x] on the right hand side of the active window.

Classes: A class is an optional identifier for specifying what a transaction applies to. For example, if you have two cars for which you track expenses, you can create a class for each car—Ford and Toyota. When you record a transaction for one of the cars, you can include the appropriate class with the category for the transaction.

Task: View class list by clicking [Finance>Class List].

1. Create a class list for two cars: Honda and Ford, by clicking [New] and providing the information requested.
2. Next, delete the two classes by highlighting each one. Click [Delete>OK] on the Class List window.
3. Close the class list by clicking the small [x] on the right side of the Class List window.

Split Transactions: A split is a transaction with more than one category. For example, if you write a check to Wal-Mart Supercenter for food, clothing and auto you can use a split transaction to record each category's portion of the payment you make. This enables you to keep good records without writing multiple checks to the same payee.

Hint: By using scroll bar on right, a small window appears with the dates and numbers.

Task: Within the Donna file, use the Extension Family Finance Training Checking Account Register to find answers to the following questions:

Hint: First sort by number. Then left click on the box in the scroll bar. You will see the date and check number appear. Scroll until you reach 4154. Click on the category line. Where –split– is displayed. Then click on the checkmark. [✓]

1. What were the categories used in the split transaction for check #4154.
_____?
2. Close the split transaction window by clicking the small [x] on the right side of the window.

Displaying the Category & Transfer List: You can view a list of your categories at any time.

Tasks: View list of categories

1. Choose [Finance>Category & Transfer List]. Use the scroll bar to view the income and expense categories. At home, you can click [print] to have a hard copy of your list.
2. Note the subcategories under auto expense and medical expense.
Hint: A print-out of your categories and what items you place under each will be useful for future entries. For example, if you went to the grocery store and bought pet food and placed the expense under the category of groceries one time and the category of entertainment the next time, you won't have consistency in your summary of expenses under Reports and Graphs.
3. Close window by clicking the [x] on the Category & Transfer List window.

Tab Key: Within the Quicken program use the TAB key to move from one part of the transaction to the next. The ENTER key is used to save the transaction and will move you on to the next task.

Task: Learn to use the tab key to move around in register.

1. Within the Donna file Extension Family Finance Training Account Register go to check #4433 and click next use the Tab key to move from field to field: Date to Number to Payee to Payment and so on.
2. Close window by clicking on the [x] on the right had side of window.

Help: The Quicken Main Menu Line has a Help function with an index and trouble shooting for whatever screen you happen to be in. Take advantage of this assistance.

Task: Get Acquainted with Help.

1. On the Main Menu line click [Help>Contents].
2. Quickly view the list of contents to gain a sense of the areas of help.
3. Click on index to view the list of topics.
4. Click on Search and type in “delete” in Box 1.
5. Highlight delete in Box 2.
6. Highlight delete an account in Box 3
7. Then read the directions in the Delete an account box on the right.
8. Close the Quicken Help window by clicking on the [x] on the right side.

Congratulations: You are now familiar with common Quicken Terms and Concepts.

Tasks: Stretch to prevent body pain from too much sitting at computer.

Stand up and fluff your pillows.

References:

- ¹ Quicken Setup Guide, Quicken 2002, pp 1-90.
- ² Quicken 2001- The Official Guide.
Maria Langer, Osborne/McGraw Hill 2000.