

# Index

## Numbers

- 123 (.PRN) disk file, printing reports to, 96
- 401(k) contributions, making, 312–313
- 529 plan, explained, 222
- 940 and 941 tax deposits, making, 284, 287–288
- 8109 tax deposit coupon, obtaining, 284

## Symbol

- [] (brackets), using with Category field, 71

## • A •

- About Quicken command, using, 339
- Account Actions button, clicking, 214
- account balances
  - displaying in reports, 110
  - entering dates for, 29
  - reconciling with bank statements, 130–134
- account information, updating regularly, 104
- Account Name/Nickname text box, filling in, 15, 29
- account registers. *See* registers
- Account Setup, moving through, 16
- account transfers. *See also* transfers
  - changing after entering, 72–73
  - entering, 70–72
  - flagging transactions as, 71
  - splitting, 77–78
- accounts. *See also* bank accounts; credit
  - card account; Online Account Access advice for balancing, 134–138
  - cash, 194
  - displaying for budgets, 52
  - entering interest income for, 130
  - getting up-to-date information about, 105
  - selecting for balancing, 127
  - selecting for writing checks, 87
  - setting up for loans, 200–206
  - transferring money between, 105
  - updating in Quicken, 105
  - using, 31
  - verifying for reconciliation, 135
- Accounts bar, using, 31–32
- Add Account button
  - using with cash account, 194
  - using with credit cards, 178
  - using with liability account, 200
  - using with tax-deferred investment account, 225
- addition, performing on calculator, 85
- addresses, entering for payees, 89
- Adjust Balance dialog box, 134
- Adjust Share Balance dialog box, 259
- adjustable rate loans, using, 208–209
- Advertising category, described, 34
- alerts, setting up for budgets, 54–55
- Alt+key combinations, using in Vista, 329–330
- amortization schedule, displaying, 207
- amortized loan, setting up liability account for, 200–206
- annual returns, computing, 287–288
- antivirus software, installing and using, 322
- APR (annual percentage rate), calculating for mortgage, 162
- archiving files, 150–151
- asset account, setting up, 212–213
- assets, defined, 26
- Association Dues category, described, 34
- Attach button, using, 85
- Auto and Travel category, described, 34
- Auto category, described, 34
- automatic backups, selecting, 143–144
- automatic loan payments, making, 215–220

## • B •

- backed up data, losing, 142–144
- backing up files, 139–142
- backup drive, identifying, 140
- backups copies, getting for Quicken files, 12–13

- balance. *See* bank account balance
  - balloon payment, describing for loan, 203
  - bank account balance, entering, 30–31
  - bank accounts. *See also* accounts; Online Account Access
    - keeping separate, 302
    - naming, 29
    - providing information about, 13
    - reconciling, 128–129
    - setting up, 27–31
    - tracking, 26
  - Bank Charge category, described, 34
  - bank information, providing to Quicken, 129–130
  - bank service charge, entering, 130
  - bank statements
    - entering data from, 17
    - reconciling account balances with, 130–134
    - specifying ending balance for, 16
    - specifying ending date for, 15–16
  - bank transactions, verifying for reconciliation, 135–136
  - Banking group of reports, displaying, 108
  - banking online
    - considering, 193
    - specifying, 28–29
  - Banking reports, types of, 113
  - Banking tab, accessing, 59
  - Banking window, displaying, 127
  - banks
    - getting help with reconciliation from, 138
    - identifying, 14
    - sending bill payment instructions to, 105
    - sending online payments to, 103
  - bar graph, using, 124
  - Bill and Income Reminders window, 218–219
  - bill payments. *See* Online Bill Payment
  - billing jobs and projects, 276
  - bills
    - managing from vendors, 277
    - paying, 103–105
    - paying electronically, 26
    - paying for credit cards, 184–186
  - Biz categories, described, 34
  - BizStats.com Web site, visiting, 47
  - bonds, recording, 255
  - Bonus category, described, 33
  - bookkeeping activities, specifying, 17
  - brackets ([ ]), using with Category field, 71
  - brokerage accounts
    - adjusting errors in, 258–259
    - buying and selling securities, 252–254
    - recording initial share balances, 246
    - setting up security lists for, 247–248
    - versus tax-deferred investment accounts, 246
    - transferring cash from, 251
    - transferring cash into, 249–250
  - Browse for Folder dialog box, 140–141
  - budget method, selecting, 50
  - Budget window
    - accessing, 50
    - Income tab in, 51
    - navigating, 53
  - budgeted amounts, entering, 53
  - budgets. *See also* Secret Plan (budget)
    - automatic versus manual, 50–51
    - defined, 45
    - displaying accounts for, 52
    - displaying categories for, 52
    - restoring, 54, 56
    - reviewing, 55
    - saving, 54
    - separating views for, 54
    - setting up alerts for, 54–55
    - showing cents for, 54
  - business invoices, designing, 267–268
  - business profits, measurement of, 304
  - Business reports, types of, 116–117
  - businesses
    - creating tags for, 266
    - describing, 266
    - developing Special Plans for, 47
    - using Quicken for, 302
- C ●
- calculators
    - accessing, 83–84
    - clearing memory on, 85
    - College, 168–170
    - Investment Savings, 156–157
    - keys on, 85
    - Loan, 159–160
    - Refinance, 162
    - removing, 85
    - Retirement, 163–168

- Calendar
  - accessing, 83–84
  - Add Note button in, 220
  - Options button in, 220
- Calendar window, using with loan payments, 216–218
- capital gains
  - indicating amounts of, 236
  - recording, 254–255
  - reinvesting, 234–236
- Capital Gains Estimator command, 262
- Car category, described, 34
- cash account
  - adding, 194
  - using with tax-deferred investment account, 228
- cash advances, entering for credit cards, 187
- cash balanced, updating, 197
- Cash category, described, 35
- Cash Flow Forecast command, accessing, 174
- Cash Flow report, creating, 109
- cash inflows and outflows, tracking, 195
- cashed checks, recording, 196. *See also* checks
- categories. *See also* tags
  - adding, 39–41
  - adding from situational lists, 41–42
  - displaying for budgets, 52
  - entering before printing checks, 89
  - entering for checks, 62–63
  - entering for credit card charges, 184
  - entering for deposits, 68
  - finding and replacing, 82
  - income versus expense, 41
  - merging, 43
  - removing, 42
  - versus tags, 296
- categorization, tips for, 38–39
- category descriptions
  - changing, 42–43
  - entering, 41
- category groups
  - identifying, 41
  - using, 38
- category list, 33–38
- Category List window, displaying, 39–40
- category names
  - changing, 42–43
  - creating, 40
- CD, backing up files to, 139–141
- Charity category, described, 35
- chart, adding to report window, 124
- check amount
  - entering before printing checks, 88
  - entering in register, 62
- check boxes, using in Vista, 333
- check date
  - entering before printing check, 88
  - entering in register, 62
- check forms
  - entering information on, 87–90
  - making extra copies of, 93
  - ordering, 26
- check number
  - changing, 95
  - entering before printing checks, 91–92
  - entering in register, 62
- check register, printing, 95–98
- Check Style, choosing, 93
- check transactions, scrolling through, 90
- checkbook transactions, entering, 60–61
- checking accounts
  - naming, 14–15
  - setting up, 27–31
- checks. *See also* cashed checks; cleared checks and deposits; payroll checks; Write Checks window
  - assigning to categories, 89
  - categorizing in Split Transaction window, 74
  - changing after entering, 64
  - deleting, 91
  - displaying information about, 65
  - entering categories for, 62–63
  - entering memo descriptions for, 63
  - entering tags for, 63
  - fixing mistakes on, 90–91
  - printing, 25–26
  - printing after entering, 91–94
  - printing partial pages of, 93
  - specifying for printing, 92
  - specifying payees on, 205
  - splitting, 74–76, 89
  - storing unprinted, 95
  - voiding, 91
  - voiding after printing, 94
  - writing to buy investments, 233–236

- Circular E Employer's Tax Guide*
    - publication, 280
  - classes. *See* tags
  - Cleaning and Maintenance category,
    - described, 35
  - cleared checks and deposits, marking,
    - 131–132. *See also* checks; deposits
  - Clipboard, exporting report data to, 119
  - Clothing category, described, 35
  - College calculator, using, 168–170
  - colors, printing registers in, 97
  - columns, subtotaling in reports, 123
  - command buttons, using in Vista, 334
  - command icons, using in Vista, 331
  - commands in Vista
    - choosing with Alt+key combinations, 329–330
    - choosing with mouse, 328–329
    - disabled, 331
    - using shortcut-key combinations, 330
  - commission, entering for selling
    - investments, 238
  - Commissions category, described, 35
  - Comparison reports, types of, 114
  - compound interest, value of, 311
  - computers, using, 313–314
  - Consulting category, described, 33
  - Contents tab, Help topics in, 337–338
  - corporations, using Quicken for, 300–301
  - cost basis data, entering for investments, 231
  - cost estimates, providing to customers, 276
  - CPAs, working with, 322
  - credit card account. *See also* accounts
    - adding, 178–182
    - postponing reconciliation of, 191
    - reconciling, 187–188, 190–191
    - selecting, 182
  - credit card bills, paying, 184–186
  - credit card charges
    - changing, 184
    - monitoring, 188–189
    - recording, 183–184
  - Credit Card Payment category,
    - described, 35
  - credit card payments, making, 191–192
  - credit card register, using, 182–183
  - credit card statement, synchronizing
    - records with, 191–192
  - credit card transactions, correcting, 190
  - credit cards
    - tracking, 26
    - using Online Account Access with, 193
  - credits, issuing, 275
  - CS, changing to RS, 133
  - Ctrl keys, using in Vista, 330
  - Current Window command, using, 338
  - Customer Invoices account, setting up, 270–271. *See also* invoices
  - customer payments, recording, 274–275
  - customers
    - invoicing, 271–273
    - providing cost estimates to, 276
    - refunding money to, 275
  - Customize button, using with reports, 120, 123
- D •
- data
    - importing, 306–307
    - restoring after backing up, 142–144
  - Data Converter, downloading, 20–21
  - Date Range box, using with reports, 122
  - De Minimis* rule, applying to tax deposits, 286
  - Debt Reduction Planner, accessing, 174
  - debts
    - managing, 159–161
    - tracking, 199–200
  - decimal, indicating on calculator, 85
  - deductions, managing, 282
  - deductions report, producing, 305
  - deleting
    - checks, 91
    - loans, 209
    - split categories, 77
    - transactions, 78
  - Dell Computer product support Web site, 321
  - DEP code, entering in Num field, 68
  - deposit amount, entering, 68
  - deposit date, entering, 67

deposits. *See also* cleared checks and deposits  
 changing after entering, 70  
 entering categories for, 68  
 entering memo descriptions for, 68  
 rearranging order of, 131  
 splitting, 77–78

dialog boxes, displaying in Vista, 333

Dining category, described, 35

Discounts category, described, 35

disk files, printing reports to, 96–97

distributions, entering for investments, 236

Div Income category, described, 33

dividends  
 indicating amounts of, 236  
 recording, 254–255  
 reinvesting, 234–236

division, performing on calculator, 85

document windows, using, 19

downloaded transactions, adding, 105

draft mode, printing register in, 98

Dues and Subscriptions category,  
 described, 35

Dun & Bradstreet survey, consulting, 47

## ● E ●

EasyAnswer reports, accessing, 117–118.  
*See also* reports

Education category, described, 35

EFTPS online payments, using with tax deposits, 286

employer ID number, requesting, 280

employee withholding, depositing, 284

employer payroll taxes, paying, 285

employer-matching provisions, using, 312

ending balance  
 entering, 129  
 statement, date, 15–16

Enter Missing Transactions dialog box,  
 231, 233

Entertainment category, described, 35

escrow accounts, managing, 211–213

estimates, using, 276–277

Excel (tab-delimited) disk files, printing reports to, 96

Excel, exporting report data to, 119

exemptions, entering in Tax Planner, 173

expense amount, budgeting, 53

expense category, indicating, 41

expenses  
 breaking down by properties, 305  
 paying miscellaneous, 256  
 planning, 46

exporting reports to disk, 96

## ● F ●

fields, specifying in register, 79

file password  
 changing, 154  
 setting up, 152–153

files  
 archiving, 150–151  
 defined, 149  
 naming, 146  
 rebuilding, 144–145  
 restoring, 144  
 setting up, 145–146  
 shrinking, 148–151  
 switching between, 147  
 using multiple, 145

finance charges, using, 276–277

financial institution. *See also* online bank  
 identifying, 14, 28  
 identifying for credit card account,  
 179–180  
 identifying for tax-deferred investment  
 account, 226

financial planning, 313

Find button, using with transactions, 79

Find text box, using, 80–81

Find/Replace command, using, 81–82

flags, attaching, 85

flash drive, backing up files to, 139–141

fonts, choosing for reports, 112

forms, printing, 25–26

funds, expense ratios for, 311

## ● G ●

Gas category, described, 34

Gifts category, described, 35

gold investments, recording, 256

graphs, memorizing, 124  
 Groceries category, described, 35  
 gross income, adjusting in Tax Planner, 172  
 gross wages figure, calculating, 281–282

## • H •

Health & Fitness category, described, 35  
 Help application, using in Vista, 336  
 Help command, using, 337–338  
 Help file, using, 319–320  
 Help topics, listing, 337  
 HOME file, explained, 149  
 Household category, described, 35

## • I •

images, attaching, 85  
 importing data, 306–307  
 income. *See also* Salary categories  
   breaking down by properties, 305  
   entering in Tax Planner, 172  
   planning, 46  
   providing information about, 17  
   recording, 254–255  
 income amount, budgeting, 53  
 income categories  
   indicating, 41  
   specifying for invoices, 269  
 Income categories list, 33–37  
 income changes, impact on Secret Plans,  
   49–50  
 income report, producing, 305  
 income tax  
   determining, 173  
   impact on Secret Plan, 49  
 inflation  
   adjusting for, 310  
   entering for investment savings, 157  
 ink color, choosing for reports, 112  
 insertion bar, moving in WordPad, 332  
 installing Quicken, 10–11  
 interest, reinvesting, 234–236  
 interest category, entering for loan  
   payments, 206  
 interest charge, entering for credit cards, 188  
 interest costs, saving for mortgages, 162

Interest Exp category  
   described, 35  
   entering, 215  
 Interest Inc category, described, 33  
 interest income, entering for accounts, 130  
 interest payment, verifying for loan, 204  
 interest rates  
   entering for loan, 160  
   recording for loans, 208–209  
   specifying for loans, 203  
 Internet, Biz category, described, 34  
 Intuit products, troubleshooting, 321  
 Investing Portfolio Web site, displaying,  
   260  
 Investing reports, types of, 115  
 Investing tab, views and tools on, 259–262  
 Investing Tools button  
   clicking, 258  
   commands for, 262  
 investment account values, graphing, 260  
 investment accounts  
   adjusting cash balances for, 258–259  
   listing, 260  
   using menu commands with, 242  
   using reminders with, 241  
 investment features. *See also* tax-deferred  
   investments  
   considering, 221–224  
 investment profits  
   recording, 236  
   reinvesting, 234–236  
 Investment Savings calculator, using,  
   156–157  
 investment transactions  
   correcting, 238–239  
   entering, 233, 257  
   removing shares from accounts, 240  
 investments. *See also* ownership  
   investments  
   buying, 233–236  
   displaying allocation of, 260  
   recording initial purchase of, 230–233  
   researching, 258  
   selling, 237–238  
   tax-deferred, 222  
 invoice dummies, creating, 276  
 invoice forms, producing, 26

invoice items, identifying, 268–270  
invoices. *See also* Customer Invoices  
    account  
    adding blank lines on, 269  
    designing for businesses, 267–268  
    entering tags for, 272  
    preparing, 306  
    printing, 273–274  
    saving, 273  
    sending to customers, 271–273  
IRA categories, described, 35  
IRA contributions, making, 312–313  
IRA Deductions, categorizing, 222  
IRA Distributions, categorizing, 222  
IRS  
    obtaining 8109 tax deposit coupon  
    from, 284  
    Web site, 280  
itemized deductions, entering in Tax  
    Planner, 172

## • J •

jobs, billing, 276

## • K •

Kids category, described, 35

## • L •

Landscape orientation, choosing for  
    reports, 112  
Late Fee category, described, 33  
lease agreement, documenting for rental  
    property, 293  
Legal-Prof. Fees category, described, 35  
lender's name, entering for loans, 206  
liabilities, defined, 26  
liability account  
    displaying register for, 214  
    setting up, 200–206  
Licenses category, described, 34  
list boxes, using in Vista, 334–335  
Live Community command, 339  
load versus no-load funds, 251

loan account, setting up, 200  
loan amortization schedule, using, 161  
loan balances  
    calculating, 161  
    entering, 202  
    paying off, 207  
Loan Calculator, using, 159–160  
Loan category, described, 35  
Loan Details button, clicking, 206–207  
loan information, changing, 208  
loan interest, entering calculation of, 202  
loan payment information, changing, 208  
loan payments  
    recording, 210–211  
    scheduling automatically, 216–218  
    scheduling reminders for, 216–218  
    scheduling transactions for, 216–217  
    setting up, 206  
loan principal amount, calculating, 161  
Loan Rate Changes dialog box,  
    displaying, 208  
loan term, entering, 202  
loans, removing and adding, 209  
Local category, described, 34  
lot of shares  
    explained, 253  
    specifying, 254

## • M •

Management Fees category, described, 35  
margin interest expenses, recording, 256  
marginal income tax rate, determining, 173  
margins, adjusting for reports, 112  
Market Index option, choosing for  
    brokerage accounts, 248  
Market Value field, using with securities,  
    243  
Match If drop-down list box, using, 80–81  
math, performing with calculator, 83–85  
MC key on calculator, operation of, 85  
Meals & Entertainment category,  
    described, 35  
Medical category, described, 35  
Medicare, withholding, 280, 282  
Medicare taxes, matching, 285

- memo descriptions
    - adding for invoices, 273
    - entering before printing checks, 89
    - entering for account transfers, 71
    - entering for checks, 63
    - entering for credit card charges, 184
    - entering for deposits, 68
    - entering for initial investment purchase, 232
    - entering for loan payments, 206
    - entering for split checks, 74
  - memorizing
    - graphs, 124
    - payees, 67
  - Microsoft Excel, exporting report data to, 119
  - Microsoft Money, migrating from, 20–21
  - Microsoft Web site, checking, 320–321
  - Mileage Tracker command, using, 277
  - millionaire, becoming, 158–159
  - mini-reports, using, 119–120. *See also* reports
  - minus (–) key on calculator, operation of, 85
  - Misc category, described, 35
  - MM/DD/YYYY format, using with statements, 15
  - money
    - managing, 316–317
    - transferring between accounts, 105
  - money market account, setting up, 27–31
  - money received, tracking, 195
  - money spent, tracking, 195
  - monthly savings, increasing, 317
  - months, navigating between, 29
  - mortgage escrow accounts, managing, 211–213
  - Mortgage Interest category, described, 35
  - mortgage payments
    - calculating, 159–160
    - making early, 313–314
    - saving interest costs for, 162
  - multiplication, performing on calculator, 85
  - mutual funds
    - load versus no-load, 251
    - managing, 222–223
    - picking, 224
    - recording initial purchase of, 232
    - selling shares of, 237–238
  - My Kids category, described, 35
  - My Pets category, described, 35
- N ●
- navigation QuickTabs, using, 19
  - Net Salary category, described, 33
  - net wages, calculating, 281–282
  - Net Worth & Balances reports, types of, 116
  - Not Sure categories, described, 36
  - notes, attaching, 85
  - Num entries, entering to Num box, 63
  - numbers, transposing, 136–137
- O ●
- Office category, described, 36
  - Online Account Access. *See also* accounts; bank accounts
    - advantage of, 105
    - banking with, 101–102
    - considering, 100
    - downloading transactions to, 105
    - explained, 100
    - popularity of, 106
    - using, 104
    - using with credit card, 193
  - online bank, finding, 103. *See also* financial institution
  - online banking
    - considering, 193
    - specifying, 28–29
  - Online Bill Payment
    - banking with, 101–102
    - considering, 100
    - explained, 99
  - online payments
    - explained, 106
    - recording, 103
    - reliability of, 104
  - Online Research command, 262
  - online services
    - defined, 99
    - evaluation of, 104
  - opening balance, verifying, 129

ordinary annuity, explained, 159  
 orientation, choosing for reports, 112  
 Other category, described, 37  
 Other Expenses categories, described, 36  
 Other Inc categories, described, 33  
 Other Tools menu, opening, 174  
 ownership investments, investing in,  
 310–311. *See also* investments

## ● p ●

P+I option button, using, 203  
 Page Scaling option, using with reports,  
 111–112  
 pages, printing, 97  
 partnerships, using Quicken for, 301–302  
 passwords  
   advantages and disadvantages of, 152  
   losing and retrieving, 154  
   setting up for files, 152–153  
   setting up for transactions, 153  
 Paycheck Setup Wizard, using, 69  
 Paychex payroll Web site, 306  
 payees  
   entering addresses for, 89  
   entering before printing checks, 88  
   entering in register, 62  
   memorizing, 67  
   sorting, 66  
   specifying for loan payments, 205  
 Payment Amount option button, using, 203  
 PayPal, tracking, 197–198  
 payroll  
   requesting employer ID number, 280  
   tax expense category, 279–280  
   using Quicken for, 306  
   wages expense category, 278–279  
 payroll checks, recording, 282–283. *See also* checks  
 payroll service, using, 306  
 payroll tax returns, filing quarterly,  
 286–287  
 payroll taxes. *See also* taxes  
   examples of, 282  
   paying, 280–283, 285  
 PDF files, sharing report data in, 121

PDF image, attaching, 85  
 PEBS (Personal Earnings and Benefits  
 Summary), 163  
 pension plans, as defined contribution  
 plans, 163  
 percentages, giving for invoice items, 270  
 personal exemptions, entering in Tax  
 Planner, 173  
 personal finances, planning, 26–27  
 Pets category, described, 35  
 petty cash, tracking, 193–197  
 PIN, supplying for online banking, 101, 104  
 Portfolio Analyzer command, 262  
 Portfolio Rebalancer command, 262  
 Portfolio tab  
   displaying, 242–243  
   using, 244  
 Portfolio window, using with securities  
 values, 257  
 Portrait orientation, choosing  
 for reports, 112  
 Postage and Reproduction category,  
 described, 36  
 Preferences button, using with reports, 122  
 principal payment, verifying for loan, 204  
 principal-interest breakdown, accuracy of,  
 214–215  
 Print button, using with checks, 91  
 Print dialog box, displaying, 96, 110–111  
 Print Range option buttons, using, 97  
 printing  
   check register, 95–98  
   checks, 25–26, 87–90  
   checks after entering, 91–94  
   copies of registers, 98  
   forms, 25–26  
   invoices, 273–274  
   pages, 97  
   Reconciliation report, 133  
   registers, 95–98  
   registers in color, 97  
   reports, 108, 110–112  
   split transactions, 96  
   printing suggestions, modifying, 110–111  
 Privacy Statement command, 340  
 .PRN (123) disk file, printing reports to, 96

Product and Customer Support command, 338–339  
 Prof and Legal Fees category, described, 36  
 projects, billing, 276  
 Property category, described, 34

## • Q •

QIF file, using, 306–307  
 quarterly payroll tax returns, filing, 286–287  
 QuickBooks versus Quicken, 304, 306  
 Quicken. *See also* Windows Vista  
 advantages of, 307  
 best features of, 299–300  
 considering, 303–304  
 evaluating, 303–304  
 exiting, 337  
 features of, 23–24  
 getting started with, 17  
 installing and starting, 10–11  
 versus QuickBooks, 304, 306  
 starting for second time, 19  
 starting in Windows Vista, 326  
 stopping in Vista, 336  
 using for multiple businesses, 302  
 using for payroll, 306  
 using for real estate investing, 304–305  
 using retroactively, 305–306  
 using with corporations, 300–301  
 using with partnerships, 301–302  
 Quicken commands  
 About Quicken, 339  
 Add Rental Property Tools, 340  
 Current Window, 338  
 Help, 337–338  
 Join the Quicken Inner Circle, 339  
 Live Community, 339  
 Privacy Statement, 340  
 Product and Customer Support, 338–339  
 Register Quicken, 340  
 Submit Feedback on Quicken, 339  
 Support, 339  
 Unlock Again, 340  
 Quicken data files  
 getting backup copies of, 12–13  
 missing, 20  
 opening, 12

Quicken data  
 losing, 144–145  
 restoring after backing up, 142–144  
 Quicken for Macintosh, setup problems  
 with, 20  
 Quicken newsgroup, browsing, 321  
 Quicken Product Support Web site, 320  
 Quicken setup process, 11–13  
 QuickFill feature, using, 62–63, 66  
 QuickReports, producing, 125  
 QuickTabs, navigating with, 19

## • R •

radio buttons, using in Vista, 334  
 Rate Changes button, using with loans, 208  
 real estate investing, using Quicken for, 304–305  
 Recategorize command, using, 82–83  
 Reconciliation report, printing, 133  
 reconciliation work, postponing, 134, 137  
 Record Check button, clicking, 90  
 Refinance calculator, using, calculators, 162  
 refunds, making, 275  
 Register Quicken command, 340  
 register title, entering, 96  
 registers  
 displaying, 95  
 entering checks in, 62–64  
 entering deposits in, 67–69  
 limiting range of dates in, 96  
 navigating, 79  
 printing, 95–98  
 printing across page, 98  
 printing in color, 97  
 printing in draft mode, 98  
 saving printed copies of, 98  
 specifying fields in, 79  
 Two-Line Display format, 65  
 updating during restore operations, 144  
 Registration categories, described, 34  
 reinvestment transaction, entering, 235–236  
 reminders  
 scheduling for loan payments, 216–218  
 using with investment accounts, 241  
 remittance advices, using with checks, 25  
 Rent and Rental categories, described, 36

- rent payments, documenting for tenants, 293–294
  - rental expenses
    - recording, 294–295
    - tracking by properties, 296
  - rental income, tracking by properties, 296
  - rental property
    - describing, 290
    - documenting lease agreement for, 293
    - single versus multiple unit, 290–291
    - tracking net worth of, 291
    - tracking profits for, 295–296
  - Rental Property reports, types of, 116
  - Rents Received category, described, 33
  - Repairs category, described, 36
  - report data
    - correcting, 118
    - exporting to spreadsheets, 119
    - sharing in PDF files, 121
  - report date, changing, 109
  - report details, zooming into, 118
  - report group, selecting, 109
  - report window, adding chart to, 124
  - reports. *See also* EasyAnswer reports; mini-reports
    - adjusting margins for, 112
    - Banking group, 113
    - Business group, 116–117
    - Cash Flow, 109
    - changing date range for, 109
    - choosing fonts for, 112
    - choosing ink color for, 112
    - choosing orientation for, 112
    - Comparison group, 114
    - creating on the fly, 109
    - customizing, 120, 123
    - displaying, 108
    - editing, 121–123
    - exporting to disk, 96
    - finding, 117–118
    - income and deductions, 305
    - Investing group, 115
    - Net Worth & Balances group, 116
    - previewing, 109
    - printing, 108, 110–112
    - QuickReports, 125
    - rearranging, 121–123
    - Reconciliation, 133
    - Rental Property group, 116
    - saving, 122
    - showing account balances in, 110
    - Spending group, 113–114
    - subtotaling columns in, 123
    - Tax group, 115–116
    - using Back and Forward buttons with, 121
    - using Date Range box with, 122
    - using Delete button with, 121
    - using Page Scaling option with, 111–112
    - using Preferences button with, 122
    - using Sort button with, 121
  - Reports & Graphs window, displaying, 109–110
  - restoring data, 142–144
  - retirement, saving for, 314–315
  - Retirement calculator, using, 163–168
  - retirement funds, considering, 224
  - return of capital, recording, 256–257
  - RMA (Risk Management Association)
    - survey, 47
  - Royalties Received category, described, 33
  - Rs, changing Cs to, 133
- S •**
- Salary categories, described, 33. *See also* income
  - Sales category, described, 33
  - sales tax, indicating on invoices, 270, 273
  - saving
    - budgets, 54
    - invoices, 273
    - reports, 122
  - savings account, setting up, 27–31
  - Savings Deposit category, described, 36
  - Schedule button, using with College calculator, 170
  - scheduled transactions, creating, 218–219
  - SDI category, described, 37
  - search options, choosing, 81–82
  - Secret Plan (budget), 45, 56. *See also* budgets
    - applying to businesses, 47
    - enhancing success of, 46
    - impact of income changes on, 49–50
    - impact of windfalls on, 47–48
    - including cushion in, 46

- securities
    - buying and selling, 252–254
    - naming for tax-deferred investments, 228
  - securities prices, updating, 242–243. *See also* shares
  - securities values
    - monitoring, 257
    - updating, 257
  - Security Deposit Forfeitures category, described, 33
  - Security Detail command, 262
  - security indices, selecting for reporting, 248
  - security information, changing for
    - brokerage accounts, 248
  - security lists
    - removing items from, 248
    - setting up for brokerage accounts, 247–248
  - Service category, described, 34
  - service charge, entering for banks, 130
  - setup problems, with Quicken for Macintosh, 20
  - Setup tab
    - clicking, 17
    - collapsing areas of, 28
    - components of, 18
    - expanding areas of, 28
  - share balances, recording for brokerage account, 246
  - shares. *See also* securities prices
    - indicating price of, 232
    - indicating purchase size of, 232
    - indicating for tax-deferred investments, 229
    - lots of, 253
    - removing from investment accounts, 240
  - situational list, adding categories from, 41–42
  - slash (/) key on calculator, operation of, 85
  - Soc Sec category, described, 37
  - Social Security
    - entering in Retirement calculator, 165
    - projections for, 163, 309
    - withholding, 280, 282
  - Social Security taxes, matching, 285
  - Sort button, using with reports, 121
  - sorting transactions, 65–66
  - Specify Lots button, using with securities, 253
  - spending, monitoring, 24–25
  - spending categories, lumping together, 39
  - Spending reports, types of, 113–114
  - split categories
    - deleting, 77
    - editing, 77
    - using, 73–74
  - split check, entering memo
    - description for, 74
  - Split Transaction window
    - displaying, 89
    - using with loan payments, 204
  - split transactions
    - entering totals for, 77
    - printing information about, 96
  - splitting
    - account transfers, 77–78
    - checks, 74–76, 89
    - deposits, 77–78
  - spreadsheets, exporting report data to, 119
  - state payroll taxes, dealing with, 288
  - Statement Ending Balance text box, 16, 30–31
  - Statement Ending Date text box, 15, 29
  - Statement Summary: Checking window, 130–133
  - statements
    - providing ending balance date for, 129
    - using, 276–277
  - stock split, recording, 240–241
  - stockholder equity, tracking, 300–301
  - subcategories, using, 37–38
  - subtraction, performing on calculator, 85
  - Supplies category, described, 36
  - Support command, 339
- T ●
- tab-delimited (Excel) disk files, printing reports to, 96
  - Tag field, using with loan payments, 218
  - tags. *See also* categories
    - adding for checking transactions, 63
    - versus categories, 296
    - creating for businesses, 266
    - entering descriptions for, 44
    - entering for invoices, 272
    - naming, 44

- using, 296
  - using with invoices, 269
  - using with transactions, 305
  - Tax categories, described, 36–37
  - tax deductions
    - calculating, 281
    - categorizing items related to, 39
    - tracking, 24
    - tracking and tallying, 17
  - tax deposits
    - combining checks for, 285
    - combining employees for, 285–286
    - considering EFTPS, 286
    - making on time, 286
  - tax expense category, setting up, 279–280
  - tax filing status, verifying, 171–172
  - Tax Planner, using, 171–174
  - tax purposes, keeping transaction records for, 30
  - Tax Refund category, described, 33
  - Tax reports, types of, 115–116
  - Tax Tools menu, opening, 174
  - tax year, verifying, 171–172
  - tax-deferred investments. *See also* investment features
    - versus brokerage account, 246
    - managing, 222, 224
    - reconciling, 242
    - setting up, 225–230
  - taxes. *See also* payroll taxes
    - depositing, 283–285
    - managing, 282
    - withholding, 280–283
  - TaxStatus area, contents of, 17
  - Telephone, Biz category, described, 34
  - tenant rent payments, documenting, 293–294
  - text boxes, using in Vista, 331–332
  - text files, printing reports to, 96
  - ticker symbol
    - collecting for tax-deferred investments, 228
    - entering for brokerage accounts, 248
  - transaction password, setting up, 153
  - transaction records, keeping for tax purposes, 30
  - transactions
    - correcting for credit cards, 190
    - deleting, 78
    - downloading into online accounts, 105
    - entering descriptions for, 71
    - finding, 79–83
    - flagging as transfers, 71
    - marking as void, 78
    - matching, 105
    - navigating to, 79
    - old, 151
    - reversed, 135
    - scheduling for loan payments, 216–220
    - scrolling through, 79
    - searching forward and backward, 81
    - sorting, 65–66
    - specifying download options for, 14
    - unsplitting, 77
    - using mini-reports with, 119–120
    - verifying for reconciliation, 135–136
    - voiding, 78
  - transfer amount, entering, 71
  - transfer date, entering, 70–71
  - transfer transaction, viewing other half of, 72–73
  - transfers. *See also* account transfers
    - flagging transactions as, 71
    - recording for Online Account Access, 105
  - transposed numbers, verifying, 136–137
  - Travel category, described, 37
- U •
- Unlock Again command, 340
  - Utilities category, described, 37
- V •
- Validate option, using with files, 145
  - variable rate loans, using, 208
  - Vehicle Mileage Tracker, using, 277
  - vendor bills, managing, 277
  - View Loans dialog box
    - adding loans in, 209
    - displaying, 206–207

Vista. *See* Windows Vista

voiding

checks, 91, 94

transactions, 78

## • W •

W-2 statements, preparing, 287–288

W-3 summary, preparing, 287–288

W-4 forms, obtaining, 280

wage statements, computing, 287–288

wages, entering in Tax Planner, 172

wages expense category, setting up, 278–279

wealth, building, 310–311

Web sites

antivirus software, 322

BizStats.com, 47

Data Converter, 21

Dell Computer product support, 321

EFTPS online payments, 286

Intuit support, 321

IRS, 280

Microsoft, 320–321

online banks, 103

payroll, 306

Quicken check forms, 26

Quicken newsgroup, 321

Quicken Product Support, 320

W-4 forms, 280

Windows versions, requirements for, 9

Windows Vista. *See also* Quicken

check boxes, 333

choosing commands from menus, 328–331

command buttons, 334

displaying dialog boxes in, 333

features of, 325–326

Help application, 336

list boxes, 334–335

option buttons, 334

quitting, 340

radio buttons, 334

starting, 326

starting programs in, 326–327

stopping Quicken in, 336

tabs, 334

taskbar, 328

text boxes, 331–332

using scroll bar in, 335

using shortcut-key combinations in, 330

withdrawals, rearranging order of, 131

WordPad program

displaying text boxes in, 331–332

opening in Vista, 327

selection cursor in, 332

Write Checks window. *See also* checks

displaying, 87–88

recording payments in, 103

## • Y •

year-end copy, creating, 149–150