

# Contents at a Glance

<b>Introduction .....</b>	<b>1</b>
<b>Book I: Personal Finance Basics .....</b>	<b>7</b>
Chapter 1: Earning Income and Investing .....	9
Chapter 2: Paying Bills .....	33
Chapter 3: Budgeting .....	51
Chapter 4: Protecting Yourself .....	69
Chapter 5: Planning for the Future .....	81
<b>Book II: Quicken Basics .....</b>	<b>95</b>
Chapter 1: Setting Up Quicken .....	97
Chapter 2: Using the Register .....	123
Chapter 3: Managing Your Accounts .....	153
Chapter 4: Reconciling an Account .....	175
Chapter 5: Introducing Online Banking Services .....	189
<b>Book III: Investments .....</b>	<b>201</b>
Chapter 1: Quicken and Investments .....	203
Chapter 2: Your Portfolio .....	213
Chapter 3: Monitoring Your Tax-Deferred Retirement Accounts .....	223
Chapter 4: Watch Lists and News You Can Use .....	243
<b>Book IV: Household Finances .....</b>	<b>255</b>
Chapter 1: Borrowing Money .....	257
Chapter 2: Using a Credit Card Account .....	277
Chapter 3: Your Home .....	297
Chapter 4: Quicken Billminder and Bill Pay .....	317
Chapter 5: Budgeting in Quicken .....	339
<b>Book V: Taxes .....</b>	<b>357</b>
Chapter 1: The Quicken Tax Center .....	359
Chapter 2: Entering Tax-Friendly Information .....	375
Chapter 3: Tax Reports You Can Use .....	391
Chapter 4: Interfacing with TurboTax .....	413
Chapter 5: Tax Planning with Quicken .....	431

<b><i>Book VI: Retirement Planning and Other Saving</i></b> .....	<b>455</b>
Chapter 1: The Quicken Financial Planner .....	457
Chapter 2: Tracking Your Retirement Savings in Quicken .....	485
Chapter 3: Savings Goals .....	507
Chapter 4: Saving for College .....	525
Chapter 5: Automating Your Savings Program .....	547
<b><i>Book VII: Quicken Reports</i></b> .....	<b>565</b>
Chapter 1: Creating QuickReports .....	567
Chapter 2: Quicken's Standard Reports .....	589
Chapter 3: Customizing Reports .....	621
Chapter 4: Printing and Saving Reports .....	643
<b><i>Book VIII: Small Business Finances</i></b> .....	<b>663</b>
Chapter 1: Quicken Premier Home & Business .....	665
Chapter 2: Tracking Accounts Payable and Accounts Receivable .....	683
Chapter 3: Tracking Jobs and Payroll .....	713
Chapter 4: Recording Fixed Assets .....	737
Chapter 5: Business Forms and Reports .....	751
<b><i>Book IX: Appendixes</i></b> .....	<b><i>On the Web</i></b>
Appendix A: Backing Up Data .....	On the Web
Appendix B: Aggravating Things About Quicken .....	On the Web
Appendix C: Resources for Personal Finance .....	On the Web
Appendix D: Getting Help with Quicken .....	On the Web
<b><i>Index</i></b> .....	<b>765</b>

# Table of Contents

<b><i>Introduction</i></b> .....	<b>1</b>
About This Book.....	2
Foolish Assumptions .....	2
How This Book Is Organized.....	3
Book I: Personal Finance Basics .....	3
Book II: Quicken Basics .....	3
Book III: Investments.....	3
Book IV: Household Finances .....	4
Book V: Taxes .....	4
Book VI: Retirement Planning and Other Saving.....	4
Book VII: Quicken Reports .....	4
Book VIII: Small Business Finances .....	4
Appendixes.....	5
Icons Used in This Book.....	5
Where to Go from Here.....	6
<b><i>Book 1: Personal Finance Basics</i></b> .....	<b>7</b>
<b>Chapter 1: Earning Income and Investing</b> .....	<b>9</b>
Making Money at Your Job.....	9
Filling out the W-4 form .....	10
Your paycheck .....	13
Benefits you get at work.....	14
Bonus time .....	15
The W-2 form.....	16
You're Self-Employed: You've Created Your Own Job! .....	17
Getting paid.....	17
Issuing 1099 forms.....	18
Offsetting income with expenses .....	19
Estimating taxes .....	20
Keeping Track of Earnings from Your Investments .....	22
Earning interest on your savings account.....	22
Money markets and mutual funds.....	23
Playing the stock market.....	26
Bonds and treasury bills .....	27
Earnings in retirement funds .....	28

## **X** *Quicken All-in-One Desk Reference For Dummies*

---

<b>Chapter 2: Paying Bills</b> .....	<b>33</b>
Spending Money on Required Expenses .....	33
The Big Three: food, shelter, and clothing .....	34
Spending money on utilities .....	36
The doctor is in .....	37
Planes, trains, and automobiles (and buses, taxis, and trolleys . . .) .....	39
Children, pets, parents, and other important people .....	40
Borrowing Money .....	41
Calculating loan interest .....	42
Credit card companies get sneaky with interest .....	42
There's interest, and then there's interest . . . ..	42
Using Credit Cards .....	43
Comparing rates .....	43
Making minimum payments .....	44
Refinancing credit cards .....	45
Mastering Good Credit .....	46
The credit agencies and their reports .....	46
Your FICO score .....	48
Correcting errors on credit reports .....	49
<b>Chapter 3: Budgeting</b> .....	<b>51</b>
Setting Goals .....	51
Budgeting, Family-Style .....	52
Prioritizing your goals .....	53
Pricing your goals .....	53
Determining the length of time for achieving goals .....	54
Creating Your Budget .....	54
Your budget starting point .....	55
Balancing your budget .....	59
Using your budget .....	59
Living within your means .....	61
Increasing your earnings .....	63
When budgeting fails .....	64
Changing your budget .....	66
<b>Chapter 4: Protecting Yourself</b> .....	<b>69</b>
Creating an Emergency Fund .....	69
Envisioning the emergency scenario .....	69
Determining how much to save .....	70
Finding a place to park your emergency fund .....	70
Distinguishing real versus made-up emergencies .....	71
Dealing with emergency expenses you might not anticipate .....	72
Restocking the emergency fund cookie jar .....	72

**Table of Contents** ***xi***

Purchasing Insurance .....	72
Insuring your car .....	73
Insuring your home and other possessions .....	74
Insuring your life .....	75
Insuring your health.....	77
Insuring your future .....	78
<b>Chapter 5: Planning for the Future .....</b>	<b>81</b>
Planning for College.....	81
Saving the 529 way .....	81
Prepaid tuition plans.....	83
Coverdell Education Savings Accounts .....	84
Borrowing for college.....	85
Using your assets to fund a college education.....	86
Planning for Retirement .....	87
Investing in 401(k) plans .....	87
Investing in tax-deferred annuities.....	88
Investing in Individual Retirement Accounts.....	89
Investing in retirement funds designed for the self-employed.....	90
Participating in company pension plans.....	91
Planning for Other Big Expenses.....	92
Setting realistic goals .....	93
Paying yourself .....	94
<b><i>Book II: Quicken Basics</i> .....</b>	<b><i>95</i></b>
<b>Chapter 1: Setting Up Quicken .....</b>	<b>97</b>
Getting Quicken Set Up on Your Computer .....	97
Using Quicken for the very first time.....	98
Converting from earlier Quicken versions .....	102
Switching between data files .....	102
Finding Your Way Around in Quicken.....	103
Navigating Quicken's menus .....	103
Keyboard shortcuts .....	117
Opening and Closing Quicken .....	121
<b>Chapter 2: Using the Register .....</b>	<b>123</b>
Working with Categories .....	123
Categories already in place.....	123
Removing unwanted categories .....	124
Adding new categories .....	125
Add new categories on-the-fly .....	125
Using subcategories, sub-subcategories, sub-sub-sub-sub . . . . .	126

## **xii**     *Quicken All-in-One Desk Reference For Dummies*

---

Setting Up Your Bank Account .....	127
Entering Checks.....	129
Voiding checks .....	131
Splitting categories .....	131
Entering your paycheck.....	132
Issuing checks right from Quicken.....	135
Printing in Quicken.....	138
Finding Transactions .....	145
Scheduling Recurring Transactions.....	147
Setting Cash Balance Alerts .....	149
<b>Chapter 3: Managing Your Accounts .....</b>	<b>153</b>
Setting Up a Variety of Accounts in Quicken .....	153
Setting up a savings account .....	153
Setting up a 401(k) or similar tax-deferred retirement account .....	155
Setting up a mutual fund .....	158
Setting up a credit card account .....	161
Setting up your house in Quicken .....	163
Using the Financial Activity Centers.....	168
Using Quicken's Calendar .....	170
Clicking around in the Transactions window .....	171
Setting up payments with drag-and-drop .....	172
Check your balances .....	173
Remember best friend's birthday .....	173
<b>Chapter 4: Reconciling an Account .....</b>	<b>175</b>
What Is Reconciliation, Anyway? .....	175
Knowing the Best Time to Reconcile.....	176
Working Through the Reconciliation Process .....	177
Matching the checks you wrote .....	177
Matching your deposits.....	181
Reaching the moment of reconciliation .....	183
Reconciliation reports: Who needs them? .....	185
What are these crazy c and R codes? .....	186
<b>Chapter 5: Introducing Online Banking Services .....</b>	<b>189</b>
What's Good (and Bad) about Online Banking? .....	189
Online Banking and Security Issues.....	191
Protecting Quicken data with a password .....	192
Choosing a bank .....	194
Setting up your online banking.....	195
Paying Bills with Your Online Account.....	196
Transferring Funds.....	198
Reconciling Your Online Bank Account.....	199

<b>Book III: Investments .....</b>	<b>201</b>
<b>Chapter 1: Quicken and Investments .....</b>	<b>203</b>
Navigating the Ins and Outs of the Investing Center .....	203
Tracking Investments in Quicken.....	204
Hey Quicken! I Bought Some Shares of Stock! .....	204
Entering your investment in Quicken .....	205
Tracking investment performance.....	208
Recording Dividends and Other Earnings.....	208
Entering a Sale .....	210
<b>Chapter 2: Your Portfolio .....</b>	<b>213</b>
What You See in the Quicken Portfolio .....	213
What you want to see: Changing your portfolio view .....	215
Changing the portfolio date .....	215
Cash transactions in your security account .....	216
Marginally interesting: How to record margin interest .....	217
Realized versus Unrealized Gains and Losses.....	218
What's in a Date? .....	219
Staying in Touch with Your Portfolio on Quicken.com .....	220
Ten Things You Didn't Know You Could Do on Quicken.com .....	220
<b>Chapter 3: Monitoring Your Tax-Deferred Retirement Accounts . . .</b>	<b>223</b>
How Tax-Deferred Retirement Plans Work.....	223
How 401(k)s work.....	224
How traditional IRAs work .....	225
How Roth IRAs work .....	226
Hey Quicken! How About Keeping Track of My 401(k) Contributions? .....	226
Updating 401(k) the hard way: Manual updates .....	227
Updating 401(k) the easy way: Entering the statement summary .....	229
Manipulating Your Traditional IRA in Quicken.....	231
Look, Mom: I'm saving for my retirement! .....	231
IRA contributions are easier when you don't have to think about them .....	235
Wait: I can't spare the money for this month's transfer! .....	238
Having Your IRA the Roth Way .....	239
From Traditional to Roth: Transferring retirement funds .....	241
Diversification: The Great Investment Elixir.....	242
<b>Chapter 4: Watch Lists and News You Can Use .....</b>	<b>243</b>
Start by Reading the News.....	243
What to look for when you read the investment news.....	244
Reading news in Quicken .....	244

## **xiv** *Quicken All-in-One Desk Reference For Dummies*

---

Hey, Don't Forget This Important Investment News!.....	245
Quicken Watch Lists .....	248
Creating your Watch List is easy .....	249
So you've got a Watch List: Now What?.....	251
Tired of watching? Remove an item from the Watch List .....	252
News Alerts and More at Quicken.com .....	253
Getting the Most from Your News Alerts and Other Information .....	254

## **Book IV: Household Finances ..... 255**

### **Chapter 1: Borrowing Money ..... 257**

It Costs HOW MUCH to Borrow That Money? .....	257
Shopping around for the best loan deal .....	257
There's interest, and then there's interest.....	258
Borrowing money on the Internet .....	259
Using Quicken to Track Your Loans.....	260
Meet the Quicken Property & Debt Center .....	260
Adding a loan .....	260
Setting up your loan payments in Quicken .....	265
Making changes in your loan .....	268
The last payment: Removing a loan from Quicken .....	269
More loan fun: Refinancing your loan.....	270
Using Quicken's Loan Calculator .....	273

### **Chapter 2: Using a Credit Card Account ..... 277**

Setting Up Your Credit Card.....	277
Tracking Your Credit Card Charges in Quicken.....	278
Balancing Your Credit Card Account .....	282
Borrowing money from your credit card.....	286
Changing your credit limit.....	286
Quicken Can Help You Put a Leash on Your Spending .....	288
Quicken's Debt Reduction Planner .....	290

### **Chapter 3: Your Home ..... 297**

Quicken's Home Purchase Planner: Don't Buy a Home Without It! .....	297
Mortgage Basics .....	299
Recording a mortgage.....	300
Associating your home asset with your mortgage .....	305
Home Improvements .....	308
What qualifies as home improvement .....	309
Recording home improvements in Quicken.....	309
Working with the Quicken Home Inventory .....	311
Valuing Collectibles.....	315

<b>Chapter 4: Quicken Billminder and Bill Pay</b> .....	<b>317</b>
What's the Difference? Billminder versus Bill Pay .....	317
How do these services work? .....	318
So, do I really need all this bill-related stuff? .....	318
Getting Friendly with Billminder .....	319
OK, I've got an alert that needs action: Now what? .....	321
Bye-bye, Billminder .....	322
Let's Sign Up to Pay Bills Online!.....	322
Setting up accounts in Bill Pay .....	325
Setting up payees in Bill Pay .....	327
Time to pay your bills .....	330
Getting fan mail from Intuit .....	333
Scheduling (and Unscheduling) Recurring Payments in Bill Pay .....	334
Transferring Funds.....	336
<b>Chapter 5: Budgeting in Quicken</b> .....	<b>339</b>
Creating an Automatic Budget with Quicken .....	339
Choosing your date range .....	341
Choose a budget method .....	342
Pick some budget options.....	342
Choose categories for your budget.....	343
Fine-tuning your budget .....	345
Using the Manual Method for Creating Your Budget.....	348
How to Use a Budget in Everyday Life .....	351
Producing budget reports .....	351
Customizing your budget report .....	352
Viewing the Monthly Budget Report.....	353
Thinking About Different Types of Budgets .....	354
Seven Ways Not to Use a Budget.....	355
 <b>Book V: Taxes</b> .....	 <b>357</b>
<b>Chapter 1: The Quicken Tax Center</b> .....	<b>359</b>
Poking Around in the Quicken Tax Center.....	359
What's Taxable, What's Not .....	361
Sharing the fruits of your labors with your dear old Uncle Sam .....	361
I spent it, so it must be deductible, right? .....	362
OK, So What's the Bottom Line?.....	364
Good news or bad news .....	365
Taking a peek at the Tax Planner.....	366
Tax Due Dates and Other Dates Worth Noting .....	367
Alert! Alert! Incoming Tax Payments!.....	368

## ***xvi*** ***Quicken All-in-One Desk Reference For Dummies***

Tax Tools You Can Use .....	370
Quicken's rotating (and redundant) tips .....	372
TurboTax links .....	372
Tax tools that live beyond the walls of Quicken .....	372
<b>Chapter 2: Entering Tax-Friendly Information .....</b>	<b>375</b>
What's a Tax Line? .....	375
When to assign tax lines .....	375
How to assign tax lines .....	376
Tax Form Cross-Reference Key .....	378
Tax Forms That Quicken Recognizes .....	382
Determining Which Categories Don't Need Tax Lines .....	384
Changing Your Tax Lines .....	387
Removing tax lines .....	387
Picking a new tax line .....	388
Working with an Accountant or Tax Professional .....	389
<b>Chapter 3: Tax Reports You Can Use .....</b>	<b>391</b>
The Tax Summary Report: Your Starting Point for Tax Return Preparation .....	391
Working with the Tax Summary report .....	392
Using the Tax Schedule report .....	393
When to use the tax reports .....	394
Analyzing Your Income .....	396
Agreeing your income to your information return .....	396
Reporting your W-2 income .....	399
Tax-deferred income .....	399
Analyzing Your Deductions .....	399
Itemized deductions .....	399
Tax deductions and credits relating to children and education .....	409
<b>Chapter 4: Interfacing with TurboTax .....</b>	<b>413</b>
Telling TurboTax about Your Quicken Information .....	413
Getting started in TurboTax .....	415
Importing information from your tax lines .....	420
Sending Your Information to TurboTax on the Web .....	422
<b>Chapter 5: Tax Planning with Quicken .....</b>	<b>431</b>
Understanding Estimated Taxes .....	431
Calculating Estimated Taxes .....	433
Estimated taxes Method #1: Using last year's tax return .....	433
Estimated taxes Method #2: Using this year's tax return .....	435
Estimated taxes Method #3: Annualizing your income .....	435

**Table of Contents xvii**

Estimating Taxes with Quicken's Tax Planner .....	437
Using the Tax Planner's default method of calculating tax.....	437
Incorporating tax information from TurboTax into the Tax Planner .....	440
Estimating Capital Gains Taxes .....	445
Putting the two together .....	446
Entering capital gain and loss information in the Tax Planner.....	448
Exploring New Deduction Frontiers.....	448
Paying Estimated Payments.....	450
What happens if I miscalculate or, heaven forbid, miss a payment?.....	452
Using a last-minute alternative to paying estimates .....	453

**Book VI: Retirement Planning and Other Saving ..... 455****Chapter 1: The Quicken Financial Planner ..... 457**

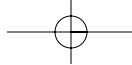
Getting Familiar with Quicken's Planning Center .....	457
Using the planning alerts.....	459
Peering at the plan results .....	459
Our plan is based on assumptions.....	459
The planners have arrived .....	460
Tools you can use.....	461
Calculators for every occasion.....	462
Li'l tips from your friends at Quicken .....	463
Gettin' jiggy with Quicken's business plan .....	464
Creating Your Own Financial Plan.....	465
Getting started with the financial plan .....	465
It's all about you .....	466
Your salary information.....	467
Entering retirement benefits including Social Security .....	469
Enter miscellaneous income that doesn't fit anywhere else .....	470
Enter your estimated average tax rate .....	471
More guesses: This time, inflation .....	472
Mary, Mary, quite contrary, how will your savings grow? .....	472
It's time for investments: How do you plan to use this money? .....	473
Estimating your rate of return .....	473
Asset time.....	474
Loan time .....	475
Don't forget your debt reduction plan.....	476
Planning on borrowing some money?.....	477
Onward to living expenses .....	478
Planning for life adjustments .....	479
Heading for college .....	480

## **xviii** *Quicken All-in-One Desk Reference For Dummies*

Special expenses: Last but not least .....	481
The plan, unveiled .....	481
Living with your plan .....	483
<b>Chapter 2: Tracking Your Retirement Savings in Quicken .....</b>	<b>485</b>
Watching Over Your 401(k) .....	485
Basic rules for 401(k) plans .....	486
401(k) and the IRS .....	487
Taking money out of your 401(k) before retirement .....	488
Borrowing from your 401(k): Danger, Will Robinson! Danger! .....	489
Leaving your job .....	491
Keeping track of your 401(k) .....	492
Updating your 401(k) information .....	494
Individual Retirement Accounts .....	498
How to get an IRA .....	498
Setting up your IRA in Quicken .....	499
Making IRA contributions .....	501
Timing your IRA contributions .....	501
Taking money out of your IRA before you retire .....	501
Taking money out of your IRA after you retire .....	502
Social Security .....	504
<b>Chapter 3: Savings Goals .....</b>	<b>507</b>
Savings Goals and Why You Want Them .....	507
Setting Up a Savings Goal .....	508
Making Payments to Your Savings Goal .....	510
Changing Savings Goals .....	512
Checking Out Your Progress .....	513
Making a Withdrawal from a Savings Goal .....	516
Removing a Savings Goal .....	517
Using the Special Purchase Planner .....	518
<b>Chapter 4: Saving for College .....</b>	<b>525</b>
How Much Does College Cost? .....	525
Estimating tuition .....	526
Estimating room and board .....	527
Estimating transportation costs .....	527
Estimating the cost of books and supplies .....	527
Using the College Planner .....	529
Step-by-step through the College Planner .....	529
Saving (and finding) your projections .....	534
Incorporating your college plan into your budget .....	535
Sources of Capital .....	537
Cashing out your IRA/401(k) .....	538
Home equity loan/line of credit .....	538

**Table of Contents** **xix**

Paying for a College Education with a 529 Plan .....	538
Setting up 529 in Quicken .....	540
Making contributions to a 529 plan .....	542
Monitoring your 529 plan .....	543
Taking money out of the 529 plan .....	543
Setting Up a Coverdell Education Savings Account in Quicken .....	544
<b>Chapter 5: Automating Your Savings Program .....</b>	<b>547</b>
Setting Up Scheduled Savings Transactions .....	547
Adding the scheduled transaction .....	548
Following through with the transaction .....	550
Using Reminders to Increase Your Savings .....	554
Scheduled transactions and Quicken's Calendar .....	554
Alerts to alert you! .....	557
Adjusting Your Scheduled Transactions .....	559
Setting Up Investment Transaction Groups .....	560
 <b>Book VII: Quicken Reports .....</b>	 <b>565</b>
<b>Chapter 1: Creating QuickReports .....</b>	<b>567</b>
Displaying Activity for a Category or Payee .....	567
Viewing a category minireport .....	568
Viewing a payee minireport .....	569
Viewing an expanded minireport in its own window .....	569
Using QuickReports Available in the Registers .....	570
Using QuickReports from the Write Checks Window .....	572
Customizing QuickReports .....	573
Changing the QuickReport date range .....	574
Adding QuickReport subtotals .....	578
Sorting QuickReport data .....	578
Checking Out Graphs from the Register .....	579
Viewing data amounts .....	583
Customizing a graph .....	585
Printing a graph .....	586
<b>Chapter 2: Quicken's Standard Reports .....</b>	<b>589</b>
Familiarizing Yourself with the Reports & Graphs Center .....	589
Displaying Reports .....	592
Methods for displaying a report .....	599
Changing report contents .....	600
Working with Report Transactions .....	603
Searching for information in a report .....	603
Jumping to a transaction in the register .....	606
Selecting report items .....	608



## **XX**     *Quicken All-in-One Desk Reference For Dummies*

---

Modifying transactions from a report.....	608
Resolving a placeholder transaction .....	611
Using the History and Report List.....	616
Setting Defaults: Report Preferences .....	617
Checking Out an EasyAnswer Report.....	619

### **Chapter 3: Customizing Reports** ..... **621**

Opening the Customize Dialog Box .....	621
Changing a Report Title.....	623
Changing the Reporting Time Frame.....	624
Sorting Report Information.....	625
Controlling Subtotal Options.....	627
Selecting Specific Columns .....	632
Selecting and resetting columns .....	632
Changing column width.....	634
Selecting Specific Accounts .....	636
Choosing Report Categories or Payees.....	637
Other Customization Settings.....	639
Using Advanced Settings.....	641

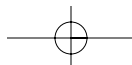
### **Chapter 4: Printing and Saving Reports** ..... **643**

Saving and Organizing Reports .....	643
Creating a report folder .....	644
Saving a report.....	646
Opening a custom report .....	648
Managing saved reports .....	650
Adding Reports to the Tool Bar .....	652
Adding the report .....	652
Viewing the report from the tool bar .....	653
Exporting Report Data.....	654
Printing Your Report.....	658
Customizing print features.....	658
Getting a preview.....	660
Print, baby, print!.....	662

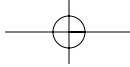
## **Book VIII: Small Business Finances** ..... **663**

### **Chapter 1: Quicken Premier Home & Business** ..... **665**

What You Get with Quicken Home & Business .....	665
Is Quicken Home & Business for you? .....	666
Advantages to using Quicken for a small business.....	668
Structuring Your Categories for a Small Business .....	669
Typical business categories.....	669
Creative use of subcategories.....	671
Using classes.....	677



<b>Chapter 2: Tracking Accounts Payable and Accounts Receivable</b> .....	<b>683</b>
Welcome to the World of Accrual Basis Bookkeeping.....	683
Using Quicken's Accounts Receivable and Invoicing Features .....	685
Setting Up Accounts Receivable .....	686
Accounts Receivable and Your Reports.....	689
Setting up invoices .....	689
Receiving a payment .....	695
Dealing with bad debts .....	699
Using Quicken's Accounts Payable Feature.....	704
Receiving a bill.....	705
Paying your bills .....	708
Producing a payables report.....	712
<b>Chapter 3: Tracking Jobs and Payroll</b> .....	<b>713</b>
Keeping Track of Your Projects .....	713
Setting up your Project/Job list .....	714
Working with jobs.....	717
Creating job estimates .....	720
Tracking Payroll in Quicken.....	725
Setting up payroll in Quicken.....	726
More payroll setup stuff .....	730
Paying your employees .....	731
Entering a paycheck in Quicken .....	733
<b>Chapter 4: Recording Fixed Assets</b> .....	<b>737</b>
Recording Your Business's Fixed Assets.....	737
Looks like we need some more categories .....	739
Time to go computer shopping! .....	740
Recording Depreciation.....	742
Automating Depreciation .....	745
Selling, Losing, Throwing Away, or Otherwise Getting Rid of Your Asset .....	748
<b>Chapter 5: Business Forms and Reports</b> .....	<b>751</b>
Getting to Know Common Business Forms .....	751
Standard forms available from Intuit .....	752
Other sources for forms .....	754
Using the spreadsheet and word processor .....	754
Customizing forms in Quicken.....	755
Creating Business Reports in Quicken .....	762



**xxii** *Quicken All-in-One Desk Reference For Dummies*

---

***Book IX: Appendixes* ..... *On the Web***

**Appendix A: Backing Up Data** ..... **On the Web**

**Appendix B: Aggravating Things About Quicken** ..... **On the Web**

**Appendix C: Resources for Personal Finance** ..... **On the Web**

**Appendix D: Getting Help with Quicken** ..... **On the Web**

***Index* ..... *765***

