Quicken SIG Notes – May 25, 2004

Saving to CDs, Classes, Customizing Reports for Class Data……….

Saving to CDs (Revisited):

Last month I reviewed two different ways to save Quicken data to a CD. Unfortunately, I had some trouble saving to a CD-RW when the CD had prior data on it. And I had also failed to bring a plain CD-R with me to the meeting. This month we will try things differently.

First, let me recommend that everyone download Frank DiFrancesco's "Burning CDs" write up from the Computer Booters web site. Frank's write up is located in the Download area as one of the four presentations at the 2004 Workshop. Frank shows how to write to either a CD or a CD-RW. I will not repeat the information here, but will include a small amount for clarity. For more written details, see Frank's "Burning CDs".

1. The first method I reviewed last month was to create a Copy of the Quicken data set and then copy those files onto a CD. Frank points out that this can be easily done using Windows XP, as well as using a third part source, such as software from Nero or Roxio. First, in Quicken, select **File > File Operations > Copy**. Then navigate to your desired folder (create a new folder if necessary) and **Save** the Quicken data set in the folder.

Following Frank's approach, open **Windows Explorer** and navigate to the folder where you saved the Quicken data. Since we want to copy all of the Quicken files, hold down the **Ctrl Key** and **single click each of the Quicken files** in the data set. When all the files are selected, **Right-Click** and select **Send To** in the drop down list. Then go down the next list and click on your **CD-RW drive** (E: for the club computer).

In the lower right hand corner of the screen a balloon will appear saying **"You have files waiting to be written to the CD"**. Click on the balloon, and a new window will appear that lists the files ready to be written to a CD. Be sure a writable CD is in the CD-RW drive and select **File > Write these files to CD**. Follow the process and enter a name for the CD if you want the name to be different from the default of today's date. Click **Next** and **WAIT**. It takes a while to write the data to the CD. When the files have been written to the CD, the drive door will open automatically. Always recheck to see that the files have been written to the CD by closing the CD door, and reviewing the list of files on the CD.

2. The second method involves backing up directly from the Quicken software onto a CD. This should work for any computer that uses Windows XP.

Open Quicken. Within Quicken, from the menu select **File > Backup**. Using the **Quicken Backup** screen, select the **Disk** option under Select the backup location, and navigate using the **Browse** button to the **CD burn drive** (E:\ for the club computer). Click **OK**.

As in the process with #1, another balloon will appear on the screen, saying "**You have files waiting to be written to the CD**". The process from here on out is identical to #1. Be sure you have a writable CD in the burn drive, click on the balloon message, and from the next screen select **File > Write these files to CD** from the menu. Then **burn the CD**. The job is done.

Classes:

Quicken has a unique capability to track special expenditures using additional identification codes, called Classes. People who use Quicken normally use Categories to quantify their expenses. For example, you might use the Category of Groceries to track your food expenses, and the Category of Household for items you buy that are used in your residence for upkeep or home improvement.

But suppose you wanted to keep track of expenses between two different residences? One easy way to track those differences is through the use of Classes. Say you have a house in Sun Lakes and a house in Michigan. Create two different Classes called Sunlakes and Michigan. Then, when you record an expense for a household item in Sun Lakes, you would type in Household/Sunlakes in the Category portion of the register. Similarly, an entry for a household expense in Michigan would be recorded as Household/Michigan. Any category can be used and identified against either of the properties by adding a forward slash and the word Michigan or Sunlakes. For example, if you had a category called Utilities:Water and you wanted to show water expenses against your Sun Lakes home, you would write Utilities:Water/Sunlakes into the category area for a transaction. If you were entering a property tax payment against your Michigan home, you would enter Tax:Property/Michigan.

If you choose to enter data using Classes, be sure to become familiar with the **End** key on your keyboard. It can save you a lot of typing to get to the point where you want to enter the forward slash and a Class name.

Entering the data is one thing, but to make the data useful, you must be able to extract it from the Quicken data file using Customized Reports. Customized Reports will allow you to see transactions allocated against each Class. In the case of the above example, a Customized Report can be created to produce separate expense reports against each residence, in Sun Lakes and in Michigan.

Customized Class Reports:

To create a Customized Class Report, do the following. Select **Reports > Reports and Graphs** from the menu. Then click on the tab for **How am I spending my money**, and select **Itemized Categories** from the list on the right. Since you are going to build a customized report, click on **Customize**. In the next screen, select the tab named **Classes**. On this tabbed page, note that there are three major entries: **Not Classified, Michigan,** and **Sunlakes**. Create a customized report for each of your major classes. To create a report for all Michigan class transactions, remove the check marks from Not Classified and Sunlakes. Adjust the Date Range (select Year to Date for this demo), and click **Show Report**. This report gives all transactions that you have designated as being associated with the Michigan Class. If this report looks like one you want, click the **Save Report** button, give the report a name, such as **Michigan Transactions**, and click **OK**.

At this point in the process, you may say "Why does the report still say Itemized Categories – YTD?" To get beyond this, close the report and from the menu, select **Reports > Saved Reports and Graphs > Michigan Transactions**. Now the report looks right. This new customized report will track all your Michigan expenses as they occur during the year. You can create a similar report for Sun Lakes transactions.

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