

## Quicken SIG Notes – June 22, 2004

### Investment Accounts with Placeholder Entries, Linked Checking Accounts, Customizing Reports, CD-RWs .....

#### New Investment Accounts – Using Placeholder Entries:

One of the new features of Quicken 2004 is the use of Placeholder entries in starting up new investment accounts. These entries allow you to set up a new account without entering a detailed accounting for the cost basis for each security. As you set up the account, you just enter the total number of shares for each different security and Quicken sets up your new account so you can see its immediate impact on your net worth.

We will set up an investment account with Putnam Investments, where we have 400 shares of Microsoft stock, 200 shares of AT&T stock, and \$1250 cash as our statement of 6/16/04. To do this, first select **Tools > Account List**, and then **Add Account**. In the next screen, type **Putnam Investments** for the financial institution and click **Next**. Then identify the account as a **Brokerage** account under the Investment column. Enter the name of the account as **Putnam Brokerage**, and then Quicken will ask you to enter the cash amount in the account. Adjust the date to 6/16/04 for the last statement date and enter the **\$1250 as Cash**. Click next. Set up the securities as **MSFT for Microsoft** and **T for AT&T**. Then you will need to enter the **total number of shares** for each security. When you are done with this, you will see the investment account on the screen as a part of the Investment Center.

This account now has placeholder entries for the total number of shares for each security. At a later time, you will probably want to enter the correct cost basis for these shares. Suppose the shares were purchased as indicated in the following table.

No. of Shares	Security	Trans. Date	Price per Share	Commission
150	MSFT	4/15/04	\$23.50	\$35.00
250	MSFT	5/20/04	\$26.85	\$35.00
100	T	3/30/04	\$15.80	\$35.00
100	T	5/20/04	\$16.20	\$35.00

**Cost Basis for Putnam Brokerage Account**

To update the placeholder entries with the real cost basis, first be sure that the **Putnam Brokerage** account is open, and then click on the **plus sign to the left of the AT&T name**. Note that below the AT&T name is **Placeholder 6/16/04**. To the right of that in the Cost Basis column is the word Enter. Click on **Enter**. You can now **enter the missing transactions for the AT&T stock**. I will show how to do this in the SIG meeting, although it is straightforward using the Quicken screens. After the data has been entered for the AT&T stock, click on **Enter for Microsoft** and **enter the cost basis** for that stock. Now the Placeholder entries are gone from the transaction list in the Putnam Brokerage account, and you have the true cost basis for the two securities.

## How to Add a Linked Checking Account to an Investment Account:

Suppose you have set up a new brokerage account, and you realized that the investment company has given you the ability to write checks on the cash account, or the investment company is handling cash transactions for your brokerage account as if they were transactions from a separate checking account. The solution to either of the above situations is to create a Linked Checking Account. To do this, **open the investment account** such as Putnam Brokerage (for our example). Click on the icon for **Edit Account Details**, in the lower left part of the screen. Then under the General Information tab, activate the **Yes** next to the “**Show cash in a checking account**”. When you click OK, Quicken will add a cash account named **Putnam Brokerage – Cash** under the Cash Flow Center and associate all cash entries in the brokerage account with the linked checking account.

## Customizing Reports (Adjusting Columns):

Did you know that you can remove columns from a report and change the column width using the Customize icon? Sometimes you need to do this just to get all the data on a printout. We will demonstrate this using a report we created last month. From the menu, we select **Reports > Saved Reports and Graphs > Michigan Transactions**. Notice that the Account names and the information in the Memos column are not fully visible (see figure below). To adjust the report so that the data in all the columns can be viewed, just move the mouse over the vertical parallel lines between any two columns. When the pointer changes to a double vertical line with two arrows, click and drag to adjust the column width. To get everything we need on one page, we need to make the Account, Description, and Memo columns wider. Then reduce the width of the Data column and eliminate the Clear (Clr) column since it has no data. To delete the Clr column, click on the Customize icon. Then under the Display tab, find the Show Columns area on the far right and remove the check mark from the square beside the Clr marker. Click OK, and you will see a revised Michigan Transactions Report that can be printed with all data showing. If you want to use this report format again, remember to Save the revised customized report.

Michigan Transactions - YTD				
1/1/2004 Through 6/18/2004				
Date	Account	Num	Description	Memo
<b>EXPENSES</b>				
<b>Home Repair</b>				
4/21/2004	Bank of Am...	1428	Home Depot	fix plumbing in base...
<b>TOTAL Home Repair</b>				
<b>Household</b>				
3/18/2004	B of A Mast...		Home Depot	gutter repair kit
3/20/2004	B of A Mast...		Sams Club	summer patio furnit...
<b>TOTAL Household</b>				
<b>Utilities</b>				
<b>Gas &amp; Electric</b>				
5/21/2004	Bank of Am...	1430	Northern ...	

Michigan Transactions Report with Hidden Column Data

### **CD-RW (Revised):**

A CD-RW is a Read-Writable disk. In May I stated that a CD-RW can be treated just like a Floppy Disk and that individual files can be erased from a CD-RW. **Wrong.** I was mistaken. After further investigation, I discovered that when the Windows operating system burns a file onto a CD-R or a CD-RW, it assigns a Read-Only attribute to the file. So, an individual file can not be deleted from either a CD-R or a CD-RW. However, Windows will allow you to erase all the files on a CD-RW by selecting **File > Erase all the files** from the menu. So using a CD-RW you can add files, replace a file with the same file name, or erase all the files on the CD. But you can not erase an individual file.

Furthermore, if you copy a file from a CD-R or a CD-RW to a hard drive, the file will retain its **Read-Only attribute** on the hard drive. You can not change that file until you reset the file attribute. **To change the attribute, open Windows Explorer, right-mouse click the file, and select Properties.** Then, **under the General Tab, remove the check from the Read-only box in the Attributes section.** The file can then be modified. This Read-only attribute characteristic for files on CDs is why Quicken will not allow you to complete a File > Open using a set of files on a CD. You can only use access CD files using File > Restore Backup File.

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