

Quicken SIG Notes – October 28, 2003

Account Management:

If you use Quicken over several years, you may accumulate some accounts that once had major activity, but are now inactive or closed. If you have upgraded your computer and/or hard drive over the same period, you may no longer worry about file size, and prefer to keep all of your past financial data within your active Quicken data file. However, you do not need to look at your past accounts with all those zero balances. You just don't want to throw away the data either. To handle this situation, Quicken has developed the ability to manage your accounts, and allow you to retain selected account data, but not show the accounts or their balances on the screen.

To view your accounts, select **Tools > Account List**. The **View Accounts** tab will show the list of all your accounts organized by Center and group. Note that the account for Mission Checking shows a zero balance. This account is a good candidate for hiding since it was closed in March 2001.

View Accounts		Manage Accounts				
Account	Online Services	Status	Trans	Description	Current Balance	Ending Balance
Cash Flow						
Spending						
Acme Investment-Cash		4		Linked Checking Account	7,594.25	7,594.25
B of A Mny Mkt		17		money market acct	18,458.67	18,458.67
Bank of America Checking		278		basic checking	29,806.63	29,806.63
Mission Checking		8			0.00	0.00
Money Market - Linda		5			23,840.00	23,840.00

View Accounts

To control the data shown for each account, select the **Manage Accounts** tab. To hide an account from view, put a **check mark** in the box under the **Hide in Quicken** column. The account's data will remain in the Quicken data file, but the subtotal for the account will not be shown in the Accounts column or any report, such as Net Worth. To reactivate the account, go to the Manage Accounts tab and uncheck the box in the Hide in Quicken Column. Hiding an account is an excellent way to keep the account's data, but remove it from current consideration.

View Accounts		Manage Accounts			
Account	Type	Description	Hide In Quicken	Don't Include in Totals	Remove from Bar
Cash Flow					
Spending					
Acme Investment-Cash	Bank	Linked Checking Account	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B of A Mny Mkt	Bank	money market acct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bank of America Checking	Bank	basic checking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mission Checking	Bank		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Money Market - Linda	Bank		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wells Fargo checking	Bank		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Manage Accounts

You can also exclude an account's balance from the Account column total by placing a check mark in the **Don't Include in Totals** column for the account. In this case, the subtotal for the account will be shown in grey in the Account column, but its value will not be included in the total for the column. Also note that Mission Checking will be included in any report, such as a Net Worth report.

Cash Flow Center	
Acme Investm...	7,594.25
B of A Mny Mkt	18,458.67
Bank of Ameri...	29,806.63
Mission Checking	0.00

The third and last way to hide an account is to place a check mark in the **Remove From Bar** column. When we do this to the Mission Checking account, we get the figure in the right column. The name Mission Checking is gone, and at the bottom of the Cash Flow Center list we have Other Accounts, shown with a zero balance.

Cash Flow Center	
Acme Investm...	7,594.25
B of A Mny Mkt	18,458.67
Bank of Ameri...	29,806.63
Money Market...	23,840.00
Wells Fargo c...	535.85
wisconsin b...	4,070.00
B of A Master ...	-250.00
Farmers Credi...	0.00
Samway Credit	0.00
Wells Fargo Visa	0.00
Wells Fargo Vi...	0.00
Other Accounts	0.00
Total	\$84,055.40

One might think that we have hidden Mission Checking using a check in the **Remove From Bar** column. It is hidden, but not too far away. If we click on Other Accounts at the bottom of the Account column, we reveal the Mission Checking Account (and any other accounts that have a check in the Remove From Bar column). Further, if we click on the Mission Checking account, we reveal the register for that account. In addition, any subtotal associated with a Remove From Bar account will be shown as a part of the Other Accounts total.

Cash Flow Center	
Acme Investm...	7,594.25
B of A Mny Mkt	18,458.67
Bank of Ameri...	29,791.43
Wells Fargo c...	535.85
wisconsin ba...	4,070.00
Money Market...	23,840.00
B of A Master ...	-250.00
Farmers Credi...	0.00
Samway Credit	0.00
Wells Fargo Visa	0.00
Wells Fargo Vi...	0.00
Other Accounts	0.00
Mission Checking	0.00

Find/Replace and Recategorize Commands:

Quicken's Find/Replace command has seen very little use on my computer, primarily because I did not know it existed. I just discovered it recently and am amazed at how much work this command could have saved me in the past. For example, assume that SRP changed its legal name to SRP, Inc in June 2003, and you kept entering the old SRP name during the summer. You just forgot to change the Payee. You want to correct your entries now, so you select **Edit > Find/Replace > Find/Replace**, and you get the Find/Replace screen.

Find and Replace

Print Help

Find: SRP

Search: All Fields

Match if: Contains

Replace: Payee

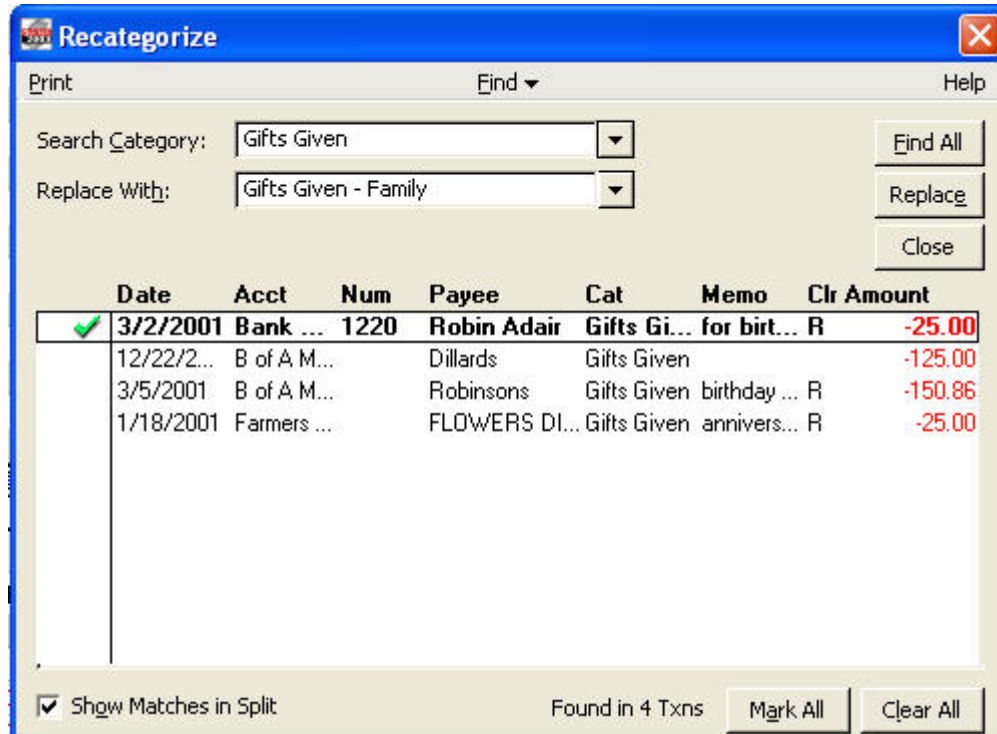
With: SRP, Inc.

	Date	Acct	Num	Payee	Cat	Memo	Clr Amount
✓	9/20/2...	Bank ...		SRP	Utilitie...		-150.00
✓	8/20/2...	Bank ...		SRP	Utilitie...		-150.00
✓	7/20/2...	Bank ...		SRP	Utilitie...		-150.00
✓	6/20/2...	Bank ...	1422	SRP	Utilitie...		-150.00
	5/20/2003	Bank of...	1414	SRP	Utilities:...		-150.00
	4/20/2003	Bank of...	1411	SRP	Utilities:...		-150.00
	3/20/2003	Bank of...	1409	SRP	Utilities:...		-150.00
	2/20/2003	Bank of...	1407	SRP	Utilities:...		-150.00
	1/20/2003	Bank of...		SRP	Utilities:...		-150.00

Show Matches in Split Found in 33 Txns Mark All Clear All

Type SRP in the Find: field and click the Find All icon. You get the list of all your payments to SRP within Quicken. In the Replace: field, select the entry for Payee, and type SRP, Inc. in the With: field. Enter check marks beside all the entries where you want to change the name of the Payee (e.g. June – Sep 2003), and click on the Replace icon. Quicken will ask you if you are sure you want to change the 4 items, and you click OK. The Payee's name will be changed to SRP, Inc. for the summer month entries. The Find/Replace command is not limited to the Payee. You may search on any transaction parameter.

The Recategorize command is a variation of the Find/Replace command, but it finds and replaces only categories. Let's look at another scenario. You have always used the category Gifts Given to record gifts you bought and gave to others. Now assume that you want to start being more selective and start additional tracking of gifts given to members of your family. You want to create this new category and change all past entries for gifts to family members. To do this, select **Edit > Find/Replace > Recategorize**. You search for Gifts Given by selecting Find All. Let's say that you know that the 3/2/2001 entry is a gift to your sister, so you type Gifts Given – Family in the Replace With: field, place a check mark beside the transaction, and click Replace. Quicken will take you through the process of setting up a new category for Gifts Given – Family and change the category for the 3/2/2001 transaction. This was a simple example, but one that shows the power of the Recategorize command.



Article by John Durrett
jcdurrett@robsoncom.net