Quicken 2016

Creating a new file

- Create an Intuit user name and password. If not already done you can also sign in with Turbo Tax user name and password.
- First time getting started.
- Click on File and select **New Quicken File.** Click on OK
- New accounts can be added anytime to the present account.
- In the save as box that appears name your new account.
- You will need to sign into Intuit.
- Don't choose the mobile app for now.
- Click on Add account. Choose the type of file to Add
- In the next window choose the banking system you are using.
- Next window that appears asks for the user name and password for online banking. Input the information.
- Click on next and wait for the data to download from the bank.
- Click on finish.

Using password vault

- From the main menu click on Tools
- At the bottom of the list is Password Vault
- Choose Add or Edit Password
- Creating a password for yourself to get into the vault.
- Click on Manage Vault Passwords in upper left corner
- Choose Use my Custom password.
- Enter a password in the boxes that is at least 6 characters. Then click on save.
- Click on add password and input the password for your bank. Do it twice. Then click on DONE
- When reentering the vault on fresh sign in you will need a password.

Adding items to Tool Bar

1. Click on the gear on far right of the tool bar to view customize Tool Bar or right click on the tool bar. Click on Customize Toolbar.
2. Looking at the window that comes up at the bottom of the left column is a box. Show all tool bar choices. Click on that box.
3. From the left box click on **Calendar** then Add, **Reconcile** then Add, **Backup** then Add, **Manage Bill and Income reminders** then Add, **Categories** then Add, **Update** then Add. All of these options will be in the right hand column and will show in the tool bar.
4. In the box below there is a Radio Dot to click that reads **Show Icons and Text.** Click that dot. Click on DONE

Register Setup

1. Double click on an account you wish to view.
2. Looking at the register on the far right at the top below Tips and Tutorials is a GEAR. Clicking on this gear will bring a new window of choices.
3. Three quarters down the list is a check box that reads **Two-Line Display** check this box and note the registry is now two lines.
4. In Startup is a box that reads HOME. Click on the down arrow and scroll to Banking Accounts Choose checking.
5. Click on Edit in the upper tool bar and select **Preferences** then select Register and in the window to the right UN check the box next to **Show Memo Before Category** then click OK.
6. Looking at the register on the right side at the top is the column for **Balance** below is a gear. Click on the gear brings up a window to select what columns are in the register. Choose the items you wish to view. Click on done or somewhere in the register.

Setup Pay Check

1. Click on the Scheduled icon in the tool bar.
2. Click on **Create New** in top left corner.
3. From the menu that comes down choose Income Reminder
4. Click on **Paycheck Wizard** in the lower left corner.
5. Type the name of the provider in the box. Click next.
6. Choose Gross amount and click next
7. Choose who’s paycheck
8. Type company name in Box
9. The next window is **Track Paycheck**
10. Click on each box and enter information
11. For values in **Earnings Box Click on Edit**
12. Choose name then category then amount. Click on OK
13. Move on to taxes and choose the tax line to fill in by clicking on Edit for each line
14. Click Done to place it in the scheduled page.

Schedule Payments

1. Click on **Create New**
2. Click on **Bill Reminder**
3. Brings Add Reminder window
4. Enter name of Payee
5. Change Due Date
6. Click on **Change** at the end of the line
7. Make necessary changes in the boxes
8. Add a Category
9. If payment is a split then click on the box to the right. Add categories and memos and amounts for each item
10. Click OK
11. Click Done
12. Options for this are remind me in so many days or make it an automatic entry.

Reconcile Account

1. Select account to reconcile. Make sure all checks and deposits have been entered. Click on Reconcile in the tool bar.
2. Click on **Reconcile Without Downloading** Click on OK
3. Using Bank Statement for the current time frame. Input date. Verify Prior balance is opening on bank statement.
4. Enter Ending Balance from the statement. Click OK
5. On the page that follows is the list of items for the month specified. Compare the items on the bank statement with the items on the list. By placing a check mark in the boxes.
6. Check both checks and deposits
7. Once all the items are checked in the lower right corner there should be 0.0 if that is true. Click on Done.
8. If the 0.0 is not there then check all the amounts for validity. Edit the ones that are wrong.

Back up

1. Backing up your files is important if you should have a failure in your computer.
2. Using a USB thumb drive is the best back up.
3. Place the drive in a USB port.
4. Click on the Back up Icon in the tool bar.
5. Click the **Dot for Back up on my computer**
6. Click on the box for **Add Date to backup**
7. Click on change and look for the USB drive.
8. Click on the drive and it will fill in the box. Unless you change the drive it will always be the same.
9. Click on **Back Up Now** the screen will change and then a box will appear saying that **Quicken Data File Backed Up Successfully**.

Restore from Backup File

1. If using two computers and need to bring second computer up to date or you re-installed your Quicken after signing in and file appears in the upper left corner.
2. Select file
3. From the drop down menu select **Backup and Restore.**
4. From the pop out menu choose **Restore from Backup file.**
5. Click on **Restore from Your Backup**
6. Click on **Browse**
7. Locate your USB backup drive.
8. Click on the date nearest the present date.
9. Click on open
10. That will take you back to the restore page.
11. Click on **Restore Backup**.
12. Screens will change and will then come up with a restored file.

Adding New Account

1. At the bottom of the accounts list is **Add an Account Click**
2. Choose type of account.
3. Name the account and the amount in the account. If it is an automatic transfer of funds from another account then start with 0.0.
4. Click on Next and then Finish new account will appear in the accounts listing.

Delete and Account

1. In the accounts list choose the account to delete. Then RIGHT click on that line.
2. From the drop down menu select Edit /Delete Account. From accounts details choose **Delete Account** in lower left corner.
3. The next window that appears requires you to agree that you want to delete the account. By typing yes in the box then select OK.