

How to Transfer Existing Data into a New Quicken File

(with illustrations using Quicken Premier Home & Business 2005)

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Many county staff have begun using Quicken H-B 2005 to keep county non-tax financial records. Questions have come up regarding how to preserve transactions already created if it becomes necessary begin using a new “template” file with the most recent standardized list of categories, classes, accounts, and reports.

Quicken has limited Export and Import capabilities. In this training guide, we will use the sample data files to demonstrate how to transfer transactions from one file to another.

Open the new “Template” File, (for this exercise we will use the **\$1 Opening Balances** file)

1. With Quicken open, click on **File** in the grey menu bar at the top of the screen.
2. Select **Open** from the drop down menu.
3. Select **\$1 Opening Balances** from the listing of filenames.

Follow the instructions in the Setting Up/Getting Started training guide to copy the new “template” file to your county name and to add your County name to the Welcome message. For this exercise, we will assume the county file name was changed to “Burt County”.

Beginning with the 2005 version of Quicken, the export/import functions in Quicken (which create and use QIF files) can no longer be used to transfer information from accounts held in financial institutions. We can transfer information into and out of accounts not held in financial institutions, *e.g., cash accounts, asset accounts and liability accounts*. We can use this “loophole” to work around this limitation to copy information in all your accounts to the new file.

Open the “Allocate Funds” File

1. With Quicken open, click on **File** in the grey menu bar at the top of the screen.
2. Select **Open** from the drop down menu.
3. Select **Allocate Funds** from the listing of filenames.

Step 1. Create a new Temporary account.

1. Click on **Accounts** in the Customized Tool Bar (or click on **Tools** in the grey menu bar and select **Account List**).
2. Click on **Add Account** at the top of the screen. This will bring up the “Quicken Account Setup” dialog box.
3. Under “What is the financial institution for this account” click on “**This account is not held at a financial institution**” and click **Next**.

4. Under “Choose the type of account to add”, click on **Cash** and click **Next**.
5. Next to “Name this account”, type **Temporary** and click **Next**.
6. Next to “As of Date”, Type a date that precedes the first transactions you want to move to the new file. We will use **6/01/2004** for our example.
7. Enter a recognizable amount. We will use **\$2**. Click **Done**.
8. Open the **Checking Account** ledger. Record the final balance at the bottom of the checking ledger. E.g. \$6,796.85

Step 2a. Since the checking ledger contains entries that precede the Opening balance we will need to move transactions in two steps. **First Step.** Move the transactions that precede the opening balance plus the opening balance itself.

1. Move to the very top of the checking ledger and click on the first entry.
2. Hold down the Shift key and click on the **Opening Balance** entry. All entries down through the Opening balance should be highlighted.
3. Click on **Edit** in the grey menu bar, move the mouse down to **Transaction**, then select **Move Transaction(s)** from the drop down list.
4. A “Move Transactions” box appears. Next to “Move to account:” select **Temporary** from the drop down list of accounts. Click **OK**.
5. You will hear the cash register “Ching, Ching ...” as the transactions are moved from one account to the other.
6. Open the Temporary account. Notice you have two Opening Balance entries. Activate the opening balance showing \$2 in the Receive field. Click on the **Edit** button then click **Delete** (or hold down the “Ctrl” key and press the “D” key). Click **Yes**.

Step 2b. Finish transferring the checking entries to the Temporary Account.

7. Return to the Checking account ledger.
8. Click on the first entry under the Opening Balance.
9. Hold down the Shift key and Click on the last ledger entry. All entries below the Opening balance should be highlighted.
10. Click on **Edit** in the grey menu bar, move the mouse down to **Transaction**, then select **Move Transaction(s)** from the drop down list.
11. A “Move Transactions” box appears. Next to “Move to account:” select **Temporary** from the list of accounts. Click **OK**.
12. You will hear the cash register “Ching, Ching ...” as the transactions are moved from one account to the other.
13. The final balance in the Temporary account should equal the balance in the Checking account before transactions were transferred to the Temporary account.

If you have other accounts that are held at a financial institution. Repeat the process above for each account. Note: you needn’t perform these steps for cash accounts or accounts listed under Property and Debt.

Step 3. Export transactions in all accounts to a QIF file.

1. Click on **File** in the grey menu bar and run your mouse over **Export**, then select **QIF file** from the list.
2. The “QIF Export” box appears.
3. Under “QIF File to Export to:” Use the arrow keys to view the path and folder where the QIF will be saved. It is a good idea to write this down. Then type the name you wish to give to the QIF file. We’ll use **Transfer to New File** as the name for the QIF file.
4. Under “Quicken Account to Transfer from:” click on the arrow and scroll up and select **<All Accounts>**, so the information is saved from all accounts, not just Checking .
5. You will likely want to accept the default dates under “Include Transactions in Dates:”
6. In the “Include in export” box the only box that should be checked is **Transactions**.
7. Click **OK**.

Step 4. Import data into the new data file.

1. Click on **File** in the grey menu bar and run your mouse over **Import**, then select **QIF file** from the list.
2. The “QIF Import” box appears.
3. Under “Location of QIF” file: make certain the path and filename are correct. If not, browse to the QIF file saved in Step 3.
4. Under “Quicken Account to import into:” click on the arrow and scroll up and select **<All Accounts>**, so the information is saved into all accounts.
5. In the “Include in import” box the only box that should be checked is **Transactions**.
6. Click **Next**. Quicken will report “QIF import successful”
7. Click **Done**
8. Notice the Cash and Property and Debt accounts. All transactions and account balances should be identical to the old data file.

Step 5. Transfer entries from **Temporary** back into **Checking**.

1. Open the **Checking** ledger. Notice two Opening balance transactions appear.
2. Activate the Opening Balance entry that shows \$1 in the deposit field. Click on the **Edit** button then click **Delete** (or hold down the “Ctrl” key and press the “D” key). Click **Yes**.
3. Open the **Temporary** account ledger.
4. Click on the top entry. Hold down the Shift key and Click on the Bottom entry. All entries should be highlighted.
5. Click on **Edit** in the grey menu bar, move the mouse down to **Transaction**, then select **Move Transaction(s)** from the drop down list.
6. A “Move Transactions” box appears. Next to “Move to account:” accept **Checking** from the list of accounts. Click **OK**.
7. You will hear the cash register “Ching, Ching ...” as the transactions are moved from one

- account to the other.
8. Note: Even though both the Checking and Temporary files had identical opening balance entries, after the transfer, only one Opening balance entry appears.
 9. Check the balance to be assured it agrees with the original checking balance in the old data file.
 10. If you had other banking accounts, repeat Step 5 1-9 for those accounts as well.

Step 6. Delete the Temporary account.

1. Click on **Accounts** in the Customized Tool Bar (or click on **Tools** in the grey menu bar and select **Account List**).
2. Click on **Temporary** to highlight it.
3. In the list at the top of the Account list box, click on **Delete**.
4. Type **Yes** in the window to confirm. Click **OK**

Your new file should contain all of your old data and be ready to use. Good Luck!