Enter an investment transaction

When manually entering investment transactions, you can either work directly in the transaction list, or use forms that walk you through the specific type of transaction. When you use the forms, Quicken automatically assigns any necessary investment category and tax line item for you.

Use forms to enter an investment transaction

You can enter investment transactions through forms that are customized to the type of transaction you're working with.

1. Open the account you want to use.
2. Click Enter Transactions or you can go directly by typing CTRL+N.
3. In the Enter Transaction list, select the type of transaction you want to enter.
4. Context sensitive help is available for specific transaction types; click the Help button on the form.

Note

Investment transaction lists can also contain special types of transactions that record only your position for a security (the number of shares you own). These are called placeholder entries.

Enter an investment transaction directly into the transaction list

1. Open the account you want to use.
2. Find the new transaction line.
3. Change the date if necessary.
    - You can enter a new date directly over the date that Quicken puts in the Date field. You don't have to type the slashes or the year, because Quicken has already entered the current year.
    - To enter a date quickly, click the pop-up calendar at the right of the Date field, and then click a date.
4. In the **Action list,** select the type of transaction you want to enter.
   The transaction line adjusts to display fields and text prompts appropriate to the type of transaction you're working with.
5. If this is a security-based transaction (for example, a buy or sell), enter a security.
6. Use the fields provided to complete the applicable information for this transaction, such as number of shares, price per share, memo, and so on.
7. Click **Enter** to record the changes.

Notes

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You can display the transaction list in two-line mode by editing the investment transaction list preferences.