How do I work with investment transaction groups?

Set up a transaction group containing investment transactions

1. First, memorize the investment transactions that you want to include in the transaction group.
2. Choose **Tools** menu > **Manage Bill & Income Reminders**.
3. Click **Create New** > **Scheduled Transaction Group.**
4. In the **Choose Transactions** area, select the **Investment** option.
   - **What if I can't find my transaction in the Choose Transaction area?**
     Remember that a transaction must be memorized before you can include it in a transaction group, and that a transaction can belong to only one group. If your transaction is not appearing in the Choose Transaction area, check to make sure that it was first memorized, and that it has not already been included in a group.
5. Then, select the Group check box for each transaction that you want to include in this group.
6. Click **OK**.

Edit a transaction group

1. Choose **Tools** menu > **Manage Bill & Income Reminders**.
2. Select the transaction group that you want to change, and then click **Edit**.
3. In the **Choose Transactions** area, select the **Investment** option.
4. Select the **Group** check box for any transactions you wish to include or remove from the group.
5. Click **OK**.
   - **What happens if I delete a memorized transaction that is part of a group?**
     If you delete a memorized transaction in the Memorized Payee List, Quicken automatically removes it from any associated transaction groups.

Use a transaction group

1. Choose **Tools** menu > **Manage Bill & Income Reminders.**
2. Select the transaction group that you want to use.
3. Click **Enter**.
4. Make sure that the account shown is correct.
5. Change the date on which you want Quicken to enter these transactions in the transaction list.
6. Click **Enter** to put the transactions in your transaction list now. Or you can click **Skip** or **Edit** to change way the group works.
   - Quicken enters all the transactions into the transaction list of the target account.
   - If the transactions are checks to be printed, they are entered into the Write Checks window.
   - The amount isn't shown because although the group is considered a single item by Quicken, the group contains several transactions with different amounts. Therefore, Quicken doesn't know which amount to show.

Delete a transaction group

1. Choose **Tools** menu > **Manage Bill & Income Reminders**.
2. Select the group that you want to delete.
3. Click **Delete**.
4. Click **OK** to confirm that you want to permanently remove the group.
   - **What happens to the transactions that made up the group?**
     If you delete a transaction group, the memorized transactions included in the group remain in the Memorized Payee List.

Notes

Use these procedures to schedule recurring investment transactions other than dividend and interest payments (for example, dollar cost averaging, DRIPs, or other transactions in which there are purchases on a regular basis). Dividend and interest transactions for investment accounts can now be handled as straightforward bill and income reminders.

Recording a transaction in Quicken does not execute a real-world trade, transfer, or other transaction. Contact your broker to execute trades or transfers, and then manually record the transactions in Quicken—better yet, download them directly from your participating financial institution.