

How do I remove shares from an account without affecting the account's cash balance?

There are times when you want to add or remove shares of a security from an account without affecting your cash balance. For example, you may inherit shares or receive them as a gift. These transactions are different from Sells, and you use the Shares Removed dialog.

1. Open the account you want to use.
2. Click **Enter Transactions**.
3. In the **Enter Transaction** list, choose **Remove - Shares Removed**.
4. Use the dialog to record the removal of shares of a security. Click a link below for more information.
 - **Transaction date**
Enter the date on which the shares were removed.
 - **Security name and Account**
One of these fields will be pre-filled, depending on the location from which you accessed the Shares Removed dialog.
 - **Number of shares**
Enter the number of shares you're removing. Quicken reduces the number of shares in your account and records a sale with a capital gain of zero. You are simply withdrawing the shares from the current investment account; this does not affect the cash balance of any account. Quicken enters this transaction in the list as a **ShrsOut** (shares out) transaction.
 - **Specify Lots**
If you want to track the share removal with lot details, click [Specify Lots](#). Otherwise Quicken chooses to remove the oldest shares (called First In, First Out, or FIFO).

For mutual funds which use the average cost method of tracking cost basis, the **Specify Lots** button will be unavailable (gray) because it does not apply.

If the **Specify Lots** button is otherwise unavailable, make sure that you've selected a security for which you hold an open position in this account.
5. When you've completed the dialog, click Enter/New to enter another transaction, or **Enter/Done** to finish.

Notes

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](#).