Q-Tips

December 2015

I would like to wish everyone a very Merry Christmas and Happy New Year!

This month I want to share a couple of tips that some of you already know. However, these may be helpful for those that are new to Quicken.

1. **In the Account Bar, click on Customize at the bottom and it will bring up your list of Accounts with an up-and-down arrow on the left side (the word "order" will be between the arrows). Whatever account is highlighted, you can move that account up/down by clicking on the up/down arrow to change the order they are listed. You may want them alphabetically, you may want the account that you use the most at the top of the list, or you may want the Transfers Account on the bottom. This can be customized to your personal preference – it does not have to be in any specific order.**

2. **If you have an Account(s) that has a zero balance, you can hide that account(s) on your reports so only the accounts that have a balance are listed on the reports.**

   Click on Customize at the bottom of your Account Bar. You will see 3 boxes on the highlighted account, choose the 2nd box for 'Hide the Account in Account Bar'. Be sure this account does in fact have a zero balance and it is not an account that you use on a regular basis.