

APPENDIX D: EXPORTING AND IMPORTING DATA

- ▶ Exporting Quicken Data
- ▶ Importing Data

Exporting and importing let you share all kinds of information among different programs. For example, you can export bullet points from a Microsoft PowerPoint slide and import them in Adobe InDesign to create a handout. Or, you can import a comma-delimited file of investment data to an Excel spreadsheet for further analysis. Quicken can export and import too, but in recent years, the program's become less open-minded about the whole information-sharing thing. This appendix describes some methods for getting data into and out of Quicken.

Exporting Quicken Data

Quicken is a great personal finance program, but it doesn't do all things for all people. Whether you want to generate a report with finicky formatting, perform financial calculations on your investment portfolio, or create a Quicken data file using your existing categories and memorized payees, you'll want to export some of your data. When you extract data from a Quicken file, you have a choice of two formats:

- ▶ **Tab-delimited export file.** When you create any report in Quicken, you can export it to a tab-delimited file (that is, one where tab characters separate each item) that you can use in other programs. This format is ideal if you want to export data to a spreadsheet program for more esoteric calculations, or to format a report in ways that Quicken can't handle.
- ▶ **QIF File.** QIF stands for Quicken Interchange File. Originally created as a means to transfer data to technical support folks, the format morphed into a transaction download tool— somewhat frail, but widely used. Beginning with Quicken 2005, Intuit started to limit how you could import QIF files. (See the box on page 9 for more detail.) However, you can still *export* your Quicken data without restraint. For example, if you're about to begin managing your parents' finances, you can export your categories and memorized payees to a QIF file and then import them into the new data file you create for your folks.

Importing Transactions with QIF

Since Quicken 2005, Intuit no longer lets you use QIF files to import downloaded transactions into checking, savings, 401(k), and brokerage accounts. And with Quicken 2006, you can no longer import QIF files into credit card accounts. These restrictions have put some Quicken customers in a bind. If their financial institutions haven't moved to Quicken's new formats for downloading transactions, how can these customers get their downloaded QIF transactions into their Quicken accounts?

In Quicken 2006, you can still import QIF files into cash accounts, and you can cut and paste transactions between a cash account and a checking or savings account (check numbers go into a cash transaction's Ref field). Performing these steps isn't as convenient as automatic transaction downloads, but it ultimately imports QIF files that a bank generates into checking, savings, or credit card accounts.

If your bank still sends you QIF files of your transactions, here's how you can load them into your Quicken data file:

1. Import the QIF files from your bank into a cash account. See "Importing Data into Quicken" on page 9.
2. In the cash account register, select all the transactions you imported from the QIF file (by Shift+clicking or Ctrl+clicking).
3. In the register, right-click anywhere in a selected transaction and, on the shortcut menu, choose "Move transactions(s)."
4. In the Move Transaction(s) dialog box, in the "Move to account" drop-down menu, click the bank account you want.
5. Click OK. Quicken moves the transactions from your cash account into the bank account you chose.

Consider creating a dedicated cash account for importing and moving downloaded transactions. You can more easily spot transactions that don't belong there, because the account contains only the transactions you've just imported.

Transferring Data Between Quicken Accounts and Files

Although Intuit limits how you can import QIF files, many other programs have come to rely on QIF files for importing Quicken data. For example, if you decide to use a more powerful portfolio management tool like Portfolio Record Keeper (www.quantixsoftware.com), you can export your investment transactions to a QIF file and import them into the other program.

QIF files are the best option if you want to transfer memorized payees, accounts lists, category lists, and security lists from one Quicken data file to another. For instance, if you decide that you want to create a new data file that contains no transactions, but the idea of recreating your category list is too scary, you can export lists without transactions and import those lists into another data file.

Here's how you export Quicken data to a QIF file:

1. Choose File → Export → QIF file.

Quicken opens the QIF Export dialog box, shown in Figure D-1, and fills in the “QIF File to Export to” text box with the path to the active Quicken data file.

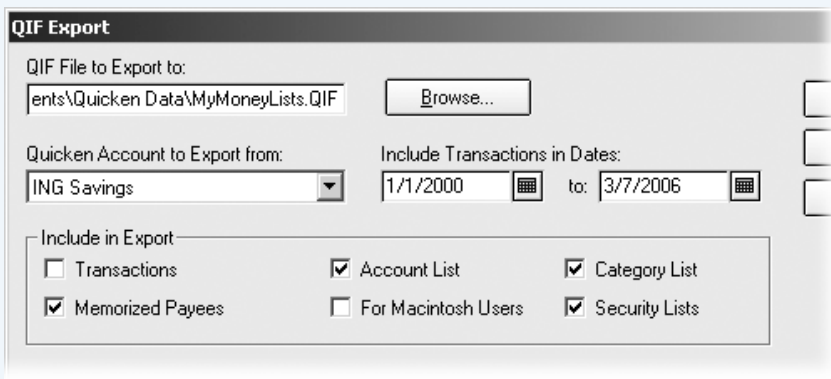


Figure D-1. In the QIF Export dialog box, you can choose the accounts from which to export, the date range for transactions, and the type of data you want to export.

2. Click Browse to navigate to another folder or to choose a filename for the QIF file.

In the Export to QIF File dialog box that opens, you can choose another folder. The name of the folder you select appears in the “Save in” text box. Type a descriptive name for the QIF export file in the “File name” text box. For example, if you’re exporting only lists, you might type a name like *MyMoneyLists*. When you click OK, the “QIF File to Export to” text box contains the path and filename for your QIF export file.

3. If you want to export transactions, in the “Quicken Account to Export from” drop-down menu, select the account that contains the transactions you want to export.

If you’re exporting only lists, not transactions, the selection in this text box has no effect on the data that Quicken exports.

If you are exporting transactions, choose the account that contains the transactions to export. If you want to export all of your transactions, scroll to the top of the drop-down menu and choose <All Accounts>.

4. If you want to export transactions, choose the earliest and latest dates of transactions to export in the “Include Transactions in Dates” text boxes.

To export transactions that occurred during a specific date range, choose the first and last dates in the date range. To export all transactions, for the first date, use the date of the earliest transaction in the account. For the “to” date, use today’s date.

5. To export transactions, in the “Include in Export” section, turn on the Transactions checkbox.

If you want to export some data from a Quicken for Windows data file to a Quicken for Macintosh data file, turn on the For Macintosh Users checkbox.



Note: Because some Quicken for Windows accounts and transactions don't have a direct counterpart in Quicken for Macintosh, you can't import and export them seamlessly. The For Macintosh Users checkbox exports only securities, security prices, and the budget you saved last. If you choose the other checkboxes, you can transfer *lists*, but not transactions, to a Mac data file.

6. To export lists, turn on the checkboxes for the lists you want.

The checkboxes are self-explanatory. You can turn on Account List to export accounts, Category List to export categories and classes, “Memorized payees” to export the Memorized Payee List for QuickFill, or Security Lists to export securities (along with their prices, price histories, security types, and investment goals).



Tip: If you want to transfer your lists to a new data file without any transactions, simply turn on the checkboxes for lists, but leave the Transactions checkbox turned off.

7. Click OK.

Quicken creates the QIF file and exports the data you specified. You can now use the file to import data into another program or open another Quicken data file and import the QIF file (see “Importing Data” on page 9).



Note: If you use Quicken Premier Home & Business, you can install Intelli-sync for Quicken to synchronize your Quicken Address Book and the contacts in your contact management program or handheld device. This add-on doesn't cost extra, but you must install it from your Quicken CD; it's not included in the downloadable version.

Exporting Reports

As you learned in Chapter 10, you can customize reports in Quicken in several ways. But you may have fancier formatting in mind. Or you may want to analyze

your data in ways that no amount of customization will produce. You can also turn to exporting reports if you want to export data to another program that doesn't read QIF files.

Exporting reports is easy:

- 1. In Quicken, generate the report you want.**

See Chapter 10 to learn about generating and customizing reports.

- 2. In the report window menu bar, choose Export Data, as demonstrated in Figure D-2.**

The drop-down menu includes commands that export to Excel (tab-delimited format), copy to the Clipboard, or create a PDF file.

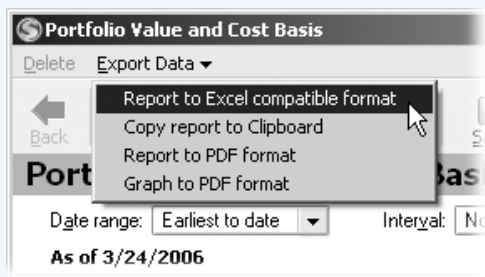


Figure D-2. Choose “Report to Excel compatible format” to create a tab-delimited file that Excel and many other programs can read.

- 3. To create a tab-delimited file, choose “Report to Excel compatible format.”**

Quicken opens the “Create Excel compatible file” dialog box. Navigate to the folder in which you want to store the exported report file. In the “File name” box, type a name for the file. Quicken sets the file extension to *.txt*.

- 4. Click Open.**

Quicken creates the file. You can now launch Microsoft Excel or another program and import the tab-delimited file.



Tip: If you choose “Copy to Clipboard” in the Export Data drop-down menu, you can paste the report into a word processing or spreadsheet program. In the text or spreadsheet window, click where you want to place the Quicken report, and then choose Edit → Paste or press Ctrl+V. You may have to change the font or column size to fit the report on one page.

Importing Data

If you choose File → Import, you’ll see only three commands for importing data into Quicken.

- ▶ **TurboTax.** It should come as no surprise that Intuit lets you import data from its tax preparation software, Turbo Tax. Part of the joy of using Quicken for personal finances is decreasing the drudgery of tax returns. You can export tax-related data to Turbo Tax. Then, after your return is en route to the IRS, you can import your Turbo Tax data back into Quicken to start planning for next year.
- ▶ **Web Connect File.** If your financial institution doesn’t support direct downloads of transactions, Web Connect is the next best thing (see page 235). You download files (in a QFX format) and then choose this command to import them into your Quicken data file.
- ▶ **QIF File.** Beginning with Quicken 2005, Intuit shut off QIF imports to most types of accounts. Due to these restrictions, you’ll probably use QIF File mainly to copy lists from one Quicken file to another—and that’s not something you do all that often.

You can still import transactions in QIF files into cash, asset, and liability accounts. If your financial institution hasn’t upgraded to Quicken’s OFX format for online financial services, you can read how to continue to import your bank’s QIF files on page 9.

If you don’t yet have a destination account to hold imported transactions, create it before you begin the import. It’s also a good idea to back up your Quicken data

file first, in case the import goes horribly wrong. Then follow these steps for importing a QIF file:

1. Choose File → Import → QIF file.

Quicken opens the QIF Import dialog box, which looks almost identical to the QIF Export dialog box (Figure D-1).

2. Click Browse to navigate to the folder that contains the QIF file you want to import.

In the Import From QIF File dialog box that opens, navigate to the folder that contains the QIF file and double-click the filename to select it.

3. If you're importing transactions, in the "Quicken account to import into" drop-down menu, select the account to receive the transactions.

If you're importing only lists, not transactions, the selection in this text box makes no difference. You can leave the account that appears automatically.

If you're importing transactions, choose the account to receive the transactions. Due to Intuit's limitations on importing data, the only accounts you'll see in the drop-down menus are cash, asset (including house and vehicle), and liability accounts.

4. To import transactions, in the "Include in Import" section, turn on the Transactions checkbox.

Turn on the "Special handling for transfers" checkbox if you're importing transactions from several QIF files that contain transactions between Quicken accounts. By turning on this checkbox, you prevent duplicating transfer transactions that you import from both the source and destination accounts.

5. To import lists, turn on the checkboxes for the lists you want.

As you did with exporting to a QIF file, turn on Account List, Category List, "Memorized payees," or Security Lists to import the information you want.

6. Click Next.

If Quicken can't figure out how to handle data in the QIF file, message boxes pop up asking you what you want the program to do. After importing the data, Quicken displays a status message, shown in Figure D-3.

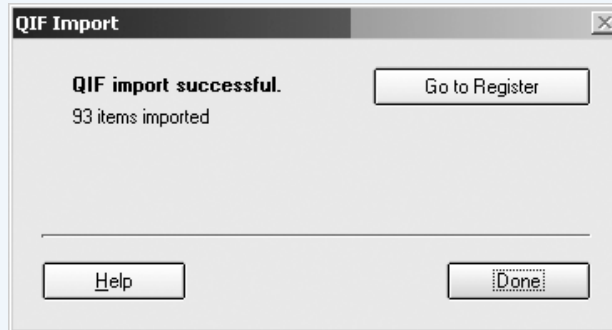


Figure D-3. After you import data, you can simply close the dialog box or click Go To Register to view the account into which you imported transactions.

7. Click Done.

The QIF Import dialog box closes. If you want to go directly to the account that received imported transactions, click Go To Register instead of Done.