

Setting up your spending accounts

Adding spending accounts, such as **checking**, **credit card**, **savings**, and **cash** accounts, is crucial for gaining financial clarity, effective budgeting, accurate expense tracking, and planning for both short-term and long-term financial goals. It provides a comprehensive understanding of your finances, empowers you to make informed decisions, and ultimately helps you achieve your financial goals.

Which spending accounts should I add?


Quicken account	Real-world account
Checking (Tell me how)	Checking Begin with your primary checking account. This is the account where you deposit your paycheck and pay your bills from.
Credit Card (Tell me how)	Credit card Start with the card you use most often, and decide how you want to track your credit card in Quicken. Line of credit Use a credit card account to track a line of credit that isn't a home equity line of credit. (Use a Home Equity Line (HELOC) account instead.)
Savings (Tell me how)	Savings Add your savings accounts, especially if they represent a significant part of your net worth or emergency reserves. You can also use this account type to track any CDs (certificates of deposit) or money market accounts that you hold.
Cash (Tell me how)	Cash expenditures or petty cash If you want to know where absolutely all your money goes, or if you need to track petty cash for your business, add a Quicken cash account. (If you do, you can save time by tracking cash expenses only to the nearest dollar.)

Which spending accounts should I add?

To use Quicken you must start by adding your financial accounts. It's easy to add the accounts you want to track in Quicken. The more accounts you add the more closely Quicken reflects your true financial situation, which can assist you in short- and long-term financial planning.

Add an online account

With online accounts, you download your transactions directly from the financial institution. If you do prefer to enter your transactions manually, see **Add an offline spending account** below.

1. Select the **Add Account**  icon on the top right of the [Account Bar](#).



- You can also add a new account by selecting **Tools** **Add Account** from the top menu.
2. Start typing the name of your financial institution, **such as your bank or credit card provider**. Quicken will filter the results based on what you type. When you see your financial institution in the panel below, select it and click **Next**.

For online accounts, Quicken finds accounts based on the financial institution. This way, if you have multiple accounts at the same bank, you can add them all at once. You will have a chance to select the type of account later.

If you cannot find your financial institution, go to their website or call them to see if they provide instructions for working with Quicken. You can also contact our [customer support](#). While Quicken works with over 14,000 financial institutions, there are some financial institutions that may not be available. In those cases, see our instructions for [adding an offline spending account](#) below.

3. Enter your account/user information. This is the information you use to sign in to your online account, such as a user name and password. you may be asked for additional information, such as a challenge question or a code that is sent to your email or phone.

4. Review your accounts. Quicken will find all the accounts associated with your login. On this screen, you can make any adjustments, then click **Next**.
 - **Type:** Your options will vary according to the financial institution but **Checking** and **Savings** are the standard types.
 - **Nickname:** Enter any name that helps you easily identify the account.
 - **Used for:** Most accounts will be **Personal**, but depending on your versions you may have the option of **Business** and **Rental**.

- **Action:** Select **Add to Quicken** if you want to add an account.

Add Account

Vantage West Credit Union
vantagewest.org | Tel: 1-800-888-7882

Protecting your financial information is critical to us.
[Learn more...](#)

We found the following accounts

Account	Type	Nickname in Quicken	Used for	Action
REGULAR SHARES	Checking	Joint Checking	Personal	Add to Quicken
VALUFIRST CHECKING	Savings	Joint Savings	Personal	Add to Quicken
Jeni	Checking	Jeni Checking	Business	Add to Quicken
Jen savings	Savings	Jen Savings	Business	Add to Quicken

[Cancel](#) [Next](#)

5. Quicken now adds your accounts. You'll see a message letting you know what accounts were added. You can choose to either **Add Another Account** or **Finish**.

Add an offline account

Offline accounts (sometimes called manual accounts) don't connect to a financial institution. It is your responsibility to enter all the information and track your transactions accurately. In most cases, it is preferable to use an online account, but you may choose this for security, control, or because the account is not with an institution Quicken can connect to.

1. Select the **Add Account**  icon on the top right of the **Account Bar**.



You can also add a new account by selecting **Tools Add Account** from the top menu.

2. Select **Offline Account**.

Add Account

Search for your financial institution

Add your Savings, Checking, Credit Card, Brokerage, and Loan accounts ⓘ

Search from 14000+ supported institutions

Or select from popular institutions

Connected Account **+ Offline Account** If you prefer not to connect online [+ Other Assets & Liabilities](#) [+ Business AR & AP](#)

[Cancel](#)

3. Select the account type. Spending accounts include **Checking**, **Savings**, and **Credit Card**.

Add Account

Add offline account

Add unconnected Banking, Cash, Brokerage, or Loan accounts ⓘ

Banking	Investing & Retirement	Loan & Debt
<ul style="list-style-type: none">• Checking• Savings• Credit Card	<ul style="list-style-type: none">• Brokerage• 401(k)• IRA• 529 Plan	<ul style="list-style-type: none">• Loan• HELOC

+ Connected Account Offline Account + Other Assets & Liabilities + Business AR & AP

? Cancel

4. Name your account and select **Next**. Depending on your version of Quicken, you may also have options for selecting how your account is used.

Add Account

Checking

Add your offline Checking account

Account Name: Enter the name you'd like to use for this account in Quicken. For example: "Family Checking" or "Mary's Household Account."

Used for: ☒ Personal transactions ☐ Business transactions ☐ Rental property transactions This determines the tab that the account is placed in. You can change this from the Account List later if you wish.

Currency: You will not be able to change the currency of this account once you have entered transactions.

? Cancel Back Next

5. Enter your **Statement ending date** (The date you want to start tracking from) and your **Statement ending balance** (how much was in your account that day). Select **Next**.

The screenshot shows a window titled "Add Account" with a close button (X) in the top right corner. Inside the window, there's a section for "Checking" with a sub-header "Add your offline Checking account". Below this, a light blue informational box contains the text: "Don't worry if you don't have your last statement. You can make changes to your account later." The main form area has two input fields. The first is labeled "Ending date:" and contains the date "5/17/2022" with a calendar icon to its right. To the right of this field is the instruction: "Enter the ending date from your latest statement." The second field is labeled "Ending balance:" and is currently empty with a currency icon to its right. To the right of this field is the instruction: "Enter the ending balance from your latest statement. This becomes the opening balance of your Quicken Account." At the bottom left of the window is a help icon (?) and a "Cancel" button. At the bottom right are "Back" and "Next" buttons.

6. Your account will be added. Select **Finish**. You can also choose to **Add Another Account**.