How do I keep the amount from changing every time I recall a transaction?

You can lock an individual QuickFill transaction to keep it from changing. When you recall a locked transaction, you can make changes to it before you enter it in the register; however, the Memorized Payee List retains the original locked transaction unless you edit it manually. For example, if you usually withdraw $40 when you go to the ATM, Quicken memorizes that transaction so that QuickFill always enters $40 for you—even if you changed the amount of your last ATM withdrawal.

1. Choose **Tools** menu > **Memorized Payee List**.
2. Find the transaction you want to lock.
3. Click in the **Lock** column of the transaction. If you don't see the Lock column, choose **Options** > **Show Locked** status column in list.

Notes

The next time you reuse a locked transaction with QuickFill, you can change the amount in the register, but this memorized version stays the same.

For example, suppose you usually withdraw $40 from an ATM. You memorize a transaction called ATM Withdrawal with an amount of $40, and lock it. Then next time you type "ATM Withdrawal" in your register, QuickFill fills in the rest of the transaction, including the $40 amount. Then, even if you change the amount and record the new transaction, the memorized payee retains the old amount. If the transaction were not locked, the new transaction would overwrite the old one in the Memorized Payee List.