How do I sell a security?

Use the **Shares Sold** dialog to record a sale. You have the option of selecting the specific shares you want to sell in the Specify lots dialog. You can tell Quicken whether you want to sell all the shares in a particular lot, or just some of those shares.

1. Open the account you want to use.
2. Click **Enter Transactions**.
3. In the **Enter Transaction** list, choose **Sell - Shares Sold**.
4. Use the dialog to record the sale of shares of a security. Click a link below for more information.
    - **Transaction date**
      Enter the date on which the security was sold.
    - **Security name**
      If you accessed this dialog from the investment account transaction list, select the security for which you're purchasing shares.
    - **Account**
      If you accessed this dialog from the Security Detail View, select the account in which you're selling shares.
    - **Sell all shares in this account**
      Click to select this check box if you want to sell all shares of this security held in this account.
    - **Number of shares, Price received per share, and Commission**
      Enter the number of shares you sold, the sale price, and any applicable loads or commissions.

      If this is a bond, the cost per share should be a percentage of the face amount.
    - **Specify Lots**
      If you want to track the sale using the lot ID, click Specify Lots. Otherwise, Quicken chooses to sell 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.
    - **Choose how you want to deposit the proceeds from this sale.**
        - Select To this account's cash balance if the money from the sale goes into the current investment account; this increases the cash balance of this account. Quicken enters this transaction in the transaction list as a Sell.
        - If the money from the sale goes into another account, select the account in the To list; this increases the cash balance of that account. Quicken enters this transaction in the transaction list as a SellX.
5. Click **Enter/New** to enter another transaction, or Enter/Done to finish.

Notes

For tax purposes, your financial institution may withhold a certain amount of money from the proceeds of a Sell transaction. Quicken shows this activity separately, as a **MiscExp** (miscellaneous expense) item.

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.