

# Entering asset or liability transactions

If you've used a Quicken bank account, you already know how to use an asset or liability account.

You can make an adjustment to the balance in an asset or liability account to update the current value of the account. For example, if you have an asset account for some real estate you own, you can enter a transaction to update the value of the account to reflect the current value of the property.

## Enter an asset transaction

To enter an asset transaction:

1. Select an asset account in the sidebar.
2. In Quicken, choose **Transactions > New Transaction**. Alternatively, you can click **New** in the toolbar, or use the keyboard shortcut **N**.
3. Enter information in as many fields in the transaction as you want to track.
4. When the value of your asset increases enter the difference between the initial and the updated value in the **Increase** column.
5. When the value of your asset decreases, enter the amount of the decrease in the **Decrease** column.

**Example:** Consider the above situation. You have a home and the initial value of the home was \$25,000. In the Quicken asset account, you added your home with the value of \$25,000. After a period of one year, the value of the home increased to \$35,000. Now, you need to add a new adjustment transaction in your Quicken asset account and enter the difference amount, which is \$10,000. Add this value in the **Increase** column as the value of the asset has increased. Furthermore, in the future, the value of your home decreases to \$30,000. Now, you need to add another adjustment transaction of \$5000. Add this value in the **Decrease** column as the value of your home has decreased.

## Enter a liability transaction

To enter a liability transaction:

1. Select a liability account in the sidebar.
2. In Quicken, choose **Transactions > New Transaction**. Alternatively, you can click **New** in the toolbar, or use the keyboard shortcut **N**.
3. Enter information in as many fields in the transaction as you want to track.
  - You'll notice that in your liability account, the amount in the **Increase** column is a negative number and appears in red. This is because the **Increase** column increases the value of the liability, and thus decreases your overall net worth.
  - When the value of your liability decreases, enter the amount in the **Decrease** column. This might happen when you make a payment on your loan. Again, note that the amount in the **Decrease** column appears as a positive number in black. This is because the value of the liability decreased and thus your overall net worth increased.
  - When the value of your liability increases, enter the amount in the **Increase** column. Again, note that the amount in the **Increase** column appears as a negative number in red, because you are having a negative impact on your net worth by increasing the value of the liability.