

# Adding transactions to resolve out-of-balance securities

If you are using Quicken for tax purposes, you should add the actual transaction to resolve the out-of-balance entry. This is required to report on taxes correctly, to get the long and short-term gain and other implications correctly.

## To add a transaction to resolve the out-of-balance security

1. Double-click the cost-basis entry.
2. Click the **Add Transactions** icon.
3. The **Add Transaction** sheet appears, displaying the discrepancy in the number of shares.
4. Select the transaction type from the drop-down list.
5. Enter the exact date of the transaction.
6. Enter the total price, number of shares, and commission amount for the number of shares appearing as a discrepancy.
7. Add memo and tags as suitable.
8. Click **Save** to add the transaction.

**Note:** When you resolve the out-of-balance securities, you must ensure that:

- The resolution transaction doesn't impact the cash balance of the account.
- The date for the actual transaction is earlier than the date for the cost basis transaction.