# Buying securities

The securities you bought can be recorded in Quicken by entering a **Buy** type of transaction. When you select this transaction type, your cash balance is decreased by the total amount entered for the transaction.

## Recording securities bought

To record the securities you bought in Quicken:

1. Select the investment account you want to use and click the **Transactions** tab..
2. Click the **Transactions** tab and then click the **New Transaction** icon in the register toolbar.
3. Select **Buy** from the Transaction Types list.
4. Add the information for:
    - **Date** - Enter the date of purchase. This is important if you want to track complete investment performance and tax information.
    - **Security** - Select the security for which you're purchasing shares.
    - **Total Cost** - Enter the total cost of the shares purchased, including commission amount.
    - **Number of Shares** - Enter the number of shares purchased.
    - **Commission** - Enter the total commission on the trade (if any).
    - **Memo** - Enter the note you want to associate with the transaction.
    - **Tags** - Enter the tags that you want to use when searching for the transaction.
5. To add an attachment, go to the **Attachments** tab, click the **Add attachment** button, and select the file you want to attach to the transaction.
6. Click **Save** when you are done.