

# Learning about the transactions view

The transactions view displays all the transactions that you can filter either based on the period, type, or status of the transactions. You can also sort the transactions by date and transaction type.

You can use this view to enter new transactions manually or download them directly from your brokerage or participating financial institution. You can also [import holdings](#) from a previously downloaded transaction file (in the OFX, QFX, or CSV format) from your brokerage account.

## How do I manually manage my investment account?

If you are managing your investment account manually, you can use the register toolbar at the bottom of the transactions view to add, edit, split, delete, or schedule transactions. You can print the transactions, reconcile them, change the display columns, and update account settings.

You can add the following types of transactions in the investment account transactions view.

Investing Type	Description
<a href="#">Buy</a>	Select this type to record the purchase of shares of a stock or mutual fund.
<a href="#">Add Shares</a>	You may want to use this action when any shares are transferred to your account or given to you as a gift. When you select this type, you can add shares without affecting your cash balance.
<a href="#">Buy Bonds</a>	Select this type to record the purchase of a U.S. Treasury Security, municipal or corporate bond.
<a href="#">Buy to Cover</a>	Short sell cover is the purchase of a security to offset previously established short position with your broker. Select this type to add a short sell cover transaction in your account.
<a href="#">Payment /Deposit</a>	Select this type to add cash inflow such as deposits, any cash withdrawals, and other non-investing expense transactions that affect your investment balance account.
<a href="#">Dividend Income</a>	Select this type to record the dividend earned on shares of a company. For the reinvested dividends or income, select the Reinvest option.
<a href="#">Interest Income</a>	Select this type to record the interest earned on your investments. The interest will be added to your cash balance.
<a href="#">Long-term Capital Gain</a>	Select this type to add a gain from your qualifying investments owned for longer than 12 months and sold.
<a href="#">Short-term Capital Gain</a>	Select this type to add a gain from your qualifying investments owned for longer than 12 months and sold.
<a href="#">Margin Interest Expense</a>	Select this type to record the interest expense for a security you bought on margin.
<a href="#">Miscellaneous Expense</a>	Select this type to record any miscellaneous expenses, such as a broker's fee or mutual fund management fee.
<a href="#">Miscellaneous Income</a>	Select this type to record any miscellaneous income related to a holding that is not a dividend, interest payment, or capital gain distribution. Quicken will add this income to your cash register.
<a href="#">Reinvest Dividend</a>	Select this type to record a cash distribution of a portion of earnings which is then reinvested in the same security. Some financial institutions record reinvested dividends as two transactions - one as dividend paid and another as shares bought. You need to remember this when reconciling your investing accounts.
<a href="#">Reinvest Interest</a>	Select this type to record an interest payment which is then reinvested in the same holding.
<a href="#">Reinvest Long-term Capital Gain</a>	Select this type to reinvest the long-term capital gain (gain on the investment owned for longer than 12 months) in the same holding.
<a href="#">Reinvest Short-term Capital Gain</a>	Select this type to reinvest the short-term capital gain (gain on the investment owned for shorter than 12 months) in the same holding.
<a href="#">Remove Shares</a>	You may want to use this action when any shares are transferred to another account or given to someone else as a gift. When you select this type, you can remove shares from your investment account without affecting your cash balance.
<a href="#">Return of Capital</a>	Select this type to record cash received from return of capital. A return of capital is usually the money paid to you as total or partial repayment of the money you invested.
<a href="#">Sell</a>	Select this type to enter sale of securities of a company. The total cost will be added to your cash balance.
<a href="#">Short Sell</a>	The sale of a security that is not owned by the seller, or that the seller has borrowed. Select this type to record your short sells.

Short-term Capital Gain	Short-term capital gain is a profit on the sale of a security that has been held for one year or less. Select this type to record short-term capital gain. Quicken adds this amount to your cash balance.
Stock Dividend	Stock dividend is a dividend payment made in the form of additional shares, rather than a cash payout. Select this type to record stock dividend received without impacting your cash balance.
Stock Split	When a company divides its existing shares into multiple shares, the number of shares increases without changing the pre-split amount. Select this type to record a split or reverse split of a security. After you add the required details, Quicken recalculates average cost per share.