
Year End File Management

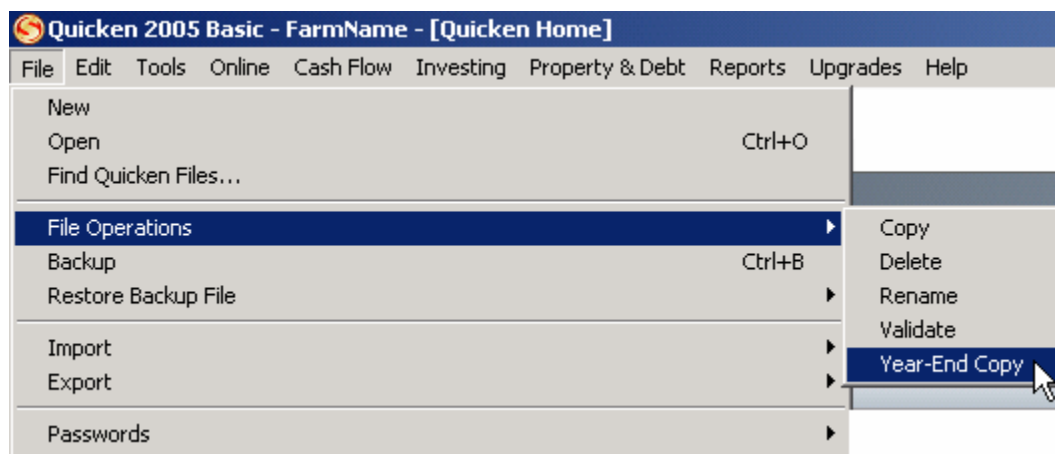
With the increased capacity and power of today's computers, two years of data or more can easily be kept in the data file while adding the current year's transactions. For instance, data from 2001, 2002, 2003 and 2004 can be kept in the same file while transactions for 2005 are being added. Keeping several years of data in the same file allows you to make comparison reports, graphs, etc. It also makes it easier to go back to find an earlier income or expense transaction. However, at some point you may decide to reduce the number of years of data in your data file.

Make sure that your current file is backed up before beginning any year-end file management.

There are two options that can be used to manage Quicken data files at year's end. The first option, and probably the most useful, is *YEAR-END COPY*. The second option is *COPY*.

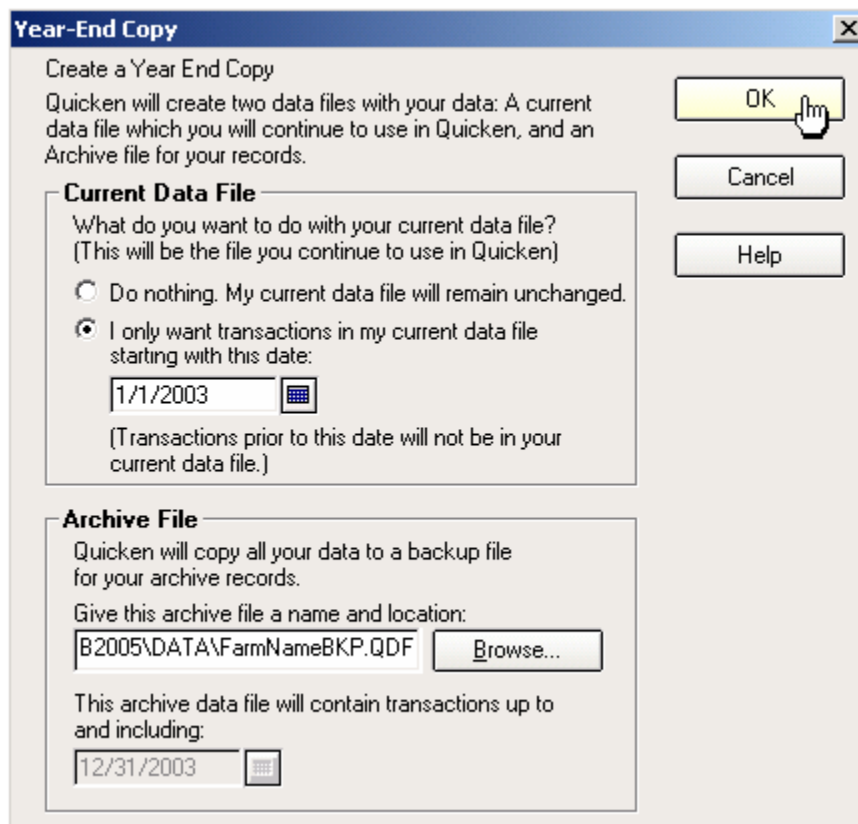
1) Year-End Copy

From the menu bar **Click File, Click File Operations, Click Year-End Copy** to open the *YEAR-END COPY* window.



As it says at the top of the window, Quicken will create two files; a current file that you will continue to use for your record keeping and an archive file for your records. This archive file will contain records from previous years that will not be in your current file, but can be accessed at anytime if the need arises. What we recommend is a three-step process using the *YEAR-END COPY* feature. For example purposes our

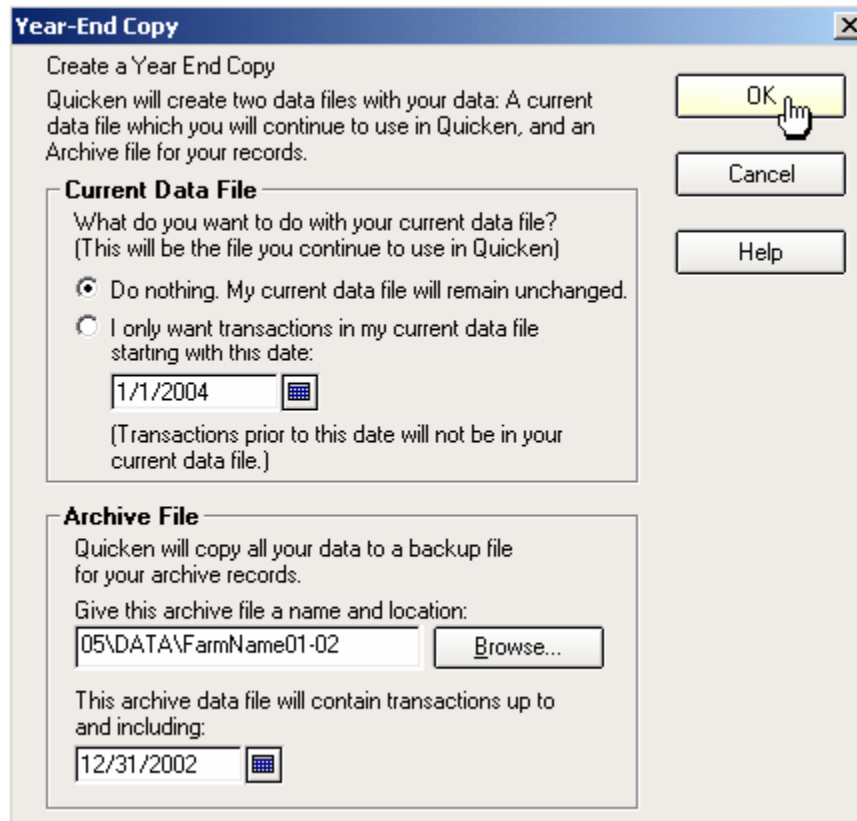
current data file is FarmName that contains transactions for 2001, 2002, 2003, 2004 and part of 2005. What we want to accomplish in this example is to keep only transactions from January 1, 2003 forward in the current date, FarmName, and archive the 2001 and 2002 transactions into the file, FarmName01-02.



The *YEAR-END COPY* window has two sections, a **Current Data File** section and an **Archive File** section. The first step is to **Click** on the second radio knob in the **Current Data File** section and change the starting date from January 1, 2005 to January 1, 2003. This will keep 2003, 2004 and 2005 transactions in the current data file, FarmName. At this point do not make any changes in the **Archive File** section except to note that the archive file will be named FarmNameBKP and will be saved in the same location as the current data file. **Click OK** and you now have two files, FarmName containing transactions for 2003 through 2005 and FarmNameBKP that contains the 2001 through 2005 transactions. Quicken will also generate a message saying “File Copied Successfully”. **Click OK** and the program will open the “new” FarmName file that contains transactions from January 1, 2003 to the present.

The second step of this process is now to create another archive file that only contains the 2001 and 2002 transactions. From the menu bar **Click File, Click Open** to open the *OPEN QUICKEN FILE* window. **Click** on FarmNameBKP and **Click OK** to open this file that contains the 2001 through 2005 transactions. **Click File, Click File Operations, Click Year-End Copy** to open the *YEAR-END COPY* window again.

The only changes to be made are in the **Archive File** section. The first change is to change the name of the backup file from FarmNameBKP to FarmName01-02 to signify that this new archive file contains only transactions from 2001 and 2002. To change the name of the file point and **Click** on the name and use the arrow key(s) to position the cursor and then use the backspace or delete key to take out BKP.QDF and **Type** 01-02. The second change is to change the date to December 31, 2002 to include transactions up to and including those as of December 31, 2002.

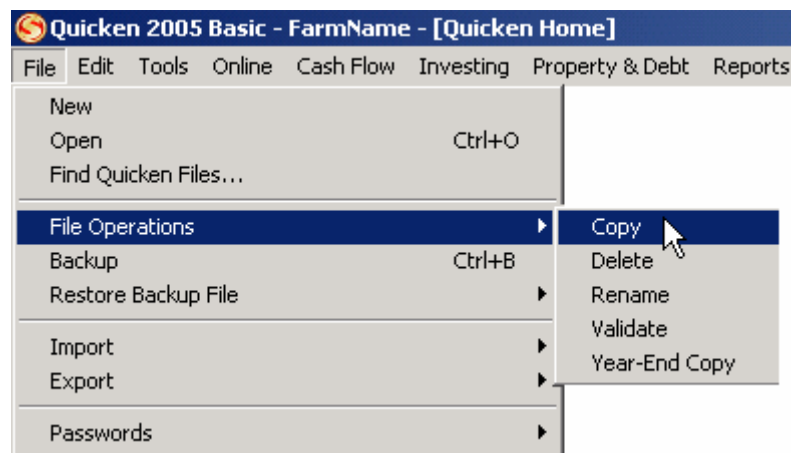


Click OK and the program creates a new archive file named FarmName01-02 that contains transactions up through December 31, 2002. Quicken will again generate the message saying “File Copied Successfully”. **Click OK** and the program will re-open the FarmNameBKP file.

The third step of the process is to delete the file, FarmNameBKP. Before you do this make sure the two remaining files, FarmName and FarmName01-02, contain the correct transactions. To delete the FarmNameBKP file, from the menu bar **Click File, Click File Operations, Click Delete** to open the *DELETE QUICKEN FILE* window. At this point there should be three data files, FarmName, FarmName01-02 and FarmNameBKP. Point and **Click** on FarmNameBKP and **Click OK** and follow the prompts to delete this file.

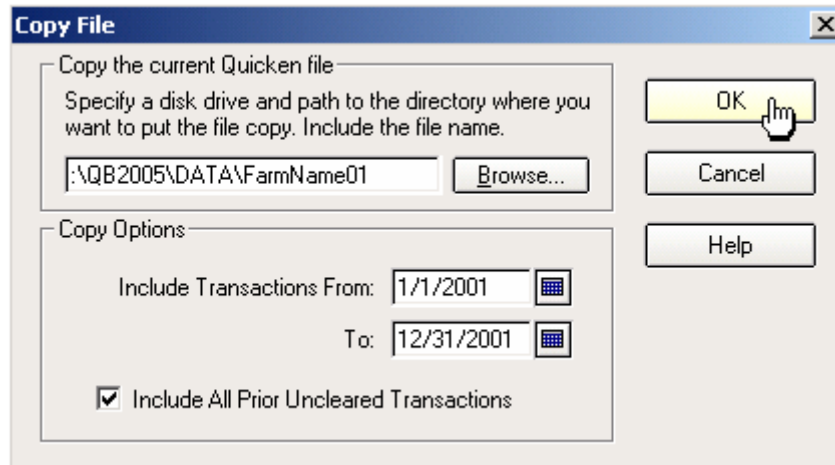
2) Copy

The copy function creates a new file with transactions between specified beginning and ending dates. Uncleared transactions should also be copied to the new file. The copy function allows the user to put one year’s data into another file for archiving purposes. Using our example date file, FarmName, that contains transactions for 2001 through 2005, copy will allow the creation of archive files for each individual year. To create files for each year would be a more complex process if the year-end copy function discussed above is used.



From the menu bar **Click File, Click File Operations, Click Copy** to open the *COPY FILE* window. Copy will automatically create a new file, FarmNameCPY for the dates specified. If the file will contain only transactions for 2001, the file name should be changed to FarmName01 by **Clicking** on the file name, positioning the cursor on the CPY.QDF,

using the backspace or delete key to take out the CPY.QDF and then **Typing** 01. In the Copy Options part of the window, the dates of the transactions to be included should be 1/1/2001 to 12/31/2001 and check the box to include all prior uncleared transactions. **Click OK** and the



program creates a new archive file named FarmName01 that contains transactions up through December 31, 2001. Quicken will generate a message saying “File Copied Successfully”. **Click OK** and the program will re-open the FarmName data file that contains all the 2001 through 2005 transactions. Repeating these steps, but changing the dates to January 1, 2002 through December 31, 2002 and changing the file name from FarmNameCPY to FarmName02 will create an archive file for the 2002 transactions. **Click OK** and the program will again re-open the FarmName data file that contains all the 2001 through 2005 transactions.

Once the archive files for 2001 and 2002 have been created, the year-end copy function discussed above is used to reduce the number of transactions in the current data file to only those beginning on January 1, 2003. From the menu bar **Click File, Click File Operations, Click Year-End Copy** to open the *YEAR-END COPY* window. **Click** on the second radio knob in the **Current Data File** section and change the starting date from January 1, 2005 to January 1, 2003.

Click OK and you now have two files, FarmName with only transactions on or after January 1, 2003 and FarmNameBKP that contains the 2001 through 2005 transactions. Quicken will also generate a message saying “File Copied Successfully”. **Click OK** again and the program will open the “new” FarmName file. The last step is from the menu bar **Click File, Click File Operations, Click Delete** to open the *DELETE QUICKEN FILE* window, **Click** on FarmNameBKP and **Click OK** and follow the prompts to delete this file.

