Quicken Archive

To archive previous year's Quicken transactions without losing them "in case" you may need them at a later time.

1. Click File…File Operations.
2. Click Year End Copy
3. A file will be created containing all cleared previous years transactions.
4. Save it to a CD. Label and store.

This doesn't have to be done at year end; you can do it at any time for all prior transactions that have cleared.

Revised 6/22/2009 JMM