*ask          listen          solve*
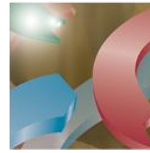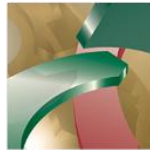
## The Commerce Trust Company

WEALTH MANAGER

Download to Quicken User Guide

**Step 1:  Open Quicken**

To start, open Quicken and leave it open in the background.  Depending on your version of Quicken, your screens might look slightly different from ours.  We are using Quicken 2009 Deluxe for this user guide.
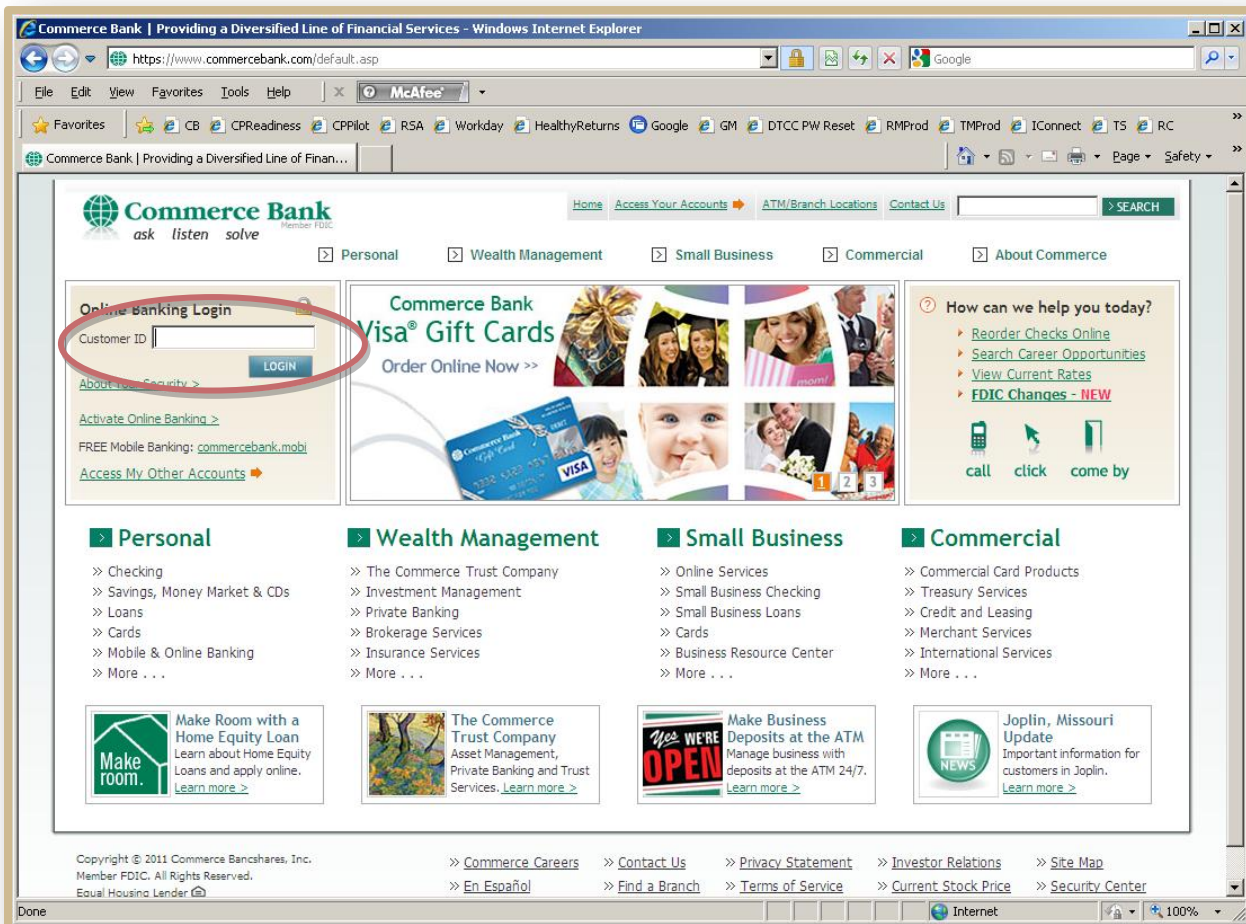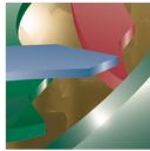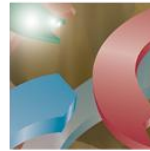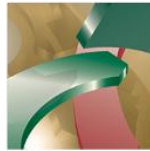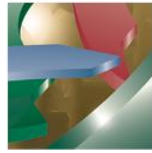


**The Commerce Trust Company**
A division of Commerce Bank
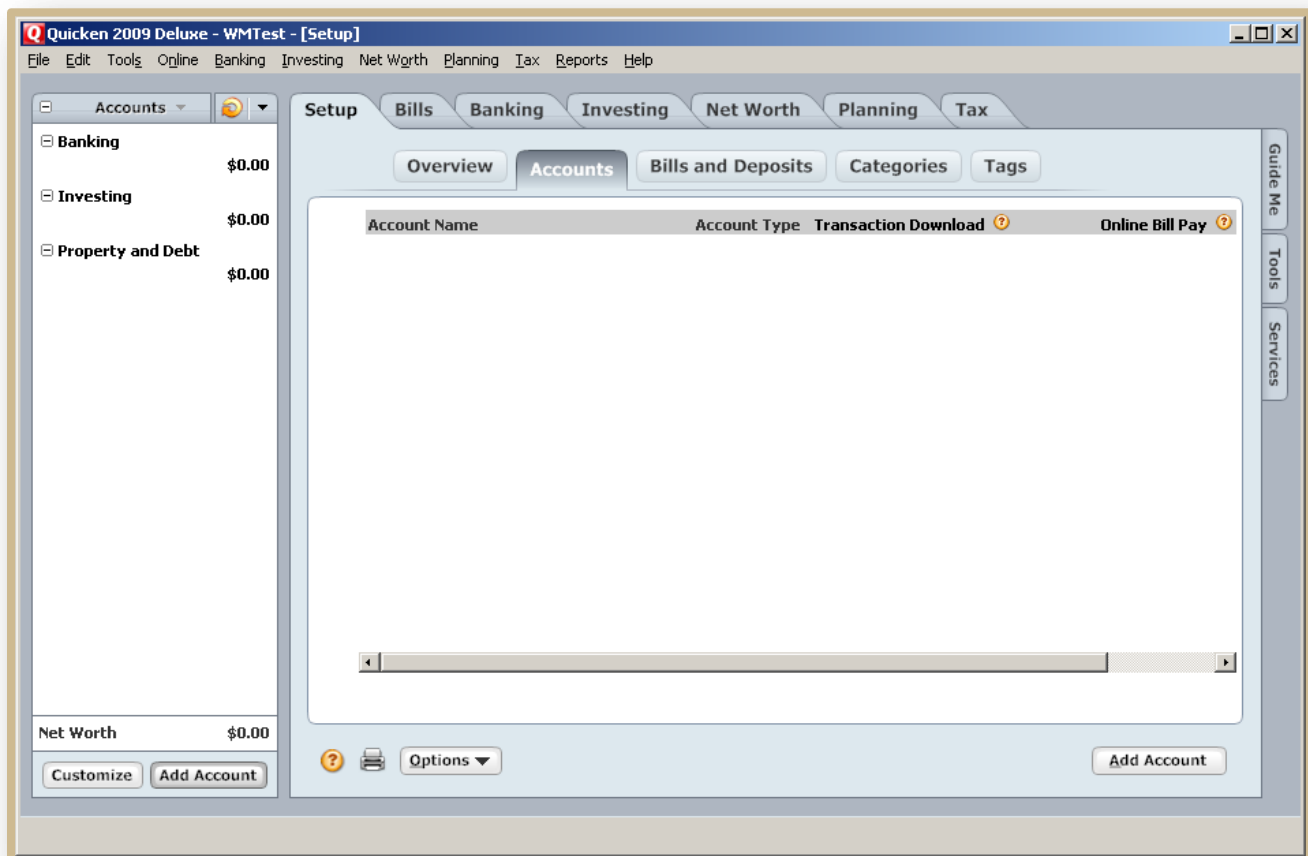
**Step 2:  Log into Wealth Manager**

Open your browser (Internet Explorer, FireFox, etc.) and log into Wealth Manager by going to
www.commercebank.com.  Enter your Customer ID in the Customer ID field in the upper left hand corner of the
website.  Click the LOGIN button to continue.

Our website will display your security image and caption.  Enter your password in the password field and click the Log In button.

Now that you have successfully logged into Wealth Manager, you should see your Financial Summary screen displayed in Wealth Manager.

**Step3:  Download to Quicken**

To start your download into Quicken, first click on the Tools tab and then click on the Quicken sub-tab.

Choose the account you would like to download from the Account dropdown list.  To display the additional filters, click the carrot next to Additional Filters.  In the additional filters, choose the Activity Detail Time Period that corresponds with the amount of transaction history you want to download.  If the Activity Detail Time Period does not have the correct time frame 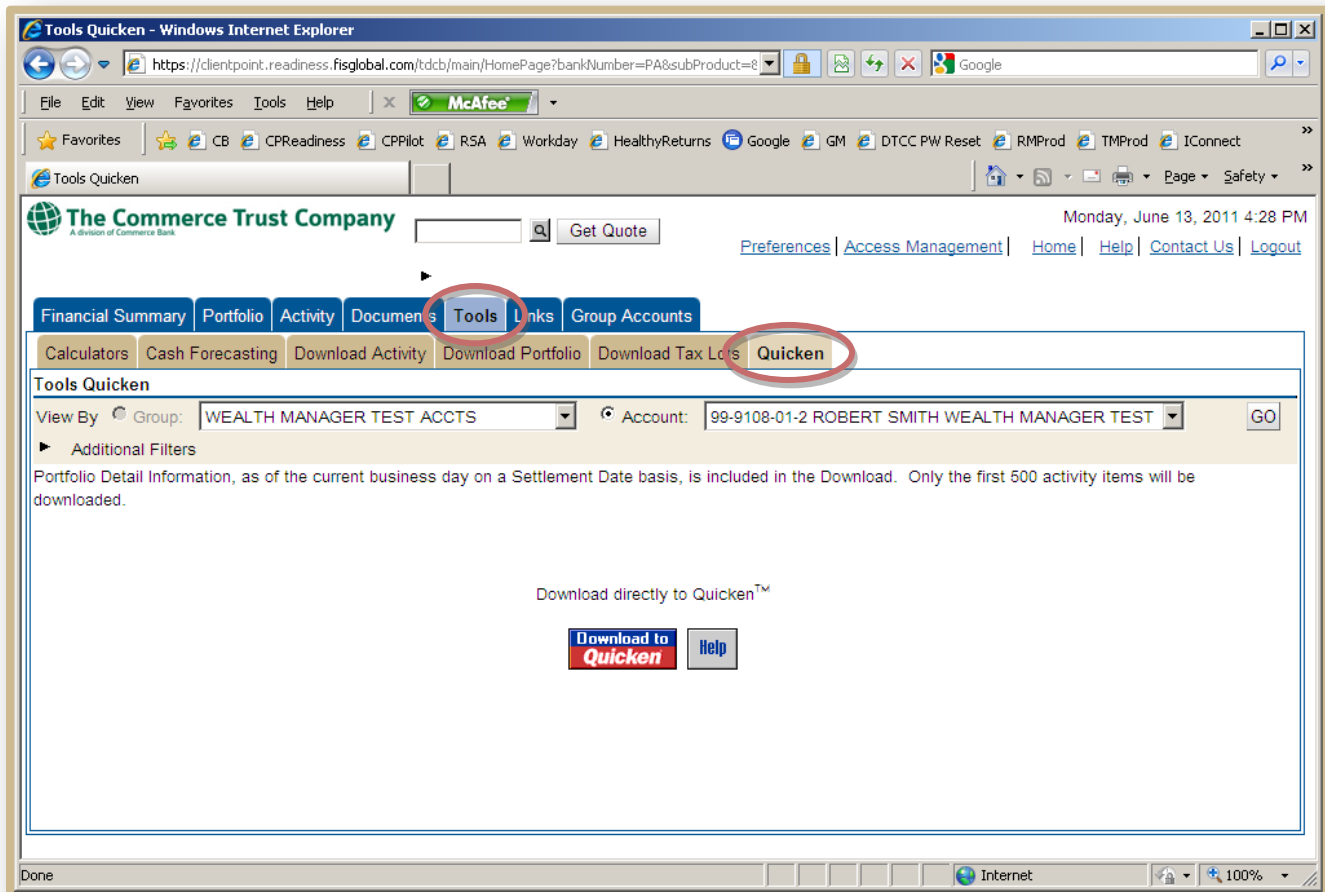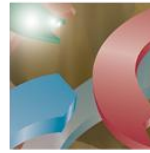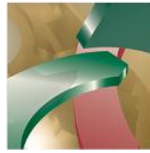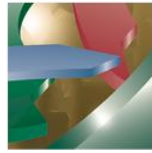you are looking for, use the From: and To: boxes to the right to enter a date range.  Note that our system only stores transaction history for fifteen months.  If you enter a From: date that is longer than fifteen months ago, it will not include the previous transactions.  Also, the download can only contain a maximum of 500 transactions.  If the time frame you have entered has too many, it will not download all of the transactions.  Click the green GO button to verify your selections.

*ask      listen      solve*

Before clicking the download button, make sure you have Quicken open in the background.  Now that you have your selections verified, click the red and blue Download to Quicken button.
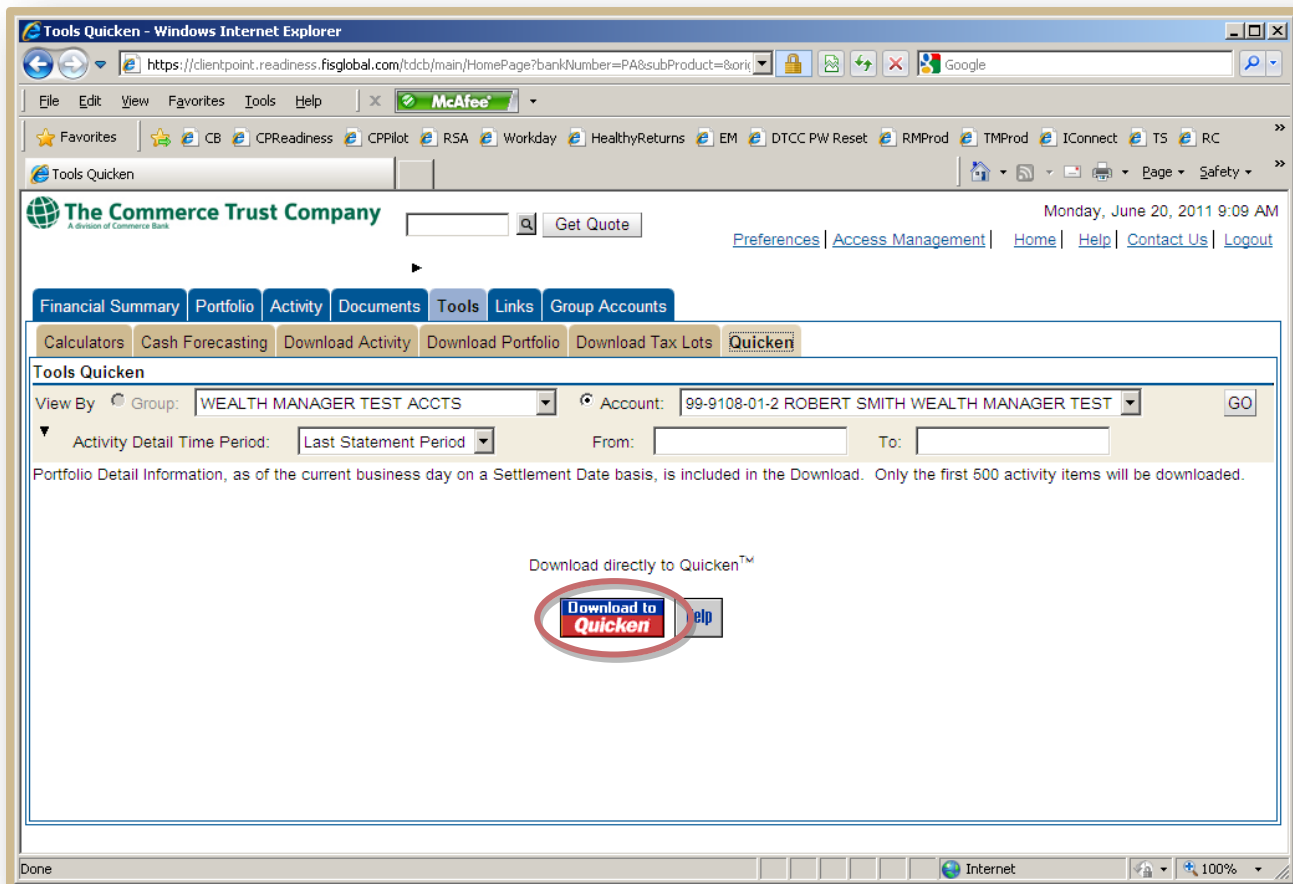
You may receive a notice that Internet Explorer is blocking the download from the site.  The file you are receiving from Wealth Manager is safe.  Click on the yellow bar and then click on Download File.

Click the Open button to download your information directly into Quicken which is open in the background.
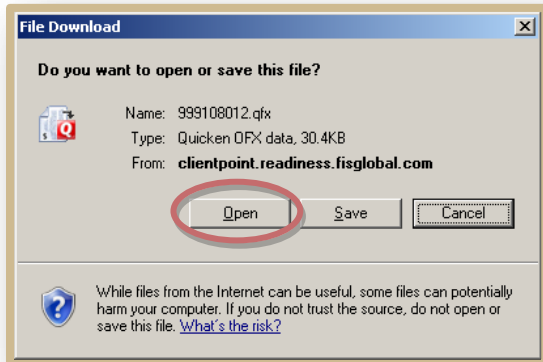


**Step 4:  Accept the Downloaded Information into Quicken**

Quicken will request you to indicate which account this data belongs in.  Choose the Create a new Quicken account radio 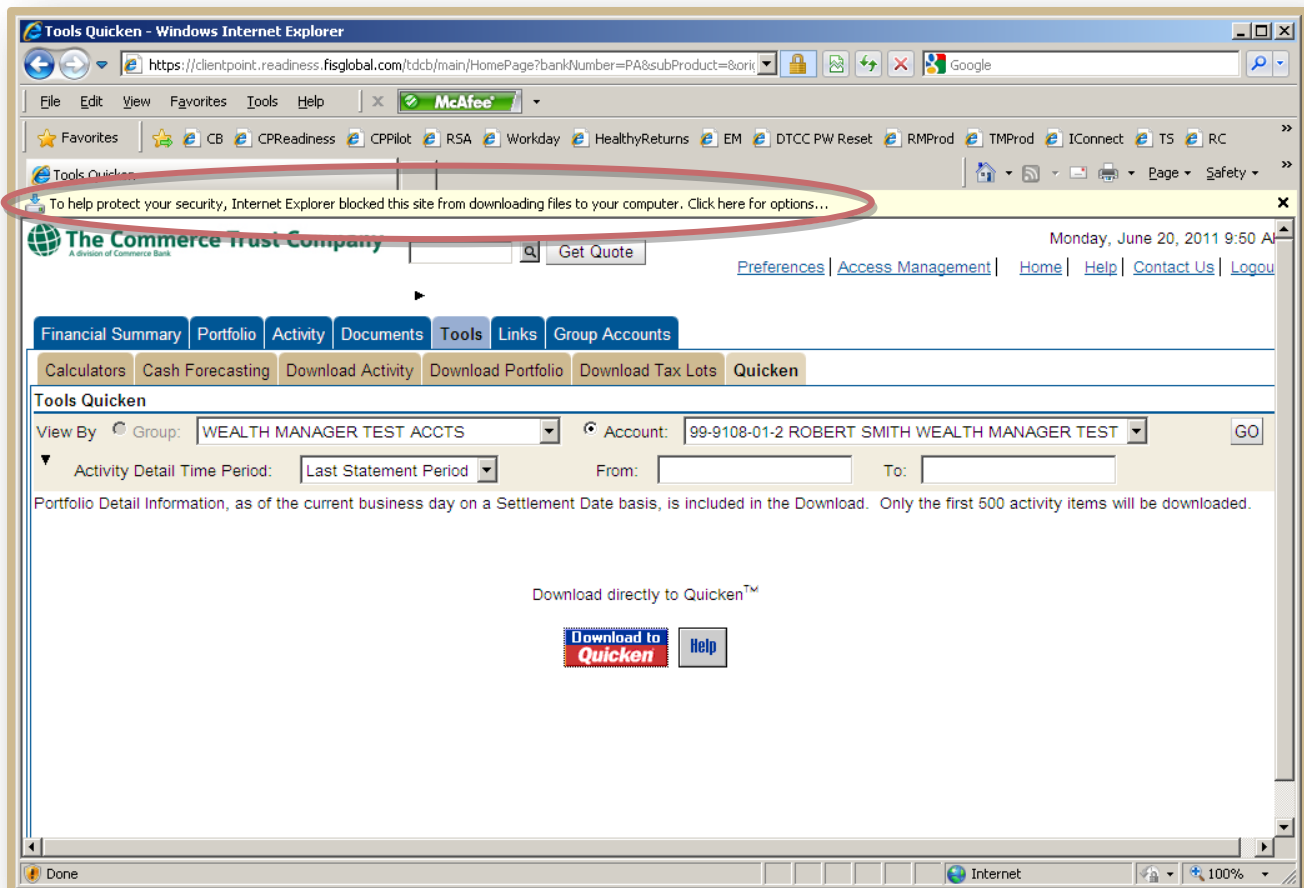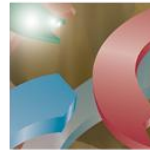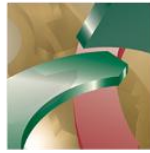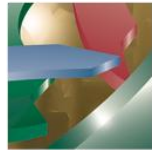button and enter the name for this account in box provided.  Since this is used only in your Quicken file, pick a name that will distinguish this account from other accounts in your Quicken file.  Click the Continue button.



**The Commerce Trust Company**
A division of Commerce Bank
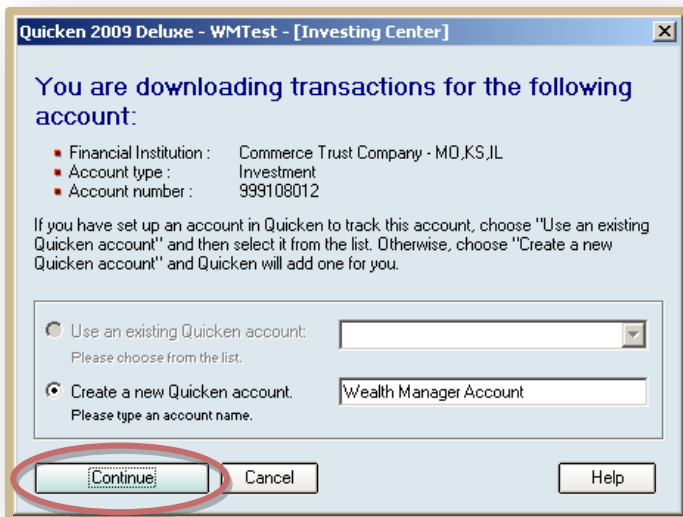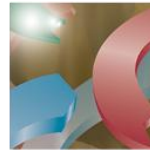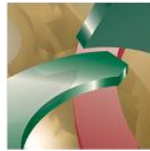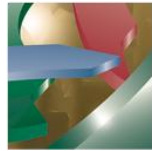
If there are no transactions for the time period you have chosen, you may receive the following notification.
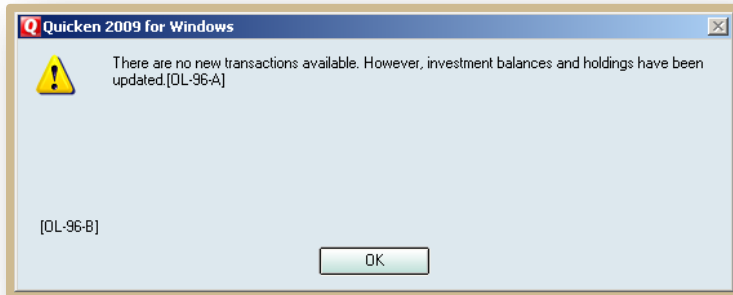


Quicken may prompt you to choose whether you want the transactions and holdings to be automatically accepted or if you want to review them first.  Our recommendation is to review them first.  This allows you to control what is accepted into your Quicken account.
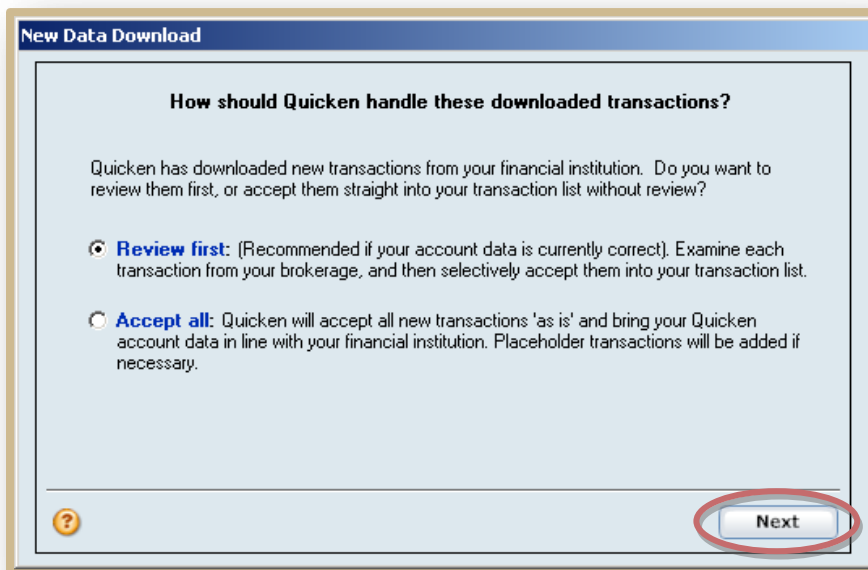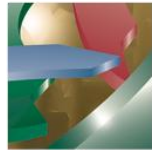
Quicken will update the prices for the assets you downloaded.  Click the Close button to continue.



The Commerce Trust Company
A division of Commerce Bank

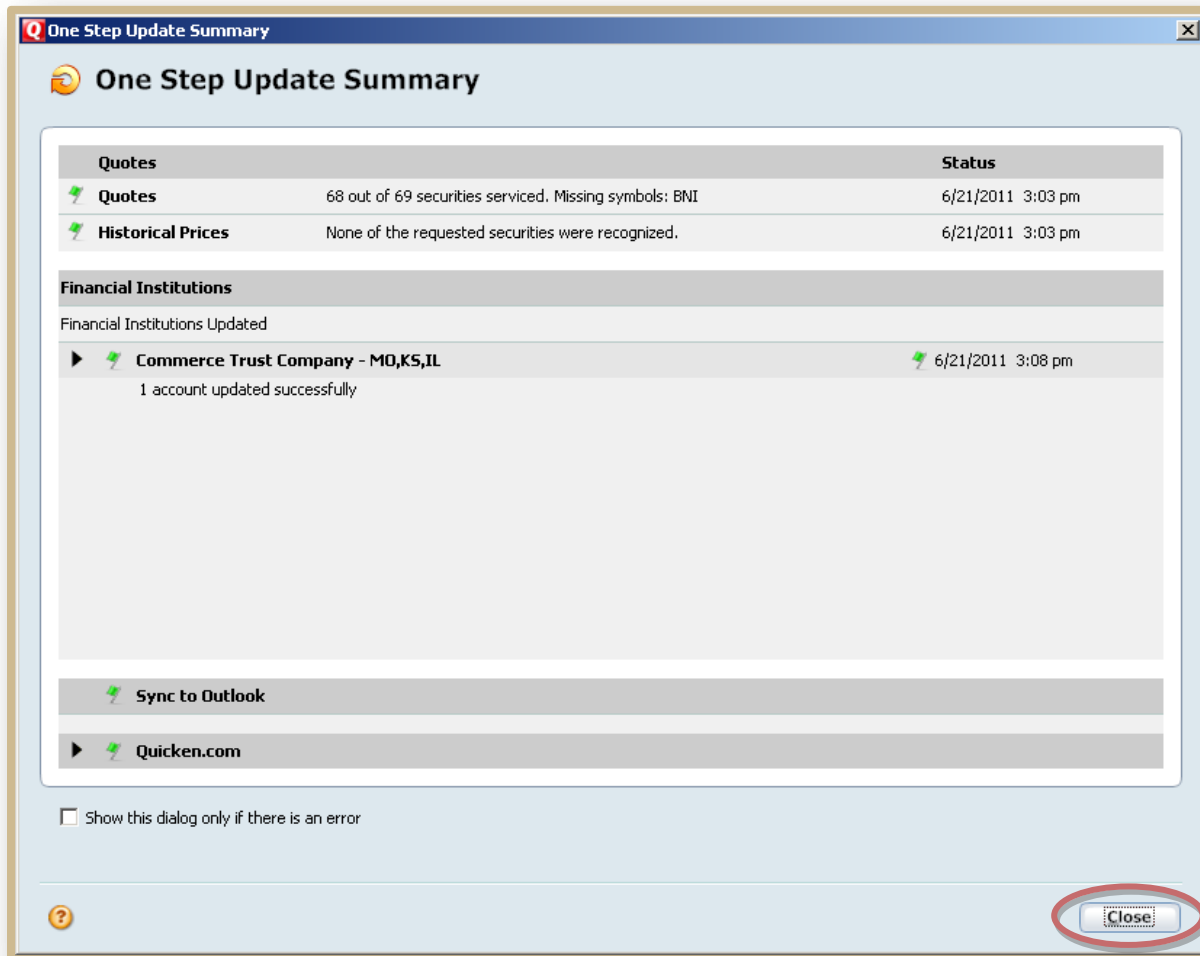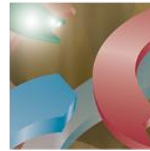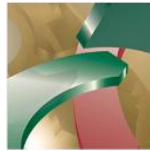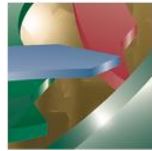Quicken will request that you enter the cash balance in your account.  Enter 0.00 in the cash field.  We use sweep accounts (money market) to invest cash overnight to earn your account more interest, so there is no actual cash in the account.  Click the Done button to continue.

Your account is now setup in Quicken.

**Step 5:  Enter Cost Basis Transactions for your Assets**

If you choose to have accurate gain and loss information for your account, you will need to input the tax lot information for your assets.  To do this, first click on the enter button to the right of the asset in the Overview tab.

Click on Enter Missing Transaction



The Buy-Shares Bought window will appear to allow you to enter the buy transactions for this asset.  The security name is already filled in for you.  Open Wealth Manager to find the original purchase transaction.



**The Commerce Trust Company**
A division of Commerce Bank

In Wealth Manager, choose the Portfolio tab, then the Positions sub-tab, and then the Allocation tab.  Click on the Next Step icon to the right of the asset and click on Tax Lot Detail.

**Tax Lot Information**                  June 21, 2011                  Download | Print | Close

The information displayed on this page is as of the Current Position, not as of a date in the past. The effect of any pending trade is not included in the information displayed.

99-9108-01-2 ROBERT SMITH WEALTH MANAGER TEST

025082-30-6

AIDIX

AMERICAN CENTURY INTERNATIONAL

Price     $14.60     Price Date     06/20/2011

AK ACCT TITLE - HELD IN TEST ACCOUNT

| | Pledged Quantity | 0.000 | Restricted Quantity | | 0.000 | Loaned Quantity | 0.000 | Collateralized Quantity | | 0.000 |

| Tax Lot | Acquisition Date | Quantity | Unit Cost | Federal Tax Cost | Market Value | Unrealized Gain/Loss | Pledged Quantity |
|---------|------------------|----------|-----------|------------------|--------------|----------------------|------------------|
| 001 | 11/20/2008 | 2,297.000 | $13.06 | $30,000.00 | $33,536.20 | $3,536.20 | 0.000 |
| | Total | 2,297.000 | | $30,000.00 | $33,536.20 | $3,536.20 | 0.000 |

From the Tax Lot Information window enter a transaction for each tax lot listed. Enter the Acquisition Date for the tax lot in the Transaction Date field. Enter the tax lot quantity in the Number of Shares field, and enter the tax lot Federal Tax Cost in the Total Cost field. When you press the tab key, it will automatically populate the Price Paid field. Click on the Enter/Done button to enter the transaction into your register.
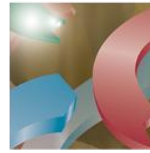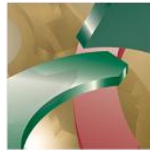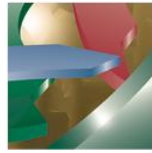
Use the Enter Missing Transaction button to enter an individual transaction for each tax lot.  Once you have entered all of your tax lots your Shares in Placeholder Entry should equal zero.  Click on the Done button to continue.

Your Gain/Loss information will now show in your Quicken Overview.  Repeat Step 5 for each asset.
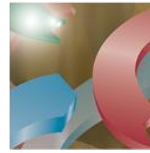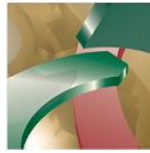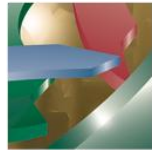
| | Name | Quote/Price | Shares | Market Value | Cost Basis | Gain/Loss | Gain/Loss (%) | Day Gain/Loss | Da |
|---|---|---|---|---|---|---|---|---|---|
| + | AMERICAN C... | est. 14.60 | 2,297 | 33,536.20 | 30,000.00 | 3,536.20 | 11.79 | 0.00 | |
| + | AMERICA... | 51.76 | 218 | 11,283.68 | Enter | * | * | 235.44 | ↑ |
| + | APACHE ... | 118.94 | 253 | 30,091.82 | Enter | * | * | 541.42 | ↑ |
| + | APOLLO GRO... | 42.39 | 235 | 9,961.65 | Enter | * | * | 75.20 | ↑ |
| + | BANK OF ... | 10.80 | 781 | 8,434.80 | Enter | * | * | 156.20 | ↑ |
| + | BANK OF AME... | est. | 1 | 0.00 | Enter | * | * | 0.00 | |
| + | BARD C R INC | 109.75 | 235 | 25,791.25 | Enter | * | * | 143.35 | ↑ |
| + | BECKMA... | 83.46 | 262 | 21,866.52 | Enter | * | * | -2.62 | ↓ |
| + | BURLINGTON ... | est. 100.21 | 185 | 18,538.85 | Enter | * | * | 0.00 | |
| + | CAMERON IN... | 46.925 | 285 | 13,373.63 | Enter | * | * | 320.63 | ↑ |
| + | CAPITALSOU... | 6.19 | 5,000 | 30,950.00 | Enter | * | * | 450.00 | ↑ |
| + | CATERPI... | 101.33 | 122 | 12,362.26 | Enter | * | * | 384.30 | ↑ |
| + | CERNER CORP | 118.78 | 255 | 30,288.90 | Enter | * | * | 351.90 | ↑ |
| + | CHIPOTLE ME... | 284.83 | 258 | 73,486.14 | Enter | * | * | 2,265.24 | ↑ |
| + | CISCO S... | 15.53 | 1,231 | 19,117.43 | Enter | * | * | 480.09 | ↑ |

## The Commerce Trust Company
### A division of Commerce Bank

**Step 6:  Subsequent Downloads into Quicken**

Once you have established the link between Wealth Manager and Quicken, subsequent downloads to update the information are straighter forward.

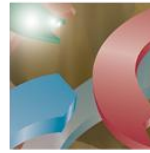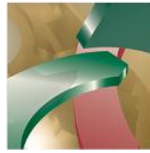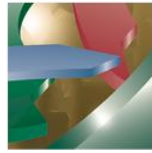First open Quicken and leave it open in the background (as in Step 1).

Next, open Wealth Manager.  Open your browser (Internet Explorer, FireFox, etc.) and log into Wealth Manager by going to www.commercebank.com.  Enter your Customer ID in the Customer ID field in the upper left hand corner of the website.  Click the LOGIN button to continue.  Our website will display your security image and caption.  Enter your password in the password field and click the Log In button.

Third, start your download into Quicken by clicking on the Tools tab and then clicking on the Quicken sub-tab.
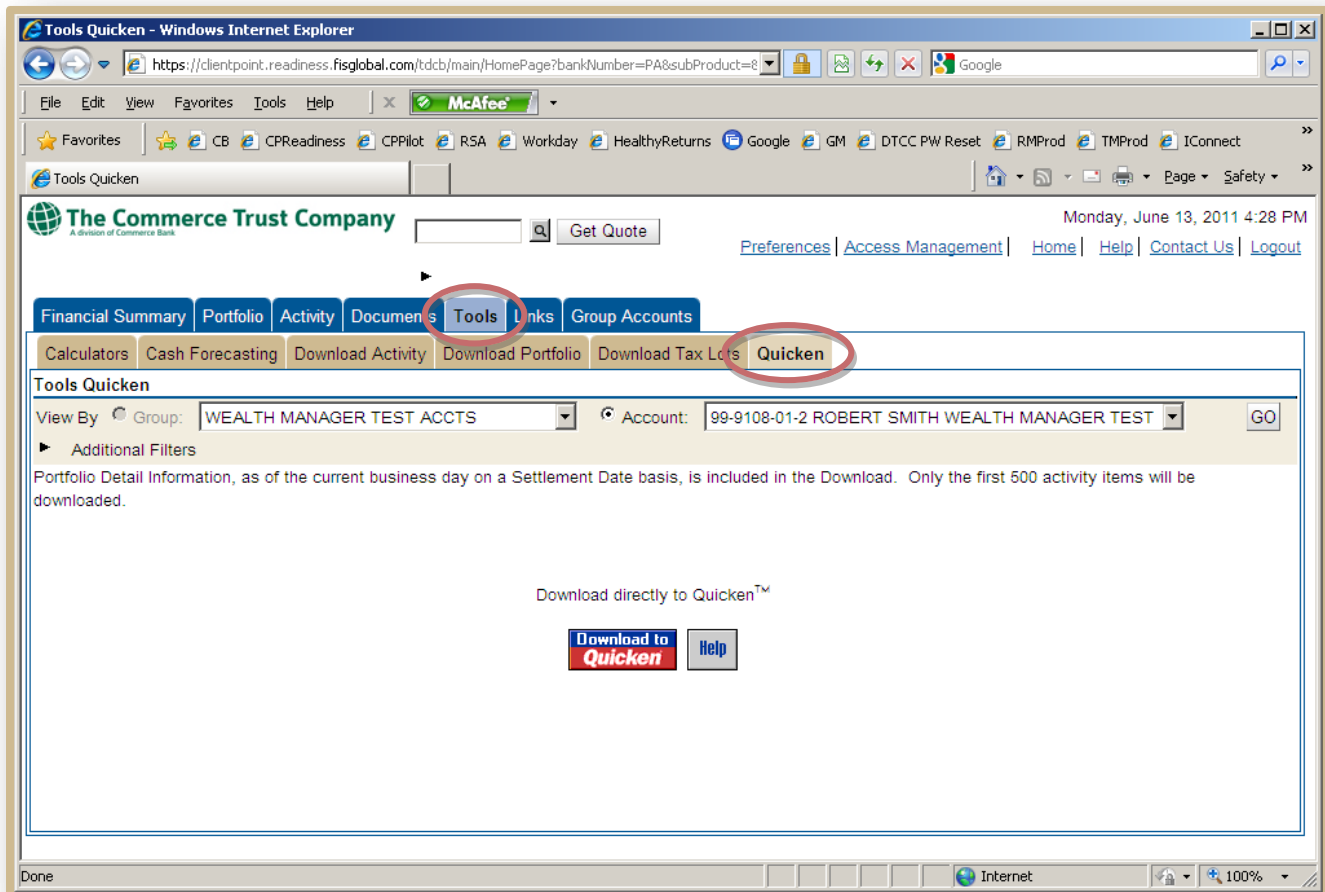
Choose the account you would like to download from the Account dropdown list.  If not already displayed, click the carrot next to Additional Filters.  In the additional filters, use the From: and To: boxes to the right to enter a date range. Your From: date should be equal to or before the last transaction date in your Quicken register.  Click the green GO button to verify your selections.  Next, click the red and blue Download to Quicken button.

You will be prompted to open or save the file.  Click on the Open button to continue with the download.
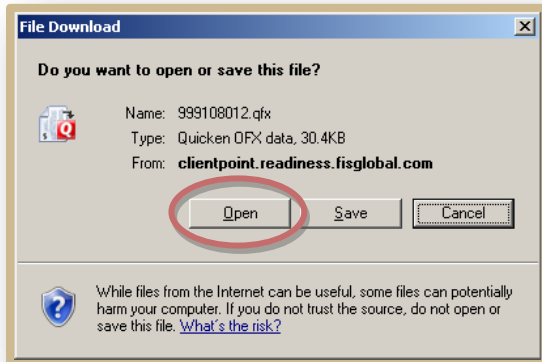


Quicken will automatically download the transactions and holdings to the right account because of the link that was created on the initial download.  You will see a red flag next to your account to show that you have new downloaded transactions that will need to be accepted into your account.

22