

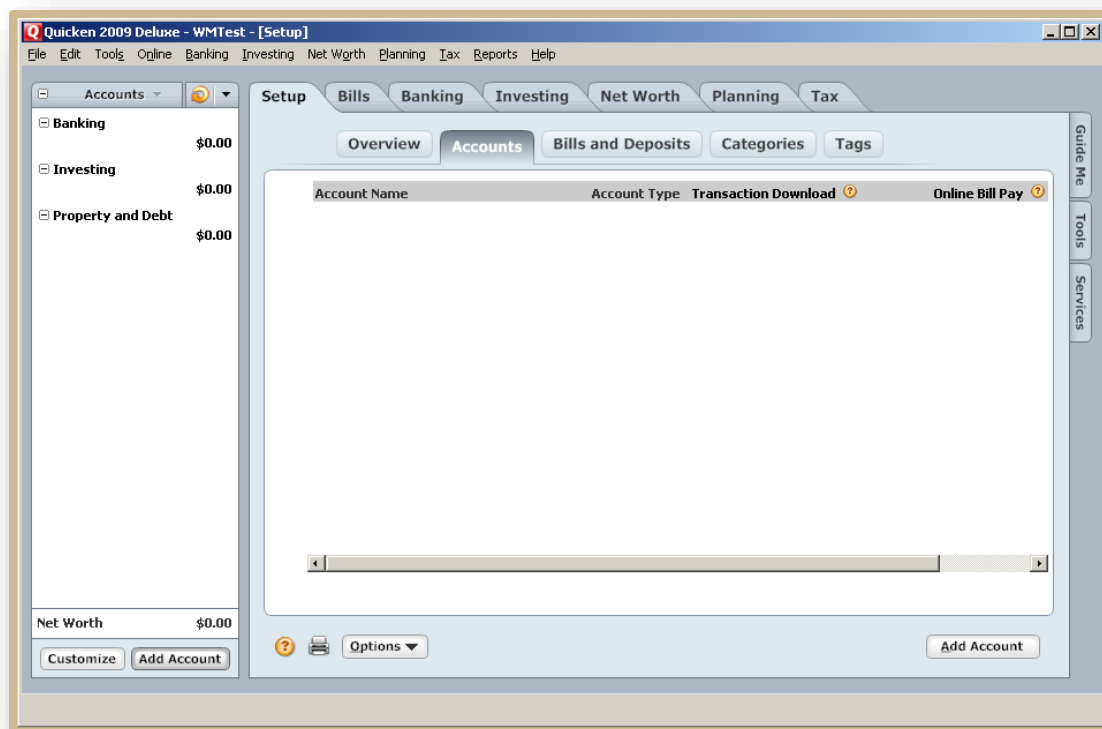
## DOWNLOAD TO QUICKEN USER GUIDE

### WEALTH MANAGER

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#### 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.

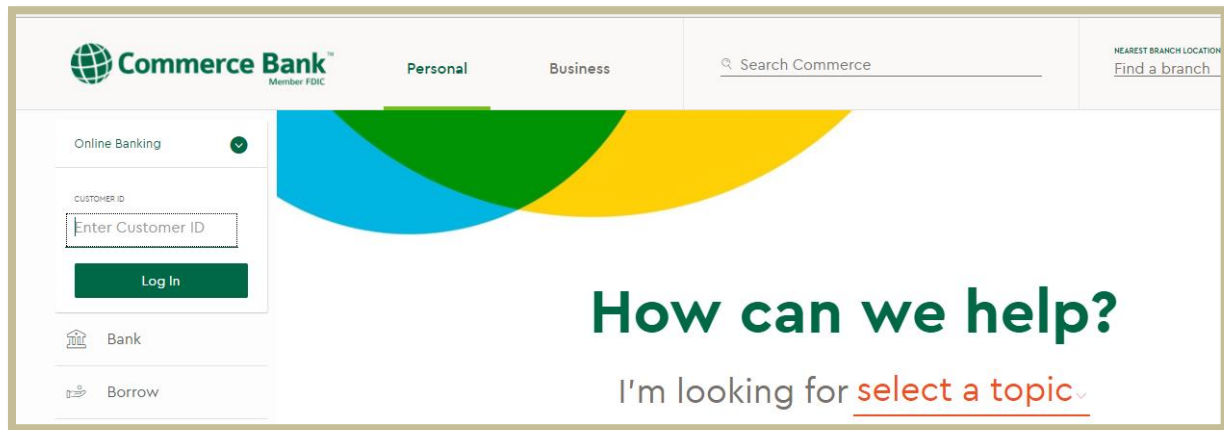


# Wealth Manager

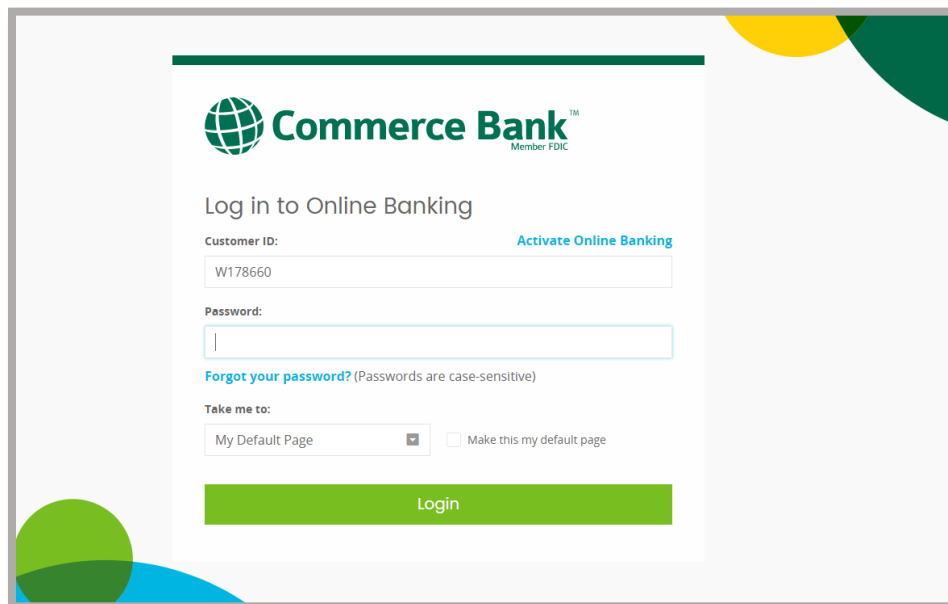
Last Revised: 6/28/2023

## Step 2: Log into Wealth Manager

Open your browser (Internet Explorer, FireFox, etc.) and log into Wealth Manager by going to [www.commercebank.com](http://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.



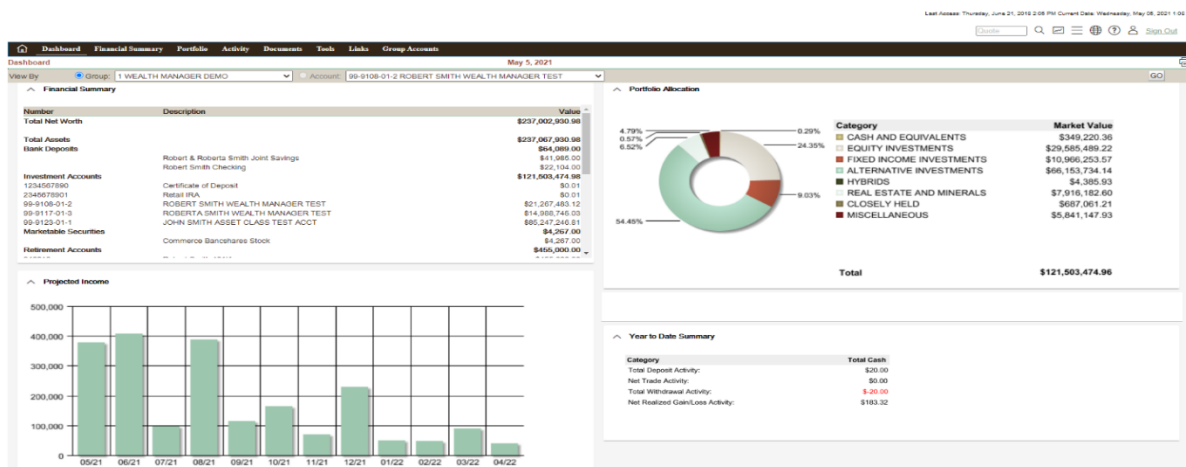
Our website will display your Customer ID. Enter your password in the password field and click the Log In button.



# Wealth Manager

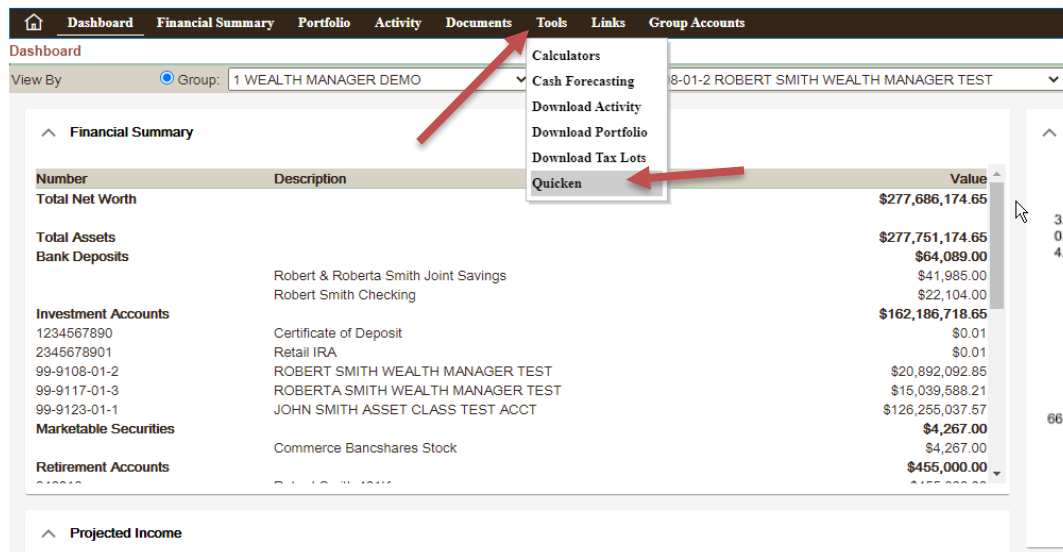
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Now that you have successfully logged into Wealth Manager, you should see your Dashboard Homepage screen displayed in Wealth Manager.

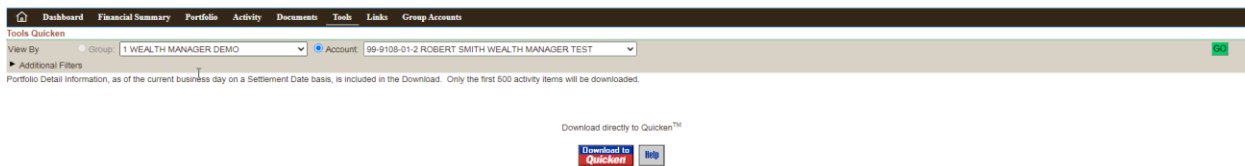


## Step 3: Download to Quicken

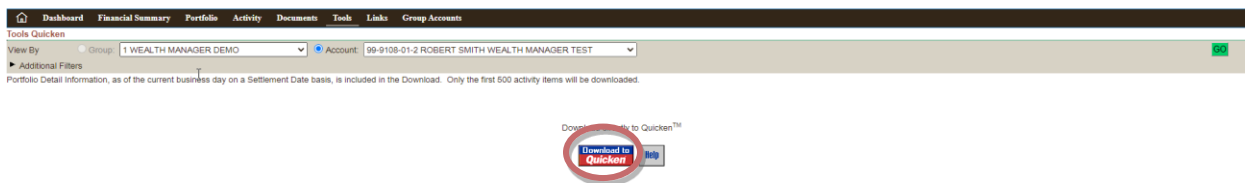
To start your download into Quicken, first click on the Tools tab and then click on the Quicken sub-tab.



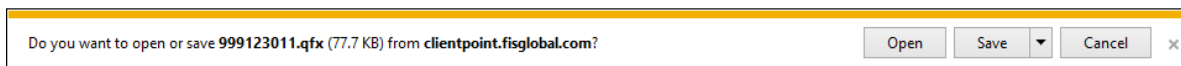
Choose the account you would like to download from the Account dropdown list. To display the additional filters, click the carrot next to Additional Filters. In the additional filters, choose the Activity Detail Time Period that corresponds with the amount of transaction history you want to download. 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 GO button to verify your selections.



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.

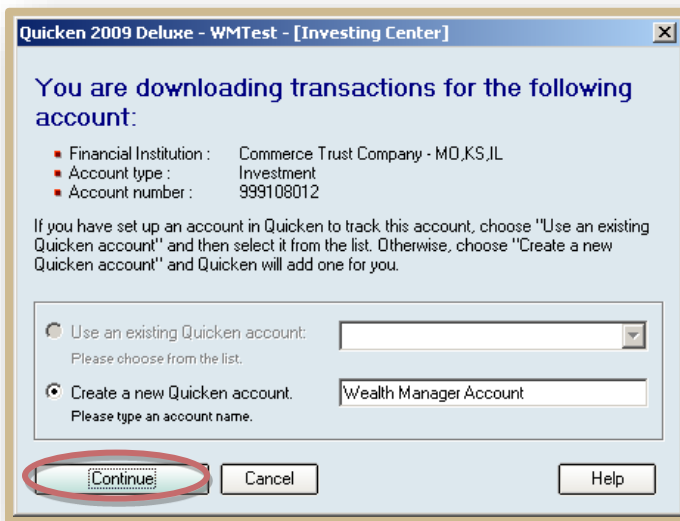


Click the Open button to download your information directly into Quicken which is open in the background.

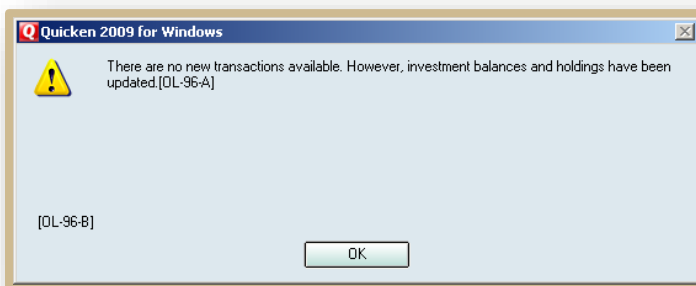


## Step 4: Accept the Downloaded Information into Quicken

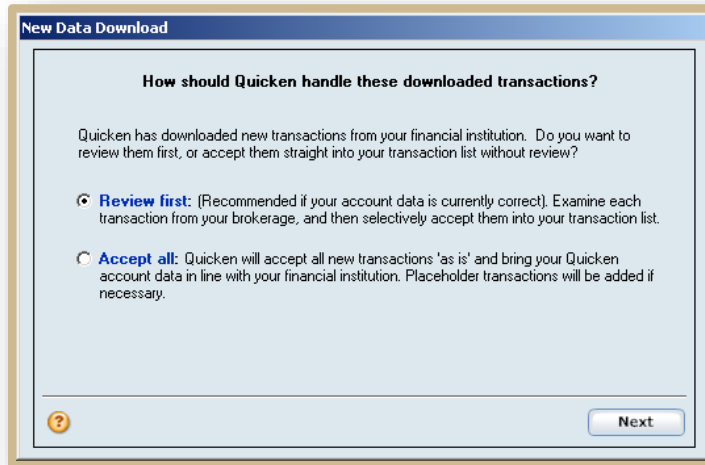
Quicken will request you to indicate which account this data belongs in. Choose the Create a new Quicken account radio button and enter the name for this account in box provided. Since this is used only in your Quicken file, pick a name that will distinguish this account from other accounts in your Quicken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



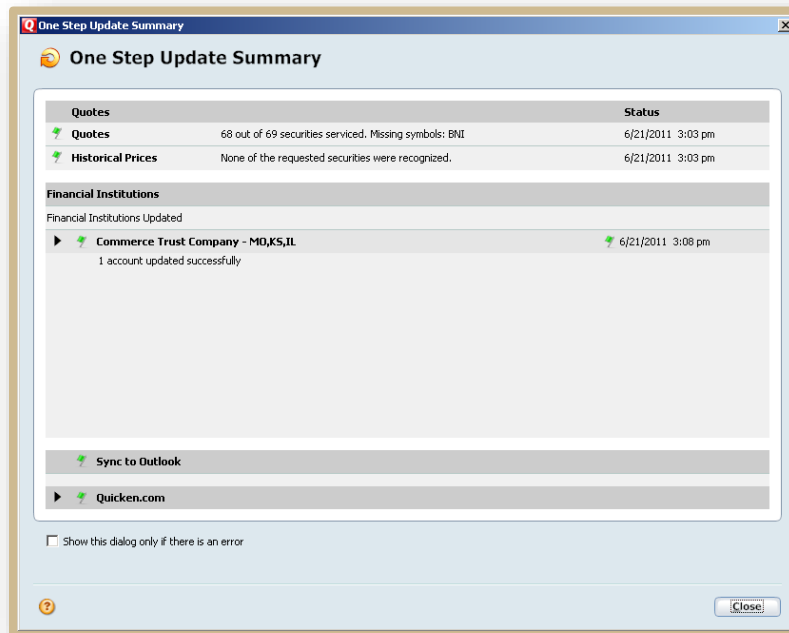
If there are no transactions for the time period you have chosen, you may receive the following notification.



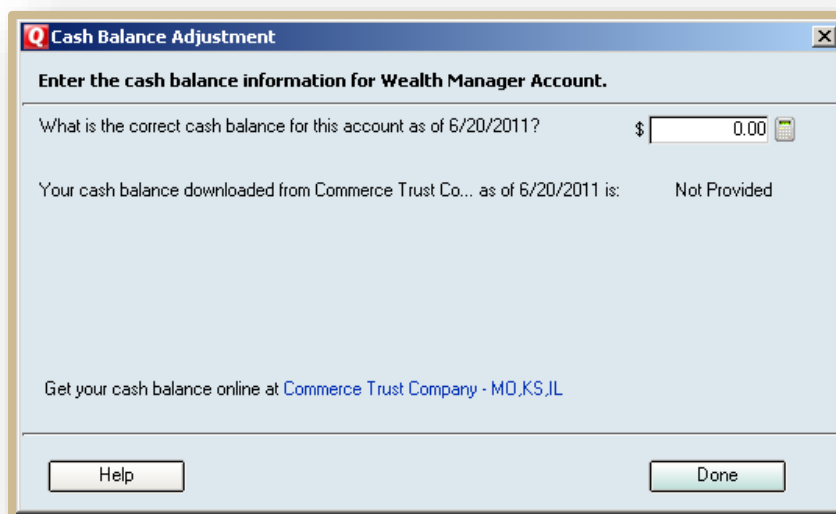
Quicken may prompt you to choose whether you want the transactions and holdings to be automatically accepted or if you want to review them first. Our recommendation is to review them first. This allows you to control what is accepted into your Quicken account.



Quicken will update the prices for the assets you downloaded. Click the Close button to continue.



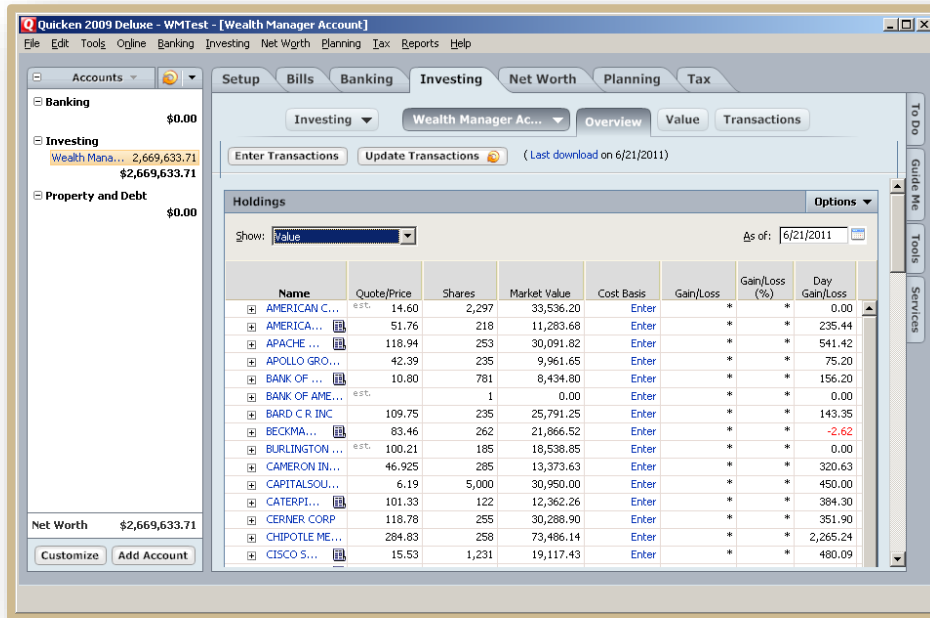
Quicken will request that you enter the cash balance in your account. Enter 0.00 in the cash field. We use sweep accounts (money market) to invest cash overnight to earn your account more interest, so there is no actual cash in the account. Click the Done button to continue.



Your account is now setup in Quicken.

# Wealth Manager

Last Revised: 6/28/2023



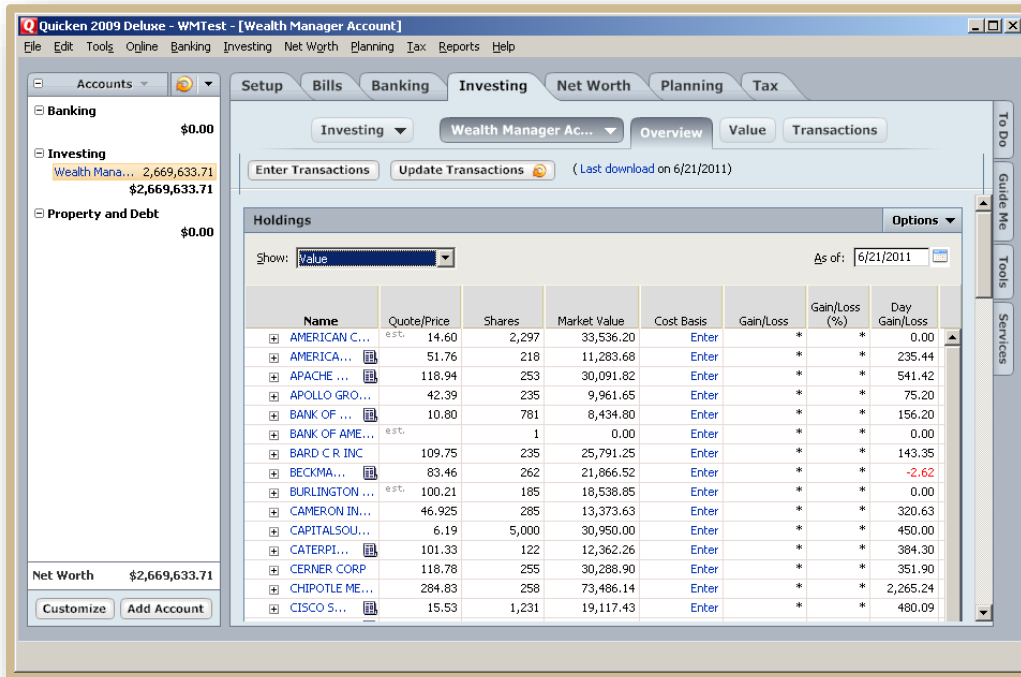
## Step 5: Enter Cost Basis Transactions for your Assets

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.

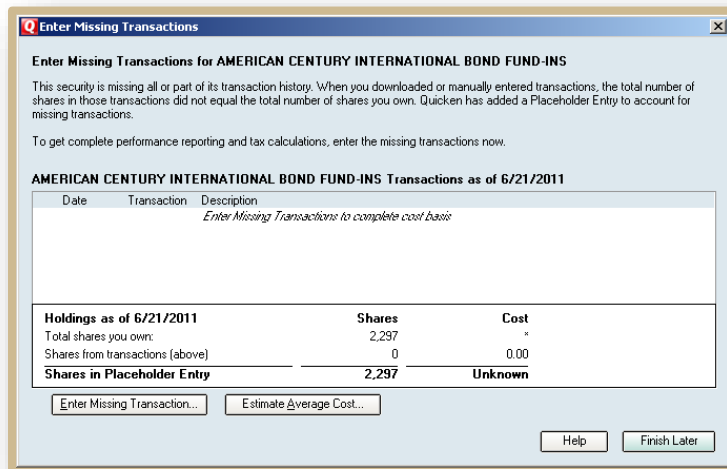


# Wealth Manager

Last Revised: 6/28/2023



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.

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

Category	Market Value	% Market Value
CASH AND EQUIVALENTS	\$6.30	0.00%
EQUITY INVESTMENTS	\$16,592,915.49	79.42%
FIXED INCOME INVESTMENTS	\$4,089,297.96	19.57%
ALTERNATIVE INVESTMENTS	\$59,873.10	0.29%
CLOSELY HELD	\$150,000.00	0.72%
<b>Total</b>	<b>\$20,892,092.85</b>	<b>100.00%</b>

Description	Quantity	Price	Market Value	Cost	% of MV	Next Step
<b>Total Portfolio</b>			\$20,892,092.85	\$9,477,988.97		
<b>CASH AND EQUIVALENTS</b>			\$6.30	\$6.30	0.00%	
<b>CASH</b>			\$6.30	\$6.30	0.00%	
INCOME CASH	0.000	\$1.00	\$254.35	\$254.35	0.00%	
PRINCIPAL CASH	0.000	\$1.00	\$-248.05	\$-248.05	0.00%	
<b>EQUITY INVESTMENTS</b>			\$16,592,915.49	\$6,387,831.70	79.42%	
<b>DOMESTIC EQUITY</b>			\$14,992,667.90	\$4,761,831.70	71.79%	
<b>NON-ENERGY MINERALS</b>			\$56,024.82	\$30,732.26	0.27%	
ISM						
ISHARES US BASIC MATERIALS ETF	409.000	\$136.98	\$56,024.82	\$30,732.26	0	Security Info
<b>ENERGY MINERALS</b>			\$67,608.69	\$97,331.34		
ADA						
APA CORP	253.000	\$20.63	\$5,219.39	\$19,814.72		0 6 Month Activity
ZZZZ						0 6 Month Activity
CALIFORNIA RESOURCES CORPORATION	143.000	\$1.52	\$217.36	\$933.22		0 12 Month Activity
DDI						0 Tax Lot Detail
DEVON ENERGY CORPORATION	181.000	\$25.26	\$4,572.06	\$21,330.85	0.02%	
XOM						
EXXON MOBIL CORPORATION	686.000	\$58.84	\$40,354.24	\$33,331.58	0.19%	

Current Tax Lot Information		January 25, 2018		Close	
<b>HELD AT TEST INSTITUTION</b>					
The information displayed on this page is as of the Current Position, not as of a date in the past. An account displaying only a total line indicates that the account does not maintain tax lot accounting records. The effect of any pending trade is not included in the information displayed. All monetary values are presented in US Dollars.					
<b>61-4377-01-8 HELD AWAY TEST ACCOUNT #1</b>					
<b>169656-10-5</b>					
<b>CMG</b>					
<b>CHIPOTLE MEXICAN GRILL INC CLASS A</b>					
<b>Price</b>	\$329.53	<b>Price Date</b>	01/24/2018		
<b>HA HELD AWAY - TEST</b>					
<b>Pledged Quantity</b>	0.000	<b>Restricted Quantity</b>	0.000	<b>Loaned Quantity</b>	0.000
		<b>Collateralized Quantity</b>	0.000		
<b>Acquisition</b>					<b>Unrealized</b>
<b>Tax Lot</b>	<b>Date</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>Federal Tax Cost</b>	<b>Market Value</b>
001	04/25/2017	20.825	\$494.31	\$10,294.00	\$6,862.46
					<b>Gain/Loss</b>
					<b>Pledged Quantity</b>
<b>Total</b>		<b>20.825</b>		<b>\$10,294.00</b>	<b>\$6,862.46</b>
					<b>\$-3,431.54</b>
					<b>0.000</b>

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.

**Buy - Shares Bought**

Enter transaction: Buy - Shares Bought Enter the purchase of shares of a security (subtract the cost from my cash balance).

**Buy - Shares Bought:**

Transaction date: 11/20/2008 Security name: INTERNATIONAL BOND FUND-INS

Account: Wealth Manager Accor Number of shares: 2,297

Price paid: 13.060514 per share

Commission: 0.00

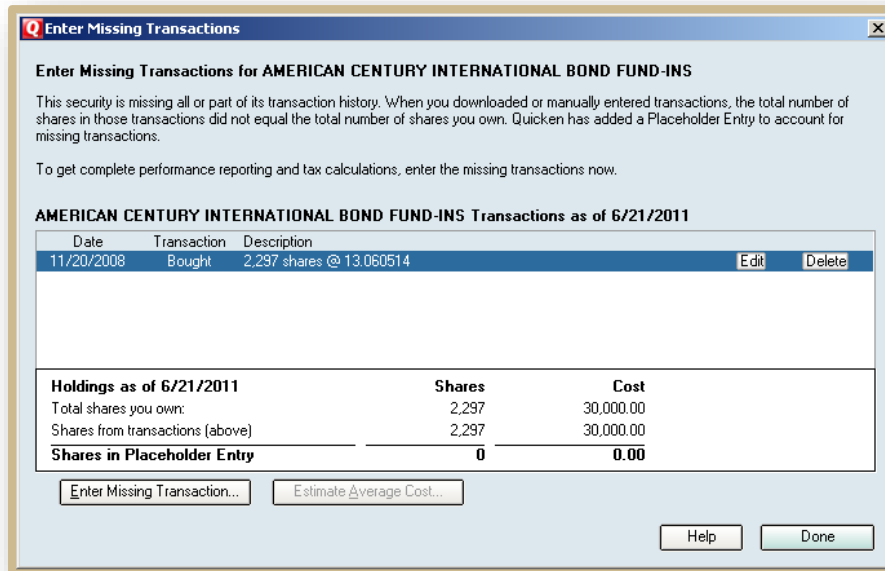
Total cost: 30,000.00

Buttons: Cancel, Clear, Enter/Done

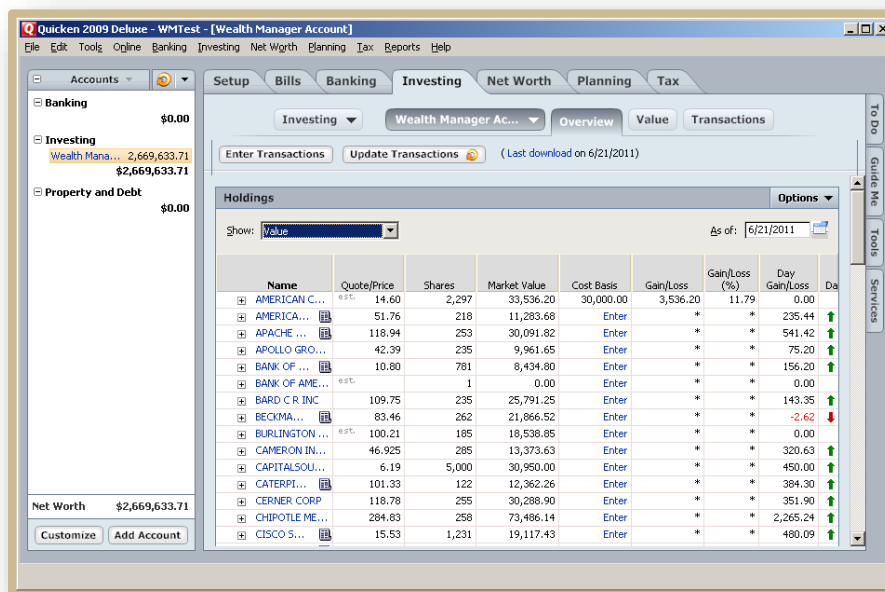
# Wealth Manager

Last Revised: 6/28/2023

Use the Enter Missing Transaction button to enter an individual transaction for each tax lot. Once you have entered all 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.



## 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](http://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. 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.

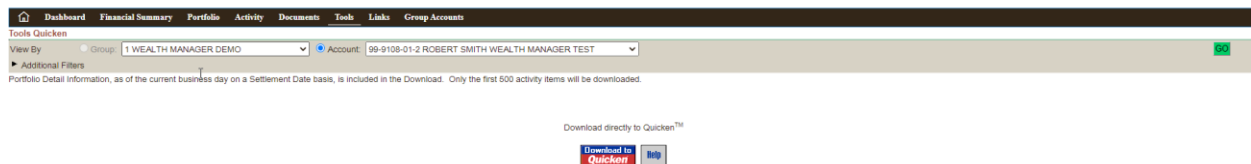
The screenshot shows the Wealth Manager interface. At the top, there is a navigation bar with tabs: Dashboard, Financial Summary, Portfolio, Activity, Documents, Tools, Links, and Group Accounts. The 'Tools' tab is selected, and a dropdown menu is open, showing options: Calculators, Cash Forecasting, Download Activity, Download Portfolio, Download Tax Lots, and Quicken. The 'Quicken' option is highlighted with a red arrow. Below the menu, the 'Financial Summary' section is visible, showing a table with columns for Number, Description, and Value. The table lists various assets and their values, including Total Net Worth, Total Assets, Bank Deposits, Investment Accounts, Marketable Securities, and Retirement Accounts. A red arrow also points to the 'Quicken' option in the table.

Number	Description	Value
<b>Financial Summary</b>		
<b>Total Net Worth</b>		
		\$277,686,174.65
<b>Total Assets</b>		
<b>Bank Deposits</b>		
	Robert & Roberta Smith Joint Savings	\$41,985.00
	Robert Smith Checking	\$22,104.00
<b>Investment Accounts</b>		
1234567890	Certificate of Deposit	\$0.01
2345678901	Retail IRA	\$0.01
99-9108-01-2	ROBERT SMITH WEALTH MANAGER TEST	\$20,892,092.85
99-9117-01-3	ROBERTA SMITH WEALTH MANAGER TEST	\$15,039,588.21
99-9123-01-1	JOHN SMITH ASSET CLASS TEST ACCT	\$126,255,037.57
<b>Marketable Securities</b>		
	Commerce Bancshares Stock	\$4,267.00
<b>Retirement Accounts</b>		
		\$455,000.00

# Wealth Manager

Last Revised: 6/28/2023

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 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.

