# **DOWNLOAD TO QUICKEN USER GUIDE**

#### WEALTH MANAGER

#### 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.

Edit Tools Online E	oanking <u>i</u>	Setup	Bills Banking	Investing	Net Worth	Planning Tax		
Banking	\$0.00		Overview	ccounts B	ills and Deposits	Categories Tag	js	Guide
Investing	\$0.00	-	Account Name		Account Type Tr	ansaction Download 🕐	Online Bill Pa	y 🕜 Me
Property and Debt	\$0.00							Tools
								Ser
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et Worth	\$0.00	? ⊧	Options V				Add Accourt	nt
Customize Add Acc	ount							



#### Step 2: Log into Wealth Manager

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

	Personal	Business	Search Commerce	NEAREST BRANCH LOCATION Find a branch
Online Banking 📀				
CUITOMER ID				
Log In				alua 2
🟦 Bank		HO	w can we n	eip:
🖒 Borrow		l'm	looking for select a t	:opic~

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

Comme	erce Bank <sup>®</sup>	
Log in to Online Bo	Member FDIC	
Customer ID:	Activate Online Banking	5
W178660		
Password:		
Forgot your password? (Passwor	ds are case-sensitive)	
Take me to: My Default Page	Make this my default page	
	Login	



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

								Last Access Thursday, June 2	1, 2019 2:05 PM Current Date: Wednesday	May 05, 2021 1:00 PM
									_ < ⊵ ≡ ⊕ ?	Sign_Out
Dashboard Financial Su	mmary Portfolio Activity Docume	nta Teela	Links Group	Accounts						
shboard						May 5, 2021				9
ew By Group: 1 WE	ALTH MANAGER DEMO	Account	99-9108-01-2 F	OBERT SN	ITH WEALTH	MANAGER TEST				GO
A Financial Summary							Portfolio Allocation			
-										
Number	Description					Value				
Total Net Worth						\$237,002,930.98	4 79%0 2	Category	Market Value	
Total Assets						\$237,067,930.98	0.57%	CASH AND EQUIVALENTS	\$349,220.36	
Bank Deposits	Deberg & Debergs Group Inits Group					\$64,089.00	6.52%	35% EQUITY INVESTMENTS	\$29,585,489.22	
	Robert & Roberta Smith Joint Saving Robert Smith Checking	94				\$22,104.00		FIXED INCOME INVESTMENTS	\$10,966,253.57	
Investment Accounts						\$121,503,474.98		ALTERNATIVE INVESTMENTS	\$4 385 03	
1234567890	Certificate of Deposit					\$0.01		REAL ESTATE AND MINERALS	\$7,916,182.60	
99-9108-01-2	ROBERT SMITH WEALTH MANAGE	ER TEST				\$21,267,483,12	9.03	CLOSELY HELD	\$687.061.21	
99-9117-01-3	ROBERTA SMITH WEALTH MANAG	GER TEST				\$14,988,745.03		MISCELLANEOUS	\$5,841,147.93	
99-9123-01-1 Marketable Cocurities	JOHN SMITH ASSET CLASS TEST	ACCT				\$85,247,246.81 \$4 967.00	54.45%			
	Commerce Bancshares Stock					\$4,267.00				
Retirement Accounts						\$455,000.00 -				
								Total	\$121 503 474 96	
Projected Income								Iotai	4121,000,414.00	
500,000	T T T T			_						
		1 1								
400,000		+					Year to Date Summary			
		1 1			1 1					
							Category	Total Cash		
300,000 T							Total Deposit Activity:	\$20.00		
		1 1	_				Net Trade Activity:	\$0.00		
200,000 + +		+ +		+		_	Net Realized Gain/Loss Activity:	\$183.32		
		1 II					· · · · · · · · · · · · · · · · · · ·			
100.000 + +		H	-							
05/21 06/21	1 07/21 08/21 09/21 10/21	11/21	12/21 01/22	02/22	03/22 0	4/22				

#### Step 3: Download to Quicken

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

ඛ	Dashboard	Financial Summary	Portfolio	Activity	Documents	Tools	Links	Group Accounts
ashb	oard					Calcula	tors	
iew E	3y	Group: 1 WEAL	TH MANAGE	R DEMO		Cash Fo	recasting	8-01-2 ROBERT SMITH WEALTH MANAGER TEST
						Downlo	ad Activity	
~	Financial Su	ummary				Downlo	ad Portfoli	•
		-		•		Downlo	ad Tax Lot	s
Nu	umber	D	escription			Ouicker	1	Value ^
То	tal Net Worth					•	-	\$277,686,174.65
То	tal Accote							\$277 751 174 65 0
Ba	ank Deposits							\$64 089 00 4
		R	obert & Robe	rta Smith J	oint Savings			\$41,985.00
		R	obert Smith C	hecking	g-			\$22,104.00
Inv	vestment Accou	unts						\$162,186,718.65
12	34567890	С	ertificate of D	eposit				\$0.01
23	45678901	R	etail IRA					\$0.01
99	-9108-01-2	R	OBERT SMIT	H WEALT	H MANAGER T	EST		\$20,892,092.85
99	-9117-01-3	R	OBERTA SM	ITH WEAL	TH MANAGER	TEST		\$15,039,588.21
99	-9123-01-1	JC	OHN SMITH A	ASSET CL/	ASS TEST ACC	ст		\$126,255,037.57
Ma	arketable Secur	rities						\$4,267.00
		С	ommerce Bar	icshares S	tock			\$4,267.00
Re	atirement Accou	unts						\$455,000.00
~ *	0010	_	1.10.11.1	~~~				A (55 000 00



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.

🔂 Dashboard Financial Summary Portfolio Activity Documents Tools Links Group Accounts	
Tools Quicken	
View By O Group 1 WEALTH MANAGER DEMO V O Account: 99-9108-01-2 ROBERT SMITH WEALTH MANAGER TEST V	GO
Additional Filters     Y	
Portfolio Detail Information, as of the current business day on a Settlement Date basis, is included in the Download. Only the first 500 activity items will be downloaded.	
Download directly to Quicken <sup>TM</sup>	
Convolution In Convolution	

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.

Dashboard Financial Sammary Portfolio Activity Documents Tools Links Group Accounts	
Tools Quicken	
Vew By Orioup 1 WEALTH MANAGER DEMO V Account: 99-9108-01-2 ROBERT SMITH WEALTH MANAGER TEST V	GO
Additional Filters     Y	
Portfolio Detail Information, as of the current business day on a Settlement Date basis, is included in the Download. Only the first 500 activity items will be downloaded.	
Down-the Couchen <sup>TM</sup>	

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.

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on: Co Inv : 99	titution : e : nber :	e Trust Company - MO,KS,IL nt 12	
account in d then sele d Quicken	an accour ' and then : ' and Quick	en to track this account, choose " m the list. Otherwise, choose "Cre d one for you.	Use an existing ate a new
Juicken a	ing Quicker		
m the list.	e from the lis		
uicken acc ount name.	v Quicken a i accountinar	Wealth Manager Account	
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If there are no transactions for the time period you have chosen, you may receive the following notification.

2009 for Windows	×
There are no new transactions available. However, investment balances and holdings have been updated.[OL-96:A]	n
ΟΚ	
	2009 for Windows There are no new transactions available. However, investment balances and holdings have beer updated.[OL-96:A]



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.

н	ow should Quicken handle these downloaded tra	ansactions?
Quicken ha review them	s downloaded new transactions from your financial institution first, or accept them straight into your transaction list witho	on. Doyou want to ut review?
Review transacti	first: (Recommended if your account data is currently co on from your brokerage, and then selectively accept them	rrect). Examine each into your transaction list.
C Accept account necessa	all: Quicken will accept all new transactions 'as is' and b data in line with your financial institution. Placeholder trans y.	ing your Quicken actions will be added if

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

Quotes		Status
🐔 Quotes	68 out of 69 securities serviced. Missing symbols: BNI	6/21/2011 3:03 pm
🐔 Historical Prices	None of the requested securities were recognized.	6/21/2011 3:03 pm
Financial Institutions		
Financial Institutions Upd	ated	
🕨 🦿 Commerce 1	rust Company - MO,KS,IL	🍸 6/21/2011 3:08 pm
🐔 Sync to Outl	ook	
🕨 🦿 Quicken.con	1	
Show this dialog only	f there is an error	,



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.

Q Cash Balance Adjustment	×
Enter the cash balance information for Wealth Manager Account.	
What is the correct cash balance for this account as of 6/20/2011? \$ 0.00	
Your cash balance downloaded from Commerce Trust Co as of 6/20/2011 is: Not Provided	
Get your cash balance online at Commerce Trust Company - M0,KS,IL	
Help Done	
Help Done	

Your account is now setup in Quicken.



Accounts V	S	etup Bills B	anking I	nvesting	Net Worth	Planning	Тах				
∃ Banking \$0.00	Γ	Investing		ealth Manag	er Ac 🔻	Overview	Value Tr	ansaction	s		To Do
Investing	LL.										IĽ
Wealth Mana 2,669,633.71 \$2,669,633.71	μ	Enter Transactions	Update Tra	nsactions 💫	( Last downlo	ad on 6/21/2011	)				Guid
□ Property and Debt \$0.00		Holdings							Options	•	Ie Me
		Show: Value						As of: 6/2	21/2011		Tools
		Name	Quote/Price	Shares	Market Value	Cost Basis	Gain/Loss	Gain/Loss (%)	Day Gain/Loss		- Se
		AMERICAN C	est. 14.60	2,297	33,536.20	Enter	*	*	0.00		ivi
		AMERICA	51.76	218	11,283.68	Enter	*	*	235.44		ces
		🕀 APACHE 🧾	118.94	253	30,091.82	Enter	*	*	541.42		
			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		
			46.925	285	13,373.63	Enter	*	*	320.63		
			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		
let Worth \$2,669,633.71		⊕ CHIPOTLE ME	284.83	258	73,486.14	Enter	*	*	2,265.24		
Net Worth \$2,669,633.71		TT CISCO S III	15.53	1.231	19,117.43	Enter	*	*	480.09		-

#### 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.



Banking		( <b>*</b>					V-1				То
\$0.00		Investin		eaith Manag	er ac	Overview	value	ansaction	S		Do
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Property and Debt										_	▲ e
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	Ŧ	AMERICAN C	est. 14.60	5nares 2.297	Market Value 33,536,20	Cost Basis Enter	Gain/Loss *	(%)	Gain/Loss 0.00		ierv
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	÷	CHIPOTLE ME	284.83	258	73,486.14	Enter	*	*	2,265.24		
Customize Add Account	÷	CISCO S	15.53	1,231	19,117.43	Enter	*	*	480.09		-

**Click on Enter Missing Transaction** 

et complete performance reporting and tax calculations, enter the missing transactions now.  ERICAN CENTURY INTERNATIONAL BOND FUND-INS Transactions as of 6/21/2011 Date Transaction Description Enter Missing Transactions to complete cost basis  oldings as of 6/21/2011 Shares Cost tal shares monemer: 2 297 *	ormance reporting and tax calculations, enter the missing transactions now. URY INTERNATIONAL BOND FUND-INS Transactions as of 6/21/2011 ansaction Description Enter Missing Transactions to complete cost basis 5/21/2011 Shares Cost rc cons (above) 0 0 000 holder Entry 2,297 Unknown	iis security is missing all or part ares in those transactions did r	of its transaction history. When you downloaded or m not equal the total number of shares you own. Quicke	nanually entered en has added a F	transactions, the total numb Placeholder Entry to accoun	er of It for
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atal shares you own: 2 297 *	wm:         2,297         *           ctions (above)         0         0.00           holder Entry         2,297         Unknown		Erner minsing Frankacionis to complete cost basis			
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Enter Missing Transaction	ransaction Estimate Average Cost	Holdings as of 6/21/2011 Total shares you own: Shares from transactions (abor Shares in Placeholder En	Shares         2,297           ve)         0           try         2,297	Cost × 0.00 Unknown		_
		Holdings as of 6/21/2011 Total shares you own: Shares from transactions (abov Shares in Placeholder En Enter Mission Transaction	Shares     2.297     0     Ity     Estimate Averane Fox	Cost * 0.00 Unknown		
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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.



ter transaction:	ght Buy - Shares Bought	Enter the purc from my cash	hase of shares of a security (subtract the cost balance).
Buy - Shares Bo	ught:		
Transaction <u>d</u> ate:	6/21/2011 🛅	Security name:	INTERNATIONAL BOND FUND-INS 🗾
<u>A</u> ccount:	Wealth Manager Acco	<u>N</u> umber of shares:	
		<u>P</u> rice paid:	per share
<u>M</u> emo:		<u>C</u> ommission:	0.00
		<u>T</u> otal cost:	0.00
Cancel	Clear		Enter/Done

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.

â	Dashboard Financial Summary Portfolio	Activity Documents Tools L	inks Group Accounts						
Portf	folio Positions Allocation			1	May 21, 2021				↓
View	V By O Group: COMMERCE BANK AC	COUNTS V OAccount: 9	9-9108-01-2 ROBERT SMIT	'H WEALTH MA	NAGER TEST				GO
۰.	Additional Filters								
▼ s	Summary								
	87% 93% 13%	Category CASH AND EQUIVALENTS EQUITY INVESTMENTS FIXED INCOME INVESTMENTS ALTERNATIVE INVESTMENTS CLOSELY HELD Total	Market Value % \$6.30 \$16,592,915.49 \$4,089,297.36 \$59,873.10 \$150,000.00 \$20,892,092.85	Market Value 0.00% 79.42% 19.57% 0.29% 0.72% 100.00%	L,				
	Description		Quan	tity	Price	Market Value	Cost	% of MV	Next Step
	Total Portfolio					\$20,892,092.85	\$9,477,988.97		
٠	CASH AND EQUIVALENTS					\$6.30	\$6.30	0.00%	
	CASH					\$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%	
٠	EQUITY INVESTMENTS					\$16,592,915.49	\$5,387,831.70	79.42%	
	DOMESTIC EQUITY					\$14,992,667.90	\$4,761,831.70	71.76%	
	NON-ENERGY MINERALS					\$56,024.82	\$30,732.26	0.27%	
	IYM								
	ISHARES US BASIC MATERIALS ETF		409.	000	\$136.98	\$56,024.82	\$30,732.26	0 Securit	v Info
	ENERGY MINERALS					\$57,608.59	\$97,331.34	0 All Activ	rity.
	APA APA CORP		253.	000	\$20.63	\$5,219.39	\$19,814.72	3 Month 0 6 Month	h Activity
	ZZZZ CALIFORNIA RESOURCES CORPORATIO	N	143)	000	\$1.52	\$217.36	\$833.22	12 Mon Tax Lot	Detail
	DVN DEVON ENERGY CORPORATION		181.	000	\$25.26	\$4,572.06	\$21,330.85	0.02%	₿.
	XOM EXXON MOBIL CORPORATION		686.	000	\$58.84	\$40,364.24	\$33,331.58	0.19%	B
	The The The The								



Current 'l	'ax Lot Informati	on			January 25, 2018			Close					
HELD A	T TEST INSTITU	JTION											
The infor	mation displayed	d on this	page is as of the	he Current Posi	tion, not as of a date in t	he past. An account displa	aying only a total line indic	ates that					
the acco	unt does not mai	intain tax	k lot accounting	records. The e	ffect of any pending trad	e is not included in the info	ormation displayed. All mo	netary					
values a	re presented in U	JS Dolla	rs.										
61-4377-01-8 HELD AWAY TEST ACCOUNT #1													
	169656-10-5												
	CMG												
CHIPOTLE MEXICAN GRILL INC CLASS A													
Price	\$329.5	3 <b>P</b>	rice Date	01/24/2018									
HA HEL	D AWAY - TEST	Г											
Pledged	Quantity	0.000	Restricted Qu	lantity	0.000 Loaned Qua	ntity 0.000 Collat	eralized Quantity	0.000					
	Acquisition						Unrealized						
			Quantity	Unit Cost	Federal Tax Cost	Market Value	Gain/Loss Diodaov	1 Quantity					
Tax Lot	Date		Quantity	01111 0001	r cuciai rax oost	marnot vano	Galli/LUSS Fleuger	r aquantity					
<b>Tax Lot</b> 001	Date 04/25/2017		20.825	\$494.31	\$10,294.00	\$6,862.46	\$-3,431.54	0.000					
<b>Tax Lot</b> 001	Date 04/25/2017 Total		20.825 20.825	\$494.31	\$10,294.00 \$10,294.00	\$6,862.46 \$6,862.46	\$-3,431.54 <b>\$-3,431.54</b>	0.000					
<b>Tax Lot</b> 001	Date 04/25/2017 Total		20.825 20.825	\$494.31	\$10,294.00 \$10,294.00	\$6,862.46 \$6,862.46	\$-3,431.54 <b>\$-3,431.54</b>	0.000					
<b>Tax Lot</b> 001	Date 04/25/2017 Total		20.825 20.825	\$494.31	\$10,294.00 \$10,294.00	\$6,862.46 <b>\$6,862.46</b>	\$-3,431.54 <b>\$-3,431.54</b>	0.000 0.000					
001	Date 04/25/2017 Total		20.825 20.825	\$494.31	\$10,294.00 <b>\$10,294.00</b>	\$6,862.46 <b>\$6,862.46</b>	\$-3,431.54 <b>\$-3,431.54</b>	0.000 0.000					
001	Date 04/25/2017 Total		20.825 20.825	\$494.31	\$10,294.00 \$10,294.00	\$6,862.46 <b>\$6,862.46</b>	\$-3,431.54 <b>\$-3,431.54</b>	0.000 0.000					
001	Date 04/25/2017 Total		20.825 20.825	\$494.31	\$10,294.00 \$10,294.00	\$6,862.46 <b>\$6,862.46</b>	\$-3,431.54 <b>\$-3,431.54</b>	0.000 0.000					
001	Date 04/25/2017 Total		20.825 20.825	\$494.31	\$10,294.00 \$10,294.00	\$6,862.46 <b>\$6,862.46</b>	\$-3,431.54 <b>\$-3,431.54</b>	0.000 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.

Buy - Shares Bought:	
Transaction date: 11/20/2008 🔤 Security	name: INTERNATIONAL BOND FUND-INS 🗾
Account: Wealth Manager Accol	of shares: 2,297
<u>Price pa</u>	id: 13.060514 per share
Memo: Commiss	sion: 0.00
 	st: 30,000.00



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.

Enter Missing Transactions				×
nter Missing Transactions for AMERICAN	CENTURY INTERNATIO	NAL BOND FUND-INS		
his security is missing all or part of its transaction h hares in those transactions did not equal the total r nissing transactions.	istory. When you downloaded number of shares you own. Qui	or manually entered transa icken has added a Placeh	ctions, the total number of older Entry to account for	
o get complete performance reporting and tax calo	culations, enter the missing tran	isactions now.		
MERICAN CENTURY INTERNATIONAL B	OND FUND-INS Transac	tions as of 6/21/2011		
Date Transaction Description				
11/20/2008 Bought 2,297 shares @ `	13.060514		Edit Delete	
Holdings as of 6/21/2011	Shares	Cost		
Holdings as of 6/21/2011	<b>Shares</b> 2 297	<b>Cost</b>		
Holdings as of 6/21/2011 Total shares you own: Shares from transactions (above)	Shares 2,297 2,297	Cost 30,000.00 30,000.00		
Holdings as of 6/21/2011 Total shares you own: Shares from transactions (above) Shares in Placeholder Entry	Shares 2,297 0	Cost 30,000.00 30,000.00 0.00		
Holdings as of 6/21/2011 Total shares you own: Shares from transactions (above) Shares in Placeholder Entry	Shares 2,297 2,297 0 Averane Fort	Cost 30,000.00 30,000.00 0.00		
Holdings as of 6/21/2011         Total shares you own:         Shares from transactions (above)         Shares in Placeholder Entry         Enter Missing Transaction         Estimate	Shares 2,297 2,297 0 Average Cost	Cost 30,000.00 30,000.00 0.00		
Holdings as of 6/21/2011         Total shares you own:         Shares from transactions (above)         Shares in Placeholder Entry         Enter Missing Transaction	Shares 2,297 2,297 0 Average Cost	Cost 30,000.00 30,000.00 0.00	telp Done	
Holdings as of 6/21/2011         Total shares you own:         Shares from transactions (above)         Shares in Placeholder Entry         Enter Missing Transaction	Shares 2,297 2,297 0 Average Cost	Cost 30,000.00 30,000.00 0.00	telp Done	

Your Gain/Loss information will now show in your Quicken Overview. Repeat Step 5 for each asset.

Accounts V	Setup	Bills	anking	nvesting	Net Worth	Planning	Тах				
Banking \$0.00		Investin	g 🔻 🔍 W	ealth Manag	er Ac 👻	Overview	Value Tr	ansaction	s		To D
Investing											•
Wealth Mana 2,669,633.71	Ente	r Transactions	Update Tra	nsactions 💫	(Last downlo-	ad on 6/21/2011	)				G
\$2,669,633.71	1										lid
Property and Debt	Hold	linas							Options	- F	- S
\$0.00											Ĉ
	Shov	v: Value	<b>T</b>					<u>A</u> s of: 6/2	21/2011	2	To
								Gain/Loss	Day		<u> </u>
		Name	Quote/Price	Shares	Market Value	Cost Basis	Gain/Loss	(%)	Gain/Loss	Da	Se
	×	AMERICAN C	est. 14.60	2,297	33,536.20	30,000.00	3,536.20	11.79	0.00		17i
	E	AMERICA 🖽	51.76	218	11,283.68	Enter	*	*	235.44	1	es
	E	APACHE 🕕	118.94	253	30,091.82	Enter	*	*	541.42	1	P
		APOLLO GRO	42.39	235	9,961.65	Enter	*	*	75.20	1	
	÷	BANK OF 🏢	10.80	781	8,434.80	Enter	*	*	156.20	1	
	÷	BANK OF AME	est.	1	0.00	Enter	*	*	0.00		
	÷	BARD C R INC	109.75	235	25,791.25	Enter	*	*	143.35	1	
	÷	BECKMA	83.46	262	21,866.52	Enter	*	*	-2.62	ł	
		BURLINGTON	esc. 100.21	185	18,538.85	Enter	*	*	0.00		
	÷	CAMERON IN	46.925	285	13,373.63	Enter	*	*	320.63	1	
		CAPITALSOU	6.19	5,000	30,950.00	Enter	*	*	450.00	Ţ	
	+	CATERPI	101.33	122	12,362.26	Enter	*	*	384.30	Ţ	
et Worth \$2,669,633.71	*	CERNER CORP	118.78	255	30,288.90	Enter	*	*	351.90	Ţ	
	*	CHIPOTLE ME	201.03	256	/3,400.14	Enter	*	*	2,265.24		
Customize Add Account		CI5CO 5 🖷	15.55	1,231	19,117.45	Enter			400.09		



#### 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 <u>www.commercebank.com</u>. 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.

Dashboard	Financial Summary Portfolio Activity I	Jocuments Iools	Links	Group Accounts	
shboard		Calculat	ors		
ew By	Group: 1 WEALTH MANAGER DEMO	Y Cash Fo	recasting	8-01-2 ROBERT SMITH WEALTH MANAGER TEST	~
		Downloa	d Activity		
A Financial Sur	nmary	Downloa	d Portfolio		~
	-	Downloa	d Tax Lots		
Number	Description	Ouicken		Value ^	
Total Net Worth		•		\$277,686,174.65	
				4	3.6
Total Assets				\$277,751,174.65	0.4
Bank Deposits				\$64,089.00	4.
	Robert & Roberta Smith Join	t Savings		\$41,985.00	
	Robert Smith Checking			\$22,104.00	
Investment Accou	nts			\$162,186,718.65	
1234567890	Certificate of Deposit			\$0.01	
2345678901	Retail IRA			\$0.01	
99-9108-01-2	ROBERT SMITH WEALTH N	IANAGER 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	5 TEST ACCT		\$126,255,037.57	00
Marketable Securi	ties			\$4,267.00	66.
	Commerce Bancshares Stoc	k		\$4,267.00	
Retirement Accou	nts			\$455,000.00 _	
0.00010	D 1 10 31 1007			A 155 000 00	



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.

🔐 Daubhard Finacdal Sammary Portfalis Arthity Documents Tools Links Group Accounts	
Tools Quicken	
View By Group: 1 WEALTH MANAGER DEMO V 99-9108-01-2 ROBERT SMITH WEALTH MANAGER TEST V	GO
Additional Filters     Y	
Portfolio Detail Information, as of the current business day on a Settlement Date basis, is included in the Download. Only the first 600 activity items will be downloaded.	
Download directly to Quicken <sup>TM</sup>	
Operational Rev Market	

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

Do you want to open or save 999123011.qfx (77.7 KB) from clientpoint.fisglobal.com?	Open	Save	-	Cancel	×

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.

∃ 🤌 Accounts 👻 🔊 💌 ⊡ Banking	Setup	Bills Ba	anking	Investing Ne	et Worth Plann	ning Tax		
\$0.00		Investing	-	Wealth Manager A	c 🗸 Overviev	v Value Transa	actions	
Investing			C					
Wealth Manage 305,178.21	Enter T	ransactions	Update T	ransactions 😜	You have transactions to	o review		
\$JUJ,170.21	Transac	tion List						
Propercy and Debt		Date 🔺	Action	Security	Description	Inv Amt	Cash Amt	
\$0100	c	6/20/2011	Div	PIMCO COM			+268.08	-
	•							•
					Securities ¥	alue: \$305.178.21 Cas	h Balance:	\$0.00
						Total Mar	ket Value: \$30	05,178.21
						Total Mar	ket Value: \$30	05,178.21
	Down	aloaded Transa	actions (1)	Bill and Income	Reminders (0 Due)	Total Mar	ket Value: \$30	5,178.21
	Down	nloaded Transa	actions (1)	Bill and Income	e Reminders (0 Due)	Total Mar	ket Value: \$30	25,178.21
	Down	nloaded Transa e Transactions	actions (1)	Bill and Income	e Reminders (0 Due) nt (Last downloa	Total Mar d on 6/22/2011)	ket ¥alue: \$30	25,178.21
	Down	nloaded Transa e Transactions	actions (1)	Bill and Income	e Reminders (0 Due) nt (Last downloa	Total Mar d on 6/22/2011)	ket Value: \$30	€
	Down Updat	nloaded Transa e Transactions t downloaded t	actions (1)	Bill and Income at Up Online Payme into transaction lis	e Reminders (0 Due) nt (Last downloa t	Total Mar d on 6/22/2011)	ket Value: \$30	25,178.21
	Down Updat Accept Status	nloaded Transa e Transactions t downloaded t Date	ransactions	Bill and Income at Up Online Payme into transaction lis Description	a Reminders (0 Due) nt (Last downloa t	Total Mar d on 6/22/2011)	ket ¥alue: \$30	25,178.21
	Down Updat Accept Status New	nloaded Transa e Transactions t downloaded t Date 6/20/2011	actions (1)	Bill and Income t Up Online Payme into transaction liss Description FINANCIAL SQUAR	e Reminders (0 Due) nt (Last downloa t E TR GOVERNMEN 26	Total Mar d on 6/22/2011) 8.08 shares @ \$1	ket Value: \$30	25,178.21
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	Down Update Accept Status New	nloaded Transa e Transactions t downloaded t Date 6/20/2011	ransactions Action Bought	Bill and Income et Up Online Payme into transaction liss Description FINANCIAL SQUAR PURCHASED 266.0	e Reminders (0 Due) nt (Last downloa t t E TR GOVERNMEN 26 8 UNITS @ 1 FINA	Total Mar	ket Value: \$30	25,178.21 268.08 Delete
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et Worth \$305,178.21	Down Updat Accept Status New	e Transactions e Transactions t downloaded t Date 6/20/2011 Renaming Rule	actions (1) a a section sections Action Bought es	Bill and Incom- et Up Online Payme into transaction liss Description FINANCIAL SQUAR PURCHASED 268.0	a Reminders (0 Due) at (Last downloa t E TR GOVERNMEN 26 8 UNITS @ 1 FINA	Total Mar           d on 6/22/2011)           8.08 shares @ \$1           Accept All	ket Value: \$30	Amount 268.08 Delete
et Worth \$305,178.21	Down Updat Status New	e Transactions e Transactions t downloaded t Date 6/20/2011	rations (1)	Bill and Income et Up Online Payme into transaction lis Description FINANCIA SQUAR PURCHASED 268.0	a Reminders (0 Due) nt (Last downloa t E TR GOVERNMEN 26 8 UNITS @ 1 FINA	Total Mar d on 6/22/2011) 8.06 shares @ \$1 Accept All Accept All Accept	ket Value: \$30 Accept ( :cept ) Finish	Amount 268.08 Delete
et Worth \$305,178.21 Customize Add Account	Down Updatu Status New	e Transactions e Transactions : downloaded t Date 6/20/2011 Renaming Rule	Actions (1) Constraints (1) Constraints (1) Action Bought Bought	Bill and Incom- et Up Online Payme into transaction lis Description FINANCIAL SQUAR PURCHASED 268.0	e Reminders (0 Due) nt (Last downloa t E TR GOVERNMEN 26 B UNITS @ 1 FINA	Total Mar d on 6/22/2011) 8.08 shares @ \$1 Accept All Ac	ket Value: \$30 Accept ( Scept Finish	Amount 268.08 Delete
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