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# Quicken

## For Farm/Ranch Financial Records

Quicken Deluxe 2012



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# Using Quicken® for Farm/Ranch Financial Records<sup>1</sup>

(Quicken® Deluxe 2012)  
October 2011

This tutorial demonstrates a “hands-on” session to develop a simple set of financial records and reports for a case farm with a cow/calf herd and wheat for grain and pasture. Although our case farm is a simple one, you will be able to practice many of the steps that you might use in adapting Quicken Deluxe<sup>2</sup> to keep records on your farm or ranch. This tutorial is intended to be a step-by-step reference that can be used when working on computerized personal records at home or to supplement instructions in a workshop setting.

An overview of what we do in an introductory workshop follows:

1. Introduce text conventions in the manual, keyboard shortcuts and desktop setup.
2. Create a data file and add checking, savings and cash accounts.
3. Work with category lists.
  - a. Import Farm Categories to match tax Schedule F.
  - b. Add categories.
  - c. Delete categories.
  - d. Add subcategories.
5. Set up tags.
6. Add loan accounts to be used in the file.
7. Enter transaction data using the categories, subcategories and tags specified.
8. Record loan payments.
9. Create reports to summarize the data entered.
10. View a graph of income and expenses.
11. Back up data.

Specific instructions for accomplishing each of these steps are included in this tutorial. Additional instructions for common or farm-related procedures follow the basic instructions. A glossary of financial and Quicken terms are at the end of the tutorial. If you are using this tutorial at home, the “new user setup” in Quicken will prompt you to set up a file and your accounts as described in the first three sections of this tutorial.

Additional farm management information and Quicken tips for usage can be viewed online at [www.agecon.okstate.edu/quicken](http://www.agecon.okstate.edu/quicken). The Quick Tips newsletter is a helpful companion to this tutorial.

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<sup>1</sup> Damona Doye, Sarkeys Distinguished Professor, Regents Professor and Extension Economist, and Lori J. Shipman and Jennifer Jensen, Extension Paraprofessionals. Please visit our website, <http://www.agecon.okstate.edu/quicken/> to access additional topics and instructions, including the Quick Tips newsletter

<sup>2</sup> Quicken Deluxe 2012 is a registered trademark and will be written as Quicken or Quicken 2012 throughout the rest of the tutorial.

## *Introduce Manual Text Conventions, Keyboard Shortcuts and desktop setup*

### **Text Conventions**

Throughout this tutorial, you will notice some information is printed differently than the surrounding text. This enhanced text requires special attention as it generally signifies an action to be performed. If, for instance, we want you to type the words “My programs”, you will see this:

Type **My programs**.

Buttons that you need to click, selections that you need to make, or text that is referenced in a document on screen appear in bold text:

Click the **Customize** button.

Select **Expense**.

File and folder names are referenced in italics and use the case conventions for the operating system in which you are working. For example, a computer file name might appear like this:

### ***Document1***

Keyboard and keyboard combinations that you may need to apply appear like this:

Press [**ENTER**].

Press [**CTRL+A**].

A keyboard/mouse combination such as [CTRL+A] means to press and hold down the first key (Control) while pressing the second key (A), then release.

Text that appears within parentheses refers to steps that may be necessary depending on your computer’s settings or steps in an alternate approach to the same task. Parenthetical steps appear like this:

(Click the **Close** button.)

Titles of screens, programs, etc. will be underlined such as the name of the following Quicken screen:

Create Quicken File

Notes and helpful hints are in italics and sometimes enclosed in parentheses, for example:

*Note: The note may appear this way.*

*(The note may appear this way.)*

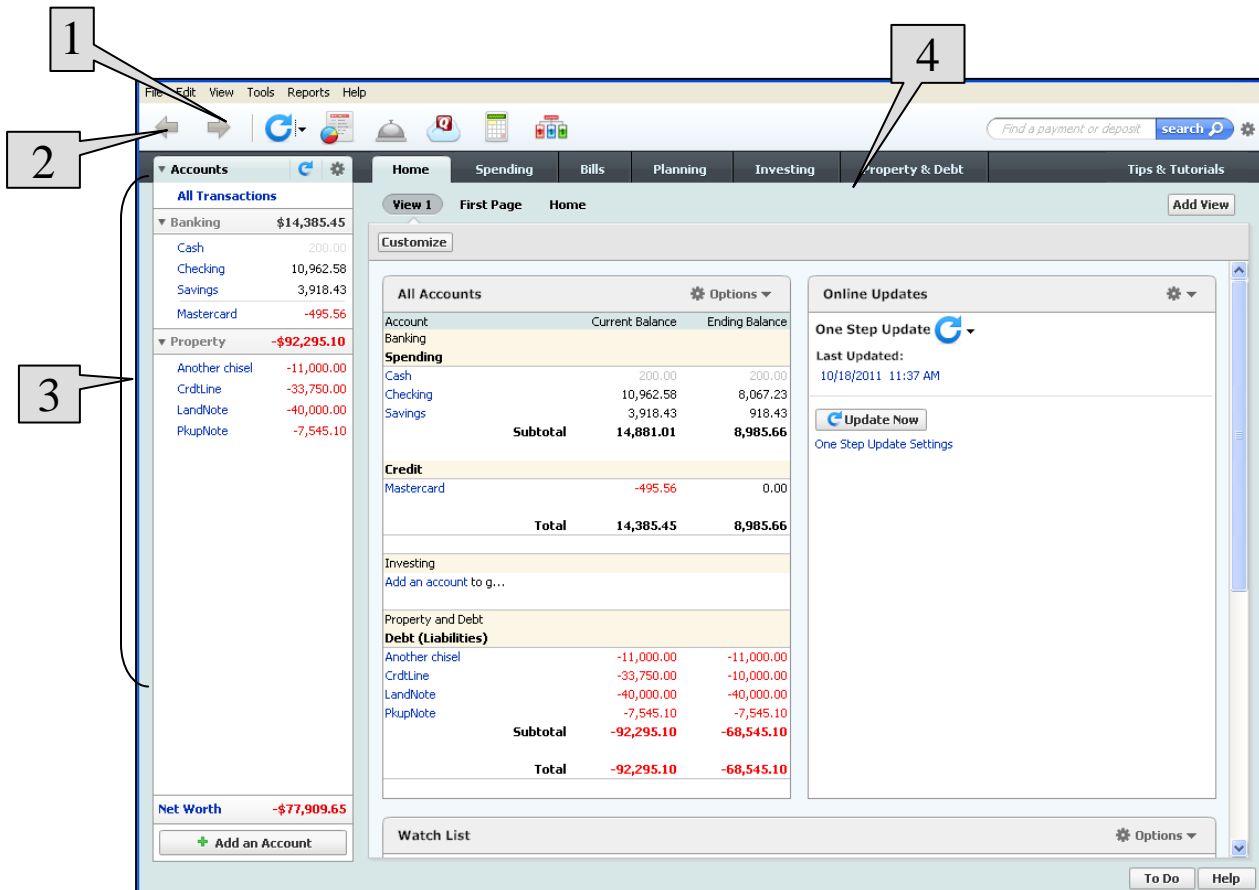
## Keyboard Shortcuts and Desktop Setup

You may select an item from Quicken in one of four ways:

- Using the mouse, left-click (*click using the left button of your mouse*) on specialized “buttons” in the toolbar.
- Using the mouse, move the cursor to the appropriate line in a drop-down menu and left-click.
- Use a shortcut key by simultaneously pressing [Ctrl] or [Ctrl+Shift] and the designated letter. For example, [Ctrl + S] takes you to the split transaction screen.
- In the check register, simultaneously press [Alt] and the letter key underlined in the word or phrase. For example, to open the menu line File, select [Alt+F].

In our instructions we typically use mouse clicks and the menu bar for selections. We occasionally mention the shortcut keys.

Desktop navigation options are as follows:



- 1. Main Menu Bar.** Using the mouse, move the cursor to the appropriate item in the Main Menu Bar and left-click. To select an option from within that menu heading, move the cursor

to select it. For example, to create a new file within Quicken, select **File** from the main menu and move the cursor to **New**. We are using the Standard Menu click on **View, Standard Menu**.

2. **Toolbar.** Toolbar buttons provide quick access to options such as returning to the previous screen (Back button), accessing the Internet for stock quotes and news (One Step Update button) or the Quicken website (Quicken.com button). If the toolbar isn't available, click on **View, Show Tool Bar**.
3. **Account Bar.** The Account Bar allows easy access to accounts by center. The "centers" display account summary information in one easy-to-read place. You can customize what appears on each of the centers by deleting, rearranging, or adding new components. You can also create different views of the center. When an account is selected, the account register appears.
4. **Shortcut Tabs.** When you become more familiar with Quicken, you may want to try using the shortcut features. They take you to the different centers within Quicken and have an overview screen that appears for each tab. We will typically use the Main Menu Bar for navigation.

To move around in the register or menu screens, press **[Tab]** to move forward to the next field (area for input). Press **[Shift+Tab]** to move backwards one field. The step-by-step instructions that follow will *not* note every **[Tab]** needed to move through screens. Assume that if the cursor doesn't move to the next field, you should **[Tab]** to navigate to enter the next piece of information.

Later in this tutorial, we will use the sample files provided on the Quicken Sample Files compact disc (CD) to review some of Quicken's features. For these files to run efficiently, follow these instructions to copy them to the hard drive of your computer.

Place the CD labeled Quicken Sample Files into the appropriate computer drive (for our example, we will use *CD drive, D:*).

Open the Windows Explorer program [ *Windows Key + E*] or right-click on *Start, Explore* or click

**Start**

**All Programs**

*(You may need to click Accessories.)*

**Windows Explorer**

From the options on the left, double-click

**My Computer**

**(D:) 2012 Quicken Sample Files**

File names *Asset Acct*, *Farm Categories*, and *LONDON12* should be displayed on the right. From the taskbar at the top of Windows Explorer, click

**Edit**

**Select All** (*The shortcut for Edit, Select All is to press [Ctrl+A]*).

Then, click

**Edit**

**Copy**

Now, click

**Local Disk (C:)** (*from the menu on the left*)

From the Drop-Down Menu Bar, click

**File**

**New**

**Folder**

To name the folder, type **Workshop Files** and press [Enter].

Open the **Workshop Files** folder by double-clicking it.

Then click **Edit**

**Paste** (*The shortcut for Edit, Paste is to press [Ctrl+V]*).

Click **X** in the top right corner to close Windows Explorer.

You have completed the task of copying the Quicken Sample Files to your computer. Later in the tutorial, you will be using these files. Now we will create a new file for your practice.

### ***Set up a Data File and Add a Checking Account***

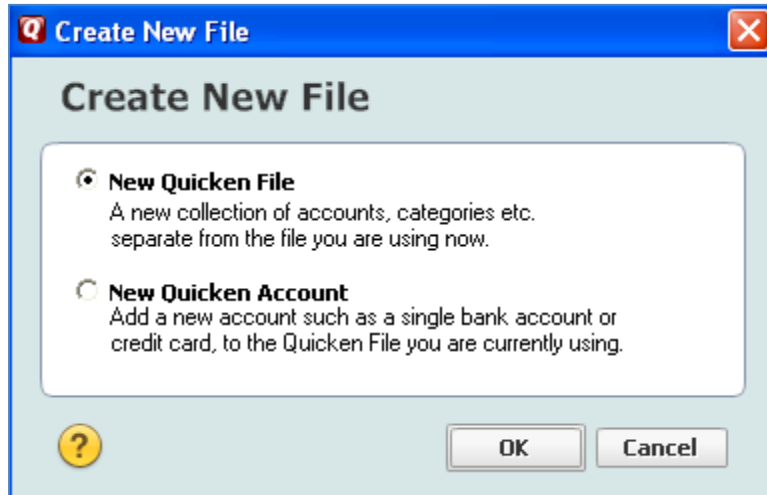
Just as a file cabinet can contain family and farm financial information, one Quicken computer file can contain both farm and family financial information. Income and expenses are recorded in one or more accounts (checking, credit card, etc.). Reports can be developed to summarize information across all accounts, by individual account, or by tag if you specify tags when you enter transactions. We will use tags to represent the different enterprises of our farm (for example, Wheat, Stockers, Overhead, and Family Living). This tutorial touches on the basic features of Quicken,

Previous Quicken Users: Quicken 2012 will automatically uninstall previous versions of Quicken. Make a backup of all current data files before installing 2012! Follow the installation instructions as prompted after inserting your program CD or downloading Quicken from the Intuit website. You will be asked if you are a new or previous user. Then, you will be asked if you want to open the data file most recently used, use a different data file or start over and create a new file. If you choose “start over”, you can create a file name that you choose and select the directory in which you want to save it.



*Note: For tutorial purposes, if so prompted, select **I am a new user, or I've used Quicken before but I want to start over.** Or, if you are prompted to Convert your data file, click **Cancel**.*

If you see the screen that follows, select **New Quicken File**.



Click **OK**.

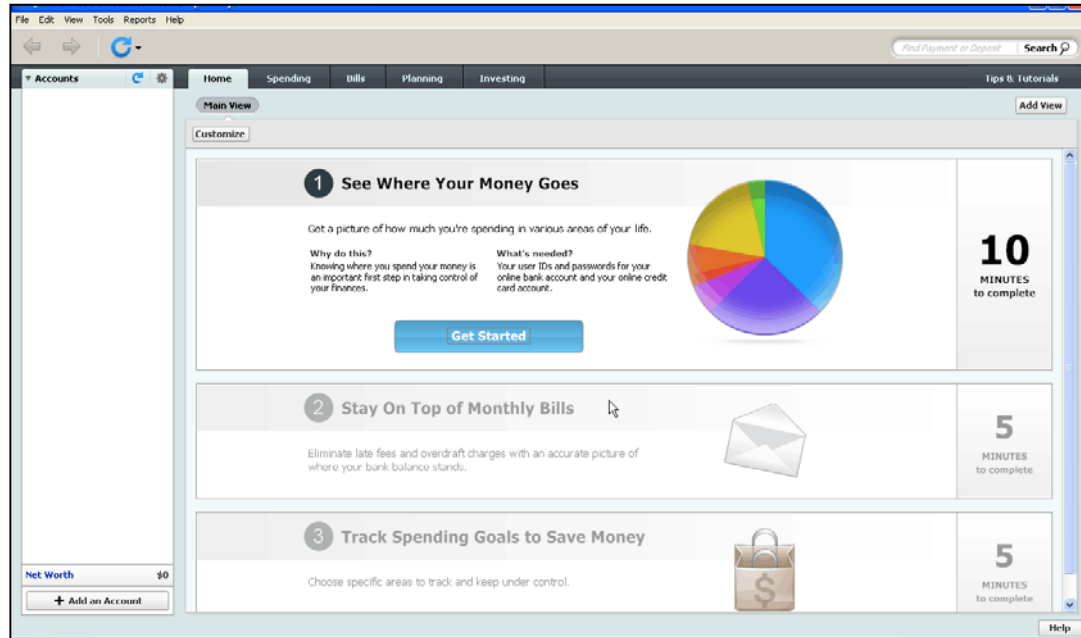
Through one of these paths, you should now see a Create Quicken File screen.

You will be prompted to create and store your new file. From the drop-down list of folders, select Local Disk (C:)/Workshop Files. File name is: **Your Name**.

Now is a good time to sketch out a list of accounts you might want to set up for your farm and home. Types of accounts include checking, savings, investment, credit card, brokerage, IRA or Keogh, 401(k) or 403(b), 529, individual mutual fund, house, vehicle, other assets, and liability accounts.

*Note: We offer instructions on investment accounts in a separate publication.*

For a new file, click the **Get Started** button.



*Note: If there is no Internet connection, you will automatically be asked if you want to Add Account Manually. Otherwise, follow the instructions given.*

Add your Primary Checking Account:

Click on **Advanced Setup** in blue text at the bottom of the window.

Choose: **I want to enter my transactions manually**

**Next**

Account Setup now guides you to set up your primary checking account. For this tutorial, we will enter all account information manually and assume that you do not want to have online access. Some financial institutions offer online setup, but we do not demonstrate this option as individual institutions have different sign up requirements.

*Note: If you wish to use online banking for your checking account, **click I want to select the connection method used to download my transactions**". You will need to contact your bank to gain access to your account. Be sure to ask what file transfer format is used for Quicken. The OFX data exchange format is currently used in Quicken. Most financial institutions use this format. Once you have determined that your bank is Quicken-compatible, you can use this feature to set up your account and later download transactions.*

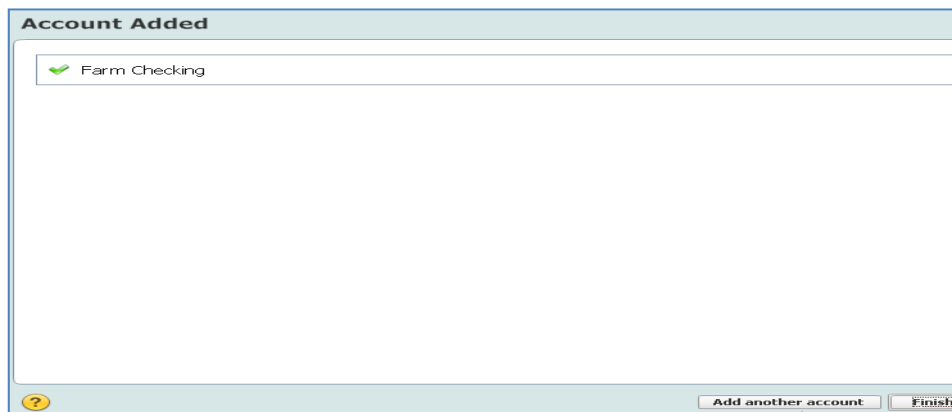
Enter the Account Name/Nickname: **Farm Checking**

Click **Next**.

Ideally, you will have a bank statement at hand to use in establishing an account balance as of a specific date.

Statement Ending Date: **1/1/2012**  
Statement Ending Balance: **12410.35**

**Next**



**Add another account**

Now add a family checking account by clicking **Checking**.

**Next**

Again, click on **Advanced Setup** at the bottom of the window.

Then click on **I want to enter my transactions manually**.

**Next**

Enter information for the family checking account, again using a current bank statement if possible. For our example, we have:

Account Name/Nickname: **Family Checking**

**Next**

Statement Ending Date: **1/1/2012**  
Statement Ending Balance: **845.44**

**Next**

**Add another account**

### *Add Savings and Cash Accounts*

Now we will add the savings and cash accounts.

Click on **Savings**

**Next**

Click on **Advanced Setup**

**Next**

Then click on **I want to enter my transactions manually**

**Next**

Enter information for the savings account, again using a current statement if possible. For our example, we have:

Account Name/Nickname:	<b>Savings</b>
Statement Ending Date:	<b>1/5/2012</b>
Statement Ending Balance:	<b>5218.43</b>

**Next**

Click on **Add another account** button.

Click on **Cash**

**Next**

Using this account will help you keep track of where you spend cash and can point out some budget breakers or costly habits. Don't kid yourself—using cash for transactions and failing to tally them periodically can hide some problems.

Account Name/Nickname:	<b>Cash</b>
Date to start tracking:	<b>1/1/2012</b>
Amount of cash you have:	<b>200.00</b>

Click **Next**, then **Finish**.

We are going to postpone adding other accounts to establish the category list.

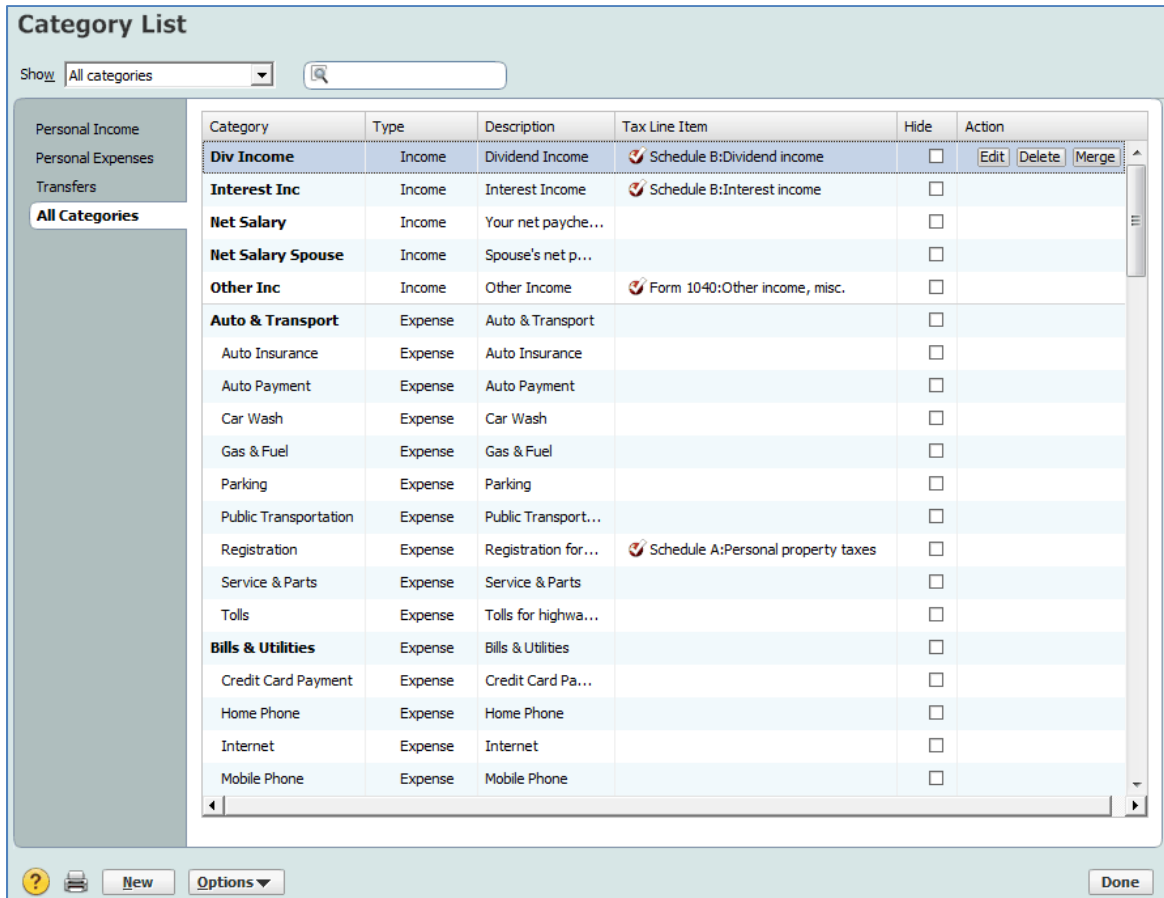
### *Modify the Category List*

Spend some time thinking about the kinds of income and expenses that you need to track. In the beginning, you may want to start with categories for tax reports or match an existing chart of

accounts or record system. Start simple and add new levels of detail as needed for management purposes. The category list is shared (accessible) across all accounts within your Quicken file. Access the current category list to view it by clicking

## Tools Category List

*Note: To show a description of each category click on the **Options** button and click on **Show Description**.*



Scroll through the list to see the default categories. Tables showing the built-in Category lists that come with Quicken are included in this manual.

Click on the **X** in the upper right corner to close the Category List window.

## Import a Farm Category List

A printed list of farm categories built to match farm income tax Schedule F is included in this manual (*Farm Categories*). This list can be imported into Quicken from a file named *Farm Categories* on the CD with purchased copies of the tutorial or can be downloaded from [www.agecon.okstate.edu/quicken](http://www.agecon.okstate.edu/quicken) where you choose Download sample files. The farm income and expense category list provided is by no means sacred. It is intended to serve as a beginning point for your own personalized list. You may add, delete, or modify items in the list to make it useful for your operation.

We will now import the farm income and expense categories to our current file to facilitate farm financial record keeping and tax reporting. If you copied sample files to your computer using the earlier instructions, the *Farm Categories* file is located in the *C:\Workshop Files* folder. From the main menu, click

### File

#### File Import

#### QIF File

Click **Browse** to locate the **Farm Categories** file in the *C:\Workshop Files* folder.

Click **OK**.

Use the mouse or space bar to select **<All Accounts>** and **Category List** (and deselect the other items if necessary).

**QIF Import**

Location of QIF File  
C:\Workshop Files\Farm Categories.QIF **Browse...**

Quicken account to import into:  
<All Accounts> **Don't see your account?**  
QIF import is not available for checking, savings, credit cards, 401(k) and all other brokerage accounts.

Include in import:

<input type="checkbox"/> Transactions	<input type="checkbox"/> Account List	<input checked="" type="checkbox"/> Category List
<input type="checkbox"/> Memorized Payees	<input type="checkbox"/> Special handling for transfers	<input type="checkbox"/> Security Lists

**Import** **Cancel**

Click **Import**

Click **Done**

Click **Tools** in the main menu line at the top of the Quicken window and select **Category List** to verify that your category list now contains *Capital Sales*, *Farm*, plus *CCC Loans Forfeited*, *CCC Received*, *Co-op Distributions*, and other farm categories in addition to the

original default list (you may need to click on All Categories on the left to see these). Scroll through the list to become familiar with the names and descriptions of the categories. Income items are listed first in alphabetical order, followed by Expense items, again in alphabetic order.

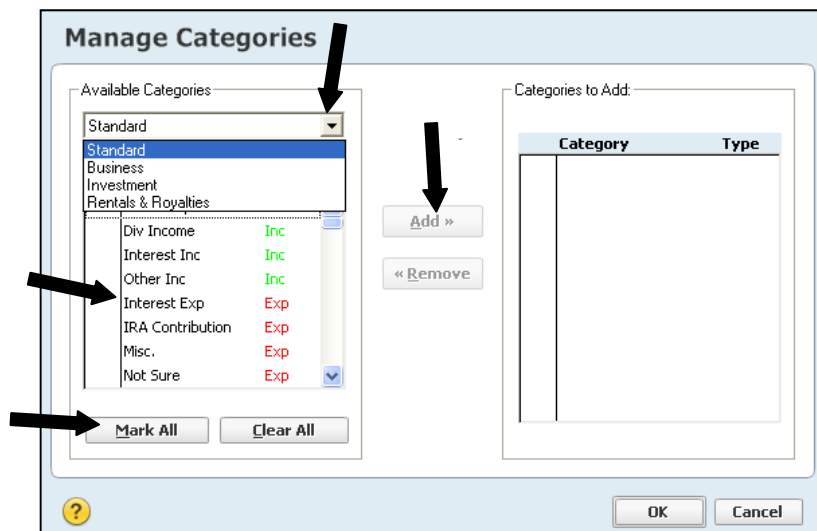
*Note: Quicken includes the Farm Categories as Personal Income and Personal Expenses to preserve Business Expenses for its internal Schedule C items. Don't let this stress you as the categories are appropriately linked with Schedule F and will show up in Tax Schedule reports correctly. The view of the category list may be altered by clicking on the Options button in the lower left side. We do not use the Type and Group part of the category list.*

## Add Categories

If you need to add additional categories that are already in one of the Quicken preset “life event” lists, you can do so by clicking on the **Options** button in the lower left corner of the category list window and choose **Manage Categories**.

From here, select from the *Available Categories* (Standard, Business, Investment, Rentals & Royalties) in the drop-down list. The associated categories in that grouping are listed in the box below it. You can **Mark All** or individually check the categories needed within a category group.

*Note: You will only be able to add from Category groups not already included in your category list. If Add cannot be selected because it is in gray scale, those categories are already included.*



Once the categories are selected, click

**Add** (middle of the window)

OK

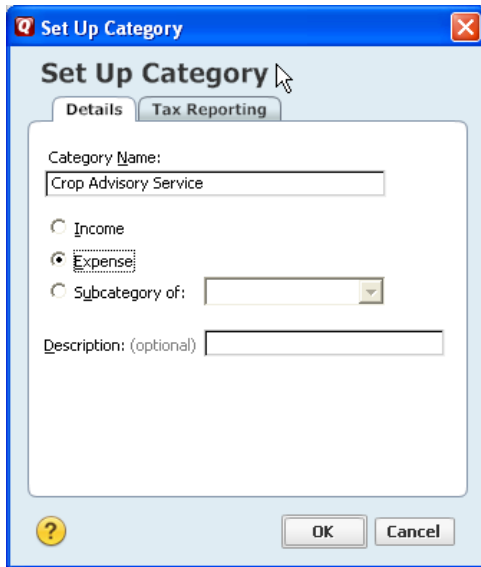
To add categories that are not on any of the built-in lists, click on the

**New** button

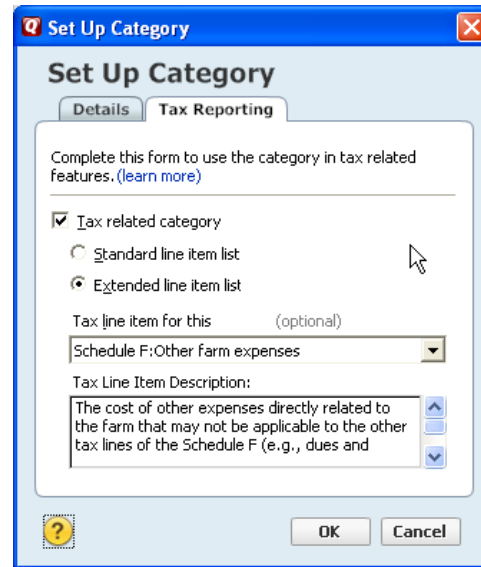
When creating new categories designate tax-related items as such and select the correct tax form and line. Check with your accountant or tax preparer if you need guidance—you can make corrections later if necessary. Even if you select the tax line item for a category, it will not be recognized in the preset tax reports unless the tax-related box is checked.

Let's assume that we want to create a new category that is a legitimate farm expense, that is, something we will want to link to a Schedule F tax line item. For schedule F categories, it is best to complete this screen in the following order:

1. Enter the Name, **Crop advisory service**.
2. Select **Expense**.



The screenshot shows the 'Set Up Category' dialog box with the 'Details' tab selected. The 'Category Name' field contains 'Crop Advisory Service'. Below it, there are three radio buttons: 'Income' (unselected), 'Expense' (selected), and 'Subcategory of:' (unselected). There is also a 'Description: (optional)' field which is currently empty. At the bottom, there are 'OK' and 'Cancel' buttons.



The screenshot shows the 'Set Up Category' dialog box with the 'Tax Reporting' tab selected. The 'Tax related category' checkbox is checked. Below it, there are two radio buttons: 'Standard line item list' (unselected) and 'Extended line item list' (selected). The 'Tax line item for this (optional)' dropdown menu is set to 'Schedule F: Other farm expenses'. The 'Tax Line Item Description' field contains the text: 'The cost of other expenses directly related to the farm that may not be applicable to the other tax lines of the Schedule F (e.g., dues and...'. At the bottom, there are 'OK' and 'Cancel' buttons.

Click on the **Tax Reporting** tab.

1. Select the **Tax-related category** box. This box must be marked to allow transactions associated with this category to appear in tax schedule and tax summary reports.
2. Select **Extended line item list**. Schedule F line items will now be made available in the Tax Line Item box. You have to scroll down through a long list to select the appropriate line.
3. In this case, select **Schedule F: Other farm expenses** from the Tax line item: drop-down menu. Note that it is far down the list!

OK

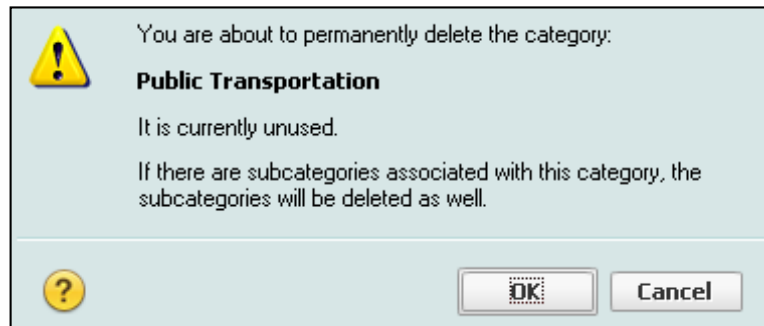


The category has now been added as you can see if you scroll down to the expense section in the category list on your screen.

## Delete Categories

You can easily remove categories that aren't needed. Let's delete the **Auto and Transport: Public Transportation** category by selecting that category:subcategory and then clicking the **Delete** button to the right of the category name.

<b>Auto &amp; Transport</b>	0	Expense	Auto & Transport	<input type="checkbox"/>	
Auto Insurance	0	Expense	Auto Insurance	<input type="checkbox"/>	
Auto Payment	0	Expense	Auto Payment	<input type="checkbox"/>	
Car Wash	0	Expense	Car Wash	<input type="checkbox"/>	
Gas & Fuel	0	Expense	Gas & Fuel	<input type="checkbox"/>	
Parking	0	Expense	Parking	<input type="checkbox"/>	
Public Transportation	0	Expense	Public Transportation	<input type="checkbox"/>	Edit Delete Merge
Registration	0	Expense	Registration for your automobile, Por...	<input type="checkbox"/>	<input checked="" type="checkbox"/> Schedule A: Personal property taxes



Click **OK**

*Note: If you delete a category, the linked subcategories will be deleted simultaneously.*

## Add Subcategories

Setting up subcategories adds a second level of detail for reports and summaries. Fertilizer purchase records, for example, can be identified as lime or 18-46-0 and tracked separately rather than as one item under the Fertilizer & Lime category. At the same time, they will be subtotaled together in the Fertilizer & Lime main category.

*Note: Start with a simple category list and don't get carried away adding subcategories. Subcategories should only be used for detailed information that is needed for financial reporting or management decisions. Add second levels as you find that you need them. Otherwise, record notes or additional information in the memo field as a reminder.*

In the category list window, click **New** (lower left).

The image shows two side-by-side screenshots of the "Set Up Category" dialog box. The left screenshot shows the "Details" tab. The "Category Name" field contains "Lime". There are three radio buttons: "Income" (selected), "Expense", and "Subcategory of:" (selected). The "Subcategory of:" dropdown menu is set to "Fertilizer & Lime". There are also fields for "Description: (optional)" and "Group: (optional)". The right screenshot shows the "Tax Reporting" tab. It has a heading "Complete this form to use the category in tax related features. (learn more)". There are two radio buttons: "Tax related category" (checked), "Standard line item list", and "Extended line item list" (selected). Below these is a dropdown menu for "Tax line item for this category (optional)" set to "Schedule F: Fertilizers and lime". There is a text area for "Tax Line Item Description" containing the text: "The cost of lime, fertilizers and other materials applied to farmland to enrich, neutralize or condition it and the costs of applying these". Both screenshots have "OK" and "Cancel" buttons at the bottom right.

*Note: If a subcategory has different tax attributes from the category, select the correct tax line item. For example, if Office is the category, subcategories for farm office and business office would be attached to different tax schedules, Schedule F and Schedule C, respectively.*

Click **OK**

Repeat the procedure above to add another subcategory for **18-46-0**.

Close the category list by clicking on **Done** (bottom right) or the **X** in the upper right corner of the Category List window.

Don't stress about making mistakes in setting up categories—you may rename or edit categories as needed. To make corrections, go to the Category List and highlight the category name and click *Edit* (on the right side). Changes made to an existing category are immediately reflected in previously recorded transactions.

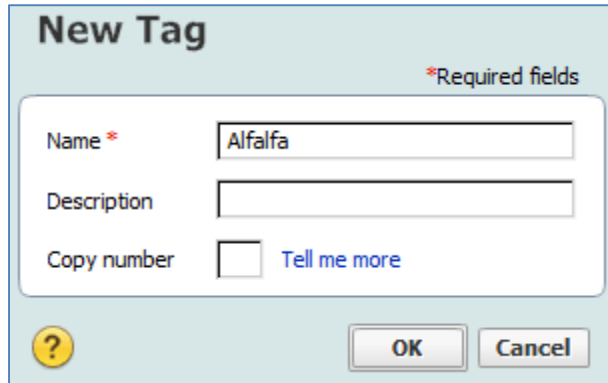
### ***Set Up Tags***

By using tags, you can add important report possibilities. We highly recommend using tags as a means to associate income and expenses for different farm enterprises (or perhaps crop years or partnership shares). This will allow you to print reports summarizing income and expenses for specific components of the farm operation, for example, the cow/calf, wheat, or alfalfa enterprise. When you imported the farm income and expense categories, several tags – CowCalf, Family Living, Hay, Milo, Oats, Overhead, Stocker, and Wheat – were also imported. Let's add an Alfalfa tag. From the main menu, click

**Tools**

**Tag List** (or press **Ctrl+L**)

**New** (located in the lower left of the Tag List window)

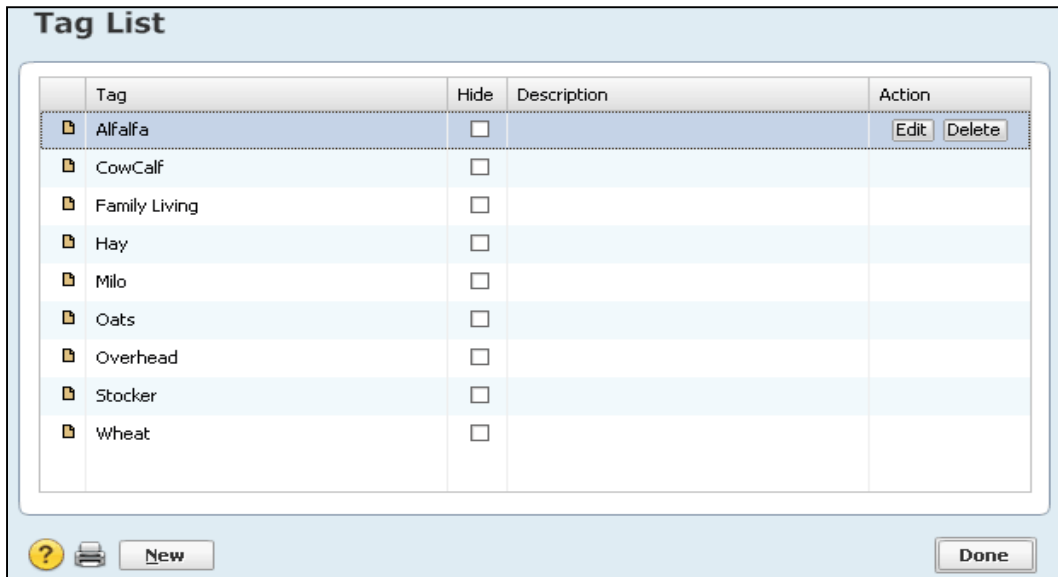


The 'New Tag' dialog box has a title bar 'New Tag' and a '\*Required fields' indicator. It contains three input fields: 'Name \*' with the text 'Alfalfa', 'Description' (empty), and 'Copy number' with an unchecked checkbox and a 'Tell me more' link. At the bottom are a help icon, 'OK', and 'Cancel' buttons.

*Note: A Description may be added. Copy number: is used only if you are filing multiple copies of a particular tax form because you have more than one business entity and need to identify with which business this tag is associated.*

Click **OK**

Add any other tags needed. Recording a tag along with a category for a transaction documents more specifically how the income was earned or how the expense item was used.



The 'Tag List' window displays a table with columns: Tag, Hide, Description, and Action. The 'Alfalfa' tag is selected and highlighted. Below the table are a help icon, a printer icon, a 'New' button, and a 'Done' button.

Tag	Hide	Description	Action
Alfalfa	<input type="checkbox"/>		Edit Delete
CowCalf	<input type="checkbox"/>		
Family Living	<input type="checkbox"/>		
Hay	<input type="checkbox"/>		
Milo	<input type="checkbox"/>		
Oats	<input type="checkbox"/>		
Overhead	<input type="checkbox"/>		
Stocker	<input type="checkbox"/>		
Wheat	<input type="checkbox"/>		

To edit a tag, highlight the appropriate tag name by clicking on it, and then click on the **Edit** button at the right.

*Note: If the selected tag name has been used in transactions and you change it, all previously recorded transactions will automatically change.*

To delete a tag, highlight the tag line and click on the Delete button to the right.

*Note: We recommend that you run a report sorted by Tag before deleting one to make sure there are no transactions which use it. For tags that will not be used in the future, we suggest clicking on the Hide field next to the tag. This will not remove it from previously recorded transactions, but will remove it from the tag list in normal view. Deleting a tag that has been used will cause those transactions to have a blank tag field.*

We have decided we don't need the Oats tag since we do not raise oats.

Click on the **Oats** tag.

### **Delete**

Close the Tag List by clicking on the **X** in the upper right corner or clicking **Done** in the lower right corner.

### ***Add Loan Accounts***

Even if you do not use Quicken for maintaining a balance sheet, you may still want to amortize and/or record loans using the liability account features.

*Note: Line of credit notes are best handled as credit card accounts in Quicken. See the line of credit account instructions under Various Topics for more details.*

*Note: Users may want to evaluate Quicken features for tracking net worth. However, the balance sheet features in Quicken are not designed to maintain both cost and market value information, nor can you calculate and record depreciation from within Quicken. If you use Quicken to maintain a balance sheet, use the appropriate asset/debt accounts and be sure to update asset values periodically. If tracking assets at cost basis, use purchase price minus adjustments for depreciation as the beginning balance. See Balance Sheet instructions for more information.*

We have a land loan with a remaining balance of \$73,126.04. The land note at origination was for \$94,936 to be repaid over 15 years at 8.5% interest with annual payments (9 years of payments remain).

### **Add liability accounts**

**Tools**

**Add Account**

**Loan**

**Next**

Add information as in the following screens.

Loan Type

Borrow Money       Lend Money

---

Account

New Account:      Land Note

Existing Account:     

---

Have Any Payments Been Made?

Yes       No

Next

Loan Information

Opening Date:      8/15/2005

Original Balance:      94,936.00

Original Length:      15      Years

Compounding Period:      Semi-Annually

---

Payment Period

Standard Period:      Annually

Other Period:       Payments per Year

Next

Balloon Information

No Balloon Payment

Amortized Length:       Years

Calculate

---

Current Balance

Current Balance:      73,126.04      as of:      1/1/2012

Calculate

---

Payment

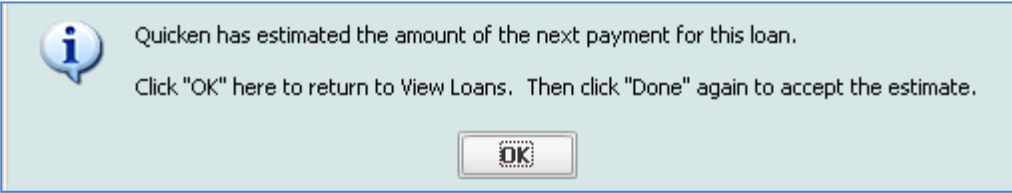
Payment Amount (P+I):            due on:      8/15/2012

Calculate      Interest Rate:      8.50%

---

In the Payment section, click **Calculate** if you do not have your Payment Amount. Quicken will calculate an estimated payment amount (principal and interest).

**Done**



**OK**

A screenshot of the "Loan Setup" window. It has a light blue background and a blue border. The window is divided into three main sections: "Balloon Information", "Current Balance", and "Payment".  
1. "Balloon Information": Contains three radio buttons. The first, "No Balloon Payment", is selected. The second, "Amortized Length:", has an empty text box followed by a dropdown menu showing "Years". The third is "Calculate".  
2. "Current Balance": Contains two radio buttons. The first, "Current Balance:", has a text box with "73,126.04", a calculator icon, and "as of:" followed by a date field with "1/1/2012" and a calendar icon. The second is "Calculate".  
3. "Payment": Contains two radio buttons. The first, "Payment Amount (P+I):", has a text box with "11,556.50", a calculator icon, "due on:" followed by a date field with "8/15/2012" and a calendar icon. The second is "Calculate". Below this section is a text box for "Interest Rate:" with "8.50%".  
At the bottom of the window are four buttons: a yellow question mark icon, a "Cancel" button, a "Back" button, and a "Done" button.

Note that a payment amount, \$11,556.50, has been calculated and now appears Payment Amount (P+I) field in the Loan Setup window. Click **Done** again to accept the estimate.

A Set Up Loan Payment screen appears to prompt you to specify details about the payment. Enter the additional information. We will use one of the farm categories that we imported earlier. Category and subcategory should be entered exactly as **Farm Interest Expense:Farm Mortgage**.

### Set Up Loan Payment

\* Required fields

**Payment**

Current Interest Rate: \*

Principal and Interest:

Other amounts in payment:

Full Payment: 11,556.50

**Transaction**

Type:

Payee: \*

Memo:

Next Payment Date: \*

Category for Interest:

Loan Web Site:

The loan payment requires a split transaction as the principal paid is applied to the loan balance in the appropriate loan liability account (Land Note) while interest paid is recorded in the checking register as an interest expense (Farm Interest Expense:Farm Mortgage). We will add the tag, *Overhead*, when we make the first payment (see the Loan Payment instructions).

Click on the *Payment Method* button. Because we have two checking accounts, we need to make sure the payment is coming from the correct account.

### Select Payment Method

**Payment Type**

Scheduled bill

Memorized payee

Repeating online payment  
(This option is not supported by your bill pay provider or you don't have any online payments set up.)

**Scheduled Bills**

Register Entry:

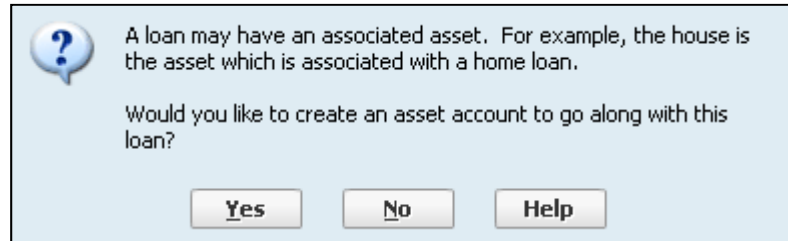
Account to Pay from:

Days in Advance:

OK

Click **Done** to close the **Loan Payment** window

A window will open asking if you would like to create an asset account associated with the loan account you just set up.



Click **No**.

*Note: If you want to create a balance sheet in Quicken and have an asset account for each piece of property, you would respond Yes. If you choose No, you can always add asset information later. See the balance sheet instructions for more information.*

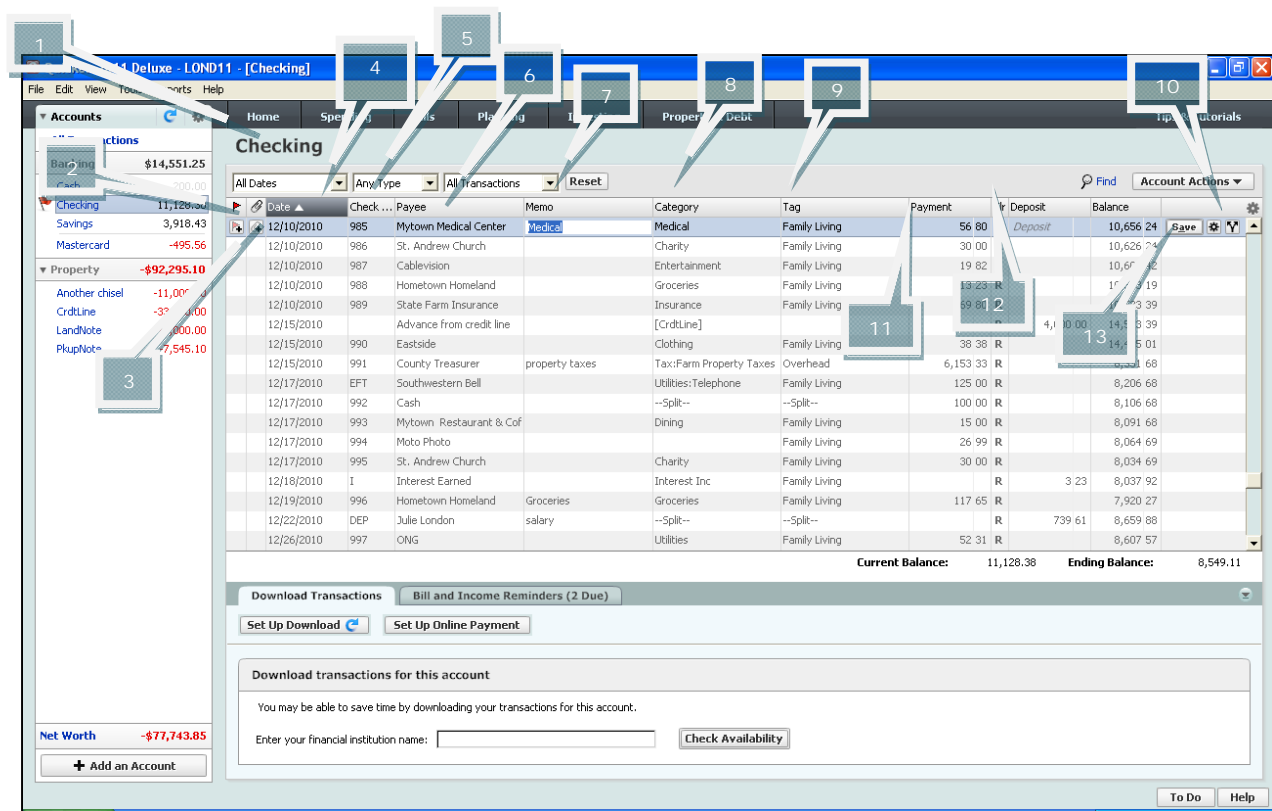
Click **Finish**.

### ***Enter Transaction Data Using Categories, Subcategories, and Tags***

Payments, transfers, and deposits are generally referred to as transactions in Quicken. We will begin by entering payments and deposits in the checking account.

Each field in the register is described following the screen capture in which fields are numbered:





1. The name of the account register that is currently open is displayed here. In this case, we are viewing the **Checking** account register.
2. The **Flag** button allows you to add flags, notes, or Alerts to follow-up on a transaction.
3. Click on the **Attach** button to insert attachments such as check images, bills, or other graphics.
4. The **Date** appears in the first column of the register. The Quicken default is the current date. Simply type the date (01/01/2012), or click on the calendar icon and highlight the correct date, or press the [+] or [-] keys to select the correct date.
5. The **Check Number** (if applicable) may be typed in the second column. If the checks are in consecutive order, you may simply press the [+] or [-] key on your keyboard to increase or decrease the check number by one, respectively. Entering DEP for a deposit automatically moves the cursor to the Deposit column when entering the amount. Other choices include EFT (Electronic Funds Transfer), ATM (Automatic Teller Machine) transaction, or TXFR (Transfer) to another account.
6. The name of the **Payee** (for payments) and the Paid by (for receipts/deposits).
7. To add further details about the transaction, for example, pounds used or application rate, enter information in the **Memo** field. Memos are useful for recording quantities, signaling the potential need for a 1099, and for noting more detail about the transaction that might be beneficial for filtering reports.
8. The name of the category and subcategory goes in the next column. To be able to create reports summarizing income and expenses by category, you must specify a

- category for each transaction. The format for labeling a transaction is Category:Subcategory. The “:” after the category name signals that a subcategory will follow. Thus, at the **Category** prompt for a transaction involving the purchase of lime for the wheat enterprise, you could type Fertilizer & Lime:Lime where Fertilizer & Lime is the category and Lime is a subcategory.
9. Here the **Tag** is used to denote an enterprise for which cost and return information is of interest. In the example described in Check Numbered 6, we would use Wheat as the tag as the lime was used for the wheat enterprise.
  10. The **Split** button allows you to divide payments and deposits among more than one category and/or tag. An example is demonstrated later in the instructions.
  11. A payment made to someone is recorded in the **Payment** column. If a payee name has been used previously, Quicken will recall the previous transaction amount (Quickfill). To enter the correct amount, highlight and type in the Check Number. Credits or deposits to the account are recorded in the **Deposit** column.
  12. The **Clr** column shows each transaction as uncleared when blank, cleared with a “c” or an “R” when the transaction has been reconciled (see reconciliation section).
  13. The **Save** button is what you will click once the transaction information is recorded. This saves the information to the file automatically.

Go to the checking register by clicking on **Farm Checking** under Banking (*on the left sidebar*).

Press the **F11** button on your keyboard to expand the register to full screen.

Practice a sample entry using the information below. Remember to use the [**Tab**] key to move from one field to another.

Date:	<b>1/4/12</b>
Check Number:	<b>1001</b>
Payee:	<b>Yukon John Deere</b>
Memo:	<b>Winch on pickup</b>
Category:	<b>Repairs and Maintenance</b>
Tag:	<b>CowCalf</b>
Payment:	<b>20.00</b>

Once you type in a letter, Quicken will complete the word (QuickFill) by recalling from an internal list (the category and tag lists were created earlier; the payee list is developed as you record transactions). Once enough distinguishing letters are typed to get the correct Category name, [**Tab**] to the **Tag** field and enter the first letter of the tag name. Again, once enough distinguishing letters are typed to get the correct word, press [**Tab**] to move to the next field.

When you have finished typing in the information, click the **Save** button on the screen or press [Enter] on your keyboard.

*Note: [Tab] is the default used to move between fields. If you see a pop-up window asking if you want to use the [Enter] key, you can decide which is most comfortable. If you choose to use [Enter], you will have to use [Ctrl + Enter] or use your mouse to click the [Save] button on the screen to record the transaction.*

We will record and display the *Memo* after the *Category*, choose **Edit, Preferences**, click on **Register**, remove the check mark on **Show Memo before Category**.


**OK**

To have the register viewed as two-lines that has entry of Payment precede the Category and Tag, click on **Account Actions** button at top right, and under *Register Views and Preferences*, select **Two-line Display**.

Often a transaction with a particular company or payee will include items that should be allocated to different categories and tags. In this case, you will split the transaction as needed. For instance, the co-op bill might include Feed purchased for the CowCalf enterprise as well as Gas, Fuel & Oil used in the Wheat enterprise. First, enter the total amount of the check:

Date: **1/4/12**  
 Check Number: **1002**  
 Payee: **Klondike Co-op**  
 Payment: **421**

Now, click on Split (or click on the **Split** icon on the right of the line, or press **[Ctrl+S]**). Type in the following responses:

	Category	Tag	Memo	Amount
1.	<input checked="" type="checkbox"/> Feed Purchased	CowCalf	2.5 tonnage @ \$147	369 00
2.	<input checked="" type="checkbox"/> Gas, Fuel, & Oil, Farm	Wheat	20.8 gal @ \$2.25	52 00
3.	<input type="checkbox"/> 			
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				

Split Total: 421.00  
 Remainder: 0.00  
 Transaction Total: 421.00

*Note: Make sure the Split Total and Transaction Total match (bottom right of the screen). Otherwise, you will need to recalculate the splits or Adjust the Transaction Total that appears in the register.*

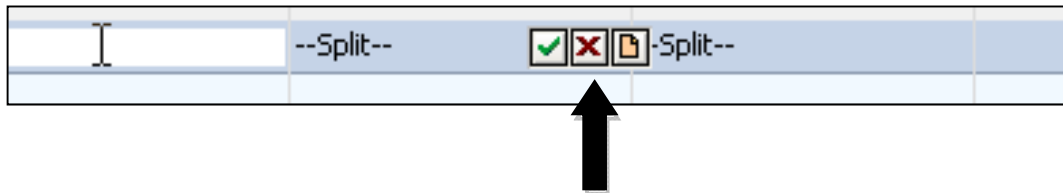
Click **OK** after entering split information, then press **[Enter]** to record the transaction.

If you are writing a check to a business or individual for whom an earlier check was a split transaction, Quicken assumes that you want to use the same format as before. Let's say that you now want to enter a check to the Klondike Co-op which is for lime only.

Let's practice this:

Date: **1/5/12**  
Check Number: **1003**  
Payee: **Klondike Co-op**

Click the red **X** (clear split lines) near the middle of the screen:



Click **Yes** to clear the split lines.

Enter in the category field, **Fertilizer & Lime:Lime**, and the tag, **Wheat**.

Payment: **355**

Press **[Enter]**. (You may need to press **[Enter]** a second time.)

Review all split transactions, particularly those where the amount allocated to different categories varies each time. Deposits, as well as checks written to discount stores or the co-op, are good candidates for mistakes. If you don't clear all previous amounts and categories when you enter a new transaction, you can end up with unintended amounts in categories.

Now, to record a deposit.... Let's say that our farmer had some alfalfa hay in storage and recently sold some to a neighbor, Paul Bunyan. Go to a blank line and enter

Date: **1/11/12**  
Check Number: **DEP** (This will help ensure that your entry is made in the deposit column after you enter the Paid by name and **[Tab]**)  
Payee: **Paul Bunyan**  
Memo: **8 tons hay**  
Category: **Raised Sales:OtherProducts**  
Tag: **Alfalfa**  
Deposit: **800** (If you didn't enter DEP in the Check Number column, be sure to **[Tab]** over so the cursor is in the Deposit column!)

## Save

Now begin entering the transactions for our farmer using the printed transaction register (in the Reports following these instructions) from the Farm checking account. Begin at the top of the sheet and practice recording transactions until you feel comfortable with the process.

### *Record Loan Payments*

Let's assume it is now August 2012 and time to record a payment on the amortized land loan. Click

**Tools** (from the drop-down menu)  
**Loan Details**

If the *Land Note* is not the loan in view, click **Choose Loan** and select it.

Click the **Make Payment** button.

You are asked if this is a regular scheduled loan payment or extra payment.

Click **Regularly scheduled loan payment**.  
**OK**

The Make Regular Payment screen is opened. First, click on the **Split** button in the middle. We need to make sure to tag the label interest as an **Overhead** expense is inserted.

Category	Tag	Memo	Amount
1. [Land Note]			5,208 70
2. Farm Interest Expense:Farm ...	Overhead		6,347 80
3.			

**OK**

Make sure the rest of the payment screen is correct and add the Check Number.

### Make Regular Payment

Account to use:		Type of Transaction:	
Farm Checking		Payment	
Payee:		Date:	
Farm Credit		8/15/2012	
Category:		Amount:	
--Split--		11,556.50	
Memo:		Number:	
Hall Place		1546	

OK

### View Loans: Land Note

<b>Loan Summary</b>		Payment Schedule	Payment Graph
Opening Date:	8/15/2005	<input type="button" value="Edit Loan..."/>	
Loan Amount:	94,936.00	<input type="button" value="Edit Payment..."/>	
Payment Amount:	11,556.50	<input type="button" value="Make Payment..."/>	
Current Interest Rate:	8.50%	<input type="button" value="Rate Changes..."/>	
Original Length:	15 Years		
Payment Frequency:	Annually		
Compounding Period:	Semi-Annually		
		Payee: Farm Credit Current Balance: 94,936.00 Remaining Pmts: 9 Final Pmt Date: 8/15/2021	

If you are interested in viewing the Payment Schedule or Payment Graph, click on those tabs. When finished viewing the loan history, future balance, total interest, etc., click **Done**.

You can confirm how the amounts applied to principal and interest are handled by clicking on the land note payment line in the Farm Checking register and viewing the splits. Highlight the **Farm Credit** transaction by clicking anywhere within the transaction. Click **Split** (or press *[Ctrl+S]*) to open the Split Transaction window, or you may simply hover the cursor over **--Split--**, which will show a pop up window with the split information. You will see that Quicken

has recorded the appropriate amounts to principal (\$5,208.70 to the *Land Note*) and interest (\$6,347.80 to *Farm Interest Expense:Farm Mortgage*).

If you opened the Split Transaction window, click **Cancel** to leave the split.

If you are in the *Farm Checking* account, you can also view the principal payment applied to the outstanding loan balance by selecting the **Farm Credit** transaction, right-click (*click the right button of your mouse*) and select **Go To matching transfer**. You will see a *Balance Adjustment* entry was made for earlier principal payments. The principal portion of the current payment from the checking account has been applied to the loan balance. (*If you get a message that the transaction is not a transfer, you didn't click **Enter** to record the payment information earlier and it was not posted.*)

Land Note										
All Dates		Any Type		All Transactions		Reset		Find		Account Actions
Date	Payee	Memo	Category	Tag	Increase	Clr	Decrease	Balance		
8/15/2005	Opening Balance		[Land Note]		94,936 00			-94,936 00		
1/1/2012	Balance Adjustment	<i>Memo</i>	[Land Note]	<i>Tag</i>	<i>Increase</i>		21,809 96	-73,126 04	Save	
8/15/2012	Farm Credit	Hall Place	[Farm Checking]				5,208 70	-67,917 34		

**Click** on *Farm Checking* in the Account list to return to it.

### ***Create Reports to Summarize Data Entered***

Let's look at some sample reports that you might want to use in monitoring your financial performance:

- Cash flow summaries, including one by tag/enterprise (*which also gives the overall total*)
- A summary of payments made to a payee
- A tax schedule report

Because you may have entered only a few transactions in this file, we will close the file with your name and open the sample file, *LONDON12*.

Click **File**

**Open Quicken File**

Click the small arrow next to the **Look in:** box to reveal the drop-down list.

Click **Local Disk (C:)**.

Double click **Workshop Files**.

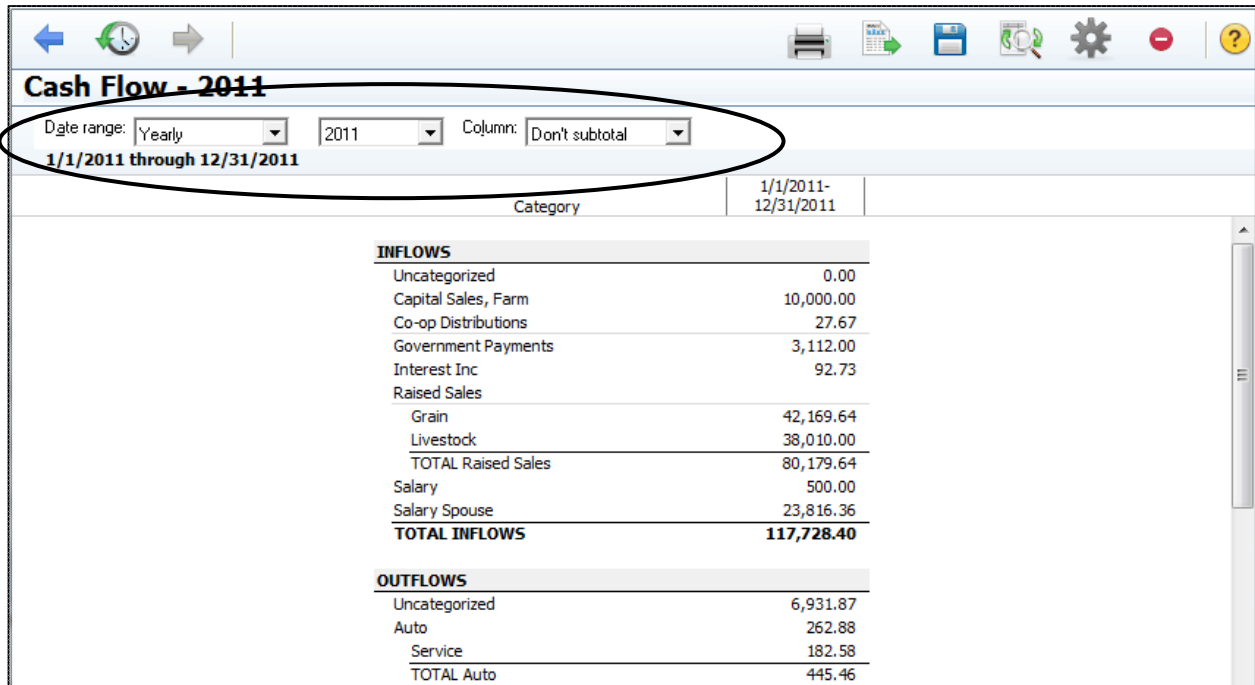
Click **LONDON12**.

Click **OK**.

Click  
**Reports** (from the menu bar)  
**Banking**  
**Cash Flow**

*Note: You may receive a message that data is not available. Click Yes to change the date range.*

Select **Yearly** and **2011** as the date range. Click **Don't Subtotal** in the column field. (The fields are circled in the screen below.)



**Cash Flow - 2011**

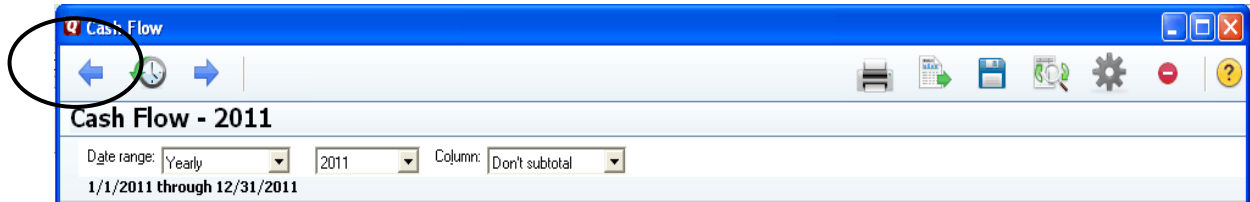
Date range: Yearly 2011 Column: Don't subtotal  
1/1/2011 through 12/31/2011

Category	1/1/2011-12/31/2011
<b>INFLOWS</b>	
Uncategorized	0.00
Capital Sales, Farm	10,000.00
Co-op Distributions	27.67
Government Payments	3,112.00
Interest Inc	92.73
Raised Sales	
Grain	42,169.64
Livestock	38,010.00
TOTAL Raised Sales	80,179.64
Salary	500.00
Salary Spouse	23,816.36
<b>TOTAL INFLOWS</b>	<b>117,728.40</b>
<b>OUTFLOWS</b>	
Uncategorized	6,931.87
Auto	262.88
Service	182.58
TOTAL Auto	445.46

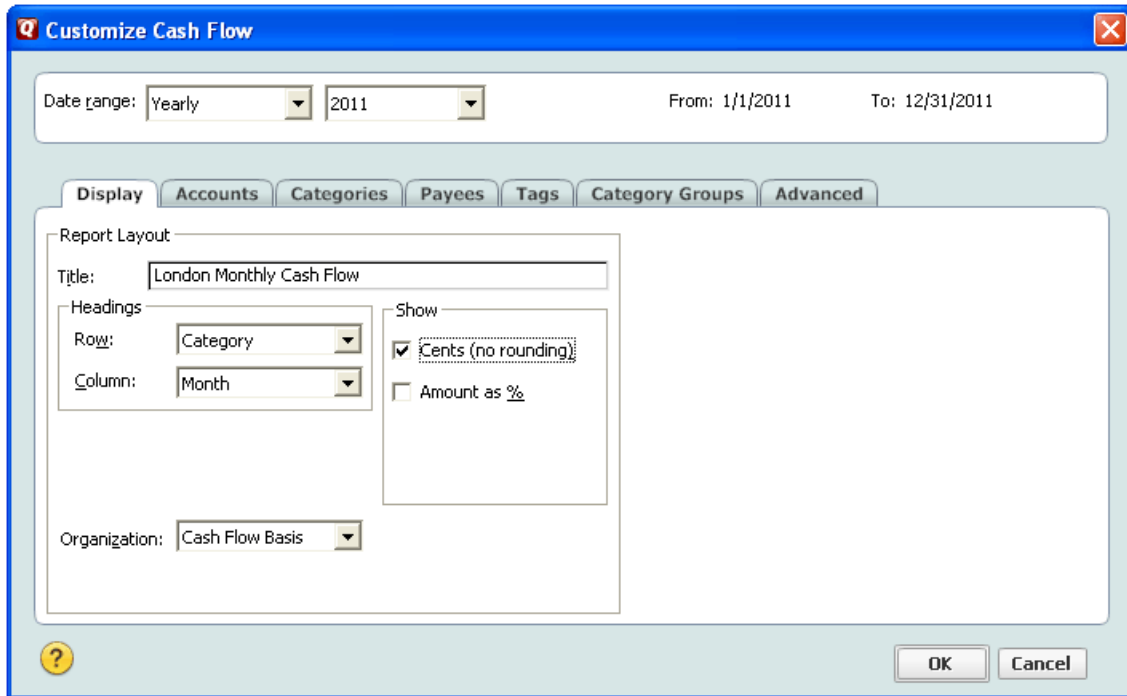
Scroll through the report to view individual inflow and outflow items as well as totals using the arrow keys or [Page Up] or [Page Down] keys on your keyboard. A copy of the report (London Cash Flow - Yearly - 2011) is included in this tutorial. The annual cash flow statement provides a summary of cash income and expenses for the year using the categories associated with individual transactions. The cash flow report documents sources and uses of funds and can be useful in developing budgets for future years.

When you have the cursor over a number in a report and **see a magnifying glass**, a QuickZoom report is available. **Double click** to reveal the transactions that make up that number. Click on the **Back** button in the upper left to return to the Cash Flow report.





Perhaps your lender requires a monthly cash flow report. Click the **Customize** button (the icon appearing as a gear) to edit the *Title: London Monthly Cash Flow* and *Column: Month*.

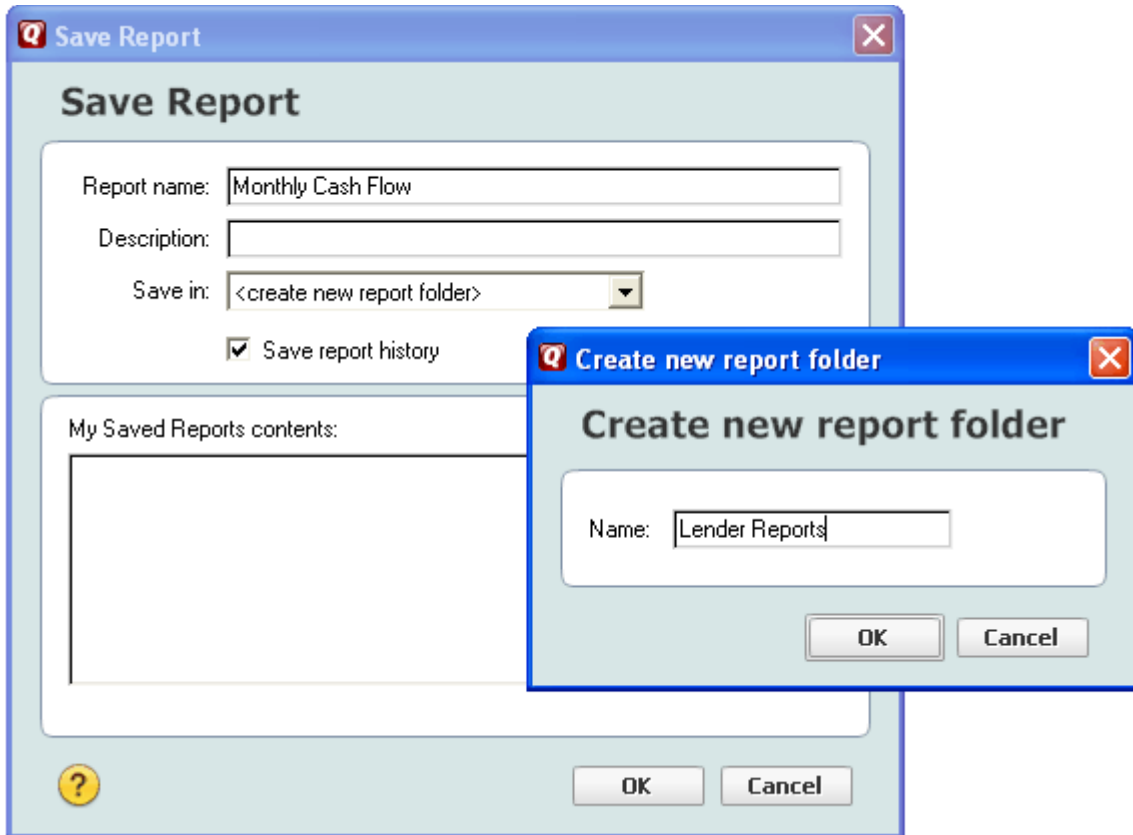


**OK**

If you think you might want to use this report again, you can memorize its features by clicking **Save Report** (a *disk* icon in the taskbar).

Report Name: **Monthly Cash Flow**  
Description: *(optional)*

Save in: use drop-down arrow to select **<create new report folder>**



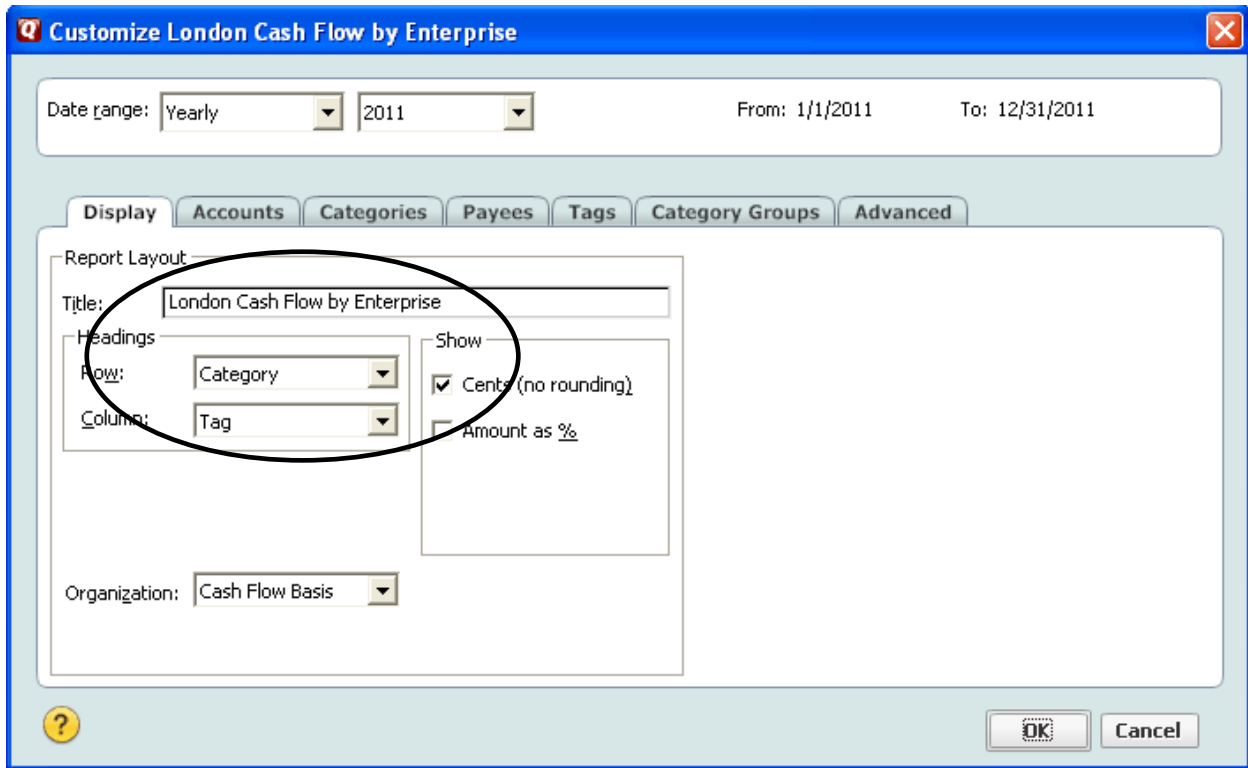
**OK**

*Note: If you select Save report history, you can track each step in developing this report.*

Click **OK**.

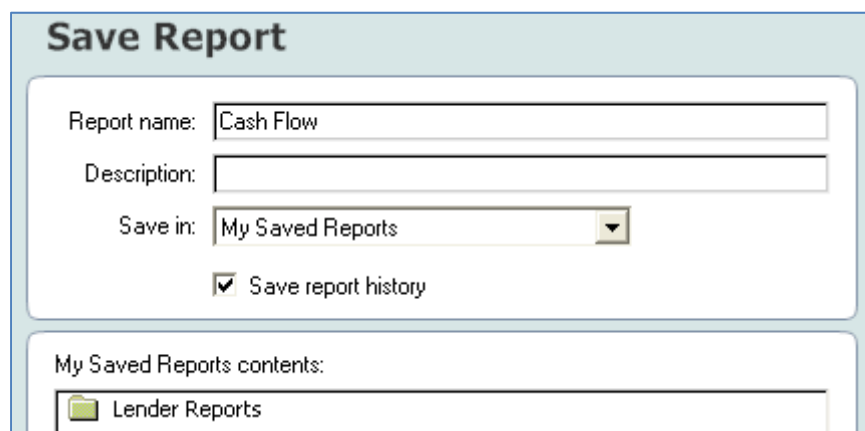
Now, let's develop a cash flow report by tag (farm enterprise). You may want to change the title of the report. Click **Customize** at right – gear icon.

Type the *Title*, **London Cash Flow by Enterprise** and for the *Column* select **Tag**, as shown below.



Click **OK**.

A report showing a summary of cash inflows and outflows by tag (farm enterprise) for last year appears. Review it to see the cash generated and used by the CowCalf enterprise relative to the Wheat enterprise and to note totals by category for Family Living expenses (a printed copy is in the Reports section). You may memorize this report for future use by clicking the **Save** icon. **Create a new folder and name it Financial Reports.**



Check **Save report history**

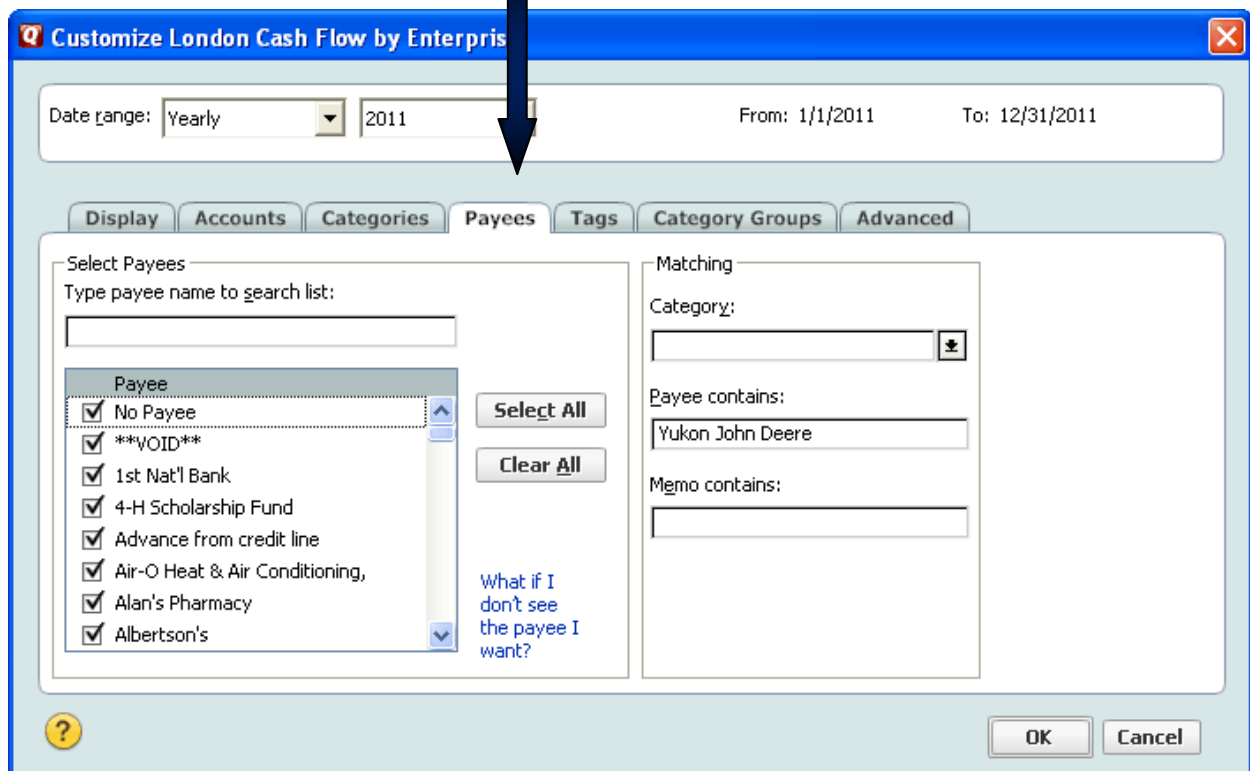
Click **OK**

What if you want a summary of payments made to the Yukon John Deere dealer during the year?

Click the **Customize** button.

Type the *Title*, **Deere Transactions Summary**.

Click the **Payees** tab.



Click on **Clear All**, then scroll through the list of Payees at left to **mark Yukon John Deere**. Click **OK**. This assures that you have the correct spelling (and also have the opportunity to see similarly spelled words in case you have misspelled the name at some time and need to find/replace errors). (Alternatively, you can type Yukon John Deere in the Payee contains field; however, the spelling and spacing must be exactly the same as in transactions or they will not be included in this report.)

You will now have a summary of expenses at the Yukon John Deere dealership by category and tag (printed version in the Reports section). Click the **X** to close the window (*or press [Esc]*) to leave the Deere Transactions Summary.

**Don't Save**

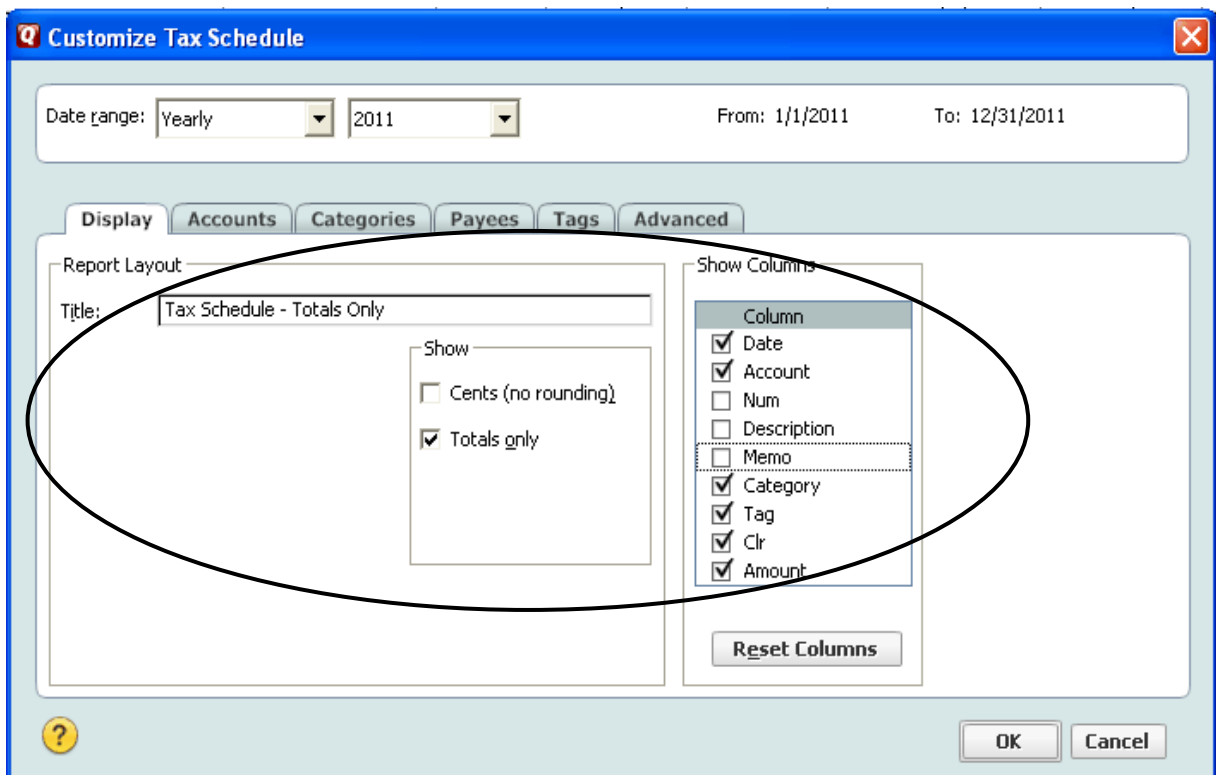
All of the previous reports have been examples of cash flow reports. We will now switch to a different kind of report, the tax schedule report. When you begin gathering information to take to the tax preparer, consider the differences between the tax schedule and tax summary reports. Tax schedule reports list all transactions (or splits of a transaction) assigned to a category that is attached to a specific tax form or schedule. Tax summary reports include transactions with categories that have been noted as tax-related, whether or not a specific tax schedule has been assigned. For example, capital sales items are noted as tax-related as they are needed for use in calculating capital gains but are not transferred directly to a tax schedule.

Click **Reports**  
**Tax**  
**Tax Schedule**

Select **Yearly** and **2011** as the date range

This report lists every transaction assigned to a category attached to a tax schedule. To prepare a report showing totals only (not individual transactions), click the **Customize** icon.

Modify the *Title*: **Tax Schedule – Totals Only**. In the **Show** section (as circled in the center of the Customize Tax Schedule screen below), select **Totals only**. We have also removed the fields for Num, Description, and Memo since they are not needed for this report.



Click **OK**.

You now have a summary of the information needed for tax reporting purposes by schedule. In our example, the report begins with **Schedule A** (deductions including charitable contributions), **Schedule B** (interest income), and continues to **Schedule F** (farm income and expense items) and ends with a **W-2** (wages and salary) summary.

Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
	Medicine and drugs							-533.79
	Cash charity contributions							-1,185.00
<b>Schedule B</b>								
	Interest income							92.73
<b>Schedule F</b>								
	Sales livestock/product raised							80,179.64
	Total co-op. distributions							27.67
	Agricultural program payments							3,112.00
	Custom hire expenses							-428.60
	Feed purchased							-1,635.00
	Fertilizers and lime							-10,526.73
	Freight and trucking							-186.20
	Gasoline, fuel, and oil							-6,743.00
	Interest expense, mortgage							-8,109.00
	Interest expense, other							-603.61
	Labor hired							-5,076.00
	Rent/lease land, animals							-8,055.00
	Repairs and maintenance							-8,196.50
	Vet, breeding, and medicine							-1,756.50
	Other farm expenses							-733.00
<b>W-2</b>								
	Salary or wages, spouse							23,816.36

Exit the Reports window by clicking on the **X** in the upper right corner. You can choose whether to save the report or not.

### *View a Graph of Income and Expenses*

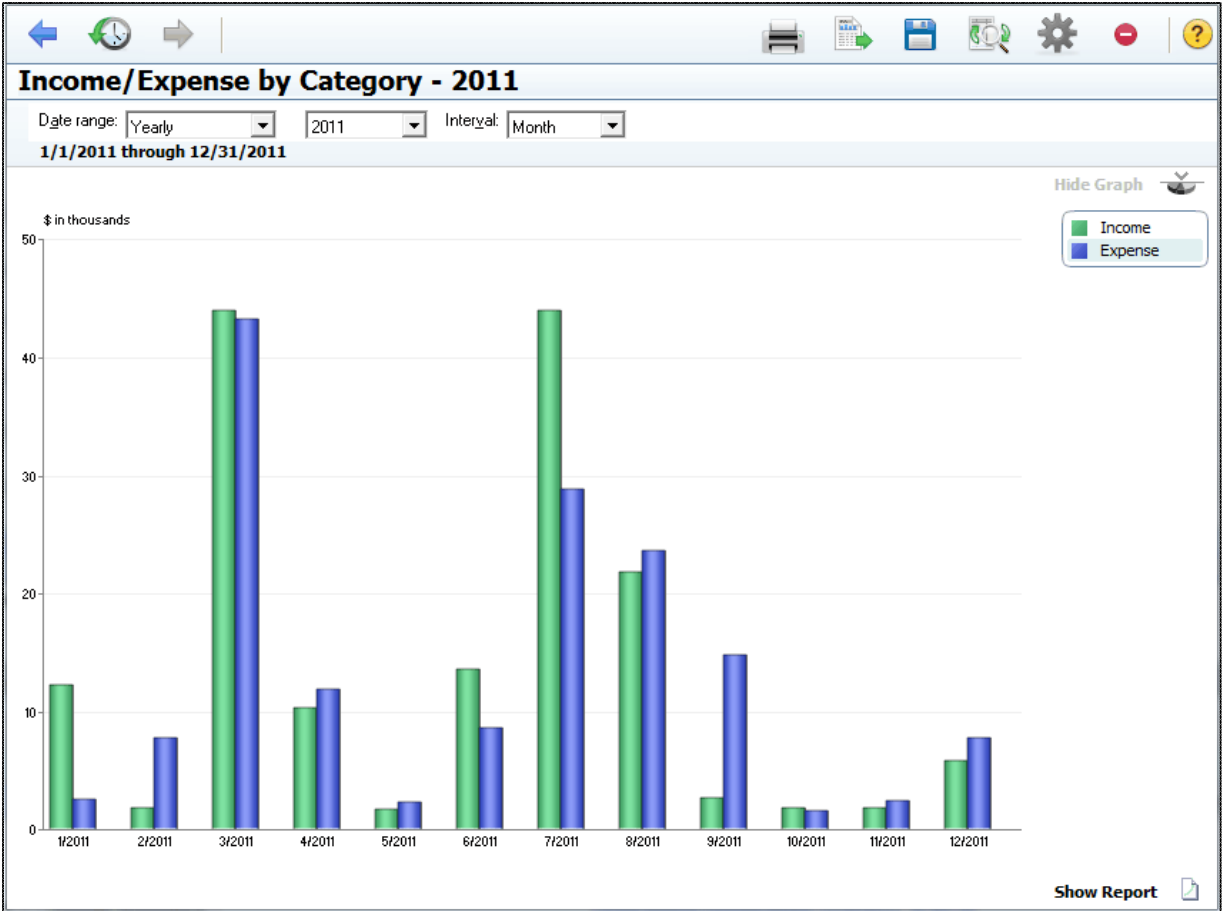
It's said that a picture is worth a thousand words. Quicken makes it easy for you to get a quick picture of income relative to expenses, as well as income and expense composition.

Click **Reports**

**Graphs**

**Income and Expense by Category**

Select the date range, **Yearly** and **2011** and **Month** for the interval.



You will see a bar chart showing monthly income and expenses. By double clicking on an individual bar, you can see the categories, amounts, and percentage of the total for that month.

Category	Amount	Percentage
Raised Sales	42,169.64	95.79%
Salary Spouse	1,846.14	4.19%
Interest Inc	7.38	0.02%

Click **X** to close the Income Comparison window.

As with the reports, you may memorize useful graphs. Click the **Save Report** icon.

*Report Name:* **Monthly Income/Expense Chart**

*Save in:* use the drop down arrow and select (create new report folder),

*Name:* **Farm Reports**

**OK**

Exit the Income/Expense by Category window by clicking on the **X** in the upper right corner.

To view a chart showing how money has been spent throughout the year, close the current Report window and click

**Reports**

**Spending**

**Spending by Category**

Select the *Date range*: **Yearly** and **2011** with the *Column*: **None**. To focus on farm expenditures, click on

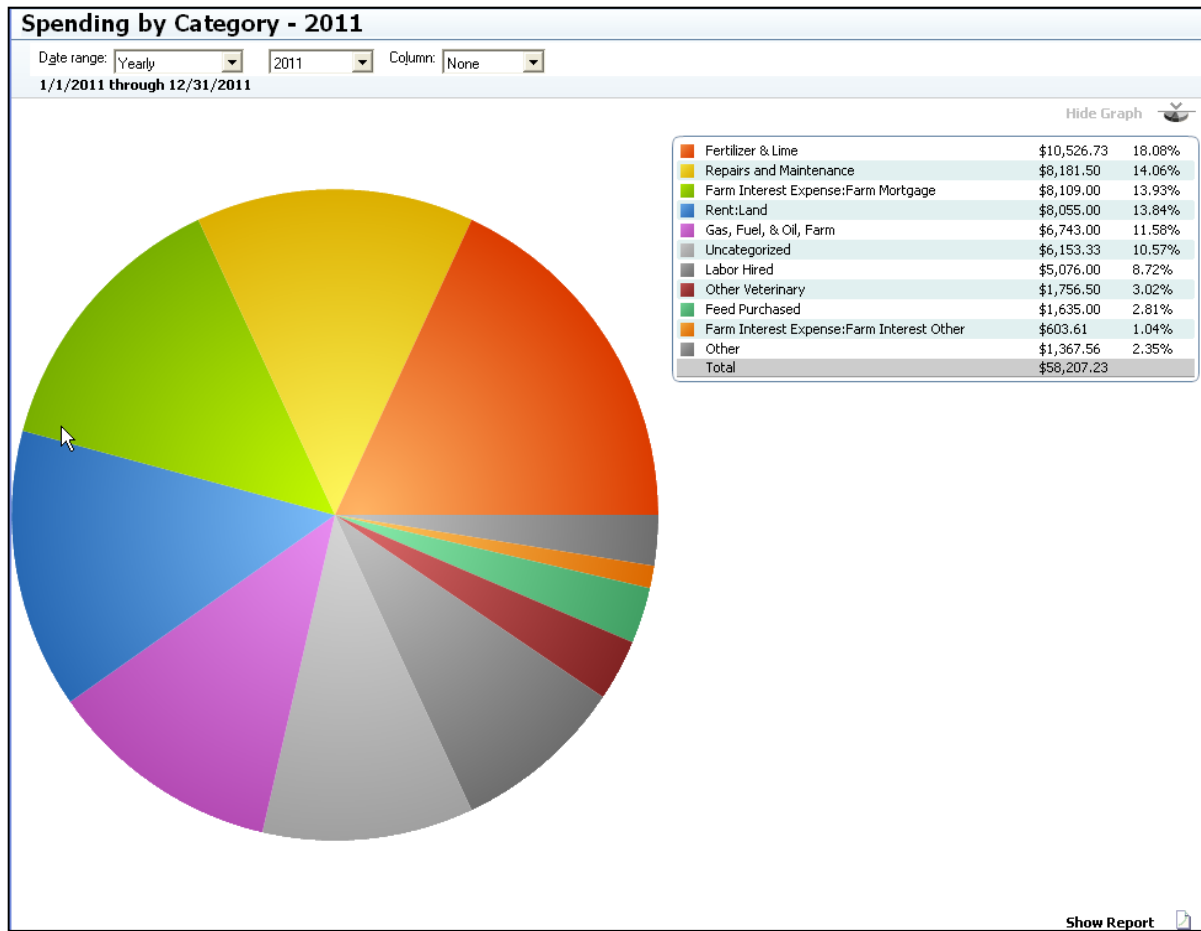
**Customize – gear icon**

*Title*: **Farm Spending by Category**

Click on the **Tags** tab

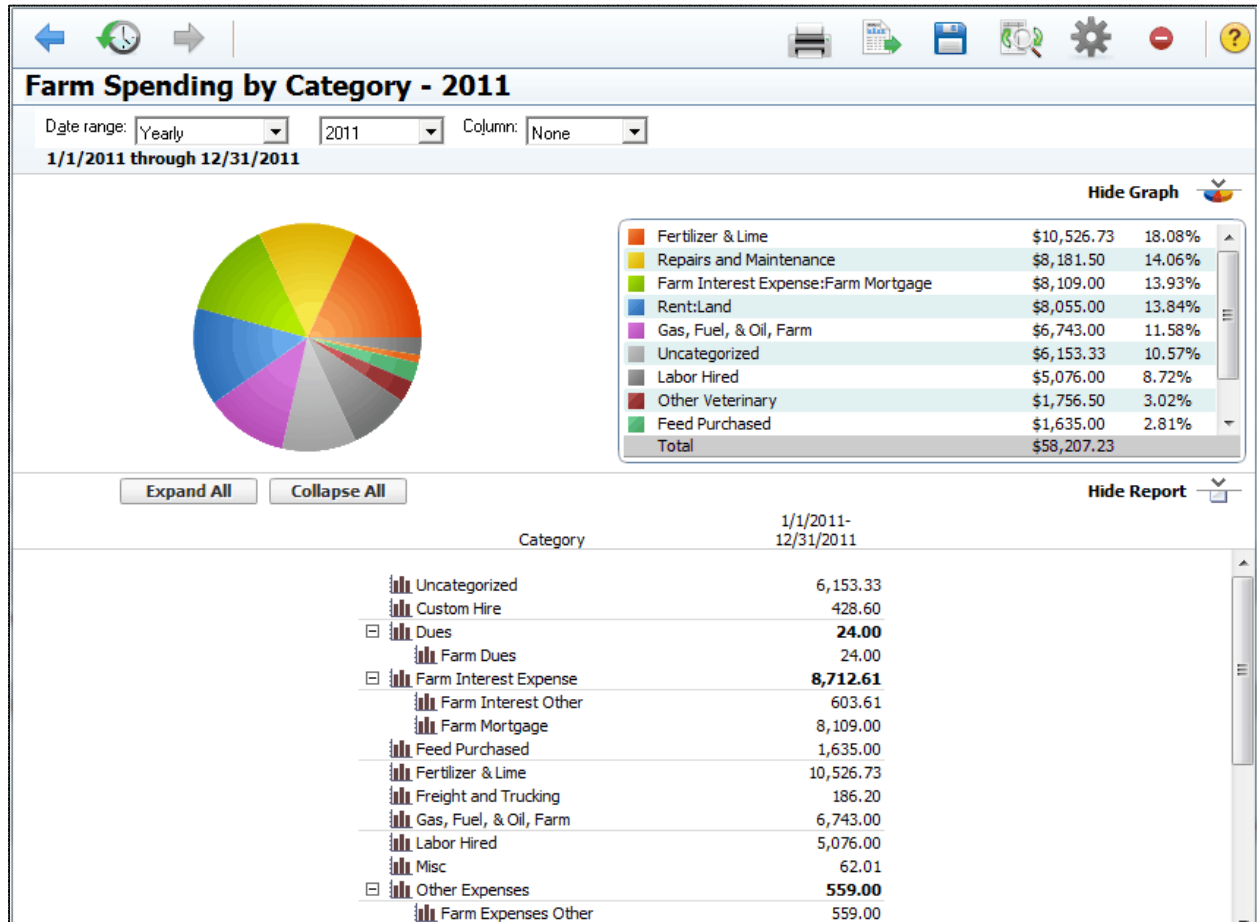
Remove the check mark from **Family Living**.

**OK**



If you want to view the report along with the graph, click on **Show Report** at the bottom right of the screen.





Click on the **Collapse All** button to show totals only in the report.

Click on **Save** report icon and choose the **Farm Reports** Folder.

**Close** the Spending Report Category window.

To view your saved reports and graphs, click

**Reports**

**Reports and Graph Center** (or *My Saved Reports & Graphs*)

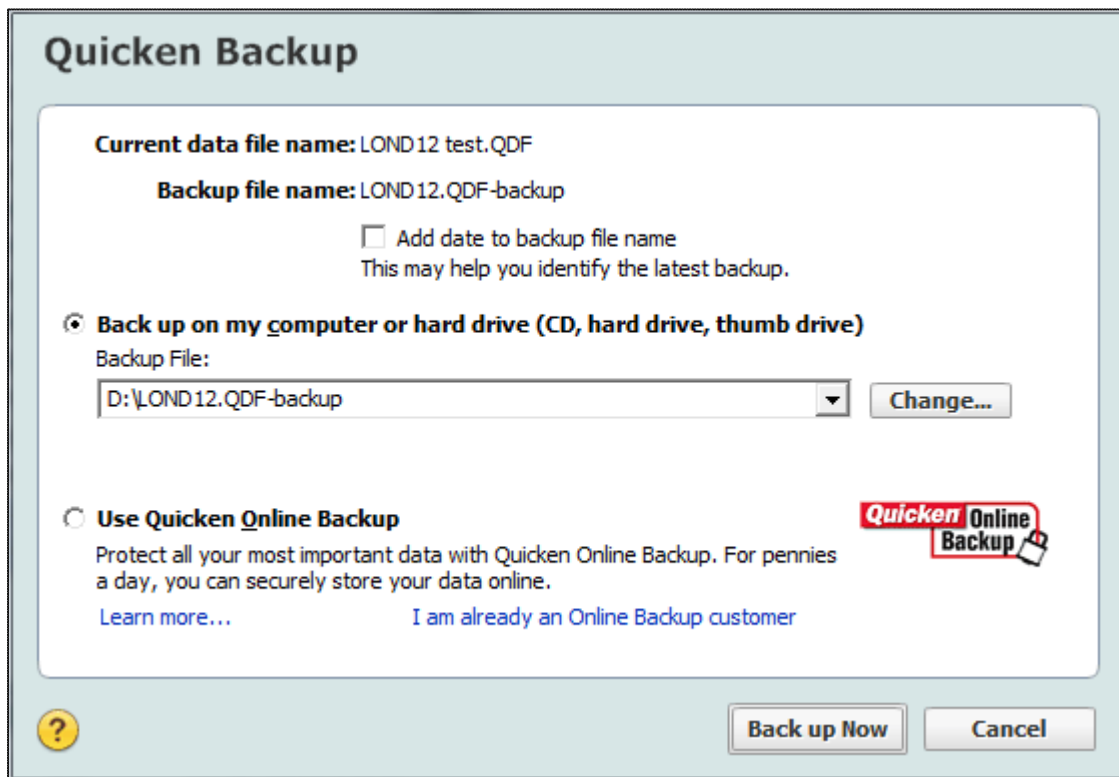
***Back Up Data***

Quicken automatically saves the data that you have entered in the file on which you have been working as you enter transactions. However, regularly save a backup copy on a compact disc (CD), DVD, or thumb drive in the event of computer hardware problems. Instructions for backing up your data on a CD are given later in the manual. Since we copied the *LONDON12* file to the C: drive earlier and have been working from that file, we will back up our data on the D: drive. To back up your data, be sure your CD is in the computer and complete the information

as indicated on the following screen. You can utilize the browse buttons to select both the file you want to back up and the backup location.  
Select

## File

**Backup and Restore** (or press *Ctrl+B*)  
**Back up Quicken File**



*Note: Clicking the **Add the date to backup file name** attaches the date to the file name for easier reference. This may not work if you are using certain removable data storage (zip, thumb drive) as it may not be able to handle a file name of more than 8 characters.*

Click **Back up Now**

You should receive a message that the file has been backed up successfully.

Click **OK**

Now, click **File**

**Exit** (This closes the Quicken program.)

*Note: It would be wise to back up your information on multiple CDs and back up often. Alternate the disks that you use so that you minimize the potential loss of information due to faulty disks*

CONGRATULATIONS! You have now completed the basic Quicken workshop for farm financial records! Hopefully, you will want to apply your newly learned skills to your own farming operation. Refer to this tutorial and the Quicken manual for assistance in setting up your own record keeping system.

## Standard Category List

10/18/2011 - Category	Type	Description	Tax Line Item	Page 1 Hide
<b>Div Income</b>	Income	Dividend Income	Schedule B:Dividend income T	
<b>Interest Inc</b>	Income	Interest Income	Schedule B:Interest income T	
<b>Net Salary</b>	Income	Your net paycheck...		
<b>Net Salary Spouse</b>	Income	Spouse's net payc...		
<b>Other Inc</b>	Income	Other Income	Form 1040:Other income, misc. T	
<b>Auto &amp; Transport</b>	Expense	Auto & Transport		
Auto Insurance	Expense	Auto Insurance		
Auto Payment	Expense	Auto Payment		
Car Wash	Expense	Car Wash		
Gas & Fuel	Expense	Gas & Fuel		
Parking	Expense	Parking		
Public Transportation	Expense	Public Transportati...		
Registration	Expense	Registration for yo...	Schedule A:Personal property taxes T	
Service & Parts	Expense	Service & Parts		
Tolls	Expense	Tolls for highways,...		
<b>Bills &amp; Utilities</b>	Expense	Bills & Utilities		
Credit Card Payment	Expense	Credit Card Paym...		
Home Phone	Expense	Home Phone		
Internet	Expense	Internet		
Mobile Phone	Expense	Mobile Phone		
Television	Expense	Television		
Utilities	Expense	Utilities such as G...		
<b>Cash &amp; ATM</b>	Expense	Cash & ATM		
<b>Deposit to Savings</b>	Expense	A deposit or transf...		
<b>Education</b>	Expense	Education		
Books & Supplies	Expense	Books & Supplies		
Student Loan	Expense	Student Loan		
Tuition	Expense	Tuition		
<b>Entertainment</b>	Expense	Entertainment		
Amusement	Expense	Amusement		
Arts	Expense	Arts		
Movies & DVDs	Expense	Movies & DVDs		
Music	Expense	Music		
Newspaper & Magaz...	Expense	Newspaper & Mag...		
<b>Fees &amp; Charges</b>	Expense	Fees & Charges		
ATM Fee	Expense	ATM Fee		
Bank Fee	Expense	Bank Fee		
Late Fee	Expense	Late Fee		
Service Fee	Expense	Service Fee		
Trade Commissions	Expense	Trade Commissions		
<b>Financial</b>	Expense	Financial		
Financial Advisor	Expense	Financial Advisor	Schedule A:Investment management f...	
Life Insurance	Expense	Life Insurance		
<b>Food &amp; Dining</b>	Expense	Food & Dining		
Alcohol & Bars	Expense	Alcohol & Bars		
Coffee Shops	Expense	Coffee Shops		
Fast Food	Expense	Fast Food		

## Standard Category List

10/18/2011 Category	Type	Description	Tax Line Item	Page 2 Hide
Groceries	Expense	Groceries		
Restaurants	Expense	Restaurants		
<b>Gifts &amp; Donations</b>	Expense	Gifts & Donations		
Charity	Expense	Charity	Schedule A:Cash charity contributions T	
Gift	Expense	Gift		
<b>Health &amp; Fitness</b>	Expense	Health & Fitness		
Dentist	Expense	Dentist	Schedule A:Doctors, dentists, hospital...	
Doctor	Expense	Doctor	Schedule A:Doctors, dentists, hospital...	
Eyecare	Expense	Eyecare	Schedule A:Doctors, dentists, hospital...	
Gym	Expense	Gym		
Health Insurance	Expense	Health Insurance		
Pharmacy	Expense	Pharmacy		
Sports	Expense	Sports		
<b>Home</b>	Expense	Home		
Furnishings	Expense	Furnishings		
HOA Dues	Expense	Homeowner's Ass...		
Home Improvement	Expense	Home Improvement		
Home Insurance	Expense	Home Insurance		
Home Services	Expense	Home Services		
Home Supplies	Expense	Home Supplies		
Lawn & Garden	Expense	Lawn & Garden		
Mortgage & Rent	Expense	Mortgage & Rent		
Mortgage Interest	Expense	The interest portio...	Schedule A:Home mortgage interest (1...	
<b>Interest Exp</b>	Expense	Finance charges, li...		
<b>IRA Contribution</b>	Expense	IRA Contribution	Form 1040:IRA contribution, self T	
<b>Kids</b>	Expense	Kids		
Allowance	Expense	Allowance		
Baby Supplies	Expense	Baby Supplies		
Babysitter & Daycare	Expense	Babysitter & Dayc...	Form 2441:Qualifying childcare expen...	
Child Support	Expense	Child Support		
Kids Activities	Expense	Kids Activities		
Toys	Expense	Toys		
<b>Misc.</b>	Expense	Miscellaneous Exp...		
<b>Not Sure</b>	Expense	Expenses I am not...		
<b>Personal Care</b>	Expense	Personal Care		
Hair	Expense	Hair		
Laundry	Expense	Laundry		
Spa & Massage	Expense	Spa & Massage		
<b>Pets</b>	Expense	Pets		
Pet Food & Supplies	Expense	Pet Food & Supplies		
Pet Grooming	Expense	Pet Grooming		
Vet	Expense	Vet		
<b>Shopping</b>	Expense	Shopping		
Books	Expense	Books		
Clothing	Expense	Clothing		
Electronics & Software	Expense	Electronics & Soft...		
Hobbies	Expense	Hobbies		

## Standard Category List

10/18/2011 Category	Type	Description	Tax Line Item	Page 3 Hide
Sporting Goods	Expense	Sporting Goods		
<b>Tax</b>	Expense	Taxes	T	
Property	Expense	Property Tax	Schedule A:Real estate taxes T	
<b>Travel</b>	Expense	Travel		
Air Travel	Expense	Air Travel		
Hotel	Expense	Hotel		
Rental Car & Taxi	Expense	Rental Car & Taxi		
Vacation	Expense	Vacation		

## Business Category List

10/18/2011 - Category	Type	Description	Tax Line Item	Page 1 Hide
<b>Consulting Income (Bu...</b>	Income	Consulting Income fo...	Schedule C:Gross receipts or sales T	
<b>Other Income (Business)</b>	Income	Other Business Income	Schedule C:Other business income T	
<b>Sales (Business)</b>	Income	Gross Sales for your ...	Schedule C:Gross receipts or sales T	
<b>Advertising (Business)</b>	Expense	Advertising expense...	Schedule C:Advertising T	
<b>Car &amp; Truck (Business)</b>	Expense	Car & Truck expense...	Schedule C:Car and truck expenses T	
<b>Discounts (Business)</b>	Expense	Discount expense for ...	Schedule C>Returns and allowances T	
<b>Insurance (Business)</b>	Expense	Business insurance (...)	Schedule C:Insurance, other than health T	
<b>Meals &amp; Entertainment (...)</b>	Expense	Meals & Entertainme...	Schedule C:Meals and entertainment T	
<b>Misc. Expense (Business...</b>	Expense	Misc. Business Expe...	Schedule C:Other business expenses T	
<b>Not Sure, Biz</b>	Expense	Schedule C Expense ...	Schedule C:Unspecified Business Expe...	
<b>Office Expenses (Busin...</b>	Expense	Office Expenses for v...	Schedule C:Office expenses T	
<b>Postage and Delivery (B...</b>	Expense	Postage and Delivery...	Schedule C:Other business expenses T	
<b>Printing and Reproducti...</b>	Expense	Printing and Reprodu...	Schedule C:Other business expenses T	
<b>Prof and Legal Fees</b>	Expense	Professional and Leg...	Schedule C:Legal and professional fees T	
<b>Supplies (Business)</b>	Expense	Supplies for your busi...	Schedule C:Supplies (not from COGS) T	
<b>Taxes (Business)</b>	Expense	Taxes & Licenses for ...	Schedule C:Taxes and licenses T	
Licenses (Business)	Expense	Licenses for your bus...	Schedule C:Taxes and licenses T	
Local Tax (Business)	Expense	Local Tax on your bu...	Schedule C:Taxes and licenses T	
<b>Travel (Business)</b>	Expense	Business Travel Expe...	Schedule C:Travel T	
<b>Utilities (Business)</b>	Expense	Business Utilities	Schedule C:Utilities T	
Internet (Business)	Expense	Internet Connection e...	Schedule C:Utilities T	
Telephone (Business)	Expense	Telephone expenses ...	Schedule C:Utilities T	

## Investment Category List

10/18/2011 - Category	Type	Description	Tax Line Item	Page 1 Hide
<b>_DivInc</b>	Income	Dividend	Schedule B:Dividend income T	H
<b>_DivIncTaxFree</b>	Income	Tax-Free Dividend	Schedule B:Div. income, non-taxable T	H
<b>_EmpStkOptInc</b>	Income	Employee Stock Opti...	W-2:Salary or wages, self T	H
<b>_EmpStkOptIncSpouse</b>	Income	Employee Stock Opti...	W-2:Salary or wages, spouse T	H
<b>_ESPP Self Income</b>	Income	ESPP Self Income	W-2:Salary or wages, self T	H
<b>_ESPP Spouse Income</b>	Income	ESPP Spouse Income	W-2:Salary or wages, spouse T	H
<b>_IntInc</b>	Income	Investment Interest In...	Schedule B:Interest income T	H
<b>_IntIncTaxFree</b>	Income	Tax-Free Inv Interest ...	Schedule B:Int. income, non-taxable T	H
<b>_LT CapGnDst</b>	Income	Long Term Cap Gain ...	Schedule D:Div. income, cap gain distrib...	H
<b>_MT CapGnDst</b>	Income	Mid Term Cap Gain D...	Schedule D:Div. income, cap gain distrib...	H
<b>_RlzdGain</b>	Income	Realized Gain/Loss	T	H
<b>_ST CapGnDst</b>	Income	Short Term Cap Gain...	Schedule B:Dividend income T	H
<b>_UnrlzdGain</b>	Income	Unrealized Gain/Loss		H
<b>_Accrued Int</b>	Expense	Accrued Interest	Schedule B:Interest income T	H
<b>_Accrued Int TaxFree</b>	Expense	Tax-Free Accrued Int...	Schedule B:Int. income, non-taxable T	H
<b>_IntExp</b>	Expense	Investment Interest E...	Form 4952:Investment interest expense T	H



## Rents and Royalties Category List

10/18/2011 - Category	Type	Description	Tax Line Item	Page 1 <u>Hide</u>
<b>Rents Received</b>	Income	Rents Received	Schedule E:Rents received T	
<b>Royalties Received</b>	Income	Royalties Received	Schedule E:Royalties received T	
<b>Security Deposit Forfeit</b>	Income	Security Deposit Forfeit	Schedule E:Rents received T	
<b>Tenant Late Fee (Rental)</b>	Income	Late Fee on Rents fro...	Schedule E:Rents received T	
<b>Advertising (Rental)</b>	Expense	Advertising for Rental...	Schedule E:Advertising T	
<b>Auto and Travel (Rental)</b>	Expense	Auto and Travel expe...	Schedule E:Auto expense T	
<b>Cleaning and Maintena...</b>	Expense	Cleaning and Mainten...	Schedule E:Cleaning and maintenance T	
<b>Commissions (Rental)</b>	Expense	Commissions on Ren...	Schedule E:Commissions T	
<b>HOA Dues (Rental)</b>	Expense	Homeowners Associa...	Schedule E:Other expenses T	
<b>Legal &amp; Professional Fe...</b>	Expense	Legal & Professional ...	Schedule E:Legal and professional fees T	
<b>Management Fees (Ren...</b>	Expense	Management Fees on...	Schedule E:Management fees T	
<b>Mortgage Interest Expe...</b>	Expense	Mortgage Interest Ex...	Schedule E:Mortgage interest expense T	
<b>Not Sure, Rental</b>	Expense	Schedule E Expense,...	Schedule E:Unspecified Rental Expense T	
<b>Other Expenses (Rental)</b>	Expense	Other Expenses on R...	Schedule E:Other expenses T	
<b>Other Interest Expense ...</b>	Expense	Other Interest Expens...	Schedule E:Other interest expense T	
<b>Rental Insurance (Rental)</b>	Expense	Insurance on Rental ...	Schedule E:Insurance T	
<b>Repairs (Rental)</b>	Expense	Repairs on Rental Pr...	Schedule E:Repairs T	
<b>Supplies (Rental)</b>	Expense	Supplies for Rental P...	Schedule E:Supplies T	
<b>Taxes (Rental)</b>	Expense	Taxes on Rental Prop...	Schedule E:Taxes T	
<b>Utilities (Rental)</b>	Expense	Water, Gas, Electric ...	Schedule E:Utilities T	

## Farm Category List

10/18/2011 - Category	Type	Description	Tax Line Item	Page 1 Hide
<b>Capital Sales, Farm</b>	Income	Capital Sales	T	
<b>CCC Loans Forfeited</b>	Income	CCC Loans Forfeited/...	Schedule F:CCC loans forfeited or repai...	
<b>CCC Received</b>	Income	CCC Loans Received	Schedule F:CCC loans reported/election T	
<b>Co-op Distributions</b>	Income	Co-op Distributions	Schedule F:Total co-op. distributions T	
<b>Crop Insurance Benefits</b>	Income	Crop Insurance Bene...	Schedule F:Crop ins. proceeds received T	
<b>Crop Insurance Deferre...</b>	Income	Crop Insurance Proc...	Schedule F:Crop ins. proceeds deferred T	
<b>Custom Income, Farm</b>	Income	Custom Hire Income	Schedule F:Custom hire income T	
<b>Government Payments</b>	Income	Govt. program payme...	Schedule F:Agricualtural program payme...	
<b>Livestock Resale</b>	Income	Resales of purch lvstk	Schedule F:Resales of livestock/items T	
Stocker Steers	Income	Stocker Steers	Schedule F:Resales of livestock/items T	
<b>Margin Income</b>	Income	Margin Income	Schedule F:Other farm income T	
<b>Marketing Income</b>	Income	Marketing Income	Schedule F:Other farm income T	
<b>Other Farm Income</b>	Income	Other Farm Income	Schedule F:Other farm income T	
<b>Raised Sales</b>	Income		Schedule F:Sales livestock/product raise...	
Grain	Income	Sale of Raised Grain	Schedule F:Sales livestock/product raise...	
Livestock	Income	Sale of Raised Livest...	Schedule F:Sales livestock/product raise...	
Other Products	Income	Sale of Other Raised ...	Schedule F:Sales livestock/product raise...	
<b>Capital Purchases</b>	Expense	Capital Purchases, F...	T	
<b>Car &amp; Truck, Farm</b>	Expense	Farm Vehicles	Schedule F:Car and truck expenses T	
<b>Chemicals</b>	Expense	Aq Chemicals	Schedule F:Chemicals T	
<b>Conservation</b>	Expense	Conservation Expense	Schedule F:Conservation expenses T	
<b>Consultants, Farm</b>	Expense	Consulting Expense	Schedule F:Other farm expenses T	
<b>Custom Hire</b>	Expense	Custom Hire Expense	Schedule F:Custom hire expenses T	
<b>Dues</b>	Expense	Dues	Schedule F:Other farm expenses T	
Farm Dues	Expense	Farm Dues	Schedule F:Other farm expenses	
<b>Employee Benefits, Farm</b>	Expense	Employee Benefits	Schedule F:Employee benefit programs T	
<b>Farm Interest Expense</b>	Expense	Interest Expense	Schedule F:Interest expense, other T	
Farm Interest Other	Expense	Interest (not mortgaqe)	Schedule F:Interest expense, other T	
Farm Mortgage	Expense	Farm Mortgage Interest	Schedule F:Interest expense, mortgage T	
<b>Feed Purchased</b>	Expense	Feed Purchased	Schedule F:Feed purchased T	
<b>Fertilizer &amp; Lime</b>	Expense	Fertilizer and Lime	Schedule F:Fertilizers and lime T	
<b>Freight and Trucking</b>	Expense	Freight and Trucking	Schedule F:Freight and trucking T	
<b>Gas, Fuel, &amp; Oil, Farm</b>	Expense	Gas, Fuel, Oil	Schedule F:Gasoline, fuel, and oil T	
<b>Insurance</b>	Expense	Insurance		
Farm Insurance	Expense	Liability, Disability, et...	Schedule F:Insurance, other than health T	
<b>Labor Hired</b>	Expense	Labor Hired	Schedule F:Labor hired T	
<b>Livestock Basis</b>	Expense	Resale Livestock Cos...	Schedule F:Cost of resale livestock/item...	
<b>Margin Expense</b>	Expense	Margin Expense	Schedule F:Other farm expenses T	
<b>Marketing Expense</b>	Expense	Marketing Expense	Schedule F:Other farm expenses T	
<b>Office</b>	Expense	Office Expenses	T	
Farm Office	Expense	Farm Office Expense	Schedule F:Other farm expenses T	
<b>Other Expenses</b>	Expense	Other Expenses	T	
Farm Expenses Other	Expense	Other Farm Expenses	Schedule F:Other farm expenses T	
<b>Pension &amp; Profit Sharin...</b>	Expense	Contribution to Empl...	Schedule F:Pension/profit sharing plans T	
<b>Rent</b>	Expense		T	
Land	Expense	Land Rental Expenses	Schedule F:Rent/lease land, animals T	
Livestock	Expense	Rent Animals, Misc.	Schedule F:Rent/lease land, animals T	

## Farm Category List

10/18/2011 Category	Type	Description	Tax Line Item	Page 2 Hide
Vehicles, Machinery, E...	Expense	Rent Vehicle,Mach, E...	Schedule F:Rent/lease vehicles, equip. T	
<b>Repairs and Maintenance</b>	Expense	Repairs	Schedule F:Repairs and maintenance T	
<b>Seed and Plants</b>	Expense	Seeds and Plants Pur...	Schedule F:Seeds and plants purchased...	
<b>Storage and Warehousi...</b>	Expense	Storage & Warehousi...	Schedule F:Storage and warehousing T	
<b>Subscriptions</b>	Expense	Subscriptions		
Farm Subscriptions	Expense	Farm Subscriptions	Schedule F:Other farm expenses T	
<b>Supplies</b>	Expense	Supplies	Schedule F:Supplies purchased T	
<b>Tax</b>	Expense	Taxes	T	
Farm Property Taxes	Expense	Farm Property Taxes	Schedule F:Taxes T	
Farm Taxes Other	Expense	Other Farm Taxes	Schedule F:Taxes T	
<b>Utilities</b>	Expense	Water, Gas, Electric		
Farm Utilities	Expense	Farm Utilities	Schedule F:Utilities T	
<b>Veterinary</b>	Expense	Veterinary fees & med	Schedule F:Vet, breeding, and medicine T	
Breeding Fees	Expense	Semen, AI Services	Schedule F:Vet, breeding, and medicine T	
Medicine	Expense	Livestock Medicine	Schedule F:Vet, breeding, and medicine T	

# Transaction

2/1/2011 through 4/1/2011

10/31/2011

Page 1

Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
<b>BALANCE 1/31/2011</b>								<b>-98,657.39</b>
2/1/2011	Checking	733	Mytown Res...		Dining	Family...	R	-15.00
2/2/2011	Checking	DEP	... Julie London		Salary Spouse	Family...	R	923.07
					Tax Spouse:...	Family...	R	-87.00
					Tax Spouse:...	Family...	R	-57.23
					Tax Spouse:...	Family...	R	-25.85
					Tax Spouse:...	Family...	R	-13.38
2/5/2011	Checking	EFT	Manulife		Insurance	Family...	R	-32.59
2/7/2011	Checking	734	Southwester...		Utilities:Tele...	Family...	R	-96.25
2/7/2011	Checking	735	Eastside Cle...		Clothing	Family...	R	-24.10
2/12/2011	Checking	736	St. Andrew ...		Charity	Family...	R	-30.00
2/14/2011	Checking	737	James Herriot		Veterinary	CowCalf	R	-508.00
2/15/2011	Checking	738	REC		Utilities	Family...	R	-35.07
2/16/2011	Checking	I	Interest Earn...		Interest Inc	Family...	R	4.12
2/16/2011	Checking	SC	Service Char...		Bank Charge	Family...	R	-1.00
2/16/2011	Checking	DEP	... Julie London		Salary Spouse	Family...	R	923.07
					Tax Spouse:...	Family...	R	-87.00
					Tax Spouse:...	Family...	R	-57.23
					Tax Spouse:...	Family...	R	-25.85
					Tax Spouse:...	Family...	R	-13.38
2/18/2011	Checking	740	Hometown H...		Groceries	Family...	R	-99.89
2/18/2011	Checking	739	St. Andrew ...		Charity	Family...	R	-30.00
2/18/2011	Checking	741	Tener's		Clothing	Family...	R	-27.77
2/19/2011	Checking	742	Hometown H...Groceries		Groceries	Family...	R	-33.99
2/19/2011	Checking	743	St. Andrew ...		Charity	Family...	R	-30.00
2/21/2011	Checking	744	SKlondike Co-...		Fertilizer & L... Wheat		R	-4,005.73
					Gas, Fuel, &... CowCalf		R	-56.50
2/25/2011	Checking	747	REC		Utilities	Family...	R	-32.18
2/25/2011	Checking	746	ONG		Utilities	Family...	R	-57.00
2/25/2011	Checking	745	Cablevision		Entertainment	Family...	R	-18.30
2/28/2011	Checking	748	Yukon John ... Pickup Rep...		Repairs and ... CowCalf		R	-20.00
2/28/2011	Checking	749	SJ & M Farm ...		Fertilizer & L... Wheat		R	-2,176.00
					Gas, Fuel, &... CowCalf		R	-52.00
3/2/2011	Checking	DEP	... Julie London		Salary Spouse	Family...	R	923.07
					Tax Spouse:...	Family...	R	-87.00
					Tax Spouse:...	Family...	R	-57.23
					Tax Spouse:...	Family...	R	-25.85
					Tax Spouse:...	Family...	R	-13.38
3/5/2011	Checking	EFT	Manulife		Insurance	Family...	R	-32.59
3/8/2011	Checking	DEP	Steer Sales 28 hd @ 7...		Raised Sale...	CowCalf	R	18,375.00
3/8/2011	Checking	DEP	Heifer Sales 34 hd @ 7...		Raised Sale...	CowCalf	R	19,635.00
3/8/2011	Checking	754	Southwester...		Utilities:Tele...	Family...	R	-119.18
3/8/2011	Checking	751	OK Farm Bu...		Insurance	Family...	R	-330.90
3/8/2011	Checking	750	Eddie Electric		Home Rpair	Family...	R	-35.00
3/8/2011	Checking	752	Overhead D... Invoice 424...		Home Repair	Family...	R	-610.74
3/8/2011	Checking		Pay down cr...		[CrdtLine]		R	-30,000.00
3/8/2011	Checking	753	**VOID**				R	0.00
3/14/2011	Checking	1013	Mastercard		[Mastercard]		R	-118.40
3/16/2011	Checking	DEP	... Julie London		Salary Spouse	Family...	R	923.07
					Tax Spouse:...	Family...	R	-87.00

## Transaction

2/1/2011 through 4/1/2011

10/31/2011

Page 2

Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
					Tax Spouse:...	Family...	R	-57.23
					Tax Spouse:...	Family...	R	-25.85
					Tax Spouse:...	Family...	R	-13.38
3/16/2011	Checking	I	Interest Earn...		Interest Inc	Family...	R	4.72
3/16/2011	Checking	SC	Service Char...		Bank Charge	Family...	R	-1.00
3/17/2011	Checking	755	Penney's		Clothing	Family...	R	-32.00
3/18/2011	Checking	756	St. Andrew ...		Charity	Family...	R	-30.00
3/19/2011	Checking	757	Rafter H Tru... 98 miles @...		Freight and ...	CowCalf	R	-186.20
3/20/2011	Checking	758	Hometown H...		Groceries	Family...	R	-176.43
3/23/2011	Checking	759	Eastside		Clothing	Family...	R	-8.00
3/23/2011	Checking	760	Hometown H...		Groceries	Family...	R	-71.83
3/25/2011	Checking	761	St. Andrew ...		Charity	Family...	R	-30.00
3/29/2011	Checking	765	Klondike Co-...		Gas, Fuel, &...	CowCalf	R	-56.50
3/29/2011	Checking	763	REC		Utilities	Family...	R	-29.56
3/29/2011	Checking	764	ONG		Utilities	Family...	R	-47.81
3/29/2011	Checking	766	Postmaster		Misc	Family...	R	-32.18
3/30/2011	Checking	773	Klondike Co-...		Gas, Fuel, &...	CowCalf	R	-52.00
3/30/2011	Checking	769	Yukon John ...		Repairs and ...	CowCalf	R	-20.00
3/30/2011	Checking	DEP	Deposit ASC...		Government ...	Wheat	R	3,112.00
3/30/2011	Checking	770	Hi Pro Anim...		Veterinary	CowCalf	R	-283.00
3/30/2011	Checking	DEP	...Julie London		Salary Spouse	Family...	R	923.07
					Tax Spouse:...	Family...	R	-87.00
					Tax Spouse:...	Family...	R	-57.23
					Tax Spouse:...	Family...	R	-25.85
					Tax Spouse:...	Family...	R	-13.38
3/30/2011	Checking	772	Southwester...		Utilities:Tele...	Family...	R	-99.58
3/30/2011	Checking	771	Mytown New... 4-10 to 10-...		Subscriptions	Family...	R	-45.00
3/30/2011	Checking	767	St. Andrew ...		Charity	Family...	R	-30.00
3/30/2011	Checking	768	Cablevision		Entertainment	Family...	R	-18.30
3/31/2011	Checking		Pay down cr...		[CrdtLine]		R	-10,240.00
4/1/2011	Checking	774	Annie Accou...		Consultants,...	Family...	R	-150.00
4/1/2011	Checking	775	Atwood's		Misc	CowCalf	R	-62.01
4/1/2011	Checking		Beyond Har... Riding lawn...		Misc	Family...	R	-1,995.56
3/14/2011	Mastercard		Mastercard		[Checking]			118.40
3/8/2011	CrdtLine		Pay down cr...		[Checking]			30,000.00
3/31/2011	CrdtLine		Pay down cr...		[Checking]			10,240.00
<b>2/1/2011 - 4/1/2011</b>								<b>32,862.15</b>
<b>BALANCE 4/1/2011</b>								<b>-65,795.24</b>

**TOTAL INFLOWS** 86,104.59

**TOTAL OUTFLOWS** -53,242.44

**NET TOTAL** 32,862.15

## Cash Flow - 2011

1/1/2011 through 12/31/2011

10/18/2011

Page 1

Category	1/1/2011- 12/31/2011
<b>INFLOWS</b>	
Uncategorized	739.61
Capital Sales, Farm	10,000.00
Co-op Distributions	27.67
Government Payments	3,112.00
Interest Inc	92.73
Raised Sales	
Grain	42,169.64
Livestock	38,010.00
TOTAL Raised Sales	80,179.64
Salary	500.00
Salary Spouse	22,893.29
<b>TOTAL INFLOWS</b>	<b>117,544.94</b>
<b>OUTFLOWS</b>	
Uncategorized	6,931.87
Auto	262.88
Service	182.58
TOTAL Auto	445.46
Bank Charge	14.80
Charity	1,185.00
Clothing	998.27
Consultants, Farm	150.00
Custom Hire	428.60
Dining	414.36
Dues	
Farm Dues	24.00
TOTAL Dues	24.00
Entertainment	3,281.02
Farm Interest Expense	
Farm Interest Other	603.61
Farm Mortgage	8,109.00
TOTAL Farm Interest Expense	8,712.61
Feed Purchased	1,635.00
Fertilizer & Lime	10,526.73
Freight and Trucking	186.20
Gas, Fuel, & Oil, Farm	6,743.00
Gifts	426.66
Groceries	2,617.73
Home Repair	1,585.74
Home Rpair	35.00
Household	157.64
Insurance	2,816.99
Labor Hired	5,076.00
Medical	533.79

## Cash Flow - 2011

1/1/2011 through 12/31/2011

10/18/2011

Page 2

Category	1/1/2011- 12/31/2011
Misc	2,289.08
Other Expenses	
Farm Expenses Other	559.00
TOTAL Other Expenses	559.00
Rent	
Land	8,055.00
TOTAL Rent	8,055.00
Repairs and Maintenance	8,196.50
Subscriptions	60.00
Tax	
Fed	52.00
Medicare	6.25
SDI	0.00
Soc Sec	31.00
State	18.50
TOTAL Tax	107.75
Tax Spouse	
Fed	2,088.00
Medicare	321.12
Soc Sec	1,373.52
State	975.40
TOTAL Tax Spouse	4,758.04
Utilities	1,311.16
Telephone	684.40
TOTAL Utilities	1,995.56
Veterinary	1,756.50
<b>TOTAL OUTFLOWS</b>	<b>82,703.90</b>
<b>OVERALL TOTAL</b>	<b>34,841.04</b>

# London Monthly Cash Flow - 2011

1/1/2011 through 12/31/2011

10/20/2011

Page 1

Category	1/1/2011- 1/31/2011	2/1/2011- 2/28/2011	3/1/2011- 3/31/2011	4/1/2011- 4/30/2011
<b>INFLOWS</b>				
Uncategorized	0.00	0.00	0.00	0.00
Capital Sales, Farm	10,000.00	0.00	0.00	0.00
Co-op Distributions	0.00	0.00	0.00	0.00
Government Payments	0.00	0.00	3,112.00	0.00
Interest Inc	0.00	4.12	4.72	6.31
Raised Sales				
Grain	0.00	0.00	0.00	0.00
Livestock	0.00	0.00	38,010.00	0.00
TOTAL Raised Sales	0.00	0.00	38,010.00	0.00
Salary	0.00	0.00	0.00	500.00
Salary Spouse	1,846.14	1,846.14	2,769.21	1,846.14
<b>TOTAL INFLOWS</b>	<b>11,846.14</b>	<b>1,850.26</b>	<b>43,895.93</b>	<b>2,352.45</b>
<b>OUTFLOWS</b>				
Uncategorized	0.00	0.00	0.00	0.00
Auto	0.00	0.00	0.00	0.00
Service	0.00	0.00	0.00	0.00
TOTAL Auto	0.00	0.00	0.00	0.00
Bank Charge	0.00	1.00	1.00	1.00
Charity	135.00	90.00	90.00	90.00
Clothing	27.80	51.87	40.00	0.00
Consultants, Farm	0.00	0.00	0.00	150.00
Custom Hire	0.00	0.00	0.00	0.00
Dining	15.00	15.00	0.00	64.75
Dues				
Farm Dues	0.00	0.00	0.00	0.00
TOTAL Dues	0.00	0.00	0.00	0.00
Entertainment	18.29	18.30	18.30	9.51
Farm Interest Expense				
Farm Interest Other	0.00	0.00	0.00	603.61
Farm Mortgage	0.00	0.00	0.00	0.00
TOTAL Farm Interest Expense	0.00	0.00	0.00	603.61
Feed Purchased	897.00	0.00	0.00	0.00
Fertilizer & Lime	0.00	6,181.73	0.00	0.00
Freight and Trucking	0.00	0.00	186.20	0.00
Gas, Fuel, & Oil, Farm	108.50	108.50	108.50	102.00
Gifts	0.00	0.00	0.00	103.44
Groceries	316.88	133.88	248.26	181.93
Home Repair	0.00	0.00	610.74	0.00
Home Rpair	0.00	0.00	35.00	0.00
Household	0.00	0.00	0.00	0.00
Insurance	32.59	32.59	363.49	32.59
Labor Hired	0.00	0.00	0.00	0.00
Medical	70.00	0.00	0.00	20.00
Misc	0.00	0.00	32.18	2,080.02
Other Expenses				
Farm Expenses Other	0.00	0.00	0.00	0.00
TOTAL Other Expenses	0.00	0.00	0.00	0.00
Rent				



# London Monthly Cash Flow - 2011

1/1/2011 through 12/31/2011

10/20/2011

Page 2

Category	1/1/2011- 1/31/2011	2/1/2011- 2/28/2011	3/1/2011- 3/31/2011	4/1/2011- 4/30/2011
Land	0.00	0.00	0.00	0.00
TOTAL Rent	0.00	0.00	0.00	0.00
Repairs and Maintenance	66.00	20.00	20.00	20.00
Subscriptions	0.00	0.00	45.00	0.00
Tax				
Fed	0.00	0.00	0.00	52.00
Medicare	0.00	0.00	0.00	6.25
SDI	0.00	0.00	0.00	0.00
Soc Sec	0.00	0.00	0.00	31.00
State	0.00	0.00	0.00	18.50
TOTAL Tax	0.00	0.00	0.00	107.75
Tax Spouse				
Fed	174.00	174.00	261.00	174.00
Medicare	26.76	26.76	40.14	26.76
Soc Sec	114.46	114.46	171.69	114.46
State	51.70	51.70	77.55	406.70
TOTAL Tax Spouse	366.92	366.92	550.38	721.92
Utilities	61.66	124.25	77.37	64.23
Telephone	0.00	96.25	218.76	0.00
TOTAL Utilities	61.66	220.50	296.13	64.23
Veterinary	0.00	508.00	283.00	0.00
<b>TOTAL OUTFLOWS</b>	<b>2,115.64</b>	<b>7,748.29</b>	<b>2,928.18</b>	<b>4,352.75</b>
<b>OVERALL TOTAL</b>	<b>9,730.50</b>	<b>-5,898.03</b>	<b>40,967.75</b>	<b>-2,000.30</b>

# London Cash Flow by Enterprise - 2011

1/1/2011 through 12/31/2011

10/20/2011

Page 1

Category	Untagged Trans...	CowCalf	Family Living	Overhead	Wheat	OVERALL TOTAL
<b>INFLOWS</b>						
Uncategorized	0.00	0.00	0.00	0.00	0.00	0.00
Capital Sales, Farm	10,000.00	0.00	0.00	0.00	0.00	10,000.00
Co-op Distributions	0.00	0.00	0.00	27.67	0.00	27.67
Government Payments	0.00	0.00	0.00	0.00	3,112.00	3,112.00
Interest Inc	0.00	0.00	92.73	0.00	0.00	92.73
Raised Sales						
Grain	0.00	0.00	0.00	0.00	42,169.64	42,169.64
Livestock	0.00	38,010.00	0.00	0.00	0.00	38,010.00
TOTAL Raised Sales	0.00	38,010.00	0.00	0.00	42,169.64	80,179.64
Salary	500.00	0.00	0.00	0.00	0.00	500.00
Salary Spouse	0.00	0.00	23,816.36	0.00	0.00	23,816.36
<b>TOTAL INFLOWS</b>	<b>10,500.00</b>	<b>38,010.00</b>	<b>23,909.09</b>	<b>27.67</b>	<b>45,281.64</b>	<b>117,728.40</b>
<b>OUTFLOWS</b>						
Uncategorized	0.00	0.00	778.54	6,153.33	0.00	6,931.87
Auto	0.00	0.00	262.88	0.00	0.00	262.88
Service	0.00	0.00	182.58	0.00	0.00	182.58
TOTAL Auto	0.00	0.00	445.46	0.00	0.00	445.46
Bank Charge	0.00	0.00	14.80	0.00	0.00	14.80
Charity	0.00	0.00	1,185.00	0.00	0.00	1,185.00
Clothing	0.00	0.00	998.27	0.00	0.00	998.27
Consultants, Farm	0.00	0.00	150.00	0.00	0.00	150.00
Custom Hire	0.00	0.00	0.00	0.00	428.60	428.60
Dining	0.00	0.00	414.36	0.00	0.00	414.36
Dues						
Farm Dues	0.00	0.00	0.00	24.00	0.00	24.00
TOTAL Dues	0.00	0.00	0.00	24.00	0.00	24.00
Entertainment	0.00	0.00	3,281.02	0.00	0.00	3,281.02
Farm Interest Expense						
Farm Interest Other	0.00	0.00	0.00	603.61	0.00	603.61
Farm Mortgage	0.00	0.00	0.00	8,109.00	0.00	8,109.00
TOTAL Farm Interest Expense	0.00	0.00	0.00	8,712.61	0.00	8,712.61
Feed Purchased	0.00	1,635.00	0.00	0.00	0.00	1,635.00
Fertilizer & Lime	0.00	0.00	0.00	0.00	10,526.73	10,526.73
Freight and Trucking	0.00	186.20	0.00	0.00	0.00	186.20

# London Cash Flow by Enterprise - 2011

1/1/2011 through 12/31/2011

10/20/2011

Page 2

Category	Untagged Trans...	CowCalf	Family Living	Overhead	Wheat	OVERALL TOTAL
Gas, Fuel, & Oil, Farm	0.00	801.00	0.00	0.00	5,942.00	6,743.00
Gifts	0.00	0.00	426.66	0.00	0.00	426.66
Groceries	0.00	0.00	2,617.73	0.00	0.00	2,617.73
Home Repair	0.00	0.00	1,585.74	0.00	0.00	1,585.74
Home Rpair	0.00	0.00	35.00	0.00	0.00	35.00
Household	0.00	0.00	157.64	0.00	0.00	157.64
Insurance	0.00	0.00	2,816.99	0.00	0.00	2,816.99
Labor Hired	0.00	0.00	0.00	0.00	5,076.00	5,076.00
Medical	0.00	0.00	533.79	0.00	0.00	533.79
Misc	0.00	62.01	2,227.07	0.00	0.00	2,289.08
Other Expenses						
Farm Expenses Other	0.00	331.00	0.00	0.00	228.00	559.00
TOTAL Other Expenses	0.00	331.00	0.00	0.00	228.00	559.00
Rent						
Land	0.00	1,575.00	0.00	0.00	6,480.00	8,055.00
TOTAL Rent	0.00	1,575.00	0.00	0.00	6,480.00	8,055.00
Repairs and Maintenance	0.00	696.00	15.00	0.00	7,485.50	8,196.50
Subscriptions	0.00	0.00	60.00	0.00	0.00	60.00
Tax						
Fed	52.00	0.00	0.00	0.00	0.00	52.00
Medicare	6.25	0.00	0.00	0.00	0.00	6.25
SDI	0.00	0.00	0.00	0.00	0.00	0.00
Soc Sec	31.00	0.00	0.00	0.00	0.00	31.00
State	18.50	0.00	0.00	0.00	0.00	18.50
TOTAL Tax	107.75	0.00	0.00	0.00	0.00	107.75
Tax Spouse						
Fed	0.00	0.00	2,175.00	0.00	0.00	2,175.00
Medicare	0.00	0.00	334.50	0.00	0.00	334.50
Soc Sec	0.00	0.00	1,430.75	0.00	0.00	1,430.75
State	0.00	0.00	1,001.25	0.00	0.00	1,001.25
TOTAL Tax Spouse	0.00	0.00	4,941.50	0.00	0.00	4,941.50
Utilities	0.00	0.00	1,311.16	0.00	0.00	1,311.16
Telephone	0.00	0.00	684.40	0.00	0.00	684.40
TOTAL Utilities	0.00	0.00	1,995.56	0.00	0.00	1,995.56
Veterinary	0.00	1,756.50	0.00	0.00	0.00	1,756.50
<b>TOTAL OUTFLOWS</b>	<b>107.75</b>	<b>7,042.71</b>	<b>24,680.13</b>	<b>14,889.94</b>	<b>36,166.83</b>	<b>82,887.36</b>

# London Cash Flow by Enterprise - 2011

1/1/2011 through 12/31/2011

10/20/2011

Page 3

Category	Untagged Trans...	CowCalf	Family Living	Overhead	Wheat	OVERALL TOTAL
<b>OVERALL TOTAL</b>	<b>10,392.25</b>	<b>30,967.29</b>	<b>-771.04</b>	<b>-14,862.27</b>	<b>9,114.81</b>	<b>34,841.04</b>

Tax Schedule - Current Year

1/1/2011 through 12/31/2011

10/20/2011

Page 1

Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
<b>Schedule A</b>								
<b>Medicine and drugs</b>								<b>-533.79</b>
1/29/2011	Checking	727	Dan Dentist		Medical	Family Living	R	-70.00
4/12/2011	Checking	781	Mytown Medic...		Medical	Family Living	R	-20.00
8/12/2011	Checking	878	S Albertson's		Medical	Family Living	R	-6.59
8/16/2011	Checking	881	Care Clinic		Medical	Family Living	R	-26.00
8/18/2011	Checking	888	Don Dentist, ...	Exam & X-rays	Medical	Family Living	R	-225.00
8/19/2011	Checking	890	Care Clinic		Medical	Family Living	R	-6.50
9/17/2011	Checking	921	Care Clinic		Medical	Family Living	R	-30.00
9/30/2011	Checking	933	Care Clinic		Medical	Family Living	R	-13.00
10/9/2011	Checking	940	Alan's Pharm...		Medical	Family Living	R	-14.89
10/28/2011	Checking	948	Care Clinic		Medical	Family Living	R	-13.00
11/6/2011	Checking	960	Tiger Drug		Medical	Family Living	R	-28.19
11/25/2011	Checking	969	Care Clinic		Medical	Family Living	R	-13.00
11/29/2011	Checking	972	Tiger Drug		Medical	Family Living	R	-10.82
12/10/2011	Checking	985	Mytown Medic...	Medical	Medical	Family Living	R	-56.80
<b>Cash charity contributions</b>								<b>-1,185.00</b>
1/15/2011	Checking	717	St. Andrew C...		Charity	Family Living	R	-30.00
1/21/2011	Checking	722	St. Andrew C...		Charity	Family Living	R	-30.00
1/21/2011	Checking	723	4-H Scholarsh...		Charity	Family Living	R	-25.00
1/28/2011	Checking	726	St. Andrew C...		Charity	Family Living	R	-30.00
1/30/2011	Checking	729	OSU Alumni ...		Charity	Family Living	R	-20.00
2/12/2011	Checking	736	St. Andrew C...		Charity	Family Living	R	-30.00
2/18/2011	Checking	739	St. Andrew C...		Charity	Family Living	R	-30.00
2/19/2011	Checking	743	St. Andrew C...		Charity	Family Living	R	-30.00
3/18/2011	Checking	756	St. Andrew C...		Charity	Family Living	R	-30.00
3/25/2011	Checking	761	St. Andrew C...		Charity	Family Living	R	-30.00
3/30/2011	Checking	767	St. Andrew C...		Charity	Family Living	R	-30.00
4/8/2011	Checking	779	St. Andrew C...		Charity	Family Living	R	-30.00
4/21/2011	Checking	784	St. Andrew C...		Charity	Family Living	R	-30.00
4/29/2011	Checking	793	St. Andrew C...		Charity	Family Living	R	-30.00
5/7/2011	Checking	799	St. Andrew C...		Charity	Family Living	R	-30.00
5/9/2011	Checking	802	St. Andrew C...		Charity	Family Living	R	-30.00
5/21/2011	Checking	806	St. Andrew C...		Charity	Family Living	R	-30.00
5/30/2011	Checking	820	St. Andrew C...		Charity	Family Living	R	-30.00
6/4/2011	Checking	824	St. Andrew C...		Charity	Family Living	R	-30.00
6/17/2011	Checking	833	St. Andrew C...		Charity	Family Living	R	-30.00

## Tax Schedule - Current Year

1/1/2011 through 12/31/2011

10/20/2011

Page 2

Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
6/24/2011	Checking	835	St. Andrew C...		Charity	Family Living	R	-30.00
7/1/2011	Checking	847	St. Andrew C...		Charity	Family Living	R	-30.00
8/2/2011	Checking	867	St. Andrew C...		Charity	Family Living	R	-30.00
8/17/2011	Checking	884	St. Andrew C...		Charity	Family Living	R	-30.00
8/19/2011	Checking	889	St. Andrew C...		Charity	Family Living	R	-30.00
8/26/2011	Checking	902	St. Andrew C...		Charity	Family Living	R	-30.00
9/10/2011	Checking	915	St. Andrew C...		Charity	Family Living	R	-30.00
9/23/2011	Checking	923	St. Andrew C...		Charity	Family Living	R	-30.00
9/24/2011	Checking	924	St. Andrew C...		Charity	Family Living	R	-30.00
10/1/2011	Checking	935	St. Andrew C...		Charity	Family Living	R	-30.00
10/7/2011	Checking	939	St. Andrew C...		Charity	Family Living	R	-30.00
10/28/2011	Checking	951	St. Andrew C...		Charity	Family Living	R	-30.00
10/28/2011	Checking	952	St. Andrew C...		Charity	Family Living	R	-30.00
11/2/2011	Checking	958	St. Andrew C...		Charity	Family Living	R	-30.00
11/18/2011	Checking	963	St. Andrew C...		Charity	Family Living	R	-30.00
11/19/2011	Checking	964	St. Andrew C...		Charity	Family Living	R	-30.00
11/25/2011	Checking	967	St. Andrew C...		Charity	Family Living	R	-30.00
12/4/2011	Checking	978	St. Andrew C...		Charity	Family Living	R	-30.00
12/10/2011	Checking	986	St. Andrew C...		Charity	Family Living	R	-30.00
12/17/2011	Checking	995	St. Andrew C...		Charity	Family Living	R	-30.00

### Schedule B

<b>Interest income</b>								<b>92.73</b>
2/16/2011	Checking	I	Interest Earned		Interest Inc	Family Living	R	4.12
3/16/2011	Checking	I	Interest Earned		Interest Inc	Family Living	R	4.72
4/18/2011	Checking	I	Interest Earned		Interest Inc	Family Living	R	6.31
5/16/2011	Checking	I	Interest Earned		Interest Inc	Family Living	R	7.18
6/16/2011	Checking	I	Interest Earned		Interest Inc	Family Living	R	5.08
7/19/2011	Checking	I	Interest Earned		Interest Inc	Family Living	R	7.38
8/16/2011	Checking	I	Interest Earned		Interest Inc	Family Living	R	5.31
9/19/2011	Checking	I	Interest Earned		Interest Inc	Family Living	R	8.42
10/18/2011	Checking	I	Interest Earned		Interest Inc	Family Living	R	3.45
11/16/2011	Checking	I	Interest Earned		Interest Inc	Family Living	R	4.19
12/18/2011	Checking	I	Interest Earned		Interest Inc	Family Living	R	3.23
12/29/2011	Checking	DEP	Interest from s...		Interest Inc	Family Living	R	33.34

### Schedule F

<b>Sales livestock/product raised</b>								<b>80,179.64</b>
---------------------------------------	--	--	--	--	--	--	--	------------------

**Tax Schedule - Totals Only - 2011**

1/1/2011 through 12/31/2011

10/20/2011

Page 1

Date	Account	Category	Tag	Clr	Amount
<b>Schedule A</b>					
	Medicine and drugs				<b>-533.79</b>
	Cash charity contributions				<b>-1,185.00</b>
<b>Schedule B</b>					
	Interest income				<b>92.73</b>
<b>Schedule F</b>					
	Sales livestock/product raised				<b>80,179.64</b>
	Total co-op. distributions				<b>27.67</b>
	Agricultural program payments				<b>3,112.00</b>
	Custom hire expenses				<b>-428.60</b>
	Feed purchased				<b>-1,635.00</b>
	Fertilizers and lime				<b>-10,526.73</b>
	Freight and trucking				<b>-186.20</b>
	Gasoline, fuel, and oil				<b>-6,743.00</b>
	Interest expense, mortgage				<b>-8,109.00</b>
	Interest expense, other				<b>-603.61</b>
	Labor hired				<b>-5,076.00</b>
	Rent/lease land, animals				<b>-8,055.00</b>
	Repairs and maintenance				<b>-8,196.50</b>
	Vet, breeding, and medicine				<b>-1,756.50</b>
	Other farm expenses				<b>-733.00</b>
<b>W-2</b>					
	Salary or wages, spouse				<b>23,816.36</b>
	Federal tax withheld, spouse				<b>-2,175.00</b>
	Soc. Sec. tax withheld, spouse				<b>-1,430.75</b>
	Medicare tax withheld, spouse				<b>-334.50</b>
	State tax withheld, spouse				<b>-1,001.25</b>
	Federal tax withheld, self [Bill's Service]				<b>-52.00</b>
	Soc. Sec. tax withheld, self [Bill's Service]				<b>-31.00</b>
	Medicare tax withheld, self [Bill's Service]				<b>-6.25</b>
	State tax withheld, self [Bill's Service]				<b>-18.50</b>
	Local tax withheld, self [Bill's Service]				<b>0.00</b>

## Reconciling the Bank Statement

Reconciling a Quicken account with a bank statement serves as a good “check” on the completeness and accuracy of your data entries. The reconciliation process includes:

- Entering information from your bank statement.
- Marking cleared transactions in the Statement Summary window. You may add missing transactions or edit existing transactions as you go.
- Comparing the cleared balance with your bank ending balance to see whether a difference exists.

If you are not currently reconciling your bank statements in Quicken, you should be! This is why:

- Banks can make mistakes.
- It is possible to type numbers incorrectly, duplicate transactions, or forget to record a transaction.
- Identity theft is on the rise. Reconciling your account may help you to catch irregular activity on your account, for example, transaction(s) you did not make, misuse of an ATM card, or incorrect electronic transfers.
- Transactions must be reconciled for the Year-End Copy feature in Quicken to work properly.

Using the LONDON12 file with the *Checking* register open, click the **Account Actions** button at the top right of the check register screen then select **Reconcile** (or click *Tools, Reconcile an account...*). Using the bank statement on the next page, enter the requested information on the screen:


### Reconcile Details


\* Required fields


The last statement ending date: 6/5/2012

---

**Enter the following from your bank statement**


Opening Balance: \*  


Ending Balance: \*  



New Statement Ending Date: \*  


---


**Categorize your interest and bank charges, if any**

Service Charge:   Date:  

Category:  

Interest Earned:   Date:  

Category:  



OK





**NOWATER NATIONAL BANK AND TRUST COMPANY**  
 Sixth and Main Streets • P.O. Box 2157 • Nowater, Oklahoma 74076 •  
 (555) 397-2157

Offices in Nowater, Tulsa, and Oklahoma City • Member F.D.I.C.

Statement Date: 07/05/12  
 Services available. Call for details.

Jack and Julie London                      Account No. 1-101-816  
 Rt. 1, Box 23  
 Nowater, OK 74076

Checking Statement Summary  
 Previous Statement 6/5/12, Balance of    \$9,511.42  
     3 Deposits or other credits totaling      784.94  
    18 Checks or other debits totaling      1,662.13  
 Current Balance as of 7/05/12    \$8,634.23

Deposits and other Credits

Date Cleared	Amount	Transaction Description
6/15	391.25	Direct deposit
6/30	391.25	Direct deposit
7/05	2.44	Interest earned

Miscellaneous Debits

Date Cleared			Amount			Transaction Description		
Date Cleared	Check No.	Amount	Date	Check No.	Amount			
		7/05	1.00			Service Fee		
06/11	1022	20.00	06/27	1031	15.00			
06/15	1023	30.00	06/27	1032	30.00			
06/16	1024	584.50	06/29	1034*	127.05			
06/21	1025	189.83	06/30	1035	20.00			
06/21	1026	27.80	06/27	1036	20.00			
06/21	1027	61.66	06/30	1038	421.00			
06/21	1028	30.00	06/30	1037	18.29			
06/21	1029	25.00	07/01	1039	15.00			
06/24	1030	26.00						

The entries you made for service charge and interest earned in the opening screen are recorded as transactions and marked as cleared in the reconciliation screen that follows. Payments and Checks are listed at left and Deposits at right:

**Reconcile: Checking**

Payments and Checks					Deposits					
Clr	Date ▲	Chk #	Payee	Amount	Clr	Date ▲	Chk #	Payee	Amount	
	6/11/2012	1022	Yukon John Deere	-20.00		6/15/2012	DEP	Bill's Service	391.25	
	6/15/2012	1023	St. Andrew Church	-30.00		6/30/2012	DEP	Bill's Service	391.25	
	6/16/2012	1024	Klondike Co-op	-584.50	✓	7/5/2012		Interest Earned	2.44	
	6/21/2012	1025	Hometown Homeland	-189.83						
	6/21/2012	1027	ONG	-61.66						
	6/21/2012	1026	Penney's	-27.80						
	6/21/2012	1028	St. Andrew Church	-30.00						
	6/21/2012	1029	4-H Scholarship Fund	-25.00						
	6/24/2012	1030	Yukon John Deere	-26.00						
	6/27/2012	1031	Mytown Restaurant & Coffee Shop	-15.00						
	6/28/2012	1032	St. Andrew Church	-30.00						
	6/29/2012	1034	Hometown Homeland	-127.05						
	6/29/2012	1033	Dan Dentist	-70.00						
	6/30/2012	1036	Yukon John Deere	-20.00						
	6/30/2012	1038	Klondike Co-op	-421.00						
	6/30/2012	1035	OSU Alumni Chapter	-20.00						
	6/30/2012	1037	Cablevision	-18.29						
	7/1/2012	1039	Mytown Restaurant & Coffee Shop	-15.00						
	7/15/2012	1040	Mastercard	-495.56						
✓	7/5/2011		Service Charge	-1.00						
				<b>1 check, debit</b>					<b>2.44</b>	
				<b>1 check, debit</b>					<b>2.44</b>	

Cleared Balance: 9,512.86  
Statement Ending: 8,634.23  
**Difference: 878.63**

Buttons: New, Edit, Delete, Balances, Mark All, Cancel, Finish Later, Done

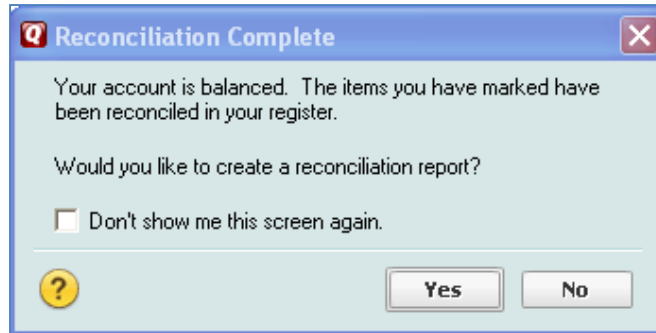
Continue the reconciliation process by using the space bar or clicking with the mouse to add a check mark by transactions that cleared the bank. Use the bank statement on the previous page to identify and mark cleared transactions.

You may add missing transactions, delete duplicate transactions or edit entries with mistakes as you reconcile. If you find that you forgot to enter a transaction, click **New** (*bottom left of the Reconcile window*) to be taken to the Checking register. Enter the transaction and click Save. You can get back to reconcile by clicking the **Return to Reconcile** button in the upper right of the register window.

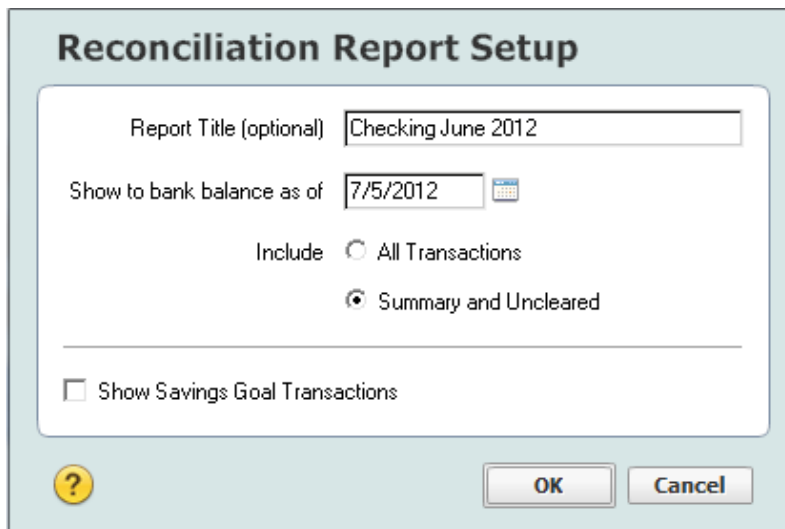
*Note: If you begin to reconcile the bank statement but are unable to complete it at the time, you can click **Finish Later**. Your work will be saved and you can finish the reconciliation at your convenience. Clicking Cancel will not save the work you have done.*

Continue verifying entries with the Nowater National Bank Statement. If you've managed to enter a transaction twice (*you may want to view the duplicate entries in the Checking register, then edit one transaction to be sure all the appropriate information is stored in one transaction*),

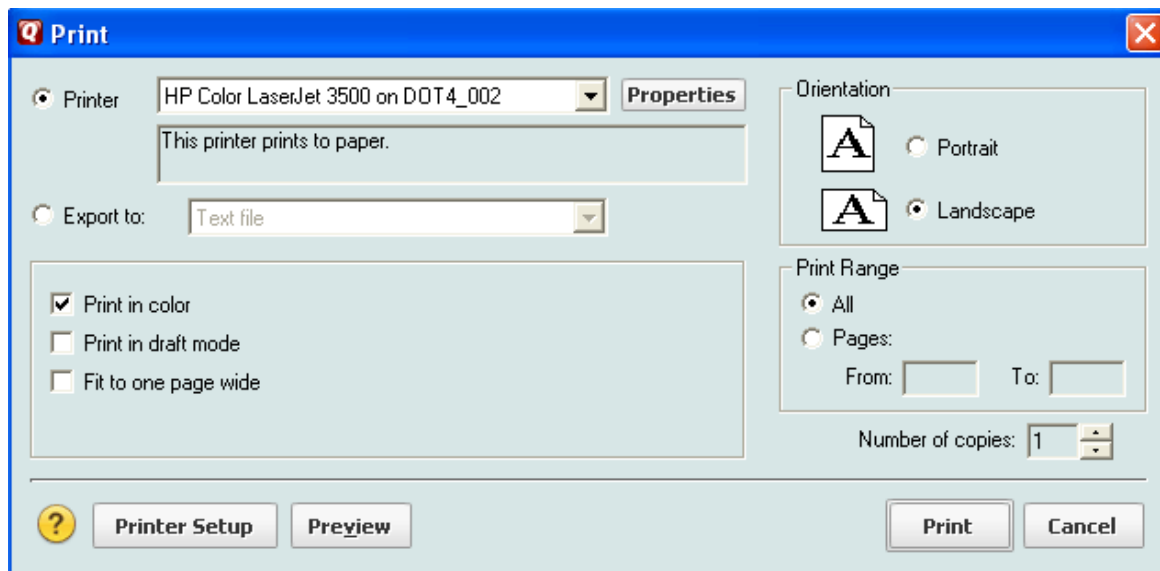




**Yes** (Workshop participants may not be able to print).



Enter the fields needed and select **OK**.



Adjust the print settings to match your needs. You can click **Preview** to see how it will

appear on paper.

## Print

*Note: One of the unique features of Quicken is the ability to change transactions. However, be advised that changing a previously reconciled transaction (date, amount, or reconciled clear status) can cause problems with future reconciliations. If you attempt to modify a reconciled transaction, a popup window will ask you if you wish to change a reconciled transaction. Quicken 2012 handles an altered amount from a previously reconciled transaction by automatically adjusting the starting reconciliation balance the next time you reconcile. You may want to use the flag or note feature to note the change for future reference.*

*If you track an account online, you can also choose to reconcile the account online. You should choose either manual or online reconciliation and stick with one method. It will be hard to switch back and forth as the online reconciliation works each time you download while a paper statement is generally monthly.*

## Reconciling Other Types of Accounts

The process for reconciling savings accounts is the same as for checking. Credit card accounts have a different opening screen:

**Reconcile: Mastercard** \* Required fields

The last statement ending date: N/A

**Enter the following from your statement.**

Charges, Cash Advances: \* (other than finance charges)

Payments, Credits: \*

Ending Balance: \*

New Statement Ending Date: \* 1/1/2012

**Enter and categorize your interest charges, if any.**

Finance Charges:  Date: 1/1/2012

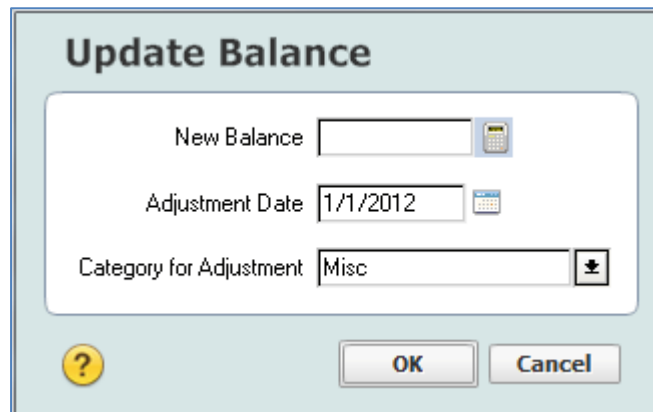
Category: Interest Exp

? OK Cancel

The reconciliation process is similar to the other cash flow center accounts.

Highlight Mastercard in the Banking section, left side of screen. Then select Account Actions and Reconcile on the right side of the screen.

Cash accounts do not have a reconcile process. You should record transactions as they happen to keep the account up-to-date. However, if you forget to record transactions or get terribly behind and can't find documents of cash expenses, the balance can be updated. From the *Cash* account click the **Account Actions** button and select **Update Balance**. Enter the amount of cash in the account, and an adjusting entry will be made.



The image shows a dialog box titled "Update Balance". It contains three input fields: "New Balance" with a calculator icon, "Adjustment Date" with a calendar icon and the value "1/1/2012", and "Category for Adjustment" with a dropdown menu showing "Misc" and a downward arrow. At the bottom left is a yellow question mark icon, and at the bottom right are "OK" and "Cancel" buttons.

**OK**

## Using Quicken for Financial Planning

Quicken has a number of features that facilitate financial planning. From the menu line at the top of the Quicken program screen, click

### **Planning Planning Tools**

You will see the following calculators listed: Retirement, College, Refinance, Savings, and Loan.

#### *Retirement Calculator*

In the Retirement Calculator, you choose between calculating for:

- Expected *Annual retirement income* given current savings and expected annual contributions
- *Annual contribution* to determine savings needed to achieve a certain level of income
- *Current savings* needed to have a certain level of income at retirement

Information that is required includes the Current age of the candidate for retirement, Retirement age, Annual yield on savings, the Withdrawal until age (stop benefit payout), Other income (Social Security income, etc.), the Tax rate information of the investment whether tax-sheltered or not, current and retirement tax rates, and Inflation rates.

Julie London is 45 and her husband, Jack, is 48. Their children are now (mostly) self-supporting. Julie and Jack have started to wonder whether they are adequately preparing for retirement. Julie is a teacher and Jack manages their family farm. They have \$16,000 in a savings account and expect to be able to add \$4,000 to their savings each year. Their non-tax sheltered investments yield an average of 8% per year and economists expect inflation to continue at a modest 3% annually.

Let's calculate Jack and Julie's expected retirement income.

#### **Retirement Calculator**

Select **Annual retirement income**. Enter the information as shown on the following screen:

### Retirement Calculator

Calculate:  Annual retirement income  
 Annual contribution  
 Current savings

---

Current age:   
Retirement age:   
Withdrawal until age:   
Current savings:   
Annual yield:   
Inflation Rate:   
Annual contribution:   
 Increase based on inflation rate

Other retirement income:  per year  
(Social Security, etc.)

**Annual retirement income after taxes:** 7,354.66

Show in today's \$  
*(no inflation adjustment)*

---

Tax Assumptions: Retirement tax rate:   
 Tax sheltered investment  
 Non-sheltered investment - Current tax rate:

---

Click **Calculate**.

Expected annual income after taxes in this scenario is only \$7,354.66 if you choose to click on “**Show in today’s \$**”. This offers insights into the buying power after inflation. Delaying retirement for even a couple of years can increase significantly the amount of annual income after taxes. For instance, at the \$4,000 contribution level, delaying retirement until age 70 increases the annual income after taxes in today’s dollars to \$11,230. What if they want to retire at age 65 but are able to double their annual contribution to \$8,000? What does that mean for annual income after retirement? It increases to \$12,835, still not a very comfortable level of support. The moral of the story is save early and save often!

Click **Done**

In the above analysis, we focused solely on the cash savings. Assume the family farm is paid for and half of the assets are sold at retirement (not given to children). Let’s assume that part of the owned farm assets are expected to generate \$200,000 after taxes when sold. This time focus solely on earnings from the farm assets at retirement. Again, select **Retirement**



**Calculator** under **Planning Tools**, then select **Annual retirement income**. Enter the following information and click **Calculate**:

**Retirement Calculator**

Calculate:  Annual retirement income  
 Annual contribution  
 Current savings

---

Current age:   
Retirement age:   
Withdrawal until age:   
Current savings:   
Annual yield:   
Inflation Rate:   
Annual contribution:   
 Increase based on inflation rate  
Other retirement income:  per year  
(Social Security, etc.)

**Annual retirement income after taxes:** 13,805.04  
 Show in today's \$  
(no inflation adjustment)

---

Tax Assumptions: Retirement tax rate:   
 Tax sheltered investment  
 Non-sheltered investment - Current tax rate:



Thus, selling part of the farm assets at retirement and putting them into an alternative investment earning 8% annually will generate about \$13,805 in annual income. A caution: While an 8% return may be possible in a long run investment with some risk, it may be difficult to find an investment with an annual 8% return for the short term. A combination of savings to generate income from off-farm investments in combination with the sale or lease of farm assets may generate the income needed in retirement but careful planning is needed to ensure that income objectives can be met.

You can view how the income is distributed by clicking on **View Schedule**.

### Deposit Schedule

This deposit schedule assumes that your retirement income keeps pace with a 3.0% annual inflation rate. Note that income is in future, pre-tax dollars.

Age	Deposit	Income	Balance
0	0.00	0.00	200,000.00
65	0.00	13,805.04	198,856.22
66	0.00	14,219.19	197,192.34
67	0.00	14,645.77	194,959.74
68	0.00	15,085.14	192,106.08
69	0.00	15,537.69	188,575.03
70	0.00	16,003.82	184,306.05

  Done

Click **Done** to close the **Deposit Schedule** window.

Click **Done** to close the Retirement Calculator window.

### *College Calculator*

Jamie is 13 and plans to attend college (OSU, of course) where tuition currently averages \$3,000 per semester (\$6,000 annually). She will study hard and graduate in 4 years. She is a smart girl and knows that she should start saving money now for her college expenses. She can determine how much she and her parents need to save each year.

Click **Planning**

**Planning Tools**

**College Calculator**

In the College Calculator window, select the calculation that you want to make at the bottom right of the screen. In this case, it is the **Annual Contribution**. Enter:

### College Calculator

Calculate:  Annual college costs  
 Current college savings  
 Annual contribution

---

Annual college costs:

Years until enrollment:

Number of years enrolled:

Current college savings:

Annual yield:

Inflation Rate:

Annual contribution: 2,610.62

Adjust based on inflation rate

---


\*All calculations assume saving until the student graduates.

Because college expenses have recently risen faster than the general consumer price index, we use 4% predicted inflation. Click **Calculate** to see the needed Annual contribution of \$2,610.62. This is the amount that Jamie and her family will need to save and invest annually to pay the tuition for Jamie to attend college. Click **Schedule** to see the deposit schedule.

### College Savings Plan

This deposit schedule assumes that your ability to make yearly contributions keeps pace with a 4.0% annual inflation rate.

Year	Deposit	Tuition	Balance
2011	2,610.62	0.00	2,610.62
2012	2,715.04	0.00	5,534.51
2013	2,823.65	0.00	8,800.92
2014	2,936.59	0.00	12,441.59
2015	3,054.06	0.00	16,490.97
2016	3,176.22	7,299.92	13,102.56
2017	3,303.27	7,591.91	9,254.76

?  Done

Click **Done** to return to the [College Calculator](#).

Click **Done** to leave the [College Calculator](#).

### *Refinance Calculator*

Interest rates moved lower in recent months and Jack and Julie are wondering whether they should refinance the house they bought 5 years ago.

Click **Planning**

**Planning Tools**

**Refinance Calculator**

## Refinance Calculator

Existing Mortgage	
Monthly Payment(total):	555.00
Impound/escrow amount:	0.00
-----	
Monthly principal/interest paid:	555.00
Proposed Mortgage	
Principal Amount:	40,000.00
Years:	15
Interest Rate:	6.800%
Mortgage Closing Costs:	3,600.00
Mortgage Points:	1.500
-----	
<input type="button" value="Calculate"/>	

Break Even Analysis	
Total Closing Costs:	4,200.00
Monthly principal/interest paid:	355.07
Monthly savings:	199.93
<b>Months to break even:</b>	<b>21.01</b>

Click **Calculate**.

The refinance analysis indicates that approximately 21 months are needed to recoup the refinancing costs and break even. Monthly principal and interest payments are \$355.07, and total closing costs are \$4,200. If the family plans to remain in the house at least this long, then refinancing looks like a good deal. Click **Done** to leave the Refinance Calculator.

*Savings Calculator*

Your family wants to be able to pay \$100,000 cash for a different combine in 6 years. Currently you have \$4,000 in savings. How much do you need to save each year to meet this goal if savings are earning 5% interest?

Click **Planning**  
**Planning Tools**  
**Savings Calculator**

Calculate For:  
**Regular contribution**

Then enter:

**Savings Calculator**

Calculate:  Ending savings balance  
 Regular contribution  
 Starting savings balance

---

Starting savings balance:

Annual yield:

Save for:  Years ▼

Inflation rate:

**Regular Contribution:** 16,766.58 per Year:

Increase based on inflation rate

Ending savings balance:

Show in today's \$  
(no inflation adjustment)

---

Click **Calculate**.

The Quicken calculator indicates that \$16,766.58 per year must be saved to meet this goal.

Click **Schedule** to see the deposit schedule. Click **Done** to return to the Investment Savings Calculator. Click **Done** to leave the savings calculator.

### *Loan Calculator*

The loan calculator allows you to estimate either a loan amount (given an interest rate, number of years, periods per year, compounding periods, and payments per period) or payment per period (given a loan amount, interest rate, number of years, compounding periods, and periods per year).

Click **Planning**

**Planning Tools**

**Loan Calculator**

Look at the top of the Loan Calculator screen. When **Payment per period** is selected, Quicken calculates the regular payments for a loan of a given amount based on your entries for the loan amount, annual interest rate, number of years (loan repayment period), interest compounding periods, and the number of payments per year. For instance, let's say that you are considering purchasing a new truck. The truck that you have chosen, a four-wheel drive, has a sticker price of \$35,000, but you talk the salesman down to \$33,000. You have saved \$4,000 to be used for a down payment so you need to borrow \$29,000. The loan will be for 5 years at 6.5% interest with monthly payments. Enter the following information:

**Loan Calculator**

Calculate:  Loan amount  
 Payment per period

Annual interest rate:

Number of years:

Periods per year:

Compounding period:

Loan amount:

Payment: 567.42

The anticipated *Payment per period* is \$567.42 monthly. You can see how much of your total payment is principal and how much is interest in a given month by clicking **View Schedule** to display the payment schedule.

Pmt	Principal	Interest	Balance
		6.50%	29,000.00
1	410.34	157.08	28,589.66
2	412.56	154.86	28,177.10
3	414.79	152.63	27,762.31
4	417.04	150.38	27,345.27
5	419.30	148.12	26,925.97
6	421.57	145.85	26,504.40
7	423.85	143.57	26,080.55
8	426.15	141.27	25,654.40
9	428.46	138.96	25,225.94
10	430.78	136.64	24,795.16
11	433.11	134.31	24,362.05
12	435.46	131.96	23,926.59
13	437.82	129.60	23,488.77

To leave the schedule, click the **X**.

A different question to answer with Quicken's loan calculator is "How much can you afford to pay for a new truck?" If you know how much you have available for regular payments, the loan calculator can also be used to solve for the amount you could afford. Let's say that you have around \$350 per month to apply toward the purchase of a new truck. The expected interest rate is 6.0%. On the Loan Calculator screen, you want to calculate the loan amount instead of the payment, so select **Loan amount**, and enter the following information:

**Loan Calculator**

Calculate:  Loan amount  
 Payment per period

Annual interest rate: 6.000%

Number of years: 5

Periods per year: 12

Compounding period: Monthly

Loan amount: 18,103.95

Payment: 350.00

[View Schedule...](#) [Calculate](#)

Click **Calculate**

The maximum principal amount you could borrow with these repayment terms is \$18,103.95. You can see the breakdown for principal and interest by clicking on **View Schedule**, click the **X** to leave view schedule. To leave the loan calculator, click **Done**.



## Various Topics

In this section of instructions, we will use the *LONDON12* file.

Click **File**

**Open** (or press [*Ctrl+O*])

**C:\ Workshop Files\LONDON12**

Click **OK**

### *Line of Credit/Credit Card Accounts and Alerts*

A line of credit or short-term operating note is often best tracked using a credit card account. Money can be transferred into checking and payments made as money becomes available. You can also set alerts to warn you when you are approaching the account limit. To set up a line of credit note/credit card account, click

**Add an Account** (bottom left of Account List window. Or for the menu line, choose Tools Add Account)

In the Quicken Account Setup window, choose

**Credit Card**

Click **Next** (if you have an internet connection it will go online to search for institution names)

Click on: **Advance Setup** in blue text at bottom

**I want to enter my transactions manually.**

**Next**

Type **Line of Credit** to name this account.

**Next**

Enter **1/1/12** as the *Statement Ending Date* and **75,632.24** as the *Statement Ending Balance*.

Click **Next**

**Finish**

Now choose the Line of Credit from the account list and click on **Account Actions** (upper right corner)

Click on **Edit Account Details**.

Set the *Credit Limit* at **\$100,000**.

**Account Details**

General Online Services Display Options

Account Name: Line of Credit

Description:

Account Type: Credit

Interest Rate: %

Set Up Alerts

Credit Limit: 100,000.00

Financial:

Account Number:

Contact Name:

Phone:

Home page: Bank Web page Go

Activity page: Activity Web page Go

Other page: Other Web page Go

Comments:

Click **OK**.

If you now click on the Account listing to go to the register for that account, the credit remaining relative to the maximum will be displayed at the bottom of the register.

1 Transaction	Credit Remaining:	24,367.76	Ending Balance:	-75,632.2
Download Transactions	Bill and Income Reminders (0 Due)			

To have Quicken warn when you are approaching your credit limit, click

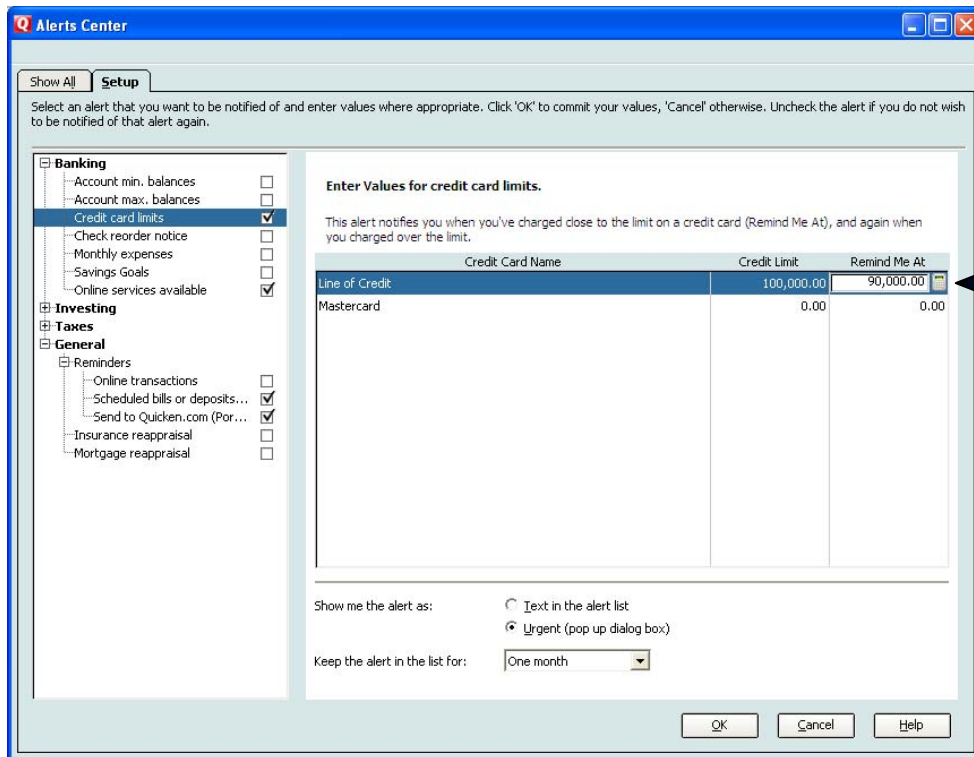
## Tools Alerts Center

Click on the **Setup** tab and choose **Banking**.

Click on the plus sign to expand the list.

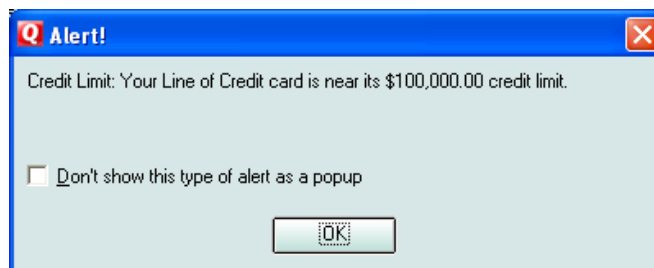
Choose **Credit card limits**

Select the **Line of Credit** and place **90,000** in the **Remind Me At** box:



Click **OK**.

If you exceed your account alert limit, a notice is placed in the Alert section of the home page and a pop up message appears the next time Quicken is opened.



**OK**

To record a transfer of funds into the *Checking* account from the *Line of Credit*, open the **Line of Credit** account, if not already open, and click **Account Actions** in the top right corner. Click **Transfer Money**. Enter information from the following screen.

Click **OK**.

To record a transfer of money from the checking account to the **Line of Credit** to pay down the balance, select the **Checking** account from the Accounts list on the left. Then, select Account Actions, click **Transfer Money**. Use the same **Transfer date** and **Amount** from the screen above.

From account: **Checking**  
To account: **Line of Credit**

Finish the transaction by entering the appropriate date and amount. This account can be reconciled with a loan statement just as the credit card account can be reconciled with the credit card statement. Information needed from the loan statement includes charges and cash advances, interest charges, payments and credits to the account, and the ending balance.

### *Saving and Locating Information for 1099s*

One means of noting that a transaction may contribute to the need for a tax form 1099 is to type 1099 on the memo line in appropriate transactions in the account register. You can then generate reports that list or summarize all transactions with this notation in the memo line. For instance, let's say that you write check number 3267 on June 12 for \$628.13 to Joe Bob Baling for custom baling of alfalfa hay.

Click on the **Checking** account name at left (or click Tools, Account List, Check ing)

The checking register will appear. Type the following information into the checking register:

Date: **06/12/12**  
 Num: **3267**  
 Payee: **Joe Bob Baling**

Payment: **628.13**  
Category: **Custom Hire**  
Tag: **Alfalfa**  
Memo: **1099**

Click **Save**.

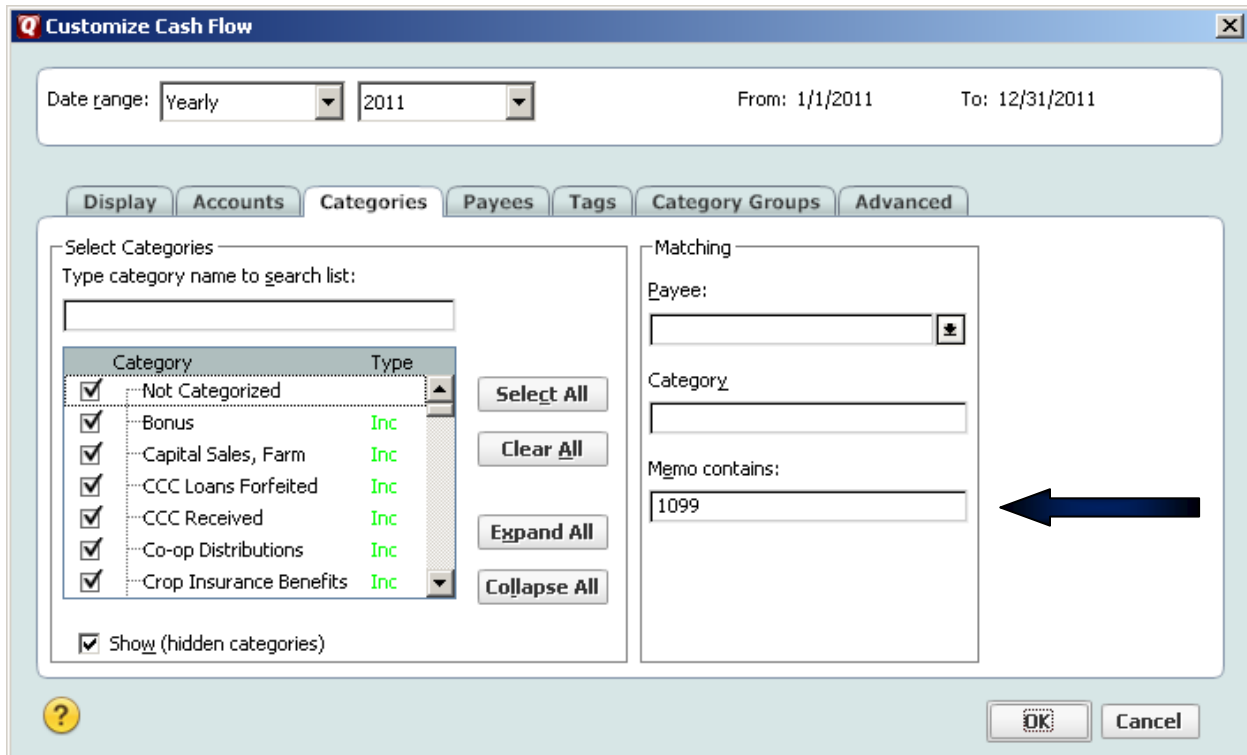
Future payments should follow the same format with the payee spelled exactly the same and 1099 entered in the memo line. This allows Quicken to recognize transactions as a match when filtered reports are developed at the end of the year. You can then determine how much was paid to a specific payee where 1099 is in the memo field. You will develop a filtered cash flow report summarized by payee to show the amount.

Let's look at last year's information. To generate the report, click:

**Reports** (top of the screen)  
**Banking**  
**Cash Flow**

Click the **Customize** button (top right of screen), *Date: Yearly 2011*. Change the title of the report to **1099 Report**, and select **Payee** for the *Row* heading.

Click the **Categories** tab. Under the *Matching* column at the right in the *Memo contains:* field, type **1099**.




Click **OK**

The report will pick up any memo notations (for example, invoice numbers, dates, weights) that include 1099, so thoroughly check the report. Click on the individual payees to review the supporting transactions.

1099 Report - 2011		
Date range: Yearly	2011	Column: Don't subtotal
1/1/2011 through 12/31/2011		
Payee	1/1/2011-12/31/2011	
Bobby Ray	-428.60	
Hepplers Machine Shop	-126.00	
Heppler's Machine Shop	-16.00	
Smith Bros. Combine Repair Shop	-1,004.50	
<b>OVERALL TOTAL</b>	<b>-1,575.10</b>	

Our sample report demonstrates the importance of being consistent in how names are entered because Hepplers and Heppler's Machine Shop are viewed as different vendors. To correct this error, click the **Find & Replace** button on the report task bar (top right with a magnifying glass). At the top of the screen, enter **Payee, Hepplers Machine Shop** and click **Find**:

### Find and Replace

Find     

Select	Date	Acct	Num	Payee	Cat	Tag	Memo	Clr	Amount
<input checked="" type="checkbox"/>	5/30/2011	Checking	818	Hepplers...	Repairs an...	Wheat	1099	R	-126.00

Show matches within splits Found in 1 transaction

Replace  With:

Next, add a check mark to the transaction and enter the data at the bottom of the above screen: **Payee, Heppler's Machine Shop** and click **Replace All**. The report is automatically updated.

Payee	1/1/2011-12/31/2011
Bobby Ray	-428.60
Heppler's Machine Shop	-142.00
Smith Bros. Combine Repair Shop	-1,004.50
<b>OVERALL TOTAL</b>	<b>-1,575.10</b>

To save this report, click on the **Save** report icon on the task bar. If you want, create a **Tax** folder in which to save it. You can do this by clicking the dropdown arrow for '**Save in**', click on **create new report folder, name the folder**, then click **OK**.

Click **OK**

Save Report

Report name: 1099 Report

Description:

Save in: Tax

Save report history

Tax contents:

OK Cancel

Close the window by clicking on the **X** in the upper right corner.

Click **Done** to close the Find and Replace window.

## Recording Futures Market Transactions

### Options

An option allows a producer to pay a premium for a type of commodity price “insurance”. Many producers use “put” options to provide a floor price for their stocker cattle. For example, let’s say you have 75 head of stocker steers that will weigh approximately 650 pounds in May and want to insure a \$90 floor price for their May sale. A feeder cattle contract is 50,000 pounds or 500 cwt, so one contract could protect the price for your 75 steers. You call a broker and purchase a \$90 May feeder cattle put option for \$1.20/cwt premium. The cost of the option purchase would be \$600 ( $\$1.20 \times 500$  cwt) plus a commission of \$75. To record the purchase of the “put” using funds from the checking account, go to the **Checking** register and enter

Date: **1/7/12**  
Num: **3456**  
Payee: **ABC Brokerage**  
Payment: **675**  
Category: **Marketing Expense**  
Tag: **Stocker**  
Memo: **\$90 put @ \$1.20 for 500 cwt & \$75 commission**

Click **Save**.

Often your option will expire without any value. However, if you realize any income from the option, you would record it as *Marketing Income*. This income is *tax-related* and should be linked to the tax form and line, *Schedule F: Other Farm Income*. You would then make the appropriate deposit entry. For example, in May, feeder cattle are trading at \$88 and your \$90 put is now worth \$2/cwt or \$1,000. You would sell your put and enter the deposit in the *Marketing Income* category.

Date: **5/6/12**  
Num: **DEP**  
Payee: **ABC Brokerage**  
Deposit: **1000** (the Quickfill payment value of \$675.00 should be removed when you enter the deposit amount)  
Category: **Marketing Income**  
Tag: **Stocker**  
Memo: **Settlement of put option**

Click **Save**

### Hedges

Hedges can be a bit more complicated to record because daily changes in market prices may also affect the margin money required for the trade. Enter your realized gain or loss after you have offset your hedged position in Margin Income or Margin Expense categories as appropriate.



## Scheduled Transactions

If you want to be reminded of due dates for monthly bills, you can set up one or more scheduled transactions. For example, each month you get utility and cable television bills which are due on the first of the month. There are several ways to set up a scheduled transaction for a payment that has not been previously entered in the register.

Click **Tools**

**Manage Bill & Income Reminders List** (or press [Ctrl+J])

Click **Create New** from the Menu line

Select **Bill Reminder**

Pay to **Local Cablevision**, select **Bill Reminder**. Click **Next**. Add info and click on **Add category, tag or memo**

**Add Bill Reminder**

Pay to: Local Cablevision

Due Next On: 10/20/2011 20th of every month (change)

Amount due: 75.00

From account: Checking

Details

+ Add category, tag or memo

Optional Settings

Cancel Back Done

Local Cablevision

Category: Utilities:Cable TV Tag: Family Living

Memo:

OK Cancel

Click **OK**

Click **Done** to close the Add Bill Reminder window. You will be taken back to the summary reminder screen for the scheduled transactions.

Repeat the process for other scheduled transactions. If you open Quicken within three days of the date on which the bills are due, you will be reminded that you have bills to pay.

Close the Bill and Income Reminders window by clicking on the **X** in the upper right corner.

### *Writing Checks with Quicken*

Quicken acts as a register for transactions and also allows you to write and print checks from the computer (with the appropriate paper form). The check writing feature allows you to “write” the check as well as record a memo, category and tag.

Before you print out checks, choose the appropriate printer settings.

Click **File**

**Printer Setup**

**For Printing Checks**

**Check Printer Setup**

Printer: hp LaserJet 3015 PCL 5e on DOT4\_001 **Properties**

Printer Type

Page-oriented  Continuous

Check Setup

Check Style: Standard checks

**Font...** **Alignment...** **Logo...**

Partial Page Printing

Feeder Source: Automatically Select

Style:  Edge  Centered  Portrait

Full Page Printing

Feeder Source: Automatically Select

Click **OK**

Click **Tools** (from the menu line)

**Write and Print Checks** (or [CTRL+W])

**Write Checks: Checking**

Write checks from:

Pay to the order of  Date   
\$

Ninety-Five Only\*\*\*\*\* Dollars

Bill Pay Address

Memo

Category

Date	Type	Payee	Category	Amount	
1/8/2012	Print	Bluestem Supply	Feed Purchased/CowCalf	95.00	
<b>Total:</b>				<b>95.00</b>	

Current Balance: 10,695.45 Ending Balance: 7,670.54

As seen above, enter the **Date**, **Pay to the Order** of (payee), and **\$** (dollar amount); the written dollar amount fills in automatically. The Address and Memo are optional. The category is entered below the check. Click on the Split icon to reveal the category and tag field. Clicking the Split button or pressing [Ctrl+S] will allow you to enter information for a split transaction as well.

Click the **Record Check** button to enter the transaction in the register.

Select the appropriate page and printing style for the type of checks you will use.

Click **Done**

Go to the **Checking** register and you will see a small printer icon next to Checking, click on the icon. Then select **You have 1 check to print**. Finally, select the appropriate date, 1/8/2012, and click on Print button (lower right).

To print the checks that are prepared, click on **Account Actions, Write Checks**. This takes you to the same screen in which you entered the checks. Click on **Print** button (lower right). (Or, you can choose File, Print Checks.)

**Select Checks to Print: Checking**

You have 1 check to print for \$95.00.

Checks to print

First check number:

Print:  All checks  
 Checks dated through:   
 Selected checks

Check style

Check style:

Standard business checks are formatted three to a page for fast printing.  
[Order standard checks...](#)

Checks on first page:  Three  Two  One

Advanced options

Print your logo

Additional copies:  (For multi-part Voucher Checks only.)

If you select to print, a screen will appear asking if the check has printed.

Click **Cancel** since we do not actually wish to print this check.

Close Write Checks by clicking the X.

Use the Help menu by pressing the **F1** button on your keyboard, for additional information on how to print checks on partial pages, to add logos, etc.

## *Year End Copy: Start New Year and Archive*

At the beginning of a new year or when files start getting large, people wonder whether they should reduce the size of their files or remove some data. Now that large files can be backed up on CD or thumb drive, this is a less frequent concern. We encourage you to maintain several years of data in the current file so that comparison reports showing performance by year can be easily created. However, if you must shrink the file size, the Year-End Copy feature allows you to reduce the size of your working file and/or archive older information. Click:

### **File File Operations Year-End Copy**

#### Archive file only

Under the *Current Data File* heading, select **Do nothing**. Your current file will then remain the same. You can create an archive copy to backup your data (good for storing in a different place for emergency purposes). Under the *ArchiveData File*: select **Give the archive file a name and location**. Then select the end date for the archive file (all transactions up to this date will be copied).

**Create a Year End Copy**

**i** Quicken will create two data files with your data: A current data file which you will continue to use in Quicken, and an Archive file for your records.

**Current Data File**

What do you want to do with your current data file?  
(This will be the file you continue to use in Quicken)

Do nothing. My current data file will remain unchanged.

I only want transactions in my current data file starting with this date:  
1/1/2011

Quicken will only remove reconciled transactions. Unreconciled transactions prior to this date will remain in the data file.

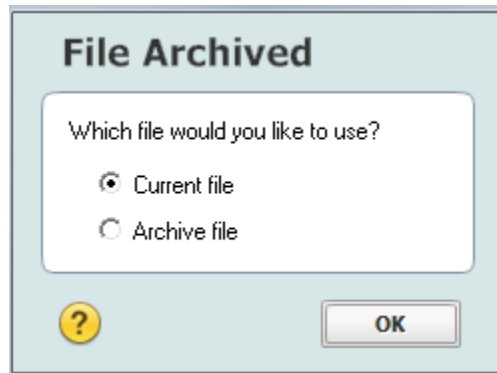
**Archive Data File**

Quicken will copy all your data to a backup file for your archive records.  
Give the archive file a name and location:  
LONDON12BKP.QDF **Browse...**

This archive data file will contain transactions up to and including:  
12/31/2010

**?** **OK** **Cancel**

Click **OK**



Click **OK** to continue using the Current file.

*Note: Archiving differs from making a backup copy as you have control over the dates included in the file. As with a backup copy, the transactions are saved first. Attachments are included only if space is available.*

### Reduce current file and archive

Let's say that you've been entering financial records in Quicken since 2002 in a file called *FARM*. Now you want to modify the current file to include data starting January 1, 2007. Click

#### **File**

#### **File Operations**

#### **Year-End Copy**

To modify the current data file, click on **I only want transactions...** as in the screen that follows and indicate the **1/1/2007** starting date.

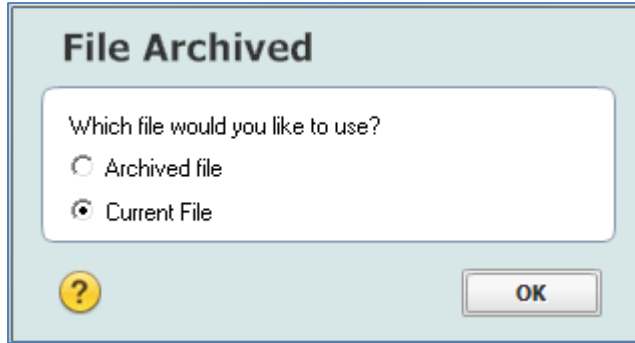


Click **OK**.

The new file created will be reduced to transactions for the date selected and forward (see note below) and will be given a new name that matches the archive file name. An archive file will automatically be created at the same time with the name and location you choose. The archive file includes everything in the current file.

*Note: If you have not reconciled your accounts, the transactions will transfer with the file even if they are outside of the date range selected. Investment transactions will transfer regardless of cleared status.*

When the data file has been updated (if selected) and the archive file has been created, you will choose which file to use. In our example, we created a new file using the last five years only, so we will select the **Current File**.



Click **OK**

We recommend keeping several years of data in one file for comparison purposes, but if information becomes dated, this is a good way to move forward without starting a new file.

### *Category Clean Up*

Have you checked your category list lately? You may need to “clean it up” by eliminating unused categories and removing duplication so that your reports will be clear and meaningful. One way to determine the categories you do use is to print an *Itemized Categories* report.

Click

**Reports** – from the menu line

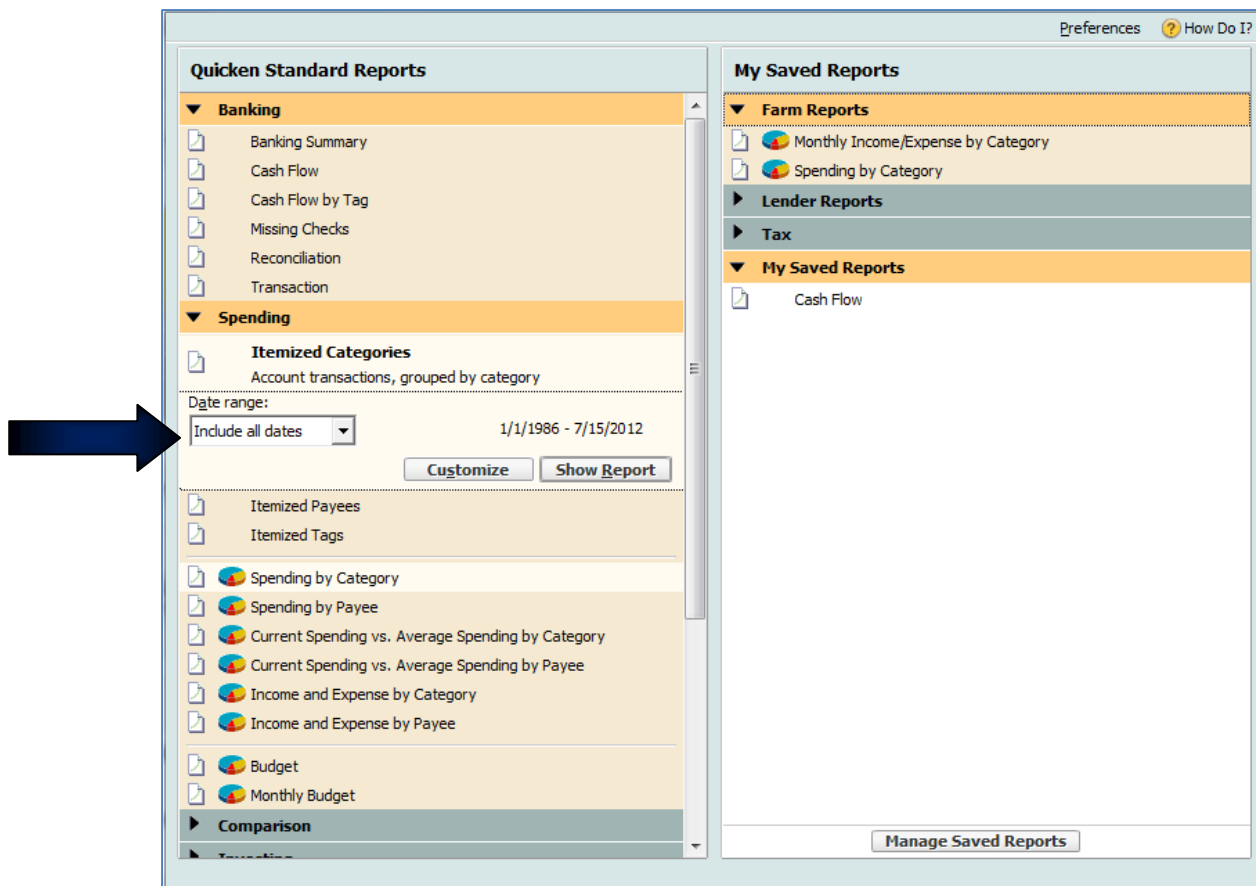
**Reports & Graphs Center** (at left)

**Spending**

**Itemized Categories**

Customize the Date Range: **Include all dates**





Click **Show Report**, and then click the **Print** icon. Have it at hand while you view the category list on screen.

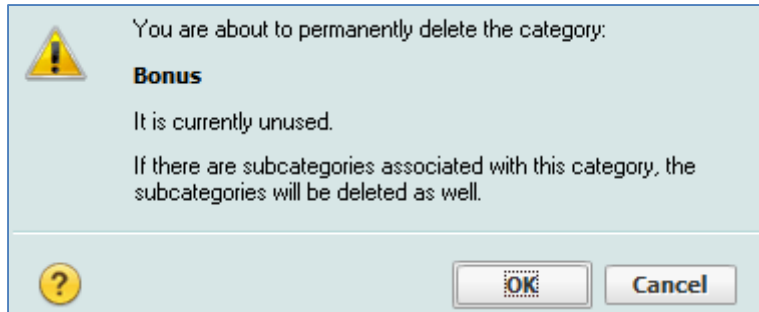
Leave the report screen open while cleaning up the category list so you can QuickZoom to the associated transactions.

Now open the Category list by going to **Tools, Category List**.

### *Delete or hide unused categories*

You can either Delete or Hide any categories in the list that do not appear in the printed category report and that you do not intend to use in the future. To **Hide** categories, click on the box in the Hide column at right. To delete a category, highlight the category and then click the **Delete** button to the right.

Find the Bonus category and select **Delete**.



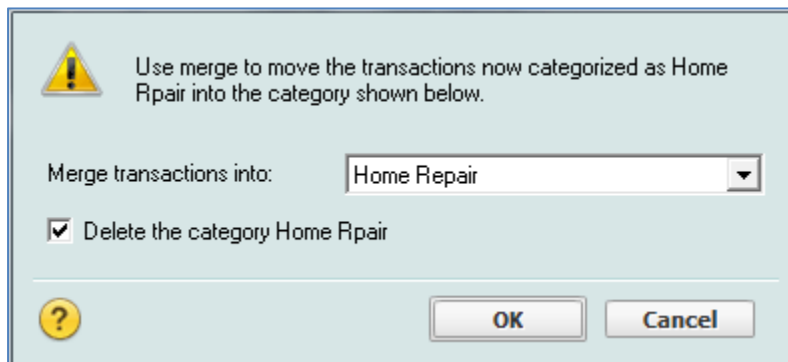
Click **OK**. A Quicken default category can always be retrieved later if you need it.

### *Merge or Recategorize Categories*

If you have created two or more categories that should be under one name, you can merge the duplicate category titles and assign the associated transactions to one category. In our Itemized Categories report, we see that we have both *Home Repair* and *Home Rpair*. We can click on the report symbol sign to the left of each of these categories to reveal the transactions. (You may want to print the list of transactions out as a backup or reference.)

You should be able to click the *Category List* button at the bottom of the screen if you did not close it earlier. (If you did, go to Tools in the main menu and select Category List.)

Select **Home Rpair** in the category list. With Home Rpair highlighted, click on the **Merge** button to the right (or right-click).



Because we do not want two categories for Home Repair, check the **Delete the category for Home Rpair**.

Click **OK**

Click **X** to close the Category List

Click **Done**

Click **X** to close Reports and Graphs

If rather than merging two categories, you want to recategorize some transactions, choose **Tools, Recategorize**

**Recategorize**

Find Transactions with category Entertainment Find  Exact match

**Found**

Select	Date	Acct	Num	Payee	Cat	Tag	Memo	Clr	Amount
<input checked="" type="checkbox"/>	6/30/2012	Checking	1037	Cablevision	Entertainment	Family Living		R	-18.29
<input checked="" type="checkbox"/>	12/10/2011	Checking	987	Cablevision	Entertainment	Family Living		R	-19.82
<input checked="" type="checkbox"/>	10/28/2011	Checking	950	Cablevision	Entertainment	Family Living		R	-19.82
<input type="checkbox"/>	10/20/2011	Checking	943	Moto Photo	Entertainment	Family Living		R	-16.60
<input checked="" type="checkbox"/>	9/30/2011	Checking	934	Cablevision	Entertainment	Family Living		R	-30.78
<input type="checkbox"/>	9/6/2011	Checking	911	Moto Photo	Entertainment	Family Living		R	-15.00
<input checked="" type="checkbox"/>	9/4/2011	Checking	908	Cablevision	Entertainment	Family Living		R	-8.48

Select All Clear All  Show matches within splits Found in 19 transactions

Recategorize as Utilities:Cable TV Replace Selected

Done

1. Find **Transactions** with category: **Entertainment**. Do not click Exact match. We had used this category for our cable TV bills and now prefer these transactions use the category, *Utilities: Cable TV*.
2. Click on **Find** to bring up all the transactions with *Entertainment* as the category.
3. Check **Show matches within split**.
4. Check the transactions (be sure to scroll through the whole list) that have **Cablevision** as the payee.
5. Recategorize selected transaction(s) with: Utilities:Cable TV. (The tag Family Living will stay the same so we do not need to include it in the recategorize. If you wanted to change tags, enter as *Utilities:Cable TV/Tag*). The “/” character signals that a tag will follow the category and subcategory.
6. Click **Replace Selected** and you should see the selected transactions have changed categories.

Click **Done**.

Checking your category list is like a spring-cleaning task. It’s not something you enjoy doing, but it provides benefits in the long run. If your category list is in order, you will have tidier reports and budgets.

You can close the Category List and Itemized Categories Reports windows.

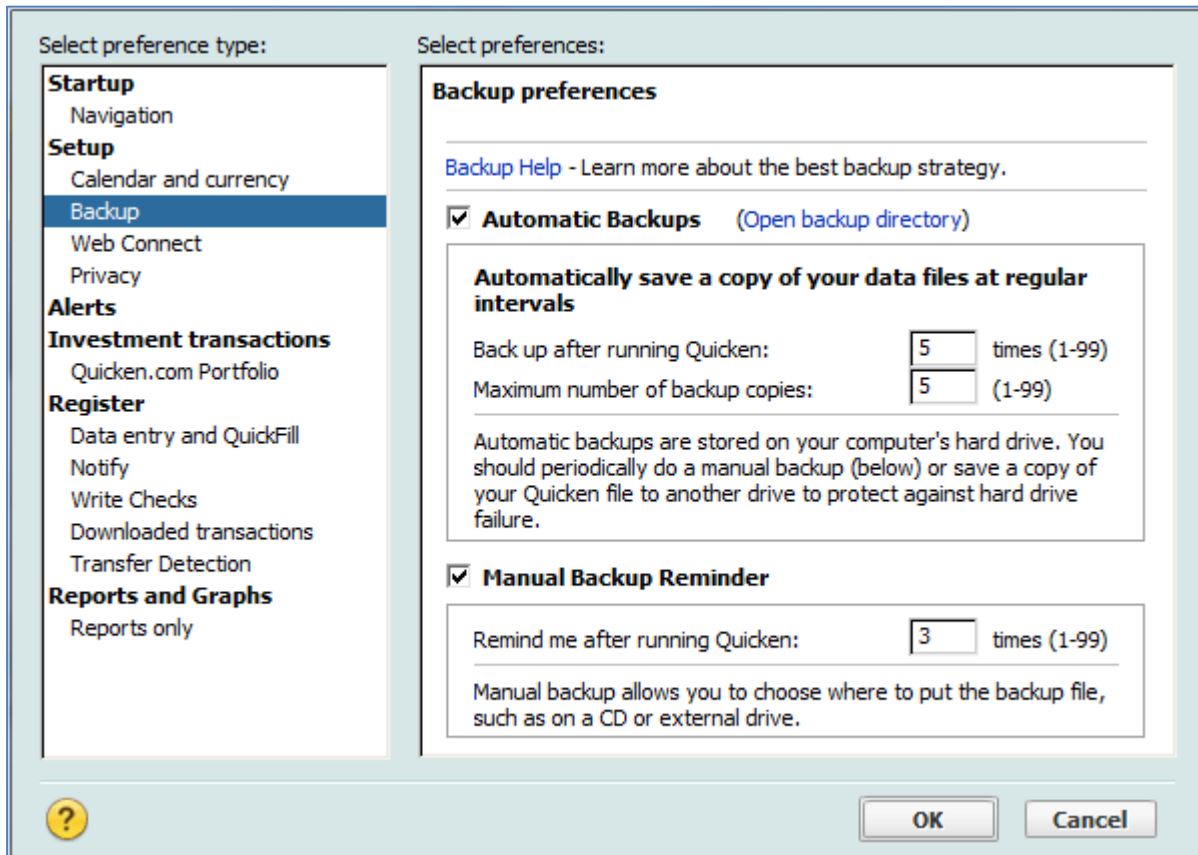
If prompted: 'Do you wish to save this report for later use?', choose No.

### ***Backup Preferences***

Quicken automatically saves a backup copy of your working data file on a regular basis (the default is every five times that Quicken is run and saves up to five backup files). This can be adjusted by going to:

**Edit**  
**Preferences**

Setup  
**Backup**



1. The Maximum number of backup copies refers to the automatic backups.

*Note: attachments are not included in the automatic backups at all.*

2. The Remind me after running Quicken: refers to how often you want to be reminded to create a manual backup. We recommend every time if it will encourage you to make a backup and especially if you enter transactions infrequently.

Click **OK**

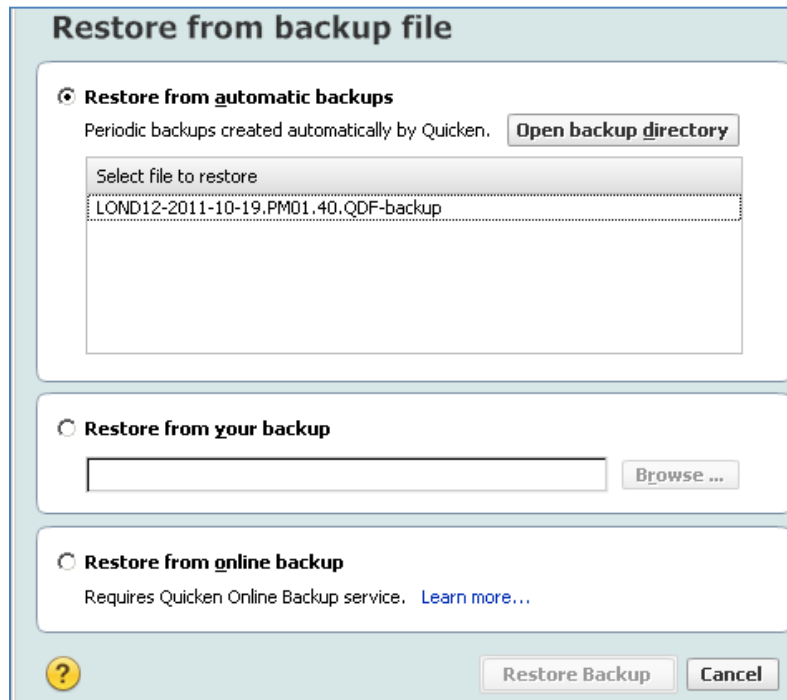
### *Restoring a Quicken File*

If a Quicken data file is accidentally deleted or isn't functioning, a current backup file that you have created should be your first line of defense. If you don't have a manual backup file that is current, then find the Quicken automatic backup. Click

#### **File**

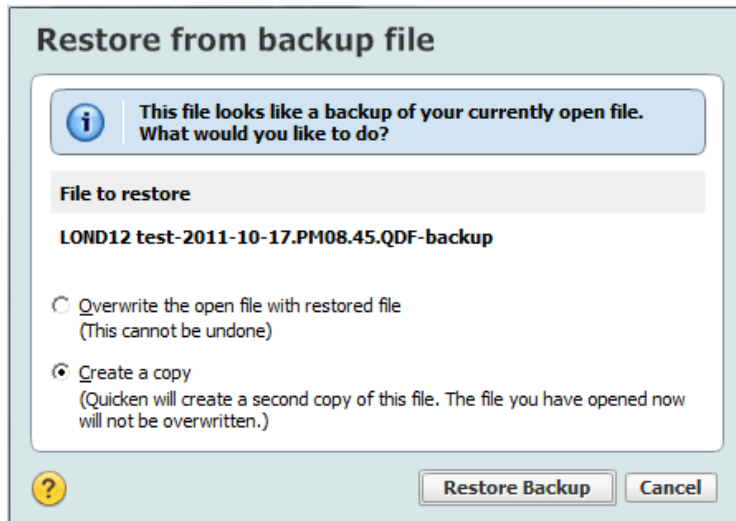
#### **Backup and Restore**

**Restore from Backup File** (click on Open backup directory if necessary)



*Note: It is important to note that the automatic backup is not a reliable backup method. This type of backup can be useless if the computer hardware is damaged. The best backup method is to manually back up to a series of different compact discs (CD) or other media and store at least one copy off-site.*

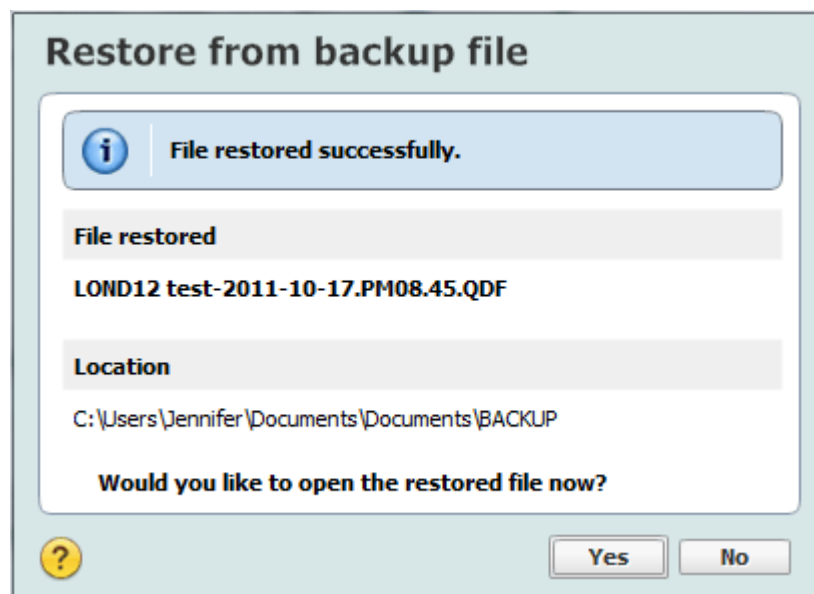
Select the most current automatic backup and click on **Restore Backup**.



Choose the option that best suits your situation; however, it is probably best not to overwrite an existing file. Determine what is going on and then proceed. Delete the file that isn't needed.

Click **Restore Backup**

**OK**



Click **Yes**

## *Backing Up Quicken Files to Compact Disc (CD) or DVD*

A pat on the back to those who back up Quicken data on a regular basis! It is important to ensure backup files will be valid and not corrupted if you need them in the event of hardware or software failure. Quicken offers some suggestions for ensuring backup files will be there when you need them. Quicken files may be backed up onto compact discs (CDs) or DVDs. CDs/DVDs are a long lasting source of data storage when handled properly. (From this point forward, CD will be used to refer to both CDs or DVDs.) Windows XP is able to create CDs without third-party software (it is built in), but earlier Windows versions will require third-party software (for example, Roxio or Easy CD Creator). The software needs to be compatible with your CD burner hardware.

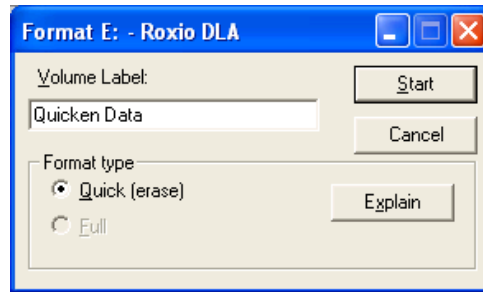
*Note: For previous versions of Windows, format the CD for data using the CD software before attempting to backup files on an empty CD for the first time. Generally, the preferred format style needs to be “drag and drop” which allows you to copy and paste files directly to a CD. Formatting can vary among CD players, so make sure that the file is “compatible” for play on most CD drives. This may come from an additional step in the software or a selection from a file menu. Some CD burning software is not capable of handling long file names so name files carefully. Otherwise, the file name may be automatically shortened by the software or cause an error (true of some jump/thumb drives).*

The steps in this section may not be exactly the same as what you will need to do, so use them as a guideline and read up on CD formatting in the Help section for Windows or the computer’s CD burner software. For non-XP versions of Windows, insert the CD and a window similar to this may open:



**OK**

Name the CD and click Start:



You will get a warning that any files on the CD will be lost and then a message that the CD has been formatted.

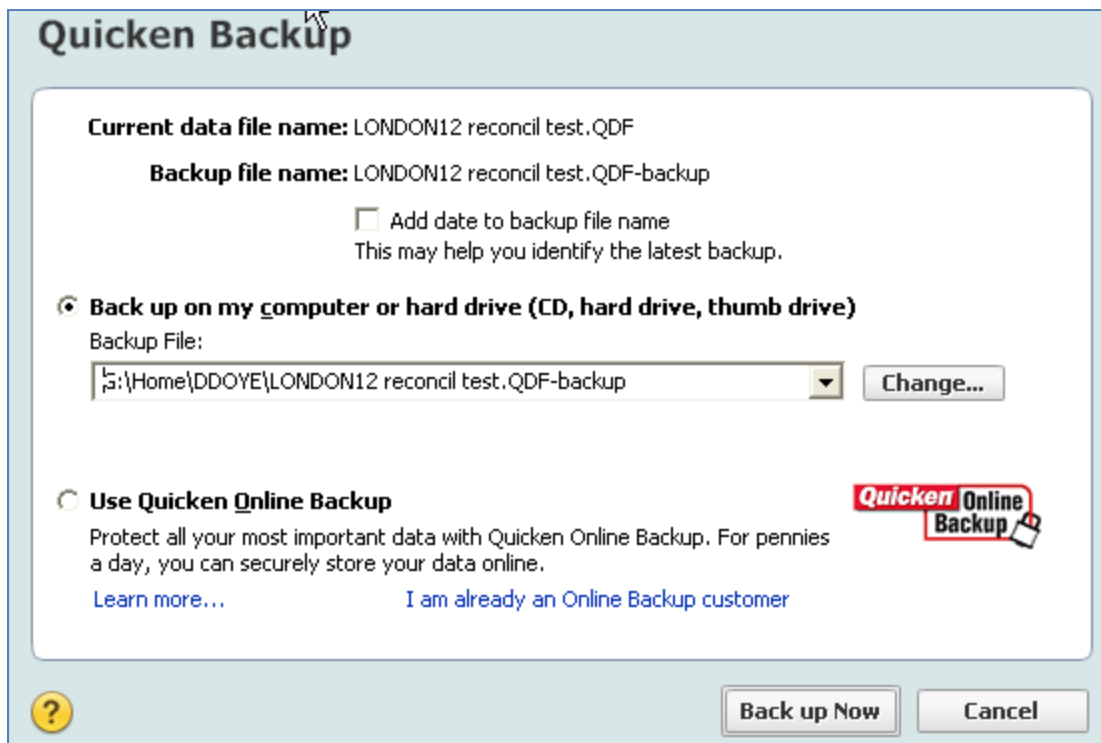
For Windows XP you can go directly to **My Computer**, select **CD Drive (D):** and click on **File, Format**.

Once your CD is prepared, in Quicken, click

## File

### Backup & Restore

#### Back up Quicken File



Click **Back up Now**



When you receive the message **File backed up successfully**, click **OK**. At this point, your CD burner software may ask how to handle the closing of the CD. Generally, you will want to be able to open the files with any CD player, but keep the CD “open” to allow additional files to be written to it until it is full.

If backing up directly to CD does not work, you may need to back your file up to a “staging” area such as a temporary folder, then “drag and drop” it to the formatted CD.

### **Storing Compact Discs**

CDs need to be protected from scratches and bending and need to be handled properly. Damage to CDs can be caused by:

- Dust. Dust on the CD can cause scratching, so keep in a jewel case or CD jacket.
- Flexing. Store CDs in a case and store vertically to minimize bending/flexing of the CD.
- Fingerprints. Fingerprints or smudges can distort how information is read. Handle CDs from the edges and wipe off smudges with a soft lint-free cloth.

## Building a Farm/Ranch Balance Sheet

To develop a fairly complete picture of an individual business' financial situation, a cash flow statement, an income statement and two balance sheets (beginning and ending) are needed for an accounting period. The balance sheet shows what is owned and what is owed at a point in time. Since Quicken is a cash accounting program and not intended for accrual accounting, some effort is required to record capital sales and purchases, change in values of assets owned or liabilities owed, and change in inventory, all of which are essential to generate an accurate balance sheet. And, because Quicken is designed to record financial data and not physical data (e.g. number of head or bushels, weight and price per cwt of livestock sold), it may be more difficult to record and summarize unit information in a Quicken balance sheet than it would be in a spreadsheet or hand record system.<sup>3</sup>

The instructions that follow suggest one way of developing a balance sheet using market values for assets within Quicken.<sup>4</sup> You should:

- Inventory assets and liabilities
- Establish asset and liability accounts in Quicken with accurate beginning balances
- Adjust asset accounts to reflect:
  - Asset purchases and additions to assets
  - Asset sales
  - Changes in inventories
  - Changes in asset values
- Adjust liability accounts to reflect
  - Repayment of liabilities
  - Accrued expenses

Step-by-step instructions follow for entering data and making adjustments during or at the end of the year.

### *Develop a Complete Inventory of Farm/Ranch Assets and Liabilities*

OSU Fact Sheet AGE-752 explains the development of a balance sheet and contains a worksheet which will help you develop an inventory list. Be sure your list of assets owned and

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<sup>3</sup> Integrated Farm Financial Statements (IFFS), an Excel spreadsheet-based program created at Oklahoma State University, is an alternative for creating balance sheets and other financial statements. IFFS is designed specifically for farm financial planning. While also lacking the ability to maintain a depreciation schedule, it has better features for maintaining and updating balance sheets and whole farm financial statements. Cash flow information from Quicken records can be imported into IFFS. For more information go to: [www.agecon.okstate.edu/iffs/](http://www.agecon.okstate.edu/iffs/)

<sup>4</sup> The Farm Financial Standards Council ([www.ffsc.org/](http://www.ffsc.org/)) recommends that both cost and market value of some assets should be documented in the balance sheet. In Quicken, you cannot record both cost and market values for an individual item in the same account (the investment accounts are an exception). Two separate asset account series would need to be developed to record both cost and market values.

liabilities owed is complete and as accurate as possible. Document sources for prices of assets (for example, local auction or trade magazine ad) and balances of liabilities (for example, loan statement from a lender). We will use the LONDON12 sample file.

Click **File**

**Open** (or [Ctrl+O])

Select **C:\Files\LOND12**

### *Import Asset Accounts*

To develop a balance sheet, you will first establish a variety of asset and liability accounts. The types of accounts in Quicken include:

- checking
- savings
- credit card
- cash
- brokerage
- IRA, SEP, Keogh
- 401(k), 403(b)
- single mutual fund
- house (with or without mortgage)
- vehicle (with or without loan)
- asset
- liability

Several accounts of one type can be developed, for instance, one liability account for each outstanding debt. A sample Quicken farm account list is included with accounts receivable, buildings and improvements, capital leases, purchased feed, market livestock and so on. In our sample list, the accounts are labeled with letters so that they are listed from most to least liquid, that is, accounts with items most easily converted to cash are listed first, the traditional order for balance sheet items.

*Note: Current assets are assets expected to be used up or sold in one year and are listed first. Examples include marketable securities, market livestock, and inventory. Non-current assets are ones that are used for longer periods of time in the farm operation. Examples include breeding livestock, machinery and equipment, vehicles, land, buildings and improvements. These designations were developed by the Farm Financial Standards Council. The account, h Other Farm Current Assets, is for farm current assets not included in other labeled lines. The account, r Other Farm Noncurrent Assets, is for non-current (both intermediate and fixed) farm assets. For additional information, see OSU Facts AGEC-751, "Developing a Cash Flow Plan"; AGEC-752, "Developing a Balance Sheet"; AGEC-753, "Developing an Income Statement"; AGEC-791, "Schedule of Assets"; and AGEC-792, "Liabilities Schedule." These can be found at [www.osuextra.com](http://www.osuextra.com).*

Click **File**  
**File Import**  
**QIF file**

Complete the information as shown on the following screen:

**QIF Import**

Location of QIF File  
C:\Workshop Files\AssetAcct.QIF **Browse...**

Quicken account to import into:  
<All Accounts> **Don't see your account?**  
QIF import is not available for checking, savings, credit cards, 401(k) and all other brokerage accounts.

Include in import:

<input type="checkbox"/> Transactions	<input checked="" type="checkbox"/> Account List	<input type="checkbox"/> Category List
<input type="checkbox"/> Memorized Payees	<input type="checkbox"/> Special handling for transfers	<input type="checkbox"/> Security Lists

**?** **Import** **Cancel**

Click **Import**

Quicken will give you a message verifying that items have been successfully imported.

Click **Done**.

Click **Tools, Account List** (or press [Ctrl+A] and scroll through the Asset Accounts list) to verify that it contains the accounts **a Marketable Securities, b Raised Market Livestock**, etc. The accounts will be listed under **Asset in the Net Worth Tab**.

The account list can be modified easily. Let's say that you don't expect to use the *Capital Leases* account and want to delete that account from the list. In the Account List, click the account **n Capital Leases**, click on **Edit**, then click **Delete Account**.

**Account Details**

General Display Options

Account Name: n Capital Leases Financial Institution: \_\_\_\_\_

Description: Capital Leases Account Number: \_\_\_\_\_

Account Type: Asset

Tax-Deferred:  Yes  No

Contact Name: \_\_\_\_\_

Interest Rate: \_\_\_\_\_ % Phone: \_\_\_\_\_

Linked Liability Account: (none) [v] Home page: Bank Web page [Go]

Activity page: Activity Web page [Go]

Other page: Other Web page [Go]

Comments: \_\_\_\_\_

[?] Delete Account Tax Schedule [OK] [Cancel]

Type **Yes** to confirm, and click **OK**.

### *Enter Beginning Balances in Asset Accounts*

The beginning balance in an asset account may be the sum of the market values of all assets in that group or an entry may be made for the beginning balance of each individual asset. The latter form ensures that you have a record of the values assigned to each item. Then, if an asset (for example, a disk harrow) is sold during the year, the harrow's market value is subtracted from the asset account so that the end-of-year balance sheet will be accurate.

Begin updating the beginning balances in the London's individual asset accounts. Double click on the account **b Raised Market Livestock**. On a blank transaction line, enter the value of raised market livestock on hand January 1:

Date: **1/1/2012**  
 Payee: **Mixed stockers**  
 Category: (make sure to remove the category if one appears)  
 Memo: **45 hd @ 6 cwt @ \$120/cwt**  
 Increase: **32400 (Be sure to [Tab] over to the *Increase* column.)**

Press **Enter**.

*Note: If you want to change the order so that the memo appears before the category in the register, in the main menu line, click **Edit, Preferences, Register** (click directly on bold type), in Register Fields:  **Show Memo before Category, OK.***

You may get a message asking if you want to select a category. Select **Don't show this message again** at the bottom of the screen, and click **No**.

Now choose **c Purchased Market Livestock** from the account list at left. On a blank transaction line, enter the value of purchased market livestock on hand:

Date: **1/1/2012**  
Ref:  
Payee: **Stocker Steers**  
Increase: **82320** (*Be sure to [Tab] over to the **Increase** column.*)  
Memo: **112 hd @ 7 cwt @ \$105/cwt**  
Category:

*Note: If you want to later create a report listing number of head of livestock, you must be consistent in the use of labels in the memo field. For instance, you must always use head (or hd) for a filtered report to include this information.*

Press **Enter**.

If you purchase more than one lot of stockers, you may want to give different names to the lots in the **Payee** line. When you are finished entering values for purchased market livestock, choose **d Inventory** from the account list at left. In this account, you will enter the value of stored crops, feed and supplies. For example, on a blank transaction line, enter

Date: **1/1/2012**  
Ref:  
Payee: **Stored Wheat**  
Increase: **5125** (*Be sure to [Tab] over to the **Increase** column.*)  
Memo: **1025 bu @ \$5/bu**

Press **Enter**.

Values for growing crops should include expenses incurred to date in the production of the crop. Choose **g Growing Crops** from the account list at left. On a blank transaction line, enter

Date: **1/1/2012**  
Ref:  
Payee: **Wheat**  
Increase: **40500**  
Memo: **450 acres @ \$90/a**  
Category:

Press **Enter**.

As with the market livestock accounts, two accounts are included for breeding livestock, one account used for raised and one for purchased. Here the market value of raised breeding livestock--cows, sows, replacement heifers or gilts, boars and bulls--is recorded. For example, select **j Raised Breeding Livestock** from the account list at left. Enter

Date: **1/1/2012**  
Ref:  
Payee: **5-Year-Old Cows**  
Increase: **16500**  
Memo: **15 @ \$1100 ea**  
Category:

Press **Enter**.

*Note: You may add additional accounts if you have several livestock enterprises and want to maintain separate accounts for different species.*

Select **k Purchased Breeding Livestock** from the account list. Enter the values of purchased breeding livestock--purchased cows or sows, replacement heifers or gilts, herd bulls or boars. For example, on a blank transaction line, enter

Date: **1/1/2012**  
Ref:  
Payee: **OBI Herd Bull**  
Increase: **4500**  
Memo: **3 years old @ \$4500**  
Category:

Press **Enter**.

Select **l Machinery-Equipment** from the account list. Enter market values for each piece of owned machinery and equipment.

Date: **1/1/2012**  
Ref:  
Payee: **1996 Allis Tractor**  
Increase: **65000**  
Memo:  
Category:

Press **Enter**.

Date: **1/1/2012**  
Ref:  
Payee: **1995 Disk**  
Increase: **500**  
Memo:  
Category:

Press **Enter**.

Select **p Land** from the account list. Record market values for each piece of land owned.

Date: **1/1/2012**  
Ref:  
Payee: **Smith Place**  
Increase: **96000**  
Memo: **80 a. cropland @ \$1200/a.**  
Category:

Press **Enter**.

Select **q Buildings-Improvements** from the account list. On a blank transaction line, enter:

Date: **1/1/2012**  
Ref:  
Payee: **Barns**  
Increase: **47000**  
Memo: **Home place**  
Category:

Press **Enter**.

Continue until all assets owned are listed in the appropriate accounts.

### *Recording the Purchase of an Asset*

#### **Cash purchase**

Paying cash for the full purchase price of an asset results in the conversion of one asset, cash from either a cash account or bank account, into another. For example, let's say the Londons purchase a used pickup on January 12 from My Town Motors using money in their checking account.

Select the **Checking** account from the upper left account list (*or press [Ctrl+A], highlight the checking account name and press [Enter]*). In the check register, type:

Date: **1/12/2012**  
Num: **3414**  
Payee: **My Town Motors**  
Payment: **9000**  
Memo: **2006 Ford Ranger**



Category: **[m Vehicles]** (or press [Ctrl+C] for the category list, scroll to the bottom and click **m Vehicles**)

Tag:

*Note: The brackets around the "category" name indicate that an account, m Vehicles, is involved in the transaction as a transfer of funds.*

Press **Enter**.

To verify that the purchase price has been listed as an increase in value in the **m Vehicles** asset account, right-click the transaction and choose **Go To Matching transfer** to switch to the asset account. Right-click on this entry and then choose **Go To Matching transfer** again to return to the checking account.

### **Credit purchase**

When credit rather than cash is used to purchase an asset, the purchase will result in an increase in a liability account equal to the increase in an asset account. If the Londons purchase a chisel with financing from Yukon John Deere, a new liability account must be established and an increase in an existing equipment asset account (in our list, *l Machinery-Equipment*) must be recorded.

Setting up a loan is an activity facilitated by Quicken. Information is entered about the amount borrowed, payment period, interest rate, etc. Loan payments are then recorded using a split transaction with one line for principal and another for interest. The principal payment amount is automatically applied to the loan balance when the appropriate loan liability account is listed as the category for the principal payment.

Let's practice recording a credit purchase for the Londons. The Londons are buying a new John Deere chisel for \$11,000 and repaying the loan over 3 years with semi-annual payments at 7.00% interest. Begin by setting up the liability account. From the main menu bar, located at the top screen, click:

**Tools**

**Add Account**

**Loan**

Click **Next**

Loan Type

Borrow Money       Lend Money

Account

New Account:      JD Chisel

Existing Account:      aa Accounts Payable

Have Any Payments Been Made?

Yes       No

? Cancel Next

Click Next

Loan Information

Opening Date:      1/10/2012

Original Balance:      11,000.00

Original Length:      3      Years

Compounding Period:      Semi-Annually

Payment Period

Standard Period:      Semi-Annually

Other Period:      Payments per Year

? Cancel Back Next

Click Next

Balloon Information	
<input checked="" type="radio"/> No Balloon Payment	
<input type="radio"/> Amortized Length:	<input type="text"/> Years
<input type="radio"/> Calculate	
Current Balance	
<input checked="" type="radio"/> Current Balance:	<input type="text"/> as of: <input type="text" value="1/10/2012"/>
<input type="radio"/> Calculate	
Payment	
<input type="radio"/> Payment Amount (P+I):	<input type="text" value="20.00"/> due on: <input type="text" value="7/10/2012"/>
<input checked="" type="radio"/> Calculate	Interest Rate: <input type="text" value="7"/>

Click **Done**.

You will get a message that Quicken has estimated the amount of the next payment for this loan.

Click **Done**.

Now that the loan repayment terms have been specified, you need to indicate how the payments will be made. **Type in the payee**, select the category **Farm Interest Expense** and the subcategory (**Farm Interest Other**) and add the **Overhead** tag for interest **by adding a / after Other**.


*Note: Because there is no tag field, you use a technique from previous versions (add a / and the tag name) to add the tag or later add it.*

## Set Up Loan Payment

\* Required fields

**Payment**

Current Interest Rate: \*

Principal and Interest:  

Other amounts in payment:

Full Payment:


---

**Transaction**

Type:

Payee: \*

Memo:

Next Payment Date: \*  

Category for Interest:

Loan Web Site:

Once the data entry is complete, click **Done**.

A screen will appear asking if you would like to create an asset account to go along with this loan. We have an existing account for machinery and equipment assets so we will choose **No**. Click **Finish**.

Now, since the Londons own more assets (title has changed hands even though the equipment has been purchased with credit), the balance in the machinery and equipment account needs to be updated. Click **I Machinery-Equipment** (*press [Ctrl+A] if necessary to get the account list*) and enter

Date: **1/13/2012**  
 Ref:  
 Payee: **John Deere Chisel**  
 Increase: **11000**  
 Memo:  
 Category:

Press **Enter**.

### ***Recording Additions to Capital Assets***

Improvements on capital assets such as terracing or major renovations or repairs to buildings would be handled in the same way as the purchase of an asset. What about additions to capital assets? Let's say that the Londons build an addition onto an existing barn. Cash expenses are recorded in the cash or checking account as appropriate.

Click **Checking** in the account list. On a blank transaction line, enter

Date: **2/15/2012**  
Num: **3598**  
Payee: **Nutherlands**  
Payment: **984.33**  
Memo: **Barn addition materials**  
Category: **[q Buildings-Improvements]** *(The brackets around the name indicate a transfer to an account.)*

Press **Enter**.

### ***Recording the Sale of an Asset***

Cash received for the sale of an asset is recorded in the checking or cash account register as appropriate. A second entry should be made to remove the value of the asset sold from the appropriate asset account. Procedures for recording sales of capital assets will differ slightly from those of current assets such as market livestock.

For example, on March 21, 108 of the 112 purchased stocker steers were sold and the cash deposited in the checking account (four head died-we'll deal with them later). On a blank transaction line in the checking account register, enter

Date: **3/21/2012**  
Num: **DEP**  
Payee: **Fred Feedlot**  
Deposit: **82620**  
Memo: **108 hd @ 8.5 cwt @ \$90/cwt**  
Category: **Livestock Resale:Stocker Steers**  
Tag: **Stockers**

Press **Enter**.

Choose the **c Purchased Market Livestock** account from the list and record the decrease in assets on hand. Subtract the per head market value used at the beginning of the year times the number of live head. *(Do not use the amount of cash deposited after the sale).*

Date: **3/21/2012**  
Ref:  
Payee: **Stocker Steers**  
Decrease: **71820**  
Memo: **108 hd @ 7 cwt @ \$95/cwt**  
Category:

Press **Enter**.

We will use a separate income category for proceeds from sales of capital assets (it can be set up “on the fly” if necessary). This is important so that the total amount is in a separate line in the cash flow statement and can be analyzed separately for tax purposes. Remember that not all income from the sale of capital assets is taxable (check with a tax consultant for details).

*Note: No tax schedule is selected since only capital gains or losses are reported for tax purposes. The total sales value will be used to calculate the gains or losses to be reported on Schedule D. However, the Tax-related box should be selected on the Capital Sales category so that transactions with this category will appear in a tax summary report.*

Now, let's say that a used tandem disk was sold for cash on July 31. Two entries would be made: one to record the deposit in the checking account with the proceeds assigned to the capital sales category and a second to reflect the decrease in the value of assets owned.

Click **Checking** on the account list. On a blank transaction line, enter

Date: **7/31/2012**  
Num: **DEP**  
Payee: **Tom Jones**  
Deposit: **600**  
Memo: **1996 Disk**  
Category: **Capital Sales, Farm**  
Tag: **Overhead**

Press **Enter**.

Now choose **Machinery-Equipment** from the account list. On a blank transaction line, enter

Date: **7/1/2012**  
Ref:  
Payee: **1994 Disk**  
Decrease: **500** (This is the value entered at the beginning of the year, not the amount for which the asset was sold.)  
Memo:  
Category:

Press **Enter**.

### *Recording Changes in Inventory*

To generate an accurate balance sheet on a specific date, each asset account must be updated to reflect changes in inventory including both physical quantities and changes in values of the existing quantities. Let's say the Londons used 500 bushels of their stored wheat for feed. It is now the end of the year and they want to update the balance in the **d Inventory** account.

Click **d Inventory** in the account list.

Date: **12/31/2012**  
Ref:  
Payee: **Stored wheat**  
Decrease: **2500**  
Memo: **500 bu @ \$5/bu used for feed** (*Use the price at which the inventory was valued in the beginning inventory, not the current market price.*)  
Category:

Press **Enter**.

What about those four purchased stockers that died before being sold? Click **c Purchased Market Livestock** in the account list.

Date: **3/1/2012**  
Ref:  
Payee: **Stocker Steers**  
Decrease: **2940**  
Memo: **Died: 4 hd @ 7 cwt @ \$105/cwt** (*Again, note that we used the per head value used in the beginning balance, not the current market weight or price.*)  
Category:

Press **Enter**.

Aunt Minnie purchased and gifted the Londons two bred heifers for Jack's birthday on October 24. From the account list, click **k Purchased Breeding Livestock**.<sup>5</sup>

Date: **10/24/2012**  
Ref:  
Payee: **Bred heifers**  
Increase: **2400**  
Memo: **2 hd @ \$1200/hd, Aunt Minnie**  
Category:

Press **Enter**.

---

<sup>5</sup>Remember that these instructions are designed for a market-value balance sheet. Records for tax purposes are kept separately. For more information on estimating taxes, see OSU CR-954.

### *Recording Changes in Values of Assets*

At the end of an accounting period, the balance sheet may need to be updated to reflect changes in market values. For instance, if land values increased 3% during the year, an entry reflecting the inflation in value should be recorded. One transaction for price adjustments could be entered that reflects the total increase in value for all land or an adjustment could be entered for each piece of property:

Click **p Land** in the account list.

Date:           **12/31/2012**  
Ref:  
Payee:         **Smith Place**  
Increase:      **2880**  
Memo:         **3% increase in land values**  
Category:

Press **Enter**.

Repeat the process as necessary so that the total values reflect market conditions on the date that the balance sheet will be generated. The same process would be followed if the market price of an asset were to decrease during the year, only the dollar amount of change would be entered in the decrease rather than increase column.

### *Recording a Loan Payment*

Let's assume it is time to record a payment to Yukon John Deere for the chisel purchased.

#### **Tools**

##### **Loan Details**

**Choose Loan** (at the bottom of the screen) and select **JD Chisel, OK** (if you have more than one loan)

#### **Make Payment**

##### **Regularly scheduled loan payment**

Enter the check number and any other information not already on screen.



**OK**

Close the View Loans screen by clicking **Done** (or the **X** in the upper right corner of that window).

In the checking account register, click the loan transaction you just recorded. You can view the amounts applied to principal and interest by clicking **Split** (or press *[Ctrl+S]*).

You will see that Quicken has allocated the appropriate amounts of the fixed total payment to principal in the liability account (\$1,679.35) and interest (\$385).

To verify that the principal payment has been subtracted from the outstanding balance of the John Deere Chisel note, highlight the account name, **JD Chisel**. The principal portion of the payment from the checking account has automatically been applied to the loan balance using the category information. Thus, the remaining balance has been reduced from the opening amount to reflect the principal payment.

*Note: You can check your loan balances at any time by looking at the account list (choose Tools, Account List from the main menu), or by choosing Reports, Net Worth & Balances, Account Balances.*

### ***Estimating and Recording Accrued Expenses***

For the liability section of the balance sheet to accurately portray the financial position of the business, expenses that have been incurred but not yet paid are included. The biggest potential liabilities are interest on loans (lines of credit, operating notes, real estate notes) and taxes (ad valorem, income tax, and payroll). Here we will focus on the accrued interest liability using the London's chisel loan as an example. The Londons plan to generate a balance sheet at the end of the year and want to know what amount they should include for accrued interest on the chisel loan. Recall that \$11,000 was borrowed on January 12 at 7% interest and that the first semi-

annual payment was made on July 12. The principal portion of that payment was \$1,679.35 reducing the balance of the loan to \$9,320.65.

The formula for calculating interest accrued is

$$\text{Loan Balance} \times \text{Fraction of year for which the balance is outstanding} \times \text{Annual interest rate} \\ = \\ \text{Accrued interest}$$

Thus, the accrued interest on December 31 for the London chisel loan is approximately

$$\frac{\$9,320.65 \times 5.5 \text{ months}}{12 \text{ months}} \times 7\% = \$299.04$$

To record the accrued interest for non-real estate in Quicken, choose **cc Accrued Interest-Nonreal Estate** from the account list. On a blank transaction line, enter the accrued amount:

Date:	<b>12/31/2012</b>
Ref:	
Payee:	<b>Accrued interest-JD Chisel</b>
Increase:	<b>299.04</b>

Press **Enter**.

Similar calculations and entries should be made for each outstanding loan.

### *Generating a Balance Sheet Report*

Once all assets and liabilities are recorded, generate a balance sheet by clicking

**Reports**  
**Net Worth and Balances**  
**Net Worth**

Change the date range to **Custom Dates** and the dates to **1/1/2012** and **12/31/2012**

Click **OK**.

If you like the format of this report and think that you might want to reuse it later, you may want to memorize it. Click the **Save Report** button. Name the report **London Balance Sheet**, and save in **Farm Reports**.

Click **OK**.

Click the **X** in the Balance Sheet window to close it.

### *Backing Up Your Data*

Quicken automatically saves data that you have entered in the file on which you have been working when you exit the program. However, you will want to regularly save a backup copy on a floppy disk or CD, as well. See the backup instructions earlier in this manual if you need assistance. **CONGRATULATIONS! You've completed the introduction to building a balance sheet.**

## *Accounts List*

### Asset Accounts

a Marketable Securities	Marketable securities
b Raised Market Livestock	Raised market livestock
c Purchased Market Livestock	Purchased market livestock
d Inventory	Stored crops, feed, supplies
e Accounts Receivable	Accounts receivable
f Prepaid Expense	Prepaid expenses - insurance
g Growing Crops	Cash invested in growing crops
h Other Farm Current Assets	Other farm current assets
i Notes Receivable	Notes receivable
j Raised Breeding Livestock	Raised breeding livestock
k Purchased Breeding Livestock	Purchased breeding livestock
l Machinery-Equipment	Machinery & equipment
m Vehicles	Vehicles
n Capital Leases	Capital Leases
o Investment in Coops	Investment in coops
p Land	Land
q Buildings-Improvements	Buildings & improvements
r Other Farm Noncurrent Assets	Other farm noncurrent assets

### Liability Accounts

aa Accounts Payable	Accounts payable
bb Accrued Interest - Operating	Accrued Interest - operating note
cc Accrued Interest - Nonreal Estate	Accrued Interest - nonreal estate
dd Accrued Interest-Real Estate	Accrued Interest-real estate
ee Ad Valorem Tax Payable	Ad valorem tax payable
ff Income Tax Payable	Income tax payable
gg Payroll Taxes Payable	Payroll taxes payable
hh Accrued Expenses	Accrued expenses

## Glossary of Quicken and Financial Terms

**Account:** A collection of transactions. Account reports are similar to bank or credit card statements. Several types of accounts can be contained in a given file: checking, savings, credit card, cash, investment, asset (items you own and their value) and liability (the amounts owed).

**Amortize:** (Amortization Schedule) Spread loan repayment over a number of time periods with interest paid on the remaining balance. An amortization schedule shows the split for interest and principal paid in regular payments over the life of a loan. Typically, the majority of the payment is for interest at the beginning of loan repayment. As the principal balance decreases, more of the payment goes toward principal and less toward interest.

**Category:** Similar to a chart of accounts in accounting. Categories are used to separate income and expenses so that you can track how your money is being made and spent. Examples of categories are Salary, Interest earned, Feed and Clothing.

**Class (see Tag)**

**Cleared transaction:** Transactions that have been processed (posted) by the financial institution and are listed on statements from the institution. In Quicken, cleared transactions are marked in the register under the Clr column with a “c”.

**Credit:** A means of purchasing something now with borrowed money and typically repaid in installments. In addition to repaying the amount borrowed, interest will be paid along with fees for establishing a loan. Examples of credit are credit cards, personal loans, and home mortgages.

**Compounding interest:** Process by which the interest earnings on an investment are added to the original investment, leading to faster growth as interest is paid on the accrued interest. Likewise, compounded interest on credit increases the balance owed because interest is charged on the balance and unpaid interest.

**Deposit:** A transaction for which money is added into an account. Deposits increase an account balance.

**Expense:** A transactions for which money passes to another person, business or organization. Expenses reduce an account balance. Keeping track of expenses helps evaluate how and where money is spent.

**File:** In Quicken, a collection of accounts with the associated transactions, similar to a file cabinet with folders for financial information. Information entered in Quicken is automatically saved to the file, but backing up files helps insure that information is not lost due to computer failure.

**Income:** Money you collect from someone else. Income increases the amount of money available to you. Income can be earned (for example, wages) or unearned (for example, gifts or interest income).

**Inflation:** The rise in the price of products and services over time. Typically, the amount of money it takes today to buy products today will not be enough to buy the same products in the next few years; hence, the importance of planning for inflation (historically about 3%) to meet or exceed future costs.

**Interest:** The fee that you pay for borrowing money on credit. The interest rate (percentage) is set when the loan is made. Some interest rates are “fixed” which means one rate is charged for the length of the loan; others are “variable rate”, meaning that the interest rate changes periodically to reflect changes in the interest base rates.

**Memo:** A field in the register to record important information for the transaction, for example, an invoice number or item description such as the number of products, weight or price per unit.

**Payee:** The person, organization, or business that is to receive payment. For expenses, the payee is the name of the person or business being paid; for income or deposits, the payee field lists the source of the money.

**Principal:** The amount of money borrowed for a purchase or improvement. Additional fees or interest are based on the principal amount loaned.

**Reconcile:** The process of matching records to a statement received from a financial institution or service, and making them come into agreement. Quicken includes features to reconcile accounts. In the register, a reconciled transaction is identified by an “R” in the Clr column.

**Reports:** An information summary showing how money is being spent and earned. For instance, a cash flow report can show the inflow and outflow of cash by year, by quarter or by month or other specified time period. Other examples of reports are a transaction report, tax summary report, account balance and balance sheet report.

**Tag:** A means of labeling a transaction that is independent of the category assigned. For farmers/ranchers, using tags allows tracking of income and expenses by enterprise (crops and livestock). For example, tags can be used to differentiate between income and costs for Wheat, Cow-calf, Stockers, and Alfalfa. Tags may also be used to record partnership shares or field/farm level detail. (In earlier versions of Quicken, the “class” feature was used to accomplish this.)

**Tax-related categories:** A feature of the category list which allows information to be summarized in ways useful for tax planning and reporting. The appropriate tax form or schedule (such as Schedule F for farm income and expenses or Schedule C for business) can be designated for individual income and expense categories so that a report can be generated that lists transactions by schedule or form.

**Transaction:** The record for a change in the value of an account. Examples are a purchase using a check, the transfer of money from checking to savings, or a deposit of cash into savings.

**Transfer:** Movement of funds from one account to another, for example, moving money from a checking account to a savings account.

**Uncleared (outstanding) transaction:** Outstanding checks or deposits. An uncleared transaction has taken place (a check has been issued or deposit made), but the transaction has not yet been processed and cleared through an account at the financial institution.