

Create Reports to Summarize Data Entered

Quicken provides a number of default reports that offer insights on cash flow. Sample reports that you may want to use in studying your financial performance include:

- Cash flow by month for a given year. This highlights seasonal patterns and can be useful in communicating with lenders as to operating note or line of credit needs.
- Cash flow by year for all dates. Creating a cash flow report for the current year can inform your tax advisor as to potential tax saving strategies.
- Cash flow summary by tag (we use it to identify different farm/ranch enterprises or production activities) (*which also gives the overall total*)

Other sample reports that you might want to use in monitoring your finances:

- 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, *LONDON16*.

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 **Sample Files**.

Click **LONDON16**.

Click **OK**.

Click

Reports (from the menu bar)

Banking

Cash Flow

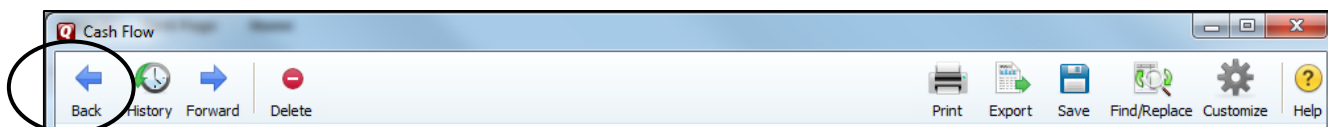
Note: If you receive a message that data is not available, change the date range.

Select **Yearly** and **2015** as the date range. (The fields are circled in the screen below.)


Cash Flow - 2015 1/1/2015 through 12/31/2015		
Date range:	Yearly	2015
Column:	Don't subtotal	
Category	1/1/2015-12/31/2015	
INFLOWS		
Uncategorized	100.00	
Capital Sales, Farm	14,075.00	
Government Payments	3,112.00	
Interest Inc	76.73	
Other Inc	527.00	
Raised Sales		
Grain	50,474.56	
Livestock	38,812.88	
Other Products	26,768.50	
TOTAL Raised Sales	116,055.94	
Royalties Received	3,000.00	
Salary Spouse	40,549.86	
TOTAL INFLOWS	177,496.53	
OUTFLOWS		
Auto	262.88	
Gas	56.50	
Registration (Non-taxable)	91.00	
Service	1,903.31	
TOTAL Auto	2,313.69	
Bank Charge	18.80	
Charity	1,525.00	
Chemicals	2,312.20	
Clothing	1,592.87	
Consultants, Farm	250.00	
Custom Hire	1,390.16	
Dining	726.91	
Entertainment	4,852.04	
Farm Interest Expense		
Farm Mortgage	8,109.00	

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 - 2015) 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 on Column and select Month.**



Cash Flow - 2015 1/1/2015 through 12/31/2015

Date range: Yearly 2015 Column: Month

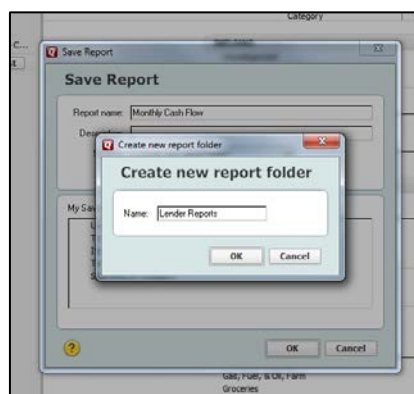
Category	9/1/2015-9/30/2015	10/1/2015-10/31/2015	11/1/2015-11/30/2015	12/1/2015-12/31/2015	OVERALL TOTAL
INFLOWS					
Uncategorized	0.00	0.00	0.00	0.00	100.00
Capital Sales, Farm	0.00	0.00	0.00	0.00	14,075.00
Government Payments	0.00	0.00	0.00	0.00	3,112.00
Interest Inc	5.42	3.45	4.19	36.57	76.73
Other Inc	0.00	0.00	0.00	0.00	527.00
Raised Sales					
Grain	0.00	0.00	0.00	0.00	50,474.56
Livestock	0.00	37,253.62	0.00	0.00	38,812.88
Other Products	11,264.00	0.00	1,058.00	3,246.50	26,768.50
TOTAL Raised Sales	11,264.00	37,253.62	1,058.00	3,246.50	116,055.94
Royalties Received	0.00	0.00	0.00	0.00	3,000.00
Salary Spouse	4,678.83	3,119.22	3,119.22	3,119.22	40,549.86
TOTAL INFLOWS	15,948.25	40,376.29	4,181.41	6,402.29	177,496.53

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

Report Name: **Monthly Cash Flow**

Description: *(optional)*

You can also create a folder for Lender Reports in which to save it. At the Save in prompt, use the drop-down arrow to select **<create new report folder>** and add the name **Lender Reports**



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.

The screenshot shows a 'Report Layout' dialog box. At the top, 'Date range' is 'Yearly' for '2015', with 'From: 1/1/2015' and 'To: 12/31/2015'. Below this are tabs: 'Display', 'Accounts', 'Categories', 'Payees', 'Tags', 'Category Groups', and 'Advanced'. The 'Display' tab is active. The 'Report Layout' section contains a 'Title' field with 'London Cash Flow by Enterprise'. Under 'Headings', 'Row' is 'Category' and 'Column' is 'Tag' (circled in black). The 'Show' section has 'Cents (no rounding)' checked, 'Amount as %' unchecked, and 'Exclude Savings Goals' unchecked. The 'Organization' is 'Cash Flow Basis'. 'OK' and 'Cancel' buttons are at the bottom right.

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**.

Save Report

Report name:

Description:

Save in: ▼

☐ 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.

Customize London Cash Flow by Enterprise

Date range: Yearly ▼ 2016 ▼ From: 1/1/2016 To: 12/31/2016

Display Accounts Categories **Payees** Tags Category Groups Advanced

Select Payees
Type payee name to search list:

Payee

- ☐ Vacation
- ☐ Wal Mart
- ☐ Wal-Mart
- ☐ Wallis Repair
- ☐ WalMart
- ☐ Wheat sales
- ☐ Whitey Fang
- ☒ Yukon John Deere

Select All

Clear All

What if I don't see the payee I want?

Matching

Category:

Payee contains:

Memo contains:

OK Cancel

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