

## Using Quicken Reports in Spreadsheets

You may find that you want to combine the financial information with some production information to calculate expenses per acre or per head. It is easy to export a Quicken report for use in Excel. In this example, we will create and export a cash flow report by tag for use in Excel.

Click **Reports** (from the drop-down menu bar)

**Banking**

**Cash Flow by Tag**

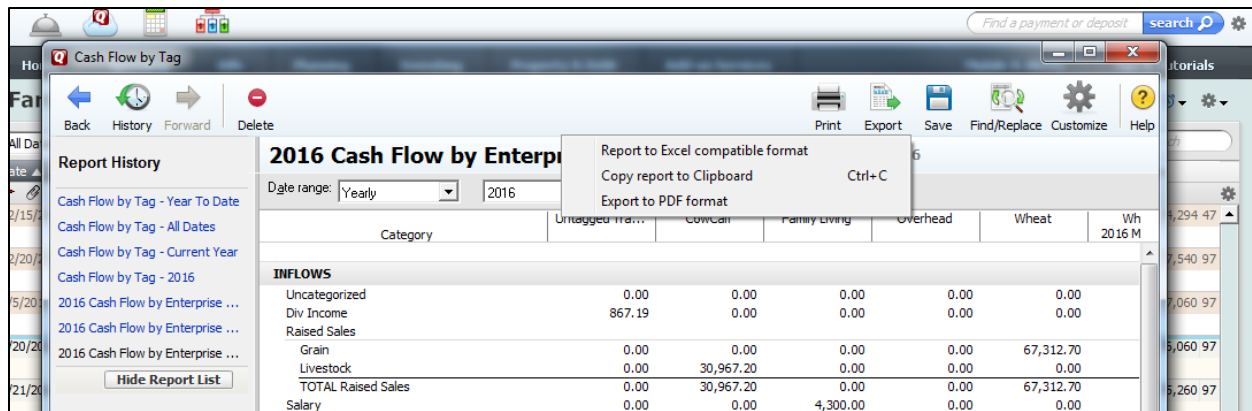
The default range is *Yearly* and *2016*. You may want to select *Yearly*, *Last 12 Months* or customize the date to a specific time frame. To create a report for 2016, click the **Customize** button and choose **Custom Dates** for the Date Range. Edit the *Title: 2016 Cash Flow by Enterprise*.

The screenshot shows the 'Customize Cash Flow by Tag' dialog box. At the top, the 'Date range' is set to 'Custom dates', with 'From' and 'To' dates of 1/1/2016 and 12/31/2016. Below this are tabs for 'Display', 'Accounts', 'Categories', 'Payees', 'Tags', 'Category Groups', and 'Advanced'. The 'Display' tab is active, showing a 'Report Layout' section. The 'Title' is '2016 Cash Flow by Enterprise'. Under 'Headings', 'Row' is 'Category' and 'Column' is 'Tag'. The 'Organization' is 'Cash Flow Basis'. In the 'Show' section, 'Cents (no rounding)' is checked, 'Amount as %' is unchecked, and 'Exclude Savings Goals' is unchecked. There are 'OK' and 'Cancel' buttons at the bottom right.

**OK**

To save a report for use in a spreadsheet, click on **Export** (icon between the printer and disk at top right), **Report to Excel compatible format, name the file** and **save it** in an appropriate location by browsing to the appropriate folder. Note that the file type will be Tab delimited export files (\*.TXT).





Click **Save**

When you are ready to use the file in Excel,  
**Open Excel.**

**Choose File, Open,** change file type to “**All Files**” (a button at the right of the File name: field),  
 choose **2016 Cash Flow by Enterprise, Open**

The Text Import Wizard will have 3 steps. Click:

**Delimited, Next,**

**Tab, Next**

**General, Finish**

The data is divided by columns and can be manipulated as desired. You may need to edit out some strange symbols in labels and widen columns if ##### appears rather than numbers. At the bottom of the Outflows section, you may want to add one row for number of head or acres for the enterprise followed by a second row to calculate the outflows (cash costs) per unit (costs per head or per acre). You might be surprised by what you learn.

Don't forget to save the spreadsheet!