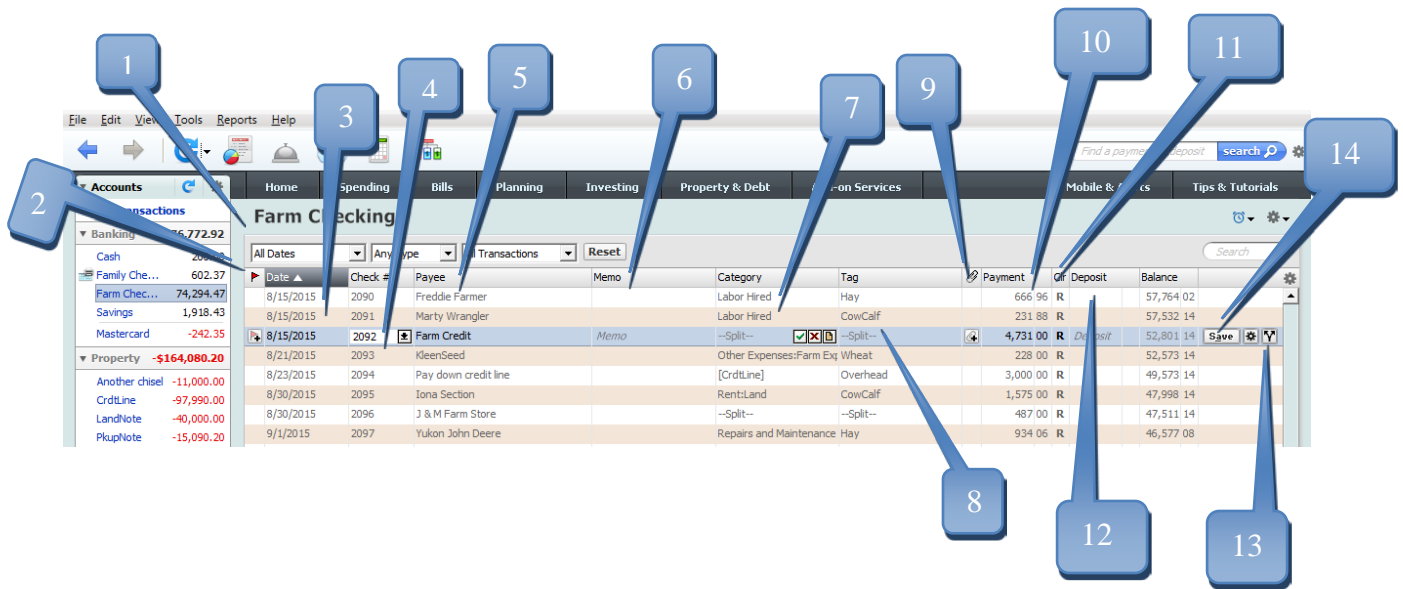


Enter Transaction Data Using Categories, Subcategories, and Tags

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

Note: To have the register viewed as two-lines that has Payment precede the Category and Tag data entry, click on the **cog button at top right** (there are several cogs so it is a bit confusing), and under Register Views and Preferences, select **Two-line Display**.

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 Farm Checking account register.
2. The **Flag** button allows you to add flags, notes, or alerts to follow up on a transaction.
3. The **Date** appears in the first column of the register. The Quicken default is the current date. To change it, simply type the date (01/01/2016), or click on the calendar icon and highlight the correct date, or press the [+] or [-] keys to select the correct date.
4. 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. 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.
5. The name of the **Payee** (for payments) or the **Paid by** (for receipts/deposits).
6. 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 tax form, and for noting more detail about the transaction that might be beneficial for filtering reports.
7. 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.
8. The **Tag** may be used to denote an enterprise for which cost and return information is of interest. For instance, lime used on wheat ground could include Wheat as the tag so that those expenses are charged to the wheat enterprise.
9. The **Attach** button allows you to add an image or picture from the clipboard, a scanner or file.

10. 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 as well as Payment amounts.
11. The **Clr** column indicates that a transaction has not been cleared when blank; a “c” indicates cleared and “R” appears when reconciled with an account statement (see reconciliation section).
12. Deposits to the account are recorded in the **Deposit** column.
13. The **Split** button allows you to divide payments and deposits among more than one category and/or tag. A loan payment is split into principal and interest portions. A payment to the co-op may include feed, fuel and fertilizer. Other examples are demonstrated later in the instructions.
14. Click on the **Save** button when ready to record the transaction information. 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.

Quicken creates memorized lists from which it draws to help complete words in fields. For instance, each time you add a new Payee name, it will be proposed as an entry when you type in the same first letter again. This can be helpful but also a bit dangerous if you aren't paying attention. QuickFill recalls from other internal lists such as the category and tag lists created earlier. Rather than type the entire word, 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.

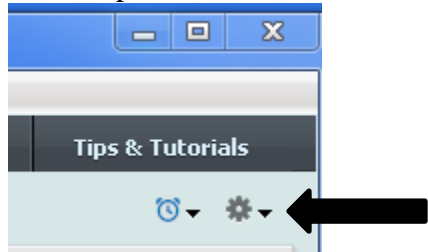
When you have finished typing in the information, click the **Save** button on the screen or press [**Enter**] on your keyboard.

Note: [Tab] is the default used to move between fields. If you prefer to use the [Enter] key, you can change the setting by going to Edit, Preferences, Data entry and QuickFill and checking “Use enter key to move between fields”. You may see a pop-up window asking if you want to use the [Enter] key which allows you to 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 prefer to have the Memo field follow the Category field in the register as we always enter a category and don't always use the memo field. To display *Memo* after *Category*, choose **Edit, Preferences**, click on **Register**, remove the check mark on **Show Memo before Category**.

OK

You may also want to view a two line display. Click on the cog at the top right of the window under Tips and Tutorials:



Click on Two-Line Display

OK

You may also want to remove the Amount column from the Register View. **Click on Register Columns and remove the check mark by Amount.**

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

Date:	1/4/16
Check Number:	1001
Payee:	Yukon John Deere
Payment:	30.00
Category:	Repairs and Maintenance
Tag:	CowCalf
Memo:	Winch on pickup

Save

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:	1/4/16
Check Number:	1002
Payee:	Klondike Co-op
Payment:	421.00

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

	Category	Tag	Memo	Amount
1.	Feed Purchased	CowCalf	2.5 tons @ \$147	369.00
2.	Gas, Fuel, & Oil, Farm	Wheat	17.3 gal. @ \$3/gal	52.00
3.				
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.

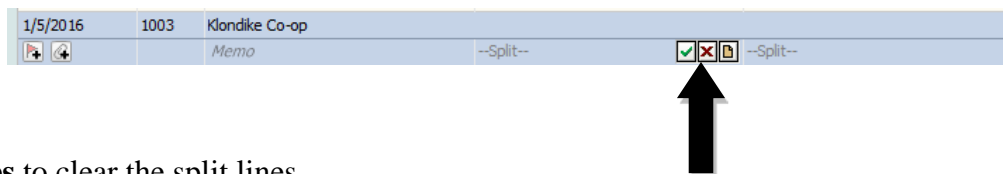
Click **OK** after entering split information, then click on **Save** to record the transaction.

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 and values as before. Let's say that you now want to enter a new check to the Klondike Co-op which is for lime only. You will need to clear the split line before entering the new transaction. Let's practice this.

Enter:

Date: **1/5/16**
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.

Category: **Fertilizer & Lime:Lime**
Tag: **Wheat**
Payment: **3550**

Press [**Save**].

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. One option is to memorize a transaction that has the Payee name only in it so that when the QuickFill feature is launched for that Payee in the future, it will not include a split. Let's do that for WalMart.

Date:
Payee: **WalMart**
Press <Ctrl+M> to memorize the blank transaction.

Save

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: **1/11/16**
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**
Deposit: **1500** *(If you didn't enter DEP in the Check Number column, be sure to [Tab] over so the cursor is in the Deposit column!)*
Category: **Raised Sales:Other Products**
Tag: **Alfalfa**
Memo: **10 tons hay**

Save

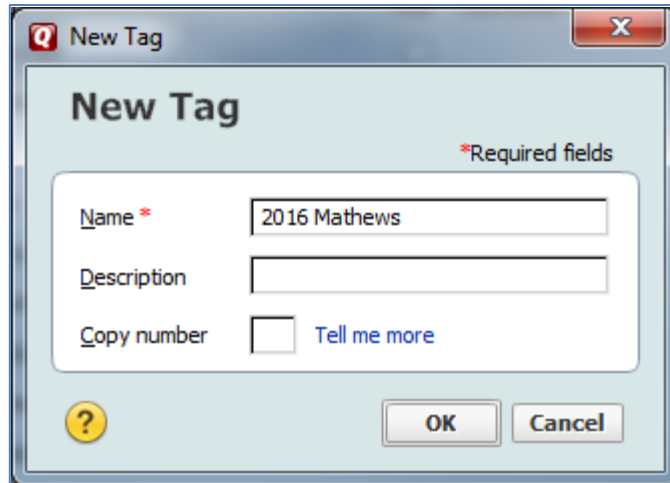
Now begin entering the transactions for our farmer using the printed Farm Checking transaction register in the Reports section of this manual. Begin at the top of the sheet and practice recording transactions until you feel comfortable with the process.

Using Double Tags in Quicken

Farmers and ranchers commonly rent cropland or pasture and may own multiple parcels of land. Using double tags can add a location such as a farm or landlord. For example, double tags will allow the analysis the cash flow of wheat at the Smith Farm compared to the cash flow of wheat on the Mathews Farm.

Tools

Tag List *(or press Ctrl+L)*
New *(located in the lower left of the Tag List window)*



Click **OK**

Repeat the process and add a tag for the 2016 Smith Farm.

Click **Done**

The Tags, 2016 Mathews and 2016 Smith, should now be included in the tag list.

Now, go to **Farm Checking** register and add the following transactions:

Date: **1/20/2016**
Check Number: **1101**
Payee: **Cowboy Ag Service**
Payment: **1,000.00**
Category: **Fertilizer and Lime**
Tags: **Wheat:2016 Mathews**
Memo: enter your own details

Save

Date: **1/21/2016**
Check Number: **1102**
Payee: **Cowboy Ag Service**
Payment: **800.00**
Category: **Fertilizer and Lime**
Tags: **Wheat:2016 Smith**
Memo: enter your own details

Save

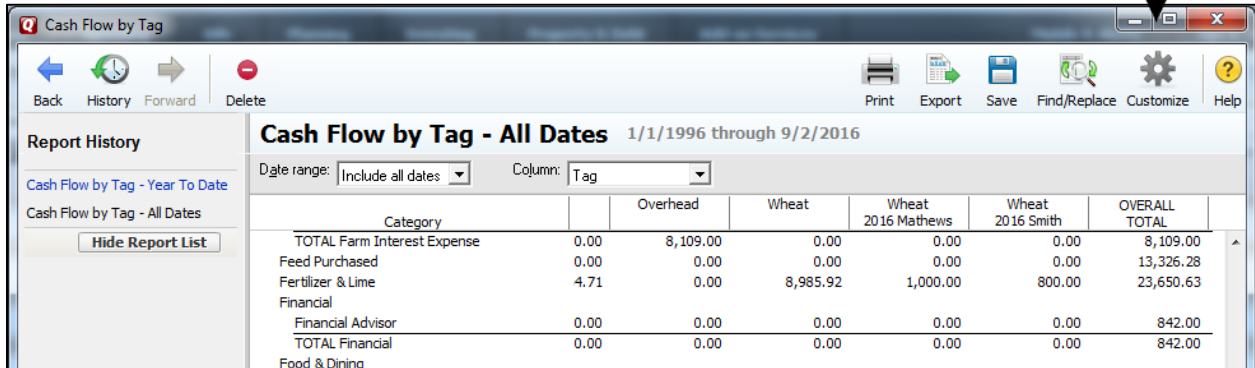
Let's review a report that includes these transactions. On the top toolbar:

Reports

Banking

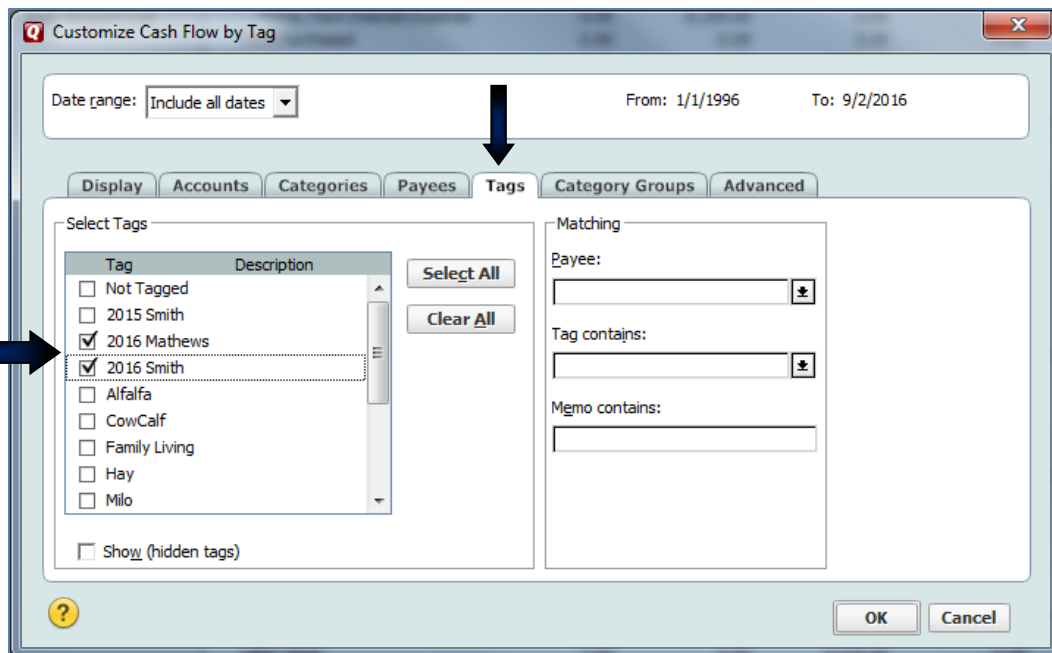
Cash Flow by Tag

The default Date Range is to **Include all dates**



Category	Overhead	Wheat	Wheat 2016 Mathews	Wheat 2016 Smith	OVERALL TOTAL
TOTAL Farm Interest Expense	0.00	8,109.00	0.00	0.00	8,109.00
Feed Purchased	0.00	0.00	0.00	0.00	13,326.28
Fertilizer & Lime	4.71	0.00	8,985.92	1,000.00	23,650.63
Financial					
Financial Advisor	0.00	0.00	0.00	0.00	842.00
TOTAL Financial	0.00	0.00	0.00	0.00	842.00
Food & Dining					

We can also view only the Wheat 2016 Mathews and Wheat 2016 Smith Tags. From the toolbar, click **Customize** (cog icon at top right) and include the Tags: 2016 Mathews and 2016 Smith.



Customize Cash Flow by Tag

Date range: Include all dates From: 1/1/1996 To: 9/2/2016

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

Select Tags

Tag	Description
<input type="checkbox"/>	Not Tagged
<input type="checkbox"/>	2015 Smith
<input checked="" type="checkbox"/>	2016 Mathews
<input checked="" type="checkbox"/>	2016 Smith
<input type="checkbox"/>	Alfalfa
<input type="checkbox"/>	CowCalf
<input type="checkbox"/>	Family Living
<input type="checkbox"/>	Hay
<input type="checkbox"/>	Milo

Show (hidden tags)

Matching

Payee: []

Tag contains: []

Memo contains: []

OK Cancel

Click **OK**

Cash Flow by Tag

Back History Forward Delete Print Export Save Find/Replace Customize Help

Cash Flow by Tag - All Dates 1/1/1996 through 9/2/2016

Date range: Include all dates Column: Tag

Category	Wheat 2016 Mathews	Wheat 2016 Smith	OVERALL TOTAL
OUTFLOWS			
Fertilizer & Lime	1,000.00	800.00	1,800.00
TOTAL OUTFLOWS	1,000.00	800.00	1,800.00
OVERALL TOTAL	-1,000.00	-800.00	-1,800.00

Report History

Cash Flow by Tag - Year To Date

Cash Flow by Tag - All Dates

Cash Flow by Tag - All Dates

Hide Report List

Close the Report as well as the Tag List by clicking on the **X** in the upper right corner. It is not necessary to save these reports.