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# How to Use This Manual

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This manual is intended to help the farm record keeper use Quicken for their farm records. For the new Quicken user, we suggest that you read the Introduction to Computer Records and the Getting Started chapters before turning on your computer. After you have loaded the Quicken program, follow the step-by-step procedures outlined in the Getting Started chapter while you are on your computer.

For the Quicken user who is upgrading to a newer version, we have included in the Getting Started chapter a section on what needs to be done when you upgrade to the latest version. We recommend you read this section of the Getting Started chapter before turning on your computer and installing your new version of Quicken.

Once you are finished with the Getting Started chapter, read the Accounts chapter, the Categories & Classes chapter and the Data Entry chapter. After completing these four chapters, you should now be able to enter your farm records into the program.

The Reports chapter will show you how to summarize data once you've entered it. Start with an easier report, like a register report, to get used to the report section of the program. The Reports chapter will become more important as more data is entered and various report deadlines approach, such as, reporting employees' wages for Workers Compensation reports, information for income taxes, etc. You should review this chapter more in-depth as your need for farm record information increases.

The Reconciling chapter details how to reconcile your checkbook(s) with your Quicken records. We strongly suggest you use the reconciling feature to insure the accuracy of your farm and personal records. Closely following the procedures in the Accounts chapter on setting up your first checking account will make your first reconciliation go smoothly.

Writing checks with Quicken is strictly optional and depends on your needs. Using the computer program to write checks can be started at any time. We suggest you use Quicken for a period of time to become familiar with it before using it to write checks. Review the Check Writing chapter when you want to begin writing checks with Quicken.

Year End File Management is a chapter to be read and reviewed at the end of the first year of computerized record keeping. Be sure to read it first to learn of the various alternatives before trying any of the procedures.

Additional Quicken Topics is a collection of various topics and how to handle them with Quicken. Review whatever sections of the chapter are applicable to your farming operation.

Although this manual is intended for the farm record keeper using Quicken for the first time, it can also be helpful to record keepers who are currently using Quicken to review and improve their record keeping skills. It can be especially helpful to Quicken users who are upgrading to a newer version.

The self-study manual is written specifically for the farm record keeper. The Quicken manuals that can be downloaded from the website <http://www.intuit.com/support/quicken/pdf/> and the help features within the program can answer general questions about Quicken. Help with questions about computerized farm record keeping with Quicken is always available from your local OSU Extension office, your Extension Farm Management Specialist or the authors.

We hope computerized farm recording keeping will make your farm records more usable, and the record keeping task more enjoyable.