
Reports

Using a computer to keep your farm records makes record keeping easier. It allows you to make greater use of your farm record data. Time savings may be the greatest benefit. While you may not save time during the data entry stage, the time savings and improved accuracy in the report stage will be significant. The examples in this chapter show some of the common business reports useful in analyzing your farm business.

Creating Reports

From the menu bar **Click Reports, Click Reports and Graphs**, select from the list of topics, and then **Click** the report or graph you want.

Set the date range you want the report or graph to include. For reports or graphs on a specific balance, such as a net worth, enter one date.

Click Show Report to create the selected report.

Unlocking Reports

New in Quicken 2004 is the unlock reports feature. Certain reports now require you to upgrade to Quicken Deluxe, Quicken Premier or Quicken Home & Business. The type of reports you need to generate for businesses will vary. In this chapter we will provide examples of various reports to manage your farm business that will not require you to upgrade to other versions of Quicken.

Customizing Reports

Quicken gives you great flexibility in customizing your reports. You can change the layout, date range, accounts to include, and various other settings. You can also filter the report, for example, to include transactions with only certain payees or categories.

Your reports can be customized in two ways. While you are creating the report you can **Click** the **Customize** button in the *Reports and Graphs* window. Or, once the report has been created, **Click** the **Customize** button in the report toolbar.

When the *CUSTOMIZE REPORT* window is opened there are four tabs to choose from:

- 1) **Display** - this tab allows you to change the report layout. You can change report title, change row and column headings, show cents and percents and change report organization.
- 2) **Accounts** - this tab allows you to select which accounts to include or exclude from the report.
- 3) **Categories** – this tab allows you to select which categories to include in your report. You may also Search/Select transactions containing certain Payees, Memos or Categories.
- 4) **Classes** – This tab allows you to select which classes to include in your report. You may also Search/Select transactions containing certain Payees, Memos or Classes.
- 5) **Category Groups** – This tab allows you to select which category groups to use. Click Clear All, we do not recommend using groups.
- 6) **Advanced** - this tab allows you to set date parameters for the report, sort transactions by dollar amounts, tax status, transaction type and include or exclude transfers or subcategories.

Quick Zoom

This feature allows you to examine the detail in some reports, such as a Profit & Loss Statement.

To create a Quick Zoom Report **Double Click** on the amount in question when the arrow pointer becomes a magnifying glass. To examine a transaction in the register **Double Click** the transaction in question in the Quick Zoom Report. From the register, to return to either report, simply click the icon at the bottom of the register.

Saving Reports

While the report is on screen, **Click** the **Save Report** button on the report toolbar, **Type** a title, select a center in which Quicken should save the report and **Click OK**.

To access your list of saved reports and graphs, from the menu bar **Click Reports, Click Reports and Graph Saved, Click Saved Reports**, and **Double Click** the saved report you want to use.

If changes have occurred in your categories, classes, or accounts since memorizing a report, the next time you use that saved report you will get a warning message. Review the categories, classes and accounts included in the saved report, make any necessary changes to

the categories, classes and accounts to be included in the report, saved and replace the saved report.

Printing Reports

To print a report, **Click the Print** icon in the upper left corner of the *REPORT* window to open the *PRINT* window and **Click OK**.

If a report is too big to fit on regular paper, **Click Customize**, **Click Cents in Amounts** to off. If the report is still too large **Click File** from the menu bar, **Click Printer Setup** and **Click For Reports/Graphs** to try reducing the left and right margins. The heading and body fonts can also be adjusted from this window. Page orientation (portrait or landscape) and font sizes can be adjusted from the *PRINT* window.

The following reports can be found under Reports and Graphs.

Select a Topic then Select a Report

Saved Reports

After customizing a report or graph you can memorize it for future use. To access your list of memorized reports and graphs, **Click Reports**, **Click Reports and Graphs**, **Click Saved Reports**.

How am I spending my money?

- **Banking Summary**
Income/expenses by category (or other item).
- **Budget**
Annual actual income/expenses against budget.
- **Cash Flow**
Cash coming in and going out by category.
- **Cash Flow Comparison**
Cash coming in and going out by category for two time periods.
- **Income/Expense**
Income and expense summary by category.
- **Income/Expense Comparison**
Income/expenses by category for two time periods.
- **Itemized Categories**
Transactions subtotaled by category.
- **Missing Checks**
Transactions and notice of missing/duplicate checks.
- **Monthly Budget**
Monthly actual income/expenses against budget.

- **Spending**
Spending summary by expense category.
- **Transactions**
Transactions from some/all accounts.

How are my investments doing?

- **Capital Gains**
Realized gains in security sold.
- **Investing Activity**
Activities in the investment accounts.
(Available in Premier and Home & Business)
- **Investment Asset Allocation**
Portfolio allocation by asset class.
- **Investment Income**
Investment income/expense summary by category.
- **Investment Performance**
Investment returns (internal rate of return).
- **Investment Transactions**
Investment transactions by date.
- **Portfolio Value**
Value of securities in investment accounts.
- **Portfolio Value and Cost Basis**
Value of investments and original cost.
(Available in Deluxe, Premier and Home & Business)

What is my tax situation?

- **Capital Gains**
Realized gains on securities sold.
- **Schedule A – Itemized Deduction**
Transactions subtotaled by Tax Schedule A items.
(Available in Premier and Home & Business)
- **Schedule B – Interest and Dividends**
Categories subtotaled by Tax Schedule B items.
(Available in Premier and Home & Business)
- **Schedule D – Capital Gains and Losses**
Realized capital gains or losses for Tax Schedule D items.
(Available in Premier and Home & Business)
- **Tax Schedule**
Transactions subtotaled by tax line item.
- **Tax Summary**
Tax-related transactions subtotaled by income/expenses category.

What Do I Own and Owe?

- **Account Balances**
Account balances summary.
- **Net Worth**
Assets and liabilities based on account balances.

How is my business doing?

- **Accounts Payable**
Bills to pay by creditor.
(Available in Home & Business)
- **Accounts Receivable**
Payments due by customer.
(Available in Home & Business)
- **Balance Sheet**
Equity based on assets and liabilities.
- **Cash Flow**
Cash coming in and going out by category.
- **Cash Flow Comparison**
Cash coming in and going out by category for two time periods.
- **Missing Checks**
Transactions and notice of missing/duplicate checks.
- **Payroll**
Payroll income and expenses by employee.
(Available in Home & Business)
- **Profit and Loss Comparison**
Profit and loss by category compared for 2 time periods.
(Available in Home & Business)
- **Profit and Loss Statement**
Profit and loss by category.
(Available in Home & Business)
- **Project/Job**
Income and expenses by class.
(Available in Home & Business)
- **Project/Job by Project**
Income and expenses by project.
(Available in Home & Business)
- **Schedule C**
Schedule C transactions subtotaled by tax line item.
(Available in Home & Business)
- **Tax Schedule**
Transactions subtotaled by tax line item.
(Available in Home & Business)

Easy Answer Reports and Graphs

Use Easy Answer Reports and Graphs to answer common questions

- Where did I spend my money during the period ...?
Income/Expense
- How much did I spend on...?
Itemized Categories.
- How much did I pay to...?
Itemized Categories.
- Am I saving more or less?
Cash Flow Comparison.
- Has my spending changed in this category?
Cash Flow Comparison.
- What am I worth?
Net Worth.
- Did I meet my budget?
Budget.
- What taxable events occurred?
Tax Summary.
- How are my investments performing?
Investment Performance.
- What are my investments worth?
Portfolio Value.

This page is left blank intentionally.

Types of Reports and Example Reports

****NOTE** This section contains most commonly used reports for a farm business.**


The following are types of reports and their descriptions that would be used in a farm business. Examples of these reports and the keystrokes needed to create them follow after the report descriptions.

1) Register Report -

This is a detailed report listing transactions in the register. This report is useful to check for data entry errors or to have a paper trail of all your transactions. It can be printed daily, monthly, quarterly, etc. A report can be printed for each register or combined into one report.

Click Report on the register toolbar, **Click Register Report.**

| Num | Date Δ | Payee/Category/Memo | Amount received in [Farm1] | Balance |
|------|----------|---------------------------------------------------------|----------------------------------------|-----------|
| | 1/1/2004 | Opening Balance [Farm1] <i>Memo</i> | Payments received from Opening Balance | 15,000 00 |
| 1001 | 1/2/2004 | AW Oil Company Fuel & Lube/Gen. Farm 1,000 gal. Fuel | | 13,643 00 |



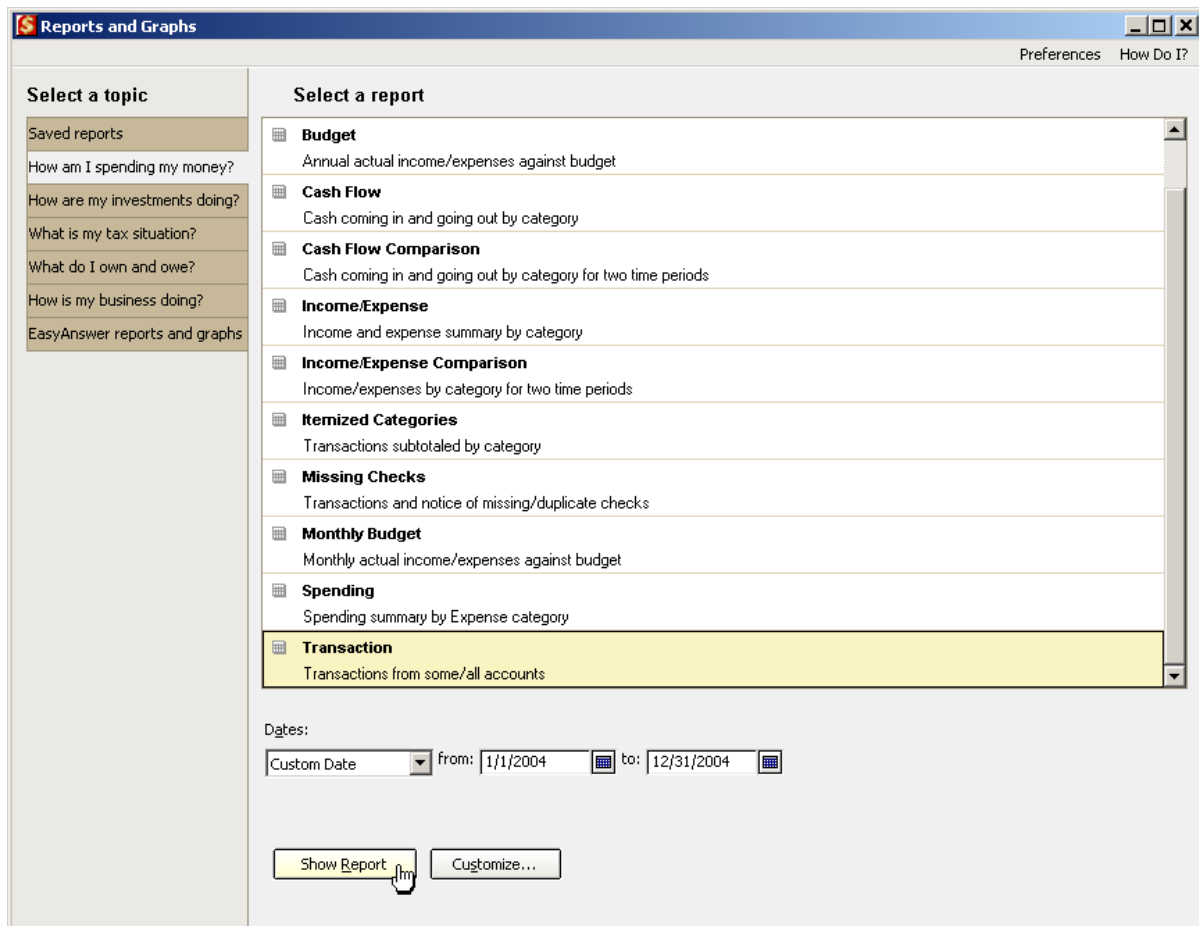
****Note**** This report is for the checking account currently opened. To include all accounts in this report **Click Customize, Click Accounts tab, Click Mark All, Click Create Report.**

| REGISTER REPORT | | | | | | | |
|-----------------------------|-------|------|-----------------------------|-------------------------|------------------------|-----|------------|
| 1/1/2004 THROUGH 12/31/2004 | | | | | | | |
| DATE | ACCT | NUM | DESCRIPTION | MEMO | CATEGORY | CLR | AMOUNT |
| 1/1/2004 | Farm1 | | Opening Balance | | [Farm1] | R | 15,000.00 |
| 1/2/2004 | Farm1 | 1001 | AW Oil Company | 1,000 gal. Fuel | Fuel & Lube/Gen. Farm | | -1,357.00 |
| 1/3/2004 | Farm1 | 1002 | Farm Supply Of Anywhere | 7 T. N | Fertilizer/Corn | | -2,800.00 |
| 1/4/2004 | Farm1 | 1003 | Farm Supply Of Anywhere | K2O | Fertilizer/Soybeans | | -1,790.00 |
| 1/7/2004 | Farm1 | DEP | Anywhere Farmers Co-op. | 700 bu. SB @ \$5.00 | Grain Sold/Soybeans | | 3,500.00 |
| 2/6/2004 | Farm1 | | Farm Supply Of Anywhere | 200 gal Roundup @ \$40. | Chemicals/Corn | | -8,000.00 |
| 2/7/2004 | Farm1 | DEP | Anywhere Farmers Co-op. | 5000 bu. SB @ \$5.35 | Grain Sold/Soybeans | | 26,750.00 |
| 3/7/2004 | Farm1 | DEP | Anywhere Farmers Co-op. | 5000 bu. @ \$2.45 | Grain Sold/Corn | | 12,250.00 |
| | | | | | Mach Hire,Truck/Corn | | -200.00 |
| 4/11/2004 | Farm1 | 1004 | Farm & Fleet | Tires | Repairs:Mchy/Gen. Farm | | -450.00 |
| 4/15/2004 | Farm1 | 1005 | **VOID**Farm Supply Of An | Bicep | Chemicals/Corn | R | 0.00 |
| 4/15/2004 | Farm1 | 1006 | Farm Supply Of Anywhere | Bicep | Chemicals/Corn | | -2,900.00 |
| 4/19/2004 | Farm1 | 1007 | Anywhere Seed | | Seed & Plants/Corn | | -325.00 |
| | | | | | Seed & Plants/Soybeans | | -875.00 |
| 5/3/2004 | Farm1 | DEP | Anywhere Farmers Co-op. | 10000 bu @ \$2.53 | Grain Sold/Corn | | 25,300.00 |
| | | | | | Mach Hire,Truck/Corn | | -200.00 |
| 7/6/2004 | Farm1 | ATM | Cash | | [Cash] | | -50.00 |
| 7/7/2004 | Farm1 | DEP | Anywhere Farmers Co-op. | 5000 bu. @ \$3.40 | Grain Sold/Wheat | | 17,000.00 |
| | | | | | Mach Hire,Truck/Wheat | | -300.00 |
| 7/8/2004 | Farm1 | DEP | Anywhere Farmers Co-op. | 2,818 bu @ \$2.20 | Grain Sold/Corn | | 6,400.00 |
| | | | | | Mach Hire,Truck/Corn | | -200.00 |
| 7/14/2004 | Farm1 | DEP | Anywhere Farmers Co-op. | 1,000 bu. @ \$3.30 | Grain Sold/Wheat | | 3,300.00 |
| | | | | | Mach Hire,Truck/Wheat | | -100.00 |
| 7/15/2004 | Farm1 | 1008 | Joe Gleaner | | Mach Hire,Truck/Wheat | | -340.00 |
| 7/18/2004 | Farm1 | DEP | Anywhere Farmers Co-op. | 1,000 bu. @ \$3.00 | Grain Sold/Wheat | | 3,000.00 |
| | | | | | Mach Hire,Truck/Wheat | | -150.00 |
| 10/7/2004 | Farm1 | DEP | Anywhere Farmers Co-op. | 5000 bu. SB @ \$4.85 | Grain Sold/Soybeans | | 24,250.00 |
| 10/28/2004 | Farm1 | DEP | Aw Dairy | | Milk Sold/Dairy | | 2,650.00 |
| | | | | | Mach Hire,Truck/Dairy | | -69.00 |
| | | | | | Dues/Dairy | | -23.50 |
| 11/14/2004 | Farm1 | 1009 | Anywhere Farmers Co-op. | 8 T. K2O | Fertilizer/Corn | | -2,400.00 |
| 11/27/2004 | Farm1 | DEP | Aw Dairy | | Milk Sold/Dairy | | 2,650.00 |
| | | | | | Mach Hire,Truck/Dairy | | -69.00 |
| | | | | | Dues/Dairy | | -23.50 |
| 12/24/2004 | Farm1 | DEP | Aw Dairy | | Milk Sold/Dairy | | 2,650.00 |
| | | | | | Mach Hire,Truck/Dairy | | -69.00 |
| | | | | | Dues/Dairy | | -23.50 |
| | | | TOTAL 1/1/2004 - 12/24/2004 | | | | 121,985.50 |
| | | | BALANCE 12/24/2004 | | | | 121,985.50 |
| | | | TOTAL INFLOWS | | | | 144,700.00 |
| | | | TOTAL OUTFLOWS | | | | -22,714.50 |
| | | | NET TOTAL | | | | 121,985.50 |

2) Transactions Report -

This is a detailed report listing transactions from one or more registers showing individual transactions. To see a running total of balances, print your register and preview it on screen. You can sort and subtotal transactions by payee, category, class, account, or time period.

From the menu bar, **Click Reports, Click Reports and Graphs, Click How am I spending my money?, Click Transaction**, set report date, **Click Show Report**.



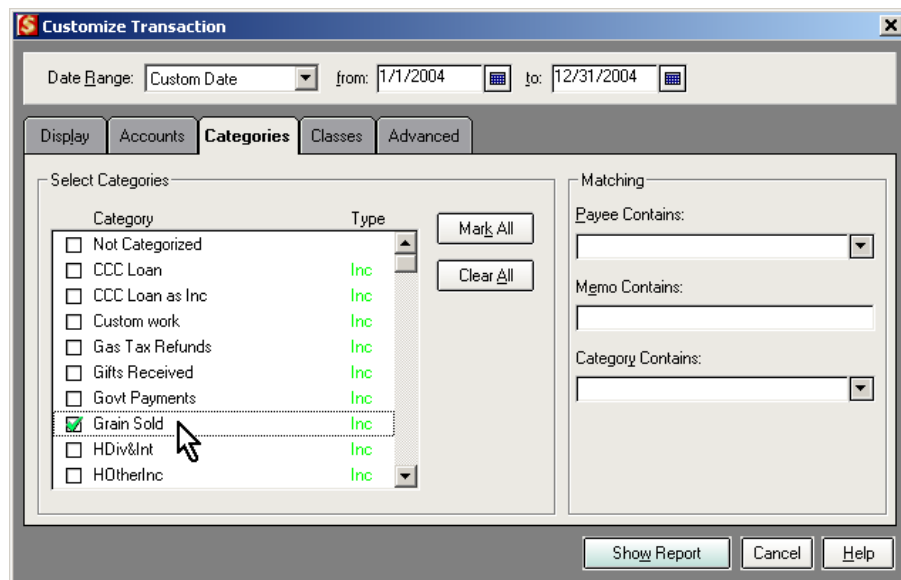
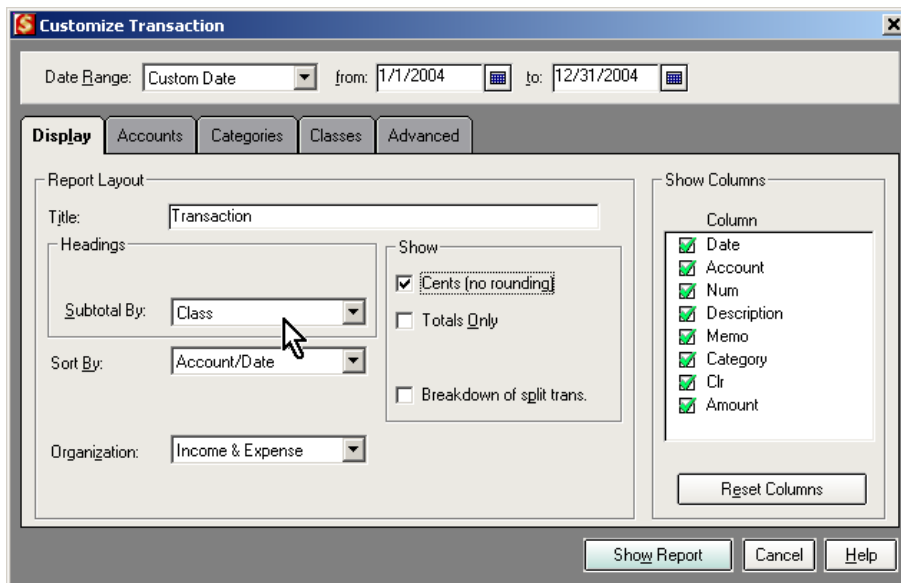
TRANSACTION REPORT
1/1/2004 Through 12/31/2004

| DATE | ACCT NUM | DESCRIPTION | MEMO | CATEGORY | CLR | AMOUNT |
|------------|----------|---------------------------------|-------------------------|------------------------|-----|-------------------|
| 1/1/2004 | Farm1 | Opening Balance | | [Farm1] | R | 15,000.00 |
| 1/2/2004 | Farm1 | 1001 AW Oil Company | 1,000 gal. Fuel | Fuel & Lube/Gen. Farm | | -1,357.00 |
| 1/3/2004 | Farm1 | 1002 Farm Supply Of Anywhere | 7 T. N | Fertilizer/Corn | | -2,800.00 |
| 1/4/2004 | Farm1 | 1003 Farm Supply Of Anywhere | K2O | Fertilizer/Soybeans | | -1,790.00 |
| 1/7/2004 | Farm1 | DEP Anywhere Farmers Co-op. | 700 bu. SB @ \$5.00 | Grain Sold/Soybeans | | 3,500.00 |
| 2/6/2004 | Farm1 | Farm Supply Of Anywhere | 200 gal Roundup @ \$40. | Chemicals/Corn | | -8,000.00 |
| 2/7/2004 | Farm1 | DEP Anywhere Farmers Co-op. | 5000 bu. SB @ \$5.35 | Grain Sold/Soybeans | | 26,750.00 |
| 3/7/2004 | Farm1 | DEP Anywhere Farmers Co-op. | | --Split-- | | 12,050.00 |
| 4/11/2004 | Farm1 | 1004 Farm & Fleet | Tires | Repairs:Mchy/Gen. Farm | | -450.00 |
| 4/15/2004 | Farm1 | 1005 **VOID**Farm Supply Of Any | Bicep | Chemicals/Corn | R | 0.00 |
| 4/15/2004 | Farm1 | 1006 Farm Supply Of Anywhere | Bicep | Chemicals/Corn | | -2,900.00 |
| 4/19/2004 | Farm1 | 1007 Anywhere Seed | | --Split-- | | -1,200.00 |
| 5/3/2004 | Farm1 | DEP Anywhere Farmers Co-op. | | --Split-- | | 25,100.00 |
| 7/6/2004 | Farm1 | ATM Cash | | [Cash] | | -50.00 |
| 7/7/2004 | Farm1 | DEP Anywhere Farmers Co-op. | | --Split-- | | 16,700.00 |
| 7/8/2004 | Farm1 | DEP Anywhere Farmers Co-op. | | --Split-- | | 6,200.00 |
| 7/14/2004 | Farm1 | DEP Anywhere Farmers Co-op. | | --Split-- | | 3,200.00 |
| 7/15/2004 | Farm1 | 1008 Joe Gleaner | | Mach Hire,Truck/Wheat | | -340.00 |
| 7/18/2004 | Farm1 | DEP Anywhere Farmers Co-op. | | --Split-- | | 2,850.00 |
| 10/7/2004 | Farm1 | DEP Anywhere Farmers Co-op. | 5000 bu. SB @ \$4.85 | Grain Sold/Soybeans | | 24,250.00 |
| 10/28/2004 | Farm1 | DEP Aw Dairy | | --Split-- | | 2,557.50 |
| 11/14/2004 | Farm1 | 1009 Anywhere Farmers Co-op. | 8 T. K2O | Fertilizer/Corn | | -2,400.00 |
| 11/27/2004 | Farm1 | DEP Aw Dairy | | --Split-- | | 2,557.50 |
| 12/24/2004 | Farm1 | DEP Aw Dairy | | --Split-- | | <u>2,557.50</u> |
| | | TOTAL 1/1/2004 - 12/31/2004 | | | | 121,985.50 |
| | | BALANCE 12/31/2004 | | | | 121,985.50 |
| | | TOTAL INFLOWS | | | | 143,272.50 |
| | | TOTAL OUTFLOWS | | | | -21,287.00 |
| <hr/> | | | | | | |
| | | NET TOTAL | | | | <u>121,985.50</u> |

3) Transaction Report - Grain Sales by Class

Shows transactions sorted by category and class. Use the memo line to help record desired detail in the transactions.

From the menu bar **Click Reports, Click Reports and Graphs, Click How am I spending my money?, Click Transaction**, set report date, **Click Customize, Click the down arrow in the Subtotal By box, Click Class, Click Categories tab, Click Clear All, Click Grain Sold Category, Click Show Report.**



TRANSACTION
1/1/2004 THROUGH 12/31/2004

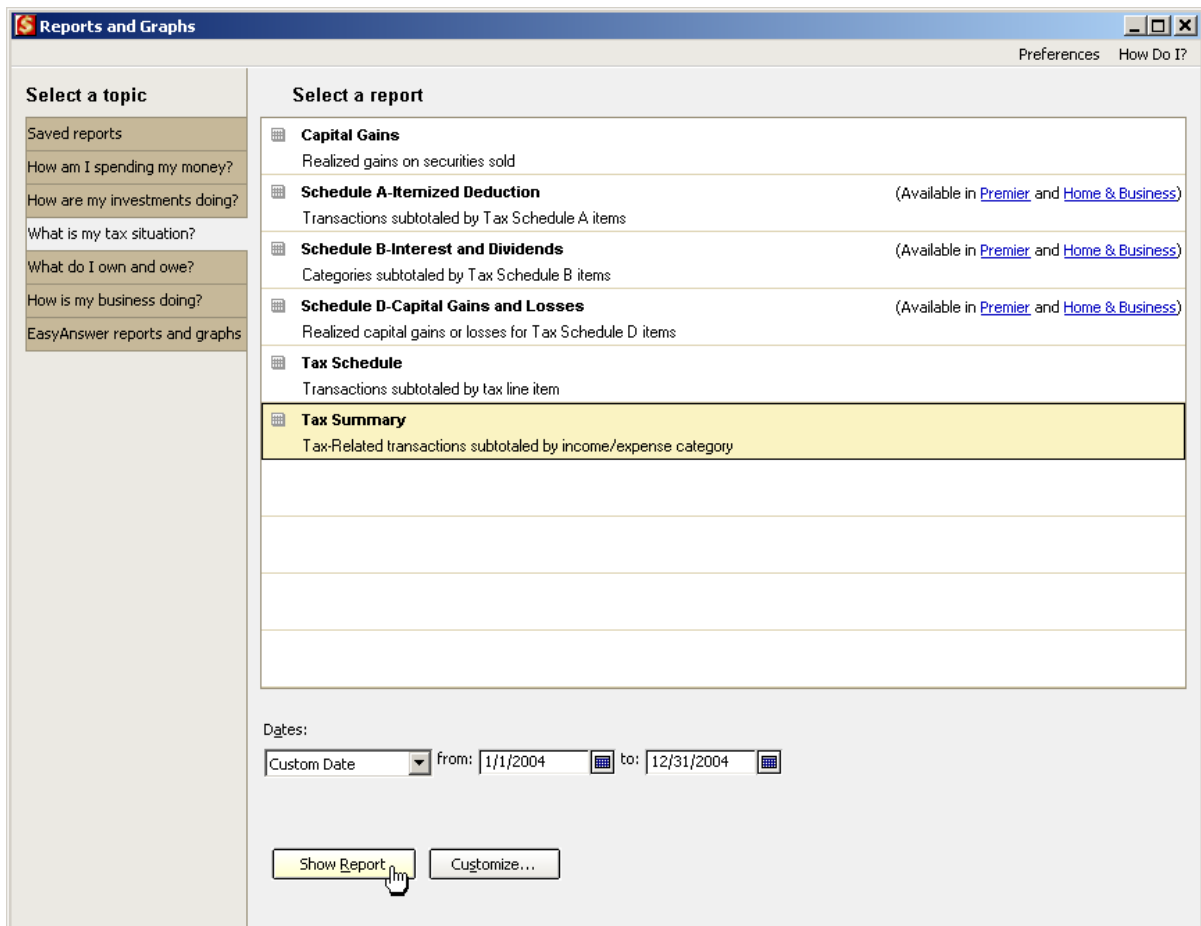
| <u>DATE</u> | <u>ACCT</u> | <u>NUM</u> | <u>DESCRIPTION</u> | <u>MEMO</u> | <u>CATEGORY</u> | <u>AMOUNT</u> |
|----------------|-------------|------------|---------------------------|----------------------|--------------------|-------------------|
| Corn | | | | | | |
| 3/7/2004 | Farm1 | DEP | S Anywhere Farmers Co-op. | 5000 bu. @ \$2.45 | Grain Sold/Corn | 12,250.00 |
| 5/3/2004 | Farm1 | DEP | S Anywhere Farmers Co-op. | 10000 bu @ \$2.53 | Grain Sold/Corn | 25,300.00 |
| 7/8/2004 | Farm1 | DEP | S Anywhere Farmers Co-op. | 2,818 bu @ \$2.20 | Grain Sold/Corn | <u>6,400.00</u> |
| TOTAL Corn | | | | | | 43,950.00 |
| Soybeans | | | | | | |
| 1/7/2004 | Farm1 | DEP | Anywhere Farmers Co-op. | 700 bu. SB @ \$5.00 | Grain Sold/Soybear | 3,500.00 |
| 2/7/2004 | Farm1 | DEP | Anywhere Farmers Co-op. | 5000 bu. SB @ \$5.35 | Grain Sold/Soybear | 26,750.00 |
| 10/7/2004 | Farm1 | DEP | Anywhere Farmers Co-op. | 5000 bu. SB @ \$4.85 | Grain Sold/Soybear | <u>24,250.00</u> |
| TOTAL Soybeans | | | | | | 54,500.00 |
| Wheat | | | | | | |
| 7/7/2004 | Farm1 | DEP | S Anywhere Farmers Co-op. | 5000 bu. @ \$3.40 | Grain Sold/Wheat | 17,000.00 |
| 7/14/2004 | Farm1 | DEP | S Anywhere Farmers Co-op. | 1,000 bu. @ \$3.30 | Grain Sold/Wheat | 3,300.00 |
| 7/18/2004 | Farm1 | DEP | S Anywhere Farmers Co-op. | 1,000 bu. @ \$3.00 | Grain Sold/Wheat | <u>3,000.00</u> |
| TOTAL Wheat | | | | | | 23,300.00 |
| OVERALL TOTAL | | | | | | <u>121,750.00</u> |

4) Tax Summary Report

This report lists transactions with tax-related categories from all accounts. It groups and subtotals the transactions by category income first and then expenses.

To review the tax status of your categories, **Click Tools, Click Category List**. To change the tax status of your categories, see **Editing Categories** in the **Categories and Classes** chapter.

From the menu bar **Click Reports, Click Reports and Graphs, Click What is my tax situation?, Click Tax Summary**, set report date, **Click Show Report**.



TAX SUMMARY REPORT
1/1/2004 THROUGH 12/31/2004

| DATE | ACCT | NUM | DESCRIPTION | MEMO | CATEGORY | AMOUNT |
|-------------------|-------|------|----------------------------|-------------------------|-----------------------|------------------|
| INCOME | | | | | | |
| Grain Sold | | | | | | |
| 1/7/2004 | Farm1 | DEP | Anywhere Farmers Co-op. | 700 bu. SB @ \$5.00 | Grain Sold/Soybeans | 3,500.00 |
| 2/7/2004 | Farm1 | DEP | Anywhere Farmers Co-op. | 5000 bu. SB @ \$5.35 | Grain Sold/Soybeans | 26,750.00 |
| 3/7/2004 | Farm1 | DEP | S Anywhere Farmers Co-op. | 5000 bu. @ \$2.45 | Grain Sold/Corn | 12,250.00 |
| 5/3/2004 | Farm1 | DEP | S Anywhere Farmers Co-op. | 10000 bu @ \$2.53 | Grain Sold/Corn | 25,300.00 |
| 7/7/2004 | Farm1 | DEP | S Anywhere Farmers Co-op. | 5000 bu. @ \$3.40 | Grain Sold/Wheat | 17,000.00 |
| 7/8/2004 | Farm1 | DEP | S Anywhere Farmers Co-op. | 2,818 bu @ \$2.20 | Grain Sold/Corn | 6,400.00 |
| 7/14/2004 | Farm1 | DEP | S Anywhere Farmers Co-op. | 1,000 bu. @ \$3.30 | Grain Sold/Wheat | 3,300.00 |
| 7/18/2004 | Farm1 | DEP | S Anywhere Farmers Co-op. | 1,000 bu. @ \$3.00 | Grain Sold/Wheat | 3,000.00 |
| 10/7/2004 | Farm1 | DEP | Anywhere Farmers Co-op. | 5000 bu. SB @ \$4.85 | Grain Sold/Soybeans | <u>24,250.00</u> |
| TOTAL Grain Sold | | | | | | 121,750.00 |
| Milk Sold | | | | | | |
| 10/28/2004 | Farm1 | DEP | S Aw Dairy | | Milk Sold/Dairy | 2,650.00 |
| 11/27/2004 | Farm1 | DEP | S Aw Dairy | | Milk Sold/Dairy | 2,650.00 |
| 12/24/2004 | Farm1 | DEP | S Aw Dairy | | Milk Sold/Dairy | <u>2,650.00</u> |
| TOTAL Milk Sold | | | | | | 7,950.00 |
| TOTAL INCOME | | | | | | 129,700.00 |
| EXPENSES | | | | | | |
| Chemicals | | | | | | |
| 2/6/2004 | Farm1 | | Farm Supply Of Anywhere | 200 gal Roundup @ \$40. | Chemicals/Corn | -8,000.00 |
| 4/15/2004 | Farm1 | 1005 | **VOID**Farm Supply Of Any | Bicep | Chemicals/Corn | 0.00 |
| 4/15/2004 | Farm1 | 1006 | Farm Supply Of Anywhere | Bicep | Chemicals/Corn | <u>-2,900.00</u> |
| TOTAL Chemicals | | | | | | -10,900.00 |
| Dues | | | | | | |
| 10/28/2004 | Farm1 | DEP | S Aw Dairy | | Dues/Dairy | -23.50 |
| 11/27/2004 | Farm1 | DEP | S Aw Dairy | | Dues/Dairy | -23.50 |
| 12/24/2004 | Farm1 | DEP | S Aw Dairy | | Dues/Dairy | <u>-23.50</u> |
| TOTAL Dues | | | | | | -70.50 |
| Fertilizer | | | | | | |
| 1/3/2004 | Farm1 | 1002 | Farm Supply Of Anywhere | 7 T. N | Fertilizer/Corn | -2,800.00 |
| 1/4/2004 | Farm1 | 1003 | Farm Supply Of Anywhere | K2O | Fertilizer/Soybeans | -1,790.00 |
| 11/14/2004 | Farm1 | 1009 | Anywhere Farmers Co-op. | 8 T. K2O | Fertilizer/Corn | <u>-2,400.00</u> |
| TOTAL Fertilizer | | | | | | -6,990.00 |
| Fuel & Lube | | | | | | |
| 1/2/2004 | Farm1 | 1001 | AW Oil Company | 1,000 gal. Fuel | Fuel & Lube/Gen. Farm | <u>-1,357.00</u> |
| TOTAL Fuel & Lube | | | | | | -1,357.00 |

report continues on next page

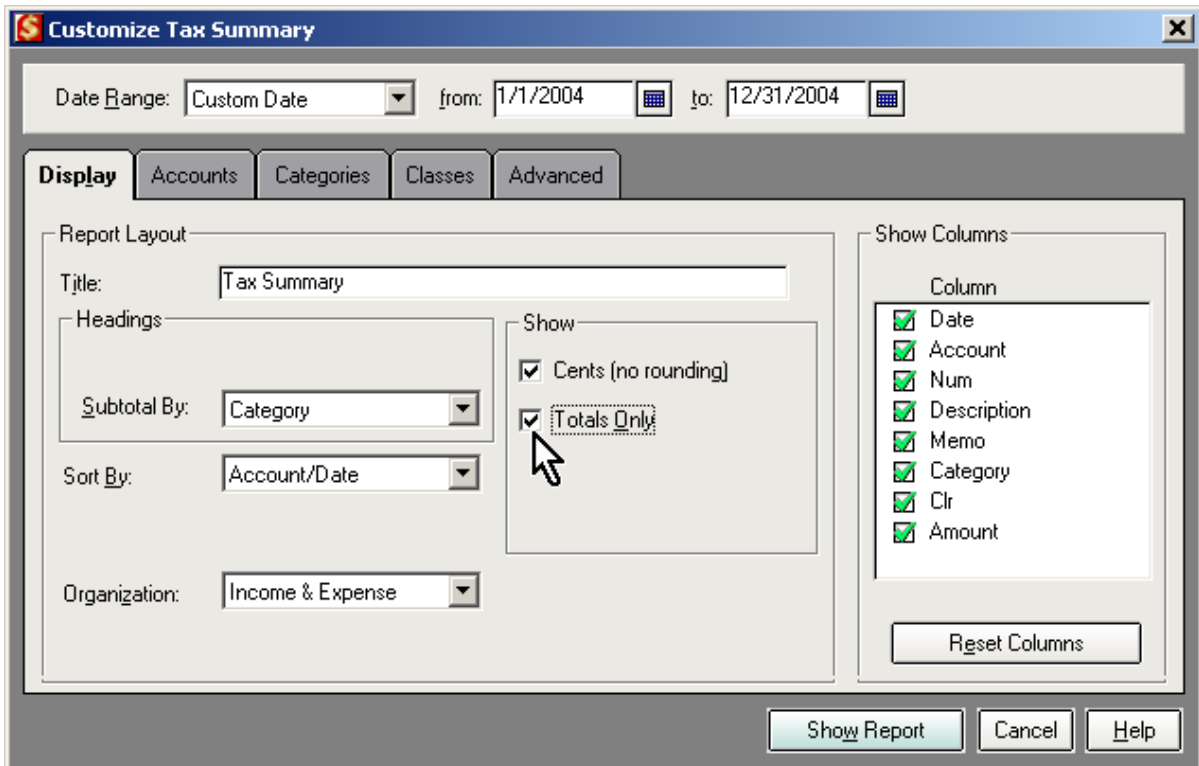
| | | | | | | |
|------------|-------|------|------|-------------------------|-------------|---------------------------------------|
| | | | | Mach Hire,Truck | | |
| 3/7/2004 | Farm1 | DEP | S | Anywhere Farmers Co-op. | | Mach Hire,Truck/Corn -200.00 |
| 5/3/2004 | Farm1 | DEP | S | Anywhere Farmers Co-op. | | Mach Hire,Truck/Corn -200.00 |
| 7/7/2004 | Farm1 | DEP | S | Anywhere Farmers Co-op. | | Mach Hire,Truck/Wheat -300.00 |
| 7/8/2004 | Farm1 | DEP | S | Anywhere Farmers Co-op. | | Mach Hire,Truck/Corn -200.00 |
| 7/14/2004 | Farm1 | DEP | S | Anywhere Farmers Co-op. | | Mach Hire,Truck/Wheat -100.00 |
| 7/15/2004 | Farm1 | | 1008 | Joe Gleaner | | Mach Hire,Truck/Wheat -340.00 |
| 7/18/2004 | Farm1 | DEP | S | Anywhere Farmers Co-op. | | Mach Hire,Truck/Wheat -150.00 |
| 10/28/2004 | Farm1 | DEP | S | Aw Dairy | | Mach Hire,Truck/Dairy -69.00 |
| 11/27/2004 | Farm1 | DEP | S | Aw Dairy | | Mach Hire,Truck/Dairy -69.00 |
| 12/24/2004 | Farm1 | DEP | S | Aw Dairy | | Mach Hire,Truck/Dairy -69.00 |
| | | | | TOTAL Mach Hire,Truck | | <u>-1,697.00</u> |
| | | | | Repairs | | |
| | | | | Mchy | | |
| 4/11/2004 | Farm1 | | 1004 | Farm & Fleet | Tires | Repairs:Mchy/Gen. Farm -450.00 |
| 10/16/2004 | Cash | | 1009 | Farm & Fleet | Oil filters | Repairs:Mchy/Gen. Farm <u>-28.43</u> |
| | | | | TOTAL Mchy | | <u>-478.43</u> |
| | | | | TOTAL Repairs | | -478.43 |
| | | | | Seed & Plants | | |
| 4/19/2004 | Farm1 | 1007 | S | Anywhere Seed | | Seed & Plants/Corn -325.00 |
| | | | | | | Seed & Plants/Soybeans <u>-875.00</u> |
| | | | | TOTAL Seed & Plants | | -1,200.00 |
| | | | | TOTAL EXPENSES | | <u>-22,692.93</u> |
| | | | | OVERALL TOTAL | | 107,007.07 |

This page is left blank intentionally.

5) **Tax Summary - Totals Only**

Same as previous report, but with less detail.

From the menu bar **Click Reports, Click Reports and Graphs, Click What is my tax situation?, Click Tax Summary**, set report date, **Click Customize, Click Totals Only, Click Show Report.**



TAX SUMMARY REPORT
1/1/2004 THROUGH 12/31/2004

| DESCRIPTION | AMOUNT |
|-----------------------|-------------------|
| INCOME | |
| Grain Sold | |
| TOTAL Grain Sold | 121,750.00 |
| Milk Sold | |
| TOTAL Milk Sold | 7,950.00 |
| TOTAL INCOME | <u>129,700.00</u> |
| EXPENSES | |
| Chemicals | |
| TOTAL Chemicals | -10,900.00 |
| Dues | |
| TOTAL Dues | -70.50 |
| Fertilizer | |
| TOTAL Fertilizer | -6,990.00 |
| Fuel & Lube | |
| TOTAL Fuel & Lube | -1,357.00 |
| Mach Hire,Truck | |
| TOTAL Mach Hire,Truck | -1,697.00 |
| Repairs | |
| Mchy | |
| TOTAL Mchy | -478.43 |
| TOTAL Repairs | -478.43 |
| Seed & Plants | |
| TOTAL Seed & Plants | -1,200.00 |
| TOTAL EXPENSES | <u>-22,692.93</u> |
| OVERALL TOTAL | <u>107,007.07</u> |

6) Cash Flow -

This preset report summarizes your income and expenses by category. It covers all bank, cash, and credit card accounts.

A cash flow report initially excludes transfer transactions that occur between the accounts included in the report (that is, between bank, cash, and credit card accounts.) For example, Quicken does not include a transfer of funds from checking to savings. However, this can be changed by customizing the report.

From the menu bar **Click Reports, Click Reports and Graphs, Click How is my business doing?, Click Cash Flow**, set report date, **Click Customize, Click Advanced tab, Click the down arrow in the Transfers box, Click Include All, Click Show Report.**

Customize Cash Flow

Date Range: Custom Date from: 1/1/2004 to: 12/31/2004

Display Accounts Categories Classes Category Groups **Advanced**

Transactions

Amounts: All

Tag-related transactions only

Transaction types: All Transactions

Status

Not cleared

Newly cleared

Reconciled

Transfers: Include All

Subcategories: Show All

Show Report Cancel Help

CASH FLOW REPORT
1/1/2004 THROUGH 12/31/2004

| CATEGORY DESCRIPTION | 1/1/2004-12/31/2004 |
|-----------------------|---------------------|
| INFLOWS | |
| Grain Sold | 121,750.00 |
| Milk Sold | 7,950.00 |
| Bal Fwd Farm1 | 15,000.00 |
| Bal Fwd Cash | 0.00 |
| FROM Farm1 | 50.00 |
| TOTAL INFLOWS | 144,750.00 |
| OUTFLOWS | |
| Chemicals | 10,900.00 |
| Dues | 70.50 |
| Fertilizer | 6,990.00 |
| Fuel & Lube | 1,357.00 |
| Mach Hire, Truck | 1,697.00 |
| Repairs | |
| Mchy | 478.43 |
| TOTAL Repairs | 478.43 |
| Seed & Plants | 1,200.00 |
| TO Cash | 50.00 |
| TOTAL OUTFLOWS | 22,742.93 |
| OVERALL TOTAL | 122,007.07 |

7) Cash Flow - by Quarter

This report is sorted by quarter. This report can be sorted in other ways.

From the menu bar **Click Reports, Click Reports and Graphs, Click How is my business doing?, Click Cash Flow**, set report date, **Click Customize, Click the down arrow in the Column box, Click Quarter, Click Advanced tab, Click the down arrow in the Transfers box, Click Include All, Click Show Report.**

Customize Cash Flow

Date Range: Custom Date from: 1/1/2004 to: 12/31/2004

Display Accounts Categories Classes Category Groups Advanced

Report Layout

Title: Cash Flow

Headings

Row: Category

Column: Quarter

Show

Cents (no rounding)

Amount as %

Organization: Cash Flow Basis

Show Report Cancel Help

CASH FLOW REPORT BY QUARTER
1/1/2004 THROUGH 12/31/2004

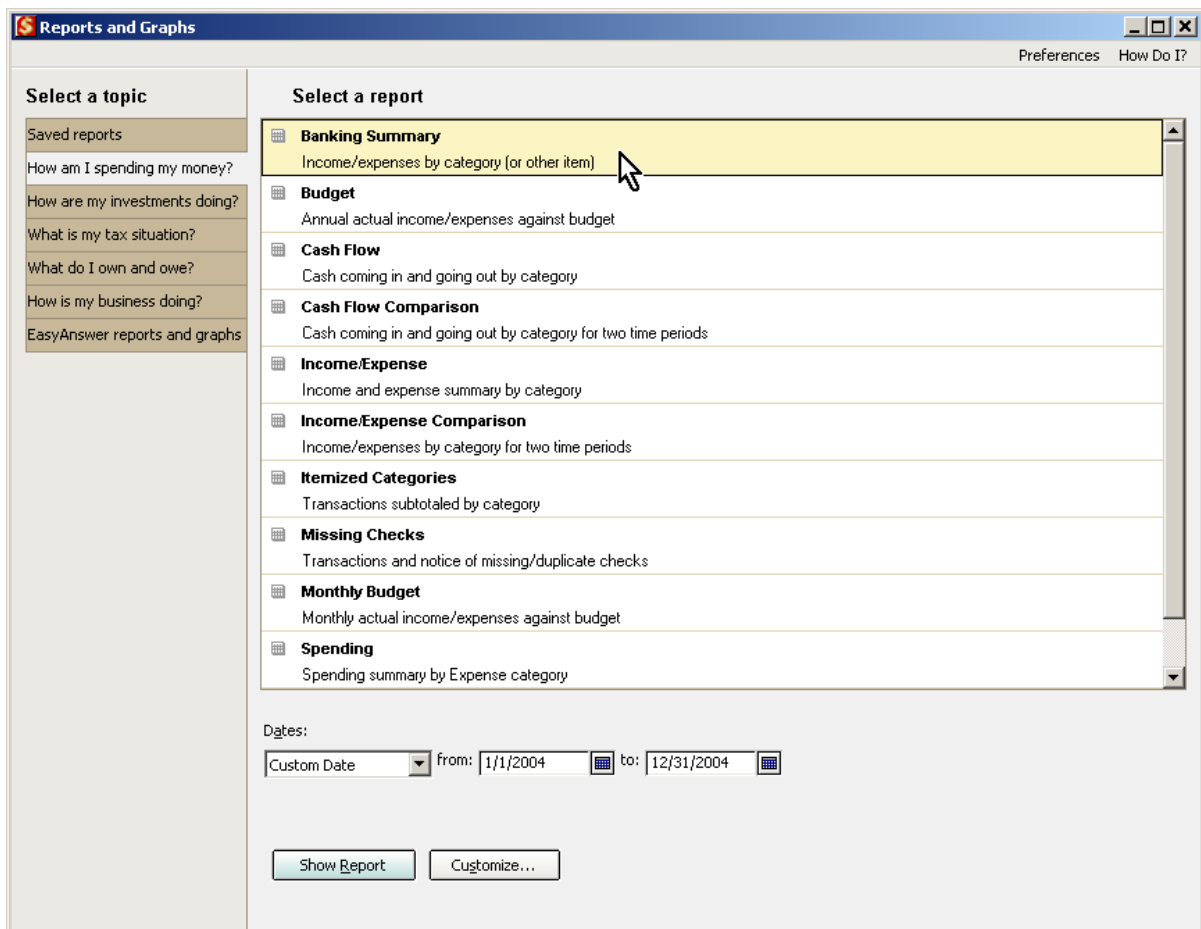
| Category Description | 1/1/2004 - 3/31/2004 | 4/1/2004 - 6/30/2004 | 7/1/2004 - 9/30/2004 | 10/1/2004 - 12/31/2004 | Overall Total |
|-----------------------------|---------------------------------|---------------------------------|---------------------------------|-----------------------------------|----------------------|
| INFLOWS | | | | | |
| Grain Sold | 42,500.00 | 25,300.00 | 29,700.00 | 24,250.00 | 121,750.00 |
| Milk Sold | 0.00 | 0.00 | 0.00 | 7,950.00 | 7,950.00 |
| Bal Fwd Farm1 | 15,000.00 | 0.00 | 0.00 | 0.00 | 15,000.00 |
| Bal Fwd Cash | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| FROM Farm1 | 0.00 | 0.00 | 50.00 | 0.00 | 50.00 |
| TOTAL INFLOWS | 57,500.00 | 25,300.00 | 29,750.00 | 32,200.00 | 144,750.00 |
| OUTFLOWS | | | | | |
| Chemicals | 8,000.00 | 2,900.00 | 0.00 | 0.00 | 10,900.00 |
| Dues | 0.00 | 0.00 | 0.00 | 70.50 | 70.50 |
| Fertilizer | 4,590.00 | 0.00 | 0.00 | 2,400.00 | 6,990.00 |
| Fuel & Lube | 1,357.00 | 0.00 | 0.00 | 0.00 | 1,357.00 |
| Mach Hire, Truck | 200.00 | 200.00 | 1,090.00 | 207.00 | 1,697.00 |
| Repairs | | | | | |
| Mchy | 0.00 | 450.00 | 0.00 | 28.43 | 478.43 |
| TOTAL Repairs | 0.00 | 450.00 | 0.00 | 28.43 | 478.43 |
| Seed & Plants | 0.00 | 1,200.00 | 0.00 | 0.00 | 1,200.00 |
| TO Cash | 0.00 | 0.00 | 50.00 | 0.00 | 50.00 |
| TOTAL OUTFLOWS | 14,147.00 | 4,750.00 | 1,140.00 | 2,705.93 | 22,742.93 |
| OVERALL TOTAL | 43,353.00 | 20,550.00 | 28,610.00 | 29,494.07 | 122,007.07 |

8) Profit & Loss Statement -

The P & L (Profit and Loss) Statement report summarizes the revenue and expenses of a business by category. It includes all your accounts.

From the menu bar **Click Reports, Click Reports and Graphs, Click How am I spending my money?, Click Banking Summary**, set report date, **Click Customize, Click Advanced tab, Click the down arrow in Transfers box, Click Exclude All, Click Show Report.**

****NOTE**** When working with your own records, you will need to review the list of categories and limit them to business income and expense categories for this report to approximate net cash farm income.



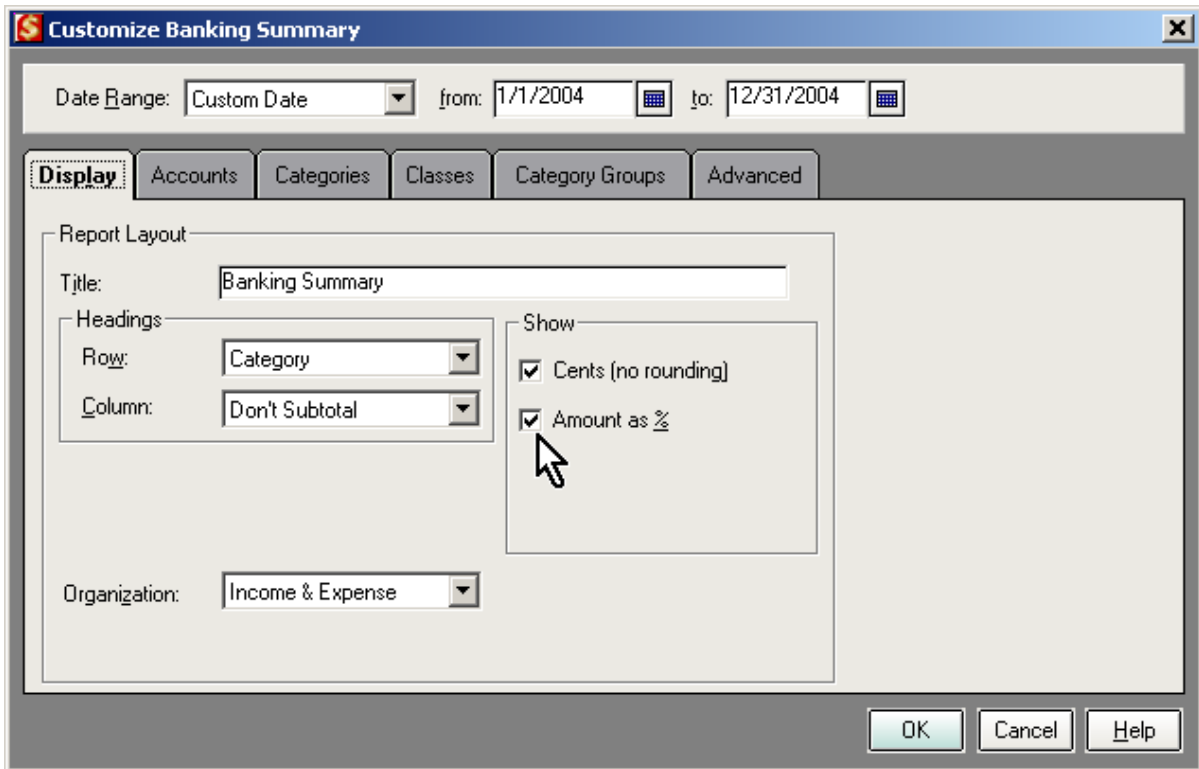
PROFIT & LOSS STATEMENT
1/1/2004 through 12/31/2004

| <u>CATEGORY DESCRIPTION</u> | <u>1/1/2004 - 12/31/2004</u> |
|-----------------------------|------------------------------|
| INCOME | |
| Grain Sold | 121,750.00 |
| Milk Sold | <u>7,950.00</u> |
| TOTAL INCOME | 129,700.00 |
| EXPENSES | |
| Chemicals | 10,900.00 |
| Dues | 70.50 |
| Fertilizer | 6,990.00 |
| Fuel & Lube | 1,357.00 |
| Mach Hire, Truck | 1,697.00 |
| Repairs | |
| Mchy | <u>478.43</u> |
| TOTAL Repairs | 478.43 |
| Seed & Plants | <u>1,200.00</u> |
| TOTAL EXPENSES | <u>22,692.93</u> |
| OVERALL TOTAL | 107,007.07 |

9) **P&L Statement Report - With Percents**

Same as previous report, but shows percentage breakdown of income and expenses.

From the menu bar **Click Reports, Click Reports and Graphs, Click How am I spending my money?, Click *Banking Summary***, set report date, **Click Customize, Click Amount as %, Click Advanced tab, Click the down arrow in the Transfers box, Click Exclude All, Click Show Report.**



PROFIT AND LOSS STATEMENT
1/1/2004 THROUGH 12/31/2004

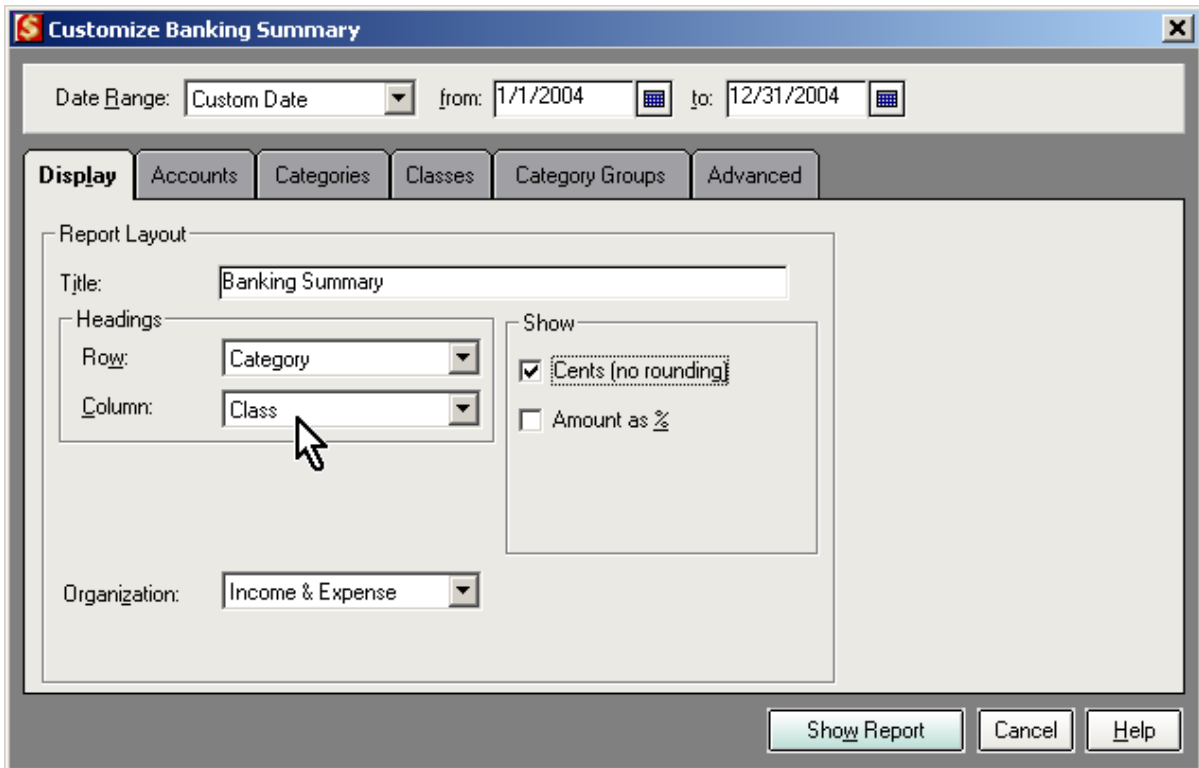
| CATEGORY DESCRIPTION | 1/1/2004 - 12/31/2004 | % OF TOTAL |
|-----------------------------|------------------------------|-------------------|
| INCOME | | |
| Grain Sold | 121,750.00 | 93.87% |
| Milk Sold | 7,950.00 | 6.13% |
| TOTAL INCOME | 129,700.00 | 100% |
| EXPENSES | | |
| Chemicals | 10,900.00 | 48.03% |
| Dues | 70.50 | 0.31% |
| Fertilizer | 6,990.00 | 30.80% |
| Fuel & Lube | 1,357.00 | 5.98% |
| Mach Hire, Truck | 1,697.00 | 7.48% |
| Repairs | | |
| Mchy | 478.43 | 2.11% |
| TOTAL Repairs | 478.43 | 2.11% |
| Seed & Plants | 1,200.00 | 5.29% |
| TOTAL EXPENSES | 22,692.93 | 100% |
| OVERALL TOTAL | 107,007.07 | 100% |

10) **Profit & Loss Statement by Class**

Same as report 8 (P&L statement), but sorted by class to facilitate enterprise analysis.

From the menu bar **Click Reports, Click Reports and Graphs, Click How am I spending my money?, Click Banking Summary**, set report date, **Click Customize, Click the down arrow in the Column box, Click Class, Click Advanced tab, Click the down arrow in the Transfers box, Click Exclude All, Click Show Report.**

****NOTE**** To print this report you must change page orientation to Landscape. See notes at beginning of this chapter.



| PROFIT & LOSS STATEMENT BY CLASS | | | | | | |
|---------------------------------------------|------------------|-----------------|------------------|------------------|------------------|----------------------|
| 1/1/2004 THROUGH 12/31/2004 | | | | | | |
| CATEGORY DESCRIPTION | CORN | DAIRY | GEN FARM | SOYBEANS | WHEAT | OVERALL TOTAL |
| INCOME | | | | | | |
| Grain Sold | 43,950.00 | 0.00 | 0.00 | 54,500.00 | 23,300.00 | 121,750.00 |
| Milk Sold | 0.00 | 7,950.00 | 0.00 | 0.00 | 0.00 | 7,950.00 |
| TOTAL INCOME | 43,950.00 | 7,950.00 | 0.00 | 54,500.00 | 23,300.00 | 129,700.00 |
| EXPENSES | | | | | | |
| Chemicals | 10,900.00 | 0.00 | 0.00 | 0.00 | 0.00 | 10,900.00 |
| Dues | 0.00 | 70.50 | 0.00 | 0.00 | 0.00 | 70.50 |
| Fertilizer | 5,200.00 | 0.00 | 0.00 | 1,790.00 | 0.00 | 6,990.00 |
| Fuel & Lube | 0.00 | 0.00 | 1,357.00 | 0.00 | 0.00 | 1,357.00 |
| Mach Hire, Truck | 600.00 | 207.00 | 0.00 | 0.00 | 890.00 | 1,697.00 |
| Repairs | | | | | | |
| Mchy | 0.00 | 0.00 | 478.43 | 0.00 | 0.00 | 478.43 |
| TOTAL Repairs | 0.00 | 0.00 | 478.43 | 0.00 | 0.00 | 478.43 |
| Seed & Plants | 325.00 | 0.00 | 0.00 | 875.00 | 0.00 | 1,200.00 |
| TOTAL EXPENSES | 17,025.00 | 277.50 | 1,835.43 | 2,665.00 | 890.00 | 22,692.93 |
| OVERALL TOTAL | 26,925.00 | 7,672.50 | -1,835.43 | 51,835.00 | 22,410.00 | 107,007.07 |

11) Profit and Loss Comparison

From the menu bar **Click Reports, Click Reports and Graphs, Click How am I spending my money?, Click *Income/Expense Comparison***, set report dates (for both time periods), **Click Customize, Click the down arrow in the Column box, Click Year, Click Advanced tab, Click the down arrow in Transfers box, Click Exclude All, Click Show Report.**

The screenshot shows a software window titled "Reports and Graphs" with a menu bar containing "Preferences" and "How Do I?". The window is divided into two main sections: "Select a topic" on the left and "Select a report" on the right. The "Select a topic" section has a list of topics, with "EasyAnswer reports and graphs" selected. The "Select a report" section displays a list of reports, with "Income/Expense Comparison" highlighted in yellow. Below the report list, there are date selection fields for "Dates" and "Compare dates". The "Dates" field is set to "Custom Date" with a range from 1/1/2004 to 12/31/2004. The "Compare dates" field is set to "Prior Year Period" with a range from 1/1/2003 to 12/31/2003. At the bottom of the window, there are two buttons: "Show Report" and "Customize...".

| Select a topic | Select a report |
|-------------------------------|----------------------------------------------------------------------------------------------|
| Saved reports | Banking Summary Income/expenses by category (or other item) |
| How am I spending my money? | Budget Annual actual income/expenses against budget |
| How are my investments doing? | Cash Flow Cash coming in and going out by category |
| What is my tax situation? | Cash Flow Comparison Cash coming in and going out by category for two time periods |
| What do I own and owe? | Income/Expense Income and expense summary by category |
| How is my business doing? | Income/Expense Comparison Income/expenses by category for two time periods |
| EasyAnswer reports and graphs | Itemized Categories Transactions subtotaled by category |
| | Missing Checks Transactions and notice of missing/duplicate checks |
| | Monthly Budget Monthly actual income/expenses against budget |
| | Spending Spending summary by Expense category |

Dates: Custom Date from: 1/1/2004 to: 12/31/2004
Compare dates: Prior Year Period from: 1/1/2003 to: 12/31/2003

Show Report Customize...

PROFIT AND LOSS COMPARISON

1/1/2003 THROUGH 12/31/2004

| CATEGORY DESCRIPTION | 1/1/2003 - 12/31/03 | 1/1/2004 - 12/31/2004 | Amount Difference |
|-----------------------|------------------------|--------------------------|----------------------|
| INCOME | | | |
| Govt Payments | 3,000.00 | 12,000.00 | 9,000.00 |
| Grain Sold | 230,645.60 | 251,645.60 | 21,000.00 |
| LS Sold | | | |
| RBreedLT | 5,671.09 | 5,671.09 | |
| RMarket | 1,950.00 | 3,180.24 | 1,230.24 |
| TOTAL LS Sold | 7,621.09 | 8,851.33 | 1,230.24 |
| Milk Sold | 98,000.00 | 117,945.20 | 19,945.20 |
| TOTAL INCOME | 339,266.69 | 390,442.13 | 51,175.44 |
| EXPENSES | | | |
| Chemicals | 2,999.00 | 3,000.00 | -1.00 |
| Feed Purchased | 21,985.70 | 26,133.03 | -4,147.33 |
| Fees | 3,196.00 | 3,412.00 | -216.00 |
| Fert. & Lime | 5,845.00 | 5,845.00 | |
| Fuel & Lube | 4,490.00 | 4,490.00 | |
| Insurance | 2,700.00 | 2,700.00 | |
| Interest Exp | 1,330.58 | 1,729.91 | -399.33 |
| Interest, Mort | 7,789.82 | 7,789.82 | |
| Mach Hire, Truck | 4,272.23 | 5,070.63 | -798.40 |
| Misc | 1,000.00 | 1,000.00 | |
| Payroll | | | |
| Comp FICA | 907.11 | 1,093.17 | -186.06 |
| Comp MCARE | 190.66 | 226.56 | -35.90 |
| Gross | 14,930.83 | 17,813.74 | -2,882.91 |
| TOTAL Payroll | 16,028.60 | 19,133.47 | -3,104.87 |
| Prof. Services | 0.00 | 510.00 | -510.00 |
| Repairs | | | |
| Building | 3,682.50 | 3,682.50 | |
| Mchy | 7,646.76 | 7,846.76 | -200.00 |
| TOTAL Repairs | 11,329.26 | 11,529.26 | -200.00 |
| Seed & Plants | 3,546.00 | 3,546.00 | |
| Supplies | 2,194.36 | 2,194.36 | |
| Supplies, LS | 2,865.05 | 2,865.05 | |
| Tax Property | 3,400.00 | 3,400.00 | |
| Utilities | | | |
| Electric | 4,355.69 | 4,991.64 | -635.95 |
| Telephone | 450.00 | 540.00 | -90.00 |
| TOTAL Utilities | 4,805.69 | 5,531.64 | -725.95 |
| Vet & Med | 2,318.00 | 2,738.00 | -420.00 |
| TOTAL EXPENSES | 102,095.29 | 112,618.17 | -10,522.88 |
| OVERALL TOTAL | 237,171.40 | 277,823.96 | 40,652.56 |

12) Transaction Report - 1099's

From the menu bar **Click Reports, Click Reports and Graphs, Click How am I spending my money?, Click Transaction**, set report date, **Click Customize, Type Title - Form 1099 Report, Click the down arrow in the Subtotal By box, Click Payee, Click Totals Only, Click Accounts tab, Click Mark All, Click Categories tab, Click Mark All, Click Classes tab, Click Mark All, Click Advanced tab, Click Tax-related Transactions Only, Click the down arrow in the Transaction types box, Click Payments, Click Show Report.**

The screenshot shows the 'Customize Transaction' dialog box with the 'Display' tab selected. The 'Date Range' is set to 'Custom Date' from 1/1/2004 to 12/31/2004. The 'Report Layout' section has 'Title' set to 'Form 1099 Report', 'Subtotal By' set to 'Payee', 'Sort By' set to 'Account/Date', and 'Organization' set to 'Income & Expense'. The 'Show' section has checkboxes for 'Cents (no rounding)', 'Totals Only', and 'Breakdown of split trans.' checked. The 'Show Columns' section has checkboxes for 'Date', 'Account', 'Num', 'Description', 'Memo', 'Category', 'Clr', and 'Amount' all checked. A 'Reset Columns' button is at the bottom right of the 'Show Columns' section. 'OK', 'Cancel', and 'Help' buttons are at the bottom of the dialog.

The screenshot shows the 'Customize Transaction' dialog box with the 'Advanced' tab selected. The 'Date Range' is the same as in the previous screenshot. The 'Transactions' section has 'Amounts' set to 'All', 'Tax-related transactions only' checked, and 'Transaction types' set to 'Payments'. The 'Status' section has checkboxes for 'Not cleared', 'Newly cleared', and 'Reconciled' all checked. The 'Transfers' section has 'Transfers' set to 'Include All' and 'Subcategories' set to 'Show All'. 'OK', 'Cancel', and 'Help' buttons are at the bottom of the dialog.

**FORM 1099 REPORT BY PAYEE
1/1/2004 THROUGH 12/31/2004**

| DESCRIPTION | AMOUNT |
|---------------------------|--------------------|
| ABC Custom Service | -11,700.00 |
| Ace Contractor | -895.00 |
| American Electric & Power | -1,458.00 |
| Bill's Tires | -894.00 |
| Cooperative | -12,195.00 |
| Hughes Fertilizer | -21,819.00 |
| IRS | -2,200.00 |
| J.R. Seed | -12,525.00 |
| Joe Hired Hand | -24,000.00 |
| John Deere Credit Corp | -4,418.85 |
| John Deere Dealer | -1,275.00 |
| PCA | -5,400.00 |
| Skelgas | -2,825.00 |
| Smith Flying | -5,109.00 |
| Tom Landlord | -45,600.00 |
| OVERALL TOTAL | -152,313.85 |

This transaction report lists all the people and businesses you have made tax-related payments to during the year. From this list, you can determine which ones need to be furnished with 1099 information forms.

Form 1099-Misc. is issued to persons or non-incorporated businesses who are not your employees and who you paid \$600 or more during the year for business expenses. Typical expenses reported would be cash rents, custom work, building repairs, accounting and legal fees and other expenses paid to individuals or non-incorporated businesses. Expenditures for seed, feed, fertilizer and lime, parts, fuel, livestock and other supplies are not reported.

If you are paying more than \$600 in business interest to an individual, you would report that interest on Form 1099-Int.