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# Preface

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This Quicken self-study manual has been developed from the demand from Ohio producers seeking assistance on using an inexpensive, easy to use program for farm record keeping. The objective of this manual is for Quicken users to begin keeping farm records on their home computer by following the step by step procedures outlined in each chapter. The manual will also be useful to the experienced Quicken users as they upgrade to a newer version and continue to improve their record keeping skills.

This manual is written for Quicken 2004 Basic. We will make every attempt to keep the manual updated with each new version. Future manuals and updates will be available in OSU Extension offices and on the OSU Extension Ohioline web site <http://ohioline.osu.edu>. In most cases the basics needed to begin your farm record keeping will not change with a newer version.

A commonly asked question is, "Which version of Quicken should I get for my farm records?" Quicken offers four different versions for 2004, Quicken 2004 Basic, Quicken 2004 Deluxe, Quicken 2004 Premier and Quicken 2004 Premier Home and Business. While each product has different features, our experience is that the basic program, Quicken 2004 Basic, will perform most farm record keeping tasks adequately.

We also receive questions about the use of the Quicken Home & Business version versus the use of basic Quicken for farm record keeping. If your farm business requires you to create customer invoices and statements and to have accounts for payables and receivables, you need to be using the Home & Business version of Quicken. The Home & Business version can also generate accrual-based profit and loss statements if the program is set up and used properly throughout the year. However, for the majority of cash-basis farm record keepers, the basic version of Quicken will provide more than enough information for management decisions and income tax planning.

We would also like to acknowledge Lee Ann Johnson, OSU Extension - East District Office, for her invaluable help and assistance in typing this manual.

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David Miller  
Barry Ward

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# Our Disclaimer

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This self-study manual was designed to help agricultural producers and agribusinesses learn how to perform farm record keeping using Quicken® by Intuit. Being profitable through better record keeping requires management decisions specific to each operation. We want to stipulate to the user that we are not trying to teach techniques to make you profitable but rather to learn how to keep financial records. We provide you with examples and you enter what you determine is the most appropriate information for your operation.

The Ohio State University Extension makes no representations, warranties, or endorsement of any kind regarding the use of Intuit's products, and assumes no liability for any errors or omissions. The views and opinions expressed in the training manual when making management decisions do not necessarily reflect the position of the Ohio State University Extension.

This manual may contain references to other information resources, but such reference should not be considered an endorsement of or recommendation by the Ohio State University Extension, nor any agency, officer, or employee at the Ohio State University Extension. Under no circumstances will the Ohio State University Extension, agency, officer or employee be held liable to any party who may choose to rely on information contained within this training manual.

Ohio State University Extension wishes to assist you with farm record keeping. While we have attempted to make our programs available and documented as well as possible, we realize that problems may arise with the software requiring technical assistance. If you have specific questions regarding Intuit's software on its operation or upgrades, contact their technical support for assistance

**<http://www.intuit.com/support/quicken>**. Additional resources and information about using Quicken® for farm record keeping are listed in Appendix I at the end of the manual. If you have specific questions regarding this manual contact your county office of the Ohio State University Extension.