
Data Entry

The following examples cover common farm business transactions. We start with simple single category transactions and move to more complex multiple category income and expense transactions. You will learn how to enter, edit, void and memorize transactions.

The following transactions are explained in this chapter:

- Example 1. Making an Entry
- Example 2. Correcting an Entry
- Example 3. Voiding an Entry
- Example 4. Livestock Sale
- Example 5. Using a Split Screen
- Example 6. Entering a Rebate
- Example 7. Sale of Various Classes of Livestock
- Example 8. Split Transactions using the Calculator
- Example 9. Memorizing a Transaction as Percentages
- Example 10. Recalling a Memorized Transaction - Percentages
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- Example 12. Recalling a Memorized Transaction - Amounts
- Example 13. Create Liability (Borrow Money for Operating Loan)
- Example 14. Making a Loan Payment
- Example 15. Create Liability - CCC LOAN
- Example 16. Making an ATM Withdrawal
- Example 17. Cash Purchase
- Example 18. Making Multiple Deposits and a Withdrawal with one Deposit Slip

Example 1: Making an Entry

You write a check to Anywhere Feed Mill for \$3524.36 for hog feed.

- Num:** Click on **Num** field, **Click Next Check Num**. If this is your first check or if your checks are out of sequence you will need to type the check number.
- Date:** Click the calendar in the **Date** field. Click << to move to previous month or >> to advance to next month. Once you are in the proper month Click on the correct day.
- Payee:** Click on the **Payee** field, **Type** Anywhere Feed Mill.
- Payment:** Click on the **Payment** field. Now you can manually enter the amount of the check or, Click on the number pad located in the right side of this field and Click the appropriate numbers.
- Category/Class:** Click on the down arrow in the **Category** field. Click **Feed Purchased** (feed purchased will now appear in the category field). To add a class, **Type** /hogs.
- Memo:** 17 tons of hog feed.
****Note**** Memos are optional to get more detailed info, e.g., tons of feed, pounds of milk sold, bushels of grain, etc.
- Record:** Review your entries. If everything appears correct **Click Enter**. This will record your transaction. Notice that your checking account balance has been updated.

*****NOTE***** Once your transaction has been recorded, it should look like the entry shown below.

101	1/1/2005	Anywhere Feed Mill		3,524.36	Deposit	11,475.64
		Feed Purchased/Hogs	17 Ton Hog Feed		Enter	Edit Split

Example 2: Correcting an Entry

If after recording an entry, you notice an error, making a correction is easy, e.g., Anywhere Feed Mill was misspelled.

101	1/1/2005	Anywhere Feeeed Mill	3,524.36	Deposit	11,475.64
		Feed Purchased Hogs	17 Ton Hog Feed	Enter	Edit Split

To correct the error, complete the following steps:

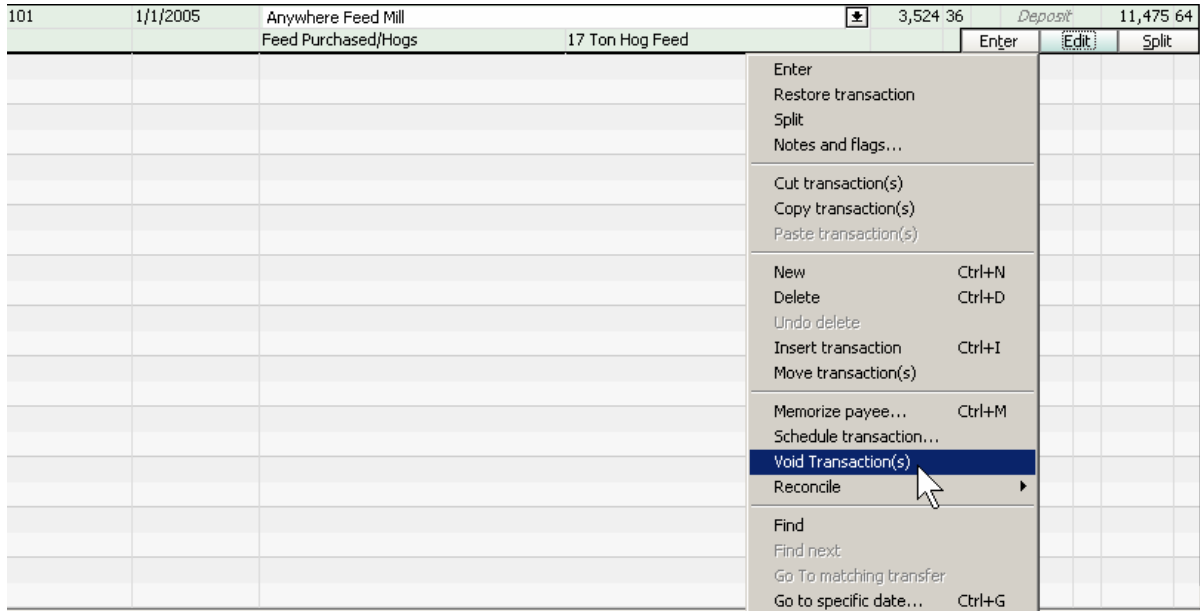
Payee: **Double Click** on the incorrect spelling and make necessary changes.

Record: Review your entries. If everything appears correct
Click Enter. This will record your correction.

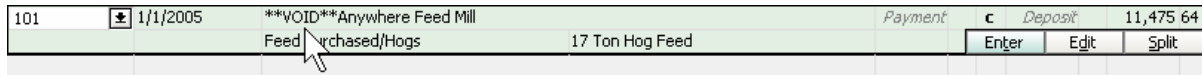
****NOTE**** You must **Click Enter** to update your changes.

Example 3: Voiding an Entry

You can void an entry. **Click** on any field in the transaction to be voided. **Click Edit** in the bottom right hand corner of the transaction.



Click Void Transaction(s). You will notice ****VOID**** in front of the payee name.



Record: Review your entries. If everything appears correct **Click Enter**. This will record your transaction.

****NOTE**** You must **Click Enter** to update your changes.

Example 4: Livestock Sale

You sell 2 dairy market feeders for \$150.00 each to your neighbors' children for 4-H projects.

Num: Click the down arrow in the **Num** field, **Click Deposit** .

Date: Click the **Date** field. Use the “+” key to advance the date one day at a time or the “-“ key to backup one day at a time.

Payee: Click on the **Payee** field, **Type** Billy Bob and Ella Mae Miller.

Payment: Click on the **Deposit** field, **Type** 300.00.

Category/Class: Click the down arrow in the **Category** field, **Click LS Sold:RMarket, Type /d** (for dairy class). **Click** in the **Memo** field and **Type** 2 DMF @ 100 Lbs. each.

Record: Click Enter.

DEP	1/3/2005	Billy Bob & Ella Mae Miller		Payment	300.00	15,300.00
		LS Sold:RMarket/Dairy	2 DMF @ 100 Lbs. each	Enter	Edit	Split

Example 5: Using a Split Screen

You write a check to Farm Supply of Anywhere for \$2512.00 for soybean chemicals and soybean seed.

- Num:** Click the down arrow in the **Num** field, **Click Next Check Num**. If this is your first check or if your checks are out of sequence, you will need to type the check number.
- Date:** Click the **Date** field. Use the “+” key to advance the date one day at a time or the “-” key to backup one day at a time.
- Payee:** Click on the **Payee** field, **Type** Farm Supply of Anywhere.
- Payment:** Click on the **Payment** field, **Type** 2512.00.
- Category/Class:** Click **Split** in the lower right hand corner of the transaction. The *SPLIT TRANSACTION WINDOW* will appear. Click the down arrow in the **Category** field on line 1, **Click Chemicals**, **Type** /s. After typing /s you will notice the rest of the word soybean is highlighted. **Click** in the **Memo** field and **Type** 50 gal. Roundup, **Click** in the **Amount** field and **Type** 2000.00. **Click Next**,

****Note**** The remaining amount of the payment will now appear in line 2 of the **Amount** field.

Click the down arrow in the **Category** field on line 2, **Click Seed & Plants**, **Type** /s (for Soybeans class). **Click** in the **Memo** field and **Type** 25 bags FSoA 397RR, **Click Next**,

****Note**** Look at the **Amount** field. If this is the last entry for this transaction a number should not appear in the **Amount** field on line 3. If there is a number in this field, you have either made a mistake or have another entry to make. Also note that a zero appears in the **Remainder:** in the lower right hand corner of the window.

	Category	Memo	Amount
1.	Chemicals/Soybeans	50 gal. Roundup	2,000 00
2.	Seed & Plants/Soybeans	25 bags FSoA 397RR	512 00
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			

Split Total: 2,512.00
Remainder: 0.00
Transaction Total: 2,512.00

Hint: Use the Adjust button at right to recalculate the total.

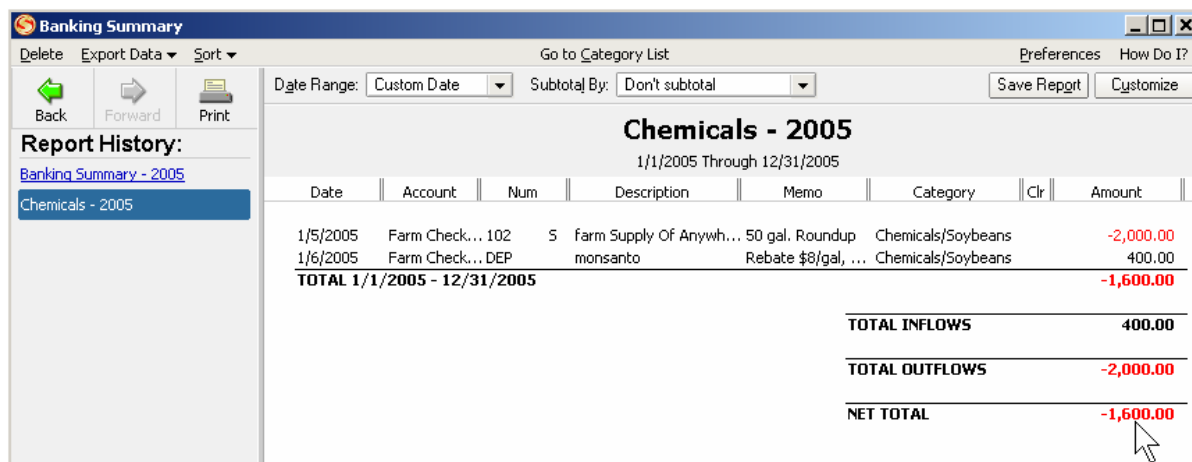
Record: **Click OK.**
 Click Enter.

Example 6: Entering A Rebate

You receive a rebate check from Monsanto for \$8.00 per gallon for each gallon of Roundup herbicide you purchased this year.

- Num:** Click on **Num** field, **Click Deposit**.
- Date:** Click the **Date** field. Use the “+” key to advance the date one day at a time or the “-“ key to backup one day at a time.
- Payee:** Click on the **Payee** field, **Type Monsanto**.
- Payment:** Click on the **Deposit** field, **Type 400.00**.
- Category/Class:** Click the down arrow in the **Category** field, **Click Chemicals**, **Type /s**. **Click** in the **Memo** field and **Type Rebate \$8/gal, 50 gal. Roundup**,
- Record:** **Click Enter**.

****Note**** What happens to your Soybean Chemical Expenses when this rebate is applied? An income amount (deposit) with an expense category reduces the over-all total in that expense category. Below is a transaction report for soybean chemicals (for more information on reports see the **Reports** chapter). As you can see, the \$400.00 rebate reduced soybean chemical expenses from \$2,000.00 to \$1,600.00.



The screenshot shows a software window titled "Banking Summary" with a menu bar (Delete, Export Data, Sort) and a toolbar (Back, Forward, Print). The main area displays a report for "Chemicals - 2005" covering the period "1/1/2005 Through 12/31/2005". The report includes a table with columns for Date, Account, Num, Description, Memo, Category, Clr, and Amount. The table shows two transactions: a \$2,000.00 expense on 1/5/2005 and a \$400.00 rebate on 1/6/2005. Summary totals at the bottom show a net total of -\$1,600.00.

Date	Account	Num	Description	Memo	Category	Clr	Amount
1/5/2005	Farm Check... 102	5	Farm Supply Of Anywh...	50 gal. Roundup	Chemicals/Soybeans		-2,000.00
1/6/2005	Farm Check... DEP		monsanto	Rebate \$8/gal, ...	Chemicals/Soybeans		400.00
TOTAL 1/1/2005 - 12/31/2005							-1,600.00
TOTAL INFLOWS							400.00
TOTAL OUTFLOWS							-2,000.00
NET TOTAL							-1,600.00

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Example 7: Sale of Various Classes of Livestock

You sell two cull dairy cows and two bull calves at the Livestock Sale of Anywhere. The two cows sold for \$987.50 with deductions of \$28.90 and the two calves sold for \$224.25 with deductions of \$14.90. The net check is for \$1167.95.

- Num:** Click the down arrow in the *Num* field, **Click Deposit.**
- Date:** Click the *Date* field. Use the “+” key to advance the date one day at a time or the “-“ key to backup one day at a time.
- Payee:** Click on the *Payee* field, **Type** Livestock Sale of Anywhere.
- Payment:** Click on the *Deposit* field, **Type** 1167.95.
- Category/Class:** Click **Split** in the lower right hand corner of the transaction. The *SPLIT TRANSACTION WINDOW* will appear. Click the down arrow in the *Category* field on line 1, **Click LS Sold:RBreedLT, Type /d** (for dairy class). **Click** in the *Memo* field and **Type** 2 cows, 2935 lbs., **Click** in the *Amount* field and **Type** 987.50. **Click Next, Click** the down arrow in the *Category* field on line 2, **Click Marketing:Brdg&Cap, Type /d. Click** in the *Memo* field and **Type** cow marketing deductions, **Click** in the *Amount* field and **Type** -28.90.

****Note**** On a deposit that is a check that has amounts deducted from the sales amount, enter the gross sales amount under the appropriate income category with the deductions entered as **MINUS** amounts under the appropriate expense category(ies).

Click Next, Click the down arrow in the *Category* field on line 3, **Click LS Sold:RMarket, Type /d. Click** in the *Memo* field and **Type** 2 calves, 225 lbs., **Click** in the *Amount* field and **Type** 224.25. **Click Next, Click**

the down arrow in the **Category** field on line 4, **Click Marketing:Mkt LS, Type /d. Click** in the **Memo** field and **Type** calf marketing deductions, **Click** in the **Amount** field and **Type** -14.90.

****Note**** Look at the **Amount** field. If this is the last entry for this transaction a number should not appear in the **Amount** field on line 5. If there is a number in this field, you have either made a mistake or have another entry to make. Also note the zero at the bottom right hand corner of the window.

Enter multiple categories to itemize this transaction; use the Memo field to record more details.

	Category	Memo	Amount
1.	LS Sold:RBreedLT/Dairy	2 Cows, 2935 Lbs.	987 50
2.	Marketing:Brdg&cap/Dairy	Cow Marketing deductions	-28 90
3.	LS Sold:RMarket/Dairy	2 Calves, 225 Lbs.	224 25
4.	Marketing:Mkt LS/Dairy	Calf Marketing Deductions	-14 90
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			

Split Total: 1,167.95
 Remainder: 0.00
 Transaction Total: 1,167.95

Buttons: OK, Cancel, Help, Adjust

Hint: Use the Adjust button at right to recalculate the total.

Click OK.

Record: Click Enter.

****Note****The cow sales and deductions need to be reported separately from the calf sales and deductions since the two sales are reported on different tax forms.

Example 8: Split Transactions using the Calculator

You write a check to Farm Supply of Anywhere for \$3498.76 for the following corn inputs:

Bicep	15 gallons	\$589.54
18-46-0	5 tons	\$984.50
28%	500 gal.	\$670.31
Spirit	40 oz.	\$471.16
K20	5 tons	<u>\$783.25</u>
Total Due		\$3,498.76

3 items are Fertilizer/Corn
2 items are Chemicals/Corn

Num: Click on *Num* field, **Click Next Check Num.**

Date: Click the *Date* field. Use the calendar or +/- keys to set proper date.

Payee: Click on the *Payee* field. **Click Farm Supply of Anywhere.**

Payment: Click on the *Payment* field. **Type 3498.76.**

Category/Class: Click **Split** in the lower right hand corner of the transaction. The *SPLIT TRANSACTION WINDOW* will appear. Click the down arrow in the *Category* field on line 1, **Click Fert & Lime, Type /c** (for corn class), **Click** in the *Memo* field and **Type** 18-46-0 5T., 28% 500 Gal., K20 5T., **Click** the calculator button in the *Amount* field, **Click** 984.50 + 670.31 + 783.25, **Click = Enter** on the calculator.

Category	Memo	Amount
1. Fert & Lime/Corn	18-46-0 5T., 28% 500 Gal., K20 5T.	2,438.06
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		

Split Total: 2,438.06
Remainder: 1,060.70
Transaction Total: 3,498.76

****Note**** The amount in **Remainder:** is 1060.70. This indicates that 1060.70 of the 3498.76 entered into the payment field needs to be categorized yet. In this example the second line would be Chemicals/Corn for category and 1060.70 in the amount column.

Click Next, Click the down arrow in the **Category** field on line 2, **Click Chemicals, Type** /c (for corn class), **Click** in the **Memo** field and **Type** Bicep 15 Gal., Spirit 40 Oz., **Click** the calculator button in the **Amount** field, **Click** 589.54 + 471.16 **Click Enter** on the calculator, **Click Next, Click OK.**

Record: **Click Enter.**

Example 9: Memorizing a Transaction as Percentages

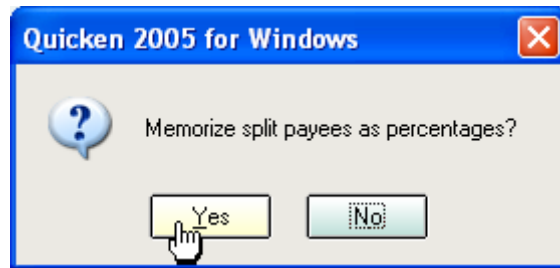
A memorized transaction is a transaction that is saved so you can reuse the steps on later transactions without keying them all in again. This is useful for payments that you make on a repeated basis, e.g., utilities. If you memorize the transaction as a percentage, the next time you use this transaction, Quicken will automatically split the amount of the transaction based on the percentage of the first transaction you memorized.

You write a check to American Electric Power for an electric bill. You have one meter on the farm. Home use and farm use are on the same bill. You have determined that 75% of every bill is for farm use and 25% is for home use.

- Num:** Click on *Num* field, **Click Next Check Num.**
- Date:** Click the *Date* field. Use the calendar or +/- keys to set proper date.
- Payee:** Click on the *Payee* field. **Type** American Electric Power.
- Payment:** Click on the *Payment* field. **Type** 125.00.
- Category/Class:** Click **Split** in the lower right hand corner of the transaction. Click the down arrow in the *Category* field on line 1, **Click Utilities:Electric, Type** /g (for Gen Farm class), **Click** in the *Memo* field and **Type** 1500 Kilowatt hours, **Click** the calculator button in the *Amount* field, **Click** 125 X .75 **Click Enter** on the calculator, **Click Next, Click** the down arrow in the *Category* field on line 2, **Click Utilities:Hutilities, Type** /h (for Home class), **Click** in the *Memo* field and **Type** 500 Kilowatt hours, **Click Next, Click OK.**
- Memorize:** **Click Edit** (in lower right hand corner of transaction), **Click Memorize Payee**, Quicken will ask you if you want to memorize this transaction as percentages.

The screenshot shows the Quicken 2005 for Windows interface. The main window displays a list of transactions under the 'Farm Checking' register. A context menu is open over the transaction dated 1/9/2005 for 'American Electric Power'. The 'Memorize payee...' option is highlighted, and a mouse cursor is pointing at it.

Num	Date/ Δ	Payee/Category/Memo	Amount	Balance
	1/1/2005	Opening Balance [Farm Checking]		15,000 00
101	1/1/2005	**VOID**Anywhere Feed Mill Feed Purchased/Hogs 17 Ton Hog Feed		15,000 00
DEP	1/3/2005	Billy Bob & Ella Mae Miller LS Sold:RMarket/Dairy 2 DMF @ 100 Lbs. each	300 00	15,300 00
102	1/5/2005	Farm Supply Of Anywhere --Split--		12,788 00
DEP	1/6/2005	monsanto Chemicals/Soybeans Rebate \$8/gal, 50 gal. R	400 00	13,188 00
103	1/7/2005	livestock Sale Of Anywhere --Split--		14,355 95
104	1/8/2005	Farm Supply Of Anywhere --Split--		10,857 19
105	1/9/2005	American Electric Power --Split--	167 95	10,732 19



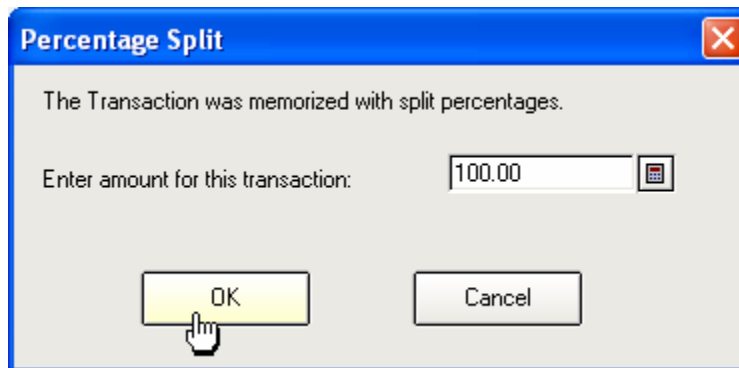
Record: Click Yes, Click OK.
Click Enter.

Example 10:

Recalling a Memorized Transaction - Percentages

You write a check for \$100.00 to American Electric Power for an electric bill. You previously memorized this transaction.

- Num:** Click on **Num** field, **Click Next Check Num.**
- Date:** Click the **Date** field. Use the calendar or +/- keys to set proper date.
- Payee:** Click on the **Payee** field. Click on the down arrow in the **Payee** field. Click **American Electric Power**. The **PERCENTAGE SPLIT** window appears, **Type** 100.00,



Click OK.

****Note**** To check if the transaction has been recorded correctly, **Click** on any field in this transaction, **Click Split**, you will see that this transaction has been split in the following manner:

Utilities: Electric/Gen Farm	\$75.00
Utilities: Hutilities/Home	\$25.00

The Kilowatt hours in the **Memo** fields will need to be adjusted with each bill. **Click** in the **Memo** field on line 1 and **Type** 1200 Kilowatt hours, **Click** in the **Memo** field on line 2 and **Type** 400 Kilowatt hours. **Click OK.**

Record: Click Enter.

****NOTE**** In **Example 8** you memorized this transaction with a split of 75% farm use and 25% home use. Therefore, when you recall a memorized transaction memorized as a percentage, Quicken will automatically split future transactions with the same percentages.

Example 11: Memorizing a Transaction as Amounts

You sell 155,758 pounds of milk. The deposit is entered as follows:

- Num:** Click on **Num** field, **Click Deposit**.
- Date:** Click the **Date** field. Use the calendar or +/- keys to set proper date.
- Payee:** Click on the **Payee** field. **Type** AW Dairy.
- Payment:** Click on the **Deposit** field. **Type** 10340.15.
- Category/Class:** Click **Split** in the lower right hand corner of the transaction.
- Enter the following information:

Enter multiple categories to itemize this transaction; use the Memo field to record more details.

Category	Memo	Amount
1. Milk Sold/Dairy	155758 Lbs	21,182 22
2. Milk Sold/Dairy	Advance Payment	-9,258 01
3. Machine Hire, Truck/Dairy	Hauling	-835 04
4. Dues/Dairy	Marketing Dues	-77 88
5. Misc/Dairy	Advertising	-233 64
6. Hinsurance/Home	Health Insurance	-437 50
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		

Split Total: 10,340.15
Remainder: 0.00
Transaction Total: 10,340.15

Buttons: OK, Cancel, Help, Adjust

Hint: Use the Adjust button at right to recalculate the total.

Click OK.

Memorize: **Click Edit** in lower left hand corner of transaction,
Click Memorize Transaction. Quicken will ask you if
you want to memorize this transaction as percentages.
Click No, Click OK.

****Note**** By clicking no this transaction will be memorized
using the exact amounts as they appear on the previous
page. When you recall this transaction at a later date, you
will need to edit the amount figures and memo lines for each
category.

Record: **Click Enter.**

Example 12: Recalling a Memorized Transaction - Amounts

A month later, you sell 163,514 pounds of milk. The deposit is entered as follows:

Num: Click on **Num** field, **Click Deposit**.

Date: Click the **Date** field. Use the calendar or +/- keys to set proper date.

Payee: Click on the **Payee** field. Click the down arrow in the **Payee** field, **Click AW Dairy**.

Payment: Click on the **Deposit** field. **Type** 10057.19.

Category/Class: Click **Split** in the lower right hand corner of the transaction.

Enter the following information:

Enter multiple categories to itemize this transaction; use the Memo field to record more details.

Category	Memo	Amount
1. Milk Sold/Dairy	163,514 Lbs	22,512 45
2. Milk Sold/Dairy	Advance Payment	-10,824 79
3. Machine Hire, Truck/Dairy	Hauling	-877 57
4. Dues/Dairy	Marketing Dues	-81 76
5. Misc/Dairy	Advertising	-233 64
6. Hinsurance/Home	Health Insurance	-437 50
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		

Split Total: 10,057.19
 Remainder: 0.00
 Transaction Total: 10,057.19

Hint: Use the Adjust button at right to recalculate the total.

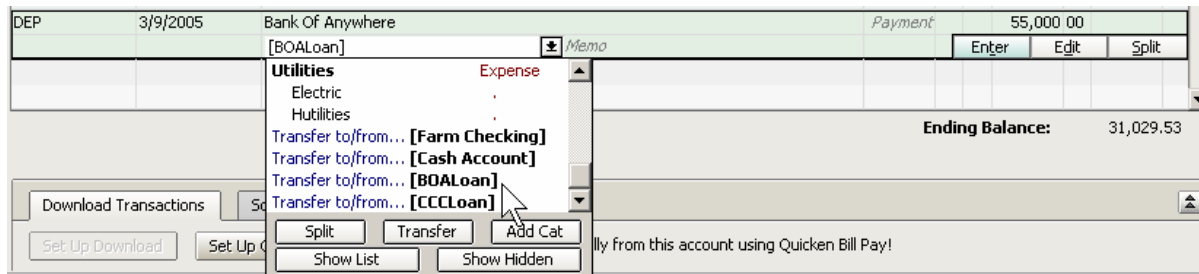
****Note**** In the previous example you memorized this transaction as amounts. Therefore, when you use this transaction again the categories and classes are correct and do not need to be changed. But you will need to change the pounds of milk sold in the ***Memo*** field on line 1 and enter the correct figures in the ***Amount*** field for each category. After making all necessary changes **Click OK**.

Record: Click Enter.

Example 13: Create Liability (Borrow Money for Operating)

You obtain a loan from the Bank of Anywhere and place money in your checking account to buy inputs. The loan increases the balance in your checking account. It also increases your loan balance or liabilities. The loan is recorded in a liability account, BOALoan, which was created ahead of time. See the **Accounts** chapter for details on creating accounts.

- Num:** Click on **Num** field, **Click Deposit**.
- Date:** Click the **Date** field. Use the calendar or +/- keys to set proper date.
- Payee:** Click on the **Payee** field. **Type** Bank of Anywhere.
- Payment:** Click on the **Deposit** field. **Type** 55000.00.
- Category/Class:** Click on the down arrow in the **Category** field. **Click [BOALoan]**. **Type /g** (for Gen Farm class).



- Memo:** Operating loan.
- Record:** Click **Enter**.

****Note**** Placing [BOALoan] in the category field designates this transaction as a 'transfer.' A transfer is neither an income nor expense transaction. It is a transfer of money from one account to another. In this transaction, money was transferred from the loan account to the checking account. The transfer increases the loan balance in the liability account, [BOALoan] and the balance in the checking account.

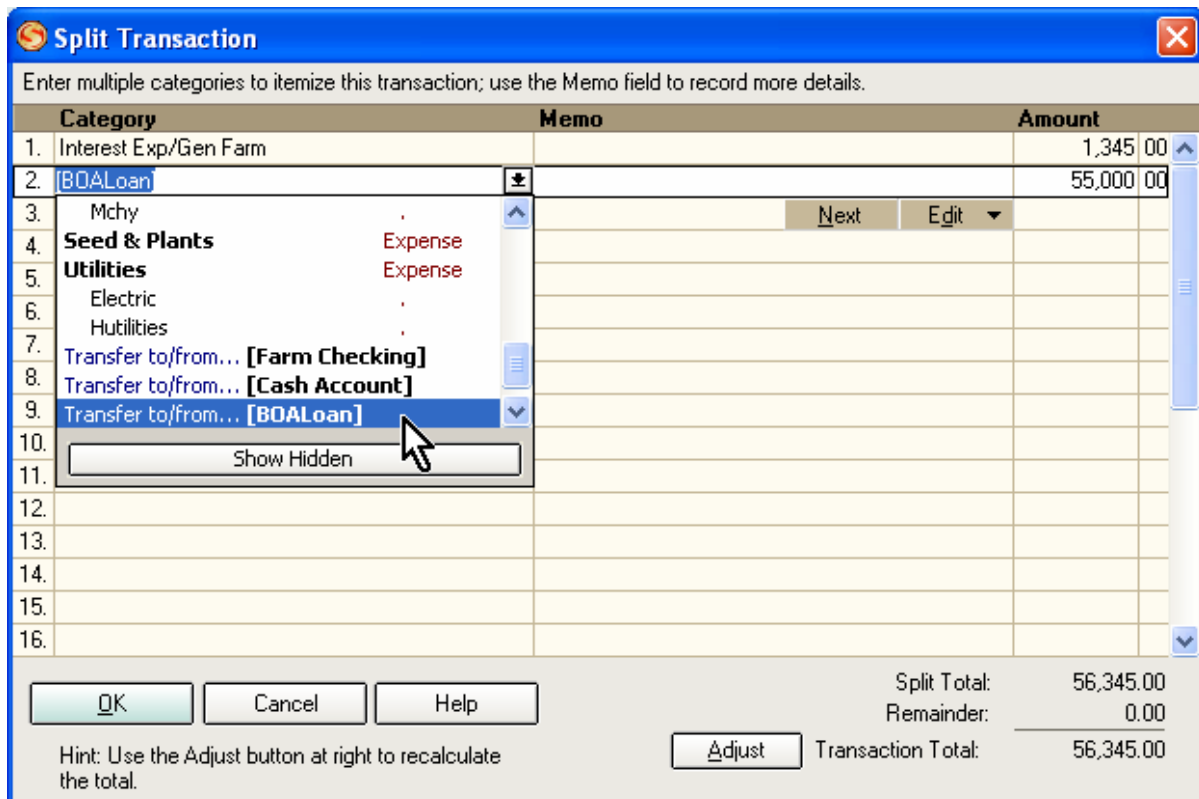
****Note**** To see how this payment affected the balance in your liability account [BOALoan], **Double Click *BOALoan*** under the Property & Debt Section of your Quicken Home Page. This takes you to the register in this liability account. You can see a loan balance of \$55,000.00.

Ref	Date/ Δ	Description/Xfer Acct/Memo	Increase	Clr	Decrease	Balance
	1/1/2005	Opening Balance [BOALoan]				0 00
<i>Ref</i>	3/9/2005	Bank Of Anywhere [Farm Checking]	55,000 00		<i>Decrease</i>	55,000 00

Example 14: Making a Loan Payment

You write a check to Bank of Anywhere for \$56,345.00 for payment on a loan.

- Num:** Click on **Num** field, **Click Next Check Num.**
- Date:** Click the **Date** field. Use the calendar or +/- keys to set proper date.
- Payee:** Click on the down arrow in the **Payee** field. **Click Bank of Anywhere.**
- Payment:** Click on the **Payment** field. **Type 56345.00.**
- Category/Class:** Click **Split** in the lower right hand corner of the transaction. **Click** the down arrow in the **Category** field on line 1, **Click Interest Exp, Type /g** (for Gen Farm class). **Click** the Amount Column, **Type 1345.00,** **Click Next,** **Click** the down arrow in the **Category** field on line 2, **Click [BOALoan]. Type /g** (for Gen Farm Class).



Split Transaction

Enter multiple categories to itemize this transaction; use the Memo field to record more details.

Category	Memo	Amount
1. Interest Exp/Gen Farm		1,345.00
2. BOALoan		55,000.00
3. Mchy		
4. Seed & Plants	Expense	
5. Utilities	Expense	
6. Electric		
7. Hutilities		
7. Transfer to/from... [Farm Checking]		
8. Transfer to/from... [Cash Account]		
9. Transfer to/from... [BOALoan]		
10. Show Hidden		
11.		
12.		
13.		
14.		
15.		
16.		

OK Cancel Help

Split Total: 56,345.00
Remainder: 0.00
Transaction Total: 56,345.00

Hint: Use the Adjust button at right to recalculate the total.

Adjust

Click the **Amount** field, **Type** 55000.00 **Click OK.**

Memo: December loan payment.

Record: **Click Enter.**

****Note**** To see how this payment affected the balance in your liability account [BOALoan], **Double Click *BOALoan*** under the Property & Debt Section of your Quicken Home Page. This takes you to the register in this liability account. You can see after making this payment your balance is now \$0.00.

Ref	Date/ Δ	Description/Xfer Acct/Memo	Increase	Clr	Decrease	Balance
	1/1/2005	Opening Balance [BOALoan]				0 00
	3/9/2005	Bank Of Anywhere [Farm Checking]	55,000 00			55,000 00
	4/10/2005	Bank Of Anywhere [Farm Checking]/Gen Farm	Increase		55,000 00	0 00

Example 15: Create Liability - - CCC Loan

You take out a CCC loan on soybeans for \$53,500. You treat CCC loans as loans for tax purposes. You have already created a liability account named CCCLoan.

- Num:** Click on *Num* field, **Click Deposit.**
- Date:** Click the date field. Use the calendar or +/- keys to set proper date.
- Payee:** Click on the *Payee* field, **Type** FSA.
- Payment:** Click on the *Deposit* field, **Type** 53500.00
- Category/Class:** Click on the down arrow in the *Category* field. Click **[CCCLoan]**, **Type** /g (for Gen Farm class).
- Memo:** 10,000 bushels soybeans.
- Record:** Click Enter.

****NOTE**** For a detailed explanation of **CCC Loans**, see the **CCC Loans** Section in the additional Quicken topics chapter.

Example 16: ATM Withdrawal

On your way through town, you stop by the ATM machine and withdraw \$50.00 from your farm checking account.

Num: Click the down arrow in the **Num** field, Click **ATM**.

Date: Click the **Date** field. Use the “+” key to advance the date one day at a time or the “-“ key to backup one day at a time.

Payee: Click on the **Payee** field, **Type** Cash.

Payment: Click on the **Payment** field, **Type** 50.00.

Category/Class: Click the down arrow in the **Category** field, Click **[Cash Account]**, **Type** /g (for Gen Farm class).

Record: Click Enter.

The screenshot shows the Quicken software interface for entering a transaction. The 'Num' dropdown menu is open, showing 'ATM' selected. The 'Date' is 4/12/2005. The 'Ending Balance' is 83,184.53. The interface includes fields for 'Next Check Num', 'Category', 'Memo', 'Payment', and 'Deposit'. There are also buttons for 'Enter', 'Edit', and 'Split'. A 'Set Up Online Payment' button is visible at the bottom, along with a 'Pay vendors online the easy way - Quicken Bill Pay' link.

Example 17: Cash Purchase

You pay cash for oil filters at Farm Supply of Anywhere.

Go to the **Cash Account** register.

Date: Click the **Date** field. Use the calendar or +/- keys to set proper date.

Payee: Click down arrow on the **Payee** field. Click **Farm Supply of Anywhere**.

Payment: Click on the **Spend** field, Type 28.43.

Category/Class: Click on the down arrow in the **Category** field. Click **Repairs: Mchy, Type /g** (for Gen Farm class).

Memo: Filters for truck.

Record: Click Enter.

****NOTE**** Go to your Cash account to check your current cash balance.

The screenshot shows the 'Cash: Cash Account' window with the 'Register' tab selected. The window has a menu bar with 'Delete', 'Find', 'Transfer', 'Update Balance', 'View', 'Report', 'Options', and 'How Do I?'. Below the menu bar is a table with columns: Ref, Date/Δ, Payee/Category/Memo, Spend, Clr, Receive, and Balance. The table contains three rows: 1/1/2005 Opening Balance [Cash Account] with a balance of 0.00; 4/12/2005 cash [Farm Checking]/Gen Farm with a balance of 50.00; and 4/12/2005 Farm Supply Of Anywhere Repairs:Mchy/Gen Farm Filters for truck with a spend of 28.43 and a balance of 21.57. Below the table is a form with fields for Ref, Payee, Category, Memo, Spend, and Receive, and buttons for Enter, Edit, and Split.

Ref	Date/Δ	Payee/Category/Memo	Spend	Clr	Receive	Balance
	1/1/2005	Opening Balance [Cash Account]				0 00
	4/12/2005	cash [Farm Checking]/Gen Farm			50 00	50 00
	4/12/2005	Farm Supply Of Anywhere Repairs:Mchy/Gen Farm Filters for truck	28 43			21 57

Ref: Payee: Category: Memo: Spend: Receive:

Enter Edit Split

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Example 18: Multiple Deposits and a Cash Withdrawal

While at the bank you make 2 deposits and withdraw cash using the same deposit slip.

- Num:** Click the down arrow in the *Num* field, **Click Deposit.**
- Date:** Click the *Date* field. Use the “+” key to advance the date one day at a time or the “-” key to backup one day at a time.
- Payee:** Click on the *Payee* field, **Type/Select** Bank of Anywhere.
- Payment:** Click on the *Deposit* field, **Type** 13102.80.
- Category/Class:** Click **Split** in the lower right hand corner of the transaction. The *SPLIT TRANSACTION WINDOW* will appear. Click the down arrow in the *Category* field on line 1, **Click Hsalary, Type** /h (for home). **Click** in the *Memo* field and **Type** Wife’s Payroll 2 weeks, **Click** in the *Amount* field and **Type** 952.80. **Click Next, Click** the down arrow in the *Category* field on line 2, **Click** Grain Sold, **Type** /C, **Click** in the *Memo* field and **Type** 5000 Bu. @ \$2.45, **Click** in the *Amount* field and **Type** 12250.00. **Click Next, Click** the down arrow in the *Category* field on line 3, **Click** [Cash Account] **Type** /G **Click** in the *Memo* field and **Type** Cash, **Click** in the *Amount* field and **Type** –100.00. **Click Next,**

Split Transaction ✕

Enter multiple categories to itemize this transaction; use the Memo field to record more details.

Category	Memo	Amount
1. Hsalary/Home	Wife's Payroll 2 Weeks	952.80
2. Grain Sold/Corn	5000 Bu. @ \$2.45	12,250.00
3. [Cash Account]/Gen Farm	Cash	-100.00
4. <input type="text"/>	<input type="text"/>	
5. <input type="text"/>	<input type="text"/>	
6. <input type="text"/>	<input type="text"/>	
7. <input type="text"/>	<input type="text"/>	
8. <input type="text"/>	<input type="text"/>	
9. <input type="text"/>	<input type="text"/>	
10. <input type="text"/>	<input type="text"/>	
11. <input type="text"/>	<input type="text"/>	
12. <input type="text"/>	<input type="text"/>	
13. <input type="text"/>	<input type="text"/>	
14. <input type="text"/>	<input type="text"/>	
15. <input type="text"/>	<input type="text"/>	
16. <input type="text"/>	<input type="text"/>	

Next Edit ▾

Hint: Use the Adjust button at right to recalculate the total.

Split Total: 13,102.80
 Remainder: 0.00
 Transaction Total: 13,102.80

Record: **Click OK.**
 Click Enter.