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# Data Entry

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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
- Example 11. Memorizing a Transaction as Amounts
- 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	1/1/2006	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	1/1/2006	Anywhere Feeed Mill		3,524.36	Deposit	11,475.64
		Feed Purchase Hogs	17 Ton Hog Feed	Enter	Edit	Split @ *

To correct the error, complete the following steps:

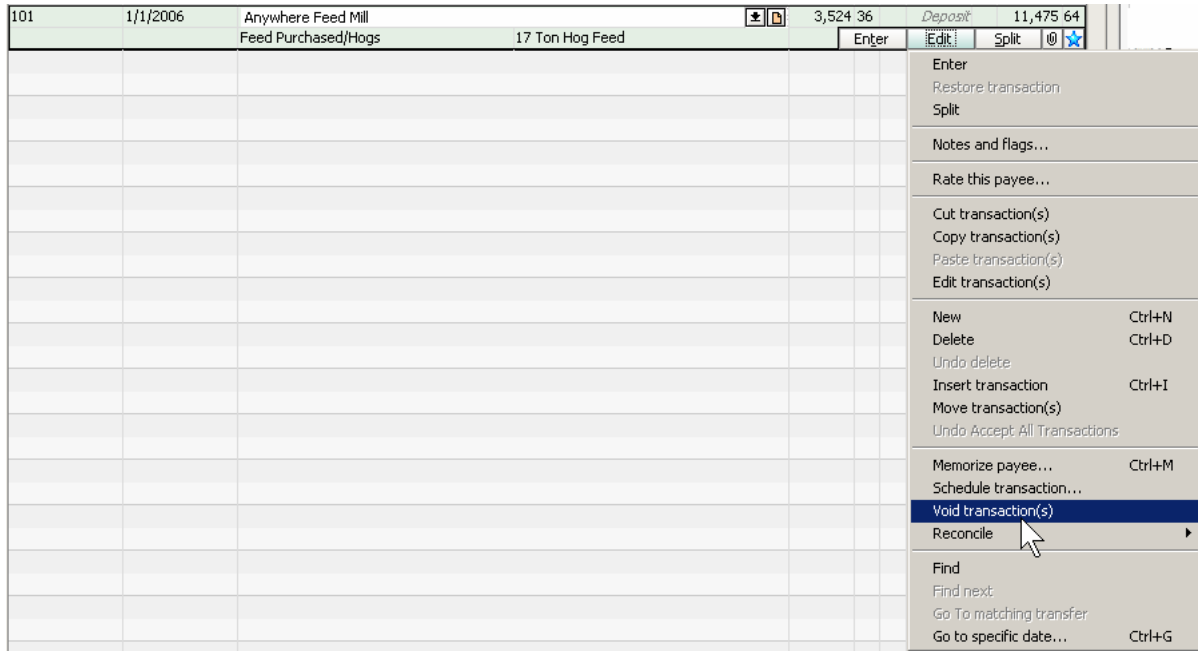
**Payee:**            **Double Click** on the incorrect spelling and make necessary changes.

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

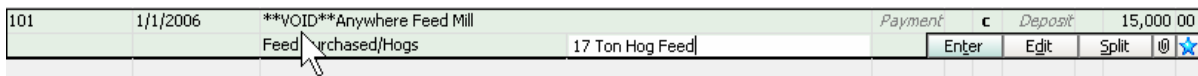
**\*\*NOTE\*\*** You must **Click Enter** to update your changes.

### 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	1/2/2006	Ward Livestock Farm		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. On the next page is a Spending by Category 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.

Spending by Category

Delete Export Data Sort Go to Category List Preferences How Do I?

Back History Forward Print Graph Print Report Save Report Find & Replace Customize

### Chemicals - 2006

Date range: Custom dates Subtotal by: Don't subtotal

1/1/2006 through 12/31/2006

Edit

Date	Account	Num	Description	Memo	Category	Clr	Amount
1/5/2006	Checking	102	5 Farm Supply ...	50 gal. Roun...	Chemicals/So...		-2,000.00
1/6/2006	Checking	DEP	Monsanto	Rebate \$8/gal.	Chemicals/So...		400.00
<b>1/1/2006 - 12/31/2006</b>							<b>-1,600.00</b>
<b>TOTAL INFLOWS</b>							<b>400.00</b>
<b>TOTAL OUTFLOWS</b>							<b>-2,000.00</b>
<b>NET TOTAL</b>							<b>-1,600.00</b>

## 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 \$7547.00 for the following corn inputs:

Aatrazine	50 gallons	\$618.00
18-46-0	5 tons	\$1,570.50
28%	10 tons	\$2,400.00
Round Up	50 gallons	\$1,684.00
K20	5 tons	<u>\$1,275.00</u>
Total Due		\$7,547.00

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 7547.00.**

**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 Fert & Lime, Type /c** (for corn class), **Click** in the *Memo* field and **Type** 18-46-0 5T., 28% 10 ton, K2O 5T., **Click** the calculator button in the *Amount* field, **Click** 1570.00 + 2400.00 + 1275.00, **Click = Enter** on the calculator.

**Split Transaction**

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

Category	Memo	Amount
1. Fert. & Lime/Corn	18-46-0 5 T., 28% 10 Ton., K20 5 Ton.	5,175.00
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		

Next Edit

C CE <- %  
7 8 9 /  
4 5 6 X  
1 2 3 -  
0 . +  
Enter

OK Cancel Help

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

Adjust

Split Total: 5,175.00  
Remainder: 2,372.00  
Transaction Total: 7,547.00

**\*\*Note\*\*** The amount in **Remainder:** is \$2,372.00. This indicates that \$2,372 of the \$7,547 entered into the payment field needs to be categorized yet. In this example the second line would be Chemicals/Corn for category and \$2,372.00 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** Aatrazine 50 Gal., Round Up 50 Gal., **Click** the calculator button in the **Amount** field, **Click** 618.00 + 1684.00 **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.

Quicken 2006 Basic - Farm Name - [Checking]

File Edit Tools Online Cash Flow Investing Property & Debt Reports Upgrades Help

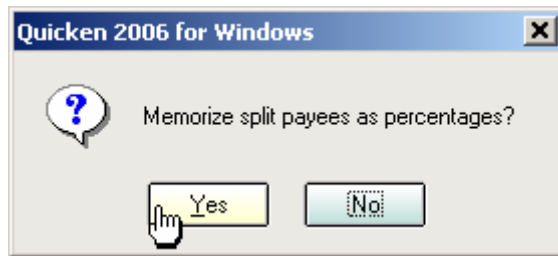
Checking Register Overview

Delete Find Transfer Reconcile Write Checks Set Up Online View Report Options How Do I?

Num	Date/Δ	Payee/Category/Memo	Payment	Clr	Deposit	Balance
	1/1/2006	Opening Balance [Checking]		R	15,000 00	15,000 00
101	1/1/2006	**VOID**Anywhere Feed Mill Feed Purchased/Hogs 17 Ton Hog Feed		c		15,000 00
DEP	1/2/2006	Ward Livestock Farm LS SOLD:RMarket/Dairy 2 DMF @ 100 Lbs. each			300 00	15,300 00
102	1/5/2006	Farm Supply Of Anywhere --Split--	2,512 00			12,788 00
DEP	1/6/2006	Monsanto Chemicals/Soybeans Rebate \$8/gal.			400 00	13,188 00
DEP	1/7/2006	Livestock Sale Of Anywhere --Split--			1,167 95	14,355 95
103	1/8/2006	Farm Supply Of Anywhere --Split--	7,547 00			
104	1/8/2006	American Electric Power --Split-- <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Memo	125 00			

★ Rate American Electric Power Ending B

- Enter
- Restore transaction
- Split
- Notes and flags...
- Rate this payee...
- Cut transaction(s)
- Copy transaction(s)
- Paste transaction(s)
- Edit transaction(s)
- New Ctrl+N
- Delete Ctrl+D
- Undo delete
- Insert transaction Ctrl+I
- Move transaction(s)
- Undo Accept All Transactions
- Memorize payee... Ctrl+M
- Schedule transaction...
- Void transaction(s)
- Reconcile
- Find
- Find next
- Go To matching transfer
- Go to specific date... Ctrl+G



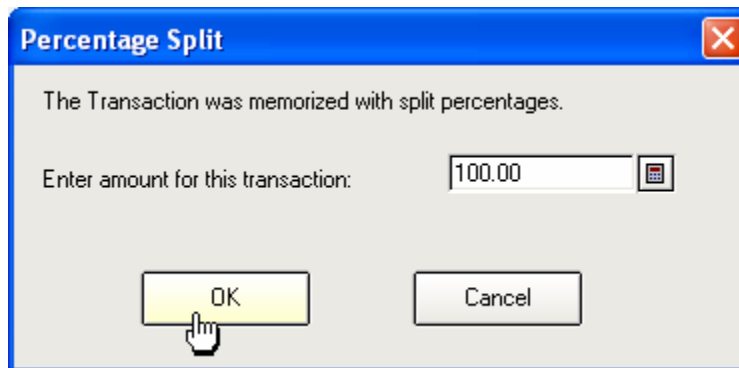
**Record:** Click Yes, Click OK.  
Click Enter.

## 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:

Split Transaction

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).

DEP	3/9/2006	Bank Of Anywhere	Payment	55,000.00			
		[BOA Loan]	Enter	Edit	Split	@	★
		Seed&Plants	Expense				
		Utilities	Expense				
		Electric	.				
		Home	.				
		Transfer to/from... [Checking]					
		Transfer to/from... [Cash Account]					
		Transfer to/from... [BOA Loan]					
		Split	Transfer	Cat			
		Show List	Show Hidden				
★ Rate Bank Of Anywhere				Ending Balance:	26,981.29		

- 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.

Liability: BOA Loan					
Register			Overview		
Delete	Find	Transfer	Update Balance		View Report Options How Do I?
Ref	Date/Δ	Description/Xfer Acct/Memo	Increase	Clr Decrease	Balance
	1/1/2006	Opening Balance [BOA Loan]			0 00
<i>Ref</i>	3/9/2006	Bank Of Anywhere [Checking]      Operating Loan	55,000 00	<i>Decrease</i>	<b>55,000 00</b>
			Enter	Edit	Split @ *

## 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

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

Adjust

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

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
	1/1/2006	Opening Balance [BOA Loan]				0 00
	3/9/2006	Bank Of Anywhere [Checking]	55,000 00			55,000 00
Ref	4/10/2006	Bank Of Anywhere [Checking]	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.

Next Check Num		--Split--				
ATM	5/2006	AW Dairy			10,057 19	26,961 29
Deposit		--Split--				
Print Check	9/2006	Bank Of Anywhere			55,000 00	81,961 29
Transfer		[BOA Loan]				
EFT	10/2006	Bank Of Anywhere		56,345 00		25,636 29
		--Split--				
	11/2006	FSA			53,500 00	79,136 29
		[CCC Loan]/General Farm				
ATM	4/11/2006	Payee		Payment	Deposit	79,136 29
		Category	Memo	Enter	Edit	Split @ *
						Ending Balance: 79,136.29

## 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' register. The interface includes a header with 'Register' and 'Overview' tabs, and a menu bar with 'Delete', 'Find', 'Transfer', 'Update Balance', 'View', 'Report', 'Options', and 'How Do I?'. The main table displays the following data:

Ref	Date/Δ	Payee/Category/Memo	Spend	Clr	Receive	Balance
	1/1/2006	Opening Balance [Cash Account]				0 00
	4/12/2006	Cash [Checking]/General Farm			50 00	50 00
Ref	4/12/2006	Farm Supply Of Anywhere Repairs:Mchy/General Farm Filters for truck	28 43		Receive	21 57

Buttons for 'Enter', 'Edit', and 'Split' are visible at the bottom right of the table.

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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. 		
5.	Next Edit ▾	
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		

Split Total: 13,102.80  
 Remainder: 0.00  


---

 Transaction Total: 13,102.80

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

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

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