
Preface

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

This manual is written for Quicken 2006 Basic. We will make every attempt to keep the manual updated with each new version. Future manuals and updates will be available 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 five different versions for 2006, Quicken Basic 2006, Quicken Deluxe 2006, Quicken Premier 2006, Quicken Home & Business 2006 and Quicken Mac 2006. While each product has different features, our experience is that the basic program, Quicken Basic 2006, 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 Quicken Basic 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, Quicken Basic will provide more than enough information for management decisions and income tax planning.

We would also like to acknowledge Kathy Gamble, OSU Extension in Knox County, for her invaluable help and assistance in typing this manual.

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Our Disclaimer

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.

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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.quicken.com>. 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.