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
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.
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.

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 Barry and Betty Ward.

**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.
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** 20 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.

```
<table>
<thead>
<tr>
<th>Category</th>
<th>Memo</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Chemicals/Soybeans</td>
<td>50 gal. Roundup</td>
<td>2,000.00</td>
</tr>
<tr>
<td>2. Seed &amp; Plants/Soybeans</td>
<td>20 Bags F504 357RR</td>
<td>512.00</td>
</tr>
<tr>
<td>3.</td>
<td>*</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Next</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Edit</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```

Click OK.

Record: 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 Is. 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.
### Chemicals - 2007

#### Date range: Custom dates  
1/1/2007 through 12/31/2007

<table>
<thead>
<tr>
<th>Date</th>
<th>Account</th>
<th>Num</th>
<th>Description</th>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/1/2007</td>
<td>Checking</td>
<td>102</td>
<td>Form Supply</td>
<td>Chemicals</td>
<td>-2,000</td>
</tr>
<tr>
<td>1/6/2007</td>
<td>Checking</td>
<td>102</td>
<td>Price List Reorder</td>
<td>Chemicals</td>
<td>450</td>
</tr>
<tr>
<td>1/1/2007 - 12/31/2007</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Inflows**: 460.00

**Total Outflows**: 2,000.00

**Net Total**: -1,540.00
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.

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:

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Atrazine</td>
<td>50 gallons</td>
<td>$618.00</td>
</tr>
<tr>
<td>18-46-0</td>
<td>5 tons</td>
<td>$1,570.50</td>
</tr>
<tr>
<td>28%</td>
<td>10 tons</td>
<td>$2,400.00</td>
</tr>
<tr>
<td>Roundup</td>
<td>50 gallons</td>
<td>$1,684.00</td>
</tr>
<tr>
<td>K20</td>
<td>5 tons</td>
<td>$1,275.00</td>
</tr>
<tr>
<td><strong>Total Due</strong></td>
<td></td>
<td><strong>$7,547.00</strong></td>
</tr>
</tbody>
</table>

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.
**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 Atrazine 50 Gal., Roundup 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.
Record: Click Yes, Click OK.
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,

![Percentage Split Window]

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, **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:

![Split Transaction Window]
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](image)
**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.
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).
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.
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.
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.
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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,
Click OK.

Record:  Click Enter.
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