FARM RECORDS AND QUICKBOOKS

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Shannon Dill, University of Maryland Extension

Objectives:

- The importance of farm records
- What farm records to keep
- How to manage farm records

Farmers Need to . . .

- Manage their business
- Plan for profit:
  - monthly profit/loss statements
  - compare year to date profit/loss
  - monitor key expenses closely (i.e. feed. inputs)
  - monitor enterprise income/expenses
  - set annual budgets
  - look at financial statements
- Communicate with lenders/investors
- Communicate with spouse/partners
  - Have a household budget

Farmers Must Also Manage Cash, Capital and People

- Accounts payable (what you owe others)
- Account receivable (what others owe you)
- Cash flow (what’s in the bank)
- Structured debt (bank notes)
- Payroll

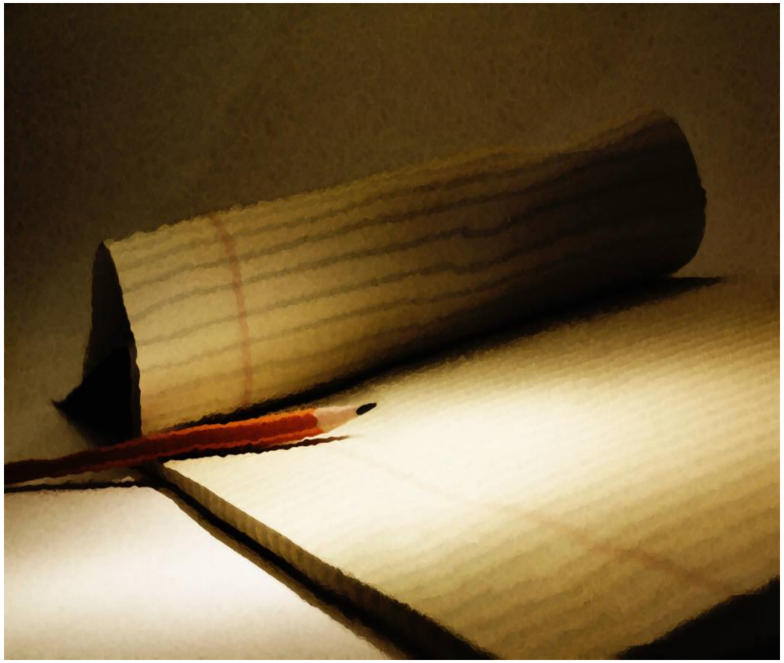
Recordkeeping

- Proof – The IRS may ask for revenue, expenses and inventory items
- Decision Aids – Records help with making decisions on purchases, enterprises etc.
- Institutional Requirements – Lending agencies, FSA, crop insurance require production and acreage reports
- Environmental – Nutrient management, pesticides, bio-solids, irrigation all require records.

Good records do not ensure your farm will be successful; however, success is unlikely without them!

Decision Making

- Reports can help make decisions for your farm – this is the evaluation of your records
  - Hiring workers
  - Major purchases
  - Land rental rates
  - Adding new or removing an enterprise



Keeping Farm Record

Three basic types of farm records:

1. Resource inventories
2. Production accounts or livestock and crop operations
3. Income and expense records

Resource Inventories

- Count and assign value to your resources to inventory your farm

- Resources include:
  - Assets: Items you own
  - Liabilities: indicate what you owe

Example

Equipment Inventory

Equipment Name	Model	Size	Year Purchased	Age	Condition	Ownership	Book Value	Market Value
John Deere with loader attachment	3720 Compact Tractor	44 HP	2005	Used 3 years	Good	Bought	14,000	15,000
25A Flail Mower Attachment	John Deere	6.5' cutting, 1850 RPM	2005	3 years	Good	Bought	400	600
Injector Irriagation	Morrill		2006	2 years	Good	Bought	800	850
Tiller	Mahindra	55 inch	2007	used 5 years old	Fair	Bought	2,000	2,200

Building and Structure Inventory

Building	Purpose	Square Feet	Features	Location
High Tunnel	Growing specialty greens and fruits	26'W x 12'H x 48'L	14 gauge steel tubing, 4' rafter spacing, 4 rows of perlins, 6mil 4 year greenshouse film	Facing North and South. Located on flattest area of farm. North and west of residence.
Pole Barn	Storage for farm equipment, tools and hay for livestock.	30'W x 10'H x 80'L	treated poles on 8' center, 30' standard trusses 4' center. 12'w x 12'h garage door	Facing East and West. Located close to livestock and high tunnel.
Livestock Barn	Shelter for horses and cows	36'W x 10'H x 60'L	4 horse stalls 12 x 12 and a run in area for cows.	Located next to the pole building

Projected Equipment Purchasing Schedule

Equipment Item	Cash Cost	Purchase Date
Greenhouse Equipment		
Greenhouse 1	$ 7,000.00	January-07
Greenhouse 2	$ 6,000.00	January-08
Greenhouse 3	$ 6,000.00	March-09
Tiller and attachments	$ 2,500.00	January-09
Spray Equipment	$ 1,000.00	January-09
Injectors, Irrigation	$ 750.00	January-09
Field Equipment		
JD 3720 Tractor/Loader	$ 16,000.00	January-07
Disc, attachments	$ 1,500.00	March-09
Mower	$ 600.00	March-09
Trellis for Fruit	$ 1,600.00	June-09
Injector, Irrigation	$ 800.00	June-09
Air Blast sprayer	$ 2,000.00	June-10
Transportation/Storage		
Van	$ 17,000.00	March-10
Cool Box	$ 3,500.00	October-09
Packing Line	$ 1,900.00	October-10
Buildings		
Pole Building Improvements	$ 1,000.00	September-09
Total Cash Equipment	**$ 69,150.00**	

2007	$23,000.00
2008	$6,000.00
2009	$19,250.00
2010	$20,900.00

Why inventory?

- Resource Inventory used for:
  - Determining your net worth – Balance sheet
  - Computing noncash expense, such as depreciation

BALANCE SHEET Greenway Farms Date Prepared 01/01/09

ASSETS			LIABILITIES AND NET WORTH	
Current Farm Assets		**Value**	**Current Farm Liabilities**	**Value**
Cash, checking, savings		3,384	Accounts payable and accrued expenses	
Prepaid expenses & supplies		-	Fuel	-
Accounts receivable			Accrued interest - operating	-
Crops held for sale or feed	Quantity		Accrued interest - machinery	1,100
			Accrued interest - mortgage	19,000
			Current farm notes payable	
			Operating loan	
			Intermediate and long-term principal due within 12 months	
			Machinery Loan	4,000
			Farm Mortgage	5,000
Other current farm assets			Other current farm Liabilities	
			Contingency income tax	
Total current farm assets		$3,384.00	Total current farm liabilities	$29,100.00
Intermediate Farm Assets			**Intermediate Farm Liabilities**	
Breeding livestock				
			John Deere 3720	16,000
			Greenhouses	10,000
Machinery and Equipment		24,500		
Other intermediate assets				
Total intermediate assets		$24,500.00	Total intermediate farm liabilities	$26,000.00
Long-term Farm Assets			**Long-term Farm Liabilities**	
25 ac, home and buildings		425,000	Mortgage	275,000
Other long-term assets				
Total long-term farm assets		425,000	Total long-term farm liabilities	275,000
Total farm assets		452,884	Total farm liabilities	330,100
Nonfarm assets		8,000	Nonfarm liabilities	
Car		12,000	Car Loan	5,000
Household items		15,000		
Cash value of life insurance		1,700		
Total nonfarm assets		36,700	Total nonfarm liabilities	5,000
Total assets		**$489,584.00**	**Total liabilities**	**$335,100.00**
			Net Worth	**$154,484.00**

Production Accounts

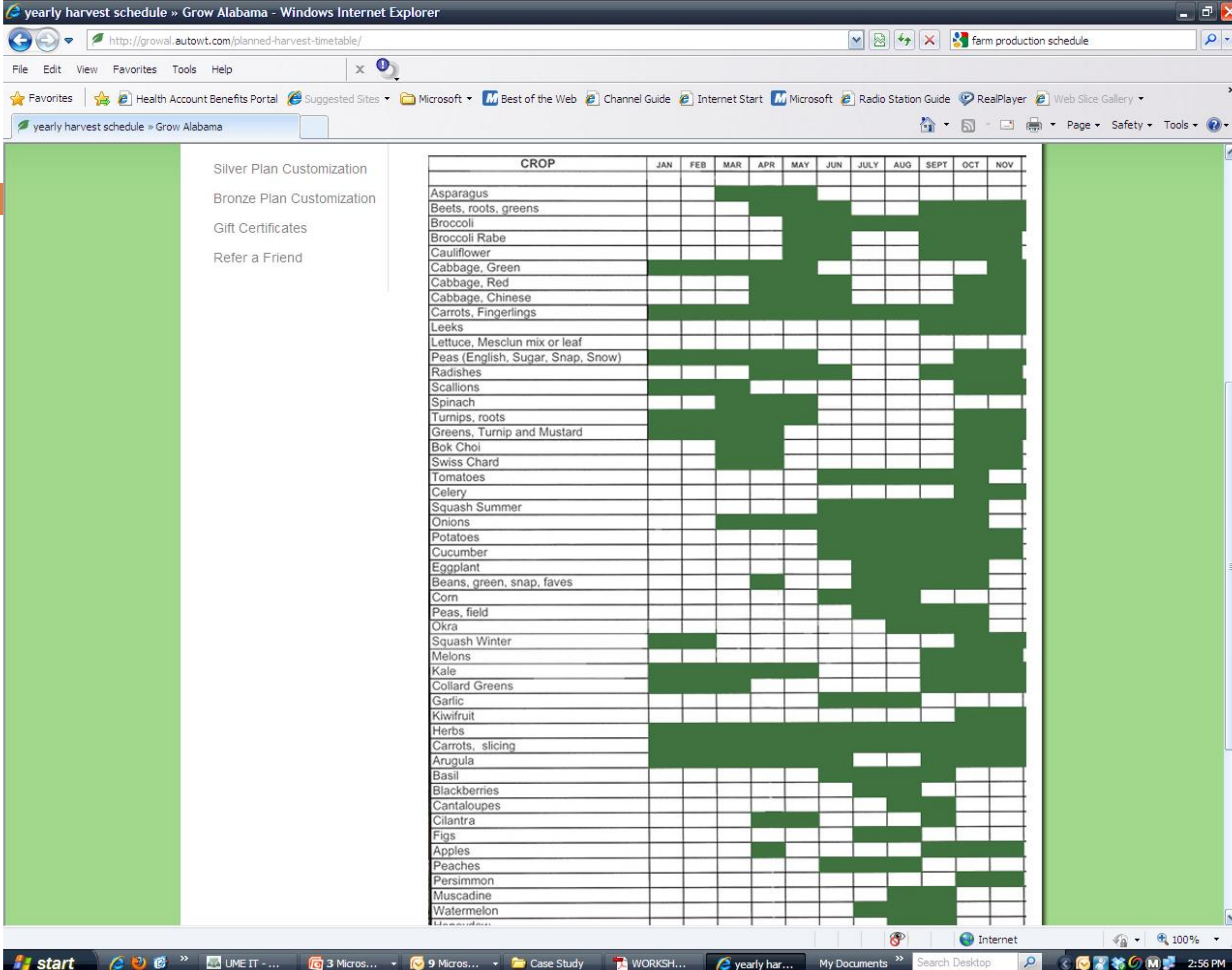
- Used to measure the performance of crop and livestock enterprise on the farm
- Classified as Crop, Livestock or Labor records

Production Amounts

- Crop records include:
  - Soil conditions, cropping patterns, field layouts, and building locations
  - Crop rotation, varieties, yields, fertilizer rates and pesticide applications
- Livestock records include:
  - Subsection for mortality, breeding, performance and feed information
- Labor records include:
  - Amount and timing required per operation

Production Plan 2009

Month	Farm Activity	Production	Marketing	Capital Purchases
2009				
JANUARY				
	Till beds in house 1		Visit restaurants	
	Plant micro greens		with product listings	
	Thin beds, apply protectants		Work on display for	
	Attend workshops		farmers market	
	Monitor fertility, water			
	prepare beds for harvest			
	Order raspberry/blackberry plants			
FEBRUARY				
	Begin Harvest	20 cases salad mix	9th Street Tavern	
	Monitor fertility, water		Dockside	
	Continue with harvest every other day			
	Thin plants			
	prepare gutters in 2nd house			
MARCH				
	Continue harvest	40 cases salad mix	9th Street Tavern	
	Seed gutter house		Dockside	
	Reseed some beds in house 1		Fun Times café	
	begin harvest of gutter		McGregors	
	prepare outside beds for small fruit		Farmers Markets	
APRIL				
	Continue harvest	100 cases salad mix	9th Street Tavern	
	Re-seed gutter house		Dockside	
	Reseed some beds in house 1		Fun Times café	
	Water and fertilize		McGregors	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Bronze Plan Customization
Gift Certificates
Refer a Friend
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Asparagus
Beets, roots, greens
Broccoli
Broccoli Rabe
Cauliflower
Cabbage, Green
Cabbage, Red
Cabbage, Chinese
Carrots, Fingerlings
Leeks
Lettuce, Mesclun mix or leaf
Peas (English, Sugar, Snap, Snow)
Radishes
Scallions
Spinach
Turnips, roots
Greens, Turnip and Mustard
Bok Choi
Swiss Chard
Tomatoes
Celery
Squash Summer
Onions
Potatoes
Cucumber
Eggplant
Beans, green, snap, faves
Corn
Peas, field
Okra
Squash Winter
Melons
Kale
Collard Greens
Garlic
Kiwifruit
Herbs
Carrots, slicing
Arugula
Basil
Blackberries
Cantaloupes
Cilantra
Figs
Apples
Peaches
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Muscadine
Watermelon
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Production Records - Crops

PROJECTED CROP PRODUCTION PLANS

Crop to be Raised	(a) Acres to be Planted	(b) Projected Yield per Acre	(c) Projected Total (a) * (b)	(d) Share of Production (c)*__%	(e) Expected Selling Price	(f) Projected Crop Revenue (d)*(e)	(g) Estimated Production Costs per Acre	(h) Estimated Total Production Costs (a)*(g)	(i) Projected Return Above Production Costs (f)-(h)
			0			0		0	0
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CROP | LIVESTOCK | Sheet3

Production Records - Livestock

PROJECTED CROP PRODUCTION PLANS									
Livestock Enterprise	(a) Number to be Sold (Raised)	(b) Number to be Sold (Purchased)	(c) Projected Total Number (a) +(b)	(d) Expecting Selling Weight per Head (lbs)	(e) Expected Selling Price (per Lb)	(f) Projected Revenue (c)*(d)*(e)	(g) Estimated Total Purchase Cost for (b)	(h) Estimated Total Feed & Production Costs	(i) Projected Return Above Costs (f)-(g)-(h)
			0			0			0
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Add in
Prices received
Weight tickets

Farm	Field #	Acreage	Crop	Yield Goal	N	P	K	Total Bushels	Per Acre	WheatNPK	Wheat	PerAcre
Smith	1	39.2	Corn		184.2	49.4	146.0	15090.72	205.876			
Smith	2	41.8	Full Season		11.9	31.0	61.0	4515.34	54.2709			
Smith	5	41.4	Full Season									
Smith	6	34.1	Corn									
Campus	1	23.8	Full Season									
Rt4	1	7.9	Full Season					1777.34	31.4018			
Rt4	2	1.9	Full Season									
Rt4	3	5.9	Full Season									
Rt4	4	17.1	Full Season									
Round	1	28.4	Corn					21307.17	213.499			
Round	2	6.8	Corn									
Round	3	20.7	Corn									
Round	4	21.1	Corn									
Round	5	10.4	Corn									
Round	6	12.4	Corn									
Fairy Neck	1	12.8	Wheat/Double		12.0	31.0	61.0	2196.34	40.7484		3427.33	63.5868
Fairy Neck	2	7.9	Wheat/Double							100-0-0		
Fairy Neck	3	1.7	Wheat/Double									
Fairy Neck	5	31.5	Wheat/Double									
Two Tree	1R	9.4	Corn					3230	215.333			
Two Tree	1L	5.6	Corn									
Miles Neck	1	13.6	Wheat/Double									20
Miles Neck	2	11.5	Wheat/Double									
Miles Neck	3	3.8	Wheat/Double									
Totals		410.7										

Income and Expense Records

- Transaction Journal (farm checkbook)
  - Includes:
    - Date, check receipt number, amount of check or deposit, and the payee or income source

- General Ledger
  1. Farm cash receipts
  2. Farm cash disbursement

Cash Flow Budget Name> Greenway Farms

	Last year	2009	2010	2011	2012	Total
Cash inflow						
1. Beginning cash balance	1,100.00	3,840.00	2,567.26	3,273.52	33,719.78	68,516.04
2 Mini-Vegetable Sales	0.00	18,900.00	18,900.00	18,900.00	18,900.00	75,600.00
3. Berry Sales	0.00	0.00	28,800.00	28,800.00	28,800.00	86,400.00
3. Specialty Greens	4,000.00	7,875.00	7,875.00	7,875.00	7,875.00	31,500.00
4. Other farm income	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	6,000.00
5. Capital sales	0.00	0.00	0.00	0.00	0.00	0.00
6. Off farm receipts: Off-farm Job	58,000.00	60,000.00	62,000.00	64,000.00	64,000.00	308,000.00
7. Total cash inflow (total 1 to 6)	64,600.00	92,115.00	121,642.26	124,348.52	154,794.78	576,016.04
Cash outflow						
8. Greens: Production Supplies	450.00	944.90	944.90	944.90	944.90	4,229.60
9. Mini-Veg: Production Supplies	0.00	3,817.58	3,817.58	3,817.58	3,817.58	15,270.32
10. Berry: Production Supplies	150.00	10,131.26	2,661.26	2,661.26	2,661.26	18,265.04
11. Packing Boxes and Supplies	100.00	746.50	1,502.50	1,502.50	1,502.50	5,354.00
12. Insurance	1,500.00	1,700.00	1,700.00	1,700.00	1,700.00	8,300.00
13. Labor hired: Seasonal	1,200.00	7,687.50	10,987.50	10,987.50	10,987.50	41,850.00
14. Repairs and maintenance	560.00	2,500.00	2,500.00	2,500.00	2,500.00	10,560.00
15. Taxes: Business, Property	1,000.00	1,650.00	1,650.00	1,650.00	1,650.00	7,600.00
17. Utilities	1,050.00	1,700.00	1,700.00	1,700.00	1,700.00	7,850.00
18. Marketing	1,000.00	6,020.00	4,215.00	4,215.00	4,215.00	19,665.00
19. Other farm expenses	650.00	3,300.00	3,500.00	3,500.00	3,500.00	14,450.00
20. Capital purchases	6,000.00	18,250.00	20,900.00	0.00	0.00	45,150.00
21. Family living or withdrawals	18,000.00	19,000.00	20,000.00	21,000.00	22,000.00	100,000.00
22. Term loan payments	29,100.00	29,100.00	29,100.00	29,100.00	29,100.00	145,500.00
23. Total cash outflow (total 8 to 23)	60,760.00	106,547.74	105,178.74	85,278.74	86,278.74	444,043.96
Cash flow summary						
24. Inflow minus outflow (lines 7-23)	3,840.00	(14,432.74)	16,463.52	39,069.78	68,516.04	131,972.08
25. New borrowing:term						
26. New borrowing:credit line		17,000.00				
27. Credit line payments			13,190.00	5,350.00		
28. Ending cash balance (24+25+26-27)	$3,840.00	$2,567.26	$3,273.52	$33,719.78	$68,516.04	$131,972.08

Comments:

Capital purchases such as tractor, farm equipment and buildings before 2007 are included in the term loan payment

All production, income and expenses estimates were derived from the enterprise budgets and fixed cost summary

Summary of Records

- Household Budget
- Enterprise Budgets
- Balance Sheet
- Cash Flow
  - Projected
  - Actual
- Production Schedule
- Production Records
  - Seed, Fertilizer, Pesticide, etc
- Sale Records

Other types of records??

- Household Budget
- Marketing, CSAs
- Customers
- Vendors
- Lease agreements

Account Methods

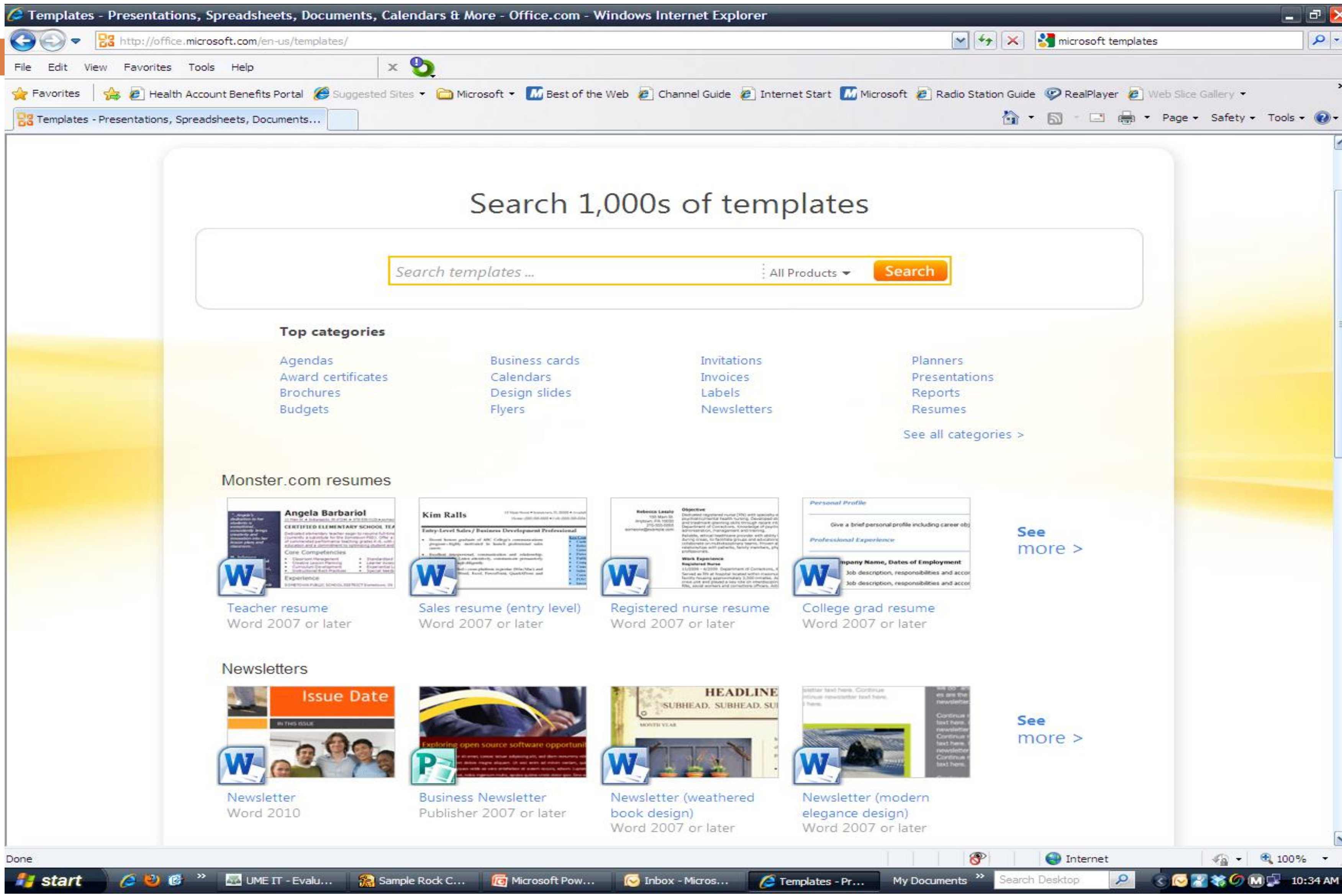
- Cash Method - record expenses in financial accounts when the cash is actually laid out, and they book revenue when they actually hold the cash (most popular for farms)

- Accrual Method - it records revenue when the actual transaction is completed not when it receives the cash

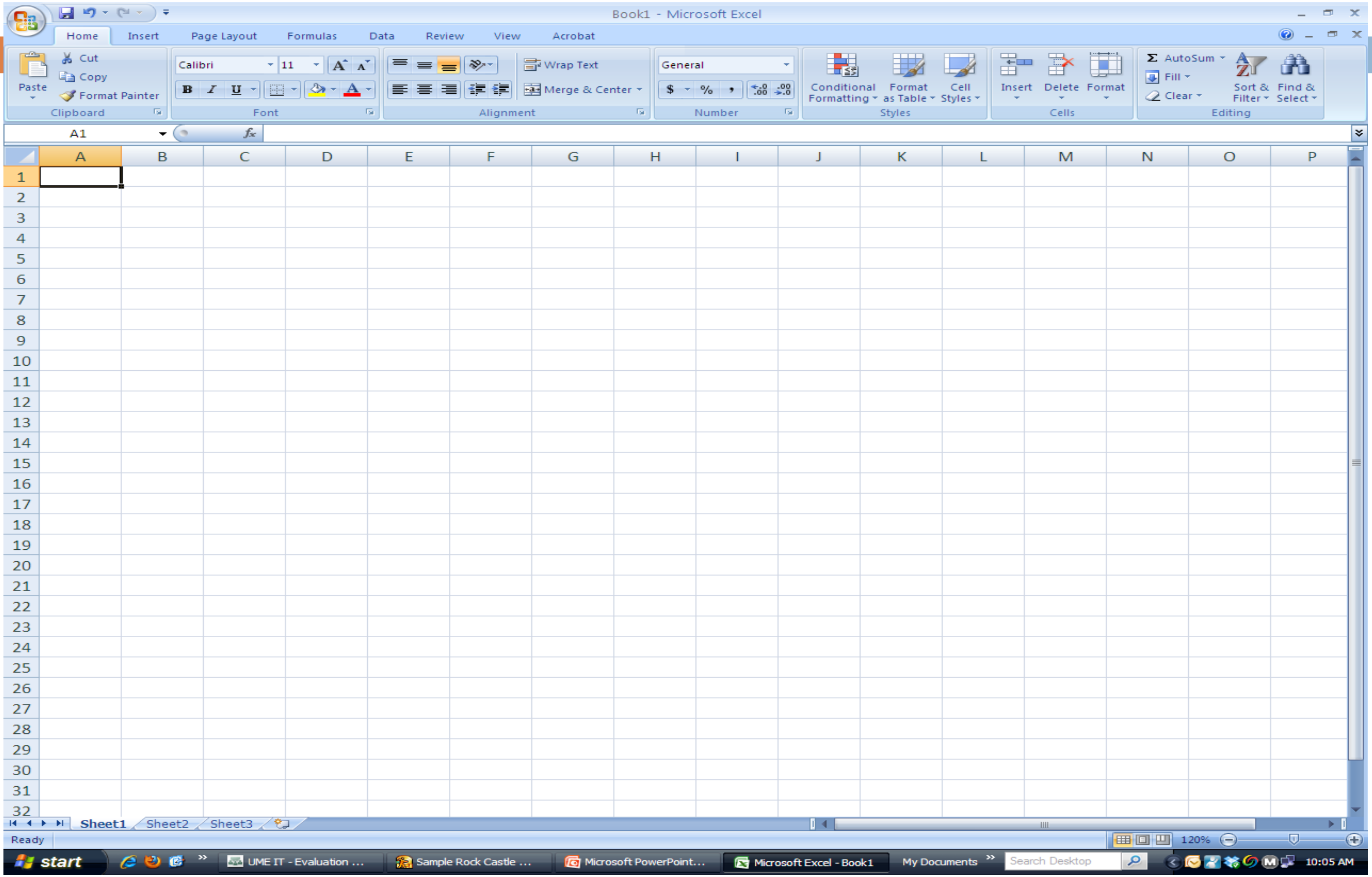
Methods

- General ledger – Examples
- Computer systems
  - Microsoft Templates
  - Excel
  - Quicken
  - QuickBooks
  - APPs

Templates http://office.microsoft.com/en-us/templates/



Excel



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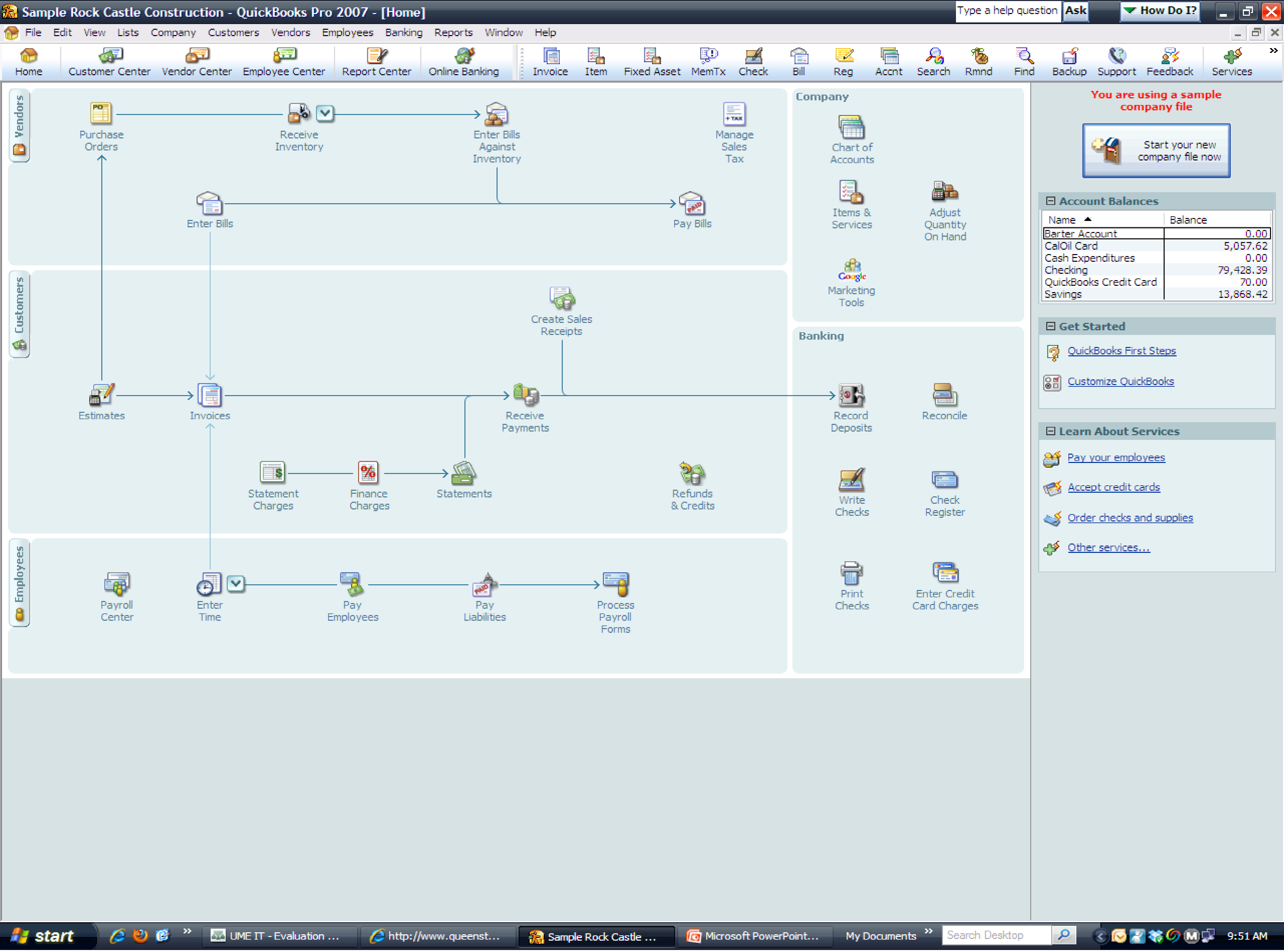

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Vendors
Employees
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Vendor Center
Employee Center
Report Center
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Feedback
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Vendors
Purchase Orders
Receive Inventory
Enter Bills Against Inventory
Manage Sales Tax
Enter Bills
Pay Bills
Customers
Create Sales Receipts
Estimates
Invoices
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Cash Expenditures 0.00
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Advantages of QuickBooks

- Ease of use
- Will write checks
- Manages accounts payable/receivable
- Has QuickPay
- Has payroll features
- Easy to reconcile & produce reports
- Enterprise accounting

- Generates financial statements
- Creates invoices
- Maintains list of vendors and customers
- Cash or Accrual Accounting
- Manages lines of credit and credit cards
- An many more

Overview of QuickBooks

- Chart of accounts
- Items and classes
- Depositing
- Receiving and paying bills
- Reconcile bank statement
- Payroll
- Enterprise accounting

Other Advanced Features

- Enterprise accounting
- Raising and selling feed
- Financial forms and estimated cash flow
- Tax records
- Financial ratios

Steps in Using QuickBooks

- Install and create a company file
- Decide on a start date
- Review chart of accounts and modify for your farm business
- Set up liability and fixed asset accounts
- Create January account balances
- Start entering checks and deposit sales
- Start enterprise accounting
- Organize financial statements

What you need to get started

- Reconcile all bank accounts to your QuickBooks start date
- Current bank statement
- Cash balances
- Create a detailed list (date, payee and amount) of transactions that have not cleared your bank
- Complete a physical inventory and gather inventory information as well as fixed asset information and credit card information

Tips

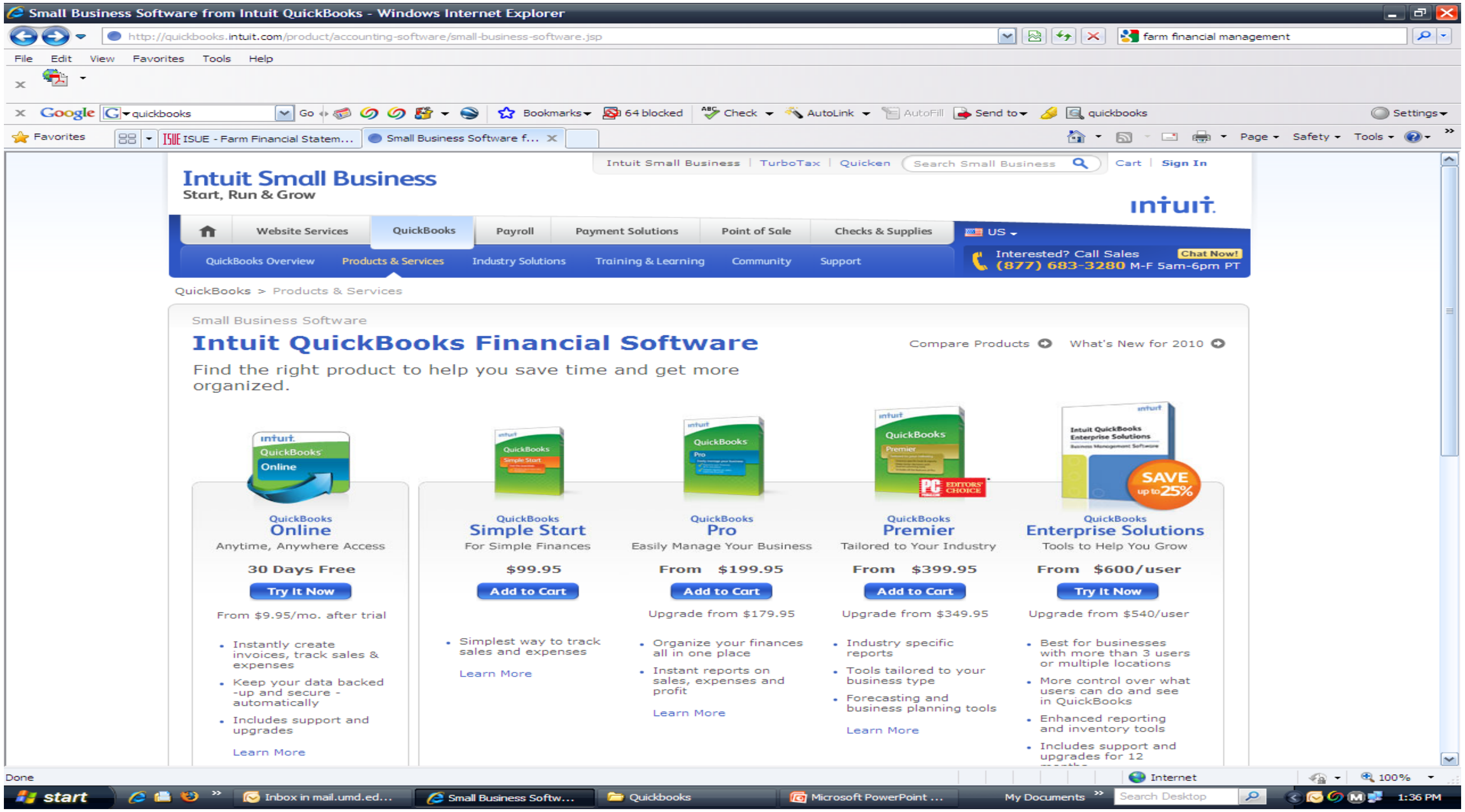
- Purchase the physical product – don’t download from Intuit
- Look at your previous year's tax return to get information on depreciation amounts.
- Have an accountant look over your QuickBooks setup after you gather all required information but before you make any entries. Omissions and/or incorrect entries can haunt you for a long time.
- For fixed assets, such as property and equipment, you must know the current value and accumulated depreciation.
- Pay any unpaid payroll withholding amounts before your QuickBooks start date to avoid having to enter them as an open liability. You will need the current balance of all loans and mortgages.

Tips

- RECONCILE monthly with your bank statement
- Print a copy of your Chart of Accounts for reference
- Be sure back up your accounts on flash drive or CD and store in a safe location
- Consider having a separate computer for financials and business than a household computer – especially if you have teens in the household.
- Save time - Print checks!

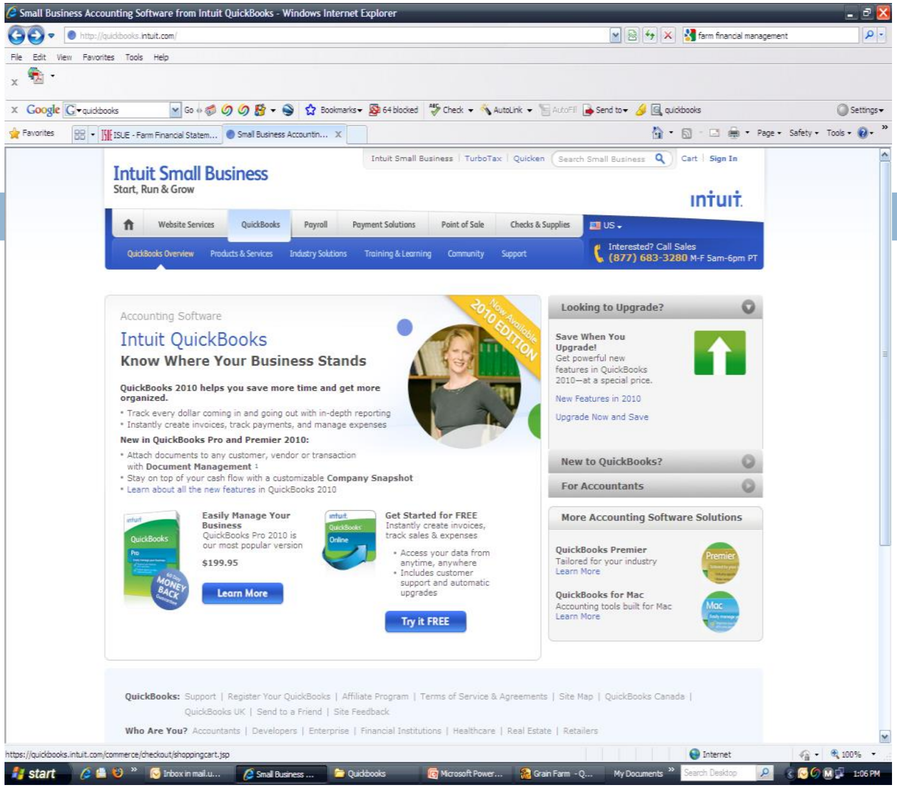
Which is Right for you?

- There is a variety of products available depending on your platform and business needs



HELP!!

- www.quickbooks.com Have a great support page
- Check with your accountant – they may have a QB Pro on staff



Sample Rock Castle Construction - QuickBooks Pro 2007 - [Chart of Accounts]

File Edit View Lists Company Customers Vendors Employees Banking Reports Window Help

Home | Customer Center | Vendor Center | Employee Center | Report Center | Online Banking | Invoice | Item | Fixed Asset | MemTx | Check | Bill | Reg | Accnt | Search | Rmnd | Find | Backup | Support | Feedback | Services

Name	Type	Balance Total
Checking	Bank	79,428.39
Savings	Bank	13,868.42
Cash Expenditures	Bank	0.00
Barter Account	Bank	0.00
Accounts Receivable	Accounts Receivable	77,472.00
Tools & Equipment	Other Current Asset	5,000.00
Employee Loans	Other Current Asset	62.00
Inventory Asset	Other Current Asset	23,102.54
Retainage	Other Current Asset	2,461.80
Undeposited Funds	Other Current Asset	58,742.77
Land	Fixed Asset	90,000.00
Buildings	Fixed Asset	325,000.00
Trucks	Fixed Asset	78,352.91
Computers	Fixed Asset	28,501.00
Furniture	Fixed Asset	7,325.00
Accumulated Depreciation	Fixed Asset	-121,887.78
Pre-paid Insurance	Other Asset	1,041.85
Accounts Payable	Accounts Payable	53,780.04
QuickBooks Credit Card	Credit Card	70.00
CalOil Card	Credit Card	5,057.62
Direct Deposit Liabilities	Other Current Liabi...	0.00
Payroll Liabilities	Other Current Liabi...	9,258.55
Sales Tax Payable	Other Current Liability	5,531.77
Bank of Anycity Loan	Long Term Liability	19,932.65
Equipment Loan	Long Term Liability	3,911.32
Note Payable	Long Term Liability	3,440.83
Truck Loan	Long Term Liability	50,162.38
Opening Bal Equity	Equity	593,019.25
Owner's Equity	Equity	19,000.00
Owner's Contribution	Equity	25,000.00
Owner's Draw	Equity	-6,000.00
Retained Earnings	Equity	
Mileage Income	Income	
Construction	Income	
Discounts given	Income	
Labor	Income	
Materials	Income	
Miscellaneous	Income	
Subcontractors	Income	
Uncategorized Income	Income	
Cost of Goods Sold	Cost of Goods Sold	
Automobile	Expense	
Insurance	Expense	
Fuel	Expense	
Repairs and Maintenance	Expense	
Bad debt	Expense	
Bank Service Charges	Expense	
Bond Expense	Expense	
Depreciation Expense	Expense	
Dues and Subscriptions	Expense	
Union Dues	Expense	
Freight & Delivery	Expense	
Insurance	Expense	
Disability Insurance	Expense	
Liability Insurance	Expense	
Work Comp	Expense	
Interest Expense	Expense	
Finance Charge	Expense	
Loan Interest	Expense	
Job Expenses	Expense	
Equipment Rental	Expense	
Job Materials	Expense	
Permits and Licenses	Expense	
Subcontractors	Expense	
Miscellaneous	Expense	
Office Supplies	Expense	

Account | Activities | Reports | Include inactive

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Sample Rock Castle Construction - QuickBooks Pro 2007 - [CalOil Card]

File Edit View Lists Company Customers Vendors Employees Banking Reports Window Help

Home | Customer Center | Vendor Center | Employee Center | Report Center | Online Banking | Invoice | Item | Fixed Asset | MemTx | Check | Bill | Reg | Accnt | Search | Rmnd | Find | Backup | Support | Feedback | Services

Go to... | Print... | Edit Transaction | QuickReport | Download Card Charges

Date	Ref / Type	Payee / Account	Memo	Charge	✓	Payment	Balance
09/30/2005	TRANSFR	Opening Bal Equity		65.88	✓		65.88
05/01/2007	CC	Kershaw Computer Services / Computers		5,000.00			5,065.88
10/14/2007	CC	Bayshore CalOil Service / Automobile:Fuel		23.00	✓		5,088.88
10/24/2007	CC	Bayshore CalOil Service / Automobile:Fuel		25.28	✓		5,114.16
11/03/2007	102 / CHK	CalOil Company / Checking			✓	114.16	5,000.00
11/04/2007	CC	Bayshore CalOil Service / Automobile:Fuel		67.23	✓		5,067.23
11/17/2007	CC	Bayshore CalOil Service / Automobile:Fuel		26.10	✓		5,093.33
11/25/2007	CC	Bayshore CalOil Service / Automobile:Fuel		18.47	✓		5,111.80
12/02/2007	269 / CHK	CalOil Company / Checking				135.80	4,976.00
12/03/2007	CC	Bayshore CalOil Service / Automobile:Fuel		23.50			4,999.50
12/12/2007	CC	Bayshore CalOil Service / Automobile:Fuel		47.52			5,047.02
12/15/2007	CC	Automobile		10.60			5,057.62
12/15/2007	Ref	Payee / Account	Memo	Charge		Payment	

Splits

1-Line

Sort by Date, Type, Number/...

Ending balance 5,057.62

Record Restore

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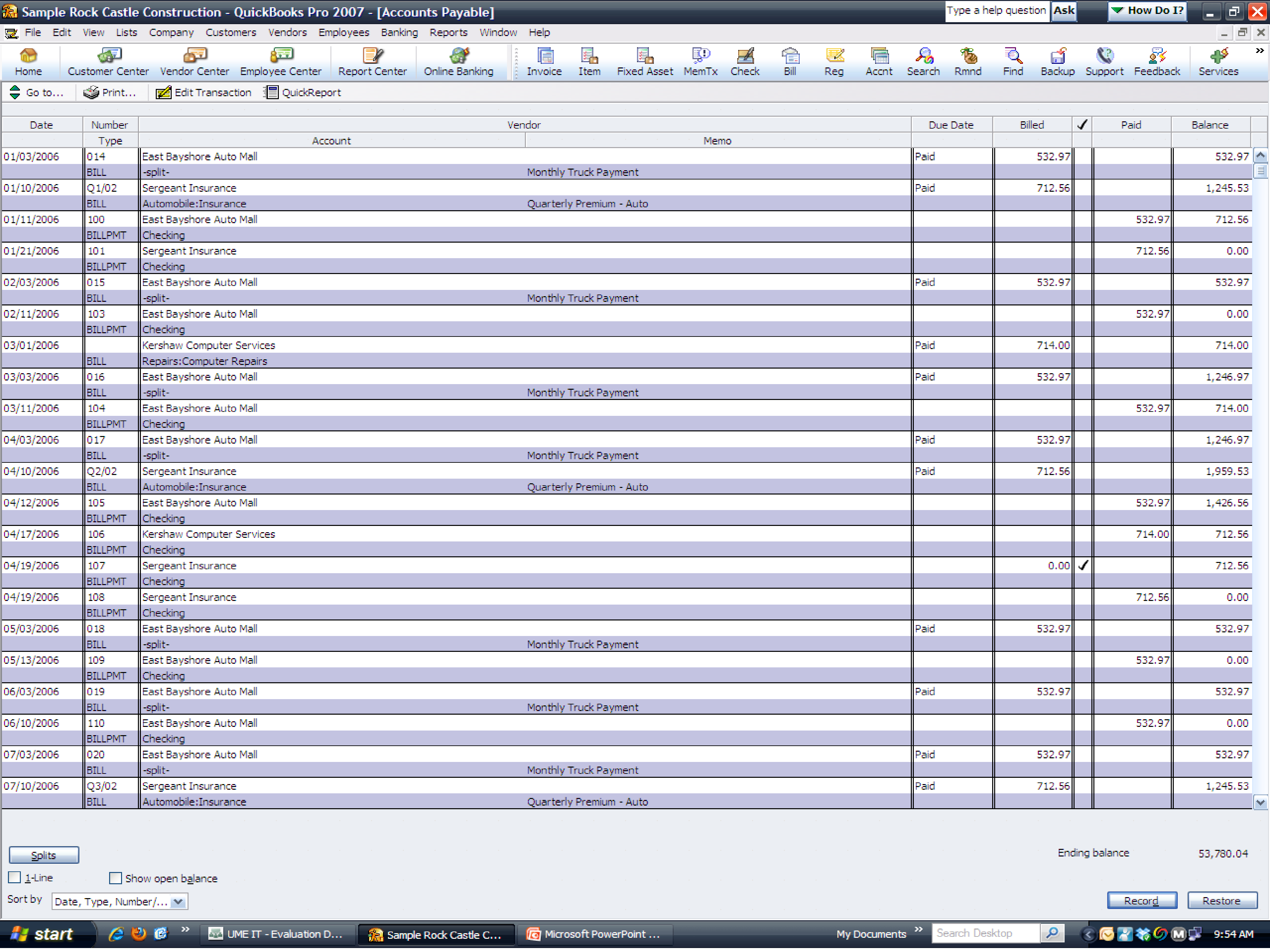
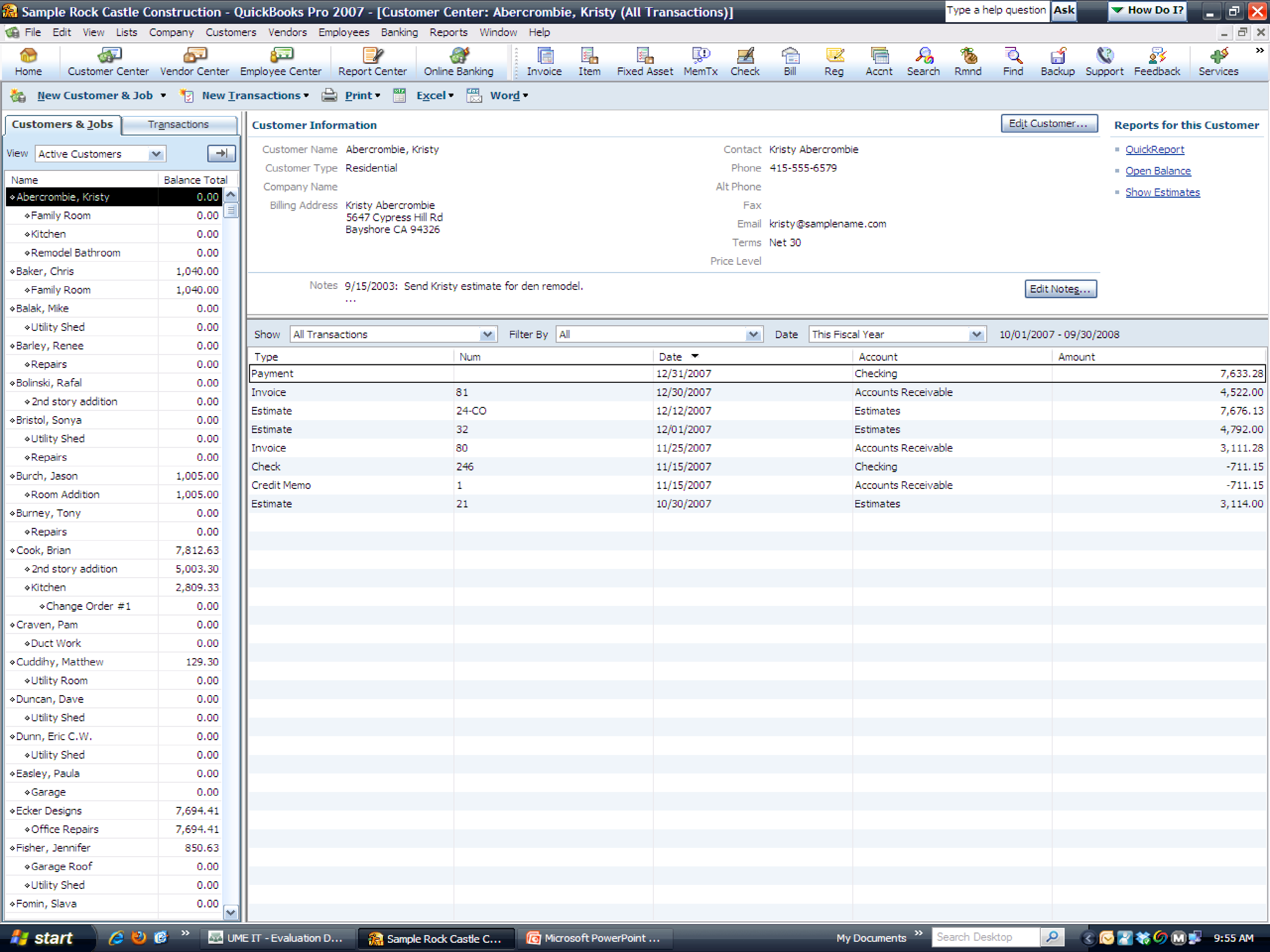


Date	Number / Type	Vendor / Account	Memo	Due Date	Billed	✓	Paid	Balance
01/03/2006	014 BILL	East Bayshore Auto Mall / -split-	Monthly Truck Payment	Paid	532.97			532.97
01/10/2006	Q1/02 BILL	Sergeant Insurance / Automobile:Insurance	Quarterly Premium - Auto	Paid	712.56			1,245.53
01/11/2006	100 BILLPMT	East Bayshore Auto Mall / Checking					532.97	712.56
01/21/2006	101 BILLPMT	Sergeant Insurance / Checking					712.56	0.00
02/03/2006	015 BILL	East Bayshore Auto Mall / -split-	Monthly Truck Payment	Paid	532.97			532.97
02/11/2006	103 BILLPMT	East Bayshore Auto Mall / Checking					532.97	0.00
03/01/2006	BILL	Kershaw Computer Services / Repairs:Computer Repairs		Paid	714.00			714.00
03/03/2006	016 BILL	East Bayshore Auto Mall / -split-	Monthly Truck Payment	Paid	532.97			1,246.97
03/11/2006	104 BILLPMT	East Bayshore Auto Mall / Checking					532.97	714.00
04/03/2006	017 BILL	East Bayshore Auto Mall / -split-	Monthly Truck Payment	Paid	532.97			1,246.97
04/10/2006	Q2/02 BILL	Sergeant Insurance / Automobile:Insurance	Quarterly Premium - Auto	Paid	712.56			1,959.53
04/12/2006	105 BILLPMT	East Bayshore Auto Mall / Checking					532.97	1,426.56
04/17/2006	106 BILLPMT	Kershaw Computer Services / Checking					714.00	712.56
04/19/2006	107 BILLPMT	Sergeant Insurance / Checking			0.00	✓		712.56
04/19/2006	108 BILLPMT	Sergeant Insurance / Checking					712.56	0.00
05/03/2006	018 BILL	East Bayshore Auto Mall / -split-	Monthly Truck Payment	Paid	532.97			532.97
05/13/2006	109 BILLPMT	East Bayshore Auto Mall / Checking					532.97	0.00
06/03/2006	019 BILL	East Bayshore Auto Mall / -split-	Monthly Truck Payment	Paid	532.97			532.97
06/10/2006	110 BILLPMT	East Bayshore Auto Mall / Checking					532.97	0.00
07/03/2006	020 BILL	East Bayshore Auto Mall / -split-	Monthly Truck Payment	Paid	532.97			532.97
07/10/2006	Q3/02 BILL	Sergeant Insurance / Automobile:Insurance	Quarterly Premium - Auto	Paid	712.56			1,245.53



Sample Rock Castle Construction - QuickBooks Pro 2007 - [Customer Center: Abercrombie, Kristy (All Transactions)]
Type a help question
Ask
How Do I?
File Edit View Lists Company Customers Vendors Employees Banking Reports Window Help
Home
Customer Center
Vendor Center
Employee Center
Report Center
Online Banking
Invoice
Item
Fixed Asset
MemTx
Check
Bill
Reg
Accnt
Search
Rmnd
Find
Backup
Support
Feedback
Services
New Customer & Job
New Transactions
Print
Excel
Word
Customers & Jobs
Transactions
View
Active Customers
Name
Balance Total
Abercrombie, Kristy 0.00
Family Room 0.00
Kitchen 0.00
Remodel Bathroom 0.00
Baker, Chris 1,040.00
Family Room 1,040.00
Balak, Mike 0.00
Utility Shed 0.00
Barley, Renee 0.00
Repairs 0.00
Bolinski, Rafal 0.00
2nd story addition 0.00
Bristol, Sonya 0.00
Utility Shed 0.00
Repairs 0.00
Burch, Jason 1,005.00
Room Addition 1,005.00
Burney, Tony 0.00
Repairs 0.00
Cook, Brian 7,812.63
2nd story addition 5,003.30
Kitchen 2,809.33
Change Order #1 0.00
Craven, Pam 0.00
Duct Work 0.00
Cuddihy, Matthew 129.30
Utility Room 0.00
Duncan, Dave 0.00
Utility Shed 0.00
Dunn, Eric C.W. 0.00
Utility Shed 0.00
Easley, Paula 0.00
Garage 0.00
Ecker Designs 7,694.41
Office Repairs 7,694.41
Fisher, Jennifer 850.63
Garage Roof 0.00
Utility Shed 0.00
Fomin, Slava 0.00
Customer Information
Edit Customer...
Customer Name Abercrombie, Kristy
Customer Type Residential
Company Name
Billing Address Kristy Abercrombie
5647 Cypress Hill Rd
Bayshore CA 94326
Contact Kristy Abercrombie
Phone 415-555-6579
Alt Phone
Fax
Email kristy@samplename.com
Terms Net 30
Price Level
Notes 9/15/2003: Send Kristy estimate for den remodel.
...
Edit Notes...
Reports for this Customer
QuickReport
Open Balance
Show Estimates
Show All Transactions
Filter By All
Date This Fiscal Year
10/01/2007 - 09/30/2008
Type
Num
Date
Account
Amount
Payment 12/31/2007 Checking 7,633.28
Invoice 81 12/30/2007 Accounts Receivable 4,522.00
Estimate 24-CO 12/12/2007 Estimates 7,676.13
Estimate 32 12/01/2007 Estimates 4,792.00
Invoice 80 11/25/2007 Accounts Receivable 3,111.28
Check 246 11/15/2007 Checking -711.15
Credit Memo 1 11/15/2007 Accounts Receivable -711.15
Estimate 21 10/30/2007 Estimates 3,114.00
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Shannon Dill

University of Maryland Extension – Talbot County

sdill@umd.edu

410-822-1244

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