QuickBooks for Agricultural Financial Records

QuickBooks Pro 2016

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Introduction

Business managers need ready access to a variety of information to support both day-to-day and more strategic decisions including:

- Transactions logs for purchases and sales with prices of items noted along with other details
- Financial statements, including cash flow statements, profit and loss statements, balance sheets.
- Customer lists
- Employee records
- Inventories of items purchased for resale
- Loan status
- Capital assets used in the business.

Records support the planning, implementation and control functions of management. Timely and accurately entered information allows for historical analysis, supports financial decisions and facilitates forward planning. And, certainly a good recordkeeping system must meet legal obligations, for instance, related to tax liabilities and employee records.

QuickBooks is a popular commercial accounting software used by many small businesses and accountants, and tax preparers often recommend it to their clients. Keeping records in software like QuickBooks will build a transaction history that can be sorted and summarized easily to not only meet tax preparation needs but also inform the business manager in decision-making. Becoming familiar with the double-entry accounting system will allow the company to compile information for key financial statements in a few simple steps. While QuickBooks support is available online through Intuit, users may want to improve their understanding of basic or more advanced accounting. The Internet is a good place to search for accounting lessons or online college courses. Check out business colleges, career technology centers and Extension websites plus YouTube.com for additional sources of information and class listings.

Without assistance, individuals may be intimidated by the prospect of starting an accounting program. Our tutorial demonstrates how to set up a company and record basic information. A glossary of terms, screen captures and step-by-step instructions with examples lead users through the process. Modifications can then be made by the user to suit the individual business.

Though QuickBooks is a double-entry accounting system, users with a minimal understanding of accounting should be able to navigate the program as QuickBooks handles most of the journal entries in the background. Still, it is important to understand the basics of the accounting formula (Assets – Liabilities = Equity) and understand how different transactions are linked to financial statements such as the Balance Sheet or Profit/Loss Statement. A glossary and a brief introduction to financial

[1] Note: These instructions were written for flower growers. Other agricultural producers may need different details than are required by flower growers to analyze their business finances. Consider what you want to summarize in reports when setting up your chart of accounts, item lists, etc.

statements and what they reveal are included in these instructions; however, additional information can be found by reading OSU Extension Fact Sheets and other publications.[2] These financial statements are the basis for determining both the financial performance and position of the business and help assess business solvency, liquidity, and profitability.

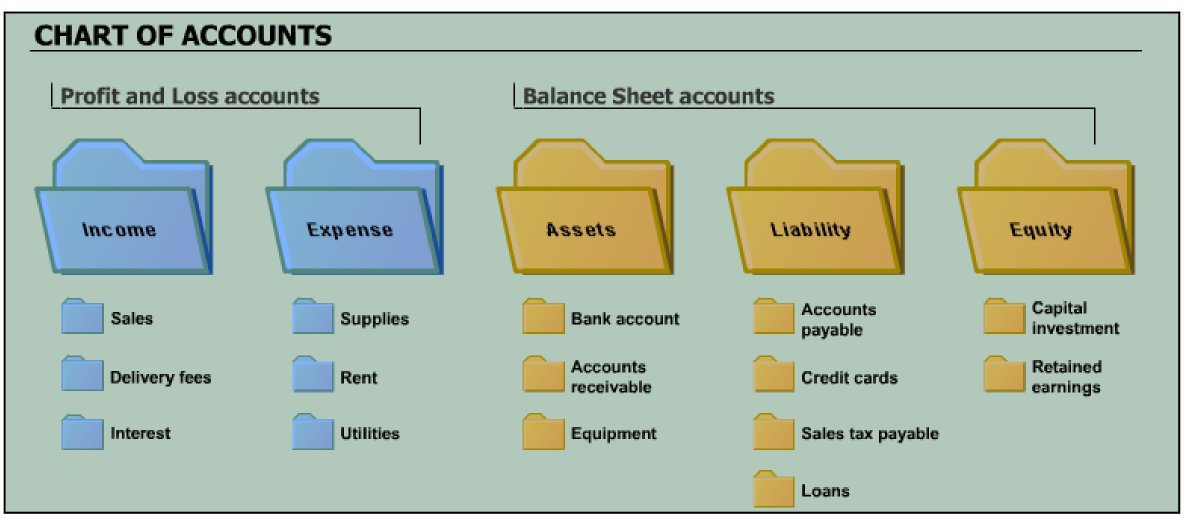
Timely and accurate entry of transactions is important in creating a financial management system that supports ongoing operational and strategic decisions. In addition, a good record-keeping system facilitates reports for tax purposes. In QuickBooks, items for sale and use in the business can be tracked using the Item List feature. Professional-looking sales receipts and invoices can be generated. Vendor and Customer Lists can be maintained for easy access, reduced typing, and mailing lists. QuickBooks Pro also includes the capability to run payroll for businesses with a small number of employees.

Tutorial Instructions

This tutorial will lead you through basic steps in setting up your QuickBooks file. Table 1 provides an overview of the process and highlights information that is best to have at hand when setting up the company file. QuickBooks is flexible in that information and features may be added after the initial setup, but to truly save frustration, the more information that is entered properly as the file is created, the better. Give some thought to the kinds of information that will need to be recorded and summarized. Working with your accountant or tax preparer may be helpful.

Company information

The information needed for the company includes the file name, where it will be stored on the computer or network, how many people will use or have access to the file, the contact information, tax identification number and the tax form that is filed. Selections will determine the types of features that are opened. The fiscal year and the start date for recording transactions determine how much previous information will be recorded. While it is easiest to start at the beginning of a fiscal or calendar year, any date is acceptable. The start date triggers what date account balances are needed. Be prepared with bank statements and financial statements. Several types of accounts will be established in the QuickBooks file:



[2] AGEC-751, Developing a Cash Flow Plan, AGEC-752, Developing a Balance Sheet, AGEC-753, Developing an Income Statement are available at http://pods.dasnr.okstate.edu/docushare/dsweb/HomePage

Chart of Accounts – Income/Expense

The Chart of Accounts is used to classify transactions as income, expense, asset, liability, equity, etc. An established company may have an existing Chart of Accounts for income and expenses and an industry standard may be available for new companies. QuickBooks includes default generic and industry specific Charts of Account, for instance, Schedule F for agriculture. These built-in lists will link to the appropriate tax form lines and may be a good place to start so that the amount of new account creation is minimized. Individual companies can then customize the Chart of Accounts by adding additional accounts or subaccounts, editing account names or deleting unneeded accounts. Although you aren't required to use account numbers in your QuickBooks chart of accounts, your accountant may recommend that you do so.[3]

Asset/Inventory, Liability and Equity Accounts

Assets are items that you own. Current assets are ones that you can easily turn into cash, such as checking accounts, savings accounts, money market and CD accounts, accounts receivable, and inventory. Fixed assets are items that you expect to have on hand more than one year to use in production. Vehicles, machinery, equipment, and land are examples of fixed assets. Liabilities are debts your business owes. When your business borrows $60,000 from the bank, proceeds are deposited to the checking account and the deposit is entered in the liability account Bank Loans, not an income account. "Income" or "revenue" is the income you get from your normal day-to-day operations such as product sales and income for services rendered. Expenses are the variable or operating costs. Overhead costs are fixed costs your business incurs even if you aren't operating, including property taxes, insurance, and utilities. Other income is earned outside normal business operations, and includes items such as interest income, gain on the sale of an asset, insurance settlement, or rents from property you own. Similarly, other expense is an expense outside of your normal business, such as a loss on the sale of an asset.

To facilitate account reconciliation, when you set up a financial account such as a bank account in QuickBooks, you need the beginning balance as of the starting date (or prior to) the date you choose to begin the QuickBooks file, typically the start of a fiscal year. The financial statement that has an ending date prior to the company start date is the best place to start. Information can also be obtained by calling the financial institution, but be aware of any outstanding transactions that have yet to clear. For example, a loan payment made on December 28th might not appear on the financial statement or balance obtained on December 31 of that year. The payment transaction may need to be recorded in QuickBooks as the next statement reconciliation will contain the payment made on December 28th.

Short-term or long-term loans will require more information, especially if you use the *Loan Manager* feature to amortize and record payments with interest and principal separated. The original note information is needed including the original balance, loan terms (open date, number of payments, length of loan, interest rate), current balance, next payment date, and payment amount.

Any capital purchases, sales, and gains or losses on sales should be included in financial statements. For an accurate inventory and a comparable benchmark year-to-year, assets and inventoried items should be counted at least once at approximately the same time each year. Not only is this is a good way to help manage assets, it will also help maintain an accurate depreciation schedule. And, it offers management a look at aging materials to help plan for replacement purchases.

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[3] Standard chart of accounts number ranges include: Current assets, 1000 – 1499; fixed assets, 1500 – 1999.

Lists

Vendor, Customer and Employee lists will require at least a name, but you can include things such as address, contact person, contact numbers, e-mail address, notes of interest. Please note that a name can be used only once on any list. However, by modifying the name with a descriptor such as 1st National Bank –Checking, 1st National Bank-Irrigation Loan, 1st National-CD, etc. the repetitive use of one entity can be used within QuickBooks. Additionally, it is important to note that once a name is identified with a specific list, it cannot be changed, for instance, from a customer to a vendor or vice versa. If you are not sure how to classify an entity, use the Other Name list as it can be later modified to Vendor, Customer, or Employee. The Other Name list can also be used to record names of business owners who take withdrawals or distributions for personal use that is not an expense reimbursement or salary. As long as a unique Name is entered, additional information can be added later. However, a contact is more likely to be completely and uniformly entered with due diligence up front.

Item lists include items that will be sold: description, price, quantity on hand, and unit of sale (lbs, each, etc.) and items that are taxable should be noted.

Text Conventions

Instructions for this tutorial will follow a set of text conventions that show when to enter information. At times, screen captures will be used to demonstrate the instructions. Enter the information as it appears in the screen capture. At other times, to save space and reduce repetition, instructions are written using different text formats. Bolded text will show when to take an action such as left clicking the mouse on a menu item, button, or icon or typing in information. For example:

From the main menu line, click on:

File

New Company

In the box, type the file name: **2016 Sample**

Italicized text shows an optional method for performing a task, notes additional information, or lists a file name or QuickBooks feature, for example:

1. **File**

   New Company (*Click on the disc icon)*

   Note: Either of these options will display the screen to create a file name for your company.

2. Open the sample file *2016 Sample* to review the reports. Click on the **Transactions** tab in the *Customer List*.

<u>Underlined text</u> is used to show the name of the window that is open or represents information that is automatically or previously entered. Two examples follow:

1. <u>New Customer</u>

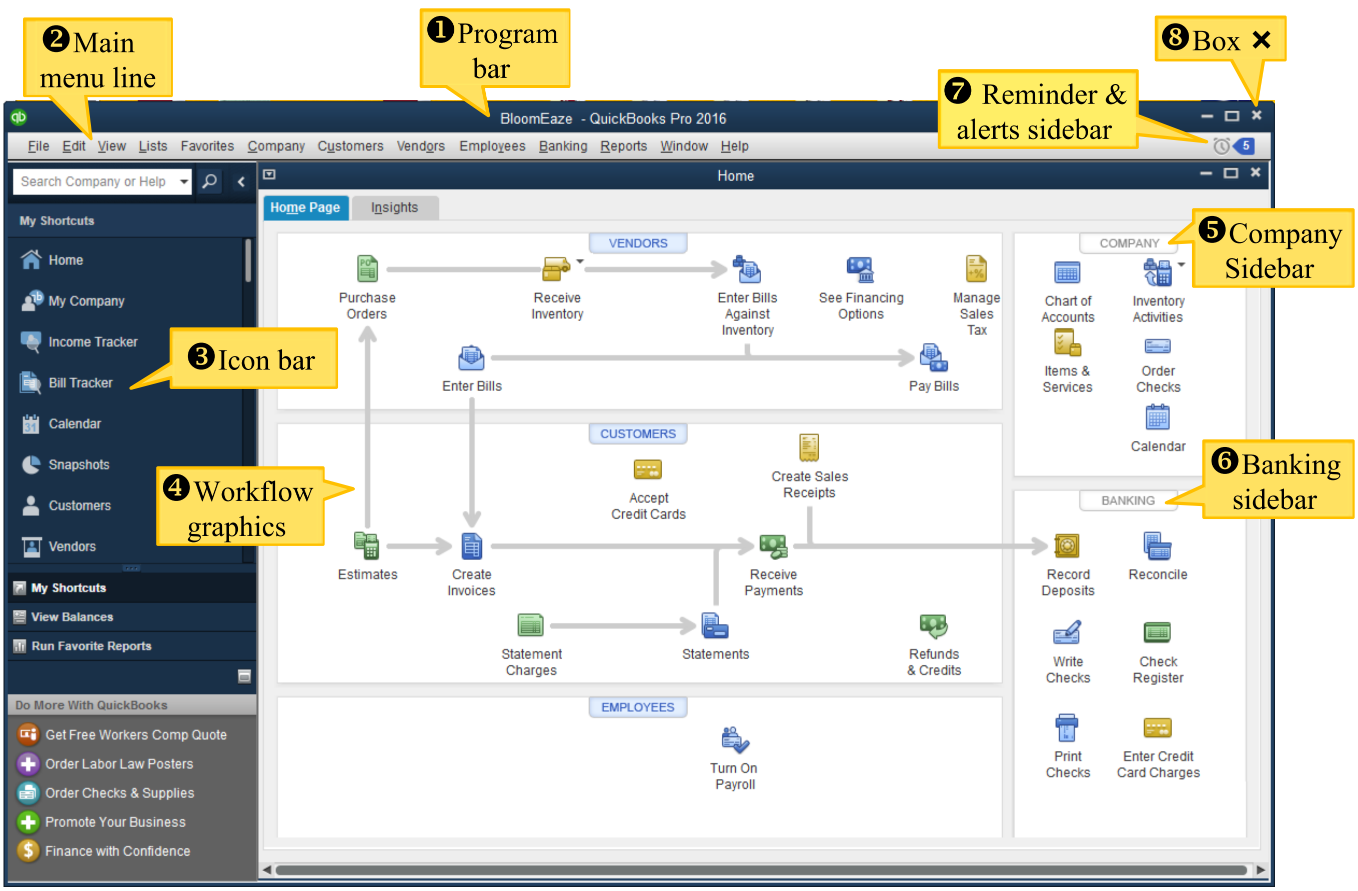
   Last name: **Striker** First Name: **Earl**
   Address: **4020 Fish Pond**
   City: **Lunkerville** State: **OK**

2. The *Customer List* shows <u>Earl</u> <u>Striker</u> as the user types "**Ea**" because of the Quickfill feature in QuickBooks.

Moving between input fields is accomplished by clicking the left mouse button with the cursor on the field or by pressing the **Tab** key on the keyboard. To return to the previous input field, press and hold both the **Shift** key and the **Tab** key at the same time. At the beginning of the step-by-step instructions, Tabs will be noted but later it is assumed that the user knows to move around using the Tab key or mouse clicking in a field to enter information.

Home Page

The home page provides an overview of how to maneuver through QuickBooks. From this window, QuickBooks features can be accessed through the main menu, icon bar, icon flowchart, account balances box, etc. Most of the tutorial will use the main menu line and the icon flowchart to access features. Users may prefer one type of access or may alternate between access points. A screen capture of the home page with an explanation of these access points follows.



1. **Program bar** – Displays the open company file name and QuickBooks program name

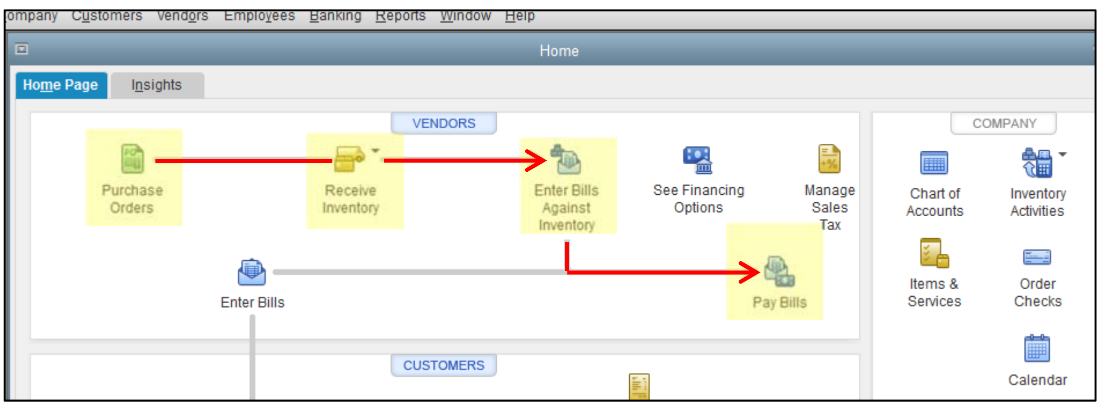
2. **Main menu line** – This top line of menu options offers access to all QuickBooks features. Moving the mouse over a listing reveals other menu items. See Table 2 for a complete list of menu items. Clicking the mouse on an item listed will open the feature.

3. **Icon bar** – These icons represent the most used features in QuickBooks and give quick access to the center windows and things such as Reports and Payroll.

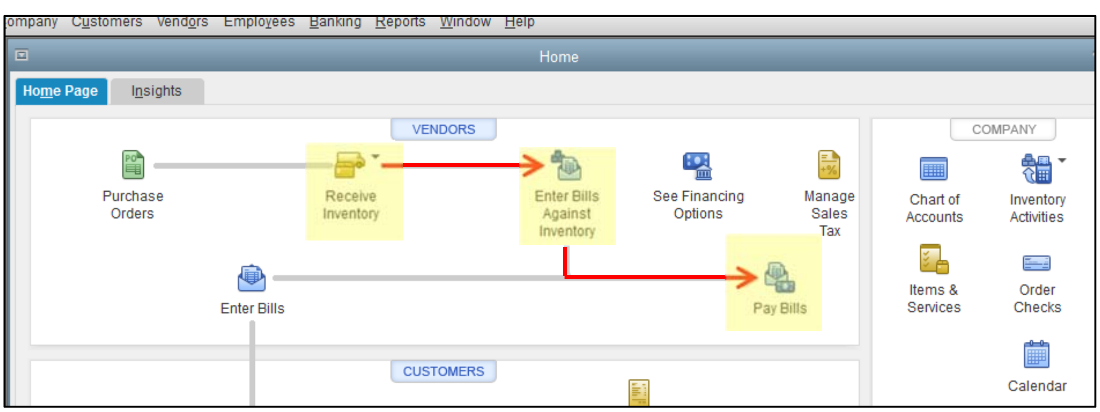
4. **Workflow graphics** – This access feature is helpful as it shows the sequence in which information is entered. (Note: Workflow graphics will vary depending on which features are turned on in the Company Setup process.) For example, in the <u>Customer Center</u> if an *Estimate* is created for a customer and the customer approves it, the next entry is creating the *Invoice* which might include billing for time or materials. If the company sends periodic statements, they are created using *Statement Charges*. Once the company *Receives Payment(s)*, *Record Deposit* is used both to clear the invoice and statement and record the payment (cash, check, or credit card).

   a) **Vendors –** This workflow deals with purchasing products and services for the business and the bills and bill payments associated with those purchases. Three methods are available for recording bills and payments (graphics follow):

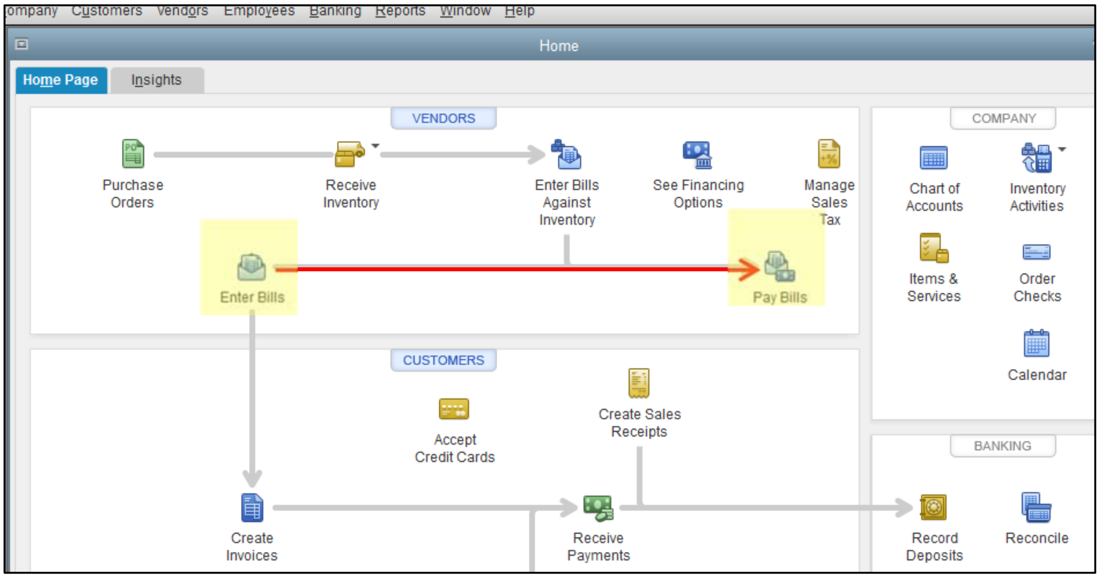
      1) <u>Purchasing Workflow</u> in which you *Enter Purchase Orders, Receive Inventory, Enter Bills Against Inventory,* and *Pay Bills* or



      2) <u>Inventory Workflow</u> in which you begin with *Receive Inventory* and follow with *Enter Bills Against Inventory,* and *Pay Bills*, o

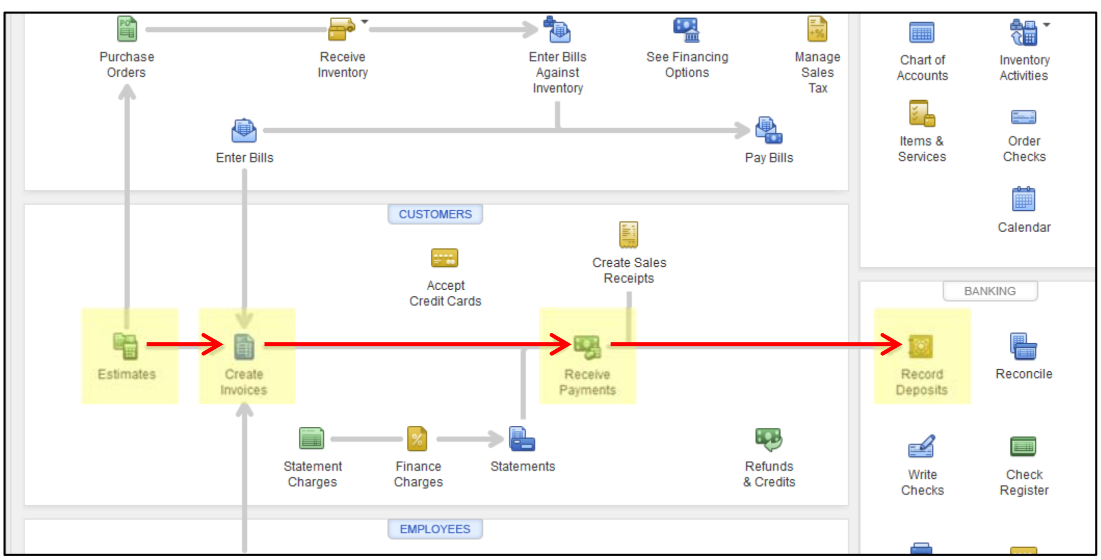


3) Bill Payment Workflow in which you *Enter Bills*, *Pay Bills*.

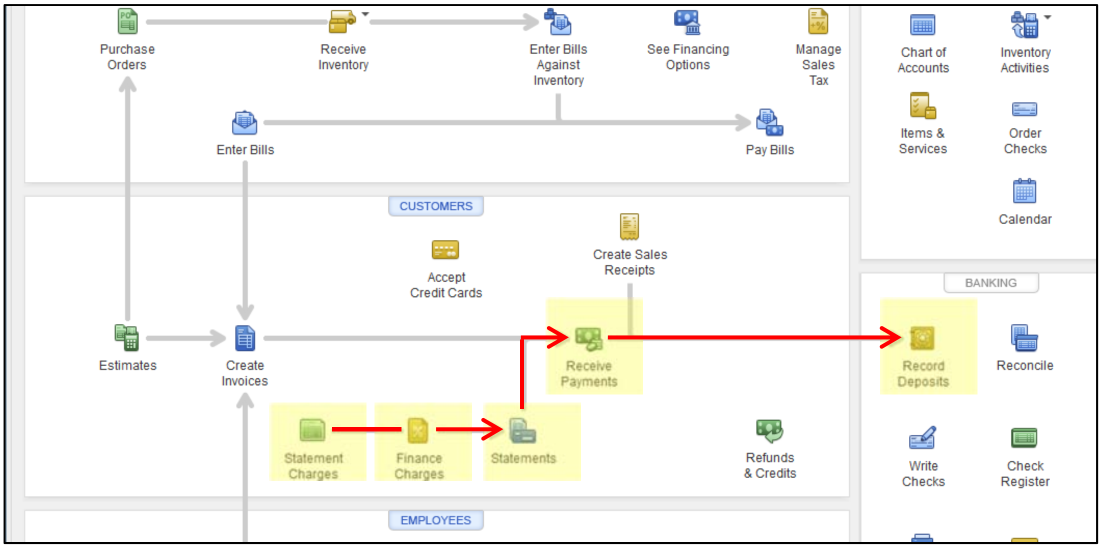


b) Customers – This workflow deals with the sales of services and products and the billing process for customers of the business. Again, you have options on how to use the workflow.

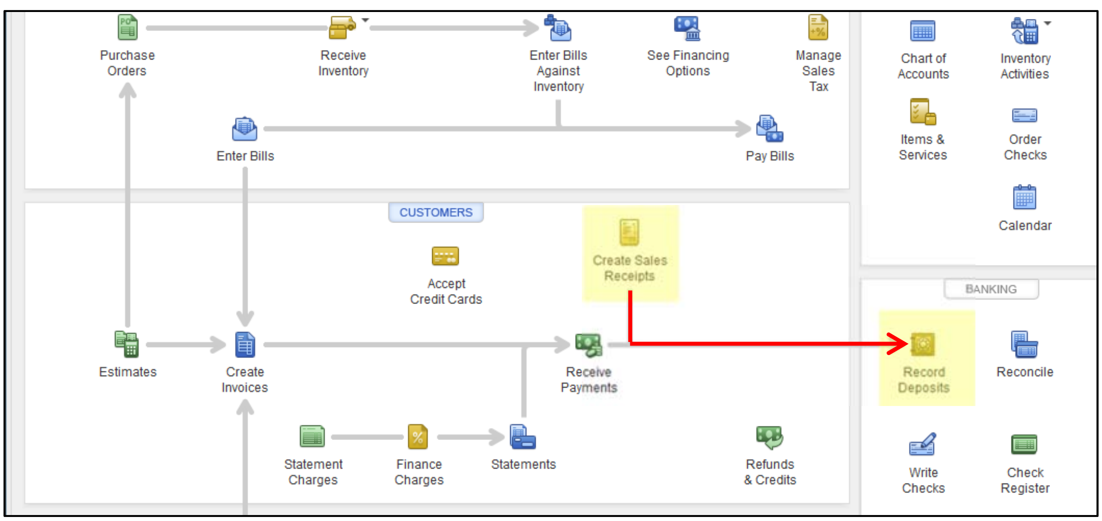
1) Estimates Workflow in which you provide a bid, proposal or estimate and convert it to an invoice once the work is completed by using *Estimates*, *Create Invoices*, *Receive Payments*, and *Record Deposits*, or



2) Monthly Statement Workflow in which you create a statement to bill a customer for ongoing charges using *Statement Charges*, *Statements*, *Receive Payments* and *Record Deposits*



3) Payment with Sale Workflow in which you record a sale when you receive payment at the same time: *Create Sales Receipts*, *Record Deposits.*



c) Employees – This workflow deals with payroll processing for employees.

5. Company Sidebar – This sidebar provides easy to access to commonly used features, including the *Chart of Accounts*, *Customer Manager*, and *Items List*.

6. **Banking Sidebar –** This sidebar contains links to banking activities such as *Record Deposits, Reconcile, Write Checks,* and *Print Checks*.

7. **Reminders and Alerts Sidebar** – This gives you quick access to *QuickBooks Coach, Account Balances,* and *Alerts and Reminders* that are set plus *QuickBooks* help and online features.
8. **Red Box X -** This X is the icon that closes the QuickBooks Program. If you need to close an open window within QuickBooks, use the smaller X.

Workshop attendees will find QuickBooks Pro 2016 has been installed on the computers. At home, the software will need to be installed either from CD or an online download. Follow the on- screen instructions to place the QuickBooks application files. QuickBooks will need to be registered if you wish to receive updates and use online features.

Create Workshop Folder

If the instructor has not previously stored files on computers in a workshop setting, place the CD labeled QB 2016 Sample Files in the appropriate computer drive (for our example, we will use *CD drive, D:)*.

Open the Windows Explorer program [*Windows Key + E*] or right-click on *Start, Explore* or click

Start

All Programs

(You may need to click Accessories.)

Windows Explorer

From the options on the left, double-click

My Computer

(D:) QB 2016 Sample Files

File names should be displayed on the right. From the taskbar at the top of Windows Explorer, click

Edit

Select All *(The shortcut for Edit, Select All is to press [Ctrl+A]).*

Then, click

Edit

Copy

Note: The shortcut for Edit, Copy is to press [Ctrl+C]. This works for copying the files in Windows Explorer. However, you will not be able to use this particular command for copying within QuickBooks.

Now, click

Local Disk (C:) *(from the menu on the left)*

From the Drop-Down Menu Bar, click

File

New

Folder

To name the folder, type **QB 2016 Sample Files** and press [**Enter**].

Open the **QB 2016 Sample Files** folder by double-clicking it.

Then click **Edit**

Paste *(The shortcut for Edit, Paste is to press [Ctrl+V]).*

Click **X** in the top right corner to close Windows Explorer.

You have completed the task of copying the QuickBooks sample files to your computer. Later in the tutorial, you will be using these files. Now, we will create a new file for your practice.

EasyStep Interview

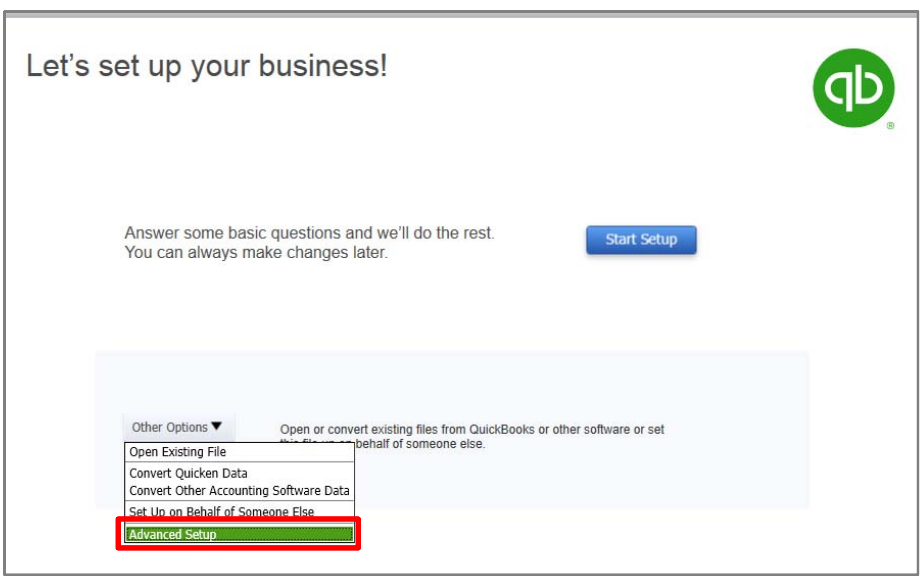
With QuickBooks installed, move the cursor over the QuickBooks program icon on the Desktop and double click the left mouse button (*or from computer taskbar, go to Start, All Programs, QuickBooks, QuickBooks Pro 2016*).

From the main menu line click on:

File

New Company

A Setup window opens.

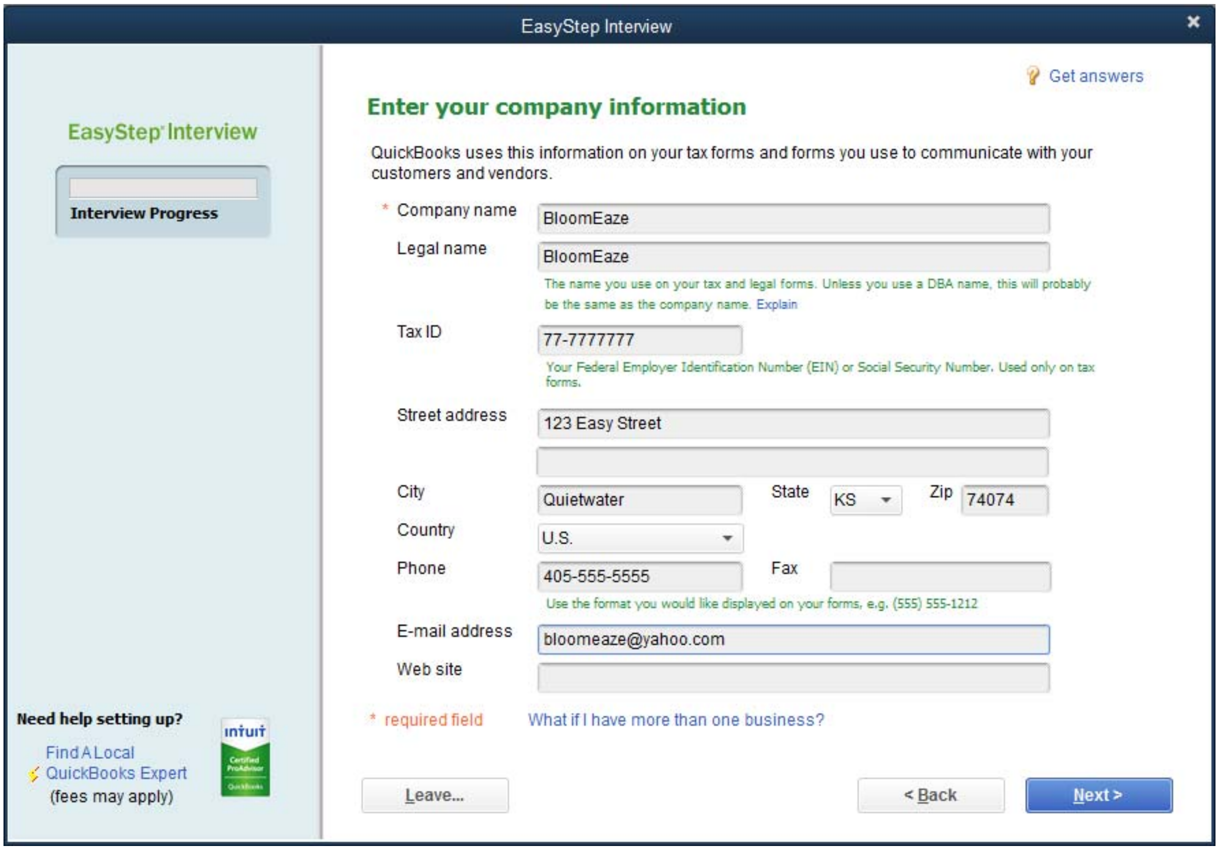


Click on:

Other Options

Advanced Setup

The EasyStep Interview window opens.

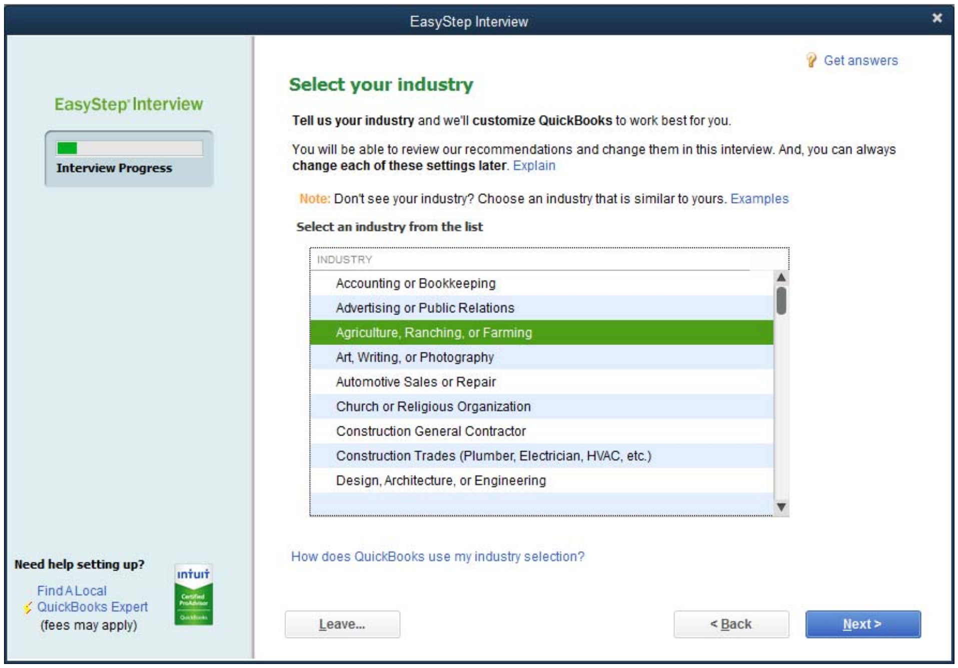


Enter the information as shown in the graphic. Remember to use the **Tab** key to move between entry fields.

Next

The next step is to choose an Industry. The Industry selection helps QuickBooks determine the kinds of feature you may need and establishes an initial Chart of Accounts. We'll choose:

Agriculture, Ranching or Farming



Note: If you sell value-added products, not just agricultural commodities (cut flowers, wheat, cattle), then agriculture and its associated Tax Schedule F may not be the appropriate choice for you. Consult a tax advisor.

Next

The next screen asks about business entity. The main function of this screen is to help match the Chart of Accounts to the proper tax form. Choosing Other/None is an option, but it will not associate tax line items with the Chart of Accounts using the appropriate entity type. If you aren't sure what to choose, you can modify the Chart of Accounts later, but ideally you will have the information to make the correct choice during the setup process for a new company file. Table 3 shows a quick summary of the differences in the default accounts depending on your entity choice.

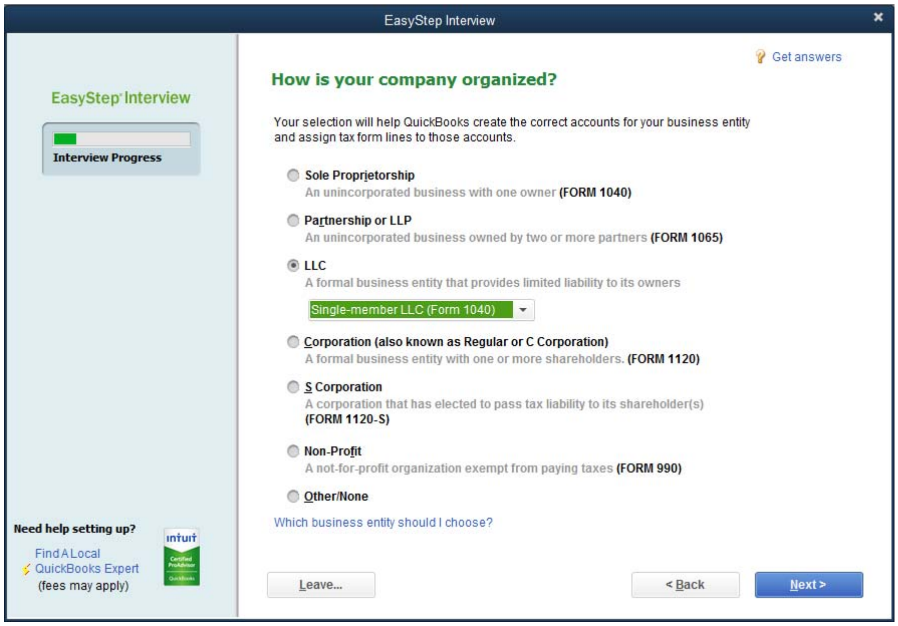
Note: If your LLC is taxed as an S Corp, you should choose S Corp rather than LLC when making your organization choice.

For our example, we are choosing

LLC

Single Member LLC (Form 1040)

Next

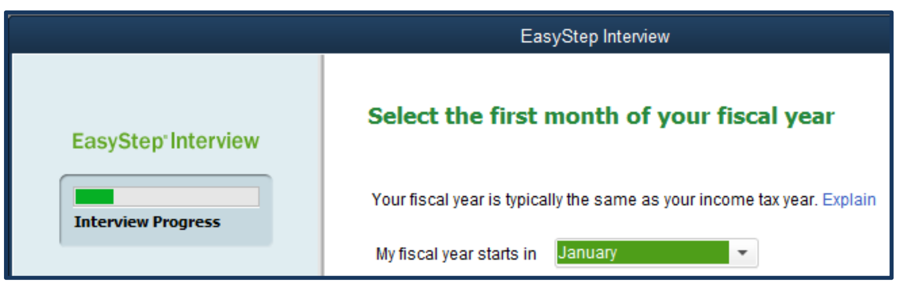


<u>Select the first month of your fiscal year</u>

My fiscal year starts in **January**

Note: If your fiscal year does not align with a calendar year, make a different selection here.

Next



<u>Set up your administrator password</u>.

Note: A password is optional, but if your computer is used by others, it is a good idea to create a password. For our example, we will skip this step so as to leave the file unprotected. The Administrator password sets up full access for the administrative user. Other users can be set up with limited privileges to the file. This step can be added later.

Passwords are case sensitive. Type in the password and then Tab and retype it the same way. Be sure to remember it!

Next

Create your company file

This is the point at which the file is first saved.

Note: If this file is to be used on a network, read the instructions that appear. Otherwise, save the file on the drive where the program is located.

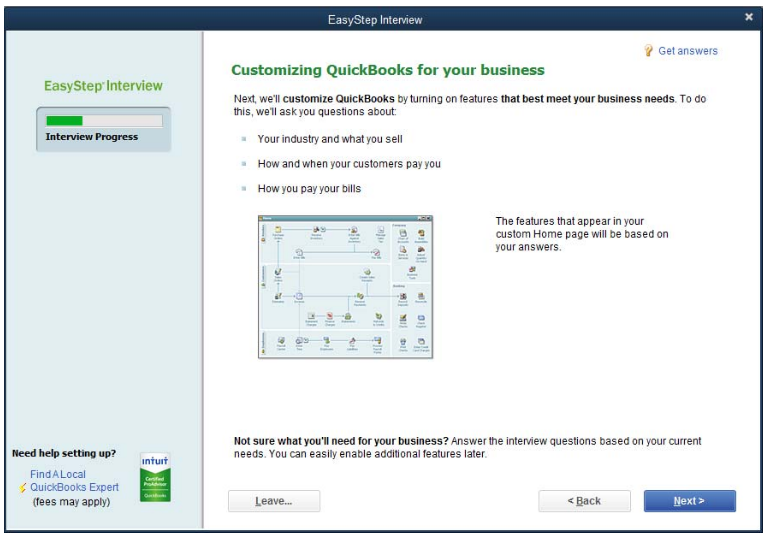
In workshops, we will save the file in the folder created earlier called *QB 2016 Sample Files*.

Enter (or accept) the file name:

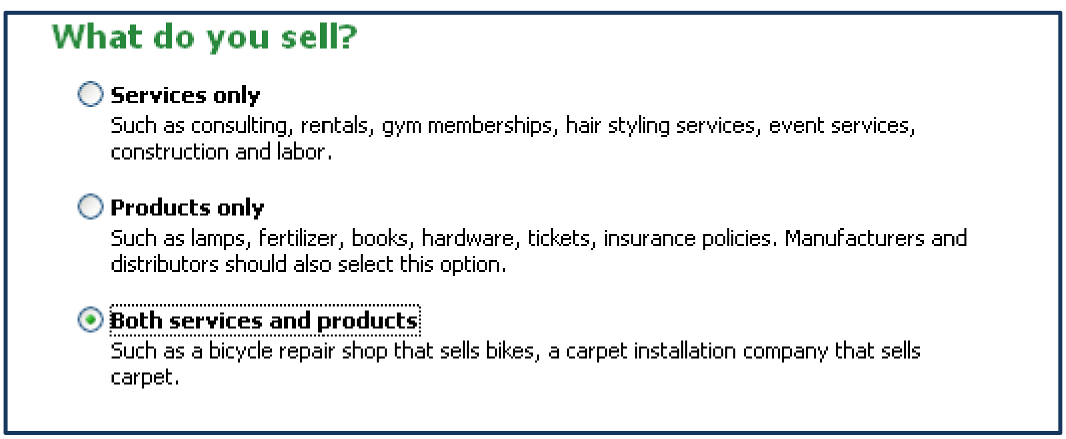
Bloom Eaze

Save

In the screens that follow, we will typically choose the option that gives us the most flexibility going ahead.



Next



Next

Do you charge sales tax?

- (•) Yes (recommended for your business)
- ( ) No

Note: Agricultural producers of commodities (wheat, cattle, cut flowers) are not subject to sales tax requirements. However, if value-added products are sold (for example, gourds are turned into bird houses or tomatoes into salsa) or products are combined with items bought for resale (for example, flowers are arranged in a vase), then sales taxes are applicable so a payment to the Oklahoma Tax Commission is required. Consult with a tax professional if you have any questions.

Next

Do you want to create estimates in QuickBooks?

Some businesses refer to estimates as **quotes, bids, or proposals**.

- (•) Yes
- ( ) No (recommended for your business)

Why should I use QuickBooks to create my estimates?

Next

Using statements in QuickBooks

Billing statements are sent to customers to list **charges accumulated over a period of time**. Statements may be sent at regular intervals, as in a monthly statement, or when a customer payment is past due.

Some examples:

- An attorney **invoices** a client for multiple services provided. If the invoice isn't paid, the attorney can then send the client a **reminder statement**.
- A gym sends each member a **monthly statement** that includes fees and any overdue payments or finance charges.

Do you want to use billing statements in QuickBooks?

- (•) Yes
- ( ) No

Next

Using progress invoicing

Use progress invoicing in QuickBooks if you invoice your customers based on the progress of a project.

Some examples:

- A flooring contractor bills for **partial payment** before a job begins, when materials are delivered, and when the job is completed.
- A consultant bills at **major milestones** in a project.

Do you want to use progress invoicing?

- Yes
- No (recommended for your business)

Next

Managing bills you owe

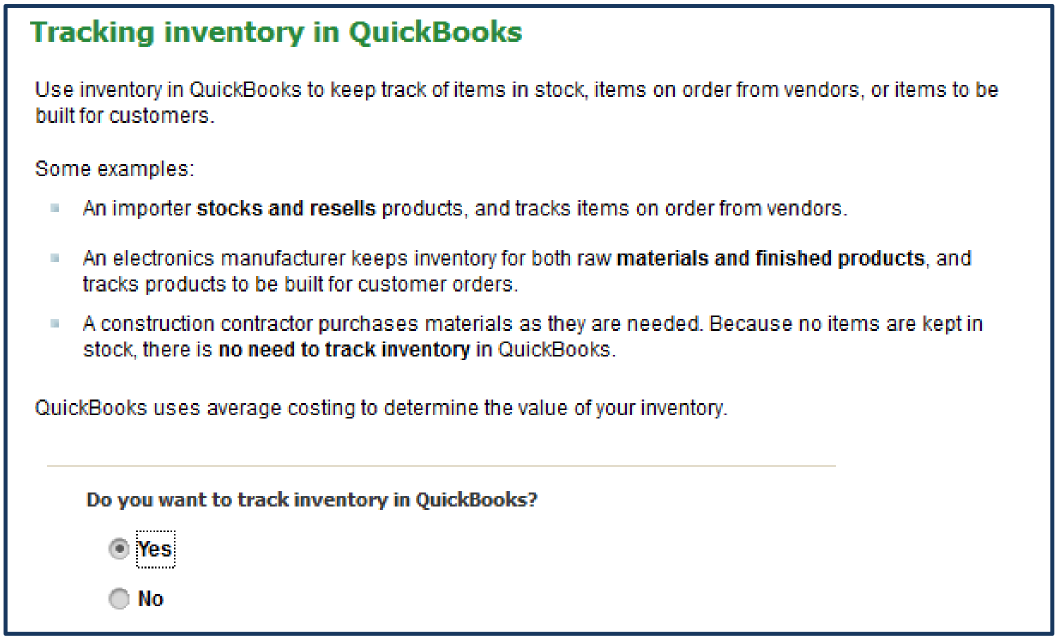
Knowing what money you owe—your "accounts payable"—is an important part of managing your cash flow. QuickBooks can help you manage your cash flow by:

- Knowing **which vendors** you owe money to
- Tracking **how much** money you owe
- **Reminding you** when bills are due

Do you want to keep track of bills you owe?

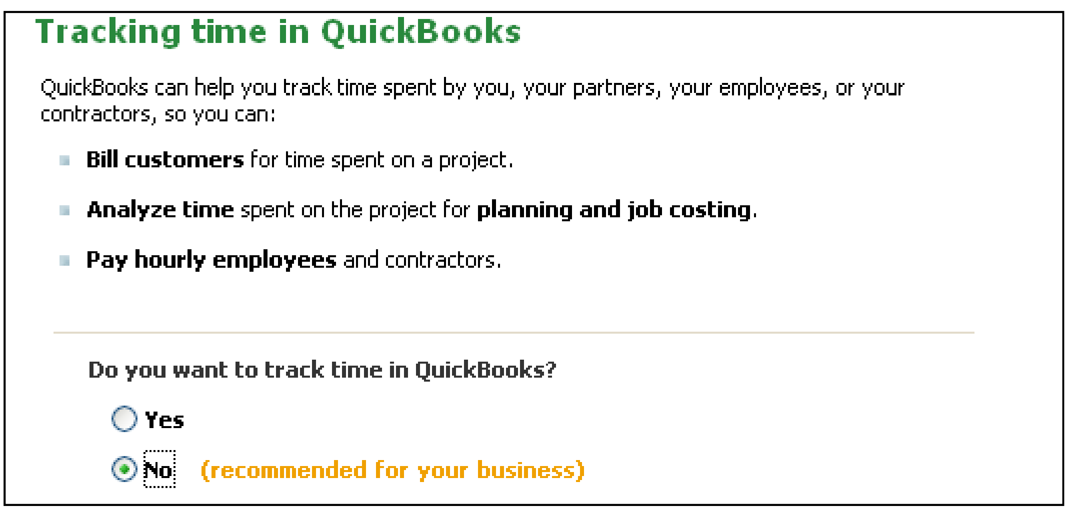
- Yes (recommended for your business)
- No

Next



Note: Inventory tracking is designed for items that you buy, sell and restock. It is not well-suited for tracking inventory of products that you raise and use internally.

Next



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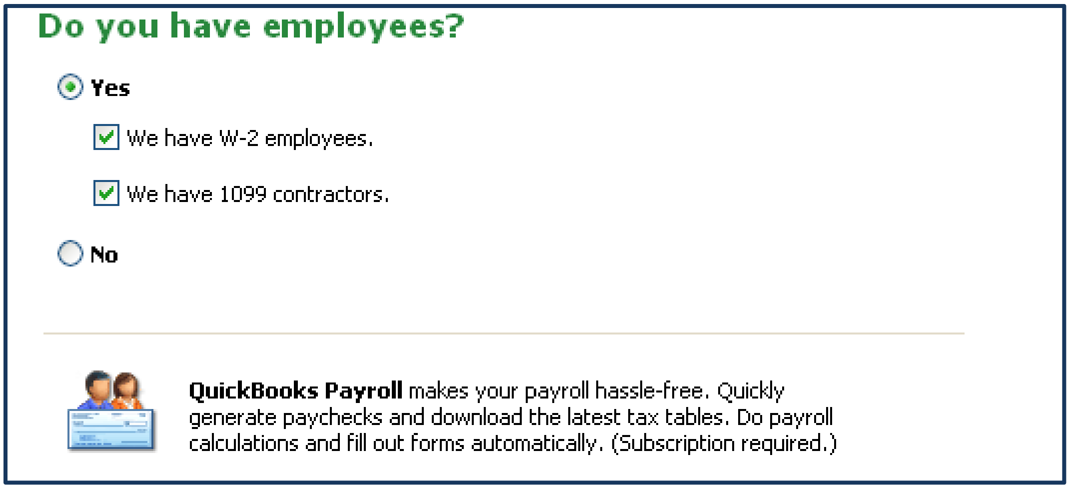
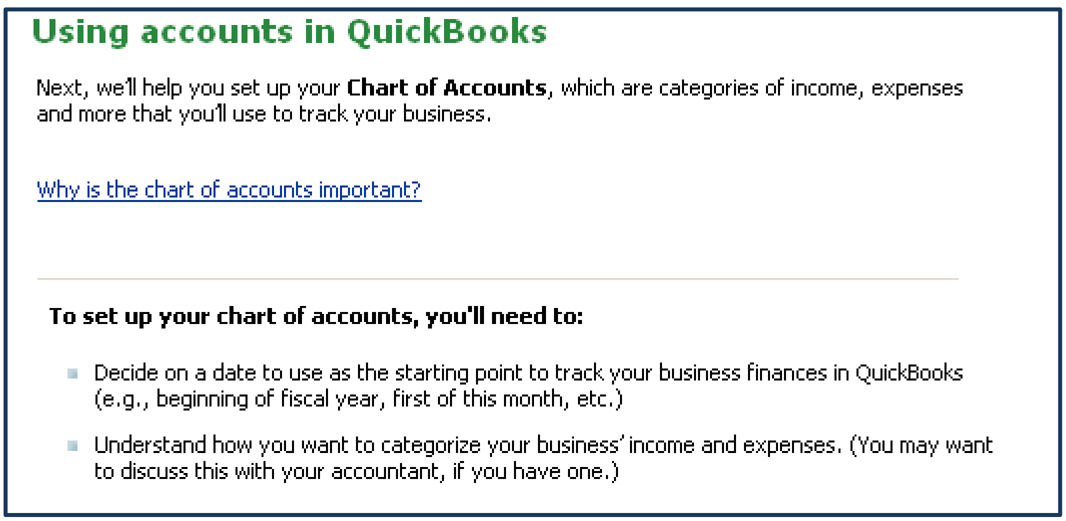


Note: A W-2 employee is someone who works for you: you tell them what to do, when to do it…. A 1099 contractor is someone you hire to do a job for you.

Next



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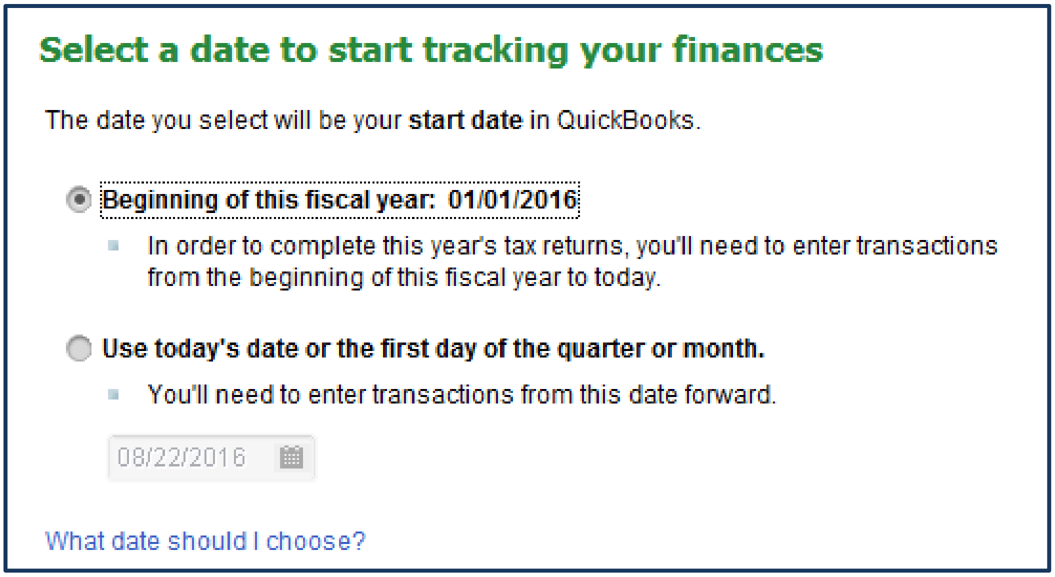

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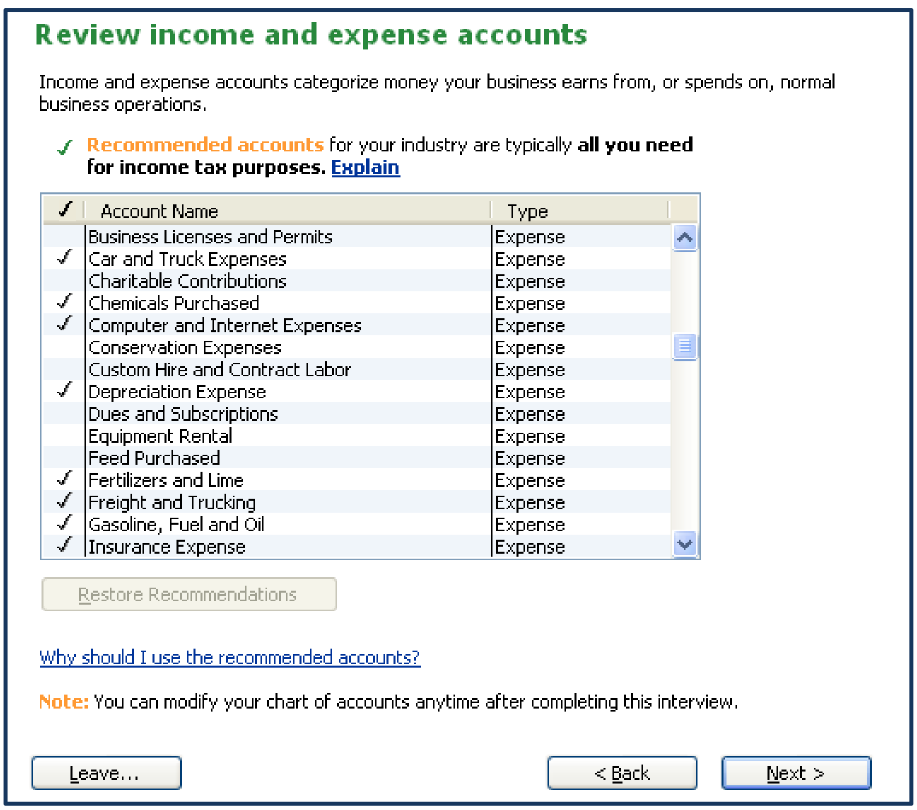
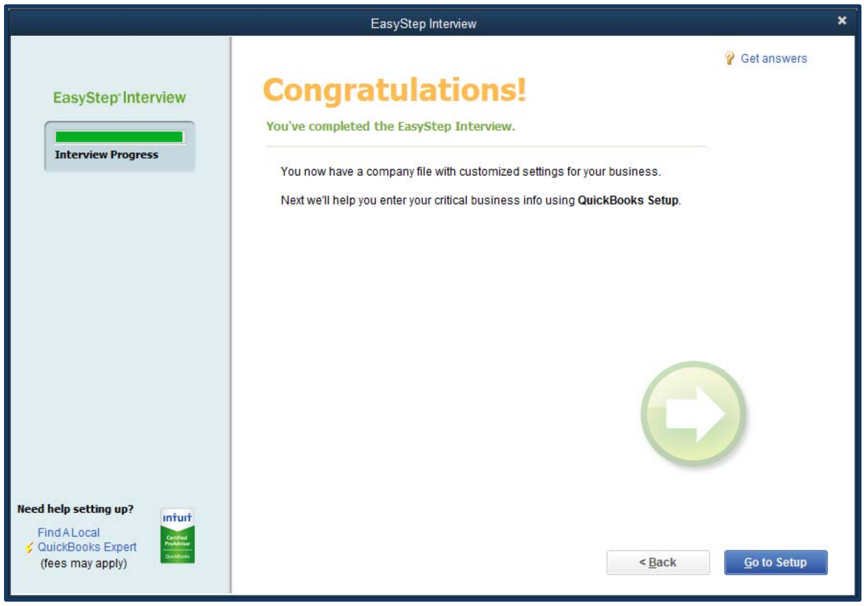


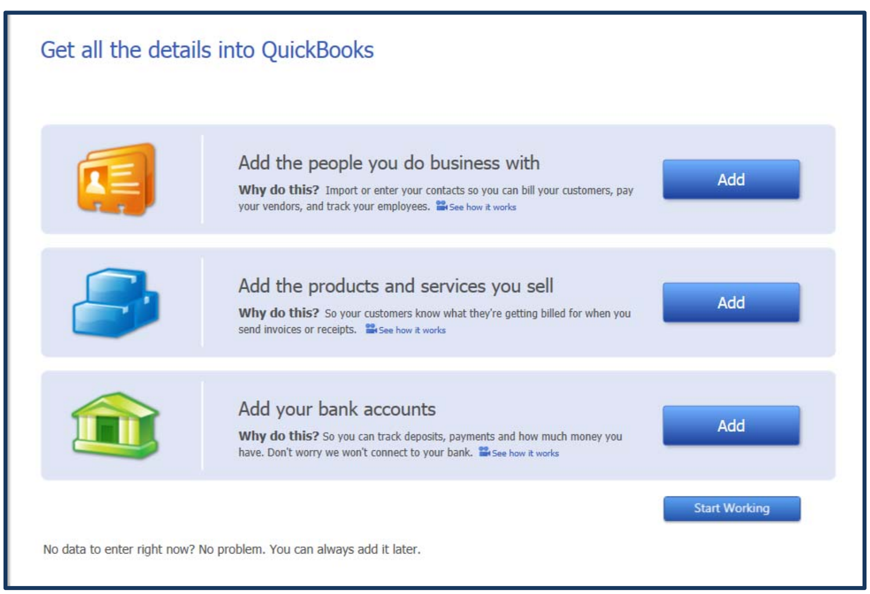
Table 4 shows QuickBooks Chart of Accounts for an agricultural business, LLC single member entity. If you would prefer to import the Chart of Accounts customized for Flower Growers shown in Table 5, you should **uncheck all accounts in this list**. Import instructions are given later in this manual.

Next

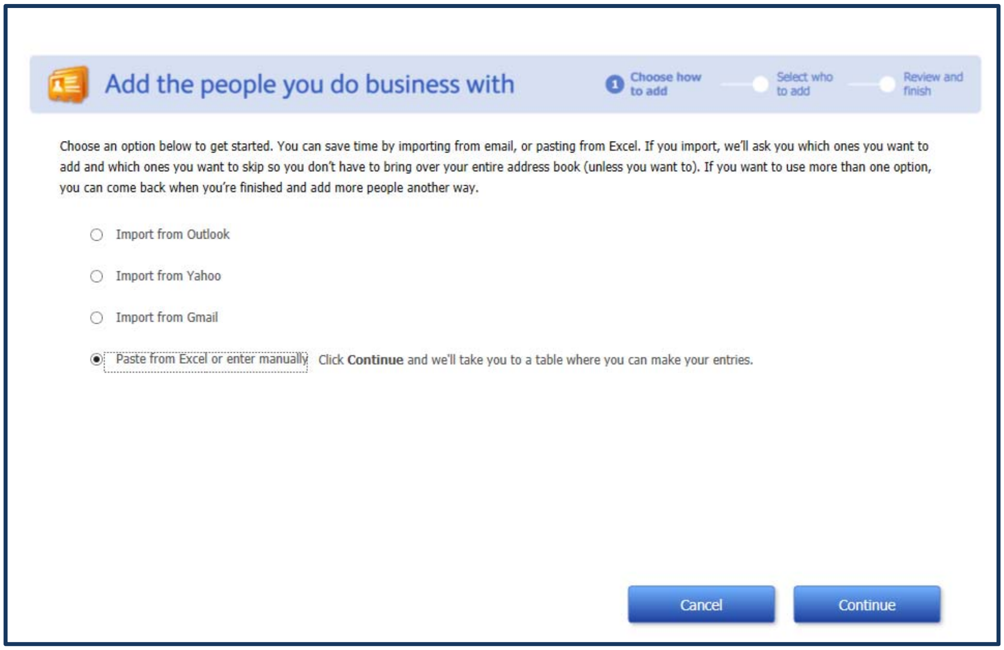


Click on **Go to Setup**

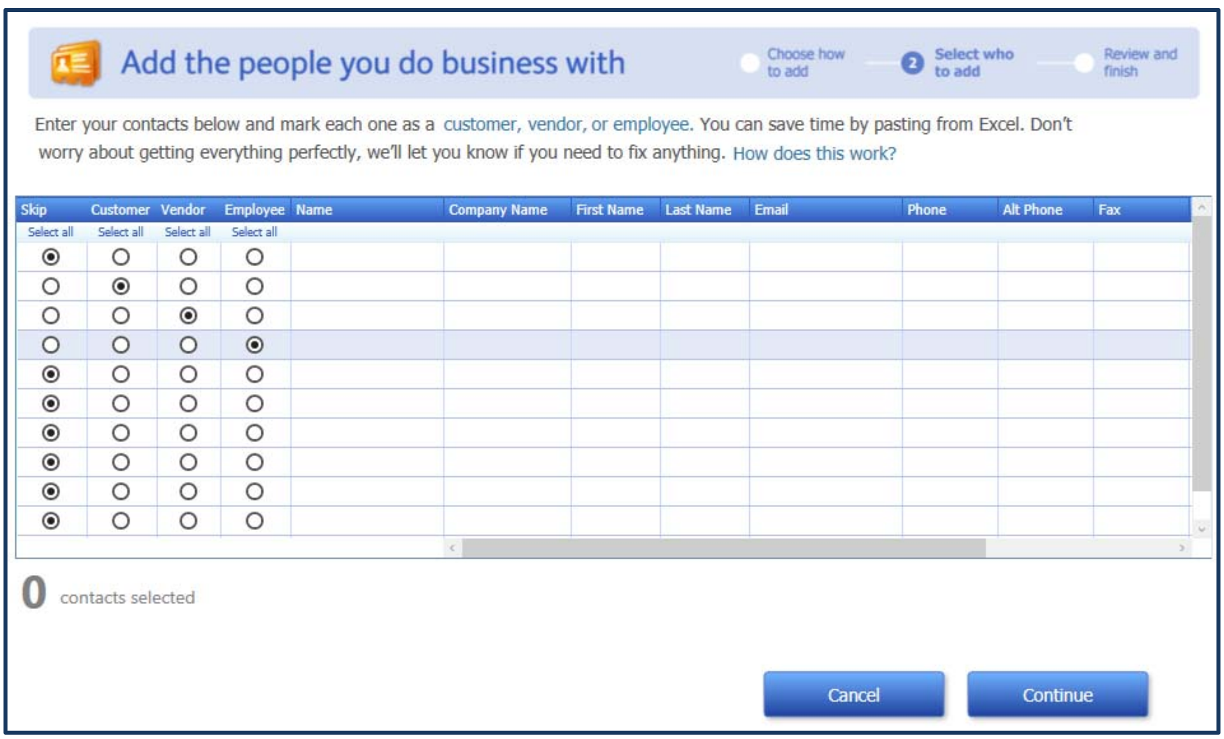
After you finish the EasyStep Interview section, a window will open where you can *Add the people you do business with*, *Add the products and services you sell* and *Add your bank accounts*. At this point you could add all this information if you have it at hand, or you can skip it for now and add it later in a different manner. Below we will review how to enter this information during the setup. We will also cover how to add customers, vendors, products and bank accounts later in this tutorial.



Click on **Add people you do business with**



Click on **Paste from Excel or enter manually**

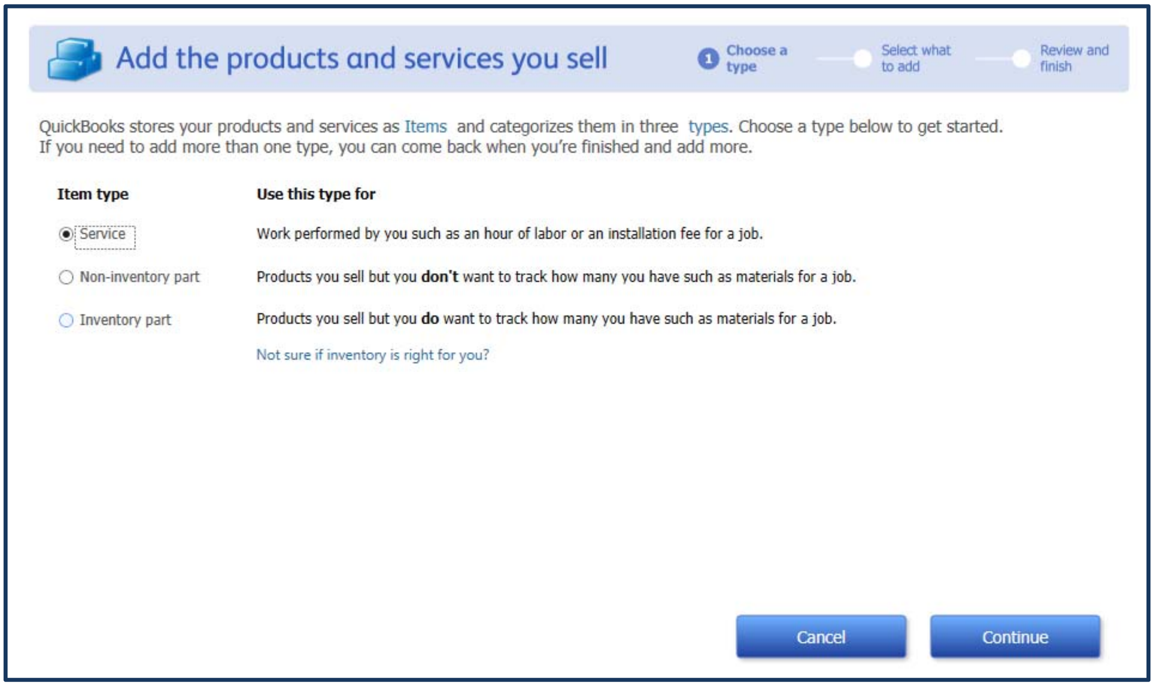


Enter information regarding the people you do business with, these could be *Customers*, *Vendors*, or *Employees*.

Click on Continue

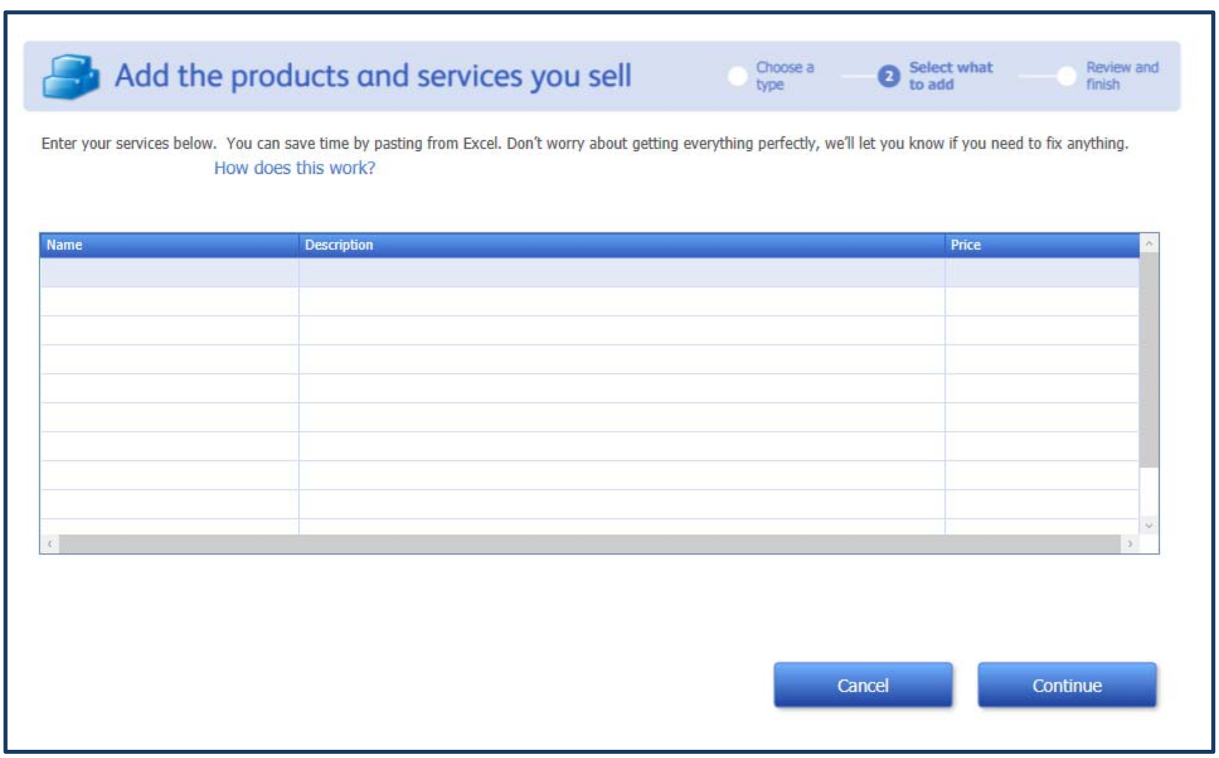
Then click on **Add the product services you sell**

Enter details about your products and whether you want to track inventory. You can choose from *Service*, *Non-Inventory part* and *Inventory part.*

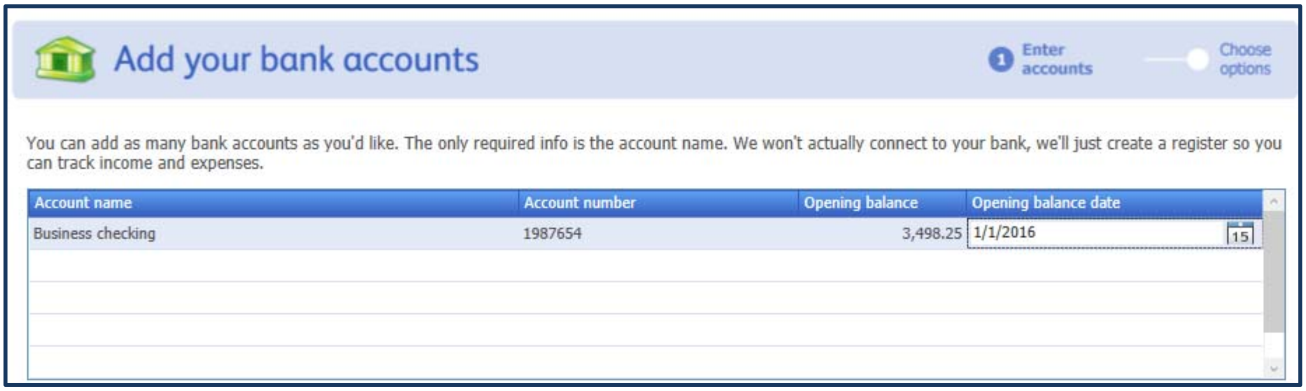


Click on **Continue**

A window where you can enter the description and price of each product will open.



To add bank information, click on **Add your bank accounts**

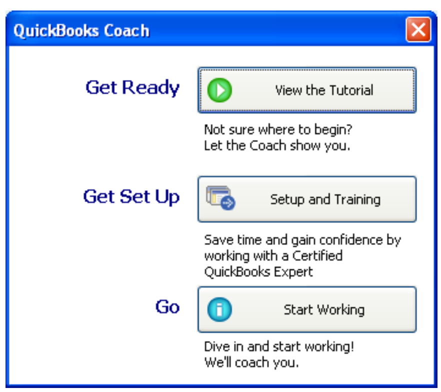


You will then be asked if you want to print checks from QuickBooks and if you want to order checks designed specifically for QuickBooks. You can ignore this or choose to be reminded later.

Then click on **Start Working**

Note: You may get a message regarding your willingness to participate in a QuickBooks usage study. You may also be prompted to register QuickBooks if you have not already done so.

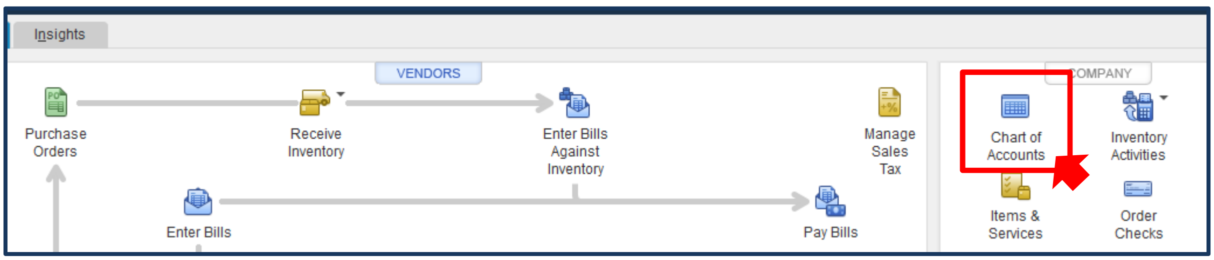
The Tutorial videos are short video clips that show screens with audio to describe QuickBooks functions and are helpful. **We encourage you to View the Tutorial.** Setup and Training is designed to link you with a Certified QuickBooks Expert with a fee for the service.



*Notes: First-time users may see a variety of help/coach windows popup. These can be closed. If you don't want to see them pop-up again, click on the box beside **Don't show this again**. If you don't want to view the QuickBooks Coach, click on the **Hide Coach Tips** button to the right.*

Edit the Chart of Accounts

The Chart of Accounts is a very core part of tracking the details of the business, including Assets, Liabilities, Expenses, and Income. Start with a basic list and then add details sparingly; otherwise, the Chart of Accounts may get lengthy if too many accounts or similar accounts with different names are added. Using the tax form items that are standard for a business is a good starting point. To review the Chart of Accounts created in the Easy Step interview, go to the *Company Sidebar* and click on the **Chart of Accounts** icon. The list can be adapted to suit the purposes of the business as well as the tax preparer. Table 3 highlights the differences in the Chart of Accounts for an agricultural business depending on the organization choice made in the Easy Step Interview.



Note: We recommend printing a copy of your Chart of Accounts to review and reference. Share this with others who will be entering data and/or referring to the reports created from these records. Click on Lists, Chart of Account, Reports, Account Listing, Print.

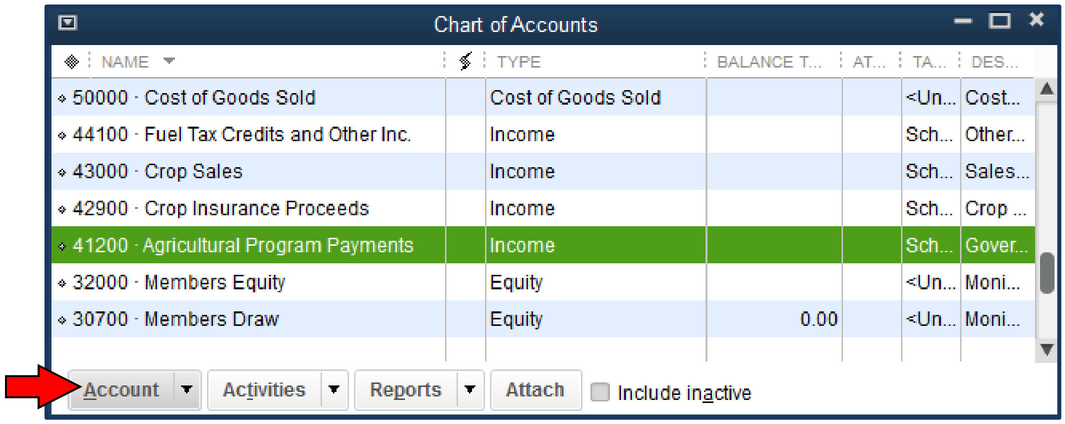
Customize

By default, the Chart of Accounts shows the:

- **Active Status**
- **Name** –identifies the Parent account and subaccounts, if any
- **Type -** designates how the account is identified and transferred to the financial statements: Bank (cash flow), Fixed Asset, Liability, Equity, Income, Cost of Goods Sold, Expense, or Non-Posting (estimate) account.
- **Online** – the lightning bolt shows accounts that have online access
- **Balance Total –** shows the current total for that account (parent accounts show the total for all sub accounts and subaccounts show the individual balances).
- **Attach -** allows for documents to be digitally inserted into the company file.

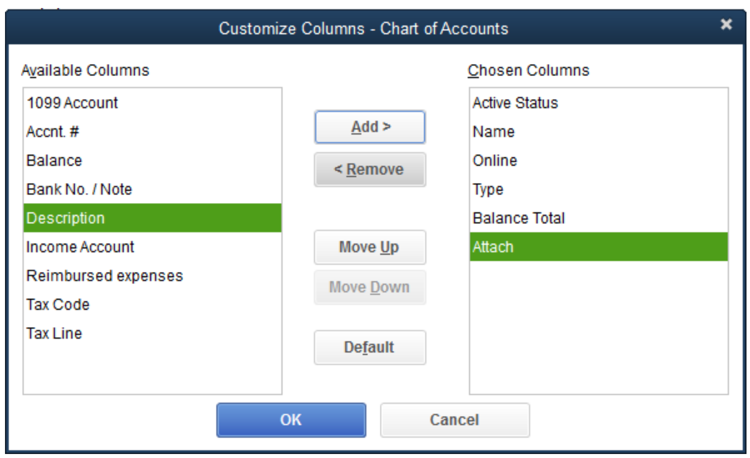
As you can see, the *Checking* account and its opening balance are identified as the *Type: Bank* with the amount included in the *Opening Balance Equity*. To customize what appears in the Chart of Accounts list, click on the

Account button at the bottom left



Now, choose **Customize Columns**

To Add a column, click on a label in the Available Columns list, **Description.**



Click on Add

The most recently added name goes to the bottom of the Chosen Columns list. To rearrange the list, click on the **Move Up** button until the *Description* is after the *Name*. Now, add the **Tax Line** column and **Move Up** to follow *Description*.

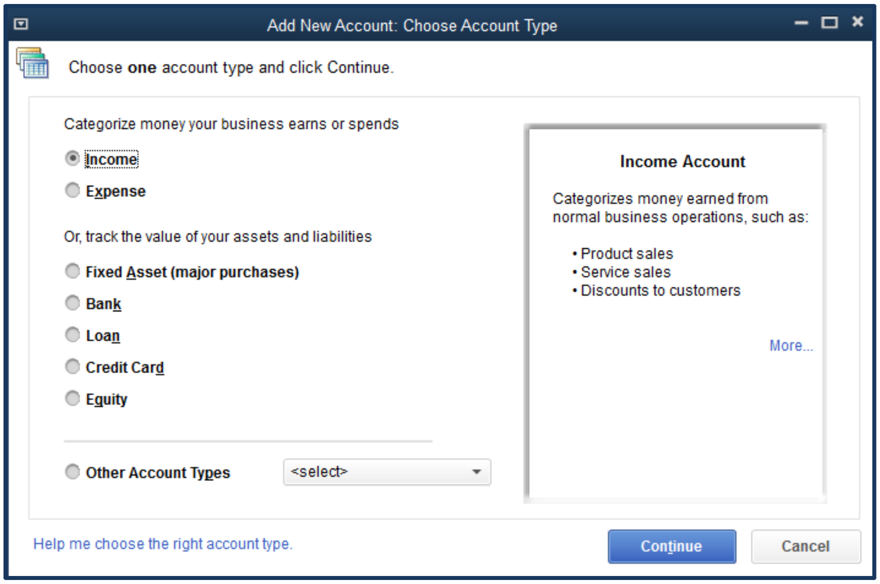
OK

To modify the Chart of Accounts to better match a flower-growing business, we want to edit the Chart of Accounts. Let's add a Flower Sales income account. Click on

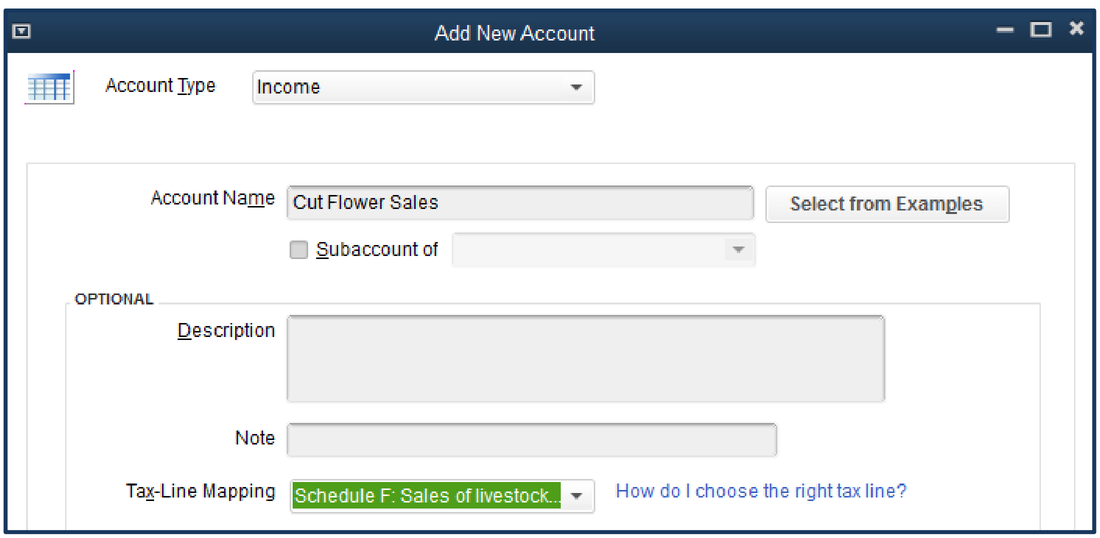
Account

New

Income



Continue



Click on **Save & New**.

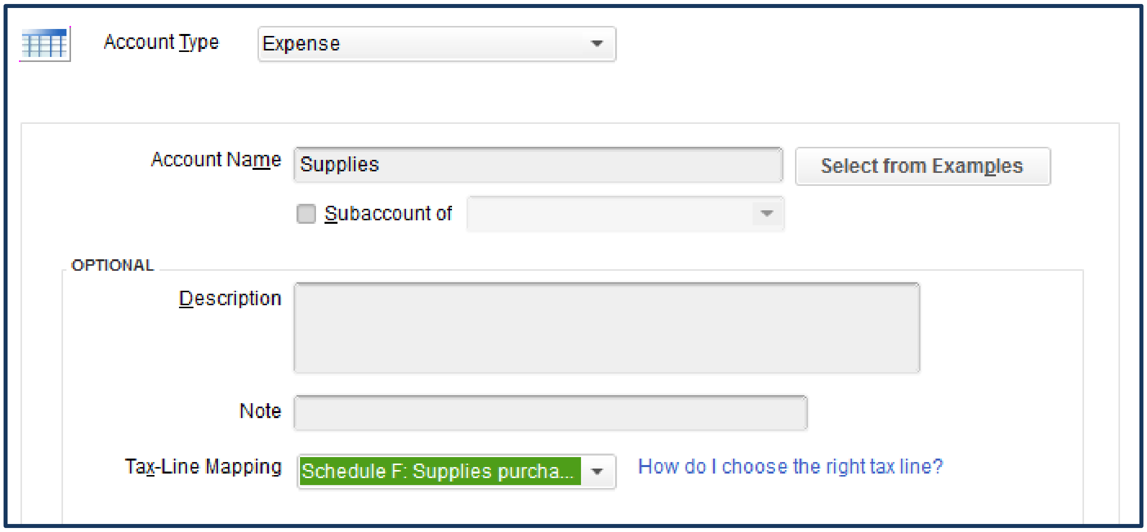
A similar process is followed to add a new Expense Account. Click on

Account

New

Expense

Continue



Add the Expense Account, **Supplies** and map the tax-line to **Schedule F**.

Click on **Save & Close**

Another alternative is to import a chart of accounts created for a horticultural business (Table 5 shows a sample). Choose:

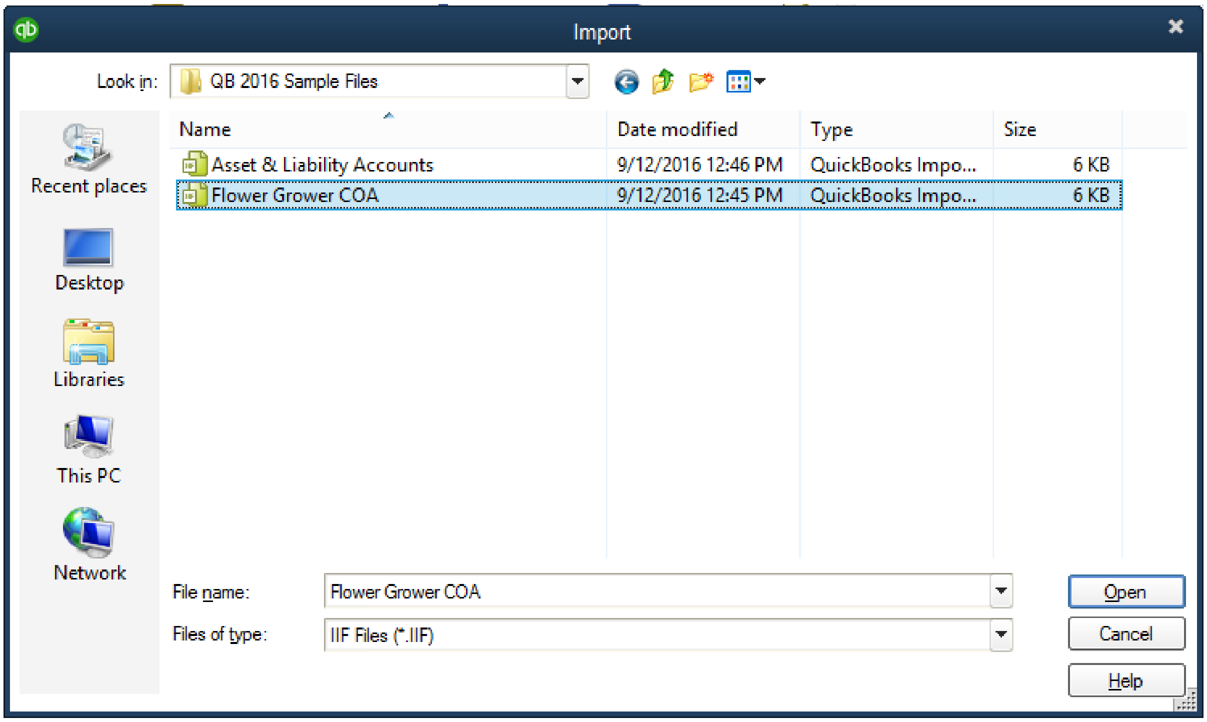
File

Utilities

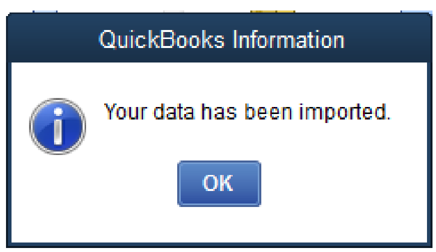
Import

IIF Files

Retrieve the **Flower Grower COA.IIF** file from the QB 2016 Sample Files folder (or Sample Files CD).



Open



OK

Review the Chart of Accounts to see the new list.

Delete or Make Accounts Inactive

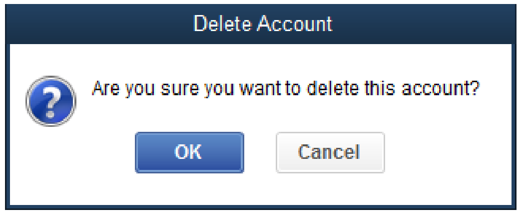
Keep the Chart of Accounts as brief as possible. You may want to delete any accounts that aren't expected to be used. Another option is to hide the account if it might be needed in the future (this is also an option for accounts that were used in the past but no longer needed).

To Delete an account, select the line of the account to be deleted by clicking on it, for example:

Commodity Credit Loans

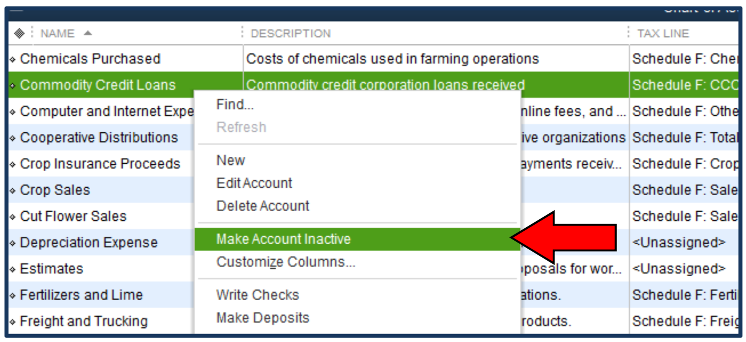
Click on the **Account** button

Delete Account



OK

To make an account inactive, select the account name, right click on it and click on Make Account Inactive.



The list will now show an ✕ in the Active Status column. To hide the inactive accounts, click on

Account

Hide Inactive Accounts

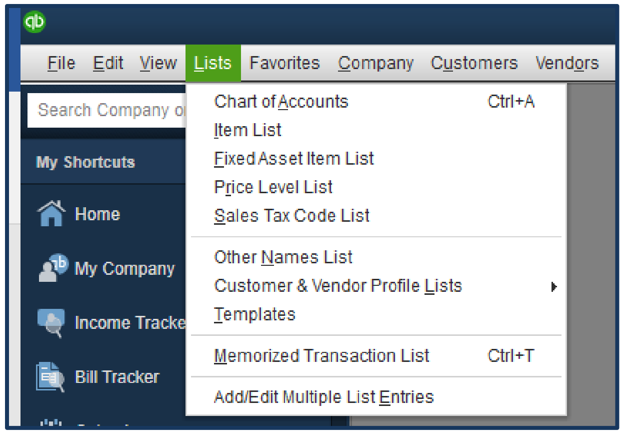
Note: Some accounts cannot be deleted if a feature (for example, Estimates) is turned on. They can be made inactive and hidden.

Note: To avoid duplication in your income tax reports, don't assign tax lines to both the parent account and its subaccounts. Assign tax lines only to the subaccounts.

The COA List will be further modified in later sections.

Other Lists

Now that we have established basic income and expense Accounts, it is time to introduce the other lists.



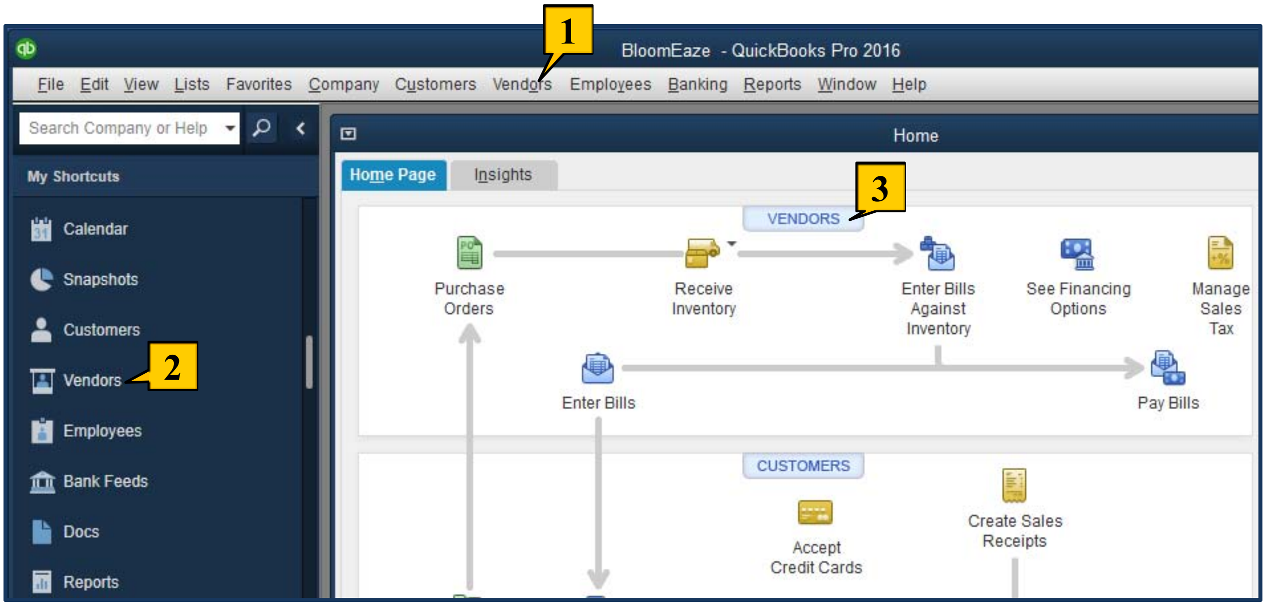
QuickBooks users need to be aware of the uses and limitations of each. For example, the same Vendor Name cannot be used for a checking account, loan, and credit card even though all come from the same bank; however, the Company Name associated with the Vendor, Customer or Other list may remain the same. The reason for the delineation is to keep individual uses separate for financial reporting. The purpose becomes more obvious as additional asset and liability accounts and transactions are entered.

Note: Review existing vendor and customer lists and see where information may need to be split into different names. Existing lists in Excel spreadsheets or other programs may be imported. See additional instructions or the QuickBooks Help menu. We will use this feature to import Items that are flower names. All lists have a limit on the number of items and transactions. Most have the capacity for 10,000 or more, except for the Price levels which max out at 100.

Vendor Center

Add information to vendor list	• Vendor Name / Opening balance • **Address info** • **Payment Settings**: Account no., terms (due on receipt, net 15, etc.), credit limit • **Tax Settings**: Vendor tax ID, vendor eligible for 1099 • **Account Settings**: accounts to prefill when entering bill from this vendor • **Additional Info**: Vendor type (consultant, service provider, suppliers, supplies, tax agency), custom fields

Transactions related to the Vendor Center include purchase orders, bills, bill payments, receiving items into inventory, and checks/credit card activity. To access the Vendor Center, click on **(1)** Vendors in the main menu line, **(2)** on the Vendor Center icon in the icon bar or **(3)** the Vendors button on the workflow. The Vendor List contains information about the entities (people, companies, lenders) from whom the business purchases things: items (a supplier), licenses (county clerk), services (plumber or bank), etc. The Customer List contains the information about the individuals or entities that purchase items and/or services from the business.



To set up QuickBooks for reporting payments for Form-1099, you must edit preferences so that it can Vendors be marked as eligible for 1099s. **Go to the Edit menu and click**

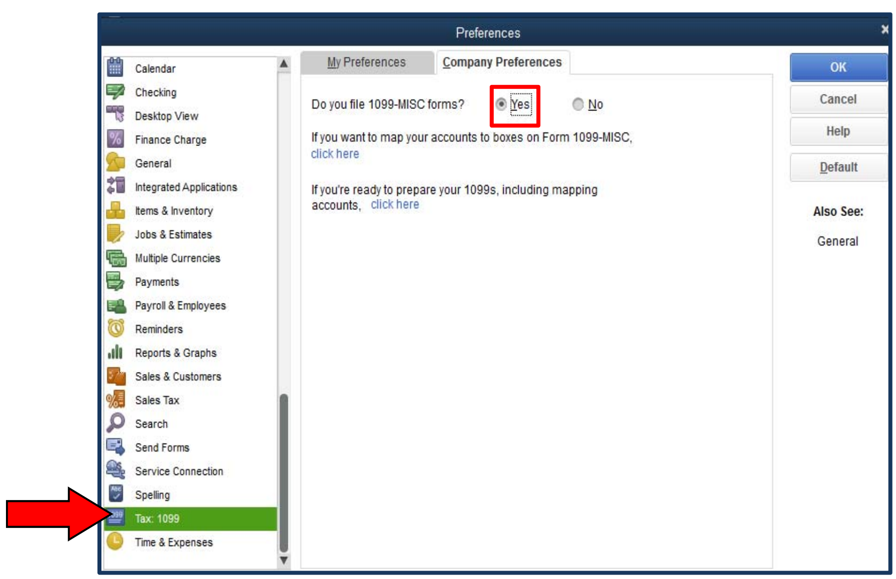
Preferences

Tax: 1099 in the list on the left

Company Preferences tab

Do you file 1099-MISC forms? **Yes**

OK



Click on **Vendors** (menu line or workflow)

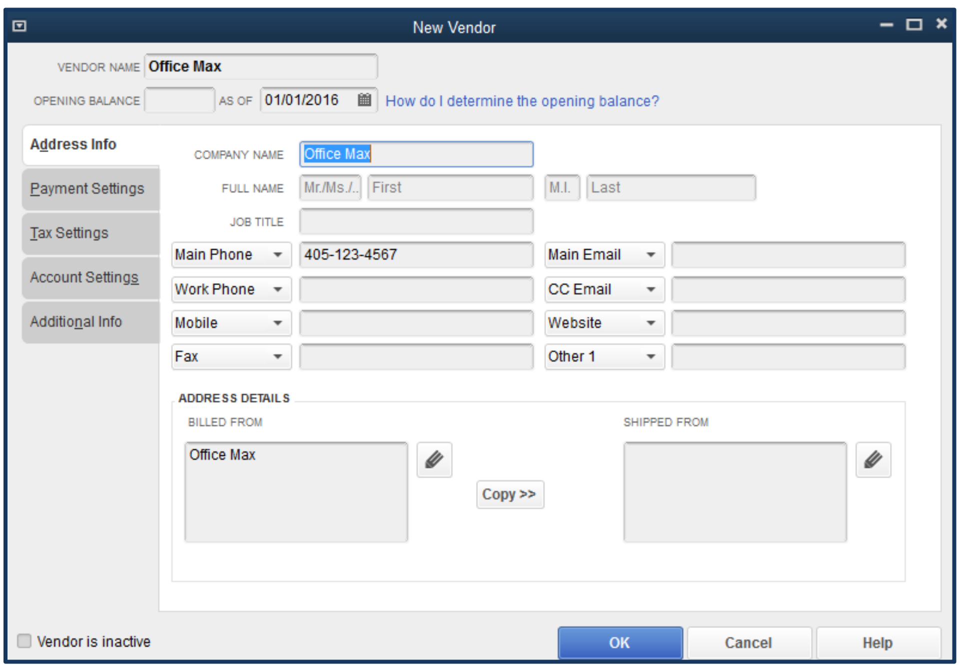
New Vendor

New Vendor

The *Vendor Name* is what differentiates between a vendor with more than one use. The *Opening Balance* shows the balance as of the QuickBooks file start date and is used in the Balance Sheet. Calculate carefully so that transactions from this point forward update the balance (or leave the balance as zero and enter it later in a different manner). Review *Payment Settings*, *Tax Settings*, *Account Settings*, and *Additional Information* tabs to see if entering data is appropriate. The *Payment Settings* tab allows specification of the Account No., Billing Rate Level, Payment Terms, and Credit Limit. The *Tax Settings* tab allows specification of Tax ID, and whether the Vendor is eligible for 1099. The *Account Settings* tab allows you to select three Accounts from the Chart of Accounts that will be used with transactions associated with this vendor. The *Additional Info* tab allows you to select the type of vendor.

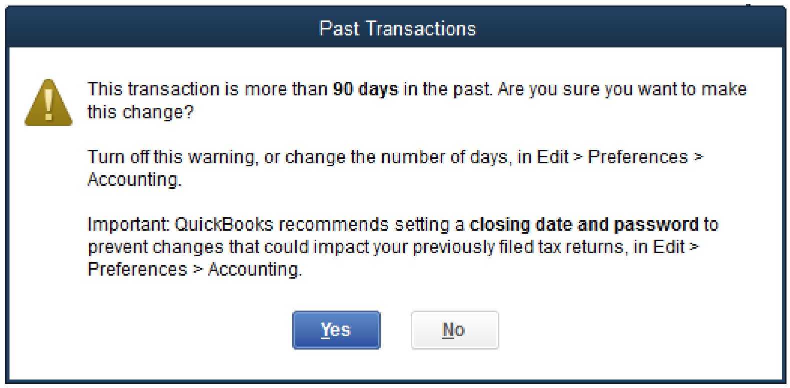
Note: Vendor Type can relate to industry, product, or location to allow for filtered reports or mailings by vendor type.

If the Company Name is entered, QuickBooks automatically fills in the *Print on Check as*: field in the *Payment Settings*.



OK (so we can add another Vendor**).**

If the company start date is prior to the current date, a reminder window may pop up. This is protection against changing previous records. Since this is being done during our start up, it is not a problem.

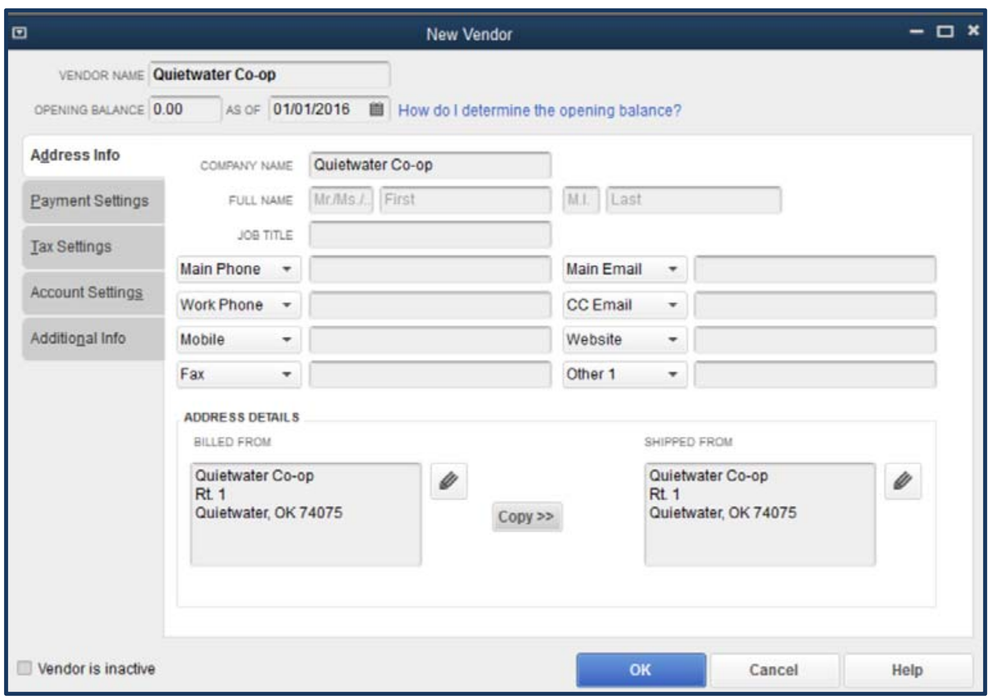


Yes

To add more vendors, click on

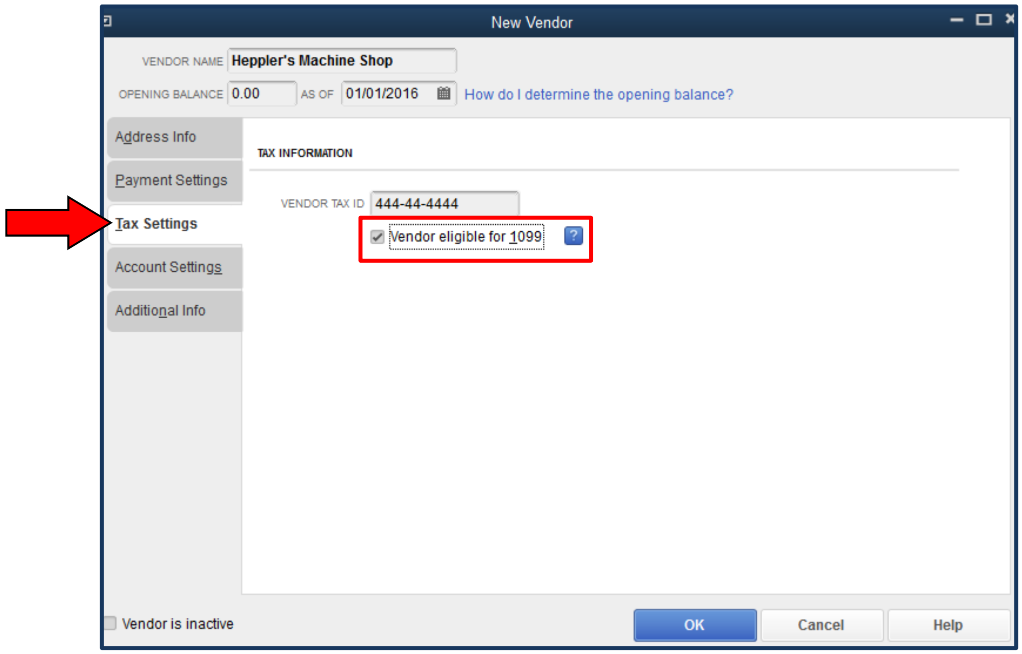
New Vendor

New Vendor



OK

Now, add a Vendor eligible for a 1099**. Enter the Vendor Name, Opening Balance, Address Info and click on the Tax Settings tab:**.



Check the box next to Vendor eligible for 1099.

OK

Note: An existing list of either Vendors or Customers can be cut and pasted from an Excel Spreadsheet. Click on Lists, Add/Edit Multiple List Entries, Customize Columns if necessary to match the Excel listing (or vice versa). Follow the onscreen instructions and Help button for assistance.

Close the Vendor Center by clicking on the ✖ for this window.

Customer Center

Add information to customer list	• New Customer & Job: Customer name, opening balance • Address info: • **Payment settings:** Account no., credit limit, payment terms (due on receipt, net 15, etc.), price level, preferred payment method (cash, check, debit, VISA, etc.), preferred delivery method (e-mail, mail, etc.), and credit card information • Sales Tax Setting: tax code, tax item, resale no. • Additional info: Type (from advertisement, referral, wholesale, retail), rep, custom fields • Job info: Job description, job type, status (pending, awarded, etc.), start date, projected end, end date

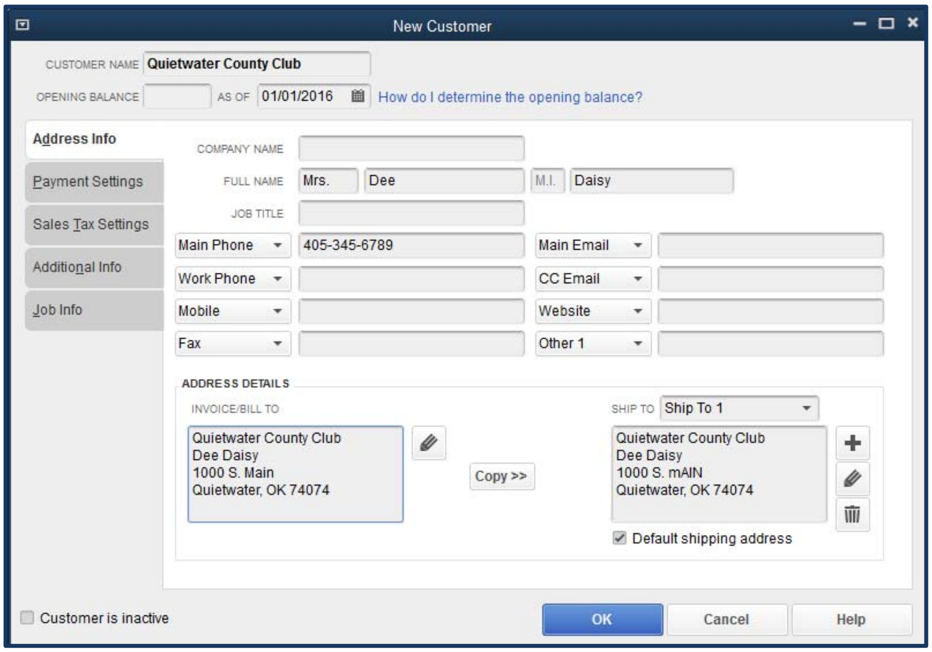
The Customer Center is also accessed either from the main menu, icon bar, or the workflow. Customers appear in the center of the workflow screen. Customer transactions involve Estimates, Invoices, Statement Charges, Sale Receipts, Received Payments, Credit Memos, and Refunds. The screens for Customers are similar to those of the vendors, but if a Vendor is also a Customer for your business, the names must be unique with the entity listed as a Vendor and Customer separately.

Quietwater Country Club purchases cut flowers from us:

Customers (main menu or workflow or Customer Center button)

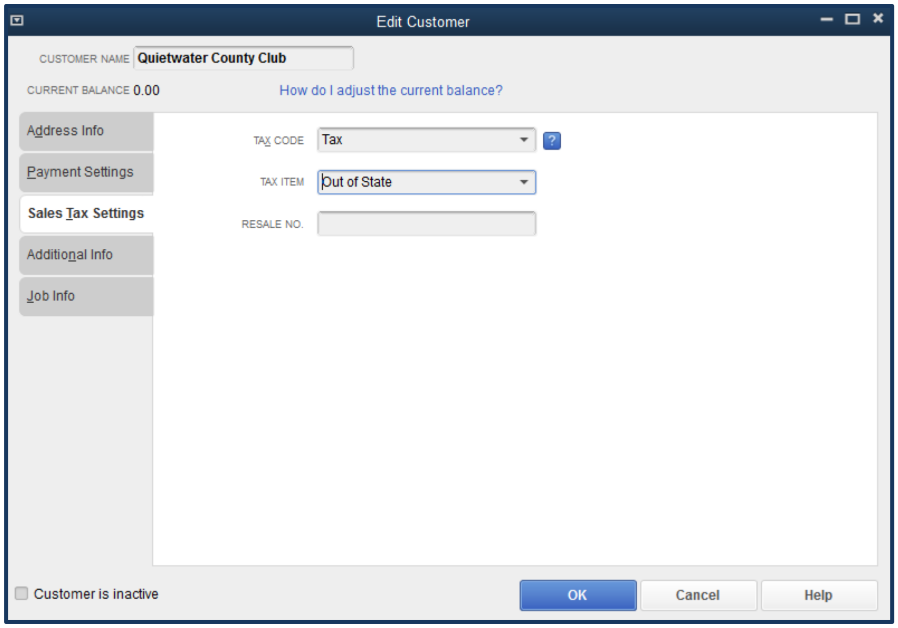
New Customer & Job

New Customer



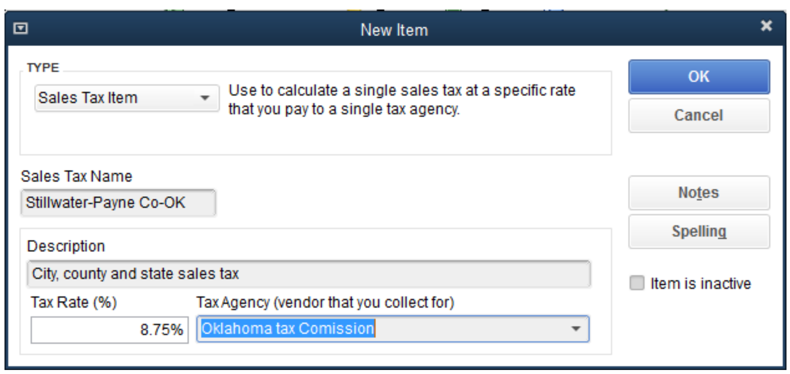
Enter any additional information that pertains to the customer. For instance, if they prefer to receive bills by mail rather than e-mail, select that on Preferred Send Method on the Payment Settings tab.

Click on the <u>Sales Tax Settings</u> tab

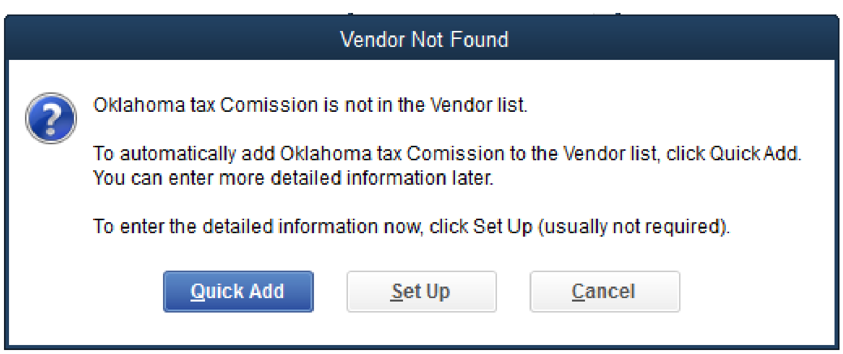


If Sales Tax is not applicable, click on Non under Tax Code. If Sales Tax is applicable, you will need to add a new Sales Tax Item.

Click on the drop down arrow under Tax Item and select <Add New>:

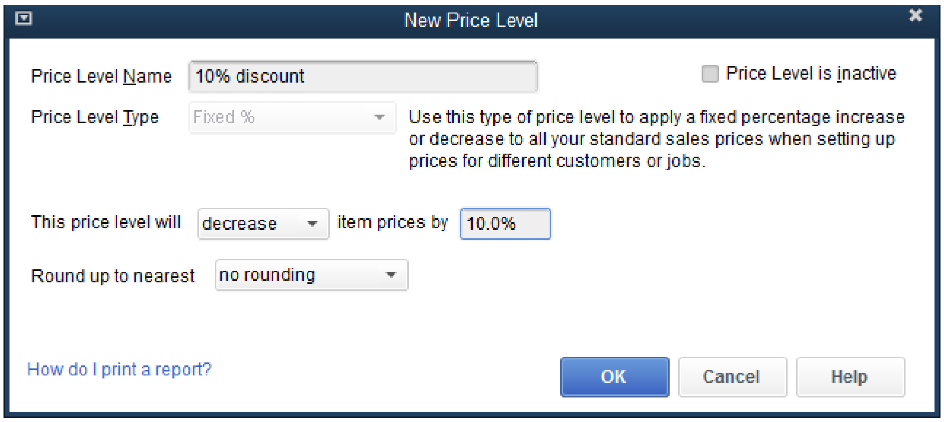


And as we had not previously added the Oklahoma Tax Commission as a vendor, we'll get a prompt:



We'll choose **QuickAdd** and go back later to add the address and other pertinent information. **Click on OK.**

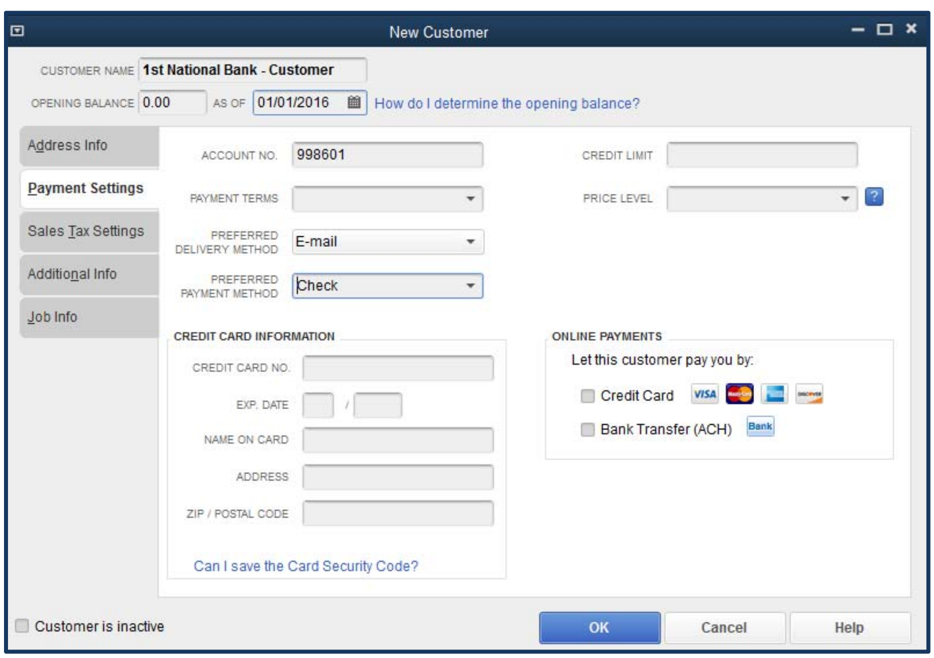
Price Level (top right of the Payment Settings tab) is for customers who receive a special rate different from the base item price. For our example, because they are local customers and always pay timely, we give them a 10% discount from the base price on all purchases. **Click on the drop down arrow by price level and choose <Add New>:**



OK

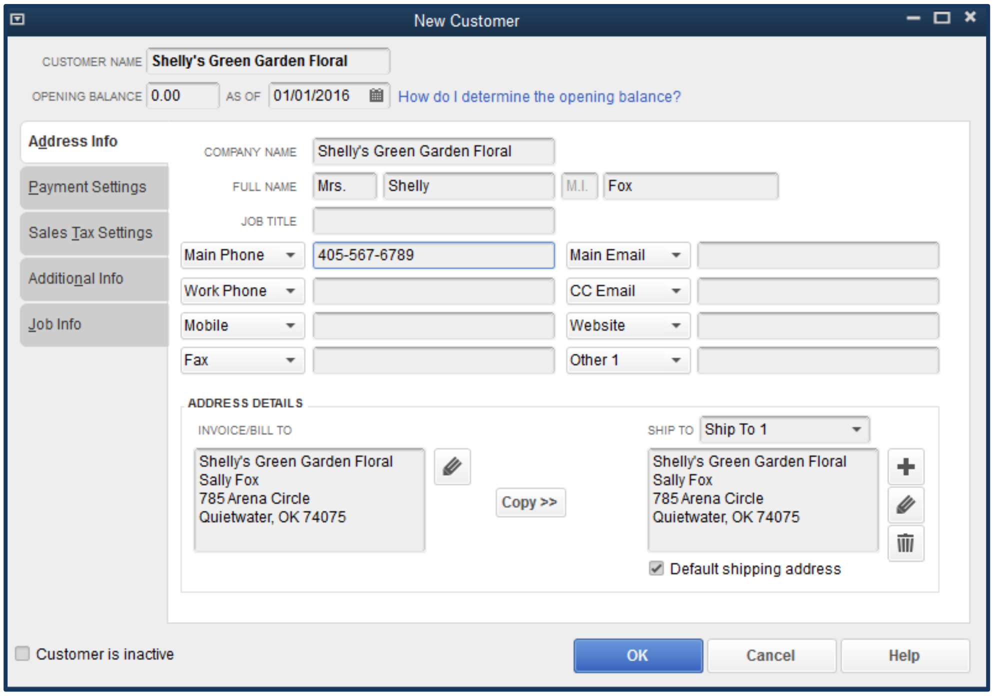
Click on the **<u>Payment Settings</u>** tab.

Specify any Account, Credit Limit, and Preferred Payment Method details. No *Job Info* is needed for this customer but could include Job Status (Pending, Awarded, In progress, Closed, Not awarded), Start Date, Projected End, End Date, Job Description, Job Type**.**



OK

Complete the screens as shown in the following screen captures to add another regular Customer:



If you want, click on the **Additional Info** tab and **Payment Settings** tab and add details.

OK

X (Close the Customer Center.)

Items list

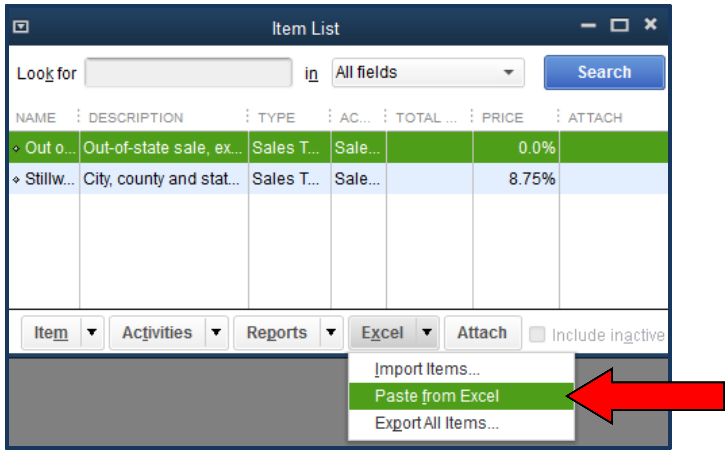
Adding Items follows a process similar to adding vendors and customers. Click on

Lists

Item List

Note: At this point, you could begin to build an item list by clicking on Item, New, and choosing Non-Inventory Part for Type.

Rather than create a long list of individual items from scratch, we will import an item list from an Excel spreadsheet. So, **choose:**



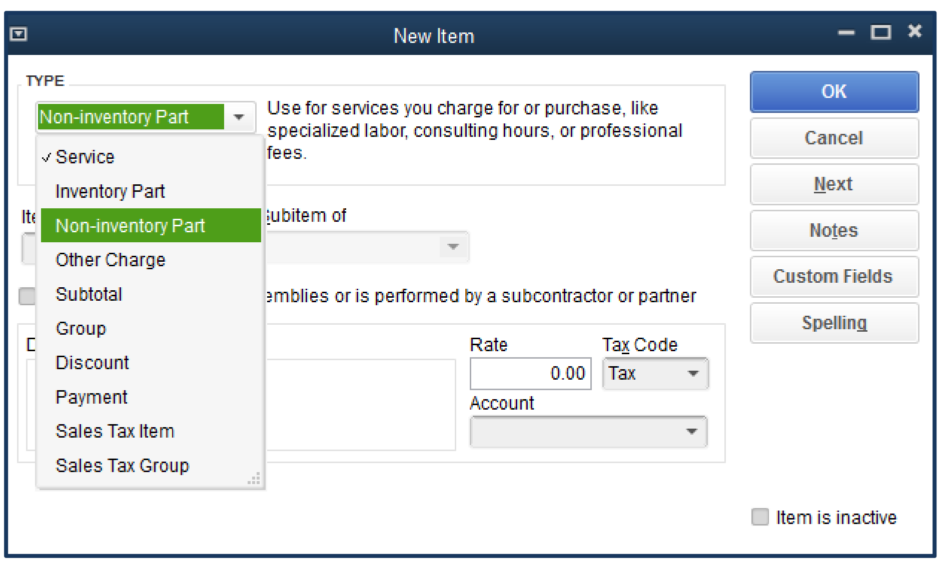
Excel

Paste from Excel

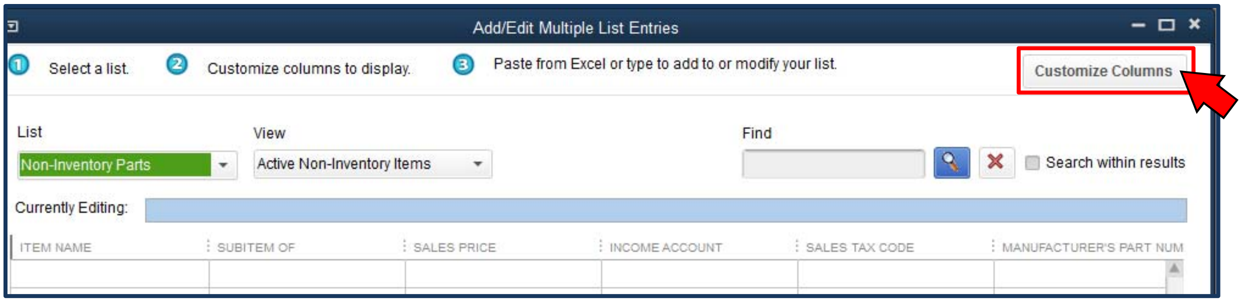
Select a List (service, non-inventory parts, etc.)

Non-inventory Parts is selected for the cut flower list

If you choose the wrong type, it will be time consuming to undo!



The default order for Item columns in QuickBooks is



Customize Columns so that the order in which columns appear matches Excel spreadsheet data (or vice versa).

In QuickBooks, **move Income Account up to follow Item Name** and **remove Sales Price and Manufacturer's part number**.

OK

Open the Excel file, Flower Grower Items in the QB 2016 Sample Files folder (make sure the column orders match in Excel and QuickBooks) and **copy and paste the list (excluding the Item label row) to the Add/Edit Multiple List Entries screen**.

Save Changes

Close

Close the Item List.

Enabling Classes

Classes is an additional label that can be attached to transactions that allows sorting and summarizing independently of the Chart of Accounts. This may be helpful, if, for instance, you want to track Farmers Market income and expenses separate from Wholesale Cut Flowers. First, you will need to enable Class tracking. Click on

Edit

Preferences

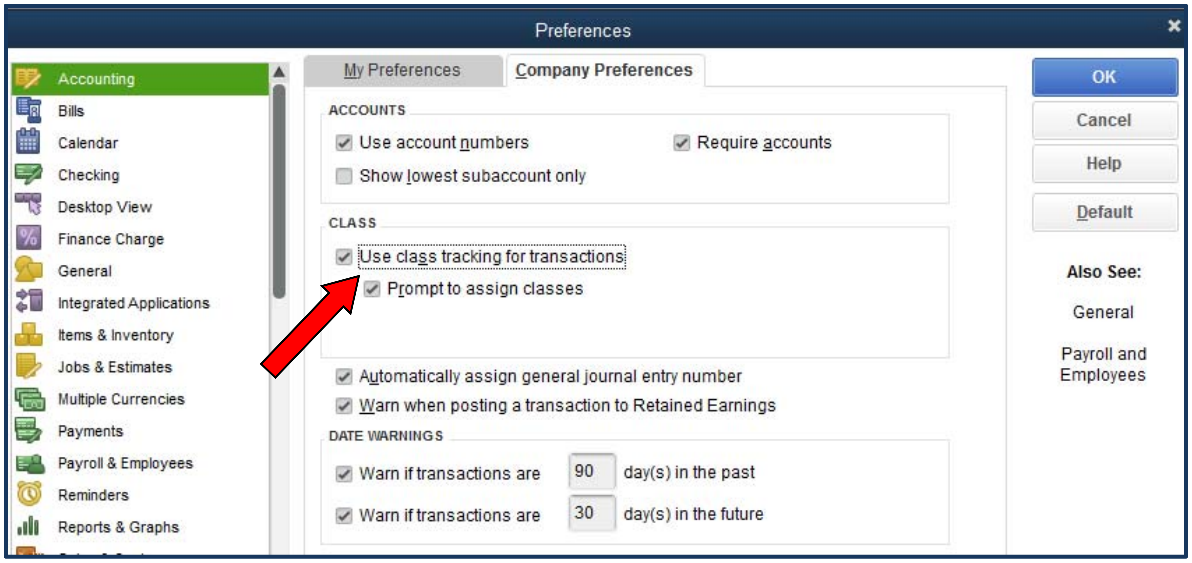
Accounting

Company Preferences tab

Use class tracking for transactions

OK

This will allow you to associate income or expenses with specific enterprises within the company, for instance, Farmers Market activities separate from other activities.



Now, think about the kinds of Classes that you want to add. Click on

Lists

Class List

Class

New

Add Farmers Market; repeat to add classes for **Wholesale Cut Flowers** and **Overhead**.

Close the Class list window.

Other Bank Accounts

Before we begin entering transactions, it will be helpful to add other bank accounts (petty cash is treated as a bank account) and credit accounts the business may have. Click on

Lists

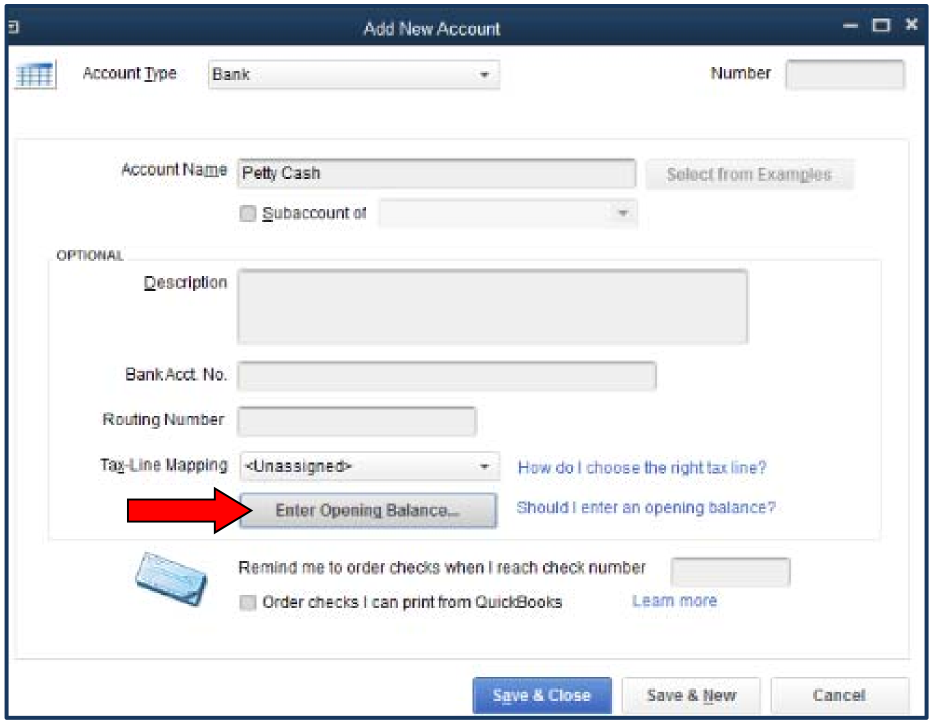
Chart of Accounts

Account

New

Bank

Continue

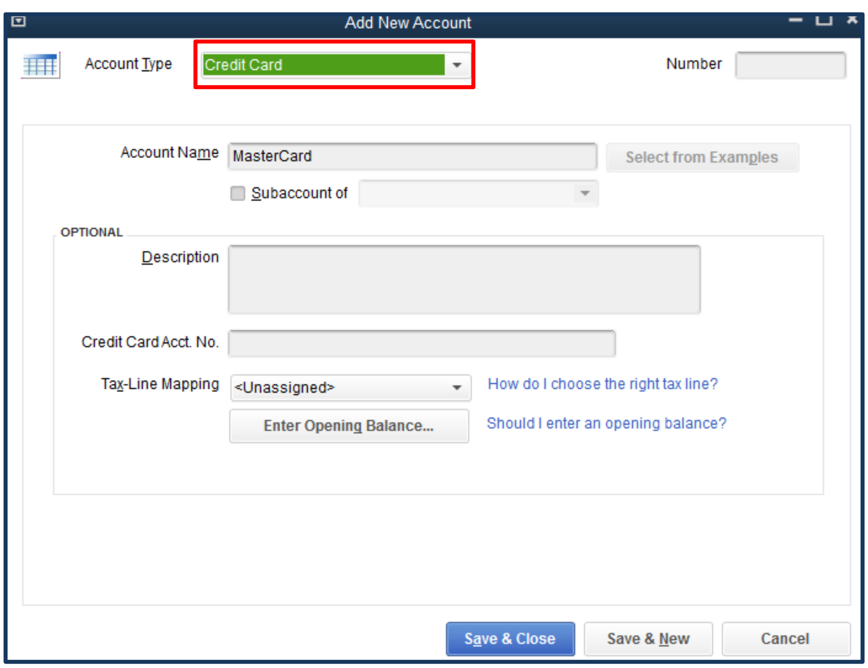


Click on Enter Opening Balance and note that as of January 1, 2016, cash on hand was $125.

Note: You may get a warning that the entry is more than 90 days in the past. Click Yes.

OK

Save & New



If you have a statement at hand from which you can retrieve an ending date and balance, click on Enter Opening Balance and enter the appropriate information for Statement Ending Balance and Statement Ending Date. Here we will assume an Opening Balance of zero so no entry is needed.

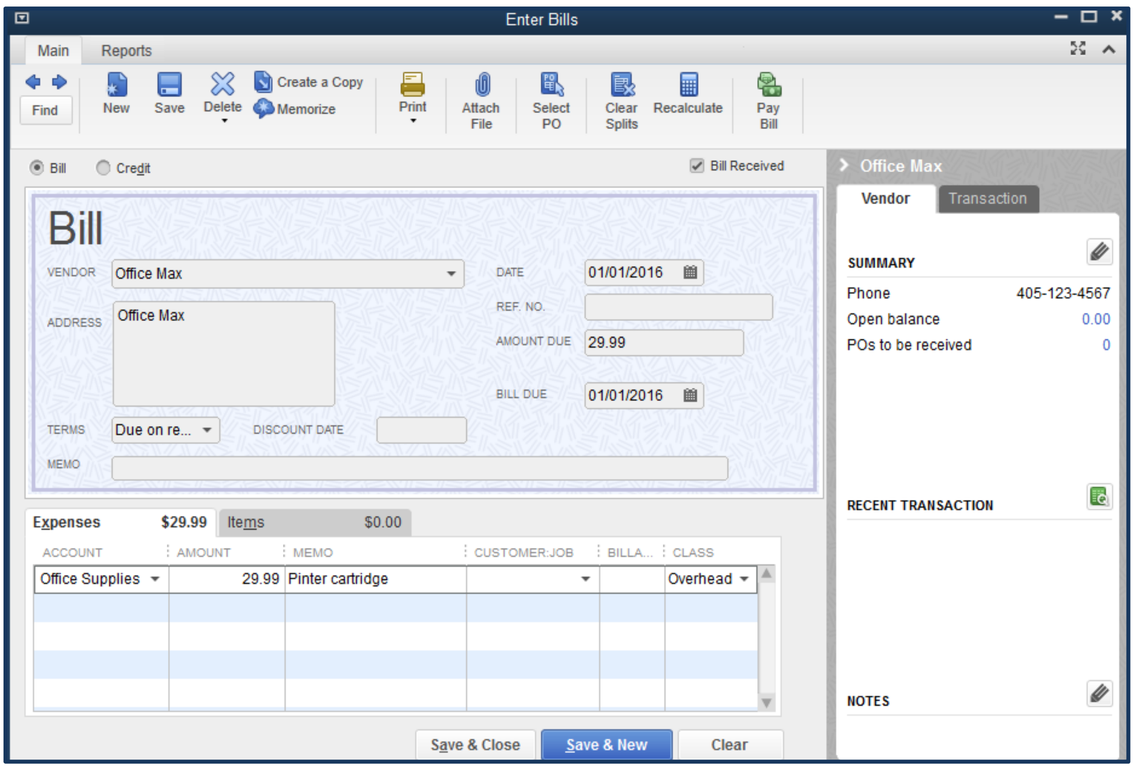
Save & Close

Recording Business Transactions

Paying Bills

Once setup is complete, we are ready to begin entering transactions that are incurred in ongoing business operations. Let's start with an example bill entry. On January 1, anxious to get management reports updated, our grower went to Office Max for a new printer cartridge. The expense was assigned to the Overhead class. If the Vendor has been previously established, the Address, etc. will be filled automatically; otherwise, add Vendor information as needed. Modify Terms to show Due on receipt. Click on

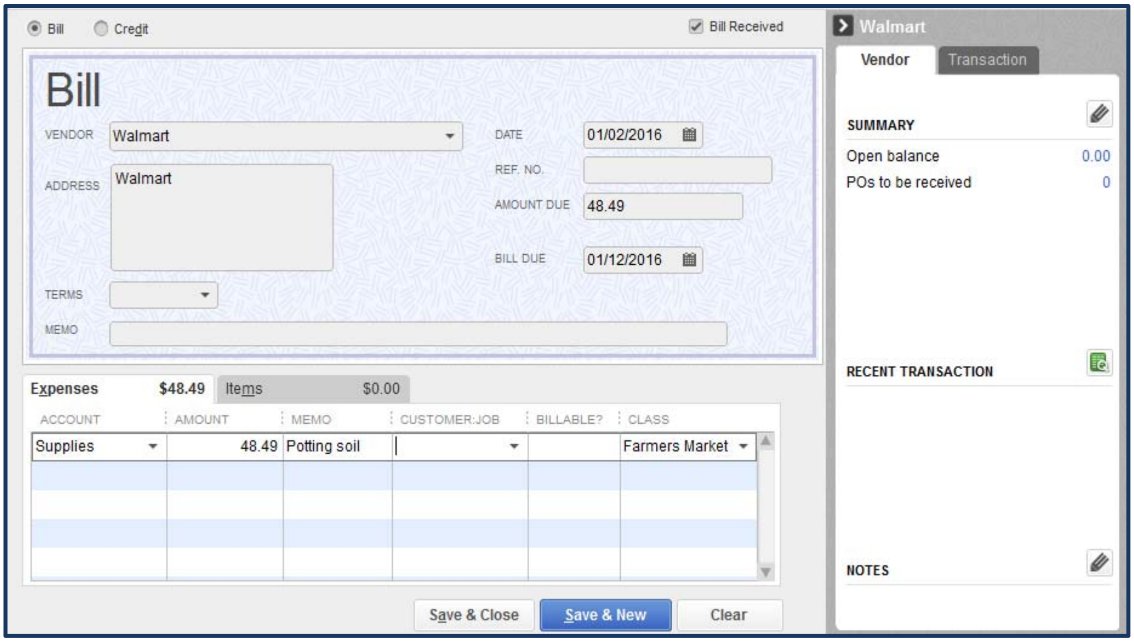
Enter Bills, then enter information as shown below:



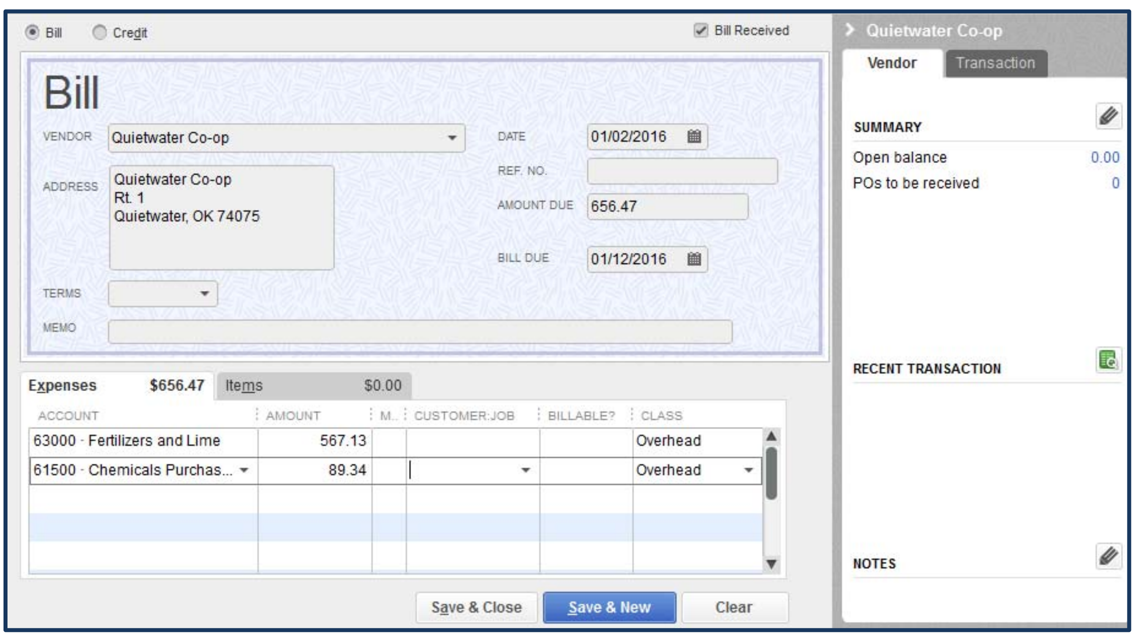
Save and New

January 2, our grower went to WalMart and bought potting soil to use in the greenhouse to get early tomato plants established for Farmers Market sales. As WalMart isn't in the Vendor list, you will need to click on

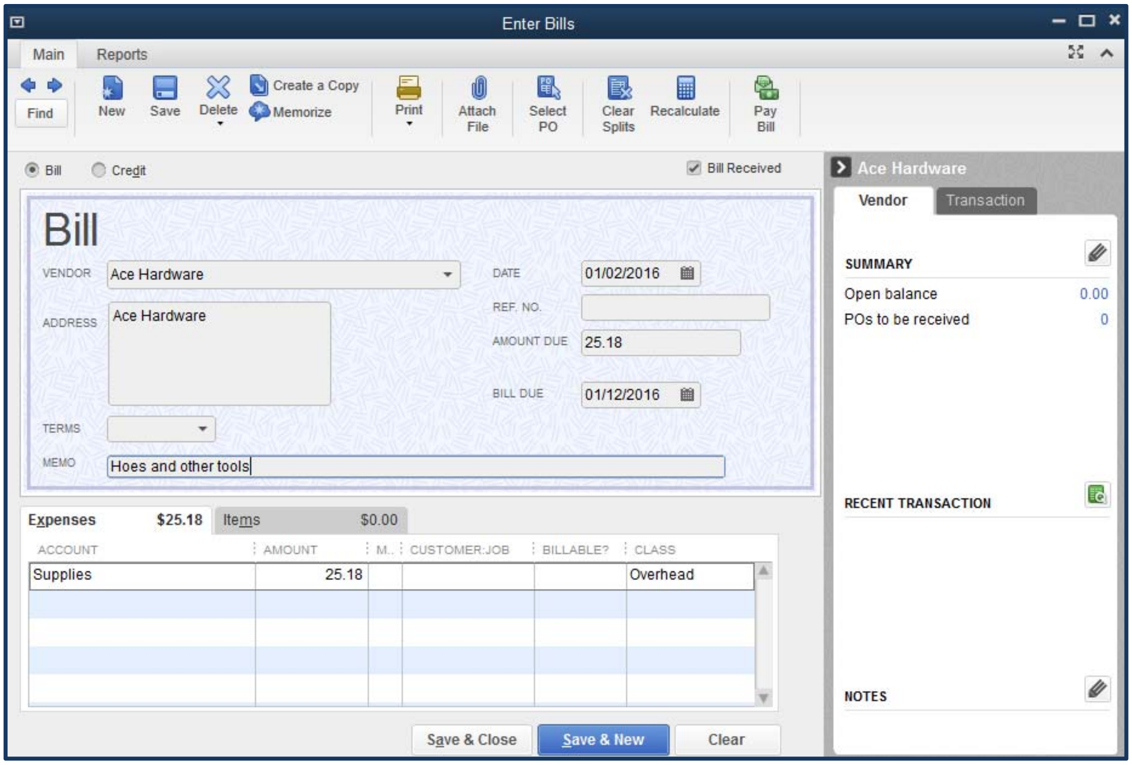
Quick Add



Click on **Save and New**. Next, our grower went to Quietwater Mill & Feed for some fertilizer and herbicides to be used both in the greenhouse and in preparing the outdoor fields for planting. Because they will be used for plants for both Wholesale Cut Flowers and Farmers Market, the expenses are assigned to Overhead and will be prorated at a later date based on estimated use.



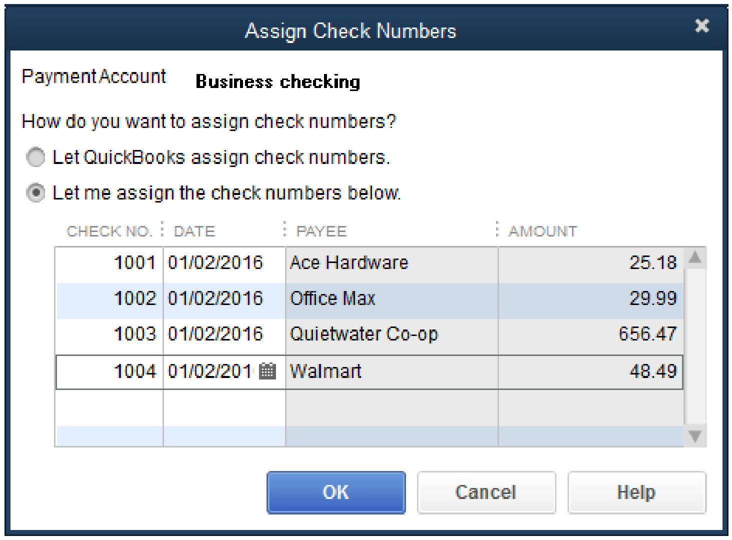
A final stop was made at Ace Hardware for some new hoes and other tools. Click on Quick Add if necessary to add vendors to the list.



Save & Close

As checks were written at the time of purchase, our grower is ready to
Pay Bills (click on the icon on the home page)
Select the bills to be paid.

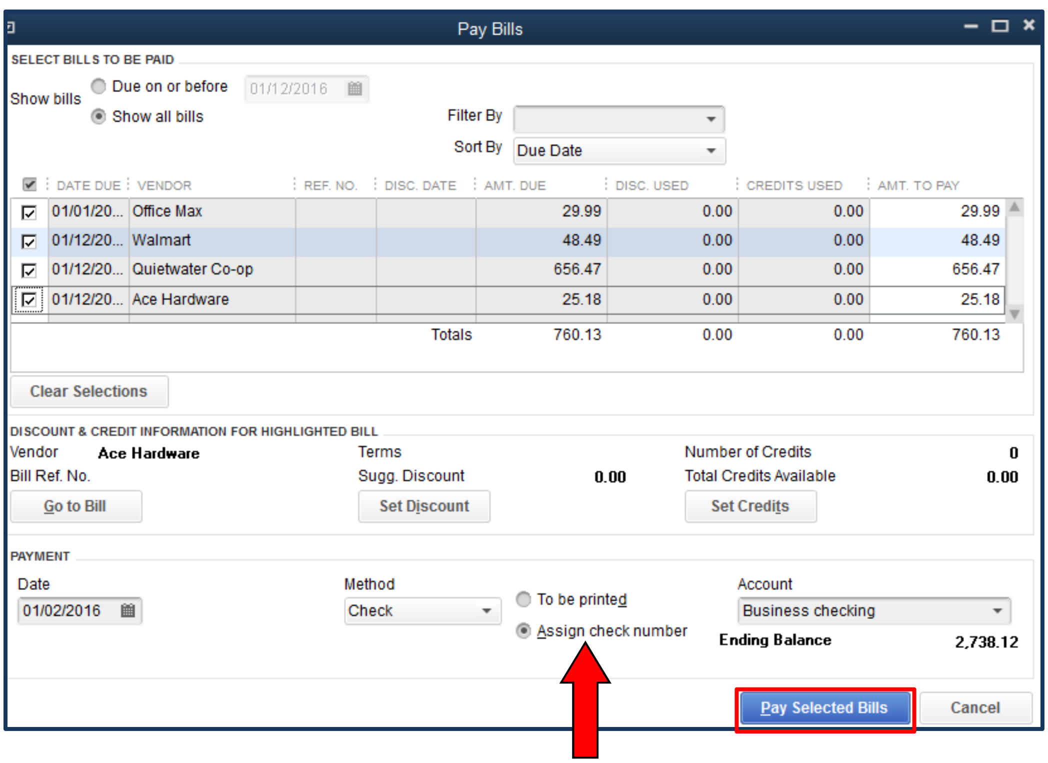
For hand-written checks, remember to
click on Assign Check Number at the bottom of the window,
click on Pay Selected Bills.



OK

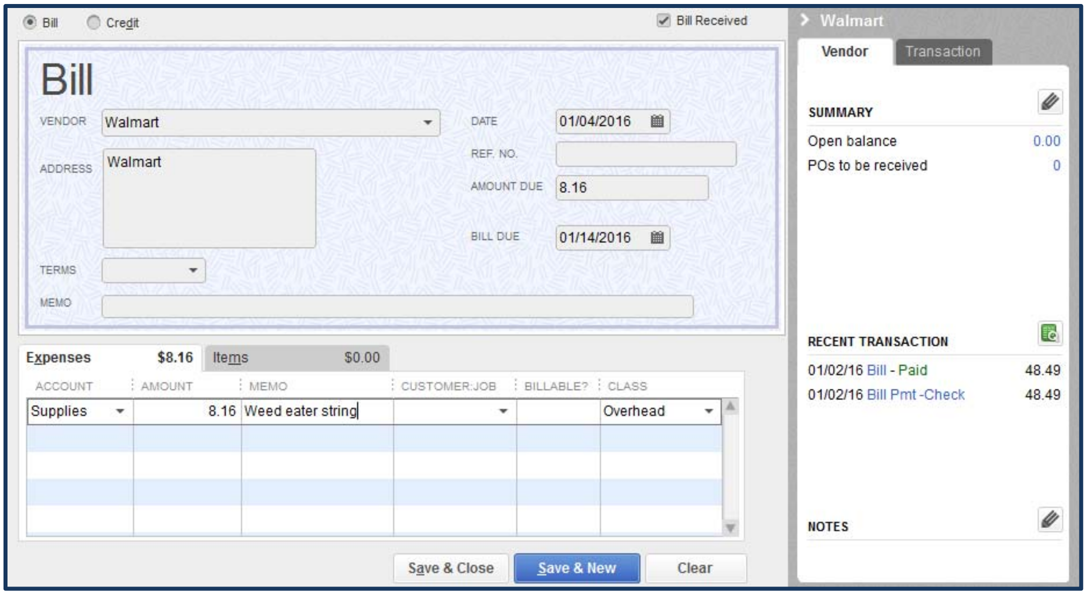
Done

If you are printing checks through QuickBooks, click on **To be printed**.



Our grower went to WalMart on 1/4/10 and bought an item with a credit card. To enter it, click on

Enter Bills



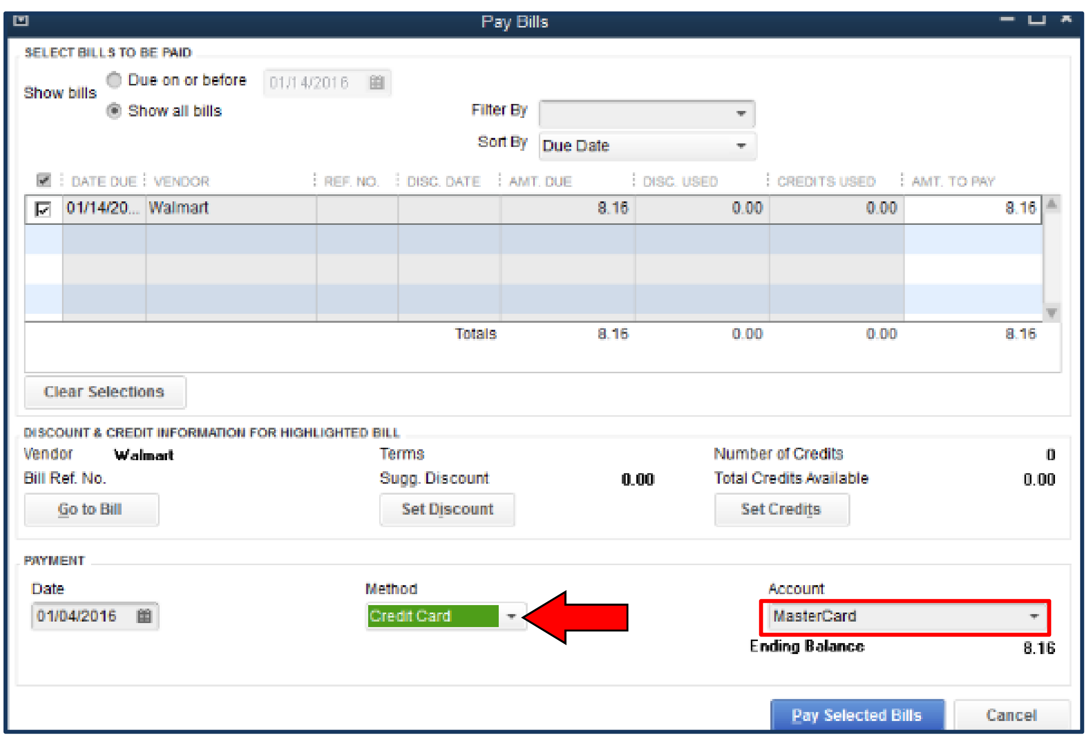
Save & Close

Now to pay the bill, click on

Pay Bills

Click on the transaction

At the bottom, change the method to Credit Card and select the appropriate account



Click Pay Selected Bills

Done

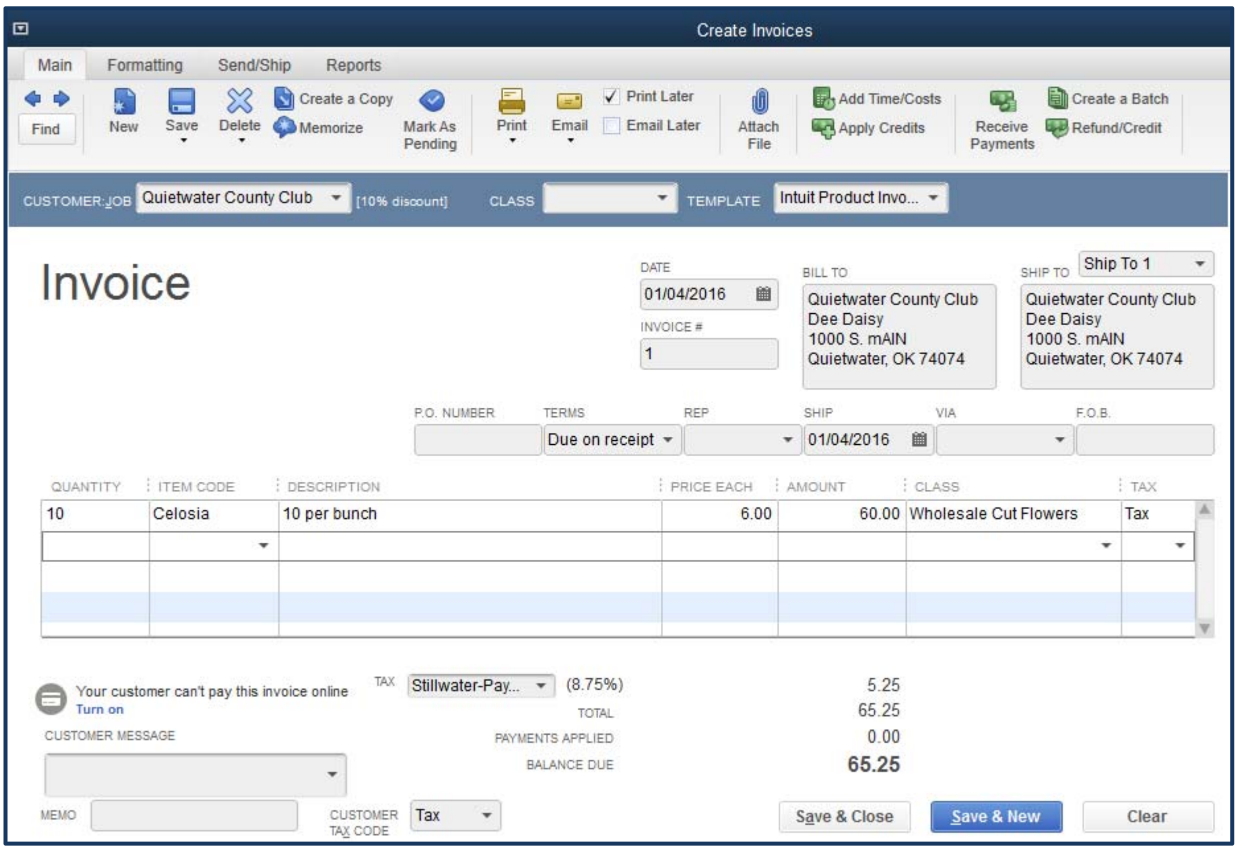
Note: In the event that a bill is paid with cash, you will choose Check as the method and choose the Cash account as the account.

Recording Income

Our grower sells cut flowers wholesale to a number of local businesses who pick them up at the greenhouse. An invoice accompanies the order. One customer is the Quietwater Country Club.

Click on

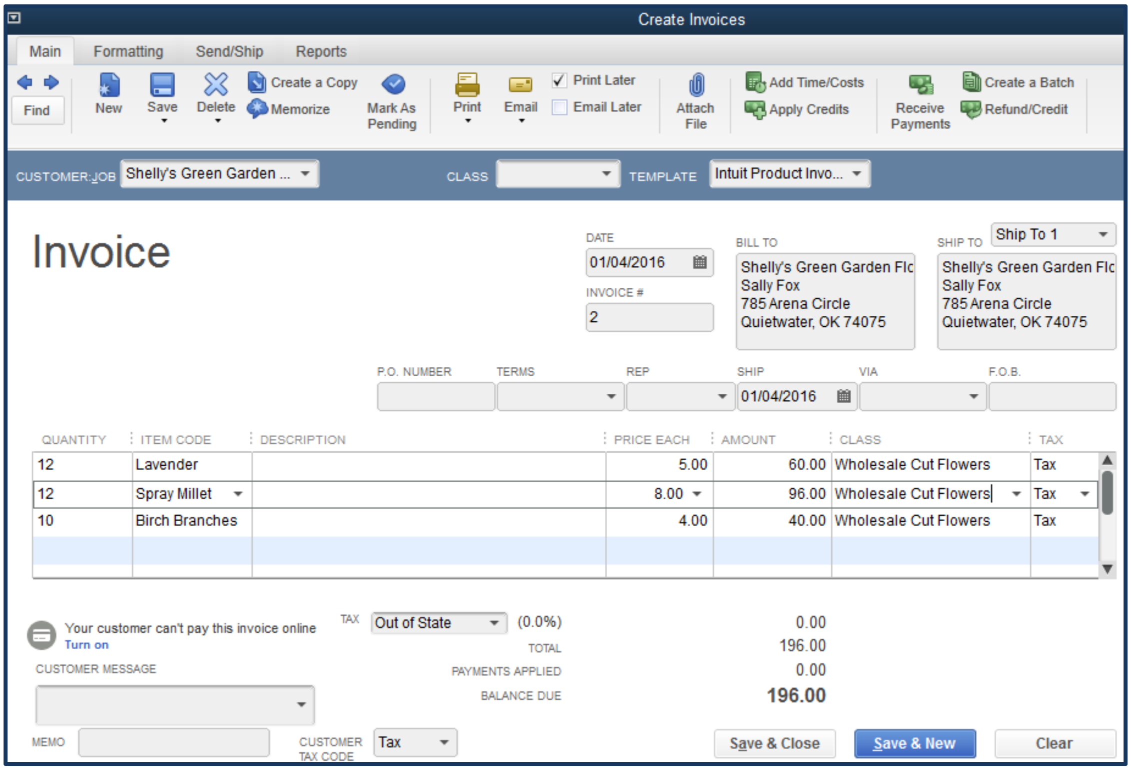
Create Invoices and enter the following information:



Click on **Save & New**.

You may get a prompt about completing a Payment Interview. **Click No** unless you want an opportunity for QuickBooks to sign you up for an additional service for a fee.

Now, back to entering the next invoice:

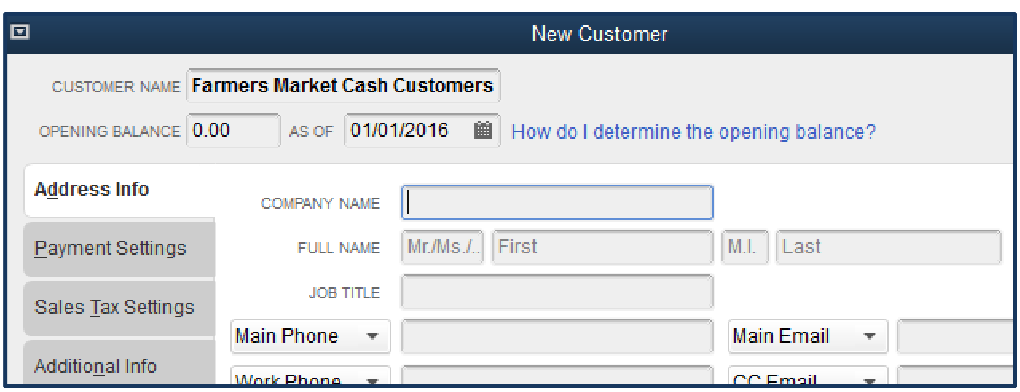


Save & Close

Next, we'll demonstrate creating a Sales Receipt, which captures payments at the time the sale is made. In our case, we'll use this for our cash sales at the local farmer's market. We'll create a new customer in the process. On the home page, click on

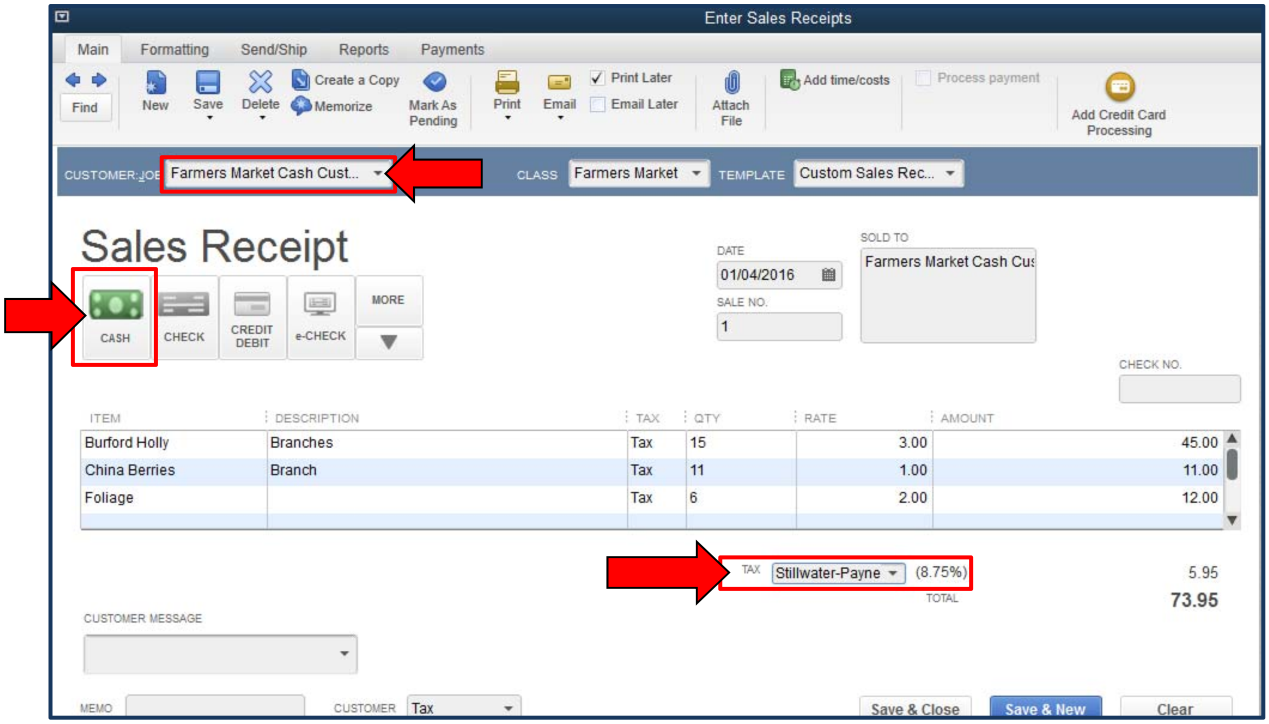
Create Sales Receipt

Click on the down arrow under Customer: Job and select **<Add New>**



Click on **OK.**

Now on the Sales Receipt, select the Farmers Market Cash Customers and record the items sold:



Note that only one class can be assigned to a Sales Receipt. Also, note that the appropriate payment method (left) and tax rates (if applicable, bottom) are made here.

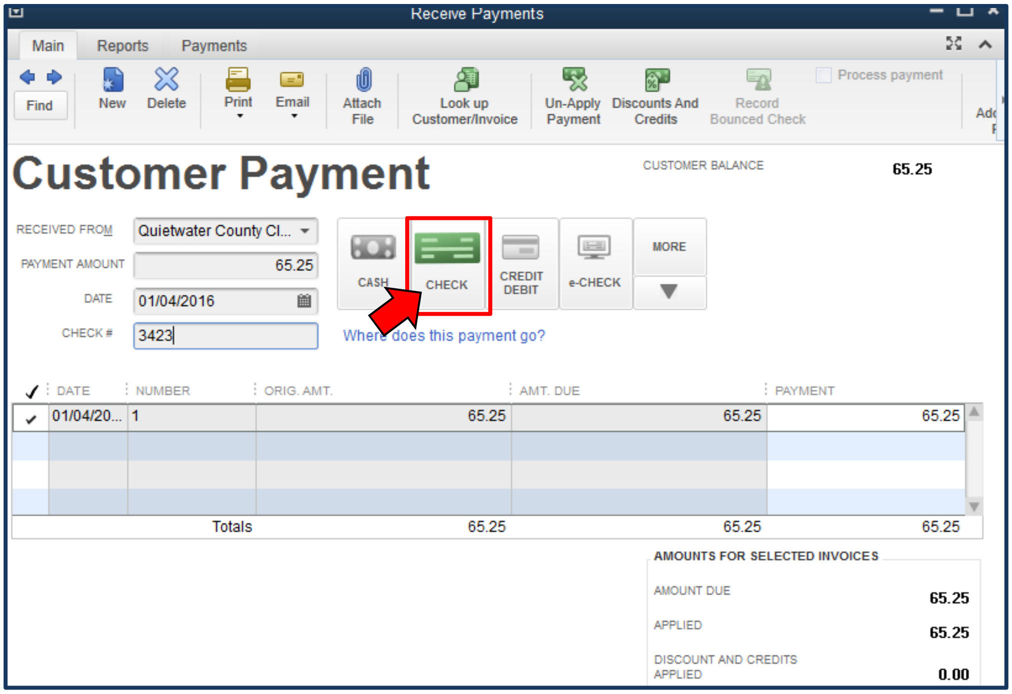
Save & Close

When payment is received from the Quietwater Country Club, click on

Receive Payments

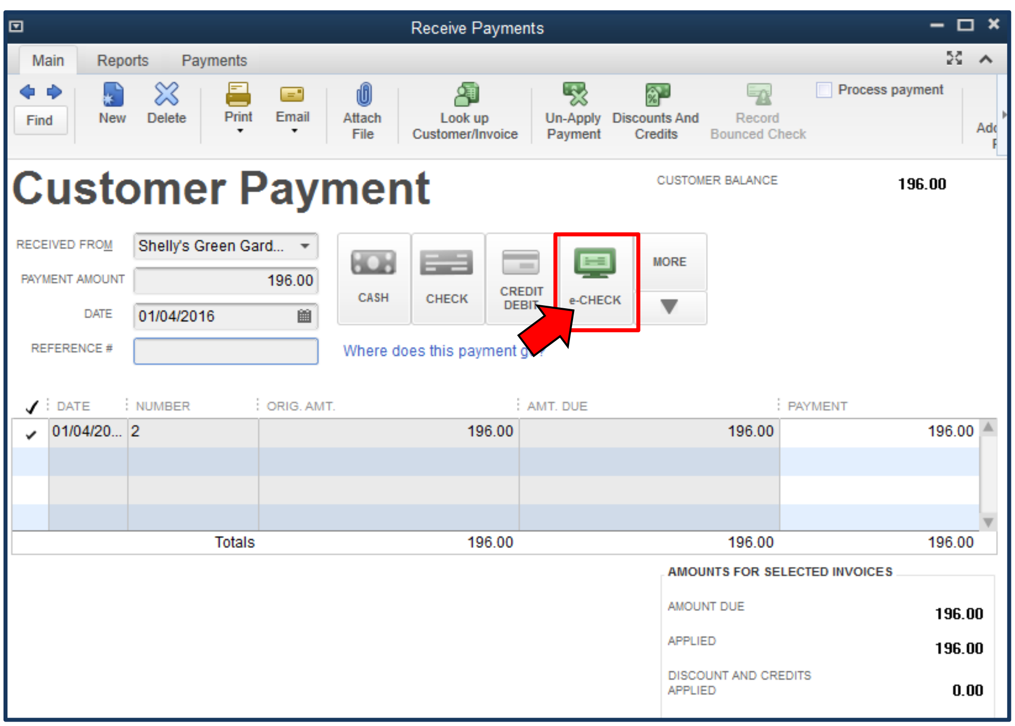
and select the Vendor from the **Received From** list

Enter the amount paid:



Click on **Save & New**.

Shelly's Green Garden Floral pays electronically:

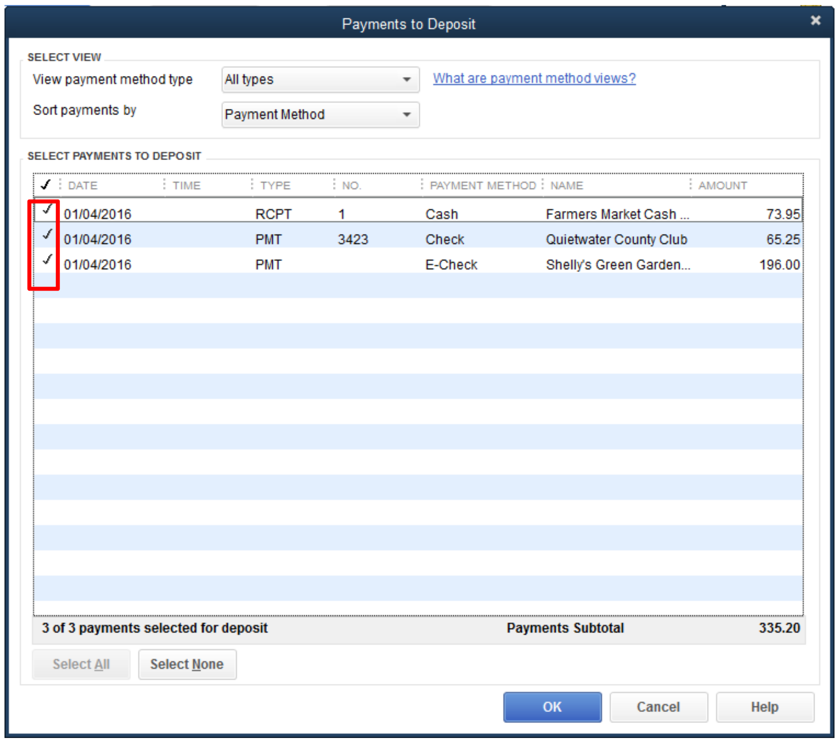


Save and Close

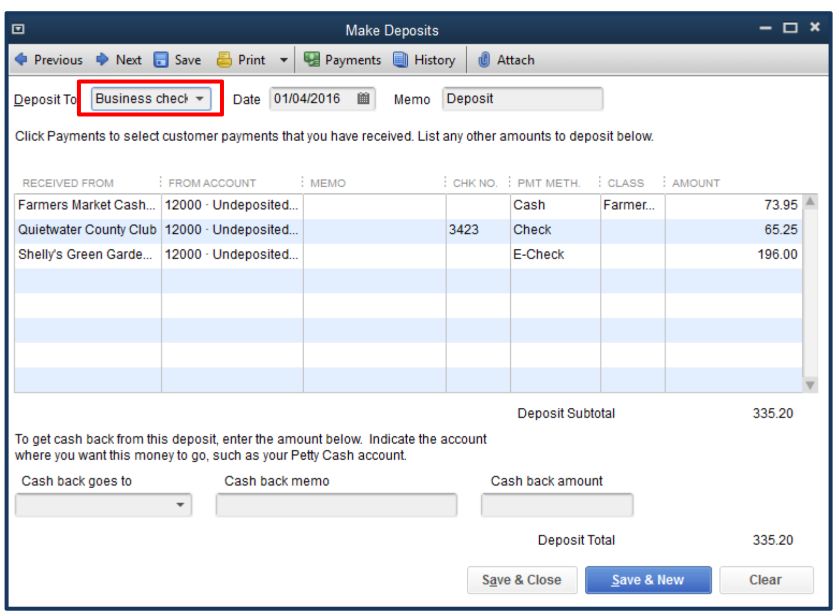
Our grower gathers up cash and checks for a trip to the bank. After they've been deposited in the bank, QuickBooks needs to be told they've been deposited as has the e-check.

Click on

Record Deposits



Click **OK** then



Click on **Save & Close**.

Note that if cash is coming back from a deposit for business use, you should have a Petty Cash account established.

Add Liability Accounts

Depending on your responses in the Easy SetUp Interview, QuickBooks may include some default liability accounts in the Chart of Accounts such as Accounts Payable, Payroll Liabilities and Sales Tax Payable. If not included automatically, Credit Card, Loan, Other Current Liabilities, and Long Term Liability accounts can be added. Other Current Liabilities include lines of credit and short term notes. Before adding loans, gather your loan information, including origination date, payment amount, term, escrow amount (if any), interest rate, etc. For a new loan, you will need to set up a liability account for the loan as well as an expense account for tracking the loan interest if one does not exist. (If you imported the Flower Growers Chart of Accounts, subaccounts for mortgage and other interest expense mapped to Schedule F are included.)

Note: If a liability is incurred after the file start date, leave the account balance at 0 and the transaction will be handled in a different manner.

Line of Credit

Add the existing line of credit at the 1st National Bank with a limit of $5,000. As of January 1 there was a balance of $1540.00.

Go to **Lists**

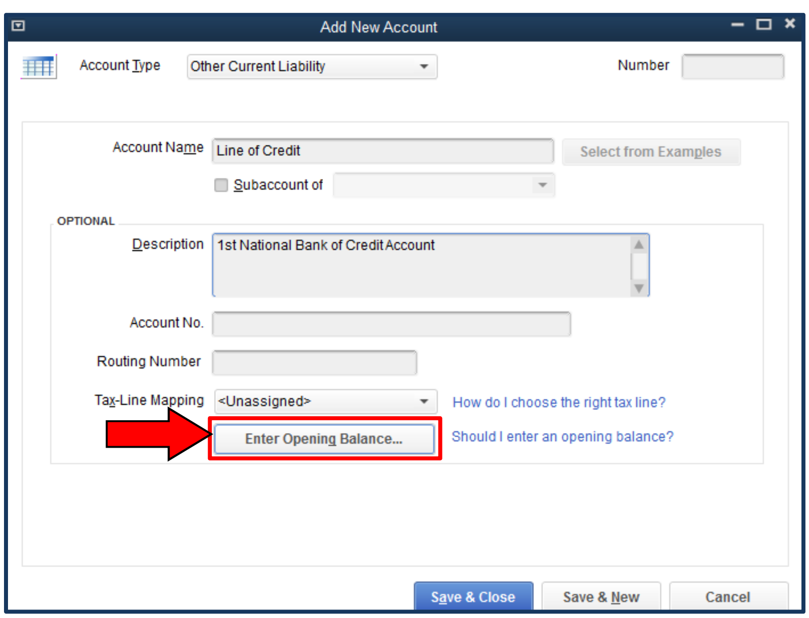
Chart of Accounts

Account

New

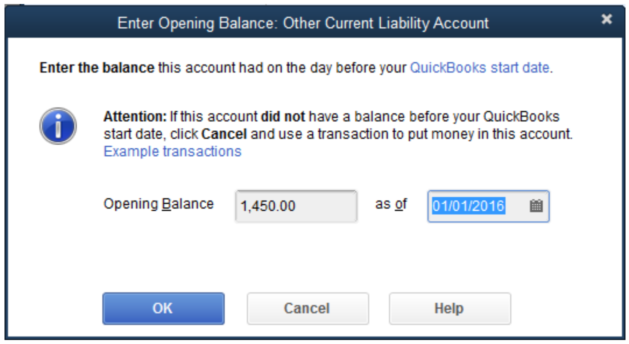
Loan

Continue



Note: The Loan preset is for Other Current liability, but the Account Type can be changed by clicking on the down arrow when needed.

Click on the **Enter Opening Balance** button**.**



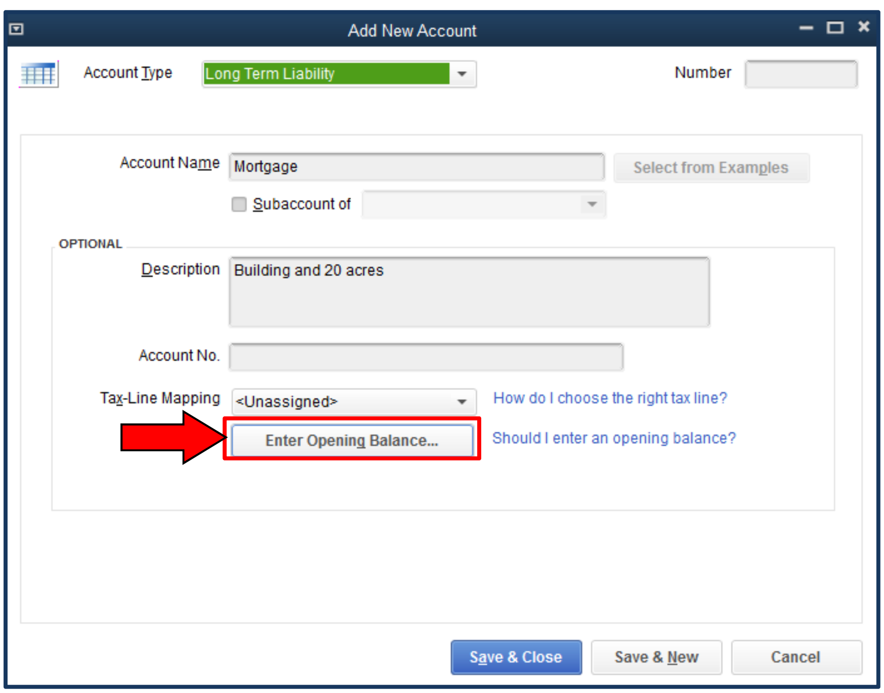
OK

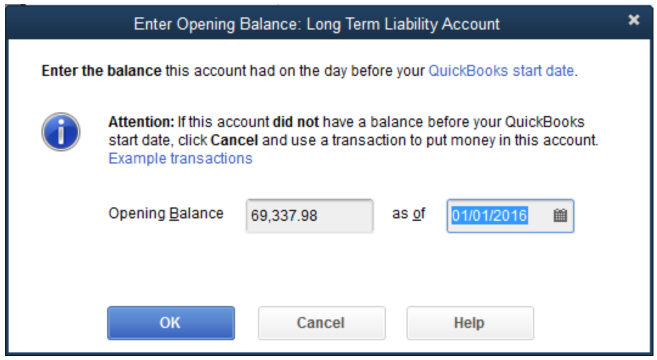
Save and New

Long Term Liability

Now let's enter a long-term liability account for the mortgage on the building and land for the business.

Change the Account Type to Long Term Liability and add other information:





OK

Save & Close

Loan Manager

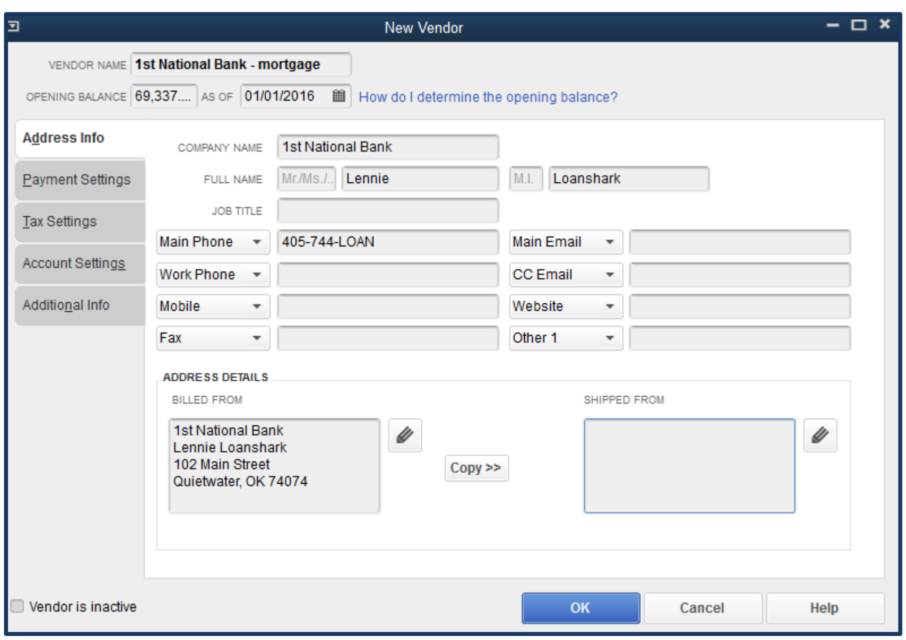
To track the balance of an amortized loan, use the Loan Manager. When payments are due, the loan manager splits the transaction; principal payments are applied to the liability account balance and interest expenses are recorded in the appropriate Interest Expense account. Loan terms can be adjusted from within this feature as well. Use of the Loan Manager feature requires that you have appropriate accounts set up for the loan principal, interest, escrow account (if needed), Vendor name, and loan origination information (origination date, principal amount, interest rate, etc). The lender's name must be in the Vendor list before you add the loan. Click on

Vendor Center

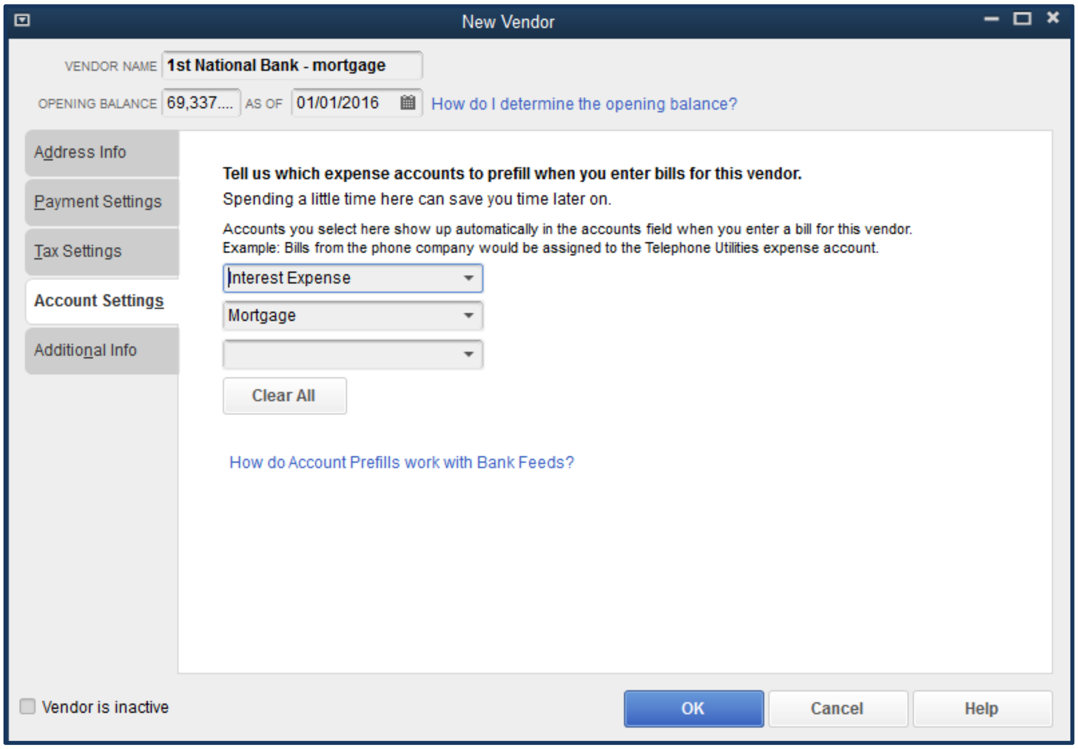
New Vendor

New Vendor

Enter Address Info:



Enter Account Settings information:



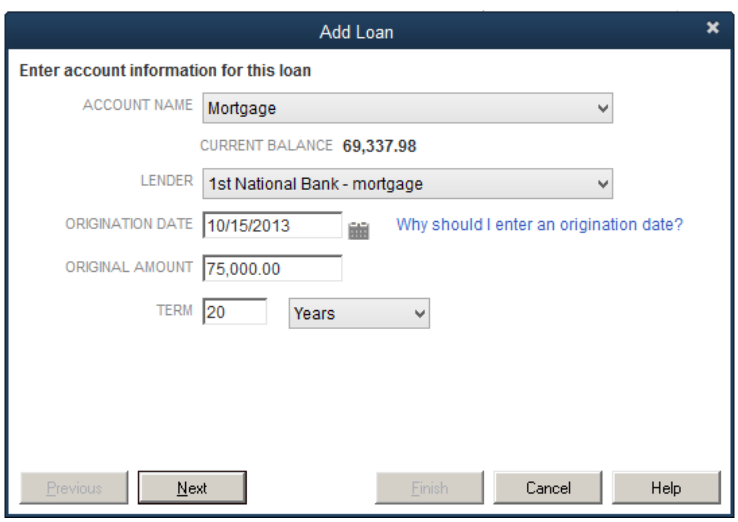
OK

Now, we need to return to the Loan Manager to set up the loan payment information. Click on

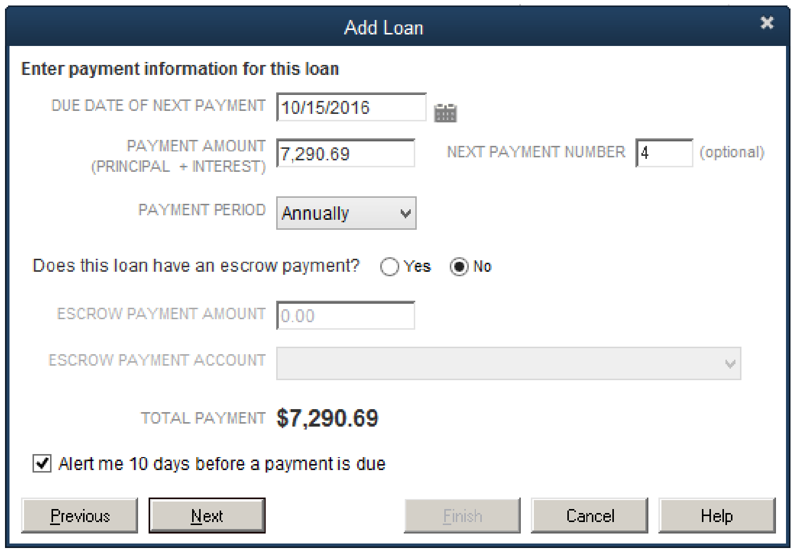
Banking

Loan Manager

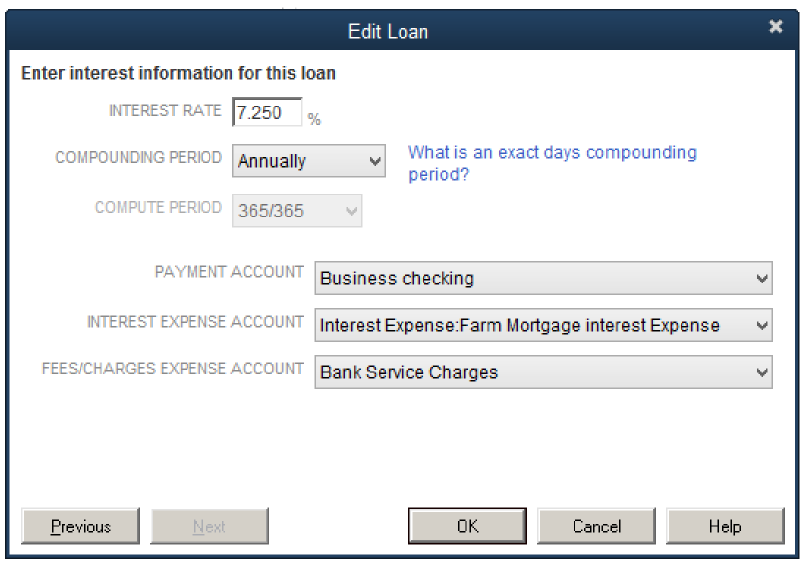
Add a Loan



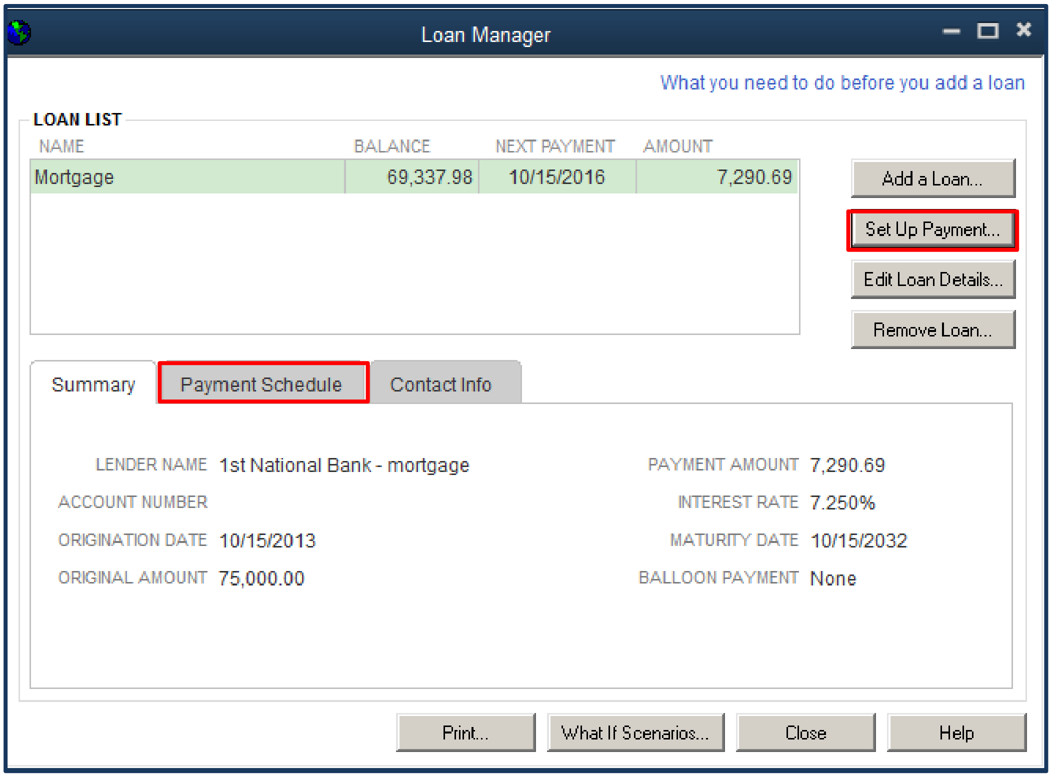
Next


Add Loan
Enter payment information for this loan
DUE DATE OF NEXT PAYMENT
10/15/2016
PAYMENT AMOUNT (PRINCIPAL + INTEREST)
7,290.69
NEXT PAYMENT NUMBER
4
(optional)
PAYMENT PERIOD
Annually
Does this loan have an escrow payment?
Yes
No
ESCROW PAYMENT AMOUNT
0.00
ESCROW PAYMENT ACCOUNT
TOTAL PAYMENT
$7,290.69
Alert me 10 days before a payment is due
Previous
Next
Finish
Cancel
Help

Next


Edit Loan
Enter interest information for this loan
INTEREST RATE
7.250
%
COMPOUNDING PERIOD
Annually
What is an exact days compounding period?
COMPUTE PERIOD
365/365
PAYMENT ACCOUNT
Business checking
INTEREST EXPENSE ACCOUNT
Interest Expense:Farm Mortgage interest Expense
FEES/CHARGES EXPENSE ACCOUNT
Bank Service Charges
Previous
Next
OK
Cancel
Help

OK



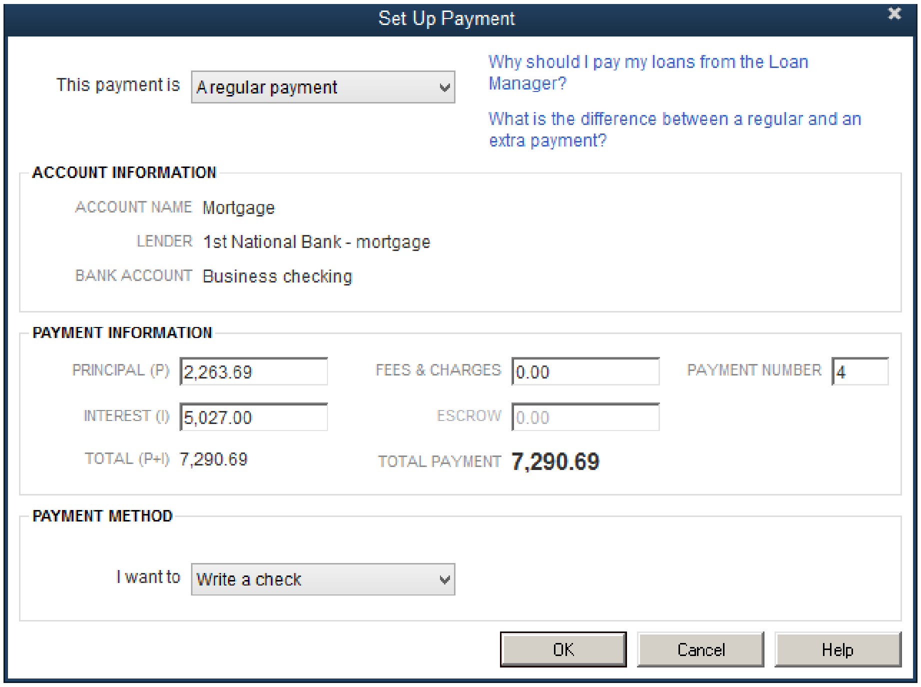
Review the information entered. Click on the **Payment Schedule** tab to review the amortization schedule from the point of the next payment forward. The **Contact Info** tab displays the related Vendor information.

Note: If the terms of the loan change, click on Edit Loan Details. Enter the changes and click on OK.

Click on

Set Up Payment (at the right)

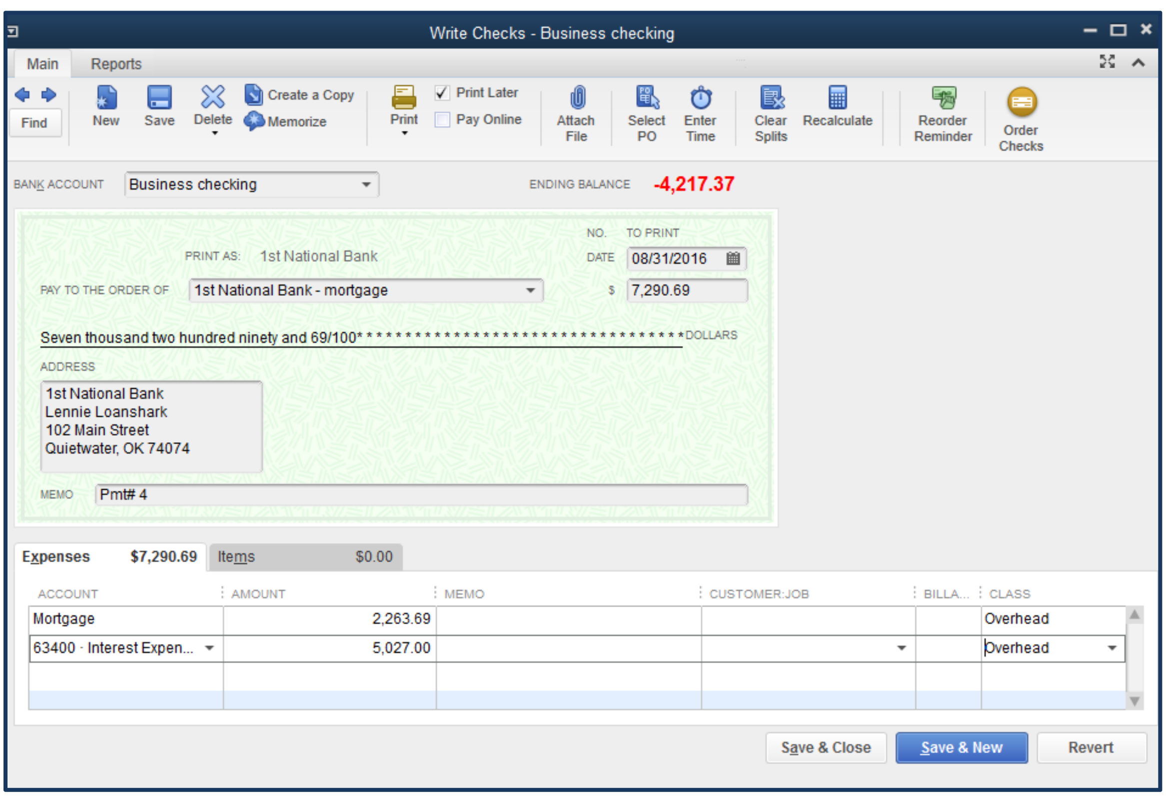
This is a regular payment from the Business checking account. The upcoming payment information shows the split between Principal and Interest. The Escrow (if any) is automatically entered.



Your selection on Payment Method (Write a check or Enter Bill) brings up the appropriate form. We can add the payment to our check queue by selecting

Write a check:

OK



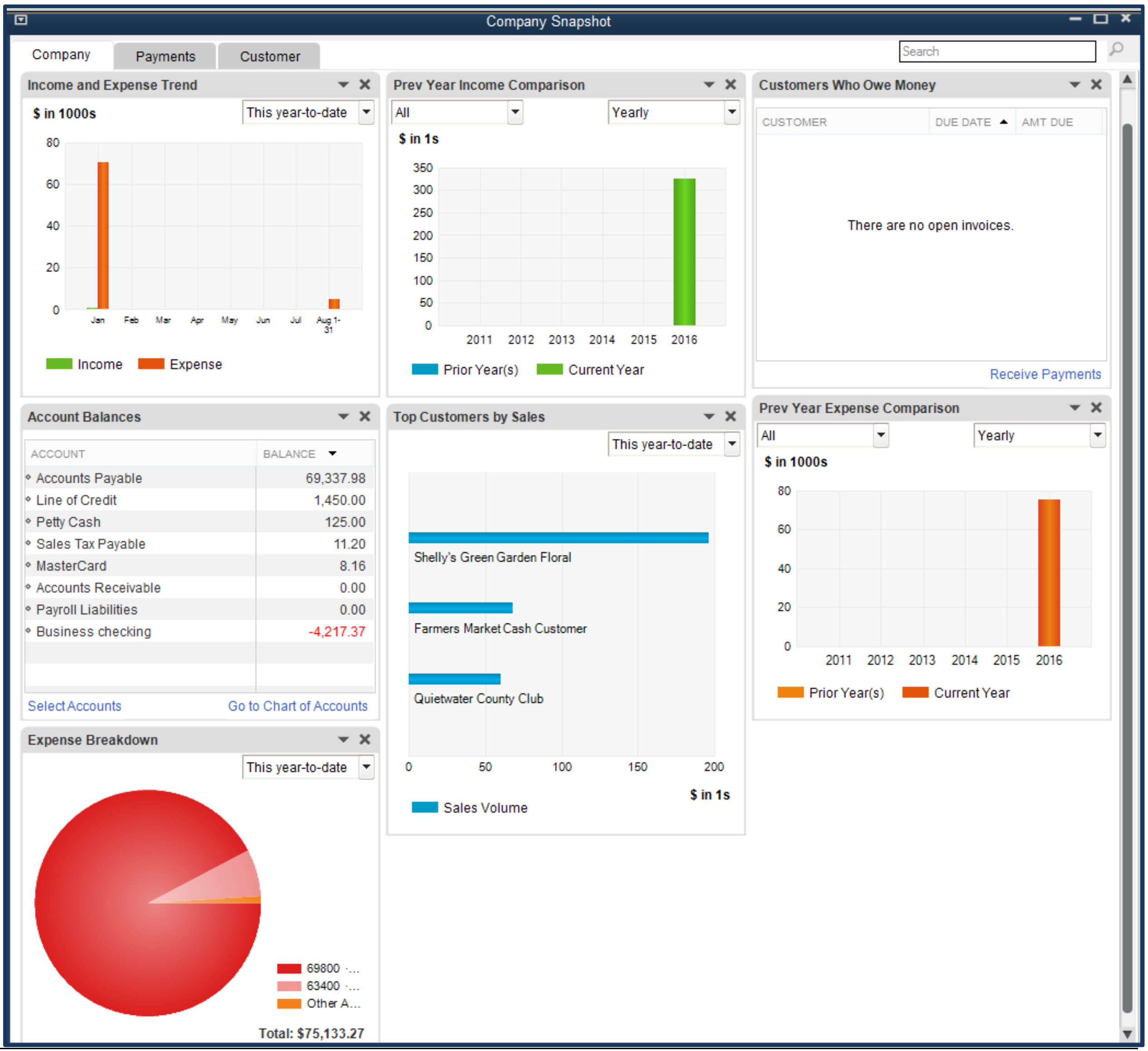
If you want to assign the expense to a Class such as Overhead, do it before you save the check.

At the appropriate time, you'll need to select Print Check from the Home page to prepare a check to send to 1st National Bank.

Save and Close

Company Snapshot

To view what has been entered to this point, click on the Company **Snapshots** icon.



Reports

QuickBooks offers many preset reports which offer business insights and facilitate tax reporting. Table 6 highlights the choices. Sample printouts of reports are included in the Appendix.

Because we have only entered a few transactions in this file, we will switch to a sample file with more data. Choose

File

Open or Restore Company

Open a company file

Next

Look in: C:**QB 2016 Sample Files**

File Name: **Bloomies**

Password: **loretta**

Click on the **Report Center** to access reports.

For management purposes, the Profit and Loss report is certainly important. Click on

Reports

Company & Financial

Profit & Loss Standard

Change Dates: **Last Fiscal Year**

Review the report.

Note that if you have multiple years in a single file you can do year to year comparisons by changing

Dates**:** All **(or an appropriate date range—we'll choose Custom and specify 1/1/2013 to 12/31/2015)**

Show Columns: **Year**

In thinking about what to grow next year, our grower reviews the Sales by Item Summary report:

Reports

Sales

Sales by Item Summary

Change Dates: **Last Fiscal Year**

A sales graph is helpful in identifying the seasonality of sales as well as the top 10 items:

Reports

Sales

Sales Graph

By item

Dates: **Last Year**

Our grower is also interested in sales by customer. Simply click on

By Customer

For cash flow reports, click on

Reports

Company & Financial

Profit & Loss Standard

Change Dates: **Last Fiscal Year**

Click on

Customize Report (upper left corner)

Display tab, and

Cash (near the center of the screen)

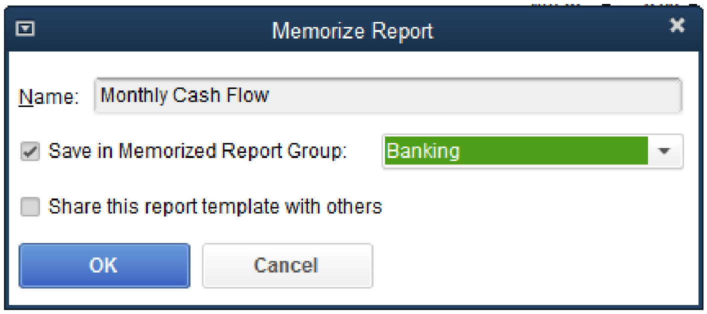
Click on the

Header/Footer tab

Change Report Title to **Cash Flow**

Note: Another alternative for cash flow reports is to choose Reports, Company & Financials, Statement of Cash Flows where transactions are grouped into Operating Activities, Investing Activities and Financing Activities.

To change it to a monthly cash flow, at the Show Columns prompt, select **Month**. To save this report for future use, click on **Memorize.**



Memorized reports can be retrieved by choosing **Reports, Memorized Reports, Memorized Reports List**.

For a balance sheet:

Reports

Company & Financial

Balance Sheet Standard

Dates: **Last Fiscal Year**

For tax purposes, users will want to click on

Reports

Accountant & Taxes

Income Tax Detail.

This report may be requested by your tax preparer to ensure that entries have been made in the correct accounts. View and/or print the Income Tax Detail report. The Income Tax Summary report shows the totals only for individual income and expense accounts.

Also, click on

Reports

Vendors & Payables

1099 Summary (or 1099 Detail)

Print/Save as PDF

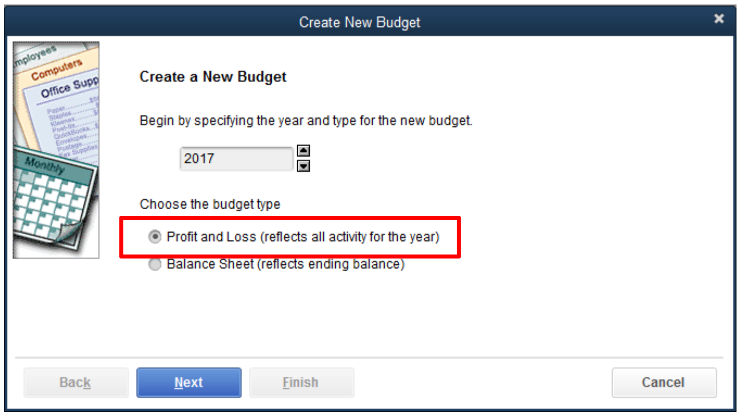
Planning Ahead: Budget Features

Once there is a year's worth of data in a file, you can create a budget based on actual data. Choose:

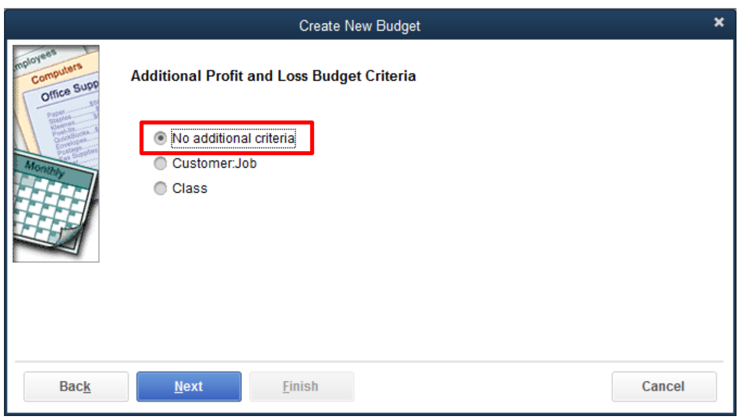
Company

Planning & Budgeting

Set Up Budgets

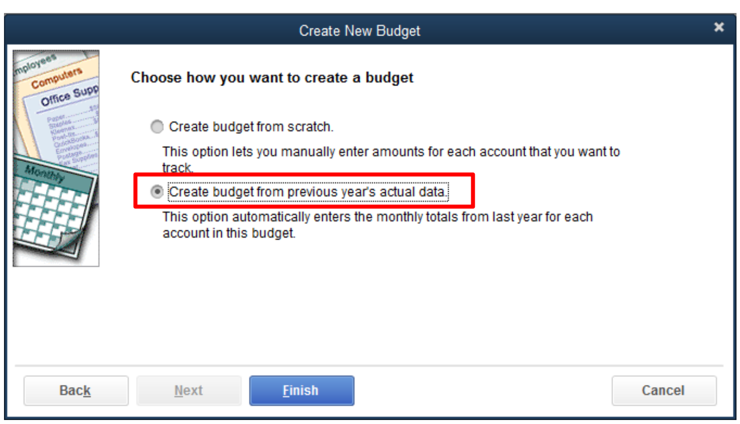


Next



Additional Profit and Loss Budget Criteria: **No additional criteria**

Next

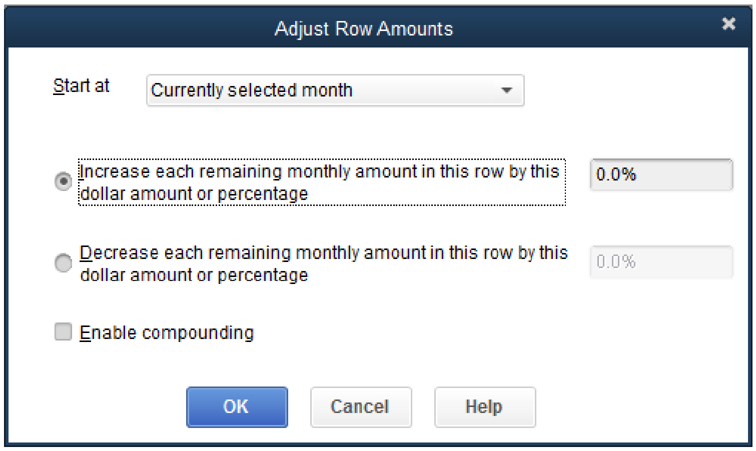


Create budget from previous year's actual data

Finish

Budget amounts can be modified in different ways. For example, highlight a cell. Enter amount. Copy across.

By clicking on Adjust Row Amounts, you can increase/decrease monthly amounts by a dollar amount or percentage:



Note: you must enter the % sign if that is your intended adaptation.

Save

To see the budget vs. actual comparison:

Choose **Report**

Budgets

Budget vs Actual

Select the budget to use, e.g., FY2016-Profit & Loss by Account.

Select a report layout, e.g., Account by Month.

Next

Finish

Table 1. Setting Up Your QuickBooks File Overview

Add a new company	
Add company information	Company name*, legal name, tax ID, street address, city, state, zip, country, phone, e-mail address, web site
Select industry	Agriculture, Ranching or Farming
Company organization	Sole proprietorship, partnership or LLP, LLC (single/form 1040 or multi-member/form 1065), Corporation (regular or C corp), S corp, non-profit, other/none
Fiscal year start	January or other
Administrator password (optional)	
Create new company file	Specify location on computer
What do you sell	Services, products, **both**
Sales tax	**Yes**, no
Create estimates	**Yes**, no
Use billing statements	**Yes,** no
Use invoices	**Yes**, no
Progress invoicing	Yes, **no**
Bill tracking	**Yes,** no
Track inventory	Yes, **no**
Tracking time	Yes, **no**
Employees	Yes. W-2 employees, 1099 contractors
Chart of accounts	Starting date, balances
Review the Chart of Accounts	Income and expenses accounts
Add people you do business with	Type (Customer, Vendor, Employee), name, email, phone, address
Add the products and services you sell	Type (Service, non-inventory part, inventory part), name, description, prices
Add bank account	Bank account name*, account number, routing number, when account opened, ending date on bank statement*, ending balance
Easy step interview ends/begin customization	
Edit customer/vendor profiles lists	Defaults • Sales rep • Customer type: from advertisement, referral, retail, wholesale • Vendor type: consultant, service provider, suppliers, supplies, tax agency

	• Job type: commercial, residential • Terms: 1% 10 Net 30, 2% 10 Net 30, consignment, due on receipt, net 15, net 30, net 60 • Customer message: All work is complete! Thank you for your business, etc. • Payment method: Cash, check, AmEx, Discover, MC, Visa, debit, gift, e-check • Ship via: DHL, Fed Ex, UPS, US Mail • Vehicle list
Add information to customer list	• New Customer & Job: Customer name, opening balance • Address info: • Payment settings: Account no., credit limit, payment terms (due on receipt, net 15, etc.), price level, preferred payment method (cash, check, debit, VISA, etc.), preferred delivery method (e-mail, mail, etc.), and credit card information • Sales Tax Setting: tax code, tax item, resale no. • Additional info: Type (from advertisement, referral, wholesale, retail), rep, custom field • Job info: Job description, job type, status (pending, awarded, etc.), start date, projected end, end date
Add information to vendor list	• Vendor Name / Opening balance • Address info • Payment Settings: Account no., terms (due on receipt, net 15, etc.), credit limit • Tax Settings: Vendor tax ID, vendor eligible for 1099 • Account Settings: accounts to prefill when entering bill from this vendor • Additional Info: Vendor type (consultant, service provider, suppliers, supplies, tax agency), custom fields
Add items	Type: Service, non-inventory part, other charge, subtotal, group, discount, payment, sales tax item, sales tax group Name/number, rate, tax code (taxable, non-taxable), account
Edit preferences to use classes	Edit, Preferences, Accounting, Company preferences
Set up payroll schedule	Weekly, monthly, etc.
Add information to employee list	• Personal info: Mr./Ms., legal name, print on checks as, SS no., gender, date of birth, disability, I-9 form • Address and contact • Additional info: account no. (employee ID), custom fields • Payroll Info: Payroll schedule, pay frequency, taxes, direct deposit, additions, deductions, and company contributions • Employment Info: employment details, and job details • Workers' Comp
Edit templates	Packing slip, product invoice, professional invoice, service invoice, standard statement, custom sales order, SO packing slip, SO pick list

Table 2. Summary of Quick Books Main Menus

File	Lists	Banking	Company	Vendors
New Company	Charts of Accounts	Write Checks	Home Page	Vendor Center
Open or Restore Company	Item List	Order Checks & Envelopes	Company Snapshot	Bill Tracker
Open Previous Company	Fixed Asset Item List	Enter Credit Card Charges	Calendar	Enter Bills
Backup Company	Price Level List	Use Register	Advanced Service Administration	Pay Bills
Create a copy	Sales Tax Code List	Make Deposits	Set Up Users and Passwords	Sales Tax
Close Company	Payroll Item List	Transfer Funds	Customer Credit Card Protection	Create Purchase Orders
Switch to Multi-user Mode	Class List	Reconcile	Set Closing Date	Receive Items and Enter Bill
Utilities	Other Names List	Bank feeds	Planning & Budgeting	Receive Items
Set up Intuit Sync Manager	Customer & Vendor Profile Lists	Loan Manager	To Do List	Enter Bill for Received Items
Send Company File	Templates	Other Names List	Reminders	Print 1099s/1096
Print	Memorized Transaction List	See Financing Options	Alert Managers	Item List
Save as PDF	Add/Edit Multiple List Entries		Charts of Accounts	
Print Forms			Make General Journal Entries	
Printer Setup			Manage Currency	
Send Forms			Documents	
Shipping			Enter Vehicle Mileage	
Update Web Services			Prepare Letters with Envelopes	
Exit			Export Company File to QuickBooks Online	

Table 2 (cont.)

Customers	**Reports**	**Online Services**	**Employees**	**Edit**
Customer Center	Report Center	Customer Manager Online	Employee Center	Use Register
Create Estimates	Company Snapshot	Manage Services	Pay Employees	Use Calculator
Create Invoices	Memorized Reports	Email Marketing	Add or Edit Payroll Schedules	Find
Enter Sales Receipts	Process Multiple Reports	Websites	Edit/Void Paychecks	Preferences
Enter Statement Charges	Company & Financial	Search Advertising	Employee Forms	Search
Create Statements	Customers & Receivables	Incorporation Services	Payroll Taxes and Liabilities	
Assess Finance Charges	Sales	Expense Reporting	Payroll Tax Forms &W-2s	
Receive Payments	Jobs, Time & Mileage	Set Up Intuit Sync Manager	Labor Law Posters	
Create Credit Memos/Refunds	Vendors & Payables		Workers Compensation	
Income Tracker	Employees & Payroll		Payroll Service	
Lead Center	Banking		Guide to Hiring Employees	
Add Credit Card Processing	Accountant & Taxes		HR Essentials and Insurance	
Link Payment Service to Company File	Budgets		Payroll Setup	
Add Mobile Payment Processing	List		Manage Payroll Items	
Item List	Custom Reports			
Change Item Prices	Custom Reports			
	Quick Report			
	Transaction History			
	Transaction Journal			

Table 3. Comparison of Default Chart of Accounts for Different Legal Entity Choices

	Tax Line		
Default Account	**Multi-member LLC, Partnership or LLP**	**Regular or C Corp, S Corp**	**Sole Proprietorship (or Single Member LLC)**
Accumulated Depreciation	B/S-Assets: Buildings/oth. depr. assets	B/S-Assets: Buildings/oth. depr. assets	<Unassigned>
Furniture and Equipment	B/S-Assets: Buildings/oth. depr. assets	B/S-Assets: Buildings/oth. depr. assets	<Unassigned>
Payroll Liabilities	B/S-Liabs/Eq.: Other current liabilities	B/S-Liabs/Eq.: Other current liabilities	<Unassigned>
Sales Tax Payable	B/S-Liabs/Eq.: Other current liabilities	B/S-Liabs/Eq.: Other current liabilities	<Unassigned>
Capital Stock	<Unassigned>	<Unassigned>	n/a
Dividends Paid	<Unassigned>	<Unassigned>	n/a
Opening Balance Equity	<Unassigned>	<Unassigned>	<Unassigned>
Retained Earnings	<Unassigned>	<Unassigned>	n/a
Owners (Members) Draw	n/a	n/a	<Unassigned>
Owners (Members) Equity	n/a	n/a	<Unassigned>
Member/Partner 1, 2 Draws	<Unassigned>	n/a	n/a
Member/Partner 1, 2 Equity	<Unassigned>	n/a	n/a
Agricultural Program Payments	Income: Gross receipts or sales	Income: Gross receipts or sales	Schedule F: Agricultural program payments
Commodity Credit Loans	Income: Gross receipts or sales	Income: Gross receipts or sales	Schedule F: CCC loans reported/election
Cooperative Distributions	Income: Gross receipts or sales	Income: Gross receipts or sales	Schedule F: Total co-op. distributions
Crop Insurance Proceeds	Income: Gross receipts or sales	Income: Gross receipts or sales	Schedule F: Crop ins. proceeds received
Crop Sales	Income: Gross receipts or sales	Income: Gross receipts or sales	Schedule F: Sales of livestock/product raised
Fuel Tax Credits and Other Inc.	Income: Gross receipts or sales	Income: Gross receipts or sales	Schedule F: Other farm income
Bank Service Charges	Other Deductions: Other deductions	Other Deductions: Other deductions	Schedule F: Other farm expenses
Car and Truck Expenses	Other Deductions: Other deductions	Other Deductions: Other deductions	Schedule F: Car and truck expenses

Table 3 (cont).

Chemicals Purchased	Other Deductions: Other deductions	Other Deductions: Other deductions	Schedule F: Chemicals
Computer & Internet Expenses	Other Deductions: Other deductions	Other Deductions: Other deductions	Schedule F: Other farm expenses

Table 3. (cont)

Depreciation Expense	<Unassigned>	<Unassigned>	<Unassigned>
Fertilizers and Lime	Other Deductions: Other deductions	Other Deductions: Other deductions	Schedule F: Fertilizers and lime
Freight and Trucking	Other Deductions: Other deductions	Other Deductions: Other deductions	Schedule F: Freight and trucking
Gasoline, Fuel and Oil	Other Deductions: Other deductions	Other Deductions: Other deductions	Schedule F: Gasoline, fuel, and oil
Insurance Expense	Other Deductions: Other deductions	Other Deductions: Other deductions	Schedule F: Insurance, other than health
Interest Expense	Deductions: Interest expense	Deductions: Interest expense	Schedule F: Interest expense, other
Office Supplies	Other Deductions: Other deductions	Other Deductions: Other deductions	Schedule F: Other farm expenses
Payroll Expenses	Deductions: Salaries and wages	Deductions: Salaries and wages	Schedule C: Wages paid
Professional Fees	Other Deductions: Other deductions	Other Deductions: Other deductions	Schedule F: Other farm expenses
Rent Expense	Deductions: Rents	Deductions: Rents	Schedule F: Rent/lease land, animals
Repairs and Maintenance	Deductions: Repairs and maintenance	Deductions: Repairs and maintenance	Schedule F: Repairs and maintenance
Seeds and Plants Purchased	Other Deductions: Other deductions	Other Deductions: Other deductions	Schedule F: Seed and plants purchased
Small Tools and Equipment	Other Deductions: Other deductions	Other Deductions: Other deductions	Schedule F: Other farm expenses
Storage and Warehousing	Other Deductions: Other deductions	Other Deductions: Other deductions	Schedule F: Other farm expenses
Telephone Expense	Other Deductions: Other deductions	Other Deductions: Other deductions	Schedule F: Utilities
Utilities	Other Deductions: Other deductions	Other Deductions: Other deductions	Schedule F: Utilities

Table 4. Quick Books Ag Chart of Accounts, LLC Single Member

Account	Type	Description
Accumulated Depreciation	Fixed Asset	Accumulated depreciation on equipment, buildings and improvements
Furniture and Equipment	Fixed Asset	Furniture and equipment with useful life exceeding one year
Payroll Liabilities	Other Current Liability	Unpaid payroll liabilities. Amounts withheld or accrued, but not yet paid
Members Draw	Equity	Monies taken out of the business by the member
Members Equity	Equity	Monies invested in the business by the member, and profits kept in company accounts
Opening Balance Equity	Equity	Opening balances during setup post to this account. The balance of this account should be zero after completing your setup
Agricultural Program Payments	Income	Government program payments received
Commodity Credit Loans	Income	Commodity credit corporation loans received
Cooperative Distributions	Income	Patronage dividends received from cooperative organizations
Crop Insurance Proceeds	Income	Crop insurance proceeds/federal disaster payments received
Crop Sales	Income	Sales of crops
Fuel Tax Credits and Other Inc.	Income	Other income including gasoline/fuel tax refund or credit
Bank Service Charges	Expense	Bank account service fees, bad check charges and other bank fees
Car and Truck Expenses	Expense	Fuel, oil, repairs, and other car and truck maintenance
Chemicals Purchased	Expense	Costs of chemicals used in farming operations
Computer and Internet Expenses	Expense	Computer supplies, off-the-shelf software, online fees, and other computer or internet related expenses
Depreciation Expense	Expense	Depreciation on equipment, buildings and improvements
Fertilizers and Lime	Expense	Fertilizers and lime purchased for farm operations.
Freight and Trucking	Expense	Amounts paid for freight or trucking of farm products.
Gasoline, Fuel and Oil	Expense	Gasoline, fuel or oil used for farm machinery
Insurance Expense	Expense	Insurance expenses
Interest Expense	Expense	Interest payments on business loans, credit card balances, or other business debt
Office Supplies	Expense	Office supplies expense
Payroll Expenses	Expense	Payroll expenses
Professional Fees	Expense	Payments to accounting professionals and attorneys for accounting or legal services
Rent Expense	Expense	Rent paid for company offices or other structures used in the business
Repairs and Maintenance	Expense	Incidental repairs and maintenance of business assets that do not add to the value or appreciably prolong its life
Seeds and Plants Purchased	Expense	Seeds and plants purchased for producing farm income.
Small Tools and Equipment	Expense	Purchases of small tools or equipment not classified as fixed assets
Storage and Warehousing	Expense	Amounts paid to store farm commodities.
Telephone Expense	Expense	Telephone and long distance charges, faxing, and other fees Not equipment purchases
Utilities	Expense	Water, electricity, garbage, and other basic utilities expenses
Ask My Accountant	Other Expense	Transactions to be discussed with accountant, consultant, or tax preparer

Table 5. Flower Growers Chart of Accounts

Account	Type	Description	Tax Line
Payroll Liabilities	Other Current Liability	Unpaid payroll liabilities. Amounts withheld or accrued, but not yet paid	<Unassigned>
Sales Tax Payable	Other Current Liability	Unpaid sales taxes. Amounts charged on sales, but not yet paid to the government	<Unassigned>
Members Equity	Equity	Undistributed earnings of the corporation	<Unassigned>
Opening Balance Equity	Equity	Opening balances during setup post to this account. The balance of this account should be zero after completing your setup	<Unassigned>
Agricultural Program Payments	Income	Government program payments received	Schedule F: Agricultural program payments
Co-op Distributions	Income		Schedule F: Total co-op. distributions
Commodity Credit Loans	Income	Commodity credit corporation loans received	Schedule F: CCC loans reported/election
Cooperative Distributions	Income	Patronage dividends received from cooperative organizations	Schedule F: Total co-op. distributions
Crop Insurance Proceeds	Income	Crop insurance proceeds/federal disaster payments received	Schedule F: Crop ins. proceeds received
Crop Sales	Income	Sales of crops	Schedule F: Sales of livestock/product raised
Custom Hire Income	Income	Custom work or machine hire income. Income received for performing services for other farmers	Schedule F: Custom hire income
Cut Flower Sales	Income		Schedule F: Sales of livestock/product raised
Farmers Market Sales	Income	Sales of crops at farmers markets	Schedule F: Sales of livestock/product raised
Fuel Tax Credits and Other Inc.	Income	Other income including gasoline/fuel tax refund or credit	Schedule F: Other farm income
Other Farm Income	Income		Schedule F: Other farm income
Rental Income	Income	Rents received for buildings, grazing lands, or rented equipment	Schedule F: Other farm income
Advertising and Promotion	Expense	Advertising, marketing, graphic design, and other promotional expenses	Schedule F: Other farm expenses
Bank Service Charges	Expense	Bank account service fees, bad check charges and other bank fees	Schedule F: Other farm expenses
Business Licenses and Permits	Expense	Business licenses, permits, and other business-related fees	Schedule F: Other farm expenses
Car and Truck Expenses	Expense	Fuel, oil, repairs, and other car and truck maintenance	Schedule F: Car and truck expenses
Charitable Contributions	Expense	Contributions to qualifying charitable organizations	<Unassigned>
Chemicals Purchased	Expense	Costs of chemicals used in farming operations	Schedule F: Chemicals
COGS	Expense	Cost of Goods Sold	<Unassigned>
COGS: Dried plant materials	Expense		Schedule C: Purchases, cost of goods
COGS: Fertilizer and chemicals	Expense		Schedule C: Materials/supplies, COGS
COGS: Plants	Expense		Schedule C: Purchases, cost of goods
COGS: Potting materials	Expense		Schedule C: Materials/supplies, COGS
COGS: Seeds, Plants & Bulbs	Expense		Schedule C: Materials/supplies, COGS
Computer and Internet Expenses	Expense	Computer supplies, off-the-shelf software, online fees, and other computer or internet related expenses	Schedule F: Other farm expenses
Conservation Expenses	Expense	Amounts expended for conservation expenses. Includes tiling, brush removal, and other soil and water conservation costs	Schedule F: Conservation expenses
Custom Hire and Contract Labor	Expense	Amount paid to independent contractors (non-employees) for field work.	Schedule F: Custom hire expenses
Depreciation Expense	Expense	Depreciation on equipment, buildings and improvements	<Unassigned>
Dues and Subscriptions	Expense	Subscriptions and membership dues for civic, service, professional, trade organizations	Schedule F: Other farm expenses

Table 5 continued

Account	Type	Description	Tax Line
Fertilizers and Lime	Expense	Fertilizers and lime purchased for farm operations.	Schedule F: Fertilizers and lime
Freight and Trucking	Expense	Amounts paid for freight or trucking of farm products.	Schedule F: Freight and trucking
Gasoline, Fuel and Oil	Expense	Gasoline, fuel or oil used for farm machinery	Schedule F: Gasoline, fuel, and oil
Insurance Expense	Expense	Insurance expenses	Schedule F: Insurance, other than health
Insurance Expense: General Liability Insurance	Expense	General liability insurance premiums	Schedule F: Insurance, other than health
Insurance Expense: Health Insurance	Expense	Employee health insurance premiums	Schedule F: Employee benefit programs
Insurance Expense:Life and Disability Insurance	Expense	Employee life and disability insurance premiums	Schedule F: Employee benefit programs
Insurance Expense: Worker's Compensation	Expense	Worker's compensation insurance premiums	Schedule F: Insurance, other than health
Interest Expense	Expense	Interest payments on business loans, credit card balances, or other business debt	<Unassigned>
Interest Expense: Farm Mortgage Interest Expense	Expense		Schedule F: Interest expense, mortgage
Interest Expense: Other Farm Interest Expense	Expense		Schedule F: Interest expense, other
Marketing Expense	Expense		Schedule F: Other farm expenses
Meals and Entertainment	Expense	Business meals and entertainment expenses, including travel-related meals (may have limited deductibility)	Schedule C: Meals and entertainment
Miscellaneous Expense	Expense	Miscellaneous expenses not categorized elsewhere. Use memo field to describe business purpose	Schedule F: Other farm expenses
Office Supplies	Expense	Office supplies expense	Schedule F: Other farm expenses
Payroll Expenses	Expense	Payroll expenses	Schedule F: Labor hired
Pension & Profit Sharing	Expense		Schedule F: Pension/profit sharing plans
Postage and Delivery	Expense	Postage, courier, and pickup and delivery services	Schedule F: Other farm expenses
Professional Fees	Expense	Payments to accounting professionals and attorneys for accounting or legal services	Schedule F: Other farm expenses
Rent Expense	Expense	Rent paid for company offices or other structures used in the business	<Unassigned>
Rent Expense: Equipment Rental	Expense	Rent paid for rented equipment used for business	Schedule F: Rent/lease vehicles, equip.
Rent Expense: Land Rental	Expense		Schedule F: Rent/lease land, animals
Repairs and Maintenance	Expense	Incidental repairs and maintenance of business assets that do not add to the value or appreciably prolong its life	Schedule F: Repairs and maintenance
Seeds and Plants Purchased	Expense	Seeds and plants purchased for producing farm income.	Schedule F: Seed and plants purchased
Small Tools and Equipment	Expense	Purchases of small tools or equipment not classified as fixed assets	Schedule F: Other farm expenses
Storage and Warehousing	Expense	Amounts paid to store farm commodities.	Schedule F: Other farm expenses
Subscriptions	Expense		Schedule F: Other farm expenses
Taxes	Expense	Taxes paid on property owned by the business, franchise taxes, excise taxes, etc.	<Unassigned>
Taxes: Other Farm Taxes	Expense		Schedule F: Taxes

Table 5 continued

Account	Type	Description	Tax Line
Taxes: Property Taxes	Expense		Schedule F: Taxes
Telephone Expense	Expense	Telephone and long distance charges, faxing, and other fees Not equipment purchases	Schedule F: Utilities
Travel Expense	Expense	Business-related travel expenses including airline tickets, taxi fares, hotel and other travel expenses	Schedule F: Other farm expenses
Utilities	Expense	Water, electricity, garbage, and other basic utilities expenses	Schedule F: Utilities
Interest Income	Other Income	Interest earned on bank accounts and loans	Schedule F: Other farm income
Proceeds from Sale of Assets	Other Income	Monies received from sale of fixed assets	Schedule F: Other farm income

Table 6. Quick Books 2016 Reports

Company and Financial

- Profit and Loss Standard
- Profit and Loss Detail
- Profit and Loss YTD Comparison
- Profit and Loss Previous Year Comparison
- Profit and Loss by Job
- Profit and Loss by Class
- Profit and Loss Unclassified

- Income by Customer Summary
- Income by Customer Detail
- Expenses by Vendor Summary
- Expenses by Vendor Detail
- Income and Expense Graph

- Balance Sheet Standard
- Balance Sheet Detail
- Balance Sheet Summary
- Balance Sheet Prev Year Comparison
- Net Worth Graph

- Statement of Cash Flows
- Cash Flow Forecast

Customers and Receivables

- A/R Aging Summary
- A/R Aging Detail
- Accounts Receivable Graph
- Collections Report
- Average Days to Pay
- Average Days to Pay Summary
- Open Invoices
- Customer Balance Summary
- Customer Balance Detail
- Open Invoices
- Unbilled Costs by Job
- Transaction List by Customer

- Customer Phone List
- Customer Contact List
- Item Price List

Sales

- Sales by Customer Summary
- Sales by Customer Detail
- Pending Sales
- Sales Graph
- Sales by Item Summary
- Sales by Item Detail
- Sales by Rep Summary
- Sales by Rep Detail
- Sales by Ship to Address

Jobs, Time and Mileage

- Job Profitability Summary
- Job Profitability Detail
- Job estimates vs. Actuals Summary
- Job estimates vs. Actuals Details
- Item Profitability
- Item Estimates vs. Actuals
- Profit and Loss by Job

- Estimates by Job
- Unbilled Costs by Job
- Open Purchase Orders by Job
-
- Mileage by Vehicle Summary
- Mileage by Vehicle Detail
- Mileage by Job Summary
- Mileage by Job Detail

(if time tracking enabled)

- Time by Job Summary
- Time by Job Detail
- Time by Name
- Time by Item

Vendors and Payables

- A/P Aging Summary
- A/P Aging Detail
- Vendor Balance Summary
- Vendor Balance Detail
- Unpaid Bills Detail
- A/P by Graph
- Transaction List by Vendor

- 1099 Summary
- 1099 Detail

- Sales Tax Liability
- Sales Tax Revenue Summary

- Vendor Phone List
- Vendor Contact List

Banking

- Deposit Detail
- Check Detail
- Missing Checks
- Reconciliation Discrepancy
- Previous Reconciliation

Purchases

- Purchases by Vendor Summary
- Purchases by Vendor Detail
- Purchases by Item Summary
- Purchases by Item Detail
- Open Purchase Orders
- Open Purchase Orders Detail
- Open Purchase Orders by Job

Accountant and Taxes

- Trial Balance
- General Ledger
- Transaction Detail by Account
- Journal

- Audit Trial
- Customer Credit Card Audit Trial
- Voided/Deleted Transactions Summary
- Voided/Deleted Transactions Detail
- Transaction List by Date
- Account Listing
- Fixed Asset Listing

- Income Tax Preparation
- Income Tax Summary
- Income Tax Detail

- Budgets
- Budget Overview
- Budget vs. Actual
- P&L Budget Performance
- Budget vs. Actual Graph

- List
- Account Listing
- Item Price List
- Item Price List for Price Level
- Item Listing
- Payroll Item Listing
- Fixed Asset Listing

- Customer Phone List
- Customer Contact List
- Vendor Phone List
- Vendor Contact List
- Employee Contact List
- Other Names Phone List
- Other Names Contact List
-
- Term Listing
- To Do Notes
- Memorized Transaction Listing

Table 7. Annual Profit and Loss

Bloomies, Inc.
Profit & Loss
January through December 2008

	TOTAL
Ordinary Income/Expense	
Income	
Revenues	
Sales	350,992.86
Shipping & Delivery	1,122.39
Revenues - Other	18.00
Total Revenues	352,133.25
Total Income	352,133.25
Gross Profit	352,133.25
Expense	
Total Expenses	
Charitable Contributions	4,402.00
Consulting Fees	
Accountants	1,010.00
Total Consulting Fees	1,010.00
Cost of Goods Sold	
Dried, Willows & Grasses	1,153.31
Fertilizer & Chemicals	3,352.40
Freight	10,448.38
Fresh Cuts	10,725.40
Mileage & Delivery	9,803.51
Orchids	76,997.60
Packaging	995.31
Peonies	2,560.00
Plant Support Supplies	228.48
Potting Materials	1,877.12
Seeds, Plants & Bulbs	20,474.09
Total Cost of Goods Sold	138,615.60
Depreciation	24,326.00
Financial Expenses	
Bank Charges	99.00
Interest	16,179.37
Total Financial Expenses	16,278.37
General & Administrative Exp.	
Payroll	
Hourly	70,926.57
Total Payroll	70,926.57
Total General & Administrative Exp.	70,926.57
Insurance	
Autos & Trucks Insurance	2,001.97
General Business Insurance	2,050.11
Wheat Truck	659.58
Total Insurance	4,711.66
Maintenance	
Autos & Trucks	5,690.77
Building & Grounds	5,581.27
Furniture & Fixtures	655.22
Irrigation	1,495.18
Machinery & Equipment	1,797.72
Soil Enrichment Supplies	111.00

Table 7 Profit and Loss (cont.)

Total Maintenance	15,331.16
Misc. Expenses	1,097.98
Overhead Expenses	
Electric & Water	6,391.58
Mail/Postage	57.40
Memberships/Dues/Subcr.	690.00
Natural Gas	6,327.44
Office Supplies	725.53
Promotion/Public Relations	295.79
Telephone	881.97
Total Overhead Expenses	15,369.71
Rents/Leases	
Machinery/Equipment	7,431.60
Truck	2,400.00
Total Rents/Leases	9,831.60
Shipping	
Freight	490.67
Total Shipping	490.67
Taxes(Other)	
Property Tax	1,096.53
Sales Tax(Purchases)	3,339.34
Total Taxes(Other)	4,435.87
Travel & Entertainment	
Conference Registration	55.00
Lodging	956.16
Meals	75.85
Transportation	21,136.84
Total Travel & Entertainment	22,223.85
Total Expenses	329,051.04
Write Off Bad Debts	3,041.50
66000 · Payroll Expenses	5,425.89
Total Expense	337,518.43
Net Ordinary Income	14,614.82
Other Income/Expense	
Other Income	
70200 · Interest Income	1,108.56
Total Other Income	1,108.56
Net Other Income	1,108.56
Net Income	**15,723.38**

Table 8. Profit and Loss by Year

Bloomies, Inc.
Profit & Loss
January 1, 2007 through December 1, 2008

	Jan - Dec 14	Jan - Dec 15	TOTAL
Ordinary Income/Expense			
Income			
Revenues			
Sales	256,734.10	350,992.86	256,734.10
Shipping & Delivery	459.50	1,122.39	459.50
Revenues - Other	20.00	18.00	20.00
Total Revenues	257,213.60	352,133.25	257,213.60
Total Income	257,213.60	352,133.25	257,213.60
Gross Profit	257,213.60	352,133.25	257,213.60
Expense			
Total Expenses			
Charitable Contributions	0.00	4,402.00	0.00
Consulting Fees			
Accountants	1,210.00	1,010.00	1,210.00
Total Consulting Fees	1,210.00	1,010.00	1,210.00
Cost of Goods Sold			
Dried, Willows & Grasses	440.55	1,153.31	440.55
Fertilizer & Chemicals	1,909.21	3,352.40	1,909.21
Freight	5,295.56	10,448.38	5,295.56
Fresh Cuts	1,070.40	10,725.40	1,070.40
Mileage & Delivery	9,546.28	9,803.51	9,546.28
Orchids	48,888.32	76,997.60	48,888.32
Packaging	606.39	995.31	606.39
Peonies	0.00	2,560.00	0.00
Plant Support Supplies	0.00	228.48	0.00
Potting Materials	2,451.32	1,877.12	2,451.32
Seeds, Plants & Bulbs	19,624.52	20,474.09	19,624.52
Topiary frames	38.75	0.00	38.75
Total Cost of Goods Sold	89,871.30	138,615.60	89,871.30
Depreciation			
Autos & Trucks	0.00	0.00	0.00
Office Equipment	0.00	0.00	0.00
Depreciation - Other	8,862.00	24,326.00	8,862.00
Total Depreciation	8,862.00	24,326.00	8,862.00
Financial Expenses			
Bank Charges	99.00	99.00	99.00
Interest	20,436.27	16,179.37	20,436.27
Total Financial Expenses	20,535.27	16,278.37	20,535.27
General & Administrative Exp.			
Payroll			
Bonus	1,590.00	0.00	1,590.00
Hourly	70,599.50	70,926.57	70,599.50
Total Payroll	72,189.50	70,926.57	72,189.50
Total General & Administrative Exp.	72,189.50	70,926.57	72,189.50
Insurance			
Autos & Trucks Insurance	1,961.39	2,001.97	1,961.39
General Business Insurance	2,056.24	2,050.11	2,056.24
Wheat Truck	672.59	659.58	672.59
Total Insurance	4,690.22	4,711.66	4,690.22

Table 9 cont.

Maintenance			
Autos & Trucks	18,421.12	5,690.77	18,421.12
Building & Grounds	2,441.00	5,581.27	2,441.00
Furniture & Fixtures	0.00	655.22	0.00
Irrigation	1,478.41	1,495.18	1,478.41
Machinery & Equipment	1,462.73	1,797.72	1,462.73
Soil Enrichment Supplies	369.95	111.00	369.95
Total Maintenance	24,173.21	15,331.16	24,173.21
Misc. Expenses	693.26	1,097.98	693.26
Overhead Expenses			
Electric & Water	5,679.76	6,391.58	5,679.76
Licenses/Permits	60.00	0.00	60.00
Mail/Postage	48.00	57.40	48.00
Memberships/Dues/Subcr.	380.00	690.00	380.00
Natural Gas	8,977.16	6,327.44	8,977.16
Office Supplies	709.28	725.53	709.28
Promotion/Public Relations	583.92	295.79	583.92
Telephone	902.61	881.97	902.61
Total Overhead Expenses	17,340.73	15,369.71	17,340.73
Rents/Leases			
Buildings and Grounds	3,258.40	0.00	3,258.40
Machinery/Equipment	7,224.51	7,431.60	7,224.51
Truck	2,400.00	2,400.00	2,400.00
Total Rents/Leases	12,882.91	9,831.60	12,882.91
Shipping			
Freight	360.06	490.67	360.06
Total Shipping	360.06	490.67	360.06
Taxes(Other)			
Franchise Tax	158.75	0.00	158.75
Property Tax	461.94	1,096.53	461.94
Sales Tax(Purchases)	1,345.66	3,339.34	1,345.66
Total Taxes(Other)	1,966.35	4,435.87	1,966.35
Travel & Entertainment			
Conference Registration	0.00	55.00	0.00
Lodging	0.00	956.16	0.00
Meals	244.31	75.85	244.31
Transportation	203.96	21,136.84	203.96
Total Travel & Entertainment	448.27	22,223.85	448.27
Total Expenses	255,223.08	329,051.04	255,223.08
Write Off Bad Debts	0.00	3,041.50	
66000 · Payroll Expenses	5,777.47	5,425.89	5,777.47
Total Expense	261,000.55	337,518.43	261,000.55
Net Ordinary Income	-3,786.95	14,614.82	-3,786.95
Other Income/Expense			
Other Income			
70200 · Interest Income	1,918.17	1,108.56	1,918.17
Total Other Income	1,918.17	1,108.56	1,918.17
Other Expense			
Amortization Expense	129.78	0.00	129.78
Total Other Expense	129.78	0.00	129.78
Net Other Income	1,788.39	1,108.56	1,788.39
Net Income	**-1,998.56**	**15,723.38**	**-1,998.56**

Table 9. Sales by Item Summary

Bloomies, Inc.
Sales by Item Summary
January through December 2008

	Jan - Dec 2015			
	Qty	Amount	% of Sales	Avg Price
Parts				
Ageratum (10 Per Bunch)	436.00	3,485.00	0.99%	7.99
Agrostemma (10 per bunch)	25.00	202.00	0.06%	8.08
Allium (Per Stem)	21.00	200.00	0.06%	9.52
Alternantha	46.00	368.00	0.11%	8.00
Amaranth-up right (10 per Bunch)	79.50	643.00	0.18%	8.09
Amaryllis	151.00	803.00	0.23%	5.32
Amazon Celosi (10 per Bunch)	32.00	286.00	0.08%	8.94
Artemesia	11.00	88.00	0.03%	8.00
Arum	-1.00	-0.01	0.0%	0.01
Asclepias	260.00	2,080.00	0.59%	8.00
Asparagus Fern cut	13.00	104.00	0.03%	8.00
Bachelors Button	13.00	96.00	0.03%	7.38
Baptisia (10 per Bunch)	18.00	148.00	0.04%	8.22
Basil (10 per Bunch)	98.00	782.00	0.22%	7.98
Birch Branches	54.00	803.00	0.23%	14.87
Birch Poles	16.00	172.00	0.05%	10.75
Bittersweet	5.00	50.00	0.01%	10.00
Blue Cloud Delph (10 Per Bunch)	65.00	537.00	0.15%	8.26
BroomCorn (10 per Bunch)	34.60	266.00	0.08%	7.69
Buck Brush	109.00	872.00	0.25%	8.00
Burch Trees	16.00	192.00	0.06%	12.00
Callas	596.00	11,366.00	3.23%	19.07
Cattails (10 per Bunch)	5.00	40.00	0.01%	8.00
Celosia (10 per bunch)	896.00	7,942.00	2.26%	8.86
Cherry Aurel	3.00	30.00	0.01%	10.00
Chinese Lantein	1.00	8.00	0.0%	8.00
Clematis	3.00	18.00	0.01%	6.00
Columbine (10 Per Bunch)	6.00	48.00	0.01%	8.00
Coreopsis (10 per Bunch)	39.00	312.00	0.09%	8.00
Cosmos (10 per bunch)	15.00	132.00	0.04%	8.80
Crabapple	3.00	30.00	0.01%	10.00
Curly Willow (10 per Bunch)	84.00	1,114.00	0.32%	13.26
Daffodils (10 Per Bunch)	159.00	1,264.00	0.36%	7.95
Dahlias (10 per bunch short)	4,077.50	6,177.50	1.76%	1.52
Dames Rocket	3.00	24.00	0.01%	8.00
Delphinum (10 Per Bunch)	538.50	2,299.00	0.65%	4.27
Dianthus (10 per bunch)	321.00	2,554.00	0.73%	7.96
Dill (10 per Bunch)	55.00	440.00	0.13%	8.00
Dock (10 per Bunch)	60.00	480.00	0.14%	8.00
Dogwood	377.00	5,271.00	1.5%	13.98
Drieds				
Celosia	17.00	146.00	0.04%	8.59
Total Drieds	17.00	146.00	0.04%	8.59
Dusty Miller	2.00	16.00	0.01%	8.00
Elm Branches	4.00	32.00	0.01%	8.00
Euphorbia (10 per Bunch)	76.00	664.00	0.19%	8.74
Fan Tail Willow	5.00	75.00	0.02%	15.00
Folaige	2.00	16.00	0.01%	8.00
Fox Tail Lilly	41.00	41.00	0.01%	1.00
Freesia	1,016.50	8,951.50	2.55%	8.81
Geranium- Scented	497.60	3,966.00	1.13%	7.97
Gladiola	1.00	10.00	0.0%	10.00
Glossy Ableia	5.00	50.00	0.01%	10.00
Golden Raintree Pods	3.00	30.00	0.01%	10.00
Gomphrena (10 per bunch)	206.00	1,644.00	0.47%	7.98
Gourds	60.00	64.50	0.02%	1.08
Grains				
German Millet	341.00	2,625.00	0.75%	7.70
Northen Oats	153.00	1,142.00	0.33%	7.46
Pearl Millet	1.00	8.00	0.0%	8.00

Table 9 cont.

Purple Millet	88.00	702.00	0.2%	7.98
Total Grains	583.00	4,477.00	1.27%	7.68
Grasses				
Johnson Grass (10 per Bunch)	37.00	296.00	0.08%	8.00
Lovegrass (20 stems per bunch)	2.00	16.00	0.01%	8.00
Miscanthus	23.00	184.00	0.05%	8.00
Pampas	6.00	48.00	0.01%	8.00
Grasses - Other	7.00	40.00	0.01%	5.71
Total Grasses	75.00	584.00	0.17%	7.79
Hedge Apples	27.00	13.50	0.0%	0.50
Herbs				
Cnsmt-Herbs ($4.00, 5.00, 6.00/per pot)	16.00	81.00	0.02%	5.06
Herbs 4" pots	12.00	52.00	0.02%	4.33
Herbs 10" Pot	61.00	839.00	0.24%	13.75
Herbs 6" Pots	29.00	238.00	0.07%	8.21
Rosemary	5.00	44.00	0.01%	8.80
Thyme	1.00	8.00	0.0%	8.00
Herbs - Other	3.00	26.00	0.01%	8.67
Total Herbs	127.00	1,288.00	0.37%	10.14
Hibiscus	59.00	574.00	0.16%	9.73
Hollyhodi	13.00	173.00	0.05%	13.31
Honeysickle	3.00	30.00	0.01%	10.00
Horsetail Ree	14.00	112.00	0.03%	8.00
Hosta Leaves	40.00	36.00	0.01%	0.90
Hydrangea	1,546.00	5,426.00	1.54%	3.51
Hyssop	27.00	216.00	0.06%	8.00
Iris (10 per Bunch)	17.00	138.00	0.04%	8.12
Ivy Branches	40.00	261.00	0.07%	6.53
Jewels of Opar	56.00	442.00	0.13%	7.89
Jobes Tears	14.00	112.00	0.03%	8.00
Joe Pye Weed	1.00	8.00	0.0%	8.00
Kale (each)	2,773.00	2,769.80	0.79%	1.00
Lamium	10.00	80.00	0.02%	8.00
Larkspur (10 per bunch)	72.50	586.00	0.17%	8.08
Liatris (5 per bunch)	32.00	320.00	0.09%	10.00
Lilac (10 Per Bunch)	76.00	867.00	0.25%	11.41
Lilie Pods Dried	2.00	42.00	0.01%	21.00
Lilies	80.00	1,688.00	0.48%	21.10
Lisianthus (10 per Bunch)	887.50	14,024.00	3.99%	15.80
Loosestrife (10 per bunch)	23.00	184.00	0.05%	8.00
Lupine (10 per bunch)	108.00	966.00	0.28%	8.94
Maple stems	11.00	28.00	0.01%	2.55
Mexican Sage (10 per Bunch)	55.00	436.00	0.12%	7.93
Milk Weed	2.00	16.00	0.01%	8.00
Milo	9.00	90.00	0.03%	10.00
Mint	156.00	1,231.00	0.35%	7.89
Monarda (10 per Bunch)	74.00	587.00	0.17%	7.93
Money Plant	1.00	8.00	0.0%	8.00
Moss (Box)	20.00	760.00	0.22%	38.00
Okie Branches (10 per Bunch)	19.00	152.00	0.04%	8.00
Orange Prince	10.00	176.00	0.05%	17.60
Orchids (Large)				
Dendro (10 per bunch)	1.00	18.00	0.01%	18.00
Green (GREEN)	686.00	14,870.00	4.23%	21.68
James Stori	493.00	13,307.00	3.79%	26.99
Leis	4.00	80.00	0.02%	20.00
Mokaras	2,311.50	48,222.00	13.72%	20.86
Oncidium (10 per bunch)	1,038.00	28,114.00	8.0%	27.08
Orchids (Large) - Other	2,927.00	50,616.00	14.4%	17.29
Total Orchids (Large)	7,460.50	155,227.00	44.16%	20.81
Paper Daisy	37.50	298.00	0.09%	7.95
Paperwhite 6"	37.00	255.00	0.07%	6.89
Paperwhite Bulbs	283.00	301.00	0.09%	1.06
Penstemon (10 per Bunch)	25.00	196.00	0.06%	7.84
Pentas	194.00	1,552.00	0.44%	8.00
Peonies	2,740.00	10,050.00	2.86%	3.67

Table 9 cont.

Peppers (10 per Bunch)	76.00	713.82	0.2%	9.39
Persimmon	19.00	190.00	0.05%	10.00
Photinia	1.00	8.00	0.0%	8.00
Physostegia (10 per bunch)	35.00	280.50	0.08%	8.01
Ping Pong	8.00	64.00	0.02%	8.00
Poinsettia Plants (each)				
Poinsettias- CUT (Each---Cut)	1,583.00	4,749.00	1.35%	3.00
Poinsettia Plants (each) - Other	239.00	2,507.00	0.71%	10.49
Total Poinsettia Plants (each)	1,822.00	7,256.00	2.06%	3.98
Privet	12.50	100.00	0.03%	8.00
Pumkin on a Stick	30.50	305.00	0.09%	10.00
Purple Cone Flower	10.00	80.00	0.02%	8.00
Queen Anns La (10 per bunch)	47.00	386.00	0.11%	8.21
Quince	6.00	48.00	0.01%	8.00
Ranuculus (10 per Bunch)	1,098.00	9,794.50	2.79%	8.92
Red Bud Branches	18.00	94.00	0.03%	5.22
Red Hot Poker (10 per Bunch)	14.90	149.00	0.04%	10.00
Redbud	5.00	5.00	0.0%	1.00
Rose Nary	1.00	5.00	0.0%	5.00
Rudbeckia (10 per Bunch)	114.00	905.00	0.26%	7.94
Salvia (10 per Bunch)	65.50	518.00	0.15%	7.91
Saw Leaf Dais (10 per Bunch)	23.00	184.00	0.05%	8.00
Scabiosa (10 per bunch)	20.00	160.00	0.05%	8.00
Sedum (10 per Bunch)	103.00	847.00	0.24%	8.22
Snaps (10 per bunch)	942.00	8,443.00	2.4%	8.96
Snow Drops	3.00	24.00	0.01%	8.00
Snowberry	57.00	676.00	0.19%	11.86
Solidago (10 per Bunch)	11.00	88.00	0.03%	8.00
Sorgham	5.00	40.00	0.01%	8.00
Spirea	3.00	24.00	0.01%	8.00
Squash	3.00	24.00	0.01%	8.00
Stephanotis	175.00	87.50	0.03%	0.50
Striped Toga	20.00	196.00	0.06%	9.80
Sunflowers (Large-5 per bunch)	1,925.70	16,159.50	4.6%	8.39
Sweet Pea (10 per bunch)	707.00	6,303.00	1.79%	8.92
Thistle	3.00	24.00	0.01%	8.00
Thyme (3 inch pots)	7.00	36.00	0.01%	5.14
Topiaries				
Ball Topiary	3.00	45.00	0.01%	15.00
Cnsmt-Topiary ($12.00 per pot)	1.00	10.00	0.0%	10.00
Globe Topiary (one pot)	1.00	12.00	0.0%	12.00
Heart	18.00	205.00	0.06%	11.39
Round Topiary	7.00	75.00	0.02%	10.71
Total Topiaries	30.00	347.00	0.1%	11.57
Tracheluim	13.00	121.00	0.03%	9.31
Tradescantia	11.00	88.00	0.03%	8.00
Tree	1.00	250.00	0.07%	250.00
Tuberose (10 per bunch)	266.00	3,159.00	0.9%	11.88
Tulip (10 Per Bunch)	2,671.00	2,718.00	0.77%	1.02
Verbena (10 per Bunch)	25.00	188.00	0.05%	7.52
Veronica (10 per bunch)	25.00	194.00	0.06%	7.76
Viburnum (10 per bunch)	1.00	8.00	0.0%	8.00
Vitex	3.00	30.00	0.01%	10.00
Wild Hops	115.50	864.00	0.25%	7.48
Wild Millet	10.00	80.00	0.02%	8.00
Willows				
Pussy, Lg (5 per bunch)	143.00	1,880.00	0.54%	13.15
Pussy, Sm (10 per bunch)	2.00	20.00	0.01%	10.00
Total Willows	145.00	1,900.00	0.54%	13.10
Yarrow				
Colo. (25 per bunch)	15.00	120.00	0.03%	8.00
Yellow (10 per bunch)	23.00	184.00	0.05%	8.00
Yarrow - Other	20.50	164.00	0.05%	8.00
Total Yarrow	58.50	468.00	0.13%	8.00
Zinnias (LARGE, 10 per bunch)				

Table 9 cont.

OK Zinnias (15 per bunch)	4.00	28.00	0.01%	7.00
Zinnias (LARGE, 10 per bunch) - Other	1,743.00	12,119.25	3.45%	6.95
Total Zinnias (LARGE, 10 per bunch)	1,747.00	12,147.25	3.46%	6.95
Total Parts	41,033.30	350,992.86	99.84%	8.55
Service				
Hyacinth bean	3.00	18.00	0.01%	6.00
Total Service	3.00	18.00	0.01%	6.00
Other Charges				
Delivery Charge	37.00	539.50	0.15%	14.58
Total Other Charges	37.00	539.50	0.15%	14.58
TOTAL	**41,073.30**	**351,550.36**	**100.0%**	**8.56**

Figure 1. Sales by Month by Item

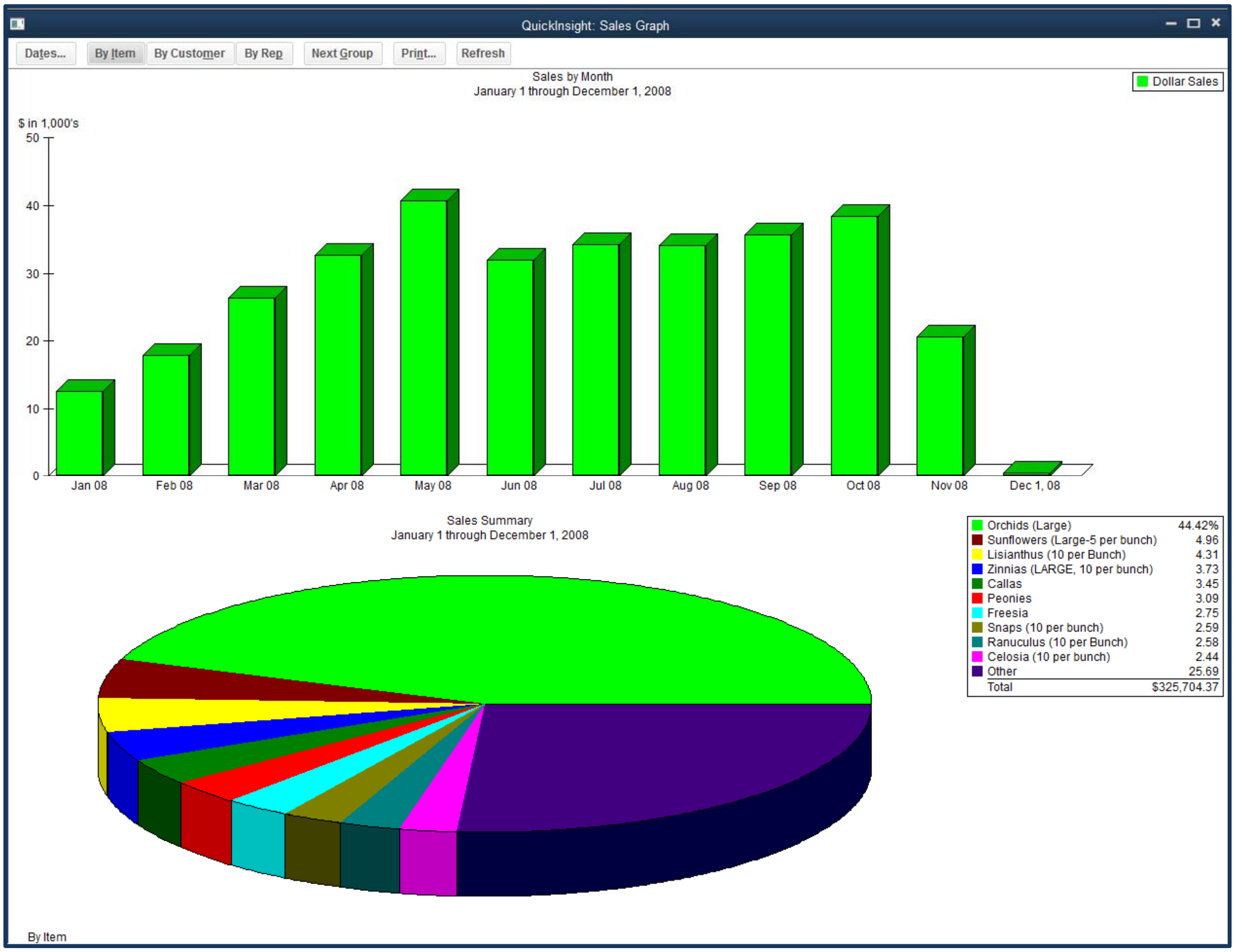


Figure 2. Sales by Month by Customer

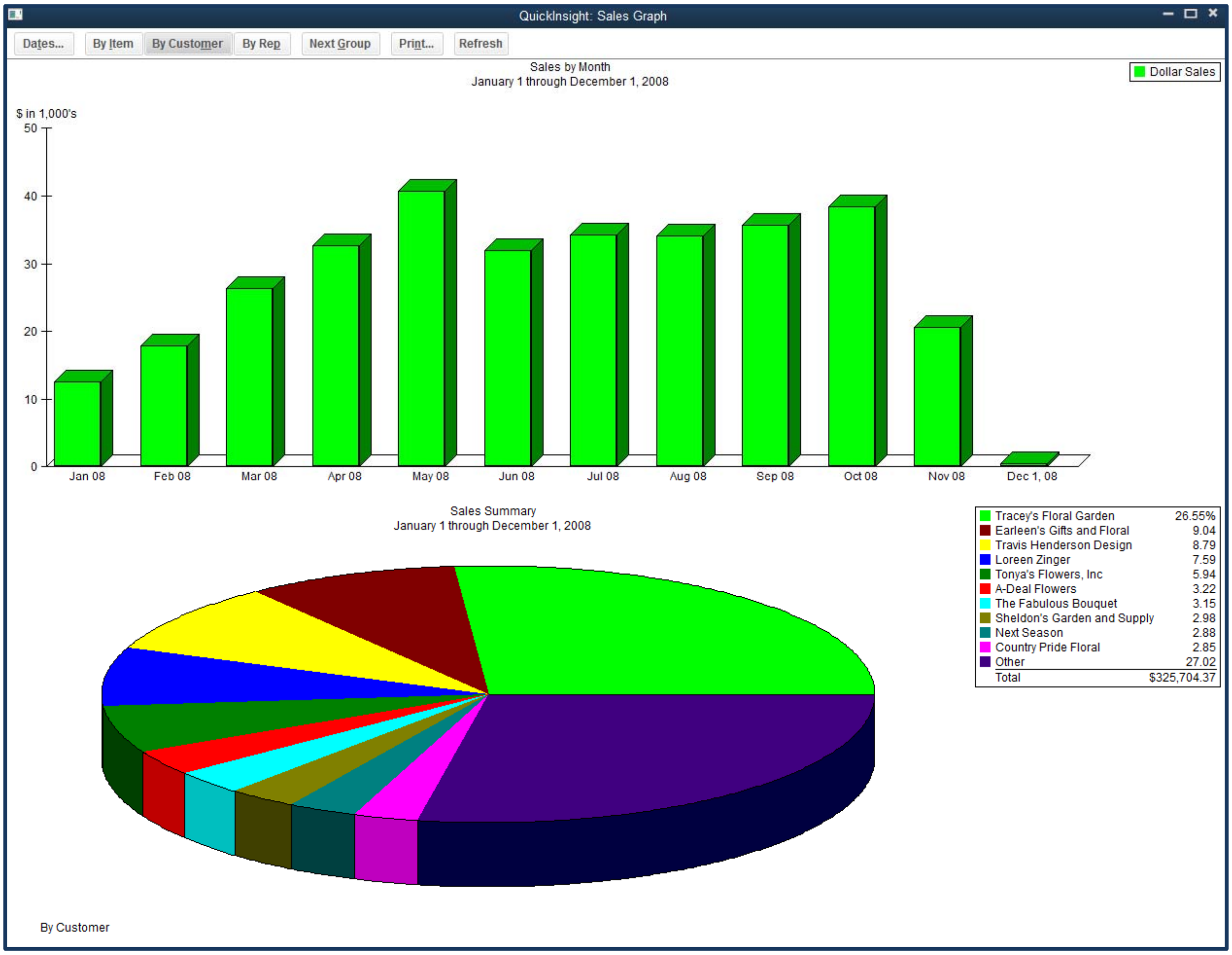


Table 10. Balance Sheet

Bloomies, Inc.
Balance Sheet
As of December 31, 2015

	Dec 31, 15
ASSETS	
Current Assets	
Checking/Savings	
Checking	4,990.35
Current Assets	
Cash in Bank	
Savings	4,500.00
Total Cash in Bank	4,500.00
Total Current Assets	4,500.00
Total Checking/Savings	9,490.35
Accounts Receivable	
***Accounts Receivable**	35,148.80
Total Accounts Receivable	35,148.80
Other Current Assets	
Other Receivables	
Loans to Officers	26,020.09
Total Other Receivables	26,020.09
Undeposited Funds	-109.00
Total Other Current Assets	25,911.09
Total Current Assets	70,550.24
Fixed Assets	
Fixed Assets	
Autos & Trucks	
Accum Dep-Autos & Trucks	-35,354.00
Cost Autos & Trucks	66,558.39
Autos & Trucks - Other	2,375.59
Total Autos & Trucks	33,579.98
Building & Grounds	
Accum Deprec Bldg & Grounds	-98,069.00
Building &Grounds Cost	156,077.57
Total Building & Grounds	58,008.57
Furniture & Fixtures	
Accum Deprec Furniture	-6,003.99
Furniture & Fixtures - Other	11,081.23
Total Furniture & Fixtures	5,077.24
Machinery & Equipment	
Accum Deprec Machinery & Equip	-33,732.00
Machinery & Equip. Cost	42,850.75
Total Machinery & Equipment	9,118.75
Total Fixed Assets	105,784.54
Total Fixed Assets	105,784.54
Other Assets	
Deferred Assets	
Organization Expenses	
Accum Amort.	-4,917.78
Original Value Organization Exp	4,917.78
Total Organization Expenses	0.00
Total Deferred Assets	0.00
Total Other Assets	0.00
TOTAL ASSETS	**176,334.78**

Table 9 cont.

LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	4,071.62
Total Accounts Payable	4,071.62
Other Current Liabilities	
Liabilities	
N/P-LOC	43,159.67
Total Liabilities	43,159.67
24000 · Payroll Liabilities	235.00
Total Other Current Liabilities	43,394.67
Total Current Liabilities	47,466.29
Long Term Liabilities	
N/P #310231	138,186.27
Total Long Term Liabilities	138,186.27
Total Liabilities	185,652.56
Equity	
Equity	
Common Stock Par Value	1,000.00
Treasury Stock - Common	-3,332.00
Total Equity	-2,332.00
32000 · Members Equity	-22,709.16
Net Income	15,723.38
Total Equity	-9,317.78
TOTAL LIABILITIES & EQUITY	**176,334.78**