



**ESSENTIAL  
ACCOUNTING**



# REPORTING

- INCOME STATEMENT
- BALANCE SHEET
- CHECK RECONCILIATION
- CASH REQUIREMENT
- ACCOUNTS RECEIVABLE AGING
- USER DEFINED REPORT

(SLF16) Income Statement Parameters

Use a percent of each Div.

Division range 0-zzzzzz

Center range 0-zzzzzz

Columns to include 2 Period and YTD

LCB Scenario 1 First Scenario

Start of fiscal year 01/01/2016

Beginning date 04/01/2016

Ending date 08/16/2016

Use date cash exchanged 3 #2 + Journal + Adjustment entries

Report type 1 Cash/Tax Report

Report definition 0 Use ledger accounts

Periods to print (1-50) 2

Print lines with zero amount

Print ledger numbers

Include hidden rows

Include Inactive Accounts

Examine report on screen

Report Macro Options

- Do nothing
- Update macro
- Save as new macro
- Save after report runs

Ok Cancel

## THINGS TO KNOW ABOUT THE INCOME STATEMENT

- Income and Expense for time period selected
- Customize by setting up a definition
- Cash or Accrual
- Run by or compare Cash Tax, Financial, Management or Market
- Compare periods selected
- Run it across companies with Intercompany reporting
- Compare to your Life Cycle Budget

# INCOME STATEMENT

## WITHOUT A DEFINITION

Acct.	Description	Current Period	Previous Period	Current YTD	Previous YTD
	<b>CROP REVENUE</b>				
3022	Grain Sales	0.00	0.00	57,858.50	70,244.42
3028	Pasture Rent	0.00	2,656.00	703.00	2,656.00
3110	Crop Indemn (Txble)	0.00	0.00	846.00	12,551.00
	<b>Total CROP REVENUE</b>	<b>0.00</b>	<b>2,656.00</b>	<b>59,407.50</b>	<b>85,451.42</b>
	<b>OTHER INCOME</b>				
3470	Reimbursements	25.71	30.91	118.93	114.10
3524	Interest: JMM	0.41	0.39	2.12	2.27
3525	Interest: Other	0.00	0.00	112.70	0.00
	<b>Total OTHER INCOME</b>	<b>26.12</b>	<b>31.30</b>	<b>233.75</b>	<b>116.37</b>
	<b>GAIN ON ASSET SALE</b>				
3900	Non-Taxable Income	0.00	50.00	0.00	50.00
	<b>Total GAIN ON ASSET SALE</b>	<b>0.00</b>	<b>50.00</b>	<b>0.00</b>	<b>50.00</b>
	<b>TOTAL INCOME</b>	<b>26.12</b>	<b>2,737.30</b>	<b>59,641.25</b>	<b>85,617.79</b>
	<b>CROP EXPENSES</b>				
4000	Crop Consulting	2,833.05	0.00	5,666.95	0.00
4040	Fuel	0.00	0.00	0.00	3,608.60
4080	Land Lease, Rent	0.00	0.00	6,668.00	4,753.79
4220	Herbicides	29,673.04	0.00	29,673.04	8,321.00
4290	Misc. Pesticide	0.00	0.00	0.00	337.50
4291	Pest. Appl'n-Equip	0.00	0.00	0.00	120.00
4292	Pest. Appl'n-Labor	0.00	0.00	0.00	90.00
	<b>Total CROP EXPENSES</b>	<b>32,506.09</b>	<b>0.00</b>	<b>42,007.99</b>	<b>17,230.89</b>
	<b>STORAGE &amp; MARKETING</b>				
4612	Comm Storage Chg	0.00	0.00	0.00	570.65

## WITH A DEFINITION

(SLF16) Income Statement: Farm Income

Acct.	Description	Current Period	Previous Period	Current YTD	Previous YTD
	<b>Crop Production Revenue</b>				
3010	Crop Futures & Options In	0.00	2,656.00	59,407.50	85,451.42
	<b>Total Crop Production Revenue</b>	<b>0.00</b>	<b>2,656.00</b>	<b>59,407.50</b>	<b>85,451.42</b>
	<b>Other Income</b>				
3282	Other Income	26.12	81.30	233.75	166.37
	<b>Total Other Income</b>	<b>26.12</b>	<b>81.30</b>	<b>233.75</b>	<b>166.37</b>
	<b>TOTAL INCOME</b>	<b>26.12</b>	<b>2,737.30</b>	<b>59,641.25</b>	<b>85,617.79</b>
	<b>Crop</b>				
4000	Crop Consulting	2,833.05	0.00	5,666.95	0.00
4040	Fuel	0.00	0.00	0.00	3,608.60
4210	Pesticides	29,673.04	0.00	29,673.04	8,658.50
4611	Storage	385.48	0.00	385.48	570.65
4052	Marketing Expenses	0.00	0.00	5,123.10	1,653.60
4748	KS Grain Assessment	0.00	0.00	198.00	175.33
	<b>Total Crop</b>	<b>32,891.57</b>	<b>0.00</b>	<b>41,046.57</b>	<b>14,666.68</b>
	<b>Livestock Expenses</b>				
4742	Shipping shrink	0.00	0.00	17.06	0.00
5400	Livestock Equipment & Supp	63.17	0.00	104.45	0.00
	<b>Total Livestock Expenses</b>	<b>63.17</b>	<b>0.00</b>	<b>121.51</b>	<b>0.00</b>
	<b>Personnel Expenses</b>				
6001	Employee Cash & In-Kind	160.71	4,052.20	13,097.04	16,279.31
6011	Employee Benefits	0.00	250.00	750.00	1,000.00
6030	Employee Payroll Taxes	12.28	309.97	1,001.88	1,244.24
6111	Management Benefits	2,275.99	1,849.48	10,943.96	8,426.65
	<b>Total Personnel Expenses</b>	<b>2,448.98</b>	<b>6,461.65</b>	<b>25,792.88</b>	<b>26,950.20</b>


# BALANCE SHEET


- Very similar options to income statement
- If you are running for a large amount of data select to not include drill down for faster reporting
- Optional net change line to show quickly if you are out of balance

(RF115) Balance Sheet Parameters

Use a percent of each Div.

Division range

Start of fiscal year  

Ending date for report  

Columns to include

LCB Scenario

Use date cash exchanged

Report type

Report definition

Inventory Register

Periods to print (1-50)

Print lines with zero amount

Print ledger numbers

Include Net Change line

Include hidden rows

Ignore Division Fiscal Year

Examine report on screen

Don't Include Drill Down

Include Inactive Accounts

Report Macro Options

Do nothing

Update macro

Save as new macro

Save after report runs

Ok Cancel

# USING DEFINITIONS FOR INCOME STATEMENT AND BALANCE SHEET

- Start with all ledger accounts or none
- Add in headings-which will create subtotals under those headings
- Combine ledgers to condense chart of accounts and make more readable
- Copy definitions across companies

The image shows two overlapping software dialog boxes. The background box is titled '(RF115) Switch Balance Sheet Definitions' and contains the following fields:

- Current Definition: (highlighted in cyan)
- Balance definition: dropdown menu with value 'Add New Definition \*\*'
- Definition description: text input field with value 'monthly'
- Replace selected definition: checkbox (unchecked)
- Source company: dropdown menu with value 'RFI FBS Test Data'
- Replace with this: (partially obscured)
- Replacemen to report del: (partially obscured)

The foreground box is titled 'Add Entry' and contains the following fields:

- Type: dropdown menu with value 'Assets'
- Level: dropdown menu with value 'Heading'
- Source: dropdown menu with value 'Net Income'
- Description: text input field with value 'Balance Sheet'
- Ledger account range: empty text input field
- OK button
- Cancel button

On the right side of the 'Add Entry' dialog, there is a list of ledger accounts:

- 30050 Weaner Pig Sales
- 30060 Feeder Pig Sales
- 30100 Animal Sales Not Lk
- 30110 Mkt Hog Sales
- 30120 Danbred Base
- 30210 Sub Std Packer # 1
- 30220 Sub Std Packer # 2
- 30310 DDA Packer # 1
- 30320 DDA Packer # 2
- 30510 Mkt Hog Premium
- 30520 Danbred Premium
- 30610 Mkt Hog Sort Loss
- 30620 Sort Loss Packer # 2
- 30710 Cull Sow Sales
- 30810 Cull Boar Sales
- 31110 C-Backfat Packer # 1
- 31120 C-Backfat Packer # 2
- 31210 C-LoIn Dpth Pckr # 1
- 31220 C-LoIn Dpth Pckr # 2
- 31310 C-Carc Wt Pckr # 1
- 31320 C-Carc Wt Pckr # 2
- 31410 C-% Yld Pckr # 1
- 31420 C-% Yld Pckr # 2

# FIXING ISSUES WITH THE INCOME STATEMENT & BALANCE SHEET

- If using a definition and report looks incorrect run without definition to help determine if the definition is at fault
- Trial balance report can help find errors in balance sheet-sort of combination is/bs. It also compares data from previous year to rule out issues with beginning balances and retained earning calculations
- If running date cash exchange option #2 or #3 and have errors run ap and ar detail reports by option 7 and recover bad data
- Narrow down issues to a specific date
- Use the user defined report with the box checked to find undefined entries

# CHECK REGISTER/RECONCILIATION REPORT

## CHECK REGISTER

- Have the box checked to run by check date
- Show by date of check
- Runs like a paper register with your check book

(RF115) Check Register/Check Reconciliation Report Parameters

Beginning date: 01/01/2015  
Ending date: 08/25/2015  
Bank account: 10100 RFI-First Nat'l NE checking

Print all detail:   
Print one line per check:   
Date range uses check date:   
Examine report on screen:

Report Macro Options:  
 Do nothing  
 Update macro  
 Save as new macro  
 Save after report runs

Ok Cancel

## CHECK RECONCILIATION

- Have the box unchecked to run by check date
- will then run by date cleared
- Reconciles to bank statements
- \*\* if you run the 2 reports for the same date range and the cleared balance doesn't match check your dates cleared on the check register



(AAA16) Cash Requirements Report Parameters

Starting date: 12/31/2015

Due date: 06/30/2016

Include all detail:

Examine report on screen:

Ok

(AAA16) A/P Cash Requirements Report

Edit	Invoice	Date	Vendor	Description	Amount	Amount Due	Due Date
	2	04/11/2016	capital one		50.00	50.00	04/11/2016
	3	04/11/2016	capital one	corn	100.00	100.00	04/11/2016
	071398	05/20/2016	Sarah Dixon	bulk dehulled	910.86	2,063.86	05/20/2016
				DDGS	291.60		
				WPC 50/40	202.50		
				akey	139.50		
				Copper sulfate	6.30		
				CTC50 Meal	153.50		
				Denaguard	216.00		
				Lysine	16.18		
				Threonine	10.08		
				Methionine	1.34		
					96.00		
				biosecurity	20.00		
	071398	05/20/2016	Sarah Dixon	bulk dehulled	910.86	2,063.86	05/20/2016
				DDGS	291.60		
				WPC 50/40	202.50		
				akey	139.50		
				Copper sulfate	6.30		
				CTC50 Meal	153.50		
				Denaguard	216.00		
				Lysine	16.18		
				Threonine	10.08		
				Methionine	1.34		
				Lysine	96.00		
				biosecurity	20.00		
	071401	05/20/2016	Sarah Dixon	bulk dehulled	736.44	1,565.14	05/20/2016
				DDGS	388.80		
				WPC 50/40	202.50		
				Copper sulfate	12.60		
				Mecadox	68.64		
				Lysine	31.32		

## CASH REQUIREMENT REPORT

- It is part of the Accounts Payable module
- Shows what is due for a specified time period
- Great tool for payment approval

(AAA16) A/R Aging Report

Vendor	Total Due	Current	Past Due 1-30 Days	Past Due 31-60 Days	Past Due 61-90 Days	Past Due over 90 Days
CPS	114,929.10	0.00	60,743.52	0.00	54,185.58	0.00
Sarah Dixon	20,500.00	0.00	0.00	0.00	5,000.00	15,500.00
<b>TOTALS</b>	<b>135,429.10</b>	<b>0.00</b>	<b>60,743.52</b>	<b>0.00</b>	<b>59,185.58</b>	<b>15,500.00</b>

Lines to print: 2 - 5  
 Last detail column to print: over 90 Days

Close Print Range Printer Setup Export Refresh

## AR AGING REPORT

# USER DEFINED REPORT

- The most used report in FBS
- Very versatile
  - Report by date entered
  - Recap by ledger, center or vendor
  - Run for entry type
  - Look for errors

(AAA16) User Defined Report Parameters

Beginning date: 01/01/2016

Ending date: 06/30/2016

Ledger account range: 0-zzzzzz

Center range: 0-zzzzzz

Division range: 0-zzzzzz

Vendor:

Description:

Entry types: Z

Recap options: 1 Recap by Ledger Account

Description options: 1 Standard description

Use date cash exchanged: 1 Use entries in time period

Report type: 1 Cash/Tax Report

Print 'undefined' entries:

Print 'BEGINNING BALANCE' entries:

Print detail:

Print internal acct/cen/div numbers:

Exclude offsetting bank account:

Recap by entry:

Desc. to A/P and A/R Long Desc.:

Examine report on screen:

Report Macro Options:  Do nothing

(AAA16) User Defined Report (signs reversed on recap for expense/assets)

Detail							Recap by Ledger Account				
Acct.	Description	Unit Price	Ave. Wt.	Price/Wt.	Quantity	Weight	Amount	Gross	Fed	FICA	SI
	*** Unknown ***	2.0313	0.00	0.000	1,729.000	0.000	3,512.07	0.00	0.00	0.00	C
300	Crop Trans Lvstk	0.1650	0.00	0.000	86,013.100	0.000	14,190.52	0.00	0.00	0.00	C
310	Corn Sales	0.5500	0.00	0.000	20,000.000	0.000	11,000.00	0.00	0.00	0.00	C
319	Other Crop Sales	25.0000	0.00	0.000	200.000	0.000	5,000.00	0.00	0.00	0.00	C
330	Hogs Sold	113.2200	177.35	0.638	1,091.000	193,490.000	123,522.98	0.00	0.00	0.00	C
331	Low Value Hogs	0.9949	2.08	0.477	350.000	729.458	348.21	0.00	0.00	0.00	C
332	Feeder Pigs Sold	1.0000	0.00	0.000	500.000	0.000	500.00	0.00	0.00	0.00	C
342	Carcass Premium	5.0877	276.36	0.018	346.000	95,620.000	1,760.34	0.00	0.00	0.00	C
344	Percent Lean	0.0000	0.49	0.000	346.000	170.030	0.00	0.00	0.00	0.00	C
346	Backfat	0.0000	0.22	0.000	1,038.000	231.370	0.00	0.00	0.00	0.00	C
348	Sort Loss	-4.0064	280.01	-0.014	691.000	193,490.000	-2,768.39	0.00	0.00	0.00	C
352	Grade & Yield Prem	16.1682	283.68	0.057	345.000	97,870.000	5,578.03	0.00	0.00	0.00	C
30000	test	-10.0000	0.08	-133.333	500.000	37.500	-5,000.00	0.00	0.00	0.00	C
	Total Income	1.3833	5.22	0.265	111,420.100	581,638.358	154,131.69	0.00	0.00	0.00	C

Phone number

Cell phone number

Fax number

Email address

Report flag

Print 1099's

Days till

Current

Date of

Date of

Conserv

OK Cancel

(AAA16) Input 1099 Parameters

Beginning date

Ending date

Type of 1099 to print

Use date cash exchanged

Vendor Name to Use

Minimum amount for 1099

Type of 1099 form

Send to a disk file

Examine report on screen

Blank lines to print

Horizontal Adjustment (inches)

Disk file name

Division range

Ledger Account Ranges for 1099 Boxes

Box 1	<input type="text" value="0-zzzzzz"/>
Box 2	<input type="text"/>
Box 3	<input type="text"/>
Box 4	<input type="text"/>
Box 5	<input type="text"/>
Box 6	<input type="text"/>
Box 7	<input type="text"/>
Box 8	<input type="text"/>
Box 9	<input type="text"/>
Box 10	<input type="text"/>
Box 11	<input type="text"/>
Box 12	<input type="text"/>
Box 13	<input type="text"/>
Box 14	<input type="text"/>

Ok Cancel

## 1099

- Essential to year end tax preparation.
- Tag vendors as needing 1099's
- Set the appropriate ledger accounts on report parameter screen
- Review report
- Print 1099's to pre-printed forms or
- Electronically file through NELCO portal in FBS