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**FARM COST ACCOUNT
INSTRUCTIONS
AND
CODE MANUAL**

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GENERAL SUGGESTIONS
FOR MAILING IN FARMERS DATA SHEETS

1. Print or write legibly.
2. Do not use ditto marks.
3. Do not use commas in the quantity or dollar amounts.
4. Do not use fractions, use decimals.
5. Mail in original sheet --- carbon sheet is your copy.
6. Use carbon paper.
7. Mail in your data sheets regularly.
8. Start a new data sheet at the beginning of each month.
9. Mail all financial data for the month to arrive in Ithaca by the 5th of the following month. Data sheets that arrive after this date will be processed with the second run if they are received by the 20th of that month.

CORNELL

ELECTRONIC FARM COST ACCOUNT PROJECT

INTRODUCTION

The records necessary to provide the information required for complete enterprise analysis consist of the following:

1. Inventory - An annual year end record of quantities and values of farm assets and liabilities. When complete it will indicate annual changes in Net Worth - the basic measure of financial progress.
2. Labor Report - (Supplemental Physical Data Record)
A continuous record of man hours, tractor hours, truck miles, etc. used during the year for each enterprise. It provides a logical place to record physical quantities such as fertilizer applied, production, etc. necessary for analysis. Regular periodic reporting is desirable.
3. Financial Report - A continuous record of cash receipts and disbursements. Data sheets should be mailed promptly to receive monthly reports on time.

Send all reports to:

Farm Cost Accounts
455 Warren Hall
Cornell University
Ithaca, New York 14850

An accurate set of records demands a systematic way of keeping them. Accuracy depends, not on the computer, but on the persons involved. The record keeper's understanding of and interest in the system will determine the accuracy of the records. If enterprise analysis is to be useful the records used in the analysis must be accurate in a practical sense.

To be practical a record system should not be an undue burden upon the businessman. However, he must recognize the value of his records and be willing to spend adequate time to accomplish his purpose. Timeliness of reporting is very desirable.

Suggestions are provided in this manual to help make record keeping for enterprise analysis understandable, meaningful and interesting and take a minimum amount of your time.

Instructions are also given which need to be followed if the computer is to be used as effectively as possible.

INSTRUCTIONS
FOR COMPLETING THE
FARM COST ACCOUNT INVENTORY

GENERAL

1. Take your inventory promptly after the end of your fiscal year in the Inventory Book provided.
2. In the Farmer's Copy of the Inventory Book enter year end values in the space to the right of last year's figure.
3. Changes in these values will be influenced by growth in the business, buying and selling assets, capital improvements, depreciation, or other physical or economic losses or gains.

SPECIFIC

1. Ignore the following pages in the Inventory Book:
 - (a) Inventory of Land and Trees
 - (b) Pages following and Feed and Supply Inventory pages through the pages dealing with Manure Applied.These pages will be completed at the time of the year end visit.
2. Inventory cows by total number rather than individually. Determine a reasonable average value per cow. Use the same figure each year unless there should be a significant change due to a change in average age, production, etc. of the herd. Periodic adjustments may be desirable because of changes in the general price level.
3. Inventory all heifers by total number. Total value may be arrived at by using average values for various age groups.
4. Enter all new purchases of tractors, trucks, equipment, etc. in their proper categories. Items sold, traded or junked should be so noted.
5. List various Feeds and Supplies indicating quantity and values. Fruit in storage (whether your storage or rented storage) at the end of the year which has not been committed to a buyer should be inventoried. If the fruit has been sold and not paid for, the amount should be entered as an Account Receivable.
6. List the values of all Non-Farm Investments inventoried and the amount of cash in the farm bank accounts at the end of the year. The Cash Balance should be accurate.

7. List all Accounts Receivable and Accounts Payable as of the end of your fiscal year.

If fruit is stored by the buyer and not yet sold by him and, therefore, you have not been paid it should be considered an Account Receivable rather than inventoried as fruit you own. Every effort should be made to list all credit accounts accurately.

8. The following items should be noted on the Financial Data Sheets as Periodic Reports. This information is necessary for analysis of the livestock enterprises.

At the End of Each Month -

- (a) Cows in Herd - Normally when a cow is sold consider her in the herd until you receive the income from the sale. A heifer should be reported as a cow at the end of the month during which she freshens.
- (b) Heifers - All Ages - Include all heifers born during the month that you intend to raise.
- (c) Layers on Hand
- (d) Mortality - Layers

As they Occur -

- (a) Cows Eaten or Died - If a heifer freshens during the month and dies before the end of the month, the Periodic Report should record 1 heifer fresh at _____ months and 1 cow died. Identify each animal by name or number.
- (b) Heifers - Left Herd - Report age in months for each heifer at the time of freshening, sale or death. (A heifer leaves the heifer enterprise at the time of freshening). If a heifer dies during the month she was born she was never inventoried and, therefore, should not be reported as having died.

These are suggestions that will save time for both the cooperator and the field man at the time of the year end field visit.

INSTRUCTIONS FOR COMPLETION OF THE
FARM COST ACCOUNT
SUPPLEMENTAL PHYSICAL DATA RECORD
(LABOR REPORT)

The Labor Report is an essential supplement to the Inventory and Financial Records. It provides information of a physical nature such as man hours, tractor hours and truck miles to be used in allocating the cost to enterprises and to analyze the records. For complete Cost Account Analysis of an enterprise this information is needed.

Reasonable accuracy and timely reporting are important.

There are many ways to record Physical Data. Ideally a routine will be developed and maintained.

One method is for the operator to make daily notes in a pocket notebook of the job being done by himself and his employees. These notes should include information about the tractors and trucks, etc. used and the enterprises involved. Then weekly entries can be made on the Labor Report, summarizing when possible.

Another method is for the operator to record daily the jobs as they are done. Routine chore time should be recorded weekly as a summary entry. This method will result in a larger number of entries on the Labor Report.

A third method, especially for those with several regular employees, is for the operator to provide each employee with a form for each payroll period on which the employee will record the jobs he did and the time and tractors, etc. involved each day. Man hours entered on the form should equal the total hours worked each pay period and the form should be handed in when the pay check is given out. The operator would then summarize the information from these employee forms and make his entries on the Cost Account Labor Report. The operator's time should also be charged to the appropriate enterprises at this time.

These suggestions may help you develop a routine way of recording Labor Data. If you wish further assistance for your specific situation please contact the Cost Account Office.

SPECIFIC INSTRUCTIONS

1. Heading - Complete the heading on each Labor Report. A rubber stamp with your name, address and farm number would save time and effort.
2. Date - Enter appropriate dates. For summary entries use the date for the end of the reporting period as in the sample entries on page 9, lines 21 to 24.
3. Job - Describe the work done briefly as in the sample entries on page 9. Describe and enter summary entries for routine chores as in sample entries on page 9, lines 21 to 24.
4. Enterprise - Enterprise codes for each cooperator are provided separate from this manual. Enterprise Codes are the same for both Labor and Financial Reports. Spreading manure should be charged to the Manure Enterprise (Code 615) and the type of manure indicated in the "Job" column and under "Quantity Code No."
5. Operation - "Oper" refers to the Operation Codes noted on your Enterprise Code Sheet and on page 30 of this manual. Operation Codes will be used only for crop enterprises as in the sample entries on page 9. They will identify the entry as a growing, harvesting or store and sell job or indicate if the job is for a next year's crop (eg. planting wheat as in sample entry on page 9, line 19) or for a last year's crop (eg. grading and packing potatoes in February).
6. Field - All fields and blocks of fruit should have an identification number (letter identification is not acceptable). To enable the proper charge-out field numbers must be noted for:
 - Manure spread
 - Lime spread
 - Fall plowing
 - Planting cover crops
 - Planting fall crops such as wheat
 - Work on Non-bearing fruit blocks

Field numbers may also be noted when crops are planted or harvested.
7. Special Man Hours - Refers to piecework labor. This labor is hired for specific farm jobs such as trimming trees, thinning cabbage, picking apples, etc. on a piecework basis. Two options for recording Special Labor:
 1. Enter Piecework hours in the Labor Report. Keep a tally of the "pieces" of work done on each enterprise and make periodic entries on the Labor Report converted to hours using a conversion guide as suggested on page 14 of this manual. Enter the piecework hours and number of "pieces". For example - The sample entry on page 9, line 4 indicates that 150 hours of piecework labor (Code 926) were used to pick 1,500 bushels (Quantity Code 153) of apples.

If piecework hours are entered in the Labor Report use Enterprise 926 to record the cost of this labor on the Financial Data Sheets regardless of the crop or job.

Sample Financial entry: page 29, line 10.

2. Do not enter Piecework hours in the Labor Report.
In this case, each time piecework labor is paid the cost to each Enterprise must be determined along with the "pieces" converted to hours and charged to the using Enterprise on the Financial Data Sheets.

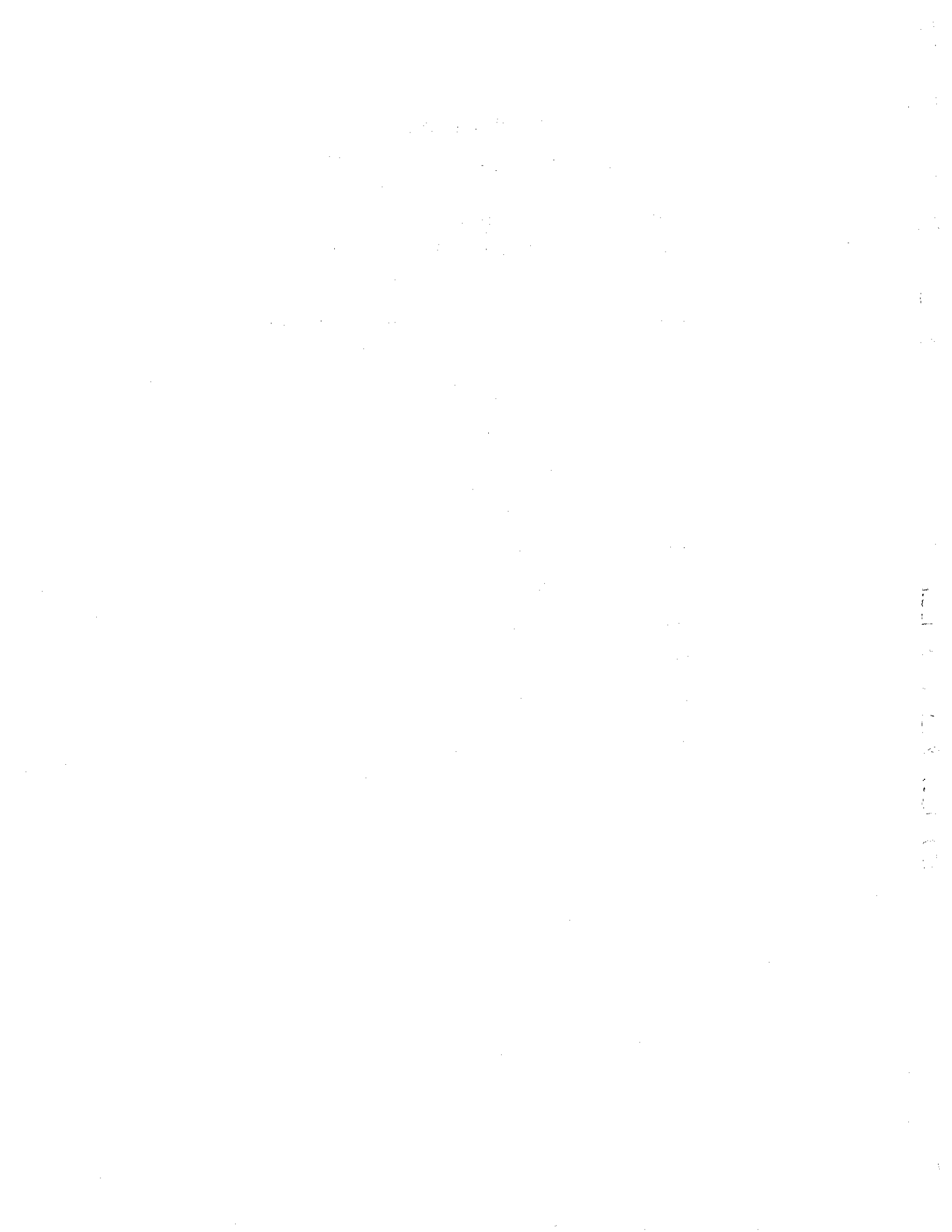
If piecework hours are not entered in the Labor Report for picking the 1,500 bushels of apples mentioned above, both hours and dollars must be entered on the Financial Data Sheets; chg. to crop.

Sample Financial entry: page 29, line 8.

8. Regular Man Hours - Record type of "Regular" labor under "No." by noting:
900 for operator and labor paid by the week or month
901 for labor paid by the hour
902 for unpaid family or neighbor labor
The number of hours worked should be entered in the other part of this column.
9. Tractor, Truck and Auto - Enter the Enterprise Code number of the vehicle used under "No.", the hours of use under "Hours" and miles under "Miles".
If more than one tractor or truck is used use more than one line to list the number of hours or miles for each separately as in the sample entries on page 9, lines 1 to 3.
10. Special Equipment - Record hours of use and Enterprise Code for the item used if you desire this information.
11. Quantity Code and Volume - Refer to page 7 for Code numbers for various units of measuring quantity such as spreader loads, bushels, bales, tons, etc. Enter the Code to indicate units involved. Under "Volume" enter the number of units involved.
For example, the entry on page 9, line 4 indicates 1500 bushels of apples were picked. These bushels were picked by piecework labor and were converted to 150 Special Man Hours assuming an average of 10 bushels were picked per hour.

LIST OF QUANTITY CODES FOR
SUPPLEMENTAL PHYSICAL DATA RECORD

<u>CODE</u>	<u>DESCRIPTION</u>
101	Spreader loads - cow manure
104	- heifer manure
107	- poultry manure
150	Bales
153	Bushels
154	20 bu. Bins
163	Pounds
164	Quarts
165	Tons
201	Trees
202	Loads
203	Acres
204	Pails
215	Vines



NAME William Johnson 21-03-689

WEEK ENDING Oct 11, 1969

Date 1-6	Job 7-45	Enterprise 46-48	Op R	Field 49-51	Spec. Man. Hours 52-54	Reg. Man Code No	Tractor		Truck		Auto		Special Equip.		Quantity Vol. Quantity 77-80	
							No. 58-59	Hours 60-61	No. 62-63	Miles 64-66	No. 67-68	Hours 69-71	Hours 72-73	Tool 74-76		
6	Fill Silo	312	2	16		900	16	105	8						302	20
								111	8							
								115	8							
7	Pick Apples	500	2	51	150	900	2								153	1500
	Repair	105				901	8									
	Clean Pens	276				901	2	111	2						104	4
	Spread Heifer	615		10		900	6								202	2
	Haul Apples	500	2			900	2			133	90					
	Parts	163				902	2					145	26			
	Repair Chopper	163				900	3									
	Fill Silo	312	2	16		900	10	105	5						202	16
								111	4							
								115	5							
9	Help Vet	275				900	2									
	Sales men	605				900	1									
	Ext Mtg	605				900	2					145	15			
10	Repair	173				900	2									
	Plow	616		14		901	4	115	4							
	Plant	315	4	12		900	5	105	5						203	12
	Fix Door	681				902	4									
11	Chores - Week	275				900	45									
	Chores - Week	276				901	10									
	Spread Cow - Week	615		10		900	2	111	2						101	4
	Records - Week	605				900	3									

INSTRUCTIONS AND CODES
FOR COMPLETION OF FARM COST ACCOUNT
FINANCIAL (FARMERS) DATA SHEETS

The instructions contained in this Section are designed to accomplish the following purposes:

- (a) Provide the farmer with a continuous record of cash transactions, ie. cash receipts and disbursements for the year.
- (b) Provide year end totals that will be transferable after some grouping, directly to IRS Form 1040 F for income tax reporting.
- (c) Provide data in a way that will satisfy the financial requirements of complete enterprise analysis for the Cornell Farm Cost Account Project and the monthly business analysis provided by the Farm Business Management Electronic Accounting Program.
- (d) Provide a coding system as simple as possible to accomplish these purposes.

These instructions and codes are compatible with the standard Cornell Electronic Accounting Program. This manual is designed specifically to be the only reference needed for cooperators in the Cost Account Project.

This Section contains:

1. Instructions for completing the Financial Data Sheets
2. Examples of correct entries for various transactions common to all cooperators as well as other transactions common to dairy, poultry and fruit and vegetable farmers.
3. Transaction Code Index and Operation Code Index
4. Item Code Index - Alphabetic and Numerical
5. Lists of Assignable Employee and Credit Account Codes

A list of Enterprise Codes is provided for each cooperator designed to serve his specific needs before the beginning of each fiscal year.

Note: If it is felt that additional codes are needed please obtain them from the Cost Account Office.

GENERAL INSTRUCTIONS

1. Heading. Complete the heading. Be sure that your name, address, farm number, month, year, and page number are entered on each sheet before mailing. Page numbers should begin with 1 for each year and should be numbered consecutively throughout the year. Your farm number is _____.
Suggestion - A rubber stamp with your name, farm number and address can save time and effort.
2. Date of Entry. Fill in day of month for each entry. If for any reason you are making an entry for a previous month (a month different from that indicated on top of sheet) you should enter the month and day with the entry. See sample entry on page 26 line 15.
3. Description and Source. The maximum number of letters, numbers, and spaces that can be used under What and Who is 22. This includes space between words. It will be necessary, in many cases to abbreviate. For example, if you sell milk to Pleasant Valley Cooperative you could enter the Description and Source as follows:

<u>What</u>	<u>Who</u>
Milk Income	Pleas Val

4. Credit Code. The use of Credit Codes is usually not necessary for the Cost Account Project and, therefore, is not encouraged. Experience indicates that best results are usually obtained when financial entries are made as money is received and as checks are written. See the section on the use of Credit Codes and Credit Accounts on page 17.
5. Transaction Code (two digits). The Major and Modifier Transaction Codes designate the type of transaction (see page 30 of this manual). Most of your entries will be either farm receipts (Major 1) or expenses (Major 2). Most entries will also be non-capital (Modifier 1). Capital entries are Modifier 2. For example, the transaction entries for the milk check above would be:

TRANSACTION CODES

<u>Major</u>	<u>Modifier</u>
1	1

6. Item Code (4 digits). Under the Item Code there are two classifications -- Category (2 digits) and Detail (2 digits). The Category broadly classifies and the Detail specifically classifies the item being entered. For example, Category 34 is feed concentrate, Detail 04 is dairy feed. Therefore the entry:

<u>Category</u>	<u>Detail</u>
34	04

indicates dairy feed (concentrate). Every entry must have the Transaction and Item Codes complete.

Use only Item Codes that are listed in this manual.

For Credit and Wage Accounts use Item Codes from Pages 41 to 48.

If other codes are desired please contact the Cost Account Office.

7. Enterprise Code (3 digits). Enterprise Codes are provided annually for each cooperator separate from this manual. If additional Codes are needed they should be obtained from the Cost Account Office. An Enterprise Code should be entered for all farm income and expense and non-farm income and expense items. In other words, all entries with Major Transaction Codes of 1, 2, 4 or 5 should be assigned Enterprise Codes. Other entries such as Periodic Reports and Credit and Drawing Account transactions (Major Transaction Codes 3 and 6) should not have an Enterprise Code. This includes Social Security Liability entries. One Exception - The farm share of Social Security payments or deposits (an expense item - Transaction Code 2-1) should not have an Enterprise Code. (Sample entry on page 26, line 7). See the Section on Social Security Deposits.
8. Operation Code (one digit). Descriptions of the five Operation Codes are given on page 30 of this manual. These codes are used only when an expense or receipt item can be directly attributed to a crop enterprise. Sample entries: page - lines: 25-8,10; 26-16, 17; 29-most lines.
9. Quantity and Dollar Amounts. Fill in the volume and unit if the entry is one involving quantity. Check the Numerical Code Index for the correct unit. For example, the unit is LBS. for purchased feed, TONS for lime, and LBS. for fertilizer. Be sure that the volume amount corresponds with the unit. Do not use commas or fractions in the quantity or dollar amount. Dollar amounts should be gross including wages. See section "Recording Wages Paid".

RECORDING WAGES PAID

Note: Gross wage rather than net wage is to be recorded beginning in 1970.

Category - Detail numbers (4 digits) 3201 to 3298 are reserved for wage payments. The code numbers 3201 to 3225 are for regular full-time employees and 3226 to 3298 for part-time and hourly or piecework employees. See pages 41 and 42 in this manual for the list of numbers where spaces are provided for names of your employees. The procedure for recording wage payments is as follows:

1. On pages 41 and 42 in this manual list opposite the various code numbers the names of your employees.

2. When wages are paid, record the gross amount (before deductions) paid to the employee.
For example: If John Jones (Item Code 3201) worked 60 hours during a week* and his gross wage is \$100.00, you should record the \$100.00 as an expense, even though you write a check to Jones for only \$95.20 (\$100.00 less \$4.80 with held for his share of Social Security). If Jones received a \$15.00 cash advance on the 9th he would receive a check for \$80.20 (\$100.00 less \$4.80 for Soc. Sec. less the \$15.00 advance). You would enter the \$15.00 as a wage advance when paid without noting hours. When you pay Jones enter the balance of his gross (\$100.00 less \$15.00 or \$85.00) as a wage expense and note the hours worked during that pay period.
 See sample entries on page 26, lines 1 to 3.
3. Some cooperators will find it desirable to use a special payroll record book to keep track of wages and withholdings for each employee. If this is done, monthly summary entries for total regular wages (Enterprise 900), hourly wages (Enterprise 901) and piecework wages (Enterprise **) should be made. Summary entries should be made as in sample entries on page 26, lines 4,5 and page 29, lines 6 to 11.
4. Enter the number of working hours represented by each wage payment. Use the proper Enterprise Codes for each type of labor. Refer to your Enterprise Code List.

<u>Enterprise Code</u>	<u>Type of Labor</u>	<u>See Sample Entries on:</u>
900	<u>Regular</u> - Operator and labor paid by week or month	page <u>26</u> , lines <u>1 to 5</u>
901	<u>Hourly</u> - Paid by the hour	Similar to: page <u>26</u> , lines <u>1 to 5</u>
926 or Crop Code**	<u>Special</u> - Paid at piecework rates	page <u>29</u> , lines <u>6 to 11</u>

Suggestion - Make up a table for piecework labor for conversion to hours of labor. Refer to the table when recording piecework labor expenses on the Financial Data Sheets to determine piecework hours for the Quantity column.

The table might be similar to the following:

<u>Crop</u>	<u>Job</u>	<u>Conversion Factor</u>
Apples	Trimming	3 trees per hour
Apples	Harvest	10 bushels per hour
Cabbage	Thinning	5 hours per acre

* Under the new Minimum Wage Law hours rather than days should be reported for all wage payments.

** Depends on method of recording Special Man Hours. See Options on page 5.

PENSION PLAN PAYMENTS

When pension plan payments are made they should be coded as non-capital expense items. List the employees involved on page 43 and use the assigned Item Code to record the employee's pension plan payment on the Financial Data Sheet. Payments for employees are entered as a farm expense. Payments for self-employed proprietors should be entered as a tax deductible family expense. When Drawing Accounts are used pension plan payments should be entered as a draw - an increase (Transaction Code 3-4) to the appropriate account.

RECORDING SOCIAL SECURITY WITHHOLDINGS AND DEPOSITS

Category - Detail numbers (4 digits) 5701 to 5798 are reserved for recording Social Security withheld from employees' wages. The last 2 digits in these numbers correspond with the last 2 digits in the numbers reserved for wage payments. For example, if you have assigned Item Code 3201 to John Jones (see Recording Wages Paid above), the Item Code number for recording withholdings for Jones' Social Security would be 5701. The complete procedure is as follows;

1. If you withhold \$4.80 from John Jones' wages you should double this amount to \$9.60 (for your farm share and Jones' share) and enter it as a credit account transaction -- an increase to account 5701. The What and Who would appear:

<u>What</u>	<u>Who</u>
Soc. Sec. Liab.	J. Jones

The entire entry on your Financial Data Sheet would appear as on page 26, line 3 of this manual. Do not use an Enterprise Code.

2. Social Security liability at the beginning of the year should be recorded the same as a beginning credit account. It is an Account Payable. Thus, if your Social Security liability (employer plus employees' share) on December 31 is \$65.00 the entry should appear as on page 24, line 3 of this manual. When this payment is made the entry will appear as on page 29, lines 16, 17.

CALCULATOR FOR SOCIAL SECURITY WITHHOLDING TAX
For 1970 -- 4.8 percent

Wages	Amount to Withhold	Wages	Amount to Withhold	Wages	Amount to Withhold
\$ 1	\$.05	\$ 15	\$.72	\$ 65	\$ 3.12
2	.10	20	.96	70	3.36
3	.14	25	1.20	75	3.60
4	.19	30	1.44	80	3.84
5	.24	35	1.68	85	4.08
6	.29	40	1.92	90	4.32
7	.34	45	2.16	95	4.56
8	.38	50	2.40	100	4.80
9	.43	55	2.64	200	9.60
10	.48	60	2.88	300	14.40

3. Making Social Security Deposits. When your Social Security account -- Item Code 5700 -- reaches \$100 or more at the end of a month, it must be deposited in a Federal Depository Bank or paid to the Internal Revenue Service. When this deposit is made you must reduce the 5700 account by the amount of the deposit. To do this, make a reduction of the account by using Transaction Code 33 with Item Code 5700 as in sample entry on page 26, line 6. Half of the Social Security Deposit is the employer's share and, therefore, is a farm cash expense. At the same time the Deposit entry is made, enter the farm share as a cash expense using Transaction Code 21 with Item Code 3301. See sample entry on page 26, line 7. (The other half of this deposit is accounted for when gross wage is recorded rather than net).

If you follow the above procedure, you will have a continuous record showing the amount of Social Security undeposited -- Item Code 5700. If you enter Social Security Liability separately for each employee, you will have a record of the amount withheld from each employee at the end of the year.

THE USE OF CREDIT CODES
AND CREDIT ACCOUNTS

As mentioned earlier the use of Credit Codes, except for Social Security deposits and payments, is not necessary or encouraged.

- Many monthly payments are not easily divided between principal and interest at the time the payment and entry are made.
- Recording expenses from invoices at the time of delivery is not likely to be as accurate as recording the expenses at the time of payment. Discounts, sales taxes, corrected errors or other adjustments may alter the amount owed according to the original invoice leading to the need for correction or additional entries.

Therefore, it is recommended that receipts and disbursements be recorded on the Financial Data Sheets as they are received or disbursed.

Open Accounts - Open accounts with the feed dealer, hardware store, etc. or anyone with whom transactions occur frequently should be handled as cash rather than credit transactions.

When an open account is inactive for an unusual length of time it can be changed to an Account Receivable or Payable item. This could be done at the end of the accounting period such as when the inventory is taken at the end of the year.

Invoices should be kept for all items received and grouped to cover each payment as it is made. When payment is made pro-rate costs to the appropriate enterprises and enter the transaction on the Financial Data Sheet.

When a discount or sales tax covers several different items pro-rate it or apply it to the major item.

Payments on Account - Instead of making a payment on your account in general such as "\$1000 on account", each payment should cover specific purchases which should be entered on the Financial Data Sheets at the time of payment. For example, the invoices covering the purchases shown on page 28, lines 1 to 3 would be paid instead of a \$500 payment on account. Thus, the entries add up to the total payment of \$493.63 and the payment is prorated to the appropriate Enterprise and Item Codes.

CREDIT ACCOUNTS

On pages 44 to 47 in this manual list opposite the various Item Code numbers, descriptions of your Credit Accounts - classifying them into Receivables and Payables. Some Item Codes have been assigned to illustrate the sample entries. Use the same Item Code for each Credit Account each year to permit comparison with last year's figures. These Item Codes will be used when making entries for debt payments, receipt of loan proceeds, receipt of Accounts Receivables, etc. See sample entries on page 25, lines 1, 2, 4, 6, 9, 11, 13 and 14.

At the beginning of each year list the beginning balance for each of your Credit Accounts as soon as you know the correct figure. See sample entries on page 24, lines 1 to 7. If the beginning balance is not known until, say February, enter the date as 1/1 similar to the date for the sample late entry on page 26, line 15.

Apples in storage at the beginning of the year which are not committed to a buyer should be listed in your Inventory with an estimated quantity and value. Apples that are committed to a buyer should be considered an Account Receivable even though he has not yet sold them and you don't know exactly how many bushels are involved or how much you will receive. In a case like this estimate the bushels and value and enter as the beginning balance of an Account Receivable as in the sample entry on page 24, line 5.

As money for last year's apples is received enter the gross receipts as farm income (page 29, lines 1 to 3 and 14). The final statement from a processor or cooperative will indicate the total pounds or bushels of apples they purchased. This information should be entered as a Periodic Report as on page 29, line 4. The final statement may also indicate deducted costs which should be entered as expenses for last year's apples (page 29, line 5). Enter information for each fruit separately.

Any necessary adjusting entries will be made when the books are closed.

NOTE: Certificates of Indebtedness, Retained Earnings Certificates and similar withholdings or payments should be given Credit Account Codes. (Sample entries: page- line: 28-14, 29-15 and 25-14).

RECORDING CAPITAL PURCHASES

When capital items are purchased, whether on credit or by cash, the full amount contracted to pay should be entered as a farm expense (capital) when payment is made. If a trade is involved the amount entered should be the amount paid to trade -- boot money -- rather than the list price of the new item. In other words when the boot money is entered as an expense, there will be no receipt entry. (Sample entries: page 25, lines 5, 12, 16, 17).

THE USE OF DRAWING ACCOUNTS

Code numbers are provided for farm partners and others who wish to make withdrawals from the farm business.

The Item Codes 6001 to 6098 have been reserved for the drawing accounts. A separate drawing account number should be assigned to individuals making use of these accounts. On page 48 in this manual is a list of numbers that may be assigned. When an individual withdraws money, an entry should be made as a Credit Account transaction, recording the appropriate code number under Category and Detail. A withdrawal should be treated as an increase to the drawing account. For an example of Drawing Account entries see page 26, lines 8 to 10 in this manual. No Enterprise Code should be used since this is treated as a Credit Account transaction.

PERIODIC CASH BALANCING

Periodic cash balancing is possible only if the correct procedures are followed in recording financial data. One significant problem occurs when money for personal use is drawn from the farm account and entries are not made on the Financial Data Sheets. If one checking account serves for both farm and home needs all non-farm deposits and disbursements should be recorded. Otherwise, the resulting deficit would be assumed to be personal expenses. Transaction Codes 4-1, 4-2, 5-1 and 5-2 (see page 30) should be used for this purpose. Enterprise Code 835 (Personal) should also be used.

In partnerships the use of Drawing Accounts as described above clearly defines each partner's withdrawals from the business. In corporations all wages and salaries, including the officers', should be handled as described under the Section "Recording Wages Paid" on page 13. When your withdrawals are handled in either of these ways the farm account is strictly "farm" and records of personal income and expenses are not necessary to balance the farm records.

In the case of an individual owner-operator the same purpose can be accomplished by making periodic cash withdrawals from the farm account and depositing it in a separate personal checking account or recording the amount in a separate personal check book for the same account. All non-farm income would also be entered as a deposit in the personal check book. If this practice was followed the withdrawals from the farm account would appear as in the sample entry on page 26, line 10. Non-farm income and family expenses would not have to be recorded to balance the farm account.

However, if you want a record of non-farm income and expenses Item Codes are listed on page 40 and the entries should be similar to those on page 27, lines 15 to 17 and page 27, line 13.

Without periodic cash balancing legitimate farm expenses may be overlooked and never claimed on tax reports.

FARM AND HOME EXPENSES

Category 51 is reserved for expenses commonly allocated to both the farm business and the home, eg., telephone, electricity, and real estate taxes. When these are entered on your Financial Data Sheet, the full amount should be entered as a farm expense by using Transaction Code 2-1 (sample entry on page 25, line 15). At the end of the year you can divide these expenses between business and personal.

CHANGES IN ENTRIES PREVIOUSLY MADE

If for any reason, you desire to change or correct an entry that has been made on a pervious sheet, the correct procedure is to eliminate the original entry and replace it with the correct entry. To eliminate an entry, place a large "X" through a line number on your Financial Data Sheet and re-write the incorrect entry exactly as it originally appeared. On the next line, fill in the correct entry.

For example, assume that on March 25 you made an entry for milk receipts that was incorrect. In May you discover the error and correct it by eliminating the original entry and writing in the correct entry. These changes would appear as on page 26, lines 14 and 15.

This procedure may be used when items that have been previously entered are returned. A credit for returned wheat seed would be entered as on page 26, line 17. If the dealer pays for the returned seed by check, however, enter as farm income.

If you wish to correct an item on a sheet you are currently working on do not use the "X" procedure. It is only necessary to draw a line through the incorrect entry.

ENTERING MILK RECEIPTS

When you receive your milk check, enter the gross value of the milk (the amount before deductions) as farm income (non-capital). If there are deductions that should be charged to the farm business, enter the deductions as farm expenses. Deductions for personal items, eg. health insurance, butter, etc., are family expenses. A Certificate of Indebtedness deduction should be handled as an increase to an Accounts Receivable. If we assume that a farmer has selected account number 5404 for his Certificate of Indebtedness deductions, the entry for such a deduction would appear as on page 28, line 14 of this manual. Entries involving milk receipts and deductions would appear as on page 28, lines 8 to 14.

INFORMATION THAT MUST BE REPORTED EVERY MONTH

For analysis purposes, certain information must be reported on the Financial Data Sheet every month. On dairy farms these items are:

<u>ITEM</u>	<u>ITEM CODE</u>
Butterfat test	6601
Cows in herd (cows of milking age)	6602
Months of unpaid family labor	6605
Months of unpaid operators labor	6606
Heifers - all ages	6654
Cash Balance	6698

The unpaid family and unpaid operator labor items should be entered as a decimal in tenths. For example, if one-half month of unpaid family labor is charged to the business the volume column should contain .5

On poultry farms the items that must be reported each month are:

<u>ITEM</u>	<u>ITEM CODE</u>
Layers on hand	6603
Months of unpaid family labor	6605
Months of unpaid operators labor	6606
Home grown grain fed layers	6608
Home produced eggs	6609
Cash Balance	6698

These and other appropriate items should be reported at the end of the first month, and at the end of each following month. Enter Cash Balance in all farm bank accounts plus any farm petty cash.

For examples for these entries see page 24, lines 8 through 17 of this manual.

SPECIAL NOTES

1. Home grown Grain - Enter pounds used as a Periodic Report.
Note under "What" the enterprise to be charged as on page 24,
line 7.
2. Cows - When cows die or are butchered enter as a Periodic Report giving
identification number or name. (page 24, line 14).
When bought or sold give number or name as on page 28, lines
5 to 7.
3. Heifers - When heifers die, are butchered or freshen, enter as a Periodic
Report. Give identification number or name and age as on page
24 line 16. Heifers born during the month to raise should
be noted as on page 24, line 15. When sold, identify and
give age as on page 28, line 4.
4. Tractors and Trucks - Enter make and model or size when bought or sold.
5. Wheat Loans - Wheat loans and sales should be entered as on page 25,
lines 9 to 11.
6. Farm Purchases - Sample entries on page 25, lines 12 to 17.
7. Labor Advances - Refer to section "Recording Wages Paid".
8. Fertilizer Purchases - Enter analysis and using enterprise under
"Description". For bulk - blend fertilizer enter total pounds
of N, P and K purchased and leave Quantity column blank. Sample
entries on page 27, lines 1 to 4.
9. Lime Purchases - Indicate Field Number and tons applied to each field as
on page 27, lines 5 to 7.
10. Federal Gas Tax Refund - Obtain amount from Federal Income Tax Forms for
last year and enter as farm income. If deducted on personal tax
returns a Drawing Account entry for Personal should be made for
an equal amount. Sample entries on page 27, lines 11 and 12.

COMPUTER CODES

Except for credit and wage accounts use only codes that are listed in the code manual. If there is no detail code for a particular item choose a code description and number that most nearly resembles the item. If this is not possible use detail 98 in the category most nearly classifying the item.

**FARM BUSINESS MANAGEMENT
ELECTRONIC ACCOUNTING PROGRAM**

Cooperative Extension—New York State
Cornell University—Department of Agricultural Economics

*General
Beginning Balances
Periodic Reports*

FARM NUMBER *21-03-689*

NAME *William Johnson*

19 *70*

MONTH *Jan*

ADDRESS *RD 6 Smithtown, NY 12345*

Line No.	Day	DESCRIPTION AND SOURCE		Credit Code	Trans-action Code	Item Code		Enter-prise Code	Quantity		Dollar Amount
		What	Who			Major	Modifier		Volume	Unit	
1	1	Beg Bal	Cash		6 0	66	98				626 82
2	1	Beg Bal	FLB		3 4	55	02				3326 00
3	1	Beg Bal	Soc Sec		3 4	57	00				65 00
4	1	Beg Bal	State Bk		3 4	55	06				300 00
5	1	Beg Bal Est	Apple Coop		3 4	54	07			8000 bu	15000 00
6	1	Beg Bal	Cloverdale		3 4	54	08				210 50
7	1	Ret Earn Crd	Ap Coop		3 4	54	02				3525 00
8	31	BF Test	---		6 0	66	01				---
9	31	Cash Bal	---		6 0	66	98				542 50
10	31	Cows in herd	---		6 5	66	02			65	No
11	31	Heifers all ages	---		6 5	66	54			42	No
12	31	Unpaid Labor	family		6 0	66	05			0.3	Mo
13	31	Unpaid Labor	operator		6 0	66	06			1	Mo
14	31	Cow died	101		6 5	66	96			1	No
15	31	Born & Raised	---		6 5	66	97			3	No
16	31	Fresh	122, 125, 119-25 Mo		6 5	66	97			3	No
17	31	Eat Corn	276 H Grn		6 5	66	11			2000	lbs

-----Maximum of 22 characters and spaces-----

General
Credit Transactions
Capital Purchases

FARM BUSINESS MANAGEMENT
ELECTRONIC ACCOUNTING PROGRAM

Cooperative Extension--New York State
Cornell University--Department of Agricultural Economics

PAGE NO.

NAME *William Johnson* FARM NUMBER *21-03-689*
ADDRESS *R D 6 Smithtown, N.Y. 12345* MONTH *Any* 19..

Line No.	Day	DESCRIPTION AND SOURCE		Credit Code	Trans-action Code		Item Code		Enter-prise Code	Quantity		Dollar Amount
		What	Who		Major	Modifier	Category	Detail		Volume	Unit	
1	2	Mtg Paymt	FLB		3	3	55	02				225 00
2	2	Note Paid	State Bk		3	3	55	06				300 00
3	2	Interest	State Bk		2	1	49	00	838			4 50
4	20	Loan	State Bk		3	4	55	06				5000 00
5	20	Tractor (Identify)	Decker		2	2	27	00	111			5000 00
6	14	69 Eggs (last years)	Cloverdale		3	3	54	06				210 50
7	16	Eggs	Cloverdale		1	1	01	00	278		150 doz	60 00
8	28	Combining	Bowers		2	1	23	00	315	2	20 Ac	160 00
9	30	Loan on wheat	ASCS		3	4	55	04				1200 00
10	4	Wheat Sold	Smith		1	1	21	33	315	3	960 bu	1296 00
11	4	Repaid Wheat Loan	ASCS		3	3	55	04				1200 00
12	16	Farm Purch	Green		2	2	25	00	802		245 Ac	45000 00
13	16	Loan	FLB		3	4	55	02				48000 00
14	16	Stock	FLB		3	4	54	05			480 Sh	2400 00
15	16	RE Tax Adj	Tax Col		2	1	51	03	604			576 40
16	16	Fees *	Co Clerk		2	2	25	00	802			24 00
17	16	Fees *	Attng		2	2	25	00	802			480 00

*To be capitalized with the cost of the farm

General
 Labor- advances, wages, S.S.
 draw, cash privileges
 Corrections
 Returned items

**FARM BUSINESS MANAGEMENT
 ELECTRONIC ACCOUNTING PROGRAM**

Cooperative Extension--New York State
 Cornell University--Department of Agricultural Economics

NAME William Johnson FARM NUMBER 21-03-689

ADDRESS R D 6 Smithtown, NY 12345 MONTH May 1970

Line No.	Day	DESCRIPTION AND SOURCE		Credit Code	Trans-action Code		Item Code		Enter-prise Code	Quantity		Dollar Amount
		What	Who		Major	Modifier	Category	Detail		Volume	Unit	
1	9	Adv on Wage	J Jones		2	1	32	01	900			15 00
2	15	Wage	J Jones		2	1	32	01	900		60 hrs	85 00
3	15	Soc Sec Liab	J Jones		3	4	57	01				9 60
4	30	Wages	Me total		2	1	32	00	900		720 hrs	1500 00
5	30	SS Liab	Me total		3	4	57	00				144 00
6	3	SS Dep Total	Bank		3	3	57	00				144 00
7	3	Soc Sec Em Shr	Bank		2	1	33	01				72 00
8	15	Draw	Dad		3	4	60	01				200 00
9	15	Draw	W Johnson		3	4	60	02				200 00
10		Draw	Personal		3	4	60	03				350 00
11	18	Fuel Oil (personal)	Spaulding		5	1	64	15	835		179 gal	30 43
12	18	Fuel Oil (employee)	Spaulding		2	1	33	06	679		150 gal	25 50
13	18	Fuel Oil (dad)	Spaulding		3	4	60	01			100 gal	17 00
X 14	3/25	Milk	Pleas Val		1	1	08	03	275		11550 lbs	860 00
15	3/25	Milk	Pleas Val		1	1	08	03	275		21550 lbs	860 00
16	4	Seed	Hamil Mill		2	1	43	09	315		40 bu	124 00
X 29		Ret Seed	Hamil Mill		2	1	43	09	315		5 bu	15 50

General
Fertilizer
Lime
Spray Materials
Refunds
Non-farm

**FARM BUSINESS MANAGEMENT
ELECTRONIC ACCOUNTING PROGRAM**

Cooperative Extension—New York State
Cornell University—Department of Agricultural Economics

PAGE NO.

NAME William Johnson FARM NUMBER 21-03-689
 ADDRESS R D 6 Smithtown, N. Y. 11785 MONTH Aug 19

Line No.	Day	DESCRIPTION AND SOURCE		Credit Code	Trans-action Code		Item Code		Enter-prise Code	Quantity		Dollar Amount
		What	Who		Major	Modifier	Category	Detail		Volume	Unit	
1	4	10-20-20 to 405	Cshmn		2	1	42	03	613	8000	lbs	313 62
2	4	10-20-20 to 312	Cshmn		2	1	42	04	613	12000	lbs	470 40
3	5	Lig Nit to 312	Cushman		2	1	42	04	613	660	lbs	66 00
4	5	1980-2305-1600 to 312	(bulk blend)		2	1	42	04	613			533 05
5	8	Lime Fld 18	Hamil Mill		2	1	42	01	614	8	tons	64 24
6	8	Lime Fld 14	Hamil Mill		2	1	42	02	614	10	tons	80 30
7	13	Lime Cost Share	ASCS		1	1	52	51	830			63 00
8	17	Attrex to 312	Hamil		2	1	44	02	611	24	lbs	56 40
9	17	Seven to 500	Hamil		2	1	44	01	611	100	lbs	95 00
10	25	Gas Tax Ref	State		1	1	52	23	609			178 50
11	14	Gas tax Ref	Fed		1	1	52	33	609			112 25
12	14	Draw	Personal		3	4	60	03				112 25
13	26	Patr Ref	Hamil Mill		1	1	52	33	605			219 20
14	26	Auto Ins Ref	Nation		1	1	52	33	145			21 00
15	16	Groceries	Store		5	1	64	10	835			42 65
16	17	Doctor	Evans		5	1	63	04	835			15 00
17	24	Salary	School		4	1	62	00	835			226 35

**FARM BUSINESS MANAGEMENT
ELECTRONIC ACCOUNTING PROGRAM**

Cooperative Extension—New York State
Cornell University—Department of Agricultural Economics

Dairy
Feed and Supplies
Cows purchased and sold
Milk check
Improvements
Repairs

NAME *William Johnson* FARM NUMBER *21-03-689*
ADDRESS *R D 6 Smithtown, NY 12345* MONTH *Any* 19.....

Line No.	Day	DESCRIPTION AND SOURCE		Credit Code	Transaction Code		Item Code		Enter-prise Code	Quantity		Dollar Amount
		What	Who		Major	Modifier	Category	Detail		Volume	Unit	
1	2	Feed	Hamil Mill		2	1	34	04	275	12540	lbs	460 33
2	2	Filters and Soap	Hamil		2	1	36	00	275			22 50
3	2	Milk Replacer	Hamil		2	1	34	19	276			10 80
4	2	# 151 sold 10 mo	Empire		1	1	08	02	276	1	No	150 00
5	4	Cow sold # 121	Empire		1	2	06	04	275	1	No	217 20
6	4	Cow sold # 97	Empire		1	2	06	02	275	1	No	243 51
7	6	Bot # 142, 143	Brown		2	2	06	05	275	2	No	650 00
8	10	Milk	Pleas Val		1	1	03	00	275	11550	lbs	860 00
9	25	Milk	Pleas Val		1	1	03	00	275	23450	lbs	1435 00
10	25	Hauling	Pleas Val		2	1	39	05	275			90 00
11	25	ADA	Pleas Val		2	1	52	02	275			13 50
12	25	Chlorine	Pleas Val		2	1	36	00	275			4 95
13	25	Hesp Ins	Pleas Val		5	1	63	07	835			23 05
14	25	Cert of Ind	Pleas Val		3	4	54	04				30 00
15	27	Feed, Grind, Mix	Hamil		2	1	34	04	276	1780	lbs	96 40
16	29	Roof Painted	Tepper		2	2	25	00	680			1050 00
17	29	White wash	Relico		2	1	47	00	680			35 00

Fruit and Vegetable Receipts for last year's Crop
Deductions
Piecework
Advances
Resales
Retained Earnings

**FARM BUSINESS MANAGEMENT
 ELECTRONIC ACCOUNTING PROGRAM**

Cooperative Extension—New York State
 Cornell University—Department of Agricultural Economics

PAGE NO.

NAME *William Johnson* FARM NUMBER *81-03-689*
 ADDRESS *R D 6 Smithtown, N Y 12345* MONTH *Any* 19 *19*

Line No.	Day	DESCRIPTION AND SOURCE		Credit Code	Transaction Code		Item Code		Enter-prise Code	Quantity		Dollar Amount
		What	Who		Major	Modifier	Category	Detail		Volume	Unit	
1	10	Advance *	Ap Coop		1	1	17	23	500	5		5000 00
2	11	Apples - Stg *	Super Mkt		1	1	17	22	500	5	bu	400 00
3	3	Final Receipt *	Ap Coop		1	1	17	23	500	5		12 65 23
4	3	tot Ap Sales *	Ap Coop		6	0	66	98			lbs	
5	3	Commissions *	Ap Coop		2	1	52	06	500	5		300 00
6	10	Trim pc wk *	Mo Total		2	1	32	00	500	4	hrs	180 00
7	10	SS Liab *	Several		3	4	57	00				17 28
8	13	Pick pc wk *	Mo total		2	1	32	00	500	2	hrs	375 00
9	13	SS Liab	Several		3	4	57	00				36 00
10	15	Apple pc wk	Crew		2	1	32	00	926		hrs	375 00
11	15	SS Liab	crew		3	4	57	00				36 00
12	25	Advance	Ap Coop		2	1	17	23	500	3		4000 00
13	7	Apple-Resale *	Moore		2	1	24	01	500	3	bu	40 00
14	12	Ret earn csh *	Ap Coop		1	1	17	23	500	5		2500 00
15	12	Ret earn crt	Ap Coop		3	4	54	02				2000 00
16	30	69 Soc Sec	Bank		3	3	57	00				65 00
17	30	Soc Sec Em Shr	Bank		2	1	33	01				32 50

* For last year's crop
 ** For next year's crop
 All other entries are for this year's crop

TRANSACTION CODE

<u>MAJOR</u>		<u>MODIFIER</u>														
<u>Code</u> - <u>Description</u>		<u>Code</u> - <u>Description</u>														
1 - Farm Income	> use only <	1 - Non-capital* (operating)														
2 - Farm Expense		2 - Capital*														
3 - Credit Account Transactions	> use only < with either	3 - Paym. on (A/P) or Reduc. of (A/R) Credit Account.														
		4 - Charge to (A/P) or Inc. of (A/R) Credit Account.														
<table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-right: 1px solid black; padding-right: 10px;"> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center; border-bottom: 1px solid black;">Accounts Receivable</th> </tr> <tr> <td style="text-align: center; border-right: 1px solid black;">debits (disbursements)</td> <td style="text-align: center;">credits (receipts)</td> </tr> <tr> <td style="text-align: center; border-right: 1px solid black;">Codes - 3-4</td> <td style="text-align: center;">3-3</td> </tr> </table> </td> <td style="width: 50%; padding-left: 10px;"> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center; border-bottom: 1px solid black;">Accounts Payable</th> </tr> <tr> <td style="text-align: center; border-right: 1px solid black;">debits (disbursements)</td> <td style="text-align: center;">credits (receipts)</td> </tr> <tr> <td style="text-align: center; border-right: 1px solid black;">3-3</td> <td style="text-align: center;">3-4</td> </tr> </table> </td> </tr> </table>			<table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center; border-bottom: 1px solid black;">Accounts Receivable</th> </tr> <tr> <td style="text-align: center; border-right: 1px solid black;">debits (disbursements)</td> <td style="text-align: center;">credits (receipts)</td> </tr> <tr> <td style="text-align: center; border-right: 1px solid black;">Codes - 3-4</td> <td style="text-align: center;">3-3</td> </tr> </table>	Accounts Receivable		debits (disbursements)	credits (receipts)	Codes - 3-4	3-3	<table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center; border-bottom: 1px solid black;">Accounts Payable</th> </tr> <tr> <td style="text-align: center; border-right: 1px solid black;">debits (disbursements)</td> <td style="text-align: center;">credits (receipts)</td> </tr> <tr> <td style="text-align: center; border-right: 1px solid black;">3-3</td> <td style="text-align: center;">3-4</td> </tr> </table>	Accounts Payable		debits (disbursements)	credits (receipts)	3-3	3-4
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debits (disbursements)	credits (receipts)															
Codes - 3-4	3-3															
Accounts Payable																
debits (disbursements)	credits (receipts)															
3-3	3-4															
4 - Non-farm Income	> use only <	0 - Unclassified														
5 - Family Expense		1 - Non-capital 2 - Capital														
6 - Reports	—— use only < with either	0 - Unclassified 5 - Inventoried 6 - Production 7 - Loss														

Office Use Only -
 7 - Intra-Farm Income
 8 - Intra Farm Expense

* In general, the decision of whether or not to classify an item as capital or non-capital depends on the expected length of life and the dollar cost of the item. Items that will appear on the income tax depreciation schedule or Schedule "D" are classified as capital.

OPERATION CODES

- 1 - Growing Costs
- 2 - Harvesting Costs
- 3 - Selling and/or Storing Costs
- 4 - Next Year's Crop Costs
- 5 - Expenses and Receipts for Last Year's Crops

ALPHABETICAL ITEM CODE INDEX
TO
CATEGORY- DETAIL CODES

ITEM	SAMPLE ENTRIES: Page-Line	CATEGORY	DETAIL
Accounts Payable	(25-1, 2, 4, 9, 11, 13)	55	*
Receivable	(25-6, 14; 28-14; 29-15)	54	*
Advertising	(28-11)	52	02
Antifreeze		46	98
Barbed Wire		47	00
Bedding		39	01
Bee Income		52	03
Breeding Fees and Supplies		37	00
Broilers		12	00
Calves, bob		09	00
Certificates, Grape	(similar to: 29-14, 15)	17	27
Certificates of Indebtedness	(28-14)	54	*
Chicks		11	00
Commissions	(29-5)	52	06
Containers		44	07
Crops, Purch. for Resale	(29-13)	24	00
Crops Sales - Flower		20	00
Fruit	(29-2, 13)	17	*
Not fruit or veg.	(25-10)	21	*
Vegetable		19	*
Custom Work	(25-8)	23	00
Dairy Bulls		07	*
Cows	(28-5, 6, 7)	06	*
Feed Purchased	(28-1, 3, 15)	34	04
Heifers	(28-4)	08	*
Supplies	(28-2)	36	*
DHIC		39	04
Diesel Fuel		46	02
Discounts		52	33
Drawing Accounts	(26-8, 9, 10, 13)	60	*
Eggs	(25-7)	01	00
Electricity - Farm and Home		51	02
- for employees		33	07
Equipment Purchases and Sales - Field (25-5)		27	00
- Not Field		28	00
Equipment Repairs		45	04
Family Expenses - Not Tax Deductible. (26-11; 27-15)		64	*
- Tax Deductible. (27-16)		63	*
Farm and Home Expenses		51	*
Feed - Concentrate (28-1, 3, 15)		34	*
- Non-Concentrate		35	*
Fertilizer (27-1, 2, 3, 4)		42	*
Field Crops		21	*
Flower Crops		20	00
Fruit Crops		17	*
Fuel for employee's house (26-12)		33	06

* See Numerical Index for detail.

<u>ITEM</u>	<u>SAMPLE ENTRIES: Page-Line</u>	<u>CATEGORY - DETAIL</u>
Gasoline		46 03
Government Payments (27-7)		52 51
Grease		46 98
Hay		21 or 35 *
Hens		10 00
High Moisture Corn Purchased		34 *
Income - Non-Farm (27-17)		62 00
Inspection and Certification		43 03
Insurance - Employee health, etc.		33 02
- Fire, Liability, Workmen's Comp.		52 18
- Vehicle		45 09
Interest Paid on A/P (25-3)		49 00
Received on A/R		48 00
Kerosene		46 *
Labor Camp Expense		33 08
Labor - Non-Wage		33 *
License - Vehicle		45 03
Lime (27-5, 6, 7)		42 *
Livestock - Feed (28-1, 3, 15)		34 *
- Misc. Expense		39 *
- Lambs, Pigs, Beef - Purchased, Sold		14 *
Medicine, stock		38 *
Milk Hauling (28-10)		39 05
Products - Other		05 00
Replacer (28-3)		34 19
Retail		04 00
Wholesale (28-8, 9)		03 00
Miscellaneous Farm Income and Expenses		52 *
Mousebait		44 98
Non-Farm Income (27-17)		62 00
Oil		46 98
Oyster shells and grit		34 22
Pasture		35 02
Pension Plan Payments		33 or 63 *
Periodic Reports (24-8 to 17)		66 *
Plants		43 *
Poultry Feed		34 11
Supplies		40 *
Pullets		13 00
Real Estate - Purchase, Sale, Improvements (25-12 to 17; 28-16)		25 *
- Repairs (28-17)		47 *
Refunds (27-10 to 14)		52 33
Registration		39 07
Rental - Equipment		45 08
- Land		52 34
Repairs - Equipment		45 *
- Real Estate (28-17)		47 *
- Tractor		45 04
Resale Items (29-13)		24 00
Retained Earnings - Total value (29-14)		17 or 19 *
- Certificate (29-15)		54 *

* See Numerical Index for detail.

<u>ITEM</u>	<u>SAMPLE ENTRIES: Page-Line</u>	<u>CATEGORY - DETAIL</u>
Seeds	(26-16)	43 *
Silage	21 or 35 *
Social Security - Liability (withheld)	(26-3, 5)	57 *
- Paid or Deposited	(26-6, 7)	33 01
Spray and Dust Material - Cash Crops	(27-9)	44 01
- Feed Crops	(27-8)	44 02
Stock - PCA, FLB, etc.	(25-14)	54 *
Storage Expenses	44 13
Straw	21 29
Taxes - Real Estate	(25-15)	51 03
Telephone	51 01
Ties	44 98
Tile, Field - Repairs	47 00
- Improvements	25 00
Tractor - Purchase, sale	(25-5)	27 00
- Repair	45 04
Trees	43 09
Twine and Wire	44 98
Vegetable Crops	19 *
Veterinary and Medicine	38 *
Wages	(26-1 to 5; 29-6 to 11)	32 *

* See Numerical Index for detail.

NUMERICAL ITEM CODE INDEX
TO
CATEGORY-DETAIL CODES

<u>VOLUME UNIT</u>	<u>CATEGORY</u>	<u>ITEM</u>	<u>DETAIL</u>
DOZ	01	EGGS, all sizes	00
LBS	03	MILK, wholesale	00
QTS	04	MILK, retail	00
	05	OTHER MILK PRODUCTS	00
	06	DAIRY COWS	
	07	BULIS	
	08	HEIFERS - <u>indicate age in months</u>	
NO		SALES - Raised for sale	01
NO		Raised for breeding or dairy	02
NO		Purchased for resale	03
		Purchased for breeding or dairy -	
NO		- owned less than 1 year	04
NO		- owned over 1 year	05
NO		PURCHASES - For resale	03
NO		For breeding or dairy	05
NO	09	CALVES, bob	00
NO	10	HENS, laying	00
NO	11	CHICKS, Pullet	00
NO	12	BROILERS	00
NO	13	PULLETS	00
	14	OTHER LIVESTOCK	
NO		LAMBS, Feeder	11
NO		LAMBS, Purch. for Resale	16
NO		PIGS, Feeder	17
NO		PIGS, Purch. for Resale	21
NO		BEEF, Feeder Steers Raised	06
NO		Feeder Steers Purch. for Resale	31
		OTHER LIVESTOCK	98

<u>VOLUME</u> <u>UNIT*</u>	<u>CATEGORY</u>	<u>ITEM</u>	<u>DETAIL</u>
	17	CROPS FRUIT	
BU or LBS		APPLES, All Grades	01
BU		Fresh Market	22
LBS		Processing	23
LBS		Juice	07
LBS		BLUEBERRIES	12
LBS		CHEERRIES, SWEET	13
LBS		SOUR	14
BU or LBS		PEACHES	16
BU or LBS		PEARS	17
BU or LBS		PLUMS	18
QTS		RASPBERRIES	19
QTS		STRAWBERRIES	20
		CURRENTS	21
TONS		GRAPES, This year	24
**		Last year	25
**		2 years ago	26
**		GRAPE CERTIFICATES	27
TONS		GRAPES, OTHER	31
BU		PRUNES	34
		OTHER FRUIT	98
	19	CROPS, VEGETABLES	
LBS		SNAP BEANS	02
LBS		DRY BEANS	03
LBS		BEEETS, Table	07
		BROCCOLI	09
LBS		CABBAGE	10
LBS		CARROTS	11
		CAULIFLOWER	12
LBS		SWEET CORN	13
LBS		CUCUMBERS	15
		LETTUCE	17
CWT		ONIONS	18
LBS		PEAS	21
CWT		POTATOES, Table stock	23
CWT		Processing	24
CWT		Seed	25
LBS		TOMATOES	31
		OTHER VEGETABLES	98
	20	CROPS, FLOWERS	00

* Always use the same unit for similar entries
 ** Volume is already reported under "GRAPES, This year"
 Do not duplicate.

<u>VOLUME</u>	<u>UNIT</u>	<u>CATEGORY</u>	<u>ITEM</u>	<u>DETAIL</u>
		21	CROPS, NOT FRUIT OR VEGETABLE	
			CORN GRAIN	
LBS			Shelled	05
LBS			Ear	50
LBS			High Moisture Shelled	51
LBS			High Moisture Ear	52
TONS			CORN SILAGE	06
TONS			HAY CROP SILAGE	09
TONS			HAY	11
			HONEY	12
LBS			OATS	18
LBS			RYE	26
TONS			STRAW	29
LBS			WHEAT	33
LBS			SUGAR BEETS	45
LBS			BARLEY	53
			OTHER CROPS NOT FRUIT OR VEGETABLE	98
		23	CUSTOM WORK	00
		24	RESALE ITEMS	
BU			Apples	01
DOZ			Eggs, table	07
			Other	98
		25	REAL ESTATE - CAPITAL ITEMS	
			Purchases, Sales, Improvements	00
			(for repairs use Category 47)	
		27	EQUIPMENT - FIELD	
			Capital Purchases or Sales	
			including tractors	00
			(for repairs use Category 45)	
		28	EQUIPMENT - NOT FIELD	
			Capital Purchases or Sales including	
			Small Tools to be Inventoried	00
			(for repairs use Category 45)	
HOURS		32	WAGES	00
			Wages, Regular Full Time	01-25*
			Wages, Hourly Part Time	26-98*

* See pages 41 and 42 for detail.

<u>VOLUME</u> <u>UNIT</u>	<u>CATEGORY</u>	<u>ITEM</u>	<u>DETAIL</u>
	33	LABOR, NON-WAGE (employees only)	
		Soc. Sec. paid or deposited	01
		Insurance for employees	02
		Fuel for employee's house	06
		Electricity for employee's house	07
		Labor Camp expense	08
		Pension Plan Payments	81-97*
		OTHER LABOR, NON-WAGE	98
	34	FEED-CONCENTRATE	
LBS		DAIRY - include minerals, salt grinding, purchased dry corn, oats, etc.	04
LBS		POULTRY - include minerals, grinding . .	11
LBS		MILK REPLACER	19
LBS		Oyster shells and grit	22
LBS		HOG	25
LBS		BEEF	29
LBS		Purchased high moisture - shelled corn	32
LBS		ear corn	33
		OTHER FEED CONCENTRATE	98
	35	FEED - NON-CONCENTRATE	
TONS		HAY	01
TONS		PASTURE	02
TONS		SILAGE	03
		OTHER ROUGHAGE	98
	36	DAIRY SUPPLIES (include milk house supplies and fuel, fly spray, calcite, etc.)	00
	37	BREEDING FEES AND SUPPLIES	00
	38	VETERINARY AND MEDICINE	
		Dairy	01
		Poultry	02
		OTHER VETERINARY AND MEDICINE	98

*See page 43 for detail.

<u>VOLUME</u> <u>UNIT</u>	<u>CATEGORY</u>	<u>ITEM</u>	<u>DETAIL</u>
	39	OTHER LIVESTOCK EXPENSES	
TONS		BEDDING	01
		DHIC	04
		MILK HAULING	05
NO		REGISTRATION	07
		OTHER LIVESTOCK EXPENSES	98
	40	POULTRY SUPPLIES	
		EGG CASES AND CARTONS	02
		LITTER	05
		OTHER POULTRY EXPENSES	98
	42	LIME AND FERTILIZER	
TONS		LIME FOR CASH CROPS	01
TONS		LIME FOR FEED CROPS	02
LBS		FERTILIZER FOR CASH CROPS	03
LBS		FERTILIZER FOR FEED CROPS (use analysis for description)	04
	43	SEEDS AND PLANTS	
		SEEDS FOR FEED CROPS - incl. treatment	02
		INSPECTION AND CERTIFICATION	03
		OTHER SEED, PLANTS, TREES	98
	44	SPRAY AND OTHER CROP EXPENSES	
		SPRAY, DUST - Cash Crops	01
		SPRAY, DUST - Feed Crops	02
		CONTAINERS	07
		STORAGE EXPENSES	13
		OTHER CROP SUPPLIES - include twine, wire, ties, bees, mousebait	98
	45	EQUIPMENT EXPENSES	
		LICENSE - vehicle	03
		REPAIRS - include tractor repairs and small tools <u>not depreciated</u>	04
		DEPRECIATED SMALL TOOLS - use with Enterprise 180 only	05
		EQUIPMENT RENTAL	08
		INSURANCE - vehicle	09

<u>VOLUME</u> <u>UNIT</u>	<u>CATEGORY</u>	<u>ITEM</u>	<u>DETAIL</u>
	46	GAS, OIL AND GREASE	
GAL		DIESEL FUEL	02
GAL		GASOLINE	03
GAL		KEROSENE - not house fuel	06
		Operator house fuel - use Cat. 64	
		Employee house fuel - use Cat. 33	
		OIL, GREASE, ANTIFREEZE	98
	47	REAL ESTATE REPAIRS	00
		(for improvements use Category 25)	
		Include barbed wire, posts, drain tile, elect. plumbing, heating materials	
	48	INTEREST RECEIVED - farm A/R	00
		(for non-farm interest use Cat. 62)	
	49	INTEREST PAID - farm A/P	00
		(for non-farm interest use Cat. 63)	
	51	FARM AND HOME EXPENSES	
		TELEPHONE	01
		ELECTRICITY	02
		TAXES - real estate	03
	52	MISCELLANEOUS ITEMS	
		ADVERTISING	02
		BEE INCOME	03
		COMMISSIONS	06
		INSURANCE - fire, liability, crop workmen's comp.	18
		(for <u>employee health ins.</u> , etc. use Cat. 33)	
		MISC. FARM INCOME - refunds	33
		discounts, etc.	
		LAND RENTAL	34
		GOVERNMENT PAYMENTS	51
		MISC. FARM EXPENSES - dues, fees, office supplies, service charges, gravel, etc.	98
	54	ACCOUNTS RECEIVABLE	01--98*
	55	ACCOUNTS PAYABLE	01--98*
	57	SOCIAL SECURITY LIABILITY	01--98*
		(enter both parts)	

* See pages 41, 42, 44 to 47 for detail.

<u>VOLUME</u> <u>UNIT</u>	<u>CATEGORY</u>	<u>ITEM</u>	<u>DETAIL</u>
	60	DRAWING ACCOUNTS	01--98*
	62	NON-FARM INCOME	00
	63	FAMILY EXPENSE - Tax Deductible	
		CONTRIBUTIONS, GIFTS	01
		INTEREST - non-farm	02
		MEDICINE AND DRUGS	03
		MEDICAL AND DENTAL	04
		TAXES - non-farm	05
		HEALTH INSURANCE - non-farm	07
		OTHER	98
	64	FAMILY EXPENSES - Not Tax Deductible	
		CLOTHING	05
		EDUCATION	09
		FOOD	10
		HOME FURNISHINGS	12
		HOME IMPROVEMENTS - CAPITAL	14
		HOUSEHOLD OPERATION - repair, fuel oil, etc.	15
		INSURANCE	16
		NON-FARM INVESTMENTS	17
		OTHER	98
	66	PERIODIC REPORTS	
PC		BUTTERFAT TEST	01
NO		COWS IN HERD	02
NO		LAYERS ON HAND	03
NO		MORTALITY - LAYERS	04
MOS		UNPAID LABOR - family & other	05
MOS	 - operator	06
LBS		HOMEGROWN GRAIN FED - LAYERS	08
DOZ		HOME PRODUCED EGGS	09
LBS		HOMEGROWN GRAIN FED - Dairy	11
		(indicate whether shelled or ear corn, oats, etc.)	
NO		HEIFERS - All ages	54
NO		COWS DIED or EATEN	96
NO		HEIFER CHANGES - note heifers	97
		born and raised and those that freshened, died or were butchered during the month. <u>Indicate age of</u> <u>each in months.</u>	
		OTHER REPORTS - including Cash Balance	98

* See page 48 for detail.

ITEM CODE NUMBERS AVAILABLE
FOR EMPLOYEE WAGES

REGULAR LABOR - full time		HOURLY or OTHER LABOR	
Item Code	Name	Item Code	Name
3201		3226	
3202		3227	
3203		3228	
3204		3229	
3205		3230	
3206		3231	
3207		3232	
3208		3233	
3209		3234	
3210		3235	
3211		3236	
3212		3237	
3213		3238	
3214		3239	
3215		3240	
3216		3241	
3217		3242	
3218		3243	
3219		3244	
3220		3245	
3221		3246	
3222		3247	
3223		3248	
3224		3249	
3225			

Notes: For Social Security withheld use Category Code 57
 Always use the same Detail Code for Wages and Social Security.
 For Pension Plan Payments use Category Code 33, Detail 81-97. See page 43.

ITEM CODE NUMBERS AVAILABLE
FOR EMPLOYEES WAGES

HOURLY OR OTHER LABOR			
Item Code	Name	Item Code	Name
3250		3276	
3251		3277	
3252		3278	
3253		3279	
3254		3280	
3255		3281	
3256		3282	
3257		3283	
3258		3284	
3259		3285	
3260		3286	
3261		3287	
3262		3288	
3263		3289	
3264		3290	
3265		3291	
3266		3292	
3267		3293	
3268		3294	
3269		3295	
3270		3296	
3271		3297	
3272		3298	
3273			
3274			
3275			

ITEM CODE AVAILABLE
FOR PENSION PLAN PAYMENTS

Item Code	Name
3381	
3382	
3383	
3384	
3385	
3386	
3387	
3388	
3389	
3390	
3391	
3392	
3393	
3394	
3395	
3396	
3397	

CODE NUMBERS AVAILABLE FOR
CREDIT ACCOUNTS

ACCOUNTS RECEIVABLE			
Item and Credit Code	Name of Account	Item and Credit Code	Name of Account
5401	Grape Certificates	5426	
5402	Retained Earnings -- Fruit	5427	
5403	Retained Earnings - Vegetable	5428	
5404	Certificates of Indebtedness	5429	
5405	FLB Stock	5430	
5406	PCA Stock	5431	
5407		5432	
5408		5433	
5409		5434	
5410		5435	
5411		5436	
5412		5437	
5413		5438	
5414		5439	
5415		5440	
5416		5441	
5417		5442	
5418		5443	
5419		5444	
5420		5445	
5421		5446	
5422		5447	
5423		5448	
5424		5449	
5425			

CODE NUMBERS AVAILABLE FOR
CREDIT ACCOUNTS

ACCOUNTS RECEIVABLE			
Item and Credit Code	Name of Account	Item and Credit Code	Name of Account
5450		5476	
5451		5477	
5452		5478	
5453		5479	
5454		5480	
5455		5481	
5456		5482	
5457		5483	
5458		5484	
5459		5485	
5460		5486	
5461		5487	
5462		5488	
5463		5489	
5464		5490	
5465		5491	
5466		5492	
5467		5493	
5468		5494	
5469		5495	
5470		5496	
5471		5497	
5472		5498	
5473			
5474			
5475			

CODE NUMBERS AVAILABLE FOR
CREDIT ACCOUNTS

ACCOUNTS PAYABLE			
Item and Credit Code	Name of Account	Item and Credit Code	Name of Account
5501	Production Credit Assoc.	5526	
5502	Federal Land Bank	5527	
5503	Farmers Home Admin.	5528	
5504	ASCS (gov't loans)	5529	
5505		5530	
5506		5531	
5507		5532	
5508		5533	
5509		5534	
5510		5535	
5511		5536	
5512		5537	
5513		5538	
5514		5539	
5515		5540	
5516		5541	
5517		5542	
5518		5543	
5519		5544	
5520		5545	
5521		5546	
5522		5547	
5523		5548	
5524		5549	
5525			

CODE NUMBERS AVAILABLE FOR
CREDIT ACCOUNTS

ACCOUNTS PAYABLE			
Item and Credit Code	Name of Account	Item and Credit Code	Name of Account
5550		5576	
5551		5577	
5552		5578	
5553		5579	
5554		5580	
5555		5581	
5556		5582	
5557		5583	
5558		5584	
5559		5585	
5560		5586	
5561		5587	
5562		5588	
5563		5589	
5564		5590	
5565		5591	
5566		5592	
5567		5593	
5568		5594	
5569		5595	
5570		5596	
5571		5597	
5572		5598	
5573			
5574			
5575			

ITEM CODE AVAILABLE FOR
DRAWING ACCOUNTS

Item Code	Name
6001	
6002	
6003	
6004	
6005	
6006	
6007	
6008	
6009	
6010	
6011	
6012	
6013	
6014	
6015	