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### **QuickBooks, Excel Seminars Help Producers Improve Financial Skills**

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LUBBOCK – Farmers and ranchers who want to improve their financial records and record keeping skills should plan to attend two upcoming software seminars, said a Texas Cooperative Extension economist.

Each seminar includes two classroom sessions. The first, Excel with Agricultural Applications, is set for December 4, 2003, and March 25, 2004. The second seminar, QuickBooks, is slated on December 11, 2003, and January 15, 2004. Both seminars are designed for those with basic computer skills and some general computer experience.

Extension economist Jackie Smith will teach the Excel seminar. The instructor for the QuickBooks seminar is Jay Yates, Extension risk management specialist.

Each seminar will run from 9 a.m. to 4 p.m., at the Texas A&M Research and Extension Center north of Lubbock. The center is located ½-mile east of Interstate Hwy. 27 on FM 1294.

“Excel is a spreadsheet program that enables you to do basic financial planning and budgeting. It is especially useful for agricultural enterprises,” Smith said. “We will provide instructions on how to set up useful spreadsheets with basic formulas, and demonstrate how to use these tools in different operations.

“This seminar is for those with basic computer skills and some general computer experience.”

“QuickBooks is a powerful, user-friendly record keeping program used by many farmers, ranchers and other businesses, Yates noted.”

“We will include a comparison of QuickBooks and QuickBooks Pro, and demonstrate how to use Easy Step Interview to set up a new farm-ranch enterprise on the computer,” Yates said. “We will also demonstrate how to create a chart of accounts and how to use them to generate management reports.

“We will also cover management of loan and asset data for at-a-glance enterprise reports; how to track income and expenses for each enterprise; cash flow management; making payroll and generating financial reports. This seminar is designed for new and novice QuickBooks users.”

Seminar registration costs \$30 per person for each individual seminar. Lunch will be provided for all classes. For more information on these educational seminars, or to register, call Smith or Yates at the Lubbock center at (806) 746-6101; or contact your local county Extension office.

