

User Guide: ONLINE BALANCE SHEETS



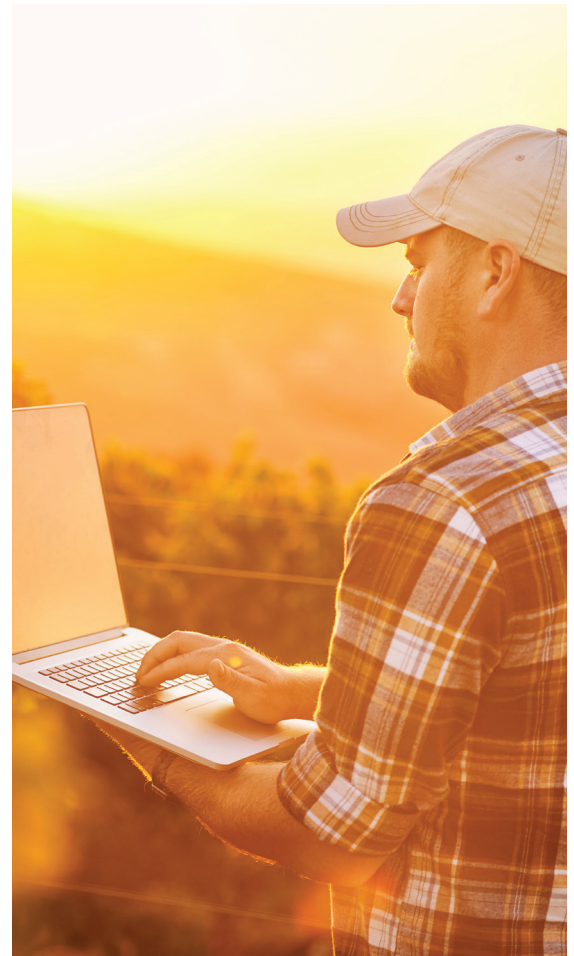
DO MORE IN LESS TIME with our Online Balance Sheet Tool

Compeer Financial® clients have access to our interactive balance sheet tool within the MyCompeer client portal. The Online Balance Sheet is user-friendly and easy to understand. Simply input your assets and liabilities line-by-line and the tool will do all the calculating for you. You can submit your balance sheet directly to Compeer, and you can also save it to your computer for other uses.



A few notes before you get started:

- **Third Party Access.** You can give a third party (ex: your accountant, co-borrowers, etc.) access to your Online Balance Sheet tool in MyCompeer. Please submit a Third Party Authorization form in MyCompeer (found under 'Tools & Forms') or call us at (844) 426-6733 to complete an authorization form.
- **Saving Progress.** The Online Balance Sheet tool saves your work as you go. If you need to step away, your progress will be saved; you can come back at any time to finish and submit.
- **Best on a Computer.** The Online Balance Sheet tool will work best on a traditional computer or laptop. The tool isn't optimized for small screens and may not work well on your mobile device.
- **Balance Sheet Resources.** Compeer has many resources to help you learn more about balance sheet basics. Be sure to check out our MyLearning tool right within the MyCompeer portal, where you can find interactive, educational content curated exclusively for Compeer clients – including trainings on building balance sheets.



QUESTIONS? CALL (844) 426-6733

Support is available Monday through Friday between 7:30 a.m. and 5:00 p.m. You can also learn more by visiting us at:

[COMPEER.COM/ONLINESERVICES](https://www.compeer.com/onlineservices)

Compeer Financial is a member-owned Farm Credit cooperative that provides financial services, resources and expertise to champion the hopes and dreams of agriculture and rural America.

Get started on the next page >>

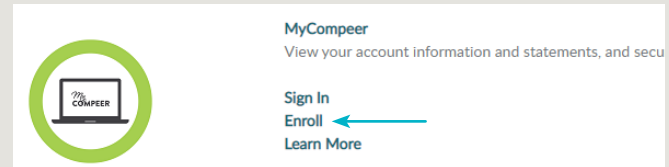


Compeer Financial, ACA is an Equal Credit Opportunity Lender and Equal Opportunity Provider. ©2020 All rights reserved.

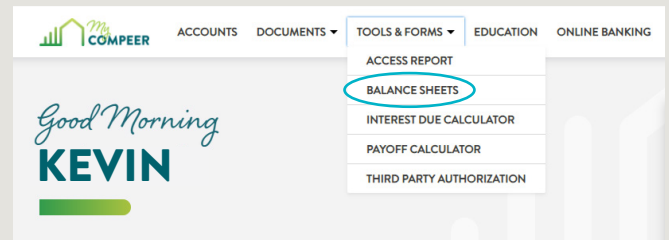
How to create your Online Balance Sheet

1. If you have a MyCompeer account, visit mycompeer.com and log in.

If you don't have a MyCompeer account, visit compeer.com/online-services and click **Enroll** under the MyCompeer section to create your account.



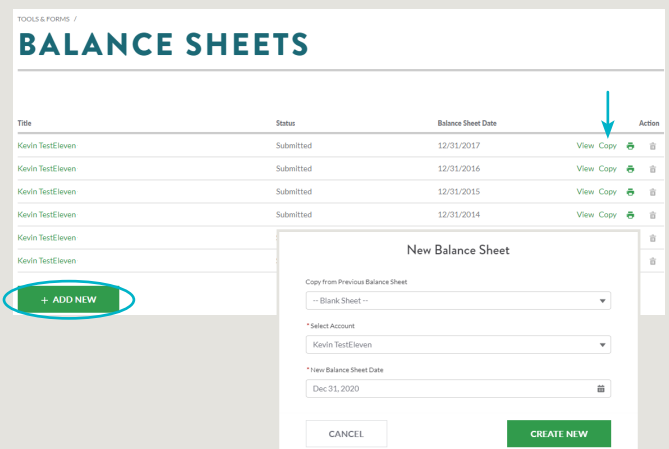
2. In MyCompeer, click **Tools & Forms** and then click **Balance Sheets** to open the tool.



3. If a previously submitted balance sheet is available, you can copy the information to create a new balance sheet. Click **Copy** and all information will automatically appear for you to update.

If an existing balance sheet isn't available, click **Add New**. If you have more than one Compeer account, select the account you want to create the balance sheet for in the drop down.

When entering a new balance sheet date, select the ending date the balance sheet represents (ex: December 31, 2020).

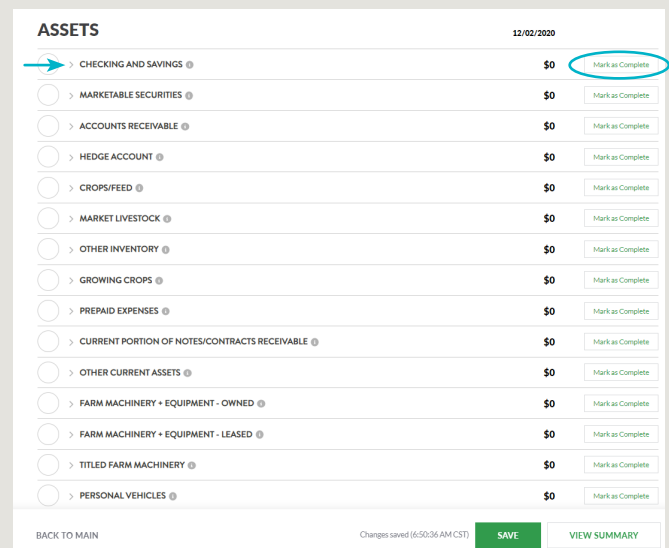


4. Start by entering your assets. The tool will display common assets. Click the > symbol next to the line you want to complete and enter your information.

You can add lines in the dropdown if you have multiple accounts for the asset. For example, you can enter a line for each separate checking account in the checking and savings asset line.

Some assets include a built-in calculation tool to make it easier for you. For example, you can calculate livestock on a per head or per pound basis.

After you've completed an asset section, you may click **Mark as Complete**, if desired.



How to create your Online Balance Sheet (cont'd)

5. Next, enter your liabilities. Similar to assets, the tool displays common liabilities. Click the > symbol next to the line you want to complete and enter your information.

After you've completed a liability section, you may click **Mark as Complete**, if desired.

LIABILITIES		12/02/2020
>	COMPEER OPERATING LOANS	\$0 Mark as Complete
>	OTHER CREDITOR OPERATING LOANS	\$0 Mark as Complete
>	CCC LOANS	\$0 Mark as Complete
>	OTHER CURRENT LIABILITIES	\$0 Mark as Complete
>	ACCOUNTS PAYABLE	\$0 Mark as Complete
>	REAL ESTATE/PROPERTY TAX	\$0 Mark as Complete
>	INCOME & FICA TAXES PAYABLE	\$0 Mark as Complete
>	CREDIT CARD	\$0 Mark as Complete
>	CURRENT MATURITIES - LEASES	\$0 Mark as Complete
>	INTERMEDIATE TERM DEBT - COMPEER	\$0 Mark as Complete
>	INTERMEDIATE TERM DEBT - OTHER	\$0 Mark as Complete
>	LONG TERM DEBT - COMPEER	\$0 Mark as Complete
>	LONG TERM DEBT - OTHER	\$0 Mark as Complete
TOTAL LIABILITIES		12/02/2020 TOTAL \$0

6. After you've entered your assets and liabilities, click **View Summary**.



If you need to make a change, click on the asset or liability line in the summary to make the adjustment.

BALANCE SHEET SUMMARY			
Kevin TestEleven		Balance Sheet Date: 12/31/2020	
CURRENT ASSETS	12/31/2020	CURRENT LIABILITIES	12/31/2020
Checking and Savings	\$0	Compeer Operating	\$0
Marketable Securities	\$0	Other Creditor Operating	\$0
Accounts Receivable	\$0	CCC Loans	\$0
Hedge Account	\$0	Other Current Liabilities	\$0
Crops & Feed	\$0	Accrued Interest	\$0
Market Livestock	\$0	Accounts Payable	\$0
Other Inventory	\$0	Real Estate/Property Tax	\$0
Growing Crops	\$0	Income & FICA Taxes Payable	\$0
Prepaid Expenses	\$0	Credit Card	\$0
Curr. Portion of Notes/Contracts Rec	\$0	Current Maturities - Leases	\$0
Other Current Assets	\$0	Current Maturities - Intermediate Loans	\$0
		Current Maturities - Long Term Loans	\$0
TOTAL CURRENT ASSETS	\$0	TOTAL CURRENT LIABILITIES	\$0
INTERMEDIATE ASSETS	12/31/2020	INTERMEDIATE TERM LIABILITIES	12/31/2020
Farm Machinery - Equipment Owned	\$0	Intermediate Term Debt - Compeer	\$0
Farm Machinery - Equipment Leased	\$0	Intermediate Term Debt - Other	\$0
Titled Farm Machinery	\$0		
Personal Vehicles	\$0		
Breeding Livestock	\$0		
Non Marketable Securities	\$0		
Retirement Accounts	\$0		
CVLI	\$0		
Investments in Other Entities	\$0		
Household Items	\$0		
Notes/Contracts Receivable	\$0		
Other IT Assets	\$0		
FCS Stock	\$0		
TOTAL INTERMEDIATE ASSETS	\$0	TOTAL INTERMEDIATE TERM LIABILITIES	\$0
LONG TERM ASSETS	12/31/2020	LONG TERM LIABILITIES	12/31/2020
Land Value	\$0	Long Term Debt - Compeer	\$0
Production Buildings	\$0	Long Term Debt - Other	\$0
Residence & Other	\$0		

7. When you're ready to finalize your balance sheet, click **Submit** and the document will be submitted to the team at Compeer. *It really is that easy!*

To submit your completed balance sheet to Compeer, please review this section and click **SUBMIT**.

I, (We) hereby certify that the foregoing information together with any accompanying schedules is a true, correct and complete statement of my (our) financial condition as of the date shown above. I (We) consent to any credit investigation necessary to act on or verify the foregoing statements, and acknowledge that I (We) may be asked to supply additional information. It is a federal offense to knowingly make a false statement for the purpose of influencing a credit decision or action.

Provided for information purposes only, without representation or warranty. This is not a commitment to extend or renew credit. The information shown above is based in part upon information provided by you and was calculated using Compeer Financial's proprietary methods and may not necessarily comply with GAAP. You are responsible for making your own business decisions.

I acknowledge that the information is accurate

CANCEL PRINT PAGE **SUBMIT**

8. You can save the file as a PDF for your records. Click the **PRINT PAGE** icon. You can either print it out or you can click the printer dropdown and select "Save as PDF" to save it to your computer.