



Business Manager

Getting Started Guide



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Section 1: Getting Started

This “Quick Start Guide” is designed as an initial getting started guide to the Farmplan Business Manager program to help you through the first stages of using the program. Please take time to look through our Demonstration Data and plan your own set up carefully so that you get the most out of the program and your own information.

For more detailed instruction we have a number of other solutions to help you get the most out of the program.

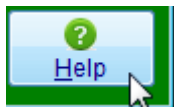
Training

There is no substitute for personalised one-to-one training. We have a number of Farmplan trainers around the country and we can arrange for someone, who is local to you, to visit you for a half or full day at your business. We would recommend that two half day sessions are always more effective than one whole day as learning a new computer program takes a lot of concentration. The ideal solution is one half day session to plan the initial setup and to get you going, followed up with another half day a few weeks later to answer your questions.

If you would prefer you can come to our offices in Ross on Wye, Herefordshire or we can ‘log’ onto your computer remotely and talk you through the training via the phone.

Help Notes

Every screen within the program has a ‘Help’ button at the bottom.



Clicking on this button will take you to detailed instructions of exactly what you should be entering on this screen. For a more detailed view of the whole Help text go to the menu option **Help - Contents**.

Farmplan Support Line – 01594 545022

We have a dedicated customer support line available on **01594 545022**. It is manned from 9am to 5pm, Monday to Friday, by a number of experienced staff who can talk you through any queries that you may have about the program. Please have your customer number to hand before you phone – if you are not sure what it is, go to **Help – About** within the program.

Alternatively, email us with your question and customer number to support@farmplan.co.uk and we will respond as soon as possible. Our email box is checked regularly throughout the working day.

Farmplan Website – www.farmplan.co.uk

Keep an eye on our website for news and answers to frequently asked questions. Click on the 'Online Support Centre' button from the Home Page of the program to be taken directly to the support area. You may be asked to enter your email address and Farmplan customer number.

Farmplan Messages

We will also send you an electronic message via the program or email you if we have any important news that we feel that you should know about urgently – for example new updates to the program or changes in legislation, such as the VAT rate changes, so make sure that our emails are not blocked as spam.

Section 2: Installation Instructions

*Windows™ 7, Windows™ 8 and Windows™ 10

- The option to install the latest version of the program can be found under **Business & accounts** in the Support area of the Farmplan website (www.farmplan.co.uk/support). You will need your customer number.
- Follow the on-screen instructions to '**Download Program Now**'. The exact procedure will vary according to the version of Windows and browser that you use but just follow the instructions on the screen. You will download a file called **setup.exe**, supplied by Reed Business Information (our parent company), which should then be 'Run'.
- If Windows SmartScreen (a warning message) appears to block the installation, click on **More Information** and then **Run Anyway**.
- A black box will appear on your screen during the installation. Ignore it – it will disappear when the installation is complete.
- When the installation is complete you will see a confirmation message. Click on '**OK**'. You can now use the program.

If you have any problems installing the program, please read the document available from the **Download** screen by following the link called '**Having Problems Installing?**' for more details.

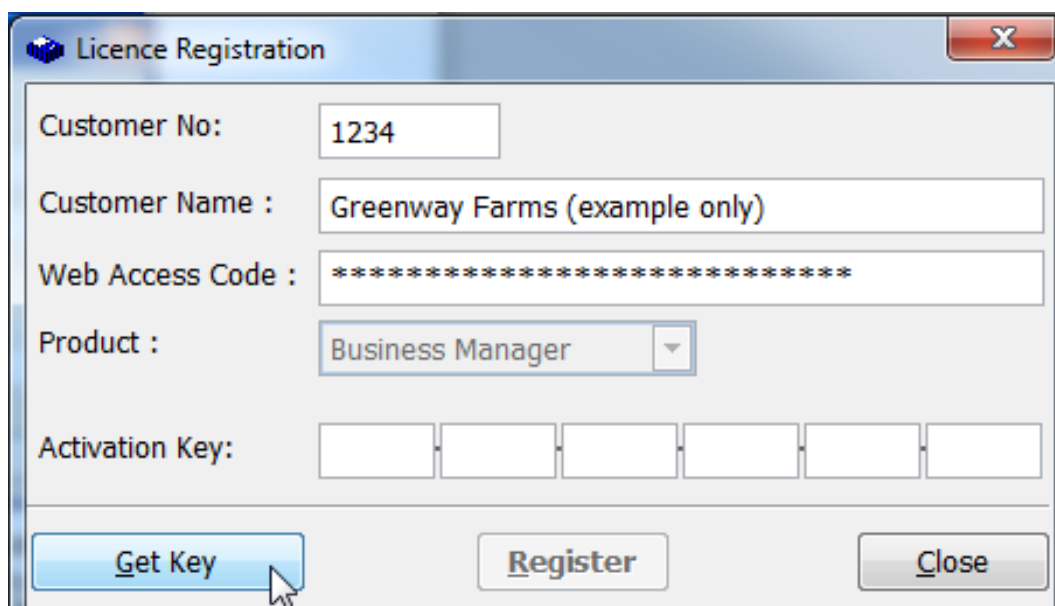
***Please note** – Windows 7 will not be supported by Microsoft from January 2020. Future versions of Business Manager will not install onto Windows 7 machines after this date. Please contact Farmplan to discuss upgrading your PC if this is applicable.

Section 3: Security and Licensing

When you first go into the program, it will say 'Unregistered' at the top of the screen and will be displaying the Farmplan Demonstration Data.

To licence your data via the Internet

Go to the **File Menu – Licence** and enter your details. For example: -



Click on the '**Get Key**' button which will have been activated, to instruct the program to look for your licence details using an internet link. Once the Activation Key has been filled in, click on '**Register**'.

You will get a message saying **Business Manager has been registered successfully** – click OK.

Click **Close** and it will take you back into the program.

IMPORTANT – Please keep the Web Access Code details safe and only give them to authorised users. Any computer licensed with this unique combination of Customer Details will be able to access your Farmplan licence details, messages and any Web backups that you make.

For security reasons, if you lose this Web Access Code or you wish it to be changed for any reason we will supply a replacement via the post only. We will require written authorisation and will only send it to the person named on our records as your business's main contact.

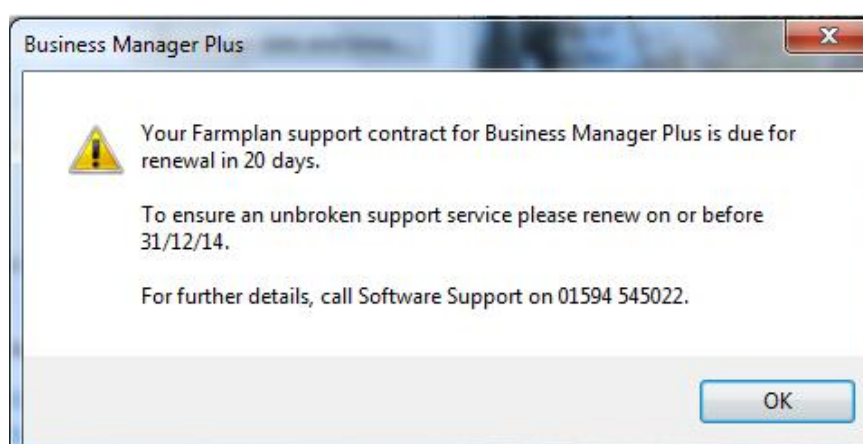
To licence your data manually

If you do not have an internet connection you will need to enter the Activation Key manually.

Enter your Customer Number and Name as above but enter the Activation Key instead of the Web Access Code. If you have not been given the Activation Key details please contact Farmplan on 01594 545022.

Licence Messages

You will receive messages when you start to approach your support contract renewal date, which will be displayed when you go into the program. For example: -



To Renew your Licence

Once your support contract has been renewed, we will send you an electronic message to tell you that your new Activation Key is ready. Go back to the option **File – Licence** and just click on '**Get Key**'. If you do not have an internet access on this computer please contact us a few days after payment and we will give you the new Activation Key to be entered manually.

NB If your support contract has expired and you have not yet entered your updated licence details, **you will still be able to continue to use this version of the program** but you will not be able to load any future updates of Business Manager until it has been re-activated.

The ability to submit VAT via MTD and close VAT periods is only available to users with a current support contract.

Please note that you are NOT eligible for telephone advice or data fixes after this date if your old support contract has expired and has not been renewed.

Section 4: The Home Page

The **Home Page** provides you with easy navigation through the program. From the home page you can click on any of the options from the side bar on the front screen and they will take you to the relevant section.

Greenway Farm Tuesday, 12 February 2019

Latest activity information [Daybook](#)

No:	Type:	Date:	Amount:
18	C/A Receipt	01/04/17	60.00
17	Other Payment	01/04/17	500.00
16	C/A Receipt	01/04/17	0.00
15	C/A Receipt	01/04/17	840.00
14	C/A Receipt	01/04/17	600.00
13	C/A Cheque	01/04/17	0.00
12	C/A Cheque	01/04/17	400.00
11	C/A Cheque	01/04/17	300.00
10	C/A Cheque	01/04/17	200.00
9	C/A Cheque	01/04/17	120.00

Current VAT information [Close VAT](#)

VAT Period name: June 2017
VAT Period end date: 30/06/17
Your VAT submission is overdue

Online Support Centre

Links [Customise](#)

Software Support Phone : 01594 545022
Software Support Email
[LogMeIn](#)
[Help Contents & Index](#)

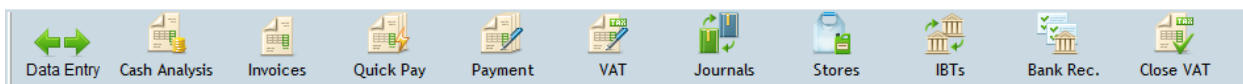
Latest backup information [Backup](#)

Date: 29/01/19 10:12:36 AM
Location: Web Backup - PRIVATE slot 1

Farmplan Message Centre (3) unread messages [Go to the Message Centre](#)

Latest message: Making Tax Digital - Less than 2 months to go... Dated: 06/02/2019

Alternatively use the **Tool Bar**. Click on the arrows to scroll through the options available.



You can also access all options from the **Menus** at the top of the screen.

Before you start setting up your own data we recommend that you spend some time investigating the options available from the **Home Page** using the Farmplan Demonstration data to see how a complete set of data can be interrogated.

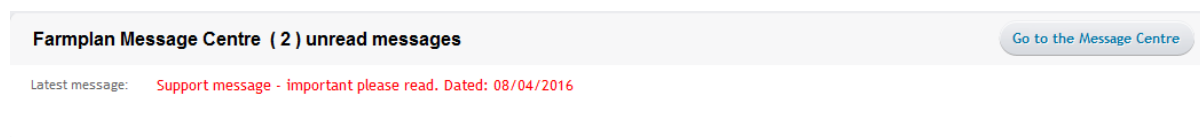
It is important that you take some time to plan the type of information that you wish to get out of the program relating to your own business, as this will affect how you set up your coding structure.

The exact options available through the **Home Page** will depend on the level of operation of the program.

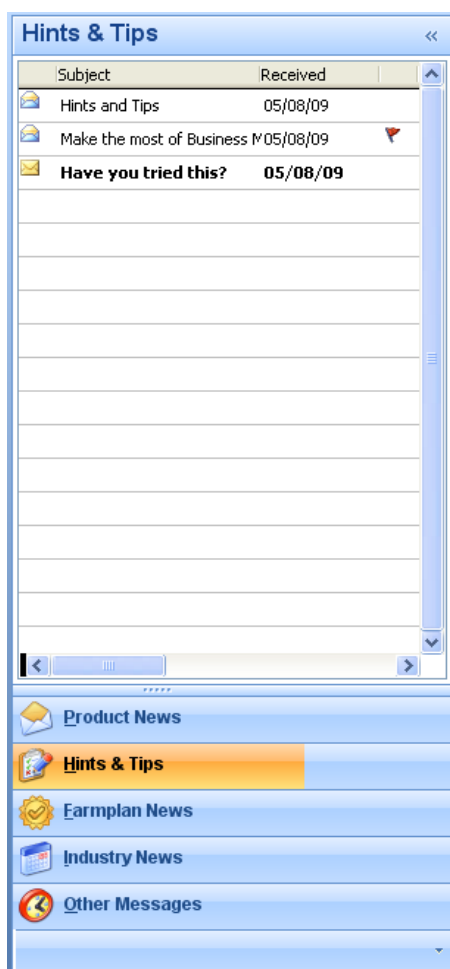
Messaging

Farmplan can send electronic messages directly to you via the program. For example we will tell you when a new version of the program is available or that you have an updated licence. In addition we pass on handy hints and tips, warn you of important news such as VAT rate changes or remind you of local training seminars.

If there is a new outstanding message, you will see a reminder when you go into the program and a summary of the newest message is displayed.

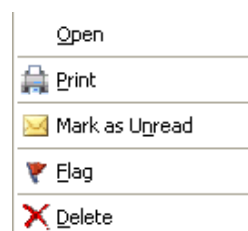


To read your messages, click on the 'Go to the Message Centre' to go to the list of messages:



To **read** a message, click on the subject to display it on the right hand side of the screen.

Right-click on the message subject to bring up the following menu:



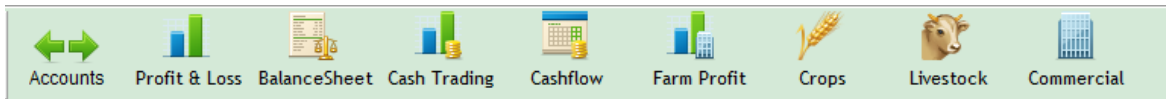
Open (or double click) to display the message in a new screen so that you can save it or email it.

Use the **Flag** to highlight important messages.

Delete – will remove the message from being displayed on your computer.

Click on the column headings to sort messages.

Cash Accounts



For the majority of farming businesses cashflow management is vital. All levels of the program incorporate Cash Accounts, both for a 12 month cashflow and for monitoring against a budget (cash trading) to show the projected cashflow that may be anticipated by the end of the financial year. The figures on any of the cashflow reports are calculated from the payment date of each entry.

Use the Select button to filter the cashflow for different areas of the business e.g. by enterprise, bank account or search code

Live Demonstration

Cash Accounts - Cashflow by period

Select

Actual Budget Projected

Summary	Total	Apr 15	May 15	Jun 15	Jul 15	Aug 15	Sep 15	Oct 15	Nov 15	Dec 15	Ja
▶ Sales	134613	36683	44697	45772	3000	4460					
Purchases	-31289	-2801	-12772	-5445	-10216	-53					
Gross Margin	103325	33881	31925	40327	-7216	4406					
Overhead Exp.	-60401	-18206	-11943	-18732	-9783	-1311	-423				
Surplus/Deficit	42924	15675	19981	21595	-16999	3095	-423				
Fixed Assets	100		100								
L T Liabilities	-18036	-3745	-3745	-3118	-3666	-3759					
Private	-10717	-7178	-543	-1985	-865	-143					
Other	-16966	-1141	-1153	700	-15333	-18	-21				
Capital Accounts											
Net Cashflow	-2694	3610	14638	17192	-36865	-826	-444				
Bank Balance	-88482	-82177	-67538	-50345	-87211	-88037	-88481				

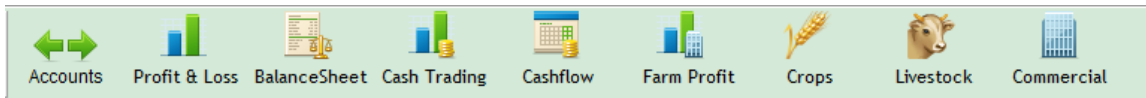
Report Budgets Graph

01/09/15 Close Help

Use the 'drill down' button to go from a **summary** overview of the whole business down to a **standard** layout and onto a **detailed** cashflow i.e. each code shown separately. Your own coding structure should relate to what you would like to see at each level. The bottom level of analysis takes you to each individual entry.

If the little 'smiley man' is yellow, the data displayed is completely up to date. However you can click on this button and change the date back to one in the past so that the data is only displayed up to this point. Once you have built up more than one year of data you can go back into previous financial years.

Financial Accounts



The Financial Accounts consist of the Profit & Loss and Balance Sheet. They are based on the precise Financial Year of the business beginning on the 'Year Start Date' entered in **File – Create New Business** and may be calculated up to any date within the current Financial year. All the figures on the Profit & Loss and Balance Sheet are based on the transaction entry date.

Like the Cashflow, the **Profit & Loss** for the whole business is initially shown in summary form which may be 'drilled down' to investigate particular areas of interest, or may be 'filtered' to show the performance of sections of the business.

The 'Drill Down' and 'Select' buttons work in a similar way to the Cashflow report.

Summary	September 15			Year to Date			Annual		
	Actual	Budget	Last Year	Actual	Budget	Last Year	Budget	Projected	Last Year
Sales		67978	1075	169870	299856	191899	569315	439330	487667
Val. Change		-18173	31153	-11824	-1580	44858	-35733	-45978	-5085
Total Output		49804	32228	158046	298276	236758	533582	393352	482582
Purchases		1326	138	37853	91557	79653	204687	150983	130336
Gross Margin		48478	32090	120193	206719	157105	328895	242369	352247
Overhead Exp.	4673	28336	2914	89736	155135	131360	246698	181299	263140
Profit / Loss	-4673	20143	29176	30457	51584	25745	82197	61070	89107

Initially this report shows the figures for the current month and year to date against the budget and the equivalent figures from the previous year, if applicable. However, this layout can be changed to display the monthly periods by clicking on the 'Monthly' button.

Balance Sheet

The Balance Sheet is initially shown in a standard summary form which may be 'drilled down' to investigate particular areas of interest, and reconcile the changes from the 'Opening' to the 'Closing' position.

Summary	Opening As at 01/04/14	Closing As at 31/07/14
Fixed Assets	5984353.76	5968091.64
Current Assets	203544.63	244106.15
Current Liabilities	110119.99	119032.31
Net Current Assets	93424.64	125073.84
Total Net Assets	6077778.40	6093165.48
Financed By:		
Business Capital	5740715.44	5781032.23
Private		-10653.59
L T Liabilities	324362.96	310086.84
Capital Accounts	12700.00	12700.00
Total Financed By	6077778.40	6093165.48

The initial summary detail shows the Heading Code Bands of:

- Fixed Assets – (Current Assets – Current Liabilities = Net Assets) = Total Assets
- Financed by (i.e. balanced with)
- Business Capital + Private + Long Term Liabilities + Tax/Dividends + Capital Accounts

Each band may be 'drilled down' through more detailed levels until the original entry is reached. The exact route taken will depend on the Heading Code Band but will be based on the coding structure.

Farm Accounts

Business Manager allows you to create enterprises with valuations in order to produce gross and net margins for management analysis. These look at the margin of each enterprise over its lifetime rather than just in one financial year. This is particularly important with arable crops that may be sown on one year, incur costs and harvested in another financial year but not sold until a 3rd financial year.

Remember to enter the unit size of the enterprise when you set it up so that you get a meaningful margin per unit.

The year suffix shown after the name of the enterprise relates to the year that this crop is harvested in.

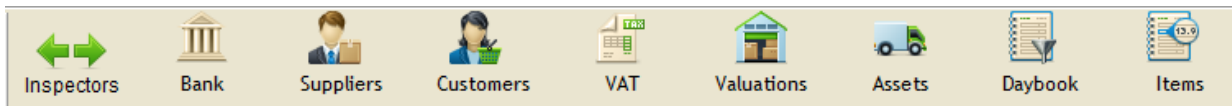
The screenshot shows the 'Demonstration Data' window. At the top, 'Type' is set to 'Crops' and 'Enterprise' is 'Barley 14'. Below this, there are two columns for 'Actual' and 'Budget' data, each with sub-columns for Hectares, Yield, and Yield/Ha. A summary table is displayed below, comparing actual and budgeted values for various financial items.

Summary	Qty	@	Amount	Qty	@	Amount
Sales						
Val. Change			17099.89			11097.51
Total Output			17099.89			11097.51
Purchases	167.000	84.335	14083.89	429.120	25.861	11097.51
Gross Margin			3016.00			
Overhead Exp.	52.000	58.000	3016.00			
Profit / Loss						

This report is displayed at the **summary** level; use the drill down button to see the analysis breakdown at **standard** or **detailed** level.

Either compare an enterprise with a budget or with another enterprise. Use the buttons at the bottom of the screen to see the margin per unit of production.

Office Accounts



This set of reports will allow a detailed investigation of all areas of the accounts in order to verify the figures entered and to carry out all the routine procedures required in the farm office. This is the section where most everyday searching for information takes place.

Of particular importance are the **Daybook**, which allows the inspection of all entries made to the Business Manager program regardless of type or date, and the **Items Inspector** which lets you interrogate your data by a wide range of filters.

Daybook

The list of entries may be filtered according to certain criteria.

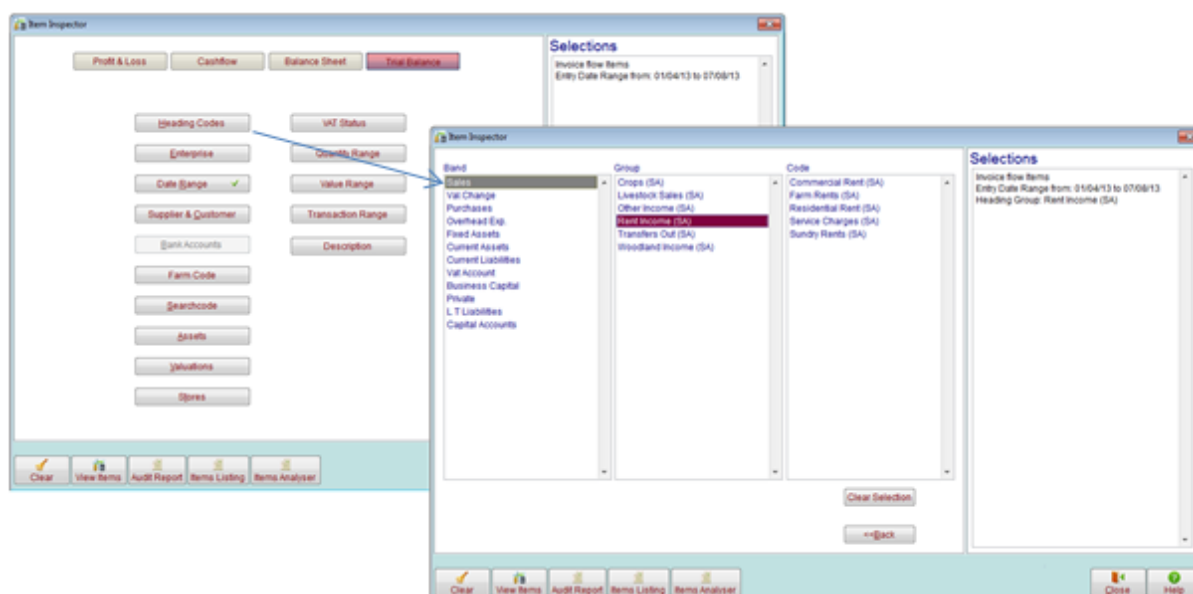
Sort the list displayed by double clicking on the column headings e.g. transaction number or date.

No.	Type	Date	Period	Ref.	Bank	Total	Due Date	Status	Supplier/Customer
390	C/A Cheque	01/09/15	September 15	100826	National Westmins	444.15	25/10/15		Browns Garage
389	Direct Credit	29/08/15	August 15	1235/859	National Westmins	3696.10	25/09/15		Mid West Calves
388	Direct Debit	29/08/15	August 15	NFU	National Westmins	112.50	25/09/15		NFU
387	Direct Debit	11/08/15	August 15		Petty Cash Accou	18.56	25/09/15		Cash Purchases
386	Direct Debit	29/08/15	August 15		National Westmins	59.04	25/09/15		British Oxygen
385	P. Invoice	29/08/15	August 15	MMT146e6		422.68	25/09/15	Unpaid	MMT Services
384	P. Invoice	29/08/15	August 15			1930.50	25/09/15	Unpaid	Dominion Oils
383	Direct Debit	01/08/15	August 15		Petty Cash Accou	14.98	25/09/15		Cash Purchases
382	Direct Debit	15/08/15	August 15	Window	Petty Cash Accou	28.27	25/09/15		Cash Purchases
381	Direct Debit	29/08/15	August 15		Petty Cash Accou	12.86	25/09/15		Cash Purchases
380	C/A Cheque	29/08/15	August 15	100825	National Westmins	75.90	25/09/15		Browns Garage
379	C/A Receipt	29/08/15	August 15	1380	National Westmins	143.00	25/09/15		Beech Mrs L
378	S.O. Payment	25/08/15	August 15	nh	National Westmins	858.50	25/09/15		Chartered Trust
377	S.O. Payment	24/08/15	August 15	orig mort	National Westmins	850.00	25/09/15		AMC
376	Direct Debit	23/08/15	August 15		National Westmins	525.00	25/09/15		JD Credit
375	C/A Receipt	22/08/15	August 15	1380	National Westmins	143.00	25/09/15		Beech Mrs L
374	Direct Debit	17/08/15	August 15		National Westmins	498.20	25/09/15		JD Credit
373	P. Invoice	16/08/15	August 15	1015 4692		222.73	25/09/15	Unpaid	Southern Elec
372	C/A Receipt	15/08/15	August 15	1380	National Westmins	143.00	25/09/15		Beech Mrs L
371	S.O. Payment	14/08/15	August 15	RJB	National Westmins	45.00	25/09/15		NFU

The transactions may be drilled into to see the original data entry screen where they may be edited or cancelled according to normal data entry rules.

Items Inspector

The Items Inspector option is a powerful tool for identifying areas of interest within your accounts. For example 'How much have I spent on machinery repairs this year?' or 'What have I bought from the supplier, Fred Bloggs, in the last 3 years?' It allows items to be filtered and grouped from all the entries made to the program and is the bottom level of drill down of many other reports.



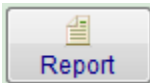
Click on the section that you wish to use to filter your data. This will take you to a secondary screen. From here you select the exact level or combination of codes that you wish to interrogate. Having made your selection you will see it listed on the right hand side of the screen. That button will now have a against it to show that it has been used. Remove the selection by clicking on the .

View Items – this report button will give you a list of the items that fall into the selection, and can be analysed further by drilling down to the original entry.

Audit Report/Items Listing – these reports displays the same items sorted by heading code. These reports have slightly different layouts – the best layout will depend on the reason for the report and the filters made.

Items Analyser – to produce personalised reports in the form of a customised table.

Section 5: Printing/Previewing Reports



Throughout the program you will see a Report button at the bottom of the screen that allows you to produce a report – either on the screen or on paper.

This will normally take you to the Report Publisher Screen:

Use the **Print** button to send the report to the selected printer.

If you need to change the printer details use the **Setup** button.

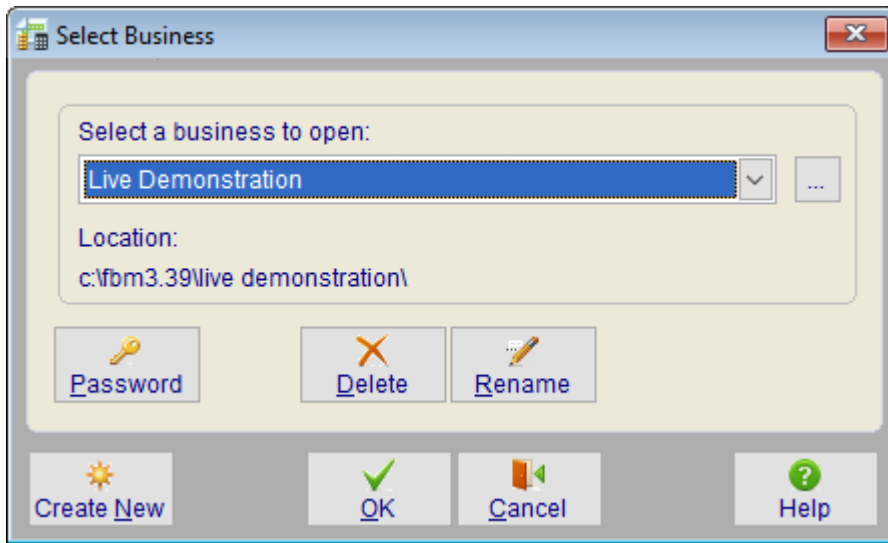
The screenshot shows the 'Report Publisher - Current Report: Summary of VAT Returns' window. It features several sections: 'Report Selection' with 'Standard' selected; 'Page Range' with 'All' selected; 'Print' section with 'Printer Name: HP LASERJET 2300 SERIES PCL 5' and 'No. copies: 1'; 'Preview' section with a 'Preview' button; 'Email / Export' section with 'Export' selected, 'File Type: Excel', and 'File name: C:\FBM3.34\exportLive Demo'; and a 'Delete Customised' section with a 'Delete' button. Callout boxes provide instructions for each section.

Any report can be **exported** in a variety of formats such as Excel or PDF. The receiving program will open automatically unless you remove the tick from 'Open/View'.

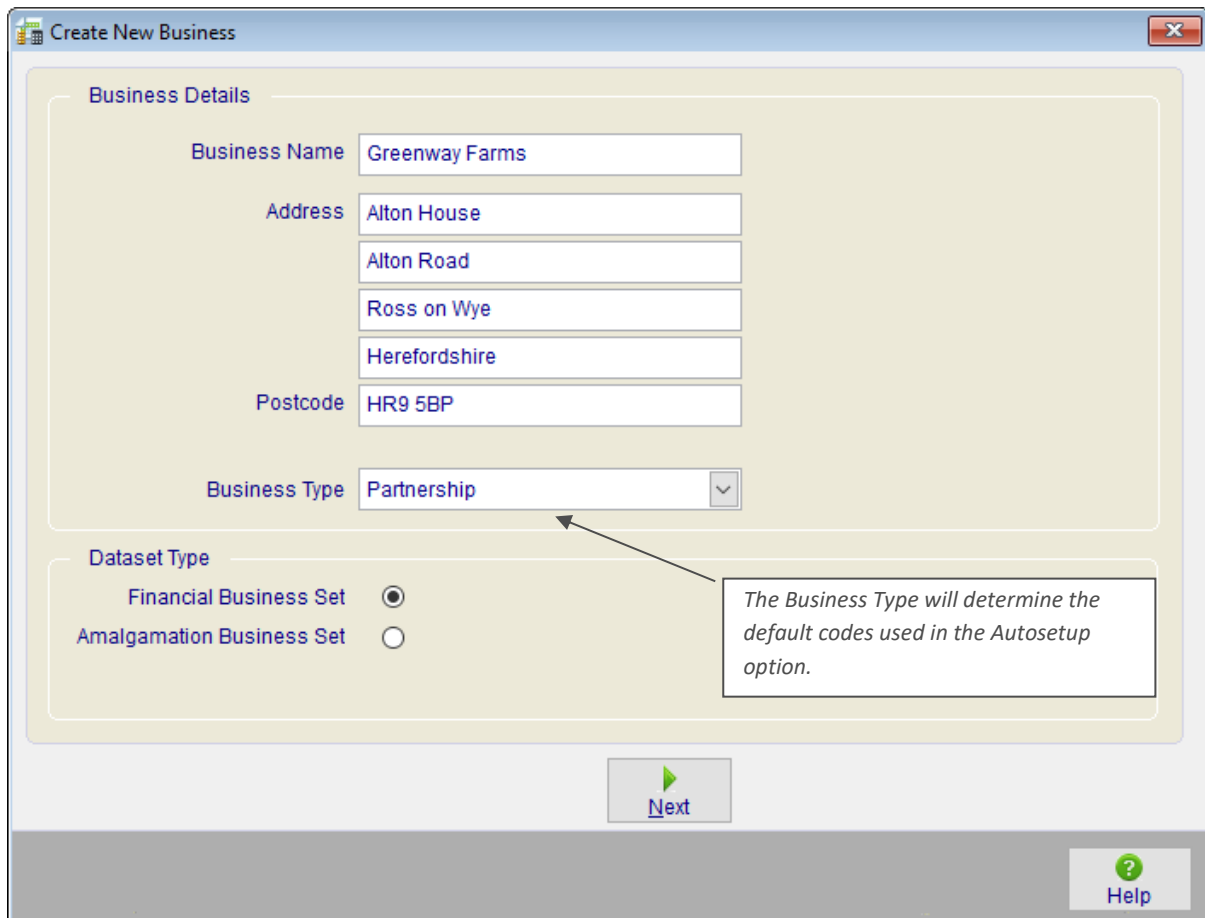
Alternatively you can **email** any report – again a range of formats can be used but if you are sending a report to say your accountant to read, the best format would be PDF.

Section 6: Create your own Business

Take the option **File – Select Business**.



- Click **Create New**
- Complete the following screens, clicking on **Next** to move onto the next stage:



Business Details

Business Name: Greenway Farms

Address: Alton House
Alton Road
Ross on Wye
Herefordshire

Postcode: HR9 5BP

Business Type: Partnership

Dataset Type

Financial Business Set

Amalgamation Business Set

The Business Type will determine the default codes used in the Autosetup option.

Next

Help

Year Start Date

Financial Year and Periods

Start of first Financial Year

Farming Year

How should the financial period date ranges be set:

Follow financial year start date

Follow calendar months

It is important to enter your Financial Year start date correctly as this cannot be edited once the data has been created.

The Farming Year is normally the year the harvest takes place in the first financial year (e.g. a year start date of 01/12/18 would use 2019). This year will appear as a suffix to the current year's enterprises.

[Previous](#) [Next](#) [Help](#)

Bank Details

Enter the name of your main bank account here; you will get the chance to add more bank accounts later.

Default Bank Account Details

Bank Account Name

[Previous](#) [Next](#) [Help](#)

VAT Details

VAT Details

VAT Registration No. GB 123 4567 89

VAT Return Frequency Monthly

Date of first VAT Return 30/04/19

How is the VAT Return calculated :

Invoice Basis

Cash Basis

To use this software to make MTD VAT submissions go to Setup, VAT, MTD Settings and Connect to HMRC.

Previous Next

Help

*It is important to use the correct VAT details when you submit your VAT figures to HMRC but you can change them in **Setup – VAT** later if you are not sure at the minute.*

Do you prepare a VAT return monthly or quarterly? If it is quarterly you will need to enter the completion date of the current VAT period.

Password

Password Details

It is strongly recommended that you create a password for this business.

Password *****

Confirm password *****

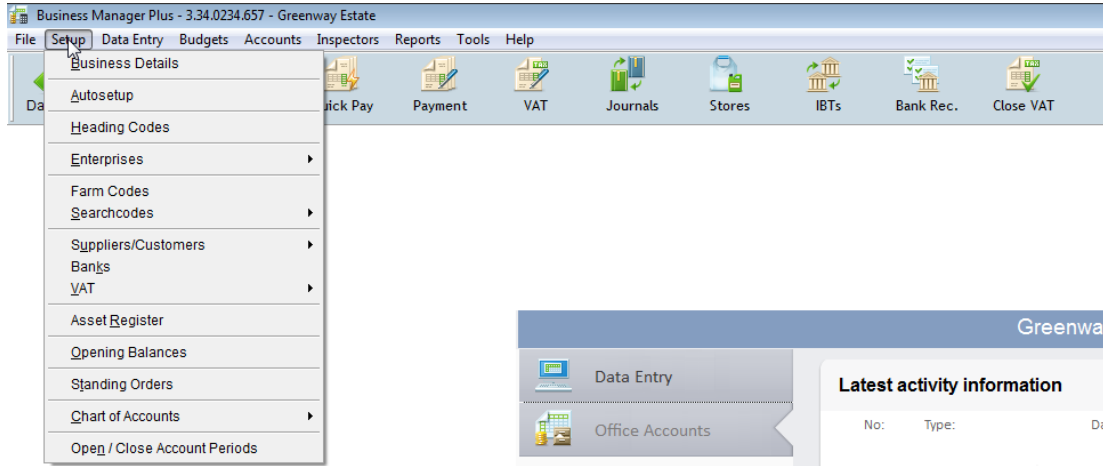
Previous

Save Reject Help

When you have completed all the screens, click on **Save** to create your new Business.

Section 7: Set up Business Structure

Click on **Setup** on top menu bar. You can set up the business structure by working through each option on the list.



Set up Business Details

- Click on **Business Details** – Check and complete your Business information on this screen and **Save**.

The 'Business Setup' dialog box is shown with the following fields and values:

Business Name	Greenway Farm
Dataset Colour	[Blue] Change
Year Start Date	01/01/2019
First Farming Year	2019
VAT Reg No.	GB 123 4567 89
Business Size	450.00 Ha
Business Type	Sole Trader
Mobile Tel No.	.07752 652356
E-Mail Address	support@farmplan.co.uk
Address	Alton House Alton Road Ross on Wye Herefordshire
Postcode	HR9 5BP
Phone	01594 545022
Fax	

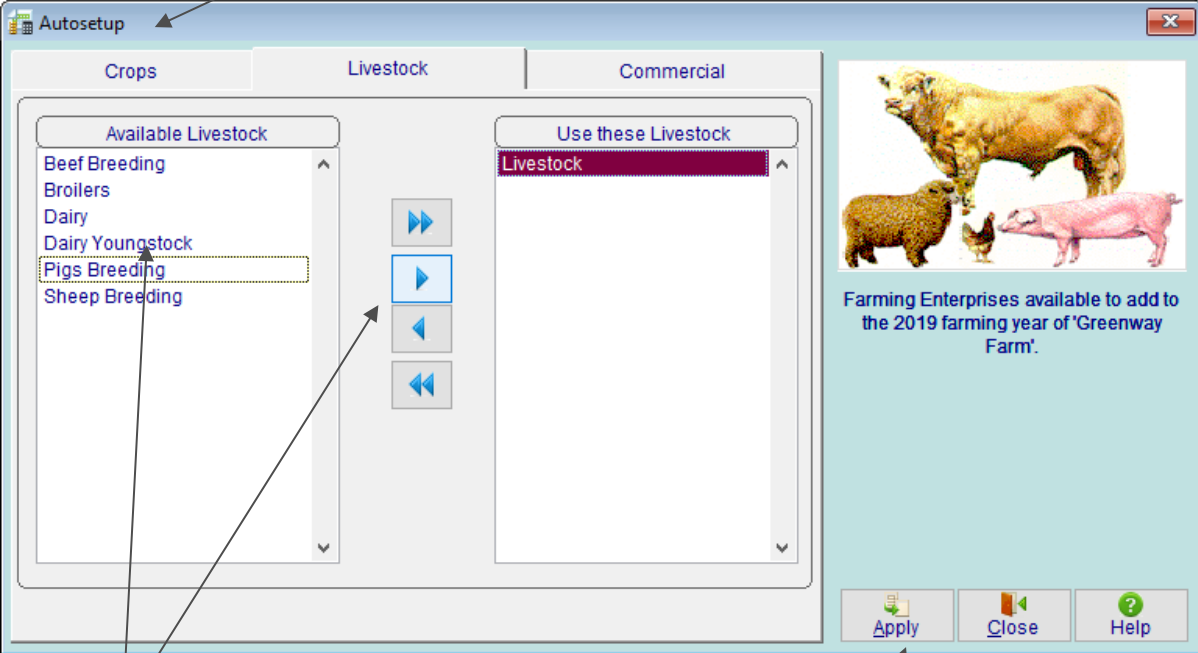
Buttons at the bottom: OK, Cancel, Help.

Set up Enterprises by “Autosetup”

The **Autosetup** option is designed to allow you to quickly set up the initial framework of the business by using pre-designed enterprise layouts and coding structures based on your business type.

This makes setting up the business both quick and efficient. It is also very flexible; once the basic skeleton of the system has been established, any area may be easily amended or added to as required.

Click on the tabs at the top to choose the Enterprise Category.



Click to highlight the chosen Enterprise and click the single arrow to add to the **Use these** side of screen.

When all enterprises have been chosen then click **Apply**.

You can now fine tune and add to the basic coding structure by going to **Setup Heading Codes and Setup Enterprises**.

If you want to keep things simple there are generic Arable and Livestock enterprises with most of the codes that you will need. If you have a non-farming business use the enterprise called General Template in the **Commercial** section to get a range of overhead and balance sheet codes suitable for any business. (Delete or rename the General Template enterprise in **Setup – Enterprises**; the codes will remain.)

Set up Enterprise without “Autosetup” i.e. from scratch

Click on **Setup – Enterprises**.

Check that you have the correct Farming (harvest) Year displayed. You should create an enterprise for each year as needed.

Cereals	Shortcut	Enterprise Type	Create	Ha	Finished
Winter Wheat		Crops	Exists	125.00	<input type="checkbox"/>

To add a new **Enterprise (or Group)** click on **<New>** at the bottom of the existing list on the **right-hand** side of the screen.

Enter the total size of enterprise so that your reports display the correct margin per unit.

Double click on the purple arrow next to the relevant Enterprise Category on the **left-hand** column on the screen to display the Enterprise Groups on the **right**.

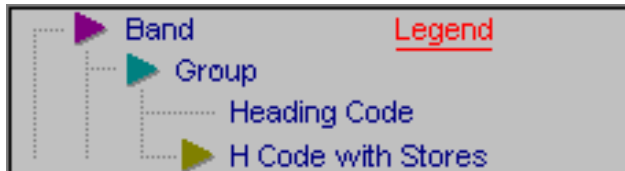
Double click on the green arrow next to the Groups to display the enterprises on the right.

All enterprises may have **valuations** associated with them. Double click on the Enterprise Name on the **left-hand side** of the screen and enter the stock name on the **right-hand side** of the screen.

Set up Heading Codes

Heading codes are the individual cost centres of the business where information will be posted to, and subsequently reported on. They are equivalent to the column headings in a manual cashbook.

The tiered colour coded structure forms the basis of the accounts and will be reflected throughout the reports:



Reports can be selected at each level

BAND = SUMMARY

GROUP = STANDARD

HEADING CODE = DETAILED

As with Enterprises, double click on Band or Group on the **left** of the screen to navigate round the codes. They are displayed and can be added/edited on the **right** hand side of the screen.

Stores (optional) are used for allocating something like fertiliser. It can be put in stock when it is bought and allocated to a specific enterprise once an actual amount of product has been used.

Setup Heading Codes

Chart of Accounts

- Sales (SA)
- Purchases (PU)
 - Purchases Misc.
 - Crop Costs
 - Marketing
- Overhead Expenses (OE)
- Fixed Assets (FA)
- Long Term Liabilities (LT)
- Current Assets (CA)
- Current Liabilities (CL)
- Private Income (PI)
- Private Expenses (PE)
- Tax / Dividends (TD)
- Capital Accounts (CP)

Setup/Edit Crop Costs Heading Codes

Crop Costs	Shortcut	VAT	Category	Has Stores	Finished
Seeds		Z	Seeds	<input checked="" type="checkbox"/> Stores	<input type="checkbox"/>
Fertiliser		S	Fertilisers	<input checked="" type="checkbox"/> Stores	<input type="checkbox"/>
Sprays/Chemicals		S	Chemicals	<input checked="" type="checkbox"/> Stores	<input type="checkbox"/>
Crop Sundries		S	Crop Sundries	<input type="checkbox"/> Stores	<input type="checkbox"/>

<New>

- Seeds - Allows Stores
- Fertilisers - Allows Stores
- Chemicals - Allows Stores
- Crop Sundries - Allows Stores
- Other Costs - Allows Stores

Legend

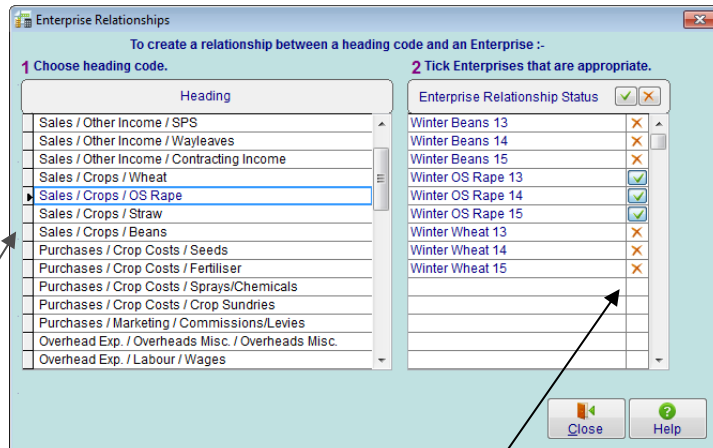
- Band
- Group
- Heading Code
- H Code with Stores

Buttons: Delete, Close, Help

Set up Heading Code & Enterprise Relationships

This screen links heading codes to relevant enterprises (e.g. Winter Wheat Sales to the Winter Wheat enterprise).

This helps to streamline pick lists in data entry, and reduce possible mis-postings.

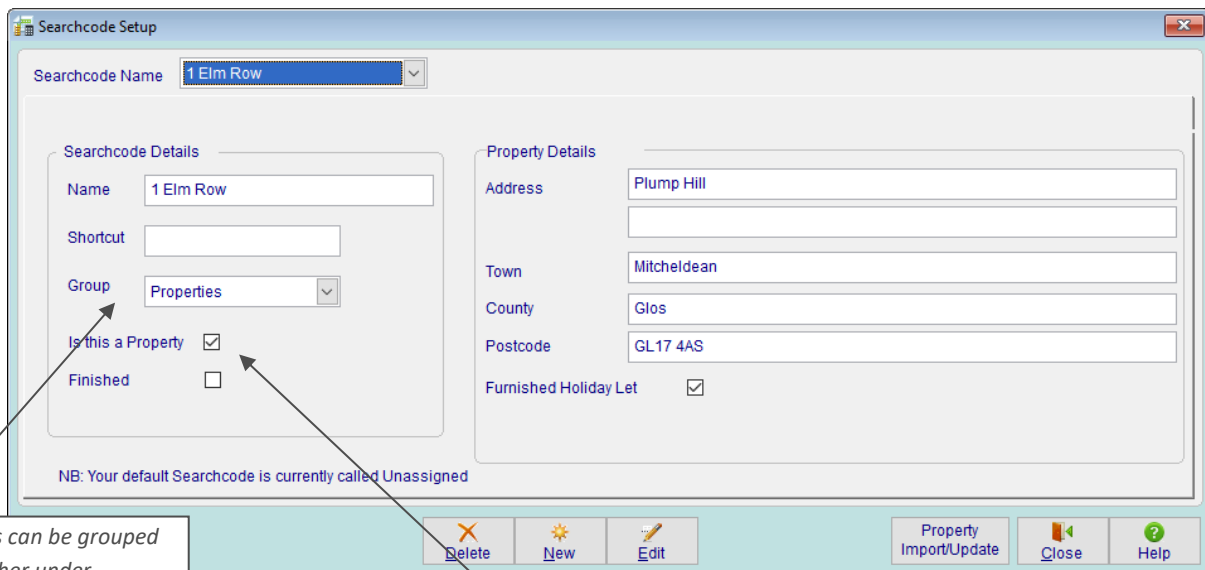


Highlighting a **heading code** on the left hand side will show which **enterprises** are linked to it.

Click on a cross to change it into tick.

Set up Searchcodes

Searchcodes are an additional means of identifying and reporting on specific areas of the business, for example individual properties, specific projects, machinery costs (if the asset register module is not present).



Codes can be grouped together under Searchcode Groups – see **Setup – Searchcode Groups**.

Specific Searchcodes can be marked as properties so that they can be identified in the Reports. This will also allow you to enter further details such as the address. This will be significant when MTD – Self Assessment comes into force.

Set up Customers & Suppliers

Supplier / Customer Setup

Supplier: Customer Beech Mrs L

General

Name: Beech Mrs L Shortcut: BEEL

Full Business Name on Invoice: Mrs L Beech

Address: [Empty]

Town: Mitcheldean

County: Gloucestershire

Postcode: GL17 0SN

VAT Reg No.: GB [Empty]

Payment Settings: Default

Days / Date: 0

Account Information

Contact Name: Beech Mrs L

Tel. No.: 01594 545000

Fax. No.: [Empty]

Mobile Tel No.: [Empty]

E-Mail Address: support@farmplan.co.uk

Default Heading Code: Residential Rent (SA)

Default Payment Type: Direct Credit

Customer Group: Tenants

Linked to Supplier: Not linked

Finished:

Buttons: Report, Delete, Save, Reject, Close, Help

NB – The minimum amount of information required is the customer or supplier name.

You may wish to group your suppliers and customers for reporting purposes – See **Setup – Supplier/Customer Groups**.

Suppliers and customers can also be set up as you go along from the data entry screens.

Set up Banks

Bank Setup

Account Name: National Westminster Default bank account

General

Account Details

Account Name: National Westminster

Shortcut: BACC1

Account Type: Current Account

Account No.: 0265493

Bank Sort Code: 35-29-30

BACS ID: 000000

Defaults

Last Cheque No.: 100833

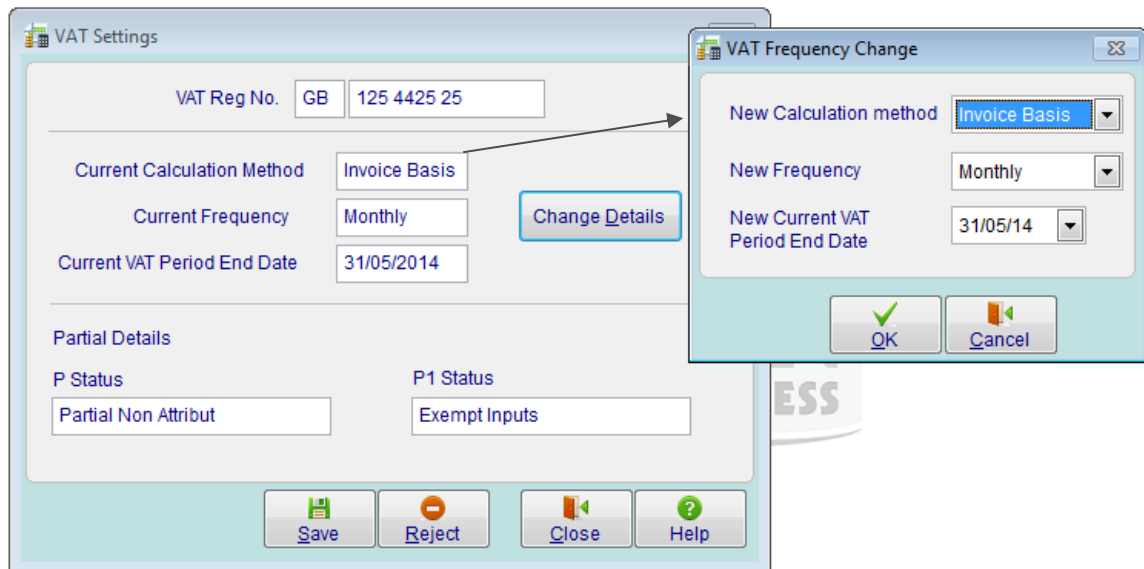
Current Payslip No.: 1383

Finished:

Buttons: Delete, New, Edit, Close, Help

Make sure that you set up each bank account that you have, including the petty cash tin.

Set up VAT Details



You may need to specify that your VAT is calculated quarterly rather than monthly and the end date of the current quarter. Unless you have specifically opted to use 'Cash Accounting for VAT' with HMRC you should not change the calculation method – i.e. leave it as invoice even if you plan to use cash analysis data entry.

It is important to get the VAT details correct before you make your first submission to HMRC using Making Tax Digital (MTD) for VAT.

VAT Rates

This section should not normally need changing, as this will be set to the correct default rates at time of supplying the software. (However they can be changed if VAT rates need editing in the future).

R&C Details

You need to enter the contact and bank details of HMRC if you will be printing cheques to HMRC or paying them using electronic banking.

MTD Settings

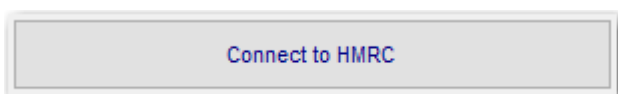
If you have not used Making Tax Digital (MTD) for VAT before, you must register with HMRC for this service. Go to www.gov.uk/ and search for **Use software to submit your VAT Returns**. Follow the instructions on the screen. After you have signed up, it may take up to 72 hours to receive the confirmation that you are ready to go.

The screenshot shows the 'MTD Details' form with the following sections and callouts:

- Have you signed up with HMRC for MTD VAT?**
 - Yes (Callout: *Have you signed up and had confirmation from HMRC that you are ready to use MTD?*)
 - No
- How is MTD VAT submitted for this business?**
 - Direct from this dataset (Callout: *If all VAT figures are entered into this business and will be submitted to HMRC select **Direct from this business**.*)
 - Via another dataset (Callout: *If you need to **EXPORT** VAT figures from this business to another select **Via another dataset**.*)
- Combine with other VAT figures?**
 - Yes
 - No (Callout: *If you wish to **IMPORT** figures from another business before submitting the combined figures from this business, select Yes to **Combine with other VAT figures**.*)
- Please select who will be making the MTD submissions for this business**
 - Owner / Manager of the business (Callout: *This will affect the legal declaration on the submission.*)
 - A Registered Agent

Buttons at the bottom: Save, Reject, Close, Help.

Once the options have been selected click **Save**, then click on the **Connect to HMRC** button.



You will then be taken through the HMRC connection process where you will be asked to enter your User ID and Password. You should '**Grant Authority**' for Farmplan Business Manager to interact with HMRC.

This should be done on every machine that accesses this business where the user is authorised to make VAT submissions.

Agents - you will need to create an **Agent Services Account (ASA)** with HMRC, if you do not have one already, and link this to your clients. Go to www.gov.uk and search for **Agents: use software to submit VAT Returns**.

Asset Register

(Optional module)

If you have the Asset Register you are able to set up each item of machinery individually and Business Manager will calculate the depreciation automatically. You will also have the opportunity to allocate machinery repairs to the machine as part of the data entry process.

- Select **Setup – Asset Register** and click on **New**

Select the appropriate Asset Heading Code and then put the details of this machine in under details.

Enter the original purchase price and any depreciation that has already taken place prior to the start of the first financial year.

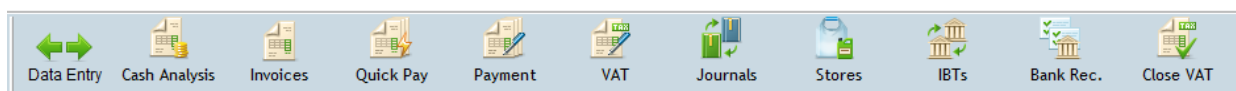
The screenshot shows the 'Asset Record Card' window. At the top, 'Asset Code' is set to 'Vehicles' and 'Asset' is 'Audi 2.0 TDI'. The 'General' tab is active, showing fields for Name, Shortcut, Asset Code, Description, Ref, Purchase Date, Pool Asset, Year Made, Disposal Date, and several checkboxes. The 'Depreciation' tab is also visible, showing a table of financial data for the period 'Financial to 07/08/13'. A yellow banner at the bottom of the window contains a note about opening balances.

Financial to 07/08/13	
Original Price	19500.00
Additions	0.00
Disposals	0.00
Total Costs	19500.00
Previous Depn/Adj	6500.00
Depreciation to Date	4265.61
Profit on Sale	0.00
Current Book Value	8734.39

The opening balances within this option relate to your first financial year 12/13.
Any changes to balances in subsequent years are entered as part of the normal data entry routines.

When you have entered the General details click on Save and then go to the Depreciation tab. You will be able to enter the depreciation type (straight line or reducing balance) and the rate. The program will calculate the monthly depreciation automatically.

Section 8: Data Entry



Farmplan's financial software is designed for easy data entry. Any data you input can be viewed at a later date.

You only need to enter a piece of data once. The software can then use the information to produce the calculations and reports you require.

Before you start you need to decide how you want to enter your data and the basis on which your VAT is to be calculated.

Cash Analysis Data Entry

Each level of Business Manager will allow Cash Analysis data entry – i.e. the entry of all payments and receipts made directly to the bank. This is similar to the operation of a manual Cashbook in that the cheque/receipt is recorded on the date that it is entered to the bank and all the required information such as the VAT extracted at that point.

Invoice Based Data Entry

Higher levels of the program will also allow the entry of Invoices as they arrive from the suppliers or sent to customers, with the actual payments or receipts being entered to the bank at a later date (using either Quick Pay or Ledger Payments).

This allows you to claim the VAT back at the point of receiving the invoice rather than having to wait until an invoice is paid. There are many other advantages to this method such as more timely and up to date management information, detailed age of debt/credit control, the facility to print sales invoices and statements etc.

NB - Cash Accounting for VAT allows you to enter invoices, but only deal with VAT once they are paid. It is not commonly used and is not the same thing as Cash Analysis data entry. If you are not sure if this applies to you please consult your accountant.

It is important that you choose a system to suit your office procedures and business. This data forms the basis of all the reports that are produced by the system.

How to enter a Cash Analysis Payment or Receipt

- Click on **Cash Analysis**
- Select **Cash Analysis Cheque or Receipt**

The screenshot shows the 'Cash Analysis Payment' entry form. The form is titled 'Cash Analysis Payment' and includes a 'Scanned Invoices' section with 'Display', 'Change', and 'Remove' buttons. The 'Entry Number' is 378. The form is divided into several sections:

- Supplier Section:** Includes a dropdown for 'Supplier' (Chartered Trust *), a '?' button, and a 'Scanned Invoices' section.
- Transaction Details Section:** Includes fields for 'Entry Date' (25/08/2015), 'Bank Account' (BACC1 -- N), 'Payment Type' (Standing Order), 'Reference' (Nh), and 'Amount' (858.50).
- Items Table:** A table with columns: 'Allocati', 'Description', 'Quantity', 'Price', 'Amount', 'VAT Rate', and 'VAT Amount'. It contains two rows:

Allocati	Description	Quantity	Price	Amount	VAT Rate	VAT Amount
NH TL100/General	repay	0.000	0.000	709.00	N	0.00
HP Interest/General 15/Riverside Farm	NH Tractor	0.000	0.000	149.50	E	0.00
- Summary Section:** Includes 'Amount Left' (0.00), 'VAT Return' (August 2015), 'Input VAT' (0.00), 'Output VAT' (0.00), and 'Total Amount' (858.50).
- Buttons:** 'New', 'Copy', 'Delete', 'Daybook', 'Cancel', 'Use', 'Create', 'Close', and 'Help'.

Numbered callouts (1-9) point to the following elements:

- Supplier dropdown
- Transaction Details section
- Allocati dropdown
- Description field
- VAT Rate field
- VAT Amount field
- Entry Number
- Use button
- Scanned Invoices section

- Supplier** - Select the supplier (or customer) from the drop down list. Use the ? to enter a new one.
- Transaction Details** - Enter the cheque details e.g. date paid, bank account, type (e.g. cheque or direct debit) and the total amount that will affect your bank account.
- Coding** - Allocate the items on the invoice by selecting a minimum of a Heading code and Enterprise from the drop down lists. If the enterprise is not relevant use 'General'. Further analysis will be available if you use Searchcodes.
- Description** - Make sure that you enter a meaningful description so that you or your accountant can identify this at a later date.
- VAT** - The program knows the default VAT rate from the Heading Code selected. If the 'S' (Standard) code is selected the program will automatically calculate the VAT at the current rate. You can change this if required.

6. **Totals** - You can enter as many different lines as you need. When the Total Amount at the bottom of the screen equals the total you entered at the top, you have completed this entry.
7. **Entry Number** - The program will generate an Entry Number (top left of the screen). We recommend that you write this on the invoice so that you and your accountant can cross reference it to the computer.
8. **Data Entry Templates** - This is a very useful tool available within the data entry options that will speed up data entry and allow you to be consistent with your coding for similar entries. See [Repeating Transactions](#).
9. **Document Link** – A link to a scanned/electronic document, such as the original invoice, can be stored against this transaction so that it can be viewed from this screen. See the **Help** within the program for more details.

How to enter a Purchase or Sales Invoice

- Click on **Invoices**
- Select **Purchase Invoice** or **Sales Invoice**

The screenshot shows the 'Invoices' software interface. At the top, there's a title bar 'Invoices' and a window title 'Purchase Invoice'. Below that, there's a section for 'Entry Number' (385) and 'Scanned Invoices' with buttons 'Display', 'Change', and 'Remove'. A 'Supplier' dropdown is set to 'MMT Services *'. The 'Reference' is 'MMT146e6', 'Entry Date' is '29/08/2015', and 'Pay By Date' is '25/09/2015'. The 'Amount' is '422.68'. There are radio buttons for 'VAT On Items' (selected) and 'VAT Separate'. Below this is a table with columns: Allocation, Description, Quantity, Price, Amount, VAT Rate, and VAT Amount. The first row shows 'Dairy Sundries (P...' with a quantity of 0.000, price of 0.000, net amount of 352.23, VAT rate of 'S', and VAT amount of 70.45. The second row shows 'chemicals and buckets' with a quantity of 0.000, price of 0.000, net amount of 352.23, VAT rate of 'S', and VAT amount of 70.45. The total amount is 422.68. At the bottom, there's a summary section with 'Amount Left' (0.00), 'VAT Return' (August 2015), 'Input VAT' (70.45), and 'Output VAT' (0.00). The 'Total Amount' is 422.68. The interface also includes buttons for 'New', 'Copy', 'Delete', 'Print', 'Cancel', 'Use', 'Create', 'Close', and 'Help'.

- 1. Supplier** - Select the supplier (or customer) from the drop down list. Use the ? to enter a new one.
- 2. Transaction Details** - Enter the invoice details e.g. tax point date, invoice reference and the total amount that is due to the supplier.
- 3. Coding** - Allocate the items on the invoice by selecting a minimum of a Heading code and Enterprise from the drop down lists. If the enterprise is not relevant use 'General'. Further analysis will be available if you use Searchcodes.
- 4. Description** - Make sure that you enter a meaningful description so that you or your accountant can identify this at a later date.
- 5. VAT** - The program knows the default VAT rate from the Heading Code selected. If the 'S' (Standard) code is selected the program will automatically calculate the VAT at the current rate. You can change this if required.

6. **Totals** - You can enter as many different lines as you need. When the Total Amount at the bottom of the screen equals the total you entered at the top, you have completed this entry.
7. **Entry Number** - The program will generate an Entry Number (top left of the screen). We recommend that you write this on the invoice so that you and your accountant can cross reference it to the computer.
8. **Data Entry Templates** - This is a very useful tool available within the data entry options that will speed up data entry and allow you to be consistent with your coding for similar entries. For more details click on the **Help** button and follow the instructions.
9. **Document Link** – A link to a scanned/electronic document, such as the original invoice, can be stored against this transaction so that it can be viewed from this screen. See the **Help** within the program for more details.

This invoice has updated all the relevant financial and management reports but is still currently 'outstanding' i.e. it has not been paid so it has not affected your bank or cashflow. When you are ready to pay it you should go to **Quick Pay** or **Ledger Payments**.

How to pay Invoices using Quick Pay

This option will allow you to pay any outstanding invoices (and take any appropriate credit notes) from one screen.

- Click on **Quick Pay**
- Select **Payments to Suppliers** or **Receipts from Customers**

Select the appropriate Bank Account, the date and method of payment and, if necessary, check that the first cheque number is correct.

Tick the invoices that you wish to pay. Click on 'Pay All' if you want to pay everything. You will see the effect on your bank account calculated automatically.

The screenshot shows the 'Quick Pay' window with the 'Payments to Suppliers' tab selected. At the top, there are fields for 'Bank Account' (National Westminster), 'Pay Date' (07/08/13), 'Payment Type' (Cheque), and 'First Chq No.' (100834). Summary statistics on the right show: Current Balance: -71002.63, Selected Total: 1627.03, and Final Balance: -72629.66. Below this is a table of invoices with columns for Entry, Supplier, Type, Inv. Ref, Date, Due By, Age, Amount, and PAY. The table lists 18 invoices from various suppliers like Aldbourne Engineering, Oakes Bros, Mastock, Cleanacres, Ralph C J, Tarmac Ltd, McTouch H R, Southern Elec, MMT Services, Genus, and Wessex woodland. At the bottom, there are buttons for 'Show Pay List', 'Items on Hold', 'Pending', 'Reject', 'Close', and 'Help'.

When you are ready, click on 'Show Pay List'.

The screenshot shows the 'Quick Pay' window with the 'Suppliers' tab selected. It displays the same header information as the previous screenshot. Below the header is a summary table with columns: Supplier, On A/C, Balance, Items Total, Chq No., and Payment. The table lists five suppliers: Oakes Bros (Balance: 1843.30, Items Total: 325.80, Chq No.: 100834, Payment: 325.80), Cleanacres (EPD) (Balance: 538.66, Items Total: 20.56, Chq No.: 100835, Payment: 20.56), Tarmac Ltd (Balance: 593.00, Items Total: 593.00, Chq No.: 100836, Payment: 593.00), McTouch H R (Balance: 458.25, Items Total: 458.25, Chq No.: 100837, Payment: 458.25), and Southern Elec (EPD) (Balance: 229.42, Items Total: 229.42, Chq No.: 100838, Payment: 229.42). At the bottom, there are buttons for 'Hide Pay List', 'Report', 'Pay', 'Cancel', 'Close', and 'Help'.

Invoices to the same supplier will be amalgamated. Check the list and then click on 'Pay' to complete the procedure.

How to pay Invoices using Ledger Payments

This option will allow you to select each supplier (or customer) individually to inspect and pay each item on every invoice separately. It also allows part payment of invoices or to use previously entered 'unallocated' payments to clear invoices.

- Select **Ledger Payments**
- Choose **Ledger Payments** or **Ledger Receipts** from the drop down list.

Pick the correct supplier from the drop down list.

Click in the box to pay each item. Alternatively click on the tick at the top of the screen to pay all invoices.

Check that you have the correct bank account/payment date and if appropriate cheque number.

Alternatively, use the 'Clear' button if you wish to clear an invoice with a credit note or with a previously entered 'on account' payment – i.e. there is no bank payment involved.

Check the amount. This may be altered if you wish to make an under or over payment. When you are happy with this entry click on Save.

Entering VAT Payments & Receipts

The screenshot shows a software window titled "VAT" with a sub-header "VAT Receipt". In the top right corner, there is a field for "Entry No." with the value "360". Below this is a table with the following data:

Revenue & Customs	Entry Date	Bank Account	Payment Type	Reference	Amount
	31/07/14	National Westminst	Direct Credit	June VAT	1253.32

At the bottom of the window, there are four buttons: "Save", "Reject", "Close", and "Help".

Use this option to record payments to or from HMRC with regard to VAT – do not use the normal cash analysis options.

Repeating Transactions

Repeating transactions allow you to schedule and process regular entries to speed up data entry and ensure consistency and accuracy of coding. The option is accessed from either the **Data Entry** side bar or the **Data Entry** menu.

- **Automatic Entries**

Automatic entries are regular entries that occur at set intervals for the same amount - for example standing orders or regular invoices. Once the instruction has been created they are implemented automatically by processing them up to a specified date.

- **Regular with Edit**

'Regular with Edit' data entry templates create entries that occur at set intervals but may have a varying amount. All information including any values can be edited at the time of implementation to suit the exact detail on the transaction.

- **On Demand**

'On Demand' data entry templates allow you to create a default layout for a transaction that can be applied to a supplier or customer as and when they are needed. This will save time and ensure that the coding is consistent each time you use it. All information including any values can be edited at the time of implementation to suit the exact detail on the transaction.

NB – Both 'Regular with Edit' and 'On Demand' data entry templates are also available from the normal cash analysis and invoice screens by using the 'Use' and 'Create' buttons at the bottom of the screen.

The screenshot shows the 'Repeating Transactions' interface. At the top, there is a 'Show:' dropdown menu set to 'All supps / custs' and a 'Show finished templates' checkbox. Below this are three tabs: 'Automatic', 'Regular with Edit', and 'On Demand'. The 'Regular with Edit' tab is selected, displaying a table of templates. Callouts provide instructions: 'Filter the list by individual suppliers or customers.' points to the 'Show:' dropdown; 'Pick the type of repeating transaction that you wish to use by clicking on the appropriate tab.' points to the tabs; and 'The list of templates can be sorted by clicking on any column heading.' points to the table headers.

Edit	Tran Type	Supp/Cust Name	Template Name	Amount	Repeat Frequency	Next Due Date	End Date
?	S.O. Payment	HMRC	RJB NI	23.00	Monthly	01/09/2015	01/03/2017
	S.O. Payment	HMRC	JMB NI	24.75	Monthly	02/09/2015	01/03/2017
	Receipt	Beech Mrs L	lucy rent	143.00	Weekly	05/09/2015	30/04/2016
		Scottish Widows	JMB pension	51.00	Monthly	05/09/2015	05/09/2015
			HMRC Form	240.00	Monthly	05/09/2015	05/09/2015

Create Repeating Entries

To add new repeating entry templates click on **New** at the bottom of the screen and pick the option for Cash Analysis or Invoice (if applicable).

The template entry screen is similar to any other data entry screen with a few extra pieces of information required. The exact options will depend on the type of template/payment type etc.

Name - The template should be allocated a brief description which will allow you to identify it on the summary list.

Implemented – What kind of repeating entry is this?

- Automatic (standing orders)
- Regular with Edit (regular interval with varying value)
- On Demand (implemented as and when needed)

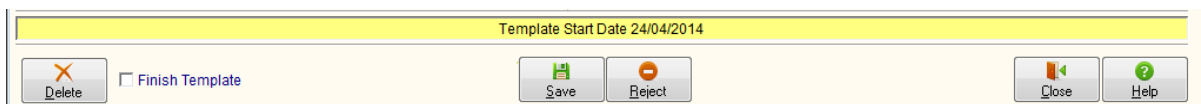
Frequency – How often should this transaction occur? This will update the future 'next due' dates automatically.

Payment type – For an automatic entry this will probably be standing order but you can pick one of the other payment types, e.g. electronic, if you wish.

Next Due Date – When is the next date that this transaction should be created?

End Date – Transactions will not be created after this date. Leave blank if 'on going'.

At the bottom of the screen you will see the date that the instruction was originally created.



Templates can be permanently deleted if they are not required any more. Alternatively you may wish to temporarily 'finish' them so that they can be rejuvenated or viewed in the future.

Remember – this is just the repeating instruction. No transactions will be created until the entries have been processed.

Process Automatic Entries

To implement any outstanding automatic entries up to a particular date click on the **Process** button at the bottom of the screen.

The 'Process' date will default to the end of the current period but can be overwritten.

Process entries to: 30/09/2015 End of the Current Period 30/09/2015

Due Date	Tran Type	Supp/Cust Name	Template Name
01/09/2015	S.O. Payment	HMRC	RJB NI
01/09/2015	S.O. Payment	HMRC	JMB NI
23/09/2015	Direct Debit	JD Credit	TF Combine

Number of 'Automatic' repeating entries to be processed: 19

Process 'Automatic' entries

If you are happy that these transactions should be created click on 'Process Automatic Entries' at the bottom of the screen.

Process Regular with Edit entries

To implement any outstanding 'regular with edit' entries up to a particular date click on the **Process** button at the bottom of the screen.

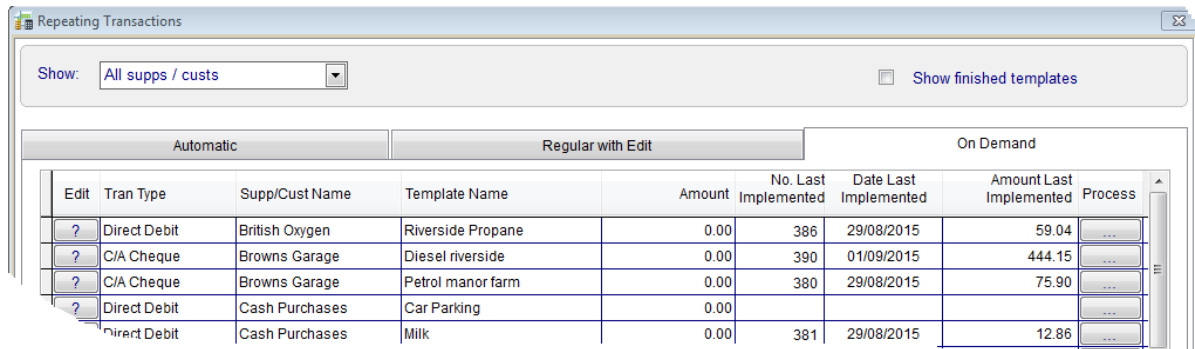
Process entries to: 30/10/2015 End of the Current Period 31/12/2015

Due Date	Tran Type	Supp/Cust Name	Note	Template Amount	Processed Xtion No.	Processed Amount	Process
01/09/2015	P. Invoice	British Telecom	Greenway Frm House	0.00	440	214.22	[Process]
15/09/2015	S. Invoice	Milk Marque	Milk	0.00		0.00	[Process]
15/10/2015	S. Invoice	Milk Marque	Milk	0.00		0.00	[Process]

Each entry is processed one at a time by clicking on the 'Process' button at the end of the line which will take you to the normal data entry screen for that particular transaction type where you can complete or edit the details that are applicable to this instance of the entry.

Process 'On Demand' entries

To use one of the templates just go to the **Process** button at the end of the line which will take you to the normal data entry screen where you can edit the details to be used and create a transaction.



The screenshot shows the 'Repeating Transactions' window. At the top, there is a 'Show:' dropdown menu set to 'All supps / custs' and a checkbox for 'Show finished templates'. Below this, there are three tabs: 'Automatic', 'Regular with Edit', and 'On Demand'. The 'On Demand' tab is selected, displaying a table with the following columns: Edit, Tran Type, Supp/Cust Name, Template Name, Amount, No. Last Implemented, Date Last Implemented, Amount Last Implemented, and Process. The table contains five rows of data, each with a question mark icon in the 'Edit' column and a 'Process' button in the 'Process' column.

Edit	Tran Type	Supp/Cust Name	Template Name	Amount	No. Last Implemented	Date Last Implemented	Amount Last Implemented	Process
?	Direct Debit	British Oxygen	Riverside Propane	0.00	386	29/08/2015	59.04	...
?	C/A Cheque	Browns Garage	Diesel riverside	0.00	390	01/09/2015	444.15	...
?	C/A Cheque	Browns Garage	Petrol manor farm	0.00	380	29/08/2015	75.90	...
?	Direct Debit	Cash Purchases	Car Parking	0.00				...
	Direct Debit	Cash Purchases	Milk	0.00	381	29/08/2015	12.86	...

On Demand data entry templates can also be selected or created from the options at the bottom of the standard data entry screens.



NB – if you need to edit or view the details of any **Repeating Transaction** template click on the ? at the left hand side of the line.

Any specific transaction that you have created using the **Repeating Transactions** option can be edited or viewed by going to the **Daybook** or **Latest Entries** on the Home Page as normal.

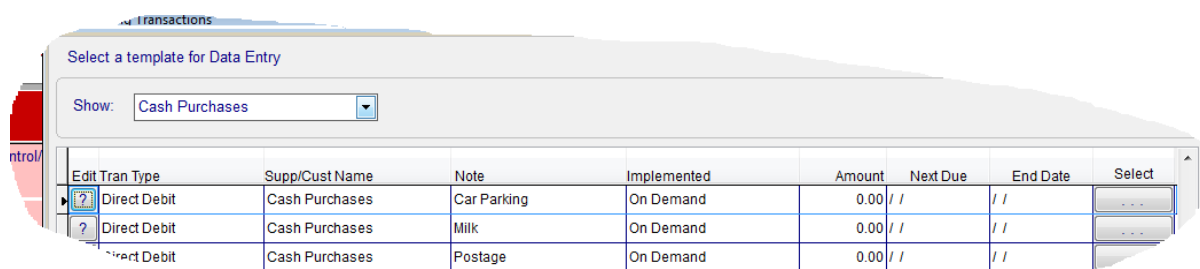
Use/Create Templates - from Data Entry screens

On Demand and **Regular with Edit** data entry templates can also be selected or created from the options at the bottom of the standard data entry screens.



Use Templates

If a supplier (or customer) already has a template for this transaction type they will have a * against their name. However you can also use the 'Use' button to pick the template of another supplier, if required, by picking them from the drop down box at the top of the screen.



NB if you select a template with a type of 'Regular with Edit' from this screen, it will be treated as if it is 'on demand' - i.e. it is a one-off and the next due date will not be implemented but will allow you have the same coding etc. If you wish to be reminded about any 'regular with edit' transactions then you should use the full **Repeating Transactions** option. Automatic templates are not available for selection in this screen.

Tip - Each column can be sorted by clicking on the column heading. For example if a supplier has a large number of templates, you may wish to sort them by their name.

Create Templates

New templates can also be created from the standard entry screens.

Once you have entered the transaction that you will be storing as a template click on the 'Create' button.

You will be asked to give this template a name so that you can identify it again. If it the same name as an existing one, perhaps you are just updating it, then it will confirm that you want to overwrite it.

Optional Information

The options that are to be saved with this template can then be customised:

The screenshot shows a dialog box titled "Create Direct Debit - Cash Template". It has two main sections: "Template details" and "Optional information". In "Template details", "Template Name" is "Milk" and "Template For" is "Cash Purchases". In "Optional information", there is a checkbox for "Save default optional information" which is checked, and a dropdown menu set to "On Demand". Below this are five more checkboxes: "Save transaction reference" (checked), "Save item description" (checked), "Save item quantity" (unchecked), "Save item amount and VAT" (unchecked), and "Save single unit price" (unchecked). At the bottom are three buttons: "Save", "Reject", and "Help".

- **Save default option information** – selecting this box exactly replicates the transaction.
- **Transaction Reference** - (if relevant). You may wish to retain the transaction reference that you allocate to a direct debit or invoice.
- **Description** - allocated to each item; they may be edited or enlarged on when the template is used.
- **Quantity**
- **Amount & VAT**
- **Single item price** - this will retain the price of one unit of quantity. You will then be able to enter the quantity when you apply the template and the program will calculate the total value of the entry.

If you do not want to save a particular option – perhaps the amount varies each time – remove the tick in the appropriate box.

Implemented

Is this template 'on demand' – i.e. to be used as needed or will it occur at regular intervals?

If applicable you will be also be asked for further details:	<p>Implemented Regular with </p> <p>Next Due Date 01/09/2015 </p> <p>Frequency Monthly </p> <p>End Date // </p>
--	---

Save Template

Click on 'Save Template' to attach it to this transaction type/supplier (or customer) combination.

Bank Reconciliation

The Bank Reconciliation option allows you to check all the entries made on the computer against the bank statements for any account. This ensures that no entries are forgotten – for example a standing order or direct debit that may have been overlooked. It also confirms that all the entries have been entered accurately. Any amendments to existing entries may be made directly from the Bank Reconciliation screen without having to exit to a different part of the program.

- Click on **Bank Reconciliation** (in the **Data Entry** section on the Home Page).
- Select the Bank Account required.
- Click **Yes** if you want to enter a new statement. Here you can record the statement details i.e. Statement number, date, opening and closing balances.
- Click **OK** to enter the Bank Reconciliation.
- Transactions which have not been reconciled against any other statement will be presented.

Double click on the column headings to sort them.

The transactions that appear on the statement can be ticked off by clicking on the crosses in the Rec? column which turns the relevant crosses to ticks.

Use the "?" button to view/edit the entry.

When the calculated closing balance is the same as the closing balance at the top of the screen and you have no differences, your statement balances.

No.	Type	Chq / Batch / Ref.	Entry Date	Receipts (DR)	Pmts. (CR)	Batch Total	Rec?	Statement Date	Period	Supplier/Customer	Total
246	Ledger Che	100823	23/05/13	0.00	593.58	0.00	<input checked="" type="checkbox"/>	30/06/13	May 13	Aldbourne Engineering	593.58
249	Ledger Che	100824	18/06/13	0.00	60.00	0.00	<input checked="" type="checkbox"/>	30/06/13	June 13	British Telecom	60.00
262	Direct Debit		15/07/13	0.00	479.16	0.00	<input type="checkbox"/>		July 13	JD Credit	479.16
274	S.O. Payme	JMB	05/06/13	0.00	51.00	0.00	<input checked="" type="checkbox"/>	30/06/13	June 13	Scottish Widows	51.00
275	S.O. Payme	RJB	14/06/13	0.00	45.00	0.00	<input checked="" type="checkbox"/>	30/06/13	June 13	NFU	45.00
276	S.O. Payme		10/06/13	0.00	240.00	0.00	<input checked="" type="checkbox"/>	30/06/13	June 13	FODDC	240.00
277	S.O. Payme		12/06/13	0.00	215.00	0.00	<input checked="" type="checkbox"/>	30/06/13	June 13	FODDC	215.00
278	S.O. Payme	jd	14/06/13	0.00	376.15	0.00	<input checked="" type="checkbox"/>	30/06/13	June 13	Highland Finance	376.15
279	S.O. Payme		13/06/13	0.00	546.00	0.00	<input checked="" type="checkbox"/>	30/06/13	June 13	AMC	546.00
280	S.O. Payme	orig mort	24/06/13	0.00	850.00	0.00	<input checked="" type="checkbox"/>	30/06/13	June 13	AMC	850.00
281	S.O. Payme	nh	25/06/13	0.00	858.50	0.00	<input checked="" type="checkbox"/>	30/06/13	June 13	Chartered Trust	858.50
282	S.O. Payme	JMB	01/06/13	0.00	23.00	0.00	<input checked="" type="checkbox"/>	30/06/13	June 13	NICO	23.00
283	S.O. Payme	JMB	02/06/13	0.00	24.75	0.00	<input checked="" type="checkbox"/>	30/06/13	June 13	NICO	24.75
			07/13	0.00	51.00	0.00	<input type="checkbox"/>	//	July 13	Scottish Widows	51.00
			07/13	0.00	45.00	0.00	<input type="checkbox"/>	//	July 13	NFU	45.00
			07/13	0.00	240.00	0.00	<input type="checkbox"/>	//	July 13	FODDC	240.00
			07/13	0.00	215.00	0.00	<input type="checkbox"/>	//	July 13	FODDC	215.00
			07/13	0.00	376.15	0.00	<input type="checkbox"/>	//	July 13	Highland Finance	376.15
			07/13	0.00	546.00	0.00	<input type="checkbox"/>	//	July 13	AMC	546.00
290	S.O. Payme	orig mort	24/07/13	0.00	850.00	0.00	<input type="checkbox"/>	//	July 13	AMC	850.00
291	S.O. Payme	nh	25/07/13	0.00	858.50	0.00	<input type="checkbox"/>	//	July 13	Chartered Trust	858.50

Closing VAT Period

The VAT due is calculated automatically from each transaction entered. This data is then used by the program to generate your **VAT Return** records which can be submitted to HMRC via Making Tax Digital.

	This Business
Box 1 - VAT due on sales	140.00
Box 2 - VAT due on EU purchases	100.00
Box 3 - Total VAT due	240.00
Box 4 - VAT on purchases	120.00
Box 5 - Net VAT	120.00
Box 6 - Total sales	1360.00
Box 7 - Total purchases	1200.00
Box 8 - Total sales to EU	60.00
Box 9 - Total purchases from EU	500.00

- Click on **Close VAT** in the Data Entry menu or from the Home Page.
- The **VAT Return** will be calculated and printed when you click on **Close VAT Period**. We would also recommend that you tick the boxes to produce a **VAT Summary** and **VAT Audit Detail** report, but these can all be reproduced from the **Report Library**.
- When you are happy that the details you are sending are correct, click on **Close VAT Period and send Direct to HMRC**.
- Tick the legal declaration of completeness and then **Accept**.
- The details will be submitted to HMRC which will be confirmed on the screen.
- Take a backup of your data. It is particularly important to keep a backup at the beginning of each VAT period that you can return to during this period. However it is very important that you do not restore data from a previously closed VAT period – any amendments to figures must be made in the current open period.
- An HMRC Receipt ID is received into the program to confirm that they have received your VAT figures – see **Inspectors – VAT – VAT Return Details**. It is also printed onto the VAT Return report.
- **Close VAT period manually** – there may be occasions where you wish to close the VAT period without making a submission – perhaps where you have already done it on a different system (make sure the figures agree) or before you are mandated to sign up for MTD. Select **No** to the question about being signed up with HMRC in **Setup – MTD** settings.
- **Combine Figures** – you may need to combine the VAT figures of more than one business before you make a submission, either by exporting or importing figures. Full details can be found in the program's **Help**.

Section 9: Back Up & Restore

For the security of your data it is very important that you back it up after every data entry session. Each time you enter information it is saved within the computer. However it is potentially vulnerable because if the computer was to break down, even if only through a temporary power failure, that information may be irretrievably lost or damaged.

We particularly recommend that you take a backup immediately after submitting your VAT submission. **NB** you should only return to an earlier backup to make amendments if it is in the same open VAT period – do not change any figures once you have submitted your VAT or they may no longer agree with HMRC's.

The Home Page will display the last date/time a backup of this business was made.

Latest backup information

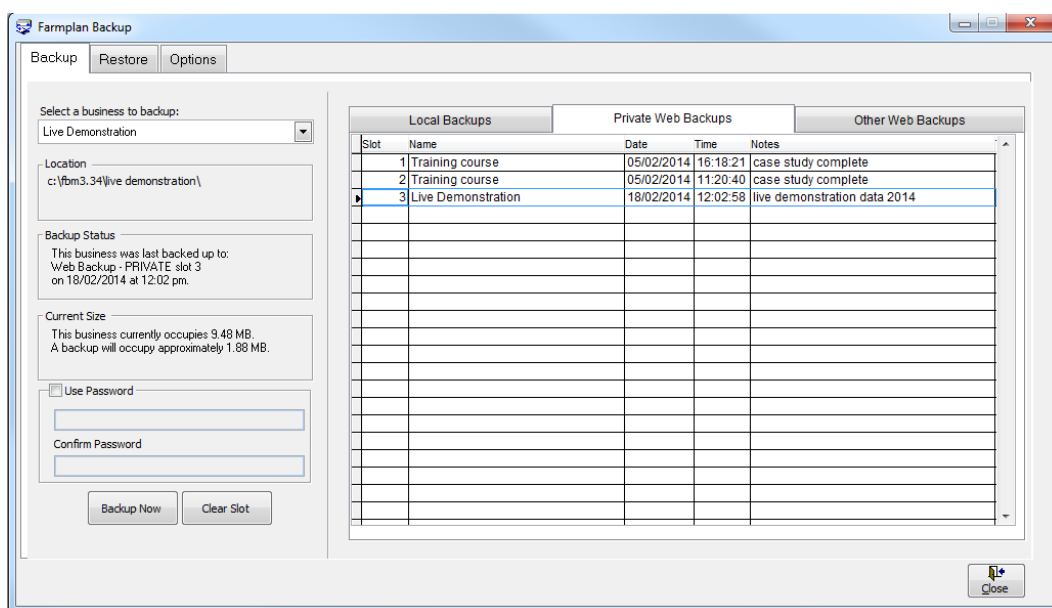
Date: **29/01/19** **10:12:36 AM**

Location: **Web Backup - PRIVATE slot 1**

To backup your data, take the option **File – Backup**.

Private Web Backups

This is the ability to back up your data to a remote web server across the internet. The web server is maintained by our parent company, RBI, and provides a secure location for backups away from your own office environment. The backup can be restored to any computer with internet access regardless of its location, providing it has been registered with your licence details and web access code – subject to your Farmplan licence agreement.



A **password** provides additional security so that even if someone has your licence details, they cannot restore your data without entering the password.

NB – Farmplan do not have access to the password. Therefore it is very important that you keep a record of the password used.

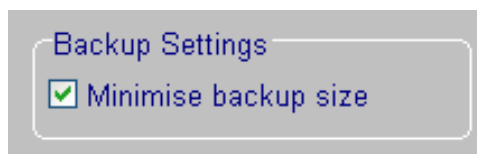
You are provided with **TEN free Private slots** which are available providing your support contract is up to date. More slots are available – for more details please contact the Farmplan’s Software Support on 01594 545022.

- On the left hand side of the screen check that the correct business is displayed.
- Select the tab called **Private Web Backups**.
- Highlight the slot that you wish to use by clicking on it (if there is more than one available).
- Password (optional) – Other users can only access your private backups if they are using a computer with exactly the same licence details – i.e. other members of your organisation who also have a valid licence. However, if you wish, you can also password your backups so that no-one else can restore them without it. Put a tick in the box ‘Use Password’ and enter the password in both boxes.
- Click on **Backup Now**.
- Enter notes to identify this backup in the future – for example ‘April accounts complete’.
- Confirm that you wish to continue.

Please Note – you are transferring data across the Internet so the time taken to make a backup will depend on the size of your data and the speed of your Internet connection.

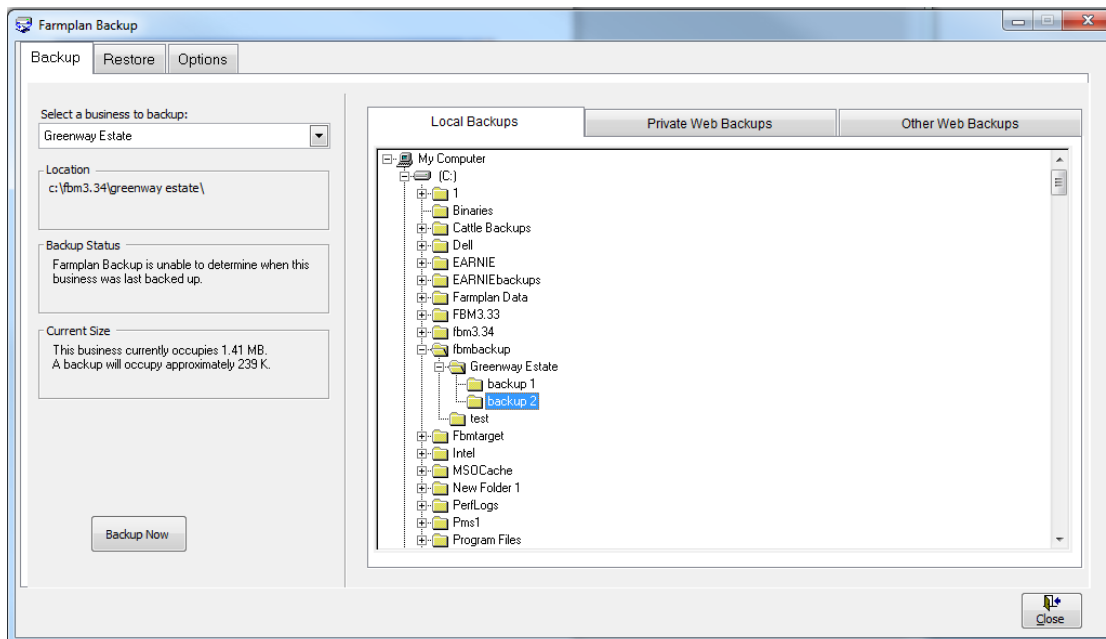
We would strongly recommend that you ‘minimise’ the size of your backups to help speed up the process.

To do this, go to **Tools – Options - General** and select the option to **Minimise Backups**.



Local Backups

This allows you to make a copy of your data to be kept in your own office – either on your computer or a removable device such as a memory stick.



- On the left hand side of the screen check that the correct business is displayed.
- On the right hand side of the screen browse to the location where you wish to make the backup. To expand the tree view click on the +.

There will automatically be a folder called **FbmBackup** on your C: drive which should have a sub-folder for each of your datasets.

To create more folders on your C: drive or memory stick, right click on the folder and select the option to create a new sub-folder.

- Highlight the folder that you wish to make the backup in and click on **Backup Now**.
- Enter notes to help identify this backup in the future – for example 'April accounts complete'. A date and time will be automatically added.
- Confirm that you wish to continue.

Backups to Removable Devices - While backups on the C: drive (the hard disk on your computer) are useful for every day backups, they could get lost or damaged if something happened to your machine. For that reason it is very important that you back up regularly onto a removable device such as a memory stick which can be stored away from your computer. Plug one into your computer before you go into the Backup option and it will appear under a different letter on the right hand side – for example you may see something like **Removable Disk E:**

Rotation of Backups - Keep a minimum of 2 backups at different stages in time on different sources. We suggest making sub-folders and use them to rotate your backups at different stages in time.

NEVER just rely on one backup – for example a single memory stick, which could get lost or broken.

Other Web Backups

This tab allows you to make Web backups which are available to Farmplan Support staff or authorised third party consultants.

Support Slot - You are allocated **ONE free Support slot** which can only be accessed by yourself or a member of Farmplan staff.

If you contact us with a query, we may ask you to backup a copy of your data to this slot so that we can restore it immediately for investigation – a much quicker and more straightforward method than attaching it to an email.

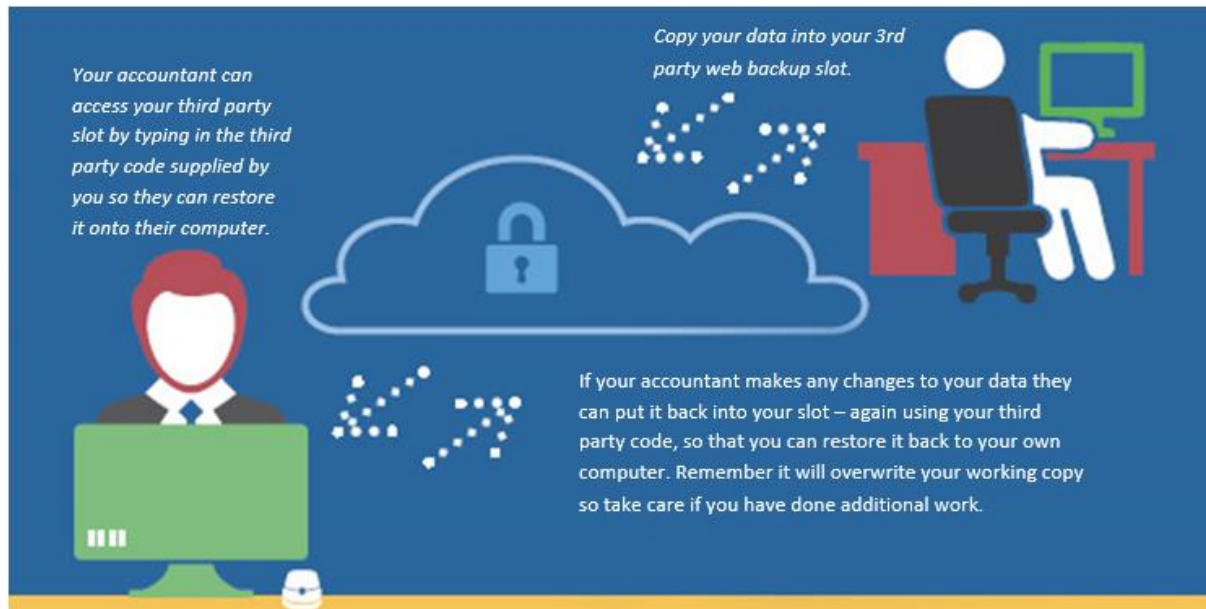
- On the left hand side of the screen check that the correct business is displayed.
- Select the tab called **Other Web Backups**.
- Highlight the support slot that you wish to use by clicking on it (if there is more than one available).
- Password (optional) – Other users can only access your support backups if they are using a computer with exactly the same licence details – i.e. other members of your organisation OR an employee of Farmplan. However, if you wish, you can also password your backups so that no-one else can use them if they do not know that password. Put a tick in the box 'Use Password' and enter the password in both boxes.
- Click on **Backup Now**.
- Enter notes to help identify this backup in the future – for example 'April accounts complete'. If you have been asked to make this backup by a Farmplan member of staff you may be given a reference number to quote.
- If necessary, please email Farmplan (support@farmplan.co.uk) to confirm that the backup is now available. Don't forget to tell us the password if you have used one.

Third Party Slots

In addition we can supply you with **Third Party Slots** – these can be used to supply a backup of your data to an outside consultant/accountant who wishes to interrogate it using Business Manager.

For example your accountant may wish to have a copy of your data at the year end. His computer will have a different licence so he will not normally be able to see your backups.

You would make a backup to a 3rd party slot and provide your accountant/consultant with your **Customer Number** and a **3rd party access code** – supplied by Farmplan. The 3rd party user enters these when restoring your data. He will then be able to see all of your 3rd party slots. Again you can use passwords in order to provide additional security.





Farmplan Computer Systems
Alton House
Alton Road
Ross-on-Wye
Herefordshire
HR9 5BP

Phone: **01594 545011**
Fax: **01594 545012**
www.farmplan.co.uk

support@farmplan.co.uk

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