Farmplan business

Business Manager Enhancements Version 3.42

November 2020

Proagrica

Contents

Installation Instructions

Windows 8 and Windows 10 Operating Systems only.

***Please note –** Windows 7 and Windows Server 2008 are no longer supported by Microsoft and, as such, pose a security risk. This version of Business Manager will not install onto machines that still use this operating system. Please contact Farmplan to discuss upgrading your PC if this is applicable.

- Before you start, ensure that you have read about the enhancements. ☐
- You will not be able to load this version of the program if your licence has expired. If you are getting messages telling you that your licence has expired but you have renewed your contract, take the option **File – Licence – Get Key** BEFORE you load this version of the program. ☐
- **Offline Plus** (formerly known as Multi-User) – We recommend that you update any outstanding batches back to the master data before loading the new program. ☐
- Remember to make an up-to-date backup of your Business Manager data. ☐
- The option to install the latest version of the program can be found under **Business and Accounts** in the Support area of the Farmplan website (www.farmplan.co.uk). You will need your customer number. ☐
- Make sure that the Business Manager program is closed. ☐
- Follow the on-screen instructions to '**Download'**. 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 may appear on your screen during the installation. Ignore it – it will disappear when the installation is complete ☐
- If you encounter any installation issues it is worth repeating the installation process but right clicking on the setup.exe file and running as administrator. ☐
- When the installation is complete go into the program – your data will be automatically updated to run with the new version (3.42) of the program. ☐

Making Tax Digital for VAT – Grant Authority

Part of the process of getting ready for MTD involved granting authority to allow Business Manager to interact with HMRC. This permission is only valid for 18 months so many of you will be coming up to the time when it needs renewing.

We recommend that you redo this by going to **Setup – VAT – MTD Settings - Connect to HMRC** and then **Grant Authority**. You will then be set for another 18 months.

If you do not do this you may find that you receive an error message when you come to submit your MTD VAT figures that talks about 'Refresh Token is invalid' or 'Missing data on current obligations'. **Grant Authority** will sort this and allow you to make a successful submission.

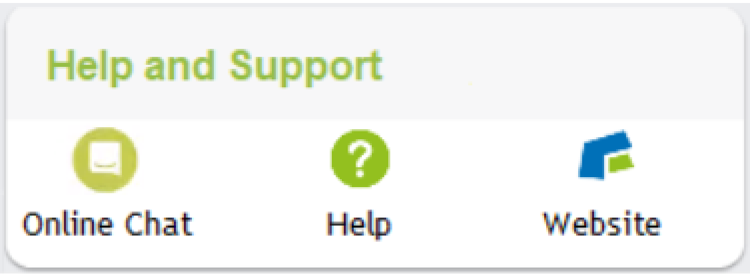
Business Manager Enhancements

Full details of all changes can also be found in the option **Help – Contents - Business Manager – Summary of Enhancements – Version 3.42**

If you would like help or more information about any of the changes in the program, please contact Software Support on 01594 545022.

Help & Support

We have updated the Help & Support section of the Home Page to make it even easier to access advice when you need it.



Use the **Online Chat** button to talk to one of the Support Team. When you click on it you will be taken to our website. Use the button in the bottom right hand corner of the screen to start a live chat with one of our advisors who are available between 8am and 5pm, Monday to Friday.

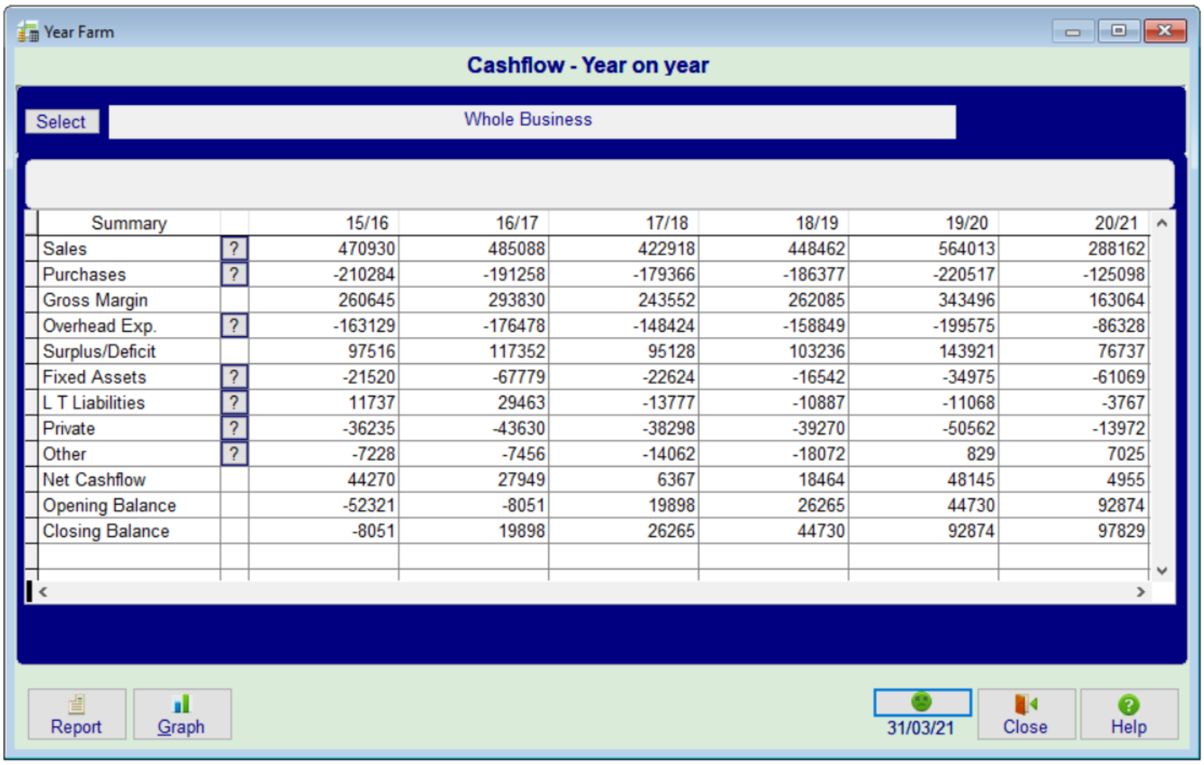
The **Help** button will open up the in-program help so that you can search for the answers to any questions that you may have. Of course, this option is also available from any screen.

Finally, the **Website** button will take you to the Support area of our website where you can find a large selection of FAQs and articles.

Year on Year Comparisons

This option will allow the comparison of up to 10 years' worth of figures at the same time.

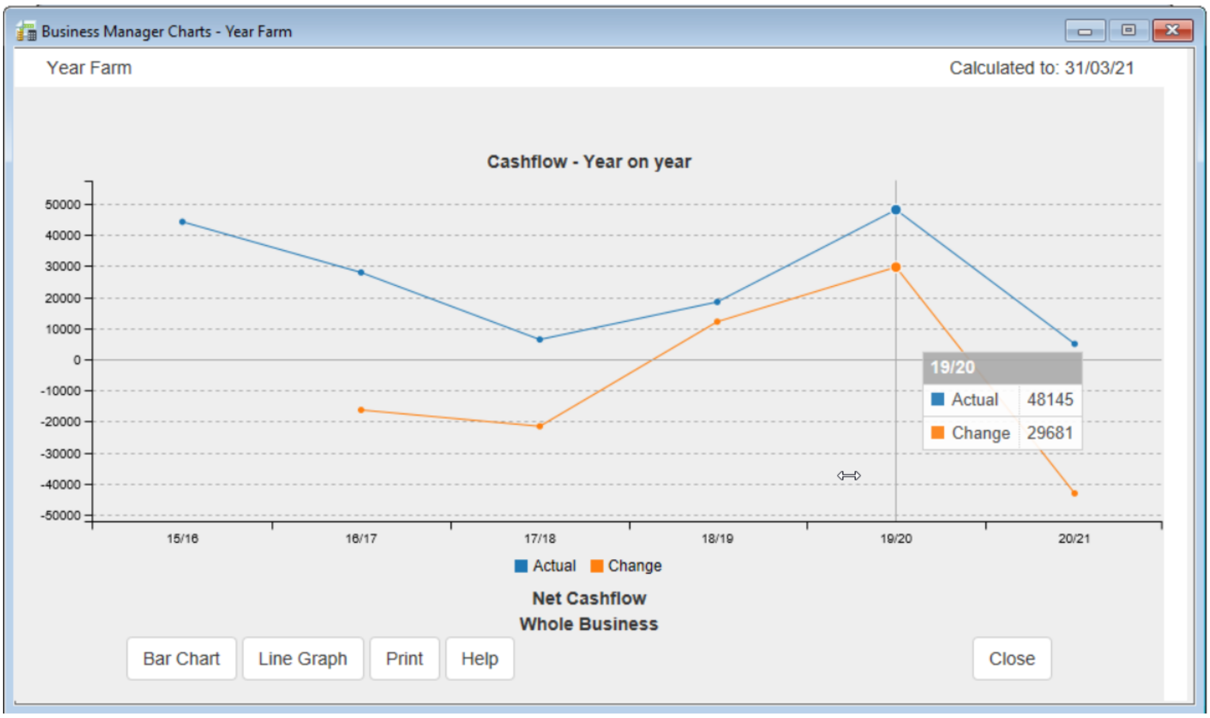
This is available in the **Accounts** menu or from the Side bar for both the **Profit & Loss**, and **Cashflow** options and is in addition to the existing monthly layout or the comparison between this year/last year and budgets.



Summary		15/16	16/17	17/18	18/19	19/20	20/21
Sales	?	470930	485088	422918	448462	564013	288162
Purchases	?	-210284	-191258	-179366	-186377	-220517	-125098
Gross Margin		260645	293830	243552	262085	343496	163064
Overhead Exp.	?	-163129	-176478	-148424	-158849	-199575	-86328
Surplus/Deficit		97516	117352	95128	103236	143921	76737
Fixed Assets	?	-21520	-67779	-22624	-16542	-34975	-61069
L T Liabilities	?	11737	29463	-13777	-10887	-11068	-3767
Private	?	-36235	-43630	-38298	-39270	-50562	-13972
Other	?	-7228	-7456	-14062	-18072	829	7025
Net Cashflow		44270	27949	6367	18464	48145	4955
Opening Balance		-52321	-8051	19898	26265	44730	92874
Closing Balance		-8051	19898	26265	44730	92874	97829

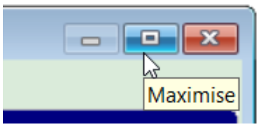
Up to 10 years, if available, can be compared at a time and at all levels, just click on the **?** to interrogate each level. Alternatively use the **Select** button at the top of the screen to filter the display.

Use the **Graph** button to see a line graph or bar chart of the actual figures and/or the change in figures between years.

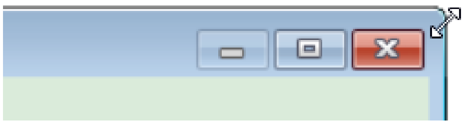


Tips

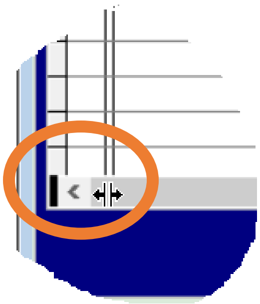
- To compare whole years ensure that the update date is set to the last day of the financial year. If it is part way through a year, the comparison will be to the same date in each year. The report will contain the 10 years prior to the set date, if available.
- To see more detail at the same time on your screen, click on the little square at the top of the screen to maximise the window:

  Alternatively the screen can be stretched by dragging the corners:

- The left hand column i.e. the one that shows the code names, can be frozen by dragging the left hand margin to the right so that it is still visible as you scroll across:



- Each display can be printed or exported to Excel from this screen.

  Alternatively go to the **Report – Library – Profit & Loss** (or **Cashflow**) to report on all codes at the same time.

Enterprise Comparisons

The Enterprise Comparisons option allows you to compare up to 10 years of the same enterprise or 10 different enterprises, perhaps in the same year.

*NB this option is only available if your license allows the use of Farm Accounts. If the option is not available from the Side Bar or from **Accounts – Farm Accounts** and you would be interested in using this feature please contact us on 01594 545000 or use the new Online Chat option from the Home Page.*

This screen will allow you to extract interesting management information, not only of the total financial performance of each enterprise but also the amounts per hectare/per animal or the amount per unit sold e.g. tonne/litre etc.

Go the **Farm Accounts** from the Side Bar or from the Accounts menu and select **Enterprise Comparisons**.

Single Enterprise Comparison

Enterprise: Pick the enterprise that you wish to compare from the drop down list. The report will include the selected enterprise year and the 9 years that preceded it (if available). Use the tips above to ensure that you can see the maximum amount of detail on the screen.

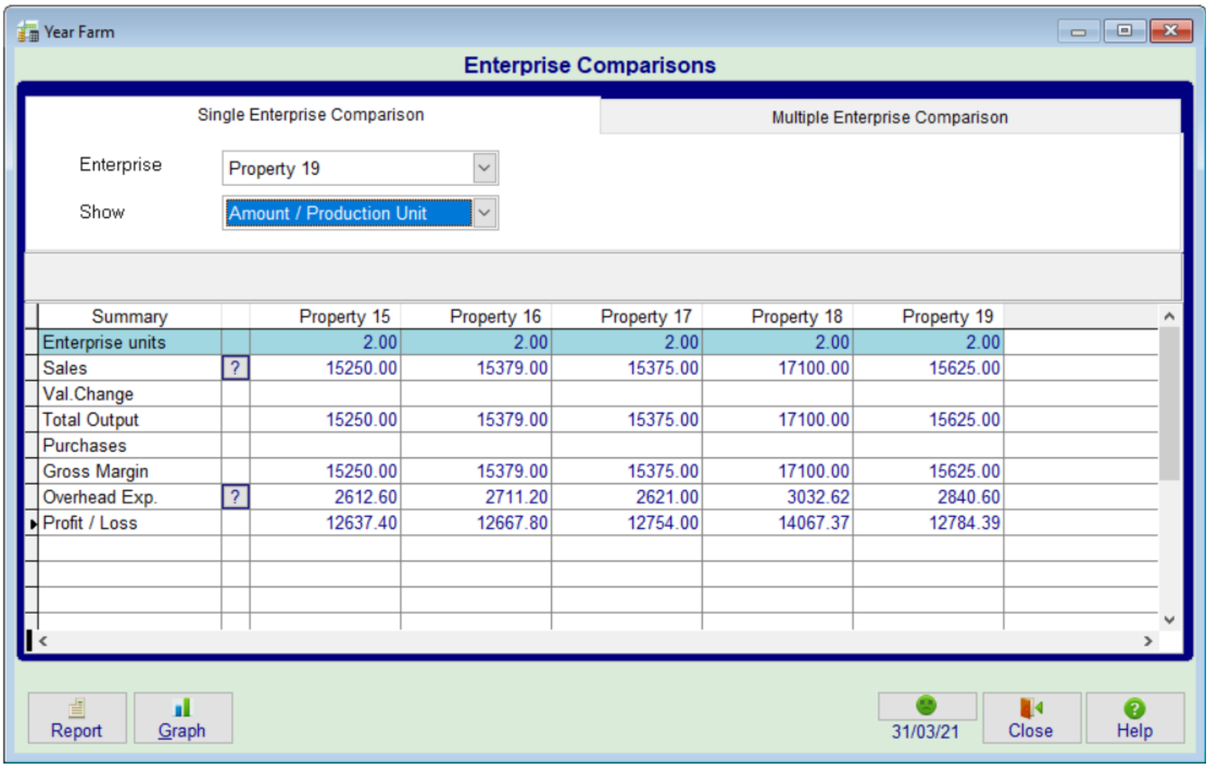
Show: The exact options that appear in here will depend on the type of enterprise that you have selected and relate to your particular business. They work in a similar way to the existing Farm Accounts reports. For example:

- Amount i.e. total financial value
- Amount per enterprise unit – for example per hectare or per cow
- Amount per unit sold – so the value per total tonne/litre/animal sold

Alternatively you can compare quantities instead of financial values. Of course sometimes these will not be relevant where different units are added together at a summary level but the drill down allows you to look at particular codes in detail.

Units: The top blue section of the screen display shows the units that are being used to calculate the figures. This section is static and will remain on the screen as you drill down.

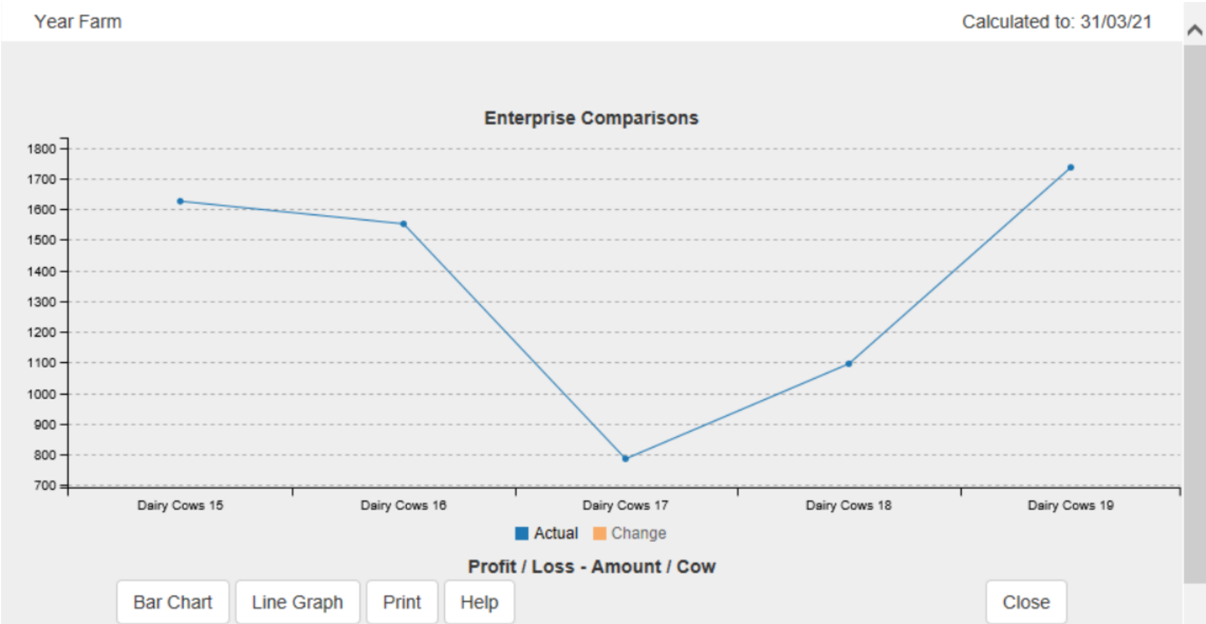
- Enterprise units – these are the number of hectares/animals etc. that you have entered against each enterprise in Setup – Enterprises and act as the unit divisors. If they are currently missing they can be easily added retrospectively for each year.
- Yield – the yield is calculated from the total quantities entered against the sales – for example litres of milk or tonnes of grain. If necessary you can view or edit the quantities from the **Items Inspector** option.



Summary		Property 15	Property 16	Property 17	Property 18	Property 19
Enterprise units		2.00	2.00	2.00	2.00	2.00
Sales	?	15250.00	15379.00	15375.00	17100.00	15625.00
Val.Change						
Total Output		15250.00	15379.00	15375.00	17100.00	15625.00
Purchases						
Gross Margin		15250.00	15379.00	15375.00	17100.00	15625.00
Overhead Exp.	?	2612.60	2711.20	2621.00	3032.62	2840.60
Profit / Loss		12637.40	12667.80	12754.00	14067.37	12784.39

Use the Report button at the bottom of the screen to print or email the report. Alternatively export all the data, containing all filter variations, to Excel for further analysis.

Each selection can be presented in graphical format – remember to select the line you wish to view by clicking in the left hand margin.



Multiple Enterprise Comparison

This option works in a similar way but allows you to compare up to 10 different enterprises. These may be in different years or of different types. Use the arrows to arrange them into the required order.

If this report has a mixture of enterprise types then the **Show** options will be limited to Amount and Quantity.

North Herts Farmers – Import Invoice Details

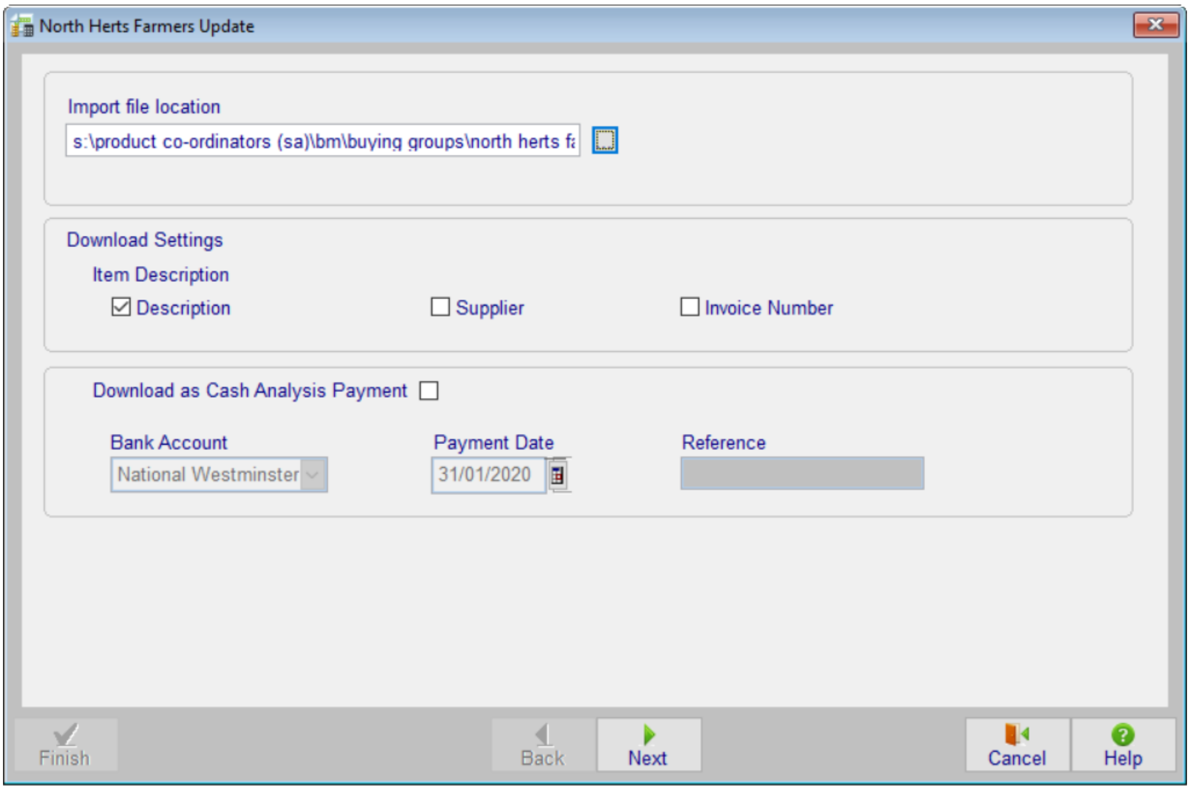
It is now possible to import your North Herts Farmers' invoice details from a csv file, either in the form of an invoice, or as a cash analysis entry i.e. direct debit, which will reduce the time spent entering the details manually.

If you are a North Herts Farmer member and would like to receive this file please let them know (01462 790777) so that it can be sent to you automatically via email.

This file should be saved to a known location on your computer, (it will be deleted when the import is complete). Take the option **File – Import/Export Data – Buying Groups - North Herts Farmers Import**.

Download Settings - before you import the file you should decide how you want the description for each item to appear in Business Manager.

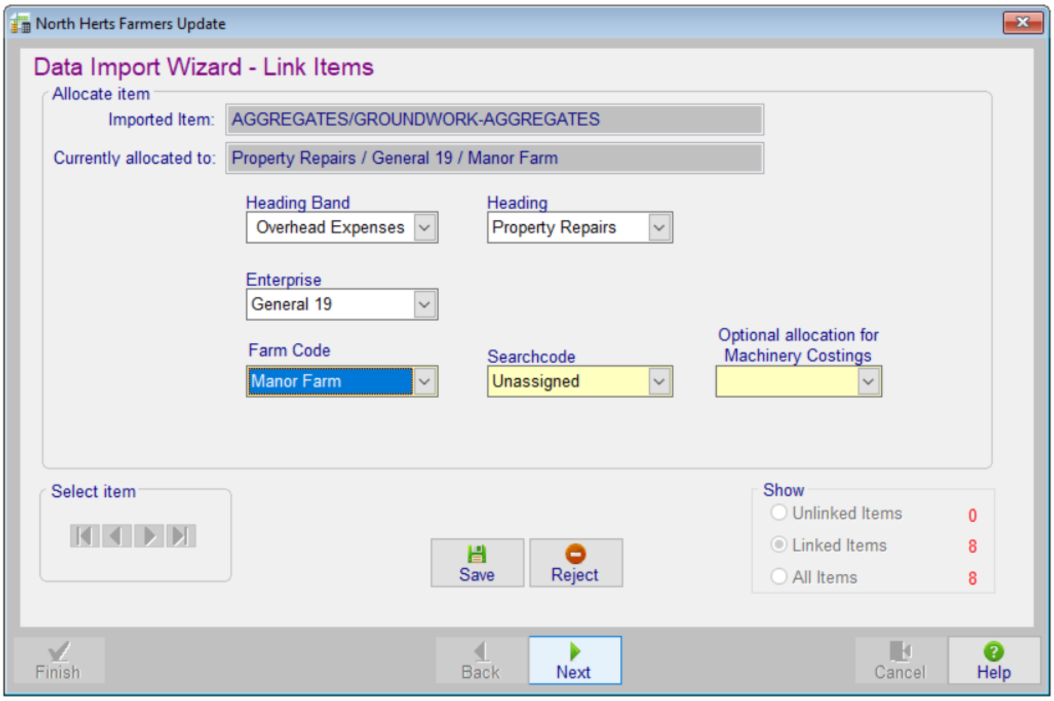
- Description - this is the description supplied by North Herts Farmers for each item
- Supplier - in addition you can also show the original supplier name in the description
- Invoice number - the original invoice reference to be shown in the description



The details will default to be imported as a Purchase Invoice (not available at Cash Manager level). However if you would rather import it as a direct debit tick the 'Download as Cash Analyis Payment' option.

After you have clicked on '**Next**' you will be given the option to link North Herts Farmers to your existing supplier.

The description used on the invoice by North Herts Farmers is then linked to a heading code/enterprise etc. in Business Manager.



The program will remember this link, so next time the same description is used it will be automatically allocated to the same coding structure. You will normally only see any new links that need to be made but you can change the 'show' selection to see any previously linked codes and amend them if necessary.

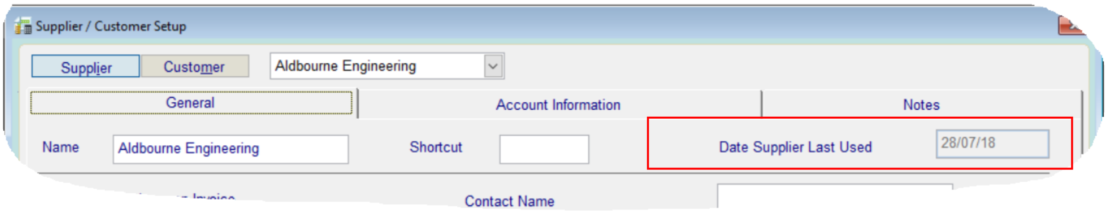
Once all codes have been linked, go to the final screen, where you can view the links to check that they are correct. Go '**Back**' to amend any links.

Click on **Finish** to complete the import and create the transactions automatically.

NB all transactions can be viewed or edited in the normal way once they have been imported.

Suppliers/Customers – Date Last Used

We have added a box on the Supplier and Customer records to show the date that they were last used, see **Setup – Suppliers/Customers**. This will allow you to tidy up ones that have not been used for a while by marking them as 'Finished' so they are not presented in data entry any more. Any that have never been used can be deleted.



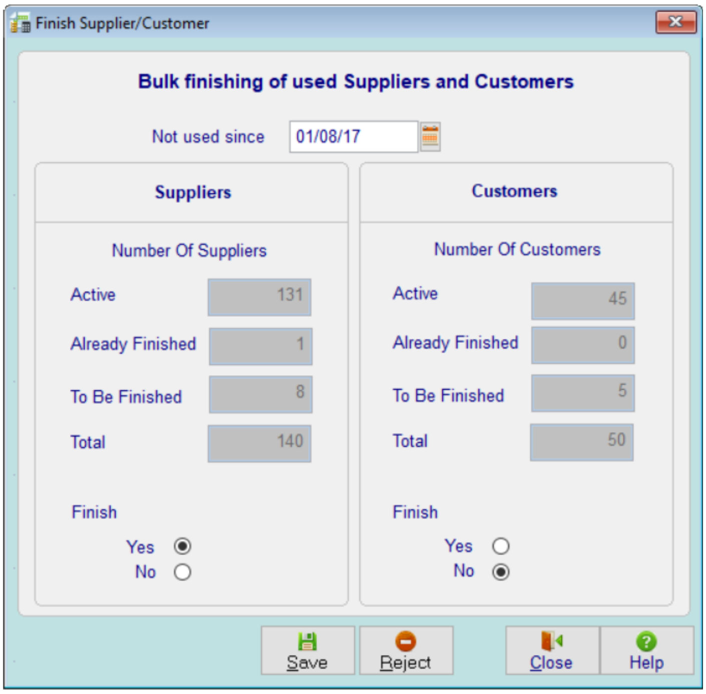
For a full list of all last used dates use the Report button and export the list to Excel.

Suppliers/Customers – Bulk Finish

If you wish to finish all suppliers or customers that have not been used for a while i.e. based on the last used date, you can now add the finish status to them all in one go providing they do not currently have a balance.

Go to **Setup – Suppliers/Customers- Finish Supplier/Customers**.

Enter a 'Not used since' date to see the number of suppliers/customers that would potentially be marked as finished. If you are happy to finish all the qualifying Suppliers and/or Customers select Yes against **Finish**.   They will be marked as finished when you save.



Remember that this will only remove them from the selection list in the data entry options; they will still appear in qualifying reports where they are applicable.

They will be available for selection in report filters if you have the ‘show finished’ option ticked in **Tools – Options – Reports**.

They can be reinstated by going to **Setup – Suppliers/Customers** and removing the ‘Finished’ flag

Intercompany Transfers

(not available at Cash Manager level)

If you have more than one business using Business Manager and need to make intercompany transfers then you can now export an invoice (sales or purchase) from one business and import it as the opposite type into the second business.

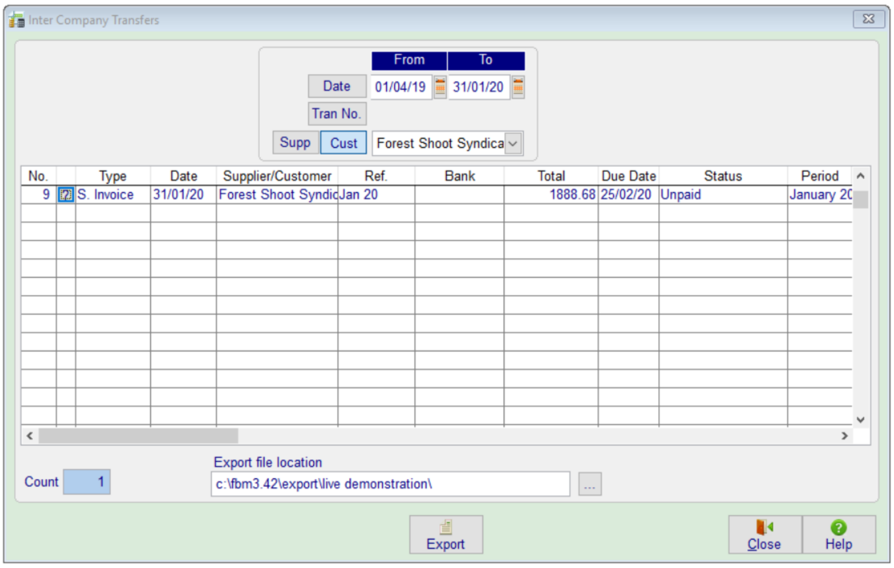
For example one business may buy supplies on behalf of the other business but then recharge them in the form of a sales invoice. The second business will treat this as a purchase invoice.

Alternatively, you may want to raise a sales invoice to another farmer that also uses Business Manager, for example share farming or contract work. They can be sent the file to allow them to import it as a purchase.

Once the transaction has been entered it can be copied or emailed to the second business in the form of a .txt file and imported with all credits/debits reversed.

Go to **File – Import/Export Data - Export – Intercompany Transfer**.

From the filters at the top of the screen, select the transactions that you wish to export. Select the location of where you wish to store the file. Clicking on the 3 dots will allow you to browse to a known location on your PC.



On the second business save the file in a known location if it is on a different computer.

Go to **File – Import** and pick **Intercompany Transfer** from the drop down list. Browse to the location of the file and follow the screens through to link to the correct supplier/customer and codes. The links will be remembered for future imports.

Once you have clicked on **Finish** the transactions will be imported with exactly the same details but with the reverse credits/debits of the original entry.

Import Invoices/Journals from a csv file

We have developed a straightforward method of importing invoices or journals that have been generated using an alternative system.

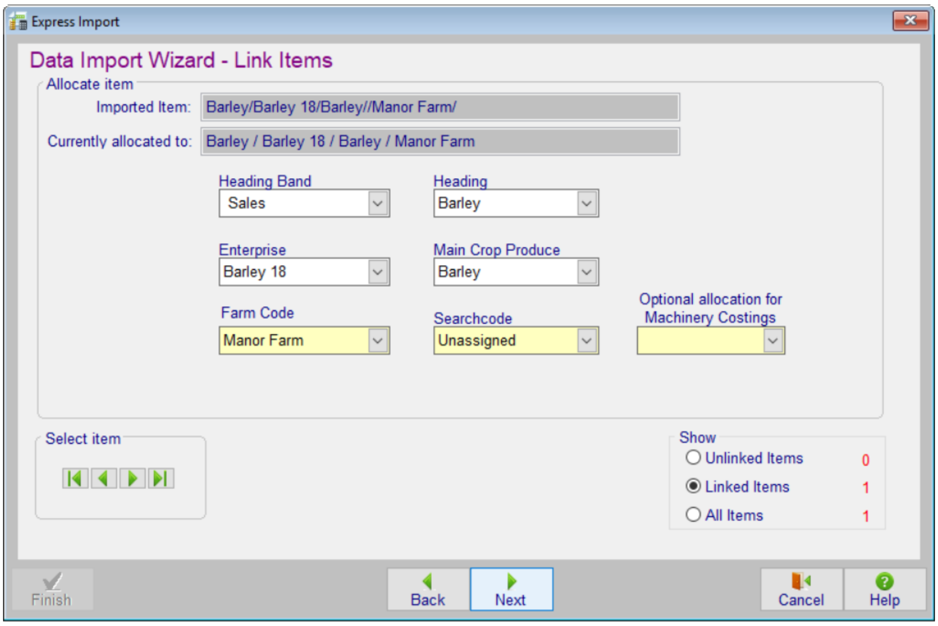
For example if you use a third party sales invoicing application, and can generate an exported file from it, this option will allow you to import the details directly into Business Manager to save time and ensure that mistakes made by transcribing figures incorrectly are avoided. Or perhaps you or your accountant prepare a detailed journal to make year-end or intercompany adjustments in Excel, and you wish to transfer them into your accounts.

This procedure will require you to prepare a file in a simple csv format, which must contain the correct columns. Full instructions of how both the invoice and journal files should be laid out can be found in the program's help files.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Transaction Type	Supp or Cust	Ref	Entry Date	Due Date	Heading Code	Enterprise	Stock	Farm Code	Searchcode	Asset	Allocation	Description	Qty	Value	VAT	
2	SI	Group Cereals	GC14	18/03/2019	18/04/2019	Barley	Barley 18	Barley	Manor Farm				Barley sales	22	3521.1		
3	SI	Group Cereals	GC14	18/03/2019	18/04/2019	Commission/Levies	Barley 18		Manor Farm				Contra		-112.51	-22.5	
4	SC	Group Cereals	GC14	25/03/2019		Barley	Barley 18		Manor Farm				Credit	1	150		
5	SC	Group Cereals	GC14	25/03/2019	18/04/2019	Commission/Levies	Barley 18		Manor Farm				Contra credit		-1	-0.2	
6																	

When you are ready to import the file go to **File – Import/Export Data – Spreadsheet Import**.

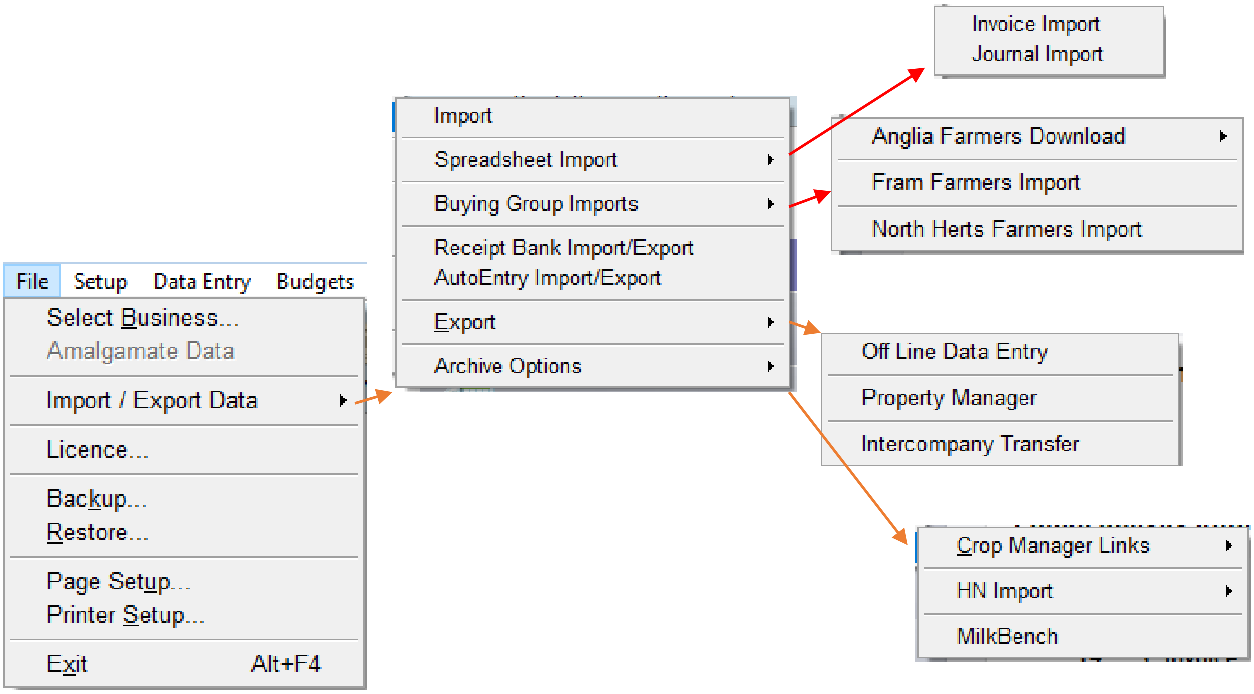
The following screens are similar to our other import options and will lead you through a linking process which will be remembered for any subsequent imports.



File Menu Layout

We have altered the layout of the file menu in order to accommodate several new options.

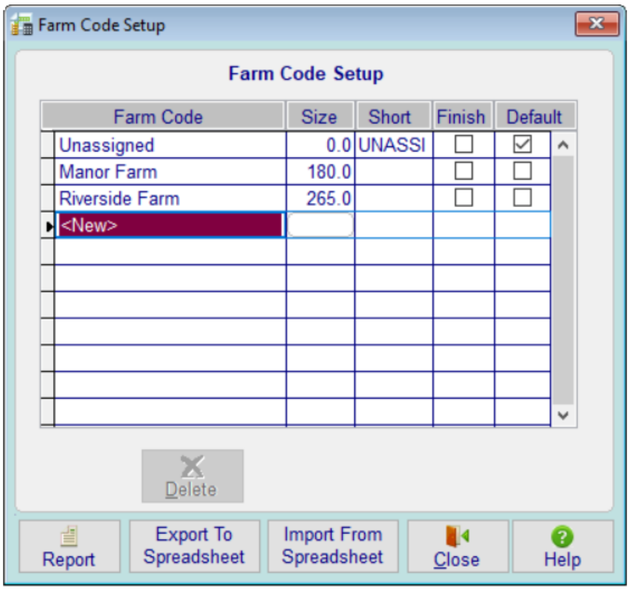
All the existing options are still there but you may find they are not quite in the same location.



Note - If you use Off-Line Data Entry Plus you will also have additional options for that function.

Export and Import Farm Codes

The ability to export existing Farm Codes to a file has been added to the **Setup – Farm Codes** option.



This will allow you to transfer a list of Farm Codes from one business to another – for example if you need to reset up at the beginning of a financial year.

Searchcodes

The report that is available from the **Setup – Searchcodes** screen has been modified to make it easier to read and complements earlier work done in this option to add more property details in preparation for MTD – Self Assessment.

Searchcodes List

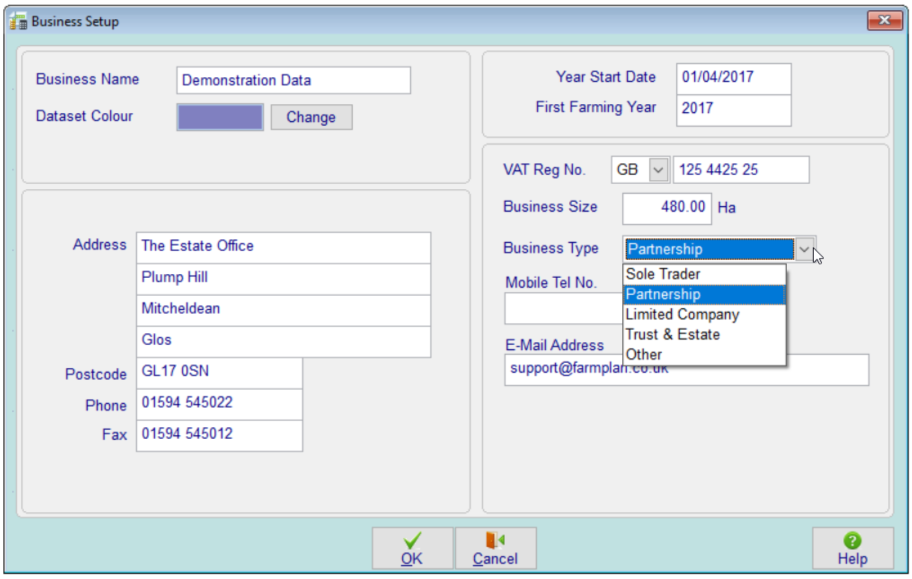
Year Start: 1 April

Searchcode	Shortcut	Property	Furnished Holiday Let	Finished	Address
Commercial					
Venture Park 1		Yes			Monmouth Road, Mitcheldean, Glos, GL17 9PH
Venture Park 2		Yes			Monmouth Road, Mitcheldean, Glos, GL17 9PH
Venture Park 3		Yes			Monmouth Road, Mitcheldean, Glos, GL17 9PH
3 Searchcodes listed					
Farm					
Walkers Farmhouse and Land	WLF	Yes			End Lane, Halton Park, Petersfield, Hants, SO9 4TH
1 Searchcodes listed					

Edit Business Type

One of the options added in the last main release of Business Manager, was to specify the type of business in preparation for MTD – Self Assessment which HMRC have recently confirmed will come into play in April 2023.

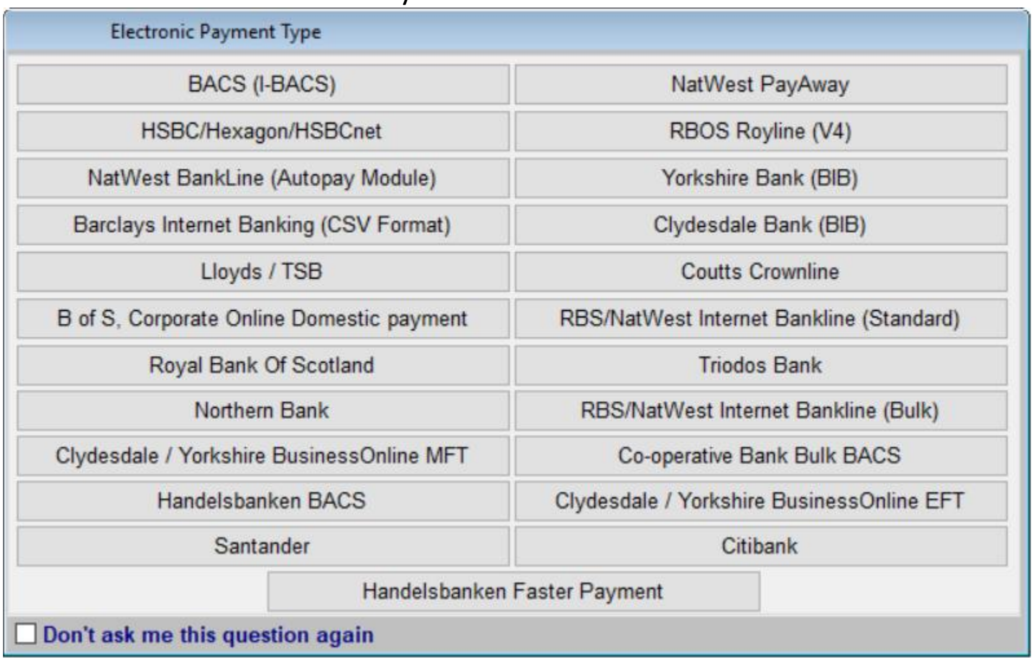
The type of business can now be edited in **Setup – Business Details.**



Electronic Banking

Two new options have been added to **Tools – Electronic Payments**:

- Citibank
- Handelsbanken Fast Payment



Items Analyser – Export to Excel

In certain circumstances you may find that the Pivot Table calculated in the Items Analyser option will not export to some versions of Excel correctly.

If you have this issue you will find that Business Manager also now creates a file of the raw data that has been calculated in the Items Analyser option so that you can open it yourself and create a pivot table using Excel i.e. outside of the Business Manager environment.

The file is called **MyPivotItems.csv** and can be found in **fbm3\export*businessname***

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