



Creating Orders, Deliveries, Invoices & Rebates

Setup & Quick Start Guide

Gatekeeper Trading
Gatekeeper Version 3.5 – June 2016



Contents

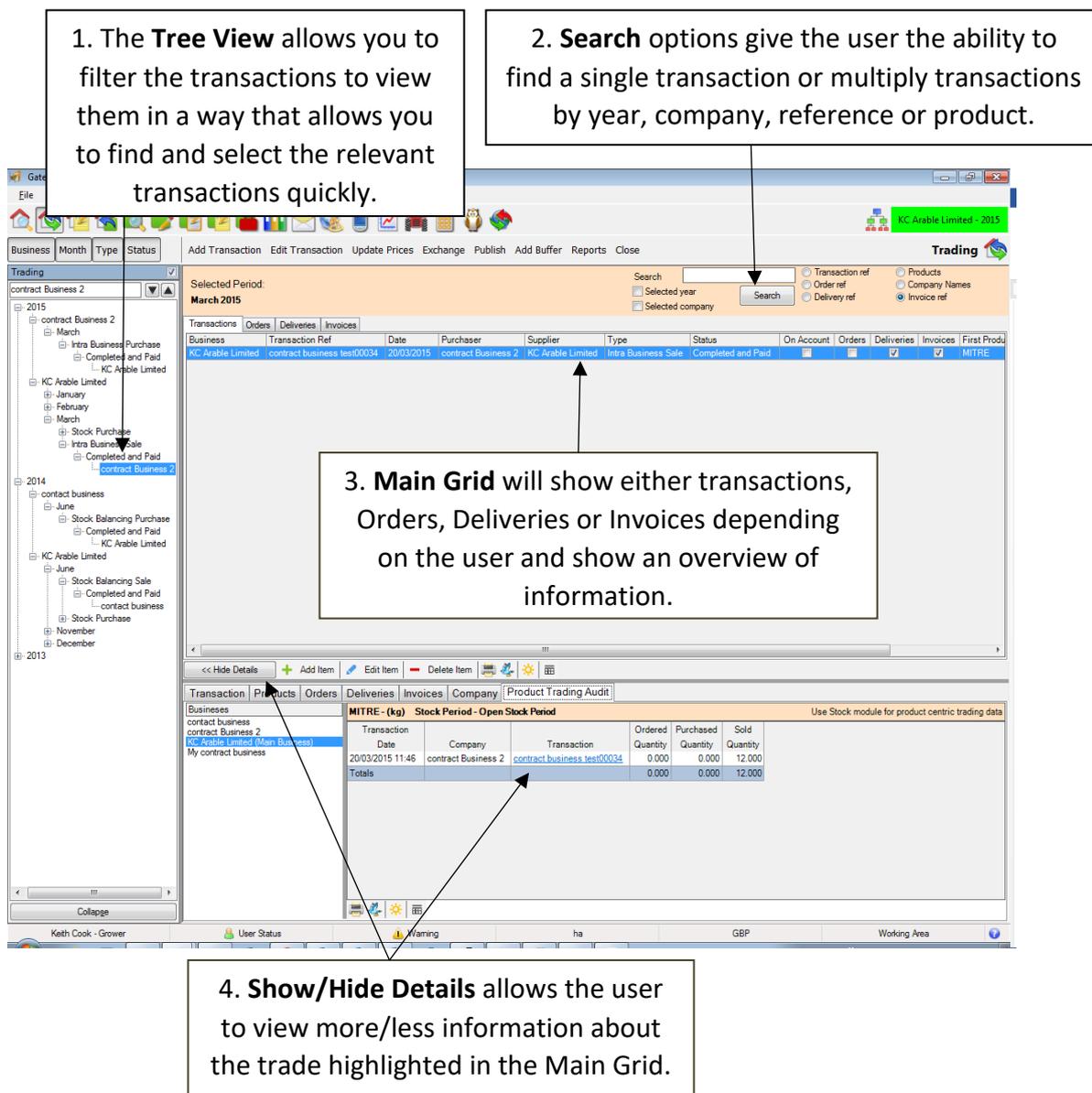
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Introduction

The Trading module provides a complete history of your transactions allowing the recording of purchases and sales of products from initial orders through to eventual delivery and Invoice. Where Contract Businesses exist Intra business trading can be used to record internal sales between stock centres within the Gatekeeper Main Business. Rebates can be entered in to the system against products used on the fields whilst other options include recording deliveries to a buffer and managing sale of Output under batch trading.

This module also contains a link to both Farmplan Business Manager and Landmark Key Accounts software Packages allowing you to export and import deliveries invoices from and to Gatekeeper.

What you see on selecting the Trading Module



1. The **Tree View** allows you to filter the transactions to view them in a way that allows you to find and select the relevant transactions quickly.

2. **Search** options give the user the ability to find a single transaction or multiply transactions by year, company, reference or product.

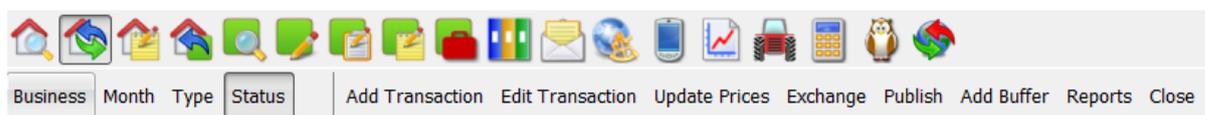
3. **Main Grid** will show either transactions, Orders, Deliveries or Invoices depending on the user and show an overview of information.

4. **Show/Hide Details** allows the user to view more/less information about the trade highlighted in the Main Grid.

Transaction	Products	Orders	Deliveries	Invoices	Company	Product Trading Audit
Business	contract business	contract Business 2	contract business	contract business	My contract business	
MITRE - (kg) Stock Period - Open Stock Period						
Transaction			Ordered	Purchased	Sold	
Date	Company	Transaction	Quantity	Quantity	Quantity	
20/03/2015 11:46	contract Business 2	contract business test00034	0.000	0.000	12.000	
Totals			0.000	0.000	12.000	

Functions Available

The Trading module provides the following options



Add Transaction – Adding new transactions from scratch

Edit Transaction – Once an existing transaction is highlighted in the Tree View then clicking this will allow the further editing on the highlighted Transaction.

Update Prices – Search and find transactions that match the options set by the user and update the product prices allowing you to edit/add a price for multiple transactions at a time.

Exchange – Where Business Manager and Key Accounts transactions are exported and imported.

Publish – Publishing transactions to other Gatekeeper Users.

Add Buffer – Allows the user to create a buffer delivery

Reports – Provides a selection of transaction based reports to print off.

Dependencies/what needs to be setup in other Gatekeeper modules

The Trading module expects the following to have been setup before creating Transactions.

(Check your basic Gatekeeper guide if you need help to create these)

- Companies that you are trading with
- Products that you are purchasing/selling with Packs set up where appropriate

Where a dependency exists there is usually a link to allow you to go to that module and create the relevant item if it does not already exist at time of creating the transaction

Printing

Throughout Gatekeeper wherever this icon appears you can select to print based on the current screen

Publishing

Throughout Gatekeeper wherever this icon appear you can select to publish based on the current screen

Help

Clicking on the help icon take you to a relevant help topic based upon the current section you are working on.

Support

The Gatekeeper support team are also available for telephone support assistance. Please contact the support team on (01594) 545040 or you can email: Gatekeeper@farmplan.co.uk

Naming Conventions used in the Trading Module

Buffer

This is for deliveries where you are cannot be certain which transaction it belongs to. For example you may have had a lot of deliveries occur in one day or have received a delivery arranged by a third party, you know how much of the product was delivered but you do not know which company it came from / went to. By adding a buffer delivery your stock levels will be kept up to date and you can add the full details once they are known.

Contract Businesses

Contract Businesses are optional.

They can be run alongside your own existing business. Normally they have a separate stock centre allowing you to manage and work with all of your farms together whether they are owned or contracted.

Fulfilment Method

The method chosen to best satisfy the product order requirements arising from an issued plan.

Future Contract

An agreement to sell something in the future (e.g. some of your harvest) that does not affect current stock.

Rebate

This is a financial discount in the cost of a product received for a product, or products purchased and applied to a field or fields during the period covered by the credit, It is reflected as a discount to that product on the field(s) without changing the quantity applied.

Centralised purchasing

If you have contact businesses and purchase centrally and then invoice the appropriate contract business this option, viewable in the stock module, allows you to view the sum of the main business and all 'included' contract.

Transaction

A transaction is a collection of trading records that are related to one another.

This could include the initial order; the delivery notes received for the ordered products and finally the invoice(s) or, in a simpler scenario, just the invoice and delivery records

You can create a transaction from any stage (order, delivery or invoice or rebate). Use the edit function to amend any existing transactions (e.g. adding delivery to existing order etc.)

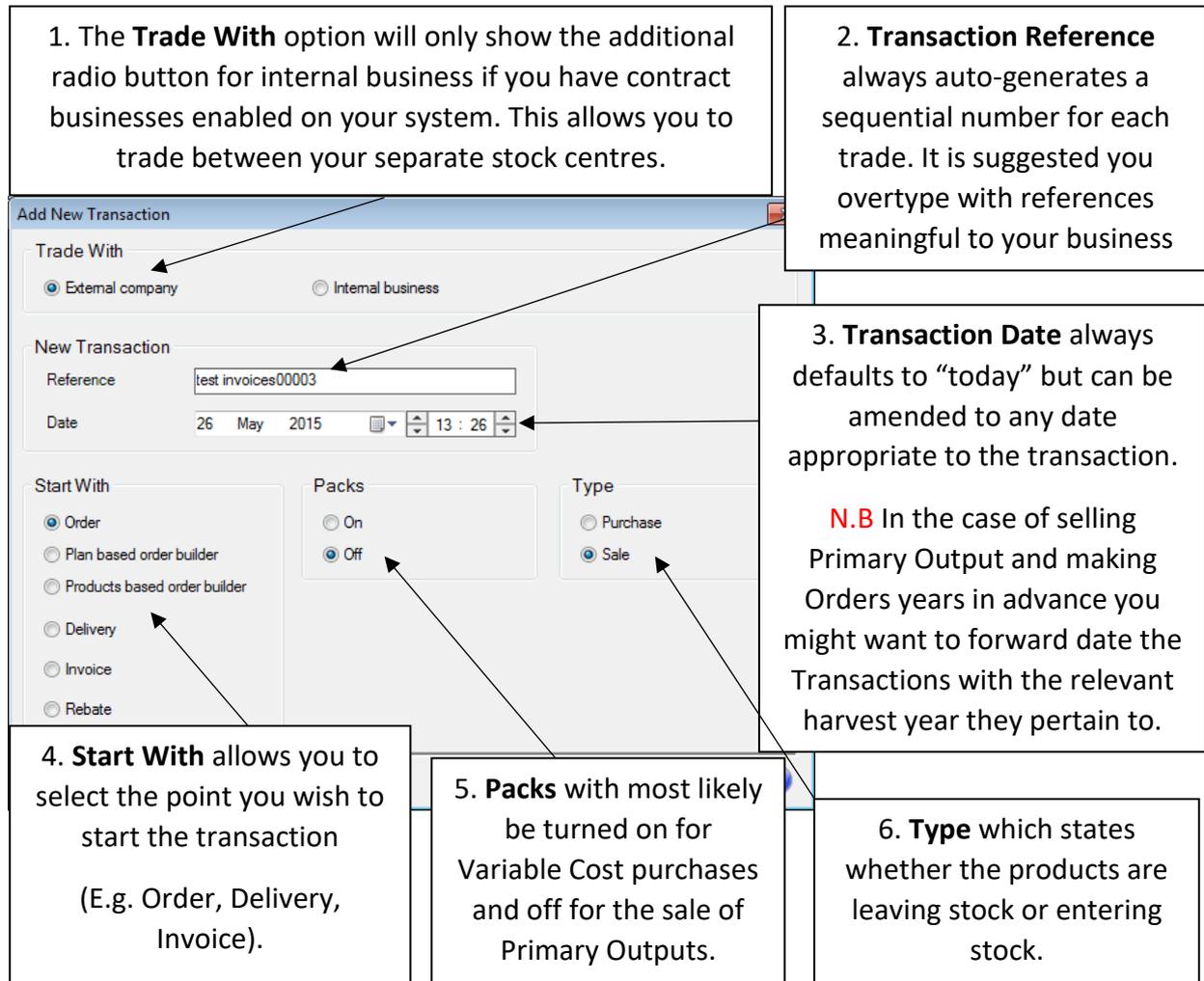
Transaction Status

Current progress of the transaction ranging from the order (draft/issued) though delivery status and finally completed and (invoice) paid. This is one of the filters on the main tree view

Adding/Editing Transactions

Overview

When adding new transactions you are presented with the following Add New Transaction screen.



The screenshot shows the 'Add New Transaction' interface with the following callouts:

- 1. The Trade With option** will only show the additional radio button for internal business if you have contract businesses enabled on your system. This allows you to trade between your separate stock centres.
- 2. Transaction Reference** always auto-generates a sequential number for each trade. It is suggested you overtype with references meaningful to your business.
- 3. Transaction Date** always defaults to "today" but can be amended to any date appropriate to the transaction.
N.B In the case of selling Primary Output and making Orders years in advance you might want to forward date the Transactions with the relevant harvest year they pertain to.
- 4. Start With** allows you to select the point you wish to start the transaction (E.g. Order, Delivery, Invoice).
- 5. Packs** with most likely be turned on for Variable Cost purchases and off for the sale of Primary Outputs.
- 6. Type** which states whether the products are leaving stock or entering stock.

7. If starting with a delivery or invoice you need to select from the **Add New Delivery Method** or **Add New Invoice Method** options from the product picker or buffer

<p>Add New Delivery Method</p> <p><input checked="" type="radio"/> Product picker</p> <p><input type="radio"/> From buffer</p>	<p>Add New Invoice Method</p> <p><input checked="" type="radio"/> Product picker</p> <p><input type="radio"/> From buffer</p>
--	---

Select the options relevant to the transaction you wish to add and select Ok to continue

Subsequent screens allow you to select business(s), products and costs involved on the transaction

In the following examples we will detail some of the more common types of transaction

Example 1: Agricultural chemicals received with a delivery note and invoiced later

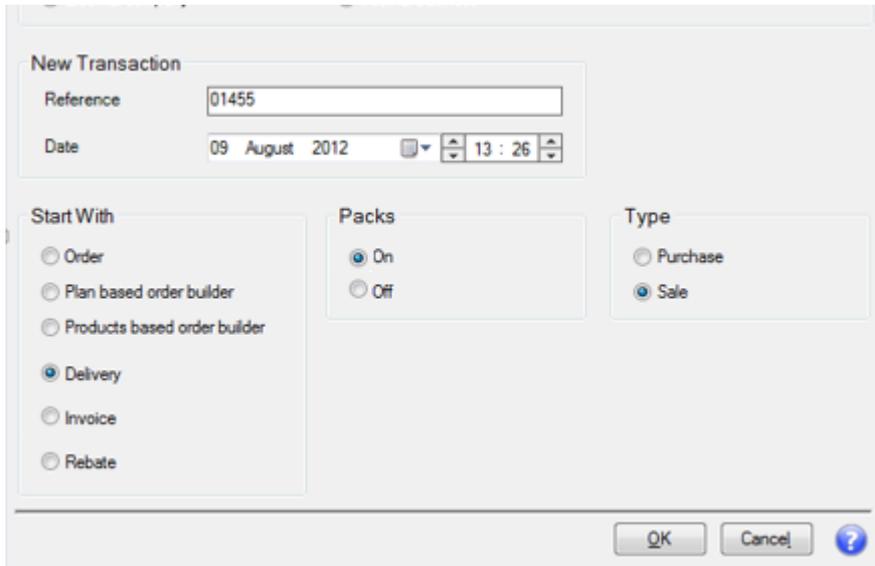
Scenario

A business with contract businesses receives packs of Amistar ordered by their Agronomist and delivered to their main business stock centre. Delivery needs to be recorded as does the invoice which is received later.

Procedure

a) Delivery Received

1. Add a transaction with the initial selections and click ok to continue.



New Transaction

Reference

Date

Start With

- Order
- Plan based order builder
- Products based order builder
- Delivery
- Invoice
- Rebate

Packs

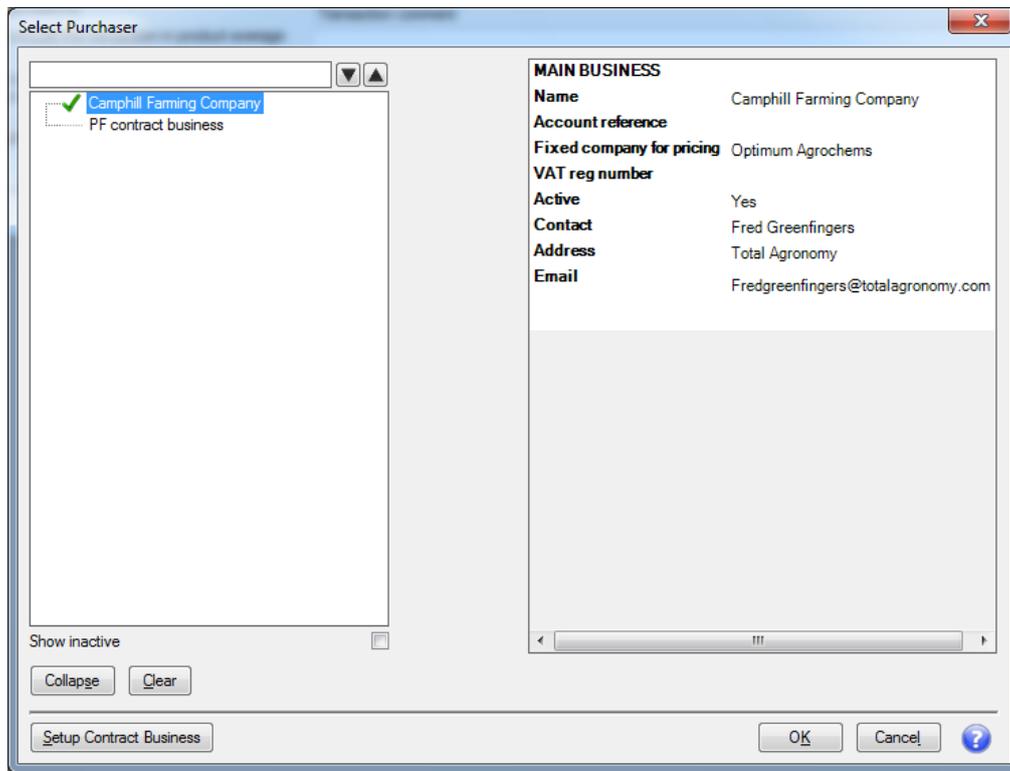
- On
- Off

Type

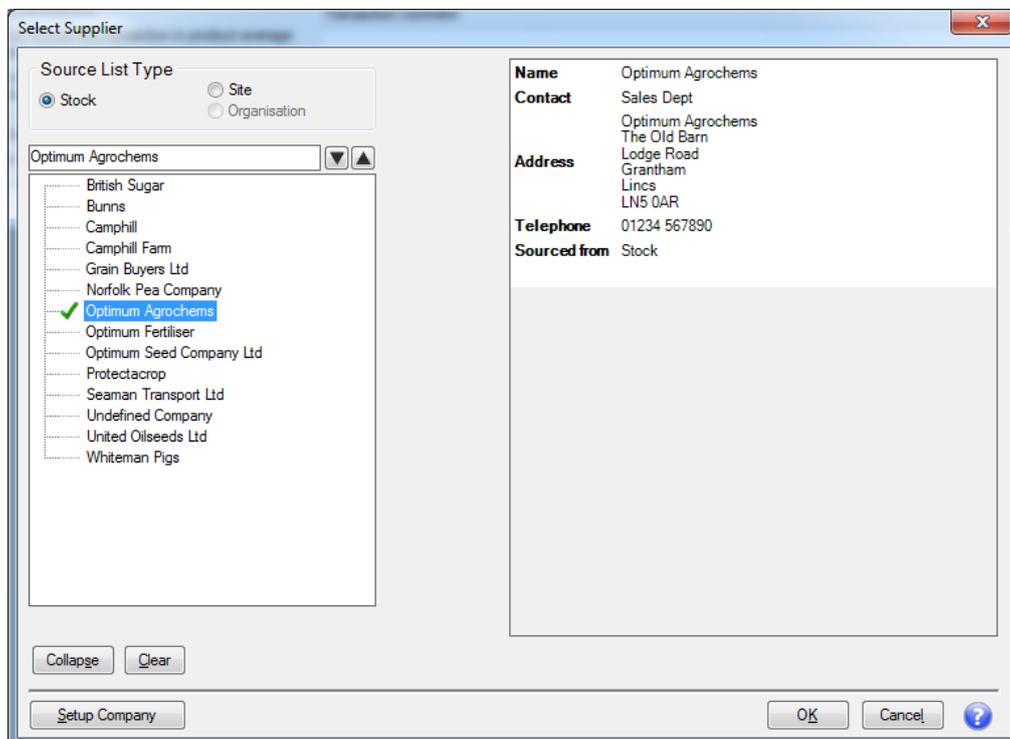
- Purchase
- Sale

OK Cancel ?

2. Select main business as the Purchaser and click ok to continue.



3. Select Supplier and click ok to continue.



Product Selector

Category: Stock products Heading Type: Heading: Product: 00001 09/08/2012

Source List: Amistar

Product List:

Source List	Heading	Product	Unit
Stock product:	Fungicides	Amistar	L

Tree View List (Left):

- Fixed Costs
- Outputs
- Variable Costs
 - Adjuvants
 - Desiccants
 - Fertiliser
 - Fungicides
 - Acanto
 - Alto Elite
 - Amistar** (highlighted)
 - Azoxystrobin 25.00%
 - MAPP 10443
 - 1,000 L @ 27,000 GBP
 - 10,000 L @ 28,000 GBP
 - 5,000 L @ 30,000 GBP
 - Camphill Farming Company In Stock = PF contract business In Stock = 0.001
 - Amistar Pro
 - Bravo 500
 - Cherokee
 - Comet 200
 - Contrast
 - Cortez
 - Deacon
 - Deleene 50 Ro
 - Escolta
 - Excelsior
 - Pandango
 - Firefly
 - Flexity

Buttons: Find Alternatives, View Stock Product, View Sentinel Product, Setup Stock Products, Setup Packs, OK, Cancel

Product unit price method: No prices required

Number picked: 1

4. Select the desired product or products from the tree view list on the left so it is blue highlighted. Then move it to selection grid on the right by using the single blue arrow. Then click the OK button to continue.

Trading Setup

01455 - Optimum Agrochems

Camphill Farming Company - Stock Purchase - Completed Deliveries

Delivery Note

Details:

Date	09 August 2012
Reference	00001
Haulier	Optimum Agrochems
Vehicle reg	

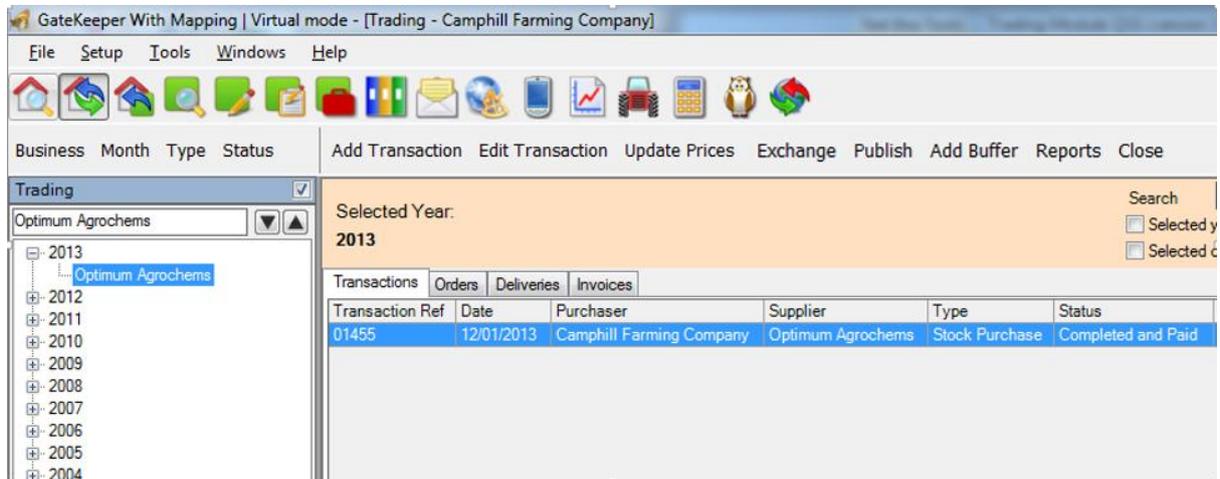
Delivered Products:

Source List	Heading	Product	Unit	Pack Size	No of Packs	Delivery Quantity	Direction
Stock	Fungicides	Amistar	L	10,000	4,000	40,000	Purchase
Stock	Fungicides	Amistar	L	5,000	1,000	5,000	Purchase

Buttons: Add Transaction, Add Delivery, Delete Delivery, Multi store, Add Line, Delete Line, Save

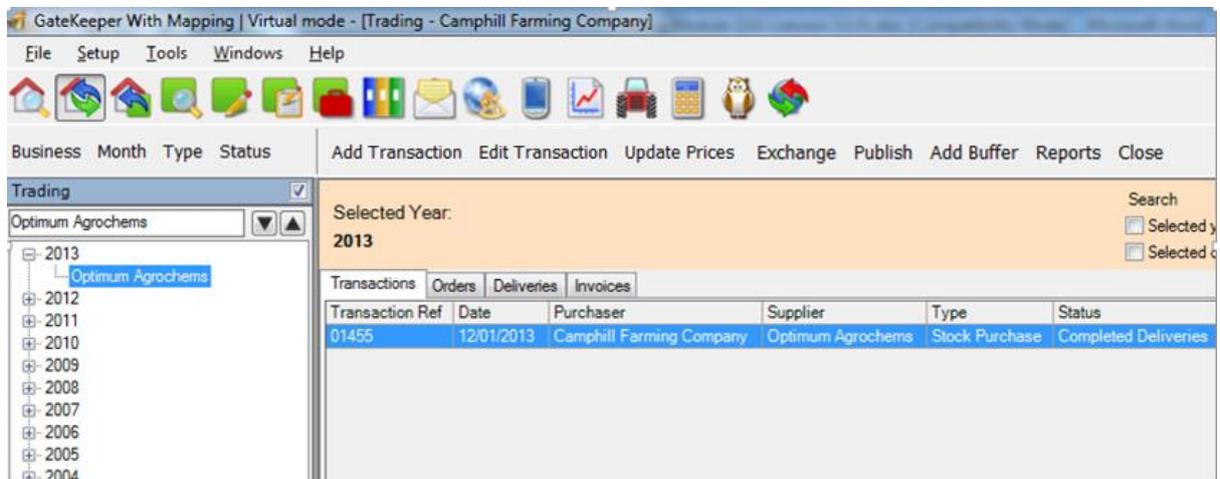
5. Add details of the delivery (use the Add Line button to create a second line so both the 10 litre and 5 litre pack sizes can be recorded as delivered) When the input details are correct click the OK button to continue.

- The delivery is now recorded on the main Trading window and shows with a status of Completed Deliveries.



b) Invoice Received

- Highlight the relevant company name in the tree view and then click on the transaction in the main window to select it. Then click on the **Edit Transaction** button to open the transaction for editing.



Trading Setup

01455 - Optimum Agrochems
Camphill Farming Company - Stock Purchase - Completed Deliveries

Transaction

Details Purchaser Supplier

Transaction reference: 01455
Transaction date: 12 January 2013

Type: Purchase Sale

Payment on account exists (excluded from stock price calculations)
Do not include this transaction in product average prices

Transaction comment

This Transaction

From buffer

Add Delivery
Add Invoice
Cancel Transaction
Delete Transaction
Data Integrity Check

Grid Display Options: Deliveries Invoices

Product	Unit	Delivery Date	Reference	Pack Size	No of Packs	Delivery Quantity	Direction
Amistar	L	09/08/2012	00001	10,000	4,000	40,000	Purchase
	L			5,000	1,000	5,000	Purchase

Packs: On Off

Options: Transaction Order Delivery Invoice

Collapsé OK Cancel Save ?

2. To add the Invoice either click on the Add Invoice button or click on the Invoice Tab at the bottom of the window.

Delivery Selector for Invoice 01455

Current transaction All outstanding transactions

Total product quantity: 45,000 L

Delivery	Product	Pack Size	Unit	No of Packs	Delivered	Unit Price
00001 09/08/2	Amistar	10,000	L	4,000	40,000	0.000
00001 09/08/2	Amistar	5,000	L	1,000	5,000	0.000

Transactions:

- 01455 - Optimum Agrochems
 - 00001 09/08/2012 (Optimum Agrochems)
 - Amistar 10,000 L (40,000)
 - Amistar 5,000 L (5,000)

Unit price

Selected deliveries price calculation Unit price Total value

Unit price: _____ GBP / L

Price calculation enables you to recalculate a common price across multiple deliveries if all the products are of the same unit group. Choose to enter either the unit price or the total value for the selected deliveries.

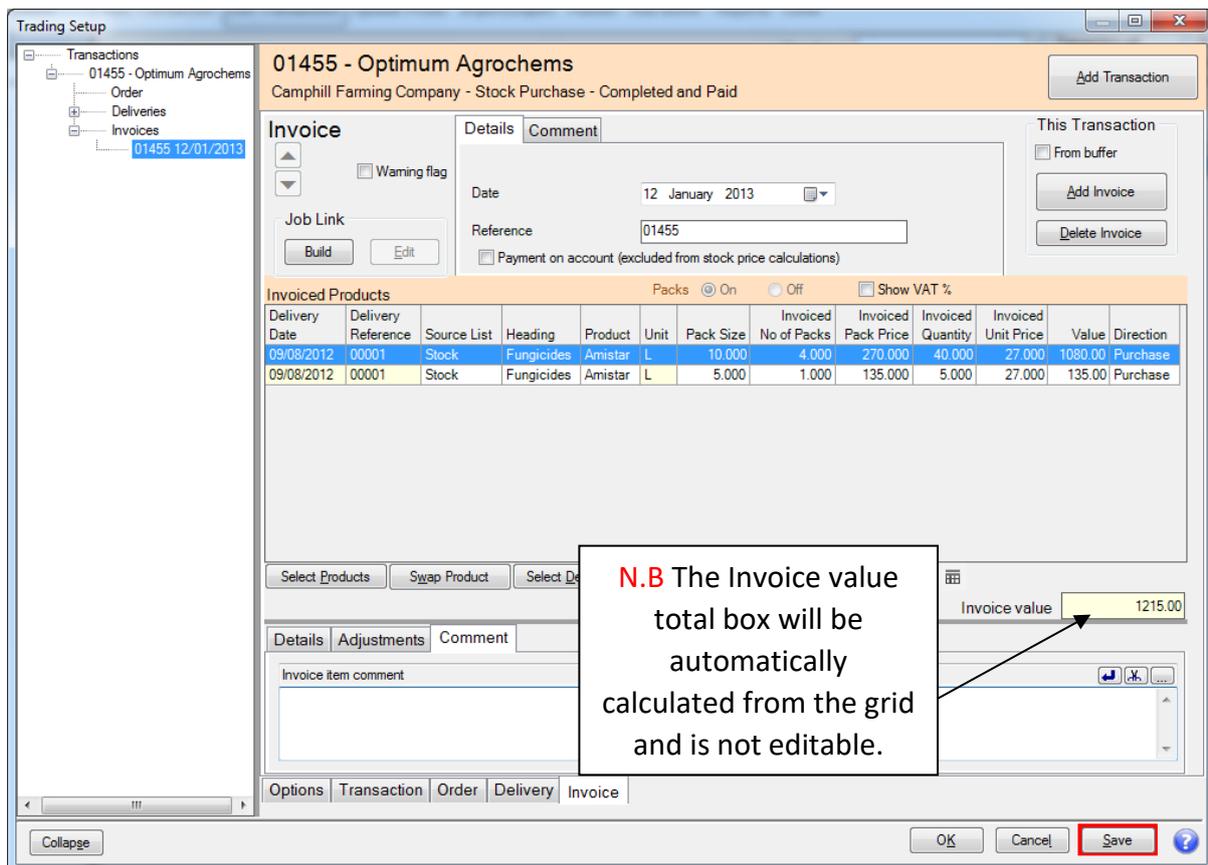
A new delivery will be added to this transaction for every picked delivery

OK Cancel ?

4. You will be able to place the unit price for each pack size on the invoice window over leaf or optionally when dealing with multiple deliveries of the same product you can tick the 'selected deliveries price calculation' and place a unit price or total value in once for all deliveries of that product.

3. Select the deliveries that you want to invoice and move them to the selection grid on the right using the single blue arrow.

- Upon clicking OK on the Delivery Selector window the Invoice window will appear with all the relevant details listed. You are able to edit all the details in this window so if the price is not correct simply edit the Unit Price, Pack Price, No of Packs, Pack Size or Value columns. The Invoice value total will be automatically calculated from the grid and is not editable.



01455 - Optimum Agrochems
Camphill Farming Company - Stock Purchase - Completed and Paid

Invoice

Date: 12 January 2013
Reference: 01455
Payment on account (excluded from stock price calculations)

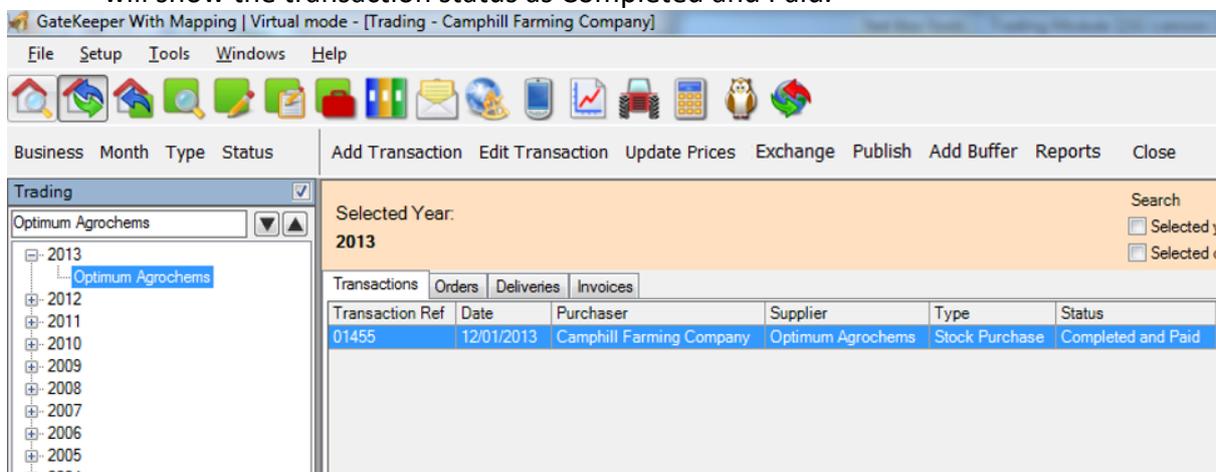
Delivery Date	Delivery Reference	Source List	Heading	Product	Unit	Pack Size	No of Packs	Invoiced Pack Price	Invoiced Quantity	Invoiced Unit Price	Value	Direction
09/08/2012	00001	Stock	Fungicides	Amistar	L	10.000	4.000	270.000	40.000	27.000	1080.00	Purchase
09/08/2012	00001	Stock	Fungicides	Amistar	L	5.000	1.000	135.000	5.000	27.000	135.00	Purchase

Invoice value: 1215.00

N.B The Invoice value total box will be automatically calculated from the grid and is not editable.

Buttons: OK, Cancel, Save

- Once you have clicked OK and closed the transaction down the main trading window will show the transaction status as Completed and Paid.



GateKeeper With Mapping | Virtual mode - [Trading - Camphill Farming Company]

File Setup Tools Windows Help

Business Month Type Status | Add Transaction Edit Transaction Update Prices Exchange Publish Add Buffer Reports Close

Trading

Selected Year: 2013

Transaction Ref	Date	Purchaser	Supplier	Type	Status
01455	12/01/2013	Camphill Farming Company	Optimum Agrochems	Stock Purchase	Completed and Paid

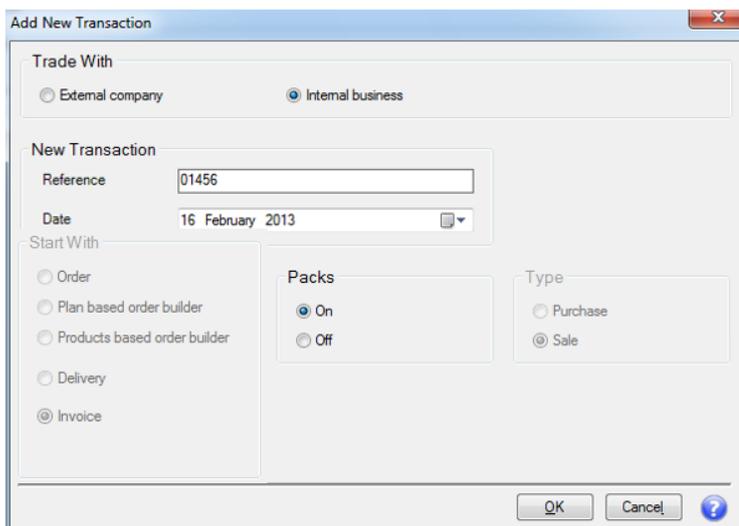
Example 2: Agricultural chemicals need to be used by my contract business

Scenario

Some of the chemical Amistar purchased in Example: 1 along with some other chemicals has been used by the contact business and needs allocating to a contract business with costs reflected accordingly.

Procedure

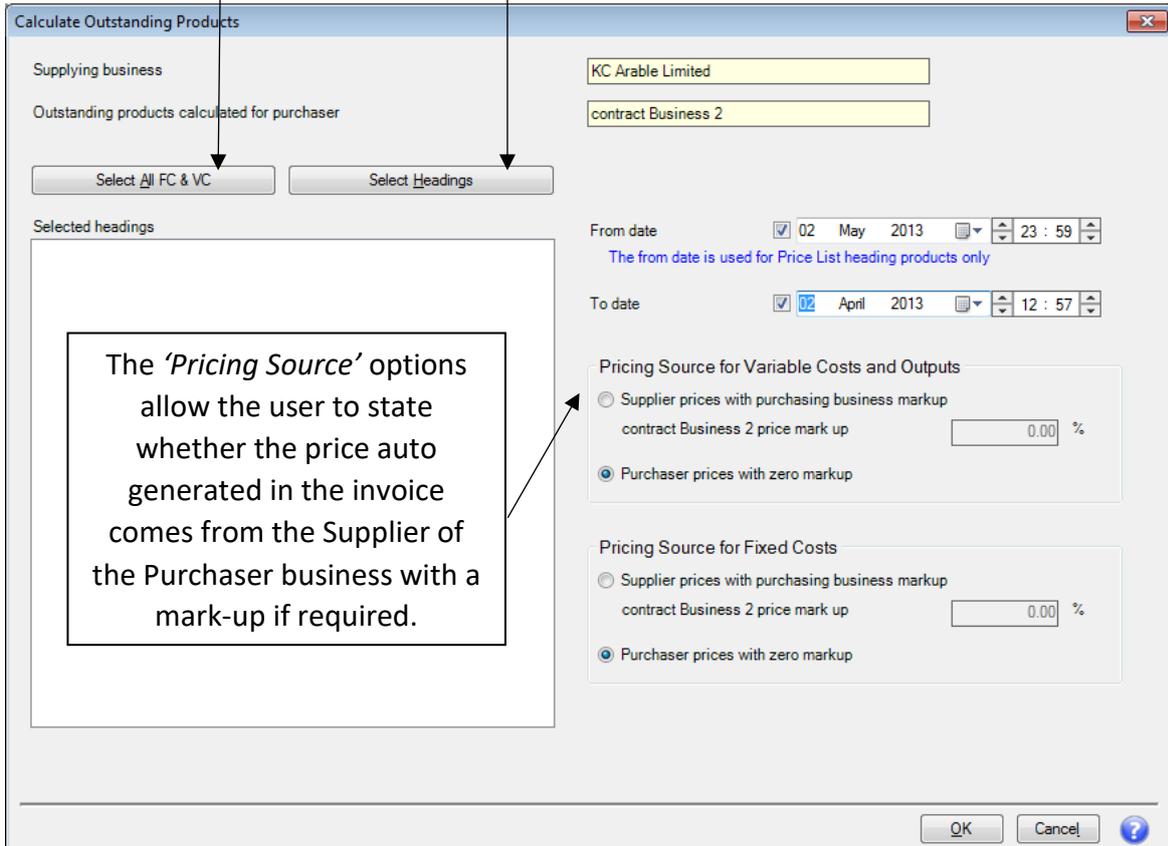
1. Click the Add Transaction button and create an Internal Business trade. The transaction will default automatically to a sale that starts with the invoice only giving the user options of whether to use packs on or off. Click OK at the bottom when these options have been made.



2. Select Seller (this is the original purchaser) and click the OK button to continue.
3. Select Purchaser (This is the contract business) and click the OK button to continue.
4. The following “Calculate Outstanding Products” screen appears which can be used to have Gatekeeper calculate how much to transfer based on what has been used by the contract business or, by you manually selecting the quantities to be transferred.

Using the 'Select All FC & VC' button will pick up all products in all fixed costs and variable costs heading groups that have a negative stock quantity for a date range given by the user.

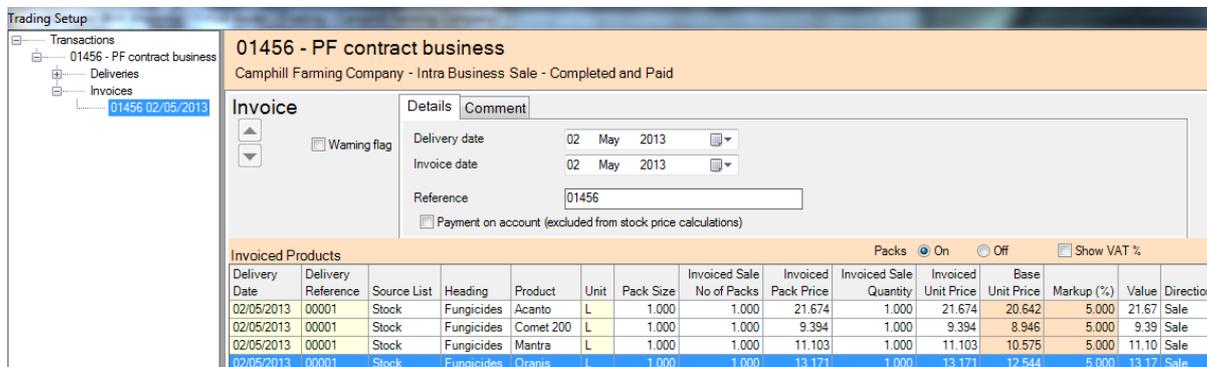
Using the 'Select Headings' button will allow the user to choose which headings are being invoiced only. This method will look back to the beginning of the open stock period and find all products with a negative stock quantity in the contract businesses stock centre up to a date given by the user.



The 'Pricing Source' options allow the user to state whether the price auto generated in the invoice comes from the Supplier of the Purchaser business with a mark-up if required.

Alternatively if you wish to create an individual invoice and manually select, and enter the products then click on the OK button and continue to next screen which will be the Product Selector window.

- Regardless of the method you use to pick the products in your invoice, once this has been generated on screen you will have the ability to apply a Mark-up Percentage.



01456 - PF contract business
Camphill Farming Company - Intra Business Sale - Completed and Paid

Invoice Details Comment

Delivery date: 02 May 2013
Invoice date: 02 May 2013
Reference: 01456

Waring flag Payment on account (excluded from stock price calculations)

Packs: On Off Show VAT %

Delivery Date	Delivery Reference	Source List	Heading	Product	Unit	Pack Size	Invoiced Sale No of Packs	Invoiced Pack Price	Invoiced Sale Quantity	Invoiced Unit Price	Base Unit Price	Markup (%)	Value	Direction
02/05/2013	00001	Stock	Fungicides	Acanto	L	1.000	1.000	21.674	1.000	21.674	20.642	5.000	21.67	Sale
02/05/2013	00001	Stock	Fungicides	Comet 200	L	1.000	1.000	9.394	1.000	9.394	8.946	5.000	9.39	Sale
02/05/2013	00001	Stock	Fungicides	Mantra	L	1.000	1.000	11.103	1.000	11.103	10.575	5.000	11.10	Sale
02/05/2013	00001	Stock	Fungicides	Oranis	L	1.000	1.000	13.171	1.000	13.171	12.544	5.000	13.17	Sale

- Once finished you would click the OK button to finish the transaction. This will show under both companies as both a sale and a purchase by the respective parties.

Example 3: Adding a transaction based on an Issued plan

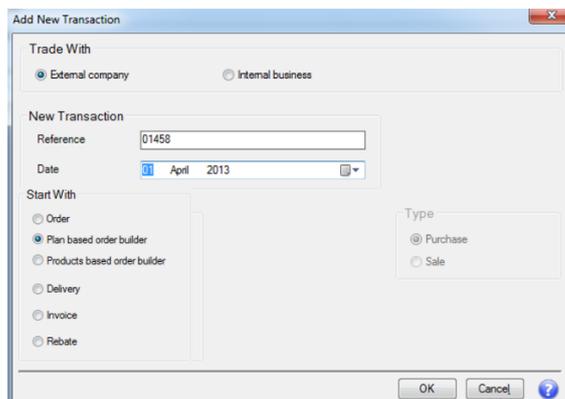
Scenario

A fertiliser spray plan has been created in the Planning Module and Issued. This product now needs to be ordered based on the issued plans requirements. When the delivery is received it will need to be recorded against the original order as will the subsequent invoice.

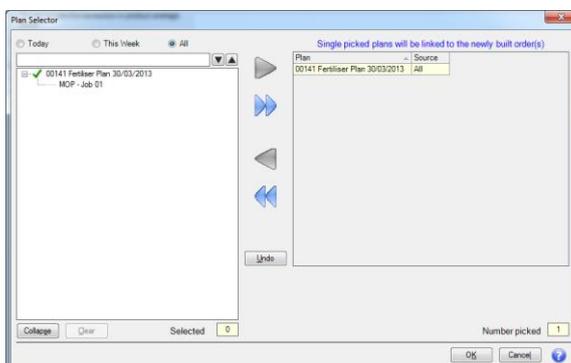
Procedure

a) Order

1. Click the 'Add Transaction' button and this time start with the '*Plan based order*' option. This will remove the Pack On/Off option and automatically set the transaction to a Purchase rather than a Sale.



2. When the "Plan Selector" window appears highlight the plan(s) and then use the single blue arrow button to move the fertiliser plan(s) to the selection grid and then click the OK button to continue.



3. The "Add Trading Orders For Selected Plans" window will show the different businesses that require the products, if they have any in stock already that you may want to be taken in to account when ordering.

Order Builder - Add Trading Orders For Selected Plans

Price list, output, machinery costs and use up first products have not been included

Requirements for KC Arable Limited

Product	Unit	Business	Checked Stock	Requirement To Buy	Override To Buy	Supplying Company	Include
MOP	kg	Campbell Farming Company PF contract business		14099.260 0.000		Optimum Agrochems Optimum Agrochems	<input checked="" type="checkbox"/> <input type="checkbox"/>

Detailed columns

Plans Businesses Storage

As used in the source data
KC Arable Limited

Requirement Options

- Centralised purchase (inc negative in stocks)
- Combined stores (those used in the plans)
- Ignore in stock quantities
- Ignore outstanding ordered quantities
- Ignore outstanding job quantities

Best Buy Companies

- Search in picked source list only
- Search in all catalogue source lists

Clear and Recalculate All Companies

Business fixed company override
Band 01

Fulfilment Method

- Job target price (lowest price no packs)
- Cheapest unit price, no pack breakdown
- Cheapest unit price pack breakdown
- Cheapest total value pack combination

Best buy companies are cleared and auto recalculated only when changing to or from Job Target Price method

Automatically issue generated orders
Pick specific contacts for selected companies

Build Orders Cancel

Fulfilment Catalogue

Fulfilment

Unit	Quantity	Override Quantity	Unit Price	Value
kg	14099.000		0.000	0.00

Product: MOP
Requirement to buy: 14098.560 kg
Source list: Stock
Company: Band 01

+ Add Item

Overridden pack data will be lost if any options, plans, products or companies are changed, use the main grid overrides in preference

This window has a lot of options on it that are explained in more detail overleaf but the grid can be made more detailed by clicking the 'Detailed Columns' tick box in the top right hand corner.

Product	Unit	Business	In Stock	Checked Stock	Outstanding Ordered	Jobs	Total Available	Planned	Requirement Outstanding	To Buy	Override To Buy	Total To be Ordered	Supplying Company	Includ
---------	------	----------	----------	---------------	---------------------	------	-----------------	---------	-------------------------	--------	-----------------	---------------------	-------------------	--------

- Select the Fulfilment Method that best satisfies the plan requirements.

Requirement Options

- Centralised purchase (inc negative in stocks)
- Combined stores (those used in the plans)
- Ignore in stock quantities
- Ignore outstanding ordered quantities
- Ignore outstanding job quantities

Best Buy Companies

- Search in picked source list only
- Search in all catalogue source lists

Ignore 'In-stock ordered quantities' or 'Centralised purchase' as appropriate)

Fulfilment Method

- Job target price (lowest price no packs)
- Cheapest unit price, no pack breakdown
- Cheapest unit price pack breakdown
- Cheapest total value pack combination

Best buy companies are cleared and auto recalculated only when changing to or from Job Target Price method

Job target price (lowest) requires a Job target price for each product to have been entered in the selected Plans or it will not work. When the order is built the product unit price will be sourced from the lowest non zero job price for that product from all the picked plans for that business/contract business and store (where stores are enabled). The picked Company does NOT affect this.

Order price will be the same as the Job Target price (assuming Job target price is the same in all picked Plans/Jobs). In this mode Packs are not used / Source List column in Requirements grid is not shown.

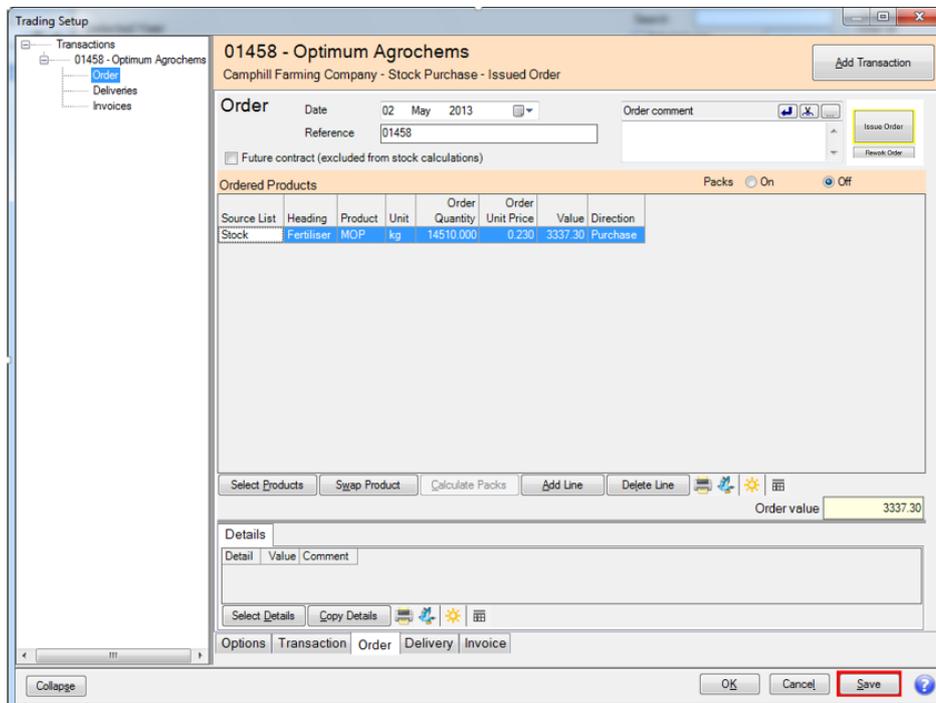
Cheapest unit price, no pack breakdown does not use packs finding cheapest unit price for each product in the Requirements grid according to Source List and Company selected.

Cheapest unit price pack breakdown calculates the best combination of packs using the cheapest unit price for each product in the Requirements grid according to its Source List and Company selected. The Fulfilment grid will show packs required to complete the order for the currently selected product.

Cheapest total value pack combination Calculates the best combination of packs giving the cheapest total value for each product in the Requirements grid according to its Source List and Company selected. The Fulfilment grid will show packs required to complete the order for the currently selected product.

Fulfilment quantity for the above may not be exactly the same as the product requirement because the required number of whole units might not match product requirements and pack sizes may not equally divide into the required quantity for the selected plan

1. Once the “Add Trading Orders for selected Plans” window is completed click on the Build Orders button near bottom left of screen to generate the normal trading order screen. When you are satisfied with the order details click the issue order button.



Trading Setup

01458 - Optimum Agrochems
Campmill Farming Company - Stock Purchase - Issued Order

Order Date: 02 May 2013
Reference: 01458
Order comment: [empty]

Future contract (excluded from stock calculations)

Ordered Products Packs: On Off

Source List	Heading	Product	Unit	Order Quantity	Order Unit Price	Value	Direction
Stock	Fertiliser	MOP	kg	14510.000	0.230	3337.30	Purchase

Order value: 3337.30

Details

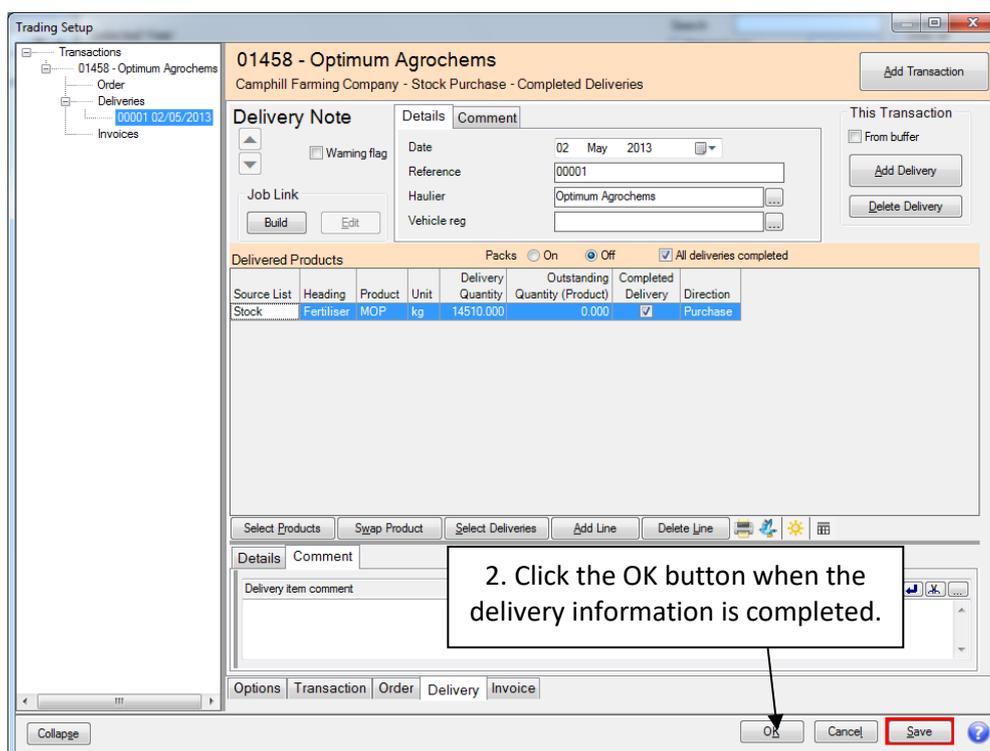
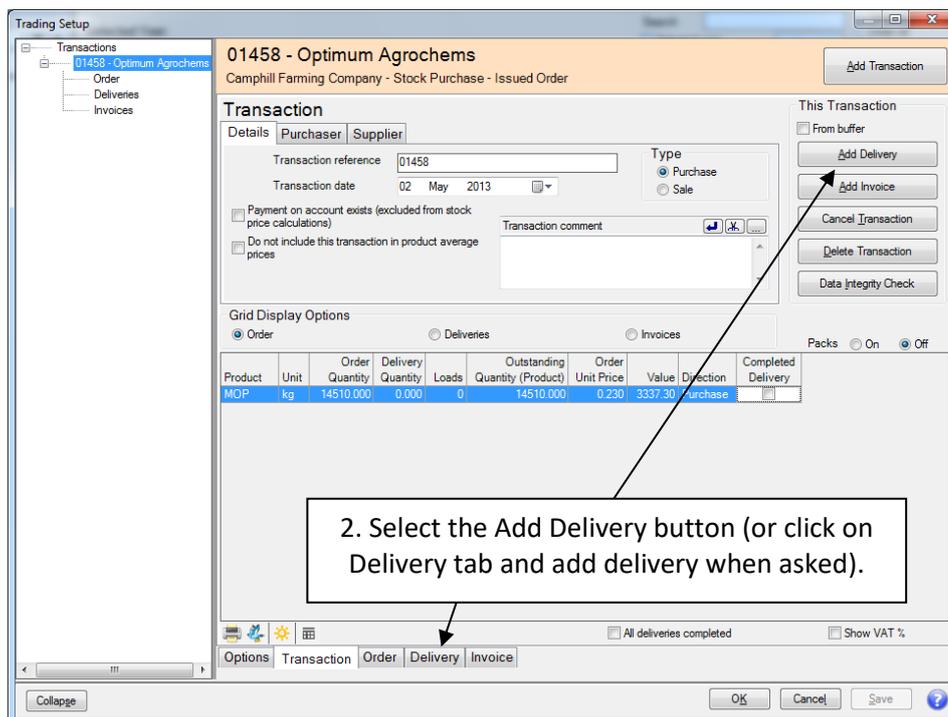
Detail	Value	Comment
[empty]	[empty]	[empty]

Options: Transaction | Order | Delivery | Invoice

Buttons: Collage, OK, Cancel, Save, ?

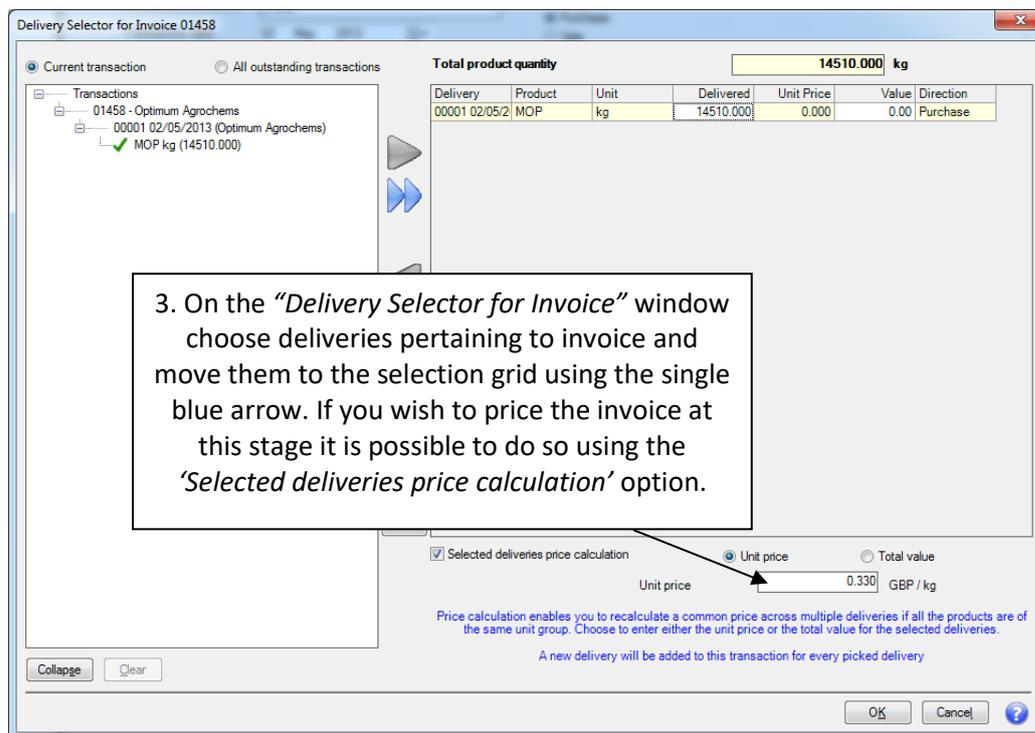
b) Delivery received

1. Find the transaction in the trading module then click on the Edit Transaction button.

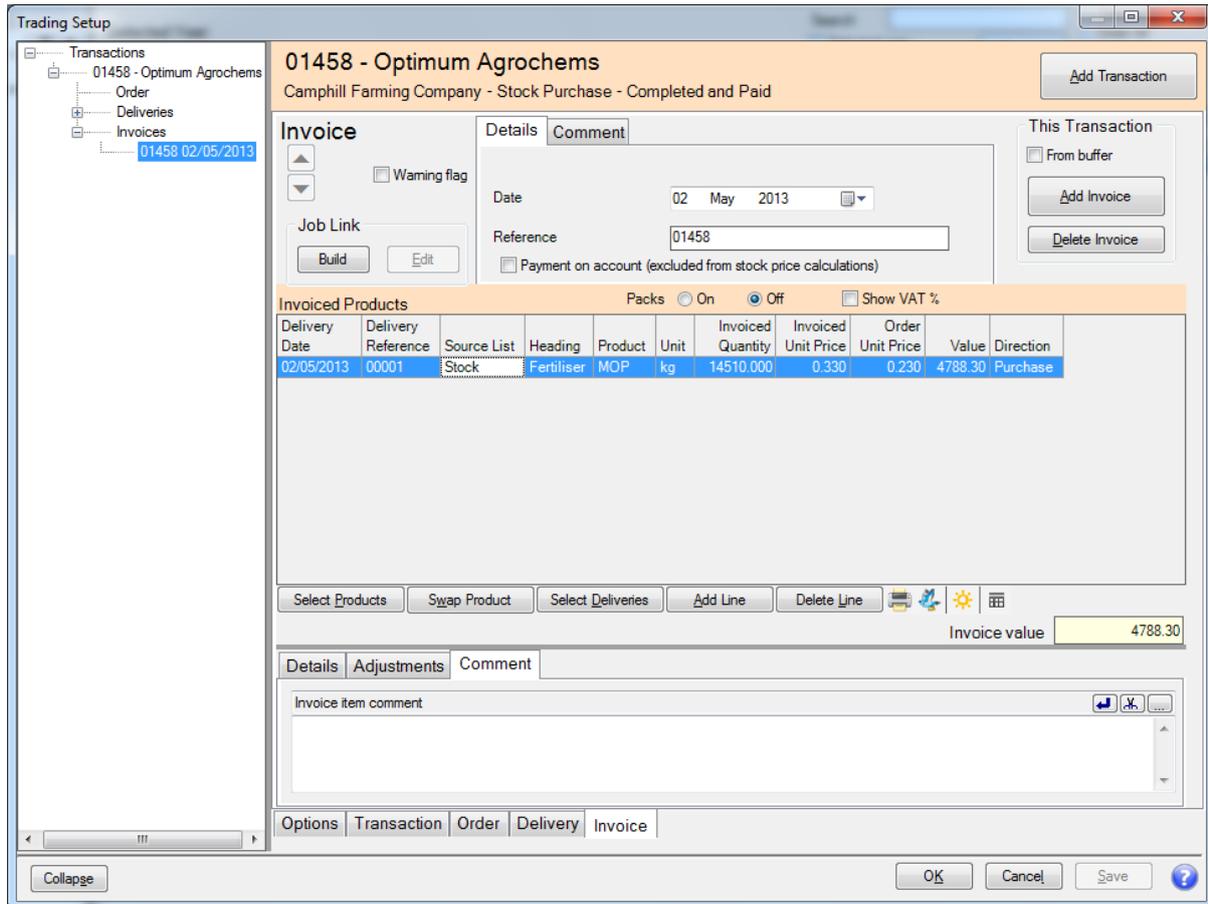


c) Invoice received

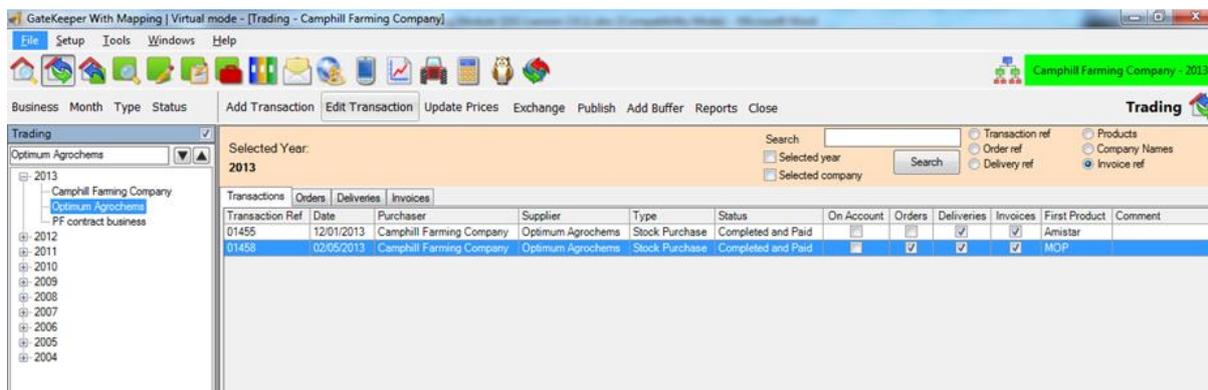
1. Find the transaction in the Trading module and click on the Edit Transaction button.
2. Select the Add Invoice button or click the Invoice tab at the bottom of the window.



3. Complete any remaining information on the Invoice and then click the OK button to finish the entire process.



- On the Main Trading Module window you will see that the transaction has a status of Completed and Paid against it with the tick boxes for Order, Delivery and Invoice all ticked.



Example 4: Using the buffer to store a delivery and then adding an invoice to it later

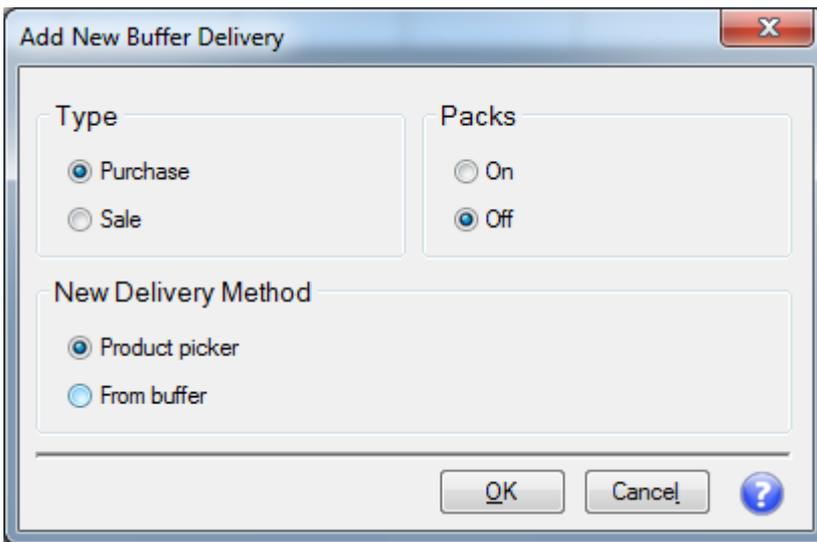
Scenario

Seed that has been purchased through a buying group arrives as a delivery on site. It is not immediately clear which company the order has come from so needs to be stored as Buffer stock. When the invoice final arrives, the delivery is retrieved from the buffer and invoiced according to the company that it was initially purchased from.

Procedure

a) Delivery placed in to buffer

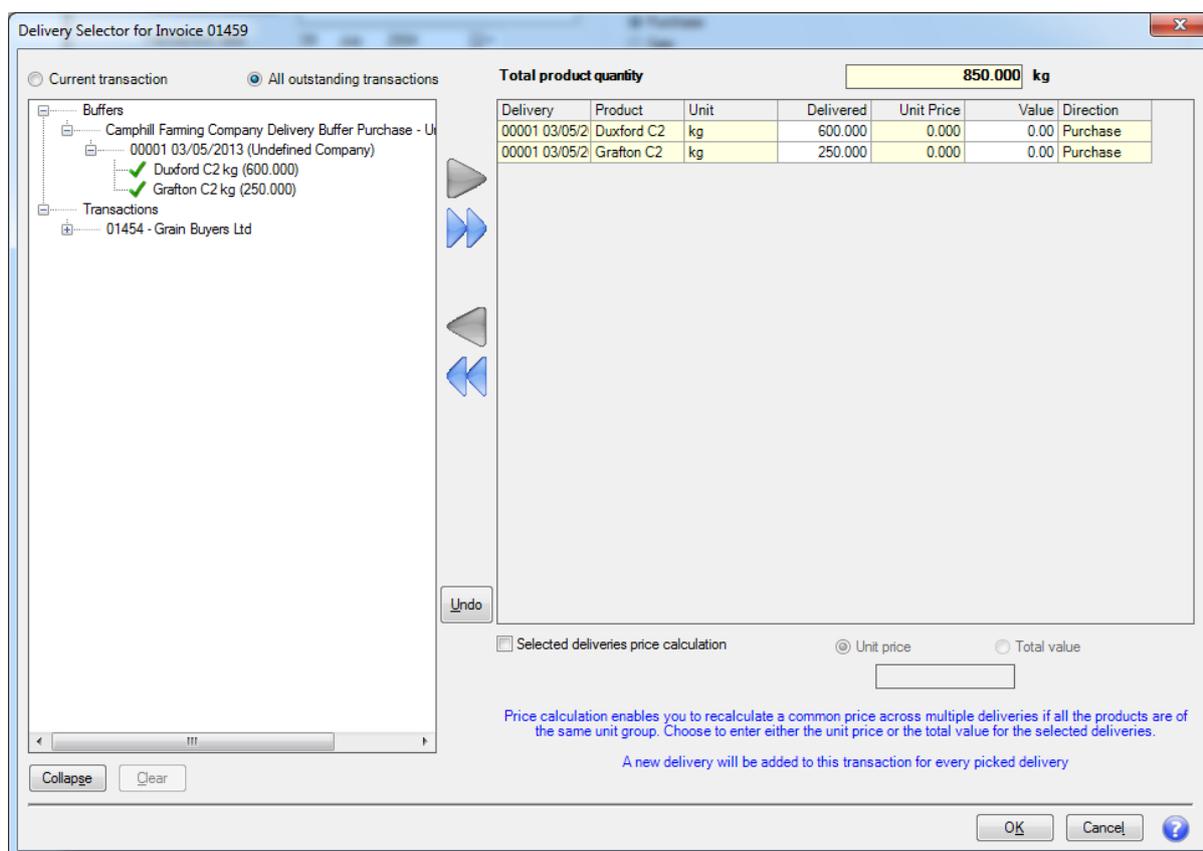
1. Click the Add Buffer button to add a delivery as normal. In the “Add New Buffer Delivery” window you will create the initial delivery using the Product Picker method. Then click the OK button to continue.



2. Complete “Select Purchaser” window by selecting the appropriate stock centre that is buying this seed.
3. Now complete the “Product Selector” window as per normal selecting the products that have been delivered and using the single blue arrow to move them to the selection grid on the right. Add the quantity of product being delivered and then click the OK button.
4. The Transaction “Delivery” window will appear which you can further edit as required in the normal way.
5. Finally click on the OK button to save and close.

b) Adding Invoice to a delivery in the buffer

1. Click the Add Transaction button and on the “Add New Transaction” window select the Add New Invoice Method as From Buffer.
2. Select Purchaser and the supplier as per normal on their respective windows.
3. Select delivery previously recorded to buffer and using the single blue arrow move it to the selection grid on the right amending any details as appropriate.



4. Click the OK button to continue to the “Invoice” window and then complete transaction as per normal. This will allocate the delivery that was previously in the buffer with no company linked to it to the company that is invoicing the products.

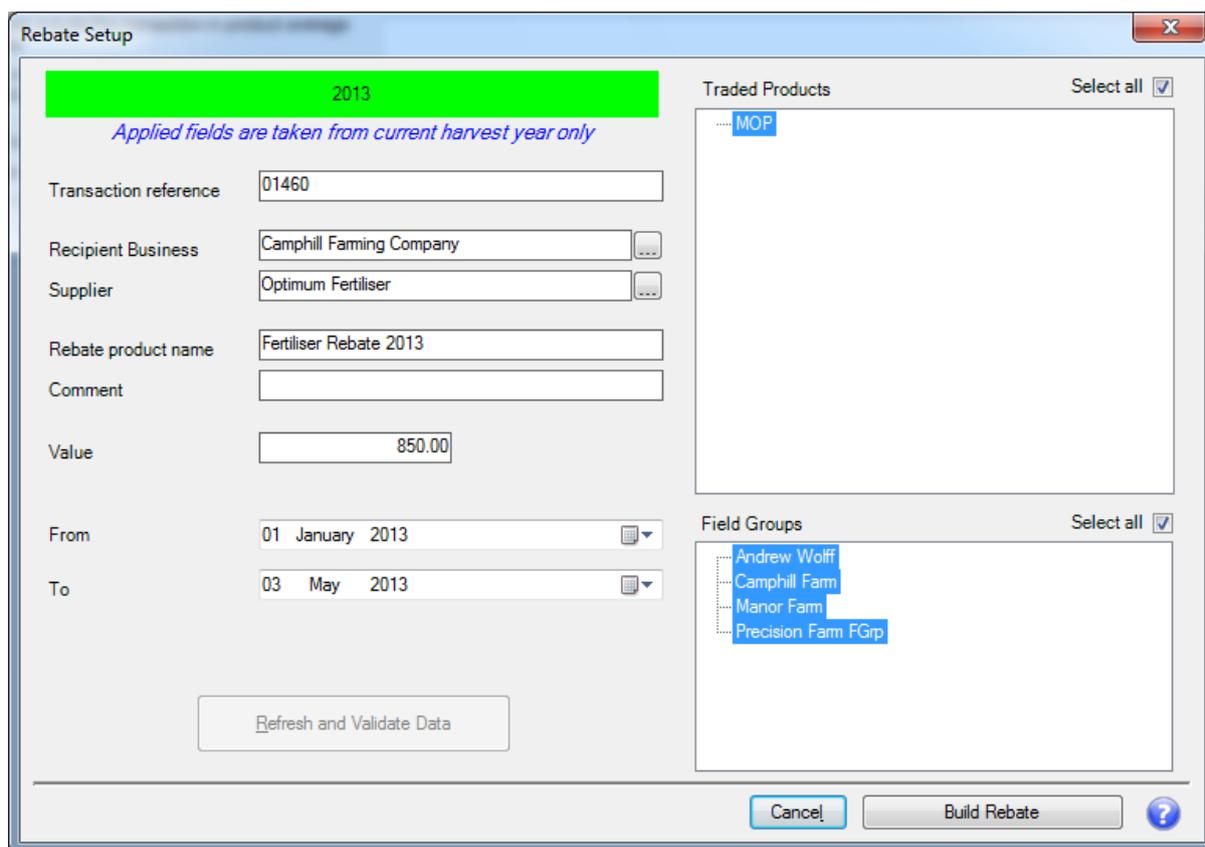
Example 5: Rebates on Products

Scenario

The main business has received a rebate from our suppliers for fertiliser that have been used on some fields. We need to record this so that it is reflected on those fields. Rebates can only be entered in to Gatekeeper on products that have been used on the fields as the Rebate shows against the field

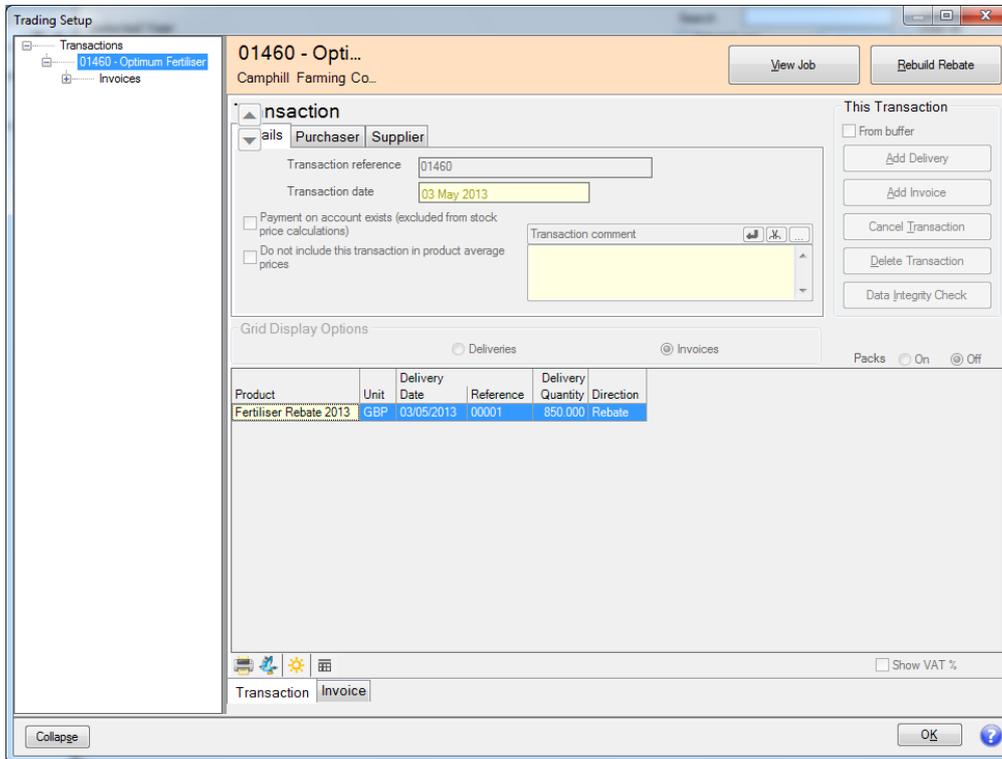
Procedure

1. Add a transaction and select starting with a “Rebate”.
2. Select purchaser stock centre (if offered) and supplier company giving the Rebate.
3. Complete rebate selection screen (For clarity references and/or names should be meaningful to the business) and then select the Refresh and Validate Data button.

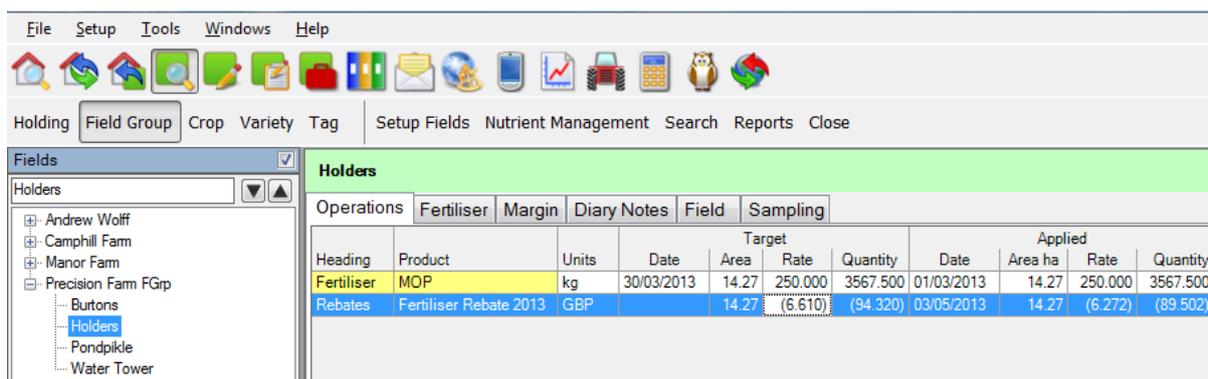


4. Select the Build Rebate button to generate the rebate.

- The Rebate transaction will now be created and you will notice that almost all options are automatically greyed out. If you have made a mistake with the rebate then you will have to delete the Rebate Transaction and recreate it again.



- Rebates can be viewed from within the Fields Modules "Operations" Tab which will show a monetary value being placed on the field that used the product(s).



Example 6: Selling primary output; from order to invoice

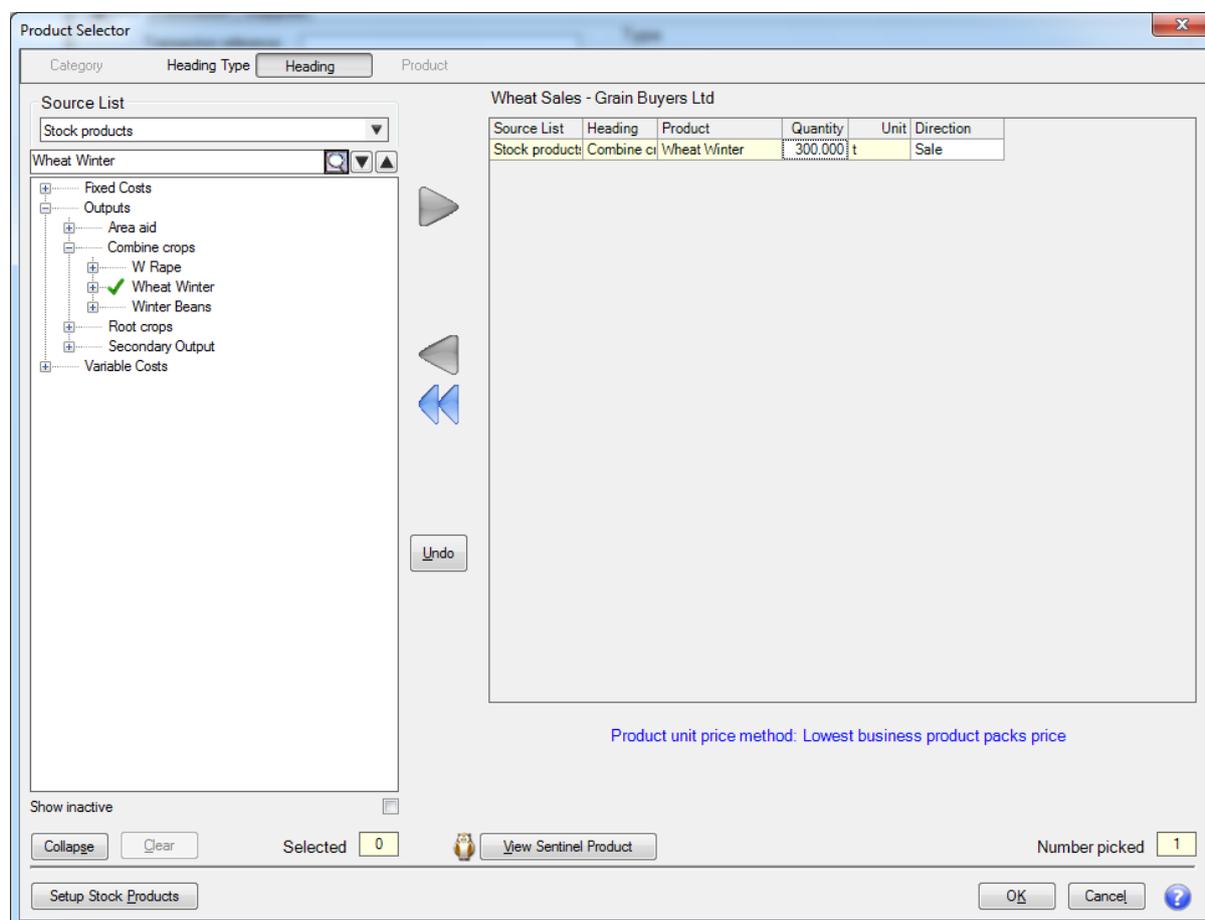
Scenario

A contract has been agreed to sell some Wheat at a pre agreed price with the rest being sold after harvest. The pre agreed and subsequent sales, including deliveries and invoices (including adjustments) need to be recorded on Gatekeeper.

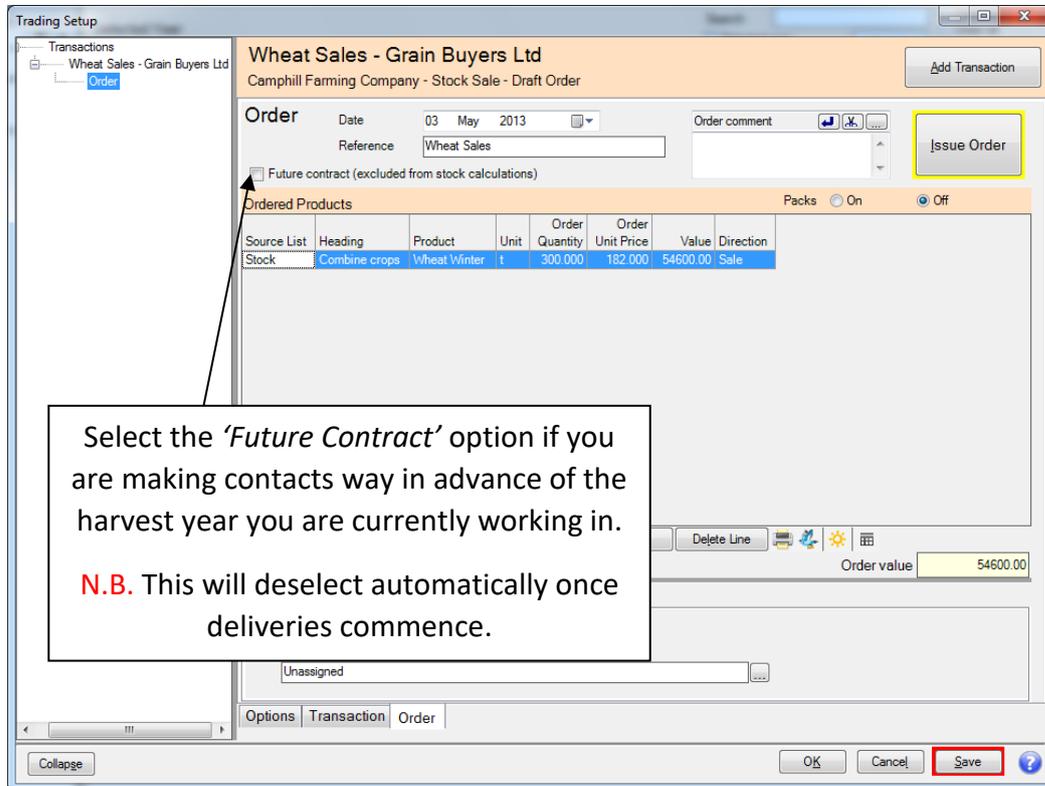
Procedure

a) Order

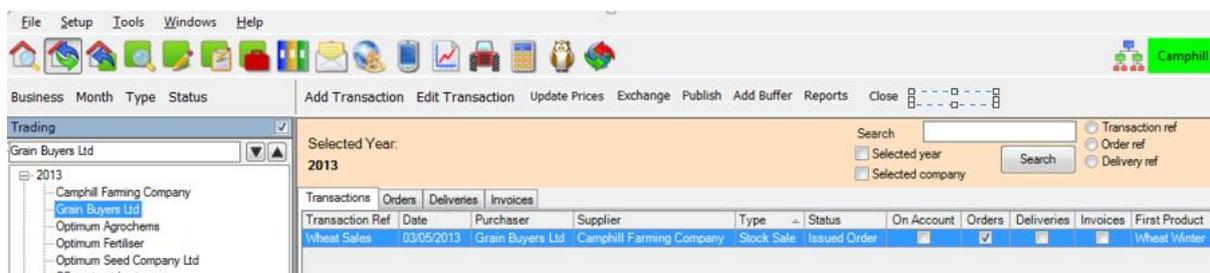
1. Click on the Add Transaction button and set the redial button in the Start With option to "Order".
2. Select the Supplier Company and then the Purchaser Company on the respective windows.
3. Then select the output product on "Product Selector" window and use the single blue arrow to move the selected product(s) to the selection grid. You can edit the quantities that have been ordered and then click the OK button to continue.



- Now the Order window will appear and if you are happy with the details you need to click on the Issue Order button highlighted in yellow.

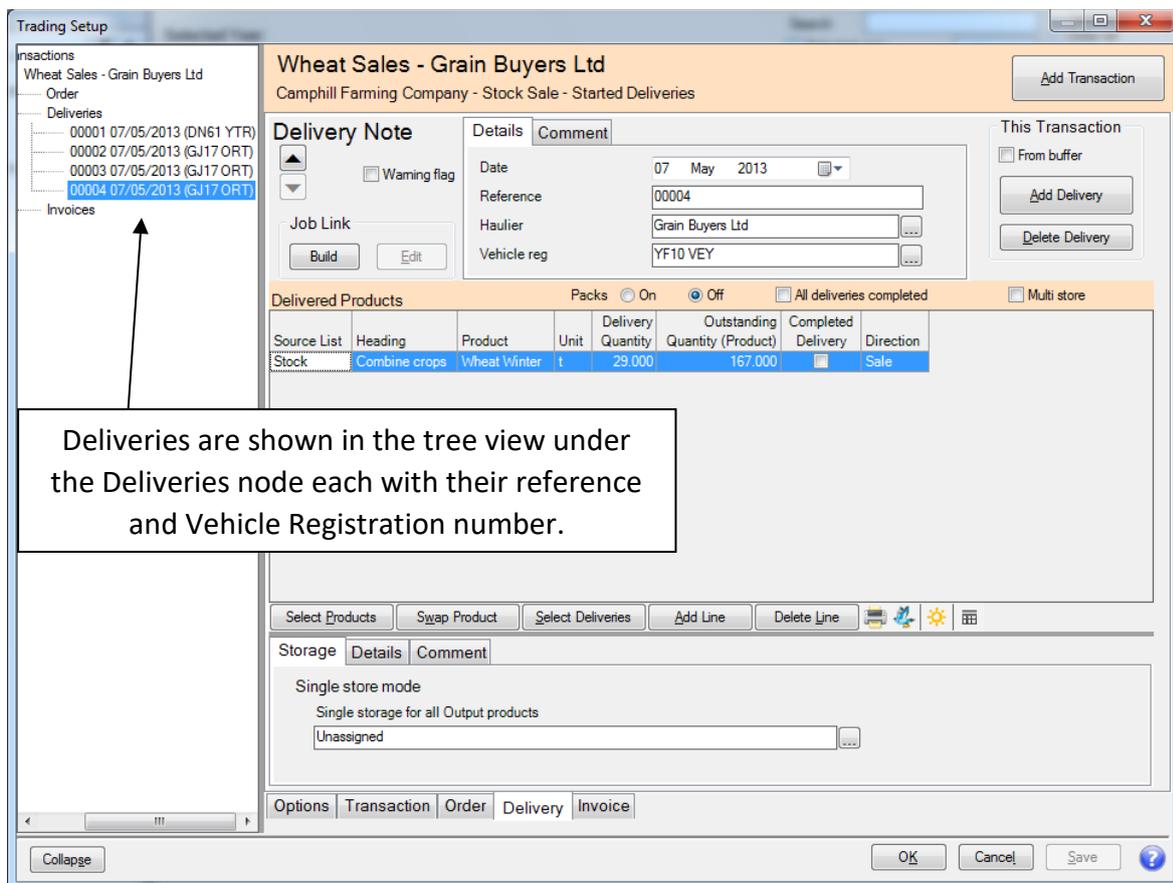


- Click the OK button to complete and close the order.



b) Delivery received

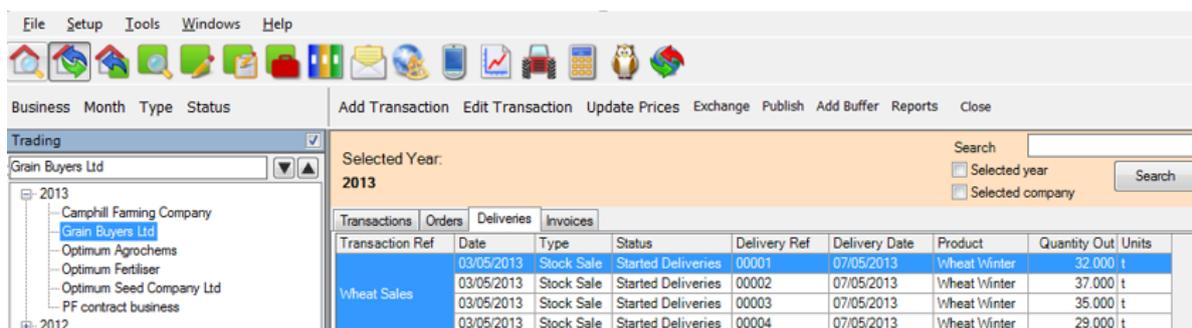
1. Find the transaction and click the Edit Transaction button.
2. Click the Add delivery button (or click on the Delivery tab and add delivery when asked).
3. This order may require a number of deliveries to be created and added to the order before the full order is completed.



Deliveries are shown in the tree view under the Deliveries node each with their reference and Vehicle Registration number.

Source List	Heading	Product	Unit	Delivery Quantity	Outstanding Quantity (Product)	Completed Delivery	Direction
Stock	Combine crops	Wheat Winter	t	29.000	167.000		Sale

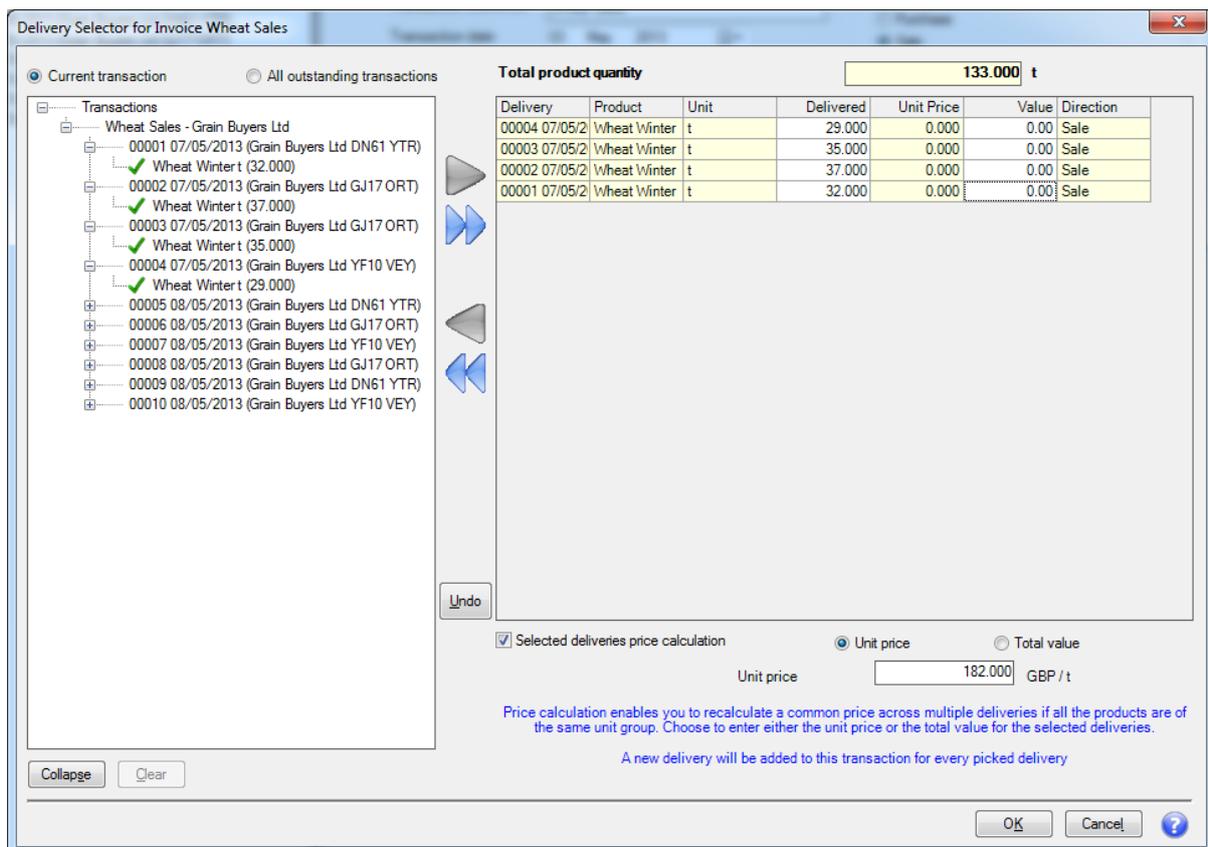
4. Once a delivery is recorded click the OK button to close the transaction and then click on the Deliveries Tab on the main screen to view them.



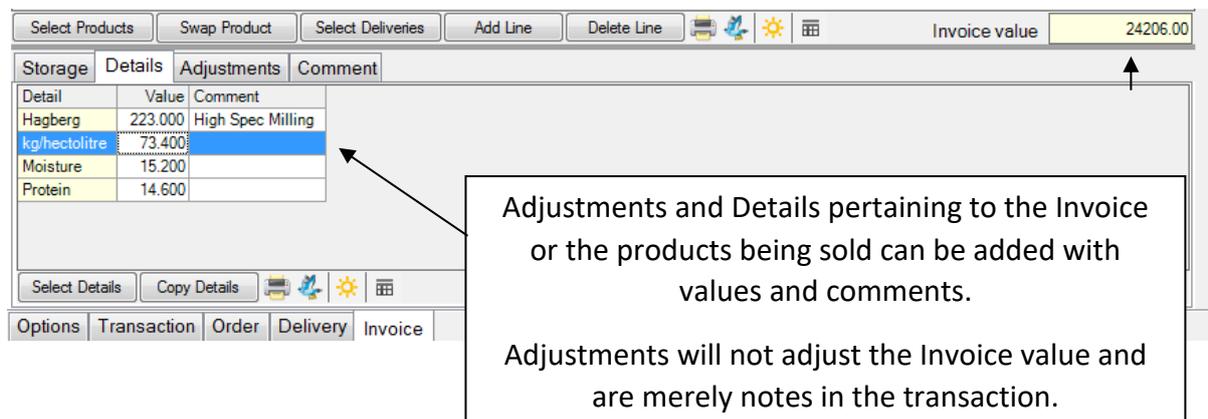
Transaction Ref	Date	Type	Status	Delivery Ref	Delivery Date	Product	Quantity Out	Units
Wheat Sales	03/05/2013	Stock Sale	Started Deliveries	00001	07/05/2013	Wheat Winter	32.000	t
	03/05/2013	Stock Sale	Started Deliveries	00002	07/05/2013	Wheat Winter	37.000	t
	03/05/2013	Stock Sale	Started Deliveries	00003	07/05/2013	Wheat Winter	35.000	t
	03/05/2013	Stock Sale	Started Deliveries	00004	07/05/2013	Wheat Winter	29.000	t

c) Invoice received

1. Find the transaction and click the Edit Transaction button.
2. Select the Add Invoice button (or click the Invoice tab). Then choose the deliveries pertaining to invoice and using the single blue arrow move them to the selection grid. You can now enter in the details in the grid or use the price calculation option below the grid to price the deliveries. Once complete click the OK button.



3. You can then complete additional information on the invoice (including any adjustments) and select ok to complete.



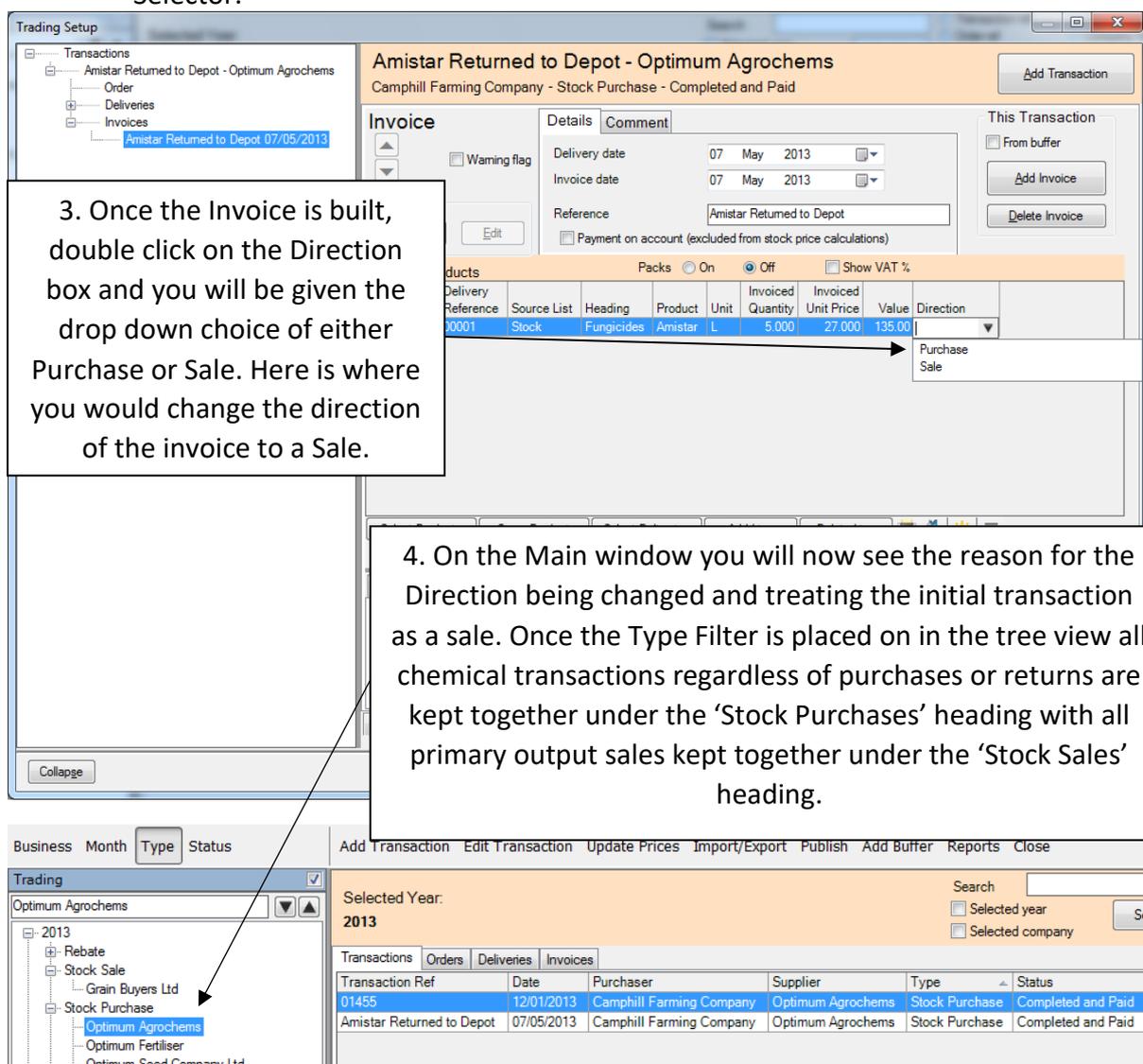
Example 7: Returning products and entering credit notes

Scenario

One pack of Amistar purchased in example one was returned due to damage and a credit note received for the cost. This needs to be recorded in Gatekeeper.

Procedure

1. Credit notes and returns of products (usually chemicals) are treated as Purchases initially on the Add Transaction window and then have the direction of the invoice switched from Purchase to Sale.
2. Add a transaction as normally starting at the Invoice and opting for a Purchase. Go through the standard screens for selecting Purchaser, Supplier and Product Selector.



3. Once the Invoice is built, double click on the Direction box and you will be given the drop down choice of either Purchase or Sale. Here is where you would change the direction of the invoice to a Sale.

4. On the Main window you will now see the reason for the Direction being changed and treating the initial transaction as a sale. Once the Type Filter is placed on in the tree view all chemical transactions regardless of purchases or returns are kept together under the 'Stock Purchases' heading with all primary output sales kept together under the 'Stock Sales' heading.

Delivery Reference	Source List	Heading	Product	Unit	Invoiced Quantity	Invoiced Unit Price	Value	Direction
0001	Stock	Fungicides	Amistar	L	5.000	27.000	135.00	Purchase

Transaction Ref	Date	Purchaser	Supplier	Type	Status
01455	12/01/2013	Camphill Farming Company	Optimum Agrochems	Stock Purchase	Completed and Paid
Amistar Returned to Depot	07/05/2013	Camphill Farming Company	Optimum Agrochems	Stock Purchase	Completed and Paid

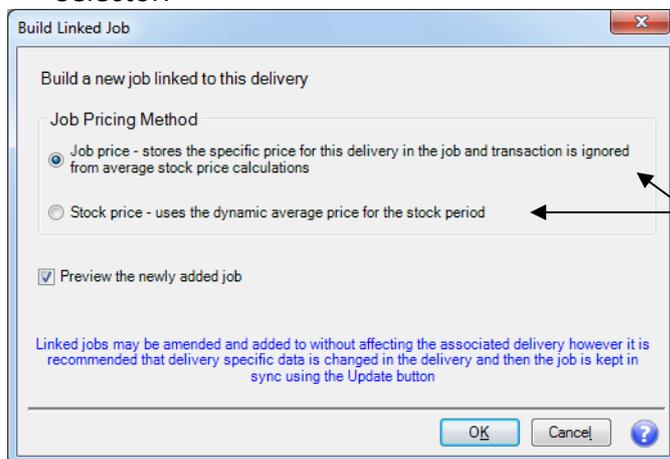
Building Jobs using Job Link

Overview

Available from delivery and invoice tabs; the Job Link is normally used when crops, such as potatoes, are sold direct from the fields allowing the creation of a field operation yield / value directly based on the transaction.

Procedure

1. Click the Add Transaction button and create a invoice or delivery for the sale of primary output as per normal.
2. Go through the standard screens for selecting Purchaser, Supplier and Product Selector.



Build a new job linked to this delivery

Job Pricing Method

Job price - stores the specific price for this delivery in the job and transaction is ignored from average stock price calculations

Stock price - uses the dynamic average price for the stock period

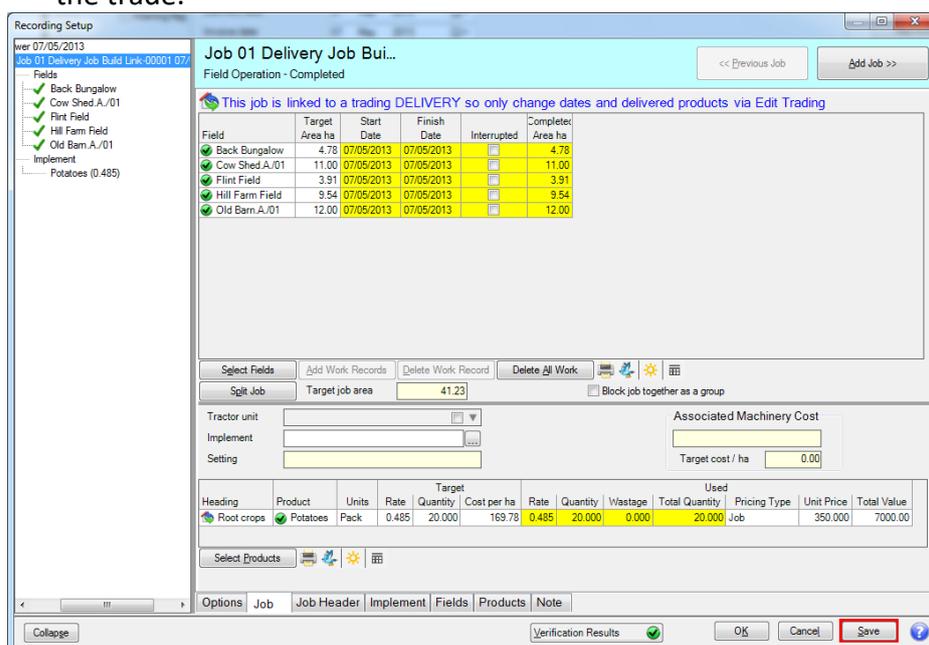
Preview the newly added job

Linked jobs may be amended and added to without affecting the associated delivery however it is recommended that delivery specific data is changed in the delivery and then the job is kept in sync using the Update button

OK Cancel

3. Once the transaction window is visible click on the Job Link Build button and then chose which pricing method that works best for yourself.

4. The Select Fields window will allow you to choose the fields this product has been harvested from and then the Job window will be shown with the job created from the trade.



Recording Setup

Job 01 Delivery Job Build Link-00001 07/05/2013

Fields

- Back Bungalow
- Cow Shed A./01
- Flint Field
- Hill Farm Field
- Old Barn A./01

Implement

- Potatoes (0.485)

Field Operation - Completed

This job is linked to a trading DELIVERY so only change dates and delivered products via Edit Trading

Field	Target Area ha	Start Date	Finish Date	Interrupted	Completed Area ha
Back Bungalow	4.78	07/05/2013	07/05/2013		4.78
Cow Shed A./01	11.00	07/05/2013	07/05/2013		11.00
Flint Field	3.91	07/05/2013	07/05/2013		3.91
Hill Farm Field	9.54	07/05/2013	07/05/2013		9.54
Old Barn A./01	12.00	07/05/2013	07/05/2013		12.00

Select Fields

Split Job Target job area 41.23

Tractor unit

Implement

Setting

Associated Machinery Cost

Target cost / ha 0.00

Heading	Product	Units	Rate	Quantity	Cost per ha	Rate	Quantity	Wastage	Total Quantity	Pricing Type	Unit Price	Total Value
Root crops	Potatoes	Pack	0.485	20.000	169.78	0.485	20.000	0.000	20.000	Job	350.000	7000.00

Select Products

Options Job Job Header Implement Fields Products Note

Collaps

Verification Results

OK Cancel Save

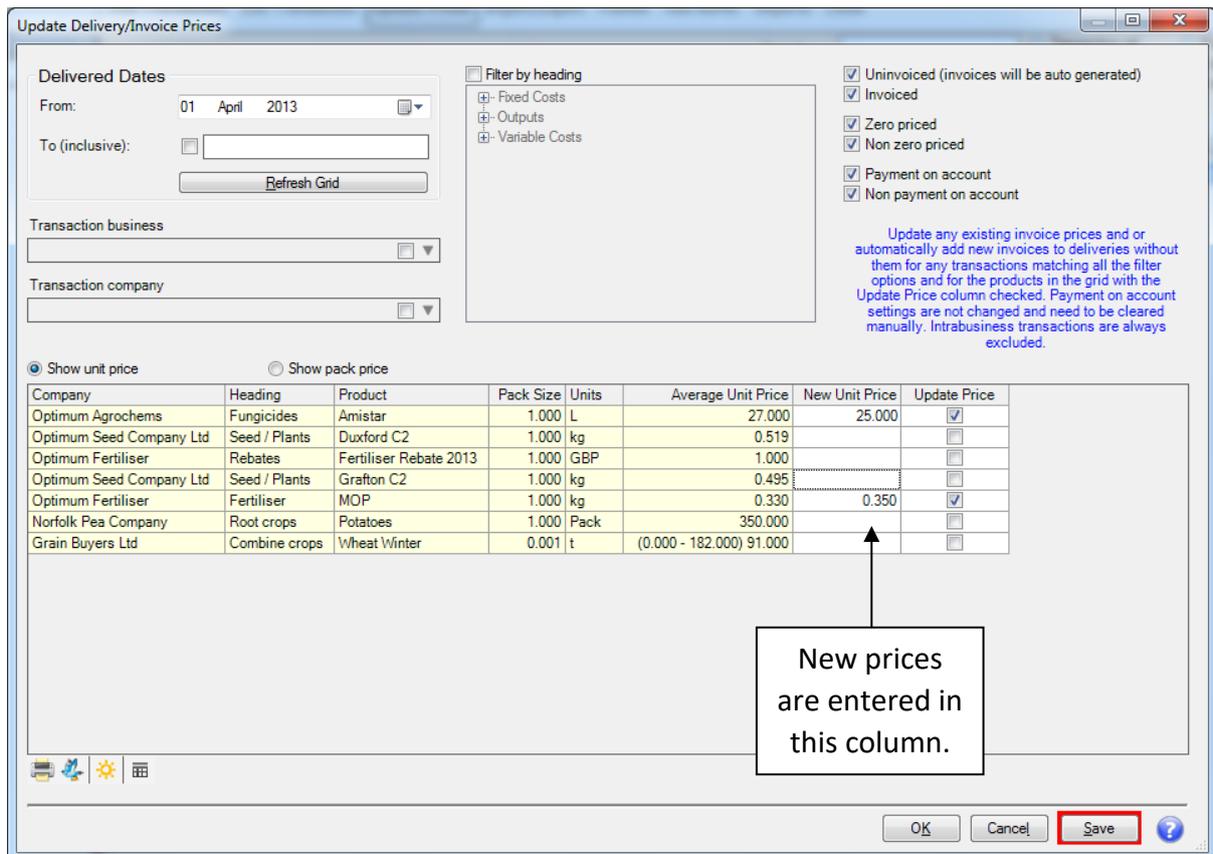
Update Prices

Overview

This provides the ability to amend prices of multiple transactions matching selected criteria.

Procedure

1. Click on the Update Prices button from the main transaction module window.
2. Use the options at the top of this window to filter the transactions that will display in the grid below.
3. Once you have the relevant transactions displaying you can see the current price they are in the system at in the 'Average Unit Price' column and you can edit this by entering a figure in the 'New Unit Price' column. Once all the prices you wish to change are entered in the 'New Unit Price' column click the OK button at the bottom of the window to confirm.
4. Once the price is confirmed the new price will appear in the 'Average Unit Price' column and through out the program.



Update Delivery/Invoice Prices

Delivered Dates
From: 01 April 2013
To (inclusive):
Refresh Grid

Transaction business
Transaction company

Filter by heading
 Fixed Costs
 Outputs
 Variable Costs

Uninvoiced (invoices will be auto generated)
 Invoiced
 Zero priced
 Non zero priced
 Payment on account
 Non payment on account

Update any existing invoice prices and or automatically add new invoices to deliveries without them for any transactions matching all the filter options and for the products in the grid with the Update Price column checked. Payment on account settings are not changed and need to be cleared manually. Intra-business transactions are always excluded.

Show unit price
 Show pack price

Company	Heading	Product	Pack Size	Units	Average Unit Price	New Unit Price	Update Price
Optimum Agrochems	Fungicides	Amistar	1.000	L	27.000	25.000	<input checked="" type="checkbox"/>
Optimum Seed Company Ltd	Seed / Plants	Duxford C2	1.000	kg	0.519		<input type="checkbox"/>
Optimum Fertiliser	Rebates	Fertiliser Rebate 2013	1.000	GBP	1.000		<input type="checkbox"/>
Optimum Seed Company Ltd	Seed / Plants	Grafton C2	1.000	kg	0.495		<input type="checkbox"/>
Optimum Fertiliser	Fertiliser	MOP	1.000	kg	0.330	0.350	<input checked="" type="checkbox"/>
Norfolk Pea Company	Root crops	Potatoes	1.000	Pack	350.000		<input type="checkbox"/>
Grain Buyers Ltd	Combine crops	Wheat Winter	0.001	t	(0.000 - 182.000) 91.000		<input type="checkbox"/>

New prices are entered in this column.

OK Cancel Save ?

Import/Export

Overview

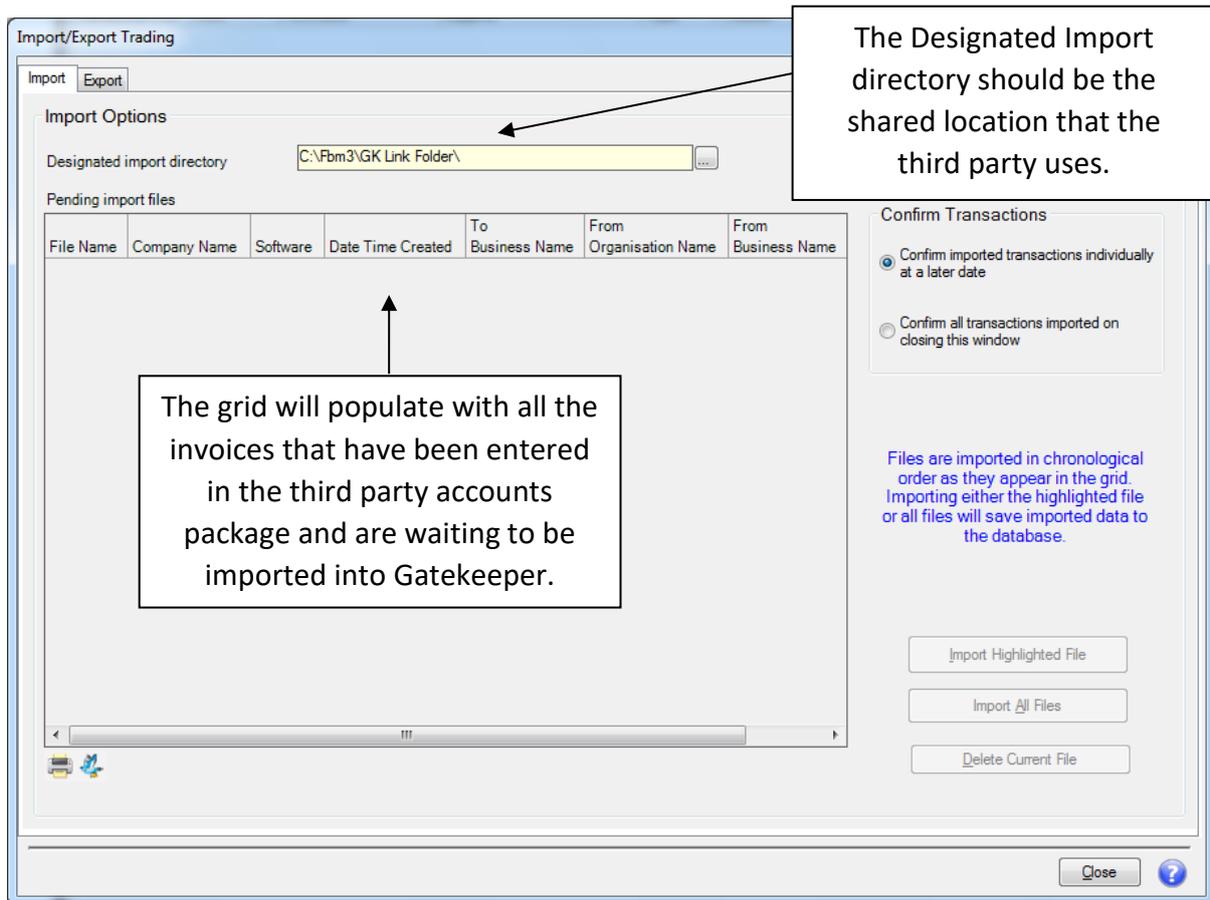
The Import/Export button is used to exchange transaction information between Gatekeeper and the Farmplan “Business Manager” or Landmark “Key Accounts” accounts packages.

For details on how to setup this link please see accounts package providers separate documentation.

Procedure

Click the Import /Export button in the Transaction module to bring up the Import/Export Trading window and use Import or Export Tabs to source or send data to the shared location that the Third Party package will have access too.

Import Selections



The screenshot shows the 'Import/Export Trading' window with the 'Import' tab selected. The 'Designated import directory' is set to 'C:\Fbm3\GK Link Folder\'. A callout box points to this field with the text: 'The Designated Import directory should be the shared location that the third party uses.'

The 'Pending import files' section contains a table with the following columns: File Name, Company Name, Software, Date Time Created, To Business Name, From Organisation Name, and From Business Name. A callout box points to the table with the text: 'The grid will populate with all the invoices that have been entered in the third party accounts package and are waiting to be imported into Gatekeeper.'

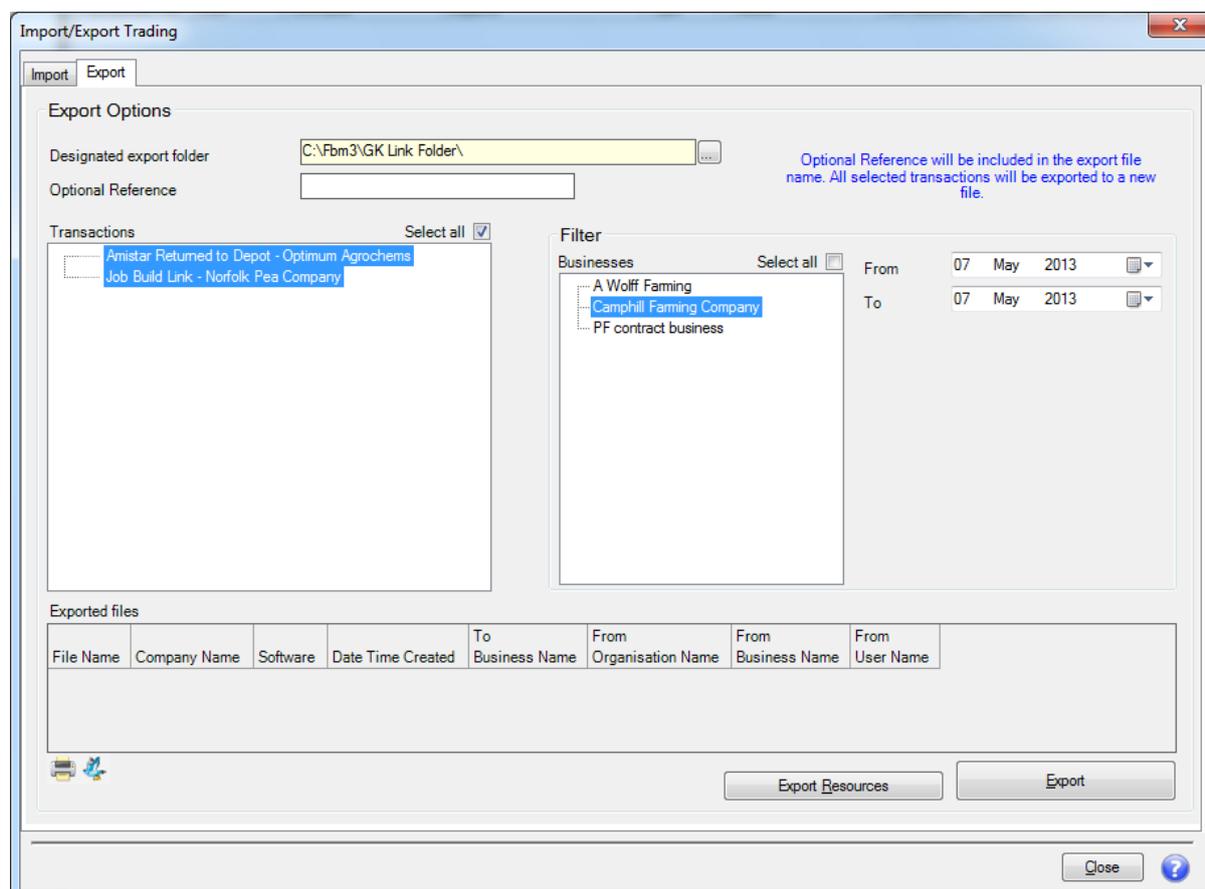
On the right side, there are radio buttons for 'Confirm Transactions': 'Confirm imported transactions individually at a later date' (selected) and 'Confirm all transactions imported on closing this window'. Below this, a note states: 'Files are imported in chronological order as they appear in the grid. Importing either the highlighted file or all files will save imported data to the database.'

At the bottom right, there are three buttons: 'Import Highlighted File', 'Import All Files', and 'Delete Current File'. A 'Close' button is located at the bottom right of the window.

Once the grid is populated you have the option of importing invoice files individually or importing all the files shown in the grid. As these files are imported they will disappear from the grid so if there are files that you do not wish in Gatekeeper or the Accounts package you

may need to use the 'Delete Current File' button to remove them from appearing constantly.

Export Selections



The Export Tab allows you to export the deliveries that you have recorded in to Gatekeeper to the shared location. The Business filter and date filter on the right hand side will let you filter the deliveries to export for a specific business and for a period of time only.

The Export Resources button allows the export of a file containing all the products, units, and pack sizes to the shared location so that the accounts package software can use this rather than having to create all the same products and information again.

Publishing

Overview

Publishing in the Trading Module is used to exchange transaction information between one Gatekeeper site and another Gatekeeper site.

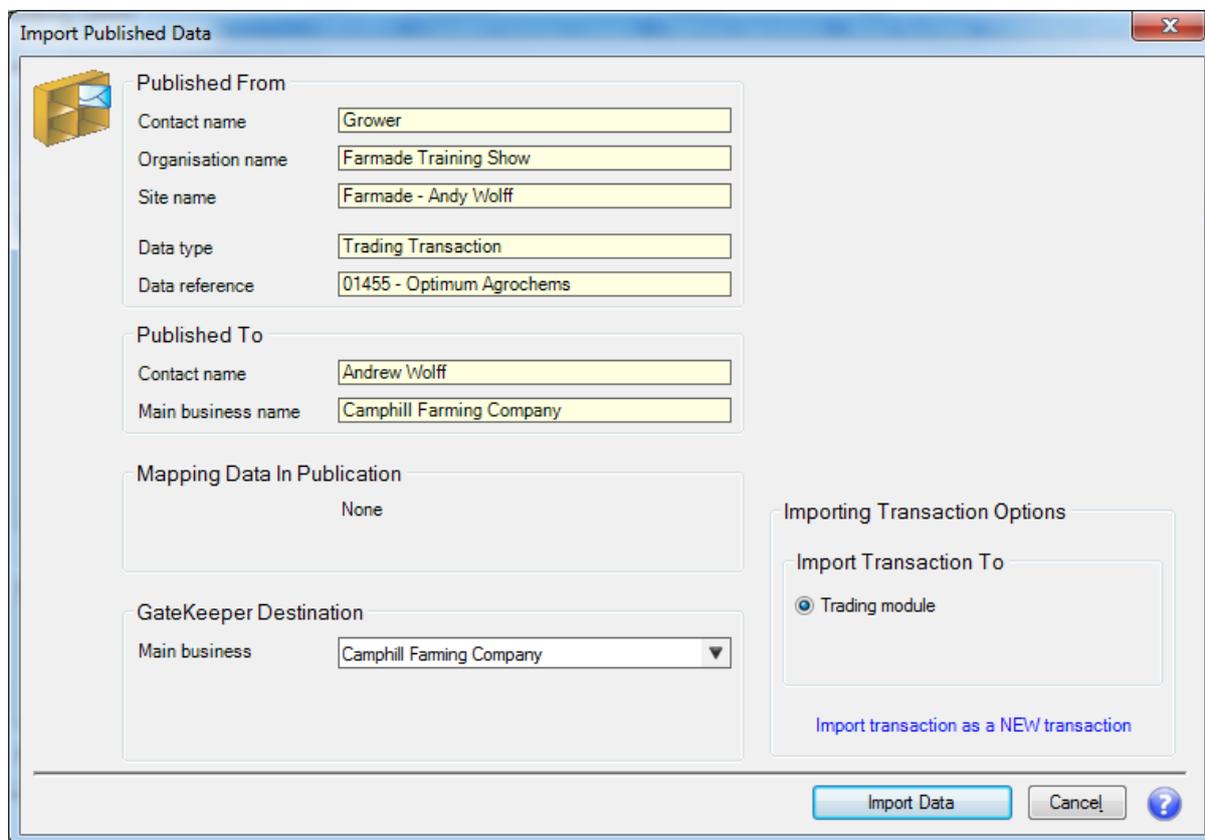
Procedure

a) Sending Transactions

1. Select a transaction and then click on the Publish button from main transaction module.
2. Complete the “Add new publication” window and send as per a normal publication. Once this has been published you will see an  icon next to the publication to indicate it has been published from your site.

b) Receiving a published Transaction

1. In the Publishing Centres Inbox Tab select transaction message and click the Import Published data button.



The screenshot shows the 'Import Published Data' dialog box with the following fields and options:

- Published From:**
 - Contact name: Grower
 - Organisation name: Farmade Training Show
 - Site name: Farmade - Andy Wolff
 - Data type: Trading Transaction
 - Data reference: 01455 - Optimum Agrochems
- Published To:**
 - Contact name: Andrew Wolff
 - Main business name: Camphill Farming Company
- Mapping Data In Publication:** None
- GateKeeper Destination:**
 - Main business: Camphill Farming Company (dropdown menu)
- Importing Transaction Options:**
 - Import Transaction To:
 - Trading module
 - [Import transaction as a NEW transaction](#)

At the bottom of the dialog, there are three buttons: 'Import Data', 'Cancel', and a help icon (question mark).

2. On the “Import Published Data” window select the Main Business that you wish to import the transaction in to and then click the Import data button. The transaction will show in the Trading Module with the following icon next to it  to indicate it having been imported and will need confirming by the user.