



Setting up a new contract business

Download notes to accompany help video

Please note before proceeding:

These notes have been created to accompany the video guide available on the Farmplan website. The videos are quick help resources, and as such their contents do not cover every available situation, option, or solution: depending on your farm and business setup you may need to adapt or follow a different process.

For further information please contact the Gatekeeper support team, who will be happy to advise you.



The contract business option is an additional Gatekeeper module which enables the creation of multiple stock centres, and allows the user to use different prices for the same product in the different businesses. You will need to have purchased the option before you will be able to follow the steps below.

Setting up the contract business

1. From the main Gatekeeper screen, click *Tools* and then *Options*.
2. In the screen that opens, from the list on the left hand side select 'General' from under your business name.

Place a tick in the box 'Allow contract businesses to be set up'.

Click 'OK' to save and close.

3. From the main Gatekeeper screen, click *Setup* and then *Contract Businesses*.

Users with multiple Gatekeeper businesses only: ensure you have the appropriate business selected on the left hand side to add a contract business to before continuing.

Click 'Add' to add a new contract business.

Enter the name of the contract business. In this screen you may also wish to enter a VAT number, account reference, or business contacts. You can also add a percentage markup for inter-business trading. These details may be added later by returning to this screen.

Allocating fields to the contract business

Fields are allocated to the main or contract business(es) via the field groups. When a field is allocated to a field group that is assigned to the contract business, all products used on this field will come from the contract business stock centre.

1. From the main Gatekeeper screen, click *Setup* and then *Field Groups*.

Select the contract business name from the left hand side, and click 'Add' to add a new field group. Click 'OK' to save and close.

Alternatively, if all the fields within an existing field group should be allocated to the contract business, it is possible to click and drag the field group to the contract business.

2. When adding new fields or cropping records, ensure the correct field group is selected.



Once the contract business module is activated, the stock take process is modified. For more information about stock reconciliations and periods for contract businesses, please refer to the Farmplan help resources or contact the support team.