



## Gatekeeper to Business Manager Link



[www.farmplan.co.uk](http://www.farmplan.co.uk) 01594 545022 [Gatekeeper@farmplan.co.uk](mailto:Gatekeeper@farmplan.co.uk)

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## Introduction

The link between Gatekeeper and Business Manager is designed as a simple method to allow the accounts to update the prices of stock purchases within Gatekeeper without the need to duplicate entries. Gatekeeper data is not saved within Business Manager data which is unaffected by this link. This link will be particularly useful if different members of staff update each program separately. There are two basic methods:-

Update existing deliveries within **Gatekeeper** with the correct prices from invoices entered within **Business Manager**. To make best use of this link it is recommended that **DELIVERIES** are recorded in **Gatekeeper**.

These deliveries **must be** exported to BM and linked to either Invoices/Cash Analysis Payments to avoid duplication of data. Please note you cannot use the link for Intra Business transactions or Buffer Deliveries.

Update **Gatekeeper** stocks with the completed invoices from **Business Manager** where no stock details have previously been entered.

## Getting Started

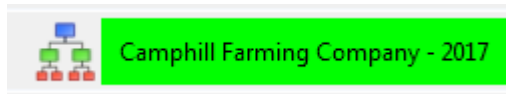
It is important to establish how Gatekeeper is being used, as this does affect the way data files interact with Business Manager.

The link in Business Manager relies on two files being exported from **Gatekeeper**. If the customer has multiple businesses and/or stock centres it is important that these are identified by the correct use of **Folders and Export References**. Essentially we recommend there is a separate folder for each **Gatekeeper** business that links to a Business Manager dataset.

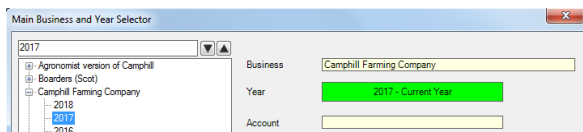
On the following pages we have given examples of some common scenarios.

## EXAMPLE 1 Single Business in Gatekeeper & Business Manager

To check Gatekeeper. Click on the **'Business and Year selector'** this is the green button on the right hand corner of screen.

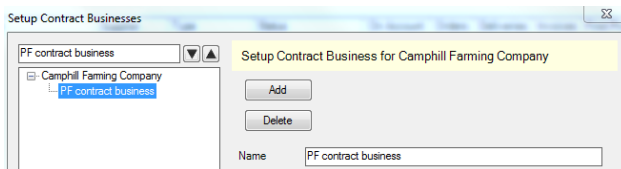


The following screen is displayed. Each Gatekeeper business is the equivalent of a Business Manager data set.



Create a single folder for the exported files e.g. C:\BM GK Export

## EXAMPLE 2 Gatekeeper Single Business with Contract Business



GK with a single business and contract business. (A 'Contract Business' is linked to the main business and cannot be selected from the green business and year selector).

Create separate folders for the main and contract businesses to export data files to and from e.g.

C:\GK BM Export\Camphill Farming Company

C:\GK BM Export\PF Contract Business

### **EXAMPLE 3 Gatekeeper Multiple Businesses and Contract Businesses Business Manager Multiple Datasets**

If you have multiple businesses we recommend a folder for each business and then sub folders for the contract businesses i.e.

C:\ GK BM Export\Camphill Farming Company\PF Contract Business

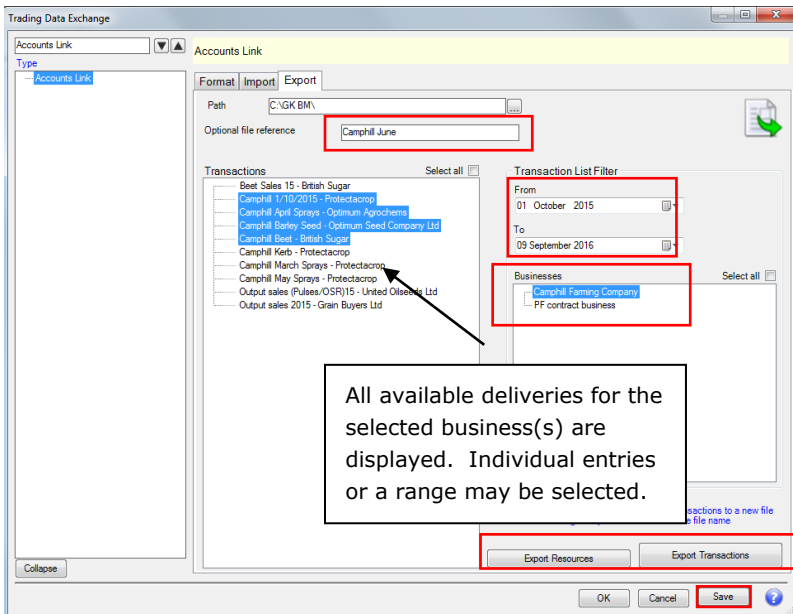
C:\ GK BM Export\Camphill Farming Company\XY Contract Business

C:\ GK BM Export\Greenway Estates\Farm 1

C:\ GK BM Export\Greenway Estates\Farm 2

## EXAMPLE: Export From Gatekeeper (with Deliveries)

1. In **Trading** click on **Exchange**
2. In the **Export** screen browse to select folder or create new folders as necessary.
3. Optional Reference: use this to prefix exported files and is useful when identifying data when importing data in GK. We recommend using business/stock centre name and month.
4. Check the date range is correct
5. Ensure the correct business/transaction are selected.
6. Click on **Export Resources** and if required the **Export Transaction button** (only if using deliveries)



The exported files will be shown as follows:-

Resource (includes all products and suppliers) suffixed with 20.\_0.fmx

Trading which includes all delivery notes suffixed with 15.\_0.fmx

 Camphill June_004x3191_131179070998990783_20_0.fmx	09/09/2016 15:05	FMX File	100 KB
 Camphill June_004x3191_131179071425670783_15_0.fmx	09/09/2016 15:05	FMX File	33 KB

## To apply costs within Business Manager

Before you can match these details with any data entered into Business Manager, you should ensure that you have taken the option to use the Gatekeeper link - go to **Tools – Options – Data entry**.

Enter your stock purchase as normal using either a **Purchase Invoice** or a **Cash Analysis Cheque**. At this point, it is not necessary to itemise the entry in any detail - for example you may find that one line labelled 'Sprays' is enough detail for Business Manager even though you are looking for more detail within Gatekeeper.

At the bottom of the screen you will see a tick box labelled '**Save to Gatekeeper**' - select this before you save the whole transaction. (**TIP** - if you forget to check this box before you save the entry, go back and edit the transaction slightly to re-activate the '**Save to Gatekeeper**' button.)

Having saved the normal data entry screen, you will now be presented with this screen:

Using the browse buttons to the right of these selection boxes, find the relevant files that were created from Gatekeeper.

**IMPORTANT** - Make sure that you are using the most up to date files. You must link to the Resource file but you may not have any outstanding delivery notes and therefore do not have a Trading file. Business Manager will create one for you if necessary.

At the bottom of the screen select the Stock Company name - i.e. the supplier name used in Gatekeeper.

From the files selected, the program will calculate the total number of Products, Suppliers and outstanding delivery notes for this supplier from Gatekeeper. You will also see a summary of the purchase invoice or cash analysis cheque entered, net of VAT.

**WARNING** - if you are editing an existing entry, take care that you do not edit the linked supplier unless you intend to add a new Gatekeeper entry. Any outstanding entries that have not yet been imported into Gatekeeper will be unaffected and using a different supplier will create a new entry.

Click on **Next**.



## Allocate amounts to individual items

If you have outstanding delivery notes within Gatekeeper for this supplier you will now see the items listed on the screen:

Product	Reference	Date	Units	Quantity	Inv	Amount	Line Type	Business
Duraban 4	00001	31/10/2013	L	25.0000	Yes	325.00	GK Delivery	Camphill Farming Compa...
Plenum WG	PC 678	31/10/2013	kg	5.0000	Yes	675.00	Invoice Detail	Camphill Farming Compa...

Total: 1000.00

Product: Plenum WG, Delivery Ref: PC 678, Delivery Date: 31/10/2013, Units: kg, Quantity: 5.0000, Amount: 675.00, Business: Camphill Farming Company, Invoice Item Comment: added in accounts - check it arrived

Click on each line and enter the financial value of each one at the bottom of the screen. Remember to 'Save'.

To add new items click on the **New** button at the bottom of the screen. Pick the Product name from the drop down list created from Gatekeeper and enter the full details of the delivery and its value. Remember to 'Save' when complete.

**NB** the total on this screen does not have to balance with the total invoice as it may contain items that are not applicable to Gatekeeper. The 'Include on Invoice' box associates the delivery note to this Business Manager invoice, i.e. when you add another invoice this delivery note will no longer be outstanding.

The actual Business Manager invoice will remain unaffected by any data entered on this screen.

## Update Prices to Gatekeeper

Entering the prices for each item within Business Manager will automatically update the Trading file -i.e. **deliveries\_ xxxxxxxx\_15.fmx**.

If Gatekeeper is on a different machine to Business Manager this file should be copied or emailed to the Gatekeeper computer.

1. As before, select **Trading** and **Exchange**.
2. Select **Import** and ensure that you have highlighted the correct file which will normally be in the same location as before
3. Entries will be matched to any existing delivery notes if applicable or, if the delivery note was not entered into Gatekeeper, will be created as a new entry.
4. Click on the **Import** button to bring the details into Gatekeeper. You will ask to confirm that the product names match with those already in Gatekeeper.
5. Remember to confirm the transactions once they have been imported.

**NB** - this file is flagged to ensure that the entries are only imported once.

This only occurs once all the entries have been selected so it is recommended that you always import all entries within the file in the same session to prevent duplications happening.

Format		Import	Export							
Path		C:\GX Bk\								
Data To Import										
Import	Transaction	Order	Gatekeeper Destination	Invoice	Transaction	Order	Delivery	Source File	Invoice	File
<input checked="" type="checkbox"/>	Campbell 11020215				Campbell 11020215					Campbell June_0043191_131179071425670783_15_0.fmx
<input checked="" type="checkbox"/>	Campbell April Sprays	00001 25/03/2016 (Optimum Agromex)	Campbell April Sprays 30/04/2016	Campbell April Sprays	Campbell April Sprays	00001 25/03/2016 (Optimum Agromex)	Campbell April Sprays 30/04/2016	Campbell June_0043191_131179071425670783_15_0.fmx		Campbell June_0043191_131179071425670783_15_0.fmx
<input checked="" type="checkbox"/>	Campbell Barley Seed	00001 02/02/2016 (Optimum Seed Company Ltd)	Campbell Barley Seed 02/02/2016	Campbell Barley Seed	Campbell Barley Seed	00001 02/02/2016 (Optimum Seed Company Ltd)	Campbell Barley Seed 02/02/2016	Campbell June_0043191_131179071425670783_15_0.fmx		Campbell June_0043191_131179071425670783_15_0.fmx
<input checked="" type="checkbox"/>	Campbell Beet	00001 10/02/2016 (British Sugar)	Campbell Beet 10/02/2016	Campbell Beet	Campbell Beet	00001 10/02/2016 (British Sugar)	Campbell Beet 10/02/2016	Campbell June_0043191_131179071425670783_15_0.fmx		Campbell June_0043191_131179071425670783_15_0.fmx

You will then be given the option to match actions and confirm, you can then press OK.

Match Publication Products Pre Importing

Match Publication Products To GateKeeper Products

Publication			Matching Action			Status	GateKeeper		
Heading	Product	Unit	Matched	Add	Ignore		Heading	Product	Unit
Herbicides	Springbok	L	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓ Matched Stock List data found	Herbicides	Springbok	L
	Kerb Flo	L	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓ Matched Stock List data found	Herbicides	Kerb Flo	L
Adjuvants	Aqua scope	kg	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓ Matched Stock List data found	Adjuvants	Aqua scope	kg
	Biopower	L	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓ Matched Stock List data found	Adjuvants	Biopower	L
Insecticides	Clayton Sparta	L	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓ Matched Stock List data found	Insecticides	Clayton Sparta	L
	Hatra	L	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓ Matched Stock List data found	Herbicides	Hatra	L
Herbicides	Crystal	L	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓ Matched Stock List data found	Herbicides	Crystal	L
	Liberator	L	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓ Matched Stock List data found	Herbicides	Liberator	L
Trace Elements	Manganese Extra	L	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓ Matched Stock List data found	Trace Elements	Manganese Extra	L
Fungicides	Manitoba	L	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓ Matched Stock List data found	Fungicides	Manitoba	L
Growth Regulators	Moddus	L	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓ Matched Stock List data found	Growth Regulators	Moddus	L
Fungicides	Vertisan	L	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓ Matched Stock List data found	Fungicides	Vertisan	L
Molluscicides	Appeal	kg	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓ Matched Stock List data found	Molluscicides	Appeal	kg
Seed / Plants	KivS Irina	t	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓ Matched Stock List data found	Seed / Plants	KivS Irina	kg
	Hadyn Beet	SBUUnit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓ Matched Stock List data found	Seed / Plants	Hadyn Beet	SBUUnit

GateKeeper Product Picking

Either select an existing GateKeeper product name from the drop down list or enter a new name

For supported pesticide types only, fill the pick list with Sentinel product names instead of the existing GateKeeper list

Matching Results

✓ 15 | Matched Stock List data found

✓

All products within each heading group should have a unique product name so that auto matching of products to be imported is accurate.

OK Cancel ?



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