

# Cash Manager

## Getting Started Guide



## CONTENTS

<b>Section 1: Getting Started.....</b>	<b>4</b>
Training.....	4
Help Notes.....	4
Farmplan Support Line – 01594 545022 .....	5
Farmplan Website – www.farmplan.co.uk .....	5
Farmplan Messages.....	5
<b>Section 2: Installation Instructions .....</b>	<b>6</b>
<b>Section 3: Security and Licensing .....</b>	<b>7</b>
To licence your data via the Internet .....	7
To licence your data manually .....	8
Licence Messages .....	8
To Renew your Licence .....	8
<b>Section 4: The Home Page.....</b>	<b>9</b>
Messaging.....	10
Cash Accounts .....	11
Farm Accounts.....	12
Office Accounts .....	13
Daybook.....	13
Items Inspector.....	14
<b>Section 5: Printing/Previewing Reports .....</b>	<b>15</b>
<b>Section 6: Create your own Business .....</b>	<b>16</b>
<b>Section 7: Set up Business Structure.....</b>	<b>19</b>
Set up Business Details.....	19
Set up Enterprises by “Autosetup” .....	20
Set up Enterprises without “Autosetup” i.e. from scratch .....	21
Set up Heading Codes .....	22
Set up Heading Code & Enterprise Relationships .....	23
Set up Searchcodes .....	23
Set up Customers & Suppliers.....	24

Set up Banks .....	24
Set up VAT Details .....	25
VAT Rates .....	25
R&C Details.....	25
MTD Settings .....	26
Set up Opening Balances.....	27
<b>Section 8: Data Entry .....</b>	<b>28</b>
How to enter a Cash Analysis Payment or Receipt .....	29
Entering VAT Payments & Receipts.....	31
Repeating Transactions .....	32
Create Repeating Entries.....	33
Process 'Automatic' Entries .....	34
Process 'Regular with Edit' entries.....	34
Process 'On Demand' entries.....	35
Use/Create Templates - from Data Entry screens .....	36
Entering Bank Reconciliation .....	38
Closing VAT Period .....	39
<b>Section 9: Back Up &amp; Restore .....</b>	<b>40</b>
Private Web Backups.....	40
Local Backups .....	42
Other Web Backups.....	43
Third Party Slots .....	43

## Section 1: Getting Started

This “Quick Start Guide” is designed as an initial getting started guide to the Farmplan Cash 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.

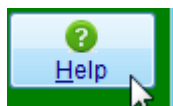
### Training

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](mailto: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](http://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 download and install the latest version of the program can be found under the **Business & accounts** heading in the Support area of the Farmplan website ([www.farmplan.co.uk/support](http://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.

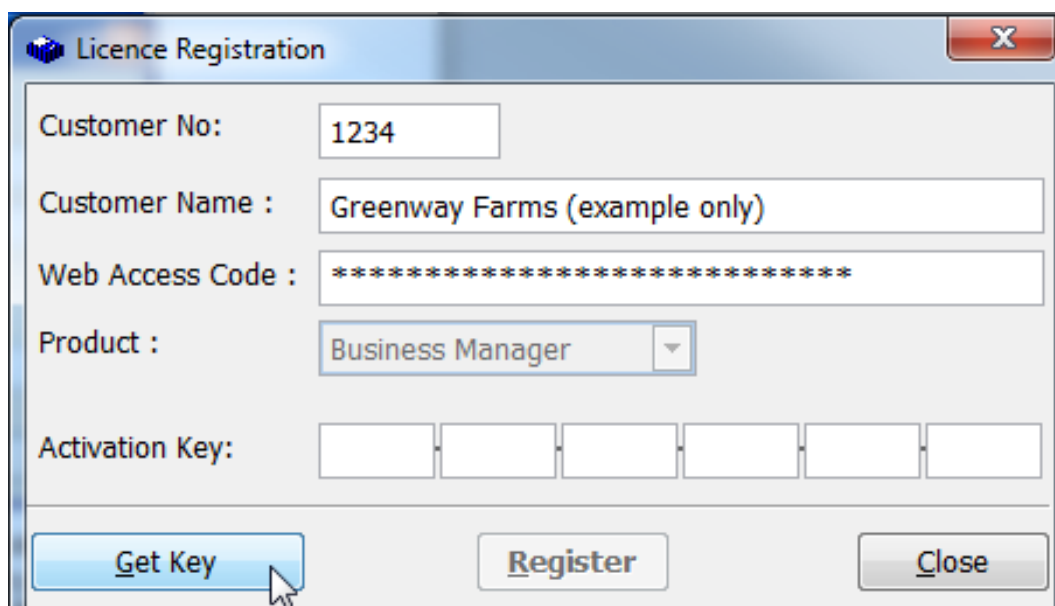
**\*Please note** – Windows 7 will not be supported by Microsoft from January 2020. Future versions of Business Manager will not install onto Windows 7 machines after this date. Please contact Farmplan to discuss upgrading your PC if this is applicable.

## Section 3: Security and Licensing

When you first go into the program, it will say 'Unregistered Copy' 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.

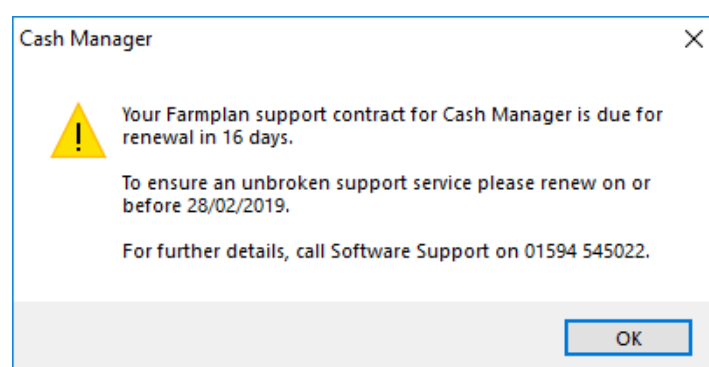
## To licence your data manually

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 Cash 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.

The screenshot shows the Home Page interface with a purple header bar containing "Live Demonstration" and "Thursday, 06 September 2018". On the left is a sidebar with "Favourites" and "Data Entry" sections. The main content area includes:

- Latest activity information** (Daybook): A table with columns No., Type, Date, and Amount.
- Current VAT information** (Close VAT): VAT Period name: August 2018, VAT Period end date: 31/08/18.
- Online Support Centre** (i icon): A green button.
- Links** (Customise): Software Support Phone: 01594 - 545022, Software Support Email, LogMeIn, Help Contents & Index.
- Latest backup information** (Backup): Date: 06/09/18 03:54:31 PM, Location: Web Backup - PRIVATE slot 2.
- Farmplan Message Centre** (Go to the Message Centre): Latest message: Making Tax Digital Update. Dated: 25/07/2018.

The sidebar contains "Office Accounts", "Cash Accounts", and "Batch Printing" sections.

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

The Tool Bar is a horizontal bar with a light blue background and a double-headed arrow on the left. It contains eight icons with labels: Data Entry, Cash Analysis, VAT, Journals, Stores, IBTs, Bank Rec., and Close VAT.

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.

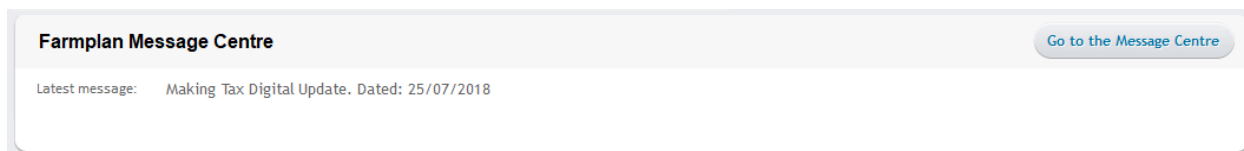
It is important that you take some time to plan the type of information that you wish to get out of the program relating to your own business, as this will affect how you set up your coding structure.

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

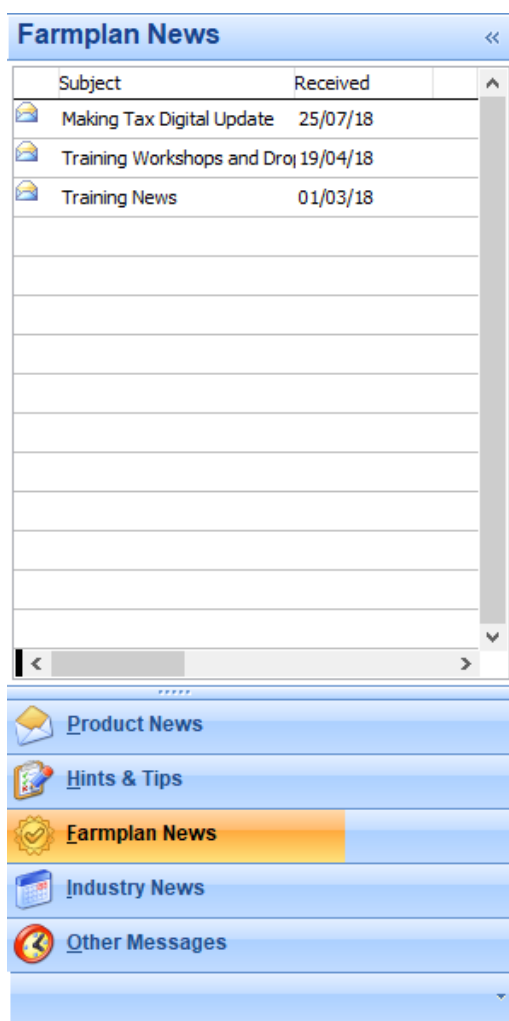
## Messaging

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 'Go to the Message Centre' from the Home Page 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:



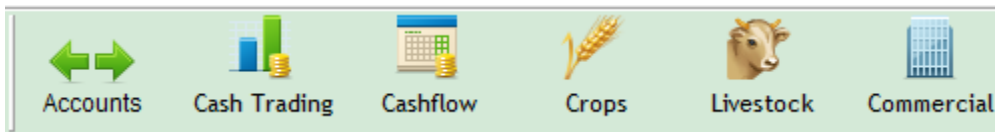
**Open** (or double click) to display the message in a new screen so that you can save it or email it.

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 bank account

Live Demonstration

### Cash Accounts - Cashflow by period

Select:

Summary	Total	Actual Budget Projected							
		Apr 18	May 18	Jun 18	Jul 18	Aug 18	Sep 18	Oct 18	
Sales	150,126	36,683	44,697	45,772	3,000	4,460	15,513		
Purchases	-31,872	-2,801	-12,772	-5,445	-10,216	-53	-583		
Gross Margin	118,254	33,881	31,925	40,327	-7,216	4,406	14,929		
Overhead Exp.	-60,635	-18,206	-11,943	-18,732	-9,783	-1,311	-657		
Surplus/Deficit	57,619	15,675	19,981	21,595	-16,999	3,095	14,272		
Fixed Assets	100		100						
L T Liabilities	-18,036	-3,745	-3,745	-3,118	-3,666	-3,759			
Private	-10,717	-7,178	-543	-1,985	-865	-143			
Other	-17,107	-1,141	-1,153	700	-15,333	-18	-162		
Capital Accounts									
Net Cashflow	11,860	3,610	14,638	17,192	-36,865	-826	14,109		
Bank Balance	-73,928	-82,177	-67,538	-50,345	-87,211	-88,037	-73,927		

Report Budgets Graph

06/09/18 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 face' 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.

## Farm Accounts

Cash 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 3<sup>rd</sup> financial year.

Either compare an enterprise with a budget or with another enterprise.

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.

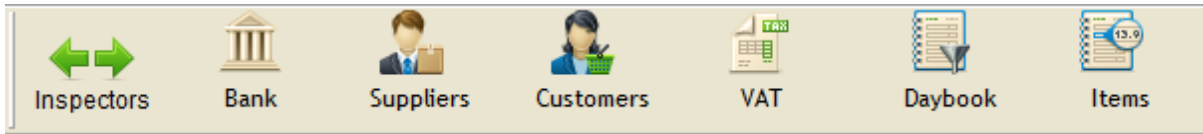
Actual		Budget	
Hectares	Yield	Hectares	Yield
50.00	0.000	50.00	380.630
	0.00		7.61

Summary	Qty	@	Amount	Qty	@	Amount
Sales	?					
Val. Change	?		16,003.23	380.630	119.998	45,675.00
Total Output			16,003.23			45,675.00
Purchases	458.000	31.121	14,253.23	615.160	23.577	14,503.84
Gross Margin			1,750.00			31,171.16
Overhead Exp.	35.000	50.000	1,750.00			
Profit / Loss						31,171.16

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

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 is the **Daybook** which allows the inspection of all entries made to the Cash Focus 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, e.g. bank account.

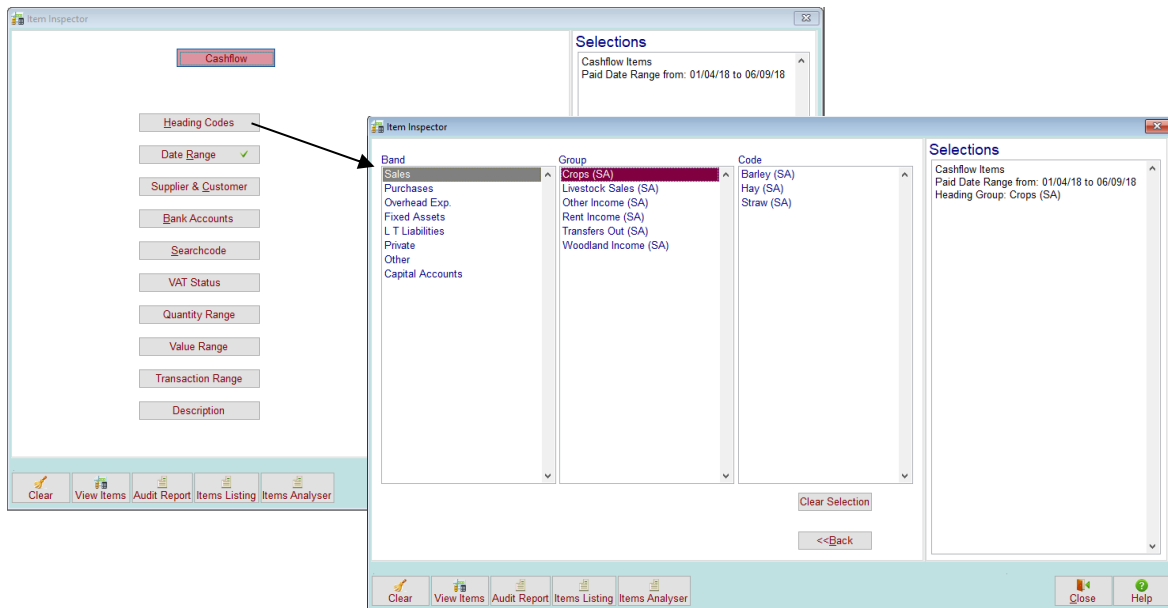
Sort the list displayed by double clicking on the column headings e.g. transaction number or date.

No.	Type	Date	Period	Ref.	Bank	Total	Due Date	Status	Supplier/Customer
38	Direct Credit	15/04/18	April 18		National Westminster	540.00	/ /	Reconciled on Stmt. 165	Beech Mrs L
39	Direct Credit	15/04/18	April 18	SO	National Westminster	1,290.00	/ /	Reconciled on Stmt. 165	Wilson Mrs S
40	Ledger Receipt	16/04/18	April 18	1364	National Westminster	875.00	/ /	Reconciled on Stmt. 165	Eckley J
41	Ledger Receipt	20/04/18	April 18	1366	National Westminster	135.44	/ /	Reconciled on Stmt. 165	Robertson H Mr
42	C/A Receipt	25/04/18	April 18	1369	National Westminster	17.85	25/05/18	Reconciled on Stmt. 165	Standard Life
43	C/A Receipt	09/05/18	May 18	1369	National Westminster	444.00	25/06/18	Reconciled on Stmt. 166	Southern Electric
48	Direct Debit	10/04/18	April 18		National Westminster	256.00	25/05/18	Reconciled on Stmt. 165	NFU
49	Direct Debit	10/04/18	April 18		National Westminster	240.00	25/05/18	Reconciled on Stmt. 165	FODDC
50	Direct Debit	12/04/18	April 18		National Westminster	187.20	25/05/18	Reconciled on Stmt. 165	Genus
55	Electronic	14/04/18	April 18	1404	National Westminster	1,227.60	/ /	Reconciled on Stmt. 165	Mitcheldean Garage
56	Direct Debit	14/04/18	April 18		National Westminster	37.20	/ /	Reconciled on Stmt. 165	Staple Office
57	Direct Debit	14/04/18	April 18	1404	National Westminster	165.25	/ /	Reconciled on Stmt. 165	Woodside Pest
58	Direct Debit	14/04/18	April 18		National Westminster	1,191.43	/ /	Reconciled on Stmt. 165	White T H
59	Electronic	14/04/18	April 18	1404	National Westminster	43.50	/ /	Reconciled on Stmt. 165	Farmplan Computer Syst
60	Direct Debit	14/04/18	April 18		National Westminster	95.65	/ /	Reconciled on Stmt. 165	FSS Ltd
61	Direct Debit	14/04/18	April 18		National Westminster	1,746.00	/ /	Reconciled on Stmt. 165	Grant Thornton
62	Electronic	14/04/18	April 18	1404	National Westminster	193.88	/ /	Reconciled on Stmt. 165	Valley Transport
63	Direct Debit	14/04/18	April 18		National Westminster	333.00	/ /	Reconciled on Stmt. 165	Nutrivet Limited
64	Ledger Cheque	14/04/18	April 18	000984	National Westminster	740.77	/ /	Reconciled on Stmt. 165	Richardsons Land Serv
65	Electronic	14/04/18	April 18	1404	National Westminster	304.11	/ /	Reconciled on Stmt. 165	Southern Elec
66	Electronic	14/04/18	April 18	1404	National Westminster	2,385.00	/ /	Reconciled on Stmt. 165	Jewsons
67	Electronic	14/04/18	April 18	1404	National Westminster	272.49	/ /	Reconciled on Stmt. 165	John S Forsyth
68	Electronic	10/05/18	May 18	1005	National Westminster	878.64	/ /	Reconciled on Stmt. 166	Cleanacres
69	Electronic	10/05/18	May 18	1005	National Westminster	113.00	/ /	Reconciled on Stmt. 166	British Gas
70	Ledger Cheque	14/04/18	April 18	000985	National Westminster	665.05	/ /	Reconciled on Stmt. 165	Richardsons Land Serv
71	Ledger Cheque	14/04/18	April 18	000986	National Westminster	212.00	/ /	Reconciled on Stmt. 165	British Telecom
72	Ledger Cheque	14/04/18	April 18	000987	National Westminster	276.82	/ /	Reconciled on Stmt. 165	FSL Bells

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.



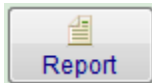
Click on the section that you wish to use to filter your data. This will take you to a secondary screen. From here you select the exact level or combination of codes that you wish to interrogate. Having made your selection you will see it listed on the right hand side of the screen. That button will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



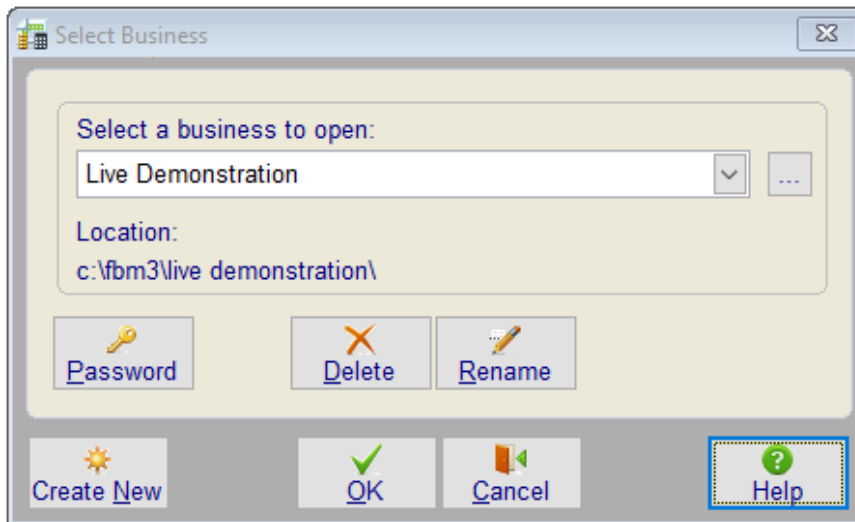
Throughout the program you will see a Report button at the bottom of the screen that allows you to produce a report – either on the screen or on paper.

This will normally take you to the Report Publisher Screen:

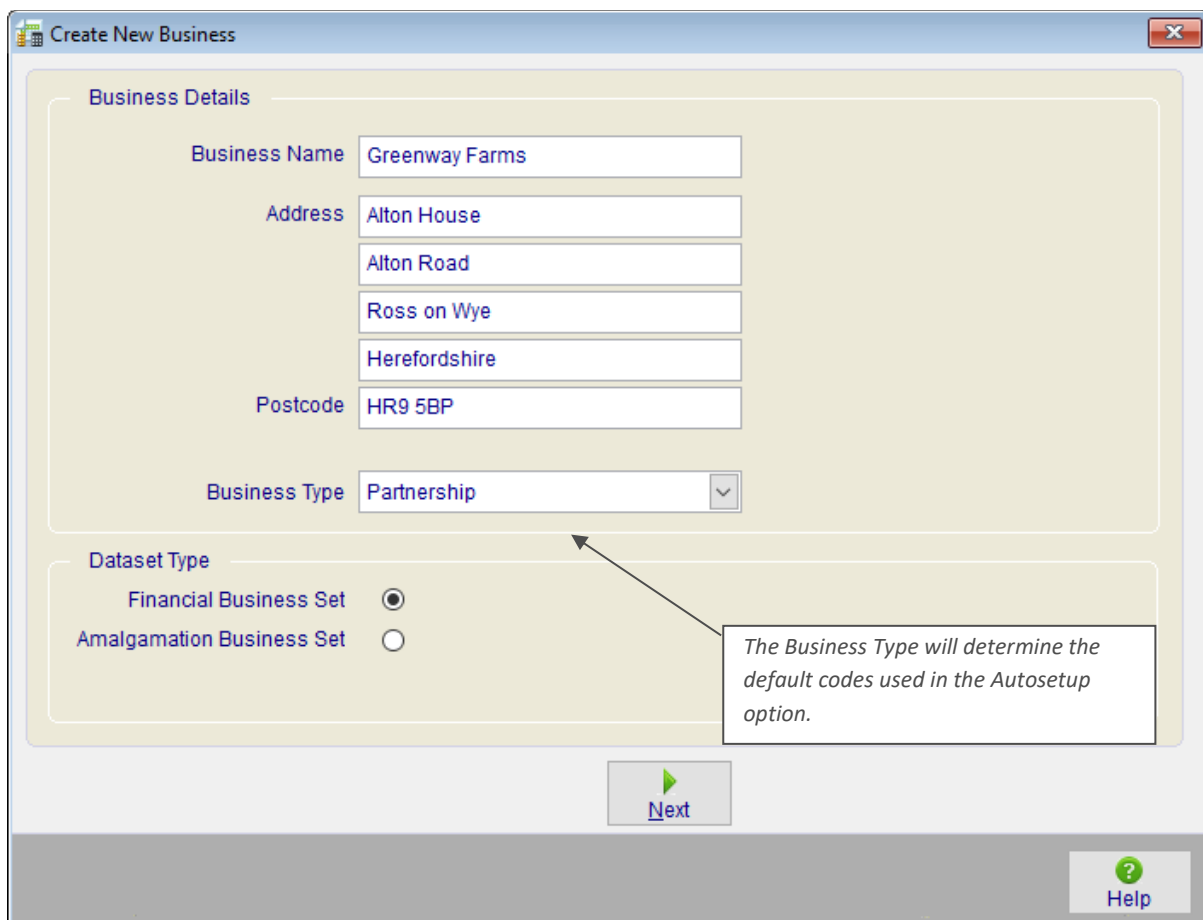
The screenshot shows the 'Report Publisher - Current Report: Summary of VAT Returns' dialog box. It contains several sections: 'Report Selection' with 'Standard' selected; 'Page Range' with 'All' selected; 'Print' section with printer name 'HP LASERJET 2300 SERIES PCL 5' and 'No. copies' set to 1; 'Preview' section with a 'Preview' button; 'Email / Export' section with 'Export' selected, 'File Type' set to 'Excel', and 'Open / View' checked; and 'Edit Customised' and 'Delete Customised' sections. Callouts provide instructions: 'Use the **Print** button to send the report to the selected printer.', 'If you need to change the printer details use the **Setup** button.', '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'.', and '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:





## Year Start Date

**Create New Business**

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.

**Create New Business**

Default Bank Account Details

Bank Account Name

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

[Help](#)

## VAT Details

**Create New Business**

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

**Create New Business**

Password Details

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

Password \*\*\*\*\*

Confirm password \*\*\*\*\*

Previous

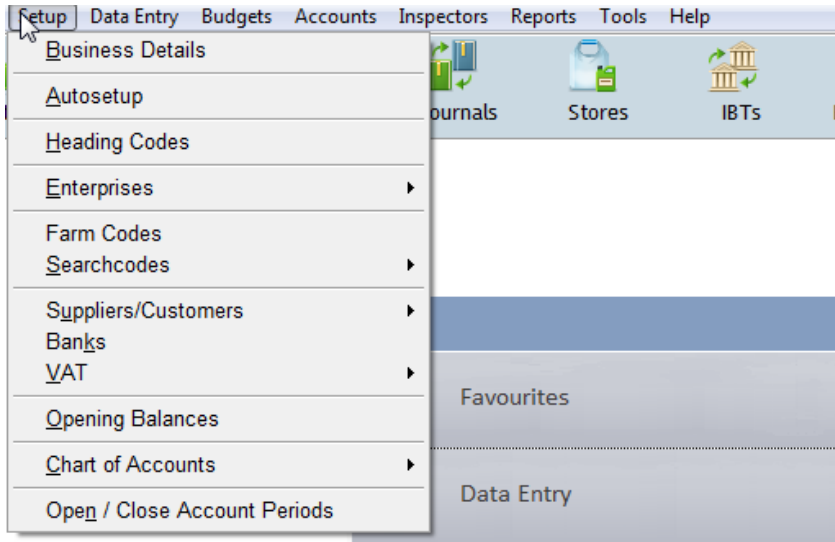
Save Reject

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** along the 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**.

A screenshot of the 'Business Setup' dialog box. It contains the following fields:

- Business Name: Greenway Farm
- Dataset Colour: [Blue swatch] 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: [Empty]

Buttons for OK, Cancel, and Help are at the bottom.

## 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 Enterprises without “Autosetup” i.e. from scratch

Click on **Enterprises > Setup Enterprises**

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

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**.

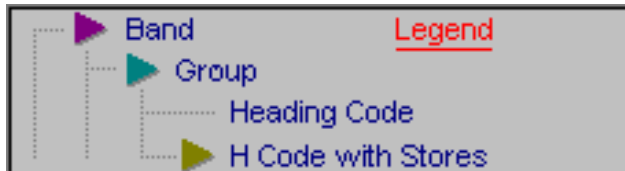
Double click on the green arrow next to the Groups to display the enterprises on the right.

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>					

Dropdown menu for Crop Sundries:

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

Buttons: Delete, Close, Help

## Set up Heading Code & Enterprise Relationships

This screen links heading codes to relevant enterprises (e.g. Contracting Income to the Contracting 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 to a tick, if required.

## 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 (e.g. Properties or Vehicles) – see **Setup Searchcode Groups**.

Searchcodes can also be marked as a Property so that they can be identified in the Reports. Ticking this also allows you to add the Property Details on the right hand side of the screen.

## 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

Notes

Finished:

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:

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

The image shows two overlapping software windows. The main window is titled 'VAT Settings' and contains the following fields:

- VAT Reg No. GB 123 456 789
- Current Calculation Method Invoice Basis
- Current Frequency Monthly
- Current VAT Period End Date 30/04/2018
- Change Details button (highlighted with a dashed box and an arrow pointing to the dialog)
- Partial Details section:
  - P Status Partial
  - P1 Status Partial 1
- Buttons at the bottom: Save, Reject, Close, Help

The smaller window is titled 'VAT Frequency Change' and contains the following fields:

- New Calculation method Invoice Basis
- New Frequency Monthly
- New Current VAT Period End Date 30/04/18
- Buttons at the bottom: OK, Cancel (highlighted with a dashed box)

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 though you will 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 only 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

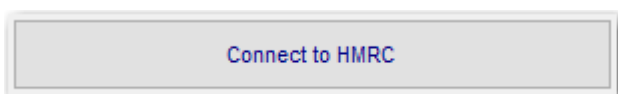
If you have not used Making Tax Digital (MTD) for VAT before, you must register with HMRC for this service. Go to [www.gov.uk/](http://www.gov.uk/) and search for **Use software to submit your VAT Returns**. Follow the instructions on the screen. After you have signed up, it may take up to 72 hours to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



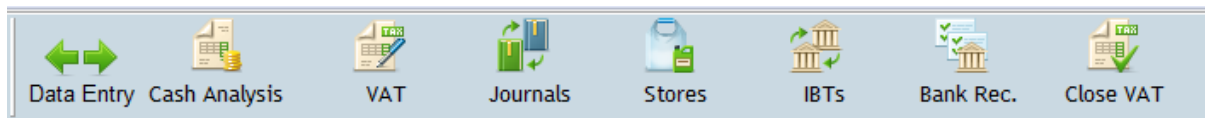
You will then be taken through the HMRC connection process where you will be asked to enter your User ID and Password. You should '**Grant Authority**' for Farmplan Business Manager to interact with HMRC.

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](http://www.gov.uk/) and search for **Agents: use software to submit VAT Returns**.



## 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.

The main pieces of data that people enter into the system are cash analysis transactions and standing orders. 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 Payment or Receipt**

The screenshot displays the 'Cash Analysis Receipt' form with the following data:

Customer	Entry Date	Bank Account	Payment Type	Reference	Amount
Group Cereals *	28/09/2018	National Westmi	Direct Credit		6154.42

Allocation	Description	Quantity	Price	Amount	VAT Rate	VAT Amount
Wheat/Wheat 18/Wheat/Riverside Farm		0.000	0.000	6250.00	Z	0.00

Heading Code	PU Commission/Levies	Description	Quantity 1	Price	Net	VAT	VAT Amount
Enterprise	Wheat 18	Levies and fees	0.000	0.000	-79.65	S	-15.93
Subcode					Gross		
Farm Code	Riverside Farm		0.000				
Searchcode	Unassigned						

Amount Left	VAT Return	Input VAT	Output VAT	Total Amount
0.00	September 2018	-15.93	0.00	6154.42

- 1. Customer/Supplier** - Select the customer (or supplier) from the drop down list. Use the ? to enter a new one.
- 2. Transaction Details** - Enter the cheque details e.g. date paid, bank account, type (e.g. cheque or direct credit/debit) and the total amount that will affect your bank account.
- 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.

## Entering VAT Payments & Receipts

The screenshot shows a software window titled "VAT Receipt" with a close button in the top right corner. Below the title bar, there is a teal header bar with the text "VAT Receipt" and a field for "Entry No." containing the value "396".

Below the header, there is a table with the following columns and data:

Revenue & Customs	Entry Date	Bank Account	Payment Type	Reference	Amount
	21/09/18	National Westmins	Direct Credit	Aug 18	1,215.67

Below the table is a large empty rectangular area. 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 direct debits where the amount stays the same. 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 by using the 'Use' and 'Create' buttons at the bottom of the screen.

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 are three tabs: 'Automatic', 'Regular with Edit', and 'On Demand'. The 'Regular with Edit' tab is selected, displaying a table of repeating transactions. 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	FODDC	Home Farm	240.00	Monthly	10/09/2018	10/03/2019
?	Direct Debit	Herefordshire County Cour	Camphill	264.23	Monthly	10/09/2018	28/02/2020
?	Direct Debit	Highland Finance	Manitou 730	398.50	Monthly	10/09/2018	31/12/2021
?	S.O. Payment	FODDC	Greenway Farm	215.00	Monthly	12/09/2018	12/05/2019
?	S.O. Payment	AMC	2nd Mortgage	546.00	Monthly	13/09/2018	13/05/2030



## Create Repeating Entries

To add new repeating entry templates click on **New** at the bottom of the screen.

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 or direct debit 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'.

Template Name	Implemented	Cash Analysis Payment Template							
JD Tractor Repayment	Automatic							<input type="radio"/> Normal transaction	<input type="radio"/> VAT On Items
								<input type="radio"/> Refund transaction	<input type="radio"/> VAT Separate
Supplier	Bank Account	Payment Type	Reference	Next Due Date	Frequency	End Date	Amount		
John Deere Finance	BACC1 -- Curren	Direct Debit		27/09/2018	Monthly	27/07/2021	650.00		

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

Template Start Date 27/09/2018

Delete
 Finish Template

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

Process entries to: 30/09/2018      End of the Current Period 30/09/2018

Due Date	Tran Type	Supp/Cust Name	Template Name	Amount
10/09/2018	S.O. Payment	FODDC	Home Farm	240.00
10/09/2018	Direct Debit	Herefordshire County Council	Camphill	264.23
10/09/2018	Direct Debit	Highland Finance	Manitou 730	398.50
12/09/2018	S.O. Payment	FODDC	Greenway Farm	215.00
24/09/2018	S.O. Payment	AMC	orig mort	850.00

Number of 'Automatic' repeating entries to be processed: 18

Process 'Automatic' entries

Report      Back      Close      Help

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 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.

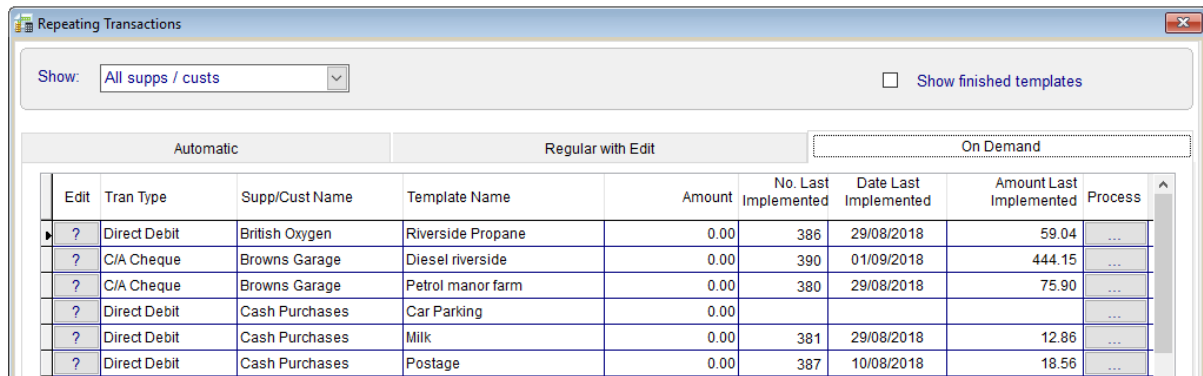
Process entries to: 30/09/2018      End of the Current Period 30/09/2018

Due Date	Tran Type	Supp/Cust Name	Template Name	Template Amount	Processed Xtion No.	Processed Amount	Process
12/09/2018	Direct Debit	Wages BACS	Net Pay - casuals	0.00		0.00	?
15/09/2018	Direct Debit	National Westminster	Bank charges	0.00		0.00	?
15/09/2018	Direct Debit	National Westminster	Bank interest	0.00		0.00	?

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.



Automatic		Regular with Edit		On Demand				
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	29/08/2018	59.04	...
?	C/A Cheque	Browns Garage	Diesel riverside	0.00	390	01/09/2018	444.15	...
?	C/A Cheque	Browns Garage	Petrol manor farm	0.00	380	29/08/2018	75.90	...
?	Direct Debit	Cash Purchases	Car Parking	0.00				...
?	Direct Debit	Cash Purchases	Milk	0.00	381	29/08/2018	12.86	...
?	Direct Debit	Cash Purchases	Postage	0.00	387	10/08/2018	18.56	...

**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 grid.

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.

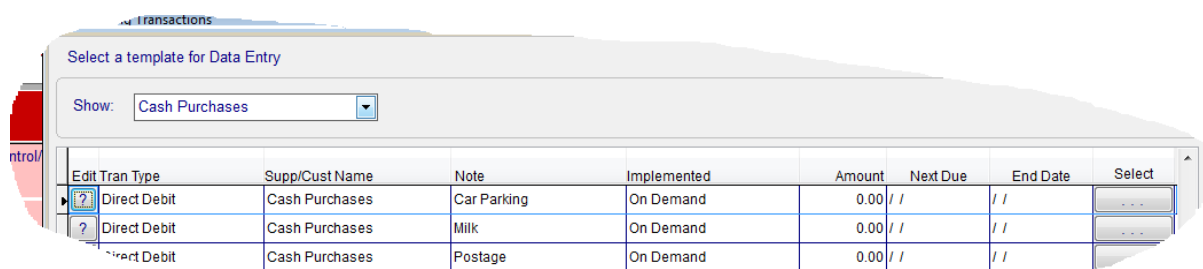
## Use/Create Templates - from Data Entry screens

**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

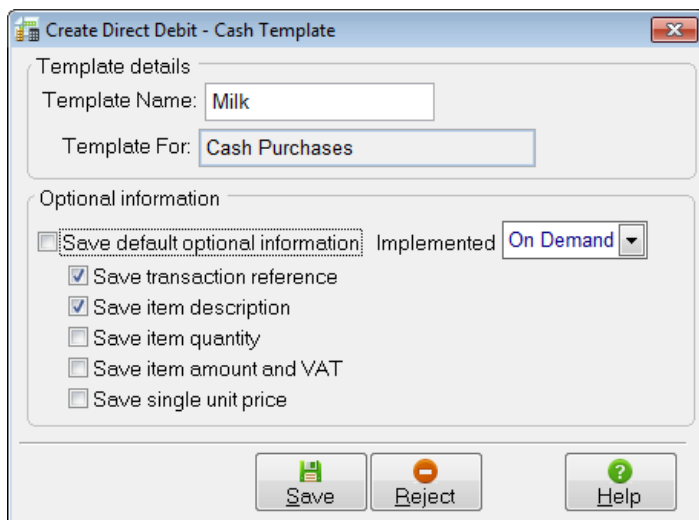
New templates can also be created from the standard entry screens.

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:



- **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:	<table><tr><td>Implemented</td><td>Regular with</td></tr><tr><td>Next Due Date</td><td>01/09/2015</td></tr><tr><td>Frequency</td><td>Monthly</td></tr><tr><td>End Date</td><td>//</td></tr></table>	Implemented	Regular with	Next Due Date	01/09/2015	Frequency	Monthly	End Date	//
Implemented	Regular with								
Next Due Date	01/09/2015								
Frequency	Monthly								
End Date	//								

## Save Template

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

## Entering 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.

The screenshot shows the 'Bank Reconciliation' window for 'National Westminster'. The 'Statement No.' is 153. The 'Opening' balance is -81,956.58 and the 'Closing' balance is -63,835.68. The table below shows a list of transactions with their respective details and reconciliation status.

No.	Type	Chq / Batch / R	Entry Date	Receipts (DR)	Pmts. (CR)	Batch Total	Rec?	Statement Date	Period	Supplier/ Customer	Total
108	S.O. Payment		01/04/17	0.00	600.00	0.00	✓	30/04/17	April 17	Brown RJ	600.00
263	S.O. Payment	audit	01/04/17	0.00	268.00	0.00	✓	30/04/17	April 17	Highland Finance	268.00
1476	S.O. Payment	RJB	01/04/17	0.00	23.00	0.00	✗	///	April 17	HMRC	23.00
1477	Direct Debit	Qtrly payment	01/04/17	0.00	675.00	0.00	✗	///	April 17	JD Credit	675.00
1478	S.O. Payment	JMB	02/04/17	0.00	24.75	0.00	✗	///	April 17	HMRC	24.75
1479	C/A Receipt	1380	03/04/17	143.00	0.00	11,154.00	✗	///	April 17	Beech Mrs L	143.00
36	C/A Cheque	000450	05/04/17	0.00	540.00	0.00	✓	30/04/17	April 17	James B M N	540.00
37	C/A Cheque	000452	05/04/17	0.00	100.00	0.00	✓	30/04/17	April 17	Miscellaneous Supplier	100.00
40	C/A Cheque	000459	05/04/17	0.00	1,965.54	0.00	✓	30/04/17	April 17	HMRC	1965.54
105	S.O. Payment	JMB	05/04/17	0.00	51.00	0.00	✓	30/04/17	April 17	Scottish Widows	51.00
1480	S.O. Payment	JMB	05/04/17	0.00	51.00	0.00	✗	///	April 17	Scottish Widows	51.00
79	C/A Receipt	6	09/04/17	550.00	0.00	675.00	✓	30/04/17	April 17	Bruce, A/21	550.00
20	C/A Cheque	000440	10/04/17	0.00	31.90	0.00	✓	30/04/17	April 17	Staple Office	31.90
			10/04/17	0.00	1,078.35	0.00	✓	30/04/17	April 17	HMRC	1078.35
			10/04/17	0.00	228.48	0.00	✓	30/04/17	April 17	Jeary T G Farming Supplies	228.48
			10/04/17	0.00	451.35	0.00	✓	30/04/17	April 17	FODDC	451.35
107	S.O. Payment		10/04/17	0.00	600.00	0.00	✓	30/04/17	April 17	Brown James M	600.00
1481	C/A Receipt	1380	10/04/17	143.00	0.00	11,154.00	✗	///	April 17	Beech Mrs L	143.00
1482	Direct Debit	Manitou	10/04/17	0.00	398.50	0.00	✗	///	April 17	Highland Finance	398.50
44	C/A Cheque	000462	11/04/17	0.00	12.70	0.00	✓	30/04/17	April 17	Post Office	12.70
66	C/A Cheque	000456	11/04/17	0.00	39.45	0.00	✓	30/04/17	April 17	Browns Garage	39.45

At the bottom of the window, the 'Calc Closing' button shows a value of -63,835.68, and the 'Difference' field shows 0.00. A checkbox for 'Only show Transactions up to Statement Date' is present and unchecked.

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 Difference, your statement balances.

## 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: 10/09/18 02:54:39 PM

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.

Slot	Name	Date	Time	Notes
1	Training course	05/02/2014	16:18:21	case study complete
2	Training course	05/02/2014	11:20:40	case study complete
3	Live Demonstration	18/02/2014	12:02:58	live demonstration data 2014



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.

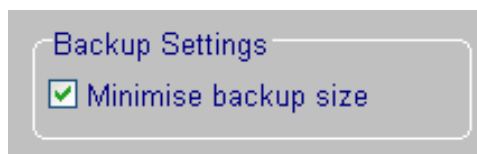
You are provided with **TEN free Private slots** which are available providing your support contract is up to date. More slots are available – for more details please contact the Farmplan’s Software Support on 01594 545022.

- 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.

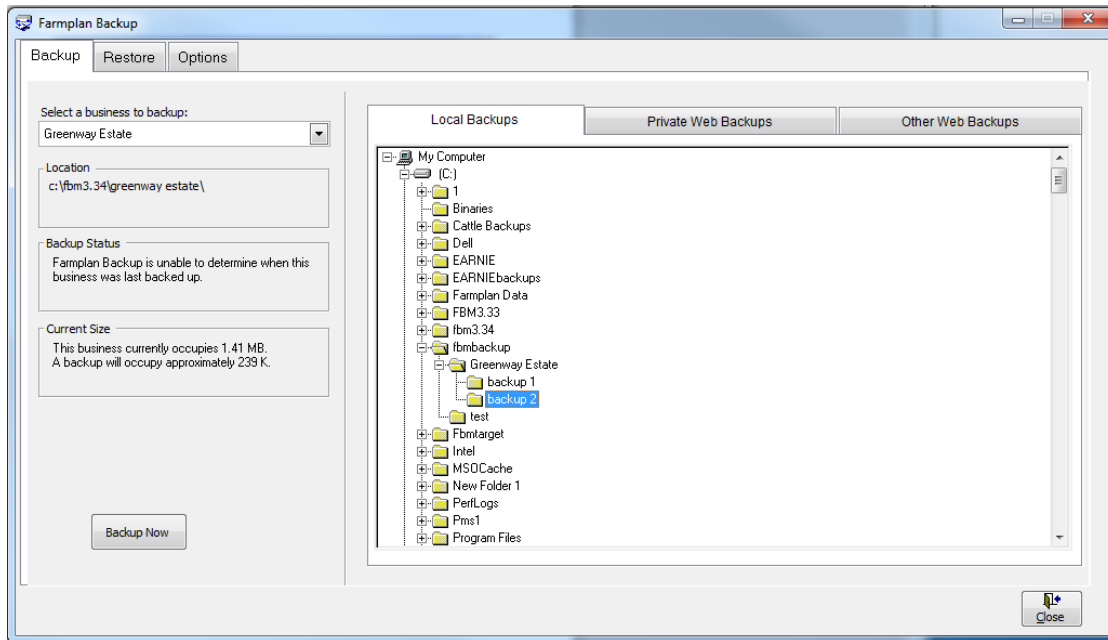
We would strongly recommend that you ‘minimise’ the size of your backups to help speed up the process.

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 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.

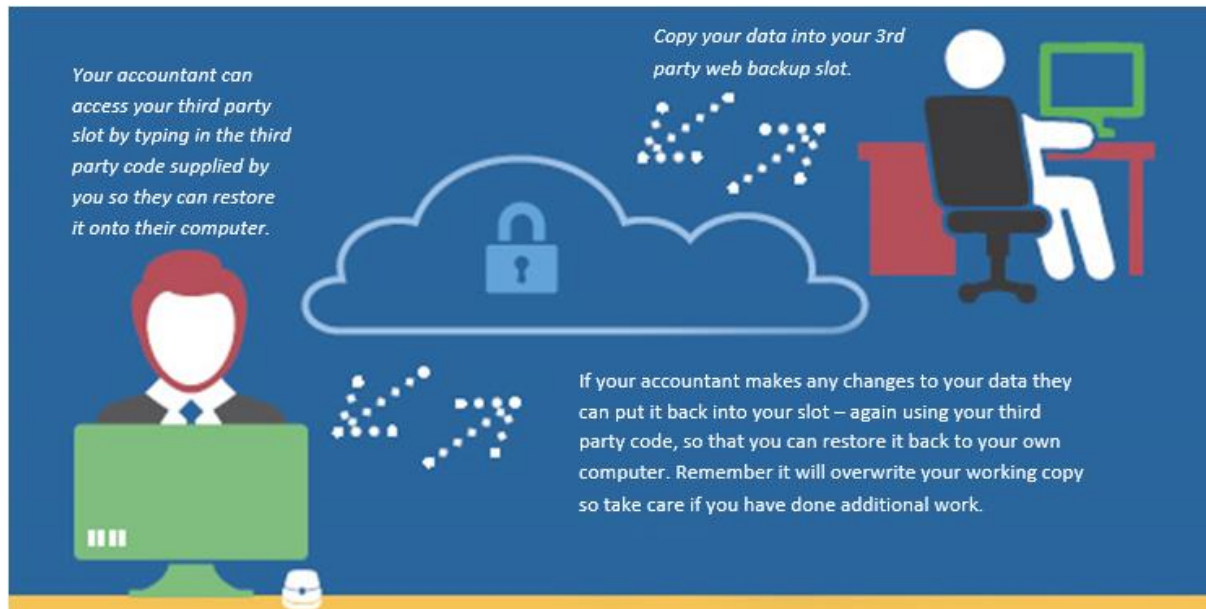
- On the left hand side of the screen check that the correct business is displayed.
- Select the tab called **Other Web Backups**.
- Highlight the support slot that you wish to use by clicking on it (if there is more than one available).
- Password (optional) – Other users can only access your support 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](mailto: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 a **Third Party Slot** – these can be used to supply a backup of your data to an outside consultant/accountant who wishes to interrogate it using Cash 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 3<sup>rd</sup> party slot and provide your accountant/consultant with your **Customer Number** and a **3<sup>rd</sup> Party Web Access Code** – supplied by Farmplan. The 3<sup>rd</sup> party user enters these when restoring your data. They will then be able to see all of your 3<sup>rd</sup> 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](http://www.farmplan.co.uk)

[support@farmplan.co.uk](mailto:support@farmplan.co.uk)

**Crops | Livestock | Business & Accounts | Training | IT Solutions | Support**