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FarmFact Entry Training

This Entry Training manual is divided as follows:

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Entries Overview

FarmFact cash entries can be made on a daily basis (called 'Register' entry) or monthly from a bank statement (called 'Statement' entry). Register entries are usually in numerical or 'as occurred' order where as statement entries may be in a random order with missing documents (not yet returned by the bank). You may make entries in any order or at any time you choose, and the entries will be sorted into the 'as occurred' order by date first then by number. Statement entry is the most convenient because you can enter a complete statement of checks when you have time and find any entry mistakes by balancing with the bank statement before posting the session. Register entry is more traditional because entries are made when, or just a few days after they occur. Using this methods keeps accounting up to date and allows for balancing later when the statement is received.

This training session will use the 'Demo' account to demonstrate the entry of checks and deposits through a managed cash account. The 5 checks and 2 deposits cover the most commonly used entry procedures in the system. After the entries are complete, both balancing methods will be demonstrated.

Entry Training assumes the 'Demo' account (Rogers Family Farms, Inc.) to be in the original installed state with no other entries or edits made. **It is critical at this point to be sure that the 'Demo' account is as originally installed,** otherwise account balances and entry results may not follow the lesson plan. To reset the 'Demo' account back to initial state do the following.

Reset 'Demo' Client Account:

From the "FarmFact Control Center", click on the **<Interface>** button (top, left side of screen). On the 'User Interface Options' panel click on the **<Restore Demo File>** button. A message box will appear confirming that 'Demo' has been reset. Press the **<Enter>** key to OK the message, then press **<Esc>** to return to the "FarmFact Control Center".

FarmFact Entry Lesson

Use of the Keyboard:

FarmFact entries and edits can be accomplished by any combination of keyboard and mouse, however, users are encouraged to use the keyboard especially the 'Enter' key. New entries work best if the <Enter> key is pressed after each data field is keyed. Edits, on the other hand, are best accomplished by using point and click or <Tab> to highlight the field to be edited.

Note: Do not pass this point without following the 'Demo' reset instructions listed above.

Let's Make Some Entries:

From the "FarmFact Control Center", click on <Cash Entries>. From the "Session Control Screen", make sure that the 'Willfarm County Natl Bank - Bank Account # 123-456' is selected and that the 'Balance Method' is set to 'Reconcile Entries'.

Register Control Screen:

In the 'Managed Accounts List' panel on the 'Session Control Screen', click on the green <Open Account Register> button (left side, halfway down the screen).

| Doc # | Date | Vendor | Debit | Credit |
|------------------|------------|-------------------|------------|------------|
| 1127 | 09/12/2003 | AI Machine Shop | \$500.00 | |
| 1128 | 09/15/2003 | Crop Mate | \$4,500.00 | |
| Dep | 09/16/2003 |DEPOSIT..... | | \$5,000.00 |
| 1129 | 09/20/2003 | U A P Richter | \$1,200.00 | |
| Current Balance: | | | | \$1,832.33 |

| Detail | Amount | Qty | Sub | Location | Income | Accont | Remark |
|----------|------------|-----|-----------------|----------|------------|---------|--|
| Chemical | \$1,200.00 | 40 | GI (\$30.00/GI) | Roundup | North Farm | Soybean | Growing Crop Applied to 160 acre field |

You now are on the 'Register Control Screen' for the selected bank account.

All entries or entry edits are initiated from this screen. All entries are made in the form of a document such as a check, deposit, or receipt. Across the top you 'Create a New Document'. From the register view you can review or edit any previously entered document. The create a new 'Check' button is highlighted in green, press <Enter>. You now see the 'Single Vendor Entry Form'. Press <Escape> to exit. On the 'Create New Documents' job bar notice the blue letters. These are true hot keys. Press the <D> key. You now see the 'Deposit Entry Form'. Press <Escape> to exit the deposit form. Press left or right arrow to move across the 'Create New Document' job bar, or press the up and down arrows to move up and down in the Account Register.

At the bottom of the register, the 'Current Sess' tab should be selected and you should see that 4 documents (3 checks and 1 deposit) have already been entered into the current session. There are 7 more entries to go (5 checks and 2 deposits)

Entry # 1 - Check - 1 Code:

Check Number: 1130
Check Date: 09/25/2003
Paid To: Tractor Supply
Check Amount: \$ 25.90
Code: Crop Misc-Supply

From the 'Create New Document' line of buttons. Select 'Check - Previously Written' and press **<Enter>** or Press the **<C>** Key.

This is the 'Single Vendor Entry Form'. This same form is used for entry and edit of all entries except 'Deposit', 'Payroll', and 'Funds Transfer'. Note the spin buttons (+ and -) next to the 'Document #' and 'Date' fields. These values will default to the next document # and the last document date. The values can be changed 4 ways - keyboard up and down arrow, keyboard + or - sign, mouse click on the spin button, or by typing the correct value. Try it.

Set the check number to be "**1130**". Press **<Enter>**.

Set the date to be "**09/25/03**".

Note the calendar symbol on the right side of the date field. If you click on the symbol FarmFact provides a 'click on' calendar for date selection. You can always enter the date manually by typing 2 numbers for the month and 2 numbers for the day. The slashes are provided and the year will also default to the current selected tax year.

Hint: To Edit any date field not highlighted, click on the date field then press the **<Backspace>** key to set the date field into overtype for edit.

Press **<Enter>**.

Find the vendor "**Tractor Supply**" by watching the vendor window and typing "**tr**". The vendor should now be selected in the vendor window. Press **<Enter>** to select.

Enter the check amount "**25.90**".

Without typing the period or decimal point, type the keys 2590. The result should be **\$25.90**. The decimal point is always provided just like a fixed point calculator. Use the **<Backspace>** to clear and reset the dollar field just like CE (Clear Entry) on a calculator (quantity fields are assumed to be whole numbers unless you press the period or decimal point. That will be demonstrated later). Note the dollar sign symbol on the left side of the amount field. If you click on the symbol, FarmFact provides a 'click on' number pad for amount input. Experiment with the amount field all you want. Press the minus (-) key for negative numbers and the field turns red. When finished, make sure it is set to \$25.90

Press **<Enter>**.

In the code picker window 'Crop Production' should already be selected. Press **<Enter>**.

Press the **<M>** key or use the up and down arrows to select 'Misc supply'. Press **<Enter>**.

The amount of \$ 25.90 is already entered. Press **<Enter>** to accept.

The remark field is now highlighted. No remark is necessary. Press **<Enter>** to finish.

The entry is now complete and the 'Save' button should be highlighted. Press **<Enter>** to save.

The entry has been saved and listed in the 'Recent Entries' register at upper right. You are now ready for another check.

Entry # 2 - Check - 1 Code with Subcode:

Check Number: 1131
Check Date: 10/06/2003
Paid To: C & W Equipment
Check Amount: \$ 125.00
Codes: Repair & Upkeep Combine

The next document number of 1131 should already be displayed. Press **<Enter>**.

Set the date to "**10/06/03**". Press **<Enter>**.

Find the vendor "**C & W Equipment**" by typing "**c**". Press **<Enter>**.

Enter the check amount "**125.00**". Press **<Enter>**.

Notice that the 'Crop Production' category and 'Repair & Upkeep' code have already been selected. This vendor has a default code. Vendor default code can be set from the vendor edit screen or from the code picker box by use of the 'Vendor Default Code' buttons just below the 'Expense Codes' column.

Arrow down or press **<C>** to select 'Combine'. Press **<Enter>**

The amount of \$125.00 is selected. Press **<Enter>**

The remark field is now highlighted. Type in "Separator Belt". Press **<Enter>**.

The entry is now complete and the 'Save' button should be highlighted. Press **<Enter>** to save.

Entry # 3 - Check - 3 Codes:

Check Number: 1132
Check Date: 10/10/2003
Paid To: Crop Mate
Check Amount: \$ 10,036.63
Codes: Fertilizer Dap \$ 3,825.00 25.5 Ton
Fertilizer Potash \$ 2,250.00 10 Ton
Unknown Balance

Set the check number to "1132". Press <Enter>.

Set the date to "10/10/03". Press <Enter>.

Find the vendor "Crop Mate" by typing "cr". Press <Enter>.

Enter the check amount "10036.63". Press <Enter>.

From the code picker window 'Crop Production' should already be selected. Press <Enter>.

Press the <F> key or use the down arrows to select 'Fertilizer'. Press <Enter>.

Arrow down or press <D> to select DAP. Press <Enter>

Enter the amount of \$ 3,825.00. Press <Enter>

Note: Quantity Fields do not supply the decimal point. A quantity is considered to be a whole number unless you press the period or decimal key.

Enter the quantity of 25.5 ton (remember to press the period or decimal key after the 25). Press <Enter>.

The remark field is now highlighted. No remark is necessary. Press <Enter> to finish.

Because the code amount does not equal the check amount. FarmFact is asking for another code.

Using the same procedure as above enter the Fertilizer - Potash, amount of \$ 2,250.00 and quantity of 10 ton..

The check amount is still greater than the amount entered so far. A difference of \$ 3,961.63 still remains. Sometimes the person making the entries is unsure of an item. FarmFact provides a means of flagging unknown entries so that the document entry can be completed then corrected later. From the categories list select 'Taxes, Misc, Unknowns', press <Enter>. From the code window select 'Unknown Exp'. Finish the entry and save.

Entry # 4 - Check - New Vendor:

Check Number: 1134
Check Date: 10/10/2003
Paid To: Bill Martin
Check Amount: \$ 2,100.00
Code: Capital Purchase - Gravity Wagon

Set the check number to 1134.

Set the date to 10/10/2003.

The vendor name "Bill Martin" is not in the vendor list but the list is very long and you might not know that. Watch the vendor window and type "**b**" then type "**i**". The vendor window has no name beginning with 'bi'. To insert the new vendor, press the 'Insert' key or click the 'Insert' button. Type out the name 'bill martin'. Don't worry about capitalizing, FarmFact will do that for you. When 'bill martin' is typed in correctly, press **<Enter>** to save to the vendor list. The vendor list should now appear with 'Bill Martin' selected. Press **<Enter>**.

Enter the check amount \$ 2,100.00.

From the code picker selected 'Property'. Press **<Enter>**.

From the code window select 'Equipment Purch'. Press **<Enter>**.

From the 'Property Category' window, select 'Farm Equipment'. Press **<Enter>**.

Enter the Item name of 'Gravity Wagon', Press **<Enter>**.

Enter the Description of "Hardy Built 750". Press **<Enter>**.

FarmFact will add the Gravity Wagon to the property inventory if you check the box.

Save the entry.

We are done entering checks for now so after check number 1130 is saved, press **<Esc>** or click the **Close** button to exit the 'Single Vendor Entry Form'

Entry # 5 - Deposit - 1 Code:

Deposit Date: 09/26/2003
Received From: Willfarm County Nation Bank
Check Amount: \$ 10,000.00
Code: Loan Operating
Cash Withheld: \$ 0.00

Press the <D> Key or select 'Deposit' and press <Enter>.

Set the date to 09/26/2003. Press <Enter>.

'Add Check' should be highlighted. Press <Enter>.

Type "Will" to highlight "Willfarm County Natl Bank". Press <Enter>.

Hint: Some vendors begin with the same first word. Type enough characters to get close then highlight using the up and down arrows.

Enter deposit item amount of \$10,000.00. Press <Enter>.

Select the 'Loans & Banking' Category. Then select 'Loan Proceeds' in the code list.

In the 'Description' window selected 'Operating Note'. Press <Enter>.

Press <Enter> to accept the \$10,000.00 amount and press <Enter> again on 'Remarks'.

The item to be deposited is now complete. The 'Save' button on the 'Check Deposited' window should be highlighted. Press <Enter>.

On the deposit slip you should now see the deposited item listed, and the 'Add Check' highlighted. If you press enter now, FarmFact will begin the process of entering another item to the deposit. This loan is the only item for this deposit so instead of pressing 'Enter' press the <Tab> key until 'Save' is highlighted, then press <Enter> (or simply use the mouse to click on the 'Save' button).

Entry # 6 - Deposit - 1 Code with Quantity:

Deposit Date: 10/05/2003
Received From: Cargill
Check Amount: \$ 7,206.65
Code: Soybeans North Farm 1310.3 Bu
Cash Withheld: \$ 100.00

Press the <D> Key or select 'Deposit' and press <Enter>.

Set the date to 10/05/2003. Press <Enter>.

'Add Check' should be highlighted. Press <Enter>.

Type "ca" to highlight "Cargill". Press <Enter>.

Enter deposit item amount of \$ 7,206.65. Press <Enter>.

Press <Enter> with 'Crop Production' selected. Arrow down to 'Soybeans' and press <Enter>.

In the 'Location' window selected 'North Farm'. Press <Enter>.

In the 'Income Link' window, 'Soybeans' should already be selected. Press <Enter>.

Press <Enter> to accept the amount.

In the 'Quantity' field type '1310.3'. Press <Enter>.

Press <Enter> on 'Remarks'.

The item to be deposited is now complete. The 'Save' button on the 'Check Deposited' window should be highlighted. Press <Enter>.

On the deposit slip you should see the deposited item listed, and the 'Add Check' highlighted. If you press enter now, FarmFact will begin the process of entering another item to the deposit. This sale of grain is the only item for this deposit, however there is cash withheld. Press the <Tab> key until the 'Cash Withheld' window is highlighted. Enter the amount of cash withheld of \$ 100.00. Press <Tab> or <Enter> to highlight the 'Save' button. Press <Enter>, or simply use the mouse to click on the 'Save' button.

Entry # 7 - Check - Employee Paid:

Check Number: 1135
Check Date: 10/12/2003
Paid To: Darrel Moore
Check Amount: \$ 646.45
Codes: Net Wages Paid Darrel Moore Soc Sec Withhld = \$ 53.55

Select '**Check - Previously Written**' and press **<Enter>** or Press the **<C>** Key.

Set the check number to 1135.

Set the date to 10/12/2003.

Find and enter the vendor Darrel Moore.

Enter the check amount \$ 646.45.

In the 'Employee Name' window, 'Darrel Moore' should be selected. Press **<Enter>**

The amount of \$ 646.45 is selected. Press **<Enter>**

FarmFact will fill in the same withholdings as entered from the last check paid to this employee. The Social Security field should now be highlighted and you should see the amount of \$ 53.55.

Note: The 'Gross (Calculated)' field now indicates \$ 700.00 which is the wages gross amount.

Press **<Esc>** to skip the rest of the withholdings fields or press **<Enter>** to step down to the 'Remarks' button.

The remark field is now highlighted. No remark is necessary. Press **<Enter>** to finish.

Press **<Enter>** to save.

We are done entering checks. After check number 1135 is saved, press **<Esc>** or click the **Close** button to exit the 'Single Vendor Entry Form'

Bank Account Service Charges:

Debit Number: 1
Debit Date: 10/15/2003 (Statement Date)
Paid To: WillFarm County National Bank
Debit Amount: \$ 5.00
Codes: Bank Charge

To the right side of the 'Create New Document' buttons are two buttons labeled 'Account Debit' and 'Account Credit'. Use these buttons to enter direct deposits and payments.

Select 'Account Debit' and press <Enter> or press the Key.

The category is 'Loans & Banking' and the code is 'Bank Charge'.

Enter the service charge the same as any other expense and return to the 'Register Control' screen.

End of Entry Session:

Check the current balance at the bottom of the register view. The 'Current Balance' should be **\$ 6,000.00**. If not, look through the register for an entry error, or continue with the next section which deals with balancing an account statement and entry errors.

The entry training lesson is now complete. Return to the "**FarmFact Accounting Control**" screen by pressing <Escape> or clicking the 'Close' button.

You can now exit FarmFact to resume at a later time or continue with the next section.

Balancing Methods Demonstrated

From the “**FarmFact Control Center**”, click on **<Cash Entries>**. FarmFact supplies two account balancing methods for each managed account installed.

Reconcile with Statement:

Make sure that the ‘Willfarm County Natl Bank - Bank Account # 123-456’ is selected and that the ‘**Balance Method**’ is set to ‘Reconcile Entries’. Click on the ‘Reconcile Entries’ Button. From the ‘Statement Reconciliation’ screen you can set the statement dates and amounts, then mark the appropriate documents to balance. You may print a statement at any time and Post the reconciliation when it balances. Posting will set the beginning date and amount to the posted ending date and amount, and clear the marked documents from the list. In the upper left corner is a drop down that will load any previously reconciled statement for printing or edit.

Enter From Statement:

Make sure that the ‘Willfarm County Natl Bank - Bank Account # 123-456’ is selected and that the ‘**Balance Method**’ is set to ‘Reconcile Entries’ as above. To the right of the ‘Balance Method’ is a button labeled ‘Change’. Click the ‘Change’ button, click on the “Balance With Bank Statement” radio button, then click ‘Update’. The ‘Balance Method’ should now say ‘Balance With Bank Statement’. Now click on the large “Balance Statement” Button. On the ‘Balance Bank Statement’ form you can set the statement dates and amounts similar to reconcile. Unlike reconcile, only entries from the current statement can be entered until balanced. The next statement cannot be entered until the session is posted. From the ‘Balance Bank Statement’ form you can click on “Open Account Register” to make or edit statement documents until balanced. When the account is in balance, close the ‘Balance Bank Statement’ form and return to the ‘Session Control Screen’.

The current session cannot be posted until all accounts that have been set to this balance method are in balance. If not in balance, review session entries using the ‘Print Proof’ button at screen top for a proofing report of session entries.

Posting Current Session

From the “**FarmFact Control Center**”, click on **<Cash Entries>**. Along the top of the ‘Session Control Screen’, you will see 4 action buttons. Click on the **<Print Proof>** button for a report on the entries made this session, and the data result of the entries. Entry data is available to all reports as soon as the entry is made. A session is only a listing of the most recent entries (since the last posting) for review and cash account balances. When done viewing or printing the report, press **<Esc>** to exit the previewer.

If any cash account is set to the “Enter From Statement” balance method, that account must be in balance before you can post the session. If no account is set to “Enter From Statement” you can post any time you like (but probably no more than monthly).

If the WillFarm County National Bank account 123-456 is set to ‘Balance With Bank Statement’ and is not in balance, use the “Print Proof” report and basic edit technique to determine why. Make the necessary correction before continuing.

Click on **<Post Session>**. FarmFact will post all Session # 11 entries, and display a ‘Report of Entries’. This report has a cover page and is designed to be given to another person (client). You can page through the report, or print it if you like. A copy of the report was saved and can be reprinted at any time from the ‘FarmFact Control Center’, ‘Cash Reports’ button.

Entry Shortcuts

FarmFact has a number of default and convenience setting. How you use these settings will simply be a matter of personal choice.

Register Check

Document # 1130

Date 09/20/2003

Vendor A1 Machine Shop

Amount \$ 560.00

Default Amount

Set Clear

Set Default Vendor Amount:

When making an entry, just after the document amount field, there is a frame titled 'Default Amount'. This feature is for recurring payments to a vendor which are always of the same amount. After selecting the document vendor and entering the vendor amount, click the set button.

The next time this vendor is selected, the default amount will be entered for you. Handy for such things as employee paychecks, fixed loan payments, etc.

New Document: Accounting Code Selector - A1 Machine Shop

Repair & Upkeep

Categories: Crop Production, Lvstck Production, Labor, Loans & Banking, Personal, Tax, Misc, Unknown, Property, All Active Codes

Expense Codes: Seed, Fertilizer, Chemical, Fuel-Oil, Repair & Upkeep, Drying & Storage, Hauling, Misc Supply, Land Rent, Machine Rent, Custom Hire, Pro Service, Farm Insurance, Farm Prprty Tax, Farm Utility, Farm Vehicle

Repair & Upkeep

Subcode: Combine [Active]

Accrual: Ordinary Expense [Change]

Location: Not Selected [Active]

Income Link: Not Selected

Amount: \$ 560.00

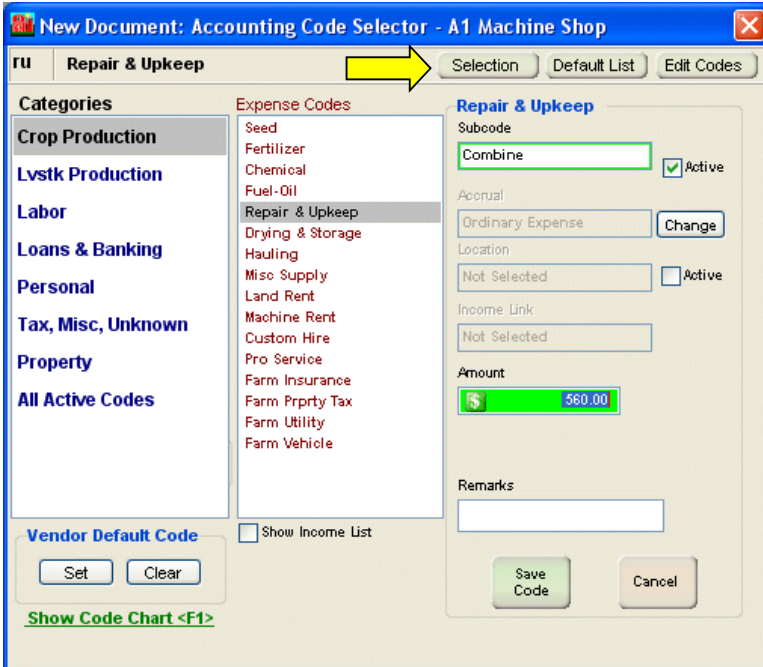
Remarks:

Vendor Default Code: Set Clear

Show Code Chart <F1>

Set Default Vendor Code:

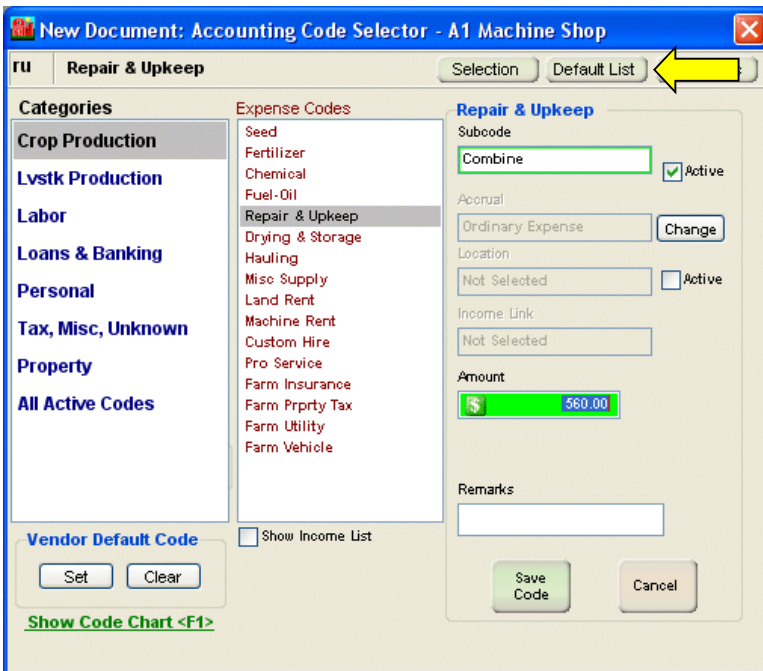
Found on the code selection form and similar in function to 'Set Vendor Amount'. After selecting the proper code for the vendor, click the Set button. The next time this vendor is selected, the default code will be selected.



Code Selection Method:

The 'Selection' button at the top of the code selection form gives you the choice of 2 code selection methods, Visual or 2 Digit Quick Code.

All codes have a 2 digit quick code such as sd for seed, cm for chemical, etc. Quick codes can be changed on the code editor screen and are a much faster method of making a code selection, however, 2 digit does requiring memorizing the 2 digit short cuts. You can select '2 Digit Quick Code' to see the difference, then set it back to Visual.



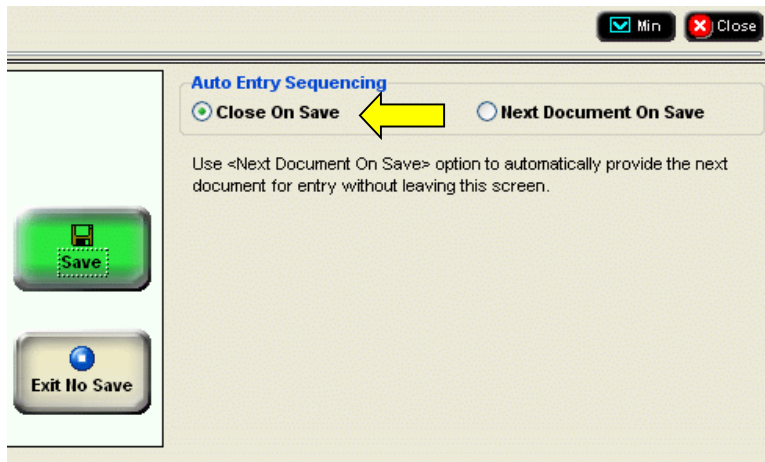
Default List:

Also at the top of the code selection form is a button labeled 'Default List'.

If the Code Selection method is visual, when the code selection form shows, the 'Category' list is normally selected first. However, for clients without a lot of codes, it may be simpler to show all the codes in a single list and have that list selected on show. In this mode, as codes are selected from the single list, the selected code's category will be highlighted in the categories list.

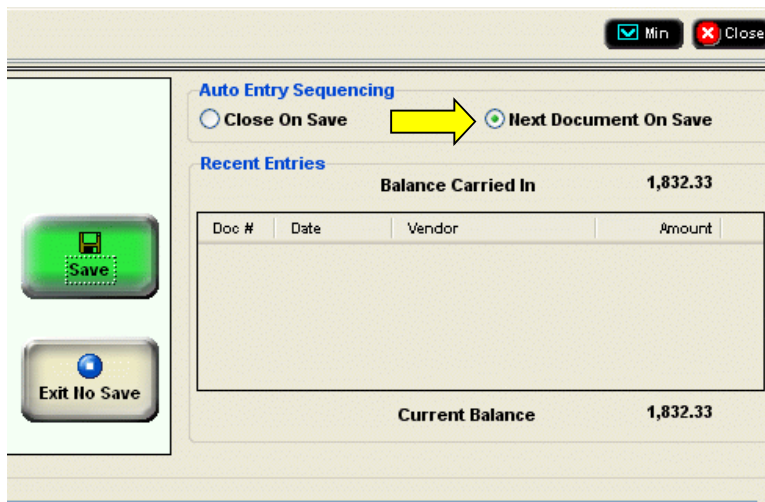
Auto Entry Sequencing:

When a new check or cash payment is saved, FarmFact can be set to return to the register screen or clear the current screen and make ready for the next entry.



Close On Save:

When the current document is saved, this screen will close and you will be returned to the register control screen.



Next Document On Save:

When the current document is saved, the saved document will be listed in the 'Recent Entries' frame. Then the screen will clear, and be made ready for the next check or cash payment. To return to the register control screen, press the Escape key or click the Close button.

Once set this way, all single vendor document screens will work the same way. Deposit, Payroll, and Transfer forms always return to the register control screen.

Use of the Keyboard:

FarmFact entries and edits can be accomplished by any combination of keyboard and mouse, however, users are encouraged to use the keyboard especially the 'Enter' key. New entries work best if the <Enter> key is pressed after each data field is keyed. Edits, on the other hand, are best accomplished by using point and click or <Tab> to highlight the field to be edited.

Additional Entry Tips

On the 'Register Control' screen there are two 'Create New Document' buttons that were not discussed.

Payroll Check:

From the 'FarmFact Control Center', in the 'Support Files' frame you have access to the 'Labor' file. The payroll entry discussed above used the 'code picker' window to enter the amount of the check (net paid) and the amount of withholdings (calculate gross). However, from the 'labor screen you can enter salary, hourly, and percent withholding desired for each employee. When you use the 'Payroll Check' button the entire screen is dedicated to a single purpose 'Payroll' check. The gross amount paid is determined and the withholdings and net wages are calculated for you. You can also click into any withholding box and manually insert a unique withholding amount. This screen can also call the check writer routine.

Funds Transfer:

Like the 'Payroll Check' screen the 'Funds Transfer' screen is designed for a single purpose. The screen is very straight forward and will enter the transfer of funds from the current 'Cash Account' to the selected account. A transfer entry will be made to each account.

Entry Corrections

The FarmFact startup screen is call the 'FarmFact Control Center'. When you click on the 'Cash Entries' button the next screen is the 'Session Control Screen' (for account balancing, entry proofing, and session posting). From this screen when you click on the 'Open Account Register' button to open the 'Register Control' screen. From the this screen you can add new entries to the account register or review and edit previous entries from the register. The register view on this screen has several sort tabs at the register bottom. Any entry that appears in the register can be edited, any check can be printed, and any entry can be voided, un-voided, or deleted. To edit, simply highlight the desired line and press the 'Enter' key, or highlight the line and click the 'Edit' button, or double click the line. Any entry can be edited to any extent with one exception. The document amount of an entry that has been marked as 'Reconciled' can not be changed. Other than that, any entry you have made, posted or not, can be edited to any degree desired. All edits are immediately reflected throughout the entire system (within the tax year selected) as soon as they are saved. You can go back to any previous tax year in the system and edit any entry or print any report. FarmFact tax years and entries never close.

Final Notes:

You are now ready to move on to the "How Do I" lesson. There is no limit on the number of clients you can create with FarmFact. Before you create your first client (record book) for real entries, we recommend that you first create a client called 'JUNK' and use it to practice client setup and make a few entries before you create your first real client.