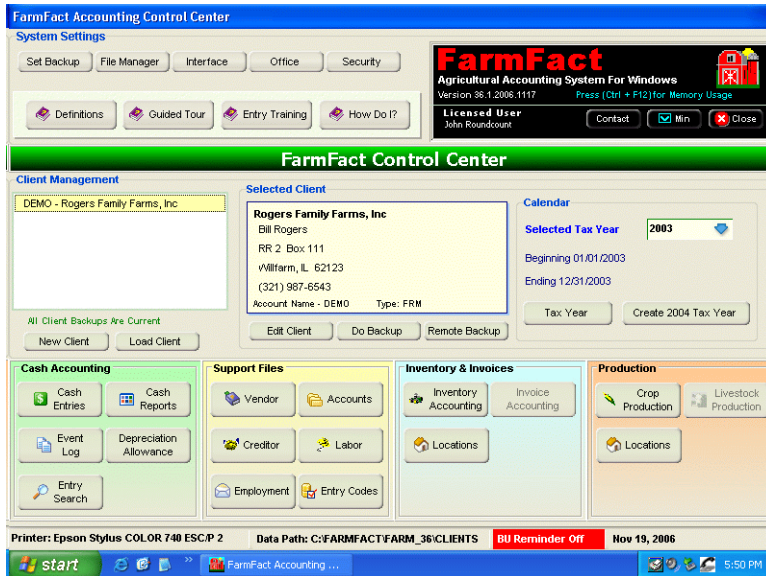


This training manual is not intended to be viewed and followed on screen.  
Click on the 'Print' button now for a working copy.

## FarmFact Guided Tour



Just like learning to ride a bike, it is difficult to teach computer software by explanation, you learn by experience (trial and error creates familiarity). Do not be concerned about clicking on any buttons, no damage can be done.

Remember these basic tips:

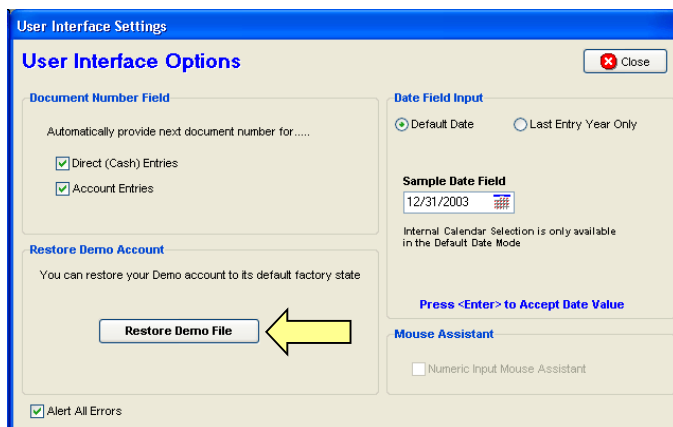
To 'push' a button, click on it once (not twice like you do on icons).

Exit all screens by simply pressing the keyboard Escape key <Esc> (upper left corner of keyboard) or clicking the appropriate exit or close button. Click your way in, <Esc> your way out.

## Entry Demonstration

The first question is always "How hard is it to make an entry?". So, before we begin the tour, let's make a couple of entries.

### Reset 'Demo' Client Account:



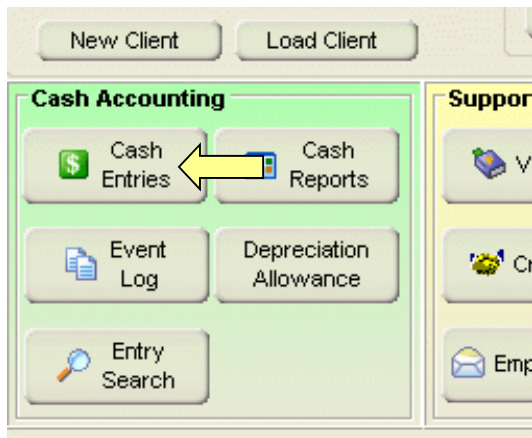
If you have not yet made any entries, you may skip 'Demo' reset.

Entry Training assumes the 'Demo' client (Rogers Family Farms, Inc.) to be in the original installed state with no entries or edits made.

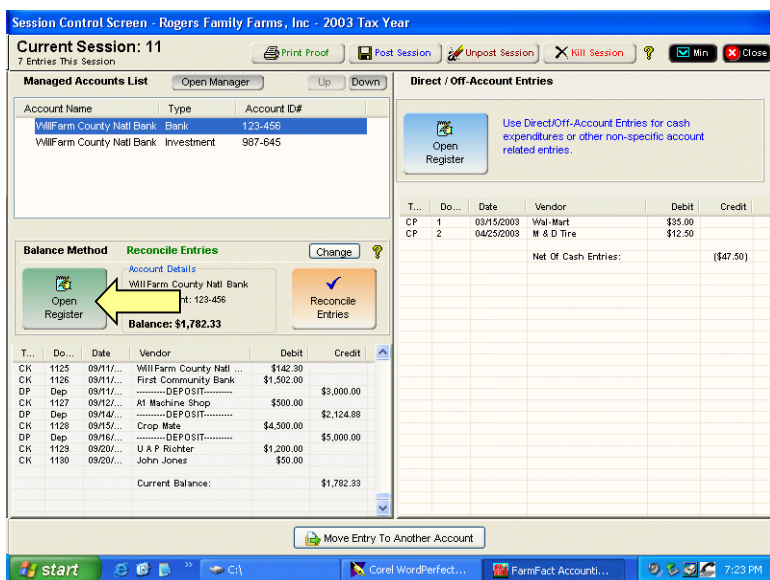
To reset 'Demo', do the following:

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"

## Basic Entry Procedures:



From the “FarmFact Control Center” ‘Cash Accounting’ green frame (screen lower left), click once on the **<Cash Entries>** button.

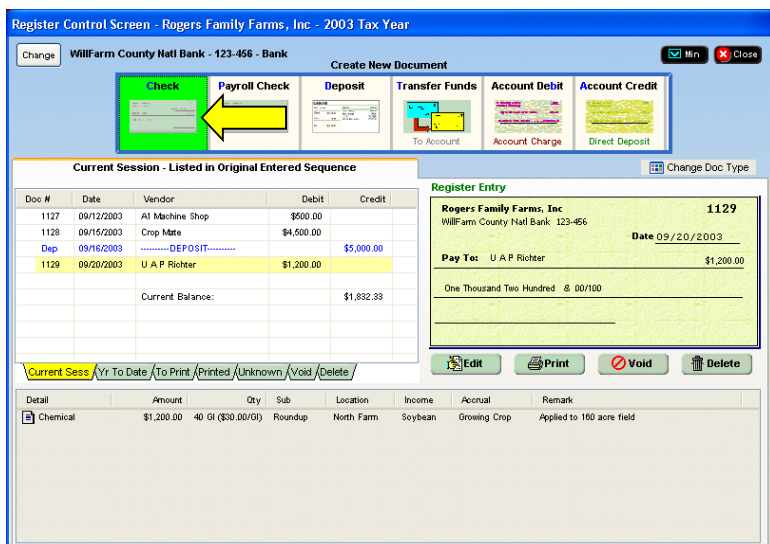


You now see the ‘Session Control Screen’.

The purpose of this screen is to pick the appropriate account (bank, investment, supplier, etc) for entry and to ensure entry accuracy.

The right side of the screen is for “Direct” or “Off Account” Entries. Cash receipts or any other entries that did not go through one of the listed accounts (such as equipment purchase with dealer financing) are made on this side.

To make an entry, make sure that the ‘Willfarm County Natl Bank - Bank Account # 123-456’ is selected, and click the green **<Open Register>** button.



You now see the ‘Register Control Screen’ for the “WillFarm County National Bank” account.

All entries or entry edits are initiated from this screen.

We want to enter 2 checks that were previously written. The ‘Create New Document’ ‘Check’ cell is already highlighted in green. Press the keyboard **<Enter>** key or double click the green cell.

You now see the **'Single Vendor Entry Form'** and are ready to make a new entry.

### 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.

### Sample Entry # 1:

Check Number: 1130  
 Check Date: 09/22/2003  
 Paid To: Country Corner  
 Check Amount: \$ 56.00  
 Code: Crop Production / Misc Supply

### Note: Carefully follow these instructions.

The next check number "1130" is provided. Press **<Enter>**.

The date of the last entry "09/20/03" is provided. Press the 'Up Arrow' key or the '+' key twice to set the date "09/22/03". Press **<Enter>**.

Find the vendor "Country Corner" by watching the vendor window and typing "co". The vendor should now be selected in the vendor window. Press **<Enter>** to accept.

Without typing the period or decimal point, enter the check amount of **\$56.00**. The decimal point is always provided just like a fixed point calculator. Use the **<Backspace>** key to clear and reset the dollar field just like CE (Clear Entry) on a calculator. 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 \$ 56.00 is already selected. 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 in green.

In the upper right hand corner of the form, notice a frame called "Auto Entry Sequencing". When selected to "Close on Save" every time a single vendor document is saved, FarmFact will return to the Register Control screen. If set to "Next Document On Save", a temporary register will be displayed just below this frame and with each document save FarmFact will simply add it to the temporary register and be ready for the next document without having to return to the register control screen with each document save.

Press **<Enter>** or click **"Save"** to save document 1130 and return to the register control screen.

You are now ready to enter another check.

The 'Create New Document' '**Check**' cell is again highlighted in green. Press the keyboard **<Enter>** key or double click the green cell as before.

### **Sample Entry # 2:**

Check Number: 1131  
Check Date: 09/22/2003  
Paid To: A1 Machine Shop  
Check Amount: \$ 345.00  
Codes: Repair & Upkeep \$235.00 Combine  
Misc Supply \$110.00

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

The date of the last entry "**09/22/03**" should already be displayed. Press **<Enter>**.

Press the down arrow to select "**A1 Machine Shop**". Press **<Enter>**.

Enter the check amount "**345.00**". 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' frame buttons just below the 'Categories' column.

Press **<Enter>** to accept the 'Repair & Upkeep' default code and open the Subcode selection box.

Arrow down or press **<C>** to select 'Combine' in the Subcode box. Press **<Enter>**

Enter the combine repair amount of "**235.00**". Press **<Enter>**.

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

Because the code amount does not equal the check amount, FarmFact is asking for another code. The default code of 'Repair & Upkeep' is again preselected but we want to apply the balance of \$110.00 to 'Misc Supply'. To clear the preselected code, simply press the arrow down to, or click on, 'Misc Supply'. Press **<Enter>**.

The remaining difference of "**110.00**" is already selected. 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.

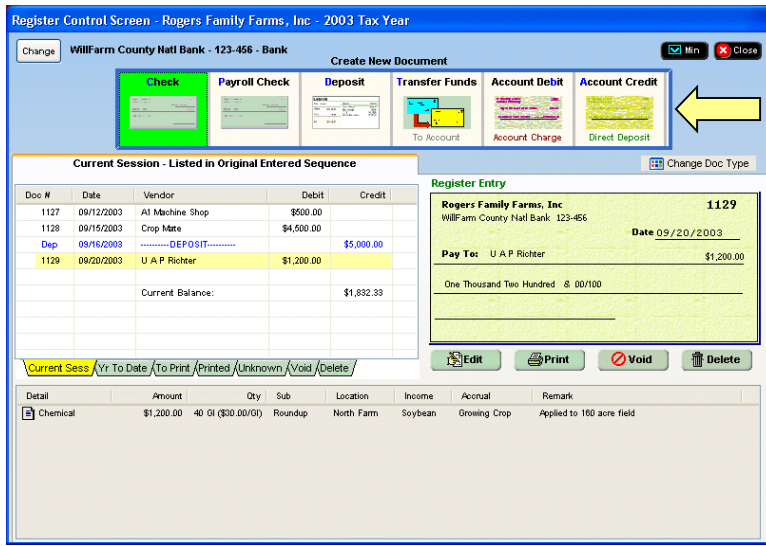
The entry has been saved and displayed in the register.

### **Before we leave the Register Control Screen, it's a good time to present a short lesson on list management.**

FarmFact has been designed to mimic the real world as much as possible. To enter a check, or make a deposit, in the real world, you first select the appropriate Bank Account check book, you open the check book to display the register and blank checks and deposits. To complete a new deposit slip, you select a blank deposit form and list the checks to be deposited. You may also list any cash to be deposited with the checks or withheld from the checks. FarmFact works exactly the same way.

Follow the instructions listed on the next two pages.

**FarmFact, like agriculture in general, is made up from many, many lists.** Vendor list, Account list, Creditor list, Employee list, Location list, Bank Account register list (as displayed on the Register Control Screen), and many more lists are prevalent throughout FarmFact.

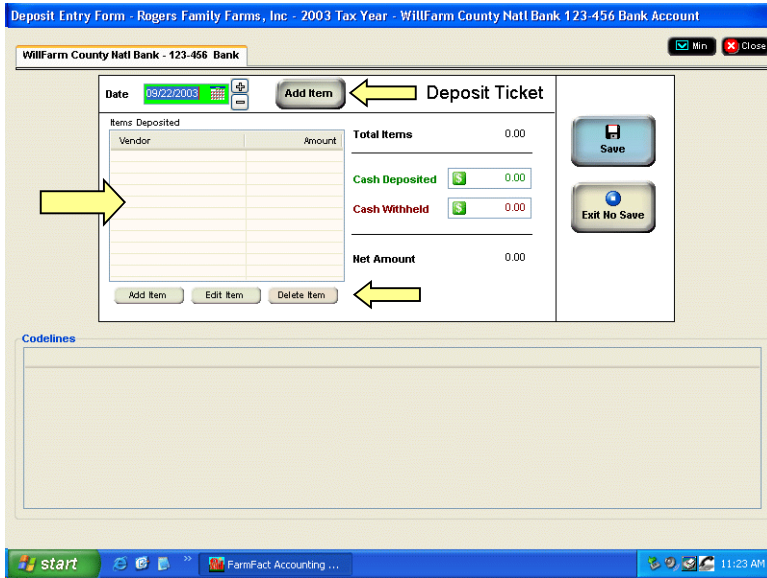


The 'Create New Document' job bar on the Register Control Screen is in fact a horizontal list. To manage a list you must understand the difference between mouse single click and double click. Single click will select an item in the list, double click will execute the item in the list. Single click puts focus in the list and selects the item. Once an item is selected, keyboard arrows can be used to move around the list. With any item in the list selected, pressing the Enter key executes the item, which is the same as double clicking the item.

Hint: Your computer desktop is a two dimension list. Once any icon is selected on the Desktop, keyboard arrows can be used to move to any other icon and 'Enter' pressed to execute the icon.

From the Register Control Screen, make sure that one of the new document items on the 'Create New Document' job bar is green. If not, click once on any cell to select and turn the item green. Now move left and right on the list by using the keyboard left and right arrows. Finally, use the left and right arrows to select 'Deposit' then press 'Enter' to open the 'Deposit Entry Form'.

There are several basic steps to understanding how to manage a list and, because the deposit is a list of checks deposited, let's use the Deposit Ticket as a training example.



Below the Date box on the Deposit Ticket notice the list labeled 'Items Deposited'. Below the list are the normal three buttons that represent the 3 actions that can be taken with any list. These actions are 'Add or Insert Item', 'Edit Item', and 'Delete item'.

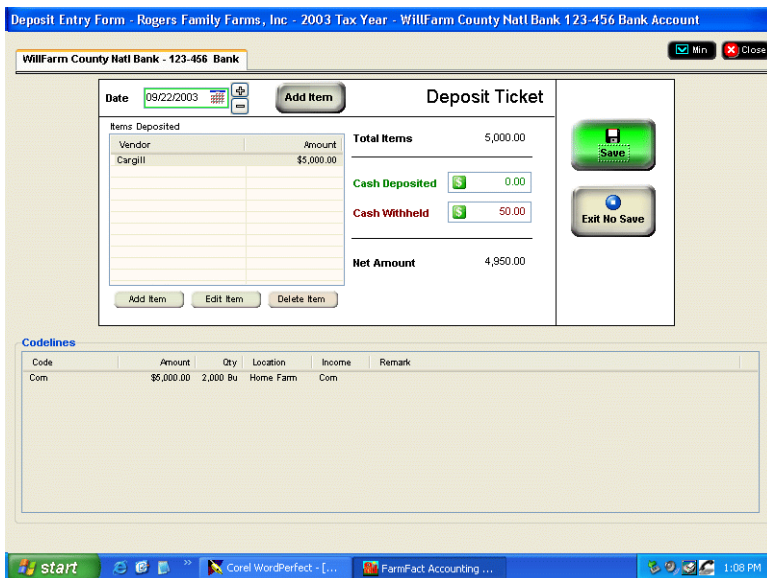
To the right of the Date box is another 'Add item' button. This button does exactly the same thing as the 'Add Item' button at the bottom of the list. The 'Add Items' button is simply replicated next to Date because add is what you will do most of the time.

Note: The 'Cash Deposited' and 'Cash Withheld' fields are for just that, excess cash being deposited back to the account or cash withheld from the deposited checks. The amount entered into one of these fields will be added to, or subtracted from, the checks deposited total and displayed as Net Amount of deposit.

The displayed date is OK, press 'Enter' to move to the 'Add Item' button. Now press 'Enter' to add a check for deposit.

- Select the vendor Cargill - press 'Enter'.
- Key in the check amount of \$5,000.00, press 'Enter'.
- The Category is 'Crop Production' - press 'Enter'.
- Down arrow to 'Corn' - press 'Enter'.
- Down arrow in the location list to 'Home Farm' - press 'Enter'.
- The code amount is the check amount so no sub amount is necessary - press 'Enter'.
- Key in 2000 bu - press 'Enter'
- No remarks are necessary - press 'Enter'
- The check is now entered and ready to be saved to the deposit - press 'Enter'

You have now added your first check to the deposit slip. To continue adding more checks, make sure the 'Add Item' button is highlighted then press 'Enter' (or single click the 'Add Item' button).



When all the checks for deposit have been added, use the tab key to move to the 'Cash Deposited' or 'Cash Withheld' to enter any amount of cash deposited with the checks or cash withheld from the checks.

Note: Cash may be deposited solely without listing any checks deposited.

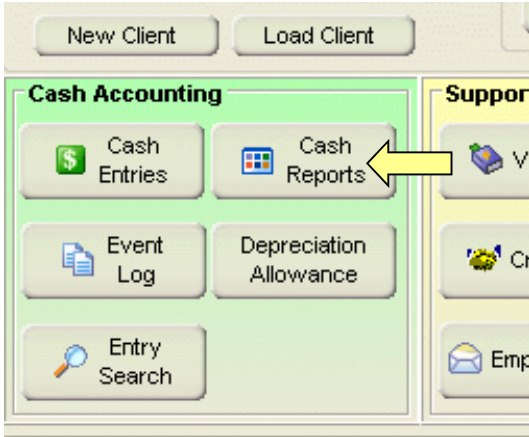
Total Items	5,000.00	(Total of Checks)
Cash Withheld	50.00	
Net Amount	4,950.00	(Deposit Amount)

Before we save the deposit we can click on 'Add Item' to add another check, select any check in the list and click on 'Edit Item' to edit a check, or click on 'Delete Item' to delete the selected check.

Use the tab button to move to 'Save' and press 'Enter' or single click on 'Save'. The Deposit Ticket is now saved to the Account Register list.

The sample entries are now complete. Press <Esc> again to return to the 'Session Control Screen'. And press <Esc> one more time to return to the 'FarmFact Control Center'.

# Print Reports Demonstration



To demonstrate the report printing system, make sure the 'Demo' account is highlighted, and click on the **<Cash Reports>** button.



On the 'Cash Reports Center' dialog box, click on **<Cash Flow>**.

FarmFact Report Viewer - - - ACTUAL 2003 CASH FLOW

FarmFact Data System Feb 8, 2009 Page 1

**ACTUAL 2003 CASH FLOW**

DEMO Rogers Family Farms, Inc Tax Year 2003 Current Session 11

	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		Year to Date	
	Jan 1 - Mar 31	Apr 1 - Jun 30	Jul 1 - Sep 30	Oct 1 - Dec 31	Jan 1 - Dec 31					
<b>Receipts</b>										
Government Program	4,397.00		4,715.00		9,112.00					
Corn	11,831.98		15,528.88		27,360.86					
Bu	4,637		7,309.07		11,946.1					
Aver \$/Bu	2.55		2.12		2.29					
Soybean	9,561.26		9,868.88		19,430.14					
Bu	1,467		1,645		3,112					
Aver \$/Bu	6.52		6.00		6.24					
Bus 1 Inc	29,509.80	11,113.69	21,595.92		62,219.41					
Bus 2 Inc		2,230.59	2,124.88		4,355.47					
Misc Inc		3,662.16	7,601.25		11,263.41					

Page: 1 of 2 81 Lines FarmFact Printer: HP LaserJet P1006

FarmFact will calculate and display a two page 'Actual Cash Flow' report for the selected tax year.

All reports are displayed on screen first with the option of printing the entire report, or just the current page from the buttons in the upper left hand corner of the screen.

Move up and down the page with the keyboard up and down arrows, mouse scroll wheel, or vertical slider. Move between pages with the 'Page Down' and 'Page Up' keys or click the buttons across the top of the viewer.

Adjacent to the 'Print Page' button, click on the **<Print Setup>** button. From this box you can select another printer and set the 'Printer Output' so that multi-page reports are printed in the proper order.

Press the keyboard Escape key **<Esc>** to close the 'Print Setup' box. Press **<Esc>** again to close the 'Report Previewer' and press **<Esc>** again to close the 'Cash Reports Center'.

# System Overview

FarmFact is a multi client / multi tax year accounting system developed specifically for production agriculture. FarmFact can maintain separate cash, inventory, and production records for as many individuals or entities (clients) as necessary. When each client is created it is assigned a preset chart of 200 ledger accounts broken into categories (Crop Production, Loans and Banking, etc.) and entry codes (Seed, Fertilizer, etc.).

Each client is unique with its own tax year dates and support files. Each tax year is unique with its own cash accounts, code file, vendor, creditor, labor, inventory and production records. Except for client identification and address, tax years do not share any common files and are therefore isolated from each other and never need to close. When the next tax year is created, all support files, including the code file, are copied to the next tax year. Changes made to any entry or support file will affect the selected tax year only.

Nothing becomes permanent throughout the entire system. Support file information, including the chart of accounts, can be edited at any time and any entry can be edited, voided, unvoided, or deleted.

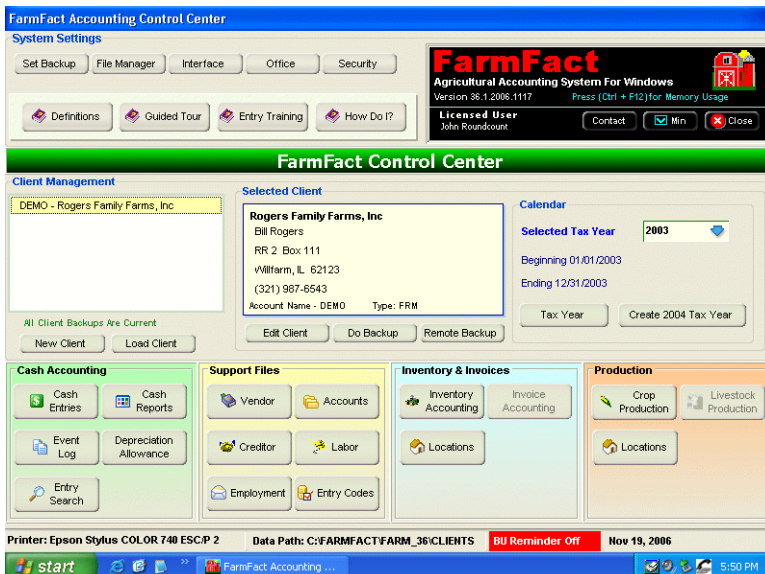
## Free Trial Mode:

When installed for the first time on any computer, FarmFact will appear in the 'Free Trial Mode'. This mode allows for unrestricted use of the software for 60 days. After the 60 day free trial period, the system reverts to the 'Demo Mode'. In Demo Mode all 'Client Accounts', except for 'Demo', are locked out. Once FarmFact is registered, all 'Client Accounts' will again be active and all entries made during the free trial mode are preserved.

## FarmFact Control Center

When FarmFact was first activated you may have received a warning about the screen resolution setting. FarmFact's native resolution is 800 x 600 and will display as a full screen at this setting. If your screen resolution is set higher than 800 x 600, FarmFact will display as a window within the screen. Monitors also have their own native resolution. CRT monitors display FarmFact best as full screen (800 x 600), however, some LCD monitors display FarmFact best as a window at the monitors own native resolution. It may be necessary to try different settings to determine which is best for you. For flat panel monitors, either standard or wide screen, the recommended screen setting is 1024 x 768.

From your computer desktop double click on the **<FarmFact>** icon and the "FarmFact Control Center" will display.



The "FarmFact Control Center" is the nerve center of the entire system and is divided into 3 sections.

Across the top are the overall system related functions. The area just below the 'FarmFact Control Center' banner is the client and tax year selection area. Across the bottom are 4 panels, each representing a different group of functions relevant to the selected client & tax year.

This tour will begin at the upper left corner of this screen and then move left to right across each area.

The installed client file called 'Demo -- Rogers Family Farms, Inc' will provide sample reports and entry training.



## System Settings Frame:

Starting at the upper left corner of the “FarmFact Control Center” screen, click on each of the following buttons. Press <Esc> or click <Close> to exit each screen.

### **‘Backup’**

If “BU Reminder” is selected ‘On’, the system will remind you to backup any client account that has been altered. You can also select the appropriate backup path. We recommend using a ‘USB Virtual Drive’ memory stick. If you have no other form of computer backup, we strongly recommend you use the FarmFact backup system and leave “BU Reminder” on.

Note: The ‘BU Reminder’ status is displayed on the ‘FarmFact Control Center’ screen, bottom right side. The button display is red if the reminder is off or blue if it is on. The reminder status can also be changed from the indicator button by clicking on it. Try it!

The lower part of the Backup window is called ‘Restore Archive’. If a client account is restored from local or remote backup, and that file already exist, the preexisting file will be archived here rather than overwritten.

### **‘File Manager’**

Used for networking applications.

### **‘Interface’**

Document Number Field:

FarmFact will automatically provide the next entry or check number if desired. If most entries will be in number sequence (checks entered as written), leave the boxes checked.

Restore Demo File:

The Demo File - Rogers Family Farm, is used as a tutorial client file. This button resets ‘Demo’ back to its original installed state.

Date Field Input:

Allows the user to set their preferred date entry method. The ‘Default Date’ mode presets the entry date to the date of the previous entry. In this mode a drop down calendar is also available. In the ‘Last Entry Year Only’ mode only the year is provided but the month and day left are blank.

Screen Resolution:

Optimum screen setting for FarmFact is 800 x 600 for CRT and 1024 x 768 for flat panel (either standard or wide screen). Click the <Change> button to try different screen setting for FarmFact. The optimum setting are available in ‘Standard Display’ settings.

### **‘Office’**

Click on each tab to reveal the information provided. Tab 1 “Service Office Profile” is the office responsible for your support.

### **‘Security’**

You may add a security lock by entering a User Name and Password.

On the “FarmFact Control Center” title bar, click on <Register FarmFact>.

To convert FarmFact from the trial mode to the full operating mode, the entry of a ‘validation key’ is required.

To purchase FarmFact and obtain the validation key, call the provided number.

Press <Esc> or click on <Close>.

## Reference Manuals:

<Tour FarmFact> This document.

<Getting Started> How to get started by creating your own accounting record (client).

<Entry Training> Step by step instructions on how to enter checks and deposits and then reconcile the account.

<Info Center> A collection of additional training and informational documents.

## **Client Management Frame:**

FarmFact is a multi client system. Each client is a separate set of accounting records for each individual or entity (each 'client' is considered a separate tax filing entity). To your accountant you are a client, to FarmFact your account is also a client. The view window will list each client account installed in the system. Click on or highlight the desired client if more than one client account is installed.

Click on **<New Client>**.

To create a new client file, the following information is all that is needed.

- 1) A unique Client ID (folder name) such as "MyAcnt" or "FarmAcnt" or use the provide default .
- 2) First Date of Accounting (beginning date of tax year).
- 3) Client name, address, and phone number.

When ready to setup your own account refer to "**How Do I**" for more detailed instructions

Press **<Esc>** or click **<Cancel>**.

## **<Import/Restore>**

Used to Import or restore a client file from the local backup source or a remote backup download.

## **Selected Client Frame:**

### **<Edit Client>**.

Edit Client name, address, and phone number.

Click on **<Print Proof>** for a copy of the client setup.

Press **<Esc>** or click on **<Exit>**.

### **<Backup>**

Used to create a local backup at any time for the selected client.

Press **<Esc>** or click on **<Cancel>**.

### **<Remote Backup>**

Used to send or retrieve the selected client account to a remote server for off premises backup.

## **Tax Year Frame:**

The most current tax year is default. The drop down window allows selection of previous tax years.

Click on **<Tax Year>**.

Review tax year information.

Note the '**System Error Lock**' frame. FarmFact has an internal backup of entries and an error detection system.

If any problem is detected when an entry is saved, the system will lock and display an error report. Print the error report and call the displayed phone number to report the error. The 'Restore Account From Safe' button will be active and used to create a copy of the failed entry then restore the client to the last good set of saved entries.

Press **<Esc>** to exit.

### **<Create #### Tax Year>**

Each tax year is maintained in a separate tax year folder. When clicked, FarmFact will create a new folder for the next tax year. Accounting files will be copied from the old year to the new year and current or ending balances will be switched to beginning balances for the new year. Tax years are isolated and never close.

## Cash Accounting Frame:

Click on **<Cash Entries>**.

The name of each screen is in the upper left hand corner. This screen is called the “**Session Control Screen**”.

FarmFact was designed to accommodate a wide range of user needs and abilities. This screen was designed for professional accountants and exacting individual users who need complete accountability, but also give direct entry access to users who are only interested in basic recordbook style accounting.

In the upper left corner you will see a reference to ‘Session #’. Across the top you see 4 buttons that also reference the session. Below that you will see 2 areas labeled ‘Managed Accounts List’ (also referred to as ‘Cash Accounts’), and ‘Direct / Off-Account Entries’.

**The ‘Direct / Off-Account Entries’ side is for those who want direct access to basic recordbook accounting. Whereas the ‘Managed Accounts’ side was designed to provide as many accounts as necessary for transactional entry of all account activity along with a choice of two balance methods to assure accuracy. For those using ‘Managed Accounts’ the ‘Direct / Off-Account Entries’ side also provides a means of entering items that did not go through a managed account, such as ‘pocket’ cash receipts and ‘All On Paper’ purchase / finance transactions.**

Note: This guided tour is designed to be a first introduction. The ‘Entry Training’ and ‘How Do I’ manuals will take you one step at a time through the various program options. You can also click on the yellow question mark **?** for more help.

### What is a Session?

A session relates to both ‘Managed Accounts’ and ‘Direct Entries’. An “Entry Session” is a group of the most recent entries made since the last session was posted. A Session is simply a way of isolating the most recent entries until the user is satisfied they are correct. Posting is sort of a preliminary OK that generates and saves a year to date report suitable to give to another person. Posting clears the session register, and starts the next session. If you use the **‘Reconcile with Statement’** balance method for all cash accounts, posting is optional. You may post at any time, but usually not more than monthly or quarterly. If you use the **‘Enter From Statement’** balance method for any cash account, you post the session after the statement(s) are entered and balanced. There is no restriction on the number of sessions used during a year.

### What is a ‘Balance Method’

Balance method applies only to ‘Managed Accounts’. When created, each managed account defaults to the **‘Reconcile With Statement’** balance method. Meaning that you make each entry, to the selected managed account as it occurs (in register order). When a statement is received, you reconcile for accuracy. If all accounts are in this mode, posting is optional. When using this balance method, you can post a session any time you chose, for example, at the end of each month, end of each quarter, or not at all.

The other balance method is **‘Enter from Statement’**. If any cash account is in this mode, it (or they) must balance before the session can be posted. This way you enter and reconcile in one step. Of course, in this mode, you have to wait for the account statement and accounting will not be up to the minute. However, for most farm producers, this is normally not a concern during the year. When a session is posted using this balance method, the account ending date and balance become the beginning date and balance, and you’re ready for the next statement (next session). This method can be used with any or all cash accounts and you may enter a statement into any or all of the cash accounts during the same session.

## Posting Demonstration

The 'Demo' account has two cash accounts listed. Make sure that they are both set to 'Reconcile With Statement'. The 'Managed Accounts' tab will have a blue checkmark (meaning OK to Post) and any cash account with session entries will have a green check mark. Select the first account 'Willfarm County National Bank' banking account and click on the 'Current Session' at the bottom of the register (lower left of screen). Notice at least 4 entries listed in the register view.

At the top of the screen, click the **<Print Proof>** button. FarmFact will generate a report showing just those unposted entries and the data results of just those entries. This is how you learn what entries do and how to proof the entries before posting. Close the preview screen, now click the **<Post Session>** button. FarmFact will generate a full session report with cover page. The report will list all session entries along with the session and year to date data results. This report is stored and may be reprinted at any time. Close the preview screen, now notice that you have moved to Session # 12. Click the 'Current Session' tab and notice that the register is empty. At the top, click again on **<Print Proof>**. This time the proofing report is empty. Close the preview screen. Posting clears the session view so a new session view can begin. Earlier you read that everything can be edited, voided, or undone. Now, click on the **<Unpost Session>** button. Session # 11 is back, the posted entries are now unposted, and visible in the 'Current Session' register.

The "**Session Control Screen**" is divided into 2 different entry methods. Each method is a different way of making entries.

### **Managed Accounts List**

Select the appropriate cash account and click on "**Open Register**" to edit or make new entries. Explore the 'Register Control Screen' or any of the 'Create New Document' screens as much as you want at this time. The 'Entry Training' manual will explain these screens in detail.

### **Direct / Off-Account Entries**

Entries not relevant to a managed account (such as entries from cash receipts, equipment trade, or direct financing). Direct entries do not have to balance against anything. However, because FarmFact is an internally balanced system, something called unaccounted cash is created for each tax year. Any check written for cash, or cash withheld from a deposit, or any 'direct entry' cash income will be added to unaccounted cash. Any cash deposited or any 'direct entry' cash expense will deduct from unaccounted cash. At the end of the year unaccounted cash accounts for pocket cash that was received but never accounted for. Each tax year begins with unaccounted cash set to zero.

Press **<Esc>** to return to the "**FarmFact Control Center**".

Click on the **<Cash Reports>** button.

Click on each of the buttons listed below for a sample report, press **<Esc>** to close.

### **Selected Details Frame:**

View the 'Print Selected' or 'Print All' detail cash report(s) as necessary. Try the various options.  
Hint: For tax preparation use the "Print All" button.

### **<Entry Journal>**

A complete listing, by Cash Account, of every entry made this tax year to date.

### **<Sort By Code>**

Automatically sort all selected client / tax year entries by code. The report of all entries sorted by code is in the same order as the 'Detailed Report' - 'View All' selection. Page down through the report preview. This report is useful for justifying code entries at tax time.

### **<Cash Flow>**

Cash flow is a quarterly and year to date code listing.

### <Income Statement>

Basic income statement with allowance for actual depreciate.  
Note - 'Accrual Net' Income is currently under development.

### <Important Lines>

Listing of certain entries and entry data that should be reviewed for accuracy, especially before the end of the tax year. Entries and data listed include unknown entries, capital purchase and sale (for depreciation update), employee listing (to verify withholding), and loan listing (to verify interest).

**Hint:** When entering a check or deposit, and the correct entry code is unknown, flag it by selecting the 'Taxes, Misc, Unknown' category then select 'Unknown Exp' or 'Unknown Inc' from the code list. These entries will print at the beginning of every detail report until corrected.

### <Reprint Session Report>

Reports generated with a session is posted are stored here for reprint. Click on "**Sample Entry Session Report**" and click <Open> or double click the desired report to reprint a posted report. 'Posted Session' reports are saved and available for reprinting at any time unless 'Unposted'.

### <Entry Search>

Select any entry criteria to search all cash entries for.

Press <Esc> to return to the "FarmFact Control Center".

Click on the <Event Log> button.

A place to record or log occurrences or activities that may be important later.

Click on the <Depreciation> button.

Enter the desired depreciation allowance for the selected tax year. Used in schedule F to estimate taxable gain.  
Press <Esc> to exit or click on <Update> to except new value.

Click on the <Entry Search> button.

Select any entry criteria to search all cash entries for.

### Support Files Frame:

Click on <Vendor>

A list of people and business with whom entry activity takes place. The vendor list can be created here or as entries are made. Find vendors by up and down arrow, page up and down, or simply press the first letter in the name until found. This screen is used to insert, edit, or delete a vendor, to find vendor entries, to add or edit vendor address for checks to be printed, and set a vendor default entry code. Note that the first address line can be defaulted to the vendor name or uncheck for a unique address name.

Press <Esc> to exit.

Click on <Accounts>

Add or edit bank, investment, supplier, etc. account(s) by name and account number.

Press <Esc> to exit.

Click on **<Creditor>**.

Add or edit loan(s) by name, year beginning balance, and as business or nonbusiness. To edit simply highlight then desired line and press **<Enter>** or double click the line.

Press **<Esc>** to exit.

Click on **<Labor>** or on **<Employment>**.

Add or edit employee name to Labor file or job name to Employment file and view withholdings year to date.

Employee withholdings can be calculated on the 'Payroll Entry' screen if the percent of withholding is entered on this screen. To edit, highlight the desired name with up and down arrows, and press **<Enter>** or double click the line.

Press **<Esc>** to exit either screen.

Click on **<Transaction Codes>**

Activate and edit codes, edit code properties, and print a 'Chart of Accounts'. The 200 preset codes are grouped into categories listed down the left side. Members of the category are listed in the adjacent windows to the right. Only activated categories and codes are displayed in the entry 'code picker' list.

Click on the **<Print Accounting Details File>** button and again on 'Print' to generate a chart of active codes. Once on screen, click on 'Print Report' for a sample chart of entry codes.

With the 'Crop Production' category selected, use the up and down arrows to see how the code properties across the bottom part of screen are set for the various crop production expense codes especially Fertilizer, Chemical, Fuel-Oil, and Repair & Upkeep. The properties are activated by a check mark in the box. The 'How Do I' manual will better explain the code property options.

Press **<Esc>** to exit.

## **Inventory & Invoices Frame:**

**<Inventory Accounting>** See part 3 "*Inventory Center*".

**<Invoice Accounting>** Click on the 'Invoice Accounting' button.

On the 'Invoice Management' screen click on the 'Invoice Guide' for a printed invoice help manual.

Press **<Esc>** to exit

**<Locations>** Click on the 'Locations' button.

Create and edit a list of locations for tracking Crop, Livestock and Business expenses and sales by separate location.

Press **<Esc>** to exit.

## **Production Frame:**

**<Crop Production>** Production Locations and associated Field Notes, Production Log, Expenses, and Warehouse.

**<Livestock Production>** Not yet available.

# Inventory Control Center

**Make sure you have the 'Demo' account, 'Current' tax year selected.**

Click on the **<Inventory Accounting>** button located in the 'Inventory & Invoices' frame. Press <Esc> or click on <Close> when ready to return to the "FarmFact Control Center".

## Inventory Overview:

Schedule Name	Value
Crops on Hand to be Sold	\$175,200.00
Crop Prepaid Expenses	\$0.00
Crop Supplies on Hand	\$4,830.00
Cash Invested in Growing Crops	\$1,870.00

	Assets	Liabilities
Current	\$251,867.33	\$122,021.76
Intermediate	\$269,500.00	\$124,730.92
Long Term	\$523,000.00	\$325,000.00
<b>Total</b>	<b>\$1,044,367.33</b>	<b>\$571,752.68</b>
<b>Net Worth</b>	<b>= \$472,614.65</b>	
<b>Net Worth + Liabilities</b>	<b>= \$1,044,367.33</b>	

The inventory can be used independent of the cash system and the cash system can run just fine without use of the inventory. However, if both systems are utilized, certain common elements become obvious.

Both systems use the same creditor file, that is, loan files created by either system are available to both. Current loan balances in the inventory system reflect principal received and payments made in the cash system. Accrued interest is calculated only in the inventory system for the balance sheet. Inventories of grain on hand can be linked to the cash system so that grain sales will deduct from grain on hand. Most important to the new user is to understand that **cash accounting can begin immediately without need to set up the inventory system first.**

When a new client account is opened, an empty inventory file is created. Each time you create the next tax year a copy of the inventory is installed in the new tax year and continues as the current inventory. The inventory file in the old year is locked to the last day of that year. Any time you click on 'Inventory Accounting' you open the inventory file for the selected tax year.

The most important result of an inventory is the balance sheet. A mini balance sheet or 'Balance Summary' is located at screen bottom.

You can begin using inventory at any time during any tax year. It is possible to have several years of cash accounting (say 2003 and 2004) without using the inventory side. Then in 2005 begin completing the inventory such that at the end of 2005 you can print a accurate balance sheet.

On the other hand. You can create your client account for the year before you plan to begin cash accounting. Complete the inventory for the prior year (say 2004) without any cash entries for 2004. When complete and accurate, click on the 'Create 2005 Tax Year' button, and begin 2005 cash accounting with an accurate balance sheet available at any time of the year.

### **Inventory Centers:**

Buttons listed down the left side are call Inventory Centers. Click on each inventory center to see a list of links to the individual schedules.

### **Balance Summary:**

A summarized version of a balance sheet that reflects your "Net Worth" on the inventory date.

### **Print Buttons:**

"Take Snapshot of dd/mm/yy" (Not yet available).

The current inventory (as of the date the snapshot was made) can be saved for reprinting at any future time. There is no reason to make a snapshot of the last date of accounting before the tax year rolls over since the inventory file remains open and locked to the last date of the tax year.

### **<Balance Sheet>**

A sample balance sheet will be displayed on the screen. Click on the printer icon to print.

### **<Print Schedules>**

To print all active balance sheet schedules.



## Inventory Links:

Down the left side, inventory is broken into 3 frames, Production - Property - Funds.  
Click on any inventory center button to display the schedule link(s).  
Click on a link in the right panel to open the appropriate schedule.

Click on the **<Equipment>** inventory button, then click on the ***"Farm Equipment"*** link.

At screen top is a row of action buttons.

The top half of the display screen is a listing of all items in the schedule.

At lower left is the detail edit area, and at lower right is a supplemental edit area.

If a line has a padlock icon on the left side, that line is the result of an entry from the cash side and the purchase information cannot be edited nor the line deleted from the inventory side. When the current year is rolled to the next year, these lines, in the next year, will be disconnected from the cash side and can then be fully edited or deleted from the inventory side. Lines that do not have the pad lock icon were either entered from the inventory side or entered via the cash side in some prior year.

To add a new line item, click on **<Insert>** or press the Insert key.

To edit a line item, highlight the line then edit any field in the yellow area. Edits will be saved on close of the form.

To delete a line item, highlight the line and click on **<Delete>** or press the Delete key.

Note the "Maintenance Log" at lower right. Any major repair or upgrade to the highlighted machine can be recorded or logged into this area. All entries will be retained and displayed as long as you own the machine.

Click on **<Close>** or press the Escape key to exit the equipment schedule.

Click on the **<Liabilities>** inventory button, then click on the ***"Notes, Loans and Mortgages"*** link.

This is the same screen as clicking on the **<Creditor>** button from the "FarmFact Accounting Control" screen. The 'Accrued Interest' window can calculate accrued interest or allow the user to simply insert the accrued interest. For annual payment loans, select Auto-Calculate, enter the interest rate, and enter the anniversary date (month and day only). FarmFact will calculate the accrued interest. Sometimes calculating accrued interest is very complex such as a "floating note" or "line of credit" loan. In this case, select 'Manual Insert' in the accrued interest window, and enter the accrued interest value from your lender or as estimated. Edits to the file will be saved when the form is closed.

Click on **<Close>** or press the Escape key to exit the 'Notes, Loans and Mortgages' schedule.

Please move about the inventory pages and explore all the inventory centers and schedules. If you have any questions or comments please do not hesitate to call your service center for help.