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# **Datatech Accounting Software**

## **Webinar Training**

### **Day 1 – Program Setup**



# **Datatech**

Your Source for Ag Software

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Datatech  
1911 North Fine Ave  
Fresno, CA 93727

Toll free (888) 222-DATA  
Fax (559) 226-5418

[www.DatatechAg.com](http://www.DatatechAg.com)  
[support@DatatechAg.com](mailto:support@DatatechAg.com)

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# Support Information

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## Help File

The main source of documentation for The Labor Contractor's Office is located within the program, in the Help file. Answers to our most frequently answered questions and specific instructions are quickly accessed by using this file. If you have questions while in a window, press the [F1] key to access help for that particular window. Or, you can search the index by typing in key words. The Help program is located on the Help menu.

## Phone

If you have questions or need assistance using the Labor Contractor's Office, and can't find your answer in the Help file, call our toll free customer support line: (800) 833-8824 and select the support option.

## Fax

If you have a question or problem with a certain report, most of the time it is helpful for you to email or fax a copy so that we can see exactly what you are talking about. Our fax number is (559) 226-5418. Click on the email button in the Print Preview window to email a copy of a report to us.

## Email

You may send questions via email to our support department at [support@datatechag.com](mailto:support@datatechag.com). We send out a weekly support bulletin by email. To subscribe to the bulletin, send an email to [support@datatechag.com](mailto:support@datatechag.com).

Support information may be found on this page on our web site:

<http://www.DatatechAg.com/support>

You may download updates to the program by using the Check for Updates option on the Tools menu in the program.

## Remote Assistance

Support is also available using UltraVNC, an open source remote communications program. This allows you to connect to our computers, show us what is happening on your computer and transfer program updates directly to your computer. UltraVNC is included with The Labor Contractor's Office. Click on the blue UltraVNC icon on the button bar to install UltraVNC.

## General Support Information

If you are reporting an error that you received, please provide as much detail as possible. For instance, if you get an error, we will need to know which window you are on, what you did immediately prior to getting the error, the error number, the error line, the version number and any additional information in the error message.

In some cases, we may need to get a "print screen" to see exactly what is happening if you are not using pcAnywhere or UltraVNC, or request a copy of your files to duplicate a problem. If you have Internet access, you can send us a copy of your files for diagnosing problems by using the Backup & Restore option on the Tools menu. Simply check the

“Send Backup to Datatech” option when making the backup and your backup file will be uploaded to our server.

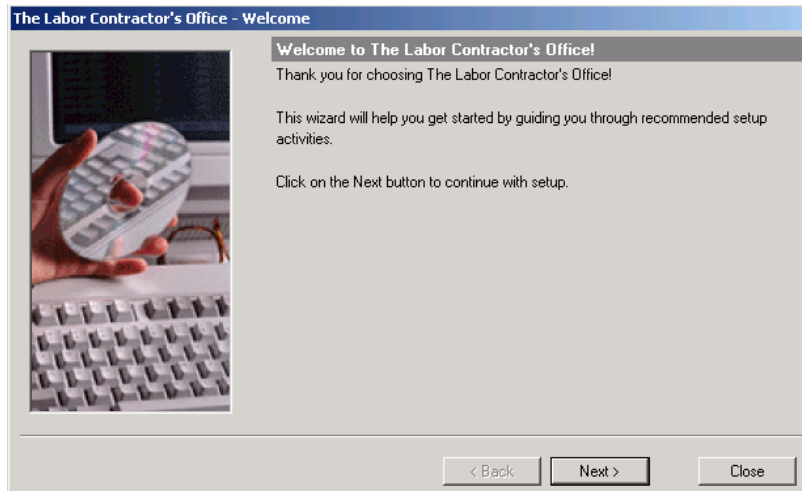
If you have suggestions for new features, improvements, new reports, etc., again, the more detail the better. For instance, to create a new report it would be helpful if you design a mock-up of how the report would print, in addition to what selection criteria you would like.

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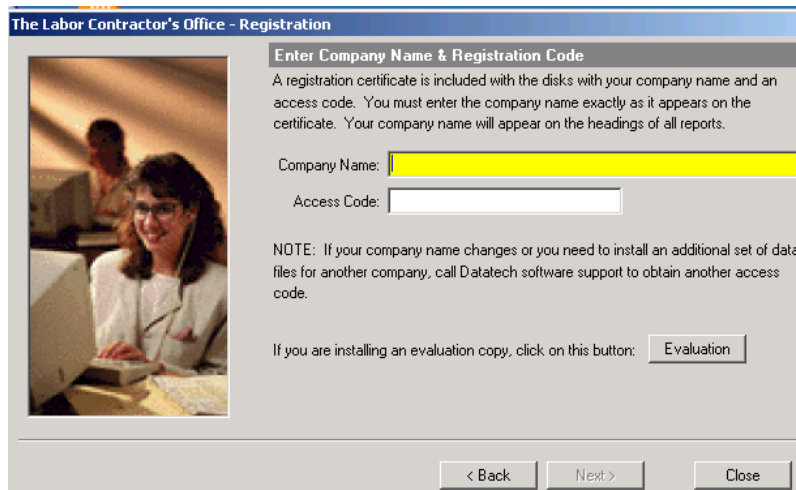
## Startup Wizard

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The first time you start The Labor Contractor's or The Farmer's Office, the Startup Wizard will guide you through some basic setup tasks. Once the startup wizard is completed, it will not appear again. Don't worry if you need to skip entering some information in the startup wizard; it can always be put into the program later.



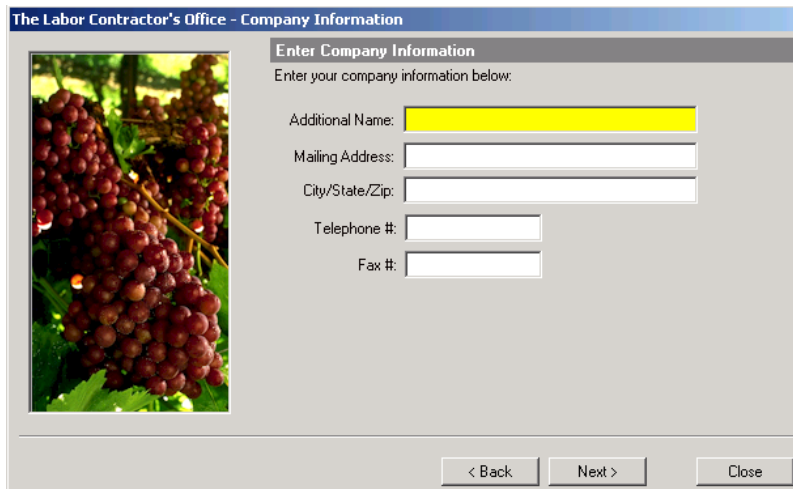
This is the opening page of the Startup Wizard. Click on the Next button to continue. (All wizards in The Labor Contractor's Office have an opening page that tells you what they do.)



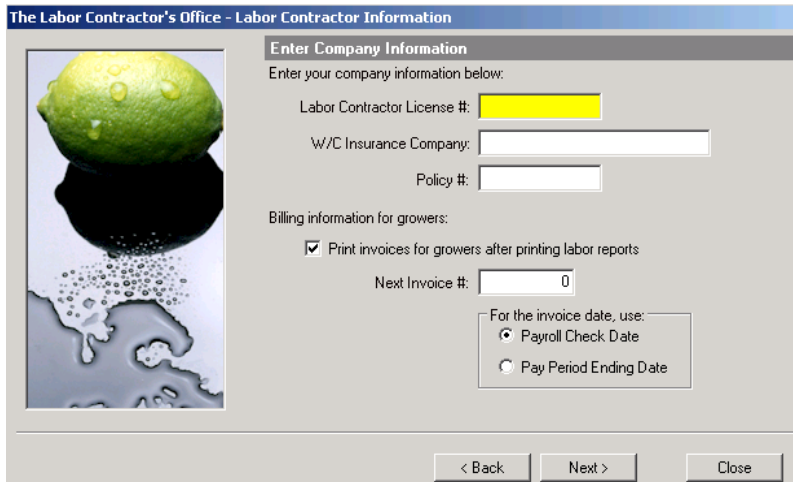
Enter the company name and access code that we have provided for you. When a valid access code is entered for the company name that you enter, the Next button will be enabled and you can continue to the next page. If the access code is not valid for the

company name, the Next button will remain disabled. Double check how you are typing in the company name and access code. Contact Datatech customer support if you have a problem with the access code not working.

If you are installing an evaluation copy, click on the Evaluation button and a company name and access code will be provided for you. When you are installing the evaluation version, the next page in the wizard will allow you to select which optional program modules you would like to activate. Available options are Accounts Receivable, Magnetic Media Reporting, Crop Management Billing, and Crop Cost Accounting. The Crop Management Billing and Cost Accounting options are not used by most labor contracting companies, but you may want to turn on the Accounts Receivable and Magnetic Media options.



The next page contains your company information. Type the appropriate information for each entry and then click on the Next button.



The next page contains Labor Contractor company information, such as license number, worker's comp information, etc. Type the information appropriate to your company and click on the Next button.

**The Labor Contractor's Office - Bank Accounts**

**Setup Bank Accounts**

Datatech accounting software can keep track of multiple bank accounts. These may be checking or savings accounts, lines of credit, CD's, etc. Enter descriptions for up to four bank accounts here. (Additional bank accounts may be set up later.)

Bank Account Descriptions:	Next Check #:

< Back      Next >      Close

This page handles set up of your bank account(s). The Labor Contractor's Office can handle up to 99 different bank accounts. This page will let you set up four different accounts. Type in the account names, and if they are checking accounts, the next check number to use. When you are done, click on the Next button.

**The Labor Contractor's Office - Bank Accounts**

**Setup Bank Accounts**

If you have multiple bank accounts, you can select which account to use to write checks to pay bills (vendor checks), which account to use for payroll checks, which account to use for payroll tax deposit checks, and which account to use for cash receipts (if you are using the optional Accounts Receivable system).

Write vendor checks from: 2 - General Checking

Write payroll checks from: 1 - Payroll Checking

Write tax deposit checks from: 2 - General Checking

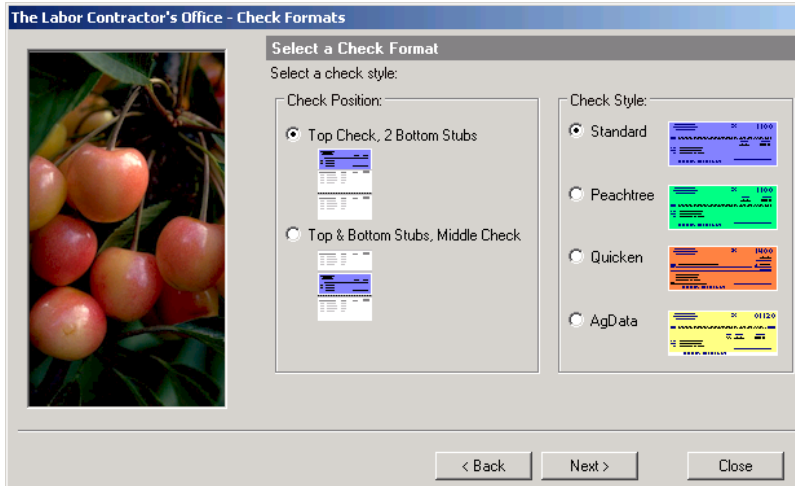
Deposit cash receipts to (AR): 2 - General Checking

< Back      Next >      Close

The next page lets you specify which accounts to use for various kinds of checks. Some companies have a primary checking account that they write their vendor checks from, with another account that payroll checks are written from. The Labor Contractor's Office keeps track of which accounts to use for each type of check.

The bank account descriptions that you entered on the prior page may be selected for each of these entries. If you only have one bank account, then it will be used automatically for all types of checks.





This page allows you to select the style of checks that you use in your laser or ink jet printer.

There are two different settings that affect how checks print out: the check position and the check style. The check position may be either at the top with two stubs, as pictured, or it may be in the middle with a top and bottom stub as pictured. (The check can also be on the bottom if you are setting up a custom check format. If setting up a custom format, you do not need to change any selections in this wizard. You will set up these details later in the custom check format.)

Both payroll and payables use blank stubs. A quarter inch is reserve at the top of the stub to print your company name and address, but the rest of the stub should be blank.

Additional check format options are available in the Program Setup. You can set the format in the Startup Wizard to Standard, and then change later if you need a different format. If you are not sure which format to use, you can just select the Standard option and try printing checks on blank paper to see if they line up with your checks.

If you need a custom format please contact Datatech for more information on setting up custom checks, or look in the on-line help for "custom check formats".

**The Labor Contractor's Office - Payroll Setup**

**Payroll Setup**

Enter the following information for payroll:

Current Year:

Current Quarter:

Federal Employer #:

State for Withholding:  (required)

State Employer #:

State UI Insurance Rate:

State Training Tax Rate:

State UI Wage Limit:

**Deduction Type**

☐ Health Ins.

☐ Tools

☐ Child Support

☐ Rent

☐ Garnishments

☐ 401(k)

**Type of Employees...**

☒ Agricultural (943)

☐ Regular (941)

☐ Both

< Back   Next >   Close

This page handles setup of several payroll settings that are unique to each individual company.

Keep in mind that if you are midway through the year and will need to enter payroll checks for the first part of the year to catch up, you should pick 1 as your current quarter.

If you don't have your federal and state ID numbers or unemployment rate handy, these can be entered later.

Enter the state postal abbreviation for the State for Withholding, such as CA for California, AZ for Arizona.

The grid in the top right part of the wizard lists several preset miscellaneous deductions. Check the box for each of the deductions that you'll need to use on employee checks. If you need to add other types of deductions, you can do that later (see the section on Miscellaneous Deductions).

Also, select the type of employees that you have according to the tax form that they are reported on. Some agricultural businesses simply classify all employees as 943 (Ag), while others may report office and other non-ag workers as 941 (Regular) employees.

**The Labor Contractor's Office - General Ledger**

**General Ledger Fiscal Year**

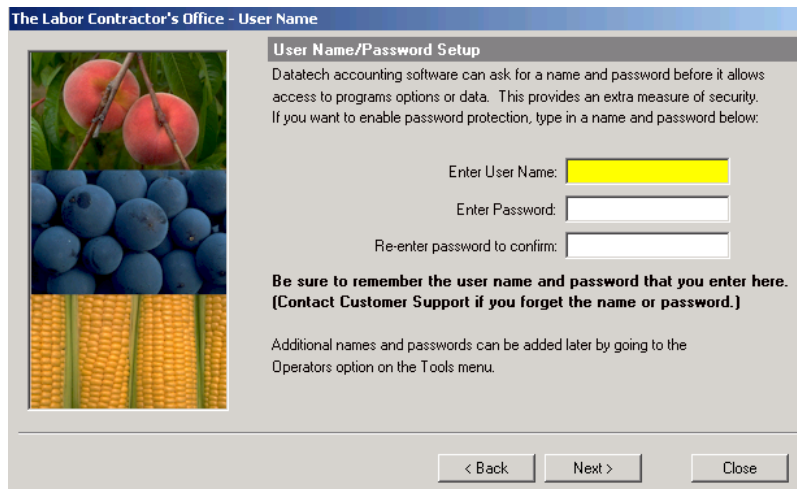
For the G/L, the program need to know when your fiscal year starts and ends. If your farming operation is a sole proprietorship or a partnership, your fiscal year should run from January through December. If you are incorporated, your fiscal year can run for any 12 month period.

Please select the LAST MONTH of your fiscal year:

Your current fiscal year runs from January 2007 to December 2007

< Back   Next >   Close

Select the ending month of your fiscal year. The wizard will show you the starting and ending months and years of your current fiscal year.



**The Labor Contractor's Office - User Name**

**User Name/Password Setup**

Datatech accounting software can ask for a name and password before it allows access to programs options or data. This provides an extra measure of security. If you want to enable password protection, type in a name and password below:

Enter User Name:

Enter Password:

Re-enter password to confirm:

**Be sure to remember the user name and password that you enter here. (Contact Customer Support if you forget the name or password.)**

Additional names and passwords can be added later by going to the Operators option on the Tools menu.

< Back   Next >   Close

If you want to require a user name and password when you log in to The Labor Contractor's Office, enter these on this page. (The password will show asterisks (\*) instead of the letters you are typing so that your password will not be visible. You'll need to enter the password twice to confirm it.)

You will want to choose a password that you can remember easily, but will not be known to other people. A user name and password are not required by the program. If you would like to open the program without requiring this, simply leave the fields blank and click on next. If you are using this as an evaluation copy and do not need to protect the information contained within, you do not need to have a user name and password.

Additional names and passwords can be added once the program has started.

Click on the Finish button and the Startup Wizard will complete the startup work, and then you will be able to start using The Labor Contractor's Office.

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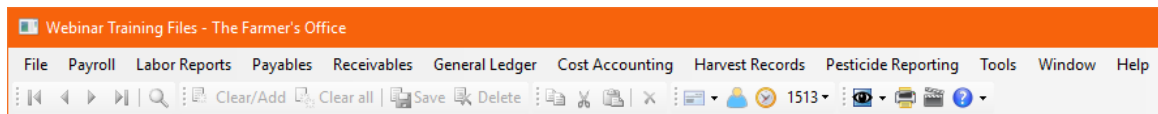
## Using the Program

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As much as possible, we have designed The Farmer's Office to have the same "look and feel" as other standard Windows based applications. This will make learning how to use The Farmer's Office easier for those who are already familiar with other Windows programs.

### The Button Bar

Located just below the main menu, the button bar gives you an easy way to control file operation with the mouse. If you ever forget any of the functions of the buttons, just hold the mouse pointer over one and a "ToolTip" will appear to let you know what it does.



*The find buttons behave differently depending on which entry filed the cursor is in. For instance, on the G/L Chart of Accounts window, if you press the "Find First" button in the Account # field, the first account number will be displayed. If you press it when the cursor is in the Description field, then the first account description alphabetically will be displayed.*

The first four buttons on the left are used for finding records in files. They are in order from left to right:

Find First Record in File

Find Previous Record in File

Find Next Record in File

Find Last Record in File

In the next group of buttons, the magnifying glass will activate a popup selection list (if one is available for the entry that the cursor is currently on). The middle button will clear the current record that you are looking at. The button on the right will clear all files in the current window.

The next group of two buttons will save (the disk) or delete (the X) the current record you are looking at.

The next group of three buttons are the standard windows functions of cut, copy and paste. You can cut or copy information from any data entry window into another.

The last group of buttons are different from the others: these buttons open specific windows. From left to right, the buttons open the Checkbook Register, Employees, Cost Centers, and Crop Notes. Depending on your version of The Farmer's Office, your button bar may have different buttons available.

### Using the Keyboard

Wherever possible, we have designed The Farmer's Office to provide a great deal of flexibility in terms of how you operate the program.

There are often several different ways of doing something, both with using the keyboard and the mouse. For instance, to save an entry, you might press [F2], click on a button labeled "Save" in the data entry window, press the [Ctrl]+[S] key combination, or click on the Disk icon on the toolbar.

On data entry windows, you can move from one entry to the next by pressing [Enter] or [Tab]. Use [Shift]+[Tab] to move to the previous entry. You can also move the mouse pointer to a specific entry field and click on it to move the cursor there.

When a button is selected, pressing [Enter] or [Space] has the same effect as clicking on the button.

As you begin to use The Farmer's Office, you'll notice that the color of the data entry windows turns yellow as the cursor moves into them. This is just a visual aid to help you locate the current "active" field (in technical terms, the "focus"). When the "focus" is on radio buttons, or checkboxes, or buttons, you'll notice a dotted outline instead of a yellow highlight.

## Function Keys

Function keys have been defined for common actions:

[F1]	Help
[F2]	Save
[F3]	Close Window
[F4]	Lookup
[F5]	Clear
[F6]	Move to next area/tab page
[F7]	Find Previous
[F8]	Find Next
[F9]	Find
[F10]	Menu
[Shift+F2]	Delete
[Alt + F5]	Clear All
[Alt + F4]	Exit Application

## Finding Records and Lookups

You can get a lookup list for each of the main files (such as vendors, general ledger accounts, employees, cost centers, etc.). These lookup lists are activated by clicking on the button with the mouse pointer or by pressing [F4] in the entry field. Entry fields where lookups are available, are indicated by a lookup button with three periods added to the right end of the field, as shown below:

The screenshot shows a 'Vendor Invoice' window with the following fields and controls:

- Account #:** A text field with a yellow highlight and a lookup button (three dots) circled in red. A red arrow points to this field.
- Name Key:** A text field with a lookup button (three dots).
- Invoice #:** A text field with a lookup button (three dots) and a document icon.
- Name:** A text field.
- Invoice Date:** A date field with a calendar icon.
- City/State:** A text field with a state dropdown menu.
- Trans. Date:** A date field with a calendar icon.
- P.O. #:** A text field.
- Terms:** A text field with a lookup button (three dots).
- Disc. %:** A text field.
- Payments...:** A button.
- Net Due:** A text field with a lookup button (three dots).
- Disc. Due:** A text field with a lookup button (three dots).
- Description:** A text area.
- Discount...:** A section containing:
  - Non-Disc. Item:** A text field with the value 0.00.
  - Non Disc Amt:** A text field.
  - Discount Total:** A text field.
- Invoice Total:** A text field.

In this example from the Vendor Invoicing window in Accounts Payable, there are lookups available on the Account # and Name Key entries that will allow you to select a vendor account. There is a lookup button on the Invoice # entry also which will allow you to choose an existing invoice from the Invoice Lookup. There is also a lookup on the Terms entry which will allow you to select a different vendor terms record.

Lookup buttons also appear on the Invoice Date and Net Due entries. These buttons will activate a calendar window where you may select a date to be entered.

Without using the lookup, you can also perform finds in these fields. For instance, suppose you are entering a chemical application and you are looking for the chemical DIBROM 8 EC. You might type in just "DIBR" and press [F9] to find the product. The program will attempt to find the closest match to what you have typed in. If the chemical that is displayed is not the one you want, you can use the [F7] and [F8] to find the previous and next chemicals.

## Keyboard Shortcuts

Shortcut keys provide an alternative to using the mouse. You don't have to use keyboard shortcuts, but they are provided as a faster way of using the program. By using a keyboard shortcut, you don't have to move a hand from the keyboard to the mouse and back. Keyboard shortcuts are indicated by an underlined letter. In most cases the options on a popup menu will also have shortcuts listed.

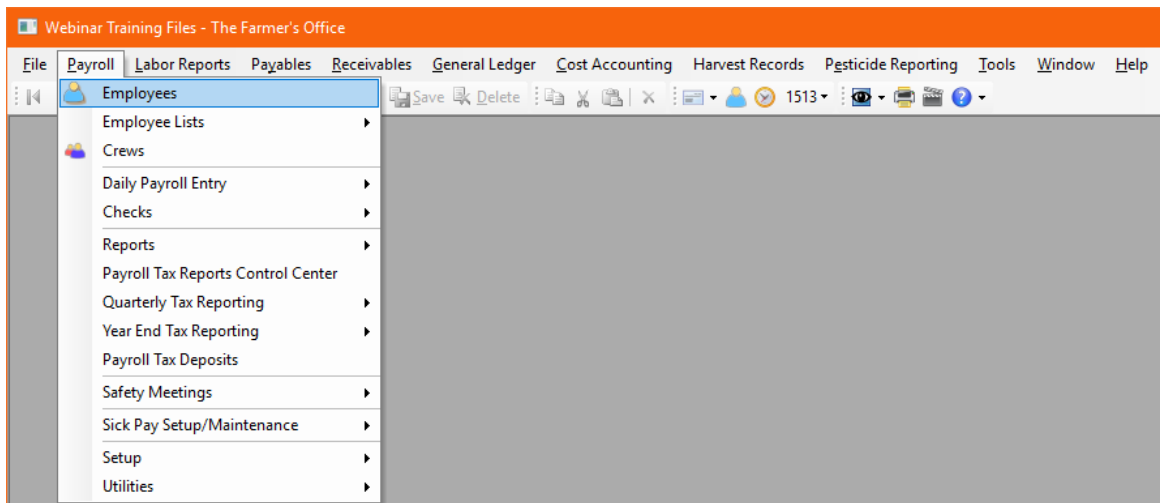
There are two different types of shortcuts: menu shortcuts and navigation shortcuts.

Each menu option on the main menu has a letter underlined:



Instead of click on the menu options, you can hold down the [Alt] key and press the letter that is underlined. For instance, to access the Payables menu, you would press [Alt]+[Y]. You can use these keyboard shortcuts at any time, except when a modal dialog window is open.

Once you have activated one of the main menu options through the keyboard shortcut, each submenu item can be accessed simply by pressing the first letter of the submenu.



In this example, you can access the Crews screen by pressing [C] or press it again to switch to the Checks sub menu by pressing [C], etc. Pressing [E] will alternate between the "Employees" and the "Employee Lists" option.

## Report Print Preview Window

All reports can be previewed on the screen before you actually print them on paper. The report preview window looks similar to the following:

**Print Preview**

in 0 1 2 3 4 5 6 7 8 9 10

0. 1. 2. 3. 4. 5. 6.

100 % 1 / 3 < > Finished

DATATECH  
Batch Payroll Check Report  
08/22/2001 14:20

Page #: 1

Acct #/Employee Name	Reg Wages	Overtime	Check Total	SDI	Fed Wht State Wht	FICA/Med EIC	Loans Misc Ded	Net Check	Entry #
Ending Date: 01/07/2001									
1 RAMOS JULIO	266.75	0.00	266.75	2.40	0.00	20.41	0.00	243.94	727
Day G/L # Job ID Crop Grow Type PW Hr Units Rate Total									
1 601.00 HARV 04 2 PW 8.00 160.0000 0.3500 56.00									
2 601.00 HARV 04 2 PW 8.00 145.0000 0.3500 50.75									
3 601.00 HARV 04 3 PW 8.00 150.0000 0.4000 60.00									
4 601.00 HARV 04 3 PW 8.00 165.0000 0.3000 49.50									
5 601.00 HARV 04 3 PW 8.00 150.0000 0.3000 45.00									
4 601.00 HARV 04 3 PW 0.00 1.0000 0.5000 0.50									
5 601.00 HARV 04 3 PW 0.00 1.0000 0.5000 0.50									
2 VALENTIN JUAN	147.00	0.00	147.00	1.33	0.00	11.25	0.00	134.42	728
Day G/L # Job ID Crop Grow Type PW Hr Units Rate Total									
1 601.00 HARV 04 2 PW 6.00 140.0000 0.3500 49.00									
2 601.00 HARV 04 3 PW 6.00 135.0000 0.3500 47.25									
3 601.00 HARV 04 3 PW 6.00 145.0000 0.3500 50.75									
Subtotals this payroll batch:									
	413.75	0.00	413.75	3.73	0.00	31.66	0.00	378.36	
# of Checks Printed: 2									
Recap of Gross Wages:									
G/L # Crop # Grow # Wage Type Units Total									
601.00 04 2 Piecework 140.0000 49.00									
601.00 04 2 Piecework 305.0000 106.75									
601.00 04 3 Piecework 280.0000 98.00									
601.00 04 3 Piecework 467.0000 160.00									
				Pieces	1,192.0000	413.75			

The preview screen has a button bar. The button functions (from left to right) are save, print, email, show full page, fit page width, zoom in, zoom out, first page, previous page, next page, and last page, help, about, and close.

Use the scroll bar at the right edge of the window to scroll up and down if the entire page is not visible on the screen.

To jump to a specific page number, click on the page number at the bottom of the window.

If you click on the Print button, the standard Printer dialog will appear for you to select which printer you want the report to be printed on.

When you click on the email button, the Compose Message of your email program window will appear. The report will be automatically attached to this email in Adobe Acrobat (PDF) format. The recipient will need Adobe Acrobat Reader to view or print the report.

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# Program Setup

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The Program Setup is located on the Tools menu. The settings in the Program many entry and reporting options for all of the accounting modules.

## Company Information

You can update your company information at any time on the Main->Company Information tab. If you need to change your Company Name, please call Datatech for a new registration code.

The screenshot shows the 'Program Setup' dialog box with the 'Company Information' tab selected. The dialog has a title bar with a close button. Below the title bar is a tabbed interface with the following tabs: Main, Payroll, Payables, Receivables, General Ledger, Farm, Labor Contractor, Inventory, Company Information (selected), Printer & Font Settings, Fax & Email Settings, Backup & Updates, General, and Database Utilities. The 'Company Information' tab contains the following fields and controls:

- Company Name:** Text box containing 'Webinar Training Files'. To its right is an 'Edit...' button.
- Add'l Name:** Text box containing a yellowed-out name. To its right is an 'Options...' button.
- Address:** Text box containing 'PO Box 1234'.
- City/State/Zip:** Text box containing 'Fresno, CA 92727'.
- Phone #:** Text box containing '559-224-6766'.
- Fax #:** Text box.
- Legal Name:** Text box.
- Street Address:** Text box containing '1911 N Fine Ave'.
- Street City/State/Zip:** Text box containing 'Fresno, CA 93727'.
- Email Address:** Text box.
- Web Site:** Text box.
- Company Type:** Dropdown menu showing 'Sole Proprietorship'.
- NAICS Code:** Text box.
- Business Description:** Text box.
- Background Color:** Color selection button.
- Bitmap:** Text box with a small image icon to its right.

On the right side of the dialog, there is a 'Support Registration' button. At the bottom right, there are 'Ok' and 'Cancel' buttons.

This document will not cover all of the available options in the Program Setup, but as discussed during the training session, you may want to make some notes here:



## Custom Check Formats

Several different check formats for payables and payroll checks are preprogrammed into the Datatech Accounting Software. If your checks do not fit one of these preprogrammed formats, you can use the Custom Check Format Definition option to specify exactly how you need the check to be printed. You provide the size the check, stubs, and positions on the check to print each item. After creating the check definition, this option will be added to the "Check Style" options in the Program Setup option.

In addition to handling custom check layouts, the Custom Check Format Definitions also allow you to modify how the check stubs are printed for both payroll checks and vendor payables checks (but not direct expenses checks). An option is also available for printing on blank (not preprinted) check stock.

Keep in mind that once you have created your custom check definition, you still need to select it as the Check Style in the Program Setup option. We recommend that you then try some test printouts on blank paper to make sure that everything is printing in the right place.

The Custom Check Format option is located on the Tools menu. When you pick this option, the following window will open:

**Custom Check Format Definitions**

Format:

Check Layout   Blank Stock Settings   Payroll Check Stub   Payables Check Stub   Signature Settings

**Check Settings...**

Length of Check & Stub(s):

Horz.   Vert.

Check #:   

Check Date:   

Amount:   

Amount in Words:   

Name and Address:   

Pay To (Name):   

Account #:   

Our Account #:   

Check Description:   

**Check Stub Settings...**

☒ Print Stub #1   Vertical Position:

☒ Print Stub #2   Vertical Position:

Length:

Horz.   Vert.   Width

PR Message:      

**Font Settings...**

Font:   

Size:  10

☒ Print Name/Address Bold

☐ Print Asterisks Around Name

☒ Print Asterisks Around Amount

**Signature Image:**

Bitmap Filename:

Position, Horz.:    Vertical:

Size, Width:    Height:

### Format

Enter a name for this format. You might for instance enter the name of the forms company and their form number.

### **Length of Check & Stubs**

Enter the length, in inches, of the combined check and stubs.  
Common lengths are 11" for a single check plus two stubs.

### **Horz./Vert. Positions**

For each item, enter the position (both horizontal and vertical) in inches where each item should print on the check. If any item does not have a position specified (in other words, you leave the entries at zero) then that item will not appear on the check.

The Amount and Account # items are numeric and are printed right justified based on the position that you enter. (All of the other items are left-justified.)

If your check format has a memo line, the last two items, Our Account # and Check Description, will be used for vendor checks. You can print your account number with the vendor (e.g. a loan account #, credit card account, etc.) and/or the check description that you enter on each check.

On most check formats, there is a space set aside for printing the name and address of the payee. Some formats, such as Quicken/Quickbooks, also have a separate Pay To line, where only the company/individual name is printed. Use the Pay To (Name) entry to print just the payee name on this line.

### **Print Stub #1/#2**

Check these boxes to indicate that you want the stubs printed. If you have a 7" check format with only one stub, you would only need to check the first box.

### **Stub #1/#2, Vertical Position**

Enter the vertical starting point for printing the stubs from the top of the page, in inches.

### **Stub #1/#2 Length**

Enter the length in inches of each stub.

### **PR Message**

Specify the horizontal and vertical positions to print messages on the employee's check stub. Also, enter the width of the message. The message that prints on the check stub may be a standard, custom, or conditional message (or a combination of the three) depending on settings you have entered for the Check Messages section of the Payroll settings on the Program Setup window, and for the Check Stub Message entered on the individual employee accounts.

### **Font Settings**

Click on the Select button to choose a font and point size to use when printing the check. The default settings are the Arial font at 10 point.

### **Signature Settings**

A signature can be printed automatically on checks that are printed by the program. This feature is only available if you set up a custom check format; a signature cannot be printed with any of the

preprogrammed check formats. To print a signature, you must first scan a signature and save it as a Windows BMP, PNG, GIF, TIF or JPG file. (BMP, PNG, TIF or GIF are recommended formats since these formats perform lossless compression. You may see compression artifacts in signatures stored in JPG format.)

In this section, you'll tell the program where the bitmap file is located, where to print it on the check and how big it should be.

### **BMP Filename**

Enter the full path and filename of the BMP file. Click on the folder button to the right of the filename to select a file from the Open File dialog.

The program supports other graphics formats besides BMP, including GIF, JPG, TIFF, and PNG. A lossless graphics format is normally best for printing signatures. PNG is usually the best format since it is lossless and has better compression than BMP files.

### **Position**

Enter the vertical and horizontal positions in inches to print the signature file at. This is the position of the upper left corner of the signature file. Depending on how much white space there is around the signature itself, you may need to experiment a little with positioning the signature so that it appears on the signature line preprinted on the check.

### **Size**

Enter the width and height to print the signature file.

### **\$ Limit**

As a security measure, you may set a dollar limit above which a check will not have a signature automatically printed. Checks above this amount will require will have to be signed by an authorized signer on the account.

### **Password**

You can set up a password that must be entered prior to printing checks with a signature. This is also a security measure. If the password is not entered, then the program will still print the checks, but it will not print the signature on them. When you type in the password, asterisks will appear for each letter you type in. You must retype the password to confirm it.

## **Options**

Click on the Options button at the bottom left corner of the window to open a popup menu with the following options:

### **Check Layout Test Print**

This will print a sample check using the settings on the Check Layout tab. This sample check *does not* use any settings to print the stub from the payroll or payable check stub tab pages. A box will be drawn indicating the area reserved for each stub. To preview how the stubs will look, it is necessary to print an actual check.

### **Print Check Layout Settings**

This will print a single page with the check layout settings. This was originally meant to facilitate using the same check setting for another company, but it is easier now to simply export and import the check format settings.

### **Print Signature Template**

This option will prompt you to enter some dimensions from your checks. Using these, it will print out a template that you can sign. This can then be used as your signature bitmap.

### **Check Layout Defaults**

This option has a submenu with four different options. Each option will set up default values for the check layout and stub positions according.

### **Export Settings**

Use this option to export all of the settings to a check definition file which can then be imported into another company. This makes it possible to create a custom check format once and re-use it for multiple companies.

The check definition file includes all of the settings on the Custom Check Format Definitions window, including the Blank Stock Settings, Payroll Check Stub and Payable Check Stub.

The default location for storing the check definition file is in the “Definitions” folder under the main application folder. Check definitions file will use the extension “.dtcheckxml”.

### **Import Settings**

This option can be used to import a previously exported check definition. Select the check definition file to import and the setting will be imported and displayed.

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## Backup & Restore

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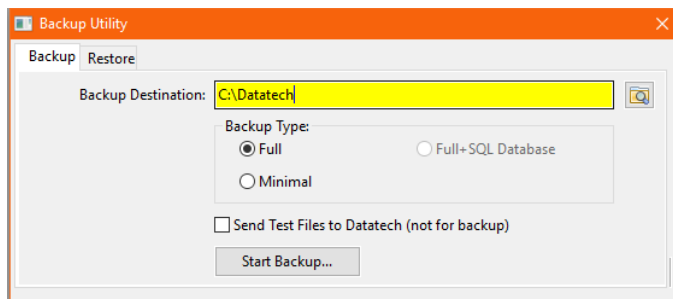
The Backup & Restore option is located on the Tools menu. This option will create a backup of your data files only. It does not backup program files or any of the “support” files necessary to operate your Datatech Accounting Software. The backup file is a standard compressed ZIP file, which can be read by many different programs (for instance WinZip). Windows also includes direct support in Explorer for reading files stored in a ZIP file.

The Restore option will “unzip” the files stored in a backup file, replacing the files in your current company. You should exercise great care when using the Restore option. The Restore operation **does overwrite your current files**, so if you restore the wrong files and you do not have actually have a backup, you will lose you data. Datatech cannot assume any responsibility if the Backup and Restore options are not used properly.

If you are currently using a backup program, you may not need to use the Backup option built into your Datatech Accounting Software. Your backup job may be backing up the entire program directory (not just the data files) as well as other important data files (word processing documents, spreadsheets, etc.). Also, if you have multiple companies, you will probably find it more convenient to continue using your current backup software, since it can backup data files for all of your companies at the same time.

### Backing Up Data

When you select the Backup & Restore option from the Tools menu, the following window will open:



There are two other options on the Backup window. First is the Backup Type. You can select either Full or Minimal. A Full backup will include all data files with their index files. A Minimal backup will include just the data files without the index files. When a Minimal Backup is restored, the files will be need to be reindexed. This will be handled automatically by the Restore option. A Minimal backup will require less space than a Full backup. This may be more of a consideration if you are using floppy disks to back up. If you are using larger capacity backup media, we suggest using the Full backup.

Second, there is a checkbox called Send Backup to Datatech. This can be used if you have Internet access, and you need to send a copy of your files to Datatech to diagnose a problem. After the backup file has been created, the program will automatically upload the file to our

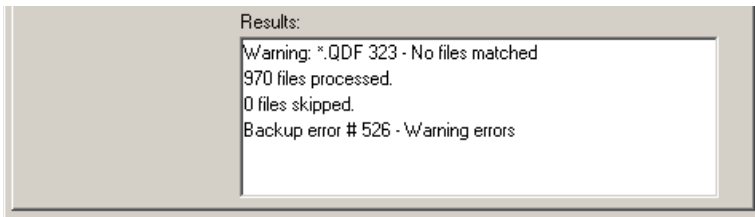
server. You would normally not use this option unless you are working with Datatech Customer Support.

*If you are on a network, make sure that all users have exited the program before starting the backup. If the Datatech Accounting software is open on other computers, the data files will be in use and cannot be backed up.*

As mentioned before, the program creates a standard ZIP file when a backup is done. This filename of the ZIP file is based on your company name and the current date. For instance, a backup done for “Richard’s Farming, Inc.” on 12/20/05 will be called “RICHARDS\_FARMING\_INC\_12202005.ZIP”. Because the date is a part of the filename, a single drive or folder can contain multiple backup files. But this also means that you can only have one backup file per day on a single driver or folder.

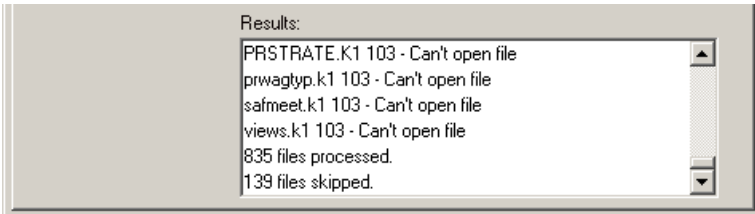
Click on the Start Backup button to begin the backup. The window will expand and you’ll see a status line, progress bar, and results box that shows the progress of the backup operation.

Sometimes there may be errors during the backup process. Normally, you do not need to worry about warning errors, as shown below:



In this case, the backup did not find any QDF files (Query Definition File) which would be the case if you don’t use the Query option on the Tools menu.

In other cases, there may be serious errors:



In this example, the backup was done while the program was open by another user. Data files open by another user cannot be backed up, as indicated by the last line in the results box: “139 files skipped”. If this happens, make sure all users have exited the program (and that you do not have another copy of the program loaded on your computer) and try the backup again.

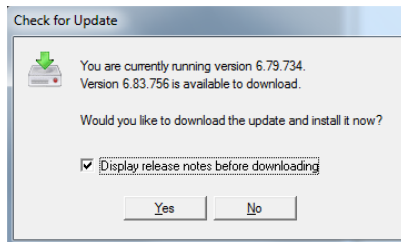
When the Backup has been completed, the program will be restarted automatically.

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## Downloading Program Updates

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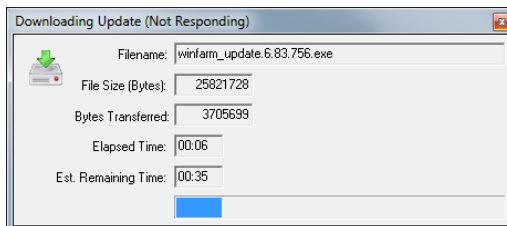
Updates to your Datatech Accounting software can be downloaded from Datatech's server if you have a connection to the Internet. The Tools menu has an option to Check for Updates. When you select this option, the program will first check to see if there is a newer version of the program available for download, and then ask if you want to download it:



If you would like to see a list of changes included in the program update, check the box that says “Display release notes before downloading” and then click on the Yes button. You will then see a window listing the changes included in each version released since the one that you are currently running.

You can print the changes out if you want to review them on paper, then click on the Download button to continue the download and installation of the update, or click on Cancel to close the window without downloading the update.

When the program starts downloading the update, a status window will appear to show you the progress of the download as well as the time remaining:



In addition to using the Check for Updates option on the Tools menu, you can have the program automatically check for updates on a regular schedule. This is controlled by settings in the Program Setup window.

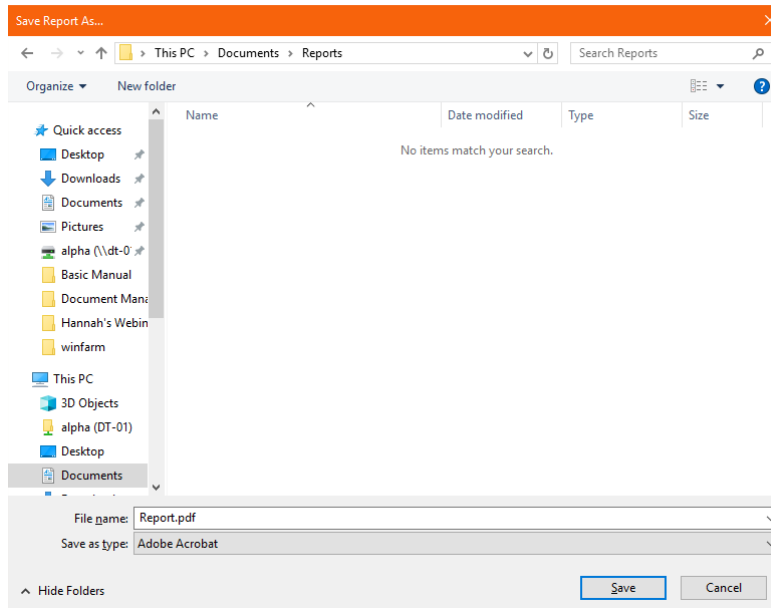
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## Save Reports as PDF Files

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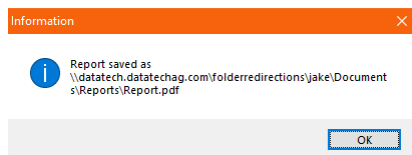
All reports can be saved as Adobe Acrobat documents (PDF files). In addition, you can email any report as a PDF attachment directly from the Print Preview window.

To save a report as a PDF file, press Ctrl+A on the report window. The program will display the Save As dialog for you to choose a filename to save the report as:



You can also change the “Save as type” to save the report as a text file instead of a PDF file. A report that has been saved as a text file can be opened using a text editor or word processor (such as NotePad or Microsoft Word) or by Microsoft Excel.

Then run the report by clicking on the Preview or Print button. When the report is done, the program will display a message to confirm that the report has been saved:



You must of course have Adobe Acrobat Reader installed to view reports that have been saved in PDF format. If you don't have the Acrobat Reader software, go to [www.adobe.com](http://www.adobe.com) to download it.

## Emailing Reports

Click on the email button (right next to the print button) to email a report as a PDF attachment. A Send message window will appear with the report already attached.



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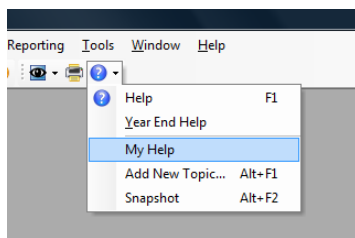
## My Help

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The My Help system allows you to create and edit your own documentation for using the program. You can supplement the standard documentation with information unique to your company, including procedures and policies, workflows that are specific to how you use the program, unique reports that you run, and any other supplemental information that you choose to include. This information that you add is automatically organized like the built-in help system. Pages are both organized into a table of contents and a context-sensitive link is maintained to the original window that you generated the help page from.

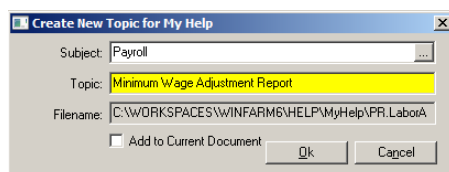
The My Help system is designed to automatically address two key concerns that users typically have when they are writing their own notes: What menu option did I use to get to this window? And how do I take a snapshot of the window I'm on?

The options for My Help can be accessed via shortcut keys or by the drop down menu on the Help button on the button bar:



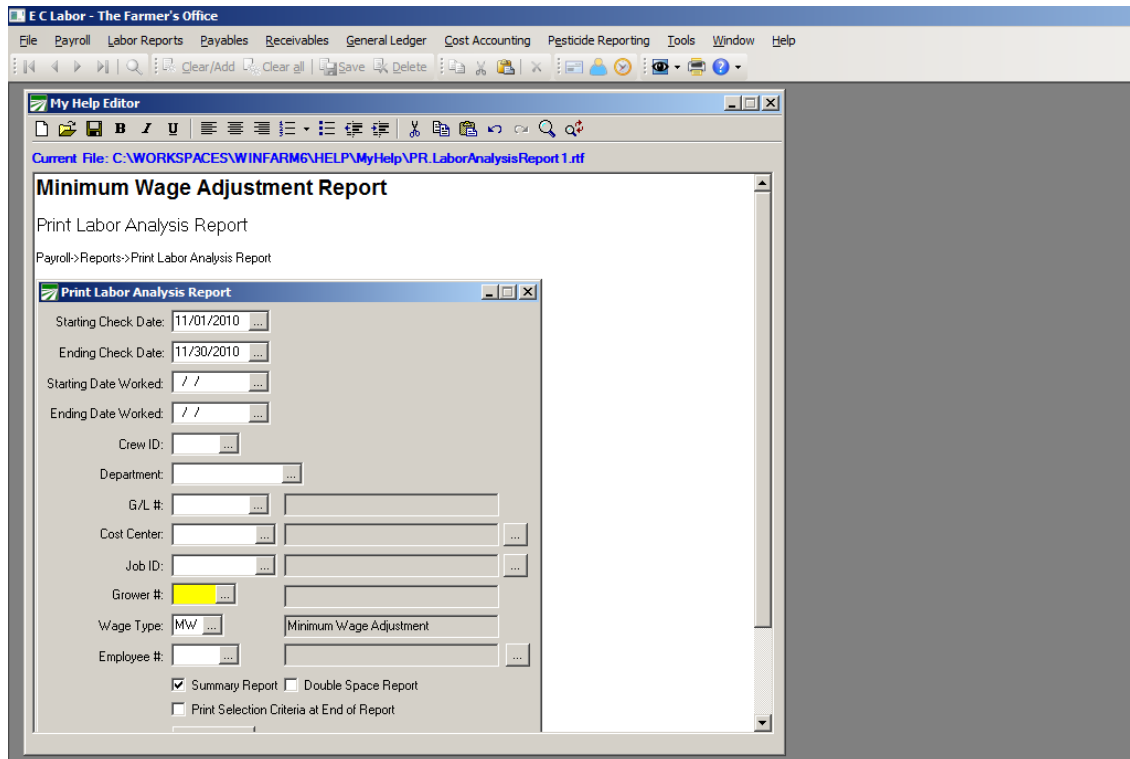
Here is an example of how to use the My Help system: Suppose you want to get a report from the payroll system of all of the employees that have had minimum wage adjustments to their piecework wages on their checks in the last month. You call support and Damaris tells you that there isn't a specific report in the system that does just this, but that the Labor Analysis Report is a multi-purpose report that can be used to get the report that you want. She tells you how to use the report and what options to pick. You want to make some notes for future reference that you can refer to when you or someone else in your company needs to run this type of report again.

Starting on the Labor Analysis Report window, you can either press Alt+F1 to add a new topic to My Help, or click on the drop down menu on the Help button and select the **Add New Topic** option (see screenshot above). The following window will appear:

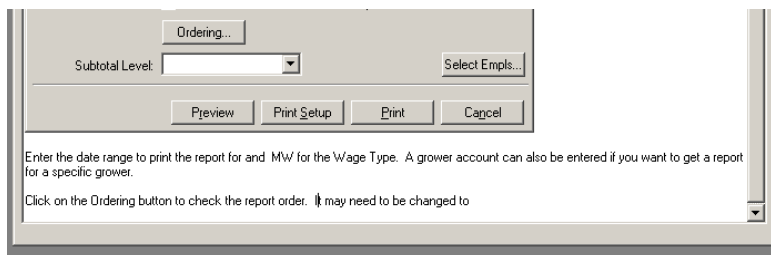


Enter a subject and a topic for the help page that you are creating. These entries are used to form the table of contents for your help file. The filename will be created automatically for you and cannot be edited. Click on the Ok button and the help program will generate the help page for you with your topic heading, the title of the current

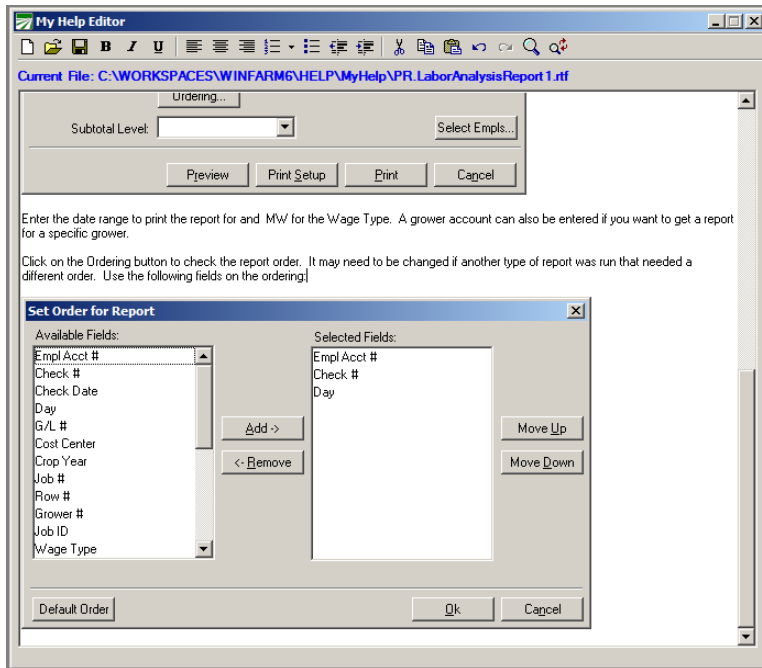
window, the path to get to that window, and a screenshot of the current window in the My Help Editor window:



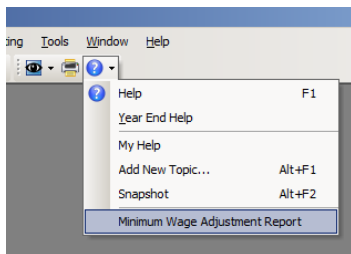
The My Help Editor is a basic editing program built into the Datatech Accounting Software where you can add to and edit the help pages. You can add both additional text and screenshots to your help page. To add text after the screenshot, just scroll to the bottom of the file, click on the next line and start typing.



To add additional screenshots to your help page, minimize the My Help Editor window, go to the window that you want to take a snapshot of, and press Alt+F2 to copy an image of the window to the clipboard. You can then return to the My Help Editor and paste the image into your help page. This can be done either by right-clicking and selecting Paste from the popup menu or clicking on the Paste button in the My Help button bar.



Once you have finished your help page, click on the Save button in the button bar of the My Help Editor window, then close the My Help Editor. Once you have saved a My Help page, it will be linked to the original window that it was created from. So if you are on the Labor Analysis Report window and you click on the drop down arrow on the help button, you will be able to see a list of all of the help pages that you have created from that window:



In addition, you can go to the main My Help option on the drop down menu to open the My Help window, where you can view any of the help pages that you have created.

# Security

Datatech Accounting software uses a permissions-based security system. Each user is assigned a login name and password which must be entered before the user can gain access to the Datatech Accounting Software.

By default, each user has complete access to the entire accounting system. The system administrator can then deny access to specific areas (modules) or individual windows within the accounting system to either individual users or groups of users.

In addition to general access rights (open, save, delete, create, edit) certain views may have additional custom permissions that you can grant or deny users.

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# Operator Setup

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Each person who will be using the Datatech Accounting software may be assigned a user name and password. If you have not set up any users yet, the program will not ask for a user name and password when it is started up. Once you have set up one or more user names, you will be prompted to login before you can do anything in the Datatech Accounting software.

To set up your user names, go to the Tools menu and select the Setup Operators option. The following window will open:

The login name and password are the minimum requirements for setting up a user.

## Login Name

The login name may be up to 16 letters. Only uppercase letters are allowed.

## Password/Retype Password

Enter the password, also up to 16 letters. The password is not case sensitive, i.e. it doesn't matter whether the Caps Lock key is on or off when you type in the password.

As you type in the password, asterisks will be displayed for each letter. Since you cannot see what you are typing in as you are typing it, you must retype the password in the next entry to confirm the password. If the two entries do not match, the

program will give you a warning message and will not save the operator information until the passwords match.

### **Employee Name**

You may enter the employee's full name here. This is an optional entry.

### **Email Address**

The user's email address can be entered for your reference. If you are using the SMTP option, this email address will be used for the "From" field.

### **SMTP Username/SMTP Password/Retype Password**

If you are using SMTP for sending emails and your server requires authentication, enter the username and password to use for logging into the SMTP server.

### **Location**

If this user will be restricted to access inventory records for a single location, enter the 2 character warehouse location code here.

### **Employee #**

Enter the employee account number for this user.

By setting up the login names and passwords, you can control who has access to the Datatech Accounting system. If you also want to control which parts of the system these users can access, you will also need to set up access permissions. Each access permission may grant or deny access to a specific menu option or window, or to all of the options in an entire module (such as payroll, accounts payable, general ledger).

## **Adding Access Permissions**

Each window in the Datatech Accounting system has a "view name". The view name is used to identify windows on the permission list. By adding views to the permission list, you can control which options each user may access and whether or not they can save or delete information from that view.

Each view name starts with a two or three letter module ID code, followed by a period, then the view name. For example "AR.Customers" is the view name for the Enter/Edit Customer window in the Receivables module.

In addition to controlling access to specific windows, you can control access to entire modules, e.g. all payroll options, all general ledger options, etc. This is done by adding an entry with just the module name.

## **Module Names**

The following module names are used by the system (note that you may not use all of these, depending on what accounting software package you are using):

- AP: Accounts Payable
- AR: Accounts Receivable
- CA: Cost Accounting

- GL: General Ledger
- GR: Grower Accounting
- INV: Inventory
- LC: Labor Contractor Reports
- OE: Order Entry
- PE: Pesticide Reporting
- PR: Payroll
- SYS: Program Setup

## Adding Permissions

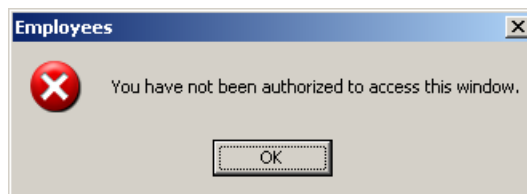
The grid in the bottom half the window contains the list of windows and modules that you want to control access to.

View Name >>	Open	Save	Edit	Create	Delete
AP.BankReconciliation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The example above shows two lines in the permission list. The first line is for the Bank Reconciliation window and the second line is for an entire module (payroll). In both cases, access is denied completely because the Open checkbox is not checked.

There are five different permissions that you can enable or disable on each view that is listed:

**Open.** This checkbox determines whether or not the user can open the window. If this box is not checked, the user will see the following message when attempting to access the window:



**Save.** This checkbox controls whether or not a user will be able to save information in this window. If this is not checked, the user can view information in this window, but not modify existing records or create new records.

**Edit.** This checkbox gives you finer control over saving information. It controls whether or not the user may edit existing records in this view.

**Create.** This checkbox allows you to control whether or not the user may create new entries in this window. If it is not checked, the user may only edit existing records (assuming the Edit box is checked).

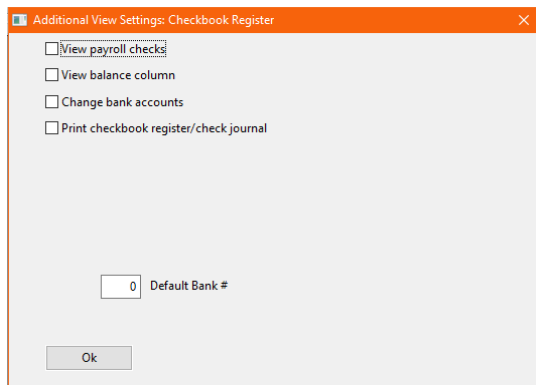
If the Save box is not checked, it does not matter whether or not the Edit or Create boxes are checked or unchecked—no saves will be allowed of any type. The Save box must be checked if you want the Edit and Create boxes to have any effect.

**Delete.** This checkbox determines whether or not the user will be able to delete records from the window.

## Additional View Settings

In addition to the standard options of Open, Save, Edit, Create, and Delete, individual windows may have additional permissions that you can set. These will vary from window to window. Most windows do not have special view settings. The **View Settings...** button will be disabled if the currently highlighted window does not have any additional permissions. When the View Settings... button is enabled, you should click on it to review the additional security settings that are available for that window and make the appropriate selections.

Click on the **View Settings...** button in the lower left corner of the window to open the Additional View Settings window:



Up to nine different checkboxes and two different numeric entries will be displayed on this window. Check the boxes to indicate what rights you want to assign to the user.

As mentioned above, most windows do not have Additional View Settings. In most cases, additional view settings are added based on user requests. So if there is a particular operation or feature that you want to be able to control access to within a specific window, please talk to a customer support representative about adding the option.



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## Security Settings for Groups

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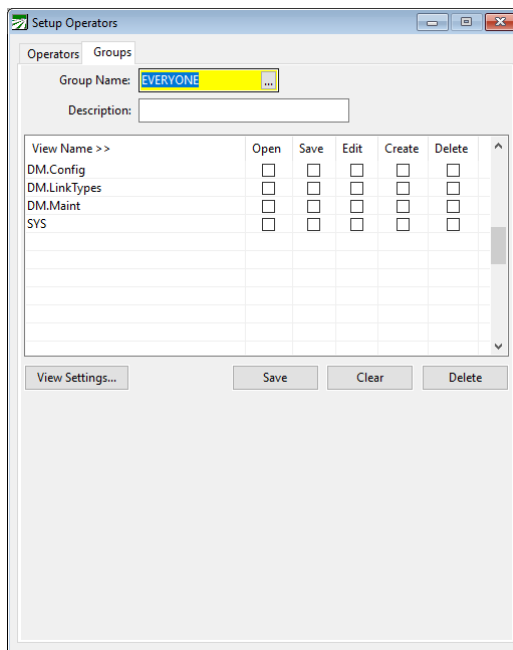
Permissions may be assigned to groups of users as well as individual users. This is done by assigning users to a group and defining the access rights for that group. By assigning access rights to a group, you only need to set the access list up once. In addition, if you need to make changes or additions, this will automatically affect all users in that group immediately.

There are several situations where using groups is useful. For instance, you may have several salespeople that you want to be able to access the Order Entry module, but not any other part of the system. Or you may want to restrict access to the payroll system for all employees except the person who does the payroll.

To assign an operator to a group, enter the group name on the Operator Setup tab. You may click on the lookup button or press [F4] to select a group from the lookup.

Click on the Groups tab in the Setup Operators window to set up your groups.

The permission list is set up in exactly the same way as permissions for individual Operators.



In this example, the group “EVERYONE” is denied access to the payroll module.

### EVERYONE Group

Each user may be assigned to a single group. In addition to this, all users automatically belong to the group called “EVERYONE”. That means if you set up permissions for the EVERYONE group, you do not need to enter “EVERYONE” for the group on the Operator Setup tab. If you set up other groups, for instance, “SALES” and

“ACCOUNTING”, you need to select the group name on the Operator setup tab to assign a user to that group.

Keep in mind that a user that is assigned to the SALES or ACCOUNTING group is still a member of the EVERYONE group. Settings from both groups will affect what program options the user is able to access.

## **How Permissions Are Applied**

Access permissions may be assigned at any of three different levels. They may be assigned to the EVERYONE group, to the group a user is assigned to, and to the user. How does the system resolve conflicts, for instance when the user is assigned different permissions for the same module than the group that that user is assigned to?

The following rules are applied to determine which rights a user actually has. First, all permissions from the group EVERYONE is applied. Then if the user is assigned to a group, all of the settings for that group will override settings for the EVERYONE group. Finally, any settings set up for the user will override settings both for the user’s group and the EVERYONE group.

At each level, the program first checks to see if there is a permission entry for the individual window. If an entry is not found, it will check to see if there is an entry for the module that the window belongs to.

The entries at the user level are checked first, then the entries at the group level are checked (if the user is assigned to a group), then the entries for the EVERYONE group are checked.

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## Security Basics

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As the system administrator, you should grant yourself complete access to the Operator Setup window (view name: SYS.OperatorSetup) . Then to secure user settings, it is a good idea to restrict access to the Operator Setup window at the EVERYONE group level.

What this will do is deny access to the Operator Setup window to all users, except you. Obviously, if a user can get into the Operator Setup window and make changes, the system is not very secure; users could eliminate access restrictions and grant themselves more rights.

Next you should decide if there are any areas of the system that in general, you do not want anyone to access unless you have explicitly granted access. For instance, it is common to restrict access for all users to the Payroll and General Ledger modules.

Remember that by default, all users have access to all program options. If you want to change this so that by default, all users cannot access any options, then you could set up the permissions on the group EVERYONE so deny access by default. Since this can be done on a module basis, you would only need to make a few entries in the permissions list to do this.

You could then set up other groups that grant access to certain parts of the software. For instance, you could have groups for Salesman, Payables, Payroll, and Receivables. Then each user could be assigned to one of these groups, depending on which area of the program they need access to.

If a certain user needs access to more options than are included in the group he or she is assigned to, you can add these extra settings to the individual operator permissions.

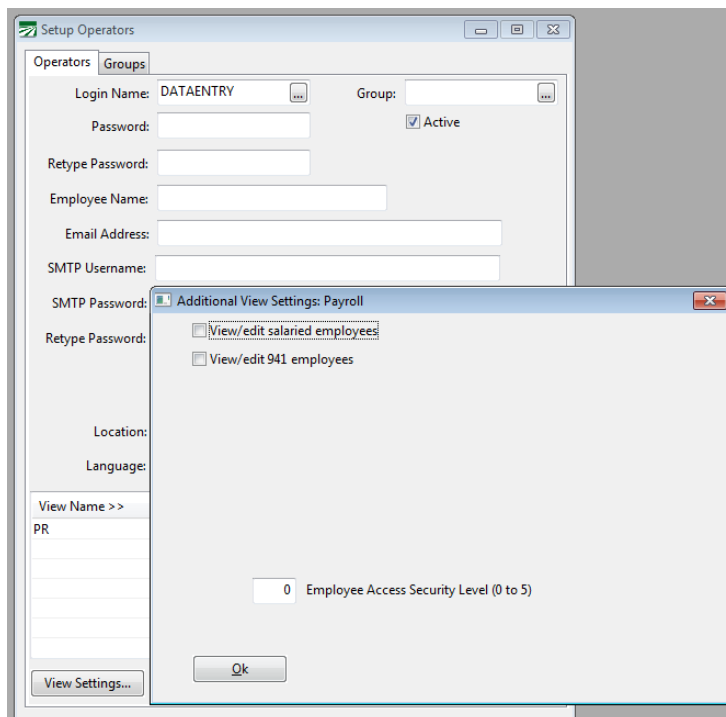
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## Restricting Access to Employee Accounts

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In some situations you may want to restrict access to certain employee accounts to limit access to sensitive payroll information. This might include payroll accounts for owners/officers/management. You may want to restrict users that are performing general data entry and check printing for all other employees. One or more users may be granted access to the sensitive payroll accounts to perform the check entry/printing.

There are two ways to control access to sensitive payroll accounts. Both involve adding the “PR” module to the user or group security settings:



After adding the PR line to the security settings, click on the **View Settings...** button to open the **Additional View Settings** window. The first (and simplest) option to restrict access are the two checkboxes at the top of the window that control whether or not the user can view/edit salaried employees and 941 employees.

By default, these boxes will be unchecked, so you must check them for any operator that will need to access salaried and 914 accounts.

In some cases, these checkboxes may not provide you with fine enough control over which operators can access which employee accounts. In this situation, you can enable the Employee Access Security levels feature. To do this, go to **Tools->Program Setup->Payroll->Settings** and check the **Security Levels** box:

The screenshot shows the 'Program Setup' window with the 'Payroll' tab selected. The 'Security Levels' checkbox is checked and circled in red. Other visible settings include 'Current Payroll Quarter' set to 4, 'Year' set to 2014, 'Payroll Checks Bank #' set to 42, 'Tax Deposits Bank #' set to 40, 'Federal Employer ID #' set to 77-0503359, 'State for Withholding' set to CA, 'Union/Insurance Report' set to No, 'Crew Sheet Type' set to Tudor, 'S. S. # Printing' set to Print last four digits of S.S. #, 'Multi-State UI Reporting' set to Employee State for UI, 'Check Export Option' set to None, and 'Worker's Comp Policy #' set to an empty field. The 'Security Levels' checkbox is checked and circled in red.

Restart the program for this setting to take effect. After restarting, you will see a Security Level entry at the bottom right corner of the Employee setup window.

By default, all employees are assigned a security level of zero, and all operators are assigned a security level of zero. To restrict access to a particular employee account, simply assign it a higher security level. An operator must be assigned a security level equal to or higher than the security level assigned to the employee account.

For instance, suppose you assign management employees a security level of one, and corporate officers a security level of two. You can then assign one or more operators a security level of one, and they will be able to access all regular employees and all management employees, but not the corporate officer accounts. You can assign a security level of two to the operator that handles the payroll for the corporate officers, and this operator will be able to access any employee record.

To assign a security level to an operator account, add the “PR” module entry on the security settings grid as shown above, click on the **View Settings...** button, and enter the security level at the bottom of the window.

## Payroll Information in Other Modules

The “PR” module setting automatically applies to all payroll options. It will limit access not only on data entry windows, but also on the reports. For instance, an operator with a security level of zero can print a Payroll Journal, but the report will only include employees that are assigned a security level of zero.

In other parts of the system, payroll information is normally displayed and you may not want users to be able to see the names and amounts. The security level is automatically applied to other options in the system, including the following:

- Checkbook Register
- Check Register Report
- Check Journal
- Bank Reconciliation Entry/Report

- Review Journal Transactions

These program features (whether it is on screen or on a report) will not show the name of employees that have a security level higher than the security level assigned to the operator, as shown below:

Pay To/Received From	Check #	Date	Type	Amount	Balance
BARRETO RAFAEL GONZALEZ	708814	02/02/2013	Payroll	-514.76	-894,332.96
SANDOVAL MILTON	708815	02/02/2013	Payroll	-552.33	-894,885.29
CAMARGO MARIO FIGUEROA	708816	02/02/2013	Payroll	-341.19	-895,226.48
URIAS ALVARO OBESO	708817	02/02/2013	Payroll	-375.45	-895,601.93
DOMINGO DIEGO JUAN	708818	02/02/2013	Payroll	-493.29	-896,095.22
CHAVEZ ANTONIO LIBRADO	708819	02/02/2013	Payroll	-493.29	-896,588.51
ANTONIO JAIME CHAVEZ	708820	02/02/2013	Payroll	-493.29	-897,081.80
ESCOBEDO MENDOZA PEDRO DAMIAN	706947	02/26/2013	Payroll	-356.26	-897,438.06
Payroll Check *****	706948	02/26/2013	Payroll	-551.86	-897,989.92
DAVIDIAN MATTHEW L	706963	03/31/2013	Payroll	-400.70	-898,390.62
Payroll Check *****	706964	03/31/2013	Payroll	-1,260.78	-899,651.40
ALBARRAN MARIA REMEDIOS	706965	03/31/2013	Payroll	-373.08	-900,024.48

While the name does not appear, the check #, date, and amount of the check will appear.

Additional security options are available on these individual options that restrict access to all payroll checks. For instance, on the Checkbook Register security settings, an option is available to turn off access to **all** payroll checks:

When the **View Payroll Checks** box is not checked, all payroll transactions are hidden completely on the Checkbook Register window.

# Getting Started

As with any accounting system, some initial setup work is required to use The Farmer's Office. Here are some of the files that are involved in the setup work.

- General Ledger Chart of Accounts
- General Ledger Starting Balances
- Cost Centers
- Job Codes
- Employee Account Setup
- Vendor Account Setup

*If you are currently using another farm accounting system, much of the initial setup work can be eliminated by importing information from your current system. Data can be imported from AgData's Blue Skies, Frontier's DOS and BizBooks Windows programs, and Famous 5.8. Contact Datatech customer support for more details and instructions for importing your data.*

The extent of the setup work you'll need to do may depend on your main goals in using The Farmer's Office, your personal preferences, and whether you are just evaluating the software or purchased the software and getting everything set up for the first time.

For instance, some people may like to have all their current vendors set up before they write checks, others may want to enter vendors "on the fly" as they enter checks. Here are a few questions to help you determine the extent of your start up work:

Do you need to start writing checks to vendors immediately? To write checks, you'll need to have your bank accounts set up (which may have already been done by the initial installation wizard) and vendor accounts entered. You can enter vendors as you write checks to them if you want, or you can set up all vendor accounts ahead of time. Setting up the beginning balance for your bank account is also a good idea so that you'll have an accurate bank balance as you write checks. The beginning balance is also necessary to use the Bank Reconciliation feature.

Do you need to get payroll going now? Employee accounts need to be set up before writing payroll checks. In addition, if you are starting in the middle of the year, the employee year-to-date totals must be accurately entered or else you may have problems with taxes. If you have garnishments or other non-tax deductions, these will need to be set up on employee accounts.

Do you want to get cost accounting reports? In this case, be sure to set up both your cost centers and your expense categories to produce the information you'll need. Cost centers normally correspond to the physical location (field, vineyard, orchard) and crops you grow. For example, you might want your general ledger reports to show one total amount for labor. On the cost accounting reports, however, you want to see totals for different categories of labor. If you would also like to see a breakdown of the Cost Center expenses by Job, you'll need to set

up Job Codes. Job codes basically act as a sub-category for general ledger accounts, and are only used for cost accounting reports.

Do you want to be able to get accurate financial statements? In order to get accurate financial statements you'll need to enter the starting balances for your current fiscal year to get your balances up to date.

If you are not too concerned about getting reports for your current year, you can skip the step of entering the starting balances. However, you may want to enter at the very least your starting balance for your bank account(s) so that the program will be able to calculate your current bank balance and you'll be able to do a bank reconciliation. At the end of the fiscal year, enter adjusting entries according to your accountant's figures to get your books to match his. From that point forward, your reports will be up to date.

*To print an activity report for your accountant (also sometimes called a G/L Detail Report) go to the General Ledger menu and select the Update option. This will produce a report that shows the beginning balance for each account, all of the transaction posted to that account, and the ending balance for the account.*

At the end of the year, most of our customers provide their accountants with a detailed report showing all activity in the general ledger. In most cases, they set up their Chart of Accounts to substantially match the Chart of Accounts that their accountant uses. The Farmer's Office comes with a Chart of Accounts built in that you can use or modify to suit your needs. Modifying this Chart of Accounts takes very little work compared to starting over from scratch.



# General Ledger

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# The Chart of Accounts

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## Introduction

The Chart of Accounts is the heart of the financial reporting system in The Farmer's Office. It defines categories for your assets, liabilities, capital, income, and expenses. Expenses in particular need to be set up to give you the breakdown you want to track expenditures on both profit and loss statements (in the general ledger) and crop reports (for cost accounting).

A sample Chart of Accounts is provided with The Farmer's Office. You may use this as is, modify it, or replace it completely with your own chart of accounts. Many users set up their Chart of Accounts to mirror the one used by their accountants, to make it easier to provide information to the accountant at the end of the year as well as to keep their numbers up to date with adjusting entries from the accountant.

Each entry in the Chart of Accounts has an account number, which may be up to 6 digits, with a 2 digits decimal sub-account. The sample Chart of Accounts that is provided uses 3 digit account numbers.

The chart of accounts is divided up into several main sections. We have listed the account numbers used in the sample Chart of Accounts for each of the sections below:

### ***Assets: 100 to 299***

Assets are those items the business owns. These may include cash in bank accounts, receivables, stocks, or fixed assets such as land, equipment, buildings, pipelines, and plantings. Assets are divided up into two categories: Current Assets and Fixed Assets.

### ***Liabilities: 300 to 399***

Liabilities are those obligations the business owes to others, such as payroll taxes, accounts payable, and loans payable.

### ***Capital: 400 to 499***

Capital or Owner's Equity is what the business is worth, or to put it another way, what the business owes you, the owner.

### ***Income: 501 to 599***

Income from business operations is credited to the income accounts. This may include crop income, patronage dividends, interest income, rent income, custom farming income, etc.

### ***Expenses: 600 to 899***

Expenses incurred by business operations are charged to the expense section. Generally, there are two types of expenses: direct crop expenses and overhead expenses.

Direct crop expenses are generally charged to a specific crop or field. These expenses would include labor costs, such as pruning, harvesting, tractor work, cultivation, as well as inputs or other supplies such as chemicals, pump repairs, electricity, seed, labor contractor costs, vine stakes, paper trays, etc.

Overhead expenses are normally not charged to a specific crop or field. They are also called General and Administrative Overhead. Examples include accounting and legal fees, office rent, telephone, auto, and equipment operating or repair costs.

In some cases, you might have additional sub-sections under Expenses. For instance, if you have a combination dairy-farming operation, you might want to have a section titled Dairy Operating Expenses. Or if you are developing a new vineyard or orchard, you would probably want to set up a separate section titled Capital Expenditures to keep these expense separate from your other operating expenses.

## Chart of Accounts Printout

It is relatively easy though to modify the existing Chart of Accounts that is provided with The Farmer's Office. This tutorial will show you how to modify account descriptions, add new accounts, and delete accounts you do not need.

(It is beyond the scope of this tutorial to cover creating an entirely new Chart of Accounts from scratch. If you want to do this, contact Datatech's customer support personnel and we can assist you.)

It will be helpful to have a printed copy of your chart of accounts to look over and make notes on before you make any changes. On the General Ledger menu, select the Chart of Accounts option. The Chart of Accounts window will open:

Setup Chart of Accounts

Account #:

Description:

Account Type:  ☐ Always Print

Total Level:

Line Advance:  ☐ New Page

Tabs:

Report Type:

Special Report:

Normal Balance:

Budget:

Cash Basis Acct:

☒ Print on Summary Reports ☒ Print on Summary Update

☐ Cost Center Required

☒ Report on 1099

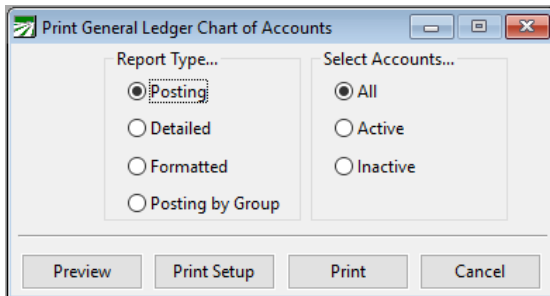
☒ Active

Report Formatting...

☐ Bold

☐ Italic

Click on the Print button at the bottom left corner, and the Print Chart of Accounts window will open:



There are three different types of printouts of the Chart of Accounts. For our purposes right now, the Formatted option is best. Click on the Formatted radio button. If you have more than one printer, click on the Print Setup button to make sure the correct printer is selected. Click on the Print button to print the report out. The default Chart of Accounts will print on four pages. Close the Print Chart of Accounts window when the report has printed.

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## Changing the Chart of Accounts

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As you look at the printout, you may notice things that you want to change. For instance, on the first page, there are five bank accounts with generic descriptions (accounts 101.1 to 101.5). You may want to put in the name of your bank on these accounts. Or you may have a partnership instead of a sole proprietorship, and need to set up owner's equity accounts for each partner in the Capital section. Or you may see labor descriptions under Direct Crop Expenses that you don't need and that you can delete. We'll cover each of these situations:

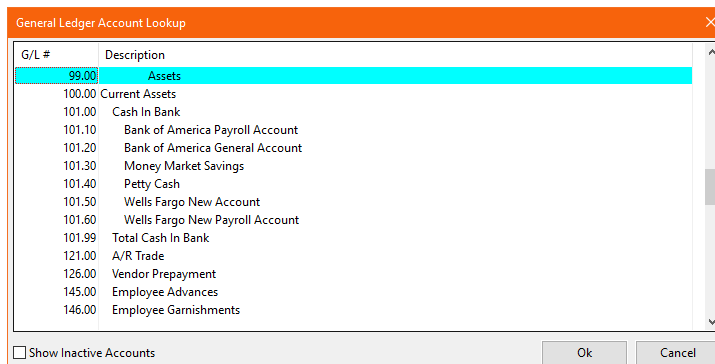
### Modifying Account Descriptions

If you do not already have the Chart of Accounts window open, open it by click on the General Ledger menu and choosing the Chart of Accounts option.

The cursor will start on the Account # entry. The account number determines the order in which accounts print on financial reports. (Normally, all account numbers have the same number of digits.)

First let's try changing a description on an existing bank account in the Asset section. Of course, first you'll need to display the account information so you edit it. One way to do this is to click on the lookup button.

When you click on the lookup button, a selection list will appear for you to select a general ledger account:



*Selection lists can be helpful to use but there are faster ways to work with the program. The selection list is useful if you don't remember the account number that you want to edit, and need to browse through your Chart of Accounts to find it. But if you know that you want to edit account 101.1, you can simply type this in the Account #: entry on the Chart of Accounts window and press [Enter].*

When the selection list is displayed, you can click on the Ok button to select the account which is currently highlighted, click on the Cancel button to close the selection list without selecting an account, or double click on an account that is listed to select it for editing.

You can also click on the scroll bar to move through the chart of accounts. Clicking above or below the scroll bar "thumb" will display a page of accounts before or after those currently listed. You can also click on the "thumb" and drag it to the top or bottom to go to the beginning or end of the Chart of Accounts. In addition, clicking on the arrows will move the highlighted line up or down.

Once you have selected an account to edit, either by double clicking on it or clicking on the Ok button, the selection list will disappear and the account information will be displayed. For the purposes of this example, select account number 101.10.

*You'll notice that if you press [Tab] or [Enter], the entire contents of the Description entry will be highlighted. But if you click with the mouse pointer, you'll just see the cursor blinking in the Description entry. What's the difference? With the entire contents highlighted, if you type anything, it will replace what is there. When the cursor is simply blinking, you can use the arrow keys to move around, edit, delete, highlight text manually, etc. If you haven't noticed this already, this is how all Windows programs work.*

Suppose you want to change the description to something other than "Bank Account #1". The cursor should still be in the Account # entry. You can either click with the mouse pointer in the Description entry field, or just press [Tab] or [Enter].

If you pressed [Tab] or [Enter], you can now just type in your own description, for instance "Bank of America Checking" or "Cal Fed" or just "Checking Account".

If you clicked with the mouse, you can use the backspace key to wipe out the description and then type your own, or use [Shift]+[Home] to highlight the contents of the Description entry and then type your own description.

Don't worry about all of the other settings on this window. After changing the account's description, you need to save your change. There are several ways to do this:

- Click on the Save button at the bottom of the window.
- Press [Ctrl]+[S] (this is indicated by the "S" underline on the Save button)
- Click on the Disk icon on the toolbar (the Save button).
- Right-click on the Description entry field, and select Save from the popup menu.
- Click on the File menu, and select Save.
- Press [F2] (this is the shortcut indicated on the File, Save menu item).

When you tell the program to save your change, it will confirm that you want to save (this confirmation can be turned off if you get tired of it), then save the change and clear the entry window so that you can enter or edit another account.

Go ahead and try editing the descriptions on other accounts before continuing if you want to get more practice.

## **Adding Accounts**

If you do not already have the Chart of Accounts window open, open it by clicking on the General Ledger menu and choosing the Chart of Accounts option. Here is an example of adding a Liability account:

Click on the lookup button on the Account # entry (you can also press the [F4] key to get the lookup). On the selection list, scroll down until you get to the Liabilities section, and you can see account #302, Notes Payable.

Suppose you have several Notes Payable and you want to keep track of them with different accounts. The first thing we'll do is clone the existing Note Payable account, to provide as many accounts as you need.

From the lookup select the Notes Payable account. The Notes Payable account will now be displayed in the Chart of Accounts window:

Setup Chart of Accounts

Account #: 302.00 ...

Description: Notes Payable ...

Account Type: Posting ... ☐ Always Print

Total Level: 3

Line Advance: 0 ☐ New Page

Tabs: 1

Report Type: Balance Sheet

Special Report:

Normal Balance: Credit

Budget: 0.00

Cash Basis Acct: 0.00

☒ Print on Summary Reports ☒ Print on Summary Update

☐ Cost Center Required

☒ Report on 1099

☒ Active

Report Formatting...

☐ Bold

☐ Italic

Print Save Delete Clear

Now press [F5] (this is the clear key--you could also click on the Clear button at the bottom of the window). Notice that the Account # and the Description entries disappear, but the rest of the settings remain. Now, you can type in your own account number and description for a new account.

First, you have to decide what account number to use. If you expect to add just a few notes payable accounts, you could number them 303.00, 304.00, 305.00, etc. Or, you might want to number them 302.01, 302.02, 302.03, etc. It doesn't matter to the program which numbers you use. So does it really make a difference? You may have noticed on the selection list that there is already an account number 310.00...so if you number the accounts 302, 303, 304, etc. you can only go up to account 309 (that is of course if you are going to keep and use account number 310). On the other hand, if you number the notes payable accounts using the decimal extensions, .01, .02, .03, etc, then you'll have room in that sequence for 99 account numbers. So it really just depends on how many accounts you need right now, and how many you anticipate you might add in the future.

Once you have your account number entered of course, the description is next. At this point, you can save your new account (press [F2], click on the save button, etc.).

### ***Title and Total Accounts***

You may have noticed that in the Asset section, there is an account called "Cash in Bank" (account #101.00). There is also an account called "Total Cash in Bank" (account #101.99). Continuing with the example of adding additional Notes Payable accounts, let's suppose that you want to add similar accounts in for your Notes Payable.

Account 101.00 is a Title account. That means it simply exists as a title for a series of accounts that follow. It cannot be used for posting transactions; it is simply printed on financial reports as a way of making them more readable and understandable.

In our example, let's suppose that you are numbering your individual notes payable with the numbers 302.01, 302.02, 302.03, 302.04, etc. In this case we'll make 302.00, the existing Notes Payable account, the title account, and we'll set up a new account, 302.99, as the total account.

First, you'll need to bring up account 302.00 on the Chart of Accounts Window. Click on the Account Type entry, and select Title instead of Posting. Then save the account.

Usually, when you have a title account, a series of posting accounts, and then a total account, the posting accounts are indented an extra level. This is another feature used for making financial reports more readable. (You can see the indentation of the account names on the Chart of Accounts selection list, by the way.)

The Tabs entry is what controls the indentation level for printing financial reports. So on your individual notes payable accounts; you would want to change the setting on the Tabs entry from 1 to 2.

Another setting we need to change is the Total Level. Because we are going to add a sub-total after all of the notes payable account, we need to reduce the total level setting from 3 to 2 on each individual Notes Payable account.

Now it's time to create the Total account. Enter the account number (302.99), an appropriate description ("Total Notes Payable" is probably good), select "Total" for the Account Type setting, 2 for the Total Level, and 1 for the Tabs setting.

If you've been able to follow everything so far, you may have figured out the best order for making these changes:

1. Clone account 302.00, creating account #302.01, changing the Tabs and Total Level settings in the process.
2. Edit account 302.00, changing it to a Title account.
3. Clone account 302.01, to create as many posting accounts as you need.
4. Create account 302.99 to total all of the notes payable.

As you might guess, cloning existing accounts can be used on any type of account. The real key to cloning an account is to make sure you are starting with the right kind of account (you would not want to start with an Asset account for instance, and clone it to an account number that belongs in the Income section). It's normally best to clone an account that is adjacent (or at least close to) the new account you are creating.

### ***Deleting Accounts***

As you review the Chart of Accounts, you may see some accounts that you don't need. You can delete any unnecessary accounts. But you do need to be careful, because some accounts you may not think you need are actually necessary for the normal operation of the program. (For instance, you may not think you need the payroll tax liability accounts in the 350's. However, the program needs these accounts to keep track of your current payroll taxes due.)

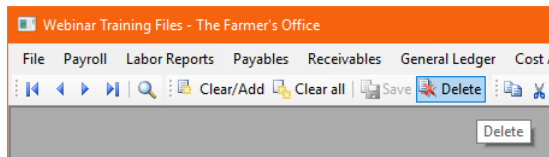


You may find some expense accounts in the 600's and 700's that you don't need. For instance, account 704.00 is Advertising; if you don't do any direct advertising or have any advertising assessments; you can go ahead and delete this account. Or, if you don't grow raisins, the accounts in the 600's for Rolling and Tray Turning will not be necessary. You might change these accounts to different labor descriptions, or you could simply delete them.

To delete a general ledger account, first select it for editing as described in the previous help pages. With the account information displayed in the Chart of Accounts window, you can delete it by doing any of the following:

- Click on the File menu, and select Delete.
- Press [Shift]+[F2] (the shortcut displayed on the File, Delete menu option.)
- Click on the Delete button at the bottom of the Chart of Accounts window.
- Press [Ctrl]+[D] (the shortcut indicated by the underlined "D" on the Delete button).
- Right click on the Account # entry and select Delete from the popup menu
- Click on the Delete button on the toolbar:

One thing to keep in mind is that you can't delete an account that has been used in a transaction. The program will give you a warning message if you try this. This would leave transactions in the program without a valid general ledger account number. Normally you won't have this happen when you first start out, so you usually don't need to worry about that.



*Figure 1 - The Delete button on the toolbar can be used to delete the record that is currently displayed in any window.*

## Starting Balances

Starting balances only need to be entered once when you first start using your Datatech Accounting Software. Starting balances for succeeding years are carried over from the prior fiscal year. To open the **Enter/Edit Starting Balance** window, go to the General Ledger option on the main menu, then go to Transactions, and select the Starting Balances option. The following window will appear:

[illegible]

There are four different entries you make on each line:

## Date \_\_\_\_\_

Enter the transaction date for the starting balances. Normally the date for starting balances will be the first day of your fiscal year. Each entry should use the same date.

**G/L #**

Enter the general ledger account for this entry. You can press [F4] or click on the column heading to get the general ledger account selection list.

When you enter or select a general ledger account, the description of the account will be displayed at the bottom of the window.

### Description

Entering a description is optional. In general, you may just want to enter "Starting Balance". This description will appear on transaction reports and the general ledger update report.

## Amount

Enter a positive number for a debit balance or a negative amount for a credit balance. As you enter the balance for each account, the

total at the bottom of the window will be updated. When the Total shows zero, the beginning balance entries are in balance.

You can print a report listing your starting balances by clicking on the **Print** button at the bottom right corner of the window. (Notice that the "P" in Print is underlined. That means you can also hold down the [Ctrl] key and press [P] at the same time to print the report. This is a "shortcut key".)

It is a good idea to print your starting balances after entering them to make sure that the entries balance. That is, the debits and credits must equal. At the end of the report, separate totals will be printed for both debits and credits.

## General Ledger Starting Date

The Startup Wizard will automatically set the starting date for the General Ledger to the first date in your current fiscal year. This is the date that it will use by default for your starting balances.

For instance, if you install the program in June and tell the program that your fiscal year ends in December, the G/L Starting date will be set to January 1 of the current year. If you are not going to enter your transactions for the prior months going back to the beginning of the year, then you will want to change the starting date. Supposed you are going to enter your starting balances as of July 1. In this case, July 1<sup>st</sup> should be your G/L Starting Date.

To change the G/L Starting Date, go to the Tools menu, select Program Setup, then click on the General Ledger button at the top of the Program Setup window. In the **Fiscal Year Settings** group, enter the starting date that you want to use. This is highlighted in the screenshot below.

The screenshot shows the 'Program Setup' window with the 'General Ledger' tab selected. The 'Fiscal Year Settings' group is highlighted with a red box. A red arrow points to the 'G/L Starting Date' field, which is set to '01/01/2017'. Other fields in the group include 'Fiscal Year Ending Month' (3), 'Date Last Closed' (12/31/2016), 'G/L Updated To' (01/01/2017), and 'Short FY Start Date' (01/01/2017). The 'Account # Mask' is empty, and the 'Chart of Accounts Type' is set to 'Legacy'. The 'Formatting Options for Financial Reports' section includes checkboxes for 'Print Account Numbers', 'Round Amounts to Nearest Dollar on Summary Reports', and fields for 'Company Name to Print', 'Top/Bottom Margins' (0.50), 'Left/Right Margins' (0.25), 'Font', and 'Report Format' (Standard). The 'Closing Dates by Module...' section includes fields for 'Accounts Payable', 'Payroll', 'Accounts Receivable', 'General Ledger', 'Inventory', and 'Other'.

## Starting Balances for Payables and Receivables

*This section includes advanced information about setting up your starting balances for Accounts Payable and Accounts Receivable. If you are on a cash basis, or otherwise don't have open payables and receivables balances when you start using The Farmer's Office, you can ignore this information.*

There are two general methods for handling balances in your accounts payable trade and accounts receivable trade accounts.

The first method is to handle everything through the general ledger. Your starting balances of course will include everything that you owe to your vendors and everything that your customers owe to you. We recommend setting up separate accounts for your payables and receivables balances that are carried over from your prior system. For instance, if you are switching from Quickbooks, instead of having a single "Accounts Payable Trade" account that includes the balance from your prior system and is used as well for new payables that are entered in The Farmer's Office, you would have an "Accounts Payable Trade" account for new payables and an "Accounts Payable Trade Quickbooks" where your starting balance would be posted to for amounts owed to vendors. Then when you pay a vendor invoice that was originally posted through Quickbooks, you would write a direct expense check and use the "Accounts Payable Trade Quickbooks" liability account. This will reduce the total liability in that account.

Once all of the invoices that were entered in Quickbooks are paid off, the balance in the "Accounts Payable Trade Quickbooks" account will reach zero. If it does not, this is an indication that either not all of the invoices were paid, or the starting balance in that account was incorrect.

If you issue invoices to customers, a similar approach can be used for your receivables. Create an "Accounts Receivable Trade Quickbooks" account, and when you receive payments from customers for invoices that were issued from Quickbooks, you would simply enter a miscellaneous cash receipt and credit the income to that account.

Using this approach keeps the work you need to do to a minimum. But it does have some limitations. What if you want to issue a check to a vendor to pay invoices that were posted in Quickbooks as well as new invoices that were entered in The Farmer's Office? The only thing you can do is issue two checks: first, a direct expense check to pay the invoices issued through Quickbooks, then a payables check to pay the invoices issued in The Farmer's Office.

Similarly, if you receive a check from a customer paying invoices that were issued through Quickbooks and invoices issued through The Farmer's Office, you'll need to make two separate entries in Cash Receipts: a miscellaneous cash receipt and a receivables cash receipts.

This leads to the second approach: entering all of your open items into the Accounts Payable and Accounts Receivable systems. This is obviously more work, because you'll need to enter all open invoices for each vendor accounts and all unpaid invoices for your customers. But it has the advantage of simplifying your job when writing vendor checks or receiving payments from customers. This is because all open items will be in your system, whether they were originally posted through your previous program or whether they were entered in The Farmer's Office.

If you've been following everything so far, you may be wondering how entering your open invoices will affect your starting balances in the general ledger. Won't posting invoices to vendors duplicate your accounts payable balance as well as expenses that are entered through the general ledger starting balances?

*After reading this information, you may find it helpful to come back and review this section after learning more about how the payables and receivables modules work.*

*You may find it makes more sense then!*

The answer is that they will, unless you use the G/L Starting Date to create a “cutoff” for accounting balances.

Suppose you are starting up with The Farmer’s Office on July 1<sup>st</sup>, the middle of your fiscal year. You can enter 7/1/2007 as your G/L Starting Date, and the program will ignore any transactions posted prior to that date. This means that if you enter vendor invoices date prior to 7/1, it will create open items in the payables system but the balances that result from those transactions will not be carried forward. July 1<sup>st</sup>, all account balances start at zero. Your starting balances will be dated 7/1/2007 and include balances for assets, liabilities, capital, income and expenses.

You will need to make sure that the starting balance that you enter for your Accounts Payable Trade account from your prior program matches the total of invoices dated prior to your starting date. For example, you would run an Aged Accounts Payable Report as of 6/30/2007 and the total of the invoices on this report should equal the starting balance you entered for Accounts Payable Trade.

The same thing applies to accounts receivable. You would run an Aged Accounts Receivable Report for 6/30/2007 and the total of this report should equal your beginning balance for Accounts Receivable Trade on 7/1/2007.

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# General Ledger Configuration

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## Settings

On the Settings tab, you may need to update the G/L Starting Date to the date you will first begin using Datatech software.

The screenshot shows the 'Program Setup' dialog box with the 'Settings' tab selected. The 'General Ledger' sub-tab is also active. The 'Options...' section on the left contains several checkboxes: 'Display Account Balances on Chart of Accounts Entry/Edit' (checked), 'Use G/L Cost Centers for Payroll Overhead Expenses' (unchecked), 'Repeat Cost Center/Job on Manual Journal Trans. Entry' (unchecked), 'Enable Legacy Features' (unchecked), and 'Enable G/L Departments' (unchecked). Below these is an 'Account # Mask' field and a 'Chart of Accounts Type' dropdown set to 'Legacy'. The 'Fiscal Year Settings' section includes 'Fiscal Year Ending Month' (3), 'Date Last Closed' (12/31/2016), 'G/L Updated To' (01/01/2017), 'G/L Starting Date' (01/01/2017), and 'Short FY Start Date' (01/01/2017). The 'Formatting Options for Financial Reports' section on the right includes 'Print Account Numbers' (unchecked), 'Company Name to Print' (Company Name), 'Top/Bottom Margins' (0.50), 'Left/Right Margins' (0.25), 'Font' (with a 'Select' button), 'Report Format' (Standard), and 'Round Amounts to Nearest Dollar on Summary Reports' (unchecked). The 'Closing Dates by Module...' section lists 'Accounts Payable', 'Payroll', 'Accounts Receivable', 'General Ledger', 'Inventory', and 'Other', each with a date field. 'Ok' and 'Cancel' buttons are at the bottom right.

## Account Numbers

On the Account Numbers tab, enter your G/L #'s for the respective entries. If you are using the Default Chart of Accounts, included with the software installation, you may not need to change these accounts.

Program Setup

Main Payroll Payables Receivables General Ledger Farm Labor Contractor Inventory

Settings Control Numbers Account Numbers

G/L Account Numbers...

YTD Profit Account: 418.00

Beginning Income Account: 500.00

Ending Income Account: 599.00

Owner's Draw Starting Account: 416.00

Owner's Draw Ending Account: 416.00

Capital/Retained Earnings Account: 411.00

Profit & Loss Closing Account: 999.99

Depreciation Expense Account: 0.00

Accounts Payable...

Discounts Taken: 723.00

Vendor Prepayments: 0.00

Farm...

Chemical Inventory: 153.00

Accounts Recievable...

Accounts Receivable: 121.00

Sales Tax Payable: 0.00

Discounts Taken: 0.00

Partial Payments: 0.00

Unapplied Credits: 0.00

Bad Debts: 0.00

Payroll...

Employee Advances: 145.00

Worker's Comp Payable: 359.00

Payroll Tax Rounding Adjustments: 0.00

401(k) Employer Contributions Expense: 0.00

Expense Accrual Clearing Account: 0.00

Ok Cancel

# Labor Contractor Reference



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# Grower Entry

---

An account must be set up for each grower you perform work for. Each grower account has settings which control how the grower is billed for labor.

If you are using the optional Accounts Receivable system, each time you enter a new grower, a corresponding account will be created in the customer file (and vice versa). And if you make changes to a grower account (name/address/phone #'s), then the corresponding customer account will be updated with the same changes. Because of this, your grower file and your customer file should mirror each other as far as the names/addresses/phone numbers.

To set up grower accounts, go to **Labor Contractor->Growers** option.

The screenshot shows the 'Grower Entry' window with the following fields and settings:

- Account #:** 1 (highlighted in yellow)
- Name Key:** DATATECH
- Name:** DATATECH
- Additional Name:** (empty)
- Mailing Address:** 1911 N Fine Ave
- City/State/Zip:** Fresno, CA, 93727
- Street Address:** (empty)
- City/State/Zip:** (empty)
- Phone #1:** (empty)
- Phone #2:** (empty)
- Min. Piece Rate/Hour:** 0.00
- Min. Hourly Pay Rate:** 0.00
- Union:** ☐

**Tabbed Interface:**

- Labor Reports/Invoicing:**
  - Labor Report:** Print Wages & Employees
  - Generate Report:** From Payroll Journal
  - Billing Method:** Cost+Comm %
  - Update A/R:** From Labor Reports
  - Invoice Update:** Batch Print
  - # of Invoices:** One Invoice
  - Update Line Items:** General Invoice/Crop, Job
    - ☒ Bill Commission For Each Job
    - ☐ Summarize by Payroll Ending Date
    - ☐ Summarize Rates
  - Equipment Charges:** Grower Charge
- Billing Information:**
- Invoice Settings:**
  - ☒ Print Harvest Totals on Report
  - ☐ Print Grower Invoice After Report
  - ☐ Print Full S.S. # on Labor Reports
  - ☐ Bill Charges on Separate Invoice
  - ☒ Charge Minimum Wage Payments
  - ☒ Charge Guaranteed Wage Payments
  - Grow # for Min Wage Adj.:** 0

**Buttons:** Print List, Crops..., Pay Rates..., Save, Clear, Delete

## Account #

Enter an account number for the grower. To edit an existing grower account, type in the account number or click on the lookup button.

**Name Key**

Enter an abbreviation of the grower name to be used to alphabetize grower accounts.

**Name**

Enter the actual name of the grower. Either personal or a company name.

**Additional Name**

An extra area for additional Name information.

**Mailing Address / City / State / Zip**

Enter the grower's full mailing address in these boxes.

**Street Address / City / State / Zip**

If different from the mailing address, enter the grower's street address. If entered, the street address will be printed on the payroll check stubs instead of the mailing address.

**Phone #1 / Phone #2**

You may enter two phone numbers for each grower.

**Min. Piece Rate/Hour**

Enter the minimum hourly rate that employees working for this grower should be paid when they are paid using a guaranteed rate wage type. This entry is optional, but it should be used if you have different guaranteed hourly rates for different growers.

Guaranteed wage adjustments will be calculated using the higher of 1) this rate, 2) the employee's hourly rate (if entered) or 3) the minimum hourly rate specified by the pay rate table.

**Min. Hourly Pay Rate**

Enter the minimum hourly rate that employees working for this grower should be paid when they are paid using a straight hourly wage type (e.g. regular hours, overtime, and double time). This entry is optional.

If you enter a rate here, it may be used as a default rate during check entry. (Whether or not this rate is used depends on whether you have set a different default rate elsewhere.)

**Union**

If this grower is part of a union, check this box.

**Labor Reports/Invoicing****Labor Report**

The default option is to print both the gross wages and the employee recap sections on the Grower Labor Report. You have the option of selecting the employee recap section only, or not printing a grower report at all.

**Print Harvest Totals on Report**

Check this box if you are going to enter harvest totals for the grower account and want the Grower Labor Report to print the Harvest Analysis section.

If you are using the cost accounting module, you may enter harvest totals for the grower account but not want them to appear on the Grower Labor Report. In that case, do not check this box.

#### **Print Grower Invoice After Report**

Check this box if you don't want the generic grower invoice to print after the labor report. It may not be necessary to print this invoice if you are updating invoice to Accounts Receivable and printing the invoices from A/R.

#### **Print Full S. S. # on Labor Reports**

This option is checked by default and determines whether or not the employees' full Social Security Number is printed on the Grower Labor Reports. This is a requirement under Federal law (MSPA) and may be required by state law (e.g. is it required also by California law).

If you have customers that you provide workers for that are not covered by the MSPA or relevant state law, you may uncheck this box to suppress printing the employees' Social Security Numbers on the Grower Labor Report.

#### **Generate Report**

This setting controls when the Grower Labor Report data will be generated. The default setting is to generate the labor report data after the Payroll Journal report has been updated. You also have the option of generating report data when the Create Checks option is used from the Daily Payroll.

When the Create Checks option is selected, you will be able to print the Grower Labor Report and generate an invoice immediately after you use the Create Checks option. However, there are some disadvantages to using this method:

Check data can be edited after checks have been created. Because of this, if you make corrections or additions using the Batch Check Entry window, the Grower Labor Report may not contain accurate information.

Additionally, since checks have not yet been printed, the Grower Labor Report will not print a check number in the Employee Recap section.

#### **Billing Method**

Select the billing method you want to use for this grower:

**Cost+Comm %:** The grower will be billed for the labor plus the commission rate(s) specified in the Billing Information section below. Use this option if you charge a flat commission or if you bill for individual employer taxes plus a commission.

**Fixed Rate:** Use this option if you pay the employees one rate per hour or unit and bill the grower a different rate. The grower is billed a flat rate for labor performed, based on the amounts in the Pay Rate file. The Pay Rate file allows you to set different billing rates for different growers, fields, and jobs.

**Fixed+Comm %:** This option is a combination of the prior two methods. The grower is billed a flat rate for labor performed,

based on the amounts in the Pay Rate file, plus a commission rate specified in the Billing Information section.

**Costs+Workers:** This option will bill for labor, taxes and worker's comp plus a fixed amount for the total number of days worked (entered in the first billing description) and a fixed amount for the total number of workers (entered in the second billing description).

**None:** No invoice will be printed after the Grower Labor Report.

### Update A/R

This setting controls whether or not an invoice is automatically created in the optional Accounts Receivable module, and at what point it is created. If you are not using the Accounts Receivable system, then this setting will have no effect.

Select *From Labor Reports* to have the program create an invoice when the Grower Labor Report is printed and finalized. This is done after checks have been printed and the Payroll Journal has been updated. This is the default option.

Select *From Create Checks* if you are using the Daily Payroll Entry window and want to create an invoice when you use the Create Checks option. Because checks have not been finalized at this point, it is possible the check information may be edited and the grower invoice information could become inaccurate. In this case, you would need to edit the invoice yourself to reflect changes or corrections to. However, because the grower invoice is created earlier in the workflow, you are able to produce an invoice and deliver it to the grower before you have printed checks for the employees.

Select *No* if you are entering the invoice yourself or doing the billing manually.

### Invoice Update

This controls the status of invoices created in receivables. The invoice status may be either *Trial*, *Final*, or *Batch Print*. A final invoice will appear immediately on the receivables report and sales journal. Updating an invoice as a Trial or Batch Print will allow you to edit it before finalizing it, so invoices will not appear on the receivables report and sales journal until you finalized them in the receivables system.

The Trial option is recommended if you will be finalizing invoices one at a time in the receivables module. If you want to print and finalize invoices together, use the Batch Print option.

### # of Invoices:

This entry controls how many invoices are generated for each grower for each run of the grower labor reports. The default is *One Invoice* per grower. The one invoice may include work done at different crop/fields/ranches/locations but all under the same grower account.

You can also choose to generate one invoice per crop/field/location with the *One Invoice per Crop* option. This will group multiple jobs performed at the same location together on one invoice.

If your grower wants one invoice per ranch, but needs subtotals for each field on that ranch, use the *One Invoice per Ranch* setting. For this setting to work properly, you must enter the ranch name in the Description column for each field. Then enter the field number, name or commodity in the Commodity column. Be sure that the Crop ID numbers that you assign for each field within a ranch are consecutive, and that the ranch name matches exactly for each of the crop entries on that ranch.

The *One Invoice per Crop/Job* option will generate a separate invoice for each job performed at each crop/field/ranch/location.

The *One Invoice per Crew* option will create a separate invoice for each crew that worked for a single grower.

### Update Line Items

Twelve different options are available for generating the lines items for the invoices created in Accounts Receivable:

**General Invoice.** This option will create a single line item for each job/crop/wage type/rate combination. These line items mirror those listed on the grower invoice printed by the labor reports program. Invoices generated with this type must be edited in the general invoicing window.

**General Invoice/Crop, Date.** This option will create invoices that itemize labor for each crop/day/crew/job/wage type/rate combination. This produces a more detailed invoice than the General Invoice option.

When this option is used in combination with the *One Invoice* setting for the **# of Invoices** entry, the labor for each Crop ID will be listed on the invoice along with the overhead charges and a subtotal is printed for the total charges for each Crop ID.

**General Invoice/Crop, Job.** This option creates new line items for each job on each specific crop.

**General Invoice/Crop, Job, Date, Crew.** This option creates new line items for each job, grouped by crop. This is much like the Crop, Job option, except that it also displays the crew.

**General Invoice/Date, Crop.** This option creates a new line item for each date and crop. It groups and subtotals these by day.

**General Invoice/Employee.** This option creates a new line item for each employee. In some cases, such as overtime or changing pay rate, it may list an employee twice.

**General Invoice/Job.** This option creates a new line item for each different job.

**General Invoice/Job, Date.** This option will create invoices that itemize labor for each job/date/crop/crew/wage type/rate combination. This option may only be used with the *One Invoice* setting on the **# of Invoices** entry. A subtotal will be printed for each job code used for the grower. The total overhead charges will be billed out at the end of the invoice. This setting also produces a more detailed invoice than the General Invoice option.

**General Invoice/Memo.** This option will create a new invoice for each memo.

**General Invoice/Time Sheet #.** This option will create a new invoice for each timesheet. For this to work, you must also use the *One Inv. Per Timesheet* option in the *# of Invoices* entry.

**General Invoice/Wage Type.** This option will create an invoice that prints a single line item for each wage type used to bill the labor, followed by lines to bill for commission, taxes, and worker's comp insurance based on the settings on the grower account.

**Labor Contractor Invoice.** This option is similar to the General Invoice/By Date option in that it itemizes the labor by day/job/crop/wage type and rate. The invoices that are created using this option must be viewed and printed from the Labor Contractor Invoice Entry window, instead of the Generic Invoice Entry window.

**Summary.** This will create a single line item to bill the total labor and one line for each overhead item that is billed (e.g. commission, payroll taxes and worker's comp). This is the minimum necessary to transmit the income information to the Accounts Receivable system.

#### **Detail by Crew**

This option is available only when you have selected *General Invoice/Crop, Date* for the **Update Line Items** option. When checked, the labor for each crew is itemized separately. If you uncheck this box, the invoice will combine labor for multiple crews working in the same Crop ID together. This will result in a shorter invoice because there are fewer detail lines.

#### **Bill Charges on Separate Invoice**

This option controls how grower charges will be billed on invoices. By default, this box will not be checked. Grower charges will be billed out along with the labor and overhead charges. To create a separate invoice that lists only the grower charges, check this box.

#### **Charge Minimum Wage Payments**

This checkbox controls whether or not line items added to an employee's check to bring their pay rate up to minimum wage for piecework wages are charged to the grower. If this box is unchecked, minimum wage adjustment lines will not have a grower account number.

Minimum wage verification is handled differently when minimum wage payments are charged the grower. Normally the verification is done on **all of the wages** earned on either a daily or weekly basis. But when a grower is charged for minimum wage payments, wages are totaled separately for that grower and the minimum wage verification is performed on the wages and hours worked for each grower.

This change in the calculation has two primary effects. First, if an employee works for two growers and earns more than minimum wage for one grower and less than minimum wage for the other grower, the higher wages do not offset the lower wages when determining whether or not the employee made minimum wage for the entire day/week.

Second, by performing a minimum wage adjustment on a per grower basis for only that grower's wages, the Grower Labor Report will always show that the employee made at least minimum wage. If minimum wage adjustments are not charged to the grower, then those adjustments will not be included in the wages reported on the Grower Labor Report. This means that even though the employee is making at least minimum wage, the Grower Labor Report does not reflect this.

### Charge Guaranteed Wage Payments

When an employee is receiving piecework wages and does not make the guaranteed wage, the program will automatically add a line to make up the difference. This checkbox controls whether or not those wages are charged to the grower.

## Billing Information

The Billing Information tab page contains the rates and settings to use when the *Cost+Commission* or *Fixed+Commission* options are selected for the grower account:

The screenshot shows the 'Billing Information' tab with the following details:

- Billing Descriptions:** Four rows for descriptions and rates. The first row is highlighted in yellow.
- % Rates:** Four rows for rates, all set to 0.00.
- Health Insurance Billing Description:** A text field.
- Sick Pay Billing Description:** A text field.
- % Rate:** A rate field set to 0.00.
- Overhead Billing Settings:**
  - ☐ Bill SUI
  - ☐ Bill FUI
  - ☐ Apply Unemployment Wage Limit
  - ☐ Bill FICA
  - ☐ Bill Worker's Comp Insurance
  - ☐ Bill W/C on Overtime Wages
  - ☐ Bill Worker's Benefit Fund
  - ☒ Bill Health Insurance
  - Rate:  Per:
  - ☐ Bill on Separate Invoice
  - ☐ Exclude employees that decline coverage
  - ☐ Bill Health Insurance on Sick Pay Wages
  - ☐ Bill Accrued Sick Pay

### Billing Descriptions / % Rates

These entries are used when the *Cost+Commission* or *Fixed+Commission* options are selected for the grower account:

You can enter up to four different descriptions and percentage rates to be billed on the grower invoice. Each description and rate will appear on the invoice.

If you are using the *Costs+Workers* billing method, instead of a percentage, enter the dollar amount per day to bill in the first rate entry, and the dollar amount per worker to bill in the second rate entry.

### Health Insurance Billing Description

Enter the text that you want to appear on the line item that bills the grower for health insurance costs.

### **Sick Pay Billing Description / % Rate**

Enter the description to use for billing sick pay amounts along with the commission rate that you want to charge for sick pay wages (whether accrued or paid).

### **Overhead Billing Settings**

Checking these boxes will result in the grower invoice billing SUI, FUI, FICA, and/or worker's comp insurance on the grower invoice as separate amounts. These items will be billed in addition to any billing descriptions and rates entered in the previous section.

If an FUI Credit Reduction rate applies to your state and you have the **Bill FUI** box checked, the program may bill the extra credit reduction rate to growers. This is controlled by a setting on the Program Setup window, **Charge Credit Reduction Tax with FUI on FLC Invoices**.

### **Apply Unemployment Wage Limit**

Check this box to apply the state and federal wage limits to the unemployment taxes. Once employee YTD earnings are over the wage limits, the grower will not be billed for the unemployment taxes.

### **Bill Health Insurance**

Costs for providing health insurance coverage to employees may be billed to the grower along with commission and other overhead items. Health insurance billing is done based on a set rate per hour.

### **Rate / Per**

The Rate setting determines how much Health Insurance will be billed.

The Per setting allows you to specify whether the health insurance billing will be based on the total of all hours worked (both straight hourly and piecework hours) or only for regular hours worked (excluding both straight overtime and piecework overtime hours).

### **Bill on Separate Invoice**

If this box is checked, the grower labor report will bill all health insurance overhead items on a separate invoice instead of including the charges with the overhead item(s) on the main invoice(s).

### **Exclude Employees That Decline Coverage**

If this box is checked, then the program will exclude hours worked by employees that have declined coverage. Because fewer hours will be billed, you will likely need to bill a higher rate per hour (because the total costs of providing coverage will not change and you are billing the grower based on fewer hours).

### **Bill Health Insurance on Sick Pay Wages**

By default, the program will not bill growers the per hour Health Insurance charge on Sick Pay Wages. By checking this box, the program will include those hours when calculating the total hours to bill the health insurance charge.



### Bill Accrued Sick Pay

Check this box to bill out the accrued sick pay. This option is only enabled when the **Update Line Items** option (on the Labor Reports/Invoicing Tab) is set to “General Invoice/Employee” or “General Invoice/Crop, Date”.

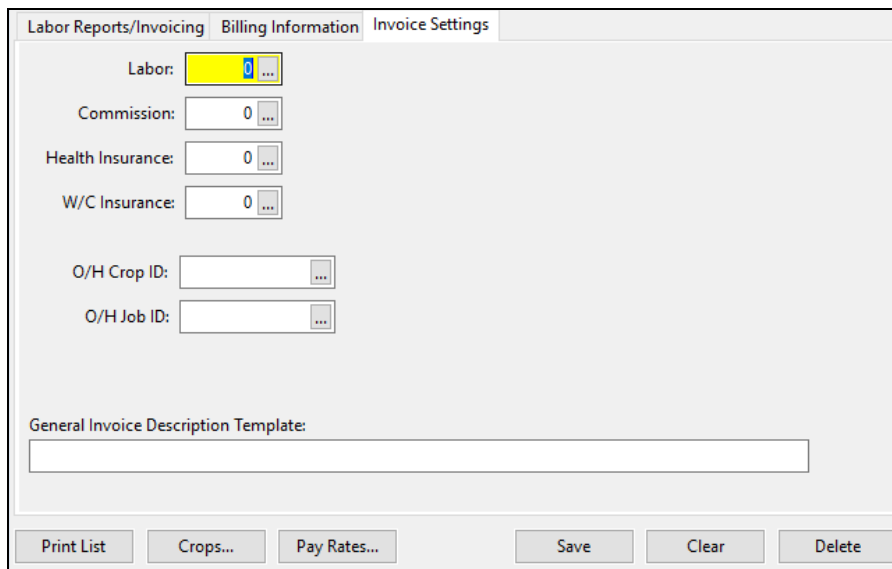
**When that option is set to General Invoice/Employee**, the program will bill sick pay as another line item on each invoice for each employee plus commission.

**When that option is set to General Invoice/Crop, Date**, the program will bill out a prorated share of accrued sick pay by Crop ID plus commission.

### Invoice Settings

The Invoice Settings tab allows you to tell the program which AR divisions to use when creating invoices. These settings are normally used with the *Labor Contractor Invoice* option for the **Update Line Items** setting.

Enter the division number to use for labor, commission, and insurance in the following entries:

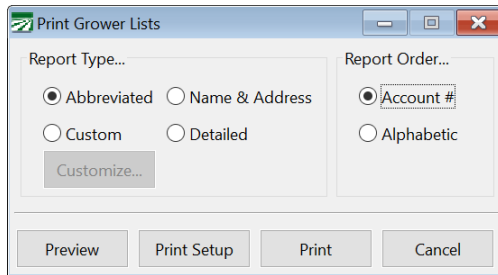


You may press [F4] or click on the lookup buttons to select a division number from the lookup.

You may also specify a specific cost center and/or job code to use on the overhead (commission, tax, w/c, and health insurance) line items on the customer invoice.

### Print Grower Lists

Click on the Print List button at the bottom of the Grower entry window to print a list of your growers. The following window will open:



Select the order that you want to print the report in and the type of report. The *Abbreviated* report will print one line per grower with the account number, name key, grower name, and phone #1. The *Name & Address* option will add the address and phone #2. The *Detailed* option will add the commission billing rates to the report.

Click on the Print or Preview buttons to run the report.

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## Job Code Setup

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The Job Code file is where you set up the types of work the employees are performing. Depending on your settings in the Program Setup, you may have a different term used for the Job Code file. For instance, on your system, it may be called a Activity, Phase or Operation Code. To avoid confusion, in the documentation it is always referred to as the "Job Code".

To enter or edit your Job Codes, select the Job Setup option on the Labor Reports menu. The following window will open:

Job ID >>	Description	G/L # >>	Charge Rate	Active	Equip.
BT	BREAK TIME	601.00	0.0000	<input checked="" type="checkbox"/>	Optional
FORKDRV	FORKLIFT DRIVER	601.00	15.0000	<input checked="" type="checkbox"/>	Optional
HA	HARVESTING	601.00	0.0000	<input checked="" type="checkbox"/>	Optional
IRRIG	IRRIGATION	601.00	12.0000	<input checked="" type="checkbox"/>	Optional
PLANT	PLANTING	601.00	0.0000	<input checked="" type="checkbox"/>	Optional
PR	PRUNING	601.00	0.0000	<input checked="" type="checkbox"/>	Optional
ROUNDUP	ROUNDUP	0.00	0.0000	<input checked="" type="checkbox"/>	Optional
SP	SUPERVISOR	601.00	0.0000	<input checked="" type="checkbox"/>	Optional
W/D	WEEDING	601.00	0.0000	<input checked="" type="checkbox"/>	Optional

Print Add

### Job ID

Enter a code on each line of up to eight letters or numbers. This can be a abbreviation ("PR" for pruning, for instance) or you can use numeric codes.

If you use numeric codes, we recommend using leading zeros (i.e., enter "01" instead of "1" if your codes are under 100, use "001" if your codes are over 100"). Codes are sorted alphanumerically, so the leading zero is needed to display them in order.

### Description

Enter a description here for the job. This description will appear at the bottom of the data entry windows and will appear on the grower labor report and grower invoices.

### G/L #

You can enter a default general ledger account here to use. A G/L # is not required, this is an optional entry. If entered, the G/L number will be used as a default on check entry. For instance, if you have a general ledger account for Weed Control, and there are eight different job codes that should always fall under Weed Control, you should enter the general ledger account for Weed Control on these job codes. Then when you enter checks and use these job codes, the general ledger account for Weed Control will automatically be used.

Press [F4] or click on the column header to get a lookup of General Ledger accounts.

### **Charge Rate**

This entry allows you to specify a default rate to use when entering grower charges or invoices in the accounts receivable module.

### **Active**

This box should be checked for all active Job Codes. If you are no longer using a particular job code (i.e. it is obsolete or will not be used again) then you can uncheck this box and it will not appear on the Job Code list or on the lookups.

### **Equipment Flag**

This entry determines whether or not the program will require a entry for the equipment used. If you do not have the equipment charge out option enabled, you can leave the default value of "O" for this entry.

If this job code is not one where you will be charging the grower for the use of equipment, you may simply enter "N" for this entry. During payroll entry, the program will automatically skip over the equipment ID entry.

Enter "Y" to require an equipment code on the payroll entry when this job code is used. The program will not let the payroll line be saved until an equipment ID is entered.

You can also enter "O" to make the equipment ID entry optional. The program will not skip over the entry, but it will also not require an entry before saving the line.

### Crop/Field Setup

The Crop File allows you to set up a list of crops, varieties, ranches, or locations.

Descriptions for crops can be entered and will appear on employee check stubs and grower labor reports. You can enter generic descriptions (as shown below) or enter specific ranch names, locations, block numbers, etc. for individual growers in the crop table.

On the Grower Labor Report and the invoice that the program prints automatically, subtotals will be printed for each different crop that was used for the payroll period.

To open the Crop entry window, go to **Labor Reports->Crops**. The following window will open:

[illegible]**Crop ID**

Enter an ID for the crop. This can be an abbreviation of up to eight letters/numbers.

### Description

Enter the description for this crop entry.

## Commodity

Enter the commodity, if different from the description. (Optional)

**Grower #**

If this Crop ID is specific to one grower, enter the grower's account number here. During payroll entry, the program will automatically default the grower # entry when this Crop ID is used.

## Comm %

This column is used when you have selected the **Cost+Crop ID Comm %** option for the Billing Method setting on the grower account. This setting allows you to charge a different commission percentage for different Crop IDs.

## Acreage

Enter the number of acres for this crop. (Optional)

**W/C Code**

Enter the worker's comp class code to use for this crop ID. The rate will automatically default if you enter the class code.

**W/C Rate**

Enter the worker's comp rate for this crop.

**Active**

If this crop ID is no longer used, uncheck this box.

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## Equipment Cost Centers

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Equipment cost centers allow you to track costs for repairs, maintenance, and operation of individual pieces of equipment. In addition, you may also charge the cost of using equipment to the various cost centers when equipment is used. Equipment costing is an optional feature that must be turned on in the Program Setup.

Once enabled, you can find this window at **Cost Accounting->Equipment Setup**.

Equipment Setup

Equipment ID:   ☒ Active

Description:

Year:

License #:

VIN:

Bill Rate:

Date Acquired:   Last Used On:

Crop Year	Hours Used

Billing Settings Billing Rates Links Job IDs

☐ Bill expenses posted to this Equipment ID to:

Customer Acct #:

% of Expenses to Bill:

Labor Markup:  %

Print Save Clear Delete

### Equipment ID

Each piece of equipment must be assigned a unique ID number, just like your crop cost centers.

### Description

Enter up to two lines for a description of each equipment.

### Year

Enter the model year for this equipment entry (Optional).

### License # / VIN



If applicable, enter the license plate and VIN numbers of the equipment.

### Chargeout Rate

This is the default rate to charge crop cost centers per hour for use of this equipment.

### Last Used On

This will display the last time it was used. This updates automatically.

### Crop Year / Hours Used

This grid displays the total amount of time that the equipment was used for each crop year.

## Billing Settings

The Billing Settings tab can be used to bill a customer for use of this equipment. The following entries can be used to do this.

### Bill Expenses posted to this Equipment ID to...

Check this box to bill this equipment's expenses to a customer.

### Customer Acct #

Select the customer by entering the account number here or using the lookup button.

### % of Expenses to Bill

Enter the percentage of the total equipment expenses that you would like to bill to this particular customer.

### Labor Markup

Select whether or not you will markup these expenses. If so, add the markup percentage.

## Billing Rates

The Billing Rates tab can be used to set up certain rates for this equipment for individual Job IDs. These rates will be used to accumulate the expenses for using this equipment. To add a rate, simply select a Job ID and enter the rate. For more info on how to do this, see the prompts below.

Billing Settings   Billing Rates   Links   Job IDs		
Job ID >>	Description	Bill Rate
11	Tractor	5.00

### Job ID

Select a Job ID by entering it here, pressing [F4] or clicking on the Job ID heading. The two latter options will bring up the Job ID lookup where you can select the Job.



### Description

The description of the Job will automatically appear in this box.

### Bill Rates

Enter the billing rate for the job.

### Links

Use the Links Tab to link this piece of equipment to another piece of equipment, an employee, G/L # or Job ID.

#### When this equipment is used, use the following equipment also:

You can link one piece of equipment to another so that when the first one is used, the second one is automatically used as well. Enter the ID of the second piece of equipment here, or click on the lookup button (or press [F4]) to select an entry. Click on the Clear Link button to clear the secondary equipment ID.

#### Use this equipment when a check is entered for the following employee and expense:

These entries enable you to set this equipment entry as the default when you are entering a check for a particular employee and job. You must select the employee that will be using this equipment, as well as the job by entering the G/L wages expense account and job # if you are using job codes. When you are entering a check that matches all of these entries, the equipment ID will be entered automatically for you on the check line item.

Click on the Clear Link button to clear the employee, G/L #, and Job code fields.

# Cost Accounting

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# Introduction to Cost Accounting

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*Cost accounting* provides you with information for management purposes, as opposed to financial or tax purposes. The idea behind cost accounting is to identify how various parts of your business are contributing to your operation as a whole. In the case of a farming operation, you can use this information to make decisions such as:

- Whether or not to continue growing a certain crop based on its profitability
- Whether to standardize on a certain cultural practice you are testing out
- Whether to increase or decrease acreage for a particular crop
- Whether you can make a profit growing a crop under contract for a fixed price.

## How cost accounting works

In The Farmer's Office, each part of your operation that you want to track profitability for is called a cost center. Other systems may refer to them as enterprises, hence the term "enterprise accounting" is also used to describe cost accounting. We also use the term Crop Reports to describe cost accounting, since you print Crop Reports to analyze the information that you have fed into the system.

When you record income or expenses, you assign them to cost centers. You also assign a crop year to income and expenses. This is done to get an accurate picture of each season. Each crop you grow may have a different growing and harvesting season. In addition, these periods may not coincide with your fiscal year, and in fact may overlap multiple fiscal years.

Also, by keeping records by both fiscal and crop year, decisions that you make for tax purposes do not interfere with cost accounting records. For instance, you may decide to prepay certain expenses for the next crop year before the end of the tax year, or postpone receiving payments for a crop until the next fiscal year. In these cases, The Farmer's Office allows you to maintain accurate profitability records on both your fiscal year and a crop year basis.

Besides overall profitability, the crop reports provide you with additional management information, including your income and expenses on a per acre and per yield basis. For each crop year, you can track planted acreage and yields. For permanent crops, your planted acreage would normally stay the same from year to year, but for open ground crops it may vary. Yields can be measured in whatever unit type is appropriate for the crop, for example pounds, tons, bales, boxes, etc. Per acre and per yield figures provide you with a basis for comparing performance between different cost centers as well as from year to year.

## How to set up your cost centers

Because cost accounting is a tool to provide you with management information, it is up to you to decide how you will set up your cost

centers. Basically you must decide how detailed you want the information to be. For example, one grower may want to put all his peaches under one cost center; another grower may want to put each variety of peaches under a different cost center; and yet another grower may want to set up each block for each variety of peaches as a separate cost center. Each grower may have different considerations for setting up their cost centers so that they get more or less detailed information on their crops. Suppose you have multiple fields where you are growing cotton. Are you just concerned about overall profitability of cotton, or do you want to be able to compare performance of each field?

How you set up your cost centers will determine the management information you will get, but what happens if you decide a year or two down the road that you aren't getting the information you want? Don't worry, you can scrap your current system and start over, adding to or changing your cost centers and expense categories. If you do this, the major impact this will have is whether or not comparisons between data before and after the change will be meaningful or even possible.

It usually is best however, to give as much thought as possible in the beginning to how your cost centers are set up. Take the last example of setting up cost centers for cotton. Suppose you are growing cotton on three different fields, but you only set one cost center to track all cotton. Now suppose that your cotton is marginally profitable, or worse, you are losing money. Is it because of higher expenses or lower yields on one field, or is cotton just doing bad overall? With just one cost center for all cotton, you cannot easily tell if one or two fields are profitable enough to continue farming. But if you are tracking all three fields as separate cost centers, you may decide to take one unprofitable field out of production and grow something else on that land, but keep the other two growing cotton.

## **Tradeoffs to consider**

Having the most detailed and accurate figures to base your management decisions on is the ideal situation. In the real world, there's always the other side of the coin. In this case, keep in mind that there is a cost to gathering and recording detailed information. And depending on the situation, the person entering data on the computer may find it difficult (sometimes impossible) to get others (the people actually out in the field) to record and keep accurate figures to bring back to the office. You may need to strike a balance between keeping detailed records and the effort required to get them. In some cases, reasonable estimates, past experience, or best guesses may have to substitute for exact figures.

The ability to do cost accounting is one of the features that sets The Farmer's Office II apart from generic, "off-the-shelf" accounting systems. General purpose software such as Quicken, Quickbooks, and Peachtree have limited cost accounting capabilities that don't usually translate well to farming enterprises. The Farmer's Office is designed specifically for farming operations because it:

- Tracks income and expenses on a crop year basis.
- Allows you to see income and expenses on a per acre and per yield basis.

- Has reports specifically designed for crop cost accounting.
- Supports using overhead cost centers.
- Allocates general overhead costs (those not assigned to a specific cost center).
- Allows you to set up budgets on a cost center/crop year basis.
- Overhead expenses for payroll (employer taxes and worker's comp insurance) are automatically allocated to cost centers for accurate expensing
- Includes features (such as the Acreage Split Worksheet) to make it easier to assign expense to cost centers.
- Can track expenses for equipment maintenance and operation, and expense equipment usage to crop cost centers

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## Overview of Cost Accounting Features

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**Crop Reports (P&L) by Cost Center.** The basic reporting function of a crop cost accounting system. Provides you with the income and expenses for an individual cost center for a single crop year. Your crop year may overlap multiple calendar or fiscal years.

**Comparison Crop Reports.** Prints data from two separate crop years on the same report to allow you to see changes and variations. May also be printed to compare actual expenses to budgeted amounts.

**Expense Breakdown by Crop.** Expense report allows you to see what portion of each expense category has been allocated to each cost center.

**Export Crop Report Data.** This option allows you to save the raw crop cost transactions in a file that may be imported into a spreadsheet for further analysis. This option is designed for advanced users who wish to generate their own reports or perform additional calculations on crop income and expense data.

**Monthly Crop Report.** This reports give you a snapshot view of income expenses, allowing you to easily see when and where your money went. It prints in a spreadsheet-like grid format, with columns for each month and rows for each expense category.

**Ranch Overhead Allocation.** Ranch overheads allow you to expense items that apply to several different crops on a ranch to a single ranch cost center. The crop reports then apply a percentage of the total expense to each individual field cost center that is included on that ranch.

**Crop/Variety Overhead Allocation.** Similar to ranch cost centers, crop cost centers may include multiple field cost centers of the same crop or variety. The crop reports then apply a percentage of the total expense to each individual field cost center that is included on that crop or variety.

**General/Administrative Expense Overhead Allocation.** This feature allows you to designate a percentage of your general & administrative expenses to be included with the expenses on crop reports.

**Job Categories.** Using the job categories (also called phases or activities in other systems) you may set up general expense descriptions on your general ledger chart of accounts (e.g. Labor) and set up specific categories (e.g. Pruning, Harvest, Irrigation, Tractor Work, etc.) in the job file. This gives you the flexibility of having general or summary amounts appear on your financial reports, while the crop reports have more detailed totals.

**Budget Entry by Cost Center/Date.** An important planning tool, the budgeting program allows you to enter budgets with as much detail as desired. This information is used for reporting and comparison to actual expenses.

**Generate New Budgets Automatically.** You will save time by generating budgets for new crop years automatically, either from a prior year budget or from your actual expenses. A percentage increase or decrease can be factored into the new budgets. Then individual entries may be adjusted as needed.

**Cash Flow Worksheets.** This report will show you budgeted expenses month by month. A master cash flow worksheet can be generated which combines the budgets for all cost centers.

**Acreage Split on Invoice/Check/Deposits.** When recording expenses and income, the acreage split feature can be used to automatically distribute the total between different cost centers. This is similar to the Ranch or Crop Overhead feature, but with a few differences. You can have the program memorize groups of cost centers used on an acreage split and re-use that group on later transactions.

**Consolidated Crop Reports.** This report combines multiple cost centers into one crop report. This can be used to get a variety or ranch report.

**Memo Crop Cost Expenses.** Memo crop expenses are useful when you need to record expenses against a cost center without affecting the general ledger. For instance, under a sole proprietorship, the owner gets money through owner's draw instead of getting a payroll check. If you want to expense out the owner's time to cost centers and expense categories, you can use the memo crop cost expenses.

**Crop Notes.** The Crop Notes feature is basically an electronic notebook for recording whatever information you need on cultural practices, pesticides applications, soil sample results, temperatures, yields, etc. Notes can be referenced by cost center, expense categories, and crop year.

**Payroll Overhead Expense Allocation.** Employer payroll taxes and worker's compensation expenses are automatically allocated to cost centers based on the wages expensed when payroll check information is entered. This gives you much more accurate costing data for expenses that would otherwise be difficult to allocate.

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# Cost Centers

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When you select the Setup Cost Centers option on the Cost Accounting menu, the follow window will open:

The screenshot shows the 'Crop Cost Centers' window. The 'Cost Center ID' is '15-1' and the 'Active' checkbox is checked. The 'Crop Info' tab is selected, displaying various fields: 'Cost Type' is 'Block', 'Description' is 'BLOCK 15 SECTION 1', 'Comm/Var Code' is 'ST' with 'STRAWBERRIES' as a sub-entry, 'Acreage' is '25.00', 'W/C Rate' is '8.0000', 'Location' is 'ROAD 125 & AVE 24', 'Current Crop Year' is '2017', 'Planting Date' is '11/30/2015', and 'Harvest Date' is empty. There are also checkboxes for 'Work in Progress', 'Row Counts', 'Allow This Cost Center on Payroll Entries', and 'Allow This Cost Center on Payables Entries'. At the bottom are buttons for 'Print', 'Save', 'Delete', 'Clear', and a 'Copy' button.

## Cost Center ID

You assign each cost center it's own unique ID # of up to eight letters or numbers. Use a code that is short and easy to remember. For instance, you might use combinations like "HOME40" or "DADS30". Or suppose you have different ranches, and each field has a map number assigned to it. You might use something like "RR01" to mean "River Ranch, field #1".

If you assign numeric ID numbers, you may want to use leading zeros, for instance, use "01", "02", "03" instead of just "1", "2", "3". This will insure that cost center ID's are listed in the correct order.

## Cost Type

Select the appropriate type of cost center. The "basic" types are Block, Field, Herd, Orchard, and Vineyard. Each of the basic types may be included under an *overhead cost center*. The two types of overhead cost centers are Ranch and Crop/Variety.

## Description

Enter a description for the cost center. This may be a commodity, location, ranch name, etc.



**Commodity/Var Code**

Enter the commodity for this cost center. If the commodity is included in the description, or you grow different crops on this cost center from year to year, you can leave this entry blank.

If you have turned on the Commodity/Variety Code feature, then the program will change this entry to ask for the Commodity/Variety Code.

**Acreage**

Enter the acreage for this cost center. (If the planted acreage varies from year to year, you can enter the total acreage and specify how many acres are planted from year to year on the Yields/Overhead tab page.

**Location**

Two lines are provided for entering location or other information.

**Current Crop Year**

If you have different crops that have overlapping crop years, you can enter the current crop year here. This will be used as a default during check/deposit entry, overriding the current crop year in the System File. If you leave this entry blank, then the default crop year will be used from the system file.

For instance, suppose you are harvesting citrus in December 2000/January 2001, and you are using 2000 as your crop year for your citrus crops. In January, you are also replanting in your almond orchard and winter pruning, and these expenses are a part of your 2001 crop year for almonds. In this case, you may want to have the current crop years set different on each of the cost centers.

**Planting Date / Harvest Date**

Enter the planting and harvesting dates for this cost center. Press [F4] or use the lookup button to access a date picker.

**Work in Progress**

Check this box if you are using this as a Work in Progress cost center.

**Row Counts**

If you have the Row Counts option enabled in the System File, you can check this box to indicate that row counts are used for this particular cost center. Leave it unchecked if you do not use row counts for this cost center.

For instance, if you grow raisin grapes, cotton, and almonds, you may only check the Row Counts box for your raisin cost centers. When entering payroll on the cotton and almonds, the Row # entry will be skipped because the program will know that row counts are not used for these crops.

**Allow This Cost Center on Payroll Entries / Payables Entries**

If these boxes are checked, this cost center can be used when doing payroll or accounts payables.

### Charge Payroll Overhead as Percentage

Normally, payroll taxes and worker's comp overhead will be expensed exactly to the cost centers labor is expensed to. You can override this default behavior by checking this box. When it is checked, the payroll journal will instead charge a flat percentage of the wages to the payroll tax account. Enter the percentage to charge for payroll overhead to the right.

### Yields/Overhead

The Farmer's Office maintains information for each crop year for historical reporting and comparison purposes. The Yields/Overhead tab page lists this information for each cost center:

This tab page includes information on the overhead cost centers the percentages to allocate from each overhead. While you can edit the overhead cost centers and percentages on this tab page, it is usually easier to use the **Overhead Setup** button on the Crop Info tab page to allocate costs from overhead cost centers.

#### Year

This is the crop year for this line (and the overhead information displayed below the grid). If you want to make an entry for a new crop year, click on a blank line (or arrow down to it) and type in the crop year here.

#### Yield

Enter the total yield for this cost center/crop year. The number you enter here will be used for calculating income and expenses per unit yield.

#### Unit Type

Enter the type of units you measure the yield in, for instance, tons, bales, pounds, boxes, etc.

#### Planted Acres

This is the total planted acreage for this crop year. This entry will automatically default to the acres entered in the cost center file. For open ground crops you can override this and enter a different planted acreage for each crop year.

#### Description

If desired, enter a brief description.

#### Ranch Overhead

Enter the cost center ID for the first overhead for this cost center. (The default overhead type for the first overhead is *Ranch*.)

#### Percentage

Enter the percentage to allocate to this cost center from the first overhead cost center.

#### Crop/Variety Overhead

Enter the cost center number for the second overhead for this cost center. (The default overhead type of the second overhead is *Crop/Variety*.)

**Percentage**

Enter the percentage to allocate to this cost center from the second overhead cost center.

**Overhead (#1)**

Enter the cost center number for the third overhead for this cost center. (There is no default overhead type for the third overhead, so this will either not be used or it will show the overhead type that you have defined.)

**Percentage**

Enter the percentage for the third overhead allocation.

**Overhead (#2)**

Enter the cost center number for the fourth overhead for this cost center. (There is no default overhead type for the third overhead, so this will either not be used or it will show the overhead type that you have defined.)

**Percentage**

Enter the percentage for the fourth overhead allocation.

**General Overhead %**

Enter the percentage of the General/Administrative overhead expenses that you want charged to this cost center/crop year. The crop reports will calculate the total general overhead using the parameters below.

**Starting GL # / Ending GL #**

The Starting and Ending General Ledger numbers are used by the crop reports to calculate the total general overhead. All expenses that have a general ledger account in this range and are not expensed to a cost center will be considered a part of the general overhead. These entries do not need to be filled in if you are not using the general overhead calculation feature.

**Starting Date / # of Months**

The Starting Date and the # of Months entries are also used to calculate the total general overhead. Expenses are selected by date, and must fall within the range determined by these entries. For example, if the starting date is 10/01/98 and the number of months is set to 7, all expenses that fall between 10/01/98 and 04/30/99 will be included in the general overhead. These entries do not need to be filled in if you are not using the general overhead calculation feature.

**Planting Date**

Enter the planting date for this cost center. Press [F4] or use the lookup button to access a date picker.

**Beginning Harvest Date / Ending Harvest Date**

Enter the harvest season by entering the first and last date of it.

**Calculating Income/Expense Per Tree or Vine**

For permanent crops, in addition to providing per acre and per yield figures on the crop reports, you can also get crop reports that show your

Knowing your per tree or vine costs on labor expenses may be helpful if you are currently paying employees on an hourly basis, and are thinking of switching to piecework-based pay. This gives you a starting point for determining piecework rates.

This table is used to determine the worker's comp rate to apply to labor, as well as the payroll tax expense and worker's comp expense accounts to use for accruing taxes and worker's comp.

In the simplest example, with farm-only payroll, you may leave the G/L # and Job ID blank. The program will assign the tax liability and workers comp class based on the cost center entered on the payroll check. This entry would look like this:

To extend this example, suppose you have an office worker who has a different worker's comp rate (and you want to keep the payroll overhead for office wages separate from farm wages). In this case you should have a general ledger expense account for office wages, and you would enter this in the first column, and leave the job column blank. The program will match the office wages general ledger account entered on the check to this entry, and thus will use it for the worker's comp rate and general ledger expense accounts. This entry would look like this:

When determining the entry in this table to use, there is a specific order that is used to search the table. The program will use an entry from the table based on the first entry that matches:

1. The general ledger account, job code, and cost center
2. The general ledger account and cost center
3. The job code and cost center
4. The general ledger account
5. The cost center

## Overhead Cost Center Setup

Ranch and Crop/Variety Overhead cost centers allow you to divide an expense automatically among multiple field, block, orchard, or vineyard cost centers. To do this, the program must know which cost centers make up the overhead, and how much (what percentage) to allocate to each cost center.

When you are editing an overhead cost center, the Overhead Setup button will be enabled. When you click on the button, the following window will appear:

Cost Center	Commodity	Acreage	% of acre...	Overhead %

### Year

Each overhead cost center may have a different allocation setup for each crop year. The current crop year will be displayed here automatically. You can change this to a prior crop year by clicking on the drop down button.

Overhead settings for a new crop year may be created from this window by clicking on the New Year button. See the instructions below for more information.

### Add...

When you click on the Add... button, a window will appear for you to select a cost center to add to the list.

Type in the cost center ID or click on the lookup button to select a cost center. Click on Ok to add the cost center, or Cancel to close the window without adding anything.

### Remove

The cost center currently highlighted will be removed from the list.

## Allocate

As you add cost centers, you will notice that the "% of acreage" column will show the percentage of the total acreage of the cost centers listed. This will change as you add or remove cost centers. The "Overhead %" column shows the actual percentage currently assigned to each cost center.

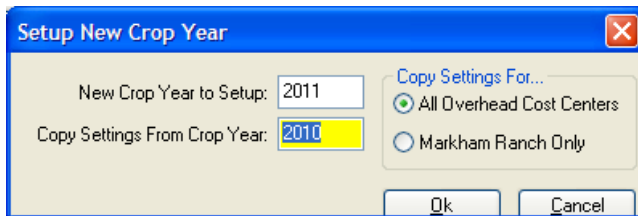
When you click on the Allocate button, the percentages in the "% of acreage" column will be copied to the "Overhead %" column.

In addition to automatically assigning the Overhead % by acreage, you can click on any of the overhead percentages and type in a different value. The percentages, of course, must total 100.

If you make changes to the overhead allocation, click on Ok to save the changes. If you don't want to save the changes you have made, click on Cancel.

## Setting Up Overheads for a New Crop Year

When you click on the New Year button, the following window will appear:



Enter the new crop year that you want to create overhead entries for, which crop year you want to copy the entries from, and whether you want to create entries for all overhead cost centers or just the one you are currently working on. Click Ok to create the entries, or Cancel to close the window without creating anything.

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## Print Cost Center List

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Click on the Print button on the Cost Center window to print a list of your cost centers. The following window will open:

Print Cost Center List

Crop Year to Print:

☐ Only Print Cost Centers For This Crop Year

☐ Print Equipment Cost Centers

Customer #:

Commodity:

Planting Date From:  to:

Harvest Date From:  to:

Select...

☒ Active

☐ Inactive

☐ All

Print...

☒ Overhead Information

☐ Plant/Harvest Dates

Print Order...

☒ Crop ID

☐ Crop/Variety

☐ Customer/Crop ID

☐ Cost Type/Crop ID

☐ Ranch

☐ Custom List

Customize...

Preview Print Setup Print Cancel

This window will generate a list of your cost centers. Without changing any options, it will print a list of all of your cost centers. However, each option on this window will change which cost centers appear on the list. Each entry is a different parameter to refine the list by.

### Crop Year to Print

The cost center list includes information from the crop year file, including yields and overhead setup information. Enter the crop year that you want to print on this report.

You can leave this blank if you aren't concerned about getting the information specific to the crop year on the list.

### Only Print Cost Centers For This Crop Year

Check this box if you only want the report to include cost centers with entries in the crop year file for the year you entered.

### Print Equipment Cost Centers

Check this box if you want to print equipment cost centers also. Otherwise they will be excluded.

**Customer #**

If you want to print cost centers for a particular customer, enter the customer # here.

**Comm/Var Code**

Filter the list by Commodity or Variety by entering a code here. If you select a commodity or variety, only cost centers that include the chosen comm/var code will be included.

**Planting Date from...to...**

Filter the report by planting season by entering the first and last planting dates.

**Harvest Date from...to...**

Filter the report by harvest season by entering the first and last harvest dates.

**Select...**

Select which cost centers to include based on activity status. This can be Active, Inactive, or All.

**Print...**

Select what info you want to print on the list. This can be the Overhead Information or the Plant/Harvest Dates.

**Print Order...**

Select the print order for the list. There are 5 different options: Crop ID, Customer/Crop ID, Cost Type/Crop ID, Ranch, Crop/Variety.

When there are two parameters in a given option (such as Customer/Crop ID), the list will be sorted by both. The first will be the first sorting parameter and the second one is the subheading. So for instance, Customer/Crop ID will show each Crop ID for every Customer.

**Custom List / Customize**

This list can be customized. This allows you to gather other information about Cost Centers that wouldn't normally be included.

To do this, check the **Custom List** box. Then use the **Customize** button to modify the list.

**Preview**

Click on this button to see a preview of the report on the screen.

**Print Setup**

Click on this button to select a printer to use for this report. If you do not select a printer, the report will automatically be printed to the current default printer. To see the current printer, you can move the mouse pointer over the button and a tool tip will appear showing the printer name and port.



**Print**

Click on this button to print the report to the current printer. To see the current printer, you can move the mouse pointer over the button and a tool tip will appear showing the printer name and port.

**Cancel**

Click on this button to close the window.

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## Equipment Cost Centers

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Equipment cost centers allow you to track costs for repairs, maintenance, and operation of individual pieces of equipment. In addition, you may also charge the cost of using equipment to the various cost centers when equipment is used. Equipment costing is an optional feature that must be turned on in the Program Setup. If it is enabled, you will have an option for Equipment Cost Centers on the Cost Accounting menu. This window will be opened when you select that option:

The screenshot shows the 'Equipment Setup' window. It contains the following fields and sections:

- Equipment ID:** A text field with a yellow background and a small '...' button.
- Description:** Two stacked text fields.
- License #:** A text field.
- VIN:** A text field.
- Chargeout Rate:** A text field.
- Bill Rate:** A text field.
- Last Used On:** A text field with a small '...' button.
- Table:** A table with two columns: 'Crop Year' and 'Hours Used'. The first row is highlighted in yellow.
- Active:** A checked checkbox.
- Billing Settings:** A tabbed section with 'Billing Settings', 'Billing Rates', and 'Links' tabs. The 'Billing Settings' tab is active, showing:
  - ☐ Bill expenses posted to this Equipment ID to:
  - Customer Acct #:** A text field with a small '...' button.
  - Labor Markup:** A dropdown menu set to 'No Markup' and a percentage field.
- Buttons:** 'Print', 'Save', 'Clear', and 'Delete' buttons at the bottom.

### Equipment ID

Each piece of equipment must be assigned a unique ID number, just like your crop cost centers.

### Description

Enter up to two lines for a description of each equipment.

### Year

Enter the model year for this equipment entry. (Optional).

**License #**

**VIN**

**Chargeout Rate**

This is the default rate to charge crop cost centers per hour for use of this equipment.

**Last Used On**

**Crop Year**

**Hours Used**

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## Job Codes

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*If you have used other ag accounting systems, you may be used to different terminology. Job codes in The Farmer's Office are equivalent to **phases** in Famous, **activities** in Frontier, and **operations** in AgData.*

When entering expenses, you will enter a general ledger account, which defines the “type” of expense you are recording. You can use **job codes** to provide more detail (in addition to the general ledger account) on the cost accounting reports for the types of expenses you have incurred.

For instance, you may have one expense account for “Field Labor”. For accounting purposes, on your Profit or Loss report you want to only want to see one total for all labor, across all fields and jobs. But for cost accounting reports, you do want to see a breakdown of labor for different jobs (pruning, suckering, tying, irrigating, pesticide applications, harvest, etc.). By using the job codes, you can get this detail on the cost accounting reports, while retaining a single account on the financial reports where the breakdown is not needed.

This applies not just to labor but to any general ledger account you use for cost accounting. For instance, you might also set up a general ledger account for Chemicals, and create job codes for Fertilizer, Herbicides, Pesticides, Defoliant, Fungicides, etc.

When you select the Job Code option on the Cost Accounting menu, the following window will appear:

The screenshot shows the "Job ID Setup" window. At the top, there is a "Job ID:" field with a yellow background and a dropdown arrow, and an "Active" checkbox which is checked. Below this is a tabbed interface with "Settings" and "Cost Centers" tabs. The "Settings" tab is active. The form contains the following fields and options:

- Description: [Text field]
- Expense G/L #: [Text field] [Dropdown arrow]
- WIP G/L #: [Text field] [Dropdown arrow]
- Managed G/L #: [Text field]
- Group 1: [None] [Dropdown arrow]
- Group 2: [None] [Dropdown arrow]
- Group 3: [None] [Dropdown arrow]
- Group 4: [None] [Dropdown arrow]
- Job ID Type: [None] [Dropdown arrow]
- Equipment Entry: [Optional] [Dropdown arrow]
- Charge Rate: [Text field]
- ☒ Expense ☒ Budget
- Budget Job ID: [Text field] [Dropdown arrow]
- Payroll O/H Job ID: [Text field] [Dropdown arrow]
- Equipment Job ID: [Text field] [Dropdown arrow]
- ☒ Bill expenses for this code on farm management invoices
- Billing Type: [Non-Taxable] [Dropdown arrow]
- Invoicing Job ID: [Text field]

At the bottom of the window are four buttons: "Print", "Save", "Clear", and "Delete".

**Job ID**

Enter a code on each line of up to eight letters or numbers. This can be as an abbreviation ("PR" for pruning, for instance) or you can use numeric codes.

If you use numeric codes, we recommend using leading zeros (i.e., enter "01" instead of "1" if your codes are under 100, use "001" if your codes are over 100"). Codes are sorted alphanumerically, so the leading zero is needed to display them in order.

**Description**

Enter a description here for the job.

**Expense G/L #**

You can enter a default general ledger expense account here to use. A G/L number is not required; this is an optional entry. If entered, the G/L number will be used as a default on check entry. For instance, if you have a general ledger account for Weed Control, and there are eight different job codes that should always fall under Weed Control, you should enter the general ledger account for Weed Control on these job codes. Then when you enter checks and use these job codes, the general ledger account for Weed Control will automatically be used.

Press [F4] or click on the column header to get a lookup of General Ledger accounts.

**WIP G/L #**

This entry can be used to designate the default G/L # to use when entering an expense to a work in progress cost center. A work in progress cost center will generally have all expenses posted to an asset account. The expenses are later moved to the Expense G/L # by the Work In Progress posting report.

**Managed G/L #**

In some cases, farm management companies may also have cost centers that belong to them in addition to providing management services. The chart of accounts may be set up with different expense accounts for internal and external cost centers. In these cases, the Expense G/L # can be used for internal cost centers, and the Management G/L # can be used for the external cost centers (expenses that will be billed).

**Group 1/2/3/4**

Groups are used for reporting purposes. You can set up groups and assign each job code to up to four different groups. On cost accounting reports, job codes that are assigned to the same group will be printed together and subtotaled.

When you run a cost accounting report, you may select which group assignment (1/2/3/4) you want to use for grouping and subtotaing the job codes.

For farming management companies, Group 2 codes are always used for the Investor Summary Reports.

## Job ID Type

The Job Type is a 2 digit numeric user defined category for your job codes that can be used for reporting purposes. Job types are set up under the Cost Accounting->Setup sub-menu.

As an example, you might have different job types for different types of expenses for different cultural activities, e.g. separate job codes for pesticide application (labor, materials, equipment, labor overhead). A group could be assigned to combine different types of expenses for the same cultural activity (pesticide application in this example) while different job types would be assigned to the job codes for labor, materials, equipment.

When reporting by job type, this would allow you to group and subtotal all labor job codes, all material job codes, etc.

## Equipment Entry

This entry controls whether or not an entry is required for equipment costing when this job code is used. Select “No” to skip the equipment costing entries automatically. Select “Required” to require an equipment ID when this job code is used. Select “Optional” (the default) to make the equipment entry optional.

## Charge Rate

This is a default rate used for billing purposes. You can set up a default rate that will be entered for you automatically on customer invoices when this Job ID is used for billing.

The charge rate will also replace the pay rate when the Create Crop Invoices option generates invoices from payroll expenses.

When using the Grower Labor Report to bill payroll, the Charge Rate is also used to replace the pay rate when a grower account is set to **Fixed Rate/Job Code Charge Rate** for the **Billing Method** setting.

## Active

Job codes that are no longer used can be marked as inactive by unchecking this box.

## Expense / Budget

These checkboxes determine whether the job code will be used for entering expenses and/or for budgeting purposes.

Normally, a job code is used for both. In some cases, you may want to set up budgets using *budget-only* job codes. A budget-only job code allows you to group several related job codes that are used to track expenses into one budget category. This is where the next entry is used.

## Budget Job ID

For any job codes that are not used for budgeting (i.e. are only used for entering expenses), do not check the Budget checkbox. This will enable the Budget Job entry where you can select the job code that is used for budgeting this particular activity.

### **Payroll O/H Job ID**

If entered, the Payroll O/H Job ID will be used for the payroll tax and workers comp expense transactions accrued by the Payroll Journal for labor billed under this job code. This is typically used when doing Work In Progress accounting. This allows your labor and overhead costs to be posted under different job codes. When the WIP Posting is done, these two different job codes can point to two different general ledger expense accounts, one for the labor and one for the payroll taxes and worker's comp expense.

### **Equipment Job ID**

If entered, the Equipment Job ID will be used for the equipment charges generated by the payroll journal for equipment usage entered on the payroll checks.

### **Bill expenses for this code on farm management invoices**

This setting is used for farm management billing. It will be disabled if the farm management billing option is not enabled. Normally this box will be checked, so that expenses entered under this job code will be billed to customers. If you uncheck this box, the program will not bill any expenses posted under this job code to customers when you use the Create Invoices option.

### **Billing Type**

This setting allows you to control the sale type that is used by the program when it creates the line items on the customer invoice. Normally all line items will have a Non-Taxable billing type, but if you need to charge sales tax for some items, you could set up a job code that will bill items out under the Taxable type.

Other sale types could be used to control which general ledger accounts income is posted to.

### **Invoicing Job ID**

The Invoicing Job ID is used for a custom farm management invoicing option. This entry allows you to group billing amounts for several different job codes together under a single "main" job code.

## **Budget Only Job Codes**

As mentioned in the instructions for setting up job codes, it is possible to set up job codes that are used for only budgeting purposes, job codes that are only used for expenses and job codes that are used for both budgets and expenses.

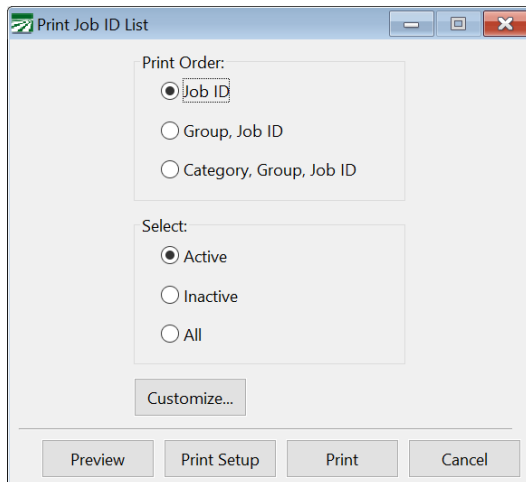
In most cases, you can set up all of your job codes to be used both for budgeting and expensing. If you're not sure why you would need to use job codes only for budgeting, then you'll probably never need to use budget only job codes.

## **Cost Centers**

The Cost Centers tab page allows you to specify which cost centers a job code can be used for. This provides a validation system to prevent invalid combinations of cost centers and job codes.







Select the order that you want to print the job codes in, as well as whether you want to print only active, only inactive, or all job codes.

Click on the Customize button to add or remove items from the report. By default, most items in the job code setup will print on the list. However, if you don't use certain items, you can remove them from the report.