



### **Trademarks:**

Farmtool is a registered trademark of Wil-Tech Software Ltd.

Windows XP, Windows Vista, Windows 7, Windows 8, and Windows Server 2008 are registered trademarks of Microsoft Corporation.

### **System Requirements:**

Pentium 4 or higher computer

512MB RAM

30MB disk space free

Windows XP Professional with SP3, Windows Vista 32 or 64-bit with SP2, Windows 7 32 or 64-bit with SP1,

Windows Server 2008 32 or 64-bit with SP2

### **Program Overview:**

**Farmtool** is a fast, powerful, easy-to-use, single entry accounting system especially suited to farm, professional, and business applications.

Farmtool Ver 3 has several definite advantages over the previous version.

- The screens provide better access to information because it's all in one place... no need to open and close multiple windows to see all the information.
- Integrated help will be a benefit and time-saver.
- Windows 7 & 8 compliant.
- Automatic backups – create a backup every time you exit the program.
- The ability to print information from any screen.
- The ability to export information from any screen in a variety of formats.

Those presently using Farmtool 1.20 or later may use the special 'Import Previous Version' utility to transfer their existing data into Farmtool 3 *without loss of data*.

**Farmtool** will handle data for any number of enterprises. The number of income and expense categories used, and the list of people you normally do business with is also unlimited. When a new enterprise is entered into the system and tagged as a farm, professional, or business enterprise, a modified Revenue Canada chart of (income & expense) accounts, along with their account numbers may be installed in the system. This list can be edited as you wish - categories can be changed, deleted, or new ones added as the need arises to suit your particular needs. You are never stuck with the original list as any number of categories can be added at any time, and existing ones deleted as long as they have not been used.

Setup for a new year is a simple matter of running an 'Enterprise Year-End' utility. All categories, customer/vendors, assets and closing UCC balances are brought forward from last year's data file. You also have the option of using a standard set of categories rather than keeping the same categories as the previous year if you want. Data files for previous years are never closed, and can be accessed at any time for modification, data entry and data retrieval.

A great variety of reports are available on the system. Most of them allow a number of options to make them useful for Income Tax, GST or PST reporting. They are useful as well for tax planning as it is possible at all times to see the net income position for each enterprise.

**Farmtool** has a very comprehensive Capital Cost section. Not only does it track opening balances, additions, disposals, current year claims, and closing balances in each class, but it also tracks current CCA claims and closing UCC balances for each asset. This is a particularly useful capability as it provides the user another tax planning option.

**Farmtool** may be *integrated with Farmtool Companion* for the purposes of keeping inventory. All that needs to be done is to set the Inventoried flag for the inventoried categories and match the categories with inventoried items in Farmtool Companion.

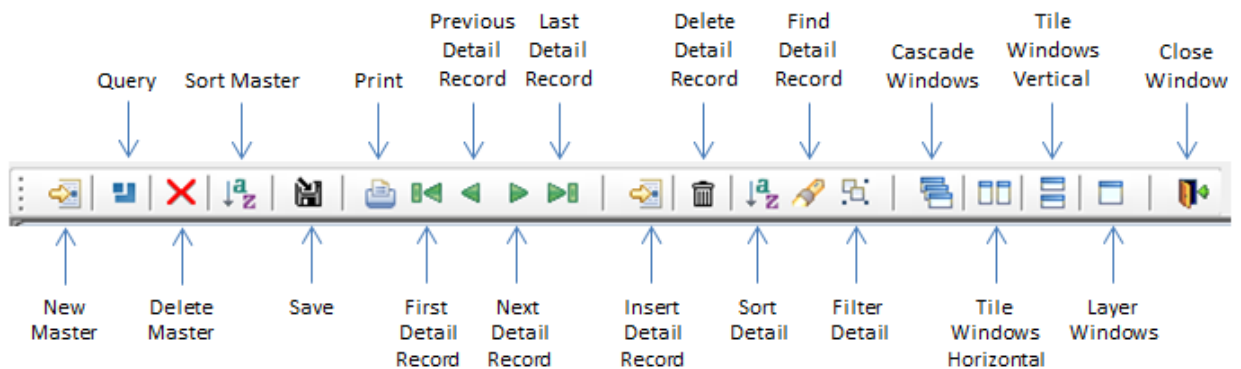
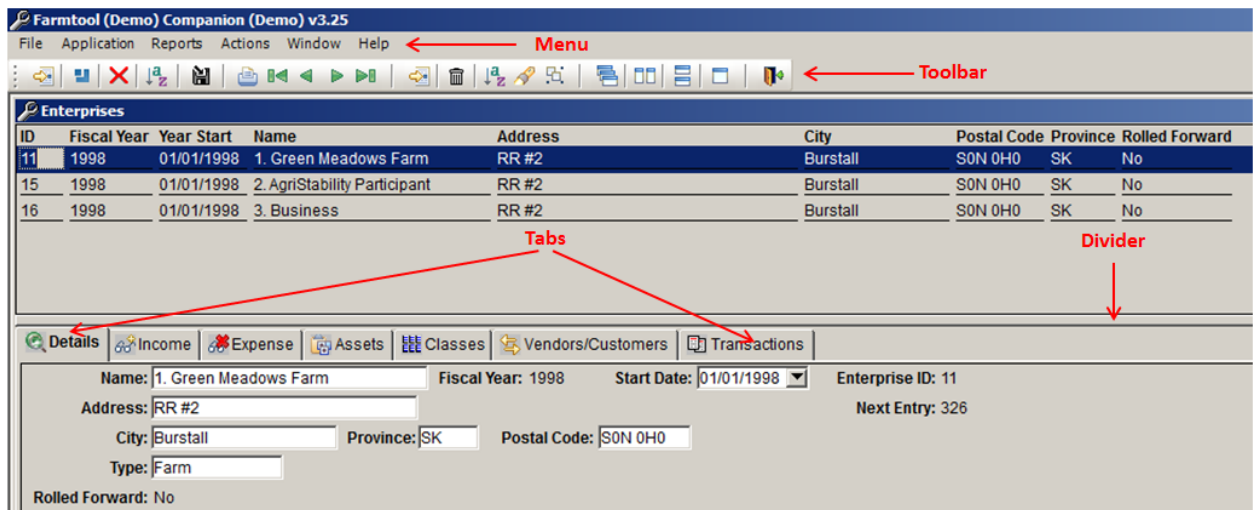
**Password protection** is available by taking **Application, Utilities**, then **Change Password**. The first time a password is entered it must be verified before it is accepted. After a password has been set, the password will be required to start the program. The password may be changed at any time, but you will need to enter the current password before you can change it. When using a password be sure to write it down somewhere so you can find it in case you forget it.

**Backing up your data:** Hard drives are reliable but do fail. When they fail they often give some sort of advance warning but just as often they fail *without warning*. And when it becomes evident that something is going wrong, it is often too late to get a proper copy of the data. For this reason it is important to make regular, frequent backups of the hard drive. Farmtool can be configured to make a backup copy of the database each time it is used. Entering the location of a Backup Folder on the **Application, Configuration** screen will instruct Farmtool to make a copy of the database in the specified folder each time you exit the program. It should be configured to copy to a drive other than the one that Farmtool is installed on, like a portable hard drive or USB flash drive. You should copy the backup files to a CD or DVD periodically and store the copy offsite to ensure you can always recover from disaster. To open the folder containing the backup files, take **Help, About** on the menu and click on the hyperlink labeled **Backup**. A backup can also be done any time by choosing **Application, Utilities, Data Backup** from the menu and following the prompts.

**Restoring data:** Should you find it necessary to replace your hard drive for any reason, install Farmtool on the new hard drive and choose **Application, Utilities, Data Restore** from the menu and follow the prompts.

**The Farmtool toolbar:**

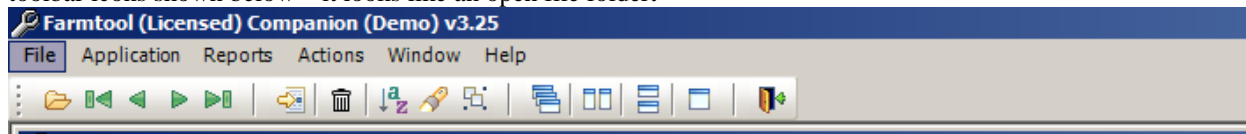
Most windows in Farmtool will display a toolbar along the top. The toolbar allows you to maintain and manipulate the information on the screen by clicking on the icons. Some windows, such as the Enterprises screen, have a top and bottom pane with a Divider between them. The top pane is called the Master and the bottom pane is called the Detail. In the case of the Enterprises screen, the Master displays a list of enterprises that have been created, and the detail displays detailed information about the currently selected enterprise. You can view different details in the Detail pane by clicking on the appropriate tab. You can also change the size of the top and bottom panes by left-clicking on the Divider and dragging it up or down.



The functionality of the toolbar icons is described below. Even though many of the icons suggest their function, this may seem a bit complicated at first, but it greatly simplifies navigation in the Farmtool program when you get the hang of it. Any time you point to an icon, the program will tell you what it is.

**New Master** – Creates a new master record. On the Enterprises screen, this will create a new enterprise.

**Query** – Clears the Master pane and allows you to query for a particular value. By default, all enterprises in the current year are retrieved when the Enterprises window is displayed. If you wanted to retrieve all enterprises in Fiscal Year 2000 instead, you would click the Query icon, enter 2000 in the Fiscal Year column, and press the Retrieve toolbar icon (not shown above... it displays when the icon is clicked). It is on the extreme left of the toolbar icons shown below – it looks like an open file folder.



**Delete Master** – Deletes the currently selected master record. On the Enterprises screen, this will delete the currently selected enterprise. Be careful, you hardly ever want to do this.

**Sort Master** – Sorts the information in the Master pane (sorts the list of enterprises).

**Save** – Saves any changes you have made to the information on the screen.

**Print** – Prints information in the Master pane or the currently selected tab in the Detail pane, or both.

**First, Previous, Next, Last Detail Record** – Will scroll through entries on the currently selected tab in the Detail pane.

**Insert Detail Record** – Creates a new entry in the currently selected tab in the Detail pane.

**Delete Detail Record** – Deletes the current entry in the currently selected tab in the Detail pane.

**Sort Detail** – Sorts the entries in the currently selected tab in the Detail pane.

**Find Detail Record** – Allows you to select a column and enter a value for that column to search for a particular record in the currently selected tab in the Detail pane. For example, if you wanted to find a particular Entry No on the Transactions tab, you could click the Find icon, choose Entry\_no in the dropdown list of columns, enter the Entry No you wish to find in the blank entry field, and click the Find Next button. If the entry is found, it will make the entry the current record.

**Filter Detail** – Allows you to enter an expression to limit the entries that are displayed on the currently selected tab in the Detail pane. For example, if you wanted to display transactions for category 41, you could click the Filter Detail icon, enter **inexp ='41'** in the entry field, and click Ok. The screen will change to only display transactions for category 41. The filter will remain in effect until you remove it by clicking the icon again and deleting the expression, or closing the screen.

### ***Getting Started:***

Using **Farmtool** requires several essential steps:

1. The program must be installed on the Hard Drive.
2. The Current year must be entered in the **General** tab on the **Application, Configuration** screen\*
3. The GST and PST rates must be entered on the **Tax Rates** tab on the **Application, Configuration** screen. A default set is in the computer but they should be checked.\*
4. The CCA Class Rates screen should be reviewed on the **CCA Class Rates** tab on the **Application, Configuration** screen to ensure it is correct. Again, a default set is already in the computer but it should be checked.\*
5. Enterprises for which records are to be kept must be entered into the **Application, Enterprises** screen.\*
6. The Income & Expense category list for each enterprise should be edited to eliminate any that will not be used and add others that are needed. Also, the business-portion percentage in each category must be entered.\*
7. A list of capital assets, along with their date of purchase (as near as can be determined) should be entered for each enterprise into the 'Assets' screen.\*
8. Opening balance (as of Jan 1 of the current year) in each CCA class should be entered for each enterprise into the 'Classes' screen.\* You can get these balances from the tax return filed in the spring.
9. A list of people you frequently do business with should be added for each enterprise into the 'Customers/Vendors' screen.\*
10. Now that the system is set up, it is simply a matter of clicking **Application**, then **Enterprise**. Click onto the appropriate Enterprise, click on the **Transactions** tab and add the invoices as they come in or as you get around to it. You may print reports any time after that to see the fruits of your labor.

*This may look like a lot of preparation but many of these steps take only a few moments to do.*

Starred\* steps are done automatically for you if you import an existing Farmtool file. These steps are also done automatically when you set up each enterprise for a new year.

### ***Hard Drive Installation:***

When you click on the link to download the Farmtool and Companion Demo, you should be presented with the following prompt: “Do you want to run or save setup.exe from wil-tech software.com ?” . Choose “run” so that the installation begins immediately after it is downloaded. You may be presented with a warning like “setup.exe is not commonly downloaded and could harm your computer”, and be given three options... Delete, Actions and View Downloads. Choose “Actions”, which will pop up another window with more options... Don’t run this program, Delete Program and Run Anyway. Choose “Run Anyway” to proceed. The computer will prompt you again with “Do you want to allow the following program from an unknown publisher to make changes to this computer ?”. Answer “Yes” to the prompt. At this point, if your antivirus software doesn’t try to stop the installation program from running, the actual Farmtool installation should start. Simply accept all the defaults and enter the serial number you were provided when prompted during the installation. When the installation is complete, you will have a Farmtool shortcut on your Start menu.

### ***Running Farmtool:***

Take <Start>, ‘Programs’, ‘Farmtool’ to start the program. The title of the introductory screen displays the version (Demo or Licensed) of each product and the release number. If the software has not been validated, the program title will be Farmtool (Demo) Companion (Demo) x.xx. Options at the top of the screen are: **File, Application, Reports, Window** and **Help**. Take **Application**, then **Enterprise**. Select the enterprise Green Meadows Farm as the one in which to work. *This screen is the starting point for practically all activity in Farmtool.* Just to see how it works, click on the 'Transactions' tab, then switch back and forth between 'Green Meadows Farm' and 'AgriStability Participant'. Click on the 'Assets' tab, then flip back and forth again. Click on the Income tab, then flip back and forth again.

### ***Notes:***

To make a selection in the program, point and left click the mouse. When an option is highlighted, pressing <Enter> or clicking the left mouse button on it will select the option. While in a pull-down menu, individual selections can be made by moving the highlight with the cursor up/down keys then pressing <Enter> or left clicking the mouse when the option is highlighted. In situations where multiple choices can be selected, such as selecting categories for reporting, etc., hold down the <Ctrl> key and click on each desired selection. To select a block of entries, click on the top entry, scroll down to the bottom entry and click on it while holding down the <Shift> key... this will select all entries in between. The <Tab> key is used to skip between entry fields on the screen. ***When entering data, press the <Tab> key to go on to the next field.*** All dates are entered in mm/dd/yyyy format. Invoice costs entered into **Farmtool** must include GST and PST. The exception is entry of item cost in the split invoice mode where item cost (less taxes) is entered.

### ***Software Validation:***

Farmtool installs as a Demo version on your computer. It may be run as a demo for as long as you wish, but will not allow you to enter more than 50 transactions. Before entering data that you wish to keep it must be validated. The validation process removes all Farmtool demo information in preparation for use as a licensed version. To validate the software take **Application, Utilities, Validate Software** from the menu. This screen shows the serial number and provides an entry field for the ‘Validation Key’, which will be provided with your Farmtool purchase. Enter the Validation Key and press the Ok button to proceed. When the validation is complete, the program will shut down and will be in licensed mode when you start it back up.

### ***Transferring an existing Farmtool Ver 1.20 or later file:***

If you do not have a previous version of Farmtool, go to ***Continuing the current year setup*** below.

If you already have Farmtool file in progress for the current year then most of the preparation is already done. Proceed as follows.

1. Validate the software as describe above.
2. Restart the program and choose **Application, Utilities, Import Previous Version** from the menu.
3. Click the Browse button to navigate to the folder that contains the farmtool.mdb file for the previous version.
4. Click the Import button to begin the process.
5. Go through the Getting Started checklist at the top of page 3 to see that all is done. Refer to the section below for details as to how to make changes to the Configuration and other screens.

### ***Continuing the current year setup of Farmtool:***

The following step by step instructions should be followed to prepare Farmtool for the current year. The Current Year, Backup Folder, Tax Rates and Class Rates can be set on the Configuration screen. To display the Configuration screen, choose **Application, Configuration** from the menu...

**Setting the Current Year and Backup Folder:**

Click on the **General** tab and enter the current year. The Enterprises screen defaults to retrieve only enterprises in the current year. Click <Browse> to display a dialog for selecting a backup folder. The Backup Folder should be on a different hard drive than the one that Farmtool is installed on, such as a portable hard drive or USB flash drive. Click the Save toolbar icon to save the change.

**Setting GST & PST rates:**

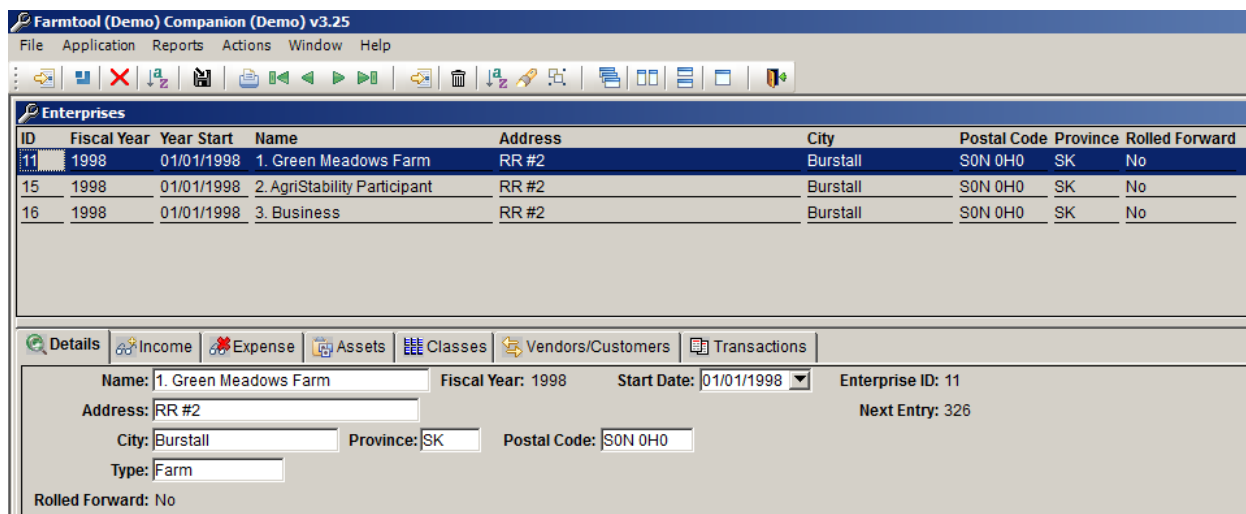
Click on the **Tax Rates** tab. Review and change the rates to ensure they are all set to the correct values. To do so, click into the first field. It will be highlighted. If the tax rate is incorrect Type in the correct value. Press the <Tab> key to go on to the next line. When all values are correct, click the Save toolbar icon.

**Setting CCA Class Rates:**

Click on the **Class Rates** tab. You can add new classes if needed, or delete any classes you won't use if you want. Review and change the rates to ensure any you will use are set to the correct values. When the values are correct, click the Save toolbar icon.

**Entering new enterprises into Farmtool:**

Click **Application**, then **Enterprise**. The screen below appears - it is shown here because this is the place where most of the activity within this program takes place. To change information about an enterprise, click on the Details tab to select it, change the information you wish, and click the Save toolbar icon to save the changes.



**Click the 'New Master' toolbar icon.** You will be asked to verify that you want to create a new enterprise. If you select <Yes>, a new blank entry screen will be created on the Details tab. Enter the name, address, and enterprise type. When you choose the enterprise type, you will be asked if you want to use the standard list of categories for the enterprise. Select <No> if you wish to enter your own list of Income and Expense categories. If you choose <Yes>, and the enterprise type is Farm, you will be asked if you want to use the standard categories for AgriStability participants. Appendix A at the back of the manual shows category lists. These are modified Canada Revenue Agency charts of accounts (for income & expenses) together with the CRA account numbers (which are modified in some cases) for that enterprise type, and it will automatically go into the file and save you a lot of work if you answer <Yes>. Click <Yes> if you wish to use the list provided. The Start Date indicates when the enterprise fiscal year begins. It defaults to the beginning of the year and can be changed if required. Click the <Save> toolbar icon to save the new enterprise. Add as many new enterprises as you wish.



### **Printing a list of income & expense categories:**

Click **Reports, Category List**. Click on an enterprise to highlight its name. If you wish to select more than one, hold down the <Ctrl> key and click on the others. Click the Open (*file folder on the left*) toolbar icon to execute the report. A report of the income and expense categories for the selected enterprise(s) is written. Click the printer icon at the top of the report screen. The list will go to the printer. You will note that the report consists of an alphabetical list of Income categories followed by the Expense categories, also in alphabetical order. Click the Close toolbar icon (on the extreme right) to close the report window.

### **Deleting Income and Expense categories:**

You must be in the Enterprise screen. Click on the enterprise that you wish to delete categories from in the Master pane and click on the Income or Expense tab on the Detail pane. Examine the list and decide whether any of the categories should be deleted. *To delete a category*, click in the entry that you want to delete and click the Detail Delete (trash can) toolbar icon. You will be asked to confirm your intention to delete it. Click <Yes> to confirm. Categories may not be deleted if they have data in them.

### **Adding Income and Expense categories:**

You must be in the Enterprise screen. Click on the enterprise that you wish to add categories to in the Master pane and click on the Income or Expense tab on the Detail pane. Click the Insert Detail toolbar icon to insert a new entry into the tab. Enter the account number and the category description. The 'Balance' and 'Quantity' fields are provided for the rare occasion where someone has a category balance (dollar value) and quantity (number of units) already in place when starting the data file. Enter the Business Portion percentage (part used for tax purposes). Click [ ] Zero-Rated if this is considered a zero-rated category for GST purposes. See 'Integrating Farmtool and Farmtool Companion' on the next page.

Category	Description	Business Portion	Qty	Zero Rated	Inventoried	Balance	Inventoried Item
1	Sale of Wheat (Z)	100	214.57	<input type="checkbox"/>	<input checked="" type="checkbox"/>	35,948.33	Wheat
		100	0	<input type="checkbox"/>	<input type="checkbox"/>	0.00	
10	GST Rebates	100	2	<input type="checkbox"/>	<input type="checkbox"/>	202.77	

### **Modifying Income and Expense Categories:**

While in the 'Enterprises' screen, click on the enterprise in the Master pane that contains the category you wish to modify. Click on the Income or Expense tab to display the categories. Make whatever changes you wish on the tab. If the category has not been used, any of the fields can be changed, otherwise any field other than the Category can be changed. Click the Save toolbar icon to save the changes.

**Integrating Farmtool & Farmtool Companion:** The **Inventoried** flag is provided to integrate the two programs. To do so, click the checkbox next to the word Inventoried. A Check mark appears in the checkbox and the field immediately to the right opens for selection of the item in Farmtool Companion to which this category is linked for inventory purposes. *In this case you would want to have Laura HRSW with its current inventory entered as an inventory item in Farmtool Companion.* Set the flag (click in the 'Inventoried' checkbox) if you wish to make the link to Farmtool Companion. Press the Save toolbar icon. You have just added a new category which will take its place with the others on the alphabetical list. At some time or other you should go through the list of income categories and flag as inventoried, all categories that you wish to link to Farmtool Companion for inventory purposes. *Please note that before a link can be made to an item, the item must be entered with its current inventory in Farmtool Companion.*

When adding new categories you may wish to use the system of account numbers that was used to put in the standard *category list for AgriStability participants* that goes into the file when a new enterprise is added and the type is specified. For instance, account number 401 is used by Canada Revenue Agency for *AgriStability participants* for the total Crop/Hail Insurance proceeds. The standard list uses 401.1 for Crop Insurance proceeds and 401.2 for Hail Insurance proceeds. Number 056 is used for Sale of Wheat, so 056.1 is used for Sale of HRS Wheat and 056.2 for Sale of Durum Wheat. Number 9897 is used for Other Expenses so we used 9897.1 for Home Exp - Heat, 9897.2 for Home Exp - Electricity, and so on. 9999 was unused so we used it for Charitable Donations. In other words, whenever an account number is used for a certain type of income or expense, and there are several particular categories of that type that you wish to keep track of, use the account number followed by a decimal (?????.1, ?????.2, ?????.3 etc.) for the individual categories within the larger group. 9897.? is used for miscellaneous expenses that are not covered anywhere in the Revenue Canada list.

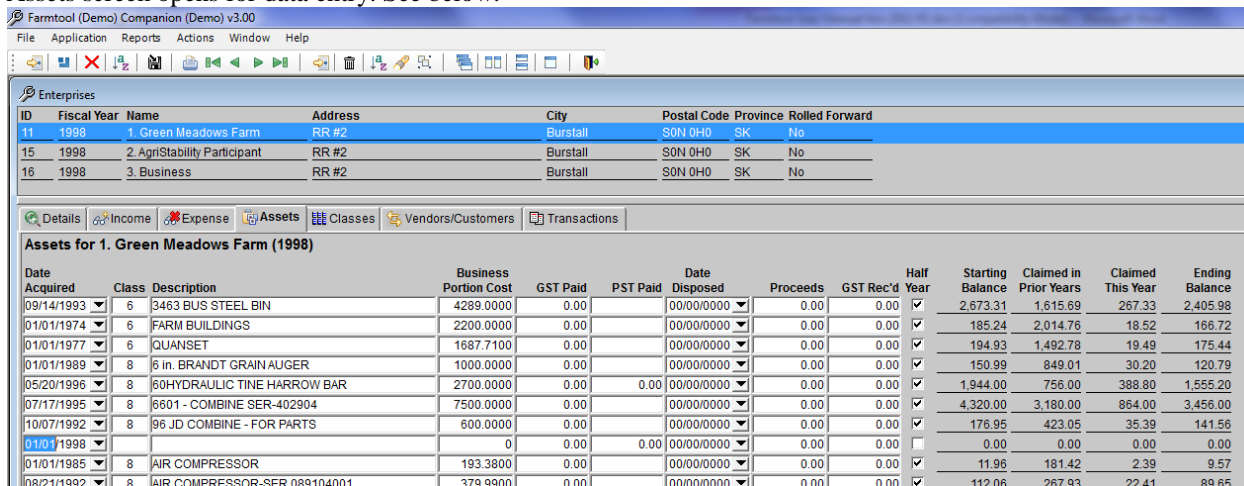
**Changing Category Numbers:** Category numbers may be changed at any time **before data is entered into the category**. To change an income category number, click the Income tab on the Enterprises screen to select

it. Click in the row to be changed. Make the changes and take the Save icon. **Numbers of categories with data in them cannot be changed. Duplication of category numbers is also not allowed.**

**Adding Capital Assets:**

You must be in the Enterprise screen - select an enterprise. Click the Assets tab to select it. The Assets screen shows each asset of the selected enterprise along with the CCA class number, the date acquired, the business portion cost, the disposal date and the proceeds of disposition (if sold or traded) and the CCA claim for the current year. All assets should be entered for each enterprise.

**To add an asset:** Click the Insert Detail Icon above the word Address and left of the trash can, A new line on the Assets screen opens for data entry. See below.



The Date Acquired is shown as mm/dd/1998. Type in the month and day as 0923. Press <Tab>.

Select the Class Number from the dropdown list. Press <Tab>.

Enter the Asset Description. Press <Tab>.

Enter the Business Portion Cost - that is, the part of the cost that is subject to depreciation. Press <Tab>.

Enter the business portion of the GST paid on the asset. Press <Tab>.

Enter the business portion of the PST paid on the asset. Press <Tab>.

Click the  Half Year Rule checkbox to show that the half year rule applies - that is, only 1/2 the value of the asset can be depreciated the first year.

Generally that will include the same portion of the PST paid.

Click the Save icon to save the record and go on to the next asset.

**The Classes for Enterprise x screen:**

Begin in the Enterprise screen - choose an enterprise.

Click the Classes tab to display the Classes for Enterprise x, as shown shown below.

This screen will show only the classes in use by the selected enterprise.

Farmtool (Demo) Companion (Demo) v3.00

File Application Reports Actions Window Help

Enterprises

ID	Fiscal Year	Name	Address	City	Postal Code	Province	Rolled Forward
11	1998	1. Green Meadows Farm	RR #2	Burstall	S0N 0H0	SK	No
15	1998	2. AgriStability Participant	RR #2	Burstall	S0N 0H0	SK	No
16	1998	3. Business	RR #2	Burstall	S0N 0H0	SK	No

Details Income Expense Assets **Classes** Vendors/Customers Transactions

**Classes for 1. Green Meadows Farm (1998)**

Class Number	UCC Beginning Balance	Additions	Disposals	UCC After Additions and Disposals	Adjustments for Additions	Base Amount for Capital Cost Allowance	Depreciation Rate	CCA for Current Year	UCC Ending Balance
10	3823.1301	0.00	0.00	3,823.13	0.00	3,823.13	30.00%	1,146.94	2,676.19
6	3,168.64	0.00	0.00	3,168.64	0.00	3,168.64	10.00%	316.86	2,851.78
8	11,664.93	0.00	0.00	11,664.93	0.00	11,664.93	20.00%	2,332.99	9,331.94
9	42.09	0.00	0.00	42.09	0.00	42.09	25.00%	10.52	31.57

The above screen shows zero (0) values only until it is edited to show starting UCC balances for the current year. As assets purchased and sold in the current year are entered into the Assets screen, the total value of additions and disposals is kept up to date. The Half Year Adjustment, the current claim in each class, and the class Ending UCC balance is displayed at all times.

***Modifying the Classes for Enterprise x screen - changing Starting Balances:***

Start in the Enterprise screen, select an enterprise and click the Classes tab.

Click anywhere on the line you wish to edit. The UCC Beginning Balance is the only field that can be changed. The other fields are calculation fields and cannot be changed. Each line in the Classes tab should be edited to set the Starting Balance to the correct value. Once set, the computer will carry forward the Ending balance from one year and make it a Starting balance in the next.

***The Vendors/Customers screen:***

Start in the Enterprise screen, select an enterprise and click the Vendors/Customers tab. The list includes people that are frequently dealt with by the selected enterprise. The existence of this list makes it easier to enter transaction data because the Vendor/Customer can be easily selected from the list.

***Adding Vendors/Customers:***

Click the Insert Detail toolbar icon. A new entry will be inserted into the tab. Type in the name of the new vendor/customer and click the Save icon.

***Modifying the Vendor/Customer list:***

Click on the entry to be modified and make whatever changes you wish and click the Save icon.

***Deleting Vendors/Customers from the list:***

Click on the entry to be deleted. Click the Delete Detail toolbar icon. You will be asked to confirm your intention to delete the entry. Take <Yes> to do so and click the Save icon to save the change.

***The Transactions screen:*** This screen is the point from which you do everything related to enterprise transactions. It is here that invoices are entered and transaction data is modified, deleted, or searches done. Each of these activities will be described in some detail below.

***Entering Invoices:***

While in the 'Transactions for Enterprise x' screen, click on the Transactions tab to select it and display the transactions for the enterprise. Click the Insert Detail icon to insert a new transaction. A screen like the one shown below pops up for data entry. The entry number (326<sup>th</sup> invoice entered), is shown in case you wish to place it on the invoice for future reference.



**Enter Transaction**

Category: 2 Sale of Durum (Z)

Transaction Date: 09/21/1998 Entry No: 326

Sold To / Purchased From: PIONEER GRAIN Retain Sold To

Description: Sale of Durum

Qty: 1,233.000 Location: Bin #1 - Sec 17

Cost: 3,267.45 GST @ 7.00%, PST @ 9.00%

A. GST Only	213.76	0.00
B. PST Only	0.00	269.79
C. Both	197.17	253.51

GST: 0.00

PST: 0.00

Cheque No: 235 Invoice No: 3652

Comments:

Save Exit Split

This number is also shown on the transactions tab. Move your mouse over top of the Category entry field, and notice that the mouse cursor changes into an up arrow. When the cursor changes like this on any entry field, it indicates that double-clicking on the entry field will bring up a lookup screen to search for the value you want to enter. Double-click in the Category entry field. A screen overlay shows an alphabetical list of Expense categories, followed by the Income categories.

50 Records Found OK Query Cancel Sort Filter Print Print Setup Export

Type	Category	Description	Business Portion	Qty	Zero Rated	In
Expense	36	ACCT/LEGAL/OFF/SUBSCR	100	11	0	
Expense	30	AUTO - GAS/OIL	20	2872.18	0	
Expense	31	AUTO - REPLIC/INS	20	6	0	
Expense	34	BANK CHARGES	100	18	0	
Expense	22	BUILDING REPAIRS	100	8	0	
Expense	40	CHARITABLE DONATIONS	100	7	0	
Expense	18	CPP/UIC PD FOR EMPLOYEES	100	1	0	
Expense	24	CUSTOM WORK/MACH RENTAL	100	3	0	

Click the correct one or use the cursor down key to highlight the one you want and press <Enter> or click the Ok button to make the selection. The Query, Sort, Filter and Print buttons work identically to the equivalent toolbar icons. Print Setup allows you to select a different printer, and Export allows you to save the list to a file.

Press the <Tab> key to go on.

The date shows as 01/01/1998, highlighting the 01/01. Type in the month and day as 0921. Press <Tab>.

Farmtool puts in the slash '/'. Type in one or more letters of the Vendor or Customer name. Press the cursor down key. The computer enters the closest match to alpha characters typed into the field. Use the cursor up/down keys to highlight the correct one, or show the entire list by clicking the down arrow at the end of the field. The correct name can be selected with the mouse or cursor up/down key. If the name displayed is incorrect, type in the correct one. Press <Tab>. On a screen overlay you see "Your entry is not in your Customer/Vendor list... do you want to add it?" If you answer <Yes> it will be added to the list.

Enter the item description - you may wish to include the implement or vehicle the item was used on if it is an expense item. It would then be possible later to search for all records relating to a particular vehicle or piece of equipment.

Enter the *number* of units if you wish. This field is provided in case you wish to keep track of the number of bushels or tonnes of grain sold, or the number of litres or gallons of fuel purchased. Use of this field is optional but if you use it, put in a number only, not a unit like tonnes or litres. If this is an inventoried

category the 'Location' field opens for entry of the location. In this case, only the locations (taken from Farmtool Companion) with Durum in them are available for selection. Select the location. The inventory 'On Hand' at that location will be adjusted by an amount equal to the Qty. entered. Press <Tab>.

Enter the invoice total, **including taxes**, then press <Tab>.

The computer does the tax calculations. Shown in the screen above is an invoice total of \$3267.45. If there was GST only (at 7%) included in that amount it would be \$213.76 and if there was PST only (at 9%) included in that amount it would be \$269.79. If both taxes at these rates were included in that amount they would be \$197.17 and \$253.51. Click the appropriate button (A. GST Only, B. PST Only or C. Both), or enter 'a', 'b', or 'c' while your cursor is in the GST or PST entry field to automatically calculate and insert the numbers into the GST and PST entry fields. If the calculated tax amounts are incorrect, type the correct amounts in the field(s). On this transaction there is neither GST nor PST, so press the <Tab> key to go on without entering an amount for either. Put in the Cheque Number, Invoice Number and Comments. If you are entering multiple transactions for the same customer or vendor, you can click the "Retain Sold To" checkbox to turn it on, which will cause the value in that field to be retained between transactions. Click <Save> or press the <Enter> key to save the record and go on to the next.

### ***Splitting Invoices:***

Often an invoice has a number of items on it that belong in different categories. The 'Split Invoice' mode is designed to take care of such a situation and it works like this: Enter the transaction *Date*, *Customer/Vendor*, *Invoice Total Cost*, *Cheque number*, and *Invoice Number*. Click <Split>. A screen overlay appears for input of the *Category*, *Cost* (excluding taxes - as shown on the invoice), *GST & PST* of the first item. Click <Save>. On the right of the screen overlay are shown the *Transaction Cost* (invoice total), *Cost entered* (less taxes), *GST entered*, *PST entered*, *Total entered*, and the *Difference* which is the amount yet to be accounted for. When entering subsequent items on the invoice, it is not necessary to enter the date, customer/vendor, cheque and invoice numbers. When in the 'Split Invoice' mode, tax calculations are done differently, and tax amounts are added to the cost of the item before each record is saved. Save the last record. The invoice total should be fully accounted for and the bottom line on the right should be zero(0). Click <Exit> to save all split invoice records. The normal input screen appears.

***Splitting Inventory Transactions:*** *If you delivered a semi load of grain it might come from a number of grain bins. This is handled like the split invoice above. You would begin by putting in the Date, Customer/Vendor, Quantity, Cost, Cheque number, and Invoice number. Take <Split>. All records would show Category - Sale of Durum. The first record entered might show 455 bushels taken from Bin #1, the second 560 bushels from Bin #7, and the remainder from Bin #14 in the third record. The inventory would be adjusted in those bins in Farmtool Companion. It would probably be best to enter the entire amount of the cheque in the first record, and zero(0) for the amount in the rest. A cost amount must be entered, so put zero(0) and take the <Tab> key for the second and third entries. Putting the entire amount in the first record would make it easier to match the transaction amount to the cheque. The cheque number, invoice number, and entry number is the same for all transactions in the split so it would be obvious that they belonged together.*

(See notes on page 23 Re: special situations - deferred payments and grain taken from several bins.)

### ***Modifying Transaction records:***

Double-click on the line you wish to change. A screen like the one above pops up. Make any changes you wish and click <Save> to save or <Exit> to leave the screen without saving the changes. If you take <Exit> a screen overlay says 'You have not saved your changes to the current transaction. Do you want to exit without saving your changes ?' <No> will take you back to the Transaction entry screen. <Yes> will exit without saving the changes.

### ***Deleting Transaction records:***

Click on the entry you wish to delete. Click the Delete Detail icon. A screen overlay will ask 'Are you sure you want to delete the selected Transaction?' Answer <Yes> to do so and <No> to exit without deleting it.

### ***Searching Transaction records:***

To find a particular group of records, click <Search>. A screen similar to the one shown below appears. This screen shows the result of setting the Demo search criteria to a Transaction date between 1998/03/22 and 1998/09/30, a Vendor with a name that starts with SOUTH , and a description that contains TRAC.

Entry No	Category	Date	Cheque No	Invoice No	Sold To - Purchased From	Description
109	29	Mach/Truck Rep/Lic/Ins	04/29/1998		41672	SOUTHLAND EQUIPMENT TRACTOR FUEL
110	28	Mach/Truck Grease/Oil	05/15/1998		42214	SOUTHLAND EQUIPMENT TRACTOR OIL/F
136	29	Mach/Truck Rep/Lic/Ins	05/28/1998		42517	SOUTHLAND EQUIPMENT TRACTOR BELT
169	29	Mach/Truck Rep/Lic/Ins	07/09/1998	284		SOUTHLAND EQUIPMENT TRACTOR OIL/F
254	28	Mach/Truck Grease/Oil	09/15/1998			SOUTHLAND EQUIPMENT TRACTOR OIL/F

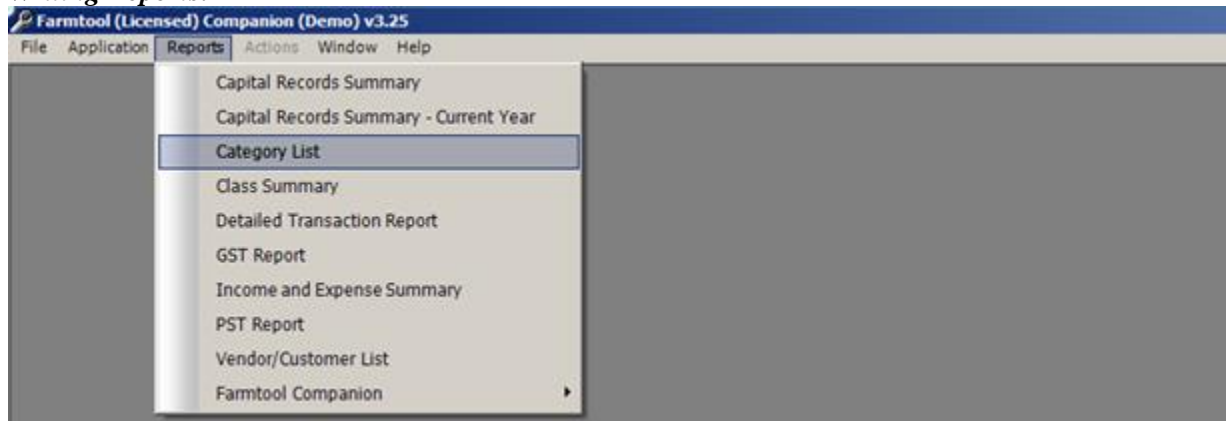
Clicking the down arrow next to a field on the left brings up the Boolean and other choices like (equal to), (less than), (less than or equal to), (greater than or equal to), (not equal to), between, starts with, contains,. the search string which is typed into the field on the right. Any of the fields on the left may contain any of these choices. The fields on the right contain whatever you are looking for - it is sometimes better to put in only part of the string you are looking for. You can fill as many fields on the right as you wish to narrow the search as far as is necessary. This provides for an incredible variety of search possibilities. Click <Search> to proceed with the search. Click <Exit> to exit the Search screen. Click <Print Results> if you want to print a report of the transactions after you have completed your search.

**Purging Transactions:** Now that you have entered some transactions there is another feature in Farmtool that might interest you. As income and expense data is entered year after year, it goes into a single data file called ft.mdb. It is possible to purge transactions to delete an entire block of data from the Farmtool database. Take 'Application', then 'Utilities'. Take 'Purge Transactions'. If you were to put in a date and take <OK>, all transactions prior to that date would be taken out of the database. At this point you must put in a date. Enter a date like 01/01/1980.

Take <Exit> to exit the screen.

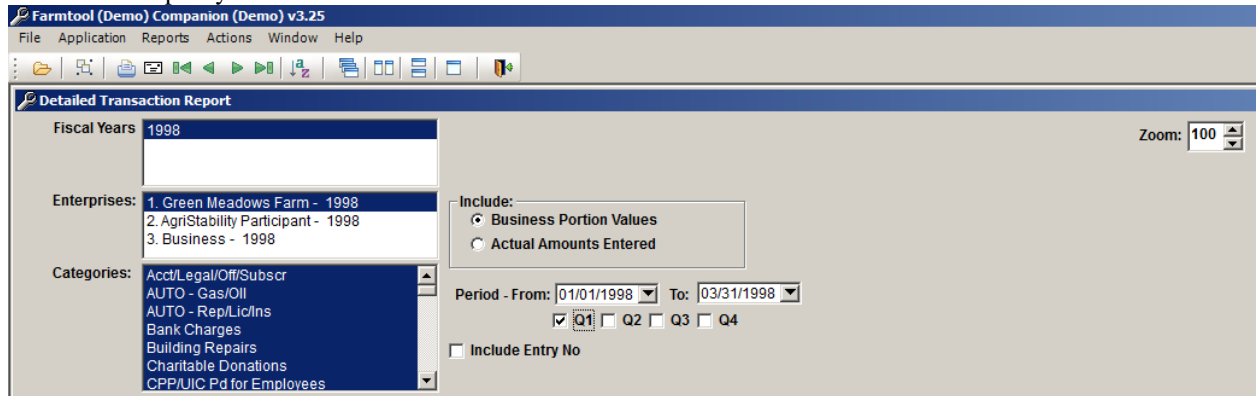
If you were to do this, since it is a very drastic move, you would want to back up your data prior to proceeding with the purge. When you've done it there is no way to get back the data you have deleted.

### Writing Reports:



Clicking on the Reports menu selection displays the list of reports that are available.

Click on the report you wish to write.



If you have multiple fiscal years in your database, they will all be displayed in the Fiscal Years list, and the current year will be highlighted. All of the enterprises defined in the selected year(s) will be displayed in the Enterprises list. Choose the enterprise for which you wish to write the report. Note that multiple enterprises may be chosen by holding down the <Ctrl> key and clicking the ones you want. All categories are selected by default, but you may also select one or many using the same <Ctrl>-click method. After the criteria has been entered, clicking the Open toolbar icon will execute the report. The Zoom setting in the upper right of the screen can be used to change the size of the previewed report.

### ***Report Options:***

Upon completion of a report a number of options are presented on the toolbar. The report can be sent to the printer by clicking the printer icon. It can be sent to a file for subsequent import into a spreadsheet or a word processor by choosing File and Save As from the menu. The sort order of the report can be changed by clicking on the Sort icon. The report data can be filtered by clicking on the Filter icon. Clicking the Email icon will automatically save the report data to a spreadsheet and attach it to an email message. Clicking the VCR (first, previous, next, last) buttons will move you forward and backward between pages of the report. The arrow buttons and scroll bar can also be used to move up and down within the report. You can close the report by clicking on the Close icon.

***The Capital Records Summary report:*** To print this report you simply need to choose the Fiscal Year(s) and Enterprise(s). Click the Open icon to begin. The report is written to the screen. It lists by class and in order by purchase date, all of the assets of the enterprise. It shows the date acquired, the business portion cost, the date of disposal (if sold or traded) and the proceeds of disposal, the CCA claimed to date and the starting UCC balance in the current year, the current year claim and the closing UCC balance at the end of the current year. Report options are discussed above.

### ***Capital Records Summary – Current Year;***

This report is just like the one above except that current year Capital additions and disposals only are shown on the report.

***The Category List:*** Choose the Fiscal Year(s) and Enterprise(s). Click the Open icon to begin. The list may occupy more than one page. This report lists, in alphabetical order, the income and expense categories of the selected enterprise. It also shows the business portion percentage for each. Report options are discussed above.

***The Class Summary report:*** Choose the Fiscal Year(s) and Enterprise(s). Click the Open icon to begin. This report lists all CCA Classes in use by the selected enterprise. It also shows, for each class, the starting UCC balance, additions and disposals in the current year, the half year adjustment, the current year claim and the UCC balance at the end of the current year. Report option are discussed above.

***The Detailed Transaction report:*** Choose the Fiscal Year(s), Enterprise(s). The Income and Expense category list for all enterprises chosen is shown in the window below the enterprise window. For this report you may choose one category by clicking on it, or you may choose any number of consecutive categories by holding down the shift key and dragging the highlight across the list. You may also choose a block of categories by clicking on the first one to highlight it, then holding down the <Shift> key and choosing the

second category... all categories in between will also be selected. You may select only certain categories by holding the <Ctrl> key and clicking on the ones you want. Make your choice.

You may choose between **Business Portion** values or the **Actual Amounts Entered** into the data file.

Make your choice by clicking on the one you want.

And finally, you may choose the period of the report. Click in the date fields and make the changes to show the period for which you wish to write the report. The period defaults to the entire fiscal year, and a particular quarter can be easily selected by clicking one of the checkboxes below the dates. If you wish to include the Entry No on the report, click the Include Entry No checkbox so it is checked.

Click the Open icon to begin.

The report lists enterprise transactions by category. Transactions within each category are ordered by date. It gives the date, customer, description, quantity, GST, PST, and cost of each transaction. As well, the totals for each category are given and the total income and expense. This is usually a multiple page report so you will have to page forward to see all transactions. Further report options are discussed above.

**The GST report:** Choose the Fiscal Year(s), Enterprise(s).

Choose between **Business Portion Values** and **Actual Amounts Entered** into the file. *For GST rebate purposes you are allowed to claim a rebate on the business portion of GST paid only.*

Enter the period of the report. The period defaults to the entire fiscal year, and a particular quarter can be easily selected by clicking one of the checkboxes below the dates. Click the Open icon to commence writing the report. Farmtool goes through all transactions for the period specified and picks out those transaction records that have GST paid/received plus the ones in the categories that are flagged as Zero-Rated. The report shows all income transactions, then all expense transactions ordered by date. A report summary at the end provides the numbers required for GST reporting.

#### ***GST report summary details:***

<b>Line</b>	<b>Details</b>
1	Sales for which GST is charged
2	Sale of Capital Assets for which GST charged
3	Line 1 + Line 2
4	Zero-Rated Sales (mostly crops, livestock and produce)
5	Capital Assets Sold - GST not charged
6	Line 4 + Line 5
7	Line 3 + Line 6
8	Line 7 - GST in (Line 1 + Line 2)
9	Purchases for which GST is paid
10	Capital purchases on which GST is paid
11	Line 9 + Line 10
12	Zero-Rated purchases (chemicals, fertilizer, feed, etc.)
13	Capital purchased for which GST is not paid
14	Line 12 + Line 13
15	Line 11 + Line 14
16	Line 15 - GST in (Line 9 + Line 10)

To see the GST Summary only, go to the last page of the report using the >| button. . To print the summary only, choose the printer icon to print - then, if this is a 7-page report, print page(s) 7 to 7. The summary will show all details shown at the right.

Report option are given near the top of the last page.

**The Income & Expense Summary:** Choose the Fiscal Year(s), Enterprise(s).

The enterprise Income and Expense category list is shown in the window below the enterprise window. For this report you may choose one category by clicking on it, or you may choose any number of consecutive categories by holding down the shift key and dragging the highlight across the list. You may also choose a block of categories by clicking on the first one to highlight it, then holding down the <Shift> key and choosing the second category... all categories in between will also be selected. You may select only certain categories by holding the <Ctrl> key and clicking on the ones you want. Make your choice.

Specify the period of the report. The period defaults to the entire fiscal year, and a particular quarter can be easily selected by clicking one of the checkboxes below the dates. Click the Open icon to start. This report



lists income, then expense categories (in which transactions have occurred) in alphabetical order. It shows the category number, the category description, business portion percentage, the total paid or received, and the business portion values in each category. The depreciation for the year in all classes is shown, then the Net Income.

**The PST report:** Choose the Fiscal Year(s), Enterprise(s).

Choose between **Business Portion Values** and **Actual Amounts Entered** into the data file.

Specify the period of the report. The period defaults to the entire fiscal year, and a particular quarter can be easily selected by clicking one of the checkboxes below the dates. This report is somewhat like the GST report in that it goes through all transactions for the period of the report and chooses the ones that have PST paid or received. It lists the income transactions, then the expense transactions ordered by date. The total tax received and the (tax included) sales are given, the total tax paid and the (tax paid) payments are given. To get a 'Total sales (Taxable and Non-Taxable) figure for a PST return, select the 'sales' categories using <Ctrl> + <Mouse Click> and print an *Income & Expense Summary* or a *Detailed Transactions Report* for the period.

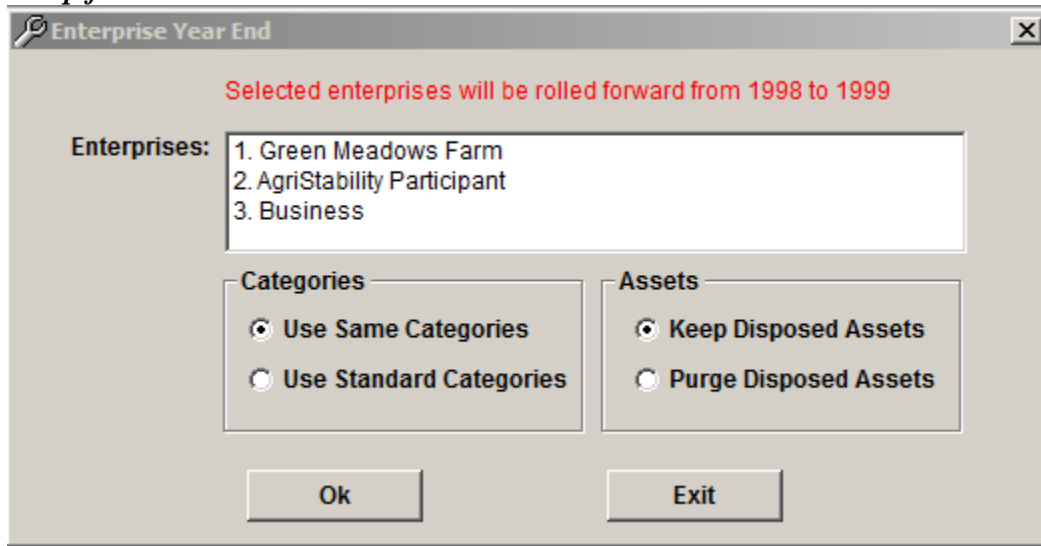
See report options on page 11.

**The Vendor/Customer List:** Choose the Fiscal Year(s), Enterprise(s).

Take the Open icon to begin.

This report, as the name implies, lists all customers and vendors in alphabetical order.

### *Setup for a New Year:*



Take **Application**, then **Utilities**.

Click **Enterprise Year End**. The Year End screen above shows all active enterprises in the current year. To roll over an enterprise to the next year, select it and take <OK>. You are given a choice as to whether you want to use the same categories as the prior year and also if assets disposed of are kept in the 'Assets' database.

Make your selection, then take <OK>. The roll-over process takes only a few seconds. **Take <Exit> to leave the 'Year End' screen. If you were to take <OK> again you would get a message saying that the enterprise has already been rolled forward and asking if you want to roll it forward again.**

Take **Application**, then **Configuration**. Change the current year. Exit the 'Enterprises' screen then go back in. All enterprises rolled over to or entered into the new year will show in the Enterprises screen. You are ready now, to get on with the business of the new year.

#### ***Going into enterprise accounts for another year:***

To go into any year other than the one you are in, click the Querymode toolbar icon in the Enterprises screen, enter the fiscal year you wish to view enterprises in, and click the Open toolbar icon to retrieve them... you will now be viewing enterprises in the year selected. This is a temporary change only... the screen will default back to the current fiscal year the next time it is opened.

# Appendix A

June 7, 1998

## Standard Farm Category List (For non Agri-Stability Participants)

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<u>Category Number</u>	<u>Description</u>	<u>Business Portion</u>
<b><u>Income</u></b>		
9542	Crop Insurance proceeds	100.00
9601	Custom work/Machine rent	100.00
9541	Dairy Subsidies	100.00
9604	Insurance proceeds	100.00
9600	Other Income	100.00
9605	Patronage Dividends	100.00
9570	Rebates	100.00
9425	Sale - Greenhouse, Nursery (z)	100.00
9370.3	Sale of Barley (z)	100.00
9370.6	Sale of Canola (z)	100.00
9471	Sale of Cattle (z)	100.00
9370.5	Sale of Corn (z)	100.00
9477	Sale of Eggs (z)	100.00
9370.7	Sale of Flaxseed (z)	100.00
9426	Sale of Forage Crops (z)	100.00
9421	Sale of Fruits (z)	100.00
9476	Sale of Milk/Cream (z)	100.00
9370.4	Sale of Mixed Grains (z)	100.00
9370.2	Sale of Oats (z)	100.00
9422	Sale of Potatoes (z)	100.00
9473	Sale of Poultry (z)	100.00
9474	Sale of Sheep/Lambs (z)	100.00
9472	Sale of Swine (z)	100.00
9324	Sale of Tobacco (z)	100.00
9423	Sale of Vegetables (z)	100.00
9370.1	Sale of Wheat (z)	100.00
<b><u>Expense</u></b>		
9935	Allow - Elig Cap Prop	100.00
9795	Building & Fence repairs	100.00
9796	Clear, level, drain land	100.00
9661	Containers & Twine	100.00
9797	Crop Ins, Stab Premiums	100.00
9798	Custom work/Machine rent	100.00
9799	Electricity - except home	100.00
9711	Feed Supp, Straw, Bedding (z)	100.00
9662	Fertilizers & Lime (z)	100.00
9802	Heating fuel - except home	100.00
9945.2	Home Exp - Electricity	100.00
9945.1	Home Exp - Heat	100.00
9945.3	Home Exp - Insurance	100.00
9945.4	Home Exp - Maintenance	100.00
9945.5	Home Exp - Mortg. Int.	100.00
9945.6	Home Exp - Prop Taxes	100.00
9803	Ins Overpmt recapture	100.00
9805	Interest	100.00
9809	Legal & Accounting Fees	100.00
9712	Livestock Purchased (z)	100.00
9764	Mach. Gas/Diesel/Oil	100.00
9760	Mach. Rep/Lic/Ins	100.00
9808	Office Expenses	100.00

9804	Other Insurance	100.00
9663	Pesticides, Herbicides (z)	100.00
9810	Property Taxes	100.00
9811	Rent (Land, Bldg, Pasture)	100.00
9814	Salaries, Wages, Benefits	100.00
9664	Seeds & Plants (z)	100.00
9820	Small Tools	100.00
9819.1	Vehicle, Gas/Oil	100.00
9819.2	Vehicle, Rep/Lic/Ins	100.00
9713	Vet, AI Fees, Medicine	100.00

Note\*: Categories followed by an asterisk\* are 2003/2004 CAIS eligible categories.

(List taken from the Agriculture Canada "CAIS Program Handbook" for 2003)

**Note:** We did not put cattle in the list for CAIS participants below as there are too many code numbers to choose from. The guide mentioned above uses:

**Cattle & Calves (including hides):**

<u>Description:</u>	<u>Code</u>
<b>Slaughter Cattle:</b>	
Cattle raised from birth	702
Cows & Bulls	706
Grain-fed Veal	704
Purebred Cattle	700
<b>Feeder Cattle:</b>	
Cattle raised from birth	710
Purchased cattle	708
<b>Calves:</b>	
Calf sales (excluding purebreds)	712
Bull semen, cattle embryos	712
<b>Non-purebred breeding stock (sold for breeding purposes)</b>	712
<b>Purebreds:</b>	
Purebred cattle (Max \$1000/head)	714
Purebred cattle ( Sales in excess of \$1000/head)	716

If you have any of the above, put in Income categories with the appropriate codes from this list.

**Standard Farm Category List  
(For Agri-Stability Participants)**

Page:1

**See the note above Re: Cattle**

<u>Category Number</u>	<u>Description</u>	<u>Business Portion</u>
<b>Income</b>		
002	Cdn Wheat Board Payments* (z)	100.00
9601	Contract Work	100.00
401.1	Crop Insurance Proceeds*	100.00
9574.1	GST Rebates	100.00
9574.2	GST Rec'd - Cap. Disposals	100.00
401.2	Hail Insurance Proceeds*	100.00
9607	Interest	100.00
9613	Leases (gas/oil well)	100.00
9614	Machine Rental	100.00
9600	Other Farm Income	100.00
9540	Other Program Pmts.	100.00
9605	Patronage Dividends	100.00
018	Sale of Barley (feed)* (z)	100.00
003	Sale of Barley (seed)* (z)	100.00
008	Sale of Canary Seed* (z)	100.00
010	Sale of Canola* (z)	100.00

023	Sale of Chic Peas* (z)	100.00
056.2	Sale of Durum (seed)* (z)	100.00
013	Sale of Field Peas (seed)* (z)	100.00
022	Sale of Field Peas* (z)	100.00
014	Sale of Flaxseed* (z)	100.00
264	Sale of Forage (feed)* (z)	100.00
015	Sale of Forage (seed)* (z)	100.00
056.1	Sale of HRS Wheat (seed)* (z)	100.00
041	Sale of Lentils* (z)	100.00
044	Sale of Mustard Seed* (z)	100.00
020	Sale of Oats (feed)* (z)	100.00
045	Sale of Oats (seed)* (z)	100.00
049	Sale of Rye* (z)	100.00
055	Sale of Triticale* (z)	100.00
021	Sale of Wheat (feed)* (z)	100.00
9611	Trucking (farm related)	100.00
<b>Expense</b>		
9792	Advertising, Marketing Costs	100.00
9935	Allow - Elig. Cap. Property	100.00
9795	Building, Fence Repairs	100.00
9936	Cap. Cost Allow	100.00
9999	Charitable Donations	100.00
9827	Commodity Purch./Resold	100.00
9661	Containers & Twine*	100.00
9798	Contract Work	100.00
9831	Custom Feeding*	100.00
9799	Electricity (except home)*	100.00
9830	Feed (prepared)* (z)	100.00
9662	Fertilizers & Lime* (z)	100.00
9801	Freight & Trucking*	100.00
9826	Gravel	100.00
9802	Heating Fuel (except home)*	100.00
9897.2	Home Exp - Electricity	100.00
9897.1	Home Exp - Heat	100.00
9897.3	Home Exp - Insurance	100.00
9897.4	Home Exp - Maintenance	100.00
9897.5	Home Exp - Mortg. Int	100.00
9897.7	Home Exp - Other	100.00
9897.6	Home Exp - Prop Taxes	100.00
9665.1	Insurance Premiums* (crop)	100.00
9665.2	Insurance Premiums* (hail)	100.00
9805	Int. (real estate, mortg)	100.00
9796	Land Clearing/Drainage	100.00
9809	Legal/Accounting Fees	100.00
9823	Licenses, Permits	100.00
9764	Machinery (gas, diesel, oil)*	100.00
9760	Machinery (rep, lic, ins)	100.00
9765	Machinery Lease	100.00
9896.01	Meals/Entertainment	100.00
9807	Memberships/Subscriptions	100.00
9714	Minerals, Salt* (z)	100.00
9819.2	Motor Vehicle (gas/oil)	100.00
9819.1	Motor Vehicle (rep, lic, ins)	100.00
9808	Office Expenses	100.00
9896	Other Expenses	100.00
9804	Other Insurance Premiums	100.00



9897.02	Other CAIS elig. Expenses*	100.00
9663	Pesticides* (z)	100.00
9810	Property Taxes	100.00
9811	Rent (land, bldg, pasture)	100.00
9816.1	Salaries (dependants)	100.00
9815	Salaries (arms length)	100.00
9816.2	Salaries (spouse)	100.00
9820	Small Tools	100.00
9821	Soil Testing	100.00
9822	Storage/Drying*	100.00
9824	Telephone	100.00
9829	Vehicle Int. & Lease Costs	100.00
9713	Vet & A.I. Fees, Medicine*	100.00

Note\*: Categories followed by an asterisk\* are 2003/2004 CAIS eligible categories.  
(List taken from the 2003 Agriculture & Food "CAIS Program Handbook")

**Dave's Professional Services**

Page:1

Category Number	Category List Description	Business Portion
<b>Income</b>		
8124.4	Bad Debts Recovered	100.00
8123.1	Professional Fees	100.00
8124.3	Recaptured Depreciat	100.00
8124.1	Reserves from Prev.	100.00
8124.2	Work in Prog-End Yr	100.00
<b>Expense</b>		
8204	Advertising, Promo	100.00
8218.6	Auto CCA	100.00
8218.2	Auto Fuel & Repairs	100.00
8218.1	Auto Insurance	100.00
8218.4	Auto Interest	100.00
8218.8	Auto Lease Fees	100.00
8218.3	Auto Lic & Permits	100.00
8218.7	Auto Parking	100.00
8246	Cap Prop Allow	100.00
8207	Capital Cost Allowance	100.00
8223.2	Commissions Paid	100.00
8211	Delivery, Freight	100.00
8213	Insurance	100.00
8214.1	Interest/Bank Chgs	100.00
8225	Light/Heat/Water	100.00
8217	Meals/Entertainment	100.00
8216	Mgmt. & Admin Fees	100.00
8219	Office Exp & Postage	100.00
8222	Office Rental	100.00
8218.5	Other Auto Exp	100.00
8220	Professional Fees	100.00
8221	Property Taxes	100.00
8223.1	Salaries & Benefits	100.00
8252	Supplies	100.00
8225.1	Telephone	100.00
8224	Travel Expenses	100.00

**Tim's Travel Agency**

Page:1

Category Number	Category List Description	Business Portion
<b>Income</b>		

8123.2	Commissions	100.00
8123.3	Fees	100.00
8123.4	Other Income	100.00
8123.1	Sales	

#### Expense

8204	Advertising	100.00
8246	Allow / Cap Property	100.00
8205	Bad Debts	100.00
000000	Bus Tax/Fees/Lic/Mem	100.00
8207	Cap Cost Allowance	100.00
8211	Del/Freight/Exp	100.00
8212	Fuel Costs-not Vehic	100.00
8213	Insurance	100.00
8214	Interest	100.00
8220	Legal/Acct/Prof Fees	100.00
8215	Maint/Repairs	100.00
8216	Mgmt/Admin Fees	100.00
8219	Office Expenses	100.00
00001	Other Expenses	100.00
8221	Property Taxes	100.00
8222	Rent	100.00
8223	Sal/Wages/Benefits	100.00
8252	Supplies	100.00
8225	Telephone/Utilities	100.00
8224	Travel	100.00
8218	Vehicle Exp-not CCA	100.00

#### Farmtool Data Backup:

Farmtool data is backed up every time you exit the Farmtool program

The time and date the files were modified should match the time and date you last used Farmtool.

**Backup to a USB Memory Stick, (Mass Storage Device) is done the same way and is much more convenient.**

#### Restoring Farmtool data to Drive C: (in the event of a Hard Drive crash)

Install Farmtool on your new Drive C: Choose **Application, Utilities, Data Restore** from the menu. Click the Restore button to display a window explorer window, where you can navigate to the backup file you wish to restore. Backup files have names with format ft-yyyy-mm-dd-hh-mm-ss.mdb where yyyy-mm-dd-hh-mm-ss is the date and time the backup was created. When you see the file you want to restore, click on it to highlight it and click the Open button at the bottom to restore it, which will only take a few seconds. Now, when you run the program you should see your restored Farmtool data there.

#### Notes - Special situations - split invoices:

Integration of Farmtool Companion and Farmtool for Windows would be very simple if it were not for the fact that payment for grain delivered is often deferred. Also, the total income from the sale of grain appearing on a grain cheque is seldom taken from a single grain bin. These situations are dealt with below.

**Deferred Payment:** Grain is delivered on December 12/98, but payment is deferred to January 02/99.

- 1) Enter the sale of grain on the date delivered in Farmtool.
  - Put in the number of bushels delivered for inventory purposes.
  - Put in zero(0) for 'Cost' (income)
  - As a comment put 'Deferred to Jan/99'
- 2) Enter the income from the sale of grain on January 02/99 in Farmtool.
  - Put in zero(0) for the number of bushels to avoid an inventory adjustment
  - Put in the 'Cost' (income) for tax purposes.
  - Put in comment 'Deferred Pmt - from 1998'

**Grain taken from several grain bins:**

1520 Bushels delivered - Income \$3724.00. Sold on date delivered.

Date 987021 Sold to: Pioneer Grain

820 Bushels from Bin #3 700 Bushels from Bin #10

**Split Transaction - to update inventory in 2 separate bins**

*In the Main Screen in Farmtool for Windows, put:*

Date: 980721 Customer/Vendor: Pioneer Grain Cost: \$3724.00

Cheque No: 832421 Invoice No: 8729

Take <Split>

**Entry #1:**

Category: Sale of HRSW Qty: 820 Loc: Bin #3

Cost: 3724.00 (put the total in 1<sup>st</sup> record)

**Entry #2:**

Category: Sale of HRSW Qty: 700 Loc: Bin #10 Cost: Zero(0)

You could put in 820 bushels for the 1<sup>st</sup> entry and the value of 700 bushels for the 2<sup>nd</sup> but to do so:

- you would have to do the calculations on a calculator.
- it may be difficult to match the grain ticket to the computer records as the amounts would not match.

*The suggestions given above are just that - suggestions that will make it work and keep things straight.*

*Other ways of dealing with these situations may work equally well.*

*For inventory purposes it would be easier to list farms instead of grain bins and track the inventory on each farm.*

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**Order Form**  
**Farmtool® Ver 3**  
**Farmtool Companion**

Program Prices

Farmtool \$203.95 + GST & PST (Sask. Only)

Farmtool Companion purchased separately \$191.95 + GST & PST (Sask. Only)

Farmtool Companion for registered Farmtool users or purchased with Farmtool  
\$155.95 + GST & PST (Sask. Only)

Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

Street: \_\_\_\_\_ City: \_\_\_\_\_ Prov. \_\_\_\_ Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Operating System: Windows \_\_\_\_\_

**Program(s) Ordered**

Farmtool \_\_\_\_ Demo Ser. No. FTW \_\_\_\_\_

Farmtool Companion \_\_\_\_ Demo Ser. No. FTC \_\_\_\_\_

Please be sure to provide all of the above information.

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