

## FARMBOOKS ACCOUNTING SOFTWARE

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Sanders Software Consulting Inc.

# Administrative & User Guide

*Updated June 2023*

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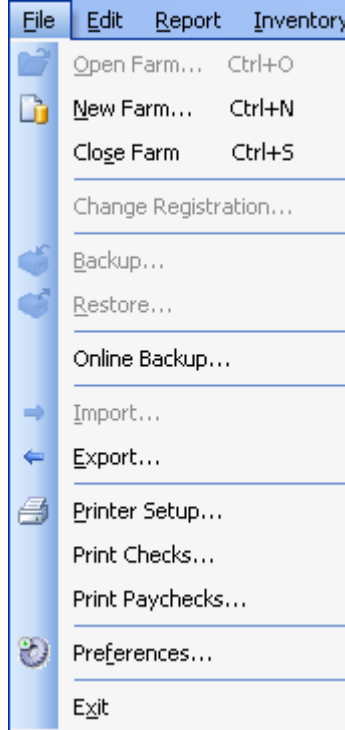
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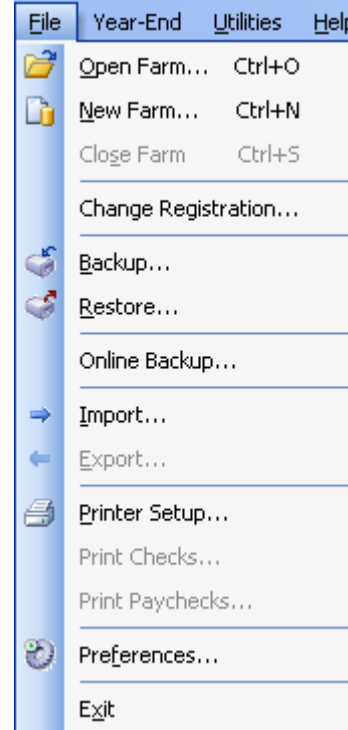
## Section 1: Farm Options

Click **File** on the menu, or press **Alt-F** and the file menu will drop down. Different options will appear depending on if a farm is already open in FarmBooks.

**Menu Options when farm is open.**

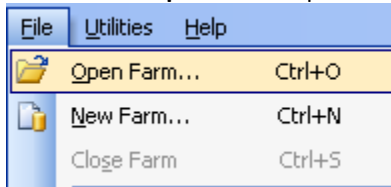


**Menu options when farm is closed.**

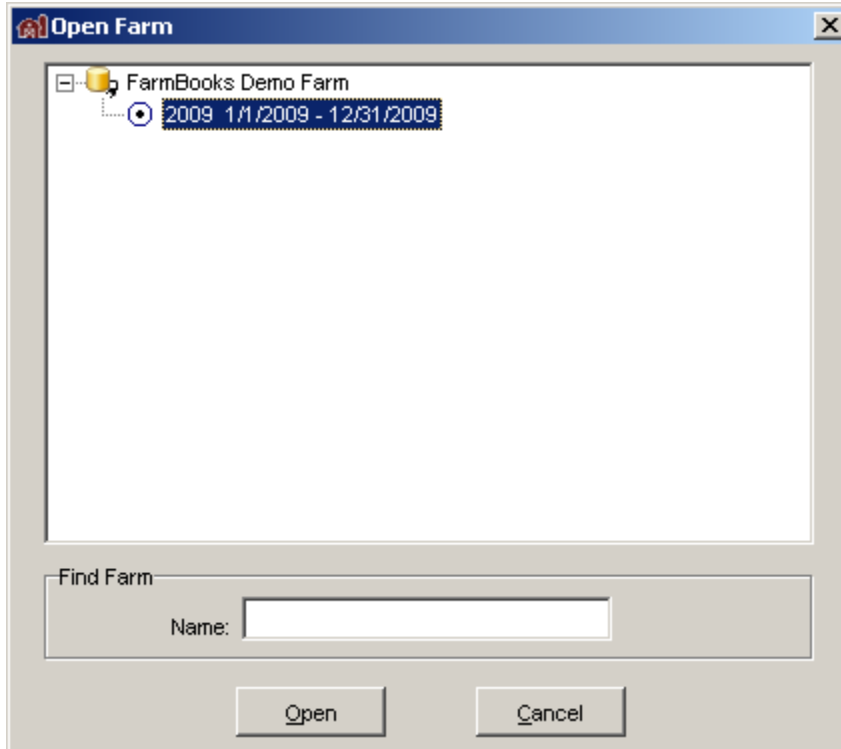


## Open Farm

- 1) Click on **File: Open Farm** or press **Ctrl-O**.



- 2) When the Open Farm window appears, click a farm name or press the + key on the keypad to display a list of available fiscal years for a farm, click on the fiscal year under the farm to highlight the choice, then click **Open**.



- 3) FarmBooks will open your farm and display a tab menu with options for managing the farm.

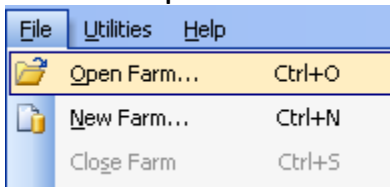


NOTE: To open the same farm and fiscal year each time the program starts choose **File: Preferences - Open Last Farm Used on Startup**.

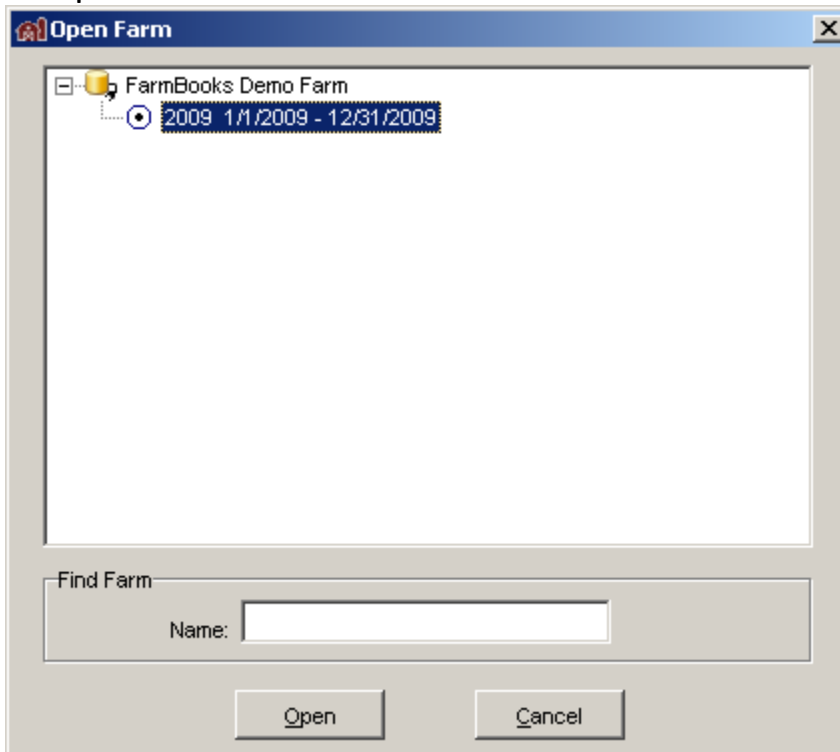
## Open Demo Farm

FarmBooks ships with a demo database that can be used to record transactions and become familiar with the application. You can access the demo farm with the following steps:

- 1) Click on **File: Open Farm**



- 2) Click the + sign next to **FarmBooks Demo Farm** and then the radio button next to the 2009 calendar year. Once completed, click **Open**.



- 3) Note that now there are tabs for you to view and manage the demo farm.





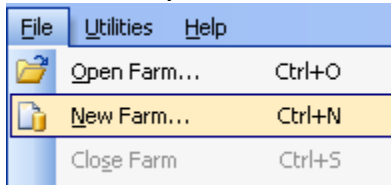
## New Farm

FarmBooks can manage one or multiple farms. Each farm must have a unique registration number to create a new database.

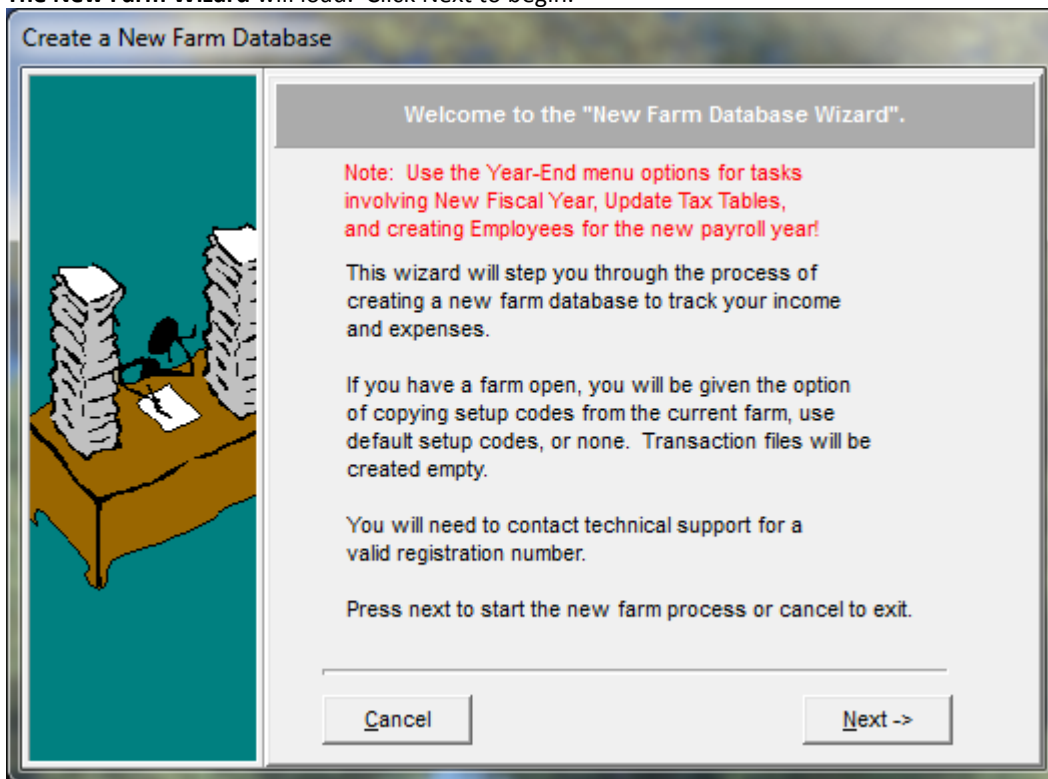
Call Sanders Software Consulting at (785) 865-5111 to request a registration number before beginning a new farm setup.

Use the **New Farm Wizard** to create a new farm.

- 1) Click on **File: Open Farm**



- 2) The **New Farm Wizard** will load. Click Next to begin.



- 3) Enter the **Farm Number**, **Farm Name** and your **Registration Key** and then click **Next**.

*Note: The Farm Name must be exactly as specified, same case and spacing.*

**New Farm**

Step 1 of 4: Enter Software Registration for Farm.

**Note: Farm Number and Name (case and spacing) must be entered exactly as specified by technical support. Contact technical support for a valid registration.**

Farm Number:

Farm Name:

Registration Key:

- 4) Enter the **Tax ID Number** (if known) and the date for **Start Fiscal Year**. The ending fiscal year date will appear beside the start date so you can verify your beginning and ending date. If this farm operates on a fiscal year instead of a calendar year, set the beginning of the fiscal year instead of accepting the default. Click **Next** to continue.

**New Farm**

Step 2 of 4: Enter Farm Tax Information.

**Farm Information**

Farm Number:

Farm Name:

Tax ID Number:

Start Fiscal Year:

- 5) Enter Contact Information for Farm and click Next.

**New Farm**

**Step 3 of 4: Enter Contact Information for Farm.**

**Contact Information**

Name: Tom T Thomas

Address 1: PO Box 1921

Address 2:

City: Lawrence

State: KS

ZIP: 66044-\_\_\_\_

Phone: ( ) - -

E-mail:

Cancel      <- Back      Next ->

- 6) Specify which Setup Codes to copy. If you have an existing farm open while you are creating a new farm, you will have the option to copy setup codes or use the default codes. If you do not have an existing farm open, this window will not appear. Click the Next button to continue.
- 7) Confirm the folder location for the farm database and click **Finish** to complete the setup.

**New Farm**

**Step 4 of 4: Folder Location for Farm Database.**

Farm Number: 70500100KS

Farm Name: FarmBooks Demo Farm

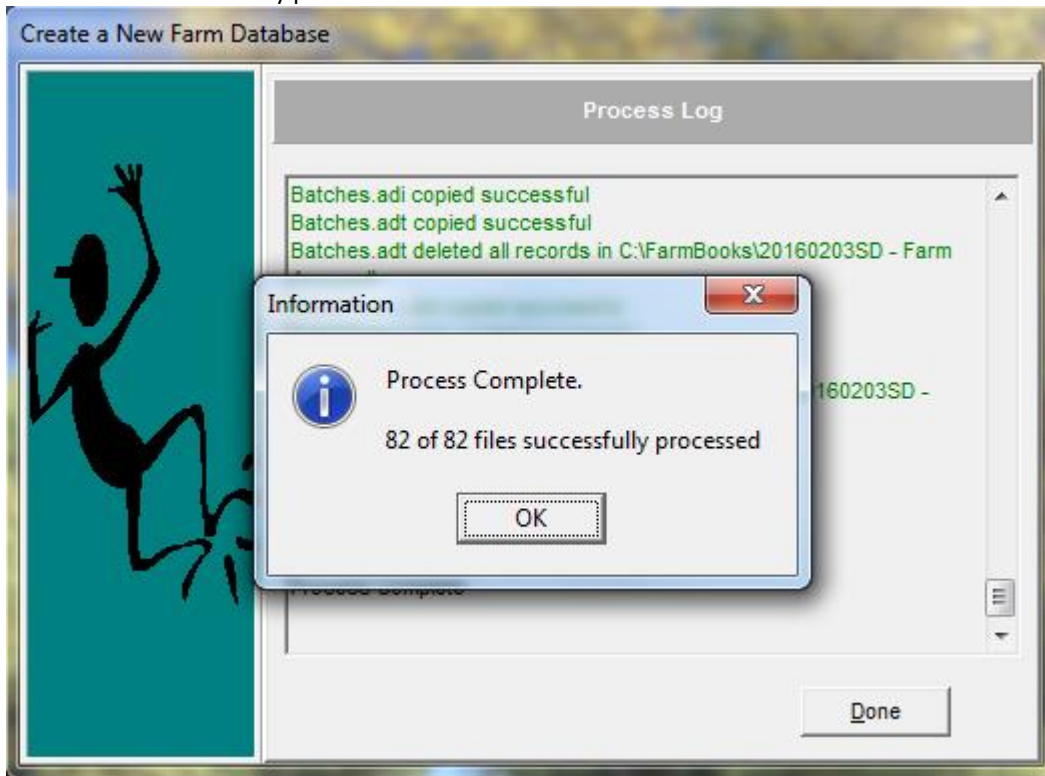
**Location of Farm Files**

C:\FarmBooks\70500100KS - FarmBooks Demo Farm\

**Note: Setup codes could be copied if a farm was open.**

Cancel      <- Back      Finish

- 8) When the creation of the new farm is successful, you will get a message about the number of files that were successfully processed. If all files were not successfully created, click the box to **View Import Log** and print the log to determine which files were not successfully processed.



**After you create a new farm you will need to do the following:**

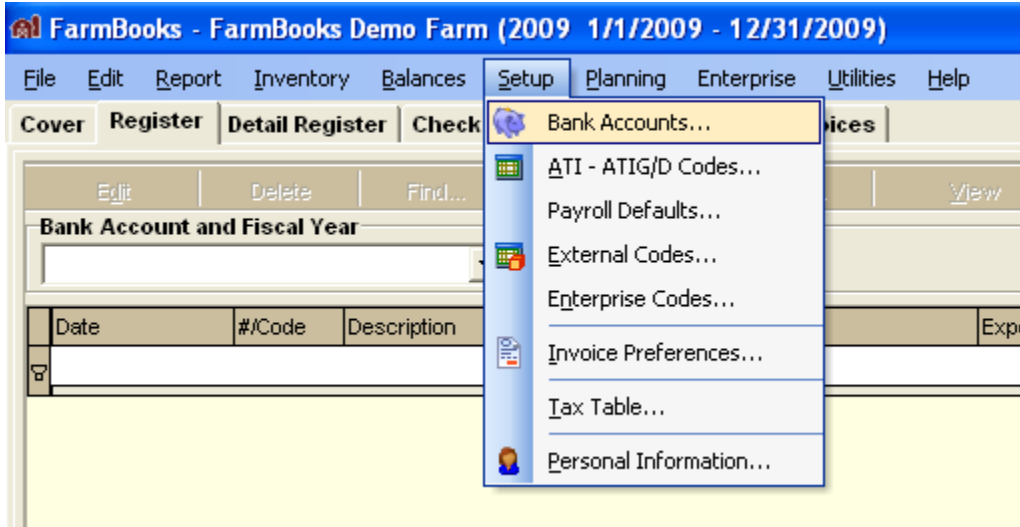
- Set up at least one bank account for the farm
- Add frequently used vendors
- Add employees

## Setup Bank Accounts

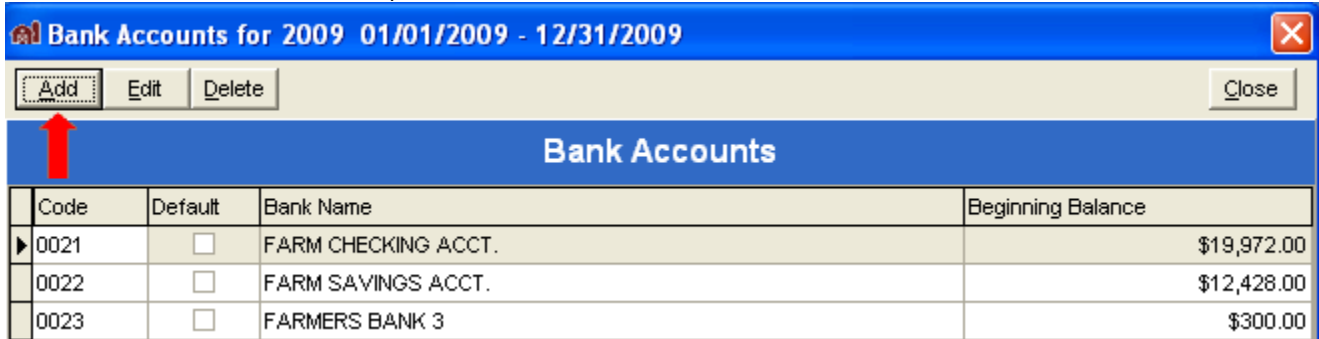
- 1) Open your farm by clicking **File: Open Farm**.



- 2) Click on **Setup: Bank Accounts**



- 3) When the Bank Accounts window opens, click **Add**.



- 4) Enter your bank information and click **Add**.

**Add Bank Code for Fiscal Year: 2009 01/01/2009 - 12/31/2009**

**Bank**

Bank Code: 001

Bank Name: First Bank

Beginning Balance: \$10,000.00

**MICR Configuration (Optional)**

Auxiliary On-U's:

Transit No:

On-U's:

**Defaults (Optional)**

Check Format: Top Check and Two Vouchers

Import Data Map:

Next Sequence Number

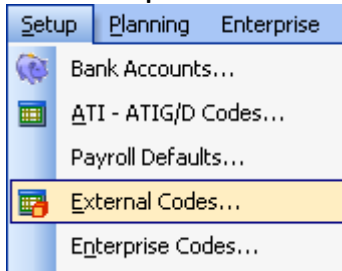
Deposit: 125 Check: 175

Add Cancel

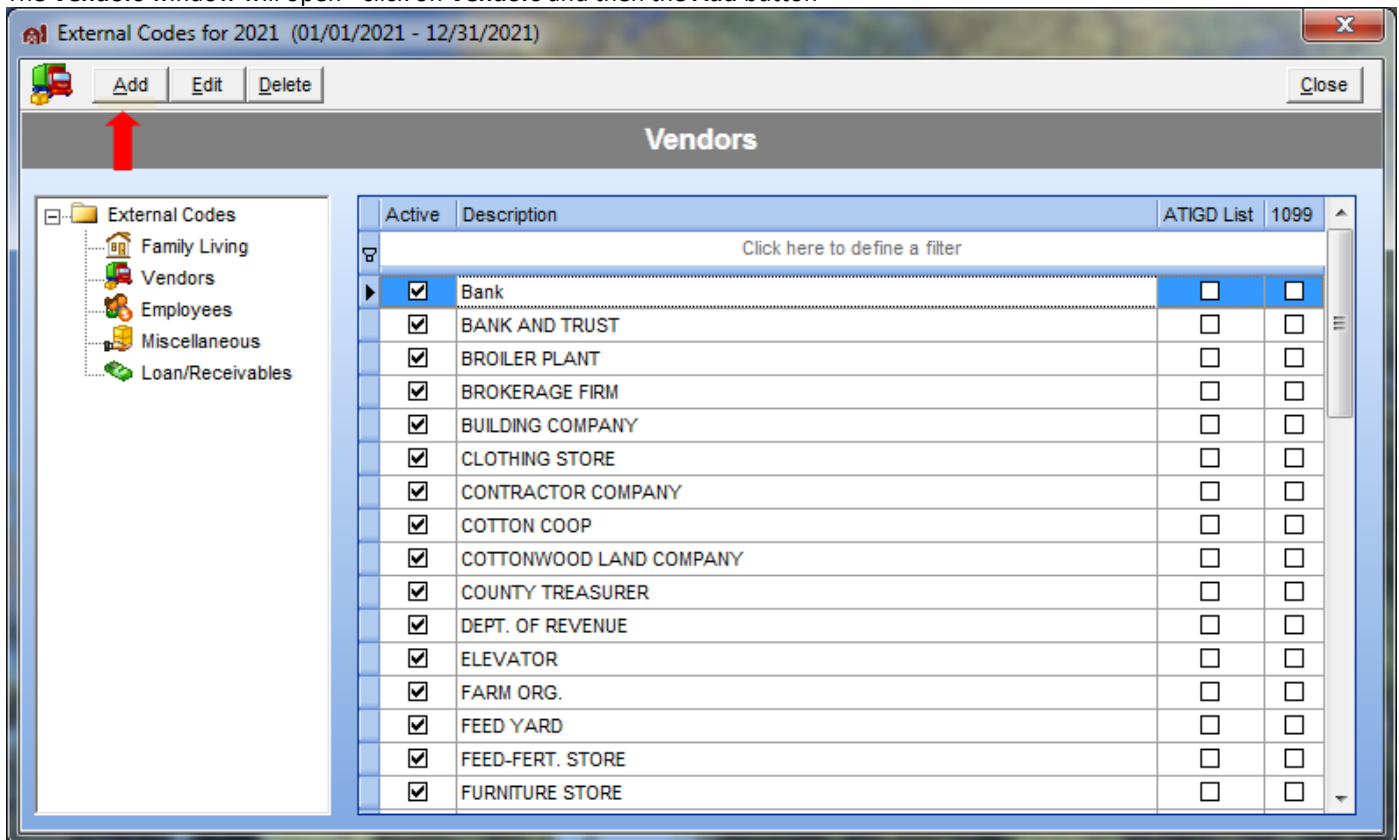
- 5) Once completed, you can close out of the **Bank Accounts** window.

## Add Frequently Used Vendors

- 1) Click on **Setup: External Codes**



- 2) The **Vendors** window will open - click on **Vendors** and then the **Add** button



3) Enter in information for you new Vendor and click **Add**

**Add Vendor Detail**

Vendor is Active

**Code**

1099 Vendor 1099 Form

Description:

Note: [Text inside brackets will not print on check] Example: MyFinanceCompany [Truck-Business]

**Business Information**

Tax ID Number:

Address Line 1:

Address Line 2:

City:

State:

ZIP:

Fax:

(Vendor Reference Number)

Memo Line:

**Contact Information**

Name:

Phone:

Mobile:

E-mail:

**Alternate Information**

Name:

Phone:

Mobile:

E-mail:

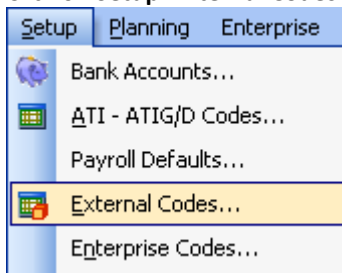
**Memorized Check / Deposit ATIGD List**

Use List on Entry

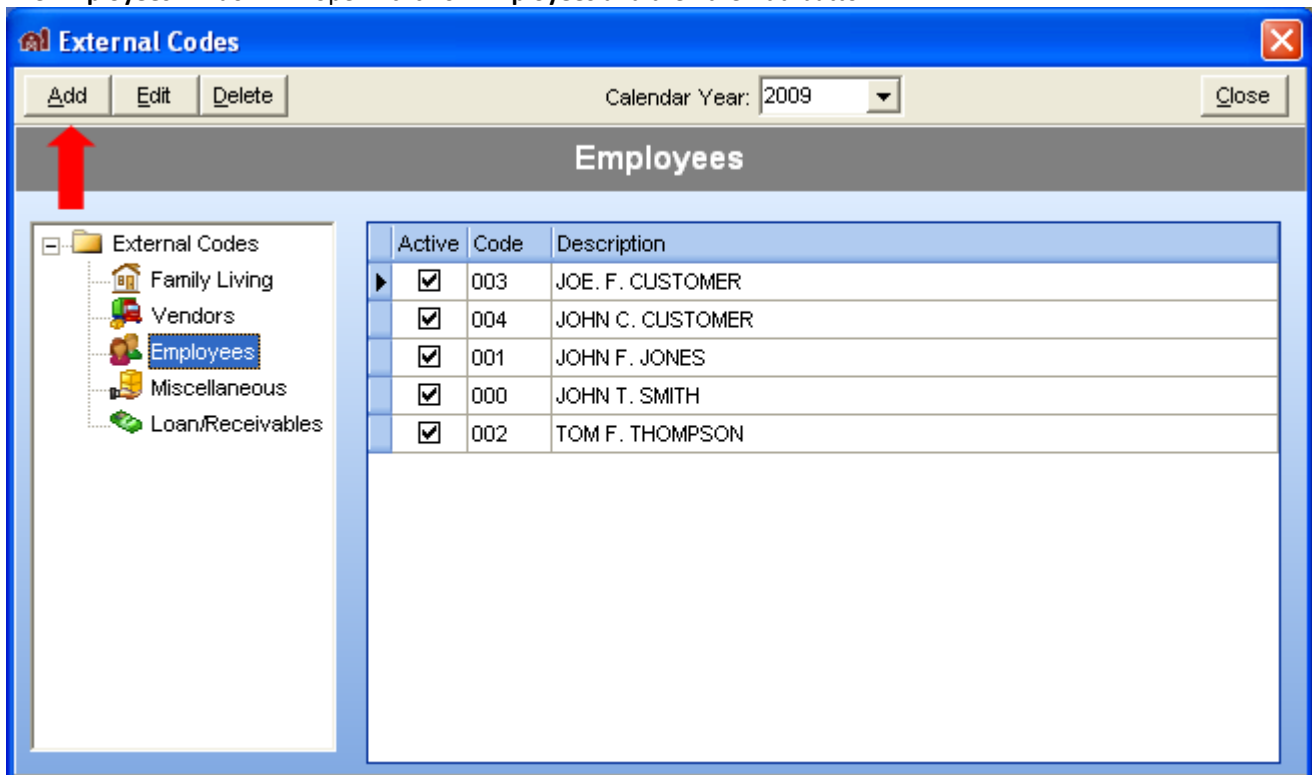


## Add Employees

- 1) Click on **Setup: External Codes**



- 2) The **Employees** window will open - click on **Employees** and then the **Add** button



3) The **Edit Employees for Calendar Year** window will load with the **Employee, Employment, and Payroll Wizard** open. You can enter the following information in Step 1 of 2 in the wizard:

- a. Employee Information
- b. Sick and Vacation Tracking
- c. Employment Information (Hire, Release, Termination Dates)
- d. Payroll Information (Pay Period, Pay Type)
- e. Federal & State Withholding Info

The screenshot shows the 'Edit Employee for Calendar Year: 2021' window, titled 'Step 1 of 2: Employee, Employment, and Payroll Info'. The window is divided into several sections:

- Employee Information:** Includes fields for Employee Code (001), Social Security (545-66-5487), Employee Name (JOHN F. JONES), Address Line 1 (BOX 3), Address Line 2, City (WAMEGO), State (KS), and Postal Code (66547). There are also fields for Phone Home, Phone Mobile, Fax, Email, and Additional Email.
- Employment Information:** Includes fields for Hire Date, Release Date (Last Payroll Date), and Termination Date (Last Employment Date).
- Sick and Vacation Tracking:** Includes a Tracking Method dropdown (Not Tracking) and fields for Sick (0.00) and Vacation (0.00) hours, with a note '(Yearly Available Hours)'. There are 'Cancel' and 'Next ->' buttons at the bottom left.
- Payroll Information:** Includes fields for Pay Period (Monthly), Pay Type (Salaried), and Withholding Method (Pre-2020).
- Pre-2020: W-4 Federal Withholding Info:** Includes Filing Status (Married), Allowances (2), and a checkbox for FICA Exempt.
- 2020 Plus: W-4 Federal Withholding Info:** Includes Filing Status (Married), a checkbox for Step 2(c) Withhold at Higher Rate, Step 3 Credit Estimate (\$0.00), Step 4(a) Other Income (\$0.00), Step 4(b) Other Deductions (\$0.00), and Step 4(c) Extra Withholding (See Next Page (Grid Entry)). There is also a checkbox for FICA Exempt.
- State Withholding Info:** Includes Filing Status (Married), Tax Authority, Allowances (2), and an Optional Override dropdown.

At the bottom right, there is a 'Next ->' button.

4) When completed, click on the **Next** button where you can enter **Earning and Deductions**.

- 5) In step 2 of 2 of the wizard, enter the employee salary rate per pay period (monthly salary is shown above and is stated above the word rate in the earning grid). If the employee is hourly, enter their hour rate per hour on the wage line in the earning grid. In the case of an hourly employee, their deductions are calculated at the time the paycheck is written.

Edit Employee for Calendar Year: 2021

Employee is Active

Tax Tables Local / Custom Rules Payroll Defaults...

### Step 2 of 2: Earnings and Benefits / Deductions Info

Employee Code: 001 Employee Name: JOHN F. JONES Social Security: 545-66-5487

**Earnings**

Active	Payroll Item	Monthly Salary Rate
<input checked="" type="checkbox"/>	Wages	\$3,000.00

Retrieve Defaults Items  
Undo  
Calculate 2021 Taxes  
Apply

**Benefits / Deductions**

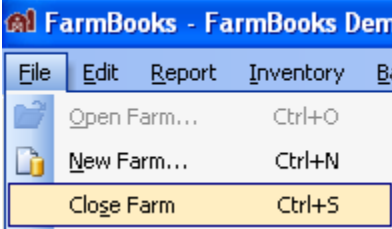
Acti	is Heal	Payroll Item	Monthly Amounts			Subject to...															
			Amount	Extra Withho	Amount Lim	Company	Deduction is Pr	Feder	Federal Ex	Sta	State Ex	Medica	Social Sec	Work Co	SUT	Loc	Custor	Custor			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Social Security Tax	\$186.00			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Medicare Tax	\$43.50			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Retirement				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Health Insurance				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Life Insurance				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Workman Compensation				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	FUTA				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	SUTA				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	State Income Tax	\$62.00			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Federal Income Tax	\$126.67			<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

11 Total Deductions: 4 \$418.17 \$0.00 \$0.00 \$0.00 \$12 \$0.00 \$6 \$0.00 \$43.5 \$186.00 \$0.00

Cancel Finish < Back Finish

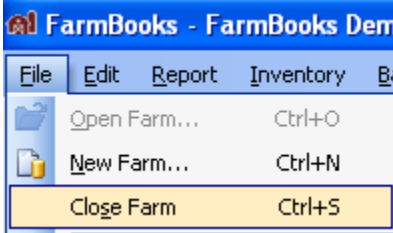
## Close Farm

Press **Ctrl-S** or choose **File: Close Farm** from the menu. This will close the current farm so it is possible to open another farm. A farm must be closed before restoring data from a backup.

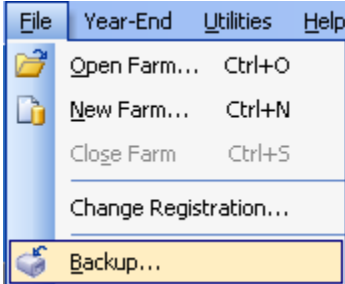


## Backup Farm

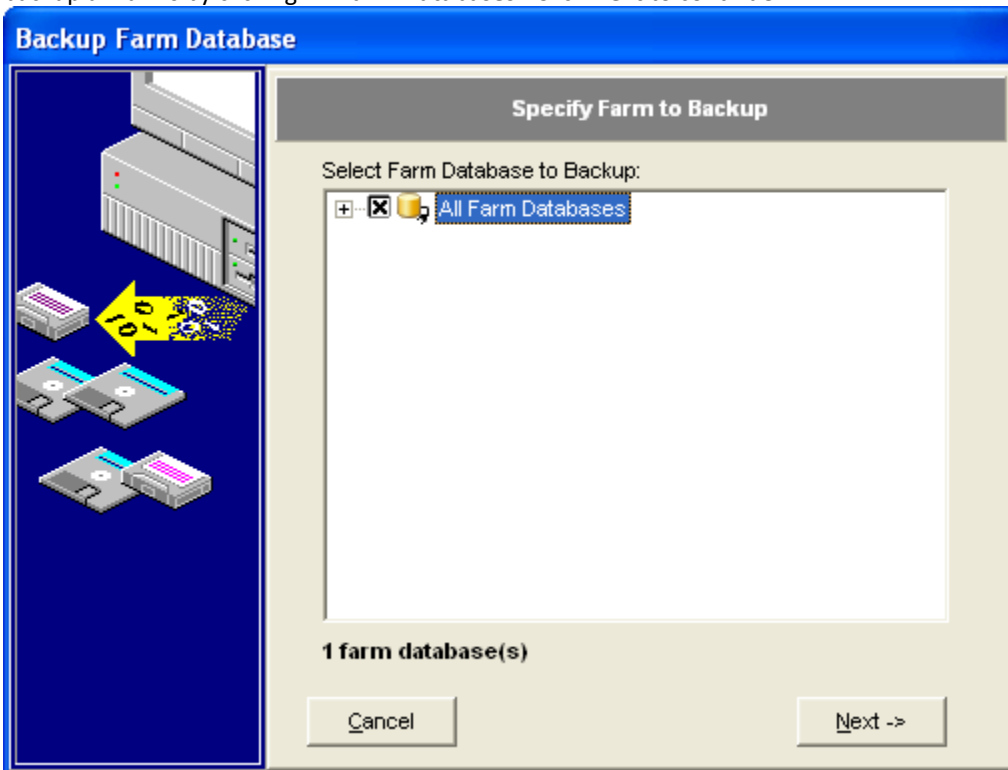
- 1) Close any farms that are open by clicking **File: Close Farm**.



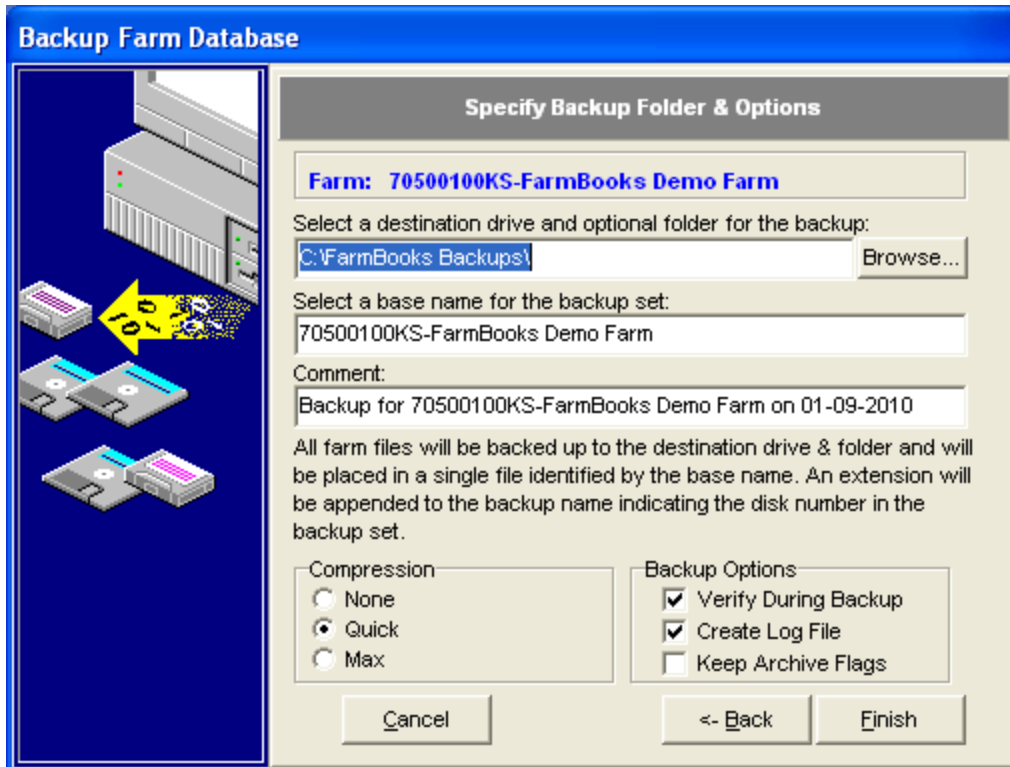
- 2) Start the backup by clicking **File: Backup**.



- 3) The Backup Farm Database window will open. Select the farm to backup by clicking in the box beside the farm name or backup all farms by clicking **All Farm Databases**. Click **Next** to continue.



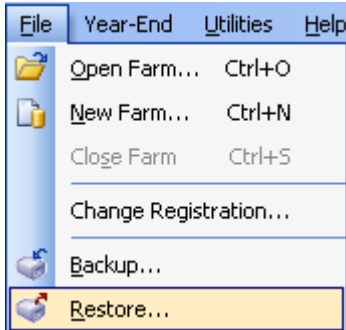
- 4) You can backup your data to a USB removable drive, diskette, zip drive, CD or a folder on your hard drive.
  - a) Click the **Browse** button to find a drive and folder for the backup.
  - b) Choose the **level of compression** if you wish to reduce the size of the backup file.
  - c) Choose **backup options**. Click on the “Keep Archive Flags” setting to maintain the current flags on the database files being backed up.



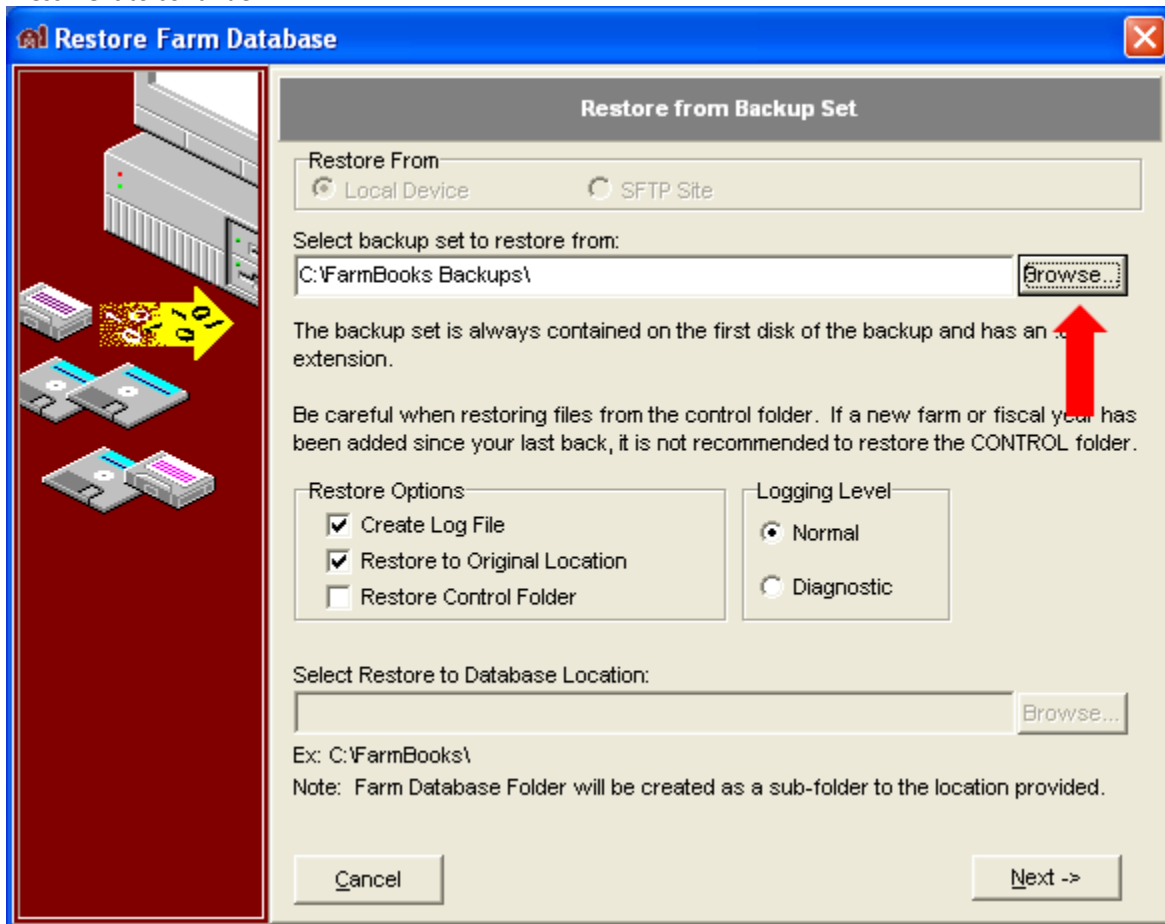
- 5) Click **Finish** to perform backup.

## Restore Farm

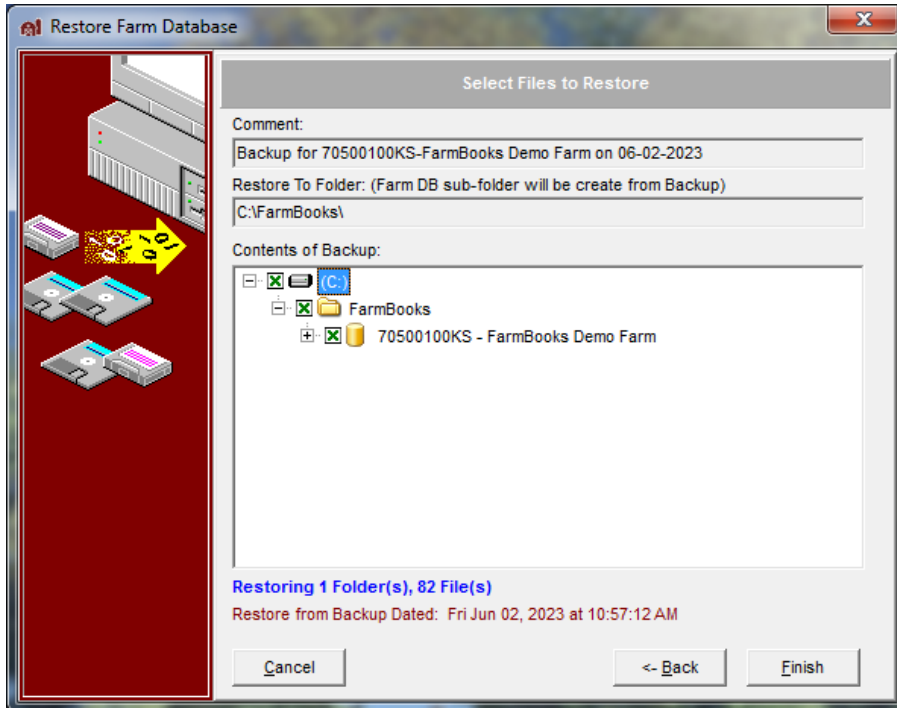
- 1) Close any farms that are open before starting a restore.
- 2) Choose **File: Restore** from the menu to open the **Restore Farm Database** window.



- 3) The **Restore Farm Database** window will open. Click the **Browse** button to find the backup set to restore from. This file may be on a USB removable drive, zip disk, CD, or located on your computer. The backup set may be comprised of several files depending on the storage capacity of the backup media.
  - The farm number and farm name identifies the backup set by default and the file has a .001 extension. To create a log when restoring the farm, click the **Create Log File** option.
  - **If you are setting up a new computer, check "Restore Control Folder" to have your registration information automatically restored.**
  - Press **Next** to continue.

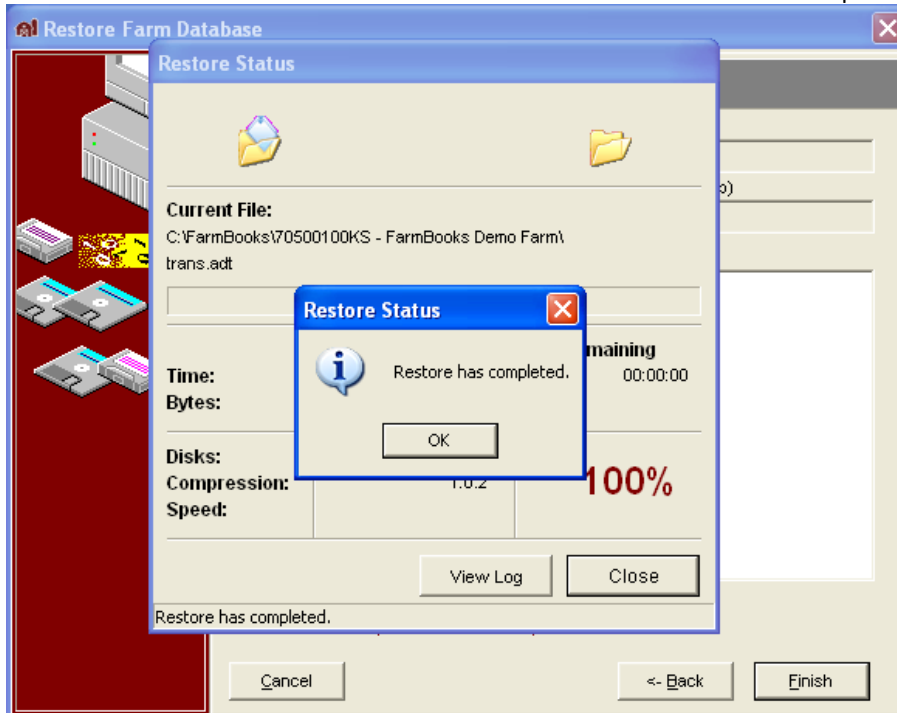


- 4) The **Select Files to Restore** window will open. If you are restoring a single farm database, simply click the top checkbox to select all files to restore. However, if you are restoring from a multiple farm database then click the plus (+) signs in the tree until you see the farm number and farm name to restore. Click the check box beside the farm to be restored and then click **Finish**.



There is also a folder named “Control” if you checked “Restore Control Folder” and by default this is unchecked. This could be used to restore your registration information and available fiscal years. You can restore all farm files or a single farm.

- 5) Click **OK** and then close out of the Restore Farm Database window when completed.

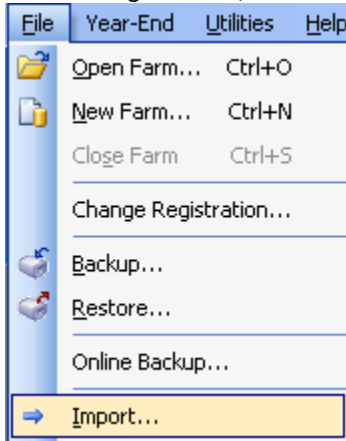




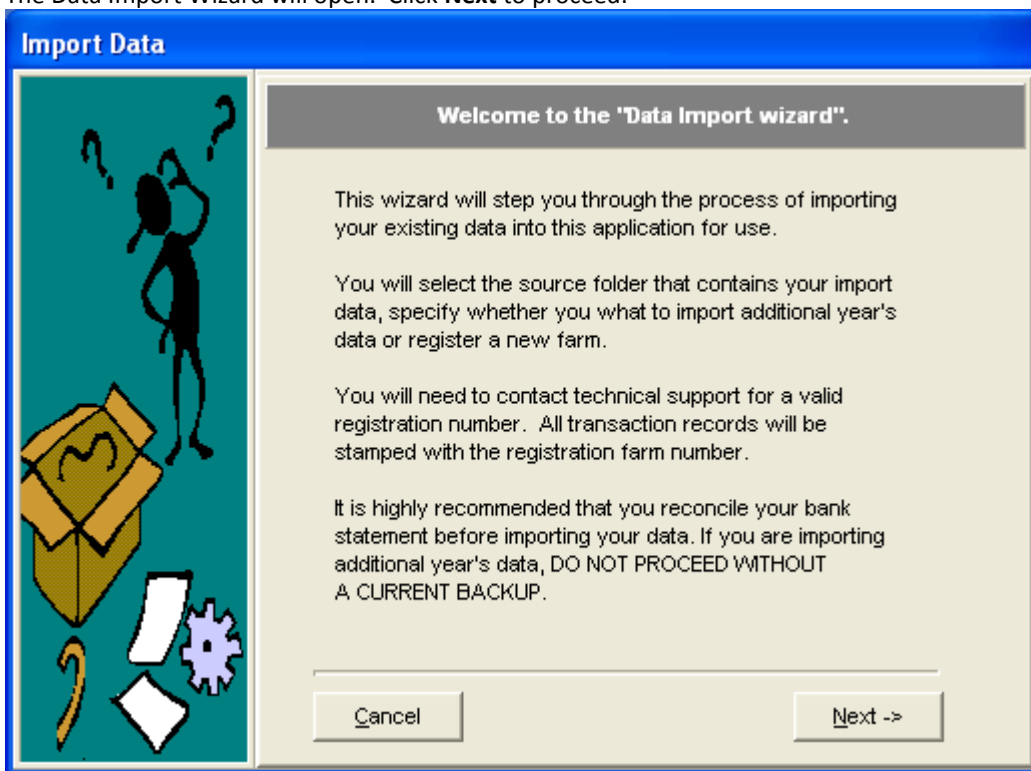
## Import Field Manager Corrections

This feature may be used by your farm manager to make additions, changes, or deletions to your data on their computer while you continue to enter transactions on your system.

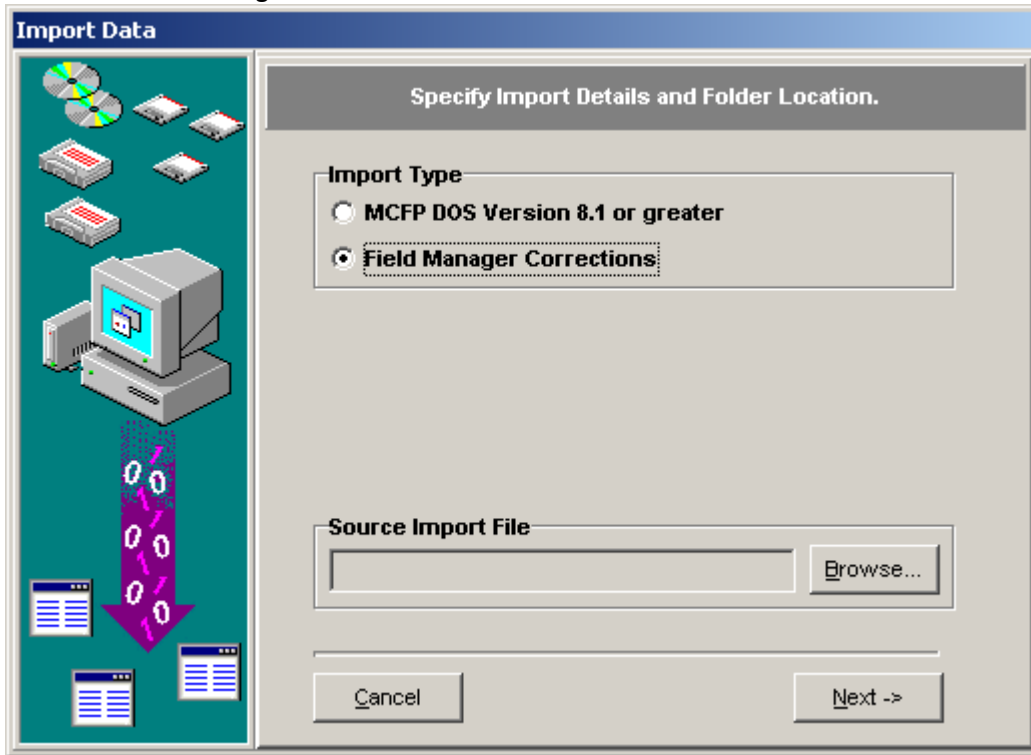
- 1) After closing all farms, click **File: Import**.



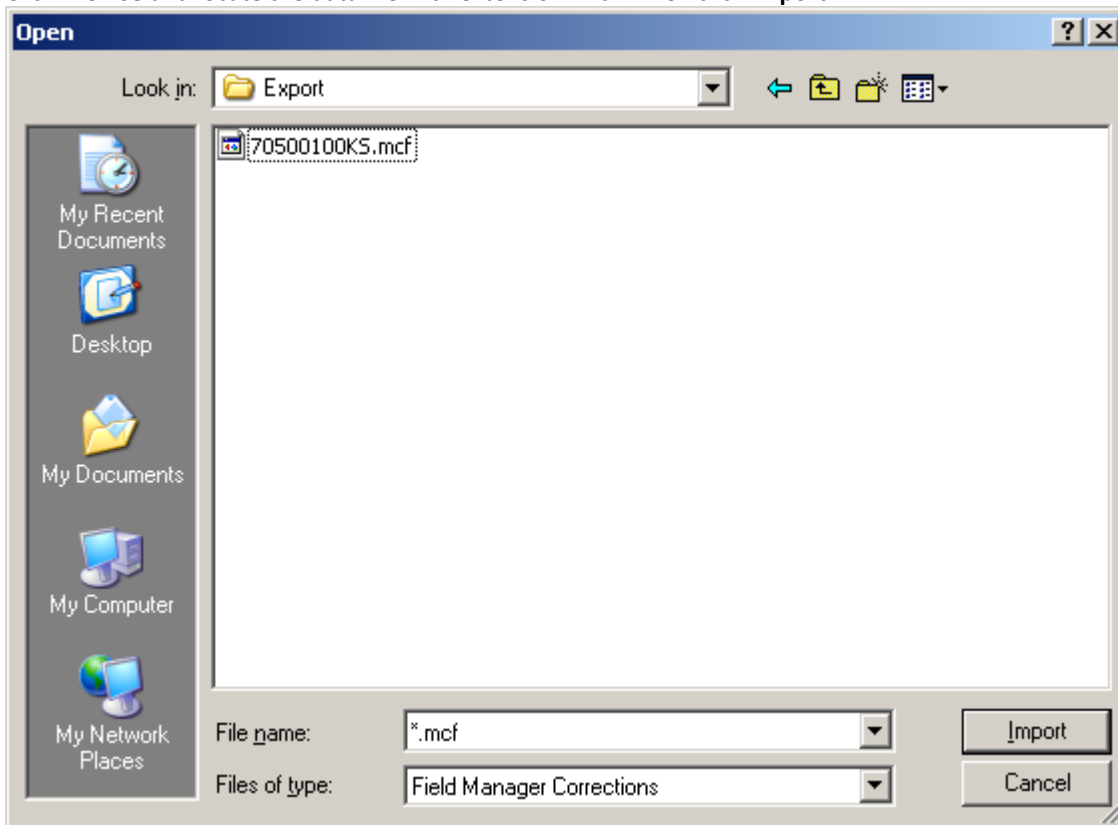
- 2) The Data Import Wizard will open. Click **Next** to proceed.



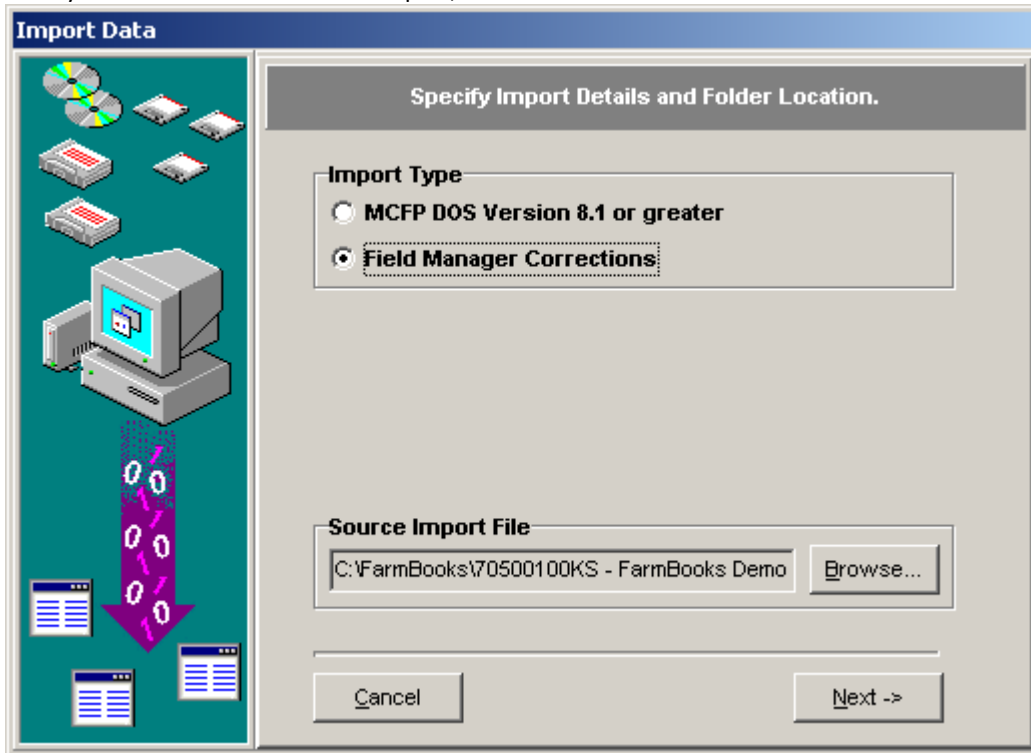
- 3) Choose the **Field Manager Corrections** radio button.



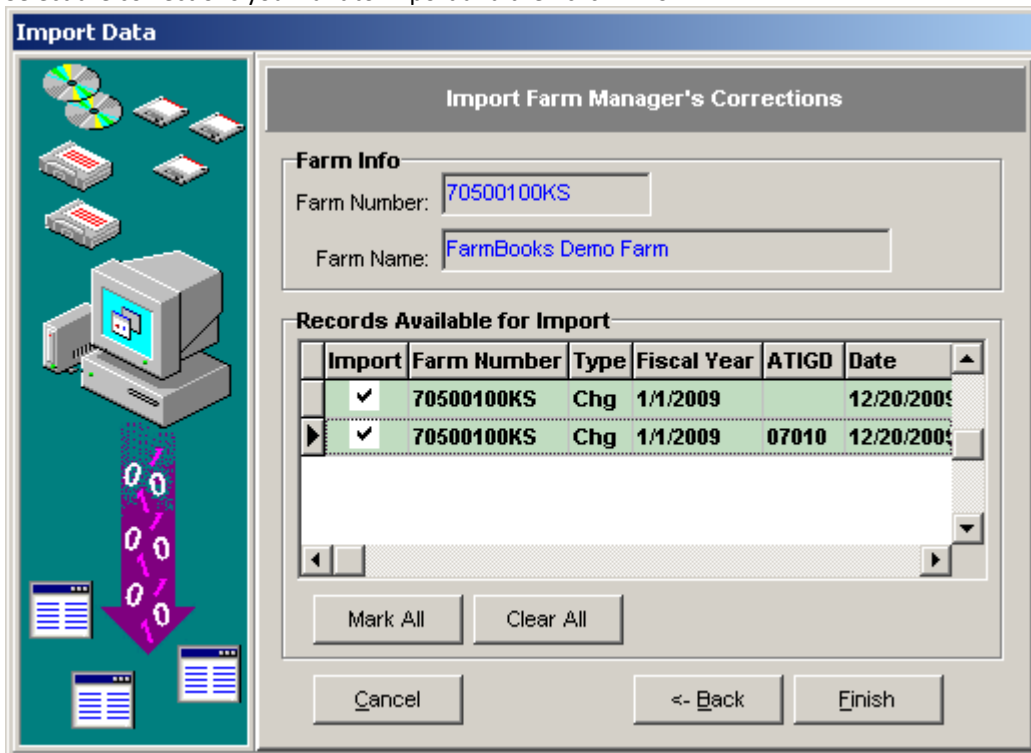
- 4) Click **Browse** and locate the data file with extension .mcf. Then click **Import**.



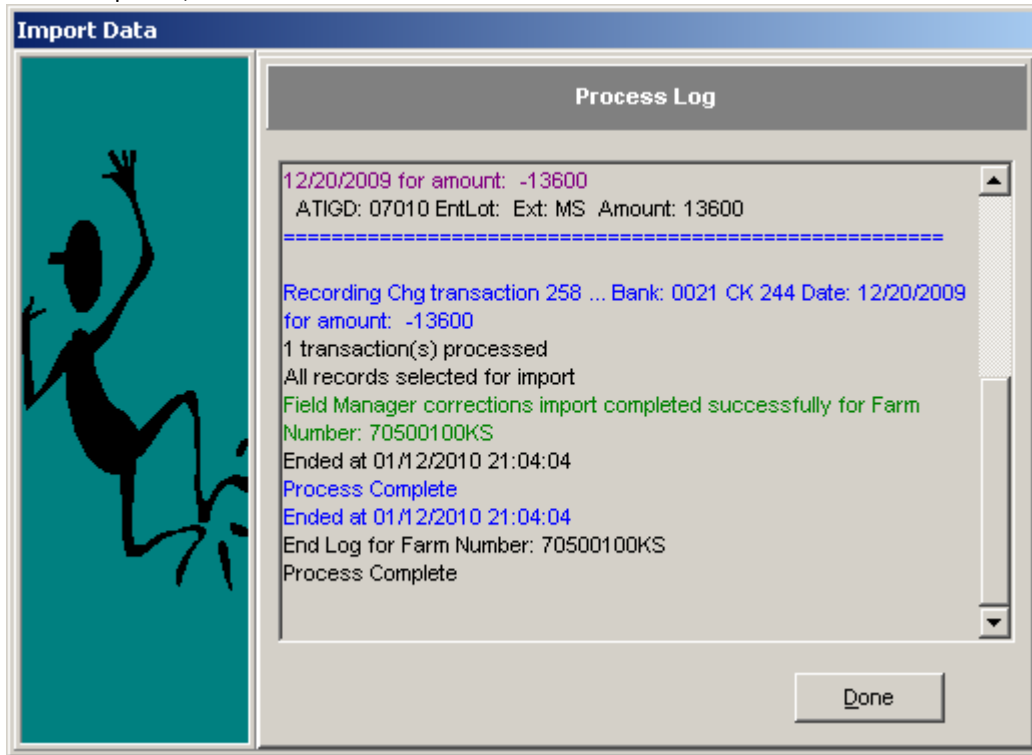
- 5) After you have selected the file to import, click **Next**.



- 6) Select the corrections you want to import and then click **Finish**.



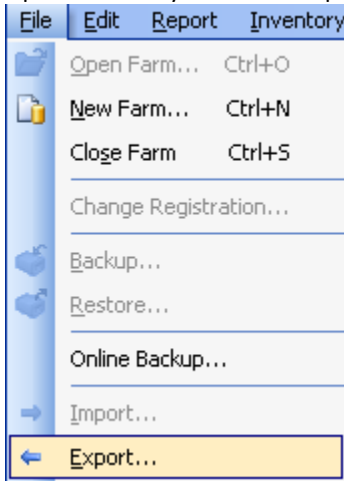
- 7) Once completed, click **Done**.



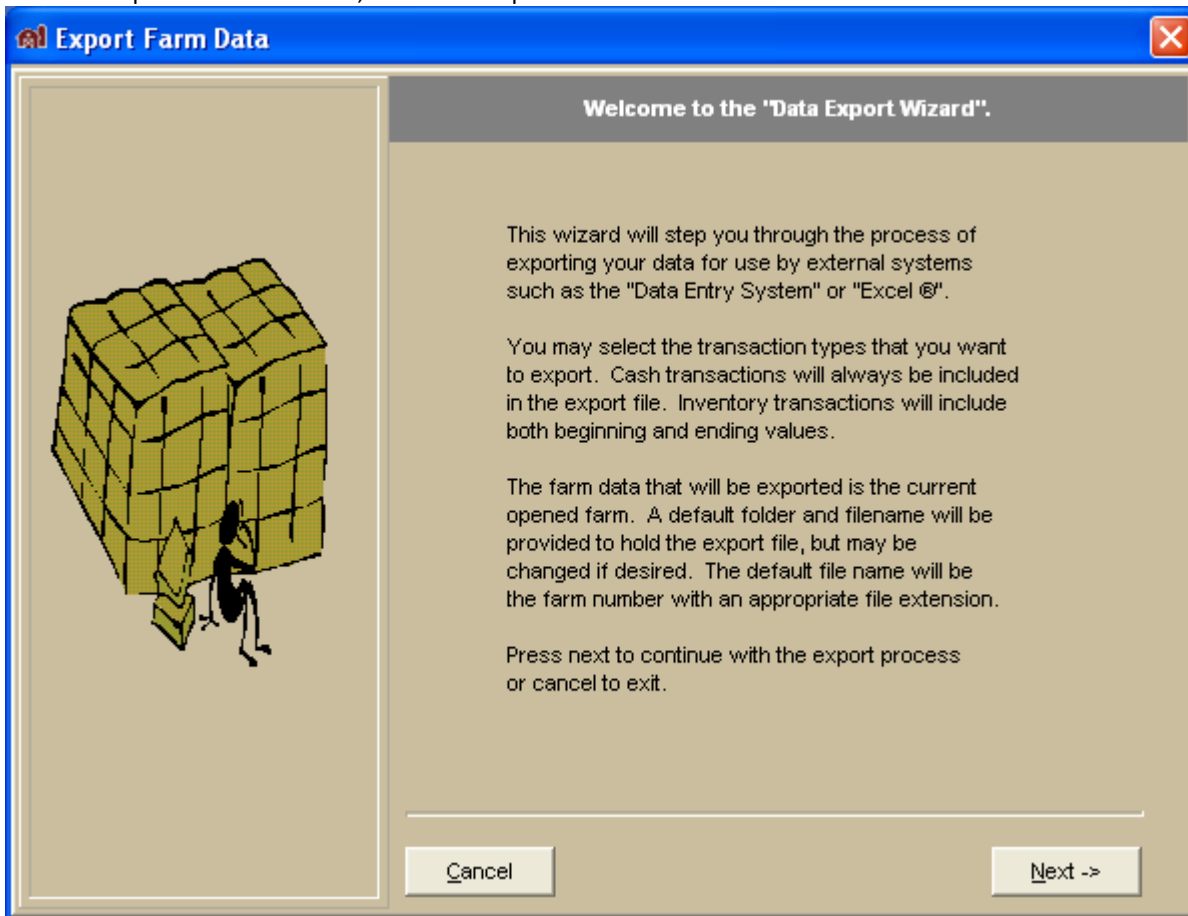
## Export Data

Use the export data function to prepare farm data for use by the other programs.

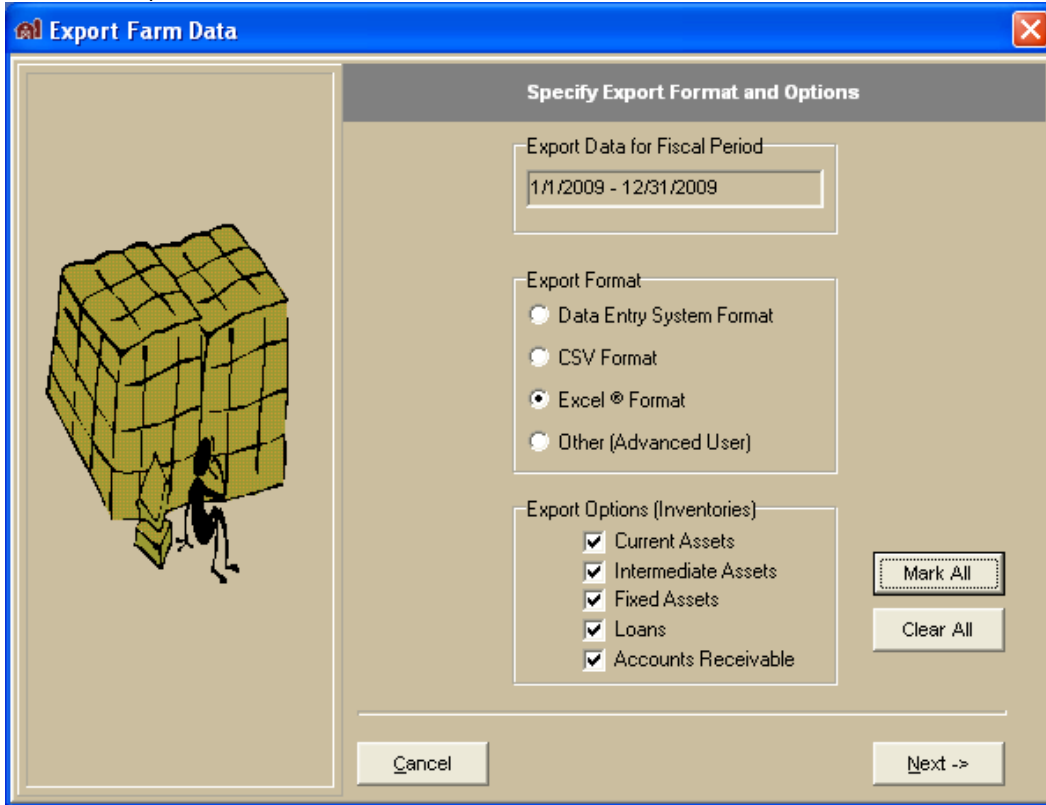
- 1) Open the farm you wish to export data from and click **File: Export**



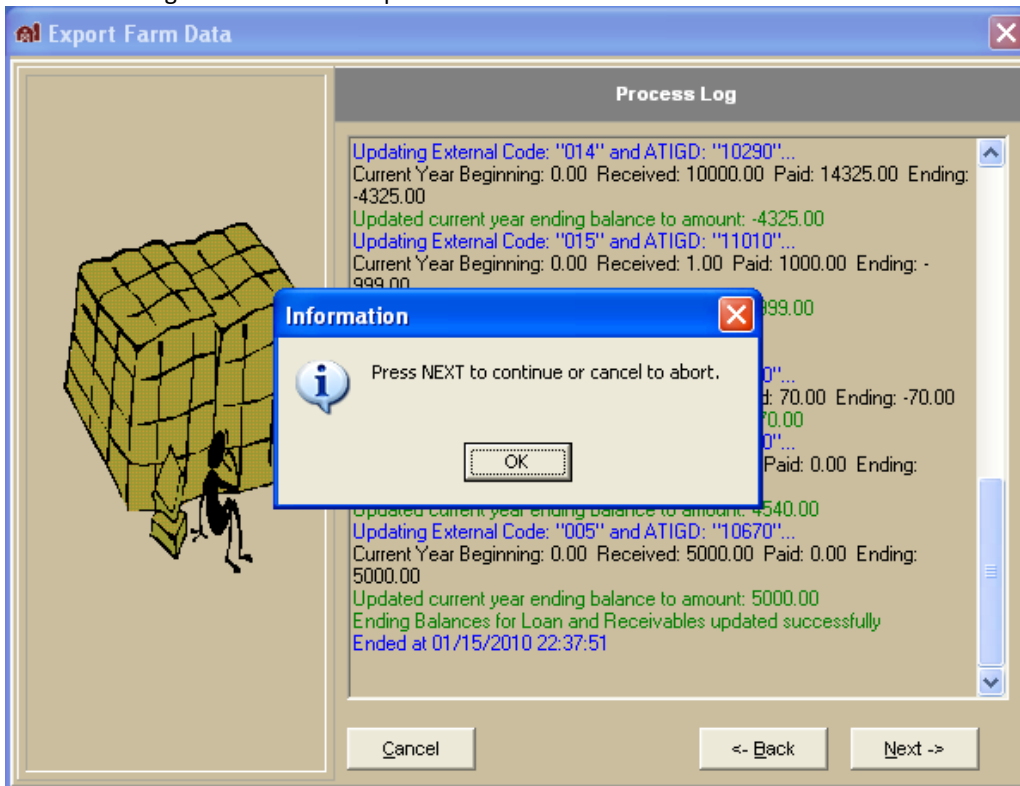
- 2) The Data Export Wizard will load, click **Next** to proceed.



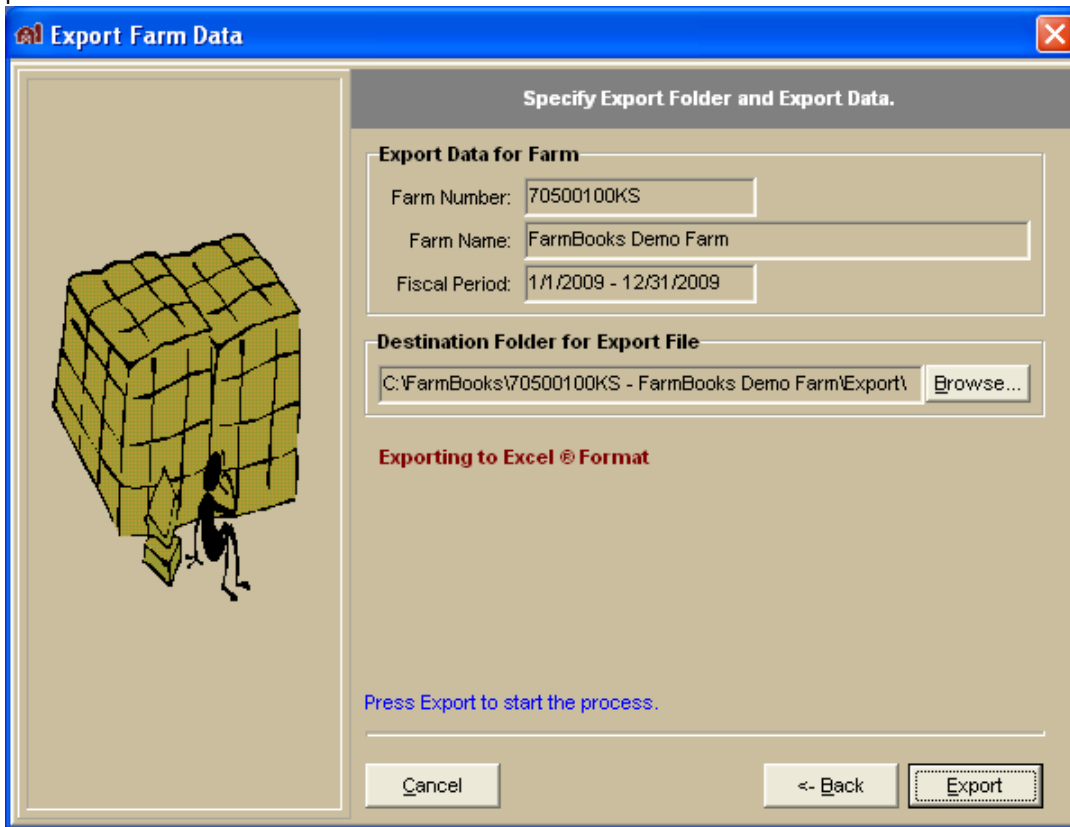
- 3) The **Specify Export Format and Options** window will open where you can select the **Export Format** and **Export Options**. Click **Next** to proceed.



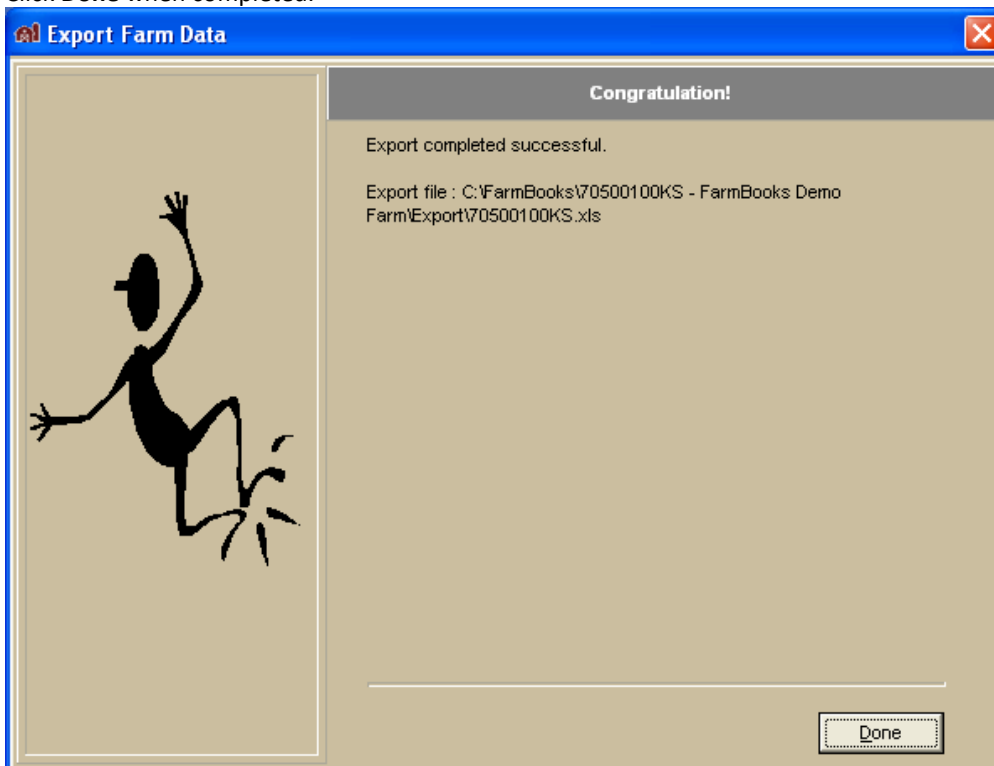
- 4) The Process Log will confirm the export. Click **Next** to continue.



- 5) The **Specify Export Folder and Export Data** window will open. Click **Browse** to choose a different folder for the file if desired. The default file name will be the farm number with a .dat extension. Click the **Export** button to start the export process.



- 6) Click **Done** when completed.



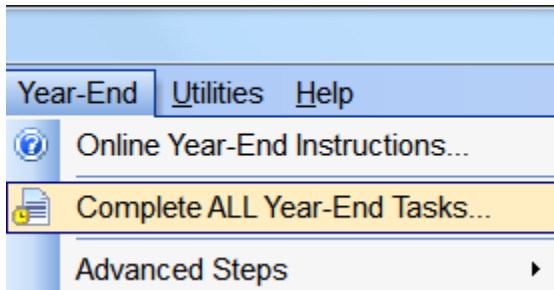
## Section 2: Farm Year-End Tasks

### Complete ALL Year-End Tasks

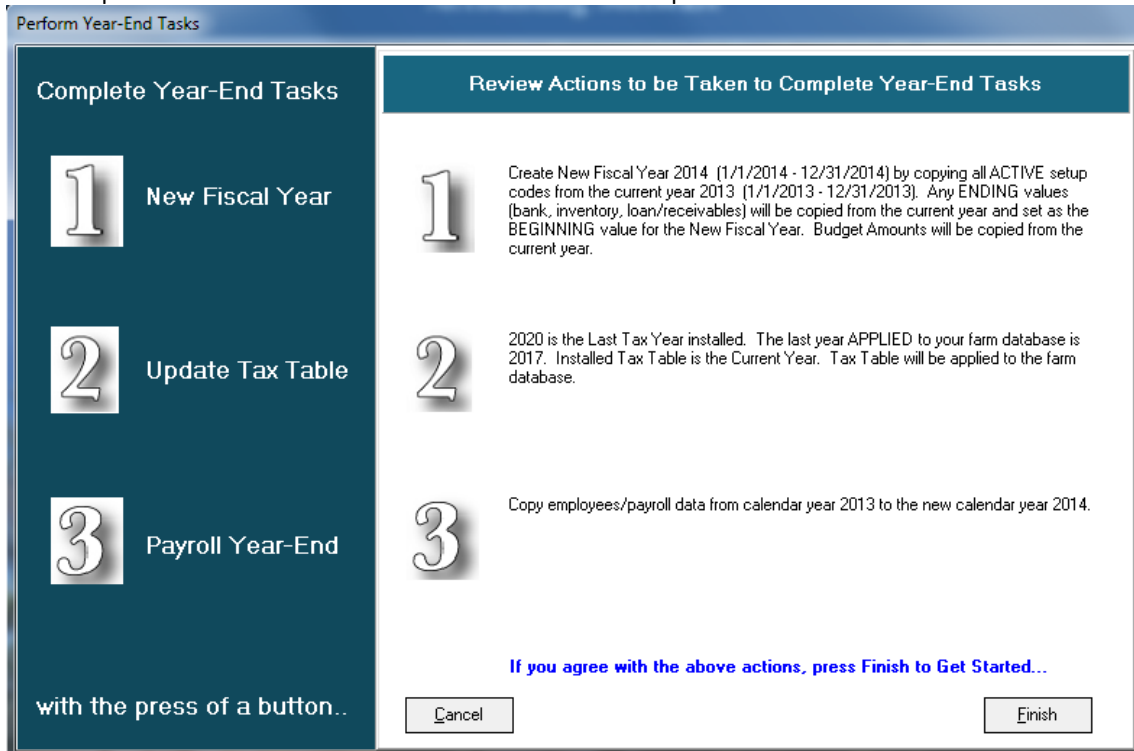
The Year-End Tasks wizard simplifies the three steps (1: New Fiscal Year, 2: Update Tax Table, and 3: Payroll Calendar Year-End) into one step by analyzing your data to determine the steps that are necessary to complete all of your year-end tasks. It will describe the actions needed to complete each step and if you agree that the actions are as expected, then you will press the finish button to start the process.

For instance, if your fiscal year is a non-calendar year, then it may skip the New Fiscal Year step and only execute steps 2 and 3 if you do payroll. Then when it is time to create your new fiscal year later in the year, just run the Year-End Tasks wizard again to complete step 1 and it will skip steps 2 and 3. If you don't do payroll, then it may only execute step 1 if and when it is necessary. The Year-End Tasks wizard may be run multiple times in a given year to complete the unfinished tasks for the year. The wizard will test for an internet connection if it is time to obtain a new tax table and if no connection is found, it will remind the user to install the tax table before running the wizard.

- 1) Open your Farm
- 2) Click on **Year-End** from the FarmBooks menu and then select **Complete ALL Year-End Tasks....**

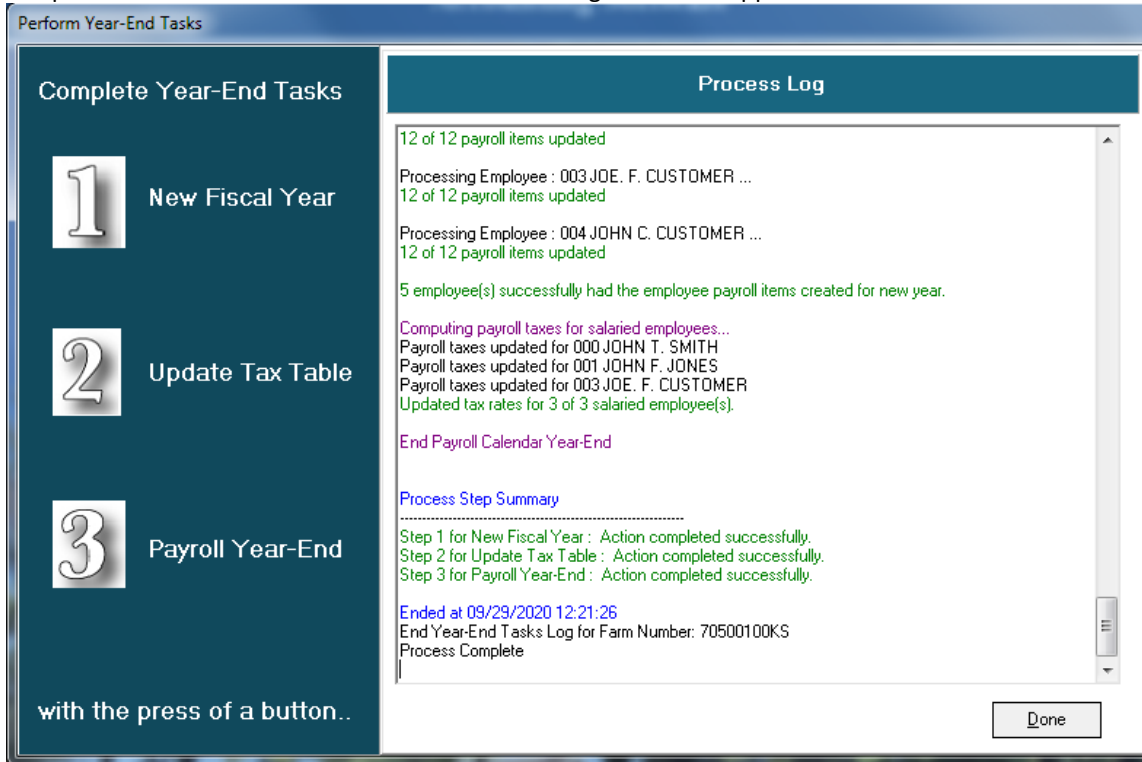


- 3) The Complete Year-End Tasks screen will load. Review the steps that will be run and click the **Finish** button.





- 4) The process will run and when finished the Process Log screen will appear. Click **Done** to exit the screen.



- 5) FarmBooks Year-End Tasks are now complete.

Should you find that you did not like the outcome of the New Fiscal Year or the Payroll Calendar Year-End steps, you may re-run them from the "Advanced Steps" options of the Year-End menu and select your desired options by answering the questions of each respective wizard. This must be done before any transactions are entered otherwise you cannot re-run the advanced step wizard.

## Advanced Steps (Alternative to using Complete ALL Year-End Tasks)

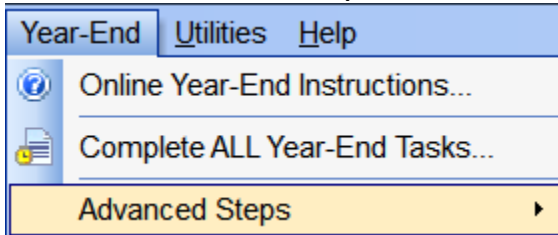
The “advanced steps” are to be used if you need to select different options from the defaults provided in the Complete ALL Year-End Tasks.

### New Fiscal Year

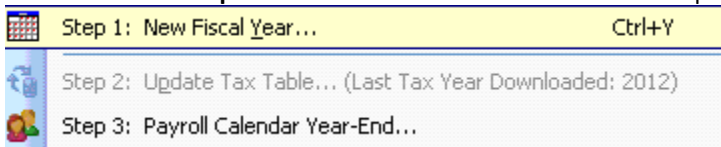
When you are ready to start a new fiscal year for your farm, choose this option and the wizard will step you through the process of creating a new year.

**If you do not like the outcome of the new fiscal year process and wish to re-run it with different options, then you may re-run this process before any transactions are entered. This will delete all the setup data created for the new fiscal year.**

- 1) Click on **Year-End: Advance Steps**.



and then select: **Step 1: New Fiscal Year** from the Advanced Steps fly-out menu.



- 2) When the New Fiscal Year Wizard opens, click **Next**.



- 3) **Enter Fiscal Year and Farm Tax Information** - Set the starting date for the new fiscal year. You can also revise the Tax ID number. When completed, click **Next**.

**New Fiscal Year**

**Enter Fiscal Year and Farm Tax Information**

**New Fiscal Year**

Start Date: 01/01/2010 19

End Date: 12/31/2010

**Farm Information**

Farm Number: 70500100KS

Farm Name: FarmBooks Demo Farm

Tax ID Number:

Copy Fiscal Period: 01/01/2009 19 12/31/2009

Cancel Next ->

- 4) **Enter Contact Information for Farm** - revise the contact info if needed and click **Next**.

**New Fiscal Year**

**Enter Contact Information for Farm**

**Contact Information**

Name: FarmBooks Demo Farm

Address 1: PO Box 1921

Address 2:

City: Lawrence

State: KS

ZIP: 66044-\_\_\_\_

Phone: (785) 865-5111

E-mail:

Cancel <- Back Next ->

- 5) If you wish to use the same external codes, enterprise codes and vendor memorized ATIGD list during the new fiscal year, select current farm, otherwise choose **None**. You may choose to copy All codes or Active Codes to the new fiscal year. When selected, click **Next**.

The screenshot shows a software window titled "New Fiscal Year" with a blue header. On the left is a vertical panel with a stick figure holding up several papers. The main area has a grey header "Select Setup Codes to Copy for New Fiscal Year". Below it, a section titled "Which External Codes do you want to copy?" contains two radio buttons: "Active Codes" (selected) and "ALL". A blue link "Review Current Year External Codes by Clicking Here" is below. The "External Codes" section lists: "Family Living" (radio buttons for "Current Farm" and "None", with "Current Farm" selected), "Miscellaneous" (radio buttons for "Current Farm" and "None", with "Current Farm" selected), "Vendors" (radio buttons for "Current Farm" and "None", with "Current Farm" selected), "Loans/ Receivables" (radio buttons for "Current Farm" and "None", with "Current Farm" selected), "Enterprises" (radio buttons for "Current Farm" and "None", with "Current Farm" selected), and "Memorized ATIGD Lists" (radio buttons for "Current Farm" and "None", with "Current Farm" selected). At the bottom are buttons for "Cancel", "<- Back", and "Next ->".

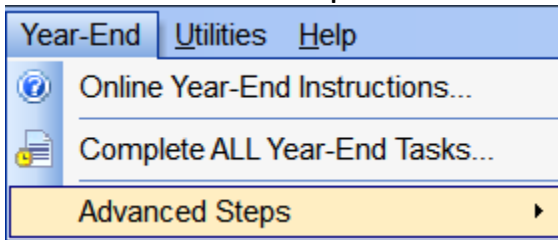
- 6) You may choose to roll ending inventory entries from the current to the new year you are starting. If you choose not to roll over the ending inventory then you must set up beginning inventory for the new fiscal year. For budgets, you may choose to roll-over current budgets to the new fiscal year, use actual values as budget values, or not include any budgets in the new fiscal year. Click **Finish** to complete the setup or **Cancel** to discard information and cancel the setup.

The screenshot shows a software window titled "New Fiscal Year" with a blue header. On the left is a vertical panel with a stick figure holding up several papers. The main area has a grey header "Select Inventory & Budget Roll-Over Options". Below it is a note: "Note: Any Ending Inventory value not defined will be automatically defined. The ending value will be the same as the value defined for Beginning Inventory.". The "Inventory Roll-Over Options" section has three checked checkboxes: "Ending Inventory to the Beginning", "Ending Loan Balances to the Beginning", and "Ending Accounts Receivable Balances to the Beginning". The "Budget Roll-Over Options (Active ATIs Only)" section has three radio buttons: "Don't Include Budget Amounts in New Fiscal Year", "Roll-over Budget Amounts to New Fiscal Year", and "Use Actual Amounts as Budget Amounts for New Year". At the bottom is a blue link "Press Finish to create new fiscal year or cancel to exit." and buttons for "Cancel", "<- Back", and "Finish".

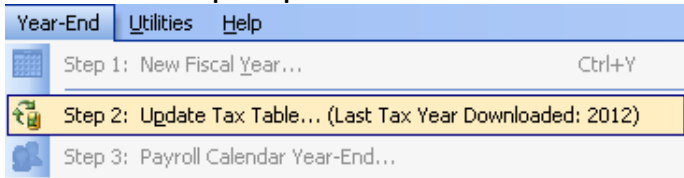
## Update Tax Table

Each year the tax rates change based on federal and state legislation and it is necessary to update the tax table in order to calculate the correct payroll withholdings for the new calendar year. The tax table update is a two step process. The new tax table must be obtained and then applied to your farm database. The process will preserve any percentages that you entered for farm utility or farm automobile percentages. If your farm number is for a non-Kansas state, then your state rates for the current year will be saved and restored for the new tax year. Should your state rates have changed for the new tax year, then you will need to edit the state rates (married and single) manually by clicking on **Setup: Tax Table** after the Update Tax Table is applied to your farm database.

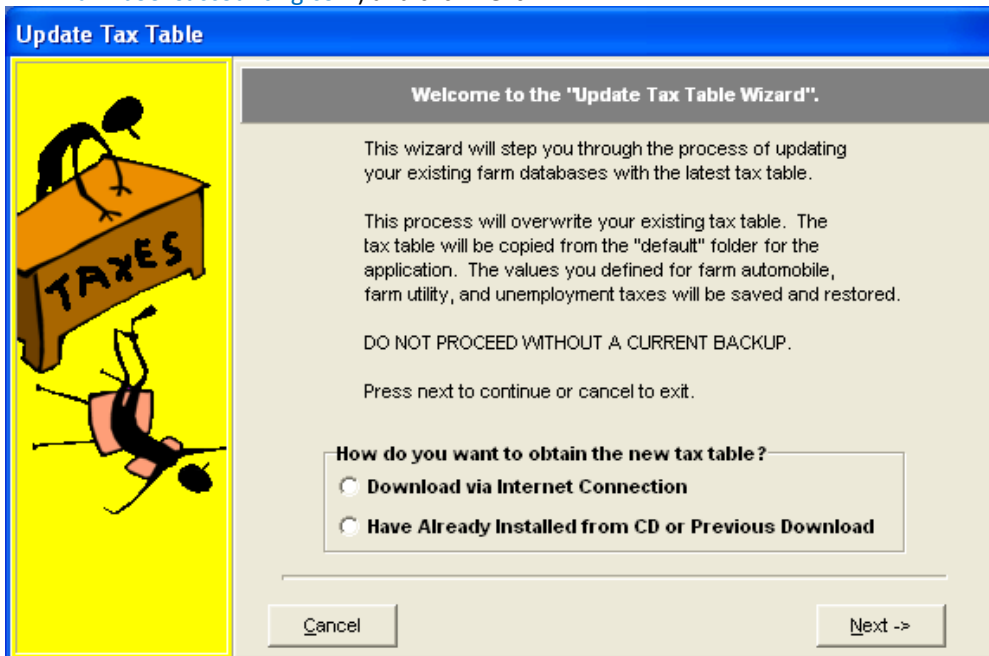
- 1) Backup your database by clicking **File: Backup** and completing the steps of the backup.
- 2) Click **Year-End: Advanced Steps**



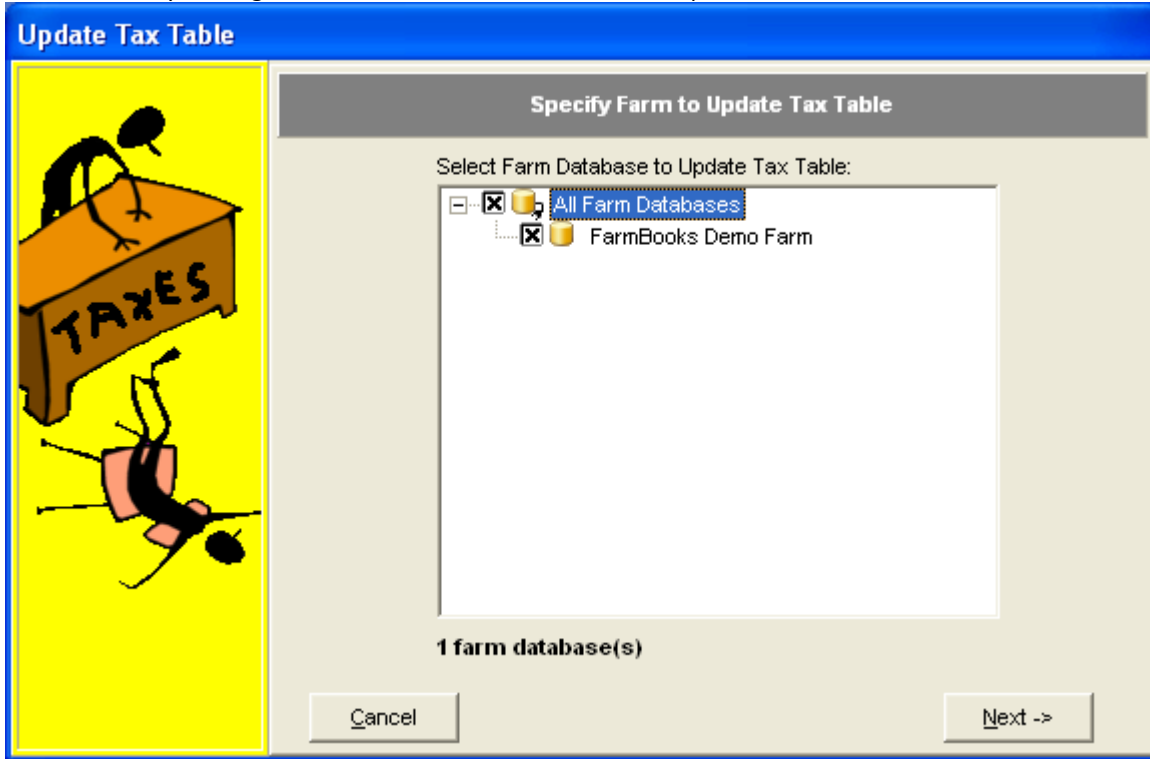
and then select **Step 2: Update Tax Table** from the Advanced Steps fly-out menu.



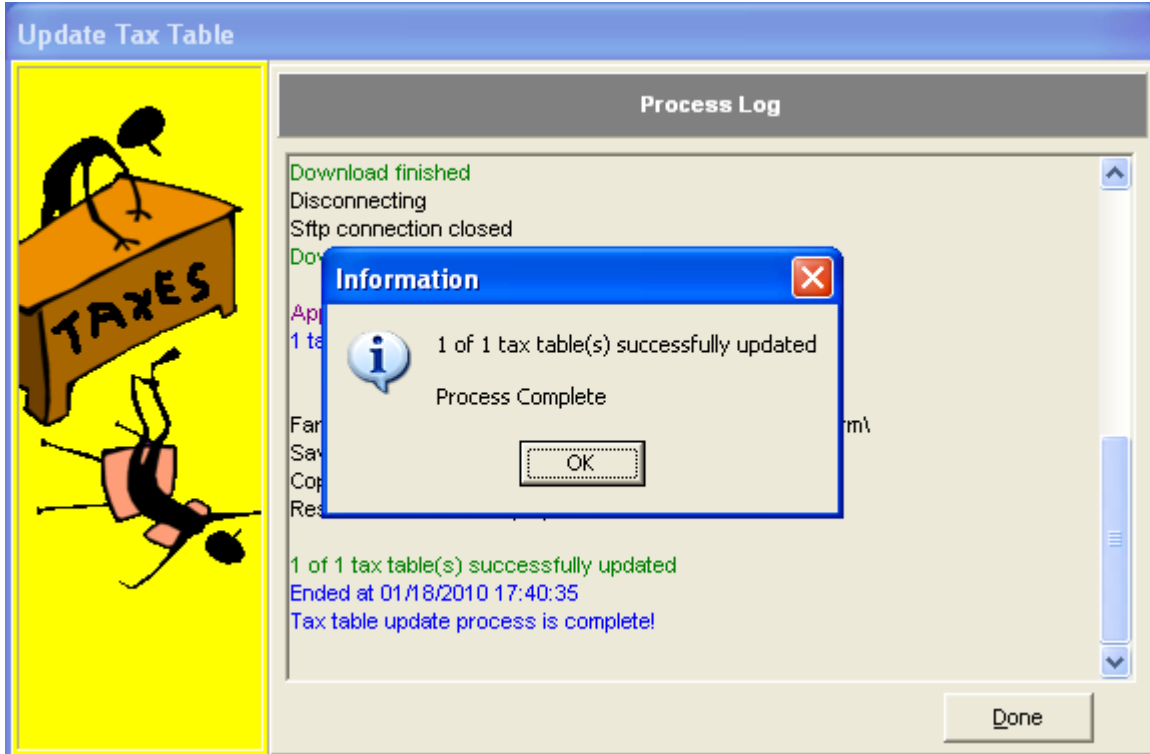
- 3) The **Update Tax Table Wizard** will open. Select **Download via Internet Connection** or Previous **Download** (if obtained from [www.farmbooksaccounting.com](http://www.farmbooksaccounting.com)) and click **Next**.



- 4) Select a farm by clicking the check box, and then click **Next** to update the tax table.



- 5) Click **OK** to close the information box, then click **Done** to complete the update.



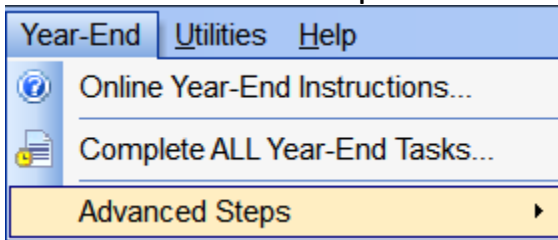
## Payroll Calendar Year-End

This process sets up the calendar year so that employees may be created or maintained. You may copy employees from the current calendar year to the new calendar year if desired.

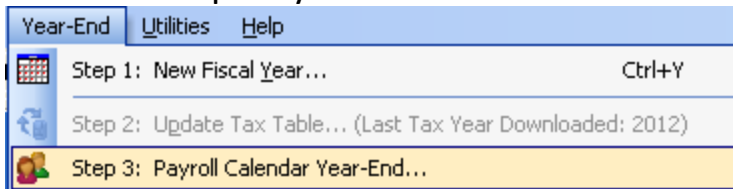
**NOTE:** There are two prerequisites that must be completed before the new payroll calendar year may be created. You must have installed the upcoming new calendar year tax table update and have created the new fiscal year. See list of steps listed below for Year-End processing.

If you do not like the outcome of the payroll calendar year-end process and wish to re-run it with different options, then you may re-run this process before any paychecks are entered. This will delete all the setup data created for the new calendar year specified.

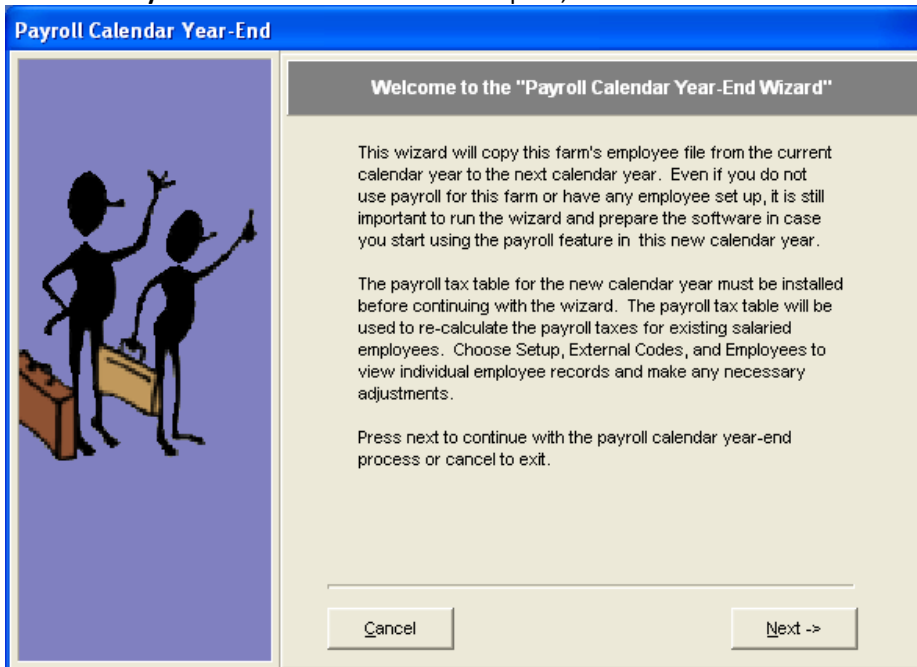
- 1) Click on **Year-End: Advanced Steps**



and then select **Step 3: Payroll Calendar Year-End** from the Advanced Steps fly-out menu.



- 2) When the **Payroll Calendar Year-End Wizard** opens, click **Next**.



- 3) If you want to copy employees, you must have the current fiscal year open. Only active employees without a termination date will be copied. Once completed, click **Next**.

The screenshot shows a software window titled "Payroll Calendar Year-End". On the left is a graphic of two stylized figures with briefcases. The main area is titled "Specify New Calendar Year and Employees to Copy". It contains the following fields and options:

- Farm Information:**
  - Farm Number: 70500100KS
  - Farm Name: FarmBooks Demo Farm
- Calendar Years:**
  - Copy Active Employees from Current Year: 2009
  - New Year: 2010
- Active Employees:**
  - Current Farm
  - None

Below these fields is a link: [Review Current Year Employees by Clicking Here](#). A note states: "Note: If copying employees from the current year, only active employees without a termination date will be copied." At the bottom are "Cancel" and "Next ->" buttons.

- 4) **Specify Payroll Defaults for New Calendar Year** - You have three options to choose from:
- Copy payroll defaults from a prior year
  - Use the system defaults (you may indicate which deductions are pre-tax)
  - Manually enter your default codes for the new calendar year.

The screenshot shows a software window titled "Payroll Calendar Year-End". On the left is the same graphic of two stylized figures with briefcases. The main area is titled "Specify Payroll Defaults for New Calendar Year". It contains the following elements:

- Question: "How do you want to create Payroll Defaults for the new year?"
- Three radio button options:
  - Copy Payroll Defaults from Calendar Year
  - Use System Payroll Defaults for Calendar Year
  - Let me Create the Payroll Defaults for the Calendar Year
- Link: [Review / Set Payroll Defaults by Clicking Here](#)
- Note: "Note: There must be at least one active earnings payroll line to allow the employee pay rate to be copied and taxes calculated."
- Text: "Press finish to start the calendar year-end process or cancel to exit."

At the bottom are "Cancel", "<- Back", and "Finish" buttons.

Once completed, click **Finish**.



## Year-End Refresh Options

The “Refresh Current Year” menu item has four options for refreshing the ATIGD Codes to Standard Defaults, Inventory and Accrued Values from the Prior Year Ending Values, Balances from Prior Year Ending Values, and Budgets from the Prior Year Values. This will allow users to refresh the accounting codes, inventory, and balances after the New Fiscal Years has been created and transactions have been entered for the new fiscal year. In the past, users were permitted to re-run the New Fiscal Year only if no transactions were entered for the new year. This will still be true with the new fiscal year process but the refresh options will allow users to work on inventory values and add missing transactions in the prior year in preparation for filing taxes and then later apply these changes back to the current fiscal period from the prior year. If you do not define budgets, it is an easy way to create a current year budget from last year’s actual transaction data. This would allow you to compare this year to last year to see how your cost and income is trending. If the backup is not current (not backed up for the current date), then the Finish button will be disabled and you will not be permitted to run the process.

### ATIGD Codes to Standard Defaults

This option may be run at any time during the fiscal year to return to the standard chart of accounts. The data will be analyzed to determine if there are any transactions that have account codes which are no longer defined in the chart of accounts. If so, these transactions will be tagged for correction. Failure to correct the data will result in that detail line being omitted from reports. The new fiscal year process also allows you to move to standard codes if you have started to deviate by creating your own codes.

### Inventory from Prior Year Ending Values

This option will allow inventory and accrued values to be refreshed in the current fiscal year by using the ending values from the prior year. All Beginning and Ending Values for Inventory and Accrued items will be erased in the current year before copying the ending values from the prior year. The ending values for the current year will be set to the same value as the beginning as a placeholder for later editing.

### Balances from Prior Year Ending Values

This option will allow loan, receivable, and bank balances to be refreshed from ending value of the prior year. This option would be used if you added checks/deposits or loan payments in the prior year after the new fiscal year was created. The loan/receivable codes are matched by external code number and the bank accounts are matched by bank code. If a match is found, the value is updated in the current year otherwise it is skipped. Hence, only matched values are updated in the current year with nothing new being created.

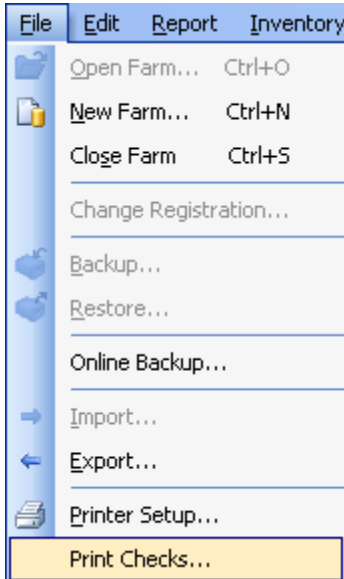
### Budgets from Prior Values

This new option was added to the Year-End menu for “Refresh Current Year” choices. This will allow users to refresh current budget amounts from the prior year based on either “actual transaction values” or “defined budget values”. Using actual values from the prior year will allow you to use the project cash flow and flow of funds reports to compare the current year to last year. All current year budgets are erased before bring values from the prior year.

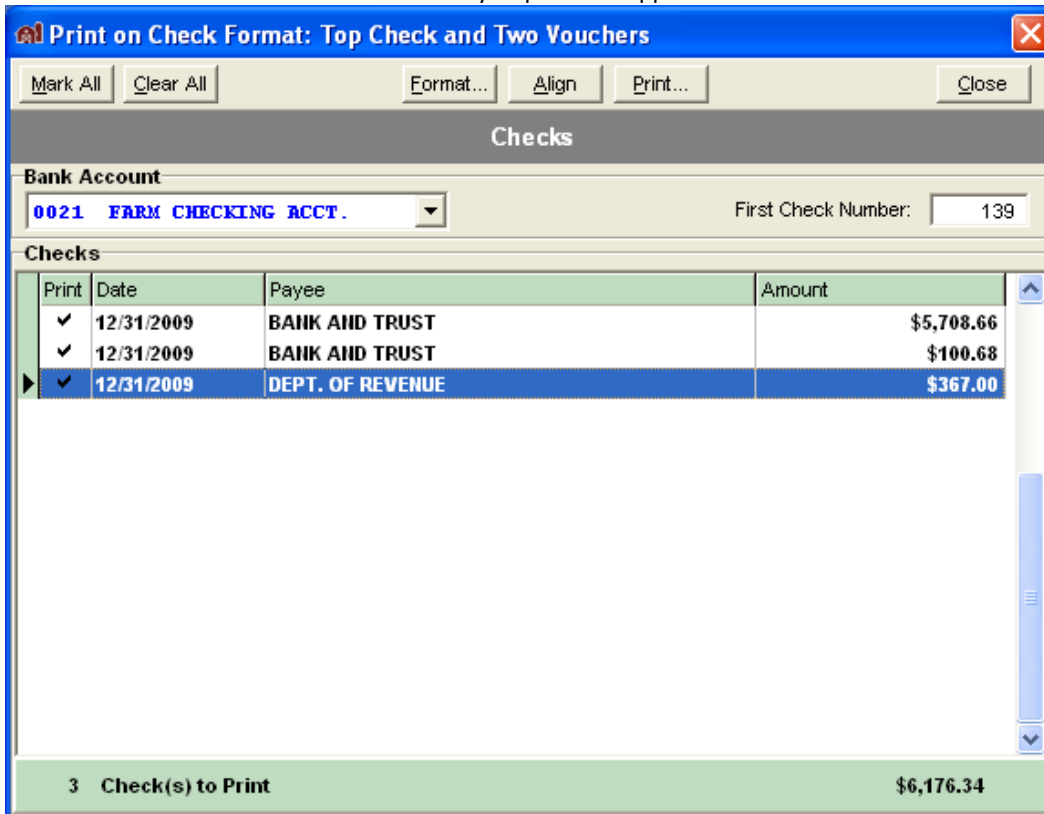
## Section 3: Printing Checks

### Print Checks or Print Paychecks

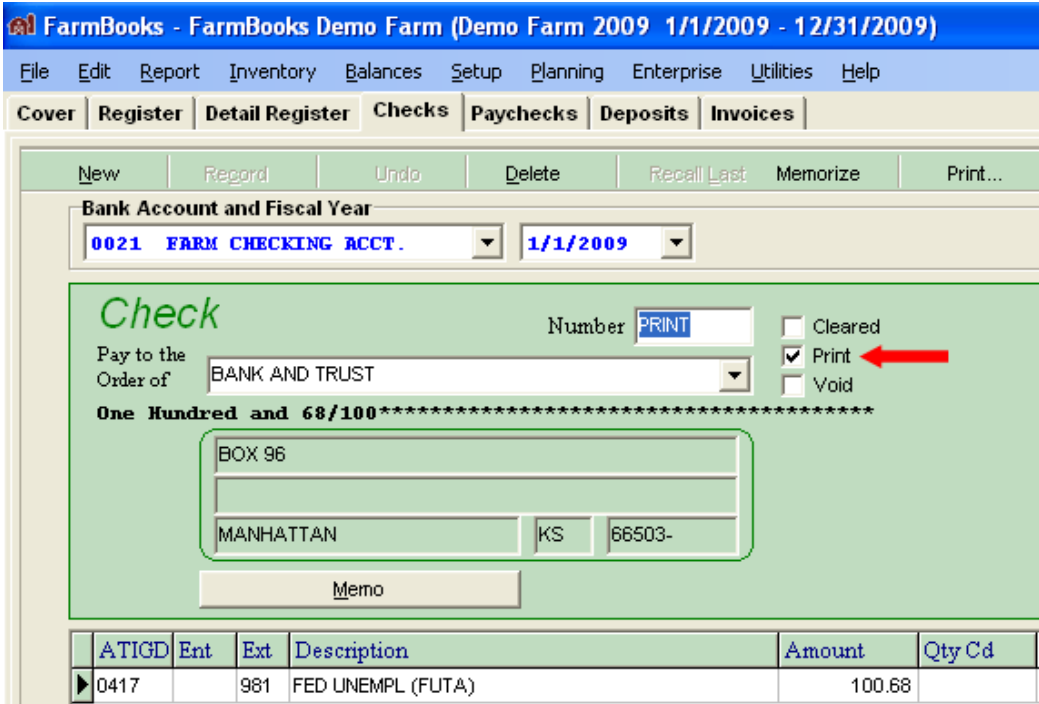
- 1) Click **File: Print Checks**.



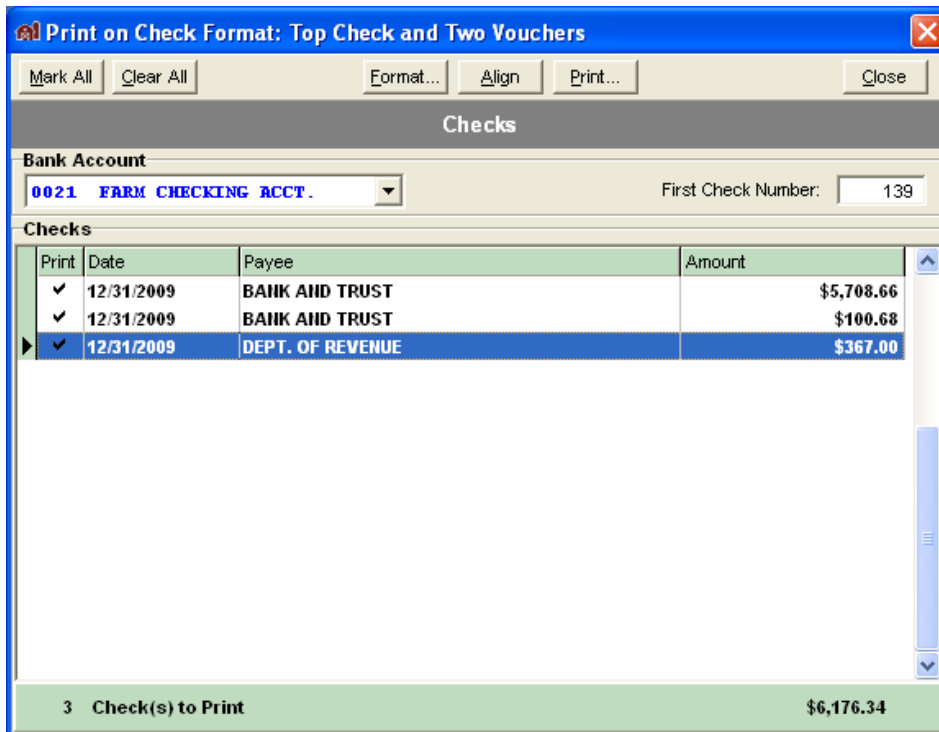
- 2) A window with a list of checks that are ready to print will appear.



To add a check to the list, close out of the **Print Checks** box and click on the **Checks** tab, locate the check you want to print and click the **Print** checkbox.



- Choose the bank account (from the dropdown list) from which the checks will be written and enter the **First Check Number**. Checks in this batch will be sequentially numbered starting with the number you enter in the First Check Number field.



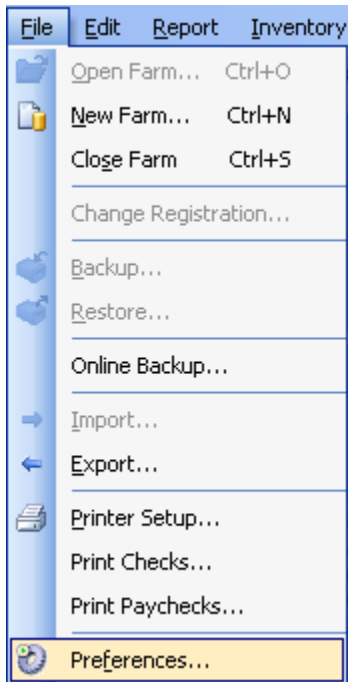
Click beside a check in the print column to remove the check mark, and the check will not be printed in this group of checks. The window has the following buttons:

- **Mark All** - (Alt-m) to mark all checks in the list for printing.
- **Clear All** button (Alt-c) to remove the checkmark and prevent all checks from being printed during this print session.
- **Format** - (Alt-f) Open the **Select Check Format** window to select the check format for this batch of checks. You may have only one format, or one for each bank account.
- **Align** - Print a dummy check to verify the check information will print properly on the check.
- **Print** - Click the printer button to print the checks. A printer dialog window will be presented to allow you to make any last minute changes to your printer.
- **Close** - Close the check printing window.

## Section 4: Farm Preferences

### Preferences

Click on **File: Preferences** to launch the Preferences window.



The Preferences window is made up of the following tabs:

- **Options**
- **Backup**
- **Cover Page**
- **E-mail**
- **Sound**
- **Printers**
- **Sort**

## Preferences - Options Tab

### Check Book Entry

- **Novice** - Opens a popup window with the expanded ATIG code selection and unit entry window to allow you enter the check and deposit detail lines
- **Data Entry** - enter the information in the grid detail line.

### Starting Field

Choose a field where the cursor will start when entering deposits, checks or paychecks. The choices are Bank Account, Number, Date or Payee/Vendor. Number is a good choice when entering checks manually.

**Check Number and Status** - This option controls the default check or paycheck number. The options for this field are:

- **PRINT and PRINT and Cleared** - Uses the default value of PRINT in the check number field and selects Print for the status. The PRINT and Cleared also selects the Cleared status. Use these options to print checks in the check writer.
- **NEXT - NEXT and Cleared** If you have not assigned a starting check number for the bank account, the word "NEXT" will appear instead of a number. The NEXT option does not select any of the status choices. The "Next and Cleared" selects the Cleared status and will be marked indicating it has cleared the bank. These checks will not show up in the check writer and will be assigned the next check sequence number associated with the bank account. Use these options if you are entering checks from a bank statement.
- **DB/CR and DB/CR and Cleared** - When either of these options is selected, the check number will be defaulted to DB and CR for the check number or deposit number respectively. This is useful when entering transactions for debit or credit card records.

### Check Print Order

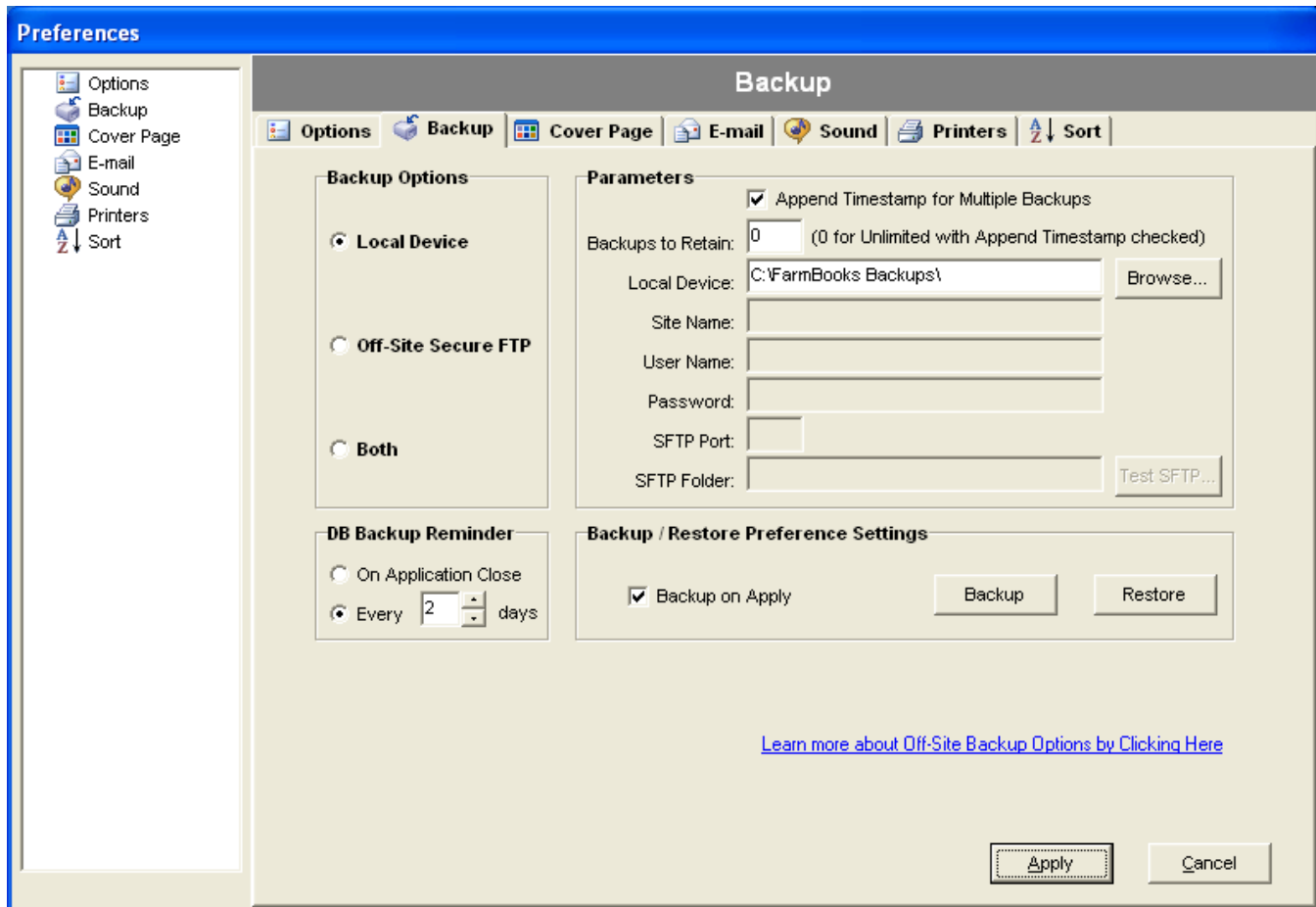
- **Standard** - Check numbers in ascending order
- **Reverse** - Check numbers in descending order

## Settings

- **Synchronize Bank Views on change** - When this option is set the same bank account is used on any of the four tabs (Register, Check, Paycheck, or Deposit). When the bank account is changed in any one of the four tabs, the account is changed on all of the other tabs as well.
- **Synchronize Fiscal Year on Change** - When this option is set, the fiscal year can be changed for the entire application without closing the farm and opening it in a new fiscal year. The exception is the setup menu, which only allows changes to the default or current fiscal year.
- **Save and New** - Select this option if you want the program to automatically present a new check each time the current check is recorded. If the option is not selected you must click the new button each time to add the next check.
- **Skip Unit Entry during Check/Deposit** - When this option is checked the user is not prompted for unit entry when entering Checks or Deposits, unless the entry is for livestock or crops, then units are always required. Enter a "1" instead of a "0" in the unit fields when choosing to bypass unit entry.
- **Format Check Number with Leading Zero** - You can decide if you prefer to have the check number prefilled with leading zero or not.
- **Use Upper Case for Payee and Code Entry** - This option allows you to enter the payee and code entry to be captured in upper case without using the caps lock key.
- **Reset Transaction Description/Units on ATIG/D Change** – This option will allow the user to control the behavior when changing an ATIG/D code for a check/deposit detail transaction line.
- **Show Only Active ATIG Codes in Lists** - You can de-activate ATIG codes that may not be used by your farm under the **Setup - ATI-ATIG Codes** menu option. By de-selecting codes that may not be used on your farm, only active codes will show in the drop down menus, however inactive codes are still valid when used on transactions.
- **Show Company Paid Payroll Items on Pay Stubs** - This option lets you control whether company paid deductions are displayed on the pay stub (and payroll pay stub report) or not.
- **Auto Create Ending Inventory** - When this is selected, the program will create ending inventory records for inventory items equal to the beginning inventory values for these items.
- **Automatically Create Ending Accrued Income/Expense**- When this is selected, the program will create ending accrued income/expense records for inventory items equal to the beginning inventory values for these items.
- **Automatically split ATI = 007 based on Farm Utility %** - This preference is not set by default. Select the preference by clicking the box. Enter the split percentage under **Setup: Tax Table**. Choose the Add Button to create the entry in the tax table. Choose Farm Utility % as the tax bracket Type and enter the percentage as a decimal number - .8 for 80%, .5 for 50%.
- **Automatically split ATI = 008 based on Farm Automobile %** - This preference is not set by default. Select the preference by clicking in the box. Enter the split percentage under Setup, Tax Table. Choose the Add Button to create the entry in the tax table. Choose Farm Auto % as the tax bracket Type and enter the percentage as a decimal number - .8 for 80%, .5 for 50%.
- **Open Last Farm Used on Startup** - Select this option to open same farm that was open the last time you used the program when the program starts. This is useful if you have only one farm, or if you do most of your work in same farm.

## Preferences - Backup Tab

The second tab within the Preferences window is the **Backup Tab**. From this tab, you can configure the backup features you wish to use during a backup.

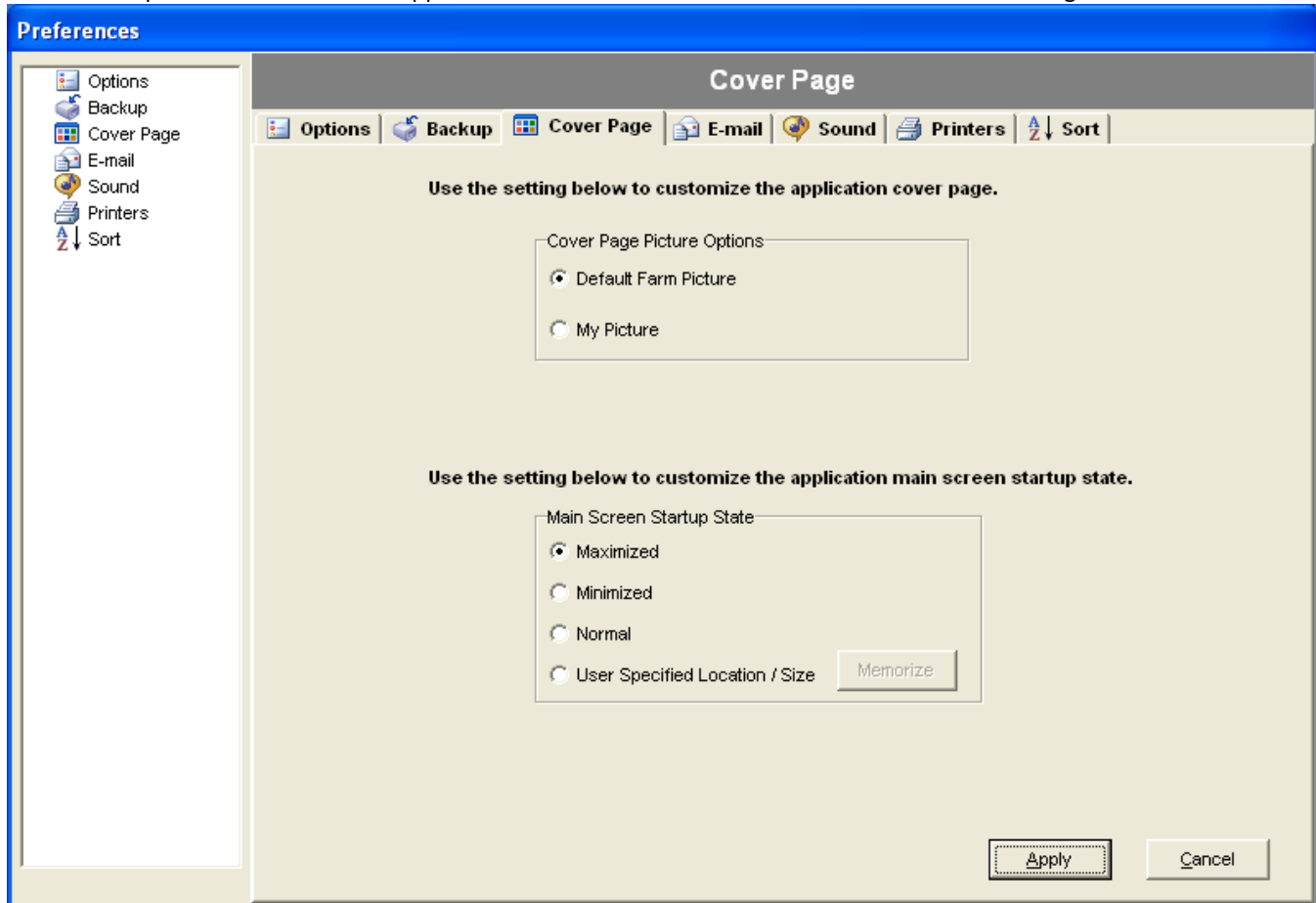


- Choose the backup location(s) under **Backup Options**
  - If the **Off-Site Secure FTP** or **Both** radio button is selected, enter the SFTP details under **Parameters**
- Append timestamp for multiple backups.
- Choose the number of **Backups to Retain** (if append timestamp for multiple backups is checked). Use 0 for unlimited.
- **Backup Reminder** - Choices are:
  - Remind about backup each time the program closes
  - Remind periodically - set the number of days between reminders.
- **Backup Restore Preference Settings**
  - Backup on Apply – If this option is checked, the application will automatically backup the application preference anytime they are changed and saved. There are backup/restore buttons to allow the user to perform the actions as desired.



## Preferences - Cover Page Tab

The third tab within the Preferences window is the **Cover Page Tab**. From this tab, you can customize the application main screen startup size and location. The application is best viewed with screen resolution 1024 x768 or greater.



## Preferences - E-mail Tab

The fourth tab within the Preferences window is the **E-mail Tab**. From this tab, you can enable and configure the Email settings for Invoicing.

**Preferences**

**E-mail**

Options | Backup | Cover Page | **E-mail** | Sound | Printers | Sort

**Enable E-mail for Invoicing**

**Server Information**

Outgoing Mail Server (SMTP):  Gmail Defaults

SMTP Port:  (Port 25 if unspecified)

SSL Mode:

My outgoing server (SMTP) requires authentication

**Logon Information**

User Name:

Password:

Note: Server requiring POP3 login / certificates are not supported.

**Message Information**

**E-mail Defaults (Your Email Address)**

From Address:

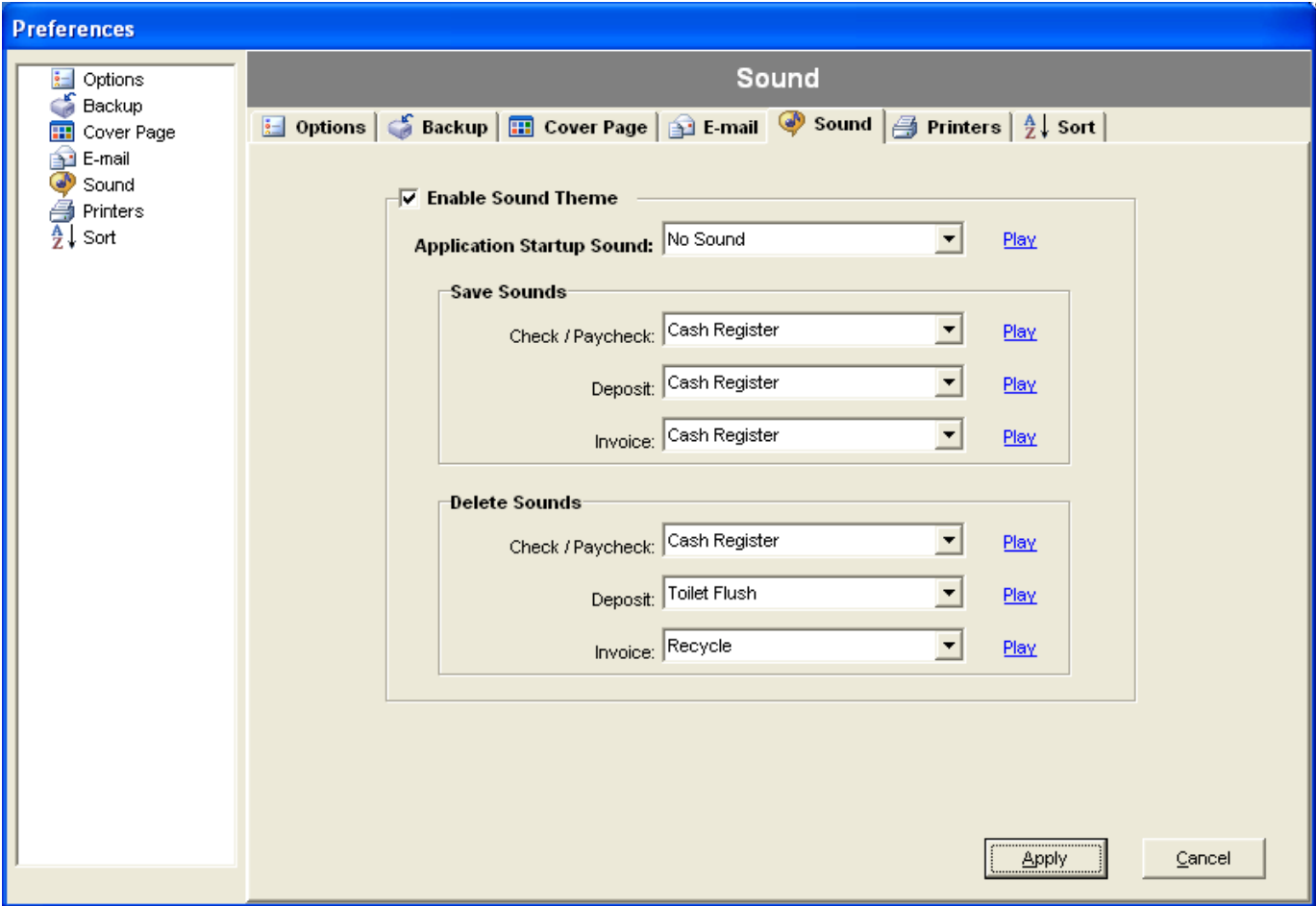
Email Format: Display Name <mailbox@domain> OR mailbox@domain

Test Account Settings...

Apply Cancel

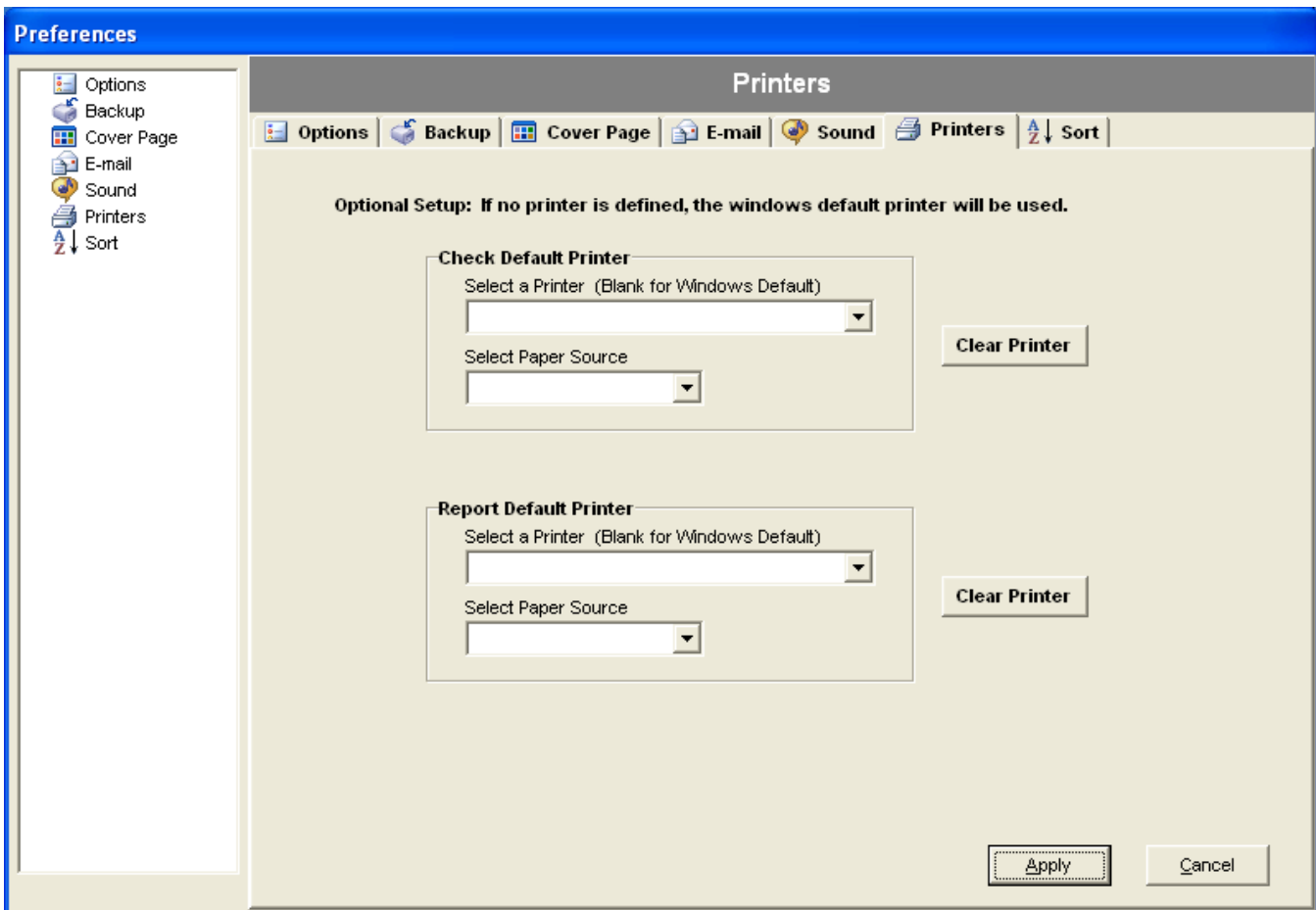
### Preferences - Sound Tab

The fifth tab within the Preferences window is the **Sound Tab**. From this tab, you can customize sounds to be associated with application startup along with selected save and delete operations (sounds can be enabled or disabled).



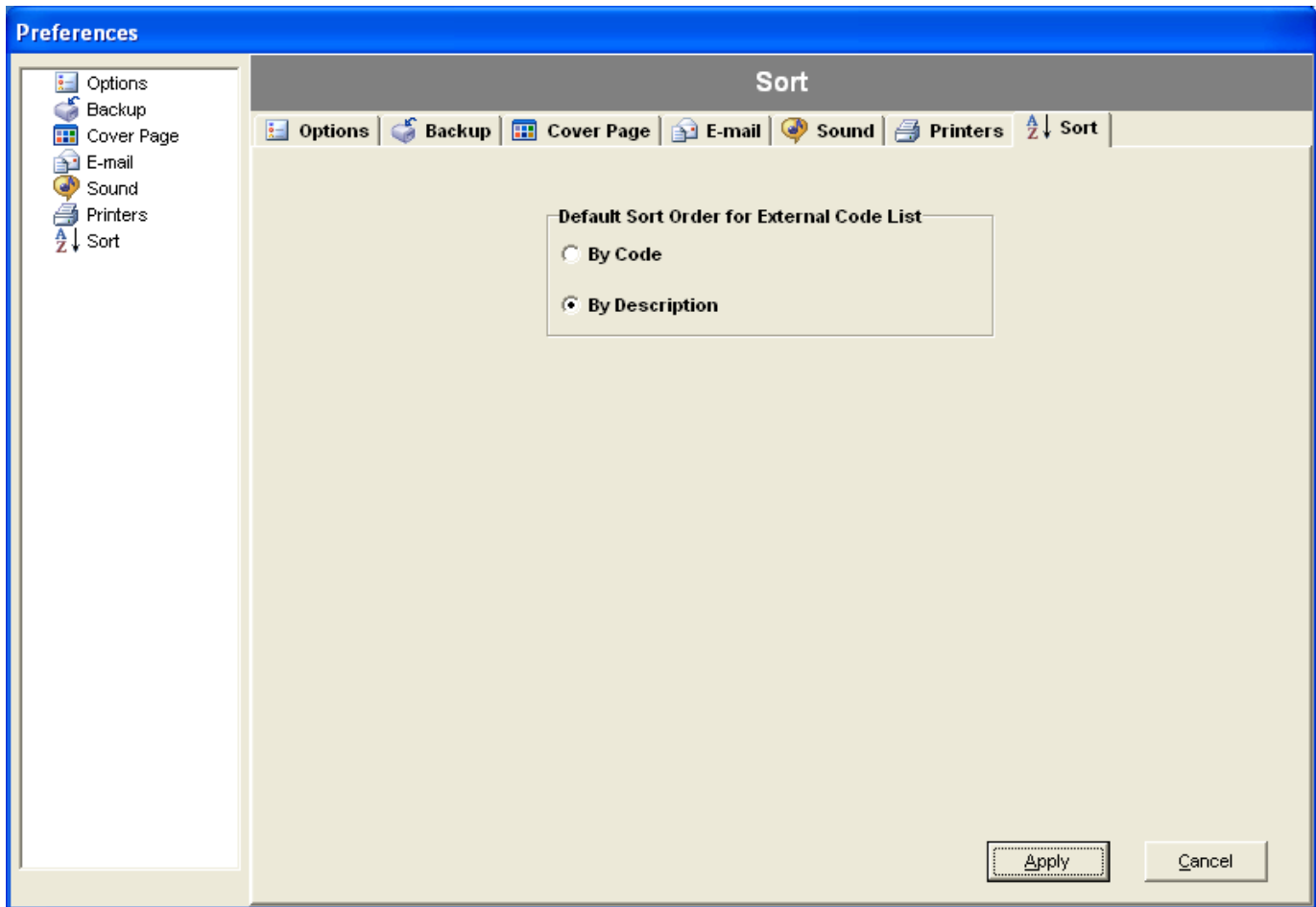
## Preferences - Printer Tab

The sixth tab within the Preferences window is the **Printer Tab**. From this tab, you can define the default printer and paper source to be and used for check and report printing.



## Preferences - Sort Tab

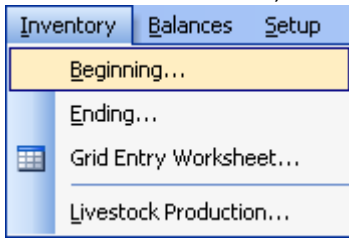
The last tab within the Preferences window is the **Sort Tab**. From this tab, you can sort the External Code list by either code or description.



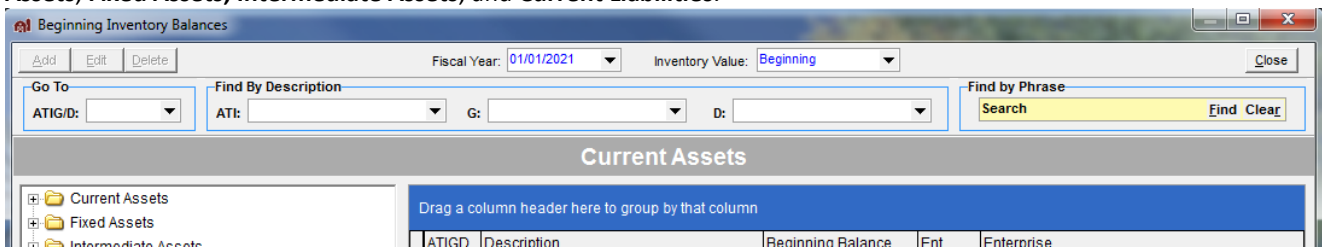
## Section 5: Inventory

### Beginning Inventory

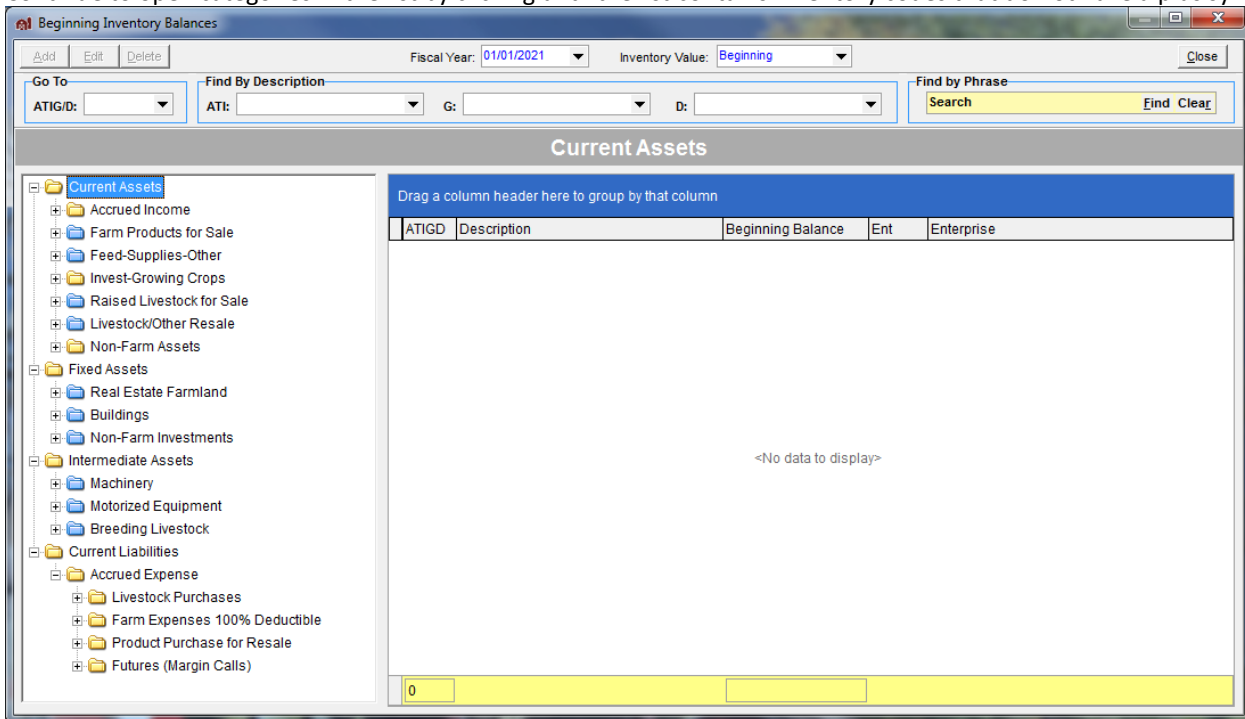
- 1) From the main menu bar, click **Inventory** then select **Beginning**.



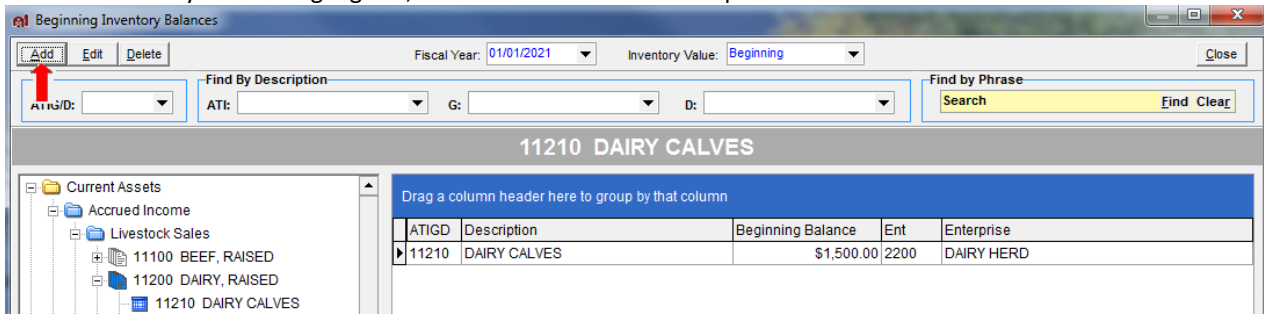
- 2) The **Beginning Inventory Balances** window will open. Three main categories of assets are shown in the left window, **Current Assets**, **Fixed Assets**, and **Intermediate Assets**, and **Current Liabilities**.



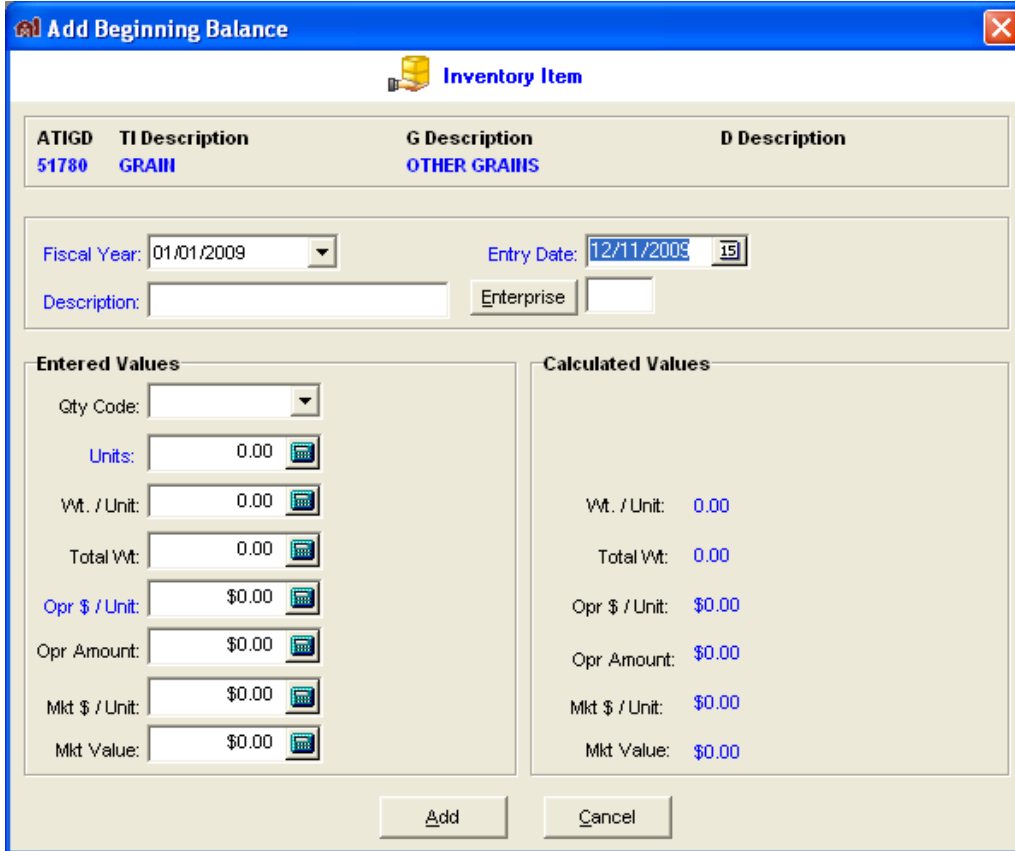
- 3) Sub-category symbols are white or yellow if inventory balances have not been entered but are blue if balances have been entered. A plus (+) symbol beside a category indicates there are additional sub-categories when the category is clicked. Continue to open categories in the list by clicking until the list contains inventory codes that do not have a plus symbol.



4) Click an inventory code to highlight it, and then click **ADD** at the top of the window.



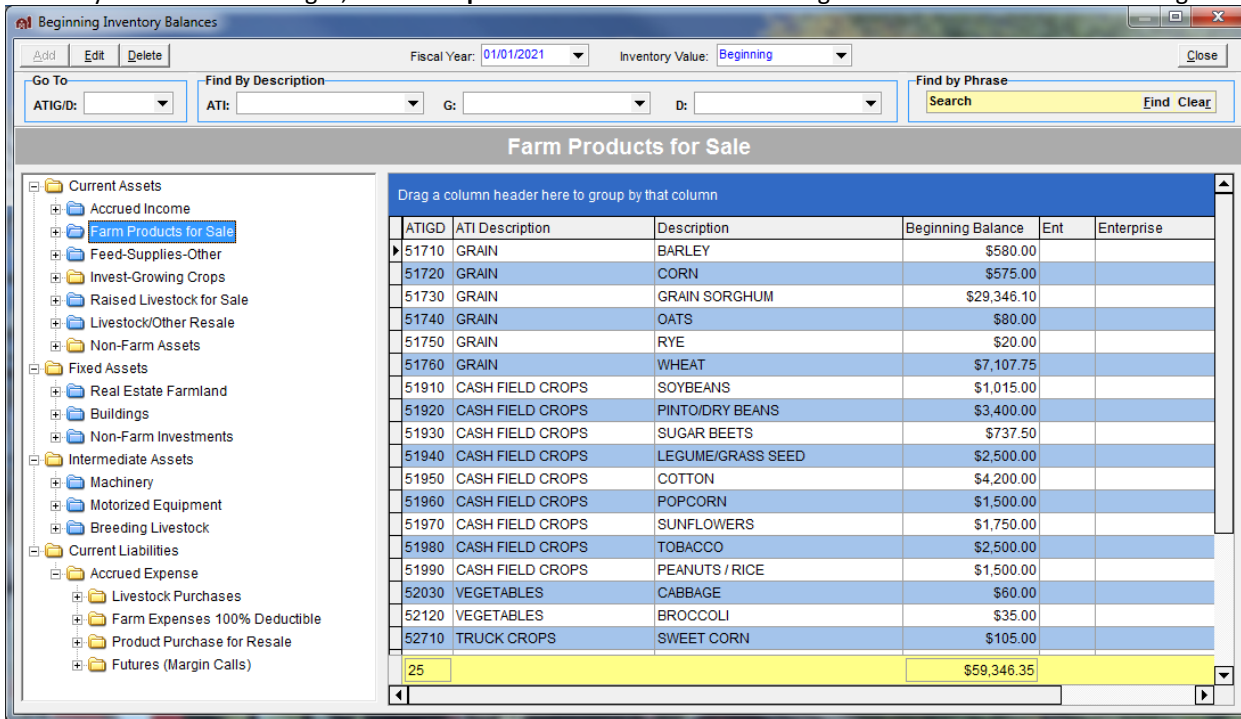
5) The **Add Beginning Balance** window will open.



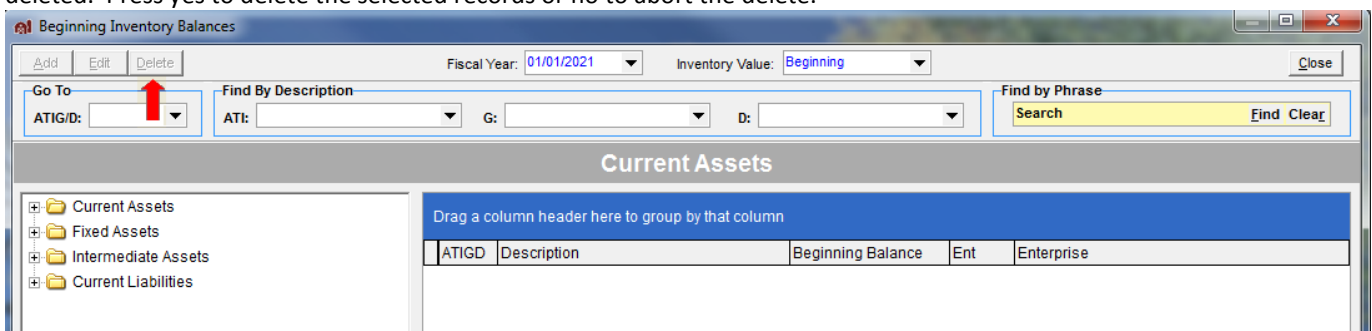
- In the top section of this window is a description of the selected ATIGD code.
- The next section shows the Fiscal year for this beginning balance and the entry date.
- Add a description to make this entry more meaningful on the financial reports or accept the default of the G description.
- Enter a valid Enterprise code if this inventory transaction should be allocated to a specific enterprise. Display a list of valid enterprise codes for selection by clicking the Enterprise button. See **Setup: Enterprise Codes to enter the valid enterprise/lot numbers for your organization.**

- All fields in the **Entered Values** column are optional except **Units** and **Opr \$/Unit**, which are required.
  - Enter a quantity code or click on the drop-down button to display a list of quantity codes and select from the list.
  - Enter a value in the other fields or click the calculator button to the right of the field to calculate and enter the amount in the field.

6) To edit an inventory entry, click on an entry in the list of beginning balances, then click the **Edit** button or double-click on the entry. To save the changes, click the **Update** button to record the changes or **Cancel** to discard the changes.



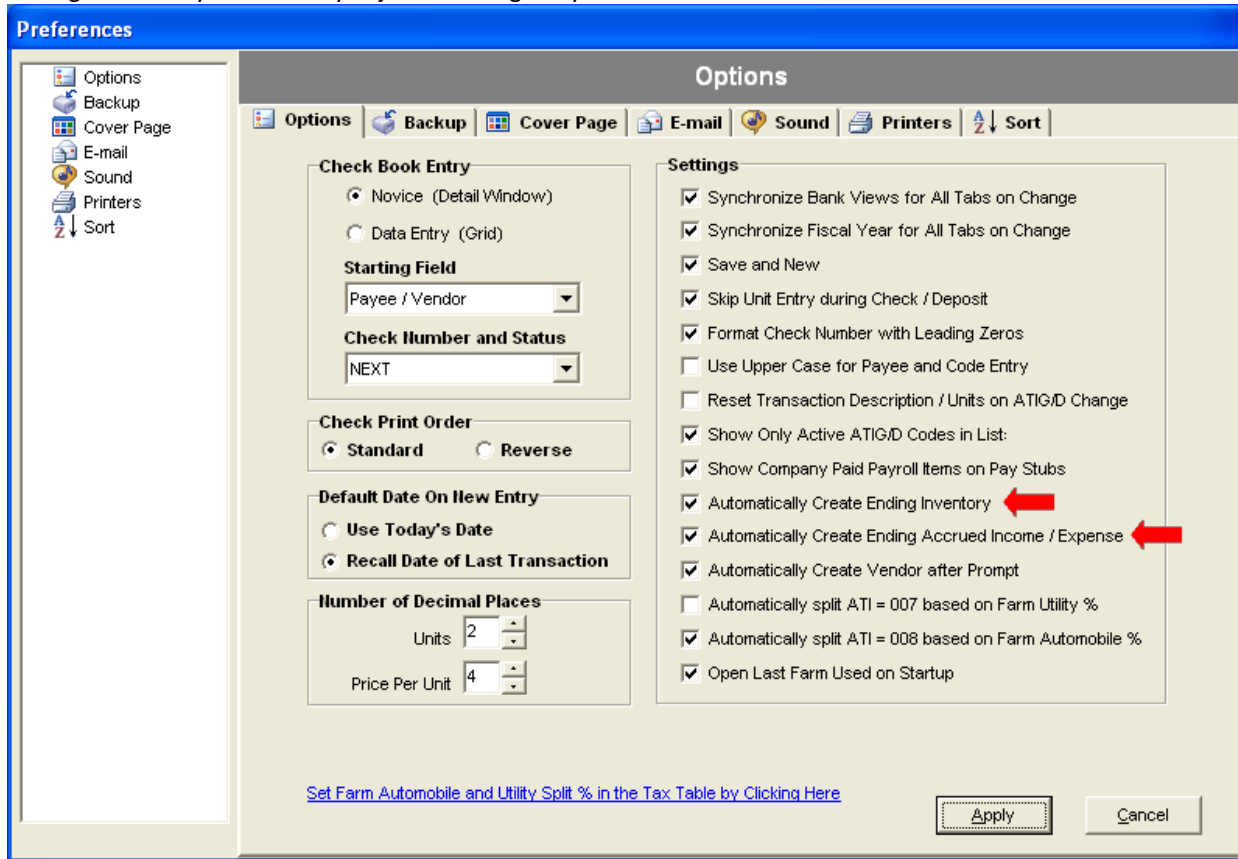
7) To delete an inventory entry, click an entry in the list of beginning balances to select it, and then click the **Delete** button. The screen showing the current beginning balance information will display. Click the **Delete** button at the bottom of this screen to delete the entry, otherwise click the **Cancel** button to retain the entry. To delete multiple entries, select multiple grid lines and press the delete key. A confirmation window will be displayed showing the number of records that will be deleted. Press yes to delete the selected records or no to abort the delete.





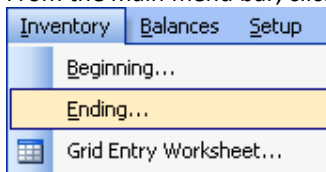
## Ending Inventory

If the preference setting for **Automatically Create Ending Inventory** and **Automatically Create Ending Accrued Income / Expense** is on (see image below), FarmBooks will automatically create ending values with same values as the beginning. These ending values may be manually adjusted during the year.

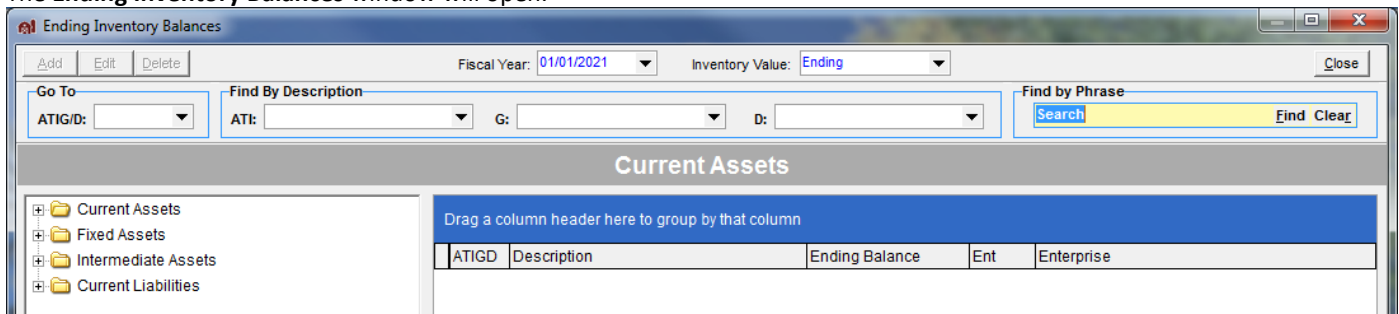


Edit ending inventory to record the correct ending balance or add ending inventory records if the program did not automatically create them.

- 1) From the main menu bar, click **Inventory** then select **Ending**.



- 2) The **Ending Inventory Balances** window will open.

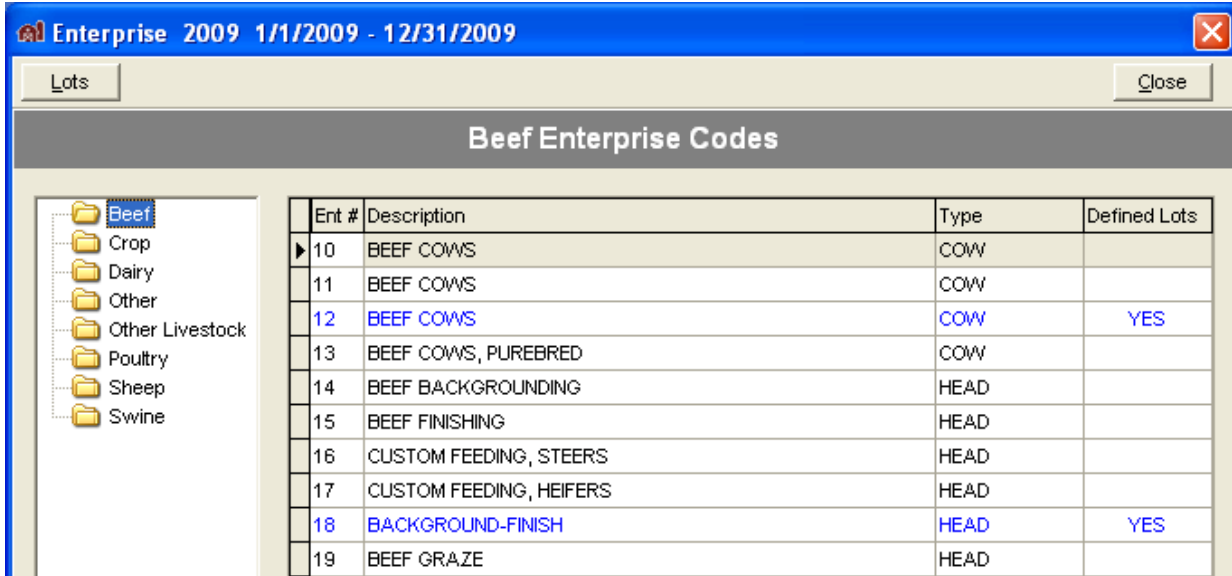


- 3) Ending inventory items are entered and edited in the same manner as Beginning Inventory.

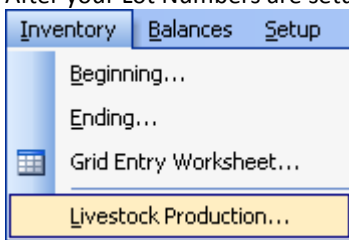
## Livestock Production

Livestock Production requires the use of the Enterprise feature of the program.

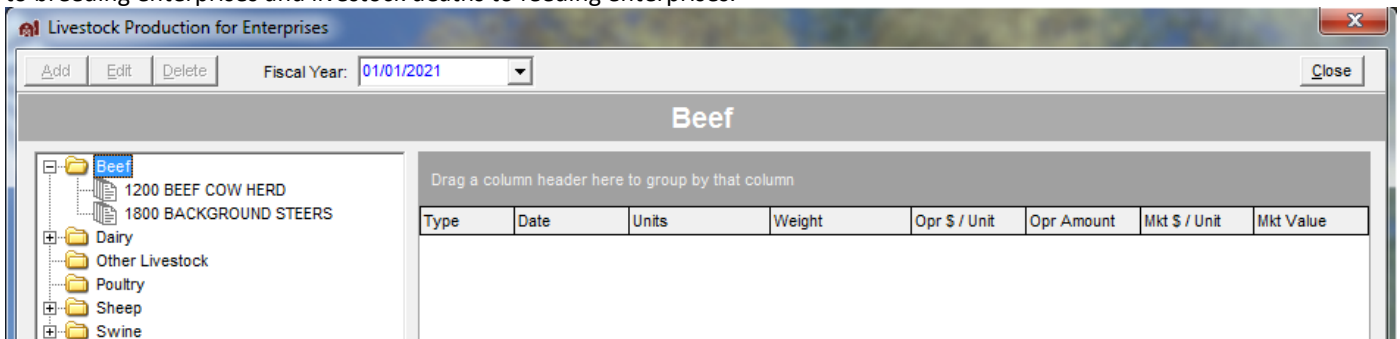
- 1) Click on **Setup: Enterprise Codes** to enter the valid enterprise/lot numbers for your organization.



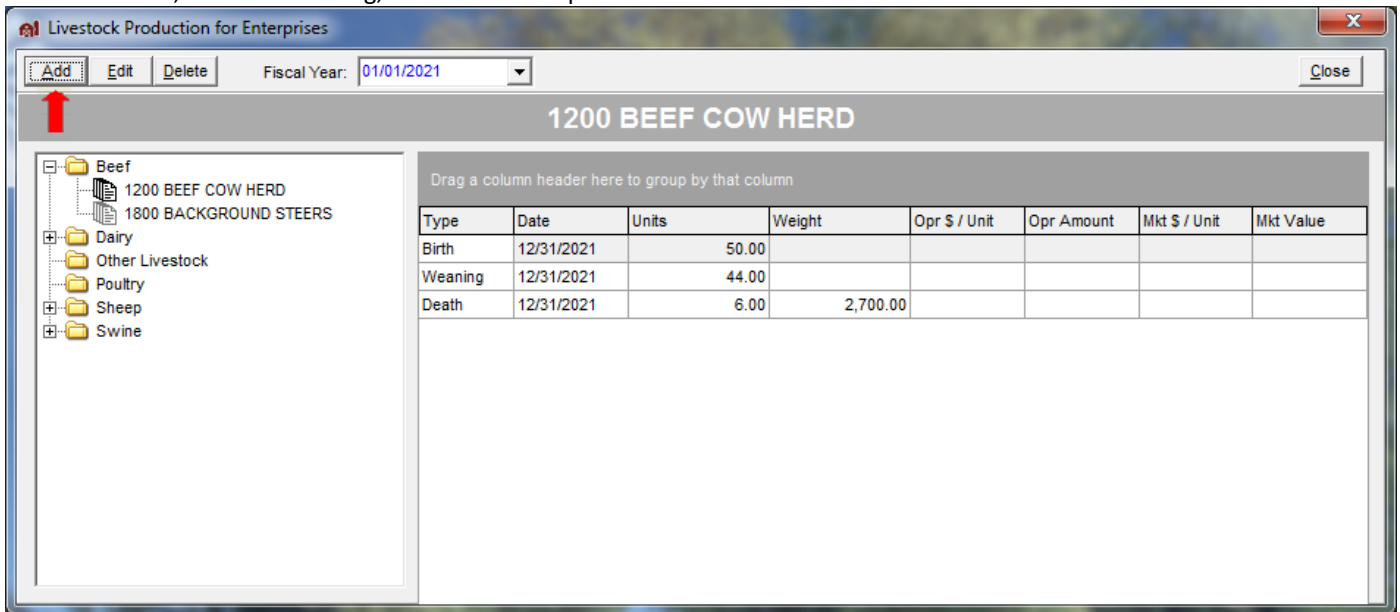
- 2) After your Lot Numbers are setup, close out of the Enterprise Codes window and click on **Inventory: Livestock Production**.



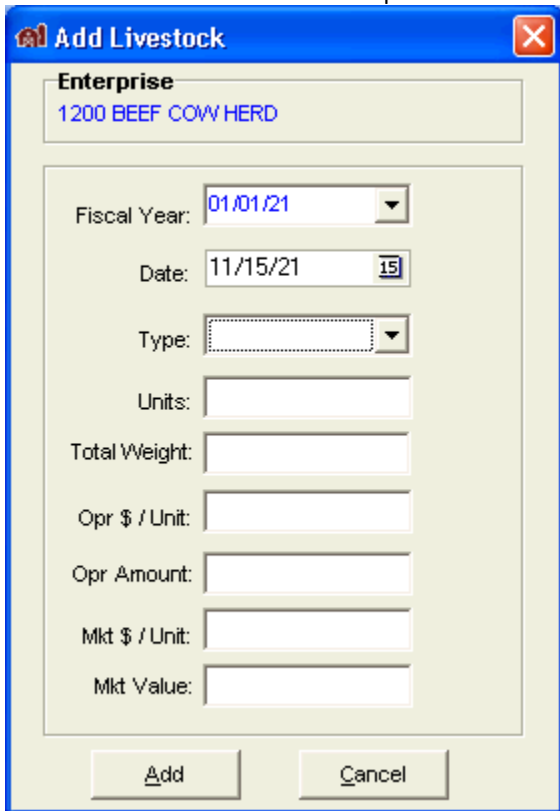
- 3) The **Livestock Production for Enterprises** window will open which allows you to record livestock births, weanings, or deaths to breeding enterprises and livestock deaths to feeding enterprises.



4) To enter a birth, death or weaning, click on an enterprise then click the **Add** button.



5) When the **Add Livestock** window opens:



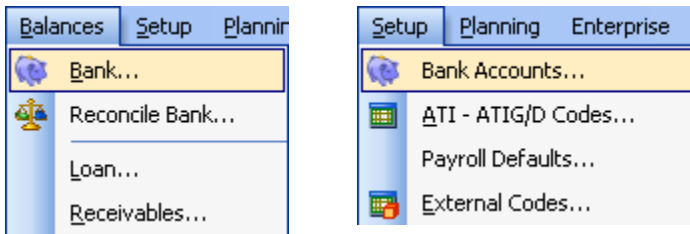
- Choose the Type from the dropdown menu:
  - Birth
  - Weaning
  - Death
- Enter the date
- Enter the units
- Enter the total weight
- Enter Opr \$ / Unit
- Opr Amount will be calculated from (units \* Opr \$ / Unit)
- Enter Mkt \$ / Unit
- Mkt Values will be calculated from ( units \* Mkt \$ / Unit)
- Click **Add** when completed.

## Section 6: Balances

### Bank Balances

FarmBooks supports an unlimited number of bank account codes. In prior versions, you were limited to nine bank codes in the range 0021 – 0029. The bank drop down list is still sorted by bank codes so you may want to decide how you want to see your list sorted when creating your own bank code. If you use only one checking account for your farming operation, you can still separate farm and family living expenses by using the appropriate ATIG codes.

- 1) Click **Balances: Banks** or **Setup: Bank Accounts** to open the **Bank Accounts** window.



- 2) Click **Add** to create a new bank account.

Code	Default	Bank Name	Beginning Balance
0021	<input type="checkbox"/>	FARM CHECKING ACCT.	\$19,972.00
0022	<input type="checkbox"/>	FARM SAVINGS ACCT.	\$12,428.00
0023	<input type="checkbox"/>	FARMERS BANK 3	\$300.00

- 3) The **Add Bank Code** window will open.

Bank:

Bank Code:

Bank Name:

Beginning Balance:

MICR Configuration (Optional):

Auxiliary On-Urs:

Transit No:

On-Urs:

Defaults (Optional):

Check Format:

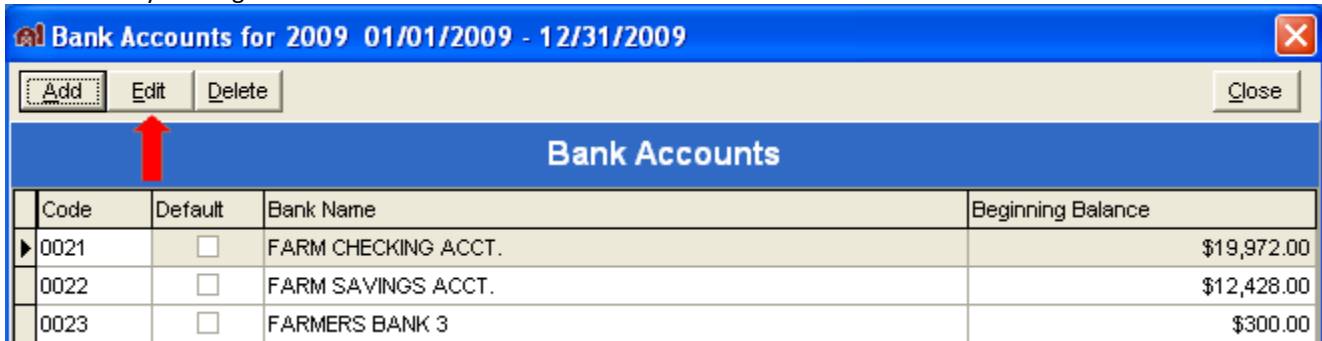
Import Data Map:

Next Sequence Number:

Deposit:  Check:

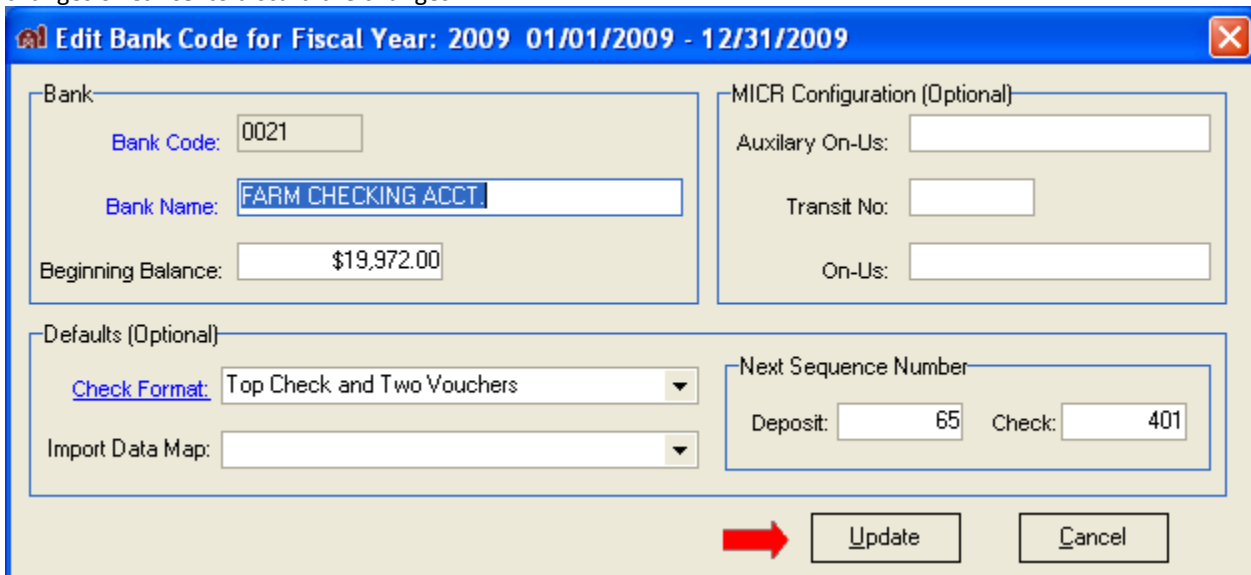
Add Cancel

- 4) Enter a **Bank Code**, add the **Bank Name** and the **Beginning Balance**.
- 5) Select a **Check Format** to use when printing checks for this bank account.
- 6) Enter the **Next Sequence Number** for deposits and checks so the program will automatically assign check and deposit numbers.
- 7) Click the **Add** button (or **Alt-A**) to save the new bank code, otherwise click the **Cancel (Alt-C)** button to discard the entry.
- 8) To edit a bank balance, click a bank balance entry in the list to select it and then click the **Edit** button (or Alt-E) or double click the entry in the grid.



Code	Default	Bank Name	Beginning Balance
0021	<input type="checkbox"/>	FARM CHECKING ACCT.	\$19,972.00
0022	<input type="checkbox"/>	FARM SAVINGS ACCT.	\$12,428.00
0023	<input type="checkbox"/>	FARMERS BANK 3	\$300.00

- 9) All information about the bank account can be edited except the bank code. Click the **Update** button (or **Alt-U**) to save the changes or **Cancel** to discard the changes.



Bank

Bank Code: 0021

Bank Name: FARM CHECKING ACCT.

Beginning Balance: \$19,972.00

MICR Configuration (Optional)

Auxiliary On-Urs:

Transit No:

On-Urs:

Defaults (Optional)

Check Format: Top Check and Two Vouchers

Import Data Map:

Next Sequence Number

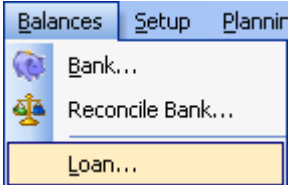
Deposit: 65 Check: 401

Update Cancel

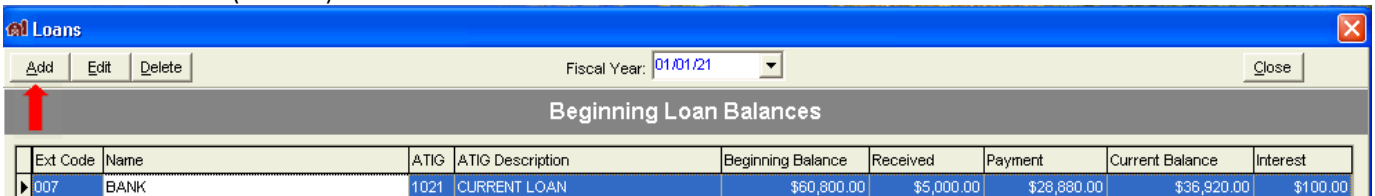
## Loan Balances

Enter individual loans with a beginning loan balance and use an external code to identify each loan or lump all loans under a single external code.

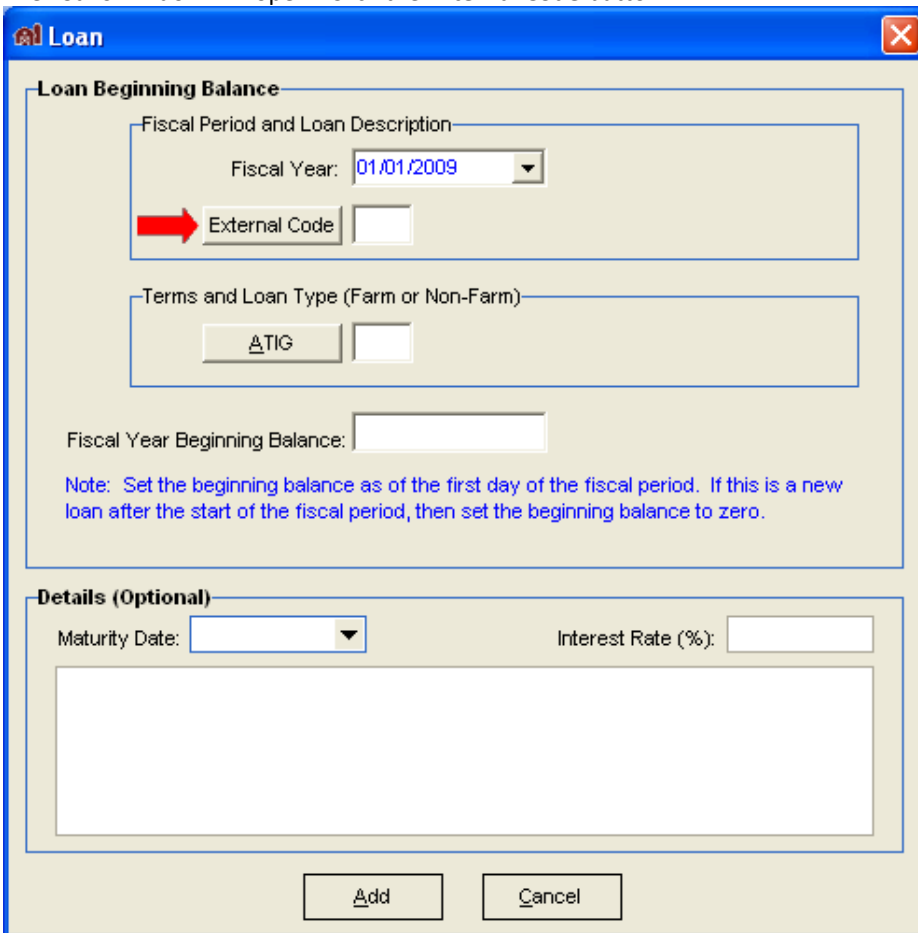
- 1) To open the Loan Balances window, click **Balances: Loan**.



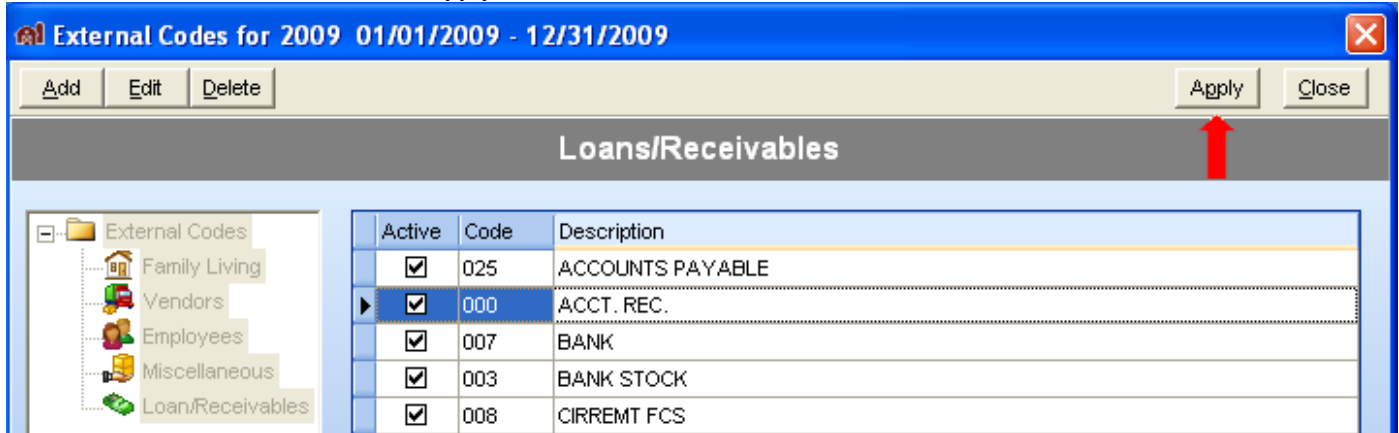
- 2) Click the **Add** button (or **Alt-A**) to enter a new loan.



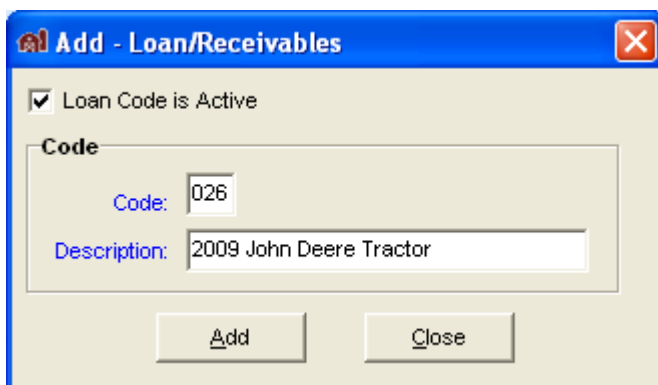
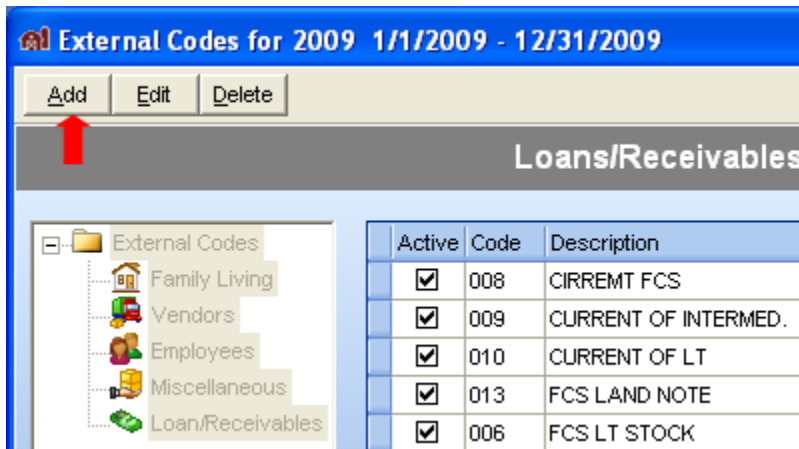
- 3) The **Loans** window will open. Click the **External Code** button.



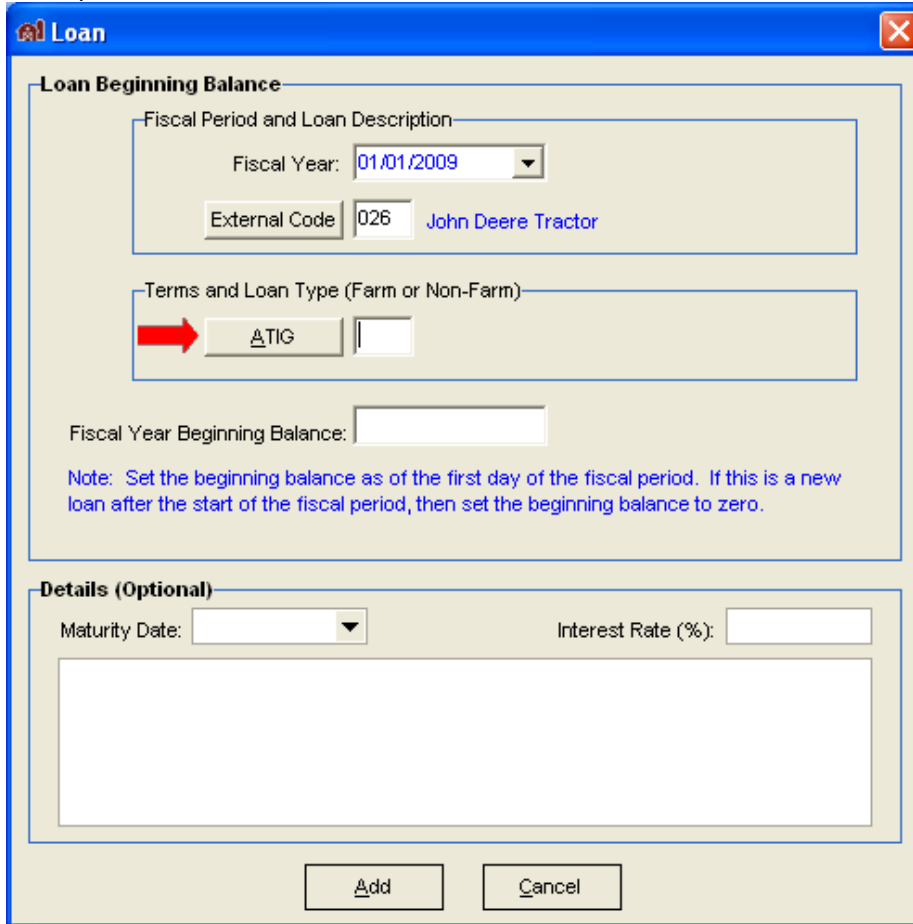
- 4) When the **Loans/Receivable** window opens, you will see a list of unique External Codes used to identify your loans. Click an external code in the list, and then click **Apply**.



If you want to use an external code not shown in the list, click the **Add** button (or **Alt-A**). When the **Add - Loan/Receivable** window appears, enter a **Description** (i.e., "John Deere Tractor") for the code. To save the new code, click the **Add** button (or **Alt-A**). Click the **Close** button (or **Alt-C**) to return to the external code list. The new external code will appear in the list, and can be applied to the loan as outlined above.



- 5) When you return to the **Loans** window, click the **ATIG** button.



**Loan**

**Loan Beginning Balance**

Fiscal Period and Loan Description

Fiscal Year: 01/01/2009

External Code: 026 John Deere Tractor

Terms and Loan Type (Farm or Non-Farm)

**ATIG**

Fiscal Year Beginning Balance:

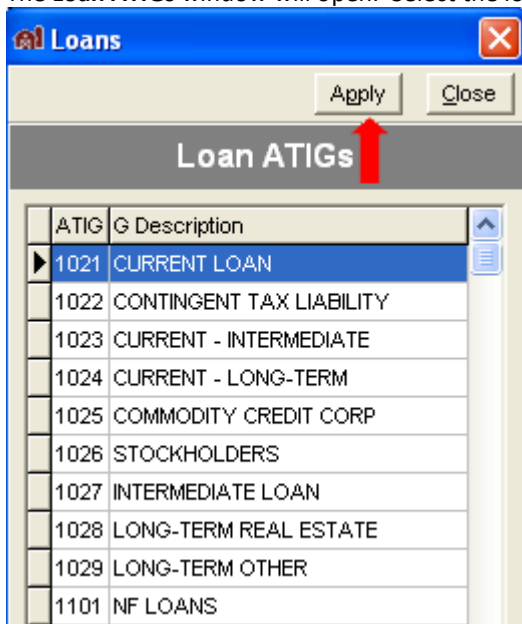
Note: Set the beginning balance as of the first day of the fiscal period. If this is a new loan after the start of the fiscal period, then set the beginning balance to zero.

**Details (Optional)**

Maturity Date:

Interest Rate (%):

- 6) The **Loan ATIGs** window will open. Select the loan type and then click **Apply**.



**Loans**

**Loan ATIGs**

ATIG	G Description
▶ 1021	CURRENT LOAN
1022	CONTINGENT TAX LIABILITY
1023	CURRENT - INTERMEDIATE
1024	CURRENT - LONG-TERM
1025	COMMODITY CREDIT CORP
1026	STOCKHOLDERS
1027	INTERMEDIATE LOAN
1028	LONG-TERM REAL ESTATE
1029	LONG-TERM OTHER
1101	NF LOANS



- 7) Finally, enter the loan beginning amount as of the first day of the fiscal year, then click the **Add** button (or **Alt-A**) to save the loan.

**Please note, if the loan was received any time after the first day of the fiscal year, you must enter “0” for the Beginning Balance.** You can then enter the amount received by creating a record of the Deposit on date of receipt.

On the other hand, if you are entering a loan which has a balance to be carried forward from the previous year, enter that amount

You may enter optional details about the loan such as maturity date, interest rates, and a note. These values are only displayed in this window for your information.

Click **Add** to save your loan information.

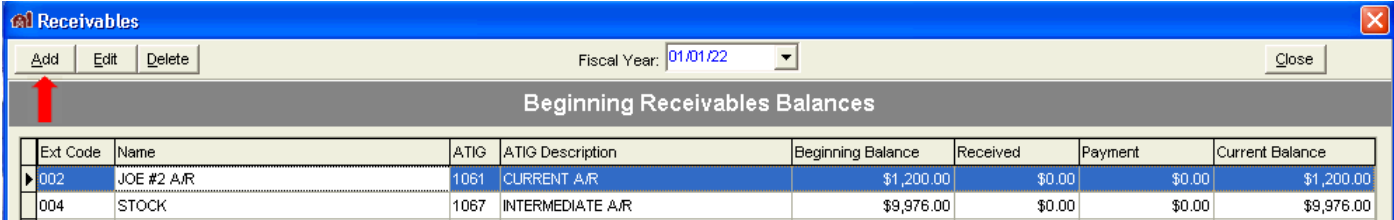
# Receivables Balances

Enter individual receivables with a beginning balance and use an external code to identify each receivable.

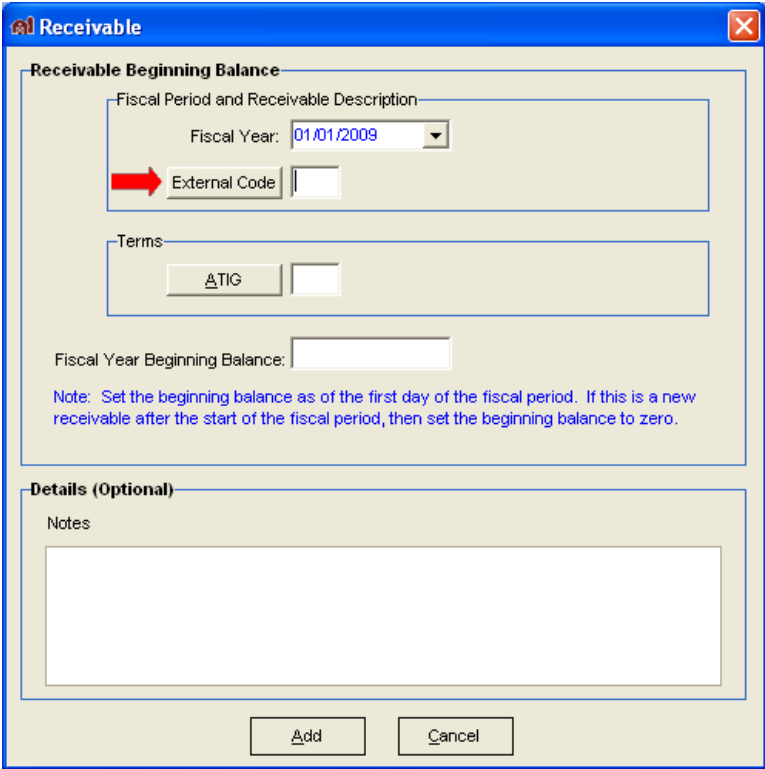
- 1) To open the Receivable Balances window, click **Balances: Receivables**.



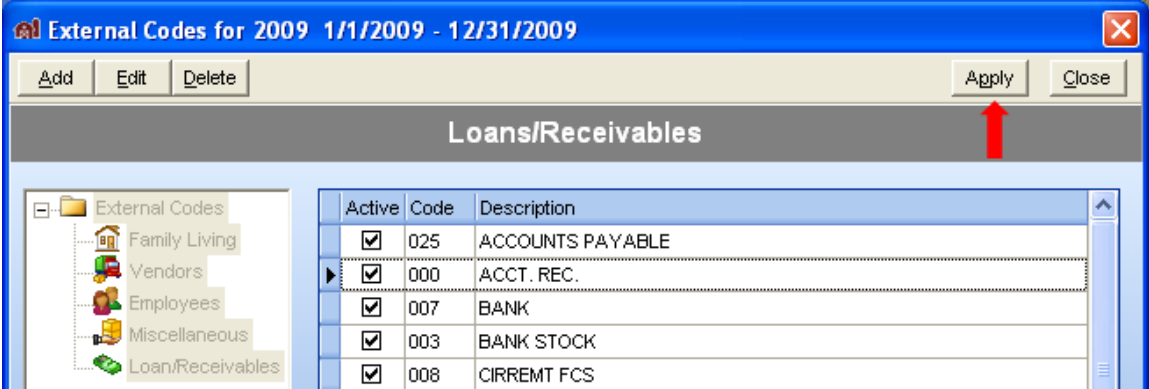
- 2) Click the **Add** button to enter a new receivable.



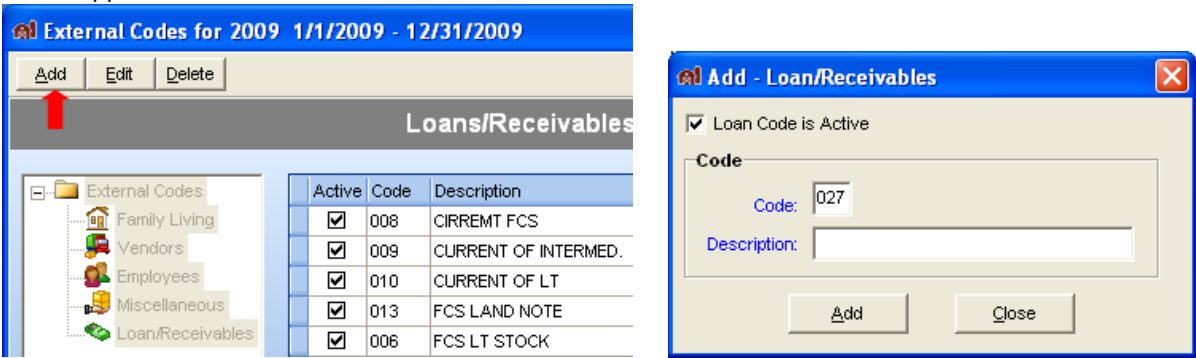
- 3) Click the **External Code** button for a list of Loan/Receivable codes.



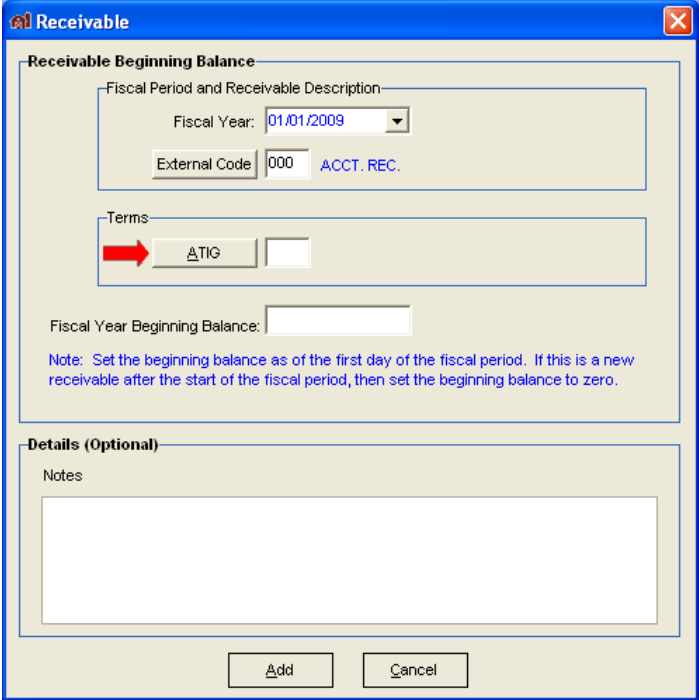
4) Click an external code in the list, and then click **Apply** to add the code to the receivable.



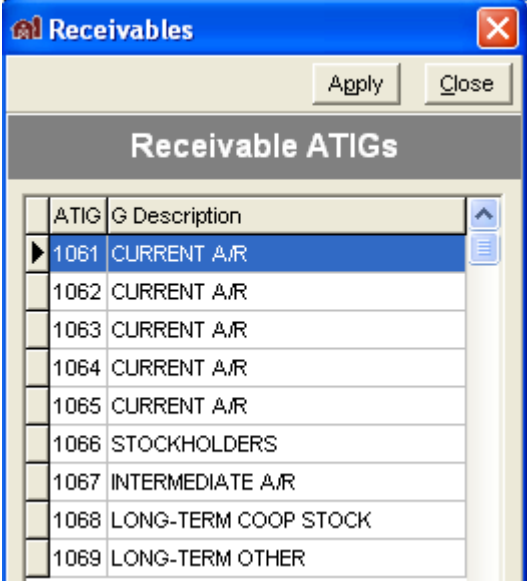
If you want to use an external code not shown in the list, you can add it when the external code window is open. Click the **Add** button in the external code window and enter the code number and Description. Click the **Add** button again to save the new code. Click the **Close** button to return to the external code list. The new external code will appear in the list, and can be applied to the receivable as outlined above.



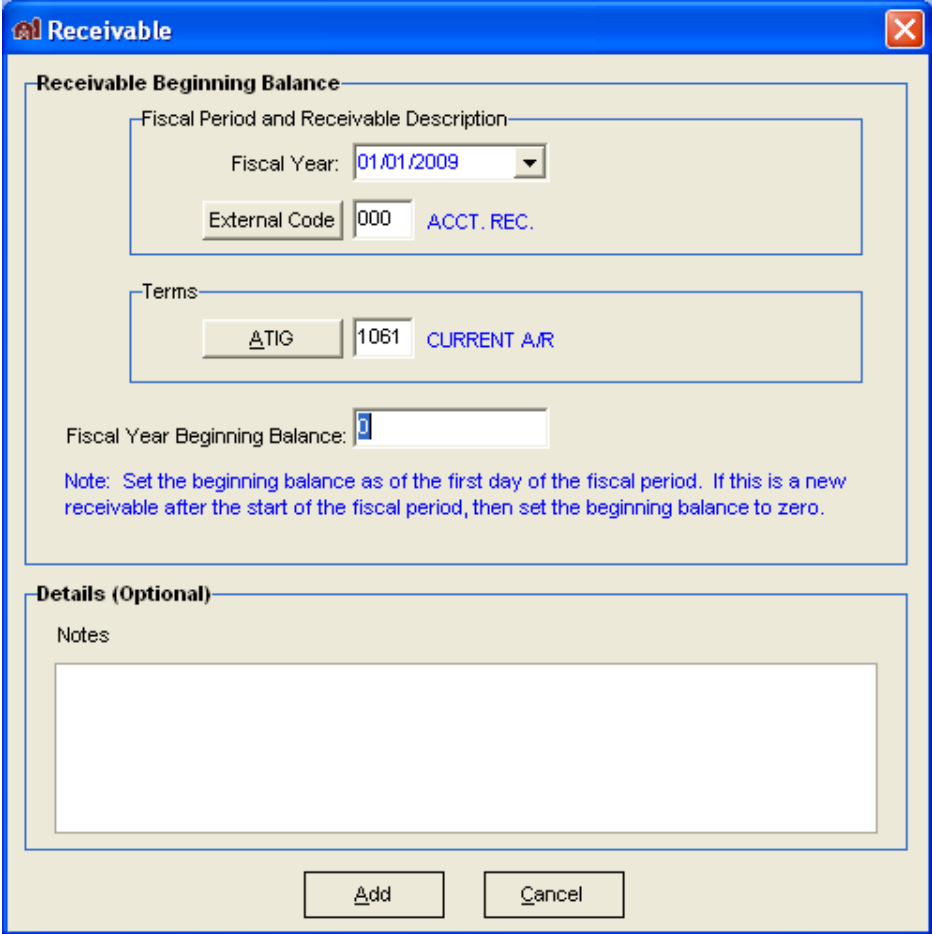
5) When you return to the **Receivables** window, click the **ATIG** button.



6) The **Receivables ATIGs** window will open. Select the receivable type and click **Apply**.



7) Finally, enter the receivable beginning amount as of the first day of the fiscal year and any optional notes about the receivable, then click the **Add** button (or **Alt-A**) to save.



**Please note if the receivable was established any time after the first day of the fiscal year, you must enter “0” for the Beginning Balance.**

On the other hand, if you are entering a receivable which has a balance to be carried forward from the previous year, enter that amount and then click **Add**.

## Section 7: Codes

### ATI-ATIGD Code (Account Codes) Structure

	Active	ATI	G	G Description	D
▶	<input checked="" type="checkbox"/>	041	1	WAGES	0
	<input checked="" type="checkbox"/>	041	2	SOCIAL SECURITY TAX	0
	<input checked="" type="checkbox"/>	041	3	MEDICARE TAX	0

#### A Code

The first digit of the ATIGD code, the A code classifies a transaction by cash, inventory, loan etc. See the A code descriptions below:

0 – Cash – Cash income and expenses

1 – Charged – Receiving Loans/Accounts payable and payment of receivables. If it is inventory, then it is accrued income/expense

2 – Payment – Paying loan/accounts payable and receiving of receivables

4 – Enterprise allocations – Allocation of income and expenses to enterprises

5 – Inventory of livestock, crops, supplies, machinery, land, etc. – Beginning and ending inventories

7 – Livestock births

8 – Livestock weanings

9 – Wage withholdings, livestock deaths, and special items

The account code of “0” is used with all cash income and expense entries, while the account codes of “1” and “2” are used for receiving and paying loans and accounts receivable. Account code “9” is used with wage withholdings. The program sets the other Account codes.

#### TI code

The next two digits of the ATIGD code, the TI code, classifies all transactions by categories.

#### G code

The G code is the fourth digit of the ATIGD code, and it describes in more detail the TI code. ATI codes are fixed, but you can add additional G codes.

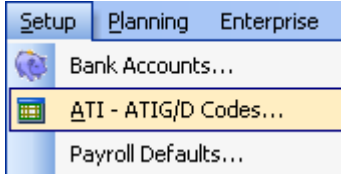
#### D code

The D code is the fifth digit of the ATIGD and is used to further classify the income or expense for a given G Code. The D code is only allowed for 041 Labor Hired, Non-Farm Income, and Non-Farm Expense account codes.

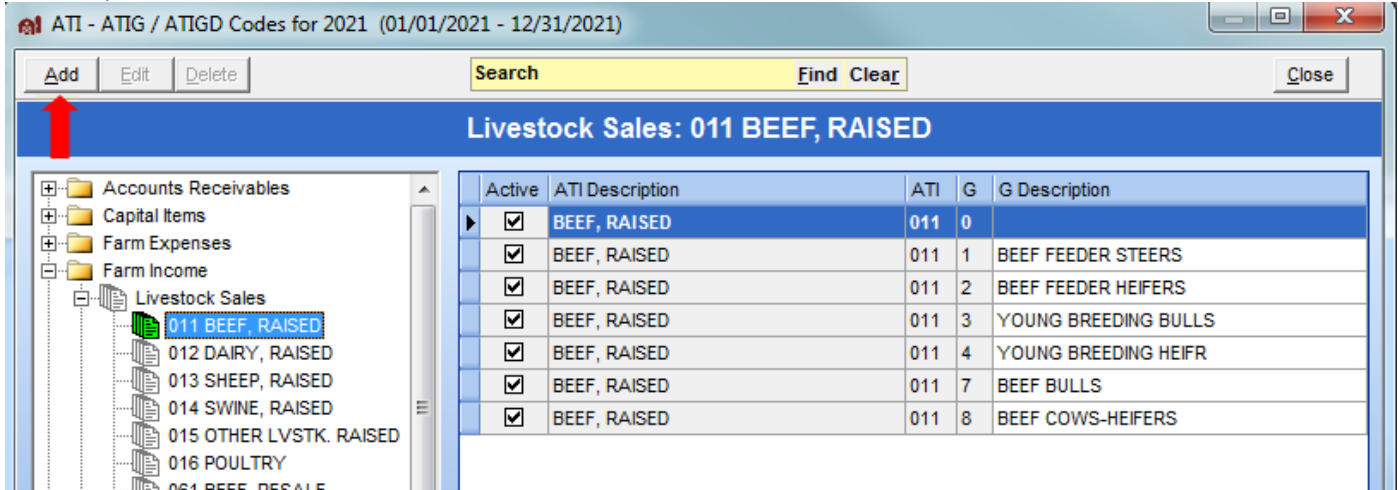
## ATI-ATIG/D Codes

Add, change or select ATIGD codes. ATIGD = Account, Transaction Item, General & Detail.

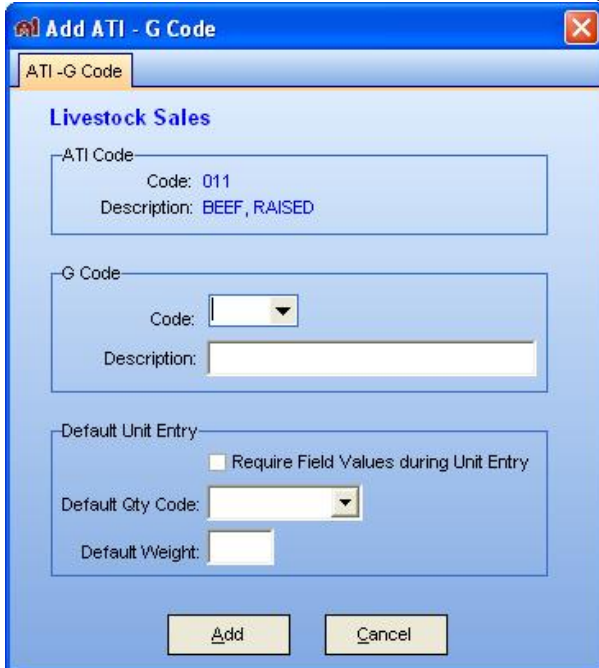
- 1) Click on **Setup: ATI – ATIG/D Codes**.



- 2) To add additional G codes click an ATI code in the code list (click on codes that have a plus (+) to the left to see more codes in the list) and then click the **Add** button.



- 3) When the **Add ATI - G Code** window opens, choose a code between 1 and 9, and then add a description. Click the **Add** button to save the new code or **Cancel** to discard changes.



## Activate and De-activate ATIG/D Codes

In order to make the code selection lists in the program smaller, you can de-activate ATIG codes. To make an ATIG code inactive, click the check box beside the code in the list to remove the check mark. The check mark indicates it is active, an empty box indicates an inactive code.

**ATI - ATIG / ATIGD Codes for 2009 1/1/2009 - 12/31/2009**

Add Edit Delete

### Accts Receivable (Received)

Active	ATI Description	ATI
<input checked="" type="checkbox"/>	<b>A/R RECEIVED-DEPST</b>	<b>206</b>
<input checked="" type="checkbox"/>	A/R RECEIVED-DEPST	206
<input type="checkbox"/>	A/R RECEIVED-DEPST	206
<input checked="" type="checkbox"/>	A/R RECEIVED-DEPST	206
<input checked="" type="checkbox"/>	A/R RECEIVED-DEPST	206
<input checked="" type="checkbox"/>	A/R RECEIVED-DEPST	206
<input checked="" type="checkbox"/>	A/R RECEIVED-DEPST	206
<input checked="" type="checkbox"/>	A/R RECEIVED-DEPST	206
<input checked="" type="checkbox"/>	A/R RECEIVED-DEPST	206

*Note: A red arrow points to the empty checkbox in the third row of the table.*

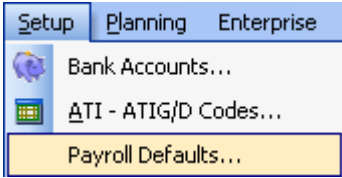
- [-] Accounts Receivables
  - [-] Accts Receivable (Received)
    - 206 A/R RECEIVED-DEPST
  - [-] Accts Receivable (Outstanding)
- [+] Capital Items
- [+] Farm Expenses
- [+] Farm Income
- [+] Loans
- [+] Non-Farm Expense
- [+] Non-Farm Income



## Payroll Defaults

Create user definable descriptions for multiple earnings and deductions lists for the calendar year.

- 1) Click on **Setup: Payroll Defaults**



- 2) Set the default codes indicator to quickly setup earnings and deductions used for all employees. Set the print priority to define the order that they are listed on the pay stubs.

Payroll Defaults (Default Codes for Employee Setup)

Payroll Calendar Year: 2021

Buttons: Help..., Retrieve ATIGD Items, Local / Custom Rules, Tax Tables

### Earnings

Active	Default	Payroll Item Description	ATIG/D Withheld	Print Order
* Click here to add a new row				
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Wages	0411 WAGES	0
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	TIPS	04112 TIPS	5
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	VACATION	04111 VACATION	5

### Deductions (Indicate Payroll Item is "Subject to" what tax or is company paid)

Deductions				Subject to...												ATIG/D Assignments		(1-99)	
Act	Def	Is He	Payroll Item Description	Comp	Deduction I	Fed	Federa	State	State	Medi	Social S	Work C	SUTA	Local	Custor	Custor	Withheld	Paid	Print
* Click here to add a new row																			
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Social Security Tax	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9412 SOCIA	0412 SOCIA	10
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Medicare Tax	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9413 MEDIC	0413 MEDIC	20
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Retirement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	94141 RETI	04141 RETI	30
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CASH RECEIVED	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	94143 CASH	04143 CASH	35
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	94142 OTHE	04142 OTHI	35
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Health Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9415 HEALT	0415 HEALT	40
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Life Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9416 LIFE IN	0416 LIFE IN	50
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Workman Compensation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	94171 WOR	04171 WOR	60

## External Codes

External codes are three digit codes used in addition to the ATIG code to further identify transactions. The main categories of External codes are **Family Living**, **Vendor**, **Employee**, **Miscellaneous** and **Loan/Receivables**.

**Family Living** - Can only be used with family living ATIG codes. Use these codes to identify expenses or income for individuals in the family.

**Vendor** - Used when writing a **check**. Enter the vendor's address here so it will print on the check.

**Employees** - Used when writing a **paycheck**. Enter the employee address, withholding and salary information. All employee information must be entered here to correctly enter a paycheck.

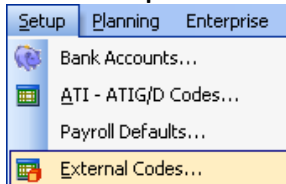
- Easily create earnings and deductions description lists per calendar year based on active and default indicators setup in payroll defaults. Multiple wage lines can be created. Designate deductions as company paid. Set deduction extra withholds amounts along with limits. Also, activate and deactivate lines to include or exclude line detail within paycheck entry.
- Sick and vacation tracking. Tracking method can be tracked as Paid Days Off (PDO), Sick and Vacation time, or Not Tracking.

**Miscellaneous** - Used to further identify other expenses, such as landlord expenses and income.

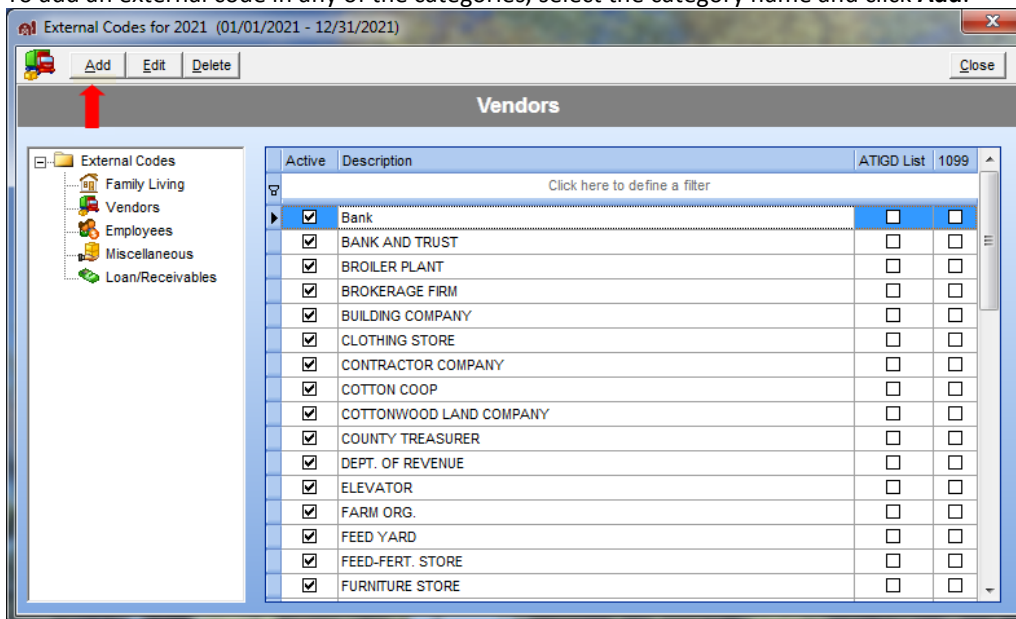
**Loan/Receivable** - Used to identify individual loans, and the payments on those loans.

### To create a new External Code:

- 1) Click on **Setup: External Codes**



- 2) To add an external code in any of the categories, select the category name and click **Add**.

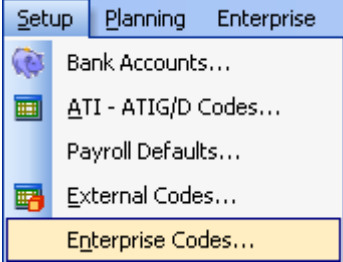


- 3) Fill out the information within the window that opens and then click the **Add** button to save the new code.

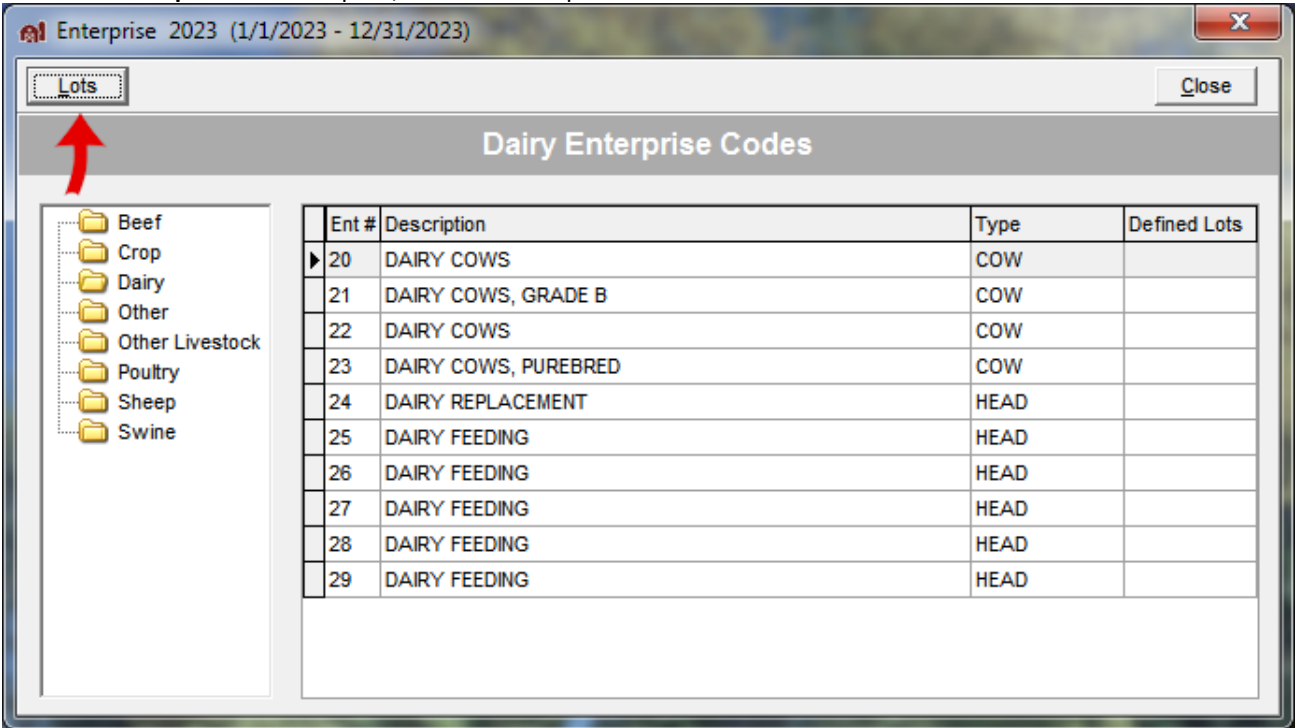
# Enterprise Codes

Use this feature to analyze crop and livestock production costs.

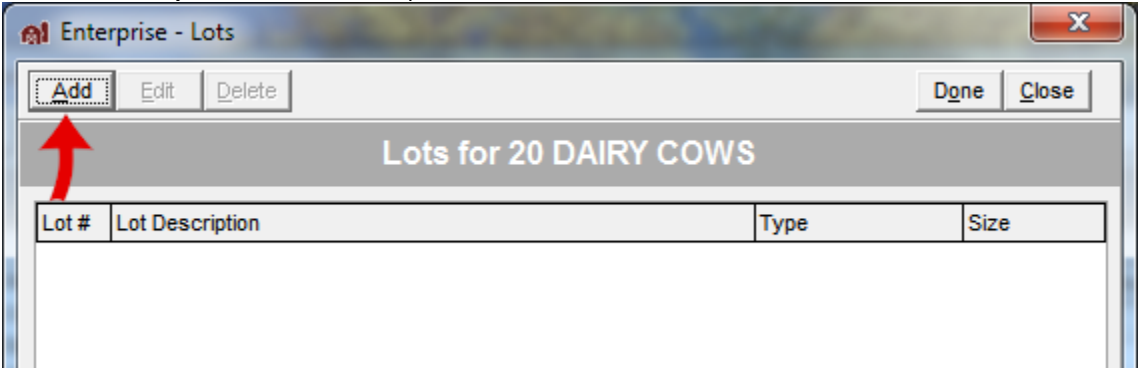
- 1) Click on **Setup: Enterprise Codes**.



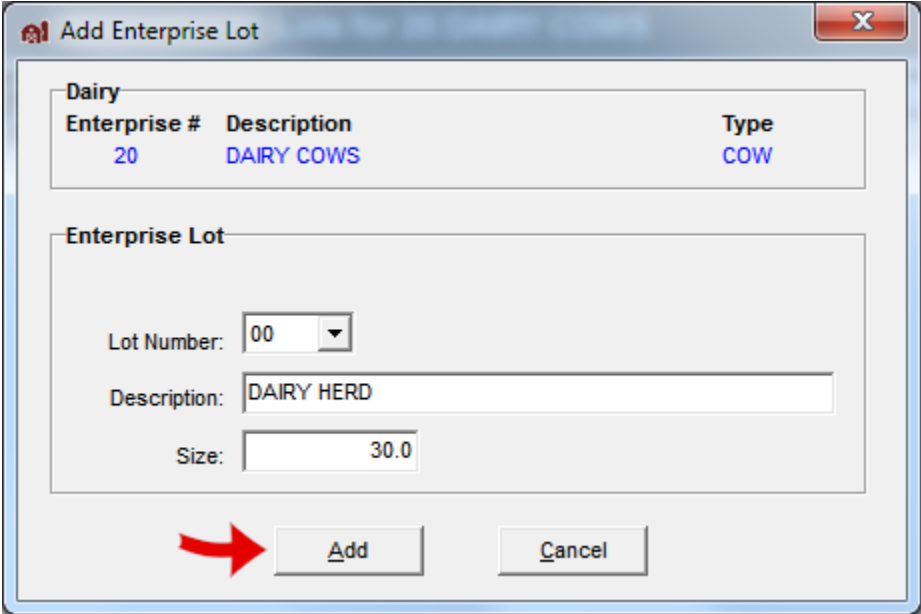
- 2) When the **Enterprise** window opens, select an enterprise and click the **Lots** button.



- 3) When the **Enterprise - Lots** window opens, click the **Add** button.



- 4) Set up Enterprise/Lot codes with a meaningful enterprise description, as well as the enterprise size which will be used for the per unit analysis. Your description is especially important when using the same enterprise number with different Lot Numbers. The enterprise size value depends on the type of enterprise, such as litters for swine farrowing and acres for crops. This size value can be changed during the accounting year. Click the **Add** button when done.



## Section 8: Taxes

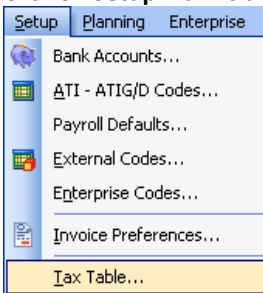
### Tax Table

The tax table is used to calculate federal and state income tax withholding for payroll. The tax brackets can be edited whenever these amounts change. This table also contains the following percentages:

- Farm Auto
- Farm Utility
- FUTA
- Kansas Employer Contribution (SUTA)
- FICA Upper Limit
- S.S. Report
- Medicare Report

**To access the Tax Table:**

- 1) Click on **Setup: Tax Table**



- 2) Enter farm auto and farm utility percentages in this table. See preferences for instructions on how to automatically split utility and auto expenses between farm and non-farm when entering checks.

The screenshot shows the 'Tax Table' window with the 'Calendar Year' set to 2021. A message states: "After exemptions and pretax options are applied, tax will be \$0.00 plus 0.00% over \$4,300.00 annually." Below this is a table of tax brackets.

Type	Bracket	Base Tax	Base Amount
Fed Exemption	0.000000	\$0.00	\$4,300.00
Federal HofH	0.100000	\$0.00	\$10,200.00
Federal HofH	0.120000	\$1,420.00	\$24,400.00
Federal HofH	0.220000	\$6,220.00	\$64,400.00
Federal HofH	0.240000	\$13,293.00	\$96,550.00
Federal HofH	0.320000	\$32,145.00	\$175,100.00
Federal HofH	0.350000	\$46,385.00	\$219,600.00
Federal HofH	0.370000	\$156,355.00	\$533,800.00
FICA Limit	0.000000	\$0.00	\$142,800.00

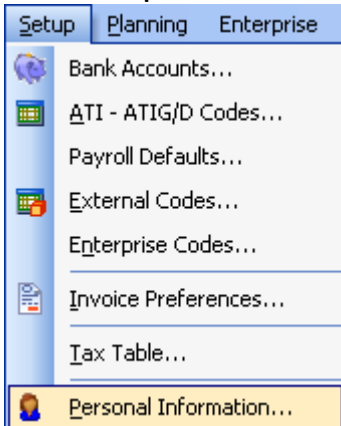
- **Farm Auto %** - The entered amount for the ATI code 008 (undivided auto expense), which will be used for the non-farm expense. The remaining dollars will be allocated to farm expense at the percentage specified.
- **Farm Utility %** - The entered amount for the ATI code 007 (undivided Utilities), which will be used for the non-farm expense. The remaining dollars will be allocated to farm expense at the percentage specified.

**Call Sanders Software Consulting, Inc. Support at (785) 865-5111 before making changes to the other tax categories.**

## Section 9: Personal Information

To review and edit your Personal Information, follow these steps:

Click on **Setup: Personal Information**.



### Farm Information Tab

Update the following fields in this window:

**Tax ID Number** - Enter the tax id for your farming operation

 A screenshot of a software window titled 'Personal Information'. The window has a 'Close' button in the top right corner. Below the title bar is a section header 'Farm, Contact & Product Information'. Underneath are three tabs: 'Farm Information', 'Contact Information', and 'Product Information'. The 'Farm Information' tab is selected. The form contains the following fields:
 

- Farm Number: 70500100KS
- Farm Name: FarmBooks Demo Farm
- Tax ID Number: (empty field)
- Start Fiscal Year: 01/01/2009, 15, 12/31/2009

 Below this section is another section header 'Database Location & Last Backup Information' with the following fields:
 

- Folder: C:\FarmBooks\70500100KS - FarmBooks Demo Farm\
- When: Sun Jan 17, 2010 at 09:20:38 PM.

## Contact Information Tab

Update Name, Address, Phone and e-mail address information.

The screenshot shows a software window titled "Personal Information" with a "Close" button in the top right corner. Below the title bar is a header "Farm, Contact & Product Information" and three tabs: "Farm Information", "Contact Information", and "Product Information". The "Contact Information" tab is active, displaying a form with the following fields:

- Name: Tom T Thomas
- Address 1: PO Box 1921
- Address 2: (empty)
- City: Lawrence
- State: KS (dropdown menu)
- ZIP: 66044- (empty)
- Phone: ( ) - (empty)
- E-mail: (empty)

## Product Information Tab

View the farm registration number, farm number and farm name. Editing this information is not allowed in the window.

The screenshot shows the same "Personal Information" window, but with the "Product Information" tab selected. The form displays the following information:

- Registration Key: 4747
- Product Registered to Farm:
  - Number: 70500100KS
  - Name: FarmBooks Demo Farm



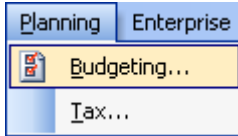
## Section 10: Planning

This selection has two sections, budgeting and tax.

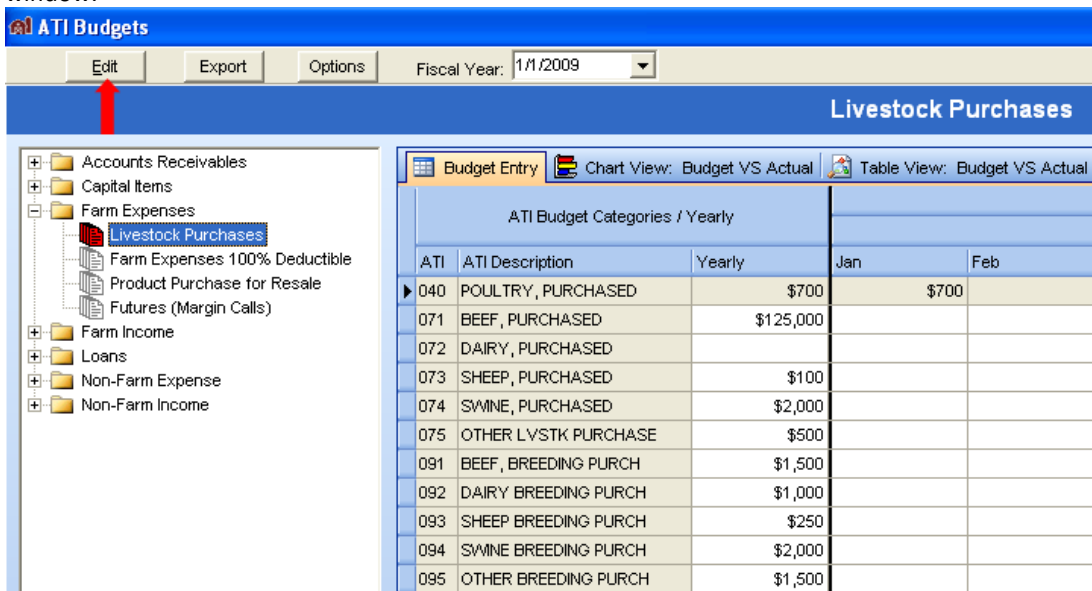
### Budgeting

Budget Planning values are used with the Flow of Funds and Projected Cash Flow Reports.

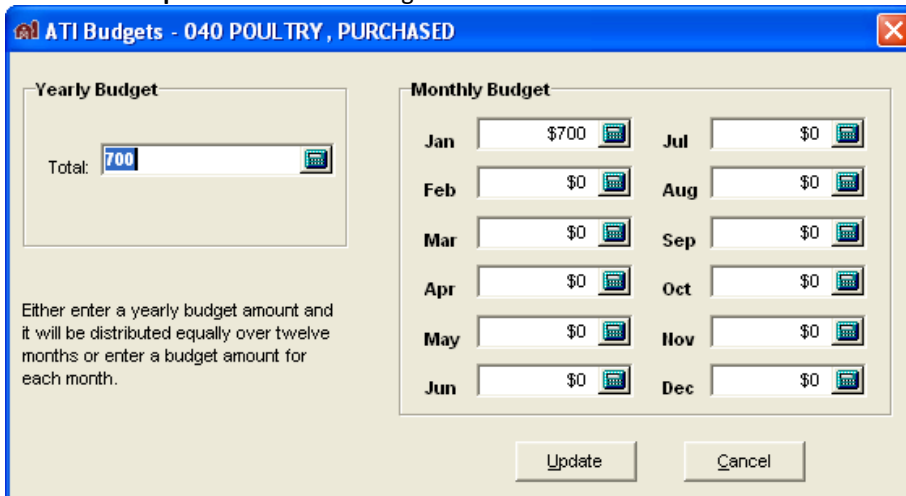
- 1) Click on **Planning: Budgeting**



- 2) Click on an ATI category to open the list, and then select a code from the list. Click the **Edit** button to open the budget window.



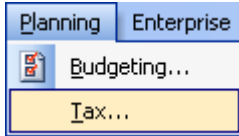
- 3) Enter a yearly budget amount which will be distributed equally over twelve months or enter a budget amount for each month. Click **Update** to save the budget amounts or **Cancel** to discard the additions or changes.



## Tax Planning

These values are used with the Income Statement, Schedule F & Net Taxable Income Reports.

- 1) Click on **Planning: Tax**.



- 2) When the window opens, enter an amount for each ATIGD code you wish to use.

A	TI	GD	Description	Amount
▶ 9	99	50	ANNUAL BOOK DEPRECIATION OF EQUIPMENT	\$96,800.00
9	99	51	ANNUAL DEPRECIATION OF BREEDING LIVESTOCK	
9	99	52	COST OF CATTLE SOLD	\$91,580.00
9	99	53	COST OF SWINE SOLD	\$950.00
9	99	54	COST OF SHEEP SOLD	\$50.00
9	99	55	COST OF OTHER LIVESTOCK SOLD	\$200.00
9	99	56	COST OF BREEDING LIVESTOCK	\$4,000.00
9	99	57	COST OF CAPITAL EQUIPMENT SOLD	\$1,150.00
9	99	58	ACCUMULATED DEPRECIATION OF BREEDING LIVESTOCK	\$1,650.00
9	99	59	ACCUMULATED DEPRECIATION OF EQUIPMENT	\$4,500.00
9	99	60	COST OF GRAIN SOLD	\$100.00
9	99	61	FUTURES HEDGE PROFIT	\$2,500.00
9	99	62	LONG TERM CAPITAL GAIN	\$1,200.00
9	99	63	ANNUAL TAX DEPRECIATION OF EQUIPMENT	\$96,800.00

- 3) Click **Save** when finished and then **Close** to return to the main window.

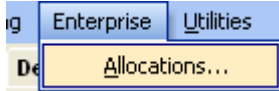
## Section 11: Enterprise

The enterprise menu is currently used primarily for enterprise allocation.

### Allocations

Use this feature to allocate income and expense entries to an enterprise this fiscal year or another accounting year without affecting this year's financial records.

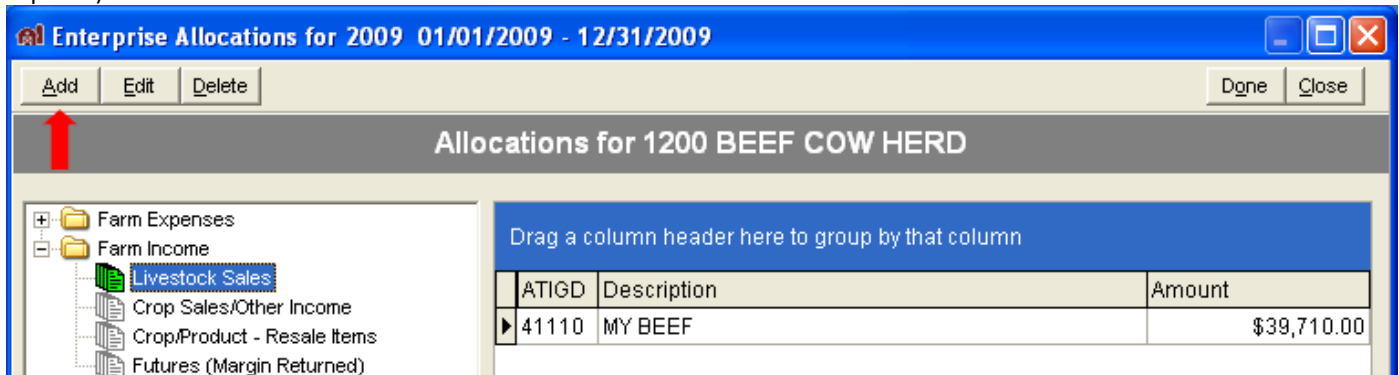
- 1) Click **Enterprise: Allocations**



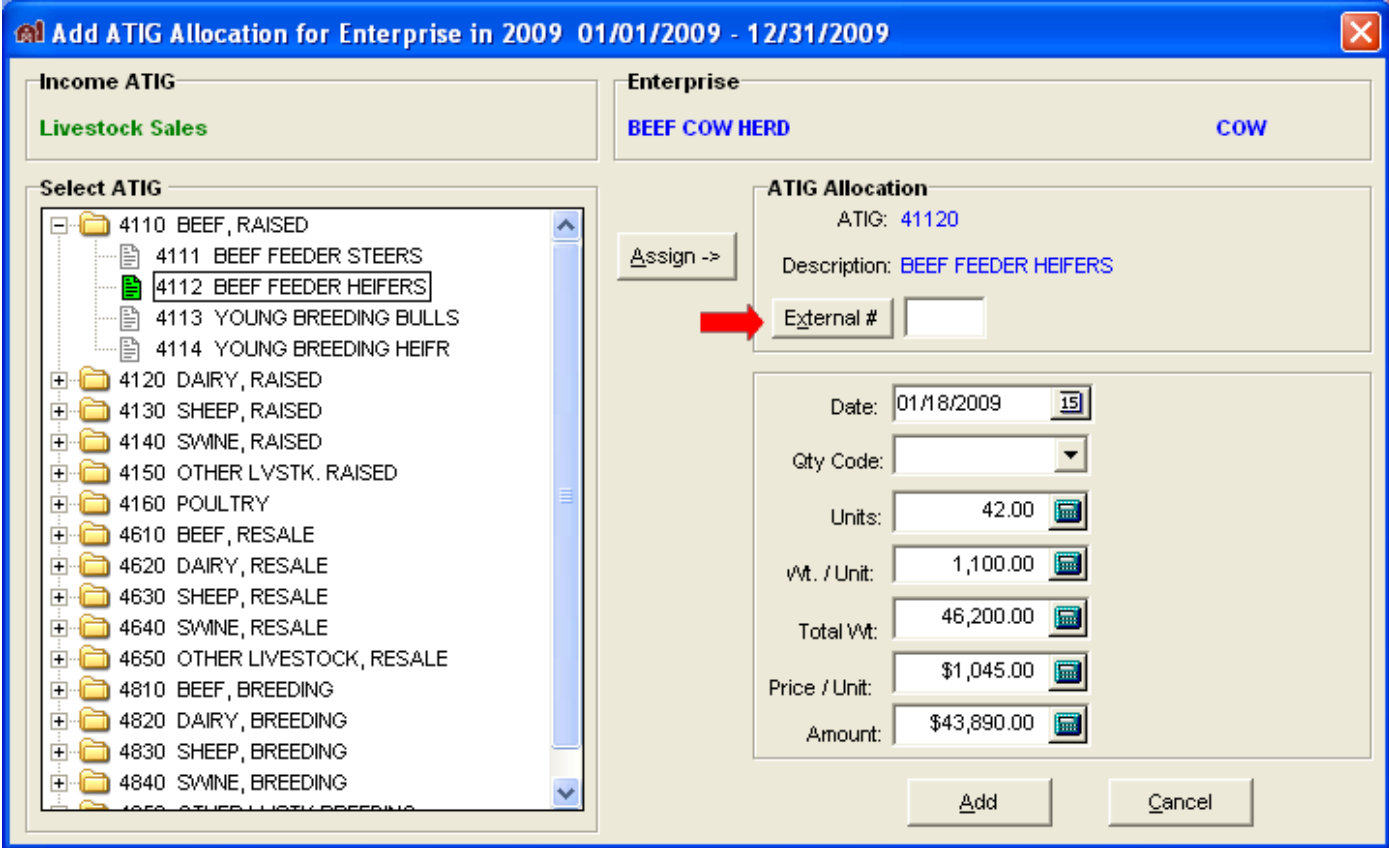
- 2) Select the Enterprise you wish to update and then click the **Allocations** button.



- 3) When the **Allocations** window opens, drill-down to the selection you want (depending on if you are entering a sale or expense) and then click **Add**.



- 4) When the **Add ATIG Allocation for Enterprise** window opens, select the Qty Code, enter the number of Units, the Weight/Unit and the Price/Unit. If you do not want to keep the ATIG description, then you may select an external code and use that associated description to provide more detail of your own about the heifers. Once completed, click **Add**.

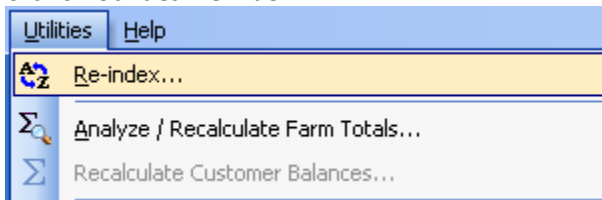


## Section 12: Utilities

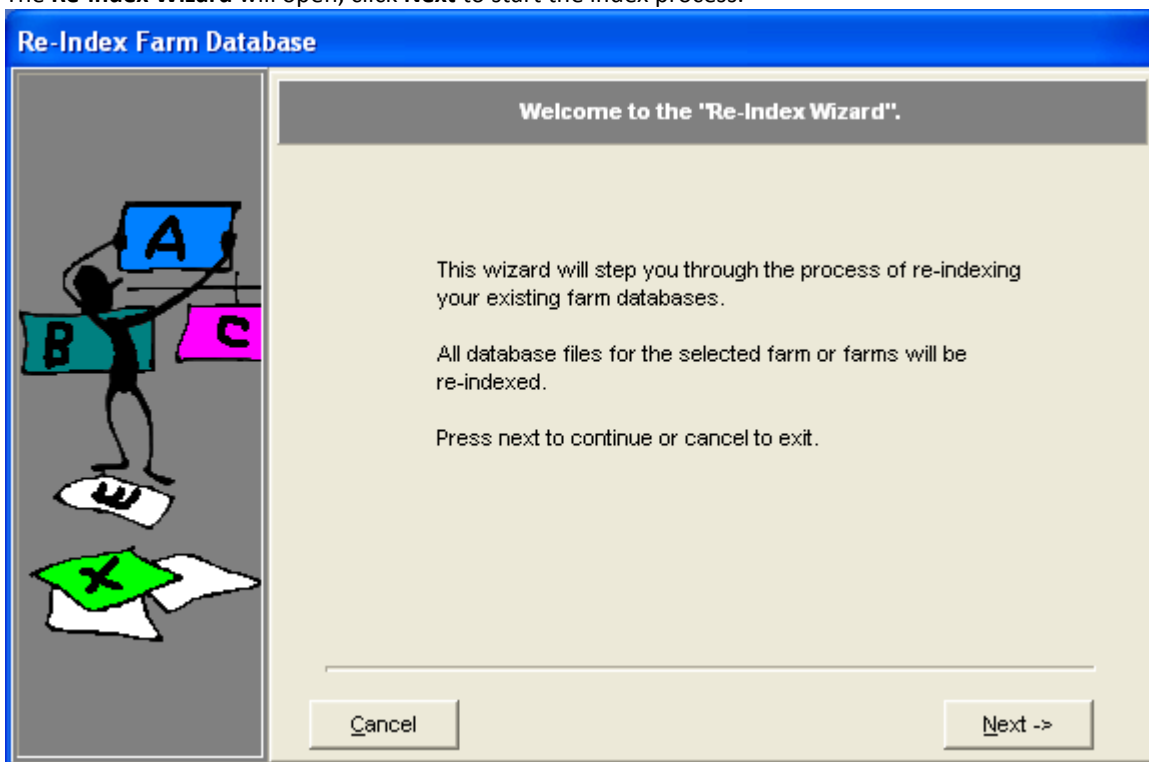
### Re-index

The re-index option should only be used if you encounter a database error or are directed by Support to correct the error.

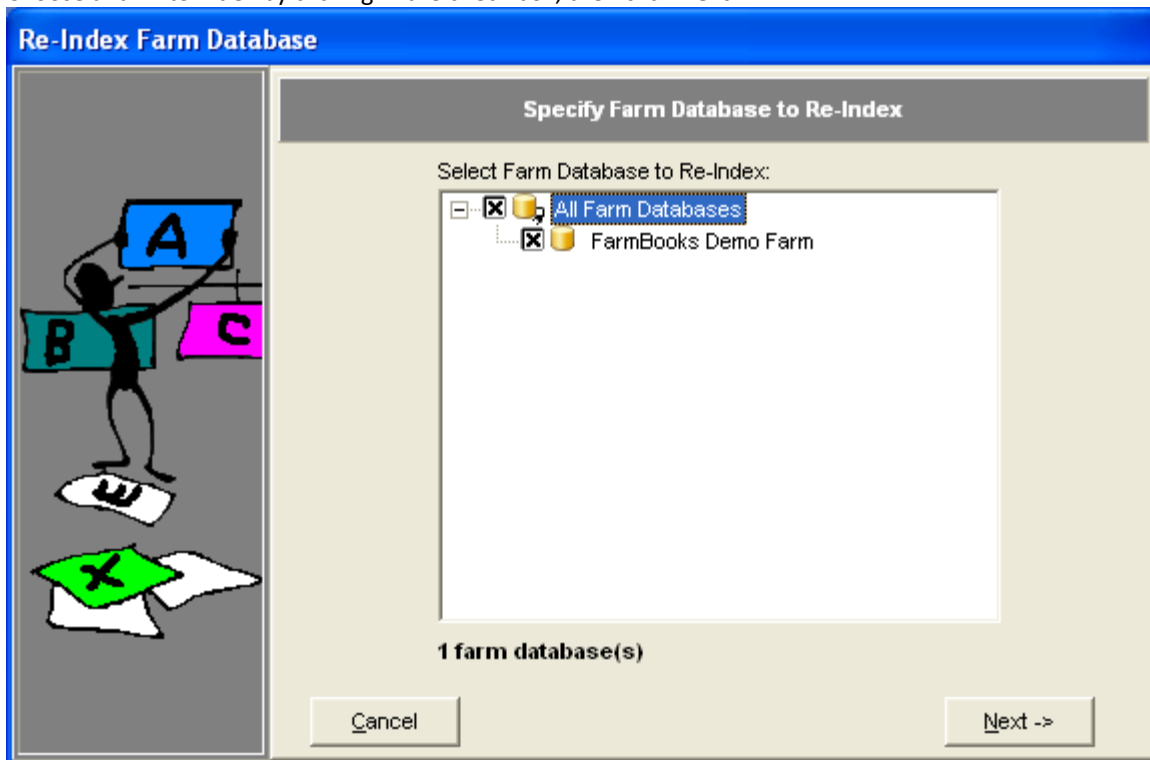
- 1) Click on **Utilities: Re-index**



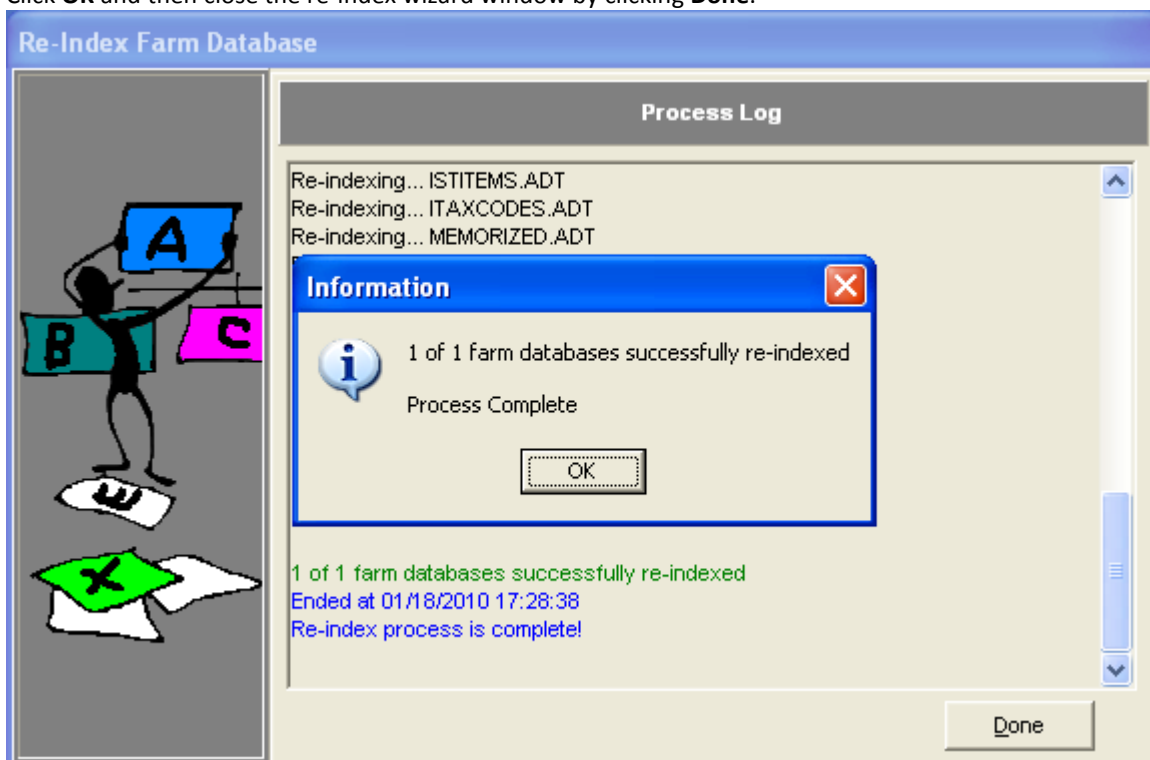
- 2) The **Re-index Wizard** will open, click **Next** to start the index process.



- 3) Choose a farm to index by clicking in the check box, then click **Next**.



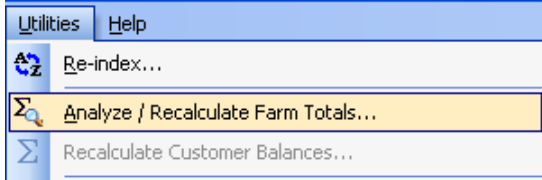
- 4) Click **OK** and then close the re-index wizard window by clicking **Done**.



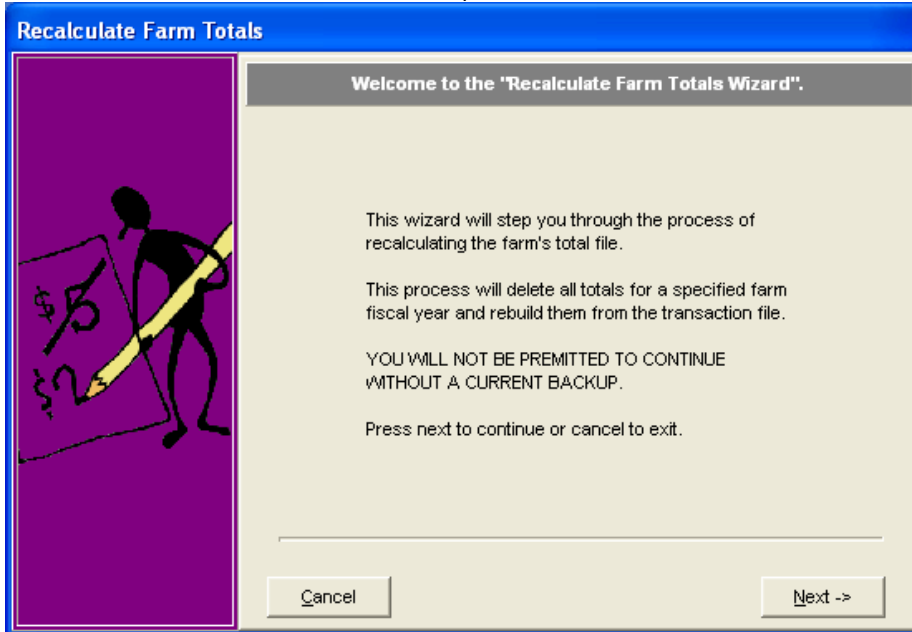
## Analyze/Recalculate Farm Totals

If a database error occurs when recording a transaction, the farm totals file might need to be regenerated from the transaction file. To determine if the totals file needs to be recalculated, run the analyze option.

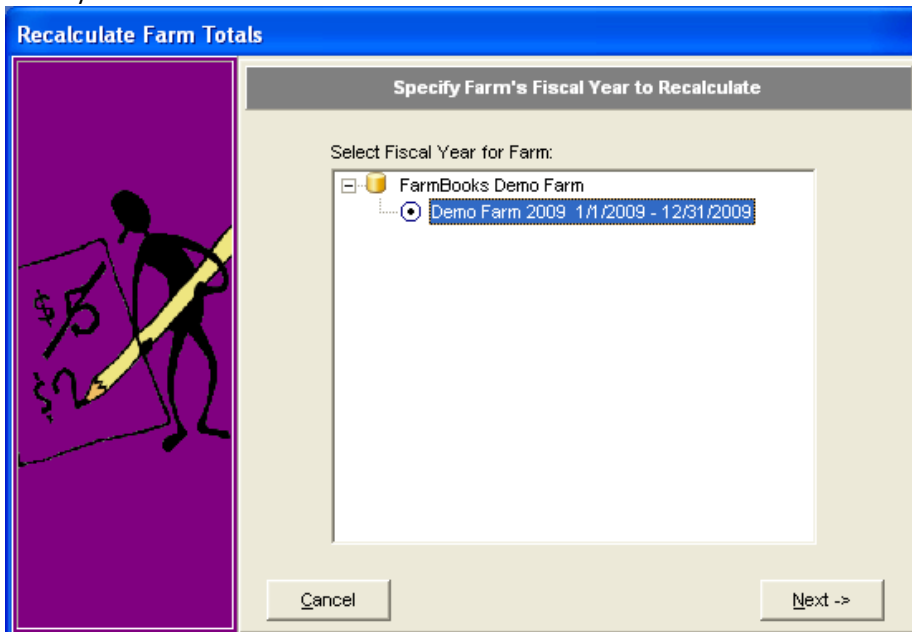
- 1) Click on **Utilities: Analyze/Recalculate Farm Tools**.



- 2) The **Recalculate Farm Totals Wizard** will open. Click **Next** to continue.



- 3) Select your farm database and click **Next**.



- 4) When the next screen loads, click the **Analyze** button.

**Recalculate Farm Totals**

**Adjust Beginning Bank Balance for Farm's Fiscal Year**

**Farm Info**

Farm Number: 70500100KS


Farm Name: FarmBooks Demo Farm

Start Fiscal Year: 1/1/2009

**Adjust Beginning Bank Balance**

Code	Bank Name	Beginning Balance
▶ 0021	FARM CHECKING ACCT.	\$19,972.00
0022	FARM SAVINGS ACCT.	\$12,428.00
0023	FARMERS BANK 3	\$300.00
0024	FARMERS BANK 4	\$400.00
0025	FARMERS BANK 5	\$500.00

Cancel    <- Back    Analyze    Recalculate



- 5) The results of the analysis will appear. If there are no errors found, you can close out of the wizard and continue working in FarmBooks. If the results of the analysis show the totals file must be recalculated, then continue to follow these steps to run the recalculate option.
- 6) Do a full Backup of the FarmBooks farm files before running the recalculate option.
- 7) Start the **Recalculate Farm Totals** wizard, and then click **Next** to select a farm and fiscal year. Click **Next** to see the bank account balances and then click the **Recalculate** button.

**Recalculate Farm Totals**

**Adjust Beginning Bank Balance for Farm's Fiscal Year**

**Farm Info**

Farm Number: 70500100KS


Farm Name: FarmBooks Demo Farm

Start Fiscal Year: 1/1/2009

**Adjust Beginning Bank Balance**

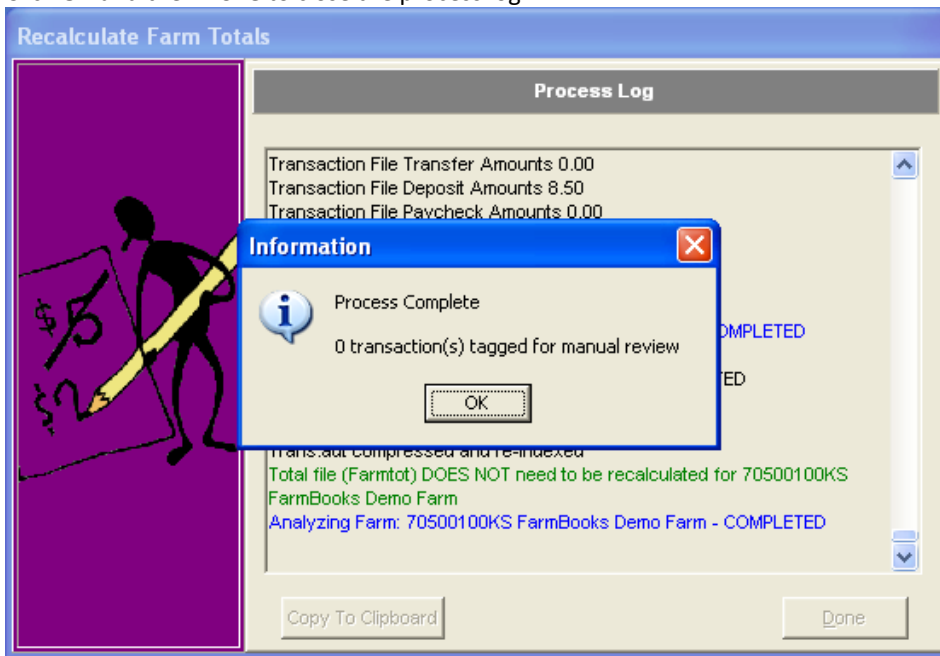
Code	Bank Name	Beginning Balance
▶ 0021	FARM CHECKING ACCT.	\$19,972.00
0022	FARM SAVINGS ACCT.	\$12,428.00
0023	FARMERS BANK 3	\$300.00
0024	FARMERS BANK 4	\$400.00
0025	FARMERS BANK 5	\$500.00

Cancel    <- Back    Analyze    Recalculate





8) Click **OK** and then **Done** to close the process log.



## Section 13: Accounting Register

### Register

This window displays a list of checks and deposit entries in date order. The format of the list is similar to a paper check register.

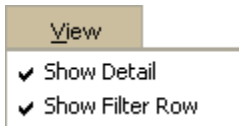
- Checks are green
- Deposits are blue
- Paychecks are burgundy

FarmBooks - FarmBooks Demo Farm (Demo Farm 2009 1/1/2009 - 12/31/2009)						
File Edit Report Inventory Balances Setup Planning Enterprise Utilities Help						
Cover Register Detail Register Checks Paychecks Deposits Invoices						
Edit Delete Find... Transfer... Reconcile... View Clear						
Bank Account and Fiscal Year						
0021 FARM CHECKING ACCT.		1/1/2009				
Date	#/Code	Description	Expense	Clr	Income	
Click here to define a filter						
11/30/2009	00240	JOHN T. SMITH	(\$3,729.88)	✓		
	04110	JOHN T. SMITH	\$3,729.88	✓		
	94120	Social Security Tax	\$297.60	✓		
	94130	Medicare Tax	\$69.60	✓		
	94141	Retirement	\$75.00	✓		
	94150	Health Insurance	\$200.00	✓		
	94180	State Income Tax	\$171.88	✓		
	94190	Federal Income Tax	\$456.04	✓		
11/30/2009	00241	BANK AND TRUST	(\$620.00)	✗		
	04120	SOC SEC TAX	\$620.00	✗		
11/30/2009	00242	BANK AND TRUST	(\$145.00)	✗		
	04130	MEDICARE TAX	\$145.00	✗		
11/30/2009	00243	BANK AND TRUST	(\$1,000.00)	✗		
	04190	FED. INCOME TAX	\$1,000.00	✗		
12/10/2009	00062	VALLEY PASTURE CO.			\$400.00	
	02590	SPRAY PASTURELAND			\$400.00	
12/15/2009	00094	BROKERAGE FIRM			\$25,500.00	
	06010	HEDGE ACCOUNT			\$25,500.00	

To view the details of a check or deposit, double click on the entry in the register. The check, paycheck or deposit will open under the proper tab. Click the Register tab to return to the register.

**Buttons on the register tab are:**

- **Edit** - Highlight a transaction in the register and then click the **Edit** button to edit it.
- **Delete** - Highlight a transaction in the register and then click the **Delete** button to delete it. The transaction cannot be deleted if it has already been reconciled to a bank account.
- **Find** - Find the first transaction by date, description, or number.
- **Transfer** - Transfer an amount between two bank accounts.
- **Reconcile** - Reconcile to the monthly bank statement.
- **View** - Click this button to display the options of **Show Detail** and **Show Filter Row**.

**The Show Detail option:**

- When the **Show Detail** option has a check mark, the check amount line and individual detail lines are shown in the register.


10/31/2009	00231	JOHN T. SMITH	(\$3,729.88)
	04110	JOHN T. SMITH	\$3,729.88
	94120	Social Security Tax	\$297.60
	94130	Medicare Tax	\$69.60
	94141	Retirement	\$75.00
	94150	Health Insurance	\$200.00
	94180	State Income Tax	\$171.88
	94190	Federal Income Tax	\$456.04
10/31/2009	00232	BANK AND TRUST	(\$620.00)
	04120	SOC SEC TAX	\$620.00
10/31/2009	00233	BANK AND TRUST	(\$145.00)
	04130	MEDICARE TAX	\$145.00
10/31/2009	00234	BANK AND TRUST	(\$1,000.00)
	04190	FED. INCOME TAX	\$1,000.00
11/15/2009	00080	NURSERY FARM	
	00110	WAGES - W-2	
11/15/2009	00081	RENTAL FIRM	
	00120	RENTAL INCOME	

- When there is no check mark, only the check line shows in the register.

11/30/2009	00240	JOHN T. SMITH	(\$3,729.88)
11/30/2009	00241	BANK AND TRUST	(\$620.00)
11/30/2009	00242	BANK AND TRUST	(\$145.00)
11/30/2009	00243	BANK AND TRUST	(\$1,000.00)
12/10/2009	00062	VALLEY PASTURE CO.	
12/15/2009	00094	BROKERAGE FIRM	

The **Show Filter Row** option:

- This can be checked or unchecked to display a filter row at the top of the grid. This row will allow you to restrict the view to only specific data elements that match your entered criteria in this row.

Expense	Clr	Income
 Click here to define a filter		
(\$3,729.88)	✓	

- **Clear** - This button will display a drop down menu to allow the view sort order to be restored to the Classic View – Header/Detail or to clear any grid filters that you may have applied.
- **Export** - This button will export data displayed in the grid to an MS-Excel<sup>®</sup> formatted file.

# Detail Register

The Detail Register tab displays the same information as the Register tab but allows you to include multiple fiscal years and multiple bank accounts in the same view.

You may also use the filter row to restrict the list to specific values or enter values on the left hand side.

The screenshot shows the FarmBooks software interface. The title bar reads "FarmBooks - FarmBooks Demo Farm (Demo Farm 2021 01/01/21 - 12/31/21)". The menu bar includes File, Edit, Report, Inventory, Balances, Setup, Planning, Enterprise, Year-End, Utilities, and Help. The main menu has tabs for Cover, Register, Detail Register (selected), Batch Entry, Checks, Paychecks, Deposits, and Invoices. Below the menu is a toolbar with buttons for Filter..., Options, Edit, Print..., Analyze..., Corrections, and Export. A "Detail Filter Options" panel is on the left, containing sections for "Change View", "Fiscal Year(s)...", "Bank Account(s)...", "Description (Partial Search)", "External Codes", "Date Range", and "Check Number (Partial Search)". The main area is a table with columns: Payee/Vendor, Date, ATIG, Description, Fiscal Year, Bank, Nu, Clr, Income, Expense, Ent, Type, Ext, Units, Price / Unit, Qty Cd, and Total Weight. The table contains various transactions such as "SALE BARN", "NF INCOME", and "TRUCK FARM" with their respective dates and amounts.

Payee/Vendor	Date	ATIG	Description	Fiscal Year	Bank	Nu	Clr	Income	Expense	Ent	Type	Ext	Units	Price / Unit	Qty Cd	Total Weight
SALE BARN	01/15/21	0111	BEEF FEEDERS	01/01/21	0021	0000	x	\$12,160.00			MS		38.00	\$320.00		15,200.00
NF INCOME	02/15/21	0031	TRANS. INTO BUSINES	01/01/21	0021	0000	x	\$500.00			FL					
NF INCOME	02/15/21	0032	SAVINGS	01/01/21	0021	0000	x	\$400.00			FL					
NF INCOME	02/15/21	0033	GIFTS	01/01/21	0021	0000	x	\$400.00			FL					
NF INCOME	02/15/21	0034	HEALTH INS. REFUNDS	01/01/21	0021	0000	x	\$155.00			FL					
NF INCOME	02/15/21	0035	INHERITANCE	01/01/21	0021	0000	x	\$1,500.00			FL					
NF INCOME	02/15/21	0036	INCOME TAX REFUNDS	01/01/21	0021	0000	x	\$750.00			FL					
NF INCOME	02/15/21	0037	DISABILITY INCOME	01/01/21	0021	0000	x	\$50.00			FL					
NF INCOME	02/15/21	0038	SOC. SECURITY INCOM	01/01/21	0021	0000	x	\$950.00			FL					
NF INCOME	02/15/21	0039	NON-TAX CAP RECEIPT	01/01/21	0021	0001	x	\$1,060.00			FL					
SALE BARN	02/15/21	0125	DAIRY CALVES	01/01/21	0021	0001	x	\$5,780.00			MS		17.00	\$340.00		8,500.00
SALE BARN	03/15/21	0131	LAMBS	01/01/21	0021	0001	x	\$990.00			MS		9.00	\$110.00		1,080.00
SALE BARN	03/15/21	0142	FAT HOGS	01/01/21	0021	0001	x	\$186,000.00			42C MS		2,000.00	\$93.00		1,450,000.00
SALE BARN	03/15/21	0142	MARKET HOGS	01/01/21	0021	0001	x	\$43,700.00			42C MS		415.00	\$105.301		93,375.00
SALE BARN	04/15/21	0151	BLACK HORSE	01/01/21	0021	0001	x	\$700.00			MS		1.00	\$700.00		1,100.00
BROILER PLANT	04/15/21	0163	TURKEYS	01/01/21	0021	0001	x	\$2,875.00			MS		115.00	\$25.00		690.00
INSURANCE COMPANY	04/15/21	0311	CROP INS. PROCEEDS	01/01/21	0021	0001	x	\$150.00			76C MS					
CONTRACTOR COMPANY	04/15/21	0322	TRACTOR HIRE	01/01/21	0021	0001	x	\$2,000.00			MS					
STUD FARM	04/15/21	0331	STUD FEES	01/01/21	0021	0001	x	\$500.00			MS					
SALE BARN	04/15/21	0611	BACKGROUNDING STE	01/01/21	0021	0001	x	\$157,080.00			18C MS		280.00	\$561.00		1,231,000.00
SALE BARN	04/15/21	0613	DAIRY FEEDERS	01/01/21	0021	0002	x	\$680.00			12C MS		2.00	\$340.00		1,000.00
SALE BARN	04/15/21	0631	LAMBS	01/01/21	0021	0002	x	\$105.00			MS		1.00	\$105.00		110.00
TRUCK FARM	05/15/21	0271	SWEET CORN	01/01/21	0021	0002	x	\$12,600.00			MS		1,800.00	\$7.00		54,000.00
TRUCK FARM	05/15/21	0273	TOMATOES	01/01/21	0021	0002	x	\$33,600.00			MS		4,200.00	\$8.00		126,000.00
TRUCK FARM	05/15/21	0274	WATERMELON	01/01/21	0021	0002	x	\$6,210.00			MS		900.00	\$6.90		27,000.00
TRUCK FARM	05/15/21	0277	STRAWBERRIES	01/01/21	0021	0002	x	\$64,800.00			MS		3,600.00	\$18.00		108,000.00

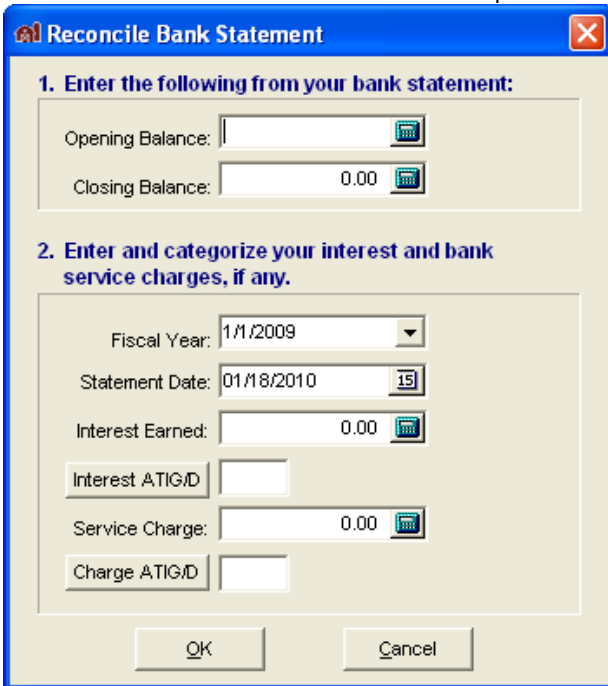
## Register - Reconcile

When you receive your bank statement and are ready to verify that all your checks and deposits have been properly entered, you may begin the bank reconciliation process.

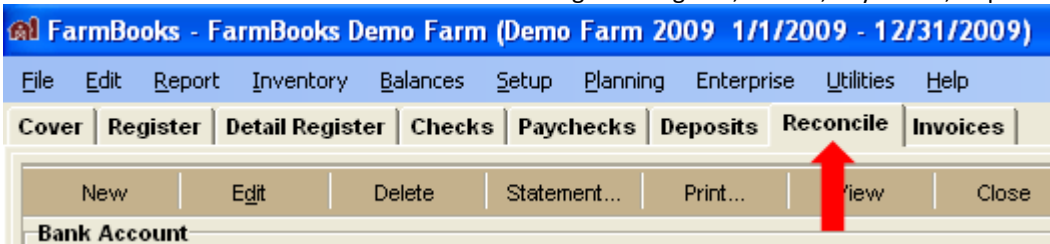
- 1) At the Register tab, click the **Reconcile** button or click **Balances: Reconcile Bank**.



- 2) The **Reconcile Bank Statement** window will open. Fill out the required information and click **OK**.



- 3) The next window will show a new Reconcile tab along with Register, Checks, Paychecks, Deposits, and Invoices.



The un-cleared checks are shown on the left side of the window and deposits are shown on the right side of the window.

**Bank Account**  
0021 FARM CHECKING ACCT. Statement Balance \$167,093.11

Checks					Deposits				
Clear	Date	Check #	Amount	Payee	Clear	Date	Deposit #	Amount	Vendor
<input type="checkbox"/>	01/07/21	02004	-50.00	BANK AND TRUST	<input checked="" type="checkbox"/>	11/09/21	01000	500.00	COTTON COOP
<input type="checkbox"/>	01/21/21	00139	-580.95	JOHN C. CUSTOMER	<input type="checkbox"/>	11/10/21	01001	250.00	COTTON COOP
<input type="checkbox"/>	02/21/21	00139	-2,477.03	TOM F. THOMPSON	<input type="checkbox"/>	12/15/21	00094	25,500.00	BROKERAGE FIRM
<input type="checkbox"/>	03/21/21	00139	-1,897.43	TOM F. THOMPSON	<input type="checkbox"/>	12/15/21	00095	25,000.00	BROKERAGE FIRM
<input type="checkbox"/>	04/17/21	ACCLR	-1,000.00	BANK AND TRUST	<input type="checkbox"/>	12/15/21	00097	50.00	ELEVATOR
<input type="checkbox"/>	05/21/21	00139	-2,056.03	JOHN C. CUSTOMER	<input type="checkbox"/>	12/15/21	00098	1,200.00	ELEVATOR
<input type="checkbox"/>	06/21/21	00139	-1,575.43	JOHN C. CUSTOMER	<input type="checkbox"/>	12/15/21	00099	3,000.00	MACHINERY DEALER
<input type="checkbox"/>	07/21/21	PRINT	-2,056.03	JOHN C. CUSTOMER	<input type="checkbox"/>	12/15/21	00100	2,000.00	MACHINERY DEALER
<input type="checkbox"/>	07/21/21	PRINT	-2,477.03	TOM F. THOMPSON	<input type="checkbox"/>	12/15/21	00101	125.00	BUILDING COMPANY
<input type="checkbox"/>	07/21/21	PRINT	-495.70	JOHN C. CUSTOMER	<input type="checkbox"/>	12/15/21	00102	50,000.00	BANK AND TRUST
<input type="checkbox"/>	07/21/21	PRINT	-3,569.99	JOE. F. CUSTOMER	<input type="checkbox"/>	12/24/21	00101	1.00	BANK AND TRUST
<input type="checkbox"/>	08/06/21	00139	-10,000.00	COTTON COOP					
<input type="checkbox"/>	09/30/21	00139	-282.30	DEPT. OF REVENUE					
<input checked="" type="checkbox"/>	10/28/21	02019	-3,818.50	JOHN T. SMITH					
<input checked="" type="checkbox"/>	11/09/21	02017	-4.99	BROILER PLANT					
<input checked="" type="checkbox"/>	11/09/21	02018	-5.55	COTTON COOP					
<input type="checkbox"/>	12/02/21	02003	-492.69	JOHN C. CUSTOMER					
<input type="checkbox"/>	12/20/21	PRINT	-13,500.00	BROKERAGE FIRM					
<input type="checkbox"/>	12/20/21	00251	-14,000.00	BROKERAGE FIRM					
<input type="checkbox"/>	12/20/21	PRINT	-3,500.00	ELEVATOR					
<input type="checkbox"/>	12/20/21	00246	-75.00	ELEVATOR					
<input type="checkbox"/>	12/20/21	00247	-1,500.00	ELEVATOR					
<input type="checkbox"/>	12/20/21	00248	-50,000.00	BANK AND TRUST					
<input type="checkbox"/>	12/20/21	00249	-14,325.00	BANK AND TRUST					
<input type="checkbox"/>	12/20/21	00250	-1,000.00	BANK AND TRUST					
<input type="checkbox"/>	12/26/21	00252	-4,540.00	BANK AND TRUST					
<input type="checkbox"/>	12/26/21	00253	-5,000.00	BANK AND TRUST					
<input type="checkbox"/>	12/31/21	00260	-320.00	DEPT. OF REVENUE					

<b>3 Checks Cleared</b>	<b>-\$3,829.04</b>	<b>1 Deposits Cleared</b>	<b>\$500.00</b>
<b>25 Checks Uncleared</b>	<b>-\$136,750.81</b>	<b>10 Deposits Uncleared</b>	<b>\$107,126.00</b>

ATIC/D  
Interest Earned \$0.00  
Service Charge \$0.00  
Amount Remaining includes Interest and Service Charge

Opening Balance \$0.00  
Closing Balance \$0.00  
Amount Remaining (\$3,329.04)

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At the bottom of the window are the Opening Balance and Closing Balance amounts you entered in the previous screen.

\* The Amount Remaining is the amount of un-cleared checks and deposits. The statement is reconciled when the amount remaining is zero.

\* Clear the checks and deposits by clicking in the Clr column and making a check mark beside transactions that have cleared the bank.

\* As you clear the transactions, the total of Checks and Deposits is calculated beneath the columns so you can verify these totals against the totals on bank statement.

**Menu choices for the Reconcile tab are:**

New	Record	Undo	Delete	Recall Last	Memorize	Print...	Previous	Next
-----	--------	------	--------	-------------	----------	----------	----------	------

**New** - You can enter a new check, pay check or deposit from this menu choice in the event you find a transaction that was not entered.

**Edit** - Edit a transaction if it is not correct. Place the cursor on the transaction to select it, and then click Edit.

**Delete** - Delete a transaction. Place the cursor on the transaction to select it, and then click Delete.

**Mark All** – Use this option to mark all transactions for either checks or deposits.

**Clear All** – Use this option to clear the check mark from all transactions for either checks or deposits.

**Statement** - Opens the Reconcile Bank Statement window to make changes to the information you previously entered in this window. The information entered in this window is shown at the bottom of the Reconcile tab.

**View** - When a menu selection is selected, it will have a check mark beside it. If you select Sort by Date, the transactions will be sorted by date. If Sort by Number is selected, transactions will be sorted by check/deposit number. Select Show the Check Payee to see the Payee column in the checks column and select Show Deposit Vendor to see the Vendor column in the deposit window.

**Finish** - Choose this option to finalize the reconciliation. When the reconciliation is final, checks and deposits that have been cleared will not appear in the reconciliation window again. This button will not be available until the amount remaining in the lower right hand corner is zero. In other words, the close button will become the finish button.

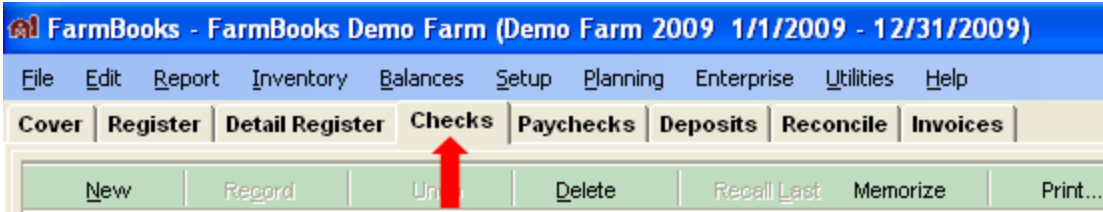
**Close** - Will close the Reconcile tab but not finalize the reconciliation.



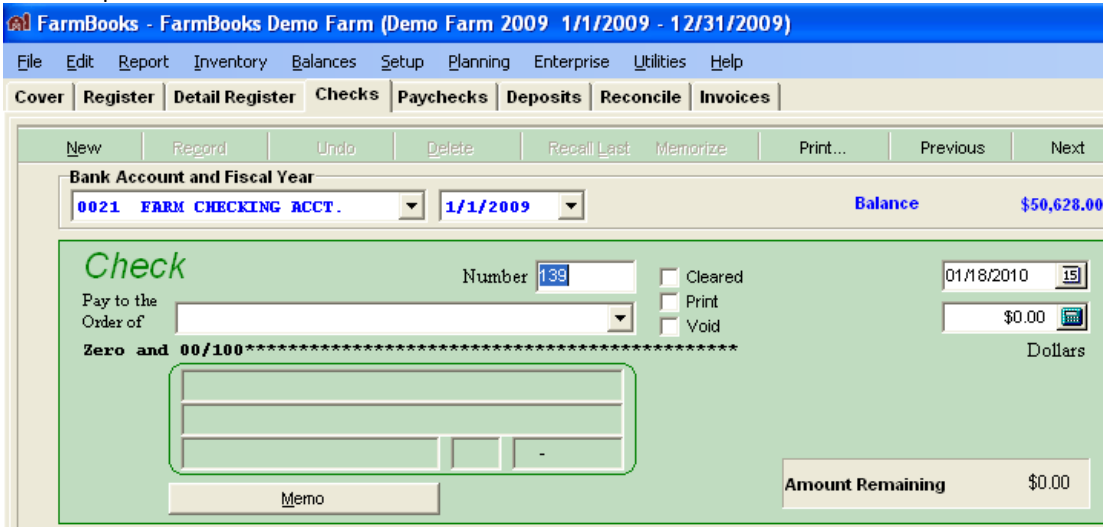
## Section 14: Checks

### Checks - General Instructions

- 1) Click on the **Checks** tab



- 2) Select a **Bank Account** and **Fiscal Year** if necessary, or accept the defaults. The selected bank account balance will display on the top line with Bank Account and Fiscal Year.



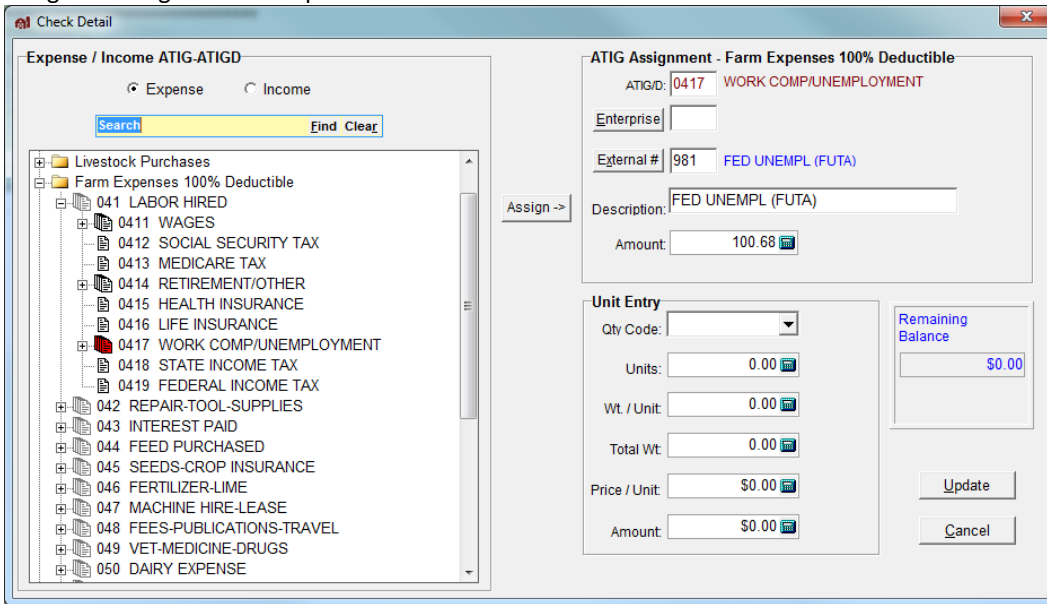
- **Check Number** - If FarmBooks is printing the check, the check number field will display "PRINT" and the check number will be added when the check is printed. When entering checks manually, "NEXT" will display in the check number field and when you start entering the check number, NEXT will be overwritten. If NEXT is left in the number, it will be replaced by the next check number in the Bank Account record when the transaction is saved. To determine the next check number that will be used by NEXT see **Balances: Bank: Next Sequence Number**.
- **Check Date** - Enter the check date or choose a date from the calendar. Once a date has been entered, it will be the default for additional checks until it is changed.
- **Check Amount** - The check amount can be entered or calculated using the calculator button at the right of the check amount field.
- **Pay to the Order of** - Type the name of the Payee or select a vendor from the drop down list. Frequently used vendors can be defined in the Setup - External Codes, Vendor window. If you want to use a vendor on a check, but have not previously entered the vendor information, you do not have to close the check to enter the new vendor. From the main menu, click Setup - External Codes - Vendors. The vendor entry window will open on top of the check window so you can enter the new vendor information. After you close the External Codes window, the new vendor will appear in the check's drop-down list and can be used on the check.
- **Memo button** - Opens a window so you can add additional information.

- **Detail Lines** - Detail lines categorize expenses. Enter as many detail lines as necessary to properly record the expense. As each detail line is entered, the Amount Remaining is reduced by the amount of the detail lines. When the Amount Remaining is zero, the total of all detail lines is equal to the check amount.

ATIGD	Ent	Ext	Description	Amount	Qty Cd	Units	Wt / Unit	Total Wt	Price / Unit	Price Amount
0417		981	FED UNEMPL (FUTA)	100.68		0.00		0.00	0.00	0.00

There are two ways to enter the detail lines.

1. If you choose the preference for Check Book Entry (see File menu - Preferences - Options Tab) as **Novice**, then you will get the large detailed input screen.



2. Otherwise you can simply enter the information in the grid detail line without opening the window.

ATIGD	Ent	Ext	Description	Amount	Qty Cd	Units	Wt / Unit	Total Wt	Price / Unit	Price Amount
0417		981	FED UNEMPL (FUTA)	100.68		0.00		0.00	0.00	0.00

- **Code Listing** - place the cursor in the ATIG/D code field and press **Ctrl-J** or **Ctrl-Enter** to open the ATIG code selection window. Choose an ATIG/D code and click **Apply** to add the code to the detail line.
- Press **Ctrl-J** or **Ctrl-Enter** when the cursor is in the following fields to get a list of appropriate codes:
  - External code (Ext)
  - Enterprise code (Ent)
  - Quantity code (Qty Cd)

Income detail lines can be entered on a check if necessary. An income detail line will be shown in red instead of black and the income amount will be added to the amount remaining total. The same color scheme and logic will be used if an expense type ATIG/D is used on a deposit transaction.

You can also choose the starting field for each check in the Preferences setup (choose File: Preferences - Options Tab, Starting Field). Starting field choices are:

- Payee/Vendor
- Date
- Number
- Bank Account

## Checks - Menu Selections

New	Record	Undo	Delete	Recall Last	Memorize	Print...	Previous	Next
-----	--------	------	--------	-------------	----------	----------	----------	------

**New** - Has the following two menu selections:

- **Check (Ctrl-E)** - Adds a new check
- **Check Detail Line (Ctrl-Ins)** - Adds a new check detail line

Another way to perform these two actions is to right mouse click anywhere in the check window and select **New Check** or **New Check Detail** from the context menu.

**Record** - Saves the current check values or changes. **Ctrl-A** or **Alt-C** will also record a check.

**Undo** - When editing a check that has been saved, if you wish to discard the changes you made, click the undo button. The check will revert to the previous values. **Alt-U** will also undo the changes.

**Delete** - Has the following two menu selections:

- **Check** - Deletes the entire check.
- **Check Detail Line (Ctrl+Del)** - Deletes the currently selected check detail line.  
An alternate way to perform this is to right mouse click in the check window and select:  
Delete Check & All Details or  
Delete Detail Line from the context menu.

**Print** - Opens the window to print checks. See the check printing section for help on this option

**Recall Last** - If you are creating a new check/deposit, you may recall the detail lines from the last check/deposit for the entered payee/vendor.

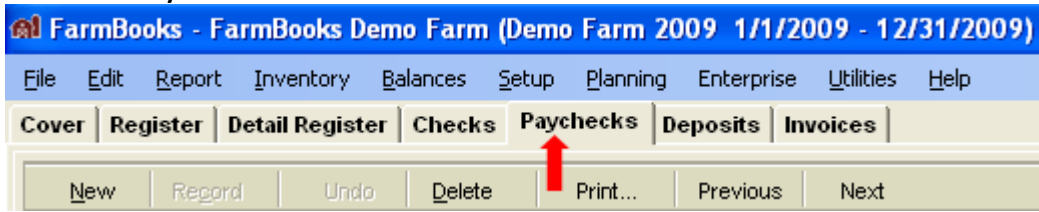
**Memorize** - Use this option to capture all the detail lines entered for the check or deposit. The next time you write a check or deposit for this vendor all the detail lines will automatically be added to the check or deposit. This detail list may be maintained from the **Setup menu: External Codes: Vendors**. Press the ATIGD List button to edit the transition detail lines. The list can be activated or deactivated to allow you to control if the list is included or not included when you write a new check or deposit.

**Previous** - moves to the previous check in the register.

**Next** - moves to the next check in the register.

## Paychecks - General Instructions

- 1) Click on the **Paychecks** tab



- 2) Select a **Bank Account** and **Fiscal Year** if necessary, or accept the defaults. The selected bank account balance will display on the top line with Bank Account and Fiscal Year.

The screenshot shows the 'Paycheck' form in FarmBooks. The 'Bank Account and Fiscal Year' section is at the top, with a dropdown for '0021 FARM CHECKING ACCT.' and a date of '1/1/2009'. The balance is \$50,628.00. The 'Paycheck' form includes fields for 'Number' (00254), 'Pay to the Order of' (JOHN T. SMITH), and 'Amount' (\$3,729.88). The address is 'RURAL ROUTE #1, MANHATTAN, KS 66547-'. The 'Withholdings' section shows a total of \$1,270.12, and 'Company Paid' is \$0.00. Below the form is a table of deductions:

ATIGD	Ent	Ext	Description	Hours	Gross Pay	Amount	Extra Withholding
0411		000	JOHN T. SMITH		\$5,000.00	3,729.88	
9412		000	Social Security Tax			297.60	
9413		000	Medicare Tax			69.60	
94141		000	Retirement			75.00	
9415		000	Health Insurance			200.00	
9418		000	State Income Tax			171.88	
9419		000	Federal Income Tax			384.38	71.66

- **Check Number** - If the program will print the check, the check number will be "PRINT" and the check number will be added when the check is printed. For hand written checks, clear the Print check box, and then manually enter the check number or enter NEXT in the Check Number and the program will insert the next check number in sequence.
- **Check Date** - Enter the check date or choose a date from the drop down calendar. Once a date has been entered it will be used for additional checks until you change it again.
- **Check Amount** - The check amount can be entered or calculated using the calculator button at the right of the check amount field.

- **Pay to the Order of** - Select an employee from the drop down list. Employee information must be entered in the **Setup: External Codes: Employee** window. To use an employee on a paycheck that has not previously entered, use the following steps:
  - From the main menu at the top of the screen, click **Setup: External Codes: Employees**.
  - The entry window will open on top of the paycheck window and you can set up the new employee. Be sure to fill out the Federal and State Allowances along with Filing Status, Type, and Pay Period. Then enter the earning and deduction information from the Earning and Deduction Info tab.
  - After you close the **External Codes** window, the new employee will appear in the paycheck drop-down list and can be used on the paycheck.
- **Memo button** - opens a window so you can add additional information about this transaction.
- **Detail Lines** - When you set up an employee in the External codes section (see **Setup: External Codes: Employee**) the program will use the information entered there to calculate the paycheck. The program will enter the detail lines when you close the payroll detail window.

	ATIGD	Ent	Ext	Description	Hours	Gross Pay	Amount	Extra Withholding
	0411		000	JOHN T. SMITH		\$5,000.00	3,729.88	
	9412		000	Social Security Tax			297.60	
	9413		000	Medicare Tax			69.60	
	94141		000	Retirement			75.00	
	9415		000	Health Insurance			200.00	
	9418		000	State Income Tax			171.88	
▶	9419		000	Federal Income Tax			384.38	71.66

## Paychecks - Menu Selections

New	Record	Undo	Delete	Print...	Previous	Next
-----	--------	------	--------	----------	----------	------

**New** - Has the following two menu selections:

- **Paycheck (Ctrl-E)** - Adds a new paycheck.
- **Paycheck Detail Line (Ctrl-Ins)** - Adds a new paycheck detail line (Press the Ctrl and Insert key at the same time to perform this action). If you change the gross amount of the paycheck, the taxes will be automatically re-calculated.

Click **Add** to place these calculations onto the check detail.

- Another way to perform these two actions is with a mouse right click anywhere in the paycheck window and selecting New Paycheck or New Paycheck Detail from the context menu.

**Record** - Saves the current paycheck values or changes. Ctl-A or Alt-C

**Undo** - If you are editing a paycheck and discover you have made a mistake, click Undo and the original values will return. This option is only available if the paycheck has been recorded.

**Delete** - Has the following two menu selections:

- **Paycheck** - Deletes the entire paycheck.
- **Paycheck Detail Line Ctrl-Del** - Deletes the currently selected paycheck detail line

Another way to perform these two actions is with a mouse right click anywhere in the check window and selecting Delete Paycheck & All Details or Delete Detail Line from the context menu.

**Print** - Opens the window to print paychecks. See the check/Paycheck printing section for help on this option

**Previous** - moves to the previous paycheck in the register by date.

**Next** - moves to the next paycheck in the register by date.

## Section 15: Deposits

### Deposits - General Instructions

- 1) Click on the **Deposits** tab



- 2) Select a **Bank Account** and **Fiscal Year** if necessary, or accept the defaults. The selected bank account balance will display on the top line with Bank Account and Fiscal Year.

The screenshot shows the FarmBooks software interface with the 'Deposits' tab selected. The 'Bank Account and Fiscal Year' section shows '0021 FARM CHECKING ACCT.' and '1/1/2009' with a balance of '\$50,628.00'. The 'Deposit' form includes fields for 'Number' (00102), 'Date' (12/15/2009), 'Received From' (BANK AND TRUST), and 'Amount' (\$50,000.00). A 'Memo' button and 'Amount Remaining' (\$0.00) are also visible.

ATIGD	Ent	Ext	Description	Amount	Qty Cd	Units	Wt / Unit
▶0891			NON IRRIG. CROPLAND	50,000.00		0.00	

- **Number** - Manually enter a number to identify this deposit or enter NEXT to use the next sequence number. See **Balances – Bank, Next Sequence Number**.
- **Date** - Enter the deposit date or choose a date from the drop down calendar. Once a date has been entered it will be used for additional deposits until you change it again.
- **Deposit Amount** - The deposit amount can be entered or calculated using the calculator button at the right of the deposit amount field.
- **Received From** - Type a name or select a name from the drop down list. Frequently used names can be defined in the Setup - External Codes, Vendor window.
- **Memo button** - Opens a window so you can add additional information about this transaction if you wish.

- **Detail Lines** - Detail lines categorize income. Enter as many detail lines as are necessary to properly record the income. As each detail line is entered, the **Amount Remaining** is reduced by the amount of the detail lines. When the **Amount Remaining** is zero, the total of all detail lines is equal to the deposit amount. **Unit** information is required for crop and livestock income detail lines.

ATIGD	Ent	Ext	Description	Amount	Qty Cd	Units	Wt / Unit	Total Wt	Price / Unit	Price Amount
▶0891			NON IRRIG. CROPLAND	50,000.00		0.00		0.00	0.00	0.00

Expense detail lines can be entered on a deposit if necessary. An expense detail line will be shown in red instead of black and the expense amount will be added to the amount remaining total.



## Deposits - Menu Selections

New	Record	Undo	Delete	Recall Last	Memorize	Previous	Next
-----	--------	------	--------	-------------	----------	----------	------

**New** - Has the following two menu selections:

- **Deposit (Ctrl-E)** – Adds a new deposit.
- **Deposit Detail Line (Ctrl+Ins)** – Adds a new deposit detail line

Another way to perform these two actions is with a right mouse click anywhere in the deposit window and selection of **New Deposit** or **New Deposit Detail** from the context menu.

**Record** - Saves the current deposit values or changes.

**Undo** - If you are editing a deposit and discover you have made a mistake, click Undo and the original values will return. This option is only available if the deposit has been recorded.

**Delete** - Has the following two menu selections:

- **Deposit** - Deletes the entire deposit.
- **Deposit Detail Line (Ctrl+Del)** – Deletes the currently selected deposit detail line

Another way to perform these two actions is with a mouse right click anywhere in the check window and selecting **Delete Deposit & All Details** or **Delete Detail Line** from the context menu.

**Recall Last** - If you are creating a new check/deposit, you may recall the detail lines from the last check/deposit for the entered payee/vendor.

**Memorize** - Use this option to capture all the detail lines entered for the check or deposit. The next time you write a check or deposit for this vendor all the detail lines will automatically be added to the check or deposit. This detail list may be maintained from the Setup menu – External Codes – Vendors and the press the Edit button to show all the detail fields for the vendor. Press the ATIGD List button to edit the transition detail lines. The list can be activated or deactivated to allow you to control if the list is included or not included when you write a new check or deposit.

**Previous** - Moves to the previous deposit in the register by date.

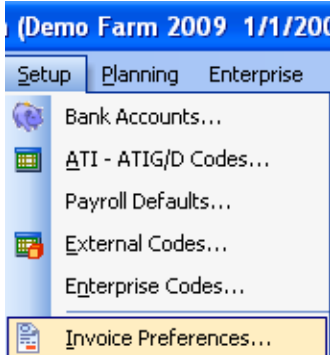
**Next** - Moves to the next deposit in the register by date.

## Section 16: Invoices

### Generate Invoices

FarmBooks allows you to easily generate estimates and billings, post payments and deposits, generate statements, track sales tax collections if your business is taxable, and monitor customer balances. Various invoice forms and statements can easily be emailed to your customer. A first look at the invoice preferences setup, it seems like there is a lot of setup required. Only a few decisions (less than two minutes of setup) need to be specified on the invoice options tab and you are ready to begin creating invoices.

- 1) Click on the **Setup: Invoice Preferences**.



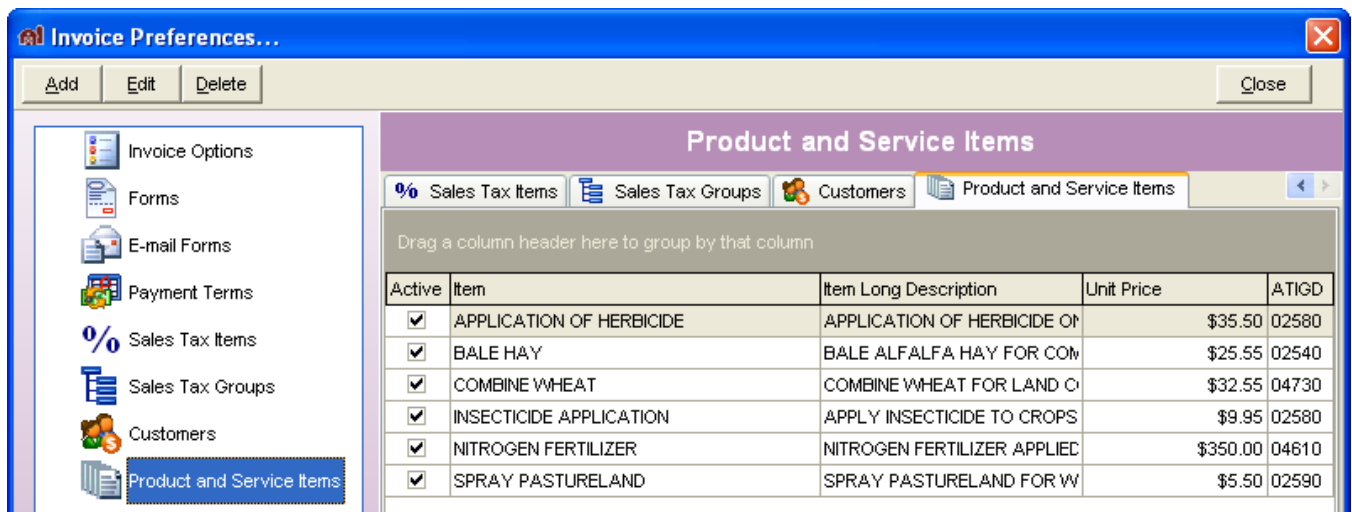
- 2) The **Invoice Preferences** screen will open. Select **Invoice Options** on the left.

The screenshot shows the 'Invoice Preferences' window with the 'Invoice Options' tab selected. The window contains the following sections:

- Remitter Mailing Information:**
  - Company Name: FARMBOOKS DEMO FARM
  - Address Line1: RURAL ROUTE
  - Address Line2: P. O. BOX 324
  - City: LAWRENCE State: KS Postal Code: 66044-0324
  - Phone Office: 7854243254 Fax: 7854243255 Mobile: 7854243256
- Options:**
  - Collect Sales Tax
    - Default Sales Tax: JOHNSON COUNTY
  - Track Income per Line Item
  - Apply Finance Charge to Statements
    - Annual Interest Rate %: 7.50000%
    - Minimum Finance Charge: [ ]
  - Prompt on New Item Otherwise Don't Add
- Starting Numbers:**
  - Estimate #: 100002
  - Invoice #: 200004
  - Credit Memo #: 300002
- Invoice Entry Defaults:**
  - New Form Default: Invoices
  - Income ATIGD: [ ]
- Default View Settings:**
  - Transaction Date: All Dates
  - Based on Date: Form Date
  - View: Customer List
  - Customer View: Customers with Bal
  - Transaction View: Invoices
  - Status View: All Statuses

- Enter your business remitter mailing information
- Indicate if you collect sales taxes
- Indicate if you apply finance charges to statements
- Indicate how you want income to be tracked (detail deposit for each line item or as one lump sum deposit)
- Provide a default income ATIGD

Customers and Product and Service Items can be created and built up as you create invoices.



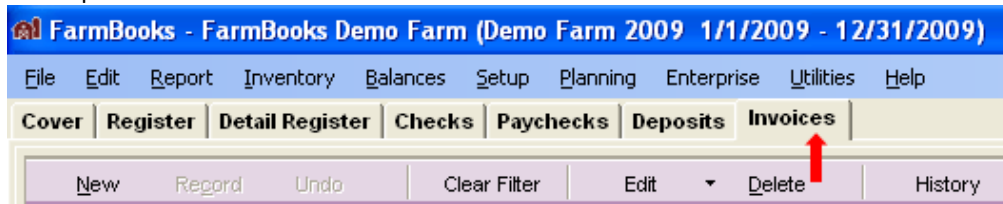
You can later go back to setup to further customize the invoice settings. Invoice Preferences ships with template data which you can modify as desired. For instance, you can decide what invoice columns and column names best reflect your business activity.

## Invoice Preferences

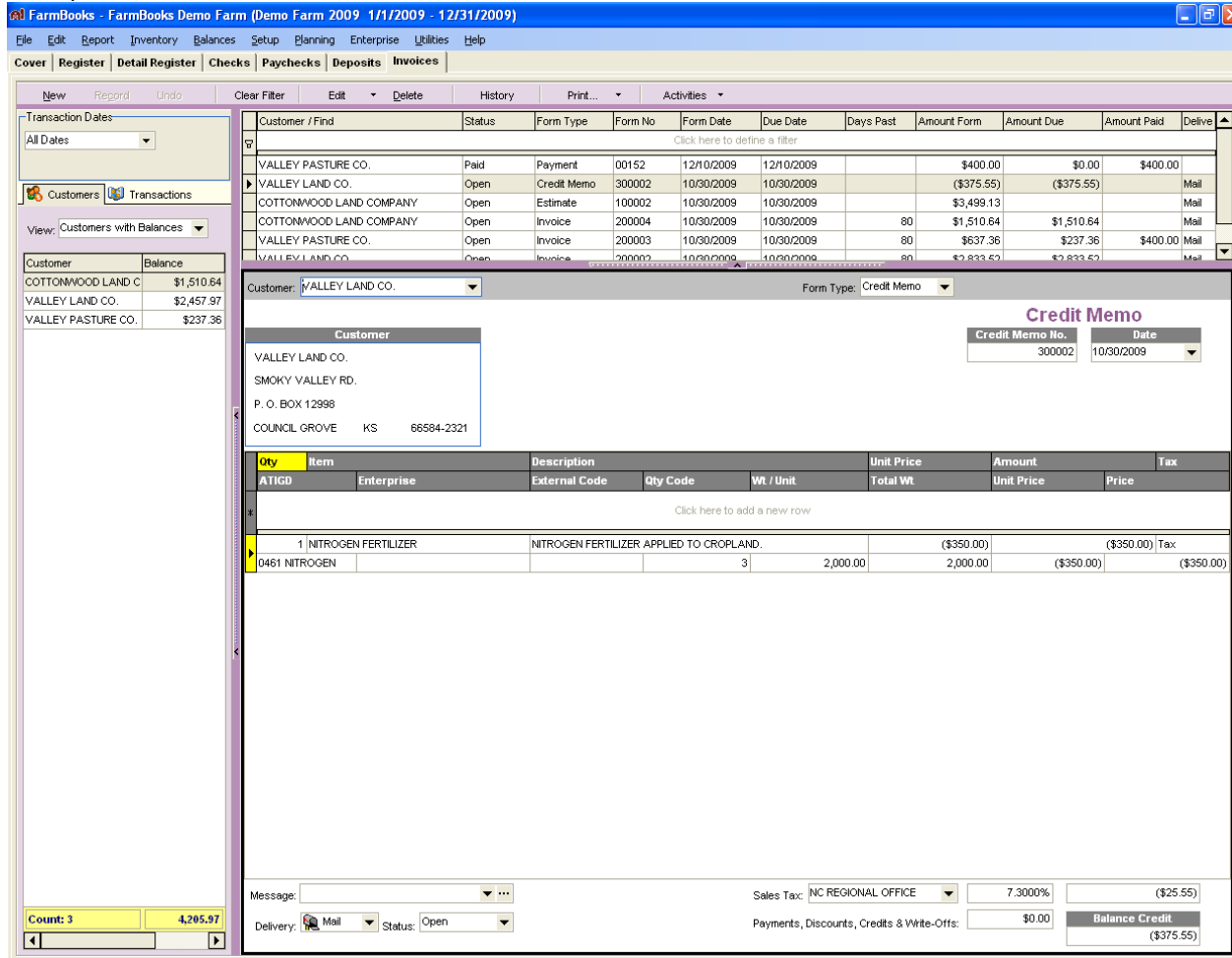
- **Invoice Options** – Here you can set business remitter mailing information. You may also choose to: collect sales tax, track income per line item (detail deposit or lump sum deposit), apply a finance charge to statements, and set to prompt on new item. You can also set starting numbers, default form and income ATIGD used for customer entry, and customize your default view settings for the invoice tab used during application startup.
- **Forms** - Customize column name or hide unwanted columns, include your business logo, or include footer and image text messages per form type (estimate, invoice, credit memo, finance charge, and statement), archive printed forms if desired
- **Email Forms** - Customize email message and decide whether you want to archive document per email form type
- **Payment Terms** - Set due date days and any discount given within x days
- **Sales Tax Items** - Setup tax rate, description, payment vendor, and ATIGD expense code for a single tax authority
- **Sales Tax Groups** - Use if you need to report and pay tax amounts to several tax authorities (state, city, local) otherwise just use sales tax items if only one tax authority
- **Customers** - Define bill-to/ship-to addresses, emails and contact information along with default payment terms, taxable status, sales tax or tax exempt number, credit limit and opening balances, preferred delivery method (mail or email) along with income ATIGD
- **Product and Service Items** - Define Item/Short Description, Item Long Description (unlimited text), Taxable Indicator, Unit Quantity Code, Unit Price (sale amount) and Weight per Unit, along with a default income ATIGD.

## Invoice Tab

From this tab, you can create estimates, invoices, credit memos, statements with finance charge invoices, and post payments and deposits.



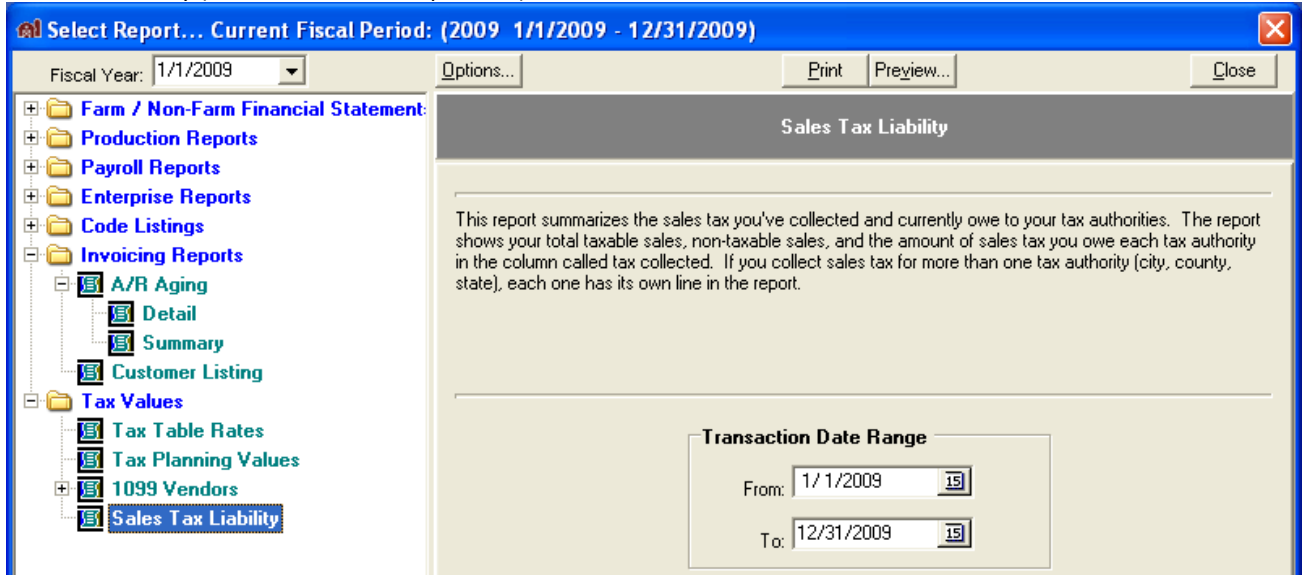
You can preview, print, email, or batch print/email forms. Forms can easily be copied by pulling an existing form back into the editor and changing its form type. Also, you easily edit/delete forms or payments along with viewing the payment transaction history.



- Navigation Bar with Customer / Transaction View Tabs
  - Define date filters to customize data viewed in the top most grid list
  - Customer List View with Customer List Filters
  - Transaction Type View with Status Filters
- Receive Payments - Apply payments, discounts, credit memos/overpayments, and write-offs to open invoices
- Create statements and apply finance charges
- View Payment Transaction History
- Preview, Print, Email, or Batch Print/Email Forms
- Edit Forms, Deposits, and Customers

## Invoice Reports

- 1) Click on **Report: Reports**
- 2) The Reports window has the following invoice reports:
  - A/R Aging (Customer Detail Aging and Aging Period Summary)
  - Customer List
  - Sales Tax Liability (Under Tax Values Report List)



## Section 17: Batch Entry Tab

### General Overview

The batch entry tab gives users new ways to enter checks, paychecks, or deposits. As the name implies, it requires that the user first create a batch before transactions can be entered. These transactions must be “posted” before they are recognized by the accounting side to be displayed in the register and on reports. Users can use this feature to enter transactions from a bank, credit card statement, or other software packages. Data may be entered manually or imported via a file created by your online bank or credit card company. The import file must be formatted as a CSV (comma separated values) or TAB (tab delimited).

### Batch Menu

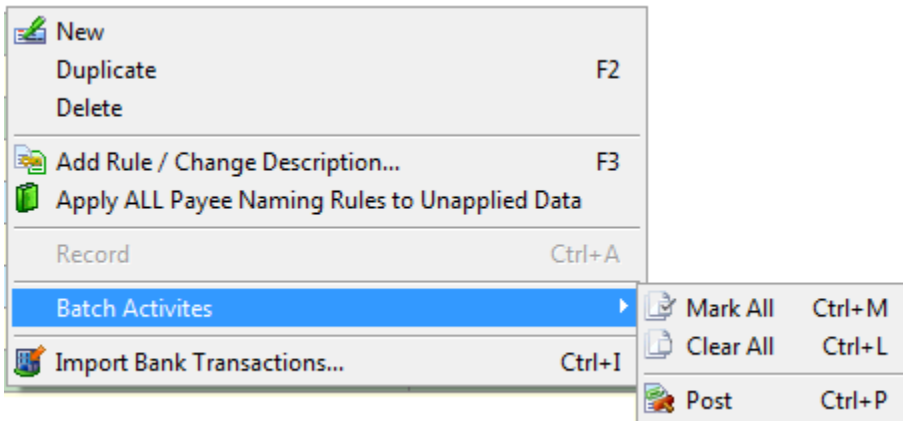
Before opening a batch or importing transactions to automatically create the batch, the menu has the following options available. The grayed out items are available once the batch is created and open.



Once the batch is open, the menu has the following options available for use. These functions may also be accessed by right clicking in the grid to reveal the **grid popup menu show below**.

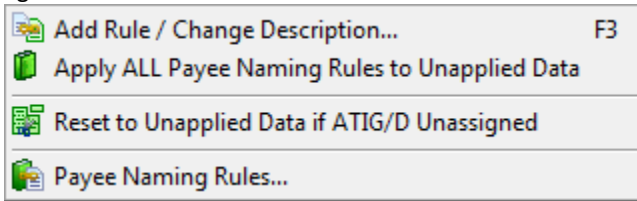


### Grid Popup Menu



## Rules Menu

The rules menu allows you to apply and reset rules to allow an ATIG/D list to be set for a vendor and then re-apply the rule again. This would be useful if the vendor had no memorized ATIG/D before the import.

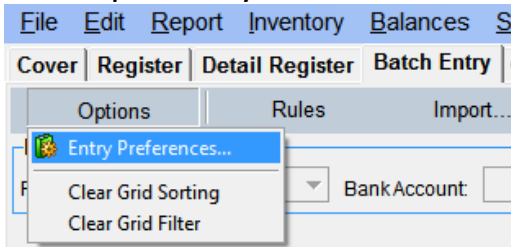




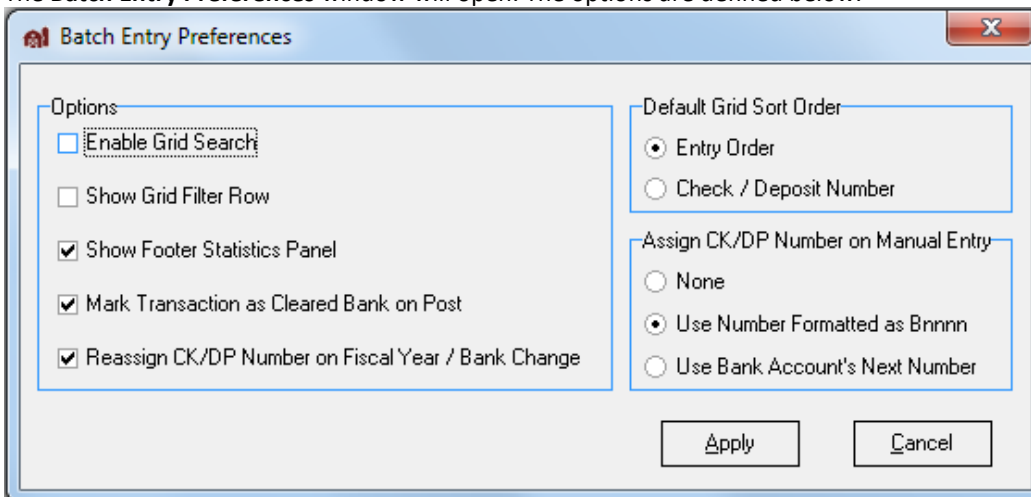
## Batch Options: Entry Preferences

Entry Preferences allow the user to enable or disable features for batch entry, control grid sort order, and number column defaults.

Click on **Options: Entry Preferences**



The **Batch Entry Preferences** window will open. The options are defined below.



### Grid Search

This option should only be enabled or checked if you want to search a grid column for a particular value when the field is selected and highlighted. Without this enabled, the in-place editor is activated immediately on a key press and any text entered into the field will change the value.

### Show / Hide the filter row

This option is a great alternative to using the grid search feature. It works the same as in the register and detail register filter row.

### Show / Hide the footer statistical panel

This will allow the user to customize the area at the bottom of the screen.

### Mark Transaction as Cleared Bank on Post

Check this option if you want the batch transaction to be marked as cleared the bank when posted.

### Reassign CK/DP Number on Fiscal Year/Bank Change

If this option is checked, the check or deposit number will be updated based on the type of number that is detected for the transaction should you change the batch fiscal year or bank account. The sequence number is determined by the beginning values for the bank account and fiscal year. The Bnnnn number will reset back to 0 for the new fiscal year.

### Grid sort order

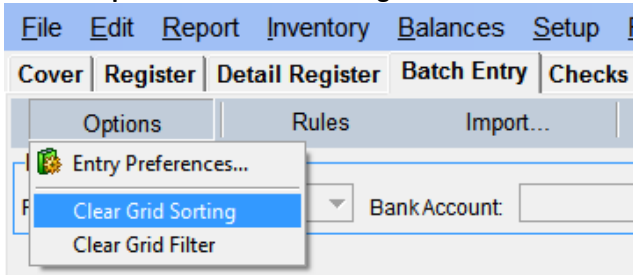
The grid may be sorted by either Entry Order or Check/Deposit Number. In addition, the user may click any column heading to sort the grid (once for ascending and twice for descending). To sort by multiple columns, hold the shift key down while clicking on the column headings.

### Assign CK / DP Number on Manual Entry

The user can determine how the default should be for the number column in the grid. If the user is entering data from a credit card statement, set the option to "Use Number Formatted as Bnnnn" since the number being assigned is arbitrary and you don't care nor need duplicate check number validation. On the other hand, if you are entering values from your bank statement, then you may want the system to use your next check number and want validation that a duplicate transaction has been entered. So this option is driven by how you are using batch entry. The number is formatted with or without leading zeros depending on the general application preference "Format Check Number with Leading Zeros".

## Batch Options: Clear Grid Sorting

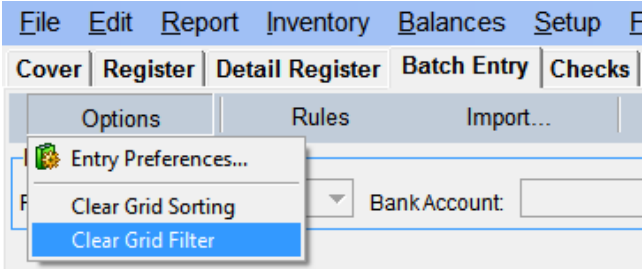
Click on **Options: Clear Grid Sorting**



This will clear any sorting and return to the order specified in entry preferences.

## Batch Options: Clear Grid Filter

Click on **Options: Clear Grid Filter**



This will clear any filters applied to the grid.

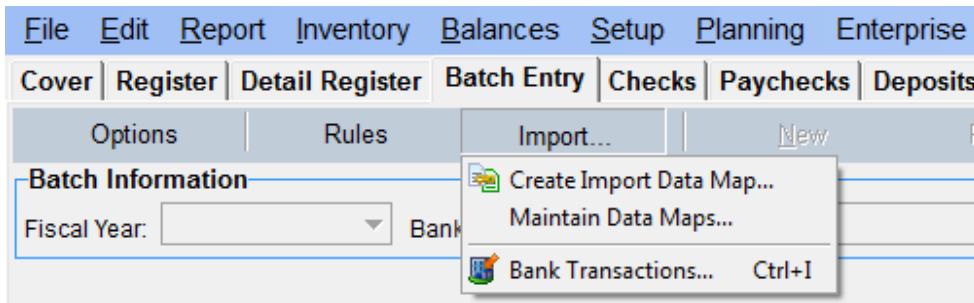
## Import Data from the Bank, Credit Card Company, or Other Software Packages

In order to use the import feature, you first need to go to your online bank or credit card website and download your transactions into a CSV (comma separated values) formatted file which is usually a part of the online register. At the time of the download, you will be permitted to enter a date range before you download your data. It is recommended that you use a time period that is reflected on your statement.

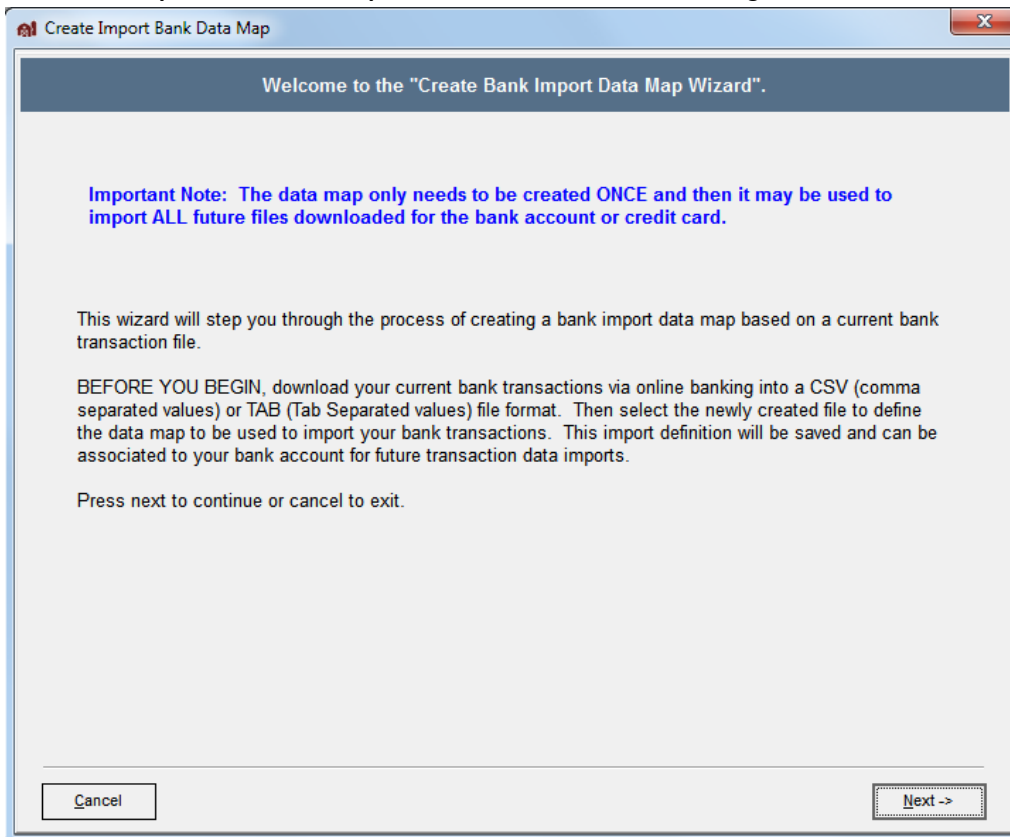
### Create an Import Data Map

Once you have the data downloaded from your online bank or credit card company, you need to tell FarmBooks how the bank arranged the data in the CSV file. You do this by creating a data map that describes the arrangement of the data. FarmBooks provides a wizard that steps you through the process by analyzing the data in the CSV file. The wizard can be found by pressing the "Import" button at the top of the batch entry tab and choosing "create import data map" from the drop down menu. The wizard will automatically analyze the import data to determine what fields your bank or credit card company has provided. The final step of the wizard is where you actually map the bank fields to FarmBooks fields. The data map is only created once and can be associated to a bank account so that you can just simply import your data in the future.

- 1) Click on **Import Button: Create Import Data Map**



- 2) The **Create Import Bank Data Map Wizard** will load. Click **Next** to begin.



3) The **Name Data Map and Select Import File** screen will load.

- Enter “Farmer’s Bank” as the Data Map Name. You may want to use the name of your bank so that it is easy to remember. If you have multiple bank accounts with the same institution, then it is recommended to create a data map for each one defined in FarmBooks. The import process keeps track of the last data range imported for the data map.
- We will select 0028 for the bank account.
- Press the **Browse** button to locate the import file. Once selected, you may accept the default values for the other fields and click Next to continue.

4) Press **Next** to accept the defaults for the **Enter Delimiter Information** page. This page is provided in case you need to override the defaults detected from analyzing the data.

5) On the **Setup Data Map** page, we will need to tell FarmBooks how your bank or Credit Card Company arranged its data fields. You can view your data in the yellow list at the top of the window. FarmBooks provides the fields listed in "Available Fields" in the leftmost list. Your bank's data is shown in the "Available Source Fields" in the rightmost list. The center list "Mapped Source Fields" is where you describe how the fields from your bank on the right are mapped to FarmBooks available fields on the left. You can drag fields from the right and drop them in the center or highlight fields on the right and left and press the map button. Your bank may place amounts as either a debit and credit or a single value column. FarmBooks requires that you have a date, check number, description, and an amount at a minimum. However, a credit card data map will exclude the check # field as it does not have one so by checking "Import Data has no Check # Column" it will not be required. In this case, the system will automatically assign a unique number for each transaction line. Also, some financial institutions may embed the check # within the description field so you may need to check the field "Check # Embedded in Payee / Desc or Mapped Check #" and specify that field for the check # field in the Mapped Source Fields list.

The sample below shows an example where the data map uses an embedded field to specify the check number.

The screenshot shows the 'Create Import Bank Data Map' window. At the top, there is a 'Setup Data Map' header. Below it is a 'Data Table View' containing a table with the following data:

Effective Date	Posting Date	Transaction Description	Tran Amount	Other Amount	Interest Amount	Principal Amo...	Pri...
07/31/2014	07/31/2014	DFT#1612	15017.99	0.00	0.00	15017.99	835
07/31/2014	07/31/2014	Bartlett grain ck#613236...	(6309.03)	0.00	0.00	(6309.03)	820
07/31/2014	07/31/2014	Valley Ag ck #22660 : w...	(4040.82)	0.00	0.00	(4040.82)	826
07/31/2014	07/31/2014	Yoder ck#2879 : seed tr...	(412.50)	0.00	0.00	(412.50)	831
07/31/2014	07/31/2014	Yoder ck#5628 : seed tr...	(412.50)	0.00	0.00	(412.50)	831
07/31/2014	07/31/2014	Locker ck#16477 : butc...	(3702.35)	0.00	0.00	(3702.35)	831

Below the table are three icons: APP, MAP, and CSV. The main interface is divided into three sections:

- Available Fields:** Date, Payee / Description, Check #, Amount, Debit, Credit, Memo, Amount D/C Flag.
- Mapped Source Fields:** Posting Date, Transaction Description, Transaction Description, Tran Amount.
- Available Source Fields:** Effective Date, Posting Date, Transaction Description, Tran Amount, Other Amount, Interest Amount, Principal Amount, Principal Balance.

A central button labeled '<- Map ->' is used for mapping fields. Below these sections are 'Clear Field' and 'Clear All' buttons. A text instruction reads: 'Amount field may be a single field or two fields for debit and credit. Drag "available source fields" to "mapped source fields" or use the buttons to create the data map.'

At the bottom, there are checkboxes for 'Import Data has no Check # Column' (unchecked) and 'Check # Embedded in Payee / Desc or Mapped Check #' (checked). The 'Prefix Phrases' field contains '#'. There are also 'Amount Debit / Credit Flag Phrases' input fields and a 'Phrases Type' dropdown. At the very bottom are 'Cancel', '<- Back', and 'Finish' buttons.


The sample data map below is an example where the amount is only a positive number but has a column specifying the type of transaction using the Amount Debit/Credit Flag Phrase feature. In this case, debits are specified by the phrases "Checks Paid" and "Debit"; everything else is assumed to be a Credit. However, you could specify phrases for credits instead of debits as in this example if there are few phrases.

**Create Import Bank Data Map**


### Setup Data Map

Data Table View


Column1	Column2	Column3	Column4	Column5	Column6	Column7
5086	2016-03-22T00:...	Checks Paid		1124	11.21	CHECK # 1124
5086	2016-03-22T00:...	Checks Paid		1125	38.11	CHECK # 1125
5086	2016-03-22T00:...	Debit			427.00	AC-Rural Tel dba Ne-N..
5086	2016-03-18T00:...	Checks Paid		1111	500.00	CHECK # 1111
5086	2016-03-17T00:...	Checks Paid		1123	427.50	CHECK # 1123
5086	2016-03-17T00:...	Debit			1130.08	AC DISCOVER E PAY



**APP**




**MAP**



**CSV**

Available Fields	Mapped Source Fields
Date	Column2
Payee / Description	Column7
Check #	Column5
Amount	Column6
Debit	
Credit	
Memo	
Amount D/C Flag	Column3



Available Source Fields
Column1
Column2
Column3
Column4
Column5
Column6
Column7

Amount field may be a single field or two fields for debit and credit. Drag "available source fields" to "mapped source fields" or use the buttons to create the data map.

Amount Debit / Credit Flag Phrases

Phrases Type

Debit Checks Paid Debit

Import Data has no Check # Column

Check # Embedded in Payee / Desc or Mapped Check #

Prefix Phrases:

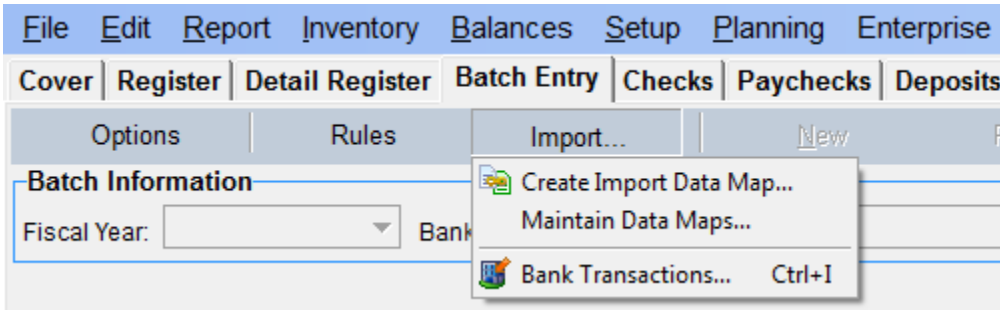
- Press the **Finish** button to complete.



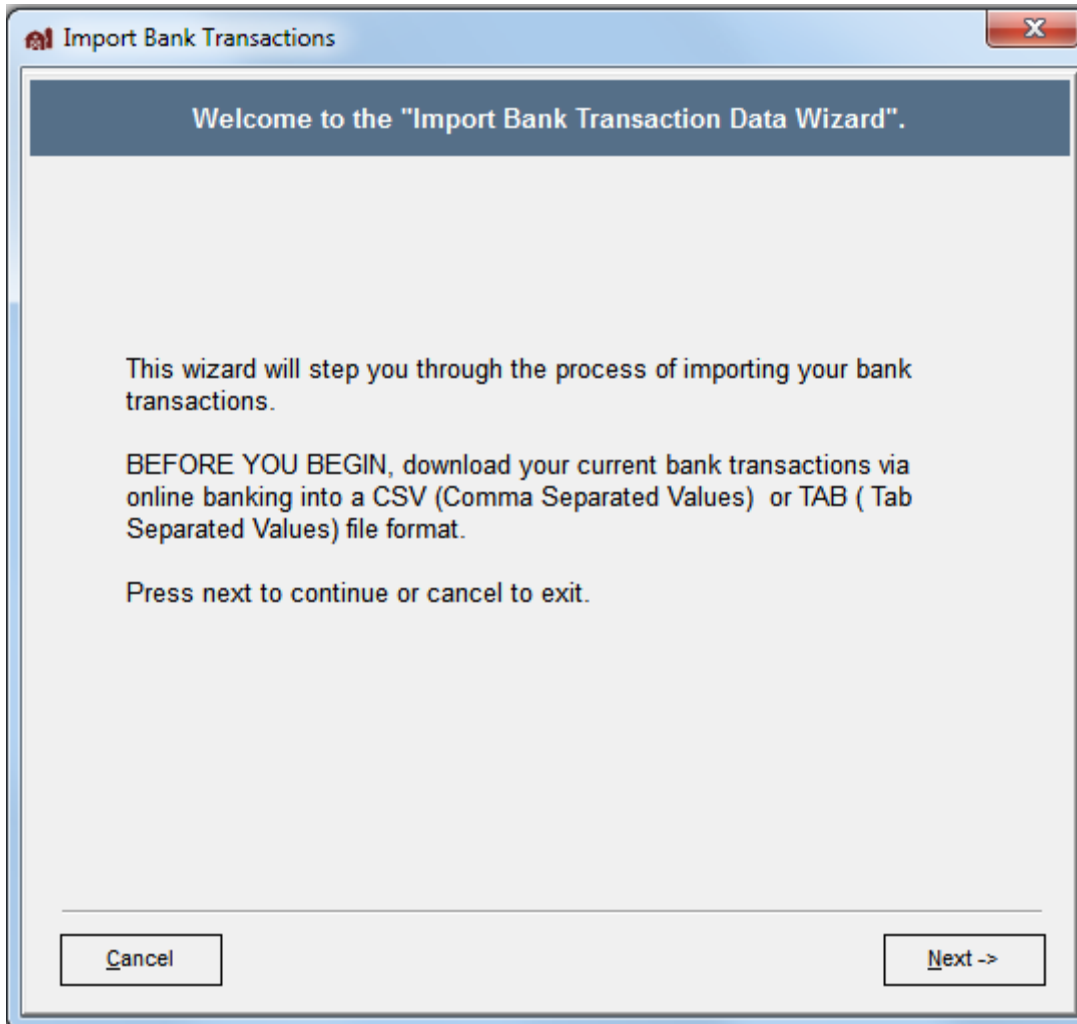
## Import Bank Transactions

To actually import your data that you downloaded, you will need to use the **Import Bank Transaction Data Wizard**. The wizard will guide you through the process of importing your financial institution's data. You will not be required to do the create data map again unless you are adding additional financial institutions.

- 1) Click on **Import: Bank Transactions**



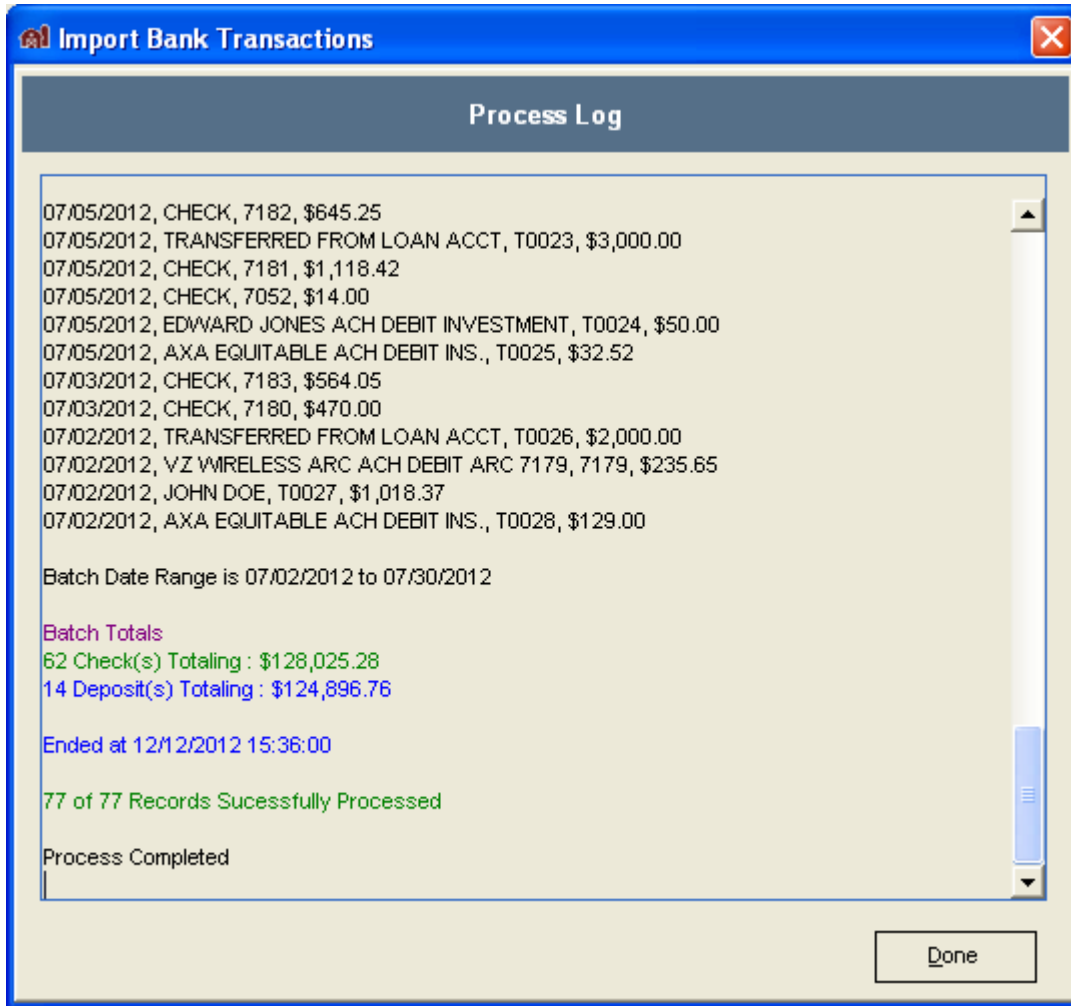
- 2) The **Create Import Bank Transaction Data Wizard** will load. Click **Next** to begin.



3) The **Select Bank Transaction Import Options** screen will load.

- Enter a meaningful batch name for the new batch. In our case, we will enter “July Statement”.
- Select the bank data map name from the dropdown list. Notice that it fills in the defaults for the remaining fields. It will also display the last minimum and maximum date detected in the last batch imported.
- Press the **Finish** button to import your data.

- 6) The next screen will show the **Process Log**. The log will show various information about the import process and whether any overlapping dates were detected with the last import. The log file is not saved for viewing in the future.



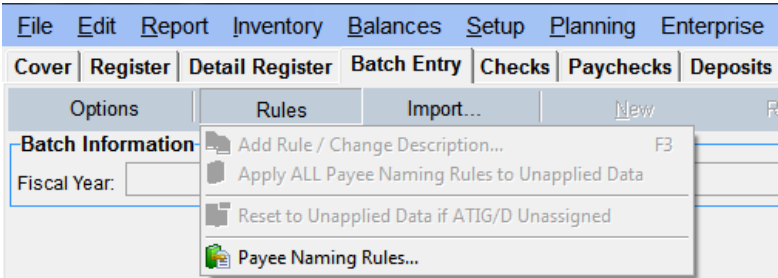
- 7) Press the **Done** button to continue. The batch will be opened automatically or is refreshed if you are adding additional transaction to an existing batch.

# Payee Naming Rules

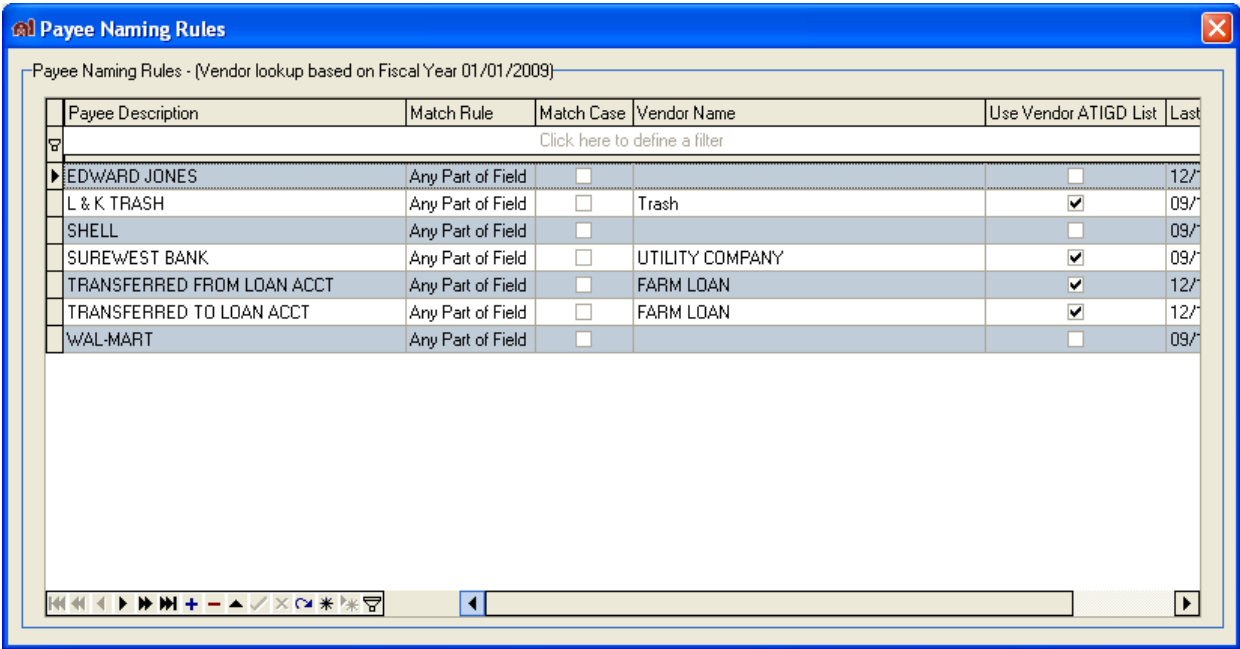
The last option under the Rules button is "Payee Naming Rules". This allows you to maintain the list of rules that you have created over time. Payee Naming Rules are only used when importing bank transactions.

The transaction description used by a debit or credit transaction can be ugly. You can create payee naming rules that will translate this description into a payee name that you would prefer. Furthermore, you can assign a vendor code to the payee naming rule that will remap the bank description to a vendor. If you use a vendor code with the payee naming rule, you can take advantage of the existing vendor memorized ATIG/D list feature to have data automatically assigned an ATIG/D code or list of codes during the import.

- 1) Click on **Rules: Payee Naming Rules**



- 2) This will display a list of the existing rules that are defined and can be maintained or deleted as desired for use by future imports.



- 3) To define a new rule, highlight an existing transaction and press **F3** or press the **Rules** button.

- Highlight the phrase from the bank transaction payee/description and press Copy to Rule. During the import, the process will scan the bank transaction payee using the match rule (match “Any Part of Field” for AT&T SEVICES regardless of case – shown in sample above) to determine if you have a rule defined. If a match is found, then the rule will be applied to the imported transaction.
- You can assign a vendor code to the payee naming rule that will remap the bank description to a vendor. If you use a vendor code with the payee naming rule, you can take advantage of the existing vendor memorized ATIG/D list feature to have data automatically assigned an ATIG/D code or list of codes during the import.
- You may add a new vendor by pressing the add button next the vendor name. This will allow you create an account code list and then associate it to the payee naming rule without leaving the payee naming rule setup.

During the import process, for instance, the payee naming rule can detect a debit transaction to your phone company and automatically classify the transaction with the proper ATIG/D assignment. If the transaction is fully specified, the transaction will be "ready to post" and will be indicated by the "green arrow" symbol in the status column. If further edits are required, then the status will be shown with a "red x" symbol. A warning (yellow triangle with an explanation mark) will be displayed if the imported transaction is considered a duplicate transaction. In fact, you can click on the status symbol to see a list of corrections needed or an informational message. See the sample popup window that is displayed for a transaction needing corrections before posting will be permitted for this line.



- You can assign a bank code if you want to restrict the payee naming rule to a single bank account in FarmBooks. Leaving the bank code blank applies the rule to any bank account.

## Batch Activities

### New

Create a new batch; Fiscal Year, Bank Account, and Description are the required fields.

**New Batch**

Fiscal Year: 1/1/2019 Bank Account: [ ]

Batch Description: [ ]

Batch Totals (Optional)

Check Totals: [ ] Deposit Totals: [ ]

Apply Cancel

### Open

Open an existing batch. This will close an existing batch if one is already open and then open the selected batch. You may also delete a batch from this window or create a new batch.

**Open Batch**

Batch Description	Fiscal Year	Bank Code	Bank Account
Click here to define a filter			
July Statement	01/01/2012	0029	FARMERS BANK 9

New... Delete Open Cancel

### Close

Close a batch.

### Mark All

Automatically check all transactions (Grid Post Column) that are "Ready to Post".

### Clear All

Automatically uncheck all transactions (Grid Post Column).

### Post

Post all transaction with a status of "Ready to Post" and have the post column checked.

## Edit Buttons

The screenshot shows the FarmBooks software interface. At the top, there is a menu bar with options like File, Edit, Report, Inventory, Balances, Setup, Planning, Enterprise, Year-End, Utilities, and Help. Below the menu bar is a sub-menu for 'Batch Entry' with options: Cover, Register, Detail Register, Batch Entry, Checks, Paychecks, Deposits, and Invoices. A toolbar contains buttons for Options, Rules, Import..., New, Record, Undo, Duplicate, Delete, and Batch Activities. The main area is titled 'Batch Information' and includes fields for Fiscal Year, Bank Account (0021 FARM CHECKING ACCT.), and Batch Description (July Statement). Below this is a table with columns: Post, Status, Date, Tran Type, Number, Payee / Vendor Description, Amount, Memo, Units, Qty Cd, Unit Price, and Total Weight. The table contains one row with the following data: Post: ATIGD, Status: (with a red 'x' icon), Date: 6/16/2021, Tran Type: Enterprise, External Code: (blank), Transaction Description: B0, Amount: (blank), Memo: (blank), Units: (blank), Qty Cd: (blank), Unit Price: (blank), Total Weight: (blank). Below the table, the text '<No data to display>' is centered. At the bottom, there is a summary section with three columns: Status Totals, Transaction Totals, and Batch Totals - Difference. The Status Totals column shows 0 Edits Required (\$0.00), 0 Warnings Issued (\$0.00), and 0 Ready to Post (\$0.00). The Transaction Totals column shows 0 Checks Totaling (\$0.00) and 0 Deposits Totaling (\$0.00). The Batch Totals - Difference column shows 0 Checks (\$0.00) and 0 Deposits (\$0.00). The footer of the window displays 'v4.0.7.0 leeversole Copyright © 2000-2020 Sanders Software Consulting, Inc. All Rights Reserved.'

### New

Create a new transaction.

### Record

Save a transaction.

### Undo

Undo edits for a transaction.

### Duplicate

Duplicate the check / deposit detail (line one of two entry lines).

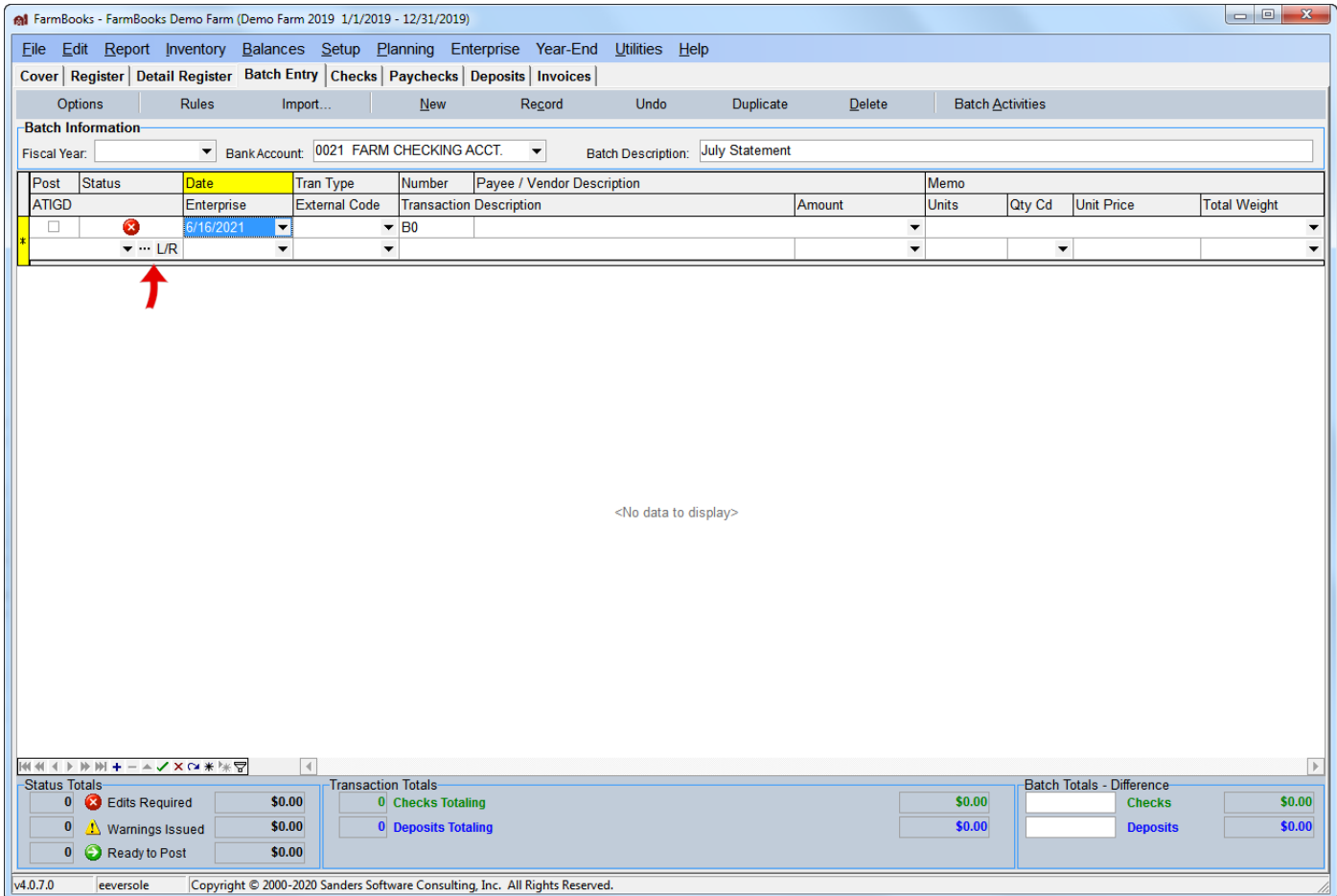
### Delete

Delete a transaction line.



## ATIG/D Grid Column Buttons

### Four possible buttons can be displayed within the grid ATIG/D column



- Three of them are displayed to assist with the entry of an ATIG/D code and are displayed when the grid column receives input focus. The **first button** is a down arrow and allows the user to search a drop down list by ATIG/D code. The **second or middle button** is an ellipse (three dots) that allows the user to search for an ATIG/D value from a hierarchical list of account categories with drill-downs to locate the desired income or expense code. The **third button** is called "L/R" for Loans or Receivables and is dependent on the transaction type being a check or deposit respectively. The loan/receivable button allows the user to view the list of loans or receivables defined for the current year and apply it to the transaction being entered. It will automatically populate the ATIG/D along with its corresponding external code. This can help minimize using the incorrect pair of ATIG/D and external code combinations when making a loan payment or receivable amount.
- The **fourth button** is only displayed when the transaction type is a paycheck and will hide the other three buttons and will be shown as "Paycheck Detail". Clicking the Paycheck Detail button or pressing the Alt-K key will bring up the payroll paycheck detail window to allow payroll details to be entered for an employee just like a the standard paycheck entry screen.

## Payee/Vendor Description Column

The screenshot displays the 'Batch Entry' window in FarmBooks. At the top, the 'Batch Information' section shows 'Bank Account: 0021 FARM CHECKING ACCT.' and 'Batch Description: July Statement'. Below this is a table with the following columns: Post, Status, Date, Tran Type, Number, Payee / Vendor Description, Amount, Memo, Units, Qty Cd, Unit Price, and Total Weight. A red arrow points to the 'Payee / Vendor Description' column header. The table currently contains one row with 'ATIGD' in the Post column, 'Enterprise' in the Tran Type column, '6/16/2021' in the Date column, and 'B0' in the Number column. The rest of the table is empty, with the text '<No data to display>' centered below the table. At the bottom, the 'Status Totals' section shows '0 Edits Required', '0 Warnings Issued', and '0 Ready to Post', all with a value of '\$0.00'. The 'Transaction Totals' section shows '0 Checks Totaling' and '0 Deposits Totaling', both with a value of '\$0.00'. The 'Batch Totals - Difference' section shows 'Checks' and 'Deposits' both with a value of '\$0.00'.

If the imported transaction data originated from a written check or deposit, it will not have a vendor name of much value and may be like "Check" or "Deposit". When you change the name to an actual vendor name, it is possible to add a new vendor for future use by answering a question on whether to add a new vendor or to select one that has a memorized account code list. In either case, if the newly added vendor or the selected vendor has a list, then the current transaction will automatically have the ATIG/D code assigned when leaving this column. If the account code list for the vendor has multiple lines, than these additional lines will be added using the same information on line one duplicated with the second line having the ATIGD code and corresponding memorized list values. After posting a multiple line transaction, it will appear in the register as one check or deposit with multiple detail lines. It is best if you sort the list by "Check / Deposit Number" so that multiple transaction lines appear next to each other. This sorting preference may be set by pressing the "Options" button at the top of the batch entry tab.

## Grid Overview

A transaction record has one record with two lines of entry. The first line details the payee along with check/deposit information whereas the second line lists the account code, enterprise, external code, amount, and unit information (same as in check/deposit entry). If multiple ATIG/D codes are needed to describe the transaction, press the F2 key to duplicate the currently selected row in the list of transactions and add another ATIG/D code. You can create as many lines as necessary for the transaction. These records will be combined into one transaction (same check/deposit number) during the post activity step. When the transaction is posted, it will be posted to accounting and the bank balances will be adjusted accordingly and the data will be available to be displayed on reports and in the register.

You can work on the batch for as long as is needed and it can be recalled when the application is opened on a later date if desired. If all transactions are ready to post, the batch will automatically be deleted. You can elect to post the ones that are ready and finish the remaining ones during another edit session or have time to research. The "Post" transaction function can be found by pressing the "Batch Activities" button and selecting "Post".

The statistical panel at the bottom of the screen shows information about the batch.

- The leftmost panel shows Status Totals about how many lines and dollar amounts are represented by each status of "Edits Required", "Warning Issued", or "Ready to Post".
- The middle section shows the total number of checks or deposits along with the corresponding dollar amount. This information is useful when enter transaction from a statement.
- The leftmost panel for "Batch Totals – Differences" shows the differences between the expected total checks and total deposit amounts and the actual amounts entered. This will give you an indication of how much may be pending entry by dollar amount.

The screenshot displays the FarmBooks software interface for a batch entry. The main window shows a grid of transactions with columns for Post, Status, Date, Tran Type, Number, Payee / Vendor Description, Amount, Memo, Units, Qty Cd, Unit Price, and Total Weight. The grid contains 14 rows of transactions, including checks and deposits, with various amounts and dates. Below the grid, there are three statistical panels:

Status Totals	Transaction Totals	Batch Totals - Difference
15 Edits Required \$35,943.26	14 Checks Totalling \$7,327.16	\$7,327.16 Checks \$0.00
0 Warnings Issued \$0.00	2 Deposits Totalling \$29,625.41	\$29,625.41 Deposits \$0.00
1 Ready to Post \$1,009.31		

The bottom of the screen shows the version number 14.0.6.6 and the copyright information: Copyright © 2000-2016 Sanders Software Consulting, Inc. All Rights Reserved.

## Section 18: Payroll

### General Overview

FarmBooks includes a payroll feature that allows you to create paychecks for employees, track yearly deductions, pay federal and state deposit for withholding due along with other deduction amounts, and assist with filing federal and state forms. FarmBooks does not directly e-file your forms for you. However, it does provide reports that allow to you to do your filings. Most of the forms paraphrase the IRS forms. 1099 Forms are available for nonemployee compensation and rent.

Payroll is based on the standard ATI codes for 041x Labor Hired with x representing G-codes available to track wages earned (additional wage lines for 0411y where y is the D-Code that may be created for Overtime, etc.) and to do payroll withholdings for Social Security, Medicare, federal, and state taxes along with other G-codes for health and life insurance, retirement, and workman compensation/unemployment deductions. The deduction or withhold codes all start with 941x and have the same description as the 041x codes. Hence, by adding D-Code descriptions, you may customize special deductions and wage lines beyond the standard ATIG/D codes defined.

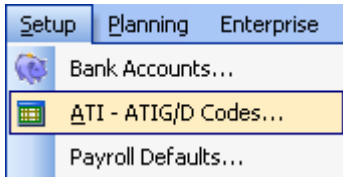
## Quick Start Steps

Use the five steps below to get a quick understanding of necessary steps to configure and start writing employee paychecks.

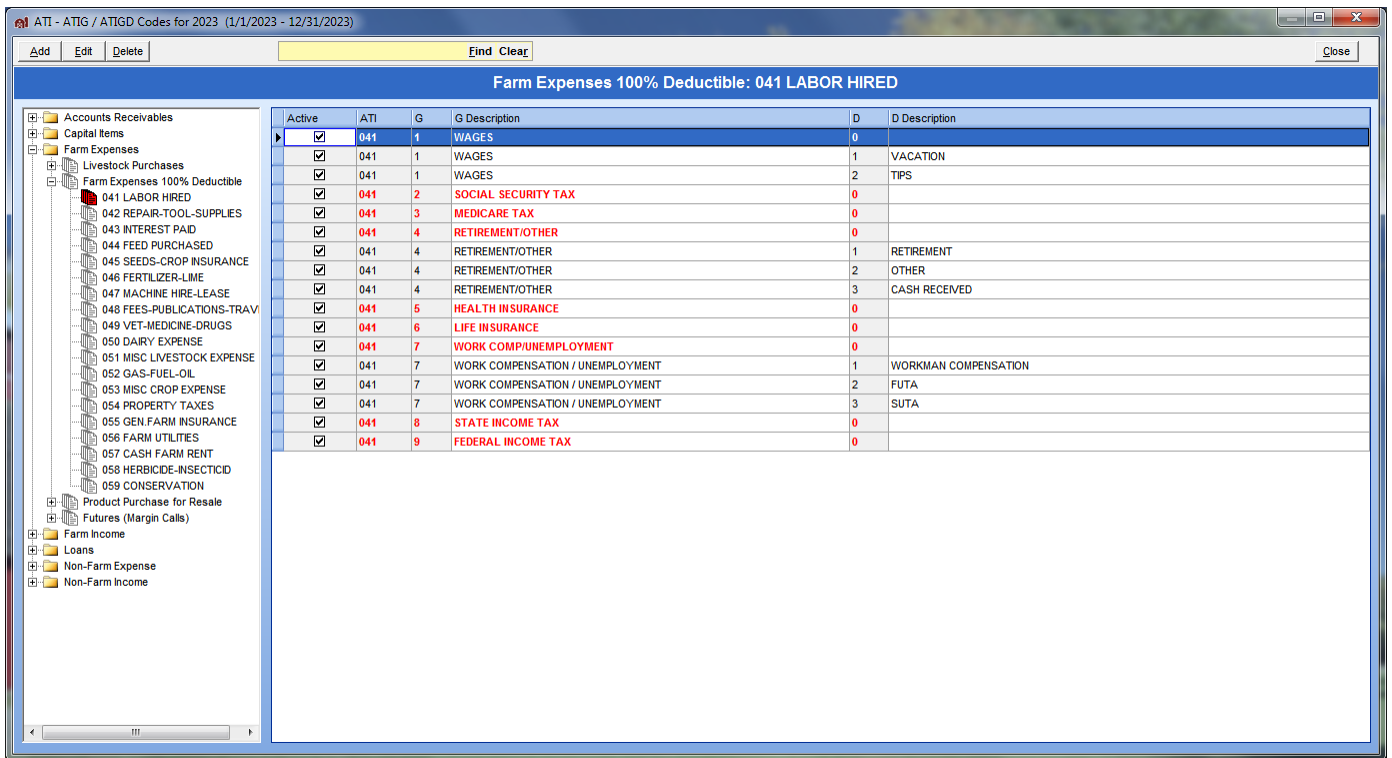
### Step 1: Define any Custom Earnings and Deductions

First, create any custom earnings lines or deductions in the account code list.

- 1) Click on **Setup: ATI-ATIG/D Codes**



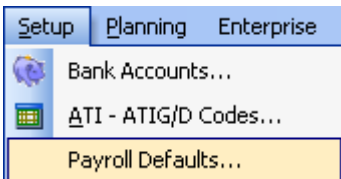
- 2) The **ATI-ATIG/ATIGD Codes** window will open. Drill down to Farm Expenses: Farm Expenses 100% Deductible: 041 LABOR HIRED. You may then click the **Add** button to add items.



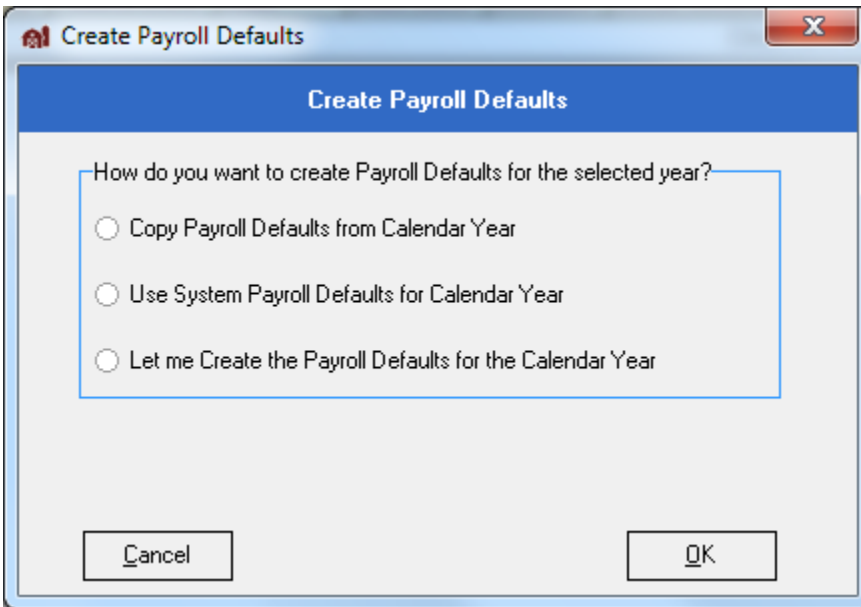
## Step 2: Create Payroll Defaults

If you are new to FarmBooks or have not had any employees for several years, the first time you access the payroll default list you will be prompted to “create payroll defaults”.

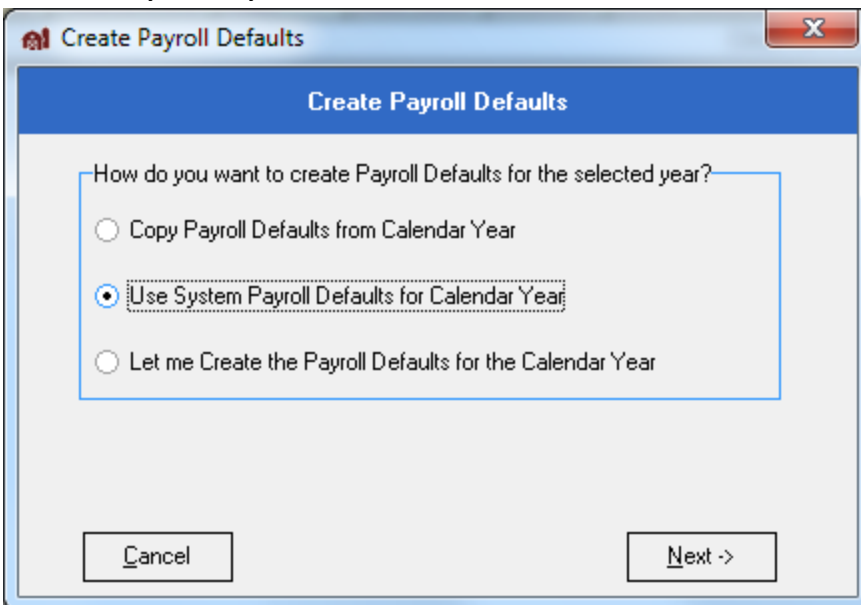
- 1) Click on **Setup: Payroll Defaults**



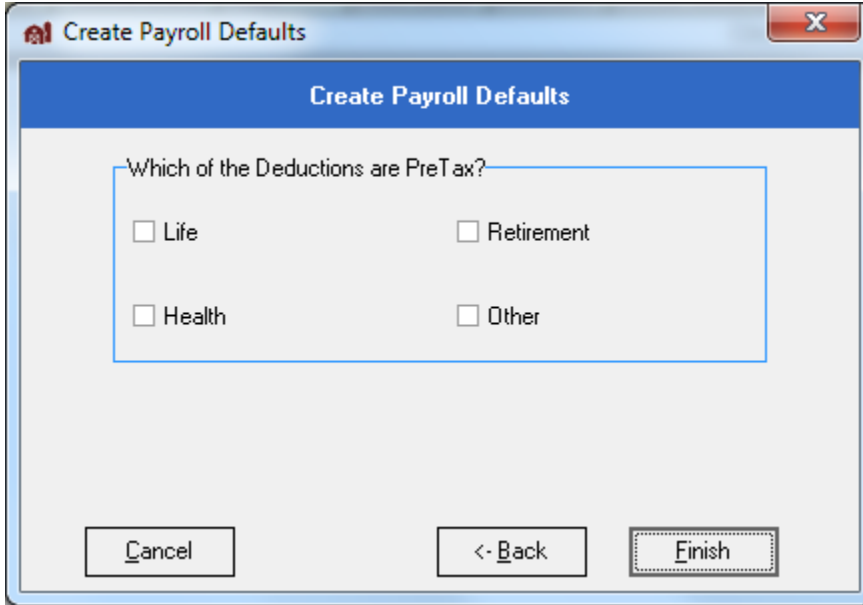
- 2) The **Create Payroll Defaults** window will open.



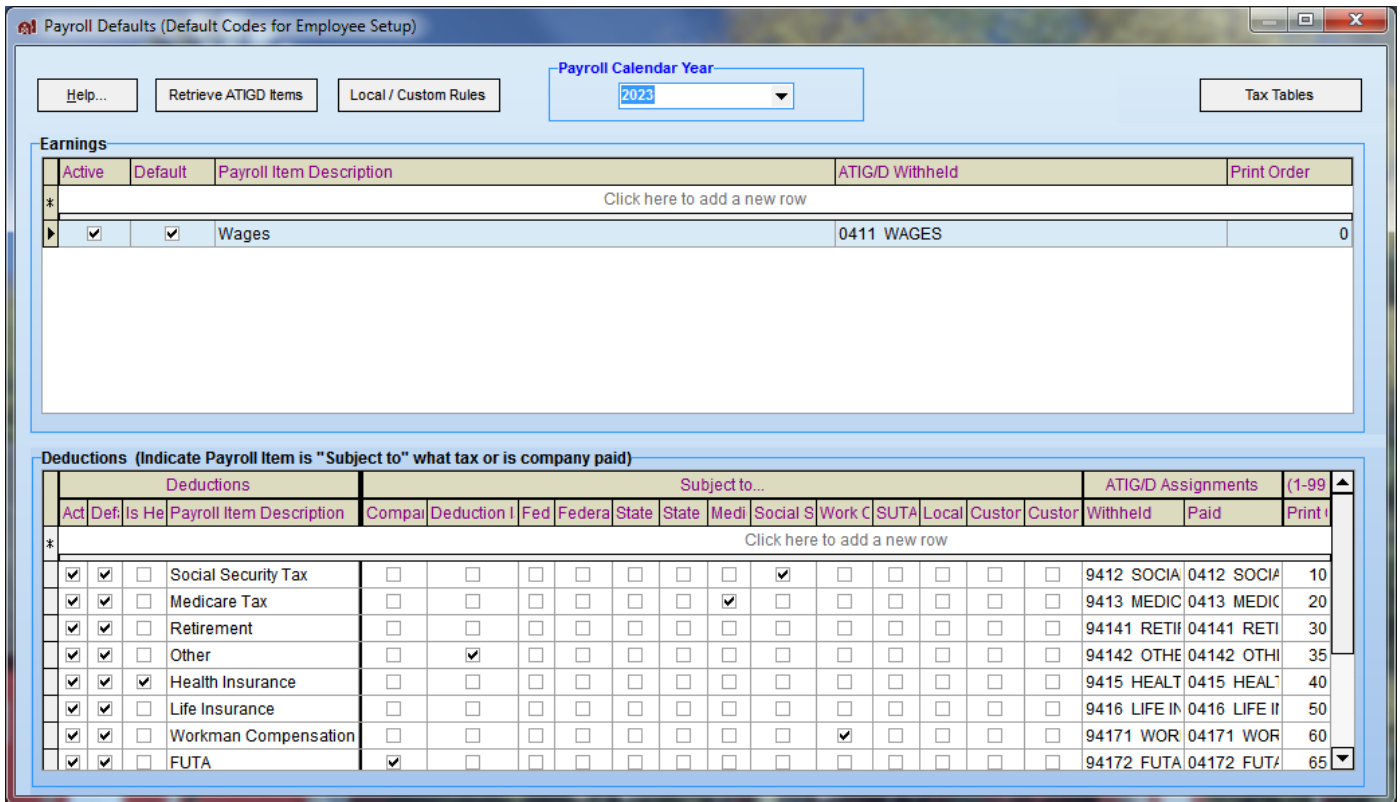
- 3) Select “**Use System Payroll Defaults for Calendar Year**” and then click **Next**.



4) Select with deductions you wish to be pretax and then click **Finish**.



The **Payroll Defaults** screen will then load.



**Note:** You may also need to download the latest tax tables for the current tax year. This will allow you enter employees for the created calendar year otherwise that year will be inaccessible for employee setup.

- 5) Add any of those ATIG/D customized earnings or deductions from Step # 1 to the master template list by simply pressing the **Retrieve ATIGD Items** button.

**Payroll Defaults (Default Codes for Employee Setup)**

Buttons: Help... Retrieve ATIGD Items Local / Custom Rules Payroll Calendar Year: 2023 Tax Tables

**Earnings**

Active	Default	Payroll Item Description	ATIG/D Withheld	Print Order
Click here to add a new row				
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Wages	0411 WAGES	0

**Deductions (Indicate Payroll Item is "Subject to" what tax or is company paid)**

Deductions		Subject to...													ATIG/D Assignments		(1-99)		
Act	Def	Is He	Payroll Item Description	Comp	Deduction I	Fed	Federa	State	State	Medi	Social S	Work C	SUTA	Local	Custor	Custor	Withheld	Paid	Print
Click here to add a new row																			
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Social Security Tax	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9412 SOCIA	0412 SOCIA	10
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Medicare Tax	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9413 MEDIC	0413 MEDIC	20
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Retirement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	94141 RETI	04141 RETI	30
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	94142 OTHE	04142 OTHI	35
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Health Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9415 HEALT	0415 HEALT	40
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Life Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9416 LIFE IN	0416 LIFE IN	50
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Workman Compensation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	94171 WOR	04171 WOR	60
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	FUTA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	94172 FUTA	04172 FUTA	65

An Information box will inform you on what was added.

**Information**

**i** ATIGD Payroll Item Records Added.

Earnings : 2  
Deductions : 1

Important: Only the ATIGD Description was added. It is important to set the desired check marks to classify the benefit/deduction.

OK



- 6) Press the **Local / Custom Rules** button to add any rules for any local or custom percentages and then add any check marks to the row column to activate them.

The screenshot shows the 'Payroll Defaults' window with the following components:

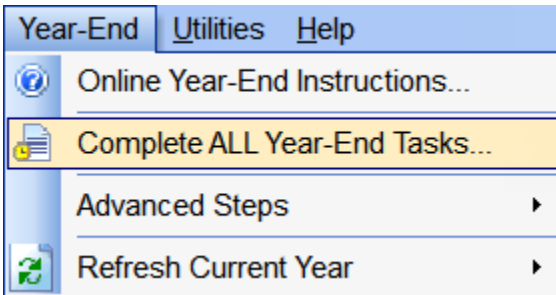
- Buttons:** Help..., Retrieve ATIGD Items, Local / Custom Rules (highlighted with a red arrow), Tax Tables.
- Payroll Calendar Year:** 2023
- Earnings Table:**

Active	Default	Payroll Item Description	ATIG/D Withheld	Print Order
* Click here to add a new row				
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Wages	0411 WAGES	0
- Deductions Table (Indicate Payroll Item is "Subject to" what tax or is company paid):**

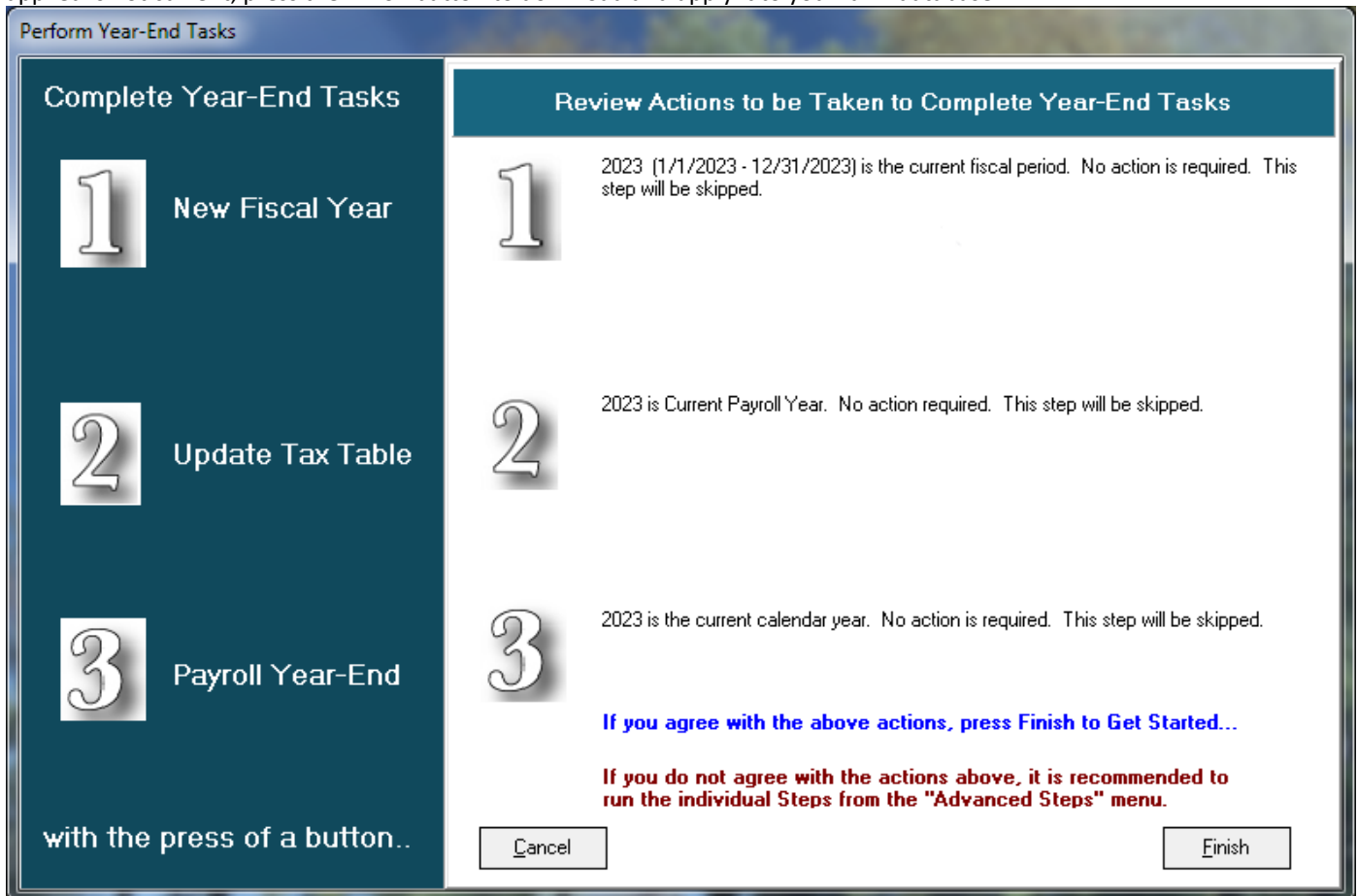
Deductions				Subject to...												ATIG/D Assignments		(1-99)	
Act	Def	Is He	Payroll Item Description	Compai	Deduction I	Fed	Federa	State	State	Medi	Social S	Work C	SUTA	Local	Custor	Custor	Withheld	Paid	Print
* Click here to add a new row																			
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Social Security Tax	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9412 SOCIA	0412 SOCIA	10
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Medicare Tax	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9413 MEDIC	0413 MEDIC	20
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Retirement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	94141 RETI	04141 RETI	30
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	94142 OTHE	04142 OTHI	35
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Health Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9415 HEALT	0415 HEALT	40
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Life Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9416 LIFE IN	0416 LIFE IN	50
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Workman Compensation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	94171 WOR	04171 WOR	60
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	FUTA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	94172 FUTA	04172 FUTA	65

### Step 3: Obtain Latest Tax Tables

- 1) Click on **Year-End: Complete ALL Year-End Tasks**

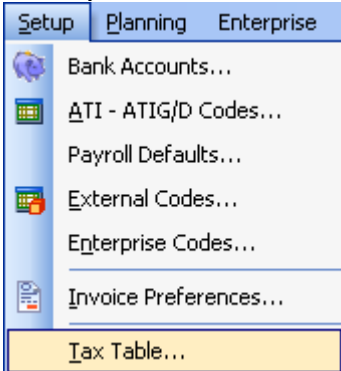


- 2) The **Perform Year-End Tasks** window will open. Read the text associated with Step 2 Update Tax Table. If the tax year applied is not current, press the **Finish** button to download and apply it to your farm database.

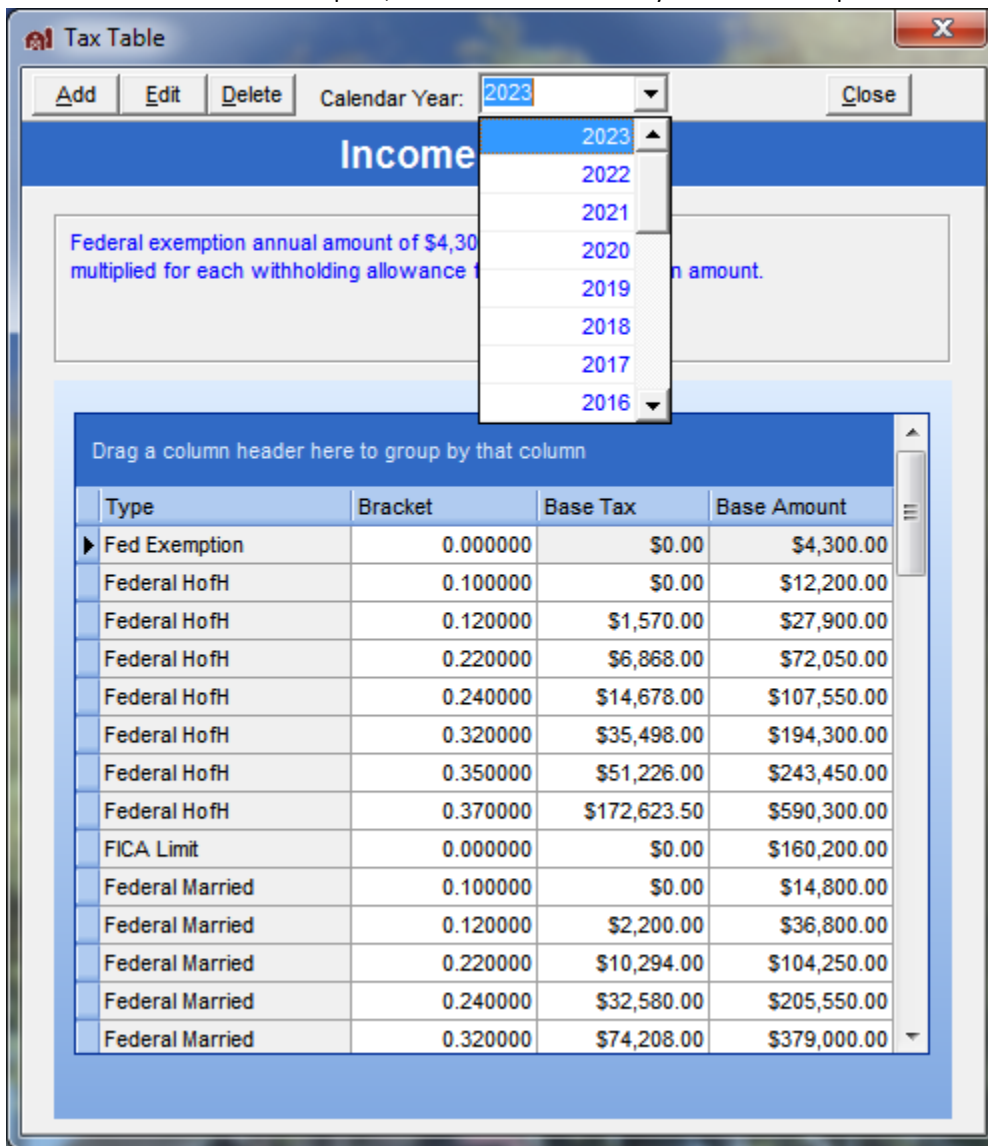


3) Finally, make any necessary adjustments to the state tax tables and state deduction values.

Note: An alternate method would be to check if the current tax year is in the dropdown list from the application by clicking on **Setup: Tax Table**.

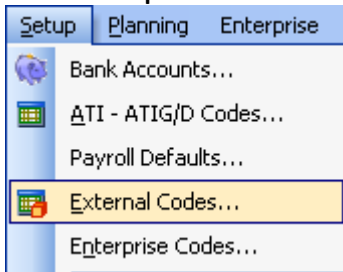


When the Tax Table window opens, check if the current tax year is in the drop downs list.

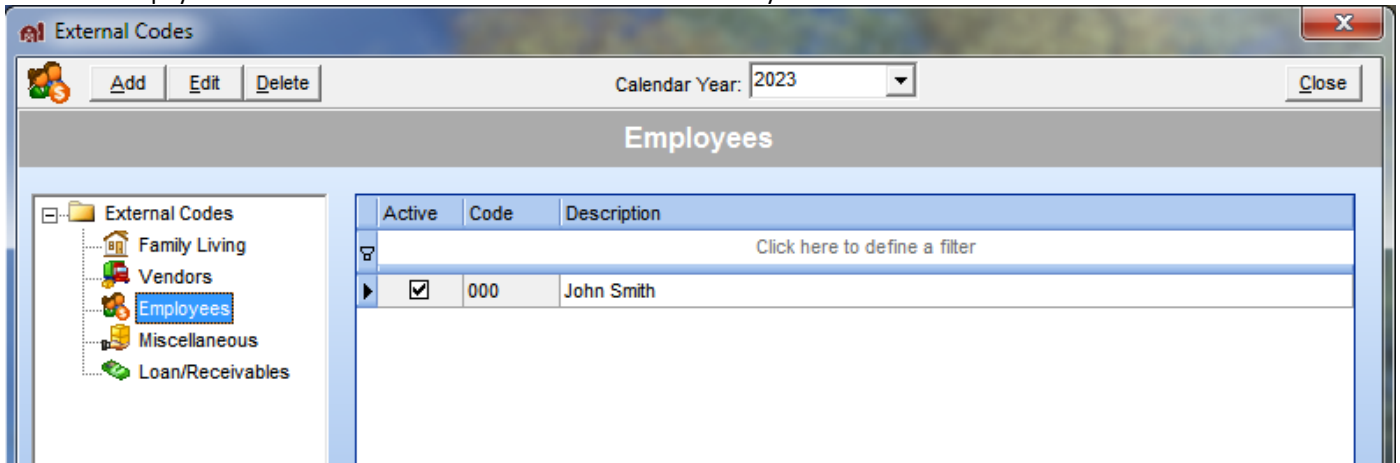


## Step 4: Setup Employees

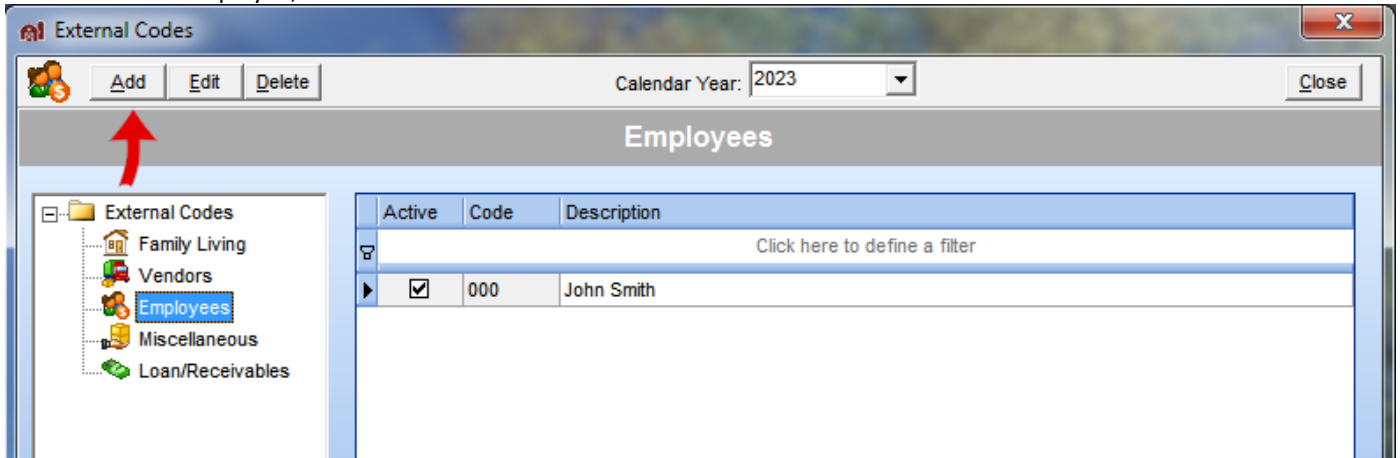
- 1) Click on **Setup: External Codes**



- 2) The External Codes window will open. Click on Employees to see the list of employees for the tax years selected. If the current tax year is not available in the calendar year dropdown list, then go back and complete Step # 2 and Step # 3 above to create the payroll defaults and create the tax tables for the current year.



- 3) To create a new employee, click on the **Add** button.



- 4) The **Employee, Employment, and Payroll Info** window will open. Step 1 of the employee setup wizard allows you to add or change employee payroll details like hourly or salaried, pay period frequencies, federal and state filing statuses and the number of exemptions respectively.

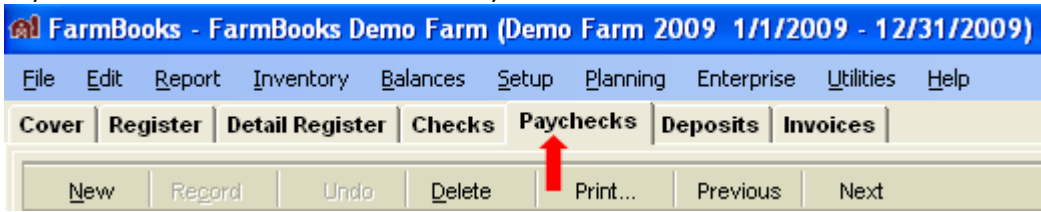
- 5) Step 2 of the wizard is where you define the hourly pay rate or salaried gross pay amount along with any extra withholding amounts or any limits per deduction.

- 6) Click the button **Retrieve Default Items** to populate the grids with any new customized earnings or deductions from Step 2.

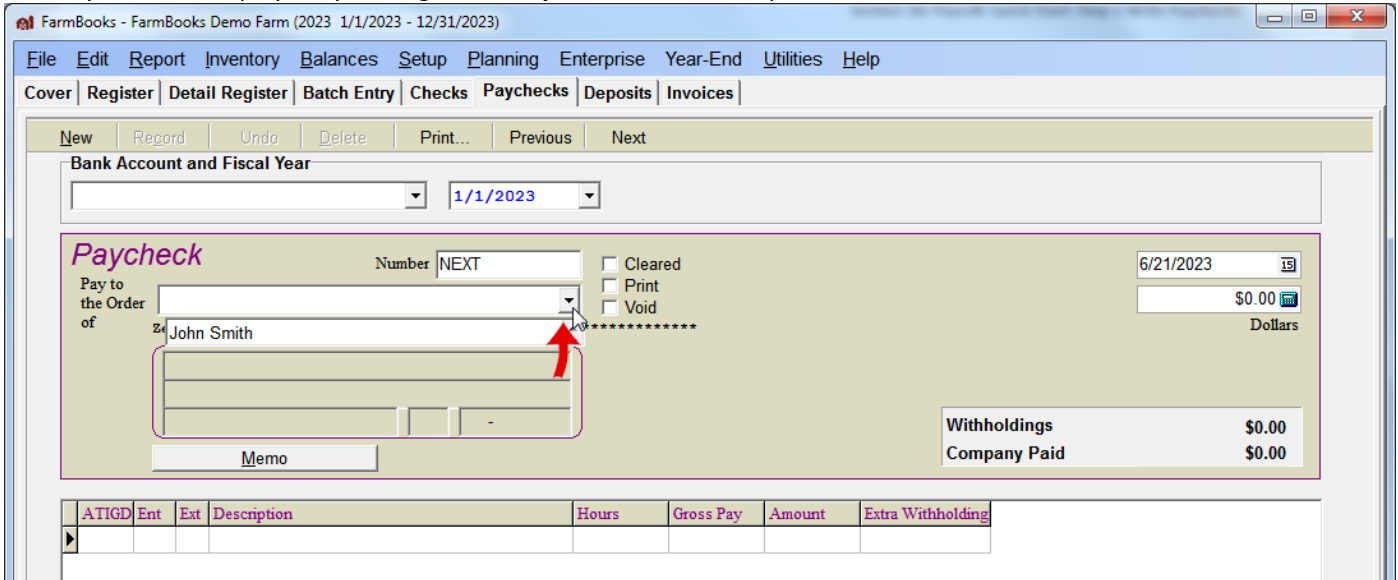
- 7) Click the button **Local/Custom Rules** to add/update rules which may expose local/custom percentage fields if definable for each employee. Also, if the farm operating state has special calculation rules with tax rates defined in the tax table for additional "Special" and/or "More" Allowances then it will expose these number of allowance fields respectively on Page 1.

## Step 5: Write Paychecks

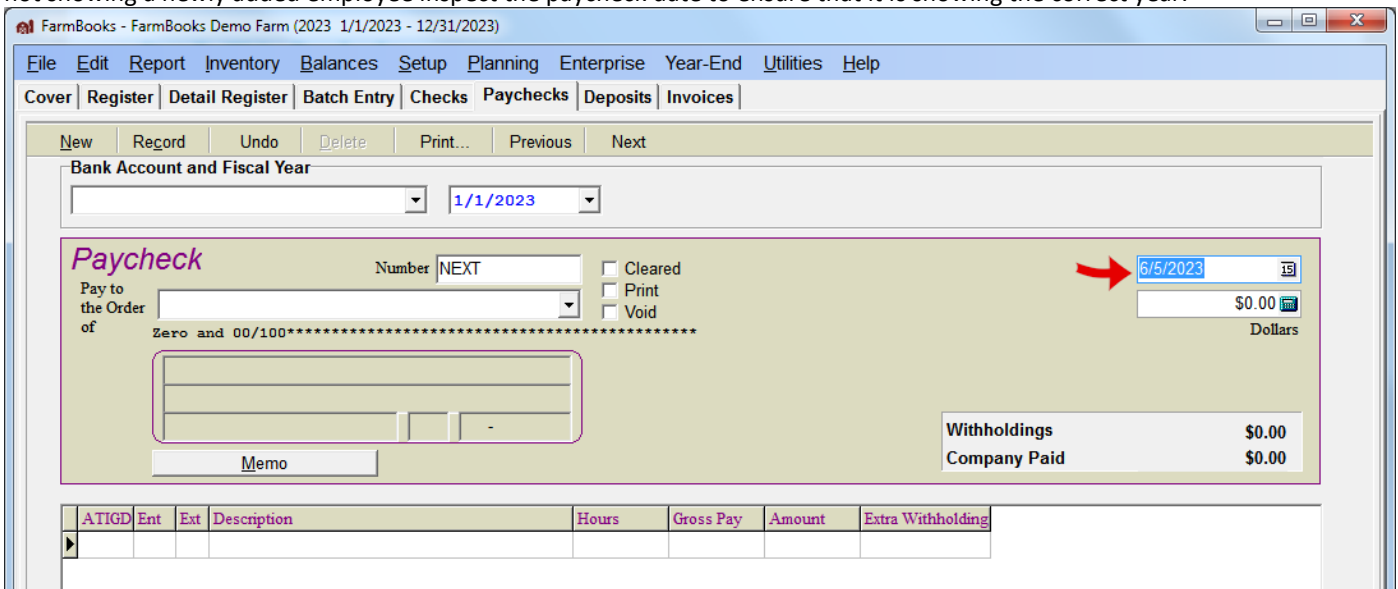
- 1) Paychecks can be created from within the Paychecks tab.



- 2) You may select an employee by clicking on the **Pay to the Order of** dropdown list.



Note: The paycheck date determines the calendar year for the **Pay to the Order of** list. If you find that list is empty or not showing a newly added employee inspect the paycheck date to ensure that it is showing the correct year.



- 3) Click on the employee name and then click the **Enter** key on your keyboard.

- 4) The Employee Detail window will open for the selected employee. Make any necessary updates and then click the **Apply & Close** button. For example, if the employee is an hourly employee, enter the number of hours per wage line and the system will calculate the pay based on the employee setup hourly rate data on page 2. For salaried employees, the employee setup data defined during setup is simply copied to the detail window without any calculation. However, you may override the calculated gross pay amount and manually enter the amount and the system will recalculate the deductions. If there are no changes for the employee simply exit out of the window.

- 5) If you are wanting to print a paycheck-Week, please see **Section 3: Printing Checks** of this guide.



## State Tax Calculations

### Standard State Calculation

If your state uses the following steps and methods for calculating state withholding along with only one deduction amount per allowance, no special tax calculation rule needs to be defined. However, the deduction amount and tax rate may change each year and would require changing those values. Thirteen states have gone to a flat tax and 8 states have no income tax. If your state uses a flat tax, then set both state single and state married to the same amount or use the employee filing status called “state rates” and setup a state rates table.

Step 1: Gross Pay – All Pre-Tax Amounts = Wages Paid.

Step2: Wages Paid \* Number of Payroll Pay Periods = Annualized Wages Paid.

To annualized wages paid multiple by the number of payroll pay periods specified in employee setup.

Weekly	52	Bi-Weekly	26	Monthly	12	Semi-Monthly	24
--------	----	-----------	----	---------	----	--------------	----

Step 3: State Exemption Annual Amount \* Number of Allowances = Standard Deduction Annual Amount.

State exemption annual amount multiplied by the number of allowances in employee state setup = the standard allowance deduction. It requires the annualized amount to be specified in the tax table for type “State Exemption”.

Step 4: Annualized Wages Paid – Standard Deduction Annual Amount = State Taxable Annual Amount.

Step 5: ((State Taxable Annual Amount – Bracket Excess Over Exemption Amount) \* Tax Rate) + Base Tax = Annualized Amount to be Withheld

Lookup in the Rate Table via the State Taxable Annual Amount based on Martial Status (Single or Married) or by State Rate to get the Annualized amount to be withheld plus any base tax amount for that bracket.

Step 6: State Withholding Amount = Annualized Withholding Amount / Number of Payroll Pay Periods.

The state withholding amount is the annualized withholding amount divided by the number of payroll pay periods.

### Special State Calculation Rules

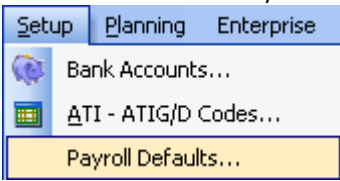
The state associated with the registration farm number determines the farm operating state. If a rule is not defined for the state, than it will calculate the same as it did since the inception of the program. See the section above for the Standard State Calculation.

However, the employee’s state tax authority may be used to override the farm operating state and to apply a different state tax rate and possible calculation if any calculation rules are defined. The employee residence or tax circumstance may require that you override the operating farm state.

There are some states where the calculation method described in the section above for “standard state calculation” would not yield the correct state withholding amount. FarmBooks has a rules database along with additional deduction types that allows the calculation method to be customized by state. Contact Support if you need a custom rule added for your state tax authority.

## Payroll Defaults

The payroll default list is the master template list of all the earnings and deductions available to be applied to each employee. You can access the list by clicking on Setup: **Payroll Defaults**.



The list determines the ATIG/D code assigned for the withholding/deductions 941x and its corresponding payment 041x. The 041x on the wage line is the earning detail.

Payroll Defaults (Default Codes for Employee Setup)

Payroll Calendar Year: 2023

Buttons: Help..., Retrieve ATIGD Items, Local / Custom Rules, Tax Tables

**Earnings**

Active	Default	Payroll Item Description	ATIG/D Withheld	Print Order
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Wages	0411 WAGES	0
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	TIPS	04112 TIPS	5
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	VACATION	04111 VACATION	5

**Deductions (Indicate Payroll Item is "Subject to" what tax or is company paid)**

Active	Default	Is Health	Payroll Item Description	Company Paid	Deduction Is PreTax	Federal	Federal Extra	State	State Extra	Medicare	Social Security	Work Comp	SUTA	Local	Custom1	Custom2	Withheld	ATIGD Assignments	Print Order
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Social Security Tax	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9412 SOCIAL SEC TAX	0412 SOCIAL SECURIT	10
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Medicare Tax	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9413 MEDICARE TAX	0413 MEDICARE TAX	20
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Retirement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	94141 RETIREMENT	04141 RETIREMENT	30
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CASH RECEIVED	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	94143 CASH RECEIVED	04143 CASH RECEIVED	35
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	94142 OTHER	04142 OTHER	35
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Health Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9415 HEALTH INSURAN	0415 HEALTH INSURAN	40
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Life Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9416 LIFE INSURANCE	0416 LIFE INSURANCE	50
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Workman Compensation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	94171 WORKMAN COMP	04171 WORKMAN COMI	60
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	FUTA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	94172 FUTA	04172 FUTA	65
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SUTA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	94173 SUTA	04173 SUTA	65
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	State Income Tax	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9418 STATE INCOME TA	0418 STATE INCOME T/	70
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Federal Income Tax	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9419 FEDERAL INCOME	0419 FEDERAL INCOME	80

### Button: Retrieve ATIGD Items

Setting up a custom D-Code for an ATI code in the 041 Labor Hired section in the account code list is where you start to add customized earning or deductions. Once that is done, you may simply press the "Retrieve ATIGD Items" button to have the system automatically add them to Payroll Default list.

Payroll Defaults (Default Codes for Employee Setup)

Payroll Calendar Year: 2023

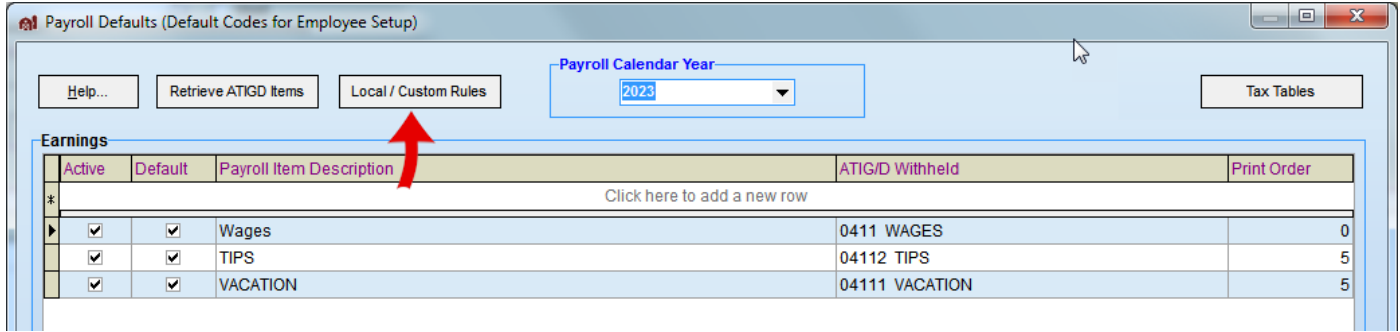
Buttons: Help..., Retrieve ATIGD Items, Local / Custom Rules, Tax Tables

**Earnings**

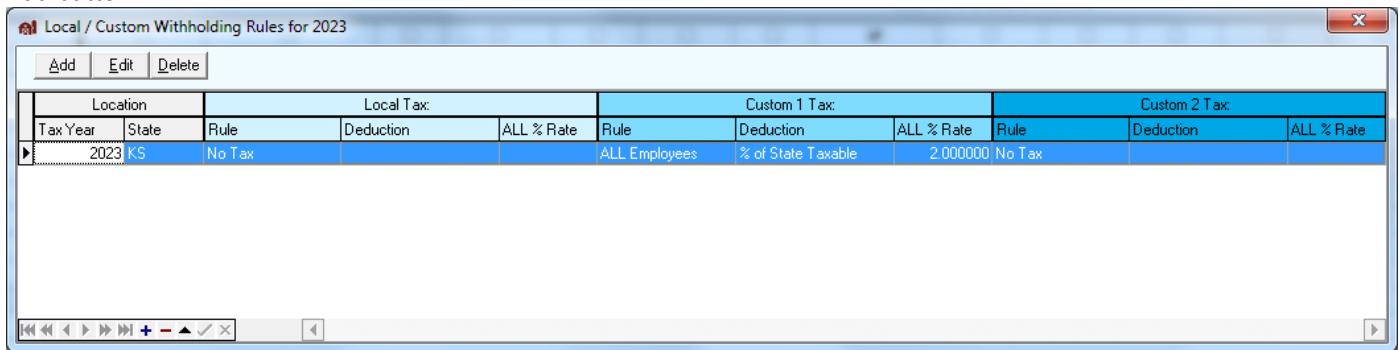
Active	Default	Payroll Item Description	ATIG/D Withheld	Print Order
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Wages	0411 WAGES	0
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	TIPS	04112 TIPS	5
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	VACATION	04111 VACATION	5

### Button: Local / Custom Rules

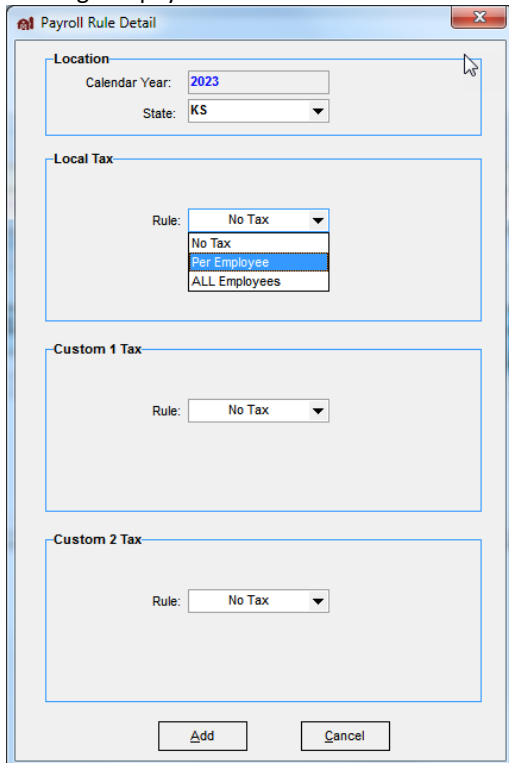
- 1) The Local/Custom Rules button is where you define rules for Local, Custom 1 and Custom 2 deductions.



- 2) After you click the button, the Local/Custom Withholding Rules window will open. You can add a rule by clicking the **Add** button.



- 3) The rule specifies if the percentage rate is defined per employee or applies to ALL employees and is a percentage of either gross pay or the state taxable amount.



- Once the rule is defined, make sure the corresponding row and column has the check box checked in the payroll default list. If the percentage rate varies per employee, complete the setup in page 1 of the employee setup.

Payroll Defaults (Default Codes for Employee Setup)

Payroll Calendar Year: 2023

Help... Retrieve ATIGD Items Local / Custom Rules Tax Tables

**Earnings**

Active	Default	Payroll Item Description	ATIG/D Withheld	Print Order
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Wages	0411 WAGES	0
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	TIPS	04112 TIPS	5
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	VACATION	04111 VACATION	5

**Deductions (Indicate Payroll Item is "Subject to" what tax or is company paid)**

Active	Default	Is Health	Payroll Item Description	Company Paid	Deduction is PreTax	Federal	Federal Extra	State	State Extra	Medicare	Social Security	Work Comp	SUTA	Local	Custom1	Custom2	Withheld	Paid	Print Order
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Social Security Tax	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9412 SOCIAL SEC. TAX	0412 SOCIAL SECURIT	10
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Medicare Tax	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9413 MEDICARE TAX	0413 MEDICARE TAX	20
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Retirement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	94141 RETIREMENT	04141 RETIREMENT	30
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CASH RECEIVED	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	94143 CASH RECEIVED	04143 CASH RECEIVED	35
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	94142 OTHER	04142 OTHER	35
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Health Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9415 HEALTH INSURAN	0415 HEALTH INSURAN	40
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Life Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9416 LIFE INSURANCE	0416 LIFE INSURANCE	50
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Workman Compensation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	94171 WORKMAN COMP	04171 WORKMAN COMI	60
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	FUTA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	94172 FUTA	04172 FUTA	65
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SUTA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	94173 SUTA	04173 SUTA	65
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	State Income Tax	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	9418 STATE INCOME TA	0418 STATE INCOME T	70
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Federal Income Tax	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9419 FEDERAL INCOME	0419 FEDERAL INCOME	80

Note: SUTA is a percentage rate of gross pay with an optional wage base cap. There are a few states that have a requirement to withhold an employee SUTA deduction along with the employer paying a portion based on different rates and wage base caps. SUTA rates are defined in the tax table setup.

### Button: Tax Tables

- Click on the Tax Tables button

Payroll Defaults (Default Codes for Employee Setup)

Payroll Calendar Year: 2023

Help... Retrieve ATIGD Items Local / Custom Rules Tax Tables

**Earnings**

Active	Default	Payroll Item Description	ATIG/D Withheld	Print Order
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Wages	0411 WAGES	0
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	TIPS	04112 TIPS	5
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	VACATION	04111 VACATION	5

- When the Tax Table window opens you can review rates for SUTA (employee or employer) along with any wage caps. Also, any of the other rates may be reviewed and updated as necessary.

Tax Table

Add Edit Delete Calendar Year: 2023 Close

**Income Tax Table**

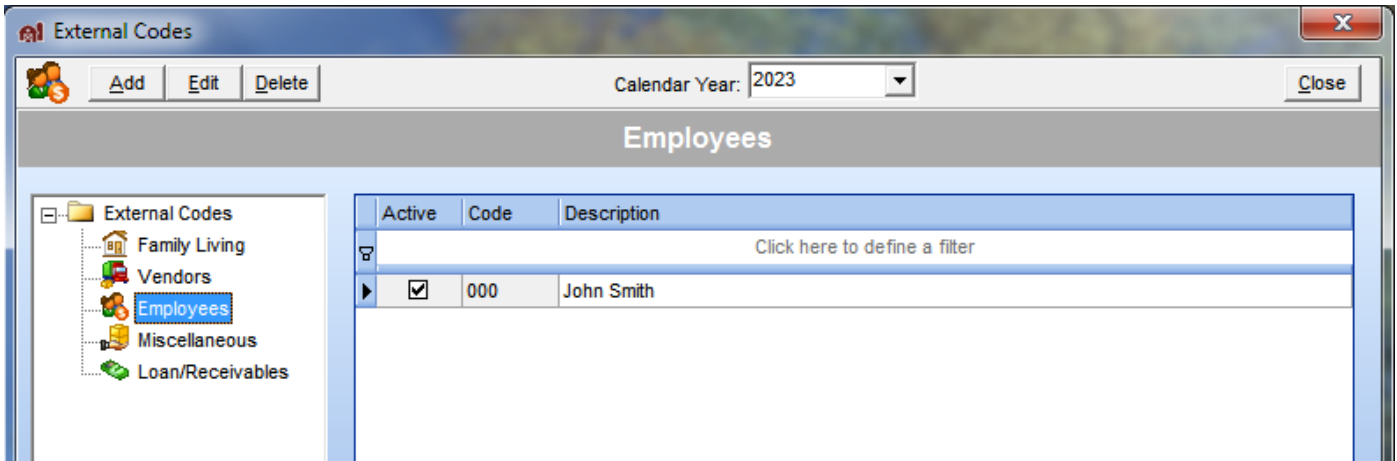
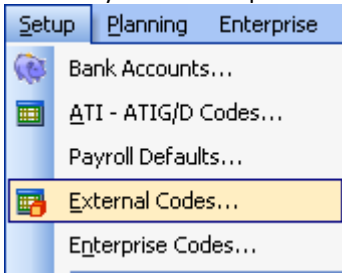
Federal exemption annual amount of \$4,300.00 will be multiplied for each withholding allowance for the total deduction amount.

Drag a column header here to group by that column

Type	Bracket	Base Tax	Base Amount
Fed Exemption	0.000000	\$0.00	\$4,300.00
Federal HofH	0.100000	\$0.00	\$12,200.00
Federal HofH	0.120000	\$1,570.00	\$27,900.00
Federal HofH	0.220000	\$6,868.00	\$72,050.00
Federal HofH	0.240000	\$14,678.00	\$107,550.00
Federal HofH	0.320000	\$35,498.00	\$194,300.00
Federal HofH	0.350000	\$51,226.00	\$243,450.00
Federal HofH	0.370000	\$172,623.50	\$590,300.00
FICA Limit	0.000000	\$0.00	\$160,200.00
Federal Married	0.100000	\$0.00	\$14,800.00
Federal Married	0.120000	\$2,200.00	\$36,800.00
Federal Married	0.220000	\$10,294.00	\$104,250.00
Federal Married	0.240000	\$32,580.00	\$205,550.00
Federal Married	0.320000	\$74,208.00	\$379,000.00

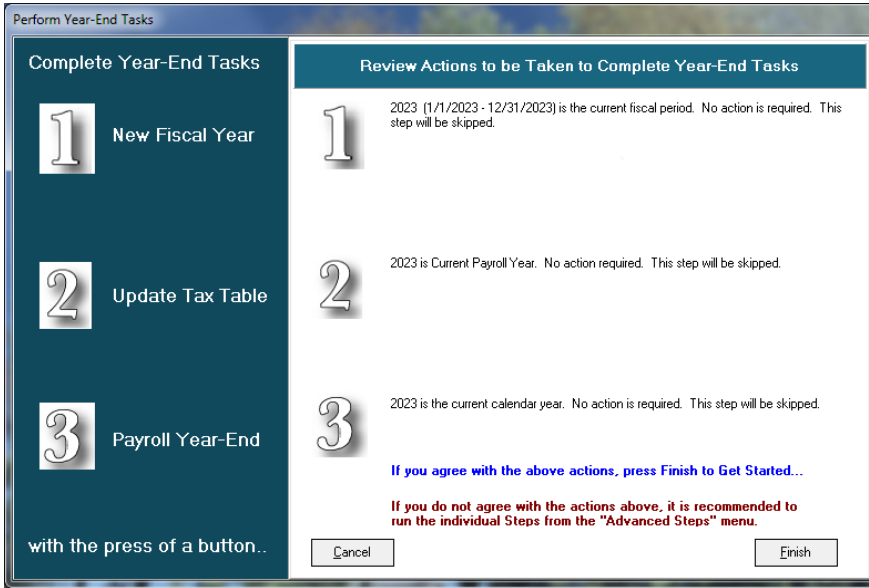
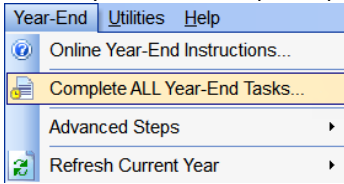
## Employee Setup

From the application “Setup” menu, choose “External Codes” and then select “Employees” to see the list of employees for the calendar year. See Step 4 in the Quick Start Steps above.



## Tax Table Setup

Use "Complete ALL Year-End Tasks" from the application Year-End menu and read the narrative for Step 2 to determine the necessary actions needed to update the tax table. If the narrative indicates that it needs to be updated, press the finish button to update the tax tables. It will preserve rates for Farm Auto and Farm Utilities along with any rates for SUTA. You may manually execute the update process from the Advanced Steps->Step 2 Update Tax Table from the Year-End menu.



See the list of state deduction types available in the tables below.

### State Standard Deduction Types

Tax Type	Tax Description	Description	Per Allowance
SE	State Exemption	Standard Exemption	x
SS	State Single	State Single Rate	
SM	State Married	State Married Rate	
SR	State Rates	State Rates (For the States not based on Marital Status)	
SW	Unemployment	SUTA Employer	
SU	SUTA Employee	SUTA Employee	

### Additional State Calculation Rule Deduction Types

Tax Type	Tax Description	Description	Per Allowance
SP	State PA F ST	State Personal Allowance by Filing Status	
SF	State Expt F ST	State Exemption by Filing Status	
SA	State Expt RNG	State Standard Deduction based on Number of Allowances Range Lookup	
SC	State Expt SPEC	State Exemption Special (Disabilities, Blind, etc)	x
SB	State Expt MORE	State Exemption More (Child Adoption, etc)	x
SD	State Deduction	State Deduction Amount	

Section 18: Payroll: Paycheck Writing

## Paycheck Writing

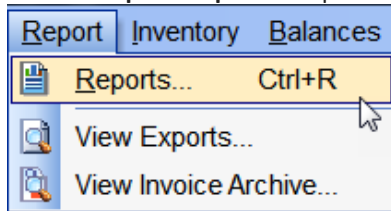
See Step 5 in the Quick Start Steps above.

# Payroll Reports and Paying Federal and State Tax Deposits

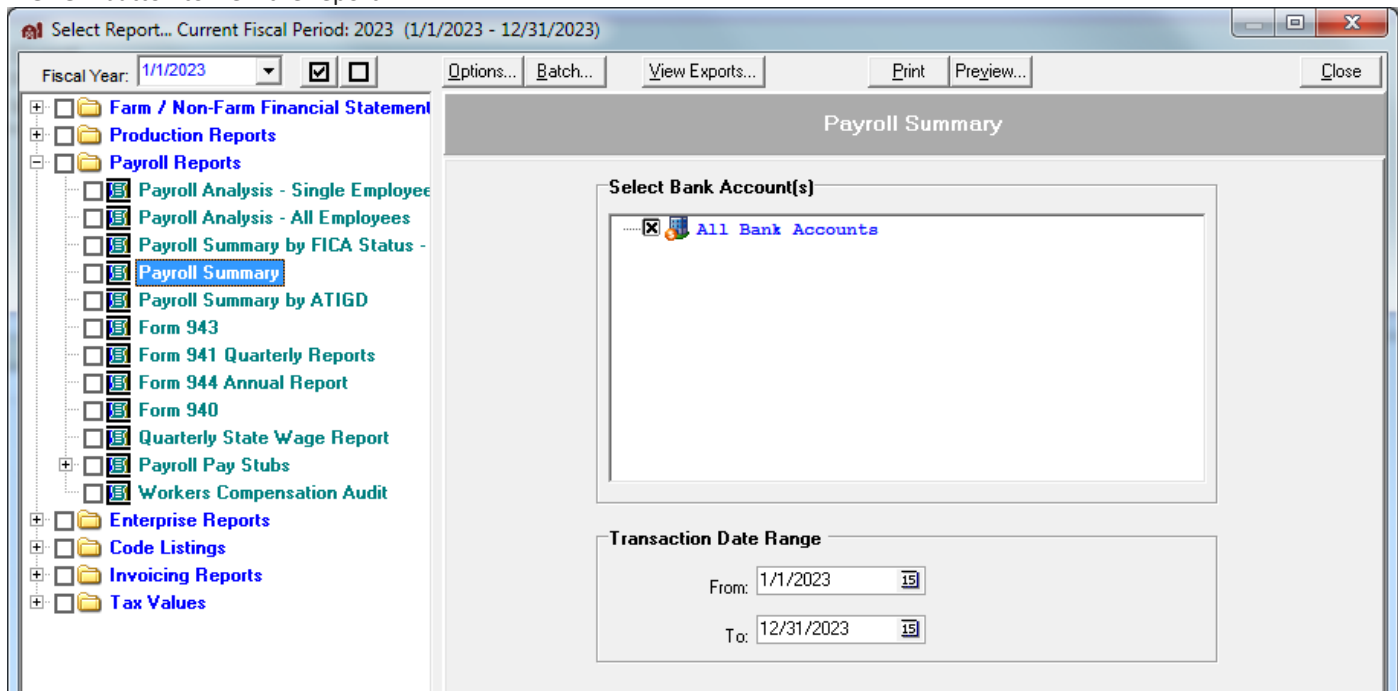
## Recording Payroll Federal Tax Deposits

How do I determine the amount of federal taxes owed for my employees?

Run the Payroll Summary report to obtain the current amount owed for FICA (Social Security and Medicare) and Federal Taxes. Click on **Report: Reports** to open the Reports window.



Click on the **Payroll Reports** folder and select the **Payroll Summary** report. Select your bank account and click either the **Print** or **Preview** button to view the report.



The FICA amount reflects both the employer and employee portion of taxes due minus any payments in the column "Amount to be Deposited". The report shows a total line "Federal Tax Deposit Required" amount for FICA and Federal amounts summarized. It is important that payments in the current year for the previous year are recorded correctly in order for the report to be accurate.



### **How do I apply a federal payroll tax deposit in the current year for the previous year?**

Payroll withholding ATIG codes are 941x where the x value for the G-Code is 2=Social Security, 3=Medicare, 8=State, and 9=Federal. To make a tax deposit for any of the withholding use the corresponding A-Code of 0 or 041y where the y value equals the x value above for the G-Code. To designate the payment as the previous year use an External Code in the range 985 to 990. For instance, pay the federal tax deposit for the previous year use ATIG=0419 with an external code of 990 for "PRV YEAR FED INC TAX". Run the Payroll Summary report and you will notice that the column "Amount Paid" does not reflect the payment for the previous year which allows the "Amount to be Deposited" column to be accurate for the current year.

### **How do I apply a federal payroll tax deposit in the current year?**

Use the same ATIG codes 041x where the x value for the G-Code is 2 through 9 as described in the previous question related to recording a tax deposit in the current year for the previous year. However, use an external code in the range 991 to 999 to denote a current year deposit. Run the Payroll Summary report and you will notice that the column "Amount to be Deposited" will have the amount for Social Security, Medicare, and Federal Taxes. The FICA (Social Security and Medicare) amount reflects both the employer and employee portion of taxes due minus any payments. Also, the report shows a total line "Federal Tax Deposit Required" amount for FICA and Federal amounts.

## **Recording Payroll State Tax Deposits**

### **How do I determine the amount of state taxes owed for my employees?**

Run the Payroll Summary report to obtain the amount owed for state taxes. Notice that the column "Amount to be Deposited" will have the amount for state taxes minus any payments for the year. It is important that payments in the current year for the previous year are recorded correctly for accuracy.

### **How do I apply a state payroll tax deposit in the current year for the previous year?**

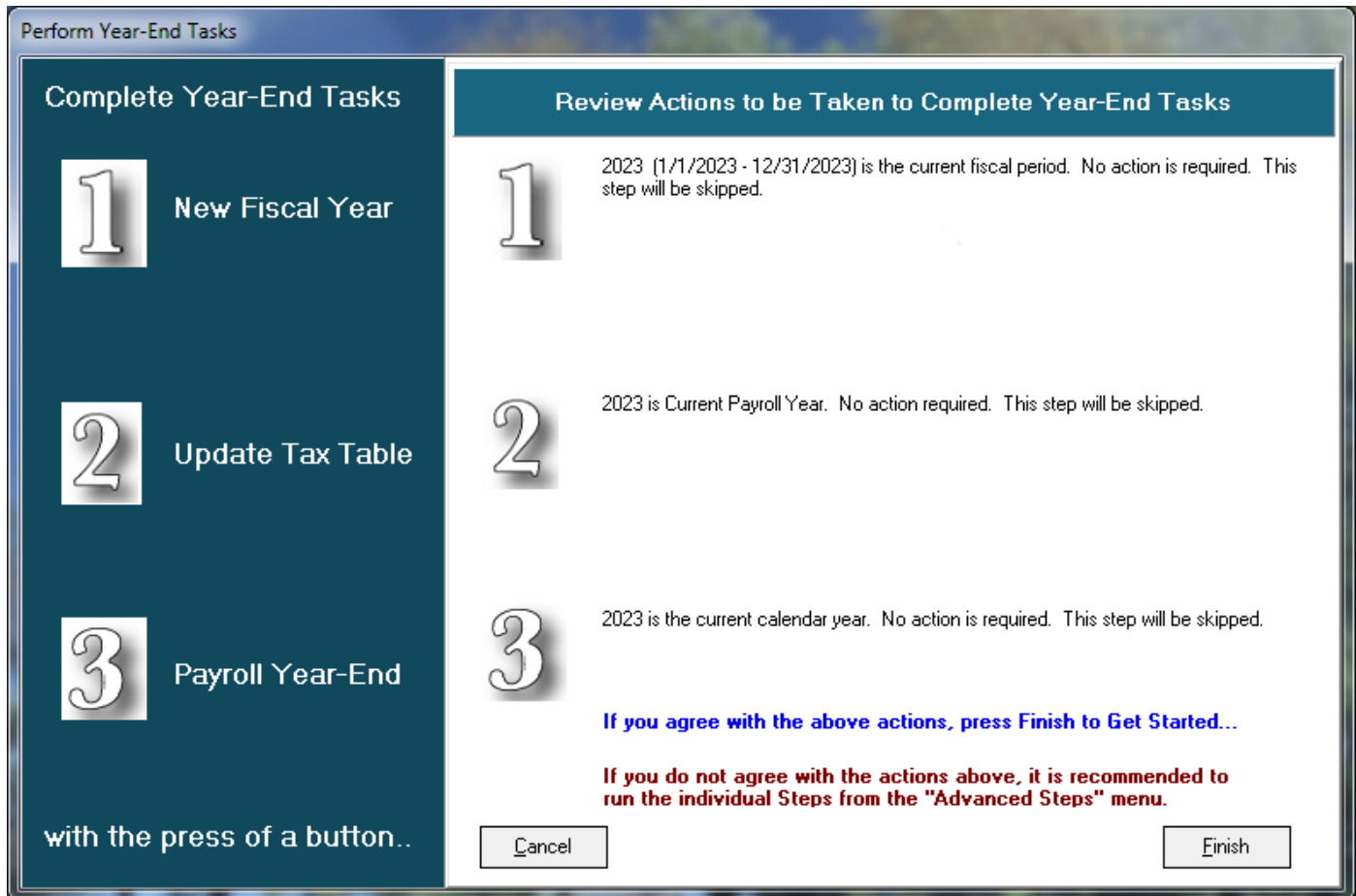
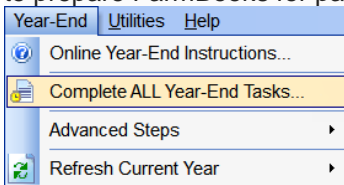
Payroll state withholding ATIG code 9418 is used for state taxes. To pay the state tax deposit for the previous year use ATIG=0418 with an external code of 989 for "PRV YR STATE INC TAX".

### **How do I apply a state payroll tax deposit in the current year?**

Payroll state withholding ATIG code 9418 is used for state taxes. To pay the state tax deposit for the current year use ATIG=0418 with an external code of 998 for "STATE INCOME TAX".

## Year-End Processing

From the Year-End menu select “Complete ALL Year-End Tasks”, the user can see the steps and actions necessary to prepare FarmBooks for paycheck entry. The narrative for each step is created after analyzing the farm database.



Step 1 to 3 indicates the order in which the processes need to be run. For instance, Step 1 is for New Fiscal Year. If the user has setup their fiscal year as a non-calendar year, then it may not be necessary to run this step in order to continue with the step 2 and 3 for payroll. Payroll is a calendar year activity so it only requires that the new fiscal year exist for the new calendar year. Press the “Finish” button to perform the narratives described for each step.

You may manually run each step by running each wizard answering the questions from the Year-End menu using the Advanced Steps. This will allow you delete the setup data for new fiscal year or payroll data if no transaction data exist for the fiscal year or calendar year respectively.

# FarmBooks User Guide

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