

PO Box 298 Lismore, NSW 2480 Phone (02) 6624 7230 Mobile 0419 727 086 Sales & Support 1800 658 998 Email mail@agit.com.au

Data Entry – Back Date Costs & Income - Help Note

INDEX:

INTRODUCTION	1
BACKDATE COSTS	2
CONSUMABLES	2 4
BUDGET RECORDS	6
BACKDATE INCOME	7

Introduction

This document explains the process of back dating costs and income in PAM software with the intention of saving time.

Rather than double clicking on dozens of records to update costs or income, use the backdate costs and income functionality to have the software do it for you.

For example, if you don't have time to keep up the inventory in your PAM software and have accurate costs of your consumables at the time of applying those consumables, you can wait until the end of the season to find the average cost of your consumables, enter that cost and backdate the average price of the consumables automatically, over all of your records between defined dates

Or, if your do keep an accurate inventory in your PAM software and had a price change during the season and do not want to penalise an early sown crop with a consumable that went down in price, you can backdate the average price of the consumable over the period of the season.

Software includes:

- PAM QA Plus
- PAM UltraCrop
- PAM AusVit

The back dating of costs and income is available for:

- Chemicals
- Fertilisers
- Sundries
- Staff & Contract Labour
- Machinery
- Veterinary Treatment Consumables
- Supplementary Feeds
- Crop Budgets for all of the costs and income listed above
- Harvested Produce (Income)

Backdate Costs

Consumables

To backdate costs in the Crop Diary for consumables go to the *Configuration* menu (at the top of the screen), then select *Consumables List (Fertilisers, Chemicals etc.)*:

Configuration	
Screen Sett	ings
Farm and Pa	addock List
Crop Types	and Associated Lists & Settings
Consumable	s List (Fertilisers, Chemicals etc.)
Irrigation W	ater Sources List
Soil, Sap, Le	af, Nutrients and Water Tests Setup
Storage Log	ations. Harvested Produce Destinations and Suppliers

As the costs used to back date over records are drawn from the configuration items in this screen, you will need to update the costs for all of the items that will be back dated before proceeding. You can do this by selecting the appropriate tab at the top of the Consumables dialog and selecting the appropriate consumable, then update the field: *Cost per purchase unit*

For each of the tabs (Chemicals, Fertlisers, Sundries etc..) there is a 'Tools' button. By clicking this button you are given a sub menu with an option 'Backdate costs', select this:

Consumables List	
Chemicals Fertilisers Sundries Vete	rinary Treatment Supplementary Feeding
E Lemat	Add Chemical 🛷 🛠 💊 Notes Tools 🕶 Browse
g Li 700 g Liase g Logran	Roundup Edit Chemical Edit Chemical
I Lonsban	Chemical Type Herbicide Backdate costs Inventory -itres
🖬 LVE MCPA 📷 Maldison 500	Cost per Purchase Unit 4.3 Application Units Litres
🖬 Mancozeb 📷 Mataven	Withholding Period Days per crop Short Name
🖬 MCPA	Last Updated 27/04/2006
MCPA500	Chemical Group 1 M Group
Pacer Paramount Oil	Chemical Group 2
g Polytrin g P-Pickel T	Default Pack Size 20Lt Drum
🖬 Puma 📃	Default Application Rate 1.5 Rate Type Units Per Hectare 🗨
🖬 Regione 🗃 Rogor	Actives
Roundup Roundup XTRA	Active Quantity Unit per Unit Add
Rovral	▶ glyphosate 360 g L Delete
Saboteur	
Select	
🖬 Simagranz 📷 Simamax 🛛 👻	Include in current data entry picklist? 🔽

The back date costs screen.

1. You are able to back date the costs for multiple items at once. To select the items for cost backdating simply click on each of the items to be back dated down the left hand side of the screen.

2. You will notice here that you now have the choice of 'Data Type'

Data Type	
Actuals	🔘 Budget

For this part of the help note we will describe the 'Actuals' choice, see later in this help note for the Budgets.

3. The next option to ponder over is the 'Use the average inventory purchase price' option.

- Deselected, this option allows you to use only the cost that you have entered into the configuration screen (visited earlier in this section).
- Selected, this option will traverse all of your entered purchases in the inventory, average the costs of all of those purchases and apply that cost as the back dated cost.

4. Date Selection: Use either a Custom date range by selecting the start and end date of the backdating, or one of the predefined date ranges

Backdate	N 100 100 100 100 100 100 100 100 100 10
Backdate co	sts for the selected items
2 4 D Ester 2.4.D.B. 24D Amine Achieve Actellic 900 SF Activator Active 1000 Agritox Ally Amicide 500 Ammonium Sulphate Atramax Atrazine Avadex B S 1000 Banvel Boctril Gel Broadstrike	Data Type 2 Budget Use the average inventory purchase price. 3 Steps: 1. Select the items you need to back-date. (Steps 2 & 3 are not relevant if using the backdate system for budgets). 2. Choose the period, then 3. If you are using the inventory system you can use the average inventory purchase price for the chosen period or the currently listed price for each item.
Date selection	Starting date Ending date 1/06/2005 1/06/2006

Lastly, click the OK button to commit the back dated costs over all of the records in the Crop Diary containing the consumables selected.

Machinery Manual Tasks & Labour

To backdate costs in the Crop & Livestock Diaries for machinery manual tasks or labour, go to the *Configuration* menu (at the top of the screen), then select *Machinery, Manual Tasks and Staff List...*

Configuration	
Screen Settin	ngs
Farm and Pa	ddock List
Crop Types a	and Associated Lists & Settings
Consumables	; List (Fertilisers, Chemicals etc.)
Irrigation Wa	iter Sources List
Soil, Sap, Lea	af, Nutrients and Water Tests Setup
Storage Loca	tions, Harvested Produce Destinations and Suppliers
Produce Acqu	uirers List
Weeds and P	asture Species List
Pests Growth	n Stages List
Rainfall Statio	ons List
Machinery, M	Ianual Tasks and Staff List
Nozzles	

As the costs used to back date over records are drawn from the configuration items in this screen, you will need to update the costs for all of the items that will be back dated before proceeding. You can do this by selecting the appropriate tab at the top of the Machinery, Manual Tasks and Staff List dialog and selecting the appropriate item, and then update the appropriate cost field.

For each of the tabs (Machinery/Operations, Manual Tasks Staff/Contractors) across the top of the dialog there is a 'Tools' button, by clicking this button you are given a sub menu with an option 'Backdate costs', select this:

Machinery, Manual	Tasks and St	aff / Contract	ors List				
						- ? <u>H</u> elp	Close
Machinery / Operations	Manual Tasks	Staff / Contracto	ors				
😽 Air Spray Air Spray Insct		<u>A</u> dd	~	*	🔷 <u>N</u> otes	<u>I</u> ools 🔻 🛛 🖻	irowse
😽 Air Spread 😽 Baling BIG SQR 🚨 Baling MD RND				Ai	r Spray	Delete Machine Edit Machine	
Baling MD SQ Baling RND		Operation	Any Operation	on		Backdate costs Move Item to Manual Ta	isks List
Haling SM SQ Hauning		<u>M</u> achine Cost	\$0.00	per Ha	Last Updated	Machinery Costs Calcula	itor Alt+F
😽 Clover Harvest 😽 Cultivate		Labour Cost	\$0.00	per Ha	<u>D</u> efault Ha/Hou	Maintain Machinery Ope Machinery OA Records	rations
😽 Cut & Condition 😽 Direct Drill		<u>F</u> uel Cost	\$0.00	per Ha	L		
😽 Harrow 😽 Harvesting		Cont <u>r</u> act	\$8.00	per Ha			
Hay Carting Hay Squeezer Pasture Spray Prickle Chain		<u>Spray Unit Calibr</u>	ration ration				
Rolling Slashing		Avoid du; cale	plicating costs culate total op	! The syster eration cost	n will multiply ALL co s. Leave any unwant	sts by the area or time to ed fields as \$0.00.	
Spraying	~	1			ļr	nclude in current data entry	picklist? 🔽

The back date costs screen.

1. You are able to back date the costs for multiple items at once. To select the items for cost backdating simply click on each of the items to be back dated down the left hand side of the screen.

2. You will notice here that you now have the choice of 'Data Type'

Data Type	
Actuals	🔿 Budget

For this part of the help note we will describe the 'Actuals' choice, see later in this help note for the Budgets.

3. Date Selection: Use either a Custom date range by selecting the start and end date of the backdating, or one of the predefined date ranges

Backdate	×
Backdate co	sts for the selected items
Air Spray Air Spray Insct Air Spread Baling BIG SQR Baling MD RND Baling MD SQ Baling RND Baling SM SQ Burning Clover Harvest Cuttivate Cut & Condition Direct Drill Harrow Harvesting Hay Carting Hay Squeezer Pasture Spray	Data Type 2 C Budget Ise the average inventory purchase price. Use the average inventory purchase price. Steps: 1. Select the items you need to back-date. (Steps 2 & 3 are not relevant if using the backdate system for budgets). 2. Choose the period, then 3. If you are using the inventory system you can use the average inventory purchase price for the chosen period or the currently listed price for each item.
Date selection Custom	Starting date Ending date 1/10/2005

Lastly, click the OK button to commit the back dated costs over all of the records in the Crop & Livestock Diary containing the items selected.

Budget Records

Back dating budget records can be especially handy when creating budget scenarios and wanting to quickly view out comes of greater income or expenditure on an upcoming season.

The back dating of budgeted records is the same as backdating costs for actual records except that you are able to select the particular budget that you wish to have the costs back dated for. By back dating costs for a budget, you are back dating those costs for the entire budget. You do not have the option to choose between dates, weeks, or months.

Please read the two previous sections on how to back date costs. When in the back date costs screen, the option 'Budget' should be selected as the data type.

Data Type		1
C Actuals	💽 Budget	

As a consequence of selecting this option, the Date Selection part at the bottom of the Backdate costs dialog changes and allows you to select the appropriate budget:

	Budget: March 2005	•	 Use Current Item Costs Use Item Costs Plus/Minus % 	0	•
L					

Other options now available are:

- Use Current Item Cost: Uses the cost entered into the configuration screen for the selected items to be backdated.
- Use Item Costs Plus/Minus %: By clicking on the up and down arrows to change the % value, or typing positive or negative figures in this box the software will adjust the entered costs from the configuration screen for the selected items to be backdated and apply those as the backdated costs.

Backdate Income

To backdate income in the Crop Diary for Harvested Produce go to the *Configuration* menu (at the top of the screen), then select *Crop Types and Associated Lists & Settings...*

Configuration
Screen Settings
Farm and Paddock List
Crop Types and Associated Lists & Settings
Consumables List (Fertilisers, Chemicals etc.)
Irrigation Water Sources List

The back date income option in the resulting screen is available on the Harvest Classes tab.

As the income used to back date over records are drawn from the configuration items in this screen, you will need to update the income for all of the items that will be back dated before proceeding. You can do this by typing directly into the Base Price column of the appropriate harvest class, or by clicking on the harvest class and then click the '*Edit Class*' button and typing in the income.

To enter the Backdate income screen, click the 'Back Date Income' button

Crop Setup				
New Crop 🧹	∕ X Map Style ♦ Notes Tools ▼ Browse ♀ Help Close			
 Earley Canola Chick Peas Clover Durum Faba Beans Field Peas Grapes Lentils Linola Lucerne Lupins Maize Medic Millet Oats Roman Clover Safflower Sorghum Straw Vetch Wheat 	Earley Crop Type Cereal Planting Units Kilograms Planting Units Kilograms per Ha Growing Season Information Varieties Nutrients Removed Growth Stages Pests and Diseases Crop Monitoring Harvest Classes Add Class Edit Class Delete Class Back Date Incgme Class Base Price Currently in Use? FEED BARLE \$135.00 Image: Class FRAN \$180.00 Image: Class State Incgme Image: Class State Incgme StM2 \$115.00 Image: Class State Incgme Image: Class Image: Class StM3 \$170.00 Image: Class Image: Class Image: Class Image: Class			

The back date income screen.

1. You are able to back date the income for multiple items at once. To select the items for income backdating simply click on each of the items to be back dated down the left hand side of the screen.

2. You will notice here that you now have the choice of 'Data Type'

Data Type	
Actuals	🔿 Budget

For this part of the help note we will describe the 'Actuals' choice, see earlier in this help note for the Budget option.

3. The next option to ponder over is the 'Use the average inventory sale price' option.

Use the average inventory sale price.

- Deselected, this option allows you to use only the income that you have entered into the Harvest Class configuration screen (visited earlier in this section).
- Selected, this option will traverse all of your entered sales in the inventory, average the income of all of those sales and apply that income as the back dated income.

4. Date Selection: Use either a Custom date range by selecting the start and end date of the backdating, or one of the predefined date ranges

Backdate 🔀		
Backdat	e Harvest Income for	
FEED BARLE	C Budget	
IM1	Use the average inventory sale price. (3)	
SLM2 SM2 SM3 STRA	 Steps : 1. Select the items you need to back-date. 2. Choose the period, then 3. If you are using the harvested produce inventory system you can use the average inventory sale price for the chosen period to assign a weighted average price for all deliveries to "on Farm storage" and the currently listed base price for each delivery to non "on Farm storage" delivery points. OR Leave the average inventory sale price un-checked and use the BASE PRICE for the Harvest Classes for all deliveries within the date range. 	
Date selection Custom	Starting date Ending date 1/04/2006 27/04/2006 4	
	<u>C</u> lose	

Lastly, click the OK button to commit the back dated costs over all of the records in the Crop Diary containing the harvest classes selected.