

## Data Entry – Back Date Costs & Income - Help Note

### INDEX:

<b>INTRODUCTION .....</b>	<b>1</b>
<b>BACKDATE COSTS .....</b>	<b>2</b>
CONSUMABLES .....	2
MACHINERY MANUAL TASKS & LABOUR .....	4
BUDGET RECORDS .....	6
<b>BACKDATE INCOME .....</b>	<b>7</b>

### 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 you 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

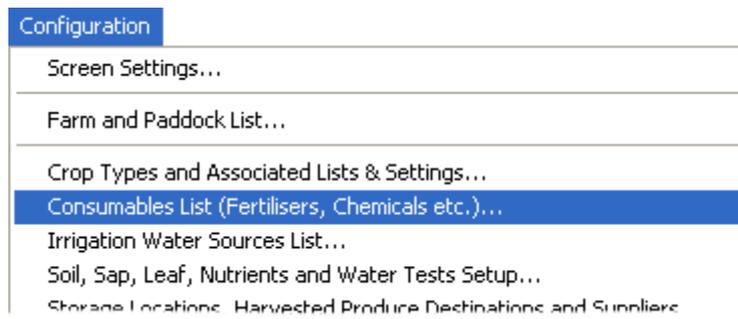
The back dating of costs and income is available for:

- 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

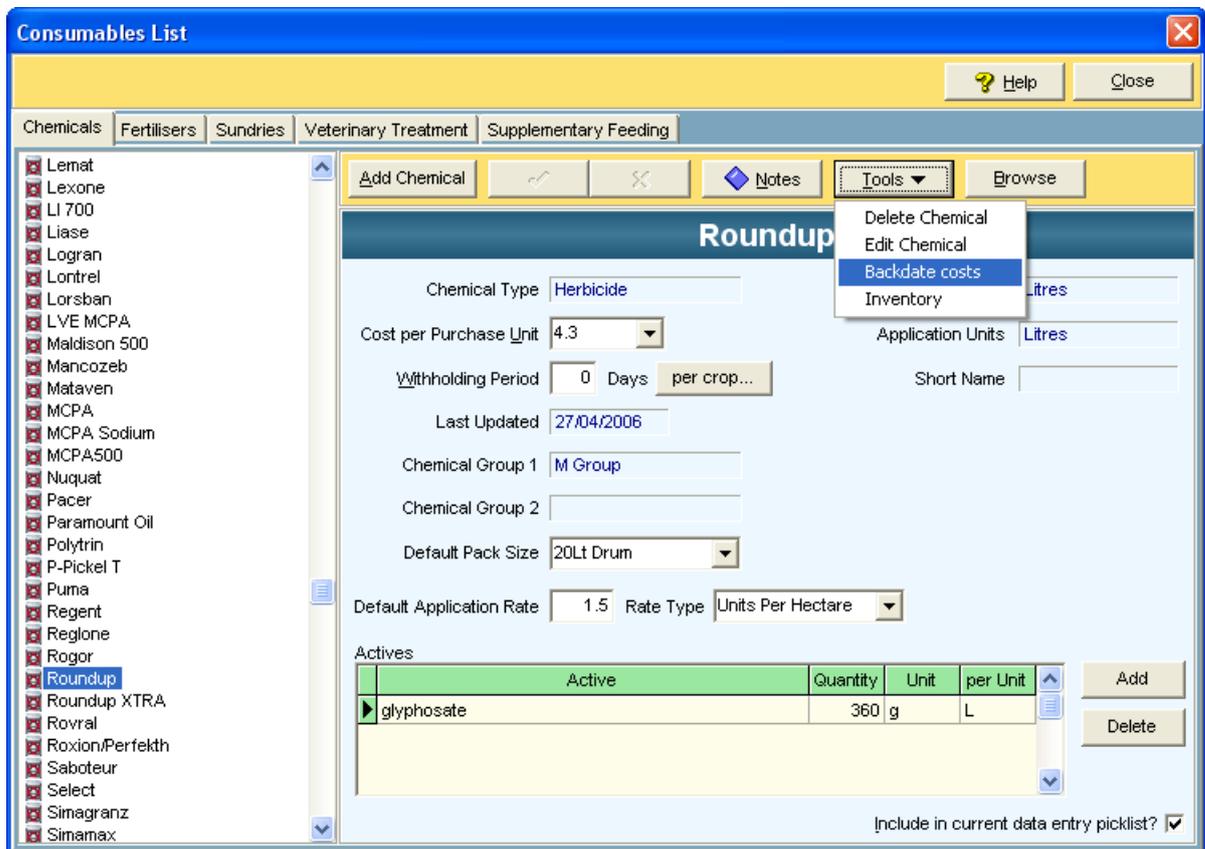
### Consumables

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.)*:



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, Fertilisers, Sundries etc..) there is a 'Tools' button. By clicking this button you are given a sub menu with an option 'Backdate costs', select this:



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'

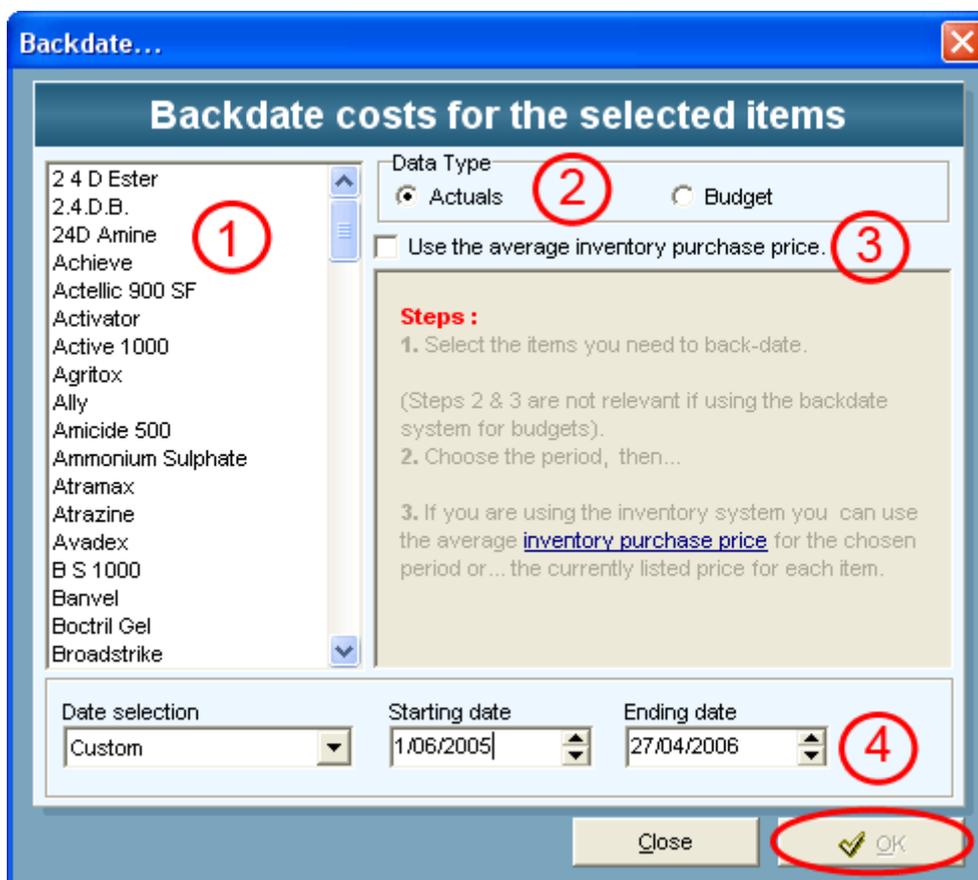


For this part of the help note we will describe the 'Actuals' choice, see later in this help note for the Budgets.

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

- Use the average inventory purchase price.
- 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.

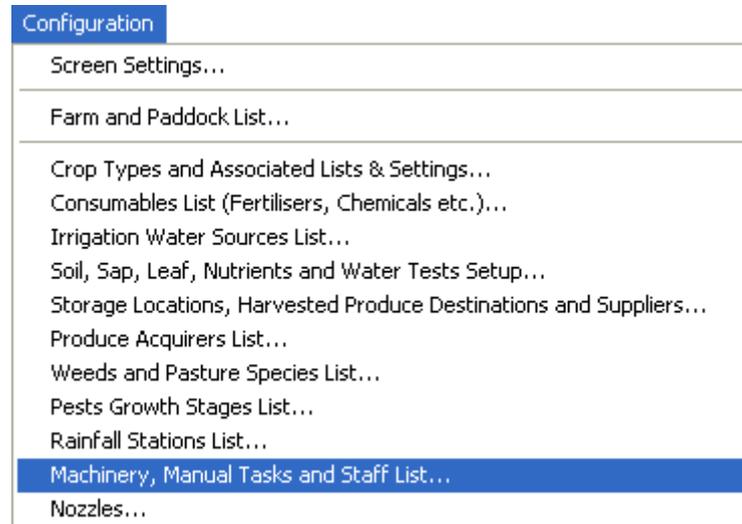
4. Date Selection: Use either a Custom date range by selecting the start and end date of the backdating, or one of the predefined date ranges



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

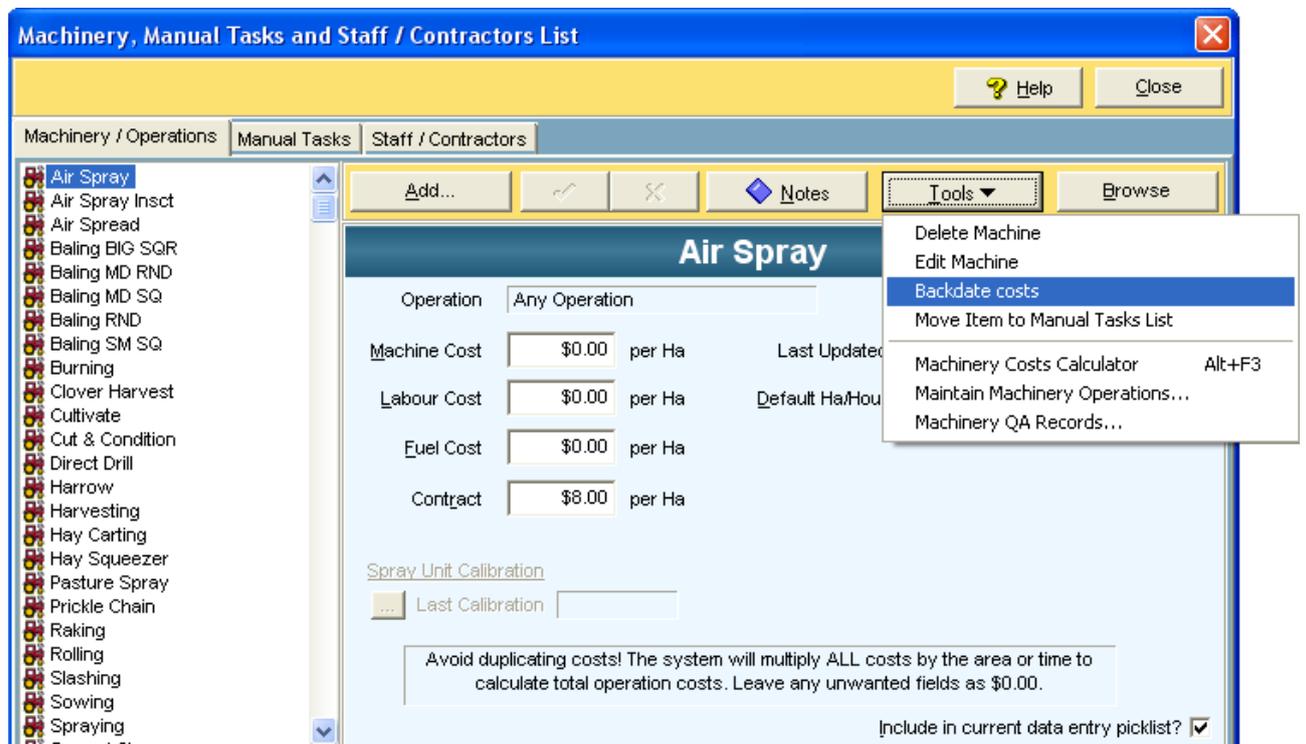
## **Machinery Manual Tasks & Labour**

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...*



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:



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.

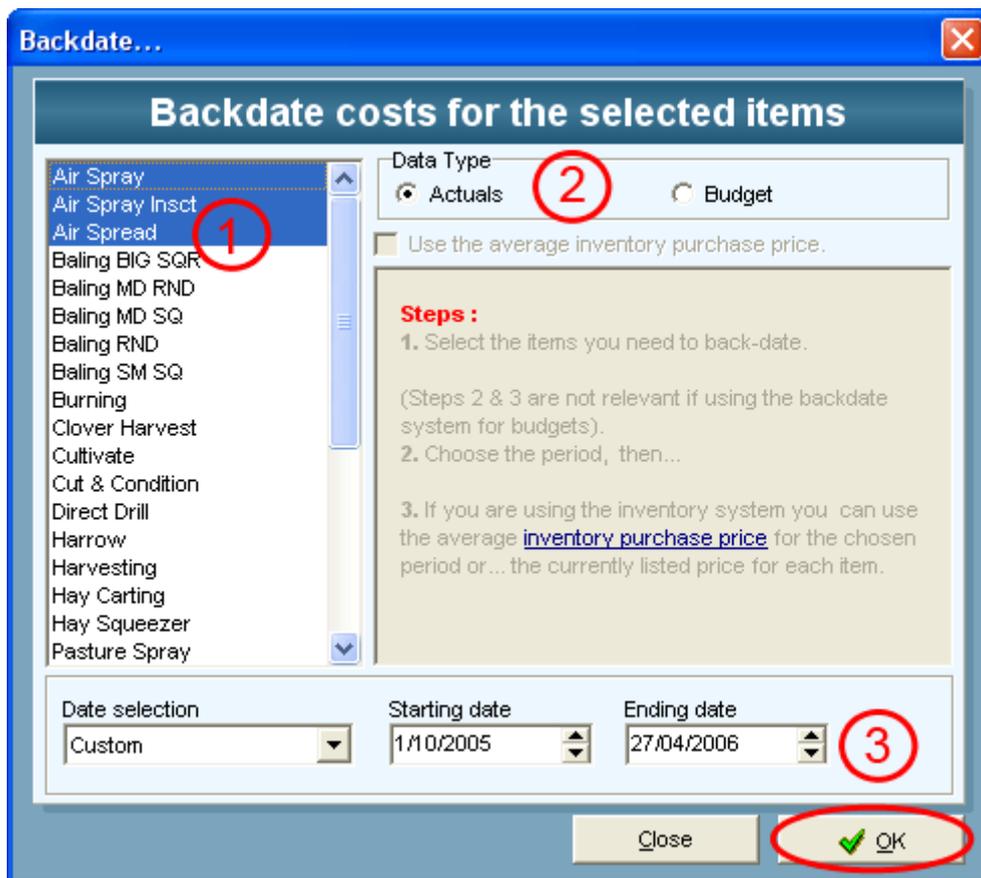
2. You will notice here that you now have the choice of 'Data Type'



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 costs for the selected items

Air Spray  
Air Spray Insect  
Air Spread  
Baling BIG SQR  
Baling MD RND  
Baling MD SQ  
Baling RND  
Baling SM SQ  
Burning  
Clover Harvest  
Cultivate  
Cut & Condition  
Direct Drill  
Harrow  
Harvesting  
Hay Carting  
Hay Squeezer  
Pasture Spray

Data Type  
 Actuals       Budget

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: 1/10/2005      Ending date: 27/04/2006

Close     

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 outcomes 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

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

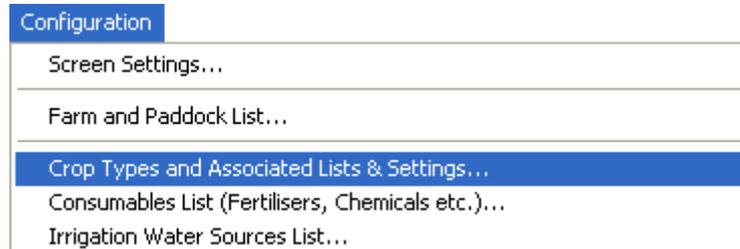
Use Item Costs Plus/Minus % 0

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...*



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

The screenshot shows the 'Crop Setup' window for 'Barley'. The 'Harvest Classes' tab is selected, and the 'Back Date Income' button is circled in red. Below the buttons is a table of harvest classes.

Class	Base Price	Currently in Use?
▶ FEED BARLE	\$135.00	<input type="checkbox"/>
FM7	\$175.00	<input type="checkbox"/>
FRAN	\$180.00	<input type="checkbox"/>
LM1	\$200.00	<input type="checkbox"/>
SLM2	\$115.00	<input type="checkbox"/>
SM2	\$180.00	<input checked="" type="checkbox"/>
SM3	\$170.00	<input checked="" type="checkbox"/>

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.

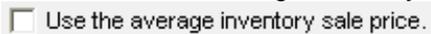
2. You will notice here that you now have the choice of 'Data Type'



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.

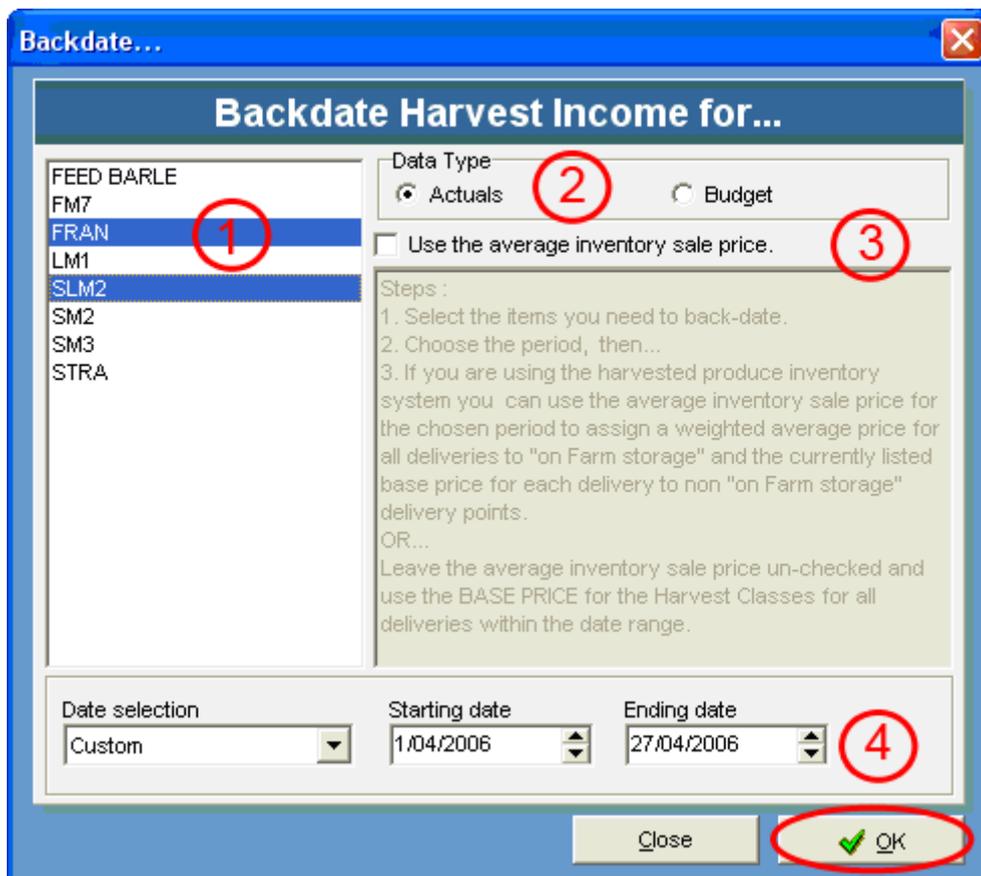
3. The next option to ponder over is the 'Use the average inventory sale price' option.



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...**

**Backdate Harvest Income for...**

FEED BARLE  
FM7  
FRAN  
LM1  
SLM2  
SM2  
SM3  
STRA

Data Type  
 Actuals       Budget

Use the average inventory sale price.

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: 1/04/2006      Ending date: 27/04/2006

Close     

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.