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# Create New Dataset from an Existing Business

This document has 2 parts:

- Pages 1-6 – Information and instructions for creating a new dataset.
- Pages 7-10 – A checklist that you can print off and work through, alongside the instructions found in the first half of this document.

This function will allow you to create a new dataset based on the existing one. There are several reasons that you may wish to do this, including:

- If your business goes back many years, you may wish to clear out some of the older data that is no longer relevant.
- Your year start date is changing.

**Basis Period Reform** - This measure changes the way trading income is allocated for tax purposes. From 2024/25 all tax calculations will be based on the tax year (i.e. April to March) rather than any other date range. If this is the case, then you may wish to reset up your data to comply with this change.

**NB** - This is a complex subject, and we strongly recommend that you talk to your accountant for advice who may suggest changing your year-end dates if your business currently follows a different financial year.

A utility option within the program will automatically create a new business based on your existing one.

Resetting up your data gives you the opportunity to create a new business while removing old historical years. The procedure will ask for the year start date of the new business and all data from this date onwards will be transferred. Any transactions prior to this date will not be present in the new business but will, of course, still be available in the original dataset for reference.

## Before you start

**Talk to Farmplan** – it is important that you talk through different options with us as this utility is not suitable for all businesses. The majority of straight forward businesses can be created easily and quickly. However, behind the scenes, this a complex process and the utility will run several checks on your data to make sure it is suitable before it can proceed.

If you are considering changing your year start, then you have a number of options:

- This may be the time to consider moving to Farmplan Business Cloud which has flexible date ranges.

- If Business Cloud is not currently suitable for your requirements, then our support team will continue to offer this as a chargeable service which will include any necessary changes to your licence.
- Alternatively, you may wish to do this yourself, using our free utility which is available on request. In the majority of cases, this will be very straightforward, and we will supply you with full instructions and a detailed checklist. However, if you do encounter problems – for example if there are underlying problems with your data, then we may still need to do it for you which will continue to be a chargeable service.

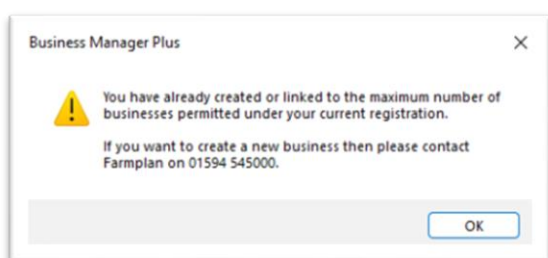
If you would like to discuss your options, please contact our Sales Team on 01594 54500 who will be able to advise on which solution is most suitable for you.

**Backup** - Take a backup of your existing business in **File – Backup**. This is important as some small changes may be made to your original data by the process.

**Licence** – your licence needs to have a spare business available on it in order to run this process as you will end up with your new dataset as well as your original one.

It is standard to have the capacity for 2 businesses when you first buy the program, though this may have varied according to your requirements.

If you receive a message telling you that you have created the maximum number of businesses already when you attempt this to carry out this process, then please give us a ring so that we can increase the number linked to your licence.



### Check your Data.

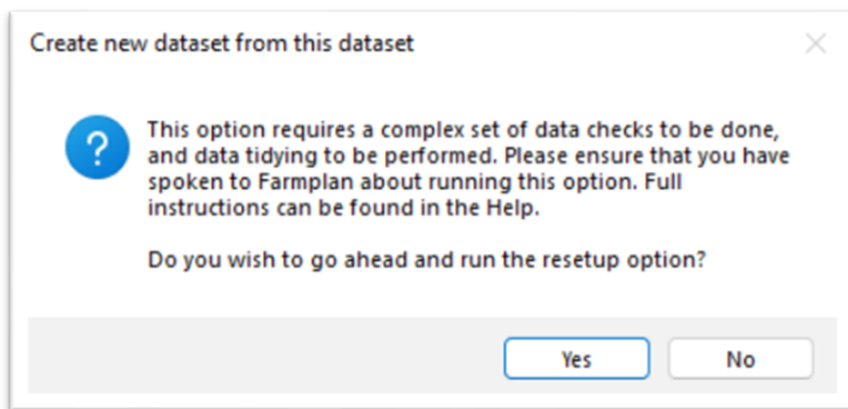
We recommend running a few reports to check your data before you start. A **Data Resetup Checklist** has been supplied separately and it is important that you work through it. Please print it out and mark off each stage.

## Instructions

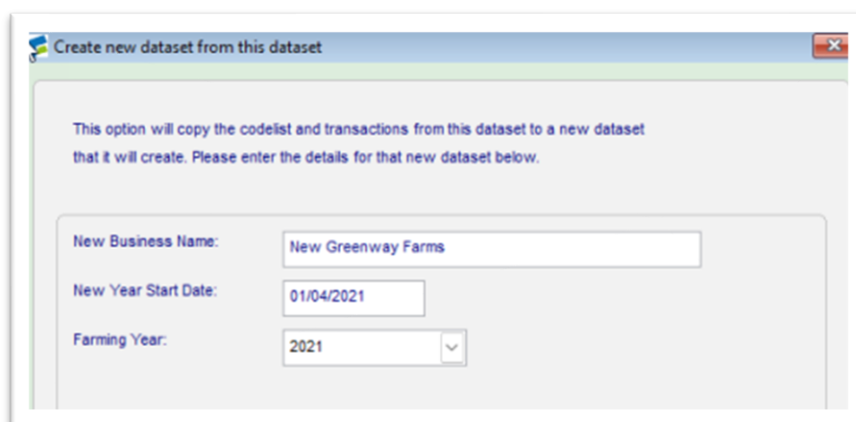
In order to activate this option, you need to tick '**Show the Resetup Option**' in **Tools – Options – General**.

The resetup option will then be available in **File – Create New Dataset from this Dataset**.

Before you proceed you will be asked to confirm that you have spoken to Farmplan and are happy to go ahead.



**New Business Name** - The new business needs a unique name to keep it separate from your existing business.



This utility will assume it is called New which you can alter. You may wish to rename either the original business or the new one after you have finished running through this process in **File – Select Business – Rename**. Remember that you cannot rename the current selected business so, if necessary, select the Demonstration Data temporarily.

**New Year Start Date** - Decide what year start date you want to use for the new business. It is important to get this right now as you will not have the chance to change it later.

The new business will have all the opening balances from the new start date plus any transactions from that date onwards and the new year will consist of 12 months going forward. The actual date should be the first day of the new financial period but there are a few things to consider:

- VAT returns – does the start of this new dataset span a VAT return period? For example, if
- you submit VAT quarterly; will all the months be included after the new start date?
- Bank reconciliation – will all unrepresented cheques and receipts be covered by this new
- date range?

We recommend that you enter the year start date to include the previous year, so that the transfer includes all relevant transactions. For example, if you have been told that your financial year start date is changing to 1 April 2023, then consider creating this new business with a start date of 1 April 2022 to cover any transactions that need to be carried over into the new year. Outstanding invoices will be carried over as opening balances regardless of their dates.

You can enter any previous year as part of the start date but remember you will still have access to your original data for any reports.

**Farming Year** – this is your main harvest year for this business during this financial year, so if your year start date is 1 April 2022, then your farming year will probably be 2022.

**Check Data** – At this point, based on these details, the program will produce a report that displays anything that you need to consider before you continue when you click on Resetup.

This report will highlight any issues that it identifies in your existing data that need to be addressed, either by you (highlighted as Important) or will be changed automatically during the resetup process unless you make the changes first, for example finishing codes that are going to be needed. At this point no changes have been made to your data.

For example:

**Not Critical** – the resetup utility will make changes automatically if you do not make any changes yourself.

- Finished Codes, Traders, Searchcodes, Assets etc – if anything has been marked as finished but is required as part of the transactions or balances being transferred, then they will need to be 'unfinished'. The utility will do that automatically as part of the resetup process but at this stage you have a chance to check which ones will be reactivated so that you can amend any appropriate transactions before this goes ahead if you want to. The Items Inspector is the best way of finding these transactions.
- **Repeating Transactions** – if any repeating transaction has a finished trader/heading code etc. they will not be pulled forward into the new dataset. They are removed from any normal displays anyway so that they are not used so this is unlikely to cause any issues.
- **Balances** – if any finished asset or liability code has a balance, then they will be 'unfinished' so that the opening balances on the new dataset are correct.

**Important** – require amendment before you can continue.

- Enterprises – if there are enterprises that are more than 2 years old on this data, then they will not be carried forward. You will need to go and finish them in Setup – Enterprises.

- Enterprise Stocks – if you have any very old stocks, then you may need to go and edit them in Data Entry – Stock Movements to amend them to the correct enterprise year if relevant.
- Enterprises – similarly, if you have used an old enterprise on a transaction that is being carried over, you will need to edit it to the correct one. The description against the warning will show the transaction number and date to allow you to find it easily.
- Old Invoices – Outstanding Invoices that are more than 10 years old will not be carried forward so they must be sorted within the original data in order to continue, perhaps using a credit note. In the unlikely event that they are still valid you may need to transfer the balance to a current asset/liability via a journal.

Check this report for any issues that might need correcting before you continue with the creation of the new dataset. You do not need to do anything as anything if the issue is not marked as important but remember that anything has been marked as finished but is required in the new dataset will be reinstated.

If you need to find out more details about any of the listed issues, then there are a number of useful options that will let you find:

- **Items Inspector** – you should go to the **inspectors – Items** option where you can filter by a range of search items.
- **Daybook** - If you know the transaction number and date of a particular entry, then use the **Inspectors – Daybook** option.
- **Stocks** – to correct stock balances go to Data Entry – Stock Movements.

## Resetup

Once you have corrected any ‘critical issues’ then the button on the screen will change to the wording ‘**Resetup**’. Click on this if you are confident that you have a backup of your original data and are happy that you ready to continue to create your new dataset. You will see the program running through a few calculations on the screen and then get a message to say that your new data has been created. It can be viewed by going to **File – Select Business**.

At this point you may wish to rename either the old or new data – remember that you cannot rename the data you currently have selected.

## Checking the new data

To check that everything has transferred correctly, we recommend that you compare a few reports to make sure that things are looking ok. Please refer to the **Data Reset-up Checklist** found at the bottom of this document.

## MTD VAT

You will need to grant authority for Business Manager to talk to HMRC for MTD VAT within the new business. This can be done in **Setup – VAT – MTD Settings**. You will need your Government Gateway Details.

When you are happy that the new business is ok, make sure that you take a backup of it before you start to use it.

NOTE – this is a complicated procedure, and the program is having to carry out many checks behind the scenes. In a small number of cases the Resetup process may find an old underlying issue with your data that you may not have picked up at the time but causes an issue within the new dataset, so it is important that you check your new figures carefully. If you are unable to identify the issue, then we will have to revert to having your data here so that we can do the resetup for you. If this is the case, or you would rather that we carry out the process for you, then there will be a charge to cover our time. Please contact us on 01594 545022 if you require any help.

# Data Resetup Checklist


<b>STAGE 1</b> <b>Steps required before starting Reset-up</b> (*Business Manager only)		✓
1. Please complete a backup of your data	Select <b>File – Backup/Restore</b>	
2. Update data to latest entry date	In the top right of main home screen – select <b>Update</b> – select <b>latest entry date</b> – <b>OK</b>	
3. Complete Reindex, Repair & Clear calculated Results	Select <b>Tools – Utilities – Re-index/Repair/Clear calculated results</b>	
4. *Check Trial Balance is in balance	Select <b>Inspectors – Trial Balance</b> – do the total DR and CR's balance at the bottom of the screen? If YES move onto the next step. If NO, then contact Farmplan Support	
5. Rename business to 'OLD <i>business name</i> '	Select <b>File – Select Business</b> . Select the <b>Demonstration Business</b> – <b>OK</b> Select <b>File – Select Business</b> . Select your business – <b>Rename</b> . Rename with 'OLD' at the front. <i>Please note, if your data is on a network drive you may need to move it to your C: drive temporarily. If necessary, please contact Support for assistance.</i>	

<b>Stage 2</b> <b>Data Check steps to be completed</b> (*Business Manager only)		✓
6. *Check supplier and customer balances	Select <b>Report Library – Suppliers/Customers – Outstanding invoices &amp; Supplier/Customer Balances - Print</b> Investigate/resolve any old balances you are not wanting to bring through to new dataset	
7. Finish old/unrequired Heading Codes	Select <b>Setup – Chart of Accounts – Reports</b> Select <b>Heading Code list – Report – Print</b> Highlight codes not needed. Select <b>Setup – Heading Codes</b> . Double click on the relevant purple arrow where the code to be deactivated sits, then a single click on the relevant green arrow. On the right-hand side, click to <b>Finish</b> that code, then click <b>Save</b> . Work through this screen finishing all unrequired codes.	
8. Finish old/unrequired Suppliers/Customers	Select <b>Setup – Suppliers/Customers – Finish Suppliers/Customers</b> . Enter a 'Not used since date'. Say 'Yes' or 'No' to finish all Suppliers and/or customers that have a zero balance and haven't been used in data entry since that selected date.	



9. Reconcile bank	Ensure bank reconciliation is completed up to, at the latest, the last day before the new dataset year start date.	
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<b>Stage 3</b> <b>Steps to using the Create New Dataset Utility</b>		✓
10. Activate Create New Dataset Utility	Select <b>Tools – Options – General</b> and tick <b>Show the Reset-up option</b> . Please note that this will untick after you leave the program so you may need to repeat this process.	
11. Run Utility	Select <b>File – Create New Dataset from this Dataset</b> <i>NB – please refer to the <b>Resetting up Business</b> instructions above for a detailed description of the procedure.</i>	
12. Confirm you have spoken to Farmplan and are happy to continue	Select <b>Yes</b> or <b>No</b>	
13. Confirm Business Name	This utility will assume it is called <i>New &lt;business name&gt;</i> which you can alter at a later date. If you have already renamed your original dataset to 'OLD <i>business name</i> ' then you can give the new dataset the correct business name.	
14. Enter New Year Start Date		
15. "Check Data" Report	This report will highlight any issues that it identifies in your existing data that need to be addressed, either by you (highlighted as Important) or will be changed automatically during the reset-up process unless you make the changes first, for example finishing codes that are not going to be needed.	
16. Correct any Issues	This report categorises issues preventing the resetup into two: 'Yes' – Requires attention by the user to correct. 'No' – The system will correct. Please refer to "Resetting up Business" instructions above for further details	
17. Complete "Reset-up"		
18. Select new dataset	Select <b>File – Select Business – New <i>business name</i></b>	

<b>Stage 4</b> <b>Checking the New Data</b>		
(*Business Manager only)		
19. *On old dataset - Print 'Balance sheet – Detailed' report	Select <b>Report Library – Balance Sheet – Balance Sheet – Detailed</b> (A) Calculated to the last day before your new year start date of your new dataset - <b>Print</b> (B) Calculated up to the latest entry date - <b>Print</b>	
20. *On old dataset - If using the Asset Register - Print 'Building Plant and Machinery Detailed'	Select <b>Report Library – Assets – Building Plant &amp; Machinery Detailed</b> (C) Calculated to the last day before your new year start date of your new dataset - <b>Print</b> (D) Calculate up to the latest entry date - <b>Print</b>	
21. *On new dataset - Print 'Movements – Detailed' report	Select <b>Report Library – Balance Sheet – Movements – Detailed</b> Compare opening balances with 'Balance sheet – Detailed' (A) Compare closing balances with 'Balance sheet – Detailed' (B) <b>Note</b> some figures may appear to move from assets to liabilities – for example the VAT balance as the group that it appears under is determined by the closing balance not the opening balance, but the overall totals should be the same.	
22. *On new dataset – If using the Asset Register – Print 'Building Plant & Machinery Detailed'	Select <b>Report Library – Assets – Building Plant &amp; Machinery Detailed</b> Compare opening and closing balances as per step 20 (C) and (D) Compare to assets value on Movements detailed report	
23. *Check Trial Balance is in balance in new dataset	Select <b>Inspectors – Trial Balance</b> – do the total DR and CR's balance at the bottom of the screen? If YES move onto the next step. If NO, then contact Farmplan Support for advice.	
24. Compare No of Transactions in Daybook on both sets of data	Old Data – <b>View Daybook</b> from new year start date till now New Data – <b>View Daybook</b> from new year start date till now Do they both have the same number of transactions between those two dates?	
25. Open VAT periods	Check that the open VAT period figures on the new dataset match the open VAT period figures on the old data.	
26. Please complete a backup of your data	Select <b>File – Backup/Restore – Do NOT override the backup of your backup taken at step 1</b>	

Points to note		✓
(*Business Manager only)		
27. Transaction numbers will have changed	If you have changed your year start, the transaction numbers for the entries brought through to the new dataset will have changed.	
28. Opening Balances can be amended	From the point at which your new dataset starts, if there are any opening balance discrepancies or changes required, these can be made with <b>Setup – Opening Balances</b>	
29. Budgets	Any Budgets entered on your previous dataset can be copied into the new dataset – See <b>Budgets – Setup Budget – Import.</b>	
30. MTD VAT	Before a VAT return can be submitted from your new dataset, you will need to go to <b>Setup –VAT – MTD Settings</b> and grant authority for submitting VAT returns by clicking <b>Grant Authority</b>	