



Enhancements – Version 3.44

February 2022

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Installation Instructions

Windows 8, Windows 10 and Windows 11 Operating Systems only.



***Please note** – Windows 7 and Windows Server 2008 are no longer supported by Microsoft and, as such, pose a security risk. This version of Business Manager **will not install** onto machines that still use this operating system. Please contact Farmplan to discuss upgrading your PC if this is applicable.

- Before you start, ensure that you have read about the enhancements.
- You will not be able to load this version of the program if your licence has expired. If you are getting messages telling you that your licence has expired but you have renewed your contract, take the option **File – Licence – Get Key** BEFORE you load this version of the program.
- Remember to make an up-to-date backup of your Business Manager data.
- **Offline Plus** (formerly known as Multi-User) – We recommend that you update any outstanding batches back to the master data before loading the new program.
- The option to install the latest version of the Business Manager program can be found under **Business and Accounts** in the **Support & Downloads** area of the Farmplan website (www.farmplan.co.uk). You will need your customer number.
- Make sure that all Farmplan programs are closed.
- Follow the on-screen instructions to '**Download**'. The exact procedure will vary according to the version of Windows and browser that you use but just follow the instructions on the screen. You will download a file called **setup.exe**, supplied by Reed Business Information (our parent company), which should then be 'Run'.
- If Windows SmartScreen (a warning message) appears to block the installation, click on **More Information** and then **Run Anyway**.
- A black box may appear on your screen during the installation. Ignore it – it will disappear when the installation is complete
- If you encounter any installation issues it is worth repeating the installation process by right clicking on the setup.exe file and running as administrator.
- When the installation is complete go into the program – your data will be automatically updated to run with the new version (3.44) of the program.

Business Manager Enhancements

Full details of all changes can also be found in the option [Help – Contents - Business Manager – Summary of Enhancements – Version 3.44](#)

If you would like help or more information about any of the changes in the program, please contact Software Support on 01594 545022 or email us at farmpplansupport@proagrica.com

Alternatively use the **Online Chat** box from the Home Page which will allow you to communicate with one of the team.

E-Learning – A new link on the Home Page will take you directly to our E-Learning hub where you can sign up for a range of free online training courses that are available at any time.

Making Tax Digital

MTD for all VAT registered businesses – from April 2022, all VAT registered businesses must submit VAT details electronically via MTD regardless of the previous £85,000 threshold limits. This may mean that your business now needs to be registered for MTD even if you have not used this method up till now.

Business Manager is already fully compliant with MTD for VAT. Full details of how use the MTD features can be found in the program's help files.

See also [Making Tax Digital \(GOV.UK\)](#)

Security Details - HMRC continue to make refinements to the process used for submitting your VAT figures through Making Tax Digital to ensure that your information is as secure as possible. It is therefore important that this latest version of Business Manager is installed to ensure that you are using the latest changes.



IMPORTANT – you may find that MTD submissions start to be blocked or rejected in the future if you are not using this or later versions of Business Manager.

Grant Authority – Reminder – when you signed up for MTD for VAT, you were asked to grant authority for Business Manager to connect with HMRC. This authority needs to be renewed every 18 months. The program will now store the date that you granted authority and start to remind you that it needs to be updated as your renewal date approaches.

NB regranting authority can be done at any time so if you wish to start the 18-month cycle from now just go to **Setup – VAT – MTD Settings – Connect to HMRC**. Once this has been done you will be able to see the renewal date in this screen and on the Home Page.

VAT Period name: June 2017

VAT Period end date: 30/06/17

Your VAT submission is overdue

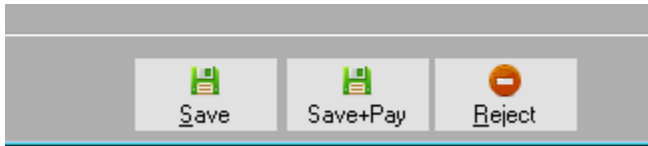
MTD VAT - Authority expires: 31/07/23

Save and Pay Invoices

(not available at Cash Manager level)

There are times when you enter an invoice that you know has already been paid. It is now possible to enter the payment details at the same time as entering the invoice.

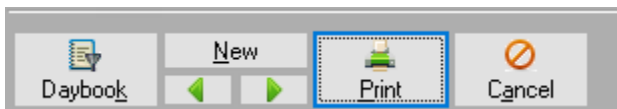
Enter the invoice as normal but at the bottom of the screen click on the new Save + Pay button.



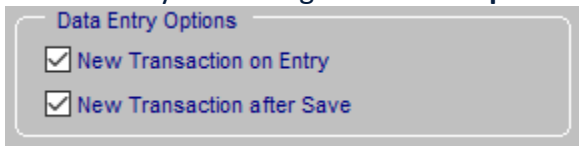
This will take you directly to the ledger payment screen so that you can enter the payment details as well.

Print Receipt from Cash Analysis Receipt

If you wish to give your customer a printed receipt once you have entered it as a cash analysis entry, there is now a **Print** button at the bottom of the entry screen. This will be displayed once the receipt has been saved.



TIP – check your settings in **Tools – Options – Data Entry**.



If this is set to 'new transaction on save' then you will need to press ESC to return to this transaction to see the print button after you have saved. However if the setting is unticked then the cash analysis receipt will remain on the screen when you save, and the print button will be immediately visible.

Edit bank account in a closed VAT period

To safeguard the validity of your data, there are various built-in safety checks to ensure that you do not change any details that have been sent to HMRC once the VAT period is closed.

However, it is now possible to edit the bank account of any transaction that is part of a closed VAT period as this information is not sent to HMRC.

Please note that it is not possible to edit the bank account if the transaction has been reconciled with the bank or is in a closed accounting period.

View Supplier/Customer Ledger over any date range

The option **Inspectors – Suppliers – Ledger** (also available in **Office Accounts**) can now be viewed over any data range.

Supplier: British Telecom

| Opening | DR | CR | Closing |
|---------|---------|---------|---------|
| 0.00 | 1919.23 | 1919.23 | 0.00 |

| Tran No | Type | Date | Ref | DR | CR | Balance |
|---------|---------------|----------|--------|--------|--------|---------|
| 7 | P. Invoice | 23/04/19 | P7 | 0.00 | 94.86 | 94.86 |
| 49 | C/A Cheque | 24/04/19 | 000473 | 138.75 | 138.75 | 94.86 |
| 131 | C/A Cheque | 18/05/19 | 000529 | 191.56 | 191.56 | 94.86 |
| 219 | Ledger Cheque | 31/05/19 | 000741 | 94.86 | 0.00 | 0.00 |
| 326 | P. Invoice | 30/06/19 | P280 | 0.00 | 658.01 | 658.01 |
| 512 | Ledger Cheque | 28/07/19 | 000810 | 658.01 | 0.00 | 0.00 |
| 900 | P. Cr Note | 30/11/19 | 107 | 8.08 | 0.00 | -8.08 |
| 1073 | P. Invoice | 01/10/19 | | 0.00 | 251.40 | 243.32 |
| 1074 | P. Invoice | 13/09/19 | | 0.00 | 105.00 | 348.32 |
| 1196 | P. Invoice | 11/03/20 | | 0.00 | 212.00 | 560.32 |
| 1221 | Direct Debit | 29/10/19 | | 348.32 | 0.00 | 212.00 |
| 71 | Ledger Cheque | 14/04/20 | 000986 | 212.00 | 0.00 | 0.00 |
| 125 | P. Invoice | 28/05/20 | | 0.00 | 60.00 | 60.00 |
| 247 | P. Invoice | 28/06/20 | | 0.00 | 127.80 | 187.80 |
| 248 | P. Invoice | 15/06/20 | | 0.00 | 79.85 | 267.65 |
| 249 | Ledger Cheque | 18/06/20 | 100824 | 60.00 | 0.00 | 207.65 |

Unpaid Av dys: 0.00 | Paid Av dys: 101.33

Figures shown are for the period 01/04/19 to 01/12/21

The default date range for the Ledger Card is from beginning of the current financial year up to the 'calculate date' as shown at the bottom of the screen.

Clicking on the 'calculate date' will now allow the entry of any date range applicable to this data, including spanning multiple financial years.

Please select the calculation method

Use latest entry date (01/12/21)

Use selected date range

From date: 01/04/19

To date: 01/12/21

OK | Cancel | Help

This date range will be applied to the Supplier or Customer Ledger card as viewed on screen and reflected in the report showing all applicable transactions and the running ledger balance.

To return to the current financial year click on 'Use latest entry date'.

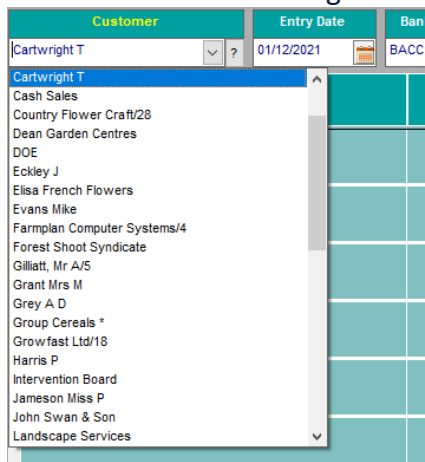
The **Summary** section within Suppliers and Customers will also reflect the DR and CR figures spanning the full date range.

Drop Down Selection boxes

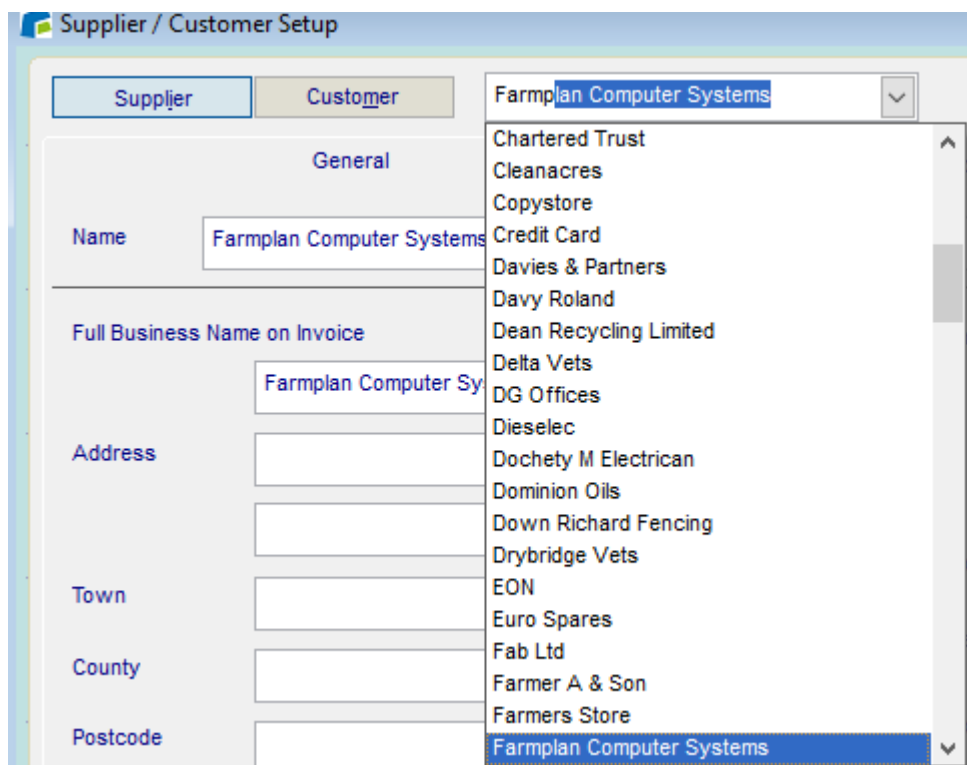
The use of selection boxes (also known as combos) has been reviewed throughout the program.

- The visible contents of many combos have been increased. When you click on a selection box such as supplier/customers or heading codes you will now see more options in one view.

This will make it easier to search through a list to make a selection.



- We have also made sure that the letters will stay in place as you progressively type them to search for a particular supplier or customer – for example typing F follow by A will go to a selection starting with Fa, not to the F's and then the A's.



Electronic Banking – Barclays BACS

An additional file format for Barclays Bank has been added to the **Electronic Payments** options. It is called Barclays BACS (TXT format). (NB this module is not available at all levels of the program, please contact us for more details).

Searchcodes

Default Searchcode – the default searchcode is used in any transaction where a searchcode has not been selected and is normally called Unassigned. The program will now warn the user if it is overwritten to check that this was deliberate. It is also no longer possible to delete the default searchcode.

Export/Import via a Spreadsheet – this option has been made clearer with the addition of 2 buttons at the bottom of the screen. (It was previously only available by right clicking on the screen.)

This option can be used import a list of potential searchcodes (e.g. properties) or to transfer a list of existing searchcodes from one business to another – for example if you are resetting up.

Searchcode Setup

Searchcode Name: Unassigned

Searchcode Details

Name: Unassigned

Shortcut:

Group: Miscellaneous

Is this a Property:

Finished:

NB: Your default Searchcode is currently called Unassigned

Report Export to Spreadsheet Import from Spreadsheet Delete

Farm Codes – default in journals

Like Searchcodes, Farm Codes also have one that is marked as a default and used by the program when another farm code has not been selected in cash analysis and invoice transactions.

This has now been extended to journals so will be presented as the default unless altered.

Export/Import Suppliers and Customers via a Spreadsheet

There are also now Export and Import buttons at the bottom of the **Setup – Suppliers** and **Customers** screens to allow them to be created from another source or to be transferred more easily between businesses. The program's help files give more details of the required file layout.

See also **File – Import/Export Data – Export** for the ability to export Suppliers and Customers in the correct format required for Farmplan Business Cloud.

Import from a Spreadsheet

The option to import invoices and journals from a csv file was added in the last release. This has been extended to display descriptions up to 250 characters.

Duplicate Bank Statement Numbers

The bank statement number in the bank reconciliation screen is limited to a maximum of 9999. When this maximum is reached, it is necessary to start again at a lower number.

However, the statements are now stored as a combination of number and date, so it is possible to reuse a number that has been used in the past.

TIP –we recommend that statements are listed in date order rather than numerical order. This will be required if you use duplicate statement numbers. See **Tools – Options – Reporting**.



Building, Plant and Machinery Reports

(The asset register module is not available at all levels of the program)

The layout of these 2 reports, which are found in the **Report Library** under **Assets**, have been refined to improve the way the data is presented.

The summary version of this report has been modified to add a subtotal for each heading code group, and both versions are also now listed in the same order as the Balance Sheet and Trial Balance reports.

Business Manager Plus (ver: 3.44.0286.822) Today's Date 20/01/22 Time 12:16:05

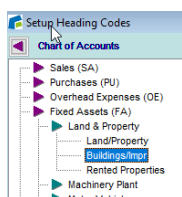
Greenway Farm
Calculated to: 31/03/21
Building Plant & Machinery Summary

Results calculated to: 31/03/21 Year Start: 1 April

| | Original Purch. Price | Depn. B/Fwd | Opening Balance | Additions | Disposals | Current Year Depn. | Current Year Appn. | Current Book Value |
|-----------------------------|-----------------------|-------------------|---------------------|---------------|-------------|--------------------|--------------------|---------------------|
| Machinery Plant | | | | | | | | |
| Office Equip | 3,800.00 | 926.40 | 2,873.60 | 700.00 | 0.00 | 359.28 | 0.00 | 3,214.32 |
| Dairy Plant/Equip | 258,766.00 | 2,604.72 | 256,161.28 | 0.00 | 0.00 | 12,924.00 | 0.00 | 243,236.28 |
| Crop Plant/Equip | 113,279.00 | 57,833.69 | 55,445.41 | 0.00 | 0.00 | 10,319.76 | 0.00 | 45,125.65 |
| Tractors | 162,709.72 | 46,881.74 | 115,827.98 | 0.00 | 0.00 | 20,270.52 | 0.00 | 95,557.46 |
| Machinery Plant: | 538,553.72 | 108,246.45 | 430,307.27 | 700.00 | 0.00 | 43,873.56 | 0.00 | 387,133.71 |
| Land & Property | | | | | | | | |
| Buildings/Impr | 7,881.53 | 0.00 | 7,881.53 | 0.00 | 0.00 | 0.00 | 0.00 | 7,881.53 |
| Land/Property | 2,500,000.00 | 0.00 | 2,500,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2,500,000.00 |
| Rented Properties | 3,000,000.00 | 0.00 | 3,000,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 3,000,000.00 |
| Land & Property: | 5,507,881.53 | 0.00 | 5,507,881.53 | 0.00 | 0.00 | 0.00 | 0.00 | 5,507,881.53 |
| Motor Vehicles | | | | | | | | |
| Vehicles | 73,433.00 | 27,268.04 | 46,164.96 | 0.00 | 0.00 | 7,090.56 | 0.00 | 39,074.40 |
| Grand Total: | 6,119,868.25 | 135,514.49 | 5,984,353.76 | 700.00 | 0.00 | 50,964.12 | 0.00 | 5,934,089.64 |

Previously customised reports will not be affected.

TIP – the order of the heading codes on reports can be determined by moving the codes in **Setup - Heading Codes**.



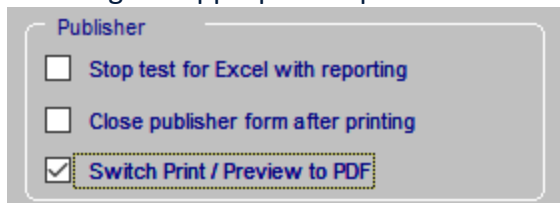
Highlight the Heading Code or Heading Code Group first and then drag it to the new position. Remember that they cannot be moved to a different Band.

This can take some practise so you may wish to take a backup first!

The Asset's reference has also been added to the Excel version of the Detailed Building Plant and Machinery report can be added as an expression using the Report Publisher - **Assetj2.cassregref**

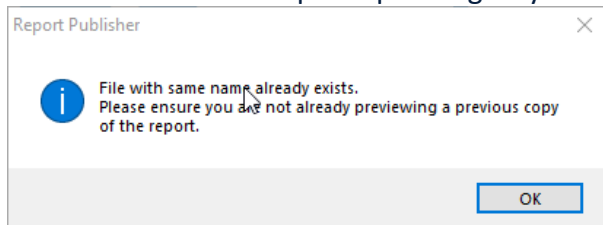
Preview Reports in PDF format – warning message

You may choose to preview reports in a PDF format rather than directly from the program. This can be determined within the **Publisher** option on each report screen, or for all reports by choosing the appropriate option in **Tools – Options – Reporting**.



One of the advantages of doing this is that the report remains open in a separate tab even when you go to another option. This means that it still be referred to or saved/emailed. However if the data on the report changes and you repeat the report, the original cannot be overwritten with the refreshed version while it is still open.

As this can be confusing, we have added a warning message to tell you that you already have an older version of the report open to give you the opportunity of closing it.



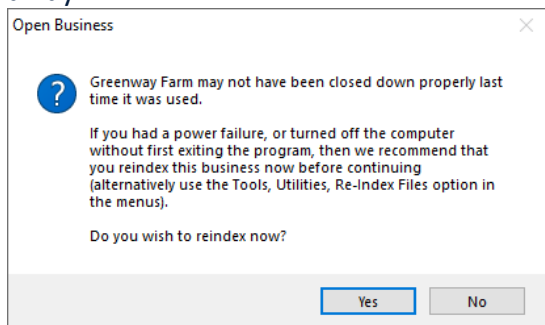
Bank Ledger Report

The Excel version of this report (**Report Library – Banks – Bank Ledger**) now includes the bank reference field.

Reindex

If you do not exit out of Business Manager in the normal way, for example if you have a power cut, it is recommended that you 'reindex' your data to check its integrity.

This is now offered as an option as you go back into the program so that you can do it straight away.



DEXT (formerly Receipt Bank)

DEXT is a third-party application which enables users to import pre-coded transactions into their accounting software either by scanning invoices (using mobile phones or scanners) or by bringing them in from emails or other digital records.

It was formerly known as Receipt Bank so has been renamed within the program.

Export Reports including a link to the document's URL

The link to scanned or emailed documents such as invoices or HP agreements can be stored against any transaction so that they can be viewed from the entry screen.

A path or URL to the document location is also available on the screen when transactions have been imported from other sources such as Anglia Farmers, AutoEntry or DEXT to allow access to the original invoice. See the program's **Help Files** for more details.

This is now automatically included on a range of exported Excel reports. It is also possible to add the path of the document location as a field to the original report using the Report Publisher Edit option.

These include:

- **Inspectors - Transactions – Report**

(field - *IIF(NOT EMPTY(transact.cscandoc),ADDBS(ALLTRIM(oapp.cscandoc)) + ALLTRIM(transact.cscandoc),transact.crbdoc)*)

- **Report Library - Audit Trail - Daybook Listing**

(field - *_tmp1.cdoclink*)

- **Report Library - Suppliers - Outstanding Invoices**

(field - *Voutst_inv.cdoclink*)

- **Report Library - Customers - Outstanding Invoices**

(field - *Voutst_inv.cdoclink*)

Outstanding Invoices – On Hold

The exported version (Excel) of this report now includes a True flag against it when an item on an invoice is on hold.

| Outstanding Invoices | | | | | | | | | | | | | | | | | |
|-----------------------------------------------------|-----------|------------|-------------|-------------|-----------|-----------|--------------|-----------|-------------|---------------------|---------|--------------|------|--------------|--------|---------------------------------------------------------------------------------------------------------------------|---------|
| Business: Plump Hill Farms | | | | | | | | | | | | | | | | | |
| Business Manager Plus (ver. 3.44.0287.824 28/01/22) | | | | | | | | | | | | | | | | | |
| Today's Date 01/02/22 Time 09:50:23 | | | | | | | | | | | | | | | | | |
| Calculated to: 10/10/21 | | | | | | | | | | | | | | | | | |
| Supplier/Custo | Entry No. | Entry Type | Date | Due Date | Reference | < 30 Days | 31 - 60 Days | > 90 Days | Outstanding | Total current Balai | Contact | Busine Email | Mobi | Credit Limit | On Acc | Document Link | On Hold |
| AMC | 400 | P. Invoice | 10-Oct-2021 | 10-Oct-2021 | 4437 | 343.00 | 0.00 | 0.00 | 3.00 | 343.00 | | | | 0.00 | 0.00 | https://data.autoentry.com/443/public/show-invoice | FALSE |

Farmplan Business Cloud

Farmplan was delighted to release a new cloud-based accounts application towards the end of 2021, which is called Farmplan Business Cloud.

This new accounts solution is being constantly developed to build on many of the familiar features that make Farmplan the leading experts in farm accounts while adding many new and exciting options as well.



We are still committed to the desk top range of programs but appreciate that some users will want to transfer to the cloud-based solution as soon it becomes ready for their requirements.

In order to help with the transfer from Business Manager, we have added 3 options to help users get going on Business Cloud as quickly as possible.

In **File – Import/Export Data – Export** you will find:

- FBC – Suppliers
- FBC – Customers
- FBC - Invoices

These will allow you to create files containing full contact details of your suppliers and customers in the format that Business Cloud requires.

In addition you can export all sales and purchase invoices between 2 dates to cut down on the amount of data that needs to be re-entered if you decide to start part way through a financial year and ensure that nothing is missed. The payments to clear the invoices will come from the automatic feeds directly from the bank.

NB – it is not necessary to start using Business Cloud from the beginning of a financial year but must be from the beginning of a VAT period.

If you would like to find out more about transferring from your current accounts program to the Cloud, please contact one of our team on 01594 545000.