



# Enhancements – Version 3.45

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August 2023

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# Installation Instructions

Windows 10 and Windows 11 Operating Systems only.



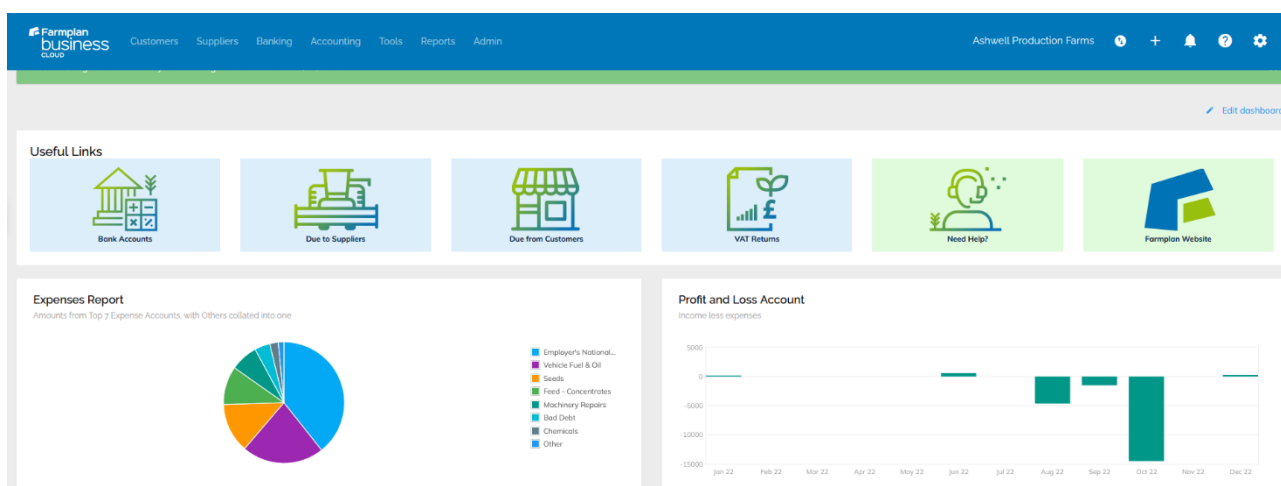
**\*Please note** – Windows 7,8 and Windows Server 2008 are no longer supported by Microsoft and, as such, pose a security risk. This version of Business Manager **will not install** onto machines that still use this operating system. Please contact Farmplan to discuss upgrading your PC if this is applicable.

- 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](http://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 (3.45) of the program.

# Farmplan Business Cloud

We have developed a brand-new financial accounting tool, designed specifically for the agricultural sector, called Farmplan Business Cloud.

It has now been available for over a year, and we are proud to say that it has been received very favourably from the customers who have already made the move away from our existing desktop programs.



As per the announcement that we recently shared with you, we are fully committed to the development of our cloud-based product, Farmplan Business Cloud. Throughout 2023 and beyond we will be concentrating on building new functionality into Farmplan Business Cloud, based on genuine demand for features obtained via extensive customer feedback.

We have done a lot of research into what our customers want and value from a farm accounting tool, and we have built, and will continue to evolve this product based on that insight. It has been specifically designed by Farmplan's agricultural experts, for the agricultural community. This helps us ensure our product offering is fresh, innovative, and relevant to your farming business.

To start with, we will be encouraging all Cash Focus and Cash Manager customers to move to Farmplan Business Cloud, but it is also already suited to the needs of many of our Business Manager customers, and in fact some have already made the transition and are loving it.

This release of Business Manager (3.45) does contain a number of enhancements. For the time being we will continue to update Business Manager as necessary to cover any legislative changes, however you will understand that it makes sense for us to focus the majority of our development resources on Farmplan Business Cloud rather than Business Manager, using modern tools and technology.

You will, of course, continue to benefit from our fantastic support on either program.

## To help you migrate your business

In order to help with the transfer from Business Manager or Cash Manager, we have added a specific FBC Migration report (a report book if you are a Business Manager user) and 3 export options to help users get going on Farmplan Business Cloud as quickly as possible. The report will give you basic details of your business to help you through the setup process on Farmplan Business Cloud.



If you are a Business Manager user:

In **Reports – Report Library – Report Book** you will find an ‘FBC Migration Reports’ report book. Ensure the date you are calculating to is the day before starting to enter data on FBC.

Report Name	Notes
<input checked="" type="checkbox"/> FBC Migration Reports	Business info for migration
<input type="checkbox"/> Trial Balance - Detailed	Trial Balance - Detailed
<input type="checkbox"/> Outstanding Invoices	Customer Balances
<input type="checkbox"/> Outstanding Invoices	Supplier Balances
<input type="checkbox"/> Suppliers CSV Export	Supplier CSV Export
<input type="checkbox"/> Customers CSV Export	Customers CSV Export

If you are a Cash Manager user:

In **Reports – Report Library – Audit Trails** you will find a ‘Business Info for Migration’ report. Ensure the date you are calculating to is the day before starting to enter data on FBC.

The export files can also be exported individually. 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 Farmplan 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 normally come from the automatic feeds directly from the bank.

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

If you would like to discuss moving to Farmplan Business Cloud, please contact us on 01594 545000 for more details.

# Property Manager

Would you like to move your accounts to Farmplan Business Cloud but are concerned about exporting rent demands from Property Manager?

We have made a small adjustment to the Property Manager program to ensure that the rent demands file is in the right format for importing into Farmplan Business Cloud.

This version of the program, 1.0043, can be downloaded from the Support Area of the Farmplan website.

[Support - Property Manager - Farmplan](#)

Once you have the new program installed, go to **Tools – Options** and tick the option for '**Business Cloud Format Export**'.

Your demands will be run and exported as normal but use this new style format in Farmplan Business Cloud.

# Business Manager Enhancements

Full details of all changes can also be found in the option **Help – Contents - Business Manager – Summary of Enhancements – Version 3.45**

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 [farmplansupport@proagrica.com](mailto:farmplansupport@proagrica.com)

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

## Making Tax Digital

**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.

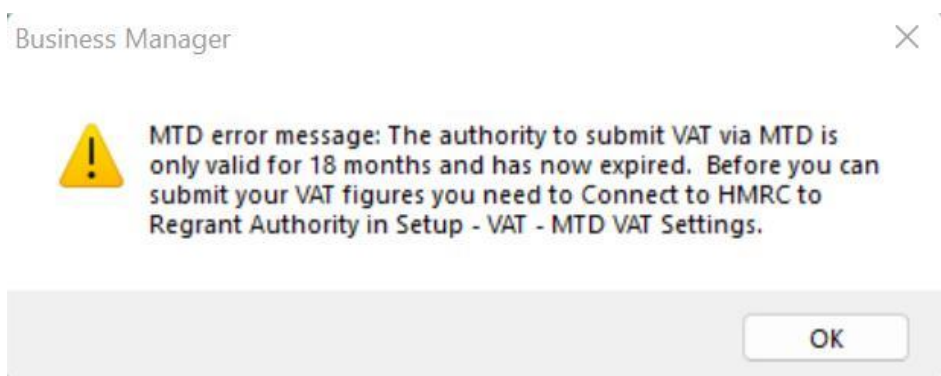


**IMPORTANT** – you may find that MTD submissions start to be blocked or rejected in the future if you are not using this or later versions of Business Manager.

**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 stores the date that you granted authority and start to remind you that it needs to be updated as your renewal date approaches.

VAT Period name:	June 2017
VAT Period end date:	30/06/17
<b>Your VAT submission is overdue</b>	
MTD VAT - Authority expires:	31/07/23

If you try to submit an MTD VAT return after this date you will now see a message that says:



## Create New Dataset from an Existing Business

There are a number of reasons that you may wish to create a new dataset based on the existing one, including:

- Your business goes back many years, and you 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 so that 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 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.

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.

Previously, if this was required then our Support Team were able to do this for you for a small charge to cover the time taken. A new utility has been developed which will automatically create a new business based on your existing one.



**Please be aware that this option is not suitable for everyone.**

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. You may need to purchase an additional spare business if your licence does not currently support additional businesses.

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.



## VAT period end dates

There are occasions when HMRC ask you to change your VAT period end date to a nonstandard date that does not conform with the normal monthly or quarterly cycle.

It is now possible to alter the end date of the current VAT period in **Setup - VAT - VAT Settings- Change Details** i.e. to change the VAT period dates going forward.

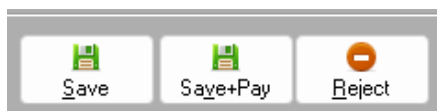
The image shows two overlapping software windows. The background window is titled 'VAT Settings' and contains the following fields: 'VAT Reg No.' with a dropdown set to 'GB' and a text box containing '125 4425 25'; 'Current Calculation Method' with a dropdown set to 'Invoice Basis'; 'Current Frequency' with a dropdown set to 'Monthly'; 'Current VAT Period End Date' with a text box containing '30/06/2021'; 'Partial Details' section with 'P Status' set to 'Partial Non Attribut' and 'P1 Status' set to 'Exempt Inputs'. At the bottom are 'Save' and 'Reject' buttons. The foreground window is titled 'VAT Frequency Change' and contains: 'New Calculation method' dropdown set to 'Invoice Basis'; 'New Frequency' dropdown set to 'Monthly'; 'New Current VAT Period End Date' text box containing '30/06/21' with a calendar icon. At the bottom are 'OK' and 'Cancel' buttons.

This should only be done on request from HMRC due to a change in your business and would not normally be edited.

## Tab Order – Save + Pay

In the last release of Business Manager, we introduced the option to Save + Pay on the Invoice screen which takes you directly to the option to enter a ledger payment.

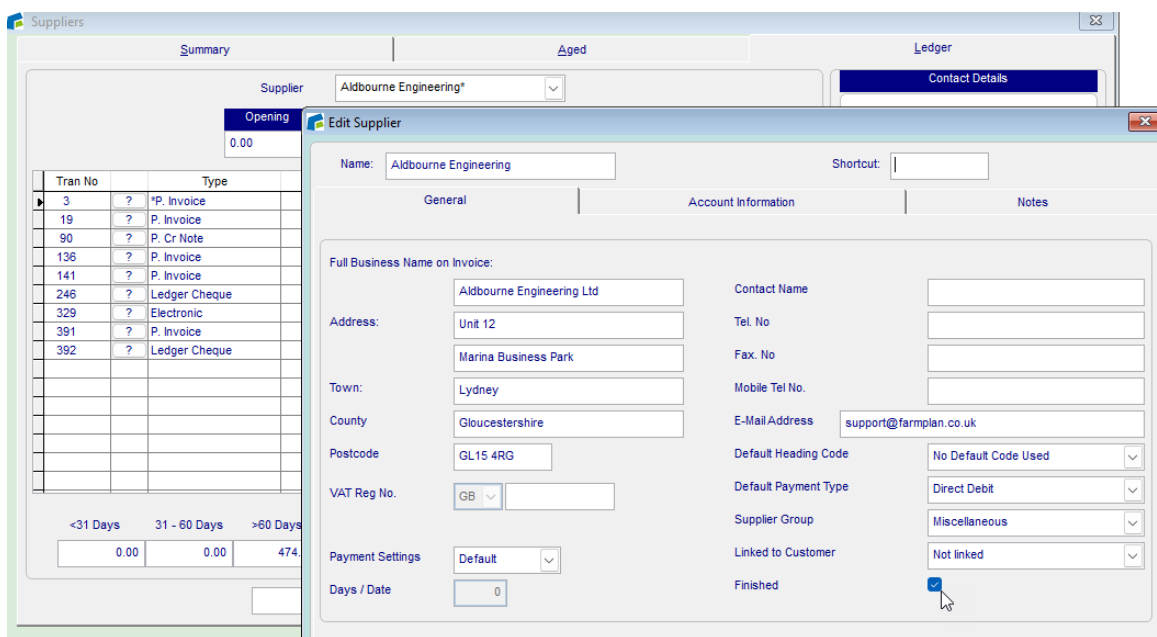
As part of that enhancement, we have reviewed the tabbing order through the screen and have made the cursor stop on Save + Pay after the normal Save button.



**Tip** - Don't forget you can also use ALT V to skip straight to this option. (Note the v in Save is underlined).

## Finish Suppliers/Customers from Inspectors Screen

The Edit Details button in the **Inspectors – Suppliers/Customers – Contact Details** screen now allows you to finish them.



This option, which is already available in **Setup – Suppliers/Customers**, makes this supplier or customer inactive so that they do not appear for selection in data entry options. They will still appear on reports when relevant and can be reactivated by removing the Finished tick if necessary.

**Tip** – you can determine whether finished suppliers/customers or heading codes appear in the drop-down selection boxes in any of the report options by changing the setting in **Tools – Options – Reporting – Report Selections**.

## Supplier/Customer Addresses Report – Excludes Finished

Finished traders are no longer shown on the **Supplier/Customer Addresses report** providing you have opted to ignore them in **Tools – Options – Reporting – Report Selections**.

This report can either be found in **Setup – Suppliers/Customers** or from the **Report Library – Suppliers/Customers**.

### Supplier Addresses

Year Start: 1 April

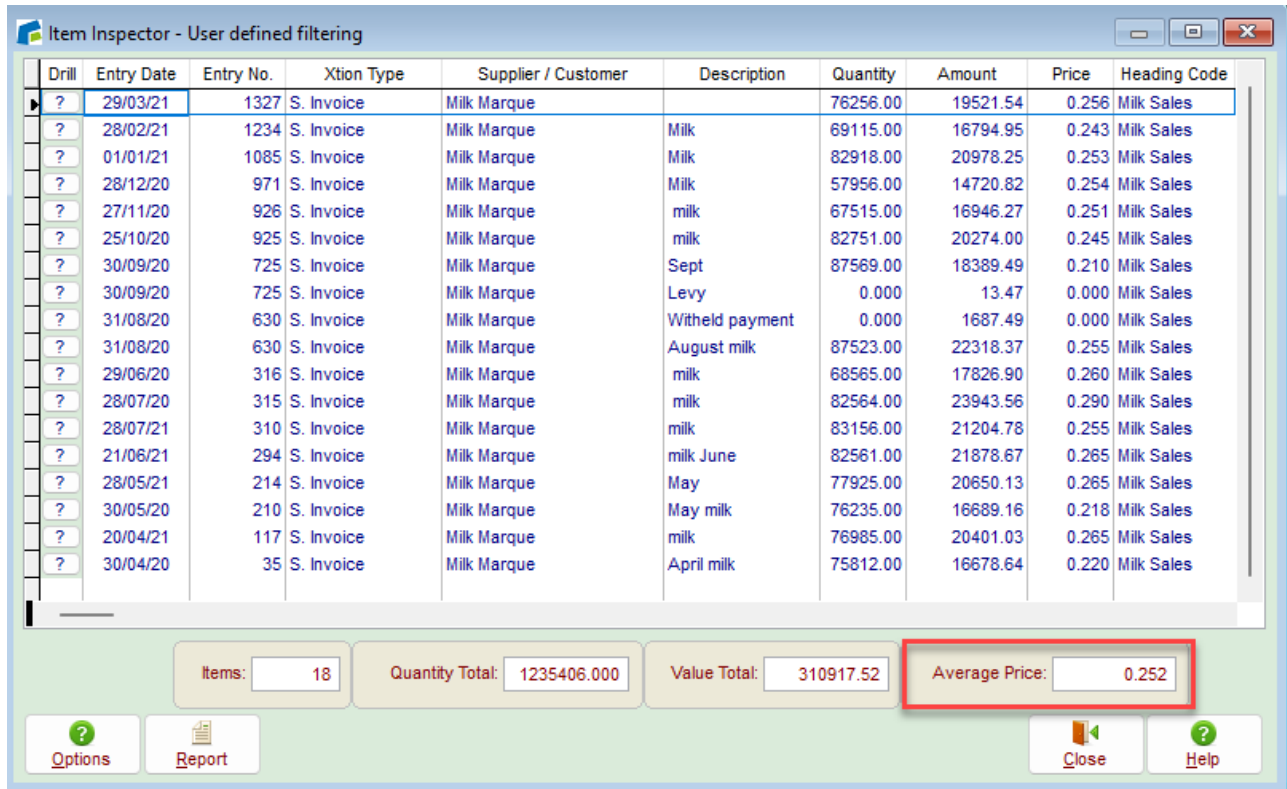
Supplier		Contact Details
Business Name	Aldbourne Engineering	Shortcut
Full Business Name	Aldbourne Engineering Ltd	Contact Name
Address	Unit 12 Marina Business Park	Telephone
Town	Lydney	Fax
County	Gloucestershire	Mobile No.
Post Code	GL15 4RG	E-mail Address support@farmplan.co.uk

The exported Excel version of this report also now has a column to show the finished flag providing you have opted for the setting to include them.

## Items Inspector – Average Price

The Items Inspector is a powerful tool that allows you to identify areas of interest by filtering and grouping items from entries made into the program. It can be found from the **Side Bar – Office Accounts - Items** or by going to **Inspectors – Items**.

The **View Items** button now lets you see the average price of entries made to that selection as well as the total quantity and value.

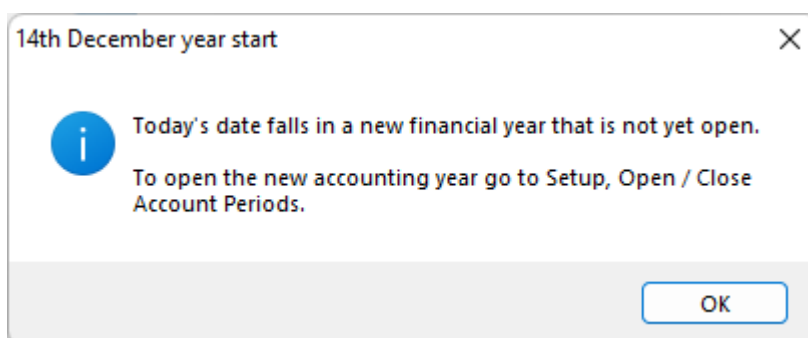


The screenshot shows the 'Item Inspector - User defined filtering' window. It contains a table with the following columns: Drill, Entry Date, Entry No., Xtion Type, Supplier / Customer, Description, Quantity, Amount, Price, and Heading Code. The table lists 18 entries for 'Milk Marque' invoices. Below the table, there are summary statistics: Items: 18, Quantity Total: 1235406.000, Value Total: 310917.52, and Average Price: 0.252. The 'Average Price' field is highlighted with a red box. At the bottom, there are buttons for Options, Report, Close, and Help.

Drill	Entry Date	Entry No.	Xtion Type	Supplier / Customer	Description	Quantity	Amount	Price	Heading Code
?	29/03/21	1327	S. Invoice	Milk Marque		76256.00	19521.54	0.256	Milk Sales
?	28/02/21	1234	S. Invoice	Milk Marque	Milk	69115.00	16794.95	0.243	Milk Sales
?	01/01/21	1085	S. Invoice	Milk Marque	Milk	82918.00	20978.25	0.253	Milk Sales
?	28/12/20	971	S. Invoice	Milk Marque	Milk	57956.00	14720.82	0.254	Milk Sales
?	27/11/20	926	S. Invoice	Milk Marque	milk	67515.00	16946.27	0.251	Milk Sales
?	25/10/20	925	S. Invoice	Milk Marque	milk	82751.00	20274.00	0.245	Milk Sales
?	30/09/20	725	S. Invoice	Milk Marque	Sept	87569.00	18389.49	0.210	Milk Sales
?	30/09/20	725	S. Invoice	Milk Marque	Levy	0.000	13.47	0.000	Milk Sales
?	31/08/20	630	S. Invoice	Milk Marque	Withheld payment	0.000	1687.49	0.000	Milk Sales
?	31/08/20	630	S. Invoice	Milk Marque	August milk	87523.00	22318.37	0.255	Milk Sales
?	29/06/20	316	S. Invoice	Milk Marque	milk	68565.00	17826.90	0.260	Milk Sales
?	28/07/20	315	S. Invoice	Milk Marque	milk	82564.00	23943.56	0.290	Milk Sales
?	28/07/21	310	S. Invoice	Milk Marque	milk	83156.00	21204.78	0.255	Milk Sales
?	21/06/21	294	S. Invoice	Milk Marque	milk June	82561.00	21878.67	0.265	Milk Sales
?	28/05/21	214	S. Invoice	Milk Marque	May	77925.00	20650.13	0.265	Milk Sales
?	30/05/20	210	S. Invoice	Milk Marque	May milk	76235.00	16689.16	0.218	Milk Sales
?	20/04/21	117	S. Invoice	Milk Marque	milk	76985.00	20401.03	0.265	Milk Sales
?	30/04/20	35	S. Invoice	Milk Marque	April milk	75812.00	16678.64	0.220	Milk Sales

## New Financial Year

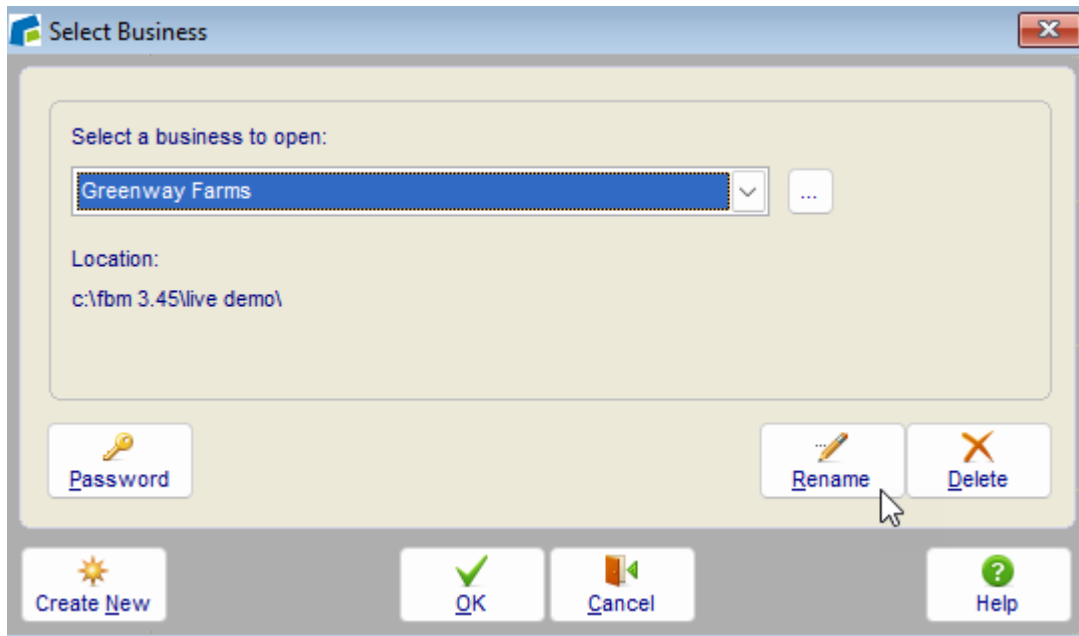
If today's date is on or after the start of the next new financial year, and you have not yet opened the new accounting year, you will see a message as you go into the program to remind you that this needs to be done:



This message will continue to be displayed for 30 days or until the new accounting year has been opened.

**Business Name** – the length of the business name has been extended to 40 characters.

If you wish to rename your existing business name to take advantage of this, go to **Setup – Business Details** and pick the **Rename** option at the bottom of the screen.



Note that you cannot rename the business that you are currently in. If necessary, change to the Demonstration Data first before you attempt to rename your own business.

### Setup New Heading Codes – Finished box disabled

A minor change has been made to the program that means that the Finished box at the end of the new code line has been disabled until it has been saved.

Setup/Edit Power & Machinery Heading Codes						
Power_Machinery	Shortcut	VAT	Category	Has Stores	Finished	
Mach & Tractor Reps		S	Machinery	<input type="checkbox"/> Stores	<input type="checkbox"/>	
Fuel & Oil		S	Machinery	<input checked="" type="checkbox"/> Stores	<input type="checkbox"/>	
Vehicle Tax/Insur		E	Machinery	<input type="checkbox"/> Stores	<input type="checkbox"/>	
Vehicle Repairs		S	Machinery	<input type="checkbox"/> Stores	<input type="checkbox"/>	
Contract & Hire		S	Machinery	<input type="checkbox"/> Stores	<input type="checkbox"/>	
Dairy Equipment		S	Machinery	<input type="checkbox"/> Stores	<input type="checkbox"/>	
Tools/Equipment		S	Machinery	<input type="checkbox"/> Stores	<input type="checkbox"/>	
Lorry Repairs		S	Machinery	<input type="checkbox"/> Stores	<input type="checkbox"/>	
Grain Store Equipmt		S	Machinery	<input type="checkbox"/> Stores		

<New>

This means that it is no longer possible to deactivate a new code at the point of setup in error.

## Setup New Heading Codes – Default Links

When a new Profit/Loss heading code is created, the program currently asks you whether you wish to link it to all appropriate enterprises.

For New Heading Codes Only

Link To All Appropriate Enterprises

Link To General Enterprise Only

This behaviour has been altered slightly so that the default for All Appropriate Enterprises is only applicable to Sales and Purchase codes. For Overheads the default will be to link the new code to the General Enterprise Only. In both cases this selection can be changed.

## Journal Templates – Perpetual Enterprises

If a data entry template is created in one financial year using a perpetual enterprise (for example General), and then used in a subsequent year, the enterprise is updated to the relevant new year, providing it has been created.

## Interbank Transfers – Description

It is now possible to enter a description against an interbank transfer.

The screenshot shows a software window titled "Inter Bank Transfer" with a close button in the top right corner. The window contains the following fields:

- Entry No.:** 400
- Entry Date:** 02/03/22
- FROM:**
  - Bank: National Westminster
  - Payment Type: Cheque
  - Cheque No.: 100828
  - Amount: 1,500.00
- TO:**
  - Bank: Petty Cash Account
  - Payment Type: Payslip
  - Payslip No.: 3
  - Amount: 1,500.00
- Description:** To petty cash for March casual wages

At the bottom of the window, there are four buttons: Save, Reject, Close, and Help.

This description will be reflected in the **Report Library – Bank Ledger by Heading Code** and **Detailed Bank Ledger** reports.

## Repeating Transactions – Regular with Edit

It is now possible to produce a report of all the Regular with Edit Transactions that are due to be implemented.

Once you have chosen the option to 'Show 'Regular with Edit' Entries due, you are given the opportunity to enter the amounts against any transactions that are due to be processed.

You will now see a 'Report' button at the bottom of the second screen which will allow you to produce a printout of transactions due to be processed for checking or approval.

Edit	Tran Type	Supp/Cust Name	Template Name	Amount	Repeat Frequency	Next Due Date	End Date
?	P. Invoice	Credit Card	Credit Card	0.00	Monthly	06/08/2020	//
?	S. Invoice	Milk Marque	Milk	0.00	Monthly	06/08/2020	//
?	P. Invoice	Southern Elec	House Elec 2.5% vat	0.00	Monthly	06/08/2020	//
?	P. Invoice	British Telecom	Greenway Frm House	0.00	Monthly	11/08/2020	//
?	P. Invoice	British Telecom	Manor Farm Hse	0.00	Monthly	11/08/2020	//
?	Direct Debit	Wages BACS	Net Pay - casuals	0.00	Weekly	12/08/2020	//
?	Direct Debit	National Westminster	Bank charges	0.00	Monthly	15/08/2020	//
?	Direct Debit	National Westminster	Bank interest	0.00	Monthly	15/08/2020	//
?	Direct Debit	Uniqueair	RJB & JMB Mobiles	114.00	Monthly	17/08/2020	//
?	Direct Debit	Uniqueair	RJB mobile	44.49	Monthly	25/08/2020	30/04/2024
?	P. Invoice	FSS Ltd	Wges Prep	240.00	Monthly	28/08/2020	//
?	Direct Debit	Wages BACS	Wages regular	0.00	Monthly	28/08/2020	//
?	C/A Cheque	Smith Janice	Farm secretary	592.20	Monthly	30/08/2020	//
?	P. Invoice	British Gas	Gas house 2.5%vat	0.00	Quarterly	15/10/2020	//
?	P. Invoice	British Gas	Riverside Farm Supply	0.00	Quarterly	15/10/2020	//

## Urgent Messages

Farmplan have the ability to send a message directly to your program to inform you of news or details such as your new licence being available after being updated. They are highlighted at the bottom of the **Home Page**, and we recommend that you should read them as soon as possible by clicking on the **Message Centre**.

Very occasionally we have something very important to tell you that we feel you should know about before you go any further – for example if HMRC is down, or we have an office closure.

To be sure that you do not miss it we have now prioritised certain messages so that this new category of message is displayed in full and must be dismissed before you can carry on using the program.

## Smaller Changes include:

- Spreadsheet import of invoices – VAT now correctly treated on contras
  - MTD Authorisation Process – message updated from registration to authorisation
  - Gatekeeper button moved to make more room on high resolution screens
  - Now unable to enter a 2 Way Trader adjustment prior to the first year start date
  - Clearing a multiline invoice using mixture of ledger payments and quick pay now treats cashflow correctly
  - Sales Invoice printing – large number of items was picking up incorrect total
-