

PRODUCTIVITY TOOLS & TIPS

BY SARAH DIXON



FBS TOOLS THAT MAKE YOUR LIFE A LITTLE EASIER

- Scanner Interface- scan from a desktop scanner, your smart phone or tablet
- Importing and Exporting data: Conservis, Crop Data (applications & harvest), Feed Mills, Packers, TA+ entries
- Macros
- ACH
- Inter Company AP/AR

SCANNER INTERFACE

- Scanner interface links any jpg or pdf to a transaction plus entry. There are a couple different ways to link to entries. Our staff can help you determine the most time efficient way for your office.
- Quickly find the invoice/documentation you need, it is always at your fingertips!
- Documents can be scanned on a smart phone or a tablet and quickly sent to the office and attached to corresponding entry.

Fast Link Option

Date	Number	Vendor	Type	Amount	Linked
12/02/2017	3020	farm fleet	Check	52.65	UnLinked
12/15/2017	1	john deere	Journal	0.00	UnLinked
12/15/2017	3021	Raphael	Check	200.00	UnLinked
12/28/2017	12	Antoinette	Deposit	2,000.00	UnLinked
12/28/2017	3019	Pasture Belt	Check	525.25	UnLinked
12/28/2017	3022	CPS	Check	25,000.00	UnLinked
12/28/2017	3023	Pasture Belt	Check	5,000.00	UnLinked
12/28/2017	3024	Antoinette	Check	50,000.00	UnLinked
13/01/2017	1	Sarah Dixon	A/P	500.00	UnLinked
13/01/2017	8	Sarah Dixon	A/P	500.00	UnLinked
13/02/2017	3025	CPS	Check	500.00	UnLinked
13/05/2017	9	Pasture Belt	A/P	50.00	UnLinked
13/05/2017	10	CPS	A/P	125.00	UnLinked
13/29/2017	3028	Sarah Dixon	Check	500.00	UnLinked
13/29/2017	3030	Pasture Belt	Check	50.00	UnLinked
14/10/2017	13	ABC CO	Deposit	5,000.00	UnLinked
14/10/2017	3033	CPS	Check	20,000.00	UnLinked
14/15/2017	3035	john deere	Check	1,500.00	UnLinked
15/10/2017	3034		Check	0.00	UnLinked
15/15/2017	1	Case IH	Journal	0.00	UnLinked
15/24/2017	7	Sarah Dixon	A/P	2,699.01	UnLinked
15/24/2017	8	Sarah Dixon	A/P	2,700.01	UnLinked
15/24/2017	8	Sarah Dixon	A/P	2,699.01	UnLinked
15/24/2017	8	Sarah Dixon	A/P	2,700.01	UnLinked
15/24/2017	9	Sarah Dixon	A/P	463.60	UnLinked
15/24/2017	9	Sarah Dixon	A/P	2,700.01	UnLinked
15/24/2017	9	Sarah Dixon	A/P	2,699.01	UnLinked
15/24/2017	9	Sarah Dixon	A/P	463.60	UnLinked
15/24/2017	9	Sarah Dixon	A/P	2,700.01	UnLinked
15/24/2017	9	Sarah Dixon	A/P	2,699.01	UnLinked
15/24/2017	9	Sarah Dixon	A/P	463.60	UnLinked
15/24/2017	9	Sarah Dixon	A/P	2,700.01	UnLinked
15/24/2017	9	Sarah Dixon	A/P	2,699.01	UnLinked

line 1 of 80 selected

1031

DATE: 01/03/2017
TO: UMB Bank

Acct.	Cen.	Div.	Amount	Description	Quantity	Weight
7420	70	1	45.00	safe deposit	0.00	

TOTAL AMOUNT: \$45.00






NOTE:

1031

01/03/2017 \$45.00
.....45.00.....

UMB Bank
P. O. Box 188
Warsaw, MO 65355

NOTE:

Linking at time of entry

(AAA17) Add Check

Bank Account: 10 First Bank Account
Check Number: 3037
Date: 08/14 /2017 T12
To: ABC CO
Total Amount: 50.00
Amt. to Balance: 0.00

Line	Acct.	Cen.	Div.	Amount	Description
	510	0	0	50.00	

510 misc 0 General Farm

Save + Scan Cancel Print Insert Line Delete Line Toggle Scanner

(AAA17) Scan Invoices:

Scan Save Cancel

Breeding Entries

Retrieving images

Picture: C:\FbsWin\DATA\INVOICES\AAA-17-015.pdf

test2

DATE: 02/10/2016
TO: ABC CO

\$1.00

Acct.	Cen.	Div.	Amount	Description	Quantity	Weight
500	0	0	1.00		0.00	0.00

NOTE:

Unlink Invoice Print Exit

User	Scanned	Buy/Use	Int No 1	Int N
	No			
	No	No	22674	
	No			
	No			
SUPERVISOR	No			
SUPERVISOR	No			
	No			
	No			
	No			
	No			
	No			
	No			
	No	No	8422	
	No	Yes	8633	
	No			
	No			
	No			
	No			
	No			
	Yes			
	Yes	No	0	
	Yes			
	No			
	No			
	No	No	0	
	No			
	No	No	9999	
	No	No	4821	
	No			
	No			

State	giste	0.00			02/28/2017	08/14/2017	SUPERVISOR	SUPERVISOR	Yes		
		0.00			02/28/2017	08/14/2017	SUPERVISOR	SUPERVISOR	Yes	No	0
					02/28/2017	08/14/2017	SUPERVISOR	SUPERVISOR	Yes		
					03/29/2017		SUPERVISOR		No		
					03/29/2017		SUPERVISOR		No		
		0.00			03/29/2017		SUPERVISOR		No	No	0
				10	03/02/2017		SUPERVISOR		No		
		0.00		10	03/02/2017		SUPERVISOR		No	No	9999
		0.00		10	03/02/2017		SUPERVISOR		No	No	4821
					03/29/2017		SUPERVISOR		No		
					03/29/2017		SUPERVISOR		No		

IMPORTING FROM EXTERNAL SOURCES

FBS can import files that are in csv or excel format.

Feed Mill and Packer works very similarly. You map values from file to values in FBS- such as group, center, location, ingredients, traits and FBS creates entry in TA+ and smart feeder. We have several mills and packers already setup and are willing to work with new vendors.

(AAA17) Transfer Data from Commercial Feed Mill
— □ ×

Type of feed mill file: 3 Feed Mill Manager EDI

Mill data file location: C:\Users\Sarah Dixon\Desktop\FBS Dat

Mill data file: BFIFMB081117.txt

Mill header file (if used):

Beginning transfer date: 01/01/2017

Ending transfer date: 12/31/2017

Feed Mill (vendor): Sarah Dixon

Feed entry division: 0 General Farm

Type of entry to save: A/P purchase entry

Journal offset account: 300 Crop Trans Lvstk

Feed Mill Mgr. Location Field: 3 Farm Code

Delete mill file when finished

Check for previously entered

Create transfer report

IF sale update inventory

Include customer number in location

Use Feed Mill Manager group id

Use Feed Mill Manager date posted

Save Entries in Smart Feeder

Disable guaranteed rations

Multiple bin locations, same ticket

Use ingredient description

Feed Purchase Accounts

Feed account: 540 Feed Purchase

Grind/Mix/Deliver: 300 Crop Trans Lvstk

Discount: 300 Crop Trans Lvstk

Delivery charge: 300 Crop Trans Lvstk

Feed Sale Accounts

300 Crop Trans Lvstk

300 Crop Trans Lvstk

300 Crop Trans Lvstk

300 Crop Trans Lvstk

Sales Center: Mill Location Map

Mill Location Map

Mill Ration Map

Mill Ingredient Map

Search for Mill

(AAA17) Edit Mill Ingredient Map

Mill Ingredient	Ingredient
2000	0 corn
2001	0 corn
2002	0 corn
2004	0 corn
2006	0 corn
2007	0 corn
2008	0 corn
2009	0 corn
2010	0 corn
2013	0 corn
2014	0 corn
2016	0 corn
2017	0 corn
2018	0 corn
2019	0 corn
2020	0 corn
2021	0 corn
2022	0 corn
2023	0 corn
543	0 corn
544	0 corn

Load From Actual

Delete Line

Print

Save

Cancel

TRIMBLE, APEX, AGLEADER, DIGISTAR

- Pull the data from your monitor into FBS
- Export to thumb drive Import into FBS, map and done!
- All data into FBS in minutes

(AAA17) Map Import Field/Crop

Row	Import Description	Center	Project	Field	Storage
1	11 /	404 Corn17	206_0 0 First Project (206_	0 First Field	0 First Storage Loc.
2	12R /	404 Corn17	206_0 0 First Project (206_	0 First Field	0 First Storage Loc.
3	14E /	206 Smith Corn 96		0 First Field	0 First Storage Loc.
4	14W /	404 Corn17	206_0 0 First Project (206_	0 First Field	0 First Storage Loc.
5	15 /	404 Corn17	206_0 0 First Project (206_	0 First Field	0 First Storage Loc.
6	19E /	404 Corn17	206_0 0 First Project (206_	0 First Field	0 First Storage Loc.
7	21 /	404 Corn17	206_0 0 First Project (206_	0 First Field	0 First Storage Loc.
8	25E Border /	404 Corn17	206_0 0 First Project (206_	0 First Field	0 First Storage Loc.
9	25W /	206 Smith Corn 96		0 First Field	0 First Storage Loc.
10	27.1 /	404 Corn17	206_0 0 First Project (206_	0 First Field	0 First Storage Loc.
11	27.2 /	404 Corn17	206_0 0 First Project (206_	0 F	
12	27.6-7 Border /	404 Corn17	206_0 0 First Project (206_	0 F	
13	27.911 /	404 Corn17	206_0 0 First Project (206_	0 F	
14	28 Border /	404 Corn17	206_0 0 First Project (206_	0 F	
15	29E /	404 Corn17	206_0 0 First Project (206_	0 F	
16	29W Border /	404 Corn17	206_0 0 First Project (206_	0 F	
17	30E /	404 Corn17	206_0 0 First Project (206_	0 F	
18	30S /	404 Corn17	206_0 0 First Project (206_	0 F	
19	30W /	206 Smith Corn 96		0 F	
20	31 /	404 Corn17	206_0 0 First Project (206_	0 F	
21	32N /	404 Corn17	206_0 0 First Project (206_	0 F	
22	32S /	206 Smith Corn 96		0 F	

Print

Delete Row

Add

(AAA17) Map Import Descriptions

Row	Import Description	Entry Type	Entry Description	Method
1	2-4-D #6	C = Chemical Application	.nown	
2	AMS	Apply Chemical	Unknown	
3	Atrazine 4L	Apply Chemical	Unknown	
4	Capture LFR	Apply Chemical	4822 Capture	10 Fertilizer method
5	Cornbelt Methylated Soy-Stik	Apply Chemical	Unknown	
6	Detonate	Apply Chemical	Unknown	
7	Laudis	Apply Chemical	Unknown	
8	Liberty	Apply Chemical	Unknown	
9	Priaxor	Apply Chemical	Unknown	
10	Roundup PowerMAX	Apply Chemical	Unknown	
11	Select Max	Apply Chemical	Unknown	
12	Status	Apply Chemical	Unknown	
13	VaporGard + DRA	Apply Chemical	Unknown	
14	Warrant	Apply Chemical	Unknown	
15	XTendimax with VaporGrip	Apply Chemical	Unknown	
16	Zinc 10%	Apply Chemical	18960 Roundup Power Ma	10 Fertilizer method

Print

Delete Row

Add

Save

Cancel

CONSERVIS

- From field to office, quick and easy!

MACROS

“Recipes” for entry and reports.

Helps you remember how you put in entries and ran reports previously to have consistency.

(AAA17) Add Check

Bank Account: 10 First Bank Account

Check Number: 3037

Date: 08/14 /2017

To:

Total Amount: 0

Amt. to Balance: 0

Select Macro and/or Vendor

Cleared entry

Print check

Save entry as macro

(AAA17) Accounting Input Options

Vendor and Macros

- [-] ABC CO
 - (P) annual
 - (P) pump
- [-] Sarah Dixon
 - (C) monthly (H)
- [-] home farm vendor
 - (P) quarterly
- [-] test farm 2
 - (P) quarterly
- [-] ** Vendor Not On List
 - (D) corn sales
 - (P) annual
 - (P) pump
 - (C) monthly
 - (P) quarterly
 - (C) corn sales
 - (P) quarterly

Entry type: 1 = Check

Total Amount: 0.00

OK

Cancel

Only include macros for current entry type

Hide Macros

Refresh Vendors and Macros

Save Cancel Print Insert Line

Line	Acct.	Cen.	Div.	Amount	Description	Quantity

(AAA17) Change macro

Description: 4 A/P Entry

Report type: 1 = Tax/Cash

Reversing Entry:

Description: annual

Vendor: ABC CO

Total Amount: 500.00

Line	Acct.	Cen.	Div.	Amount	Description	Quantity
1	660	0	0	500.00		0.000

660 Repairs - Mach/Equ 0 General Farm 0 General Farm

REPORT MACROS

(AAA17) Reports

Breeding Feeding
Accounting Crops

Accounting Detail Reports
Ledger Account Detail
Cost/Profit Center Report
Check Register/Reconciliation
... monthly reconciliation
User Defined Report
... crop sales
Accounting Total Reports
Ledger Account Summary
Bank Account Summary
Trial Balance
Income Statement
Balance Sheet
... annual balance sheet
Schedule F
Cost of Goods Report
Accounting Other Reports
Loan Report
Payroll Liability Report
Deleted Entries

OK
Exit
Hide Macros
Setup Report Macros
Setup User Defined Menu

(AAA17) Report Macros

Move	Type	Description	Report
		test	Income Statement
x	(TA+)	monthly reconciliation	Check Register
x	(TA+)	crop sales	User Defined Report
	(TA+)	annual balance sheet	None
	(SB)	annual balance sheet	Balance Sheet

Add

(AAA17) User Defined Report Parameters

Beginning date: 06/01/2017
Ending date: 06/30/2017
Ledger account range: 310-319
Center range: 208,308
Division range: 0-zzzzzz
Vendor:
Description:
Entry types: Z
Recap options: 2 Recap by Center
Description options: 1 Standard description
Use date cash exchanged: 1 Use entries in time period
Report type: 1 Cash/Tax Report

Print 'undefined' entries
 Print 'BEGINNING BALANCE' entries
 Print detail
 Print internal acct/cen/div numbers
 Exclude offsetting bank account
 Recap by entry
 Desc. to A/P and A/R Long Desc.
 Examine report on screen

Ok Cancel

ACH

- Electronic transactions
 - Must have AP module
- Must have a bank that allows it.
 - Bank will tell you what type of file they require
 - Must have form filled out by vendor with their information and them giving you permission to electronically deposit into their accounts

(AAA17) Import/Export ACH File

Bank Account: 10 First Bank Account

File Modifier: A = File # 1 for Transmission Date

Format Options: 1 = Standard Format

TA+ Entry Date:

Beginning Date: 08/07/2017

Ending Date: 08/14/2017

Transmission Date: 08/14/2017

Effective Date: 08/15/2017

Description: Description **** Required Field**

Export File: C:\FbsWin\DATA\AchFile.txt

Include Previous Entries: IF Previous, then include checks exported or printed

Include Entry Report: IF report, text file w/_Report added to Export File

Print Remittance Report:

Create test file: IF test file, then amount is set to zero

Setup OK Cancel

(AAA17) Entries for ACH Total: 2,699.01

Row	Vendor	Number	Date	Amount	Pay	Prev. Paid	Vendor Amt.
1	Sarah Dixon	3037	08/14/2017	2,699.01	Yes	No	2,699.01
				Total			2,699.01

Select All Unselect All Calculate Totals Save to File Cancel

Click on 'Pay' column to toggle between Yes/No

INTERCOMPANY AP AND AR

- If you have the intercompany module it allows you to create an entry in one of your companies and then automatically make the corresponding entry in your other company

The screenshot displays a software interface for creating intercompany entries. It features two main windows: '(AAA17) Add A/P Entry' and '(AAA17) Create A/P Entry'. The 'Add A/P Entry' window includes fields for Bank Account, Invoice Number (12), Date (08/14/2017), To (Dixon Family Farms), Total Amount (100.00), and Amt. to Balance (0.00). It also has checkboxes for 'Create Offset' (checked) and 'Save entry as macro' (unchecked), along with a 'Select Macro and/or Vendor' button and a 'Due date' field (08/14/2017). The 'Create A/P Entry' window shows 'Destination vendor' (Sean Dixon) and 'Destination Company: (DFF) Dixon Family Farms'. A table below lists a row with 'Acct. 540', 'Cen. 0', 'Quan. 1,000.00', and 'Amount 100.00', with '310 Corn Sales' selected in the 'Apply' column. A smaller dialog box titled '(AAA17) Create A/P Entry' is open, showing 'Company for A/P' set to 'DFF Dixon Family Farms'. At the bottom, there are buttons for 'Save', 'Cancel', 'Print', 'Insert Line', 'Delete Line', and 'F2 Add Ingredient'. A status bar at the bottom left shows '540 Feed Purchase', '0 General Farm', and '0 General Farm'.

Line	Acct.	Cen.	Div.	Amount	Description	Quantity			Ingredient
1	540	0	0	100.00	corn	1,000.000			Don't Feed

Row	Acct.	Cen.	Quan.	Amount	Acct.	Cen.	Apply	Material	Group	Ration	Lo
1	540	0	1,000.00	100.00	310		Corn Sales				