Kask Software

Farm Professional

Accounting and Information Software

User’s Guide

Getting Started

System Requirements

The following are the minimum requirements for running Farm Professional:

<u>Windows</u>
IBM compatible 486 or better
Microsoft Windows 3.1 or better
16 MB RAM
20 MB hard drive space

Installation

1. Place the Farm Professional Installation Disk 1 in your disk drive.

2. Select **Run...** from the **Start** menu. (or from the **File** menu in Windows 3.1)

3. Enter `A:\SETUP` in the command box and click on the **Ok** button.

4. Follow the instructions on the screen.

Reference

Technical Support

To contact Kask Software:

Web Site:

www.kasksoftware.com

E-mail:

` info@kasksoftware.com
sales@kasksoftware.com
support@kasksoftware.com

Mail:

Kask Software
P.O. Box 1143
Minot, ND 58702-1143

Confirm Registration

The Confirm Registration form must be filled out in order to continue to use the software after the 30-day Money Back Guarantee period. Confirmation is easy. Just call the 800-number listed in the form and give Kask Software's Customer Service Representative the serial number listed in step 2. You will then receive a 12-digit confirmation number that you can type into the blank in step 3.

After you enter the 12-digit confirmation number, you simply click on the Ok button and your registration is confirmed.

Company Profile

The Company Profile form is for entering basic information about you and your company. This includes your name, your company's name, address, city, state, postalcode and telephone number. There is also a place to enter your social security number or your company's federal tax id number.

Options

The Options form lets you customize a number of standard options:

<u>Text Editor</u>

The text editor is used when you select Manual on the help menu. It allows you to use a text editor to view and print a fully formatted version of the Farm Professional Manual.

<u>FICA, FUTA and Medicare</u>

These percentages are the standard withholding percentages for payroll. If they change in the future, you can update your software here.

<u>Cancel Warning Box</u>

Whenever you press the Cancel button, Farm Professional makes sure you really want to cancel the changes you've made. If you don't want to confirm each time you cancel, you can turn it off by de-selecting Cancel Warning Box.

Select List

The Select List gives you the opportunity to select a value from a list rather than typing the value into a text box in a form. You are presented with a list of values and you simply double-click on the value you want or click once to select the value and then click on the Select button to accept your selection. If you don't find the value you want in the list, click on the Cancel button.

Print Reports

The Print Report form is used to direct how and to where a report is to be printed.

One of the basic options in the Print Reports form is the destination of the report. You can select to preview the report on the screen, send the report to the printer or save the report to a text file for editing. If you select File, you will be given an opportunity to change the default text file name to a more appropriate name for the report. To change the name, click on the ... button.

There are a four other basic options that may also be available depending on the report that you select.

<u>Dates</u>

You may be given the option of limiting the reported values to a time period with a Starting and Ending Date, or just an Ending Date for all information up to a point in time.

Drop-Down Lists

You may be given the option of limiting the reported values through selecting values from a list such as Accounts, Types, Months, Employees, Enterprises, Budget or Ownership. The report will only include those records that match the selected value.

Include Only Non-Zero Accounts

Many financial reports get cluttered with accounts that have a zero balance. You can remove those zero-balance accounts by having the Include Only Non-Zero Accounts selected.

Check Boxes with Drop-Down Lists

Some reports give you optional lists of values with which to limit the reported values. To activate a list, just click on the corresponding check box. The list will become active. Just select a value from the list to limit the report to that value.

Notes

The Notes form organizes all your notes on a particular person, object or transaction. You can modify a note by double-clicking on it in the list or highlighting the note and selecting Modify. You can add new notes and remove notes you no longer need.

Modify Notes

The Modify Notes form allows you to enter the date and actual text of a note. The notes are limited to 254 characters each.

Backup / Restore

The Backup / Restore Wizard helps you to save your data and restore it, if necessary. The Wizard has 3 steps:

Step 1 - Selecting Backup or Restore

The first step to backing up or Restoring your data is to choose which operation you want to do. Click on Next to continue to the next step.

Step 2 - Select the Backup or Restore Location

The next step is to select where you want to backup to or restore from. You can accept the default or click on the Browse button to select the location you want to use. Click on Next to continue to the last step.

Step 3 - Backup or Restore the database

The last step is to simply tell the Wizard to do the backup or restore. Double-Check to make sure you are performing the operation you want to perform and click on Finish to do it.

Database Maintenance

Database Maintenance, located on the Tools Menu, checks the database for problems, fixes any problems it finds and cleans deleted records out of the database. Database Maintenance is run every time you start the software, but you can select to perform Database Maintenance anytime you think there may be a problem.

Data Sets

Kask Software's Farm Professional gives you the option of having several sets of records. Each set of records is called a Data Set. One data set is created for you when you first run the software. It is called DATABASE. You can create as many Data Sets as you want provided you have hard drive space for them. You can also remove old, unwanted Data Sets.

You can also archive old data in your database. Archiving copies the old data to another data set and removes it from the current data set. Later you can retrieve the old data back into the current data set.

Archive Data

The Archive Data form allows you to remove old data from the current data set and save it in another data set or retrieve data from another data set and restore it back into the current data set.

To archive old data in the current data set, simply select Archive Data, fill in the date on or before which all data will be archived and select the data set in which you want to save the old data.

To retrieve old data, simply select Retrieve Data and select the data set from which to retrieve the data. There is usually no need to retrieve data from an archived data set. You can simply switch to the data set in the Data Sets form and work with it separately.

Error Messages

Sometimes, due to the nature of computers, operating systems, software and hard drives, problems can occur. The best course of action is to make a note of the following information:

What you were doing at the time of the problem.
The messages given to you about the problem including error numbers and messages.
What operating system you are using. (eg: Windows 95, Windows 98, etc.)

While you are at your computer (if possible), call our Technical Support RepresentativesSupport and give them the information. The Technical Support Representative will be able to do one or more of the following:

1. Fix the problem over the phone.
2. Take the information about the problem, do some research and call you back with a solution.
3. Send you an disk with an update or utility to fix the problem
4. In some rare cases, not be able to find a solution. The software may be reacting to some problem with your hardware or other software that may not be readily apparent. In these cases, you will probably find out about the problem during your 30-day Money Back Guarantee period.

Chart of Accounts

Use the Chart of Accounts window to add, modify and remove Accounts in your Chart of Accounts. You can use the Type of Accounts selector to limit your view to only certain types of accounts. Double-Click on an account to modify it or select it and click on Modify. Click on Add to add accounts and group accounts. You can remove accounts and group accounts by selecting them and click on Remove.

Modify Account Information

The Modify Account Information form is used to add or modify Chart of Accounts information. Some of the information to be entered are:

Account - Each Account is assigned both an account number and an account name for reference. These numbers are traditionally:

1000-1999 for Asset Accounts
2000-2999 for Liability Accounts
3000-3999 for Equity Accounts
4000-4999 for Income Accounts
5000-9999 for Expense Accounts

Group - Each Account is assigned to a group account for order and grouping purposes.

Business % - For Income and Expense purposes, some accounts may only be partially business deductible.

Tax Line - Select the Schedule C or Schedule F tax line that the account total should appear on for tax purposes.

Standard Values - These values are used when entering transactions into the transaction register. When you select this account, these values are automatically entered into the amount and memo fields.

Beginning Values - These are the beginning values of the accounts when you first set the accounts up and before any transactions are entered.

Enterprises - You can view and modify the enterprises associated with this account by clicking on this button.

Budgets - You can view and modify the budgets associated with this account by clicking on this button.

Account Quick-Add

The Account Quick-Add form is used to add an account while entering information into other forms. It contains just be basic information needed to create a new account. Some of the information will already be filled in. You simply fill in the missing information and click on Save.

Group Quick-Add

The Group Quick-Add form is used to add a group while entering information into other forms. It contains just be basic information needed to create a new group. Some of the information will already be filled in. You simply fill in the missing information and click on Save.

Transaction Register

Use the Transaction Register to add, modify and remove transactions. The Transaction Register displays the list of accounts and all the transactions for the currently selected account. It also displays the current balance for the selected account. You can use the Transaction Type selector to limit the view to only one type of transaction.

To see transactions for other accounts, just select the account in the account list and the transactions for that account will be displayed in the list. Double-Click on a transaction or highlight a transaction and click on Modify to modify the transaction information. You can also add or remove transactions from the register.

Transactions

The Transaction form was designed to resemble the familiar Check and Deposit format. You use the Transactions form to create and modify transaction information. The number field will automatically increment once you enter your first transaction number. The date field can be quickly changed using the + and - keys. The Name and Memo fields will automatically fill in as you type. If you want to search for a value, just click on the button at the left of the text field.

As you leave the memo blank, the Modify Transaction Detail form will automatically appear. It will also appear when you click on Add. You can double-click on the detail transactions in the list at the bottom or highlight one and click on Modify to modify them. Click on Remove to remove a detail transaction from the list.

When the total of the transaction detail amounts in the list at the bottom equals the amount in the upper portion of the form, the Save button will be available. The transaction ' balances' and can be saved.

Modify Transaction Detail

Use the Modify Transaction Detail form to fill in where the amount from the Transactions form is going to or coming from. Each transaction detail includes an account name, amount to be allocated to that account and a memo line. Accounts that don' t exist are automatically added to your Chart of Accounts

Reconciliation

Balancing accounts is simple with the Reconciliation form. Select the account, fill in the statement date and ending balance, select each transaction that has cleared and if all the information is correct, the difference shown at the bottom of the screen should zero. The account is balanced.

If there is a problem with a transaction or two, just close the reconciliation form. Fix the problems and when you return, all the information will be as you left it.

Budget List

The Budget List shows a list of all the budgets that have been created. You can create a new budget, remove an old budget or modify an existing budget in this form.

Budget Options

When you create a new budget, you have a number of options on how to start:

Start from Scratch - You can start from scratch with an empty budget with no accounts added.

Account Names - You can add all the accounts but start with no budget amounts.

Names & Balances - You can add all the accounts and use the existing balances as a starting point.

Duplicate - You can choose an existing budget to duplicate and then modify it.

When you have decided on which option, click on the Select to go on to modify it.

Budget Accounts

The Budget Accounts form is where you add, modify and remove accounts from your budgets. You can fill in and modify the Budget name also.

Modify Budget Information

The Modify Budget Information form is designed so that you can enter budget information by the month, quarter or year. Enter amounts in one of the quarters and it will be automatically allocated to each month of that quarter. Enter an amount in the year and it will be automatically allocated to each quarter and then each month. When you are satisfied with the budget for the current accounts, click on Save.

Account Budget List

The Account Budget List shows a list of all the budgets that have been created. You can add the account to a budget or modify the current account information for the budget by selecting a budget name and clicking on Modify.

Enterprise List

The Enterprise List shows a list of all the enterprises that have been created. You can create a new enterprise, remove an old enterprise or modify an existing enterprise in this form.

Enterprise Accounts

The Enterprise Accounts form is where you add, modify and remove accounts from your enterprises. You can fill in and modify the Enterprise name also.

Modify Enterprise Information

The Modify Enterprise Information form allows you to set the percentage of income or expense allocated from the selected account for the selected enterprise.

Account Enterprise List

The Account Enterprise List shows a list of all the enterprises that have been created. You can add the account to an enterprise or modify the current account information for the enterprise by selecting an enterprise name and clicking on Modify.

Modify Enterprise Information

The Modify Enterprise Information form allows you to set the percentage of income or expense allocated from the selected account for the selected enterprise.

Employees

The Employees List shows a list of all the employees that have been entered. You can create a new employee, remove an old employee or modify an existing employee in this form.

Modify Employee Information

The Modify Employee Information form is used to enter the information about each individual employee. Some of the information to be entered is the Payroll Expense account for this employee, the employee's wage and tax information and certification numbers for any special training or instruction that the employee has had.

Note: Some states calculate their state taxes as a percentage of the federal taxes and other states calculate the state tax as a percentage of the employees gross pay. Make sure that the box is checked if your state calculates the state tax as a percentage of the employees gross pay.

Calculate Payroll

The Calculate Payroll Wizard is designed to make payroll calculations easy. The Payroll Wizard has 3 steps:

<u>Step 1</u>: Select the employees for whom to calculate payroll.

<u>Step 2</u>: Enter hours worked. If an employee is not an hourly wage earner, their payroll will usually be done.

<u>Step 3</u>: Enter the payroll date and which report(s) you would like. Click on Finish and you're done.

Pay Employees

Once the Calculate Payroll Wizard has completed the payroll calculations, the next step in the payroll is to actually pay the employees. The Pay Employees Wizard will take care of this for you in 3 easy step.

Step 1: Select the employees to pay.

Step 2: Enter the account out of which to pay them and the check number.

Step 3: Enter the payment date and click on Finish.

Pay Payroll Taxes

Once the payroll has been calculated and the employees paid, the Payroll Taxes must be paid. The Pay Payroll Taxes Wizard will take care of this chore for you in no time. Just fill in the account from which to pay the taxes, to whom to pay the taxes and which taxes to pay. The Pay Payroll Wizard will create the transaction for you.

Financial Ratios

Financial Ratios displays several commonly-used ratios and the values calculated for the data entered in the accounting system. By each ratio is an indicator whether a high number or low number is better. Most ratios revolve around 1.0000.

Fields

The Fields list shows a list of all the fields that have been entered. You can create a new field, remove an old field or modify an existing field in this form.

Modify Field Information

The Modify Field Information form is used to enter the information about each individual field. Some of the information to be entered are field acres, the crop and crop acres, and the landlord and rent.

Crops

The Crops list shows a list of all the crops that have been entered. You can create a new crop, remove an old crop or modify an existing crop in this form.

Modify Crop Information

The Modify Crop Information form is used to enter the information about each individual crop. Some of the information to be entered are asset, income and expense accounts associated with this crop.

Chemicals

The Chemicals list shows a list of all the chemicals that have been entered. You can create a new chemical, remove an old chemical or modify an existing chemical in this form. You can select the type of chemical to view by clicking on the appropriate Chemical Type.

Modify Chemical Information

The Modify Chemical Information form is used to enter the information about each individual chemical. Some of the information to be entered are the type of chemical and the asset and expense accounts associated with the chemical.

Equipment

The Equipment list shows a list of all the equipment that have been entered. You can create a new piece of equipment, remove an old piece of equipment or modify an existing piece of equipment in this form.

Modify Equipment Information

The Modify Equipment Information form is used to enter the information about each individual piece of equipment. Some of the information to be entered are if it is powered, leased or owned, fuel-rate and the asset and expense account related to the fuel used by the piece of equipment.

Storage Locations

The Storage Locations list shows a list of all the crop storage locations that have been entered. You can create a new location, remove an old location or modify an existing location in this form.

Modify Storage Location Information

The Modify Storage Location Information form is used to enter the information about each individual crop storage location. Some of the information to be entered are the crop stored there, the asset account associated with the location and the initial quantity stored there.

Field Work

The Fields Work list shows a list of all the field operations that have been entered. You can create a new field operation, remove an old field operation or modify an existing field operation in this form.

Modify Field Work Information

The Modify Field Work Information form is used to enter the information about each field operation. Some of the information to be entered are what work was done, by what employee, using what equipment, at what time of day, and what fuel was used.

Equipment Use

The Equipment Use list shows a list of all the equipment that have been used in a field operation. You can remove equipment not used or add an additional piece of equipment in this form.

Chemical Work

The Chemical Work list shows a list of all the chemical applications that have been entered. You can create a new chemical application, remove an old chemical application or modify an existing chemical application in this form.

Modify Chemical Work Information

The Modify Chemical Work Information form is used to enter the information about each individual chemical application. Some of the information to be entered are the chemical, operator, date, time and weather during the application.

Crop Plantings

The Crop Plantings list shows a list of all the plantings that have been entered. You can create a new crop planting, remove an old crop planting or modify an existing crop planting in this form.

Modify Crop Planting Information

The Modify Crop Planting Information form is used to enter the information about each individual crop planting. Some of the information to be entered are field, crop, quantity and cost.

Soil Tests

The Soil Test list shows a list of all the soil tests that have been entered. You can create a new soil test, remove an old soil test or modify an existing soil test in this form.

Modify Soil Test Information

The Modify Soil Test Information form is used to enter the information about each individual soil test. Some of the information to be entered are field, location, texture and the test measurements.

Seed Treatments

The Seed Treatments list shows a list of all the seed treatments that have been entered. You can create a new seed treatment, remove an old seed treatment or modify an existing seed treatment in this form.

Modify Seed Treatment Information

The Modify Seed Treatment Information form is used to enter the information about each individual seed treatment. Some of the information to be entered are field, crop, treatment and date.

Crop Inventory

The Crop Inventory forms show lists of all the crop inventory operations that have been entered. You can create a new crop inventory operation, remove an old crop inventory operation or modify an existing crop inventory operation in this form.

Modify Crop Inventory Information

The Modify Crop Inventory Information forms are used to enter the information about each individual crop inventory operation. Some of the information to be entered are field, storage location, buyer, seller, quantity, dockage, shrinkage and price.

Crop Inventory Adjustments

The Crop Inventory Adjustment form show a list of all the crop inventory adjustments that have been entered. You can create a new crop inventory adjustment, remove an old crop inventory adjustment or modify an existing crop inventory adjustment in this form.

Modify Crop Adjustment Information

The Modify Crop Adjustment Information forms are used to enter the information about each individual crop adjustment. Some of the information to be entered are location, crop and quantity.