

cashdata

accounts recording

by

farmdata
MANAGEMENT SYSTEMS

YOUR OWN REQUIREMENTS

As it is a Windows system, **cashdata** can, with ease, be set up to produce the reports you want, in the format you require, when they need them.

Cashbook The system provides a document very similar to the multi-column cash analysis book, providing a full audit trail. The similarity between this report and a manually kept cash book ensures that the system is easily understood by all requiring access to the data.

VAT return The figures necessary for your return are produced at the press of a key

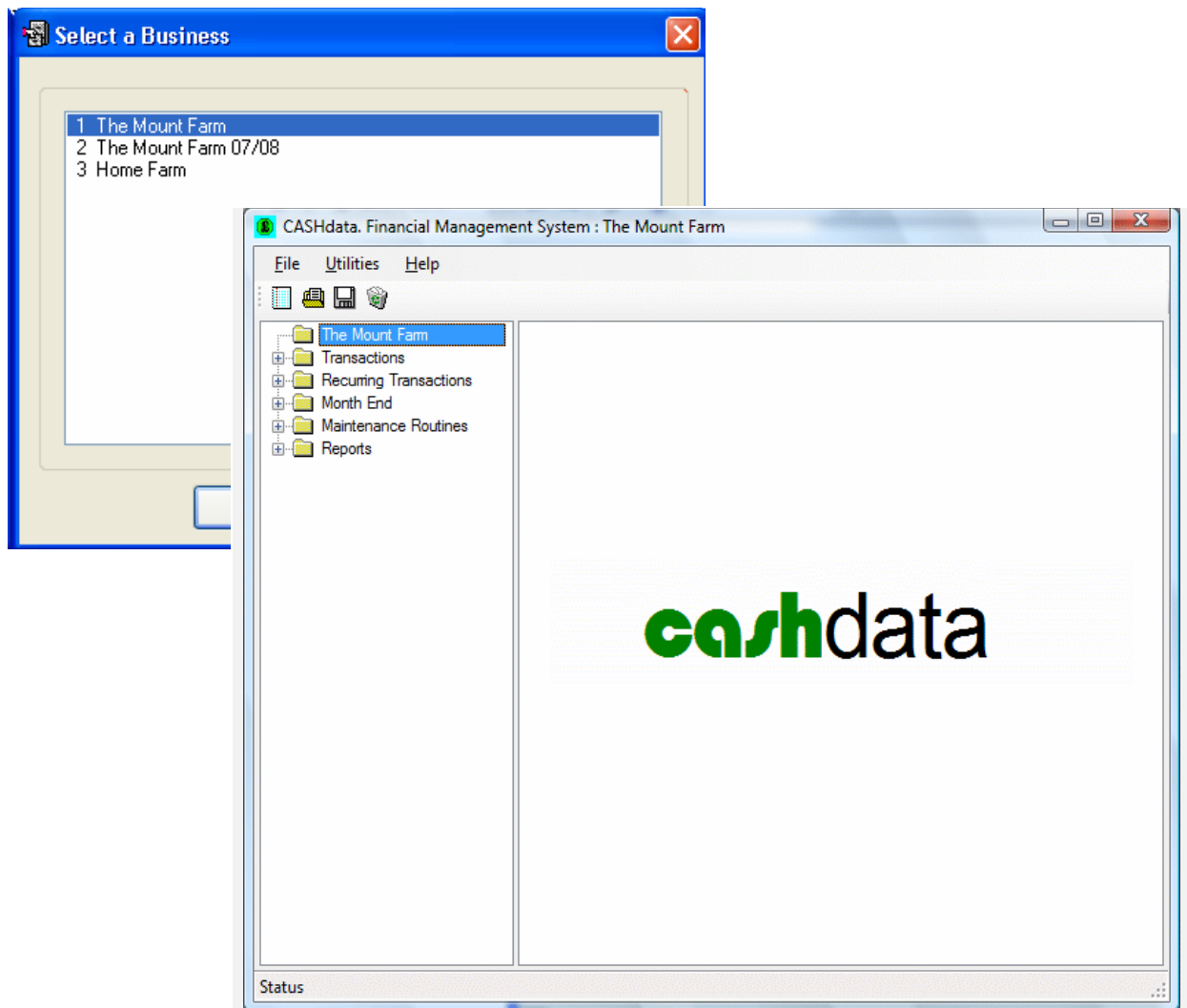
Bank Reconciliation The programme enables almost automatic reconciliation of the cashbook with the bank statement.

Analysis Comprehensive analysis of transactions can be displayed or printed, giving full report of all monies spent or received.

User defined reports This lets you design the reports you need in the format you want.

cashdata for Windows will allow you to have as many separate business as you have on the one system. This will allow you to keep past years financial records on your system for reference.

You simply select the business you wish to work on and then the option you want to use.



Transactions Where payments and receipts are entered or viewed

- **Month End** Where the VAT report is generated, the Bank Reconciled and the month is closed.
- **Reports** This is where you go to get information from the system.
- **Budgets** Where budgets are entered and modified
- **Closing** Where year end values are entered
- **Maintenance** Where the background information on the business is maintained these include the coding structure etc

A detail of what each option does is covered in this booklet.

Transactions

No complicated terminology to understand, you are either entering a Payment or Receipt.

To make the transition from one financial year to another as smooth as possible payments and receipts can be entered into the new year for three months before the old year has to be closed.

The screenshot shows a 'Payments' window with the following fields and values:

Field	Value
Number	60
Date	19/08/2008
Period	2. August 2008
Name	Farmers Supply Co
Description	Cattle Nuts
Contra	0
Cash	0
Bank	1150
Cheque/Ref No	101529
Status	UnReconciled

Three periods are open at any one time, so you don't have to close a month before moving on to the next.

The entry of information is very similar to filling in a cash book. Simply fill in the available boxes. To help, Customers and Suppliers are available on a drop down list, you can also create new ones during transaction entry. If it is a transaction with a Contra, it can be entered at the same time, this saves having to go to either the Payments or Receipt as it is automatically entered on the correct side of the cash book.

Simply enter the code you want to Analyse to. If you don't know the code select from the drop down list. New codes can be created during the entry routine.

The image shows two screenshots of a software interface for recording payments. The top screenshot shows the 'Payments' window with the 'Analysis' tab selected. The 'Number' field contains '60', 'Type' is set to 'Analysis', 'Amount' is '1150', and 'To Analyse' is '1000'. A table lists codes and descriptions: Code 100 is 'VAT PAID' with Quantity .000 and Value 150.00; Code 2 is blank with Quantity .000 and Value .00. An 'Analysis Codes' dialog box is open, showing a list of codes with '250 Compound Feed' selected. The bottom screenshot shows the same 'Payments' window after the dialog box is closed. The 'To Analyse' field is now '0'. The table now includes Code 250 'Cattle Feed' with Quantity 4.000 and Value 1000.00. The 'Amount' field remains '1150'.

Payments

Transaction Analysis Contra

Number: 60

Type: ☒ Analysis: ☐ Last Year: ☐ Pre-Payment:

Amount: 1150 To Analyse: 1000

Code	Sub	Description	Quantity	Value
100		VAT PAID	.000	150.00
2			.000	.00

Save New Delete

Analysis Codes

Select a Code

- 141 Fertiliser "Nitrogen"
- 200 Barley Seed
- 201 Grass Seed
- 202 Neep & Kale Seed
- 220 Sprays "Arable"
- 221 Sprays "Grass"
- 240 Other Crop Expenses
- 241 Grain Levies
- 242 Pest Control
- 250 Compound Feed
- 251 Minerals
- 252 Hay
- 255 Seasonal Grazing
- 260 Vet & Med
- 270 Haulage

OK Cancel New Help

Payments

Transaction Analysis Contra

Number: 60

Type: ☒ Analysis: ☐ Last Year: ☐ Pre-Payment:

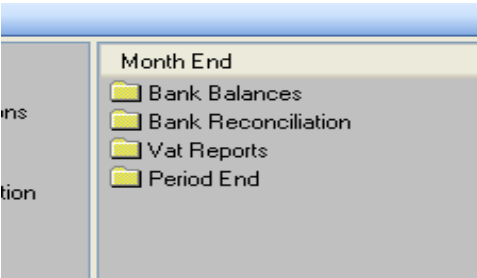
Amount: 1150 To Analyse: 0

Code	Sub	Description	Quantity	Value
100		VAT PAID	.000	150.00
250	C	Cattle Feed	4.000	1000.00
			.000	.00

Save New Delete Find Next Previous Exit Help

You can enter both the quantities and amount in the Analysis page. To ensure your entry is correct you can only move on to when the amount in the **To Analyse** box is 0. This ensures your cashbook is balanced.

Month End



The Month End option is where the Bank Reconciliation, VAT report and the actual month end is performed.

Bank Balances

A screenshot of the "Bank Balances" dialog box. It has a title bar with a folder icon and standard window controls. The dialog is divided into two sections. The top section is titled "Position as at the Last Reconciliation:" and contains fields for "Last Reconciled:" (29/07/2008), "Actual Balance:" (10915.94), "Adjusted Balance:" (14029.13), and "Cash in Hand:" (0). The bottom section is titled "Position as at Beginning of Year:" and contains fields for "Bank Balance:" (-419) and "Cash in Hand:" (0.0000). At the bottom are "Save", "Exit", and "Help" buttons.

Position as at the Last Reconciliation:	
Last Reconciled:	29/07/2008
Actual Balance:	10915.94
Adjusted Balance:	14029.13
Cash in Hand:	0

Position as at Beginning of Year:	
Bank Balance:	-419
Cash in Hand:	0.0000

Bank Reconciliation

A screenshot of the "Bank Reconciliation - July 2008" dialog box. It has a title bar with a folder icon and standard window controls. The dialog contains fields for "Date:" (29/07/2008), "Opening:" (10915.94), "Closing:" (17414.72), and "Running:" (17414.72). Below these is a "Transactions" section with radio buttons for "Debits:" and "Credits:". The "Debits:" section shows a total of 5089.88, and the "Credits:" section shows a total of 10203.07. A table lists transactions with columns: No, Year, Chq No, Name, and Value. At the bottom are "Save", "Print", "Reconcile", "Re-Print", "Select", "Reset", "Exit", and "Help" buttons.

No	Year	Chq No	Name	Value
14	09700		Willoby A J	29.97
15	09701		Gas Station	161.33
16	09702		Tractor Supply Co	31.72
17	09703		Smart & Smart	1135.59
18	09704		Feed Supply Co	1987.00
19	09705		Smart & Smart	144.27
20	09706		L Helper	250.00

To reconcile the bank enter the Closing Balance from the Bank Statement. Select the transactions that are on the Bank statement and when the Closing Balance and the Running balance are the same the bank is reconciled.

The Bank Reconciliation Report

Credits/Debits Not in Reconciliation							
Credits/Debits Not in Reconciliation 26/08/98							
The Mount Farm							
Page 1							
No	Status	Year	Selected	Date	Name or Description	Cheque Number	Bank
Unpresented Cheques							
3	U		Yes	01/08/98	Willoby A J	0957	517.50
					Seasonal Grazing		
4	U		Yes	10/08/98	Tractor Supply Co	0958	132.79
					Machinery repairs		
13	U		Yes	17/08/98	Grain Trading Co	09635	419.00
					Feeding		
14	U		Yes	17/08/98	Willoby A J	09700	29.97
					Repairs to Trailer		
Total Unpresented Cheques							1099.26
Undeposited Receipts							
10	U			15/08/98	The Fresh Meat Co		1346.32
					36 Lambs		
12	U			15/08/98	Smith P J		2150.00
					Contract Spraying		
Total Undeposited Receipts							3496.32
					Bank Balance per Statement	-47291.60	
					Adjusted Bank Balance	-41260.57	
					Opening Balance (per Cash Book)	-47291.60	
					Total New Debit Transactions (Payments)	11395.00	
					Total New Credit Transactions (Receipts)	25424.00	
					Closing Bank Balance per Cashbook	-41260.70	

This report produces a list of unpresented cheques and undeposited receipts and also an adjusted bank balance.

VAT Report

All the figures you need to fill in the form at the press of a button.

The Mount Farm
Vat Report

Date: 30/06/09
Page 1 of 2

Periods : July 2008 (Monthly).
Accounting Year : 2008 - 2009

Payments

No	Status	Date	Name	Description	Vat Out	Vat In
1	R	10/07/08	Finance Co	Feed Mixer	801.25	
4	R	10/07/08	Tractor Supply Co	Machinery repairs	19.78	
7	U	12/07/08	The Fresh Meat Co	22 Lambs	7.47	
8	U	12/07/08	The Mart	20 Cast Ewes	3.61	
9	U	12/07/08	The Fresh Meat Co	24 Lambs	2.22	
10	U	12/07/08	The Fresh Meat Co	13 Lambs	1.20	
11	U	15/07/08	The Fresh Meat Co	36 Lambs	3.33	
14	U	17/07/08	Willoby A J	Repairs to Tractor	4.44	
15	U	17/07/08	Gas Station	Petrol	24.01	
16	U	17/07/08	Tractor Supply Co	Ford N949 KSA	4.72	
19	U	17/07/08	Smart & Smart	Vet	16.90	
59	U	19/08/08	The Mart	cattle	20.00	
Totals for Payments					908.93	

Receipts

No	Status	Date	Name	Description	Vat Out	Vat In
12	U	15/07/08	Smith P J	Contract Spraying		321.00
Totals for Receipts						321.00

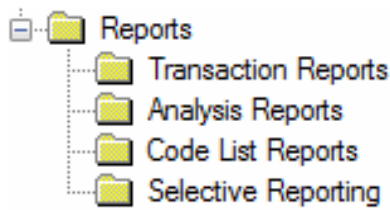
The Mount Farm
Vat Report

Date: 30/06/09
Page 2 of 2

Periods : July 2008 (Monthly).
Accounting Year : 2008 - 2009

1. VAT due in this period on Sales and other outputs.	321.00
2. Vat due in this period on acquisitions from other EC Member States.	0.00
3. Total VAT due (the sum of boxes 1 and 2).	321.00
4. VAT reclaimed in this period on Purchases and other inputs.	908.93
5. Net VAT Refundable by C & E (Difference between boxes 3 and 4)	587.93
6. Total Value of sales and other outputs excluding VAT.	26107
7. Total value of purchases and all other inputs excluding VAT.	7318
8. Total value of all supplies of goods and related services, excluding any VAT to other EC Member States.	0
9. Total value of all acquisitions of goods and related services, excluding any VAT from other EC Member States.	0

Reports



- **Transaction Reports** This allows for the reporting on transactions. Available by Number, Period, Supplier or Customer
- **Analysis Reports** Details of income and expenditure by Analysis head, Aggregate code, Sub-Analysis code and Supplier or Customer.
- **Code lists** Reporting on the coding structure used in the business
- **Selective Reporting** User defined reporting, enabling you to design the reports you need.

Examples of these reports are on the following pages.

Transaction Reports

Transaction Reports

Reports

☒ By Number: ☐ Creditors or Debtors at Start:

☐ By Period: ☐ Payments or Receipts in Advance:

☐ By Supplier or Customer: ☐ Current Cash and Bank Position:

Transactions

☒ Payments: ☐ Receipts:

Limits

Type: ☒ This Year: ☐ Next Year: ☐ Recurring:

Start: 1

End: 9999

Show: ☐ Cash Only:

Display Print Exit Help

Transactions can be reported on in various ways, simply select the option you need and also the period to be covered by the report.

A list of transactions by period, showing Date, Supplier, any Contra, Cash and Bank Value and also the Analysis.

Payments By Period

Date: 30/06/09
Page 1 of 2
Accounting Year : 2008 - 2009

Periods : 1 to 1

No	Status	Date	Name / Description	Contra	Cash	Bank	Vat Code	Value
Period 1 : Jul								
1	R	10/07/08	Finance Co					
	0955		Feed Mixer			3205.25	801.25 100	801.25
							102	2404.00
2	R	10/07/08	The Bank					
	0956		Wages & Private Drawings			270.25	300	59.25
							700	211.00
3	R	10/07/08	Willoby A J					
	0957		Seasonal Grazing			517.50	255	517.50
4	R	10/07/08	Tractor Supply Co					
	0958		Machinery repairs			132.79	310	113.01
							19.78 100	19.78
5	R	10/07/08	Smith P J					
	0959		Wages			77.22	300	77.22
6	R	10/07/08	Live Stock Haulage Co					
	0960		PAYE & NIC			1313.95	300	1313.95
7	U	12/07/08	The Fresh Meat Co					
			22 Lambs	50.13			410	42.66
							7.47 100	7.47
8	U	12/07/08	The Mart					

Payments to Supplier

The Mount Farm Payments By Supplier							
Names : Tractor Supply Co to Tractor Supply Co				Accounting Year : 2008 - 2009			
Date: 30/06/09				Page 1 of 1			
No	Status	Date	Description	Contra	Cash	Bank	Total Chq No Period
Tractor Supply Co							
4	R	10/07/08	Machinery repairs			132.79	132.79 0958 Jul
16	U	17/07/08	Ford N949 KSA			31.72	31.72 09702 Jul
35	U	19/08/08	Machinery Repairs			92.70	92.70 090023 Aug
38	U	19/08/08	Machinery Repairs			153.40	153.40 090026 Aug
41	U	19/08/08	Vehicle Repairs			124.42	124.42 090035 Aug
Total for Tractor Supply Co					535.03	535.03	
Totals					535.03	535.03	

The Current Cash and Bank Position at a glance

The Mount Farm Current Cash & Bank Position						
Accounting						
Period	----- Cash in Hand -----			----- Bank -----		
	Payments	Receipts	Balance	Payments	Receipts	Balance
Start of Year	0.00	0.00	0.00	0.00	0.00	-419.00
Jul	0.00	0.00	0.00	11 395.84	27 424.97	15 610.13
Aug	0.00	0.00	0.00	17 853.00	16 204.14	13 961.27

Analysis Reports

Analysis Reports

Reports

☒ By Analysis Code: ☐ By Supplier or Customer:

☐ By Aggregate Code:

☐ By Sub Analysis Code:

Transactions

☒ Payments: ☐ Receipts:

Limits

Type: ☒ This Year: ☐ Next Year: ☐ Recurring:

☐ Periods: Start: 1

☐ Numbers: End: 12

The analysis reporting lets you select the information you need. The level that the report is produced at i.e Analysis, Aggregate or Sub Analysis is up to you.

Analysis Reports

Limits

☐ Summarised Version:

☐ Show Closing: This Year

☐ Show Last Year:

☒ Analysis Code: 250 Compound Feed

☐ Sub Code:

The report can be further limited to a single or range of Analysis Heads. It can also be produced in detail or summarised form.

Examples of Payments and Receipt Analysis reports

Payments By Analysis Code							
The Mount Farm				Date: 30/06/09			
Payments By Analysis Code				Page 1 of 1			
. Codes : 250 to 251				Accounting Year : 2008 - 2009			
No	Date	Name / Description	Analysis Description	Sub	Value	Quan	/Unit
250 Compound Feed							
			Tonnes				
18	17/07/08	Feed Supply Co	Lamb finisher	SL	1152.00	9.00	128.00
18	17/07/08	Feed Supply Co	Lamb Nuts	SL	835.00	5.00	167.00
30	17/08/08	Feed Supply Co	Cattle Nuts	C	1532.71	10.00	153.27
30	17/08/08	Feed Supply Co	Elite Pellets	SL	633.20	4.00	158.30
30	17/08/08	Feed Supply Co	Lamb Nuts	SL	742.50	5.00	148.50
30	17/08/08	Feed Supply Co	Ewe Nuts	SE	458.25	3.00	152.75
Totals for 250 Compound Feed					5353.66	36.00	148.71
251 Minerals							
			Tonnes				
13	12/07/08	Grain Trading Co	Minerals	SL	200.00	0.50	400.00
13	12/07/08	Grain Trading Co	Minerals	SE	219.00	0.50	438.00
33	18/08/08	Feed Supply Co	Minerals		270.00		
Totals for 251 Minerals					689.00	1.00	419.00
Grand Total					6042.66		

These reports contain detail of quantities, price per unit, totals and also average prices.

Receipts By Analysis Code							
The Mount Farm				Date: 30/06/09			
Receipts By Analysis Code				Page 1 of 1			
. Codes : 453 to 453				Accounting Year : 2008 - 2009			
No	Date	Name / Description	Analysis Description	Sub	Value	Quan	/Unit
453 Lambs							
			Number				
1	12/07/08	The Fresh Meat Co	Lambs	SL	885.30	22.00	40.24
5	12/07/08	The Fresh Meat Co	Lambs		938.13	24.00	39.09
6	12/07/08	The Fresh Meat Co	Lambs	SL	488.35	13.00	37.57
10	15/07/08	The Fresh Meat Co	Lambs	SL	1404.73	36.00	39.02
14	16/08/08	The Fresh Meat Co	Lambs	SL	769.71	19.00	40.51
15	19/08/08	The Mart	Lambs	SL	1736.72	45.00	38.59
16	19/08/08	The Fresh Meat Co	Lambs	SL	1257.83	32.00	39.31
19	19/08/08	The Fresh Meat Co	Lambs	SL	1258.20	30.00	41.94
21	19/08/08	The Mart	Lambs	SL	1061.72	27.00	39.32
Totals for 453 Lambs					9800.69	248.00	39.52
Grand Total					9800.69		

Sub Analysis Code report

The purpose of Sub codes is to let you further analyse your transactions to enterprises or individual machinery if required. This enables you to report across analysis heads. In the above example the report is limited to costs allocated to "Lambs". The report pulls together all the costs and gives a total for each. Where appropriate cost per unit are included with average prices.

Payments By Sub Code							
The Mount Farm				Date: 30/06/09			
Payments By Sub Code				Page 1 of 1			
. Sub Code : SL to SL				Accounting Year : 2008 - 2009			
No	Date	Name / Description	Analysis Description	Code	Value	Quan	/Unit
SL Lambs							
250 Compound Feed			Tonnes				
18	17/07/08	Feed Supply Co	Lamb finisher		1152.00	9.00	128.00
18	17/07/08	Feed Supply Co	Lamb Nuts		835.00	5.00	167.00
30	17/08/08	Feed Supply Co	Lamb Nuts		742.50	5.00	148.50
30	17/08/08	Feed Supply Co	Elite Pellets		633.20	4.00	158.30
Totals for 250 Compound Feed					3362.70	23.00	146.20
251 Minerals			Tonnes				
13	12/07/08	Grain Trading Co	Minerals		200.00	0.50	400.00
Totals for 251 Minerals					200.00	0.50	400.00
260 Vet & Med							
17	17/07/08	Smart & Smart	Worming		501.00		
37	19/08/08	Smart & Smart	Worming		267.10		
Totals for 260 Vet & Med					768.10		
270 Haulage							
25	15/08/08	Live Stock Haulage Co	Haulage		125.30		
Totals for 270 Haulage					125.30		
410 Other Livestock Expen			Number				
7	12/07/08	The Fresh Meat Co	Other Livestock Expen		42.66	22.00	1.94
9	12/07/08	The Fresh Meat Co	Oth@Analysis Code Text (String)		36.72	24.00	1.53
10	12/07/08	The Fresh Meat Co	Other Livestock Expen		19.89	13.00	1.53
11	15/07/08	The Fresh Meat Co	Other Livestock Expen		55.08		
46	16/08/08	The Fresh Meat Co	Other Livestock Expen		29.07	19.00	1.53
47	19/08/08	The Mart	Other Livestock Expen		68.85	45.00	1.53
48	19/08/08	The Fresh Meat Co	Other Livestock Expen		48.96	32.00	1.53
50	19/08/08	The Fresh Meat Co	Other Livestock Expen		59.94	30.00	2.00
51	19/08/08	The Mart	Other Livestock Expen		41.31	27.00	1.53
Totals for 410 Other Livestock Expen					402.48	212.00	1.64
Totals for SL Lambs					4858.58		