Back Paddock Adviser / Manager General User Guide

- Sowing crops
- Irrigation
- Using flags (eg Pasture)
- Fertilisers
- Sprays
- Operations
- Production
- Copy Data between Paddocks
- Find / Replace data
- Chemical inventory
- Sharefarming

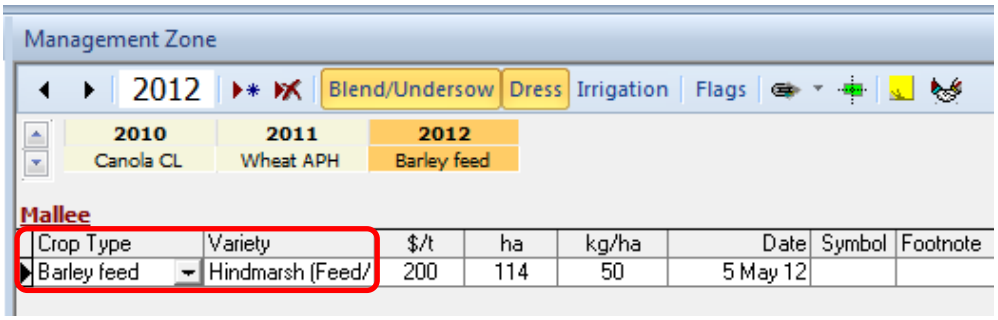
Sowing Crops

1. Adding Crop and Dressing

1. Select Paddock from Navigation pane to add a Crop.

   Note: For the initial crop in each paddock the Sowing line will automatically appear.

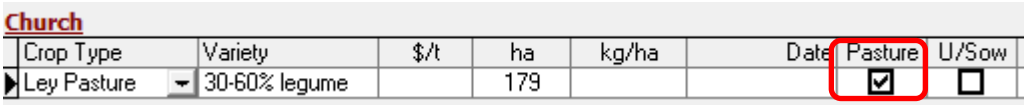
2. Click on Crop Type Cell>Select Crop Type from drop down> Repeat for Variety.



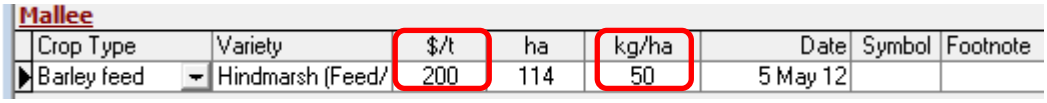
   The Crop Rotation is displayed above the sowing row.

   Tip: To sow only a part of the paddock, either adjust the area figure or use Coverage Map to map and auto-calculate the area covered.

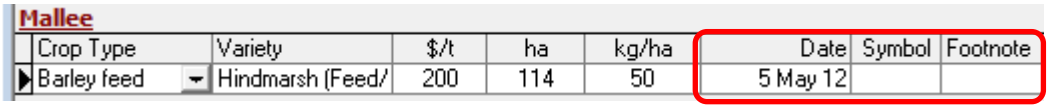
   Note: Flags Flags must be ticked to Pasture for paddock allocation to Livestock. See Flags for more information.



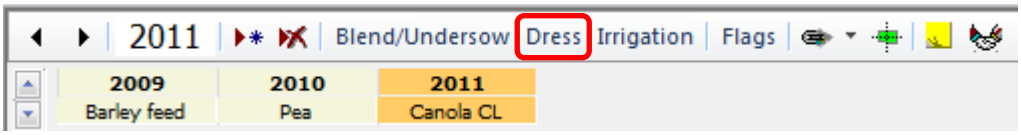
3. The $/t and kg/ha is provided by default from the Master Database. To change click on the cell and type over top.



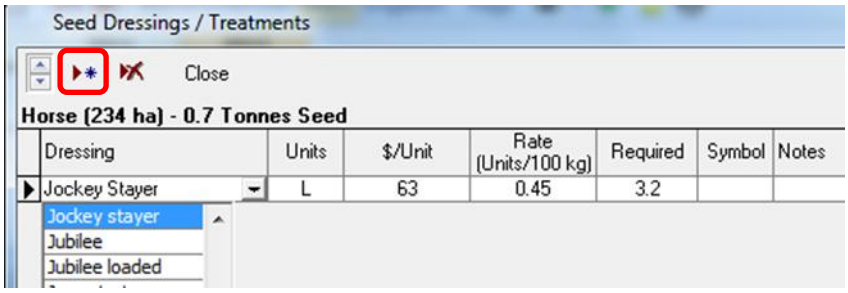
4. Complete the Date, Symbol and Footnote as required.



5. Click Dress button to add Dressing to Sowing.



6. Click Add Button >Select Product from Drop down>Click Close.



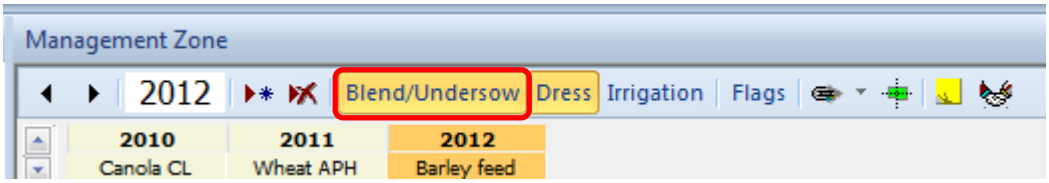
7. To complete additional paddocks either: Repeat steps 1-6: Copy and Paste or Link Paddocks.

Tip: Link Paddocks if paddocks are treated EXCATLY the same. See Linked Paddocks for more information.

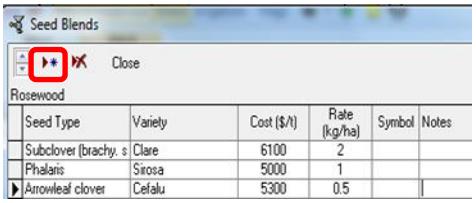
Tip: At Sowing, add Share Farming and Irrigation Irrigation to relevant paddocks. See Share Farming and Irrigation sections for more information.

2. Creating a Blend or Undersow

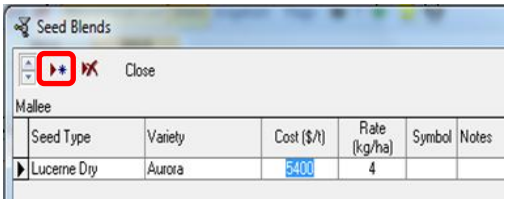
1. Add Crop (as per above).
2. Select Blend/Undersow button Blend/Undersow for adding more crop types in Sowing Mix.



3. Click Add Button > Seed Blends Box appears>Select Crop Type and Variety to create a Blend or as an Under Sown with the main crop>Click Close.



Blend

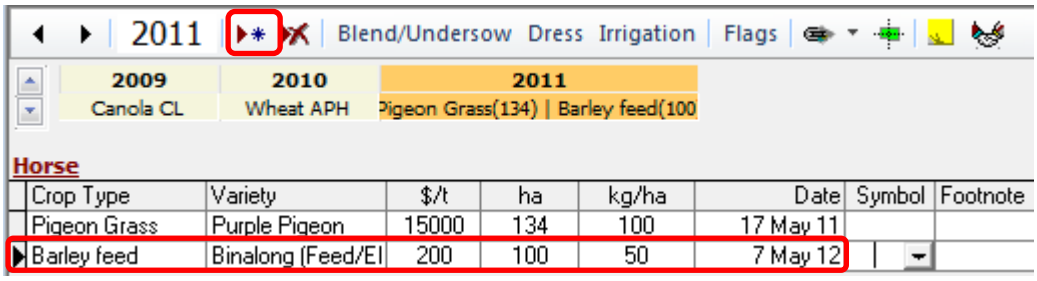


Undersow

3. Splitting Paddocks

This allows for two (2) crops in the one paddock with the area split between the different cropping zones.

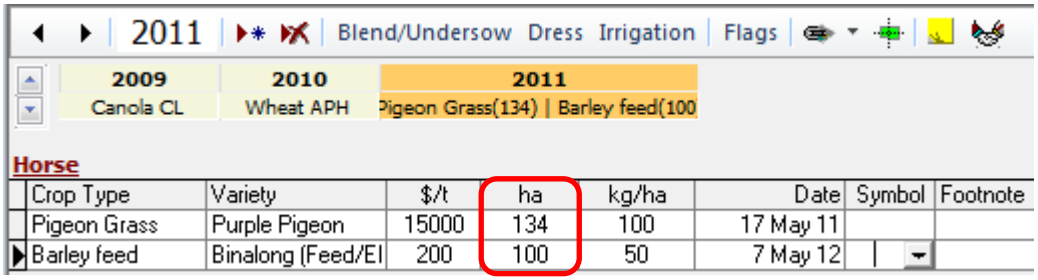
1. Follow instructions as above for the initial crop zone.
2. Click on the Add button next to the Year to add a second sowing zone.



Note: Click the delete button if not required. Blank sowing lines can create unnecessary bulk in Reports and Rotations tabs.

Tip: In sowing line change the area of each section of the paddock so that the new area appears when adding inputs or operations. Note: See Coverage Map and Mapping for mapping the split and auto-calculating the area.

3. Click in the Area Cell>Type over top the new Area for each zone>Complete adding inputs and production as per usual.



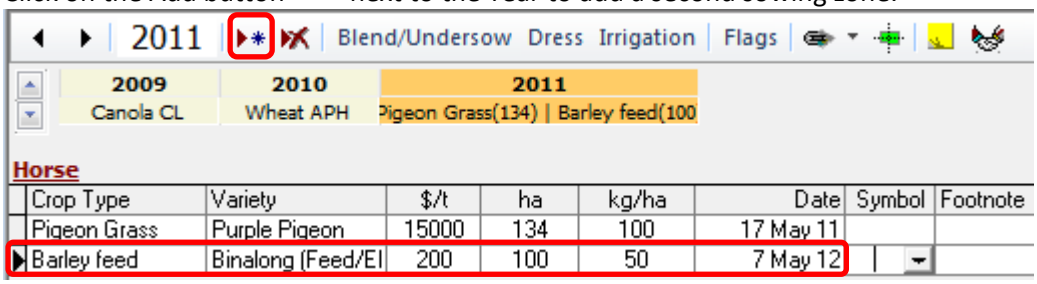
Note: Clicking on each of the sowing lines will change the bottom frame to display the Fertilisers, Sprays, Operations, Production, Gross Margins, Spray Recommendations, etc, that are specific for that Crop/Crop Zone.

Tip: If changing a sowing area after inputs and operations have been added either manually the change the area in each input and operations OR copy a paddock which has the same/very similar inputs and operations over the top of the paddock zone to reset the new sowing area throughout the paddock. See Copy and Paste for more information.

4. Two Crops Harvested within the Same Year (Summer Cropping)

Having two Crops harvested in the same year is necessary when growing summer crops. It is recommended that Summer Crops are added into the paddock as per the year in which Harvest occurs. This allows for the Gross Margin to be in its entirety for the Crop.

1. Follow instructions as above for the initial crop zone.
2. Click on the Add button next to the Year to add a second sowing zone.



Note: Click the delete button if not required. Blank sowing lines can create unnecessary bulk in Reports and Rotations tabs.

3. Complete inputs, operations and production as per usual. The areas remain the same.

   Note: Clicking on each of the sowing lines will change the bottom frame to display the Fertilisers, Sprays, Operations, Production, Gross Margins, Spray Recommendations, etc, that are specific for that Crop/Crop Zone.

   Tip: For inputs and operations that occur in the previous year, manually change the year in the date to the previous year. For example: 29/12/11.

Paddock Linking

Paddock linking gives you the ability to link paddocks to other paddocks which are **treated exactly the same** for long or entire periods.

This allows for one paddock to become the master paddock where changes made to it automatically flow through to the other linked paddocks.

It also compiles all linked paddocks into an individual paddock report in General (link mode) Report. See Reports for more information.

1. To link a paddock

1. Choose a paddock as Master (no action required)>Click on paddock in Navigation pane.
2. Click on another paddock to link to the Master paddock.

   Note: Once linked, all changes to sowing, inputs, operations and production must be made in Master paddock to automatically change in the linked paddocks.

3. Click the Link Button.

4. Click on the Link To **(Plan Only)** cell>Click on Master Paddock from the drop down list.

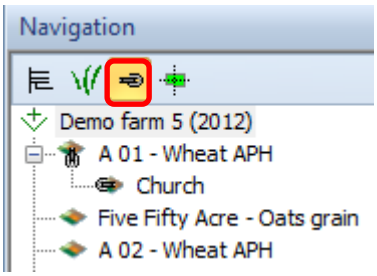
5. Repeat for all paddocks as required.

   Note: Once linked only the area can be changed.

   Tip: This can be used as an alternative to copying data and to produce smaller reports for large farms where crops are the same. For example: Ley or native pastures with no costs.

2. View Linked Paddocks

1. In Navigation Pane>Click Link-Mode button. Displays Master Paddock with linked paddocks underneath. Click on the '+' to see more.

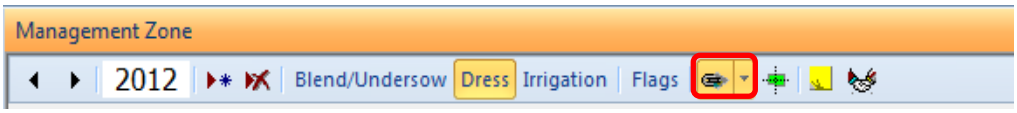


Paddocks that are linked to a Master Paddock are displayed as above.

3. To unlink a paddock

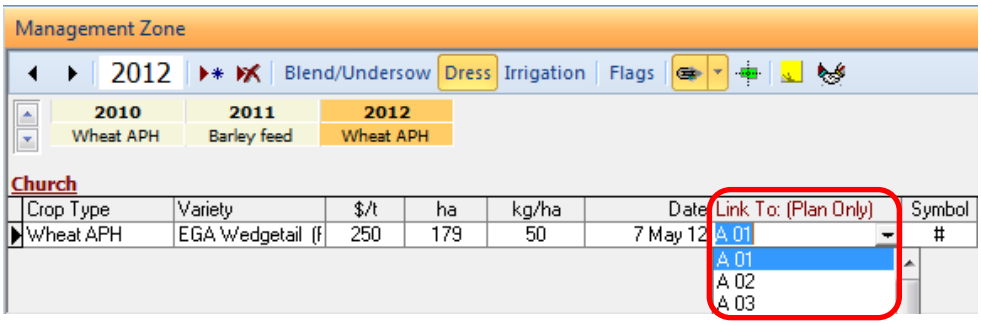
1. In Navigation Pane>Click Link-Mode button.
2. Click on a Linked Paddock in Navigation Pane.

3. Click on Paddock Linking Button



4. Click in the Link To cell.

5. Press Delete key on keyboard to remove Master Paddock name. The Linked To cell should be blank.



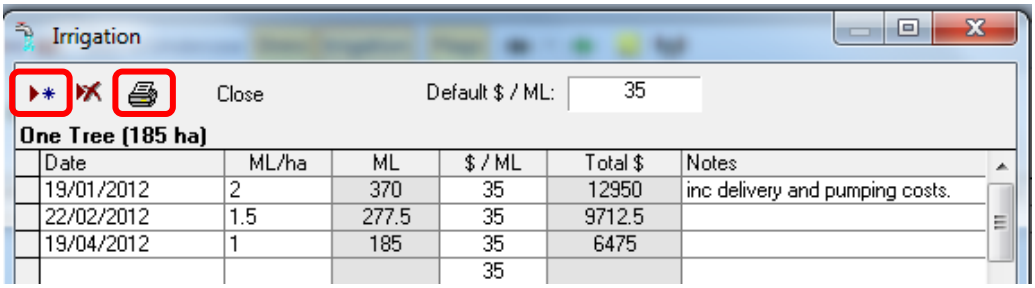
6. Paddock is then visibly unlinked in the Navigation Pane.

Irrigation

This section allows water costs and volumes to be attributed to the paddock.

1. Click on **Irrigation** button.

2. Enter a Default $/ML. Can include delivery and pumping costs per MegaLitre if desired.



Date	ML/ha	ML	$ / ML	Total $	Notes
19/01/2012	2	370	35	12950	inc delivery and pumping costs.
22/02/2012	1.5	277.5	35	9712.5	
19/04/2012	1	185	35	6475	
			35		

Note: Default $/ML appears in new entries.

3. Click the Add button.

4. Add Date of irrigation and number of MegaLitres per ha

5. Enter Notes as desired.

   Note: Can print this list per paddock as required.

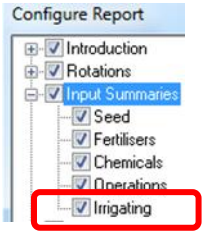
6. Irrigation Summary can be displayed in Reports.

Irrigation Summary

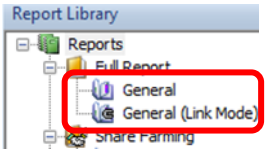
ML $	Feb	Mar	Sep	Nov	Dec	Total
Lucerne Irrigation	79 $1,975	79 $1,975	79 $1,975	79 $1,975	79 $1,975	395 $9,875
Total	79 $1,975	79 $1,975	79 $1,975	79 $1,975	79 $1,975	395 $9,875

1. Click on Report Tab>Click on Report Setup.

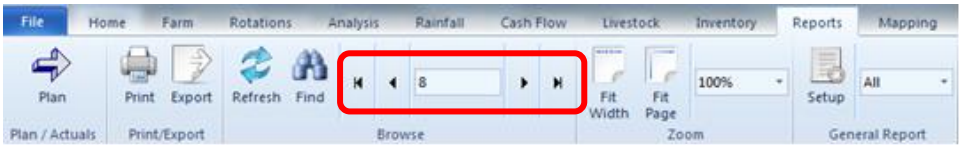
2. Expand Input Summaries>Tick Irrigating.



3. In Report Library>Click on General or General (Link Mode) to regenerate the Report.

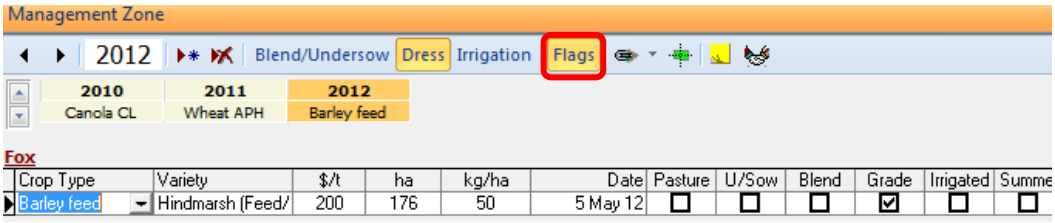


4. Click the arrows to skip through to the Irrigation Summary.



Flags

1. Click on **Flags** Button.



2. Check boxes appear next to Sowing Date:

   Pasture, U/sow and Blend, Grade, Irrigated, Summer, Hort. and Perm.

Pasture	U/Sow	Blend	Grade	Irrigated	Summer	Hort.	Perm.
☑	☐	☐	☐	☐	☐	☐	☐

Pasture: tick when selecting a pasture crop. This allows for allocation of paddock to livestock in the Livestock tab.

Under Sow/Blend: If entering an Undersow or Blend ensures that the correct box is ticked.

Grade, Irrigated, Summer and Hort: automatically ticked depending on the Crop selected.

Permanent: is for plantings rather than annual crops.

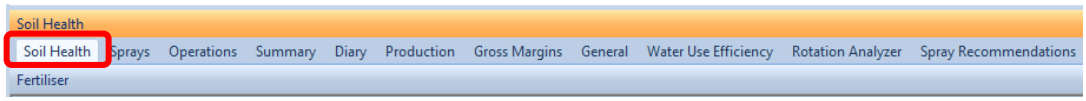
Tip: Recommend not to tick Perm and instead treat the planting as an annual crop without adding any costs $/t in the sowing zone. This will ensure that the Gross Margin is relevant per annum rather than as a total over the lifetime of the planting.

Soil Health

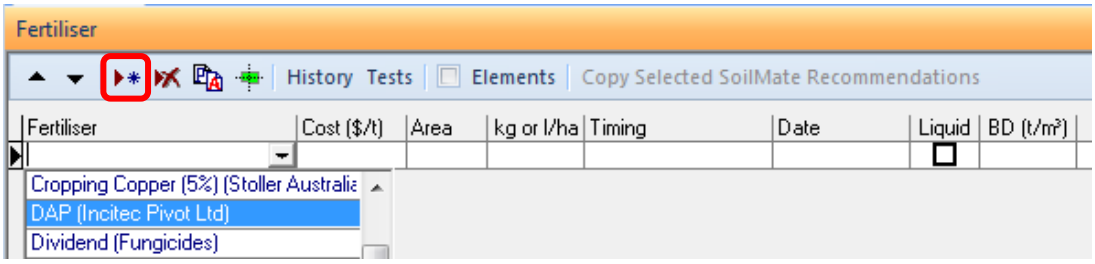
Fertiliser

1. Adding a Fertiliser

1. Click on **Soil Health** tab.

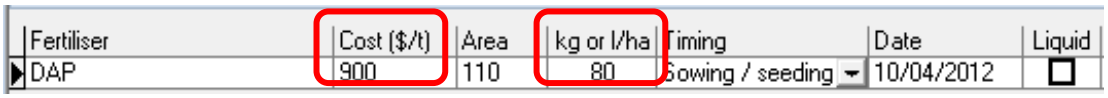


2. Click **Add** button to create a new Item.



3. Click on the blank cell in Fertiliser Column. Click on Product from drop down list.

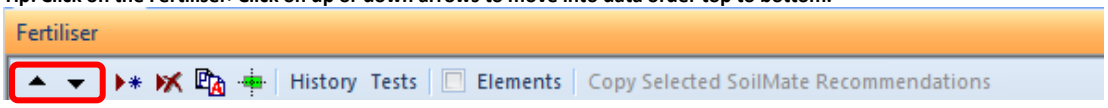
4. Adjust default cost ($/t), area (ha), and application rate (kg/ha).



Tip: To apply Fertiliser to only a part of the paddock, either adjust the area figure or use Coverage Map to map and auto-calculate the area covered.

5. Click on Cell under Timing>Select Timing from drop down list>Add Date.

Tip: Click on the Fertiliser>Click on up or down arrows to move into data order top to bottom.



2. Liquid Fertiliser

1. Repeat above steps 1-5.

2. Tick Liquid box (if not already ticked as default when choosing product).

Fertiliser	Cost ($/t)	Area	kg or l/ha	Timing	Date	Liquid	BD (t/m³)
MAP (Incitec Pivot Ltd)	820	114	85	Sowing / seeding	8/05/2012	☐	
Intake Combi 0.6	15000	114	0.4	Sowing / seeding	8/05/2012	☑	1

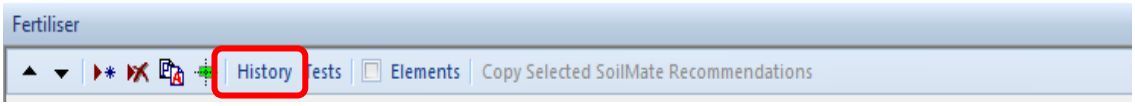
3. Add Bulk Density (BD) t/m3. Typical Bulk density is approx. 1-1.4 t/m3.

   Note: Be sure the price is $/T and that the Bulk Density is added. For more information Google the supplier's website for the products' bulk density.

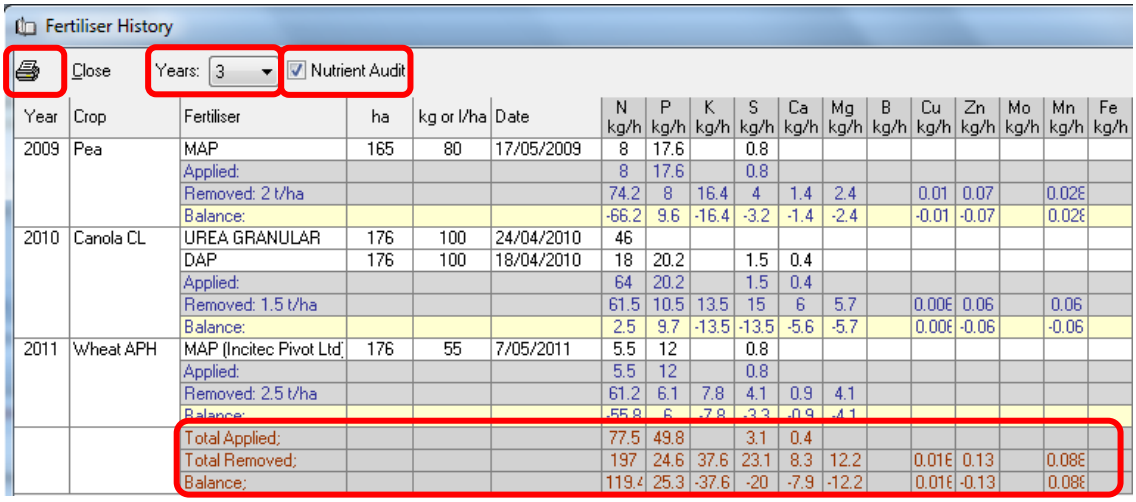
   Bulk Density is required for calculating the total amount of the product required in the Fertiliser Summary Report.

Soil Health History

1. Click on **History** Button.



2. Choose how many years to be displayed from drop down.



Year	Crop	Fertiliser	ha	kg or l/ha	Date	N kg/h	P kg/h	K kg/h	S kg/h	Ca kg/h	Mg kg/h	B kg/h	Cu kg/h	Zn kg/h	Mo kg/h	Mn kg/h	Fe kg/h
2009	Pea	MAP	165	80	17/05/2009	8	17.6		0.8								
		Applied:				8	17.6		0.8								
		Removed: 2 t/ha				74.2	8	16.4	4	1.4	2.4		0.01	0.07		0.02E	
		Balance:				-66.2	9.6	-16.4	-3.2	-1.4	-2.4		-0.01	-0.07		0.02E	
2010	Canola CL	UREA GRANULAR	176	100	24/04/2010	46											
		DAP	176	100	18/04/2010	18	20.2		1.5	0.4							
		Applied:				64	20.2		1.5	0.4							
		Removed: 1.5 t/ha				61.5	10.5	13.5	15	6	5.7		0.00E	0.06		0.06	
		Balance:				2.5	9.7	-13.5	-13.5	-5.6	-5.7		0.00E	-0.06		-0.06	
2011	Wheat APH	MAP (Incitec Pivot Ltd)	176	55	7/05/2011	5.5	12		0.8								
		Applied:				5.5	12		0.8								
		Removed: 2.5 t/ha				61.2	6.1	7.8	4.1	0.9	4.1						
		Balance:				-55.8	6	-7.8	-3.3	-0.9	-4.1						
		Total Applied;				77.5	49.8		3.1	0.4							
		Total Removed;				197	24.6	37.6	23.1	8.3	12.2		0.01E	0.13		0.08E	
		Balance;				119.4	25.3	-37.6	-20	-7.9	-12.2		0.01E	-0.13		0.08E	

3. Tick **Nutrient Audit** to see what the balance of each nutrient applied and removed is over that period.

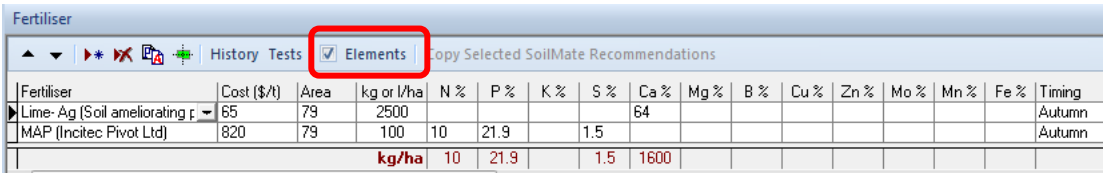
   Note: The nutrient removal is calculated on the typical amounts removed by each crop type. Added nutrients are based on a typical analysis of the elements in the product applied which is listed in the Master Database.

4. To Print Fertiliser History, click on the Print button.

   Note: Data in the Plan section must be copied to 'Actual' for the previous year's fertiliser records to be displayed in the fertiliser history. See Copy Plan to Actual for more information.

Elements

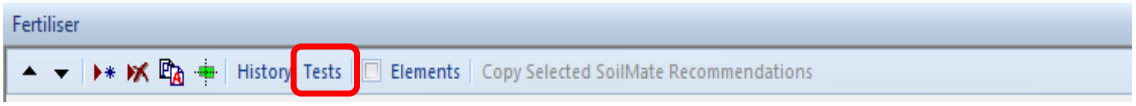
In Fertiliser tab tick the **Element** box to display elemental analysis (%) for each fertiliser product.



Fertiliser	Cost ($/t)	Area	kg or l/ha	N %	P %	K %	S %	Ca %	Mg %	B %	Cu %	Zn %	Mo %	Mn %	Fe %	Timing
Lime- Ag (Soil ameliorating p	65	79	2500					64								Autumn
MAP (Incitec Pivot Ltd)	820	79	100	10	21.9		1.5									Autumn
			kg/ha	10	21.9		1.5	1600								

Tests

1. Click on **Tests** button.



2. Click Add button >Enter details for each soil test result – one test per line.

Note: This is a very manual way of entering soil test data. Ask your agronomist if they use Back Paddock Soil Mate for soil tests. The soil test information, results and recommendations can be directed loaded into each paddock within your Back Paddock Adviser/Manager file. See Soil Mate section for more information.

Sprays

1. Add a Chemical Mix

1. Set Default Water Rate (L/ha)
2. Click Add button to Add a new mix.

Mix

History QA Default Water Rate (L/ha): 80 % Conc. Spraying

Mix	ha	Water L/ha	Water Req. L	Target Species	Timing	Date	Notes
1	115	80	9200	B/leaf	Two Trifoliate leaves	1 Jul 12	
2	115	50	5750	Insects	Timerite RLEM spraying date	15 Oct 12	

3. Adjust the Hectares (ha) and water rate as desired. See Tip below.
4. Add Target Species, Timing, Date and Notes
5. Sort mixes in date order using up and down arrows.

Tip: To apply chemical to only a part of the paddock, either adjust the area figure or use Coverage Map to map and auto-calculate the area covered.

2. Adding Chemicals

1. Click Add button

Chemicals

Chemicals Adjuvants

Chemical	Units	$ / Unit	Units/ha	Required	Symbol	Foot Note
Jaguar	L	21	0.5	57.5		
Sumi-Alpha Flex	L	7.5	0.1	11.5		

2. Choose Chemical from drop down list.

Note: Either scroll down or begin typing the product name. For Example: 'Rou' for Roundup. Data will auto populate the entry based on information in the Master Database.

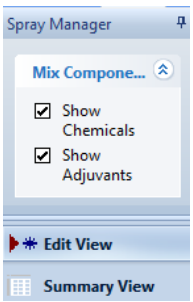
3. Change the Units, $/Unit, Units/ha as desired.
4. To add a Footnote. Select a Symbol and then type in the footnote section. This will appear in the paddock report.
5. Activator and Utility agents including, Surfactants, Wetters, Oils, and Ammonia Sulphate are available through the Adjuvant tab.
6. To add a Surfactant repeat steps 1-4 in the Adjuvants Tab.

Note: The % column is automatically calculated based on the Water Rate. Enter the amount of adjuvant as follows: 100mls = 0.1%, 110mls = 0.11%, 1L =1%, 1.5L=1.5%, etc.

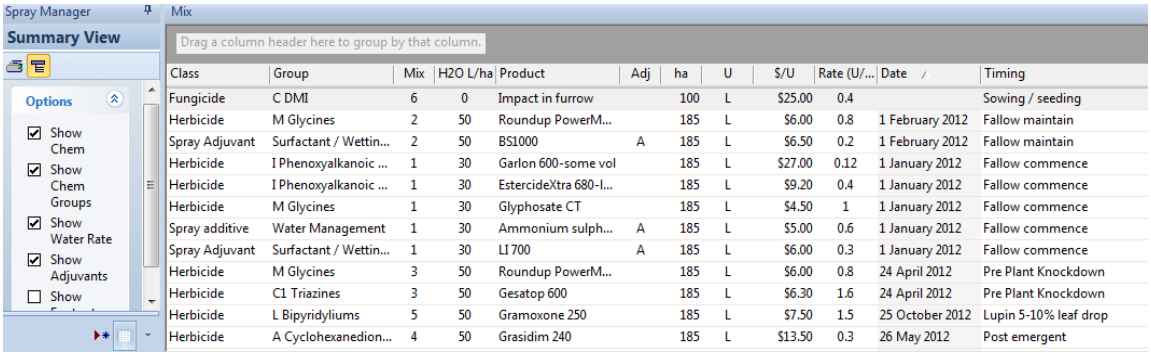
Tip: To keep chemical costs up to date use the Find and Replace function.

3. Spray Manager

1. Edit View Mode - Untick Show Chemical and Adjuvants to change the view on the corresponding screen. Not Recommended



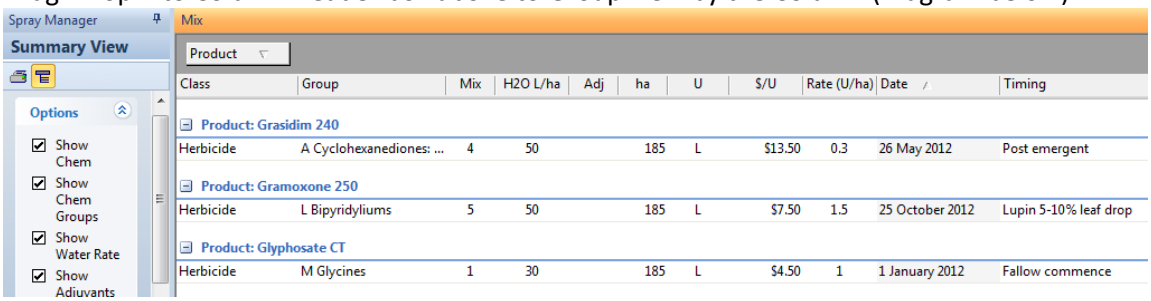
2. In Summary View Mode – Tick the various boxes to add columns to the display.



Class	Group	Mix	H2O L/ha	Product	Adj	ha	U	$/U	Rate (U/...	Date	Timing
Fungicide	C DMI	6	0	Impact in furrow		100	L	$25.00	0.4		Sowing / seeding
Herbicide	M Glycines	2	50	Roundup PowerM...		185	L	$6.00	0.8	1 February 2012	Fallow maintain
Spray Adjuvant	Surfactant / Wettin...	2	50	BS1000	A	185	L	$6.50	0.2	1 February 2012	Fallow maintain
Herbicide	I Phenoxyalkanoic ...	1	30	Garlon 600-some vol		185	L	$27.00	0.12	1 January 2012	Fallow commence
Herbicide	I Phenoxyalkanoic ...	1	30	EstercideXtra 680-I...		185	L	$9.20	0.4	1 January 2012	Fallow commence
Herbicide	M Glycines	1	30	Glyphosate CT		185	L	$4.50	1	1 January 2012	Fallow commence
Spray additive	Water Management	1	30	Ammonium sulph...	A	185	L	$5.00	0.6	1 January 2012	Fallow commence
Spray Adjuvant	Surfactant / Wettin...	1	30	LI 700	A	185	L	$6.00	0.3	1 January 2012	Fallow commence
Herbicide	M Glycines	3	50	Roundup PowerM...		185	L	$6.00	0.8	24 April 2012	Pre Plant Knockdown
Herbicide	C1 Triazines	3	50	Gesatop 600		185	L	$6.30	1.6	24 April 2012	Pre Plant Knockdown
Herbicide	L Bipyridyliums	5	50	Gramoxone 250		185	L	$7.50	1.5	25 October 2012	Lupin 5-10% leaf drop
Herbicide	A Cyclohexanedion...	4	50	Grasidim 240		185	L	$13.50	0.3	26 May 2012	Post emergent

3. Rearrange the columns by Click>Hold>Drag>Drop into desired column order. OR

   Drag>Drop into Column Header box above to Group view by the Column (Diagram below).



Class	Group	Mix	H2O L/ha	Adj	ha	U	$/U	Rate (U/ha)	Date	Timing
Product: Grasidim 240										
Herbicide	A Cyclohexanediones: ...	4	50		185	L	$13.50	0.3	26 May 2012	Post emergent
Product: Gramoxone 250										
Herbicide	L Bipyridyliums	5	50		185	L	$7.50	1.5	25 October 2012	Lupin 5-10% leaf drop
Product: Glyphosate CT										
Herbicide	M Glycines	1	30		185	L	$4.50	1	1 January 2012	Fallow commence

4. To Print Summary View, click on the Print button.

Tip: This can be done per paddock or by selecting the Farm Name or Client File Name at the top if the Navigation Pane to display all chemicals per farm or per client file.

4. Chemical History

1. Click on History button.

2. Select the number of years to be displayed from drop down.

   The columns display the year, crop of the particular year, chemical class, group, type, chemical brand name, units, units/ha, area, date and the timing.

Chemical History

Close Years: 3

Year	Crop	Class	Group	Type	Chemical	Units	Units/h
2009	Wheat APH	Fungicide	C	DMI	Bayleton 125	L	1
		Herbicide	A1	Fops	Topik 240 EC	L	0.065
			D1	Dinitro-analine's	TriflurX 480g/L	L	1.5
			M	Glycines	Roundup CT	L	1
2010	Oats grain		B1	Sulfonyl Urea's	Glean	g	25
			M	Glycines	Roundup PowerMAX	L	0.8
					Roundup PowerMAX	L	0.8
		Insecticide	3A	Pyrethroids	Sumi - Alpha Flex	L	0.1
2011	Barley feed	Herbicide	A2	Dims	Achieve WG	kg	0.38
			I	Phenoxyalkanoic acids: (Phenoxys)	EstercideXtra 680-low	L	0.4
					Garlon 600-some vol	L	0.12
					MCPA 500-low vol	L	0.6
			M	Glycines	Glyphosate CT	L	1
					Roundup PowerMAX	L	0.8
					Roundup PowerMAX	L	0.8
		Insecticide	3A	Pyrethroids	Sumi-Alpha Flex	L	0.1

3. To Print Chemical History, click on the Print button.

Note: Data in the Plan section must be copied to 'Actual' for the previous year's fertiliser records to be displayed in the fertiliser history. See Copy Plan to Actual for more information.

5. Concentrated Spray ☑ Conc. Spraying

1. Ticking the Conc. Spray box, adjusts the spraying method to a concentrated spray, as used in horticulture, rather than a broad acre spraying method.

2. Add a figure in the Runoff/ha column that appears in the Mix for addition into the Chemical calculation.

3. In Chemical section below choose either Units/100l or Units/ha.

Chemicals | Adjuvants

Chemical	Units	$ / Unit	Rate	Rate Units	CF	Conc. Rate	Required
Roundup PowerMAX	L	6	0.8	Units/100l	0.44	0.352	32.56
Gesatop 600	L	6.3	1.6	Units/ha			296

Units/ha
Units/100l

Note: Units/ha do not auto-calculate a CF or Conc.Rate.

6. QA – Quality Assurance

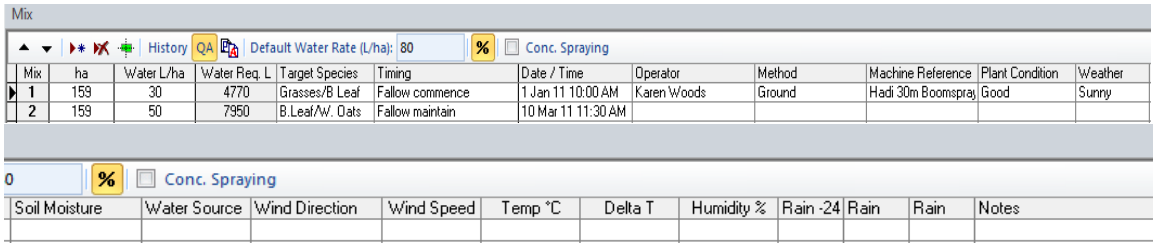
This section is to enter data as a Spray Diary function.

1. Copy Plan data to Actuals. See Copy Plan to Actuals for more information.

2. Change to Actuals Mode.

3. Select paddock>click on QA button in Sprays section.

   New columns are added: date/time, Operator, Method, Machine Reference, Plant Condition, Weather, Soil Moisture, Water Source, Wind Direction, Wind Speed, Temp, Delta T, Humidity, Rain-24, Rain, and Rain.



4. Enter data specific to each Mix into each column except for:

   Date/Time – click on the cell and manually change time hours, minutes and AM/PM.
   Operator – Click from drop down list. See Inventories>People to add Operators.
   Machinery Reference – Click from drop down list. See Farm>Machinery to add Machines.
   Rain -24 – refers to the rain within the 24hour period prior to spraying.

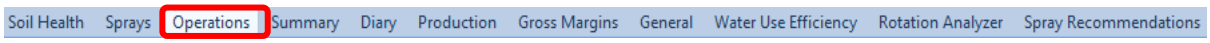
Note: At this stage this data is unable to be printed or accessed in a Report.

Operations

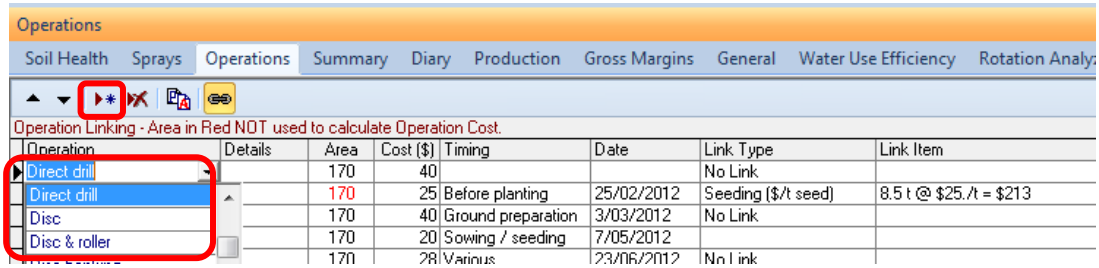
The Operations pane allows you to input the particular operations that will occur within the paddock at a particular point in time. In this section you are able to link particular operations to other activities and choose if to cost operation either per tonne or per hectare.

1. Add Operation

1. Click on Operations Tab.



2. Click Add button to add new Operation entry.



3. Click on the blank Operation cell>Click on Operation from drop down.

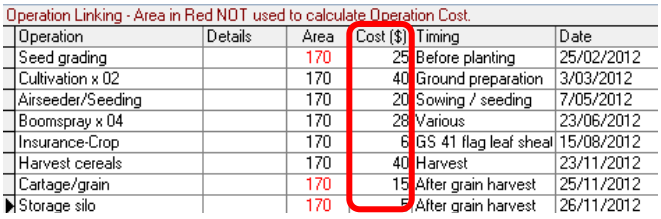
   Note: Default cost from the Master Database will appear. Where multiple rounds of operations appear the cost is multiplied. For example: Boomspray x 03 is $7x3 = $21.

4. Click on Timing cell>Click on Timing from drop down.
5. Click on Date>Select Date.

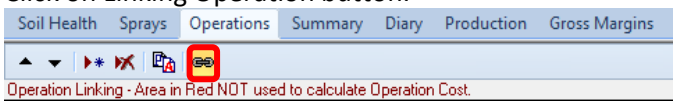
2. Linking Operations

Costs of operations are entered on a per hectare (ha) basis. To change to a per tonne (t) basis requires linking operation to Crop area (sowing), Seeding, Harvest, or Fertilisers (Select or All).

1. Add Operation, Timing and Date. Notice the Area figures that are coloured **Red**. This means they are Linked Operations.
2. Change figure in Cost ($) column to reflect per a $/Tonne figure.



3. Click on Linking Operation button.



4. Link Type and Link Item columns appear.

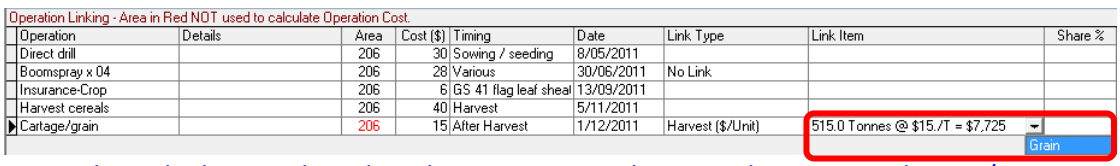
5. Choose a Link Type>Click on Link Type in drop down.

Link Types

Link Type	Link Item
Crop Area (ha sown)	114 ha @ $20./ha = $2,280
Seeding ($/t seed)	5.7 t @ $28./t = $160
Fertiliser ($/t All)	12.5 t Fertiliser @ $6./t = $75
Fertiliser ($/t Select Ferti	6.3 t MAP (Incitec Pivot Ltd) @ $40./
Harvest ($/Unit)	285.0 Tonnes @ $15./T = $4,275

- Crop Area (ha Sown) - Cost is multiplied by the hectares sown. For example: Spraying of crop area.
- Seeding ($/t seed) – Cost multiplied by the total tonnage of seed used in sowing. For example: Seed grading and cleaning.
- Harvest ($/Unit) – Cost multiplied by the total tonnage yielded from paddock. The Yield is based on the Expected tonnes/ha average estimated in Production Tab. For example: Cartage of crop.
- Fertiliser ($/T All) – Cost multiplied by total tonnage of fertiliser used in Soil Health. For example: Cartage of fertiliser.
- Fertiliser ($/T Select Fertiliser) – Cost multiplied by tonnage of a specific fertiliser used in Soil Health. For example: Cartage or spreading of selected fertiliser.

6. Choose a Link Item>Click on Link Item in drop down.

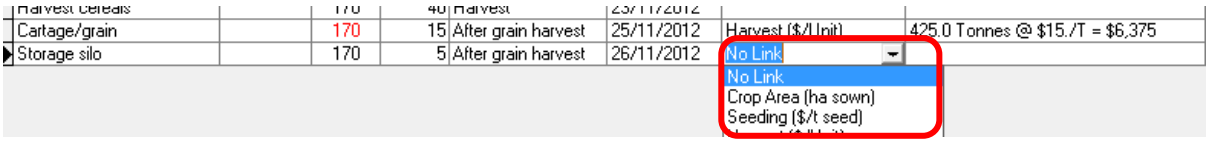


Note: The Linked Item is based on the entries in Production Tab. For example: Hay/Cotton baling operations can be added and costed per tonne or bale.

7. For Linked Items, the Area will appear in **RED** font.

3. To unlink the operation

1. Select No Link in Link Type column.

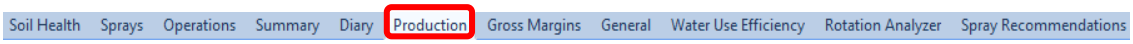


Production

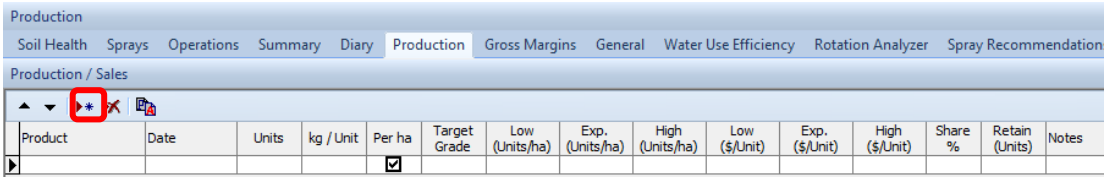
The production pane determines the expected prices and yields for the particular paddock highlighted in the navigation section. In this section you able to add additional harvest units like Grain, Straw, Bales, Boxes, Cartons, etc.

1. Add Product, Yield and Returns (Price)

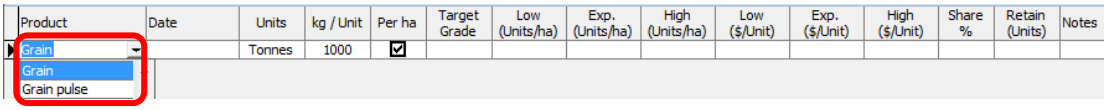
1. Select Production Tab.



2. Click Add button. A blank entry will appear.



3. Click on the empty product cell>Select product from drop down.



4. Enter data into all cells including:

    1. Date of Harvest.
    2. Kg/Unit – for example 1000kgs/tonne.
    3. ☑ Per Ha – Tick if Yield/Price estimate is per ha. Untick if per paddock (total area).
    4. Target Grade.
    5. Yield (Units/ha) - Low, Expected, High Yield estimate.

Low (Units/ha)	Exp. (Units/ha)	High (Units/ha)
3	4.1	5.3

    6. Price ($/Unit) - Low, Expected and High Price estimate.

Low ($/Unit)	Exp. ($/Unit)	High ($/Unit)
180	196	209

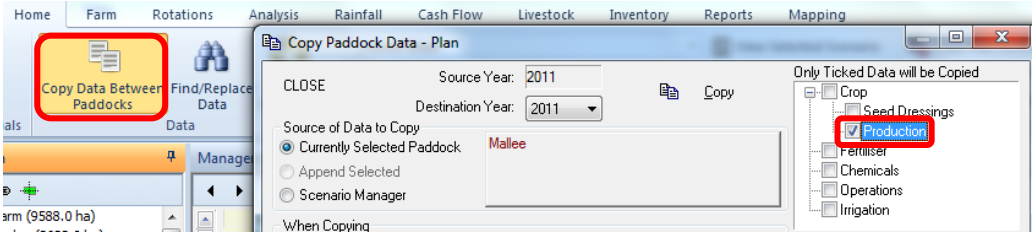
    7. Retain Units - Amount of Units retained from that specific paddock.

Retain (Units)
100

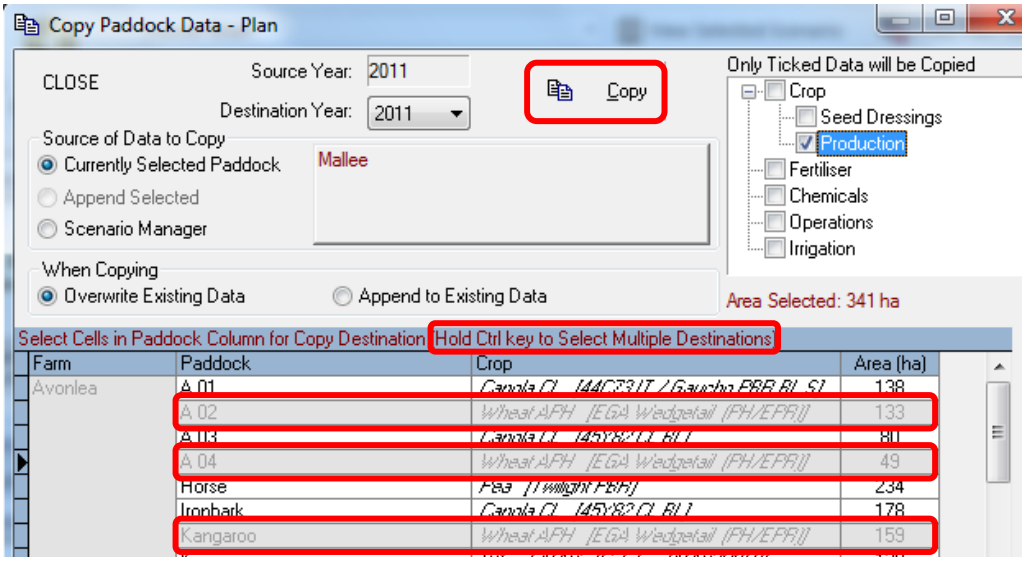
5. Repeat steps 2-4 for additional products yielded from same paddock in the same production year. For example Straw, Lucerne, etc.

6. Copy and Paste Production into other paddocks with the similar Product/Yield/Returns.

   1. Click Copy Button>Untick all options except for Production.



   2. Hold Ctrl Key down on Keyboard>Single mouse click on relevant paddocks.

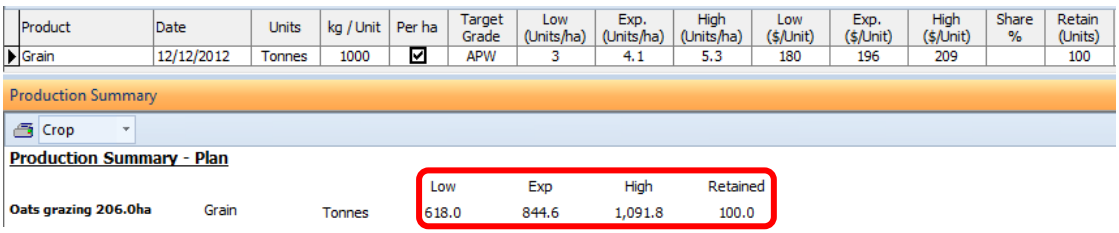


   3. Release Ctrl key>Click Copy button.

2. Production Summary

The Production Summary provides a crop production forecast specifically per crop and variety in tonnes by Low, Expected and High yield estimates.

1. As Yield estimates are entered, the Production Summary - Plan calculates the estimated total and Retained for that Paddock area. For example 3 Tonne/ha x 206ha = 618 Tonnes.



Product	Date	Units	kg / Unit	Per ha	Target Grade	Low (Units/ha)	Exp. (Units/ha)	High (Units/ha)	Low ($/Unit)	Exp. ($/Unit)	High ($/Unit)	Share %	Retain (Units)
Grain	12/12/2012	Tonnes	1000	☑	APW	3	4.1	5.3	180	196	209		100

Production Summary

Crop

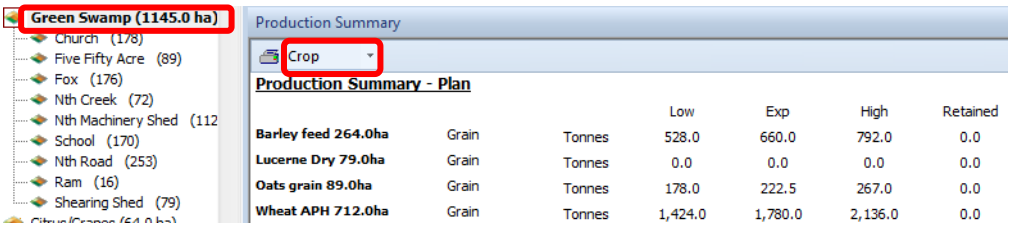
Production Summary - Plan

			Low	Exp	High	Retained
Oats grazing 206.0ha	Grain	Tonnes	618.0	844.6	1,091.8	100.0

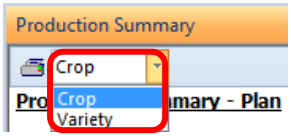
2. For total yield views per Client File or Farm

1. In Navigation pane>Click either Client File Trading Name (at very top) or Farm Name.

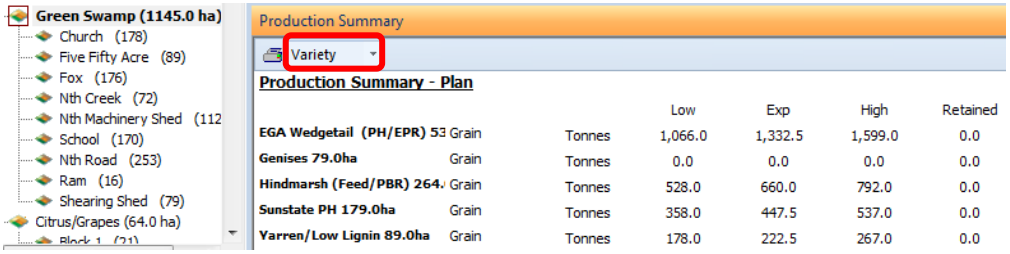
   For example: Crop View – Displays total Tonnage per crop on Green Swamp Farm.



2. Choose Crop or Variety from drop down.



   For Example: Variety View – Displays total Tonnage by Variety on Green Swamp Farm.

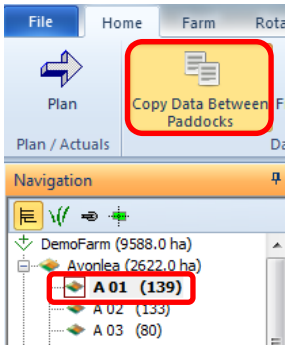


Copying Data between Paddocks

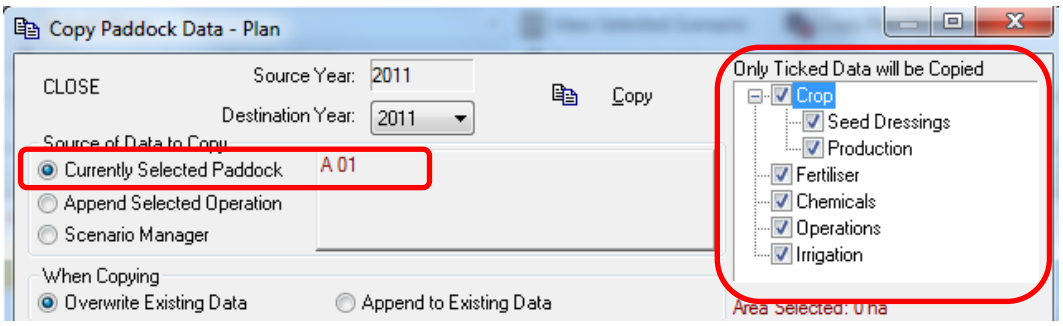
Data entered in any Management Zone can be re-used elsewhere in the Client File by use of the Copy Data between Paddocks button. Data can be copied entirely between multiple paddocks and years, or portions and individual entries can be copied to specific and multiple locations.

1. Copying entire paddock to multiple paddocks within a year.

1. In Navigation>Click on Paddock to be copied (data location).
2. Click on Copy Data between Paddocks Button.



3. Copy Paddock Data – Plan box appears.



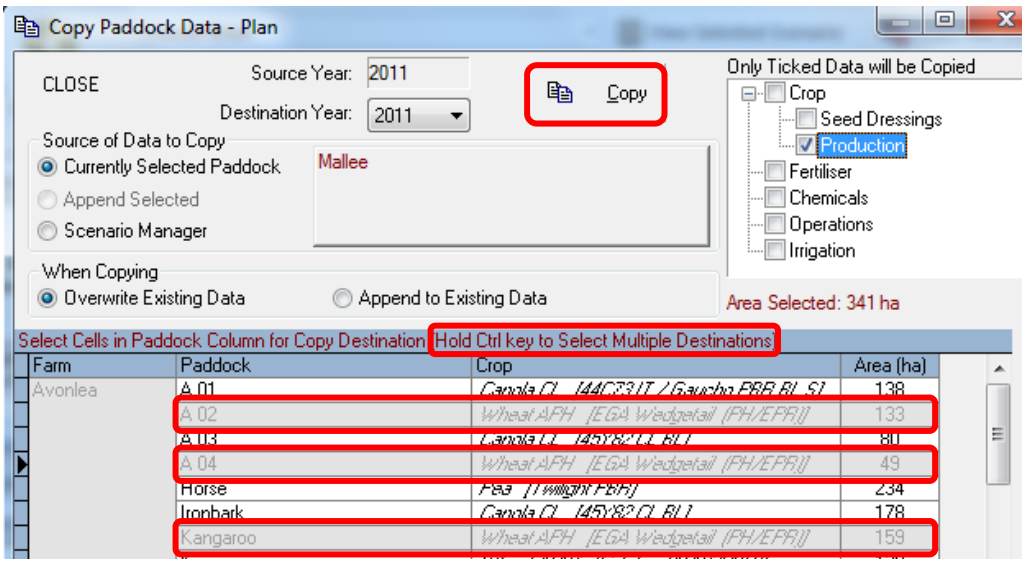
Paddock listed in red is Source of Data to be Copied

4. Only Ticked Data Copied – tick on/off to select portion to be copied.
   - Crop = Sowing
   - Production = Yield and Returns
   - Operations = Workings and associated costs

   Note: Tick all for Entire paddock duplication or a mix of tabs to be copied.

5. Overwrite existing data (default)
   - Overwrite replaces existing data with the new data.
   - The Append to existing Data option will merge with the existing data at the destination area.

6. Select one or multiple paddocks.
    1. Hold Ctrl Key down on Keyboard>Single mouse click on relevant paddocks.

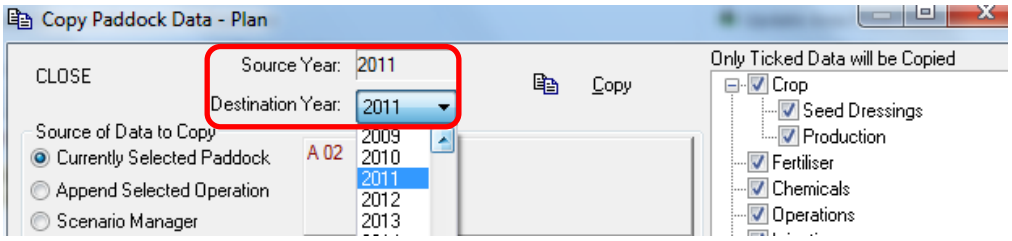


    2. Use scroll bar on Right side to move up and down the list.

7. Click Copy Button.

2. Copying to multiple paddocks in another year.

1. Complete Steps 1-7.
2. Change the Destination Year from the drop down. Scroll up for past years/ down for future years.

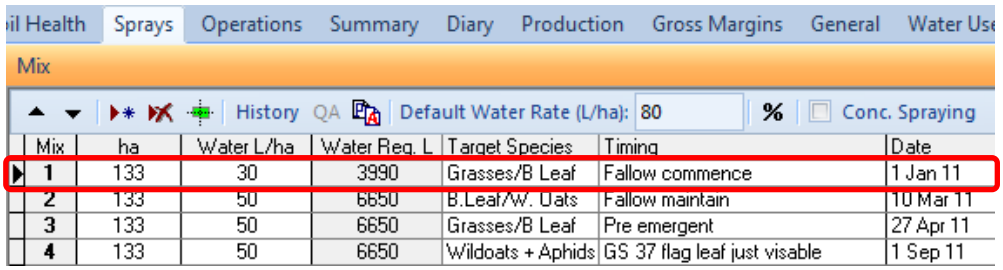


3. Click Copy Button.

3. Copying Individual Inputs Between Paddocks

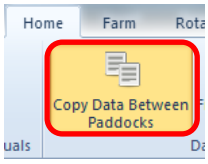
To copy an individual entry such as chemical mix, a fertiliser or an operation to other paddocks.

1. Find and Click on Input Entry (black arrow appears and cursor is blinking on that row).

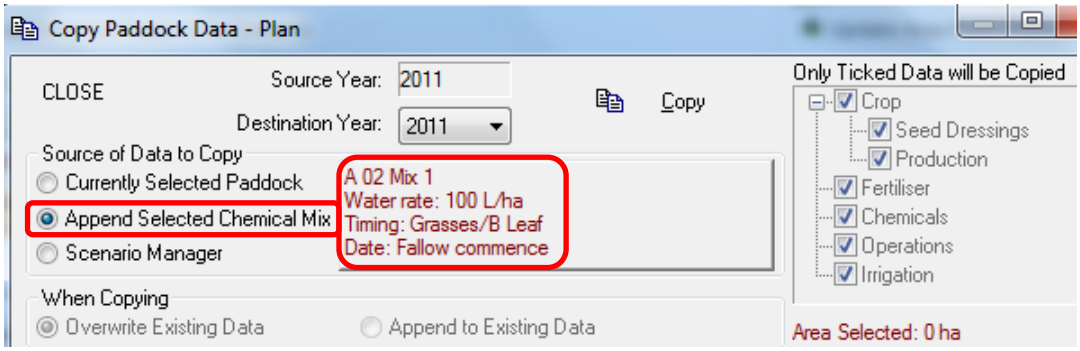


Note: For a Chemical mix – Ensure the cursor is blinking in Mix section (black arrow at beginning and cursor blinking on Mix row).

2. Select Copy Data between Paddocks Button.



3. Click on Append Selected …Fertiliser/Operation/Chemical Mix> In Red – details about the item appears.

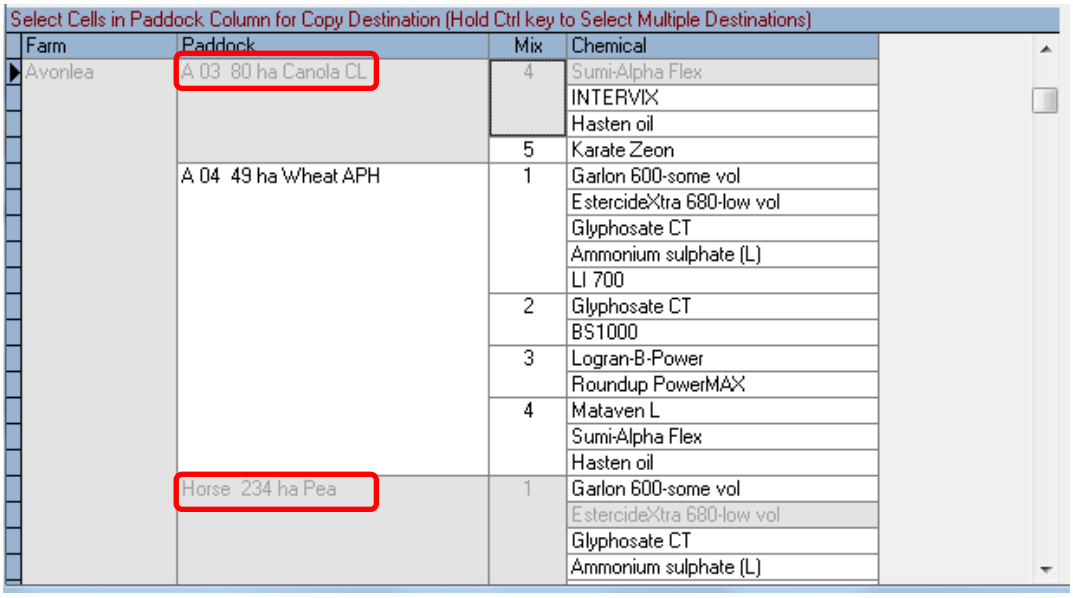


Note: The Append Selected….changes based on where the cursor was placed prior to selecting the Copy Data Between Paddocks button.

Note: Ticked Data boxes (left) become unavailable and irrelevant.

4. Click on one or multiple paddocks by holding Ctrl Key down and Clicking on the name of each Paddock. Use scroll bar on Right side to move up and down the list

Note: This displays the existing mixes and chemicals in each paddock.



Note: This view shows the Chemical Mixes and Chemicals added. When selecting fertilisers or Operations they will show list each Fertiliser or Operations already listed in the paddocks.

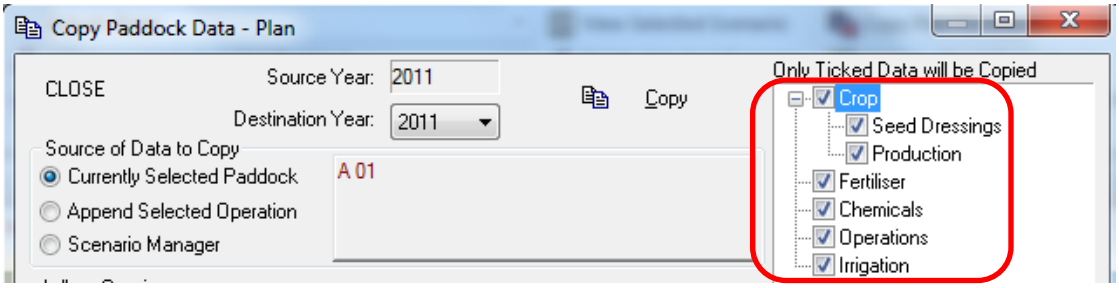
5. Release Ctrl key when finished>Click Copy Button.

6. The copied Entry is added at the bottom of the section copied too>Re-Sort into date order.

4. Appending Existing Data

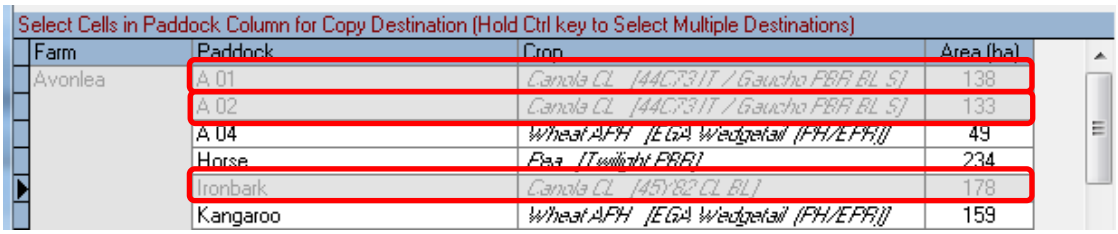
Copying Sections without overwriting existing data within that Section.

1. In Navigation>Click on Paddock where data is to be copied from.
2. Copy Paddock Data – Plan box appears>Tick one or more Data Boxes to be copied.

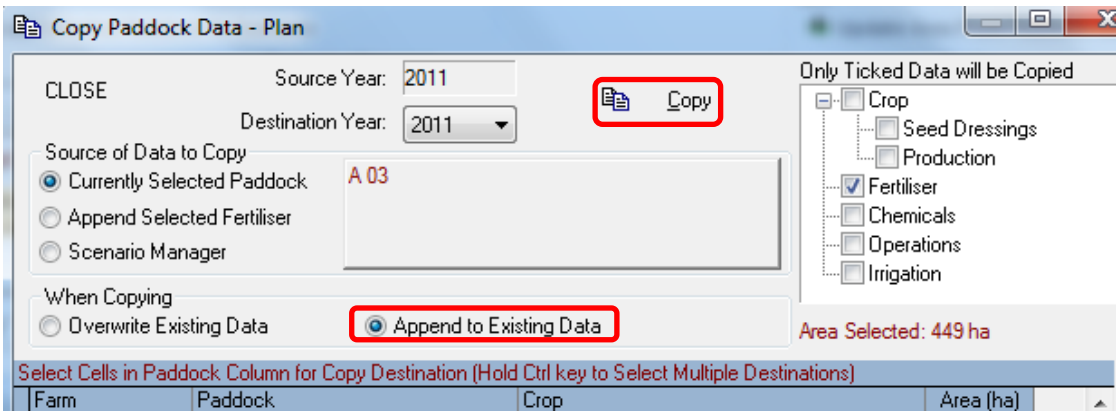


Paddock listed in red is Source of Data to be Copied

3. Click on one or multiple paddocks by holding Ctrl Key down and Clicking on the name of each Paddock. Use scroll bar on Right side to move up and down the list.

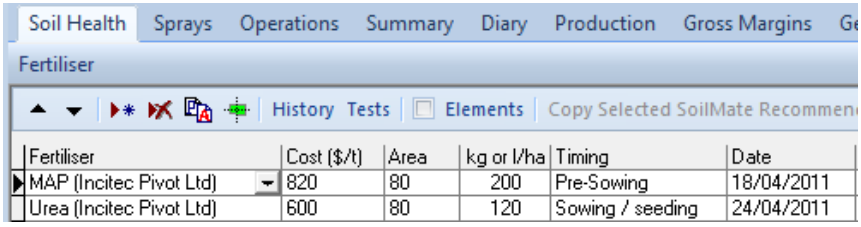


4. Click on Append to Existing Data>Click Copy button.

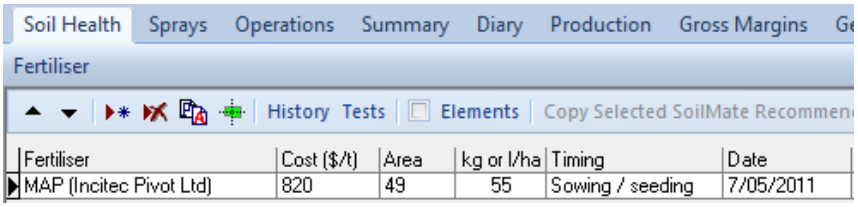


For Example:

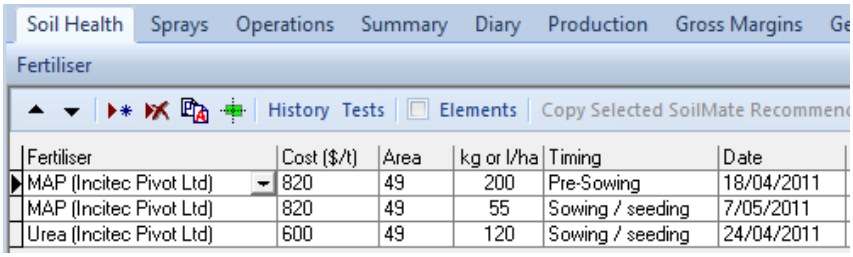
1. Copying 2 Fertiliser Items listed in Soil Health Tab.



2. To another paddock with only 1 Map Item.



3. Resulting in 3 Fertiliser Items listed in Soil Health.



Find & Replace

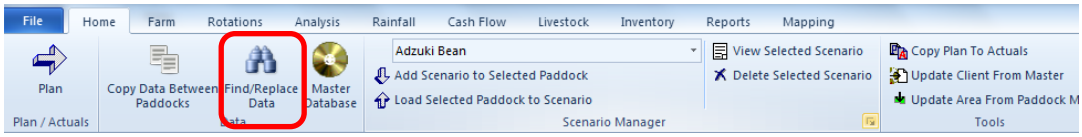
The Find and Replace feature allows quick updating and changing of prices, rates and products within Client or Scenario Files. It also enabled enquiries to find where and when instances that inputs, products and prices are used throughout the File. This saves having to trawl through each paddock manually. This function is also used as a quick check prior to finalising the Plan or Actuals.

1. Open Find/Replace

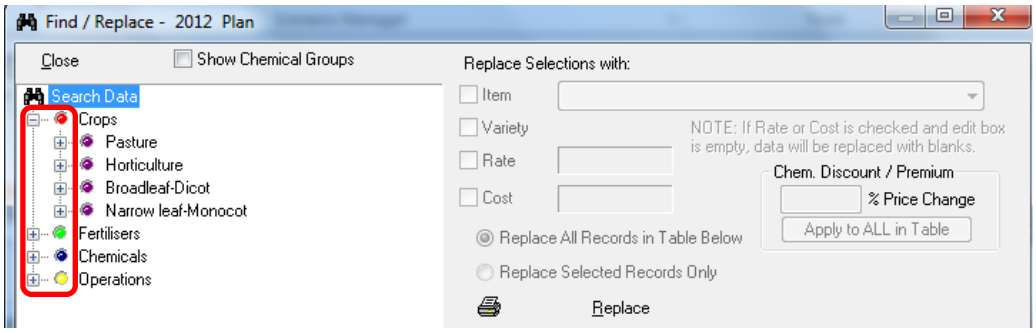
1. Open Client File>Select Correct Year (Use arrows to change year).

Note: Find replace only updates prices/rates/products in that client file only for that year. It does not update the Master Data Base. Although use copy and paste into other years the changes carry through.

2. Click Find/Replace Button.



3. Find/Replace Box appears>Click on the '+' next to the Coloured dots to expand each section>Continue to click to drill down into each section.

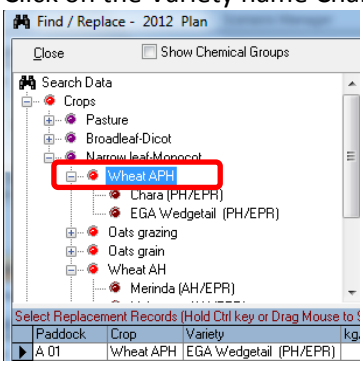


2. Find/Replace Sowing Rate and Seed Cost

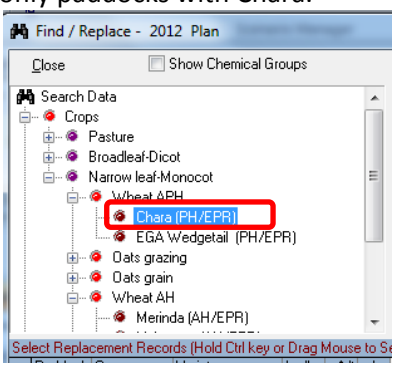
Update sowing rates and seed costs in each paddock without the need to use Copy and Paste.

1. Click on '+' next to Crops/Crop/ Type/Variety.

For Example: Click on Wheat APH to view all the Varieties. And/Or
Click on the Variety name Chara to view only paddocks with Chara.

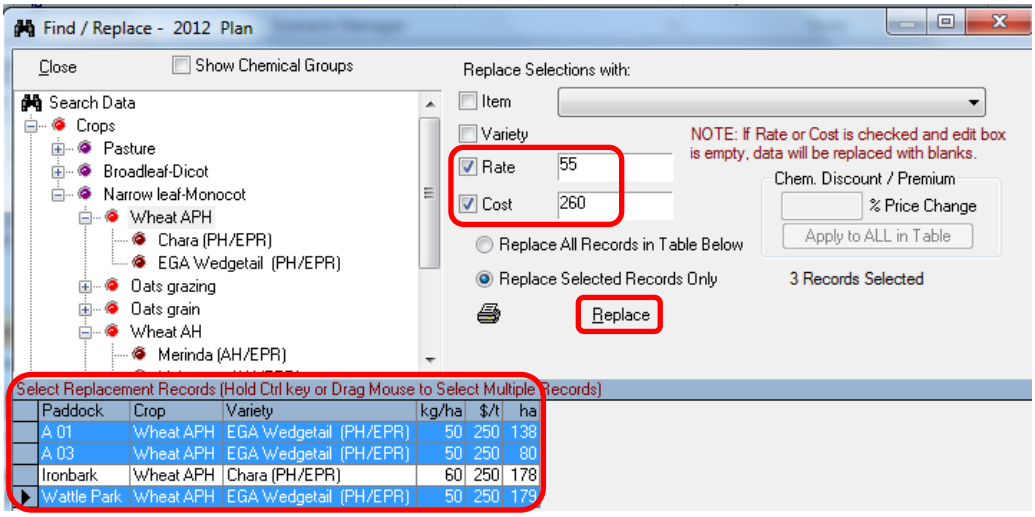


Crop Type



Variety

2. Tick Rate and/or Cost box>Enter figures to replace.



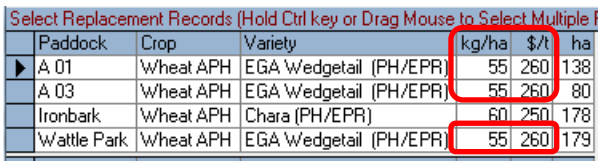
Replace Selected Records only by choosing individual paddocks>Hold Ctrl Key on Keyboard down>Single click on each Paddock Name to select>Release Ctrl Key> Click Replace button.

Or

Click Replace button to Replace All Records in Table.

3. Click Yes to confirm Replace Selected Records.

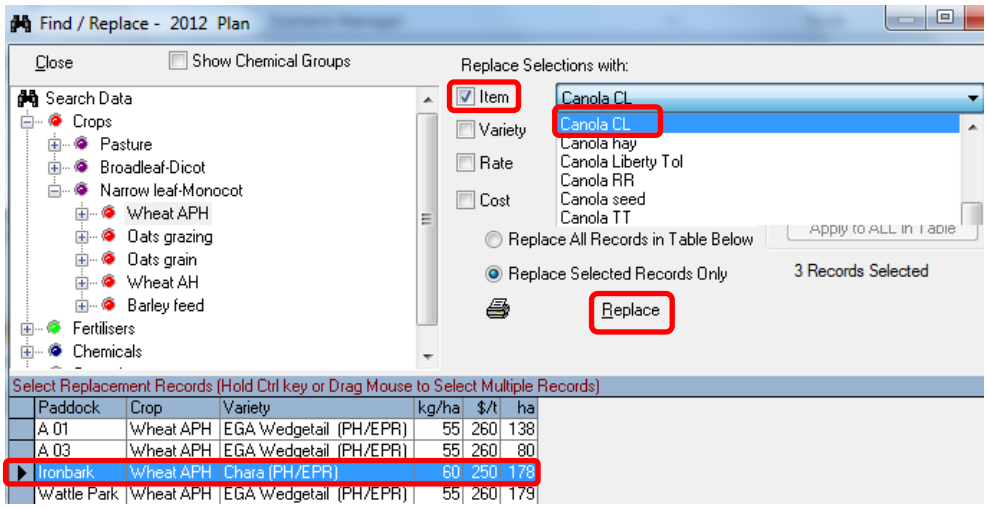
4. Changes appear in Rate – Kg/ha and Cost $/t columns.



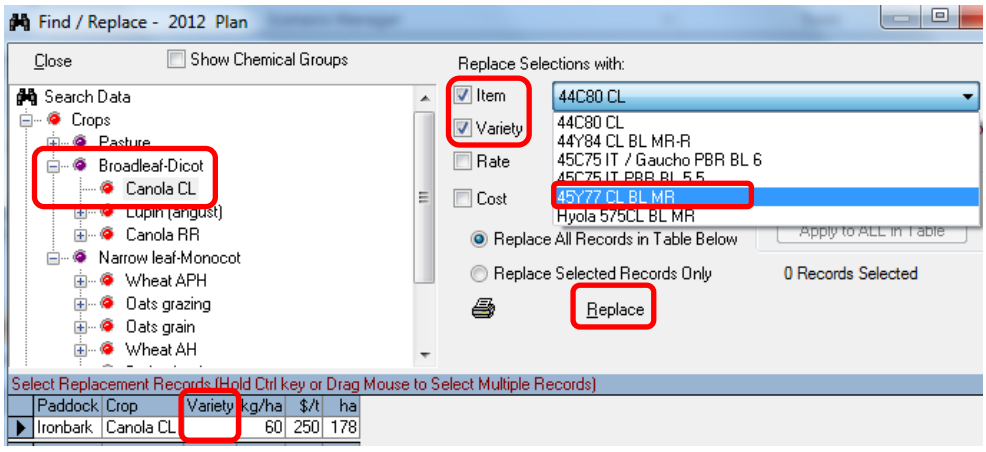
3. Find/Replace Crop Type and Variety

Change crops and varieties in each paddock without the need to use Copy and Paste.

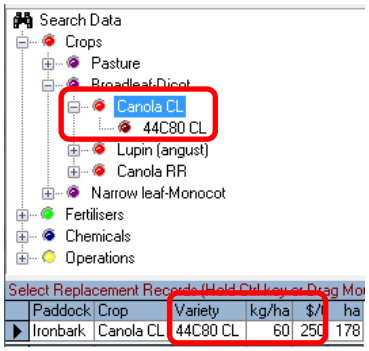
1. Click on '+' next to Crops/Crop/ Type.
2. Tick Item>Select Crop Type from drop down>Select Paddock(s) to apply the change>Click Replace Button>Click Ok to confirm change.



3. Click on '+' Crop/Type to view change to Crop in paddock(s)>Variety is blank.
   Tick Variety and Item boxes>Choose Variety from drop down>Select paddock(s) to apply change>Click Replace>Click Ok to confirm change.



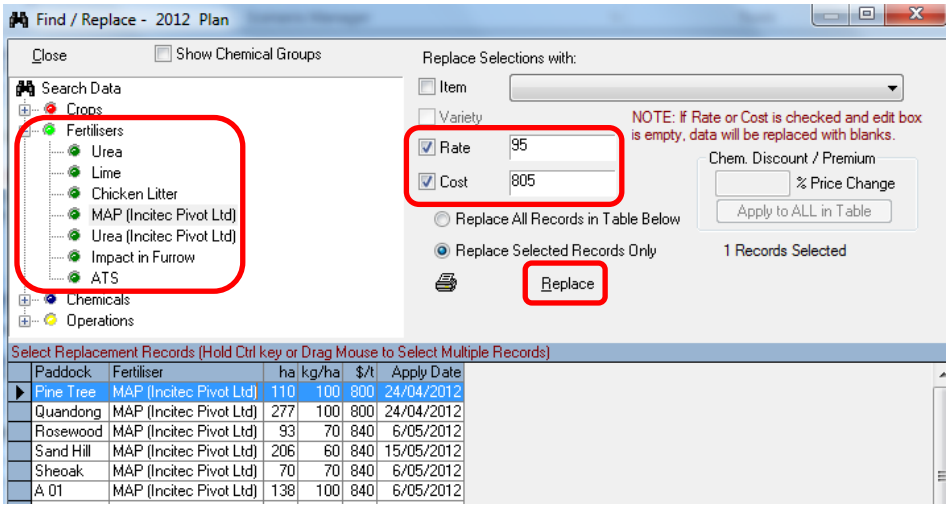
4. Variety appears with default sowing rate (kg/ha) and cost ($/t) from Master Database.



4. Find/Replace Costs and Rates for Fertiliser/Chemical/Operations

This is particularly handy when estimating costs rather than using default in the Master Database or when updating actual costs.

1. Click '+' Fertiliser/Chemical/Operations>Click Fertiliser/Chemical/Operation Name.

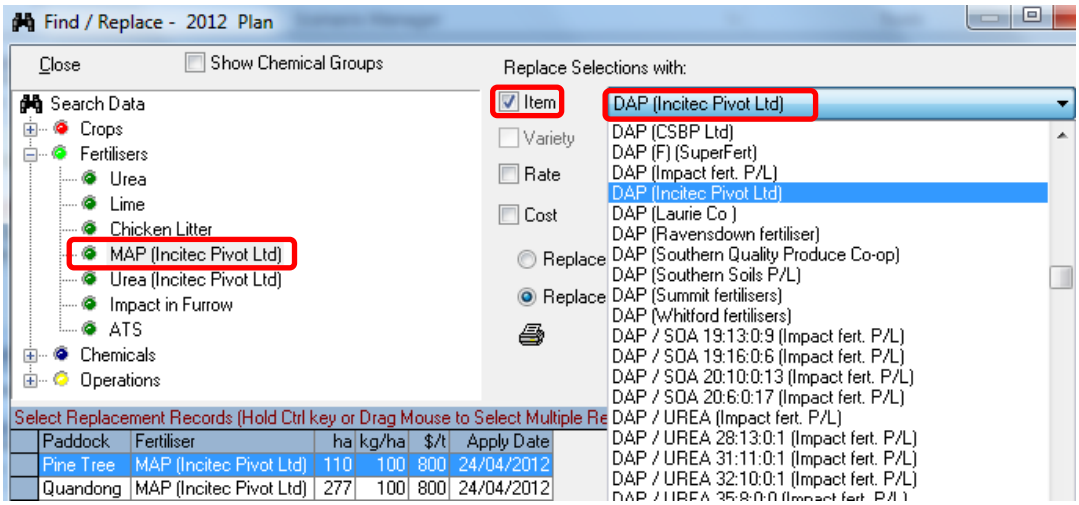


2. Tick Rate and Cost> Add application rate (kg/ha) and cost ($/t).
3. Select paddock(s) – holding Ctrl key down while selecting multiple paddocks.
4. Click Replace>Click Ok to confirm changes.

5. Find/Replace Fertiliser/Chemical/Operations

Changing products or operations is simple when using Find Replace.

1. Click on '+' Fertiliser/Chemical/Operations>Click Fertiliser/Chemical/Operation Name
2. Tick Item>Select Product/Operation from drop down>Select Paddock(s) to apply the change>Click Replace button>Click Ok to confirm change.

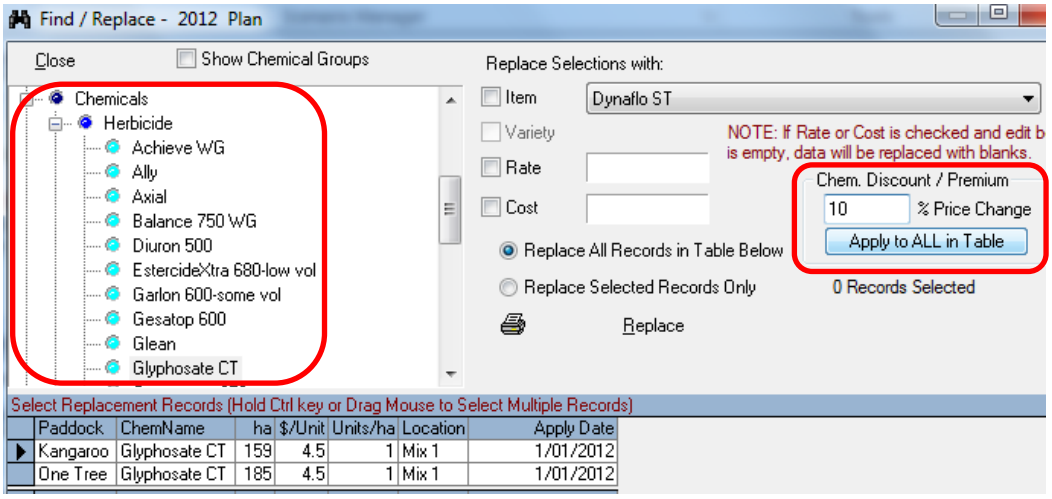


Note: Remember to ensure that the rate and cost is relevant to the new product/operation chosen.

6. Chemical Discount/Premium

Adjust the chemical discount/premium as a percentage change for all or individual chemicals.

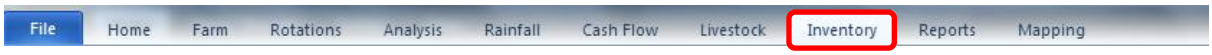
1. Click '+' to expand to Chemicals.
2. Chem.Discount/Premium %Price Change becomes active>Add %.



3. Click on:
    1. Chemicals for it to apply to all Chemicals.
    2. Chemical Type such as Herbicides for it to apply to All Herbicides.
    3. Chemical Product for it to apply to only that product.

4. Click Apply to ALL in Table.

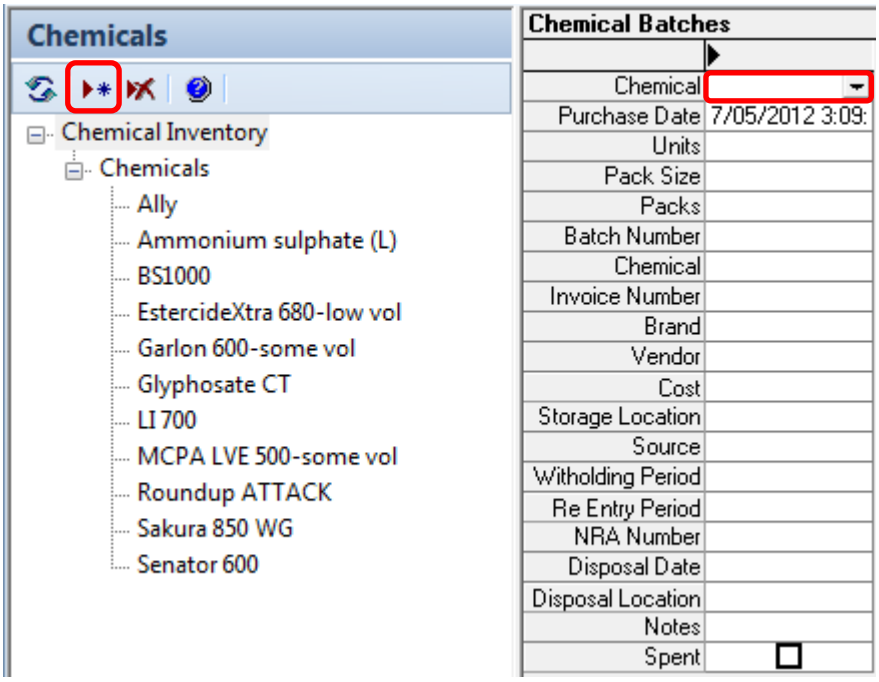
Inventory



The inventory section allows you to list certain inventory items as stored available chemicals on farm. Also able to list people who are qualified to apply chemical on farm for QA Chemical Diary reporting.

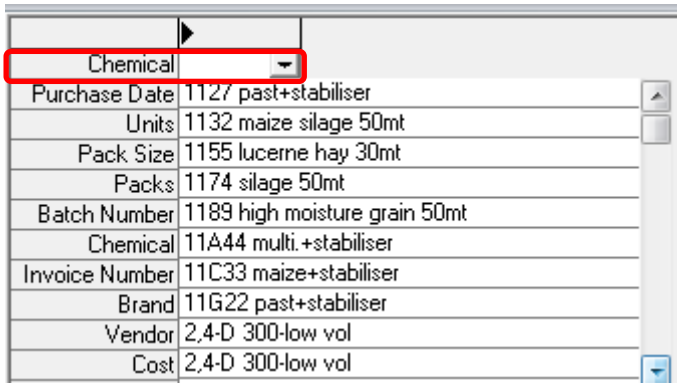
1. Adding Chemical to Inventory

1. In Chemical View>Click Add button. A new Chemical Batch appears.



Note: Chemicals used in the year viewed are listed. Alternatively can click on existing chemical then click add button.

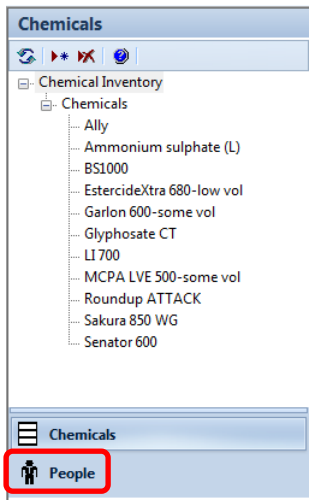
2. Click on Chemical Cell>Click on chemical from drop down.



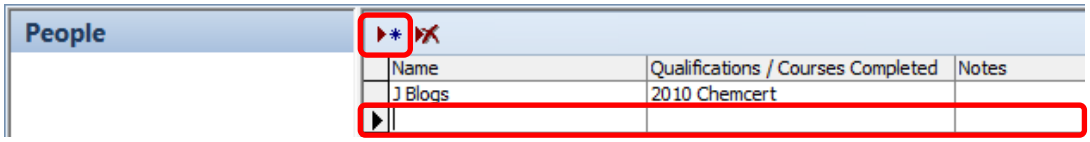
3. Enter in other details as required. Details are kept up to date manually.

2. Adding People to Inventory

1. Click on People.



2. View Changes to People> Click Add button>Enter details about people who are qualified to apply chemicals on farm.



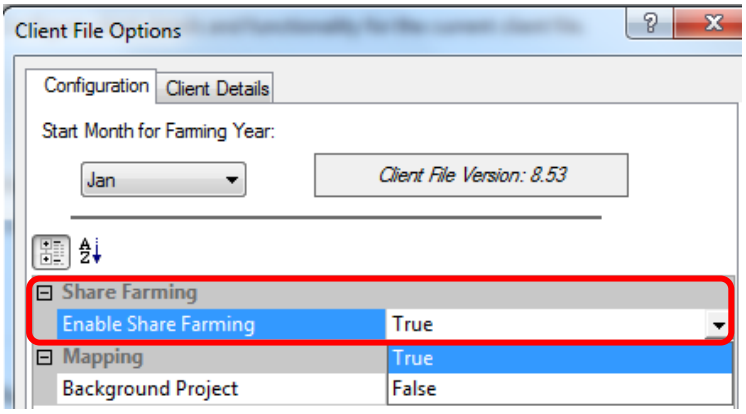
Note: People can be selected in QA – Quality Assurance in Actuals.

Share Farming

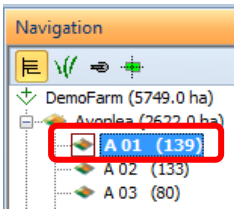
Set up Share Farming

1. Share Farming set up in File>Info>Client Options>Configuration.

   Click on the '+' next to the Share Farming title and change False to True.



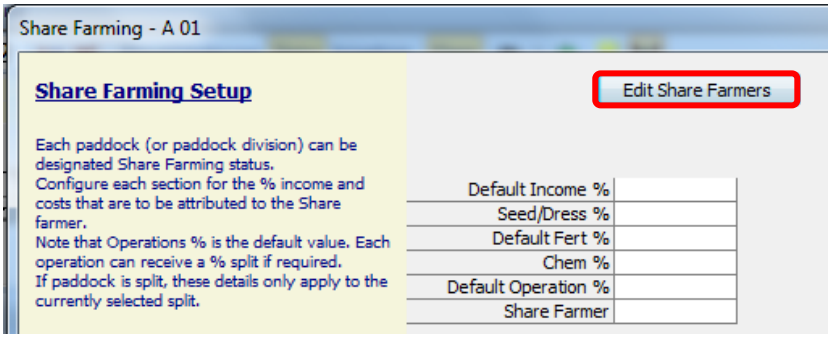
2. In Home Tab>Navigation>Click on a Paddock to be Share farmed.



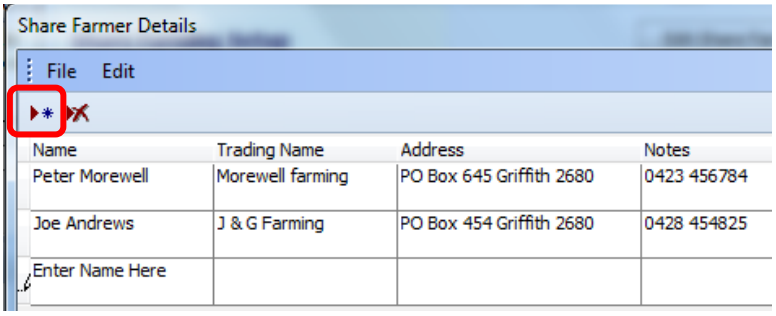
   It will highlight in blue.

3. Click on the Share Farming Handshake.

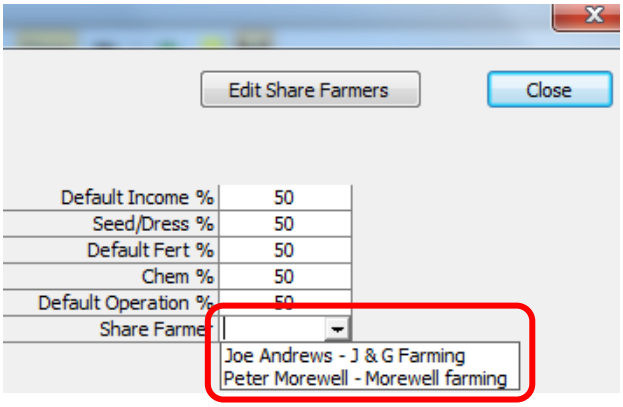
4. Select Edit Share Farmers.



5. Add a New Share Farmer >Enter notes about each Share Farmer>Click Close.



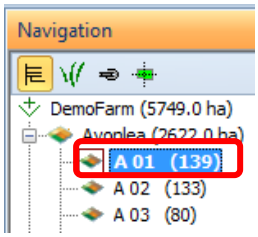
6. Adjust the percentage of income and costs that are attributed to the particular share farmer. Select the Share Farmer in the bottom cell from drop down. Click Close.



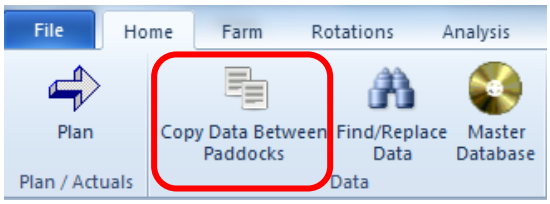
Copy Share Farming to other paddocks

1. In Home Tab>Prior to Sowing Crops, Copy and Paste Crop to all relevant paddocks. This saves repeating setup. Remember not to copy to other irrelevant paddocks.

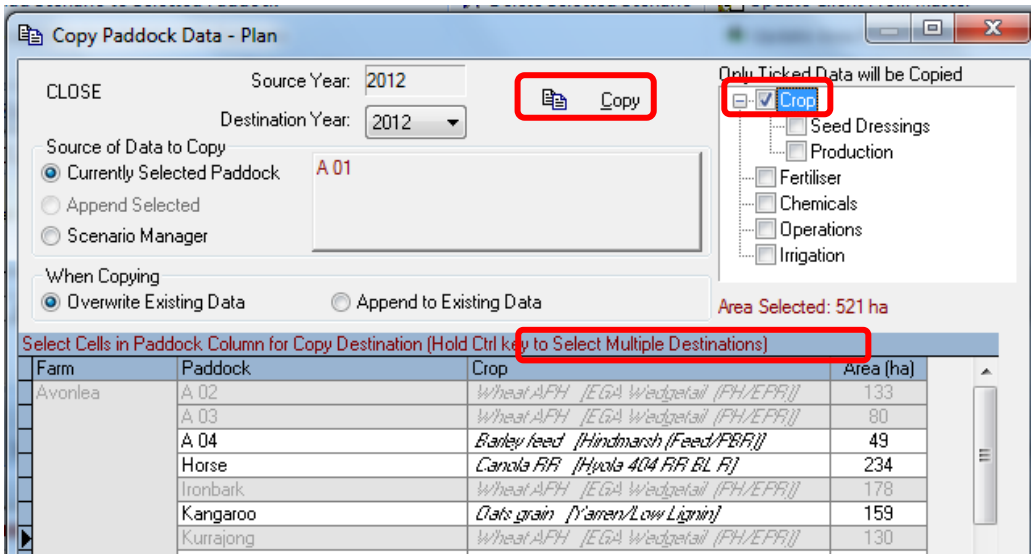
1. Click on Share Farmed Paddock in navigation tree so it highlights Blue.



2. Click Copy Data between Paddock Button on the top toolbar.

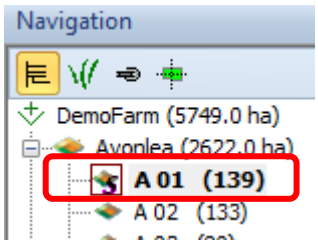


3. Tick only Crop>. Hold **CTRL key** on keyboard down. Click using mouse on all paddocks to copy Share farming to. Release **CTRL key**. Click **Copy** button.



Tip: to remove Share Farming copy Crop of a paddock without Share Farming.

2. A share farmed paddock will have a logo in the Navigation screen with an S on the icon.

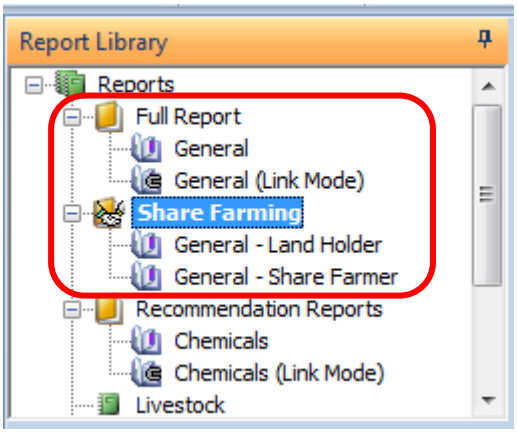


Share Farming Reports

1. At this stage General Reports for Share Farmer and Landholder are in development.

    1. Click Report Tab.

    2. In Report Library (on left side)>Click General or General (Link Mode).



Finance

Analysis

The **Analysis Tab** is used to review and analyse the overall Gross Margins for the entire enterprise.

1. Analysis View

Click **Analysis** Tab. A typical view will appear with totals for each paddock calculated in Red at the bottom of the Gross Margin table.

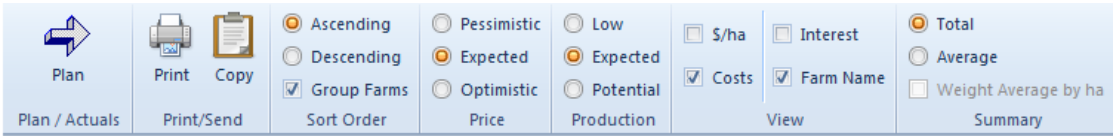
Analysis - 2012 Plan

Farm	Paddock	ha	Crop	Variety	Price	Prod.	Yield	Income	Tot. Costs	G.Margin	Cost% Income
Avonlea	A 01	138	Wheat APH	EGA Wedget	$240	345.0	2.5	$82,800	$37,935	$44,865	46%
Avonlea	A 02	133	Wheat APH	EGA Wedget	$240	332.5	2.5	$79,800	$36,560	$43,240	46%
Avonlea	A 03	80	Wheat APH	EGA Wedget	$240	200.0	2.5	$48,000	$21,991	$26,009	46%
Avonlea	A 04	49	Barley feed	Hindmarsh (F	$200	122.5	2.5	$24,500	$14,671	$9,829	60%
Green Swamp	Church	179	Ley Pasture	Cattle					$409		
Green Swamp	Five Fifty Acre	89	Oats grain	Yarren/Low L	$200	222.5	2.5	$44,500	$19,118	$25,382	43%
Green Swamp	Fox	176	Barley feed	Hindmarsh (F	$200	440.0	2.5	$88,000	$52,697	$35,303	60%
Avonlea	Horse	234	Canola RR	Hyola 404 RF	$550	421.2	1.8	$231,660	$120,439	$111,221	52%
Avonlea	Ironbark	178	Wheat APH	EGA Wedget	$240	445.0	2.5	$106,800	$48,930	$57,870	46%
Avonlea	Kangaroo	159	Oats grain	Yarren/Low L	$200	397.5	2.5	$79,500	$31,188	$48,312	39%
Avonlea	Kurrajong	130	Wheat APH	EGA Wedget	$240	325.0	2.5	$78,000	$35,736	$42,264	46%
Avonlea	Mallee	114	Barley feed	Hindmarsh (F	$200	285.0	2.5	$57,000	$34,133	$22,867	60%
Green Swamp	Nth Creek	72	Barley feed	Hindmarsh (F	$200	180.0	2.5	$36,000	$21,558	$14,442	60%
Green Swamp	Nth Machinery Shed	112	Wheat APH	EGA Wedget	$240	280.0	2.5	$67,200	$30,788	$36,412	46%
Green Swamp	Nth Road	251	Wheat APH	EGA Wedget	$240	627.5	2.5	$150,600	$68,997	$81,603	46%
Avonlea	One Tree	185	Lupin (angust	Quilinock EPI	$300	185.0	1.0	$55,500	$50,730	$4,770	91%
Avonlea	Outside Pvt 1	115	Lucerne Dry	Sheep					$3,436		
Avonlea	Pine Tree	110	Lucerne Dry	Sheep					$3,286		
Avonlea	Pivot 1	79	Lucerne Irriga	54Q53	$250	948.0	12.0	$237,000	$66,779	$170,221	28%
Avonlea	Quandong	277	Lucerne Dry	Sheep					$8,276		
Green Swamp	Ram	16	Barley feed	Hindmarsh (F	$200	40.0	2.5	$8,000	$4,791	$3,209	60%
Avonlea	Rosewood	93	Faba bean	Fiesta VF PBI	$500	186.0	2.0	$93,000	$44,341	$48,659	48%
Avonlea	Sand Hill	206	Oats grazing	Sheep					$30,835		
Green Swamp	School	170	Wheat APH	EGA Wedget	$240	425.0	2.5	$102,000	$46,731	$55,269	46%
Green Swamp	Shearing Shed	79	Lucerne Dry	Cattle					$1,682		
Avonlea	Sheoak	70	Wheat APH	EGA Wedget	$240	175.0	2.5	$42,000	$19,242	$22,758	46%
Avonlea	Wattle Pk	179	Wheat APH	EGA Wedget	$240	447.5	2.5	$107,400	$49,205	$58,195	46%
Avonlea	Wilga	92	Lentil	Sheep	$700	184.0	2.0	$132,119	$27,014	$105,105	20%
Total		3765			$6,100	7214.2	61.3	$1,951,379	$931,498	$1,067,805	

2. Modifying View and Calculations

This view can be modified in several ways, manipulated to re-calculate for different scenarios and view options.

Options for modification can be found in the tool bar above the Gross Margin Table. They are:



1. Plan/Actuals – Change the Gross Margins to view Plan or Actuals figures.
2. Print/Send – Print or Copy the table into an Excel spread sheet program to manually make adjustments.
3. Sort Order – Ascending or descending the order by clicking on the Column headings in the Table.

4. Group Farms – Group the paddocks by farm in the Gross Margin Table rather than a combined listing.
5. Price – Pessimistic/Expected (Exp)/Optimistic (High) returns based on figures in Production per paddock.
6. Production – Low/Expected/High based on the Yield of Production per paddock.
7. $/Ha – View as a $/ha breakdown basis rather than total per paddock.
8. Costs – Ticked to reveal the cost breakdown per paddock.
9. Interest – Tick to add interest.
10. Farm Name – Tick to add Farm Name to table.
11. Total/Average – Bottom row in red shows Total or Average figures.

Note: For Livestock, the costs per paddock for inputs and operations can be viewed. The Stock column is based on the total of cost added in the Livestock section per mob.

Analysis - 2012 Plan

Paddock	ha	Crop	Variety	Price	Prod.	Yield	Income	Seed	Dress	Ferts.	Chems.	Adjuv.	Ops.	Irrig.	Stock
A 01	138	Wheat APH	EGA Wedget	$240	345.0	2.5	$82,800	$1,725	$2,033	$6,224	$9,294	$513	$18,147		
A 02	133	Wheat APH	EGA Wedget	$240	332.5	2.5	$79,800	$1,663	$1,959	$5,998	$8,957	$494	$17,490		
A 03	80	Wheat APH	EGA Wedget	$240	200.0	2.5	$48,000	$1,000	$1,178	$3,608	$5,388	$297	$10,520		
A 04	49	Barley feed	Hindmarsh (F	$200	122.5	2.5	$24,500	$490	$652	$3,415	$2,987	$194	$6,934		
Horse	234	Canola RR	Hyola 404 RF	$550	421.2	1.8	$231,660	$28,080		$36,036	$9,091	$380	$46,851		
Ironbark	178	Wheat APH	EGA Wedget	$240	445.0	2.5	$106,800	$2,225	$2,622	$8,028	$11,987	$661	$23,407		
Kangaroo	159	Oats grain	Yarren/Low L	$200	397.5	2.5	$79,500	$1,193		$8,014	$2,083	$103	$19,796		
Kurrajong	130	Wheat APH	EGA Wedget	$240	325.0	2.5	$78,000	$1,625	$1,915	$5,863	$8,755	$483	$17,095		
Mallee	114	Barley feed	Hindmarsh (F	$200	285.0	2.5	$57,000	$1,140	$1,516	$7,946	$6,949	$451	$16,131		
One Tree	185	Lupin (angust	Quilinock EPI	$300	185.0	1.0	$55,500	$4,625	$925	$12,136	$8,584	$687	$23,773		
Outside Pvt 1	115	Lucerne Dry	Sheep					$0			$1,380		$805		$1,251
Pine Tree	110	Lucerne Dry	Sheep					$0			$1,320		$770		$1,196
Pivot 1	79	Lucerne Irrig	54Q53	$250	948.0	12.0	$237,000	$0		$28,203	$2,394		$36,182	$9,875	
Quandong	277	Lucerne Dry	Sheep					$0			$3,324		$1,939		$3,013
Rosewood	93	Faba bean	Fiesta VF PBI	$500	186.0	2.0	$93,000	$9,586	$446	$10,676	$8,758	$227	$14,648		
Sand Hill	206	Oats grazing	Sheep					$3,090		$10,135	$5,051	$431	$9,888		$2,240
Sheoak	70	Wheat APH	EGA Wedget	$240	175.0	2.5	$42,000	$875	$1,031	$3,157	$4,714	$260	$9,205		
Wattle Pk	179	Wheat APH	EGA Wedget	$240	447.5	2.5	$107,400	$2,238	$2,637	$8,073	$12,055	$665	$23,539		
Wilga	92	Lentil	Sheep	$700	184.0	2.0	$132,119	$5,778	$267	$4,526	$2,735	$150	$12,558		$1,001
	2621			$4,580	4999.2	43.8	$1,455,079	$65,333	$17,181	$162,038	$115,806	$5,996	$309,678	$9,875	$8,701

Example: This figure is calculated based on total Costs for Sheep divided by the total area allocated then multiplied by paddock area to get a figure that is a proportioned cost for each paddock.

$8700/800ha=$10.756/ha x paddock size 115ha = $1251

Cash Flow

The Cash Flow Tab displays the current year's incomes and expenditures and calculates total expenditure, balance and Cash flow. This section derives its information from other parts of the Client File and is mainly used as a reference to the activity cash flow over the months of the year.

Note: Please be aware of the date source and do not confuse activity date with purchase date.

1. To view Cashflow. Click on **Cashflow** Tab.

2. A chart for the Year will appear with monthly columns across the top. Each column is broken down into sections with Income and Expenses listed for each month.

Income

	Total	No Date	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
INCOME														
Barley feed	213,500												213,500	
Canola RR	231,660												231,660	
Faba bean	93,000											93,000		
Lentil	128,800													128,800
Ley Pasture														
Lucerne Dry														
Lucerne Irrigation	237,000													237,000
Lupin (angust)	55,500												55,500	
Oats grain	124,000												124,000	
Oats grazing														
Wheat APH	864,600												864,600	
Wool 19 um	28,860				28,860									
Total Income:	1,976,920				28,860							93,000	1,489,260	365,800

Expenses

EXPENDITURE														
Barley feed	4,270						4,270							
Canola RR	28,080					28,080								
Faba bean	9,586						9,586							
Lentil	5,778						5,778							
Lupin (angust)	4,625					4,625								
Oats grain	1,860						1,860							
Oats grazing	3,090						3,090							
Wheat APH	18,012						18,012							
Seed Total:	75,302					32,705	42,597							

Totals, Balance and Cashflows

Ultravac 6 in 1	610						610							
Livestock Total:	9,290	590	6,228				1,153					1,320		
Total Expenditure:	941,374	28,793	45,354	9,250	15,791	129,890	265,163	106,718	17,172	17,557	71,773	14,802	186,396	32,716
Balance:	1,035,546	-28,793	-45,354	-9,250	13,069	-129,890	-265,163	-106,718	-17,172	-17,557	-71,773	78,198	1,302,864	333,084
Cash Flow (Open=$0)		-28,793	-74,147	-83,397	-70,327	-200,217	-465,380	-572,099	-589,271	-606,828	-678,601	-600,403	702,462	1,035,546

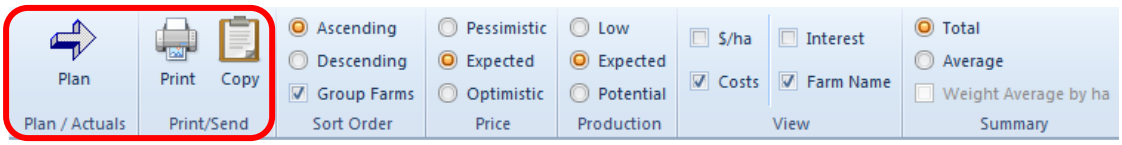
Caution: This is not a comprehensive cash flow.

3. **No Date Column** – Data will appear in the No Date column if a date has not been entered at the input entry in the Home Tab section for each paddock.

	Total	No Date	Jan	Feb	Mar	Apr
Backline-cattle X 02	590	590				
Backline-sheep	444		438			
Crutching	1,332		18			
Marking	542					
Shearing	5,772		5,772			
Ultravac 6 in 1	610					
Livestock Total:	9,290	590	6,228			

4. On the Tool bar click **Plan** to change between Plan and Actuals figures,

5. Or Click **Print** or **Copy** to print or copy to clipboard to paste into another program for manual adjustments.

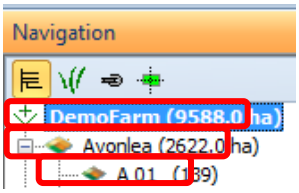


Gross Margins

The Gross Margins pane can show the gross margins of each individual paddock or of the entire farm and Client File. Gross margins can be viewed in “Plan” or “Actual” modes.

1. Click on Gross Margins Tab.

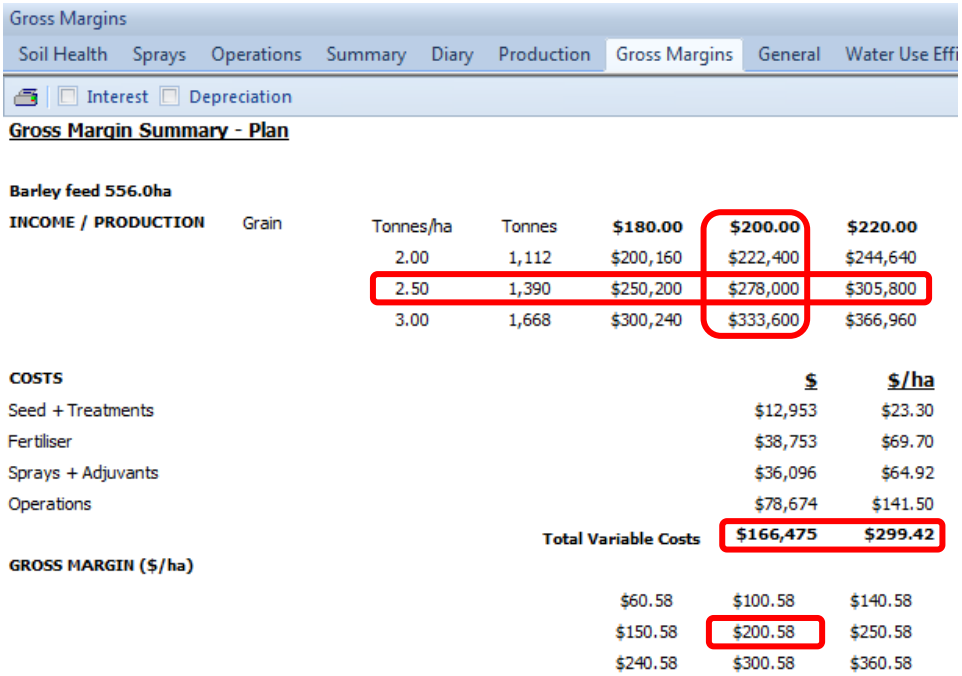
2. Gross Margin View can be modified to display different Costs, Yield and Return Gross Margins depending on which level is being viewed. In Navigation pane> Click on:



   1. Client File Trading Name –Display Gross Margins per crop for the entire file.
   2. Farm Name – Displays Gross Margins per Crop for the selected Farm.
   3. Paddock Name – Displays Gross Margin for the crop in the selected Paddock.

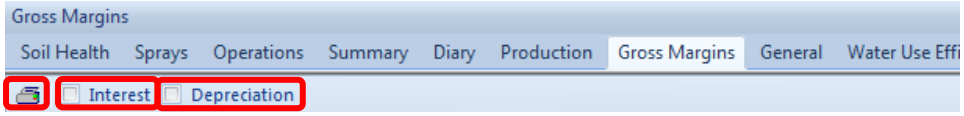
   Typical Gross Margin View: **Note:** this is for Barley across all paddocks.

   - Expected Price and Yield = $278,000 Return.
   - Costs: Total = $166,475; $/ha = $299.42.
   - Gross Margin $/ha = $200.58.



Note: When viewing Gross margins by Client File Trading Name or by Farm, scroll down to view Gross Margins for the other Crops.

3. Interest and Depreciation can be added to the Gross Margin by ticking the boxes. Then the accumulated interest and depreciation for the year are displayed in the gross margin. These contribute to the costs of the farm but are generally absent from the gross margins as they are commonly fixed costs.



4. To Print the Gross Margin>Click Print button next to Interest.

Reports

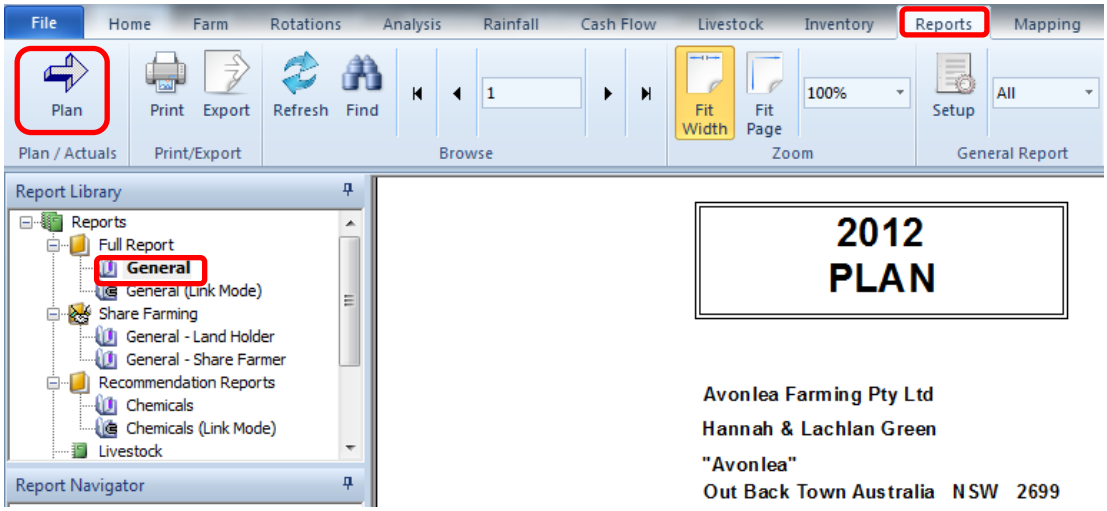
The Report tab has a wide variety of Reports that can be generated to collate information in a various ways. The main Report is the General Report which has input summaries and details per paddock. Reports can be displayed as 'Plan' or 'Actuals'. It is helpful to print off and save a copy of the 'Plan' Report at the beginning of the season when the Plan has been finalised. Then the hardcopy can be used to manually record daily any changes to paddock inputs and operations. The program can then be regularly updated at a time of your convenience.

Note: All prices stated in the Report are to be GST exclusive and used as only a guide.

Using Reports

1. Generating a Report

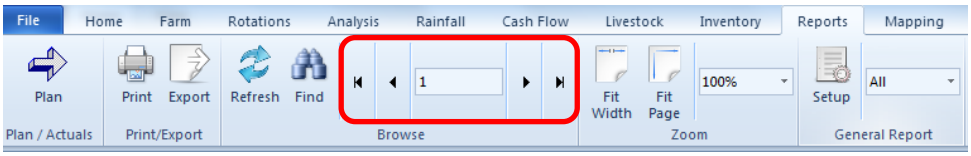
1. Click on Reports Tab> Choose a Report from Report Library. Report generates in middle view. This may take a few moments.



Note: Choose General (Link Mode) if have paddocks linked in Home tab.

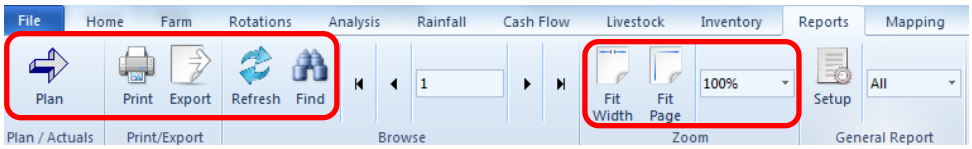
Note: The Report generates based on what year is in view in the Home tab and if in Plan or Actuals mode. To generate an 'Acutals' Report>Click Plan button located underneath File Tab name.

2. Click arrows either side of the page number to browse through the pages. Or type a number directly into the box and hit enter to skip through several pages.

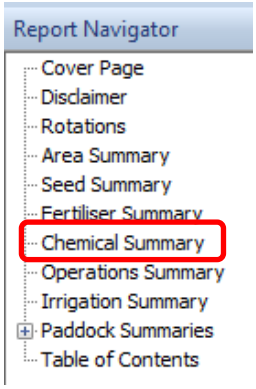


Note: The arrows with the vertical line navigate to the first and last pages.

2. Report Tab Navigation



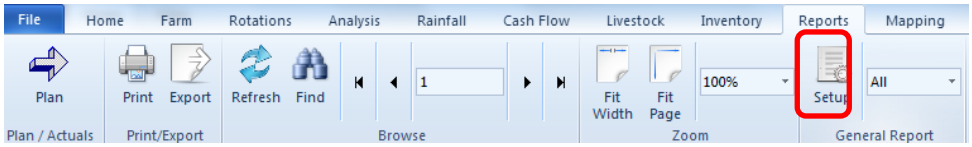
1. Plan/Actuals – Click to change from Plan to Actuals easily. Refresh report to regenerate.
2. Print – Print Report in view.
3. Export – Export Report to Save as a pdf and Email.
4. Refresh – Regenerates/Refreshes Report view.
5. Find – Allows searching by a term within the Report.
6. Zoom – Use various options to make the report view larger or smaller.
7. Report Navigator – Click on a Title to be direct to that section of the Report.



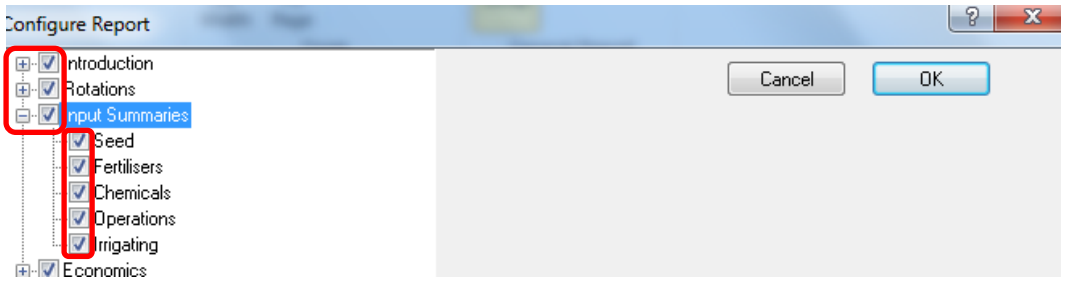
Customising Reports

1. Report Set up

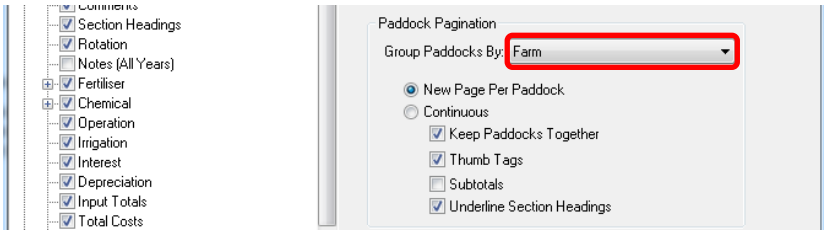
1. Generate a Report>Click on Setup Button.



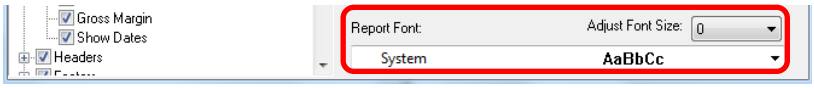
2. Click '+' to expand list>Tick/untick the various options to customise the Report.



3. Paddock Order and Arrangement>Choose to Group by Farm or Crop type. Other options also available below.

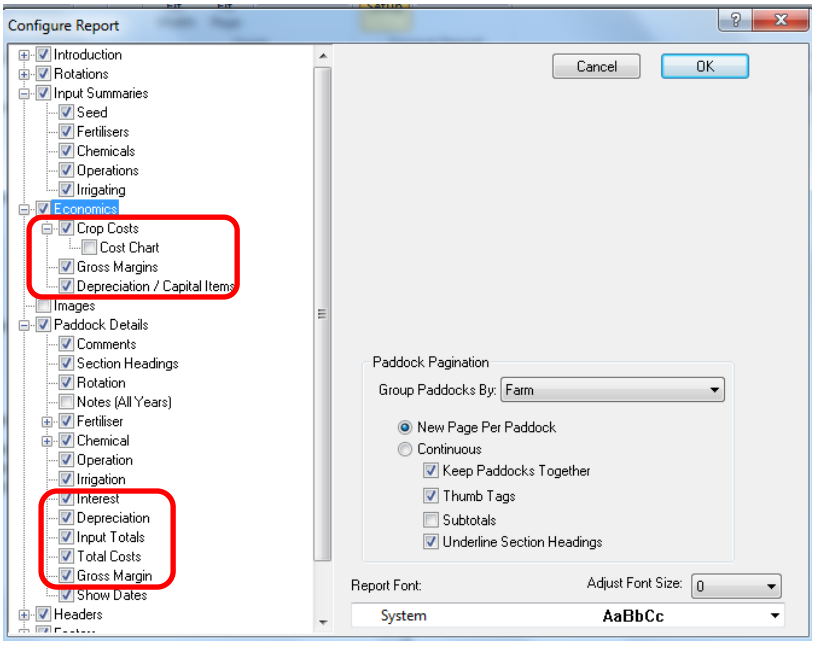


4. Adjust Font size and type as required.



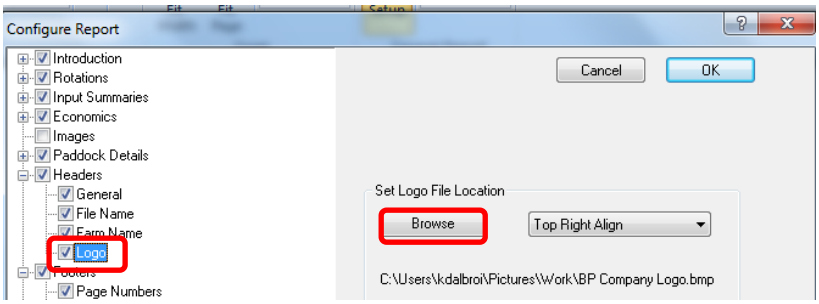
2. Removing $ figures from Report

1. Removing $ figures only for Paddock Report pages (not in Summaries)>Untick Economics (All), plus in Paddock Details: Interest/Depreciation/Input totals/Total Costs and Gross Margin.



3. Add a Logo

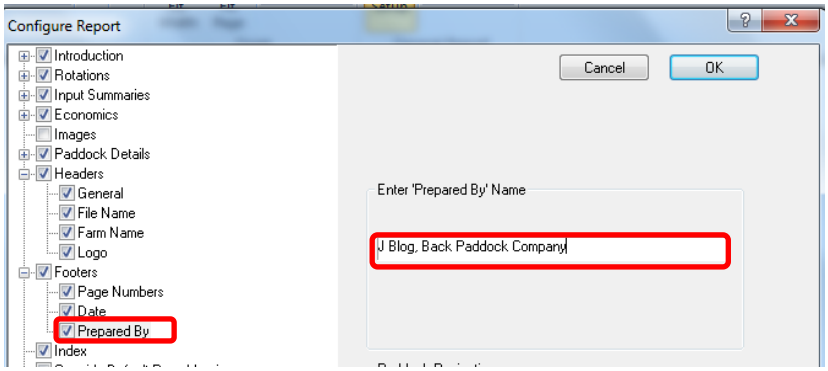
1. Add Logo to Report>Click '+' Headers>Tick Logo>Click Browse>Find and open Logo image.



Note: Image be saved as a Bitmap.

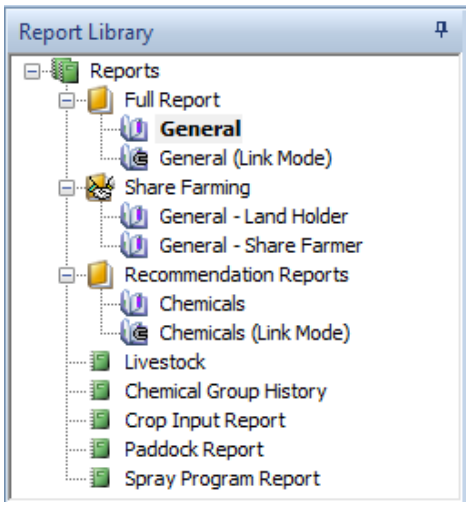
4. Add Prepared By

1. Add Prepared By to the Report front page>Click '+' Footers>Tick Prepared By>Enter in details in blank cell to the right.



Different Reports

There are a variety of pre-defined Reports available for selection:



1. General – Full Report.
2. General (Link Mode) – Full Report to be used if Paddocks have been Linked.
3. Share Farming – Under Construction.
4. Recommendation Reports – Provide a listing of Chemical mixes with no costs per paddock. Handy for spray contractors/application.
5. Livestock – Summaries and Gross Margins for Livestock.
6. Chemical Group History – Table of chemical groups applied to each paddock per year. Great for review to prevent chemical resistance.

   Note: Each year must be Copied to Actuals OR have data entered directly into Actuals.
7. Crop Input Report – Input summaries by Crop type.
8. Spray Program – Lists paddock per page with Mixes to be sprayed.

Report Extensions

Adding notes, disclaimers, photos, soil test results, or any other information that is in pdf format, can be added to the front or the rear of the report. **All Extensions must be PDF only.**

1. Adding An Extension

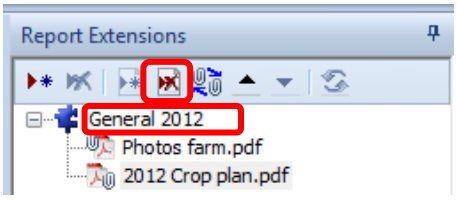
1. In Report Tab, the Report Extensions are located on the right side of the screen.

2. Click on the Add extension button.

3. A dialogue box will appear to name the Extension Group. Once generated a blue jigsaw piece will appear - this is the Extension.

   Tip: Add a Name such as General or Results followed by the relevant year. This will allow collation of extensions by year over time. Be aware can only use one Extension at a time.

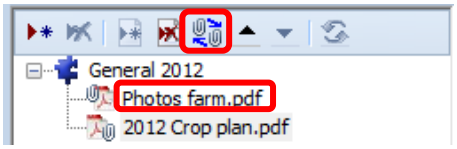
4. Click on the Extension name e.g General 2012> Click on the Add File to Report Extension button.



5. Locate the desired pdf file on your computer.

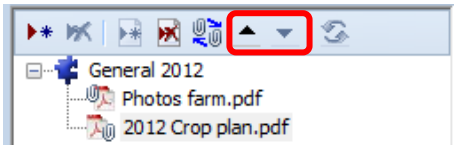
6.

7. Move the file to the front or rear of the Report>Click on name of pdf file>Click Toggle button (Paperclip moves front/rear)

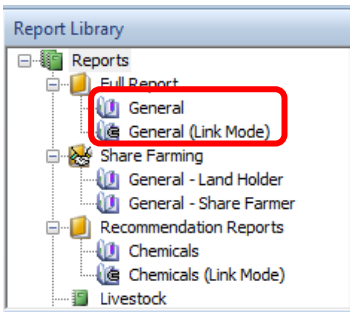


Toggle pdf to front or rear

8. For multiple pdf files toggled at the front and/or the rear>Click on the pdf file name>Use the up and down arrows to sort in order of appearance - with the top pdf being the first to appear.

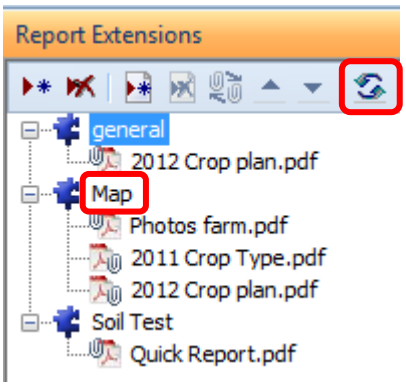


9. Click General from the Report Library. Choose General Link if you have Linked paddocks in the Home Tab.



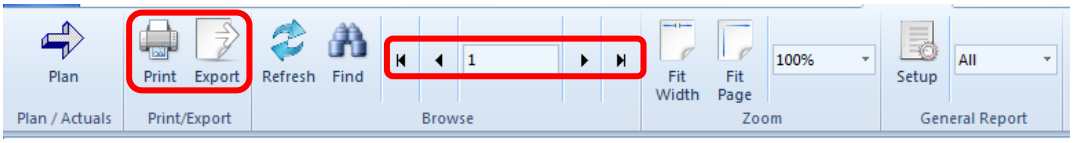
Note: Must have a Report generated prior to adding an Extension.

10. Click on Extension Name>Click Refresh button.



Note: Can only have one Jigsaw puzzle added at a time.
All pdfs listed under that jigsaw puzzle will be displayed.

11. The New General Report will regenerate with the pdfs toggled at the front beginning at page two (2) and the rear starting after the Index page.



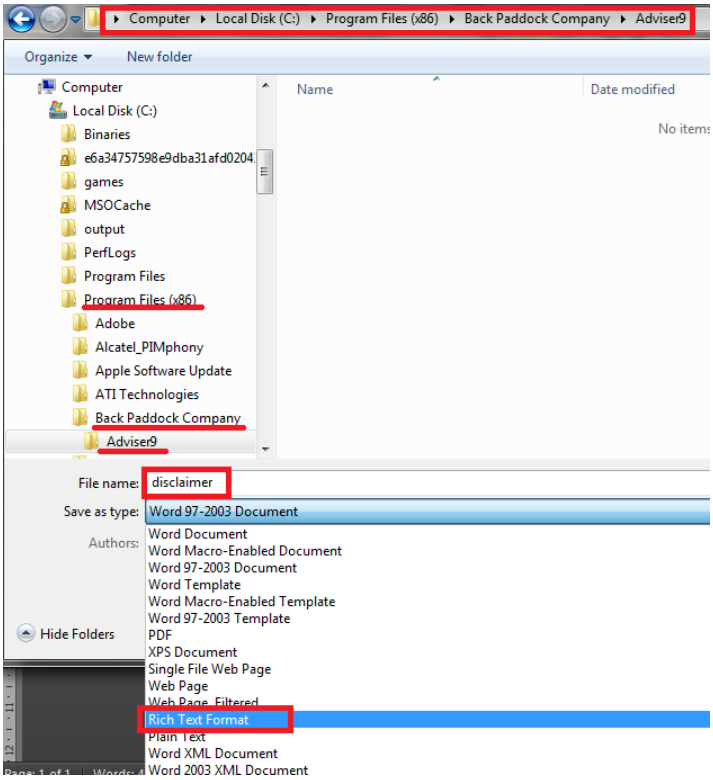
12. Either Export (Save) or Print the new General Report with the added Report Extensions.

Note: Reports with extensions will need to be regenerated every time.

Add a Report Disclaimer

To create a Disclaimer.

1. Create a Word document with the text in it.
2. Choose Save as and save in C:\Program Files (x86)\Back Paddock Company\Adviser folder.
3. Rename File as disclaimer then choose to Save as Type: Rich Text Format.

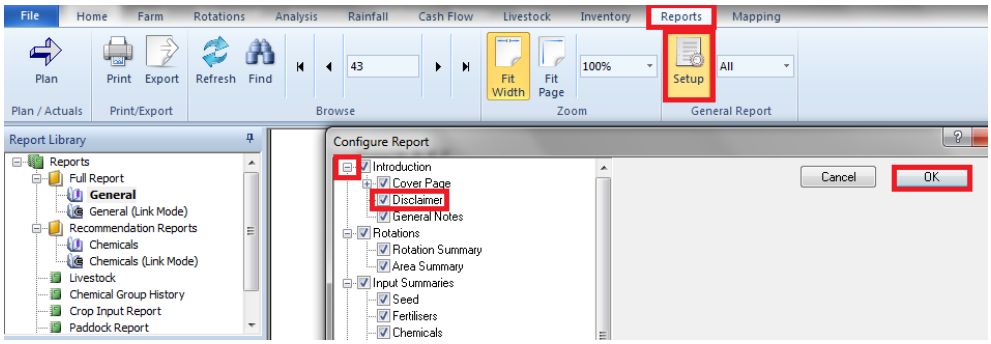


4. Click Save.
5. Open Client File in Adviser, then Report Tab and click General Report. It should appear at end of Report. This will appear in all Reports.

   Tip: Alternatively you could add it as a Report Extension which then can be customised as a pdf and saved to each client file as required.

Set to display in Report

1. Click Report Tab, select Setup button.
2. Click '+' to expand Introduction options.



3. Ensure Disclaimer is Ticked, then click OK.

Remove Disclaimer

1. To remove the Disclaimer from the Report, follow the instructions above for Set to Display in Reports but in step 3. “Un-Tick” the Disclaimer box.

Rotations

Area Summary

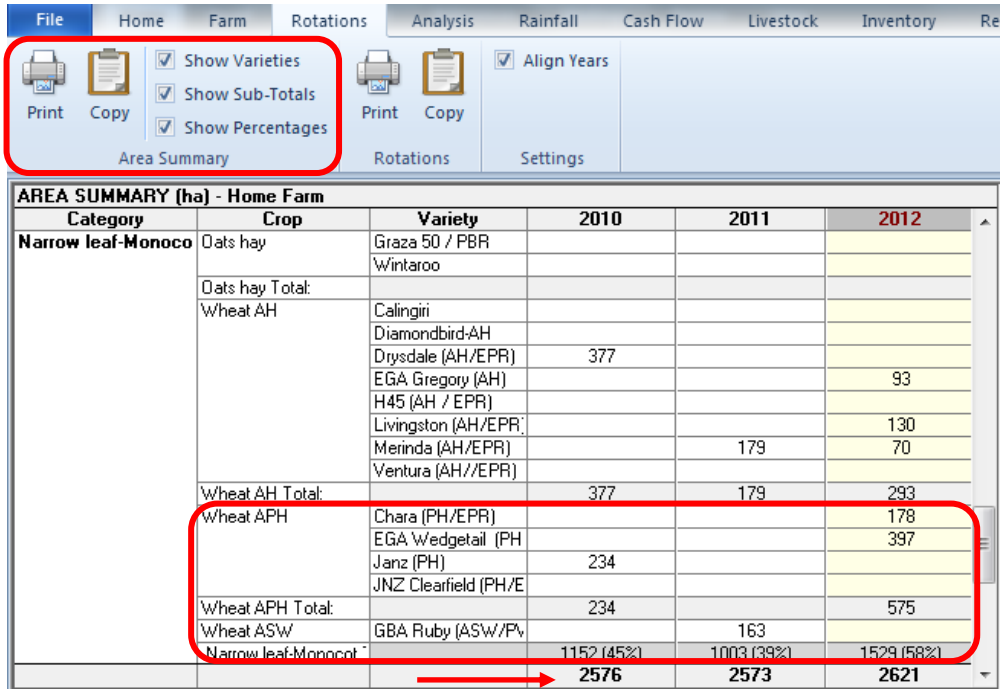
The Area Summary table displays a tally of total area for different crop types, varieties and categories per year. This is handy for planning the balance of production or calculating the percentages required for the spread of Cereal, Broadleaf and Pasture.

1. The Area Summary View can be manipulated to show various views. Tick boxes on and off to change the display for:
    1. Varieties,
    2. Subtotals and,
    3. Percentages.

2. Total Area Sown – bolded total at the very bottom of the table (→).

3. Print the Table – either to printer or pdf.

4. Copy Table to spread sheet or word program to modify further.



AREA SUMMARY (ha) - Home Farm

Category	Crop	Variety	2010	2011	2012
Narrow leaf-Monoco	Oats hay	Graza 50 / PBR			
		Wintaroo			
	Oats hay Total:				
	Wheat AH	Calingiri			
		Diamondbird-AH			
		Drysdale (AH/EPR)	377		
		EGA Gregory (AH)			93
		H45 (AH / EPR)			
		Livingston (AH/EPR)			130
		Merinda (AH/EPR)		179	70
		Ventura (AH//EPR)			
	Wheat AH Total:		377	179	293
	Wheat APH	Chara (PH/EPR)			178
		EGA Wedgetail (PH			397
		Janz (PH)	234		
		JNZ Clearfield (PH/E			
	Wheat APH Total:		234		575
	Wheat ASW	GBA Ruby (ASW/PV		163	
	Narrow leaf-Monocot		1152 (45%)	1003 (39%)	1529 (58%)
			2576	2573	2621

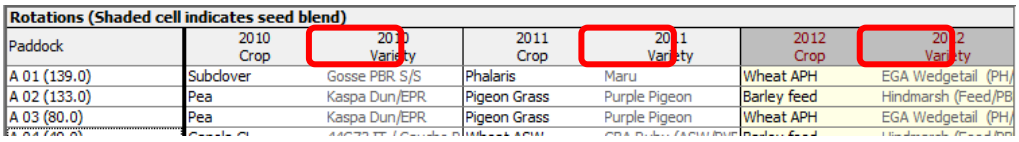
Rotation Summary

1. Rotation View

The Rotations View provides an alternative data presentation to the Management View as it can multiple year view of crop types / variety data at one time.

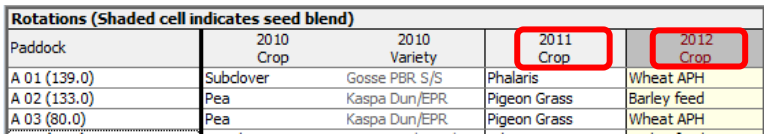
1. Crop variety.

1. To see variety>Click on the Year title of each column.



Rotations (Shaded cell indicates seed blend)						
Paddock	2010 Crop	2010 Variety	2011 Crop	2011 Variety	2012 Crop	2012 Variety
A 01 (139.0)	Subclover	Gosse PBR S/S	Phalaris	Maru	Wheat APH	EGA Wedgetail (PH/
A 02 (133.0)	Pea	Kaspa Dun/EPR	Pigeon Grass	Purple Pigeon	Barley feed	Hindmarsh (Feed/PB
A 03 (80.0)	Pea	Kaspa Dun/EPR	Pigeon Grass	Purple Pigeon	Wheat APH	EGA Wedgetail (PH/

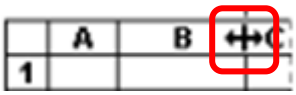
2. To remove variety>Click on the year title of each column.



Rotations (Shaded cell indicates seed blend)				
Paddock	2010 Crop	2010 Variety	2011 Crop	2012 Crop
A 01 (139.0)	Subclover	Gosse PBR S/S	Phalaris	Wheat APH
A 02 (133.0)	Pea	Kaspa Dun/EPR	Pigeon Grass	Barley feed
A 03 (80.0)	Pea	Kaspa Dun/EPR	Pigeon Grass	Wheat APH

2. To expand columns view.

1. Move mouse pointer to column vertical line between the Years at the top of each column.
2. Mouse pointer changes into a symbol with a vertical line and two horizontal arrows.

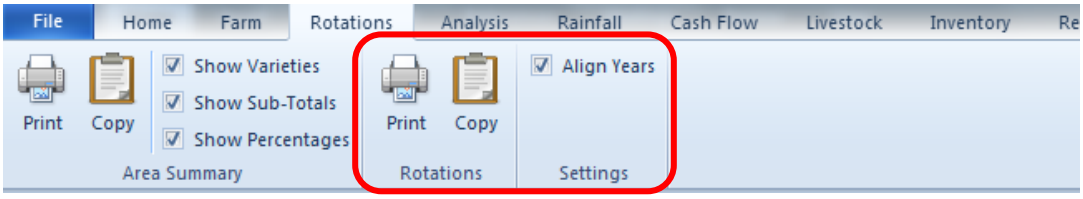


3. Hold right Mouse button down>Drag to desired width>let go mouse button. Column will expand or contract as desired.

3. Print the Table – either to printer or pdf.

4. Copy Table to spread sheet or word program to modify further.

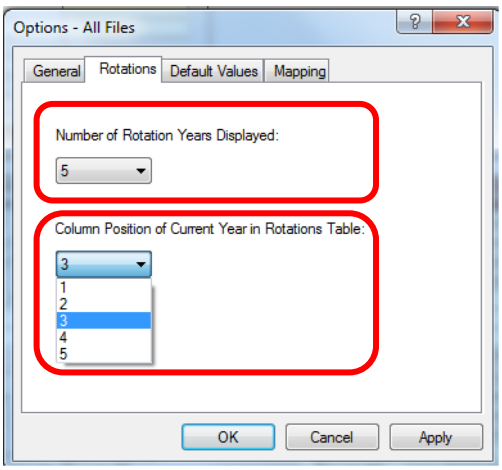
5. Align Years – Ticked by default. Allows for columns to be wider.



6. Setting number of years viewed in Rotation Summary.

1. Click File Tab>Options>Rotations Tab.
2. Click on the drop down box to select Number of Years Displayed.

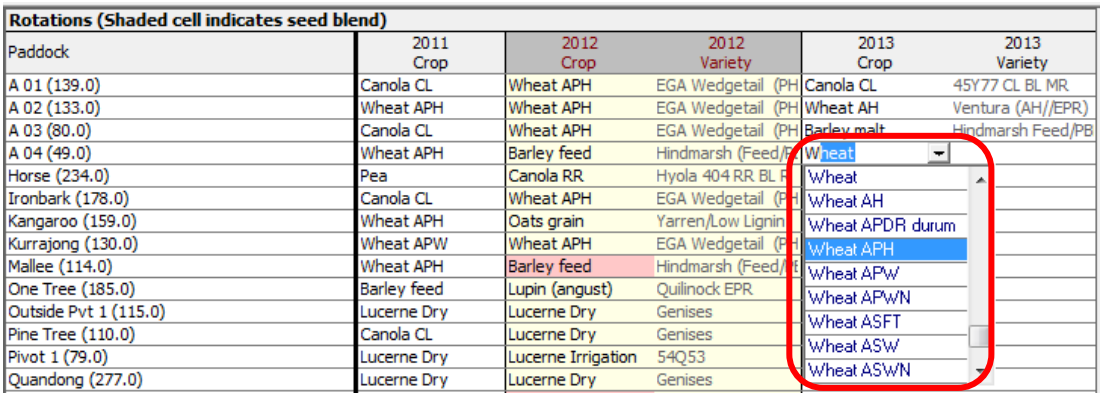
3. Click on the drop down box to select Column Position of Current Year in Rotations Table.
4. Click Apply button.



2. Create Plan in Rotation Summary

Using this feature creates a rotation summary plan for future or past years in a quick way.

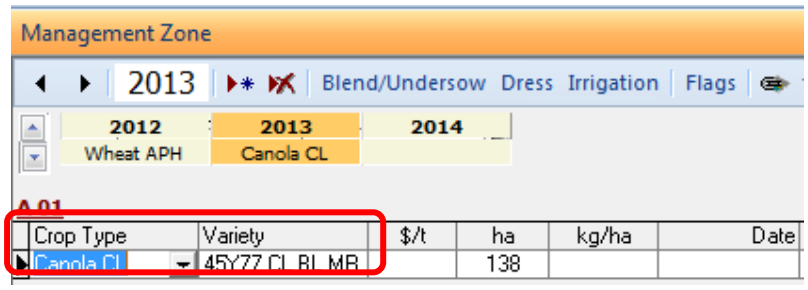
1. Click on Year Crop Title at top of an empty column. This will reveal the Variety column for that year.
2. Click in first cell underneath Year Crop>Click on Drop down list – either scroll or type first few letters of Crop type. For example 'Wh' for Wheat>Click on desired Crop Type in drop down list.



3. Repeat for Variety. Repeat for each paddock till complete.

   Note: must have chosen a Crop Type prior to choosing a Variety.

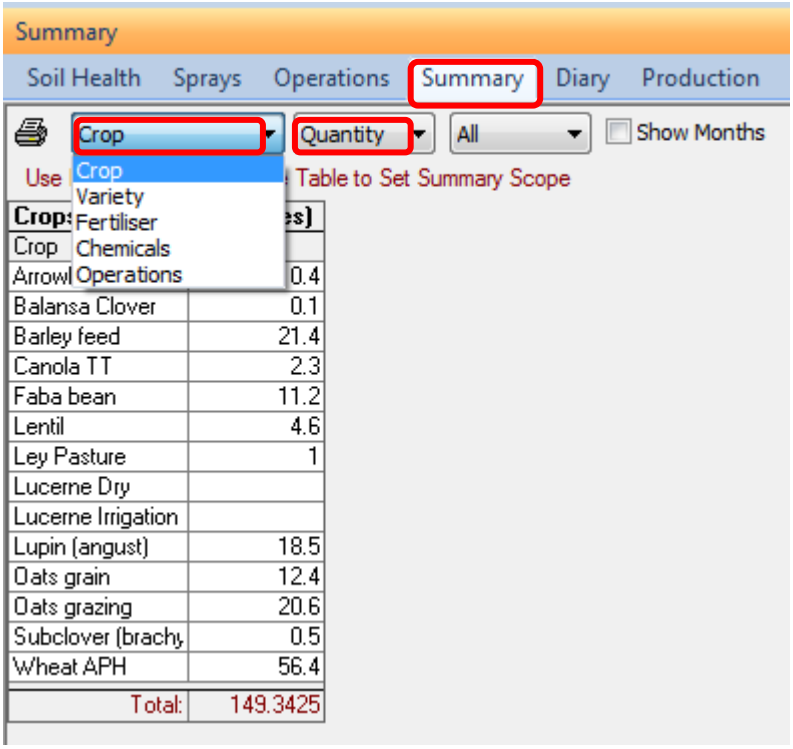
4. In Home Tab>This method populates only the Crop Type and Variety of each paddock with nothing else defaulting from the Master Database.



Summary Tab

The Summary tab provides a central location to get Summaries of information.

1. Choose from dropdown at Crop and Quantity for options.
    - Crop - seed quantity, cost and total area sown
    - Variety – Quantity, cost and total area sown
    - Fertiliser – Quantity, cost and total area spread
    - Chemicals – Quantity, cost and total area applied
    - Operations – Quantity, cost and total area applied.



2. To display the summary over a monthly period, simply tick the show months box.
3. Summary in view can be printed.