Your data. Getting started with Farm Focus

farmfocus.co.nz
Call 0800 888 080

FARM FOCUS

Welcome.

I am delighted to have you join the Farm Focus journey.

Our mission is to put you in control of your financial goals and provide services to help you make better farm planning decisions.

Cashmanager RURAL was a great tool to assist with the growth and recording of your farm business.

Farm Focus takes the foundation of RURAL and adds market leading technology, providing you with more tools to further support, plan, benchmark and record all in one place.

An easier way of doing things

Your office process will be greatly simplified by using Farm Focus.

You can now gather, organise and code all your invoices, enabling bills to be paid directly from Farm Focus, reducing your time and effort. Match invoices to bank transactions as they arrive daily and code any transactions that don't have an invoice such as bank fees.

Transactions are then completed and presented in several specialised views to suit your individual requirements. For example the Completed tab allows you to view recent and historic transactions, while the Livestock tab presents all your financial and non-financial stock events in a view that you can customise.

We have removed the inconvenience of reconciling bank statements by displaying daily bank balances from bank feeds, making it easy to spot differences.

The benefits of our new improved Farm Focus system are significant and once you have mastered the basics many additional benefits will be revealed.

Helpful step-by-step guides and resources to support you on your journey can be found in the Farm Focus help centre and across all our channels.

Let's get started, I am sure you will be as excited as I am by Farm Focus.

Brian Eccles, Managing Director, Farm Focus Ltd

Actuals

Actuals is where you manage all your day to day records. Use the tabs along the top to navigate.

Needs Action

This area holds items that require your attention such as invoices that need to be coded and matched to bank transactions.

Navigation tabs

Completed

Completed is where you can find, view and edit coded bank transactions and matched invoices. **See pg 6.**

Stock Activity

Use this tab to view all stock events as well as record non-financial events such as births, deaths and transfers.

Balancing

This tab lets you view the daily bank balance and reinstate deleted transactions. **See pg 14.**

Tax Invoices

Use this tab to manage tax invoices for services and goods supplied by your farm business. Customise your tax invoices by including your business logo and comments.

Needs Action

To get the best out of Needs Action, setup **Bank feeds** and **Connectors** in Settings.
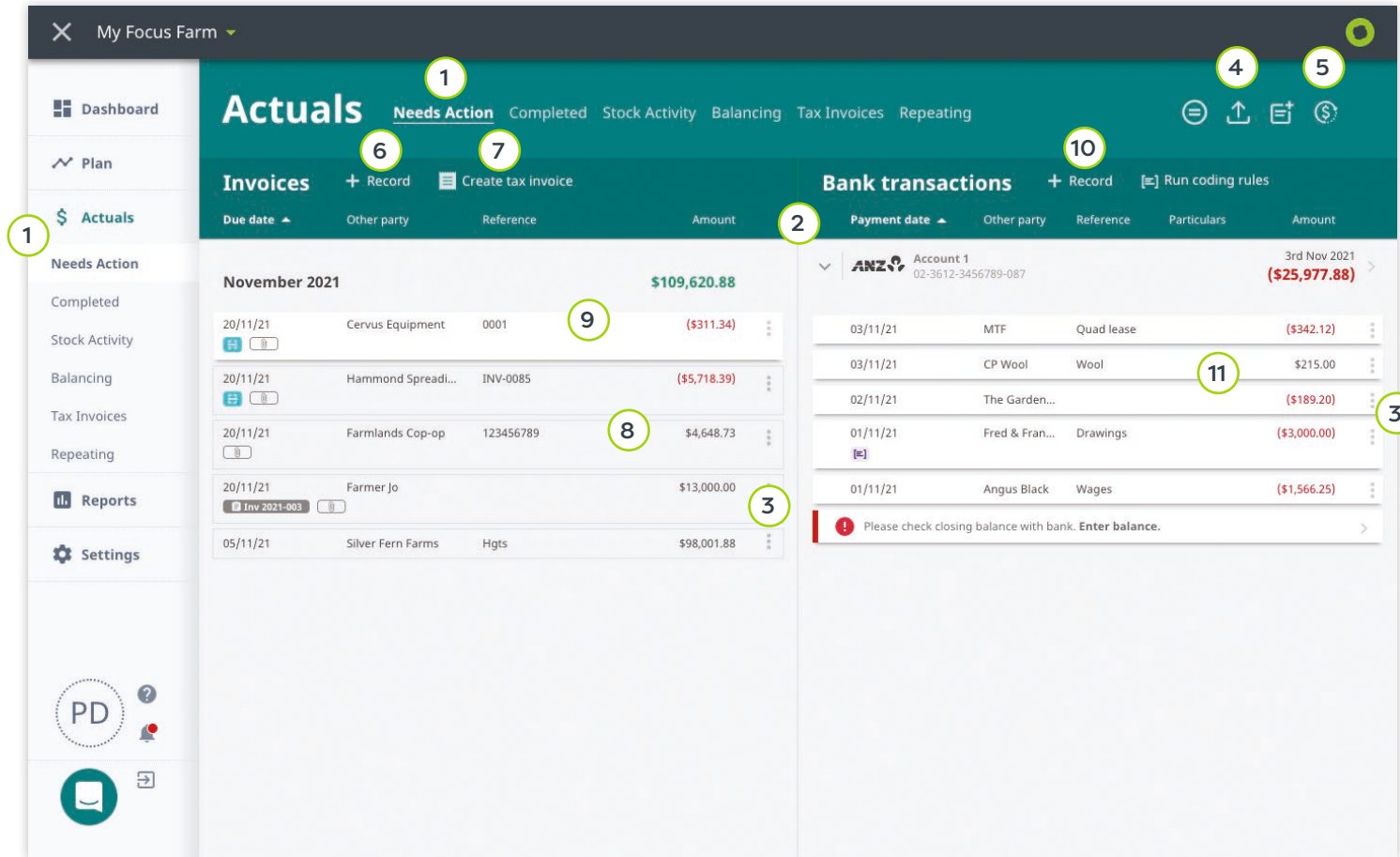
Confirm invoices and transactions before they move to **Completed.**

1. Click on the **Actuals** section and the screen will automatically default to **Needs Action.**

Using **Needs Action**

2. Sort any column by clicking on its header.

3. Find more options specific to the item by clicking ⋮.

4. **Import** files from suppliers or your bank.

5. Create **Bill payment** files.

Invoices

6. Use **+ Record** to manually add an invoice.

7. Use **Create tax invoice** to create invoices to send.

8. Click on an invoice to view its details.

9. White invoices are waiting to be coded.

Bank transactions

10. Use **+ Record** to manually add a transaction.

11. Click on a transaction to view its details.

FARM FOCUS **TIP**

Automatically import invoices through invoice scanner, supplier invoices and payroll providers.
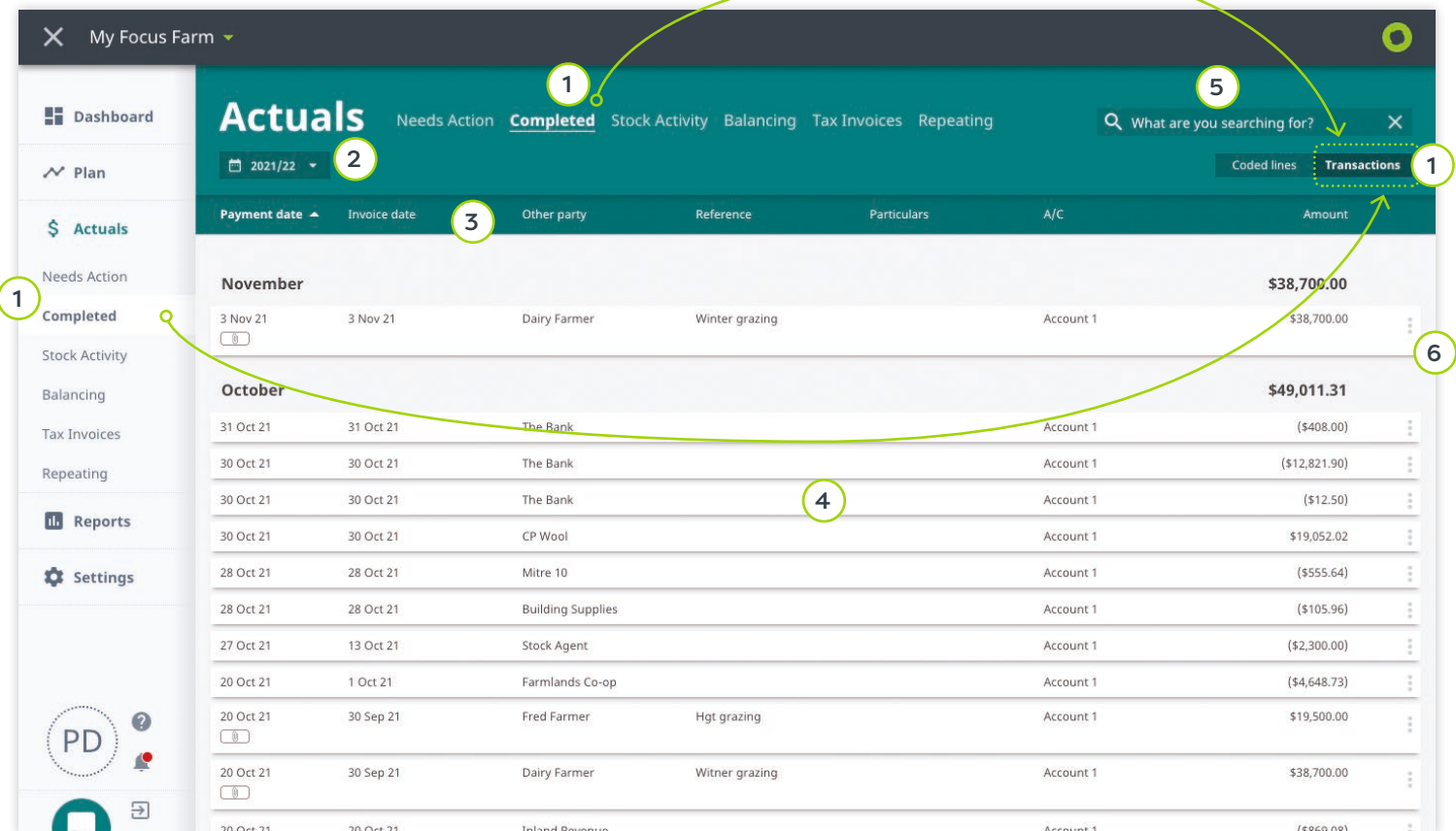
Completed

Completed is for viewing and checking coded transactions or matched invoices. They can be viewed as transactions or coded lines.

All transactions have coded lines. These lines are displayed in plans and reports. Coded lines can come from coding directly against transactions or matching a coded invoice to a transaction.

Your transactions from the current year plus two years prior have been brought across from Cashmanager RURAL and will appear in this list. Earlier years are available through reports.

Completed: **Transactions view**

1. View **Transactions** by clicking on **Completed** in the Actuals Section, then select **Transactions** on the right hand side.

2. Use the date filter to view each financial year or select a date range.

3. Transactions are normally shown in date order (newest at top). Sort rows by clicking on the column header.

4. Click on a transaction to view its coded lines and any attachments.

5. Type in a keyword, date or value to search for a specific transaction.
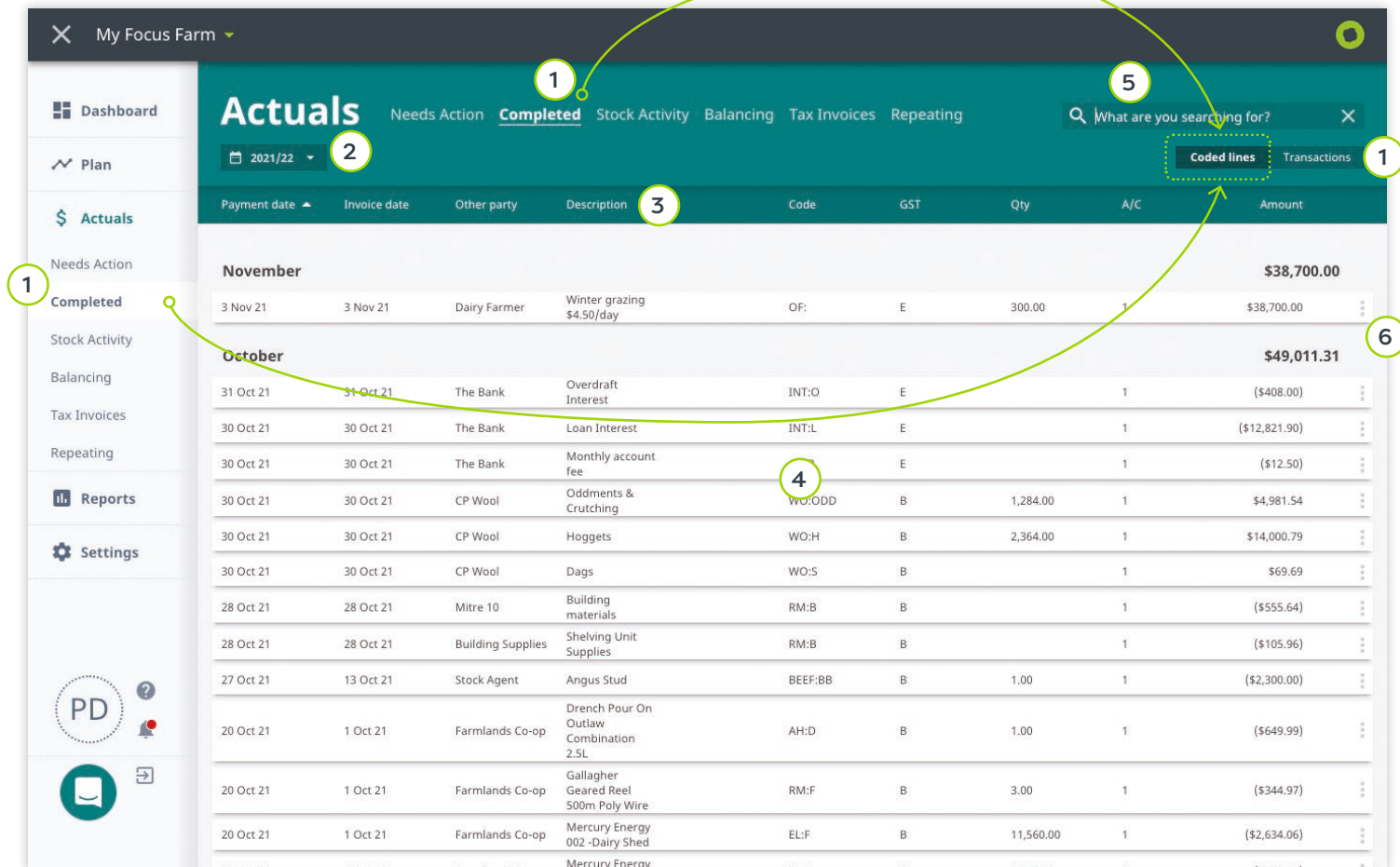
6. Find additional transactions options by clicking ⋮.

Completed: **Coded lines view**

Completed has the option to view by **coded lines**, this lets you see all the coded lines assigned to bank transactions.

1. Find **Coded lines** by clicking on **Completed** in the Actuals Section, then select **Coded lines** on the right hand side.

2. Use the date filter to view each financial year or select a date range.

3. Sort any column by clicking on its header.

4. Click on a coded line to view the transaction and any attachments.

5. Type in a keyword, date or value to search for a specific coded line.

6. Find additional coded line options by clicking ⋮.

Balancing after switching from Cashmanager RURAL

Cashmanager RURAL was balanced manually against each bank statement page.

While it was flexible it wasn't always accurate.

Because **Farm Focus** balances day by day, accurate dates are essential.

Try clicking on the **Accept Focus balances** button. This attempts to calculate the daily balances.

If the balance stays **red**, contact our support team on **0800 888 080.**

A new way to record **sales** and **purchases**

Recording invoices is the first step of the input process. Invoices provide rich, high value information, including quantities, weights, units and detailed product descriptions. Combined with accurate and consistent coding, these details form the building blocks for informed business decisions.

Invoice life cycle

1

MAKE A PURCHASE

Whether you purchase in store, on the phone or online, you receive an invoice.

2

RECEIVE INVOICE & FORWARD TO INVOICE SCANNER

Invoices can be sent to our invoice scanning service. You can forward invoices you receive through email or send photos or scans of your invoices.

3

INVOICE APPEARS IN FOCUS READY TO CODE

Invoices appear in Farm Focus from Invoice scanner, from an imported supplier file or ones that you record yourself.

4

PAY INVOICE

Once coded use our Bill payments screen to organise and pay your bills from Farm Focus.

5

MATCH TO TRANSACTION

With bank feeds your invoices can quickly be matched to transactions.

6

INVOICE IS FULLY PROCESSED

Your matched invoice is now ready to process in your GST return and view in reports and plans.

Coding

Where possible always code **invoices,** then match transactions to them. Transactions should only be coded when they do not have a corresponding invoice. For example, bank fees or loan repayments.

FARM FOCUS TIP

Select lines to merge and apply codes to multiple lines

Coding an **Invoice**

Money out

Money in

1. Brackets indicate a **money out** invoice. This is the total amount of the invoice.

2. All lines must be GST inclusive or exclusive.

3. Invoice coding rules can look at the line description, and code each line.

4. Train the Invoice scanner to read the invoice.

5. The paper clip lets you add or see the source document.

6. Sort any column by clicking on its header.

7. Notes can be added to lines using ⋮.

8. Invoices **must** be matched to a transaction before they move to the Completed tab.

Match from the invoice, transaction or in Quick Matching. All invoice lines must be coded to match.

10

FARM FOCUS **TIP**
Only code a bank transaction if there is no corresponding invoice.

HELP CENTRE TOPIC
Coding
Coding rules

Coding a **Bank Transaction**

Money out

Money out coded

1. Brackets indicate a **money out** transaction. This is the total amount of the transaction.

2. Click **Code** to code transaction.

3. Decide if you are recording **GST** inclusive or exclusive.

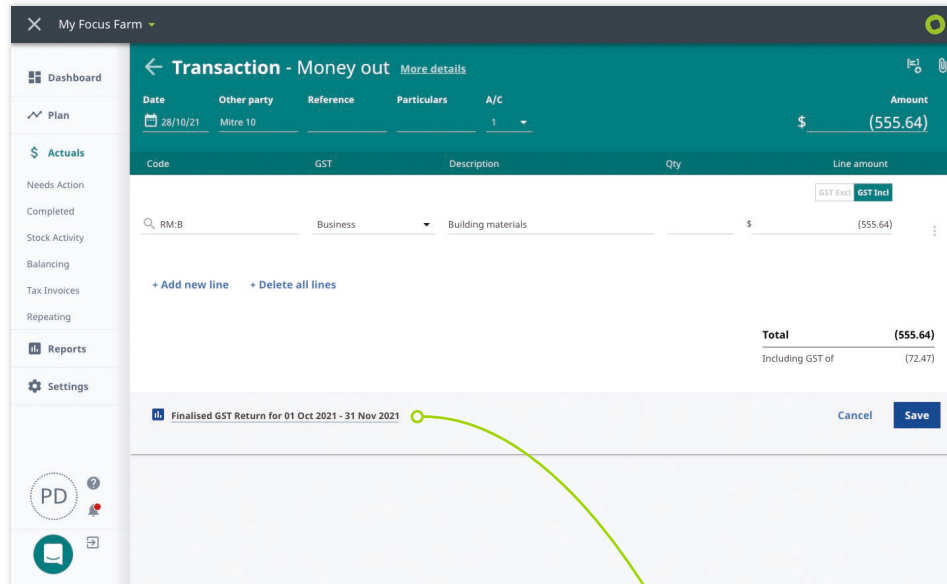4. Click on **+Add new line** to create more lines.

5. After coding a line, add a **Coding rule** to automate future coding for this type of transaction using 🖭 or ⋮.

6. Click on the **paper clip** to attach the source document.

7. Clicking Save moves the coded transaction to **Completed.**

Viewing & editing **transaction lines** in Completed

Coded bank transaction

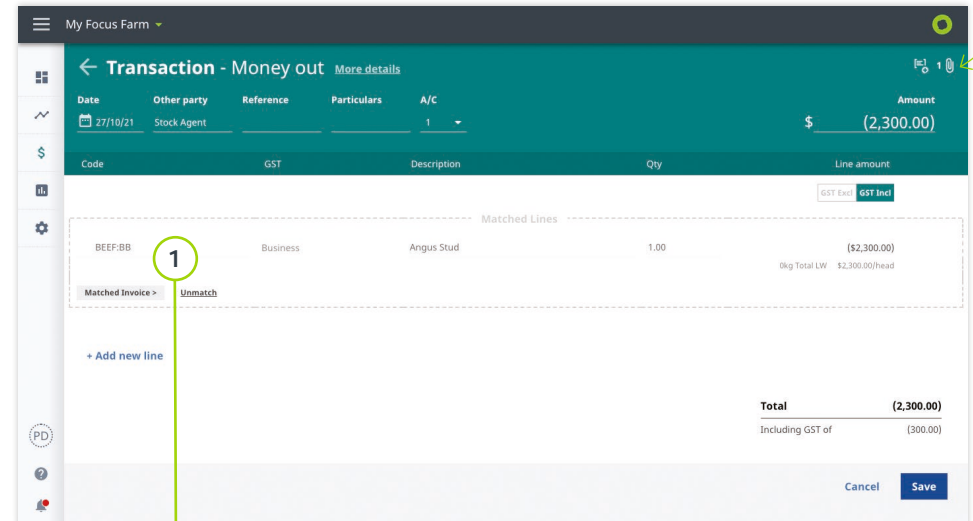Clicking on a transaction will open it and display the coded lines.

1. To make changes to a matched invoice, click on the **Matched Invoice >** button.
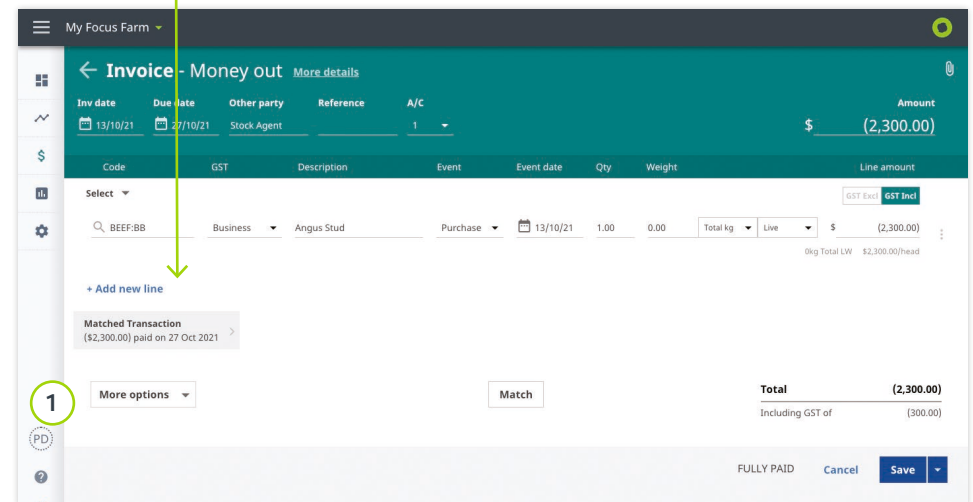
2. Click on the paper clip to view the source document.

FARM FOCUS TIP

In a finalised GST return, most details can be changed but the **GST** must be the same when saved.

Transaction with matched invoice

Invoice with matched transaction

Coding rules

Use of coding rules enables the automated coding of most invoices & transactions, saving significant time and improving accuracy.

Add rules against lines while coding. **Keep rules simple**, by limiting criteria. Create Split rules for specific codes.

Bill payments

Managing your batch payments is easy. Open the Bill payments page from the icon ⑨ at top right of the Needs Action screen.

Here you can create batches, view outgoing invoices, print invoice lists for review and monitor rolling bank balances.

Quick matching

Easily match invoices and transactions in one place streamlining your office process.

Jump straight to **Quick matching** from the dashboard or from **Needs Action** by clicking on this icon ⊜ in the top right of the header.
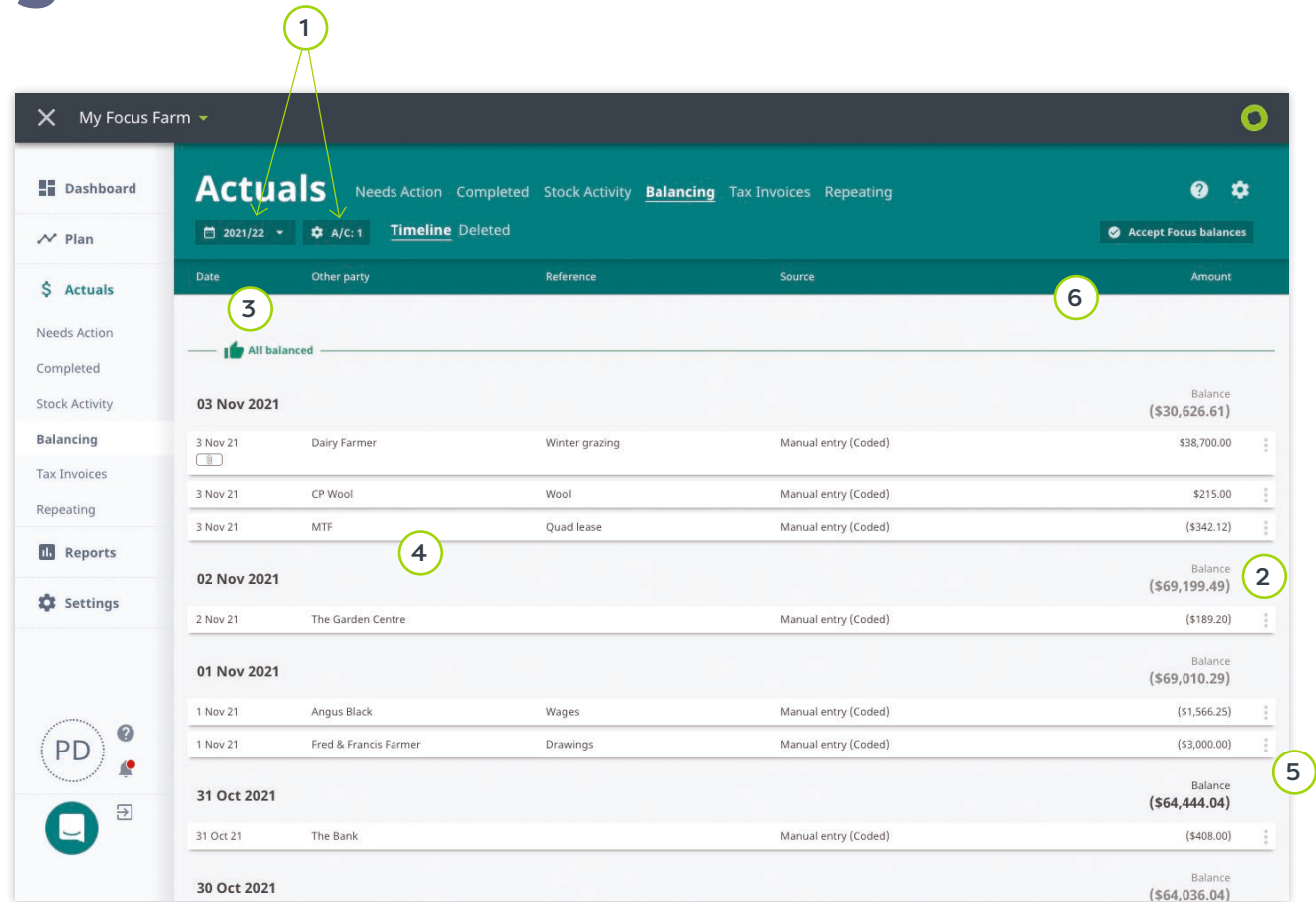
Ongoing **balancing**

Bank accounts with **feeds** are automatically balanced each day removing the need to reconcile to your bank statement.

① Select financial year and bank account.

② The Balancing tab is like the Completed view of Transactions, but adds the daily bank balance on the right.

③ Balancing appears in date order only.

④ The **green line** indicates that every coded transaction is balanced to the bank account up to this date.

⑤ View or delete a transaction from ⋮ .

⑥ The **Focus balance** is the sum of all coded transactions. **Red** means there is a discrepancy between the Focus balance and the bank balance.

PROBLEM SOLVING:
BANK ACCOUNT UNBALANCED?

1. Locate the date the Focus balance and the bank balance differ

2. Compare that day to your bank records and identify the difference

FARM FOCUS TIP

If you don't have a bank feed, enter an end of month balance to bring the green Balanced line up to date.

Recommended **monthly workflow**

	WHEN **Early** in the month	WHEN Between **10th** & **20th**	WHEN Before the **20th**	WHEN After the **20th**

ACTIONS	Collect invoices and code:
	
	• As supplier feeds
	• From scanned documents
	• From payroll integration
	• As you create Tax Invoices sent to others
	• As manually recorded income invoices detailing the milk supply statement
	• As manually recorded income invoices from livestock sale documents.
		• Code all uncoded invoices.
		• Seek authorisation to pay invoices.
		• Process all bank transactions still sitting in Needs action either by:
		
		  1. matching to an invoice,
		  2. or by coding the transaction (setting up Bank Transaction Coding Rules if the coding for that transaction is consistent each time).
		
		• Check the Balancing screen is balanced up to today.
			• Select the invoices you wish to pay on the same day and create a bill payment export.
			• Import the bill payment file into your banking software as a batch payment.
			• If payment on different dates is needed, manage each as a separate batch.
			• The contacts in Farm Focus must have their bank account number recorded for bill payments to work.
				• As your payments start to appear from bank feeds, match these to the corresponding invoice.
				• Code bank transactions that don't have a corresponding invoice.
				• Check there are no unpaid invoices in Needs Action (except those you chose not to pay) and delete if you decided to code the transaction.
				• Check the balancing tab is balanced.
				• Review reports.

More help from **Farm Focus**

We have an extensive library of help centre topics
and videos covering all things Farm Focus.

FIND HELP CENTRE TOPICS AT
help.farmfocus.nz

FIND US HERE TOO

farmfocus.co.nz
Call 0800 888 080

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