Farmplan

User Tips

1) **Buying Excel –** Farmplan requires users to have a computer that runs in a Windows 7 environment (or higher), the Microsoft Excel 2003 program (or higher), a working knowledge of Excel and a compatible printer. At the time of printing, Windows Version 7 and Microsoft Office 2013 are the latest software versions for Windows compatible personal computers. The Excel purchase options are as follows:

	Microsoft Office Professional 2013	Microsoft Office Home & Business 2013	Microsoft Office Home & Student 2013	Microsoft Office 365 Small Business Premium 2013 (1 Year subscription)
Programs included [1]:	• Access 2013 • Excel 2013 • Outlook 2013 • OneNote 2013 • PowerPoint 2013 • Publisher 2013 • Word 2013	• Excel 2013 • Outlook 2013 • OneNote 2013 • PowerPoint 2013 • Word 2013	• Excel 2013 • OneNote 2013 • PowerPoint 2013 • Word 2013	• Access 2013 • Excel 2013 • Outlook 2013 • OneNote 2013 • PowerPoint 2013 • Publisher 2013 • Word 2013 • SkyDrive • Skype • Office on multiple device • Office on demand • Personalized experience
Purchase Price[2]:	$519	$249	$139	$159

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[1]Further details on the Microsoft Office 2013 products can be found on the Microsoft website: http://www.microsoftstore.com/store/msca/en_CA/cat/ThemeID.27659600/categoryID.64516400

[2] Suggested retail price is shown in Canadian Dollars from the Microsoft Office Canada Store. Data was accessed March 1/2014

2) **If Excel won't allow you to "Enable Macros"** – then your Security Level is probably set at "High" by default. Change the security level to "Medium", as follows:
   a) **Excel XP -** select **Tools**, **Options** and then select the **Security** tab. Click on the "**Macro Security**" button, and then select "**Medium**." Then close and re-open Farmplan and select "Enable Macros" when prompted.
   b) **Excel 2000 to Excel 2003:** on the **Tools** menu point to **Macro** and click **Security**, in the **Security dialog box click the Security** level tab, select **Medium** and click OK, close Excel.
   c) **Excel 2007** and **Excel 2010: Excel 2007:** click the "Office Button" in **Excel 2010:** Open the File menu. Select the **"Excel Options"** button: In Excel 2010 it's called **"Options"**. In the left pane of the **Excel Options** dialog select **Trust Center**. Click the **Trust Center Settings** button in the right pane. In the left pane of the **Trust Center** dialog, select **Macro settings**. In the right pane select the desired security setting then click **OK** to close the **Trust Center**: click **OK** to close **Excel Options**.

3) **If Excel XP won't allow you to change *Payment Increments* or *First Month Due* in the Debt Worksheet, but asks you for a password instead** – then one of two things could be wrong:
   a) An older, non-XP compatible, version of Farmplan (such as version 1.04) is being used on the newer version of Microsoft Excel; this will not work. The user will need to download the latest version of Farmplan which is [Farmplan 2.2 XP Expanded 2008](#). These are available at your local GO Office, or downloaded off of the Internet at [http://www.gov.mb.ca/agriculture/business-and-economics/financial-management/farm-software-and-worksheets.html#farmplan](#) . Unfortunately, you will have to re-enter the data into the newer version of Farmplan. See the tip below entitled "**Transferring data from older versions for Farmplan."**
   b) You may be using an XP compatible version of Farmplan (such as the latest version 2.2 XP) with Excel XP but the Security level in Excel XP is set to "High", the factory default setting. Change the security level to "Medium", as discussed in Point 2 above. Make sure to Enable Macros when opening the program, if it hasn't been saved as a macro enabled document.

4) **Excel cursor movement**:
   - Table of Contents: Place the mouse cursor in the "fast forward – fast reverse button" area at the bottom-left corner of the screen. These buttons look like the graphic below. With the cursor over these buttons, right-click the mouse. A "Table of Contents" menu will appear, containing the names of all the Worksheets. Select one of the Worksheets with a left-click of the mouse.

   - Ctrl-Home takes you to the Home corner (top-left) of the worksheet
   - Home takes you all the way to the left of the row you are on.
   - Ctrl-Page Down takes you to the next worksheet.
   - Ctrl-Page Up takes you to the previous worksheet.

5) **Numbers too small?** - If the numbers on the screen are too small, set the Zoom on the icon bar to 100%. The Zoom feature does not affect printing.

6) **Arrow Keys** - When entering data, use the Arrow Keys instead of the Enter key. Using the Arrow keys saves moving the cursor to where you want it to go next.

7) **Entering Numbers** - When entering numbers, use the NUM LOCK and the number keypad at the right of the keyboard.

8) **The #VALUE error** – can be produced accidentally in Excel. Entering text or a space into a cell that requires a numerical value can create it. For example, in the "Inventory" worksheet, cell B5 is expecting that you will enter a number, not spaces or text. If you accidentally press the space bar in that cell, followed by the Enter key, you will be entering a "space" instead of a numerical value.

The #VALUE error that it immediately produces is easy to detect. The same happens if you enter text into that cell. To correct the error, simply put your cursor on the cell that contains the "space" or the text, and press the delete key. Then enter numerical data.

9) **Too Few Rows in the Land, Buildings and Equipment Sheet to hold all of your machinery, land or buildings?** There are two possible solutions to this problem:
   a) You can group similar pieces of land, buildings or machinery together on one row and enter a total value for the group.   (As far as the program goes, it's only the Total Value that really matters, unless you are selling an individual item – which then has to be listed separately.) Good candidates for "grouping" would be trucks and grain bins, for example.   However, if you still have too many parcels of leased land or pieces of equipment and you want to list them all separately, then try solution b).
   b) List the extra items on a separate worksheet and place them in an "Appendix" at the end of the workbook for reference. This solution requires the following steps.

   Steps:
   - Click on the **Land, Bldg, and Eq.** worksheet.
   - Right-click on the **Land, Bldg, Eq.** tab and select **Move or Copy.** A **Move or Copy** window will appear, as seen below.
   - Select **Land, Bldg, Eq.** from the "Before Sheet" selection box, and check off "**Create a copy**" at the bottom-left of the window, as pictured below.
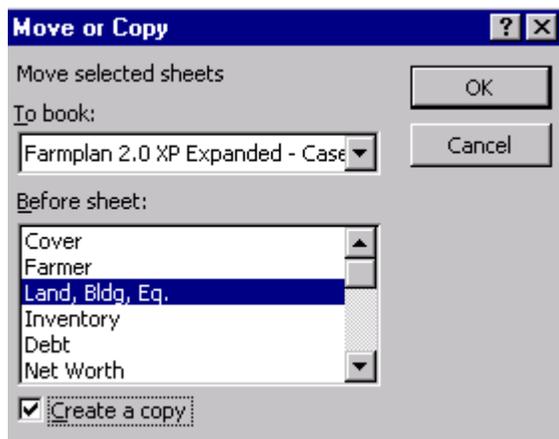
   - The result will be a duplicate worksheet entitled **Land, Bldg, Eq. (2)** <u>which is not linked to any equations and therefore will not affect any part of the program. Incidentally, that's what enables us to use this method.</u>
   - You can repeat this as many times as you want, creating **Land, Bldg, Eq. (3), Land, Bldg, Eq. (4), Land, Bldg, Eq. (5),** if you choose.
   - To use these, you would put the "summary" items, or groups, into the original **Land, Bldg, Eq.** worksheet and put the details into one or multiple copies of the worksheet. For example, "5 Trucks = $250,000" would go into **Land, Bldg, Eq** and you would list the trucks individually and enter the individual values on the **Land, Bldg, Eq. (2)** worksheet. You could also get creative, and tie the total value for the 5 Trucks in the **Land, Bldg, Eq.** page to the sum of the individual trucks in **Land, Bldg, Eq. (2)** by building an equation to link them. None of this would affect the rest of the program.
   - Then, you can rename **Land, Bldg, Eq. (2)** to something like **Equip. Detail**, or **Land Detail**, or **Bldg. Detail,** keeping a separate sheet for each type of asset, if you choose.
   - Finally, you can move these detail worksheets to the far-right of the worksheet tabs to get them out of the way. This could be considered as a type of "Appendix" for details. These "Appendices" wouldn't be part of the print-package unless you select them.

10) **Sales / Purchases of Machinery and Buildings** - When selling machinery and/or buildings that are listed in a group or "lump sum" (such as grain bins), be sure to separate the item that is being sold from the rest of the group. List the item that is being sold on a separate line and do not include it with the "lump sum" of the other items.

11) **The ###### display in cells –** Although it shows the ###### symbol on screen, when printed, the hard copy will show the actual numbers entered or calculated. If you want it displayed on screen, simply enlarge the "Zoom Level" to 100%. The same issue can occur in the crop tab if reporting a special crop yield like sunflowers or forage seed in lbs/acre. Follow the step above to obtain the proper display.

12) **Hypertext Links** - Underlined Row Headings are Hypertext links that take you back one level in the program. For example, enter "Canola" in the Grain Inventory table on the Assets2 worksheet. "Canola" will now appear as an underlined item in the Crop Plan worksheet. Now click on "Canola" in the Crop Plan worksheet and Excel will take you back to the Assets2 inventory table. Hypertext links are also located in the Proposal, Livestock Plan, Cash Flow Detail and Cash Flow Summary.

13) **Undo** - You can "undo" the effect of pressing a hypertext link (in other words, return to where you were) by clicking on the "back" arrow. The "back" arrow is a left-pointing turquoise arrow that appears on the "Web" toolbar at the left side of the screen. If you can't find the turquoise arrow, then open the Web Toolbar by selecting View, Toolbars, and Web.

14) **Internal Calculator** - There is a calculator in every entry cell. For example, in any *entry* cell, typing **=2*2** returns the value **4**. Try using brackets. For example, typing **=2*(2+3)** returns the value **10**.

15) **Saving your File** - make sure to save a copy of your work using the File Save As option with a new name to avoid overwriting a previous version.

16) **Use "Find" (Ctrl-F) to locate a particular expense in the Cash Flow Detail** - For example, you are in the Cash Flow Detail sheet and you want to locate the "Living Expenses" row. Select **Edit**, and **Find** from the pull-down menu in the task bar at the top of the screen (or hold the Ctrl key down and tap the F key.) In the **Find** window, type **Living** and click **Find Next**. Your cursor will move immediately to the Living Expenses, Income Tax and Life Insurance row.

17) **Cash Flow Detail Worksheet**
   - Use Ctrl-Shift-A to allocate the active row total evenly across all months.
   - Use Ctrl-Shift-T to allocate the row-total to the active cell.
   - Use Ctrl-Shift-D to delete all entries in the active row.

18) **Drag and Drop is disabled:** You can not "move" cells in the worksheet because the Drag and Drop feature is disabled. This protects users against accidentally moving cells and corrupting the equations in the program. Because of this, you can not copy/paste data from Farmplan to another spreadsheet workbook.

19) **Use Copy/Paste NOT Cut/Paste** – Do not use Cut/Paste to move input cells. It can destroy formulas. However, Copy/Paste will work just fine for input cells. Calculated cells (blue background) cannot be moved.

20) **Rollover to Next Year:** The Rollover macro transfers the ending inventories of crops and livestock to beginning inventories in the Inventories worksheet, and leaves the ending inventories blank. It also shifts the historical information in the Income and Expense worksheet to the right by one year to make room for the upcoming year. Users are cautioned by on-screen messages to save the new file under a new name, so as not to over-write the previous year's data.

- Note: After using the roll-over macro, users still need to transfer "New Borrowings" from the New Borrowings schedule up to the Liabilities schedule, since, in the New Year, they are no longer new. Users also need to check over the Crop and Livestock plans and make any changes necessary for the New Year. Likewise, the Detailed Cash Flow will have to be checked over for any new income or expense items expected to occur in the next year. Capital Purchases and Sales from the previous year will also have to be included (deducted) from the Land, Buildings and Equipment worksheet in the next year.

21) **Transferring data from older versions for Farmplan** – Electronic transfer (copy/paste) from older versions into Farmplan version 2.0 is not recommended. The many changes in column widths and added rows and columns makes copy/pasting more trouble than it is worth. The best method of transferring data is to re-enter it.

22) **The (0), 1 or 0 in the Cash Flow Detail** - In the Cash Flow Detail, you will sometimes get a (0), 1or 0 in the last month, even though you have allocated the whole dollar amount and you believe there should be no money left to go in to the last month. The problem is that calculated totals that are transferred from other schedules may include an *invisible* number of cents. The (0), 1 or 0 is a result of "rounding off" those cents and <u>does not affect the result of the program in any way, other than appearances</u>. If this bothers you, then read on.

   If the appearance of (0), 1 or 0 bothers you, then the solution is to use the Ctrl-Shift-T or Ctrl-Shift-A macros (See User Tip in cell D7 of the Cash Flow Detail) to allocate totals automatically wherever possible. The macros allocate the *actual* numbers and, therefore, take care of the "rounding problem." Even if you are allocating to more than 1 month, but less than 12 months, you can avoid the rounding problem by first using Ctrl-Shift-T to allocate to one month, and then viewing the allocated number in the formula bar. The number shows up in the formula bar with all cents included. Then just add the same number of cents to one of your monthly entries. This will eliminate the (0), 1 or 0 in the last column.

23) **Printing in Black and White (or Gray Scale) -** If you have a colour printer, it can probably be set to print in Gray Scale mode. If your printer supports this feature, then the printer manual will explain how to set it up for Gray Scale printing. In the case of some Hewlett-Packard colour printers, you select "File, Print, Properties, Quality, and Print in Gray Scale" from the Excel program.

24) **To print your own selection of sheets** - hold down the Ctrl key, select all desired sheets and click printer icon. Then "ungroup" the sheets by selecting a non-highlighted sheet.

25) **Accrued Interest:** When entering a date to calculate accrued interest in the Debt worksheet (column R), enter the date of the last **Interest** payment. This is particularly important when the payment increments are not the same, i.e. when interest is paid monthly and principal is paid semi-annually. You should enter the date of the last **Interest** payment. When payment increments are the same, the date of the last principal and/or interest payment is the same.