

A full-page background image of a sunset over the ocean. The sun is low on the horizon, creating a bright orange and yellow glow that reflects on the water's surface. The sky is filled with soft, golden clouds. The water in the foreground is a deep blue with gentle ripples.

Pilot™

by *Pacifica*™

Seed Inventory
User's Guide

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1

CHAPTER ONE

Introduction

Overview

Pilot Seed Inventory Control is a set of integrated programs that manage the production, purchasing, receiving, processing, costing, quality control, labeling, selling and shipping of seed by variety, lot, subplot, grower, location and salesman. Additional features include production and grower accounting, and breeder/hybrid maintenance.

Seed Inventory Control is fully integrated into Pilot Professional Business Management for Windows, a feature-rich double-entry general ledger accounting system.

The Seed Inventory Control menu is organized into logical workflow groups, with each group comprised of related data entry screens, reports and utilities.

Typically, inventory flows through the system like this:

- An inventory record is created, representing the specie and variety of a seed. This is usually done only once per variety.
- One or more lot records are added for the variety.
- An order to purchase or grow seed is placed with a vendor or producer, which reflects as an expected inventory quantity.
- Seed is received into a lot and, optionally, costs are accrued for the lot. Other information, such as seed quality, can be added to the lot record.
- A booking or order is entered for a sale, committing inventory.
- An invoice is created from the order, reducing the inventory quantity on hand and increasing the customer's account balance.
- In addition, a variety of reports may be run at any time to show current inventory, sales, customer, salesman and general ledger information.

Many of these steps are optional, or may be performed in a different order.

Also, since Pilot is fully real-time, all of your information is always current - there are no end-of-period posting routines to run before proceeding to the next month or year, and Pilot doesn't require you to purge any of your detail at the end of the month.

Installation

Before you can begin using the Seed Inventory Control, both Pilot and Seed Inventory Control must be properly installed. This procedure is explained in the Pilot User's Guide (see *Install and Register Modules*), or you may contact your reseller for assistance.

The Seed Inventory Control Menu

After you enter your User ID and Password from the Pilot Login screen, the Seed Inventory Control Menu displays. This menu has options for all Seed Inventory Control program screens, reports and utilities.

The *Seed Inventory Control Menu* looks like this:



Seed Inventory Control Menu screen

The module choices (Seed Inventory Control, General Ledger, Accounts Payable, etc.) are displayed at the left center of the menu window. The options from the selected module are displayed at the left top of the menu window. These options may include data entry screens, report launch screens, utility screens, or sub-menus (denoted by + or -).

To make a selection from the menu, click that selection with the mouse or move the hilite bar to the option you want and press [Enter]. If you select a collapsed sub-menu (denoted with +) it expands to show its menu selections.

When you select a menu option and open its related screen, the screen name displays in the open items list at the left bottom of the menu window. Restore a minimized screen by clicking its name in the open items list.

The individual menu items are discussed fully in the following chapters.

Unit of Measure

Pilot can transact inventory in any unit of measure, and can use different units of measure within the same variety or lot. For instance, you may purchase a lot in pounds, and sell it in both kilograms and M's (thousand seeds). Pilot also allows you to create your own units of measure.

Each screen which adjusts inventory quantities (orders, invoices, process, blendsheet, etc.) has a *UM* (unit of measure) field or column, as well as a *How Packed* field or column. The *UM* field may contain any one of the following units of measure:

- L - pound
- K - kilogram
- G - gram
- O - ounce
- S - per seed
- M - per 1,000 seeds
- X - per 10,000 seeds
- C - per 100,000 seeds
- A - per acre
- H - per hectare
- U - alternate unit of measure for this lot
- E – each

Any unit of measure from this list may be used, regardless of the variety or lot unit of measure. All conversions of quantity, cost and price occur automatically. If you are converting between weight and seedcount (for instance, the variety unit of measure is L and the lot unit of measure is M, or the lot unit of measure is L, but you're selling by M), the lot record requires a seedcount (seeds per pound) to accomplish the conversion.

If the unit of measure you select is not U or E, the *How Packed* field is not used in the conversion. You may use it to convey packaging instructions.

However if the unit of measure is U or E, the contents of the *How Packed* field are used as the unit of measure.

The *How Packed* field is very flexible, but it still must conform to certain rules:

1. The *How Packed* field starts with a number representing the unit quantity. A decimal is permitted. A slash may be used to represent eaches per unit. Hyphens (dashes) are not allowed.
2. The quantity is followed by a valid unit of measure character (L, K, G, O, S, M, X, C, A, or H but not U or E). A space may precede this character. A second character may follow for readability (Lb or Kg, for example). Case doesn't matter.
3. A packaging style (Bag or red can, for example) may optionally follow, preceded by a space. Be consistent when entering a package style. 50Lb Bag and 50Lb Yellow Bag are two different units of measure and the quantities of each will be tracked separately.

Here are some valid examples:

50Lb Bag
2 K can
3.5 L
1 #
.75G Foil
12/1 Lb Bag (this means twelve 1 pounders)

...and here are some invalid examples:

bulk (missing quantity and unit of measure)
bags (missing quantity and unit of measure)
50 (missing unit of measure)
L (missing quantity)
5-bag (missing unit of measure, hyphen not permitted)
can, 1 pound (quantity must come first, pound is not a valid unit of measure)
2 can (missing unit of measure)

There is also a subtle difference between the units of measure U and E. In most cases they behave the same way, unless you're specifying cartons of eaches. Here's an example:

You're selling 1 pound bags of seed, packed 12 bags to a carton. You sell a quantity of 1. How much seed did you just sell? And what should you put into the *UM* and *How Packed* fields?

How much you just sold is determined by both the *UM* and the *How Packed* fields.

- *Quantity* is 1, *UM* is U, *How Packed* is 12/1 Lb Bag - you sold 12 pounds (U always indicates the entire carton)
- *Quantity* is 1, *UM* is E, *How Packed* is 12/1 Lb Bag - you sold 1 pound (E always indicates the smallest saleable unit within the carton)
- *Quantity* is 12, *UM* is E, *How Packed* is 12/1 Lb Bag - you sold 12 pounds (12 eaches)

Just remember, U (units) represents the entire carton, E (eaches) represents the smallest saleable package within the carton. If you're not referring to cartons, U and E work the same.

Pilot tracks all inventory quantities separately by their respective units of measure and package style. So, if you purchase 2,000 pounds of a lot by 50 Lb Bag and you sell all 2,000 pounds by 50 Lb Sack, Pilot will accurately show that you now have 2,000 pounds in 50 Lb Bag, and negative 2,000 pounds in 50 Lb Sack. In other words, be consistent in using the *How Packed* fields.

Often, bulk inventory is packaged and sold before the re-pack information has been entered into Pilot. This results in a surplus of bulk inventory and a deficit of inventory in the pack size sold. This isn't an error; it indicates that you need to re-pack some inventory into the correct package size, a simple procedure.

Locations

You may optionally specify a location when receiving, selling and adjusting inventory quantities. Use the *Location* field. Pilot tracks quantities in each location separately.

For example, to receive product into our Sacramento warehouse F7, we could enter Sac-F7 into the *Location* field. The case of the location doesn't matter, but otherwise, be consistent. Sac-F7, SacF7 and Sacramento-F7 are three different locations.

An easy way to enforce consistent data entry is by using drop boxes. The *How Packed* and *Location* fields throughout Pilot Seed Inventory Control have been programmed to use the drop

box contents from the Sales Order screen. If you edit the *How Packed* and *Location* drop boxes there, they will automatically copy to all other screens.

Preferences

Seed Inventory Control supports several system preferences which you may use to customize certain functions, such as how much detail displays on directories, etc.

Unless otherwise specified, the preference has a value of Y or N.

These preferences, with a brief description, are:

AUTO CLOSE LOTS - If the quantity in a lot drops to zero, the lot is flagged as dormant.

AUTO RECEIVE - If we sell a lot which is located at another warehouse, and its quantity is zero, Pilot will ask permission to receive enough to complete this sale. The inventory will be received on a process, adjusting the lot quantity but not adjusting the G/L.

BLEND FROM SO - If a sales order contains a variety which is a mix or blend, Pilot will ask you if you want to create a blend sheet for that item as you file the order. If you answer Yes, Pilot will take you to *Blendsheet*.

CHECK FOR DUP LOTS - Although duplicate lot numbers (for different varieties) are acceptable, this preference warns you if you are attempting to add or use a lot number which is the same as one for another variety.

DORMANT LENGTH - This preference requires a numeric value from 1 to 40. If a directory request for either a variety or a lot is at least the number of characters as the value of DORMANT LENGTH, the variety or lot will display on the directory even if it is dormant.

ELIMINATING_SO - forces a 3 (allow multiple invoices to fulfill) into the Status field of the sales order.

LOT DIR GRASS - Causes the lot directory to be formatted with information useful to the grass or field seed industry (the standard lot directory is formatted for the vegetable seed industry).

LSV - (Limit Salesman View) A salesperson may only view, add or edit orders, invoices and reports of his own customers. He is not permitted to access customers belonging to any other salesperson.

NO HOWPAK LOCATION - Pilot won't maintain the packaging and location quantity information on page 3 of the lot record.

NO LOTS ON BOOKING LIST - If a sales order or blendsheet commits a lot, that commitment will not display on the SO list on the variety screen, but will show on the lot screen.

NO PROD IN EXPECTED - Keeps production POs from displaying on the PO list on the variety screen.

ONSCREEN MIX - If you create an order or invoice and the first item has the word "MIX" or "BLEND" in its name, Pilot will ask you if you're creating an on-screen blend.

SAY OLD QUALITY INFO - If you access a lot whose quality information (germ test) is older than 6 months, Pilot will display a warning message.

SC_IS_GR_K - The seedcount in each lot is expressed as grams per one-thousand seeds.

SHOW EXPECTED - The quantities on unreceived purchase orders is included in the available quantity on the variety screen.

SHOW PAK LOCATION - The lot directory includes extra lines showing quantities in each different package style and location.

SHOW PRIMARY UOM - Lot quantities (and costs and prices) are displayed in that lot's primary unit of measure. If this preference is N or absent, the quantities are displayed in this lot's How Packaged unit of measure.

SHOW VARIETY UOM - Lot quantities (and costs and prices) are displayed in the variety's unit of measure.

SO NUMBER IS DATE - The sales order number will default to today's date (formatted YYYYMMDD) plus a four digit sequential number which begins at "0000" for each new day.

UOMn - You may assign up to 10 (from 0 to 9) unique units of measure which are invoked from the UM field on any document by entering just the digit.

Example: UOM3 has a value of 400M Pail. If you type 3 in the UM field on a sales order, Pilot will put U in the UM field, and 400M Pail in the How Pak field.

UPRICE_IS_PER_LB - Regardless of the UM and How Pak fields, the unit price entered by the operator is assumed to be the per pound price, and converted accordingly.

VARIETY FIRST - Item line descriptions on documents are formatted as varietyname category speciename instead of category speciename, varietyname.

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CHAPTER TWO

The Variety Record

Overview

The seed inventory record is comprised of two parts; the variety record which maintains general specie and variety information, and the lot (or subplot) record which maintains detailed information about each individual lot of seed.

Variety

Each variety record is the base record for a collection of one or more lot records. Each lot record must reference one (and only one) variety record.

Seed Inventory Control allows you to maintain as many variety records and as many lot or subplot records per variety record as you want, without limit.

In most cases, variety and lot records are used together, as a pair, separated by a dot, to fully represent a seed lot (variety . lot).

You will use the *Specie/Variety* screen to add new variety records. Use the same screen for editing existing variety records.

Select the *Specie/Variety* screen from the *Seed Inventory Control* menu by selecting *Specie/Variety*. You may also display the *Specie/Variety* screen by double-clicking (or pressing [F1] twice) on any blank variety or lot field. There is also a system-wide function key shortcut ([Shift-F7]) which will take you directly to the *Specie/Variety* screen, no matter where in Pilot you are.

The purpose of a variety record is to represent a general product type, just down to the variety level, but usually not including such detail as quality, cost, location, packaging, treatment, etc. This detail is maintained by the variety's lot records, so keep the variety record as simple as possible.

Most of the fields on the variety screen are optional, but always fill at least the *Variety Number*, *Specie Name*, *Variety Name* and *Unit of Measure* fields before filing the variety record.

The variety number must be unique (it's alpha-numeric, up to 20 characters), and it can't contain a dot, because the dot is used as the separator between the variety number and lot number. Keep the variety number short.

The specie name doesn't have to be unique. Enter a broad designation, like Onion.

If you use the *Category* field, enter something that more specifically defines the specie, like Green Bunching.

Enter all variety names, keywords and aliases you can think of, one below the other, without limit. Only the first variety name prints, but all of them are indexed and used for lookups.

If you leave the *Unit of Measure* field blank, Pilot will set it to pounds when you file the variety record. Set it to the most common unit of measure of the lots in this variety. Regardless what unit of measure you select, any of this variety's lots may be a different unit of measure. If your variety/lot units of measure use combinations of weight and seedcount (example: variety in pounds, lot in M - 1000 seeds, or variety in M, lot in Kg), your lot records must contain a valid seedcount.

Certain fields can't be changed. For example, you can't enter your quantities here. Quantities are computed from purchases, processes, transfers, sales and physical inventory adjustments. You also can't add lots directly onto the lot list from here. Add lots with the Lot screen.

If you omit any required fields, Pilot prevents you from filing the variety record until you fill them. If you file the record with mistakes or omissions, you can easily edit it later.



File the variety record by clicking  or pressing [F10].

The *Specie/Variety* screen consists of four tabbed pages. Pages may contain both visible and hidden prompts. You can make hidden prompts visible if they would be useful to your business.

Fields on the Specie/Variety Screen, General Info Tab

The *General Info* tab looks like this:

Specie/Variety screen, General Info tab

Number

This is the number you assign to this variety record. It must not have been used for any other variety record. This is NOT the lot number. It may contain digits (but not dots), letters and special characters (but not * or ?) and may be up to 20 characters long. It may not contain spaces.

Specie

This is the general type name of the seed, such as Onion or Pea or Mix. This field may be any length and may contain any characters (but not * or ?) and may contain spaces.

Category

This is the sub-specie of the seed, such as Sweet. The category will be prefixed onto the specie name for printing descriptions.

Variety

This is the sub-type name of the seed, such as White Globe or Sweet Snap. This field may be any length and may contain any characters (but not * or ?) and may contain spaces.

This field is also multi-value, and may contain as many identifiers, aliases and key words as you want, each separated by [Enter].

Production Code

This field provides an alternative identification for this variety during production, if it is necessary to conceal the variety name on production contracts and other documentation.

Experimental Code

Used during product development to identify the variety before a formal variety name has been assigned.

Botanical

Enter the Latin or scientific name for this specie.

Note: The values in all lines of the Number, Specie, Category, Variety, Production Code, Experimental Code and Botanical fields are indexed for instant access to variety records.

Status

Press [F1] on this field to display a current list of pre-defined status codes. You may also use your own codes, and they may be any length. Status codes must be separated by a comma. Select codes in any combination.

Available

This is the total number of units of this seed available for sale for all lots of this variety. This does NOT include Committed, Consigned, Rejected, or No Sale quantities. This field can't be changed.

Note: You may include expected receipts (from purchase orders and production lots) in this quantity, by setting the SHOWEXPECTED preference.

Committed

This is the total number of units of this seed for all lots of this variety which has been committed on unfulfilled sales orders, including bookings. This field can't be changed.

Consigned

This is the total number of units of this seed for all lots of this variety which has been consigned either by us or to us by the producer/vendor. This field can't be changed.

Rejected

This is the total number of units of this seed for all lots of this variety which has been rejected as not suitable for sale. This field can't be changed.

No Sale

This is the total number of units of this seed for all lots of this variety which has been set aside as not for sale, for example: Stock Seed. This field can't be changed.

On Hand

This is the total number of units of this seed for all lots of this variety. This is the total of Available, Committed, Consigned, Rejected and No Sale. This field can't be changed.

Unit of Measure

How the quantity on hand is expressed at the variety level. The default Unit of Measure is pounds if you leave this field blank. Acceptable Units of Measure are:

- L - pounds
- K - kilograms
- G - grams
- O - ounces
- S - per seed
- M - per 1,000 seeds
- X - per 10,000 seeds
- C - per 100,000 seeds
- Z - per Million seeds
- U - unit
- E - each

- A - per acre
- H - per hectare
- B - per bushel

This unit of measure will be provided as the default value at the lot level. Each lot record controlled by this variety may have a different unit of measure.

Packed

If this variety is sold by the unit in standard packaging, for instance 180 M Bag, enter it here.

Expected On POs

Purchase Orders

This is the quantity of this seed which we expect to receive in the near future, based on unreceived purchase orders/purchase contracts or uncompleted blendsheets, which are listed in the *Purchase Orders* (POs) field. The vendor name and expected receipt date are also displayed.

Any line which represents a receipt beyond this crop year may optionally be displayed in white, and its quantity will not be included in the expected total.

These fields can't be changed.

Committed On Bookings

Sales Orders

This is the number of units of this seed which we expect to sell in the future, based on unfulfilled sales orders (bookings) or sales contracts or uncompleted blendsheets, which are listed in the *Sales Orders* (SOs) field. Bookings are sales orders which reference a variety, but not a lot. The customer name and scheduled ship date are also displayed.

Any line which represents a committed sale beyond this crop year may optionally be displayed in white, and its quantity will not be included in the committed total.

These fields can't be changed.

Lot List

Lot Number / Location / Units / UoM / Committed / How Packaged / Unit Cost / Unit Price / Code / Seedcount / Germ / Purity / Test Date

These fields show a list of the lots which make up this variety. Shown is the lot number, location (if anywhere but here), total quantity of seed in each lot with that lot's unit of measure and packaging, any quantity committed on sales orders or blend sheets, the cost per unit, the primary selling price per unit, a code which indicates the type of seed in each lot (Rejected, Seedstock, Consigned, Stop sale, Production, Returned, Trial/Sample, Coated, Treated, Blended, Lot closed, etc.), seedcount, and the most current germination and purity percentages with the test date.

Lots with quantities on hand are displayed first, in lot number order.

The same lot may be displayed more than once (multiple lines are displayed with a lot number of "") if the lot quantity is maintained in more than one unit of measure or location.

This field can't be changed.

Note: The unit quantity, unit cost and unit price displays in the lot's packaging unit of measure by default. You may display the unit cost and unit price in the lot's primary unit of measure by setting the SHOWPRIMARYUOM preference, or in the variety's primary unit of measure by setting the SHOWVARIETYUOM preference.

Hidden Fields on the General Info Tab

Location Filter (prompt LF)

If you enter a location in this field, the lot list for any variety selected will include only lots in this location.

Hidden Columns on the Lot List

Expected (prompt EX)

Shows expected quantity for this lot.

Lot Status 1-6 (prompt LF1-LF6)

These columns will display a checkmark if the lot on this line contains a specified status code. For example, you may want a checkmark on any lot line where the lot can't be sold (Seedstock, Production, Stop sale, Rejected, Pending tests).

First, unvanish the prompt. Then use [ctrl-F1] to edit the *Defaults List*. Before you type anything, press [ctrl-INS]. You'll notice the prompt Default List already contains “{{h-1000}},”. Don't remove this value. Add your status codes after the comma.

In our example, you will add STK,PRD,STP,RJT,TST.

Press [ctrl-INS] again and save your changes.

Bag Weight (prompt BW)

Display the bag or package weight of each unit in this lot.

Certification Number (prompt CE)

Display the certification number of this lot.

Moisture (prompt MO)

Display the percentage moisture of this lot.

Protein (prompt PI)

Display the percentage protein of this lot.

Oil (prompt OI)

Display the percentage oil of this lot.

Raw Size (prompt SI)

Display the raw size of this lot.

Finished Size (prompt SZ)

Display the finished (pelleted) size of this lot.

Origin (prompt OR)

Display the origin of this lot.

Origin Date (prompt OD)

Display the origin or production date of this lot.

Comments (prompt DE)

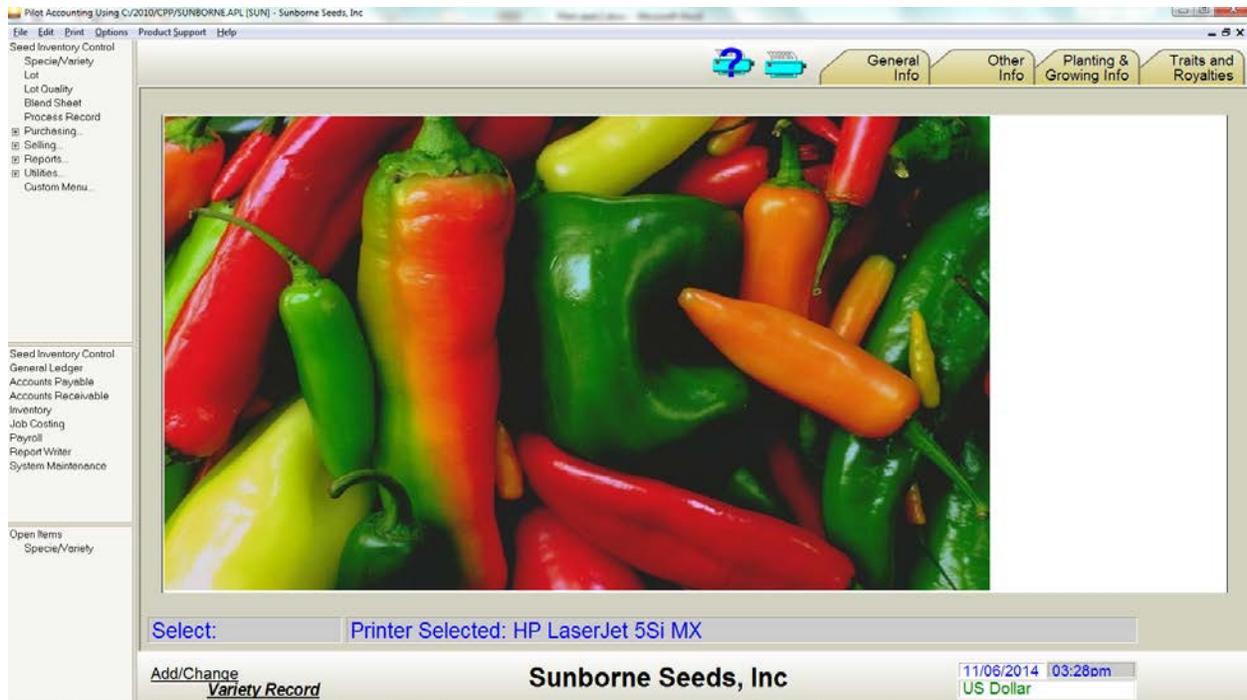
Display the comments of this lot.

The Photograph Frame

At the bottom right corner of the variety screen is a square panel which may optionally contain a photograph or other graphic. This photograph (and up to 13 more per each variety) may be printed full-size, or included on labels and tags. See the explanation for the *Photos* field, later in this chapter, for more information.

Displaying and Printing the Photographs

If this variety record contains photographs, you may display (or print) them all by clicking on the photo panel on the bottom right of this screen. A photographs screen appears:



Specie/Variety screen, Photographs

In addition to the first photograph at the bottom right of the screen, up to 13 additional photographs can display as thumbnails across the top of the screen. The currently selected photograph displays full-size in the center of the screen. To select another photograph to display full-size, just click on its thumbnail.

The currently selected printer is displayed in the Printer Selected: box at the bottom of the screen.

You may print the photograph to that printer by clicking  or you may select a different printer by clicking .

Fields on the Specie/Variety Screen, Other Info Tab

The *Other Info* tab looks like this:

Specie/Variety screen, Other Info tab

Common

You may buy or sell a variety under as many different aliases (different variety names) as you wish, all representing one common variety. Any activity to an alias variety will actually be affecting the common record.

An alias variety is not permitted to reference another alias variety.

To mark a variety as an alias, put the number of the common variety in this field.

Alias Variety

If a variety has aliases, its alias varieties will be listed here. You can't change this field

Unit Cost

Ordinarily, seed cost per unit is maintained in each respective lot record. This field allows you to assign a per unit cost to incidental items which have no lot record, such as packaging material, labor, testing or permit fees, freight, etc.

Cost Fix/ Fix Date

If this variety is a non-seed item without lots (i.e. packaging), and it has costing errors in a prior accounting period which can't be corrected in the period in which they occurred, you can use these fields to initialize the cost at a beginning date (usually today, or the first day of the current period). All errors prior to the Cost Fix Date are ignored.

Insurance Value

If you don't own this seed (as in consigned, customer owned, or storage), the seed will be in your inventory, but with no cost. If you enter an insurance value per unit, this value will be used on reports if there is no other cost.

Seedcount

Enter an average seedcount (seeds per pound) for this variety. This will be used only in the absence of a lot seedcount.

Location

Specify the location of this non-seed inventory.

PVP #

If this variety of seed is protected by a PVP number (similar to a patent), you may enter the PVP number here.

Parental Origin

Enter the state or region to which this variety is native.

How Purchased

You may specify the package size used for purchasing this variety, if different from the *Packed* field on the *General Info* tab.

Package Capacity

If this item is packaging (*Status* includes PAK), enter the package or bag capacity in any valid unit of measure, such as 50 L.

Where Sold

Use this field to indicate the region or territory into which this variety may be sold.

Units per Bushel

Enter the quantity of this variety which constitutes one bushel, such as 60 L.

Production Tax

If you must collect a production (commission) tax for this item when it is purchased from the grower, enter the tax schedule like this:

- 1.25 means 1.25% of cash value, or
- .50/100L means 50 cents per cwt, or
- .02/1B means 2 cents per bushel

As you enter a purchase invoice containing this variety, Pilot asks you if you want the tax computed. Any computed tax will be withheld from the grower payment, and accrued for payment to the taxing commission, according to the schedule you entered.

Note: Lot records must contain necessary information to compute unit conversions.

Tax G/L

If you're withholding commission tax, specify the general ledger account (usually a liability) into which to accrue the withheld tax.

Inventory G/L

Each variety record may have its own unique inventory general ledger account number. If your System Defaults record has an Inventory G/L account, that number will be pre-filled here by default. If this number should NOT be the same as the Inventory G/L account number in the System Defaults record, change it here.

Cost G/L

Each inventory record may have its own unique cost of sales general ledger account number. If

this number is NOT the same as the Cost of Sales G/L account number in the System Defaults record, enter it here.

Income G/L

Each inventory record may have its own unique revenue general ledger account number. If this number is NOT the same as the Income G/L account number in the System Defaults record, enter it here.

Note: If, on a sales order or sales invoice, the customer you select has an income G/L account specified on his customer record, that account will be used instead of this one.

% / Cd / PLS / Unit Price / UoM / Qty Break

This is the suggested selling price per unit of this seed.

Pilot supports unlimited prices controlled by a combination of price level codes, quantity discounts and customer exception pricing. Pilot first attempts to match the Price Level Code (if any) in the customer's record with the same code in the Cd column. If a Quantity Break or customer exception pricing (see *Add/Change Customer* in the [Pilot User's Guide](#)) would result in a lower price, the lower price is offered by default.

The selling price may be overridden on the sales order and sales invoice.

The % column allows you to discount the second and each successive line from the price in the first line. For instance, if the first line price is \$10.00 and you enter 20.00 into the second line % field, Pilot will enter \$8.00 (20% discount from line 1) into the second line *Price* field.

If you price by a different unit of measure than the default for this variety (for example, this variety is maintained in pounds, but priced by the hundredweight), enter that unit of measure (for example, 100L) in the *UoM* field.

Photos

You may include a list of up to 14 photographs or other graphics per each variety record. These photographs are in the form of a disk file, located on any device, and in any common graphical format. Some of the common formats supported include:

- .BMP (bitmap)
- .JPG (Joint Photographics Experts Group)
- .TIF (tagged image file format)
- .EPS (encapsulated Postscript)
- .GIF (GIF)
- .PSD (Adobe Photoshop)
- .PCD (Kodak photo CD)



Enter the full pathname to the photograph file, or use the  button to browse your hard drives to find the files. The first photograph you list will display in the panel at the bottom right of this screen.

Bag Number

If this variety is always packaged the same way, enter the item number of the packaging.

Label

If this variety always uses the same label/analysis tag format, enter the label format here.

Discount Type / Percent / Amount / G/L Account

You may offer one or more types of discounts when you sell this variety, such as early order, prepay, volume, new or preferred customer, etc.

Each discount may be calculated by either a percent of the sale amount, or by an amount per unit, determined by the dollars or units on the sales invoice line.

You may also accrue each type of discount taken into a separate G/L account. If you leave the *Discount G/L* field blank, the default Sales Discounts G/L is used instead.

Comments

Enter any text you want describing this variety. Comments size is unlimited. Click on the expand button (upper caret) on the right to display or edit as a full page.

Hidden Fields on the Other Info Tab

Minimum (prompt MM)

This is the minimum quantity of this variety or item to keep on hand at all times.

Tax Rate (prompt TR)

If sales of this item are taxed at a different rate than other taxable items, enter the percentage tax rate here.

Salesman Commission (prompt C1)

If this item has a non-standard commission rate, enter its percent commission rate here.

Royalty Rate (prompt RO)

If this item is subject to a royalty, enter the percentage rate here.

Import/Export Tariff (prompts IT and ET)

These are text fields. Enter the tariff rate here.

Pedigree (prompt P1)

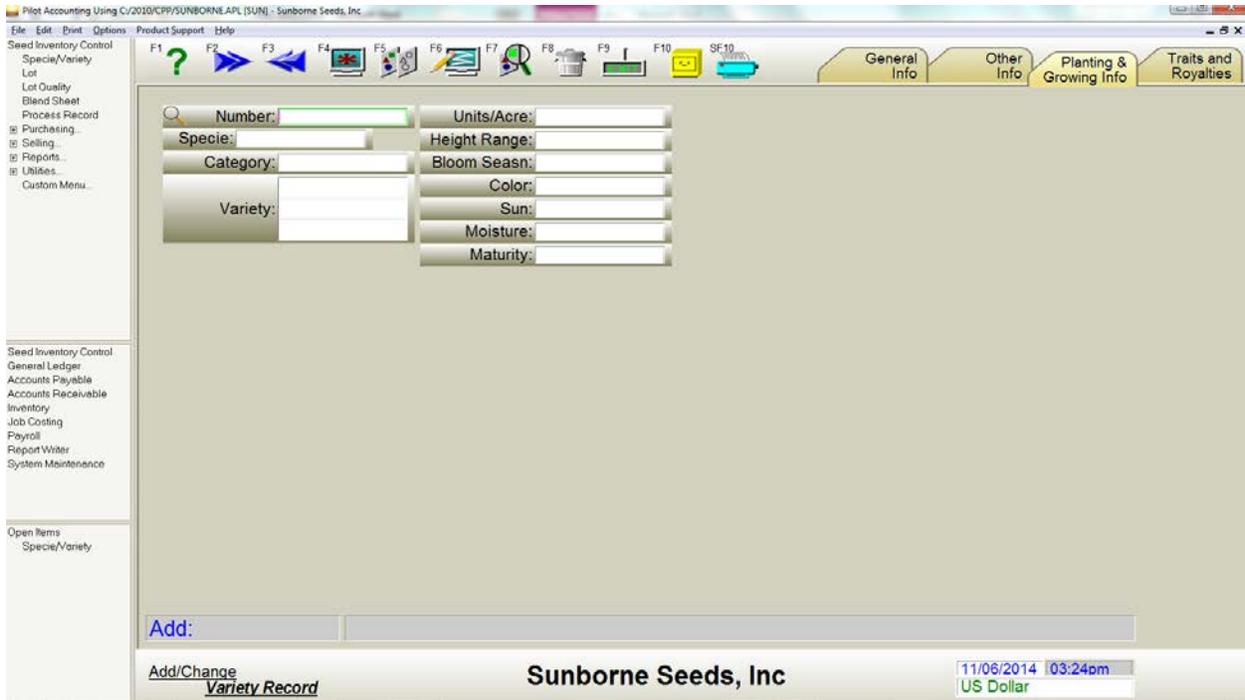
Enter the male and female parent lines of this variety.

Standard Cost (prompt ST)

If this variety is costed by Standard Cost (Weighted Average Cost is the default method), enter the unit cost here. Optionally, you can also enter the lot status flag for the type of lot that this cost line applies to. You can enter multiple cost lines.

Fields on the Specie/Variety Screen, Planting & Growing Info Tab

The *Planting & Growing Info* tab looks like this:



Specie/Variety screen, Planting & Growing Info tab

Units per Acre

Enter the number of units of this variety which is required to plant one acre.

Example: 125 L

Height Range

Enter the typical minimum and maximum height in inches, separated by a hyphen.

Example: 32-50

Bloom Season

Enter the season during which this variety blooms.

Example: Spring

Color

Enter the predominate bloom color.

Sun

Enter the amount of sunlight that this variety prefers.

Moisture

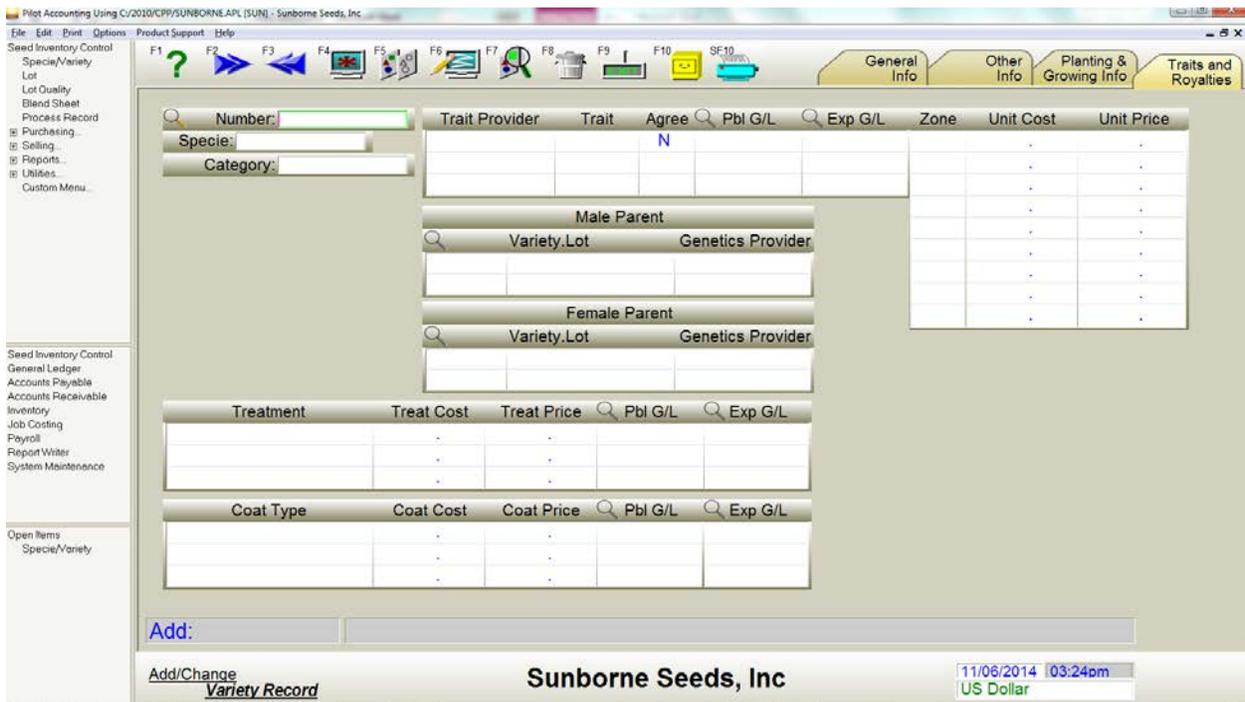
Enter the amount of moisture that this variety prefers.

Days to Maturity

This is the number of days from first planting to harvest.

Fields on the Specie/Variety Screen, Traits and Royalties Tab

The *Traits and Royalties* tab looks like this:



Specie/Variety screen, Traits and Royalties tab

Trait Provider

Enter the name of the owner or provider of the genetics.

Trait

Enter the trait name

Agreement Required

If the Trait Provider requires that an end-user license or agreement for this trait be in place before the sale of this variety, enter [Y]es.

Payable G/L Account

Enter the general ledger account which will accrue the payable to the Trait Provider when you sell this variety.

Expense G/L Account

Enter the general ledger account which will accrue the Tech Fee expense when you sell this variety.

Zone / Unit Cost / Unit Price

If the Tech Fee for this trait varies by zone or region, enter each zone with its respective unit cost and unit price.

Male Parent Variety / Genetics Provider

Enter the male parent(s) variety and optionally the lot, and the name of the provider of the genetic material.

Female Parent Variety / Genetics Provider

Enter the female parent(s) variety and optionally the lot, and the name of the provider of the genetic material.

Treatment / Cost / Price / Payable G/L Account / Expense G/L Account

If there is an additional treatment charge for this variety, enter this information.

Coating / Cost / Price / Payable G/L Account / Expense G/L Account

If there is an additional coating or pelleting charge for this variety, enter this information.

Filing the Variety Record

When all required fields are filled, file the variety record into the database by clicking  or pressing [F10]. If any field contains invalid information, a message will display explaining the error, and the cursor will remain on that field until you correct the data.

HotPrint Inventory Reports

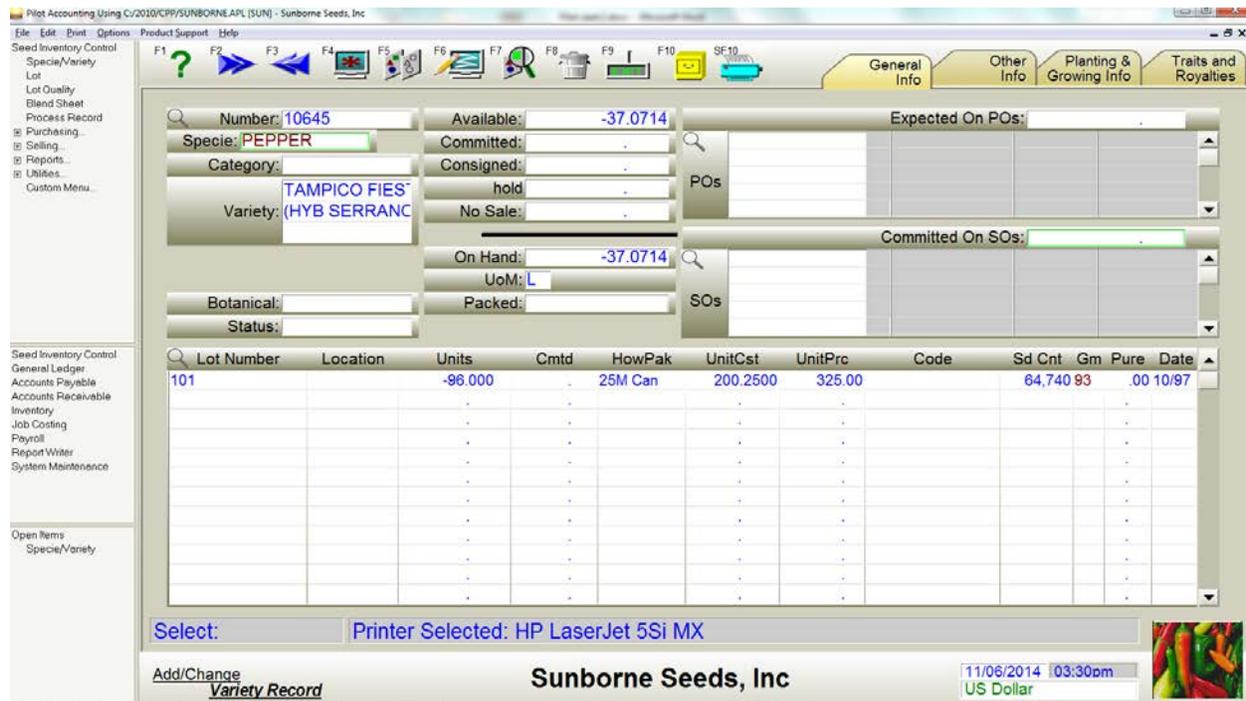
To print an Inventory List or Inventory Activity report without leaving the *Specie/Variety* screen, click  or press [Shift-F10].

Modifying or Deleting a Variety Record

To modify or delete an existing variety record, you must first retrieve the record onto the *Specie/Variety* screen. The easiest way to do this is to type the variety number into the *Number* field and press [Enter]. The variety record matching that number will be displayed on the screen.

You may also use [F2], [F3] or [F4], with or without search keys, to retrieve variety records. When the record has been displayed on the screen, the screen status area (lower left corner) will show Select: to indicate that an existing record has been selected for examination, editing or deleting.

This is how the *Specie/Variety* screen displays when a record has been selected:



Specie/Variety screen, record selected

Hint: You can easily move around any Pilot screen without using the mouse by holding down on either [Alt] key and pressing the arrow keys in the direction you wish to move.

Refile the changes by clicking  or pressing [F10]. To delete a variety record, select it and click  or press [F8].

Warning: Never delete variety records which have lot records or have ever been used.

The Variety Directory

Finding the specific variety and lot you want to use on an order, invoice or other screen is simple. From any *Variety* or *Variety.Lot* field, just type a few characters (three or four are usually enough) of either the specie name, variety name or number, category, or botanical name, and press [Enter].

For instance, a variety directory of “ONI” might look like this:

	Item #	Specie Name	Variety Name	Available
1	10515	ONION	CRYSTAL WHITE WAX (MEXICAN BUNCHING)	1.0000 L
2	10517	ONION	ISHIKURA FOOT LONG	141.0000 L
3	10518	ONION	ISHIKURA IMPROVED (Bunching)	0.0000 L
4	10519	ONION	KAORI MENEGI (Bunching)	-63.0000 L
5	10520	ONION	RED CREOLE	0.0000 L
6	10522	ONION	SAHARA F1	1.0000 L
7	10524	ONION	STARLITE (Short day yellow)	400.0000 L
8	10512	ONION	BARLETTA	0.5512 L
9	10511	ONION	AVIV	0.5512 L
A	456-3-1	Short Day Onion	456-3-1	4.9970 K
B	10514	ONION(int.yel)	CANDY	4.2298 L
C	10525	ONION(int.yel)	SUNDIAL (Yellow Int.)	0.0000 L
D	10523	ONION(long.white)	SOUTHPORT WHITE GLOBE (Green bunching)	56.3500 L
E	10513	ONION(long.yel)	BORETANA (Cipoline)	16.0925 L
F	10527	ONION(long.yel)	YELLOW BORETANA (Cipoline)	-44.0924 L
G	10521	ONION(short.red)	RED BURGUNDY	112.9000 L
H	10526	ONION(short.yel)	TEXAS GRANO 1015Y	-3,750.9500 L
I	10516	ONION(short.yel)	EARLY GRANO 502 PRR RS	1.9000 L
J				
K				
L				
M				
N				
O				

Variety Directory screen

You may optionally include in your primary directory request one or more key words, separated by commas, like this:

ONI,GLOBE[Enter]

The resulting directory would be limited to varieties beginning with ONI and also containing the key word GLOBE somewhere in the specie name, category, variety names or botanical name. If you specify more than one key word, all must match.

The variety directory request may also include a lot directory request, simply by following the variety request by a dot asterisk, like this:

ONI.*

Note that [Enter] is not used when you press [*]. This directory request will first display a variety directory from which you will choose the variety you wish, and then will display all lots available for use with the variety you just selected.

If you know the lot number you intend to use, you can skip the variety directory altogether. Just begin your directory request with a dot, like this:

.JM-3762-07[Enter]

You needn't enter the entire lot number - usually just a few characters will suffice.

If there is more than one match for the lot number you entered, or no match was found at all, Pilot displays a lot directory, like this:

	Lot#	Locn	Variety	Sdct	Gm	Pr	Dte	Avlbl	Pkgd
1	06-1020		SUGARBURST WSS;MF, 80 M Bag	1,500				205.5882 U	85M Bag
2	06-1020		SUGARBURST WSS;MF, 80 M Bag	1,500				195.5882 U	85M Bag
3	06-1020	JOE	SUGARBURST WSS;MF, 80 M Bag	1,500				10.0000 U	85M Bag
4	06-1020	Here	SUGARBURST WSS;MF, 80 M Bag	1,500				0.0000 L	
5	101		SUGARBURST WSS;MF, 80 M Bag	4,228	85		12/01/96	-276.1040 M	
6									
7									
8									
9									
A									
B									
C									
D									
E									
F									
G									
H									
I									
J									
K									
L									
M									
N									
O									

Lot Directory screen

Lot Directory Details

You can obtain additional lot information by right-clicking selected columns (germ, purity, lot #, etc.) on the lot directory. The following example screen shows the result of right-clicking the Lot # column.

	Lot#	Locn	Variety	Sdct	Gm	Pr	Dte	Avlbl	Pkgd
1	06-1020		SUGARBURST WSS;MF, 80 M Bag	1,500				205.5882 U	85M Bag
2	06-1020		SUGARBURST WSS;MF, 80 M Bag	1,500				195.5882 U	85M Bag
3	06-1020	JOE	SUGARBURST WSS;MF, 80 M Bag	1,500				10.0000 U	85M Bag
4	06-1020	Here	SUGARBURST WSS;MF, 80 M Bag	1,500				0.0000 L	
5	101		SUGARBURST WSS;MF, 80 M Bag	4,228	85		12/01/96	-276.1040 M	
6									
7									
8									
9									
A									
B									
C									
D									
E									
F									
G									
H									
I									
J									
K									
L									
M									
N									
O									

Details of Lot 101
 Variety: SUGARBURST WSS;MF
 Certified: Unc
 Cost: 1.90

Lot Directory with details

Editing the Lot Directory

You can easily customize the appearance of the lot directory by adding, deleting, repositioning or resizing the columns to make it more useful.

All users must exit Pilot.

Begin by opening the file called SEED.INI using Notepad. Then search for text which begins with “[LOT” (notice the square bracket at the beginning). You should find a section of the file that looks like this:

```
[LOT DIRECTORY]
; set column position (c1) and column width (wd) using either default plus or minus (e.g. D+3) or constant value.
; Hide column by putting # at end of column and width lines.
; Change column caption by removing semicolon on caption (cp) line and setting new title.
; Note: a character is approx. 10 units wide, directory is approx. 500 units wide.
avail_c1 = 9
avail_wd = 100
avail_cp = Av|b1
belt_c1 = 13
belt_wd = 0
belt_cp = Sz
bgwt_c1 = 3
bgwt_wd = 0
bgwt_cp = Wt
cat_c1 = 4
cat_wd = 0
cat_cp = Category
cert_c1 = 15
cert_wd = 0
cert_cp = Cert
cmd_c1 = 10
cmd_wd = 0
cmd_cp = Comtd
coat_c1 = 10
coat_wd = 0
coat_cp = Coat
cost_c1 = 15
cost_wd = 0
cost_cp = Cost
crop_c1 = 14
crop_wd = 0
crop_cp = Cp
expd_c1 = 10
expd_wd = 0
expd_cp = Expd
germ_c1 = 5
germ_wd = 30
germ_cp = Gm
howpak_c1 = 9
howpak_wd = 80
howpak_cp = Pkgd
inert_c1 = 14
inert_wd = 0
inert_cp = In
lot_c1 = 1
lot_wd = 100
lot_cp = Lot \#
location_c1 = 2
location_wd = 60
location_cp = Locn
nox_c1 = 15
nox_wd = 0
nox_cp = Nox
origin_c1 = 4
origin_wd = 0
origin_cp = Orgn
origindate_c1 = 5
origindate_wd = 0
origindate_cp = Orgdt
pure_c1 = 6
pure_wd = 36
pure_cp = Pr
```

Editing SEED.INI with Notepad

This section continues until weedname_cp. Hilite the entire section starting with [Lot Directory] and ending with the blank line after weedname_cp and then press [ctrl-C] (to copy).

Next, use Notepad to open your database .INI file. This file has the same first name as your company database, with the extension .INI. Search this file to make sure it does not already contain a [Lot Directory] section. If it doesn't, paste the section which you copied from SEED.INI onto the end of your file, starting on a new blank line. If the section already exists, don't copy it again, just use the one that's there.

Close the instance of Notepad with SEED.INI.

Edit the [Lot Directory] section like this:

To hide a column, set its width (example: avail_wd) to 0. To display a column, set its width to a positive number. The larger the number, the wider the column.

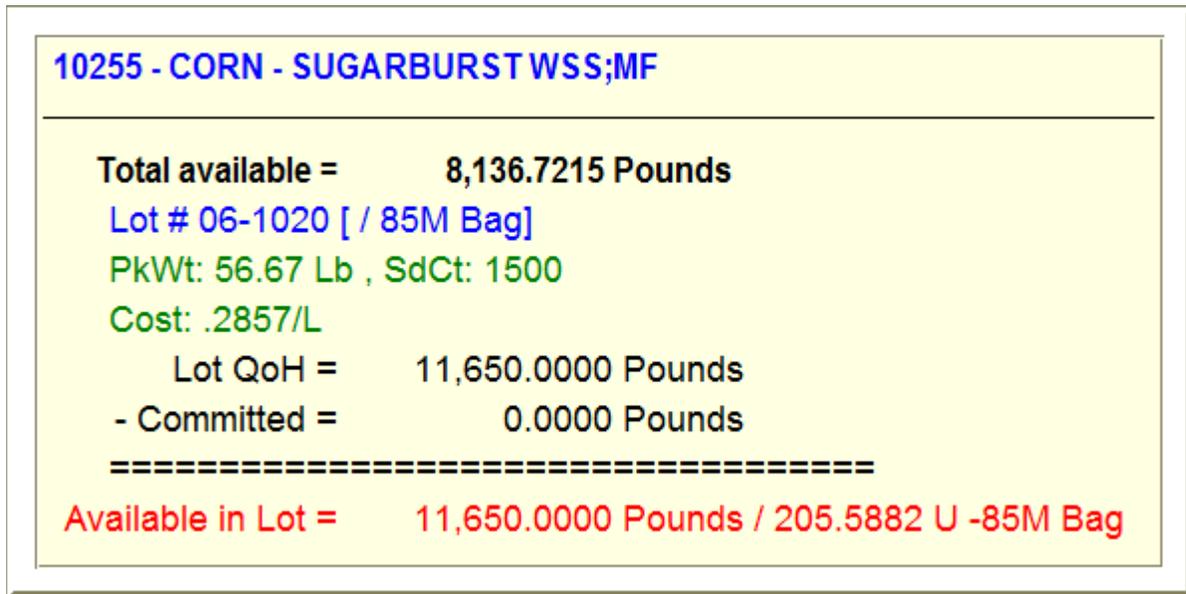
To reorder the columns, change their column numbers (example: avail_cl), with number 1 representing the left-most column.

You can change the column captions (headings).

Save your work, log into Pilot and display a lot directory. If necessary, re-edit the [Lot Directory] section in your .INI file, without re-copying from SEED.INI.

The Variety.Lot Dialog Box

When you select a lot from an order, invoice, process or other screen (usually by typing varietyname.* or varietynumber.*), Pilot will look up and retrieve the variety and lot information you specified. Pilot displays this information in concise form in a dialog box, like this:



Variety.Lot dialog box

The variety total on hand quantity is shown. Next appears the lot number, with its location and package size, lot quantity on hand, committed and available for sale. The last item shown is the lot quantity in its alternate unit of measure (if any).



CHAPTER THREE

The Lot Record

Overview

The lot record is the backbone of Seed Inventory Control. This is where nearly all of your critical inventory information is stored; how much of what quality at what cost.

While the variety record, discussed in the previous chapter, represents a fairly non-specific item (a specie/variety), the lot record is very specific. Lot records belonging to one variety record will all represent the same specie and variety of seed, but each lot may have very different characteristics otherwise.

For example, within the same variety record:

- One lot may be treated or coated, while another is not
- One lot may be owned by you, while another may be consigned or customer owned
- One lot may have a different unit cost or unit price than another
- One lot may be saleable, while another is seedstock
- One lot may have a different seedcount per pound than another
- One lot may be maintained in a different unit of measure than another
- One lot may be maintained in a different package size or location than another

In other words, each lot within a variety may be completely unique.

Separation of seed by lot may be used for any purpose, including but not limited to:

- Distinguishing between phases of conditioning or processing
- Separation by source, location, ownership, quality, grade, cost, price, treatment or packaging
- Distinguishing between coated and uncoated
- Distinguishing between saleable, committed, consigned, returned, rejected, seedstock, stop sale, in production, etc.

Additionally, Pilot's unique subplot structure allows a single lot to be maintained in an unlimited number of locations, units of measure, package size, treatment, unit cost and unit price, each with its own quantity on hand, without losing its lot identity.

Very few inventory operations can be accomplished without a lot record. Unless the variety you select represents a non-seed item (packaging, parts, chemicals, freight, labor, tests, etc.), a lot record is required before you can receive, sell, blend, mix, relocate, repack, and most other operations.

Lot

You will use the *Lot* screen to add new lot records or edit existing ones. A variety record may have any number of lot records associated with it. While the variety record tracks general information about a type of seed, the lot record contains much more specific information, such as the source, location, exact cost, test results and performance history of one particular and well-defined batch of seed.

Select the *Lot* screen from the *Seed Inventory Control* menu by selecting Lot.

Usually, you'll create a new lot each time you receive additional seed. (You may, however, choose to receive multiple shipments of seed into the same lot.) If you blend or mix seed, a new lot usually results.

Only a few fields on the *Lot* screen are required when you create a new lot. You must enter a lot number (any combination of alpha-numeric and any other character except asterisk [*] and dot [.]), and a variety number.

Many other fields, although not required, are strongly recommended. Fields such as vendor and grower, unit of measure and package size (all on the *General Info* tab) should be filled if the information is available. Quality information (the *Quality Data* tab) and cost (the *Cost Data* tab), are also very important.

When you've filled all the fields you need, press  or [F10] to file the lot record.

Fields on the Lot Screen, General Info Tab

The Lot screen is comprised of four tabbed pages. The *General Info* tab looks like this:

The screenshot shows the 'General Info' tab of the Lot screen. The interface includes a menu bar at the top with options like File, Edit, Print, Options, Product Support, and Help. Below the menu bar is a toolbar with function keys F1 through F10 and SF10. The main area is divided into several sections:

- Search Fields:** Lot #, Variety #, Master Lot #.
- Basic Information:** Grower, Source Lot #, Date Rec'd, Purch/Process #, Vendor, Origin, Prod Date, Owner.
- Quantities:** Quantity on Hand, UoM, Certificat'n #, How Packed, % Pure Live Seed, Unts/Acre, Unts/Bushl, Seedcount, Status.
- Treating/Coating:** Raw Size, Coater, Pelleted Sz, Coat Ty/Sz, Treatment, Coat Code, Treat Code, From Lot, Priming, Mill Lot.
- Committed on SOs:** A table with columns for Order#, Customer, and Quantity.
- Selling Price:** A table with columns for % Cd, R_S, Unit Price, UoM, and Qty Brk.
- Comments:** A text area for entering notes.

At the bottom of the screen, there is an 'Add:' button, a status bar with 'Sunborne Seeds, Inc', the date '11/06/2014', and the time '03:58pm'. The currency is set to 'US Dollar'.

Lot screen, General Info tab

Lot Number

This is the number you assign to this lot. It must not have been used for any other lot within this variety. It may contain digits (but not dots), letters and special characters (but not * or ?) and may be up to 40 characters long. It may not contain spaces.

Variety

This is the number for the variety to which this lot belongs.

Master Lot

If this is a subplot record (see [The Sublot Record](#) in this chapter), enter the controlling lot number here. The lot number you enter must be of the same variety as this subplot.

Grower

This is the name ID number representing the grower who provided this seed.

Vendor

This is the name ID number representing the vendor who provided this seed.

Owner

If the seed in this lot is owned by someone other than us, enter the owner's name ID number here.

Quantity on Hand

This is the total number of units of seed in this lot. This number is automatically added to the appropriate quantity field in the variety record. This quantity doesn't necessarily represent seed available for sale.

Unit of Measure

How the quantity on hand is expressed. The default Unit of Measure is pounds if you leave this field blank. Acceptable Units of Measure are:

- L - pounds
- K - kilograms
- G - grams
- O - ounces
- S - per seed
- M - per 1,000 seeds
- X - per 10,000 seeds
- C - per 100,000 seeds
- Z - per million seeds
- A - per acre
- B - per bushel
- U - unit
- E – each

Note: Each lot within a variety may have a different Unit of Measure and How Packaged.

How Packaged

You may want to maintain an alternate Unit of Measure for this lot. For example, the primary Unit of Measure may be pounds, but this lot is packaged in 2 kg bags. Just enter 2kg Bag in the *How Pkgd* field. From now on, Pilot will tell you how many pounds and how many 2 kg bags are on hand in this lot.

Examples of other acceptable values:

2lb Can
50lb bag
130M Pail
5Lb3Oz Box
12/3Lb Carton (means twelve 3 pounders)

Examples of invalid values:

5-Lb Bag	Omit the hyphen
Can	A quantity and unit of measure must precede the package style
12X3 Lb Carton	Use a slash instead of X
25 bag	Requires a unit of measure after the quantity
can, 2 kg	Quantity and unit of measure must precede the package style

If you buy or sell using either U (units) or E (eaches), all quantities, costs and prices are converted to and transacted in the How Packaged unit of measure automatically.

PLS (Pure Live Seed)

This is the total number of pure live equivalent units of seed in this lot. The pure live quantity is the amount of seed (based on its germ and purity) which is guaranteed by analysis to grow out.

The formula used is: $\text{On Hand} * (\text{Germ}\% + \text{Hard}\%) * \text{Purity}\%$. However, if Germ is 0 and there is a 24 Hr Germ, the formula used is: $\text{On Hand} * 24 \text{ Hr Germ}\% * \text{Purity}\%$.

In the absence of test data, you may type a PLS percentage value into the field just to the left of PLS. This value will then be used to convert bulk to PLS for this lot.

Units/Acre

If seed in this lot is sold by the acre (or hectare), enter the quantity and the unit of measure

required per acre. Use the same format as How Packaged. If you enter a value in this field, you may then buy or sell this lot by Acres or Hectares.

Units/Bushel

If seed in this lot is sold by the bushel, enter the quantity and the unit of measure required per bushel. Use the same format as How Packaged. If you enter a value in this field, you may then buy or sell this lot by Bushels.

Seed Count

This is the number of seeds contained in one pound. This field **MUST** be filled if you maintain this lot by weight, but purchase or sell by unit of seed.

Status

This field contains codes which show the current state of the seed in this lot.

Treating/Coating**Raw Size**

Enter the unpelleted seed size.

Pelleted Size

Enter the pelleted seed size or the size of the planter belt required for this seed.

Treatment

If this seed has been treated, describe the treatment here.

Treatment Code

If the company which provided the treatment assigned a code or batch number, you may enter it here.

Priming

If this seed has been primed, describe the priming here.

Coater

If this seed has been coated, you may enter the name or ID number of the coating company.

Coat Type/Size

If this lot has been coated, enter a coating type and size code here.

Coating Code

If this lot has been coated, enter an alpha-numeric coating code of any length.

From Lot

If this lot has been coated, enter the raw lot number from which this seed originated.

Mill Lot

If this lot has been coated, enter the lot number assigned by the coating company.

Comments

Enter any text you want describing this lot. Comments size is unlimited. Click on the expand button (upper caret) on the right to display or edit as a full page.

Source Lot#

This is the provider's lot number for this seed.

Origin

Enter the origin state or region of the seed in this lot.

Production Date

Enter the production date or date of first receipt of seed into this lot.

Certification #

If this lot is certified, enter its certification number here.

Phyto

If this lot has received a phytosanitary certificate, enter its number here.

Receipts

Date Received / Reference #

Although you may add to or change these fields, they are maintained by Pilot through the purchase invoice and process records. When seed is received on the Purchase Invoice and Process screens, the receipt date and document number are added to this list.

You may examine any of these documents by double-clicking (drill-down) on its line in the *Ref #* field. This will retrieve the purchase invoice or process record for examination or editing.

Expected on POs

This is the total number of units of this lot that you expect to receive on open purchase orders which reference this lot.

Committed on Sales Orders

Order #/Committed To/Quantity

If there are open (unfulfilled) sales orders which have reserved part of the seed in this lot, they are listed here, showing the order number, customer name, and quantity of this lot which has been reserved. This quantity will also be reflected in the *Lbs Committed* field in the variety record.

You may examine any of these orders by double-clicking (drill-down) on its line in the *Order #* field. This will retrieve the sales order for examination or editing.

Note: Commitments on booking sales orders will not show here, since bookings don't yet reference a specific lot. Bookings will only show on the variety record.

Selling Price

% / Cd / P/L / Unit Price / UoM / Qty Break

This is the suggested selling price per unit of this seed. If the variety record for this lot contains selling price information, it will fill these fields by default.

Pilot supports unlimited prices controlled by a combination of price level codes, quantity discounts and customer exception pricing. Pilot first attempts to match the Price Level Code (if any) in the customer's record with the same code in the *Cd* column. If a Quantity Break or customer exception pricing (see [Customer](#) in the [Pilot User's Guide](#)) would result in a lower price, the lower price is offered by default.

The selling price may be overridden on the sales order and sales invoice.

The % column allows you to discount the second and each successive line from the price in the first line. For instance, if the first line price is \$10.00 and you enter 20.00 into the second line % field, Pilot will enter \$8.00 (20% discount from line 1) into the second line *Unit Price* field.

If you price by a different unit of measure than the default for this variety (for example, this variety is maintained in pounds, but priced by the hundredweight), enter that unit of measure (for example, 100L) in the *UoM* field.

Committed

This is the total number of units of this lot that have been reserved to fulfill open sales orders.

Hint: Many of the fields on this page are ideal for listboxes. See [Listbox at Any Field in Chapter 2 of the Pilot User's Guide for information about setting up listboxes.](#)

Hidden Fields on the General Info Tab

These fields are hidden and you may unvanish them if they are useful.

Treatment Date (prompt TD)

Use this field to indicate the date on which the seed in this lot was treated.

Parental Origin (prompt PO)

Enter the state or region to which this seed is native.

Location (prompt LO)

This field is obsolete. This is a name ID number representing another physical location (name/address) where this seed is stored, if not on premises.

Location Description (prompt LS)

This field is obsolete. If the location of this seed can't be adequately described using the *Location* field above, describe its location using any text you need. This field is unlimited in length.

Brand (prompt BR)

If you stock the same lot in two or more brands, you may enter the brand name here.

Parent Lines (prompt PA)

Enter the parent genetic material used for this lot.

Expiration Date (prompt ED)

If the seed in this lot should not be sold (expires) after a particular date, enter that date here.

Warehouse/Aisle/Shelf/Bin (prompts WA, IA, SH, BN)

These fields are obsolete. Use these fields to describe the warehouse location of this seed.

Minimum Quantity (prompt MM)

Enter the minimum quantity to maintain in this lot.

Fields on the Lot Screen, Quality Data Tab

The *Quality Data* tab looks like this:

Lot screen, Quality Data tab

This tab contains quality and performance information. Fill the data fields on the screen as follows:

Germination & Test Results

These fields contain the results of germination and other testing. This area of the screen can accommodate any number of tests, one test per line. The most current will always be displayed on the top line.

The leftmost column is unmarked. If you click on any line in this column, a checkmark is displayed on that line, which tells Pilot to use that test line to print reports and labels, instead of the most recent (top line). Checking a line is not necessary if the top line should be used.

Germ

The percentage of seed which germinated during the normal testing interval. This value doesn't include the Hard, which took longer to germinate.

TZ

This is a tetrazolium stain test which determines viability, used in lieu of a standard germ test.

Hard

This percentage of seed eventually germinated, but took longer than those in the *Germ* field. The values in Hard and Germ are added together for Pure Live calculations.

Test Date

The date of this germination test.

Next Test Date

The date on which this lot must be re-germed.

Vigor

A subjective description of the performance of the sprout under stress (to simulate actual growing conditions), such as GOOD, POOR or STRONG.

Quality

A subjective description of the quality of the seed in this lot.

Lab Name

The name of the laboratory which performed this test.

Test #

The number which the lab assigned to this test.

Comments

Freeform text.

PDF File

You may attach a PDF copy of the test to any line.

Hidden Columns on the Germ Test Line

There are several hidden columns which you may make visible.

Dormant (prompt DG)

The percentage of dormant seeds.

Cold (prompt CG)

This percentage of seed ultimately germinated, but under more rigorous conditions.

Heat (prompt HG)

This percentage of seed ultimately germinated, but under more rigorous conditions.

Saturate/Stress (prompt SG)

This percentage of seed ultimately germinated, but under high moisture/high stress conditions.

First Count (prompt FC)

The percentage germination as of the first count.

Moisture (prompt MO)

The percentage moisture content of the seed in this lot.

Moisture Date (prompt DM)

The percentage moisture content of the seed in this lot.

Protein (prompt PT)

The percentage protein content of the seed in this lot.

Oil (prompt OI)

The percentage oil content of the seed in this lot.

Growouts (prompt GO)

The number of plants grown during the testing.

Sample # (prompt SN)

The number you (or the lab) assigned to this test sample.

Bin # (prompt BI)

The bin from which this sample was taken.

Test Quantity (prompt TQ)

The amount of seed (in this lot's unit of measure) used in the test.

Purity Results

These fields contain the results of purity tests. The most current test result will always be displayed on the top line. Pilot will adjust the value in Inert to sum to 100%.

The leftmost column is unmarked. If you click on any line in this column, a checkmark is displayed on that line, which tells Pilot to use that test line to print reports and labels, instead of the most recent (top line). Checking a line is not necessary if the top line should be used.

Purity Date

The date on which this test was performed.

Purity

The percentage of pure seed in the test sample.

Crop

The percentage of other seed in the test sample.

Inert

The percentage of non-seed debris in the test sample.

Weed

The percentage of weed seed in the test sample.

Coating Material

The amount of coating material on the seed as a percentage by weight.

Fluorescence

Applies to certain types of grass seed. If the fluorescence test was performed, enter the percentage of affected seeds.

Lab Name

The name of the laboratory which performed this test.

Test #

The number which the lab assigned to this test.

Comments

Freeform text.

PDF File

You may attach a PDF copy of the test to any line.

Hidden Columns on the Purity Test Line

There are several hidden columns which you may make visible.

Hybrid Purity (prompt PH)

If this variety is a hybrid, the percentage of hybrid seed (hybridity) in the test sample.

Electrophoresis (prompt EL)

A test to determine the genetic (DNA) purity of a plant. Enter the results here.

Mosaic (prompt MT)

Applies to certain types of vegetable seed. If the mosaic test was performed, enter the percentage of infected seeds.

Abnormal % (prompt AP)

Enter the percentage of seed resulting in abnormal sprouts.

Discolored % (prompt DP)

Enter the percentage of seed resulting in discolored fruit, as determined by growouts.

Off Types % (prompt OT)

Enter the percentage of seed which is not of the specified variety.

Blackleg (prompt BL)

Enter the infected seeds per pound.

Black Rot (prompt BLR)

Click to select + for positive or - for negative.

Pseudomonas (prompt PSE)

Click to select + for positive or - for negative.

E Coli (prompt EC)

Click to select + for positive or - for negative.

Salmonella (prompt SAL)

Click to select + for positive or - for negative.

Sclerotinia (prompt SA)

Enter the infected seeds per pound.

Erucic Acid (prompt EA)

Enter the infected seeds per pound.

Herbicide Tolerance (prompt HT)

Enter the tolerant seeds per pound.

Adventitious Presence (prompt AV)

Enter the percentage found.

Gene Purity (prompt GU)

Enter the percentage pure.

Ascochyta (prompt AS)

Enter the infected seeds per pound.

Beta-Glucan (prompt BG)

Enter the percentage found.

Bin # (prompt TC)

The bin from which this sample was taken.

Purity Detail

Each purity test line may optionally maintain a detailed record of other crop, inert matter, weeds and pathogens specific to that test.

Other Crop

These fields track the presence of seeds of a crop type inconsistent with this lot.

Crop

The name of the variety.

Seeds per Pound

The number of other crop seeds per pound in the test sample. You may express this value in percent by following the number with a percent sign.

Inert

These fields track the presence of inert (non-seed) material in this lot.

Description

Describe the inert material.

Percent

Enter the percent composition of inert matter in this lot.

Common Weeds

These fields track the presence of weed seed which is commonly present in this variety without rendering the lot unsaleable.

Weed Name

Enter the name of any weed present in this lot.

Sd/Lb

Enter the quantity of this weed seed per pound present in this lot.

Noxious Weeds

These fields track the presence of any weed seed which could potentially prevent this lot from being sold in some states or areas.

Weed Name

Enter the name of any weed present in this lot which is considered noxious.

Sd/Lb

Enter the quantity of this weed seed per pound present in this lot.

St

Enter the two letter state abbreviation for the state in which this weed is considered noxious, and its presence must be stated on the label.

P

If this weed at this level prohibits this lot from being sold in this state, enter P here.

Pathogens

This field tracks the presence of any plant disease which could potentially prevent this lot from being sold in some states or areas.

Pathogen Name

Enter the disease name.

Mixture

These fields represent a naturally occurring mix, containing two or more valuable crop components. For example, an annual/perennial rye mix. If you use the blendsheet to create a mix, it's components will be posted here.

Crop

The name of the component variety.

Percent

The percentage of this component seed in the test sample.

Germ

The percentage of that component which germed.

Note: If this lot is the result of a Blendsheet mix, the Mixture fields will contain the variety names, percentages and germs of the mix components.

Fields on the Lot Screen, Cost Data Tab

The *Cost Data* tab looks like this:

The screenshot shows the 'Cost Data' tab of the 'Lot Record' screen. The interface includes a menu bar (File, Edit, Print, Options, Product Support, Help), a toolbar with function keys (F1-F10, SE10), and a main window with several data entry fields and tables.

Fields:

- Lot #: []
- Variety #: []
- Master Lot: []
- Acquisition Price: []
- Contract Price: []
- Royalties: []
- Freight In: []
- Milling/Cleaning: []
- Treating/Coating: []
- Testing: []
- Packaging: []
- Handling: []
- Direct Production: []
- Production Overhead: []
- Market Cost Adjstmnt: []
- Other Adjustments: []
- Unit Cost: [] UoM: []
- Insurance Value: []
- Cost Fix: [] on []

Other Costs Table:

Adjustments	Description
[]	[]
[]	[]
[]	[]
[]	[]
[]	[]
[]	[]
[]	[]
[]	[]
[]	[]
[]	[]

Location Quantities Table:

Packed/Location	Quantity
[]	[]
[]	[]
[]	[]
[]	[]
[]	[]
[]	[]
[]	[]
[]	[]
[]	[]
[]	[]

Physical Inventory Table:

Date	Actual	Computer	Variance
[]	[]	[]	[]
[]	[]	[]	[]
[]	[]	[]	[]
[]	[]	[]	[]
[]	[]	[]	[]
[]	[]	[]	[]
[]	[]	[]	[]
[]	[]	[]	[]
[]	[]	[]	[]
[]	[]	[]	[]

Grower Contract: []

Footer: Sunborne Seeds, Inc. 11/06/2014 03:59pm US Dollar

Lot screen, Cost Data tab

The cost fields

These fields are normally adjusted by the *Purchase Invoice* and *Process* screens. They all represent cost per unit of seed.

Acquisition Price

The price per unit paid to the grower or vendor for the seed.

Contract

If this seed was grown under contract, the contracted price per unit paid to the grower.

Royalties

The cost per unit paid to the owner of this variety or trait as royalties.

Freight In

The freight cost per unit to have the seed delivered to us.

Milling Cleaning

The cost per unit for cleaning the seed.

Treating/Coating

The cost per unit for treating/coating/pelleting the seed.

Testing

The cost per unit for seed testing.

Packaging

The cost per unit for packaging.

Handling

The cost per unit for handling.

Direct Production

Certain costs per unit for growing the seed which are borne by us instead of the grower.

Production Overhead

A manually calculated number representing the unit cost overhead for producing the seed.

Market Cost Adjustments

Adjustments to cost due to change in inventory valuation or loss in quality.

Other Adjustments

The total of all unclassified cost adjustments, listed in the *Other Cost Adjustments* fields.

Other Cost Adjustments

Any other unclassified or miscellaneous per unit cost may be recorded here, each with a

complete explanation. The total of these adjustments is carried to the *Other Cost Adjustments* field.

Unit Cost

This field is the total per unit cost of this lot of seed.

Cost Unit of Measure

If this lot is costed at a different unit of measure than the default on page one, enter the costing unit of measure here. For example, if you keep this lot by the pound, but cost it by hundredweight, enter 100L.

Insurance Value

If the insurance value of this lot is different from the insurance value of all other lots within this variety, enter it here.

If you leave this field blank, the insurance value entered in the variety record will be used instead.

Cost Fix/Cost Fix Date

The unit cost of the seed in a lot is ordinarily the result of all receipts and adjustments from the date the lot was first established. If this cost is inaccurate, you could correct it by adjusting the source documents. If this is impractical (maybe the date of the document is in a prior accounting period, for example), put the correct cost here, and put the date the cost was corrected to this value into the on field.

This prevents Pilot from attempting to calculate a lot cost before this date. Instead, Pilot will accept the cost fix cost as correct from the Cost Fix Date forward.

General Ledger Accounts

Note: The following G/L fields are hidden by default. Use [Ctrl-F1] to reveal them for use.

Inventory G/L

If you classify each seed lot by a different G/L account number, enter its inventory G/L account number here.

Cost G/L

If you classify each seed lot by a different G/L account number, enter its cost G/L account number here.

Income G/L

If you classify each seed lot by a different G/L account number, enter its revenue G/L account number here.

The Location Quantities Fields

These fields are normally adjusted by purchases (or receipts), sales and adjustments to inventory. You may edit them if you wish.

If lots are bought, sold and adjusted by specific package size and location, Pilot keeps track in this list of the on-hand quantity in each package size and location. This information is optionally displayed on the variety screen and on lot directories throughout the system.

Packaging/Location

If there is a quantity in a specific package size and location, this field will show package size:location (note the colon separating the two). If there is no location, only the package size (without the colon) will be shown. If there is no package size, only the colon and location will show. Here are some valid examples:

25 Lb Bag:Enid

5 Kg

:Pascoe

Note: The format of the package size is subject to the same constraints as the How Packaged field, described earlier in this chapter.

Quantity

The quantity on hand in this package size:location, always shown in the primary unit of measure of this lot.

Physical Inventory

These fields contain the results of physical inventory adjustments. The most current will always be displayed on the top line.

Count Date

The date of the physical count.

Physical Count

This is the number of units of seed actually present in this lot on this date.

Computer Count

This is the number of units the computer thought we had in this lot on this date.

Variance

This is the difference in units between the Physical Count and Computer Count.

Filing the Lot Record

When all required fields are filled, file the lot record into the database by clicking  or pressing [F10].

If any field contains invalid information, a message will display explaining the error, and the cursor will remain on that field until you correct the data.

The Sublot Record

Use sublots if you need to split a lot among two or more costs, treatments, owners, etc., without losing the lot's identity for germ, testing and tracking purposes.

A subplot record is similar to any other lot record; however, each subplot record refers to its controlling or master lot using the *Master Lot* field. Any reference to the lot (orders or invoices, for example) are to the subplot instead.

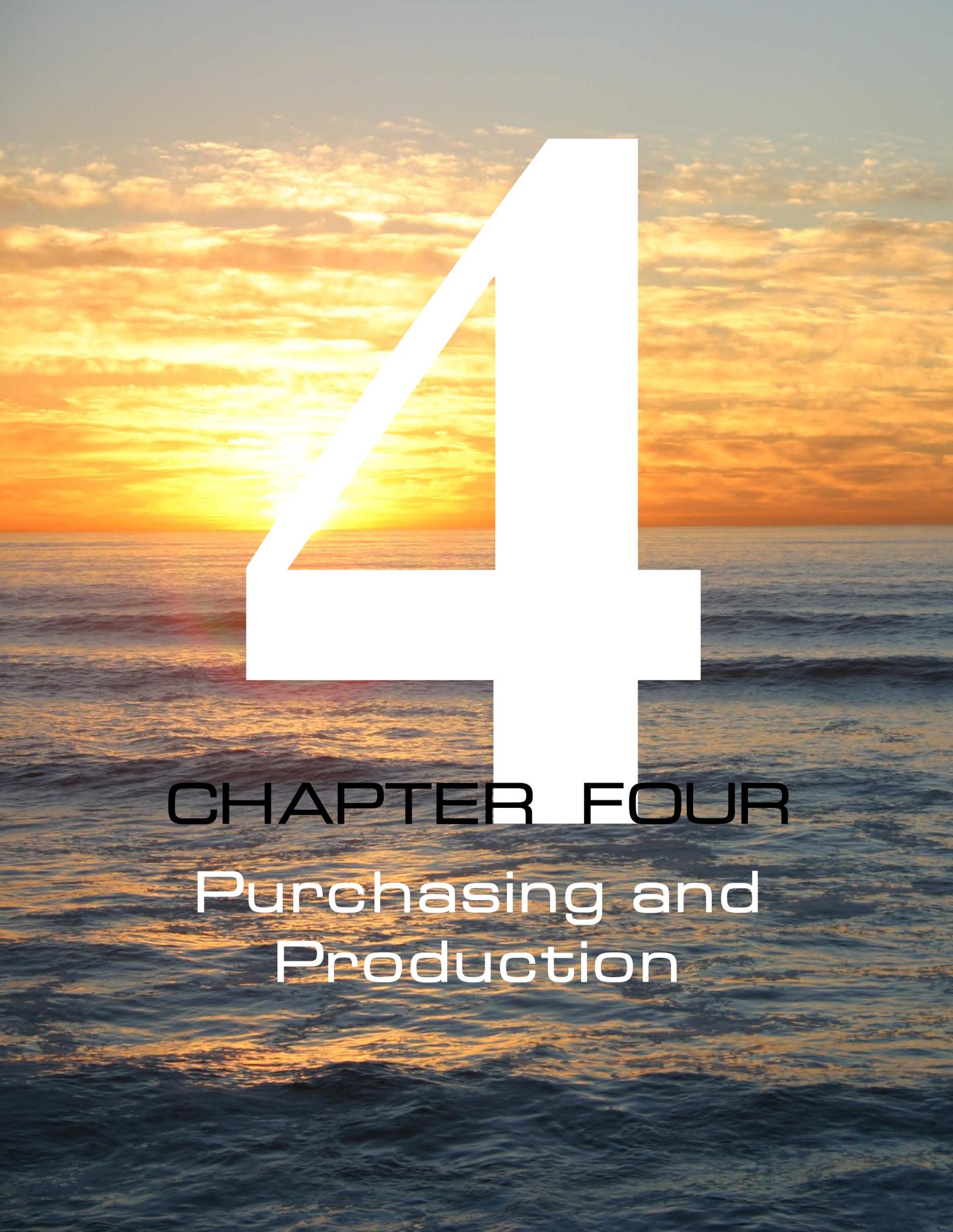
Usually, any data present in the subplot record will override the same data in the master lot record. Any data absent from the subplot record will be provided by the master lot record. There are two exceptions; germ and purity data is always provided by the lot record, and the unit of measure is always provided by the subplot record.

Reports may derive their information from either the master lot record or the subplot record, depending on the recipient of the report. Usually, if the report is to be sent to a vendor or customer (an order or an invoice), information from the master lot record (particularly lot numbers, descriptions, etc.) will be used. Internal reports (picking lists, activity lists, etc.) will use information from the subplot record.

Copying a Sublot Record

The easiest way to make a new subplot record is to copy a similar existing master lot (or subplot) record by following these steps:

- Select the original record to the Lot screen.
- Press [Alt-F10] to make a copy of the lot (or subplot) record.
- Assign the subplot a unique lot number.
- Put the controlling lot's number into the *Master Lot* field.
- Make any other changes necessary to the subplot record.
- Click  or press [F10] to file the new subplot record.

A large, white, sans-serif number '4' is centered on the page. The background is a photograph of a sunset over the ocean. The sun is low on the horizon, creating a bright orange and yellow glow that reflects on the water. The sky is filled with soft, white clouds, and the overall color palette is warm and golden.

4

CHAPTER FOUR

Purchasing and Production

Overview

Whether you purchase seed from another vendor, contract production from growers or produce the seed yourself, your goal is to get saleable product into your inventory. Receiving the seed in the right quantity, quality, cost, packaging and location is the beginning of successful inventory control.

But there may be steps that precede receiving or even ordering the seed. Seed production doesn't just happen. You may have to plan for it, perhaps several years in advance. If you receive the seed indirt, you'll have to mill it to get a finished product, and you may need to track grower (and maybe landlord or partner) receivables and payables.

There are several programs you may use in the course of purchasing and receiving inventory:

- Production Contract (Perennial)
- Grower Contract (Annual)
- Purchase Order/Contract
- Purchase Invoice
- Indirt Receiver
- Process
- Harvest Advance Statement
- Milling Report
- Progress/Settlement Statement

Most of these programs are optional. Buying inventory could be as simple as using a purchase invoice alone, but most companies value the additional information and control obtained from orders and contracts.

Production Contract

Optionally, a production contract (perennial) can control one or more seasons of production of a variety. Use the *Production Contract (Perennial)* screen for this purpose.

Production contracts are included on the position reports to track expected availability of product in future periods (or years).

A production contract is fulfilled by posting grower contracts (annual purchase orders) against the production contract. A field on tab 2 of the grower contract references the production contract.

Ideally, the annual contract should contain the same variety as the production contract against which it is posted, but only the specie must match.

Select *Seed Inventory Control* → *Purchasing* → *Production* → *Perennial Production Contract*

Fields on the Production Contract Screen, General Info Tab

The *Production Contract* screen is comprised of two tabbed pages. The *General Info* tab looks like this:

The screenshot shows the 'General Info' tab of the 'Production Contract' screen. The interface includes a menu on the left, a toolbar at the top, and a main data entry area. Key fields include:

- Contract No.: 10002
- Date: 11/06/2014
- Variety: [Searchable]
- Grower# and Share% table with columns for Membership (M, G, D, P)
- Attributes: Pure, Weed, Other, Germ, Inert, Endo, OthRye, 1stYear, Season, # Years, Extd.
- G/A Notes: [Text area]
- Field ID, Location, Zone, County, State, Country, Terms, Tests
- Price, Clean %, Packed, Ship Via, Final Pay, FOB, Pay From, Stock\$, Cnt Type, Prd Lot#, Restricts, PRBA?, Quality, Status
- Customer Perennial Contract: [Searchable]
- Table: Year, Qty, UM, Unit Price, Acres, Crop
- PDF List: [Searchable]
- Contract Totals table: Year, Acrs, Proj'd Qty, Actual Qty

At the bottom, it shows 'Add/Change Perennial Production Contract' and 'Sunborne Seeds, Inc' with a date and time stamp of 11/06/2014 04:30pm and 'US Dollar'.

Production Contract (perennial) screen, General Info tab

Contract Number

The number of this production contract.

You may set this number to increment by using [ctrl-F1] to edit the *Contract Number* prompt, and put the starting control number into the *Defaults List*, preceded by [#].

Example: [#]03-1015

Date

The date of this contract.

Variety

The number of the variety represented by this contract.

Grower

The ID number of the grower of record for this contract.

A contract may have up to four growers/landlords. Their Share % must total 100%. If there is only one grower and no landlord, you may leave the *Share %* field blank to represent 100%.

Membership

These fields are only used with grower accounting and may be left blank otherwise.

M - Contains an M if this grower or landlord is a co-op member.

G - Contains a G if this name is a grower, or an L if this name is a landlord.

D - Contains a D if payments to this grower or landlord are deferred until after the deferred date specified in the vendor record.

P - Contains a P if this grower or landlord receives the pool price for the product on this contract, or a C if there is a contract price.

Pure/Weed/Other/Inert/Germ/Endophytes/Other Rye

If the contract stipulates minimum quality standards, or maximum quantities of impurities, enter those here.

1st Year

The 4 digit year representing the first growing season of this contract.

Season

The planting season for this crop.

Example: Spring

of Years

The number of years duration of this contract, minimum of 1.

Extend

A contract may be extended any number of additional years. Enter the number of extra years' duration of this contract, if any.

Grower Accounting Notes

Any notes pertaining to grower/landlord shares of profits or expenses.

Year/Quantity/UM/UnitPrice/Acres/Crop

These fields represent the estimated or projected yield from this contract in either clean seed or indirt (see *Status*). If there is only one quantity line, the same projections apply to every contract year. Otherwise, the first quantity line represents the first season, the second quantity line represents the second season, etc.

Field ID

The ID number of the field where this crop will be planted.

Location

The location where this crop will be planted.

Zone

A code representing the distance from the field to the cleaning facility.

County/State/Country

The locale where this crop will be planted.

Terms/Tests/Restrictions/Packaging/Price

These are text fields of unlimited size which print in their respective positions on the contract form. Use them as you see fit.

Clean %

If this is an indirt contract (see *Status*), this is a percentage estimate of the clean seed you will realize from this contract.

Quality

If the seed on this contract must be certified, indicate the certification standard required.

Status

Enter numbers in any appropriate combination.

- 0 - Contract is completed
- 1 - Crop was never planted
- 2 - Contract is altered (maintained by Pilot)
- 3 - Contract is indirt (grower is not responsible for milling/cleaning)
- 4 - Contract is confirmed
- 5 - Signed Contract on file
- 6 - Contract is printed
- 7 - Contract is presented by not yet signed
- 8 - Contract has sub-contract growers
- 9 - Crop was plowed/destroyed

Customer Perennial Contract

You may optionally connect this production contract to one or more perennial customer sales contracts by entering their number(s) in this field. There is a corresponding field in the sales contract to reference the production contract.

Contract Totals

These fields contain a list of annual grower contracts or purchase orders. You can't change this information from these fields; change it in the grower contract or purchase order record instead.

The Contract Totals area on the *General Info* tab displays summary contract information for estimates and actuals, one line for each season for which there is annual information available. The *Other Info* tab displays the same information in detail.

Comments

Any notes or comments pertaining to this contract.

Filing the Production Contract

When all required fields are filled, file the production contract into the database by clicking  or pressing [F10]. If any field contains invalid information, a message will display explaining the error, and the cursor will remain on that field until you correct the data.

Grower Contract

A grower contract (annual) is a type of purchase order, often used with a perennial production contract to represent seed production as opposed to seed purchased from a vendor.

In most aspects, a grower contract behaves like a purchase order.

Select *Seed Inventory Control*→*Purchasing*→*Production*→*Annual Grower Contract*

Fields on the Grower Contract Screen, General Info Tab

The *Grower Contract* screen is comprised of two tabbed pages. The *General Info* tab looks like this:

Grower Contract (annual) screen, General Info tab

Contract Number

The number of this production contract.

You may set this number to increment by using [ctrl-F1] to edit the *Contract Number* prompt, and put the starting control number into the Defaults List, preceded by [#].

Example: [#]03-1015

Grower

The ID number of the grower of record for this contract.

A contract may have up to four growers/landlords. Their Share % must total 100%. If there is only one grower and no landlord, you may leave the *Share %* field blank to represent 100%.

Membership

These fields are only used with grower accounting and may be left blank otherwise.

M - Contains an M if this grower or landlord is a co-op member.

G - Contains a G if this name is a grower, or an L if this name is a landlord.

D - Contains a D if payments to this grower or landlord are deferred until after the deferred date specified in the vendor record.

P - Contains a P if this grower or landlord receives the pool price for the product on this contract, or a C if there is a contract price.

Contract Date

The date of this contract.

Signed Date

The date this contract was signed.

Production Year

The crop year this contract was planted.

Ordered By

The name of your employee who ordered/approved this contract.

Fieldman

The ID of the employee responsible for tracking the progress of this crop.

Cleaner

The ID of the cleaning facility which will clean this seed.

Broker/Broker Contract

If there is a broker for this contract, enter the broker's ID number and contract number.

Ship Date

The date this crop is estimated to be received.

Due Date

The estimated payment date of this contract.

Ship To/ShipVia/FOB

Shipping instructions.

Terms

Payment terms.

Screenings Price

The price per unit you have agreed to pay for screenings.

Status

Enter status codes in any appropriate combination.

Sales Order #

You may optionally connect this grower contract to one or more customer sales orders by entering their number(s) in this field.

Quality

The quality of seed required.

Certification

The certification type required.

A/P G/L

If the purchase invoice which references this contract should post to a different payables account than that in the vendor or system defaults, enter the G/L account here.

Comments

Any notes or comments pertaining to this contract.

The Item Lines, General Info Tab**Code**

+ (plus) - combine this line with the line above when printing PO documents.

- (minus) - hide this line when printing PO documents.

C - this line is closed/cancelled.

Original Quantity Ordered

The number of units of this variety which you expect to receive. This field is copied into the *Expected Quantity* field. If changing crop conditions cause a revision to your estimate, change the *Expected Quantity* field and leave this field alone.

Expected Quantity

The number of units of this variety which you initially expect to receive. This field may be changed as the crop progresses to harvest.

Not Yet Received

Starting as Expected Quantity, this field decreases to zero as production is received. If all lines on this contract are reduced to zero, the contract closes.

UM

The unit of measure for this line. If you leave it blank, pounds are assumed.

L - pound

K - kilogram

G - gram

O - ounce

S - per seed

M - per 1,000 seeds

X - per 10,000 seeds

C - per 100,000 seeds

U - alternate unit of measure for this lot

A - per acre

H - per hectare

E – each

Variety

The number of the variety represented by this contract.

How Packaged

The desired package size.

Examples of acceptable values:

2lb Can
50lb bag
130M Pail
5Lb3Oz Box
12/3Lb Carton (means twelve 3 pounders)

Examples of invalid values:

5-Lb Bag Omit the hyphen
Can A quantity and unit of measure must precede the package style
12X3 Lb Carton Use a slash instead of X
25 bag Requires a unit of measure after the quantity
can, 2 kg Quantity and unit of measure must precede the package style

If you buy or sell using either U (units) or E (eaches), all quantities, costs and prices are converted to and transacted in the How Packaged unit of measure automatically.

Location

The expected location.

Description

The description is composed when you enter the variety. You may edit this field.

Multi Contract

If this contract line references a perennial production contract, enter its contract number. If you press *, Pilot displays a directory of all open production contracts for this grower.

Production Field ID

The ID number of the field where this crop is growing.

Production Acres

The number of acres dedicated to this crop.

Units per Acre

Pilot computes this field. If you change this quantity, the *Expected Quantity* and *Not Yet Received* fields will be re-computed.

Fields on the Grower Contract Screen, Other Info Tab

The *Other Info* tab looks like this:

Grower Contract screen, Other Info tab

Shipping Schedule/Ship Date/Received

Use these fields to track shipments as production is received from this contract.

PDF List

You may attach PDF images like signed contracts, field notes, etc.

The Item Lines, Other Info Tab

Treatment/Coat Type

Any required treatment or coating/pelleting.

Phyto Required

If a phyto is required for this crop, enter [Y]es.

Certification Required

If certification is required for this crop, enter [Y]es.

Quality Required

Select the quality required.

Seedstock Lot/Quantity

If you provided the seedstock for this contract, enter the lot number and quantity.

Production Quality

Describe the quality of this crop.

County

The county where the field is located.

Crop Record

You may attach a crop record to this contract line, providing more field and crop detail.

Contract Price

The price terms of this contract line.

G/L

The seed inventory G/L account for this line's variety.

Filing the Grower Contract

When all required fields are filled, file the grower contract into the database by clicking

F10



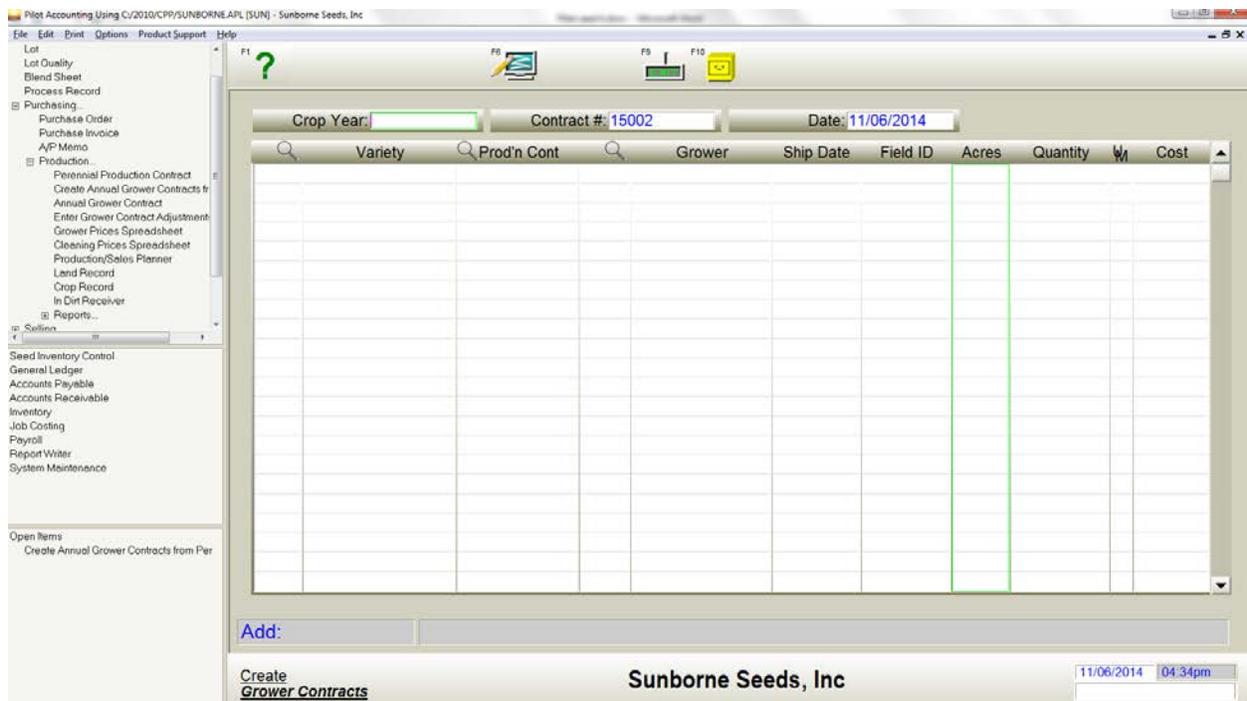
or pressing [F10]. If any field contains invalid information, a message will display explaining the error, and the cursor will remain on that field until you correct the data.

Create Grower Contracts from Perennial Production Contracts

It's convenient at the beginning of the season to create all this year's grower contracts at once, using production contracts.

Select *Seed Inventory Control* → *Purchasing* → *Production* → *Create Annual Grower Contracts*.

The *Create Grower Contracts* screen looks like this:



Create Grower Contracts screen

Crop Year

The crop year for which to create grower contracts. One grower contract will be created for any

production contract which is open and includes this crop year, unless the grower contract already exists.

Contract Number

The first grower contract created will be assigned this number, and the number will increment by one for each subsequent contract.

Date

Each contract created will be assigned this date.

When you enter the crop year, Pilot searches through all open production contracts for any which include the crop year you specified. If a grower contract for that year doesn't already exist, a line is added onto this screen. The grower contracts have not yet been created.

When the screen is fully populated, you can scroll through the lines and delete any for which you don't want to create a contract.

You may discard all lines and start again by clicking on  or pressing [F6].

When you are ready to create all of the grower contracts on this screen, click  or press [F10]. You must type YES to proceed.

One contract is created for each line on the screen.

Purchase Order

You will use the *Purchase Order* screen to add new purchase orders, and to examine and edit existing purchase orders.

Select *Seed Inventory Control* → *Purchasing* → *Purchase Order*.

The purchase order is an optional step in purchasing seed. It's a model or template for creating one or more purchase invoices which receive that order.

The order controls the receiving schedule of the seed from the vendor. You may also use the purchase order as a grower contract, to keep yourself apprised of expected production.

The purchase order has no effect on the general ledger, vendor account balance, or the inventory quantities on hand, but it does affect inventory On POs.

Most of the information you enter on the purchase orders is the same information found on the purchase invoice. Because of this, there is usually little additional data entry required when you convert an order to an invoice.

At a minimum, the purchase order should have an order number, vendor ID number, order date, and one or more item lines consisting of at least a quantity ordered, the variety or description, and a unit of measure. All of these fields are found on tab 1.

Several other fields are also useful. To provide the vendor with more detailed shipping instructions, enter a ship date, ship to (if different from your bill to), ship via, and comments. Also note that each item line can have a different ship date if you want. If you're ordering from the vendor's catalogue, put his catalogue item number into the vendor item number field on the item line. If you know what your unit cost should be, enter it on the item line too.

The fields on the *Other Info* tab aren't often used, but if you're posting this order against a production contract, fill those fields which apply on tab 2.

Fields on the Purchase Order Screen, General Info Tab

The *Purchase Order* screen is comprised of two tabbed pages. Many of the fields appear on both pages. The *General Info* tab of the *Purchase Order* screen looks like this:

The screenshot shows the 'Purchase Order' screen in the 'General Info' tab. The interface includes a menu bar, a toolbar with function keys (F1-F10, SE10), and a sidebar with navigation options. The main area contains the following fields:

- Order #: 15002
- Vendor SO: [Empty]
- Ship Via: [Empty]
- Vendor #: [Empty]
- Ordered By: [Empty]
- FOB: [Empty]
- Order Date: 11/06/2014
- Terms: Net 30
- A/P G/L: 2000
- SO #: [Empty]
- Ship Date: [Empty]
- Ship To: [Empty]
- Status: [Empty]
- Due Date: [Empty]
- Comments: [Empty]
- Order Total: [Empty]

Below the fields is a table with the following columns: Purch Cont, RS, Quantity Ordered, Not yet Received, Variety, Pack, Location, Ship Date, Description, Unit Cost, and G/L. The table is currently empty.

At the bottom, there is an 'Add:' button and a status bar showing 'Add/Change Purchase Order/Contract', 'Sunborne Seeds, Inc', and '11/06/2014 04:35pm US Dollar'.

Purchase Order screen, General Info tab

Order

Pilot provides a unique sequential number for you. You may change it to any other number which has not already been used for a purchase order. If you enter a number which has been used, that order is retrieved for editing.

Vendor

The name ID number of the vendor. You may create an order for a name which is not a vendor, but it will have to be a cash purchase.

Order Date

The date on which this order was placed.

Ship Date

The date on which this order is to be shipped.

Due Date

The date on which this order will be payable.

Vendor SO

The vendor's sales order number corresponding to this purchase order.

Ordered By

The name of the individual placing this order.

Terms

Pilot usually fills this field by default from the vendor record. Enter the terms for this purchase. Following are some examples of valid purchase terms. You may also enter free-form text by preceding the text with a semi-colon (;).

Examples of acceptable terms:

30	NET 30	CASH
COD	CC	CK
COMPANY CHECK	CK #1234	2.25% 10, NET 30
2.5% 10TH, NET 30TH	DRAFT	LETTER OF CREDIT
5% 10, 1% 29, NET 30	SIGHT DRAFT	BAILMENT
CONSIGNMENT	NO CHARGE	CREDIT MEMO
DEBIT MEMO	LAYAWAY	REPAIR

Ship To

This field is filled by default from the vendor record. If there is more than one Ship To name in the vendor record, you will be offered a listbox of names to choose from.

If the seed is to be shipped to a different company or address than here, enter the name ID number of the Ship To address here.

Ship Via

Pilot usually fills this field by default from the vendor record. Enter the preferred method or mode of shipping.

FOB

The city from which you become responsible for freight charges.

A/P G/L

Pilot fills this field by default from the System Defaults record. If this order will be a purchase on account, enter the general ledger accounts payable account here.

Status

Enter status codes in any appropriate combination:

- 0 - void
- 1 - completed
- 2 - altered
- 3 - contains backordered items
- 4 - order is confirmed
- 5 - order is a contract
- 6 - printed
- 7 - don't close when fulfilled
- 8 - sample seed
- 9 - plowed / crop destroyed
- A - certified tags ordered
- B - certified tags received
- C - don't adjust inventory expected or contract quantity
- D - finalized

SO #

If you are purchasing this inventory to fulfill one or more specific sales orders, enter the sales order(s) here.

Comments

Any text you want concerning this order.

The Item Lines, General Info Tab

The purchase order will accommodate as many item lines as you need. The item lines area scrolls vertically as necessary to allow more lines. The fields on the item line are as follows:

Purchase Contract

If you're posting this order against an annual grower contract or another purchase order, either type in the contract or order number, or press * to display a directory of open contracts and orders for this vendor.

Pure Live Seed (PLS)

This checkbox toggles the *Quantity Ordered*, *Not Yet Received* and *Unit Cost* fields on this line between their bulk values and pure live seed equivalent values. A checkmark indicates that the line values are displaying in PLS.

Quantity Ordered

The quantity of product you have ordered. If you leave this field blank, a quantity of 1 is assumed.

Not yet Received

The quantity of units remaining to be received.

UM

The unit of measure for this line. If you leave it blank, pounds are assumed.

- L - pound
- K - kilogram
- G - gram
- O - ounce
- S - per seed
- M - per 1,000 seeds
- X - per 10,000 seeds
- C - per 100,000 seeds
- U - alternate unit of measure for this lot

A - per acre
H - per hectare
E – each

Variety

Enter the Variety [dot] Lot number. The lot number is optional for purchase orders.

How Packed

The packaging size and style.

Example: 50 L bag

Location

The expected location.

Ship Date

To control shipping by date per item line, specify a date here. This can be an imprecise date (month or month range).

Examples: 04/01/2001 or mar-apr

Description

A description is provided when you fill the *Variety* field. You may add to or edit the description any way you like.

Unit Cost

The purchase cost per unit of this seed. If there is a Unit Cost in the lot record, it will be provided here as the default.

G/L

Pilot usually fills this field by default from the lot or variety record. Enter the inventory G/L account number.

Purchase Order Total

At the bottom of the item lines the total dollars on this order are displayed. You can't change this field.

Fields on the Purchase Order Screen, Other Info Tab

The *Other Info* tab of the *Purchase Order* screen looks like this:

The screenshot shows the 'Other Info' tab of the Purchase Order screen. The interface includes a menu bar, a toolbar with function keys (F1-F10, SE10), and a sidebar with navigation options. The main area contains the following fields and sections:

- Order #:** 15002
- Vendor #:** (empty)
- Order Date:** 11/06/2014
- Ship Date:** (empty)
- Due Date:** (empty)
- Ship Sched:** (empty)
- Broker:** (empty)
- Broker Cont #:** (empty)
- Prodn Acres:** (empty)
- Prodn Field:** (empty)
- Prod'n Quality:** (empty)
- Vend Contact:** (empty)
- Where Alloc:** (empty)
- Comments:** (empty text area)
- Order Total:** (empty)
- Table:** A table with columns: Prod Cont, PLS%, Treatment, Coat Type, Vendor Item#, Producer, Unit Cost, G/L. The table is currently empty.
- Footer:** Add/Change Purchase Order/Contract, Sunborne Seeds, Inc, 11/06/2014 04:36pm, US Dollar.

Purchase Order screen, Other Info tab

Shipping Schedule

Any shipping or scheduling instructions you wish.

Broker

The name ID number of the broker for this order.

Broker Contract

The number of the contract you have with this broker.

Cycle Code

If this is a recurring order, enter a key word representing the interval at which this order should be issued.

Production Year

The four digit crop year represented by this order.

Production Acres

The number of acres allocated to this order.

Production Field

The ID number of the field allocated to this order.

Production Quality

A number from 1 to 5 indicating the expected quality of the seed in this field, with 1 representing the highest quality.

Vendor Contact

The name of your contact at this vendor.

Where Allocated

The territory or region where this seed will be sold.

PDF List

Link any number of PDFs to this purchase order.

The Item Lines, Other Info Tab

Production Contract

If this order is being posted against a production contract, enter the number of the production (multi-year) contract.

Pure Live Seed (PLS) %

This field displays the pure live equivalent value of the *Quantity Ordered* field. If you change this value, the *Quantity Ordered* and *Not yet Received* fields will be adjusted accordingly.

Treatment/Coat Type

The treatment (or coating) you require the vendor to provide.

Vendor Item #

If the vendor from which you are ordering this seed identifies it by a different item number than yours, enter the vendor's ID number. This number will print on the purchase order form.

Producer

The ID number of the producer for this seed. If you include a lot number, the producer information will be copied here.

Unit Cost

The seed cost you expect to pay.

G/L

The seed inventory G/L account.

Filing the Purchase Order

When all fields are filled like you want, click  or press [F10] to file the purchase order into the database.

This order will now show in the *On POs* fields in all variety records on this order.

In a moment, the screen clears and you may add another order.

HotPrint the Purchase Order

You can print the order without leaving the *Purchase Order* screen by clicking  or pressing [shift-F10].

Purchase Invoice

The purchase invoice is used to record the purchase of seed. It may also be used to receive the seed into inventory. If there is already a purchase order for the purchase, it will be converted to an invoice.

Select *Seed Inventory Control* → *Purchasing* → *Purchase Invoice*.

If you sell non-seed inventory items, you will also use a purchase invoice to purchase and receive these items. Non-inventory items (utility bills, for example) are also recorded with a purchase invoice.

The purchase invoice makes all necessary adjustments to the vendor balance, the variety and lot balances and the general ledger balances the instant it is filed.

You will use the *Purchase Invoice* screen to add new purchase invoices, and to examine and edit existing purchase invoices.

The two most common uses of the purchase invoice are to purchase and receive inventory, and to record other payables.

To purchase and receive inventory, enter data into at least these fields:

- Control #
- Vendor #
- Invoice Date
- Terms
- Quantity Ordered
- Quantity Received
- Variety.Lot
- UM
- Unit Cost

Other fields may also be useful, but they aren't required.

As soon as the purchase invoice is filed, all of the dollars and inventory quantities you've specified will be posted.

If you're purchasing non-seed inventory, use a variety (representing that item), but leave the lot off. Make sure the item you select is flagged "non-seed".

To record a non-inventory purchase, fill in at least these fields:

- Control #
- Vendor #
- Invoice Date
- Terms
- Description
- Unit Cost

A third common use of the purchase invoice is to record cost adjustments to seed lots which have already been received, either by another purchase invoice or by a process record. You may want to record freight, packaging, treatment or other costs from vendors other than the vendor from whom you purchased the lot. Here's how to make such adjustments:

First, set the 7 code (don't adjust quantity) in the *Status* field. You may optionally set other codes (A-E) to indicate the cost category.

Then fill in at least these fields:

- Control #
- Vendor #
- Invoice Date
- Terms
- Quantity Ordered
- Quantity Received
- Variety.Lot
- UM
- Unit Cost

The 7 in the *Status* field prevents Pilot from adjusting the inventory quantity.

Fields on the Purchase Invoice Screen

The *Purchase Invoice* screen looks like this:

Purchase Invoice screen

Control

Pilot provides a unique sequential number for this invoice. You may change it to any other number which has not already been used for a purchase invoice. If you enter a number which has been used, that invoice is retrieved for editing.

Vendor

The name ID number of the vendor. You may create an invoice for a name which is not a vendor, but it will have to be a cash purchase.

Invoice Date

The date on which the transaction for this invoice is recorded.

Received Date

The date on which the product on this invoice was received.

Invoice #

The vendor's invoice number.

Bill Date

Use the bill date to compute the due date. If you leave this field blank, the Invoice Date is used by default.

Due Date

The date on which this invoice must be paid. The due date will be calculated using the vendor's purchase terms.

Ordered By

The name of the individual placing this order.

Salesman

The name ID number of the salesman who requested these items.

Ship Via

Pilot usually fills this field by default from the vendor record. Enter the preferred method or mode of shipping.

Ship To

This field is filled by default from the vendor record. If there is more than one Ship To name in the vendor record, you will be offered a listbox of names to choose from.

If the seed is to be shipped to a different company or address than here, enter the name ID number of the Ship To address here.

Terms

Pilot usually fills this field by default from the vendor record. Enter the terms for this purchase. Following are some examples of valid purchase terms. You may also enter free-form text by preceding the text with a semi-colon (;).

Where Allocated

The sales territory or region where this product will be sold.

Status

Enter codes in any appropriate combination:

- 0 - void
- 1 - paid
- 2 - altered
- 3 - backordered
- 4 - use tax applies
- 6 - printed
- 7 - don't adjust inventory quantity or POs
- F - don't adjust quantity, do adjust POs
- G - ignore error on Find Inventory G/L Errors report
- V - don't adjust cost

Cost category to adjust

- A - contract
- B - freight in
- C - milling/cleaning
- D - direct production
- E - production overhead
- H - handling
- I - treat/coat
- P - packaging
- R - royalties
- T - tests

Priority

The level of importance used when paying this invoice;

- 1 - Critical
- 2 - Important
- 3 - Standard

The Item Lines

The purchase invoice will accommodate as many item lines as you need. The item lines area scrolls vertically as necessary to allow more lines. The fields on the item line are as follows:

Cd (Line Code)

This field works like the *Status* field, but only affects the current item line. It is added to the status.

Enter codes in any appropriate combination:

- 7 - don't adjust inventory quantity or POs
- F - don't adjust quantity, do adjust POs
- G - ignore error on Find Inventory G/L Errors report

Cost category to adjust

- A - contract
- B - freight in
- C - milling/cleaning
- D - direct production
- E - production overhead
- H - handling
- I - treat/coat
- P - packaging
- R - royalties
- T - tests

PO #

If you have previously created a purchase order for this purchase and are now fulfilling it, either enter the purchase order number or press * to display a directory of all open purchase orders for this vendor.

PLS (Pure Live Seed)

If you click this field (a checkmark appears), this indicates that the *Quantity Ordered* and *Quantity Received* fields represent pure live seed instead of bulk.

Quantity Ordered

The quantity (based on the unit of measure) of product you have ordered. The value you enter may optionally include a decimal fraction of up to four digits. If you leave this field blank, a quantity of 1 is assumed.

Quantity Received

The quantity of units of seed actually received.

UM

The unit of measure for this line. If you leave it blank, pounds are assumed.

- L - pound
- K - kilogram
- G - gram
- O - ounce
- S - per seed
- M - per 1,000 seeds
- X - per 10,000 seeds
- C - per 100,000 seeds
- U - alternate unit of measure for this lot
- A - per acre
- H - per hectare
- E – each

Variety.Lot

The Variety [dot] Lot number.

How Packed

The packaging size and style.

Example: 50 L bag

Location

The expected location.

Description

A description is provided when you fill the *Variety.Lot* field. You may add to or edit the description any way you like.

Unit Cost

The purchase cost per unit (based on the unit of measure) of this seed. If there is a unit cost in the lot record, it will be provided here as the default.

Line Total

This is the Quantity Received times the Unit Cost. If you change this value, the *Unit Cost* field for this line will be recalculated.

G/L

Pilot usually fills this field by default from the lot or variety record. Enter the inventory G/L account number.

Freight Amt

If the freight for this invoice is not applied to each item line, it may be expensed here.

Freight G/L

Pilot fills this field by default from the System Defaults record. Enter the general ledger freight expense account.

Pd by Chk

As disbursement checks are applied to pay this invoice, they are listed here.

Paid Amount

As this invoice is paid by one or more cash disbursements, the payment amounts are added to this field. The invoice is considered to be paid when the *Invoice Total* and the *Paid Amount* fields are equal. Use caution when changing this field.

A/P G/L

Pilot fills this field by default from the System Defaults record. If this order will be a purchase on account, enter the general ledger accounts payable account here.

Invoice Total

At the bottom of the item lines the total dollars, including any freight, on this invoice are displayed. You can't change this field.

Filing the Purchase Invoice

When all fields are filled like you want, click  or press [F10] to file the purchase invoice into the database.

As the invoice is filing, all variety and lot records are updated, the general ledger and vendor records are updated, and the purchase order, if one exists, is updated.

In a moment, the screen clears and you may add another invoice.

HotPrint the Purchase Invoice

You can print the invoice without leaving the *Purchase Invoice* screen by clicking  or pressing [shift-F10].

A/P Memo

The A/P memo is used to debit or adjust a vendor's account. A/P memos may also be used to record the return of inventory to a vendor, and to reverse all or part of a purchase invoice.

The A/P memo makes all necessary adjustments to the vendor balance, the variety and lot balances and the general ledger balances the instant it is filed.

You will use the *A/P Memo* screen to add new A/P memos, and to examine and edit existing A/P memos.

Select *Seed Inventory Control* → *Purchasing* → *A/P Memo*.

Fields on the A/P Memo Screen

The *A/P Memo* screen looks like this:

A/P Memo screen

Debit/Credit

This document may be used in its standard form (Debit Memo), which reverses a purchase invoice, depleting the inventory, debiting the vendor's balance, etc., or it may be used as a Credit Memo, which stocks inventory, credits the vendor's balance, etc., just as a purchase invoice does. To make this document a Credit Memo, click this field.

Memo

Pilot provides a unique sequential number for this memo. You may change it to any other number which has not already been used for an A/P memo. If you enter a number which has been used, that memo is retrieved for editing.

Vendor ID

Enter the name ID number of the vendor you're debiting (or crediting) with this memo.

Memo Date

This is the date on which the transaction for this memo is recorded.

CR/DR Invoice

To debit an existing invoice, enter the number of that invoice. A directory of invoices for this vendor is available from this field by pressing *.

Status

Enter flags in any appropriate combination:

- 0 - void
- 1 - paid
- 2 - altered
- 5 - credit memo
- 6 - printed
- 7 - don't adjust inventory quantities
- 8 - debit memo

The Item Lines

The A/P memo will accommodate as many item lines as you need. The item lines area scrolls vertically as necessary to allow more lines. The fields on the item line are as follows:

Qty Adjusted

The quantity (based on the unit of measure) by which to adjust the inventory. The value you enter may optionally include a decimal fraction of up to four digits. If you leave this field blank, a quantity of 1 is assumed.

Note: Don't enter Qty Adjusted as a negative number. Pilot will properly handle all values according to whether this is a debit memo or a credit memo.

PLS (Pure Live Seed)

If you click this field (a dot appears), this indicates that the *Qty Adjusted* field represents pure live seed instead of bulk.

Variety

Enter the Variety [dot] Lot number.

UM

The unit of measure for this line. If you leave it blank, pounds are assumed.

- L - pound
- K - kilogram
- G - gram
- O - ounce
- S - per seed
- M - per 1,000 seeds
- X - per 10,000 seeds
- C - per 100,000 seeds
- U - alternate unit of measure for this lot
- A - per acre
- H - per hectare
- E – each

HowPak

Enter the package weight and style, with an optional location, separated by a colon.

Example 2 Kg can:Fresno

Description

A description is provided when you fill the *Item #* field. You may add to or edit the description any way you like.

Unit Cost

Enter the purchase cost per unit (based on the unit of measure) of this seed. If there is a Unit Cost in the lot record, it will be provided here as the default.

Note: Don't enter Unit Cost as a negative number. Pilot will properly handle all values according to whether this is a debit memo or a credit memo.

Line Total

Pilot usually fills this field by default. This is the Quantity Adjusted times the Unit Cost. If you change this value, the *Unit Cost* field for this line will be recalculated.

Note: Don't enter Line Total as a negative number. Pilot will properly handle all values according to whether this is a debit memo or a credit memo.

G/L

Pilot usually fills this field by default from the lot or variety record. Enter the inventory G/L account number.

Filing the A/P Memo

When all fields are filled like you want, click  or press [F10] to file the A/P memo into the database.

As the memo is filing, all variety and lot records are updated, the general ledger and vendor records are updated.

In a moment, the screen clears and you may add another memo.

HotPrint the A/P Memo

You can print an A/P Memo without leaving the *A/P Memo* screen by clicking  or pressing [shift-F10].

A large, white, stylized number '5' is the central focus, set against a background of a sunset over the ocean. The sun is low on the horizon, creating a bright orange and yellow glow that reflects on the water's surface. The sky is filled with soft, golden clouds. The number '5' is positioned such that it partially obscures the sun and the horizon line.

5

CHAPTER FIVE

Selling and Shipping

Overview

The primary business of your company is selling seeds. This could occur as a one-time spot sale to a customer you've never encountered before, or it may follow a process of quotes, contracts, orders, invoices and shipments that encompass several years. During these sales cycles, Pilot provides your sales and management staff access to data and reporting that gives them current information about product availability, customer demand, and performance by product, customer, region, salesperson, etc. Complete support in selling and delivering your seeds to your customers is the most important function Pilot can offer.

Some of the programs you may use during selling and shipping are:

- Perennial Sales Contract
- Sales Order/Annual Contract
- Sales Invoice
- A/R Memo

Perennial Sales Contract

If a sales contract covers a period longer than one year, you can optionally use a perennial sales contract. The variety on this contract may be a perennial or annual crop.

The perennial contract is not used alone; each year of the perennial contract has a corresponding annual sales contract (a type of sales order).

The perennial sales contracts are used to represent future years' sales on certain position and forecasting reports. They have no other effect on inventory, customer balances or the general ledger. They also don't commit inventory.

Select *Seed Inventory Control* → *Selling* → *Perennial Sales Contract*.

Fields on the Perennial Sales Contract Screen, General Info Tab

The *Perennial Sales Contract* screen is comprised of two tabbed pages. The *General Info* tab looks like this:

The screenshot shows the 'General Info' tab of the 'Perennial Sales Contract' screen. The interface includes a menu bar, a toolbar with function keys (F1-F10, SE19), and a sidebar with navigation options. The main area contains the following fields and tables:

- Number:** 3000
- Date:** [Empty]
- Customer:** [Empty]
- Variety:** [Empty]
- Salesman:** [Empty]
- Type:** [Empty]
- Brand Name:** [Empty]
- First Year:** [Empty]
- Certified:** [Empty]
- # Years:** [Empty]
- Quality:** [Empty]
- Restrictions:** [Empty]
- Region:** [Empty]
- Packaging:** [Empty]
- Cost:** [Empty]
- Terms:** [Empty]
- Status:** [Empty]
- Min. Purity:** [Empty]
- Max. Other:** [Empty]
- Max. Inert:** [Empty]
- Max. Weed:** [Empty]
- Min. Germ:** [Empty]
- Max. Endo:** [Empty]

Contract Totals Table:

Year	Acres	Proj'd Qty	Actual Qty

Table with 7 columns: Quantity, Coated Qty, Coat % U/M, Acres, Div Date, Status

Comments: [Empty text area]

Buttons: Add, Add/Change Sales Contract

Footer: Sunborne Seeds, Inc | 11/06/2014 05:05pm | US Dollar

Perennial Sales Contract screen, General Info tab

Number

This number must be unique and can contain digits or alpha characters. It usually is configured to increment sequentially.

Date

This field defaults to today's date and can be changed to any date.

Customer

The name ID number of the customer. The customer's name displays in the adjacent field.

Variety

The variety number of seed sold on this contract. Perennial sales contracts can represent only one variety per contract. A lot number is allowed but not required. The variety name displays in the adjacent field.

Salesman

The name ID number of the salesman for this contract (or customer). The salesman's name displays in the adjacent field.

Type

Use these codes in any combination:

B - brand

M - mix

N - VNS

V – variety

Brand Name

If this variety will be sold under a brand name, enter that name.

Certified

If this seed must be certified, enter the certification type, or "certified".

Quality

The required seed quality from 1 to 5, with 1 representing the highest quality.

Restrictions

Restriction or special instructions.

Packaging

Special packaging or instructions.

Price

The agreed unit price and any pricing terms or qualifications.

Cost

The unit cost of this seed.

Terms

The terms of acceptance and payment.

Status

Enter codes in any appropriate combination:

- 0 - completed
- 2 - altered
- 3 - confirmed
- 4 - probable
- 5 - speculative
- 7 – contracted

First Year

The first crop year of this contract.

Number of Years

The duration of this contract in years. This must be 1 or more years.

Quantity/UM/Acres/Status

Each line represents one crop year. If all years of this contract will be the same, you only need to enter the first line. Acres and Status are optional.

Minimum/Maximum

These fields represent the minimum required quality of the seed for this contract.

Contract Totals

Year/Acres/Projected Quantity/Actual Quantity

These fields are populated by Pilot as annual sales contracts/sales orders and sales invoices are

posted to this perennial contract. This information is summarized to one line per crop year. The *Other Info* tab maintains the annual contract detail.

Grower Contracts

This perennial sales contract can optionally reference one or more perennial production contracts. The varieties should be the same. Enter the production contract number(s) here.

Comments

Enter any text you wish concerning this contract.

Quotations

A sales quotation is a type of sales order which doesn't commit inventory. The sales order is handled as a quotation if the status flag contains 5.

The *Quotation* screen also has a *Quote Expiration Date* field. In all other ways the quotation is identical to the sales order.

A quotation can be converted to an order by removing the status flag 5. The quotation then becomes an order and the quotation no longer exists. Alternatively, you can create an order from the quotation, leaving the quotation in place.

Sales Contract/Sales Order

When a customer orders seed, particularly if the seed is not to be delivered immediately, use a sales order to record the impending sale and commit (reserve) the seed required to fulfill the invoice. Later, when either the ship date arrives or you have the seed available, a sales invoice is created from the sales order. If the sale is a simple one, such as an over-the-counter cash sale, creating a sales order may be unnecessary; a sales invoice can be used alone.

A sales order can also serve as an annual sales contract, against which you can post any number of sales orders and/or sales invoices. You can also set up multi-year customer contracts, against which you can post annual sales contracts or sales orders.

The sales order has no effect on the general ledger, the customer account balance, or the inventory quantities on hand, but it does affect inventory committed.

Most of the information you will enter on the sales orders is the same information found on the sales invoice. Because of this, there is usually little further data entry required when you convert an order to an invoice.

Use the *Sales Order* screen to add new sales orders, and to examine and edit existing sales orders.

A simple sales order usually will utilize at least these fields:

- Order Number
- Order Date
- Customer #
- Quantity Ordered
- Quantity Left
- Variety
- Unit Price

As you ship product (with one or more sales invoices) against this order, the *Quantity Left* field will be reduced until it reaches zero. When the remaining quantity on all item lines is zero, the order is closed automatically.

Although item lines usually have at least a variety number, they do not require a lot number, since orders don't adjust the lot quantity. If the item line does reference a lot, the inventory will be committed at both the lot and the variety. If the item line references a variety only, the inventory will be committed at the variety, but not at the lot. In either case, the commitment is removed when the *Quantity Left* field depletes to zero.

This order can be optionally applied against an annual sales contract (which is another sales order) by referencing the contract number in the *SC#* field on the left end of each item line. This order will then deplete the contract.

Alternatively, this order could be applied to a multi-year customer contract, by referencing the multi-year contract number in the *Customer Contract #* field on the *Other Info* tab.

Select *Seed Inventory Control* → *Selling* → *Sales Order/Contract*.

Customer PO

If the customer provides you with a purchase order, enter its number here.

Ship To

This field is filled by default from the customer record. If there is more than one Ship To name in the customer record, you will be offered a listbox of names to choose from.

If the seed is to be shipped to a different company or address than here, enter the name ID number of the Ship To address here.

One-time Ship

If you expect to only send an order to this alternate address once and you don't want to create a separate name record for it, you can put the Ship To information here instead. This field will be printed on the sales order in the Ship To area.

Ordered By

The name of the individual placing this order.

Salesman

Pilot usually fills this field by default from the *Salesman* field in the customer record. Enter the salesman's name ID number.

Ship Date

The anticipated shipping date for this order.

Delivery Date

The anticipated delivery date for this order.

Due Date

The expected payment due date for this order.

Ship Via

Pilot usually fills this field by default from the customer record. Enter the preferred method or mode of shipping.

FOB

The shipping point at which the customer accepts responsibility (and liability) for the freight charges.

Terms

Pilot usually fills this field by default from the customer record. Enter the terms for this sale. Following are some examples of valid sales terms.

Examples of acceptable terms:

30	NET 30	CASH
COD	CC	CK
COMPANY CHECK	CK #1234	2.25% 10, NET 30
2.5% 10TH, NET 30TH	DRAFT	LETTER OF CREDIT
5% 10, 1% 29, NET 30	SIGHT DRAFT	BAILMENT
CONSIGNMENT	NO CHARGE	CREDIT MEMO
DEBIT MEMO	LAYAWAY	REPAIR

You can also enter free-form text by preceding the text with a semi-colon (;).

Status

Enter codes in any appropriate combination:

- 0 - void
- 1 - completed
- 2 - altered
- 3 - order remains open until completely fulfilled
- 4 - confirmed order
- 5 - quotation (doesn't commit)
- 6 - printed
- 7 - don't close order when fulfilled
- 8 - shipped
- 9 - on-screen mix/blend
- A - prognosis/sales budget (doesn't commit)
- B - pre-season booking
- C - annual contract

D - phyto
E - packaging is no charge
F - shipping prepaid
G - order printed
H - picking list printed
I - packing slip printed
J - bill of lading printed
K - confirmation printed
L - quotation printed
M - paid
P - ready to pick
R - re-plant order

Total Pounds

The total number of pounds of all seed on this order. You can't change this field.

Price per Pound

The average selling price per pounds of all seed on this order. You can't change this field.

Comments

Any text you wish concerning this order.

Total

At the bottom of the item lines the total dollars on this order are displayed. You can't change this field.

The Item Lines, General Info Tab

The sales order will accommodate as many item lines as you need. The item lines area scrolls vertically as necessary to allow more lines. The fields on the *General Info* tab of the item line are as follows:

Leftmost (blank) Column

Use these fields to control how the lines print on the sales order documents. Click the field to select either a - (minus) or a + (plus) or leave the field blank.

If the field contains - (minus), the line will not print on most documents. However, the line's dollar amounts will add to the document totals.

If the field contains a + (plus), the line will not print on most documents, but the line's quantities will add into the quantities of the line above, and the line's dollar amounts will add to the document totals.

SC#

You can apply this order against either another sales order or an annual sales contract by typing that order or contract's number. If you haven't filled the upper part of the screen, information from the order or contract will be provided by default.

If you've entered a customer ID number, press * to display a directory of open orders/contracts for this customer.

PLS (Pure Live Seed)

If you click this field (a dot appears), this indicates that the *Quantity Ordered* and *Quantity Left* fields represent pure live seed instead of bulk.

Qty Ord

The quantity of product the customer has ordered. If you leave this field blank, a quantity of 1 is assumed.

Qty Left

The quantity of units remaining to be shipped.

UM

The unit of measure for this line. If you leave it blank, pounds are assumed.

L - pound

K - kilogram

G - gram

O - ounce
S - per seed
M - per 1,000 seeds
X - per 10,000 seeds
C - per 100,000 seeds
Z - per 1,000,000 seeds
U - alternate unit of measure for this lot
A - per acre
H - per hectare
B - per bushel
E – each

Variety.Lot

Enter the Variety [dot] Lot number. The lot number is optional for sales orders, and if you omit the lots, this order will be a booking, committing only at the variety.

How Packed

Enter a packaging size and style.

For example: 50 L bag

The drop box on the *How Packed* field of the *Sales Order* screen has a special property; it will propagate to the How Packed field on every data entry screen in the Seed Inventory system. Just maintain it here.

Location

Enter a location.

For example: Florida

The drop box on the *Location* field of the *Sales Order* screen has a special property; it will propagate to the *Location* field on every data entry screen in the Seed Inventory system. Just maintain it here.

Ship Date

To control shipping by date per item line, enter a date here. This can be an imprecise date (month or month range).

Examples: 03/08/2001 or mar-apr

Description

A description is provided when you fill the *Variety.Lot* field. You can add to or edit the description any way you like.

Unit Price

The selling price per unit of this seed. If there is a Unit Price in the lot record, it will be provided here as the default.

Fields on the Sales Order/Contract Screen, Other Info Tab

The *Other Info* tab looks like this:

The screenshot displays the 'Other Info' tab of the Sales Order/Contract screen. The interface includes a menu bar, a toolbar with function keys (F1-F10, SE10), and a sidebar with navigation options. The main area contains several input fields for order information:

- Order Number: 14415
- Order Date: 11/06/2014
- Customer #: [Searchable]
- Customer PO: [Searchable]
- Ship To: [Searchable]
- Shipper: [Searchable]
- Broker: [Searchable]
- Bill of Lading #: [Searchable]
- Container #: [Searchable]
- Seal #: [Searchable]
- Entry Port: [Searchable]
- PO#: [Searchable]
- Fr. Billed To: [Searchable]
- Import Permit: [Searchable]
- Sales Tax: [Searchable]
- Region: [Searchable]
- Sales Year: [Searchable]
- Acres: [Searchable]
- A/R Acct: 1200

Below the input fields is a table with the following columns: Quality, Sdcnt, Germ, Pure, Inert, Crop, Weed, Test Date, Treat, Coating, Disc, Tx, Acct. The table is currently empty.

At the bottom of the screen, there is an 'Add:' button and a status bar showing 'Sunborne Seeds, Inc', the date '11/06/2014', the time '10:08pm', and the currency 'US Dollar'.

Sales Order/Contract screen, Other Info tab

Shipper

If the shipper is different from the bill to, enter the name ID number of the shipper.

Broker

If there is a broker responsible for this order, enter the name ID number of the broker.

Bill of Lading #

The bill of lading number for this order.

Container #

The shipping container number.

Seal #

The container or trailer door seal number.

Ship From

The shipping point of origin (usually city).

Entry Port

If this sale is export, enter the foreign port of entry.

PO#

If this sales order is for one or more specific purchase orders, enter the purchase order number(s) here.

Freight Billed To

The name of the person or entity responsible for paying for the freight on this order.

Import Permit

The import permit number here.

Sales Tax

If this sale is taxable, the sales tax will display here.

Region

The territory or region where this seed will be sold.

Sales Year

If you've applied this order against a multi-year contract, enter the 4 digit sales year represented by this order.

Acres

If the prices on this order are per acre, enter the total acres represented by this order.

A/R Account

Pilot fills this field by default from the System Defaults record. If this order will be a sale on account, enter the general ledger accounts receivable account here.

SI List

Data is maintained by Pilot. As you fulfill this order with one or more sales invoices, the numbers of those invoices will appear here.

PDF List

Enter as many PDF file names as you want. These usually represent documents related to this order.

You can include a pathname if necessary, or if you store all PDF files in a common folder, set a system preference called 'PDF FOLDER' containing the pathname. Then you won't need to include the pathname.

The Item Lines, Other Info Tab

The fields on the *Other Info* tab of the item line are as follows:

Quality

The required quality of the seed on this item line.

Sdcnt

If the lot record has a seedcount, Pilot fills this field by default. Enter the seedcount per pound of seed.

Germ/Pure/Inert/Crop/Weed%

Pilot fills this field by default with the most recent quality information (germ, purity, etc.) from the lot record.

Test Date

Pilot fills this field by default with the most recent test date from the lot record.

Treat/Coating

Pilot fills this field by default with any treatment or coating specified in the lot record. This field can also be used to indicate the treatment or coating required by the customer for this seed.

Discount

If you're offering a discount on this line, enter a percentage.

Photo

Enter the ID number of the photo label you want to be used on the packaging of this seed.

Tx

If this item line of the order is subject to sales tax, enter Y. If you leave this field blank or enter N, the line will not be taxed.

Acct

Pilot usually fills this field by default from the lot or variety record. Enter the sales revenue G/L account number.

Filing the Sales Order

When all fields are filled like you want, click  or press [F10] to file the sales order into the database.

All inventory items on this order will be committed. If this order includes lot information, those lots will also be committed. In a moment, the screen clears and you can add another order.

HotPrint the Sales Order

To print a sales order (or a picking list) without leaving the *Sales Order* screen, click or press [shift-F10].



Sales Invoice

The sales invoice is used to record the sale of seed. If there is already a sales order for the sale, it will be converted to an invoice.

The sales invoice makes all necessary adjustments to the customer balance, the variety and lot balances and the general ledger balances at the time it is filed.

You will use the *Sales Invoice* screen to add new sales invoices, and to examine and edit existing sales invoices.

Sales invoices are used to sell any product or service, whether or not the item is in your inventory. If the invoice contains seed from one or more lots, you can also include items like packaging, labor, shipping, tests, permits, etc.

As you're entering an invoice, most of the fields on the screen are optional, but a few are necessary. For instance, you should always enter an Invoice Number, a Date, a Customer Number and Terms in the upper part of the *General Info* tab. On the item lines, be sure to enter a Quantity Ordered and Quantity Shipped, a Variety and Lot (separated by a dot) or a Description (a lot is required if you enter a seed variety), a Unit of Measure and a Unit Price for each line.

When you select a variety on an item line, Pilot generally also requires a lot number, because the sales invoice adjusts the lot quantity on hand. There are two exceptions to this; a proforma (suspended) invoice (invoice Status 7) doesn't require lot numbers, and any variety flagged as non-seed (variety Status NSD) won't require a lot number on that line.

After you file the invoice, use the HotPrint function [shift-F10] to print any of several document formats.

Select *Seed Inventory Control* → *Selling* → *Sales Invoice*.

Fields on the Sales Invoice Screen, General Info Tab

The *Sales Invoice* screen is comprised of four tabbed pages. The *General Info* tab looks like this:

Sales Invoice screen, General Info tab

Invoice

Pilot provides a unique sequential number for this invoice. You can change it to any other number which has not already been used for a sales invoice. If you enter a number which has been used, that invoice is retrieved for editing.

Invoice Date

This is the date on which the transaction for this invoice is recorded.

Customer #

The name ID number of the customer. You can create an invoice for a name which is not a customer, but it will have to be a cash sale.

One-time Name/Ship

If you are selling to someone who isn't a regular customer and you don't expect to sell to him again, you can leave the *Customer #* field blank and enter his name and address into this field instead, without creating name and customer records.

If there is data in the *Customer #* field, this field is used as a one-time ship to field.

PO Number

If the customer provides you with a purchase order number, enter it here.

Ordered By

The name of the person responsible for placing this order.

Ship To

This field is filled by default from the customer record. If there is more than one ship to name in the customer record, you will be offered a listbox of names to choose from.

If the seed is to be shipped to a different company or address than here, enter the name ID number of the ship to address here.

Salesman

Pilot usually fills this field by default from the customer record. Enter the name ID number of the salesman responsible for this sale.

Ship Via

Pilot usually fills this field by default from the customer record. Enter the preferred method or mode of shipping.

Ship Date

The scheduled ship date of the product on this invoice.

Delivery Date

The delivery date of the product on this invoice.

Terms

Pilot usually fills this field by default from the sales order or customer record. Enter the terms for this sale. Following are some examples of valid sales terms.

Examples of acceptable terms:

30	NET 30	CASH
COD	CC	CK
COMPANY CHECK	CK #1234	2.25% 10, NET 30
2.5% 10TH, NET 30TH	DRAFT	LETTER OF CREDIT
5% 10, 1% 29, NET 30	SIGHT DRAFT	BAILMENT
CONSIGNMENT	NO CHARGE	CREDIT MEMO
DEBIT MEMO	LAYAWAY	REPAIR

You can also enter free-form text by preceding the text with a semi-colon (;).

FOB

Pilot usually fills this field by default from the sales order. Enter the shipping point at which the customer accepts responsibility (and liability) for the freight charges.

Ship From

The shipping point of origin (usually a city).

Status

Enter codes in any appropriate combination:

- 0 - void
- 1 - paid
- 2 - altered
- 3 - service charge
- 4 - backordered items
- 5 - credit memo

- 6 - printed
- 7 - proforma (suspended) invoice
- 8 - debit memo
- 9 - on-screen mix/blend
- A - don't adjust quantities in inventory or sales orders
- D - phyto
- E - packaging is no charge
- F - shipping is prepaid
- G - invoice printed
- H - picking list printed
- I - packing slip printed
- J - bill of lading printed
- K - point of sale invoice
- N - reserved
- P - ready to pick
- R - replant invoice

Default P/C

If a profit center is entered here, it will be applied to any G/L account on this transaction on which you don't explicitly enter a profit center.

Sales Ord

If you have previously created a sales order for this sale and are now fulfilling it, either enter the sales order number or press * to display a directory of all open sales orders for this customer.

Cash Amount

If this is a cash sale, or if the customer prepaid part of the sale, enter that amount here.

Cash Account

The cash in drawer general ledger account into which you wish to record cash sales.

Tax Amount

If this is a taxable sale, the sales tax should already be calculated and placed into this field.

Tax Account

Enter the accrued sales tax payable general ledger account into which you wish to record sales tax collected.

A/R Amount

If this sale is on account (any terms except CASH), the invoice total amount will be placed into this field. If you put an amount into the *Cash Amount* field, the *A/R Amount* field will be reduced by that amount. You can't change this field.

A/R Account

The accounts receivable general ledger account into which you wish to record on account sales.

CR

As this invoice is paid by one or more cash receipts, the receipt numbers are displayed here, with the dollar amount of the receipt. You can double-click the receipt number to examine the receipt.

Paid Amount

Any cash prepayment recorded on this invoice in the *Cash Amount* field will be added into this field. Also, as this invoice is paid by one or more cash receipts, the payments will be added to this field. The invoice is considered to be paid when the *Invoice Total* and the *Paid Amount* fields are equal. You usually should not change this field.

Comments

Any text you want concerning this invoice.

Total

The total dollars, including any prepayment and sales tax, on this invoice are displayed. You can't change this field.

The Item Lines - General Info Tab

The sales invoice will accommodate as many item lines as you need. The item lines area scrolls vertically as necessary to allow more lines. The fields on the *General Info* tab of the

item line are as follows:

Cd (Line Code)

Enter codes in any appropriate combination:

- + - (Plus) Combine this line with the line above when printing some types of invoice documents. Quantities are totaled together. If prices are different, they are averaged together. The above line's description is printed.
- - (Minus) Suppress printing of this line on some types of invoice documents. If this line has quantities and a price, they will still be included in the invoice totals.

SO#

To apply this invoice against a sales order, enter the sales order number here. If the upper part of the screen hasn't yet been filled, the information from the order will be entered by default.

If you've already entered a customer ID, press * to display a directory of open sales orders for this customer.

Quantity Ordered

The quantity (based on the unit of measure) of product ordered by the customer. The value you enter can optionally include a decimal fraction of up to four digits. If you leave this field blank, a quantity of 1 is assumed.

Quantity Shipped

The quantity of units of seed actually delivered. If you leave this field blank, a quantity of 1 is assumed.

PLS (Pure Live Seed)

If you click this field (a checkmark appears), this indicates that the *Quantity Ordered* and *Quantity Shipped* fields represent pure live seed instead of bulk.

Variety.Lot

The Variety [dot] Lot number.

UM

The unit of measure for this line. If you leave it blank, pounds are assumed.

- L - pound
- K - kilogram
- G - gram
- O - ounce
- S - per seed
- M - per 1,000 seeds
- X - per 10,000 seeds
- C - per 100,000 seeds
- Z - per 1,000,000 seeds
- U - alternate unit of measure for this lot
- A - per acre
- H - per hectare
- E – each

How Packed

Enter a packaging size and style.

For example: 50 L bag

Location

Enter a location.

For example: Florida

Description

A description is provided when you fill the *Variety.Lot* field. You can add to or edit the description any way you like.

Unit Price

The selling price per unit (based on the unit of measure) of this seed. If there is a Unit Price in the lot or variety record, it will be provided here as the default.

Acct

Pilot usually fills this field by default from the lot or variety record. Enter the sales revenue G/L account number.

Fields on the Sales Invoice Screen, Other Info Tab

The *Other Info* tab of the *Sales Invoice* screen looks like this:

The screenshot shows the 'Other Info' tab of the Sales Invoice screen. The interface includes a menu bar, a toolbar with function keys (F1-F10, SE10, AF1, U), and a sidebar with navigation options. The main area contains several input fields for invoice information:

- Invoice #: 33243
- Date: 11/06/2014
- Customer #: [empty]
- One-time Name/Ship: [empty]
- Ship To: [empty]
- PO Number: [empty]
- Broker: [empty]
- Container #: [empty]
- Seal #: [empty]
- Delivery #: [empty]
- # of Pallets: [empty]
- B/L #: [empty]
- Booking #: [empty]
- Acres: [empty]
- Purch Invoices: [empty]
- Grower Cnt: [empty]
- Region: [empty]

Summary fields include:

- Cash: 1005
- Tax: 2020
- A/R: 1200
- CR: [empty]
- Paid Amount: [empty]
- Total: [empty]

Below the summary fields is a table with the following columns: Sdcnt, Germ, Pure, PLS%, Test Date, Treatment, Coating, Photo, Disc, Unit Cost, Tx, Line Total. The table contains several rows of data, with some cells highlighted in green.

At the bottom of the screen, there is an 'Add:' button, a status bar with 'Sunborne Seeds, Inc', and a date/time stamp '11/06/2014 05:10pm' and 'US Dollar'.

Sales Invoice screen, Other Info tab

Broker

If there is a broker responsible for this invoice, enter the name ID number of the broker.

Container

The shipping container number.

Seal #

The container or trailer door seal number.

Delivery #

Enter one or more delivery ticket numbers here.

of Pallets

The number of pallets required to ship this invoice.

Bill of Lading #

The bill of lading number for this invoice.

Booking #

The booking number for this invoice.

Tracking #

The transportation company's tracking number.

Acres

If the prices on this invoice are per acre, enter the total acres represented by this invoice.

Purchase Invoices

To associate this sales invoice with one or more purchase invoices, enter the purchase invoice number(s) here.

Grower Contract

To associate this sales invoice with an annual grower contract (purchase order), enter the contract number here.

Region

The territory or region where this seed will be sold.

The Item Lines, Other Info Tab

Sdcnt

Pilot usually fills this field by default from the sales order or the lot record.

Germ

Pilot usually fills this field by default with the percentage germ from the sales order or the lot record.

Pure

Pilot usually fills this field by default with the percentage purity from the sales order or the lot record.

PLS %

The pure live seed percent of the lot on this line.

Test Date

Pilot usually fills this field by default from the sales order or the lot record.

Treatment

Pilot usually fills this field by default from the sales order or the lot record.

Photo

Enter either the name (including path) or the number as listed in the variety record of the photograph or other graphic to be used for this item line.

Disc

You can apply a percentage discount on this item line. The *Terms* field will determine whether the discount is calculated on this invoice, or applied to the cash receipt as a timely payment discount.

See the Terms field above for more information.

Unit Cost

Pilot usually fills this field by default from the sales order or the lot record.

Tx

If this item line is taxable, enter Y. If this field is blank or contains N, no sales tax will be calculated for this line.

Line Total

This field contains the selling price of the shipped items on this item line. If you change this value, Pilot will recalculate the Unit Price.

Filing the Sales Invoice

When all fields are filled like you want, click  or press [F10] to file the sales invoice into the database.

As the invoice is filing, all variety and lot records are updated, the general ledger and customer records are updated, and the sales order, if one exists, is updated.

HotPrint the Sales Invoice

You can print the sales invoice (or a picking list or packing list) without leaving the *Sales Invoice* screen. Just click  or press [shift-F10].

A/R Memo

The A/R memo is used to credit or adjust a customer's account. A/R memos can also be used to record the return of inventory by a customer, and to reverse all or part of a sales invoice.

The A/R memo makes all necessary adjustments to the customer balance, the variety and lot balances and the general ledger balances at the time it's filed.

Select *Seed Inventory Control* → *Selling* → *A/R Memo*.

Customer

The name ID number of the customer you're crediting (or debiting) with this memo.

Date

This is the date on which the transaction for this memo is recorded.

Customer PO

The customer's purchase order number for this memo.

Delivery Receipt

Enter a delivery receipt number if one is associated with this memo.

Salesperson

The name ID number of the salesperson responsible for this customer's account.

Terms

Pilot usually fills this field by default from the sales order or customer record. Enter the terms for this sale. Following are some examples of valid sales terms.

Examples of acceptable terms:

30	NET 30	CASH
COD	CC	CK
COMPANY CHECK	CK #1234	2.25% 10, NET 30
2.5% 10TH, NET 30TH	DRAFT	LETTER OF CREDIT
5% 10, 1% 29, NET 30	SIGHT DRAFT	BAILMENT
CONSIGNMENT	NO CHARGE	CREDIT MEMO
DEBIT MEMO	LAYAWAY	REPAIR

You can also enter free-form text by preceding the text with a semi-colon (;).

CR/DR Invoice #

To credit an existing invoice, enter the number of that invoice. A directory of invoices for this customer is available from this field by pressing *.

FOB

The shipping point at which the customer accepts responsibility (and liability) for the freight charges.

Status

Enter codes in any appropriate combination:

- 0 - void
- 1 - paid
- 2 - altered
- 5 - credit memo
- 6 - printed
- 8 - debit memo
- A - don't adjust quantity on inventory

The Item Lines

The A/R memo will accommodate as many item lines as you need. The item lines area scrolls vertically as necessary to allow more lines. The fields on the item line are as follows:

Quantity Adjusted

The quantity (based on the unit of measure) by which to adjust the inventory. The value you enter can optionally include a decimal fraction of up to four digits. If you leave this field blank, a quantity of 1 is assumed.

PLS (Pure Live Seed)

If you click this field (a dot appears), this indicates that the *Quantity Adjusted* field represents pure live seed instead of bulk.

Variety

Enter the Variety [dot] Lot number.

UM

The unit of measure for this line. If you leave it blank, pounds are assumed.

- L - pound
- K - kilogram
- G - gram
- O - ounce
- S - per seed
- M - per 1,000 seeds
- X - per 10,000 seeds
- C - per 100,000 seeds
- Z - per 1,000,000 seeds
- U - alternate unit of measure for this lot
- A - per acre
- H - per hectare
- E – each

How Packed

Enter a packaging size and style.

For example: 50 L bag

Location

Enter a location.

For example: Florida

Description

A description is provided when you fill the *Item #* field. You can add to or edit the description any way you like.

Unit Cost

The purchase cost per unit (based on the unit of measure) of this seed. If there is a unit cost in the lot or variety record, it will be provided here as the default.

Unit Cost

The purchase cost per unit (based on the unit of measure) of this seed. If there is a unit cost in the lot or variety record, it will be provided here as the default.

Unit Price

The selling price per unit (based on the unit of measure) of this seed. If there is a unit price in the lot or variety record, it will be provided here as the default.

Discount %

You can apply a percentage discount on this item line. The *Terms* field will determine whether the discount is calculated on this memo, or applied to the cash receipt as a timely payment discount.

See the Terms field above for more information.

Line Total

This is the Qty Adjusted times the Unit Price. If you change this value, the *Unit Price* field for this line will be recalculated.

G/L

Pilot usually fills this field by default from the lot or variety record. Enter the sales revenue G/L account number.

Tx

If this item line is taxable, enter Y. If you leave this field blank or enter N, no sales tax will be calculated for this line.

Sales Tax

If you are crediting a taxable sale, the sales tax should already be calculated and placed into this field.

Tax GL

The accrued sales tax payable general ledger account into which you want to record sales tax collected.

Cash Amnt

If this memo is crediting a cash sale, the cash amount will display here.

Cash GL

The cash in drawer general ledger account into which you want to record cash sales.

On Account

Unless this memo is crediting a cash sale, the memo amount will display here.

A/R GL

The accounts receivable general ledger account into which you want to record on account sales.

Comments

Enter any text you want concerning this memo.

Paid Amount

A credit memo will not use this field (its value will remain zero). A debit memo must be paid like any other sales invoice. As this debit memo is paid by one or more cash receipts, the payments will be added to this field. The debit memo is considered to be paid when the Paid Amount is equal to the face amount of the debit memo. You usually should not change this field.

Memo Total

The total amount of the memo is displayed in this field. You can't change this field.

Filing the A/R Memo

When all fields are filled like you want, click  or press [F10] to file the A/R memo into the database.

As the memo is filing, all variety and lot records are updated, the general ledger and customer records are updated.

In a moment, the screen clears and you can add another memo.

HotPrint the A/R Memo

You can print an A/R memo without leaving the *A/R Memo* screen by clicking  or pressing [shift-F10].

Customer Allocations, Authorizations and Contract Pricing

If you either allocate certain varieties (because of short supply) or require authorization before selling a particular variety to a specific customer, or have negotiated special pricing for specific products, indicate these conditions on the *Customer* screen, *Exception Pricing* tab.

Fields on the Customer Screen, Exception Pricing Tab

Customer screen, Exception Pricing tab

Variety

The variety which is allocated or subject to authorization or special pricing.

Unit of Measure

The unit of measure for this line. If you leave it blank, pounds are assumed.

- L - pound
- K - kilogram
- G - gram
- O - ounce
- S - per seed
- M - per 1,000 seeds
- X - per 10,000 seeds
- C - per 100,000 seeds
- Z - per 1,000,000 seeds
- U - alternate unit of measure for this lot
- A - per acre
- H - per hectare
- E – each

Authorized

If this customer requires authorization to purchase this variety and is authorized, enter Y.

Allocation

If this variety is allocated, enter the total number of units (in this line's unit of measure) that this customer can receive during this fiscal year (as defined in the System Defaults record). If an order or invoice would exceed this allocation, a warning message will display.

Shipped

This is the quantity already shipped to this customer during this fiscal year.

Remaining

This is the quantity still available to this customer during this fiscal year.

Description

This is the variety name.

Code

If this variety is being offered to this customer at a price code level which is different from his usual level, enter that level here.

Price

You can override any standard pricing for this variety to this customer.

A large, white, stylized number '6' is centered on the page. The background is a photograph of a sunset over the ocean. The sky is filled with orange and yellow clouds, and the sun is visible on the horizon. The water is dark blue with some whitecaps.

6

CHAPTER SIX

Processes and Blendsheets

Overview

The process is used to record any event that changes the unit value, condition or location of a lot of seed. This includes (but isn't limited to) receiving, conditioning, coating, treating, relocating, repackaging, dumping, and making cost adjustments, regardless of whether the process changed the unit value of the lot. Ordinarily, however, you won't use a process to buy seed from a vendor (use a purchase invoice instead) or sell seed to a customer (use a sales invoice).

Process Record

You will use the *Process* screen to add new process records, and to examine and edit existing process records.

Select *Seed Inventory Control* → *Process Record*.

Fields on the Process Screen, General Info Tab

The Process screen looks like this:

The screenshot shows the 'General Info' tab of the Process screen. The top section contains several input fields for process details:

- Process #: 1158
- Date: 11/06/2014
- SO #: [empty]
- Density Grd: [empty]
- Finish: [empty]
- Start Date: [empty]
- Ship To: [empty]
- Sizing: [empty]
- Priming: [empty]
- ProcType: [empty]
- Finish Date: [empty]
- Ship Via: [empty]
- Coat Type: [empty]
- Treatment: [empty]
- Name #: [empty]
- Ship Date: [empty]
- Pack: [empty]
- Coated Sz: [empty]
- Fumigation: [empty]
- Descriptn: [empty]
- Pull Qty: [empty]
- Coat Code: [empty]
- Status: [empty]

Below these fields are two tables:

From Inventory	Quantity	Pack	Location	Unit Cost	DrGL	CrGL	Code

To Inventory	Quantity	Pack	Location	Unit Cost	DrGL	CrGL	Code	PO	%

At the bottom, there is a 'Comments' field, an 'Add:' button, and a footer area with 'Add/Change Process', 'Sunborne Seeds, Inc', and '11/06/2014 10:53:26am US Dollar'.

Process screen, General Info tab

Process

Pilot provides a unique sequential number for this process. You may change it to any other number which has not already been used for a process. If you enter a number which has been used, that process is retrieved for editing.

Date

This is the date on which the transaction for this process is recorded.

Process Type

Enter codes in any appropriate combination to indicate the process(es) being performed by this process record:

Processes:

0 - blend (you can't use this code - use the *Blendsheet* screen instead)

1 - clean

2 - coat

3 - cut

4 - de-worm

5 - dump

6 - receive

7 - re-locate

8 - re-pack

9 - sample

A - size

B - mix (you can't use this code - use the *Blendsheet* screen instead)

C - return

D - re-clean

E - adjust quantity

F - market cost adjustment

G - indirt/in process

H - condition

I - treat

K - spread FROM costs to all TO lines

S - don't adjust quantity on hand

T - don't adjust general ledger costs

U - don't adjust purchase contract

V - other

X - cross/hybrid

LBL - label

OUT - outbound

PRI - priming

SHP - shipping order

Cost adjustments:

L - adjust acquisition price

M - adjust contract

N - adjust freight in

O - adjust milling

J - treating/coating

HND - handling

MCA - market cost adjustment

PKG - packaging

ROY - royalties

TST - testing

P - adjust direct production

Q - adjust production overhead

R - other adjustments

These codes affect all lines on this process record unless overridden by a line code (see below).

The processes are used to compose the process description. The cost adjustments cause an adjustment to cost in the lot record (the various cost category fields). Flag R (other adjustments) affects the *Adjustments* field in the lot record, and the contents of the *Description* field will be put into the *Adjustments Description* field of the lot record.

Note: The Market Cost Adjustment code (F) adjusts the cost of the current lot quantity by default. It doesn't change the quantity. Use the TO lines only. Enter the cost adjustment amount, not the desired result. For example, if the current cost is \$5.00 and you want to reduce the cost to zero, enter -5.00 (minus five dollars).

Name ID

You may associate this process with either a vendor or a customer by entering their name ID number here.

Description

A description will usually be provided based on the flag entered in the *Process* field. You may edit this field.

Document #

If the process involves a document (receiving ticket, weight ticket, etc.), enter its number here.

Start Date

The expected starting date of this process.

Finish Date

The expected finish date of this process.

Ship Date

The expected shipping date of the inventory on this process.

SO #

If this process is associated with a sales order, enter the SO number.

Ship To

The name ID number of the ship to location.

Ship Via

The intended method of shipping.

Pack

The pack size or packaging required for this process.

Pull Quantity

If a lot sample should be reserved for testing, enter the sample size.

Density Grade

If this process includes density grading, enter the instructions or results here.

Sizing

If this process includes sizing, enter the instructions or results here.

Coat Type/Coated Size/Coating Code/Finish/Priming

Use these fields if this process included coating, pelleting or priming.

Treatment

Enter the required treatment.

Fumigation

Enter the fumigation instructions.

Status

Usually you won't change this field. Enter codes in any appropriate combination:

- 0 - void
- 1 - completed
- 2 - altered
- 3 - not completed (commit inventory)
- 4 - don't commit inventory
- 5 - template
- 6 - printed
- 7 - palletized
- 8 - paid
- 9 - use GAP (germ after pelleting)
- A - ignore error on Cost Analysis and Correction report
- B - bill of materials (blendsheet)
- C - indirt receiver
- D - omit from position reports
- E - post cleaning charges to G/L

The From Inventory Lines

The FROM item lines are used to reduce the quantity on hand of a lot, indicating that you are taking units FROM (out of) a lot. If this process only ADDS to one or more lots (example: receiving), leave all FROM item lines blank and use only the TO item lines.

From Inventory

Enter the Variety [dot] Lot number.

UM

The unit of measure for this line. If you leave it blank, pounds are assumed.

- L - pound
- K - kilogram
- G - gram
- O - ounce
- S - per seed
- M - per 1,000 seeds
- X - per 10,000 seeds
- C - per 100,000 seeds
- Z - per 1,000,000 seeds
- U - alternate unit of measure for this lot
- A - per acre
- H - per hectare
- B - bushel
- E – each

Quantity

Enter the number of units to take from (reduce) this lot.

How Packed

Enter a packaging size and style.

For example: 50 L bag

Location

An optional location

For example: Florida

Unit Cost

This field shows you the actual unit cost applied to this process.

DR G/L

Pilot usually fills this field by default with the inventory shrinkage account from the System Defaults record.

CR G/L

Pilot usually fills this field by default from the lot or variety record. Enter the inventory G/L account number.

The To Inventory Lines

The TO item lines are used to increase the quantity on hand of a lot, indicating that you are adding units TO a lot. If this process only REDUCES to one or more lots (example: dumping), leave all TO item lines blank.

To Inventory

Enter the Variety [dot] Lot number.

UM

The unit of measure for this line. If you leave it blank, pounds are assumed.

- L - pound
- K - kilogram
- G - gram
- O - ounce
- S - per seed
- M - per 1,000 seeds
- X - per 10,000 seeds
- C - per 100,000 seeds
- Z - per 1,000,000 seeds
- U - alternate unit of measure for this lot
- A - per acre
- H - per hectare
- B - bushel
- E - each

Quantity

Enter the number of units to add to (increase) this lot.

How Packed

Enter a packaging size and style.

For example: 50 L bag

Location

An optional location

For example: Florida

Unit Cost

This is the per unit cost of this lot at the specified unit of measure.

CD

This is the code field for cost adjustments for this line only. If cost adjustments were specified in the *Process* field, they will be combined with any value you put in the *Cd* field

ON THIS LINE ONLY. The available flags are:

L - adjust acquisition price

M - adjust contract

N - adjust freight in

O - adjust milling

J - treating/coating

HND - handling

MCA - market cost adjustment

PKG - packaging

ROY - royalties

TST - testing

P - adjust direct production

Q - adjust production overhead

R - other adjustments

S - don't adjust quantity on hand

- T - don't adjust general ledger costs
- F - market cost adjustment
- K - spread FROM costs to all TO lines
- ALC - adjust lot cost (use to override T in Process Type)

PO

To post this process (as a receipt) against a grower contract (a purchase order), enter the order number here. This process will relieve the order just as a purchase invoice would.

DR G/L

Pilot usually fills this field by default from the lot or variety record. Enter the inventory G/L account number.

CR G/L

Pilot usually fills this field by default with the inventory shrinkage account from the System Defaults record.

%

If this process represents cleaning or conditioning, enter the percent completed by this line.

Comments

Enter as many lines of comments concerning this process record as you want. Each line may be as long as you want.

Filing the Process Record

When all fields are filled like you want, click  or press [F10] to file the process record into the database.

As the process record is filing, all variety and lot records are updated, and the general ledger is updated. Usually a general journal entry (with the same number as the process) is created to record the transfer and revaluation (if any) of the inventory.

In a moment, the screen clears and you may add another process record.

Blendsheet

The blendsheet is a form of the process record which is used to record blends and mixes.

Pilot considers a blend to be a combination of two or more lots from the same variety, usually blended to achieve a desired germ or reduce a noxious weed to an acceptable level. A mix is a combination of lots from two or more varieties, most commonly used in the grass, wildflower and reclamation industries. Generally in this chapter, we will use the term blend to describe either a blend or a mix.

Blends always contain two or more component lots. There is no maximum limit. Blends may also include lines for packaging, mix fees, treatments, etc.

The blend usually results in a unique blend lot which is not one of the component lots. The blend may also result in more than one blend lot, usually because of different packaging or treatment.

Unique blendsheets can be created for each new blend, or you may select from an existing template (recipe) which has been blended before. The templates are stored and referenced by name.

As you build a blend, you may select quantities either by weight (or units), or by percent composition. As you select new lots and adjust quantities, Pilot updates the resulting totals, including total quantity, germ, purity and unit cost.

At the time you save the blendsheet, you may not be ready to actually compose the blend, so you can optionally save the blendsheet in an incompleted status (with or without lots), which commits the inventory, but does not relieve it. Later, when you physically complete the blend, just flag the blendsheet as completed (all varieties will require a lot) and refile it, which will relieve the committed inventory.

Blendsheets may contain non-seed items, like blend fees or other labor, packaging, treatment, tests, etc. These varieties must be coded NSD (non-seed).

You will use the *Blendsheet* screen to add new process records, and to examine and edit existing process records.

Select *Seed Inventory Control* → *Blend Sheet*.

Fields on the Blendsheet Screen, Blend Sheet Tab

The *Blend Sheet* screen looks like this:

The screenshot shows the 'Blend Sheet' tab in the Sunborne Seeds, Inc. software. The interface includes a menu bar at the top with options like 'File', 'Edit', 'Print', 'Options', 'Product Support', and 'Help'. Below the menu is a toolbar with function keys (F1-F10, SC10, AF1) and buttons for 'Calc Pkng', 'Blend Sheet', 'Tagging Info', and 'Time To Complete'. The main area contains several input fields for blend details:

- Blend #: 1158
- Mix/Blend: B
- Started: 11/06/2014
- Completed: 11/06/2014
- SO #: [empty]
- Cust ID: [empty]
- State: [empty]
- Region: [empty]
- Ship Date: [empty]
- Documnt #: [empty]
- Acres: [empty]
- Dump Lbs: [empty]
- Palletize: N
- Coat Type: [empty]
- Coat Size: [empty]
- Treating: [empty]
- Quality: [empty]
- BoM: [empty]
- Status: [empty]
- Lock%: [checkbox]

Below the input fields are two tables:

Blend Components										
	RS	Quantity	UM	Pack	Location	Unit Cost	Germ%	Pure%	Cmp%	

Blended Lots										
	RS	Quantity	UM	Pack	Location	Unit Cost	Germ%	Pure%	Cmp%	

At the bottom, there is a 'Comments:' field, an 'Add:' button, and a footer area with 'Add/Change Blend', 'Sunborne Seeds, Inc', and '11/06/2014 05:33pm US Dollar'.

Blendsheet screen, General Info tab

Blend

Pilot usually assigns a unique document number to the blendsheet, which you may change.

Mix/Blend

Use [M]ix or [B]lend.

Note: A mix is multiple species or varieties, a blend is multiple lots of the same variety.

Started

The date on which this blendsheet was created.

Completed

The date on which this blend was completed.

Blend Name

You may assign a name to a blend, creating a template or recipe which can then be recalled for later reuse just by entering its name. You must also set Status to 5 - template. The name you select must be unique, although a blend and a mix may have the same name.

A directory of named blends or mixes is available by pressing *. If you are blending (Mix/Blend is B), only blend names will display. If you are mixing (Mix/Blend is M), only mix names will display.

Sales Order #

If this blend is being made for a specific sales order, enter its number here.

Customer ID

If this blend is being made for a specific customer enter that customer's name ID number here.

State/Region

The state and region or sales territory where this blend is expected to be sold.

Ship Date

The date on which this blend should be shipped to the customer.

Document #

If the blend involves a document (receiving ticket, weight ticket, etc.), enter its number here.

Acres

If you've composed a per acre mix (quantities are for one acre), you may use this field to multiply the mix quantities for the total number of acres.

Dump Pounds

If you know the capacity of the mixer to be used for this blend, enter it here. This value will be used to compute the quantity of each lot to be blended in each dump, and will print on the blendsheet document. The default is 1,000 pounds.

Description

A description will usually be provided based on the flag entered in the *Process* field. You may edit this field.

Palletize

If this blend will be palletized, enter [Y]es.

Coat Type/Coat Size/Treating

If this blend will be coated or treated, enter the coating or treating instructions.

Quality

If this blend is a specific quality, select from this list:

- Breeder
- Foundation
- Seedstock
- Certified
- Uncertified
- Registered
- Sod

Bill of Materials

If you are composing this blendsheet from a bill of materials (instead of a template), enter the BoM number here. The BoM quantities will be depleted by this blendsheet. A directory is available.

Status

Maintained by Pilot. Usually you won't change this field. Enter flags in any appropriate combination:

- 0 - void
- 1 - closed
- 2 - altered
- 3 - not completed - commit inventory

- 4 - don't commit inventory
- 5 - template - show on named blend directory
- 6 - printed
- 7 - palletized
- A - ignore error on Cost Analysis and Corrections report
- B - bill of materials
- D - omit from Position reports

Lock Percentages (this is a box above the Cmp% field)

Ordinarily, the percentages on each line will re-calculate when you change any quantity. If you check this box (lock percentages) by clicking it, all quantities will be re-calculated according to their relative percentages each time you make a quantity change.

The Item Lines, Blend Sheet Tab

A blend or mix always consists of two or more lines in the *FROM* section, and one or more lines in the *TO* section.

The From Inventory Lines

Blend Components

If you specified a named blend, one or more lines in this field are already filled; one variety for a blend, two or more varieties for a mix, but with no lots. To complete the blend, all varieties must include a lot unless they are flagged as non-seed.

PLS

If this line is PLS (pure live seed) instead of bulk, put a checkmark in this column.

Quantity

Enter the quantity of this component lot (or variety) to include according to the unit of measure.

UM

The unit of measure for this line. If you leave it blank, pounds are assumed.

- L - pound
- K - kilogram
- G - gram
- O - ounce
- S - per seed
- M - per 1,000 seeds
- X - per 10,000 seeds
- C - per 100,000 seeds
- Z - per 1,000,000 seeds
- U - alternate unit of measure for this lot
- A - per acre
- H - per hectare
- B - bushel
- E – each

How Packed

Enter a packaging size and style.

For example: 50 L bag

Location

Enter a location.

For example: Florida

Unit Cost

This field shows you the actual unit cost applied to this blend line. You can't change this field.

Germ%

These fields display the germ of each lot selected. You may change this field.

Purity%

These fields display the purity of each lot selected. You may change this field.

Cmp%

This is the percentage composition of this lot or variety in the target blend. If this a named blend, these values should be locked in by default.

The To Inventory Lines

Blended Lots

Only the first line may be used. If you specified a named blend, the variety will be displayed, but you must select a target lot prior to completion.

PLS

If this line is PLS (pure live seed) instead of bulk, put a checkmark in this column.

Quantity

If percentages are locked you may enter the target quantity of the blend to compose.

UM

The unit of measure for this line. If you leave it blank, pounds are assumed.

- L - pound
- K - kilogram
- G - gram
- O - ounce
- S - per seed
- M - per 1,000 seeds
- X - per 10,000 seeds
- C - per 100,000 seeds
- Z - per 1,000,000 seeds
- U - alternate unit of measure for this lot
- A - per acre
- H - per hectare

B - bushel

E – each

How Packed

Enter a packaging size and style.

For example: 50 L bag

Location

Enter a location.

For example: Florida

Unit Cost

This is the per unit cost of this blended lot at the specified unit of measure.

Germ%

This is the target germ which Pilot calculated based on the component lots. You may change this field.

Purity%

This is the target purity which Pilot calculated based on the component lots. You may change this field.

Comp%

This percentage generally calculates to 100%, unless the blend resulted in shrinkage or overage. You may change this field.

Filing the Blendsheet

When all fields are filled like you want, click  or press [F10] to file the blendsheet into the database.

As the blendsheet is filing, all variety and lot records are updated, and the general ledger is updated. Usually a general journal entry (with the same number as the process) is created to record the transfer and revaluation (if any) of the inventory.

In a moment, the screen clears and you may add another blendsheet.

On-Screen Mixes

If you custom blend to spec (as opposed to stock blends), you may choose to blend (or mix) on the sales order or sales invoice instead of the blendsheet. This is convenient if the entire blend is sold to one customer on one order or invoice.

The blending process works the same on either the *Sales Order* screen or the *Sales Invoice* screen:

- The first item line *Variety.Lot* field contains a variety with a status code of OSM. This line (the OSM line) doesn't require a lot.
- The first item line *Quantity Ordered/Quantity Left/Quantity Shipped* fields are blank (Pilot will fill them).
- Starting with line 2, enter the component quantities and lots for the blend.
- Enter any non-seed items (blend fees, packaging, freight, etc.) after all component lines.
- You can make as many mixes on this order/invoice as you want. Just make the next line an OSM line and follow with the components for that mix.
- Finish and file the order or invoice as usual.

When an on-screen invoice is printed, an analysis tag for the blend can optionally be included on the face of the invoice document.



7

CHAPTER SEVEN

Reports

Overview

Pilot Seed Inventory Control includes a full complement of inventory reports which provide up-to-the-moment information on stock-on-hand and activity, commitments, cost and profit margin, testing and performance, vendor and customer balances and activity, and much more.

You will use many of these reports daily to maintain an instantaneous and accurate picture of the health of your business.

Select *Seed Inventory Control* → *Reports*.

Seed Inventory Control includes these specialized reports:

Inventory

- **Inventory List (Fixed and Adjustable)**
Shows quantities on hand at the current date or any prior date. Can also show quality, cost, location, packaging and other information.
- **Inventory Activity**
Shows all (or selected) documents which affected this lot's quantity.
- **Inventory Usage**
Shows all documents which have depleted (used) a lot, including sales and processes (blends and adjustments).
- **Inventory Summary**
- **Cost Analysis and Correction**
Shows inventory activity for all documents within a date range, including the quantity adjustment, the actual document cost per unit, and the calculated or correct cost per unit. If the actual cost doesn't match the correct cost, the report indicates an error for that document line, and allows you (if you have sufficient privilege) to correct the costing error.
- **Find Inventory G/L Errors**
Lists and document which references a lot or variety without referencing an inventory

G/L, or any document which references an inventory G/L without referencing a variety or lot.

- **Lot Lookup Document**
Compose a simple list of selected lots, showing quantity available, location and basic quality.
- **Seed Forecast**
Shows availability by package size, coating type and treatment.
- **Short Position**
Shows how much product you expect to have at the end of the selected year, based on the carryover (beginning balance) into the year, plus that year's receipts (undelivered purchase orders, production and purchases), less that year's budgeted sales, leaving a carryover into next year. The report can optionally include document detail.
- **Long Position**
Shows how much product you expect to have at the end of the selected period (which could be as long as several years), based on the carryover (beginning balance) into the current period, plus that period's activity (receipts, sales and adjustments), leaving a carryover into the first future period. This continues for as many future periods (of the size you select) as you want to display. The report can optionally include document detail.
- **Comprehensive Position**
Similar to the Long Position report, with capabilities for de-composing future period blends, and sales by sector.
- **Warehouse Loading**
Shows you all sales orders which are scheduled to be shipped as of a selected date. You may filter this report by customer(s) or product(s). Only open orders will be selected, and only item lines with a quantity remaining to ship will be considered.
- **Commission Tax**
Computes commission tax on purchases of selected species of seed, for instance, the Fescue Commission.
- **Print Process**
Prints process record(s) or work orders in various adjustable document formats.

- **Process Register**
An adjustable register for process records.
- **I/C Register**
An adjustable register for inventory change records.
- **Blendsheet Register**
An adjustable register for blendsheet (mix/blend) records.
- **Name List**
An adjustable register for name (vendor/customer/employee) records.
- **Print Labels/Tags**
A non-document specific method for printing inventory tags and labels. This function is also available for printing tags from purchase orders, purchase invoices, sales orders, sales invoices, processes and blendsheets.
- **Design Labels/Tags**
This is the tool used to design inventory tags and labels, either for straight seed or seed mixes.

Purchasing

- **Purchase Orders**
Print purchase orders using adjustable document formats.
- **Purchase Order Register**
Shows purchase orders within a date range, filtered by a variety of criteria in varying levels of detail.
- **Purchase Invoices**
Print purchase invoices using adjustable document formats.
- **Purchase Invoice Register**
Shows purchase invoices within a date range, filtered by a variety of criteria in varying levels of detail.
- **Monthly Purchase Orders**
Shows total purchases by month for a one year period, filtered by a variety of criteria in varying levels of detail.
- **Recent Purchases**
Purchase invoice report.

- Purchase Contract Analysis
Shows purchase contracts (purchase orders) in detail, with all associated purchase invoice lines applied to the contract.
- On Hand vs. On Order
- Production Schedule

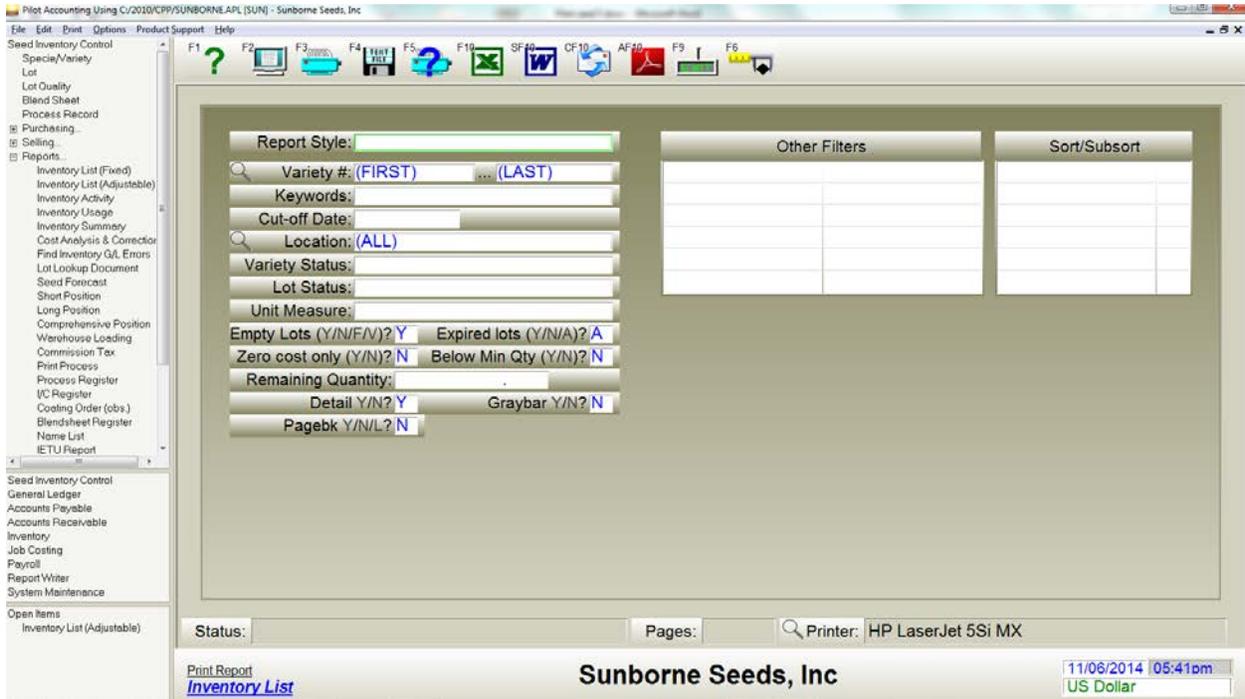
Selling

- Sales Orders/Confirmations
- Sales Order Register
Shows sales orders within a date range, filtered by a variety of criteria in varying levels of detail.
- Sales Invoices
- Sales Invoice Register
Shows sales invoices within a date range, filtered by a variety of criteria in varying levels of detail.
- Sales History
Shows all sales matching a wide selection of criteria.
- Sales History with Blends
Similar to the Sales History report, but de-composes blends into their components (ingredients) for reporting.
- Annual Sales by Month
Shows sales broken out by month with region, salesman, customer and pricing information.
- 3 Year Sales History
Sales by salesperson, by customer, by product for 3 annual periods.
- Year over Year Sales
Sales comparison report.
- A/R Aging by Sale
- Sales Contract Analysis
Shows sales contracts (sales orders) in detail, with all associated sales invoice lines applied to the contract.
- Customer Contracts with Invoices

- Process Records
- Multi-year Sales Estimates

The Report Launch Screen

Most Pilot reports are displayed or printed from a screen similar to this one.



Report Launch screen (typical)

Report launch screens often include data filters (to select a date range, or a particular product class, for example), and formatting options (more or less detail, sorting and totaling controls, etc.).

Some reports are adjustable, which means that you can design as many different named styles or variations of the report as you need. For instance, you may need one inventory report which shows availability by location, another showing quality information, and a third with cost information.

Package Labels/Tags

Pilot contains a label printing system which allows you to design labels in any format and include variety and lot data, text, photographs, graphic elements and barcodes.

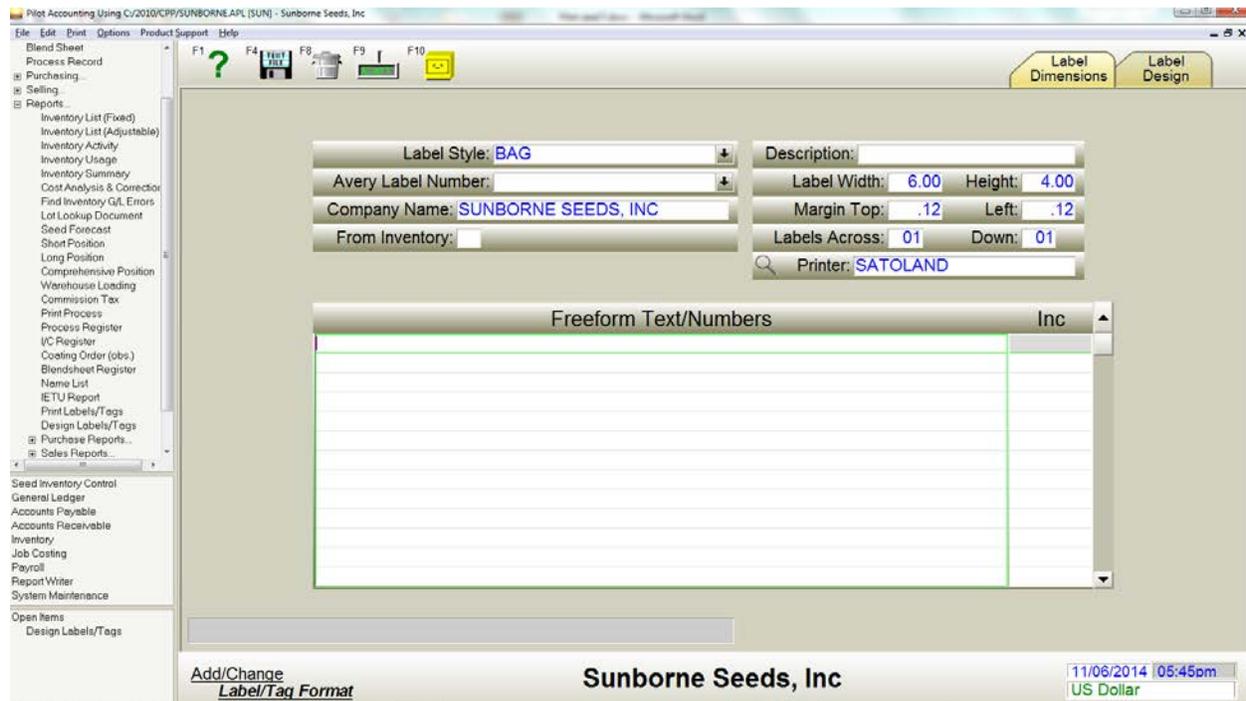
Labels derive their information from lot records, processes or blendsheets, purchase orders or purchase invoices and sales orders or sales invoices. They usually include quality information from the lot record, and could also include photographs or other graphics, logos, barcodes, treatment information, handling and planting information, and much more.

They can be printed on most printers, including thermal label printers, laser and color laser, inkjet and even dot matrix printers, as long as a Windows printer driver is available.

Labels are usually designed to fit on label stock of a particular size and configuration. Many Avery standard label part numbers and dimensions are included as pre-defined label stock types. All of the Avery labels print on 8 1/2 X 11 inch sheets, for laser or inkjet printers. If you are using pinfeed or rollfeed labels, you will define your own label dimensions and spacing. All dimensions are in inches and decimal fractions.

The first step in printing labels is to design or modify a label layout.

The *Design Labels/Tags* screen looks like this:



Design Labels/Tags screen, Label Dimensions tab

Designing a Label Layout

You can design label layouts to suit your needs, modify existing layouts and save them, or print labels and discard the changes without saving. You can start with an existing layout and save it with a new name. You can retrieve and delete label layouts.

When you create and save a label layout, you can specify and store instructions for text position, size, font, orientation, color, borders, graphics, photographs, barcode symbology, label dimension and spacing, Avery part number and freeform text.

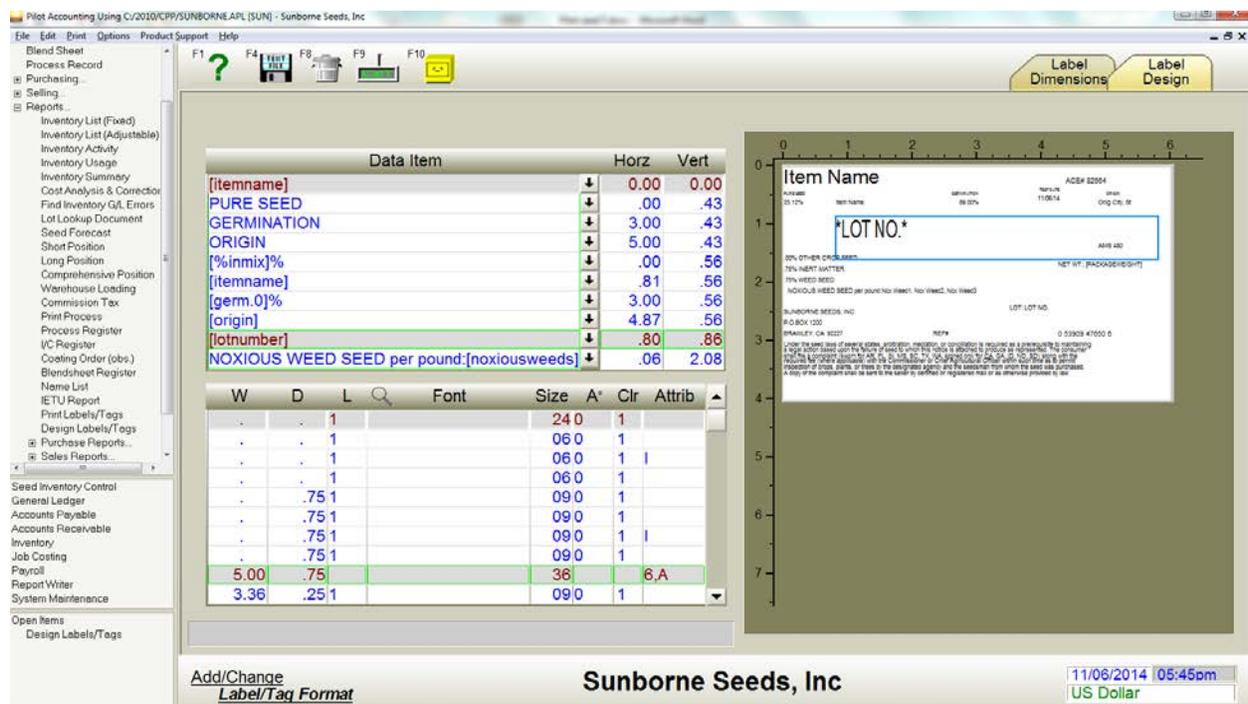
To design a new label layout, start with a blank label screen. To base your new label layout on an existing layout, first select an existing label style, then type a unique Label Style name. Pilot will ask if you want to [R]ename the existing style, or [C]reate a new style. Press C and begin editing.

To modify an existing label layout, select a label style, but don't change the name.

Choose a size in inches for label width and depth. If you are using an Avery or similar label sheet, click the listbox button in the *Avery Label Number* field for a list of supported Avery catalog numbers and dimensions. If your label is not among those listed, type the dimensions manually into the *Label Width* and *Height*, *Margin Top* and *Left*, and *Labels Across* and *Down* fields.

If freeform text or numbers will print on your label, you can enter it now and it will be stored with the layout. Freeform text is intended to be changed with each label print run. You will also type literal text as part of the layout on the Label Layout screen, but that text does not change from one printing to the next.

To begin designing the label itself, click on the *Label Design* tab. The *Label Design* screen looks like this:



Design Labels/Tags screen, Label Design tab

You will design the label visually, by selecting elements to build the label and seeing the elements on the screen as you adjust them. Each text item, photograph, barcode or border is a

separate element with its own characteristics, and your label can have as many elements as necessary to construct the label.

It should be noted that only one label layout is used to print a label sheet, even if the sheet has many rows and columns of labels; you won't design a label layout for each position on the sheet.

On the left side of the *Label Layout* screen is a scrolling data area. Each line of this area defines one data element of the label. On the right side of the screen is a pictorial representation of the label as you design it.

Generally, each data element has its own dimensions and is displayed independently of the other elements. When the cursor is positioned on an element line (on the left side of the screen), the corresponding element on the label will blink. You can place the cursor on any of the dimension or coordinate fields (*X*, *Y*, *W*, *D*, *L*, *A*) and press the + (plus) or - (minus) keys to increment or decrement the value in the field. The label display will change as you change the data element fields.

If a block of several lines of text should print, enter the number of lines in the *L* field. In this case, the *W* (width) and *D* (depth) fields define the dimensions of the entire block. The text will be word-wrapped to fit the block.

You may use any combination of fonts on your label. Truetype fonts are the most flexible (they are indicated with a TT symbol in the font directory). They may be scaled to any point size, and most can be rotated to any angle.

The *Size* field sets the point size of the font for this line. A 72 point font is about 1 inch high. The on-screen representation of font point size is not as accurate as the printed size, in both height and width.

The *Data Item* field determines what will print, for most data elements. The *Data Item* may specify a field from a record, such as [INVENTORYNUMBER], a graphic item, such as [PHOTO(1)], literal text, such as Description:, or a combination.

The *Attribute* field applies a modification or visual treatment to the element. For instance, text or numeric data will be printed as a barcode when the correct attribute is applied. The border attributes require only dimensions and no data.

Photographs and Graphics

Graphic or photo files can be used on your labels in one of two ways. You can store them in your inventory records (up to 14 photos per inventory variety) and use the Data Item keyword [PHOTO] or [PHOTO(n)]. When you use the form [PHOTO], the first photograph in that inventory record is printed. When you use the form [PHOTO(n)], the nth photograph is printed. Replace the n with a number, such as [PHOTO(2)] (the second photo).

Or, you can type the name (the full pathname, if necessary) of the graphic file in the *Data Item* field and specify an attribute of Bitmap graphic in the *Attribute* field. This will cause the same graphic to print on every label. This is the recommended method for printing a company logo.

In either case, the file format of the graphic may be any of the common types, such as BMP, JPEG, PNG, TIF, PCX, etc., with the exception of GIF, which must be licensed through Unisys®. Photos may be scanned, and most scanner software can store images in any desired format. JPEG is recommended as the most efficient compressed format. Scan fairly large pictures at about 100 to 150 pixels per inch for the best resolution and reasonable file size.

The *W* (width) and *D* (depth) fields on the line determine the printed size of the graphic. If you specify both the width and depth, the aspect ratio, or proportions of the graphic may be distorted, while the dimensions will be exactly as you set them. To maintain the aspect ratio, leave one of the dimensions blank.

Barcodes

Any text or numerals can be printed as barcodes. Select one of the barcode symbologies from the *Attributes* field. There are limitations on the character sets of each barcode symbology. Code 39 is the only symbology that can represent both letters and numbers, but each character is much longer. For international commerce, the EAN symbologies are preferred. The Postnet barcode is for postal zip codes only.

When an attribute of Barcode is selected, the entire data element is printed as a barcode. This means that text, graphics and barcodes can't be mixed on one element line.

Printing Labels

Use the *Print Labels/Tags* screen to print labels. The *Print Labels/Tags* screen looks like this:



Print Labels/Tags screen, Label Setup tab

First, you must select a label style at the *Label Style* field. Do this by clicking on the listbox button in the field and selecting a style name. The style defines everything about the label except the specific data which will print and the inventory records or other documents which will be used to create the labels.

Next, input the lot number and optionally the document type and document ranges in the *Variety.Lot*, *Starting Doc #* and *Ending Doc #* fields.

If you are using label sheets in a laser or inkjet printer and some labels have been used from the first sheet, you must select the position of the first printable label. The top-left position on the

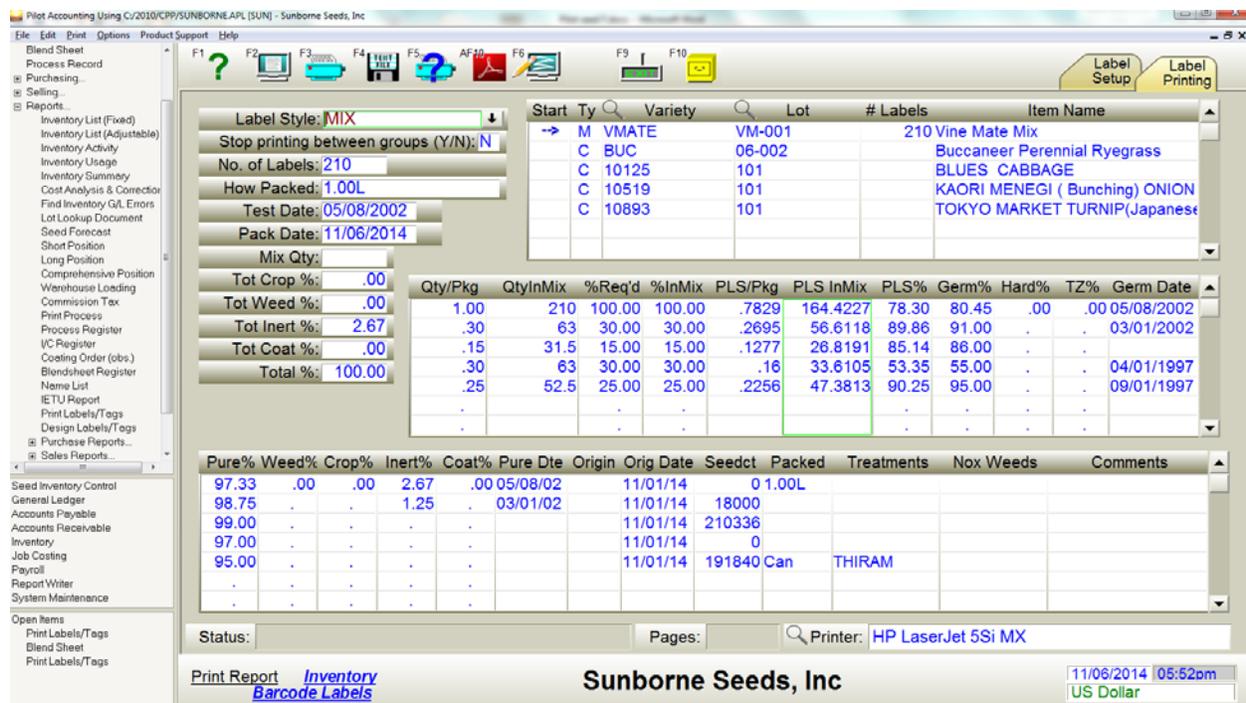
sheet is 1. Click on the [F7-Sheet Layout] button (after you select a label style) for a visual representation of the label positions on the sheet.

Then click the label on which you want to begin printing. Each additional sheet in the print run will automatically begin printing on label #1. Be sure to load partly-used label sheets into your printer with the used portion at the top.

Next, click on the *Label Printing* tab.

Hint: If you print labels from a document (i.e. using HotPrint from a blendsheet) the Label Setup tab is pre-filled for you and the screen starts on the Label Printing tab.

The Label Printing tab looks like this:



Print Labels/Tags screen, Label Printing tab

Make sure the Label Style is correct. The number of labels to print may be set or changed on each straight seed or mix line (line type of S or M), or you can use the *Number of Labels* field on the left.

Other information on the lines (quality, for example) can be changed before the labels are printed.

You can move the line indicator (in the *Start* column) to any straight seed or mix line (not component lines) to print the labels on that line.

If the *Stop printing between groups* field is set to Yes, printing stops when that line's labels are printed. This is useful if you need to change label styles for different lines. Otherwise, printing continues until all lines are printed.

Besides taking data from inventory records, orders and invoices, labels may include freeform text and incrementing numbers which you type in the *Freeform Text/Numbers* field (on the *Label Setup* tab). If a number should increment for each label printed, type a 1 in the *Inc* field. If several labels should print before the number is incremented, type the number of duplicate labels into the *Inc* field.

When you have filled the appropriate fields and selected the label printer, you are ready to

print the labels. You can preview the labels on the screen by clicking  or pressing [F2],

or print the labels by clicking  or pressing [F3]. Do not redirect labels from the preview screen directly to the printer, as the screen representation of the label is not accurate enough to print satisfactorily.

You may also save the label job by clicking  or pressing [F10]. A unique label job ID number is assigned, and all information on both tabs is saved for printing (or re-printing) the labels at a later date.

A large, white, stylized number '8' is centered on the page. The background is a sunset over the ocean, with the sun low on the horizon, casting a golden glow across the sky and reflecting on the water. The sky is filled with soft, orange and yellow clouds. The ocean is dark blue with gentle waves.

8

CHAPTER EIGHT

Maintenance and Diagnostics

Overview

Despite best practices, inventories get out of adjustment. The purpose of this chapter is to provide simple, understandable strategies for making adjustments, and finding and correcting errors.

Note: Pilot includes other utilities and diagnostics which help maintain the health of your database and accounting system. These are described in another part of the instruction manual.

The goal of the inventory control team is:

- Make sure the inventory quantities in Pilot match the quantities in the warehouse.
- Make sure all costs (those on each document and those on each lot) are accurate.
- Make sure the total value of the inventory matches the general ledger.

This chapter addresses two types of inventory errors; quantity errors and costing errors.

Quantity errors occur for a variety of reasons:

- Programming errors
- Data entry errors
- Unit of measure conversion errors (i.e. inaccurate seedcount or sold 5M, shipped 5 cans of 15M each)
- Inventory shrinkage (i.e. loss, theft, careless control over samples, etc.)
- Shipping errors (shipped wrong variety or lot)
- Inadequate warehouse controls or controls between warehouse and accounting (poor control over shipping, product returns and adjustments, etc.)

Quantity errors are identified either by a physical count of the inventory, or by the inability to fulfill an order. In most cases, Pilot can't correct a quantity error, it can only report the quantity it thinks you had at any specified date. It's up to you, then, to physically count your inventory from time to time.

Costing errors also occur for a variety of reasons:

- Programming errors

- Data entry errors
- Inventory is received and then sold, without any cost being assigned
- Inventory is sold before the actual receipt
- Incidental or third-party costs, such as freight or tests, aren't properly assigned
- Multiple purchases, at different costs, are received into the same lot at the same cost

Some costing errors are obvious - a cost of zero is usually wrong - but many others are more subtle and difficult to detect.

One such example is the lot whose cost changes (maybe several times) over its life, because of multiple receipts at different costs, or treatments, market cost adjustments, etc. All the while, you're selling product from this lot, and each sales invoice should have a cost that reflects the cost of that lot on the date of the sale. But since the cost of the lot is different today, how can you tell if the sales invoice from 3 months ago has the right cost? And if you discovered that it was wrong, how would you fix it?

We'll address these issues later in this chapter.

Ideally, your current inventory value (all units times their unit cost) should equal your current general ledger inventory balance. As you might expect, they seldom balance precisely, and here are some reasons why:

- Document costing errors (if you could fix all of these, that would help - we'll show you how)
- Adjustments to your inventory G/L account balance without a corresponding quantity adjustment to a lot (usually done by an uninformed accountant)
- Documents (purchases, sales, processes, etc.) which should have been posted to your inventory G/L account but were misposted somewhere else.
- Rounding errors (unavoidable in some cases, usually too small to notice)

If you eliminate these errors, your inventory value will closely match your general ledger.

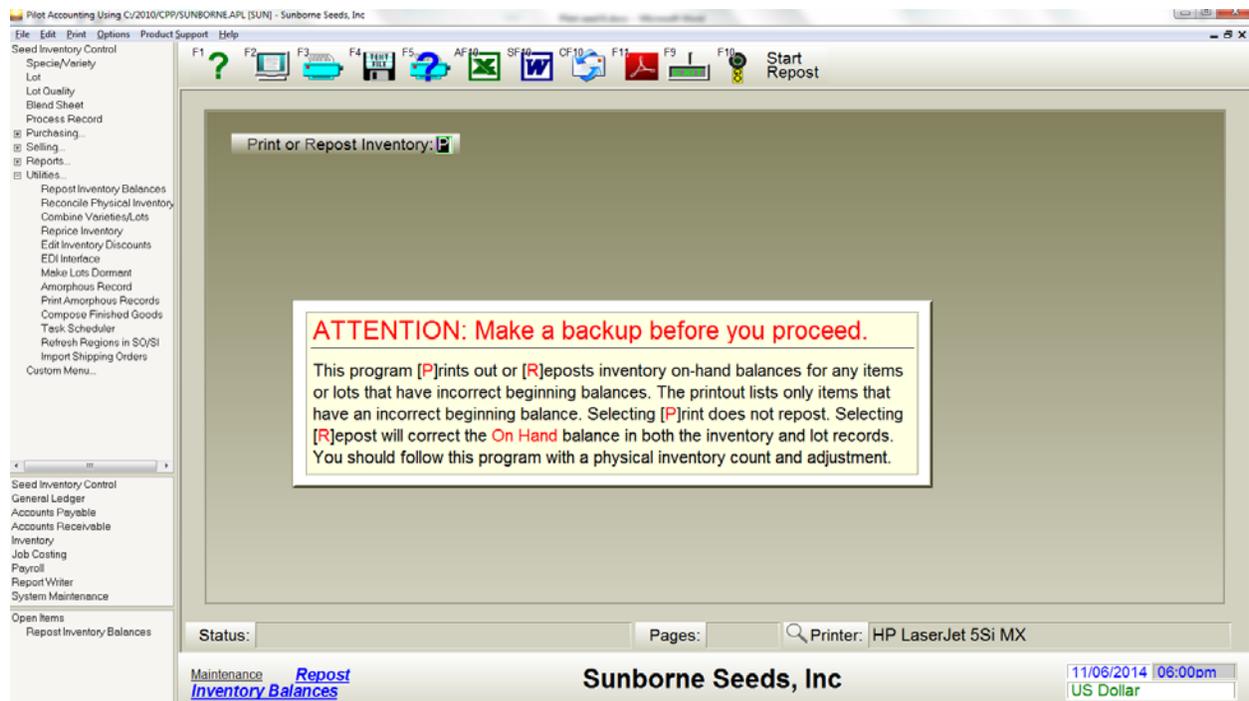
Finding and Fixing the Errors

Just identifying the errors is a good start, and may help you avoid the same errors in the future. Several reports and diagnostic routines are available to help you.

Before using any tool which could change your database, make a backup.

Repost Inventory Balances

The first diagnostic routine you should run is *Repost Inventory Balances*, found on the *Seed Inventory Control* → *Utilities* menu. Its screen looks like this:



Repost Inventory Balances screen

Repost Inventory Balances can be run in either Print or Repost mode. Reposting changes your data, so run the diagnostic in Print mode first. Press [F2] to display the report.

This diagnostic starts with the current onhand quantity in each variety and lot, and backs out all activity. The remaining quantity should always be zero, and if it isn't, Repost Inventory Balances will report it.

If Repost Inventory Balances reports errors, you can then run it again in Repost mode (press [F10] to begin). All reported errors will then be corrected.

Repost Inventory Balances can't correct costing errors, or balance your computer quantities to your physical (warehouse) quantities. It can only assure that the total of all activity sums to the current onhand quantities.

Adjust Physical Inventory

To make your computer inventory quantities match your warehouse quantities, use *Reconcile Physical Inventory* to first print an inventory count worksheet, and again to adjust each quantity which doesn't match.

Note: Repost Inventory Balances should always be run before using the Reconcile Physical Inventory program.

Select the *Reconcile Physical Inventory* screen from the *Seed Inventory Control* → *Utilities* menu.

The *Reconcile Physical Inventory* screen looks like this:

Reconcile Physical Inventory screen

To print the worksheet, put today's date in the *Inventory Count Date* field. If you're only counting a range or one location of your inventory, set these fields appropriately. Then print the worksheet.

When all current actual quantities have been counted and entered onto the worksheet, run *Reconcile Physical Inventory* again. Make sure *Inventory Count Date* and *Adjusting Entry Date* match the date of the worksheet. Set any other filters you want, and make sure the *Inventory Transfer Entry #*, *Inventory G/L #* and *Shrinkage G/L #* fields are filled.

Press [F10] to display the data entry screen, which looks like this:

Variety	Description	On Hand	Physical	UM	How Packaged	Lot Number
10000	CERTIFICATE OF ORIGIN,	0		E		
10001	DOCUMENTATION & HANDLI	0		E		
10003	FREIGHT,	0		E		
10008	ALFALFA, CUFF 101	50		L	25Lb Bag	101
10008	ALFALFA, CUFF 101	-100		L	25Lb Bag	102
10008	ALFALFA, CUFF 101	-400		L		103
10008	ALFALFA, CUFF 101	0		L		105
10009	AMARANTH, BURGUNDY	-990		L		101
10009	AMARANTH, BURGUNDY	5		L	250M	101
10009	AMARANTH, BURGUNDY	-995		L	5Lb Bag	101
10009	AMARANTH, BURGUNDY	0		K		45DPC
10010	AMARANTH, GREEN (Hinchoy	-45.1		L	Bag	101
10011	AMARANTH, RED LEAF	18.7278		K	Bag	101
10011	AMARANTH, RED LEAF	-2.5		K		102
10012	AMARANTH, TRICOLOR SPL	185.4623		L		1234A
10012	AMARANTH, TRICOLOR SPL	200.4623		L		1234A
10012	AMARANTH, TRICOLOR SPL	-15		L	10Lb Bag	1234A
10012	AMARANTH, TRICOLOR SPL	45		L		AM1
10013	ANISE, ANISE	1		L	2Lb Bag	101
10014	ARTICHOKE , EMERALD (PVE	5,000		L	5Lb Can	05-01234A
10014	ARTICHOKE , EMERALD (PVE	-0.15		L		101
10015	ARTICHOKE , GREEN GLOBE	-5,000.5		L	5Lb Bag:PALLET 10	101
10016	ARTICHOKE, IMPERIAL STAR	-3.3		L		101
10017	ARUGULA, ARUGULA	109.9		L	50Lb Bag	101
10017	ARUGULA, ARUGULA	-35		L	25Lb Pail	102

Physical Inventory Adjustments screen

If the *On Hand* value for any lot (or variety for non-seed items) doesn't match the *Physical* value, type the correct *Physical* value from the worksheet. Make sure the *UM* and *How Packaged* fields are correct for the quantity you enter. If the *Physical* value is already correct, just press [Enter] or [Down-Arrow] to move to the next line.



When all lines are correct, click  or press [F10] to file the adjustments.

When the *Reconcile Physical Inventory* program makes a quantity adjustment to a lot, it adjusts the inventory and shrinkage G/L accounts by the current lot cost. Obviously, if the lot cost is incorrect, the G/L adjustment will also be incorrect.

At this point, the quantities of your inventory should be correct. The next step is finding and fixing costing errors.

Cost Analysis Report

This report analyzes all activity for a lot, variety, range of inventory or all inventory, and attempts to determine what the unit cost should have been on the date on which the activity occurred. If you have sufficient privilege, *Cost Analysis* also allows you to correct costing errors in each document and in the lot itself.

The Cost Analysis report must make some assumptions about the costs it finds. Primarily, it can't know whether the purchase cost was correct. For instance, if you purchased seed for \$50.00 per pound and recorded the purchase invoice as \$5.00 per pound, the *Cost Analysis* report can only assume that \$5.00 must be right. Everything else it reports about that lot will be based on (an incorrect) \$5.00 purchase cost. It's up to you to check the results of this report carefully.

Once the *Cost Analysis* report establishes a beginning receipt cost for a lot, it proceeds through the activity in chronological order, verifying that sales and other uses of the lot match the receipt cost. If more receipts occur, their costs are averaged into the running cost, as are any cost adjustments that are encountered.

When all activity has been analyzed, the ending cost should equal the current lot cost.

Select the *Cost Analysis* report from the *Seed Inventory Control* → *Reports* menu. The launch screen looks like this:



Cost Analysis screen

First, find the documents Pilot thinks have a costing error. To do this, set *Errors Only* to Y. If you think 3% Variance (tolerance for error) is too much, make it less. Leave the other fields alone. Print the report to paper, so you can reference it later. If you've never corrected your costing errors before, this could be a long report.

Running the report with *Errors Only* set to Y won't print every document line, only those Pilot thinks are wrong.

With the printout in hand, run the *Cost Analysis* report again, and enter the first lot that reported an error into the *Variety.Lot #* field. Change the *Variance* if you want, and make sure *Errors Only* is set to N. Press [F2] to display the report on the screen.

You'll see something like this:

Pilot Accounting Using C:\2010\CPP\SUNBORNE\APL (SUN) - Sunborne Seeds, Inc.

File Edit Print Options Product Support Help

Process Record
Purchasing...
Selling...
Reports...
Inventory List (Fixed)
Inventory List (Adjustable)
Inventory Activity
Inventory Usage
Inventory Summary
Cost Analysis & Correction
Find Inventory G/L Errors
Lot Lookup Document
Seed Forecast
Short Position
Long Position
Comprehensive Position
Warehouse Loading
Commission Tax
Print Process
Process Register
VC Register
Coating Order (obs.)
Blendsheet Register
Name List
IETU Report
Print Labels/Tags
Design Labels/Tags
Purchase Reports...
Sales Reports...
Utilities...
Seed Inventory Control
General Ledger
Accounts Payable
Accounts Receivable
Inventory
Job Costing
Payroll
Report Writer
System Maintenance
Open Items
Cost Analysis & Correction

Document # Date Name Quantity UM Run Qty Document Cost Correct Cost

Sunborne Seeds, Inc
Printed on: 11/06/2014
Page: 1

For Variety: 10094 - BEET, RED ACE F1
For Lot: 102

Document #	Date	Name	Quantity	UM	Run Qty	Docmt Cost	Corct Cost
BEET, RED ACE F1, 10094-102							
PI 95857	01/19/98	Sybart Seed Inc	2,156.9378	L	2,156.9378	1.4864	1.4864
SI 13877	01/21/98	Bostonian Farms	-2,156.9378	L	0.0000	1.3501	1.4864*
			0.0000	L		293.9906	0.0000*
Note: This lots quantity is zero but it still has costs.							
Grand Totals:			0.00			293.99	0.00

Status: Page 1 Pages: 1 Printer: HP LaserJet 5Si MX

Maintenance
Cost Analysis

Sunborne Seeds, Inc

11/06/2014 10:08pm
US Dollar

Cost Analysis Report screen

If Pilot thinks a document has a costing error, it denotes that document line with an asterisk on the right side of the page. In our example, most of the activity is apparently correct. Only the second line has an error. Let's see why.

The first line is a purchase. As noted earlier, Pilot assumes that any receipts of seed (purchases, processes and blends, or any positive adjustments) are correct. Apparently we bought this lot at \$1.4864 per pound.

The second line is a sale. Notice that its document cost is \$1.3501. This may have occurred if the sale was entered before the purchase, or if additional costs were added to the lot after the sale.

We can see the result of this error at the bottom of the report; the difference between the *Document Cost* and *Correct Cost* columns is \$293.99. This means that our inventory value is off from our inventory G/L account by \$293.99 for this lot alone. Our goal is to get the values in each column to match.

To correct the costing error, just click on the green dollar amount in the *Correct Cost* column next to the asterisk. Pilot will ask you if you want to change the document cost to \$1.4864. If you click No, you'll be offered the opportunity to enter a different cost. If you click Yes, the document will be corrected, but before you do that, read on.

Fixing this error is pretty easy, but fixing it may have other consequences we'd rather avoid. Specifically, this invoice is several years old, and certainly outside of the current accounting period. Your accountant would probably encourage you to not change any document that would affect a prior period.

Still, these corrections need to be made, so we need a simple way of undoing the undesirable accounting effects of the adjustments. Here's what we recommend:

- Print a trial balance for the end of each closed period up till now.
- Make the corrections. Usually this changes only the inventory, cost of sales and inventory shrinkage G/L account balances. Also note that some lots may show an incorrect lot cost just below the totals line for that lot. That dollar amount is green too, so you can click it and fix it the same way.
- Make a reversing general journal entry for each affected closed period, in order of oldest to newest, correcting the balances that changed, and reverse each entry into the current accounting period. Give the entries a description which indicates that you knew what you were doing. Do you recall we stated earlier that adjusting entries to inventory G/L are one reason why inventory value may not balance with inventory G/L? These entries don't count.
- Find all adjusting journal entries to inventory G/L made by someone who didn't know what they were doing. This would probably be your accountant. If you've corrected every document costing error, these are probably unnecessary now. If you determine that they are not needed, make an adjusting journal entry in the current accounting period to reverse them.

The last obstacle to balancing is that (hopefully) rare occasion when a document affects the quantity in a lot, but the G/L account is misclassified to something other than inventory. These errors are difficult to find, but here is a method which has proven useful:

- Print a *Detailed General Ledger* report for the period in question. Don't select too large a period. Print all journals, with detail, for your inventory account(s).
- Print a *Cost Analysis* report for the same period, all varieties, with *Detail* set to Document. Match and mark off the documents on both reports. This will probably take a while. Check out any documents on the *Cost Analysis* report which don't appear on the *Detailed General Ledger* report.

The first time you go through this procedure, it may seem a bit daunting, but done on a regular schedule (weekly or monthly), it should keep your inventory in accurate shape.