



How To Access *ifac*'s FarmPro (Figured) Program for Profit Monitor Reports

Four part training manual:

1. How to get permission to access FarmPro from a Farmer
2. How to log on
3. How to navigate FarmPro
4. How to use cashflow Report to compile information to complete a Teagasc eProfit Monitor

General Notes:

1. Farmer must be on *ifac* bookkeeper service
2. Farmer must have a valid e-mail address
3. System works best on **Google Chrome**
4. If not signed up to FarmPro already, client needs to contact local office to get access (1,000 dairy farmers on system already)

Service Offering

- FarmPro is a cloud-based software.
- Cost of €69+vat per year (if BOI €49 per year).
 - This is to cover licencing costs of third-party software called Figured. *This will be discussed with farmers by ifac.*
- Real-time reporting – as Bookkeeper inputs information it becomes available to farmer.
- Production and Cashflow reports.
- **NO** inputting of any data by the actual farmer .
 - No downloading, allocating costs etc – farmer just logs in and access reports.

Service Benefits to Teagasc

- Allows farmers with their advisor make better more informed decisions on farm.
- Gives them peace of mind as they track the performance throughout the year (compare to last year's data etc).
- Allows Teagasc Advisor (with client permission) see what's happening financially on farm as it happens rather than waiting to year end.
- Profit Monitor report available in the cloud – their advisor can “drill” down to explore data if needed, **enabling better interaction with their Agri Advisor.**

1. Getting Permission to access a Farmers FarmPro / Figured file

- Check that mutual client is on FarmPro – if NOT refer them to local office or Philip O'Connor on *ifac*'s Farm support team and we will organise them to be set up.
- If the farmer is already on the service, ask mutual client permission to “access the file” – assuming client says yes.
 - Email – farmpro@ifac.ie (CC farmer) requesting access to the farmers FarmPro / Figured file. *Ifac* will need the following information:
 - Client name
 - Client address
 - Client phone number
 - Client email address

(if using an administrator to send email please ensure that the Teagasc Advisor who is to be linked email address is included)

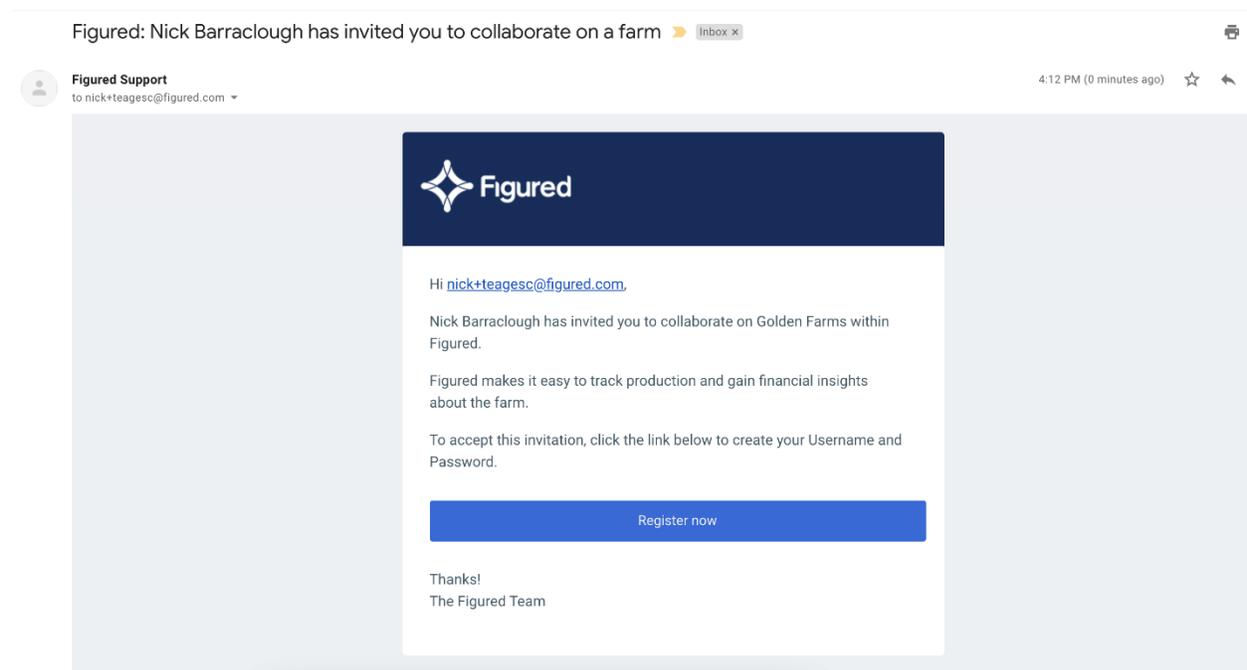
- *Ifac* will check with client that they have granted permission (GDPR) and both your email and client response will be stored on our client file.
- E-mail will be sent to Teagasc Advisor (via Figured) informing you that access has been granted.

Please note – a farmer can revoke access to the account at any time either by logging in themselves or by requesting *ifac* revoke access. Figured also tracks and logs who and when people have logged into a client files so a full audit trail is available.

2. Accept your Figured / FarmPro invitation & create your account

Each Teagasc Advisor will be invited to Figured and will need to follow the instructions to set up their own log in codes (below is a copy of invite email). They will then have access to all clients who have granted permission to that advisor.

When you are "Invited" onto your first farm you will receive the following email. Click on "register now" and follow instructions (see below).



The registration form for Figured includes the following fields and options:

- Name:** A text input field.
- Email:** A text input field.
- Password:** A text input field with a visibility toggle (eye icon).
- Role:** A dropdown menu with the placeholder text "Select your role".
- Timezone:** A dropdown menu with the placeholder text "Select your timezone".
- Agreement:** A checkbox labeled "I agree to the Terms of Use".
- Register:** A prominent green button at the bottom.

A short registration process will need to be completed once by each advisor (see screen shot to left). The email address & password you set will be your key for accessing your farmer's data.

If you forget this password, you can get it reset.

You are now ready see your clients FarmPro / Figured file.

Please note: If you have more than one farmer you will have a "list" of clients to choose from.

You should now be registered with figured and when you enter the platform the clients that you have been granted access to will now be available. Click on the name of the farm.

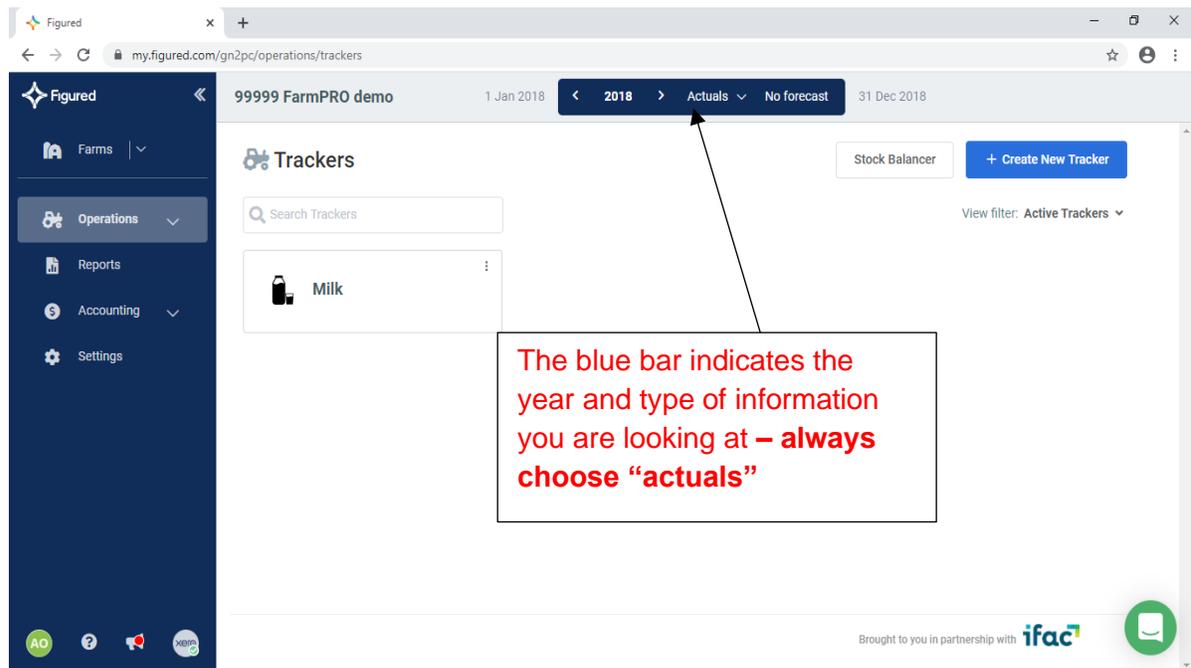
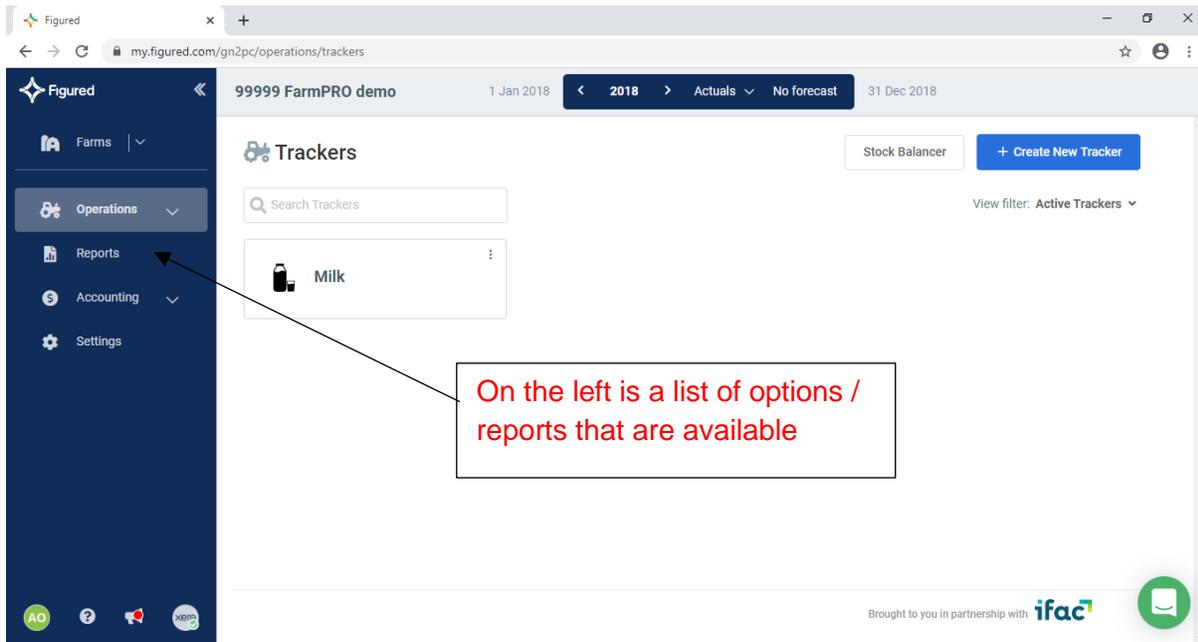
The screenshot shows the 'Farms' page in the Figured interface. At the top, it says "Hello Nick, you last logged into Golden Farms 4 months ago." Below this is a search bar and two buttons: "+ Create a Group" and "+ Create a Farm". A table lists the available farms:

Name	Access	Last Opened	Plan	Demo	Billing
Golden Farms	Personal	02:32 / July 2020 by Nick Barraclough	Financial Farmer (Inactive)		nick@barraclough.nz

Below the table, there is a pagination control showing "1 - 1 of 1 items" and "25" items per page. A callout box with a red border and red text points to the "Golden Farms" entry in the table, containing the instruction: "Click on the farm you wish to access". At the bottom of the page, there is a "Create Demo Farm" button and a chat icon in the bottom right corner.

3. Navigating FarmPro / Figured

1. When you have Logged into the actual farm a simple dash board like this will appear in front of you.



Reports is the section where all main accounts information is stored:

FarmPro has a range of reports available to you, with some of your livestock, milk, and financial data. This includes:

Financial Reports

- [Profit & Loss](#)
- [Cash Flow](#)
- [Balance Sheet](#)
- [Variance Report](#)
- [Account Transactions](#)

- Financial reports
- Production reports
- Tracker reports
- Saved reports

Each report on Figured will allow you to select a period. Some reports come with “additional options” depending on its type.

Production Reports

- [Production](#)
- [Production Calculation](#)

Tracker Reports

- [Tracker Summary](#)
- [Tracker Transactions](#)
- [Tracker Monthly](#)
- [Tracker Movement](#)
- [Management Valuations](#)

[New Report](#)

All Reports can be looked at as annual or monthly - click on “additional options”.

Reports / Profit & Loss

Period: Showing: Actuals To:

Basis: Display data:
 Show quantities Show totals Operating surplus only

Comparison:

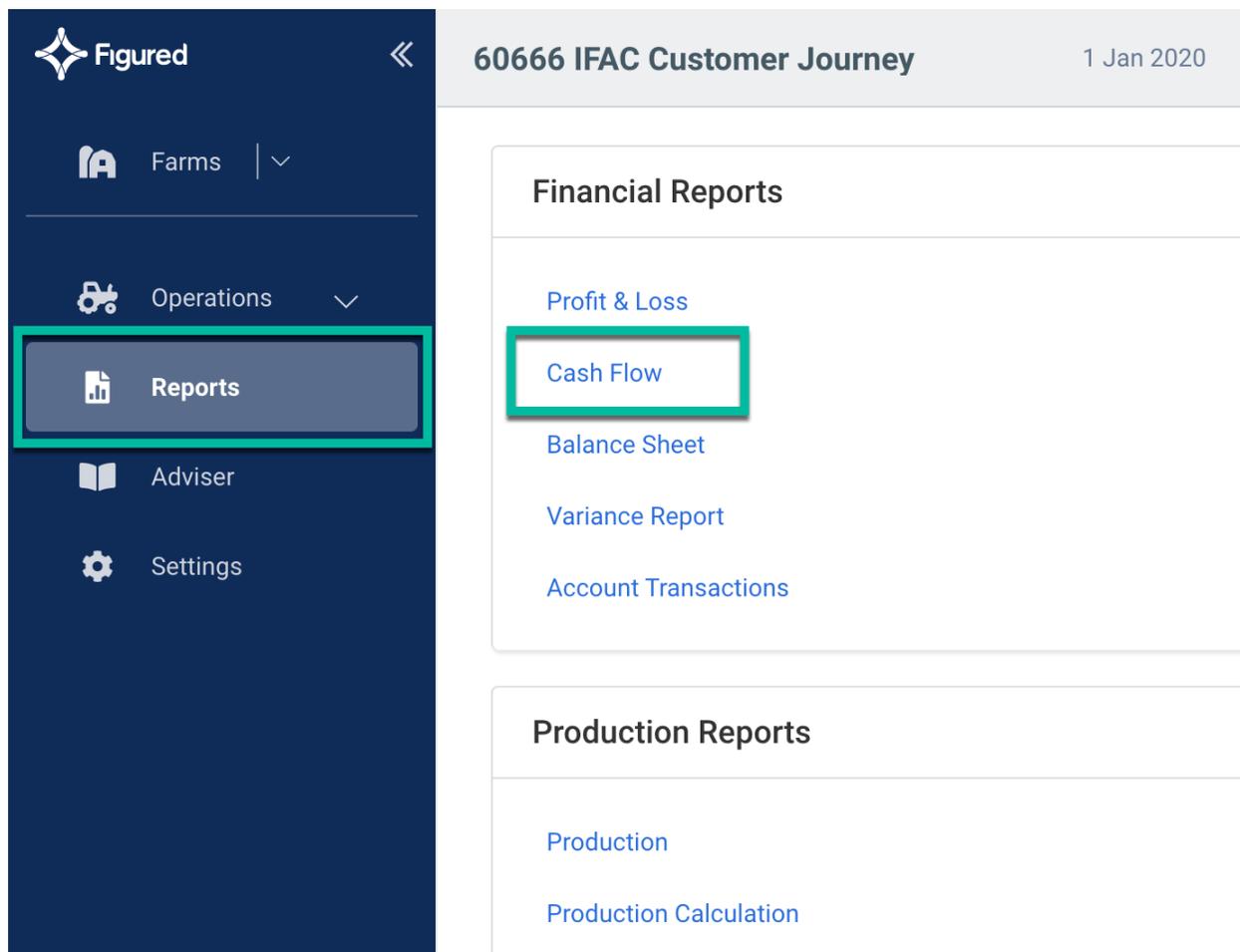
Choose your type of Report - annual or monthly

Top Tips

- Always "check" the blue bar to see what year and data set you are working on
- Always run reports as actuals and monthly to know how up-to-date the information on the system is.
- Additional options allow you compare different years - this can also be done using variance reports

4. Compiling the Information for the profit Monitor

For the purposes of completing a Teagasc eProfit Monitor, you need to click on **Cashflow Report**.



1. Check "blue bar" Is on actuals - this will tell you how much data Is on the file.
2. click on "additional options" If you wish to change viewing to annual versus monthly.

Figured - Cash flow report

my.figured.com/b406v/reports/cash_flow

IFAC Customer Journey 1 Jan 2020 < 2020 > Actuals No forecast 31 Dec 2020

Reports / Cash flow

Period 2020 Showing Actuals Additional options Run Report

Cash Flow

IFAC Customer Journey

Actuals for the period ending 31 December 2020

Jan 20 Feb 20 Mar 20 Apr 20 May 20 Jun 20 Jul 20 Aug 20 Sep 20 Oct 20 Nov 20 Dec 20 Total

Income

Dairy Cattle (IFAC)

Income

	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Total
Dairy Cows (Commercial) (1002)	-	-	10,409	-	-	-	-	-	-	-	-	-	-
Calves Months (1026)	-	-	1,172	-	3,500	-	-	-	-	-	-	-	-
Cattle Years (1028)	-	-	-	17,640	-	-	-	-	-	-	-	-	-
Income Total	-	-	11,581	17,640	3,500	-	-	-	-	-	-	-	-

Costs

	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Total
Dairy Bulls (4)	-	-	-	625	-	-	-	-	-	-	-	-	625
Costs Total	-	-	-	625	-	-	-	-	-	-	-	-	625

Click on Additional Options for annuals – BUT always check monthly / actuals in case full 12 months not recorded

This gives you a **Gross Profit** figure, which is the money that your farming operation made before any other business costs & overheads. Overheads are your costs that aren't directly spent on producing your milking income.

Operating Expenses

Animal Health [+](#)

Fuel & Oil [+](#)

Repairs and Maintenance [+](#)

Electricity [+](#)

Farm Working [+](#)

Staff Costs [+](#)

Vehicle Expenses [+](#)

Freight [+](#)

Supplements & Concentrates [+](#)

Fertiliser [+](#)

Weed & Pest [+](#)

Levies [+](#)

Administration [+](#)

Rates [+](#)

Advisory [+](#)

Health and Safety [+](#)

Lease [+](#)

Other [+](#)

Operating Expenses

Operating Surplus

Your **Operating Expenses** now show you where & how you've spent money across the year. This is categorised by account, which will tell you briefly what the money was spent on.

By the time you get to the bottom of the operating expenses, you'll be taken to a **Total Surplus** line. This is the summary of your spending before paying back things like debt.

Notes:

1. When you see numbers with brackets around them, that means they're the opposite of what the number normally should be. If you receive income, but the number has brackets around it, that means you're spending more than you're earning. If you spend money on expenses but there are brackets around it, that means you received some money back like a rebate or refund.
2. Your **Non-Operating Expenses** are for things like gross loan repayments (add back loan interest as accounted for in operating expenses), payments to creditors, capital purchases and grants etc.

	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Total
Capex													
Roads/Yard etc (837)	-	(2,600)	(13,259)	(525)	(1,950)	-	-	-	-	-	-	-	(18,334)
Buildings (843)	(1,045)	-	-	(2,663)	(861)	-	-	-	-	-	-	-	(4,569)
Other Machinery & Plant (847)	(6,950)	-	-	-	(4,590)	-	-	-	-	-	-	-	(11,540)
Mobile Power Machinery (849)	(60,000)	-	(29,500)	-	-	-	-	-	-	-	-	-	(89,500)
Motor Vehicles (850)	-	-	-	(2,100)	-	-	-	-	-	-	-	-	(2,100)
Capex Total	(67,995)	(2,600)	(42,759)	(5,288)	(7,401)	-	-	-	-	-	-	-	-
Borrowings													
(852)	60,000	-	(2,290)	(1,085)	-	(1,085)	-	-	-	-	-	-	-
Director Loan (873)	(14,000)	(5,000)	5,000	(5,000)	(5,000)	-	-	-	-	-	-	-	-
Ulster Bank (875)	(1,781)	(1,781)	(1,781)	(1,781)	(1,781)	-	-	-	-	-	-	-	-
BOI (878)	-	-	(5,930)	-	-	-	-	-	-	-	-	-	-
BOI (879)	-	(8,438)	-	-	(8,459)	-	-	-	-	-	-	-	(16,896)
(880)	(971)	(971)	(971)	(971)	(971)	-	-	-	-	-	-	-	(4,857)
Borrowings Total	43,248	(16,191)	(5,972)	(8,857)	(16,212)	(1,085)	-	-	-	-	-	-	(5,049)
Related Parties													
Aurivo Milk (4001)	(213)	238	910	570	(13,110)	-	-	-	-	-	-	-	1,492
AURIVO COOP (4002)	(2,450)	6,432	12,513	(8,899)	31,110	-	-	-	-	-	-	-	38,705
Buyrite (4013)	-	-	1,487	(1,487)	-	-	-	-	-	-	-	-	-
Jacobs (4021)	-	-	-	-	4,600	-	-	-	-	-	-	-	4,600
Wages (4046)	2,519	(550)	376	(1,194)	284	(288)	-	-	-	-	-	-	1,147
KHenry (4047)	(2,418)	-	-	-	-	-	-	-	-	-	-	-	(2,418)
PAYE/PRSI (4100)	(649)	(1,268)	(993)	(1,133)	4,425	1,038	-	-	-	-	-	-	1,421

3. Right at the bottom of the report you'll see an **Opening Balance, Net Cash Movement, and Closing Balance.**

Figured - Cash flow report

my.figured.com/b406v/reports/cash_flow

IFAC Customer Journey 1 Jan 2020 < 2020 > Actuals No forecast 31 Dec 2020

	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Total
Jacobs (4021)	-	-	-	-	4,600	-	-	-	-	-	-	-	4,600
Wages (4046)	2,519	(550)	376	(1,194)	284	(288)	-	-	-	-	-	-	1,147
KHenry (4047)	(2,418)	-	-	-	-	-	-	-	-	-	-	-	(2,418)
PAYE/PRSI (4100)	(649)	(1,268)	-	-	-	-	-	-	-	-	-	-	1,421
Related Parties Total	(3,211)	4,852	-	-	-	-	-	-	-	-	-	-	44,947
Other													
Co OP Milk (4401)	11,799	(13,167)	-	-	-	-	-	-	-	-	-	-	(66,990)
Vat Refund New Parlour (4404)	-	-	-	-	-	-	-	-	-	-	-	-	5,683
(4405)	2,223	-	-	-	-	-	-	-	-	-	-	-	2,223
Other Total	14,022	(13,167)	-	-	-	-	-	-	-	-	-	-	(59,084)
Non Operating Movements	(23,936)	(27,106)											(155,135)
Equity Movements													
Salary and Wages Directors (613)	(2,155)	(2,155)	(2,155)	(2,155)	(3,880)	(2,500)	-	-	-	-	-	-	(15,000)
CoOP (771)	-	(156)	(759)	(1,061)	(1,052)	-	-	-	-	-	-	-	(3,032)
Equity Movements Total	(2,155)	(2,314)	(2,914)	(3,216)	(4,932)	(2,500)	-	-	-	-	-	-	(18,032)
Opening Balance	134,571	95,332	57,590	10,805	22,458	50,852	40,789	40,789	40,789	40,789	40,789	40,789	134,571
Net Cash Movement	(39,239)	(37,742)	(46,785)	11,652	28,395	(10,063)	-	-	-	-	-	-	(93,782)
Closing Balance	95,332	57,590	10,805	22,458	50,852	40,789	40,789	40,789	40,789	40,789	40,789	40,789	40,789

Opening Current account Balance – net effect, reconciled to cashflow. Closing Current account balance

Cashflow movements- eg this farm running €93,782 negative cash to date

Your opening balance is what your bank account started with, the net cash movement is the **total of money entering & leaving your account**, and the closing balance is what your bank account finished with.