

EBMS Hort Documentation

Table of Contents

INTRODUCTION	1
Technical_Support	1
Overview	2
GETTING STARTED	3
Entering Farm and Block Information	3
Adding or Changing Varieties and Rootstock	5
Adding or Changing Details within the Section	10
PROCESSING PAYROLL	15
Creating Work Codes and Bin Codes	15
Horticulture Information within the Timecard	21
Picker Ticket Entry	24
MANAGING THE FARM	27
Quality Levels.....	27
Recording and Adjusting Yields.....	30
Management Reports.....	33
INDEX.....	37

Introduction

Technical_Support

Welcome to the instructional manual for the Hort module of Eagle Business Management System (EBMS). Eagle Solutions is pleased to provide you with instructions and tips regarding the Windows version of EBMS. In the sections following, explanations and examples of the available features in the Hort module of Eagle Business Management System will be explained for optimal use of the System. If you need to reach our staff for further help, contact us using the information below:

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Overview

The Horticulture module is a useful enhancement to the EBMS module that gives the orchard manager or produce grower the ability to map orchards along with trees and acreage. The system will map the fruit of produce varieties within a block or field. The general and harvesting labor costs are recorded for individual varieties, fields, or blocks. The system coupled with the piecework payroll system will track the total and average yields. Tracking a harvest using bin codes and employee information is a needed tool in managing a farm or orchard.

The system gives the grower the tools to track employee information, process piecework payroll, and generate require reporting. Managing a variety of piecework, harvest bin rates, and fruit quality options has been greatly simplified with the EBMS Horticulture module. The module includes many management reports such as production per acre, labor costs per acre, and variety yield statistics.

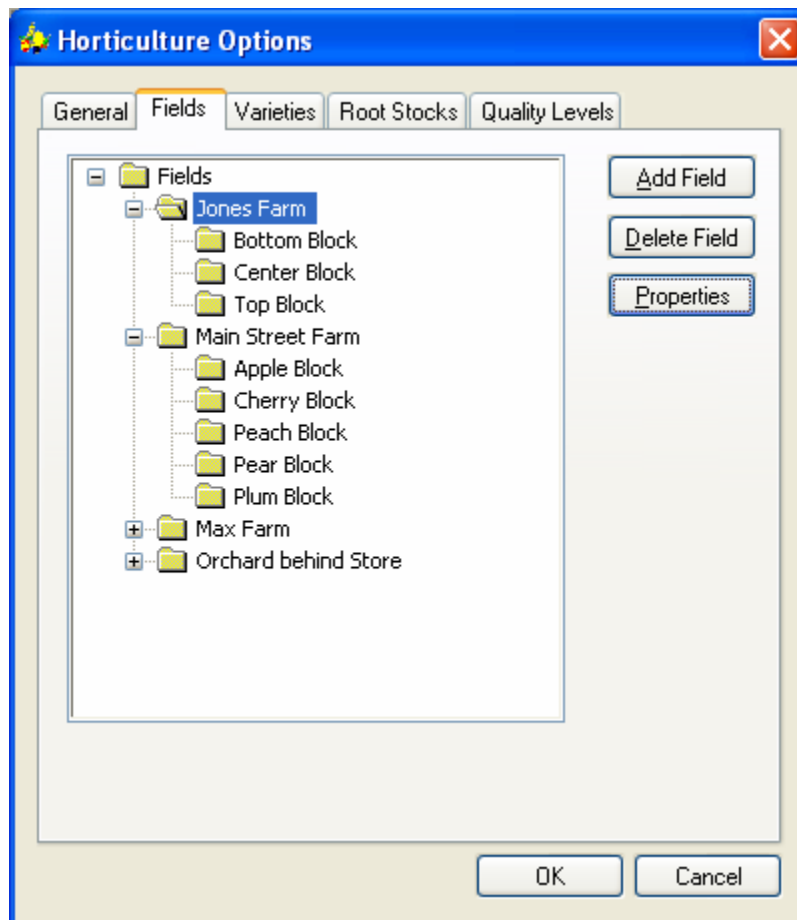
The piecework payment system is integrated into the EBMS Payroll system to create a seamless way to track employee information, pay piecework employees, and manage labor costs. The payroll system processes all the standard payroll taxes and deductions and generates reports such as 940, W2, and other common payroll reports. The Horticulture documentation is a supplement to the main Payroll documentation. I recommend that the user have the payroll documentation available while reviewing this documentation. It may be helpful to review the Payroll > Piecework Pay > Piecework Pay Overview section within the main payroll manual before continuing with the Horticulture documentation.

Orchard or farm information is divided into fields or blocks. The individual varieties of trees or plants are grouped by rootstock, and date planted. The field and variety information must be setup before payroll and costs are processed.

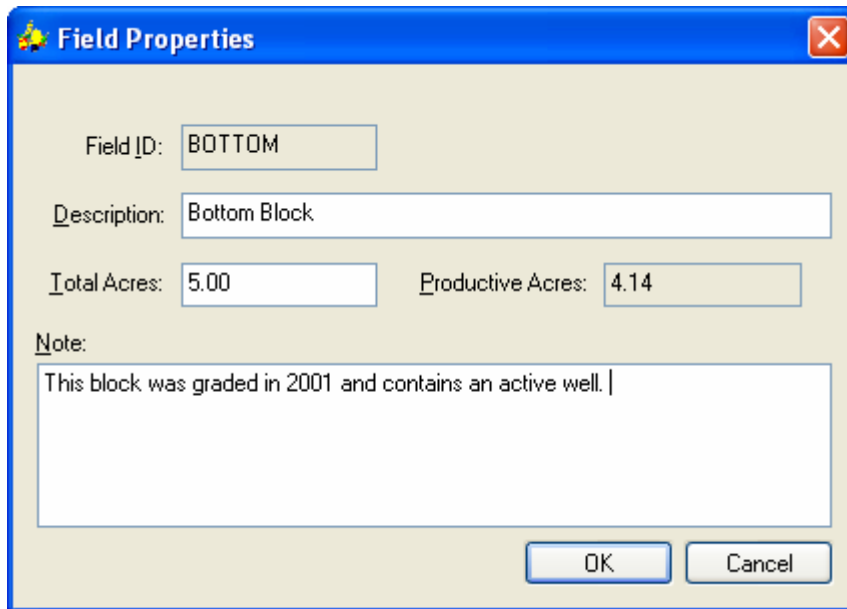
Getting Started

Entering Farm and Block Information

An orchard or farm can be divided into blocks and sub blocks. Go to **Horticulture > Options** and click on the **Fields** tab as shown below:



Create a subfolder for each farm or location. Create blocks or sections within each farm. You can enter multiple levels of blocks and sections to identify the locations within the operation. Highlight each individual block and click on the **Properties** button to enter the total acreage and notes.



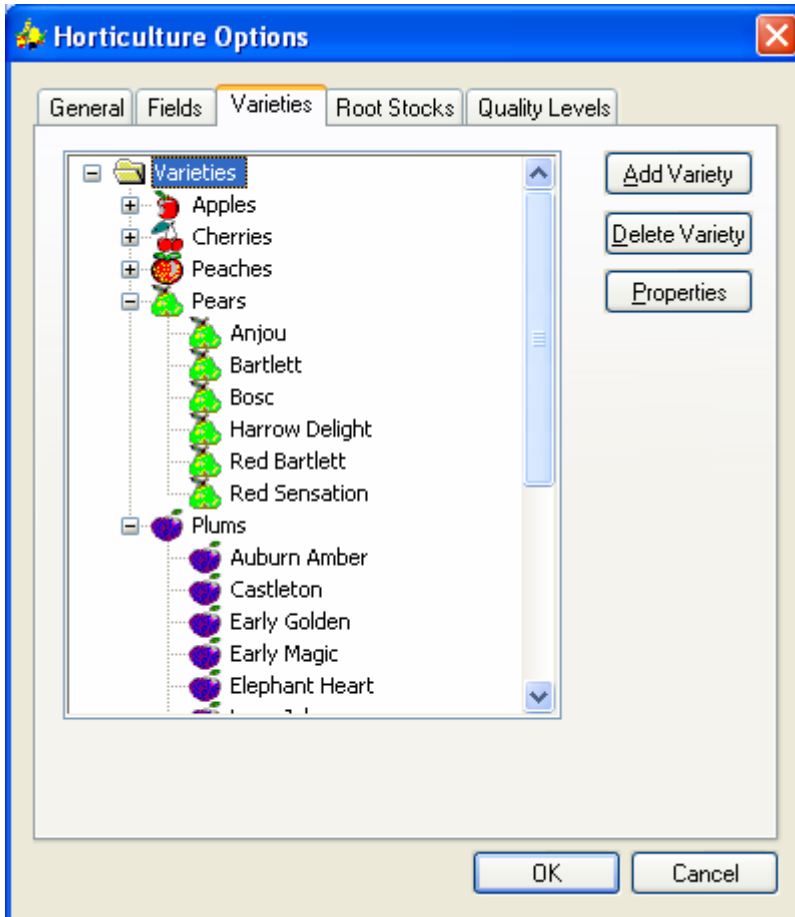
The image shows a 'Field Properties' dialog box with a blue title bar and a close button. It contains several input fields: 'Field ID' with the value 'BOTTOM', 'Description' with 'Bottom Block', 'Total Acres' with '5.00', and 'Productive Acres' with '4.14'. There is also a 'Note' section with a text area containing the text 'This block was graded in 2001 and contains an active well.' and 'OK' and 'Cancel' buttons at the bottom.

Field ID:	BOTTOM		
Description:	Bottom Block		
Total Acres:	5.00	Productive Acres:	4.14
Note:	This block was graded in 2001 and contains an active well.		

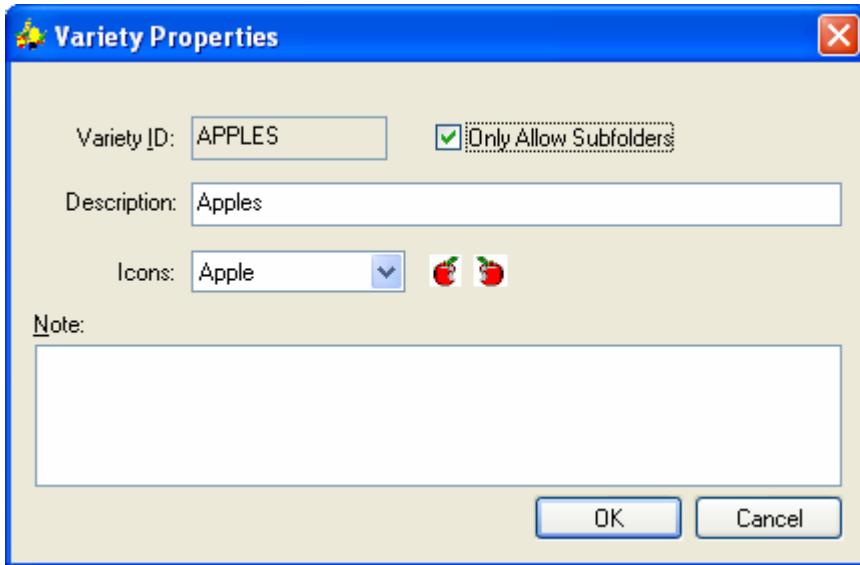
Enter the **Total Acres** for the block. This field can be ignored if subfolders (sub-blocks) are entered within the highlighted block. The **Productive Acres** value is calculated by the total of all the trees or plants within the block or field. Review the Adding or Changing Tree and Plant Details section for details on entering tree and plant information within a block or farm.

Adding or Changing Varieties and Rootstock

A list of all the fruit or produce grown should be listed within the **Varieties** tab of the options dialog. Go to **Horticulture > Options** and click on the **Varieties** tab as shown below:



Create groups such as apples, Cherries, or other fruit or vegetable groups as shown above. Click on the **Add Variety** button and set the following settings:



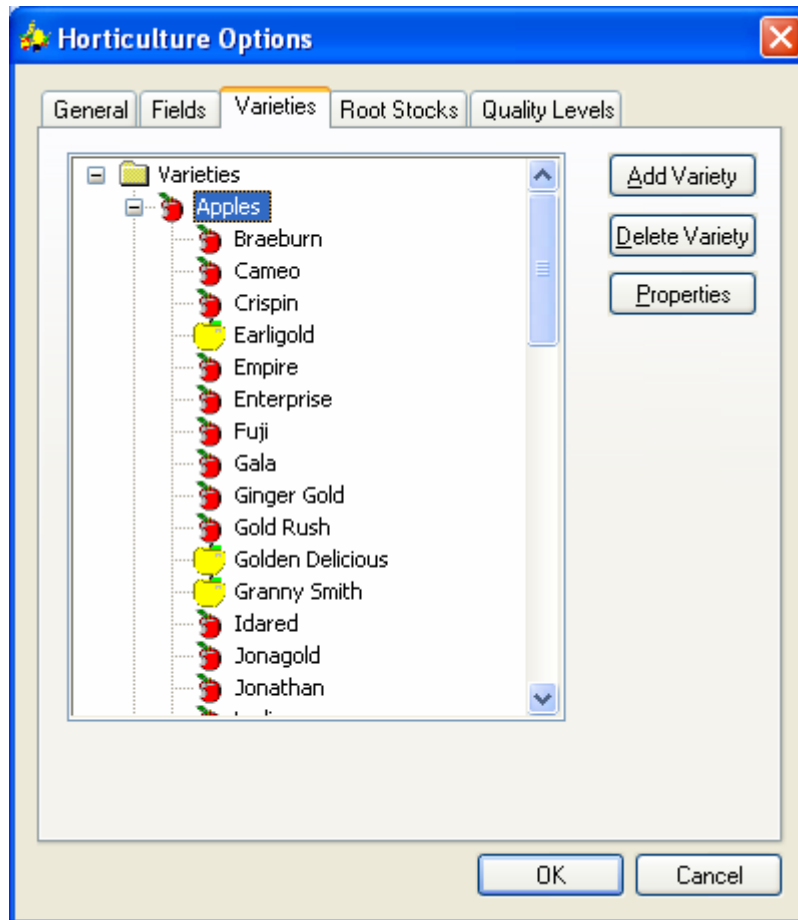
The screenshot shows a dialog box titled "Variety Properties" with a close button in the top right corner. The dialog contains the following fields and controls:

- Variety ID:** A text input field containing "APPLES".
- Only Allow Subfolders:** A checked checkbox.
- Description:** A text input field containing "Apples".
- Icons:** A dropdown menu showing "Apple" with a downward arrow, followed by two red apple icons.
- Note:** A large empty text area for entering notes.
- Buttons:** "OK" and "Cancel" buttons at the bottom right.

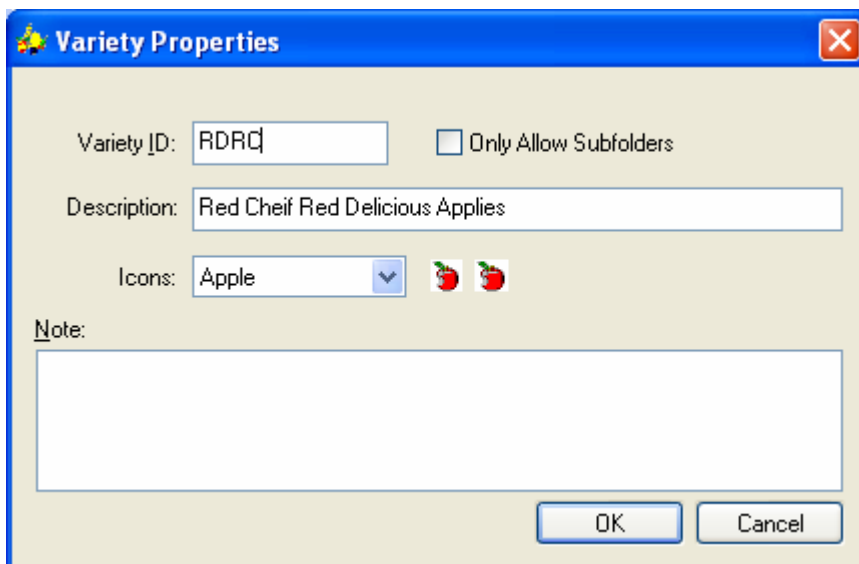
Enter the fruit group into the **Variety ID** entry field. Enable the **Only Allow Subfolders** to identify the entry as a fruit group rather than an actual variety. Enter a **Description** and select an appropriate **Icon**. Contact your customer service representative to add additional **Icons** to the list or manually add records to the ESVARICN.DBF file. Use the folder icon for fruits or vegetables that are not listed within the **Icons** list. Enter any applicable notes and click **OK** to add additional fruit groups. Repeat this step for each additional fruit group.

Enter the plant variety within each group.

- a. Highlight the fruit group and click the **Add Variety** button as shown below:



b. Enter the **Variety Properties** as shown below:



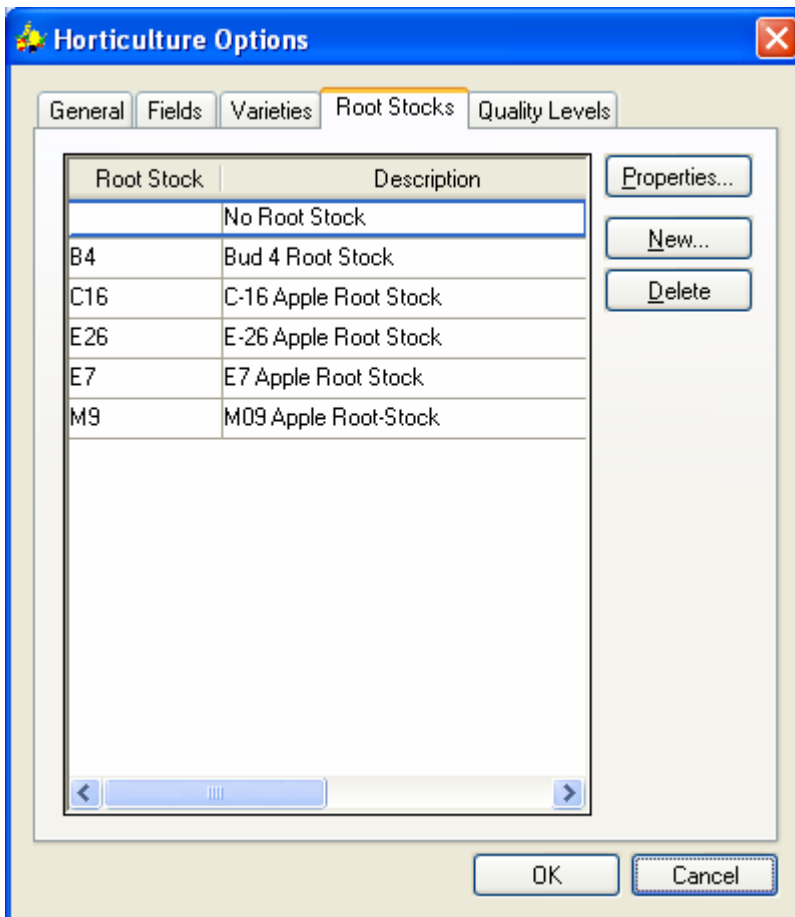
c. Enter a short ID as the **Variety ID**. This ID should be kept short (3-5 characters) since the code is used to create the tree and plant record.

- d. The **Only Allow Subfolders** option must be disabled for all variety entries. This option should be enabled only for fruit or vegetable groups.
- e. Select an appropriate **Icon**.
- f. Enter any variety **Notes** and click the **OK** button.

Repeat these steps for each fruit or vegetable variety.

Complete the following steps to enter rootstocks or plant types. These settings may be ignored if the user does not wish to separate plants within the field or orchard by rootstock.

Go to **Horticulture > Options** and click on the **Rootstocks** tab to enter optional plant types or rootstocks.



Click on the **New** button to add a new rootstock or plant type.



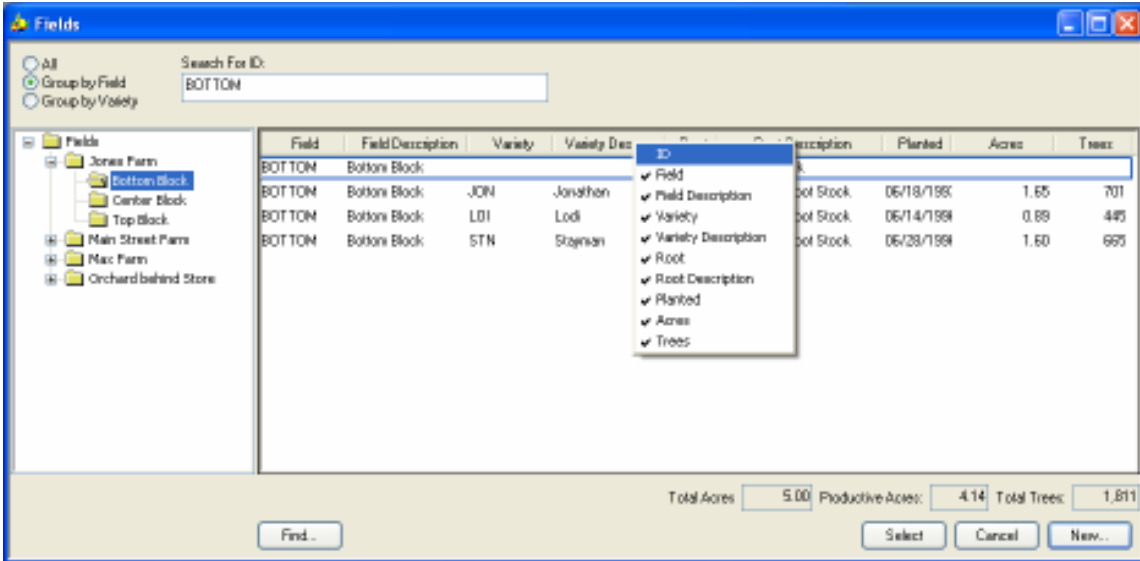
The image shows a dialog box titled "Quality Properties" with a blue header bar and a close button (X) in the top right corner. The dialog has a light beige background. It contains three input fields: "Rootstock:" with the text "RRT", "Description:" with the text "Red Root Type", and "Note:" which is an empty text area. At the bottom of the dialog are two buttons: "OK" and "Cancel".

The **Rootstock** ID should be kept short similar to the variety ID. Enter a plant type or rootstock **Description** and **Note** and click on the **OK** button.

All variety and rootstock settings should be created before continuing with the next step.

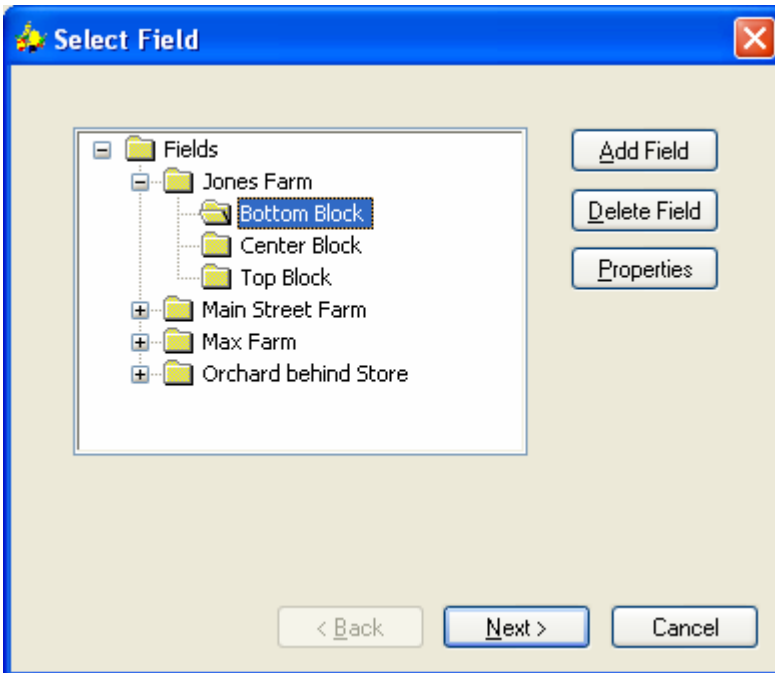
Adding or Changing Details within the Section

The tree and plant section is entered by selecting **Horticulture > Fields** from the EBMS menu.

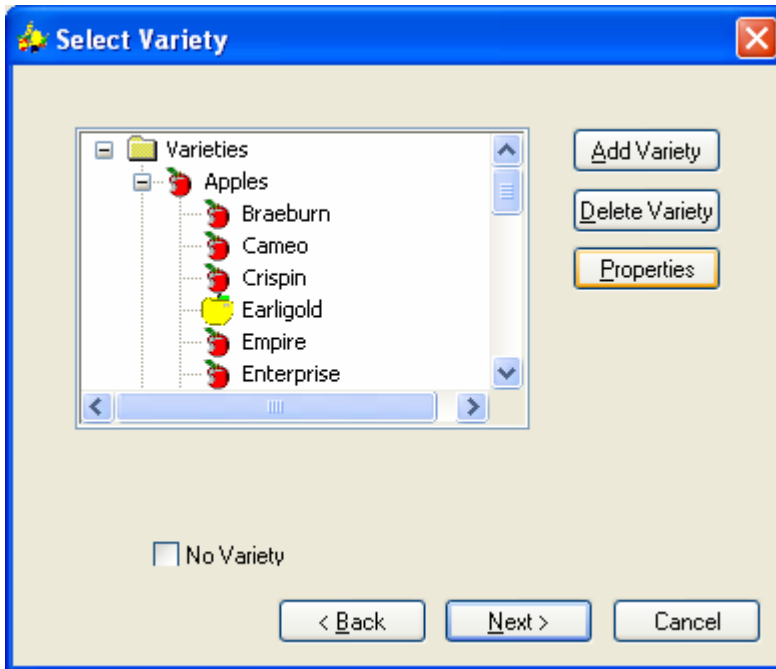


The group **ID** column can be hidden from this list by right clicking on the list titles and selecting the **ID** option as shown above. The **Root** and **Root Description** can be hidden as well if no rootstock settings are used.

Click on the **New** button to add a new section.

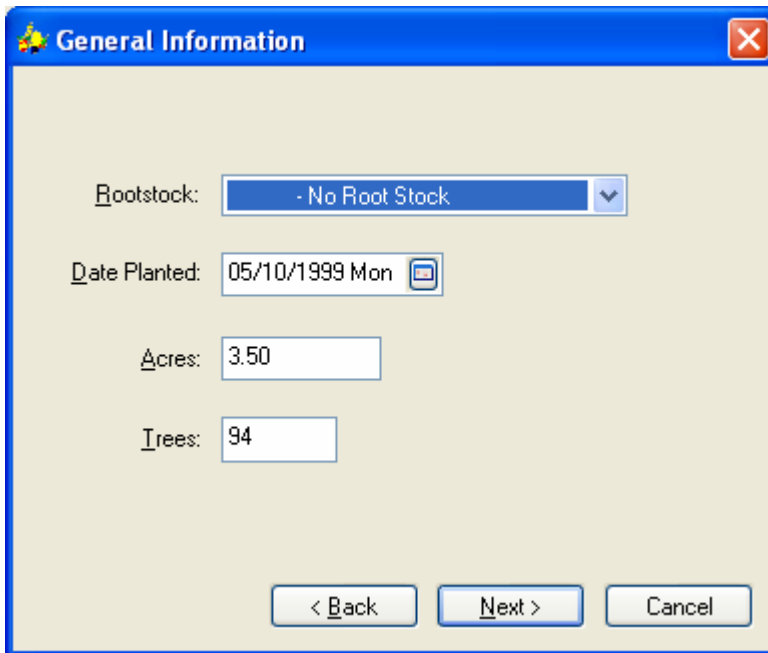


Select the block for the section record. The lowest folder level should be used rather than a farm or parent group such as the Jones Farm or Main Street Farm grouping shown above. Click **Next** to continue.



Select a variety from the variety list. A variety can be added by clicking on the **Add Variety** button.

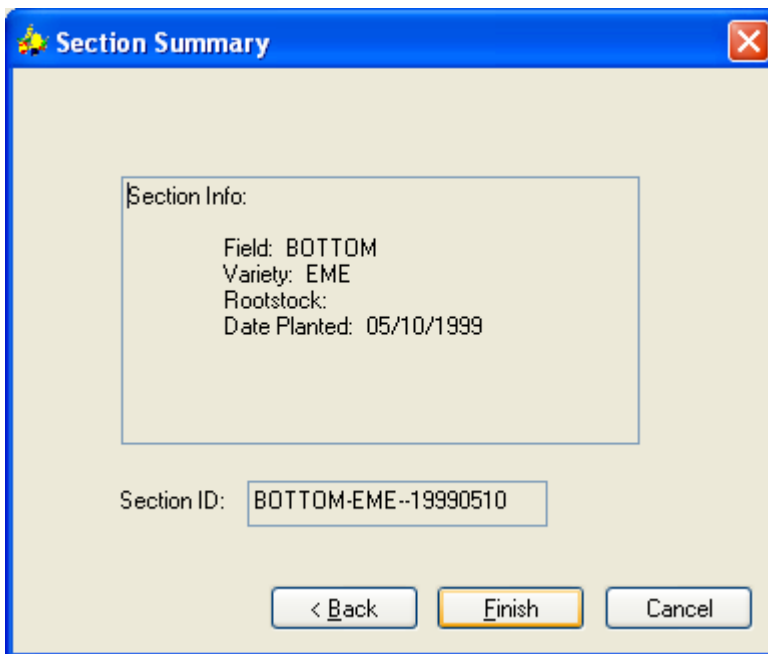
Enable the **No Variety** option to ignore the variety component of the record. A block should contain a single record without a variety if any labor is recorded for the block without a specific variety. For example, labor to spray, mow, or fertilize a block, is recorded without the variety setting. Review the Adding or Changing Varieties and Rootstock for details on adding varieties. Click the **Next** button to continue.



The 'General Information' dialog box features a blue title bar with a yellow star icon and a close button. The main area is light beige and contains the following fields: 'Rootstock:' with a dropdown menu showing '- No Root Stock'; 'Date Planted:' with a text box containing '05/10/1999 Mon' and a calendar icon; 'Acres:' with a text box containing '3.50'; and 'Trees:' with a text box containing '94'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

Select a **Rootstock** or select the **No Root Stock** option to ignore the rootstock or plant type option.

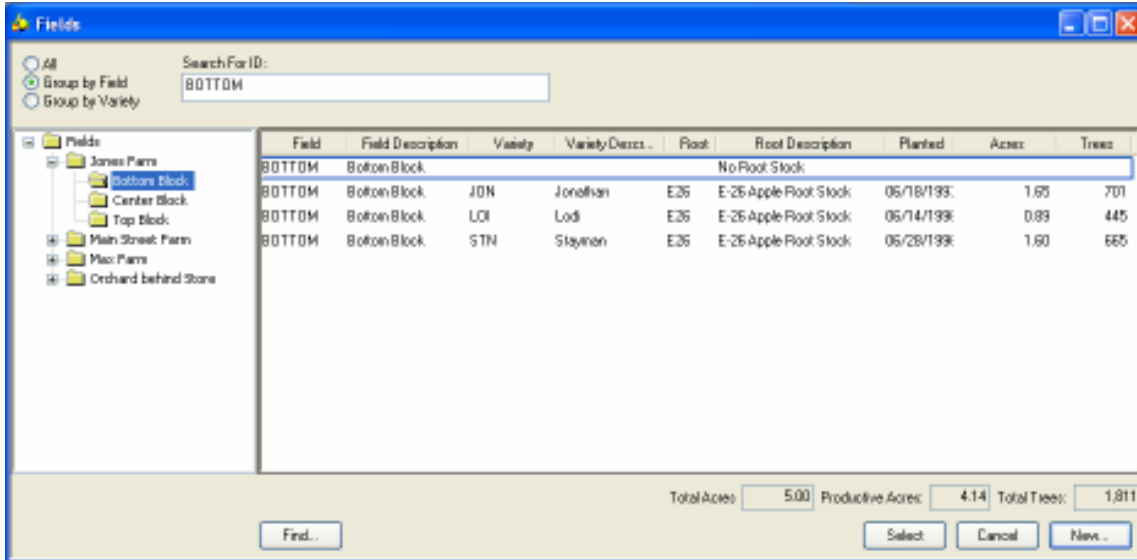
Enter the **Date** the block was **Planted**. Enter the total **Acres** and **Trees** within the section. Click **Next** to continue.



The 'Section Summary' dialog box has a blue title bar with a yellow star icon and a close button. The main area is light beige and contains a 'Section Info:' text box with the following text: 'Field: BOTTOM', 'Variety: EME', 'Rootstock:', and 'Date Planted: 05/10/1999'. Below this is a 'Section ID:' text box containing 'BOTTOM-EME--19990510'. At the bottom, there are three buttons: '< Back', 'Finish', and 'Cancel'.

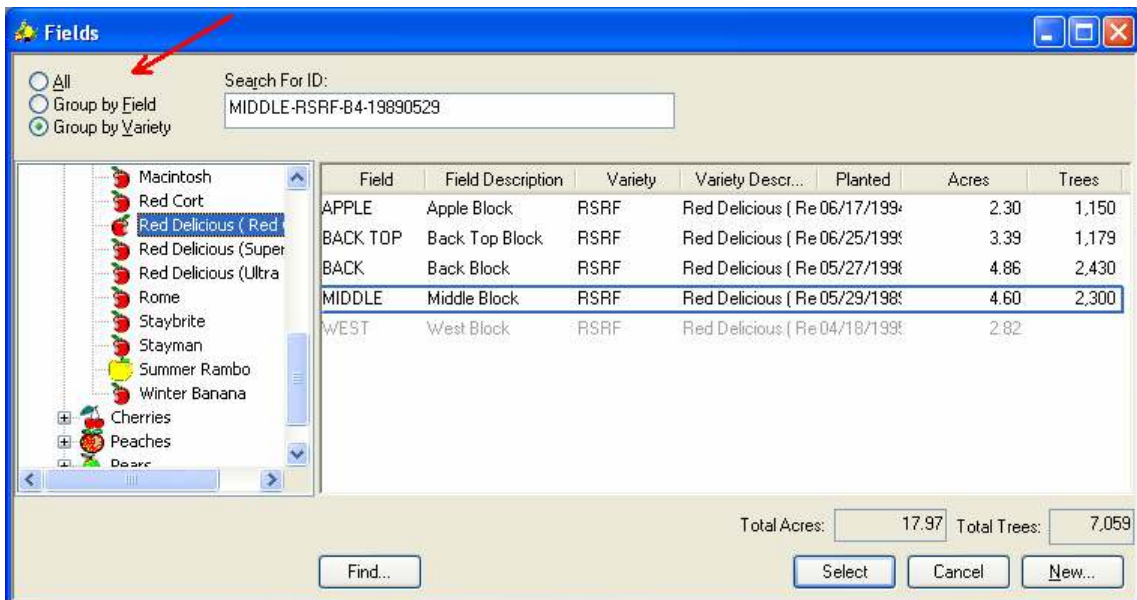
Click **Finish** to complete the new section.

Repeat the steps within this section for each tree or plant section within the block.



Note that the **Productive Acres** and **Total Tree** values are totals of all the tree or plant sections within the block.

Change the grouping option to **Group by Variety** to view the sections by variety instead of field as shown below:



The **Total Acres** and **Total Trees** for the selected variety are displayed at the lower right corner of the dialog.

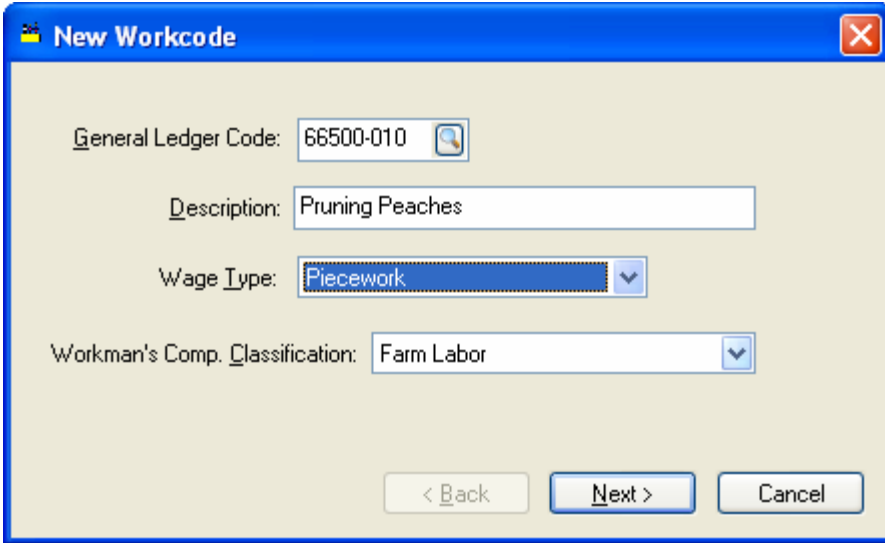
Processing Payroll

Creating Work Codes and Bin Codes

The EBMS payroll system in conjunction with the orchard management system will process and manage piecework labor on the farm such as pruning, plant maintenance, and harvesting. Standard and piecework labor costs can be posted to specific blocks and sections based on the work code settings within the **Horticulture** tab. Click on **Payroll > Work Codes** from the main EBMS menu to create these codes.

The screenshot shows a software window titled "Work Code - Pick Peaches Piecework". At the top, there is a "Work code:" field with the value "30PP". Below this, there are tabs for "General", "Piecework", "Horticulture", and "2004", with "General" currently selected. The "General" tab contains the following fields: "General Ledger Account:" with the value "74100-000" and an "Inactive" checkbox; "Description:" with the value "Clerical Office Work"; "Workman's Comp. Classification:" with a dropdown menu; and "Wage Type:" with a dropdown menu set to "Standard Wage". There is also a "Note:" text area. At the bottom of the window, there are five buttons: "OK", "Cancel", "New", "Delete", and "Print".

Click on the **New** button to create a new standard labor code, piecework rate, or bin code.



New Workcode

General Ledger Code: 66500-010

Description: Pruning Peaches

Wage Type: Piecework

Workman's Comp. Classification: Farm Labor

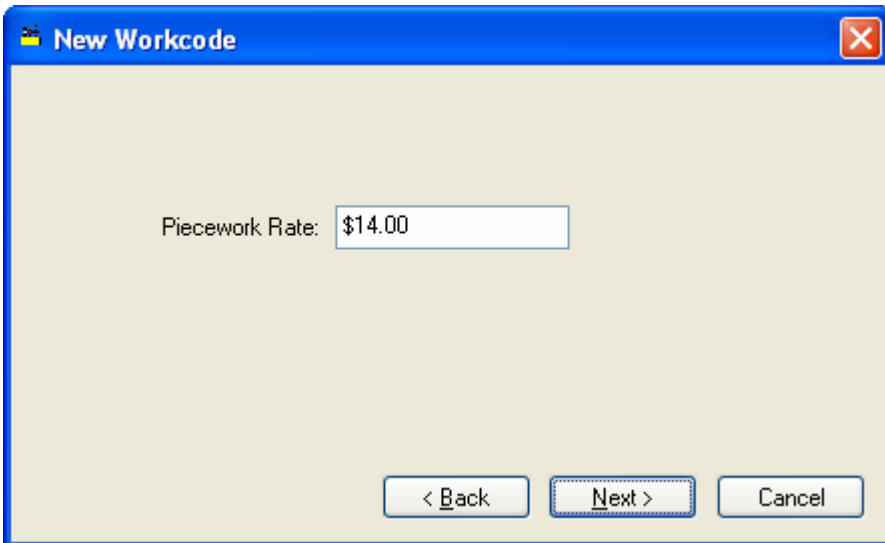
< Back Next > Cancel

Enter the **General Ledger** expense **Code** to record the payroll labor costs. Review the General Ledger > Chart of Accounts > Adding General Ledger Accounts section within the main EBMS manual for more details on creating labor cost G/L accounts.

Enter a **Description** of the piecework code.

The **Wage Type** must be set to **Piecework** rather than a standard wage. Review the Work Codes section of the payroll manual for details on creating standard wage work codes.

Set the appropriate **Workman's Comp. Classification**. Review the Getting Started > Workman's Compensation section of the payroll manual for more details on this setting. Click **Next** to continue.

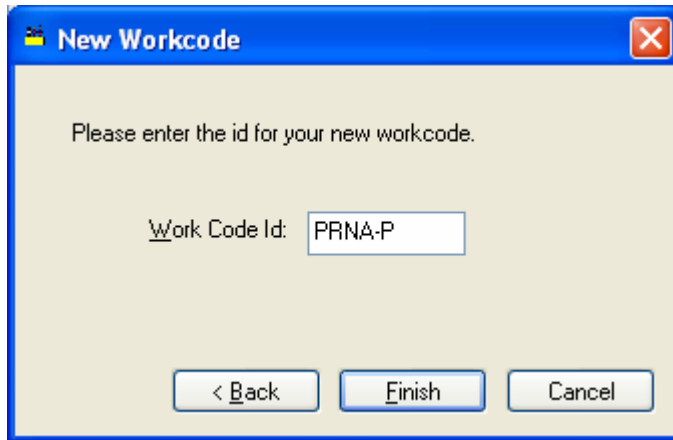


New Workcode

Piecework Rate: \$14.00

< Back Next > Cancel

Enter the **Piecework Rate** for the piecework work code and click **Next**.



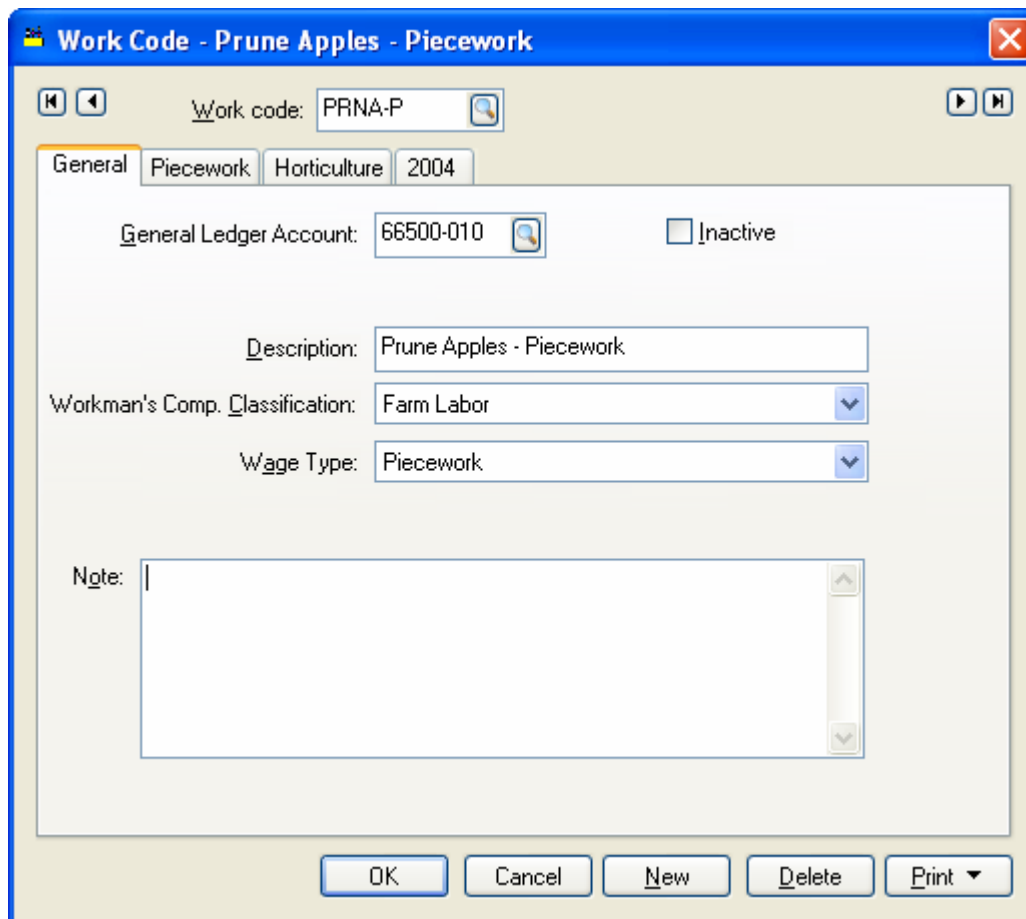
New Workcode

Please enter the id for your new workcode.

Work Code Id: PRNA-P

< Back Finish Cancel

Enter a **Work Code Id** for the piecework code and click **Finish** to open the work code dialog.



Work Code - Prune Apples - Piecework

Work code: PRNA-P

General Piecework Horticulture 2004

General Ledger Account: 66500-010 Inactive

Description: Prune Apples - Piecework

Workman's Comp. Classification: Farm Labor

Wage Type: Piecework

Note:

OK Cancel New Delete Print

Click on the **Horticulture** tab of the work code dialog.

Work Code - Prune Apples - Piecework

Work code: PRNA-P

General Piecework Horticulture 2004

Allows: Field, Variety, and Rootstock

Requires: Field and Variety

Default Section:

OK Cancel New Delete Print

In the example above, employees pruning apples are given piecework pay. Pruning work codes requires the employee to record the **Field** or block and the **Variety**. The **Requires** option identifies the information that is required on the timecard and the **Allows** setting identifies the settings that are allowed. In the example above, the user can enter the **Rootstock** setting but it is not required.

Some additional scenarios:

- If the user is recording the **Rootstock** setting for all apple blocks the **Allows** and **Requires** settings should both be set to **Field, Variety, and Rootstock**.
- If the user is creating a work code for spraying or other work that requires only the **Field** or block, the **Requires** setting should be set to **Field**. This option requires the user to have a section record within the block that does not contain a variety (The **No Variety** option is enabled within the section properties).
- For general labor that is not expensed to the field or orchard, both the **Allows** and **Requires** settings should be set to **None**.
- In some cases the work code may require only the **Field** to be entered but allow the **Field**, **Variety**, and **Rootstock** to be entered into the timecard. It is rare to allow this extent of flexibility. Normally the **Allows** and **Requires** settings are very similar.

The **Default Section** is normally blank requiring the user to enter a section each time the work code is used within the timecard. The user can set the **Default Section** if a single section is used each time the current work code is used within the timecard.

Click on the **Piecework** tab if the piecework work code is used for harvest.

The screenshot shows a software window titled "Work Code - 25 Bu Fresh Apples Bin \$14.50". At the top, there are navigation arrows and a "Work code:" field containing "B25AF". Below this are tabs for "General", "Piecework", "Horticulture", and "2004", with "Piecework" being the active tab. The main area contains a "Piecework Rate:" field with "\$14.50". Below that is a "Harvet Bin Settings" section with two checked checkboxes: "Harvest Bin" and "Bin Code Required". There is also a "Yield Amount:" field with "25.00" and a "Fruit Quality:" dropdown menu showing "FRESH - FRESH". At the bottom, there are buttons for "OK", "Cancel", "New", "Delete", and "Print".

The **Harvest Bin Settings** are important if the work code is used for harvest. These settings update the yield totals within the section records. The **Harvest Bin** option must be enabled to complete the **Harvest Bin Settings**.

Enable the **Bin Code Required** option if a numeric code is associated with each bin or container. A bin code will be required when this work code is entered within the timecard or picker ticket entry window. Review the Horticulture Information within the Timecard or Picker Ticket Entry sections for more details on the bin code entry.

Enter the quantity of fruit or vegetables that the bin contains into the **Yield Amount** entry. The **Yield Amount** can be measured in different units of measures such as bushel, quarts, pounds, or any other standard unit-of-measure (UOM). The UOM is not recorded within EBMS but should be consistent with the UOM used to measure the total yield within the yield totals of the orchard or farm. Review the Recording Yields section for more details on recording yields and the unit-of-measure settings.

The **Fruit Quality** setting is used to identify the **Fruit Quality** of the produce harvested using the current work or bin code. Separate bin codes (work codes) are required for each **Fruit Quality** level. Review the Fruit Quality section for more details on creating **Fruit Quality** levels.

Click **OK** to save the work code settings.

Review the Payroll > Piecework Pay > Creating Piecework Work Codes section of the payroll manual for more details on work codes.

Horticulture Information within the Timecard

This section explains the additional features of the timecard window. The user should review the standard payroll documentation before continuing with this section.

Horticulture settings such as bin codes and section columns are added to the timecard window if the Horticulture module is present. Open a timecard by clicking on the **Payroll > Timecard**

The screenshot shows the 'Timecard Entry' window for employee LITROB (Robert Little). The 'Pay Period' is 11/05/2004 Sat. The summary table shows daily hours and timecard hours for the week. The detailed table below shows the breakdown of pay types, work codes, bins, sections, and hours for each day.

Date	Daily Hours	Timecard H...	Difference	Start Time 1	Stop Time
11/01/2004 Mon	10.00	10.00		06:30 AM	12:00 PM
11/02/2004 Tue	10.25	10.25		06:25 AM	11:30 AM
11/03/2004 Wed	10.00		10.00	06:30 AM	11:30 AM
11/04/2004 Thu	10.00	1.00		9:00 AM	12:00 PM
11/05/2004 Fri	10.08		10.08	06:25 AM	12:00 PM

Date	Pay Type	Work Code	Bin	Section	Hours/Units	Rate	Pay	Yield	Total Y..	G/L Account
11/01/2004 Mon	Regular	PRNP-H		FEADH-COAR-19940517	10.00	18.00	180.00			66500-020
11/02/2004 Tue	Regular	PRNP-H		FEADH-COAR-19940517	2.00	18.00	36.00			66500-020
11/02/2004 Tue	Regular	PRNP-H		FEADH-FATE-19990517	4.00	18.00	72.00			66500-020
11/02/2004 Tue	Regular	PRNP-H		FEADH-HAST-19990517	4.25	18.00	76.50			66500-020
11/03/2004 Wed	Piecework	B204F	0000012341	APPLE-CRN-B4-19960502	1.00	11.00	11.00	20.00	20.00	66510-010
11/03/2004 Wed	Piecework	B204F	0000012342	APPLE-CRN-B4-19960502	1.00	11.00	11.00	20.00	20.00	66510-010
11/03/2004 Wed	Piecework	B204F	0000012343	APPLE-CRN-B4-19960502	1.00	11.00	11.00	20.00	20.00	66510-010
11/03/2004 Wed	Piecework	B204F	0000012344	APPLE-CRN-B4-19960502	1.00	11.00	11.00	20.00	20.00	66510-010
11/03/2004 Wed	Piecework	B204F	0000012345	APPLE-CRN-B4-19960502	1.00	11.00	11.00	20.00	20.00	66510-010
11/03/2004 Wed	Piecework	B204F	0000123456	APPLE-CRN-B4-19960502	1.00	11.00	11.00	20.00	20.00	66510-010
11/04/2004 Thu	Regular	PRNP-H		FEADH-HAST-19990517	1.00	18.00	18.00			66500-020

Summary Totals:

Wk/colweek:	Makeup Pay:	Hours:	Piecework Hours:	Benefit Adjust:	Gross Pay:	Deductions:	Take Home Tip:	Net Pay:
0.00	\$0.00	50.33	23.08	\$0.00	\$448.90	\$0.00	\$0.00	\$448.90

Additional columns will appear on the timecard window when the Horticulture module is added to the EBMS payroll system. The columns are **Bin**, **Section**, **Yield**, and **Total Yield**. Review the Processing Payroll > Entering Timecards section of the payroll documentation for instructions on the standard payroll features.

It is important that the **Daily Hours** settings of the timecard are entered if the employee's timecard contains piecework pay. Review the Processing Payroll - Advanced > Daily Hours section of the payroll documentation for details on this entry.

A timecard may contain an assortment of piecework pay and standard hourly pay. The example above has an assortment of pay entries that are posted to the horticulture module.

- Enter the **Date** that the activity occurred.
- The **Pay Type** setting determines if the pay is based on piecework or standard pay. The piecework option must be enabled within **Payroll > Options**. Review the Piecework Pay > Piecework Pay Overview section of the payroll manual for details on creating the piecework **Pay Type**.
- The **Work Code** setting determines if the employee pay is posted to the labor expense records within the Horticulture module. The **Work Code** setting is dependent on the **Pay Type** setting. Only **Work Codes** that have a **Wage Type** option set to **Piecework** can be entered if the **Pay Type** is set to piecework. Go to **Payroll > Work Codes** to view or change this option. Only standard **Work Codes** can be entered if the **Pay Type** setting

is to anything but piecework. Review the Creating Work Codes and Bin Codes section for more details about the work codes.

- The optional **Bin** column is only used for work codes used during harvest. A **Bin** code must be entered whenever a harvest bin is entered into the timecard and the **Bin Code Required** option is enabled. This option is set within the **Piecework** tab of the work code. Review the Creating Work Codes and Bin Codes section for more details on the **Bin Code Required** option.
- The payroll expenses will be posted to the **Section** contained within this column. The **Section** column identifies the field, block, variety, rootstock, and the date the section was planted. A section can be selected by clicking on the lookup button or entered manually. Note that the **Section** id consists of the following format (Field-Variety-Rootstock-Date Planted). Extra dashes may appear if entries such as rootstock or date planted are kept blank.

The work code settings will determine the extent of the information that is required within the section entry. For example, a work code of mowing may only require the field code while the harvesting work code will require the field, variety, and rootstock. The required information settings are set within the **Horticulture** tab of the work code. Review the Creating Work Codes and Bin Codes section for details on the required information settings.

- Enter the quantity of hours into the **Hours/Units** column if the employee is being paid hourly. Enter the number of units if piecework pay is being entered. A quantity of one should be entered into the **Hours/Units** column if a work code is set to require bin codes (**Bin Code Required** option is enabled).
- The **Rate** is derived from the **Piecework** tab of the work code rather than the hourly or salary rate if the **Pay Type** is set as piecework.
- The **Pay** column reflects the employee pay no matter what type of pay is being entered into the timecard.
- The **Yield** quantity is copied from the **Piecework** tab of the work code. This value should be edited when an employee is being paid for a partial bin or container. This value will be blank for all work codes except piecework work codes that have the **Harvest Bin** option enabled. Review the Creating Work Codes and Bin Codes section for more details on the **Harvest Bin** option.
- The **Total Yield** column is calculated by multiplying the **Hours/Units** column by the **Yield** column.

Review the Processing Payroll > Entering Timecards section of the payroll documentation for details on other columns within the timecard.

Makeup Pay and **Piecework Hours** are values at the footer of the timecard that should be evaluated when processing timecards that contain piecework pay.

Date	Daily Hours	Timecard H...	Difference	Start Time 1	Stop Time
11/01/2004 Mon	10.00	10.00		06:30 AM	12:00 PM
11/02/2004 Tue	10.25	10.25		06:25 AM	11:30 AM
11/03/2004 Wed	10.00		10.00	06:30 AM	11:30 AM
11/04/2004 Thu	10.00	1.00	9.00	06:30 AM	12:00 PM
11/05/2004 Fri	10.08		10.08	06:25 AM	12:00 PM

Date	Pay Type	Work Code	Bin	Section	Hours/Units	Rate	Pay	Yield	Total Y...	G/L Account
11/01/2004 Mon	Regular	PRNP-H		PEADH-COAR-19940517	10.00	18.00	180.00			66500-020
11/02/2004 Tue	Regular	PRNP-H		PEADH-COAR-19940517	2.00	18.00	36.00			66500-020
11/02/2004 Tue	Regular	PRNP-H		PEADH-FATE-19990517	4.00	18.00	72.00			66500-020
11/02/2004 Tue	Regular	PRNP-H		PEADH-HAST-19960517	4.25	18.00	76.50			66500-020
11/03/2004 Wed	Piecework	B20AF	0000012341	APPLE-CRN-B4-19960502	1.00	11.00	11.00	20.00	20.00	66510-010
11/03/2004 Wed	Piecework	B20AF	0000012342	APPLE-CRN-B4-19960502	1.00	11.00	11.00	20.00	20.00	66510-010
11/03/2004 Wed	Piecework	B20AF	0000012343	APPLE-CRN-B4-19960502	1.00	11.00	11.00	20.00	20.00	66510-010
11/03/2004 Wed	Piecework	B20AF	0000012344	APPLE-CRN-B4-19960502	1.00	11.00	11.00	20.00	20.00	66510-010
11/03/2004 Wed	Piecework	B20AF	0000012345	APPLE-CRN-B4-19960502	1.00	11.00	11.00	20.00	20.00	66510-010
11/03/2004 Wed	Piecework	B20AF	0000123466	APPLE-CRN-B4-19960502	1.00	11.00	11.00	20.00	20.00	66510-010
11/04/2004 Thu	Regular	PRNP-H		PFA7H-HAST-19960517	1.00	18.00	18.00			66500-020

Wk/ovrweek:	0.00	Makeup Pay:	\$0.00	Hour:	50.33	Piecework Hour:	23.08	Benefit Adjust:	\$0.00	Gross Pay:	\$448.90	Deductions:	\$0.00	Take Home Tip:	\$0.00	Net Pay:	\$448.90
-------------	------	-------------	--------	-------	-------	-----------------	-------	-----------------	--------	------------	----------	-------------	--------	----------------	--------	----------	----------

Makeup Pay is used to compensate the employee if the total pay does not match minimum wage requirement. The **Piecework Hours** value is calculated by subtracting the standard hours from total of the daily hours entered within the daily hours list. The **View > Daily Hours** option must be selected to display the daily hours on the top right pane of the timecard. Review the Processing Payroll - Advanced > Minimum Wage and Makeup Pay section for more details on **Makeup Pay** and **Piecework Hours**.

Many fruit and orchard growers use picker tickets to track the produce that was harvested. An optional **Picker Ticket Entry** window can be used to enter a batch of picker tickets. Review the Picker Ticket Entry section for more details.

EBMS contains piecework pay reports that list the piecework pay details. Review the Piecework Pay > Piecework Forms and Reports for details on these report options.

Picker Ticket Entry

The Picker Ticket Entry window is an alternative method of entering picker ticket information into the employee's timecard. The advantages of using this window instead of the timecard window are as follows:

- The window is optimized to enter picker tickets into the system
- Picker tickets may be entered in random order.
- The screen is simplified so that only the necessary information required for harvest bin (picket ticket) entry are displayed.
- Most information defaults to the last entry to minimize the time required to enter similar picket tickets

The disadvantages to this screen are:

- Picker ticket entries cannot be changed. Only new records can be added within the picker ticket entry window.
- Employee information is not displayed within this window.
- Other pay such as hourly or commissions cannot be entered using this window.

Pay rates, makeup pay, and other payroll totals are not displayed within this window.

Select **Horticulture > Picker Ticket Entry** to open the picker ticket entry screen.

The screenshot shows a window titled "Picker Ticket Entry" with a blue title bar and standard window controls. The form contains the following fields:

Employee:	KINDON	Date:	11/03/2004 Wed		
Bin Code:	B20AF	Bin:	12456		
Section:	APPLE-GAA-B4-19970515				
Units:	1.00	Rate:	11.00	Pay:	11.00
Yield:	20.00	Total Yield:	20.00		
Quality:	FRESH - FRESH				

At the bottom right, there are two buttons: "Save" and "Close".

This window is only an entry screen and cannot be used to edit or delete tickets that have already been entered. All the following information within this window must be populated before clicking on the **Save** button with a possible exception of the **Bin** code.

- Enter the Id of the **Employee** who is being paid for the bin ticket. Click on the lookup window to view the employee information.
- The **Date** should reflect the date the fruit was picked. This date is used to post the harvest labor expense into payroll. The picker ticket **Date** must be within a valid pay period. Review the Processing Payroll > Pay Periods section of the payroll documentation for more details on creating a pay period.
- The **Bin Code** is an important entry that identifies the type of pay that is being entered. This code is referenced within the payroll system as a **Work Code**. The bin code will determine if a **Bin** number must be entered, what contents are required within the **Section** Id, the piecework **Rate**, and the **Yield** Quantity. Non-harvest work codes (**Harvest Bin** option is disabled in the **Piecework** tab of the work code) such as pruning can be entered into this window but no standard wage work codes can be used. Review the Creating Work Codes and Bin Codes section for more details.
- Enter the number printed on the picker ticket into the **Bin** entry. This entry is required if the **Bin Code Required** option is enabled within the **Piecework** tab of the work code.
- Enter the **Section** Id code. The sections are created within the **Horticulture > Field** or **Horticulture > Variety** windows. Review the Adding or Changing Details within the Section for details on creating section information. The **Section** requirements are set within the **Horticulture** tab of the **Work Code**. Review the Creating Work Codes and Bin Codes section for more details.
- Enter the number of **Units**. Enter the number '1' to enter individual picker tickets. The **Units** entry may have a quantity greater than one if a **Bin** number located on the picker ticket is not used. For example, the user may enter four **Units** of a piecework code **PRUNING** to pay an employee for four units of a piecework code. This value will show in the **Hours/Units** column of the timecard.
- The Piecework **Rate** is copied from the **Piecework** tab of the work code (**Bin Code**). The best way to pay for a partial bin is to change the **Units** field to a decimal value. The user can change the **Rate** for partial bins but then it is essential that the **Yield** value be changed.
- The **Yield** value reflects the amount of produce within a bin or container. The unit of measure (UOM) must be consistent with the fruit or vegetable variety. For example, apples should always be measured in the same UOM such as bushel but the strawberries may be measured in quarts or flats.

The **Pay** and **Total Yield** fields are calculated as follows:

$$\text{Pay} = \text{Units} * \text{Rate}$$

$$\text{Total Yield} = \text{Units} * \text{Yield}$$

- The **Quality** level is used to group the harvest into groups based on the quality of the fruit or vegetables. Review the Quality Levels section for more details.

Click on the **Save** button to create the picker ticket record. Notice that most of the entries are not cleared making it easy to enter multiple picker ticket entries with similar information. For example, a user can enter a list of picker tickets for an employee quickly by sorting and entering the tickets but changing only the **Bin** numbers for each ticket.

The user cannot edit picker tickets within the **Picker Ticket Entry** window. All editing must be done within the timecard window. Complete the following steps to access the employee timecard from the **Picker Ticket Entry** window:

- Right click on the **Employee** Id and select **Lookup** from the context menu.
- Click on the **Timecard** tab of the employee record
- Select the timecard with a pay period that includes the picker ticket **Date**.

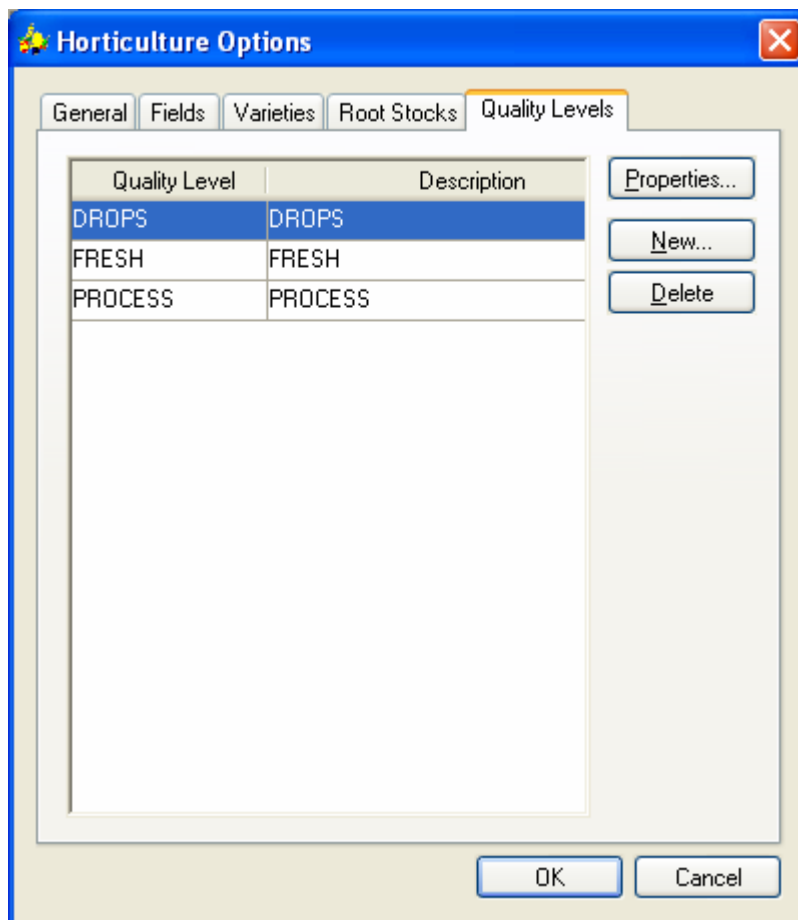
Review the Horticulture Information within the Timecard section for more details.

Picker tickets can be verified by displaying or printing the piecework report. Go to **File > Reports** and select **Payroll > Piecework > Piecework by Employee and Pay Period**. Review the **Piecework Pay > Piecework Forms and Reports** section of the main payroll documentation for details on this report.

Managing the Farm

Quality Levels

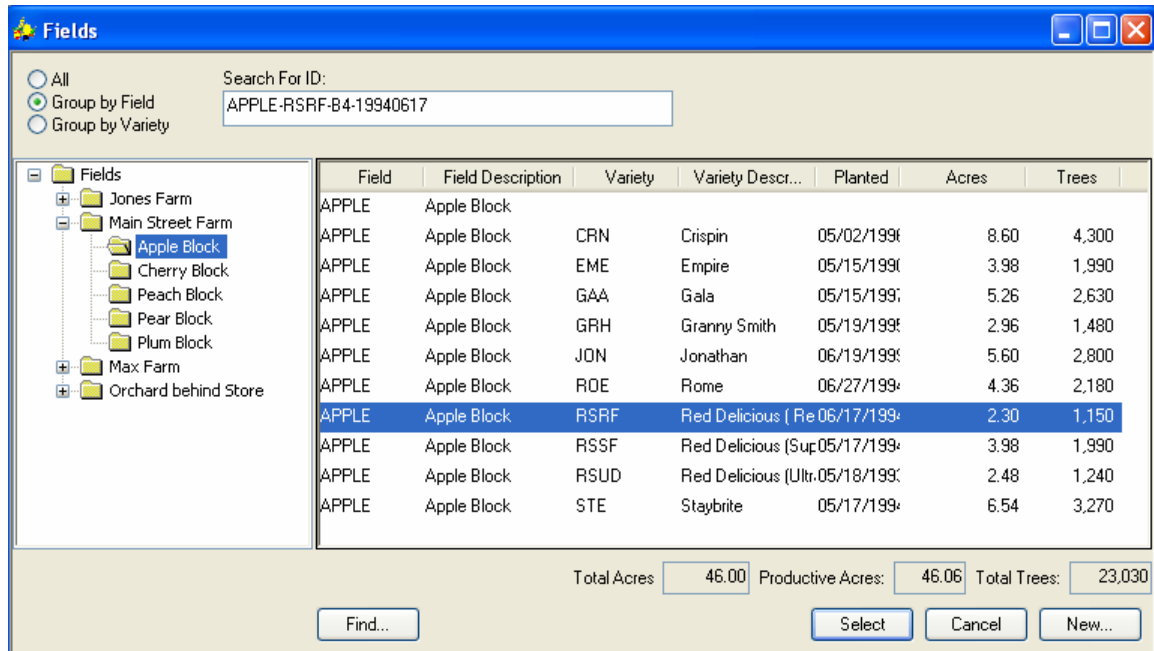
Fruit quality yields can be divided into multiple quality levels. This section can be ignored if multiple quality level settings are not required. Select **Horticulture > Options** from the main EBMS menu and click on the **Quality Levels** tab to view or change quality levels.



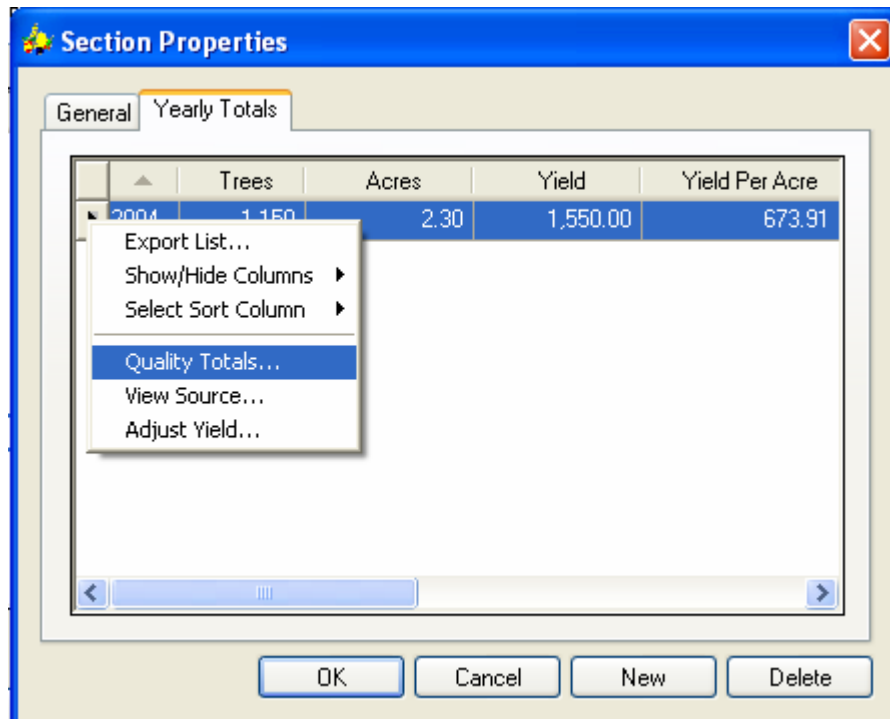
Add a few quality levels for the fruit or produce that is being harvested. Keep this blank to ignore quality level settings.

The fruit quality is identified by setting the **Fruit Quality** within the **Horticulture** tab of the work code. Separate bin codes (work codes) are required for each **Fruit Quality** level. Review the Creating Work Codes and Bin Codes section for more details on this setting.

The yield totals can be viewed for each fruit quality by opening any section record and clicking on the **Yearly Totals** tab. The section records can be accessed by selecting **Horticulture > Fields** from the main EBMS menu. Click on a block on the left pane to view the sections within the block as shown below:



Open a section record and click on the **Yearly Totals** tab.



Right click on the yield record for a specific year and select **Quality Totals** from the context menu. The following **Quality** level dialog will open:



	Quality	Yield	Value
	FRESH	1,025.00	9.50
▶	PROCESS	525.00	5.00

The total yield and each **Quality** level is displayed on the list. The approximate average **Value** of each quality should be entered into the **Value** column for reporting purposes.

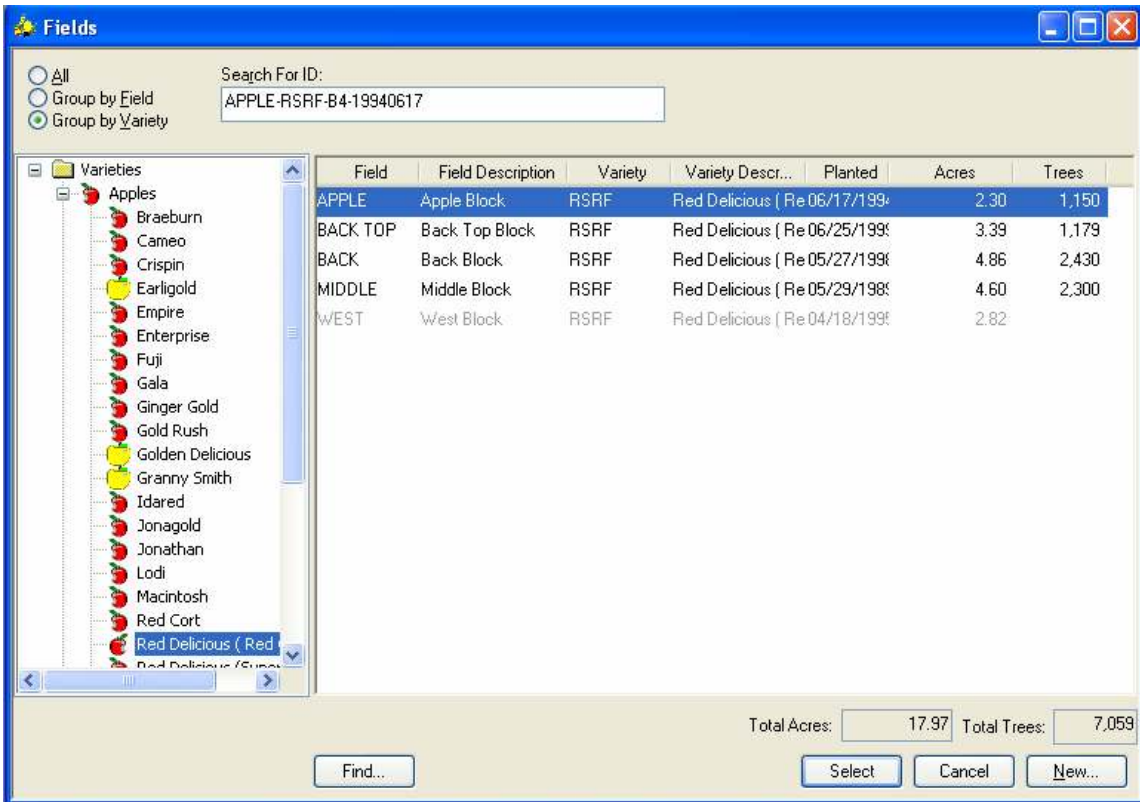
Review the Recording and Adjusting Yields section for more details on the **Yield** column and the **Adjust Yield** function.

Recording and Adjusting Yields

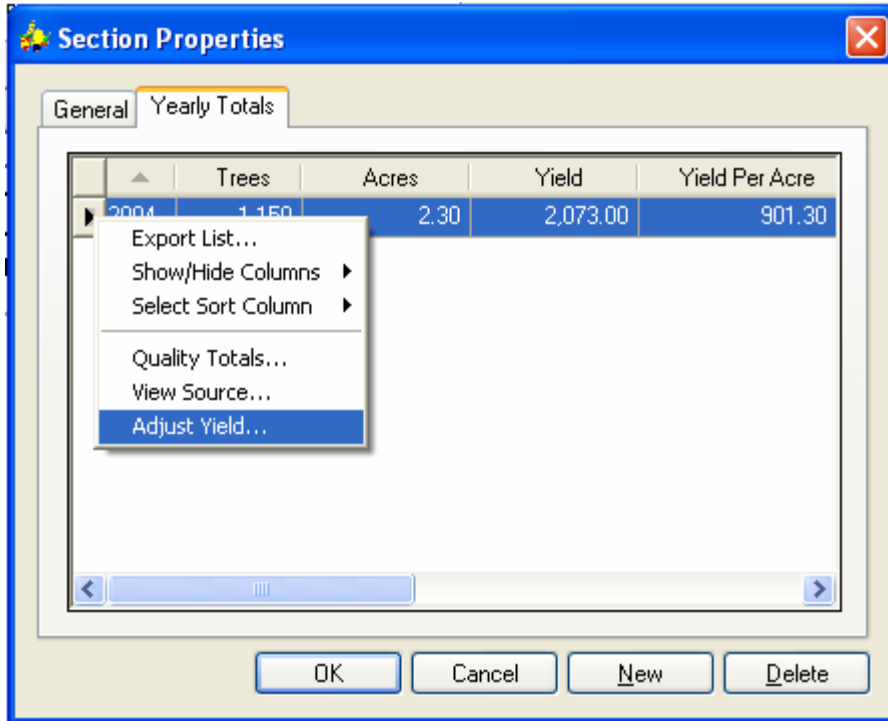
One of the powerful features of the Horticulture module is tracking the yield of a harvest. Yields can be analyzed by field, block, or variety. Powerful production reports tracking yield per acre or yield totals are important tools used to analyze the profitability of specific fields or varieties.

Most yield information is entered into the system using the piecework work codes. The yield totals within a field or variety are updated when piecework payroll is processed. Any fruit or vegetables harvested by employees that are paid using a standard hourly wage or salary are not included in the yield totals unless a yield adjustment is made. Complete the following steps to adjust yields:

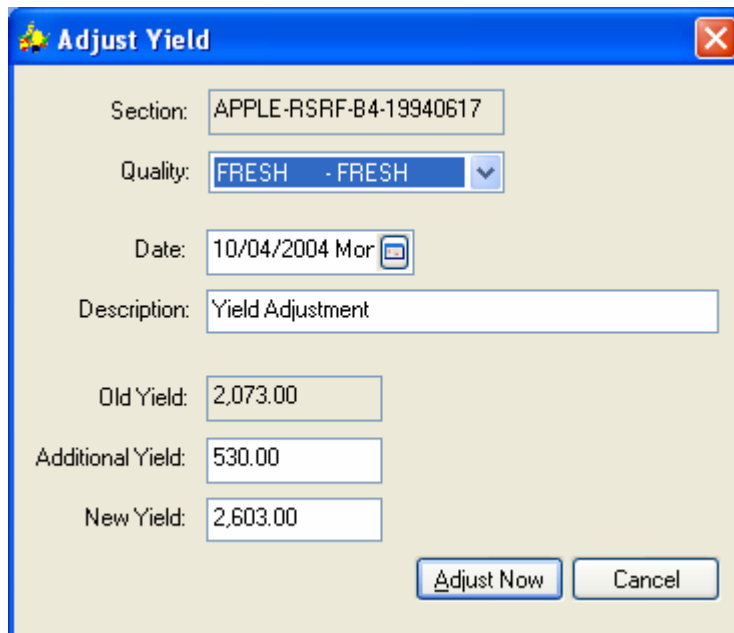
1. Open the variety window by selecting **Horticulture > Varieties** from the EBMS menu.



2. Select a variety from the left windowpane to list the sections that contain the variety.
3. Open the section dialog and click on the **Yearly Totals** tab as shown below.



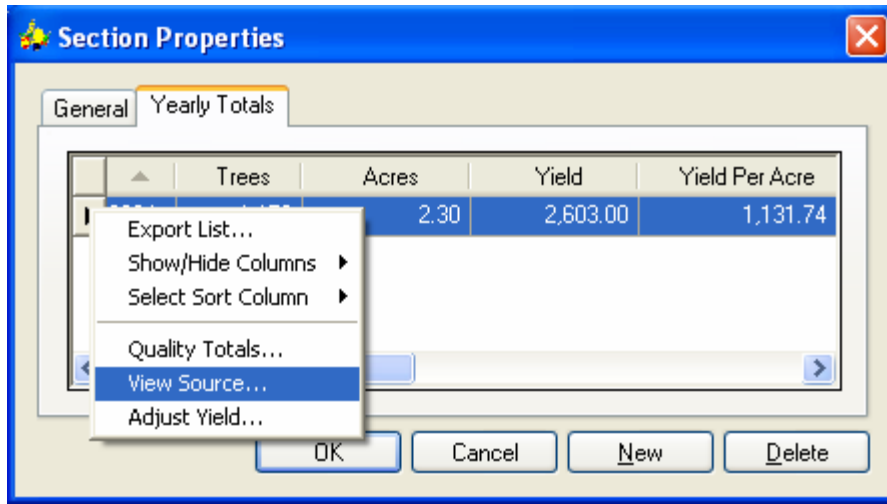
- Right click on the appropriate year and select **Adjust Yield**.



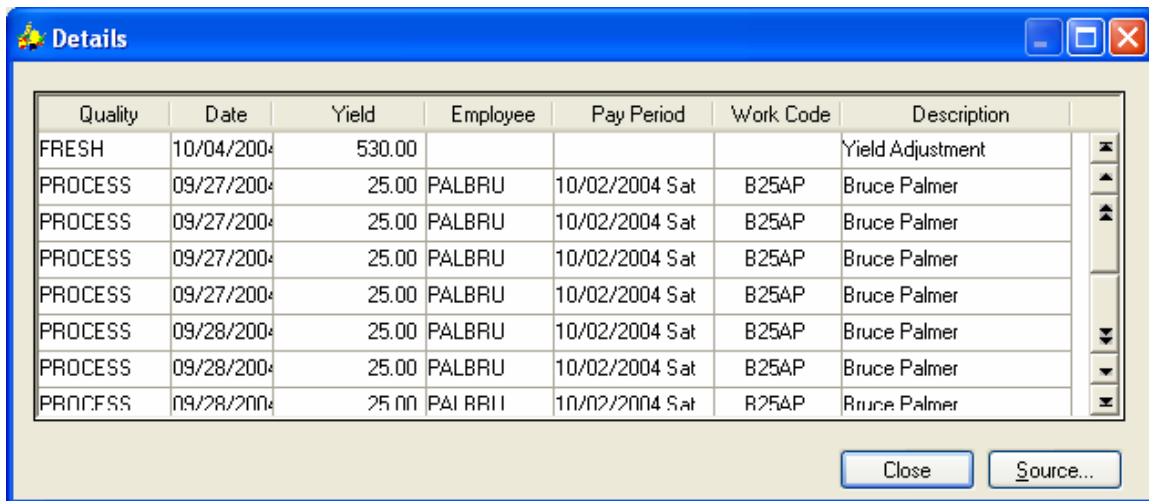
- Set the appropriate **Quality** level. Review the Quality Levels section for more details on the quality level options.
- Set the adjustment transaction **Date**. This date must be within an open fiscal year since a G/L transaction is created to adjust the yield amounts. Note that no general ledger account balance is affected by this adjustment.
- Enter a **Description** for the adjustment transaction.

8. Either enter the **Additional Yield** or the **New Yield** values and the system will calculate the other value. The **Old Yield** is derived from the original yield total for the year.
9. Click the **Adjust Now** button to create the adjustment transaction. Post transactions to view the adjustment transaction.

Right click on the Year record and select **View Source** to view the source of the yield totals.



Notice the adjustment transaction displayed on the top of the transaction list in the example shown below. Select any detail lines and click on the **Source** button to view the source of the yield detail.

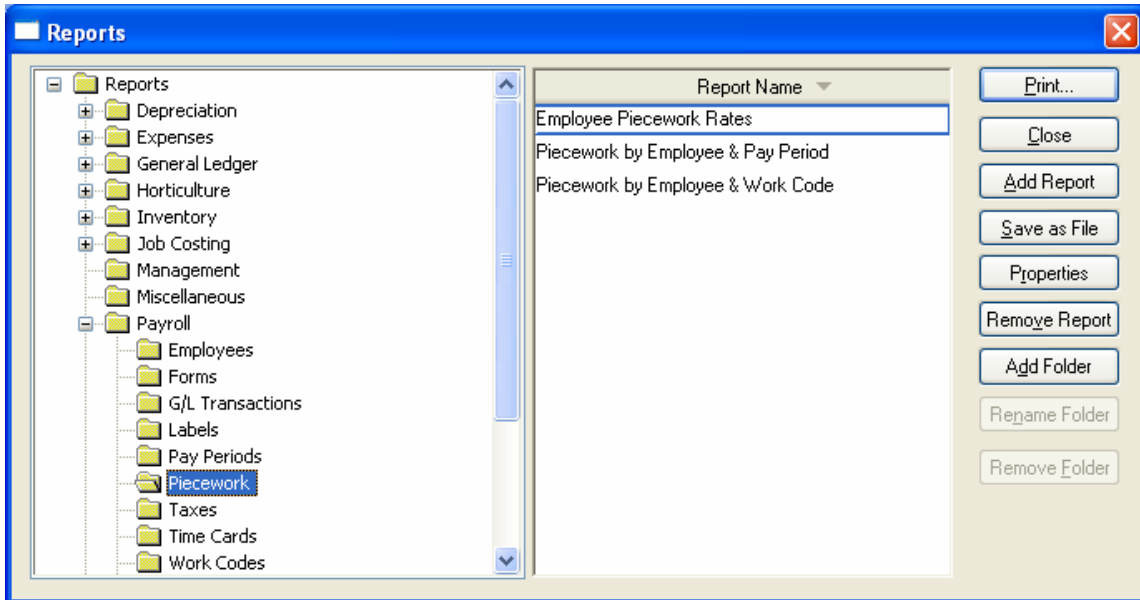


Click on close to return to the **Yearly Totals** list.

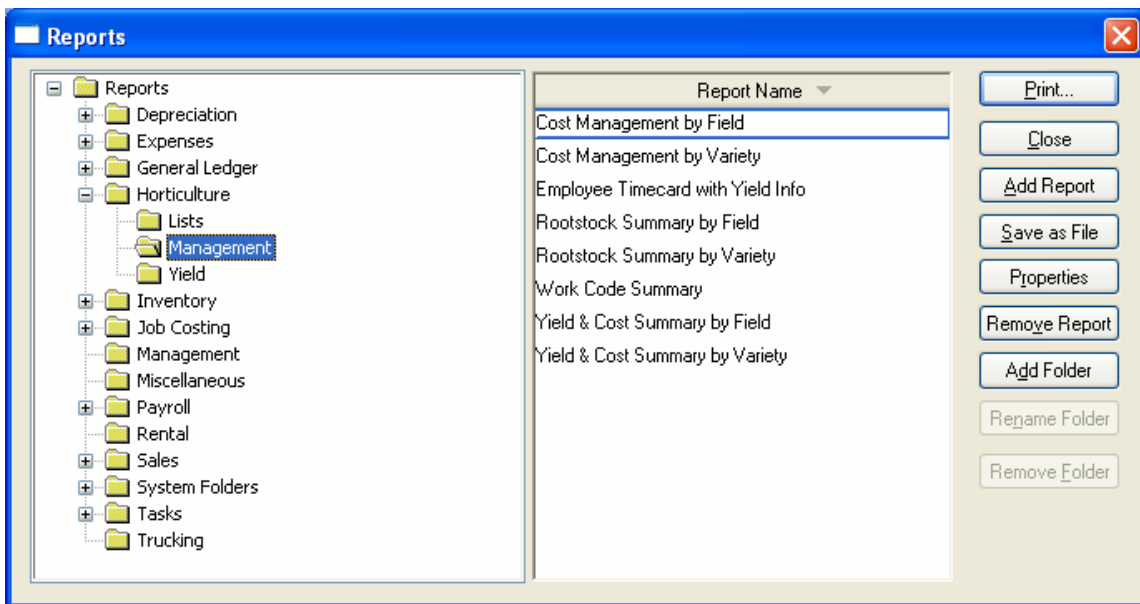
Right click and select **Quality Levels** to view or adjust totals based on the quality level.

Management Reports

The EBMS software includes many reports including general piecework reports. Select **File > Reports** from the EBMS menu and select **Reports > Payroll > Piecework** as shown below:




The Horticulture module includes many additional reports by clicking on **Reports > Horticulture**.



Some of the management reports available are listed below:

- Yield and Cost Summary by Field



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Yield & Cost Summary by Field

Quality Orchard
All Fields
for Year 2004

November 10, 2006
9:32:57PM
Page: 1

Field	Variety	Rootstock	Date Planted	Acres	Tons	Bushels	Bushels/Acre	General Costs	Harvest Costs	Total Costs	Cost/Acre	Harvest Cost/Bu	General Cost/Bu	Total Cost/Bu
Apple Block														
	Empire	B4	5/2/1996	8.60	4,300	480.00	55.81	794.13	273.00	1,067.13	124.68	0.57	1.65	2.22
	Empire	B4	5/15/1990	3.98	1,990	300.00	75.38	1,408.89	174.00	1,582.89	397.71	0.58	4.70	5.28
	Chula	B4	5/15/1997	5.26	2,630	1,175.00	223.38	1,086.19	821.50	2,307.69	438.72	0.33	1.44	1.96
	Cherry Smith	B4	5/10/1995	2.96	1,480	2,200.00	743.24	1,213.79	1,244.00	2,457.79	830.33	0.57	0.55	1.12
	Jonathan	B4	6/10/1990	5.60	2,800	2,625.00	468.75	1,705.28	1,482.50	3,187.78	554.96	0.33	0.65	1.18
	Red Delicious (Red Chief)	B4	6/17/1994	2.30	1,150	2,603.00	1,131.74	1,371.32	857.00	2,228.32	968.83	0.33	0.53	0.86
	Red Delicious (Super Chief)	B4	5/17/1994	3.98	1,990	3,500.00	879.40	1,351.41	1,948.00	3,299.41	829.00	0.56	0.39	0.94
	Red Delicious (Ultra Red)	B4	5/18/1993	2.48	1,240	2,600.00	1,048.39	1,311.85	1,426.00	2,737.85	1,103.97	0.35	0.50	1.05
	Rome	B4	6/27/1994	4.36	2,180	2,675.00	613.53	2,742.19	1,337.50	4,079.69	935.71	0.30	1.03	1.53
	Saylrite	B4	5/17/1994	6.54	3,270	2,200.00	336.50	1,413.92	1,136.00	2,549.92	389.90	0.52	0.64	1.16
	Total Apple Block			46.06	23,030	28,358.00	611.99	14,998.97	10,410.50	25,418.47	551.86	0.51	0.74	1.25
Cherry Block														
	Empire Francis		5/14/1998	1.30	474									
	Harford		6/28/1997	0.43	171									
	Holland/Prager		5/11/1996	0.50	189									
	Kristen		4/23/1996	1.56	574									
	Lapra		4/18/1993	0.30	120									
	Suzanne		4/15/1990	1.26	453									
	Ular		5/17/2000	0.65	239									
	Total Cherry Block			6.00	2,220	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Peach Block														
	Blazing Star		6/2/1997	4.00	1,400	2,380.00	645.00	624.12	4,080.00	4,704.12	1,176.03	1.38	0.24	1.82
	Conrad Bar		5/17/1994	6.53	2,122	1,500.00	229.71	784.46	2,800.00	2,784.46	426.41	1.33	0.52	1.86
	Fayette		5/17/1998	3.60	1,393	1,500.00	416.67	705.00	2,800.00	2,705.00	751.39	1.33	0.47	1.80
	Flaming Fury #5B		5/12/1997	5.60	2,178	1,500.00	267.86	1,424.81	2,800.00	3,424.81	611.57	1.33	0.95	2.28
	Haremont		5/17/1996	4.56	1,723	1,500.00	328.95	1,294.80	2,800.00	3,294.80	722.54	1.33	0.86	2.20
	Runkin		5/18/1995	2.36	932	1,500.00	635.59	830.14	2,800.00	2,830.14	1,199.21	1.33	0.55	1.89
	Sterry		4/27/1996	3.26	1,235	1,500.00	460.12	709.33	2,800.00	2,709.33	831.88	1.33	0.47	1.81
	Stone King		5/10/1998	2.09	652	1,500.00	717.70	976.30	2,800.00	2,576.30	1,232.68	1.33	0.38	1.72
	Total Peach Block			32.00	11,715	11,080.00	408.75	6,948.96	18,640.00	25,028.96	782.46	1.38	0.53	1.91

• Yield and Cost Summary by Variety



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Yield & Cost Summary by Variety

Quality Orchard
All Fields
for Year 2004

November 10, 2006
9:34:15PM
Page: 4

Variety	Field	Rootstock	Date Planted	Acres	Tons	Bushels	Bushels/Acre	General Costs	Harvest Costs	Total Costs	Cost/Acre	Harvest Cost/Bu	General Cost/Bu	Total Cost/Bu
	Total Jonathan			45.99	18,362	2,628.00	57.08	6,696.18	1,402.50	8,098.68	176.10	0.53	2.55	3.89
Lodi														
	Back Block	M9	5/13/1995	3.00	1,500			1,000.70		1,000.70	633.57			
	Bottom Block	E26	6/14/1996	0.89	445									
	East Block	M9	6/18/1993	0.23	0			245.10		245.10	1,065.65			
	North Side Block	C16	5/11/1995	1.60	463			791.82		791.82	404.89			
	Total Lodi			5.72	2,408	0.00	0.00	2,037.62	0.00	2,037.62	513.57	0.00	0.00	0.00
Macintosh														
	Back Block	M9	5/18/1999	7.90	3,950			476.92		476.92	60.37			
	Center Block	E26	5/25/1997	0.77	335			893.12		893.12	1,159.90			
	East Block	M9	6/2/1996	2.60	0			378.68		378.68	145.65			
	Front Block	B4	4/19/1997	2.30	1,150									
	Front Top Block	E26	6/29/1997	4.60	2,240			186.30		186.30	40.50			
	Middle East Block	M9	5/7/1993	3.63	1,815									
	South Block	C16	5/12/1998	4.00	0			280.70		280.70	70.18			
	South Side Block	C16	6/10/1993	4.60	0									
	South Side Block	C16	6/5/1994	6.24	0									
	Top Block	E26	4/13/1997	1.32	613			1,014.57		1,014.57	768.61			
	West Block	E26	5/12/1991	2.36	0			280.84		280.84	122.81			
	Total Macintosh			40.32	10,112	0.00	0.00	3,520.13	0.00	3,520.13	87.30	0.00	0.00	0.00
Red Delicious (Red Chief)														
	Apple Block	B4	6/17/1994	2.30	1,150	2,603.00	1,131.74	1,371.32	857.00	2,228.32	968.83	0.33	0.53	0.86
	Back Block	M9	5/27/1998	4.86	2,430			551.50		551.50	113.48			
	Back Top Block	E7	6/25/1999	3.39	1,719									
	Middle Block	B4	5/29/1989	4.60	2,300									
	West Block	E26	4/18/1995	2.82	0			292.53		292.53	103.73			
	Total Red Delicious (Red Chief)			17.97	7,699	2,603.00	144.85	2,215.35	857.00	3,072.35	170.97	0.33	0.85	1.18
Red Delicious (Super Chief)														
	Apple Block	B4	5/17/1994	3.98	1,990	3,500.00	879.40	1,351.41	1,948.00	3,299.41	829.00	0.56	0.39	0.94
	Center Block	E26	4/16/2002	1.30	601			732.51		732.51	563.47			
	Middle Block	B4	4/30/1997	3.60	1,800									
	South Block	C16	6/16/1998	1.30	0			277.71		277.71	213.62			
	Total Red Delicious (Super Chief)			10.18	4,391	3,500.00	343.81	2,261.63	1,948.00	4,309.63	423.34	0.56	0.67	1.23

- Cost Management by Field

		Cost Management by Field		November 10, 2006 9:35:41 pm Page: 1	
123 Country Lane PO Box 777 Fruit Haven, PA 16987 www.qualityorchard.com		Quality Orchard All Fields Work Dates from 8/1/2004 to 11/10/2006 All Work Codes			
Apple Block					
Crispin					
<u>Work Code & Description</u>		<u>Hours/Units</u>	<u>Pay</u>	<u>Yield</u>	
B20AF	20 Bu. Bin Fresh \$11.00	9.00	99.00	180.00	
B25AF	25 Bu Fresh Apples Bin \$14.50	12.00	174.00	300.00	
		21.00	273.00	480.00	
Empire					
<u>Work Code & Description</u>		<u>Hours/Units</u>	<u>Pay</u>	<u>Yield</u>	
B25AF	25 Bu Fresh Apples Bin \$14.50	12.00	174.00	300.00	
		12.00	174.00	300.00	
Gala					
<u>Work Code & Description</u>		<u>Hours/Units</u>	<u>Pay</u>	<u>Yield</u>	
B20AF	20 Bu. Bin Fresh \$11.00	2.00	22.00	40.00	
B25AF	25 Bu Fresh Apples Bin \$14.50	17.00	246.50	425.00	
B25AP	25 Bu Process Apples	30.00	375.00	750.00	
		49.00	643.50	1,215.00	
Granny Smith					
<u>Work Code & Description</u>		<u>Hours/Units</u>	<u>Pay</u>	<u>Yield</u>	
B25AF	25 Bu Fresh Apples Bin \$14.50	72.00	1,044.00	1,800.00	
B25AP	25 Bu Process Apples	16.00	200.00	400.00	
		88.00	1,244.00	2,200.00	
Jonathan					
<u>Work Code & Description</u>		<u>Hours/Units</u>	<u>Pay</u>	<u>Yield</u>	
B20AP	20 Bu Bin Process Apples \$11.60	10.00	116.00	200.00	

The system includes yield comparison reports. Select **Reports > Horticulture > Yield** to view or print reports with multiple year comparisons.

Index

A

Acres.....	2, 9
Add Variety button	5, 9
Allows	13
blocks	13
Field	13

B

B 5	
Bin.....	2, 19, 22
Bin Code Required	13, 19, 22
Enable.....	13
Bin Codes	13, 22
Block Information.....	3
Blocks	2, 13
Allows.....	13

C

C 5	
Change	22
Rate.....	22
Units.....	22
Changing Details within	9
Section	9
Changing Varieties	5
Code	2, 13
Complete	13
Harvest Bin Settings	13
Create	3, 13
Fruit Quality.....	13
subfolder	3
Work Codes	13

D

D 5	
Daily Hours	19
Date	2, 9, 19, 22
Enter.....	9, 19
Default Section	13
set	13
Description.....	5, 13
Enter.....	5, 13

E

E 5	
EBMS.....	2, 13, 19
EBMS Horticulture	2
EBMS menu.....	9, 13
EBMS Payroll.....	2
Employee.....	2, 22
Employee Id.....	22
Enable.....	5, 9, 13

Bin Code Required	13
No Variety.....	9
Only Allow Subfolders	5
Entering.....	3, 5, 9, 13, 19, 22
Date	9, 19
Description	5, 13
Farm	3
General Ledger	13
Id 22	
Piecework Rate	13
Rootstock	13
Section Id	22
Total Acres	3
Variety Properties.....	5
Work Code Id	13
ESVARICN.DBF file.....	5
records	5

F

F 5	
Farm.....	2, 3
Entering.....	3
Fields	2, 3, 9, 13, 22
allow	13
record	13
set.....	13
Field-Variety-Rootstock-Date Planted	19
Finish	9, 13
Fruit Quality.....	2, 13
creating.....	13
identify	13

G

G/L	13
General Ledger	13
Enter.....	13
Group	2, 9

H

Harvest Bin	2, 13, 19, 22
Harvest Bin Settings	13
complete.....	13
Horticulture.....	2, 3, 5, 9, 13, 19, 22
selecting	9
Horticulture Information within	19
Timecard	19
Hours/Units	19, 22
multiplying	19

I

Icon	
list.....	5

Icons list.....5
 ID5, 9, 22
 Enter.....22
 selecting.....9
 Identify.....13
 Fruit Quality.....13

J

Jones Farm.....9

L

List
 Icons.....5
 Lookup.....22

M

Main Street Farm.....9
 Makeup Pay.....19
 Management Reports.....31
 Multiplying.....19
 Hours/Units.....19

N

New button.....5, 9, 13
 No Root Stock.....9
 select.....9
 No Variety.....9, 13
 Enable.....9
 Notes.....5

O

OK button.....5
 Only Allow Subfolders.....5
 Enable.....5
 Only Work Codes.....19
 Options.....3, 5, 19
 Overview.....2

P

Pay.....2, 19, 22
 Pay Period.....22
 Pay Type.....19
 Payroll.....2, 13, 19, 22
 clicking.....19
 Picker Ticket Entry.....22
 Picker Ticket Entry window.....19, 22
 Piecework.....2, 13, 19, 22
 set.....13, 19
 Piecework Hours.....19
 Piecework Rate.....13, 22
 Enter.....13
 Planted.....2, 9
 Posted.....19
 Section.....19
 Processing.....19
 timecards.....19
 Productive Acres.....3, 9

Properties button.....3
 PRUNING.....22

Q

Quality.....22

R

Rate.....2, 19, 22
 change.....22
 Records.....2, 5, 13
 ESVARICN.DBF file.....5
 Field.....13
 Rootstock.....13
 Reports.....2, 22
 Requires.....2, 13
 Root.....9
 Root Description.....9
 Rootstock.....2, 5, 9, 13
 enter.....13
 recording.....13
 Select.....9
 Rootstock ID.....5

S

Save button.....22
 clicking.....22
 Section.....2, 9, 19, 22
 Changing Details within.....9
 posted.....19
 Section Id.....22
 Enter.....22
 Select Horticulture.....22
 Selecting.....9
 Horticulture.....9
 ID9
 No Root Stock.....9
 Rootstock.....9
 Set.....13, 19
 Default Section.....13
 Field.....13
 None.....13
 Piecework.....13, 19
 Subfolder.....3
 Create.....3
 Subfolders.....3

T

Technical_Support.....1
 Timecard.....19, 22
 Horticulture Information within.....19
 processing.....19
 Total Acres.....3, 9
 Enter.....3
 Total Tree.....9
 Total Yield.....19, 22
 Trees.....2, 9

U

Unit-of-measure 13
 Units 22
 change 22
 UOM 13, 22

V

Varieties 2, 5, 9, 13, 22
 Variety ID 5
 Variety Properties 5
 Enter 5
 View 19

W

W2 2
 Wage Type 13, 19
 Work Code Id 13
 Enter 13
 Work Codes 13, 19, 22
 Creating 13
 Workman s Comp 13

Y

Yield 2, 19, 22
 Yield Amount 13
 Yield Quantity 22