

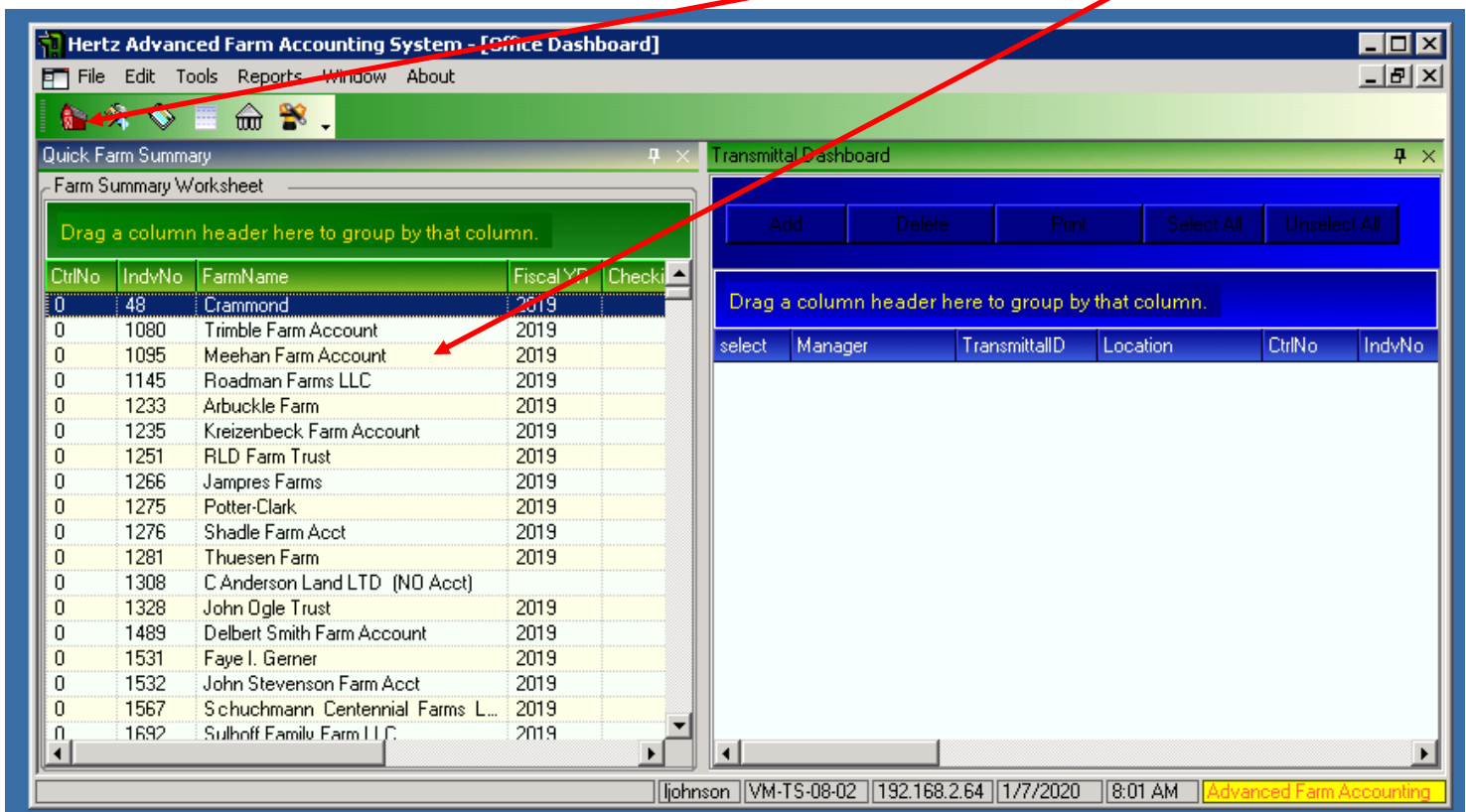
Go to the AFAS icon and log in:



Go to the Production Icon:



This screen will appear and navigate to your farm either clicking on the “Barn” or the appropriate farm in the list:

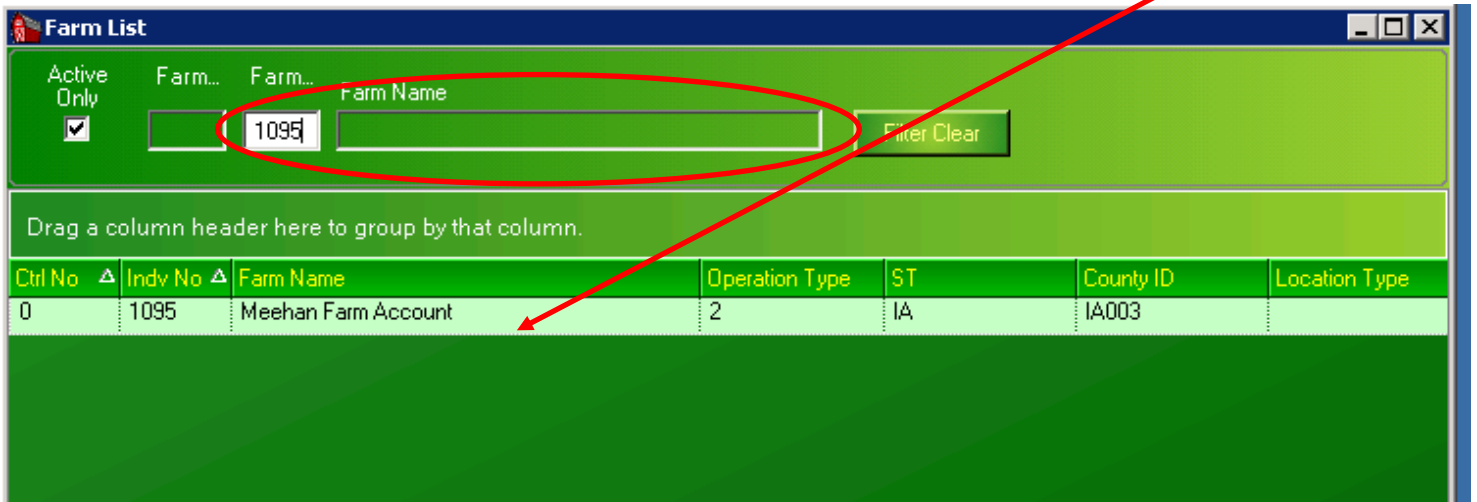


The screenshot shows the 'Office Dashboard' window with a menu bar (File, Edit, Tools, Reports, Window, About) and a toolbar. The main area is divided into two panes: 'Quick Farm Summary' and 'Transmittal Dashboard'. The 'Quick Farm Summary' pane contains a table with the following data:

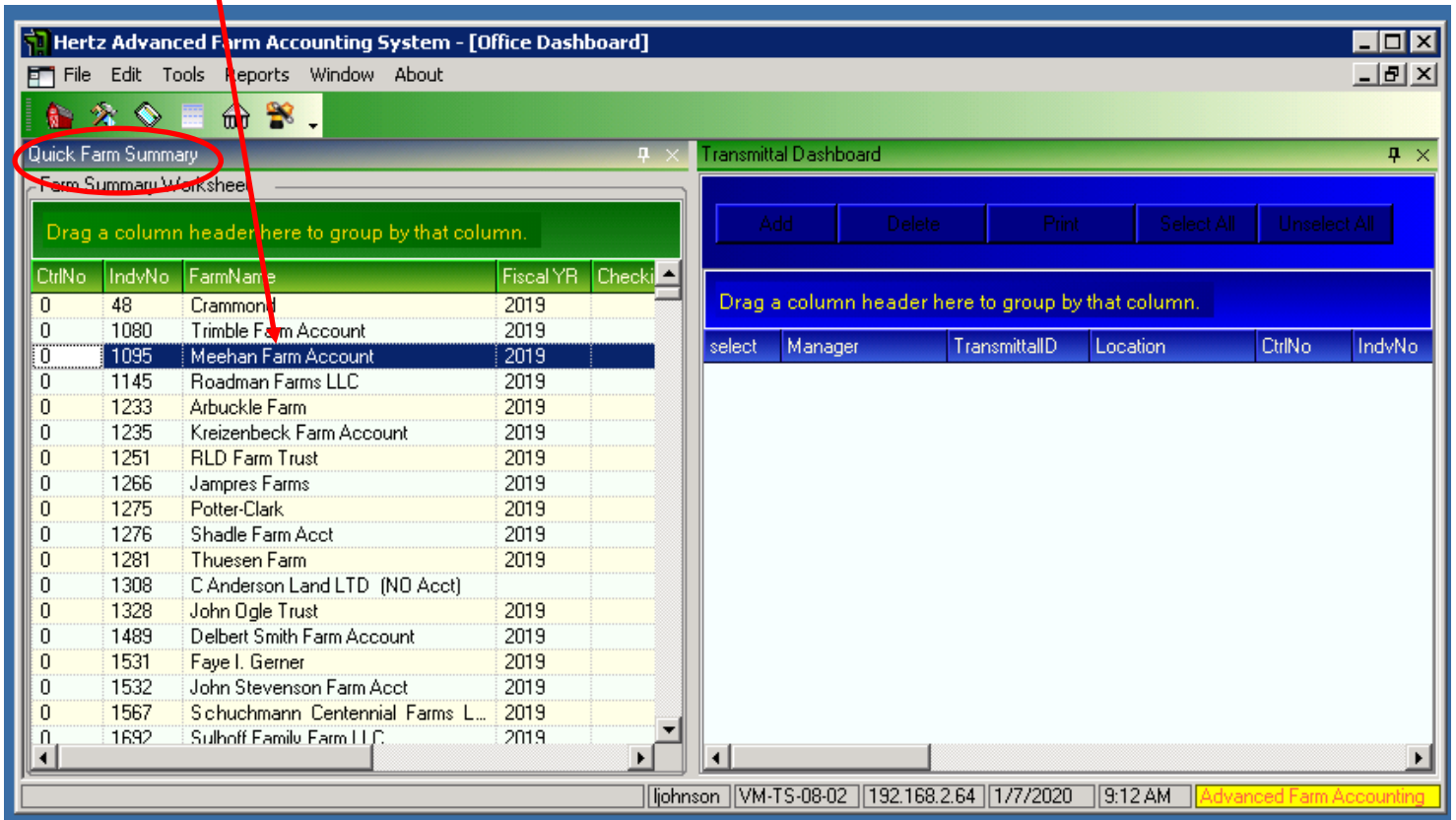
CtrlNo	IndvNo	FarmName	Fiscal Yr	Check
0	48	Crammond	2019	
0	1080	Trimble Farm Account	2019	
0	1095	Meehan Farm Account	2019	
0	1145	Roadman Farms LLC	2019	
0	1233	Arbuckle Farm	2019	
0	1235	Kreizenbeck Farm Account	2019	
0	1251	RLD Farm Trust	2019	
0	1266	Jampres Farms	2019	
0	1275	Potter-Clark	2019	
0	1276	Shadle Farm Acct	2019	
0	1281	Thuesen Farm	2019	
0	1308	C Anderson Land LTD (NO Acct)		
0	1328	John Ogle Trust	2019	
0	1489	Delbert Smith Farm Account	2019	
0	1531	Faye I. Gerner	2019	
0	1532	John Stevenson Farm Acct	2019	
0	1567	Schuchmann Centennial Farms L...	2019	
0	1692	Sulhoff Family Farm LLC	2019	

The 'Transmittal Dashboard' pane contains buttons for 'Add', 'Delete', 'Print', 'Select All', and 'Unselect All', and a table with columns: select, Manager, TransmittalID, Location, CtrlNo, and IndvNo. The status bar at the bottom shows: |Johnson | VM-TS-08-02 | 192.168.2.64 | 1/7/2020 | 8:01 AM | Advanced Farm Accounting

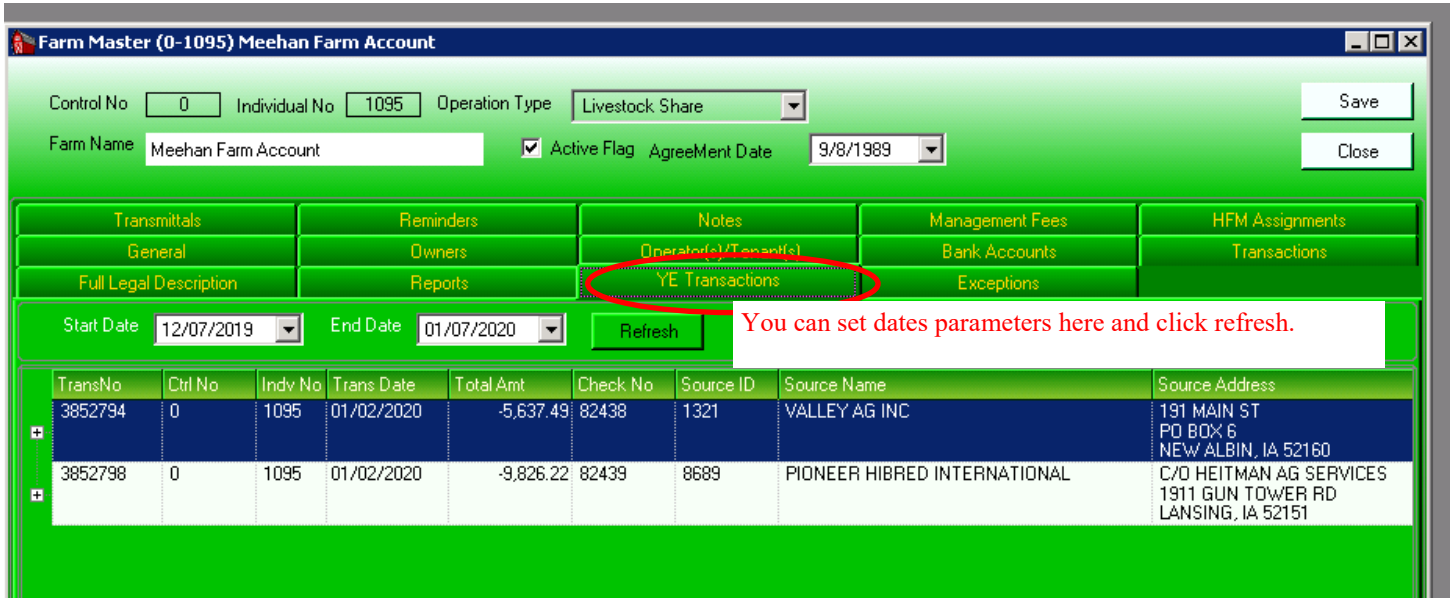
If you click on the Barn, this screen will appear and you will need to type your farm number and double click on the row to open up the **Master Farm Account** screen.



If you double-click the farm in the **Quick Farm Summary**, the **Master Farm Account** screen will appear:



To see New Year transaction, click on the **YE Transaction** tab and this screen will appear:



Farm Master (0-1095) Meehan Farm Account

Control No: 0 Individual No: 1095 Operation Type: Livestock Share

Farm Name: Meehan Farm Account Active Flag: Agreement Date: 9/8/1989

Save Close

Transmittals	Reminders	Notes	Management Fees	HFM Assignments
General	Owners	Operator(s)/Tenant(s)	Bank Accounts	Transactions
Full Legal Description	Reports	YE Transactions	Exceptions	

Start Date: 12/07/2019 End Date: 01/07/2020 Refresh

You can set dates parameters here and click refresh.

TransNo	Ctrl No	Indy No	Trans Date	Total Amt	Check No	Source ID	Source Name	Source Address
3852794	0	1095	01/02/2020	-5,637.49	82438	1321	VALLEY AG INC	191 MAIN ST PO BOX 6 NEW ALBIN, IA 52160
3852798	0	1095	01/02/2020	-9,826.22	82439	8689	PIONEER HIBRED INTERNATIONAL	C/O HEITMAN AG SERVICES 1911 GUN TOWER RD LANSING, IA 52151

To see Old Year transactions, click on the **Transactions** tab and this screen will appear:



Farm Master (0-1095) Meehan Farm Account

Control No: 0 Individual No: 1095 Operation Type: Livestock Share

Farm Name: Meehan Farm Account Active Flag: Agreement Date: 9/8/1989

Save Close

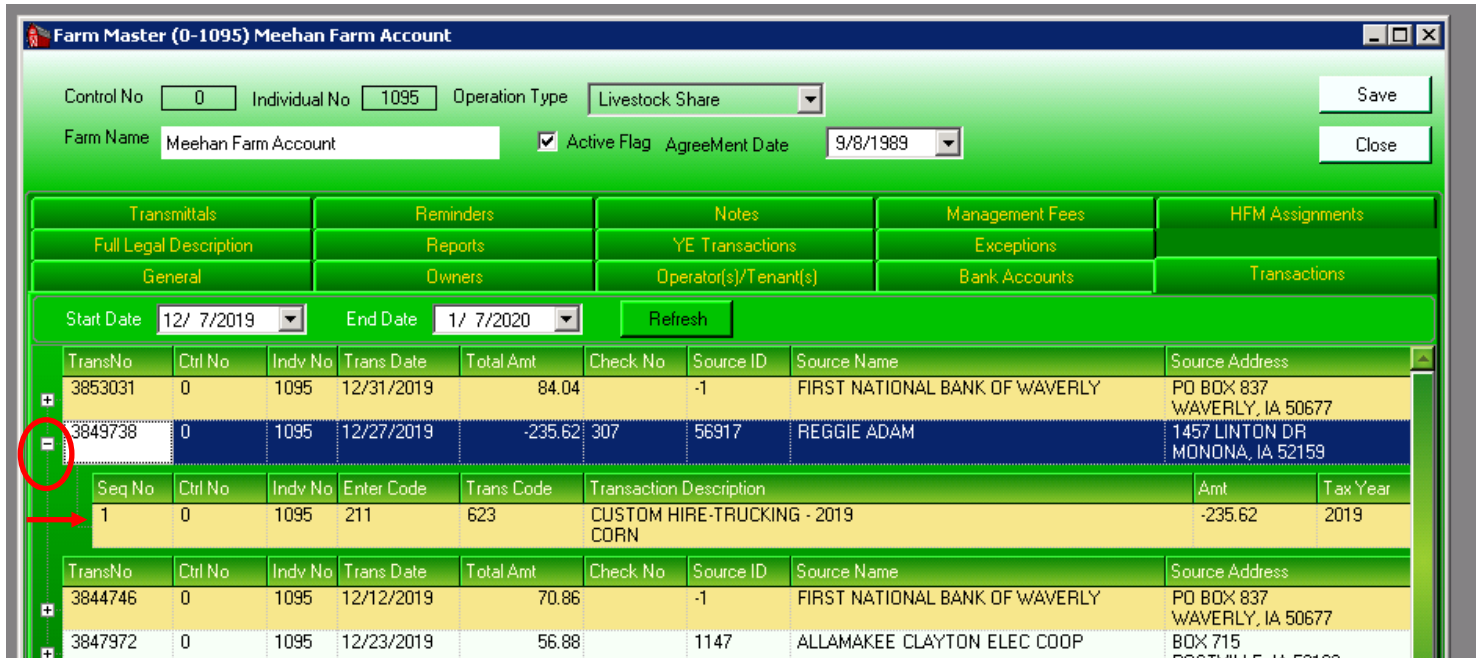
Transmittals	Reminders	Notes	Management Fees	HFM Assignments
Full Legal Description	Reports	YE Transactions	Exceptions	
General	Owners	Operator(s)/Tenant(s)	Bank Accounts	Transactions

Start Date: 12/ 7/2019 End Date: 1/ 7/2020 Refresh

You can set dates parameters here and click refresh.

TransNo	Ctrl No	Indy No	Trans Date	Total Amt	Check No	Source ID	Source Name	Source Address
3853031	0	1095	12/31/2019	84.04		-1	FIRST NATIONAL BANK OF WAVERLY	PO BOX 837 WAVERLY, IA 50677
3849738	0	1095	12/27/2019	-235.62	307	56917	REGGIE ADAM	1457 LINTON DR MONONA, IA 52159
3844746	0	1095	12/12/2019	70.86		-1	FIRST NATIONAL BANK OF WAVERLY	PO BOX 837 WAVERLY, IA 50677
3847972	0	1095	12/23/2019	56.88		1147	ALLAMAKEE CLAYTON ELEC COOP	BOX 715 POSTVILLE, IA 52162
3847979	0	1095	12/23/2019	1,365.30		1378	COMMODITY CREDIT CORPORATION	ALLAMAKEE COUNTY FSA OF 635 9TH ST NW WAUKON, IA 52172-1448
3847980	0	1095	12/23/2019	-40.96	306	2038	HERTZ FARM MANAGEMENT INC	PO BOX 500 NEVADA, IA 50201
3842686	0	1095	12/09/2019	-605.82	302	12204	THREE RIVERS FS	1200 FIELD OF DREAMS WAY DYERSVILLE, IA 52040
3843025	0	1095	12/09/2019	546.00		1378	COMMODITY CREDIT CORPORATION	ALLAMAKEE COUNTY FSA OF 635 9TH ST NW WAUKON, IA 52172-1448
3843026	0	1095	12/09/2019	-16.38	303	2038	HERTZ FARM MANAGEMENT INC	PO BOX 500 NEVADA, IA 50201
3843755	0	1095	12/11/2019	-303.07	304	1147	ALLAMAKEE CLAYTON ELEC COOP	BOX 715 POSTVILLE, IA 52162

If you click on the plus sign “+” (which becomes a minus “-” sign), you will see how the transaction was coded:



Farm Master (0-1095) Meehan Farm Account

Control No: Individual No: Operation Type: Save

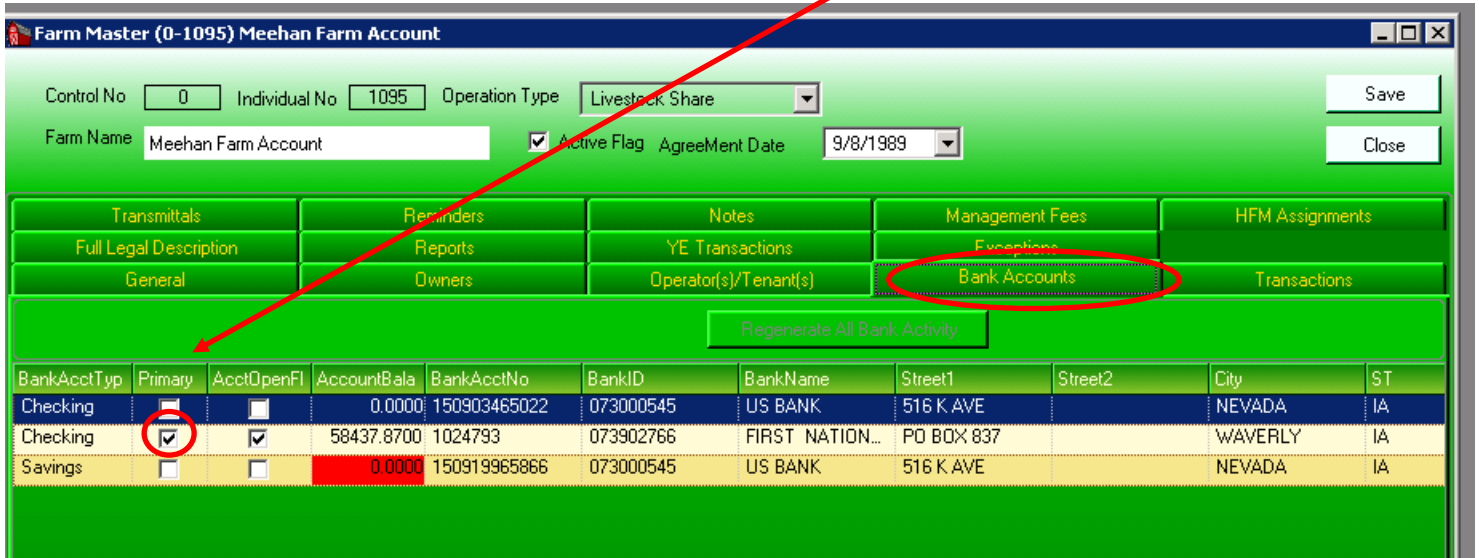
Farm Name: Active Flag Agreement Date: Close

Transmittals	Reminders	Notes	Management Fees	HFM Assignments
Full Legal Description	Reports	YE Transactions	Exceptions	
General	Owners	Operator(s)/Tenant(s)	Bank Accounts	Transactions

Start Date: End Date: Refresh

TransNo	Ctrl No	Indy No	Trans Date	Total Amt	Check No	Source ID	Source Name	Source Address	
3853031	0	1095	12/31/2019	84.04		-1	FIRST NATIONAL BANK OF WAVERLY	PO BOX 837 WAVERLY, IA 50677	
3849738	0	1095	12/27/2019	-235.62	307	56917	REGGIE ADAM	1457 LINTON DR MONONA, IA 52159	
Seq No	Ctrl No	Indy No	Enter Code	Trans Code	Transaction Description			Amt	Tax Year
1	0	1095	211	623	CUSTOM HIRE-TRUCKING - 2019 CORN			-235.62	2019
TransNo	Ctrl No	Indy No	Trans Date	Total Amt	Check No	Source ID	Source Name	Source Address	
3844746	0	1095	12/12/2019	70.86		-1	FIRST NATIONAL BANK OF WAVERLY	PO BOX 837 WAVERLY, IA 50677	
3847972	0	1095	12/23/2019	56.88		1147	ALLAMAKEE CLAYTON ELEC COOP	BOX 715 BOPTVILLE, IA 50103	

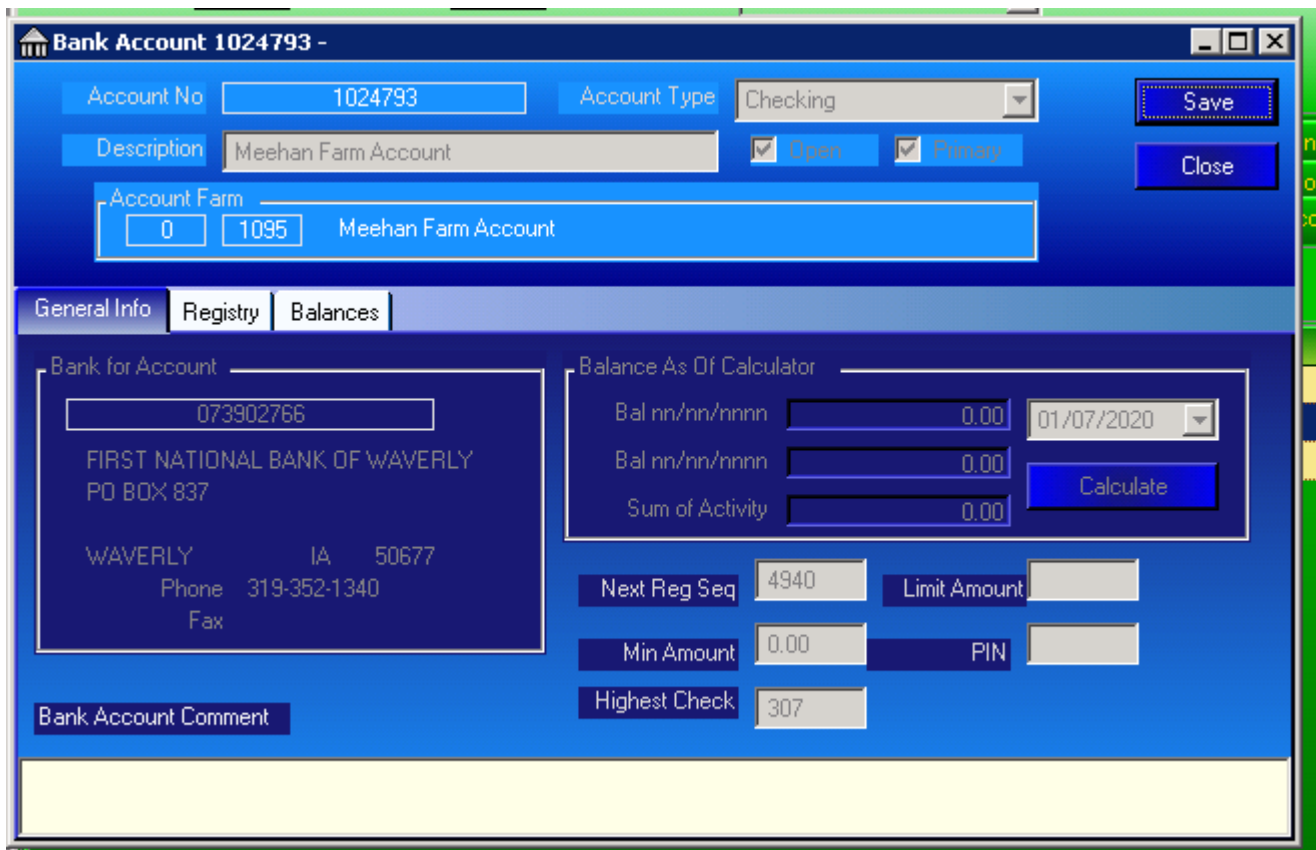
To access account balances, you select the **Bank Account** tab and double-click on “Checking” that has a check mark in primary section:



The screenshot shows the 'Farm Master (0-1095) Meehan Farm Account' window. The 'Bank Accounts' tab is selected and circled in red. A red arrow points from the 'Checking' account in the table below to the 'Bank Accounts' tab. The table lists three bank accounts:

BankAcctTyp	Primary	AcctOpenFl	AccountBala	BankAcctNo	BankID	BankName	Street1	Street2	City	ST
Checking	<input type="checkbox"/>	<input type="checkbox"/>	0.0000	150903465022	073000545	US BANK	516 K AVE		NEVADA	IA
Checking	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	58437.8700	1024793	073902766	FIRST NATION...	PO BOX 837		WAVERLY	IA
Savings	<input type="checkbox"/>	<input type="checkbox"/>	0.0000	150919965866	073000545	US BANK	516 K AVE		NEVADA	IA

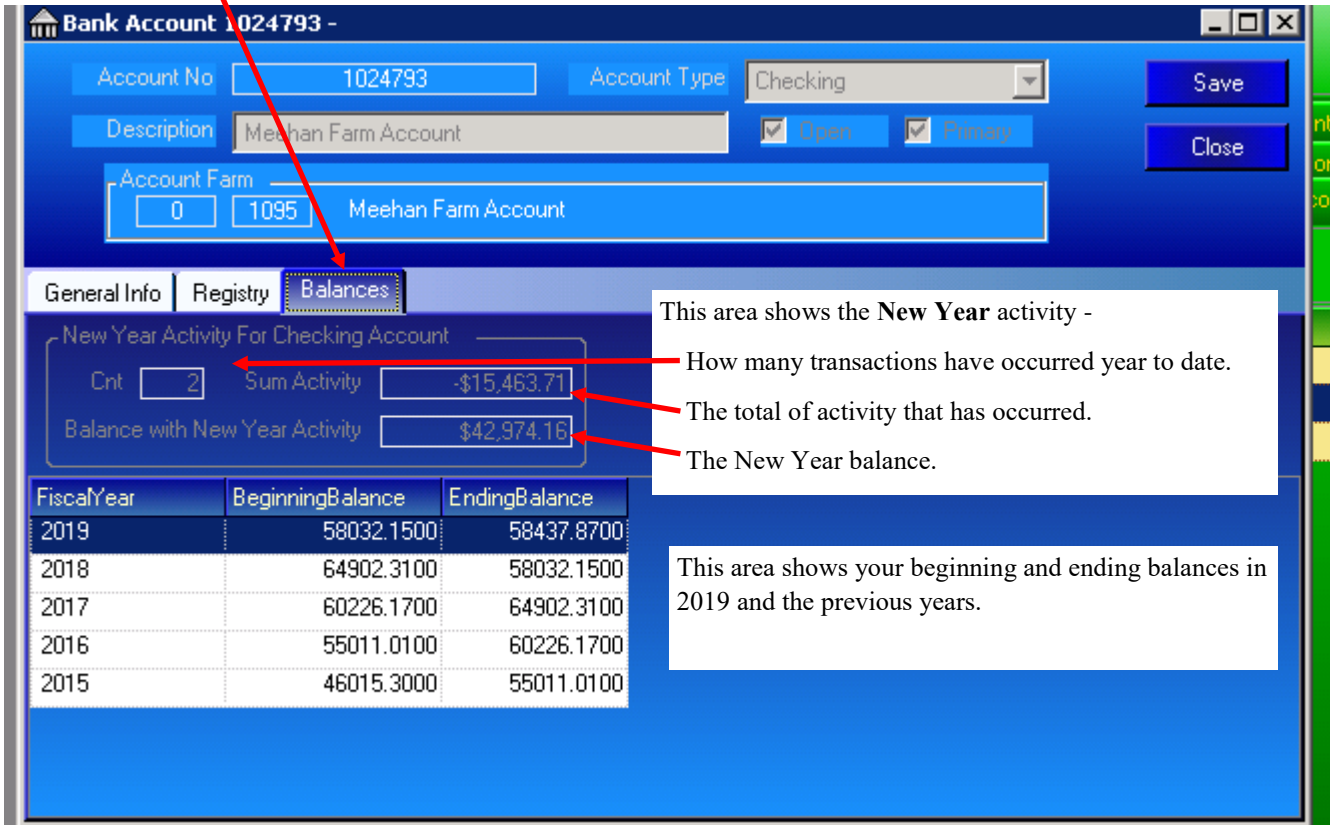
This screen will appear:



The screenshot shows the 'Bank Account 1024793 -' window. The 'Balances' tab is selected. The window displays the following information:

- Account No: 1024793
- Account Type: Checking
- Description: Meehan Farm Account
- Open: Primary:
- Account Farm: 0, 1095, Meehan Farm Account
- General Info | Registry | Balances
- Bank for Account: 073902766, FIRST NATIONAL BANK OF WAVERLY, PO BOX 837, WAVERLY IA 50677, Phone 319-352-1340, Fax
- Balance As Of Calculator: Bal nn/nn/nnnn 0.00, 01/07/2020, Calculate
- Next Reg Seq: 4940, Limit Amount: []
- Min Amount: 0.00, PIN: []
- Highest Check: 307
- Bank Account Comment: []

Click on the **Balances** tab and this screen will appear:



Bank Account 1024793 -

Account No: 1024793 | Account Type: Checking | Save | Close

Description: Meehan Farm Account | Open | Primary

Account Farm: 0 | 1095 | Meehan Farm Account

General Info | Registry | **Balances**

New Year Activity For Checking Account

Cnt: 2 | Sum Activity: -\$15,463.71 | Balance with New Year Activity: \$42,974.16

FiscalYear	BeginningBalance	EndingBalance
2019	58032.1500	58437.8700
2018	64902.3100	58032.1500
2017	60226.1700	64902.3100
2016	55011.0100	60226.1700
2015	46015.3000	55011.0100

This area shows the **New Year** activity -

- How many transactions have occurred year to date.
- The total of activity that has occurred.
- The New Year balance.

This area shows your beginning and ending balances in 2019 and the previous years.