



Total Contractor's Diary

your contracting management solution

SUM-IT
AGRICULTURAL SOFTWARE



This is a bolt-on module to the Total Standard Accounts Program. It is designed to organise client records allowing you to track work that has been quoted, completed and invoiced.

Invoices and statements are raised automatically from the diary input details with the option to email directly from the software. Full histories are retained for each client and detailed management reports can help you analyse the efficiency of your business.



- **Organise client records** under one simple diary system
- Record **client addresses, phone numbers and other details** in drop-down windows for ease of use
- An **aged Debtors list** is included
- Complete **historical records** available for any client at any time
- Full **job costing analysis** facility included
- **Job details and pricing** held on drop-down windows for ease of input
- **Multi-selective reports** provide a variety of practical business management information

Sum-It Total - Add/Amend Jobs

Select Customer: **Craig Watton**

Name: **Craig Watton** Contact: **01233 234223**
 Address: **Old Farm** Work: **07805 453466**
 Discount: **0.0%** Mobile: **01233 234 567**
 Group: **Default** Email: **Craig.watton@btinternet.com**

Jobs: **11 Lines for Job ANY**

Job	Date	Status	Quantity	Units	Description	Comment	Batch No.	Unit £	Vat %	Disc %	Net £
4	26/05/17	Invoiced	60.0	Hrs	Forage Harvest			21.00	N4	0	1,336.60
2	12/06/17	Invoiced	14.0	Hours	Bob Jones			5.50	N4	0	77.00
3	12/06/17	Invoiced	7.0	Day	JCB Loadall			90.00	G4	0	297.67
1	06/06/17	Invoiced	65.0	Hrs	Fertiliser Spreading			12.00	N4	0	780.00
35	31/08/18	Completed	30.0	Hrs	Vaderiald Drilling			18.00	N1	0	540.00
31	24/08/18	Started	5.0	Day	Alva 14 ton Trailer			20.00	G1	0	63.33
31	24/08/18	Started	5.0	Day	John Deere 6325S			60.00	G1	0	250.00
21	21/08/18	Confirmed	55.0	Hrs	Fertiliser Spreading			12.00	N1	0	660.00
49	02/09/18	Quoted	25.0	Tons	0.20.20			130.00	N1	0	3,250.00
54	04/09/18	Quoted	25.0	Tons	Nitral			120.00	VZ	6	2,820.00
214	26/09/18	Quoted	1.0	sheds	Planting yard space			0.00	VO	0	0.00

Summary: Quoted £6,070.00 Confirmed £660.00 Started £333.33 Completed £540.00 Invoiced £2,493.47

Buttons: New Job, Exit, Print, Change View, F1 Help

Sum-It Total - Contractor's Diary Job Report

Report: **Advanced Criteria**

Only Show Records With: **Status ANY** Description **ANY** Use Dates: **01/01/2018** TO **26/09/2018**

Ref	Date	Status	Quantity	Units	Description	Batch No.	Unit £	Vat %	Disc %	Net £	Comment
1	01/07/18	Invoiced	7.0	Mkay	Rent of Cattle Shed		200.00	VZ	5.0	1,330.00	J & R Agriculture
211	06/09/18	Invoiced	12.0	Hrs	Fertiliser Spreading		12.00	N1	5.0	136.80	J & R Agriculture
211	06/09/18	Invoiced	25.0	Tons	Nitral		120.00	VZ	5.0	2,850.00	J & R Agriculture
266	19/01/21	Invoiced	50.0	Bales	Ball wrapping		7.00	N1	5.0	332.50	J & R Agriculture
1	06/06/17	Invoiced	65.0	Hrs	Fertiliser Spreading		12.00	N4		780.00	Craig Watton
2	12/06/17	Invoiced	14.0	Hours	Bob Jones		5.50	N4		77.00	Craig Watton
21	21/08/18	Confirmed	55.0	Hrs	Fertiliser Spreading		12.00	N1		660.00	Craig Watton
214	26/09/18	Quoted	1.0	sheds	Planting yard space		0.00	VO		0.00	Craig Watton
3	12/06/17	Invoiced	7.0	Day	JCB Loadall		90.00	G4		297.67	Craig Watton
31	24/08/18	Started	5.0	Day	Alva 14 ton Trailer		20.00	G1		63.33	Craig Watton
31	24/08/18	Started	5.0	Day	John Deere 6325S		60.00	G1		250.00	Craig Watton
35	31/08/18	Completed	30.0	Hrs	Vaderiald Drilling		18.00	N1		540.00	Craig Watton
4	26/05/17	Invoiced	60.0	Hrs	Forage Harvest		21.00	N4	3.0	1,336.60	Craig Watton
49	02/09/18	Quoted	25.0	Tons	0.20.20		130.00	N1		3,250.00	Craig Watton
54	04/09/18	Quoted	25.0	Tons	Nitral		120.00	VZ	6.0	2,820.00	Craig Watton
21	06/09/17	Invoiced	39.0	Hrs	Hay		3.00	VZ		556.00	Outdriehne Riding Sch
213	06/09/18	Completed	1.0	Day	JCB Loadall		90.00	G1		41.67	Outdriehne Riding Sch
22	06/09/18	Quoted	10.0	Bales	Wheat Straw - D1000		70.00	VZ		700.00	Outdriehne Riding Sch
24	06/09/18	Completed	5.0	Hours	Bob Jones		5.50	N1		27.50	Outdriehne Riding Sch
Overall Total			714.000	Vasson			15,824.27				

Buttons: Control, Exit, Print Preview, Update, F1 Help

- **Invoices raised on request** for work completed
- **Self-Billing Invoice and Credit Note** printing facilities included
- **Email** (from within the software) **or print invoices** on plain paper with your logo or use headed stationary
- Built-in flexible Client and Product **Discount Structure**
- **Quotes and Orders can be printed** out when needed
- All Invoices, Statements and Quotes can use **window envelopes**
- **Integrated Stock Control** for Revenue Items

**Contractor's
Diary Module**

£ 395

**Module with
Standard Accounts**

£ 1090

Prices include 3 months Support and are subject to VAT

Tel: 01844 213003

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caitlyn@sum-it.co.uk**

Web: sum-it.co.uk

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The most important hallmark for all SUM-IT's Total programs, is that for all they provide, they are SIMPLE-TO-USE. They have all been written with the User in mind, gaining the maximum output from the minimum input and requiring no previous knowledge of computers to operate them. With any Total module purchase receive three months of Gold Level support completely free, this includes support calls on a non-Premium landline and weekly online back-ups of your data.

Sum-It Total - Add/Amend Jobs

Select Customer:
Name: Craig Watton
Contact:
Discount: 0.0%
Group: Default

Craig Watton
Old Farm
Drayton
Abingdon
Oxon
OX12 3WE

Contact:
Work: 01233 234223
Mobile: 07865 453466
Fax: 01233 234 567
Home: 01233 234567
Email: Craig.watton@hotmail.com

Jobs
Job No. ANY

16 Lines for Job: ANY

Job	Date	Status	Quantity	Units	Description	Comment	Batch No.	Unit £	VAT	Disc (%)	Net £
4	28/05/17	Invoiced	60.0	Hctr	Forage Harvest			23.00	N4	3	1,338.60
2	12/06/17	Invoiced	14.0	Hours	Bob Jones			5.50	N4	0	77.00
3	12/06/17	Invoiced	7.0	Day	JCB Loadall			50.00	G4	0	297.87
1	06/08/17	Invoiced	65.0	Hctr	Fertilizer Spreading			12.00	N4	0	780.00
35	31/08/18	Completed	30.0	Hctr	Vaderstad Drilling			18.00	N1	0	540.00
31	24/08/18	Started	5.0	Day	AW 14 ton Trailer			20.00	G1	0	83.33
31	24/08/18	Started	5.0	Day	John Deere 6920S			60.00	G1	0	250.00
21	21/08/18	Confirmed	55.0	Hctr	Fertilizer Spreading			12.00	N1	0	660.00
49	02/09/18	Quoted	25.0	Tons	0.20.20		IC221455	130.00	N1	0	3,250.00
54	04/09/18	Quoted	25.0	Tons	Nitpill			120.00	V2	6	2,820.00
214	28/09/18	Quoted	1.0	sheds	Renting yard space			0.00	V0	0	0.00
267	04/07/21	Completed	62.0	Hctr	Fertilizer Spreading			12.00	N1	0	744.00
267	04/07/21	Completed	6.2	Tons	Nitpill			120.00	V2	0	744.00
268	17/07/21	Completed	120.0	Litres	CMPP			6.00	V2	0	720.00
268	17/07/21	Completed	60.0	Hctr	Spraying			4.80	V2	0	288.00
268	17/07/21	Completed	240.0	Litres	Tilt			9.55	V2	0	2,292.00

Summary

Quoted	Confirmed	Started	Completed	Invoiced
£6,070.00	£660.00	£333.33	£5,328.00	£2,493.47

New Job Exit Print Change View F1 Help

Optional Modules & Equipment

Total Contractor's App

Provides Agricultural Contractors with instant access to their client records (both Operator and Manager authorisation levels) via Android Smartphones or Tablets. Multiple operators running the App can synchronise to a single Dataset on the PC at any time to then run fully off-line whilst out and about. Users have access to client's phone number and can locate them on a map if needed.

Total Standard Accounts

Double-Entry Accounts level software which can fully integrate with Contractor's Diary (or any Total module) to omit time-consuming data entry across separate modules. Semi-Automatic features such as bank rec and standing order processing make book-keeping as seamless and straightforward as possible.

Hardware Requirements

Total operates on Windows 10 and Windows Server and will require 500MB of Hard Disk capacity plus an occasional internet connection to receive program updates and communicate with HMRC and BCMS. Hardware should have a minimum of 4GB Ram.

To find out more about how SUM-IT's Total Contractor's Diary can help you, give our Sales team a call on **01844 213003**. They can arrange an on-line or on-farm demonstration and provide demonstration data for you to have a go yourself.

All prices exclude VAT.

Lower Beechwood Farm
Ryders Lane
Thame
Oxon
OX9 4RT

A.P. Farmer

Tel. 01844 213003
Fax. 07850 308798
Mobile 01844 214722

Farmer & Contractor

Craig Watton
Old Farm
Drayton
Abingdon
Oxon
OX12 3WE

01844 213565

Date : 28/09/2018

Invoice No : 16042005

Our Int Ref : 3755

Invoice

Qty	Units	Description	Unit £	VAT	Net £
Job Ref: 267					
04/07/2021					
62	Hctr	Fertilizer Spreading	12.00	20%	744.00
6.200	Tons	Nitpill	120.00	Z	744.00
Job Ref: 268					
17/07/2021					
120	Litres	CMPP	6.00	Z	720.00
60	Hctr	Spraying	4.80	Z	288.00
240	Litres	Tilt	9.55	Z	2,292.00
Total Net : £					4,788.00
plus V.A.T. : £					148.80
Total Invoice : £					4,936.80

Terms: Full payment within 30 days

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