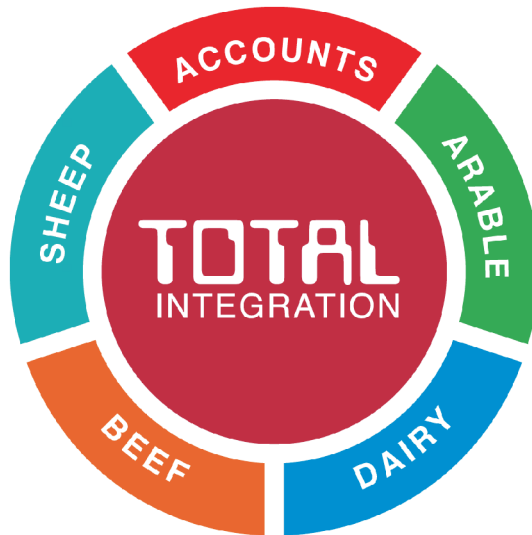


# SUM-IT

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# Total Integrated Software

## General

1. Notes & Reminders 3
2. Speed up support calls with your user number 3
3. Front Screen Graphs & Statistics 4
4. Automatically Save Outgoing Emails 4

## Bovine

5. Quickly find Animals in a Grid 5
6. BCMS Reconciliation & Farm Audit 5
7. Predictive Treatments 6
8. Correcting Calves with Incorrect DAM 7

## Field

9. RB209 Records & Recommendations 7
10. Import Workplans from Gatekeeper 8

## Starter Sheep

11. Manual EID Entry 9

## Accounts

12. Standard Descriptions 10
13. Paying Utilities etc by Standing Order 10
14. Using Bank Accounts to manage Credit Cards 11

The SUM-IT Range 12

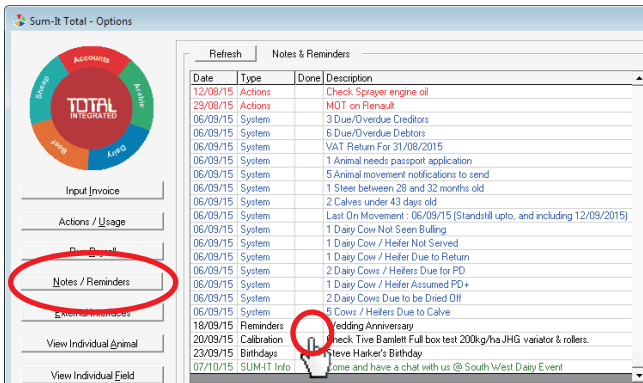


# Total Integrated Software

## 1. Notes & Reminders

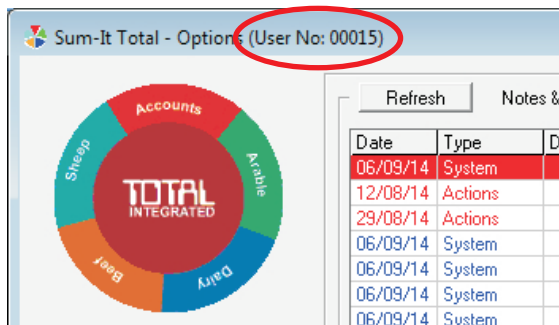
Once you've finished with a Note or Reminder on the Total Options screen, tick in the **Done** column to hide it from view.

- You can view all Notes & Reminders (including hidden ones) by clicking the Notes/Reminders button.



## 2. Speed up support calls with your user number

To help the Support Team handle support calls more efficiently, please quote your user number, which Total now displays in the caption at the top of your Total screens.

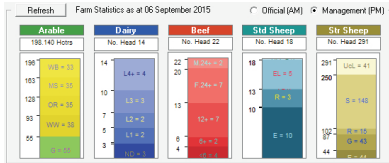




# Total Integrated Software

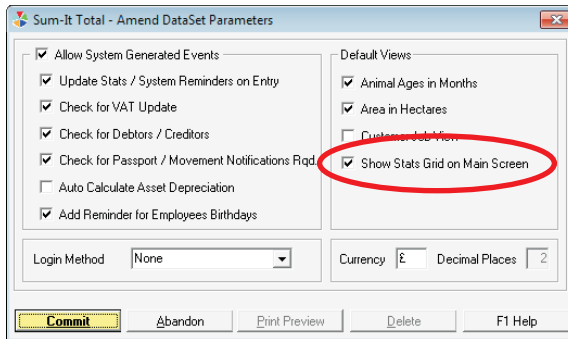
## 3. Front Screen Graphs & Statistics

The Farm Statistics on the Total Options Screen are shown by default as graphs, but they can also be shown as figures.



Arable	Hcirs	Dairy	No	Beef	No	Std Sheep	No	Str Sheep	No
Grassland	55,210	Non-Dairy	3	<6	4	Ewes	10	Ewes	44
Winter Wheat	38,150	Maiden H	0	G+	2	Gimmers	0	Gimmers	43
Clived Rape	35,950	LNo 1	2	12+	7	Flams	3	Flams	15
Maze Silage	35,500	LNo 2	2	F,24+	7	Stores	0	Stores	148
Winter Barley	33,330	LNo 3	3	M,24+	2	Ewe Lambs	5	Ewe Lambs	0
		LNo 4+	4			Flam Lambs	0	Flam Lambs	0
						U/c Lambs	0	U/c Lambs	41
	198,140		14		22		19		231

- To show figures, enter **Total Configuration - Dataset - Parameters** then double click **Show Stats Grid** and tick **Show Stats Grid on Main Screen**.



## 4. Automatically Save Outgoing Emails

You can save a copy of any report/invoice etc that is emailed from Total this is useful for keeping records. To use this feature, go to **Total Configuration - Data Set - Parameters** and complete the **Email Bcc address**. A copy of all outgoing emails will be emailed to this address.



# Total Integrated Software

## 5. Quickly Find Animals in a Grid

Whenever the Grid on the right appears, e.g. selling animals or block booking treatments, you can quickly create a list of selected animals as follows.

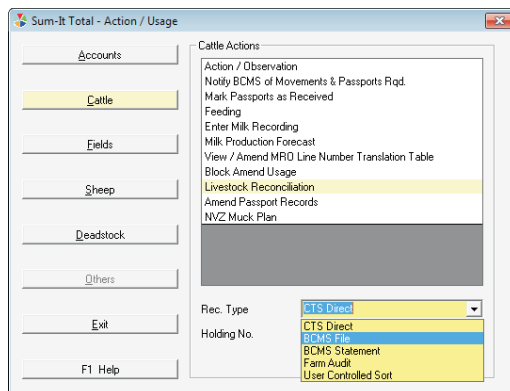
Tag	UK Ear Tag	Code	Sex
	UK116926300257	0257	Cow
	UK116926400272	0272	Cow
	UK116926500861	0861	Cow
	UK116926501015	1015	Cow
	UK117456560042	0211	Cow
	UK117456560063	0312	Cow
	UK117456570017	0717	Heifer

- Left-click in the list (anywhere except the Tag column!) so the yellow bar shows somewhere.
- Type part of an animal code or eartag then press **Enter** and Total will show the first matching animal. Press **Ctrl-N** to see other matching animals or **Ctrl-S** to return to the first matching animal.
- Continue with typing the next animal to find then **Enter** and so on.
- It tells you at the top of the grid how many you have tagged so far.

## 6. BCMS Reconciliation & Farm Audit

Total makes it easy to compare and reconcile the animals you have in Total Dairy/Beef with your BCMS records.

- You can also produce a list of Bovines on farm on a specific date (Farm Audit), this is useful for your Accountant at Year End.





# Total Integrated Software

## 7. Predictive Treatments

Total can help remind you of treatments that normally accompany livestock events/actions, for example if you Dry Off a cow the program can predict the treatment you used last time.

- Click on **Total Configuration - Deadstock - Events/Actions** and then choose e.g. **Livestock Actions**. Double click an existing entry or add a new entry and tick the **Predict Treatment?** Box.

Sum-It Total - Amend Dried Off

Cost (£) 0.00

**Predict Treatment?**

Follow Up Period (days) 0

Future Vet Action (days) 0

**Commit** Abandon F1 Help

- Now record an event/action for an animal and then record a treatment for this animal **on the same date**.
- Subsequent recordings of this event/action will then prompt with this treatment.

Action

Action / Job No Dried Off

Stock Location Treat Individually



Action

Action / Job No Cephravin

Stock Location Medicine Cabinet Treat Individually

Full instructions are in **F1 Help - How Do I? - Use Predictive Treatments**.

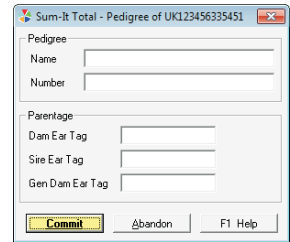


# Total Integrated Software

## 8. Correcting Calves with Incorrect DAM

To correct a calving recorded against the wrong DAM:

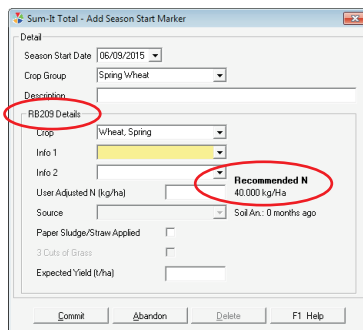
- Find the **Calv** through **View Individual Animal**.
- Enter the **Genealogy** tab and double click the LEFT HAND Box showing the calf's EarTag, Name, Ped No.
- Change the DAM eartag.
- Finally, check the Sire eartag and (after committing the eartag changes) check the calf's breed. Sire Eartag and calf breed may have been automatically set from the previous (wrong) DAM.



## 9. RB209 Records & Recommendations

When adding a new Crop Season Start Marker, Total can record RB209 information and show Nitrogen Recommendations.

- Switch this on through **Total Configuration - Field - Parameters - Record RB209 Information**.



Full details are in **F1 Help - Field - RB209 Fertiliser Recommendations**.

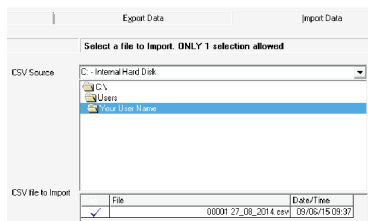


# Total Integrated Software

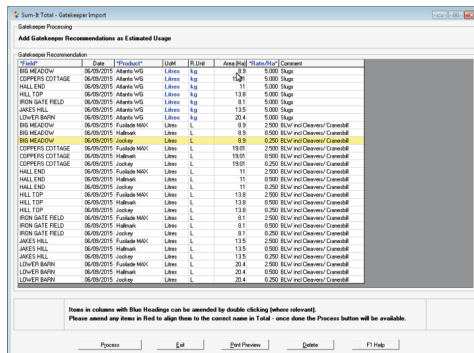
## 10. Import Workplans from Gatekeeper

As well as from Muddy Boots Crop Walker, the Standard Field Module can now import Spray Plans from your Agronomist's GateKeeper software.

- Ask your Agronomist to now generate and email you two files from Gatekeeper, the usual PDF of the Spray Plan and ALSO the **Third Party Export file in CSV** format.
- Save the CSV file from the email onto your PC and then, in Standard Total Field, import it through **External Interfaces - Import Data**. Then navigate to the csv file and tick to import.



- Field and Product Names will need to be the same in both programs so at the GateKeeper Import Screen, you can amend/edit the content to suit, including adding new products.



Click on the **F1 Help** button for further guidance on this facility.





# Total Integrated Software

## 11. Manual EID Entry

When recording purchases/actions in Starter Sheep, you can manually add EIDs by clicking the Pencil icon.

- EIDs can be entered as a single line or as a range based on your flock prefix, e.g. entering 1:5 will generate 5 EIDs based on the prefix set in Total Configuration.
- Ranges of EIDs can also be generated for an entered prefix i.e. UK0123456|250:275 .

No	Type	Breed	Batch ID	Net £

Add EID
✓ UK012345600250
✓ UK012345600251
✓ UK012345600252
✓ UK012345600253
✓ UK012345600254
✓ UK012345600255
*** ADD NEW EID ***

Manual Entry can also be set as the default mode for loading EID's via **Total Configuration - Sheep - Parameters.**



# Total Integrated Software

## 12. Standard Descriptions

When entering an invoice, in the Description field you can either type a description manually or choose from the pre-set descriptions this can save time, keep data entry standardised and help with Selective Reports.

Invoice			
Nominal A/c	E17 - Fencing/Ground W	Mgt A/c	M10 - Overheads
Description	Market Commission		
Amount £	The Only Description pre-SetUp		
VAT Rate	Tractor Diesel		
	Transport Charges		

- You can change/add to the pre-set descriptions by pressing **F3/F2** respectively when you are entering a description through **Input Invoice**.
- Alternatively, change/add to the pre-set descriptions through **Total Configuration - DataSet - Standard Descriptions - Accounts**.

## 13. Paying Utilities etc by Standing Order

Do you pay utility bills by regular standing order and receive a periodic quarterly/yearly invoice? Total makes it easy to handle both.

- Set up a new Liability Account and enter your monthly standing order as a transfer from your Bank Account to the Liability Account.
- When the invoice arrives, input it as normal to the relevant expense code and mark it as paid from the Liability account.
- The balance on the Liability Account will agree with your utility statement, you can check this through the **Capital Flow Report** or **Audit Trail**.

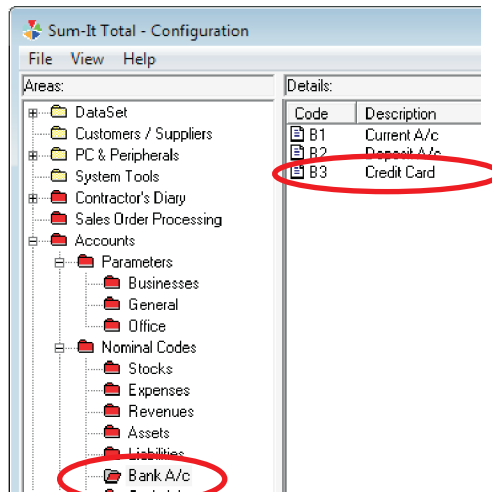


# Total Integrated Software

## 14. Using Bank Accounts to manage Credit Cards

In Total, you can use a Bank Account to manage a credit card.

- Visit **Total Configuration - Accounts - Nominal Codes - Bank A/C** and in the menu at the top of the screen click **View Full List**.
- If you have no spare bank accounts showing, increase your number of bank accounts by 1 through **Total Configuration - Accounts - Parameters - General - No. Bank Accounts**. Then return to the **Bank A/C** screen.



- Setup a new Bank Account (e.g. **B3**) and name it after your Credit Card.
- Now you can record credit card purchases to the new credit card account (e.g. **B3**) and record repayments as transfers from e.g. **B1** to **B3**.
- You can also reconcile your credit card purchases and payments in the normal way through **Actions/Usage - Reconcile Bank** by selecting your credit card account.

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