



Agribusiness in Schools
DELIVERING AGRIBUSINESS TO NZ SECONDARY SCHOOLS



**FARM
FOCUS**

Agribusiness in **schools**

DEMO FARM ACTIVITIES

Welcome to your Farm Focus work book

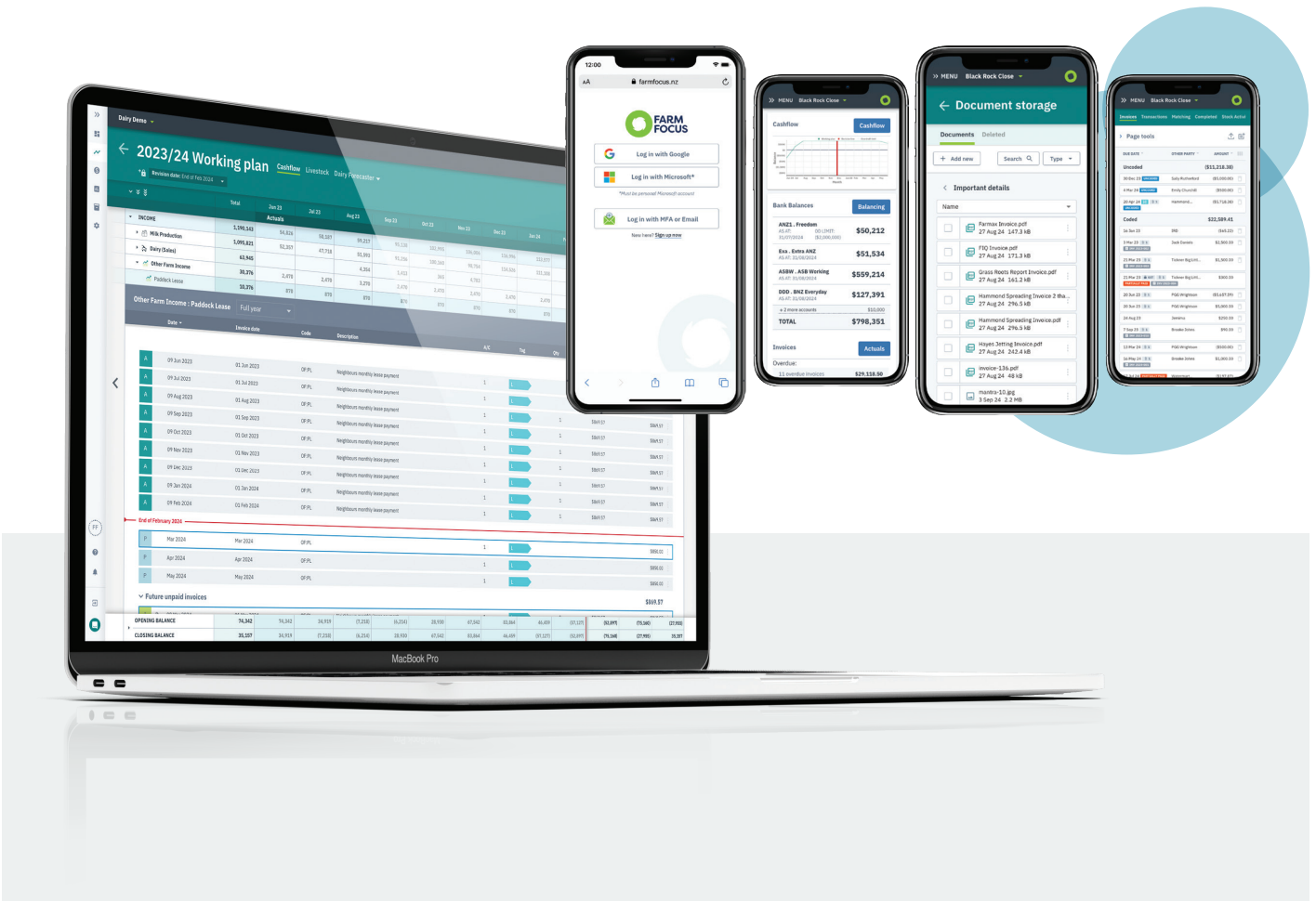
+ Farm Focus is farm financial management software designed especially for farm **businesses**, enabling farmers to:

- Manage their actuals by gathering invoices and bank transactions for GST reporting.
- Budget effectively.
- Handle livestock reconciliation.
- Integrate financial performance, livestock, and production data into specific farm business reports.
- Make informed decisions.
- Communicate effectively with their wider team.

The data stored in Farm Focus integrates with the accountant's General Ledger (tax accounting system) and can be seamlessly transferred for straightforward processing of annual accounts.

This work book is designed to **allow you to see how a real life farm business manages their financials.**

Enjoy exploring and remember—you can't break it!



FARM FOCUS DEMO FARMS

Let's get started

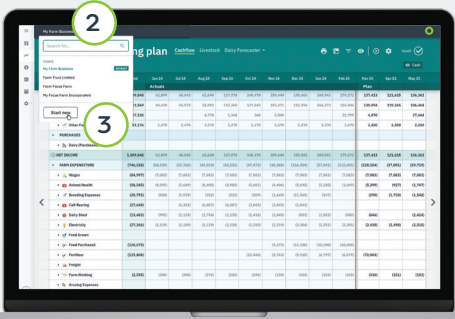
Farm Focus has two demo farms available – a **Sheep & Beef** farm and a **Dairy** farm. These databases are updated every month or two with basic, realistic data.

For these activities you can use either demo. To access the demo farms you must first sign up as a user.



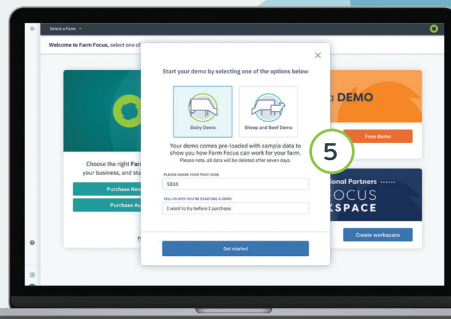
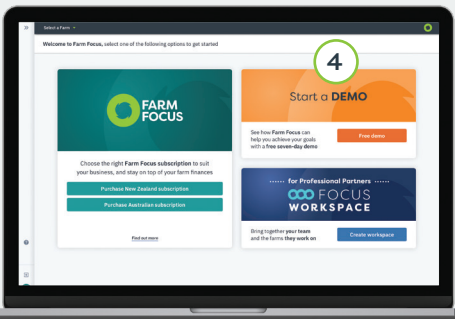
How to sign up:

- 1 Go to **farmfocus.co.nz**, click **Sign up** in the top right corner.
- 2 Follow the instructions to set up a **User name** and **Password**.



To start a demo farm:

- 1 Log in to **Farm Focus**.
- 2 Go to the **dropdown** on the top left hand corner and select **Start new**.
- 3 Select the **Start a demo** panel from the welcome screen.
- 4 Select either Demo, fill in the fields and.
- 5 Click **Get started**.



NOTE: Once the first demo is created, you can easily start the other from the dropdown menu.



FARM FOCUS TIP

The demo farms stay active for 7 days after which a fresh demo can then be started.

SECTION ONE

Monthly process

Farm codes

→ IN FARM FOCUS NAVIGATE TO Settings » Codes » Farm codes

The code list is the backbone of all that happens in Farm Focus. Each database code list can be customised to suit the individual business and ensure quality information. New codes can be added, unnecessary codes can be removed, and codes can be edited to make them more personal.

Codes are structured into 3 levels

- Sections** group similar codes together (i.e. all income codes, or all farm expenditure codes) and determine how the reports are structured.
- Categories** are high level broad management topics (i.e. animal health or repairs & maintenance).
- Extended codes** sit under a category and offer more detail (i.e. drench or fencing).

Farm codes have specific settings, for example

- GST type to allow GST returns to be generated.
- Type, which dictates how the code behaves.
- KPI reporting group for performance reporting and benchmarking.

+ ACTIVITIES



FARM FOCUS TIP

Use the chevrons on the left-hand side to expand and collapse sections.

	CODE NAME	INCOME	EXPENSE	
	INCOME			
	MP Milk Production			
	DA Dairy (Sales)			
	OF Other Farm Income			1
	PL Paddock Lease			
	R Rebates			2
	DIV Dividends			
	G Grazing Income			

Edit

2 New Extended code


Deactivate

Delete

→ IN FARM FOCUS NAVIGATE TO  Settings » Codes » Farm codes

Add a new Extended code


The farmer has built a cabin on the farm to rent out. Let's create a new code to track the income.

- 1 Use the **three dots**  on the **Other Farm Income** category line to select **New Extended code**.
- 2 Enter the Extended code **GL**.
- 3 Enter the Name **Glamping**.
- 4 Click **Done**.




Make a code inactive

The farmer does not need a code, but may need it on the future. Make it inactive. It can easily be reactivated when needed.

- 1 Go to the Wages category » Extended Code » Related Party Wages.
- 2 Click the **three dots**  and select **Deactivate**.


Add another Extended code

No businesses are the same, so new codes can be added as and when needed that are appropriate for them.

- 1 Use the **three dots**  on the Repairs & Maintenance category line to select **New Extended code**.
- 2 Enter the Extended code **GS**.
- 3 Enter the Name **Glamping site**.

Edit a code

Personalising codes makes coding, budgeting and reporting more meaningful and specific to the business.

- 1 Expand down the **Vehicle** category.
- 2 Use the **three dots**  on the Tractor Extended code line to select **Edit**.
- 3 Edit the Extended code to **JD**.
- 4 Edit the name to **John Deere**.

Move an Extended code

Reordering codes means the cashflow and reports are in a sensible order for the business.

- 1 Practice **dragging** and **dropping** Extended codes.
- 2 **Reorder** the Extended codes under **Animal Health** and also **Repairs & Maintenance**.

Cost tags

→ IN FARM FOCUS NAVIGATE TO

⚙️ Settings » Tags

Cost tags are a great tool to track projects on farm. They help you monitor specific activities, such as a wool shed extension or a sub division. You can assign cost tags to actual or planned expense items and view them in the Actuals and Planning screens and reports.

+ ACTIVITIES

Create a Cost tag

- 1 Click + Add Cost tag.
- 2 Create a new tag for a subdivision project
 - Name: **Subdivision**
 - Short name: **SUB**
 - **Add a description.**
- 3 Try creating another **Cost tag**, perhaps for a house renovation.

SUB



= SUB - Subdivision

= WLSH - Wool shed extension

Explore the other Settings and see what you can find





Needs Action

→ IN FARM FOCUS NAVIGATE TO **Actuals » Needs Action**

- 1 Click on an **UNCODED** invoice to open it.

Create a coding rule if the same code will apply each time.

- 1 Find an **uncoded** line in an invoice where the same coding will always apply (for example fuel or dog food).
- 2 Click the **three dots**  at the end of the line and select **New coding rule**.
- 3 Use the  to remove any criteria that will be different each time (e.g. reference).
- 4 Enter the **code** by typing a key word.
- 5 Delete the **Description** (to retain line description) and click **Save & apply**.

The rule will now apply every time the criteria is met, saving time and ensuring consistency.

Bulk code if the line detail is valuable, but the same code applies to each line

- 1 Check the **tick box** of multiple lines that could have the same coding.
- 2 Enter the code on the **first selected line** by typing a key word (like fencing or vehicle) and the code will apply to all lines.

NOTE: The description, quantity and additional note field can be used to save extra detail.

Merge lines if all the detail is not required

- 3 Find an invoice that has multiple lines. Check the **tick box** to select all lines.
- 4 Click **Merge** to consolidate all the selected lines. This keeps the reports succinct.

× 4 Selected

 Merge
 Delete

	CODE	GST	DESCRIPTION	TAG	QTY	AMOUNT
<input checked="" type="checkbox"/>	Code	B	Seal, Triclamp 100mm	Tag	8	(\$105.34) ⋮
						Quantity: 8 \$13.17/unit
<input checked="" type="checkbox"/>	Code	B	Hose Helispring 50mm	Tag	10	(\$551.20) ⋮
						Quantity: 10 \$55.12/unit
<input checked="" type="checkbox"/>	Code	B	Clamp Hose 55-59mm	Tag	3	(\$34.16) ⋮
						Quantity: 3 \$11.39/unit
<input checked="" type="checkbox"/>	Code	B	Labour - Frankie	Tag	1.5	(\$155.25) ⋮
						Quantity: 1.5 \$103.50/unit

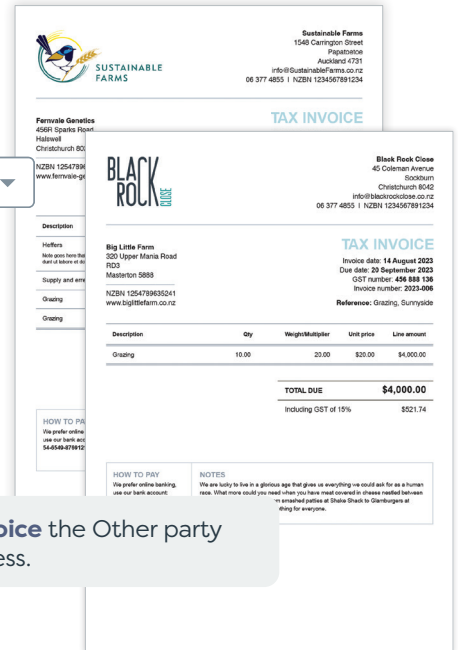
Create a Tax invoice

→ IN FARM FOCUS NAVIGATE TO **Actuals » Needs Action**

Farm Focus can email invoices out if the business needs to invoice an other party for something.

- 1 Click **Create tax invoice**.
- 2 **Update** due date and choose an **Other party** or use **+ Add new** to set up a new Other party.
- 3 **Build** the Tax invoice, try entering details for **grazing income** or **feed sales** using the quantity, unit price and adding a useful description.
- 4 **Preview & Generate**.
NOTE: In a real database the invoice can be emailed directly, but not in the demo.

Create tax invoice



FARM FOCUS TIP

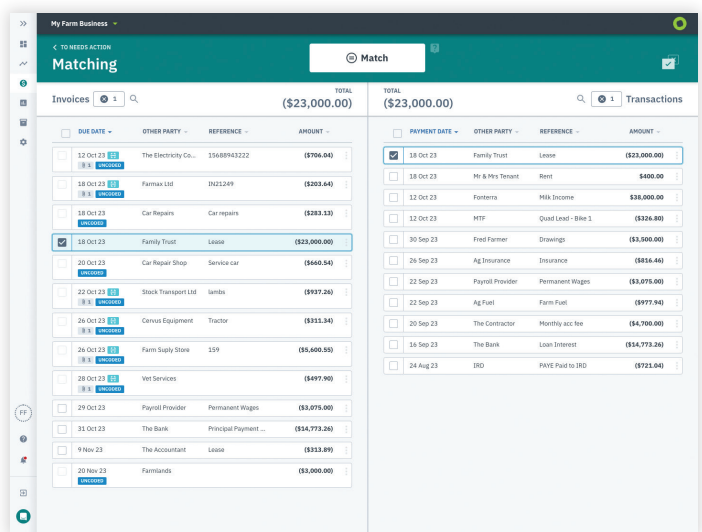
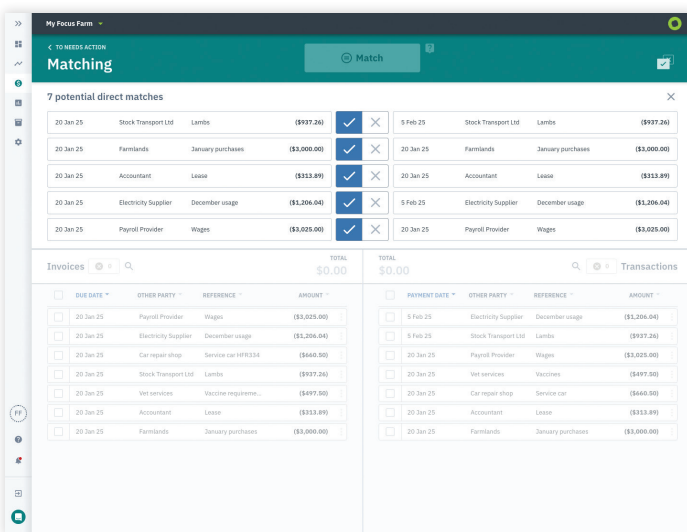
To create a **Tax invoice** the Other party must have an address.

Matching

→ IN FARM FOCUS NAVIGATE TO **Actuals » Matching**

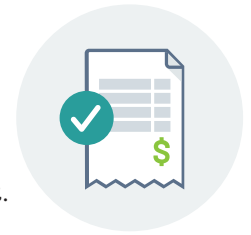
Bank transactions come through on an automatic feed and are matched to the corresponding invoice.

- 1 In the **direct matching** area **click** the tick button to **accept** the suggested match.
- 2 In the main section of **Matching** you can also select invoices and transactions then click the **Match** button to **manually** match.



Completed

→ IN FARM FOCUS NAVIGATE TO **Actuals » Completed**



Completed is for viewing and checking coded transactions or matched invoices. They can be viewed as **Transactions** or **Coded lines** by clicking the options at the top left.

Transactions

Coded lines **Transactions**

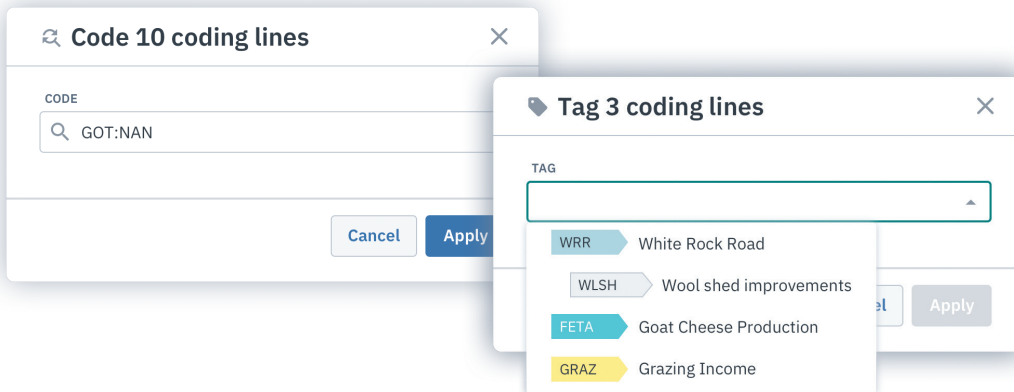
- 1 Use the **date filter** to view each **financial year** or select a **date range**.
- 2 **Sort** information by clicking on any column heading.
- 3 Find transactions that are included in a finalised GST return, by looking for a **GST lock icon**.
- 4 **Click on a transaction** to view its coded lines and any attachments. 1
- 5 Use **Search** at the top right by typing in a **keyword, date** or **value** to search for a specific transaction.
- 6 Click to add an **invoice date** or **delete**. (Only available for items without an invoice date).



Coded lines

Coded lines Transactions

- 1 Change the code if it has been coded incorrectly **NOTE: the GST type cannot be changed if it is locked in a final GST Return**.
- 2 **Bulk recode** by selecting multiple lines, choosing a new code, and applying it.
- 3 Apply or change **Management** or **cost** tags in bulk using the same method.
- 4 **Print** or **save** the screen as a **PDF** after filtering for key word: **Bank**.



GST Return

→ IN FARM FOCUS NAVIGATE TO **Reports » GST Returns**



- 1 Open the most recent **Final** GST Return.
- 2 This is the information that goes to the Inland Revenue directly, resulting in a GST **refund** or **payment** for the farm business.



SECTION TWO

Budgeting

Benefits of great farm budgeting

Creating a powerful budget in Farm Focus is simple with the data, tools and support available. A good budget enables farmers to respond quickly, make the most of opportunities and navigate challenging times

+ The ability to plan into the future

+ Certainty to make decisions with confidence

+ Gains in productivity and profitability

+ Grounds for negotiating more favourable terms with your bank

+ Ability to manage cashflow and bank facility requirements

+ Communicate effectively with your wider team

+ Prepared for opportunities

+ Knowing the office work is taken care of gives you the freedom to get on with farming

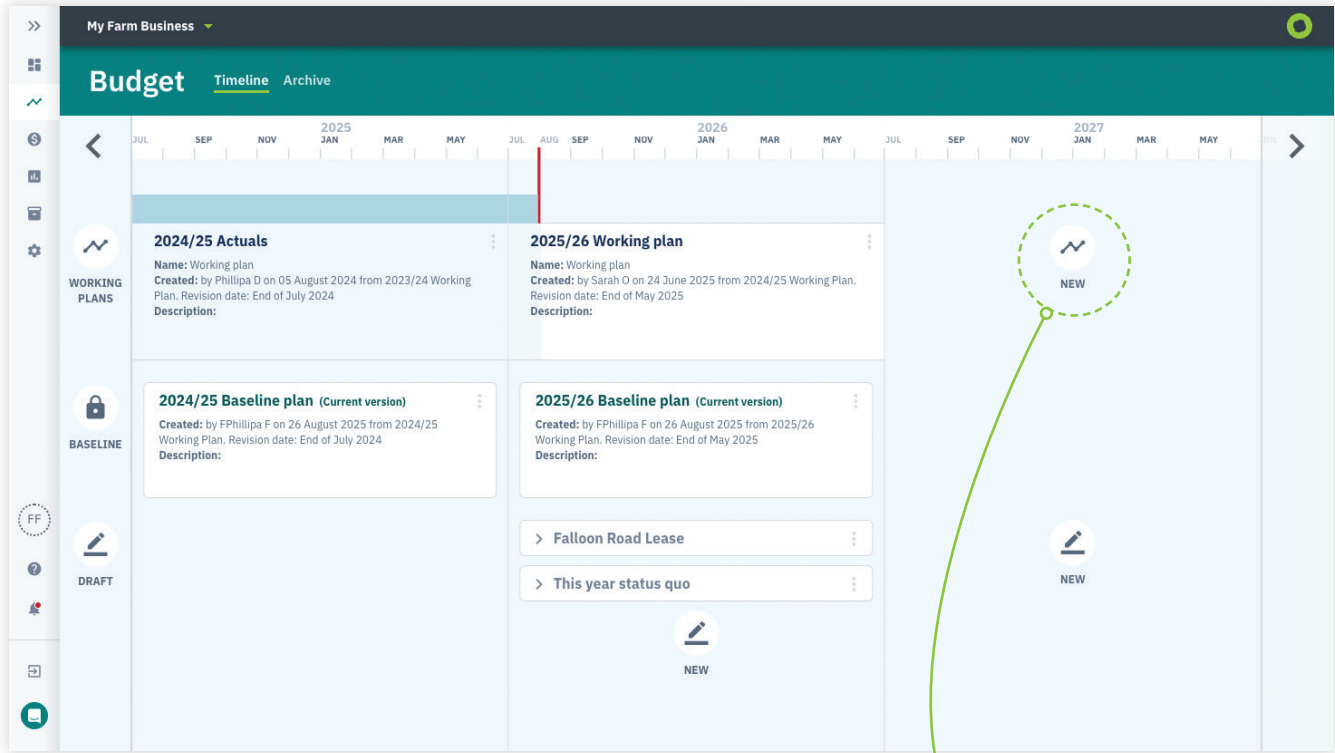
+ A good night's sleep!

For many farmers farming is more than just a business, it's a way of life. Whether your aspiration is to grow your business, buy more land, successfully pass it on to the next generation or spend more time with your family, a great working plan will help you achieve your goals.

Manage plans

→ IN FARM FOCUS NAVIGATE TO **Budget**

The budget landing page allows farmers to manage their main Working plan, alternative scenario budgets (Drafts) and saved read-only copies of their Working plan (Baselines).



- 1 Create a new plan for next year.
- 2 Choose **Actuals** as your starting point.
- 3 For this activity select **2024/25** as the year
- 4 Click **Create plan**.

Create working plan

✕

CHOOSE STARTING POINT

Create empty plan

Actuals + Plan (Revision date: End of Feb 2026)

Actuals

YEAR

2024/25
▼

Cancel
Create plan





Updating the Cashflow

→ IN FARM FOCUS NAVIGATE TO Budget » New working plan » Cashflow

The Cashflow grid provides a clear picture of the cash position over a financial year.

- 1 **Always GST Exclusive.** The GST component and returns are automatically calculated to display a true opening and closing monthly bank balance at the bottom.
- 2 The **Cashflow** grid displays monthly cash values as well as the total annual value.
- 3 The totals are displayed at **Section, Category** and **Extended code** level. These can be collapsed or expanded using the chevrons at the top or with the individual chevrons.

2026/27 Working plan Cashflow Livestock													
Revision date: End of Feb 2026 Cash													
	Total	Jul 26	Aug 26	Sep 26	Oct 26	Nov 26	Dec 26	Jan 27	Feb 27	Mar 27	Apr 27	May 27	Jun 27
Plan													
> Feed Purchased	(9,770)								(9,270)				(500)
> Fertiliser	(111,306)		(12,994)		(43,286)				(55,026)				
> Freight	(201)									(201)			
> Farm Working	(5,757)	(480)	(480)	(480)	(480)	(480)	(480)	(480)	(480)	(480)	(480)	(480)	(480)
> Grazing Expenses													
> Health & Safety	(520)		(120)				(250)				(150)		
> Irrigation													
> Land Management													
> Pasture Renewal	(10,703)			(5,553)							(5,150)		
> Shearing	(28,355)						(28,355)						
> Weed & Pest	(13,051)			(4,657)	(3,941)			(308)		(3,762)	(383)		
> Repairs & Maintenance	(26,345)	(1,027)	(228)	(2,047)	(1,563)	(1,007)	(5,255)	(11,262)		(2,822)	(618)	(515)	
> Vehicle Expenses	(35,777)	(2,489)	(4,017)	(4,380)	(1,542)	(3,228)	(1,810)	(3,413)	(3,301)	(4,172)	(1,888)	(1,888)	(3,650)
> Administration	(15,080)	(2,211)	(912)	(912)	(1,526)	(912)	(912)	(1,526)	(911)	(911)	(912)	(912)	(2,525)
> Rates Insur ACC	(32,285)		(23,473)			(2,936)			(2,936)			(2,942)	
FARM SURPLUS	420,163	(74,975)	(47,968)	(29,116)	(57,502)	(20,820)	172,523	237,707	104,155	178,799	(15,068)	(14,857)	(12,714)
INTEREST & RENT	(305,880)	(25,871)	(25,871)	(25,871)	(25,871)	(25,871)	(25,871)	(25,871)	(24,956)	(24,956)	(24,956)	(24,956)	(24,956)
> Interest	(65,880)	(5,871)	(5,871)	(5,871)	(5,871)	(5,871)	(5,871)	(5,871)	(4,956)	(4,956)	(4,956)	(4,956)	(4,956)
> Rent & Lease	(240,000)	(20,000)	(20,000)	(20,000)	(20,000)	(20,000)	(20,000)	(20,000)	(20,000)	(20,000)	(20,000)	(20,000)	(20,000)
OPERATING SURPLUS	114,283	(100,847)	(73,839)	(54,987)	(83,373)	(46,691)	146,652	211,835	79,198	153,843	(40,025)	(39,813)	(37,670)
> OTHER	(95,979)	(8,923)	(5,833)	(5,833)	(5,833)	(8,923)	(5,833)	(5,833)	(3,833)	(8,923)	(24,542)	(5,833)	(5,833)
FIN YEAR SURPLUS	18,305	(109,770)	(79,672)	(60,820)	(89,207)	(55,614)	140,818	206,002	75,365	144,920	(64,567)	(45,647)	(43,504)
GST	(28,428)	(33,377)	(9,415)	16,294	(10,378)	11,600	23,692	15,518	13,872	(23,149)	(4,449)	(24,591)	(4,043)
> GST	(28,428)	(33,377)	(9,415)	16,294	(10,378)	11,600	23,692	15,518	13,872	(23,149)	(4,449)	(24,591)	(4,043)
OPENING BALANCE	115,009	115,009	(28,138)	(117,224)	(161,751)	(261,334)	(305,349)	(140,839)	80,681	169,919	291,689	222,677	152,441
CLOSING BALANCE	104,895	(28,138)	(117,224)	(161,751)	(261,334)	(305,349)	(140,839)	80,681	169,919	291,689	222,677	152,441	104,895



Livestock

→ IN FARM FOCUS NAVIGATE TO Budget » New working plan » Livestock

The **livestock** grid displays quantities of animals (unlike the cashflow, which displays dollar values). It is very important farmers keep an accurate record of stock movements to give a clear picture of farm performance.

This is done by ensuring the opening stock tallies are correct, accurately entering quantities for sales and purchases and then manually entering the non-financial events (births, deaths & missing stock). This ensures that the year-end tallies are correct.

$$\text{Opening tally} + \text{births} + \text{purchases} - \text{sales} - \text{deaths} = \text{year-end tally}$$

All stock classes age up on the last day of the financial year.

	Opening	Jun 25	Jul 25	On Hand	Aug 25	Sep 25	Oct 25	Nov 25	Dec 25	Jan 26	Feb 26	Mar 26	Apr 26	May 26	Year End	Closing (aged)	
	3	Actuals			Plan												4
Dairy	497	(3)	(4)	490	83	3	(20)	(5)			(33)	(8)	(2)	(39)	469	469	
> Mixed Age Cows	308	(3)	(4)	301	(6)			(5)			(28)				(39)	223	307
1 > 2 Yr Heifers	86			86							(2)					84	87
> 1 Yr Heifers	98			98							(3)	(8)				87	72
Heifer Calves					72											72	
Sales																	
Purchases																	
Births					75												
Transfers In																	
Transfers Out																	
Deaths					(3)												
Missing																	
Killed																	
Found																	
> Bobby Calves					17	3	(20)										
> Calves																	
> 1 Yr Steers & Bulls																	
TOTAL FARM QUANTITIES	497	494	490	490	573	576	556	551	551	551	518	510	508	469	469	469	

- 1 Check out the stock classes.
- 2 Expand a stock class to see its events.
- 3 Find the **Opening numbers**.
- 4 Find the **Closing numbers**.
- 5 See how **Aging** works.

Dairy Forecaster

→ IN FARM FOCUS NAVIGATE TO Budget » New working plan » Dairy Forecaster

The **Dairy Forecaster** allows us to enter the expected milk production (kilograms of milk solids) each month and the expected payment (\$/kg). The resulting income shows in the cashflow.

NOTE: This is only available in the Dairy demo.

Budget activities

→ IN FARM FOCUS NAVIGATE TO Budget » New working plan » Cashflow

- 1 Move between **Cashflow**, **Livestock** and **Dairy Forecaster** (Dairy only).
- 2 Click the chevrons expand or collapse Sections, Categories or Extended codes.

	Total	Jun 26 Plan	Jul 26	Aug 26	Sep 26	Oct 26	Nov 26	Dec 26	Jan 27	Feb 27	Mar 27	Apr 27	May 27
INCOME	1,768,550	88,841	34,502	92,411	226,853	317,729	166,245	153,131	149,994	170,828	123,990	107,806	136,220
> Milk Production	1,646,089	86,372	31,233	85,163	223,077	314,894	157,910	150,662	146,724	135,538	115,030	105,336	94,150
> Dairy (Sales)	91,224			4,778	1,307	365	5,865			32,820	6,490		39,600
> Other Farm Income	31,237	2,470	3,270	2,470	2,470	2,470	2,470	2,470	3,270	2,470	2,470	2,470	2,470
PURCHASES	(13,000)		(13,000)										
> Dairy (Purchases)	(13,000)		(13,000)										
NET INCOME	1,755,550	88,841	21,502	92,411	226,853	317,729	166,245	153,131	149,994	170,828	123,990	107,806	136,220
FARM EXPENDITURE	(789,353)	(63,572)	(37,182)	(42,674)	(55,532)	(46,673)	(61,069)	(134,086)	(58,712)	(119,061)	(98,633)	(41,093)	(31,064)
> Wages	(110,000)	(9,167)	(9,167)	(9,167)	(9,167)	(9,167)	(9,167)	(9,167)	(9,167)	(9,167)	(9,167)	(9,167)	(9,167)
> Animal Health	(54,655)	(9,816)	(2,873)	(8,598)	(9,201)	(5,374)	(648)	(4,781)	(3,387)	(1,735)	(5,488)	(956)	(1,799)
> Breeding Expenses	(20,278)	(573)	(1,796)	(318)	(318)	(318)	(1,796)	(11,504)			(299)	(1,761)	(1,595)
> Calf Rearing	(27,982)		(6,495)	(6,178)	(6,178)	(3,043)	(3,043)	(3,043)					
> Dairy Shed	(13,565)	(1,399)	(1,011)	(1,491)	(1,104)	(1,050)	(1,059)	(1,050)	(1,050)	(1,088)	(1,088)	(1,088)	(1,088)
> Electricity	(30,611)	(2,189)	(2,476)	(2,517)	(2,603)	(2,609)	(2,649)	(2,628)	(2,776)	(2,517)	(2,482)	(2,573)	(2,593)
> House	(874)	(73)	(86)	(89)	(89)	(82)	(78)	(73)	(88)	(52)	(54)	(53)	(57)
> House Personal	(4,019)	(337)	(394)	(410)	(407)	(379)	(361)	(334)	(404)	(240)	(247)	(244)	(261)
> Farm	(25,718)	(1,778)	(1,996)	(2,017)	(2,107)	(2,147)	(2,209)	(2,221)	(2,284)	(2,225)	(2,181)	(2,276)	(2,276)
> Feed Grown													
> Feed Purchased	(166,200)						(28,800)	(71,700)	(15,300)	(50,400)			
> Fertiliser	(83,142)				(13,465)	(12,506)		(6,817)		(6,817)	(43,538)		
> Freight													
> Farm Working	(2,109)	(106)	(185)	(188)	(185)	(183)	(134)	(185)	(192)	(188)	(188)	(188)	(188)
> Grazing Expenses													
> Health & Safety	(1,460)	(1,385)					(75)						
> Irrigation													
> Land Management	(4,000)										(4,000)		
> Pasture Renewal	(14,729)												(14,729)
OPENING BALANCE	446,185	446,185	399,593	368,121	408,342								531,841
CLOSING BALANCE	618,170	399,593	368,121	408,342	592,140								618,170

FARM FOCUS TIP
Use the **Play** button to watch tutorials in Farm Focus.

Farm codes

Farm Focus • Plan videos • 2/10

From the Livestock grid

→ IN FARM FOCUS NAVIGATE TO  Budget » New working plan » **Livestock**

- 1 **Expand** one of the stock classes (to show all the stock events).
- 2 Go to the **Deaths** row and select **+ Add** in July.
- 3 **Enter 1** in the quantity and **Save**.

From the Cashflow grid

→ IN FARM FOCUS NAVIGATE TO  Budget » New working plan » **Cashflow**

- 1 **Expand** the Other farm income category.
 - 2 On the **Glamping** extended code line, in October, enter **\$15,000**.
 - 3 Select **Spread** and select to spread for 4 months, to divide that amount over 4 months.
 - 4 Click **Apply**.
-
- 5 **Expand** the Repairs & Maintenance category.
 - 6 On the Repairs & Maintenance, **Glamping site** extended code, in September click **+ Add** (to open a worksheet).
 - 7 Enter **\$1200** and in the description field write **Repairs before busy season**.
-
- 8 **Expand** the Vehicle Expenses category.
 - 9 Click in the Farm Fuel line in August and select **% Adj**.
 - 10 Choose to **apply the %** change from the revision line and increase the price by **4%**.
 - 11 Click **Apply**.

Have a go at entering or editing other events in the plan. **You can't break it!**





Looking at your Cashflow

→ IN FARM FOCUS NAVIGATE TO Budget » Cashflow

1. What was the **largest** annual farm expense?

2. What was the **total** annual spend on wages?

3. Which month has the **highest** income?

4. What is the **Farm Surplus** for the year?

5. What is the **peak bank balance** based on the cashflow?

	Total	Jul 26	Aug 26	Sep 26	Oct 26	Nov 26	Dec 26	Jan 27	Feb 27	Mar 27	Apr 27	May 27	Jun 27
INCOME	930,490	3,383	2,000	1,600	12,217	1,600	223,600	267,307	190,600	221,600	3,383	1,600	1,600
> Sheep (Sales)	770,600						222,000	239,200	189,000	120,400			
> Beef (Sales)	111,600				12,000					99,600			
> Wool	24,372							24,372					
> Other Farm Income	23,918	3,383	2,000	1,600	217	1,600	1,600	3,735	1,600	1,600	3,383	1,600	1,600
PURCHASES	(87,426)	(60,000)					(4,986)			(22,440)			
> Sheep (Purchases)	(4,986)						(4,986)						
> Beef (Purchases)	(82,440)	(60,000)								(22,440)			
NET INCOME	843,064	(56,617)	2,000	1,600	12,217	1,600	218,614	267,307	190,600	199,160	3,383	1,600	1,600
FARM EXPENDITURE	(422,900)	(18,358)	(49,968)	(30,716)	(69,719)	(22,420)	(46,091)	(29,600)	(86,445)	(20,361)	(18,451)	(16,457)	(14,314)
> Wages	(87,137)	(6,525)	(6,525)	(6,525)	(9,409)	(6,525)	(6,525)	(9,502)	(9,502)	(6,525)	(6,525)	(6,525)	(6,525)
> Animal Health	(28,183)			(3,907)	(6,960)	(6,377)	(1,505)	(2,112)	(4,053)	(499)	(1,211)	(1,560)	
> Breeding Expenses	(5,517)	(4,442)		(1,075)									
> Calf Rearing													
> Electricity	(12,913)	(1,184)	(1,219)	(1,181)	(1,012)	(956)	(1,001)	(999)	(968)	(989)	(1,135)	(1,135)	(1,135)
> House	(945)	(104)	(106)	(104)	(86)	(70)	(67)	(63)	(52)	(53)	(80)	(80)	(80)
> House Personal	(4,203)	(478)	(489)	(478)	(394)	(322)	(307)	(292)	(240)	(245)	(319)	(319)	(319)
> Farm	(7,765)	(603)	(624)	(598)	(533)	(563)	(627)	(644)	(676)	(691)	(735)	(735)	(735)
> Feed Grown													
> Feed Purchased	(9,770)							(9,270)				(500)	
> Fertiliser	(111,306)		(12,994)		(43,286)				(55,026)				
> Freight	(201)									(201)			
> Farm Working	(5,757)	(480)	(480)	(480)	(480)	(480)	(480)	(480)	(480)	(480)	(480)	(480)	(480)
> Grazing Expenses													
> Health & Safety	(920)		(120)				(250)				(150)		
> Irrigation													
> Land Management													
OPENING BALANCE	115,009	115,009	(28,138)	(117,224)	(161,751)	(261,334)	(305,349)	(140,839)	80,681	169,919	291,689	222,677	152,441
CLOSING BALANCE	104,895	(28,138)	(117,224)	(161,751)	(261,334)	(305,349)	(140,839)	80,681	169,919	291,689	222,677	152,441	104,895



FARM FOCUS TIP
Look at Opening / Closing balances along the bottom.



SECTION THREE

Reports

Using the reports

→ IN FARM FOCUS NAVIGATE TO Reports

Farm Focus contains an extensive range of **reports** to display information in a meaningful way. By managing actuals and budget farmers are rewarded with valuable insights into their business.

Report settings

SELECT THE RANGE

Financial year
 Custom date range

YEAR

2025/26

Date range

FIRST MONTH: June LAST MONTH: May

VIEW REPORT BY

Use this view to display all items that have a payment date in the selected date range.

Setting up reports

Select your report

Select data set / date range / report view.
Choose **2024/25 Actuals**.

Once in your report

Filter by tag, bank account and code (section, category, extended code).

Use the **View** button to specify which columns are displayed.

Use the chevrons on the left-hand side to expand and collapse sections.

Each report can be saved as a PDF, printed and in some cases exported to CSV .





→ IN FARM FOCUS NAVIGATE TO Reports » Cashflow detail

Code	Description	Qty	S/Qty	Total
- INCOME				
Sheep (Sales) (5,020) 535,367				
Beef (Sales)				
	Mixed Age Cows	(10)	900.00	9,000
	Heifer Calves			
	Planned items			
	16 Mar 24 Sold Fielding Sale	(40)	780.00	31,200
	Heifer Calves Subtotal	(40)	780.00	31,200
	Steer Calves	(38)	800.00	30,400
	Beef Total	(88)		70,600
	Wool	71		22,283
	Other Farm Income			27,470
Income Total 655,719				
PURCHASES (21,180)				
NET INCOME 634,539				
- FARM EXPENDITURE				
	Wages			(82,200)
	Animal Health	65		(22,578)
	Breeding Expenses			(5,265)
	Electricity			
	House			(734)
	House Personal			(3,100)
	Farm			(7,938)
	Electricity Total			(11,741)
	Feed Purchased			
	General			(3,250)
	Balage	50	(120.00)	(6,000)
	Feed Purchased Total	50		(9,250)



Cashflow detail

Reports the **detail** behind the actual and/or planned items.

- 1 Try filtering the report for **Farm Expenditure** only.
- 2 Update the **view** to not show the additional note, and include cents.

→ IN FARM FOCUS NAVIGATE TO Reports » Livestock reconciliation

Stock class	Opening	Births	Purchases	Sales	Killed	Deaths & missing	TFRS in	TFRS out	Year end	Age out	Age in	Closing (aged)
DEER												
Mixed Age Hinds	15,999		147	(1,025)			1		15,122		(1)	15,121
2 Yr Hinds								(1)	(1)	(1)		(3)
1 Yr Hinds											(31)	(31)
Weaner Hinds				(31)					(31)	(31)		
Weaner Stags				(80)					(80)	(80)		
1 Yr Stags											(80)	(80)
2 Yr Stags	1,234								1,234	1,234		
Breeding Stags											1,234	1,234
Total Deer	17,233		147	(1,136)			1	(1)	16,244	1,122	1,122	16,244
Deer SU	33,113		279	(2,097)			2	(2)	31,295	2,564	2,513	31,245
SHEEP												
MA Ewes	133									133		133
Trade Hoggets	1,246		322						1,568	1,568		
Wethers	1,310								1,310		1,568	2,878
Total Sheep	2,689		322						3,011	1,568	1,568	3,011
Sheep SU	2,178		258						2,435	1,254	1,254	2,435
BEEF												
Mixed Age Cows	123								123		1,312	1,435
1 Yr Heifers			1						1	1		
2 Yr Heifers	1,324			(12)					1,312	1,312	1	1
2 Yr Steers	123					123			246	246		
2 Yr Bulls	14								14			14
MA Steers			12						12		246	258
Breeding Bulls				(12)					(12)			(12)
Total Beef	1,584		13	(24)		123			1,696	1,559	1,559	1,696
Beef SU	8,043		64	(132)		615			8,590	7,794	9,107	9,903
TOTAL SU	43,334		601	(2,229)		615	2	(2)	42,321	11,612	12,875	43,883



Livestock reconciliation

Displays stock opening and closing numbers and **all** livestock movements, financial and non financial for each year.

Find some key numbers:

- 1 Total sales or purchases for each class?
- 2 Total opening & closing numbers?
- 3 Does the farmer have more or less stock at year end?

FARM FOCUS TIP
Remember to use the chevrons



→ IN FARM FOCUS NAVIGATE TO Reports » Variance

Code	Column A Actuals + Working		Column B 2023/24 Actuals		Variance between Col A & Col B		Col A as a % of Col B
	\$	Qty	\$	Qty	\$	Qty	
- INCOME							
Sheep (Sales)	535,367	(5,020)	535,367	(5,020)			
Beef (Sales)							
Mixed Age Cows	9,000	(10)	9,000	(10)			
Heller Calves	31,200	(40)			31,200	(40)	
Steer Calves	30,400	(38)			30,400	(38)	
Beef Total	70,600	(88)	9,000	(10)	61,600	(78)	784 %
Wool	22,283	71	22,283	71			
Other Farm Income	27,470		18,935		8,535		145 %
Income Total	655,719	(5,037)	585,584	(4,959)	70,135	(78)	112 %
- PURCHASES							
NET INCOME	634,539	(5,022)	583,184	(4,957)	51,355	(65)	109 %
- FARM EXPENDITURE							
Wages	(82,200)		(57,600)		(24,600)		143 %
Animal Health	(22,578)	65	(19,470)	65	(3,108)		116 %
Breeding Expenses	(5,265)		(5,265)				
Electricity	(11,741)		(7,421)		(4,320)		158 %
Feed Purchased							
General	(3,250)				(3,250)		
Baleage	(6,000)	50	(6,000)	50			
Feed Purchased Total	(9,250)	50	(6,000)	50	(3,250)		154 %
Fertiliser	(91,482)	151	(91,482)	151			
Freight	(195)	13			(195)	13	
Farm Working	(4,691)	71	(2,857)	71	(1,833)		164 %
Health & Safety	(1,196)	11	(1,196)	11			
Land Management	(1,000)				(1,000)		
Pasture Renewal							
Contracting	(11,200)	62	(6,200)	62	(5,000)		181 %



Variance

Compares two sets of data, showing the cash variance and the variance as a percentage.

- 1 Choose **2025/26** Actuals + Plan.
- 2 Now try **2024/25** Actuals.



FARM FOCUS TIP

Variances < \$1000 do not display a variance %.

→ IN FARM FOCUS NAVIGATE TO Reports » Trends

Code	2021/22 Actuals	2022/23 Actuals	2023/24 Actuals	2024/25 Actuals	2025/26 Actuals
- INCOME					
Milk Production					
Last Seasons Defer				176,087	174,127
This Seasons			1,035,550	961,305	602,263
Dairy NZ Levy				(4,720)	(3,643)
Biosecurity Levy				(3,147)	(2,429)
Dairy Co Dividend			52,500		
Milk Production Total			1,088,050	1,129,525	770,317
Dairy (Sales)					
Mixed Age Cows			73,913	45,627	22,283
2 Yr Heifers				1,391	1,391
1 Yr Heifers			12,174	6,696	1,826
Bobby Calves			7,326	3,687	6,132
Calves			1,739		
Dairy Total			95,152	57,401	31,632
Other Farm Income					
Paddock Lease				10,435	7,826
House Rental				19,200	15,200
Other Farm Income Total				29,635	23,026
Income Total			1,183,202	1,216,561	824,976
- PURCHASES					
Purchases Total					
NET INCOME			1,183,202	1,216,561	824,976
- FARM EXPENDITURE			(2,870)	(741,873)	(971,587)
FARM SURPLUS			(2,870)	474,687	253,389
- INTEREST & RENT					
Interest					



Trends

Reports on income and expenditure for up to five consecutive years. It can include the current and one future year, identifying trends and anomalies.

- 1 Choose **2025/26** Actuals + Plan as a start year.
- 2 Can you find an area of farm expenditure that has **increased**?
- 3 Are there any **decreases** in expense over time?



Check out the other reports and see what you can find.

