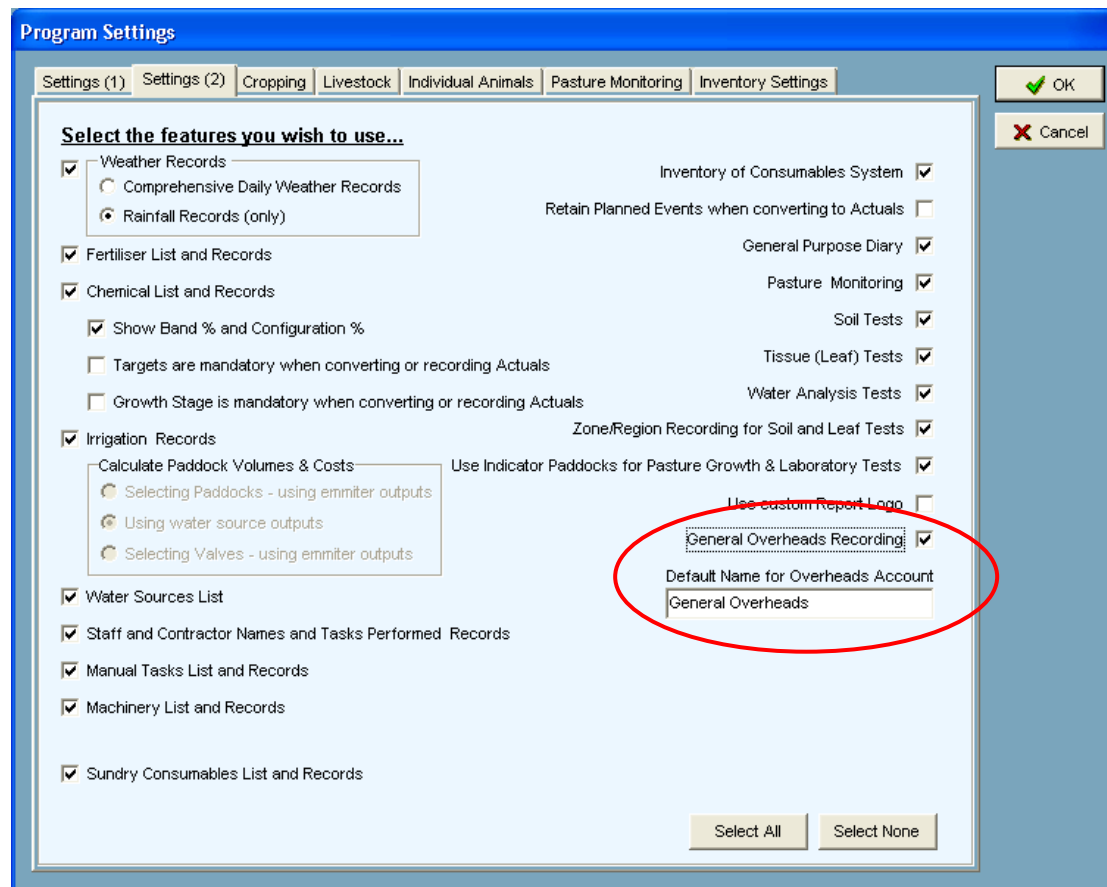


General Overheads in PAM

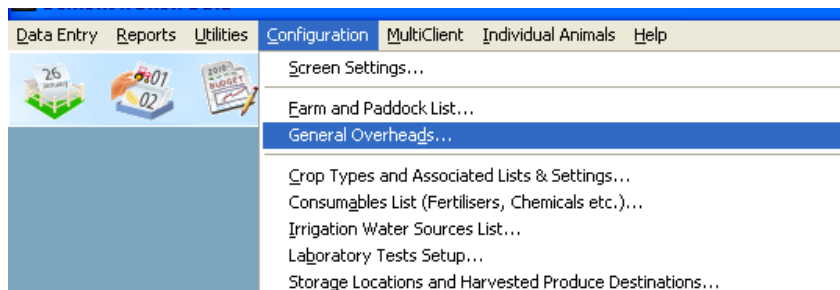
Version 6.7 of PAM introduces a new way of entering general overhead costs.

1.0 Configuration Screen

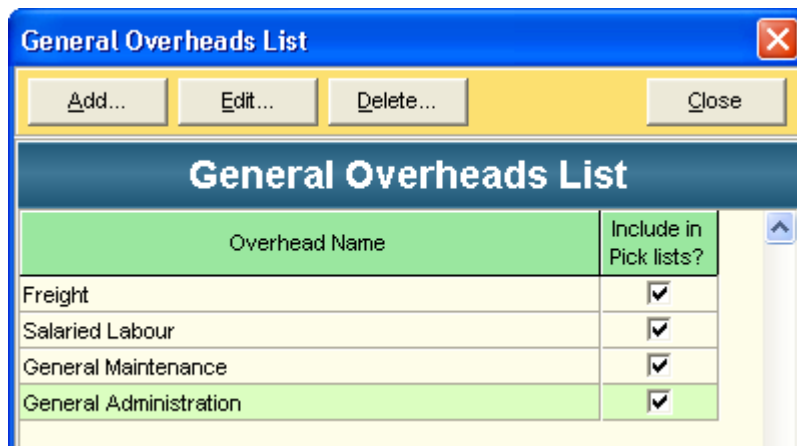
There is a new option in the Customise Your PAM Program under the Configuration menu which allows you to activate General Overhead Recording. The name used throughout the program can also be modified.



Once ticked in the Customise window a new menu option will appear under the Configuration menu to maintain the general overhead items list.



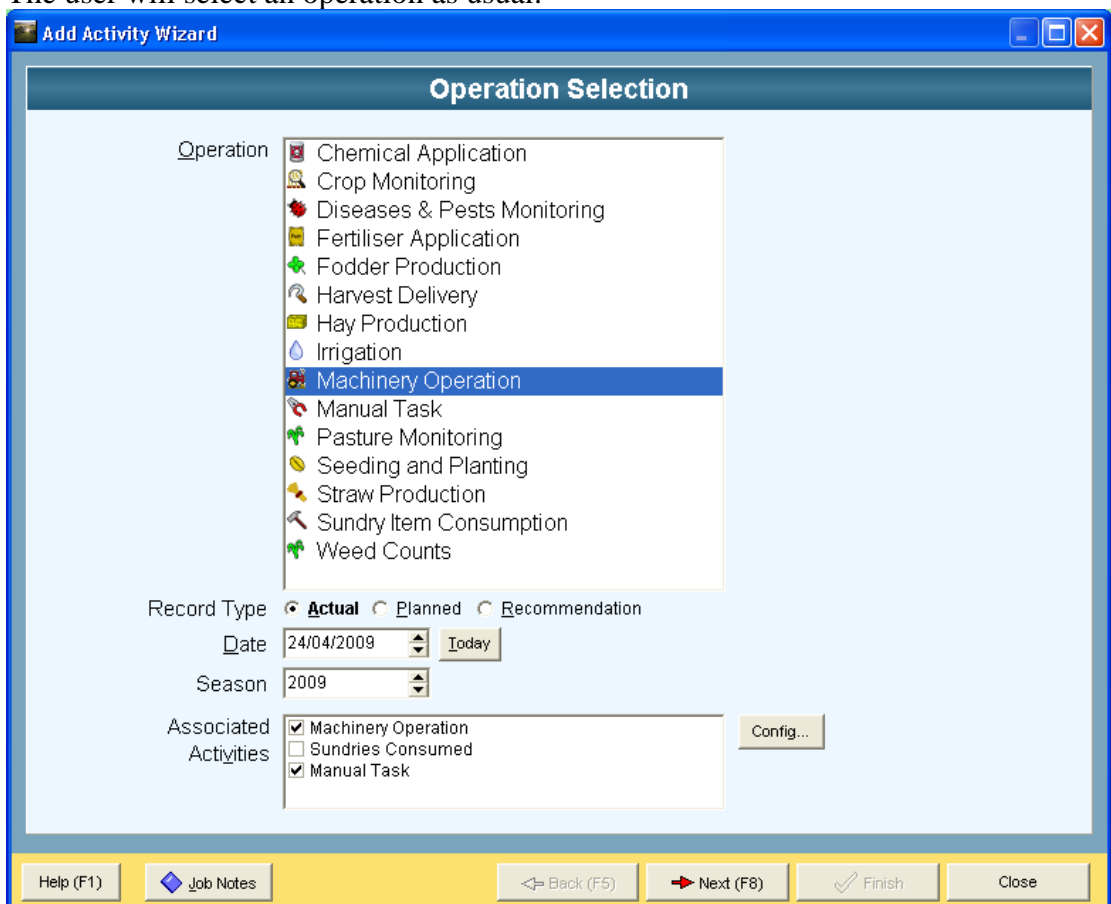
Populate the pick list with your required items using the add button



2.0 Data Entry

2.1 Using the “Add Wizard”

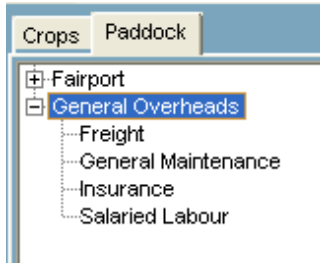
The user will select an operation as usual:



Then click “Next”

The “General Overheads” list will appear on the Area Selection panel as a pseudo Farm / Paddock (or Vineyard/Block) list.

As shown here:



The Selected Areas list at the foot of the wizard form will display the overhead(s) selected as shown here.

A screenshot of a form titled 'Selected Areas'. It contains several input fields: 'Paddock' with 'General Maintenance', 'Arable Area' with '1', 'Farm' with 'General Overheads', 'Season' with '2009', and 'Worked Area' with '1'. There is also a 'Crop / Variety' field which is empty.

Note that only the selection of ONE overhead item type at a time is allowed.

The activity can then continue to be entered as a normal entry would be done, with the costs being allocated to the overall farm instead of a particular paddock or crop.

2.1 Using the “Timesheet – Quick Add System”

The user will begin a timesheet as usual and select the General Overheads Farm/Paddock (Vineyard/Block):

A screenshot of the 'Time Sheet Quick Add' form. The form includes fields for 'Employee' (Bill Taylor), 'Start Date' (13/04/2009), and 'End Date' (20/04/2009). There are buttons for 'Add Record(s)', 'Repeat Selected', 'Save', and 'Cancel'. Below these are fields for 'Date' (13/04/2009), 'Vintage' (2009), and 'Hours'. The 'Areas' section has a 'Select multiple Areas' button and a 'Block' dropdown menu set to 'General Overheads : Administration'. Other fields include 'Variety' (None), 'Task Type' (Manual Task), 'Operation' (Any Operation), and 'Manual Task' (Office Work). At the bottom, there is an 'Edit' and 'Delete' button, and a table with columns: Employee, Date, Vintage, Hours, Vineyard and Block, Clone and Variety, and Task Type. The table contains one row with the following data: Bill Taylor, 13/04/2009, 2009, [empty], General Overheads : Administration, None, Manual Task.

Regardless if the user chooses the “Select Multiple Areas” option for selecting the “areas” for a job, only the selection of ONE overhead item type at a time is allowed.

Or in other words: The form that is displayed if this button is clicked is the same as the Area selection form on the Add Wizard.

2.1 Using PocketPAM

When synchronising data for PocketPAM, the General Overheads section of PAM will also transfer so that users are able to enter costs with all other PocketPAM entries.

As with desktop PAM, the user is only able to select one overhead item at a time.

3.0 Reporting General Overheads

There are two facets to reporting general overheads...

3.1 General Overheads Reports

Under the Reports menu there is a new entry: “General Overheads Reports...”



The report options window is similar to most others in PAM where you select the Overhead items to report on, the date range and either detailed or summary report layout.

Please contact us if you need any further help on General Overheads in PAM and PocketPAM.