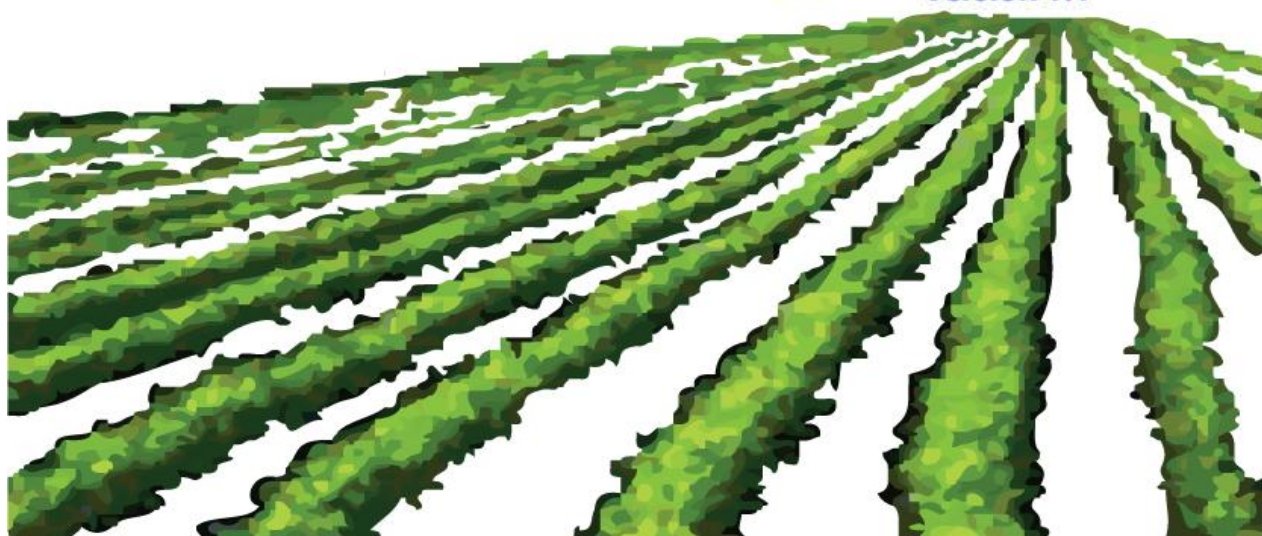# VegTool
Version 1.1

Gross Margin Comparison Tool for Vegetables

MANUAL

Prepared by

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NSW Department of Primary Industries

Acknowledgements

The VegTool program was developed by Scholefield Robinson Horticultural Services Pty Ltd as part of a project commissioned by Horticulture Australia Ltd (HAL).

Vegetable industry members (growers) provided valuable guidance regarding its capabilities.

Links with the "VegBIZ" Project

Following the release of Version 1.0 of VegTool, responsibility for the program transferred to the HAL-funded "VegBIZ" project (VG08021). This project is funded by HAL with support from the vegetable industry R&D levy, matched by Australian Government funds. It is being managed by Gerard Kelly of the NSW Department of Primary Industries.

It is expected that most vegetable industry members (i.e. levy-paying growers and service providers will log in to the secure area of the AUSVEG website (www.ausveg.com.au) and will download the program from the Internet. At present to navigate to the download area for VegTool you navigate to "Technical Insights", then to "Business Improvement", then to "Gross Margin Tool".

However, those who wish to receive the VegTool program on a CD-ROM can place an order by contacting:

Gerard Kelly, VegBIZ Project Leader
NSW Department of Primary Industries
Vegetable Industry Centre, Dareton Office
Phone: (03) 5019 8406
E-mail: gerard.kelly@industry.nsw.gov.au

Disclaimer

While a great deal of care has been invested in the development of VegTool, Horticulture Australia Ltd or Scholefield Robinson Horticultural Services Pty Ltd or NSW Department of Primary Industries cannot accept any responsibility for losses arising from the use of it or the information it contains.

Before using the results of calculations from the VegTool program to make important decisions, we recommend that you get your calculations checked by a professional financial analyst, such as your accountant or farm business consultant.

Photographs

We gratefully acknowledge AUSVEG as the source of the photographs used on the cover of this manual and in the screens that appear when the VegTool program is being installed.

Contents

1 INTRODUCTION, INCLUDING A 'QUICK GUIDE' TO USING VEGTOOL

VegTool is a simple tool for calculating and comparing **Gross Margins**.

A gross margin is the difference between what your crop sells for ("gross income") and the operating costs.

Profit on the other hand depends on the dollar difference between gross income and **all** costs (i.e. operating costs and overhead costs).

VegTool allows you to prepare and compare Gross Margins for your different crop options or different production situations (for example varying the season might affect your yields and/or prices; exporting might cost more in transport, but earn better prices).

The vegetable industry's *Information and Technology Advisory Group* identified that growers needed a tool of this type, because it can be very difficult to anticipate gross margins when selecting crops.

1.1 VegTool can help your vegetable business

Subtle changes in income or costs can have serious impacts on profit. This makes predicting and comparing potential profitability of different crops difficult.

VegTool can help your business by allowing you to:

❖ Compare several production scenarios to see which ones are likely to generate sufficient gross margin returns to result in a profit.

❖ Decide which crops are likely to generate the most profit.

❖ See the effect on your Gross Margins of small changes in yields or prices or costs.

❖ Prepare more detailed forecasts for your Scenarios by using one of the 'Cost Calculators'.

Examples of the types of questions you might ask when using the tool:

"Will I still have a positive Gross Margin if the price of temporary (allocation) water goes above $500 per megalitre?"

"What will happen to my Gross Margin if prices next season are reduced by 10%, or if input costs increase by 10%?"

"Am I more likely to make a profit if I grow crop A or crop B?"

1.2 VegTool is the ideal farm budget tool for the vegetable industry

VegTool is very simple to use, but gives you excellent information for making decisions.

You can:

❖ Compare Scenarios

❖ Print groups of Scenarios

❖ Prepare a quick 'snapshot' analysis

❖ Prepare a comprehensive analysis if you want detail

❖   Manipulate inputs easily, and instantly see the impact this has on your Gross Margin

❖   Use all your preferred units of yield, price and crop area. You don't need to be thinking in tonnes or hectares. For example, you can create Scenarios using:

- Trays per glasshouse span

- Bunches per bed x dollars per bunch

- Crates per patch

- Bins per section of pivot

An example of Gross Margin comparisons created using VegTool

Comparison Report 13-Sep-2011

Name of Scenario	Field Lettuce - High Fertiliser		Field Lettuce - Low Fertiliser		Onions - High Tech Fert Program		Onions - Traditional Fertiliser Pro		Pumpkin - Butternut	
Crop	Field Lettuce		Lettuce		Onions		Onions		Pumpkin	
Season	Summer		Summer		Winter		Winter		Spring	
Water Requirement	3 ML per Ha		3 ML per Ha		4.5 ML per Ha		4.5 ML per Ha		6 ML per Ha	
Your Area Unit	1 Hectare		1 Hectare		1 Hectare		1 Hectare		1 Hectare	
Your Harvest Unit	Carton (of 14 kg)		Carton (of 14 kg)		Bag (of 20 kg)		Bag (of 20 kg)		Carton (of 14 kg)	
Yield	3,125.00 Cartons		2,500.00 Cartons		2,250.00 Bags		2,000.00 Bags		1,200.00 Cartons	
	3,125.00 Cartons/Hectare		2,500.00 Cartons/Hectare		2,250.00 Bags/Hectare		2,000.00 Bags/Hectare		1,200.00 Cartons/Hectare	
	43.75 Tonnes/Hectare		35.00 Tonnes/Hectare		45.00 Tonnes/Hectare		40.00 Tonnes/Hectare		16.80 Tonnes/Hectare	
Average Price	$857.14 per Tonne		$857.14 per Tonne		$600.00 per Tonne		$600.00 per Tonne		$857.14 per Tonne	
	$0.86 per Kilogram		$0.86 per Kilogram		$0.60 per Kilogram		$0.60 per Kilogram		$0.86 per Kilogram	
	$12.00 per Carton		$12.00 per Carton		$12.00 per Bag		$12.00 per Bag		$12.00 per Carton	
	$/Area Unit	$/Hectare	$/Area Unit	$/Hectare	$/Area Unit	$/Hectare	$/Area Unit	$/Hectare	$/Area Unit	$/Hectare
Gross Income	37,500.00	37,500.00	30,000.00	30,000.00	27,000.00	27,000.00	24,000.00	24,000.00	14,400.00	14,400.00
Operating Costs										
Seed & Plants					1,440.00	1,440.00	1,440.00	1,440.00	210.00	210.00
Fertiliser	1,647.16	1,647.16	403.26	403.26	2,137.10	2,137.10	555.00	555.00		
Fuel					52.50	52.50	52.50	52.50	270.00	270.00
Chemicals					1,575.00	1,575.00	1,575.00	1,575.00	130.70	130.70
Water	180.00	180.00	180.00	180.00	270.00	270.00	270.00	270.00		
Labour					4,808.00	4,808.00	4,808.00	4,808.00		
Electricity/Gas					15.00	15.00	15.00	15.00		
Packaging	6,250.00	6,250.00	5,000.00	5,000.00	787.50	787.50	700.00	700.00		
Freight/Transport					3,000.00	3,000.00	2,666.67	2,666.67		
Other Operating Costs					4,440.00	4,440.00	4,440.00	4,440.00		
Total Costs	8,077.16	8,077.16	5,583.26	5,583.26	18,525.10	18,525.10	16,522.17	16,522.17	610.70	610.70
Gross Margin	29,422.84	29,422.84	24,416.74	24,416.74	8,474.90	8,474.90	7,477.83	7,477.83	13,789.30	13,789.30
Gross Margin per ML Water	9,807.61		8,138.91		1,883.31		1,661.74		2,298.22	
Weeks from Planting to Final Harvest	8.00		8.00		4.00		32.00		18.00	

Total Gross Margin   83,581.61   Printed Tuesday 13, September 2011 04:41 PM

*WARNING Some operating cost fields do not have a value. Interpret results with caution.

Easy steps to create a "Scenario" and see your Gross Margin:

1.   Select a **crop** and enter **yields** and **prices** for that crop.

2.   Enter the **operating costs** for this Scenario.

3.   **Compare** the gross margins for this Scenario against other Scenarios that you have prepared.

4.   **Manage** and edit your Scenarios.

1.3 The 'quick guide' to using VegTool

The first working screen you see is for managing your files. Here you choose to create new Scenarios, manage your existing scenarios, print a financial summary or compare scenarios.

- ❖ Click here to create a new crop scenario.

- ❖ Each time you re-open the program you will see all your **saved** scenarios listed here.

- ❖ Click on a scenario in the list to select it. Now you can **edit, copy** or **delete** unwanted scenarios or **print** a financial summary.

- ❖ Without selecting any scenarios, you can go straight to a screen that allows you to **compare** groups of scenarios.

To create a Scenario, you first enter the crop details

- ❖ Enter data into the white boxes.

- ❖ Use dropdown lists to select your crop, season, harvest unit and area unit (e.g. bed, patch, pivot, acre, etc).

- ❖ Details appear in the financial summary on the right as you enter information on the left.

- ❖ Watch the comments here. They offer hints or explanations as you move to each white box.

To complete a Scenario, enter operating costs for each of the ten cost categories. Links take you to calculators that use different methods to determine your costs.

Details appear in the financial summary based on the crop information you entered.

Operating cost information will appear in the costs summary as you enter cost details.

Type the costs into the white boxes if you know them, or click on these links to go to a simple calculator.
These make it easy to calculate or estimate the costs.

Select up to five Scenarios at a time to view and print for comparison.

2   OBTAINING & INSTALLING VEGTOOL

VegTool is available on CD, or by downloading from the AUSVEG website (www.ausveg.com.au).

To order a CD, contact the VegBIZ Project Leader (see page ii of this manual for contact details)

2.1   Downloading VegTool from the AUSVEG website

❖ To download the VegTool program; log in to the secure area of the AUSVEG website, www.ausveg.com.au, then navigate to "Technical Insights", then to "Business Improvement", then to "Gross Margin Tool".

❖ Using the sidebar navigate to the bottom of the page

❖ Read the **'Installation Instructions'**

❖ Under **Related Downloads** click on **"VegTool for full or runtime version of Access 2007"**

When this screen appears, click "Save":
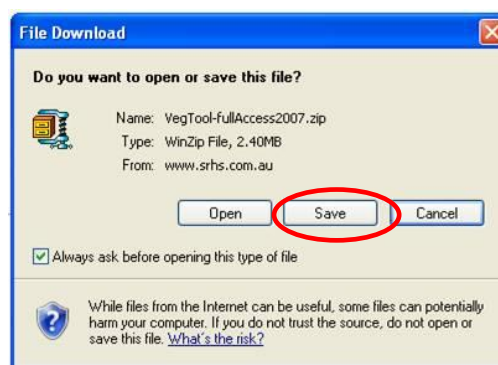
Choose a folder on your computer where the Zip file will be saved:
For example, you may wish to create a folder on your C: drive named "VegTool Download", which involves:

1.   Click this button to create a New Folder

2.   Type in "VegTool Download" where it says "New Folder"
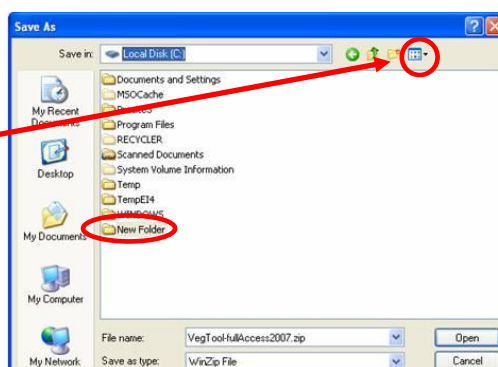
3.   Click on the "VegTool Download" folder to open it

4.   Click "Save" to save the downloaded Zip file into this folder
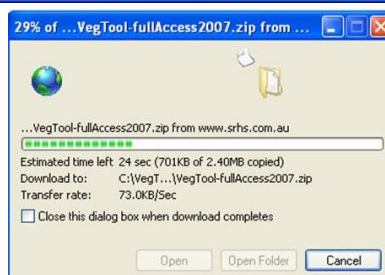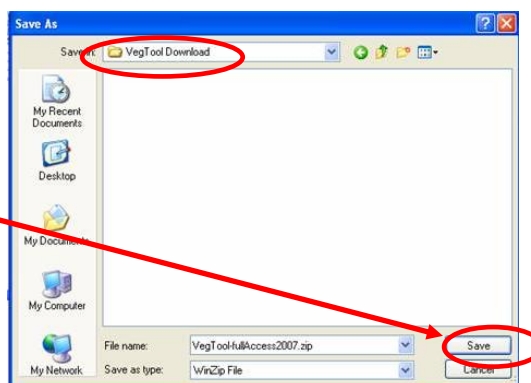
Extract files from the "Zip" file:

Right-click the Zip file, then select WinZip and "Extract to folder C: ...." or "Extract to...". In the example below, the files have been extracted to the same folder in which the Zip file was saved. You may choose to save the extracted files in another folder by selecting "Extract to..." **Keep track of the name and location of the folder.**
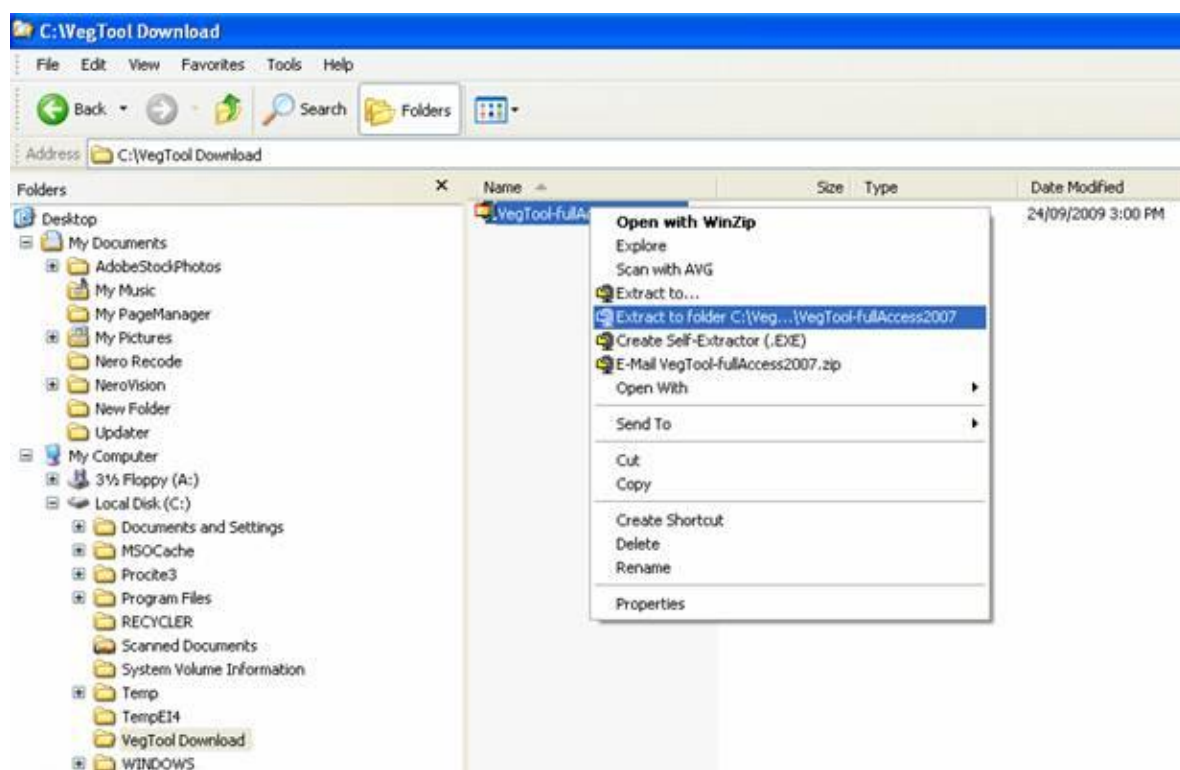
Following the example above, the files will be extracted into a new folder that has the same name as the Zip file (which will be in the same folder as the Zip file).
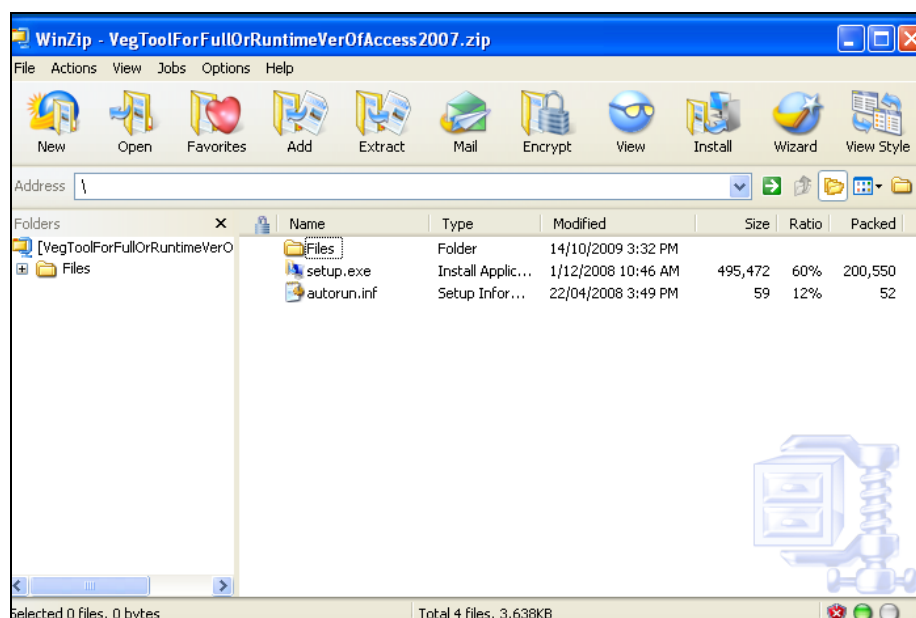
Installing VegTool after extracting files downloaded from the AUSVEG website:

Click on the folder containing the files that were extracted from the Zip file (see above examples). One of the files will be named "Setup.exe" or there will be an icon with the word "Setup" under it: Once you double-click "Setup.exe" or the above icon you will launch the Setup Wizard shown in 2.3.

2.2   Installing VegTool from a CD

Insert the CD in your CD/DVD drive. The VegTool 1.1 CD contains two folders and the VegTool Manual.

VegTool   for
Access 2007

VegTool with
Access 2007 Runtime

VegTool
Manual.pdf
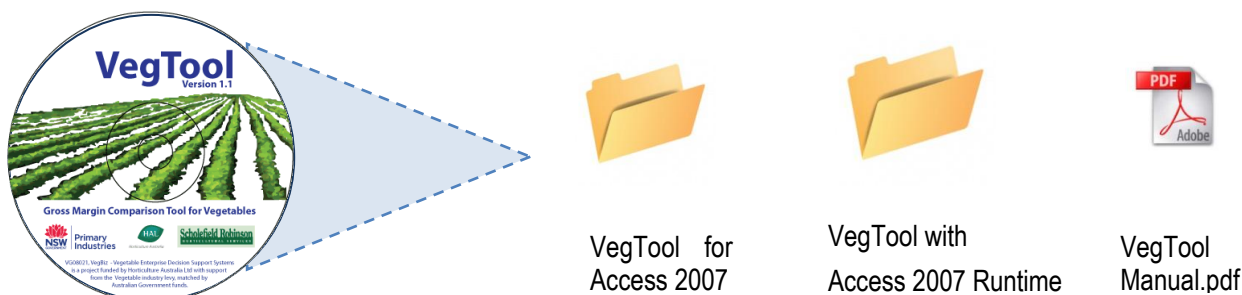
How do I choose which folder I should use?
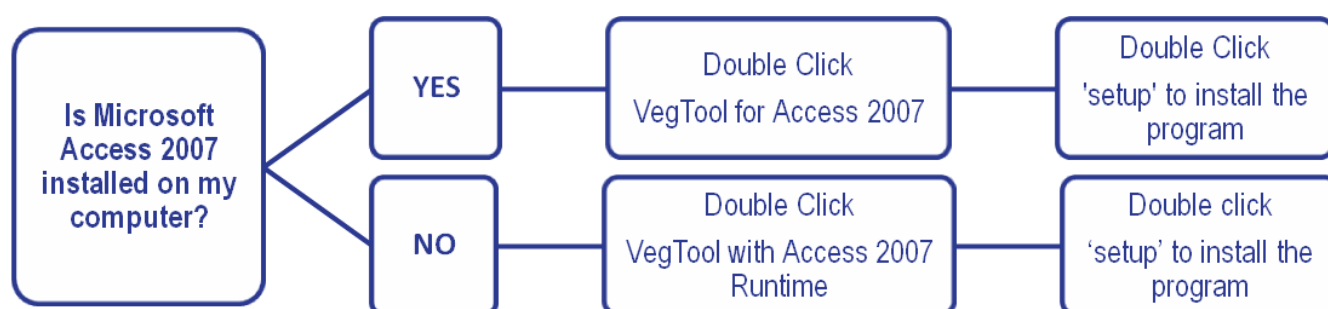
I am not sure if I have Microsoft Access 2007?

Click on the Start button, select Programs, select Microsoft Office and if you can't see Microsoft Access 2007 listed, then you do not have 'Access 2007'.
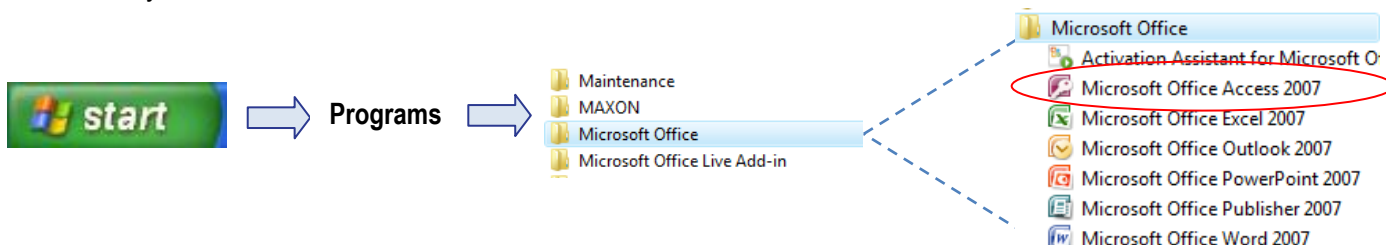
You may need to log on as the "Administrator" before you can install software on your computer:

If your efforts to launch the Setup Wizard are blocked due to the fact you don't have "permission" as a User, you will have to Log Off, and then Log On as the "Administrator" using the proper password. Then go to the folder where the "Setup.exe" file is located and double-click it to launch the Setup Wizard. Once the software is installed, Log Off (from "Administrator") and then Log On again with your User name and password.

2.3 Completing Installation with Setup Wizard

Once you double-click "Setup.exe", a Setup Wizard will be launched. **Click 'Next'**

When this screen appears **click 'Next'**.
(*Entering a User Name and Organisation is optional*).
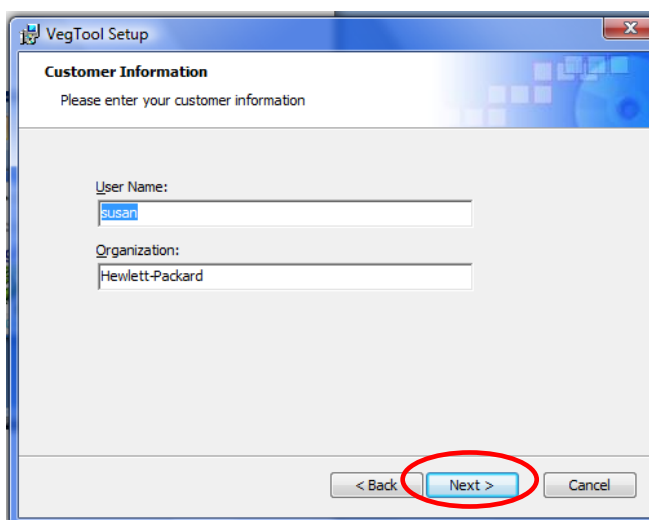
When two icons appear on the screen, **click 'Typical'** if you do not have a preference for where the program is installed. (*It will be installed in a folder on your C: drive.*)

(*Experienced users may wish to click 'Custom' and specify a different location in which the program will be installed.*)

Then click '**Next**' and the installation will start.
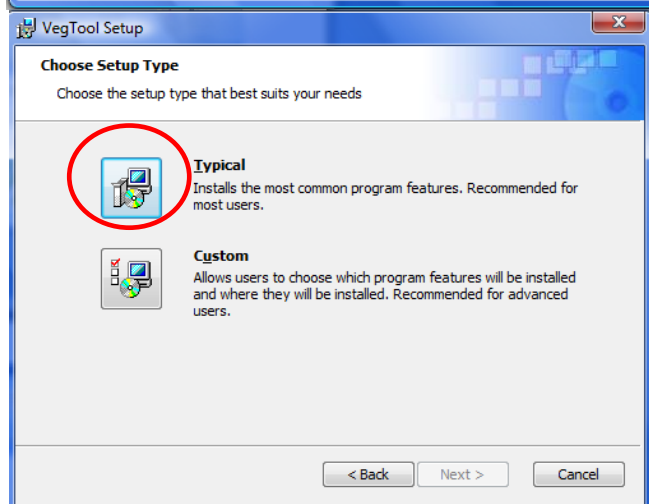
From now on '**VegTool 1.1**' will appear as an icon on your desktop.

Open the tool by double-clicking this icon.

2.4 The first time you open VegTool

If you already have Microsoft Access 2007 installed on your computer

You may find that after you have installed the program, you open it up and the first page does not fill the entire screen.

Click the white X in the red box top right of the VegTool first page screen.
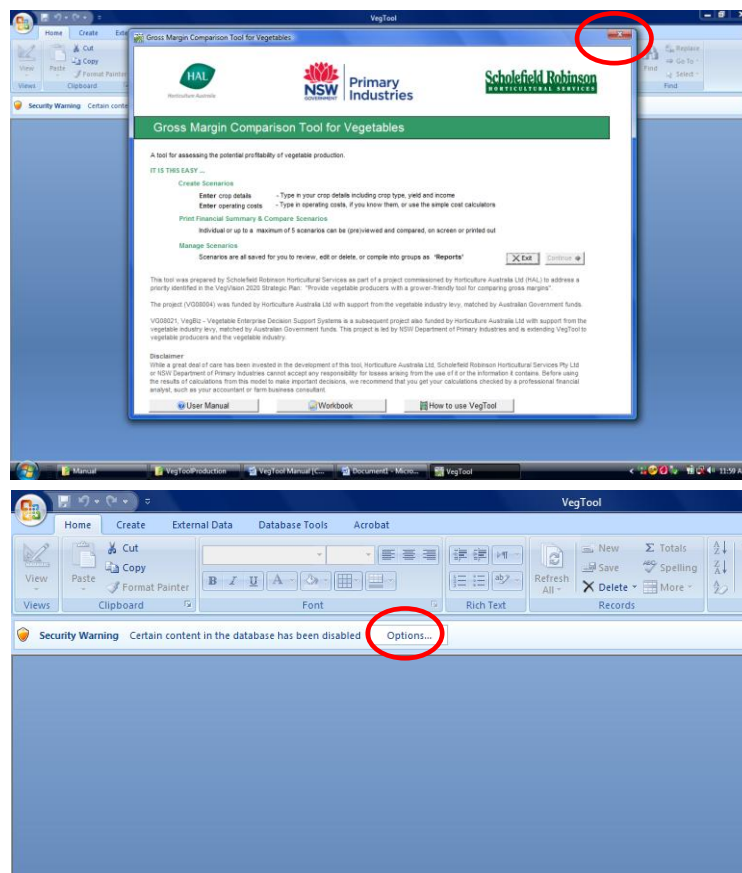
The VegTool Screen will disappear and you will see a Security Warning.

***Click** the '**Options**' button.*

A Security Alert will appear.

Click 'enable this content'

*Then **click OK***
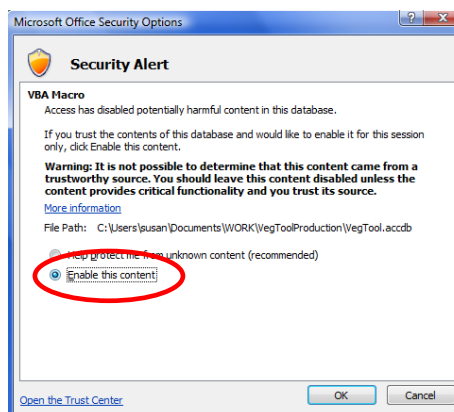
The full screen will appear.

IMPORTANT NOTE: *If you already have Access 2007, You will need to follow the steps on the following pages to enable macros and security settings and prevent this from happening every time you open VegTool.*
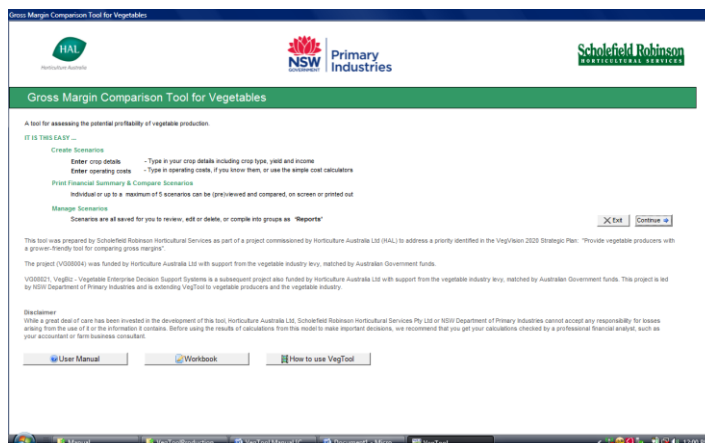
To enable macros in Microsoft Access 2007

Click on the **Office Button** on the top left of your screen to see the dropdown list. Then click on the **Access Options** button.
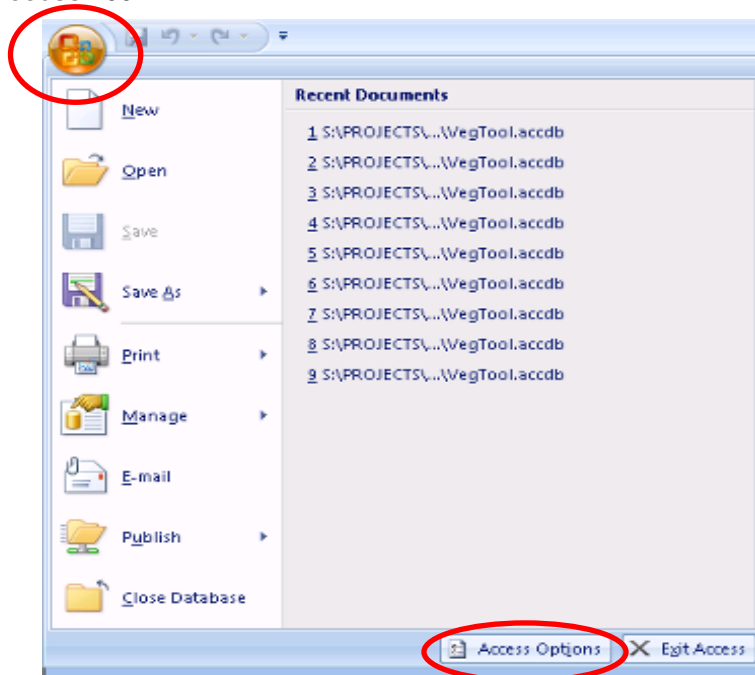
In the box that appears, click on '**Trust Centre**'.

Then click on '**Trust Centre Settings**'
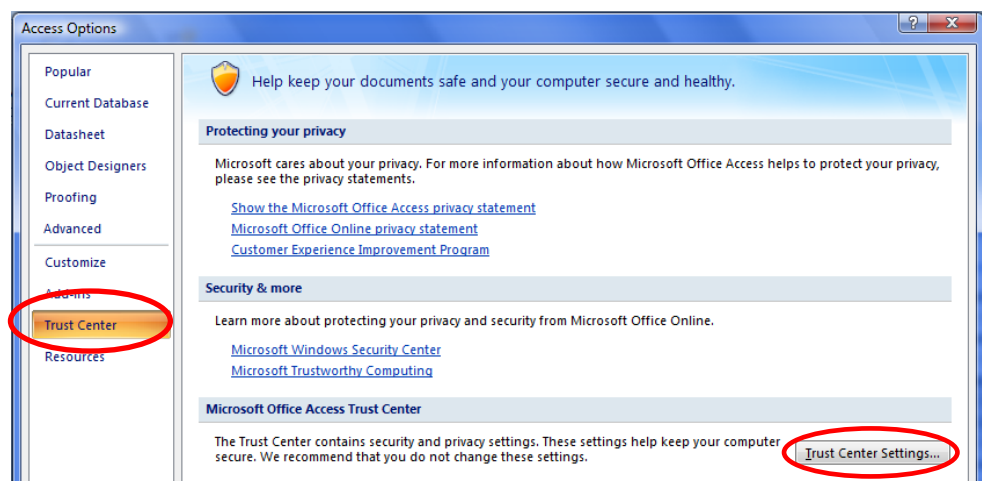
In the Trust Centre, click on **Macro Settings** to see your level of security for macros.

Select '**Disable all macros except digitally signed macros'.**

Click **OK**
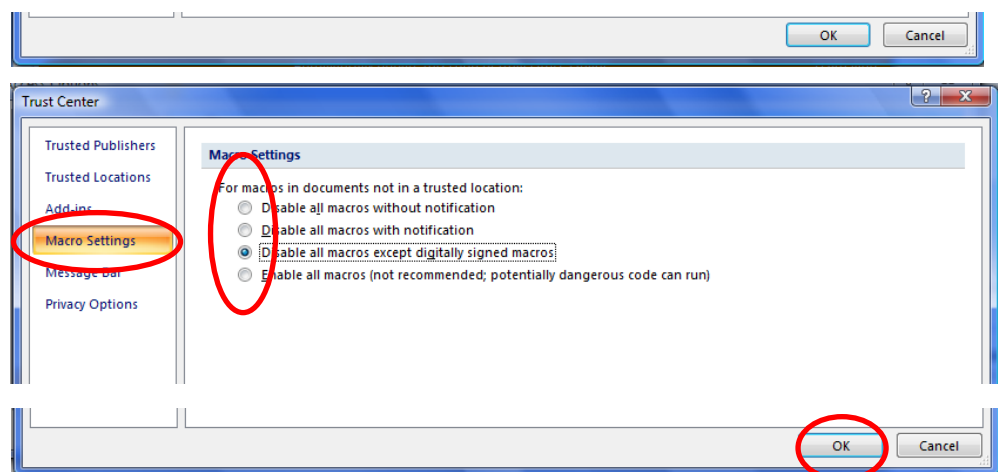
*Note: If you select '**Disable all macros with notification**' then you can still use VegTool, but every time you open VegTool you will get a security warning and you will need to re-enable the macros before you can start.*

2.5   Adjusting screen settings for your computer

Every computer has different security and screen settings.

When you first open VegTool, what you see on the screen may vary depending on your computer settings.

You need to do this ...   **If you see the following...**

When I click on it, the 'CONTINUE' button doesn't work

This has occurred because your computer has a high security setting and is disabling macros.

See previous two pages.
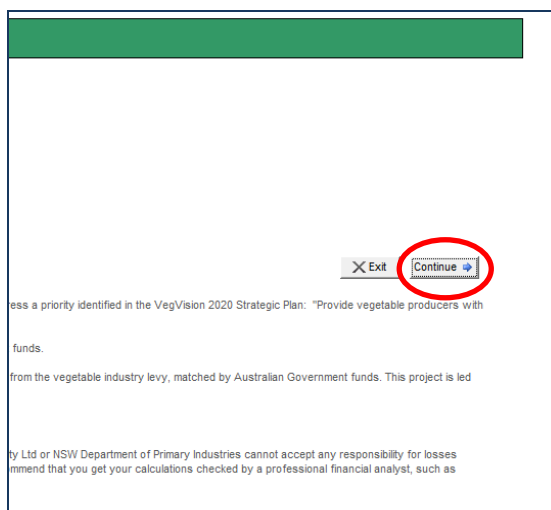
A message box asking whether you trust the source of the program

Click 'Open'.

This standard security warning may appear when you download Access 2007 Runtime.

Your computer has merely recognised that you are importing new software (VegTool 1.1) and is warning you that it is new software.
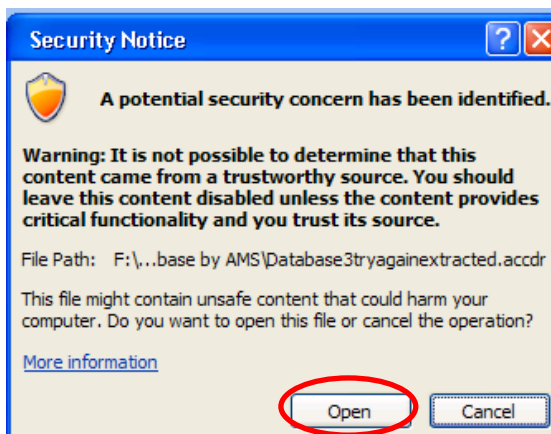
The opening screen is does not fill my your computer screen

Click the maximize button (circled)to maximise the screen.

This may make it fit perfectly.

Still not fitting perfectly? **Exit** from the program and **re-open** it. When you reopen the file, your computer will have worked out how to set the screen and it should fill the screen properly when you click on the maximise button
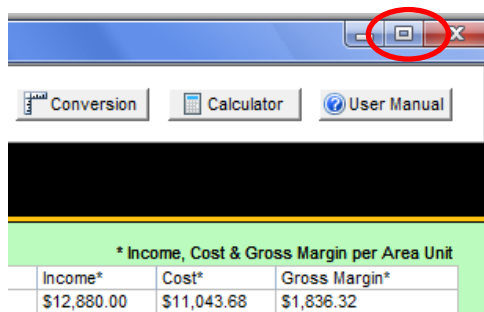
The image disappears below the task bar on the bottom of the screen

If you have a small computer screen, you may need to use a vertical **scroll bar**, on the right hand side of the program, to move up and down the screen in the program.

Click and drag the scroll bar up and down and to reveal the top or bottom of the screen.
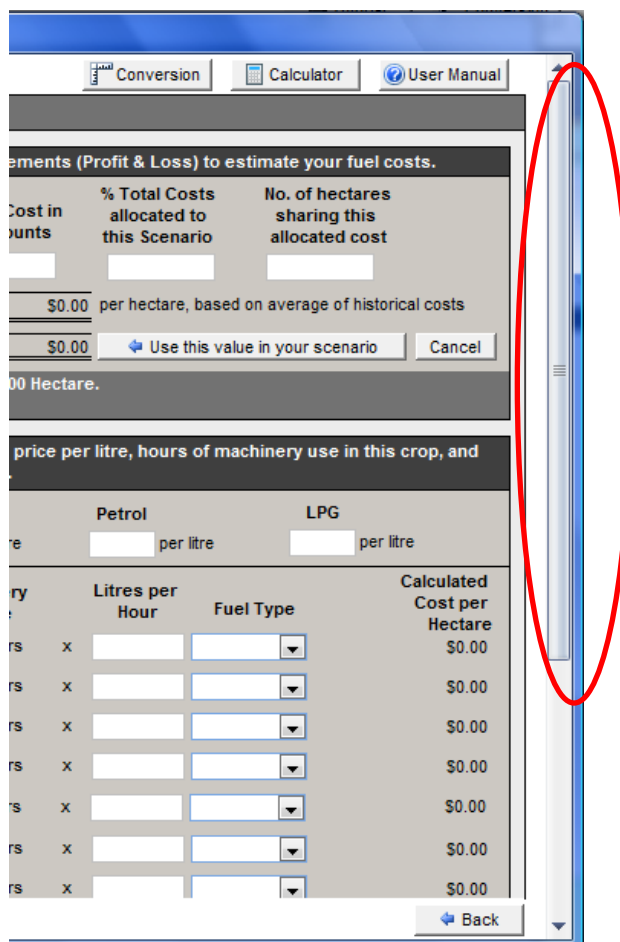
I get a warning when I click on the 'tutorial' button

You may see this warning pop up when you try to open one of the Tutorial Videos.

Click OK.
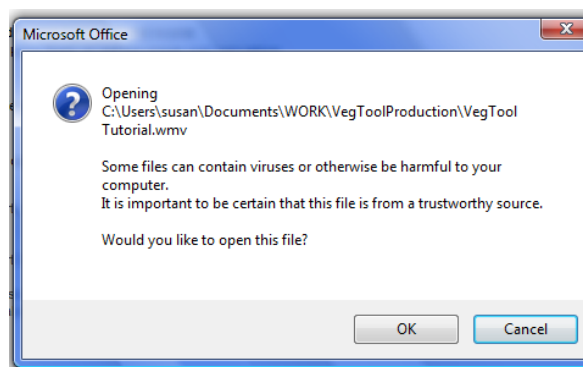
3   DETAILED GUIDE TO USING VEGTOOL

3.1   The welcome screen looks like this

Click the **CONTINUE** button to enter the program

3.2   Create a new crop scenario, and manage your existing scenarios

❖ Click here to create a new crop scenario.

❖ Each time you re-open the program you will see all your **saved** scenarios listed here.

❖ Click on a scenario in the list to select it. Now you can **edit** , **copy** or **delete** unwanted scenarios or **print** a financial summary.

❖ Without selecting any scenarios, you can go straight to a screen that allows you to **compare** groups of scenarios.

3.3 Enter Crop Details

This is what the screen for entering crop details looks like

The financial summary will fill up with data as you enter your crop details.

Operating cost information will appear when you begin to enter cost details. That's the next step, after you click CONTINUE.

Watch this space for hints and explanations as you move to each white box.

TIPS

❖ **If you choose to create a new scenario,** this screen will not have any data – start entering your crop details.
❖ **If you selected an existing scenario** to edit or review, this screen will have all your existing data in it.
❖ **Use the TAB** key to move between white boxes.
❖ **Click on down-arrows** at the right end of white boxes to see a dropdown list of options. Then click on the option in the dropdown list that you wish to select.

Select a crop

Click on the down-arrow to see a dropdown list.

The list includes crops that pay a vegetable R&D levy.

Use the scroll bar to move through the drop-down list of crops, from A to Z, to find your crop.

Click on your crop to select it from the list.

Your crop is not listed? **You can add to the list**.

Select a Harvest Unit

Your **harvest unit** is the unit that you use when you talk about your yields. For example you might talk about your crop in terms of **tonnes** or **trays** or **cartons** or **boxes** or **punnets.**

Click on the down-arrow to see a dropdown list of harvest units.

Click on your harvest unit to select it from the list.

You can **add** a new harvest unit if yours does not appear on the dropdown list.
You will be asked to type the unit name as singular **and** plural (e.g. 'bundle' **and** 'bundles').

Select whether you want your gross margins reported using your harvest unit, **or** in kilograms or tonnes.

Select an Area Unit

Your **area unit** is the name you give the area you grow your crop on.

Click on the down-arrow to see a dropdown list of area units.

Click on your **area unit** to select it from the list.

If your **area unit** does not appear on the list, please select 'Other' or 'Patch'.

How big is your crop area?

If you selected an **area unit** other than 'hectare' or 'acre', you will need to define the length and width of the crop area. This allows you to compare your yields and gross margins per hectare.

In this example the beds are 1.75m wide and 124m long.

Nominate the yields and prices

Enter a yield and the price you expect.

You have the option to divide your harvest into up to three grades or up to three different picks. For example, the earliest crop might achieve the best prices.

This is how the "Enter Crop Details" screen looks once you have entered the crop details

The crop, scenario name and your income and yield details will appear in the financial summary.

Next: Click on the "CONTINUE" button to start adding operating cost information

3.4 Enter Operating Costs

This is how the blank screen looks ready for you to enter your cost information

If you know your costs per area unit of crop (per bed in this example) then enter the values directly into the white boxes.

If you don't know what it costs per area unit (e.g. per bed in this case), you can use a simple calculator.

Clicking on the little blue arrow will take you to a **cost calculator**.

As data is entered, the costs appear in the financial summary.

3.5 Using the calculators to determine your costs

VegTool contains **TEN** calculators, each corresponding to an operating costs category. Within each calculator there is a choice of two **METHODS** to derive your cost per Hectare or per Area Unit:

❖ **Method 1**: Use recent Profit and Loss (tax) statements or accounts.
    This provides a quick method that estimates the cost per hectare for this scenario.

❖ **Method 2**: Calculate your costs based on current prices and your practices for each category.
    This calculates a more accurate figure using details of current prices and your practices.

Note: In some calculators, Method 2 asks for costs on a 'per Hectare' basis. In others, you enter costs 'per your Area Unit'.

Simple **Guidelines** on each calculator will tell you about each method

Example using Method 1:

Method 1 is quick and easy to use, but may not truly reflect the costs for this crop or area unit.

The 'Total Cost in Accounts' is entered and then a percentage of these total costs is allocated to this scenario. Finally this is divided by the number of hectares that shared this allocated cost. The calculator will use this to determine a labour cost per hectare. In this case the area unit selected is 1 hectare.

You might know that labour on the whole property costs $25,000 and 50% of this labour is shared across 10 hectares of vegetable farm.

When you click "**Use this value in your scenario**", it appears in the 'Enter Operating Cost' screen. (Note that you can still type in a figure "over the top of it" in the white box if you want to use a figure that is higher or lower than the figure calculated in the Method 1 calculator.)

Note: *If you plant two crops per year, for example on a 5-hectare vegetable farm, then you have really shared the costs across 10 hectares.*

Click on "**Use this value in your scenario**" to have this cost appear in your cost screen.

Example using Method 2:

**Method 2 provides a more accurate figure for this specific crop**

In the Labour Cost Calculator, hours per activity and labour rates per hour can be used to calculate a Cost per Area Unit for **Permanent Labour** and **Casual and Contracted Labour**. It can also calculate Cost per Area Unit for **Piece Rate Activities** using basis of payment and number of payment units per your chosen Area Unit.

When entering figures for permanent labour in a gross margin, only include costs which are directly related to 'on-farm' work.

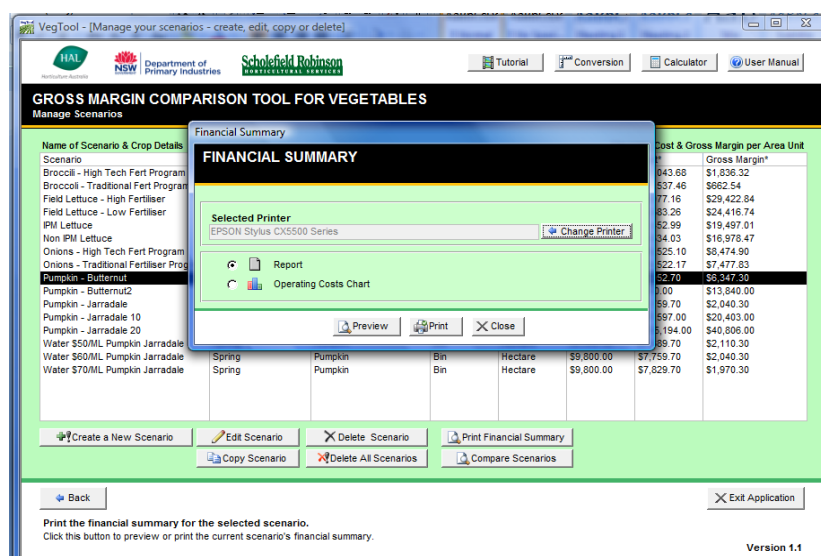This example uses piece rates for harvesting bins and for packing.

3.6 Print Financial Summary and Compare Scenarios

Print Financial Summary
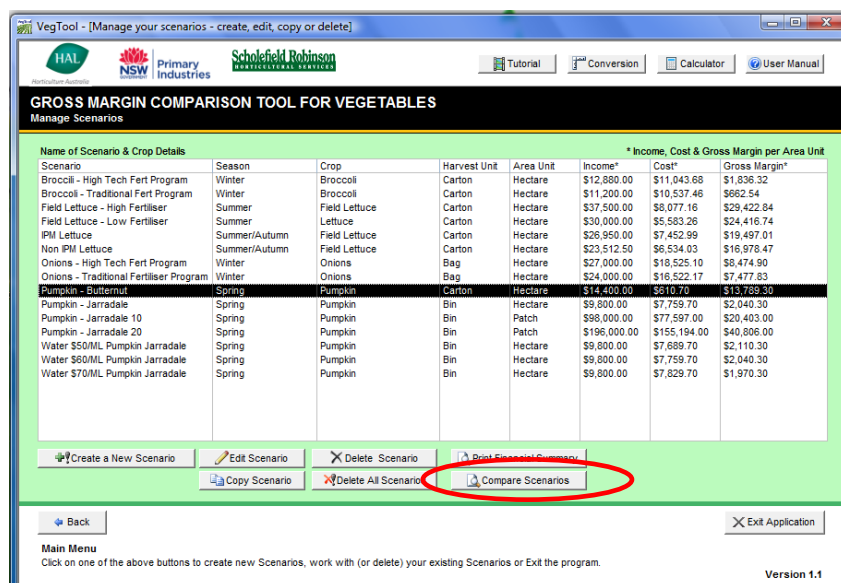
On the **"Manage Scenarios"** screen, select the scenario and then click **Print Financial Summary**

This screen has options to preview or print your Financial Summary as a Report as or a Pie Chart.
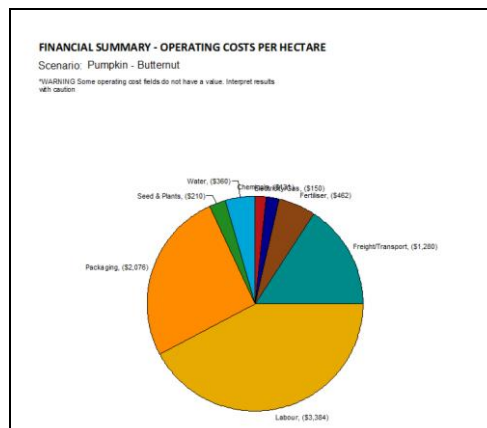

Financial Summary Report

Financial Summary Pie Chart

Compare Scenarios

On the **"Manage Scenarios"** screen, select scenario and then click **Compare Scenarios.**

The next screen has several options, including select, preview, print & save comparisons

Name your comparison of up to five scenarios.

Load a saved Comparison Report.

Add or remove scenarios from this comparison.

A drop down list of all your saved scenarios allows you to select the ones you want to appear in the comparison.

Select up to five scenarios in one 'Report', so you can quickly recall the report later on.

Now select 'Report' and 'Preview' to see summaries of up to five selected scenarios together on one screen, as shown below.

If you gave your report a name, the 'report name' will appear on the preview and the printout.

Compare Scenarios as a Report

Compare Scenarios as a Bar Chart

If the print preview is small on your screen, click the maximise button in the top right corner and it will fill the whole screen. Click the "X" to return to the tool.

To **PRINT** your comparison, select the '**Print**' button.

Which Printer? If your computer links to more than one printer, VegTool will presume to use your default printer. If you wish to change printers, VegTool will detect your printers and ask you to select one.

3.7 Keep VegTool organised

Keep your scenarios organised.

1. **DELETE** any redundant scenarios.

2. **COPY** scenarios then **EDIT** the copy so you can easily compare slightly different scenarios.

3. Group similar scenarios into reports, using the **REPORTS** capability under **COMPARE SCENARIOS**.

4 HOW DO I..? (YOUR QUESTIONS & THE ANSWERS)

How do I ... work out my costs per hectare?

Q: "I know our input costs per glasshouse, but some Cost Calculators ask for costs or inputs per hectare." - Donna

A: VegTool will tell you how many of your area units (e.g. greenhouses) it takes to make up one hectare. Multiply the cost per greenhouse by this value to work out the cost per hectare (or plants per hectare as in the Seed & Plants Cost Calculator).

How do I .... keep my crop details if I exit before I enter the costs?

Click Continue after entering crop details. Then click Save without entering any cost details. Your scenario will not include any costs, but you can come back to it later. You might name the scenario 'draft' or 'no costs' to avoid confusion.

How do I ... look at Gross Margins and costs per bunch rather than per hectare?

Select 'Edit' for a saved scenario. The Financial Summary will show the details of the scenario with three columns of costs and gross margins. By changing your selection in the little box called "Report Unit", you can view your Gross Income, Costs and Gross Margin per the harvest unit you selected or per kilogram or per tonne.

How do I ... add yield and price information for another grade or an additional harvest when there is only the option to enter yield and price details for three grades or picks? My crop has more than three grades/picks.

If you have more than three grades or harvests, you could create two scenarios: in the first scenario enter the yield and price details for the first three grades or picks; then in the second scenario use the information from the first scenario (total yield and weighted average price) in the first row of yield and price information, and add the information for the extra grades or harvests into the other two rows.

How do I ... make VegTool recognise my last costs? They don't appear in the summary.

No information is recorded until you click enter or tab. You might forget this on the last data entry last. The summary will update itself once you click enter or tab or save.
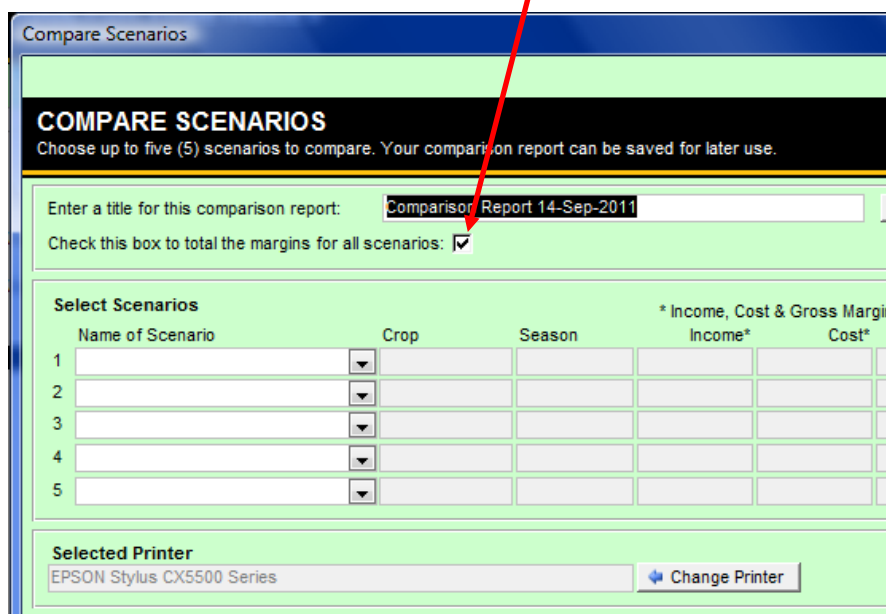
How do I ... calculate a Total Gross Margin for a set of scenarios?

Q: *"Our farm has three distinct areas. We have chosen crop options for each area. Now we want an overview of our potential annual profit by seeing the total gross margin across all three areas."* - Bob

Q: *"I grow four crops, one after the other, in my glasshouse. I want to see a total gross margin for the year for my glasshouse by adding all four crops together."* - Fran

A: VegTool can calculate a total gross margin for up to five scenarios. You will have to select an Area Unit that allows you to put in the total area being used for each crop, e.g. glasshouse, patch or other.

Click this box near the top middle section of the Compare Scenarios screen
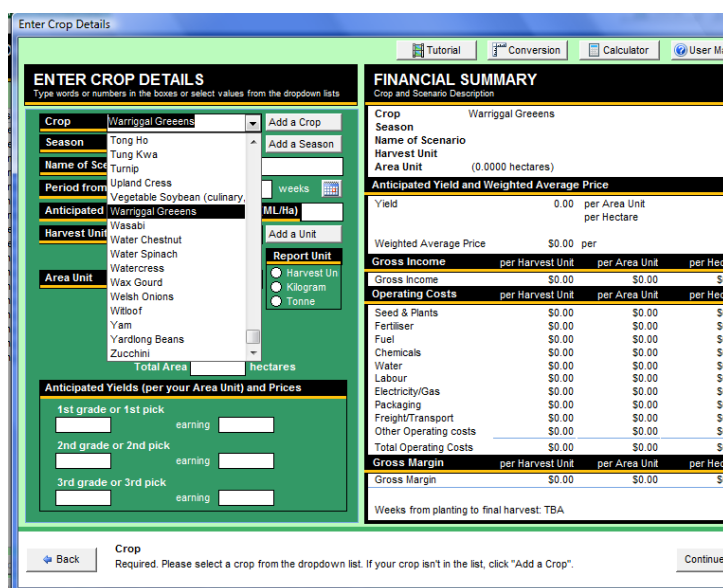
Note: If you are comparing scenarios on a per Area Unit or per Hectare basis, a total is meaningless.

How do I ... delete the new harvest unit or new season name or new crops that I added to VegTool?

Q: *"I added Warrigal Greens to the crop list but I misspelt it and I want to replace it with the correct spelling."* – Doug

Q: *"I was showing dad how you can add harvest units but now I want to delete most of them."* - Lisa

A: In this version of VegTool, if you want to delete the new crops, seasons and harvest units you added, you first have to click the "Delete All Scenarios" button and click "Yes" when asked to confirm the deletion. Note that this will also delete all the scenarios you have saved. Then you are given the option to delete all of the other things you've added so you have a "clean slate".

How do I ... get rid of all the saved scenarios but not lose the new crops, new season names and new harvest units that I added to VegTool?

Q: "I want to start a fresh version of VegTool but I want it to keep the crops, season names and harvest units I added. Can I get rid of the scenarios but keep the things I added?" – Phil

A: In this version of VegTool, you only get the option to delete the crops, seasons and harvest units you've added after you click the "Delete All Scenarios" button and say "Yes" when asked to confirm that you wish to delete them. Then you are given the option of whether or not you want to delete the crops, seasons and harvest units you've added. Simply click "No" to retain them.

How do I ... separate my data for the 'home farm' and our other farm?

Q: "We want to keep all the scenarios for the home block separate from our other, recently purchased block. How do we save the files separately?" – Leigh & Anne

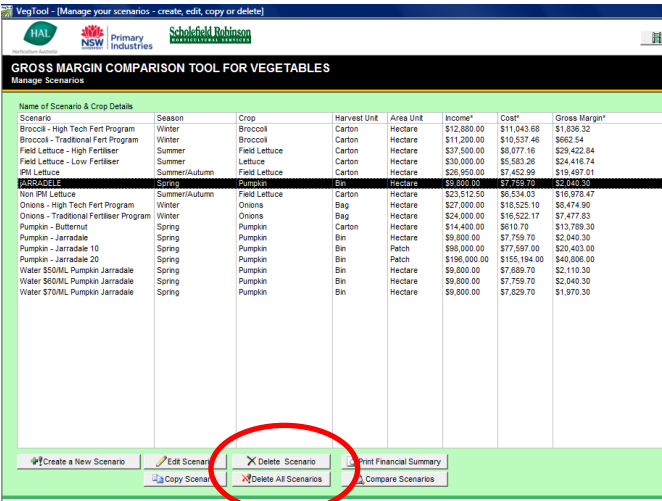A: The simplest way to keep the files completely separated is to keep two separate data files in two **separate folders** on your computer. Give the folders unique names (e.g. VegToolHome & VegToolOther) and move the data file you want to look at into the folder containing the program files. You would have to be an experienced computer user to recognise which file is the data file and to swap them around in this manner.

Instead of moving two data files between these folders, you could try copying all of the files from the folder you created during installation (e.g. 'C:\VegTool 1.1' if you opted for the 'Typical' installation) to another folder and opening the program from the second folder by double-clicking VegTool.accdb. Again, this is for experienced computer users.

An easier way, particularly if you are an inexperienced or moderately experienced computer user, would be to put an "H-" (the letter "H" followed by a dash) at the start of all Scenario names for the Home Farm and an "O-" at the start of all Scenario names for the Other Farm. Since the Scenarios are listed alphabetically, this will keep them separated in the list that appears in the Main Menu.

How do I... change the printer that my comparison is printing to?

See instructions for changing printers in Section **3.6 - Compare Scenarios and Print Financial Summary**

How do I... make VegTool fill my screen instead of being a small box in the centre of the screen?

A: Maximise the image screen using the maximise button on the top right corner of VegTool. It will now fill the whole screen.
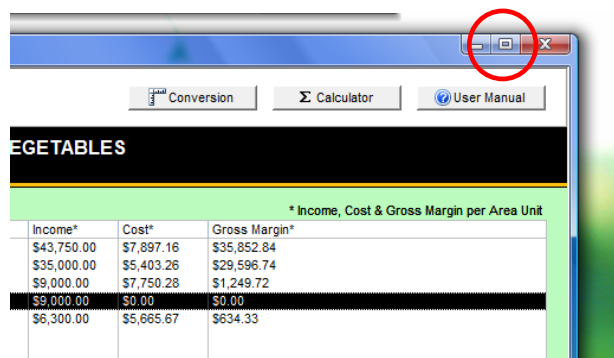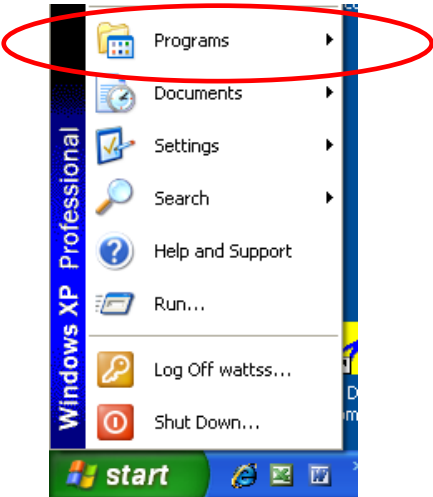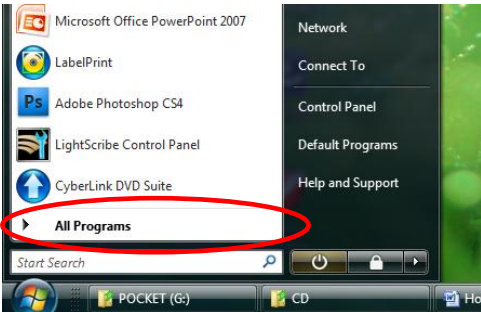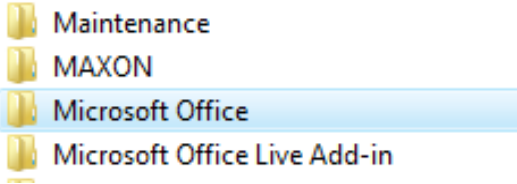
How do I … personalize the tool more? It doesn't quite cover all aspects of my production.

A: Many of the sheets in VegTool allow you to add your own details (crop, season, harvest unit) or you can select 'Other' to cover any unique costs.

Note that the ability to "Add a Season" gives you the opportunity to use this space to add something other than the suggested "season" when creating Scenarios. You may like to use this space for your own personalised description of your scenario.
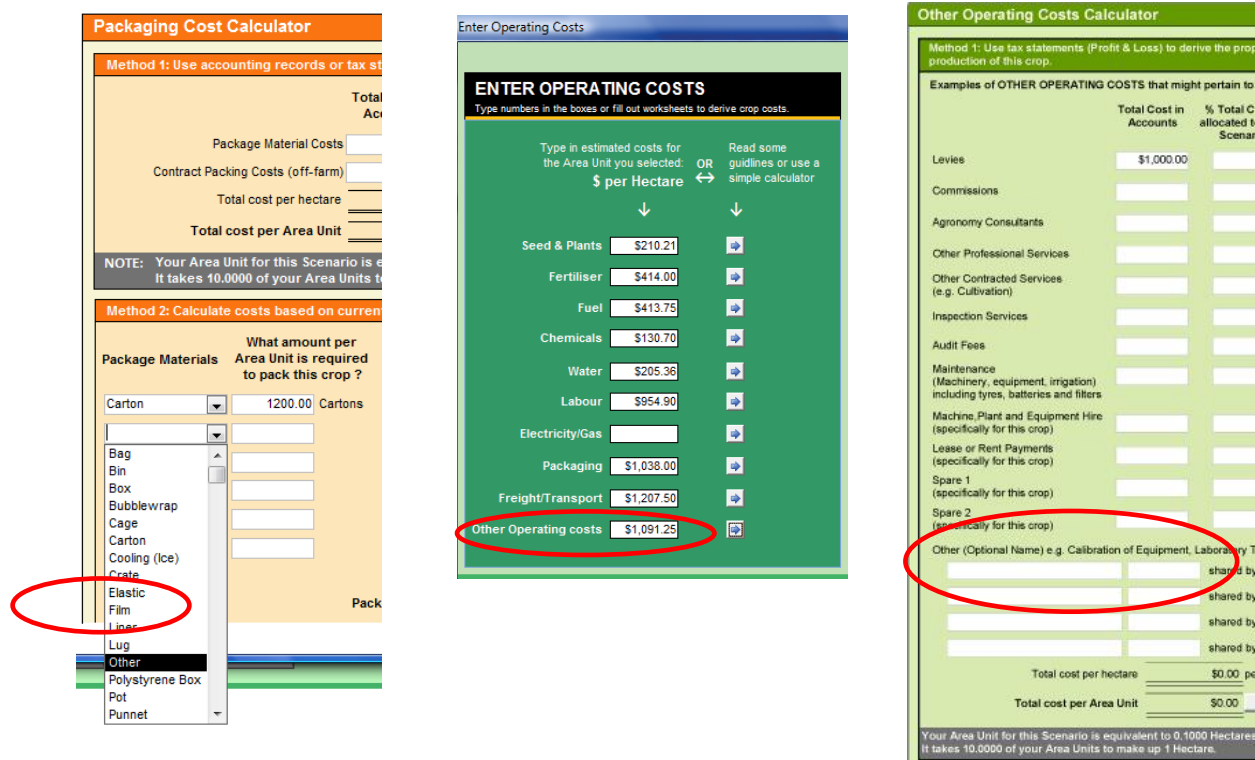
How do I ... know whether I already have Microsoft Access loaded on my computer?

Q: "How do I know what programs are loaded? To check what Microsoft programs are installed. 1. Click on the **Start button**.		Windows XP Windows Vista Windows 7
2. Then select **Programs** in Windows XP Or **All Programs** in Windows Vista and Windows 7		
3. Then select **Microsoft Office** or Another category of Microsoft software.		
4. This will reveal a list of Microsoft programs. If you can't see Microsoft Access listed, then it is not loaded on the computer.		

How do I .... use VegTool if I don't want to interfere with Access 2003?

If you already use Access 2003 (or an older version of Access) for existing databases, then your computer may now try to use Access 2007 Runtime to open your old files. The old files may not open properly. This is simple to manage... When you want to open an old file, simply re-establish the link between your old file and Access 2003. See page 29 for step-by-step instructions.

How do I ... open my old Access 2003 files now that I have loaded the Access 2007 Runtime version?
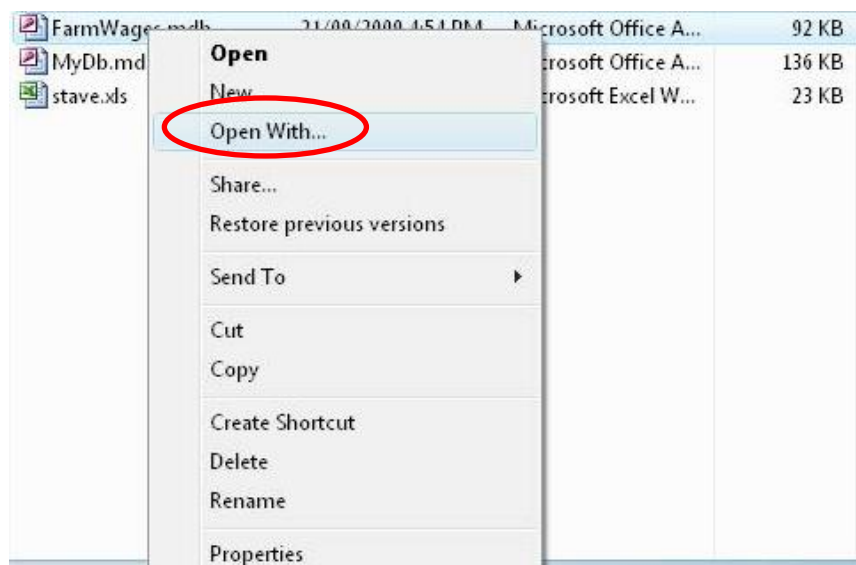
Q: We already use Access 2003 for our farm wages. When I open the wages file it tries to open using Access 2007 Runtime and the files don't open properly. What do I do now? - Tanya

A: When you open your old file, you simply need to re-establish the link between the wages file and Access 2003. Follow these steps...

❖ Right click on your old file in Windows Explorer

❖ Select 'Open with..' from the dropdown list. A list of programs will appear.

❖ Select the appropriate version of Access to open your file.