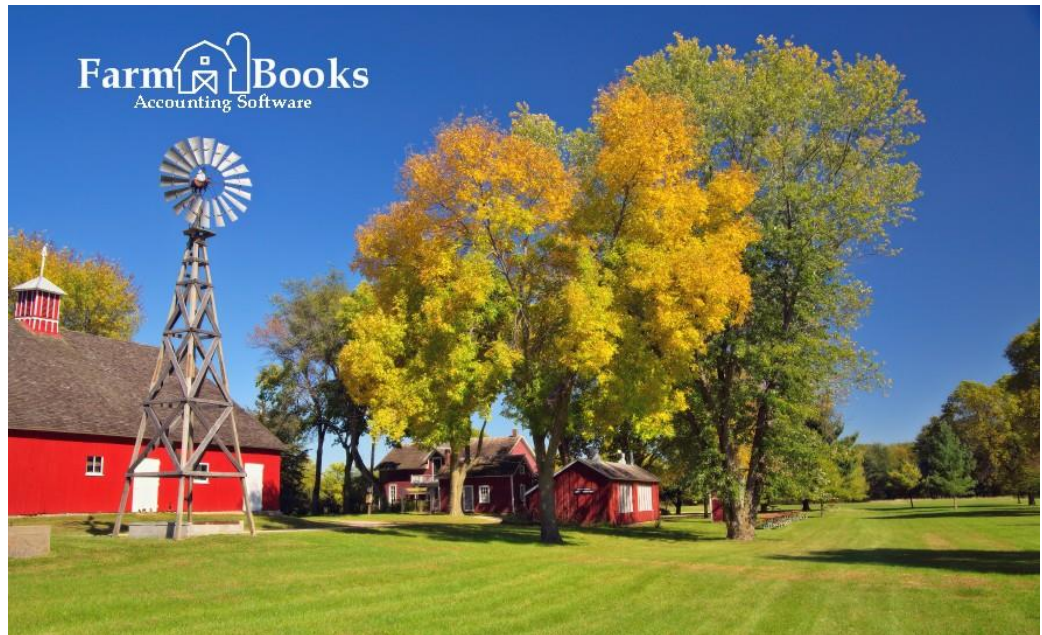


FARMBOOKS ACCOUNTING

NEW USER INSTALLATION



Version 4.06.x

Installation & Quick Start Guide

Product Release Information

Product: FarmBooks Accounting Software

Release Number: 4.06.x

Release Date: 12/01/2017

Customer Support: Sanders Software Consulting

Phone: (785) 865-5111

Email: support@sanderssoftware.com

Web: www.sanderssoftware.com/programs-farmbooks.htm

FarmBooks Accounting

VERSION 4.06.X

INTRODUCTION

This document will guide you through the installation of FarmBooks Accounting Software.



BEFORE YOU BEGIN – Choose to Demo or Register

When installing FarmBooks for the first time, users can choose to demo the program or Register FarmBooks to begin use.

Registered users who have already purchased a FarmBooks Registration Number need to create a new farm database. Users planning to demo the product need to install the sample farm in order to use the product. When you reach Step 11 below, you will need to choose which situation applies to you.

INSTALLATION

1. Go to <https://sanderssoftware.leapfile.net>.
2. The Sanders Software Secure File Exchange page will load.



Secure File Exchange

Welcome to the Sanders Software Consulting Secure File Exchange. You can use this service to send us files or to receive files from us. All transfers are confidential and SSL encrypted.

Secure Upload

Send files to Sanders Software Consulting.

Secure Download

Download files sent to you by Sanders Software Consulting. Please have your download tracking code ready.

File Portal

Browse and download files. A guest account is required.

3. Click on the **File Portal** link.



Secure File Exchange

Welcome to the Sanders Software Consulting Secure File Exchange. You can use this service to send us files or to receive files from us. All transfers are confidential and SSL encrypted.

Secure Upload
Send files to Sanders Software Consulting.

Secure Download
Download files sent to you by Sanders Software Consulting. Please have your download tracking code ready.

File Portal ←
Browse and download files. A guest account is required.

4. Enter your Login ID and Password and click the Login button.

Note: If you do not know your ID and Password please contact FarmBooks Support at 785-865-5111.



File Portal

Please login

Login ID
XXXX

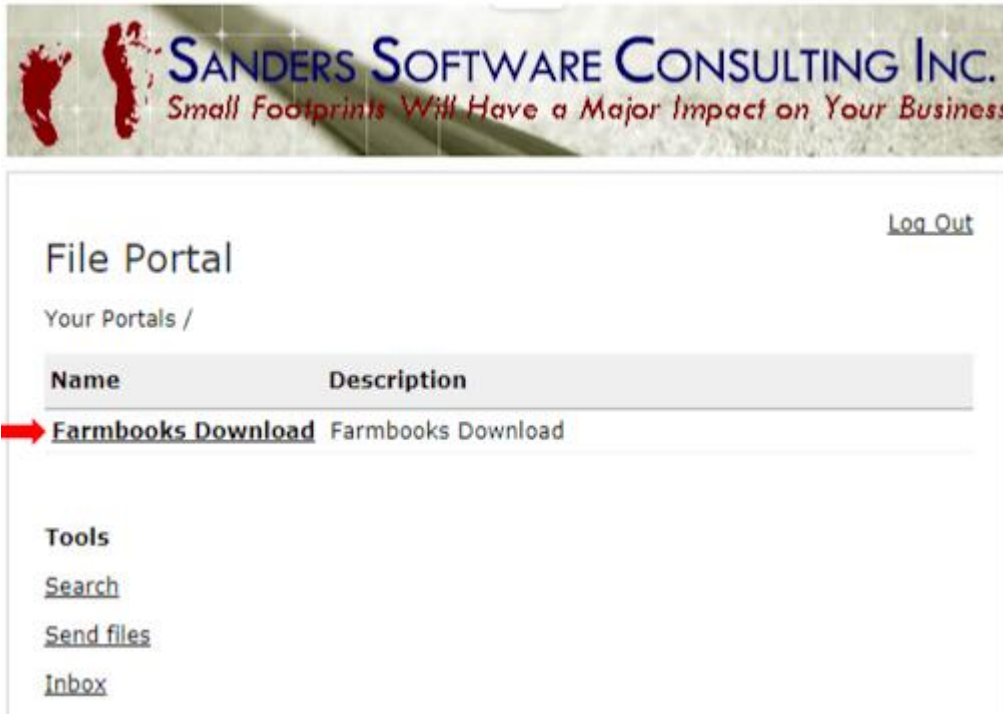
Password

Login

[Forgot your password?](#)

Unauthorized access is prohibited

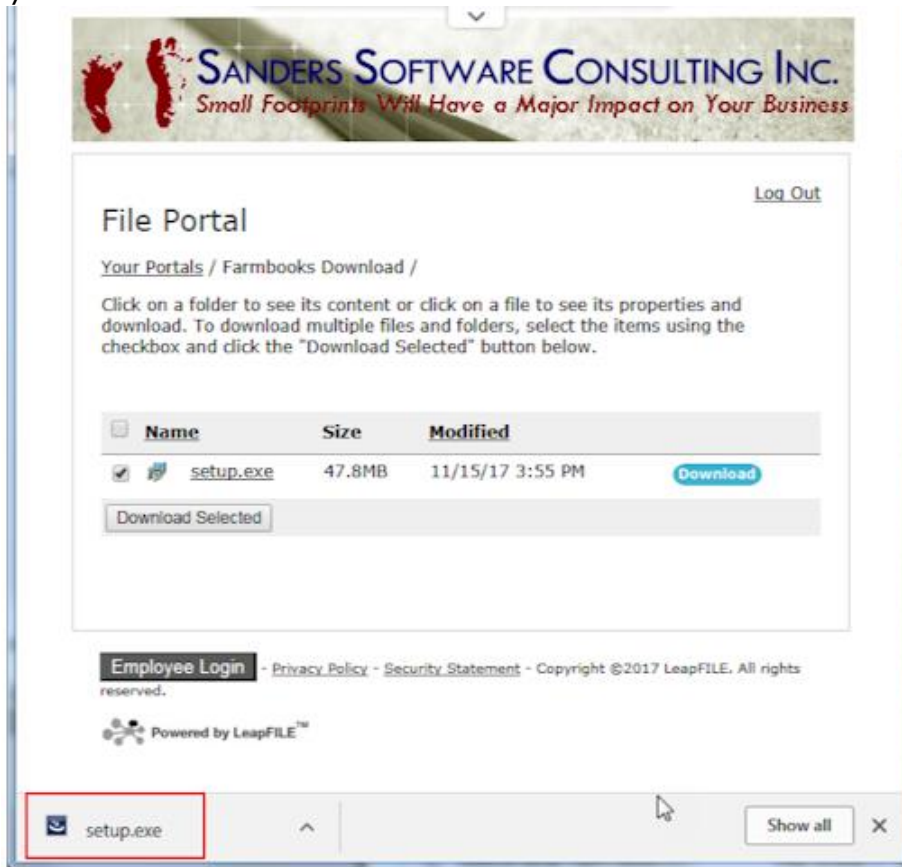
5. You will then be taken to the File Portal page. Click on the **FarmBooks Download** link.



6. On the FarmBooks Download page, click on the **checkbox next to setup.exe** and then click the **Download Selected** button.



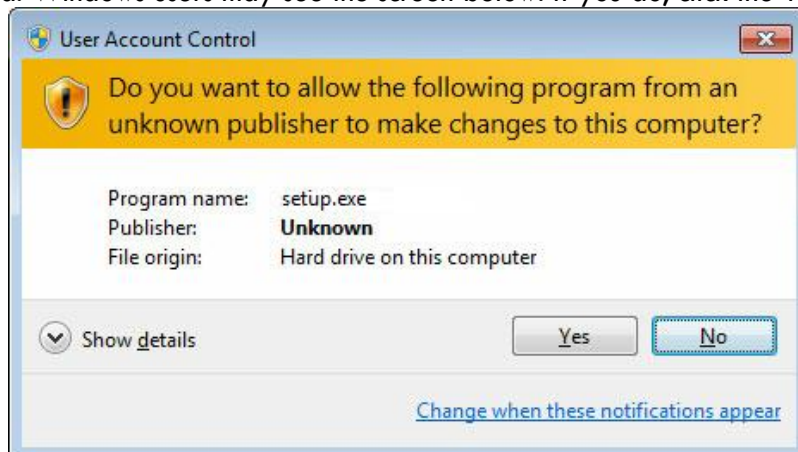
7. Depending on your browser, the setup.exe will either automatically start to download to your computer or you will need to select a location to download the file to.



8. Locate the downloaded setup.exe file on your computer and double-click it to run.



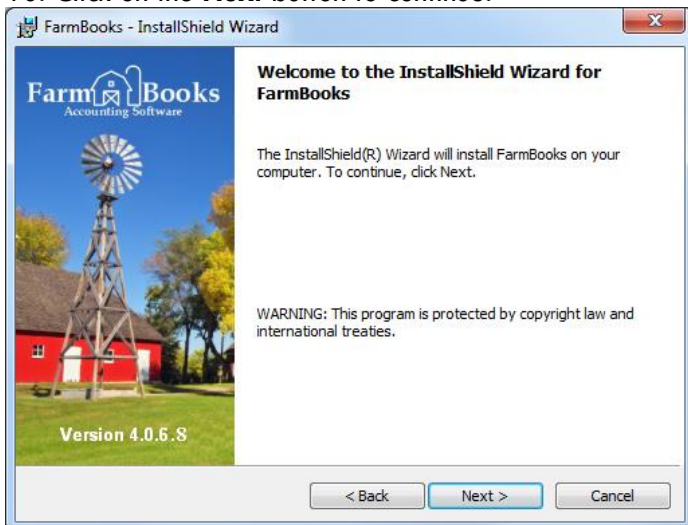
- 8a. Windows users may see the screen below. If you do, click the Yes button to continue.



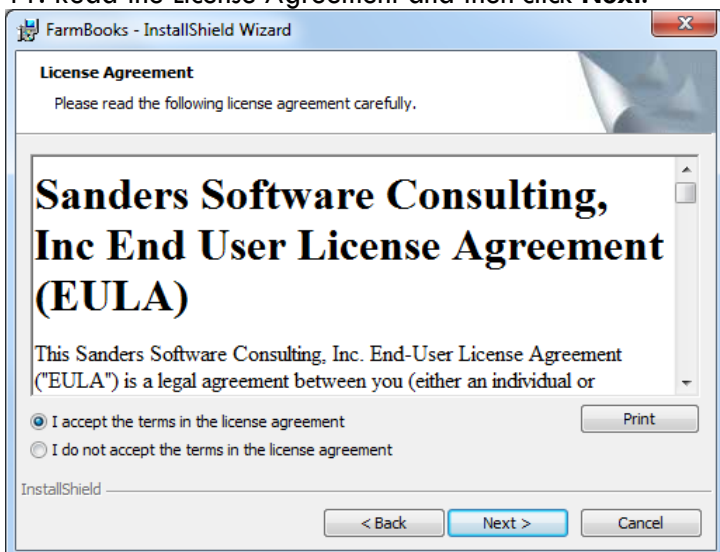
9. Click on the **Next** button to begin the installation.



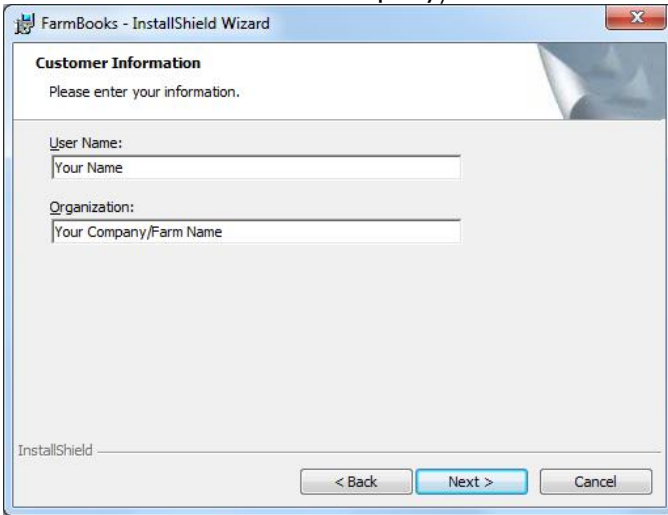
10. Click on the **Next** button to continue.



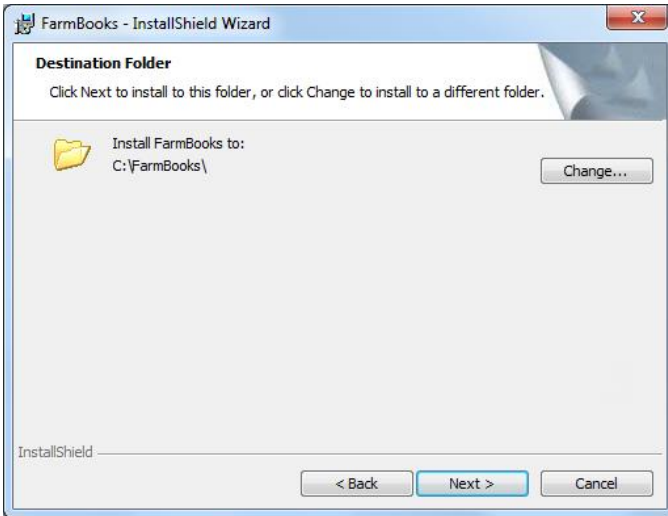
11. Read the License Agreement and then click **Next**.



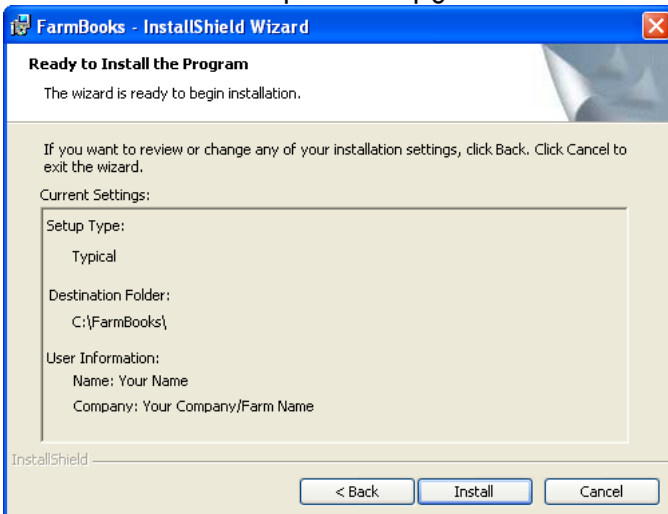
12. Enter Your Name and Company/Farm Name and then click **Next**.



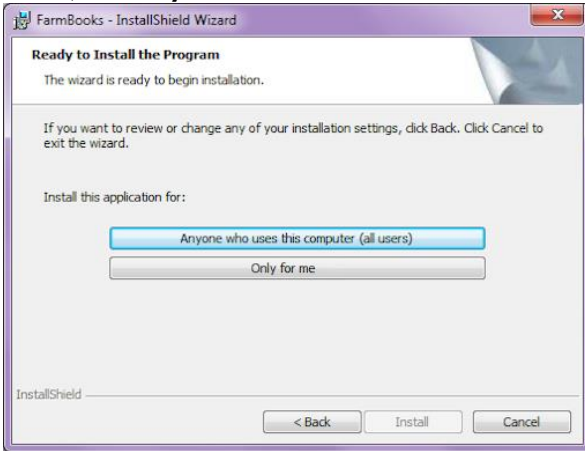
13. Confirm the installation location and click **Next**.



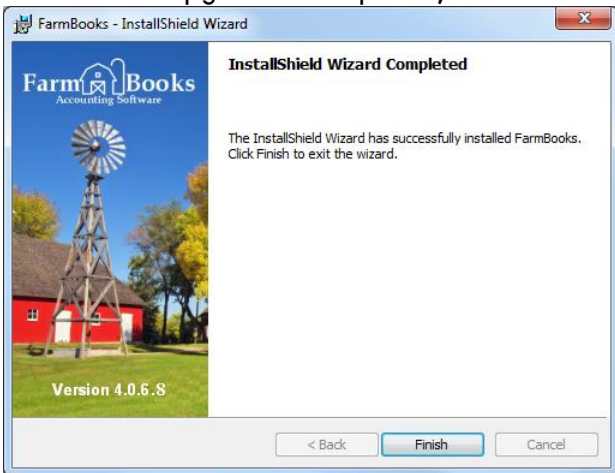
14. Click **Install** to complete the upgrade.



14a. Windows users may see the screen below. If you do, click either **Anyone who uses this computer (all users)** or **Only for me** to continue.



15. Once the upgrade is completed, click on the Finish button.



16. FarmBooks has now been installed on your system.



With FarmBooks installed on your system, you now have two options:

- A. Demo the program by opening the FarmBooks demo farm
- B. If you have purchased a registered version, enter your registration # and create your farm

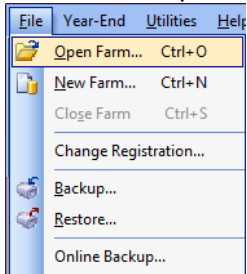
A. Steps to Demo FarmBooks

If you want to demo/evaluate FarmBooks, please follow the steps below to setup the demo farm.

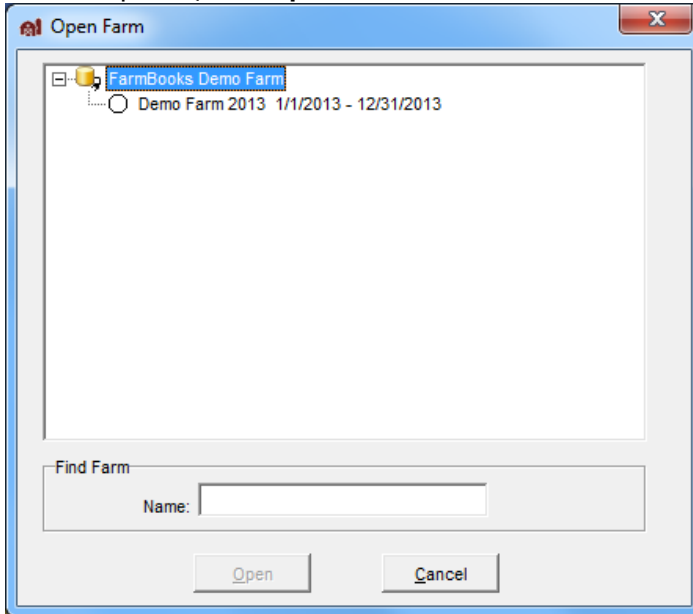
1. Go to your Desktop and double-click the FarmBooks icon to open the program.



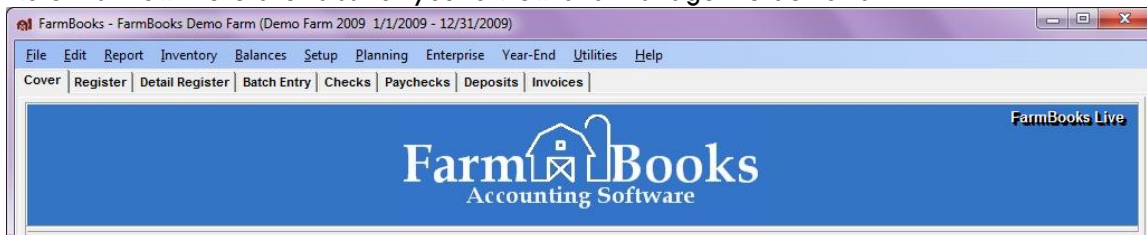
2. Click on File: Open Farm



3. Click the “+” sign next to “FarmBooks Demo Farm” and then the radio button next to the calendar year. Once completed, click **Open**.



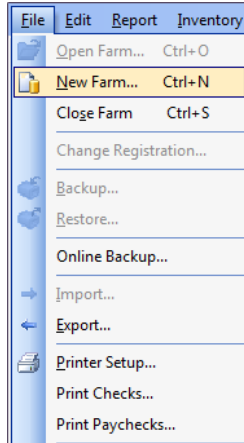
4. Note that now there are tabs for you to view and manage the demo farm.



B. Steps for Registered Users

If you have purchased a registered version of FarmBooks and have a registration key from Sanders Software, follow the steps below to enter your registration info and setup your farm and bank accounts.

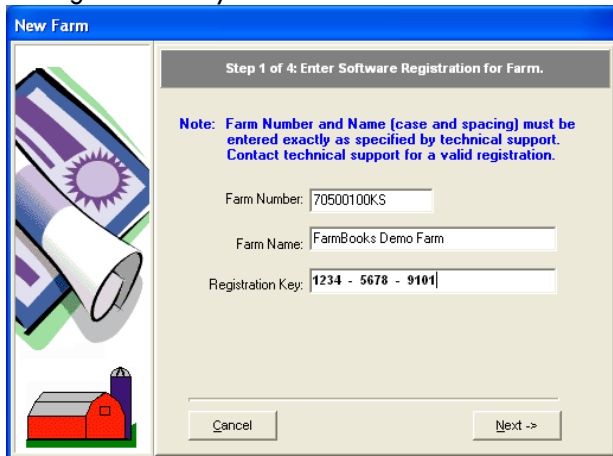
1. Click on File: New Farm



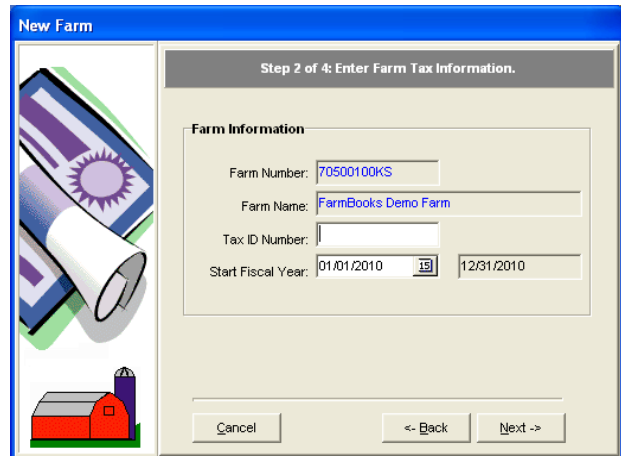
2. The New Farm Wizard will load - click Next



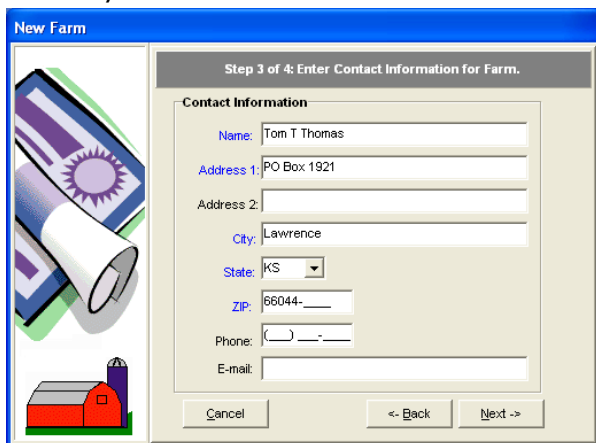
3. Enter the Farm Number, your Farm Name and your Registration Key and then click Next.



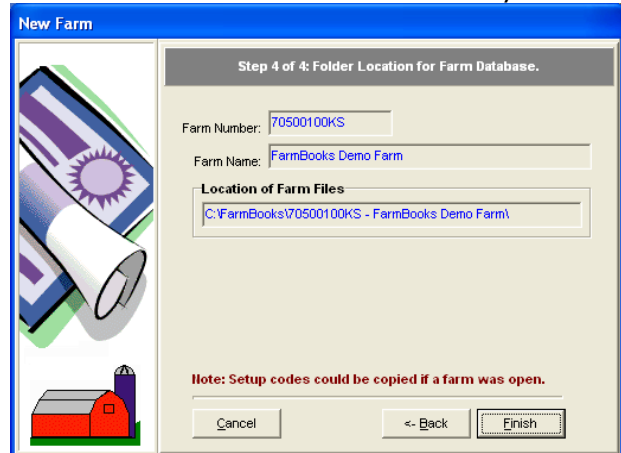
4. Enter your Tax ID number (if known) and your Fiscal Year Start date and then click Next.



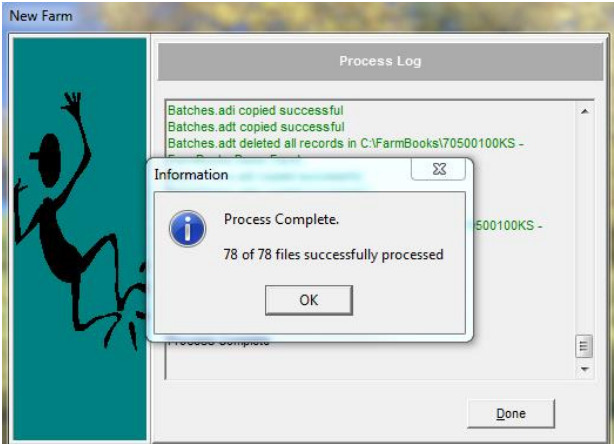
5. Enter your contact information and click Next.



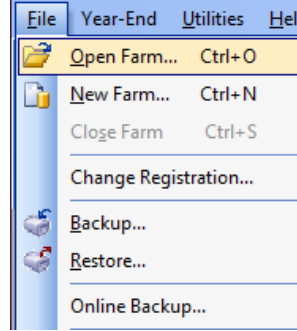
6. Click Finish and FarmBooks will create your farm.



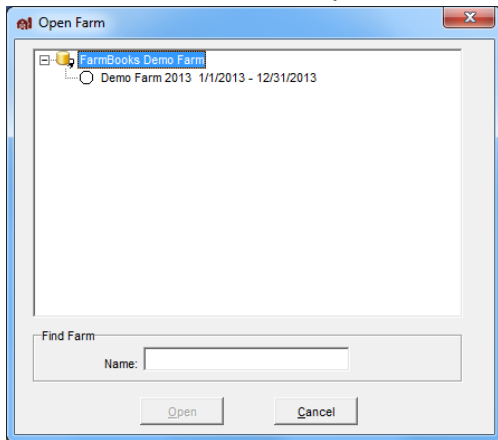
7. Once completed, click **OK**.



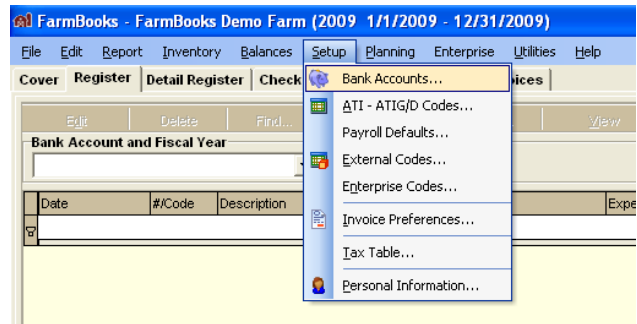
8. Now open your farm by clicking **File: Open Farm**.



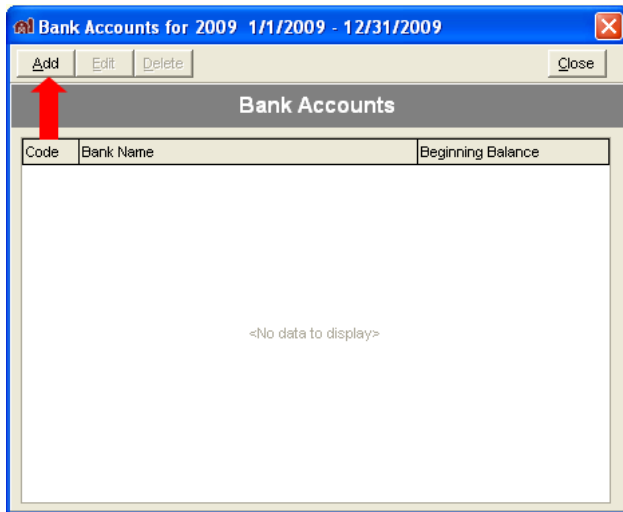
9. Click the "+" sign next to your farm, then the radio button next to the calendar year and then click **Open**.



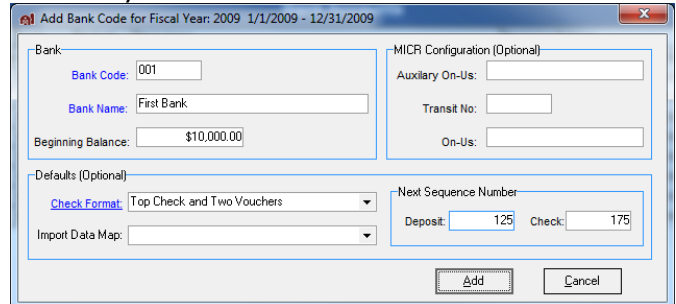
10. First, it is important to setup a bank account before you can record a transaction. Click on **Setup: Bank Accounts**.



11. When the Bank Accounts window opens, click **Add**.



12. Enter your bank information and click **Add**.



13. Once completed, you can close out of the Bank Accounts window and begin entering transactions into FarmBooks.