

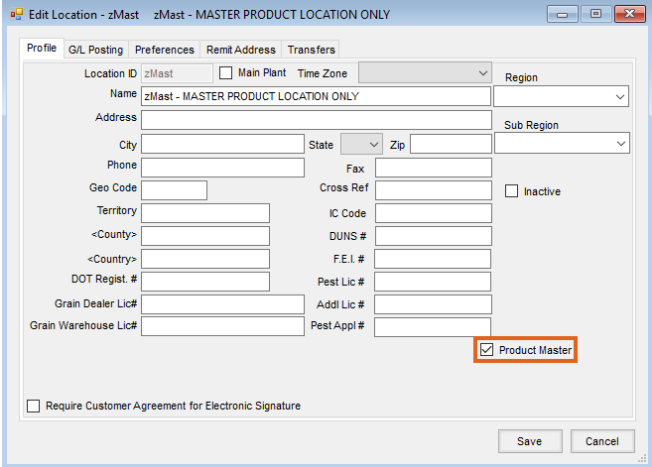
New York Restricted Use Pesticide Report

Last Modified on 01/29/2024 10:10 am CST

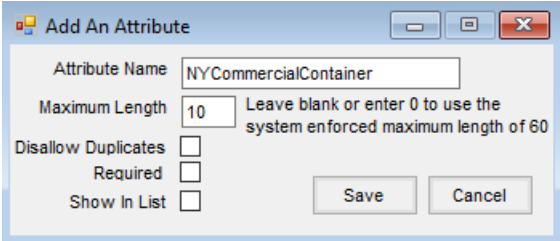
Reporting of Restricted Use Pesticide sales for the state of New York requires Products and Customers to be set up so the report can return the values required by New York State Department of Environmental Conservation.

Setup

1. Set a Location as the Product Master in the Hub or Accounting at *Setup / Locations* on the *Profile* tab.



2. Add a Product Attribute called *NYCommercialContainer* by navigating to *Hub / Setup / Company Preferences* and selecting **Product Attributes** on the *Product* tab. Enter a *Maximum Length* of 10 and select **Save**.



3. Add another Product Attribute called *Billing Units per Container*. Enter a *Maximum Length* of 10 and select **Save**.
4. Set up a Product Classification called *NY Reportable* by selecting **Product Classifications** at *Hub / Setup / Company Preferences* on the *Product* tab. Choose the Products to be included on the report.

Add Product Classification

Name: NY Reportable

	<Dept>	<Product Name>
1	Chem00	Aatrex 4L
2	Chem00	Accent
3	Chem00	Agility SG (8 X 80oz)
4	Chem00	Atrazine 4L 2.5G
5	Chem00	Atrazine 4L 30G
6	Chem00	Atrazine 4L Blk
7	Chem00	Basis Gold
8	Chem00	Bicep II Magnum
9	Chem00	Callisto Xtra 120GI

Quick Select Classification

Save Cancel

- On the *Customer* tab at *Hub / Setup / Company Preferences*, choose **Classifications** and add a new one called *Commercial*. Indicate the Customers who should be included on the report.

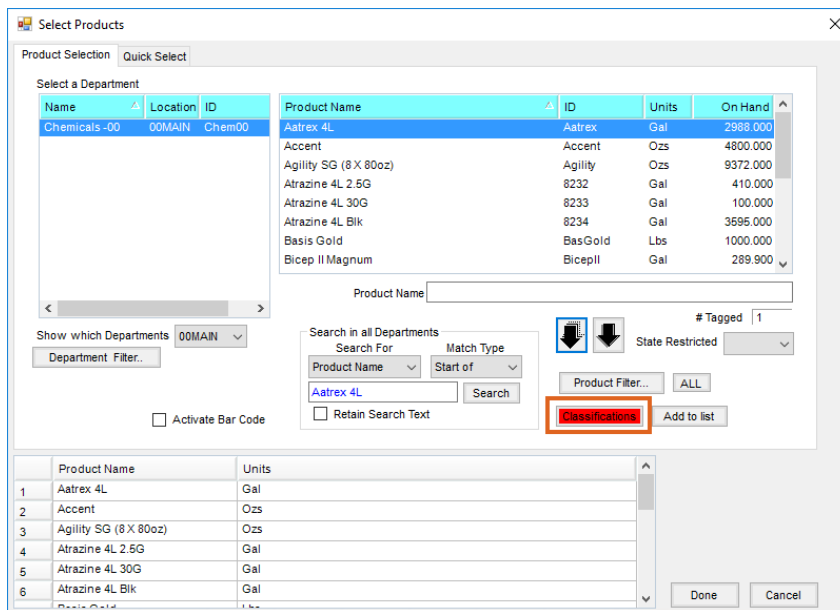
Add Customer Classification

Name: Commercial

	Cust. Id	<Cust. Name>
1	239804	Abdul Brigid
2	236191	Abeb Mikaela
3	239784	Abellera Arnold
4	239634	Ableman Raul
5	237835	Abrego Waltraud
6	235691	Ace Hardware
7	238673	Ackroyd Nestor
8	235712	Acuff Weldon
9	237010	Addington Michel

Save Cancel

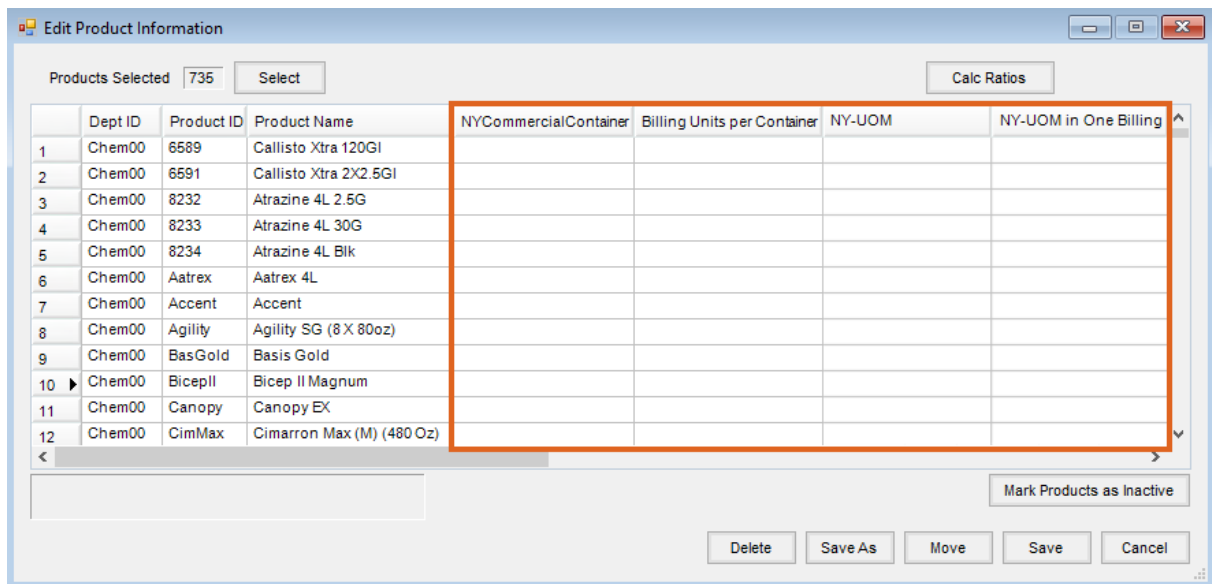
- Set the Product Attributes for the Master Location by navigating to *Hub / Setup / Admin Utilities / Hub / Batch Edit Products*. Select the Products to be edited. On the *Select Products* screen, optionally choose **Classifications** to only show Products in the NY Reportable Classification. From there, all Products can be added to the *Shopping Cart* area to be included.



Note: If running the New York Sales and Applicator reports, the setup can be done at the same time for the Products.

7. Enter information in the *NYCommercialContainer* and *Billing Units per Container* columns. If the Applicator report is also being set up, enter information in the *NY-UOM* and *NY-UOM in One Billing Unit* columns.

Note: Containers are GL, QT, FL, LB, L, OZ, ML, KG, GM, and MG.



Running the Report

1. Navigate to *Accounting Reports / Accounts Receivable / Restricted Use Pesticides / New York Sales*.

2. Enter the desired range (*Date, Invoice #, or Fiscal Month*).
3. Choose the Customers to be included on the report by selecting **Cust. Class.** and choosing the *Commercial Classification* set up above.
4. Select the Products to be included by choosing **Prod. Class.** and selecting the *NY Reportable Classification* set up above.
5. If a prior year dataset needs to be included, select it from the *Include Additional Dataset* drop-down.
6. Check to *Exclude Negative Quantities* to prevent negative quantities from being displayed on the report.
7. If the header information should only print on the first page of the report, check *Suppress Header After First Page*. This could be helpful if exporting the report to Excel.
8. Enter the *Report Year, Business Name, and Commercial Permit #*. If using a **Save Set**, this information would be saved.
9. When all information has been selected/entered, choose whether to *Print* or *Preview* then select **OK**.