Grinnell Heritage Farm
PFI Field Day
Recordkeeping: From Paper to the Field
8/22/13

Recordkeeping Overview

- We use Microsoft Excel, Quickbooks Pro Plus 2013, and PayPal to document all of our farm activities.

- Field mapping, seed purchases, and quantities of each item are determined in the winter months.

- This process starts after we meet with our wholesale clients.

Excel Master Database

- This database includes all of the growing and process data that we need to run the farm during the growing season. This database is the hub for acreage calculations, seeding schedules, transplant schedule, tillage report, and FSA NAP policy reporting.

- This database is completed during the winter months prior to the start of the growing season.

- View database

Seeding Schedule

GRINNELL HERITAGE FARM - SEEDING + TRANSPLANTING SCHEDULE

YEAR 2013

Seeding Date - Plan	Variety Name	Seeding Date - Actual	100 CT FLAT	200 CT FLAT	TP Seeding Date - Plan	TP Seeding Date - Actual	Bed	Field	Bed Feet Length	Seeding/TP Notes
04/21/13	Arugula - 02	-	Direct Se	Direct Se	4/21/2013	-	(blank)	(blank)	50	Use last year's seed
	Ruby Streaks Mustard Gree	-	Direct Se	Direct Se	4/21/2013	-	(blank)	(blank)	25	Use last year's seed
04/22/13	Genuine Cucumber — - 5-1-13		⑤	-	5/20/2013	-	(blank)	(blank)	400	Seed Marketmore 76 or
	Snow Leopard Melon — - 5-1-13		①	-	5/17/2013	-	(blank)	(blank)	150	Use last year's seed
	Sugar Baby Watermelon — - 5-1-13		⑤	-	5/17/2013	-	(blank)	(blank)	590	-
	Sultan Cucumber — - 5-1-13		⑤	-	5/20/2013	-	(blank)	(blank)	400	Use last year's seed
04/25/13	Basil - 2 5-1-13		0	③	5/23/2013	-	-	-	100	use old seed
	Chioggia Guardsmark Org.- -		Direct Se	Direct Se	4/25/2013	-	-	-	210	Use last year's seed
	Orion Fennel - 3 - 5-1-13		④	-	5/23/2013	-	(blank)	(blank)	100	2 rows per bed, 6 inches
	Red Ace Beet - 2 - ✓		Direct Se	Direct Se	4/25/2013	-	-	-	500	seed plate 8.5, use old s
	Space Spinach - 4 -		Direct Se	Direct Se	4/25/2013	-	(blank)	(blank)	500	use old seed
	Super Sugar Snap Pea - 2 - ✓		Direct Se	Direct Se	4/25/2013	-	58	C	625	use old seed
	Touchstone Gold Beet-2 - ✓		Direct Se	Direct Se	4/25/2013	-	-	-	210·	(blank)
04/28/13	Sessantina Grossa Broccoli - Did not plant		Direct Se	Direct Se	4/28/2013	-	(blank)	(blank)	100	use old seed
05/01/13	Bishop Cauliflower — Tremont 5-1-30		②.5		5/29/2013	-	(blank)	(blank)	300	Use last year's seed
	Dunja Zucchini-1 — - 5-1-13		②.5	-	5/22/2013	-	(blank)	(blank)	225	Use last year's seed
	Fremont Caulifloer - 2 — - 5-1-13		0	②	5/29/2013	-	(blank)	(blank)	300	-
	G Star Patty Pan Squash - 1 - — 5-1-13		④	-	5/22/2013	-	(blank)	(blank)	375	When out of current see
	Goldy Zucchini-1 — - - 5-1-13		②.5	-	5/22/2013	-	(blank)	(blank)	225	When out of current see
	Moon & Stars Watermelon — 5-1-13		⑤	-	5/26/2013	-	(blank)	(blank)	500	Use last year's seed
	Rocky Ford Melon — - 5-1-13		④	-	5/26/2013	-	(blank)	(blank)	500	Use last year's seed
	Sunburst Summer Squash - - — 5-1-13		④	-	5/22/2013	-	(blank)	(blank)	375	When out of current see
05/02/13	Cherriette Radish - 2 -		Direct Se	Direct Se	5/2/2013	-	(blank)	(blank)	125	Use last year's seed

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Field Mapping

- Field mapping is done once the quantities of each crop needed have been finalized.
- This field map is done in the winter prior to the start of the growing season.
- The field map ensures our crops are being rotated and that enough field space exists for everything we need to grow. It also helps crew members find the field they're looking for. Used for tilling, harvest, seeding, harvest log, and transplanting.

- View mapping schedule

QuickBooks Pro Plus 2013

- QB is our accounting software. We do all of our A/R, A/P, Financial Reporting, CSA Distribution Lists, Packing Shed Harvest Reporting and Shipping Reporting using this program.
    - Invoice
    - CSA Distribution Report
    - Harvest/Bag Report
    - Shipping Report
    - Accounts Receivable
    - Payroll & Payroll Taxes

Packing Shed Communications Board
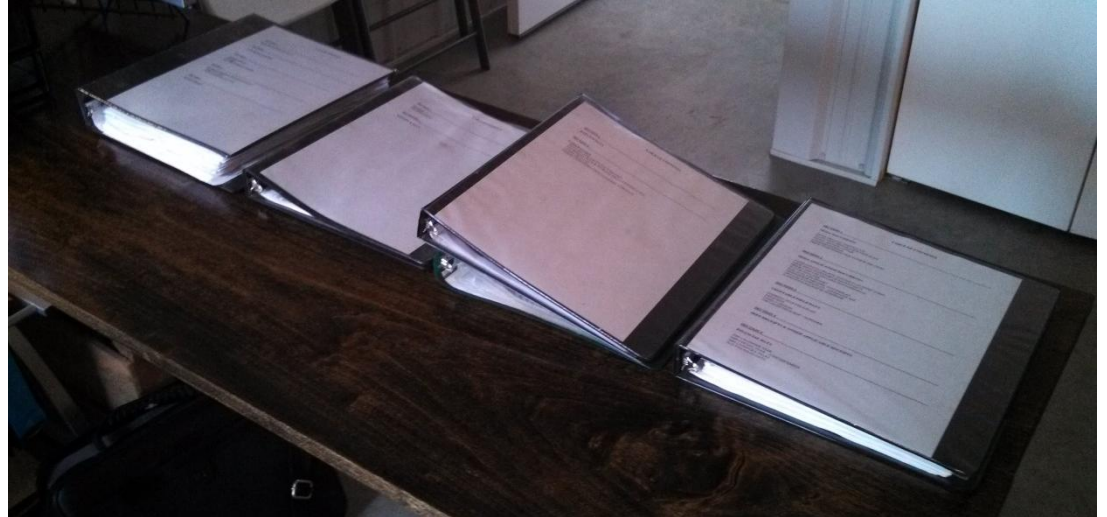
Harvest + Packing Shed Report

Label Maker

Labels are created using the Harvest and Packing Shed Report.

This report gives the quantity of each item needed making it easy and efficient to create the correct number of labels.

GRINNELL HERITAGE FARM
certified organic produce
1933 Penrose St. Grinnell, IA 50112 - Phone: 641-236.4374

USDA ORGANIC

GRINNELL HERITAGE FARM

MOSA

BEETS - RED, GREEN TOP
Pack Size: 24 BUNCHES
Date: 8/8/13
Lot #: GHFC04080813

Binders

- Organic Certification
- Cash Receipts
- Seeding
- Harvest
- Field Map

Packing Shed In Action
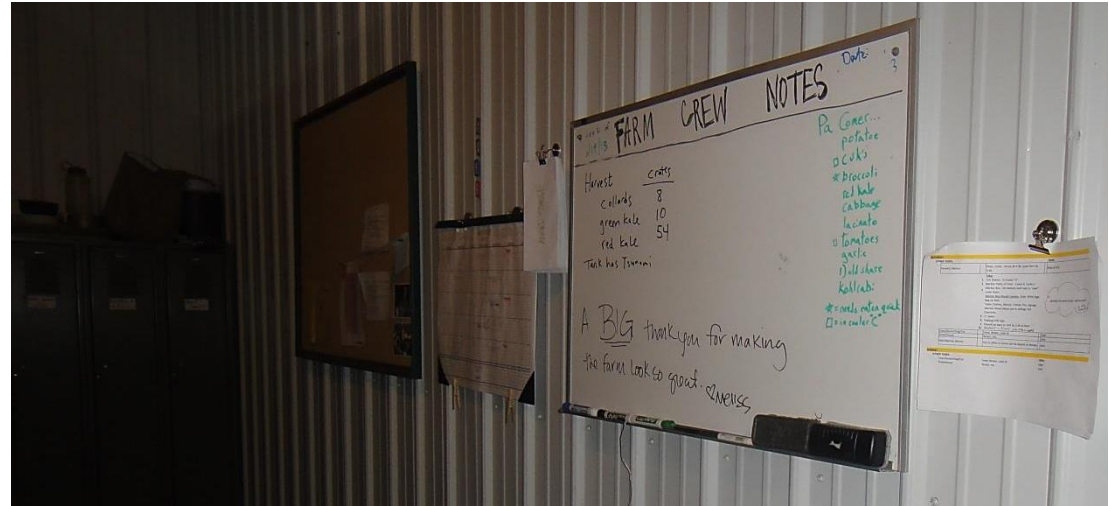
Packing Shed In Action

Packing Shed In Action

Farm Crew

- Payroll, Payroll Taxes all managed in QB.
- Timesheets housed in crew area
- "Crew Board" helps with daily communication.
- Crew area helps keep shed tidy.
- Crew area in cooler – for food they're taking from farm.

- View QB Payroll Screen

Crew Area

Thank you PFI for giving us the opportunity to host this field day!

A light dinner will be provided by Prairie Canary featuring many of our fruits, vegetables, and ground beef.