# APIARY BUSINESS MANAGER

**USER GUIDE | VERSION 5.0**

*A practical guide to recording apiary business activity, maintaining customers and products, and reviewing financial reports.*

## 1. Getting Started

The workbook is organized around a central Transactions worksheet. Enter each business transaction once. The Dashboard, Income Report, Expense Report, and Tax Summary use those entries to calculate totals and summaries.

1. Add or update a customer on Customers when needed.
2. Add or update a product or service on Products & Services when needed.
3. Record the sale, expense, or transfer on Transactions.
4. Review the Dashboard and reports.
5. Update Business Name in Settings.

Enter one transaction per row. The first transaction entry row is row 3; row 2 is intentionally blank. Use dropdowns wherever provided.

## 2. Transactions: Column Guide

Column A generates a Transaction ID automatically when a date is entered. Do not type over the ID or its formula.

| Column | Field | What to enter |
|---|---|---|
| A | Transaction ID | Generated automatically. Do not edit. |
| B | Date | Date the transaction occurred. |
| C | Customer | Choose a customer or vendor when applicable. The list comes from active records on Customers. |
| D | Product | Choose a product or service from the active Products & Services list, when applicable. |
| E | Description | Brief description or additional detail; free text. |
| F | Quantity | Number of items, units, or services, when applicable. |
| G | Type | Choose Income, Expense, or Transfer. |
| H | Category | Choose a category. The list depends on the Type selected. |
| I | Amount | Enter the actual amount manually. It is not calculated from Product, Quantity, or Default Price. |
| J | Payment Method | How the money was paid or received. |
| K | Account | Bank or payment account used. |
| L | Status | Choose the applicable transaction status. |

| | | |
|---|---|---|
| M | Tax Category | Tax classification used by the Tax Summary. |
| N | Notes | Additional comments or details. |

## Product and Amount are separate

The Product field identifies what was sold or what service was provided. The Amount field is always entered manually. Prices can vary by quantity, customer, season, or job. Default Price on Products & Services is a reference value only; it does not calculate the transaction amount.

Use Description for details such as size, special pricing, delivery information, or the nature of a service. Use Notes for any additional information.

## 3. Managing Customers

Use Customers to maintain customer and vendor information. Headings are on row 4, and the first customer record begins on row 5. Rows 2 and 3 are intentionally blank. Enter each customer's name in column B and set Active in column K to Yes. Only customers with a name and Active = Yes appear in the Customer dropdown on Transactions. If a customer does not appear, check both the name and Active setting.

| Column | Field | Purpose |
|---|---|---|
| A | Customer ID | Generated automatically when a name is entered. Do not edit. |
| B–H | Name and contact details | Name, address, city, state, ZIP code, phone, and email. |
| I | Primary Interest | Choose the customer's main interest from the dropdown. |
| J | Notes | Optional customer notes. |
| K | Active | Set Yes to include the customer in the Transactions dropdown; set No to exclude the customer. |

**Important: Adding a customer is not enough by itself—the Active field must be set to Yes before that customer will be available for transaction entry.**

Only customers marked Active = Yes appear in the Customer dropdown. If a customer is missing, check the Active field on that customer's row.

Do not delete the helper formula in column M (starting at M2). It creates the active-customer list used by the dropdown. This helper column is not for normal data entry.

## 4. Managing Products & Services

Use Products & Services to maintain the catalog of items and services that can be selected on Transactions.

| Column | Field | How to use it |
|---|---|---|
| A | Product ID | Identifier. Do not overwrite any formula if present. |

| | | |
|---|---|---|
| B | Product Name | Name shown in the Transactions Product dropdown. |
| C | Type | Choose Bee, Honey, Wax, or Service. |
| D | Unit | Choose the applicable unit: Each, Nuc, Package, Pound, 5-Gallon Bucket, Drum, or Service. |
| E | Default Price | Reference price only. It does not fill in transaction Amount. |
| F | Cost Basis | Optional reference for the cost associated with the item or service. |
| G | Inventory Tracked | Choose Yes or No as appropriate. |
| H | Category | Choose the appropriate income category. |
| I | Active | Set Yes to show the item in the Product dropdown; No hides it. |

To add a product or service, enter it in the next available row and complete the relevant fields. Set Active to Yes when it should be available for transaction entry. The Product dropdown updates automatically for active products with a name.

If an item does not appear, check that Product Name is filled in and Active is Yes. Do not delete the product-list helper formula on Settings (cell F2).

## 5. Adding or Updating Categories

Categories are maintained on Lookup Tables in the Categories table. Add a new category in the first blank row and complete all three fields:

- Category: enter a clear name for the transaction category.
- Type: choose Income, Expense, or Transfer.
- Tax Category: choose the appropriate tax classification.

The Category dropdown on Transactions depends on the selected Type. Income shows income categories, Expense shows expense categories, and Transfer shows transfer categories. The Dashboard and reports use these lists to summarize activity.

If no blank row is available, click the last cell in the Categories table and press Tab to create a new table row. Avoid inserting worksheet rows or editing helper formulas and named ranges.

## 6. Using the Dashboard

Choose a year from the Dashboard year selector. The Dashboard summarizes activity for that year, including:

- Total Income, Total Expenses, and Net Profit.
- Number of Transactions and Average Transaction Amount.
- Income and expenses by category.
- Monthly income and expenses, including the comparison chart.
- Recent Transactions and the outstanding-status summary.

The Dashboard updates from the Transactions table as entries are added or changed.

## 7. Using the Reports

Each report has a year selector. Choose the year you want to review.

- Income Report: income totals, transaction count and average, income by category, monthly income, and annual total.
- Expense Report: expense totals, transaction count and average, expenses by category, monthly expenses, and annual total.
- Tax Summary: amounts grouped by Tax Category, with Income, Expenses, and Net Amount for the selected year.

The Tax Summary is a bookkeeping aid. Confirm tax treatment and filing requirements with a qualified tax professional.

## 8. Settings and Workbook Navigation

Use Settings to maintain the business name, owner, workbook version, tax year, and currency. The Home Page provides navigation links to the main worksheets and quick-start reminders.

The Tax Year selector in Settings controls the tax-year setting. The Dashboard and individual reports also have their own year selectors for reviewing a particular year.

## 9. Worksheet Protection and Important Rules

- Transactions is protected to help prevent accidental changes to formulas and Transaction IDs. Unlocked entry cells remain editable.
- Do not type over automatically generated Transaction IDs or helper formulas.
- Use dropdowns to keep customer, product, type, category, payment method, account, status, and tax information consistent.
- Do not delete helper formulas or change named ranges on Settings, Customers, or Lookup Tables.
- Save regularly. Keep a separate backup before making major changes.
- Before sharing a copy, remove personal customer records and other private business information. Review product names and reference prices and replace them with suitable sample or blank entries if needed.

## 10. Quick Troubleshooting

| Problem | What to check |
|---|---|
| Customer missing from dropdown | On Customers, confirm the Name is filled in and Active (column K) is Yes. Confirm the helper formula in M2 is present. |
| Product missing from dropdown | On Products & Services, confirm Product Name (column B) is filled in and Active (column I) is Yes. Confirm the Settings!F2 helper formula is present. |
| Wrong Category list | Check the Type selected on the transaction and confirm the category has the correct Type on Lookup Tables. |
| Amount does not calculate | This is intentional. Enter the actual transaction amount manually in |

| | |
|---|---|
| automatically | column I. |
| A cell cannot be edited | The worksheet may be protected and the cell may be locked. Do not change formula cells. |

## Ownership & Terms of Use

**Created by: Tim REED, Lake Panasoffkee, FL**

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This workbook, including its original layout, formulas, organization, and documentation, was developed for managing apiary business activities.

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This workbook represents months of planning, development, testing, and refinement, with the goal of giving fellow beekeepers a practical tool to manage their apiary businesses.

The Apiary Business Manager is free to use. If you find it helpful and would like to support its continued development and improvement, a voluntary donation would be sincerely appreciated.

There is no obligation. My hope is simply that this workbook makes managing your beekeeping business a little easier.

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**Thank you for supporting this project and the beekeeping community.**

— Tim Reed
Lake Pan Bees