New York Restricted Use Pesticide Report

Last Modified on 06/11/2025 11:08 am CDT

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.

Profile G/L Posting P				_			
Location ID	zMast	Main Plar	nt Time Zon	e		\sim	Region
Name	zMast - MASTER PRODUCT LOCATION ONLY						
Address						Sub Region	
City			State	~	Zip		-
Phone				Fax			
Geo Code			Cros	sRef			Inactive
Territory			IC	Code			
<county></county>			DU	INS#			
<country></country>			F.	E.I. #			
DOT Regist. #			Pest	Lic#			
Grain Dealer Lic#			Addi	Lic #			
Grain Warehouse Lic#			PestA	ppl #			
							Product Master
						_	
Require Customer A	greement for E	lectronic Signa	ature				

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**.

🖳 Add An Attribut		, • 💌	
Attribute Name	NYCommercialCo	ontainer	
Maximum Length	10	to use the mum length of 60	
Disallow Duplicates			
Required			
Show In List		Save	Cancel

- 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.

	<dept></dept>	<product name=""></product>	^
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	~
_ Q	uick Select Cla	assification	7

 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.

Cust. Id <cust. nam<="" th=""> 1 239804 Abdul Brigio 2 236191 Abeb Mikae 3 239784 Abellera Arr 4 239634 Ableman Ra 5 237835 Abrego Wal 6 235691 Ace Hardwar</cust.>		Cust Id	
2 236191 Abeb Mikae 3 239784 Abellera Arr 4 239634 Ableman Ra 5 237835 Abrego Wal	1	0051.10	
2 239784 Abellera Arr 3 239634 Abellera Arr 4 239634 Ableman Ra 5 237835 Abrego Wal	•	239804	1
4 239634 Ableman Ra 5 237835 Abrego Wal	la	236191	2
5 237835 Abrego Wal	old	239784	3
	aul	239634	4
6 235691 Ace Hardwa	traud	237835	5
	ire	235691	6
7 238673 Ackroyd Ne	stor	238673	7
8 235712 Acuff Weldo	n	235712	8
9 237010 Addington	Michel 🗸	237010	9

6. 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.

rod	duct Selection	Quick Se	lect							
s	elect a Departr	ment								
	Name	_∆ Loo	cation IE	b	Product Name		∆ ID	Units	On Hand	^
	Chemicals -00	00N	AAIN C	hem00	Aatrex 4L		Aatrex	Gal	2988.000	
					Accent		Accent	Ozs	4800.000	
					Agility SG (8 X 80oz)		Agility	Ozs	9372.000	
					Atrazine 4L 2.5G		8232	Gal	410.000	
					Atrazine 4L 30G		8233	Gal	100.000	
					Atrazine 4L Blk		8234	Gal	3595.000	
					Basis Gold		BasGold	Lbs	1000.000	
					Bicep II Magnum		BicepII	Gal	289.900	~
	< Show which De	epartments	6 00MAI	× ×	Product Name Search in all Departments	Time	II II	State Restri	# Tagged 1 cted	~
	_				Search in all Departments Search For Match Product Name V Start of	Type V Search	Product Filt	State Restri	cted	~
	Show which De	Filter.		Bar Code	Search in all Departments Search For Matci Product Name \checkmark Start of Astrex 4L Retain Search Text	~		State Restri	cted	~
	Show which De Department F	Filter.		Bar Code	Search in all Departments Search For Matci Product Name \checkmark Start of Astrex 4L Retain Search Text	~		State Restri	cted	~
	Product Na Aatrex 4L Accent	ilter	Activate	Bar Code	Search in all Departments Search For Matci Product Name \checkmark Start of Astrex 4L Retain Search Text	~		State Restri	cted	~
	Product Na Aatrex 4L	ilter	Activate	Bar Code	Search in all Departments Search For Matci Product Name \checkmark Start of Astrex 4L Retain Search Text	~		State Restri	cted	~
	Product Na Aatrex 4L Accent	ilter	Activate	Bar Code	Search in all Departments Search For Matci Product Name \checkmark Start of Astrex 4L Retain Search Text	~		State Restri	cted	~
	Product Na Aatrex 4L Accent Agility SG (ilter	Activate	Bar Code Units Gal Ozs Ozs	Search in all Departments Search For Matci Product Name \checkmark Start of Astrex 4L Retain Search Text	~		State Restri	cted	~

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

 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.

	Dept ID	Product ID	Product Name	NYCommercialContainer	Billing Units per Container	NY-UOM	NY-UOM in One Billing
1	Chem00	6589	Callisto Xtra 120GI				
2	Chem00	6591	Callisto Xtra 2X2.5GI				
3	Chem00	8232	Atrazine 4L 2.5G				
4	Chem00	8233	Atrazine 4L 30G				
5	Chem00	8234	Atrazine 4L Blk				
6	Chem00	Aatrex	Aatrex 4L				
7	Chem00	Accent	Accent				
8	Chem00	Agility	Agility SG (8 X 80oz)				
9	Chem00	BasGold	Basis Gold				
10 🕨	Chem00	BicepII	Bicep II Magnum				
11	Chem00	Canopy	Canopy EX				
12	Chem00	CimMax	Cimarron Max (M) (480 Oz)				
c							>
-							Mark Products as Inactiv

Running the Report

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

- A/R Restricted Use Pestici	des 💌
Connecticut Maine Massachusetts Michigan Minnesota New Hampshire New Hampshire Daily Use	Select Range Date Invoice # Fiscal Month Start 01/25/2024 End 01/25/2024
New York Applicators New York Sales Rhode Island Vermont Applicators Vermont Sales Indiana Alabama	Select Location All Select Select Customers All Select Select Salesperson All Select Select Products All Select
Print Preview Load Set Save Set	Include Additional Dataset (None) Exclude Negative Quantities Suppress Header After First Page Report Year Business Name Commercial Permit #
	OK Cancel

- 2. Enter the desired range (Date, Invoice #, or Fiscal Month).
- 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.