

# 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 Preferences Remit Address Transfers

Location ID: zMast ☐ Main Plant Time Zone: Region:   
Name: zMast - MASTER PRODUCT LOCATION ONLY   
Address:   
City: State: Zip: Sub Region:   
Phone: Fax:   
Geo Code: Cross Ref: ☐ Inactive   
Territory: IC Code:   
<Country>: DUNS #:   
<Country>: F.E.I. #:   
DOT Regist. #: Pest Lic #:   
Grain Dealer Lic#: Addl Lic #:   
Grain Warehouse Lic#: Pest Appl #:   
☒ Product Master   
☐ Require Customer Agreement for Electronic Signature   
Save Cancel

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 Attribute   
Attribute Name: NYCommercialContainer   
Maximum Length: 10 Leave blank or enter 0 to use the system enforced maximum 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.

**Add Product Classification**

Name:

	<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

5. 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:

	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

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.



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**.