Livestock Office
WebSale Auctions

19/2/2013

Contents

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9342, NZ

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WEBSALE AUCTIONS OVERVIEW

Livestock Office **Websale** allows entry via handheld devices directly into the **Alternate Auction Sale**.
Used in Sale Yards during an auction, this can ensure data accuracy, prevent double handling of data and reduce translation errors when entering data from handwritten sheets.

The **Websale** is an optional licensed module, and will require the installation and setup of an appropriate web service on your system.

Once installed, the **Websale** can be used to enter the auction details directly while at the stock yard, in real time, while the auction is in progress.
The information is updated immediately allowing for instant printing of reports including auction sheets vendor sales and stock release forms.

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Alternate Auction Sale – Add

Before entry can be made via the Error! Reference source not found.**,** an Alternate Auction Sale must be created within Livestock Office.

- Open Auction Sales, and change the filter from 'All Auction Sales' to 'Alternate Auction Sales',
- then click **Add**

In the **Alternate Sale : Add screen**,

- Enter the **sale date**, the **sale yard** and **Drover** information if using.
- To speed entry at the sale yard, it is recommended to pre-enter any **vendors** and **purchasers** with their buyer numbers, if you know them, prior to the actual sale.
- If you have set up Sale Yard Purchasers in the Sale Yard details, these can be automatically entered as the sale is created.

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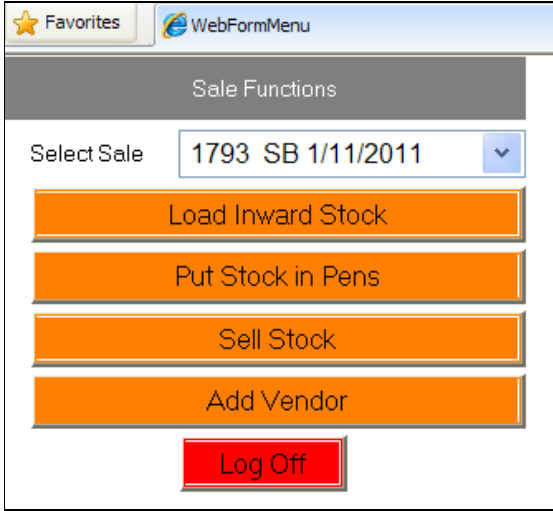**www.livestockoffice.com**
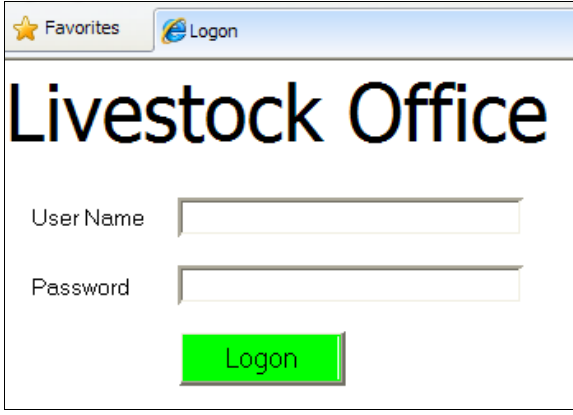
Websale

Remote access is via a web address specific to the settings of your Websale service.
Agents can log in while they are at the sale yard from any internet capable device with the ability to run a web browser.

- On opening the website, you are presented with a **logon** page and must enter a valid user name and password before continuing:
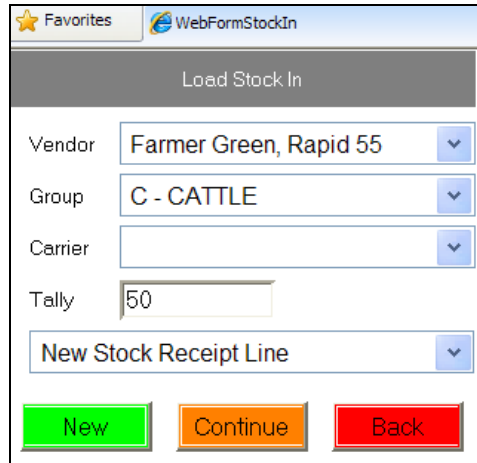
- Once the logon credentials have been validated, the **Sale Functions** screen is displayed:
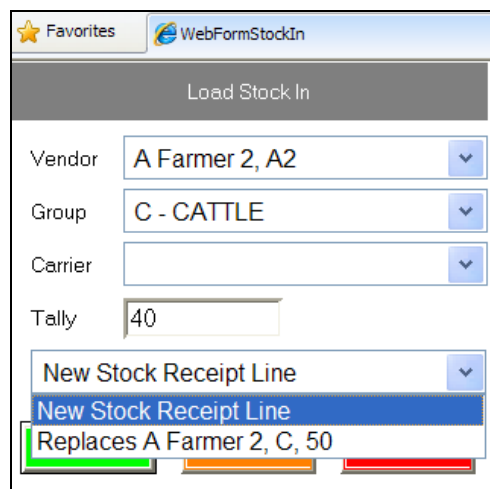
- Ensure the correct sale is selected in the drop down box at the top.

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Load Inward Stock

Field	Description
Vendor	*Mandatory* Select the Vendor from the drop-down list. *Note: Use the **Add Vendor** option from the main menu to add more vendors.*
Group	*Mandatory* Select a pen category group from the drop-down list.
Carrier	A Carrier can be entered if desired.
Tally	*Mandatory* The tally must be entered before the Inward Stock can be saved.
New	Continue entering incoming stock for the same or another vendor.
Continue	Open the **Put Stock In Pens** screen so the drafts can be entered for this group
Back	Return to the main menu.

Select **New Stock Receipt Line** to add new lines, or select an existing line to replace an existing line:

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Put Stock In Pens

The drop down box lists all the Inward Stock that has been entered for this sale, showing the Group code and Vendor name.
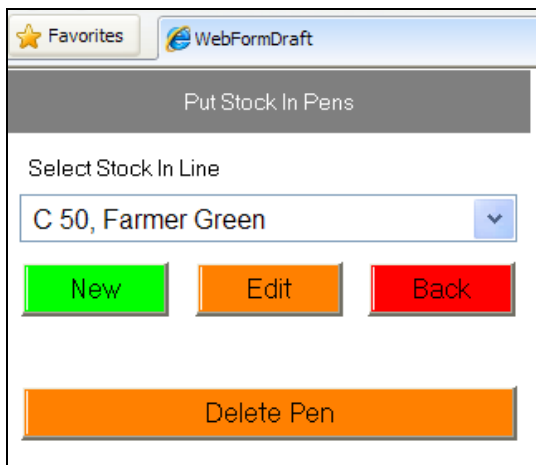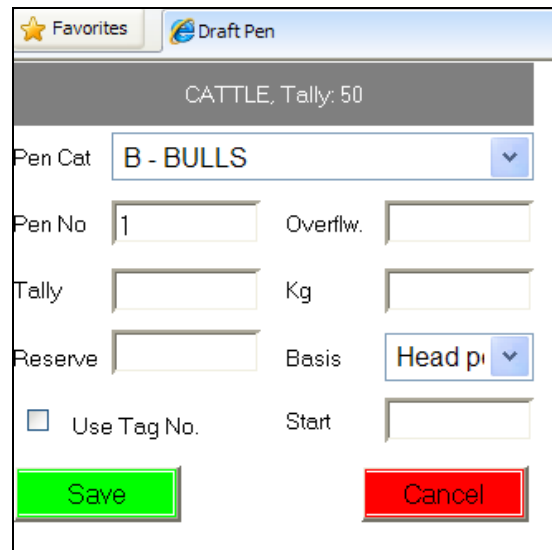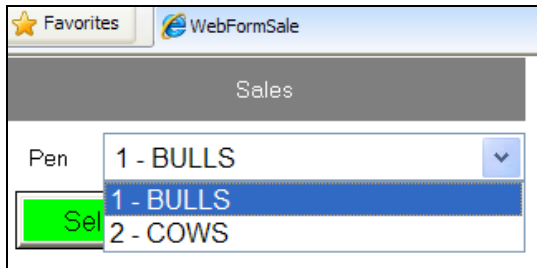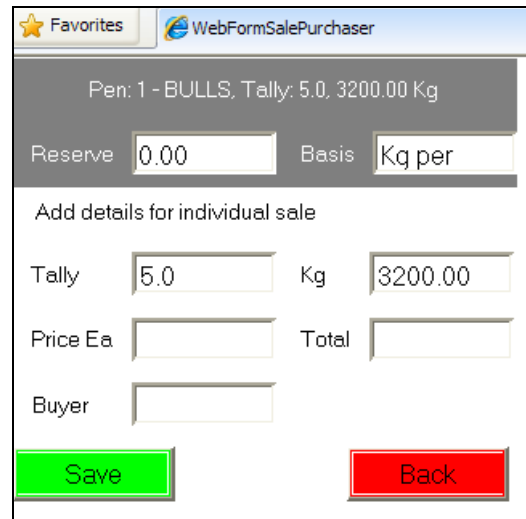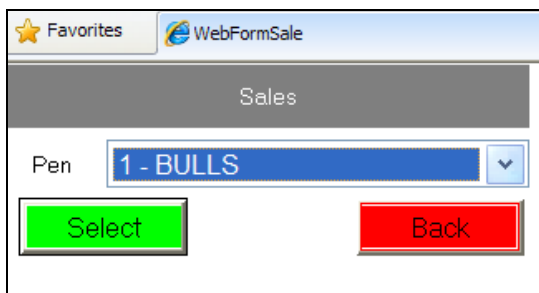

Fig 1

Fig 2
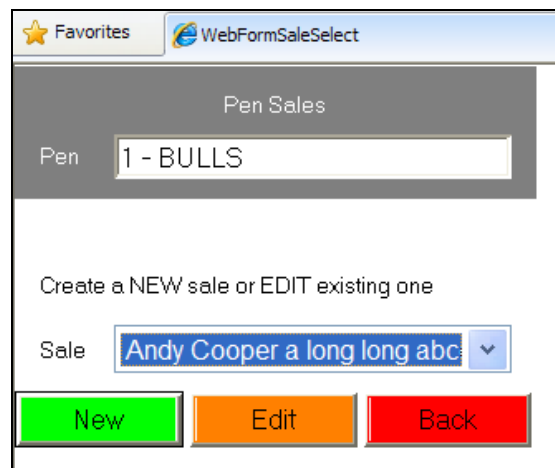
Field	Description
New	Creates a new draft for the selected stock – as shown in Fig 2 Enter the details of the draft pens for the incoming stock. The **Pen Cat** drop down list displays the pen categories associated with the group of the selected inward stock line. Multiple draft pens, with different pen categories, can be entered for each inward stock line. Adding a tick to **Use Tag No**. will allow entry of the tag numbers for the stock in the pen.
Edit	Opens an existing draft pen to view or edit the details.
Back	Returns to the main menu.
Delete Pen	Remove a pen that has already had it's drafts deleted.
Save	Saves the draft and returns allowing you to add a new draft or edit the existing draft.

Sell Stock

After selecting the correct draft pen, enter the price and buyer no. to complete the sale details.

Field	Description
Save	Sale details are saved and the next pen no displayed, ready for entry.
Back	Returns to the Sales list to allow editing – as shown below

Select - selects a pen from the drop down list to view or edit. Once selected, the individual sale lines for this pen are displayed, showing the purchaser and the tally
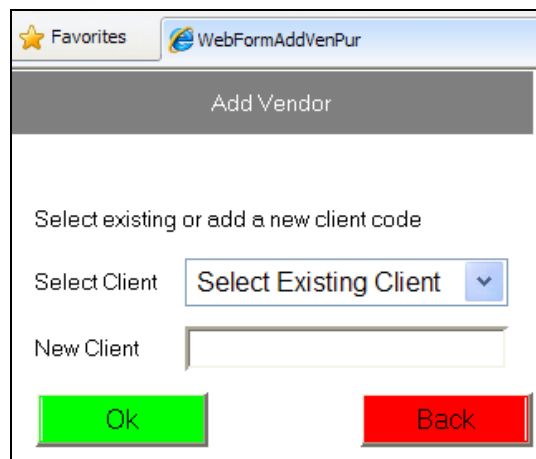
Back – return to the main menu

New – add a new sale line for the selected pen

Edit – open the selected sale line for the pen to view or edit the details

Back – return to the Sales list to allow editing

Add Vendor

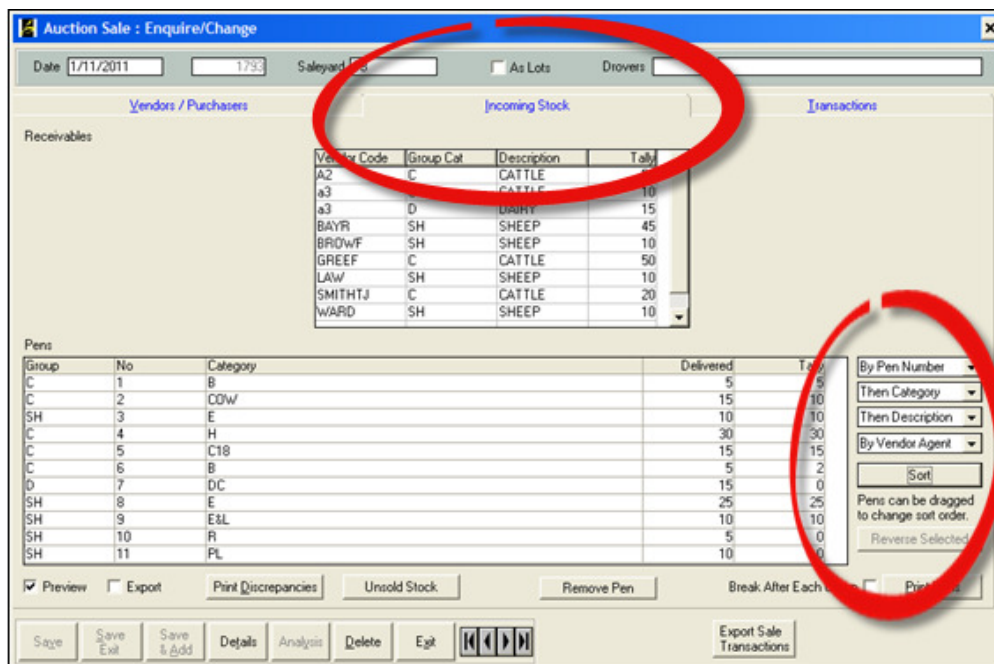- Allows agents to add vendors to the sale on the fly.

Field	Description
Select Client	Lists all the clients in the database with their Code, Name and the first line of the Address to aid in correct identification.
New Client	If the vendor is not an existing client, enter a new client Code (maximum of 10 characters) in the New Client field. This will create a new client on the database. The Name and Code for this new client will both be set to the code that has been entered, and the address will be set to 'Added by handheld system' with the current date and time.

Note: This new client will now be available for selection in the vendor list in Load Inward Stock

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Alternate Auction Sale – Incoming Stock

Details

- As drafts are entered via the WebSale this screen is populated in real time.

- The **Pen** list displayed at the bottom of the Incoming Stock screen can be sorted using the options Sort options on the Right.
- The Receivables list the Incoming Stock. Clicking a line will open the draft pen details:

- Click on a draft to view or edit the details.
- **Break After** forces a new page on the Print Pens report.

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Reports

- **Print Discrepancies** - Use this report to find any tally discrepancies that may occur if draft pens are not entered, or if the number of stock sold exceeds the tally received:

- **Unsold Stock** – Lists the pens that have not been completely sold:

- **Print Pens** – Prints the Auction Sheet
- Use the sort order or simply drag the pens to change their order both on the screen and on the printed auction sheet.

*Note: **Export Sale Transactions** – Only available for clients with the Auction Transfer module. Please contact Livestock Office for more information regarding this.*

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Alternate Auction Sale – Transactions

Details

- Displays each individual Sale Transaction as it is entered via the handheld devices at the sale yard.
- The table can be customised to individual preference by adding, removing and sorting the columns.

- Click on a line to view or edit the details:

Reports

- **Unreleased Stock** – prints a report for each purchaser detailing the stock that is not released:

All Unreleased Stock

SCOTTLAND
Printed 11/10/2011 13:42:00
Page 2

Livestock Office TEST

Purchaser: **102, Andy Cooper a long long abcdef**
Cozens Road

Carrier: **MH**

Pen No	Suffix	Overflow	Stock Category	Tally	Tag No
1			BULLS	5	
5			18 MONTH CATTLE	15	
8			EWES	5	
9			EWES & LAMBS AT FOOT	10	
			Total:	35	

- **Print Releases** – releases all unreleased stock and prints a stock release sheet for each purchaser:

Stock Release

SCOTLAND
Printed 11/10/2011 13:45:43
Page 2

Livestock Office TEST

Purchaser: **102, Andy Cooper a long long abcdef**
Cozens Road

Carrier: **MH**

Pen No	Suffix	Overflow	Stock Category	Tally	Tag No
1			BULLS	5	
5			18 MONTH CATTLE	15	
8			EWES	5	
9			EWES & LAMBS AT FOOT	10	
			Total:	35	

- **Vendor Sales** – prints a summary of sales for each vendor, with totals and subtotals for pen category, group and total stock:

Vendor Sales

Printed 11/10/2011 13:52:55

Sale Date: 1/11/2011   Sale Number: 1793   Sale Yard: SCOTTLAND

Vendor:**OLD MACDONALD**   GST: Phone: Agent: **Agent Brown**

Pen No	Description	Head Del.	Not Sold	Head Sold	$ Price	Total Value	Total Weight	Ave. Weight	Cents Per kg	$ Per Head	Buyer No	Purchaser
12	HEIFERS	5	0	5	1100.00	5500.00	0	0	0	1100.00	103	MAX WARD
13	STEERS	5	0	5	900.000	4500.00	0	0	0	900.00	102	Andy Cooper a long long abcdef
	CATTLE	10	0	10		10000.00	0	0		1000.00		
7	DAIRY COWS	15	0	15	1250.00	18750.00	0	0	0	1250.00	103	MAX WARD
	DAIRY	15	0	15		18750.00	0	0		1250.00		
	OLD MACDONALD	25	0	25		28750.00	0	0		1150.00		

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- The last page of the **Vendor Sales Report** show the Auction Sale Summary of the sale, broken down by pen category group:

Printed 11/10/2011 13:52:55

Vendor Sales

Sale Date: 1/11/2011   Sale Number: 1793   Sale Yard: SCOTLAND

Vendor:**Totals**   GST: Phone: Agent:

Pen No Description	Head Del.	Not Sold	Head Sold	$ Price	Total Value	Total Weight	Ave. Weight	Cents Per kg	$ Per Head	Buyer No	Purchaser
CATTLE	80	8	72		94480.50	4300	60	2197	1312.23		
DAIRY	15	0	15		18750.00	0	0		1250.00		
SHEEP	45	0	45		19100.00	0	0		424.44		
Total	**140**	**8**	**132**		**132330.50**	**4300**	**33**	**3077**	**1002.50**		

- **Sales Summary** – Produces a similar report to the last page of the vendor sales, but this report is broken down into each pen category as well as the pen category groups:

Printed 11/10/2011 13:57:49

Sales By Pen Category

Sale Date: 1/11/2011   Sale Number: 1793   Sale Yard: SCOTLAND

Description	Head Del.	Not Sold	Head Sold	Total Value	Total Weight	Ave. Weight	Cents Per kg	$ Per Head	# of Pens	# of Sales
BULLS	10	3	7	17980.50	4300	614	418	2568.64	2	2
18 MONTH CATTLE	15	0	15	13500.00	0	0		900.00	1	1
COWS	15	5	10	14000.00	0	0		1400.00	1	1
HEIFERS	35	0	35	44500.00	0	0		1271.43	2	2
STEERS	5	0	5	4500.00	0	0		900.00	1	1
CATTLE	**80**	**8**	**72**	**94480.50**	**4300**	**60**	**2197**	**1312.23**	**7**	**7**
DAIRY COWS	15	0	15	18750.00	0	0		1250.00	1	1
DAIRY	**15**	**0**	**15**	**18750.00**	**0**	**0**		**1250.00**	**1**	**1**
EWES	35	0	35	13600.00	0	0		388.57	2	3
EWES & LAMBS AT FOOT	10	0	10	5500.00	0	0		550.00	1	1
SHEEP	**45**	**0**	**45**	**19100.00**	**0**	**0**		**424.44**	**3**	**4**
Total	**140**	**8**	**132**	**132330.50**	**4300**	**33**	**3077**	**1002.50**	**11**	**12**

- **All Sales** – Prints a list of all the sales using the pen order set on the Incoming Stock tab.

Printed 11/10/2011 14:00:29

All Sales

Sale Date: 1/11/2011   Sale Number: 1793   Sale Yard: SCOTLAND

Pen No	Overflow	Vendor	Description	Head Deliv'd	Head Sold	Price	Weight	Buyer Num	Purchaser
1		Farmer Green	BULLS	5	5	4.500	3200.00	102	Andy Cooper a long long abcdef
2		Farmer Green	COWS	15	10	1400.00	0.00	1	AAA
3		Farmer Bernard Brian Brown Snr	EWES	10	10	350.000	0.00	103	MAX WARD
4		Farmer Green	HEIFERS	30	30	1300.00	0.00	1	AAA
5		TJ Smith & KJ Hawker	18 MONTH CATTLE	15	15	900.000	0.00	102	Andy Cooper a long long abcdef
6		TJ Smith & KJ Hawker	BULLS	5	2	3.255	1100.00	103	MAX WARD
7		OLD MACDONALD	DAIRY COWS	15	15	1250.00	0.00	103	MAX WARD
8		Roger Bay	EWES	25	20	400.000	0.00	1	AAA
8		Roger Bay	EWES	25	5	420.000	0.00	102	Andy Cooper a long long abcdef

Note: Break After Each Group forces a new page after each pen category group.

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Invoice the Sale

- Once the auction sale is complete, <u>exit</u> the Alternate Auction Sale screen and change the filter at the bottom of the File Access screen back to All Auction Sales:

- Select the sale from the list and click Display.
  This will open the sale in a normal Auction Sale format.

- Use **Options** to invoice the sale in the normal way.