# Livestock Office – Websale Auctions

6/04/2017

## Contents

# 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.

# 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',
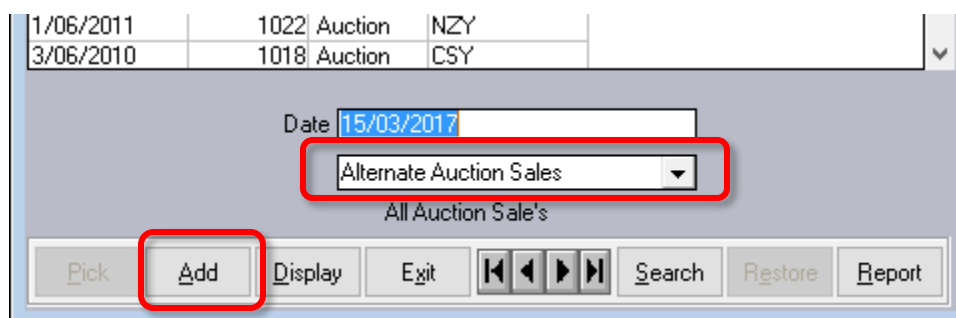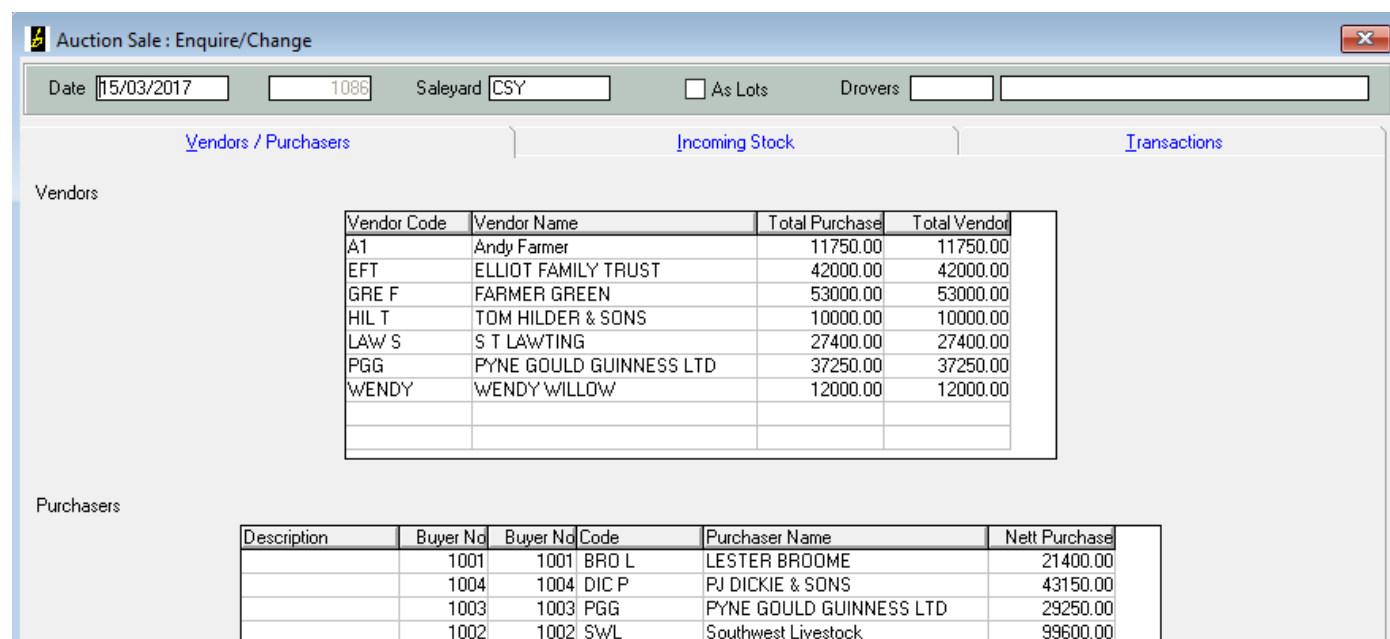- then click **Add**



**Figure 1: Add Alternate Auction Sale**

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.



**Figure 2: Alternate Auction - Vendors / Purchasers**

# 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:



**Figure 3: Websale Logon**

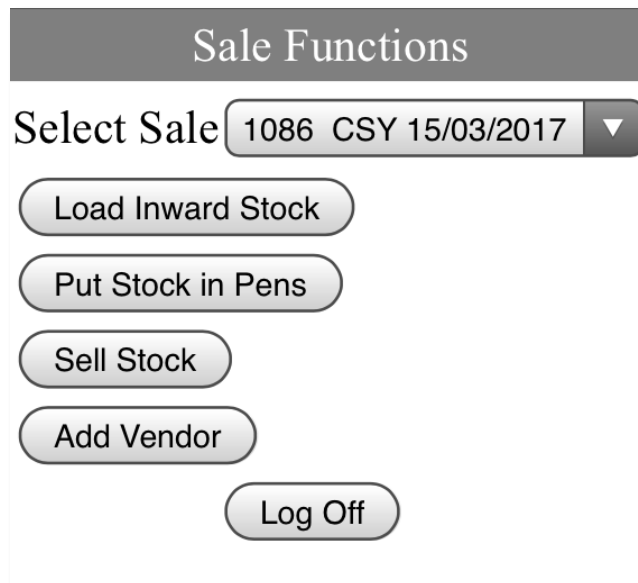- Once the logon credentials have been validated, the **Sale Functions** screen is displayed:



**Figure 4: Websale Functions**

- Ensure the correct sale is selected in the drop down box at the top.

# Load Inward Stock



**Figure 5: Websale Load Inward Stock**

| Field | Description |
|---|---|
| Vendor | Mandatory<br>Select the Vendor from the drop-down list.<br>*Note:*<br>• *Use the*<br>• *Add* Vendor *option from the main menu to add more vendors.* |
| Group | Mandatory<br>Select a pen category group from the drop-down list. |
| Carrier | A Carrier can be entered if desired. Select from the drop down list. |
| Tally | Mandatory<br>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:



**Figure 6: Load Stock In**

# 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.



**Figure 7: Put Stock In Pens**

| Field | Description |
|-------|-------------|
| New | Creates a new draft for the selected stock.<br>• Enter the details of the draft pens for the incoming stock.<br>• The **Pen Cat** drop down list displays the pen categories associated with the group of the<br>• selected inward stock line.<br>• Multiple draft pens, with different pen categories, can be entered for each inward stock<br>• line.<br>• 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



**Figure 8: 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 |



**Figure 9: Sales – NEW or EDIT**

# Add Vendor

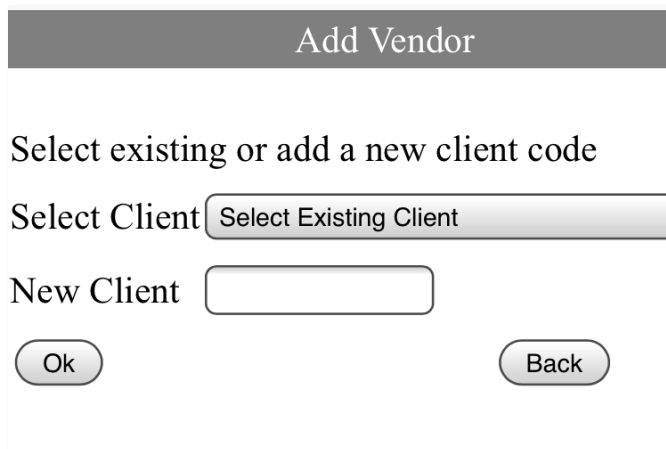- Allows agents to add vendors to the sale on the fly.



**Figure 10: Websale - Add Vendor**

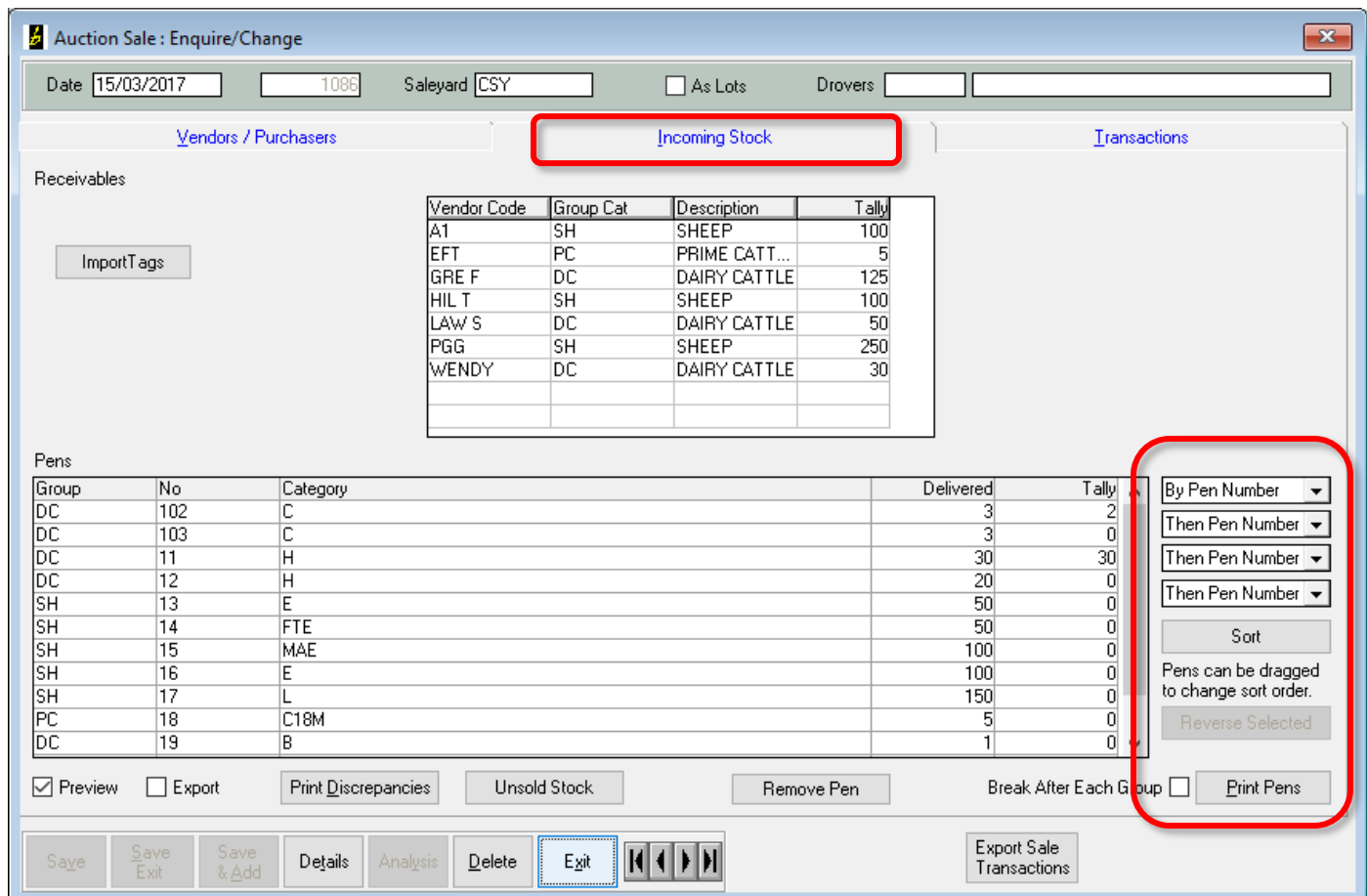| Field | Description |
|---|---|
| Select Client | Lists all the clients in the database with their Code, Name and the first line of the Address to aid in correct identification. |
| New Client | If the vendor is <u>not</u> an existing client, enter a new client Code (maximum of 10 characters) in the New Client field. This will create a new client on the database.<br>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*

# Alternate Auction Sale – Incoming Stock

## Details

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



**Figure 11: Alternative Auction - Incoming Stock**

- 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.
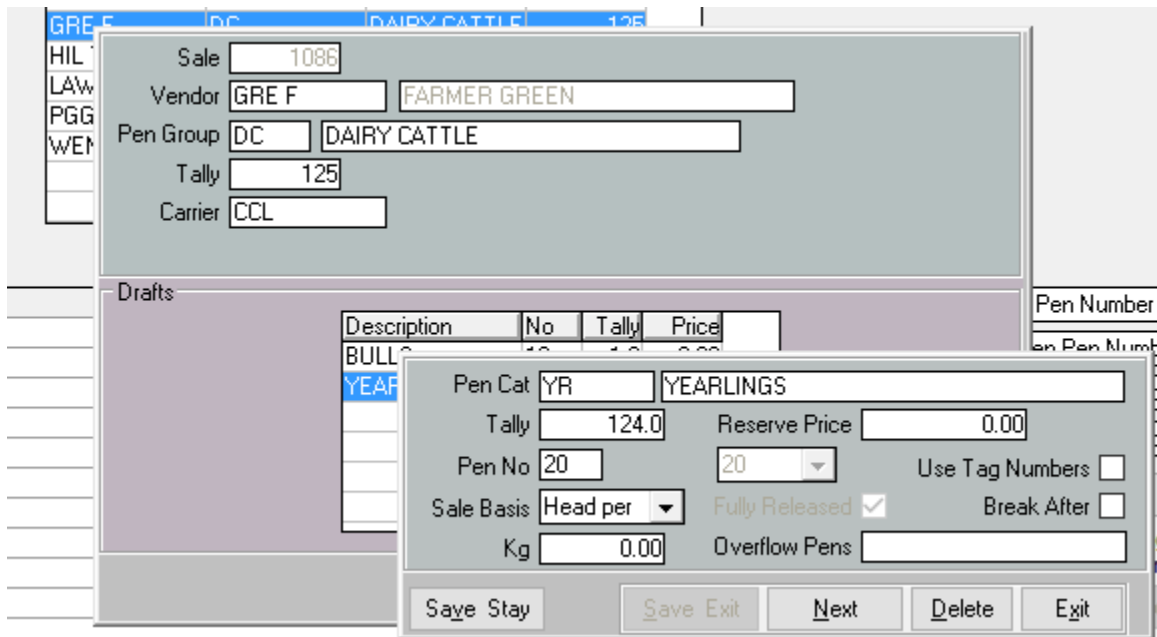
**Figure 12: Receivables**

- Click on a draft to view or edit the details.

- **Break After** forces a new page on the Print Pens report.

# 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.*

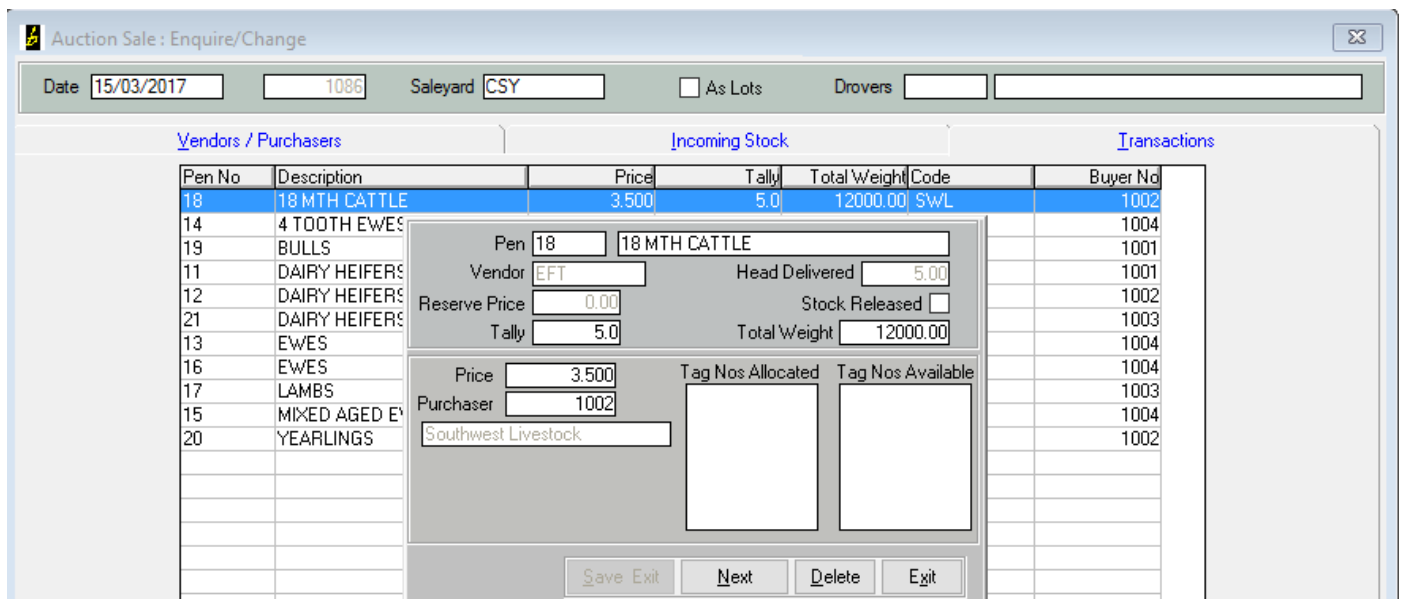# Alternate Auction Sale – Transactions Details

- 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.



**Figure 13: Alternative Auction - Transactions**

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



**Figure 14: Transaction Details**

# Reports

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



| 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** | |

*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*

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



| 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** | |

*Stock Release — SCOTTLAND — Printed 11/10/2011 13:45:43 — Page 2 — Livestock Office TEST — Purchaser: 102, Andy Cooper a long long abcdef — Cozens Road — Carrier: MH*

- **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** | | |

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

## Vendor Sales

Printed 11/10/2011 13:52:55

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

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:

## Sales By Pen Category

Printed 11/10/2011 13:57:49

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

| 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.

## All Sales

Printed 11/10/2011 14:00:29
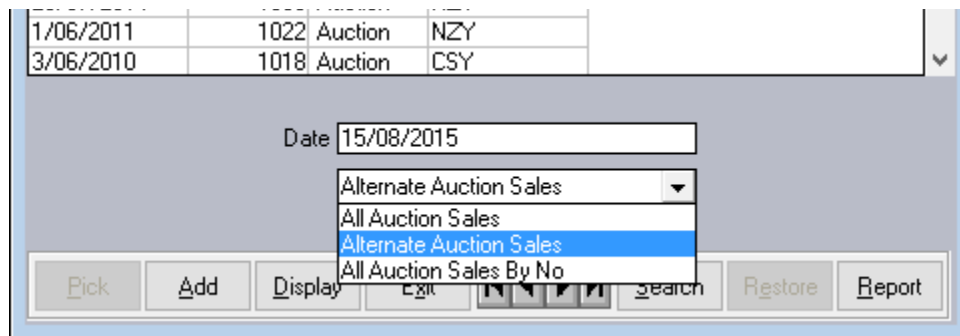
Sale Date: 1/11/2011    Sale Number: 1793    Sale Yard: SCOTTLAND

| 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 | 900.00 | 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.*
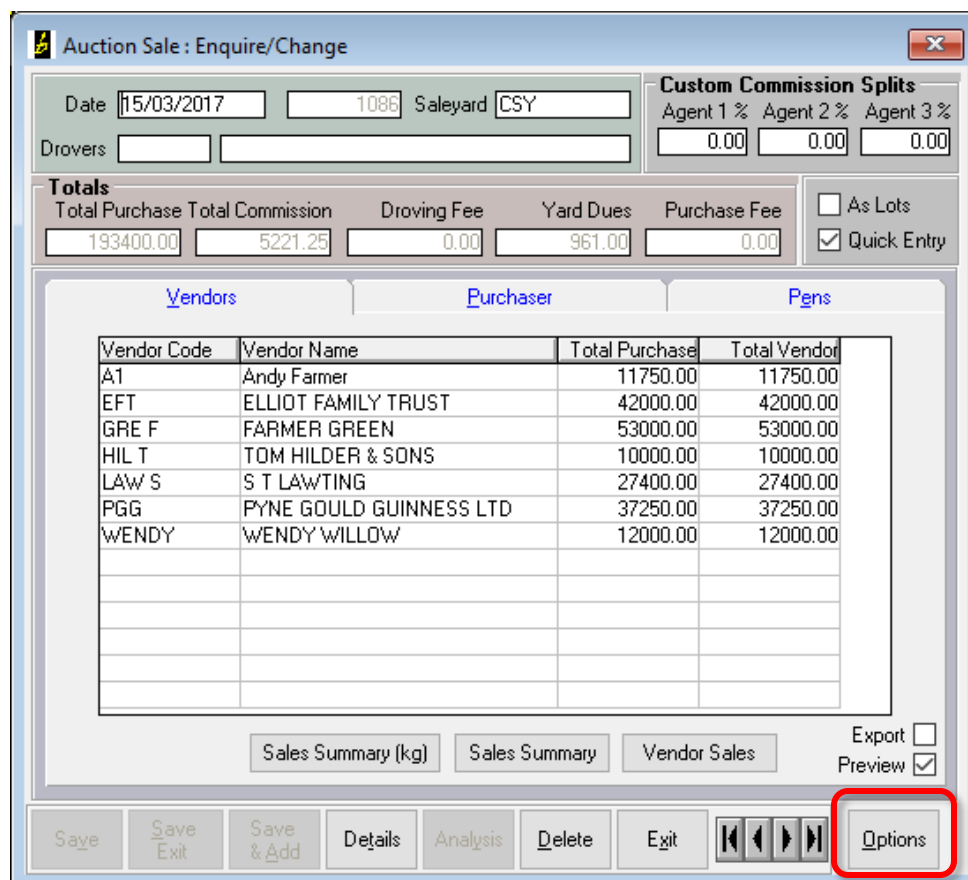
# Invoice the Sale

- 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:



**Figure 15: Auction Sales Filter**

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



**Figure 16: Standard Auction Format**

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