

Livestock Office Batch Payments

5/04/2017

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Batch Payments

Livestock Office main menu > Creditors > Batch Payments

This provides a means to pay multiple suppliers/vendors in single cashbook transaction.

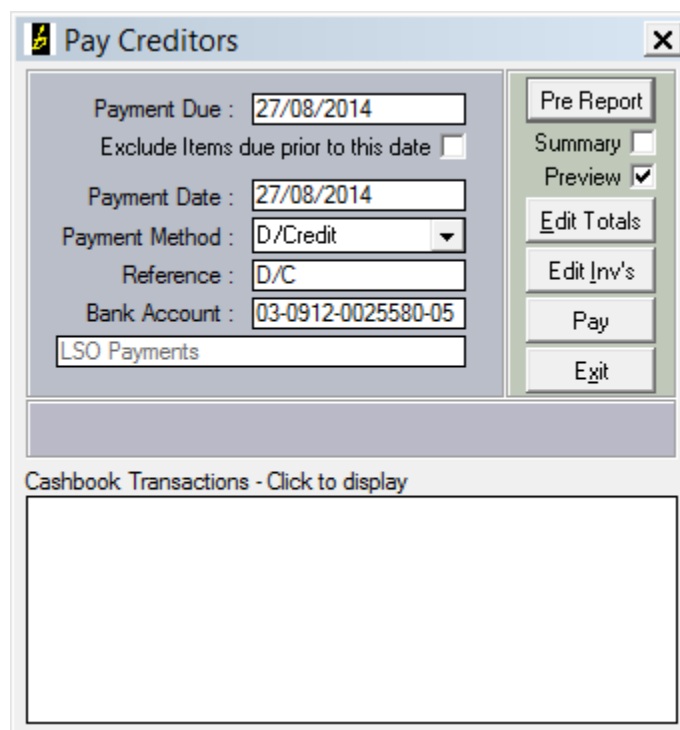


Figure 1: Creditor Batch Payments

Field	Description
Payment Due	Enter the Payment Due date. Double click or F8 for a calendar to pick from. Defaults to the current date. This will select all creditor invoices with a due date up to the payment due date entered.
Exclude Items ...	Tick to limit the invoices to only those due on the Payment Due date.
Payment Date	Enter the actual date the payment is being made. Double click or F8 for a calendar. Defaults to the current date. This is the transaction date.
Payment Method	Select the payment method (C/Credit, Cheque, Cash, C/Card or D/Debit) from the drop down list. This will limit the invoices to creditors with that specific type.

Continued...

Field	Description
Reference	<p>Up to 12 characters. This appears in the Cashbook Transaction. Note:</p> <ul style="list-style-type: none"> <i>If the Payment Method is cheque, this will automatically default to the next available cheque number.</i>
Bank Account	Enter the bank account to make the payment from. Double click or F8 for a lookup.
Pre Report	Click to print the report showing all the invoices by creditor that are due to be paid by the Payment Due date. See below for examples.
Summary	Tick to print the total due for each vendor rather than a list of invoices.
Preview	<p>Tick to preview the report before printing. Defaults to the user's Print Preview setting in File > User File.</p>
Edit Totals	<p>Allows you to change the total due for each creditor. Enter the amount you are going to pay in the Limit column, See below for details.</p>
Edit Inv's	<p>Allows you to display and change the payment terms. See below for details.</p>
Pay	<p>Once satisfied with the Pre Report click Pay to generate the cashbook transaction and automatically allocate the payments. See below for more details.</p>
Exit	<p>Close the window. Note:</p> <ul style="list-style-type: none"> <i>If you exit the Batch Payments form after editing the amounts, the new amounts will NOT be saved. You will need to re-enter them.</i>

Pre Report

Click to print the report showing all the invoices by creditor that are due to be paid by the **Payment Due** date:

PAYMENT SCHEDULE				
Livestock Office TEST				
Creditors				
Payment Date : 27/08/2014				
Pay to	Date	Reference	Due	Bank/Cheque No
Famer Bob	4/07/2014	1806/02	74.40	02-0001-0001010-00
BP 2 GO	20/07/2014	F	150.00	0310010012340000
FARMERA	2/07/2014	1840/03	2328.75	0112340001234010
GLENANDERSON	1/07/2014	1837/02	81.94	0101010010101
GLENANDERSON	30/07/2014	1841/02	146.63	0101010010101
			<u>228.57</u>	
Pete Gaffrey	14/07/2014	1833/03	2300.00	0400010000001001
Martin McConchie	24/04/2014	1829/02	6000.00	0209000001001025
TOTAL DUE :			<u>11081.72</u>	

Figure 2: Batch Payments – Pre Report sample

Tick the **Summary** option to print the total due for each vendor rather than a list of invoices:

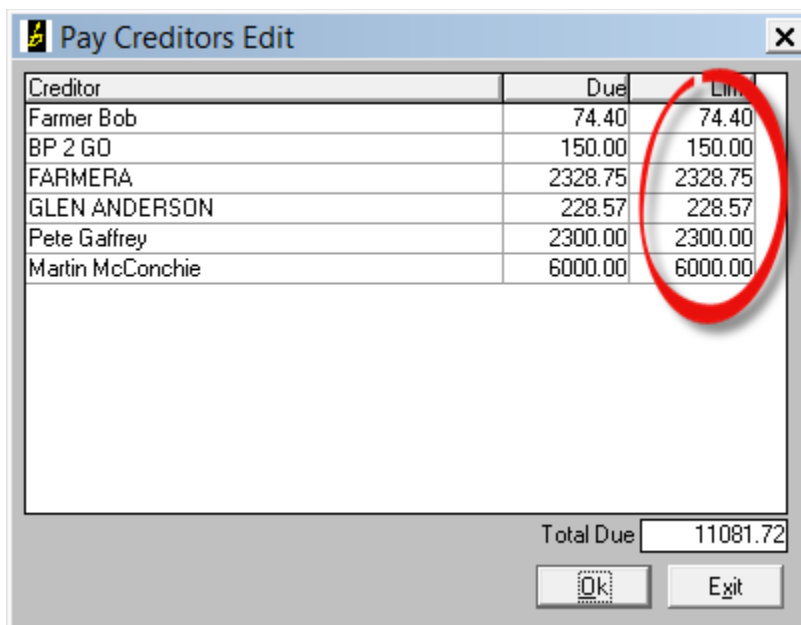
PAYMENT SUMMARY			
Livestock Office TEST			
Creditors			
Payment Date : 27/08/2014			
Pay to	Due		Bank/Cheque No
Famer Bob	74.40		02-0001-0001010-00
BP 2 GO	150.00		0310010012340000
FARMERA	2328.75		0112340001234010
GLENANDERSON	228.57		0101010010101
Pete Gaffrey	2300.00		0400010000001001
Martin McConchie	6000.00		0209000001001025
TOTAL DUE :		<u>11081.72</u>	

Figure 3: Batch Payments – Pre Report Summary sample

Edit Totals

Click to change the total due for each creditor.

Enter the amount you are going to pay in the **Limit** column, as shown in the red section below:



Creditor	Due	Limit
Farmer Bob	74.40	74.40
BP 2 GO	150.00	150.00
FARMERA	2328.75	2328.75
GLEN ANDERSON	228.57	228.57
Pete Gaffrey	2300.00	2300.00
Martin McConchie	6000.00	6000.00

Total Due 11081.72

OK Exit

Figure 4: Batch Payments – Edit Totals

In this example, the full amount will be paid to BP WAIMATE and Telecom Ltd. Farmer Brown will receive no payment while Shearing Supplies will receive a part payment of \$200.00.

Once you have finished editing the totals, click **OK** then print the **Pre Report** again to ensure it is correct before processing the payment.

Note:

- If you exit the **Batch Payments** form after editing the amounts, the **new amounts will NOT be saved**. You will need to re-enter them.

Edit Inv's (Invoices)

Click to display and change the payment terms of each invoice.

Click on the + next to the vendor to display the invoices, as shown below:

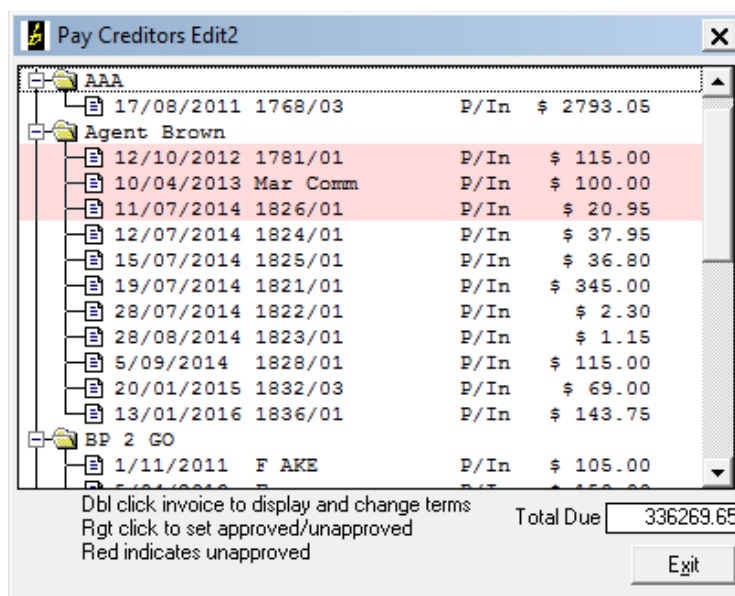


Figure 5: Batch Payments – Edit Inv's

Right click on specific invoices to toggle Approved/Unapproved. Unapproved invoices display red and will not be paid.

Double click on the relevant invoice and change the **Payment Due** date or the amount as shown below:

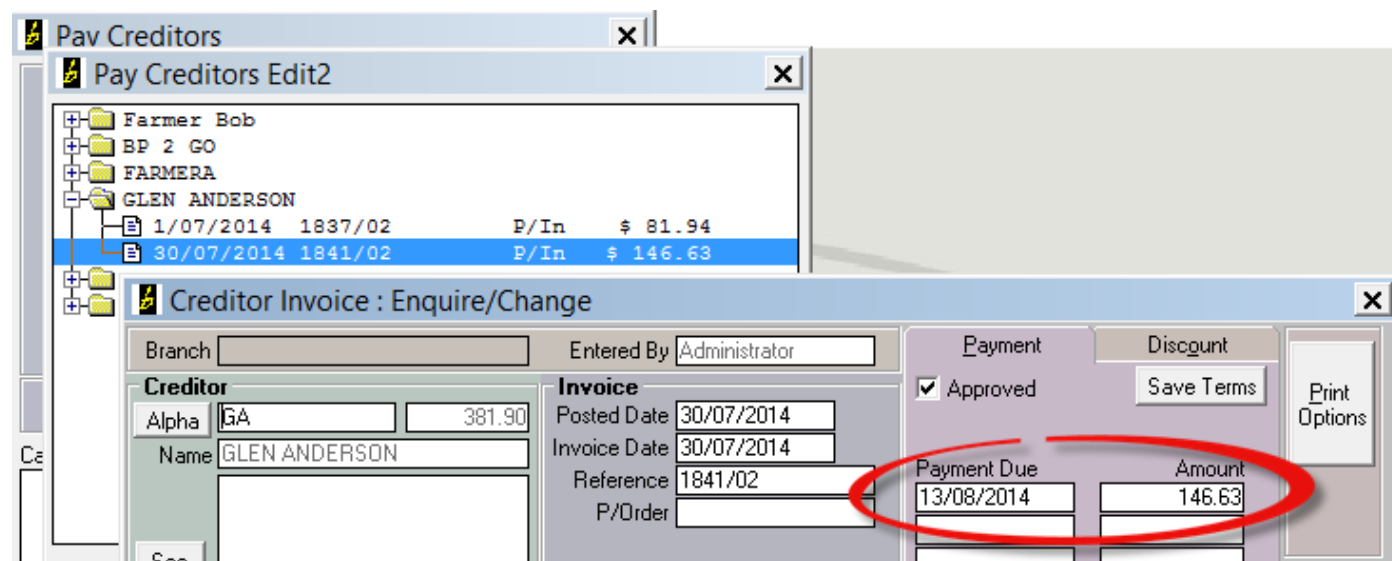


Figure 6: Edit Creditor Invoice Payment Terms

Click the **Save Exit** button on the invoice screen to save the changes and return to **Batch Payments** where the changes will be automatically accounted for.

Pay

Once satisfied with the **Pre Report** click the **Pay** button. A confirmation message will appear:

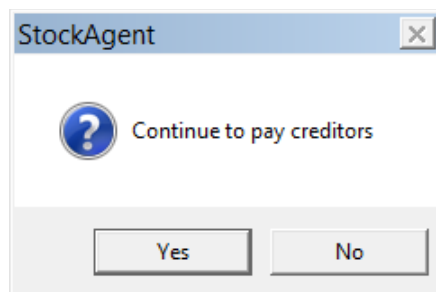


Figure 7: Confirmation Message

Click **Yes** to continue.

This creates the cashbook transaction and automatically allocates the payments.
To display the cashbook transaction, click on the transaction in the window:

Paid

Cashbook Transactions - Click to display

D/C -11081.72

Cashbook Creditors : Enquire/Change

Bank A/c Name: **LSO Payments**

Date: **27/08/2014**

Bank Statement

Date:

Page No:

Name Of Other Party	Mts	Particulars	Code	Bank Reference
		D/C		

Memo:

Date	Creditor Name	Reference	Payment	Settlement
27/08/20...	Farmer Bob	D/C	74.40	0.00
27/08/20...	BP 2 GO	D/C	150.00	0.00
27/08/20...	FARMERA	D/C	2328.75	0.00
27/08/20...	GLEN ANDERSON	D/C	228.57	0.00
27/08/20...	Pete Gaffrey	D/C	2300.00	0.00
27/08/20...	Martin McConchie	D/C	6000.00	0.00

Export (circled in red)

Remittance:

Nett: **-9,636.27** Gst: **-1,445.45** Gross: **-11,081.72** Other: **0.00**

Save Save Exit Save & Add Details Analysis Delete Exit [Navigation Icons]

Figure 8: Cashbook Transaction

On the displayed cashbook transaction you can export the file for import into your banking program.

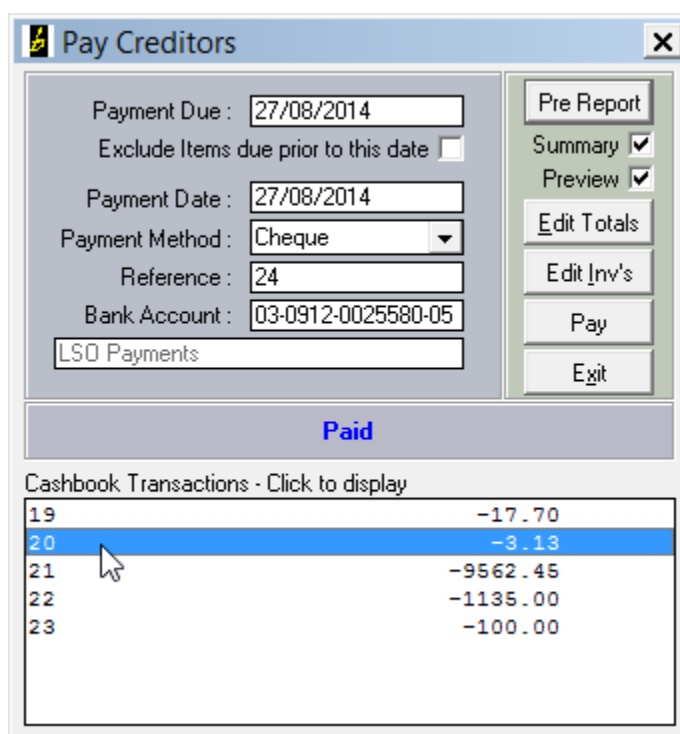
Batch Printing Cheques

With Livestock Office software, you can use pre-printed cheque stationery to print your cheques.

Use Batch Payments to find the cheque payments due by entering the required **Payment Due** date and selecting **Cheque** for the **Payment Method**.

Once satisfied with the **Pre Report** click on **Pay**.

A cashbook transaction will be generated for each cheque payment, and once all the cashbook transactions have been generated the cheques will print using the specified format in **Company Details > Constants tab**. (Please refer to the **Company Details** documentation for examples of each format.)



Cashbook Transactions - Click to display	
19	-17.70
20	-3.13
21	-9562.45
22	-1135.00
23	-100.00

Figure 9: Batch Payments - Cheques

Click any of the transactions in the list to display the cashbook transaction.

Notes:

- If **Preview** is ticked you will be able to preview the cheques prior to printing them, otherwise they will be sent directly to the printer.
- You can click on the **Livestock Office Main Menu > Printer** option at any time when working within Livestock Office to change the printer reports are sent to.
- The cheque numbers are automatically assigned based on the **Last Cheque No** setting in **Company Details > Constants tab**.
- Cheques can be individually reprinted via the cashbook transaction. Double click the required transaction, then in the **Cashbook Creditors** screen that opens, click on the transaction line to open the details, then click **Print**.