

# Livestock Office – Export Debtor and Creditor Invoices

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26/09/2017

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## Export Db/Cr Invoices

This function can be used to extract a list of Debtor Invoices to a CSV file that can be imported into the Xero accounting package.

Livestock Office main menu > Tools > Export DB Invoices or Export CR Invoices

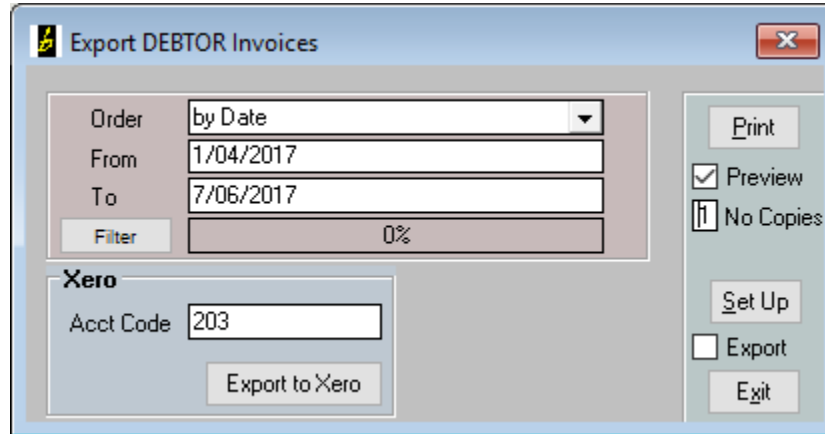


Figure 1: Export Db Invoices screen

| Field          | Description   |
|----------------|---|
| Order          | Choose the order for selecting a range of Debtor or Creditor Invoices   |
| From           | ) Enter the start and end details for the report.<br>) Double click or F8 opens a Debtor Invoice lookup screen to pick from.  |
| To             |   |
| Filter         | Click to open a search screen to further restrict the information included in the report.   |
| <b>Xero</b>    | Enter the Xero Account Code for the invoices.<br><br>Click to generate the extract file.<br>The list will be printed, then a <b>Save As</b> window will display prompting for a save name and location for the file.<br><br><b>Note:</b> <ul style="list-style-type: none"> <li>Xero only allows import of a single line for each import, therefore the extract file will contain the total invoice amount, but will use the description/purpose from the first line on the invoice.</li> </ul> |
| Acct Code      |   |
| Export to Xero |   |

Continued...

| Field        | Description   |
|--------------|---|
| Print button | Prints the list of Debtor Invoices for the selected criteria.   |
| Preview      | Tick to Preview the report.<br>Defaults to the user's Print Preview setting in <b>File &gt; User File</b> .   |
| No Copies    | Enter the number of copies to print.<br>Defaults to 1.  |
| Set Up       | Opens the windows Printer Setup dialog box.   |
| Export       | Opens the Export dialog box when the <b>Print</b> button is clicked.<br>This allows export of the report to Tab Separated Text, Excel, PDF, Clipboard, Email and Fax. |
| Exit         | Exit  |

## Sample List Report

# Export Invoice List

*Livestock Office*

Printed 26/09/2017 13:33:04

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For: 01 January 2017 - 07 June 2017

| Date       | Name              | Reference | Nett     | GST     | Gross    |
|------------|-------------------|-----------|----------|---------|----------|
| 24/03/2017 | JIMMY PIE         | 1129/02   | 44118.50 | 6617.78 | 50736.28 |
| 24/03/2017 | William Meggerson | 1129/04   | 20.50    | 3.08    | 23.58    |
| 13/04/2017 | LESTER BROOME     | 1131/02   | 56153.26 | 8422.99 | 64576.25 |
| 15/05/2017 | FARMER B BROWN    | 1130/03   | 30000.00 | 4500.00 | 34500.00 |
| 20/05/2017 | JIMMY PIE         | 1124/03   | 44640.60 | 6696.09 | 51336.69 |
| 30/05/2017 | Kelvin Haleyson   | 1135/01   | 2300.00  | 345.00  | 2645.00  |
| 7/06/2017  | S T LAWTING       | 1136/02   | 41000.00 | 4100.00 | 45100.00 |