

Livestock Office – General Ledger Analysis Codes

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Contents

Analysis Codes	2
Check Code	4
Budgets tab	5
Import/Export Budgets.....	6
Setting Budgets with Departments.....	7
Window Control Buttons	8

Analysis Codes

Livestock Office main menu > Ledger > Analysis Codes

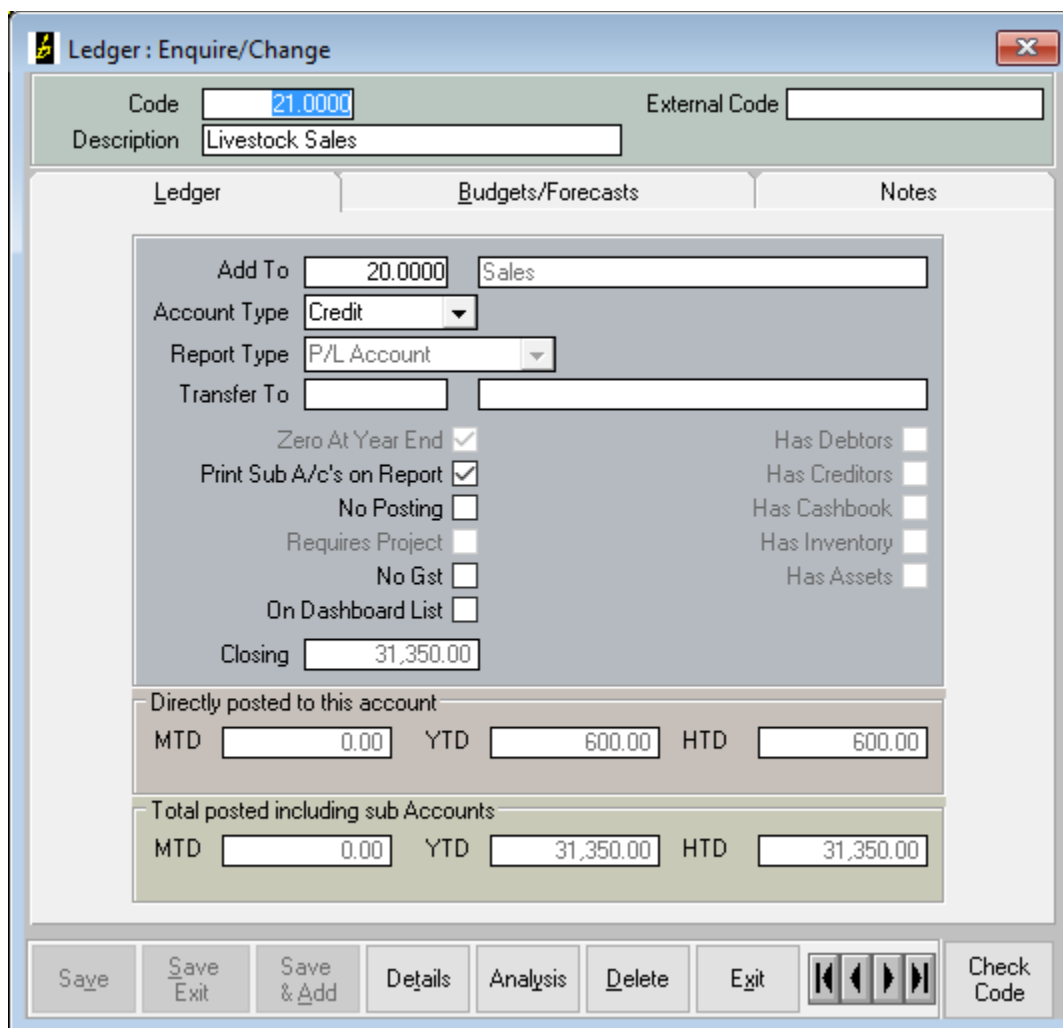


Figure 1: GL Analysis Code Screen

Field	Description
Code	Numeric field to 4 decimal places
External Code	Up to 20 characters Enter your Accountants code here (if it is different from the above code)
Description	Describe the code i.e. Power, Vehicle Expenses etc
Add To	Enter the Add To code (if the G/L code is a sub account)

Continued...

Field	Description
Account Type	Select the Account Type as Debit or Credit. Debit Account will report a negative number as positive and positive number in brackets. A Credit/Revenue Account will show positive numbers in brackets.
Report Type	Select as P/L Account or Balance Sheet. <i>Note:</i> <ul style="list-style-type: none"> Account Type and Report Type default through from the settings of the Add To account if present
Print Sub A/c's on report	Tick this field to show the G/L code and sub accounts on reports.
No Posting	Tick this field to stop transactions being directly coded to this G/L code. This code then becomes a 'Header Code' and will display with a pink background on analysis code look up screens.
No GST	Tick this field if transactions posting to this G/L code are exempt GST
On Dashboard List	Tick this field to add this G/L code to the Dashboard
Closing	Closing balance for the current period. Includes sub accounts.
Totals	Shows the MTD, YTD and HTD (last 12 months) totals for transactions posted directly to this analysis code and the totals including sub accounts.
Notes tab	Enter any internal notes about this analysis code

Check Code

Once the code has been used, the option 'Check Code' at the bottom right of the window can be activated. This option assists in rectifying unbalanced transactions if you find the Month End Reconciliation is not balanced

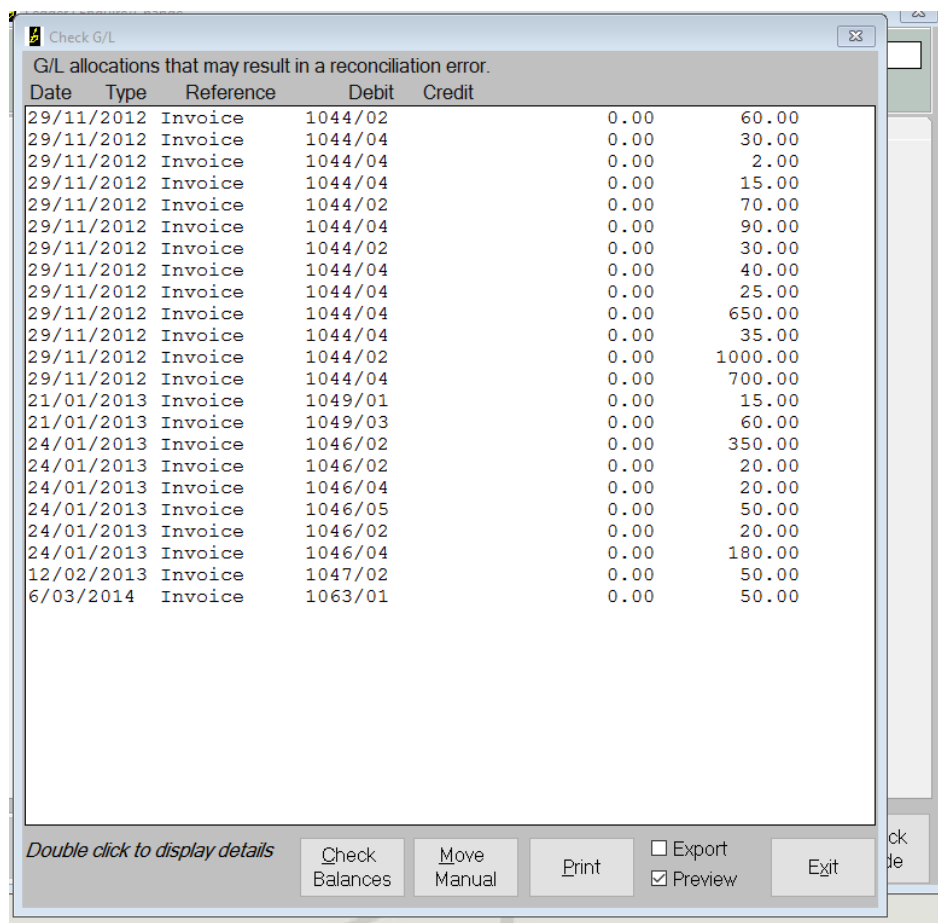


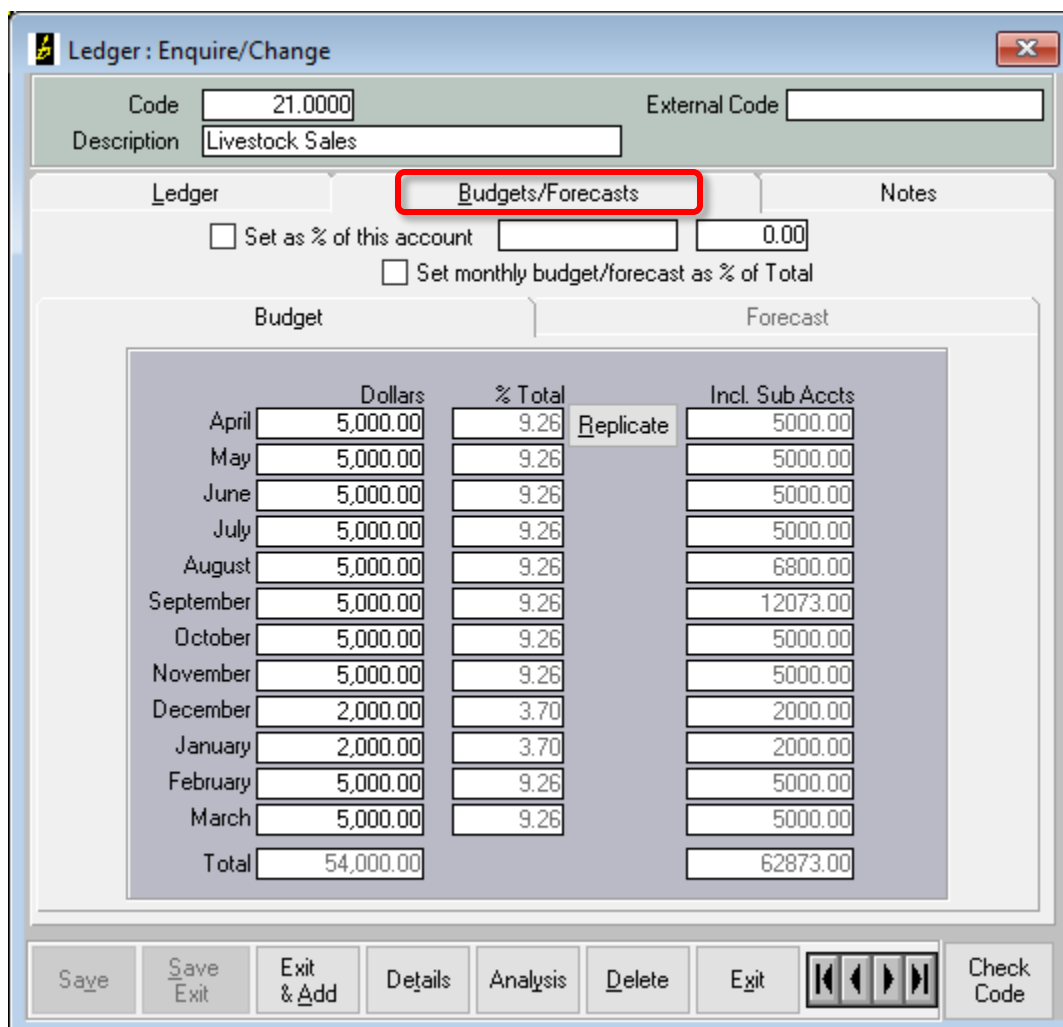
Figure 2: Check Code

Field	Description
Check Balances	Click this option for a list of unbalanced transactions for this code
Load List / Move Manual	Click to Validate the transactions. Any transactions that may result in a reconciliation error will be displayed. Check the Pen Category debit/credit codes for possible errors and fix manually
Print	Print the List or tick Export to export to Excel, TXT or PDF file

Budgets tab

Click on the **Budgets/Forecasts** tab to review or edit the details.

Budgets are set by month and the P & L Report may have Budgets printed.



Ledger : Enquire/Change

Code: 21.0000 External Code:

Description: Livestock Sales

Budgets/Forecasts

☐ Set as % of this account 0.00

☐ Set monthly budget/forecast as % of Total

	Budget	Forecast	Incl. Sub Accts
April	5,000.00	9.26	5000.00
May	5,000.00	9.26	5000.00
June	5,000.00	9.26	5000.00
July	5,000.00	9.26	5000.00
August	5,000.00	9.26	6800.00
September	5,000.00	9.26	12073.00
October	5,000.00	9.26	5000.00
November	5,000.00	9.26	5000.00
December	2,000.00	3.70	2000.00
January	2,000.00	3.70	2000.00
February	5,000.00	9.26	5000.00
March	5,000.00	9.26	5000.00
Total	54,000.00		62873.00

Buttons: Save, Save Exit, Exit & Add, Details, Analysis, Delete, Exit, Check Code

Figure 3: Budgets

Field	Description
Set as % of this account	Tick to set the budget as a percentage of another account, then enter the account GL code and the percentage.
Set Monthly budget...	If ticked allows entry of the Total and the % Total columns. Otherwise, enter the monthly budget values
Print	Print the List or tick Export to export to Excel, TXT or PDF file

Import/Export Budgets

Proposed Budgets can be exported to a file that can be opened in Excel for importing as a new set of budgets.

Livestock Office main menu > File > Administrator Utilities > +Financial > Export/Import G/L Budgets

Click [run now](#) then Yes on the confirmation window that appears, to open the GL Budget Export Import screen:

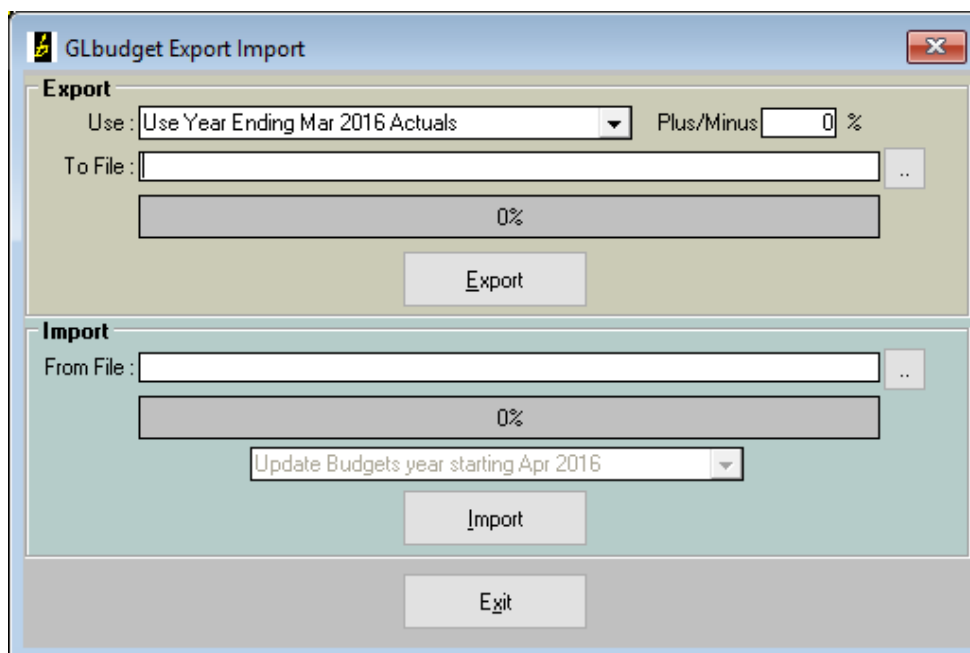
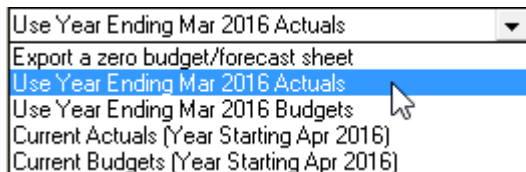


Figure 4: GL Budget Export Import

Field	Description
Export Use	Click the drop down arrow to select the values to export: <div data-bbox="712 1436 1234 1606" data-label="Image">  </div>
To File	Click the ... button to browse for a file location and name
Export button	Click to generate the CSV file. The Export file can be worked on to adjust the figures as required. Save any changes made. Note: <ul style="list-style-type: none"> Do NOT change the order of the columns. If you change to order of the columns, you will not be able to successfully import the file.

Field	Description
Import	*** DO A BACKUP BEFORE IMPORTING A NEW BUDGET ***
From File	Click the ... button to located the saved budget file name and click Open
Import button	Click to import the Budget figures

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Code	Description	% or \$	July	August	September	October	November	December	January	February	March	April	May	June	Total\$
2	21	Cattle Sales	\$	620113.1	388814	208503.1	838883.9	605383	696765.1	507048	1013675	738184.6	521039	298628	456977.2	6894014
3	21.5	Sheep Sales	\$	0	0	23681	942	9308	1251.88	0	4411.23	0	144.99	5760	776	46275.1
4	22	Grazing Sales	\$	7203.41	6526.81	6102.32	7203.41	6526.81	7203.41	6102.32	6526.81	7203.41	6106.77	6525.92	6102.32	79333.72
5	23	Commission Receivable	\$	0	0	0	0	0	0	0	0	0	0	0	0	0
6	24.0001	Works Headage - AB	\$	5925	7291.5	5637.52	6952.5	9186.01	12239	26328	27310.48	23401	9383	21315	19557	174526
7	24.1	Works Headage - JS	\$	1452	1412	2448	828	1581.77	2293	2138.5	2658	5450	646.3	3219.3	3104	27230.87
8	25	Professional Services	\$	0	0	0	0	0	0	0	0	0	0	0	0	0
9	26	Sundry Income	\$	0	0	0	150	0	0	0	0	0	0	0	0	150

Figure 5: Editing the File in Excel

Setting Budgets with Departments

Livestock Office main menu > Ledger > Analysis Codes > Department Totals tab

To set each department separately:

Click on the dept line and enter the dollar amount, or tick Set Budgets as % of Total and enter percentages.

To set all departments as part of the whole:

On Department Totals tab, tick the Set Dept budgets as % of Consolidated and save.

Click on Budgets tab and enter either dollars or tick Set Budgets as % of Total and enter Total and percentages.

On each GL department, set the percentage of the total.

Livestock Office main menu > File > Administrator Utilities > +Financial > Import G/L Dept Budgets

Imports a G/L department budget from an excel file.

Row 1 has dept code. Row 2 is headings. Row 3 is gl code, description, m1..m12 where m1 is budget for first month in financial year

Window Control Buttons

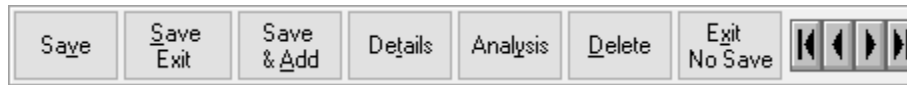



Figure 6: Window Control Buttons

Button	Description
Save Save Exit Save & Add	Saves the current record. Saves and closes the current window. Saves and opens an empty ADD window.
Details	Click to access the details for this analysis codes for reporting or to drill down into the data associated with this analysis code. Transaction details: <ul style="list-style-type: none"> Detail Line - Cashbook Other lines Creditor Splits Debtor Splits Allocation 3 (in chronological order) Allocation 4 (in reverse chronological order - most recent first) Sale Transaction - all sale transactions using this analysis code for the vendor Links to other items in the database: <ul style="list-style-type: none"> Bank Account Creditor Debtor Employee (requires the optional payroll module) Pay Type (requires the optional payroll module) Pen Category Sub Accounts
Analysis	Click to access the Monthly and Weekly Statistics for this analysis code.
Delete	Deletes the current Analysis Code. <i>Note:</i> <ul style="list-style-type: none"> All transactions and links must be removed first.
Exit / Exit No Save	Close the window.
	Go to: First / Previous / Next / Last record.