

Livestock Office – GL Departments

11/10/2017

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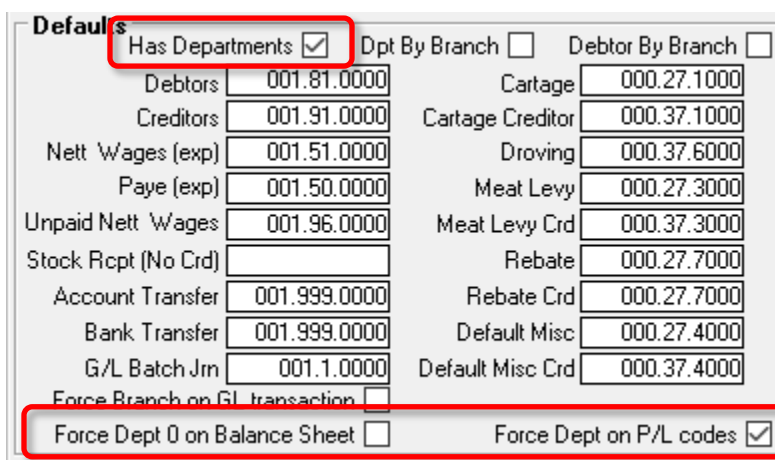
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GL Departments

GL Departments can be used to provide individual department as well as consolidated Profit & Loss and Balance Sheet reports.

Once enabled, GL codes throughout the system are prefixed with a numerical department code.

GL Departments are enabled via the **Company Details** on the **GL Defaults** tab.



Defaults			
Has Departments	<input checked="" type="checkbox"/>	Dpt By Branch	<input type="checkbox"/>
Debtor By Branch	<input type="checkbox"/>		
Debtors	001.81.0000	Cartage	000.27.1000
Creditors	001.91.0000	Cartage Creditor	000.37.1000
Nett Wages (exp)	001.51.0000	Droving	000.37.6000
Paye (exp)	001.50.0000	Meat Levy	000.27.3000
Unpaid Nett Wages	001.96.0000	Meat Levy Crd	000.37.3000
Stock Rcpt (No Crd)		Rebate	000.27.7000
Account Transfer	001.999.0000	Rebate Crd	000.27.7000
Bank Transfer	001.999.0000	Default Misc	000.27.4000
G/L Batch Jm	001.1.0000	Default Misc Crd	000.37.4000
Force Branch on GL transaction	<input type="checkbox"/>		
Force Dept 0 on Balance Sheet	<input type="checkbox"/>	Force Dept on P/L codes	<input checked="" type="checkbox"/>

Figure 1: Company Details GL Defaults

Tick Has Departments

The options **Force Dept 0 on Balance Sheet** and **Force Dept on P/L Codes** become available to tick.

Ticking **Force Dept 0 on Balance Sheet** will show the consolidated account on the Balance Sheet while leaving it unticked will show by Department on the Balance Sheet.

Ticking **Force Dept on P/L Codes** prevents use of department 0 on invoices.

Once enabled the GL Department menu options become visible under the **Ledger** menu:

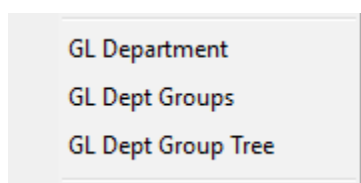


Figure 2: GL Department Menus

GL Department Groups

Groups are optional, but do allow added reporting flexibility since you can report by individual department or by department group.

Livestock Office main menu > Ledger > GL Dept Groups

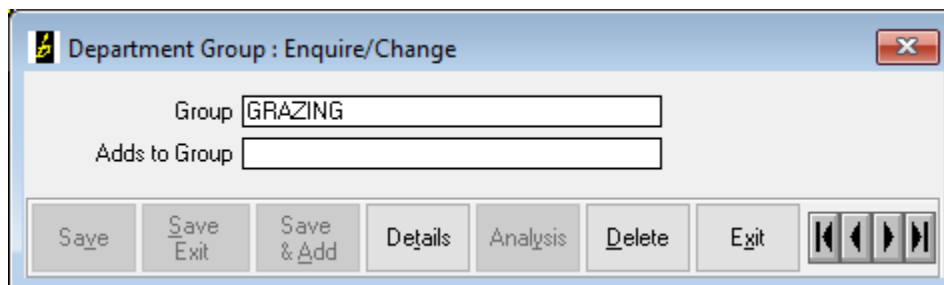


Figure 3: GL Department Group

Field	Description
Group	Up to 30 characters. Name of the department group.
Adds to Group	Enter the group if this department adds to another department group. Double click or F8 for a list to pick from.
Details button	Click to access the Departments and Department Sub Groups that belong to this group.

GL Department Setup

Livestock Office main menu > Ledger > GL Department

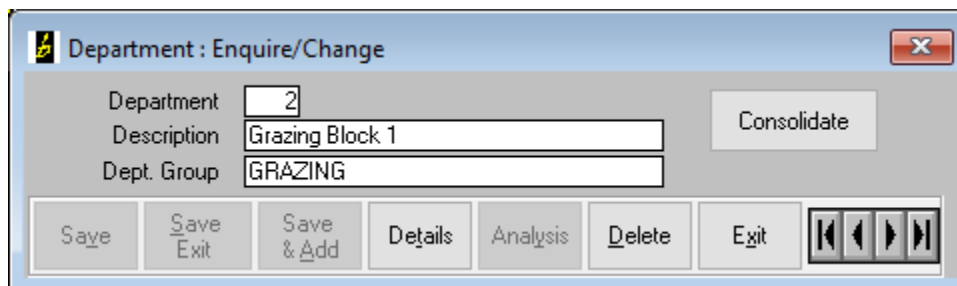


Figure 4: GL Department

Field	Description
Department	Numerical value between 1-999 <i>Note</i> <ul style="list-style-type: none"> If using Force Dept on P/L Codes It is recommended to use Department 1 as your default or main department.
Description	Up to 30 characters. Enter the description of the department.
Dept. Group	Enter the group if this department adds a department group.
Consolidate button	Click to merge this department with another department. All transactions from the other department will be moved to the currently open department.
Details button	Access the GL Analysis Codes (by Analysis Code or External Code) to be able to drill down into the allocations for this department.

GL Department Tree

Livestock Office main menu > Ledger > GL Dept Group Tree

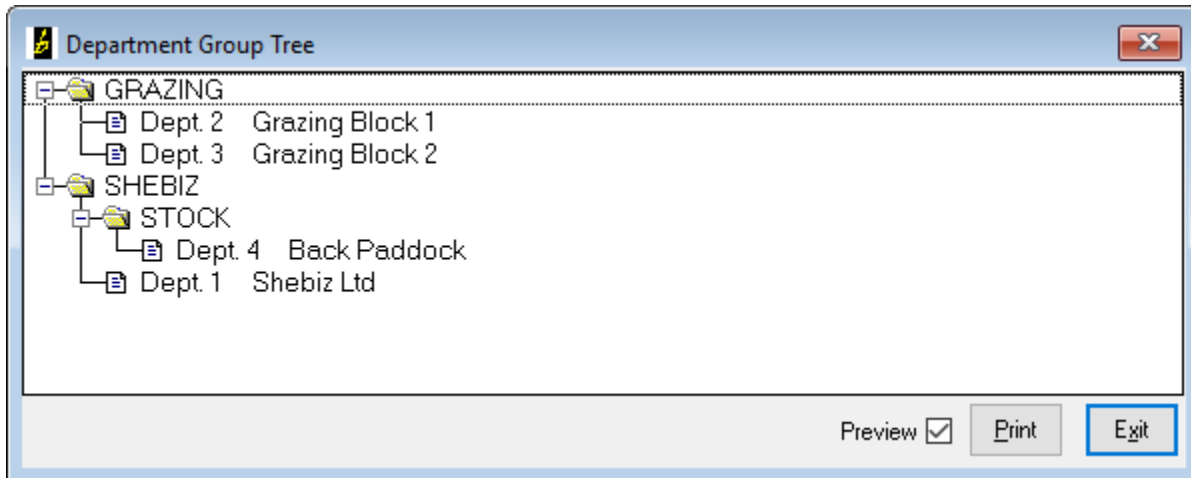


Figure 5: GL Dept Group Tree

Displays the Tree structure of the Departments and Groups defined.

Double click on any item to open it.

Using GL Departments

By Debtor and Creditor

GL Departments can be used on Debtors and Creditors to assign individual clients to specific departments.

Set the default department in the **Company Details > GL Defaults** for Debtor and Creditor.

We recommend using **001** as the default department.

Set the default Sale Specific GL Default departments to **000** (no department)

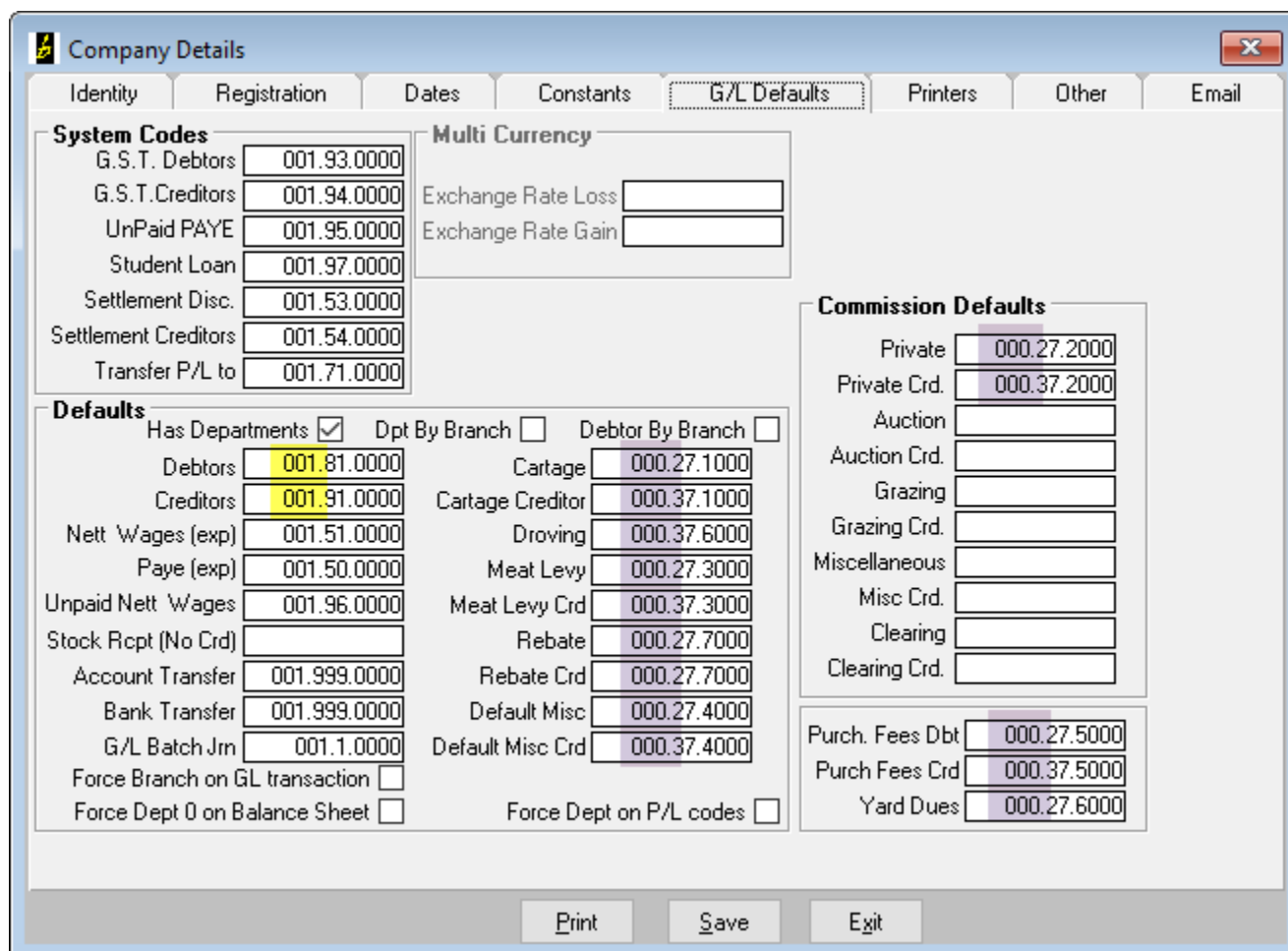


Figure 6: Company Details GL Defaults

Set the Vendor and Purchaser Analysis on Pen Categories to 000 (no department).

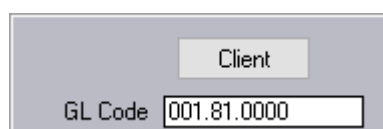
Using this setup, the department used on invoice splits for invoices generated from sales will be set to that of the Debtor (Purchaser) or Creditor (Vendor).

This means that ALL invoice lines will be posted to the department of the Debtor or Creditor.

To change a client's department, open the Client record from **People > Clients**

Click on the **Debtor** button to open the debtor record and set the correct department on the GL Code.
Click **Exit** to return to the Client screen, then click on the **Creditor** button to set the correct department.

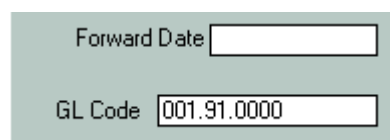
The GL Code located under on both Debtor and Creditor screens about half way down on the right-hand side:



Client

GL Code 001.81.0000

Figure 7: Debtor screen



Forward Date

GL Code 001.91.0000

Creditor screen

Where GL departments exist and a debtor or creditor is linked to a Department, this will show in the **GL Tree**, with folders for the relevant departments:

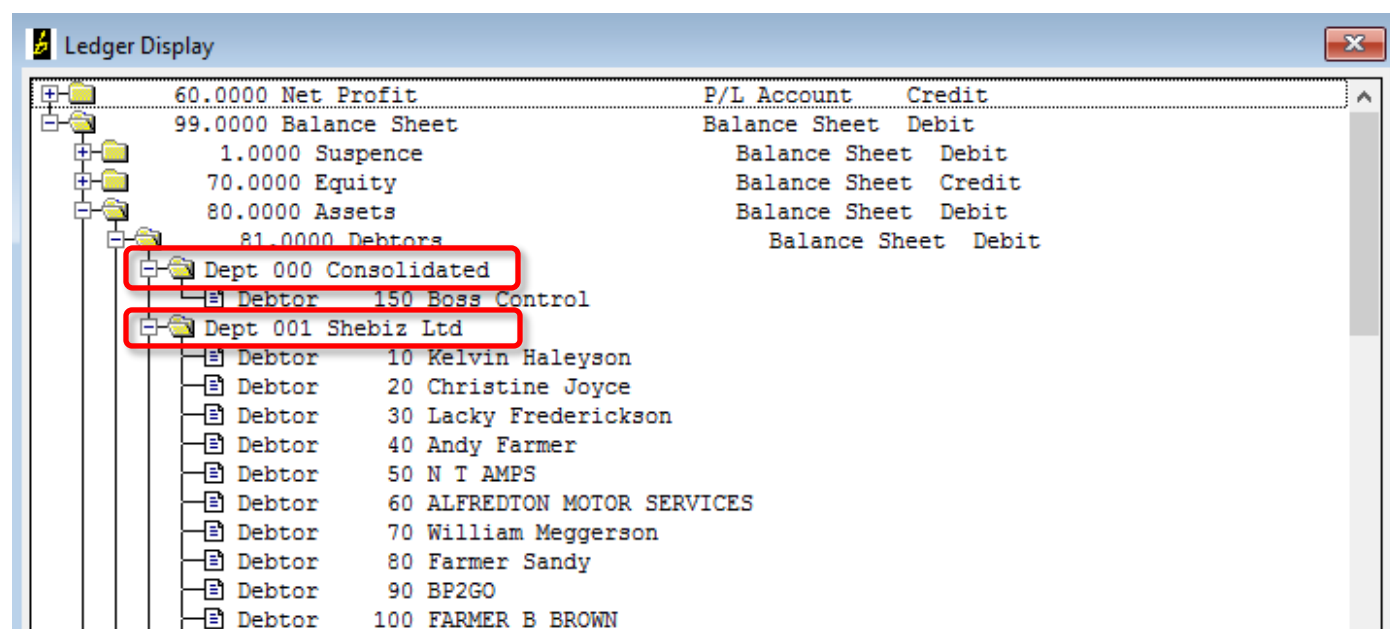
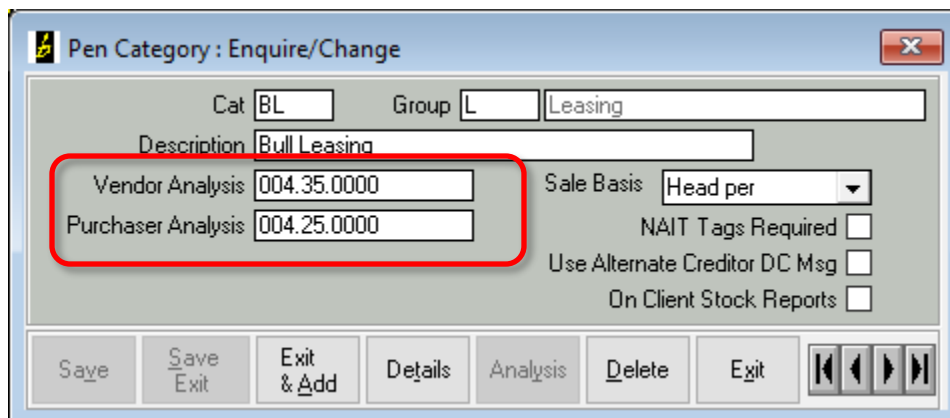


Figure 8: Departments on the GL Tree

By Pen Category

GL Departments can also be used on Pen Categories.

Livestock Office main menu > Sales > Pen Categories



Pen Category: Enquire/Change

Cat: BL Group: L Leasing

Description: Bull Leasing

Vendor Analysis: 004.35.0000

Purchaser Analysis: 004.25.0000

Sale Basis: Head per

NAIT Tags Required: ☐

Use Alternate Creditor DC Msg: ☐

On Client Stock Reports: ☐

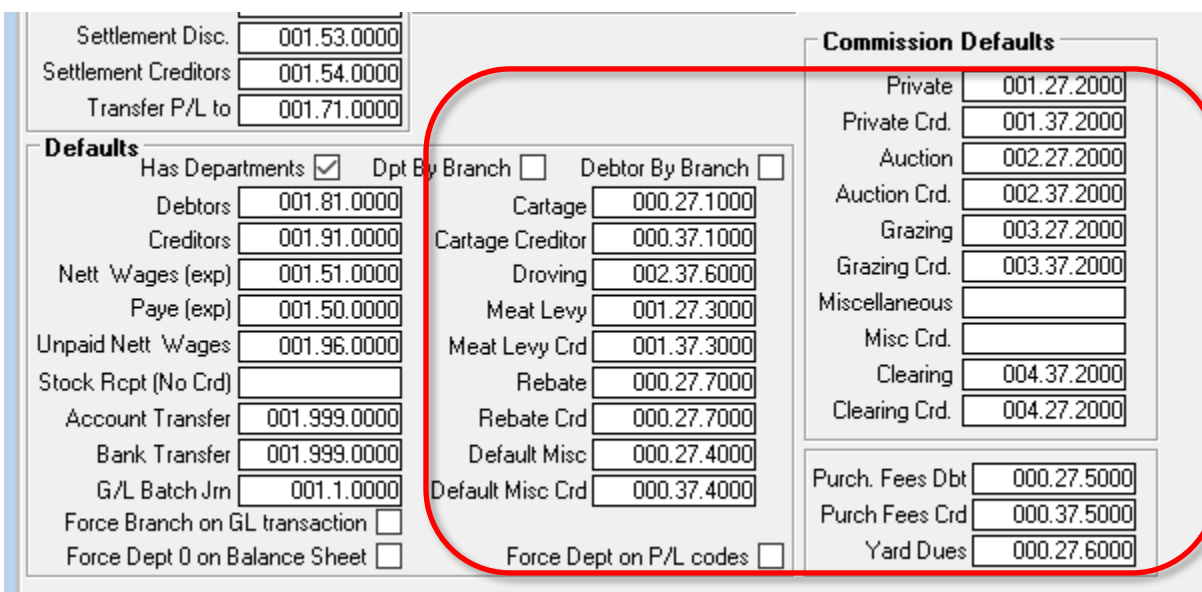
Buttons: Save, Save Exit, Exit & Add, Details, Analysis, Delete, Exit

Figure 9: Pen Category GL Codes

The department set on the Pen Category will overwrite the Creditors department on Creditor Invoice lines generated from a Sale.

If the Debtors and Creditors have no department, the GL Code for the Purchase and Sale lines on the respective invoices will honour the pen category department.

The other invoice lines, such as Commission, Cartage, Miscellaneous Charges etc, will honour the department set on the Company Details > GL Defaults for the respective item.



Settlement Disc.: 001.53.0000

Settlement Creditors: 001.54.0000

Transfer P/L to: 001.71.0000

Defaults

Has Departments: ☒ Dpt By Branch: ☐ Debtor By Branch: ☐

Debtors: 001.81.0000

Creditors: 001.91.0000

Nett Wages (exp): 001.51.0000

Paye (exp): 001.50.0000

Unpaid Nett Wages: 001.96.0000

Stock Rcpt (No Crd):

Account Transfer: 001.999.0000

Bank Transfer: 001.999.0000

G/L Batch Jm: 001.1.0000

Force Branch on GL transaction: ☐

Force Dept 0 on Balance Sheet: ☐

Commission Defaults

Private: 001.27.2000

Private Crd.: 001.37.2000

Auction: 002.27.2000

Auction Crd.: 002.37.2000

Grazing: 003.27.2000

Grazing Crd.: 003.37.2000

Miscellaneous:

Misc Crd.:

Clearing: 004.37.2000

Clearing Crd.: 004.27.2000

Purch. Fees Dbt: 000.27.5000

Purch Fees Crd: 000.37.5000

Yard Dues: 000.27.6000

Cartage: 000.27.1000

Cartage Creditor: 000.37.1000

Droving: 002.37.6000

Meat Levy: 001.27.3000

Meat Levy Crd: 001.37.3000

Rebate: 000.27.7000

Rebate Crd: 000.27.7000

Default Misc: 000.27.4000

Default Misc Crd: 000.37.4000

Force Dept on P/L codes: ☐

Figure 10: Sale Specific GL Code Defaults

By Sale

You can set the department on sales.

This setting will override any department setting on the client or pen category and cause ALL the debtor and creditor invoice lines to be allocated to the specified department.

The Department is set on the Sale Options screen:



Print Outstanding Invoice List Invoice ☒ Preview
☐ Export

Logo
Default  Reset Exit

GL Dept
3 Grazing

Figure 11: Department on Sale Options

Summary

Dept set on:	Invoice Lines
Creditor	<ul style="list-style-type: none"> Sale transaction lines will use the department setting on the Creditor. Miscellaneous Charges line will use the department set on the vendor screen unless this is 000, in which case the Creditors department will be used. Other lines such as Yard Dues, Purchaser Dues, Meat Board Levy etc will use the default in Company Details if this is NOT 000, otherwise the Creditors department will be used. N.B. payments use the Crd default, charges use the Dbt default. Commission lines on a Vendor Invoice will use the Commission default (not Crd) in Company Details for the appropriate sale type if this is NOT 000, otherwise the Creditors department will be used. Commission lines on an Agent invoice will use the Commission Crd default in Company Details for the appropriate sale type if this is NOT 000, otherwise the Agents Creditor department will be used.
Debtor	All invoice lines will use the department set on the Debtor.
Pen Category	<ul style="list-style-type: none"> Vendor Invoices - Sale transaction lines on the vendor's buyer generated invoice will use the Vendor Analysis code set on the pen category, regardless of the department setting on the Creditor. Purchaser Invoices - Sale transaction lines on the purchaser's debtor invoice will use the Purchaser Analysis code set on the pen category only if the Debtor does NOT have a department set, otherwise the Debtor's department will be used.
Sale	All Debtor and Creditor Invoice lines generated from the sale will use the department set on the Sale Options regardless of the settings on the Debtor, Creditor or Pen Category.

GL Reports

Livestock Office main menu > Ledger > GL Reports

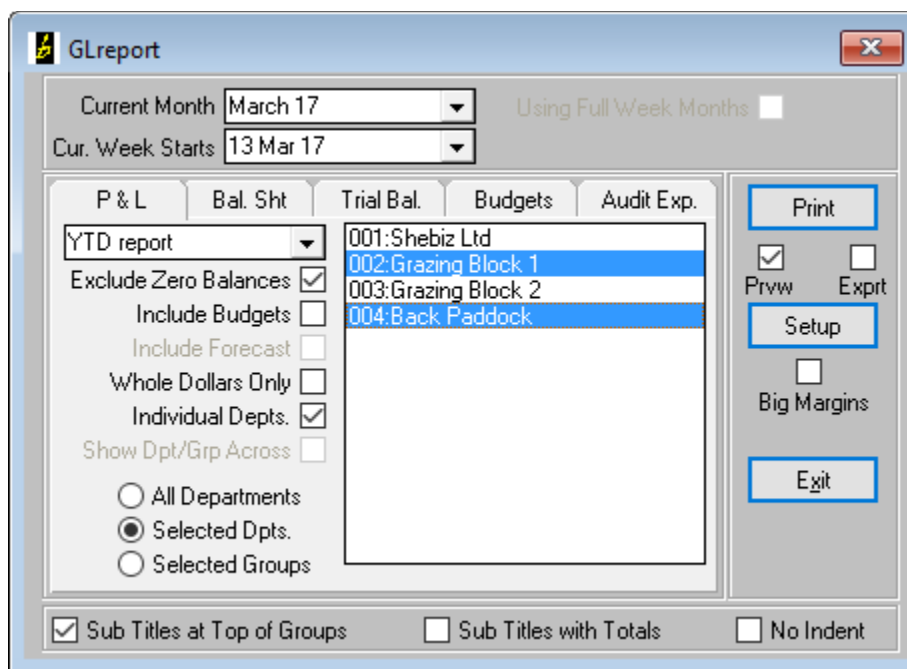


Figure 12: GL Report with Departments

If departments have been set up, additional options are available for the **P&L**, **Bal Sht** and **Budget** GL Reports.

If **Selected Dpts** or **Selected Groups** have been chosen, click in the list box to select the desired departments/groups.

Hold down the Shift Key to select a range, or hold down the Ctrl Key to select multiple departments/groups.

Department Option	Individual Departments	
	Ticked	Not Ticked
All Departments	Prints a separate GL Report for each department and a consolidated report for ALL depts. Does not include department 000.	Prints a single consolidated whole company GL Report including all departments and department 000. Only format that includes department 000.
Selected Dpts	Prints a separate GL Report for each department selected and a consolidated report for only the selected departments.	Prints a single consolidated GL Report for the selected departments.
Selected Groups	Prints a separate GL Report for each department within the selected Group/s, followed by a consolidated GL Report for each Group and lastly a consolidated GL Report for all the selected Groups.	Prints a separate consolidated GL Report for each selected group, followed by a consolidated GL Report for all the selected groups.

If **Individual Depts.** is NOT ticked and **Selected Dpts** or **Selected Groups** has been selected, then the **Show Dpt/Grp Across** tick box becomes enabled.

Tick to print up to 12 selected departments or groups to print across the page.

Eg:

PROFIT & LOSS REPORT				
Y.T.D. : Mar 2017				
Code Description	Consolidated	GRAZING	SHEBIZ	STOCK
21.0000 Livestock Sales	145,275	25,125	120,150	22,700
22.0000 Grazing Sales	5,543	841	4,701	487
27.1000 Cartage	30	30	0	0
27.2000 Commissions	772	500	272	188
27.3000 Meat Levy	4	0	4	4
27.5000 Purchase Fees	51	51	0	0
20.0000 Sales	151,674	26,647	125,027	23,379
27.7000 Rebates	41	41	0	0
31.0000 Livestock Purchases	139,660	20,000	119,660	3,750
32.0000 Grazing Purchases	5,130	443	4,687	0
37.1000 Cartage	30	0	30	0
37.2000 Commissions	4,560	0	4,560	0
37.3000 Meat Levy	4	4	0	0
37.4000 Default Misc Analysis	(10)	(10)	0	0
37.5000 Purchase Fees	52	0	52	2
30.0000 Cost of Sales	149,384	20,396	128,989	3,752
10.0000 Grs Profit	2,290	6,252	(3,962)	19,627
41.0000 Fuel and Oil	505	305	200	100
43.0000 Telephone	300	100	200	100
43.1000 Mobile	223	107	117	74
47.0000 Catering	65	0	65	0
40.0000 Expenses	1,093	511	582	274
60.0000 Net Profit	1,197	5,740	(4,543)	19,353

Figure 13: Show Dpt/Grp Across for Selected Groups