

Livestock Office – Native Accounting

12/04/2017

Contents

Native Accounting	2
General Ledger	3
G/L Codes	3
G/L Code Budgets	4
G/L Tree	5
G/L Journals	6
Bank Accounts	7
Bank Statements	8
Accounts Payable - Creditors	9
Creditor (Vendor) Invoices	9
Creditor Payments	9
Accounts Receivable - Debtors	10
Debtor (Supplier/Purchaser) Invoices	10
Clients	10
Cashbook	11
Standing Transactions	13

Native Accounting

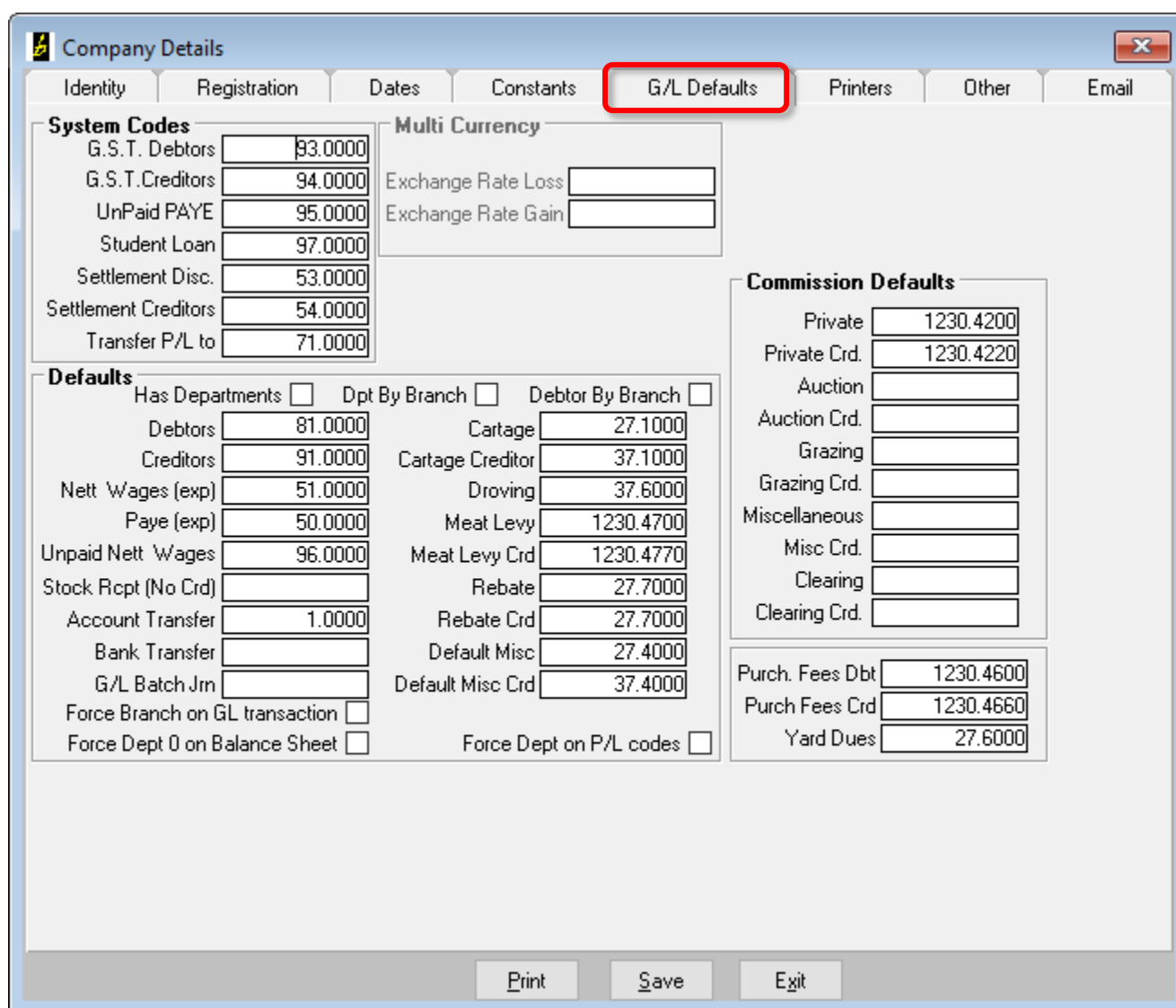
Native accounting in Livestock Office has four modules: General Ledger, Accounts Payable (Creditors), Accounts Receivable (Debtors) and Cashbook.

This covers the financial side of your business and manages your balance sheets and profit and loss accounts with a customisable tree structure. You can set up multiple bank accounts with bank statement reconciliation.

There is a comprehensive cashbook to facilitate all financial transactions and allocate them to specific invoices.

You can set up your general ledger (G/L) defaults from the G/L Defaults tab in Company Details.

Livestock Office main menu > File > Company Details > G/L Defaults



Company Details

Identity | Registration | Dates | Constants | **G/L Defaults** | Printers | Other | Email

System Codes

G.S.T. Debtors	93.0000
G.S.T. Creditors	94.0000
UnPaid PAYE	95.0000
Student Loan	97.0000
Settlement Disc.	53.0000
Settlement Creditors	54.0000
Transfer P/L to	71.0000

Multi Currency

Exchange Rate Loss	
Exchange Rate Gain	

Defaults

Has Departments ☐ Dpt By Branch ☐ Debtor By Branch ☐

Debtors	81.0000	Cartage	27.1000
Creditors	91.0000	Cartage Creditor	37.1000
Nett Wages (exp)	51.0000	Droving	37.6000
Paye (exp)	50.0000	Meat Levy	1230.4700
Unpaid Nett Wages	96.0000	Meat Levy Crd	1230.4770
Stock Rcpt (No Crd)		Rebate	27.7000
Account Transfer	1.0000	Rebate Crd	27.7000
Bank Transfer		Default Misc	27.4000
G/L Batch Jrn		Default Misc Crd	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 type="checkbox"/>

Commission Defaults

Private	1230.4200
Private Crd.	1230.4220
Auction	
Auction Crd.	
Grazing	
Grazing Crd.	
Miscellaneous	
Misc Crd.	
Clearing	
Clearing Crd.	
Purch. Fees Dbt	1230.4600
Purch Fees Crd	1230.4660
Yard Dues	27.6000

Print | Save | Exit

Figure 1: G/L Defaults in Company Details

General Ledger

The General Ledger module operates at real time and is fully integrated with all other Livestock Office modules. This leads to automatic reconciliation to accounts receivable, accounts payable and cashbook. It has a simple, customisable tree structure that allows for flexibility. You can add multiple bank accounts and reconcile bank statements. You can set up standing transactions for both General Ledger and Bank accounts.

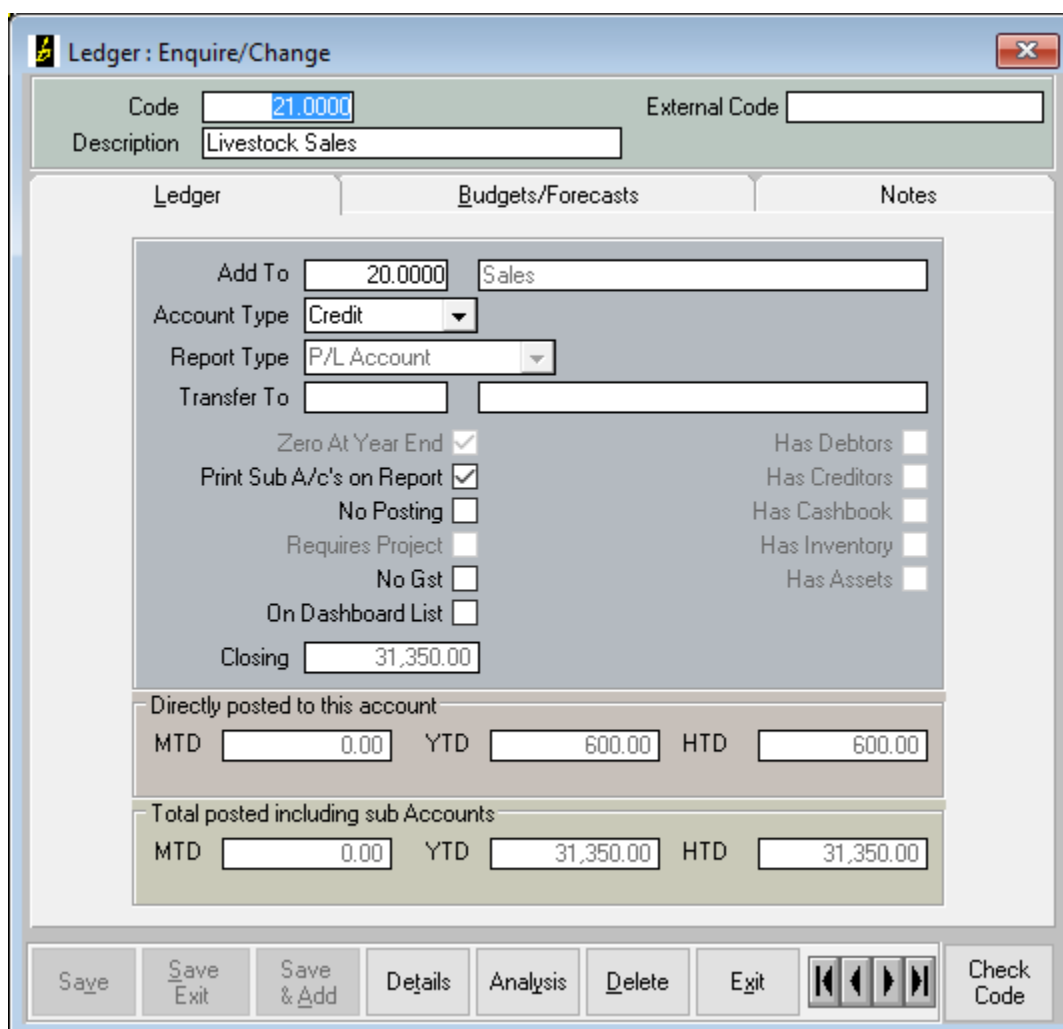
There are many reports that can be used through the General Ledger giving you the information required. You can also custom design reports to gain the information you need. There is also simple Profit & Loss, Balance Sheet and Trial Balance reporting.

G/L Codes

Livestock Office main menu > Ledger > Analysis Codes

You can set up and see what code it adds to on the tree. You can set whether it's a debit or credit and what report it should go on.

There is also a Check Code button that will list transactions against that code which might cause errors with reconciliation.



Ledger: Enquire/Change

Code: 21.0000 External Code:
Description: Livestock Sales

Ledger Budgets/Forecasts Notes

Add To: 20.0000 Sales
Account Type: Credit
Report Type: P/L Account
Transfer To:
Zero At Year End: ☒
Print Sub A/c's on Report: ☒
No Posting: ☐
Requires Project: ☐
No Gst: ☐
On Dashboard List: ☐
Closing: 31,350.00
Has Debtors: ☐
Has Creditors: ☐
Has Cashbook: ☐
Has Inventory: ☐
Has Assets: ☐

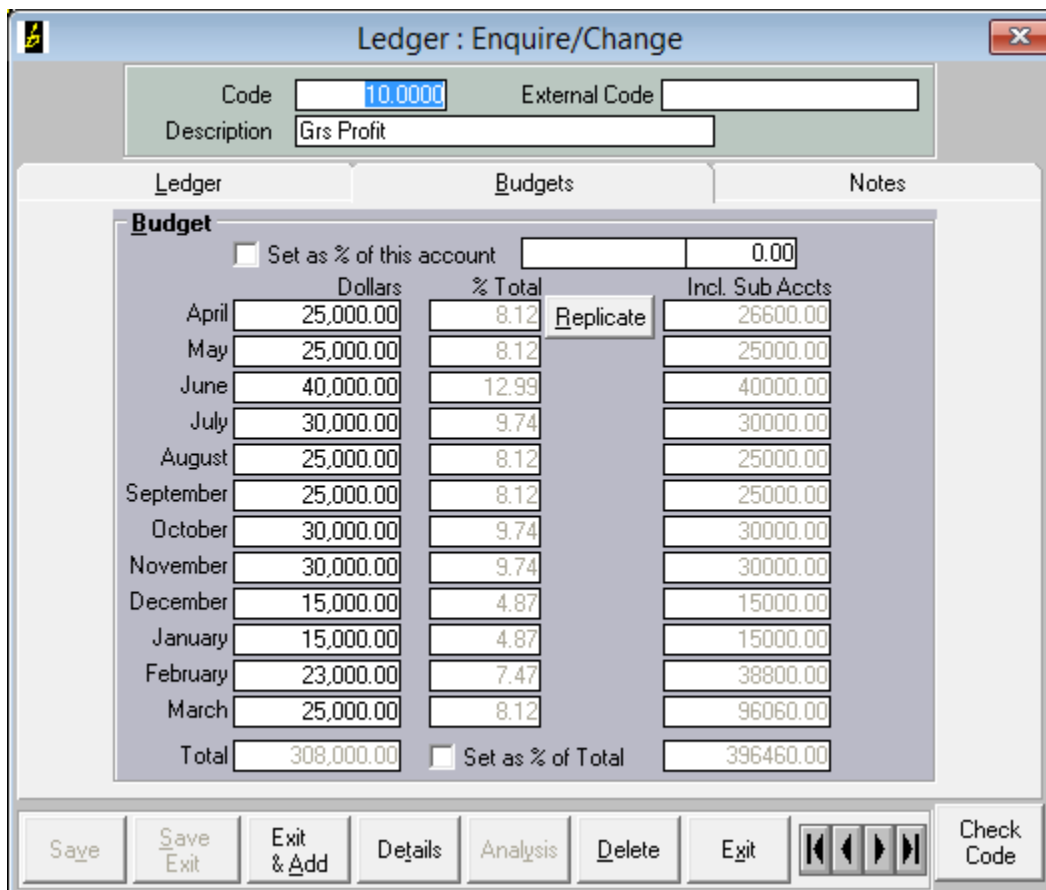
Directly posted to this account
MTD: 0.00 YTD: 600.00 HTD: 600.00
Total posted including sub Accounts
MTD: 0.00 YTD: 31,350.00 HTD: 31,350.00

Save Save Exit Save & Add Details Analysis Delete Exit Check Code

Figure 2: G/L Code

G/L Code Budgets

Livestock Office main menu > Ledger > Analysis Codes > Budgets tab



Ledger : Enquire/Change

Code: **10.0000** External Code:

Description: **Grs Profit**

Budget

☐ Set as % of this account

	Dollars	% Total	Incl. Sub Accts
April	25,000.00	8.12	26600.00
May	25,000.00	8.12	25000.00
June	40,000.00	12.99	40000.00
July	30,000.00	9.74	30000.00
August	25,000.00	8.12	25000.00
September	25,000.00	8.12	25000.00
October	30,000.00	9.74	30000.00
November	30,000.00	9.74	30000.00
December	15,000.00	4.87	15000.00
January	15,000.00	4.87	15000.00
February	23,000.00	7.47	38800.00
March	25,000.00	8.12	96060.00
Total	308,000.00		396460.00

☐ Set as % of Total

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

Figure 3: G/L Code Budgets

The budget tab on the G/L Code screen allows you to set budgets for the code.

You can then see what the actual amounts were.

The % Total is the budget month amount in regards to the total budget amount.

G/L Tree

Livestock Office main menu > Ledger > G/L Tree

This allows you to see your G/L Codes in a tree format.

You can print this report with options to include customers, suppliers and employees (requires the payroll module).

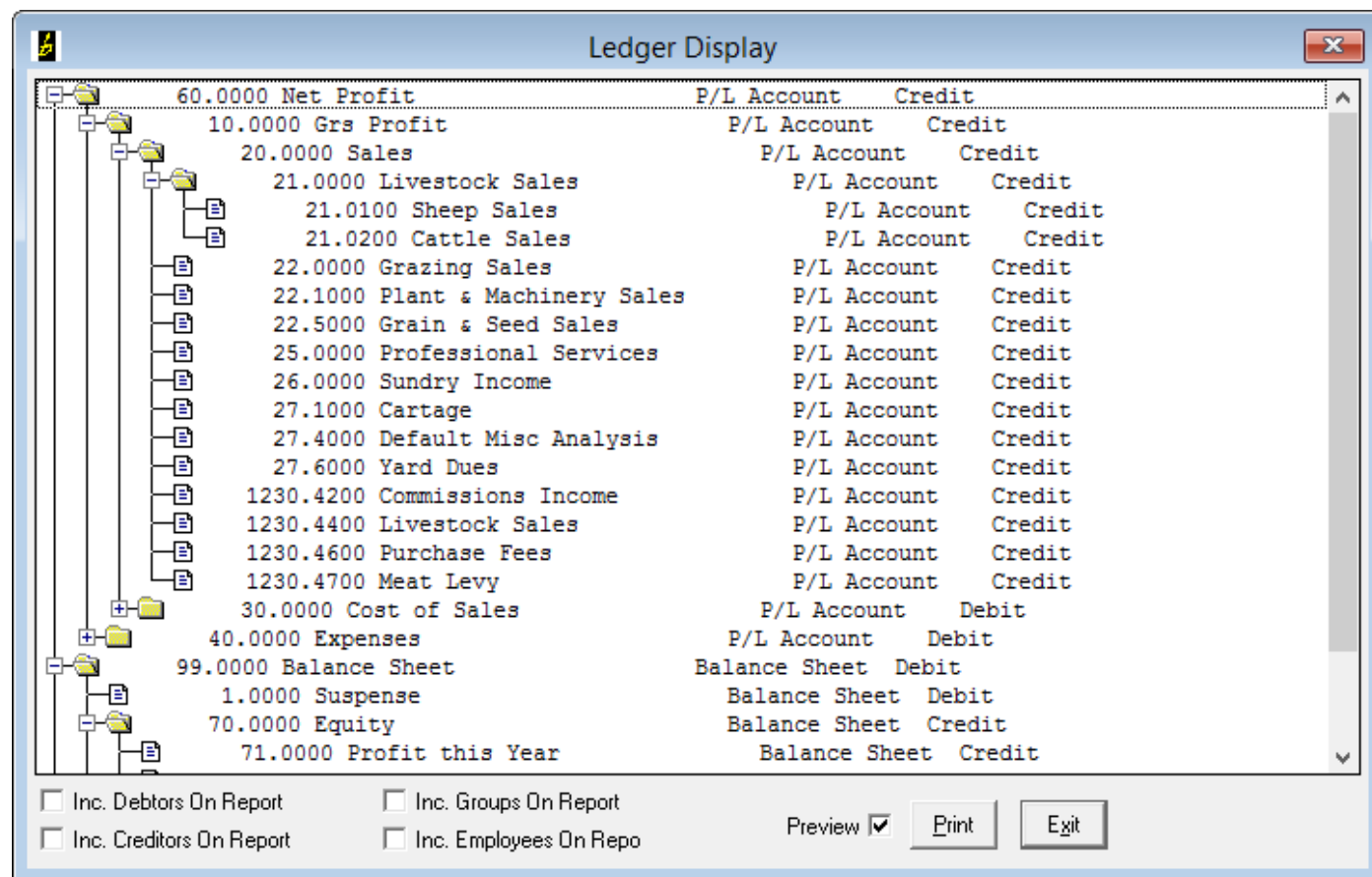
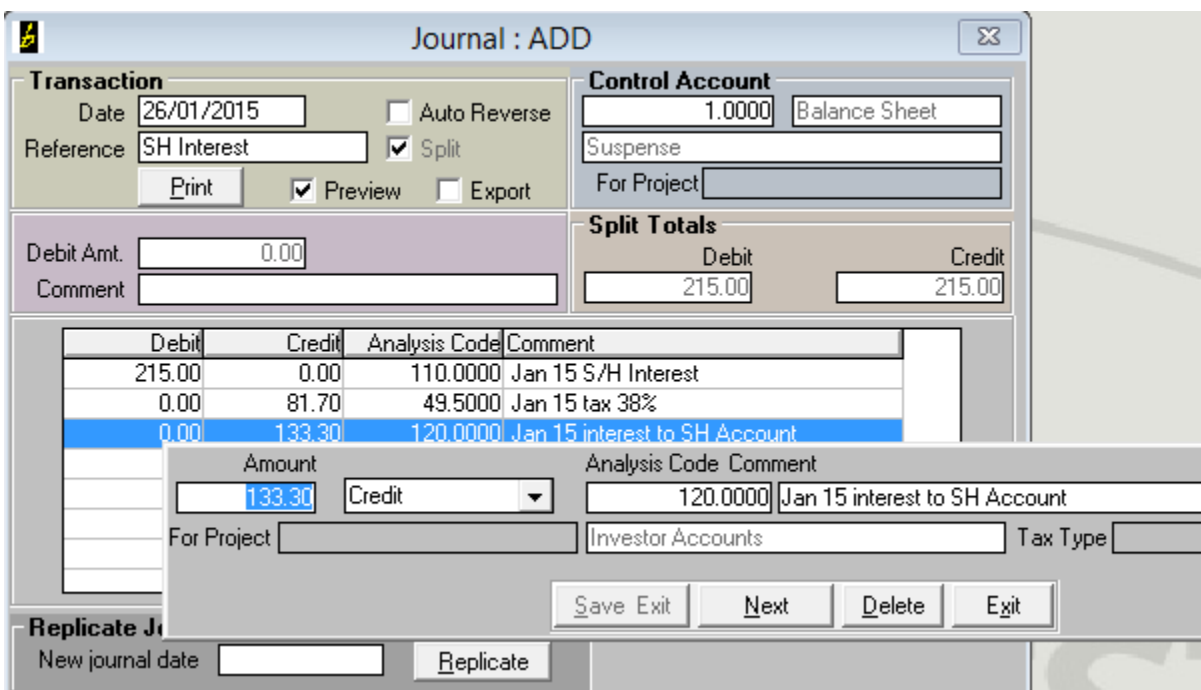


Figure 4: G/L Tree

G/L Journals

Livestock Office main menu > Ledger > G/L Journals



Journal : ADD

Transaction
Date: 26/01/2015 ☐ Auto Reverse
Reference: SH Interest ☒ Split
Print ☒ Preview ☐ Export

Control Account
1.0000 Balance Sheet
Suspense
For Project:

Split Totals

Debit	Credit
215.00	215.00

Debit Amt. 0.00
Comment:

Debit	Credit	Analysis Code	Comment
215.00	0.00	110.0000	Jan 15 S/H Interest
0.00	81.70	49.5000	Jan 15 tax 38%
0.00	133.30	120.0000	Jan 15 interest to SH Account

Amount: 133.30 Credit
Analysis Code: 120.0000 Comment: Jan 15 interest to SH Account
For Project: Investor Accounts Tax Type:

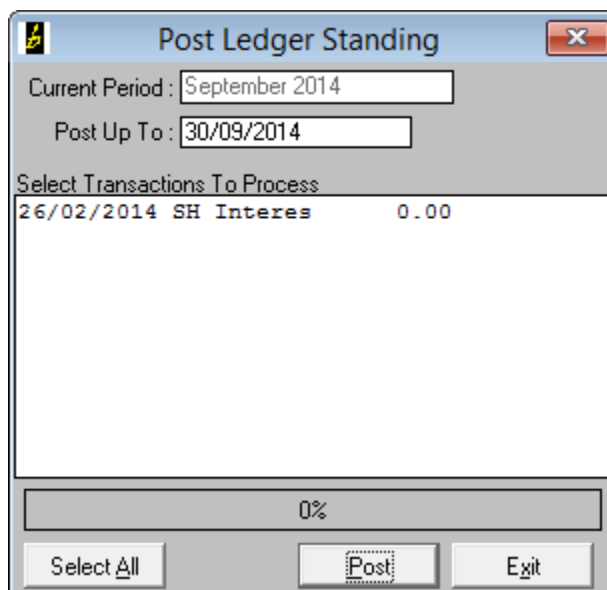
Replicate J
New journal date: Replicate

Save Exit Next Delete Exit

Figure 5: G/L Journal

G/L Journals can also be set up as Standing G/L Transactions.

You can then post your standing G/L transactions up to a certain date and select which ones to process:



Post Ledger Standing

Current Period: September 2014
Post Up To: 30/09/2014

Select Transactions To Process

26/02/2014	SH Interes	0.00
------------	------------	------

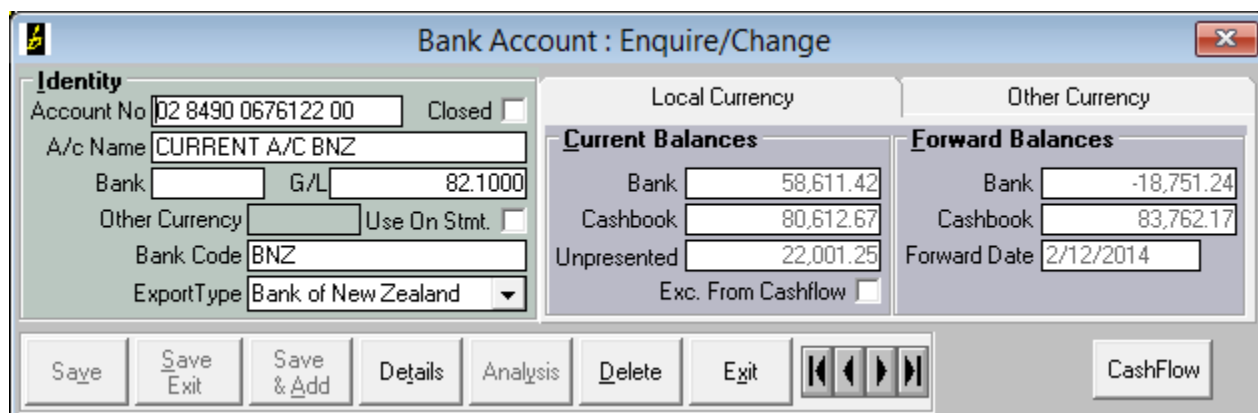
0%

Select All Post Exit

Figure 6: Post Standing Ledger Journals

Bank Accounts

Livestock Office main menu > Cashbook > Bank Accounts



Bank Account : Enquire/Change

Identity		Local Currency	Other Currency
Account No	02 8490 0676122 00	Closed <input type="checkbox"/>	
A/c Name	CURRENT A/C BNZ		
Bank	G/L 82.1000		
Other Currency	Use On Stmt. <input type="checkbox"/>		
Bank Code	BNZ		
ExportType	Bank of New Zealand		

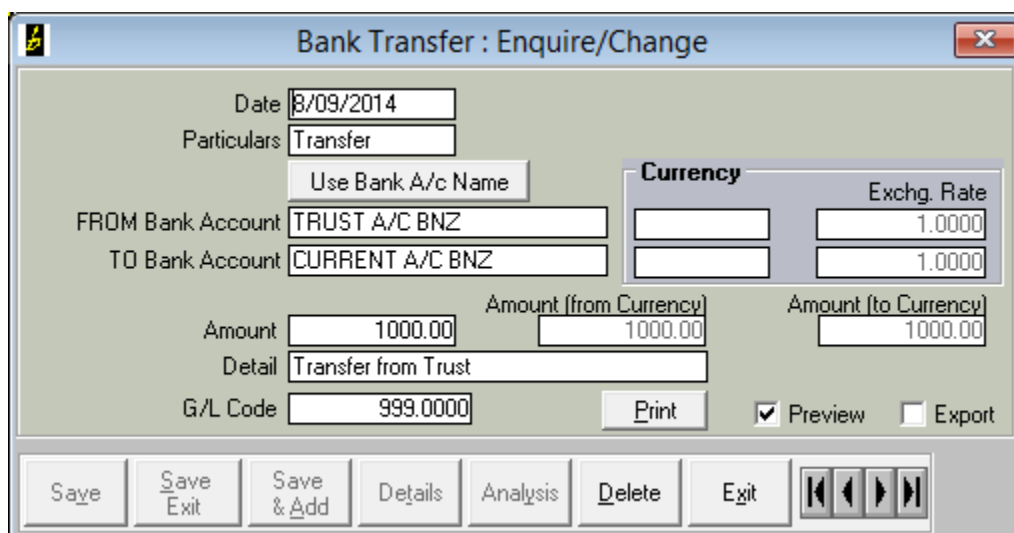
Current Balances		Forward Balances	
Bank	58,611.42	Bank	-18,751.24
Cashbook	80,612.67	Cashbook	83,762.17
Unpresented	22,001.25	Forward Date	2/12/2014
Exc. From Cashflow	<input type="checkbox"/>		

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

Figure 7: Bank Account

There is an option to transfer money between bank accounts:

Livestock Office main menu > Cashbook > Bank Transfer



Bank Transfer : Enquire/Change

Date: 8/09/2014
Particulars: Transfer
Use Bank A/c Name ☐

FROM Bank Account: TRUST A/C BNZ
TO Bank Account: CURRENT A/C BNZ

Currency		Exchg. Rate
		1.0000
		1.0000

Amount: 1000.00
Amount (from Currency): 1000.00
Amount (to Currency): 1000.00

Detail: Transfer from Trust
G/L Code: 999.0000

Buttons: Save, Save Exit, Save & Add, Details, Analysis, Delete, Exit, Print, Preview, Export

Figure 8: Bank Transfer

Bank Statements

Livestock Office main menu > Cashbook > Bank Statements

You can enter and reconcile your bank statements.

You select the date range, check the opening balance and enter the closing balance. Then you can select a transaction and click the arrow to move it from the unrepresented list to the included list:

Bank Statement : Enquire/Change
X

Bank A/c Name CURRENT A/C BNZ

Date Entered 11/09/2014
Page 17
Use Other Currency ☐

From Date 1/09/2014
To Date 30/09/2014
Balanced ☒

Local Currency

Opening 58611.42
Closing 80612.67
Line 80612.67
Diff. 0.00

Currency
Opening 0.00
Closing 0.00
Line 1000.00
Diff. -1000.00

Included

5/09/2014	SANDY	-48930.81
7/09/2014	DEBTORS	25637.25
8/09/2014	DC	72766.25
8/09/2014	Transfer	1000.00
8/09/2014	Wages Cash	-1119.90
8/09/2014	PAY WAGES	-2218.29
10/09/2014	TONY POLLARD	-6747.13
14/09/2014	SUBARU	-450.00
15/09/2014	CREIDTORS	-14255.97
20/09/2014	CRED PAYMENTS	-1475.38
20/09/2014	CRU C	2300.00
21/09/2014	CRED PAYMENT	-11928.37
25/09/2014	RE-Pay	2323.00
28/09/2014	SUBARU	-450.00
30/09/2014	Cash	5800.60
30/09/2014	POWER	-250.00

Select Sort Order ▼

Deposits 109827.10
Withdrawals -87825.85

Unrepresented

6/10/2014	1081	390.00
10/10/2014	Advert	-25.00
12/10/2014	SUBARU	-450.00
15/10/2014	DISH	-391.00
21/10/2014	AMPS	-488.50
21/10/2014	DEPS	2829.00
21/10/2014	BANK FEES	-15.00
26/10/2014	SUBARU	-450.00
30/10/2014	POWER	-250.00
2/12/2014	DEP	2000.00

Select Sort Order ▼

Deposits ☒
Withdrawals ☒

Comment

Save Save Exit Exit & Add Details Analysis Delete Exit

◀ ▶ ◀▶ ▶◀

Preview ☒ Export ☐ Print Bank Rec. Report Add Tfer

Figure 9: Bank Statement

Accounts Payable - Creditors

Livestock Office main menu > Creditors

The Accounts Payable ledger lets you manage your vendors with multiple payment options and terms and multiple payment schedules on each invoice.

System defaults in the company details allow you to define the default payment terms.

Creditor (Vendor) Invoices

Creditor invoices are generated automatically from sales (auction, private, grazing, miscellaneous and clearing). You can also enter creditor invoices that are not associated with a sale.

Templates can be created for creditors with regular invoices eg power, phone, fuel and insurance suppliers.

There is also a facility to create a copy or a reverse of an existing invoice.

Creditor Payments

Individual payments can be made via the **Pay** button directly from the creditor screen.

Multiple payments can be made quickly via the **Batch Payments** option:

Livestock Office main menu > Creditors > Batch Payments

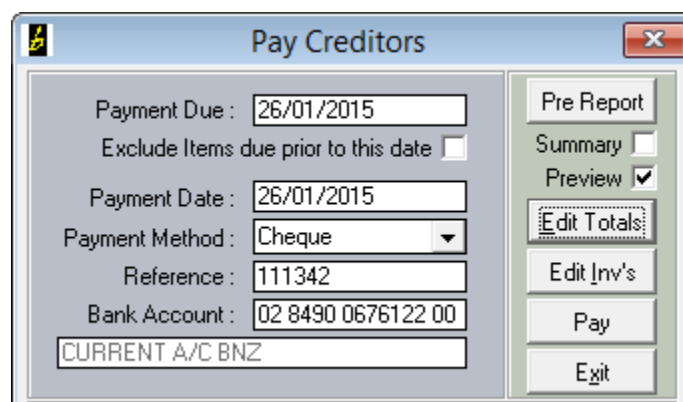


Figure 10: Batch Payments

Invoices and Total can be edited and modified from the Batch Payments screen if you do not wish to pay the full amounts.

Cheques can be automatically generated and printed if using the cheque writer option.

Direct credit payments can have the bank export file generated for importing directly into your banking program.

Accounts Receivable - Debtors

Livestock Office main menu > Debtors

The Accounts Receivable module lets you manage your purchasers and suppliers.
The Aged Trial Balance allows you to keep track of your outstanding invoices.
There is a variety of Debtor Statement options so you can give your customers the information required.

Debtor (Supplier/Purchaser) Invoices

Debtor invoices are generated automatically for your purchasers involved in sales (auction, private, grazing, miscellaneous and clearing).

You can also enter debtor invoices that are not associated with a sale.

The default penalty interest rate and due days can be modified on a per invoice basis.

Clients

Livestock Office main menu > People > Clients

This is where your suppliers, customers, vendors and purchasers are defined.

Each client record automatically generates associated Debtor and Creditor records.

This means the same client can be both a vendor and a purchaser within the system, using the same client record avoiding the need for duplication and ensuring the details are always current and consistent.

Client Statements can be printed to provide a client's overall position including both their creditor and debtor transactions.

Internal account transfers can be entered to transfer money between a client's debtor and creditor records.

Cashbook

The cashbook is where all financial transactions are recorded and linked or allocated to their corresponding supplier and customers etc.

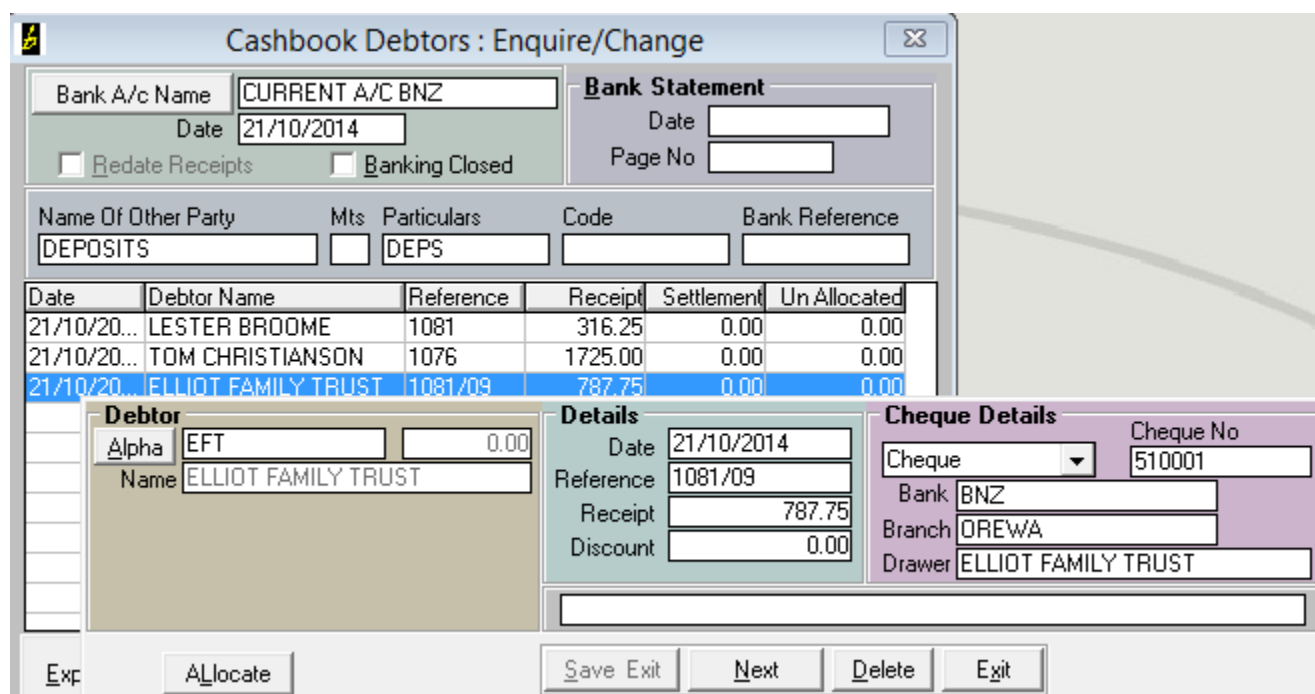
There are four options for cashbook entries:

- creditors (suppliers and vendors)
- debtors (customers and purchasers)
- cashbook other
- payroll - requires the optional payroll module

Bank deposit lists can be generated for receipts.

Bank export files for direct credits and direct debits can be created for importing directly into your bank program.

Livestock Office main menu > Cashbook > Cashbook Transactions



Cashbook Debtors : Enquire/Change

Bank A/c Name: CURRENT A/C BNZ
Date: 21/10/2014
☐ Redate Receipts ☐ Banking Closed

Bank Statement
Date:
Page No:

Name Of Other Party	Mts	Particulars	Code	Bank Reference
DEPOSITS		DEPS		

Date	Debtor Name	Reference	Receipt	Settlement	Un Allocated
21/10/20...	LESTER BROOME	1081	316.25	0.00	0.00
21/10/20...	TOM CHRISTIANSON	1076	1725.00	0.00	0.00
21/10/20...	ELLIOT FAMILY TRUST	1081/09	787.75	0.00	0.00

Debtor
Alpha: EFT 0.00
Name: ELLIOT FAMILY TRUST

Details
Date: 21/10/2014
Reference: 1081/09
Receipt: 787.75
Discount: 0.00

Cheque Details
Cheque:
Cheque No: 510001
Bank: BNZ
Branch: OREWA
Drawer: ELLIOT FAMILY TRUST

Exp

Figure 11: Cashbook Debtors

Cashbook Creditors : Enquire/Change

Bank A/c Name: CURRENT A/C BNZ
Date: 15/11/2012

Bank Statement
Date: 1/10/2012
Page No: 9

Name Of Other Party: Mts: Particulars: Code: Bank Reference:
payments due

Memo:

Date	Creditor Name	Reference	Payment	Settlement
15/11/20...	N T AMPS	payments due	45085.04	0.00
15/11/20...	BP2GO	payments due	7565.50	0.00
15/11/20...	LESTER BROOME	payments due	18917.50	0.00
15/11/20...	CENTRAL CARRIERS LTD	payments due	46.00	0.00
15/11/20...	TOM CHRISTIANSON	payments due	6210.00	0.00
15/11/20...	CHELSEA SALE YARDS	payments due	310.51	0.00
15/11/20...	GLENISLE FAMILY TRUST	payments due	10372.50	0.00
15/11/20...	TOM HILDER & SONS	payments due	1891.74	0.00
15/11/20...	GRAHAM JOHNSTONE	payments due	11496.00	0.00
15/11/20...	JOHN SCOTT	payments due	4342.26	0.00
15/11/20...	S T LAW/TING	payments due	18651.85	0.00

Export Remittance Nett Gst Gross Other
-144,580.86 -18,406.91 -162,987.77 0.00

Save Save Exit Save & Add Details Analysis Delete Exit

Figure 12: Cashbook Creditors

Cashbook Other : Enquire/Change

Bank A/c Name: CURRENT A/C BNZ
Date: 21/10/2014
Int Ref: BANK FEES

Bank Statement
Date:
Page No:

Name Of Other Party: Mts: Particulars: Code: Bank Reference:
BNZ BANK FEES

Name On Cheque: BNZ

Memo:

Analysis Code	Reference	Purpose	Gross
49.0000	BANK FEES	Monthly Bank Fee	-15.00

Analysis code	Reference	Purpose	Amount	Included GST
49.0000	BANK FEES	Monthly Bank Fee	15.00	0.00

Interest & Bank Fees
☐ Capital
For Project:

Save Exit Next Delete Exit

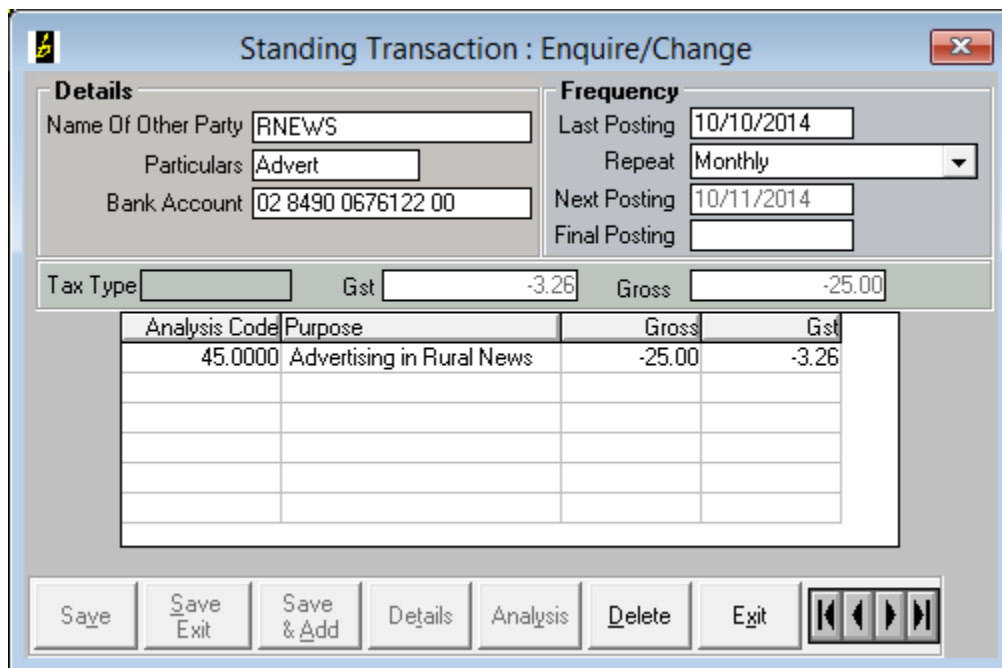
Nett Gst Tax Code Gross Other
-15.00 0.00 -15.00 0.00

Figure 13: Cashbook Other Transaction

Standing Transactions

Livestock Office main menu > Cashbook > Cashbook Standing Transactions

Standing cashbook transactions can be used for regular payments eg insurance, hire purchase payments etc. You can then post standing cashbook transactions by selecting a date and posting all transactions up to that date.



Standing Transaction : Enquire/Change

Details		Frequency	
Name Of Other Party	RNEW'S	Last Posting	10/10/2014
Particulars	Advert	Repeat	Monthly
Bank Account	02 8490 0676122 00	Next Posting	10/11/2014
		Final Posting	

Tax Type	Gst	-3.26	Gross	-25.00
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Analysis Code	Purpose	Gross	Gst
45.0000	Advertising in Rural News	-25.00	-3.26

Figure 14: Cashbook Standing Transactions