

# Livestock Office – Sales Overview

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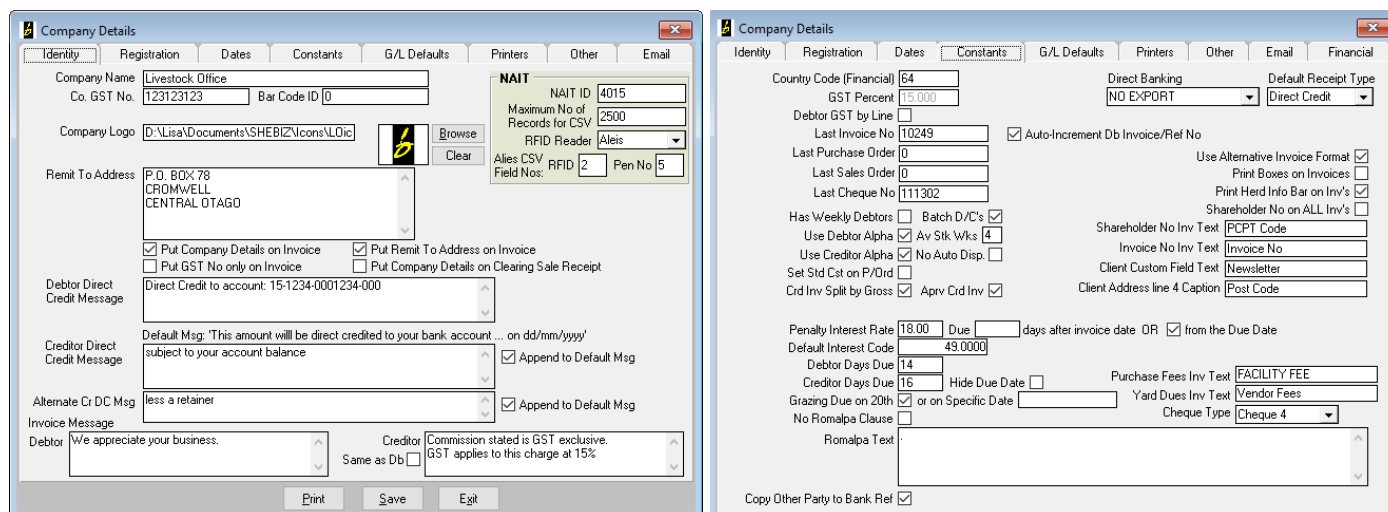
19/09/2018

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## Company Details

Livestock Office Main Menu > File > Company Details



The figure shows two screenshots of the 'Company Details' window. The left screenshot shows the 'Identity' tab with fields for Company Name, Co. GST No., Bar Code ID, Company Logo, Remit To Address, and various checkboxes for invoice details. The right screenshot shows the 'Constants' tab with fields for Country Code, GST Percent, Debtor GST by Line, Last Invoice No, Last Purchase Order, Last Sales Order, Last Cheque No, and various checkboxes for invoice and payment settings.

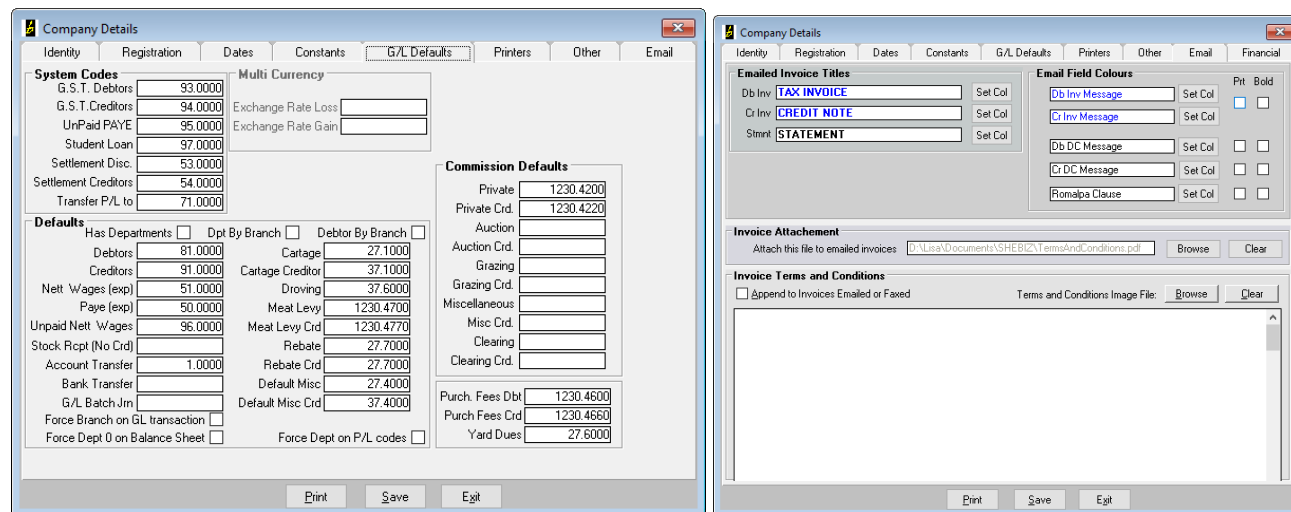
Figure 1: Identity and Constants

Define the Company Identity details that print on invoices and the various invoice messages.

The Company Logo and Remit To Address prints in the header of emailed invoices and statements even if you are using pre-printed stationary for your printed documents.

The defaults for Debtor and Creditor Due Days are set on the Constants tab. These determine invoice Due Dates.

Different Invoice formats and customised text can also be entered.



The figure shows two screenshots of the 'Company Details' window. The left screenshot shows the 'G/L Defaults' tab with sections for System Codes, Defaults, Multi Currency, and Commission Defaults. The right screenshot shows the 'Email Settings' tab with sections for Emailed Invoice Titles, Email Field Colours, Invoice Attachment, and Invoice Terms and Conditions.

Figure 2: G/L Defaults and Email Settings

The G/L defaults tab is where the default GL codes for various processes can be defined.

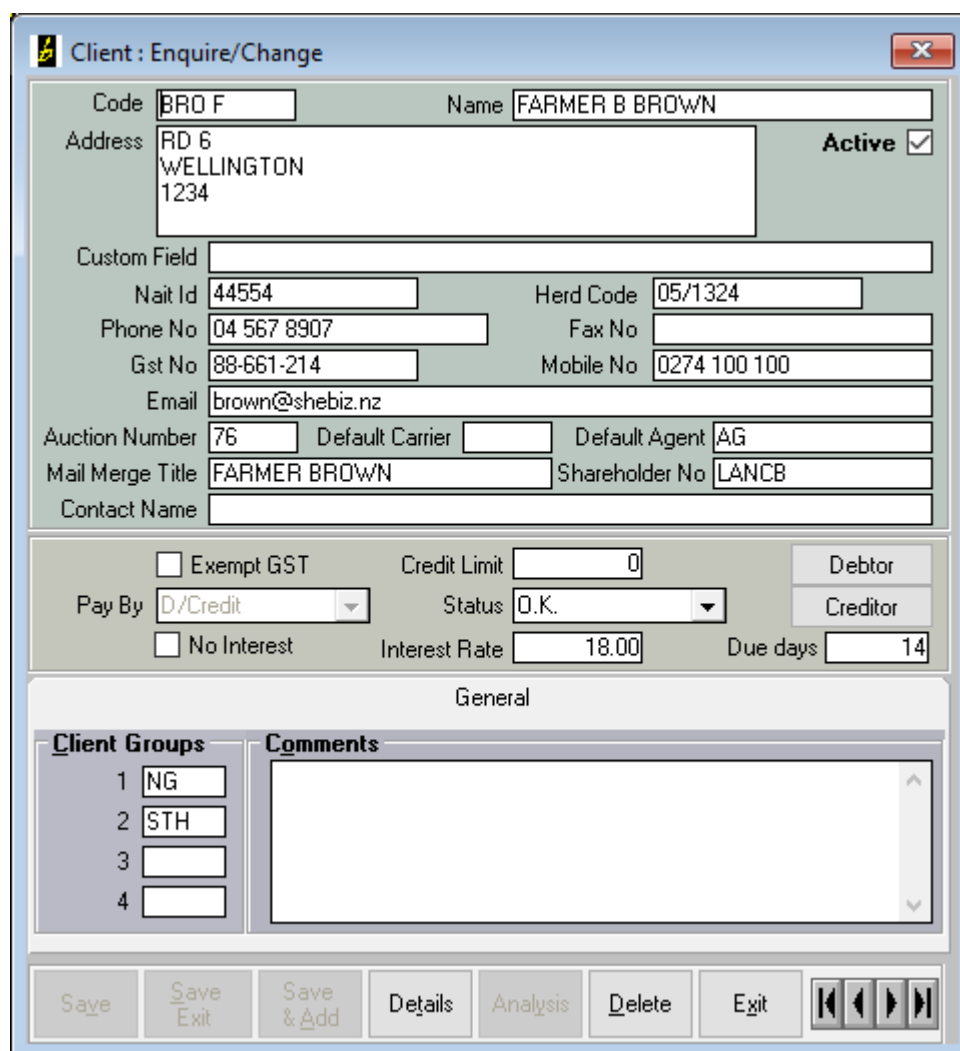
The email tab has options for different message and title colours as well as options for appending Terms & Conditions either as a separate attachment (as in this example) or as a single page image appended to the invoice.

## Clients

Livestock Office Main Menu > People > Clients

Clients are your purchasers, vendors and suppliers.

When a Client record is entered, linked Debtor and Creditor records are automatically generated, and can be access via the **Debtor** and **Creditor** buttons on this screen or via the **Debtors** or **Creditors** menu options.



**Client : Enquire/Change**

Code: BRO F Name: FARMER B BROWN

Address: RD 6 WELLINGTON 1234 **Active** ☒

Custom Field:

Nait Id: 44554 Herd Code: 05/1324

Phone No: 04 567 8907 Fax No:

Gst No: 88-661-214 Mobile No: 0274 100 100

Email: brown@shebiz.nz

Auction Number: 76 Default Carrier: Default Agent: AG

Mail Merge Title: FARMER BROWN Shareholder No: LANCN

Contact Name:

☐ Exempt GST Credit Limit: 0 **Debtor**

Pay By: D/Credit Status: O.K. **Creditor**

☐ No Interest Interest Rate: 18.00 Due days: 14

**General**

**Client Groups**

1 NG

2 STH

3

4

**Comments**

Save Save Exit Save & Add Details Analysis Delete Exit

Figure 3: Clients

Client Groups can be useful for sorting clients for reporting or mail merge options.

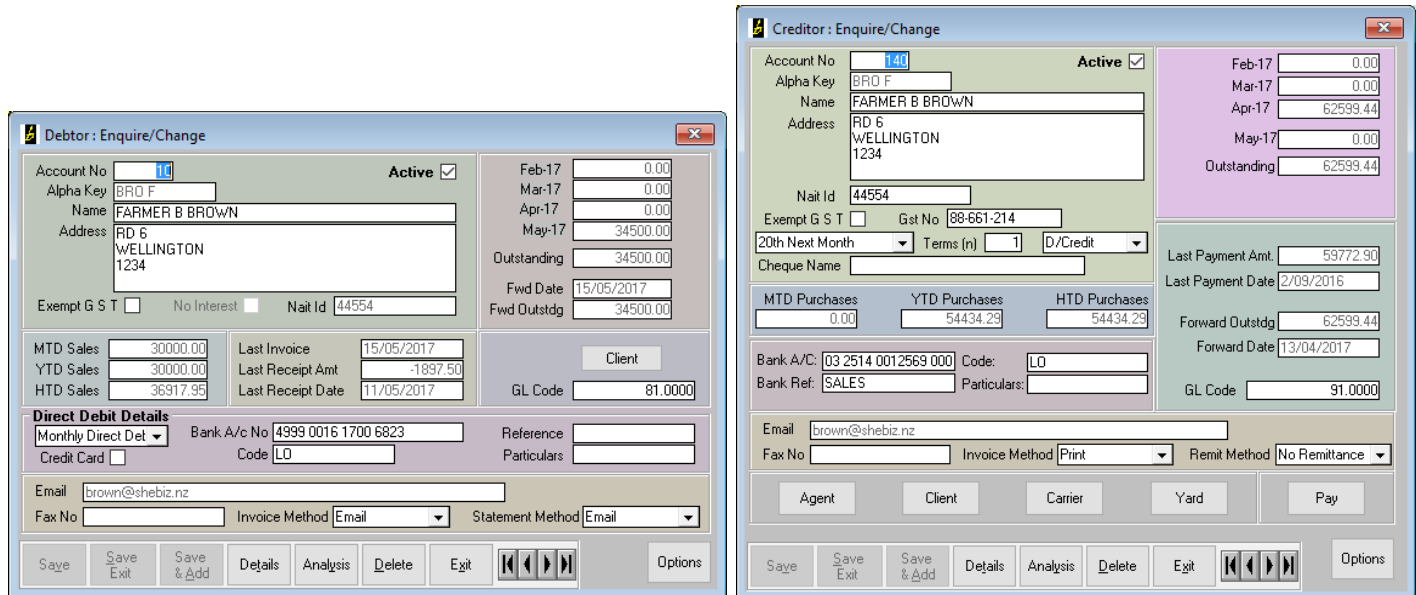
The default agent is used as the agent on all sale transactions when this client is a vendor in a sale.

Click the **Details** button to access the Vendor, Purchaser, Sale Note and Sale Yard Purchaser records for this client.

## Debtors and Creditors

Livestock Office Main Menu > Debtors > Debtors

Livestock Office Main Menu > Creditors > Creditors



The image shows two side-by-side screenshots of the Livestock Office software interface. The left window is titled 'Debtor: Enquire/Change' and the right window is titled 'Creditor: Enquire/Change'. Both windows contain various input fields for account details, financial data, and transaction history.

**Debtor: Enquire/Change Window:**

- Account No: 140, Alpha Key: BRO F, Name: FARMER B BROWN, Address: RD 6 WELLINGTON 1234.
- MTD Sales: 30000.00, YTD Sales: 30000.00, HTD Sales: 36917.95.
- Last Invoice: 15/05/2017, Last Receipt Amt: -1897.50, Last Receipt Date: 11/05/2017.
- Outstanding: 34500.00, Fwd Date: 15/05/2017, Fwd Outstdg: 34500.00.
- GL Code: 81.0000.
- Buttons: Save, Save Exit, Save & Add, Details, Analysis, Delete, Exit, Options.

**Creditor: Enquire/Change Window:**

- Account No: 140, Alpha Key: BRO F, Name: FARMER B BROWN, Address: RD 6 WELLINGTON 1234.
- MTD Purchases: 0.00, YTD Purchases: 54434.29, HTD Purchases: 54434.29.
- Last Payment Amt: 59772.90, Last Payment Date: 2/09/2016.
- Forward Outstdg: 62599.44, Forward Date: 13/04/2017.
- GL Code: 91.0000.
- Buttons: Save, Save Exit, Save & Add, Details, Analysis, Delete, Exit, Options.

Figure 4: Debtors and Creditors

Configure the specific Debtor/Creditor account details and view the recent financial data.


Click the **Details** button to access the full transaction history, Audit (back account number) details and Rebate history for Creditors.

Click the **Analysis** button for a monthly or weekly analysis of your Sales (Debtor) and Purchases (Creditor).

Click the **Options** to be able to print transaction reports, invoices, statements or to send an email.

## Agents

Livestock Office Main Menu > People > Agents


**Agent : Enquire/Change**
✕

Agent 
Name 
Active ☒

Address 
Creditor ☐

Post Code

Phone No 
Fax No

Mobile No 
Exempt Gst ☐
Gst No

Email

Group

**Agent Analysis Settings**

G/L Subcode 
Apportion Type 
Contractor ☐

Exclude From Shared Totals ☐

**Deals**

Total Deals	Shared Deals	Solo Deals
MTD <input type="text" value="3"/>	MTD <input type="text" value="1"/>	MTD <input type="text" value="2"/>
YTD <input type="text" value="20"/>	YTD <input type="text" value="12"/>	YTD <input type="text" value="8"/>

Commission

Notes

**Commission %**

Auction 
Private 
Other

Do Not Invoice ☐

**Commission Accrued**

	MTD	YTD	HTD	Year End Target
Total	<input type="text" value="235.00"/>	<input type="text" value="32676.55"/>	<input type="text" value="32676.55"/>	<input type="text" value="50000.00"/>
Agent	<input type="text" value="164.50"/>	<input type="text" value="22860.90"/>	<input type="text" value="22860.90"/>	
Company	<input type="text" value="70.50"/>	<input type="text" value="9815.65"/>	<input type="text" value="9815.65"/>	
Received	<input type="text" value="0.00"/>	<input type="text" value="3081.71"/>	<input type="text" value="3081.71"/>	

Save

Save Exit

Save & Add

Details

Analysis

Delete

Exit




Figure 5: Agent

The **Agent Subcode** links this agent to the general ledger allowing expenses to be tracked via the Agent Analysis report.

The **Commission %** refers to the percentage of the commission earned that the Agent actually gets paid personally.

Click the **Details** button to access this agents Clients, Sale Notes and Sale Transaction history.

Click the **Analysis** button for a monthly or weekly analysis of commissions.

## Pen Categories

Livestock Office Main Menu > Sales > Pen Categories

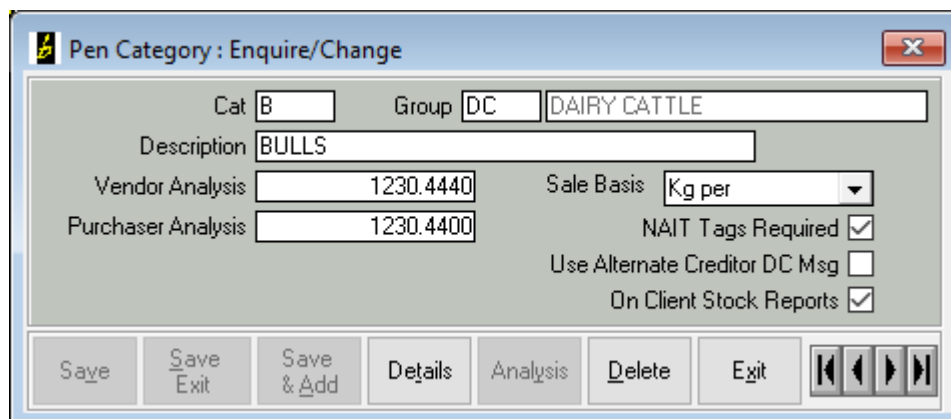


Figure 6: Pen Category

Pen categories are used to define the type of livestock or items to be traded in a Sale.

The Sale Basis has various options including per Head, per Kg, per Each, per Hectare, per Tonne, per Avg Kg and per Hour.

The Vendor and Purchaser Analysis codes determine which G/L codes to post transactions involving this pen category.

Click the **Details** button to access this Sale Pens that have used this pen category.

## Sales

Livestock Office Main Menu > Sales

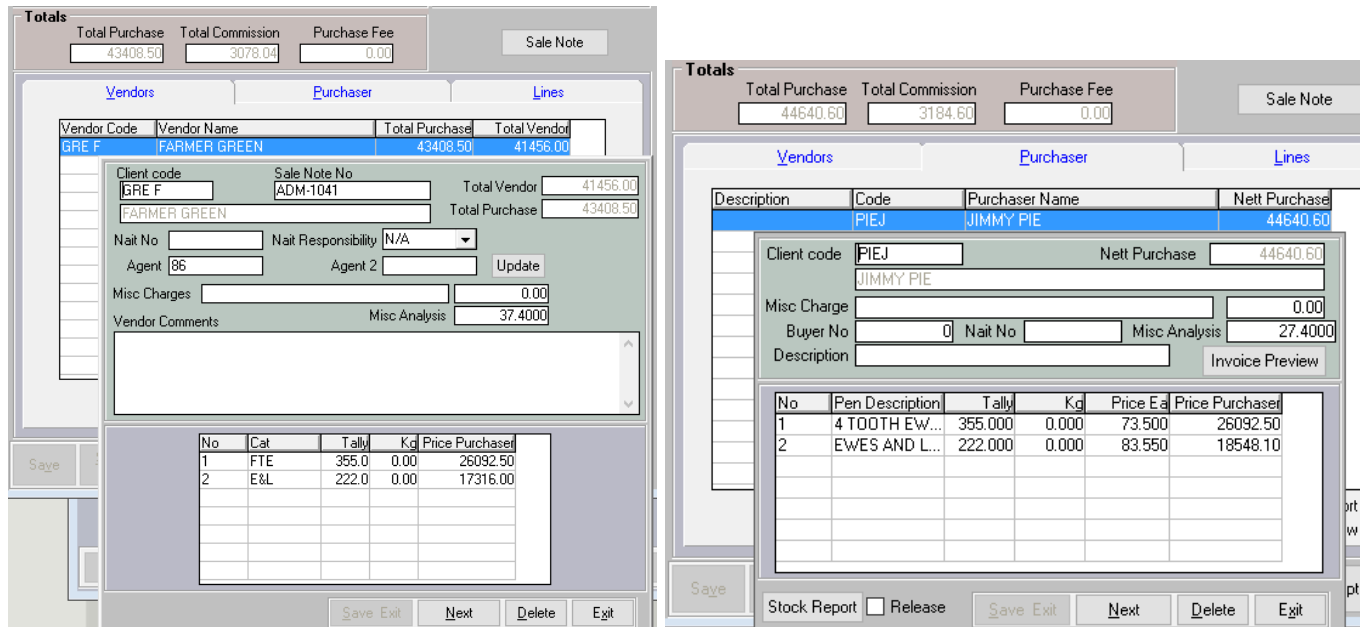
There are 5 different types of Sales:

- Auction - at a Sale Yard. Involves multiple vendors and purchasers.
- Private - sales that do not involve a sale yard and often between a vendor and one or more purchasers
- Grazing - includes number of days and automatically calculates the total using \$ per head per week.
- Miscellaneous - similar to a Private sale, but usually for non-livestock items.
- Clearing - on farm or site clearing sales. Involves multiple vendors and purchasers including cash sales.

Sales can be input via different means

- Manual entry directly into Livestock Office.
- WebSale - Auction sale entry via mobile devices used at the sale yards.
- eSale - Private, grazing and miscellaneous sale note entry via mobile devices at the farm gate.
- Sale Note - Private, grazing and miscellaneous sales can be generated from the Sale Note option.





**Totals**

Total Purchase	Total Commission	Purchase Fee	Sale Note
43408.50	3078.04	0.00	

**Vendors** **Purchaser** **Lines**

Vendor Code: GRE F Vendor Name: FARMER GREEN Total Purchase: 43408.50 Total Vendor: 41456.00

Client code: GRE F Sale Note No: ADM-1041 Total Vendor: 41456.00

FARMER GREEN Total Purchase: 43408.50

Nait No: Nait Responsibility: N/A

Agent: 86 Agent 2: Update

Misc Charges: 0.00

Vendor Comments: Misc Analysis: 37.4000

No	Cat	Tally	Kg	Price Purchased
1	FTE	355.0	0.00	26092.50
2	E&L	222.0	0.00	17316.00

**Totals**

Total Purchase	Total Commission	Purchase Fee	Sale Note
44640.60	3184.60	0.00	

**Vendors** **Purchaser** **Lines**

Description: PIEJ Code: JIMMY PIE Net Purchase: 44640.60

Client code: PIEJ Net Purchase: 44640.60

JIMMY PIE

Misc Charge: 0.00

Buyer No: 0 Nait No: Misc Analysis: 27.4000

Description: Invoice Preview

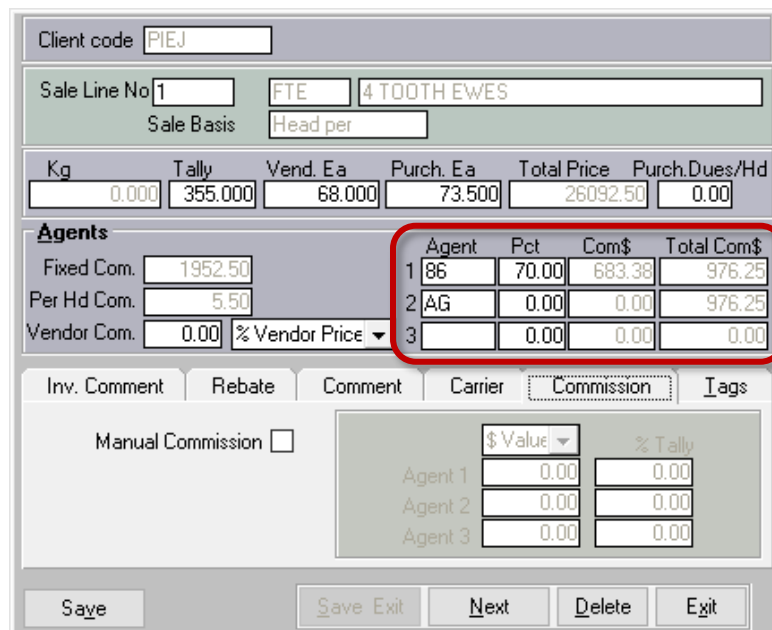
No	Pen Description	Tally	Kg	Price Ea	Price Purchased
1	4 TOOTH EW...	355.000	0.000	73.500	26092.50
2	EWES AND L...	222.000	0.000	83.550	18548.10

Save Exit Next Delete Exit

Figure 8: Private Sales – Vendor and Purchaser screens

Sale Pens or Lots are entered on the Vendor screen.

Sale Transactions are entered on the Purchaser screen.



Client code: PIEJ

Sale Line No: 1 FTE 4 TOOTH EWES

Sale Basis: Head per

Kg	Tally	Vend. Ea	Purch. Ea	Total Price	Purch.Dues/Hd
0.000	355.000	68.000	73.500	26092.50	0.00

**Agents**

Fixed Com.: 1952.50

Per Hd Com.: 5.50

Vendor Com.: 0.00 % Vendor Price

Agent	Pct	Com\$	Total Com\$
1 86	70.00	683.38	976.25
2 AG	0.00	0.00	976.25
3	0.00	0.00	0.00

Inv. Comment Rebate Comment Carrier Commission Tags

Manual Commission ☐

	\$ Value	% Tally
Agent 1	0.00	0.00
Agent 2	0.00	0.00
Agent 3	0.00	0.00

Save Save Exit Next Delete Exit

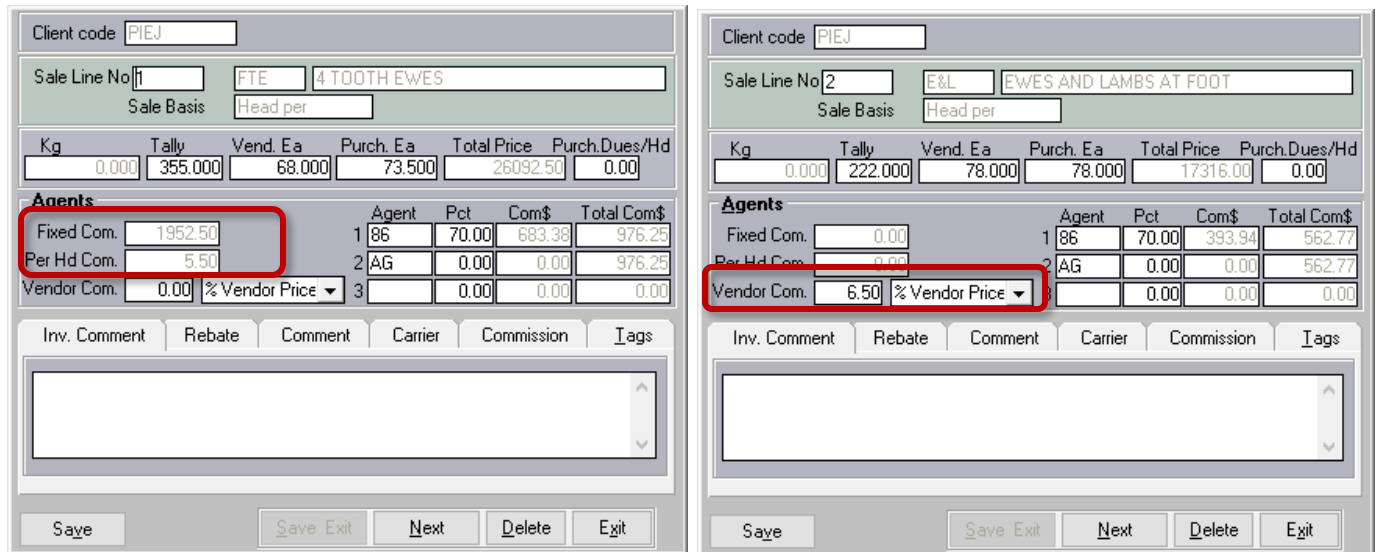
Figure 9: Sale Transaction

Agent commission is determined on this screen:

- Pct - % of the Total Commission the Agent is paid.
- Com\$ - the actual value the Agent is paid. A creditor invoice will be generated for this.
- Total Com\$ - the total commission generated by this agent from this transaction.
- Manual Commission - Default commission allocations can be overwritten using a Manual Commission on the Commission tab.



## Sale Commissions



Client code: PIEJ

Sale Line No: 1 FTE 4 TOOTH EWES  
Sale Basis: Head per

Kg	Tally	Vend. Ea	Purch. Ea	Total Price	Purch.Dues/Hd
0.000	355.000	68.000	73.500	26092.50	0.00

**Agents**

Fixed Com.	Per Hd Com.	Vendor Com.	% Vendor Price	Agent	Pct	Com\$	Total Com\$
1952.50	5.50	0.00		1	86	70.00	683.36
				2	AG	0.00	0.00
				3		0.00	0.00

Inv. Comment Rebate Comment Carrier Commission Iags

Save Save Exit Next Delete Exit

Client code: PIEJ

Sale Line No: 2 E&L EWES AND LAMBS AT FOOT  
Sale Basis: Head per

Kg	Tally	Vend. Ea	Purch. Ea	Total Price	Purch.Dues/Hd
0.000	222.000	78.000	78.000	17316.00	0.00

**Agents**

Fixed Com.	Per Hd Com.	Vendor Com.	% Vendor Price	Agent	Pct	Com\$	Total Com\$
0.00	0.00	6.50	% Vendor Price	1	86	70.00	393.94
				2	AG	0.00	0.00
				3		0.00	0.00

Inv. Comment Rebate Comment Carrier Commission Iags

Save Save Exit Next Delete Exit

Figure 10: Sale Commissions on Sale Transactions

### Fixed Commission

- The difference between the Vendor and Purchaser prices.
- This amount does not show specifically in the General Ledger. It shows in the Profit. The difference between the Sales and the Cost of Sales.

### Vendor Commission

- A specific amount, usually paid by the Vendor, that can be a percentage of the vendor price, a fixed dollar value or a \$/head value.
- This shows in the General Ledger in the analysis code that is defined in the G/L Defaults tab on Company Details. Different sale types can be set to post commission to different analysis codes.

## Rebates

Livestock Office Main Menu > Sales > Private Sale > Purchaser > Sale Transaction > Rebate tab

Agents		Agent	Pct	Com\$	Total Com\$
Fixed Com.	1952.50	1 86	70.00	683.38	976.25
Per Hd Com.	5.50	2 AG	0.00	0.00	976.25
Vendor Com.	0.00 % Vendor Price	3	0.00	0.00	0.00

Inv. Comment	<b>Rebate</b>	Comment	Carrier	Commission	Iags
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Rebate Paid to	Other	LO
Commission Type	% Price	
Amount	5.00	

Save	Save Exit	Next	Delete	Exit
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Figure 11: Private Sales – Rebate Tab

Rebates can be entered using the **Rebates** tab on the sale transaction screen.

Options for **Rebate Paid To:**

- Vendor - Adds to creditor invoice for vendor, so WE Pay Vendor
- Purchaser - Adds to debtor invoice for purchaser, so Purchaser pays.
- Other - Adds a new creditor invoice for 'Other', so WE pay Other.

Select the commission type from the drop down box. **% Price; Fixed \$ or \$/Head**

The value of the rebate will be calculated from the Amount and the Commission Type.

The Rebate will be posted to the analysis code defined for **Rebate Crd** in the G/L Defaults tab of Company Details.