



## JUNE Newsletter 2014

### MASS COMMS

Our super winter special is still running:

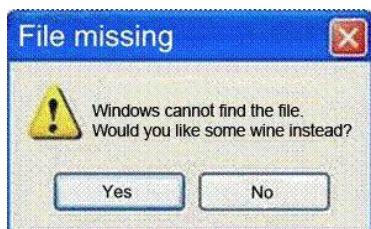
### SUPER SUPER SPECIAL!!

### SAVE 50% on Mass Comms

Enjoy the benefits of quick easy communication – send emails, create PDFs at the click of a button.

No more changing between different applications, do it all within LivestockOffice.

BUY NOW – Limited Offer



### WHAT'S BEEN HAPPENING

Winter is upon us already, it's hard to believe the year is half over.

There's been a lot happening in the rural calendar.

Gypsy Day has been and gone keeping many of us very busy with stock movement and farmer relocation. It can be a busy time for clearing sales around the country, so we hope you have taken full advantage of the added clearing sale module in your *LivestockOffice* software.

National Fieldays at Mystery Creek was again a massive showcase of everything rural. Thankfully it survived most of the stormy weather hitting the country at the time



### End of Year

For those of you with an end of year 30 June, here is a quick check list of financial reports to print and end of year procedures to complete:

Go to: **Ledger > G/L Reports**, and print

- Trial Balance
- Profit and Loss
- Budget
- Export data as required
- Change date / month  
(file>company details>dates)

For Payroll

- Print a pay summary:

Go to: **Payroll > Pay Analysis**, and select the applicable pay types to summarise and print.

If you require any further advice on end of year procedures, contact us at:

03 445 1345

info@livestockoffice.co.nz

### Items of Interest



### Did You Know

A lot of the time you'll have Creditor Invoices that you pay on a regular basis, for example, monthly fuel accounts or office consumables.

To speed up the process of entering and paying these invoices you can replicate or copy a previous invoice from this creditor and simply change the relevant data.

Go to: **Creditor > Creditor Invoices > Pick the Invoice > Enter a Reference and Replicate**

A copy of the invoice is created.

Now you can overtyp the amounts with the current details. Once completed, **Exit**, the new invoice is automatically saved.

Analysis Code	Description	Nett	Gst	Gross
41.0001	John Fuel	145.22	21.78	167.00
41.0001	John Fuel	134.75	20.22	155.00
	John Fuel Card			ExemptGst

Another method with the same result is:

**Creditor > Creditor Invoices > Pick or Add > Ctrl + R**

This method gives you more options – copy, reverse and create templates. Creating and using a template reduces the search time, simply load/copy and edit the data.

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