Livestock Office - Private Sales

6/04/2017

Contents

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CROMWELL
9342, NZ

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Private Sales

Livestock Office main menu > Sales > Private Sale

A private sale does not involve a sale yard and is usually between a vendor and one or more purchasers.

Enter the Sale Header

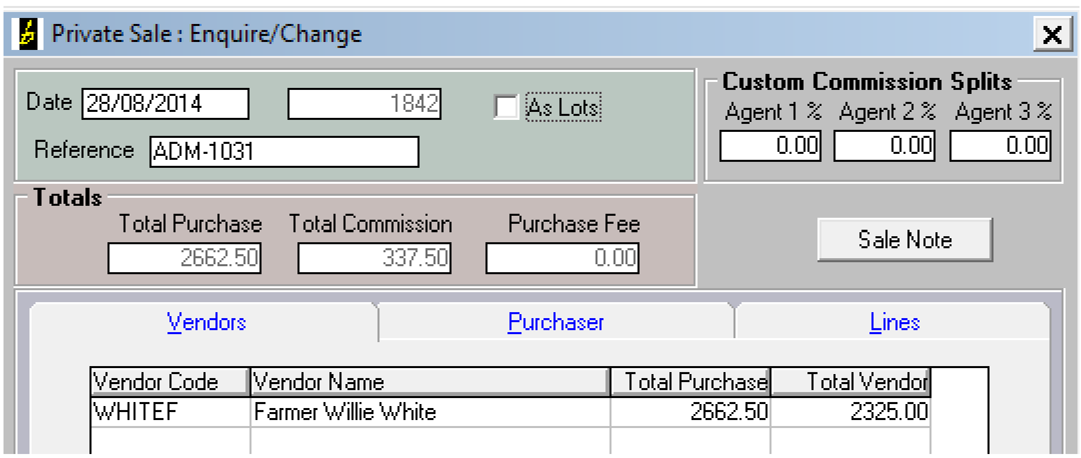

Figure 1: Private Sale Header

Field	Description
Date	Enter the date of the sale. F8 for a calendar. This will become the invoice date when the sale is invoiced.
Sale No	This will be automatically generated once the sale header has been saved.
Reference	Free text field, up to 15 characters.
As Lots	Tick to use Lot No rather than Pen No.
Custom Commission Splits	Overwrites the default behavior of splitting the total commission evenly between the number of agents. If there is a value in the **Agent 1 %** field, the Custom Commission Splits will be used instead of the default behavior whenever there is more than one agent on a transaction. *Notes:* • *If there are 3 agents but only 2 percentages, eg 70/30 the third agent will be assigned no commission.* • *Use a manual commission for sale transactions with commission that deviates from the custom percentages entered.*
Totals Total Purchase Total Commission Purchase Fee	) These fields are sale totals that are automatically calculated, and update in real time as) sales are entered on to the sale.)

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Add a Vendor

- Once the header has been entered, simply Tab, Enter or click into the Vendor line table to begin entering vendor information.

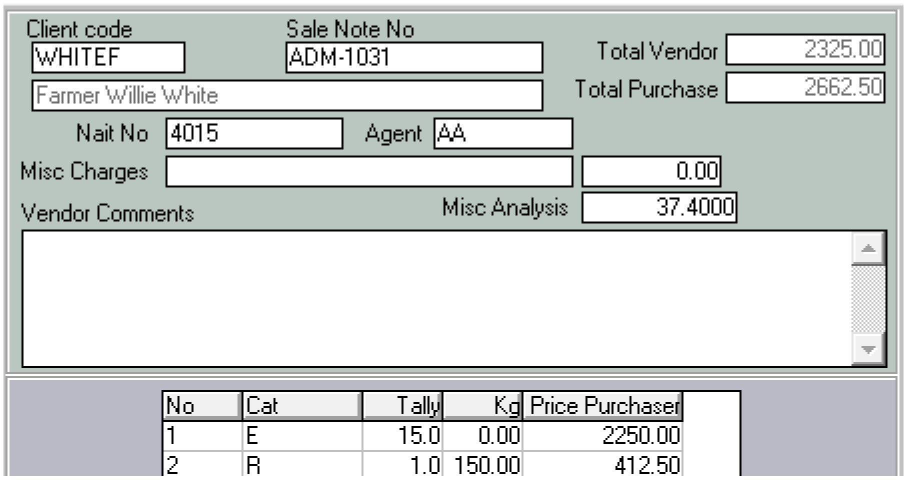

Figure 2: Example Vendor Screen

Field	Description
Client Code	Enter the Client Alpha Key/Code. Double click or F8 for a lookup screen, select desired client and choose **Pick.** The client **Name** will display automatically, as will the **Nait No** and **Agent** linked to this client. *Notes:* • *A new client can be added via the lookup screen by choosing Add and entering the new client details, then choose Pick to select.* • *Clients and their associated Creditor records must be **ACTIVE** to be used as a Vendor.*
Sale Note No.	Free text field, up to 15 characters. Enter the sale note no. if available otherwise leave empty. Prints on the invoice if entered.
Total Vendor Total Purchase	) Auto-generated fields that will update automatically as sales are entered on the sale.)
Nait No	Enter the client Nait No if applicable. *Note:* • *This will default to the Client's Nait No, if present, but may be overtyped.*
Agent	Enter the Agent code for the sale. Double click or F8 to for a lookup screen, select agent and **Pick.** *Notes:* • *This will default to the Client's default Agent, if present, but may be overtyped.* • *This agent will default to the Agent 1 field on any sale transactions entered for this vendor's sale pens/lots/lines.*

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Field	Description
Misc Charges	Free text field up to 30 characters. Enter a description of any miscellaneous charges eg. Advertising. Enter the total net price in the next field for the Miscellaneous Charges.
Misc Analysis	Enter the G/L code to use for the Misc Charges. *Note:* • *This will default to the G/L code antered for* ***Default Misc Crd*** *in Company Details, but may be overwritten for this vendor.*
Vendor Comments	Free text field allowing entry of any comments for your reference only. These do not print on the invoices.
Invoice Preview button	Click to preview an interim invoice for this vendor. *Notes:* • *This is useful for checking the details before the final invoices are generated and sent.* • *Only visible if the sale is not invoiced.*

Add Stock Lines for Sale

Click anywhere in the grid to bring up the pen category fields, as indicated below.

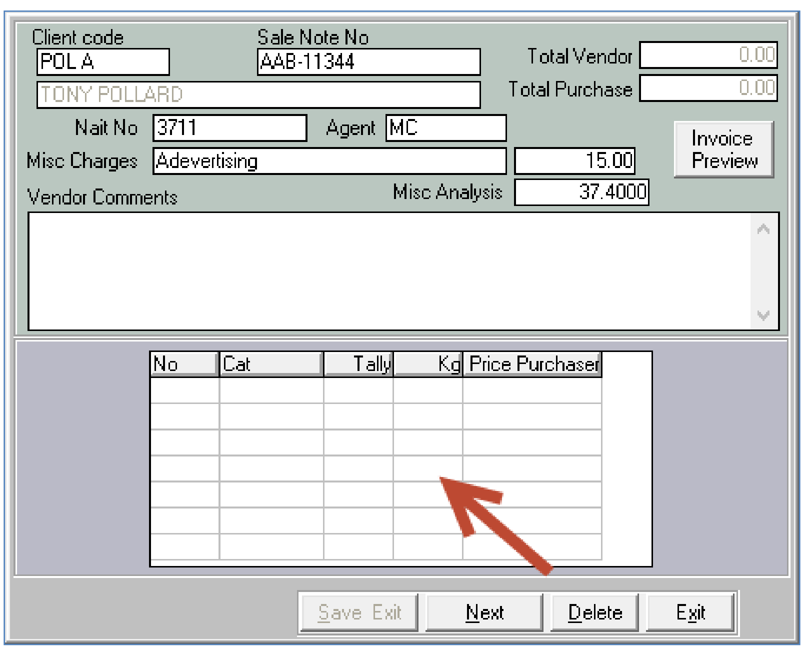

Figure 3: Vendor screen, click grid to enter Lines of Stock for sale

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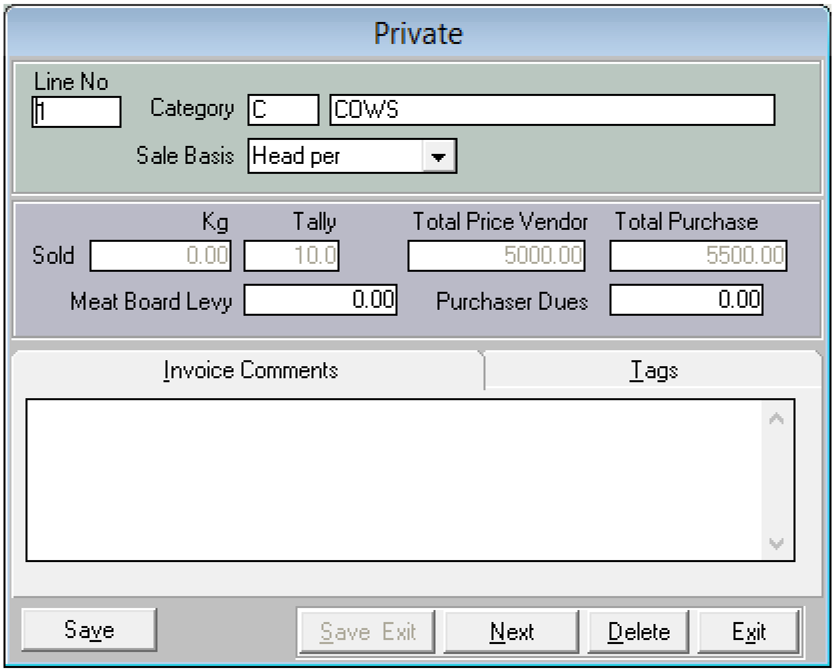

Figure 4: Private Sale Stock Lines for Sale

Field	Description
Line No	Enter a unique line identifier. Up to 10 alpha-numeric characters.
Category	Enter the pen category code. Double click or F8 to access the pen category database, select the desired category and **Pick**
Sale Basis	Select the sale basis from the drop down box. This will default to the sale basis set on the pen category.
Meat Board Levy	If applicable to the sale, enter the amount of the levy, up to 2 decimal places.
Purchase Dues	If applicable to the sale, enter the amount of the dues, up to 2 decimal places.
Invoice Comments	Enter any comments to appear on the Vendors creditor invoice ***Note:*** • *All other fields will be auto generated once the purchaser details have been entered*

- **Save**
- Select **Tags** if the sale animals are tagged and enter all relevant information.
  Refer to the Livestock Office NAIT document - http://www.shebiz.nz/lohelp/docs/LO%20Nait.pdf
- **Next** to add another line or **Save and Exit** to return to the **Vendor** screen.
- If there are no more vendors, exit back to the main Private Sale screen so you can enter the Purchasers and Sale Transaction details.

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Add a Purchaser

From the main Private Sale screen, click on the **Purchaser** tab.

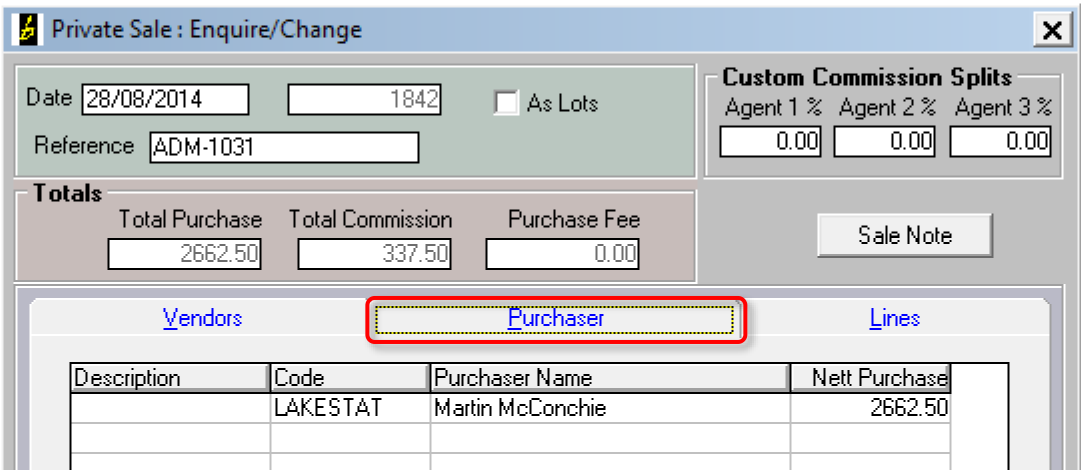

Figure 5: Access the Purchaser tab

Click on an existing line in the grid to open the selected Purchaser record.
Click on a blank line or right click on an existing line to enter a new Purchaser.

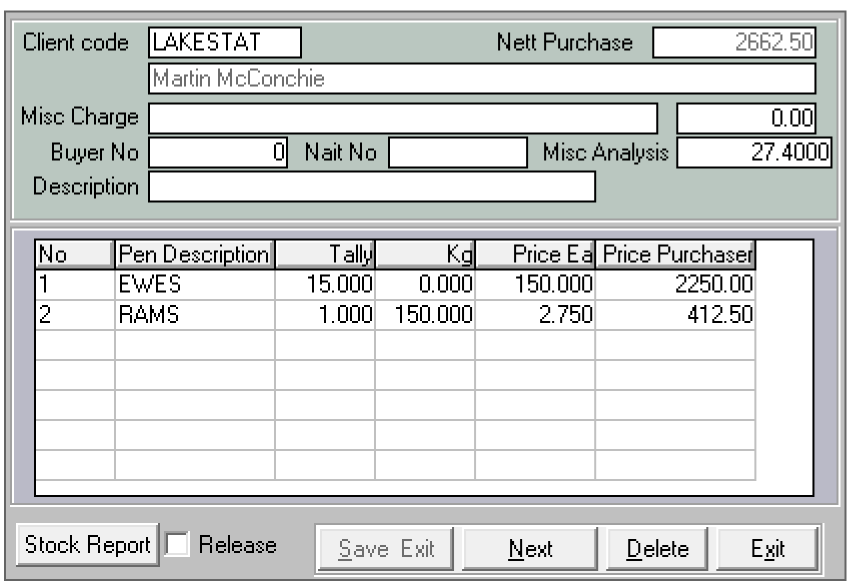

Figure 6: Purchaser screen

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Field	Description
Client Code	Enter the Client Alpha Key/Code. Double click or F8 for a lookup screen, select desired client and choose **Pick.** The client **Name** will display automatically, as will the **Nait No** and **Agent** linked to this client. *Notes:* • *A new client can be added via the lookup screen by choosing Add and entering the new client details, then choose Pick to select.* • *Clients and their associated Debtor records must be **ACTIVE** to be used as a Purchaser.*
Nett Purchase	Auto generated field that will update automatically as sale transactions are entered.
Misc Charges	Enter a description of any miscellaneous charges such as cartage. Enter the total net price in the next field for the charges. The description and amount will print on the invoice.
Misc Analysis	Enter the G/L code to use for the Misc Charges. *Note:* • *This will default to the G/L code antered for **Default Misc** in Company Details, but may be overwritten for this purchaser.*
Buyer No	Optional text field up to 6 characters. More applicable to Auctions rather than Private sales.
Nait No	Enter the client Nait No if applicable. *Note:* • *This will default to the Client's Nait No, if present, but may be overtyped.*
Description	Free text field up to 30 characters. *Notes:* • *Text entered here prints on the Purchasers tax invoice beneath the line details.* • *Useful for the Farmers name or Account No if the purchaser is another company buying on behalf of.*
Invoice Preview button	Click to preview an interim invoice for this purchaser. *Notes:* • *Useful for checking the details before the final invoices are generated and sent.* • *Only visible if the sale is not invoiced.*

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Add a Sale Transaction

From the Purchaser screen, click on the grid to open the **Sale Transaction** screen.
This is where all the sale details are entered.

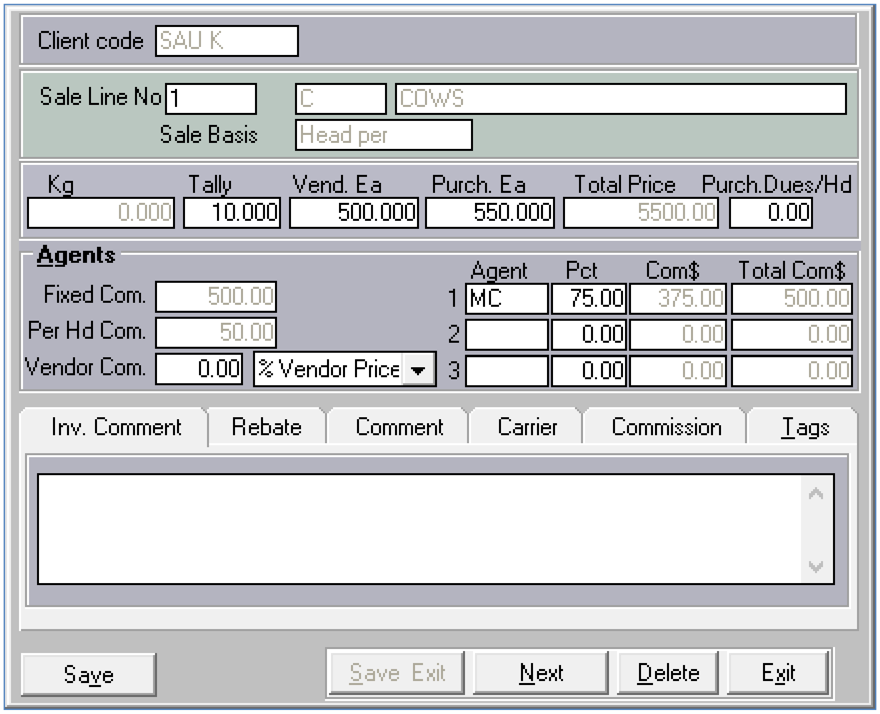

Figure 7: Sale Transaction screen

Field	Description
Sale Line No	Enter the Line No. Double click or F8 for a lookup screen of all sale lines on this sale.
Pen Category Code, Description and Sale Basis	)) These details will default through from the Sale Line details entered via the Vendor.)
Kg	Enabled only if the sale basis is set to **Kg per**. Enter the number of kilograms sold, up to 3 decimal places.
Tally	Number sold, up to 3 decimal places.
Vend Ea Purch Ea Total Price	Vendor's sale price per sale basis ie per Kg, per Hd etc. Up to 3 decimal places. Purchaser price per sale basis ie per Kg, per Hd etc. Up to 2 decimal places. Total purchase price. Automtically calculated and displayed after the **Purch Ea** is entered.
Purch Dues/Hd	Enter any purchase dues if applicable

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Field	Description
Agents	
Fixed Com	Auto-generated field calculated from the difference between the vendor and purchaser prices.
Per Hd Com	Auto generated field calculated from: **Fixed Com / Tally**
Vendor Com	Commission amount to be deducted from the Vendor. Up to 2 decimal places.
Vend. Com Basis	Select from: **%Vendor Price**, **Fixed $** or **$/Head**
Agent 1	Enter the code for the Agent to credited with this sale transaction. Double click or F8 to access the Agent database. Select the agent and **Pick.**
Pct	Enter the % of the commission that is to go to the Agent. Ie the agent's portion.
Com$	Agent's portion of the commission expressed in dollars. Auto generated field calculated from: **Total Com x Agents Pct**
Total Com	Total commission generated by this agent. Auto generated field calculated from: **Fixed Com + Vendor Com** *Notes:* • *If an Agent has been set on the Vendor screen, this will default to Agent 1.* • *The **Pct** field will default to the **Commission %** setting on the Agent record, but can be overwritten.*
Agent 2 Agent 3	) Up to 3 agents can be added to a sale transaction. The commission will be split equally) between the number of agents.) To change this behaviour us the **Commission** tab to enter a **Manual Commission.**

Sale Transaction Tabs

Inv. Comment:

This tab contains a free text field for comments that will print on the Purchaser's debtor invoice.

Rebate:

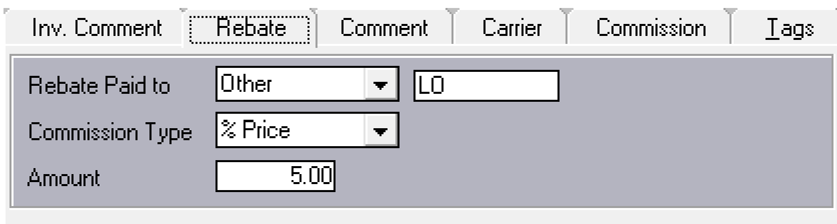

Figure 8: Sale Transaction Rebate tab

Field	Description
Rebate Paid to	Select from **Vendor**, **Purchaser** or **Other** If **Other** enter the client code for the Other in the next field. Double click or F8 to access the Client database, select client and **Pick.**
Commission Type	Select the type from the drop down box. **% Price; Fixed $** or **$/Head**
Amount	Value to use up to 2 decimal places. The rebate will be calcualted from the **Amount** and the **Commission Type.** *Notes:* • *Vendor - Adds to creditor inv for vendor, so WE Pay Vendor* • *Purchaser - Adds to debtor inv for purchaser, so Purchaser pays.* • *Other - Adds a new creditor inv for 'Other', so WE pay Other.*

Comment:

This tab contains a free text field for comments for your reference only, they will not appear on the invoice.

Carrier:

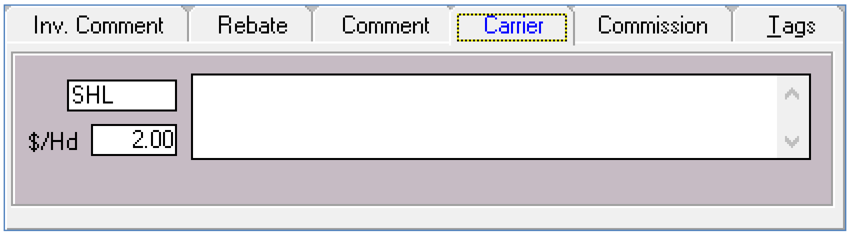

Figure 9: Sale Transaction Carrier tab

Field	Description
Carrier (no label)	Enter the applicable Carrier code. Double click or F8 to access the Carrier database, select carrier and **Pick.**
$/Hd	Enter the dollar value per head to charge the Purchaser.
Comment (no label)	Free text field for comments for your reference, they will not print on the invoice. *Note:* • *Details entered on this tab will print on the Purchaser's debtor invoice AND on the Carrier's buyer generated invoice if **Transport** invoices are printed.*

Commission:

Used when there is more than one agent on the sale transaction and you do not want the commission to be divided equally.

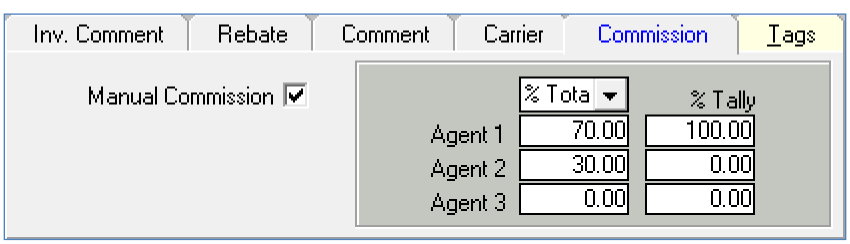

Figure 10: Sale Transaction Manual Commission

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Field	Description
Manual Commission	Tick to activate the Manual Commission fields and override the automatic allocations.
Basis (no label)	Use the drop down box to select between: **$ Value** or **% Total Commission**
Agent 1 Agent 2 Agent 3	) Enter the proportions to allocate to each agent on the sale transaction.) The values must relate to the basis used (ie % or $ values).) There must be Agents entered in the Agent section
% Tally	Use these fields to change the tally allocations as reported on the **Agent Com/Pen Category** report. *Note:* • *If not entered, the tally will be split equally.*

Tags:

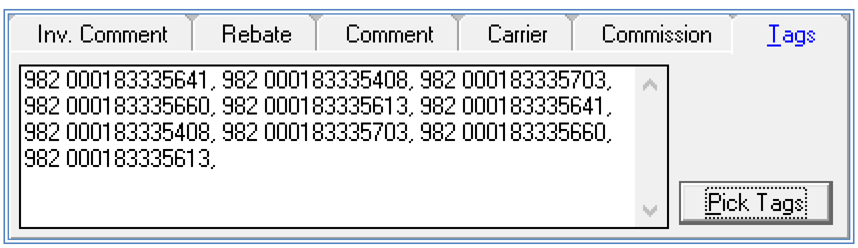

Figure 11: Sale Transaction Tags tab

Displays the allocated tags. Click on **Pick Tags** to change the tag allocations.

Notes:

- *Tag numbers must be entered on the sale line via the Vendor's screen.*
- *Tags can be allocated manually via **Pick Tags** or automatically via the **Auto-Allocate** button on the **Purchasers** tab of the **Private Sale** main screen.*
- *Please refer to the **NAIT Modifications** document –* http://www.shebiz.nz/lohelp/docs/LO%20Nait.pdf *for full details.*

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Invoicing a Sale

The entry of a sale creates both Vendor and Purchaser invoices

- Select **Options** from the Sale Enquiry screen
- This opens the Print screen
- Select **Invoice,** this will auto-fill the Financial details
- Ensure **Preview** is ticked
- Tick the appropriate **Debtor** and **Creditor** options, including Agents, Sale Yard and Transport if applicable
  Note:
  *If the Debtor and Creditor invoices have been printed previously, you must tick **Print All Invoices** to re-print these.*
- Click **Print,** a preview of the invoices is displayed for final checking
- Select **Print Report or Print Selected** from this screen
  Note:
  - *To email, ensure Preview is NOT ticked and click Print. Email clients will be emailed and the rest will print.*

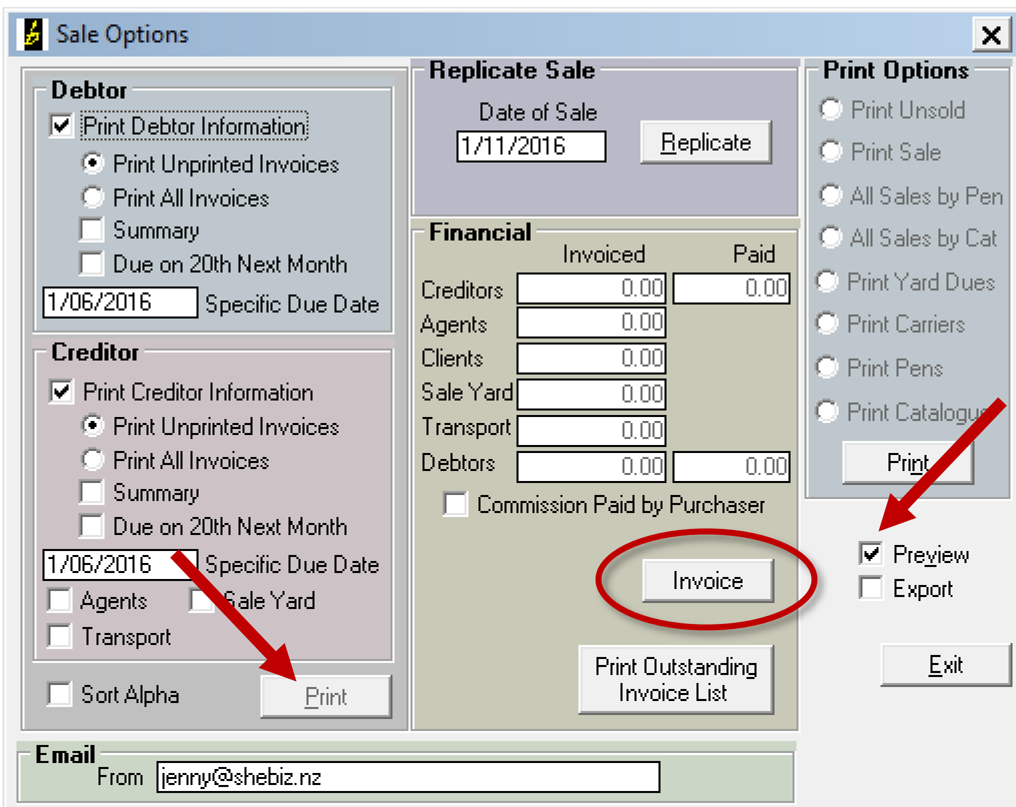

Figure 12: Sale Options

- **Print Outstanding Invoice List** – prints all Debtor and Creditor invoices that are not fully allocated.