

# Livestock Office – Websale Auctions

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6/04/2017

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## Webale Auctions Overview

Livestock Office **Webale** allows entry via handheld devices directly into the **Alternate Auction Sale**.

Used in Sale Yards during an auction, this can ensure data accuracy, prevent double handling of data and reduce translation errors when entering data from handwritten sheets.

The **Webale** is an optional licensed module, and will require the installation and setup of an appropriate web service on your system.

Once installed, the **Webale** can be used to enter the auction details directly while at the stock yard, in real time, while the auction is in progress.

The information is updated immediately allowing for instant printing of reports including auction sheets vendor sales and stock release forms.

## Alternate Auction Sale - Add

Before entry can be made via the Error! Reference source not found., an Alternate Auction Sale must be created within Livestock Office.

- Open Auction Sales, and change the filter from 'All Auction Sales' to 'Alternate Auction Sales',
- then click **Add**

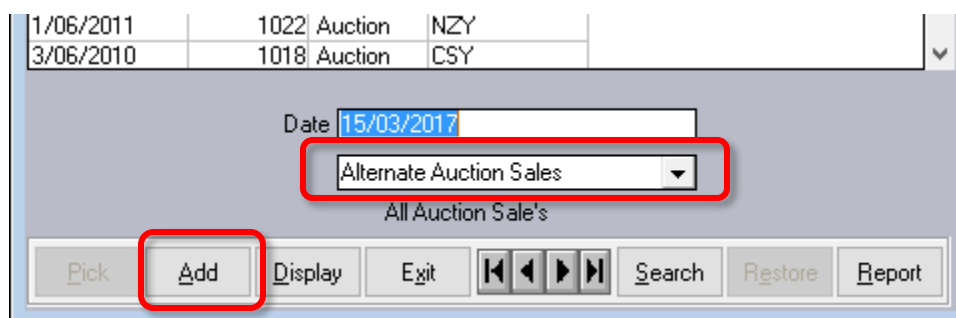
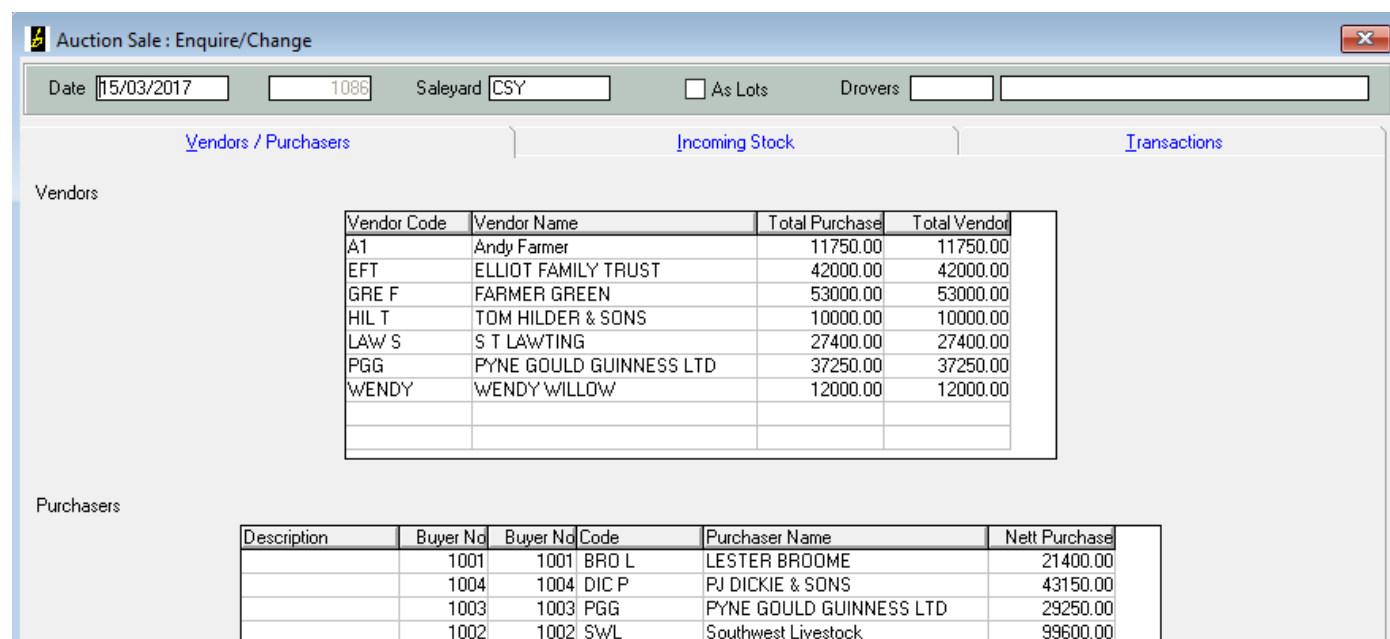


Figure 1: Add Alternate Auction Sale

In the **Alternate Sale : Add** screen,

- Enter the **sale date**, the **sale yard** and **Drover** information if using.
- To speed entry at the sale yard, it is recommended to pre-enter any **vendors** and **purchasers** with their buyer numbers, if you know them, prior to the actual sale.
- If you have set up Sale Yard Purchasers in the Sale Yard details, these can be automatically entered as the sale is created.



**Vendors**

Vendor Code	Vendor Name	Total Purchase	Total Vendor
A1	Andy Farmer	11750.00	11750.00
EFT	ELLIOT FAMILY TRUST	42000.00	42000.00
GRE F	FARMER GREEN	53000.00	53000.00
HIL T	TOM HILDER & SONS	10000.00	10000.00
LAW S	S T LAWTING	27400.00	27400.00
PGG	PYNE GOULD GUINNESS LTD	37250.00	37250.00
WENDY	WENDY WILLOW	12000.00	12000.00

**Purchasers**

Description	Buyer No	Buyer No	Code	Purchaser Name	Nett Purchase
	1001	1001	BRO L	LESTER BROOME	21400.00
	1004	1004	DIC P	PJ DICKIE & SONS	43150.00
	1003	1003	PGG	PYNE GOULD GUINNESS LTD	29250.00
	1002	1002	SWL	Southwest Livestock	99600.00

Figure 2: Alternate Auction - Vendors / Purchasers

## Websale

Remote access is via a web address specific to the settings of your Websale service.

Agents can log in while they are at the sale yard from any internet capable device with the ability to run a web browser.

- On opening the website, you are presented with a **logon** page and must enter a valid user name and password before continuing:

The image shows a web page titled "Livestock Office". Below the title, there are two input fields: "User Name" and "Password". Below these fields is a button labeled "Logon".

Figure 3: Websale Logon

- Once the logon credentials have been validated, the **Sale Functions** screen is displayed:

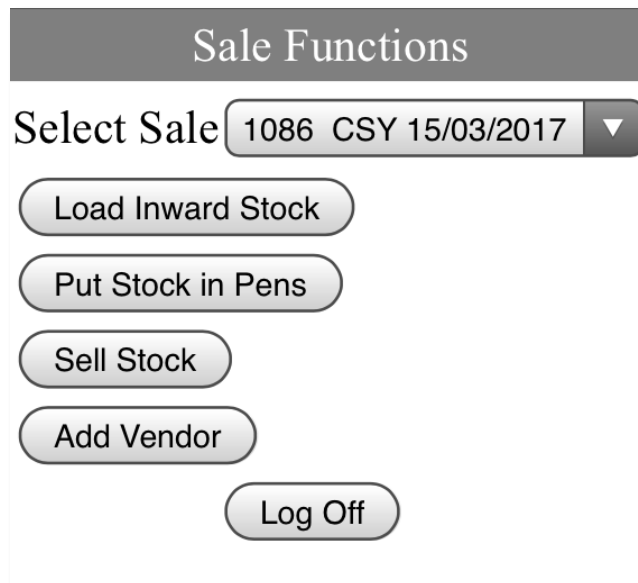
The image shows a web page titled "Sale Functions". Below the title, there is a dropdown menu labeled "Select Sale" with the text "1086 CSY 15/03/2017" and a downward arrow. Below the dropdown menu are five buttons: "Load Inward Stock", "Put Stock in Pens", "Sell Stock", "Add Vendor", and "Log Off".

Figure 4: Websale Functions

- Ensure the correct sale is selected in the drop down box at the top.

## Load Inward Stock

Load Stock In

Vendor S T LAWTING, 531 STEFFENS ROAD ▼

Group BALES - Any Hay, Straw etc ▼

Carrier  ▼

Tally

New Stock Receipt Line ▼

New
Continue
Back

Figure 5: Websale Load Inward Stock

Field	Description
Vendor	Mandatory Select the Vendor from the drop-down list. <i>Note:</i> <ul style="list-style-type: none"> <li>• <i>Use the</i></li> <li>• <i>Add Vendor option from the main menu to add more vendors.</i></li> </ul>
Group	Mandatory Select a pen category group from the drop-down list.
Carrier	A Carrier can be entered if desired. Select from the drop down list.
Tally	Mandatory The tally must be entered before the Inward Stock can be saved.
New	Continue entering incoming stock for the same or another vendor.
Continue	Open the <b>Put Stock In Pens</b> screen so the drafts can be entered for this group.
Back	Return to the main menu.

Select **New Stock Receipt Line** to add new lines, or select an existing line to replace an existing line:

Load Stock In

VendorWENDY WILLOW, 15 Oak Lane

GroupDC - DAIRY CATTLE

CarrierCENTRAL CARRIERS LTD

Tally30

New Stock Receipt Line

NewContinueBack

^v

Done

New Stock Receipt Line

Replaces WENDY WILLOW, DC, 30

Figure 6: Load Stock In

## Put Stock In Pens

The drop down box lists all the Inward Stock that has been entered for this sale, showing the Group code and Vendor name.

Put Stock In Pens

Select Stock In Line

DC 50, S T LAWTING ▼

New
Edit
Back

Delete Pen

DAIRY CATTLE, Tally: 50

Pen Cat H - DAIRY HEIFERS ▼

Pen No 12 Overflow.

Tally 20 Kg

Reserve 0.00 Basis Head per ▼

☐ Use Tag No. Start

Save
Cancel

Figure 7: Put Stock In Pens

Field	Description
New	<p>Creates a new draft for the selected stock.</p> <ul style="list-style-type: none"> <li>• Enter the details of the draft pens for the incoming stock.</li> <li>• The <b>Pen Cat</b> drop down list displays the pen categories associated with the group of the selected inward stock line.</li> <li>• Multiple draft pens, with different pen categories, can be entered for each inward stock line.</li> <li>• Adding a tick to <b>Use Tag No.</b> will allow entry of the tag numbers for the stock in the pen.</li> </ul>
Edit	Opens an existing draft pen to view or edit the details.
Back	Returns to the main menu.
Delete Pen	Remove a pen that has already had it's drafts deleted.
Save	Saves the draft and returns allowing you to add a new draft or edit the existing draft.

## Sell Stock

**Sales**

Pen 11 - DAIRY HEIFERS ▼

Select
Back

Pen: 11 - DAIRY HEIFERS, Tally: 30.0

Reserve 0.00 Basis Head per

Add details for individual sale

Tally 30.0 Kg 0.00

Price Ea 600.000 Total 18000.00

Buyer 3
Continue

Save
Back

Figure 8: Sell Stock

After selecting the correct draft pen, enter the price and buyer no. to complete the sale details.

Field	Description
Save	Sale details are saved and the next pen no displayed, ready for entry.
Back	Returns to the Sales list to allow editing - as shown below

**Pen Sales**

Pen 11 - DAIRY HEIFERS

Create a NEW sale or EDIT existing one

Sale LESTER BROOME - 30.0 ▼

New
Edit
Back

Figure 9: Sales - NEW or EDIT



## Add Vendor

- Allows agents to add vendors to the sale on the fly.

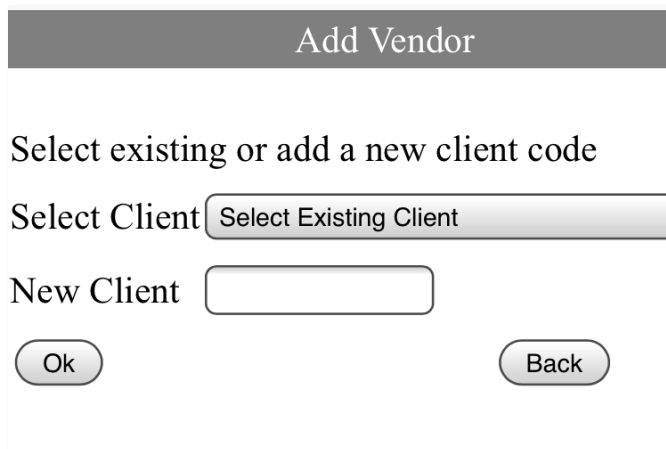


Figure 10: Websale - Add Vendor

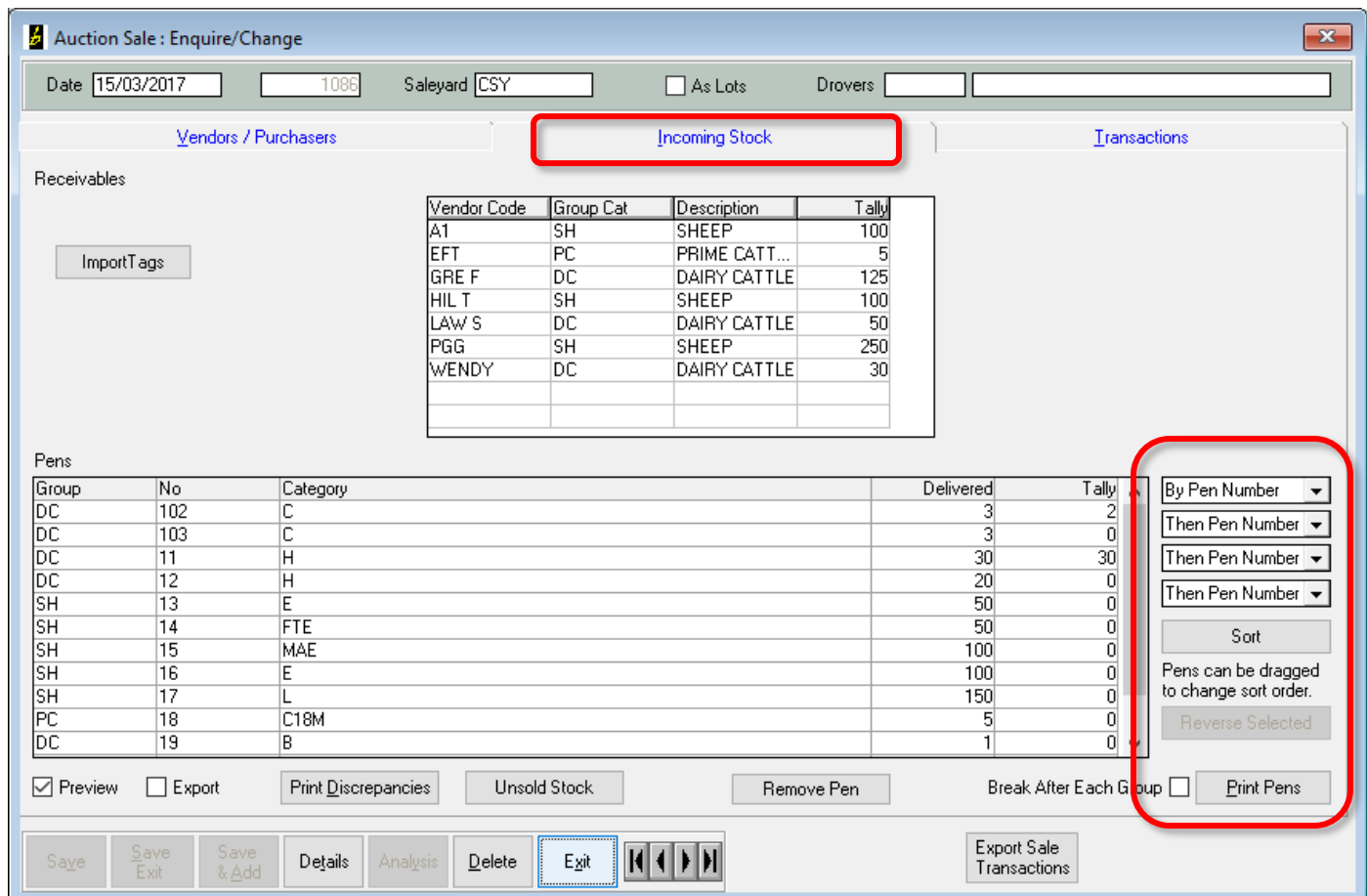
Field	Description
Select Client	Lists all the clients in the database with their Code, Name and the first line of the Address to aid in correct identification.
New Client	If the vendor is <u>not</u> an existing client, enter a new client Code (maximum of 10 characters) in the New Client field. This will create a new client on the database. The Name and Code for this new client will both be set to the code that has been entered, and the address will be set to 'Added by handheld system' with the current date and time.

**Note:**

- This new client will now be available for selection in the vendor list in Load Inward Stock*

## Alternate Auction Sale - Incoming Stock Details

- As drafts are entered via the WebSale this screen is populated in real time.



**Auction Sale : Enquire/Change**

Date: 15/03/2017    1086    Saleyard: CSY    ☐ As Lots    Drovers:

Vendors / Purchasers    **Incoming Stock**    Transactions

**Receivables**

ImportTags

Vendor Code	Group Cat	Description	Tally
A1	SH	SHEEP	100
EFT	PC	PRIME CATT...	5
GRE F	DC	DAIRY CATTLE	125
HIL T	SH	SHEEP	100
LAW S	DC	DAIRY CATTLE	50
PGG	SH	SHEEP	250
WENDY	DC	DAIRY CATTLE	30

**Pens**

Group	No	Category	Delivered	Tally
DC	102	C	3	2
DC	103	C	3	0
DC	11	H	30	30
DC	12	H	20	0
SH	13	E	50	0
SH	14	FTE	50	0
SH	15	MAE	100	0
SH	16	E	100	0
SH	17	L	150	0
PC	18	C18M	5	0
DC	19	B	1	0

By Pen Number ▼  
Then Pen Number ▼  
Then Pen Number ▼  
Then Pen Number ▼

Sort

Pens can be dragged to change sort order.

Reverse Selected

☒ Preview    ☐ Export    Print Discrepancies    Unsold Stock    Remove Pen    Break After Each Group ☐    Print Pens

Save    Save Exit    Save & Add    Details    Analysis    Delete    Exit    Export Sale Transactions

Figure 11: Alternative Auction - Incoming Stock

- The **Pen** list displayed at the bottom of the Incoming Stock screen can be sorted using the options Sort options on the Right.
- The Receivables list the Incoming Stock. Clicking a line will open the draft pen details.

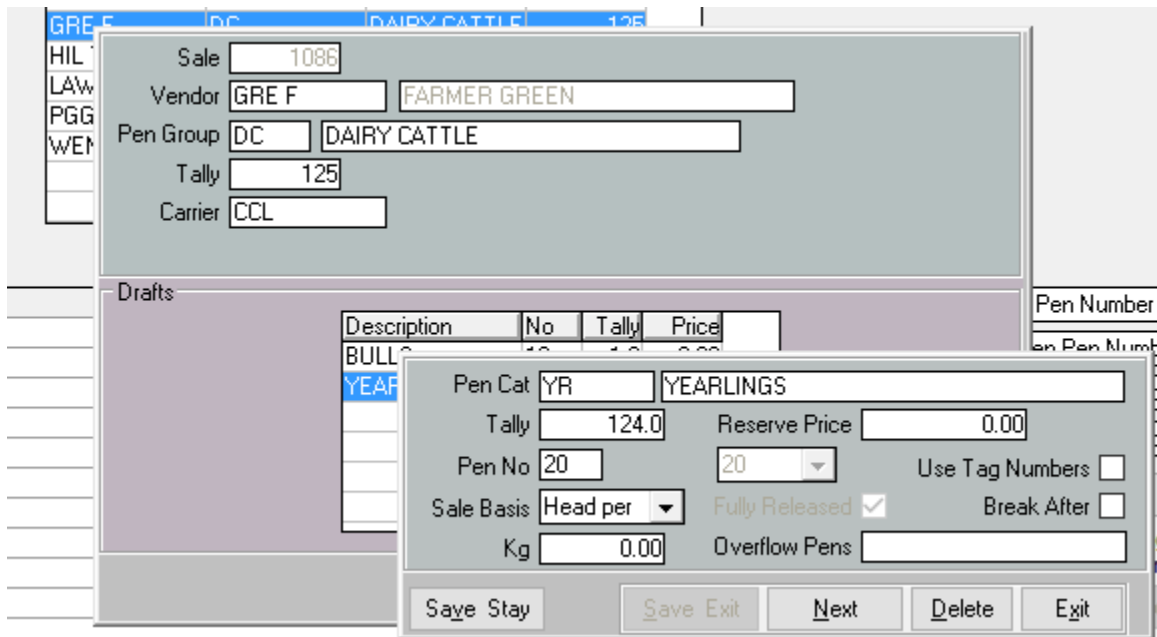


Figure 12: Receivables

- Click on a draft to view or edit the details.
- **Break After** forces a new page on the Print Pens report.

## Reports

- **Print Discrepancies** - Use this report to find any tally discrepancies that may occur if draft pens are not entered, or if the number of stock sold exceeds the tally received:

Printed 11/10/2011 13:01:49

### Tally Discrepancies

Sale Date: 1/11/2011    Sale Number: 1793    Sale Yard: SCOTTLAND

Vendor	Name	Received Tally	Total From Draft Lines	Category Group
A2	A Farmer 2	50	0	C CATTLE
a3	OLD MACDONALD	10	0	C CATTLE
BAYR	Roger Bay	45	50	SH SHEEP
	Draft Pen No: 10    RAMS	Tally:	5	
	Draft Pen No: 11    PRIME LAMBS	Tally:	10	
	Draft Pen No: 8    EWES	Tally:	25	
	Draft Pen No: 9    EWES & LAMBS AT FOOT	Tally:	10	
LAW	Lisa Wardill	10	0	SH SHEEP
WARD	MAX WARD	10	0	SH SHEEP

- **Unsold Stock** - Lists the pens that have not been completely sold:

11 October 2011, 13:04:27

### Unsold Pens

SCOTTLAND 1/11/2011

Pen No	Vendor	Category	Delivered	Unsold
2	Farmer Green	COWS	15	5
6	TJ Smith & KJ Hawker	BULLS	5	3
7	OLD MACDONALD	DAIRY COWS	15	15
10	Roger Bay	RAMS	5	5
11	Roger Bay	PRIME LAMBS	10	10

- **Print Pens** - Prints the Auction Sheet
- Use the sort order or simply drag the pens to change their order both on the screen and on the printed auction sheet.

Printed 11/10/2011 13:05:45

### Sale Pens

Sale Date: 1/11/2011    Sale Number: 1793    Sale Yard: SCOTTLAND

1	Farmer Green	BULLS	Kg per	5	3200.00	0.00	<input type="text"/>
2	Farmer Green	COWS	Head per	15	0.00	0.00	<input type="text"/>
3	Farmer Bernard Brian Brown Snr	EWES	Head per	10	0.00	0.00	<input type="text"/>
4	Farmer Green	HEIFERS	Head per	30	0.00	0.00	<input type="text"/>

**Note: Export Sale Transactions** - Only available for clients with the Auction Transfer module. Please contact Livestock Office for more information regarding this.

## Alternate Auction Sale - Transactions Details

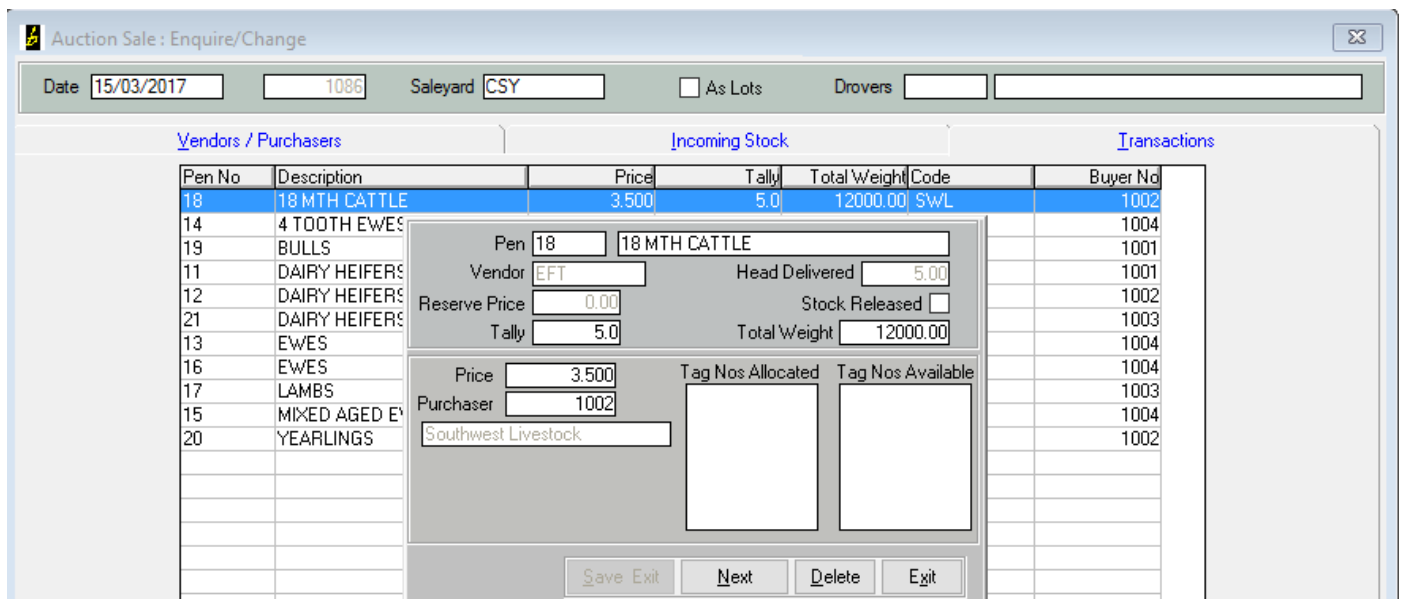
- Displays each individual Sale Transaction as it is entered via the handheld devices at the sale yard.
- The table can be customised to individual preference by adding, removing and sorting the columns.



Pen No	Description	Price	Tally	Total Weight	Code	Buyer No
18	18 MTH CATTLE	3.500	5.0	12000.00	SWL	1002
14	4 TOOTH EWES	85.000	50.0	0.00	DIC P	1004
19	BULLS	4.000	1.0	850.00	BRO L	1001
11	DAIRY HEIFERS	600.000	30.0	0.00	BRO L	1001
12	DAIRY HEIFERS	400.000	20.0	0.00	SWL	1002
21	DAIRY HEIFERS	400.000	30.0	0.00	PGG	1003
13	EWES	150.000	50.0	0.00	DIC P	1004
16	EWES	200.000	100.0	0.00	DIC P	1004
17	LAMBS	115.000	150.0	0.00	PGG	1003
15	MIXED AGED EWES	100.000	100.0	0.00	DIC P	1004
20	YEARLINGS	400.000	124.0	0.00	SWL	1002

Figure 13: Alternative Auction - Transactions

- Click on a line to view or edit the details:



Pen No	Description	Price	Tally	Total Weight	Code	Buyer No
18	18 MTH CATTLE	3.500	5.0	12000.00	SWL	1002
14	4 TOOTH EWES					1004
19	BULLS					1001
11	DAIRY HEIFERS					1001
12	DAIRY HEIFERS					1002
21	DAIRY HEIFERS					1003
13	EWES					1004
16	EWES					1004
17	LAMBS					1003
15	MIXED AGED EWES					1004
20	YEARLINGS					1002

Pen: 18    18 MTH CATTLE

Vendor: EFT    Head Delivered: 5.00

Reserve Price: 0.00    Stock Released: ☐

Tally: 5.0    Total Weight: 12000.00

Price: 3.500    Tag Nos Allocated:     Tag Nos Available:

Purchaser: 1002

Southwest Livestock

Save Exit    Next    Delete    Edit

Figure 14: Transaction Details

## Reports

- **Unreleased Stock** - prints a report for each purchaser detailing the stock that is not released:

<b>All Unreleased Stock</b>				SCOTTLAND	
Livestock Office TEST				Printed 11/10/2011 13:42:00	
Purchaser: <b>102, Andy Cooper a long long abcdef</b>				Page 2	
Cozens Road				Carrier: <b>MH</b>	
Pen No	Suffix	Overflow	Stock Category	Tally	Tag No
1			BULLS	5	
5			18 MONTH CATTLE	15	
8			EWES	5	
9			EWES & LAMBS AT FOOT	10	
Total:				35	

- **Print Releases** - releases all unreleased stock and prints a stock release sheet for each purchaser:

<b>Stock Release</b>				SCOTTLAND	
Livestock Office TEST				Printed 11/10/2011 13:45:43	
Purchaser: <b>102, Andy Cooper a long long abcdef</b>				Page 2	
Cozens Road				Carrier: <b>MH</b>	
Pen No	Suffix	Overflow	Stock Category	Tally	Tag No
1			BULLS	5	
5			18 MONTH CATTLE	15	
8			EWES	5	
9			EWES & LAMBS AT FOOT	10	
Total:				35	

- **Vendor Sales** - prints a summary of sales for each vendor, with totals and subtotals for pen category, group and total stock:

Printed 11/10/2011 13:52:55

Vendor Sales

Sale Date: 1/11/2011

Sale Number: 1793

Sale Yard: SCOTTLAND

Vendor: OLD MACDONALD

GST:

Phone:

Agent: Agent Brown

Pen No	Description	Head Del.	Not Sold	Head Sold	\$ Price	Total Value	Total Weight	Ave. Weight	Cents Per kg	\$ Per Head	Buyer No	Purchaser
12	HEIFERS	5	0	5	1100.00	5500.00	0	0	0	1100.00	103	MAX WARD
13	STEERS	5	0	5	900.000	4500.00	0	0	0	900.00	102	Andy Cooper a long long abcdef
	CATTLE	10	0	10		10000.00	0	0		1000.00		
7	DAIRY COWS	15	0	15	1250.00	18750.00	0	0	0	1250.00	103	MAX WARD
	DAIRY	15	0	15		18750.00	0	0		1250.00		
	OLD MACDONALD	25	0	25		28750.00	0	0		1150.00		

- The last page of the **Vendor Sales Report** show the Auction Sale Summary of the sale, broken down by pen category group:

Printed 11/10/2011 13:52:55

## Vendor Sales

Sale Date: 1/11/2011      Sale Number: 1793      Sale Yard: SCOTTLAND

Vendor: Totals      GST:      Phone:      Agent:

Pen No	Description	Head Del.	Not Sold	Head Sold	\$ Price	Total Value	Total Weight	Ave. Weight	Cents Per kg	\$ Per Head	Buyer No	Purchaser
	CATTLE	80	8	72		94480.50	4300	60	2197	1312.23		
	DAIRY	15	0	15		18750.00	0	0		1250.00		
	SHEEP	45	0	45		19100.00	0	0		424.44		
<b>Total</b>		<b>140</b>	<b>8</b>	<b>132</b>		<b>132330.50</b>	<b>4300</b>	<b>33</b>	<b>3077</b>	<b>1002.50</b>		

- Sales Summary** - Produces a similar report to the last page of the vendor sales, but this report is broken down into each pen category as well as the pen category groups:

Printed 11/10/2011 13:57:49

## Sales By Pen Category

Sale Date: 1/11/2011      Sale Number: 1793      Sale Yard: SCOTTLAND

Description	Head Del.	Not Sold	Head Sold	Total Value	Total Weight	Ave. Weight	Cents Per kg	\$ Per Head	# of Pens	# of Sales
BULLS	10	3	7	17980.50	4300	614	418	2568.64	2	2
18 MONTH CATTLE	15	0	15	13500.00	0	0		900.00	1	1
COWS	15	5	10	14000.00	0	0		1400.00	1	1
HEIFERS	35	0	35	44500.00	0	0		1271.43	2	2
STEERS	5	0	5	4500.00	0	0		900.00	1	1
<b>CATTLE</b>	<b>80</b>	<b>8</b>	<b>72</b>	<b>94480.50</b>	<b>4300</b>	<b>60</b>	<b>2197</b>	<b>1312.23</b>	<b>7</b>	<b>7</b>
DAIRY COWS	15	0	15	18750.00	0	0		1250.00	1	1
<b>DAIRY</b>	<b>15</b>	<b>0</b>	<b>15</b>	<b>18750.00</b>	<b>0</b>	<b>0</b>		<b>1250.00</b>	<b>1</b>	<b>1</b>
EWES	35	0	35	13600.00	0	0		388.57	2	3
EWES & LAMBS AT FOOT	10	0	10	5500.00	0	0		550.00	1	1
<b>SHEEP</b>	<b>45</b>	<b>0</b>	<b>45</b>	<b>19100.00</b>	<b>0</b>	<b>0</b>		<b>424.44</b>	<b>3</b>	<b>4</b>
<b>Total</b>	<b>140</b>	<b>8</b>	<b>132</b>	<b>132330.50</b>	<b>4300</b>	<b>33</b>	<b>3077</b>	<b>1002.50</b>	<b>11</b>	<b>12</b>

- All Sales** - Prints a list of all the sales using the pen order set on the Incoming Stock tab.

Printed 11/10/2011 14:00:29

## All Sales

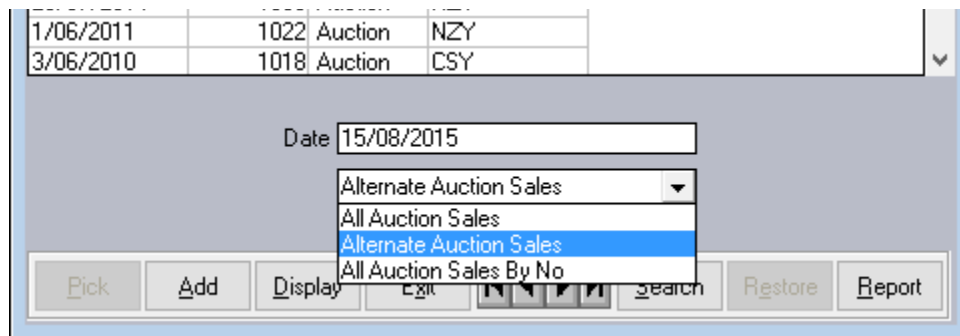
Sale Date: 1/11/2011      Sale Number: 1793      Sale Yard: SCOTTLAND

Pen No	Overflow	Vendor	Description	Head Deliv'd	Head Sold	Price	Weight	Buyer Num	Purchaser
1		Farmer Green	BULLS	5	5	4.500	3200.00	102	Andy Cooper a long long abcdef
2		Farmer Green	COWS	15	10	1400.00	0.00	1	AAA
3		Farmer Bernard Brian Brown Snr	EWES	10	10	350.000	0.00	103	MAX WARD
4		Farmer Green	HEIFERS	30	30	1300.00	0.00	1	AAA
5		TJ Smith & KJ Hawker	18 MONTH CATTLE	15	15	900.00	0.00	102	Andy Cooper a long long abcdef
6		TJ Smith & KJ Hawker	BULLS	5	2	3.255	1100.00	103	MAX WARD
7		OLD MACDONALD	DAIRY COWS	15	15	1250.00	0.00	103	MAX WARD
8		Roger Bay	EWES	25	20	400.000	0.00	1	AAA
8		Roger Bay	EWES	25	5	420.000	0.00	102	Andy Cooper a long long abcdef

*Note: Break After Each Group forces a new page after each pen category group.*

## Invoice the Sale

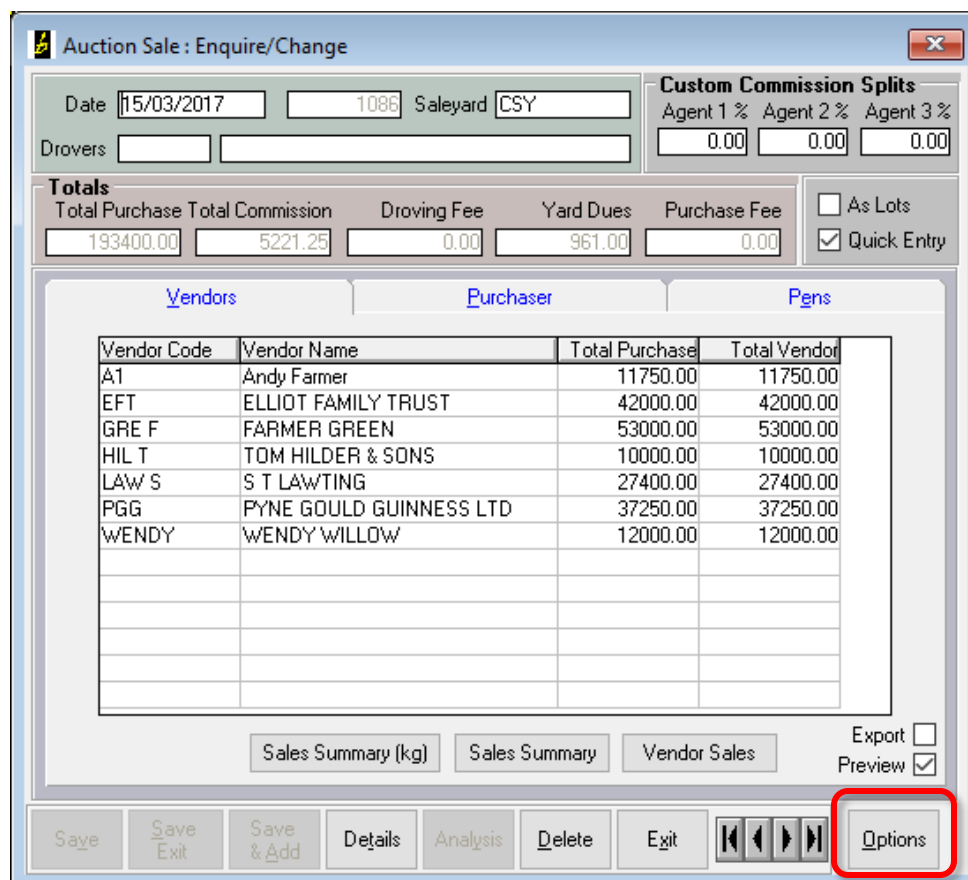
- Once the auction sale is complete, exit the Alternate Auction Sale screen and change the filter at the bottom of the File Access screen back to All Auction Sales:



The screenshot shows a software interface with a dropdown menu open. The menu options are: Alternate Auction Sales, All Auction Sales, Alternate Auction Sales (highlighted), and All Auction Sales By No. Below the menu are buttons: Pick, Add, Display, Exit, Search, Restore, and Report.

Figure 15: Auction Sales Filter

- Select the sale from the list and click Display.  
*This will open the sale in a normal Auction Sale format.*



The screenshot shows the 'Auction Sale : Enquire/Change' window. It includes fields for Date (15/03/2017), Saleyard (CSY), and Drovers. A 'Custom Commission Splits' section shows Agent 1 %, Agent 2 %, and Agent 3 % all at 0.00. A 'Totals' section shows Total Purchase (193400.00), Total Commission (5221.25), Droving Fee (0.00), Yard Dues (961.00), and Purchase Fee (0.00). Below this is a table with columns: Vendor Code, Vendor Name, Total Purchase, and Total Vendor. The table lists several vendors including Andy Farmer, ELLIOT FAMILY TRUST, FARMER GREEN, TOM HILDER & SONS, S T LAWTING, PYNE GOULD GUINNESS LTD, and WENDY WILLOW. At the bottom, there are buttons for Save, Save Exit, Save & Add, Details, Analysis, Delete, Exit, and Options (highlighted with a red box). There are also checkboxes for 'As Lots' and 'Quick Entry', and a section for 'Export' and 'Preview'.

Figure 16: Standard Auction Format

- Use Options to invoice the sale in the normal way.