Livestock Office – Head Office Functionality

9/02/2024

Contents

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Head Office Accounts for Creditors

Creditors in Livestock Office can be linked to a Head Office account.
All payments to the creditor will go to the Head Office account instead of the creditor.

This allows you to group individual accounts together such as local branches of a national company, with accounts paid to the head office.

Livestock Office main menu > Creditors

Enter the Head Office Creditor alpha key or use F8 or double-click to pick from the list, to link this creditor with a Head Office account.
The Head Office account must be an existing creditor in Livestock Office.
Creditors linked to a head office account will show with a background colour in look-up screens.

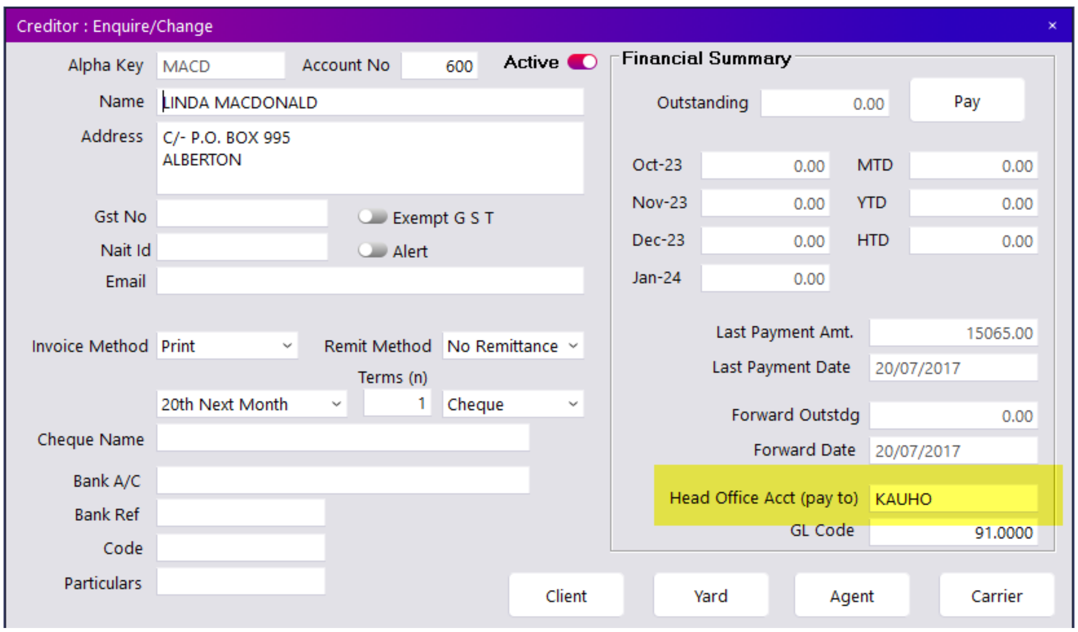

Figure 1: Creditor Head Office

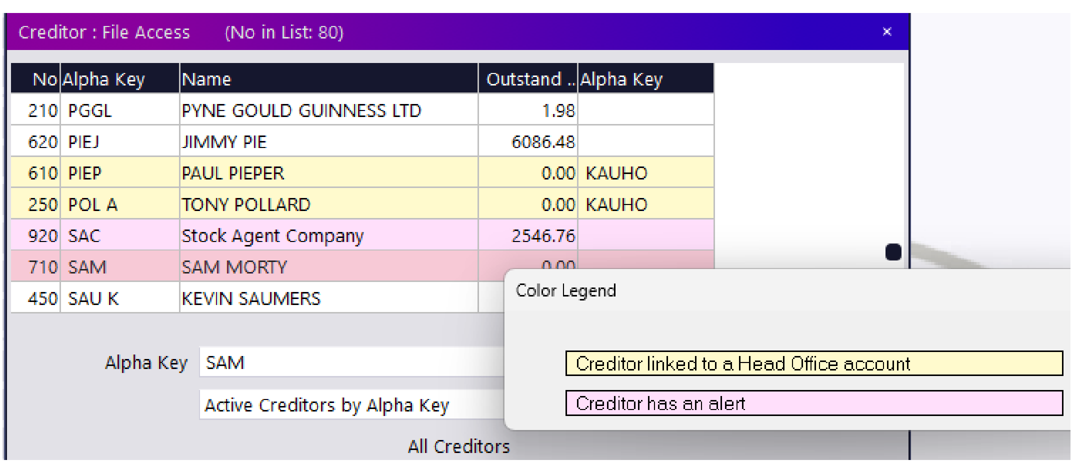

Figure 2: Creditor Look Up list colours

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When a creditor is linked to a Head Office, if there are current transactions, you will be given an option to transfer these to the Head Office account. Click Yes to transfer or No to leave them on the original creditor.

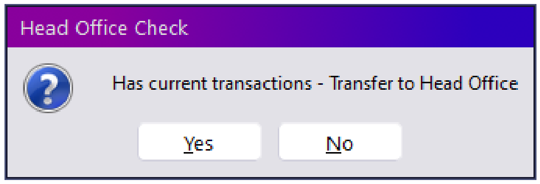
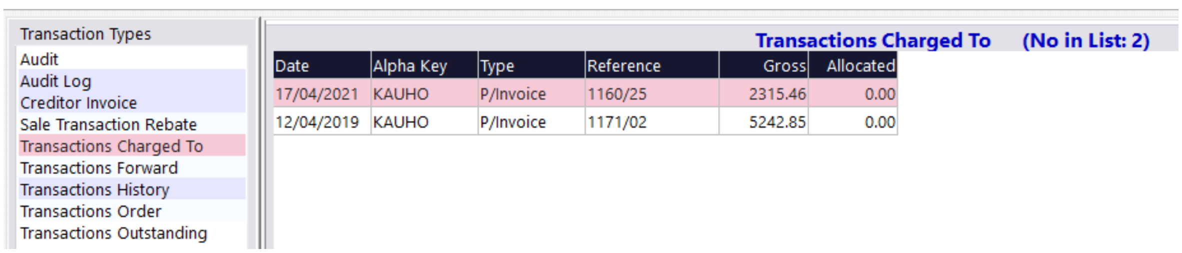


Figure 3: Head Office Check

Creditor Details Button

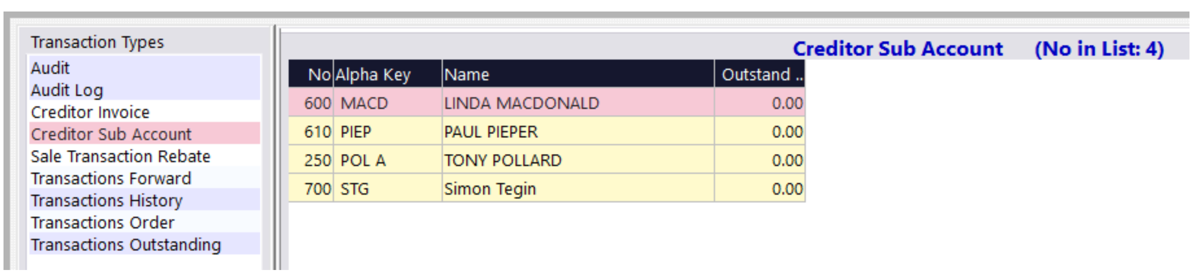
Creditor – the sub account that is linked to a Head Office
Creditor Record > Details
Transactions display in the **Transactions Charged To** table:



Date	Alpha Key	Type	Reference	Gross	Allocated
17/04/2021	KAUHO	P/Invoice	1160/25	2315.46	0.00
12/04/2019	KAUHO	P/Invoice	1171/02	5242.85	0.00

Figure 4: Creditor > Details - Transactions Charged To

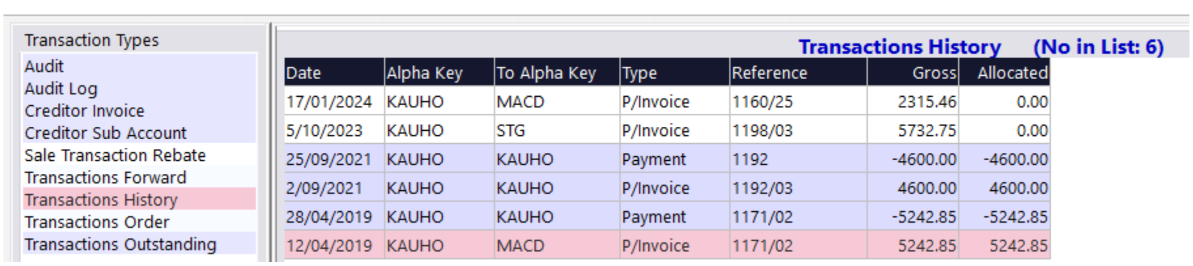
Head Office Account – Eg: KAUHO
Creditor Record > Details
Creditors linked to this account show in the **Creditor Sub Account** table:



No	Alpha Key	Name	Outstand ..
600	MACD	LINDA MACDONALD	0.00
610	PIEP	PAUL PIEPER	0.00
250	POL A	TONY POLLARD	0.00
700	STG	Simon Tegin	0.00

Figure 5: Head Office creditor > Details - Creditor Sub Accounts

Transactions for the sub accounts show in the **Transaction History** tables:



Date	Alpha Key	To Alpha Key	Type	Reference	Gross	Allocated
17/01/2024	KAUHO	MACD	P/Invoice	1160/25	2315.46	0.00
5/10/2023	KAUHO	STG	P/Invoice	1198/03	5732.75	0.00
25/09/2021	KAUHO	KAUHO	Payment	1192	-4600.00	-4600.00
2/09/2021	KAUHO	KAUHO	P/Invoice	1192/03	4600.00	4600.00
28/04/2019	KAUHO	KAUHO	Payment	1171/02	-5242.85	-5242.85
12/04/2019	KAUHO	MACD	P/Invoice	1171/02	5242.85	5242.85

Figure 6: Transaction History on the Head Office creditor

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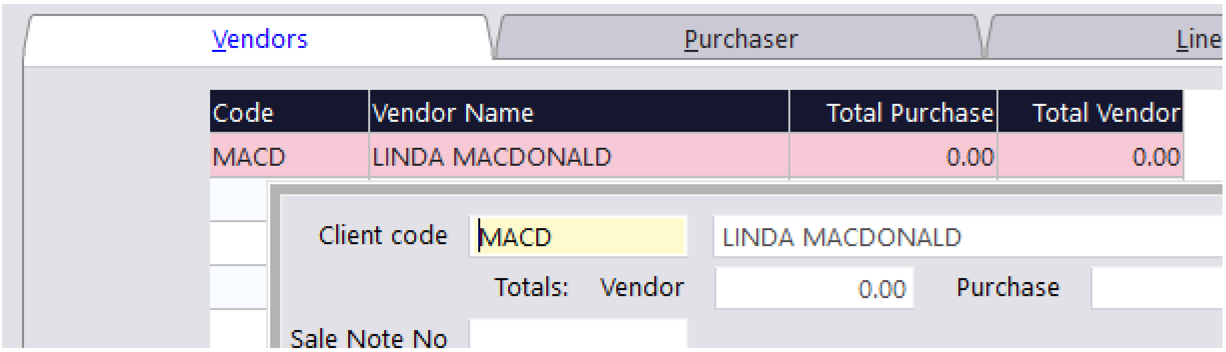
Sales

Creditor account linked to a Head Office account will show with a light-yellow background on the Sale Note and Vendor screens in sales:



Invoices

The creditor Invoice screen will show the actual client details.

Creditor Invoices will be from the Head Office account but print the actual client name in the first line of address.

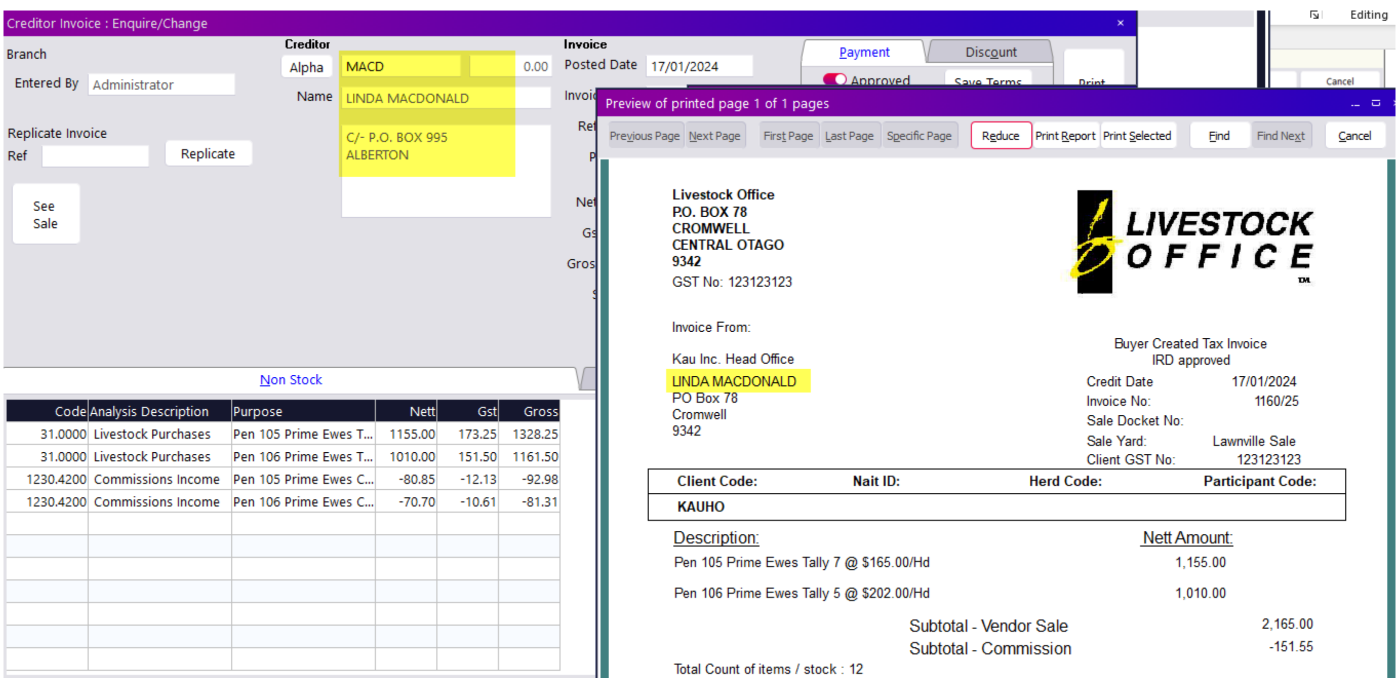


Figure 7: Creditor Invoice screen and Invoice