

Livestock Office – Head Office Functionality

9/02/2024

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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.

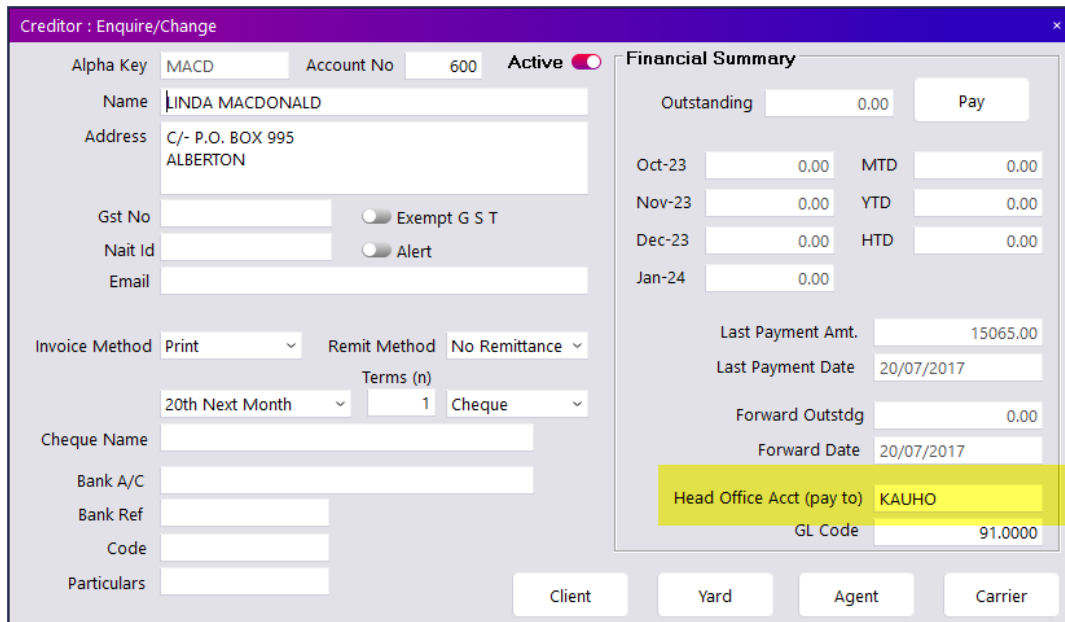
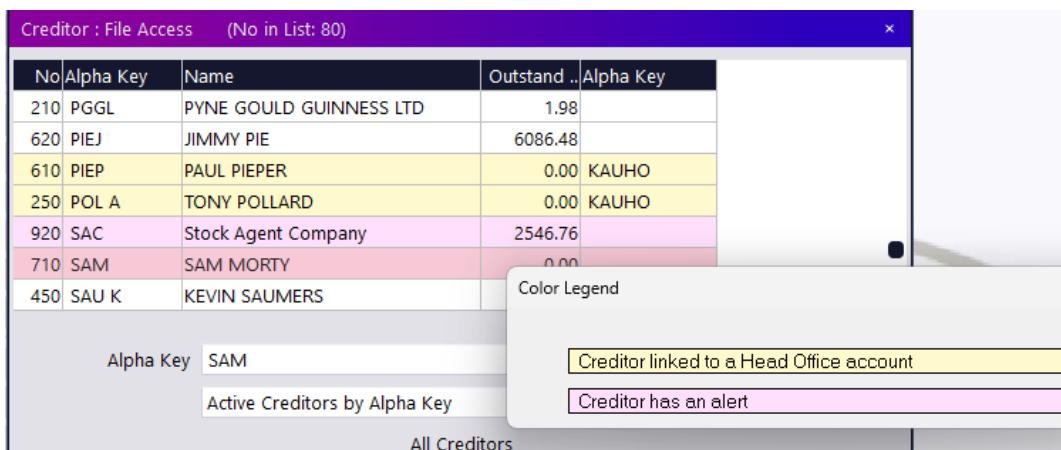


Figure 1: Creditor Head Office



No	Alpha Key	Name	Outstand	Alpha Key
210	PGGL	PYNE GOULD GUINNESS LTD	1.98	
620	PIEJ	JIMMY PIE	6086.48	
610	PIEP	PAUL PIEPER	0.00	KAUHO
250	POL A	TONY POLLARD	0.00	KAUHO
920	SAC	Stock Agent Company	2546.76	
710	SAM	SAM MORTY	0.00	
450	SAU K	KEVIN SAUMERS		

Figure 2: Creditor Look Up list colours

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.

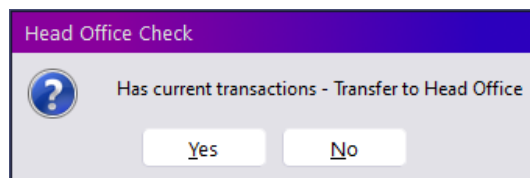


Figure 3: Head Office Check

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:

Transaction Types	Transactions Charged To (No in List: 2)					
	Date	Alpha Key	Type	Reference	Gross	Allocated
Audit	17/04/2021	KAUHO	P/Invoice	1160/25	2315.46	0.00
Audit Log	12/04/2019	KAUHO	P/Invoice	1171/02	5242.85	0.00
Creditor Invoice						
Sale Transaction Rebate						
Transactions Charged To						
Transactions Forward						
Transactions History						
Transactions Order						
Transactions Outstanding						

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:

Transaction Types	Creditor Sub Account (No in List: 4)			
	No	Alpha Key	Name	Outstand ..
Audit	600	MACD	LINDA MACDONALD	0.00
Audit Log	610	PIEP	PAUL PIEPER	0.00
Creditor Invoice	250	POL A	TONY POLLARD	0.00
Creditor Sub Account	700	STG	Simon Tegin	0.00
Sale Transaction Rebate				
Transactions Forward				
Transactions History				
Transactions Order				
Transactions Outstanding				

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

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

Transaction Types	Transactions History (No in List: 6)						
	Date	Alpha Key	To Alpha Key	Type	Reference	Gross	Allocated
Audit	17/01/2024	KAUHO	MACD	P/Invoice	1160/25	2315.46	0.00
Audit Log	5/10/2023	KAUHO	STG	P/Invoice	1198/03	5732.75	0.00
Creditor Invoice	25/09/2021	KAUHO	KAUHO	Payment	1192	-4600.00	-4600.00
Creditor Sub Account	2/09/2021	KAUHO	KAUHO	P/Invoice	1192/03	4600.00	4600.00
Sale Transaction Rebate	28/04/2019	KAUHO	KAUHO	Payment	1171/02	-5242.85	-5242.85
Transactions Forward	12/04/2019	KAUHO	MACD	P/Invoice	1171/02	5242.85	5242.85
Transactions History							
Transactions Order							
Transactions Outstanding							

Figure 6: Transaction History on the Head Office creditor

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:

Code	Vendor Name	Total Purchase	Total Vendor
MACD	LINDA MACDONALD	0.00	0.00

Client code	MACD	LINDA MACDONALD
Totals: Vendor	0.00	Purchase
Sale Note No		

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.

Creditor Invoice : Enquire/Change

Branch
Entered By Administrator

Replicate Invoice
Ref Replicate

See Sale

Creditor
Alpha
Name
C/- P.O. BOX 995
ALBERTON

Invoice
Posted Date 17/01/2024

Payment
Approved

Discount
Save Terms

Print

Preview of printed page 1 of 1 pages

Previous Page Next Page First Page Last Page Specific Page Reduce Print Report Print Selected End Find Next Cancel

Livestock Office
P.O. BOX 78
CROMWELL
CENTRAL OTAGO
9342
GST No: 123123123

Invoice From:
Kau Inc. Head Office
LINDA MACDONALD

Buyer Created Tax Invoice
IRD approved

Credit Date 17/01/2024
Invoice No: 1160/25
Sale Docket No:
Sale Yard: Lawmille Sale
Client GST No: 123123123

Client Code:	Nait ID:	Herd Code:	Participant Code:
KAUHO			

Description:
Pen 105 Prime Ewes Tally 7 @ \$165.00/Hd
Pen 106 Prime Ewes Tally 5 @ \$202.00/Hd

Subtotal - Vendor Sale
Subtotal - Commission

Nett Amount:
1,155.00
1,010.00

2,165.00
-151.55

Total Count of items / stock : 12

Figure 7: Creditor Invoice screen and Invoice