

Livestock Office – Native Accounting

10/08/2021

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Native Accounting

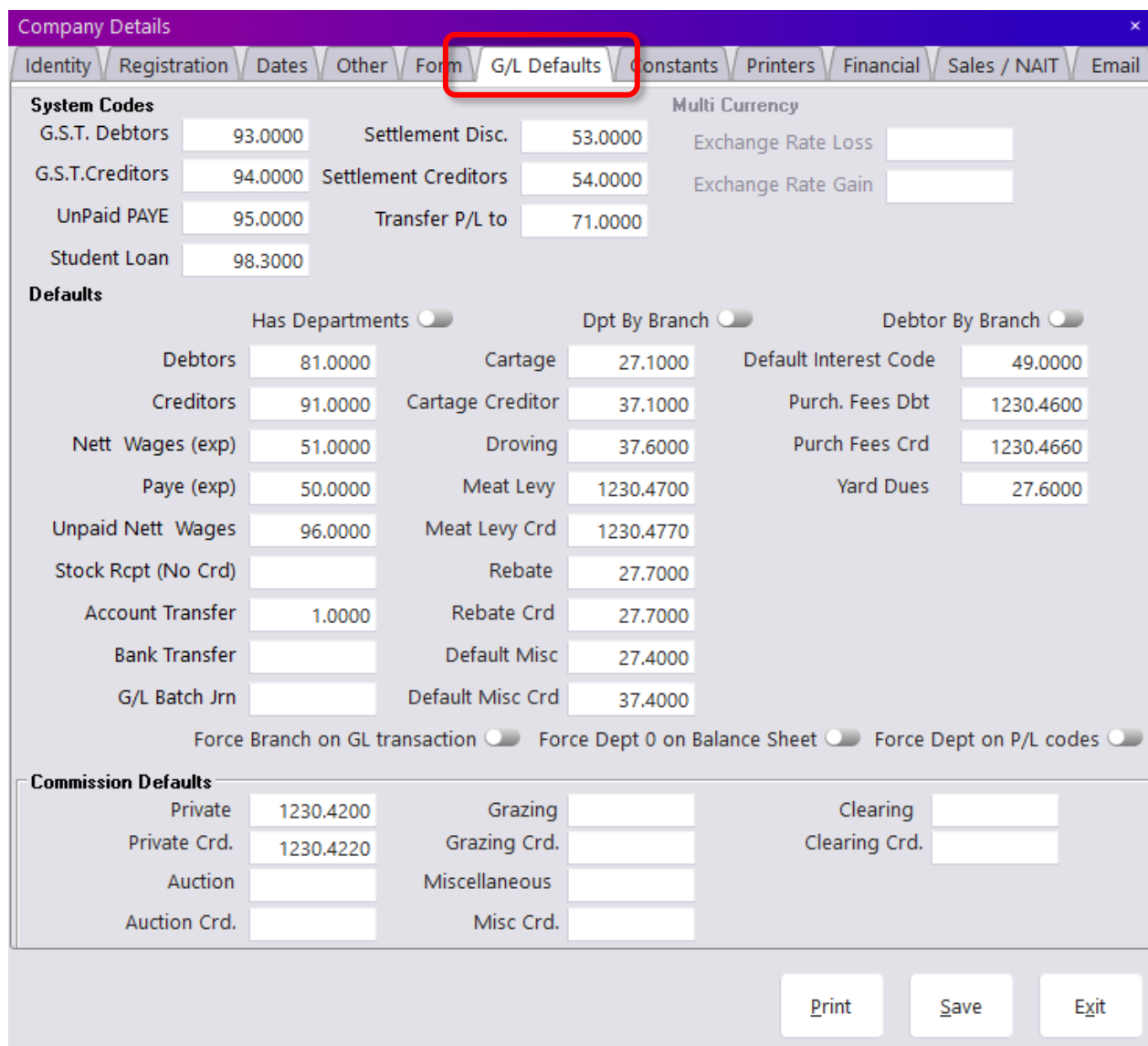
Native accounting in Livestock Office has four modules: General Ledger, Accounts Payable (Creditors), Accounts Receivable (Debtors) and Cashbook.

This covers the financial side of your business and manages your balance sheets and profit and loss accounts with a customisable tree structure. You can set up multiple bank accounts with bank statement reconciliation.

There is a comprehensive cashbook to facilitate all financial transactions and allocate them to specific invoices.

You can set up your general ledger (G/L) defaults from the G/L Defaults tab in Company Details.

Livestock Office main menu > File > Company Details > G/L Defaults



Company Details

Identity | Registration | Dates | Other | Form | **G/L Defaults** | Constants | Printers | Financial | Sales / NAIT | Email

System Codes

G.S.T. Debtors	93.0000	Settlement Disc.	53.0000	Exchange Rate Loss	
G.S.T. Creditors	94.0000	Settlement Creditors	54.0000	Exchange Rate Gain	
UnPaid PAYE	95.0000	Transfer P/L to	71.0000		
Student Loan	98.3000				

Multi Currency

Defaults

Has Departments Dpt By Branch Debtor By Branch

Debtors	81.0000	Cartage	27.1000	Default Interest Code	49.0000
Creditors	91.0000	Cartage Creditor	37.1000	Purch. Fees Dbt	1230.4600
Nett Wages (exp)	51.0000	Droving	37.6000	Purch Fees Crd	1230.4660
Paye (exp)	50.0000	Meat Levy	1230.4700	Yard Dues	27.6000
Unpaid Nett Wages	96.0000	Meat Levy Crd	1230.4770		
Stock Rcpt (No Crd)		Rebate	27.7000		
Account Transfer	1.0000	Rebate Crd	27.7000		
Bank Transfer		Default Misc	27.4000		
G/L Batch Jrn		Default Misc Crd	37.4000		

Force Branch on GL transaction Force Dept 0 on Balance Sheet Force Dept on P/L codes

Commission Defaults

Private	1230.4200	Grazing		Clearing	
Private Crd.	1230.4220	Grazing Crd.		Clearing Crd.	
Auction		Miscellaneous			
Auction Crd.		Misc Crd.			

Print Save Exit

Figure 1: G/L Defaults in Company Details

General Ledger

The General Ledger module operates at real time and is fully integrated with all other Livestock Office modules. This leads to automatic reconciliation to accounts receivable, accounts payable and cashbook. It has a simple, customisable tree structure that allows for flexibility. You can add multiple bank accounts and reconcile bank statements. You can set up standing transactions for both General Ledger and Bank accounts.

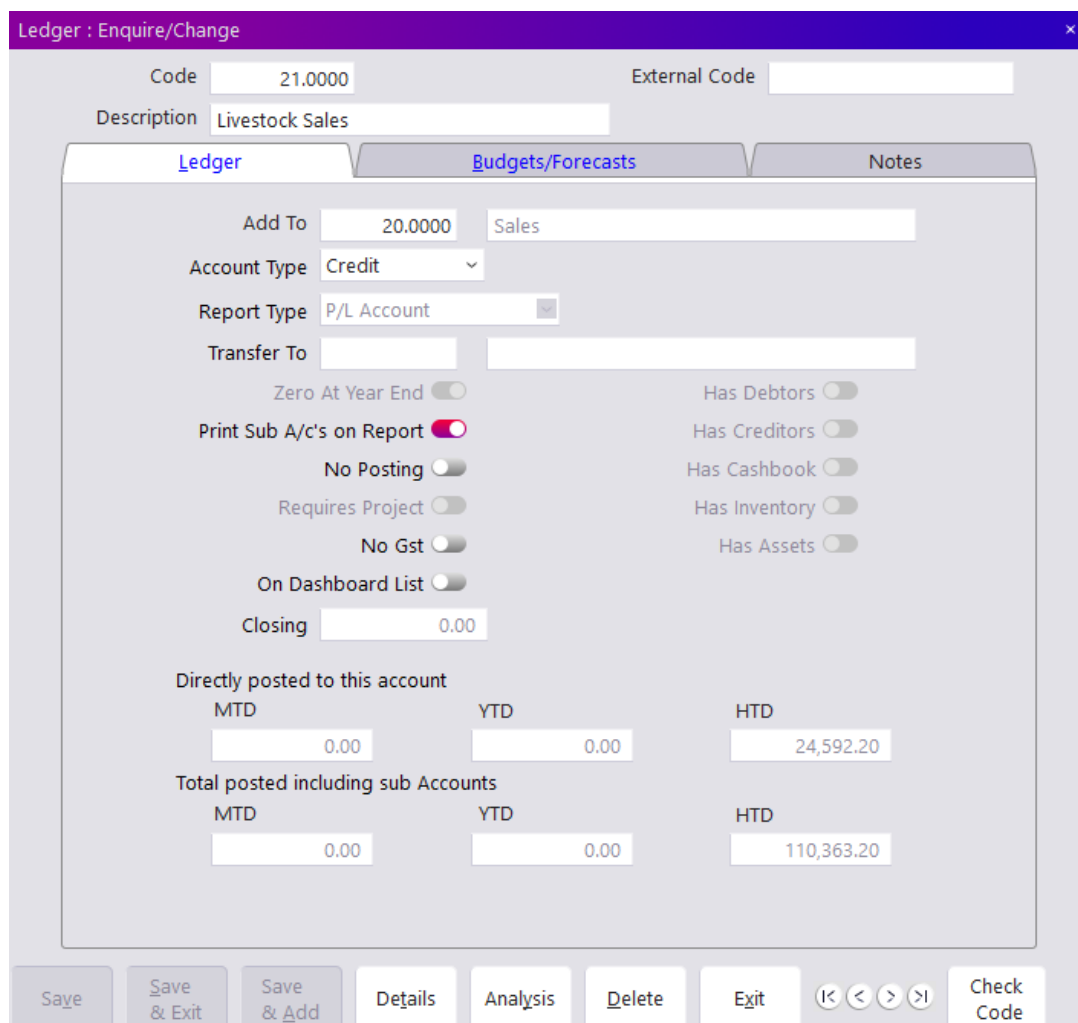
There are many reports that can be used through the General Ledger giving you the information required. You can also custom design reports to gain the information you need. There is also simple Profit & Loss, Balance Sheet and Trial Balance reporting.

G/L Codes

Livestock Office main menu > Ledger > Analysis Codes

You can set up and see what code it adds to on the tree. You can set whether it's a debit or credit and what report it should go on.

There is also a Check Code button that will list transactions against that code which might cause errors with reconciliation.



Ledger : Enquire/Change

Code: 21.0000 External Code:

Description: Livestock Sales

Ledger | Budgets/Forecasts | Notes

Add To: 20.0000 Sales

Account Type: Credit

Report Type: P/L Account

Transfer To:

Zero At Year End:

Print Sub A/c's on Report:

No Posting:

Requires Project:

No Gst:

On Dashboard List:

Closing: 0.00

Has Debtors:

Has Creditors:

Has Cashbook:

Has Inventory:

Has Assets:

Directly posted to this account

MTD	YTD	HTD
0.00	0.00	24,592.20

Total posted including sub Accounts

MTD	YTD	HTD
0.00	0.00	110,363.20

Buttons: Save, Save & Exit, Save & Add, Details, Analysis, Delete, Exit, Check Code

Figure 2: G/L Code

G/L Code Budgets

Livestock Office main menu > Ledger > Analysis Codes > Budgets tab

Ledger : Enquire/Change

Code External Code

Description

Ledger | Budgets/Forecasts | Notes

Set as % of this account

Set monthly budget/forecast as % of Total

Budget | Forecast

	Dollars	% Total		Incl. Sub Accts
July	<input type="text" value="50,000.00"/>	<input type="text" value="9.26"/>	<input type="text" value="Replicate"/>	<input type="text" value="100000.00"/>
August	<input type="text" value="60,000.00"/>	<input type="text" value="11.11"/>		<input type="text" value="120000.00"/>
September	<input type="text" value="60,000.00"/>	<input type="text" value="11.11"/>		<input type="text" value="120000.00"/>
October	<input type="text" value="50,000.00"/>	<input type="text" value="9.26"/>		<input type="text" value="100000.00"/>
November	<input type="text" value="30,000.00"/>	<input type="text" value="5.56"/>		<input type="text" value="60000.00"/>
December	<input type="text" value="20,000.00"/>	<input type="text" value="3.70"/>		<input type="text" value="40000.00"/>
January	<input type="text" value="30,000.00"/>	<input type="text" value="5.56"/>		<input type="text" value="60000.00"/>
February	<input type="text" value="60,000.00"/>	<input type="text" value="11.11"/>		<input type="text" value="120000.00"/>
March	<input type="text" value="60,000.00"/>	<input type="text" value="11.11"/>		<input type="text" value="120000.00"/>
April	<input type="text" value="30,000.00"/>	<input type="text" value="5.56"/>		<input type="text" value="60000.00"/>
May	<input type="text" value="40,000.00"/>	<input type="text" value="7.41"/>		<input type="text" value="80000.00"/>
June	<input type="text" value="50,000.00"/>	<input type="text" value="9.26"/>		<input type="text" value="100000.00"/>
Total	<input type="text" value="540,000.00"/>			<input type="text" value="1080000.00"/>

Save | Save & Exit | Save & Add | Details | Analysis | Delete | Exit | < < > > | Check Code

Figure 3: G/L Code Budgets

The budget tab on the G/L Code screen allows you to set budgets for the code. The % Total is the budget month amount in regards to the total budget amount.

G/L Tree

Livestock Office main menu > Ledger > G/L Tree

This allows you to see your G/L Codes in a tree format.

You can print this report with options to include customers, suppliers and employees (requires the payroll module).

Ledger Display ×

--	60.0000	Net Profit	P/L Account	Credit
+	10.0000	Grs Profit	P/L Account	Credit
+	20.0000	Sales	P/L Account	Credit
+	21.0000	Livestock Sales	P/L Account	Credit
+	21.5000	GST INCLUSIVE ITEMS	P/L Account	Credit
+	21.6000	Clearing Sale Lot GST Ex	P/L Account	Credit
+	22.0000	Grazing Sales	P/L Account	Credit
+	22.1000	Plant & Machinery Sales	P/L Account	Credit
+	22.5000	Grain & Seed Sales	P/L Account	Credit
+	25.0000	Professional Services	P/L Account	Credit
+	26.0000	Sundry Income	P/L Account	Credit
+	27.1000	Cartage	P/L Account	Credit
+	27.4000	Default Misc Analysis	P/L Account	Credit
+	27.6000	Yard Dues	P/L Account	Credit
+	1230.4200	Commissions Income	P/L Account	Credit
+	1230.4400	Livestock Sales	P/L Account	Credit
+	1230.4600	Purchase Fees	P/L Account	Credit
+	1230.4700	Meat Levy	P/L Account	Credit
+	30.0000	Cost of Sales	P/L Account	Debit
+	40.0000	Expenses	P/L Account	Debit
+	99.0000	Balance Sheet	Balance Sheet	Debit
+	1.0000	Suspense	Balance Sheet	Debit
+	70.0000	Equity	Balance Sheet	Credit
+	71.0000	Profit this Year	Balance Sheet	Credit

Inc. Debtors On Report
 Inc. Groups On Report

Inc. Creditors On Report
 Inc. Employees On Report

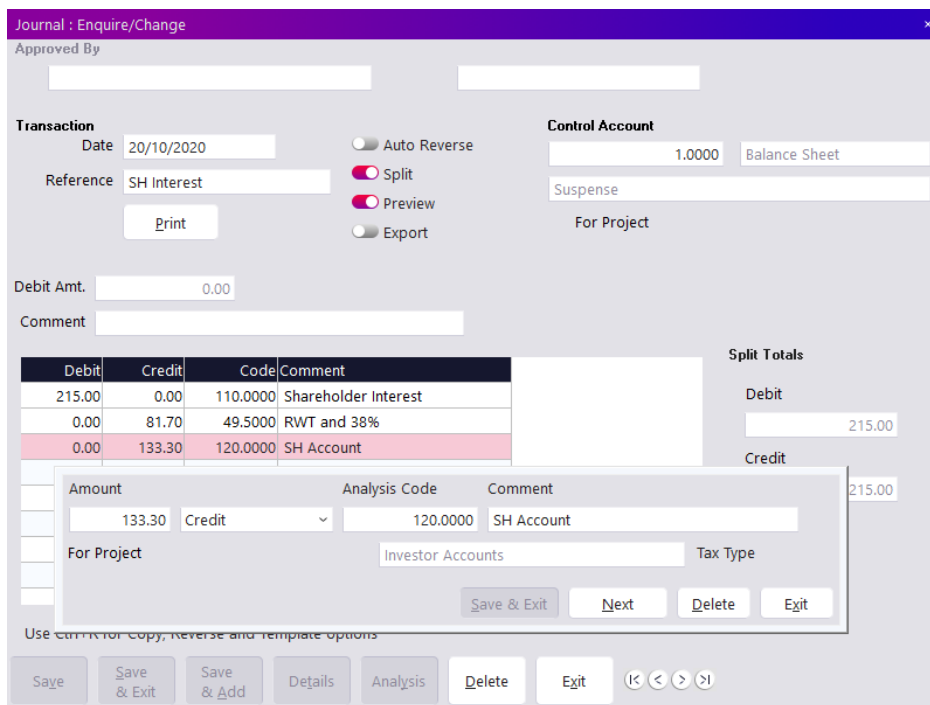
Preview
Print
Exit

211

Figure 4: G/L Tree

G/L Journals

Livestock Office main menu > Ledger > G/L Journals



Journal : Enquire/Change

Approved By

Transaction Date: 20/10/2020 Reference: SH Interest

Control Account: 1.0000 Balance Sheet

Debit Amt: 0.00

Debit	Credit	Code	Comment
215.00	0.00	110.0000	Shareholder Interest
0.00	81.70	49.5000	RWT and 38%
0.00	133.30	120.0000	SH Account

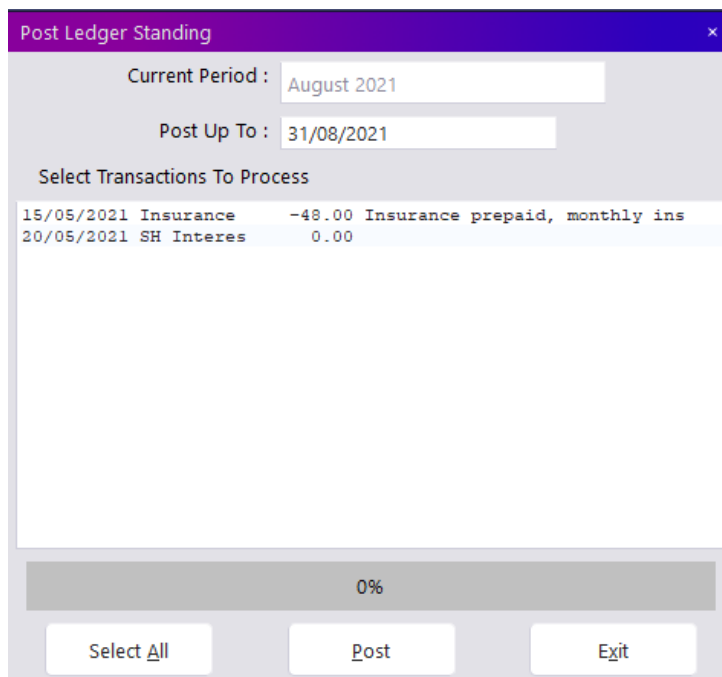
Split Totals: Debit 215.00, Credit 215.00

Amount: 133.30 Credit Analysis Code: 120.0000 Comment: SH Account

Figure 5: G/L Journal

G/L Journals can also be set up as Standing G/L Transactions.

You can then post your standing G/L transactions up to a certain date and select which ones to process:



Post Ledger Standing

Current Period: August 2021

Post Up To: 31/08/2021

Select Transactions To Process

15/05/2021	Insurance	-48.00	Insurance prepaid, monthly ins
20/05/2021	SH Interes	0.00	

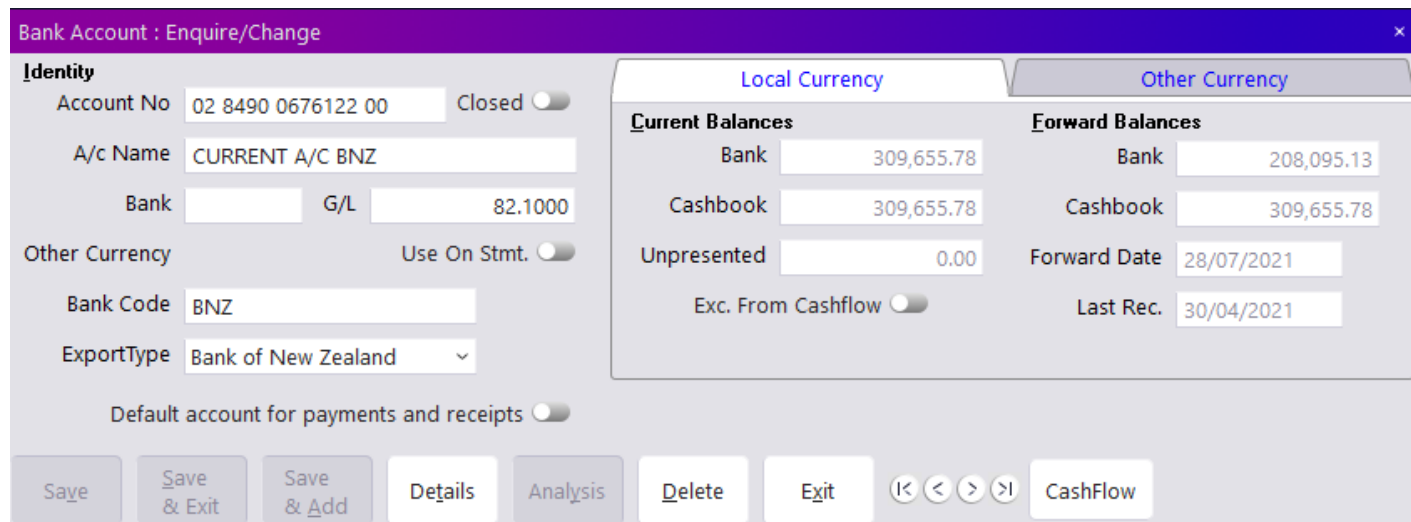
0%

Select All Post Exit

Figure 6: Post Standing Ledger Journals

Bank Accounts

Livestock Office main menu > Cashbook > Bank Accounts



Bank Account : Enquire/Change

Identity

Account No: 02 8490 0676122 00 Closed

A/c Name: CURRENT A/C BNZ

Bank: G/L: 82.1000

Other Currency: Use On Stmt.

Bank Code: BNZ

ExportType: Bank of New Zealand

Default account for payments and receipts

Local Currency

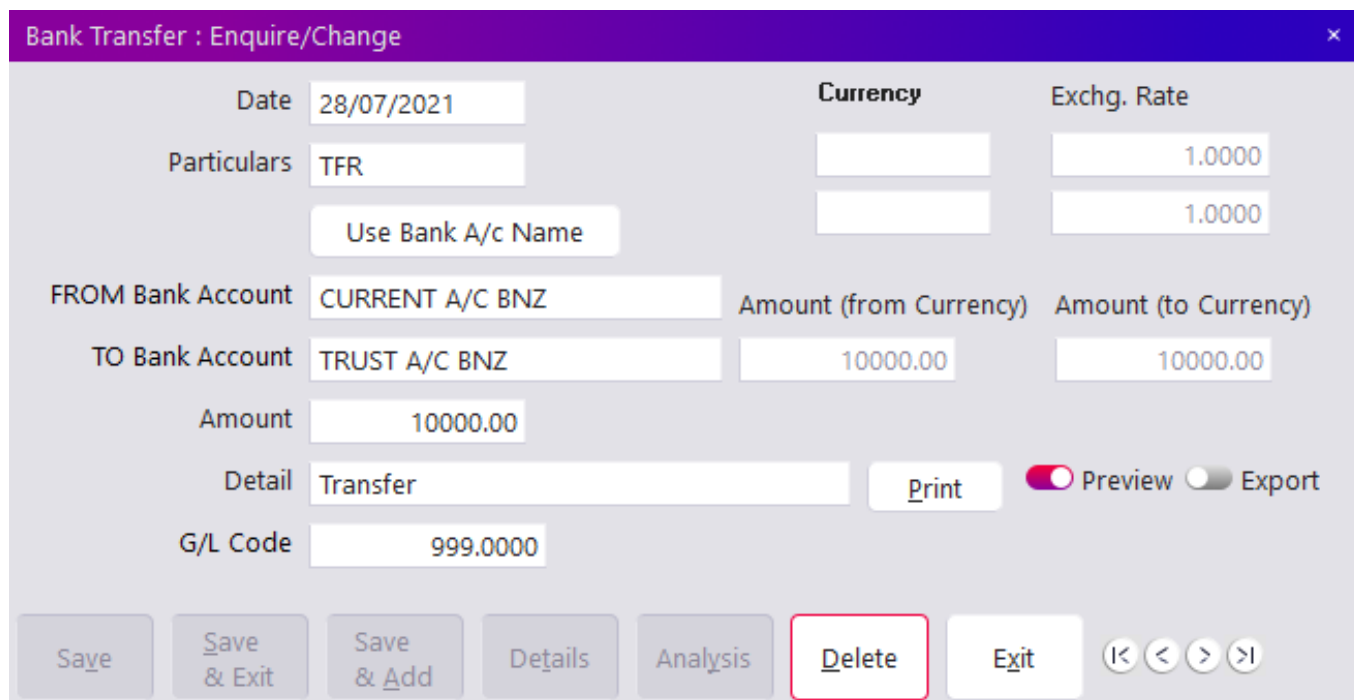
Current Balances		Forward Balances	
Bank	309,655.78	Bank	208,095.13
Cashbook	309,655.78	Cashbook	309,655.78
Unpresented	0.00	Forward Date	28/07/2021
Exc. From Cashflow	<input type="checkbox"/>	Last Rec.	30/04/2021

Buttons: Save, Save & Exit, Save & Add, Details, Analysis, Delete, Exit, CashFlow

Figure 7: Bank Account

There is an option to transfer money between bank accounts:

Livestock Office main menu > Cashbook > Bank Transfer



Bank Transfer : Enquire/Change

Date: 28/07/2021

Particulars: TFR

Use Bank A/c Name

FROM Bank Account: CURRENT A/C BNZ

TO Bank Account: TRUST A/C BNZ

Amount: 10000.00

Detail: Transfer

G/L Code: 999.0000

Currency	Exchg. Rate
<input type="text"/>	1.0000
<input type="text"/>	1.0000

Amount (from Currency): Amount (to Currency):

Buttons: Save, Save & Exit, Save & Add, Details, Analysis, Delete, Exit, print, Preview, Export

Figure 8: Bank Transfer

Bank Statements

Livestock Office main menu > Cashbook > Bank Statements

You can enter and reconcile your bank statements.

You select the date range, check the opening balance and enter the closing balance. Then you can select a transaction and click the arrow to move it from the unrepresented list to the included list:

Bank Statement : Enquire/Change x

Bank A/c Name: CURRENT A/C BNZ

Date Entered: 1/04/2021

Page: 39

Use Other Currency

From Date: 1/04/2021

To Date: 30/04/2021

Balanced:

Local Currency

Opening: 235616.65

Closing: 244841.65

Line: 244841.65

Diff.: 0.00

Currency

Opening: 0.00

Closing: 0.00

Line: 0.00

Diff.: 0.00

Transactions

Included	Unrepresented
1/04/2021 PRADO Loan -200.00	24/05/2021 dc 74814.13
10/04/2021 Advert -25.00	28/07/2021 TFR -10000.00
12/04/2021 SUBARU -450.00	
22/04/2021 DC 11000.00	
26/04/2021 SUBARU -450.00	
28/04/2021 POWER -650.00	

Select Sort Order v

Deposits: 11000.00 Withdrawals: -1775.00

Select Sort Order v

Deposits: Withdrawals:

Comment:

Save
Save & Exit
Save & Add
Details
Analysis
Delete
Exit

⏪
⏩
⏴
⏵
Print
Bank Rec. Report
Add Tfer

Preview
Export

Figure 9: Bank Statement

Accounts Payable - Creditors

Livestock Office main menu > Creditors

The Accounts Payable ledger lets you manage your vendors with multiple payment options and terms and multiple payment schedules on each invoice.

System defaults in the company details allow you to define the default payment terms.

Creditor (Vendor) Invoices

Creditor invoices are generated automatically from sales (auction, private, grazing, miscellaneous and clearing). You can also enter creditor invoices that are not associated with a sale.

Templates can be created for creditors with regular invoices eg power, phone, fuel and insurance suppliers.

There is also a facility to create a copy or a reverse of an existing invoice.

Creditor Payments

Individual payments can be made via the **Pay** button directly from the creditor screen.

Multiple payments can be made quickly via the **Batch Payments** option:

Livestock Office main menu > Creditors > Batch Payments

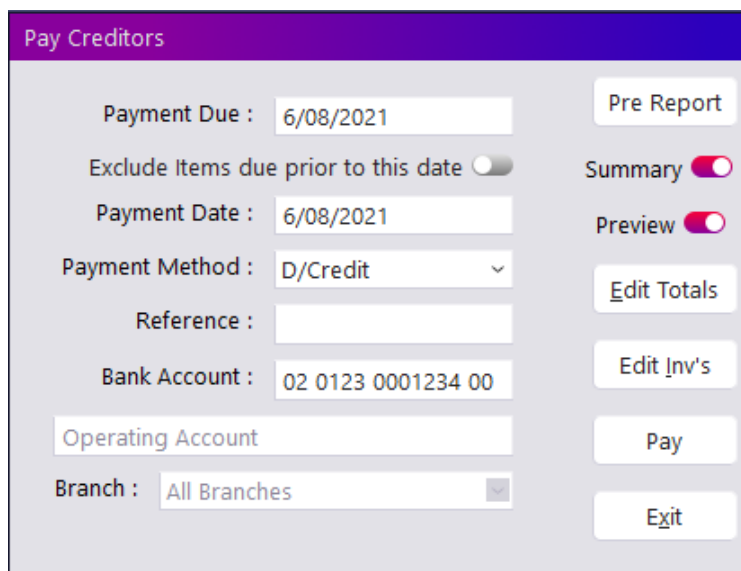


Figure 10: Batch Payments

Invoices and Total can be edited and modified from the Batch Payments screen if you do not wish to pay the full amounts.

Direct credit payments can have the bank export file generated for importing directly into your banking program.

Accounts Receivable - Debtors

Livestock Office main menu > Debtors

The Accounts Receivable module lets you manage your purchasers and suppliers.
The Aged Trial Balance allows you to keep track of your outstanding invoices.
There is a variety of Debtor Statement options so you can give your customers the information required.

Debtor (Supplier/Purchaser) Invoices

Debtor invoices are generated automatically for your purchasers involved in sales (auction, private, grazing, miscellaneous and clearing).
You can also enter debtor invoices that are not associated with a sale.
The default penalty interest rate and due days can be modified on a per invoice basis.

Clients

Livestock Office main menu > People > Clients

This is where your suppliers, customers, vendors and purchasers are defined.
Each client record automatically generates associated Debtor and Creditor records.
This means the same client can be both a vendor and a purchaser within the system, using the same client record avoiding the need for duplication and ensuring the details are always current and consistent.

Client Statements can be printed to provide a client's overall position including both their creditor and debtor transactions.

Internal account transfers can be entered to transfer money between a client's debtor and creditor records.

Cashbook

The cashbook is where all financial transactions are recorded and linked or allocated to their corresponding supplier and customers etc.

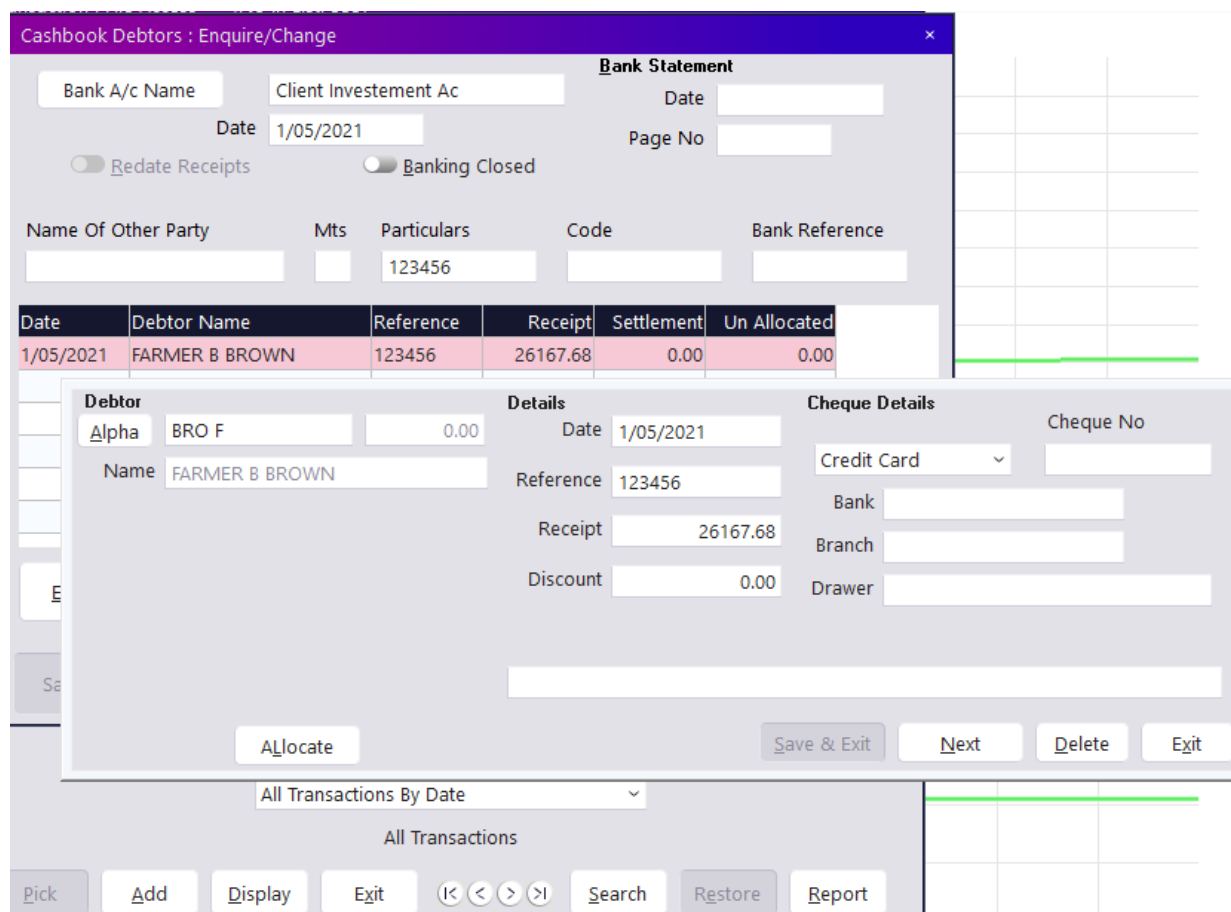
There are four options for cashbook entries:

- creditors (suppliers and vendors)
- debtors (customers and purchasers)
- cashbook other
- payroll - requires the optional payroll module

Bank deposit lists can be generated for receipts.

Bank export files for direct credits and direct debits can be created for importing directly into your bank program.

Livestock Office main menu > Cashbook > Cashbook Transactions



Cashbook Debtors : Enquire/Change

Bank Statement

Bank A/c Name: Client Investement Ac Date: _____

Date: 1/05/2021 Page No: _____

Redate Receipts Banking Closed

Name Of Other Party	Mts	Particulars	Code	Bank Reference
		123456		

Date	Debtor Name	Reference	Receipt	Settlement	Un Allocated
1/05/2021	FARMER B BROWN	123456	26167.68	0.00	0.00

Debtor

Alpha: BRO F 0.00

Name: FARMER B BROWN

Details

Date: 1/05/2021

Reference: 123456

Receipt: 26167.68

Discount: 0.00

Cheque Details

Cheque No: _____

Credit Card: _____

Bank: _____

Branch: _____

Drawer: _____

Buttons: Allocate, Save & Exit, Next, Delete, Exit

All Transactions By Date: _____

All Transactions

Buttons: Pick, Add, Display, Exit, Search, Restore, Report

Figure 11: Cashbook Debtors

Cashbook Creditors : Enquire/Change

Bank A/c Name: CURRENT A/C BNZ **Bank Statement**
Date: 1/09/2014

Date: 15/09/2014 Page No: 17

Name Of Other Party: Mts: Particulars: Code: Bank Reference:

CREIDTORS

Memo:

Date	Creditor Name	Reference	Payment	Settlement
15/09/2014	LESTER BROOME		4600.00	0.00
15/09/2014	FARMER B BROWN		9655.97	0.00

Export Remittance Nett: -12,396.50 Gst: -1,859.47 Gross: -14,255.97 Other: 0.00

Print List

Save Save & Exit Save & Add Details Analysis Delete Exit < < > >

Figure 12: Cashbook Creditors

Cashbook Other : Enquire/Change

Bank A/c Name: CURRENT A/C BNZ **Bank Statement**
Date: 28/04/2021 Date: 1/04/2021
Int Ref: POWER Page No: 39

Name Of Other Party: Mts: Particulars: Code: Bank Reference:

CPC POWER

Name On Cheque: CPC

Memo:

Details

Analysis Code	Reference	Purpose	Gross
44.5000	POWER	MONTHLY POWER ALLOCATION	-650.00

Analysis code: 44.5000 Reference: POWER Purpose: MONTHLY POWER ALLOCATION Amount: 650.00 Included GST: 84.78

POWER & GAS Gst

Save Capital For Project

Save & Exit Next Delete Exit

Figure 13: Cashbook Other Transaction

Standing Transactions

Livestock Office main menu > Cashbook > Cashbook Standing Transactions

Standing cashbook transactions can be used for regular payments eg insurance, hire purchase payments etc. You can then post standing cashbook transactions by selecting a date and posting all transactions up to that date.

×
Standing Transaction : Enquire/Change

Details		Frequency	
Name Of Other Party	<input type="text" value="RNEWS"/>	Last Posting	<input type="text" value="10/04/2021"/>
Particulars	<input type="text" value="Advert"/>	Repeat	<input type="text" value="Monthly"/>
Bank Account	<input type="text" value="02 8490 0676122 00"/>	Next Posting	<input type="text" value="10/05/2021"/>
		Final Posting	<input type="text"/>
Tax Type	Gst	Gross	
	<input type="text" value="-3.26"/>	<input type="text" value="-25.00"/>	

Code	Purpose	Gross	Gst
45.0000	Advertising in Rural ...	-25.00	-3.26

Save
Save & Exit
Save & Add
Details
Analysis

Delete
Exit
K
<
>
>|

Figure 14: Cashbook Standing Transactions