

Livestock Office – Sales Overview

17/12/2021

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Company Details

Livestock Office Main Menu > File > Company Details

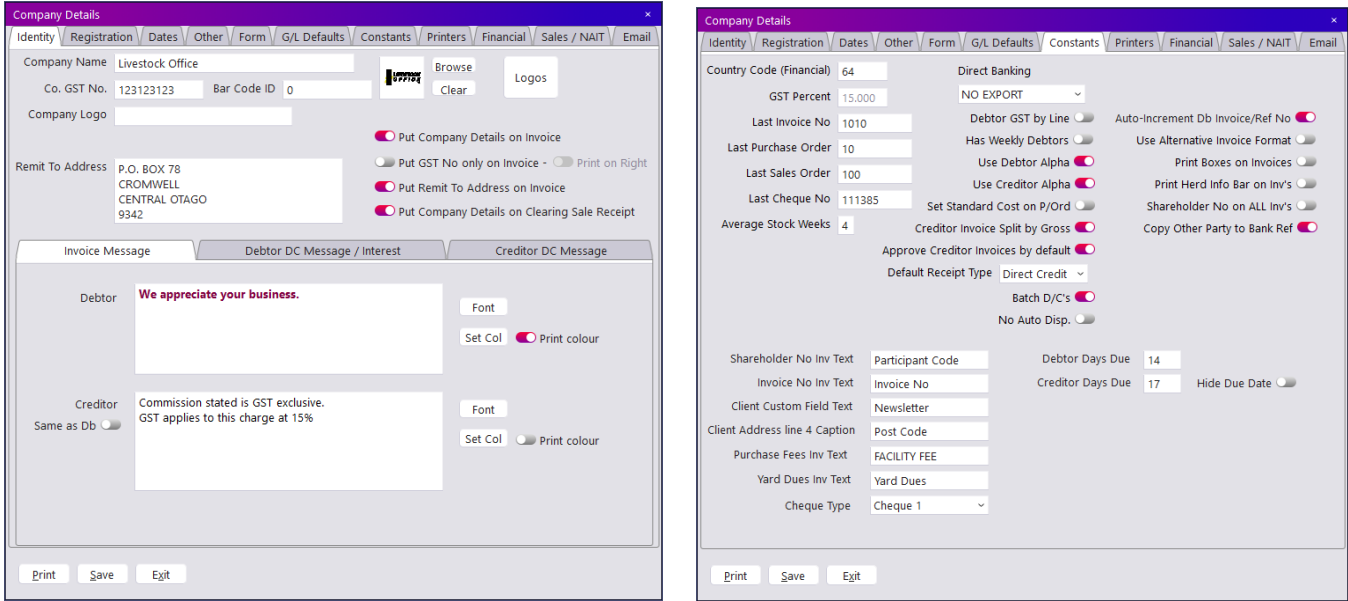


Figure 1: Identity and Constants

Define the Company Identity details that print on invoices and the various invoice messages. The Company Logo and Remit To Address prints in the header of emailed invoices and statements even if you are using pre-printed stationary for your printed documents.

The defaults for Debtor and Creditor Due Days are set on the Constants tab. These determine invoice Due Dates. Different Invoice formats and customised text can also be entered.

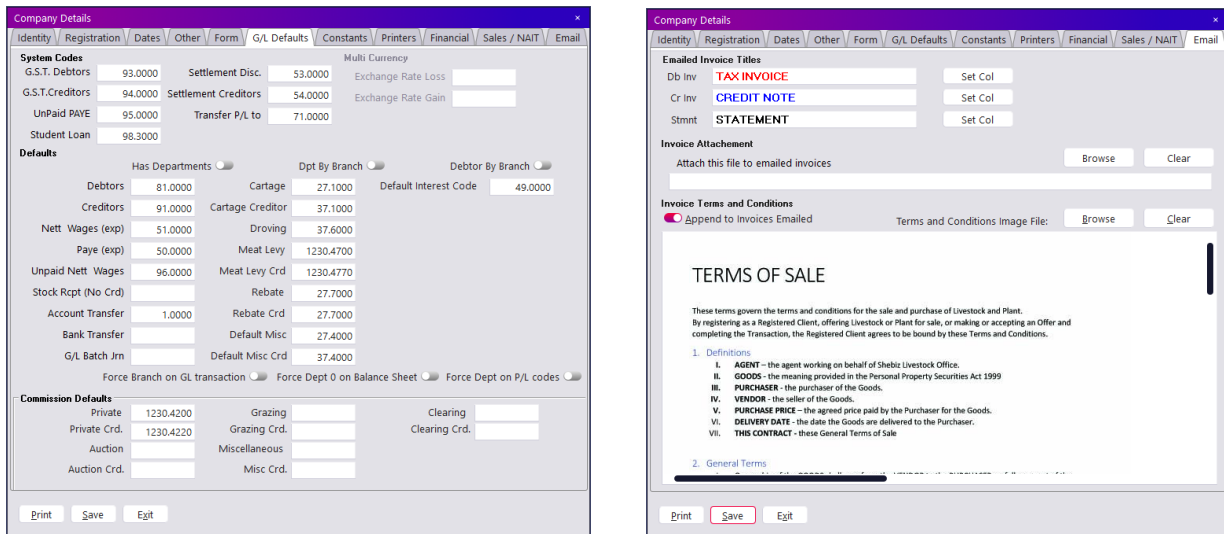


Figure 2: G/L Defaults and Email Settings

The G/L defaults tab is where the default GL codes for various processes can be defined.

The email tab has options for different message and title colours as well as options for appending Terms & Conditions either as a separate attachment or as a single page image appended to the invoice.

Clients

Livestock Office Main Menu > People > Clients

Clients are your purchasers, vendors and suppliers.

When a Client record is entered, linked Debtor and Creditor records are automatically generated, and can be access via the **Debtor** and **Creditor** buttons on this screen or via the **Debtors** or **Creditors** menu options.



Client : Enquire/Change

Code Name

Contact Name Mail Merge Title

Address **Active**

Post Code

Newsletter

Phone No Nait Id

Mobile No Herd Code

Fax No Shareholder No

Email

Auction No Default Carrier Default Agent

General **Financial**

Client Groups **Comments**

1

2

3

4

Figure 3: Clients

Client Groups can be useful for sorting clients for reporting or mail merge options.

The Default Agent is used as the agent on all sale transactions when this client is a vendor in a sale.

Click the **Details** button to access the Vendor, Purchaser, Sale Note and Sale Yard Purchaser records for this client.

Debtors and Creditors

Livestock Office Main Menu > Debtors > Debtors
Livestock Office Main Menu > Creditors > Creditors

Debtor : Enquire/Change

<p>Alpha Key: BRO F Account No: 10 Active: <input checked="" type="checkbox"/></p> <p>Name: FARMER B BROWN</p> <p>Address: RD 6 WELLINGTON 1234</p> <p>Nait Id: 44554</p> <p>Email: brown@shebiz.nz</p> <p>Invoice Method: Email No Interest: <input type="checkbox"/></p> <p>Statement Method: Email Exempt G S T: <input type="checkbox"/></p> <p>Direct Debit Details</p> <p>Monthly Direct Debit: <input type="checkbox"/> Credit Card: <input checked="" type="checkbox"/> Client: <input type="button" value="Client"/></p> <p>Bank A/c No: 4999 0016 1700 6823</p> <p>Code: LO</p> <p>Reference: <input type="text"/></p> <p>Particulars: <input type="text"/></p>	<p>Financial Summary</p> <p>Outstanding: 99814.13 Receipt: <input type="text"/></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Jan-21</td><td>-3685.87</td><td>MTD</td><td>0.00</td></tr> <tr> <td>Feb-21</td><td>0.00</td><td>YTD</td><td>90000.00</td></tr> <tr> <td>Mar-21</td><td>103500.00</td><td>HTD</td><td>90000.00</td></tr> <tr> <td>Apr-21</td><td>0.00</td><td></td><td></td></tr> </table> <p>Last Invoice: 3/03/2021</p> <p>Last Receipt Amt: 37931.58</p> <p>Last Receipt Date: 2/12/2019</p> <p>Forward Date: 3/03/2021</p> <p>Forward Outstanding: 99814.13</p> <p>GL Code: 81.0000</p>	Jan-21	-3685.87	MTD	0.00	Feb-21	0.00	YTD	90000.00	Mar-21	103500.00	HTD	90000.00	Apr-21	0.00		
Jan-21	-3685.87	MTD	0.00														
Feb-21	0.00	YTD	90000.00														
Mar-21	103500.00	HTD	90000.00														
Apr-21	0.00																

Creditor : Enquire/Change

<p>Alpha Key: BRO F Account No: 140 Active: <input checked="" type="checkbox"/></p> <p>Name: FARMER B BROWN</p> <p>Address: RD 6 WELLINGTON 1234</p> <p>Gst No: 88-661-214 Exempt G S T: <input type="checkbox"/></p> <p>Nait Id: 44554</p> <p>Email: brown@shebiz.nz</p> <p>Invoice Method: Print Remit Method: No Remittance</p> <p>Terms (n): 20th Next Month 1 D/Credit</p> <p>Cheque Name: <input type="text"/></p> <p>Bank A/C: 03 2514 0012569 000</p> <p>Bank Ref: SALES</p> <p>Code: LO</p> <p>Particulars: <input type="text"/></p> <p>GL Code: 91.0000</p>	<p>Financial Summary</p> <p>Outstanding: 0.00 Pay: <input type="text"/></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Jan-21</td><td>0.00</td><td>MTD</td><td>0.00</td></tr> <tr> <td>Feb-21</td><td>0.00</td><td>YTD</td><td>0.00</td></tr> <tr> <td>Mar-21</td><td>0.00</td><td>HTD</td><td>0.00</td></tr> <tr> <td>Apr-21</td><td>0.00</td><td></td><td></td></tr> </table> <p>Last Payment Amt: 32721.26</p> <p>Last Payment Date: 31/03/2019</p> <p>Forward Outstdg: 0.00</p> <p>Forward Date: 31/03/2019</p>	Jan-21	0.00	MTD	0.00	Feb-21	0.00	YTD	0.00	Mar-21	0.00	HTD	0.00	Apr-21	0.00		
Jan-21	0.00	MTD	0.00														
Feb-21	0.00	YTD	0.00														
Mar-21	0.00	HTD	0.00														
Apr-21	0.00																

Figure 4: Debtors and Creditors

Configure the specific Debtor/Creditor account details and view the recent financial data.

Click the **Details** button to access the full transaction history, Audit (back account number) details and Rebate history for Creditors.

Click the **Analysis** button for a monthly or weekly analysis of your Sales (Debtor) and Purchases (Creditor).

Click the **Options** to be able to print transaction reports, invoices, statements or to send an email.

Agents

Livestock Office Main Menu > People > Agents

Agent : Enquire/Change x

Agent Name Active

Address Creditor

Post Code

Phone No Fax No Group

Mobile No Gst No Exempt Gst

Email

Agent Analysis Settings

G/L Subcode Apportion Type Contractor

Exclude From Shared Totals

Deals

	Total Deals	Shared Deals	Solo Deals
MTD	28	0	28
YTD	33	1	32

Commission
Notes

Commission %

Auction	Private	Other	Do Not Invoice <input type="checkbox"/>
50.00	70.00	70.00	

Commission Accrued

	MTD	YTD	HTD	Year End Target <input type="text" value="50000.00"/>
Total	0.00	6000.00	6000.00	
Agent	0.00	4200.00	4200.00	
Company	0.00	1800.00	1800.00	
Received	0.00	0.00	0.00	

Save
Save & Exit
Save & Add
Details
Analysis
Delete
Exit
⏪ ⏩ ⏴ ⏵

Figure 5: Agent

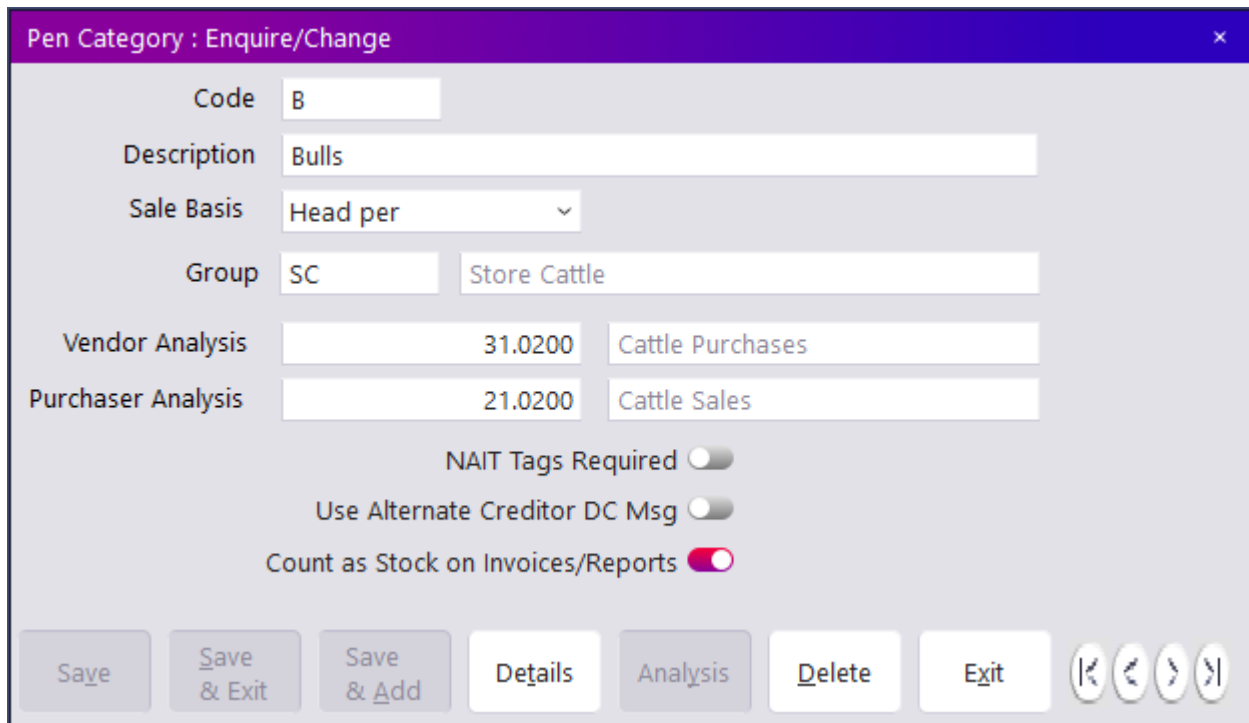
The **Agent Subcode** links this agent to the general ledger allowing expenses to be tracked via the Agent Analysis report.

The **Commission %** refers to the percentage of the commission earned that the Agent actually gets paid personally.

Click the **Details** button to access this agents Clients, Sale Notes and Sale Transaction history.
Click the **Analysis** button for a monthly or weekly analysis of commissions.

Pen Categories

Livestock Office Main Menu > Sales > Pen Categories



Pen Category : Enquire/Change

Code	B	
Description	Bulls	
Sale Basis	Head per	
Group	SC	Store Cattle
Vendor Analysis	31.0200	Cattle Purchases
Purchaser Analysis	21.0200	Cattle Sales

NAIT Tags Required

Use Alternate Creditor DC Msg

Count as Stock on Invoices/Reports

Save Save & Exit Save & Add Details Analysis Delete Exit

Figure 6: Pen Category

Pen categories are used to define the type of livestock or items to be traded in a Sale.

The Sale Basis has various options including per Head, per Kg, per Each, per Hectare, per Tonne, per Avg Kg and per Hour.

The Vendor and Purchaser Analysis codes determine which G/L codes to post transactions involving this pen category.

Click the **Details** button to access this Sale Pens that have used this pen category.

Sales

Livestock Office Main Menu > Sales

There are 5 different types of Sales:

- Auction - at a Sale Yard. Involves multiple vendors and purchasers.
- Private - sales that do not involve a sale yard and often between a vendor and one or more purchasers
- Grazing - includes number of days and automatically calculates the total using \$ per head per week.
- Miscellaneous - similar to a Private sale, but usually for non-livestock items. Allows entry of Total Price rather than per each so useful for bulk sales.
- Clearing - on farm or site clearing sales. Involves multiple vendors and purchasers including cash sales.

Sales can be input via different means

- Manual entry directly into Livestock Office.
- WebSale - Auction sale entry via mobile devices used at the sale yards.
- eSale - Private, grazing and miscellaneous sale note entry via mobile devices at the farm gate.
- Sale Note - Private, grazing and miscellaneous sales can be generated from the Sale Note option.

Sale Example - Private

Livestock Office Main Menu > Sales > Private Sale

Private Sale : Enquire/Change ✕

Date As Lots

Reference

Totals			Custom Commission Splits			
Total Purchase	Total Commission	Purchase Fee	%	Agent 1	Agent 2	Agent 3
7000.00	630.00	0.00	Com	0.00	0.00	0.00
			Tally	0.00	0.00	0.00

Vendors
Purchaser
Lines

Code	Vendor Name	Purchase	Total Vendor
GRE F	FARMER GREEN	7000.00	6600.00

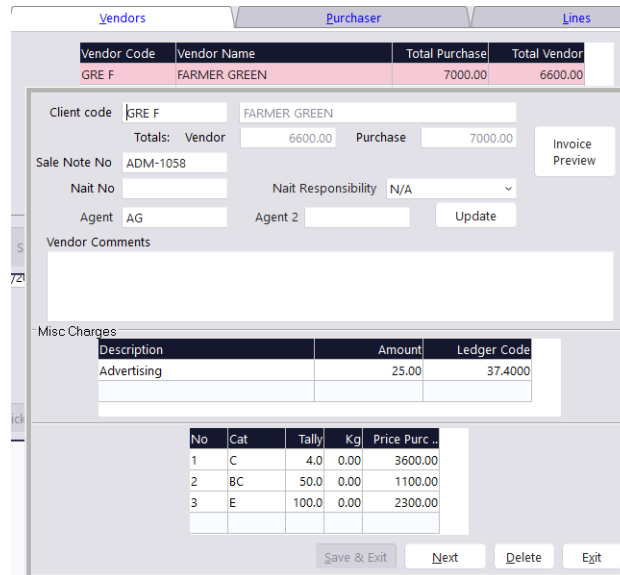
Figure 7: Private Sales

Click the **Sale Note** button to open the sale note this sale was generated from.

When the sale is invoiced all the invoices are automatically generated:

- **Debtor Tax Invoices** for the Purchasers
- **Buyer Generated Creditor Invoices** for the Vendors
- **Creditor Invoices** for the Agents if applicable
- **Creditor Invoices** for the Carriers/Transport if applicable
- **Buyer Generated Creditor Invoices** for Rebates if applicable
- Auction Sales will also produce **Creditor Invoices for Drovers and Sale Yards** as appropriate

Click the **Details** button to access the Debtor and Creditor invoices generated from this sale.



Vendor Code	Vendor Name	Total Purchase	Total Vendor
GRE F	FARMER GREEN	7000.00	6600.00

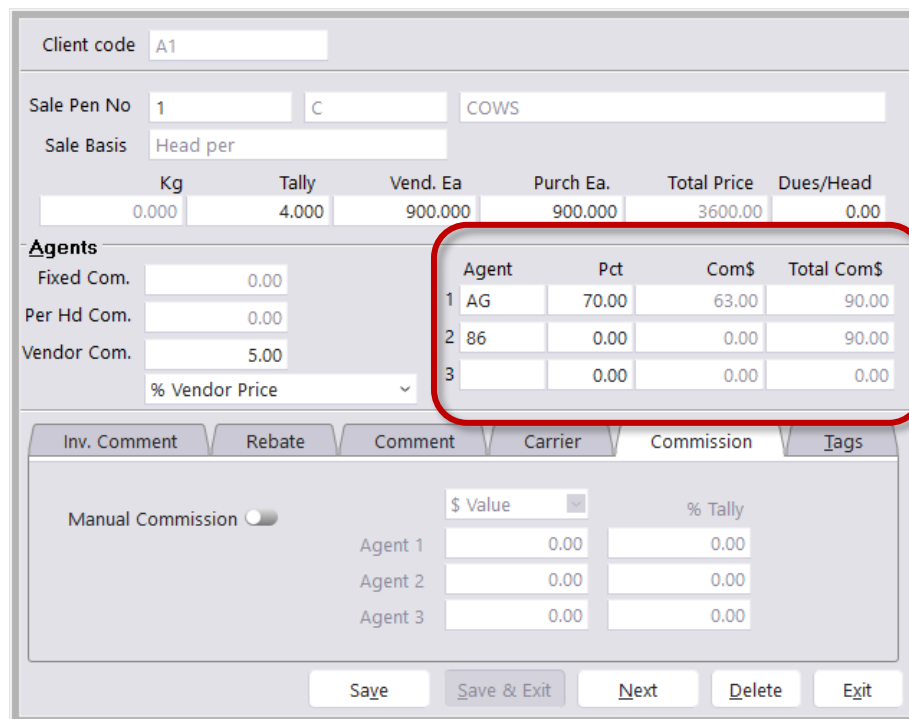
Description	Amount	Ledger Code
Advertising	25.00	37.4000

No	Cat	Tally	Kg	Price Purc..
1	C	4.0	0.00	3600.00
2	BC	50.0	0.00	1100.00
3	E	100.0	0.00	2300.00

Figure 8: Private Sales – Vendor and Purchaser screens

Sale Pens or Lots are entered on the Vendor screen.

Sale Transactions are entered on the Purchaser screen.



Kg	Tally	Vend. Ea	Purch Ea.	Total Price	Dues/Head
0.000	4.000	900.000	900.000	3600.00	0.00

Agent	Pct	Com\$	Total Com\$
1 AG	70.00	63.00	90.00
2 86	0.00	0.00	90.00
3	0.00	0.00	0.00

Figure 9: Sale Transaction

Agent commission is determined on this screen:

- **Pct** - % of the Total Commission the Agent is paid.
- **Com\$** - the actual value the Agent is paid. A creditor invoice will be generated for this.
- **Total Com\$** - the total commission generated by this agent from this transaction.
- **Manual Commission** - Default commission allocations can be overwritten using a Manual Commission on the Commission tab.

Sale Commissions

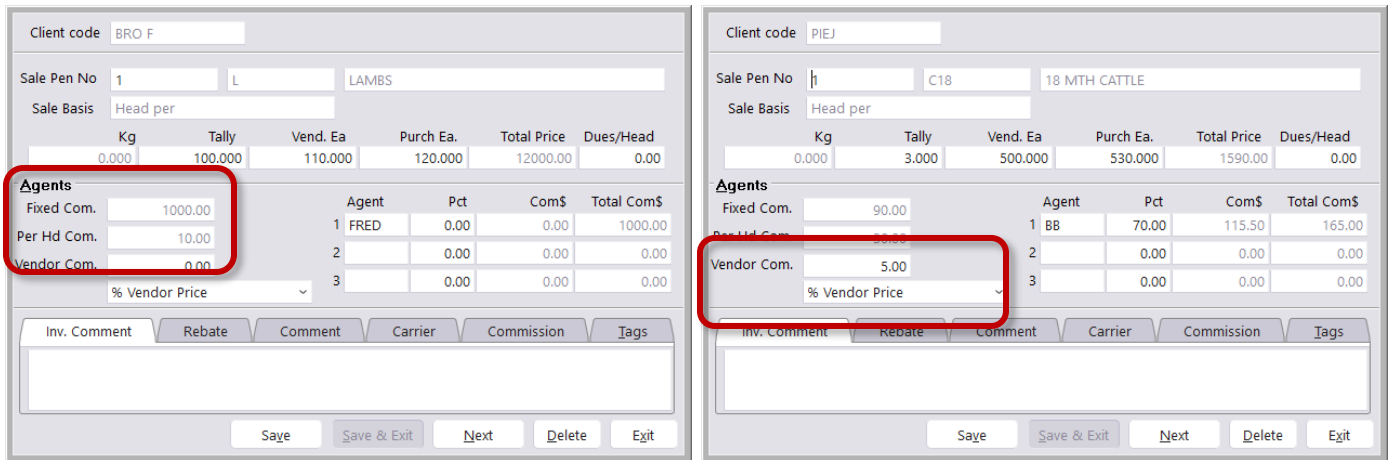


Figure 10: Sale Commissions on Sale Transactions

Fixed Commission

- The difference between the Vendor and Purchaser prices.
- This amount does not show specifically in the General Ledger. It shows in the Profit. The difference between the Sales and the Cost of Sales.

Vendor Commission

- A specific amount, usually paid by the Vendor, that can be a percentage of the vendor price, a fixed dollar value or a \$/head value.
- This shows in the General Ledger in the analysis code that is defined in the G/L Defaults tab on Company Details. Different sale types can be set to post commission to different analysis codes.

Custom Commission Splits

Custom Commission Splits			
%	Agent 1	Agent 2	Agent 3
Com	70.00	30.00	0.00
Tally	100.00	0.00	0.00

Figure 11: Custom Commission Splits in the Sale Header

The default behavior when there is more than one agent on a sale transaction is to split the Total Commission and Tally equally between the number of agents. This can now be changed and custom percentages entered.

If there is a value in the **Agent 1 %** field, the Custom Commission Splits will be used instead of the default behavior ONLY when there is more than one agent on a transaction.

The Tally settings can be used with or without the Custom Commission Splits.

If all tally fields are left blank or 0, the tally will automatically be split equally between the number of agents on the sale transaction.

Notes:

- If there is only 1 agent, they will be assigned 100% of the commission and tally.
- If there are 3 agents but only 2 percentages, eg 70/30 the third agent will be assigned no commission/tally.
- Use a manual commission for sale transactions with commission that deviates from the custom percentages entered.

Rebates

Livestock Office Main Menu > Sales > Private Sale > Purchaser > Sale Transaction > Rebate tab

Client code	JOH G					
Sale Pen No	1	C	COWS			
Sale Basis	Head per					
	Kg	Tally	Vend. Ea	Purch Ea.	Total Price	Dues/Head
	0.000	20.000	500.000	500.000	10000.00	0.00
Agents						
Fixed Com.	0.00	Agent	Pct	Com\$	Total Com\$	
Per Hd Com.	0.00	1 AG	70.00	420.00	600.00	
Vendor Com.	6.00	2	0.00	0.00	0.00	
	% Vendor Price	3	0.00	0.00	0.00	
<div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; padding-bottom: 5px;"> Inv. Comment Rebate Comment Carrier Commission Tags </div>						
Rebate Paid to	Other	LO				
Commission Type	% Price					
Amount	3.00					
<input type="button" value="Save"/> <input type="button" value="Save & Exit"/> <input type="button" value="Next"/> <input type="button" value="Delete"/> <input type="button" value="Exit"/>						

Figure 12: Private Sales – Rebate Tab

Rebates can be entered using the **Rebates** tab on the sale transaction screen.

Options for Rebate Paid To:

- Vendor - Adds to creditor invoice for vendor, so WE Pay Vendor
- Purchaser - Adds to debtor invoice for purchaser, so Purchaser pays.
- Other - Adds a new creditor invoice for 'Other', so WE pay Other.

Select the commission type from the drop down box. % Price; Fixed \$ or \$/Head

The value of the rebate will be calculated from the Amount and the Commission Type.

The Rebate will be posted to the analysis code defined for **Rebate Crd** in the G/L Defaults tab of Company Details.