

# Auction Reconciliation Userguide

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# **1.1 AUCTION RECONCILIATION**

After an auction is complete, before you run buyers' or vendors' statements, it is recommended to reconcile auction lines.

To reconcile an auction lines:

1. Open the Auction Day and navigate to the Auction Reconciliation FastTab.

B WEB ations Results New	View Edit Re Manage	efresh Clear Filter Page	<ul> <li>→ Go to</li> <li>◆ Previous</li> <li>◆ Next</li> </ul>								
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### CHECK VENDOR COMMISSION

To check for vendor commission updates:

1. Select Check Vendor Commission from the menu.

Lot No. 🔒	Lot 🔹 UniqueID Suffix	Buyer No.	Hammer 🔺 Price	Vendor Receive Price	Invoiced	Credited Vendor I
1002	NR005462-4	870007258	300	300		
1003	NR005471-:	B8128	5,600	5,600	5,600	
1004	NR005548-	BNC008044	1,000	1,000	1,000	
1005	NR005622-	BNC008044	1,000	1,000	1,000	
1006	NR004755-	<i>B32071</i>	1,000	1,000		
1007	NR005115.	. 843269	180	180		
1008	NR005198-3	8 <i>821018</i>	170	170		
1009	NR005198-4	¥ B70003283	80	80	80	
1010	NR005198-	5 <i>B42350</i>	90	90		
1011	NR005243.	. BNC011469	90	90	90	
1012	NR005251.	BNC011133	180	180		

### IMPORTANT

If amendments made on this screen, do not select this option as it will bring default settings.

### NOTE

The **Vendor Receive Price** is different than the **Hammer Price**, if lot is sold below reserve and the **Uplift** function is in use.



### CHECK FOR BUYERS ISSUES

To check for a buyer's issues such as missing invoice:

1. Select Show from the menu and then choose Buyer Issues.

me 👻 📰 Check Vendo	r Commission Sho	w 🔹 🏦 Find 🛛 Filter	🛛 🌄 Clear Fi	ilter			
Lot No. 🔺 Lot Suffix	🔺 UniqueIl	Receipt	🔺 Ve	ndor Receive Price	Invoiced	Credited	Vendor Invoiced
1002	NR0054	buyer	300	300			
1003	NR0054	Buyer Ledger Entries	600	5,600	5,600		
1004	NR0055	Seller	poo	1,000	1,000		
1005	NR0056	Seller Ledger Entries	poo	1,000	1,000		
1006	NR0647	Buyer Issues	00	1,000			
1007	NR0051	Seller Issues	180	180			
1008	NR0051	All	170	170			
1009	NR005198-4	B70003283	80	80	80		
1010	NR005198-5	B42350	90	90			
1011	NR005243	BNC011469	90	90	90		
1012	NR005251	BNC011133	180	180			

Now, only lines with a buyer issue are displayed.

Every buyer number with an issue is marked in red colour.

2. If you see a lot which is not invoiced, investigate why and action accordingly to the company internal procedures.

The rule is that all 3 values should agree. If values do not agree, investigate why and action accordingly to the company internal procedures.

Lot No. Lot Suffix	UniqueID	Buyer No.	Hammer Price	Vendor Receive Price	Invoiced	Credited	Vendor Invoiced	Vendor Credited	Ve_
1002	NR005462-4	870007258	300	300					5
1006	NR004755-1	832071	1,000	1,000					5
1007	NR005115	843269	180	180					5
1008	NR005198-3	821018	170	170					5.
1010	NR005198-5	842350	90	90					5.
1012	NR005251	BNC011133	180	180					5
1013	NR005450	BNC004787	220	220					- 5
1015	NR005484-9	810807	400	400					- 5
1017	NR005583	B42350	150	150					5
1019	NR005135	828284	65	65					5
1021	NR005109-5	849828	260	260					- 5
1022	NR005109-8	B40655	70	70					5
1025	NR005233-2	849283	20	20					- 5i
1026	NR005243	B4153	240	240					- 5
1028 A	NR005698	821018	170	170					- 5i
1034	NR005048	849828	380	380					5



### CHECK FOR VENDORS ISSUES

To check for a vendor's issues such as missing invoice:

1. Select **Show** from the menu and then choose **Seller Issues**.

ome 🔻 📰 Cheo	ck Vendor Con	mission Show	v 🖌 🏦 Find 🛛 Filter	🍢 Clea	ar Filter			
Lot No. 🔺 🛔	Lot 🔺	UniqueIl	Receipt	<b>A</b>	Vendor Receive Price	Invoiced	Credited	Vendor Ir
1002		NR0054	Buyer	300	300			
1003		NR0054	Buyer Ledger Entries	600	5,600	5,600		
1004		NR0055	Seller	poo	1,000	1,000		
1005		NR0056	Seller Ledger Entries	poo	1,000	1,000		
1006		NR0047	Buver Issues	poo	1,000			
1007		NR0031	Seller Issues	180	180			
1008		NR0051	AII	170	170			
1009		NR005198-4	B70003283	80	80	80		
1010		NR005198-5	B42350	90	90			
1011		NR005243	BNC011469	90	90	90		
1012		NR005251	BNC011133	180	180			

Now only lines with a vendor issue are displayed.

Every vendor number with an issue is marked in red colour.

2. If you see a lot which is not invoiced, investigate why and action accordingly to the company internal procedures.

The rule is that all 3 values should agree. If values do not agree, investigate why and action accordingly to the company internal procedures.

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Lot 🔺	UniqueID	Buyer No.	Hammer 🔺 Price	Vendor Receive Price	e Invoiced	d Credited	Vendor Invoiced	Vendor Credited	Vendor No.	Date Paid by Buyer	Date Paid 📥 Vendor
	NR005526-1	BNC007922	440	44	0	- i			541257		
	NR005526-2	B48070	650	65	0 65	0			541257	24/03/2017	
	NR005526-4	B48070	90	9	0 9	0			541257	24/03/2017	
	NR005115	B42447	160	16	0				SNC012352		
	NR005406-1	BNC011133	95	9	5				5NC012714		
	NR005462-2	B42350	20	2	0				SNC012919		
	NR005468-1	B70003283	60	6	0 6	0			SNC012926	24/03/2017	
	NR005481-1	BNC005481	60	6	0 6	0			531766	23/03/2017	
	NR001538	BNC013018	30	3	0				5NC004720		
	NR005363-2	B7393	50	5	0 5	0			530191	23/03/2017	
	NR005662-1	B70002922	35	3	5 3	5			SNC013422	23/03/2017	
	NR005462-3	B24520	55	5	5 5	5			5NC012919	23/03/2017	
	NR005573-2	B24520	20	2	0 2	0			SNC010477	23/03/2017	
	NR005618-1	B24520	55	5	5 5	5			5NC013200	23/03/2017	
	NR003102	B70001785	65	6	56	5			5NC004720	24/03/2017	
	NR005423-2	B70005668	90	9	0 9	0			5NC008888	23/03/2017	
	NR005558-9	B70005668	85	8	5 8	5			5NC008780	23/03/2017	
	ND005647-1	R24520	05		د م	5			SMCAAdaRR	23/03/2017	





### NOTE

If you see a line, which was **Invoiced** and **Credited**, make sure you remove the **Hammer Price** value on the auction lines, as the vendor may be invoiced and paid out when lot is unsold.

If a lot is sold and then damaged, you must pay to the vendor, but damaged lot should be sold to the Auction House and recorded as loss.



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