

Auction Results User guide

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1.1 AUCTION RESULTS

When auction is complete, you can populate **Web invoices** and then send email notification to successful bidders with the payment link.

To create the web invoices, you have to Populate Results first.

1. In the Search box enter Auctions, and then choose the related link.

The Auctions window opens.

🕞 🔻 🔳 Auction House	• • Home • Auc	tions								e	Search (Ctrl+F3)	
HOME ACTIONS												
ew Edit List Edit Manage	Auction Day Process	Line Pre Sale Post Sale of Advice Advice V	Show as Chart	OneNote Not Show Att	es Links	Refresh Cle Filt Pag	ar Find er					
ole Center	Auctions	*				Type to f	ilter (F3)	No.	• - 	~	User Assignments	^
II Receipts									No filters applied			
ales Invoices osted Sales Invoices	No.	Auction Name	Aucti 🖕 Date	Auction Type	Auction Category	Auction Web Status	Auction Locked	Auc Finis	Auc Co	^		
urchase Invoices	AS161116	Music and Sport memorbilia	16/11/2016	SPORTING	General	Hidden						
osted Purchase Invoices	AS101116	AS101116	10/11/2016	FINE ART	General	Hidden						
	AS261016	Music and Sport Memorabilia	26/10/2016	HISTORY	General	Hidden						
	AS051016	Architectural Sale	05/10/2016	OFF SITE	General	Hidden						
	AS190916	FINE PERIOD INTERIORS	19/09/2016	CONTEMP	General	Hidden	\checkmark					
	AS290816	SUNDAY INTERIORS AUCTION	29/08/2016 CONTEMP General Hidden									
	AS290716	THE HISTORY SALE	29/07/2016	CONTEMP	General	Hidden						
	AS120716	ANTIQUES AND JEWELLERY	12/07/2016	FINE ART	General	Hidden					Blank Chart	~
	AS070716	COLLECTION OF POTTERY	07/07/2016	CONTEMP	General	Hidden					Click Contaction to collect a sheet	
	AS050716	THE ATTIC SALE	05/07/2016	FINE ART	General	Hidden					Click Customize to select a chart.	
	AS040716	SILVER, SILVER PLATE & METALW	02/07/2016	FINE ART	Specialist	Hidden						
	AS010716	FILM AND ENTERTAINMENT	01/07/2016	HISTORY	General	Hidden						
Home	AS290616	20TH CENTURY AND DECORATIV	29/06/2016	FINE ART	General	Hidden						
Departments	AS280616	FINE ART	28/06/2016	CONTEMP	General	Hidden						
	AS270616	COLLECTABLES	27/06/2016	HISTORY	Specialist	Hidden						
-	AS240616	MILITARIA AND MEDALS	24/06/2016	CONTEMP	General	Hidden						

2. Open an auction and navigate to the Auction Details FastTab, and then select the Auction Finished check box.

lo.:	A760	Austion Locked:	
uction Name:	Oriental sale	Auction Finished:	
uction Date:	16/03/2017	Auction Completer	
uction Time:	09:30:00	Auction Status:	Ready
Auction Category:	General ~	Auction Web Status:	Unpublish ~
Auction Type:	OTHER SPEC ~	Email Auction Results:	
/iewing Days And Times:	15 March 2017 9am - 7pm;16 March 2017 from 9am	Web Premium:	3.00
Auction Close Date:		Illustration Charge:	0.00
			 Show more fields

When the auction is marked as finished, create and post deferred invoices.





NOTE

Make sure all the invoices are correct and are ready to publish.

Before sending email notification to successful bidders, you must **Populate Results**.

To Populate Results:

1. Open the auction and select Auction Results, and then choose Populate Results.

exts 🛋 Photos ▾ ▾ 📲 Manage ▾ 🛃 Comm. Bids ▾	🔆 Create RTF Catalogue	Lotting Order	Sale Book	 	Send Proforma Invoices Unsold Procedure	B.4 []]	Auction Results • Populate Results	Saleroom
		Lotting	Auction		Post Auction	4	WEB Results	Export
							View Auction Resul	ts
						-		
	Auction C	ose Date:	26/08/2016					
	Auction Lo	ocked:	1					
	Auction Fi	nished:	✓					
	Auction C	omplete:						

To view the list of results, select Auction Results, and then choose View Auction Results.

The Auction Results window opens.

uction	GUID	Email Address	Line No 🔔 invoice	Lot No	Lot Name
/09/2016	114447		10	352	TISSOT - a gentleman's gold plated Le
/09/2016	115328		10	12	BREITLING - a gentleman's stainless ste
/09/2016	115328		20	27	BREITLING - a lady's stainless steel Calli
/09/2016	115328		30	3	AUDEMARS PIGUET - a gentleman's sta
/09/2016	115328		40	74	CARTIER - a gentleman's stainless steel
/09/2016	115328		50	75	CARTIER - a bi-metal Panthere bracelet
/09/2016	115328		9999 100106	470	
/09/2016	0		20000 500106	470 13	BREITLING - a gentleman's stainless ste
/09/2016	0		40000 500106	470 29	BULGARI - a gentleman's aluminum Di
/09/2016	54525		10	217	OMEGA - a gentleman's stainless steel

On this page, you can view detailed results from selected auction.





NOTE

Line No. **9999** is actual invoice line. Line No. with **number <9999** is for unsuccessful bids Line No. with **number >9999** is for successful bids.

Now you need to check that all the invoices are uploaded to the website.

1. In the Search box enter **Web Invoices**, and then choose the related link. The **Web Invoices** window opens.



2. Apply filter to view invoices from selected auction only.

			MED Investore			Contract in a		
	Pepartments F Auc	tion • WED	WED INVOICES			web inv		
 HOME ACTIONS 								0
🔽 📙 🔒 関	I		III 🕂 I		I .	C 🏹 🚻		
Edit PDF Check E-n List WEB PDF Disp	nail E-mail Vie atch Invoice Docur	w View nent Card I	Input Check F Barcode Royal Mail	Print Show Show as as List Chart	OneNote Notes Links	Refresh Clear Find Filter		
lanage	Proc	ess		View	Show Attached	Page		
Departments	WEB Invoi	ces 🔹			A720	Auction No		- 1
Object Manager							F	ilter: Yes
Sales & Marketing Purchase	Invoice No.	Customer No.	Customer Carrier UID	Tracking Q No. Consi	ty of Despatched Date	Comments	Aucti No	Auction ^ Date
Warehouse	SI00021658	B00110	0 0				A720	08/03/20
Manufacturing	SI00021657	B67104	0 0				A720	08/03/20
Jobs	SI00021656	B00150	0 0				A720	08/03/20
Resource Planning	\$100021655	B68151	0.0				Δ720	07/03/20





 Make sure all the lines are selected in the Moved column. Selected check box indicates that the invoice is uploaded to the website.

Yes													
ode	Chq/Bank Ref	Do Not	Total Amount	CPaid	TPaid	Stat	Fell To	Ledger Entry No	JTime	Sales	PDF crea.	Mov	Nove Confirmed
		~	2,296.80			~		2472950	8788813	~		~	~
		✓	1,786.40			✓		2472971	8803229	✓	✓	✓	✓
			510.40			~		2472977	8788930	✓	✓	~	✓
			2,807.20					2472983	8787786	~	✓	~	
ons-PAYMENT-125			1,339.20	30.00	1,389.74	\checkmark		2472990	8805034	~		~	
			689.04	30.00	719.04	\checkmark		2472996	8788821	~		~	
ons-PAYMENT-125			1,531.20	30.00	1,584.62	~		2473002	8789418	~		~	~
			768.80			~		2473021	8794969	~		~	✓
			10,540.00			~		2473104	8816277	~		~	✓
			8,270.00					2473552	8788823	✓		✓	✓
			4 000 00			_	_	0.470000	0704754				

When all invoices are available online, you must email notifications to successful bidders. Notification email will include the payment link.

1. Open the auction and navigate to the Auction Details FastTab, and then select the Email Auction Results check box.

Auction Details				* [*] ^
No.:	A760	Auction Locked:	\checkmark	
Auction Name:	Oriental sale	Auction Finished:	\checkmark	
Auction Date:	16/03/2017	Auction Complete:		
Auction Time:	09:30:00	Auction Status:	Ready	~
Auction Category:	General	Auction Web Status:	Unpublish	~
Auction Type:	OTHER SPEC ~	Email Auction Results:		
Viewing Days And Times	15 March 2017 9am - 7pm:16 March 2017 from 9am	Web Premium.		3.00
Auction Close Date:		Illustration Charge:		0.00
				✓ Show more fields



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