

Introductory Commission User guide

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1.1 INTRODUCTORY COMMISSION

Introductory Commission rate is an agreed percentage of a vendor commission or a hammer price paid to referral vendor by an Auction House.

Example 1

If the vendor pays 15% commission, and the auctioneer has agreed 10% Introductory Commission, the percentage figure to input would be 66% (calculated as 2/3 of vendor's commission).

Example 2

If the vendor pays 10% commission, and the auctioneer has agreed 5% introductory commission, the percentage figure to input would be 50% (calculated as 1/2 of vendor's commission).

SETTING UP INTRODUCTORY COMMISSION PAYEE

To setup introductory commission payee:

1. Open introduced Vendor Card and navigate to the Auction Payment FastTab.

ntroductory Comm Payee:		~	Commission Code:	STANDARD	~
Introduction Comm Type:	Vendor Comm %	~	Never Charge Commission:		
Intro. General Comm %:		0.00	Never Charge Unsold:		
Intro Specialist Comm %:		0.00	Never Charge Lotting on W/Drn:		
Deef Comment Comment		0.00	Never Charge Illustration:		
Pref. General Comm. %		0.00	Never Charge Minimum Comm.:		
Pref. Specialist Comm. %:		0.00	Never Charge Insurance:		
Sell Items Excluding VAT:			Never Charge VAT:		
Lotting Fee:		0.00	Never Charge Withdrawn:		
Charge Lotting Fee:			Never Charge Lotting on Sold:		
Basic Unsold:			Marketing Fee Type:	None	~
No Unsolds on Statment:			Marketing Fee:		0.00
Trade:			Marketing Charge:	Standard	~



Field name	Туре	Description
Introductory Comm Payee	Lookup	Select vendor who has made the referral and is to receive introductory commission.
Introduction Comm Type	Lookup	Select commission type from available options:
		Vendor Comm % (default)
		Hammer %
Intro. General Comm %		Input the percentage of vendor commission that is to go to the referral vendor for lots in General Sales (*)
Intro Specialist Comm %		Input the percentage of vendor commission that is to go to the referral vendor for lots in Specialist Sales (*)

2. (*) When you enter value in the Intro. General Comm % field or the Intro Specialist Comm % field, it generates confirmation message: "Are you sure you want to give vendor% commission for Vendor ... items?"

Select Yes to confirm.

e you sure you want to mmission for vendor S	give vendor SC0004 C0004886 items?	4882 50 percent
	Yes	No

3. If a receipt for the vendor already exist, you will see another message: "Do you want to update ALL the receipts".

Select Yes to confirm.

Microsof	t Dynamics NAV	×					
?	Po you want to update all the receipt						
	Yes	No					





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	-	-	_

When you create new receipt for referral vendor, you will receive warning message: "This Vendor has an Introductory Commission Payee assigned should Introductory Commission be paid for this receipt?"

Select Yes to confirm.

Microsof	t Dynamics NAV	×
?	This Vendor has an Introductory Commission Payee assigne should Introductory Commission be paid for this receipt?	d
	Yes No	

If you confirm introductory commission on the receipt, the field **Receipt Has Introductory Commission** in the **Additional Information FastTab** will be selected.

				i illi a constante			
à 🤇	Collect Receipt	Print Receipt	Q,	SICOneNote	Refresh		
View	👌 Update Vendor Details	E-mail Receipt		Notes	🍢 Clear Filter 🕨 Next		
×	Comments	Vendor Stock Reconci	liation	🗟 Links	→ Go to		
Manage	Process	Report		Show Attached	Page		
Additional	Information			^			
Uses		12001425 50004000	WORkare		User Assignments	-92 - 17	
Additional	Information			^			
Deceased F	date 🗆	VAT Pegi	GP122 /	56 790			
Receipt Has	Intr	VAL Kegi.		50705			
Venderfor		Originat	. AAA	~			
Vendor Cor		Contact .	C000488	36	×		
						OK	
						UK	

REMOVING INTRODUCTORY COMMISSION

To remove introductory commission:

- 1. Open a vendor card and navigate to the Auction Payment FastTab.
- 2. Remove values from the Intro. General Comm %, and/or the Intro. Specialist Comm % field.

ntroductory Comm Payee:		\sim	Commission Code:	STANDARD	~
Introduction Comm Type:	Vendor Comm %	~	Never Charge Commission:		
Intro. General Comm %:		0.00	Never Charge Unsold:		
Intro Specialist Comm %:		0.00	Never Charge Lotting on W/Drn:		
Deef Connect Connect We		0.00	Never Charge Illustration:		
Pref. General Comm. %:		0.00	Never Charge Minimum Comm.:		
Pref. Specialist Comm. %:		0.00	Never Charge Insurance:		
Sell Items Excluding VAT:			Never Charge VAT:		
Lotting Fee:		0.00	Never Charge Withdrawn:		
Charge Lotting Fee:			Never Charge Lotting on Sold:		
Basic Unsold:			Marketing Fee Type:	None	~
No Unsolds on Statment:			Marketing Fee:		0.00
Trade:			Marketing Charge:	Standard	~

3. Select **Yes** to confirm on message: "Are you sure you want to remove vendor ... 0 % commission for vendor ... items?"

Microsof	ft Dynamics NAV X
?	Are you sure you want to remove vendor SC0004882 0 percent commission for vendor SC0004886 items?
	Yes No





NOTE

If a receipt for the vendor already exist with introduction commission applied, warning message appears "You Are About To Remove The Introductory Commission For Receipt ... Is This Correct?"

This warning message will be thrown for every receipt with applied introductory commission.

Select Yes to remove introductory commission from the receipt.

Vicrosof	ft Dynamics NAV				×
?	You Are About T Receipt REC0079	o Remove Th 3. Is This Corr	e Introductory rect?	Commi	ssion For
			Yes		No



UNPAID INTRODUCTORY COMMISSION LIST

To view a list of all unpaid introductory payees:

1. In the Search box, enter **Unpaid Introductory Commission**, and then choose the related link

The **Unpaid Introductory Commission** window opens. Use available filters to generate the report.

Edit - UnPaid Introductory Commission	_		×
▼ ACTIONS			0
Clear			
Filter Page			
Ontions			
options			
Show Details:			
Auction Line			^
Sorting: Auction No.,Auction Line No. ▼ ≜↓▼ Show results:			Ш
🗙 Where Auction No. 🔻 is Enter a value.			
X And Introductory Commission Payee 🔻 is Enter a value.			
+ Add Filter			11
Limit totals to:			
+ Add Filter			~
Print Pr	review	Can	cel

OPTIONS FASTTAB

If you select to show details, the report will generate list of auction lines, which make up the total value. If cleared, the report will include summary only.

Options	^	
Show Details:		



Field name	Description
Lot number	Auction lot number
Unique ID	Article Unique ID
Short Description	Article description
Receipt Number	Article receipt number
Auction No.	Auction number the lot was sold at
Auction Date	Auction date the lot was sold at
Hammer Price	Hammer price
Vendor Receive Price	Vendor receive price
Introductory Commission	Amount to be payed to referral vendor
Vendor Number	Referral vendor number
%	Introductory commission %

Summary information including:

- introduced vendor number
- introduced vendor name
- total amount to be paid to referral vendor

AUCTION LINE FASTTAB

In this FastTab you can filter data to a particular Auction No. or Introductory Commission Payee, and so on. If you leave filters without any selection, program will generate report from all existing auction lines.

Auction Line	^
Sorting: Auction No.,Auction Line No. ▼ Ž↓▼	
Show results:	
X Where Introductory Commission Payee Vis s4942	
X And Auction No. ▼ is Enter a value.	
+ Add Filter	
+ Add Filter	

LIST OF VENDORS WITH INTRODUCTORY COMMISSION

To view a list of vendors with introductory commission applied:

1. In the Search box enter Vendors with Intro Commission, and then choose the related link.

The Vendors with Intro Commission window opens.

2. Use filters if necessary, and then select the **Print** button or the **Preview** button.

ACTIONS			
			0
Clear			
Page			
Vendor			^
Sorting: No. \checkmark $A \downarrow \checkmark$			
Show results:			
+ Add Filter			
Limit totals to:			
+ Add Filter			
Print P	review) Can	icel



Example report:

n Print Previev	w				_	×
Vendors v	with Intro Commiss	ion				
∮ – ∮ – 1	of 1 🕨 🕅 🛞 🕯	🍰 🗐 🛍 🔍 - 100%	• Find	Next		
Vendors w	vith Introductory Co	mmission				
			13	3 October 20	16 17:50	
No.	Name	Address	EVOSOF	Intro. I General S Comm i % (RUMEW Intro Special St Comm %	
S8804	Richard Clarmound	78 Maryland Road	S3252 (Andrew Bonard)	4	4	
SC0003883	Peter Gasling	77 Station Rd	KENN03 (Sara Parker)	80	80	
SC0004869	Arnold Stevens	Windsor Street Hampton Middlesex TW12 1TT	SC0004867 (Glen Snelling)	50	50	
SC0004886	Monika Fakhoury	12 Pine Court Guildford Surrey GU5 1GG	SC0004882 (Pauline Duncan)	50	20	
		1/1				

Field name	Description
No.	Number of a vendor with Introductory Commission applied.
Name	Name of a vendor with Introductory Commission applied.
Address	Address of a vendor with Introductory Commission applied.
Introductory Comm Payee	Number and name of referral vendor.
Intro. General Comm %	Introductory Commission % on General Sales.
Intro Specialist Comm %	Introductory Commission % on Specialist Sales.



CREATE INVOICE FOR INTRODUCTORY COMMISSION

To create Introductory Commission Invoice(s):

1. In the Search box enter **Create Introductory Commission Invoices**, and then choose the related link.

The Create Introductory Commission Invoices window opens.

dit - Create Introductory	Commission Invoices		
ACTIONS			?
Clear			
Filter			
Page			
Create invoices for			^
Starting Date:	~		
Ending Date:	~		
Austion No :			
Vender Neu			
P i N			
Receipt No.:			~
	Schedule	ОК	Cancel

This screen allows you to create invoices:

- within date frame
- for particular vendor
- for particular auction
- for particular receipt

Field name	Туре	Description
Starting Date	Lookup	Select starting date to create invoices within date frame.
Ending Date	Lookup	Select ending date to create invoices within date frame.
Auction No.	Lookup	Select an auction to create invoices for particular auction.
Vendor No.	Lookup	Select a vendor number to create invoice for particular vendor.
Receipt No.	Lookup	Select a receipt to create invoice for particular receipt.





2. Select the **OK** button to generate invoices.

dit - Create Intro	ductory Comn	nission Invoid	es			\times
ACTIONS						?
Clear						
Filter						
Page						
Create invoice	s for					^
Starting Date:	01/01/2016		~			
Ending Date:	13/10/2016		~			
Auction No.:					~	
Vendor No.:					~	
Receipt No.:					~	1
			1			
		Schedule.		ок	Cano	el

After process is finished, confirmation message appears stating number of invoices generated.



To view the invoices, in the Search box enter **Purchase Invoices**, and then choose the related link.

In the **Description** column on the invoice **Lines FastTab**, information include Intro. Comm. together with name of introduced vendor.

Туре	No.	G/L Name	Description	Quantity	Direct Unit Cost	Line Amount	Line Disc ^
G/L Account	65000	Introductory Commission	Intro. Comm. Peter Gasling	1	196.00	196.00	
G/L Account	65000	Introductory Commission	Intro. Comm. Peter Gasling	1			- i -
G/L Account	65000	Introductory Commission	Intro. Comm. Peter Gasling	1	91.00	91.00	



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