



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

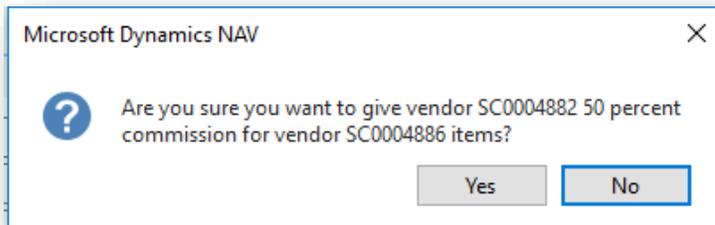
To setup introductory commission payee:

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

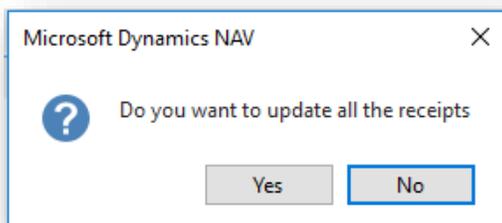
Auction Payment	
Introductory Comm Payee:	<input type="text"/>
Introduction Comm Type:	Vendor Comm %
Intro. General Comm %:	0.00
Intro Specialist Comm %:	0.00
Pref. General Comm. %:	0.00
Pref. Specialist Comm. %:	0.00
Sell Items Excluding VAT:	<input type="checkbox"/>
Lotting Fee:	0.00
Charge Lotting Fee:	<input type="checkbox"/>
Basic Unsold:	<input type="checkbox"/>
No Unsolds on Statment:	<input type="checkbox"/>
Trade:	<input type="checkbox"/>
Commission Code:	STANDARD
Never Charge Commission:	<input type="checkbox"/>
Never Charge Unsold:	<input type="checkbox"/>
Never Charge Lotting on W/Drn:	<input type="checkbox"/>
Never Charge Illustration:	<input type="checkbox"/>
Never Charge Minimum Comm.:	<input type="checkbox"/>
Never Charge Insurance:	<input type="checkbox"/>
Never Charge VAT:	<input type="checkbox"/>
Never Charge Withdrawn:	<input type="checkbox"/>
Never Charge Lotting on Sold:	<input type="checkbox"/>
Marketing Fee Type:	None
Marketing Fee:	0.00
Marketing Charge:	Standard

Field name	Type	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: <ul style="list-style-type: none"> <li>• Vendor Comm % (default)</li> <li>• Hammer %</li> </ul>
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.



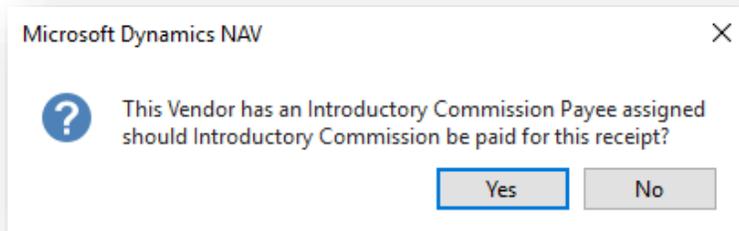
3. If a receipt for the vendor already exist, you will see another message: “Do you want to update ALL the receipts”.
- Select **Yes** to confirm.



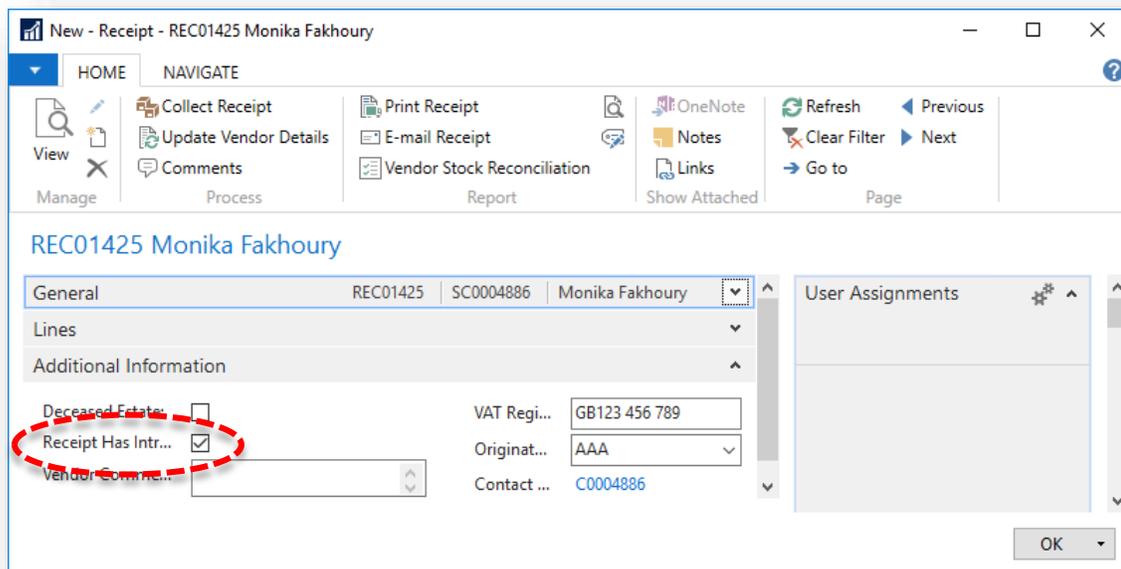
**NOTE**

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.



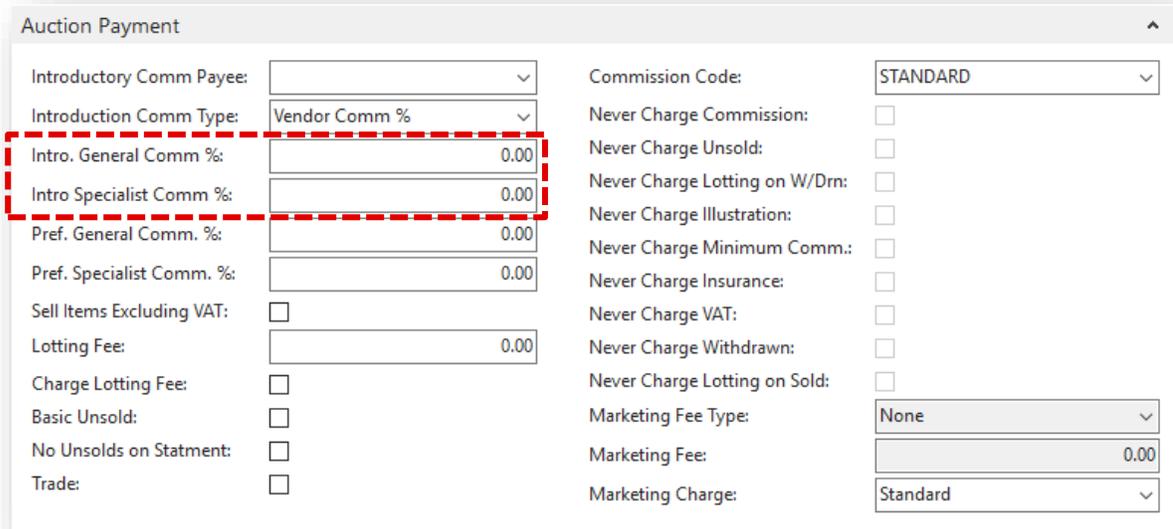
If you confirm introductory commission on the receipt, the field **Receipt Has Introductory Commission** in the **Additional Information FastTab** will be selected.



## REMOVING INTRODUCTORY COMMISSION

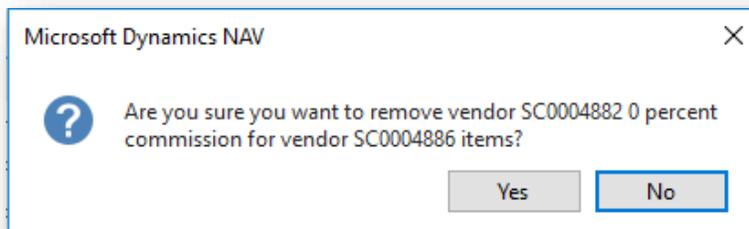
To remove introductory commission:

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.



Auction Payment	
Introductory Comm Payee:	<input type="text"/>
Introduction Comm Type:	Vendor Comm %
Intro. General Comm %:	0.00
Intro Specialist Comm %:	0.00
Pref. General Comm. %:	0.00
Pref. Specialist Comm. %:	0.00
Sell Items Excluding VAT:	<input type="checkbox"/>
Lotting Fee:	0.00
Charge Lotting Fee:	<input type="checkbox"/>
Basic Unsold:	<input type="checkbox"/>
No Unsolds on Statment:	<input type="checkbox"/>
Trade:	<input type="checkbox"/>
Commission Code:	STANDARD
Never Charge Commission:	<input type="checkbox"/>
Never Charge Unsold:	<input type="checkbox"/>
Never Charge Lotting on W/Drn:	<input type="checkbox"/>
Never Charge Illustration:	<input type="checkbox"/>
Never Charge Minimum Comm.:	<input type="checkbox"/>
Never Charge Insurance:	<input type="checkbox"/>
Never Charge VAT:	<input type="checkbox"/>
Never Charge Withdrawn:	<input type="checkbox"/>
Never Charge Lotting on Sold:	<input type="checkbox"/>
Marketing Fee Type:	None
Marketing Fee:	0.00
Marketing Charge:	Standard

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



Microsoft Dynamics NAV

Are you sure you want to remove vendor SC0004882 0 percent commission for vendor SC0004886 items?

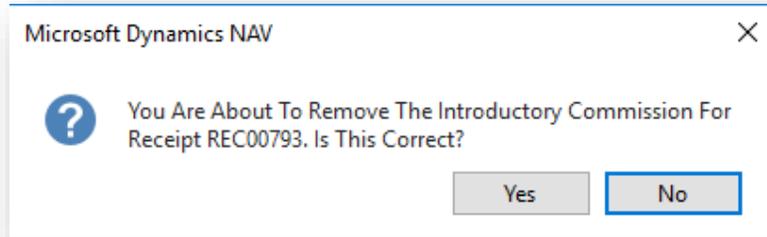
Yes No

## 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.

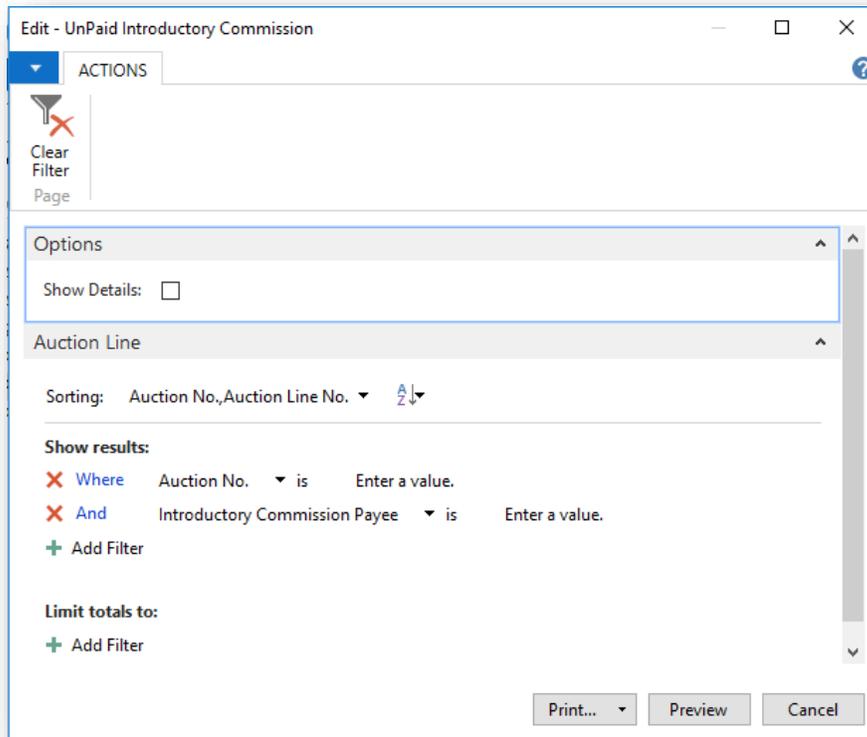
Select **Yes** to remove introductory commission from the receipt.



## UNPAID INTRODUCTORY COMMISSION LIST

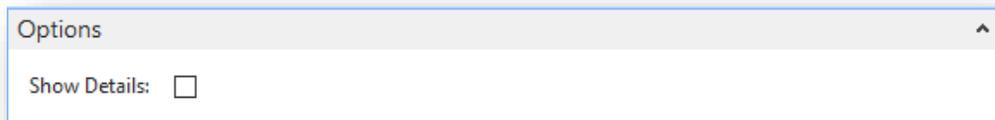
To view a list of all unpaid introductory payees:

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.



### 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.



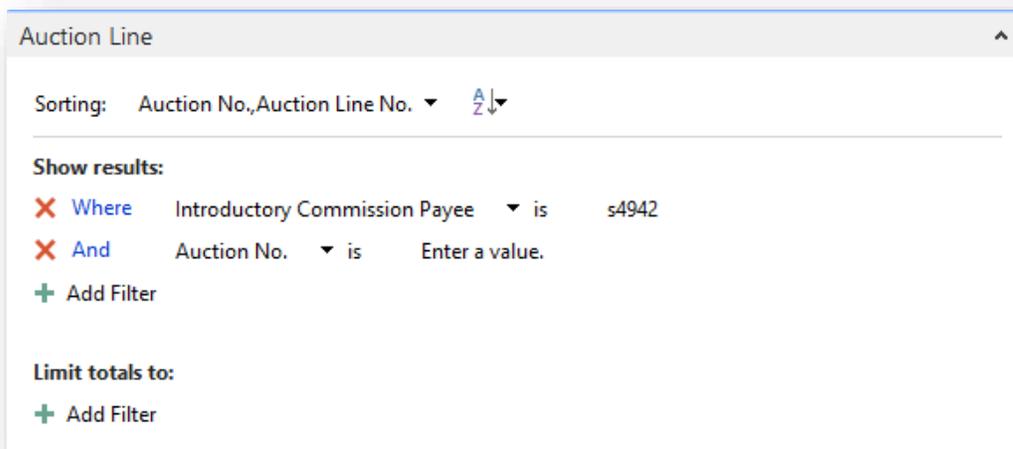
Field name	Description
Lot number	Auction lot number
Unique ID	Article Unique ID
Short Description	Article description
Receipt Number	Article receipt number
Auction No.	Auction number the lot was sold at
Auction Date	Auction date the lot was sold at
Hammer Price	Hammer price
Vendor Receive Price	Vendor 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.

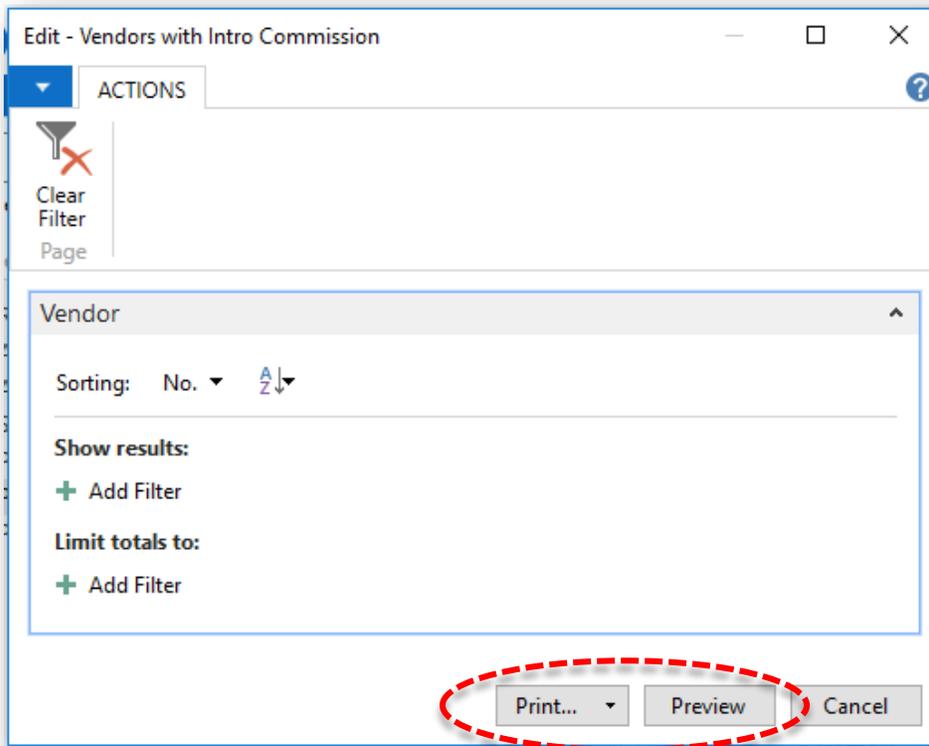


## LIST OF VENDORS WITH INTRODUCTORY COMMISSION

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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.



Example report:

**Vendors with Intro Commission**

13 October 2016 17:50  
EVOSOFT\PAULINA.DRUMEW

No.	Name	Address	Introductory Comm Payee	Intro. General Comm %	Intro Specialist 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.

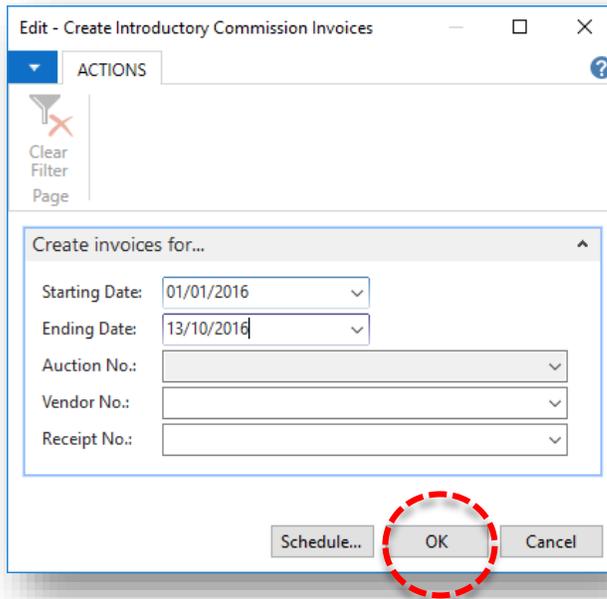
The **Create Introductory Commission Invoices** window opens.

This screen allows you to create invoices:

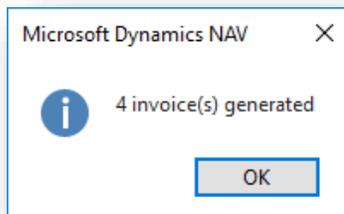
- within date frame
- for particular vendor
- for particular auction
- for particular receipt

Field name	Type	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.



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.

Type	No.	G/L Name	Description	Quantity	Direct Unit Cost Excl. VAT	Line Amount Excl. VAT	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			
G/L Account	65000	Introductory Commission	Intro. Comm. Peter Gasling	1	91.00	91.00	

