

Auction Day Userguide

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1.1 AUCTION DAY PROCESSES

This document will guide you through all the processes you would normally carry on the Saleday.

AUCTION DAY

When the Salebook sheets are completed on the rostrum and returned, you need to type the hammer price and the buyer paddle number in appropriate columns on the system.

To open an Auction Day:

1. Navigate to the Auctions, select an auction line and then choose Auction Day from the Ribbon.





The Auction Day window opens.

HOME ACTIONS								0
WEB strations New Manage Process	efresh Clear Filter Page							
051016 Architectural Sale (05/10	0/16)							
ction Details					^ ^	Auction Statistics	** ^	^
A\$051016		Auction	Date: 05/10/2016			Auction Stats		
uction Name: Architectural Sale		Auction	Time: 10:00:00			No. Of Lots:	- 11	
ution Colorest		Haction	a Tatah		0.00	Total Sold:	0	
General General	~	namm			0.00	Total Unsold:	11	
		Auction	n Type: OFF SITE			Hammer Total:	0	
es					^	Vendor Received Total:	0	
Find Filter 🐷 Clear Filter						Iotal Reserve:	0	
Lot No. Hammer Price Buver Padd	le Short Description Cha	rae Web Reserve Price	Article No. Buver Search Nar	ne Do Not	Unig	Average sale value:	0.00	
No.	Pren	nium		Uplift		No. Of Successful Buyers:	0	
1 0.00	George III silver sugar v	0.00	5		REC01420	No. Of Vendors:	2	
2 0.00	William IV silver teapot	0.00	1		REC01420 🗸	Total Low Estimate:	3,550	
					>	Total High Estimate:	5,400	
noved Buyer Details From Invoice	Withdrawn Lot	Error On Line/Sold Below	w Breakeven	Sold Below Rese	rve	Total Withdrawn Lots:	0	
ction Reconciliation					^	Total Withdrawn Value:	0	
Check Vendor Commission Show 👻 🌺 Fir	nd 🛛 Filter 🏹 Clear Filter					Total Items Collected:	0	
Lot No. Lot Suffix UniqueID	Buyer No. Buyer Name	Hammer	Vendor Receive Invoice	ed Credited	Vendor	Management Stats		
		Price	Price		Invoiced	Total Buyer Commission:	0.00	
						Total Vendor Commission:	0.00	
					*	No. Of Commission Rids	0.00	~
							OK	

AUCTION DETAILS FASTTAB

Information in this FastTab are generated from the auction header.

No.: AS051016 Auction Date: 05/10/2016 Auction Name: Architectural Sale Auction Time: 10:00:00 Auction Category: General Hammer Total: 0.00	Auction Details				^
Auction Category: General V Hammer Total: 0.00	No.: Auction Name:	AS051016 Architectural Sale	Auction Date: Auction Time:	05/10/2016	0.00
Auction Type: OFF STE	Auction Category:	General	Hammer Total: Auction Type:	OFF SITE	0.00



LINES FASTTAB

🕯 Find 🛛 Filter	🏹 Clear Filter							
Lot No. 🔺	Hammer Price	Buyer Paddle No.	Buyer Search Name	Web Buyer	Short Description	Reserve Price	Wit Lot	Ve
1	0.00				George III silver sugar v	0.00		SO
2	0.00				William IV silver teapot	0.00		SO
3	0.00				Fine quality pair of Ed	0.00		SO
4	0.00				Unusual Victorian silve	0.00		SO
5	0.00				William IV silver Argyle	0.00		SO
6	0.00				Edwardian yellow meta	0.00		SO
7	0.00				Victorian cabochon ga	0.00		SO
8	0.00				Ruby and diamond thr	0.00		SO
9	0.00				Edwardian Belle Epoqu	0.00		SO
10	0.00				Fine large 19th century	0.00		SO
11	0.00				SC0004861	0.00		SO
c								>

This FastTab is used to input sale results such as Hammer Prices and Successful Bidders.

The **Hammer Price** field and the **Buyer Paddle No.** field are marked for quick entry, which means you can quickly navigate between them by using **Enter** key.







NOTE
If you attempt to assign a lot to unregistered buyer, a message will appear. Select Yes to register the buyer for this auction.
Microsoft Dynamics NAV × Permanent Buyer with Paddle No. 101 is not registered for this Auction Do you want to do it now? Yes No
In new window, confirm Paddle No. for the buyer.
Paddle No. × Please enter the Paddle No. OK Cancel
101
Confirmation message appears; select OK to close the window.
Microsoft Dynamics NAV X Contact successfully registered with Permanent Paddle No. 101 OK





buyer number						
	r does not exist	, error mes	sage appears.			
Edit - Auction I	Day - AS051016 Archit	tectural Sale (05/	/10/16)			
- HOME	ACTIONS					
WEB	View Edit	heck Refre	→ Go to	;		
Registrations	Pay	ments	filter Next			
Auction Details	5					_
A Find Filter	r 🏾 🍢 Clear Filter					
Lot No.	Hammer Price	Buyer Paddle No.	Buyer Search Name	Web Buyer	Short Description	Reser
	• 598.09	+01			• George II-silver-sugar-v.	
8	2 700.00	X 7412		┊ ╺╺╺ ┍ ┍╸╸	William IV silver teapot	
	4 0.00				Prine quality pair of Ed	
eck if you ente	red correct buy	ver number	Refresh the page	le to remov		and

NOTE

Line highlighted in GREEN colour indicates removed buyer details from an invoice.

Line highlighted in ORANGE colour indicates withdrawn lot.

Line highlighted in RED colour indicates error on line/ sold below breakeven.

Line highlighted in **BLUE** colour indicates article sold below reserve.



AUCTION RECONCILIATION FASTTAB

Normally you would use this FastTab after auction is complete to check for lines with errors, before you run buyers' or vendors' statements.

For more information go to the Auction Reconciliation help sheets.

Auction Reconciliation				¥° ^
🖃 Check Vendor Commi	ssion Show 🔹 🎢 Find	🛛 📕 🐺 Clear Fil	ter	
Lot No. 🔔 Lot Suf	fix 🔔 UniquelD E	Buyer No. Buyer	Name Hammer Price	Vendor Receive Price
1	REC01420-5 (2000004 Damia	n Fisher 500	500
2	REC01420-1		700	
3	REC01420-2 E	C0004886 Monika	a Fakhoury 900	900
4	REC01420-3 E	COOO4882 Pauline	Duncan 750	750
7	REC01420-7		1,550	
c				3

AUCTION ANOMALIES

It is important to run a final check on the auction lines at the end of sale day to make sure there is no lots with hammer price and without buyer numbers, also no lots with paddle number and without hammer price. Use filters on the Lines FastTab to run the checks.

Lin	es						**	^
A	Find Filter	🔆 Clear Filter						
	Lot No.	Hammer Price	Buyer Paddle No.	Buyer Search Nan	ne Web Buyer	Short Description	Reserve Price	^
	1	500.00	101			George III silver sugar v	500.00	
	2	700.00				William IV silver teapot	600.00	
	3	900.00	4456			Fine quality pair of Ed	800.00	
	4	750.00	2222			Unusual Victorian silve	900.00	
	5	0.00				William IV silver Argyle	800.00	4
٢							>	



LINES WITH PADDLE NUMBER WITHOUT HAMMER PRICE

Use filter to check for lines with paddle number and without hammer price.

Filter	Value
Hammer Price	0
Buyer Paddle No.	<>"

Filter - Auction Line	× • •
Filter - Auction Line	
Show results:	
X Where Hammer Price ▼ is 0	
X And Buyer Paddle No. ▼ is <>''	
+ Add Filter	
Limit totals to:	
+ Add Filter	
	ОК

The auction lines now reduce to show only items that did not sell and have assigned a paddle number.

Lines (Filte	ered)							**	^
Find	Filter	🔀 Clear Filter							
Lot No	D. 🔺	Hammer Price	Buyer Paddle No.	Buyer Search Name	Web Buyer	*	Short Description	Reserve Price	W Lo
	5	0.00	4456				William IV silver Argyle	800.00	[
	6	0.00	101				Edwardian yellow meta	1,200.00	[
c									>

If any do show a paddle number, you will need to compare against the sale sheets to check whether the item is actually sold or whether this is an input error. Make amendments if required.



LINES WITH HAMMER PRICE WITHOUT PADDLE NUMBER

Use filter to check for lines with hammer price and without buyer paddle number.

Filter	Value
Hammer Price	>0
Buyer Paddle No.	" (two single quotes)

Filter - Auctio	on Line	1
		Θ.
Filter - A	Auction Line	
Show result	5	
X Where	Hammer Price ▼ is >0	n
🗙 And	Buyer Paddle No. 🔻 is	
🕂 Add Filter		- I
Limit totals (
+ Add Filter		
		ОК

The auction lines reduce to show only items that sold but have no paddle number assigned.

Find F	ilter	ᆽ Clear Filter							
Lot No.	-	Hammer Price	Buyer Paddle No.	Buyer Search Name	Web Buyer	*	Short Description	Reserve Price	Wi Lo
	2	700.00					William IV silver teapot	600.00	[
	7	1,550.00					Victorian cabochon ga	1,400.00	[
				•					

If any do show a hammer price, you will need to compare against the sale sheets to check whether the item is actually sold or whether this is an input error. Make amendments if required.



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