



Receipt

User guide

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TABLE OF CONTENTS

1.1	RECEIPT	3
	CREATE NEW RECEIPT	3
	GENERAL FASTTAB.....	5
	LINES FASTTAB	7
	ADDITIONAL INFORMATION FASTTAB	12

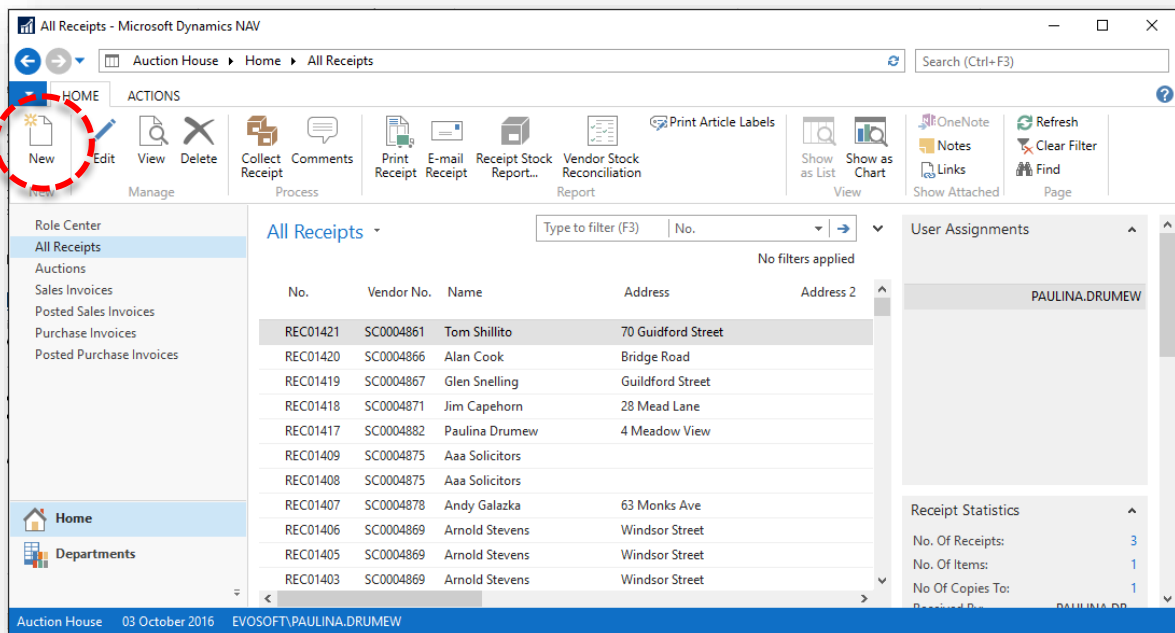
1.1 RECEIPT

Receipt is a page where you register all incoming stock from a vendor, and then allocate to an auction. Make sure the vendor card already exist on the system before you begin.

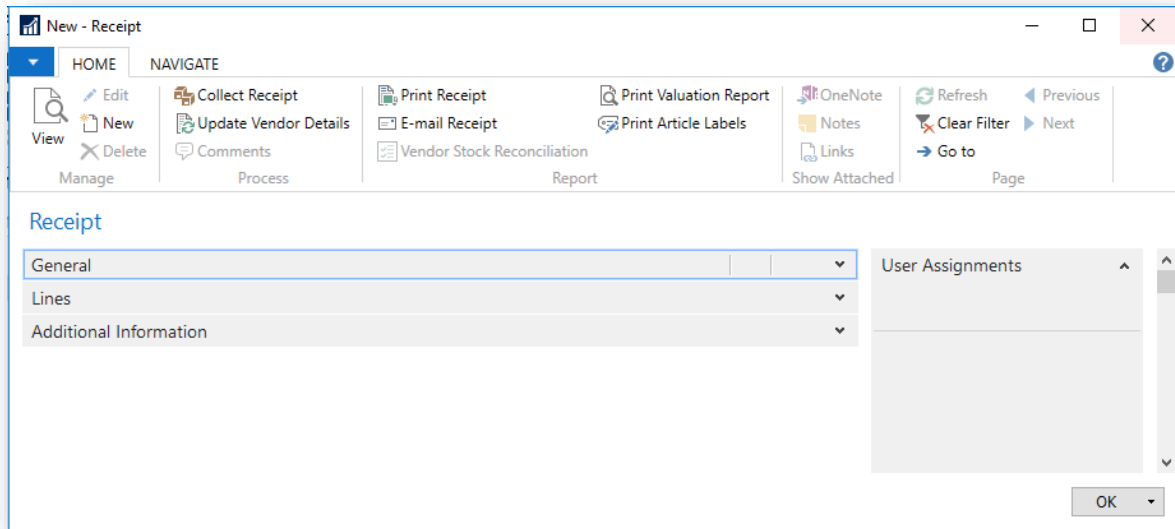
CREATE NEW RECEIPT

To create new Receipt:

1. In the Search box enter **All Receipts**, and then choose the related link.
The **All Receipts** window opens.
2. Select **New** from the Ribbon.



The **New Receipt** window opens.



GENERAL FASTTAB

In this FastTab fill in vendor information and other receipt related details.

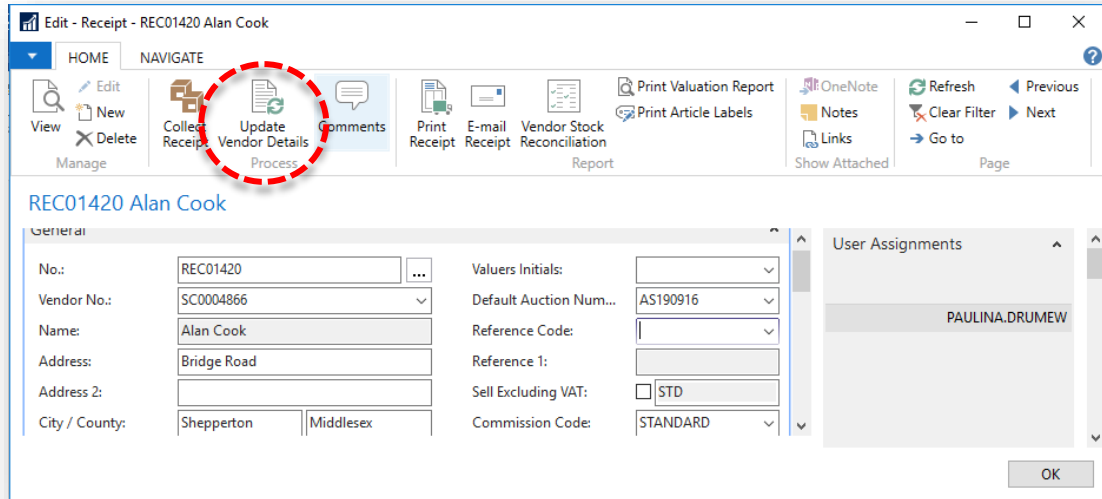
General			
No.:	<input type="text" value="REC01430"/>	Valuers Initials:	<input type="text"/>
Vendor No.:	<input type="text" value="SC0004882"/>	Default Auction Number:	<input type="text" value="AS060117"/>
Name:	<input type="text" value="Duncan"/>	Reference Code:	<input type="text"/>
Address:	<input type="text" value="4 Meadow View"/>	Reference 1:	<input type="text"/>
Address 2:	<input type="text"/>	Sell Excluding VAT:	<input type="checkbox"/> STD
City / County:	<input type="text" value="Chertsey"/> <input type="text" value="Surrey"/>	Commission Code:	<input type="text" value="STANDARD"/>
Post Code / Country:	<input type="text" value="KT16 8GU"/>	Specific Commission Rate:	<input type="text" value="0.00"/>
Phone No.:	<input type="text" value="01932 000000"/>	Insurance Rate:	<input type="text" value="1.50"/>
Mobile No.:	<input type="text"/>	Valuation Receipt:	<input type="checkbox"/>
E-mail:	<input type="text" value="paulina.drumew@evo-soft.co.uk"/>	Goods Received:	<input checked="" type="checkbox"/>
		Documentation Signed:	<input checked="" type="checkbox"/>

Field name	Type	Description
No.	Unique ID	Unique number usually allocated from a number series. Move to next field to automatically generate the number.
Vendor No.	Lookup	To find a vendor, press on drop down arrow and set filter to relevant column to search. Example: To search by surname, press on the Surname column and start typing vendor surname. Press on the line with the vendor details to bring his details to the Receipt.
Name		Populated when the Vendor No. selected.
Address		Populated when the Vendor No. selected.
City / County		Populated when the Vendor No. selected.
Post Code / Country		Populated when the Vendor No. selected.
Phone No.		Populated when the Vendor No. selected.
Mobile No.		Populated when the Vendor No. selected.

E-mail		Populated when the Vendor No. selected.
Valuers Initials	Lookup	Select originating valuer initials.
Default Auction Number	Lookup	<p>Select an auction if you want to assign all the items from this receipt to one auction.</p> <p>If auction selected, default auction number will come up when booking in new items on this receipt.</p> <p>Select an auction from the list or leave it blank to decide later.</p> <p>If you change default auction number after receipt is created, you will receive message: "Do you want to overwrite any existing Sales allocations?", select Yes to confirm changes, or No to do not apply changes to existing lines.</p>
Reference Code	Lookup	Select code to link this receipt with a Reference. That will mark all Copies-To assigned to this reference code to receive auction letters.
Reference 1	System field	Reference description, generated when the Reference Code selected.
Sell Excluding VAT	Tickbox + Lookup	<p>System dependent.</p> <p>Selected box usually indicates VAT on the top of hammer price, otherwise VAT included in hammer price.</p>
Commission Code	Lookup	Default commission code for the receipt from the vendor card.
Specific Commission Rate		Enter commission rate if different to default.
Insurance Rate		Enter insurance rate for the entries if applicable.
Valuation Receipt	Tickbox	<p>Select if receipt for valuation purpose.</p> <p>If selected, does not allow to Clear for sale.</p>
Goods Received	Tickbox	<p>Select if you received all the entries from vendor.</p> <p>If selected, new receipt lines will be automatically marked as received.</p>
Documentation Signed	Tickbox	Select if vendor signed valuation receipt.

NOTE

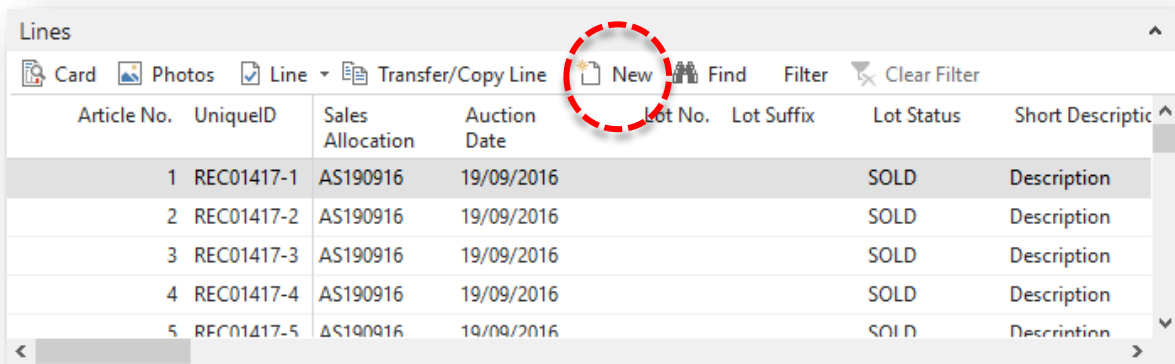
In this FastTab, you can overwrite vendors details if different. To bring back default vendors contact details select **Update Vendor Details** from the Ribbon.



LINES FASTTAB

In this FastTab, you can view a list of all the entries assigned to this receipt.

To create new line select **New** in the **Lines FastTab** menu, and then navigate to the first line to start editing. The optimal method of moving from field to field on the receipt line is by using the TAB Key. This highlights the contents of the next field ready to overtyping if necessary.



Article information can also be entered using the **Receipt Line Card** if preferred.

To open **Receipt Line Card**, select **Card**.

The screenshot shows a window titled 'Lines' with a toolbar containing 'Card', 'Photos', 'Line', 'Transfer/Copy Line', 'New', 'Find', 'Filter', and 'Clear Filter'. Below the toolbar is a table with the following data:

Article No.	UniquelD	Sales Allocation	Auction Date	Lot No.	Lot Suffix	Lot Status	Short Descriptio
1	REC01417-1	AS190916	19/09/2016			SOLD	Description
2	REC01417-2	AS190916	19/09/2016			SOLD	Description
3	REC01417-3	AS190916	19/09/2016			SOLD	Description
4	REC01417-4	AS190916	19/09/2016			SOLD	Description
5	REC01417-5	AS190916	19/09/2016			SOLD	Description

The **Receipt Line Card** window opens.

The screenshot shows a window titled 'Edit - Receipt Line Card - REC01420-1'. It features a 'HOME' tab and an 'ACTIONS' menu with icons for 'New Line', 'View', 'Edit', 'Delete', 'Refresh', 'Clear Filter', 'Go to', 'Previous', and 'Next'. Below the menu, the text 'REC01420-1' is displayed. There are two dropdown menus labeled 'General' and 'History'. An 'OK' button is located at the bottom right.

GENERAL FASTTAB

The screenshot shows a 'General' form with the following fields and values:

- Short Description: WWilliam IV silver te...
- Category No.: F02
- Sub Category No.:
- Low Estimate: 650.00
- High Estimate: 850.00
- Reserve Status: No Reserve
- Reserve Price: 600.00
- Sales Allocation: AS051016
- Illustration Cost: 0.00
- Lot No.: 0
- Lot Suffix:
- Lot Status: SOLD
- Valuers Initials:
- Valuers Comment:
- Withdraw Lot:
- Cleared For Sale:
- ARR:
- Unsold Article Action:
- No. Of Labels: 1
- Artist:

On the right, there are two Rich Text Editors. The top one is titled 'Rich Text Editor' and has a toolbar with options like Bold, Italic, Underline, and text color. Below it is another Rich Text Editor, also titled 'Rich Text Editor', which is currently empty. Below the second Rich Text Editor, there are labels for 'Catalogue Description' and 'Condition Report'.

Field name	Type	Description
UniqueID		Receipt Number is generated automatically and it is combination of Receipt No + Hyphen (-) + Article No.
Short Description		If left blank short description is automatically created from the Catalogue Description .
Category No.	Lookup	Select from the article category list. Used for statistical analysis. NOTE: All items must have a category code associated with them.
Sub Category No.	Lookup	See above.
Low Estimate		Enter low estimate of the item.
High Estimate		Enter high estimate of the item. High Estimate must be equal to, or higher than Low Estimate .

Reserve Status	Lookup	<p>Select reserve status from available options:</p> <ul style="list-style-type: none"> • Discretion - Sell at up to 10% less than the reserve, if deemed necessary by the Auctioneer. • Fixed - Not to be sold below stated Reserve Price. • No Reserve - Sell to the highest bidder regardless of estimate, without reserve. • Wide discretion - Sell at up to 30% less than the reserve, if deemed necessary by the auctioneer.
Reserve Price		Enter reserve price. Must be equal to, or lower than Low Estimate .
Sales Allocation	Lookup	<p>If not assigned automatically from the receipt header, select an auction from the list. It is not required on this stage as item can be allocated to the auction later.</p> <p>NOTE: Leave it blank if receipt is created for a valuation purpose.</p>
Illustration Cost		Enter illustration charge per lot if different from the general settings.
Lot No.	Info	Information only. Displays allocated lot number from current auction.
Lot Status		Information only.
Valuers Initials	Lookup	Valuer initials are generated from the receipt general settings and you can amend it here if required.
Valuers Comment		Enter any important info about the item.
Withdrawn Lot	Tickbox	<p>Select to mark lot as withdrawn prior to the auction.</p> <p>In order to select the box a Withdrawal Reason must be entered in the dialog box that appears.</p>
Cleared for Sale	Tickbox	<p>Select if article is completed and ready for auction import.</p> <p>If cleared, the item will not be uploaded when you create the auction.</p>
ARR	Tickbox	Select to apply Artist Resale Right to the item.
Unsold Article Action	Lookup	<p>Select post sale action, if article fails to sell.</p> <p>This indicates what the next action will be by the Auction House.</p>

No. Of Labels		Enter number of labels to be printed for this lot. Example: set of chairs – each chair needs to be labelled as a part lot. Default value: 1
Catalogue Description		Enter full catalogue description of the item. Catalogue description will also overwrite the Short Description if already exist (setup dependant).
Condition Report		Enter condition report for the item.

HISTORY FASTTAB

History ^

Sold: <input type="checkbox"/>	Catalogued Date: <input type="text"/>
Hammer Price: <input type="text" value="0.00"/>	Catalogued By Inserting User: <input type="text"/>
Sold On Date: <input type="text"/>	Sales History: 0
Buyer No.: <input type="text"/>	Lot Lookup: <input type="text"/>
Pre-Sales Advice Sent: <input type="text"/>	Auction Date: <input type="text"/>
Catalogued By: <input type="text"/>	Receiving Date: <input type="text" value="28/09/2016"/>
	Contact No.: <input type="text"/>

Field name	Type	Description
Sold	System field	If selected, indicates that the lot it sold.
Hammer Price	Info	Once auction is mark as Closed , this field will update or remain £0.00 if unsold. Populated from the auction lines.
Sold On Date	Info	Invoice date, populated from the auction lines.
Buyer No.		Displays buyer number of successful bidder for sold article. Populated from the auction lines.
Pre-Sales Advice Sent	Info	Information when pre-sale advice letter was sent.
Catalogues By	Info	Information who catalogued the entry.
Catalogued Date	Info	Information when entry was catalogued.
Catalogued By Inserting User		Information who started cataloguing.
Sales History	Flowfield	Drilldown to display how many times the article has been in an auction and related auctions details.

Lot Lookup	Flowfield	Lot number will appear when article lotted up in an auction. Click on the number to view the auction line details.
Auction Date	Flowfield	Drilldown to view the auction details where the article was sold.
Receipting Date	Info	Date when the receipt was created.
Contact No.	Lookup	Displays contact card number related to the vendor.

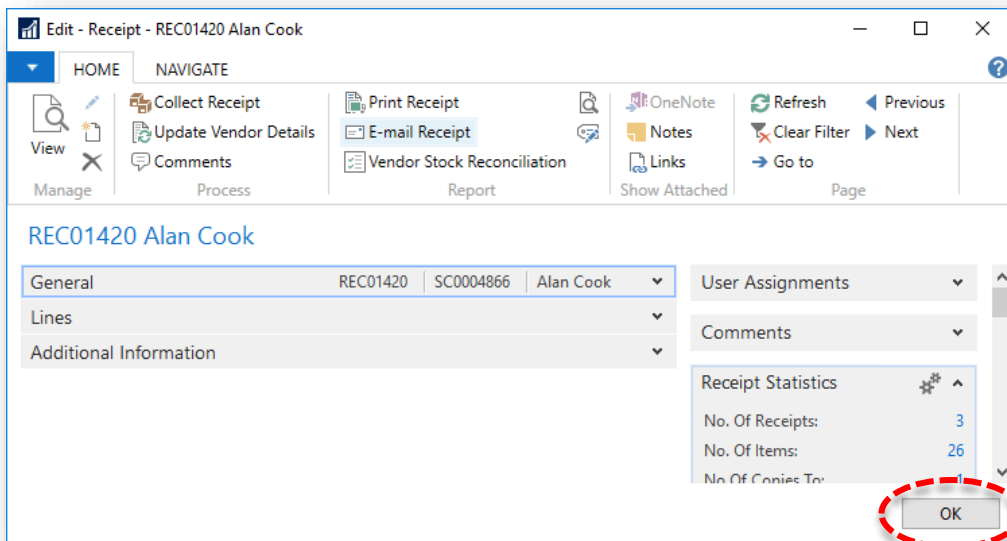
ADDITIONAL INFORMATION FASTTAB

Additional Information ^

Deceased Estate:	<input type="checkbox"/>	VAT Registration No.:	<input type="text"/>
Receipt Has Introductory Comm.:	<input type="checkbox"/>	Originator:	<input type="text" value="v"/>
Vendor Comments:	<div style="border: 1px solid #ccc; height: 80px; width: 100%;"></div>		Contact No.:
			C0004866

Field name	Type	Description
Deceased Estate	Tickbox	Select if receipt for deceased estate.
Receipt Has Introductory Comm.	Tickbox	When you create new receipt for vendor with Introductory Commission Payee assigned, you will receive warning message stating: "This Vendor has an Introductory Commission Payee assigned should Introductory Commission be paid for this receipt?". Select Yes to confirm, or No to cancel. If you confirm, this field will be selected.
Vendor Comments		Enter vendor's comments if required.
VAT Registration No.	Info	VAT number is populated from the vendor card.
Originator	Info	Originator is populated from the vendor card.
Contact No.	Flowfield	Displays contact card number related to the vendor.

Select **OK** to save new receipt and close the window.





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