evo-auction

Valuation

User guide

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BCN

TABLE OF CONTENTS

1.1 VALUATION

Probate and insurances invoices need to be raised in the system, when a valuer has completed a probate or insurance valuation for a client. All clients who have used these valuation services must be created in the system as a vendor and as a buyer for invoicing.

Manually generated invoices are also used for postage and packing services.

CREATE VALUATION RECEIPT

To create a valuation receipt:

1. Create **Vendor Card** for person/ company who requested a valuation service.
   If the person/ company is already on the system as a vendor, do not set them up again. If you are creating a new vendor card, proceed as normal.

2. Create new **Receipt** for the vendor, and mark as a valuation receipt, by selecting check box in the **Valuation Receipt** field on the **General FastTab**.

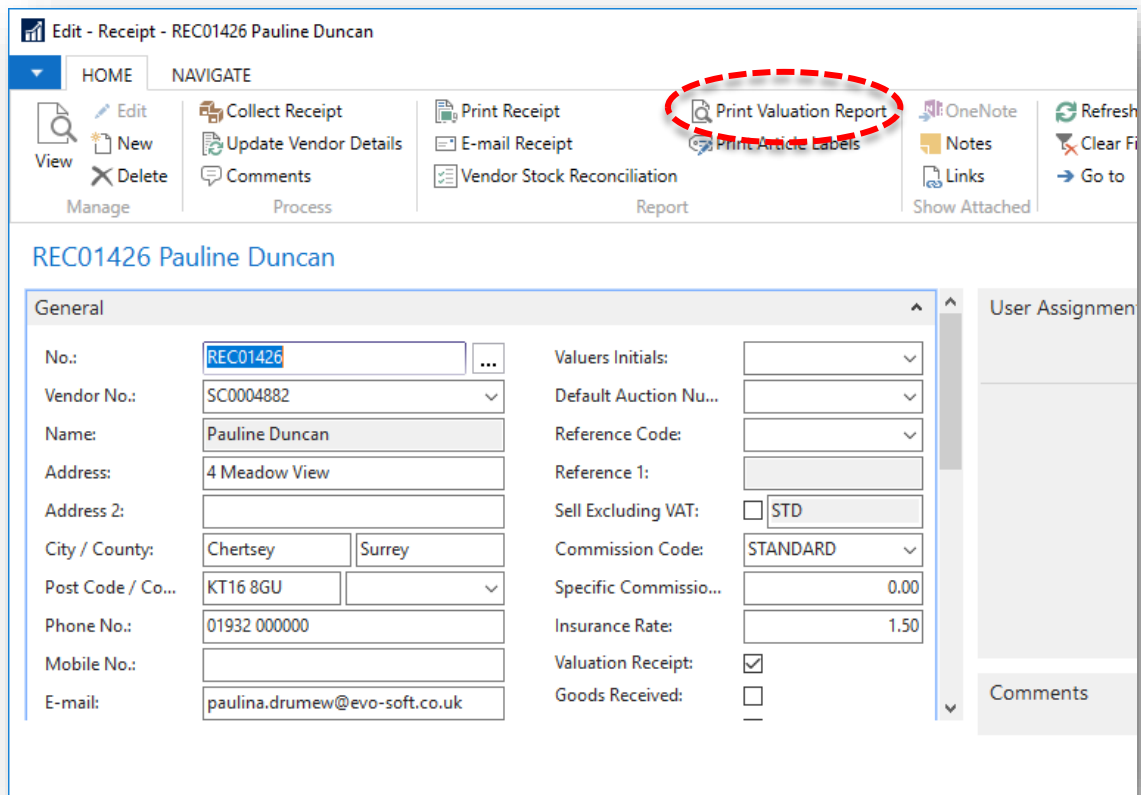| NOTE |
| --- |
| Selected **Valuation Receipt** field does not allow to **Clear for Sale**.

 Do not select **Default Auction Number** for a valuation receipt so items are not transferred to an auction by mistake. |

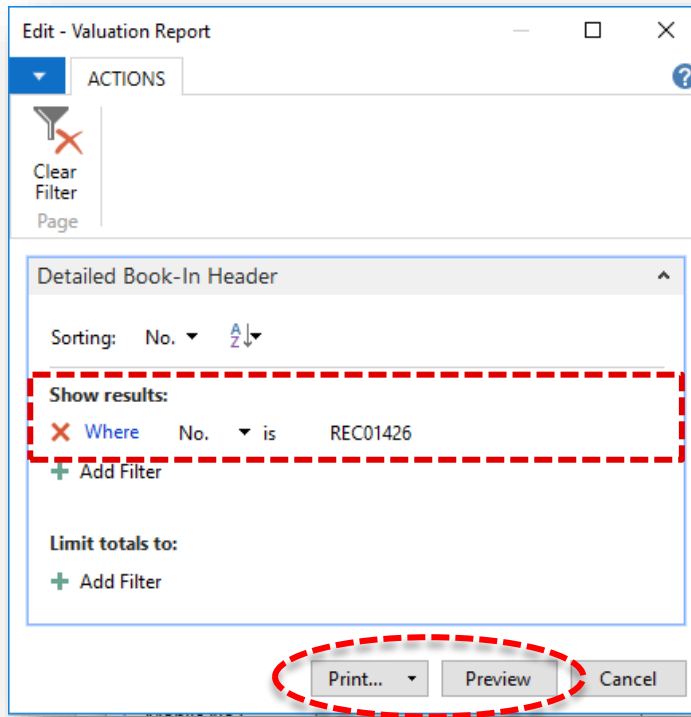3. Navigate to the **Lines FastTab** and create valuation line for each article.

PRINT VALUATION RECEIPT

To print a valuation receipt:

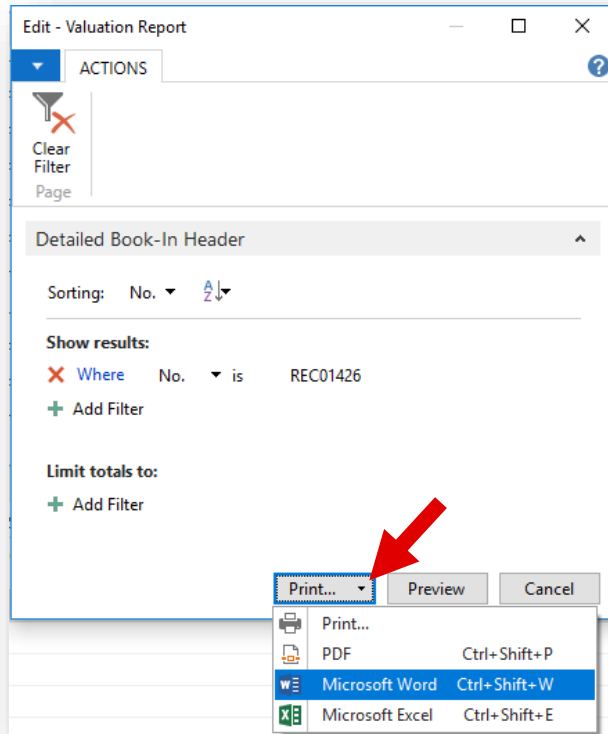1. Open a receipt and select **Print Valuation Report** from the Ribbon.

2. The **Valuation Report** window opens.
   Select a **Receipt No.** if different from current, and then select the **Print** button or the **Preview** button.

NOTE

To save the valuation report, click on arrow on the **Print** button and then select a format.

A valuation report example:

auction house ltd
est 1848

Valuation Report for Receipt REC01426

Pauline Duncan
4 Meadow View
KT16 8GU Chertsey
Surrey

A well executed charcoal portrait of Percy Grainger,
pianist and composer (1882-1961), signed by the artist
"To my friend Percy Grainger

A well executed charcoal portrait of Percy Grainger,
pianist and composer (1882-1961), signed by the artist   80 - 120
"To my friend Percy Grainger

Totals per Category

VAL   **80 - 120**

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CREATE VALUATION INVOICE

Before you create a valuation invoice, check if the vendor is registered as a buyer.

If the vendor does not exist as a buyer, you will need to set them up as one.

To create a valuation invoice:

1. In the Search box enter **Sales Invoices**, and then choose the related link.

2. The **Sales Invoices** page opens.
    Select **New** from the Ribbon and fill in all required information.
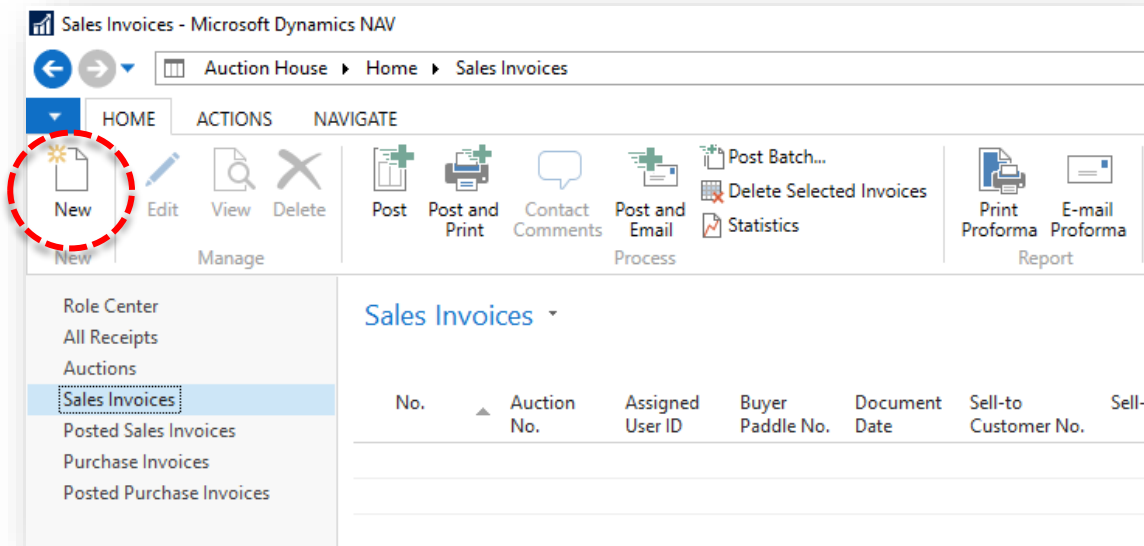
3. Navigate to the **General FastTab**, select the **Valuation Invoice** field, and then select the buyer number in the **Sell-to Customer No.** field.
   Edit the **Posting Description** field if required.
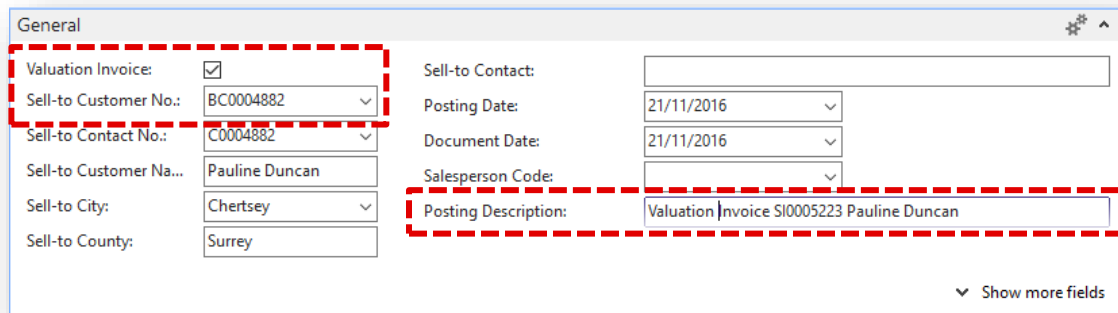
4. Navigate to the **Lines FastTab,** and then create new invoice line by filling in all required information.
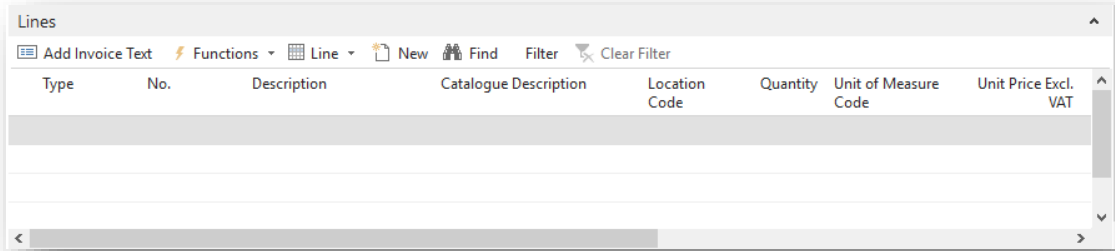
Field name	Type	Description
Type	Dropdown	Select G/L Account.
No.	Lookup	Select valuation account number.
Description		Automatically filled in when **No.** selected.
Quantity		Enter number (1).
Unit Price Excl. VAT		Enter the valuation price excluding VAT.

Now the invoice line for the valuation service is created, and the amount to be paid is generated on the **Mixed Payment Method FastTab**.
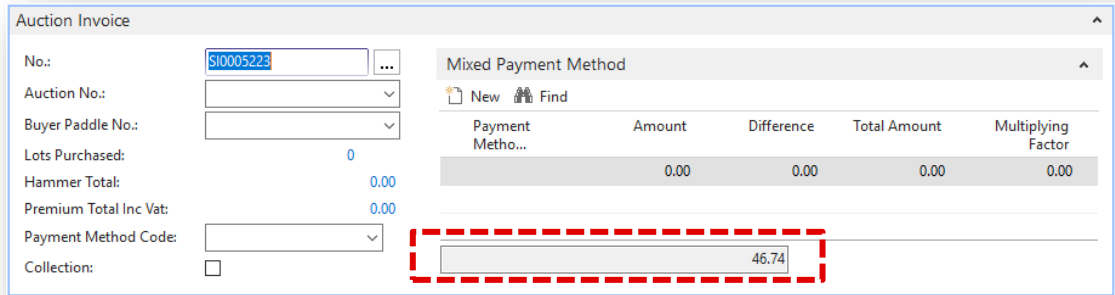
5. To register payment for the valuation invoice, proceed as normal. Navigate to the **Mixed Payment Method FastTab,** select a **Payment Method** and an **Amount**, and then select **Post** or **Post and Print** located on the Ribbon.

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