



FAQ

# User guide

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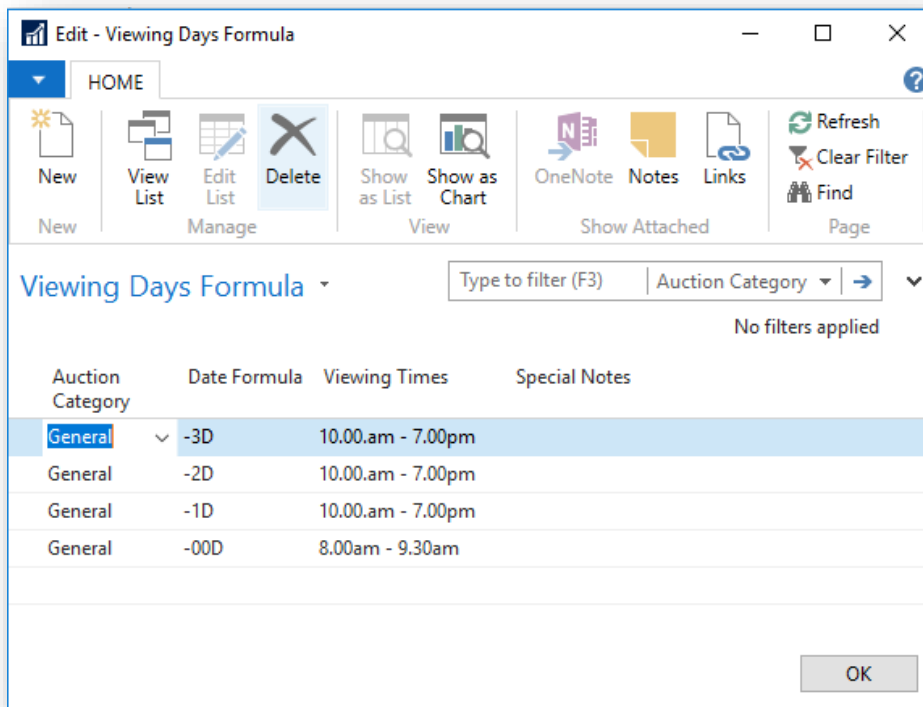
# FREQUENTLY ASKED QUESTIONS

## 1.1 AUCTION

### HOW TO SETUP VIEWING DAYS FORMULA?

To set up automated viewing times, assigned to specific auction category:

1. In the Search box enter **Viewing Days Formula**, and then choose the related link.
2. The **Viewing Days Formula** window opens.  
Create new line and fill in information for each viewing day for selected auction category.



Field name	Type	Description
Auction Category	Dropdown	Select a category to assign viewing date and time.
Date Formula		Enter date formula related to an auction day. (Example: -3D will automatically generate date for viewing 3 days prior to an auction day)
Viewing Times		Enter viewing time for selected auction category and a day.
Special Notes		Enter notes to be published online.

Example:

Viewing for a general auction always starts 3 days before an auction day.

Instructions:

To setup the first viewing day, which is 3 days before an auction, in new line:

- select **Auction Category** from the list
- in **Date Formula** column enter: -3D
- in **Viewing Times** column enter viewing times for the first viewing day
- in **Special Notes** column enter comments you want to publish

That creates the first viewing day for a General Auction.

To setup the second viewing day, which is 2 days before an auction, in new line:

- select **Auction Category** from the list
- in **Date Formula** column enter: -2D
- in **Viewing Times** column enter viewing times for the second viewing day
- in **Special Notes** column enter comments you wish to publish

That creates the second viewing day for a General Auction.

To setup the third viewing day, which is 1 day before an auction, in new line:

- select **Auction Category** from the list
- in **Date Formula** column enter: -1D
- in **Viewing Times** column enter viewing times for the third viewing day
- in **Special Notes** column enter comments you wish to publish for customers

That creates the third viewing day for a General Auction.

To setup viewing on an Auction day, in new line:

- select **Auction Category** from the list
- in **Date Formula** column enter: -00D
- in **Viewing Times** column enter viewing times for an Auction day
- in **Special Notes** column enter comments you wish to publish for customers

That creates viewing on an Auction day for a General Auction

3. Select the **OK** button to save viewing days.

Now, when you apply the general auction category in an auction header, the **Viewing Days And Times** field is populated from the formulas.

The screenshot shows a form titled "Auction Details" with the following fields:

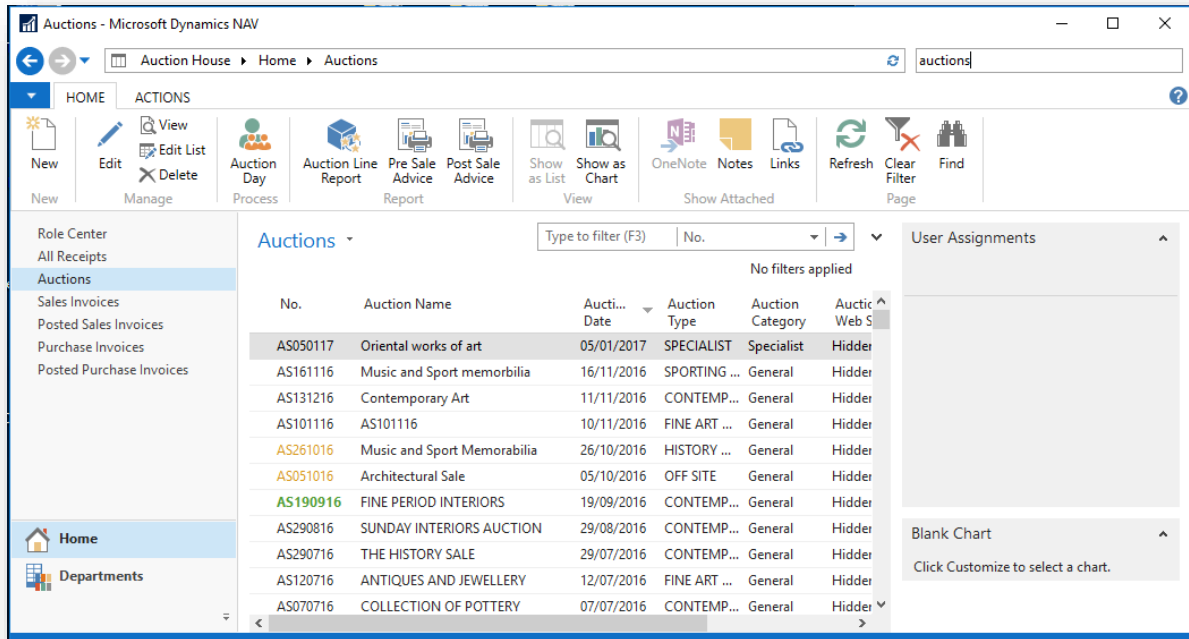
- No.: AS161116
- Auction Name: Music and Sport memorabilia
- Auction Date: 16/11/2016
- Auction Time: 09:30:00
- Auction Category: General
- Auction Type: SPORTING ART & RELAT
- Auction Location No.: TOWNLEYHALL
- Viewing Days And Times: 13 November 2016 10.00.am - 7.00pm; 14 November 2016 10.00.am -

Red dashed boxes highlight the "Auction Category" field, the "Auction Type" field, and the "Viewing Days And Times" field.

## HOW TO CHECK WHICH ITEMS ARE UNCLEARED FOR AN AUCTION?

To view a list of all uncleared articles assigned to specific auction:

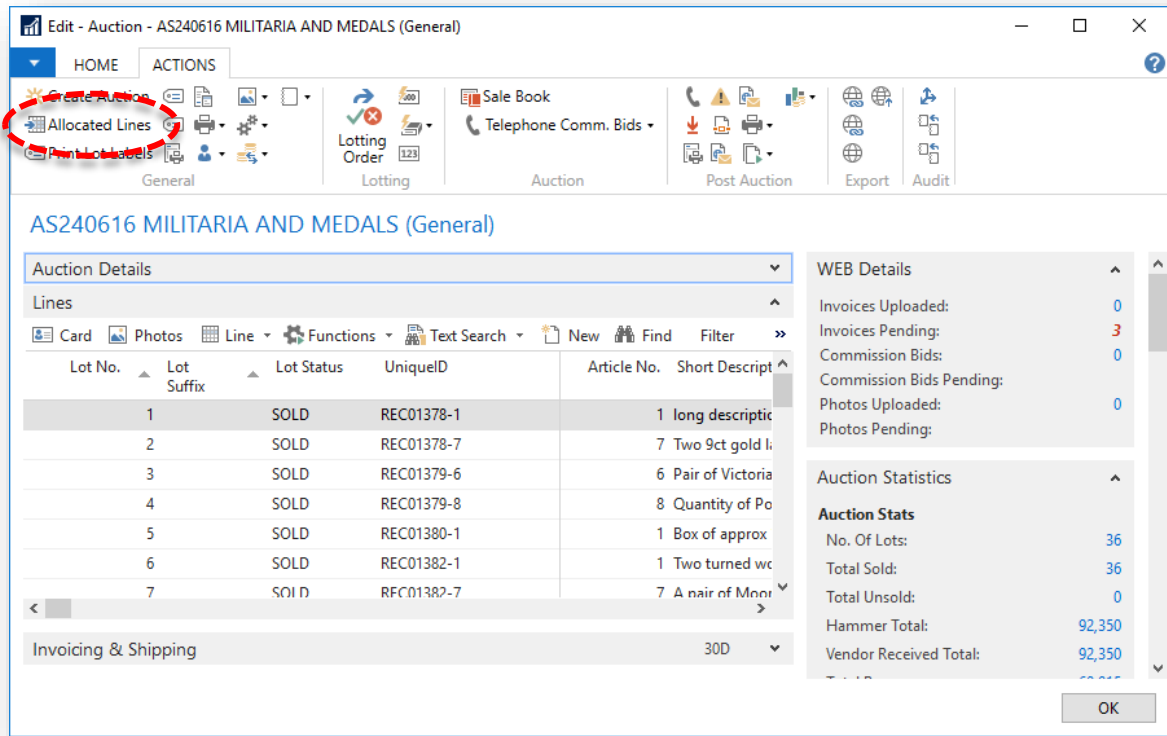
1. In the Search box enter **Auctions** and then choose the related link.  
The **Auctions** window opens.



The screenshot shows the Microsoft Dynamics NAV interface for the 'Auctions' window. The window title is 'Auctions - Microsoft Dynamics NAV'. The breadcrumb navigation is 'Auction House > Home > Auctions'. The search box contains 'auctions'. The ribbon includes 'HOME' and 'ACTIONS' tabs. The 'ACTIONS' ribbon has various icons for 'New', 'Edit', 'Delete', 'View', 'Auction Day', 'Auction Line Report', 'Pre Sale Advice', 'Post Sale Advice', 'Show as List', 'Show as Chart', 'OneNote', 'Notes', 'Links', 'Refresh', 'Clear Filter', and 'Find'. The left-hand pane shows a 'Role Center' with 'Auctions' selected. The main area displays a table of auctions with columns: No., Auction Name, Auction Date, Auction Type, Auction Category, and Auction Web Site. The table contains 12 rows of auction data. The right-hand pane shows 'User Assignments' and 'Blank Chart'.

No.	Auction Name	Auction Date	Auction Type	Auction Category	Auction Web Site
AS050117	Oriental works of art	05/01/2017	SPECIALIST	Specialist	Hidden
AS161116	Music and Sport memorabilia	16/11/2016	SPORTING ...	General	Hidden
AS131216	Contemporary Art	11/11/2016	CONTEMP...	General	Hidden
AS101116	AS101116	10/11/2016	FINE ART ...	General	Hidden
AS261016	Music and Sport Memorabilia	26/10/2016	HISTORY ...	General	Hidden
AS051016	Architectural Sale	05/10/2016	OFF SITE	General	Hidden
AS190916	FINE PERIOD INTERIORS	19/09/2016	CONTEMP...	General	Hidden
AS290816	SUNDAY INTERIORS AUCTION	29/08/2016	CONTEMP...	General	Hidden
AS290716	THE HISTORY SALE	29/07/2016	CONTEMP...	General	Hidden
AS120716	ANTIQUES AND JEWELLERY	12/07/2016	FINE ART ...	General	Hidden
AS070716	COLLECTION OF POTTERY	07/07/2016	CONTEMP...	General	Hidden

2. Open an auction and then select **Allocated Lines** from the Ribbon.





- The **Receipt Lines** window opens.  
In this window, you can view all allocated auction lines.  
Apply filter to show uncleared articles only and press the **Enter** key.

Filter	Value
Cleared for Sale	No

The screenshot shows the 'Edit - Receipt Lines' window. The ribbon includes 'HOME' with options like 'View List', 'Edit List', 'Show as List', 'Show as Chart', 'OneNote', 'Notes', 'Links', 'Refresh', 'Clear Filter', and 'Find'. Below the ribbon, the 'Receipt Lines' section has a filter dropdown set to 'No' and a 'Cleared For Sale' dropdown. The table below shows receipt lines for sales allocation AS240616, with columns for UniqueID, Sub-Ar... No., Lot No., Lot Suffix, Vendor No., Vendor Name, and Vend No.

Sales Allocation	UniqueID	Sub-Ar... No.	Lot No.	Lot Suffix	Vendor No.	Vendor Name	Vend No
AS240616	REC01378-1	0	0		SC0004848	Colin Wright	01932
AS240616	REC01378-2	0	0		SC0004848	Colin Wright	01932
AS240616	REC01378-3	0	0		SC0004848	Colin Wright	01932
AS240616	REC01378-4	0	0		SC0004848	Colin Wright	01932
AS240616	REC01378-5	0	0		SC0004848	Colin Wright	01932
AS240616	REC01378-6	0	0		SC0004848	Colin Wright	01932
AS240616	REC01378-7	0	0		SC0004848	Colin Wright	01932
AS240616	REC01378-8	0	0		SC0004848	Colin Wright	01932

**NOTE**

To remove the filter, select **Clear Filter** from the Ribbon.

The screenshot shows a software window titled "Edit - Receipt Lines". The ribbon at the top includes sections for "Manage" (View List, Edit List), "View" (Show as List, Show as Chart), and "Show Attached" (OneNote, Notes, Links). A "Filter" section is also present, containing "Refresh", "Clear Filter", and "Find" buttons. The "Clear Filter" button is circled in red. Below the ribbon, there is a search bar with "No" and a dropdown menu with "Cleared For Sale". A filter is applied, showing "Filter: AS240616". The main area contains a table with 8 rows of receipt data. At the bottom, there is a "No. of Records:" field with the value "8" and an "OK" button.

Sales Allocation	UniqueID	Sub-Ar... No.	Lot No.	Lot Suffix	Vendor No.	Vendor Name	Vend No
AS240616	REC01378-1	0	0		SC0004848	Colin Wright	01932
AS240616	REC01378-2	0	0		SC0004848	Colin Wright	01932
AS240616	REC01378-3	0	0		SC0004848	Colin Wright	01932
AS240616	REC01378-4	0	0		SC0004848	Colin Wright	01932
AS240616	REC01378-5	0	0		SC0004848	Colin Wright	01932
AS240616	REC01378-6	0	0		SC0004848	Colin Wright	01932
AS240616	REC01378-7	0	0		SC0004848	Colin Wright	01932
AS240616	REC01378-8	0	0		SC0004848	Colin Wright	01932

## HOW TO VIEW LIST OF ALL AUCTIONS LINES?

To view list of all auctions lines:

1. In the Search box enter **Auction Lines** and then choose the related link.  
The **Auction Lines** window opens.

The screenshot shows a software window titled "View - Auction Lines". At the top, there are tabs for "HOME" and "ACTIONS". Below the tabs is a ribbon with various icons: "Collect Line", "Show as List", "Show as Chart", "OneNote", "Notes", "Links", "Refresh", "Clear Filter", and "Find".

The main area of the window displays a table of "Auction Lines". Above the table is a search bar with the text "Type to filter (F3)" and a dropdown menu set to "Auction No.". Below the search bar, it says "No filters applied".

Auction No.	Aucti... Date	Lot No.	Lot Suffix	Lot Status	Uniq...	Article No.	Receipt No.	Vendor No.	Vendor Name
AS120716	12/07/2016	102			REC01398-5	5	REC01398	SC0004869	Arnold Stevens
AS120716	12/07/2016	101			REC01398-4	4	REC01398	SC0004869	Arnold Stevens
AS120716	12/07/2016	113		SOLD	REC01398-3	3	REC01398	SC0004869	Arnold Stevens
AS120716	12/07/2016	112		SOLD	REC01398-2	2	REC01398	SC0004869	Arnold Stevens
AS120716	12/07/2016	111		SOLD	REC01398-1	1	REC01398	SC0004869	Arnold Stevens
AS290716	29/07/2016	2		SOLD	REC01394-6	6	REC01394	SC0004867	Glen Snelling
AS070716	07/07/2016	6			REC01394-6	6	REC01394	SC0004867	Glen Snelling
AS290716	29/07/2016	1			REC01394-5	5	REC01394	SC0004867	Glen Snelling
AS070716	07/07/2016	5			REC01394-5	5	REC01394	SC0004867	Glen Snelling
AS070716	07/07/2016	4		SOLD	REC01394-4	4	REC01394	SC0004867	Glen Snelling
AS070716	07/07/2016	2		SOLD	REC01394-3	3	REC01394	SC0004867	Glen Snelling
AS070716	07/07/2016	3		SOLD	REC01394-2	2	REC01394	SC0004867	Glen Snelling
AS070716	07/07/2016	1			REC01394-1	1	REC01394	SC0004867	Glen Snelling
AS050716	05/07/2016	5		SOLD	REC01301-0	0	REC01301	SC0004867	Glen Snelling

At the bottom of the window, there is a summary row: "No. of Lines: 74263". A "Close" button is located in the bottom right corner.

To view lines from specific auction only or specific category use filter in op right corner.

The screenshot shows the 'View - Auction Lines' application window. At the top, there is a ribbon with 'HOME' and 'ACTIONS' tabs. The 'ACTIONS' tab contains several icons: 'Collect Line', 'Show as List', 'Show as Chart', 'OneNote', 'Notes', 'Links', 'Refresh', 'Clear Filter', and 'Find'. Below the ribbon is a search bar with the text 'Type to filter (F3)' and a dropdown menu currently set to 'Auction No.'. The search bar also displays 'No filters applied'. Below the search bar is a table with the following columns: Auction No., Auction Date, Lot No., Lot Suffix, Lot Status, Unique ID, Article No., Receipt No., Vendor No., and Vendor Name. The table contains 15 rows of data. At the bottom of the window, there is a summary bar showing 'No. of Lines: 74263' and a 'Close' button.

Auction No.	Auction Date	Lot No.	Lot Suffix	Lot Status	Unique ID	Article No.	Receipt No.	Vendor No.	Vendor Name
AS120716	12/07/2016	102			REC01398-5	5	REC01398	SC0004869	Arnold Stevens
AS120716	12/07/2016	101			REC01398-4	4	REC01398	SC0004869	Arnold Stevens
AS120716	12/07/2016	113		SOLD	REC01398-3	3	REC01398	SC0004869	Arnold Stevens
AS120716	12/07/2016	112		SOLD	REC01398-2	2	REC01398	SC0004869	Arnold Stevens
AS120716	12/07/2016	111		SOLD	REC01398-1	1	REC01398	SC0004869	Arnold Stevens
AS290716	29/07/2016	2		SOLD	REC01394-6	6	REC01394	SC0004867	Glen Snelling
AS070716	07/07/2016	6			REC01394-6	6	REC01394	SC0004867	Glen Snelling
AS290716	29/07/2016	1			REC01394-5	5	REC01394	SC0004867	Glen Snelling
AS070716	07/07/2016	5			REC01394-5	5	REC01394	SC0004867	Glen Snelling
AS070716	07/07/2016	4		SOLD	REC01394-4	4	REC01394	SC0004867	Glen Snelling
AS070716	07/07/2016	2		SOLD	REC01394-3	3	REC01394	SC0004867	Glen Snelling
AS070716	07/07/2016	3		SOLD	REC01394-2	2	REC01394	SC0004867	Glen Snelling
AS070716	07/07/2016	1			REC01394-1	1	REC01394	SC0004867	Glen Snelling
AS050716	05/07/2016	5		SOLD	REC01391-0	0	REC01391	SC0004867	Glen Snelling

**NOTE**

To remove the filter, select **Clear Filter** from the Ribbon.

The screenshot shows the 'View - Auction Lines' window. The ribbon has 'HOME' and 'ACTIONS' tabs. The 'ACTIONS' tab contains buttons for 'Collect Line', 'Show as List', 'Show as Chart', 'OneNote', 'Notes', 'Links', 'Refresh', 'Clear Filter', and 'Find'. The 'Clear Filter' button is circled in red. Below the ribbon, there is a search bar with '9044' and a dropdown for 'Auction No.'. A table of auction lines is displayed with the following data:

Auction Date	Lot No.	Lot Suffix	Lot Status	Uniq...	Article No.	Receipt No.	Vendor No.	Vendor Name	Short I
13/07/2004	100		SOLD	21221-168	168	21221	S5887	Dickinson Cruickshank Adv...	Egyptia
13/07/2004	229		SOLD	21221-134	134	21221	S5887	Dickinson Cruickshank Adv...	A 20th
13/07/2004	84		SOLD	21190-141	141	21190	S5796	Thelma Jones	Victori
13/07/2004	69		SOLD	21190-140	140	21190	S5796	Thelma Jones	A colle
13/07/2004	46		SOLD	21190-139	139	21190	S5796	Thelma Jones	20th C
13/07/2004	286		SOLD	21190-110	110	21190	S5796	Thelma Jones	A case
13/07/2004	63		SOLD	21184-1	1	21184	S5604	Olive O'Neill	Maeve
13/07/2004	40		SOLD	21161-2	2	21161	S5469	Anne Kennedy	Irish Sc
13/07/2004	440		RET	21159-9	9	21159	S1374	T. J. Green	*****
13/07/2004	438		SOLD	21112-3	3	21112	S5293	Siobhan Dobbs	A 19th
13/07/2004	41		SOLD	21088-7	7	21088	S6747	Maureen Daly	19th C
13/07/2004	543		SOLD	21088-6	6	21088	S6747	Maureen Daly	A 20th
13/07/2004	452		SOLD	21075-7	7	21075	S2132	Addison	A late

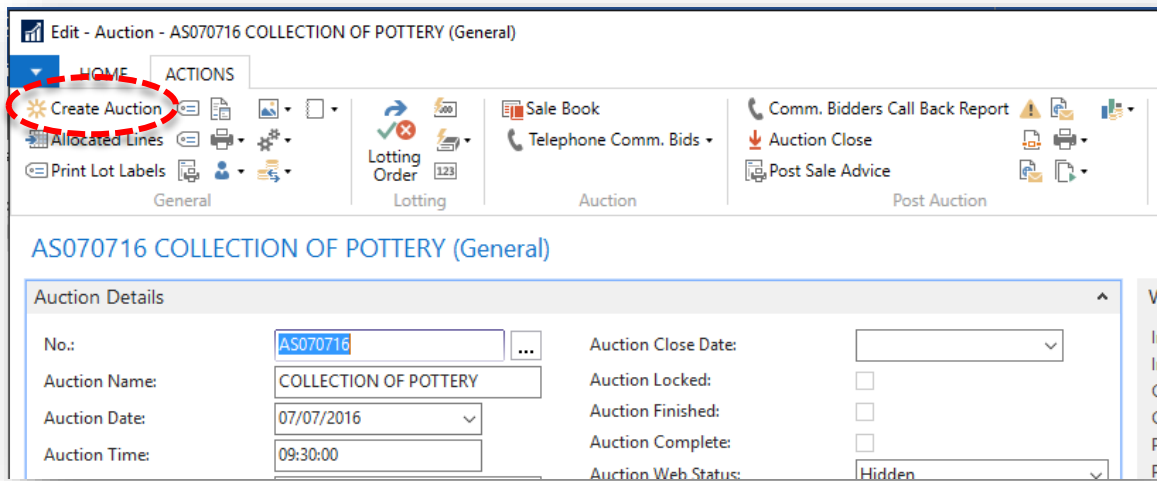
At the bottom of the window, it displays 'No. of Lines: 551' and a 'Close' button.

## HOW TO BRING RECEIPTS LINES INTO AN AUCTION?

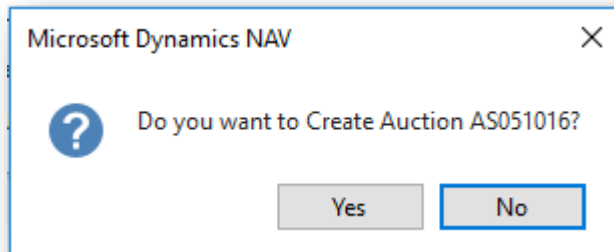
To bring receipts lines to an auction, lines must have **Sale Allocation** field filled in and must be marked as **Cleared for Sale**.

Sales lines can be added to (updated) repeatedly until the auction is locked (after lotting up the auction), and it is a good practice to update them on a regular basis.

1. Open an auction and then select **Create Auction** from the Ribbon. This action will import all previously allocated Receipts' Lines to the auction.



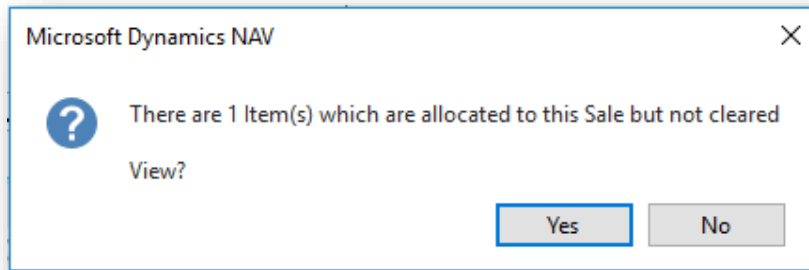
2. Select **Yes** to confirm.



**NOTE**

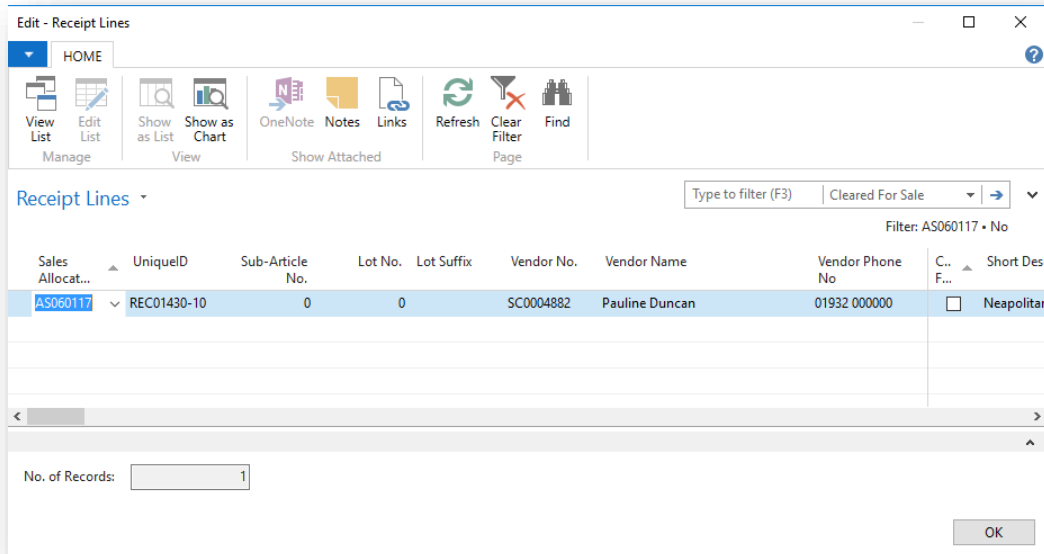
On this stage, you may receive message stating: "There are (1) Items which are allocated to this Sale but not cleared. View?"

Select **Yes** to view a list of allocated, but not Cleared Lines.

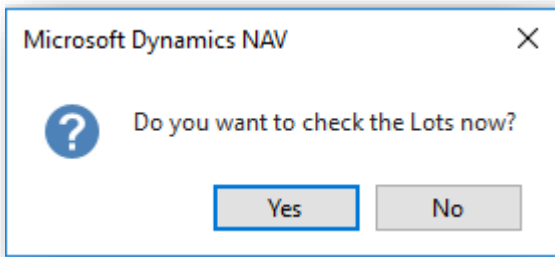


To import lines from this list, you must mark them as cleared.

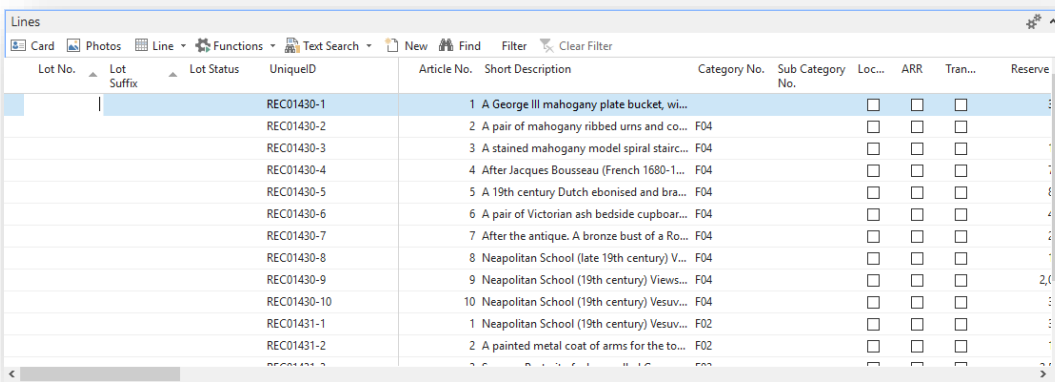
Select **OK** to save changes and close the window.



3. Select **Yes** to continue.



All the lots are now imported and visible in the **Lines FastTab**.



A screenshot of the 'Lines' FastTab in Microsoft Dynamics NAV. The table displays a list of imported lots with columns for Lot No., Lot Suffix, Lot Status, UniqueID, Article No., Short Description, Category No., Sub Category No., Loc..., ARR, Tran..., and Reserve. The first row is highlighted.

Lot No.	Lot Suffix	Lot Status	UniqueID	Article No.	Short Description	Category No.	Sub Category No.	Loc...	ARR	Tran...	Reserve
			REC01430-1	1	A George III mahogany plate bucket, wi...			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			REC01430-2	2	A pair of mahogany ribbed urns and co...	F04		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			REC01430-3	3	A stained mahogany model spiral stairc...	F04		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			REC01430-4	4	After Jacques Bousseau (French 1680-1...	F04		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			REC01430-5	5	A 19th century Dutch ebonised and bra...	F04		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			REC01430-6	6	A pair of Victorian ash bedside cupboar...	F04		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			REC01430-7	7	After the antique. A bronze bust of a Ro...	F04		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			REC01430-8	8	Neapolitan School (late 19th century) V...	F04		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			REC01430-9	9	Neapolitan School (19th century) Views...	F04		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2,0
			REC01430-10	10	Neapolitan School (19th century) Vesuv...	F04		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			REC01431-1	1	Neapolitan School (19th century) Vesuv...	F02		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			REC01431-2	2	A painted metal coat of arms for the to...	F02		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

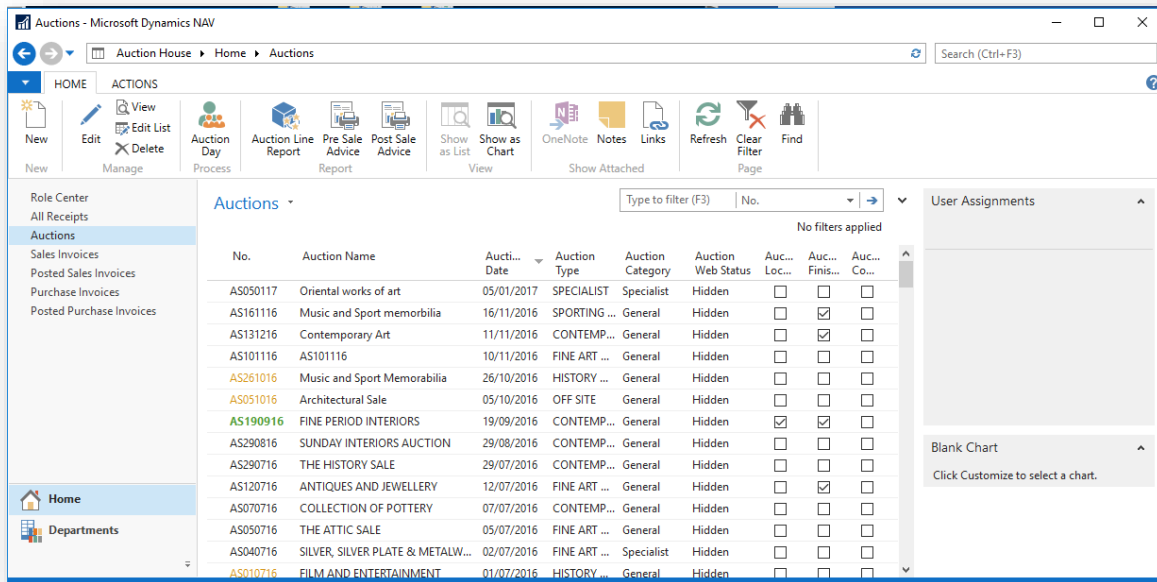


## HOW TO MAKE CHANGES TO ITEM THAT HAS BEEN BROUGHT INTO AUCTION?

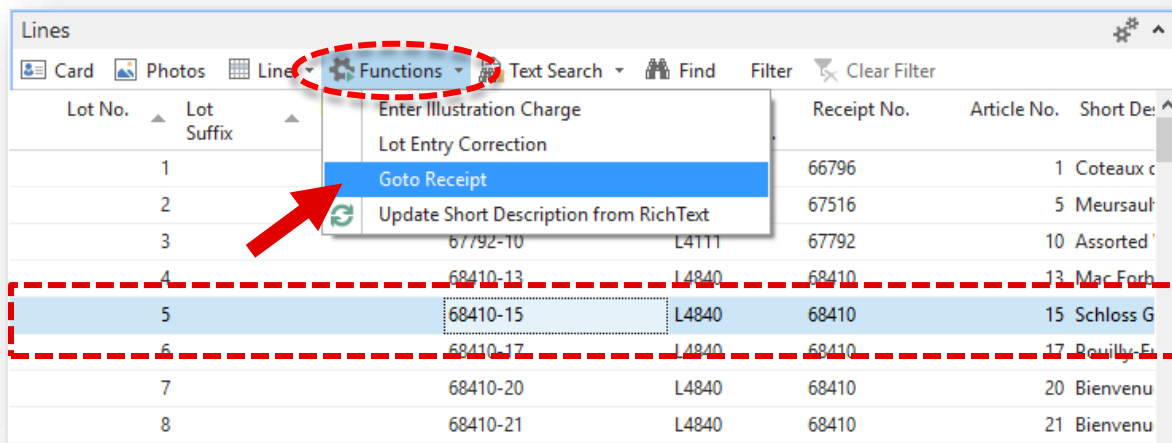
To apply any changes to an auction line, auction must be unlocked. You may need to unlock an auction before applying any amendments.

To apply amendments to an auction line:

1. In the Search box enter **Auctions**, and then choose the related link.  
The **Auctions** window opens.



2. Open an auction and then navigate to the **Lines FastTab**.  
Highlight an auction line, and from the menu select **Functions** and then choose **Goto Receipt**.



- Relevant **Receipt** window opens.  
Select the line and apply amendments. Close the receipt when completed.

REC01409 Aaa Solicitors

Article No.	UniqueID	Lot Status	Short Description	Article Location	Category N
1	REC01409-1	SOLD	ANCIENT COINS, ANCIENT BRITISH, C...		F04
2	REC01409-2	SOLD	Three 19th century Meissen porcelain p...		F04
3	REC01409-3	SOLD	Pair George IV cut glass decanters with ...		F04
4		SOLD	unusual Victorian Davenport plate print...		F04
5	REC01409-5	SOLD	Victorian Wedgwood blue and white til...		F04
6	REC01409-6	SOLD	Victorian Staffordshire zebra spill vase ...		F04
7	REC01409-7	SOLD	18th century Worcester Hancock printe...		F04
8	REC01409-8	SOLD	18th century Worcester Hancock printe...		F04
9	REC01409-9	SOLD	Early 19th century Minton Sèvres-style ...		F04
10	REC01409-10	SOLD	18th century Worcester Flash pattern te...		F04

Additional Information

User Assignments: PAULINA.DRUMEW

Comments: Comment

OK

**NOTE**

Changes will apply to the auction line only if the article is unsold.

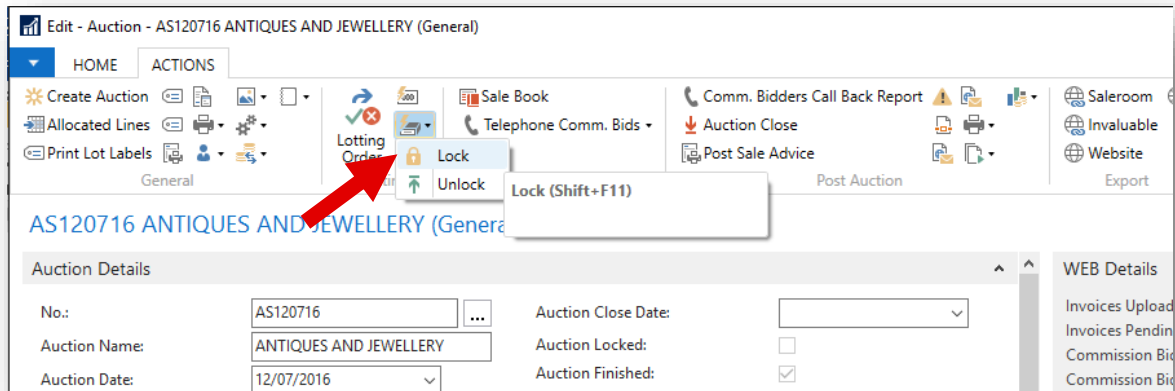
## WHEN DO I LOCK AN AUCTION AND HOW?

An auction should be locked after lotting has taken place and prior to generating any Pre-sale reports. An auction can subsequently be Unlocked to add or amend articles on the sale lines.

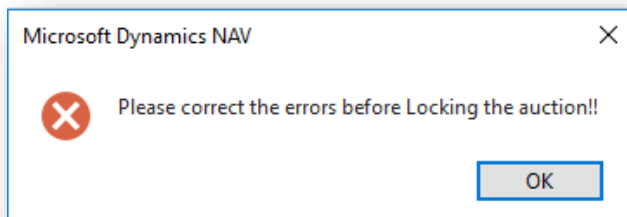
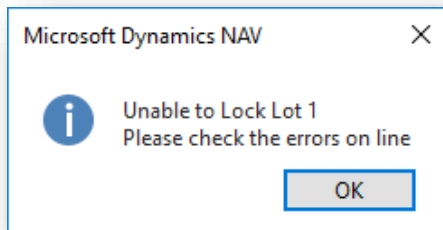
If sale is Locked you cannot edit lines or auction header, only Withdrawn action allowed - no more changes.

To lock an auction:

1. Select **Lock** from the Ribbon.



As the system attempts to Lock the Lot Numbers it will throw up any problems with articles and check for duplicated Lot Numbers. The user is alerted and corrections must be made before you can fully Lock the auction.



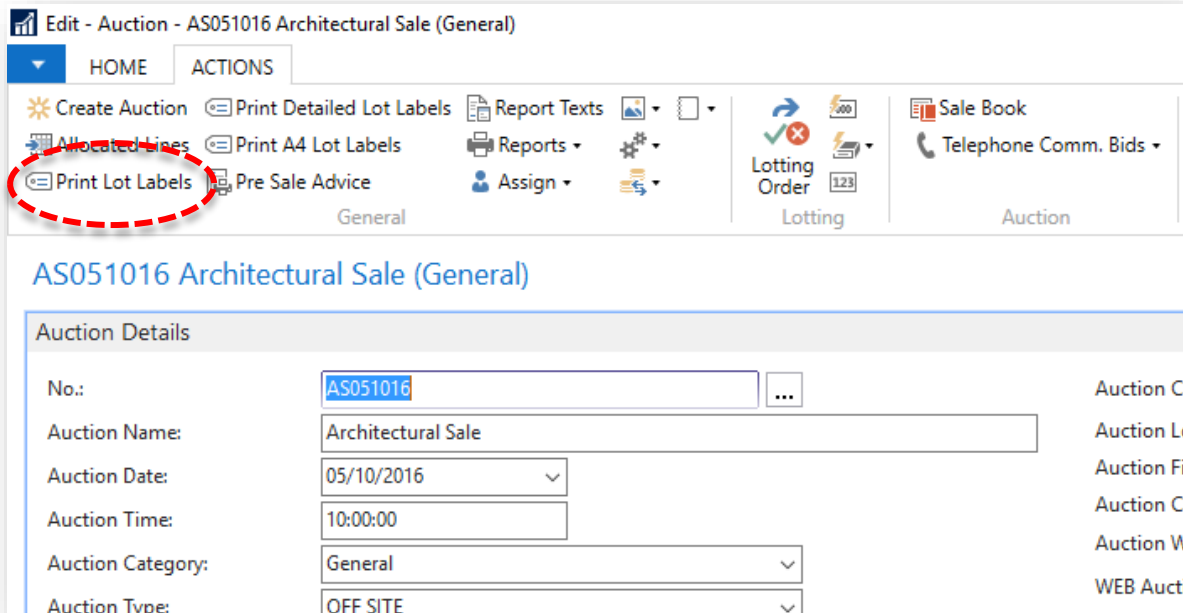
**NOTE**

On the **Auctions** page, Locked auction is marked in **green** colour, and the **Auction Locked** field in the auction header is selected.

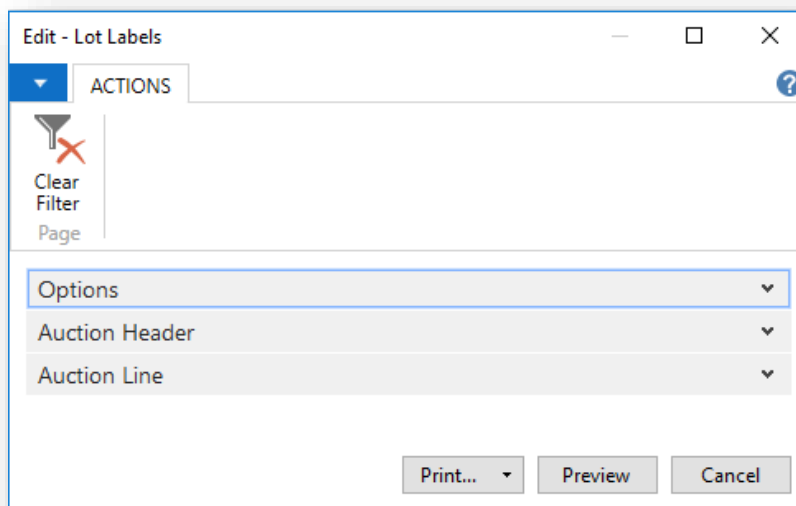
## HOW TO PRINT LOT LABELS FOR AN AUCTION?

To print lot labels:

1. Open an **Auction** and then select **Print Lot labels** from the Ribbon.



The **Lot Labels** window opens.



2. Navigate to the **Options FastTab** and select lot range or leave it blank to include all lots.

Options

Labels to Print:

3. Navigate to the **Auction Header FastTab** and use filter to select an Auction.  
Current auction is selected by default.

Auction Header

Sorting: No.

Show results:

Where No.  is AS051016

Limit totals to:

4. Navigate to the **Auction Line FastTab** and use filter to specify a Category, or any other details.  
Leave it blank to include all the lots.

Auction Line

Sorting: Auction No., Auction Line No.

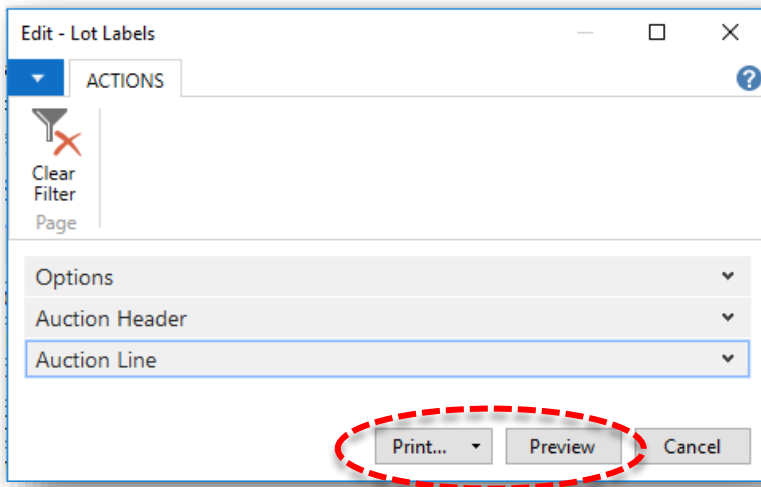
Show results:

Where  is Enter a value.

And Category No.  is Enter a value.

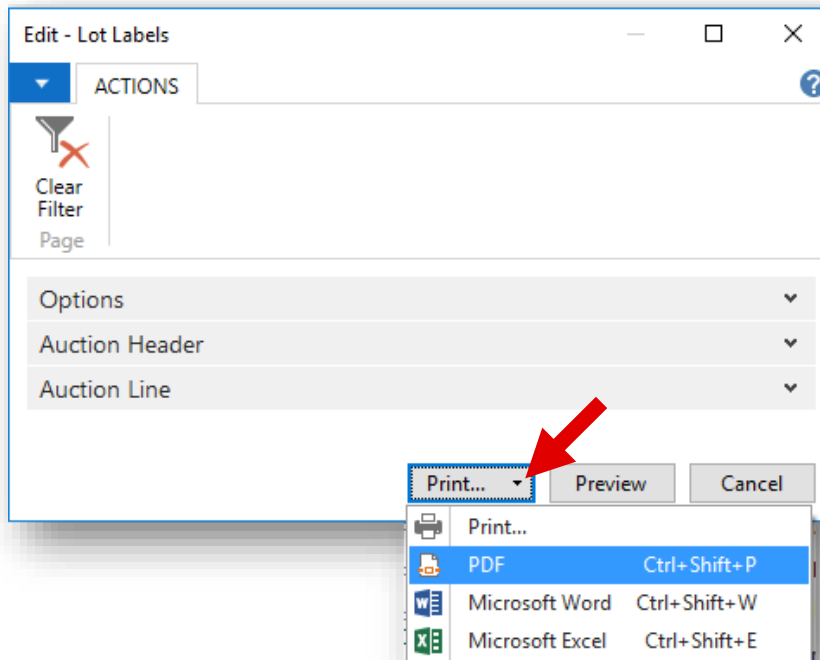
Limit totals to:

5. Select the **Print** button or the **Preview** button to generate labels. Make sure you have lot label sheets in the printer.



**NOTE**

To save generated Labels, click on arrow on the **Print** button and then select from available options.



## HOW TO CONSOLIDATE AUCTIONS

When you run 3-day auction and each day is created as a separate auction, you can consolidate all 3 auctions, which will allow you to:

- Use the same Buyer Paddle Number across multiple auctions, which means that a buyer needs to register to one auction only to be able to take a part in other consolidated auctions.
- Create a vendor statement across multiple auctions.
- Create a Pre and a Post Sale Advice letter across multiple auctions.
- Create a buyer invoice across multiple auctions.
- Create an Auction Notice letter across multiple auctions.

To consolidate auctions:

1. In the Search box enter **Auctions** and then choose the related link. The **Auctions** window opens.

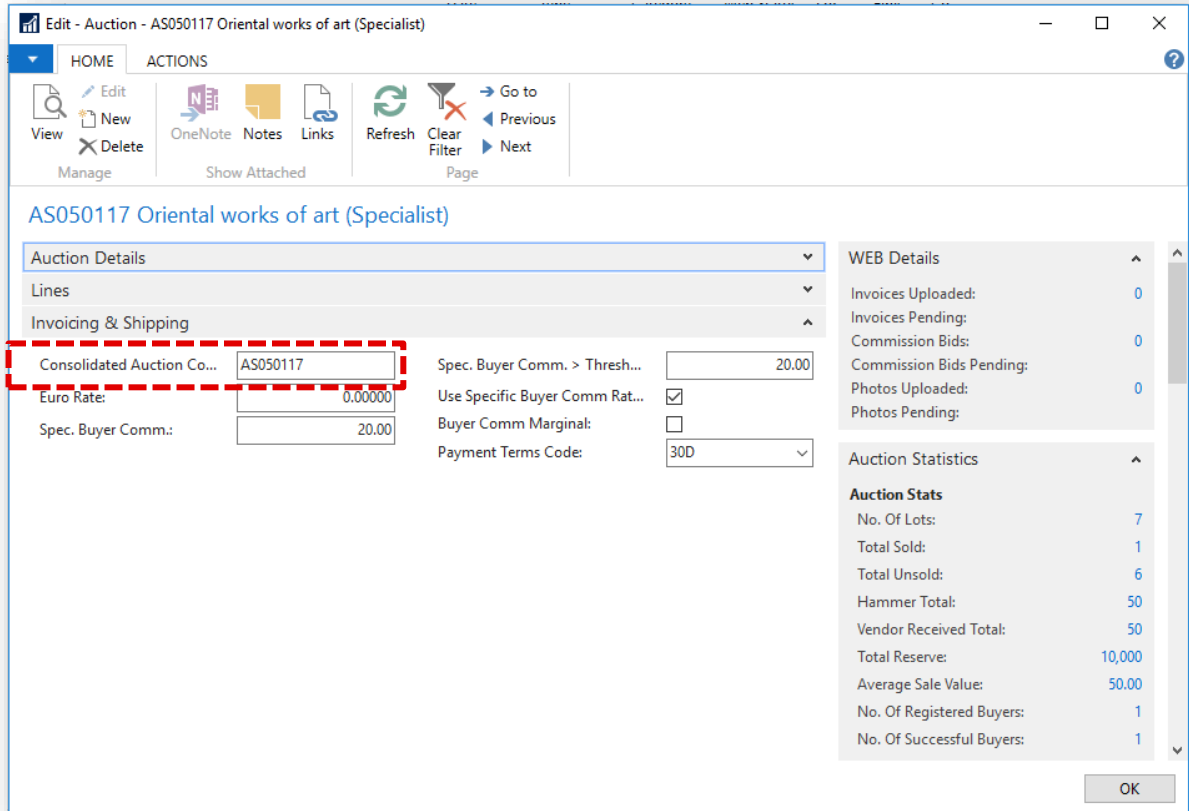
No.	Auction Name	Auction Date	Auction Type	Auction Category	Auction Web Status	Auction Location	Auction Finish	Auction Count
AS050117	Oriental works of art	05/01/2017	SPECIALIST	Specialist	Hidden	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AS161116	Music and Sport memorabilia	16/11/2016	SPORTING ...	General	Hidden	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
AS131216	Contemporary Art	11/11/2016	CONTEMP...	General	Hidden	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
AS101116	AS101116	10/11/2016	FINE ART ...	General	Hidden	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AS261016	Music and Sport Memorabilia	26/10/2016	HISTORY ...	General	Hidden	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AS051016	Architectural Sale	05/10/2016	OFF SITE	General	Hidden	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AS190916	FINE PERIOD INTERIORS	19/09/2016	CONTEMP...	General	Hidden	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
AS290816	SUNDAY INTERIORS AUCTION	29/08/2016	CONTEMP...	General	Hidden	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AS290716	THE HISTORY SALE	29/07/2016	CONTEMP...	General	Hidden	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AS120716	ANTIQUES AND JEWELLERY	12/07/2016	FINE ART ...	General	Hidden	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
AS070716	COLLECTION OF POTTERY	07/07/2016	CONTEMP...	General	Hidden	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AS050716	THE ATTIC SALE	05/07/2016	FINE ART ...	General	Hidden	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AS040716	SILVER, SILVER PLATE & METALW...	02/07/2016	FINE ART ...	Specialist	Hidden	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AS010716	FILM AND ENTERTAINMENT	01/07/2016	HISTORY ...	General	Hidden	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



- Open first auction you want to consolidate and then navigate to the **Invoicing & Shipping FastTab**. In the **Consolidated Auction Code** field, enter unique ID. With this unique ID, you will have to mark all consolidated auctions.

**NOTE**

Good practice is to use the first day auction number as the identifier.

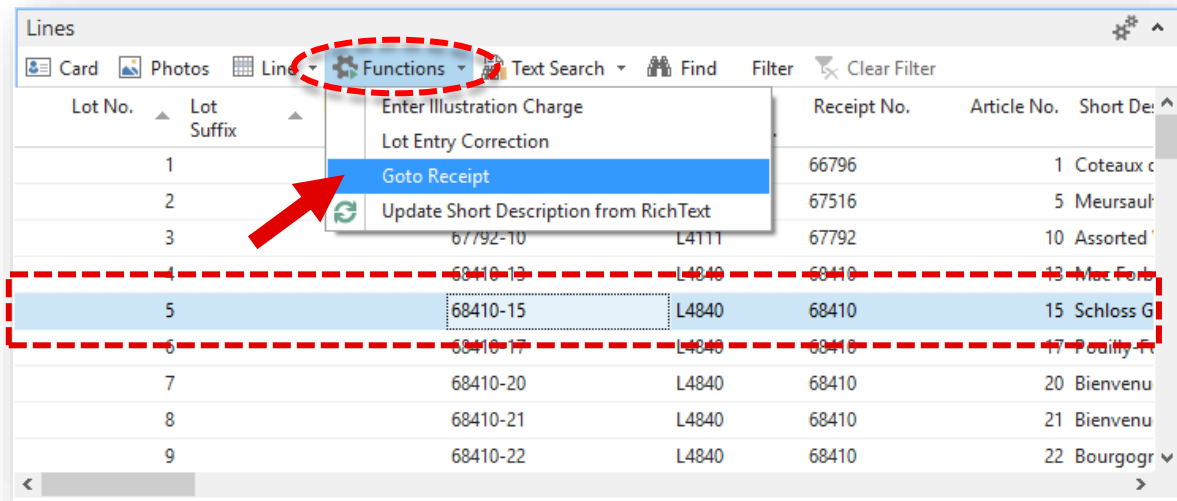


- Mark each auction you want to consolidate with this code.

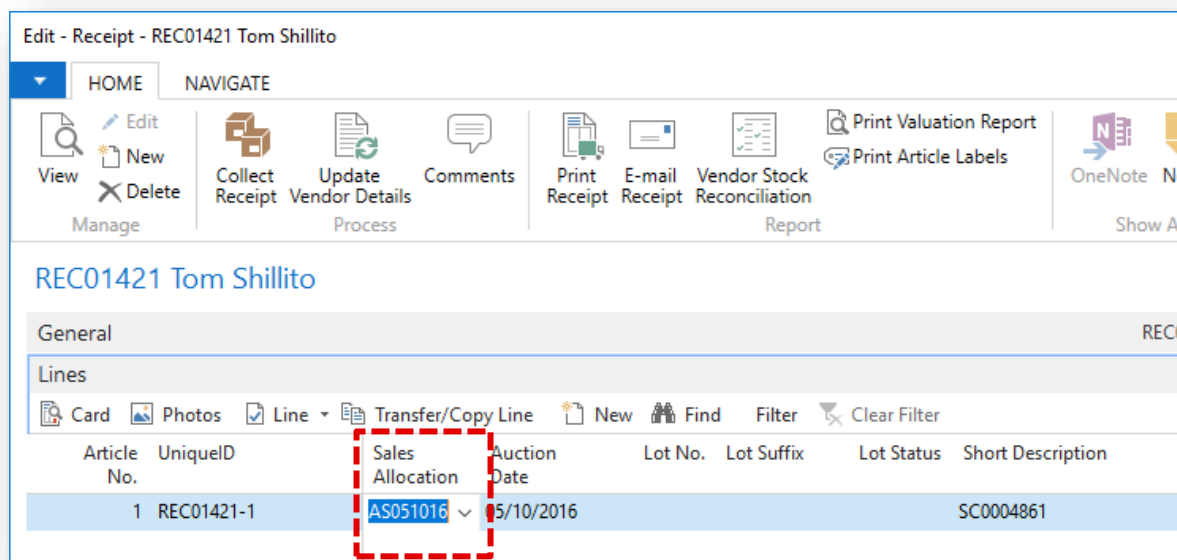
## HOW TO WITHDRAW AN ITEM BEFORE SALE

In order to remove unlotted article from an auction, and stop it from being brought back in each time the auction is created:

1. Open an auction, and then navigate to the **Lines FastTab**.  
Select a line with an article you want to withdraw, and from the **Lines** menu select **Functions** and then choose **Goto Receipt**.



2. Relevant receipt opens.  
Navigate to the article line and then change or remove value in the **Sale Allocation** field.



Next time you create an auction (Import Lots), the item will not be brought back in.

## HOW TO WITHDRAW A LOT DURING THE AUCTION?

When an article with lot number assigned is withdrawn from a sale, all information related to the lot are updated in the system. This means that reports such as Pre-sale advice or catalogue text will show that the lot has been withdrawn.

1. Open an auction and then navigate to the **Lines FastTab**.  
Select a line with an article you want to withdraw, navigate to the **Withdrawn Lot** column and select the checkbox.

Lot No.	Hammer Price	Buyer Paddle No.	Reserve Price	Wit... Lot	Vendor No.	Vendor Name	Uniq...	Ch Pre
4	750.00	2222	900.00	<input type="checkbox"/>	SC0004866	Alan Cook	REC01420-3	
5	0.00		800.00	<input checked="" type="checkbox"/>	SC0004866	Alan Cook	REC01420-4	
6	0.00	101	1,200.00	<input type="checkbox"/>	SC0004866	Alan Cook	REC01420-6	
7	1,550.00		1,800.00	<input type="checkbox"/>	SC0004866	Alan Cook	REC01420-7	

2. Enter the **Withdrawal Reason** and select **OK**.

3. Select **Yes** if you want to apply charge for withdrawn lot.

Withdrawn lot is marked in orange colour in the **UniqueID** column on the **Auction Day** page.

Description	Reserve Price	Wit... Lot	Vendor No.	Vendor Name	Uniq...	Ch... Pr...
silver sugar v...	500.00	<input type="checkbox"/>	SC0004866	Alan Cook	REC01420-5	
silver teapot...	600.00	<input type="checkbox"/>	SC0004866	Alan Cook	REC01420-1	
y pair of Ed...	800.00	<input type="checkbox"/>	SC0004866	Alan Cook	REC01420-2	
ctorian silve...	900.00	<input type="checkbox"/>	SC0004866	Alan Cook	REC01420-3	
silver Argyle...	800.00	<input checked="" type="checkbox"/>	SC0004866	Alan Cook	REC01420-4	
yellow meta...	1,200.00	<input type="checkbox"/>	SC0004866	Alan Cook	REC01420-6	
cabochon ga...	1,400.00	<input type="checkbox"/>	SC0004866	Alan Cook	REC01420-7	

On the **Salebook**, withdrawn lot is marked as Withdrawn in the **Reserve**, the **Buyer Paddle No.** and the **Hammer Price** columns.

3	Fine quality pair of Edwardian two-branch three-light batwing candelabra, with slender tapering colu... <b>Vendor Name: Alan Cook</b>	€800-€1,200	<b>800</b> No Reserve			
4	Unusual Victorian silver pepper pot in the form of a 'knight' chess piece with screw-on base. Regist... <b>Vendor Name: Alan Cook</b>	€1,000-€1,500	<b>900</b> No Reserve			
5	William IV silver Argyle of baluster form, with side-mounted silver handle with ivory insulators and... <b>Vendor Name: Alan Cook</b>	WITHDRAWN €800-€1,200 WITHDRAWN	<b>800</b> No Reserve		WITHDRAWN WITHDRAWN	WITHDRAWN WITHDRAWN
6	Edwardian yellow metal hollow curb link bracelet with padlock clasp CONDITION REPORT Link marked wit... <b>Vendor Name: Alan Cook</b>	€1,200-€1,500	<b>1200</b> No Reserve	1400 Chris Curingham (5009)		
7	Victorian cabochon garnet brooch, three Edwardian lockets and antique and other jewellery ... <b>Vendor Name: Alan Cook</b>	€1,500-€1,800	<b>1400</b> No Reserve			

**NOTE**

If you try to input hammer price against withdrawn lot **Error** message appears.

AS051016 Architectural Sale (05/10/16)

✖ Withdraw Lot must be equal to 'No' in Auction Line: Auction No.=AS051016, Auction Line No.=40000. Current value is 'Yes'.

Auction Details

Lines

Find Filter Clear Filter

Lot No.	Hammer Price	Buyer Paddle No.	Reserve Price	Wit... Lot	Vendor No.	Vendor Name	Uniq...	Ch Pri
1	500.00	101	500.00	<input type="checkbox"/>	SC0004866	Alan Cook	REC01420-5	
2	700.00		600.00	<input type="checkbox"/>	SC0004866	Alan Cook	REC01420-1	
3	900.00	4456	800.00	<input type="checkbox"/>	SC0004866	Alan Cook	REC01420-2	
4	750.00	2222	900.00	<input type="checkbox"/>	SC0004866	Alan Cook	REC01420-3	
✖ 5 ✖	800.00		800.00	<input checked="" type="checkbox"/>	SC0004866	Alan Cook	REC01420-4	
6	0.00	101	1,200.00	<input type="checkbox"/>	SC0004866	Alan Cook	REC01420-6	

Refresh the page to remove the error.

Edit - Auction Day - AS051016 Architectural Sale (05/10/16)

HOME ACTIONS

WEB Registrations New View Edit Manage Check Payments Process Refresh Clear Filter Page Go to Previous Next

AS051016 Architectural Sale (05/10/16)

✖ Withdraw Lot must be equal to 'No' in Auction Line: Auction No.=AS051016, Auction Line No.=40000. Current value is 'Yes'.

Auction Details

Lines

Find Filter Clear Filter

Lot No.	Hammer Price	Buyer Paddle No.	Reserve Price	Wit... Lot	Vendor No.	Vendor Name	Uniq...	Ch Pri
4	750.00	2222	900.00	<input type="checkbox"/>	SC0004866	Alan Cook	REC01420-3	
✖ 5 ✖	800.00		800.00	<input checked="" type="checkbox"/>	SC0004866	Alan Cook	REC01420-4	
6	0.00	101	1,200.00	<input type="checkbox"/>	SC0004866	Alan Cook	REC01420-6	

**NOTE**

You are not allowed to withdraw lot which is sold, error message appears.

AS051016 Architectural Sale (05/10/16)

✘ Hammer Price must be equal to '0' in Auction Line: Auction No.=AS051016, Auction Line No.=50000. Current value is '500'.

Auction Details

Lines

Find Filter Clear Filter

Lot No.	Hammer Price	Buyer Paddle No.	Reserve Price	Wit... Lot	Vendor No.	Vendor Name	Uniq...
✘ 1	500.00	101	500.00	<input checked="" type="checkbox"/>	SC0004866	Alan Cook	REC01420-5
2	700.00		600.00	<input type="checkbox"/>	SC0004866	Alan Cook	REC01420-1
3	900.00	4456	800.00	<input type="checkbox"/>	SC0004866	Alan Cook	REC01420-2

Refresh page to remove the error.

**IMPORTANT**

Before you assign withdrawn lot to another sale, you must go to the **Receipt** and remove withdrawn status from the article.

Edit - Receipt - 10407 David Brown

HOME NAVIGATE

View Edit New Delete Collect Receipt Update Vendor Details Comments Commission Agreement Print Receipt E-mail Receipt Valuation Report Print OneNote Notes Links Refresh Clear Filter

10407 David Brown

General 10407 | V000798 | David Brown

Lines

Card Photos Line Transfer/Copy Line Attributes Copy Descriptions New Find Filter Clear Filter

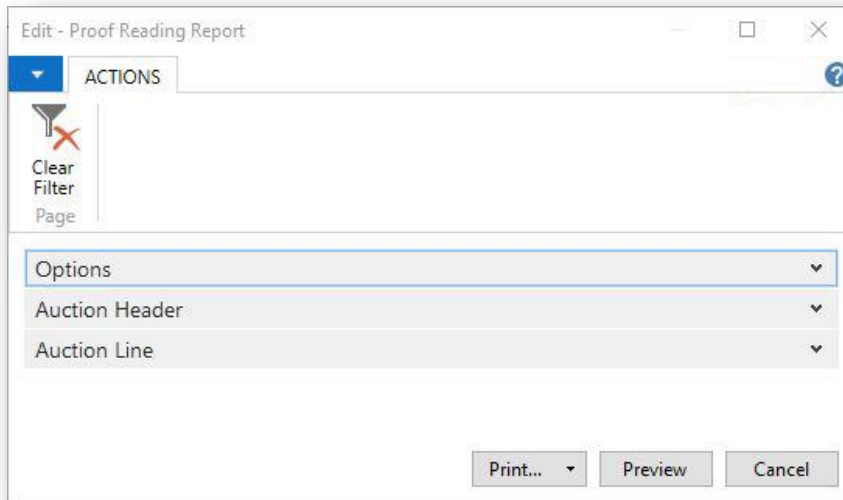
Article No.	UniquelD	Hammer Price	Withdraw Lot	Unsold Artic...	Sales History	Lot Lookup	Export Issue	Export Iss
3	10407-3	300	<input type="checkbox"/>		1 100		<input type="checkbox"/>	
	10407-4	0	<input checked="" type="checkbox"/>		2 19		<input type="checkbox"/>	
5	10407-5	300	<input type="checkbox"/>		1 249		<input type="checkbox"/>	
6	10407-6		<input type="checkbox"/>		1 91		<input type="checkbox"/>	
7	10407-7	320	<input type="checkbox"/>		1 99		<input type="checkbox"/>	

Additional Information

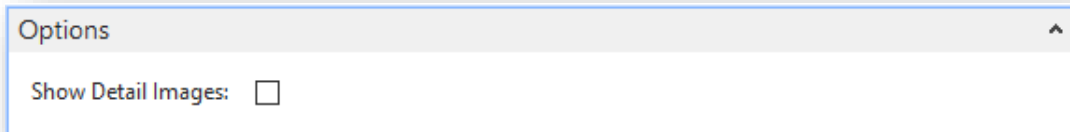
## HOW TO CREATE A PROOF READING REPORT IN LOT NUMBER ORDER

To create a Proof Reading report:

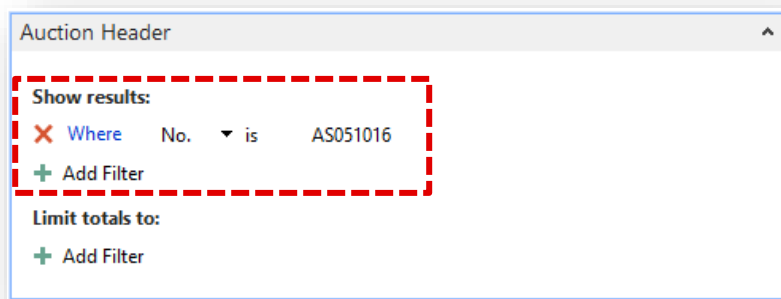
1. In the Search box, enter **Proof Reading Report**, and then choose the related link. The **Proof Reading Report** window opens.



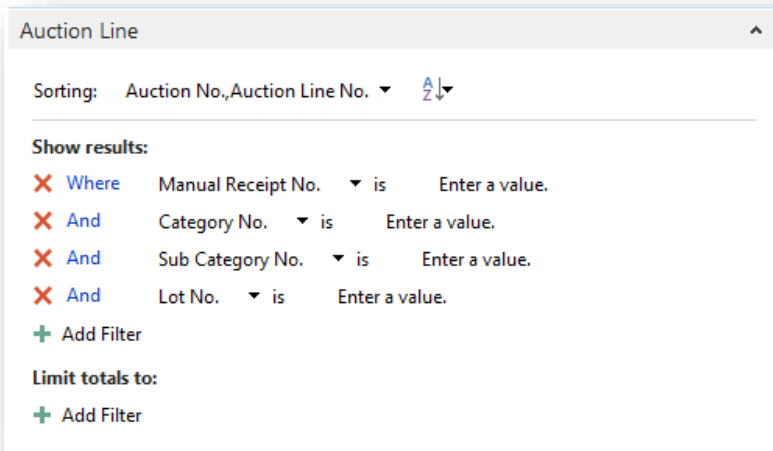
2. Navigate to the **Options FastTab**, and then select the check box to include all images in the report. Leave it blank to print only the main illustration.



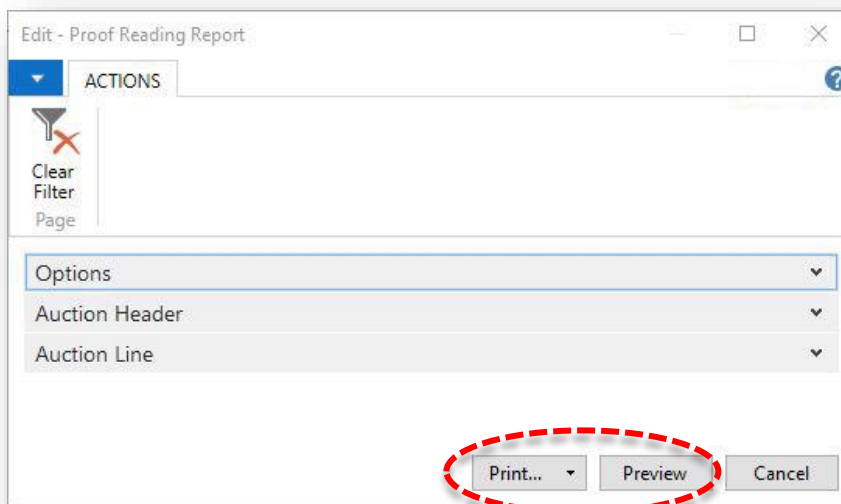
3. Navigate to the **Auction Header FastTab** and apply filter to select an auction.



4. Navigate to the **Auction Line FastTab** and apply filter if you want to generate report for specific Category or Receipt. Leave it blank to include all auction lines.



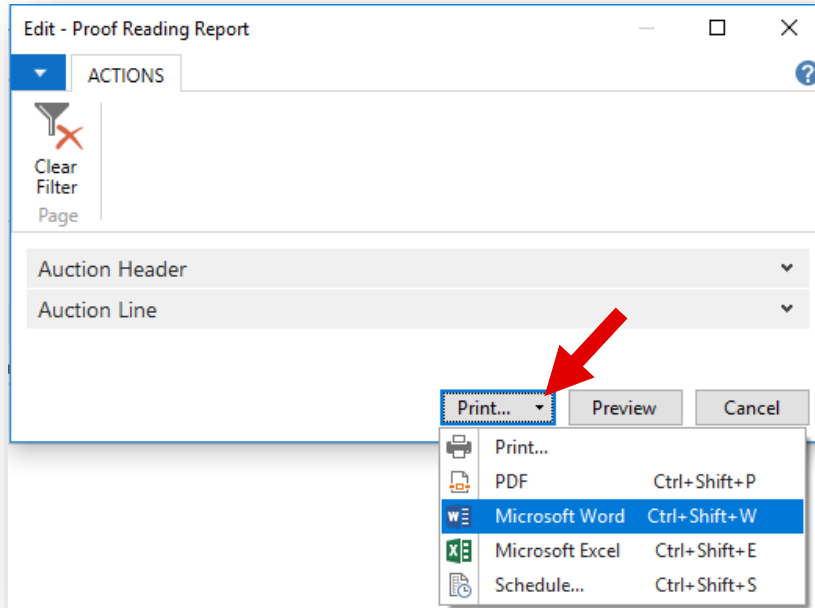
5. Select the **Print** button or the **Preview** button to generate the report.





**NOTE**

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




Example report:

**Proof Reading Report**

PAULINA.DRUMEW **Proof Reading Report for Auction A760**

---




Miss Paulina Drumew **Two 19th Century Japanese carved ivory netsuke in the form of seated figure together with a pair of ...**

The Upper Courtyard	69615-1	100 - 150
The Old Dairy	<b>Lot No.:</b>	23
Swindon	<b>Location</b>	
Wiltshire	<b>Reserve</b>	80 - Fixed
SN4 OEU	<b>Cat \ SubCat(s)</b>	WOA \ ANGIND
<b>(69615)</b>	<b>Illustration Cost</b>	0

Two 19th Century Japanese carved ivory netsuke in the form of seated figure together with a pair of similar 19th Century figures (a/f) Good condition

---




Miss Paulina Drumew **Pair of Japanese Meiji period dark patinated bronze figures of musicians (one minus instrument), ...**

The Upper Courtyard	69615-2	500 - 800
The Old Dairy	<b>Lot No.:</b>	10
Swindon	<b>Location</b>	
Wiltshire	<b>Reserve</b>	500 - Discretion
SN4 OEU	<b>Cat \ SubCat(s)</b>	ASIAN \ JAP
<b>(69615)</b>	<b>Illustration Cost</b>	0

Pair of Japanese Meiji period dark patinated bronze figures of musicians (one minus instrument), 13.5ins and 11.5ins high respectively

---



Miss Paulina Drumew **Collection of Chinese interior painted snuff bottles, of varying forms and floral designs, seven in ...**

The Upper Courtyard	69615-3	60 - 80
The Old Dairy	<b>Lot No.:</b>	1
Swindon	<b>Location</b>	
Wiltshire	<b>Reserve</b>	50 - Fixed
SN4 OEU	<b>Cat \ SubCat(s)</b>	ASIAN \ CHI
<b>(69615)</b>	<b>Illustration Cost</b>	0

Collection of Chinese interior painted snuff bottles, of varying forms and floral designs, seven in total, five minus stoppers

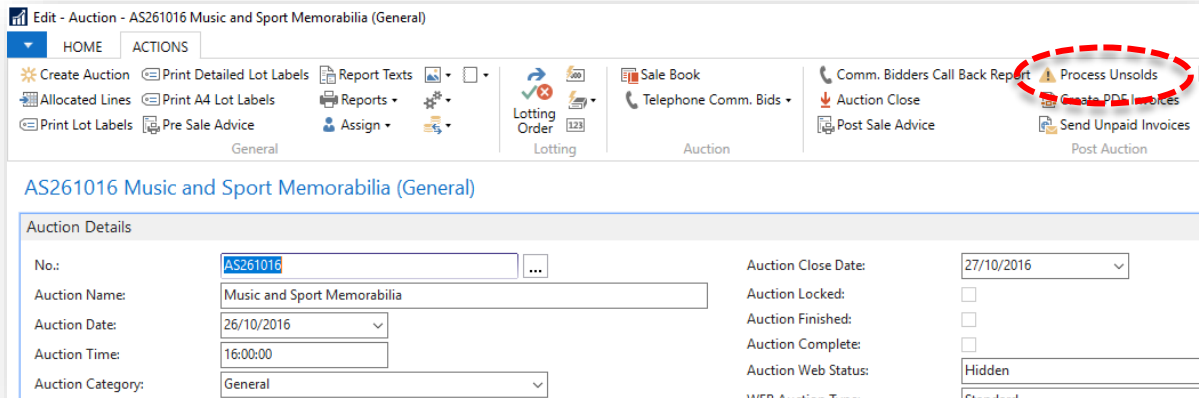
# 1.2 POST AUCTION

## HOW TO ACTION UNSOLDS FROM A SALE?

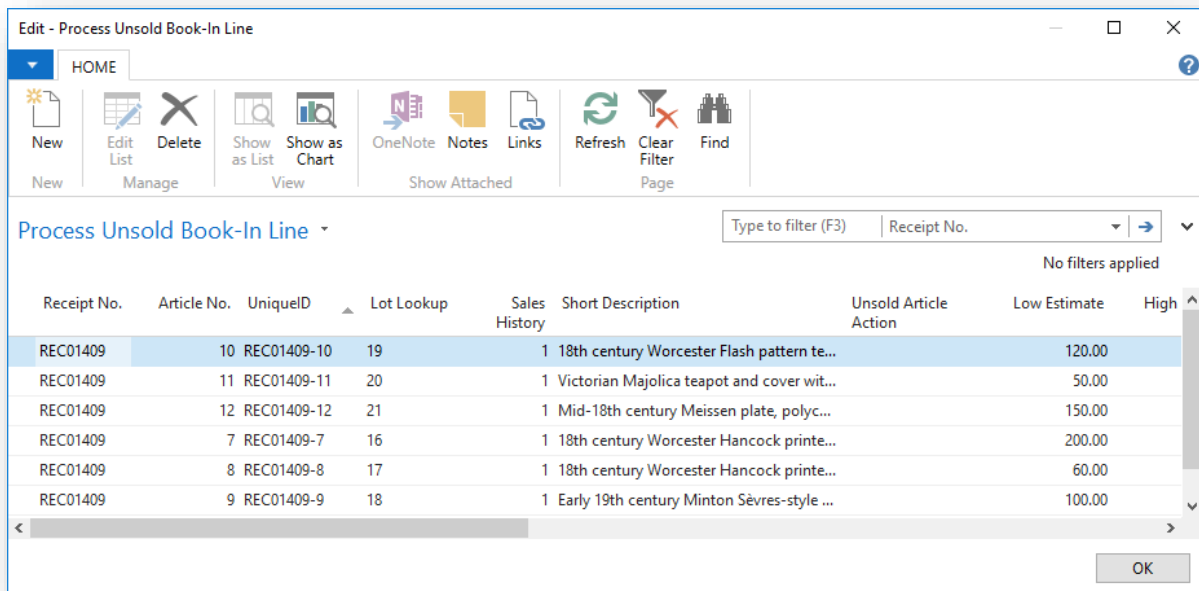
After an auction is finished, unsold lots should be process accordingly to information applied to the **Unsold Article Action** field on a receipt line.

To process unsold lots:

1. Open an auction and select **Process Unsolds** located on the Ribbon.



The **Process Unsold Book-In Line** window opens.



- Use filters to display lots with specific status or to display articles in particular order, for example Receipt No. order, or Category number order, lots with Unsold Article Action: Retarget.

**NOTE**

To print the list or export to Excel, select the **Page** menu and then **Print & Send**.

					Unsold Article Action	Low Estimate	High Estimate
REC01409	18	REC01409-18	6	1	18th / 19th century Chinese sang de bo...	RETARGET	300.00
REC01409	19	REC01409-19	7	1	Late 19th century Japanese Kutani bottl...	RETARGET	300.00
REC01409	2	REC01409-2	11	1	Three 19th century Meissen porcelain p...	RETARGET	150.00

- The **Process Unsold Book-In Line** page allows you to retarget unsold lots without going to individual receipt line.

Within this page make any changes to the Reserve Status and the Price, or the Estimate, and then change the Sale Allocation code to a new sale.

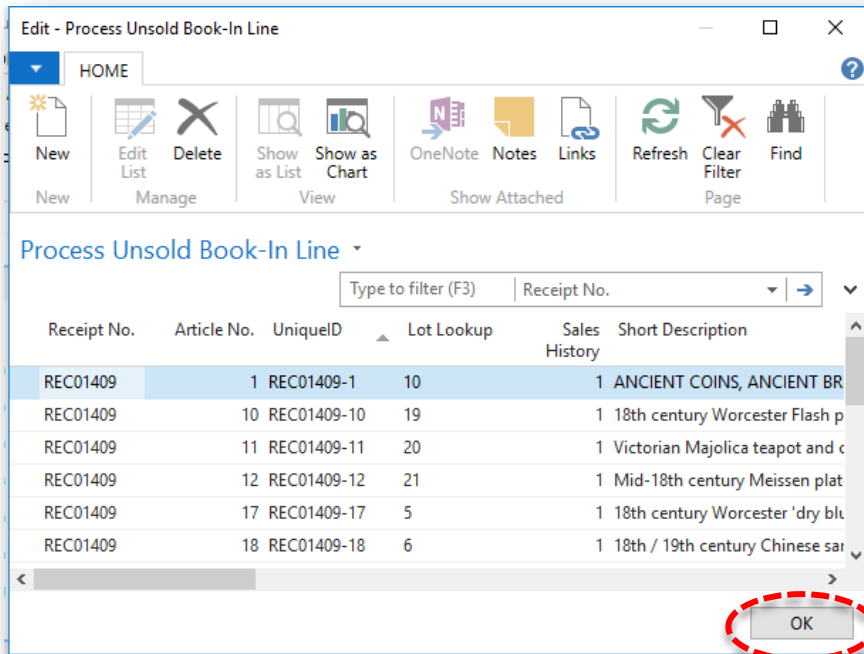
You can also make any changes to both, long and short description.

All changes will apply to the receipt lines but not to the current auction lines.

The screenshot shows the 'Unsold Book-In Line' interface. At the top, there is a toolbar with icons for 'Delete', 'Show as List', 'Show as Chart', 'OneNote', 'Notes', 'Links', 'Refresh', 'Clear Filter', and 'Find'. Below the toolbar is a search bar with the text 'Type to filter (F3)' and a dropdown menu for 'Receipt No.'. The main area contains a table with the following columns: 'description', 'Unsold Article Action', 'Low Estimate', 'High Estimate', 'Reserve Status', 'Reserve Price', 'Sales Allocation', and 'Article Code'. The table lists various auction items, including 'SILVER COINS, ANCIENT BRITISH, C...', '17th century Worcester Flash pattern te...', '17th century Majolica teapot and cover wit...', '17th century Meissen plate, polyc...', '17th century Worcester 'dry blue' invert...', '18th century Chinese sang de bo...', '17th century Japanese Kutani bottl...', '18th century Meissen porcelain p...', 'pale blue glazed bottle vase of ...', 'celadon green glazed porcelai...', 'George IV cut glass decanters with ...', and '19th Victorian Davenport plate print...'. A red dashed box highlights the columns from 'Low Estimate' to 'Sales Allocation'.

description	Unsold Article Action	Low Estimate	High Estimate	Reserve Status	Reserve Price	Sales Allocation	Article Code
SILVER COINS, ANCIENT BRITISH, C...	RETARGET	200.00	300.00	Fixed	180.00	AS261016	
17th century Worcester Flash pattern te...	COLL IF UNSOLD	120.00	180.00	Fixed	120.00	AS261016	
17th century Majolica teapot and cover wit...	COLL IF UNSOLD	50.00	70.00	Fixed	50.00	AS261016	
17th century Meissen plate, polyc...	COLL IF UNSOLD	150.00	200.00	Fixed	150.00	AS261016	
17th century Worcester 'dry blue' invert...	RETARGET	400.00	600.00	Fixed	400.00	AS261016	
18th century Chinese sang de bo...	RETARGET	300.00	500.00	Fixed	300.00	AS261016	
17th century Japanese Kutani bottl...	RETARGET	300.00	500.00	Fixed	300.00	AS261016	
18th century Meissen porcelain p...	RETARGET	150.00	200.00	Fixed	150.00	AS261016	
pale blue glazed bottle vase of ...	COLL IF UNSOLD	200.00	300.00	Fixed	200.00	AS261016	
celadon green glazed porcelai...	COLL IF UNSOLD	200.00	300.00	Fixed	200.00	AS261016	
George IV cut glass decanters with ...	RETARGET	50.00	70.00	Discretion	50.00	AS261016	
19th Victorian Davenport plate print...	RETARGET	200.00	300.00	Fixed	200.00	AS261016	

4. Select **OK** to save and close the window.



# HOW TO STEP THROUGH UNPAID BUYERS INVOICES FROM AN AUCTION

To step through unpaid buyers' invoices:

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

**Posted Sales Invoices - Microsoft Dynamics NAV**

Navigation: Auction House > Home > Posted Sales Invoices

Search (Ctrl+F3)

Role Center: Sales Invoices > **Posted Sales Invoices**

No.	Sell-to Custom...	Sell-to Customer Name	Payment Metho...	Pre-Assig... No.	Auction No.	Buyer Paddle No.	Lots Purchased	Hammer Total
SI00003627	BC0004882	Pauline Duncan	MIXED	SI0005242	AS101116	2222	1	5,000.00
SI00003626	BC0004870	Andrea Marlon	CASH	SI0005241	AS101116	5010		0.00
SI00003625	BC0004886	Monika Fakhoury	DEFER	SI0005239	AS131216	4456	2	67,000.00
SI00003624	BC0004880	Mark Proctor		SI0005233	AS161116	T000129	7	350.00
SI00003623	BC0004881	Edward Corn		SI0005232	AS161116	T000128	7	600.00
SI00003622	BC0004882	Pauline Duncan		SI0005231	AS161116	2222	5	670.00
SI00003621	BC0004883	Anna Streeter		SI0005230	AS161116	T000127	8	1,230.00
SI00003620	BC0004886	Monika Fakhoury	CASH	SI0005229	AS161116	4456	5	570.00
SI00003619	BC0004886	Monika Fakhoury	CASH	SI0005228	AS261016	4456	2	1,000.00
SI00003618	BC0004881	Edward Corn		SI0005227	AS261016	T000126	2	600.00
SI00003617	C000004	Damian Fisher		SI0005222	AS261016	101	2	300.00
SI00003616	BC0004881	Edward Corn		SI0005221	AS261016	T000126	3	320.00
SI00003615	BC0004881	Edward Corn	MIXED	SI0005220	AS261016	T000126	3	320.00
SI00003614	BC0004881	Edward Corn	MIXED	SI0005219	AS261016	T000126	4	520.00
SI00003613	C000004	Damian Fisher	DEFER	SI0005218	AS051016	101	3	2,100.00
SI00003612	BC0004886	Monika Fakhoury	DEFER	SI0005217	AS051016	4456	22	14,130.00
SI00003611	BC0004882	Pauline Duncan	DEFER	SI0005216	AS051016	2222	13	9,960.00

Summary:

No. of Invoices:	3620
Hammer:	0.00
Buyer's Premium:	0.00
Amount:	0.00
VAT Amount:	0.00
Amount incl. VAT:	0.00
Remaining Amount:	0.00

Customer Details:

Customer No.: BC0004882  
 Name: Pauline Dun...  
 Address: 4 Meadow V...  
 City: Chertsey  
 County: Surrey  
 Phone No.: 01932 000000  
 Mobile No.:  
 E-Mail: paulina.dru...  
 Payment Terms Code: 7D  
 Total Spent: 521,260.00  
 Date Created: 19/09/2016

Applied Payments:

Method	Date	Amount
CASH	14/12/2...	6,230.00

2. Navigate to the Advanced filter by clicking on the page title and selecting **Advanced Filter**.

The screenshot shows the Microsoft Dynamics NAV interface for 'Posted Sales Invoices'. The page title 'Posted Sales Invoices' is circled in red, and a dropdown menu is open, with the 'Advanced filter' option highlighted in blue. The interface includes a navigation pane on the left, a ribbon with various actions like 'Track-Trace', 'Collect Invoice', and 'Print...', and a main data table.

Customer Name	Payment Metho...	Pre-Assig... No.	Auction No.	Buyer Paddle No.	Purch	
Duncan	MIXED	SI0005242	AS101116	2222		
arlton	CASH	SI0005241	AS101116	5010		
khoury	DEFER	SI0005239	AS131216	4456		
SI00003624	BC0004880	Mark Proctor	SI0005233	AS161116	T000129	
SI00003623	BC0004881	Edward Corn	SI0005232	AS161116	T000128	
SI00003622	BC0004882	Pauline Duncan	SI0005231	AS161116	2222	
SI00003621	BC0004883	Anna Streeter	SI0005230	AS161116	T000127	
SI00003620	BC0004886	Monika Fakhoury	CASH	SI0005229	AS161116	4456
SI00003619	BC0004886	Monika Fakhoury	CASH	SI0005228	AS261016	4456
SI00003618	BC0004881	Edward Corn	SI0005227	AS261016	T000126	
SI00003617	C000004	Damian Fisher	SI0005222	AS261016	101	



3. Set the filter to show only unpaid invoices from a particular auction.

Filter name	Value
Auction No.	Select an auction number
Remaining Amount	>0

The screenshot shows the 'Posted Sales Invoices' window in Microsoft Dynamics NAV. The filter bar is highlighted with a red dashed box and contains the following criteria:

- Where Auction No. is AS161116
- And Remaining Amount is >0

The data table below shows the results of these filters:

No.	Sell-to Custom...	Sell-to Customer Name	Payment Metho...	Pre-Assig... No.	Auction No.	Buyer Paddle No.	Lots Purchased	Hammer Total	Buyers Premium %
SI00003624	BC0004880	Mark Proctor		SI0005233	AS161116	T000129	7	350.00	20
SI00003623	BC0004881	Edward Corn		SI0005232	AS161116	T000128	7	600.00	20
SI00003622	BC0004882	Pauline Duncan		SI0005231	AS161116	2222	5	670.00	20
SI00003621	BC0004883	Anna Streeter		SI0005230	AS161116	T000127	8	1,230.00	20

- Open first invoice and use the navigation arrow: **Go to, Previous, Next**, located on the Ribbon, to move to next invoice.

**SI00003624 · Mark Proctor**

**General**

No.: SI00003624    Buyer Paddle No.: T000129

Sell-to Customer...: BC0004880    Valuation Invoice:

Sell-to Contact ...: C0004880    External Docum...:

Sell-to Customer...: Mark Proctor

Sell-to Address: 7A Patriot ...

Sell-to Address 2:

Sell-to City: Manchester

Sell-to County: Lancashire

Sell-to Post Code: M12

Sell-to Contact:

Posting Date: 16/11/2016

Document Date: 16/11/2016

Pre-Assigned No.: SI0005233

No. Printed: 1

Auction No.: AS161116

**Mixed Payment Method**

Payment Metho...	Amount	Difference	Total Amount	Mult
	0.00	0.00	0.00	

**Customer Details**

Customer No.: BC0004880

Name: Mark Proctor

Address: 7A Patriot Drive

City: Manchester

County: Lancashire

Phone No.:

Mobile No.:

E-Mail: paulina.drumew...

Payment Terms Code: 7D

Total Spent: 350.00

Date Created: 02/09/2016

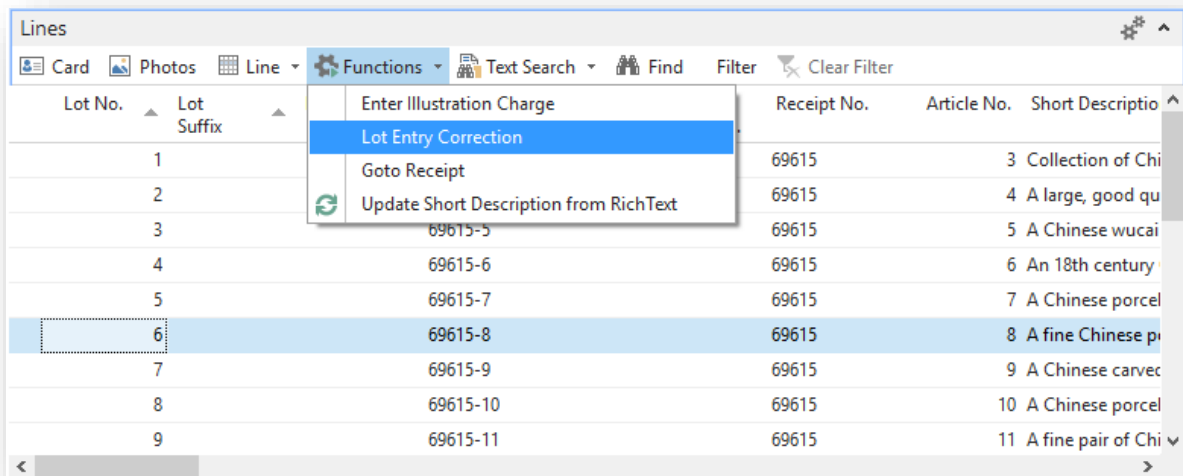
**Applied Payments**

Method	Date	Amount

## HOW TO CORRECT A PADDLE NUMBER OR A HAMMER PRICE AFTER THE SALE

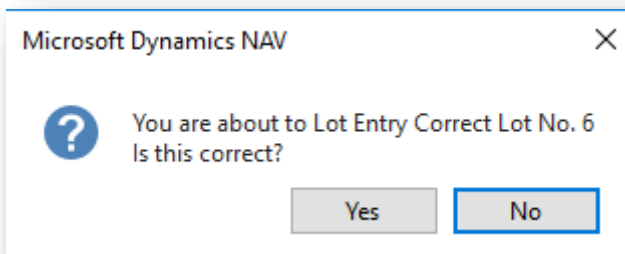
To correct a paddle number or a hammer price after auction:

1. Open an auction and navigate to the **Lines FastTab**. Highlight a line and then select **Function** from the menu, and then choose **Lot Entry Correction** function.



This will remove a hammer price and a paddle number from the auction line, allowing you to make changes.

2. Select **Yes** to confirm.

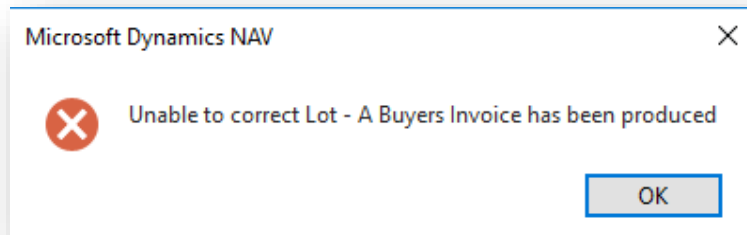


3. Refresh the page by selecting **Refresh** from the Ribbon. Now you can enter correct hammer price and buyer number for the auction line.

**NOTE**

You can only correct lots, which have not been invoiced.

If selected lot has been invoiced, error message appears.



To correct a lot which is invoiced, you need to Credit the invoice first.

## HOW TO FIND OUT A BUYERS INVOICE TOTAL FOR A SALE

To find out a buyer's total for an auction:

1. Create new **Sale Invoice** and then navigate to the **Auction Invoice FastTab**. Fill in the **Auction No.** field and the **Buyer Paddles No.** field and then select **Create Auction Invoice** from the Ribbon.

The screenshot displays the 'New - Sales Invoice - SI0022595 - Mrs Joan Cook' window. The ribbon includes 'HOME', 'ACTIONS', and 'NAVIGATE' tabs. The 'ACTIONS' tab is active, showing various icons. The 'Create Auction Invoice' icon is highlighted with a red dashed circle. Below the ribbon, the 'Auction Invoice' form is visible. The 'No.' field contains 'SI0022595'. The 'Auction No.' dropdown is set to 'A760'. The 'Buyer Paddle No.' dropdown is set to '5588'. The 'Lots Purchased' field shows '0'. There are checkboxes for 'Requires Hard Copy of Invoice' and 'Excl. From DMS', both of which are unchecked. A 'Payment Method Code' dropdown is also present. To the right, a 'Mixed Payment Method' table is shown with columns for 'Payment Metho...', 'Amount', and 'Differ...'. The table contains one row with an amount of '0.00'.

Now the **Payment FastTab** is showing an amount owed and the **Lines FastTab** is showing detailed invoice information.

## HOW TO CREATE DETAILED LIST OF UNSOLD LOTS FROM AN AUCTION

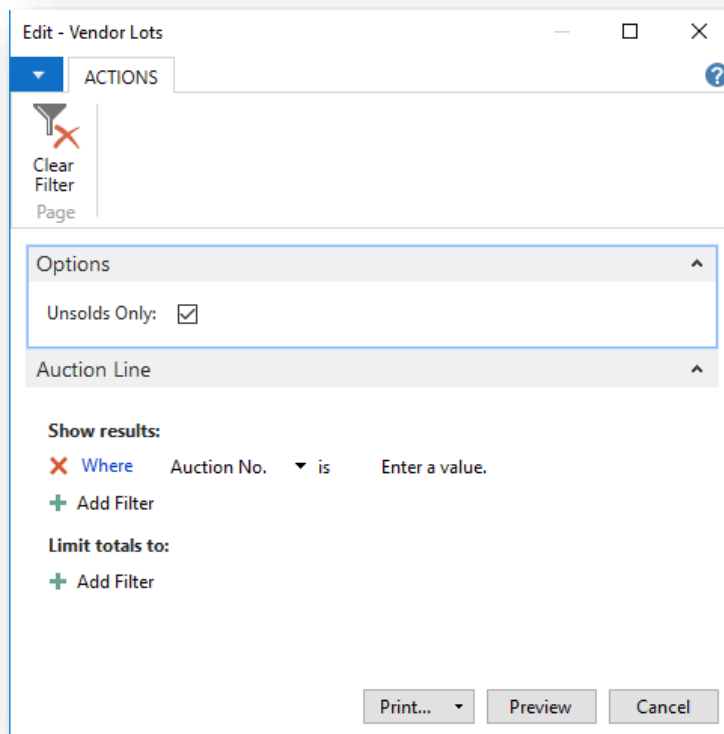
This report creates a list of all unsold lots from selected auction, sorted in lot number order.

Information including:

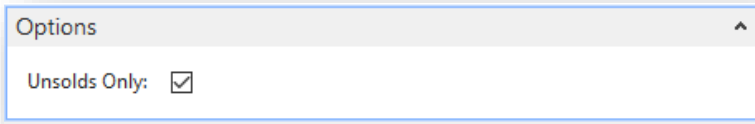
- Lot number
- Category
- Valuer
- Catalogue Description
- Vendor Number and Name
- Reserve
- Buyer Number
- Hammer Price
- Sold status
- Estimates

To run the report:

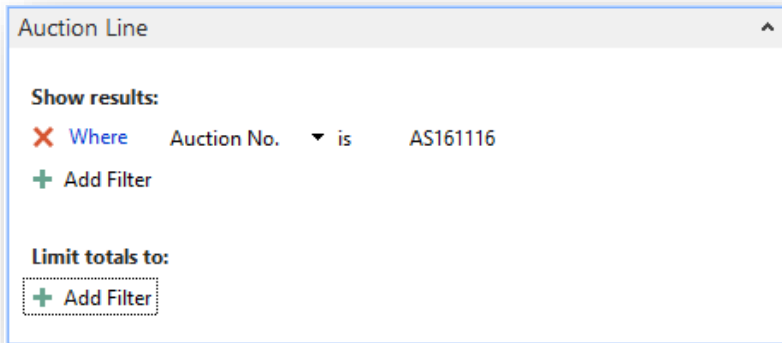
1. In the Search box enter **Vendor Lots**, and then choose the related link.  
The **Vendor Lots** window opens.



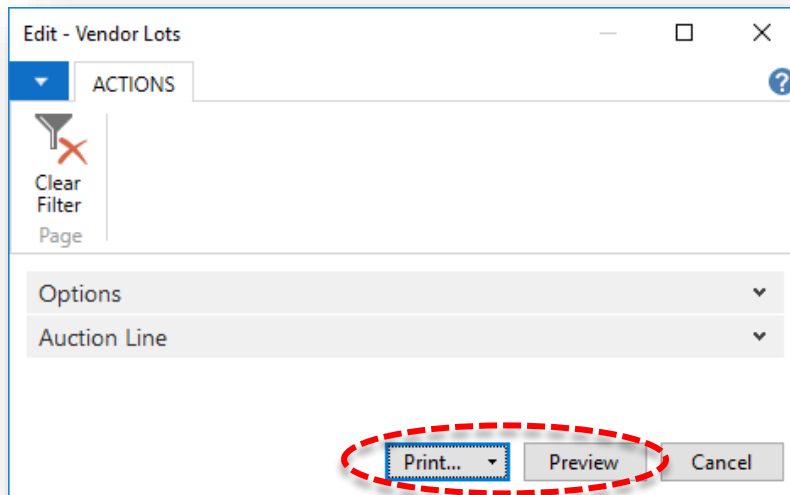
2. Navigate to the **Options FastTab** and select the check box to create report for unsolds only. Clear the check box to include all the articles.



3. Navigate to the **Auction Line FastTab** and use filter to select an auction.

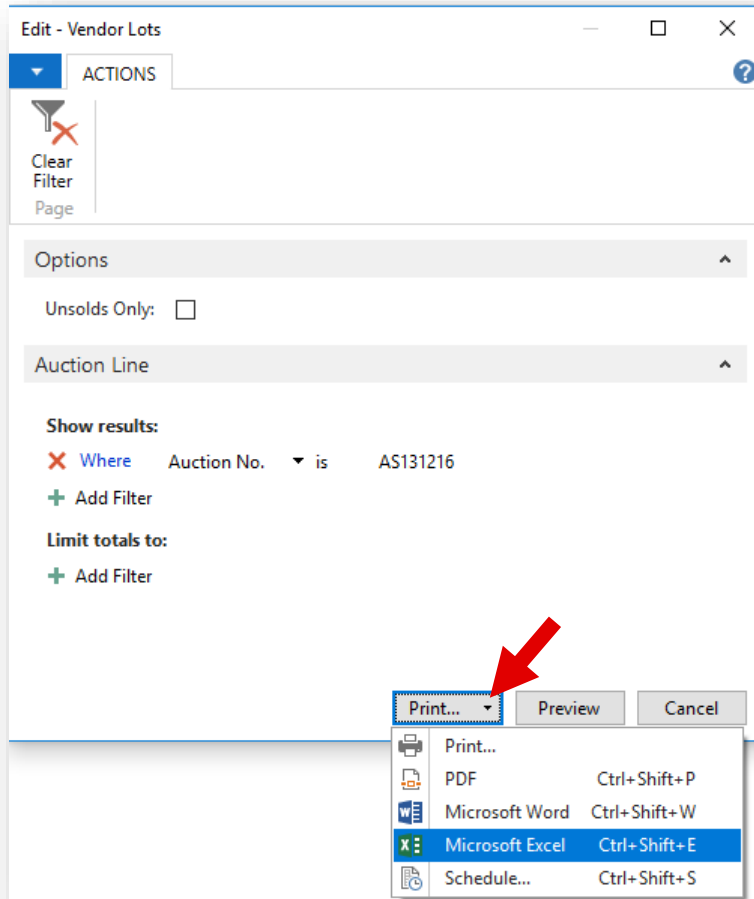


4. To generate the report, select the **Preview** button or the **Print** button.



**NOTE**

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





Example report:

Vendor Lots Report										
Auction	AS261016									
Lot No.	Category	Value	Catalogue Description	Vendor	Reserve	Buyer	Hammer	Sold	Estimates	
10	COIN		ANCIENT COINS, ANCIENT BRITISH, Celtic Gold, Gallo-Belgic import E, Ambiani, uniface Gold Stater, 6.33g, c.60-55 BC, blank obverse, rev crude disjointed horse right, crescent and pellet below, crescent over, eye-shape behind (ABC 16; VA 50-1; S 11). Very fine	SC0004875 Solicitors	Fixed 180		€0	No	200	300
11	COIN		Three 19th century Meissen porcelain plates with painted floral sprays - underglazed blue crossed swords and incised marks, 25cm, 19th century Meissen charger finely decorated with fruit with gilt moulded rococo border - underglazed blue and impressed marks, Meissen blue and white bowl, 33cm and K.P.M. dessert plate painted with fruit and butterflies, 23cm (6)	SC0004875 Solicitors	Fixed 150		€0	No	150	200
12	COIN		Pair George IV cut glass decanters with stoppers of octagonal form, with diamond and slice cut decoration	SC0004875 Solicitors	Discretion 50		€0	No	50	70
13	COIN		Unusual Victorian Davenport plate printed and painted with a portrait of a racehorse and jockey within gilt borders, signed - G. Bonnaud	SC0004875 Solicitors	Fixed 200		€0	No	200	300
14	COIN		Victorian Wedgwood blue and white tile decorated with Midsummer Night's Dream 'Puck' fairy, marked - Josiah Wedgwood & Sons Etruria'	SC0004875 Solicitors	Fixed 50		€0	No	50	70
15	COIN		Victorian Staffordshire zebra spill vase with moulded features, on naturalistic base, circa 1860	SC0004875 Solicitors	Fixed 80		€0	No	80	120
16	COIN		18th century Worcester Hancock printed meat dish of octagonal form, decorated with classical ruins, circa 1755 - 1760, 29cm	SC0004875 Solicitors	Fixed 200		€0	No	200	300
17	F04		18th century Worcester Hancock printed finger bowl stand decorated with swans and ducks and heron on water, circa 1760	SC0004875 Solicitors	Fixed 60		€0	No	60	80
18	F04		Early 19th century Minton Sevres-style cylindrical spill vase, probably painted by Randall, with birds and floral sprays	SC0004875 Solicitors	Fixed 100		€0	No	100	150
19	F04		18th century Worcester Flash pattern teapot and cover of fluted barrel form, with floral knop, circa 1770, 20cm wide	SC0004875 Solicitors	Fixed 120		€0	No	120	180
20	F04		Victorian Majolica teapot and cover with moulded flora and leaf decoration, yellow, brown and green - unmarked, 23cm	SC0004875 Solicitors	Fixed 50		€0	No	50	70
21	F04		Mid-18th century Meissen plate, polychrome painted with floral sprays with moulded basket-weave border - underglazed blue crossed swords	SC0004875 Solicitors	Fixed 150		€0	No	150	200

## HOW TO CREATE A DETAILED AUCTION RESULTS LIST

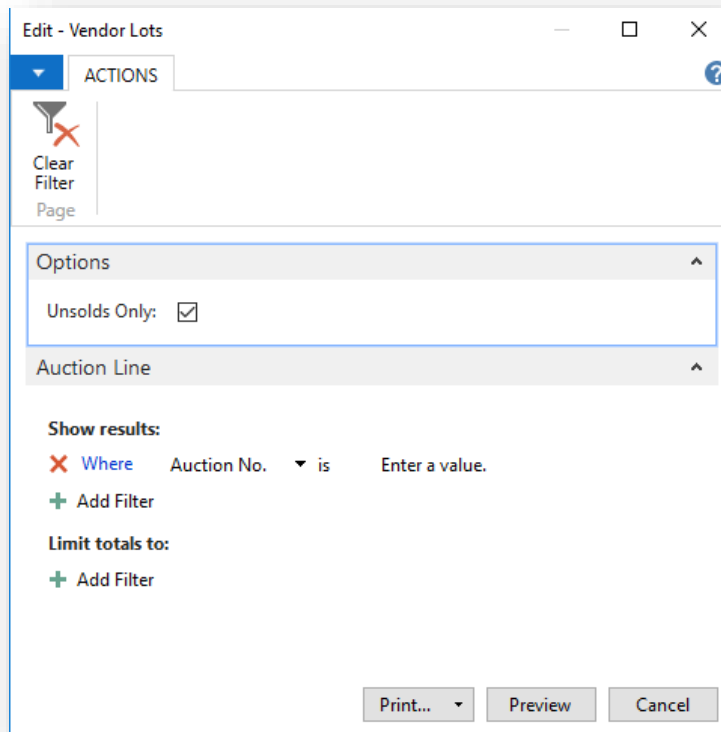
This report creates a detailed list of all the lots from selected auction, sorted in lot number order.

Information including:

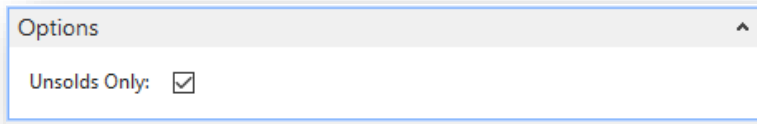
- Lot number
- Category
- Valuer
- Catalogue Description
- Vendor Number and Name
- Reserve
- Buyer Number
- Hammer Price
- Sold status
- Estimates

To run the report:

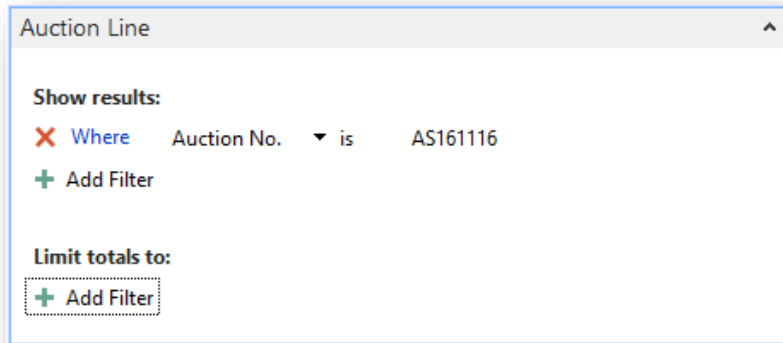
1. In the Search box enter **Vendor Lots**, and then choose the related link.  
The **Vendor Lots** window opens.



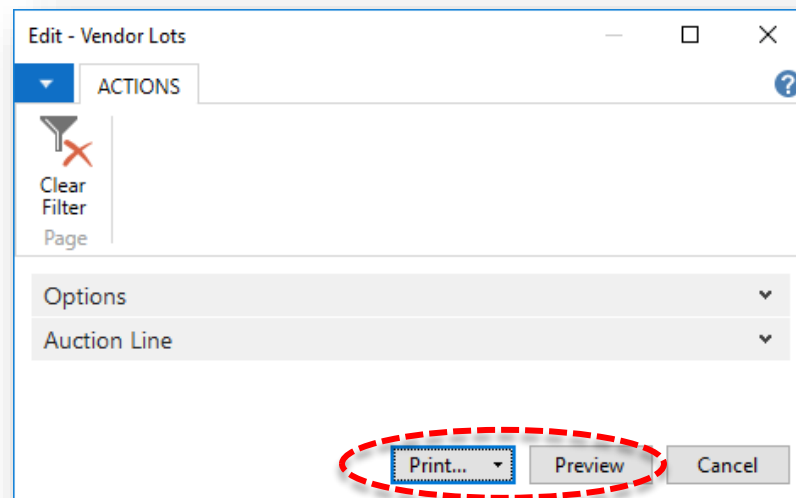
2. Navigate to the **Options FastTab** and clear the check box to include all the auction lots.



3. Navigate to the **Auction Line FastTab** and use filter to select an auction

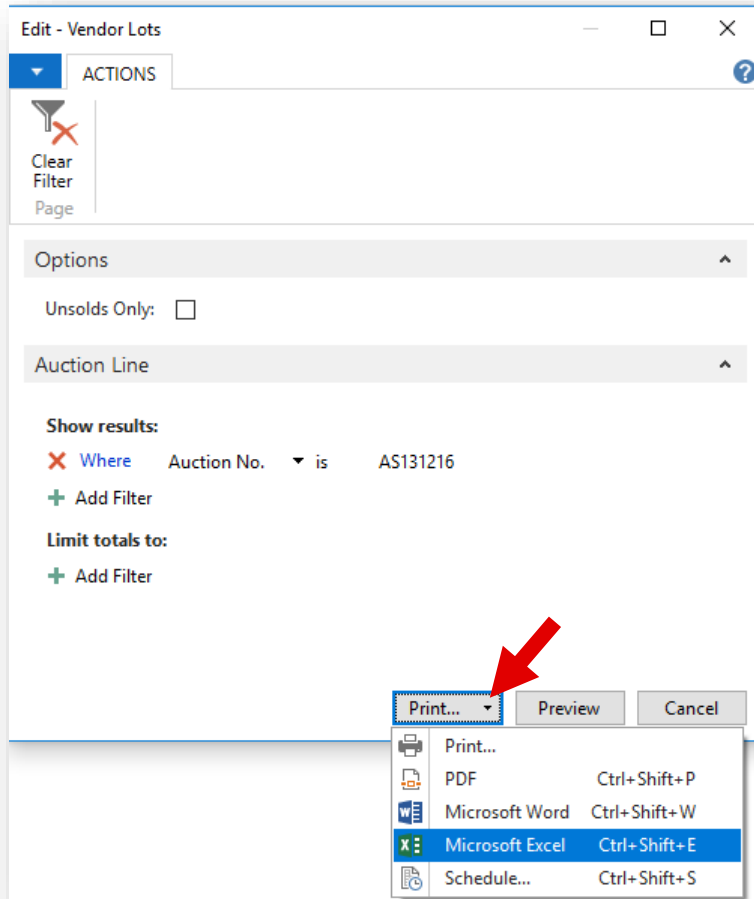


4. To generate the report, select the **Preview** button or the **Print** button.



**NOTE**

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



## Example report:

Vendor Lots Report											
Auction	AS261016										05/01/2017 12:04
Lot No.	Category	Valuer	Catalogue Description	Vendor		Reserve	Buyer	Hammer	Sold	Estimates	
1	F04		18th century Worcester Hancock printed sucrier and cover with flower knob, decorated with Tea Party and Lady with Page, circa 1760	SC0004875	Solicitors	Fixed	150	T000126	€150	Yes	150 200
2	F04		18th century Dutch Delft blue and white plate with painted Chinese-style bird, insect and flora, 22.5cm	SC0004875	Solicitors	Fixed	80	T000126	€70	Yes	80 120
3	F04		Late 18th century Bow basket of flowers, circa 1760, with floral encrustation and reticulated basket base, 16cm	SC0004875	Solicitors	Fixed	100	T000126	€100	Yes	100 150
4	F04		Pair 19th century Naples-style blanc-de-chine figures of courting couples under trees, raised on separate bases with lion mask decoration	SC0004875	Solicitors	Fixed	200	101	€200	Yes	200 300
5	F04		18th century Worcester 'dry blue' inverted baluster-shaped vase with painted floral sprays and two gilt scroll handles, circa 1770	SC0004875	Solicitors	Fixed	400	101	€100	Yes	400 600
6	F04		18th / 19th century Chinese sang de boeuf glazed pottery figure of a Kylin with finely modelled features, 23cm long	SC0004875	Solicitors	Fixed	300	T000126	€100	Yes	300 500
7	F04		Late 19th century Japanese Kutani bottle-shaped vase painted with ho ho birds and floral scrolls, on gilt and iron-red ground, 39cm	SC0004875	Solicitors	Fixed	300	T000126	€500	Yes	300 500
8	F04		Chinese pale blue glazed bottle vase of small proportions, with underglazed blue Kangxi six character mark - probably 19th century, 11.5cm	SC0004875	Solicitors	Fixed	200	4456	€200	Yes	200 300
9	F04		Chinese celadon green glazed porcelain charger with incised leaf decoration - probably 19th century	SC0004875	Solicitors	Fixed	200	4456	€800	Yes	200 300
10	COIN		ANCIENT COINS, ANCIENT BRITISH, Celtic Gold, Gallo-Belgic import E, Ambiani, uniface Gold Stater, 6.33g, c.60-55 BC, blank obverse, rev crude disjointed horse right, crescent and pellet below, crescent over, eye-shape behind (ABC 16; VA 50-1; S 11). Very fine	SC0004875	Solicitors	Fixed	180		€0	No	200 300
11	COIN		Three 19th century Meissen porcelain plates with painted floral sprays - underglazed blue crossed swords and incised marks, 25cm, 19th century Meissen charger finely decorated with fruit with gilt moulded rococo border - underglazed blue and impressed marks, Meissen blue and white bowl, 33cm and K.P.M. dessert plate painted with fruit and butterflies, 23cm (6)	SC0004875	Solicitors	Fixed	150		€0	No	150 200
12	COIN		Pair George IV cut glass decanters with stoppers of octagonal form, with diamond and slice cut decoration	SC0004875	Solicitors	Discretion	50		€0	No	50 70
13	COIN		Unusual Victorian Davenport plate, printed and painted with a portrait of a racehorse and jockey within gilt borders, signed - G. Bonnaud	SC0004875	Solicitors	Fixed	200		€0	No	200 300
14	COIN		Victorian Wedgwood blue and white tile decorated with	SC0004875	Solicitors	Fixed	50		€0	No	50 70

## HOW TO CREATE DETAILED UNSOLDS LIST FOR SPECIFIC VENDOR FROM AN AUCTION

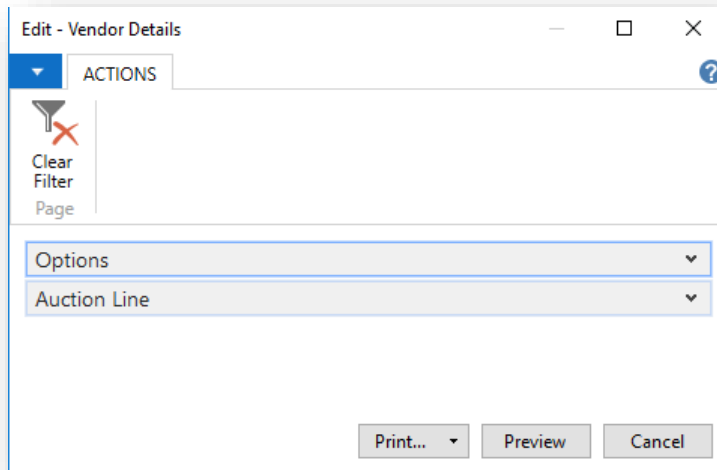
This report will populate a list of unsold lots from an auction for selected Vendor in UniqueID order.

Information including:

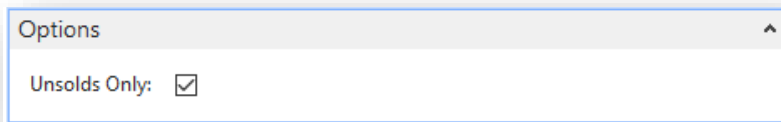
- Vendor details
- Lot number
- Description
- Hammer Price
- Reserve
- Estimate
- Marketing charge

To run the report:

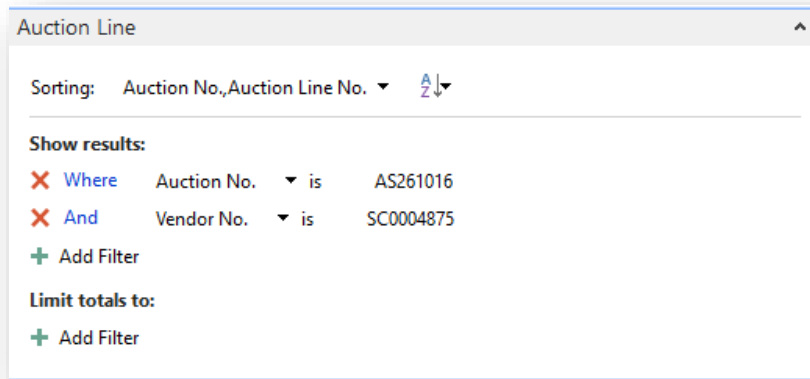
1. In the Search box enter **Vendor Details**, and then choose the related link. The **Vendor Details** window opens.



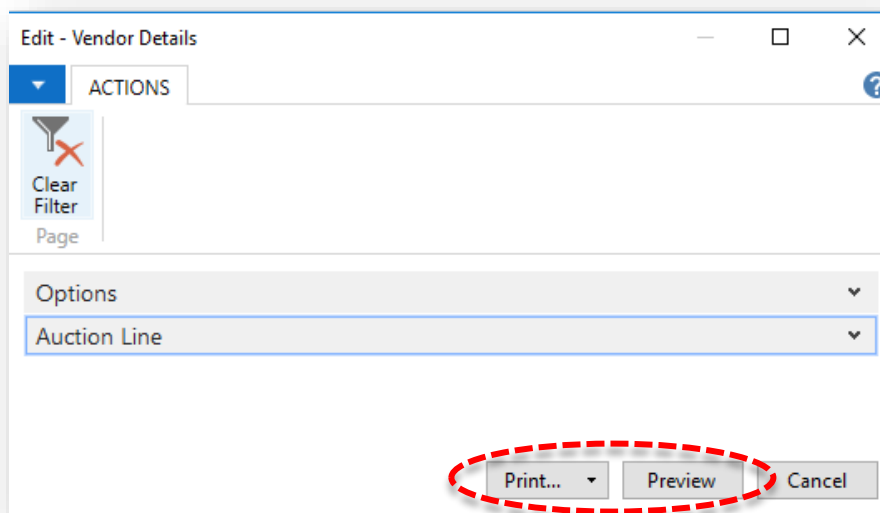
2. Navigate to the **Options FastTab** and select the check box to include unsold lots only.



3. Navigate to the **Auction Line FastTab** and use filter to select an auction and a vendor number.

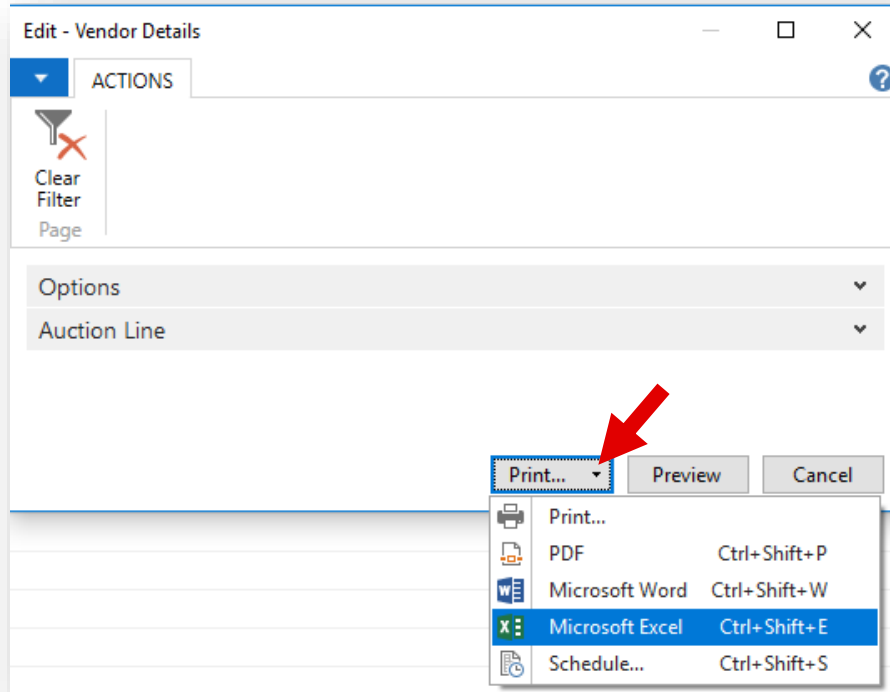


4. Select the **Print** button or the **Preview** button.



**NOTE**

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





**Report example:**

<b>Vendor Details</b>					
Auction AS261016				05/01/2017 12:12	
<b>Aaa Solicitors</b>		Vendor No.: SC0004875			
****					
E-Mail: paulina.drumew@evo-soft.co.uk					
Lot	Description	Hammer	Reserve	Estimates	MktgChg
10	REC01409-1 ANCIENT COINS, ANCIENT BRITISH, Celtic Gold, Gallo-Belgic import E, Ambiani, uniface Gold Stater, 6.33g, c.60-55 BC, blank obverse, rev crude disjointed horse right, crescent and pellet below, crescent over, eye-shape behind (ABC 16; VA 50-1; S 11). Very fine	Unsold	€180.00	€200.00 - €300.00	€0.00
11	REC01409-2 Three 19th century Meissen porcelain plates with painted floral sprays - underglazed blue crossed swords and incised marks, 25cm, 19th century Meissen charger finely decorated with fruit with gilt moulded rococo border - underglazed blue and impressed marks, Meissen blue and white bowl, 33cm and K.P.M. dessert plate painted with fruit and butterflies, 23cm (6)	Unsold	€150.00	€150.00 - €200.00	€25.00
12	REC01409-3 Pair George IV cut glass decanters with stoppers of octagonal form, with diamond and slice cut decoration	Unsold	€50.00	€50.00 - €70.00	€25.00
13	REC01409-4 Unusual Victorian Davenport plate printed and painted with a portrait of a racehorse and jockey within gilt borders, signed - G. Bonnaud	Unsold	€200.00	€200.00 - €300.00	€25.00
14	REC01409-5 Victorian Wedgwood blue and white tile decorated with Midsummer Night's Dream 'Puck' fairy, marked - Josiah Wedgwood & Sons Etruria	Unsold	€50.00	€50.00 - €70.00	€25.00
15	REC01409-6 Victorian Staffordshire zebra spill vase with moulded features, on naturalistic base, circa 1860	Unsold	€80.00	€80.00 - €120.00	€25.00
16	REC01409-7 18th century Worcester Hancock printed meat dish of octagonal form, decorated with classical ruins, circa 1755 - 1760, 29cm	Unsold	€200.00	€200.00 - €300.00	€25.00
17	REC01409-8 18th century Worcester Hancock printed finger bowl stand decorated with swans and ducks and heron on water, circa 1760	Unsold	€60.00	€60.00 - €80.00	€25.00
18	REC01409-9 Early 19th century Minton Sèvres-style cylindrical spill vase, probably painted by Randall, with birds and floral sprays	Unsold	€100.00	€100.00 - €150.00	€25.00
19	REC01409-10 18th century Worcester Flash pattern teapot and cover of fluted barrel form, with floral knop, circa 1770, 20cm wide	Unsold	€120.00	€120.00 - €180.00	€25.00
20	REC01409-11 Victorian Majolica teapot and cover with moulded flora and leaf decoration, yellow, brown and green - unmarked, 23cm	Unsold	€50.00	€50.00 - €70.00	€25.00
21	REC01409-12 Mid-18th century Meissen plate, polychrome painted with floral sprays with moulded basket-weave border - underglazed blue crossed swords	Unsold	€150.00	€150.00 - €200.00	€25.00

## HOW TO CREATE A DETAILED RESULTS LIST FOR A VENDOR

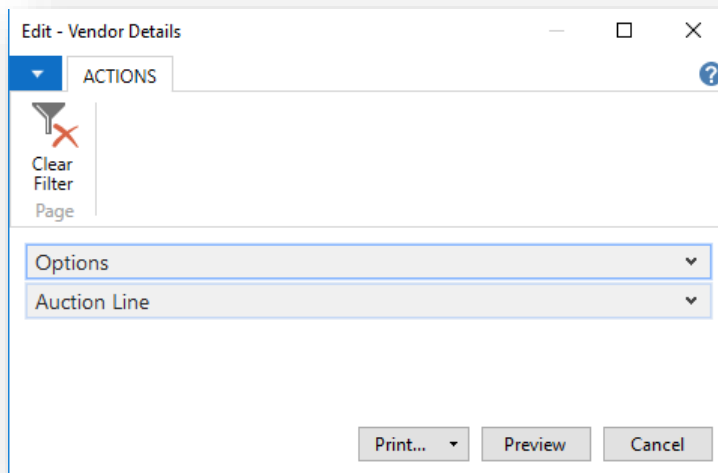
This report will populate detailed results list for selected vendor from an auction in UniqueID order.

Information including:

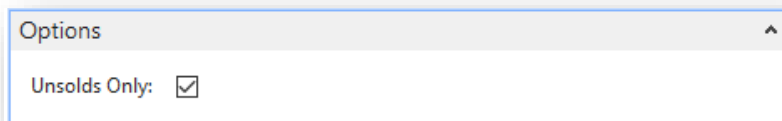
- Vendor details
- Lot number
- Description
- Hammer Price
- Reserve
- Estimate
- Marketing charge

To run the report:

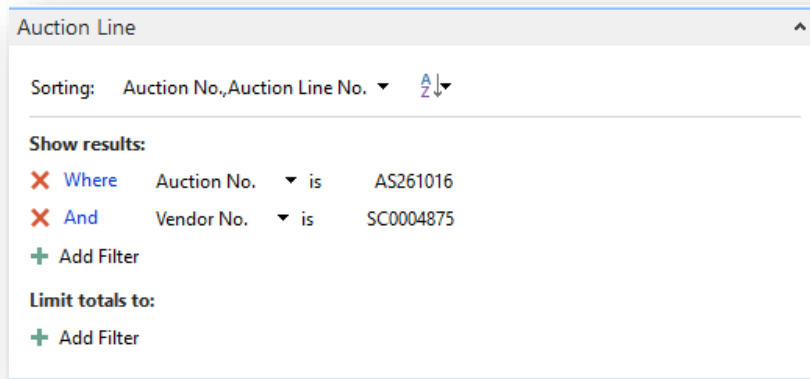
1. In the Search box enter **Vendor Details**, and then choose the related link. The **Vendor Details** window opens.



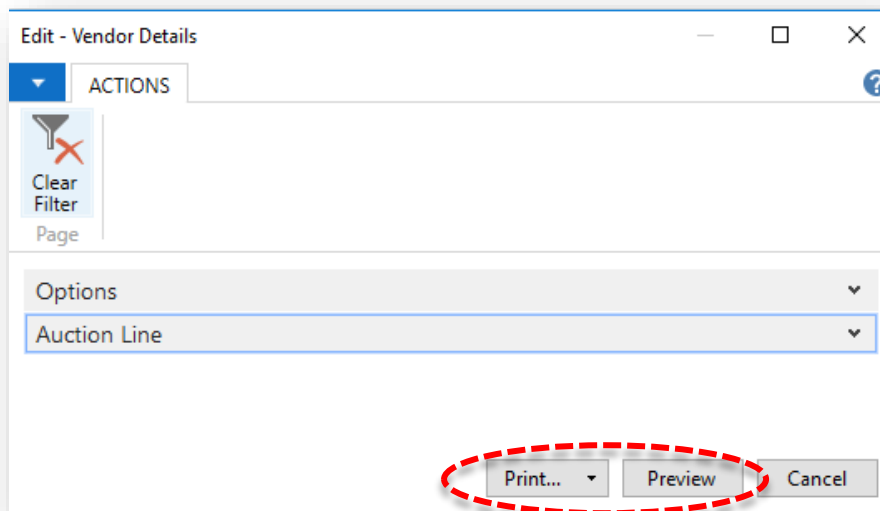
2. Navigate to the **Options FastTab** and clear the check box to generate report for all lots.



3. Navigate to the **Auction Line FastTab** and use filter to select an auction and a vendor number.

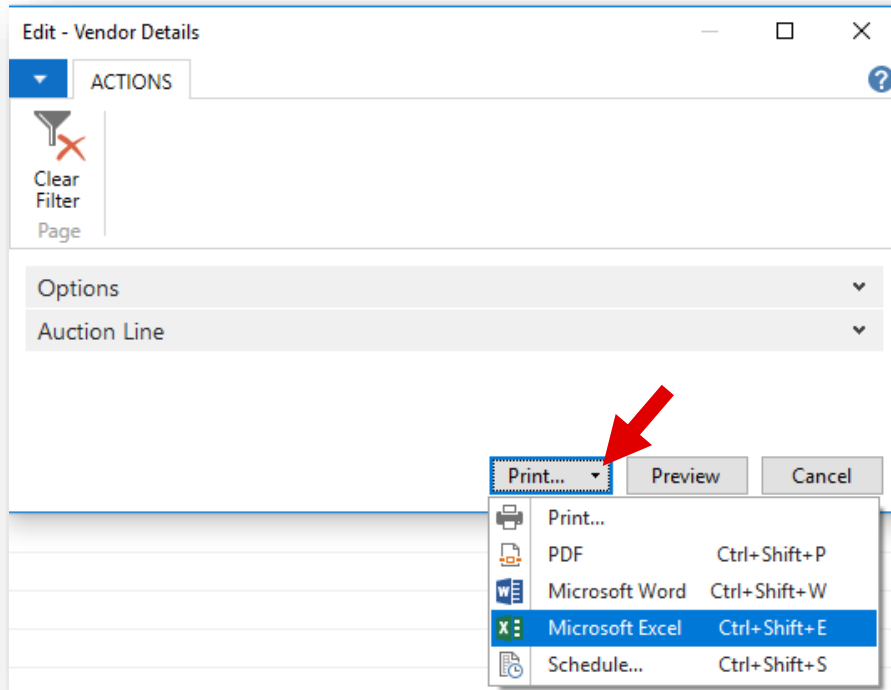


4. Select the **Print** button or the **Preview** button



**NOTE**

To save the report, select arrow on the **Print** button and then choose a format



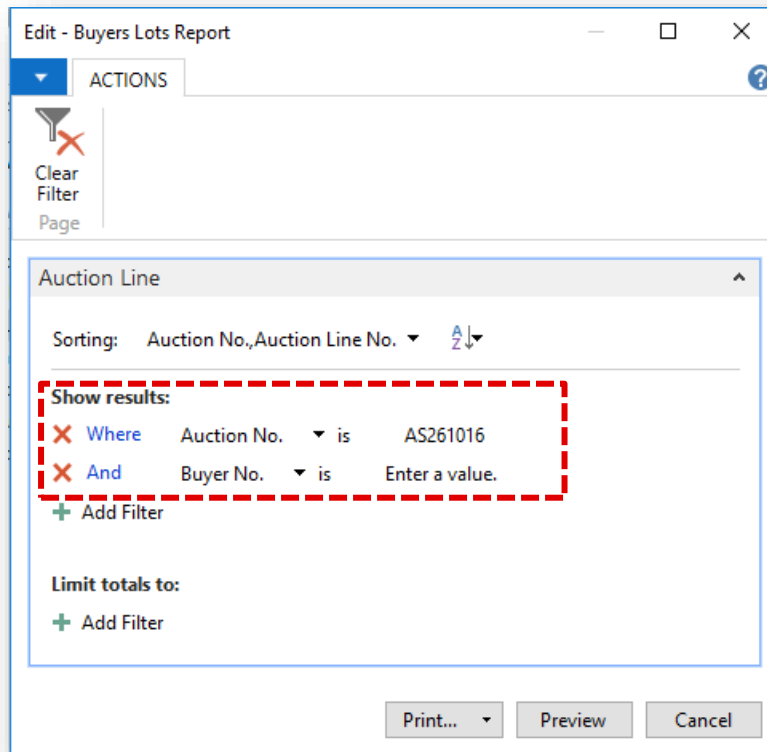
## Report example:

Vendor Details						
Auction	AS261016					05/01/2017 12:46
<b>Aaa Solicitors</b>		Vendor No.:	SC0004875			
****						
E-Mail: paulina.drumew@evo-soft.co.uk						
Lot	Description	Hammer	Reserve	Estimates	MktgChg	
10	REC01409-1 ANCIENT COINS, ANCIENT BRITISH, Celtic Gold, Gallo-Belgic import E, Ambiani, uniface Gold Stater, 6.33g, c.60-55 BC, blank obverse, rev crude disjointed horse right, crescent and pellet below, crescent over, eye-shape behind (ABC 16; VA 50-1; S 11). Very fine	Unsold	€180.00	€200.00 - €300.00	€0.00	
11	REC01409-2 Three 19th century Meissen porcelain plates with painted floral sprays - underglazed blue crossed swords and incised marks, 25cm, 19th century Meissen charger finely decorated with fruit with gilt moulded rococo border - underglazed blue and impressed marks, Meissen blue and white bowl, 33cm and K.P.M. dessert plate painted with fruit and butterflies, 23cm (6)	Unsold	€150.00	€150.00 - €200.00	€25.00	
12	REC01409-3 Pair George IV cut glass decanters with stoppers of octagonal form, with diamond and slice cut decoration	Unsold	€50.00	€50.00 - €70.00	€25.00	
13	REC01409-4 Unusual Victorian Davenport plate printed and painted with a portrait of a racehorse and jockey within gilt borders, signed - G. Bonnaud	Unsold	€200.00	€200.00 - €300.00	€25.00	
14	REC01409-5 Victorian Wedgwood blue and white tile decorated with Midsummer Night's Dream 'Puck' fairy, marked - Josiah Wedgwood & Sons Etruria'	Unsold	€50.00	€50.00 - €70.00	€25.00	
15	REC01409-6 Victorian Staffordshire zebra spill vase with moulded features, on naturalistic base, circa 1860	Unsold	€80.00	€80.00 - €120.00	€25.00	
16	REC01409-7 18th century Worcester Hancock printed meat dish of octagonal form, decorated with classical ruins, circa 1755 - 1760, 29cm	Unsold	€200.00	€200.00 - €300.00	€25.00	
17	REC01409-8 18th century Worcester Hancock printed finger bowl stand decorated with swans and ducks and heron on water, circa 1760	Unsold	€60.00	€60.00 - €80.00	€25.00	
18	REC01409-9 Early 19th century Minton Sèvres-style cylindrical spill vase, probably painted by Randall, with birds and floral sprays	Unsold	€100.00	€100.00 - €150.00	€25.00	
19	REC01409-10 18th century Worcester Flash pattern teapot and cover of fluted barrel form, with floral knob, circa 1770, 20cm wide	Unsold	€120.00	€120.00 - €180.00	€25.00	
20	REC01409-11 Victorian Majolica teapot and cover with moulded flora and leaf decoration, yellow, brown and green - unmarked, 23cm	Unsold	€50.00	€50.00 - €70.00	€25.00	
21	REC01409-12 Mid-18th century Meissen plate, polychrome painted with floral sprays with moulded basket-weave border - underglazed blue crossed swords	Unsold	€150.00	€150.00 - €200.00	€25.00	
1	REC01409-13 18th century Worcester Hancock printed sucrier and cover with flower knob, decorated with Tea Party and Lady with Page, circa 1760	€150.00	€150.00	€150.00 - €200.00	€25.00	
2	REC01409-14 18th century Dutch Delft blue and white plate with painted Chinese-style bird, insect and flora, 22.5cm	€70.00	€80.00	€80.00 - €120.00	€25.00	
3	REC01409-15 Late 18th century Bow basket of flowers, circa 1760, with floral encrustation and reticulated basket base, 16cm	€100.00	€100.00	€100.00 - €150.00	€25.00	
4	REC01409-16 Pair 19th century Naples-style blanc-de-chine figures of courting couples under trees, raised on separate bases with lion mask decoration	€200.00	€200.00	€200.00 - €300.00	€25.00	
5	REC01409-17 18th century Worcester 'dry blue' inverted baluster-shaped vase with painted floral sprays and two gilt scroll handles, circa 1770	€100.00	€400.00	€400.00 - €600.00	€25.00	
6	REC01409-18 18th / 19th century Chinese sang de boeuf glazed pottery figure of a Kylin with finely modelled features, 23cm long	€100.00	€300.00	€300.00 - €500.00	€25.00	
7	REC01409-19 Late 19th century Japanese Kutani bottle-shaped vase painted with ho ho birds and floral scrolls, on gilt and iron-red ground, 39cm	€500.00	€300.00	€300.00 - €500.00	€25.00	
8	REC01409-20 Chinese pale blue glazed bottle vase of small proportions, with underglazed blue Kangxi six character mark - probably 19th century, 11.5cm	€200.00	€200.00	€200.00 - €300.00	€25.00	
9	REC01409-21 Chinese celadon green glazed porcelain charger with incised leaf decoration - probably 19th century	€800.00	€200.00	€200.00 - €300.00	€25.00	

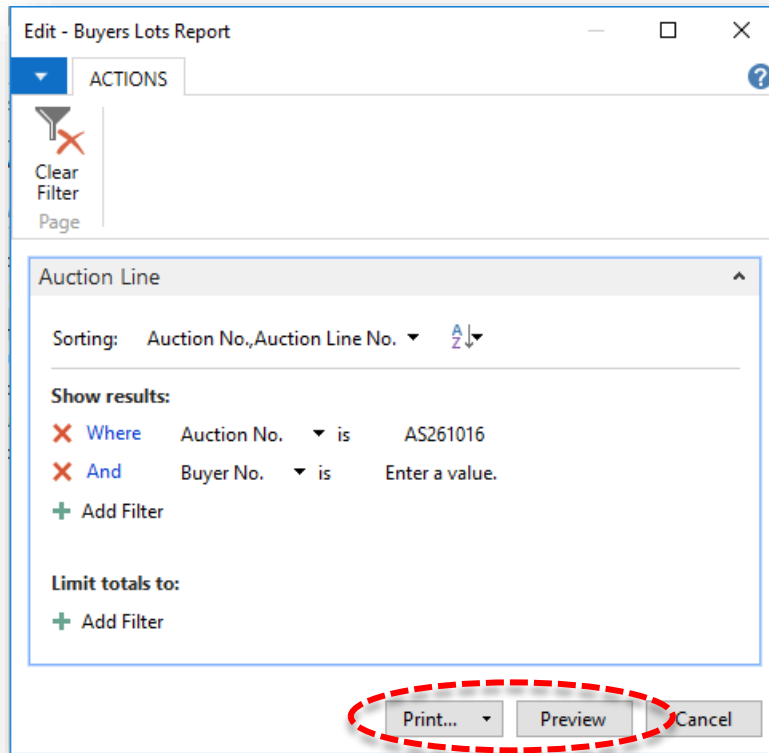
## HOW TO CREATE BUYERS LOTS REPORT

To create buyers' lots report from selected auction:

1. In the Search box enter **Buyers Lots Report**, and then choose the related link. The **Buyers Lots Report** window opens.
2. Apply filter to show results for a particular auction. To generate report for a specific buyer only, select a buyer number.

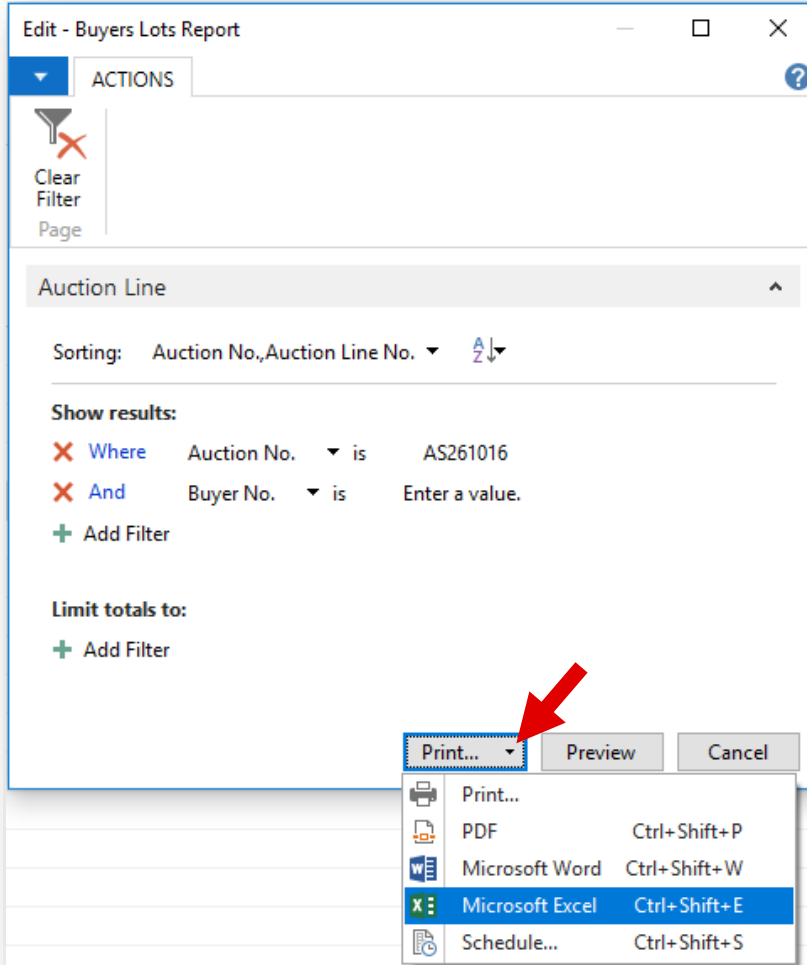


3. Select the **Print** button or the **Preview** button.



**NOTE**

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





## Report example:

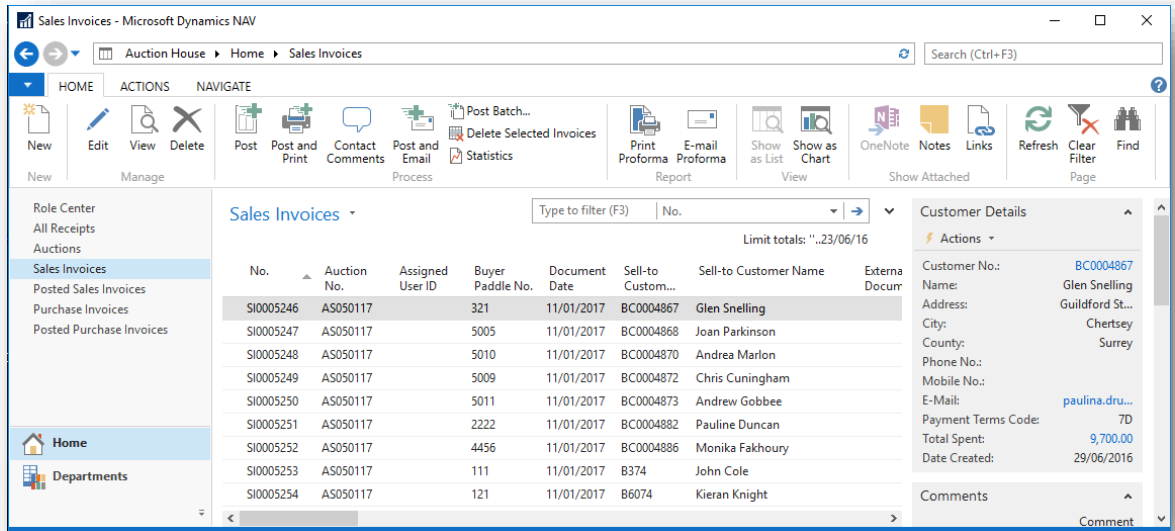
Auction		AS261016		<b>Buyers Lots Report</b>		05/01/2017 13:58	
<b>T000126</b>	<b>Edward Corn</b> (BC0004881)	8 Middlesex Street Birmingham West Midlands B10 555666 444555					
	<u>Lot Description</u>					<u>Hammer</u>	
	1 18th century Worcester Hancock printed sucrier and cover with flower knob, decorated with Tea Party and Lady with Page, circa 1760					£150.00	
	2 18th century Dutch Delft blue and white plate with painted Chinese-style bird, insect and flora, 22.5cm					£70.00	
	3 Late 18th century Bow basket of flowers, circa 1760, with floral encrustation and reticulated basket base, 16cm					£100.00	
	6 18th / 19th century Chinese sang de boeuf glazed pottery figure of a Kylin with finely modelled features, 23cm long					£100.00	
	7 Late 19th century Japanese Kutani bottle-shaped vase painted with ho ho birds and floral scrolls, on gilt and iron-red ground, 39cm					£500.00	
						Hammer Total:	<b>£920.00</b>
<b>4456</b>	<b>Monika Fakhoury</b> (BC0004886)	12 Pine Court Guildford Surrey GU5 1GG 111111 000000					
	<u>Lot Description</u>					<u>Hammer</u>	
	8 Chinese pale blue glazed bottle vase of small proportions, with underglazed blue Kangxi six character mark - probably 19th century, 11.5cm					£200.00	
	9 Chinese celadon green glazed porcelain charger with incised leaf decoration - probably 19th century					£800.00	
						Hammer Total:	<b>£1,000.00</b>
<b>101</b>	<b>Damian Fisher</b> (C000004)	33 Green Lane Walton-On-Thames Surrey KT12 0AA United Kingdom 0156 111 112					
	<u>Lot Description</u>					<u>Hammer</u>	
	4 Pair 19th century Naples-style blanc-de-chine figures of courting couples under trees, raised on separate bases with lion mask decoration					£200.00	
	5 18th century Worcester 'dry blue' inverted baluster-shaped vase with painted floral sprays and two gilt scroll handles, circa 1770					£100.00	
						Hammer Total:	<b>£300.00</b>

## HOW TO AMEND UNPOSTED INVOICE?

If invoice is unposted, you can still make changes to it.

To amend an unposted invoice:

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



The screenshot shows the Microsoft Dynamics NAV interface for the 'Sales Invoices' page. The window title is 'Sales Invoices - Microsoft Dynamics NAV'. The breadcrumb navigation is 'Auction House > Home > Sales Invoices'. The ribbon includes tabs for 'HOME', 'ACTIONS', and 'NAVIGATE'. The 'ACTIONS' tab is active, showing various icons for 'New', 'Edit', 'View', 'Delete', 'Post', 'Post and Print', 'Contact Comments', 'Post and Email', 'Delete Selected Invoices', 'Post Batch...', and 'Statistics'. The main area displays a table of sales invoices with columns: No., Auction No., Assigned User ID, Buyer Paddle No., Document Date, Sell-to Custom..., Sell-to Customer Name, and Externa Docurr. The first row is selected, showing invoice number SI0005246 for auction AS050117, assigned to user 321, with a document date of 11/01/2017 and customer name Glen Snelling. To the right, the 'Customer Details' pane shows information for customer BC0004867, including name (Glen Snelling), address (Guildford St...), city (Chertsey), county (Surrey), phone number, mobile number, email (paulina.dru...), payment terms code (7D), total spent (9,700.00), and date created (29/06/2016).

No.	Auction No.	Assigned User ID	Buyer Paddle No.	Document Date	Sell-to Custom...	Sell-to Customer Name	Externa Docurr
SI0005246	AS050117	321		11/01/2017	BC0004867	Glen Snelling	
SI0005247	AS050117	5005		11/01/2017	BC0004868	Joan Parkinson	
SI0005248	AS050117	5010		11/01/2017	BC0004870	Andrea Marlon	
SI0005249	AS050117	5009		11/01/2017	BC0004872	Chris Cuninghame	
SI0005250	AS050117	5011		11/01/2017	BC0004873	Andrew Gobbee	
SI0005251	AS050117	2222		11/01/2017	BC0004882	Pauline Duncan	
SI0005252	AS050117	4456		11/01/2017	BC0004886	Monika Fakhoury	
SI0005253	AS050117	111		11/01/2017	B374	John Cole	
SI0005254	AS050117	121		11/01/2017	B6074	Kieran Knight	

- Open an invoice and navigate to the **Lines FastTab**.  
Select a line, then right click and select **Delete Line** from the menu.

The screenshot shows the 'Edit - Sales Invoice' interface for invoice SI0005255. The 'Lines' table is visible with the following data:

Type	No.	Lot No.	Description	Catalogue Description	Location Code
G/L Account	21031	1	An Art Nouveau German silver pl...	An Art Nouveau German silver plated p...	
G/L Account	50010				
G/L Account	21031	3		A Queen Anne walnut bureau bookcas...	
G/L Account	50010				

A context menu is open over the first row, with the 'Delete Line' option highlighted. A red arrow points to this option. The menu items include: Copy Cell, Copy Previous (F8), Filter to This Value (Alt+F3), Find (Ctrl+F), Copy Rows (Ctrl+Shift+C), Choose Columns..., New Line (Ctrl+Ins), Delete Line (Ctrl+Del), and Choose Header Height.

**NOTE**

To highlight multiple lines use the Shift key.

- Navigate to the auction and correct the auction line.

4. Return to the invoice and reselect **Create Invoice Details** from the Ribbon.

**SI0005255 · Pauline Duncan**

Auction Invoice AS050117 | 2222

General BC0004882 | 05/01/2017

Type	No.	Lot No.	Description	Catalogue Description	Location Code
G/L Account	21031	3	A Queen Anne walnut bureau bo...	A Queen Anne walnut bureau bookcas...	
<b>/L Account</b>	<b>50010</b>		<b>Buyer Premium for Lot No 3</b>		

Invoice Discount Amount:	<input type="text" value="0.00"/>	Total Excl. VAT (€):	<input type="text" value="9,600.00"/>
Invoice Discount %:	<input type="text" value="0"/>	Total VAT (€):	<input type="text" value="368.00"/>
		Total Incl. VAT (€):	<input type="text" value="9,968.00"/>

## HOW TO CREATE LIST OF UNPAID BUYERS INVOICES

To generate an Unpaid Buyers Invoices report:

1. In the Search box enter **Posted Sales Invoices** and then choose the related link.
2. The **Posted Sales Invoices** window opens.  
Select **Auction Unpaid Invoices** from the Ribbon.

Posted Sales Invoices - Microsoft Dynamics NAV

Auction House > Home > Posted Sales Invoices

HOME ACTIONS NAVIGATE

Edit Track-Trace Collect Invoice Print... Navigate Statistics  
View Credit Invoice Send Reminder Email Calculate Totals  
Delete Edit Address Contact Comments Email Payment Receipt Batch Send Reminders

Manage Process

Role Center  
All Receipts  
Auctions  
Sales Invoices  
**Posted Sales Invoices**  
Purchase Invoices  
Posted Purchase Invoices

Posted Sales Invoices

Type to filter (F3) | No. [v] | [r]

No filters applied

No.	Sell-to Customer No.	Sell-to Customer Name	Payment Method Code	Pre-Assigned No.	Auction No.
SI00003616	BC0004881	Edward Corn		SI0005221	AS26101
SI00003615	BC0004881	Edward Corn	MIXED	SI0005220	AS26101
SI00003614	BC0004881	Edward Corn	MIXED	SI0005219	AS26101
SI00003613	C000004	Damian Fisher	DEFER	SI0005218	AS05101
SI00003612	BC0004886	Monika Fakhoury	DEFER	SI0005217	AS05101
SI00003611	BC0004882	Pauline Duncan	DEFER	SI0005216	AS05101
SI00003610	BC0004873	Andrew Gobbee	DEFER	SI0005215	AS05101
SI00003609	BC0004859	Sue Morgan	DEFER	SI0005214	AS05101

3. The **Auction Unpaid Invoices** window opens.

Edit - Auction Unpaid Invoices

ACTIONS

Clear Filter Page

Sales Invoice Header

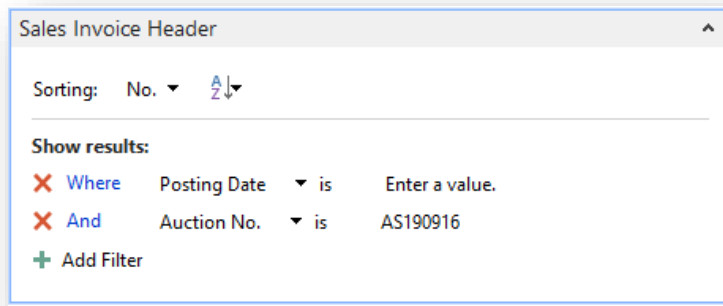
Sorting: No. [v] [a-z]

Show results:

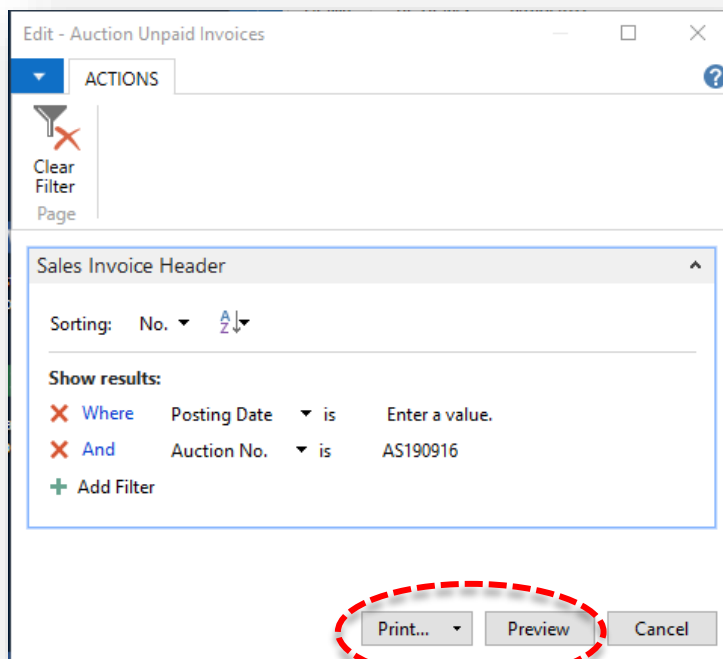
Where Posting Date [v] is Enter a value.  
And Auction No. [v] is Enter a value.  
+ Add Filter

Print... Preview Cancel

4. Set the filter to specify an auction.

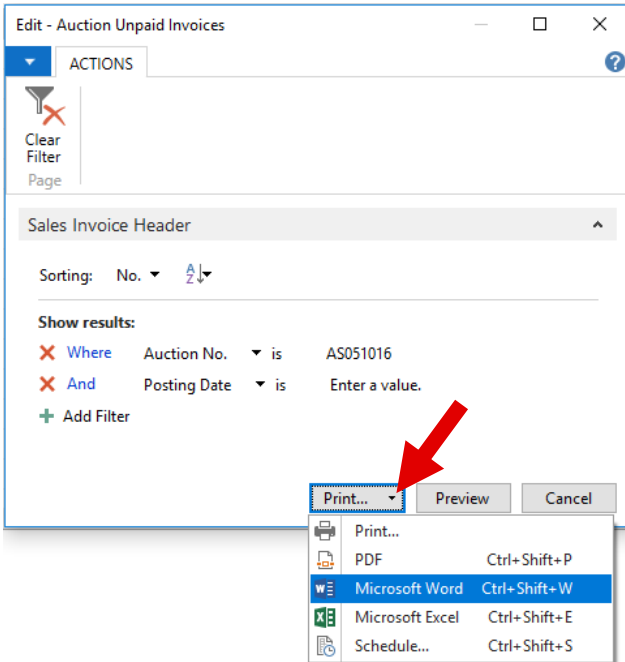


5. Select the **Print** button or the **Preview** button.



### NOTE

To save the **Auction Unpaid Invoices** report, click on arrow on the **Print** button and then select from available options.



Example report:

<b>05 October 2016 - AS051016 - Architectural Sale</b>		
<b>Invoice</b>	<b>Customer</b>	<b>Amount</b>
SI00003608	BC0004882 Pauline Duncan	£17,319.40
SI00003611	BC0004882 Pauline Duncan	£12,410.16
SI00003612	BC0004886 Monika Fakhoury	£17,605.98
SI00003613	C000004 Damian Fisher	£2,616.60
SI00003610	BC0004873 Andrew Gobbee	£996.80
SI00003609	BC0004859 Sue Morgan	£1,046.64



## HOW TO VIEW AUCTIONS STATISTICS BY CATEGORY

To show list of all existing auctions' statistics by category:

1. In the Search box enter **Auction Stats By Category**, and then choose the related link. The **Auction Stats By Category** window opens.

The screenshot shows the 'Auction Stats By Category' window in Microsoft Dynamics NAV. The window title is 'Auction Stats By Category - Microsoft Dynamics NAV'. The breadcrumb navigation is 'Auction House > Departments > Auction > Analysis & Query > Auction Stats By Category'. The search bar contains 'Search (Ctrl+F3)'. The left-hand navigation pane shows a tree view with 'Departments' expanded, and 'Auction' selected under 'Auction'. The main area displays a table titled 'Auction Stats By Category' with the following columns: Auction No., Category No., Auction Date, Total Lots By Cat., Hammer Total By Cat., Vendor Received Tot., Average Sold Value By Cat., Total Low Estimate B..., Total High Estimate B..., Total Vendor Comm. By ..., Total Buyer Comm. B..., Total Comm. By Cat., and Total Sold Lots By ... The table contains 15 rows of data.

Auction No.	Category No.	Auction Date	Total Lots By Cat.	Hammer Total By Cat.	Vendor Received Tot.	Average Sold Value By Cat.	Total Low Estimate B...	Total High Estimate B...	Total Vendor Comm. By ...	Total Buyer Comm. B...	Total Comm. By Cat.	Total Sold Lots By ...
3114	P01	03/12/2014	167	1,304,860.00	1,552,890.00	7,813.53	1,006,210.00	1,520,300.00	18,575.50	260,972.00	66,373.50	167
6024	COLL	27/11/2012	1	80.00	80.00	80.00	100.00	200.00	10.00	0.00	10.00	1
6024	J01	27/11/2012	243	236,210.00	732,510.00	972.06	506,410.00	726,020.00	2,430.00	0.00	2,430.00	243
6025	J01	22/05/2013	232	275,975.00	668,195.00	1,189.55	500,310.00	723,850.00	2,320.00	0.00	2,320.00	232
6026	J01	10/12/2013	257	285,520.00	477,020.00	1,110.97	462,860.00	712,160.00	2,996.00	0.00	2,996.00	257
6027	J01	20/05/2014	189	403,150.00	773,075.00	2,133.07	738,590.00	1,286,530.00	1,989.00	80,630.00	2,295.00	189
6028	J01	09/12/2014	212	342,500.00	623,680.00	1,615.57	1,029,410.00	1,596,120.00	2,120.00	68,500.00	2,120.00	212
6030	COLL	19/05/2015	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
6030	J01	19/05/2015	215	376,980.00	377,680.00	1,753.40	343,360.00	491,770.00	27,224.58	75,361.00	102,585.58	215
6033	J01	08/12/2015	185	200,680.00	203,570.00	1,084.76	832,230.00	1,070,160.00	16,495.50	40,126.00	56,621.50	185
7038	B01	12/05/2015	69	9,530.00	9,530.00	138.12	13,680.00	19,820.00	1,224.39	1,891.00	3,115.39	69
7038	F01	12/05/2015	5	730.00	730.00	146.00	1,450.00	2,250.00	73.00	146.00	219.00	5

Information including:

- Auction Number
- Category Number
- Auction Date
- Total Lots by Category
- Hammer Total by Category
- Vendor Received Total by Category
- Average Sold Value by Category
- Total Low Estimate by Category
- Total High Estimate by Category
- Total Vendor Commission by Category
- Total Buyer Commission by Category
- Total Commission by Category
- Total Sold Lots by Category
- Total Unsold Lots by Category

- Use advanced filter to view specific statistics only.  
To open the advanced filter click on the **Auction Stats By Category** title, then select **Advanced filer**.

The screenshot shows the 'Auction Stats By Category' report in Microsoft Dynamics NAV. The 'Advanced filter' option in the 'Filters' dropdown menu is highlighted with a red dashed circle. The report table below shows various statistics for different auctions.

	Total Lots By Cat.	Hammer Total By Cat.	Vendor Received Tot...	Average Sold Value By Cat	Total Low Estimate B...	Total Hig Estimate B...		
	167	1,304,860.00	1,552,890.00	7,813.53	1,006,210.00	1,520,300.00		
6025	J01	22/05/2013	232	275,975.00	668,195.00	1,189.55	500,310.00	723,850.00
6026	J01	10/12/2013	257	285,520.00	477,020.00	1,110.97	462,860.00	712,160.00
6027	J01	20/05/2014	189	403,150.00	773,075.00	2,133.07	738,590.00	1,286,530.00
6028	J01	09/12/2014	212	342,500.00	623,680.00	1,615.57	1,029,410.00	1,596,120.00
6030		19/05/2015	1	0.00	0.00	0.00	3,000.00	5,000.00
6030	COLL	19/05/2015	0	0.00	0.00	0.00	0.00	0.00

**Example 1**

To view all categories' statistics from a specific auction only, apply the **Auction No.** filter and press **Enter** key:

The screenshot shows the 'Auction Stats By Category' report with a filter applied. The 'Show results:' section is highlighted with a red dashed box, showing 'Where Auction No. is 8140'. The report table below shows statistics for auction 8140 across different categories.

Aucti... No.	Cate... No.	Auction Date	Total Lots By Cat.	Hammer Total By Cat.	Vendor Received Tot...	Average Sold Value By Cat	To Estin
8140	B01	20/09/2015	3	220.00	220.00	73.33	
8140	F01	20/09/2015	97	26,300.00	26,300.00	271.13	5
8140	F02	20/09/2015	67	22,080.00	22,080.00	329.55	1
8140	F03	20/09/2015	7	1,040.00	1,040.00	148.57	
8140	F04	20/09/2015	132	88,400.00	88,400.00	669.70	8
8140	F05	20/09/2015	88	18,600.38	18,600.38	211.37	2

### Example 2

To view a specific category statistic from all the auctions, apply the **Category No.** filter and press the **Enter** key:

The screenshot shows the 'Auction Stats By Category' report in Microsoft Dynamics NAV. The breadcrumb trail is 'Auction House > Departments > Auction > Analysis & Query > Auction Stats By Category'. The left-hand navigation pane shows the 'Auction' department selected. The main area displays a table of auction statistics. A red dashed box highlights the filter configuration: 'Show results: Where Category No. is F02'. Below this, a table lists auction data for category F02.

Auction No.	Category No.	Auction Date	Total Lots By Cat.	Hammer Total By Cat.	Vendor Received Tot...	Average Sold Value By Cat	Total Estimati...
7040	F02	25/03/2015	358	254,250.00	254,250.00	710.20	184,7...
7042	F02	22/04/2015	36	16,900.00	16,900.00	469.44	29,2...
8131	F02	22/06/2014	154	56,250.00	69,750.00	365.26	65,9...
8137	F02	08/03/2015	94	58,540.00	58,540.00	622.77	78,1...
8138	F02	14/06/2015	102	26,530.00	26,530.00	260.10	37,4...
8140	F02	20/09/2015	67	22,080.00	22,080.00	329.55	19,9...

**NOTE**

To clear the filter, select **Clear Filter** from the Ribbon.

The screenshot shows the 'Auction Stats By Category' ribbon in Microsoft Dynamics NAV. The ribbon includes buttons for 'Show as List', 'Show as Chart', 'OneNote', 'Notes', 'Links', 'Refresh', 'Clear Filter', and 'Find Page'. The 'Clear Filter' button is highlighted with a red dashed circle. Below the ribbon, the 'Auction Stats By Category' table is displayed with a filter applied: 'Where Category No. is F02'. The table contains the following data:

Auction No.	Category No.	Auction Date	Total Lots By Cat.	Hammer Total By Cat.	Vendor Received Tot...	Average Sold Value By Cat	Total Estimati
7040	F02	25/03/2015	358	254,250.00	254,250.00	710.20	184,7
7042	F02	22/04/2015	36	16,900.00	16,900.00	469.44	29,2
8131	F02	22/06/2014	154	56,250.00	69,750.00	365.26	65,9
8137	F02	08/03/2015	94	58,540.00	58,540.00	622.77	78,1
8138	F02	14/06/2015	102	26,530.00	26,530.00	260.10	37,4
8140	F02	20/09/2015	67	22,080.00	22,080.00	329.55	19,9

## HOW TO CREATE A VENDOR SALE RESULTS REPORT

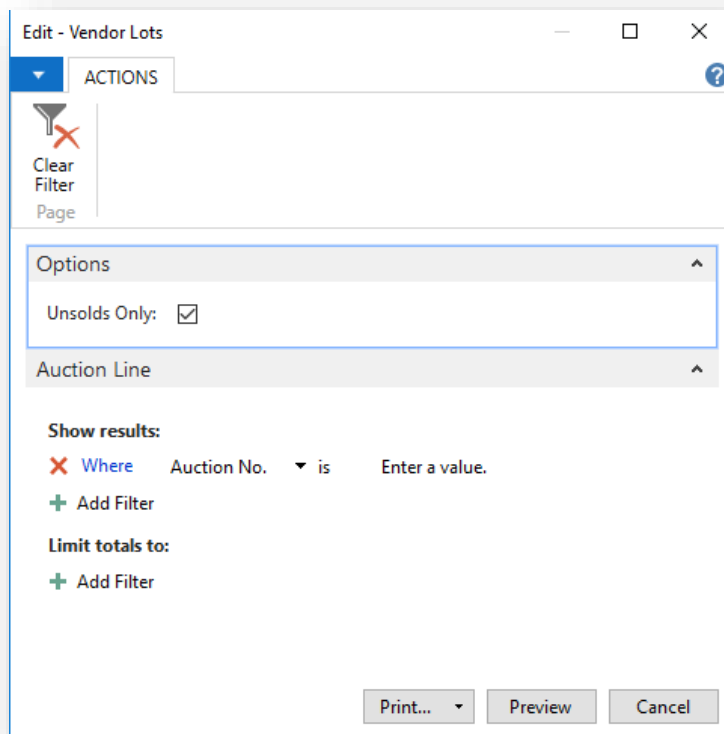
This report is for selected auction, sorted in lot number order.

Information including:

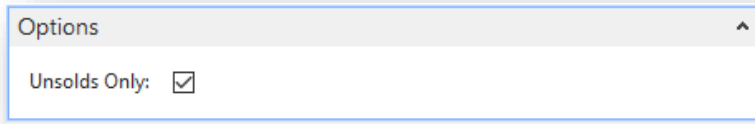
- Lot number
- Category
- Valuer
- Catalogue Description
- Vendor Number and Name
- Reserve
- Buyer Number
- Hammer Price
- Sold status
- Estimates

To create a Vendor Lots report:

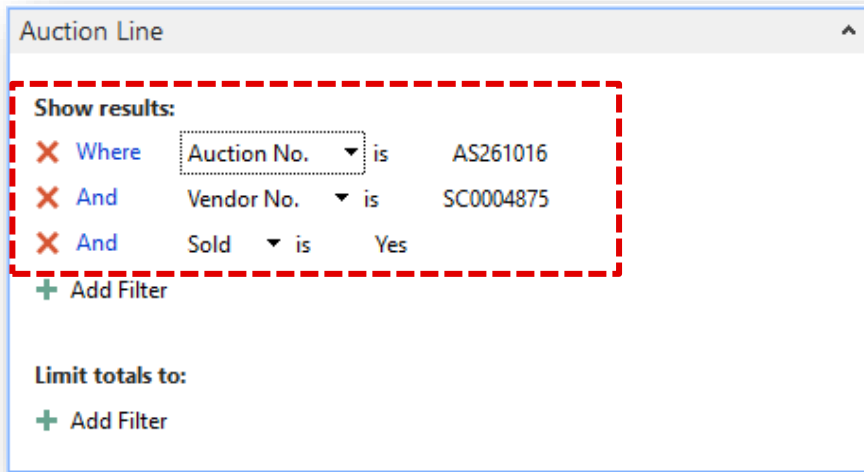
1. In the Search box enter **Vendor Lots**, and then choose the related link. The **Vendor Lots** window opens.



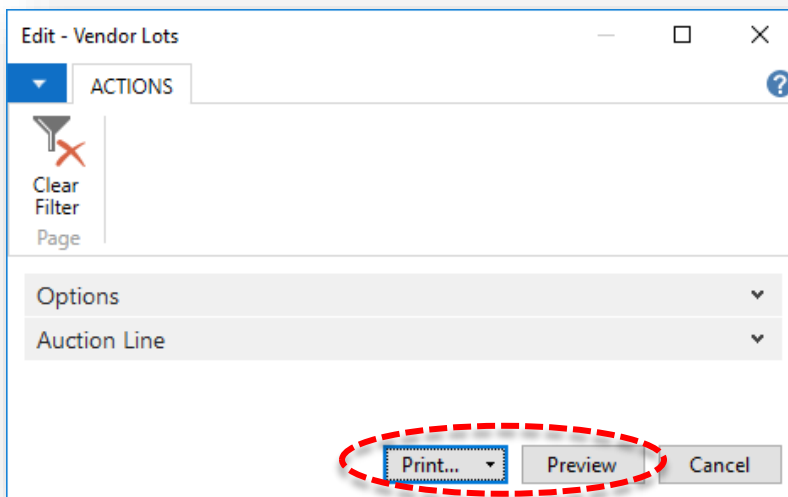
- Navigate to the **Options FastTab** and clear the check box to include all the lots. Select the check box to view unsold lots only.



- Navigate to the **Auction Line FastTab** and use filter to select an auction and a vendor number.

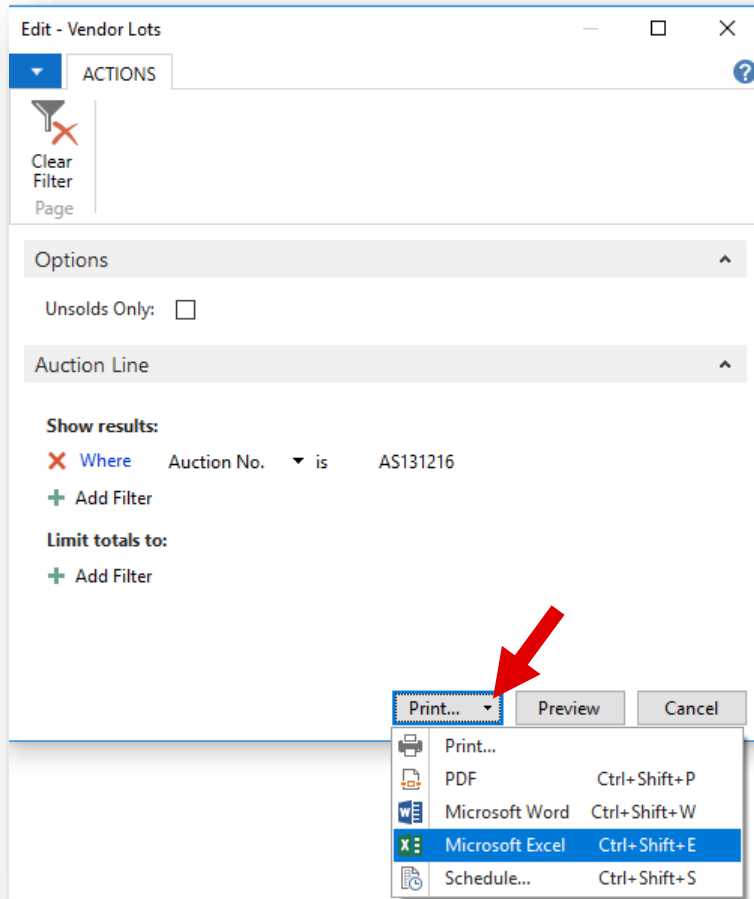


- Select the **Print** or the **Preview** button.



**NOTE**

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



Report example:

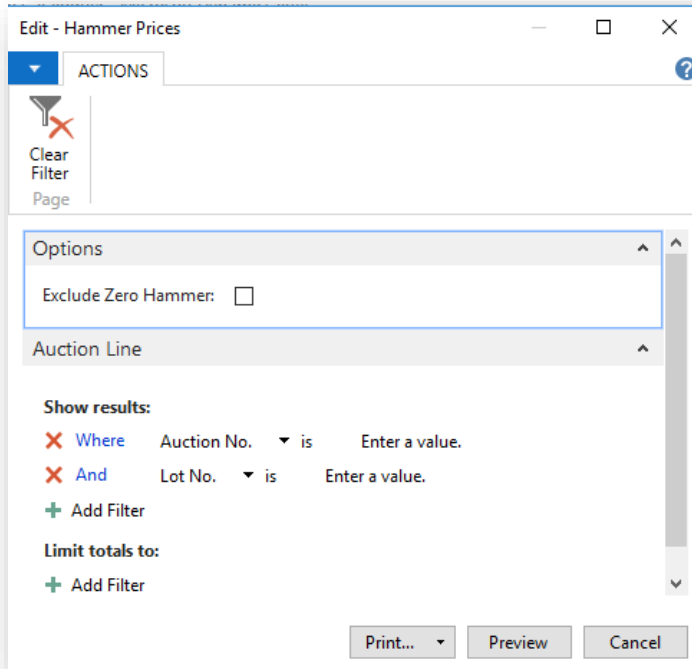
Vendor Lots Report											
Auction											
AS261016											
06/01/2017 09:48											
Lot No.	Category	Value	Catalogue Description	Vendor		Reserve	Buyer	Hammer	Sold	Estimates	
1	F04		18th century Worcester Hancock printed sucrier and cover with flower knob, decorated with Tea Party and Lady with Page, circa 1760	SC0004875	Solicitors	Fixed	150	T000126	€150	Yes	150 200
2	F04		18th century Dutch Delft blue and white plate with painted Chinese-style bird, insect and flora, 22.5cm	SC0004875	Solicitors	Fixed	80	T000126	€70	Yes	80 120
3	F04		Late 18th century Bow basket of flowers, circa 1760, with floral encrustation and reticulated basket base, 16cm	SC0004875	Solicitors	Fixed	100	T000126	€100	Yes	100 150
4	F04		Pair 19th century Naples-style blanc-de-chine figures of courting couples under trees, raised on separate bases with lion mask decoration	SC0004875	Solicitors	Fixed	200	101	€200	Yes	200 300
5	F04		18th century Worcester 'dry blue' inverted baluster-shaped vase with painted floral sprays and two gilt scroll handles, circa 1770	SC0004875	Solicitors	Fixed	400	101	€100	Yes	400 600
6	F04		18th / 19th century Chinese sang de boeuf glazed pottery figure of a Kylin with finely modelled features, 23cm long	SC0004875	Solicitors	Fixed	300	T000126	€100	Yes	300 500
7	F04		Late 19th century Japanese Kutani bottle-shaped vase painted with ho ho birds and floral scrolls, on gilt and iron-red ground, 39cm	SC0004875	Solicitors	Fixed	300	T000126	€500	Yes	300 500
8	F04		Chinese pale blue glazed bottle vase of small proportions, with underglazed blue Kangxi six character mark - probably 19th century, 11.5cm	SC0004875	Solicitors	Fixed	200	4456	€200	Yes	200 300
9	F04		Chinese celadon green glazed porcelain charger with incised leaf decoration - probably 19th century	SC0004875	Solicitors	Fixed	200	4456	€800	Yes	200 300



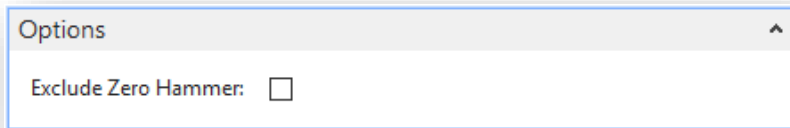
## HOW TO CREATE A HAMMER PRICE LIST

To print basic results list including a lot number and a hammer price:

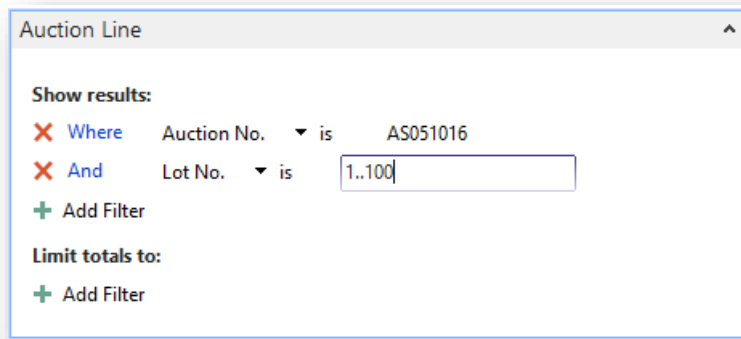
1. In the Search box enter **Hammer Prices**, and then choose the related link. The **Hammer Prices** window opens.



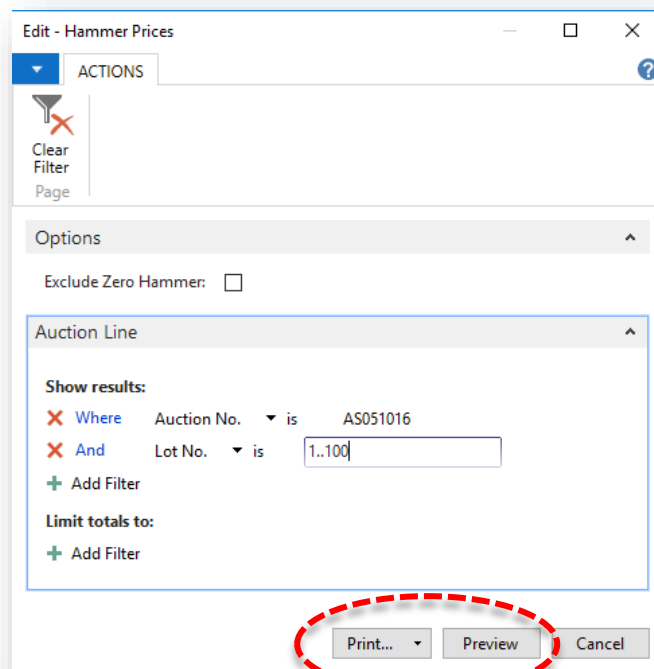
2. Navigate to the **Options FastTab** and select the check box to exclude unsold lots.



- Navigate to the **Auction Line FastTab** and use filter to specify an auction.  
Apply additional filter to generate a report for particular lot range within selected auction.

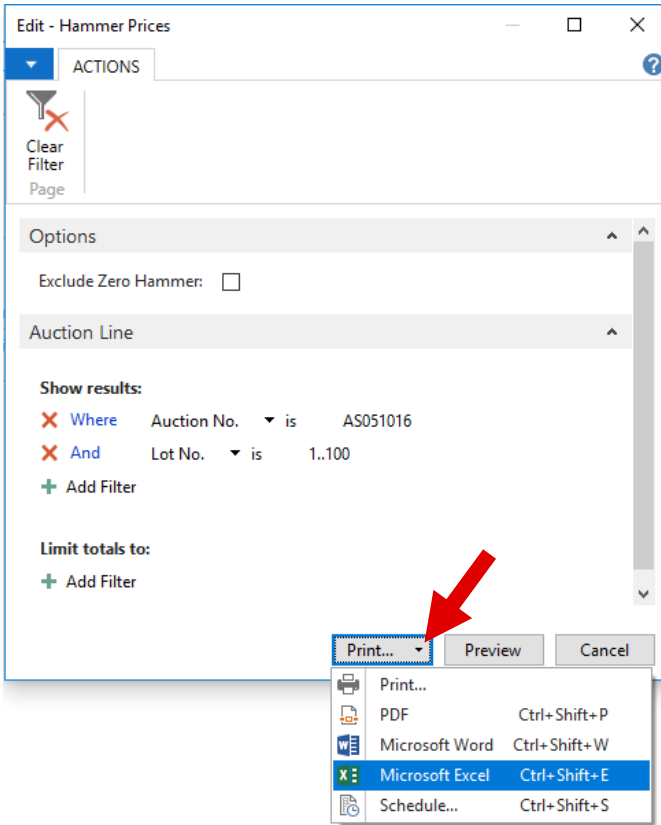


- Select the **Print** button or the **Preview** button.



**NOTE**

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



Example report:

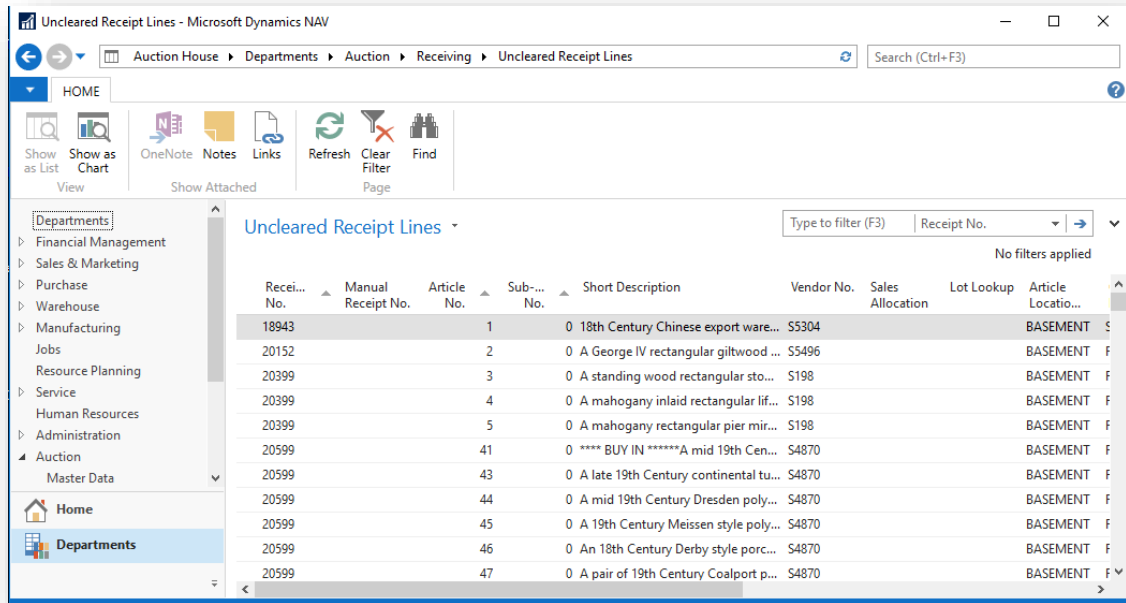
Auction		AS051016		Page	1 / 1
Auction Date		05/10/2016		<b>Hammer Prices</b>	
Auction Name		Architectural Sale			
				User	PAULINA.DRUMEW
				16/11/2016 11:38	
1	€500.00	35	€300.00		
2	€700.00	36	€4,000.00		
3	€900.00	37	€500.00		
4	€750.00	38	€300.00		
5	Unsold	39	€800.00		
6	€1,500.00	40	€250.00		
7	€1,550.00	41	€200.00		
8	€800.00	42	€300.00		
9	€2,300.00	43	€450.00		
10	€1,050.00	44	€480.00		
11	€100.00	45	€300.00		
12	€200.00	46	€80.00		
13	€200.00	47	€1,000.00		
14	€200.00	48	€3,000.00		

# 1.3 RECEIPT

## HOW TO VIEW A LIST OF ALL UNCLEARED RECEIPT LINES

To view a list of all uncleared articles:

1. In the Search box enter **Uncleared Receipt Lines** and then choose the related link. The **Uncleared Receipt Lines** window opens.



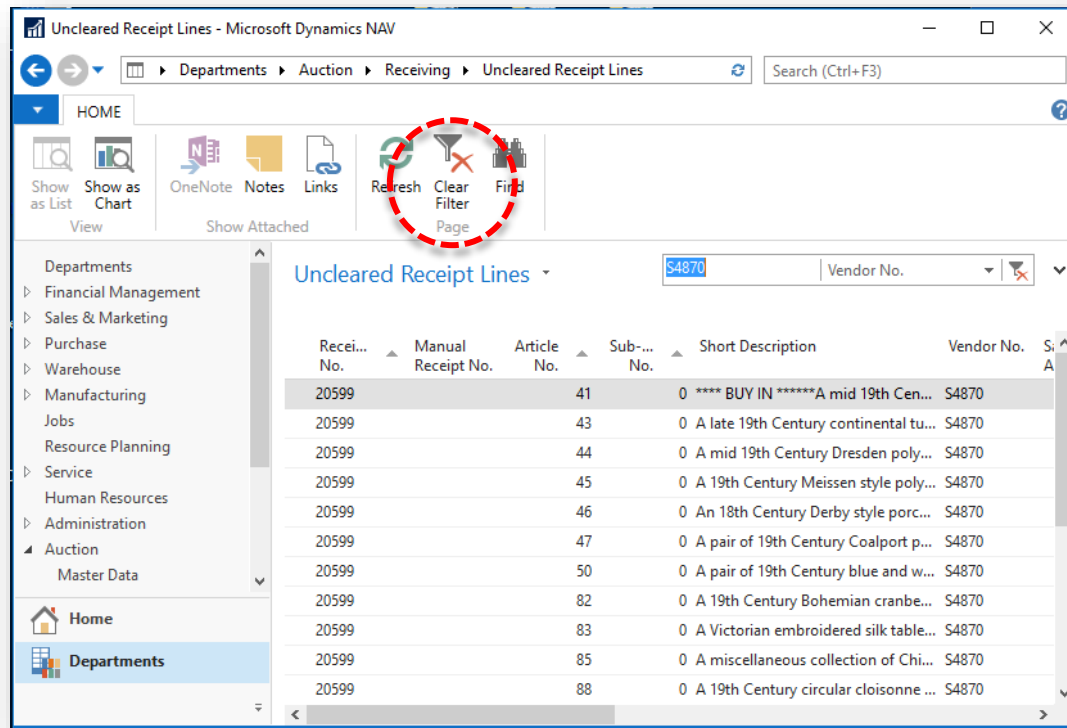
2. Use filters to show Uncleared lines for a particular vendor, a receipt or an auction only.

The screenshot shows the 'Uncleared Receipt Lines' window in Microsoft Dynamics NAV. The breadcrumb path is 'Auction House > Departments > Auction > Receiving > Uncleared Receipt Lines'. The left-hand navigation pane shows the 'Departments' tree with 'Auction' selected. The main content area displays a table of receipt lines. A red dashed box highlights the 'Vendor No.' filter field in the top right corner, which currently shows 'No filters applied'.

Recei... No.	Manual Receipt No.	Article No.	Sub-... No.	Short Description	Vendor No.	Sales Allocation	Lot Lookup	A L
18943		1	0	18th Century Chinese export ware...	S5304			Bj
20152		2	0	A George IV rectangular giltwood ...	S5496			Bj
20399		3	0	A standing wood rectangular sto...	S198			Bj
20399		4	0	A mahogany inlaid rectangular lif...	S198			Bj
20399		5	0	A mahogany rectangular pier mir...	S198			Bj
20599		41	0	**** BUY IN *****A mid 19th Cen...	S4870			Bj
20599		43	0	A late 19th Century continental tu...	S4870			Bj
20599		44	0	A mid 19th Century Dresden poly...	S4870			Bj
20599		45	0	A 19th Century Meissen style poly...	S4870			Bj
20599		46	0	An 18th Century Derby style porc...	S4870			Bj
20599		47	0	A pair of 19th Century Coalport p...	S4870			Bj

**NOTE**

To remove the filter, select **Clear Filter** from the Ribbon.



## HOW TO VIEW A LIST OF ALL RECEIPT LINES

To view list of all receipts lines

1. In the Search box enter **Unallocated Receipt Lines** and then choose the related link. The **Unallocated Receipt Lines** window opens.

The screenshot shows the 'Unallocated Receipt Lines' window in Microsoft Dynamics NAV. The window title is 'Unallocated Receipt Lines - Microsoft Dynamics NAV'. The breadcrumb navigation is 'Departments > Auction > Receiving > Unallocated Receipt Lines'. The search box contains 'Receipt No.'. The window displays a table with the following data:

Receipt No.	Receiving Date	Article No.	UniqueID	Vendor No.	Short Description	Category No.	Sub Categor...	Article Locatio...
10008		2	10008-2	V01792	A coloured glass vase	COL		
10008		3	10008-3	V01792	Two Napoleon coffee cups and s...	CER		
10008		4	10008-4	V01792	A Meissen sucrier and cover	COL		
10008		5	10008-5	V01792	A Parian cherub	COL		
10008		6	10008-6	V01792	A Meissen Cake stand	COL		
10008		7	10008-7	V01792	Two Venetian vases	COL		
10008		8	10008-8	V01792	A Japanese gilt metal lamp base	COL		
10008		9	10008-9	V01792	A silver lustre vase	CER		
10008		10	10008-10	V01792	A small gilt and wooden clock	CLK		
10013		1	10013-1	V01791	Seven volumes of 'The People of ...	COL		
10014		1	10014-1	V00269	A collection of silver plated items	CLK		
10014		2	10014-2	V00269	Two silver pocket watches	CLK		
10014		3	10014-3	V00269	A small quantity of various jewell...	CLK		
10014		4	10014-4	V00269	Two Royal Doulton Toby Jugs an...	CLK		
10014		5	10014-5	V00269	A Royal Doulton F G Doughty fig...	CLK		
10017		1	10017-1	V00014	An Edwardian walnut two tier occ...	FUR		

The status bar at the bottom shows the date '30 March 2017' and the user 'EVOSOFT\PAULINA.DRUMEW'.



2. Clear the filter to view all the lines, by selecting **Clear Filter** from the Ribbon.

The screenshot shows the 'Unallocated Receipt Lines' window in Microsoft Dynamics NAV. The ribbon at the top contains several groups of buttons. The 'Filter' group, which includes 'Refresh', 'Clear Filter', and 'Filter On', is circled in red. Below the ribbon, the 'Show results:' section shows a filter applied: 'Where Cleared For Sale is Yes'. The 'Limit totals to:' section also has an 'Add Filter' button. The main area displays a table of receipt lines.

Receipt No.	Receiving Date	Article No.	UniqueID	Vendor No.	Short Description	Category No.	Sub-Cate
10008		2	10008-2	V01792	A coloured glass vase	COL	
10008		3	10008-3	V01792	Two Napoleon coffee cups and s...	CER	
10008		4	10008-4	V01792	A Meissen sucrier and cover	CER	
10008		5	10008-5	V01792	A Parian cherub	COL	
10008		6	10008-6	V01792	A Meissen Cake stand	COL	
10008		7	10008-7	V01792	Two Venetian vases	COL	
10008		8	10008-8	V01792	A Japanese gilt metal lamp base	COL	
10008		9	10008-9	V01792	A silver lustre vase	CER	

**NOTE**

To show articles assigned to a specific vendor or a category only, apply new filter.

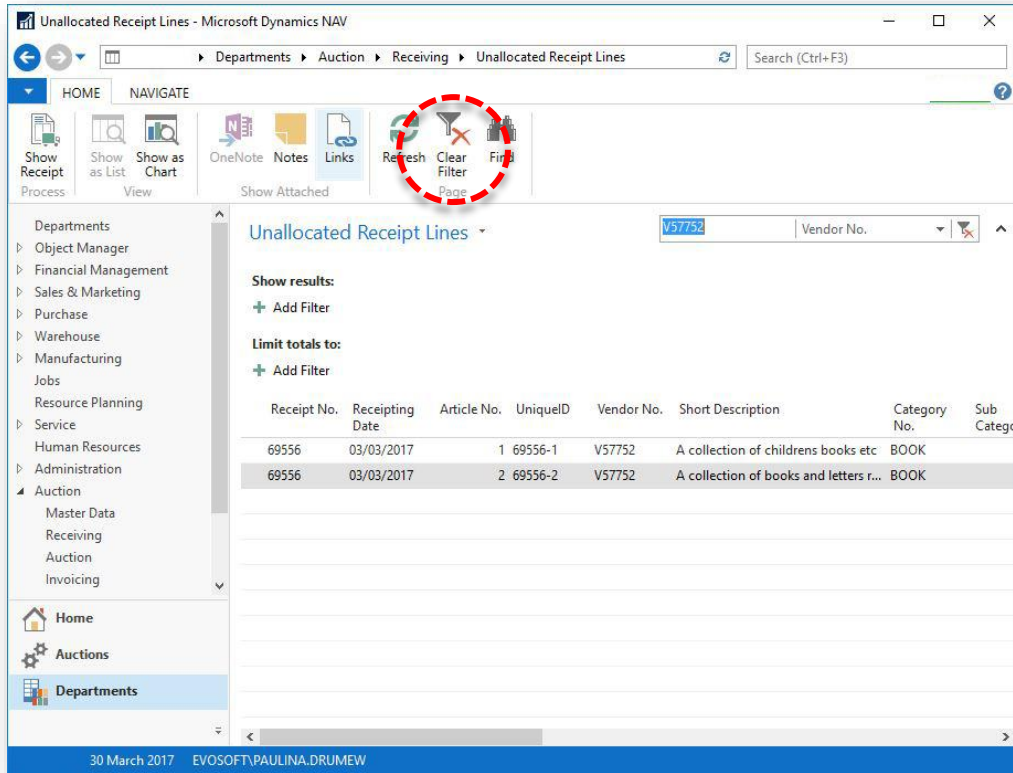
The screenshot shows the 'Unallocated Receipt Lines' window in Microsoft Dynamics NAV. The breadcrumb path is 'Departments > Auction > Receiving > Unallocated Receipt Lines'. The 'Vendor No.' filter is set to 'V57752', which is highlighted with a red dashed box. Below the filter, the 'Show results:' section shows two rows of data:

Receipt No.	Receiving Date	Article No.	UniquelD	Vendor No.	Short Description	Category No.	Sub-Categ
69556	03/03/2017	1	69556-1	V57752	A collection of childrens books etc	BOOK	
69556	03/03/2017	2	69556-2	V57752	A collection of books and letters r...	BOOK	

The status bar at the bottom indicates the date '30 March 2017' and the user 'EVOSOFT\PAULINA.DRUMEW'.

**NOTE**

To remove the filter, select **Clear Filter** from the Ribbon.



## HOW TO SEARCH FOR AN ARTICLE

To search for an article:

1. In the Search box enter **Article Search** and then choose the related link.  
The **Article Search** window opens.

**Edit - Article Search**

HOME ACTIONS

Search Descriptions View Picture Clear Refresh Find

Process Page

**Options**

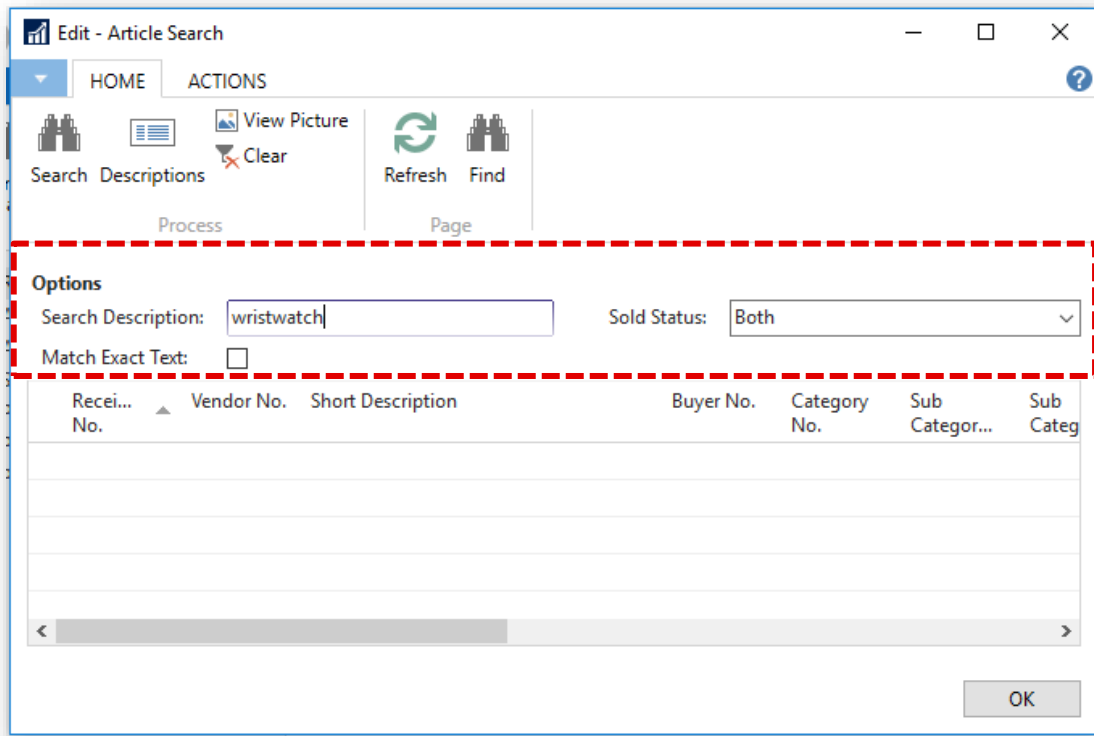
Search Description:  Sold Status:

Match Exact Text:

Recei... No.	Vendor No.	Short Description	Buyer No.	Category No.	Sub Categor...	Sub Category 2	Sub Categ 3

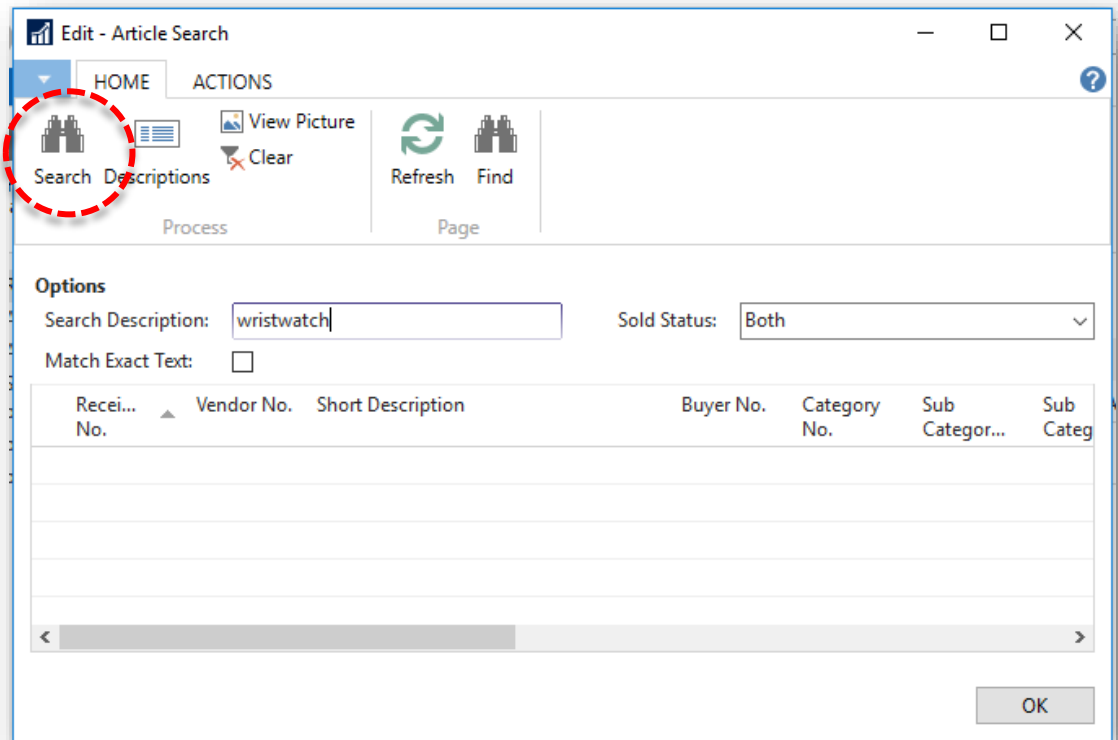
OK

2. Use filter fields to search for an article.

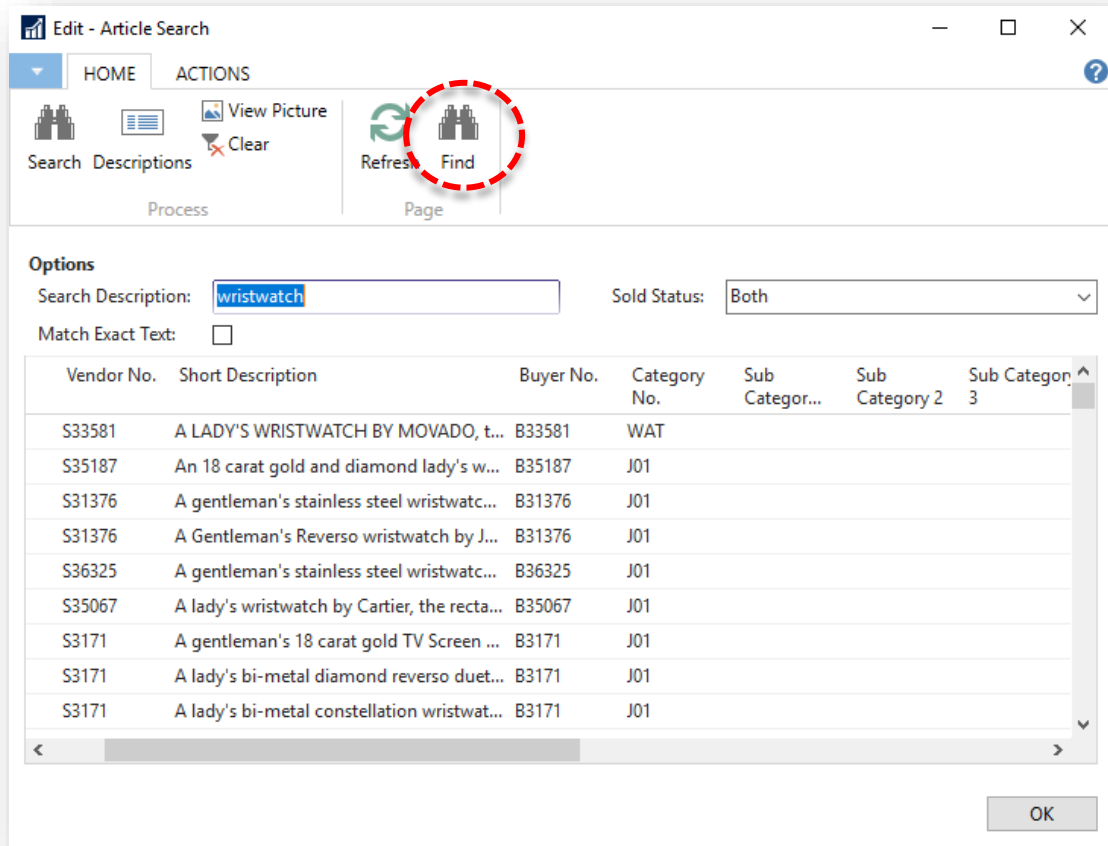


Filter name	Type	Description
Search description		Enter full or part article description.
Sold Status	Dropdown	Select sold status: <ul style="list-style-type: none"> <li>• Both</li> <li>• Sold</li> <li>• Unsold</li> </ul>
Match Exact Text	Tickbox	Select to match exact text.

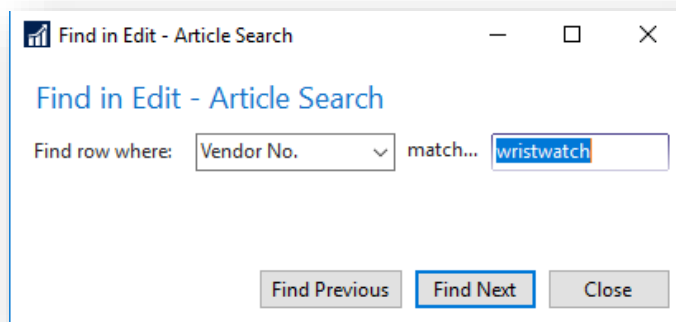
3. Select **Search** from the Ribbon.



4. To apply additional filter, select **Find** from the Ribbon.



The **Find In Edit – Article Search** window opens.



Select **Find Row Where** filter and fill in the **Match** field, then click **Find Previous/Find Next** to navigate between results.

## HOW TO VIEW A LIST OF ALL UNALLOCATED LINES

To view a list of all unallocated lines:

1. In the Search box enter **Unallocated Receipt Lines** and then choose the related link. The **Unallocated Receipt Lines** window opens.

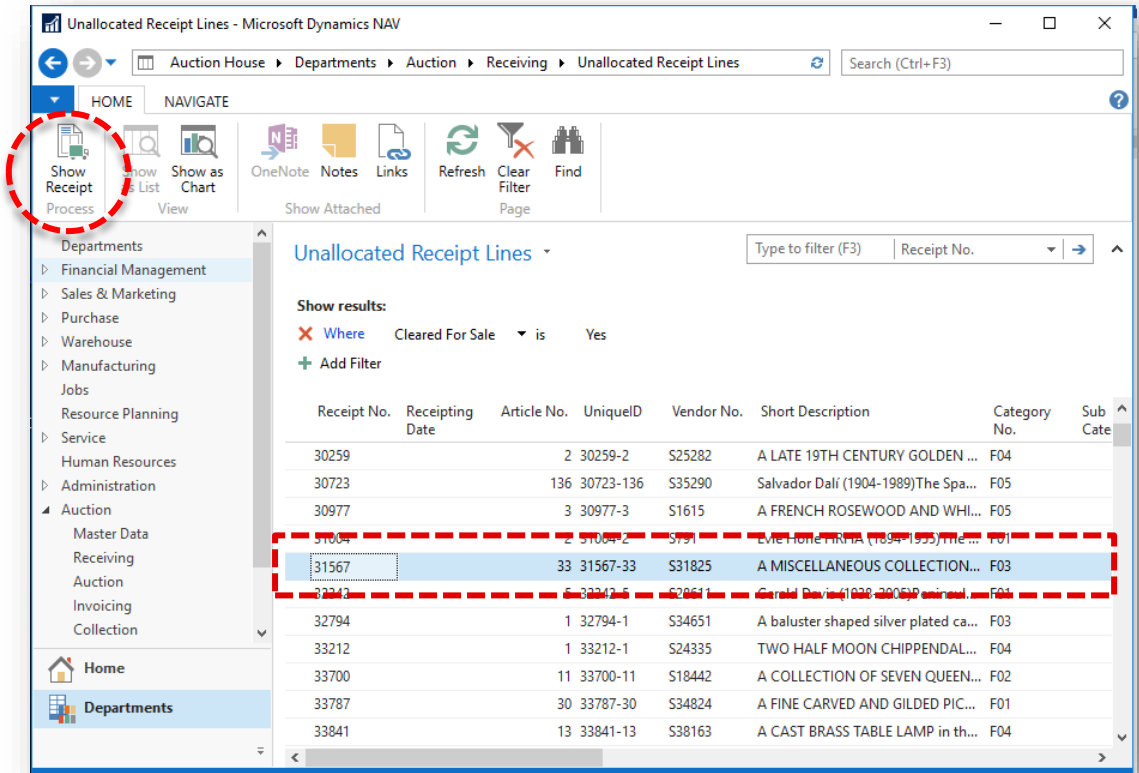
Receipt No.	Receipting Date	Article No.	UniqueID	Vendor No.	Short Description	Category No.	Sub Categor...	Article Locatio...	Low Estimate	High Estimat
1000	17/03/2015	2	1000-2	S3419	A well executed charcoal portrait ...	VAL			80.00	100.0
21557		411	21557-411	S6490	A miscellaneous collection of silv...	F02		VAULT	250.00	350.0
29421		24	29421-24	S29076	A Victorian mahogany bidet on t...	F04		STORE	200.00	300.0
30259		2	30259-2	S25282	A LATE 19TH CENTURY GOLDEN ...	F04		WINE ROO...	200.00	300.0
30723		136	30723-136	S35290	Salvador Dali (1904-1989)The Spa...	F05		STORE	8,000.00	12,000.0
30977		3	30977-3	S1615	A FRENCH ROSEWOOD AND WHI...	F05		BASEMENT	80.00	120.0
31004		2	31004-2	S791	Evie Hone HRHA (1894-1955)The ...	F01		WINE ROO...	200.00	400.0
31567		33	31567-33	S31825	A MISCELLANEOUS COLLECTION...	F03		BASEMENT	30.00	60.0
32342		5	32342-5	S28611	Gerald Davis (1938-2005)Peninsul...	F01		TOP FLOOR	150.00	250.0
32794		1	32794-1	S34651	A baluster shaped silver plated ca...	F03		BASEMENT	200.00	400.0
33212		1	33212-1	S24335	TWO HALF MOON CHIPPENDAL...	F04		WINE ROO...	0.00	0.0
33700		11	33700-11	S18442	A COLLECTION OF SEVEN QUEEN...	F02		BASEMENT	400.00	600.0

### NOTE

Lines shown in this window are filtered to show lines marked as **Cleared for Sale** only, to avoid allocating valuation lines to an auction.



- To update the **Sale Allocation** field or to edit an article, navigate to a line and select **Show Receipt** from the Ribbon.



## 1.4 COMMISSION BIDS

### DO I HAVE TO ENTER ALL COMMISSION BIDS INTO THE COMPUTER

All commission bids must be registered on the system. By doing this you can prove to the customer that their bids were entered. It also provides an archived list of customers' interests for marketing purpose, and speeds up post auction processes.

## HOW TO REGISTER A COMMISSION BID

To register commission bid for a buyer:

1. In the Search box enter **Contact Search** and then choose the related link. The **Contact Search** window opens.

**Filters**

Contact Type:  City:

Post Code:  Full Address:

Reference:  E-mail:

Number:  Phone Number:

Name:  Paddle Number:

**Auction Logging**

Auction No.  Auction Name  Auction Date  Log Type  WEB  [Log to Auction](#)

Bu...	Sel...	No.	Salutation	Description	First Name	Surname	Address	City	Blocked	Perm Paddl
Yes	Yes	C0004886	Ms		Monika	Fakhoury	12 Pine Court	Guildford		4456
No	No	C0004885	Mr		John	Smith	31 Bridge Road	Wallingford		
No	No	C0004884								
Yes	No	C0004883	Miss		Anna	Streeter	1 Pound Road	Aberdeen		
Yes	Yes	C0004882	Miss		Pauline	Duncan	4 Meadow View	Chertsey		2222
Yes	Yes	C0004881	Mr		Edward	Corn	8 Middlesex Street	Birmingham		
Yes	No	C0004880	Mr		Mark	Proctor	7A Patriot Drive	Manchester		

**Comments**

**Auction Statistics**

**Buyer**

No.:

Spent:

Current Bids:

Successful Bids:

Balance:

No. of Auctions Atten...

2. Select a buyer and then choose **Commission Bids** from the Ribbon.

**Filters**

Contact Type:  City:

Post Code:  Full Address:

Reference:  E-mail:

Number:  Phone Number:

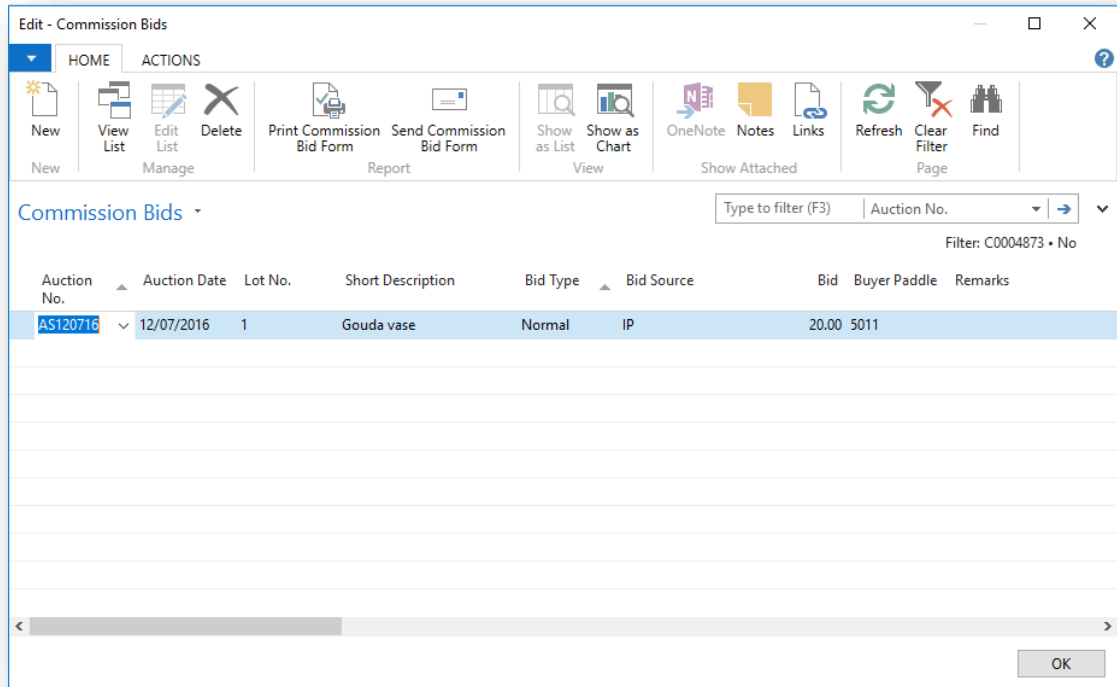
Name:  Paddle Number:

**Auction Logging**

Auction No.	Auction Name	Auction Date	Log Type	WEB	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<a href="#">Log to Auc</a>

Buyer	Seller	No.	Salutation	Description	First Name	Surname	Address	City	Blocked	Permanent Paddle No.
Yes	No	C0004876			Terry	Eise	41 Ashford Road	Irvine		
No	No	C0004875			Aaa	Solicitors	Station Rd	London		<i>Duplicate</i>
Yes	No	C0004873			Andrew	Gobbee				5011
Yes	No	C0004872			Chris	Cunningham	33 Surrey Hill	Adlington		5009
No	Yes	C0004871			Jim	Capehorn	28 Mead Lane	Wadhurst		
Yes	No	C0004870			Andrea	Marlon	Unknown Road	Teddington		5010
No	Yes	C0004869	Mr		Arnold	Stevens	Windsor Street	Hampton		
Yes	No	C0004868	Mrs		Ioan	Parkinson	Waters Edge	Farnham		5005

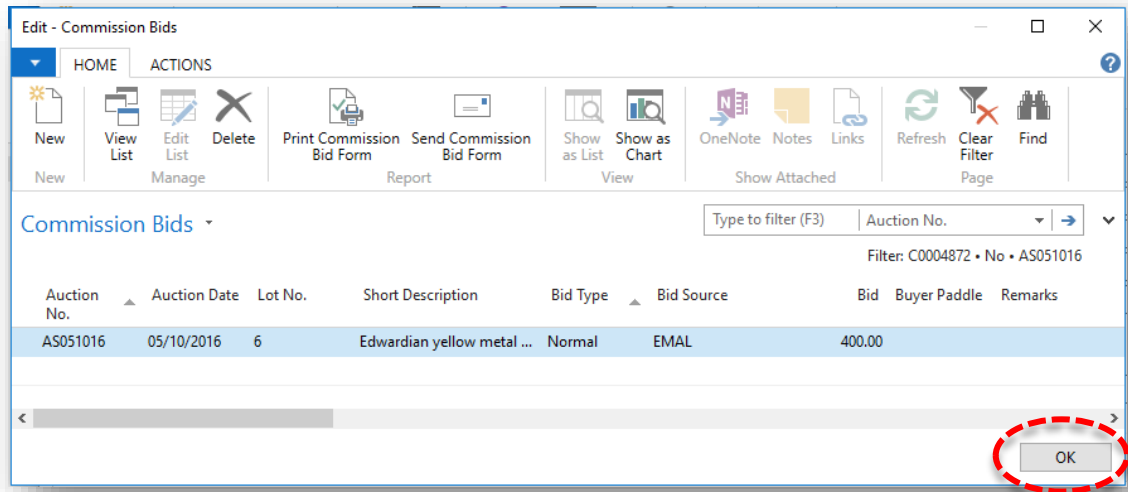
- The **Commission Bids** window opens.  
To register new commission bid, place cursor in new line and select an **Auction No.**  
Use the **Tab** key to move to the next field.



Field name	Type	Description
Auction No.	Lookup	Select an auction and use the <b>Tab</b> key to move to the next field.
Auction Date		Populated when the <b>Auction No.</b> selected.
Lot No.	Lookup	Enter a lot number or select a lot from the auction lines list.
Short Description		Populated when the <b>Lot No.</b> selected
Bid Type	Dropdown	Select type from available options: <ul style="list-style-type: none"> <li>• Normal (Default)</li> <li>• Plus One</li> <li>• Telephone Bid</li> </ul>
Bid Source	Lookup	Select bid source from the list.
Bid		Enter a maximum hammer price for the lot.
Buyer Paddle		Buyer paddle number is generated on submission.
Remarks		Comments.

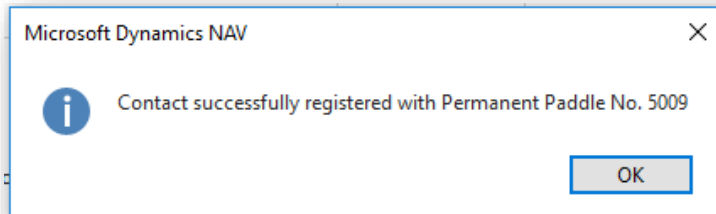
Call Assign To	Lookup	In use only if Telephone Bid. For more information go to the Telephone Bid Management help sheets.
Bid Sheet Printed	Tickbox	In use only if Telephone Bid. For more information go to the Telephone Bid Management help sheets.
Phone No.		In use only if Telephone Bid. For more information go to the Telephone Bid Management help sheets.
Mobile Phone No.		In use only if Telephone Bid. For more information go to the Telephone Bid Management help sheets.
Bid Date		Submission date is generated automatically.
Bid Time		Submission time is generated automatically.
Winning Hammer Price		Populated from auction lines when hammer price registered on the Auction Day page.
Reserve		Populated when a <b>Lot No.</b> selected.
Low Est		Populated when a <b>Lot No.</b> selected.
Bid Value		Internal field populated by the system. It can be low estimate or commission bid value.
Contacted Created Date		Populated from the contact card for information only to help with the bid verification.
Contact Created Month		Populated from the contact card for statistics purpose.
Web Bid	Tickbox	Selected when the bid submitted via website.
Web Bid Entry No.		Internal field, you can directly link back to the web commission bid.
Buyer No.		Commission bidder number.
Buyer Name		Commission bidder name.
Archived	Tickbox	Selected if commission bid is archived. The <b>Close Auction</b> process automatically archives all the commission bids.
E-mail Address		Populated from the contact card.
Successful	Tickbox	Selected if successful commission bid.
UniqueID		Populated when a <b>Lot No.</b> selected.

4. Select **OK** to confirm submission.

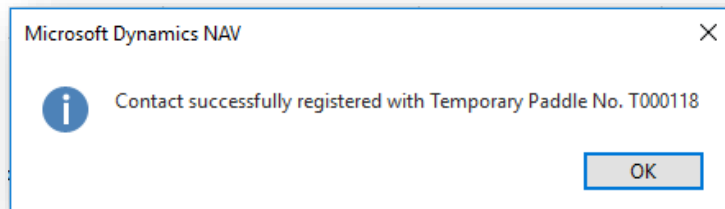


5. Confirmation message appears. Select **OK** to close the window.

If you selected Buyer with Permanent Paddle assigned, message will state:



If you selected Buyer without Permanent Paddle assigned, message will state:



Commission bid is now logged in, and will appear in the relevant column on the Salebook, and the website will be updated.

**IMPORTANT**

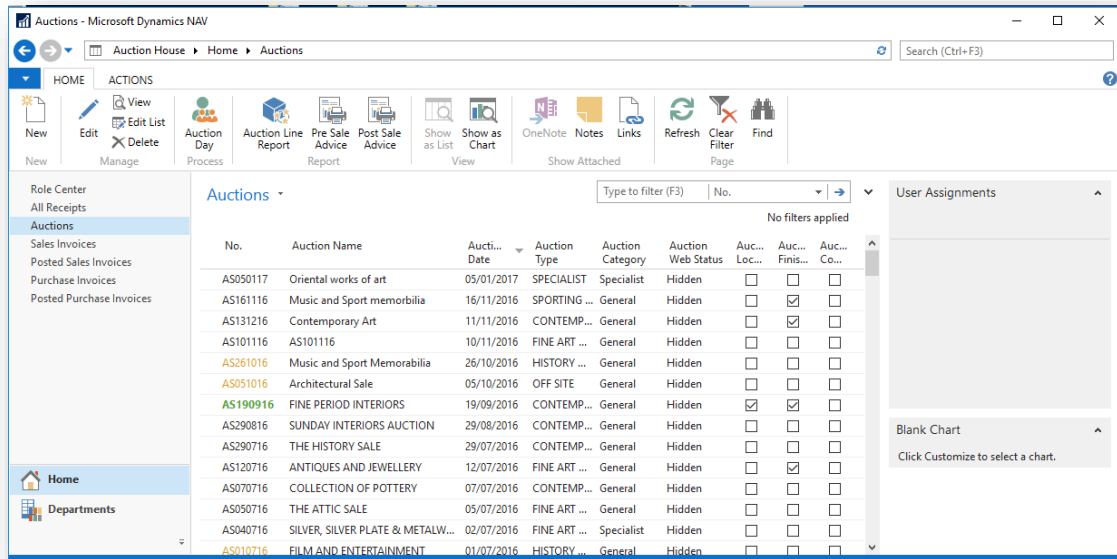
If a commission bid is registered after the Salebook has been printed, it must be manually added to the Salebook before the sale commences.



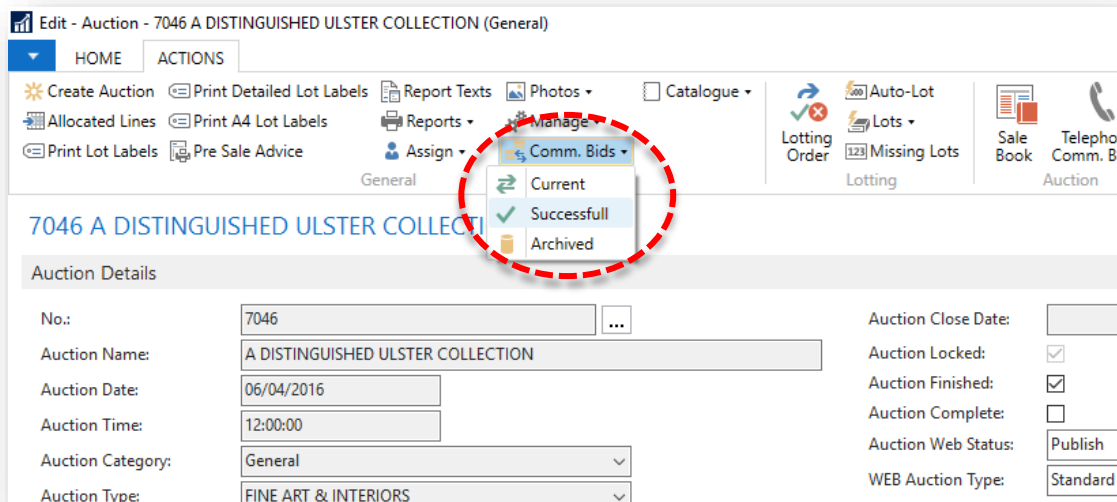
## HOW TO VIEW A LIST OF SUCCESSFUL COMMISSION BIDS FROM AN AUCTION

To view list of successful commission bids from a particular auction:

1. In the Search box enter **Auctions**, and then choose the related link. The **Auctions** window opens.



2. Open an auction, and select **Comm. Bids.**, and then choose **Successful** from the Ribbon.

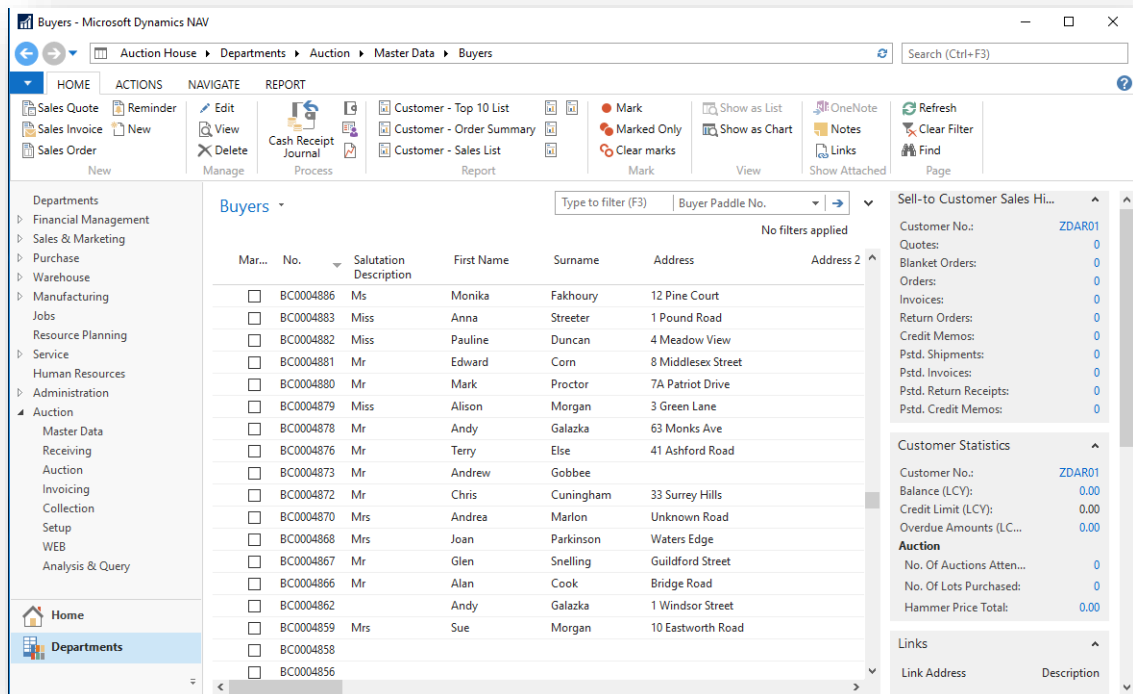


# 1.5 OTHER

## HOW TO VIEW A LIST OF BUYERS WITH PERMANENT PADDLE NUMBER ASSIGNED

To view a list of buyers with permanent paddle number assigned:

1. In the Search box enter **Buyers** and then choose the related link. The **Buyers** window opens.



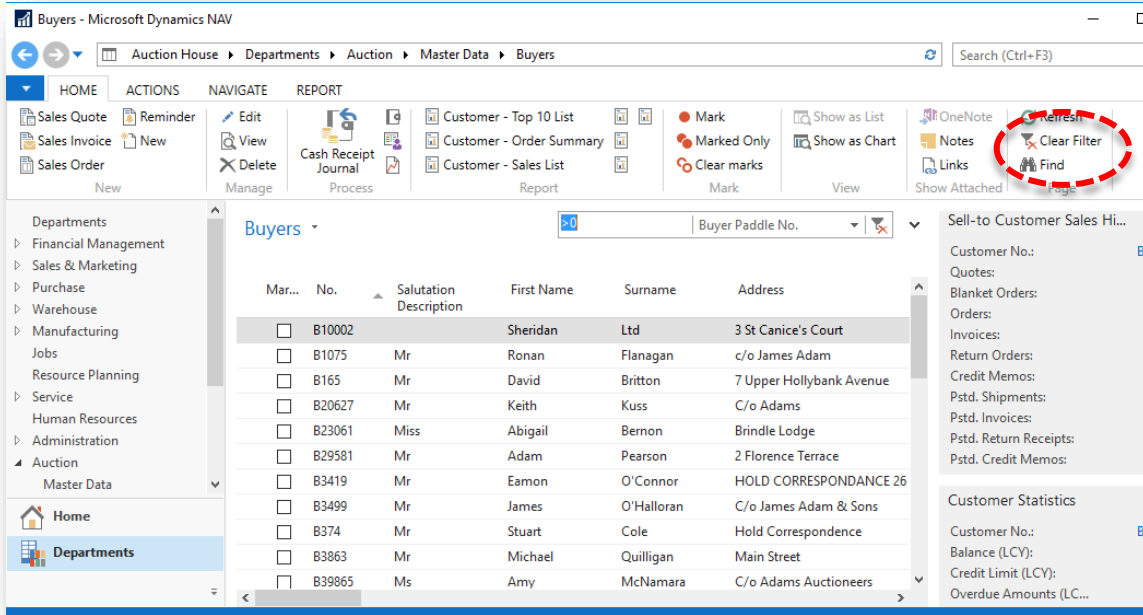
2. Apply filter to search for **Buyer Paddle No.** with the value >0

The screenshot shows the Microsoft Dynamics NAV interface for the 'Buyers' list. The breadcrumb navigation is 'Auction House > Departments > Auction > Master Data > Buyers'. The ribbon includes 'HOME', 'ACTIONS', 'NAVIGATE', and 'REPORT' tabs. The 'ACTIONS' tab is active, showing options like 'New', 'Manage', 'Process', and 'Report'. The 'NAVIGATE' tab shows 'Cash Receipt Journal'. The 'REPORT' tab shows 'Customer - Top 10 List', 'Customer - Order Summary', and 'Customer - Sales List'. The 'MARK' tab shows 'Mark', 'Marked Only', and 'Clear marks'. The 'VIEW' tab shows 'Show as List', 'Show as Chart', and 'Show Attached'. The 'ONE NOTE' tab shows 'OneNote', 'Notes', and 'Links'. The left-hand navigation pane shows 'Departments' expanded to 'Auction' > 'Master Data'. The main area displays a table of buyers with columns: 'Surname', 'Address', 'Address 2', 'City', and 'Buyer Paddle No.'. A red dashed box highlights the filter bar at the top of the table, which contains the text '>0' and a dropdown menu labeled 'Buyer Paddle No.'. The table data is as follows:

Surname	Address	Address 2	City	Buyer Paddle No.
Wright	5 Windsor Street		Chertsey	5001
Morgan	10 Eastworth Road		Addlestone	5002
Snelling	Guildford Street		Chertsey	321
Parkinson	Waters Edge		Farnham	5005
Marlon	Unknown Road		Teddington	5010
Cunningham	33 Surrey Hills		Addlestone	5009
Gobbee				5011
Duncan	4 Meadow View		Chertsey	2222
Fakhoury	12 Pine Court		Guildford	4456
Fisher		33 Green Lane	Walton-On-Tha...	101

**NOTE**

To remove the filter, select **Clear Filter** from the Ribbon.



## HOW TO FIND A PARTICULAR BUYER OR A VENDOR

**Contact Search** is the master database storing details of all the buyers, the sellers or any other entity involved in buying/selling or marketing processes.

To find a particular buyers or a vendor

1. In the Search box enter **Contact Search** and then choose the related link. The CONTACT SEARCH window opens.

**Filters**

Contact Type: Both

Post Code:

Reference:

Number:

Name:

City:

Full Address:

E-mail:

Phone Number:

Paddle Number:

**Auction Logging**

Auction No.:  Auction Name:  Auction Date:  Log Type:  WEB:  [Log to Auction](#)

Bu...	Sel...	No.	Salutation Description	First Name	Surname	Address	City	Blocked	Perm Paddl
Yes	Yes	C0004886	Ms	Monika	Fakhoury	12 Pine Court	Guildford		4456
No	No	C0004885	Mr	John	Smith	31 Bridge Road	Wallingford		
No	No	C0004884							
Yes	No	C0004883	Miss	Anna	Streeter	1 Pound Road	Aberdeen		
Yes	Yes	C0004882	Miss	Pauline	Duncan	4 Meadow View	Chertsey		2222
Yes	Yes	C0004881	Mr	Edward	Corn	8 Middlesex Street	Birmingham		
Yes	No	C0004880	Mr	Mark	Proctor	7A Patriot Drive	Manchester		

**Comments**

Comment

**Auction Statistics**

**Buyer**

No.:

Spent: 0.00

Current Bids: 0 [0]

Successful Bids: 0 [0]

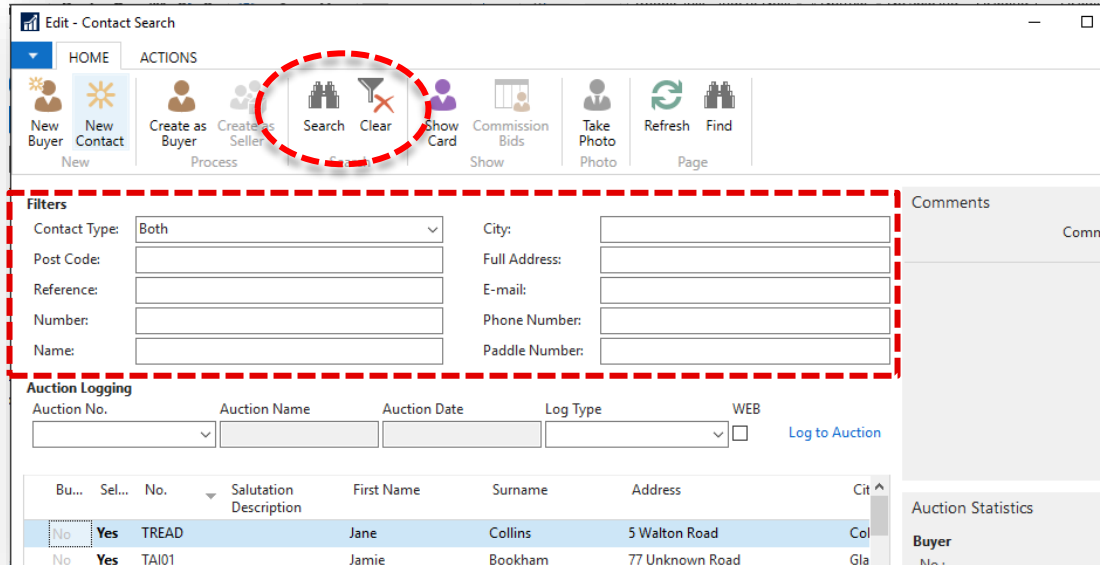
Balance: 0

No. of Auctions Atten... 0

Log to Auction

OK

- Navigate to the **Filters** pane and fill in any know information such as telephone number, postcode, surname and so on.
- Select **Search** from the Ribbon.
- To cancel search/filter and bring all the contacts list back, select **Clear** from the Ribbon.



**NOTE**

If a contact is registered as a buyer, you will see **Yes** in the **Buyer** column.  
 If a contact is registered as a vendor, you will see **Yes** in the **Seller** column.  
 If a contact is registered as a vendor and a buyer, you will see **Yes** in both columns.

Buyer	Seller	No.	Salutation Description	First Name	Surname	Ac
No	No	C0004888		Sdda		
Yes	Yes	C0004886	Ms	Monika	Fakhoury	12
No	No	C0004885	Mr	John	Smith	31
Yes	No	C0004883	Miss	Anna	Streeter	1 P
Yes	Yes	C0004882	Miss	Pauline	Duncan	4 M
Yes	Yes	C0004881	Mr	Edward	Corn	8 M
Yes	No	C0004880	Ms	Maria	Deaton	7 A

## HOW TO FILTER IN A FIELD TO REDUCE OPTIONS AVAILABLE

Filter functions help you define or limit information to be display in order to work with specific group of information, as you set a filter by specifying criteria for one or for several fields. The program then tests all records and only records that match the criteria pass through the filter. If criteria are specified for several fields at the same time, records must match all criteria to pass through the filter.

You can set and remove filter on any field in a record, and you can do it as often as you like.

### Example:

Apply filer on the **Uncleared Receipt Lines** to show only articles from A063 auction assigned to category COL.

The screenshot shows the 'Uncleared Receipt Lines' window. At the top right, there is a search bar with 'Type to filter (F3)' and a dropdown menu set to 'Manual Receipt No.'. Below this, a filter configuration area is highlighted with a red dashed box. It contains the following settings:

- Show results:
- Where Sales Allocation is A063
- And Category No. is col
- + Add Filter

Below the filter configuration is a table with the following columns: Manual Receipt No., Article No., Sub-... No., Short Description, Vendor No., Sales Allocation, Lot Lookup, Article Locatio..., Category No., and Sub Categor...

Manual Receipt No.	Article No.	Sub-... No.	Short Description	Vendor No.	Sales Allocation	Lot Lookup	Article Locatio...	Category No.	Sub Categor...
4371	2	0	Various military photographs	V00978	A063	293A		COL	
4371	5	0	A box of ephemera photographs	V00978	A063	301A		COL	
4371	6	0	A quantity of late Victorian studi...	V00978	A063			COL	
4371	7	0	Approximately fifty four First Day...	V00978	A063	257A		COL	
4371	8	0	Various reels of film	V00978	A063	114A		COL	

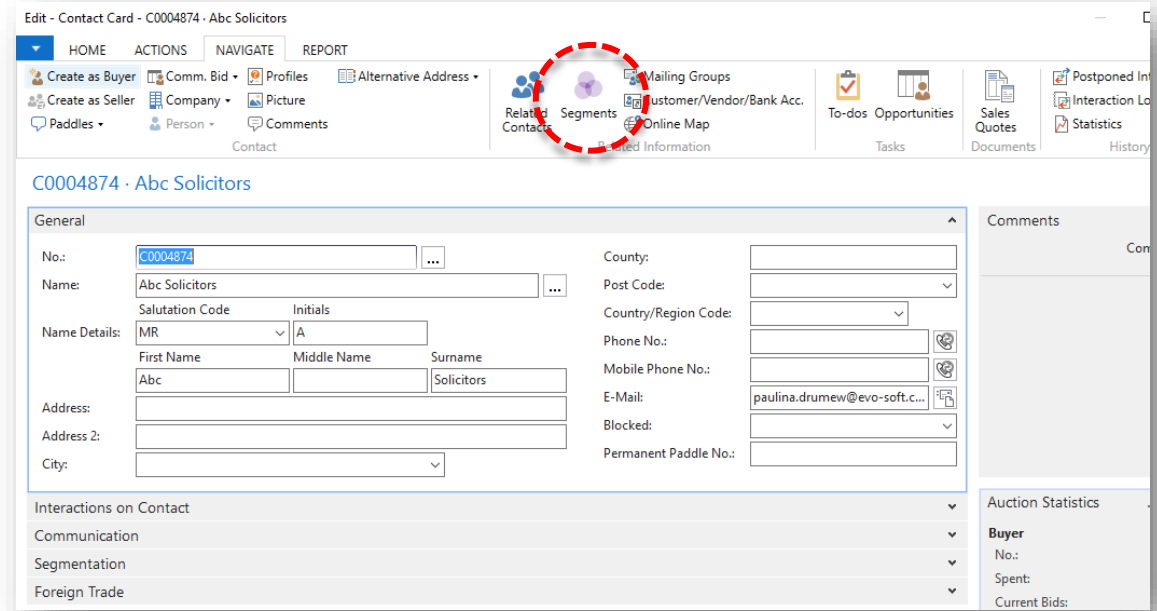
The filters are valid until you cancel their selection or set new filter.

As soon as you finish using particular filter for any function, click the **Clear Filter** to remove the filter.

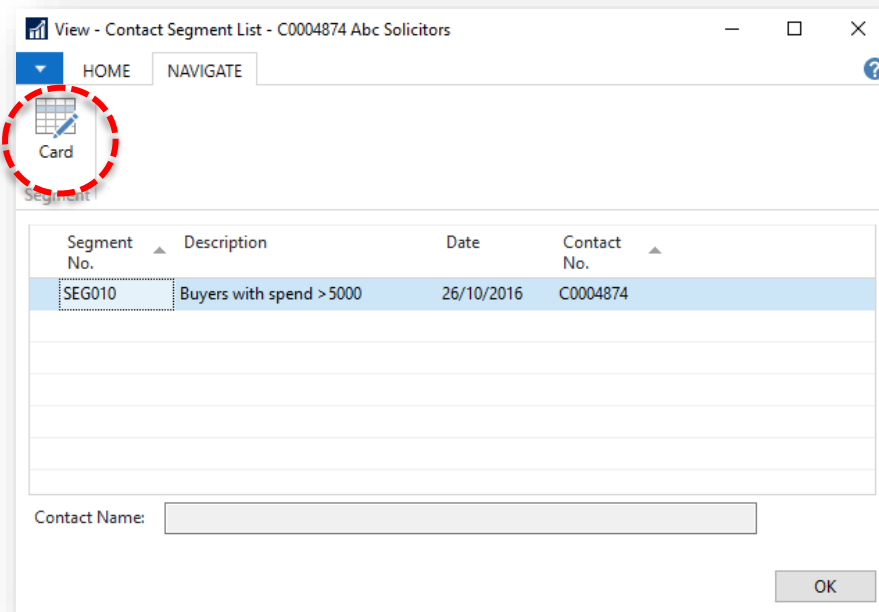
## HOW TO REMOVE A CONTACT FROM A SEGMENT

To remove a contact from a segment, you need to check which segment a contact is assigned to.

1. Navigate to a contact card and select **Segments** from the Ribbon.

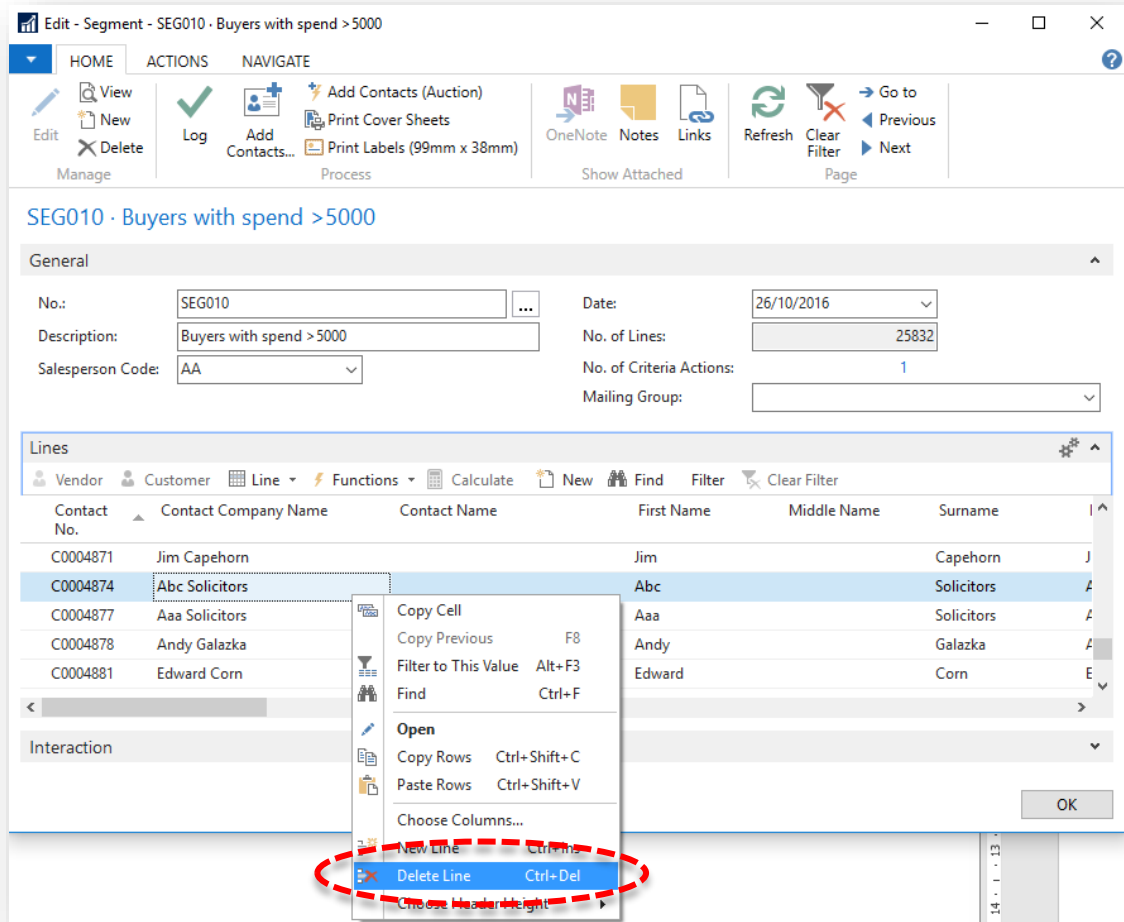


2. The **Contact Segment List** window opens. Highlight a segment line and then select **Card** from the Ribbon.

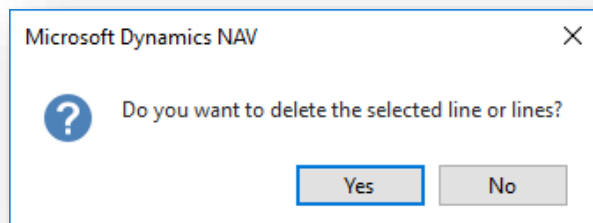




- The **Segment** window opens.  
Find the buyer and to remove it, right click and then select **Delete Line**.



- Select **Yes** to confirm.





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