evo-auction

Auction Day

User guide

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1.1 AUCTION DAY PROCESSES

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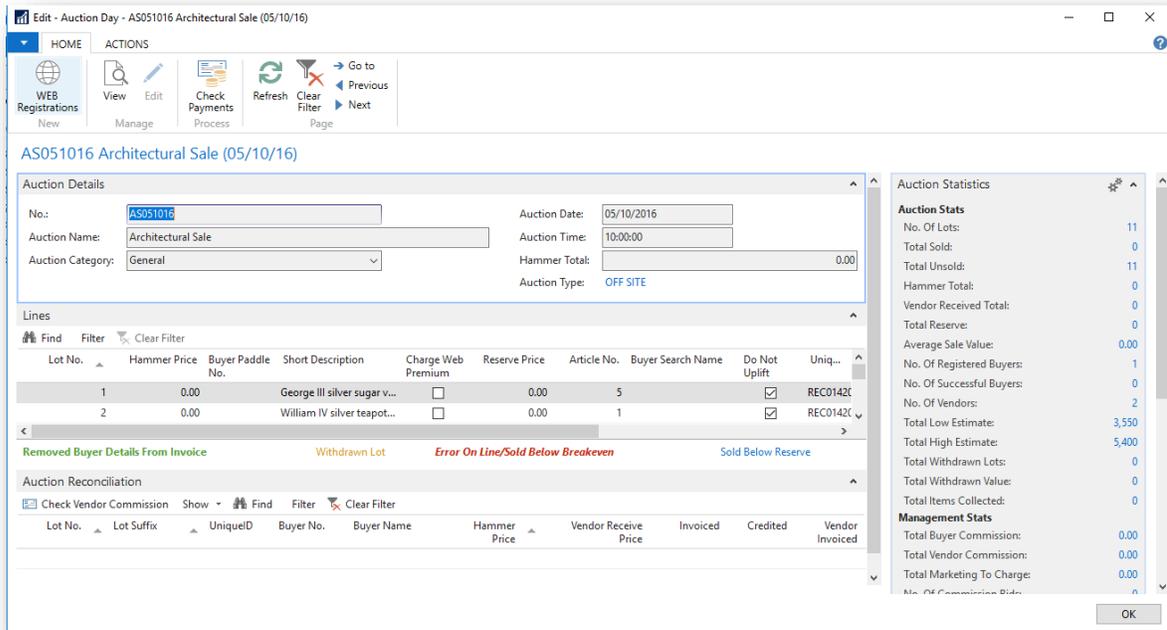
AUCTION DAY

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

To open an **Auction Day**:

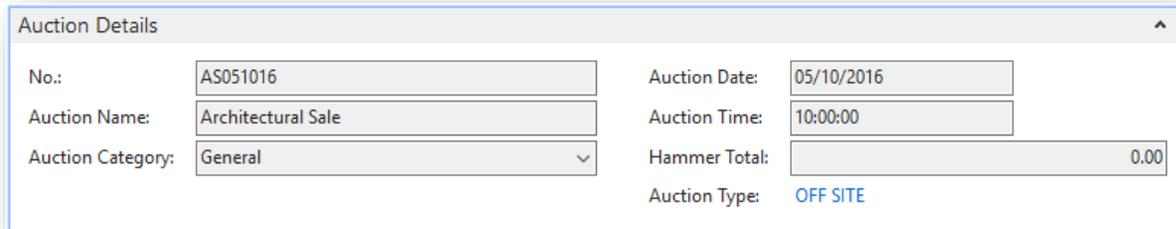1. Navigate to the **Auctions**, select an auction line and then choose **Auction Day** from the Ribbon.
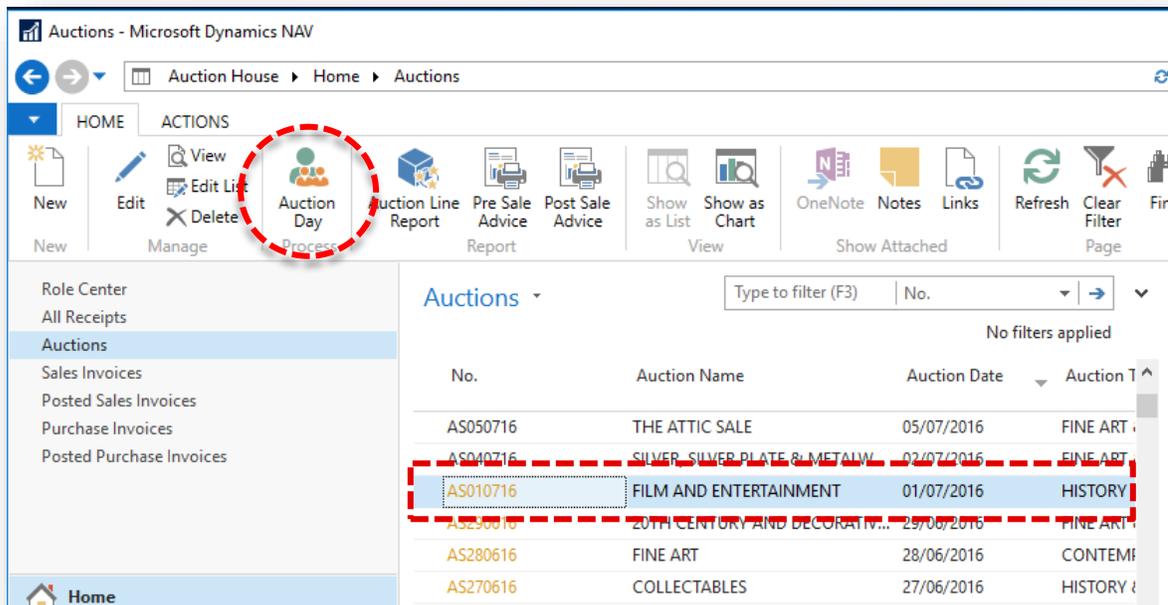
The **Auction Day** window opens.

AUCTION DETAILS FASTTAB

Information in this FastTab are generated from the auction header.

LINES FASTTAB

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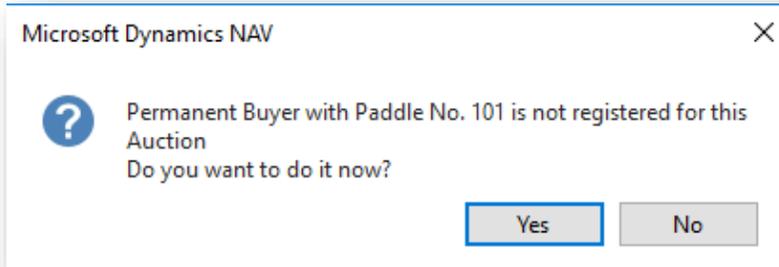

The **Hammer Price** field and the **Buyer Paddle No.** field are marked for quick entry, which means you can quickly navigate between them by using **Enter** key.
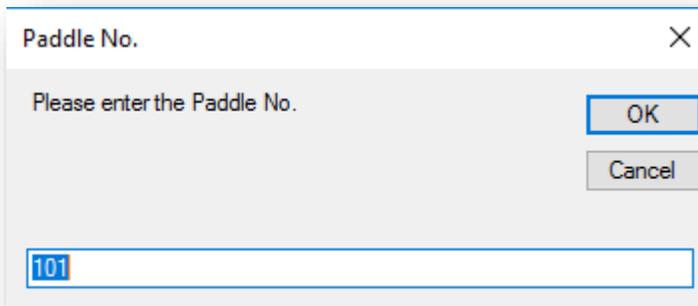
NOTE

If you attempt to assign a lot to unregistered buyer, a message will appear.
Select **Yes** to register the buyer for this auction.

Microsoft Dynamics NAV ✕

? Permanent Buyer with Paddle No. 101 is not registered for this
Auction
Do you want to do it now?

Yes   No

In new window, confirm **Paddle No.** for the buyer.

Paddle No. ✕

Please enter the Paddle No.   OK

Cancel

101

Confirmation message appears; select **OK** to close the window.

Microsoft Dynamics NAV ✕

i Contact successfully registered with Permanent Paddle No. 101

OK
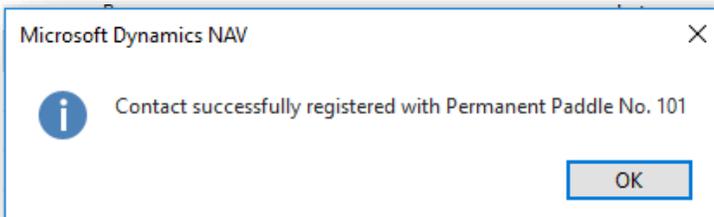
NOTE
If a buyer number does not exist, error message appears.
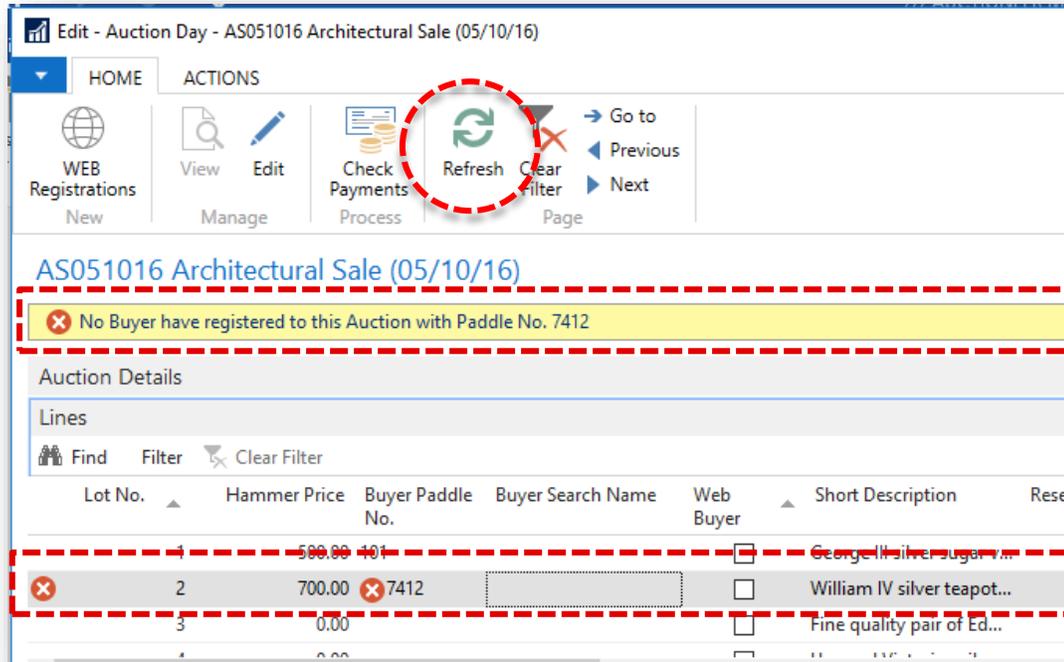
Check if you entered correct buyer number. Refresh the page to remove error message and continue.

NOTE
Line highlighted in GREEN colour indicates removed buyer details from an invoice. Line highlighted in ORANGE colour indicates withdrawn lot. Line highlighted in RED colour indicates error on line/ sold below breakeven. Line highlighted in BLUE colour indicates article sold below reserve.

AUCTION RECONCILIATION FASTTAB

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

For more information go to the **Auction Reconciliation** help sheets.


AUCTION ANOMALIES

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

LINES WITH PADDLE NUMBER WITHOUT HAMMER PRICE

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

Filter	Value
Hammer Price	0
Buyer Paddle No.	<>"
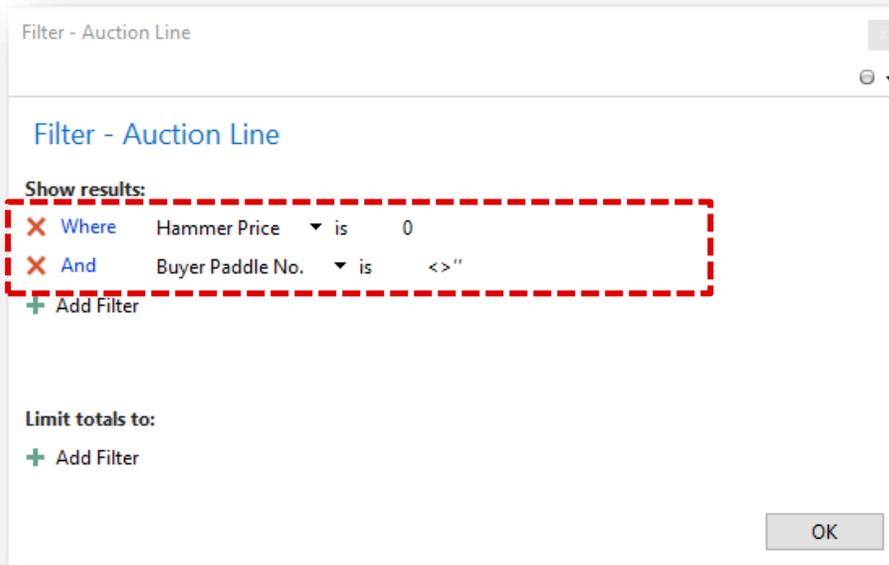
The auction lines now reduce to show only items that did not sell and have assigned a paddle number.


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

LINES WITH HAMMER PRICE WITHOUT PADDLE NUMBER

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

Filter	Value
Hammer Price	>0
Buyer Paddle No.	'' (two single quotes)
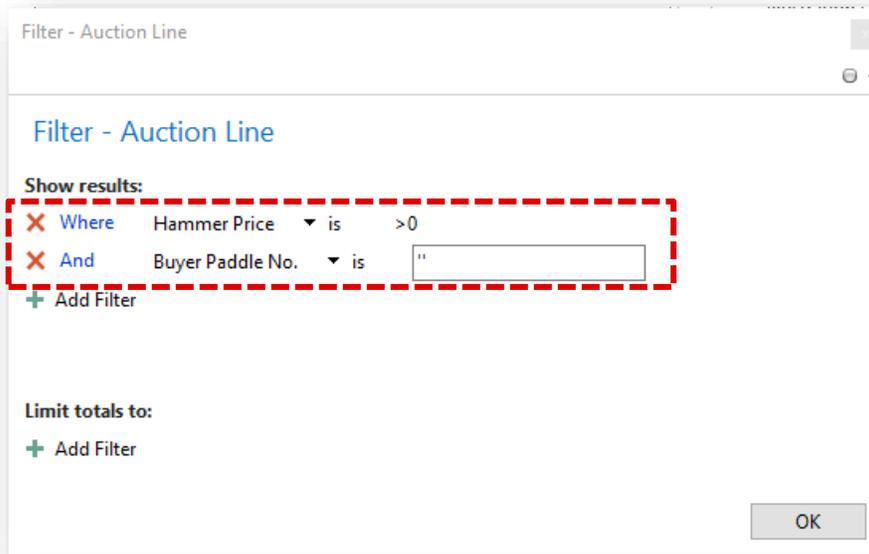
The auction lines reduce to show only items that sold but have no paddle number assigned.

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

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