



EVO-AUCTION USER GUIDE

PUBLISHED DATE: 31.03.2017

PUBLISHED BY:

Evo-soft Ltd.
The Upper Courtyard
The Old Dairy
Badbury
Swindon
Wiltshire SN4 0EU

Tel. 01793 677 633
info@evo-soft.co.uk
www.evo-soft.co.uk

TABLE OF CONTENTS

1.1	AUCTION RECONCILIATION	3
	CHECK VENDOR COMMISSION	4
	CHECK FOR BUYERS ISSUES	5
	CHECK FOR VENDORS ISSUES	6

1.1 AUCTION RECONCILIATION

After an auction is complete, before you run buyers' or vendors' statements, it is recommended to reconcile auction lines.

To reconcile an auction lines:

1. Open the **Auction Day** and navigate to the **Auction Reconciliation FastTab**.

20170323F2 Fine Art & Antiques (23/03/17)

Auction Details

No.:	20170323F2	Auction Date:	23/03/2017
Auction Name:	Fine Art & Antiques	Auction Time:	10:00:00
Auction Category:	Specialist	Running Total Low Estimate:	91,010.00
Auction Type:	PIC	Running Total Hammer:	102,745.00

Lines

Auction Reconciliation

Lot No.	Lot Suffix	UniqueID	Buyer No.	Hammer Price	Vendor Receive Price	Invoiced	Credited	Vendor Invoiced	Vendor Credited	Vendor No.	Date Paid by Buyer
1002		NR005462-4	B70007258	300	300					SNC012919	
1003		NR005471-1	B8128	5,600	5,600	5,600				SNC012929	24/03/2017
1004		NR005548-1	BNC008044	1,000	1,000	1,000				SNC013089	23/03/2017
1005		NR005622-1	BNC008044	1,000	1,000	1,000				SNC013216	24/03/2017
1006		NR004755-1	B32071	1,000	1,000					SNC011531	
1007		NR005115...	B43269	180	180					SNC012352	
1008		NR005198-3	B21018	170	170					S32567	
1009		NR005198-4	B70003283	80	80	80				S32567	24/03/2017
1010		NR005198-5	B42350	90	90					S32567	
1011		NR005243...	BNC011469	90	90	90				SNC012548	23/03/2017
1012		NR005251...	BNC011133	180	180					SNC012447	

OK

CHECK VENDOR COMMISSION

To check for vendor commission updates:

1. Select **Check Vendor Commission** from the menu.

The screenshot shows the 'Auction Reconciliation' window. At the top, there is a navigation bar with 'Home', 'Check Vendor Commission' (highlighted with a red dashed circle), 'Show', 'Find', 'Filter', and 'Clear Filter'. Below this is a table with the following columns: Lot No., Lot Suffix, UniqueID, Buyer No., Hammer Price, Vendor Receive Price, Invoiced, Credited, and Vendor In. The table contains 12 rows of data, with the first row (Lot No. 1002) highlighted in blue.

Lot No.	Lot Suffix	UniqueID	Buyer No.	Hammer Price	Vendor Receive Price	Invoiced	Credited	Vendor In
1002		NR005462-4	B70007258	300	300			
1003		NR005471-1	B8128	5,600	5,600	5,600		
1004		NR005548-1	BNC008044	1,000	1,000	1,000		
1005		NR005622-1	BNC008044	1,000	1,000	1,000		
1006		NR004755-1	B32071	1,000	1,000			
1007		NR005115...	B43269	180	180			
1008		NR005198-3	B21018	170	170			
1009		NR005198-4	B70003283	80	80	80		
1010		NR005198-5	B42350	90	90			
1011		NR005243...	BNC011469	90	90	90		
1012		NR005251...	BNC011133	180	180			

IMPORTANT

If amendments made on this screen, do not select this option as it will bring default settings.

NOTE

The **Vendor Receive Price** is different than the **Hammer Price**, if lot is sold below reserve and the **Uplift** function is in use.

CHECK FOR BUYERS ISSUES

To check for a buyer's issues such as missing invoice:

1. Select **Show** from the menu and then choose **Buyer Issues**.

Lot No.	Lot Suffix	UniqueID	Receipt	Vendor Receive Price	Invoiced	Credited	Vendor Invoiced
1002		NR0054	Buyer	300	300		
1003		NR0054	Buyer Ledger Entries	500	5,600	5,600	
1004		NR0055	Seller	000	1,000	1,000	
1005		NR0056	Seller Ledger Entries	000	1,000	1,000	
1006		NR0047	Buyer Issues	000	1,000		
1007		NR0051	Seller Issues	180	180		
1008		NR0051	All	170	170		
1009		NR005198-4	B70003283	80	80	80	
1010		NR005198-5	B42350	90	90		
1011		NR005243...	BNC011469	90	90	90	
1012		NR005251...	BNC011133	180	180		

Now, only lines with a buyer issue are displayed.

Every buyer number with an issue is marked in red colour.

2. If you see a lot which is not invoiced, investigate why and action accordingly to the company internal procedures.

The rule is that all 3 values should agree. If values do not agree, investigate why and action accordingly to the company internal procedures.

Lot No.	Lot Suffix	UniqueID	Buyer No.	Hammer Price	Vendor Receive Price	Invoiced	Credited	Vendor Invoiced	Vendor Credited	Ve
1002		NR005462-4	B70007258	300	300					S
1006		NR004755-1	B32071	1,000	1,000					S
1007		NR005115...	B43269	180	180					S
1008		NR005198-3	B21018	170	170					S
1010		NR005198-5	B42350	90	90					S
1012		NR005251...	BNC011133	180	180					S
1013		NR005450...	BNC004787	220	220					S
1015		NR005484-9	B10807	400	400					S
1017		NR005583...	B42350	150	150					S
1019		NR005135...	B28284	65	65					S
1021		NR005109-5	B49828	260	260					S
1022		NR005109-8	B40655	70	70					S
1025		NR005233-2	B49283	20	20					S
1026		NR005243...	B4153	240	240					S
1028	A	NR005698...	B21018	170	170					S
1034		NR005048...	B49828	380	380					S

CHECK FOR VENDORS ISSUES

To check for a vendor's issues such as missing invoice:

1. Select **Show** from the menu and then choose **Seller Issues**.

Lot No.	Lot Suffix	UniqueID	Receipt	Buyer	Seller	Vendor Receive Price	Invoiced	Credited	Vendor Inv
1002		NR0054	300	300					
1003		NR0054	600	5,600	5,600				
1004		NR0055	000	1,000	1,000				
1005		NR0056	000	1,000	1,000				
1006		NR0047	000	1,000					
1007		NR0051	180	180					
1008		NR0051	170	170					
1009		NR005198-4	B70003283	80	80	80			
1010		NR005198-5	B42350	90	90				
1011		NR005243...	BNC011469	90	90	90			
1012		NR005251...	BNC011133	180	180				

Now only lines with a vendor issue are displayed.

Every vendor number with an issue is marked in red colour.

2. If you see a lot which is not invoiced, investigate why and action accordingly to the company internal procedures.
The rule is that all 3 values should agree. If values do not agree, investigate why and action accordingly to the company internal procedures.

Lot Suffix	UniqueID	Buyer No.	Hammer Price	Vendor Receive Price	Invoiced	Credited	Vendor Invoiced	Vendor Credited	Vendor No.	Date Paid by Buyer	Date Paid Vendor
	NR005526-1	BNC007922	440	440					S41257		
	NR005526-2	B48070	650	650	650				S41257	24/03/2017	
	NR005526-4	B48070	90	90	90				S41257	24/03/2017	
	NR005115...	B42447	160	160					SNC012352		
	NR005406-1	BNC011133	95	95					SNC012714		
	NR005462-2	B42350	20	20					SNC012919		
	NR005468-1	B70003283	60	60	60				SNC012926	24/03/2017	
	NR005481-1	BNC005481	60	60	60				S31766	23/03/2017	
	NR001538...	BNC013018	30	30					SNC004720		
	NR005363-2	B7393	50	50	50				S30191	23/03/2017	
	NR005662-1	B70002922	35	35	35				SNC013422	23/03/2017	
	NR005462-3	B24520	55	55	55				SNC012919	23/03/2017	
	NR005573-2	B24520	20	20	20				SNC010477	23/03/2017	
	NR005618-1	B24520	55	55	55				SNC013200	23/03/2017	
	NR003102...	B70001785	65	65	65				SNC004720	24/03/2017	
	NR005423-2	B70005668	90	90	90				SNC008888	23/03/2017	
	NR005558-9	B70005668	85	85	85				SNC008780	23/03/2017	
	NR005647-1	B24520	00	00	00				SNC004088	23/03/2017	

NOTE

If you see a line, which was **Invoiced** and **Credited**, make sure you remove the **Hammer Price** value on the auction lines, as the vendor may be invoiced and paid out when lot is unsold.

If a lot is sold and then damaged, you must pay to the vendor, but damaged lot should be sold to the Auction House and recorded as loss.