EVO-AUCTION USER GUIDE

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1.1 CLIENT RECS

The **Client Recs.** is a management tool, which will help you to reconcile all the bank accounts. Client accounts maintained in Evo-auction must be reconciled regularly.

The client reconciliation feature is used to check the bank ledger entries and the balance on the accounts against the statement from the bank.

All the open entries must be reconcile to minimise errors and orphan entries.

To access the **Client Recs**:

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

GENERAL FASTTAB

In this FastTab, you can view outstanding clients' accounts.

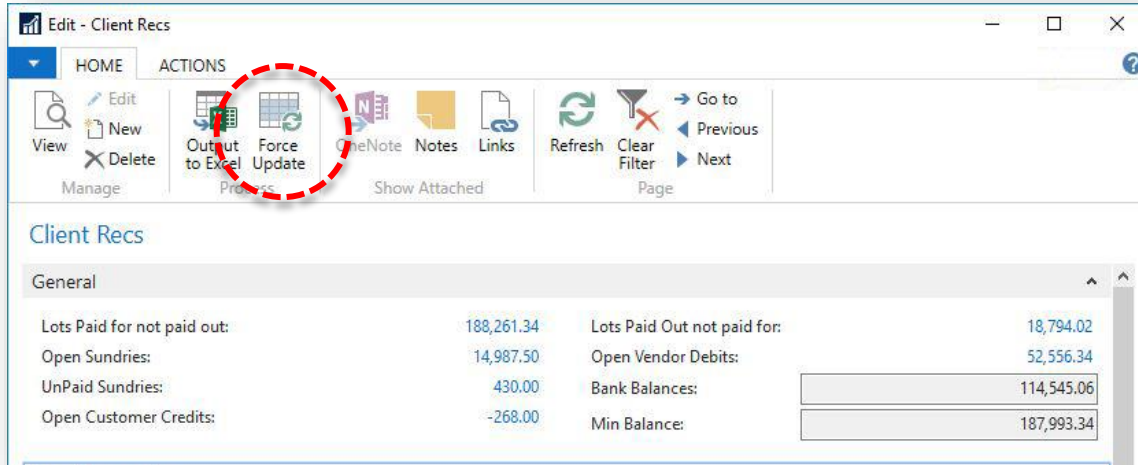| Field name	Description
Lots Paid for not paid out	Lots paid by buyers but not paid to vendor yet.
Open Sundries	Vendors' sundries which were not invoiced yet
UnPaid Sundries	Vendors' sundries, which were invoiced but not collected yet.
Open Customer Credits	Buyers' payments not assigned to any invoice. Check every line on this list, to eliminate errors such as payment not applied to an invoice or payment that should be refunded.
Lots Paid Out not paid for	Lots paid to vendor but not paid by buyer. Follow your auction house internal procedures to reduce lines. To update 'Vendor Receive Net' values, highlight all the lines and select **Check Line** from the Ribbon.
Open Vendor Debits	Vendor payments not assigned to any invoice. Check every line on this list to eliminate errors such as payment not applied to an invoice or payment that should be refunded.
Bank Balances	This value is based on your auction house internal procedures and it shows actual bank balances.
Min Balance	This value is based on your auction house internal procedures and it shows minimum balance to cover all financial liabilities.

FORCE UPDATE

If fields in the General FastTab **Lots Paid for not paid out** or **Lots Paid Out not paid for** are showing incorrect values you have to force the update manually.

| **IMPORTANT** |
| :--- |
| Do not run the **Force Update** during an auction, as this process will block other users and takes a long time! |
| It is advice to run the **Force Update** before starting the reconciliation process. |

To update the fields select **Force Update** from the Ribbon.

CLIENT ACCOUNTS FASTTAB

In this FastTab, you can view the client bank accounts. Select a bank account from drop down list to display detailed information.
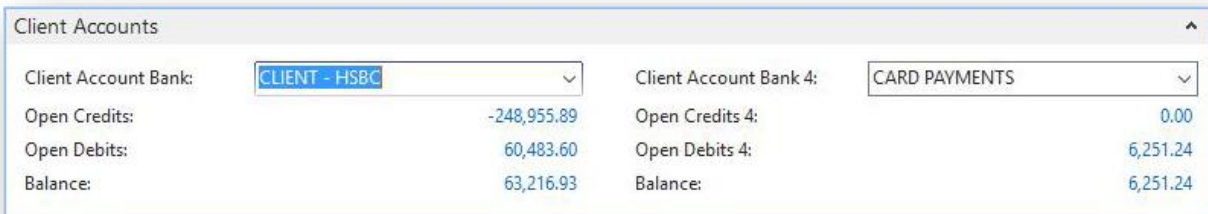
Field name	Description
Client Account Bank	Select a bank account from drop down list to display detailed information.
Open Credits	Posted vendors' payments and buyers' refunds (payments out).
Open Debits	Posted buyers' payments and vendors' refunds (payments in).
Balance	Balance of G/L bank account.

CASH ACCOUNTS FASTTAB

In this FastTab, you can view the cash accounts. Select an account from drop down list to display detailed information.

Field name	Description
Client Account Bank	Select a bank account from drop down list to display detailed information.
Open Credits	Posted vendors' payments and buyers' refunds (payments out).
Open Debits	Posted buyers' payments and vendors' refunds (payments in).
Balance	Balance of G/L bank account.