



EVO-AUCTION USER GUIDE

PUBLISHED DATE: 16.02.2017

PUBLISHED BY:

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1.1 VALUATION

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

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

CREATE VALUATION RECEIPT

To create a valuation receipt:

1. Create **Vendor Card** for person/ company who requested a valuation service.
If the person/ company is already on the system as a vendor, do not set them up again. If you are creating a new vendor card, proceed as normal.
2. Create new **Receipt** for the vendor, and mark as a valuation receipt, by selecting check box in the **Valuation Receipt** field on the **General FastTab**.

The screenshot shows a software interface for creating a new receipt. The title bar reads "New - Receipt - REC01426 Pauline Duncan". Below the title bar is a ribbon with tabs for "HOME" and "NAVIGATE". The "NAVIGATE" tab is active, showing various icons for actions like "View", "Edit", "New", "Delete", "Collect Receipt", "Update Vendor Details", "Comments", "Print Receipt", "E-mail Receipt", "Vendor Stock Reconciliation", "Print Valuation Report", "Print Article Labels", "OneNote", "Notes", and "Links".

The main content area is titled "REC01426 Pauline Duncan" and contains a "General" tab. The fields are organized into two columns:

- Left Column:**
 - No.: REC01426
 - Vendor No.: SC0004882 (highlighted with a red dashed box)
 - Name: Pauline Duncan
 - Address: 4 Meadow View
 - Address 2:
 - City / County: Chertsey Surrey
 - Post Code / Country: KT16 8GU
 - Phone No.: 01932 000000
 - Mobile No.:
 - E-mail: paulina.drumew@evo-soft.co.uk
 - Client Reference Fee:
- Right Column:**
 - Valuers Initials:
 - Default Auction Number:
 - Reference Code:
 - Reference 1:
 - Sell Excluding VAT: STD
 - Commission Code: STANDARD
 - Specific Commission Ra...: 0.00
 - Insurance Rate: 1.50
 - Valuation Receipt: (highlighted with a red dashed box)
 - Goods Received:
 - Documentation Signed:

NOTE

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

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

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

PRINT VALUATION RECEIPT

To print a valuation receipt:

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

Edit - Receipt - REC01426 Pauline Duncan

HOME NAVIGATE

View Edit Collect Receipt Print Receipt Print Valuation Report OneNote Refresh
New Update Vendor Details E-mail Receipt Notes Clear Filter
Delete Comments Vendor Stock Reconciliation Print Article Labels Links Go to
Manage Process Report Show Attached

REC01426 Pauline Duncan

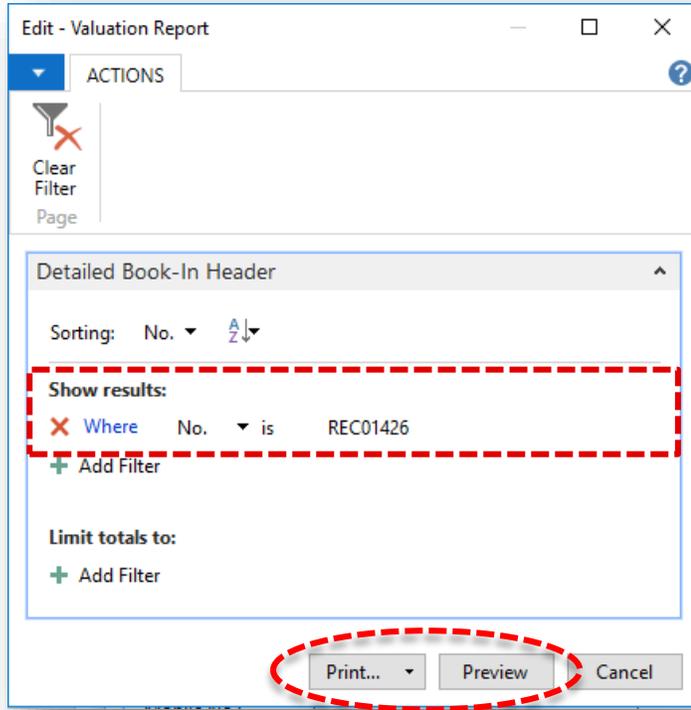
General

No.:	REC01426	Valuers Initials:	
Vendor No.:	SC0004882	Default Auction Nu...:	
Name:	Pauline Duncan	Reference Code:	
Address:	4 Meadow View	Reference 1:	
Address 2:		Sell Excluding VAT:	<input type="checkbox"/> STD
City / County:	Chertsey Surrey	Commission Code:	STANDARD
Post Code / Co...:	KT16 8GU	Specific Commissio...:	0.00
Phone No.:	01932 000000	Insurance Rate:	1.50
Mobile No.:		Valuation Receipt:	<input checked="" type="checkbox"/>
E-mail:	paulina.drumew@evo-soft.co.uk	Goods Received:	<input type="checkbox"/>

User Assignment

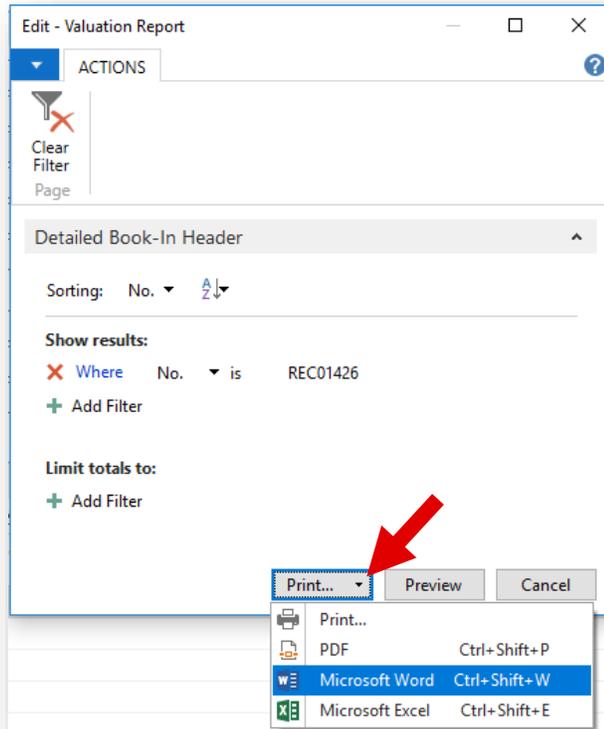
Comments

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



NOTE

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



A valuation report example:

The image shows a PDF document titled 'Valuation Report for Receipt REC01426' from 'auctionhouse ltd est 1848'. The report is displayed in a browser window with a toolbar at the top showing navigation and search options. The main content includes the contact information for Pauline Duncan at 4 Meadow View, KT16 8GU Chertsey, Surrey. It lists two items for valuation: two charcoal portraits of Percy Grainger, each valued at 80 - 120. The report concludes with a 'Totals per Category' section showing a value of 80 - 120. At the bottom, there is contact information for Auction House Ltd, including saleroom addresses in Swindon and Avebury, directors' names, and VAT/Company registration numbers. The page is numbered 'Page 1 / 1' and has a timestamp of 21/11/2016 22:28:01.

1 of 1 100% Find | Next

au ct ion ho use ltd

est 1848

Valuation Report for Receipt REC01426

Pauline Duncan
4 Meadow View
KT16 8GU Chertsey
Surrey

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

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

80 - 120

Totals per Category

VAL 80 - 120

Auction House Ltd, trading as Auction House, email: contact@auctionhouse.co.uk, web: www.auctionhouse.co.uk
Swindon Saleroom: Shaftesbury Centre, Swindon, Wilts. SN2 2AZ, tel: 01793 677633, fax: 01793 677655
Another Saleroom: Ring Road, Avebury AV12 34Z, tel: 01794 5654654
Directors: John Ordos FRICS, FZ Atreides BA (Hons) ASFAV, Ivan Harkonnen BA (Hons), V Martel FCA
VAT Registration No. 321321321, Company No. 56487877, Registered Office is our Swindon Saleroom

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21/11/2016 22:28:01

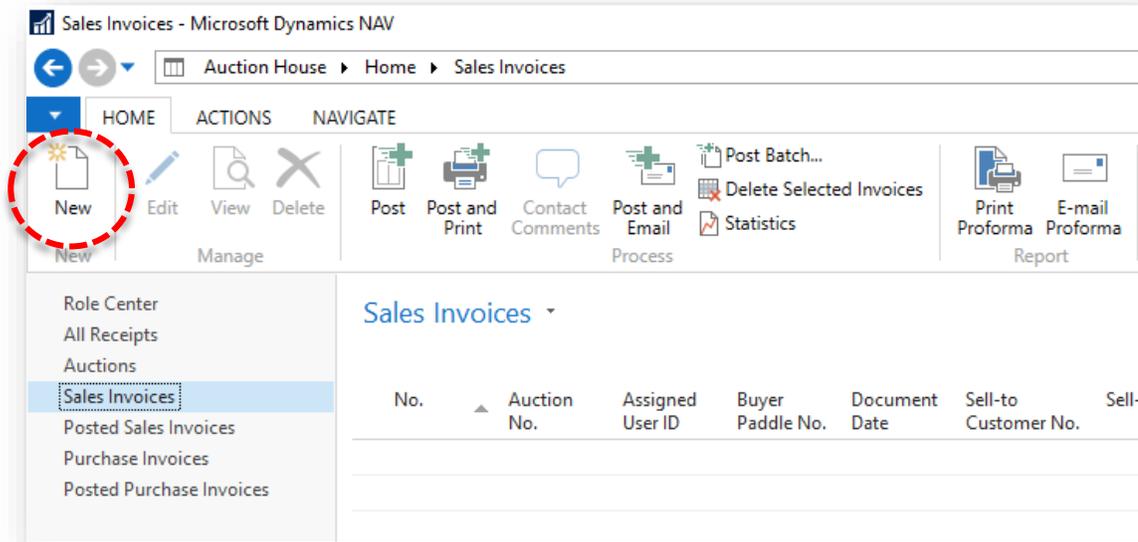
CREATE VALUATION INVOICE

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

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

To create a valuation invoice:

1. In the Search box enter **Sales Invoices**, and then choose the related link.
2. The **Sales Invoices** page opens.
Select **New** from the Ribbon and fill in all required information.



3. Navigate to the **General FastTab**, select the **Valuation Invoice** field, and then select the buyer number in the **Sell-to Customer No.** field.
Edit the **Posting Description** field if required.

- Navigate to the **Lines FastTab**, and then create new invoice line by filling in all required information.

Field name	Type	Description
Type	Dropdown	Select G/L Account.
No.	Lookup	Select valuation account number.
Description		Automatically filled in when No. selected.
Quantity		Enter number (1).
Unit Price Excl. VAT		Enter the valuation price excluding VAT.

Now the invoice line for the valuation service is created, and the amount to be paid is generated on the **Mixed Payment Method FastTab**.

- To register payment for the valuation invoice, proceed as normal. Navigate to the **Mixed Payment Method FastTab**, select a **Payment Method** and an **Amount**, and then select **Post** or **Post and Print** located on the Ribbon.