



# EVO-AUCTION USER GUIDE

PUBLISHED DATE: 16.02.2017

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](mailto:info@evo-soft.co.uk)  
[www.evo-soft.co.uk](http://www.evo-soft.co.uk)

# TABLE OF CONTENTS

1.1	VALUATION.....	3
	CREATE VALUATION RECEIPT.....	3
	PRINT VALUATION RECEIPT.....	4
	CREATE VALUATION INVOICE.....	8

# 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 F  
Delete Comments Vendor Stock Reconciliation Print Article Labels Links Go to  
Manage Process Report Show Attached

REC01426 Pauline Duncan

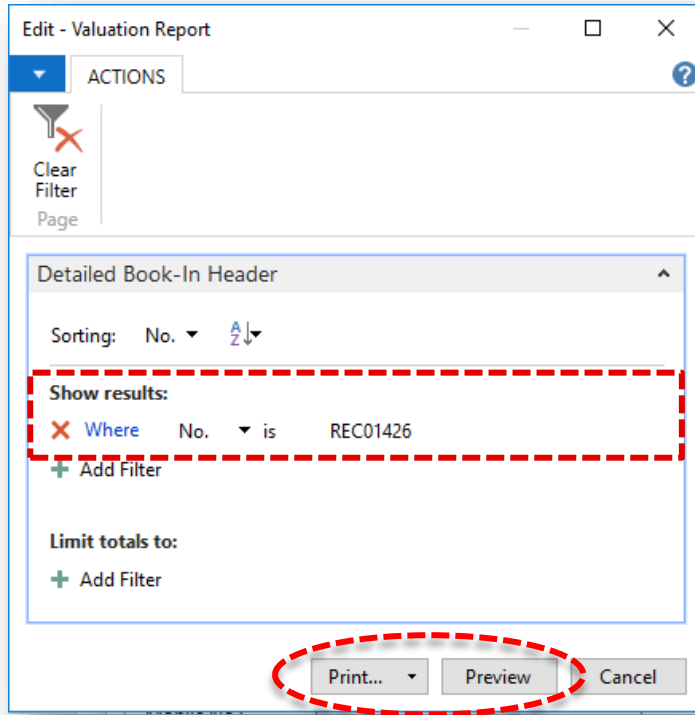
General

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

User Assignment

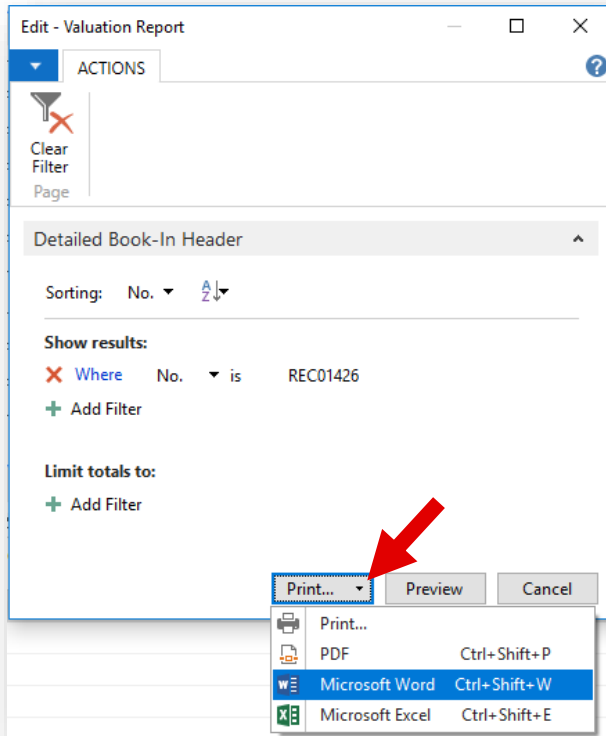
Comments

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:

1 of 1 100% Find | Next

# auction house 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](mailto:contact@auctionhouse.co.uk), web: [www.auctionhouse.co.uk](http://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

Page 1 / 1

21/11/2016 22:28:01

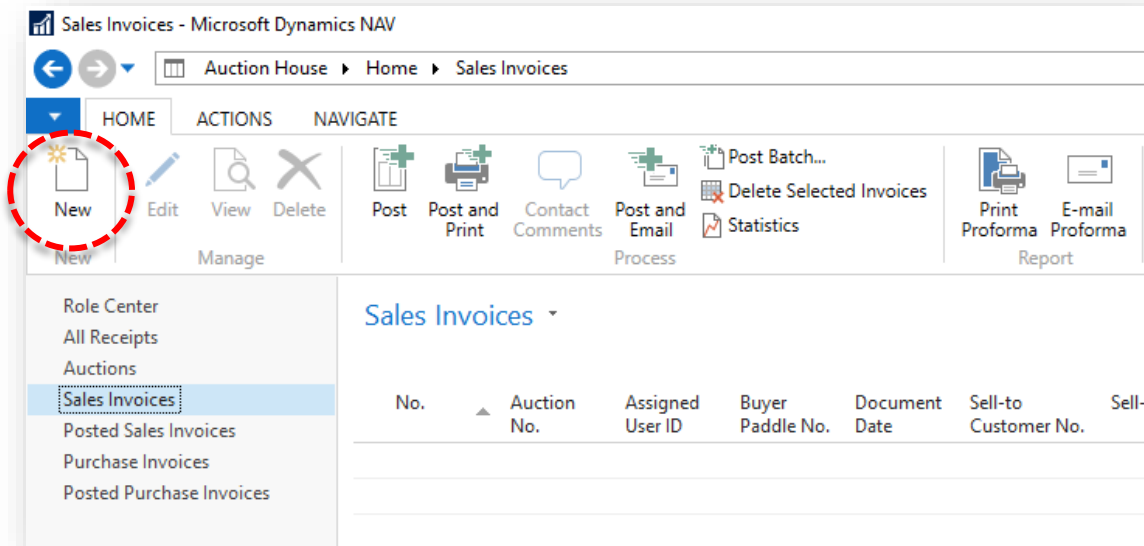
## CREATE VALUATION INVOICE

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

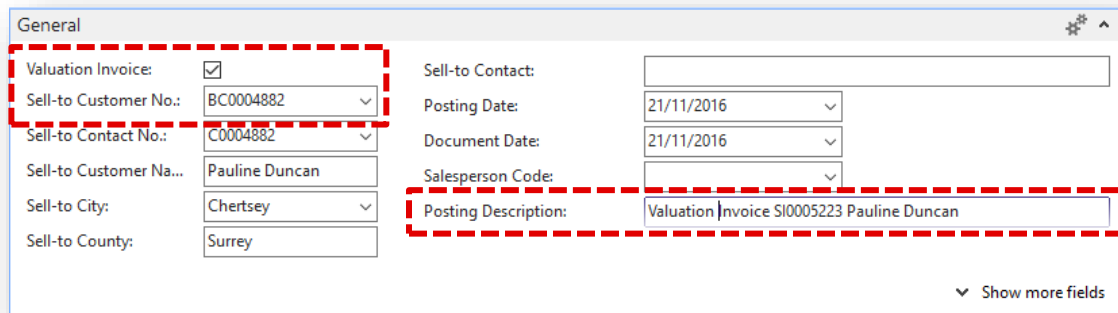
If the vendor does not exist as a buyer, you will need to set them up as one.

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 <b>No.</b> 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.