

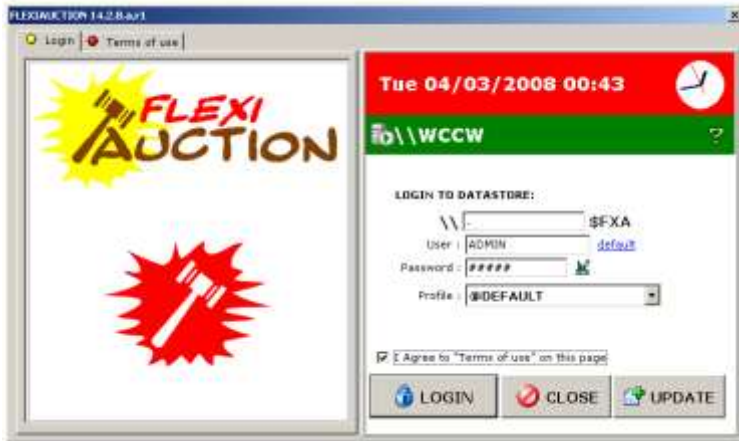


## Startup Guide

### STEP 1 – Login to the system



Click the FLEXIAUCTION shortcut on your desktop to start the program



Specify the **computer** to use as default datastore.  
Computers in a network should all use the **same** computer as datastore.  
If you leave this blank or enter a dot, the system will use the local computer.  
The default username is **ADMIN** and the default password is **ADMIN**  
Select the profile to use (*this will determine your invoice layouts, logos, etc.*)  
You must tick the "I agree..." checkbox to continue. (*Please read the terms first*)

Click **LOGIN**

## **STEP 2 – Main form is displayed**

Menu Bar on top



EXIT	Terminate program
CUSTOMERS	Maintain customers ( <i>customers refer to either buyers or sellers</i> )
EVENTS	Maintain events ( <i>an auction is called an event in the system</i> )
ITEMS	Maintain items ( <i>an item is any countable object or entity you are selling</i> )
REPORTS	Generate reports
TOOLS	Various utility functions ( <i>backup, settings, users, maintenance, etc</i> )

Active Event (*at this stage no event is active*)

Vendueroll grid (*as no event is active the vendueroll grid is empty*)

## **STEP 3 – Create a new Auction**



Click on **EVENTS** to open the Events maintenance form.

NR	DATE	PLACE	Scm%	Scm%	TYPE	FIN	EXP	WA	UL	ID	UFD
20080222@LOCAL	22/02/2008	LOCAL	0.000	0.000	NORMAL			Y			22020
20080131@MAGOGONG	31/01/2008	MAGOGONG	6.500	0.000	NORMALDON			Y			310101
20080130@DELAREYVILL	30/01/2008	DELAREYVIL	6.500	0.000	NORMALDON			Y			300101
20080123@KOKOMENG	23/01/2008	KOKOMENG	6.500	0.000	NORMALDON			Y			230101
20080122@SCHWEIZER-R	22/01/2008	SCHWEIZER	6.500	0.000	NORMALDON			Y			220101
20080117@BLOEMHOF	17/01/2008	BLOEMHOF	7.000	0.000	NORMALDON			Y			170101
20080116@OTTOSDAL	16/01/2008	OTTOSDAL	7.500	0.000	NORMALDONDONEY			Y			160101
20080115@CHRISTIANA	15/01/2008	CHRISTIANA	7.000	0.000	NORMALDON			Y			150101
20080111@VRYSBURG-KV	11/01/2008	VRYSBURG-KV	6.000	0.000	NORMALDON			Y			110101
20080111@VRYSBURG-GV	11/01/2008	VRYSBURG-G	6.000	0.000	NORMALDON			Y			110101
20080110@AMALIA	10/01/2008	AMALIA	6.500	0.000	NORMALDON			Y			100101
20080109@REIVILO	09/01/2008	REIVILO	5.750	0.000	NORMALDON			Y			090101
20080108@STELLA	08/01/2008	STELLA	6.500	0.000	NORMALDON			Y			080101
20080101@UITDIEHAND3	01/01/2008	UIT DIE HAN	6.000	0.000	NORMAL			Y			010101
20080101@UITDIEHAND6	01/01/2008	UIT DIE HAN	6.000	0.000	NORMAL			Y			010101
20080101@UITDIEHAND2	01/01/2008	UIT DIE HAN	0.000	0.000	NORMAL			Y			010101
20080101@SLAGTING2	01/01/2008	SLAGTING	6.000	0.000	NORMAL			Y			010101
20080101@UITDIEHAND5	01/01/2008	UIT DIE HAN	6.000	0.000	NORMALDON			Y			010101
20080101@UITDIEHAND4	01/01/2008	UIT DIE HAN	6.000	0.000	NORMAL			Y			010101
20080101@SLAGTING1	01/01/2008	SLAGTING	6.000	0.000	NORMAL			Y			010101
20080101@UITDIEHAND1	01/01/2008	UIT DIE HAN	6.000	0.000	NORMAL			Y			010101



Click on **ADD A NEW ITEM**

ADD NEW ENTRY

GENERAL
 ADDITIONAL
 STAFF
 FLEXILOT
 FLEXILOT HEADER

ID

DATE

PLACE

NR  (Format yyyyymmdd@?????????)

TYPE

SELL/COMM%  (EXCLUSIVE)

BUY/COMM%  (EXCLUSIVE)

Livestock Auction

Change Comm% on VendueRoll

Use Reserve amounts for Lots

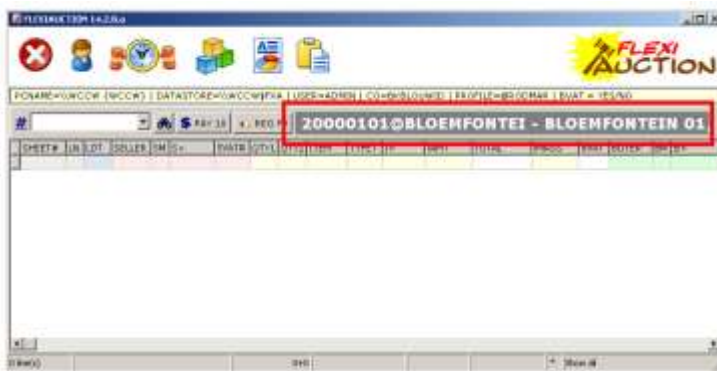
Specify the date, location info, type and commission for the auction.  
 NR must always be in the format YYYYMMDD@XXX where YYYYMMDD is the date of the auction and XXX is your own short description.  
 Ensure that relevant tick boxes are ticked.

**SAVE** the Auction

The auction will be displayed in the grid area, highlight it and double-click to activate it.

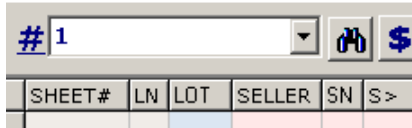
NR	DATE	PLACE	Scom%	Bcom%	TYPE	FIN	EXP	WA	UL	ID	UPD	BY
20000101@BLOEMFONTEI	01/01/2000	BLOEMFONTEI	5.000	10.000	NORMAL			Y			922	22020 AD

On the main form the event will now be activated. All actions performed now, will be registered against this event.




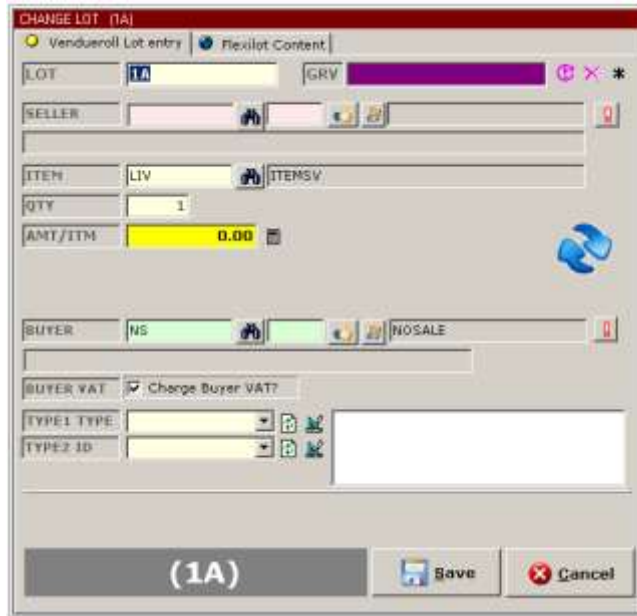
## **STEP 4 – Capture the Vendueroll**

If not running, start FlexiAuction and Login to correct datastore. Activate your event.



The screenshot shows a software interface. At the top, there is a dropdown menu with the text "# 1" and a small icon to its right. Below this is a table with the following columns: SHEET#, LN, LOT, SELLER, SN, and S>. The table is currently empty.

Enter the number to use as **sheet number** and press ENTER or click   
*The sheet numbers is used to organize your lots into different pages.*  
Usually "1" is entered as the first sheet to be created and used.  
Blank Lots for the sheet is automatically added to the vendueroll.  
Any number of sheets may be added, only enter the sheet number to use.  
Press ENTER or double-click on the highlighted lot to change it.  
(or right-click and click on CHANGE LOT or press F2)








The screenshot shows a dialog box titled "CHANGE LOT (1A)". It has two tabs: "Vendueroll Lot entry" (selected) and "Flexilot Content". The dialog contains the following fields and controls:

- LOT: 1A (highlighted in yellow)
- GRV: (purple background)
- SELLER: (empty)
- ITEM: LIV
- ITEMSV: (empty)
- QTY: 1
- AMT/ITM: 0.00 (highlighted in yellow)
- BUYER: NS
- BUYER VAT:  Charge Buyer VAT?
- TYPE1 TYPE: (empty)
- TYPE2 ID: (empty)

At the bottom of the dialog, there is a label "(1A)", a "Save" button, and a "Cancel" button.

You will now be able to capture the details for this LOT:

<b>LOT</b>	Te lot number
<b>SELLER</b>	 <p>Click . Search for the seller by typing his surname and then press ENTER or .</p> <p>If the seller is in the list, press up/down keys to highlight the seller, press ENTER or double-click to select as seller for this lot.</p> <p>If the customer is <b>not</b> in the list, the customer should be added fist. Click , enter the name and other relevant details for this seller. Click <b>SAVE</b> Press ENTER or double-click to select as seller for this lot.</p> <p><b>ALWAYS ENSURE THAT THE SELLER VAT NUMBER IS CORRECT.</b> Shortcut: F3 to fill previous seller</p>
<b>ITEM</b>	<p>Use  to search for an item code or type in the code.</p> <p>Use "LIV" for standard rate VAT items</p> <p>Use "LIZ" for zero rate VAT items.</p> <p>Shortcut: Enter "/" with description to auto fill Type1. E.g. "/CHAIR" And for Type2 add "/" E.g. "/TOYOTA COROLLA//XFW351FS" Press F3 to repeat as seller for next lot</p>
<b>QTY</b>	The number of items in the lot.
<b>AMT/ITEM</b>	Lot bidding price. This will be captured during the auction
<b>BUYER</b>	Lot Buyer. This will be captured during the auction
<b>TYPE1 TYPE</b>	Lot description (e.g. Table, chair, car, cow, radio, etc.)
<b>TYPE2 ID</b>	Lot identification (e.g. registration nr, serial nr, tag nr, etc.)

Click **SAVE** to save the lot

## **REPEAT UNTIL YOUR VENDUEROLL IS FINALIZED**

Right-click to blank, copy/paste, shuffle lots, make corrections, import lots from excel, etc.

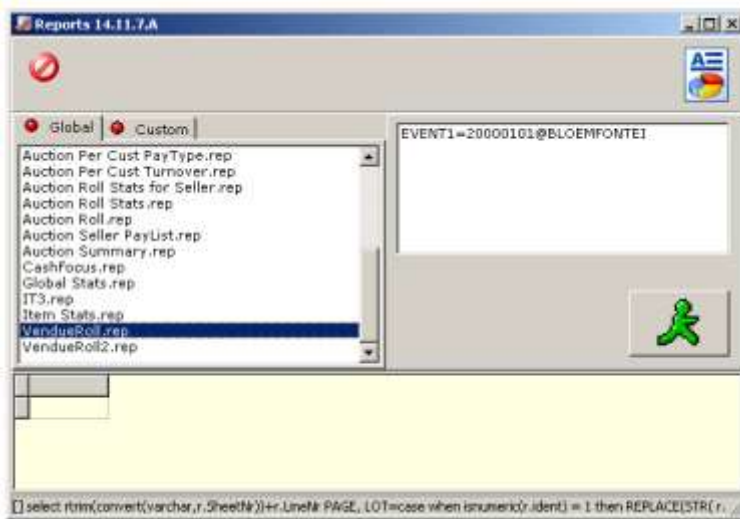
## **STEP 5 – Printing a Vendueroll/Catalogue**

If not running, start FlexiAuction and Login to correct datastore. Activate your event.

The last step prior to the auction would be to print a vendueroll and catalogues.




Click on **REPORTS** on the top menu bar



### Print vendueroll

Select **VENDUEROLL.REP** (or any of the vendueroll reports listed) from **Global**.


Click  to retrieve info

Click on the LOT column heading to sort the report in LOT order.


Click  to open/print the vendueroll in MS WORD

### Print catalogue

Select **CATALOGUE.REP** (or any of the catalogue reports listed) from **Global**.

Click  to retrieve info

Click on the LOT1 column heading to sort the report in lot order.

Click  to open/print the catalogue in MS WORD

**WE ARE NOW BE READY FOR THE AUCTION**

## **STEP 6 – Buyer registration**

If not running, start FlexiAuction and Login to correct datastore. Activate your event.



Click on **CUSTOMERS** on the top menu bar

*Register your buyers from the registration cards that they completed.*

Search for the buyer by typing his surname/name and then press ENTER or

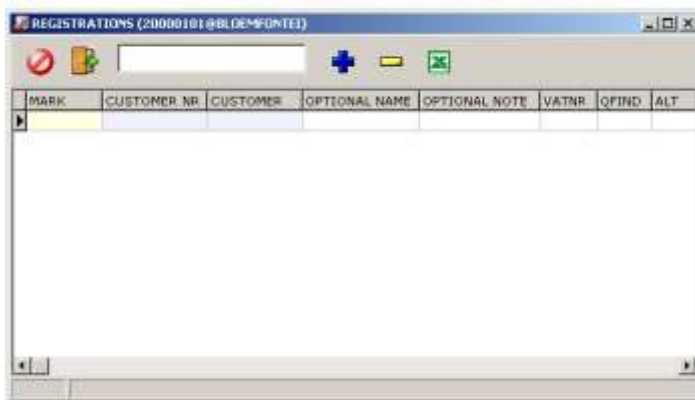
If the buyer is in the list, press up/down keys to highlight the buyer, then right click and select " ASSIGN BUYER NR (BSNR)". Enter the buyer number for this buyer from the registration card and click YES.

If the buyer is NOT in your list, first add this new buyer to your list:

- Click **+**,
- Enter the name and other relevant details for this buyer.
- Enter the buyer number from your registration card
- Click **SAVE**



*Click on "REG F9" or press F9 to view a list of registrations, add new registrations, delete registration and export your registration list*





## **STEP 7 – Capture Vendueroll as the lots is sold.**

If not running, start FlexiAuction and Login to correct datastore. Activate your event.



Click ENTER on a blank filter list to display **all** your sheets.

At this stage we need to fill in the BUYER and PRICE for each LOT as this info is returned from the floor.

Highlight the lot you want to complete by pressing the up/down keys or click on the lot.


Press ENTER or double-click on the highlighted lot to change it.  
(or right-click and click on CHANGE LOT or press F2)

Fill in your **price** and **bidding** number and **SAVE** the lot.



**REPEAT UNTIL ALL LOTS IS COMPLETED**



Click  for quick buyer/amount entry mode.  
This will enable faster capturing of only the required buyer and price info.  
*Click again to disable (toggle)*

*Right-click and select "MULTIPLE BUYERS" if the lot contains multiple items, and each of these items is sold to different bidders.*

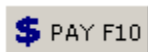
## **STEP 8 – Invoicing buyers and sellers**

If not running, start FlexiAuction and Login to correct datastore. Activate your event.

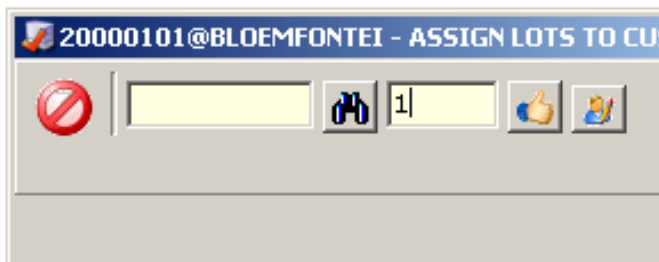
Note that everywhere in the system customers is color coded:

**GREEN IS BUYERS** and **RED IS SELLERS**

**The invoicing process is the same for both buyers and sellers.**



Click "PAY F10" or press F10 to invoice a customer



For sellers enter the customer number in the first entry box or find the customer,  
For buyers enter the buyer number into the second entry box. Press Enter to display.

POBOX 123 BLOEMFONTEIN 9300|Q:|C:081 111 222|B:|

CK001 1 CLARK KENT (CK001) 4777771

LINE ALL BNR DIFF X LINE X ALL DIV CUST C% NEG PAY QAEC

SALES (0) PURCHASES (3)

SHEET	LN	LOT	B.#	ITEM	TYPE1	QTY1	QTY2	MASS/I	AMT/I	SCOM%	BCOM%
1	>	1	1	LIV FANTASTIC		1	0	0.0	100.00	10.00	5.00
4	*	4	1	LIV SHREK		2	0	0.0	110.00	10.00	5.00
6	*	5	1	LIV TARZAN		1	0	0.0	80.00	10.00	5.00

ROLL: 4 x|R 400.00 0.0 kg | BUY: 0 x|R 0.00 0.0

LOT	SHEET	LN	PAYER	B.#	INVNO	ITEM	TYPE1	QTY1	QTY2	MASS/I	AMT/I

1

2

3

\*

4

[1]	Customer info
[2]	<b>Actions that we can perform to build the invoice:</b> <b>+LINE</b> : add only the highlighted lot to the invoice (dbl-click shortcut) <b>+ALL</b> : add all lots to invoice <b>+BNR</b> : only adds lots for a specific MARK to the invoice <b>+DIFF</b> : add all the lots to the invoice that is not added already <b>XLINE</b> : delete highlighted lot from invoice <b>XALL</b> : delete all un-invoiced lots from the invoice <b> DIV</b> : divide a lot into two separate lots <b>CUST</b> : Change the indented payee/payer on lots. <b>%C%</b> - Change commission% on lots <b>±NEG</b> : Make lot positive/negative <b>\$PAY</b> : Make invoice for selected payer/payee <b>QAEC</b> : Change customer info
[3]	The sales and purchases for this customer in separate tabs.
[4]	The lots that is included in the invoice that we are building.
[*]	Showing you if lots assigned is balancing with lots invoiced. <b>GREY if balanced, ORANGE otherwise</b>

**+ ALL**

Click "+ALL" to copy all lots for the customer to the invoice.  
The lots will be displayed in section [4]

LOT	SHEET	LN	PAYER	B#	INVNO	ITEM	TYPE1	QTY1	QTY2	MASS/I	AMT/I	%
1		1 >	CK001	1		LIV	FANTASTIC	1	0	0.0	100.00	
4		4 *	CK001	1		LIV	SHREK	2	0	0.0	110.00	
5		6 *	CK001	1		LIV	TARZAN	1	0	0.0	80.00	

*If the bidding price of a lot is below reserve, please right-click and select "STC Code" To provide a reason for adding the lot.*

**\$ PAY**

Click on "\$PAY" to invoice the highlighted customer with the lots displayed in the invoice area [4]

**ITEMS**

INVOICE BUYER FOR THIS INVOICE B-WCCW-3184

**CK001: CLARK KENT** **4777771**

ITEMS EXPENSES PAYMETHOD INVOICE

SHEET	LN	LOT	PAYER	BUYER	MARK	ITEM	QTY1	QTY2	AMT/1	AMOUNT	VAT	MASS/1	
	1	>	1	CK001	CK001	1	LIV	1	0	100.00	100.00	14.00	0.0
	4	*	4	CK001	CK001	1	LIV	2	0	110.00	220.00	0.00	0.0
	6	*	5	CK001	CK001	1	LIV	1	0	80.00	80.00	0.00	0.0

3 row(s) QTY : 4+0 AMOUNT : 400.00 MASS : 0.0 COMM : 20.00

SUMMARY	EXC	VAT	INC
PURCHASES	400.00	14.00	414.00
PLUS COMMISSION	20.00	2.80	22.80
PLUS EXPENSES	0.00	0.00	0.00
DUE BY PAYER	420.00	16.80	436.80

When the lots in this list is correct, click on **EXPENSES** to move to the next tab

## EXPENSES

INVOICE BUYER FOR THIS INVOICE B-WCCW-3184

**CK001: CLARK KENT** **4777771**

ITEMS EXPENSES PAYMETHOD INVOICE

NR	NAME	VATNR	d/COMM%	d/DISC%	ALT	CRLIMIT	RPO#	Warn
CK001	CLARK KENT	4777771	0.000	0.000		0.00		

+EX1 +EX2 +EX3 Add Change Delete Refresh

EXPENSE	EXC	VAT	INC	NOTE	PAY	PAYER	BS	ID	CU

SUMMARY	EXC	VAT	INC
PURCHASES	400.00	14.00	414.00
PLUS COMMISSION	20.00	2.80	22.80
PLUS EXPENSES	0.00	0.00	0.00
<b>DUE BY PAYER</b>	<b>420.00</b>	<b>16.80</b>	<b>436.80</b>

On this tab we can maintain any other charges or expenses to the customer:

- For Buyers: To deduct from the invoice total
- For Sellers: To add to the invoice total

e.g. bank charges, transport, advertising, RMLA, etc.

**ADD**- Add a new expense to deduct

**CHANGE** – Change the amount or type of the expense

**DELETE** – Remove the expense

When all expenses is completed, click on **PAYMETHOD** to move to the next tab

## PAYMETHOD

INVOICE BUYER FOR THIS INVOICE B-WCCW-3184

**CK001: CLARK KENT** **4777771**

ITEMS EXPENSES **PAYMETHOD** INVOICE

Add Total Add Change Delete Refresh

DEBTOR = N | HQBALANCE = 0.00 | CR.LIMIT = 0.00 | TERMS = 0  
 WARNING = NONE  
 INVOICES OVERDUE = NO  
**HQBALANCE 0.00 + INV 436.80 > CRLIMIT 0.00 [AUTH PAYMENT]**

METHOD	AMOUNT	NOTE	PAYER	INVNR	BS	ID	CUS
CHEQ	436.80		CK001		B	1	CKC

SUMMARY	EXC	VAT	INC
PURCHASES	400.00	14.00	414.00
PLUS COMMISSION	20.00	2.80	22.80
PLUS EXPENSES	0.00	0.00	0.00
<b>DUE BY PAYER</b>	<b>420.00</b>	<b>16.80</b>	<b>436.80</b>

On this tab we can specify:

- For Buyers: How did the customer pay.
- For Sellers: How did we pay the customer

e.g. *contras, cheques, cash, credit card, account, etc.*

**ADD**- Add a new payment method

**CHANGE** – Change the amount or type of the payment method

**DELETE** – Remove the payment method

**ADD TOTAL** – Add the whole amount as a cheque.

When all expenses is completed, click on **INVOICE** to move to the next tab

**FINALIZE/PRINT INVOICE**

INVOICE BUYER FOR THIS INVOICE B-A1-351

**CK001: CLARK KENT** **4777771**

ITEMS EXPENSES PAYMETHOD INVOICE

NR	NAME	VATNR	d/COMM%	d/DISC%	ALT	CRLIMIT	RPO#	Warn
CK001	CLARK KENT	4777771	0.000	0.000		0.00		

INVOICE NOTE

LOADING NOTE

PAYMENT NOTE

DOC REF#

INV DATE 20/04/2009

INV REF NR

PFMA PAY INV LDC CHQ

English

**AccSt: CASH ONLY**

SUMMARY	EXC	VAT	INC
PURCHASES	400.00	56.00	456.00
PLUS COMMISSION	20.00	2.80	22.80
PLUS EXPENSES	0.00	0.00	0.00
<b>DUE BY PAYER</b>	<b>420.00</b>	<b>58.80</b>	<b>478.80</b>

Add optional referenced invoice number, invoice date, payment and loading notes.



Click "PFMA" to print a pro-forma invoice

Click "PAY" to finalize the invoice. (Once finalized, no changes can be made.)

INV – print invoice (buyers/sellers)

LDC – print loading certificate (buyers)

CHQ – Print cheques (sellers)

Right click on the PFMA, INV and LDC button to change to preview and number of pages to

print/ Printing is always done to your default printer.

## **STEP 9 – Balance the auction**

If not running, start FlexiAuction and Login to correct datastore. Activate your event.

Right-click and select **BALANCE** on the main vendueroll to see if all lots if balanced, or to see if there is still buyers that need to pay.

ROLL	LOT	ITEM	SELLER	S#	S>	SX	BUYER	S#	S>	BX	QTY	PASS/1	AMT/1	LOT	NAME	ID
1	>	LIV	T001				TOM JON =	CH01	1	CLARK =	1	0.0	100.00	1		15
2	*	LIV	T001				TOM JON =	PP01	2	PETER =	1	0.0	120.00	2		16
3	*	LIV	T001				TOM JON =	RS		ROGAL X	1	0.0	0.00	3		17
4	*	LIV	RH001				ROBIN H =	CH01	1	CLARK =	2	0.0	110.00	4		18
5	*	LIV	RH001				ROBIN H =	CH01	1	CLARK =	1	0.0	60.00	5		19
6	*	LIV	30001				JOHN BL =	PP01	2	PETER =	1	0.0	60.00	6		20
7	*	LIV	30002				JACK BL X	OSG	1	ONE S =	1	0.0	100.00	7		21

ROLL	LOT	ITEM	PAID	SELLER	S#	SW	MOD	QTY	PASS/1	AMT/1	LOT	NAME	ID
1	>	LIV	T001	T001		S-WCCX	X	1	0.0	100.00	1		1

ROLL	LOT	ITEM	PAID	BUYER	S#	SW	MOD	QTY	PASS/1	AMT/1	LOT	NAME	ID
1	>	LIV	CH01	CH01	1	R-WCCX	X	1	0.0	100.00	1		1

Click **Refresh SX/BX**

The lots will be displayed on top with either a "=" or a "X" in the BX and SX fields,

Showing you if the sellers balance with assigned lots (SX) and Buyers balance with assigned lots (BX).

Right click "PAY/INVOICE F10" to invoice uncompleted invoices.

Ensure that you have no Un-invoiced Assigned Buyer/Seller Lots

Right-click to export for more options

## **STEP 10 – Print reports**



If not running, start FlexiAuction and Login to correct datastore. Activate your event.



Click on **REPORTS** on the top menu bar

Select the required report from either **Global** or **Custom**

Click  to retrieve info

Click  (preferred if visible) or  to open/print the report

Always print the **Auction Summary** report first to ensure that your auction is in balance.



## **STEP 11 – Backup your event to memory stick**

If not running, start FlexiAuction and Login to correct datastore. Activate your event.

Insert your memory stick

Click on Events to open the Events maintenance form.

Highlight your event.

Right-click and select "**Export to FXE**" from the popup menu

Select you memory stick as location and SAVE the file.

## **BACKUPS**

TO DO A COMPLETE DATABASE BACKUP:

- Goto TOOLS; Click "MAKE BACKUP"
- Click "OK"; Select the device to backup to
- Tick "Replace previous backup"; Click "BACKUP"

**PLEASE MAKE A BACKUPS OF YOUR DATA EVERY DAY**

## **SUPPORT**

**Wihan Kotze 0721104050**

**wkotze@flexiauction.com**

**[www.flexiauction.com](http://www.flexiauction.com)**

**Please read the manuals:**

**Tools > Help > Help**

**or go to C:\FXA\HELP**

**PRACTISE AT LEAST THREE FULL "PAPER"  
AUCTIONS BEFORE GOING LIVE !!!**

**Remember: Systems make it possible,  
but people make it happen !!!**

PLEASE ENSURE THAT YOU READ OUR **CUSTOMER AGREEMENT**, WHICH MAY ADVERSELY AFFECT YOUR RIGHTS, AND LIMITS OUR LIABILITY UNDER THIS AGREEMENT, THE EXTENT OF WHICH MUST BE CONSIDERED CAREFULLY, AS ACCEPTANCE THEREOF CONCLUDES THE AGREEMENT BETWEEN YOU AND WIBAKOR. BY ACCEPTING THE AGREEMENT YOU FURTHERMORE ACCEPT TO BE BOUND BY THE TERMS, WHICH FORMS A VITAL AND INTEGRAL PART OF THE AGREEMENT. THIS DOCUMENTE IS AVAILABLE ONLINE AT  
**HTTP://WWW.FLEXIAUCTION.COM/CA**

**This document was last revised 5/2/2010 WK**