

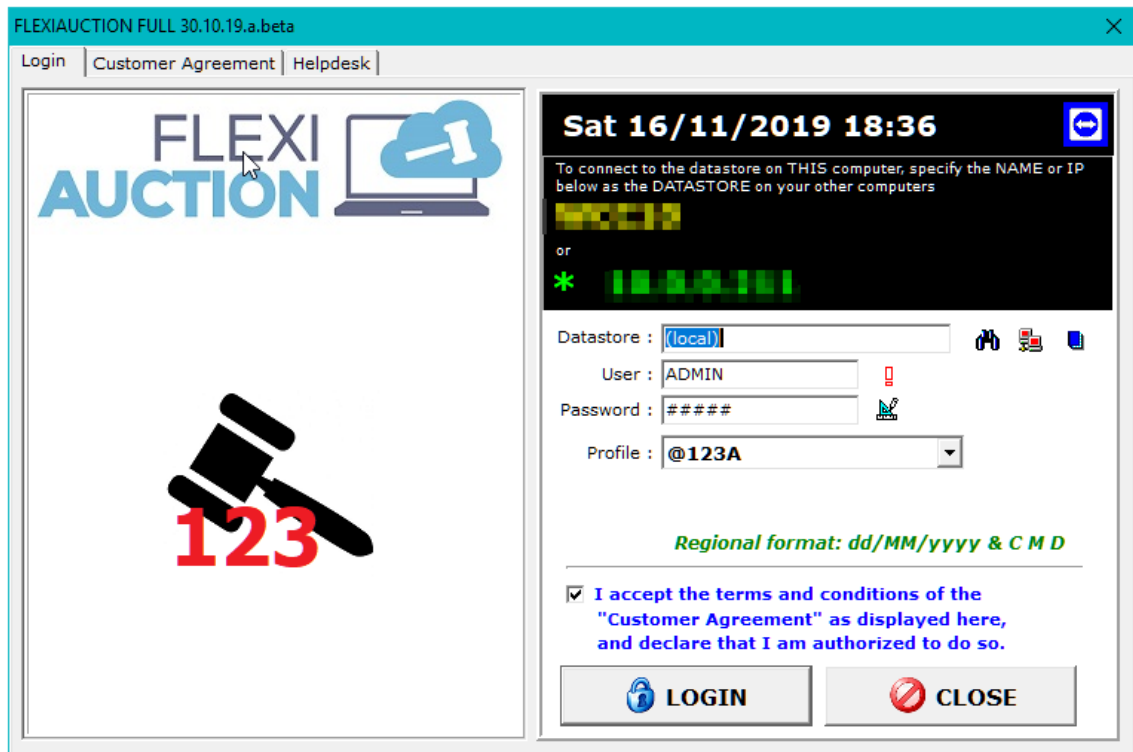


Startup Guide

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%	Bcom%	TYPE	FIN	EXP	WA	UL	RO	bVat	LT	EWH	WEBI



Click on **ADD A NEW ITEM**

ADD NEW ENTRY

GENERAL | ADDITIONAL | STAFF/VAR | ACTION

ID:

DATE: 16/11/2019

DESCRIPTION: LOCAL

NR: 20191116@LOCAL (Format yyyyymmdd@????????)

TYPE: NORMAL

SELL/COMM%: 0.00000 (EXC) BUY/COMM%: 0.00000 (EXC)

BUYER VAT ON LOTS: <SYSTEM BVAT> Default Buyer Deposito:

Livestock Auction

Change Comm% on VendueRoll

Capture reserves on VendueRoll

Out-of-Hand / Private Sales (Uit-die-hand)

RECIEVE@EVENT (GRVs is captured to and for the usage of THIS event only)
Note: Livestock will use the GRV/Stock for THIS event irrespective of setting (Recieve@kraal)

COST CENTRE:

EXT REF NR: BRANCHES:

LONG DESCRIPTION:

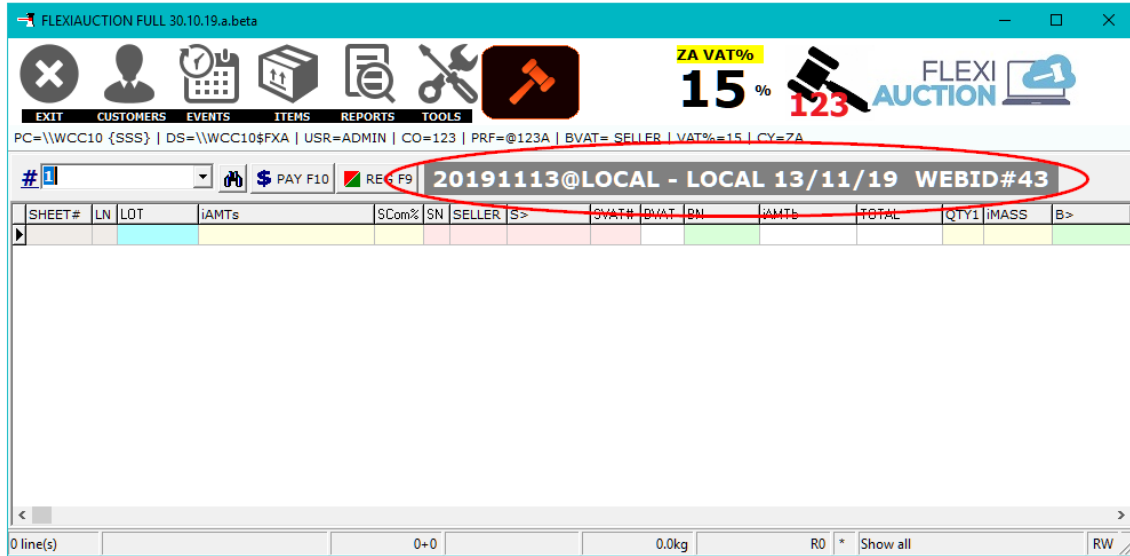
SAVE CANCEL

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.


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.




#	1				
SHEET#	LN	LOT	SELLER	SN	S>


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)

CHANGE LOT (1L)


Vendueroll Lot entry VH CONTENT & IMAGE




LOT: 1L GRP: [purple bar]

SELLER: [pink bar]  [pink bar]  [pink bar] 



ITEM: LIV  ITEM



QTY: 1



AMT/ITM: 0.00 

BUYER: NS  [green bar]  [green bar]  NOSALE






BUYER VAT: Charge Buyer VAT?

TYPE1 TYPE: [dropdown]  

TYPE2 ID: [dropdown]  

(1L)  Save  Cancel

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

LOT	Te lot number
SELLER	 <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 not in the list, the customer should be added fist. Click , enter the name and other relevant details for this seller. Click SAVE Press ENTER or double-click to select as seller for this lot.</p> <p>ALWAYS ENSURE THAT THE SELLER VAT NUMBER IS CORRECT. <i>Shortcut: F3 to fill previous seller</i></p>
ITEM	<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><i>Shortcut: Enter "/" with description to auto fill Type1. E.g. "/CHAIR"</i></p> <p><i>And for Type2 add "/" E.g. "/TOYOTA COROLLA/XFW351FS"</i></p> <p><i>Press F3 to repeat as seller for next lot</i></p>
QTY	The number of items in the lot.
AMT/ITEM	<i>Lot bidding price. This will be captured during the auction</i>
BUYER	<i>Lot Buyer. This will be captured during the auction</i>
TYPE1 TYPE	Lot description (e.g. Table, chair, car, cow, radio, etc.)
TYPE2 ID	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.

Use Tools > Warehouse to capture all items from Goods Received Vouchers (GRV)

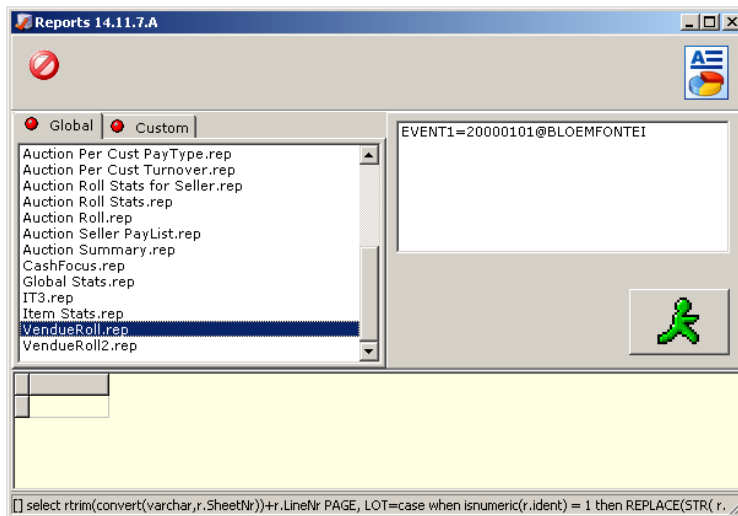
STEP 5 – Printing a Vendueroll/Catalogue

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

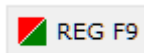
Register your buyers from the registration cards that they completed.

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

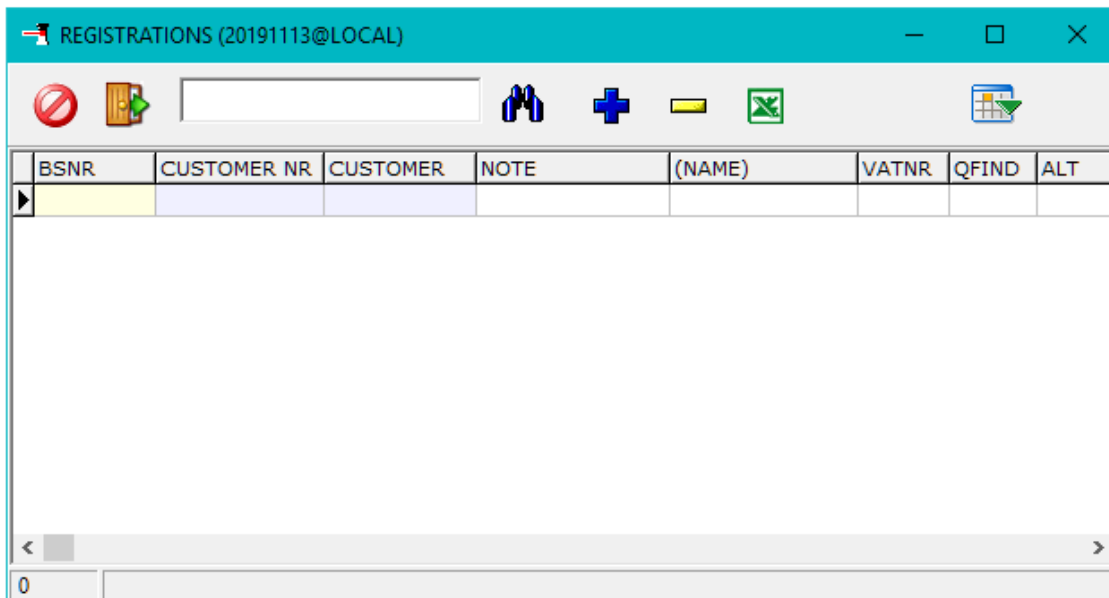
If the buyer is in the list, press up/down keys to highlight the buyer, then right click and select " ASSIGN BUYER NR (BSNR)". Enter the buyer number for this buyer from the registration card and click YES.

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



BSNR	CUSTOMER NR	CUSTOMER	NOTE	(NAME)	VATNR	QFIND	ALT

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.*

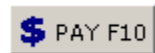
STEP 8 – Invoicing buyers and sellers

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

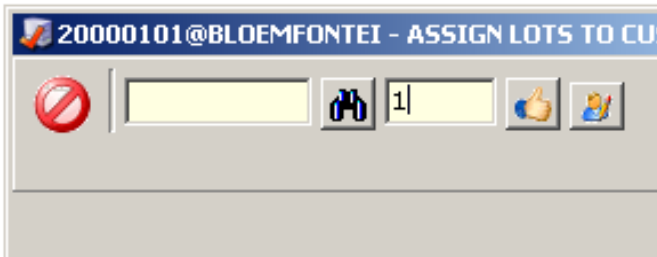
Note that everywhere in the system customers is color coded:

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.

Customer: CK001 | 1 | CLARK KENT (CK001) | 4777771

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

Actions: +LINE, +ALL, +BNR, +DIFE, XLINE, XALL, 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]	Actions that we can perform to build the invoice:

	+LINE : add only the highlighted lot to the invoice (dbl-click shortcut) +ALL : add all lots to invoice +BNR : only adds lots for a specific MARK to the invoice +DIFF : add all the lots to the invoice that is not added already XLINE : delete highlighted lot from invoice XALL : delete all un-invoiced lots from the invoice DIV : divide a lot into two separate lots CUST : Change the indented payee/payer on lots. %C% - Change commission% on lots ±NEG : Make lot positive/negative \$PAY : Make invoice for selected payer/payee QAEC : 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. GREY if balanced, ORANGE otherwise

+ 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/I	AMOUNT	VAT	MASS/I
	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
DUE BY PAYER	420.00	16.80	436.80

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
DUE BY PAYER	420.00	16.80	436.80

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
DUE BY PAYER	420.00	58.80	478.80

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 to change to preview or number of pages to print (default printer)

To Delete an invoice: right-click on the Invoice and click "Delete Invoice" in the previous window (Retrieve original invoices from your customer!!!)

To reprint invoices: TOOLS > VIEW INVOICES > Find relevant invoice > Reissue

To Change Payment: TOOLS > VIEW INVOICES > Find relevant invoice > Right-click change PayType

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	LN	ITEM	SELLER	S#	SX	BUYER	B#	BX	QTY	MASS	AMT	LOT	BA#	ID
1	1	LVV T3001	TOM JON	CH001	1	CLARK	1	=	1	0.0	100.00	1		21
2	2	LVV T3001	TOM JON	PF001	2	PETER	2	=	1	0.0	100.00	2		21
3	3	LVV T3001	TOM JON	NE		WOSAL	3	X	1	0.0	0.00	3		21
4	4	LVV RH001	ROBEN H	CH001	1	CLARK	4	=	2	0.0	100.00	4		20
5	5	LVV RH001	ROBEN H	CH001	1	CLARK	5	=	1	0.0	80.00	5		20
6	6	LVV JB001	JOHN BL	PF001	2	PETER	6	=	1	0.0	90.00	6		21
7	7	LVV JB001	JACK BL	WOSC	3	JONE	7	=	1	0.0	1000.00	7		21

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

All lots should be displayed with "=" if the auction is correctly balanced


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.

STEP 12 – Backup your whole datastore

Insert your memory stick

Click TOOLS

Click MAKE A BACKUP

Click BACKUP

Select Folder on memorystick, then click OK

Click OK when finished.

PLEASE MAKE A BACKUPS OF YOUR DATA EVERY DAY

SUPPORT

HELPDESK

060 980 5555

www.flexiauction.com

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**

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