



START AUCTION

Please read FXAGUIDE1 first, as it highlights the process as a whole

Add a new event or find the event you want to work with. Select the event to activate it. The panel will display with the event info to show you the activated event. All lots and invoices captured will be done on this activated event.

THE SYSTEM IS OPTIMIZED TO USE THE KEYBOARD TO CAPTURE LOTS. PRESS ENTER TO "ENTER" THE LOT WINDOW, AND THEN FILL IN THE VALUES AND PRESS "TAB" TO MOVE TO THE NEXT FIELD. PRESS ENTER ON "SAVE". THE NEXT LOT IN THE GRID WILL BE HIGHLIGHTED.

Lines per sheet and sheet behaviour can be set in SETTINGS.



Enter the page number to create a predefined number of lines to capture lots on. If this page already exist the system will display this page; otherwise you will be prompted to create the page.

This entry box can also be used to find specific info:

- BLANK – display all pages for this auction
- Enter a page number to display all lots for that page
- "+" followed by a customer number will display all lots for that customer.
- "/" followed by bidding number display all lots for that bidding number
- E.g. /10 display all lots for bidding number "10"
- "*" followed by LOT, display the specific Lot
- "\" followed by the item description display all lots with that description
- Enter the customer name to find the lots for that customer
- Typing the lot number and press F8 to go to and edit the lot (while focus on grid)

Right-click on grid

CHANGE LOT – Press ENTER or F2 or Double-Click on lot to change.

BLANK LOT – Clear lot info

COPY LOT – Copy lot to clipboard

PASTE LOT – Paste Lot from clipboard.

DELETE SHEET – Clear all lots for this page (only if no lot is filled in already)

STC CODE – Enter a reason why this lot can be sold below reserve

MULTIPLE BUYERS – Display a dialog to capture multiple buyers for this lot

BALANCE – Balance lots to ensure all assignment/invoicing done correctly.

REGISTRATIONS – Maintain bidding numbers for buyers (apply to sellers also for faster lookup)

PAY – Invoice the selected customer (highlighted on the grid)

ADVANCED –

- **New Out-of-hand** – Display the out-of-hand sale wizard
- **To Excel** – Export to excel
- **Import lots from XLS** – import spreadsheet in a predefined format. as lots
- **Agent Comm% split** – set agent commission per invoice
- **GRV Print/Finalize** – finalize all lots with same GRV nr as **one** voucher and print it
- **Reminders** – Set a reminder to display when this customer is invoiced.
- **Add Expenses** – add invoices per buyer/seller to reflect at payment time
- **CRM Groups** – Link customers to marketing categories
- **Shuffle Lots** – Shuffle Lots in the sheet, and re-issue lot numbers
- **TRANSFER NoSALES FROM...** – transfer all lots with NOSALE buyer from another event
- **REVIEW REGISTRATIONS** – View unused registrations for the event
- **VIEW** –
 - SELECT ROW – Highlight entire row
 - HIDE TOTALS – Show/Hide totals on main window
 - KEEP LAYOUT – save the column order on main grid
 - SORT LOT NUM – sort lots numerically (not guaranteed)

- **SPECIAL FUNCTIONS** -
 - **SHOW AGENT CUSTOMERS** - show all customers for an agent
 - **SET STC CODE ALL LOTS** - set reason for selling below reserve on all lots
 - **AUTO INVOICE** - automatically invoice buyers/sellers on set rules
 - **HTTP LOT ENTRY** - Act as HTTP server to capture lots from browser
 - **EXPLORE** - Show browser with lots contents
 - **MULTICHANGE** - Change field values for multiple lots, simultaneously
 - **NEW PRIVATE SALE** - work like out-of-hand, but use SELF as buyer/seller intermediary
 - **BACKUP EVENT DATA** - Specify backup location for this event (will repeat every 30 mins.)
 - **REMOVE GAPS** - remove unused lots

TROUGOUT THE SYTEM THE FOLLOWING CONVENTION IS USED:

GREEN FOR BUYERS and RED FOR SELLERS

LOT CAPTURING

This form is used to capture lots, fill out all required fields, and press TAB to move to next field. Click SAVE or press ALT-S to store the lot.

Vendueroll Lot entry tab is used to complete lot info,
Flexilot Content is used to complete web content for each lot

Not all fields below will be visible; it will always depend on your event settings

LOT - the unique lot number

GRV - Optional code to group lots for the same Goods Received voucher

SELLER - The seller, by entering customer number or bidding nr (Once captured as summary is displayed with VAT Nr, warning/reminder, commission, discount and QFIND). Press F3 to repeat. F5=Refresh

ITEM - Item Code. Press F3 to repeat. F5=Refresh

QTY - Quantity of items sold (calculator available)

QTY+ - Quantity of "offspring E.g. for "Cow/Calf" a "Ewe/Lamb"the number of calves/lambs

AMT/ITM - Exclusive ZAR price per single item (calculator available)

For out-of-hand sales, enter the buyer amount then press "B", followed by the selling amount

RESERVE - Exclusive Reserve price per single item.

MASS/ITM - The mass per single item (calculator available)

COMM% - Commission to be deducted from seller

Calculate commission % from commission amount

Use auction default

BUYER - The buyer, by entering customer number or bidding nr (Once captured as summary is displayed with VAT Nr, warning/reminder, commission, discount and QFIND). Press F3 to repeat. F5=Refresh


BAM - Code assigned to Lot (BUYER ANIMAL MARK) Dbl-click to toggle. No linking done, only stored


BUYER VAT - Is this lots sold with/without VAT. Please note that if an item is zero-rated no VAT will be charged on this line irrespective of the selection, otherwise VAT will be charge to buyer as follows:

- SELECT YES/NO - The clerk will decide if buyer must be charged VAT (*not recommended*)

- SELLER STATUS –
 - If the seller is registered for VAT the buyer will pay VAT and.
 - If the seller is not registered for VAT the buyer will not pay VAT.
- ALWAYS YES – the buyer always pay VAT

B/COMM% - Commission to be added to buyer

 Calculate commission % from commission amount

 Use auction default

TYPE1 DSC – Description of lot, E.g. Breed, Model/Make or define the item: table, chair, laptop

TYPE2 ID – Unique Identification, e.g. Registration number, Stud Animal Registration, serial nr, etc.

Lot Total, VAT and assignment status is displayed

Fields may be invisible as per event tick box settings (Livestock, reserve & commission)

Capture buyers and sellers



This input component above is used throughout the FXA system to find/capture customers, use the most applicable box to find the customer:

1. Type in the customer number to find if you know it; else
2. Click on the "binocular icon" to find the customer
 - a. On the search form use the filter for a subset of customers
 - b. Select the customer
 - c. *OR Create a new customer by using ADD (+)*
 - d. Select the customer
3. Type the bidding number if known to you. If this is an existing bidding number the system will use the customer, else you will be prompted to link this bidding number to the selected customer.
4. Click on the "hand icon" to select the customer from the bidding number lookup form:
 - a. On the search form use the filter for a subset of customers
 - b. Select the bidding number required.
 - c. *OR Create a new bidding number (+)*
 - d. Select the bidding number required.
5. QEC (Quick Edit Customer) , do add a new customer or change the selected customer
6. The name of the selected customer will be displayed.

Shortcuts

To quickly create a BSNR and a customer, specify [1] above as follows: **//NR NAME**,
E.g. **//1 JOHN** will create JOHN as customer with unique Customer Nr linked to BSNR "1"

To quickly enter a loose item description, enter ITEM as **//DESCRIPTION**,
E.g. **//TABLE** will set ITEM to default items and set TYPE1 to "TABLE"

To capture External Reference Field, add "//" and the reference to TYPE2.
E.g. **S/N124232 //VCR1** will make TYPE2 = S/N124232 and EXTREF = VCR1

Quick Entry of buyer and selling price only



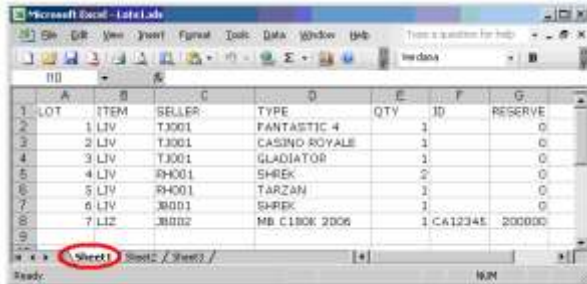
Click this icon to toggle between full and buyer/amount entry format.
In buyer/amount mode, all field is enabled, it is just ignored

Right-click on dark Lot indicator for PASTELOT to auto complete lot details from external system

Click SAVE to save the lot

IMPORT LOTS FROM EXCEL

As alternative to capturing the lots in FlexiAuction you can also create your vendueroll in Microsoft Excel or any other spreadsheet and import it into FlexiAuction. Save in native Excel format or CSV format.



1	LOT	ITEM	SELLER	TYPE	QTY	ID	RESERVE
2	1	LJV	TJ001	FANTASTIC 4	1		0
3	2	LJV	TJ001	CASINO ROYALE	1		0
4	3	LJV	TJ001	GLADIATOR	1		0
5	4	LJV	RH001	SHREK	2		0
6	5	LJV	RH001	TARZAN	1		0
7	6	LJV	BD01	SHREK	1		0
8	7	LJZ	BD02	MB C180K 2006	1	CA1234E	200000

Requirements of import file

- * You can use Microsoft Excel or any other spreadsheet program that can generate XLS format or Comma Delimited CSV files
- * It is recommended that sellers are created prior to this import
- * Each row in the Excel sheet is a Lot
- * The import is always done from the sheet named "Sheet1"
- * SORT your Lots in Excel before importing
- * The headings should be in caps
- * Do not use any quotes (single-quote, apostrophe or double-quote) in your values:
O'Brian should be O Brian or OBrian
- * The first 8 rows are used to determine the type of a column (text or numeric):
- * When mixing text and numeric values, prefix it all values with an apostrophe, E.g. Lot 1A: '1A
- * If a numeric value is zero, specify zero, do not leave it blank
- * ENSURE YOUR LOT NRs ARE UNIQUE.

Select the event and right-click on the vendueroll and click on **Advanced > Import Lots from XLS**



Right-click

- Select XLS file – Select an Excel format file
- Select CSV file – select a CSV format file
- Customers – Open customer maintenance form
- Item – Open item maintenance form
- Close XLS – Close the link to the Excel file

Column Headings

LOT

The Lot number,

If not specified, will run in sequence from 1

Do not mix letters and digits, always use numbers here

To sort correctly rather use digits e.g. 1A, 1B and 1C should be 1.1, 1.2 and 1.3

SELLER

Seller Customer Number for this lot.

You will be prompted to create customer if not on the system

Use the Customer Code or abbreviation in the sheet, not the name,

E.g. "WK1" for Wihan Kotze, "JW2" for John Walters

If not specified, "SELF" is assumed

Use either SELLER or CELLCODE, never both

The system will stop to notify you what it cannot find **the code** in the customer database. Once you click

OK the system will automatically take you to the

"Add new customer" form. Here you can capture the customer info.

SELLCODE

Seller Customer Number for this lot.

You will be prompted to link lot to a customer

(If the customer does not exist, you will first need to create it)

You can use the name for this column

Use either SELLER or CELLCODE, never both

SELLCODE is preferred to SELLER

The system will stop to notify you what **the code** is not linked to a customer yet,

And prompt you with the Customer Lookup Form Here you can select the customer (or create a new customer before selecting the customer)

ITEM

Item Code for this lot.

If not specified, default item is assumed

VAT

Vat Status of the lot

If "Y" then Item LIV will be forced.

If "N" then Item LIZ will be forced.

ITEMVAT

VAT% for the item.

If not specified, the system default rate is assumed.

Help to auto-create an item vat status on the first row.

QTY

Lot Quantity.

If not specified, "1" is assumed

Take note that quantity is multiplied by amount to get lot total.

Make sure if the lot is sold as ONE item, or multiple quantities.

A gap will be left for each lot where quantity is more than one.

This is to ensure that there is a space, if there are multiple buyers,

And we want to split the lots later,

E.g. Lot 100 to 100A, 100B and 100C

RESERVE

Reserve price for this lot.

If not specified, "0.00" is assumed

TYPE

Lot description

E.g. table, chair, Bonsmara, Toyota Corolla 160GL 1998.

ID

Lot identification, Registration nr, serial nr, etc.

E.g. ABC123GP, SN478393.

NOTE

Additional info to print on invoice for this lot.

COMMB

Lot Buyer Commission%.

If not specified, Default "EVENT COMM% BUYERS" assumed

COMMS

Lot Seller Commission%.

If not specified, Default "EVENT COMM% SELLER" assumed

BAM

Buyer Animal Mark.

QTY1

Lot Offspring Quantity. E.g. 1 cow and 1 calf.

If not specified, "0" is assumed

MASS

Lot Mass.

If not specified, "0" is assumed

BUYER

Buyer Customer Number for this lot.

You will be prompt to create customer if not on the system

Use the Customer Code or abbreviation in the sheet, not the name,

E.g. "WK1" for Wihan Kotze, "JW2" for John Walters

If not specified, "NS" (No Sale) is assumed

PRICE

Selling price for this lot

If not specified, "0.00" is assumed

Take note that quantity is multiplied by amount to get lot total.

REF

External Reference for this lot

COST

Cost price for this lot

START

Bidding Start price for this lot

NOTE

Additional info

REF

External reference

TYPE1, YPE2, YPE3

Append to TYPE

ID1, ID2, ID3

Append to ID

GRV

Goods Received Voucher

VNOTE –

Vendueroll note

STC1

The STC code

Max gaps per Lot – This will leave a few spaces for each lot if there are multiple buyers on that lot

Zero pad Lot – will prefix the lot with zeros

Click "Import" to import the Lots

NOTES ON VAT

ITEMS

Each lot is linked to an item:

If a lot is a zero-rate item NO VAT is payable to the seller

If a lot is a zero-rate item NO VAT is paid by the buyer

LIZ is a built-in zero-rate item

LIV is a built-in standard-rate item

SELLERS

A seller will only be paid VAT if that seller is registered

AND the item is standard-rate

BUYERS

**Global Setting: SELECT YES/NO*

Buyer will pay VAT if YES and the item is standard-rate

**Global Setting: SELLER STATUS*

Buyer will pay VAT if seller is registered and the item is standard-rate

**Global Setting: ALWAYS*

No VAT applicable if it is a zero-rated item

REGISTRATIONS - BIDDING/BSNR CAPTURING

Click "REG f9" or press F9



The system will allow you to set **one or more** bidding numbers per customer for each event. This bidding number is used per event, for another event the customer will have a different Bidding number. **To quickly select sellers, the system will allow you to assign "bidding numbers" to sellers also to speed u lot capturing.**

For most auctions bidding numbers is assigned to a buyers, the system however also allow you to use the same functionality for sellers (assign a "special" number for each seller for the event). For this reason Bidding Nr is referenced as "**BSNR**" or "**MARKS**"

Click **ADD (+)** to assign a new bidding number to a customer.
Click **DELETE (-)** to remove assignment.

Bidding number – The bidding number to assign

Customer – The customer to assign to above bidding number

Deposito – Specifying Deposito paid or any other info (not handled as deposit, only for reference)

If you add a deposito a note will be added in the payment form.


Items can be re-assigned to another bidding number by right-clicking and selecting **Change to another Customer**


Alternative registration method

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**

MULTICHANGE LOTS

Set Fields		
QTY	1	<input type="checkbox"/>
AMOUNT	0.00	<input type="checkbox"/>
RESERVE	0.00	<input type="checkbox"/>
BUYER		<input type="checkbox"/>
SELLER		<input type="checkbox"/>
ITEM		<input type="checkbox"/>
COMM/B%	0.0	<input type="checkbox"/>
COMM/S%	0.0	<input type="checkbox"/>
TYPE1 TYPE		<input type="checkbox"/>

Some Lots may already be assigned and/or invoiced
Use this function with
EXTREME CARE !

I AM SURE

Save Cancel

Use this function with extreme care; it should not be used when an auction is in progress. Set the field value and select the tick mark for that field, all selected records will be changed with specified values. To select a record hold in CTRL while selecting the lots, or press SHIFT while pressing up/down.

SHUFFLE LOTS

PRESS "M" ON LOT

PRESS "M" ON LOT

START 0001 Set seq Close

Click on a lot and press "M", this "selected" lot will be displayed in this window until you click on the new position on the grid, it will then be moved to the new location (Click the "bin" icon to cancel selection)

Set Seq - This will assign new LOT numbers to all the lots based on the following rules.

It will start at the highlighted lot and continue downwards

It can start at any number

If "000" is prefixed the lots numbers will also have that prefix

E.g.

"1" will create 1, 2, 3, 4, ...

"21" will create 21, 22, 23, 24, ...

"0005" will create 0005, 0006, 0007, 0008, ...

"00000001" will create 00000001, 00000002, 00000003, 00000004, ...

Ensure that all Lot nr's is unique.

MULTIPLE BUYERS

Use this function if an item is sold to multiple buyers

The lots need to be unsold to use this function.

Right-click on the highlighted lot and click "Multiple Buyers" or press Ctrl+Y

You will be presented with a list

Fill in the Buyer, Qty, Amount and Type for the lots

If you do not want to use BSNRs but rather want to enter the customer number directly, Prefix it with an +, E.g. "+ABE001"

The system will assume two kinds of modes for this function:

1.

It is the same kind of item, but there is more than one, e.g. 10 chairs, 50 flashlights, etc.

In this case the Type1 will be the same for all items (it can be changed if you need to)

The price will usually also be the same for all the items

E.g. 10 CHAIRS

Buyer 1	3 chair	R100 each
Buyer 2	3 chairs	R100 each
Buyer 3	2 chairs	R100 each

2.

It is different items in one container,

E.g. a box full of tools, crate with different items, etc.

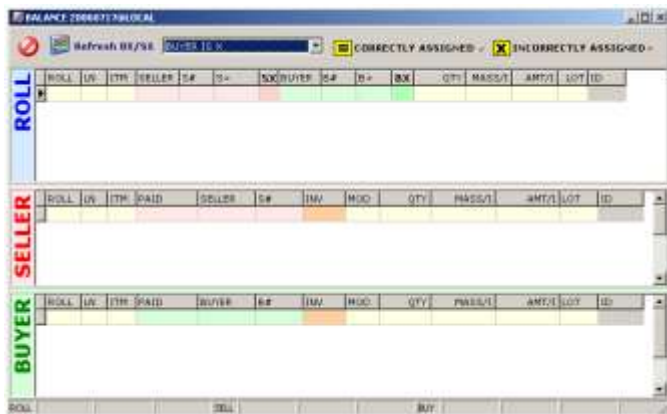
In this case Type1 must be completed for each item

The price will usually also be different for each of the items

E.g. BOX OF TOOLS

Buyer 1	Hammer	R50
Buyer 2	Screwdriver	R20
Buyer 3	Pliers	R30

BALANCING



This module is used to determine which customers is not invoiced yet or to see why and auction is not sales and purchases is not in balance.

ALWAYS Refresh BX/SX on entry to retrieve new values from datastore.

The top grid will display the lots as it was sold by the auctioneer on the vendueroll
The middle and bottom grid display the WORKAREA assignments for buyers and sellers.

SX – status of vendueroll lot when compared to lots in seller work area.
BX – status of vendueroll lot when compared to lots in buyer work area.

Status:

“=” Vendueroll and work area assignment is balanced (BUT NOT NESSASARELY PAID)

“X” Vendueroll and work area assignment is NOT balanced

Display lots

SHOW ALL – show all lots

BUYER IS X – Only show lots where buyers not balanced.

BUYER IS = – Only show lots where buyers is balanced.

SELLER IS X – Only show lots where sellers not balanced.

SELLER IS = – Only show lots where sellers is balanced.

EITHER IS X – Only show lots where either buyers or seller not balanced.

EITHER IS = – Only show lots where either buyers or seller is balanced.

BOTH IS X – Only show lots where both buyers and sellers not balanced.

BOTH IS = – Only show lots where both buyers and sellers is balanced.

UNPAID ASSIGNED SELLERS – show seller lots not invoiced yet.

UNPAID ASSIGNED BUYERS – show buyer lots not invoiced yet.

UNINVOICED PAYTYPES – payments assigned to customer but not yet invoiced.

UNINVOICED EXPENSES – expenses assigned to customer but not yet invoiced.

Please use “Delete Uninvoiced” to remove these, as it might influence report values.

**FIRST BALANCE ALL LOTS, AND THEN
ENSURE THAT ALL LOTS IS PAID FOR.**

**DO UNPAID ASSIGNED SELLERS AND
UNPAID ASSIGNED BUYERS
AFTER BALANCING ALL LOTS.**

Right-click on the grid

Export – report

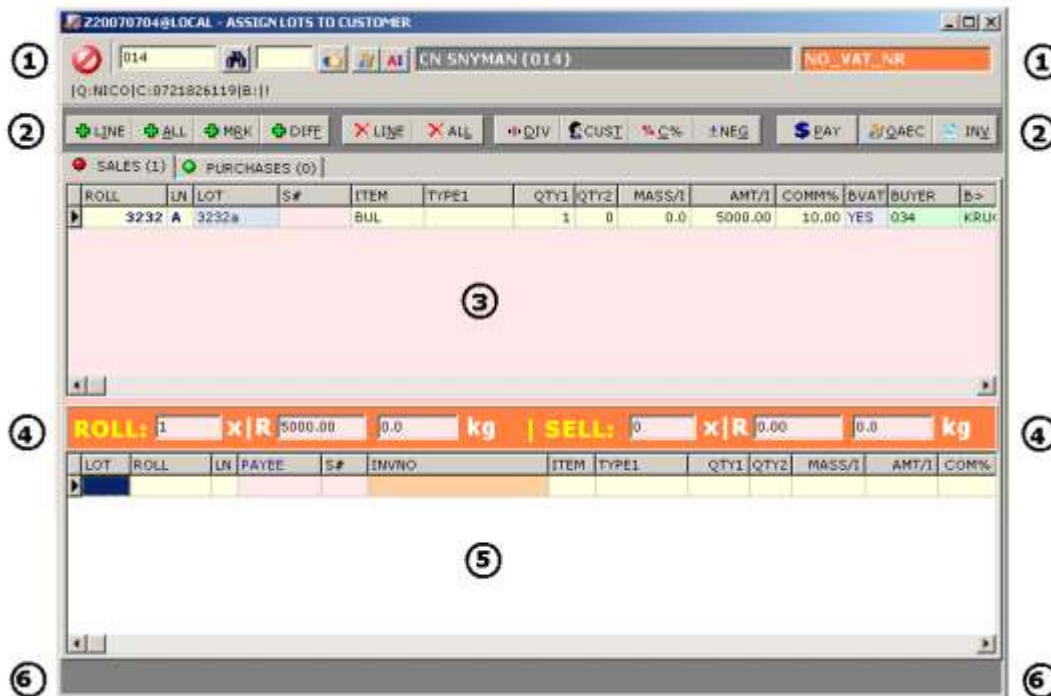
Pay/Invoice – Start invoicing on selected customer

Delete uninvoiced – delete all expenses and paymethods that weren’t finalized.

Show X Customers – display a list of customers that is not balanced

Hide NOSALE – Show/Hide the “No sale” entries

AUCTION – LOT ASSIGNMENT



Select the customer to invoice on your vendueroll or press F10 for the assignment window to display the assignment window. **Client Info (1)** will be displayed with the customer details, or you may select another customer here to work with.

Vendueroll entries (3) are displayed here showing all the lots the customers sold/purchased. If both sales and purchases exist for the customer the CONTRA tab will be displayed.

By using the **Actions (2) buttons**, lots can be moved to/from the **Working Area (5)** from where it will be invoiced. All lots in the working area will be invoiced.

The **status panel (4)** will show if the vendueroll is balancing with the assigned lots. If in balance it will be GREY, otherwise ORANGE to warn you that assignment not completed.

The **Warning panel (6)** will show any warning for this customer. (Right-click and "Clear Locks" if a customer is locked (e.g. 2 pc's try to invoice the same customer))

By the process of lot assignment we are adding the lots we want to include in the invoice

Any action can be performed on the lot in the work area until that lot is invoiced (Lot will be displayed in BLUE with invoice number), then no action can be performed on it.

There is no limitation on the assignment, division, re-assignment, commission changes, this a Work area that will allow you to be very flexible in invoicing the customer, and as such will increase the possibility for errors:

BEFORE EXITING THE ASSIGNMENT WINDOW PLEASE ENSURE THAT ALL LOTS IS BALANCED WITH THE VENDUEROLL (GRAY) AND THAT THE LOTS IS ALL INVOICED (BLUE).

Right-click top area

Bid summary – report a report with all sold/purchased lots

Match – compare the lots sold/purchased with lots in working area to show differences.














Filter this lot – press Z on lot to show only that lot in the working area

STC CODE – Enter a reason to allow lot to be assigned (Buyers only)

Right-click works area

- Reverse – Reverse/credit an invoice. Provide reason for credit and print credit note
- Remove NS – Remove all lots from work area where the buyer is NO SALE (NS)
- Remove BVAT=YES – Remove all lots where BUYER VAT is YES
- Remove BVAT=NO – Remove all lots where BUYER VAT is NO
- Set All Comm%=0 – Set commission on all lots in work area to 0.0%
- Set All Comm%=EVENT% – Set commission on all lots in work area the event default.
- Set All Comm%=CUST% – Set commission on all lots in work area t customer default.
- Export Lines – Export to Excel
- Assignment Summary – Export a report with all assigned lots
- Match – compare the lots sold/purchased with lots in working area to show differences.
This function is very useful if you cannot balance the working area
- Show – Show either all in lots or just the un-invoiced lots

Actions

 LINE	Add selected lot to word area (Double-click as alternative)
 ALL	Add all lots to work area
 BNR	<p>Add only the lots for a specific bidding number. E.g. Customer purchased with 3 different bidding numbers Add fist bidding number, then invoice it. Add second bidding number, and then invoice it. Add third bidding number, and then invoice it.</p>
 DIFF	Add the lots not already added.
 LINE	Remove assigned lot from working area (if not already invoiced)
 ALL	Remove all assigned lot from working area (if not already invoiced)
 DIV	<div data-bbox="391 968 699 1184" style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center; margin: 0;">DIVIDE ITEMS</p> <p>QTY: <input type="text" value="10"/> 10</p> <p>AMT: <input type="text" value="20000.00"/> 20000.00</p> <p style="font-size: small;">Divide additional 0 as follows:</p> <p><input type="text" value="0"/></p> <p style="text-align: center;"> <input type="button" value="✔ Split"/> <input type="button" value="✘ Close"/> </p> </div> <p>Split a lot in the working area into two separate lots with the split quantity as per the prompt, the total will be the same as the original lot. This is used to re-assign a certain quantity to another customer, E.g. Piet purchased 10 chairs, but on invoicing decides he only wants 8, the other 2 should be invoiced to his friend.</p>
 CUST	<p>Change the payer/payee to another customer. Set for all Lines – Change the payer/payee for all the uninvoiced lots in the work area Use new BSNR – Change lots to the bidding number for new customer</p> <div data-bbox="391 1423 711 1541" style="border: 1px solid gray; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center; font-size: small; margin: 0;">SET CUSTOMER AS PAYER</p> <p style="font-size: small;"> <input type="text" value="10"/> <input type="button" value="🔍"/> <input type="button" value="👤"/> <input type="button" value="📄"/> </p> <p style="font-size: small;"> <input type="checkbox"/> Set for ALL lines <input type="checkbox"/> Use new Mark </p> <p style="text-align: center;"> <input type="button" value="✔ Set"/> <input type="button" value="✘ Hide"/> </p> </div> <p>This function is very flexible in that lots can be assigned to another customer, also when the actual customer is unknown until invoicing, this can be used to assign the lots to the correct customer.</p>
 C%	Change the commission% on uninvoiced assigned lots in the work area.
 NEG	Toggle positive/negative for uninvoiced assigned lots in the work area.
 PAY	INVOICE the payer/payee
 QEC	Quick Edit a customer, to change an address, VAT nr, etc.
 INV	Reprint invoices.

INVOICING

Screen is displayed with four tabs:

- ITEMS – display the lots that will be added to this invoice (with a summary)
- EXPENSES – maintain expenses to be added/deducted to this invoice
- PAYMENTHOD – list/maintain the payments method used to finalize this invoice.
- INVOICING – Finalize invoice, print invoice (or loading certificates and cheques)

This section must be clicked in order, not skipping any of the tabs, as each tab will calculate its own total based on the previous tab.

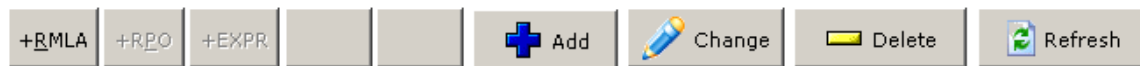
ITEMS

Shows all items that will be invoiced on this invoice

If Livestock ticked also shows it summarized by category

Right-click to preview/print an Item Summary, Export or auto-complete the invoice

EXPENSES



+RMLA - Automatically calculates and adds RMLA deduction as per RMLA fee set for each stock item (Read meat Levy Act). This expense will always be added automatically.

+RPO - Calculate and add RPO deduction as per RPO fee set for each stock item (Rooivleis Produsente Organisasie)

+EXPR – Add expenses as per Expense rule set for items

Add, Change and Delete to add your own expenses.



**Please ensure the VAT amount is correctly set, as the system do not validate this entry
Discount is usually charged as a negative expense.**

Right-click grid

Add Kraal – Add “kraal” deduction

Add Bank – Add bank charges according contents of **bankS.txt** (for sellers) and **bankB.txt** (for buyers) file in your profile.

Click **Maintenance – Edit Bank Pricing** to edit the file. Each line contains the formula to calculate the charge for a certain range.

E.g. R1000 due by seller, Content of @myprofile/bankS.txt

Line1: 0-999.99=5.00+@*1/100

Line2: 1000-9999999999999999=10+@*0.90/100

The system will use line two as R1000 is in the range 1000 to 9999999999.

Thus $10+@*0.90/100$ OR $10 + 1000 * 0.90/100 = R19$

Add Discount 1%/C%/0.5% - Add 1%, 0.5% or the customer own set discount rate.

Add Discount No Cents – Add discount to remove the cents

Add Bank ~1% Round R10 – Add 1% estimated bank charges to round invoice to nearest R10

Enable RMLA/RPO/EXPR – because it is disabled when clicked

Delete ALL – Delete all expenses

Calculate expense amount

A little wizard to automatically calculate the expense amount for you

Calculator – use calculator dialog

% of Sales – the percentage of total exclusive sales for this invoice

% of Mass – the percentage of total mass for all items on this invoice

% of Comm – the percentage of total exclusive commission for this invoice

Pet item (QTY1) – per total amount of items on this invoice

Pet item (QTY2) – per total amount of offspring on this invoice

Pet item (QTY1+QTY2) – per total amount of items and offspring on this invoice (Qty1)

X sales/tsales – invoice amount, shared pro rata between all sellers based on shares of total sales*

X qty/tqty – invoice amount, shared pro rata between all sellers based on quantity provided*

X qty/tqty (inv) – The invoice amount, shared pro rata between all sellers based on invoiced quantity provided*

% Of Exc Due (curr) – the percentage of current exclusive invoice total

% Of Inc Due (curr) – the percentage of current inclusive invoice total

*All buyers' invoices should be completed

*E.g. Media24=R12000; Seller Turnover=R50000; Total Turnover=R150000

Total for this customer is R4000 (12000 x 50000/150000)

PAYMENT METHOD



ADDS TOTAL – Add the balance as default payment method.

Add, Change and **Delete** to add your payment methods.

The sum of all listed payment amounts must equal the due amount

The system will automatically add the balance as default method on tab entry when grid is blank.

Right-click on the grid to quickly **change** the method or do **rounding**

Account summary is displayed to assist in deciding if account payments should be allowed

If set and required the system will prompt for an authentication number.

Please note that an account balance is never current as the Account system operates independent.

INVOICING

INVOICE NOTE – Note to print on the invoice.

LOADING NOTE – Note to print on the invoice.

PAYMENT NOTE – Note to print on the invoice.

CC NAME/NOTE – The name and note to print on invoice if customer is CASH CUSTOMER.

DOC REF# – The invoice you want to credit (applicable when doing a reverse)

INV DATE – The date of the invoice

INV REF DATE – The referenced invoice number

OH/REF – The invoice number referenced for an out-of-hand invoice printed in the field

English – Document language (English/Afrikaans)

PFMA – Print pro forma invoice. (Right-click to set preview and nr of pages)

PAY – Generate document and open it.

- Invoice numbers is generated in the format: XX-YY-ZZ
- XX – The PCCODE of the PC the invoice was generated on
- YY – "B" for buyers, "S" for sellers
- ZZ – The incrementing invoice number.

INV – Generate invoice (right-click to set preview and nr of pages)

LDC – Generate loading certificate (right-click to set preview and nr of pages)

CHQ – Open the cheque printing module

Cheque printing

The Epson LX300+2 are usually used for printing cheques.
If the printer name is GENERIC, the text print method is used (*To setup by FXA ADMIN*)

A list of cheques is displayed for the customer; a cheque can be printed for each. Cheque printing is not part of the financial reporting on auction summary; it is only used to print cheques.

Select the cheque to print in **Payment**. Change the date, recipient name and footer if applicable, As well as the **Doc Nr** (the actual number on pre-printed stationary)



Will try to retrieve the next number.
This is however not accurate, always verify the number before printing.

Select the printer to print to
Click "Print" to print the cheques
Select Language (English/Afrikaans)
Preview to open document otherwise it will be printed automatically

Right-click grid

Refresh – reload from datastore
Export – export to Excel
Mark Cancelled – mark cheque as cancelled
Mark Issued – mark cheque as issued

Cancel cheques as follows:

- Take back the printed cheque
- Goto View Invoices
- Find the cheque
- Right-click and "Mark Cancelled"
- Issue new cheque if required

Cheque printing is handled in one of two ways:

- Document generated as per template and printed from word processor
- Cheque is printed with "Generic Text/Only" printer diver and the printer is controlled directly with codes within the template scripting file.

VAT

NO VAT IS APPLICABLE TO LOTS LINKED TO A VAT ZERO-RATED ITEM

A SELLER ONLY RECEIVE THE VAT ON THE LOTS SOLD IF HE/SHE IS REGISTERED FOR VAT (THERE IS VALUE IN THE VAT FIELD FOR THAT CUSTOMER).

Depending on the Buyer VAT setting:

SELECT YES/NO

The clerk will decide if the buyer must be charged VAT (*not recommended*)

SELLER STATUS

The seller VAT status will determine is the buyer will pay VAT

If the seller is registered for VAT the buyer will pay VAT on that lot.

If the seller is not registered for VAT the buyer will not pay VAT on that lot.

ALWAYS YES

The buyer always pays VAT

IF THERE IS ANY VALUE IN THE CUSTOMER VAT FIELD, THE SYSTEM WILL TREAT THAT CUSTOMER AS REGISTERED FOR VAT, EVEN IS THIS IS A DUMMY CODE.

IF THE CUSTOMER VAT FIELD IS BLANK, THE SYSTEM WILL TREAT THAT CUSTOMER AS NOT REGISTERED FOR VAT

CONTRA

A contra is done when the same customer have both purchases and sales.

Invoice the smallest invoice as normal.

The full amount of this invoice payment method is CONTRA

Invoice the larger invoice as normal

The amount of the smaller invoice above is added as CONTRA

The balance is added as per normal payment method.

E.g.

A customer sells lots to the value of R10000 and purchased lot to the value of R2000.

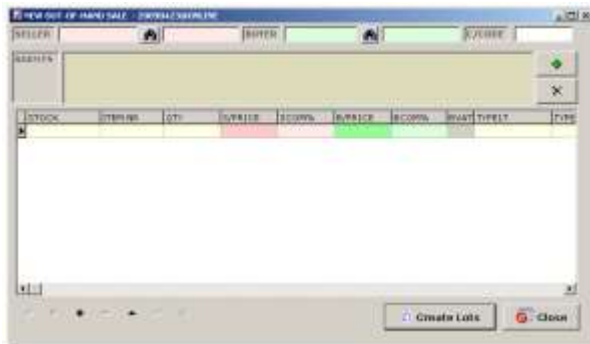
- Invoice purchases (invoice B-XX-200)
 - Add payment method "CONTRA" for R2000
- Invoice sale (invoice S-XX-100)
 - Add payment method CONTRA for amount R2000 and note "B-XX-200"
 - Add payment method CHEQUE for balance R8000 with cheque Nr as note

OUT OF HAND SALES

Ensure that "Out-of-hand" is ticked for the event that you activated.

Right-Click Vendueroll > Advanced > New Out-of-hand sale (Or Ctrl+U)

The following form will be displayed with the activated event:



Specify the **date**, the **agents** and both the **buyer** and **seller** for this transaction.

Fill in the **transaction lines** for the transaction.

+	Add a transaction line
-	Remove a transaction line
▲	To a transaction line
✓	Save changes to a transaction line changed/added
✗	Discard changes

Fields descriptions

Stock – Drop down list of stock items

Item Nr – The item code for the stock item
Qty – the quantity
S/Price – the exclusive seller's price per item
Scom% - commission to be charged to seller
B/Price – the exclusive buyer's price per item
Bcom% - commission to be charged to buyer
BVAT – Does the buyer pay Vat (Set Y/N as per settings Always, Ask or Seller Status)
TYPE1T – Item Type, e.g. table, chair, bonsmara, Toyota
TYPE2ID – Identification, e.g. registration or serial number
QTY+ - offspring quantity (livestock)
MASS – Mass in kg per item (livestock)

Right-click Amt >% or Press F7 to convert amount percentage
Right-click Tmass or Press F8 for mass calculation
If you close the window you will loose all your entries

Create Lots – Add all transaction lines here as lots for the created event.

Complete the invoicing of the buyers and sellers as per normal FlexiAuction billing procedures

Doing out-of-hand with normal interface

See on the vendueroll grid,
iAMTs = The Amount per item Selling price
iAMTb = The amount per item Buyer price

When you do a normal auction, the buyer and seller price is always equal,
The system will automatically enforce it that way.

When you do an out-of-hand, this price will differ. The item is purchased from the SELLER at a lower price and then sold to be BUYER as a higher price.

When capturing lots, enter the Buyer amount then press "B", the value will disappear, now enter the seller price. A warning will be displayed to confirm the price.

For a normal auction the commission made will be the profit to the firm.
For out-of-hand we might not take commission, then the difference between this BUYER price and SELLER price, is the profit to the firm. The system registers this as **GAIN** in all relevant reports

Agent Commission

Please note that for agent reporting GAIN is not as integrated as COMMISSION, this do sometimes require some calculation on your side to get the desired result.

Private Sales

Private sales is handled in the same way as out-of-hand sales, the only difference Is that SELF is always the intermediary in the transaction

We SELL, customer BUYS

- *Right-click roll > Advanced > Special Function > New Private sale > BUY*
- *We (SELF) are the seller*
- *We select the buyer*

We BUY, customer SELLS

- *Right-click roll > Advanced > Special Function > New Private sale > SELL*
- *We (SELF) are the buyer*
- *We select the seller*

REPORTS

Various reports are generated from within the report, applicable to one or more events. Reports are exported to Excel or a few other formats.

Global – Standard reports supplied with the system.

Custom – Customized reports developed for your firm.

Double-click a report on the left-hand side to activate it.

Double-click each of the required "parameters" to fill in the values for each.

These parameters will define your report content and can be text, a customer, an event or a date range.



E.g. In "Auction Summary", select the required event in EVENT1 (will automatically be filled in when event is already active). Right-click parameter list to **Save/Load** to/from saved set.



Click to open report

Click the WORD/ EXCEL icon to open the report.

TIP: When WORD icon is visible, then view the report In WORD

Right-click report list

Refresh – Show refreshed list

View Definition – change report definition (FXA consultant)

Explore Folder – view generated reports (c:\fxa\tmp)

TOOLS – VIEW INVOICES

Reprint any invoice, cheque or loading certificate.

Set the criteria to obtain the invoice you want to reprint:

Invoice Nr – Search partially on invoice number, E.g. "1000" will retrieve A-B-10001

Customer – for a specific customer

Date – date range

Event – specific event

Amount – Invoice amount (within 5c)

Click "Find Invoice" to display the invoices

ReIssue – Reprint the highlighted invoice (right-click on button to preview or set nr of copies)

Cheques – Display list of all cheques issued. If event active only show cheques for that event (click *All Events for all cheques*). Right-click the grid to export or change status (issued/cancelled).

Export List – Export to Excel

Close – Close the window

English – Set tick mark to print an English document

Right-click the grid

Print Loadcert – reprint loading certificates.

Print Cheque – reprint cheques for this invoice.

Send Email – to send an email

Property – is ticked use the property PROPINV.RTF template instead

EXPORT TO EXCEL

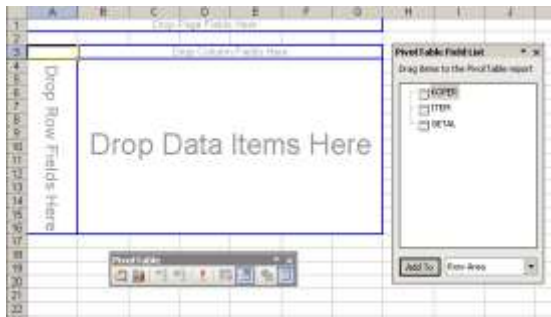
E.g. List of buyers with the number of items purchased.

BUYER	ITEM	QTY
JAN	SHEEP	8
GERT	GOAT	9
JAN	GOAT	3
KOOS	CW	4
GERT	SHEEP	8
JAN	COW	4
KOOS	GOAT	2
KOOS	GOAT	6
JAN	SHEEP	8
JAN	COW	1
GERT	SHEEP	9
KOOS	GOAT	5
JAN	COW	3
GERT	COW	7
JAN	SHEEP	8
JAN	COW	9
KOOS	GOAT	3
GERT	SHEEP	5

Pivot Tables

Pivot tables provide a powerful interface to summarise info into groups.

- Open File
- Move cell cursor inside the data block
- Click "Data "
- Click "PivotTable and PivotChart reports"
- Click Finished



Drag from "Field List" and drop in "row fields"

Drag from "Field List" and drop in "column fields"

Drag the numeric value from "Field List" and drop in "Data Items"

Optional: Drag the other fields from "Field List" en drop in "page fields"

Sum of QTY	ITEM			
KOPER	COW	GOAT	SHEEP	Grand Total
JAN	17	3	24	44
GERT	7	9	22	38
KOOS	4	16		20
Grand Total	28	28	46	102

The rows/columns and pages can be manipulated in any way for different reports.

Sum of QTY	
ITEM	Total
COW	28
GOAT	28
SHEEP	46
Grand Total	102

AutoFilter

AutoFilter is a powerful tool to see only a subset of all the data based on some criteria

- Open a file
- Move cell cursor inside the data block
- Click "Data "
- Click "Filter"
- Click "AutoFilter"

	A	B	C
1	KOPER	ITEM	GET
	Sort Ascending	AAP	8
	Sort Descending	K	9
	(All)	K	3
	(Top 10...)	ES	4
	(Custom...)	AAP	8
	GERT	ES	4
	JAN		
	KOOS	K	2
9	KOOS	BOK	6
10	JAN	SKAAP	8
11	JAN	BEES	1
12	GERT	SKAAP	9
13	KOOS	BOK	5
14	JAN	BEES	3
15	GERT	BEES	7
16	JAN	SKAAP	8
17	JAN	BEES	9
18	KOOS	BOK	3
19	GERT	SKAAP	5

Subtotals

Subtotals is a powerful tool to group rows based on a change in value

- Open a file
- Move cell cursor inside the data block
- Sort on the column you want to use as main field
- Click "Data "

- Click "Subtotals"
- Select the columns to use for your summary and page breaks.

EXPORT TO PASTEL



PASTEL is owned by SOFTLINE and all rights are owned by them.

We do not interface with Pastel directly, but rather create a text file that is understood by Pastel for batch importing purposes.

Event Data



The export system is based on invoiced generated from FlexiAuction, these invoices can be split up into their components (gross, expenses, pay methods, commission).

E.g.

Commission, expenses as journal transaction, but all buyers/sellers nett invoices

Gross, commission, expenses and nett for all buyers/sellers invoices

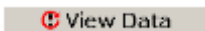
Only cheques issues at the auction, with all other journal transactions

**We will assist with the initial setup. There is no risk of wrong import into Pastel as Pastel allow you to review all batches before posting them
A custom report needs to be build if you use the Summary export.**

Select the export type you want to do

Please ensure that the pastel supplier/customer code is set for each customer, prior to doing the export, alternatively you can right-click and Update Customer/Supplier to a default pastel code.

Select you type of export and click on **View Data** to see the result



FlexiAuction invoices is displayed based on the type of settings

(Or cheques list for SELLER/CHEQUES, or summary data for BUYER/SELLER SUMMARY)

If ACCT is blank, you need to right-click and "Update Cust" to set default values or change customer to use the correct pastel supplier/customer code for that customer.

Define Pastel Export File Layout



Values to use for Pastel General Ledger Journal or Cashbook batch:

GDC - G=General Ledger, D=Customer, C=Supplier

Period - 1 to 13

ACC/NR - Account number to use, the value in {X} is replaced by the X field value displayed in [2]
E.g. if {ACCT} specified, it will be replaced by ACCT field in [2]

REF/NR - Reference number; note that you can only use 8 letters/digits

DESCR - The description to use for this transaction

Tax Type - Pastel tax type for this transaction, usually "0"

Sign - DR=Positive, CR=Negative

EXC/INCL - Exclusive or inclusive

Contra - The Pastel Contra Account for this transaction



Maintained in *pastelcontra.txt* for the dropdown

e.g.

7000000=AccountName1

0000000=AccountName2

{ACCT}

Open Item - Pastel Open Item Code for this transaction

Cost Code - Pastel Cost Code for this transaction

PC LIST - Abbreviations to use to ensure the REF/NR description is short enough

We need to abbreviate invoice numbers based on this comma separated list.

Each invoice Nr contains the PCCODE of the computer it was done on,

By specifying short codes for each PCCODE we can make it shorter.

E.g. Enter PC LIST: "**PC1=A, PC2=B, PC3=C**" :

"B-PC1-456" will be changed to "BA456"

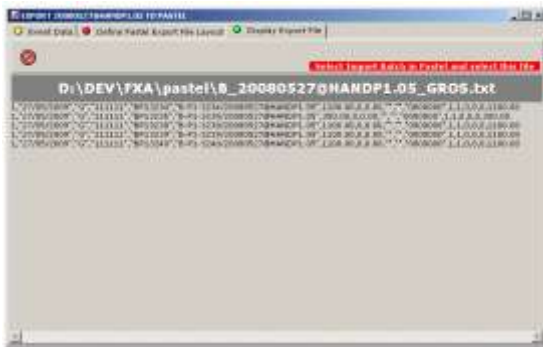
"S-PC2-1435" will be changed to "SB1435"

"B-PC3-356" will be changed to "BC356"

Click to create the export file

Create a Sofline PASTEL export file

Display Export File



The name of the generated file will be displayed as well as the content for this file.
Right-click for export and other options

In Pastel you can now start a new batch and import the batch from the generated file.

Please ensure that all values for the batch are correct in Pastel before posting the Pastel batch.