

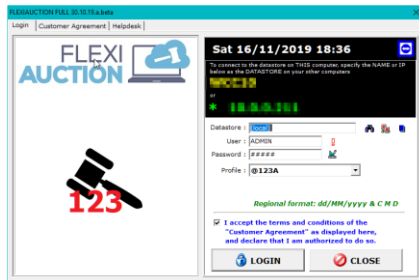


Startup Guide
Livestock auction

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.



Click on **ADD A NEW ITEM**

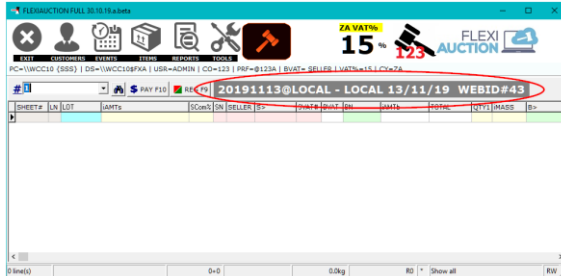
Specify the date, location info, type and commission for the auction.
NR must always be in the format YYYYMMDD@XXX where YYYYMMDD is the date of the auction and XXX is your own short description.
Ensure that relevant tick boxes are ticked.

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 – Receive Goods (optional)

Click TOOLS > WAREHOUSE > +NEW GRV

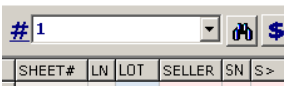
Specify the seller, the mark that will be assigned to that seller, as well as all the livestock received.

Click "+ADD THIS GRV" to add the CRV.

Print the GRV if required

STEP 5 – Capture the Vendueroll

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



Enter the number to use as **sheet number** and press ENTER or click

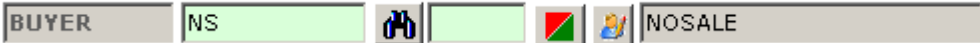



The sheet numbers is used to organize your lots into different pages.

Usually your roll-book page no is entered, otherwise enter "1" for your first sheet. 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)

MASS/ITEM	Total mass in KG, capture mass of individual animal
BUYER	 <p>Lot Buyer. Click . Search for the seller by typing his surname and then press ENTER or . If the buyer is in the list, press up/down keys to highlight the seller, press ENTER or double-click to select as buyer for this lot.</p> <p>If the customer is not in the list, he 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>Enter the BUYER MARK into the second block, on Tab you will be prompted to link the buyer to this mark, confirm and click Yes For this auction the mark will belong to this customer. Next time just enter the MARK into the second box to use that buyer.</p>
TYPE1 TYPE	Breed if applicable
TYPE2 ID	Stud No identification if applicable
COMM%	Type in the commission% for your buyers/sellers

Click **SAVE** to save the lot

REPEAT UNTIL YOUR VENDUEROLL IS FINALIZED

Right-click to blank, copy/paste and make corrections to your lots.

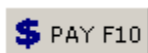
STEP 6 – Invoicing buyers and sellers

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

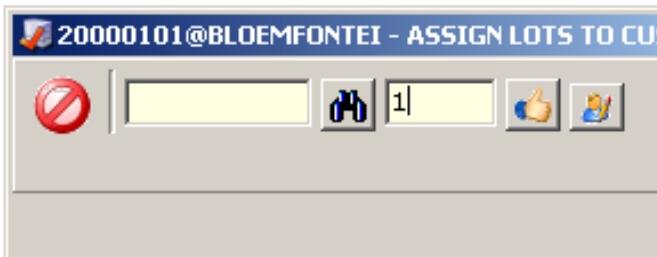
Note that everywhere in the system customers is color coded:

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.

[1]	Customer info
[2]	<p>Actions that we can perform to build the invoice:</p> <p>+LINE : add only the highlighted lot to the invoice (dbl-click shortcut)</p> <p>+ALL : add all lots to invoice</p> <p>+BNR : only adds lots for a specific MARK to the invoice</p> <p>+DIFE : add all the lots to the invoice that is not added already</p> <p>XLINE : delete highlighted lot from invoice</p> <p>XALL : delete all un-invoiced lots from the invoice</p> <p> DIV : divide a lot into two separate lots</p> <p>CUST : Change the indented payee/payer on lots.</p> <p>%C% - Change commission% on lots</p> <p>±NEG: Make lot positive/negative</p> <p>\$PAY: Make invoice for selected payer/payee</p> <p>QAEC : Change customer info</p>
[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. <i>ORANGE if different and GREY if balanced</i>

+ ALL

Click "+ALL" to copy all lots for the customer to the invoice.

The lots will be displayed in section **[4]**

ROLL: 4 x R 400.00 0.0 kg BUY: 4 x R 400.00 0.0 kg												
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	

\$ PAY

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

ITEMS

SUMMARY	EXC	VAT	INC
PURCHASES	400.00	14.00	414.00
PLUS COMMISSION	20.00	2.00	22.00
PLUS EXPENSES	0.00	0.00	0.00
DUE BY PAYER	420.00	16.00	436.00

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

EXPENSES

SUMMARY	EXC	VAT	INC
PURCHASES	400.00	14.00	414.00
PLUS COMMISSION	20.00	2.00	22.00
PLUS EXPENSES	0.00	0.00	0.00
DUE BY PAYER	420.00	16.00	436.00

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

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

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)

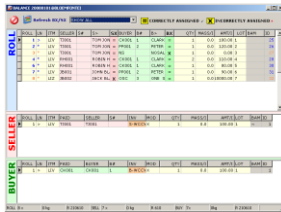
LDC – print loading certificate (buyers)
CHQ – Print cheques (sellers)

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 7 – 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.



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.

STEP 8 – 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 on the column heading to sort records where applicable

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

STEP 9 – 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 your 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](http://WWW.FLEXIAUCTION.COM/CA)

This document was last revised 16/11/2019 WK