### **Background**

Use of one or more recurring expenses associated with a particular type of inventory is referred to as use of 'Standard Expenses'.

Example: An automobile may have title transfer, storage, and other Standard Expenses associated with it.

AuctionRPM allows the creation and use of Standard Expenses through use of inventory Categories. Any Inventory Category may have one or more expenses attached to it, including either Buyer or Consignor expenses, or both.

In the example below, four separate Standard Expenses are associated with an Inventory Category. Items are then added to AuctionRPM using the affected Inventory Category.

#### 1. Adding Standard Expenses to an Inventory Category

We sell farm equipment that has four (4) associated Standard Expenses:

- Buyer-paid fee: Federal Farm Equipment Transfer Fee (\$20.00).
- Buyer-paid fee: Department of Motor Vehicles Transfer Fee (\$55.55).
- Consignor-paid fee: Storage (\$150.50).
- Consignor-paid fee: Vehicle Preparation (\$50.00).

The first step is to create an Inventory Category for 'Farm Equipment'.

#### Path: Tools - General tab - Master Data - Inventory Categories - New

On the 'General' tab of Inventory Category Master, add 'Farm Equipment' as the description.



Click on 'Standard Expenses' tab. If the new Inventory Category has not yet been saved, a dialog box will appear asking for the 'save'. Click 'Yes'. The 'Add New Standard Expense' dialog box (screen) will appear.

Auction#94 - Vertice: 2.5 fluid: 274 (frmMain)	Add New Standard Expense
Per Tools Language mile	Standard Item Specific Buyer Expense
Master Lable List         Inventory Category Master           Upper Finance Looks         General         Custom Field Codes         Standard Expanses           Composed Field Codes         The following is a field expenses: that will be automaticably added to an inventory date in the event that in the interfeed with the inventory category code.         The following is a field expenses: that will be automaticably added to an inventory date in the event that in their interfeed with the inventory category code.	Expense Type
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Pro Peca	Cancel Save
Press F1 for help at any time. MDB_CAPS_NUM_INS_11:11 AM_771/2005	

Click on and select the Expense Type for the first fee (Buyer-paid fee: Federal Farm Equipment Transfer Fee (\$20.00)). In our example, the fee does not currently exist.

Add New Standard Expense	
Standard Item	Specific Buyer Expense
Ex	pense Type
Percent .00	Flat Amount .00
☐ Taxable Expense Memo	Subject To Buyer Premium: 🗖
Cancel	Save

- Click on 'Add/New'.
- Enter the Description: 'Fed. Farm Equipment Transfer Fee'

• Enter the Optional Flat Amount: '20.00'. Since this amount is entered into an Expense Type Master record, the amount will automatically be added to the buyer's expense.

Note: If the fee varies, do not enter the fee into the Expense Master. Instead, enter it into the Buyer/Consignor expense <u>after</u> choosing an Expense Type.



Now, the Expense Type has been added/selected. An Expense Memo may be added for clarity, but the pertinent information has been entered. Click 'Save'. The new expense is now associated with Inventory Category 'Farm Equipment'.



• Following the instructions above, enter the other three Standard Expenses.

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File Tools Language Help				
Master Table List Buyer Presiun Codes Buyers Conserver	Inventory Category Master			
Consignment Fee Codes Consignment Fee Cross Ref. Custon Fields Defect Codes	The following is a list of expenses that will be automatically added to an inventory item in the event that an item is entered with this inventory category code.			
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	105	Records.		
Code	Description			
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7 Kitchen Equip	priert			
5 Photographic	Photographic Equipment			
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Print Report.	Egt			
Press F1 for help at any time.	MDB CAPS NUM INS 3:05 PM 7/5/2	005		

That's all there is to adding Standard Expenses to any Inventory Category. All that is left is to add inventory with the Inventory Category of choice.

Note: You may also use the Inventory Category containing Standard Expenses for items that do not require the entered fees. When adding inventory, AuctionRPM will confirm whether or not to charge Standard Expenses associated with an Inventory Category that has attached fees.