

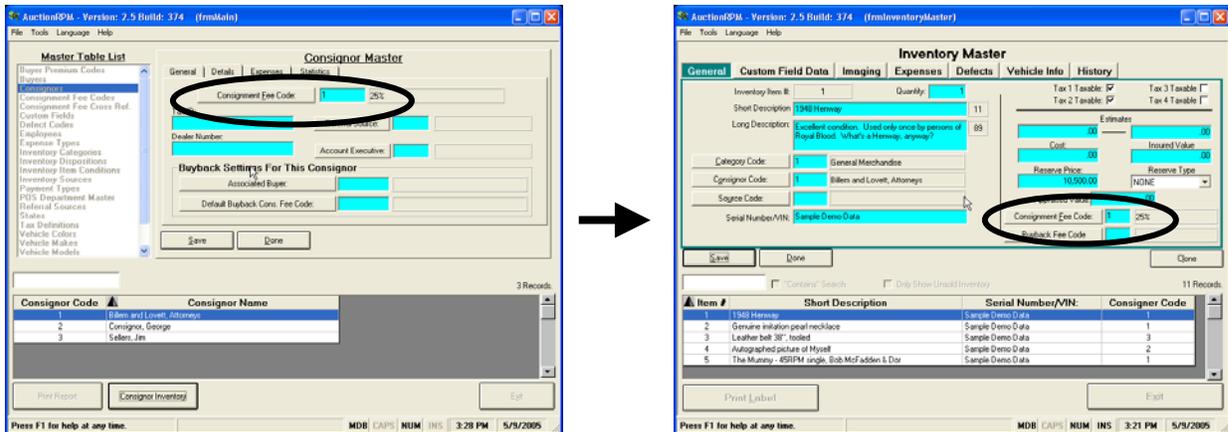
RPM Tips & Tricks:

Using 'Mass Consignment Info Reassignment', or How to Change Consignors and Associated Consignment Fees

In AuctionRPM, the kingpin behind all consignment activities is the Inventory Master table. It controls who the items belong to (Consignor Code), as well as how much the consignor is going to pay you for your services (Consignment Fee Code). It is also the final authority regarding Buyback Fees.

As inventory is entered into AuctionRPM's Inventory Master, information is pulled from many places throughout the program. For example, Consignor data (including the associated consignment fee code) is pulled from the Consignor Master table.

For the '1948 Henway', Consignor Code #1 (Billem and Lovett) was entered. The Consignment Fee Code (#1, 25%) was pulled from the Consignor Master table.



If the Item's Consignor Code is subsequently changed, the former consignor's information is overwritten with new data.

How to make changes efficiently and quickly:

1. **Change small numbers of Consignment Codes from one consignor to another:**
Manual: Use (Auctions – Preparation tab – Inventory Master), or (Auctions – Preparation tab – Add/Edit Lots – select item from Auction Lots – Edit Lot). Make changes to data.
 - Then, use 'Mass Consignment Info Reassignment' to refresh reports. If changes are for a specific auction only, choose the Auction Number it in the 'Criteria' (top) section. If changes affect several auctions, do not choose any 'Criteria'.

Leave all boxes in the 'Make the Following Changes' section (lower half of screen) at 'No Change'. Assure that 'Recalculate Consignor Fees' is checked. Click 'Proceed'. Done deal.

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Specific Auction

Mass Consignment Information Re: Assignment

Where the inventory items fit the following criteria ...

Auction: 1: Sample Auction - Leakless Valves

Consignor: ALL

Consignment Fee Code: ALL

Buyback Fee Code: ALL

Make the following changes:

New Consignor Code: NO CHANGE

New Consignment Fee Code: NO CHANGE

New Buyback Consignment Fee Code: NO CHANGE

Calculate Consignment Fees:

Cancel Proceed

All Auctions

Mass Consignment Information Re: Assignment

Where the inventory items fit the following criteria ...

Auction: ALL

Consignor: ALL

Consignment Fee Code: ALL

Buyback Fee Code: ALL

Make the following changes:

New Consignor Code: NO CHANGE

New Consignment Fee Code: NO CHANGE

New Buyback Consignment Fee Code: NO CHANGE

Calculate Consignment Fees:

Cancel Proceed

Note: For future additions to inventory: To select and use a different consignment fee, based on the combination of Consignor and Inventory Category, use (Tools – General tab – Master Data – Consignment Fee Cross Reference). This procedure is explained in a separate 'Tips & Tricks' article.

2. Change a few items to a different Consignment Fee Code:

Manual: Use (Auctions – Preparation tab – Inventory Master), or (Auctions – Preparation tab – Add/Edit Lots – select item from Auction Lots – Edit Lot). Make changes to data.

- Then, follow 'Mass Consignment Info Reassignment' instructions outlined in #1, above.

3. Change all Consignor Codes from one consignor to another:

Automatic, using (Tools – Advanced tab - Mass Consignment Info Reassignment).

Example: In Auction number 2, items were mistakenly entered as belonging to Consignor #1 ('Billem And Lovett') but actually belonged to 'Consignor George'.

Set 'Mass Consignment Info Reassignment' (top half of screen) to specify the specific auction (#2) and consignor (#1) to search for. Then select the required changes on the bottom half of the screen (new Consignor is #2). Click 'Proceed' to process the changes.

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Exactly What to Look For

What Changes to Make

4. Change Consignment Fee Code for a particular consignor:

Automatic, using (Tools – Advanced tab - Mass Consignment Info Reassignment).

Example: In Auction number 1, The Consignment Fee for 'Billem And Lovett' was 25%, but for Auction #2, they will be charged only 15%. Unfortunately, the Data Entry Clerk left the original 25% Fee. Here's how to change the Fee:

Set 'Mass Consignment Info Reassignment' (top half of screen) to specify the specific auction (#2) and consignor (#1) to search for. Then select the required changes on the bottom half of the screen (New Consignor Fee Code is 15%). Click 'Proceed' to process the changes.

Exactly What to Look For

What Changes to Make

5. Change all Buyback Fee Codes for a particular consignor or auction:

Automatic, using (Tools – Advanced tab - Mass Consignment Info Reassignment).

Follow the same process used for the other Automatic changes, above. Select the affected Auction and Consignor from the top half of the screen. Then, select the New Buyback Consignment Fee Code from the dropdown list. Click 'Proceed'.

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***Remember that use of 'Mass Consignment Info Reassignment' is
permanent, and will do exactly what is asked of it!***