RPM Tips & Tricks:
Non-Lotted Auction Bid Entry Screen: Maximize Your Efforts

Background

A 'Non-Lotted' auction refers to one in which inventory (items) are entered into AuctionRPM at the time of the sale.   However, there is a facility that allows 'Pre-Lotted' items to be sold in a 'Non-Lotted' manner. The 'Non-Lotted Bid Entry Screen' is optimized for entry of items during the auction itself.

Path: Auctions – Day of Auction tab – Non Lotted Auction-Bid Entry

Non-Lotted Bid Entry Screen Features

Auction Number Selector

At top, mid-screen, select the affected auction (in our case, '1 – Leakless Waterworks').
The 'Auction Lot Grid' (directly below Auction Number Selector) displays auction lot data.

Auction Lot Grid / Sort-able Column Headers

This area displays the all lots that have been entered into your auction. Information is sorted and displayed in lot number order. If the need arises, any column may be used as the sort column. To sort a column, simply click directly on the column header name (or anywhere on the column header of interest). The familiar RPM 'pyramid' / 'pointer' appears to indicate whether the column will be sorted in ascending or descending order. Click again to reverse the order.

Example: Clicking on the column header name 'Consignor' will order auction lots by the consignor name.

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<u>**Bid Quick Entry**</u>

<u>To Enter New Lots</u>

Use the 'Bid Quick Entry' line to add new lots. <TAB> or <ENTER> to progress from field to field. Given the 'Leakless Waterworks' example, here is how the fields would react…

- 'Lot Number': If left blank, RPM will automatically issue the next available number. Or, a unique lot number may be entered.
- 'Description': The lot's description.
- 'Consignor Code': Either click the button and find/add the consignor, or simply enter the numeric value. This (entered) code may or may not be validated against the Consignor Master (see 'Checkbox: Validate Consignor Code in Bid Entry', below).
- 'Quantity': If left blank, automatically defaults to '1' ('one'). Otherwise, enter the numeric value.
- 'Bid Amount': Enter the 'full dollar amount'. RPM will add the '$.00' to the bid. Example: Entering '10' will translate to '$10.00'. Use decimals only if the bid amount is a fraction of a dollar. Example: '5.25' translates to '$5.25'.
- 'Bidder #': Either click the button and find/add the bidder/buyer, or simply enter the numeric value. This (entered) code may or may not be validated against the Buyer Master (see 'Checkbox: Validate Bidder Code in Bid Entry', below).
- 'Tax1', 'Tax2': RPM, in this example, has been defaulted to allow collection of up to two different taxes during the invoicing process. Taxation of any lot can be controlled at bid entry time by unchecking (or checking) either 'Tax1' or 'Tax2', thus exempting the lot from (or applying) one or both taxes. This feature is generally handled during the invoicing process rather than here.

   Note: The actual taxation percentages are controlled in 'Auctions – Preparation tab – Schedule an Auction – Details tab'.

   Note: A vertical slider bar, to the right of the Auction Lot Grid, will appear after the first 13 lots have been entered. This slider may be used to navigate to any lot in the auction.

<u>To Sell a Pre-Lotted Item in a Non-Lotted Auction</u>

The Non-Lotted Bid Entry screen has been optimized to sell items that have not been previously cataloged. However, pre-lotted items may be sold using this screen. If there are numerous pre-lotted items in the non-lotted auction, it may be advisable to sell the pre-lotted items using the Pre-Lotted Bid Entry screen, then switching to the Non-Lotted Bid Entry screen. The choice is yours.

Procedure: Locate the pre-lotted item to be sold. Type the lot number in the 'Lot Number' field. Answer 'Yes' to the 'Edit' question. <ENTER> or <TAB> to fill in the winning price and bidder. After tabbing all the way through, the lot will display winning bid information in the Auction Lot Grid.

<u>To Edit a Previously Recorded Bid</u>

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Use the 'To Sell a Pre-Lotted Item in a Non-Lotted Auction' procedure, above.

To Totally Remove a Lot From RPM (Including the Inventory Master Record)

Occasionally, a major bid entry error is made. The item should never have been input into RPM. No history of the item ever being in the auction house is needed or wanted. Permanent removal from RPM is required.
If this describes the lot in question, then perform the following:

- Highlight the lot in the Auction Lot Grid
- Click on Lot Control Button 'Delete Lot'
- Answer 'Yes' to the prompt.

Note: Be absolutely sure that total removal is necessary. Every trace of its existence will be removed.

To Clear a Bid (Remove Both the Winning Bid Amount and Winning Bidder Number)

Use of this function will return a lot to its 'pre-clerked' state (only inventory and lot information remain recorded). If not subsequently sold, it will appear on reports as a 'passed' bid for this auction.
Procedure:

- Click to highlight the affected lot in the Auction Lot Grid.
- Click on 'Clear Current Bid'.
- Answer 'Yes'.

To Split a Lot

The concept of 'Split Lots' in a Non-Lotted environment is a bit of a mystery. With Pre-Lotted items, a quantity of 20 could easily be split into several smaller lots. With Non-Lotted Bid Entry, since everything is entered as it is sold, there is probably little need to split lots. There is only a need to add additional lots until the quantity is gone. In Non-Lotted Bid Entry, this is accomplished with the 'Pass-Out Bid' (see below).

However, here is the procedure for adding and then splitting lots:

- Add multiple-quantity lots without entering a winning bid or bidder number. Be sure that the quantity is greater than one.
- Click and highlight the multiple-quantity lot.
- Press the 'Split Lot' button.
- Enter winning bids for quantities up to one fewer than the original quantity. The split-off lots will have letters appended to them. Example: Lot #5 was split into lots 5A, 5B, and 5C. The balance of the quantity remains, and is sold off, as lot #5.

    Note: You may split up to the 'original quantity, minus one'. The original lot is left open with the balance. If there were 20 original items, up to 19 may be split off.

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To Combine Lots

You may combine as many lots together as needed, but only two lots may be combined at a time. Use the following procedure for each combination…

- Click to highlight the 'child' lot (the lot to be marked as 'With Lot #x'.
- Click on 'Combine'.
- Click on the 'parent' lot (the lot that the others report to).
- Click on 'Yes'.

Note: Only lots from the same consignor may be combined.

Example: Combine lot #4A with lot# 2, into lot #1.

First…

- Click and highlight lot #4A.
- Click the 'Combine' button.
- Click on lot #1.
- Click on 'Yes' to make the first combination.

Second…

- Click on lot #2.
- Click the 'Combine' button.
- Click on lot #1.
- Click on 'Yes' to make the second combination.
- Done deal.

Lots #2 and #4A now indicate 'With Lot #1'.
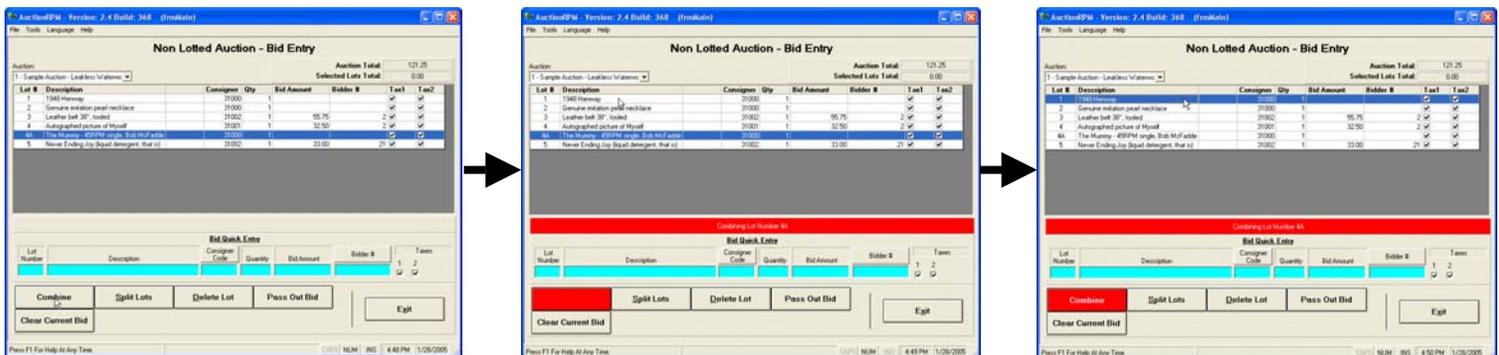
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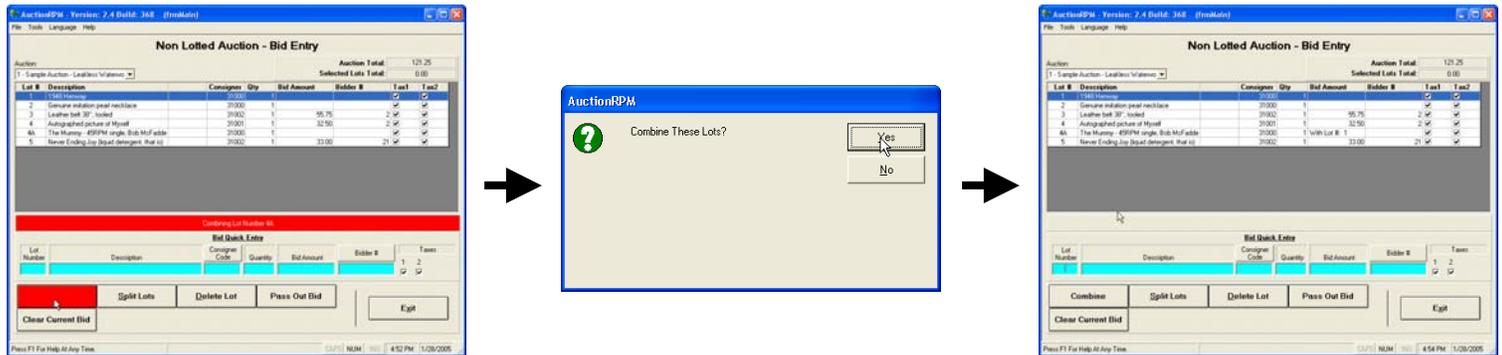
To Split Previously Combined Lots

- Point to the 'child' record (lot #4A).
- Click on 'Split Lots'.
- Answer 'Yes'.   The tie between lot #4A and lot #1 is broken ('split'). Lot #4A may now be sold separately.

To Sell 'Choice' – Try the 'Pass-Out' Bid

When the temperature inside the auction building surpasses 115 degrees, and men begin to faint, it is time for the 'Pass Out Bid'. Well, it sounds good, anyway! Actually…

'Pass Out Bids' occur when there are multiple quantities of a particular item, and the auctioneer does not wish to use AuctionRPM 'Split Lots' function. 'Pass Out Bid' keeps the current item's description and consignor codes active so the item may be sold multiple times.

Example: There are 50 hammers in a box. The auctioneer (or clerk) presses the 'Pass Out Bid' button. One bidder wants 11 hammers at $5.00 each. '11' is entered into the 'quantity' field, along with the $5.00 Bid amount and Winning Bidder number. The description ('Hammer') and Consignor number remain in the Bid Quick Entry fields. The clerk needs only to enter the subsequent winning bids. When all hammers have been sold, 'Pass Out Bid' is clicked, and the next item may be sold.

To Change Various Characteristics of Bid Quick Entry

Path: Tools – General tab – Settings and Defaults – Miscellaneous – Bid Entry Settings tab

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To change the placement of entry boxes

Click and highlight the box of interest. Use the purple up-and-down arrows (right side of screen) to move the field. This will change the look of the data entry screen. The 'Tab Stop' column is used to determine where the cursor will move to after pressing <tab> or <enter>.

Checkbox: Include Bid Entry Quantity in Cursor Path

Background: In the bid entry screen, if no entry is made in the 'quantity' field, bid quantity automatically defaults to '1' (one).

Checkbox action: If this checkbox is checked, the cursor will bypass the Quantity field altogether, eliminating one keystroke for each entered lot. Quantity will default to 'one'.

Checkbox: Company Defined Item IDs

Background: Some companies have requested a way to enter their own lot identification, different from RPM's lot numbering scheme. Use of Company Defined Item IDs allows this to happen.

Checkbox action: If checked, a new field named 'Company Item ID' is introduced to the bid entry screen. A unique, non-blank item identifier must be entered for each lot. RPM continues to track auction lots with its own lot numbers, but the auction houses may wish to use their own identifiers in addition to the RPM lot number.

Checkbox: Use Deposits in Non-Lotted Bid Auction Entry

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Some auction houses may require deposits on high-value lots, prior to Bidder Checkout. 'Line Item' Deposits are used to keep track of these deposits. If checked, a 'Deposit' field will display on the bid entry screen, and may be filled in during the clerking process.

Checkbox: Display and Use Bid Entry Clerk Notes

(Applicable to Pre-Lotted Bid Entry screen only)

Checkbox: Validate Consignor Code in Bid Entry

Background: In Bid Entry, the Consignor Code may either be selected by clicking the 'Consignor' button, or merely typed into the Consignor field. A new consignor may be readily added by clicking the 'Consignor' button, then 'Add/New'.

- If selected by (or added after) clicking the 'Consignor' button, the consignor has obviously been validated as a known consignor, due to his presence in the Consignor Master table.
- If the Consignor Code is manually entered, there is no guarantee that the Consignor Code exists in RPM. Some auction houses prefer to enter non-existent codes on occasion. They enter consignor information after the sale has completed. This is sometimes a risky proposition; other times, perhaps, a blessing, depending on auction house needs.

Checkbox action: If checked, and the Consignor Code is manually entered, RPM checks to assure that the consignor exists in the Consignor Master table. Unchecked, any code may be entered in the field.

Checkbox: Validate Bidder Number in Bid Entry

Except that it works with the Bidder Number instead of the consignor number, the function of this checkbox is identical to 'Validate Consignor Code in Bid Entry', above

Checkbox action: If checked, and the Bidder Number is manually entered, RPM checks to assure that the associated buyer exists in the Buyer Master table. Unchecked, any code may be entered in the field.

Selected Lot Totals

Some auction houses keep clerking sheets from which RPM input is made. For a 'sanity check' between the printed sheets and computer entries, the clerk will manually total the bids on each sheet. The clerk then clicks on the RPM auction lot grid, highlighting the same lots as on each page (this is done by clicking on the first lot, holding down the left mouse button, then dragging to the last lot number as listed on the clerking sheet). The 'Selected Lot Total' automatically displays the dollar total appropriate to the selected lots.

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<u>**Bonus (Just For Reading The Whole Tutorial!): Using Non-Lotted Bid Entry Screen To Pre-Lot An Auction**</u>

If there is no need to keep track of inventory categories, reserve prices, costs, or numbers of doors on a vehicle (in other words, if only basic information regarding an item is needed), then the Non-Lotted Bid Entry screen may be used to pre-lot an auction. Here's the procedure:

- Select the auction in question.
- Add Lots, but do not enter any winning bid amounts or bidder numbers.
- Continue until the last lot has been entered.
- Done deal. When ready to sell the items, use the Pre-Lotted Bid Entry screen.