

RPM Tips & Tricks:

Payment Types: New Feature, Faster Checkouts

Background

AuctionRPM has always allowed the user to control Buyer Premiums ('BP') based on either 'Cash' or 'Credit'. At invoicing time, the cashier would select 'Full Cash Payment' or, for partial payments or check or credit card payments, 'Add/Edit Payments'.

With the latest release of 'RPM', new 'Quick-Pay' options in the 'Process Invoice' screen, coupled with new user-configurable Payment Types, will help make the cashier's life a bit easier.

Payment Types that are selected in 'Schedule An Auction' will be available during the cashiering phase of the auction as 'Quick-Pay Options' in the 'Process Invoice' screen.

1. Create and Maintain Buyer Premiums

Path: Tools – General tab – Master Data – Buyer Premiums

This step may be done either before or during implementation of Payment Types. Here, you will determine what Buyer Premiums may be charged on buyer invoices.

Example: Add a 10% Buyer Premium (an illustration follows the example).

1a. 'Tools – General tab – Master Data – Buyer Premiums'

- Click on 'New' (to edit a previously-entered BP, click 'Edit')

1b. General Information Tab:

- Enter the description of the BP code ("10%"). Click on 'Rates and Prices' tab.

1c. Rates and Prices Tab:

- Click in the upper left-hand box. Leave the '.00' alone.
- TAB to the second '.00'. Press the '9' key on the keyboard. Keep '9' pressed until the entire box is filled with '9s'. The second box now states '999999.99'.
- TAB to the third box ("Percent"). For 10%, press '1000'. This turns to '10.00' in the box.
- Click 'Done'. A confirmation box will appear ("Data has changed. Save changes?"). Click "Yes".

Note: When entering 'sliding' (variable-rate) BPs, be sure that the dollar values are contiguous.

Example: The auctioneer wants the following: 'Up to \$100' should be 25%, Up to \$200 should be 20%, and above \$200 should be 15%.

- Set \$0.00 - \$100.00 = 25%, \$100.01 - \$200.00 = 20%, 200.01 - 99999999.99 = 15%.

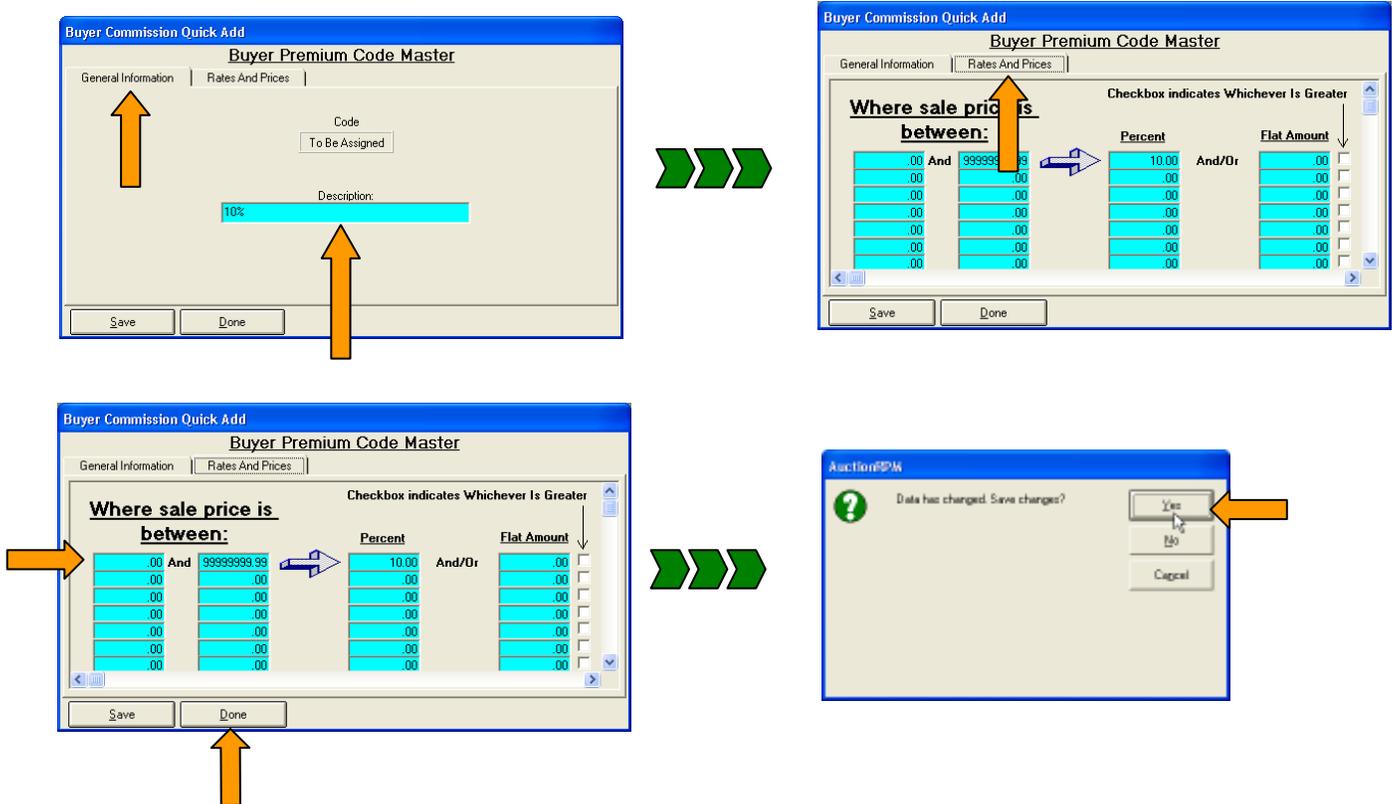
Some auctioneers would set \$0.00 - \$100.00 to 25%, and \$101.00 - \$200.00 = 20%. However, if for some unknown reason the item sold for \$100.50, the auctioneer would not collect any BP!

Moral: Assure contiguous dollar amounts.

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Note: If some other BP is required, use the 'Add New' or 'New' button to add the new BP. Resist the temptation to simply change an existing BP! If you change an existing BP, all auctions (including all past auctions) that use the changed BP will be affected.



2. Create and Maintain Payment Types

Path: Tools – General tab – Master Data – Payment Types

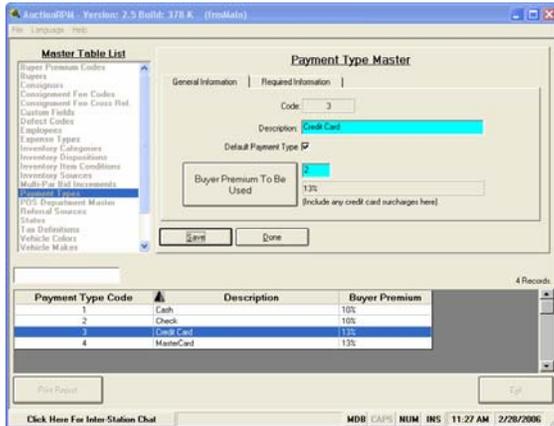
As RPM comes out of the box, three Payment Types ('PT') are included: 'Cash', 'Check', and 'Credit'. These are defaulted to 10% (Cash, Check) and 13% (Credit) Buyers Premiums. If you do not charge Buyers Premiums ('BP'), don't worry because BP's are present. You can specify whether or not to charge BP when scheduling the auction (Path: Auctione – Preparation tab – Schedule An Auction – Details tab – checkbox marked 'Charge Buyer Premiums').

If you charge BP's other than 10% and 13%, whether fixed or sliding, they are easily maintained through the Payment Type Master Table, or directly in the Buyer Premium Master Table (described in section 1).

The Payment Type Master Table consists of 2 tabs: "General Information" and "Required Information".

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Payment Type Master

General Information | Required Information

Code: 3

Description: Credit Card

Default Payment Type

Buyer Premium To Be Used: 13%
(Include any credit card surcharges here)

Save Done

Payment Type Master

General Information | Required Information

Enable X-Charge Credit Card Processing: Yes No

Ask For Additional Number: Print Last 4 Digits Only:

Description of Additional Number: Credit Card Number

Ask For Additional Date:

Description of Additional Date:

Ask For Authorization Number:

Save Done

2a. General Information

- Payment Type Description: This is the description that is printed on the buyer's invoice.
- Default Payment Type: When checked, the PT will appear in the 'Detail' tab of 'Schedule an Auction' screen for all subsequent auctions. Check the box only if PT is used a majority of the time.
- Buyer Premium To Be Used: Click the button to select the appropriate buyer premium percentage or amount. For more information on BP, please see section 1, above.

2b. Required Information

- Enable X-Charge Credit Card Processing: If the user chooses to use X-Charge as his/her credit card processor of choice, click the 'yes' button. AuctionRPM is then used as a standalone package with no need for an outside credit card system. Use of X-Charge eliminates the need for double-work caused by maintenance of two separate systems. Note: X-Charge also claims that they will meet or beat any other credit card processor's fees. Please call Symmetric Software for additional details on the X-Charge program.

If a separate credit card approval system is utilized, click 'no'.

Note: 'Mask Digits': If checked, only the last 4 digits will be shown on the receipt. This is for security purposes.

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- Ask For Additional Number: Check the box if a place is needed to record a number associated with the PT. Examples: Check number, credit card number. Enter the description in the box below the check-box.
- Ask For Additional Date: Check the box if a month/year entry is required in RPM. Example: Credit card expiration date. Enter the description in the box below the check-box.
- Ask for Authorization Number: Check the box if an authorization number is to be recorded in RPM. Example: Credit card authorization number. No description is necessary.

3. Associate Payment Types With Auctions

Path: Auctions – Preparation tab – Schedule An Auction – Details tab – Approved Payment Types

First, be sure that the 'Default Payment Type' checkbox is checked for those PT's that are most commonly used in the auction. See section 2a, above, for more information on default payment types.

If the need arises to add another PT, click on the 'Add' button. Select the additional PT if it already exists, or click on 'Add/New' to add a new one.

Note: Resist the temptation to simply change an existing BP! If you change an existing BP, all auctions (including all past auctions) that use the changed BP will be affected.

4. Cashiering Using 'Quick-Pay Options'

'Quick-Pay Options' are defaulted to the subtotal of items being purchased, plus any applicable BP and taxes. Total price(s) are plainly visible for each PT. To 'cash out' the buyer, simply click the appropriate 'Quick-Pay Option'. The subsequent payment screen is defaulted to the 'Quick-Pay' amount.

The screenshot shows the 'Prepare and Print Invoice' window. The 'Invoice' section displays the date 'Tuesday, February 28, 2006', Bidder # '1', Buyer 'Buyem At Hyam Co.', and Invoice # '8'. Below this is a table of auction items with columns for Auction Number, Lot Number, Description, Quantity, Winning Bid, and Tax Co. The 'Payments' section shows 'Total Paid' as 0.00. Under 'Quick-Pay Options', there are buttons for 'Cash' (17,992.23) and 'Check' (17,992.23). The 'Credit Card' option is also visible with a value of 18,482.93. The 'Subtotal' is 16,621.00, and the 'Total' is 17,992.23. The 'Finalize Invoice' button is highlighted.

This screenshot is similar to the previous one but includes a 'Payment Information' dialog box. The dialog box has a title bar 'Payment Information' and contains the following fields: 'Payment Type: Cash', 'Date: 2/28/2006', and 'Amount: 17992.23'. There are 'Cancel' and 'Proceed' buttons at the bottom of the dialog. The background window shows the same invoice details as the previous screenshot.

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If the amount tendered (and entered in the 'Payment Information' screen) is greater than the amount due, a 'change due' screen will be displayed after 'finalizing' the invoice.

Prepare and Print Invoice Caption

Invoice

Tuesday, February 28, 2006
Bidder #: 1

Buyer
Buyem At Hyam Co.
Shreveport, LA 71149
(144) 444-4444

Invoice #
8

Auction Number	Lot Number	Description	Quantity	Winning Bid	Tax Co
1	1	1948 Herw	1	15,000.00	✓
1	3	Leather bel	1	10.00	✓
1	6	The Mummy	1	100.00	✓

Payment Information

Payment Type: Cash

Date: 2/28/2006

Amount: 18000.00

Cancel Proceed

Payments

Total Paid 0.00

Quick-Pay Options

Cash	17,992.23
Credit Card	18,482.93

View/Add/Edit or Remove Payments

Cancel Finalize Invoice

Prepare and Print Invoice Caption

Invoice

Tuesday, February 28, 2006
Bidder #: 1

Buyer
Buyem At Hyam Co.
Shreveport, LA 71149
(144) 444-4444

Invoice #
8

Auction Number	Lot Number	Description	Quantity	Winning Bid	Tax Co
1	1	1948 Herway, VIN: Sample Demo Data	1	15,000.00	✓
1	3	Leather belt 38", tooled, VIN: Sample Demo Data	1	10.00	✓
1	6	The Mummy - 45RPM single, Bob McFadden & Dor, VIN: Sample Demo Data	1	100.00	✓

Payments

Total Paid 18,000.00

Quick-Pay Options

Cash	.00	Check	.00
Credit Card	482.93		

View/Add/Edit or Remove Payments

Cancel Finalize Invoice

Subtotal: 16,621.00
Total: 17,992.23

Change Due

Change Due

7.77

Please select the payment type used for this refund/change tendered.

Payment Type: Cash

OK