

Welcome to AuctionRPM – Your Auction Solution

Thank you for choosing Symmetric Software's AuctionRPM!

A sample auction has already been pre-loaded into AuctionRPM. The following tutorial shows how to view and edit some of the more widely-used settings and master data tables associated with auction management.

Setting up Buyer Premiums and Payment Types...

How Buyer Premiums and Payment Types work together:

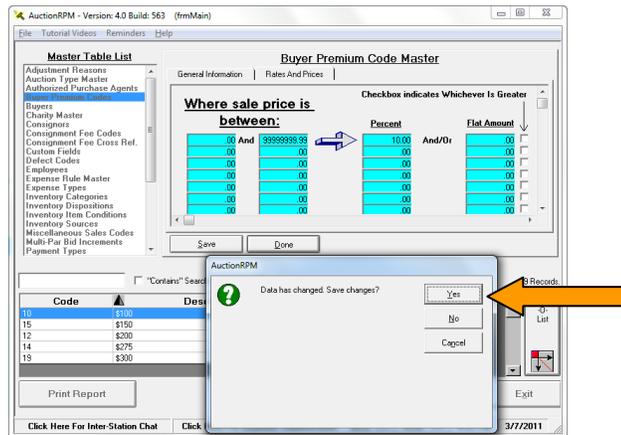
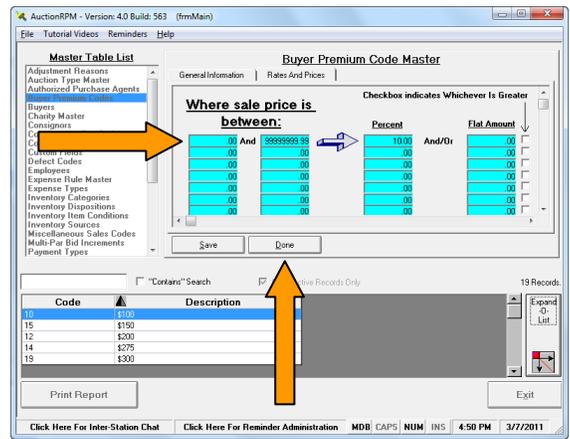
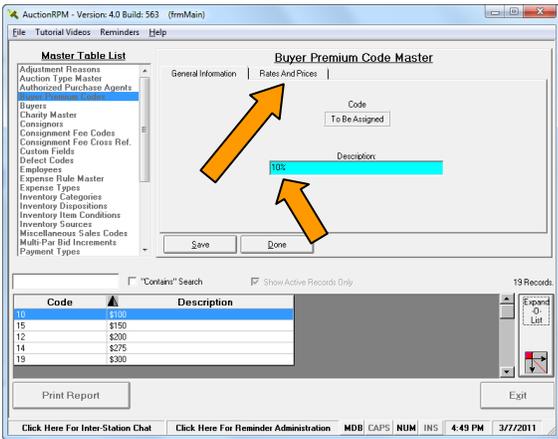
In your auction, you may wish to have several 'payment types', that is, methods of payment ('cash', 'check', 'credit') with differing amounts of Buyer Premiums. Buyer Premiums may be fixed at one percentage such as 10%, or graduated (tiered). The following example shows the addition of a flat 10% Buyer Premium, and attaching it to a Payment Type named 'Cash'.

1) Add a '10%' Buyer Premium:

From the AuctionRPM main menu, click on "Tools – General – Master Data – Buyer Premiums - Add/New".

Next, enter '10%' in the Description field. Click on 'Rates and Prices' tab.

- On the first row under 'Where Sale Price is between', leave the left-most '.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 '9999999.99'.
- 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".



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As you may have noticed, in the Buyer Premium table, a 13% buyer premium has also been entered. This is used for credit transactions in our sample auction, and may also be used in any auction you choose, as needed.

- **Note: If you only add a ‘Description’ but no ‘Rates and Prices’, a ‘0.00’ Buyer Premium will be charged. In other words, if only a description is entered, a \$0.00 BUYER PREMIUM WILL BE CHARGED.**

2) Associate the ‘10%’ Buyer Premium with a ‘Cash’ Payment Type:

From the AuctionRPM main menu, click on “Tools – General – Master Data – Payment Types - Add/New”.

Next, enter ‘Cash’ in the Description field.

Click on ‘Buyer Premium to be Used’. A window that looks into the Buyer Premium table appears. This ‘window’ is also known as an ‘AutoLocator’. Click on ‘10%’ (highlighting the 10% row). Click ‘Select’.

Back at the Payment Type screen, click on ‘Done’ (lower left corner of screen), and ‘Yes’ to save changes.

Congratulations – you have just entered your first ‘Payment Type’!

Notes:

- Buyer Premiums are charged on the total of goods purchased. Generally, Consignor Fees are charged on an item-by-item basis. This can be altered to charge based on consignor total sales for any particular auction, as needed.

3) Add Consignment Fees:

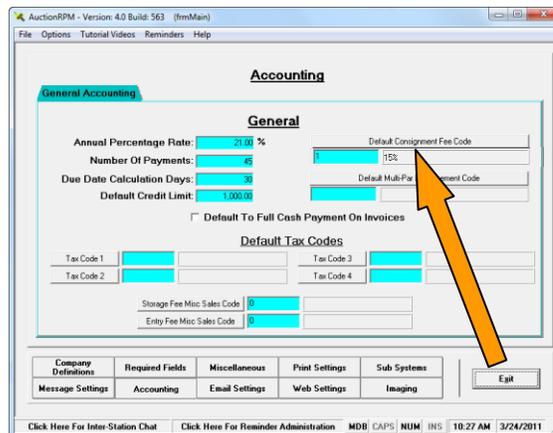
Let’s add a Consignor Fee of 15%. We will follow the same basic steps as with Buyer Premiums, above.

From the AuctionRPM main menu, click on “Tools – General - Master Data – Consignment Fee Codes – Add/New”

- Under the General Information tab, enter “15%” as the Description.
- Click ‘Rates and Prices’ tab: ‘Where Sales Price is between .00 and 99999999.99’, ‘15.00 Percent’. Remember to simply press the ‘9’-key until the column is filled with ‘9’s, and press ‘1500’ to create a 15% fee.
- Click “Done”, “Yes”.

3a) Choose the Default Consignment Fee Code (required):

The ‘Default Consignment Fee’ will automatically attach itself to each new consignor who is entered into AuctionRPM. There is no need to select a consignment fee code for any newly-entered consignor unless, of course, there is some special need to do so. Changing the Default affects any consignors added *after* the change is made.



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Let us assume that the 15% consignment fee will be used as a default for all future auctions. Click on “Tools – General - Settings and Defaults – Accounting – Default Consignment Fee Code”. Click on the 15% Fee, then click ‘Select’. Click on ‘Exit’ (lower right-hand side of screen), then ‘Yes’ to save the changes. You are done.

4) Add Default Inventory Category (Required Entry):

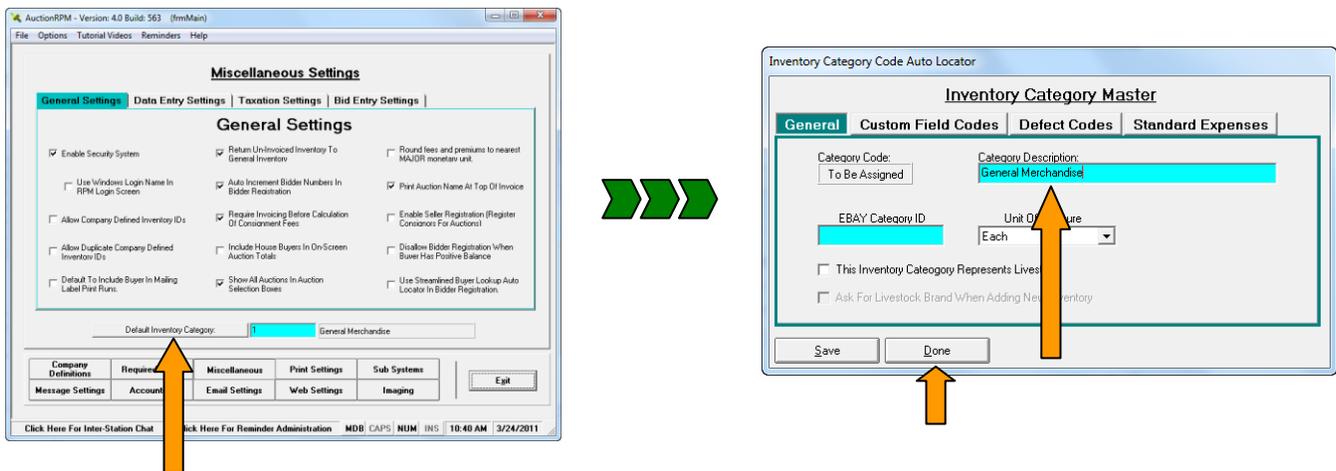
Inventory Categories are used for many purposes. In advertising your auction, Inventory Categories allow you to specifically target the correct Buying Audience. If Joe is interested in Wrought-Iron Staples, and you have ‘Staples’ or ‘Wrought Iron Staples’ as Inventory Categories, you may directly target Joe with news of the upcoming auction that features items of this nature.

Unless manually changed, the Default Inventory Category will become associated with each new inventory item. **This is a required field.** To add a code:

Click on “Tools - General - Settings and Defaults – Miscellaneous - Default Inventory Category”.

If ‘General Merchandise’ already exists, simply highlight the entry by clicking on it, then click “Select”, otherwise...

- Click on “Add/New” to add a new Inventory Category.
- In “Category Description”, enter “General Merchandise”. Click “Done”, “Yes”.



Note: You may also pre-enter Inventory Categories by clicking “Tools – General - Master Data – Inventory Categories – New”

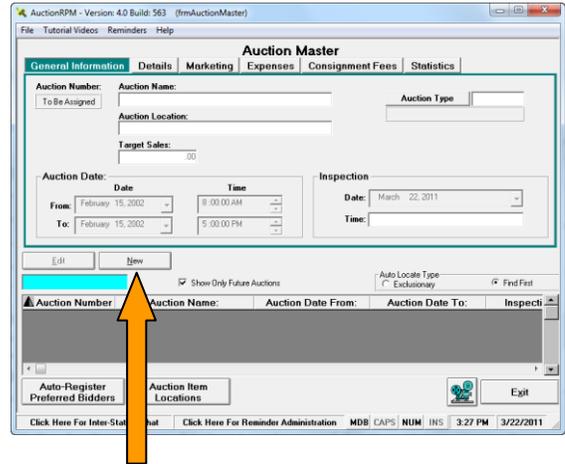
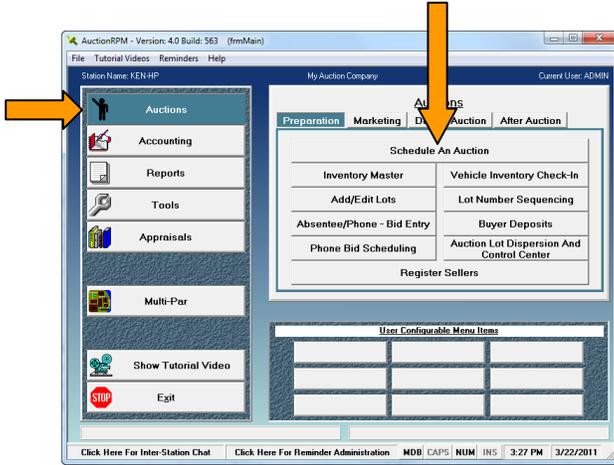
5) Add a Printer (Required Entry):

“Tools - Settings and Defaults - Print Settings”.

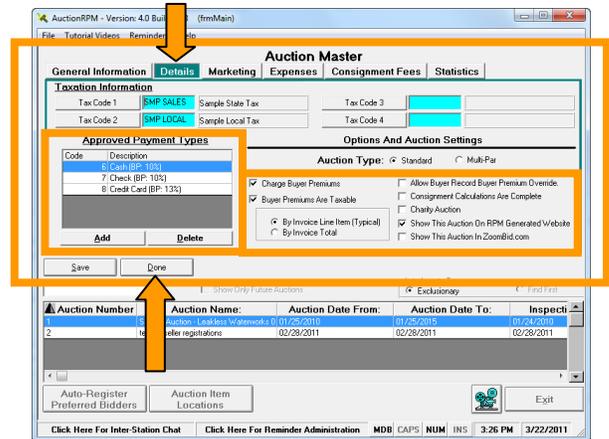
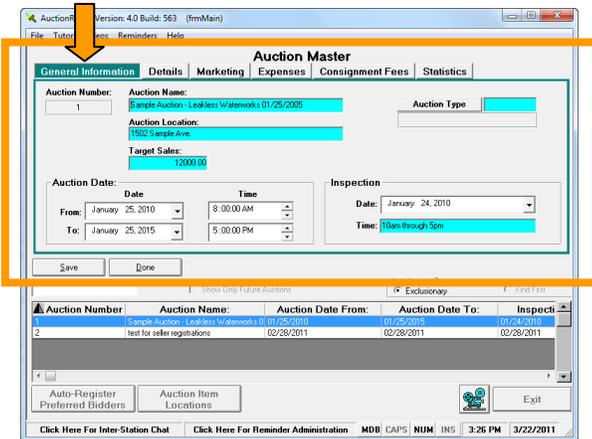
- Click the ‘down-arrow’ on the Report Printer drop-down box. All printers that have been registered in Microsoft Windows will be displayed.
- Select (highlight) the printer that will be used to print invoices and reports. Separate printers may be selected for Bidder Cards, Special Forms, Credit Card Receipts, etc.
- Click “Exit”, “Yes” to leave the “Print Settings” screen.

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6) Now, go to “Auctions-Preparation-Schedule an Auction” and add details for your auction.



Click “New” and enter (at the very least) the Auction Name, Auction Location, and Auction Dates. ‘Inspection’ is the ‘Preview’ date. Sales Target is useful for pre-lotted auctions only, as desired. In the Details tab, sample Taxes and Payment Types have been pre-entered, but may be changed by clicking on a ‘Tax Code’ button, or ‘Add/Remove’ in the Payment Type box. These values may be changed in a similar manner as with Buyer Premiums, above. While in ‘Details’, check the ‘Charge Buyer Premium’ and “Buyer Premiums are Taxable” boxes (check your area’s taxation requirements prior to setting this option). When finished, click “Done”, then ”Yes”.

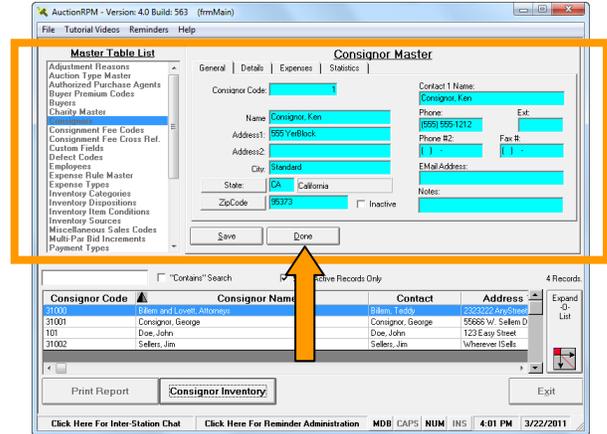


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7) Add a Consignor:

“Tools - Master Data - Consignor Master - New”.

- Demo Name: Ken Consignor, Address: 555 YerBlock, Zip Code: 95373, Phone: 555-555-1212.
- Enter Name (last name – comma – space – first name)
- Enter Address – But do not enter city or state
- Click in and enter Zip Code. <TAB> out. City and State are Filled in automatically
- Enter Phone Number
- When finished with entry, click “Done”, “Yes”.



8) Addition of inventory prior to the auction is known as “Pre-Lotting”.

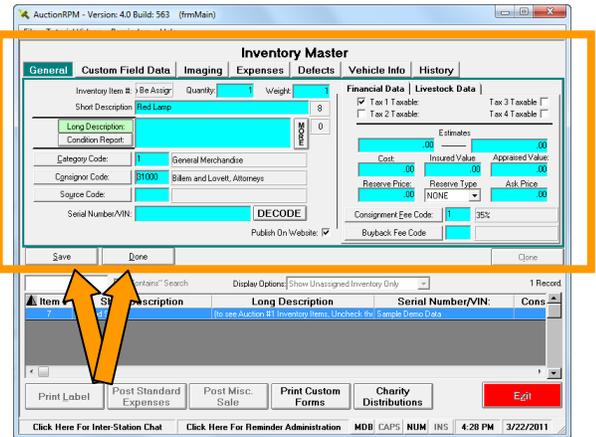
For demonstration purposes, let’s pre-lot our inventory.

- Note: This entry may be done now (items are added to Inventory Master, then lotted into an auction), while adding lots to the auction (using the ‘Add/Edit Lots’ screen) or, in the case of non-lotted auctions, during the auction itself (see section 10B, below). Lots may also be imported using an Excel spreadsheet.
- First, add inventory to AuctionRPM:

“Auctions – Preparation - Inventory Master - New”.

Note: Quantity is defaulted to “1”.

- TAB to “Short Description”. Enter “Red Lamp”
- Click on “Category Code” (Inventory Category)
- Click anywhere on the row marked “General Merchandise”. Click “Select”.
- (Alternately, you may double-click on the desired Category Code.)
- Click on “Consignor Code”, then click anywhere on the row that Contains the correct Consignor. Click “Select”.
- That’s all there is to it! If you wish to add more items (highly recommended), click on “Save”. This records the current item into the database, then gives you a fresh, new record to work with. When finished adding records, click “Done”, “Yes”.



Note: If you click on “Save” by mistake, and think you are stuck, click “Done” instead, then “No” to ‘Save Changes’.

- Next, add inventory to your auction. Since we already have inventory in the system, let’s simply transfer some items from General Inventory to our specific auction.

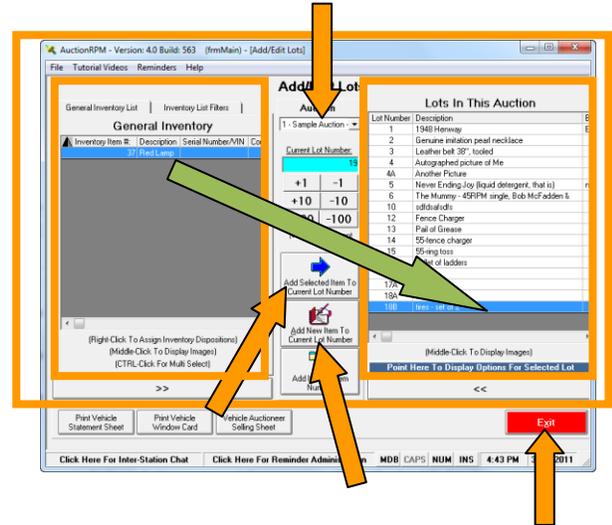
“Auctions – Preparation - Add/Edit Items”.

- Select your auction from the drop-down box, located at the upper center of the screen.
- Select one or more items from General Inventory (left side of screen).
- To select more than one item at a time, click on the first item.

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- o To select an entire range of items, hold down the SHIFT key and click on the last item you wish to move.
- o To select only certain items, hold down the CONTROL key and click each item you wish to move. Only the highlighted items will be moved.
- After selecting items, click on the blue arrow (almost dead-center on the screen, “Add Selected Item to Current Lot Number”). Items move from General Inventory to your auction.
- When done moving items, click “Exit”.

Note: To add lots into an auction, without first adding them to the Inventory Master, Use the ‘Add Items To Current Lot Number’ button, located directly under the ‘blue arrow’ button.



Let's Register Bidders and Sell Auction Items!

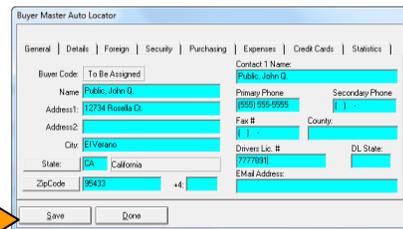
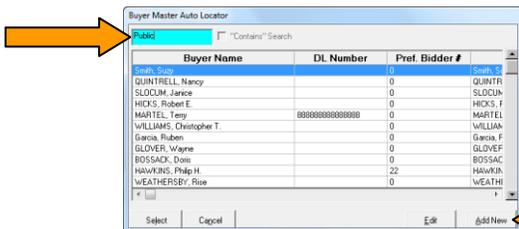
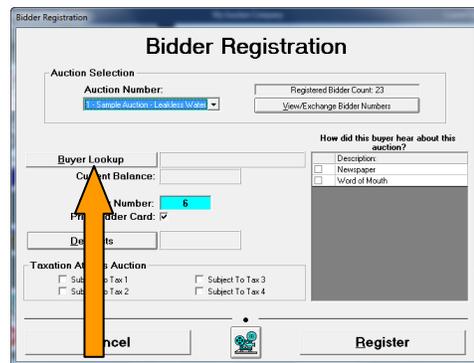
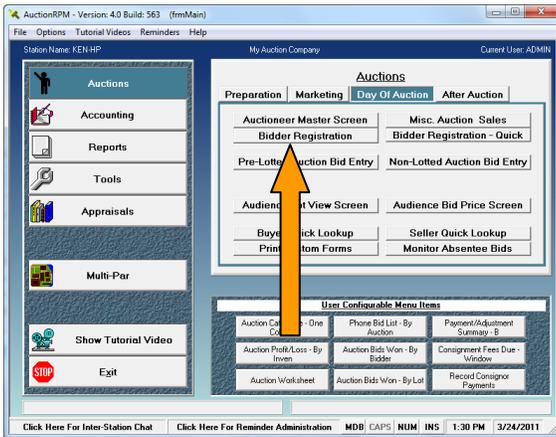
9) Register Bidders:

“Auctions – Day Of Auction - Bidder Registration - Buyer Lookup”.

Note: This entry may be done while registering Bidders directly into your auction (which populates the Buyer Master table as registration occurs), or by pre-entering Buyers into the Buyer Master table (“Tools - Master Data - Buyer Master”), and then looking them up when they appear at the Registration desk on auction day. Buyer Master information may also be imported using an Excel spreadsheet.

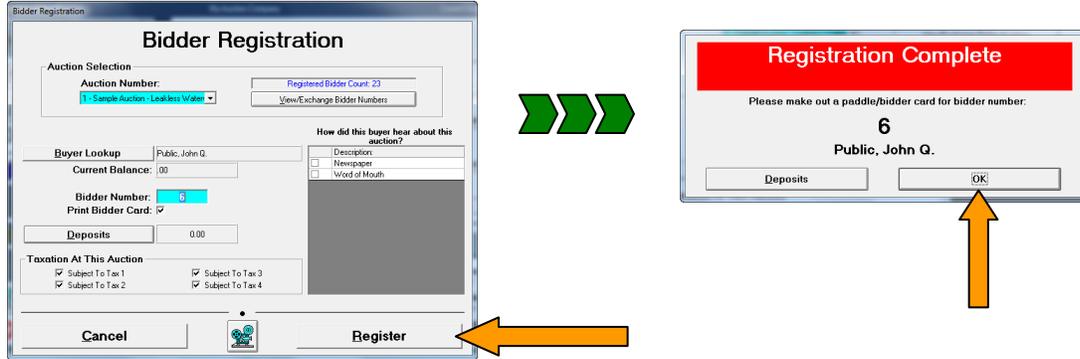
Use “Buyer Lookup” – This searches the Buyer Master to see if the person in question has been previously entered. In the turquoise ‘search box’, enter ‘p-u-b-l-i-c’, or as many characters as needed to confirm whether or not ‘Public’ exists.

1. If ‘Public’ exists, simply click on ‘Select’, OR double-click on ‘Public, John Q.’.
2. If ‘Public’ does not exist, click on ‘Add/New’ and enter information into the Buyer Master. Click ‘Save’ when done.



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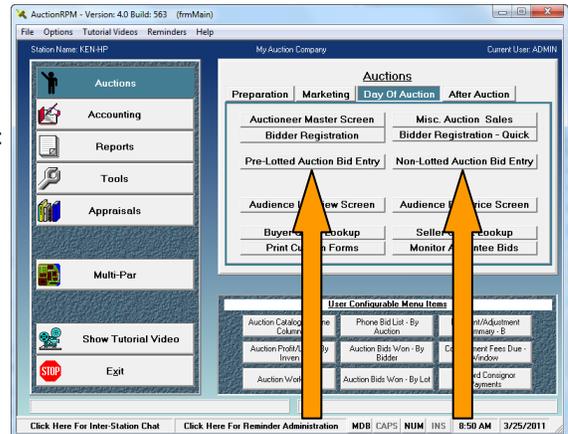
After finding (or entering) the Buyer, click on 'Register' to complete the registration.



10) Sell Auction Items:

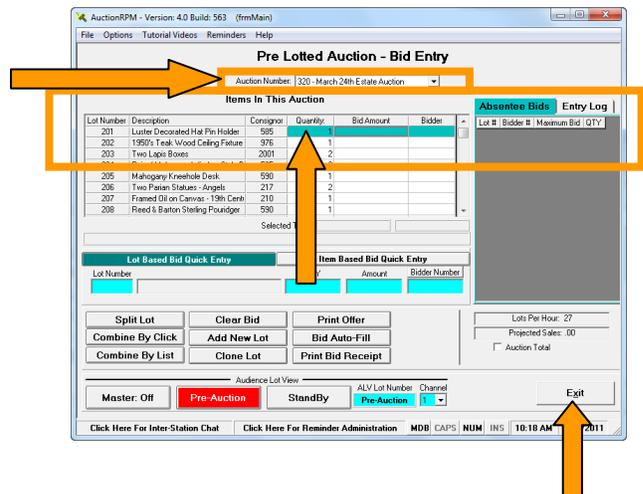
Select your type of auction...

- Pre-lotted sales (inventory added and lotted prior to the auction):
“Auctions-Day of Auction-Pre Lotted Auction Bid Entry”.
- OR
- Non-Lotted sales (items sold without pre-lotting):
“Auctions-Day of Auction-Non Lotted Auction Bid Entry”.



10A) Pre-lotted:

- Select the Auction
- Click in 'Quantity' box of Lot #1. A 'ring' forms.
- Press <enter>.
- Enter Winning Bid amount.
(Only use decimal points if needed). Press <enter>.
- Enter Winning Bidder number. Press <enter>.
- Do the same for all lots. You may also use TAB Instead of <enter>. No mouse is required!
- When finished, click “Exit”.



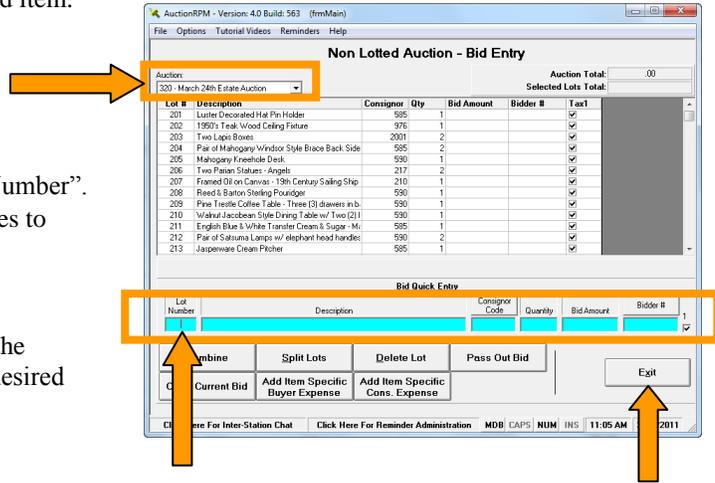
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10B) Non-lotted:

As you can see, we have a handful of pre-lotted items in our non-lotted auction. If you wish to sell any of the pre-lotted items, simply enter the lot number in the turquoise “Lot Number” box. When asked if you want to edit the item, click “Yes”. You may now sell this pre-lotted item.

To sell non-lotted items...

- Select the Auction
- The cursor is blinking in turquoise box “Lot Number”.
- Press either TAB or <enter>. The cursor moves to Description.
- Enter item description. Press <enter>.
- Press <enter> to bypass Deposit.
- Enter Consignor Code. If unknown, click on the “Consignor Code” button, then SELECT the desired Consignor.
- Enter the following:
 - Quantity (It defaults to “1”)
 - Winning Bid amount (only use decimal points if needed)
 - Winning Bidder number (To find Bidder numbers, click on the Bidder# button)
 Press <enter>.
- When finished, click “Exit”.

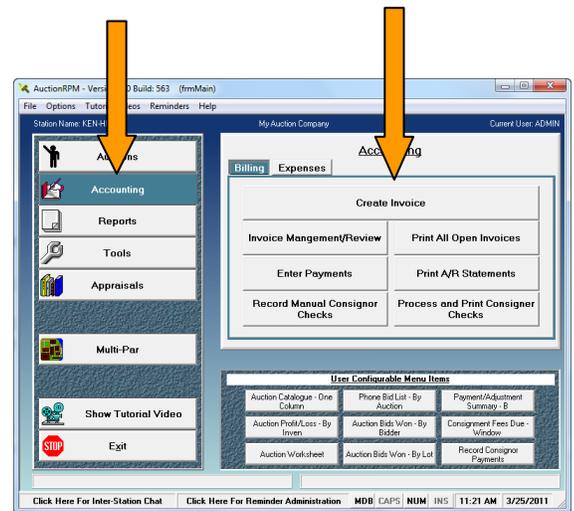


Get Paid!

11) Invoice the Buyer:

“Accounting – Billing - Create Invoice”.

- Select Auction number and Bidder number from the drop-down box. Use the TAB key after making your choices. Buyer’s purchases will be displayed.
- Optionally, click on “Print Edit List”. A recap of the Buyer’s items, along with both CASH and CHARGE payment options is displayed. The list may be reviewed onscreen, or it may be printed out. For this demonstration, click “Exit”.



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Pre-Invoice

Create Invoice

Auction Bidder Selection
 Auction Number: 319 Auction Date: 3/22/2011 7:00:00 PM
 Bidder Number: 6 Public, John Q.

Invoice Items

Lot #	Quantity	Bid	Description	Invoice Now
11	5	7.00	Five 19th Century Coin Silver Teaspoons	<input checked="" type="checkbox"/>
19	1	50.00	Danish Modern Dresser	<input checked="" type="checkbox"/>
20	1	50.00	Danish Modern Tall Chest	<input checked="" type="checkbox"/>
51	1	10.00	Lot of Antique Porcelain & Glass Reference Books	<input checked="" type="checkbox"/>
54	1	70.00	Lot of Pendants - some 14k	<input checked="" type="checkbox"/>
56	1	10.00	Lockette & Jewelers Loop	<input checked="" type="checkbox"/>
60	1	20.00	Pair of Sterling Candleholders - denied	<input checked="" type="checkbox"/>

Set All Invoice Now Reset All Invoice Now

Of Lots: 7 Subtotal: 245.00

Add Item Specific Buyer Expense Print Edit List Include Forecasted Totals On Edit List

Assign Selected Items To New Bidder Number

Cancel Edit Bid Clear Selected Bid Process Invoice Payment Calculator



AuctionRPM - Report Generation

Invoice Edit List

Auction # 319 (03/22/2011 07:00 PM - 03/22/2011 11:00 PM)

Bidder # 6 Public, John Q.
 12734 Rosella Ct., El Verano CA 95433

Lot #	QTY	Description	Unit Price	Ext Price
11	5	Five 19th Century Coin Silver Teaspoons	7.00	35.00
19	1	Danish Modern Dresser	50.00	50.00
20	1	Danish Modern Tall Chest	50.00	50.00
51	1	Lot of Antique Porcelain & Glass Reference Books	10.00	10.00
54	1	Lot of Pendants - some 14k	70.00	70.00
56	1	Lockette & Jewelers Loop	10.00	10.00
60	1	Pair of Sterling Candleholders - denied	20.00	20.00

FORECASTED INVOICE TOTALS FOR UNPAID BIDS:

Payment Type	Est.	Est.	Est.	Subtotal	Tax	Tax	Tax	Total
Cash	251.06	251.06	.00	251.06	.00	.00	.00	251.06
Check	251.06	251.06	.00	251.06	.00	.00	.00	251.06
Credit Card	251.06	251.06	.00	251.06	.00	.00	.00	251.06
Email Charge	251.06	251.06	.00	251.06	.00	.00	.00	251.06

Save Report Load Report

Zoom: Zoom Factor: 95 Page: Current Page: 1 of 1 Print Exit



12) Press "Process Invoice".

- Click on 'Cash', verify the cash amount, then click 'Proceed'. Finally, click on 'Print Invoice'.
- After you click "Print Invoice", the transaction is recorded and completed.
- The invoice "prints" to the screen. You may then choose to print on paper, or Exit the screen.
- Done Deal!

Pre-Invoice

Create Invoice

Auction Bidder Selection
 Auction Number: 319 Auction Date: 3/22/2011 7:00:00 PM
 Bidder Number: 6 Public, John Q.

Invoice Items

Lot #	Quantity	Bid	Description	Invoice Now
11	5	7.00	Five 19th Century Coin Silver Teaspoons	<input checked="" type="checkbox"/>
19	1	50.00	Danish Modern Dresser	<input checked="" type="checkbox"/>
20	1	50.00	Danish Modern Tall Chest	<input checked="" type="checkbox"/>
51	1	10.00	Lot of Antique Porcelain & Glass Reference Books	<input checked="" type="checkbox"/>
54	1	70.00	Lot of Pendants - some 14k	<input checked="" type="checkbox"/>
56	1	10.00	Lockette & Jewelers Loop	<input checked="" type="checkbox"/>
60	1	20.00	Pair of Sterling Candleholders - denied	<input checked="" type="checkbox"/>

Set All Invoice Now Reset All Invoice Now

Of Lots: 7 Subtotal: 245.00

Add Item Specific Buyer Expense Print Edit List Include Forecasted Totals On Edit List

Assign Selected Items To New Bidder Number

Cancel Edit Bid Clear Selected Bid Process Invoice Payment Calculator



Prepare and Print Invoice Caption

Invoice

Buyer: Public, John Q.
 12734 Rosella Ct.
 El Verano, CA 95433
 (955) 555-5555

Invoice #: 9944

Friday, March 25, 2011 Bidder #: 6

Auction Number	Lot Number	Description	Quantity	Winning Bid	Tax Code 1	Buyer Premium
319	11	Five 19th Century Coin Silver Teaspoons	5	7.00		<input checked="" type="checkbox"/>
319	19	Danish Modern Dresser	1	50.00		<input checked="" type="checkbox"/>
319	20	Danish Modern Tall Chest	1	50.00		<input checked="" type="checkbox"/>
319	51	Lot of Antique Porcelain & Glass Reference Books	1	10.00		<input checked="" type="checkbox"/>
319	54	Lot of Pendants - some 14k	1	70.00		<input checked="" type="checkbox"/>
319	56	Lockette & Jewelers Loop	1	10.00		<input checked="" type="checkbox"/>

Payments

Total Paid: 0.00 Bid Total: 245.00

Quick-Pay Options

Cash	251.06	Check	251.06
Credit Card	256.35	Email Charge	256.35

Reset Payments Add/Edit Payments

Cancel Finalize Invoice



Prepare and Print Invoice Caption

Invoice

Buyer: Public, John Q.
 12734 Rosella Ct.
 El Verano, CA 95433
 (955) 555-5555

Invoice #: 9944

Friday, March 25, 2011 Bidder #: 6

Auction Number	Lot Number	Description	Quantity	Winning Bid	Tax Code 1	Buyer Premium
319	11	Five 19th Century Coin Silver Teaspoons	5	7.00		<input checked="" type="checkbox"/>
319	19	Danish Modern Dresser	1	50.00		<input checked="" type="checkbox"/>
319	20	Danish Modern Tall Chest	1	50.00		<input checked="" type="checkbox"/>
319	51	Lot of Antique Porcelain & Glass Reference Books	1	10.00		<input checked="" type="checkbox"/>
319	54	Lot of Pendants - some 14k	1	70.00		<input checked="" type="checkbox"/>
319	56	Lockette & Jewelers Loop	1	10.00		<input checked="" type="checkbox"/>

Payments

Total Paid: 0.00 Bid Total: 245.00

Quick-Pay Options

Cash	251.06	Check	251.06
Credit Card	256.35	Email Charge	256.35

Reset Payments Add/Edit Payments

Cancel Finalize Invoice

Payment Information

Payment Type: Cash

Date: 3/25/2011

Amount: 251.06

Cancel Proceed



Prepare and Print Invoice Caption

Invoice

Buyer: Public, John Q.
 12734 Rosella Ct.
 El Verano, CA 95433
 (955) 555-5555

Invoice #: 9944

Friday, March 25, 2011 Bidder #: 6

Auction Number	Lot Number	Description	Quantity	Winning Bid	Tax Code 1	Buyer Premium
319	11	Five 19th Century Coin Silver Teaspoons	5	7.00		<input checked="" type="checkbox"/>
319	19	Danish Modern Dresser	1	50.00		<input checked="" type="checkbox"/>
319	20	Danish Modern Tall Chest	1	50.00		<input checked="" type="checkbox"/>
319	51	Lot of Antique Porcelain & Glass Reference Books	1	10.00		<input checked="" type="checkbox"/>
319	54	Lot of Pendants - some 14k	1	70.00		<input checked="" type="checkbox"/>
319	56	Lockette & Jewelers Loop	1	10.00		<input checked="" type="checkbox"/>

Payments

Total Paid: 251.06 Bid Total: 245.00

Quick-Pay Options

Cash	.00	Check	.00
Credit Card	5.29	Email Charge	5.29

Reset Payments Add/Edit Payments

Cancel Finalize Invoice



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Completed Invoice:



For a tour of the software, or help with any of AuctionRPM’s numerous features, please call toll-free 1-866-802-6508, or 1-209-588-1232 for personalized assistance.

Thank you again for your interest in AuctionRPM!