

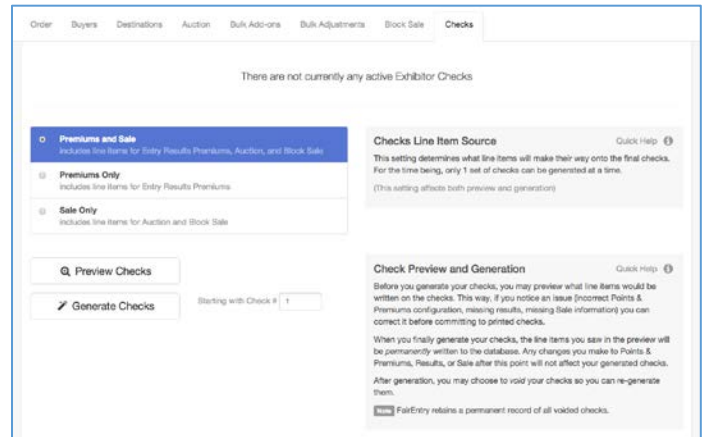
Sale/Auction

Invoices, Checks, Payments, and Reports

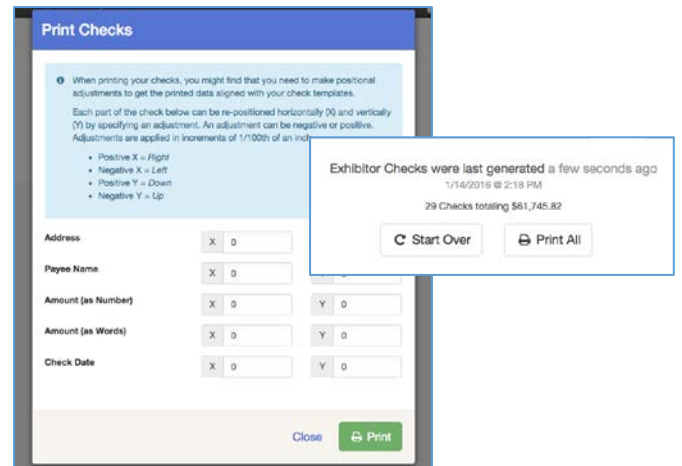
After the auction is complete, you can print exhibitor checks (for show premiums, sale amounts, or combined totals), print reports (Buyer Invoices, Destination Packing Lists, Exhibitor Thank You Lists, etc.), and mark Buyer Invoices as Paid when funds are received.

Checks

1. Click on Checks to print Exhibitor Checks.
2. Select the amounts to include on the checks (Premiums and/or Sale)
3. Click Preview Checks to view a report that lists the amount of each check.
4. Enter the Starting Check #
5. If all of the amounts are correct in the preview, click Generate Checks. Click Print All.



6. If needed, enter any position adjustments.
7. Print PDF document containing checks.



Buyer Payments

To record payments received from buyers:

1. Click on the Buyers tab
2. Select to view a Buyer
3. Click Record a Check Payment
4. Enter payment information
5. Click Save

Record a Buyer Payment

Sale Order:

Check Number:

Amount:

Date Received:

Notes:

Cancel
Save

[Order](#)
[Buyers](#)
[Destinations](#)
[Auction](#)
[Bulk Add-ons](#)
[Bulk Adjustments](#)
[Block Sale](#)
[Checks](#)

[Back to Buyers](#)
[Delete this Buyer](#)

Buyer Details [Print Invoice](#)

Basics [Edit](#)

Name: Bob Buyer

Identifier: 23

Contact: None

Phone Number: 555-555-5544

Email Address: None

Address: [Edit](#)

Outstanding Balance \$11,200.00

[Record a Check Payment](#)

Payments \$201.00

Default Sale Order				\$201.00 (2)
Check #2232	\$1.00	10/10/2015 <small>(3 months ago)</small>	recorded by Demo Admin	Edit
Check #Cash	\$200.00	1/06/2016 <small>(8 days ago)</small>	recorded by Demo Admin	Edit



Reports:

Click on the reports tab and scroll down to the Sale reports to download and print reports for different areas of the Sale.

If you need a report that is not listed, you may create the report under Custom Reports (See Custom Reports Help Sheet for complete instructions).

Sale	
<p>Buyer Invoices PDF </p> <p>Generates an invoice for each buyer in your fair. All entry purchases, add-ons, and adjustments are included for each buyer. Each invoice can be mailed to the Buyer in a windowed envelope.</p>	
<p>Destination Packing List PDF </p> <p>Generates a list of all animals designated to be delivered by either a Block Sale or an Auction, grouped by destination.</p>	
<p>Entry Sale Receipt PDF </p> <p>Lists all Auction information for each Entry in the selected Sale Order. This report includes all Entries on the Sale Order, even if they haven't been sold.</p>	
<p>Exhibitor Sale Line Items PDF </p> <p>Lists all sale line items (Auction and Block Sale), grouped by Exhibitor. Important: This report assumes Exhibitor Checks have been generated; if they have not, this report will be empty.</p>	
<p>Exhibitor "Thank You" List PDF </p> <p>Generates a list of buyers (with their total contributions) for each Exhibitor in your Fair. Each list can be mailed to the Exhibitor in a windowed envelope.</p>	
<p>Sale Summary by Division PDF </p> <p>Lists total sales (and add-ons) for all entries in your fair, grouped by Entry Division.</p>	
<p>Sale Program PDF </p> <p>Lists all entries in a particular Sale Order along with Club/Parents/Address, Animal information, and Auction/Buyer information.</p>	
<p>Top Buyers PDF </p> <p>Lists the top buyers in the fair, ranked by their total sale contributions (including add-ons).</p>	

