## 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.
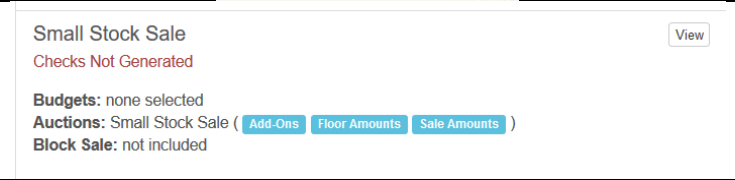
Checks

1. Click on Checks to print Exhibitor Checks.
2. Click +Add Set of Checks to begin creating a new set of checks
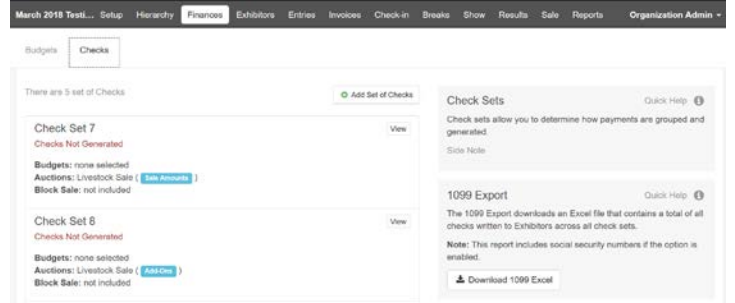
3. You may modify the name of the set of checks so you can keep track of which Sale(s) and/or finalized Premium budgets are included in the set of checks.
4. Check the box before the Sale name(s) and/or finalized premium budgets to include them in the set of checks.
5. Uncheck items from the sale you do not want included in the checks (Add-ons, Floor Amounts or Sale Amounts).
6. Click Save.
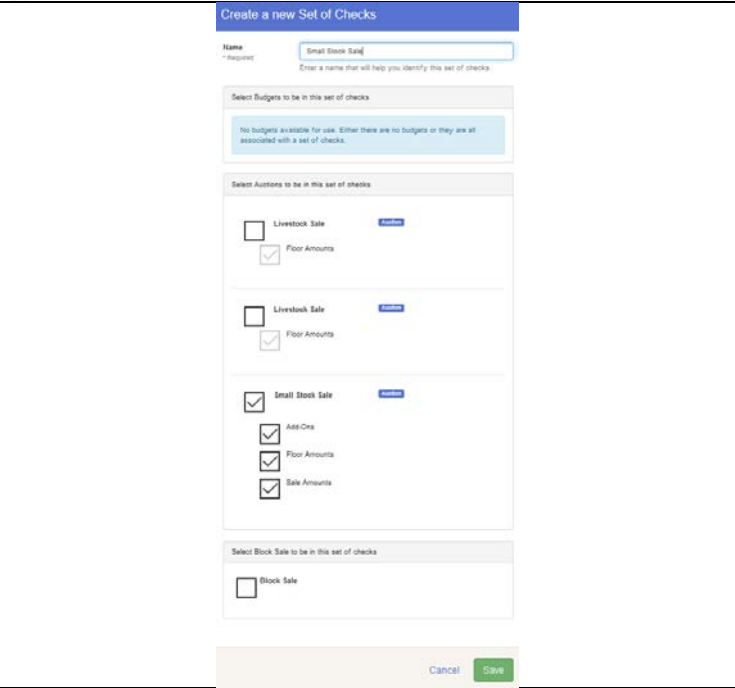
7. Once the Check set has been created you may click 'View' next to the set of checks.

|	
8. Click Preview Checks to review the list of the total sale items and/or premiums on the checks due to each Exhibitor. 9. Check sets can be deleted only if the checks have not been generated.	
10. Even if you are not printing checks from FairEntry, the Preview Check report is a useful report - a list of total sale monies due to each exhibitor.	
11. After reviewing the report, click back to the Checks tab. 12. Enter the Starting Check # 13. If all of the amounts are correct in the preview, click Generate Checks. THIS IS A PERMANENT PROCESS! Be sure to verify the check preview and reports before generating checks! The following items are locked after checks are generated: - Bid Amounts - Buyer Contributions - Floor Prices - Sale Weights - Donation Recipient Contributions - Add-Ons - Adjustments - Block Sale - Adding items to the sale 14. If needed, enter any position adjustments.	

15. After the checks are generated, click View next to the set of checks. Click Print All.
16. Click Print All to print the PDF document containing checks.
17. You may also print Mailing Labels for the exhibitors in the list of checks
18. You may download the Excel file containing the check register for the set of checks.
19. When checks are generated, the line items in the check preview are permanently written in the database.
20. You may void sets of checks if necessary, and can regenerate checks, however, FairEntry retains a permanent copy of all voided checks.
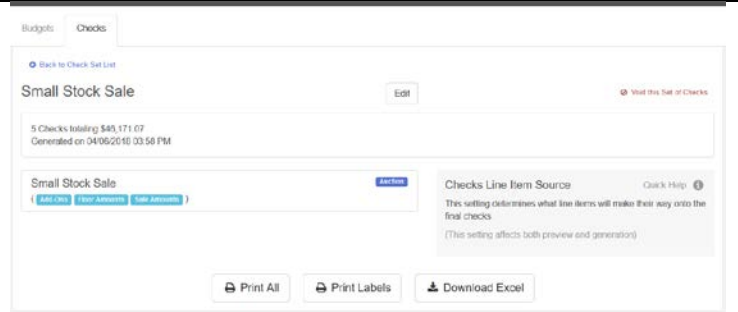
Buyer Payments
To record payments received from buyers:
1. Click on the Buyers tab
2. Select to view a Buyer
3. Click Record a Check Payment
4. Enter payment information
5. Click Save
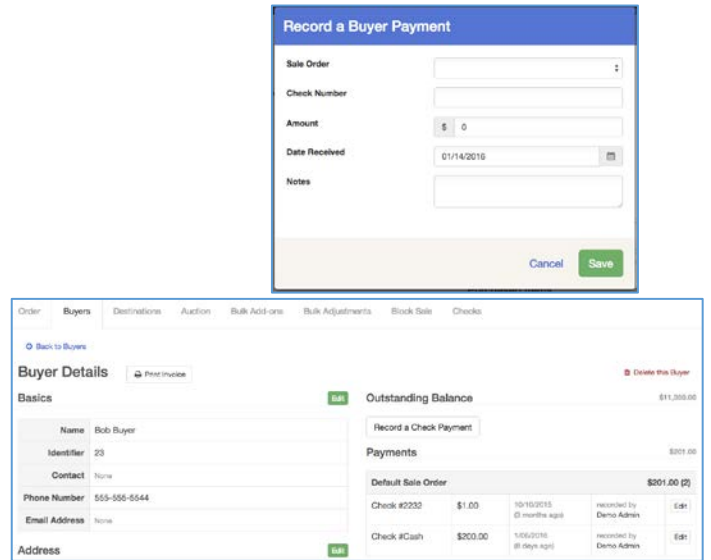
Reports:

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

Buyer Invoices — PDF
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.

Destination Packing List — PDF
Generates a list of all animals designated to be delivered by either a Block Sale or an Auction, grouped by destination.

Entry Sale Receipt — PDF
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.

Exhibitor Sale Line Items — PDF
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.

Exhibitor "Thank You" List — PDF
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.

Sale Summary by Division — PDF
Lists total sales (and add-ons) for all entries in your fair, grouped by Entry Division.

Sale Program — PDF
Lists all entries in a particular Sale Order along with Club/Parents/Address, Animal information, and Auction/Buyer information.

Top Buyers — PDF
Lists the top buyers in the fair, ranked by their total sale contributions (including add-ons).