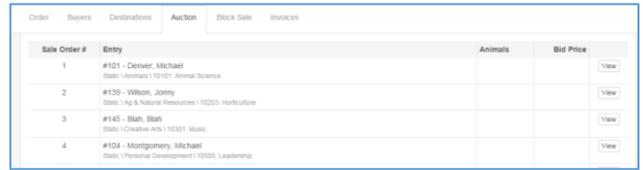


Recording Sale Information

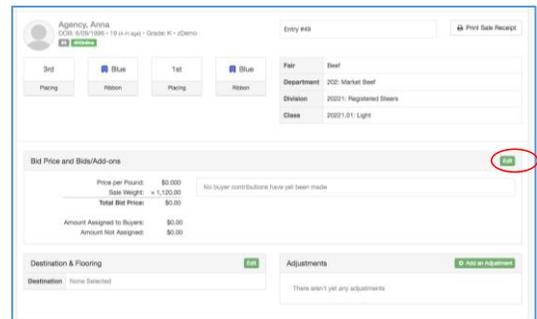
At the sale, you can enter the bid/buyer information for each sale item, including any add-ons, adjustments (discounts or credits), destination, and flooring information.

Enter Auction bids:

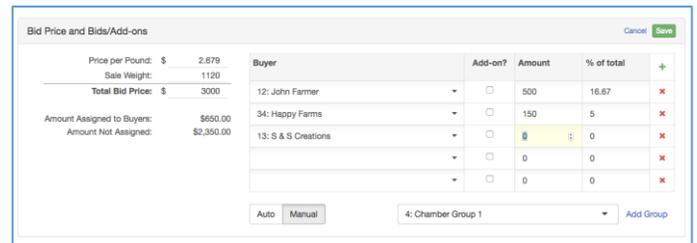
1. Select the Auction tab.
2. Click View next to the correct Sale Order.
3. Click View next to the entry you wish to edit.



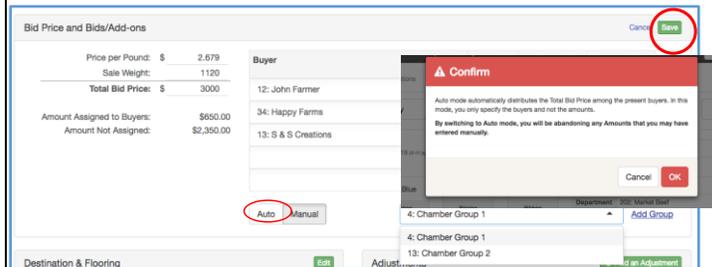
4. Click **Edit** to open the bid and buyer window.



5. Enter either a Price per Pound or Total Bid Price *(entering one will calculate the other)*
6. Click in the Buyer drop-down or use the tab key to navigate to the Buyer drop-down list.
7. Select or type in the Buyer's number.
8. Tab or click in the Amount or % of total for each of the buyers
9. If the amount is an Add-on, check the Add-on checkbox.



10. If you would like to add a group of buyers, select the Group from the drop-down at the bottom. Click Add Group.
11. If you would like the system to automatically calculate the amount due for each buyer, select "Auto." Click OK to confirm your selection.
12. After all buyers and bids have been added, be sure to click "Save" at the top right of the window.



13. Click Edit in the **Destination & Floor** section to add details about the entry's destination and flooring (packing). If the item is marked as Floored, you may designate whether the floor value is to be assigned to the buyer as a credit or to the seller as a donation. If the Buyer is selected, the amount will be reflected as a credit on the Buyer Invoice. If the Seller is selected, the amount will be reflected on the Seller's check.

Edit Destination & Flooring

Destination: Morrell's Meat Processing Plant [Clear]

Destination Notes: [Text Field]

Floored: Yes No

Floor Weight: 1,120.00 lbs

Floor Price: \$ 2.32 per lb

\$ 2598.4 total

You can enter the Floor Price for this entry as either a price per pound or a total price. For your convenience, the remaining price value will be auto-computed.

Assign Floor Value to:

Buyer (as a Credit)

Seller (as a Donation)

The Floor Value is the amount of money the Fair receives from the Destination. It is assumed to be the same amount as the Total Floor Price.

A Buyer Credit will appear on the Buyer's Invoice. A Seller Donation will appear on the Seller's check.

[Cancel] [Save]

14. Click Add an Adjustment in the **Adjustments** section to add adjustments (seller or buyer fees).

Add an Adjustment

Name: [Text Field]

Type: [Dropdown Menu]

Amount: [Text Field]

Buyer Discount

Buyer Fee

Seller Fee

[Cancel] [Save]

15. Click Next Entry at the top to right to navigate to the next entry in the Sale Order.

16. Click "Print Sale Receipt" to print a receipt for the sale of this entry.

Order Buyers Destinations Auction Bulk Add-ons Bulk Adjustments Block Sale Checks

Previous [Next Entry]

Agency: Agency A
DPS 508114

3rd Pacing

Bid Price and Bids/A

FairEntry

Entry Sale
2018 Deere County Fair
Reference: 12287
Sale Order #: 4

Sale Order #	Entry #	Animal Identifier	Species	Floor Amount (Market Value)
4	40	120124	Market Suck	Price per Pound: \$3.00 Weight: 1120.00 Total: \$3696.00

Seller Name: Anna Agency
Exhibitor Name: Anna Agency

Check in Weight: 1120.00
Sale Weight: 1120.00
Price per Pound: \$3.00
Total Amount of Sale: \$3696.00

Destination: Morrell's Meat Processing Plant

Buyer ID	Buyer/Contact	Amount	Add-on
1	McDonald's - Ronald McDonald	\$500.10	
12	John Farmer - John Farmer	\$500.10	
13	S & S Creations - Stephanie	\$500.10	
2	Freddy's Farm - Fred Finch	\$500.10	
3	Joe's Grocery - Joe Smith	\$499.50	
34	Happy Farms - Joe Farmer	\$500.10	

Amount Assigned to Buyers: \$3,000.00
Amount Not Assigned: \$0.00

3: Joe's Grocery \$499.50

Print Sale Receipt



Bulk Add-ons:

Instead of entering Add-ons for each individual sale entry, you can enter them in bulk for several entries at once:

1. Click on the Bulk Add-ons tab.
2. Select the correct Sale Order.
3. Select a Buyer.
4. Enter the Add-on Amount.
5. Select entries for which the add-on will be applied (*notice the Division Filter and Select All option*).
6. Click Action "Create" (or Delete to remove incorrect Add-ons).
7. Click the green Continue button.

Sale Number	Division	Entry #	Seller	Bid price	True Buyers	Add-ons	Total Amount
1	Breeding Beef	5	Agency, Anna	\$500.00 (\$0.00 per lb + 0.00 Lbs)	\$500.00	\$210.00	\$710.00
2	Market Beef	2	Smith, Sam	\$2,450.00 (\$0.50 per lb + 980.00 Lbs)	\$2,450.00	\$10.00	\$2,460.00
3	Breeding Beef	67	Agency, Anna	\$5,000.00 (\$2.00 per lb + 2,500.00 Lbs)	\$5,000.00	\$10.00	\$5,010.00
4	Market Beef	48	Agency, Anna	\$2,843.75 (\$3.25 per lb + 875.00 Lbs)	\$2,843.75	\$0.00	\$2,843.75

Bulk Adjustments

Instead of entering adjustments for each individual sale entry, you can enter them in bulk for a several items at once:

1. Click on the Bulk Adjustments tab.
2. Select Sale Order
3. Select Adjustment Type (*Buyer Discount, Buyer Fee, Seller Fee*)
4. Select Calculation method (*Flat Amount, Percent of Sale Price, Percent of Add-ons, Percent of Total Amount*)
5. Enter Description/Name of Adjustment
6. Select Entries for which the add-on will be applied (*notice the Division Filter and Select All option*)
7. Click the green Make Bulk Adjustment button.

Sale #	Division	Entry #	Seller	Bid price	True Buyers	Add-ons	Total Amount	Adjustments
1	Breeding Beef	5	Agency, Anna	\$500.00 (\$0.00 per lb + 0.00 Lbs)	\$500.00	\$210.00	\$710.00	Seller Fees \$25.00 Buyer Fees \$25.00 Buyer Discounts \$0.00
2	Market Beef	2	Smith, Sam	\$2,450.00 (\$0.50 per lb + 980.00 Lbs)	\$2,450.00	\$10.00	\$2,460.00	Seller Fees \$15.00 Buyer Fees \$15.00 Buyer Discounts \$0.00
67	Breeding Beef	67	Agency, Anna	\$5,000.00 (\$2.00 per lb + 2,500.00 Lbs)	\$5,000.00	\$10.00	\$5,010.00	Seller Fees \$15.00

Block Sale

1. Click on Block Sale to enter Block sale information.
2. Block Sale information is managed at the division level. Select a division to edit the block sale information.
3. All entries that were marked "Block Sale" on Sale Participation (for this division) will be listed.
4. Click Edit beside the entry to add/change information about the floor price, Destination, and any Destination notes

#	Weight	Destination
#57	1,165.50	Meat Packing Plant
#4	29.00	Meat Packing Plant cut and wrap

