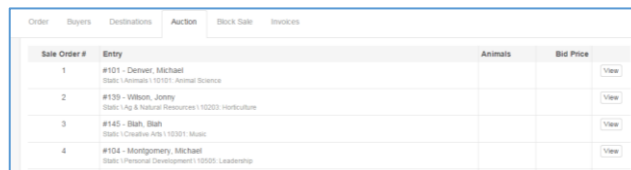


Recording Sale Information

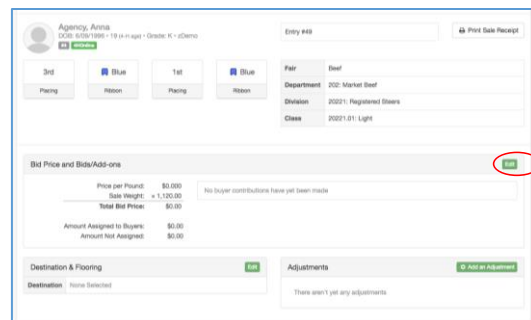
At the sale, you can enter the bid/buyer information for each sale item, including any add-ons, adjustments (discounts or credits), destination, and flooring information.

Enter Auction bids:

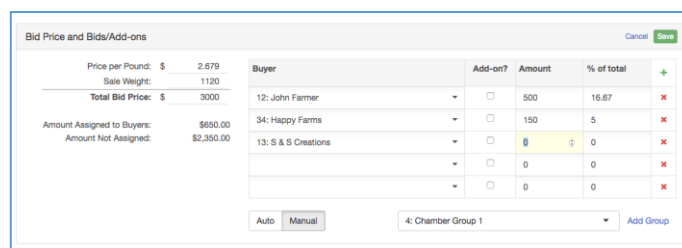
1. Select the Auction tab.
2. Click View next to the correct Sale Order.
3. Click View next to the entry you wish to edit.



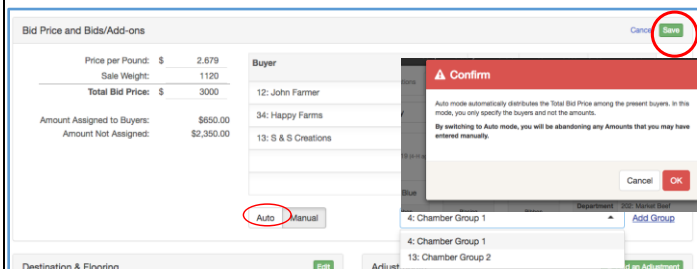
4. Click **Edit** to open the bid and buyer window.



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.

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

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.

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.

The screenshot shows the 'Bulk Add-ons' tab selected. At the top, there's a 'Selected Sale Order' dropdown set to 'Market Beef and Swine Sale'. Below this, a message states: 'Buyer checks for this Market Beef and Swine Sale are due by 11/10/2016 and should be mailed to the following address. Demo Fair, 320 12th Ave, Nowhereville, CA 99238'. A note indicates 'The Fair is configured to make 0.00% Commission on each Sale in this Sale Order.' The main form has four steps: 1. Select a Buyer (dropdown), 2. Specify the add-on amount (input field with '\$ 0'), 3. Filter by Division (optional) (dropdown set to 'All'), and 4. Select Entries (checkboxes). On the right, a summary box shows 'Buyer: None Selected', 'Amount: \$0.00', 'Entries: None Selected', and 'Total Cost: \$0.00'. At the bottom right, there are 'Create' and 'Delete' buttons and a 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 x 5.00 Lbs)	\$500.00	\$210.00	\$710.00
2	Market Beef	2	Smith, Sam	\$2,450.00 (\$0.50 per Lb x 980.00 Lbs)	\$2,450.00	\$10.00	\$2,460.00
3	Breeding Beef	67	Agency, Anna	\$5,000.00 (\$0.00 per Lb x 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 x 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.

The screenshot shows the 'Bulk Adjustments' tab selected. The 'Selected Sale Order' is 'Market Beef and Swine Sale'. A message states: 'Buyer checks for this Market Beef and Swine Sale are due by 11/10/2016 and should be mailed to the following address. Demo Fair, 320 12th Ave, Nowhereville, CA 99238'. A note indicates 'The Fair is configured to make 0.00% Commission on each Sale in this Sale Order.' The main form has five steps: 1. Select an Adjustment Type (dropdown), 2. Select how the Adjustment Amount is to be determined (dropdown), 3. Describe the Adjustment (input field), 4. Filter by Division (optional) (dropdown), and 5. Select Entries (checkboxes). On the right, a summary box shows 'Adjustment Type: None Selected', 'Amount: None Selected', 'Description: None Specified', and 'Entries: None Selected'. At the bottom right, there is a 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 x 5.00 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 x 980.00 Lbs)	\$2,450.00	\$10.00	\$2,460.00	Seller Fees: \$15.00 Buyer Fees: \$10.00 Buyer Discounts: \$0.00
67	Breeding Beef	67	Agency, Anna	\$5,000.00 (\$0.00 per Lb x 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

The screenshot shows the 'Block Sale' tab selected. A message states: 'This Fair is configured to make 2.00% commission on each Entry in the Block Sale'. A 'Change Division' button is visible. A modal window titled 'Edit Entry Block Sale Info' is open, showing fields for 'Total Animal Weight' (777.00 lbs), 'Floor Price' (\$ 1.5 per lb, totaling \$ 1165.5), 'Destination' (Meat Packing Plant), and 'Destination Notes'. The modal has 'Cancel' and 'Save' buttons. In the background, a table lists entries with their weights and destinations.

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