

Balancing Market Auction Reports

The following are the reports that are commonly compared and used for balancing the results of the market auction sale. The reports have been marked to indicate the numbers that should match. At times, a total may be off one or two cents due to a difference in rounding between reports.

- Reports used for comparison.
 1. Market Auction Spreadsheet
 2. Market Seller Summary Report
 3. Market Buyer Summary Report
 4. Add-on Sales Report
 5. Exhibitor/Sales Report
 6. Market Sale Pre-Check
- Key to the totals compared on the reports.
 - A. Gross sales from the auction.
 - B. Net amount paid to the sellers (includes any add-on monies/less add-on commission, if applicable.)
 - C. Add-on monies paid by buyers.
 - D. Total monies paid by buyers (includes add-on monies paid).
 - E. Total monies floored and paid by the processor.
- If these totals are not matching on your reports, do not try to balance the complete auction at once. Start breaking down the auction results by species and print smaller reports. Find the class or classes that are not balancing. Correct the mistakes in the individual classes and then print the entire auction results. The balancing task is not so daunting if the totals are not so large.

If you would like sample reports faxed to you, please give our office a call.