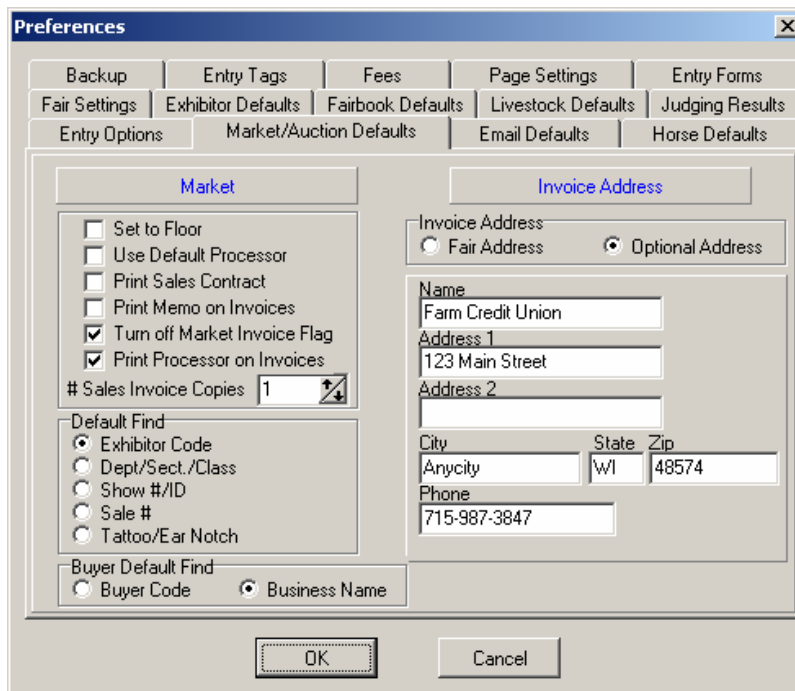


Setting Preferences – Market Animal Auction

Options can be set in **Preferences** to allow you to customize the display of the Market Auction screen so it best fits the needs of your auction. This will help speed data entry during the auction and improve accuracy of the data. It is important to check these preference settings just prior to the auction.

Note: If you are using multiple, networked computers to do data entry at the auction, check to make sure these preferences are set the same on each computer. Preferences are stored on each computer, not on the network.

Go **Utilities|Preferences|Market/Auction Defaults**.



The screenshot shows the 'Preferences' dialog box with the 'Market/Auction Defaults' tab selected. The 'Market' section contains several options: 'Set to Floor' (unchecked), 'Use Default Processor' (unchecked), 'Print Sales Contract' (unchecked), 'Print Memo on Invoices' (unchecked), 'Turn off Market Invoice Flag' (checked), and 'Print Processor on Invoices' (checked). The '# Sales Invoice Copies' is set to 1. The 'Default Find' section has 'Exhibitor Code' selected. The 'Buyer Default Find' section has 'Business Name' selected. The 'Invoice Address' section has 'Optional Address' selected. The 'Name' field contains 'Farm Credit Union', 'Address 1' contains '123 Main Street', 'Address 2' is empty, 'City' contains 'Anycity', 'State' contains 'WI', 'Zip' contains '48574', and 'Phone' contains '715-987-3847'. The 'OK' and 'Cancel' buttons are at the bottom.

1. **Set to Floor** – ‘*Set to Floor*’ means that the animal be purchased by the designated processor at market price. The Buyer will only be invoiced for the bid price, less the market price. If the majority of animals are sold in this manner at your auction, check this option. The field will display automatically with a checkmark on the Market Auction screen. This is only a ‘*default*’ and it can be changed directly on the Market Auction screen at the time the animal is sold.
2. **Use Default Processor** – If a ‘*Default Processor*’ has been entered on the corresponding Market Book record for this market class and the ‘*Use Default Processor*’ is checked here in Preferences, the *Processor Code* will automatically display on the Market Auction screen. If a majority of animals in a specific class are sent to the same processor, select this option. This default can also be changed on directly on the Market Auction Screen.

3. **Print Sales Contract** – When *Buyer Invoices* are printed directly from the Market Auction Screen, a *Sales Contract* can also be printed at the same time. If you want to print the Sales Contract, in addition to the invoices, check this option.
4. **Print Memo on Invoices** – A customized memo can be created and printed on Buyer Invoices. Go **Reports|Auction Reports and Labels|Market Buyer Invoices** to create the memo to be printed. Check this option to have the memo print automatically on all invoices.
5. **Turn Off Market Invoice Flag** – The ‘*Multi-Purchase Invoice Printed*’ flag on the Market Buyer screen controls the printing of ‘*Multiple Purchase Invoices*’. The flag is set when the invoice for that buyer has been printed. It prevents the invoice from being printed a second time. The theory behind its use is that if a buyer leaves during the auction, a Multiple Purchase Invoice can be printed for him. At the end of the auction, all unprinted invoices can be run.

If you do not want to use this option, you can turn off the automatic flagging and monitor printing of the invoices yourself.

6. **No. of Sale Invoice Copies** – This option controls the number of copies of each invoice printed directly from the Market Auction screen. If duplicate copies are required, set the number to ‘2’.
7. **Default Find** – At the time of the auction, set the default to ‘*Sale #*’. This will sort the Market Entries in ‘*Sale #*’ order. This is the most efficient way to retrieve consecutive records for entering auction information.
8. **Invoice Address** – The fair address stored in **File|Fair Information** is the default address that is printed on the Buyer Invoice. If you wish to use a different return address on the invoice, select ‘*Optional Address*’ and enter the desired address information.

Click **OK** and the information is saved.