

# SOLD II® BASICS - GOLD Edition Features

## CLERKING:

Fast, flexible, and easy-to-use.

Sell both cataloged and non-cataloged items.

Easy one-step corrections, simply resell the item

On-line clerking can be done by any user

Any user including the cashier can make corrections, not just the clerk

Wired or wireless connections

Clerking Log for your Protection and at your option:

Sale information printed after each entry and automatically saved to hard drive.

## REGISTRATION

Supports both permanent and non-permanent bidding numbers.

Update mailing list/ customer file instantly and automatically upon registration

Instant registration of previous bidders from your customer list

Option to register any customer in mailing list by phone #

Exclusive SOLD II file-walk to quickly locate and verify any customer for registration (*no other customer search mechanism is as quick*)

Registering bidders is not required. Buyers and sellers can be referenced by buyer/seller number only if you prefer.

Upon registration, automatically updates customer (mailing list) with *last attended date*

Registration can be done by any user

Credit ALERT: if someone's been a problem, you can be alerted as soon as they register

A/R Balance can be displayed: collect it as soon as they register

## CASHIERING & Bidder Invoicing

Interactive cash-out can be done in just a few seconds

Pre-payout invoices are available at any time.

Invoice messages can be customized with each auction.

Invoices & Receipts include Sales taxes (state or provincial), GST (*Canadian*), or VAT

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Invoices & Receipts include Buyers' Premiums

Payments easily voided or modified with full audit control.

Program records method of payment for each and every payment

Payments can be split (part cash, part check, part credit card).

All payments are time stamped and can be quickly researched for any bidder

Multiple invoices & receipts can be issued to the same buyer during a single auction.

Previously paid for items can be included or excluded from new invoices or receipts, your choice.

Item taxability is easily edited by cashier (should it have been clerked or cataloged incorrectly)

**EASY CORRECTIONS:** Item incorrectly clerked is easily resold or voided by cashier (*with full audit trail - important security*)

Invoices can be printed by any user

User may direct Invoices/ Receipts to any available printer

Invoices & Receipts may be re-printed

Batch printing of all unpaid invoices can be printed at any time

Reports of all payment details

**Credit ALERT:** Won't accept a check from this customer? Your cashier will no longer be in doubt.

**A/R Balance:** if you've entered it to this customer, automatically added to Bidder's Invoice.

Additional Buyer Premium % added to Bidders marked in registration; often used for internet bidders.

## **SELLER / CONSIGNMENT SETTLEMENTS :**

Easy setup: a Flat Percentage commission applied to all consignors in a given auction.

Complete Settlement Report detailing all items sold and commission applied.

Settlements can be printed by any user

Print settlement checks; No need to use AP software.

## **CATALOGS**

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A Catalog is NOT required, may clerk an auction on the fly

Supports lettered items (for example 10A, 10B, etc.).

Catalogs can be entered at any time by any user with no possibility of duplicating lot#'s

Appropriate tax-ability and reserve price can be set for each item.

Add pictures to your catalogs

Import catalogs into SOLD II from a Spreadsheet (template included)

8 Catalog formats built-in including 2 column and Saddle-Stitch

Or easily export your catalog into Wordprocessing for your own custom look

Several Auctioneer Worksheets available.

Report Unsold items, realized price reports, and many other reports.

Create HTML Catalogs (ready for publication to your WebPage) including pictures

Publish Your Auction Schedule & Catalogs to the internet using SOLD II Easy Publish.

Item descriptions of up to 240 characters (8 30 character lines)

## CONTACT MANAGEMENT / MAILING SYSTEM:

Selections for Targetted Mailings, Email, and even for faxes

Print labels

Create mailmerge files for US Postal Service Mailings or for your own printer's mailings

Powerful selection program that combines many variables and avoids duplication of the same record

For Economy, mail only to non-email and non-fax bidders

For Economy, limit your mailing by State, Province, and Postal Code Range

Send only to bidders who have **registered since a date** you enter and/or with purchases above an amount you enter

Selections based on **types of auctions** bidder has attended (registered to).

## IMPORTANT GENERAL FEATURES & UTILITIES

**SOLD II USER FRIENDLY PROGRAMS FOR DATA BACKUPS**

*(an important feature ignored by most of our competitors)*

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**Comprehensive on-line help** included with all systems

**Custom Setups:** customize how important programs such as Clerking, Cashiering, Registration, and cataloging work to best meet your needs.

**File Walks: this is an exclusive feature of SOLD II** for the quickest and most accurate location of a customer, item, or any file record available anywhere. The quickest and easiest way to find the right records; far quicker than a pull-down or other options you have seen.

## REPORTS:

There are **over 100 Auction and Management Reports** available in SOLD II,' In addition to reports important to everyone such as our cash reconciliations and vendor settlements, we have many others that may just meet a special need for your auctions. including:

## CORRECT AUCTION ACCOUNTING

“Double entry” system for balanced records

General Ledger Report of Your Auctions: all you need to make the debits & credits to your Financial Ledger.