

After the Auction

Complete thank you letters. Attach **Donor Receipts** with a thank you note in the customer header or footer.

[Donor Receipt](#)[Back](#)

Or **Export** donor information and mail-merge with template to produce a polished, custom thank you letter.

[Export Donor Information](#)

Print **Items and Purchasers** report for reference.

[Items & Purchasers Report](#)

Analyze data for planning purposes:

[Item Reports](#)[Bidder Reports](#)

It's a good idea to hang on to your bid sheets and reports for a while to help with any potential dispute resolution and cash reconciliation.

Get ready for next year's event. Save a lot of data entry time by transferring the names and contact information of donors and/or invitees from this year's project to a new project for next year.

[Transferring Data to a New Project](#)

Congratulations! You've held a successful fundraising auction with *Auction!*

FUNDRAISING IS ESSENTIAL... **AUCTION!** MAKES IT EASY

Donor Receipts

Print itemized donor receipts for each donor. You can adjust the margins to fit your organizations letterhead. You can also include a custom footer or header with a brief thank you.

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[Export Donor Information](#)

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Peppertree Restaurant
Toshio Kitamura
8 West Moreno Street
Colorado Springs Colorado 80906

Donor Receipt

<u>Item No.</u>	<u>Description</u>	<u>Estimated Donor Value</u>
8400	Dinner for Two at Peppertree	\$120.00
Total		\$120.00

Export

Exporting data is handy - you can use your *Auction!* data in other programs too!

Two forms are provided for exporting Names or Items. The **Export Names** form is shown below. You can select different categories of names and specific fields, then click **Export**.

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Export Names

Name Types <input checked="" type="checkbox"/> Invitees <input type="checkbox"/> Bidders <input checked="" type="checkbox"/> Donors	Name Categories <input type="checkbox"/> Filter (include) by Category <input type="checkbox"/> Alumni <input type="checkbox"/> Parishioners <input type="checkbox"/> Friends <input type="checkbox"/>
Data Format File Format: <input type="text" value="Excel Spreadsheet"/> <input checked="" type="checkbox"/> Print Header	Value Filter <input checked="" type="checkbox"/> Donations >= <input type="text"/> <input type="checkbox"/> Purchases >= <input type="text"/>
Available Export Fields Title Nickname Additional Last Additional First Additional Title Formatted Name Address Line 2 Work Phone Cell Phone	Selected Export Fields Last Name First Name Company Address City State Zip Code Home Phone

[Hint](#) [Next >>](#) [Cancel](#)

FUNDRAISING IS ESSENTIAL... **AUCTION!** MAKES IT EASY

Items & Purchasers Report

Save the **Items & Purchasers** report to use for planning purposes for the next event or as a handy reference guide.

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Items & Purchasers Report

Make Selections, then Print

Item Status

- Any status
- Received
- To be delivered
- To be picked up
- Show only Items without Bids

Item Type

- Select all item types
- Choose specific item types
 - Silent
 - Live
 - Basket
 - Cash

Select specific Category to Print:

Ranges of Items

- Print all Items of selected types
- Print range of Item Numbers (applies to single item type only)
 - From:
 - To:
- Print by Acquisition Date
 - From:
 - To:

The report shows each item and the winning bidder for the item. When a item is a **Pledge/Multiple Buyers** item it can purchased by more than one bidder; there will be a separate line for each bidder.

[See Sample Report](#)

Sample V3 - Pikes Peak SnowBall
 Sorted by Item Type/Number, Item Range: All / Date Range: All

Silent Items and Purchasers		Purchase Price	Bidder Number	Winning Bidder (Purchaser Name)	Phone Number
1001	Snowboard	\$45.00	104	Candee, Michelle	471-9641 (h)
1002	Ride the Cog Railway	\$100.00	102	Palmer, William J.	962-5832 (h)
1003	Gardening Fun (BASKET)	\$500.00	101	Gold Miners, Inc.; Stratton, Winifred Scott	686-4200 (w)
1004	Gold Panning Lesson	\$0.00			
1005	Ride on the Denver & Rio Grande Railroad (PLEDGE)	\$75.00	103	Carson, Chris & Kittie	454-6331 (h)
1005	Ride on the Denver & Rio Grande Railroad (PLEDGE)	\$75.00	103	Carson, Chris & Kittie	454-6331 (h)
1005	Ride on the Denver & Rio Grande Railroad (PLEDGE)	\$150.00	107	Sugar, Holly	456-7899 (h)
1005	Ride on the Denver & Rio Grande Railroad (PLEDGE)	\$75.00	108	Penrose, Spencer & Ailie	573-5312 (h)
1005	Ride on the Denver & Rio Grande Railroad (PLEDGE)	\$75.00	108	Penrose, Spencer & Ailie	573-5312 (h)
1005	Ride on the Denver & Rio Grande Railroad (PLEDGE)	\$150.00	104	Candee, Michelle	471-9641 (h)
1005	Ride on the Denver & Rio Grande Railroad (PLEDGE)	\$75.00	105	Bijou Theater; Stratton, Myron	441-3200 (w)
1005	Ride on the Denver & Rio Grande Railroad (PLEDGE)	\$75.00	105	Bijou Theater; Stratton, Myron	441-3200 (w)
1005	Ride on the Denver & Rio Grande Railroad (PLEDGE)	\$75.00	105	Bijou Theater; Stratton, Myron	441-3200 (w)
1006	Melodrama!	\$110.00	102	Palmer, William J.	962-5832 (h)
1008	Table Centerpiece	\$0.00			
1009	Cripple Creek Day Trip (BASKET)	\$0.00			
Total Silent Items		\$1,580.00			

Item Reports

To print Items and Pricing information, select **Reports, Items and Pricing...**

Go on to next topic:

Items & Pricing Report

Make Selections, then Print

Item Status

Any status

Received

To be delivered

To be picked up

Show only Items without Bids

Item Type

Select all item types

Choose specific item types

Silent

Live

Basket

Cash

Select Item Category to Print:

Home & Garden

Sort by Category

Range of Items

Print all Items of selected types

Print range of Item Numbers (applies to single item type only)

From:

To:

Print by Acquisition Date:

From:

To:

Print... **Cancel**

[Bidder Reports](#)

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A report showing items and value, minimum bid, minimum raise, tax and purchase price will be printed. A "Txbl" reflects items marked as Taxable during Item Entry.

[See Sample Report](#)

Select **Reports, Items and Purchaser** to view a list of items and the associated winning bidder and purchase price for each item.

Silent Items and Pricing **Sample V3 - Pikes Peak SnowBall**
Sorted by Item Type/Number; Item Range: All / Date Range: All

	Taxable	Donor Value	Minimum Bid	Minimum Raise	Sales Tax	Purchase Price
1001 Snowboard	Txbl	\$100.00	\$50.00	\$5.00	\$1.44	\$45.00
1002 Ride the Cog Railway		\$140.00	\$70.00	\$5.00		\$100.00
1003 Gardening Fun (BASKET)	Txbl	*\$215.00	\$120.00	\$15.00	\$16.00	\$500.00
1004 Gold Panning Lesson		\$80.00	\$50.00	\$5.00		\$0.00
1005 Ride on the Denver & Rio Grande Railroad (PLED GE) -- Total of: 9 bids --		\$1,500.00	\$75.00		\$0.00	\$825.00
1006 Melodrama!		\$140.00	\$75.00	\$10.00		\$110.00
1008 Table Centerpiece		\$25.00				\$0.00
1009 Cripple Creek Day Trip (BASKET)		*\$125.00				\$0.00
Taxable Silent Items					\$17.44	\$545.00
Non-Taxable Silent Items						\$1,035.00
Total Silent Items		\$1,985.00	\$440.00		\$17.44	\$1,580.00
Basket Total Silent Items		\$340.00				

Bidder Reports

To print a list of bidders, select sorting sequence and **Print All Bidders** or a specific category of bidders.

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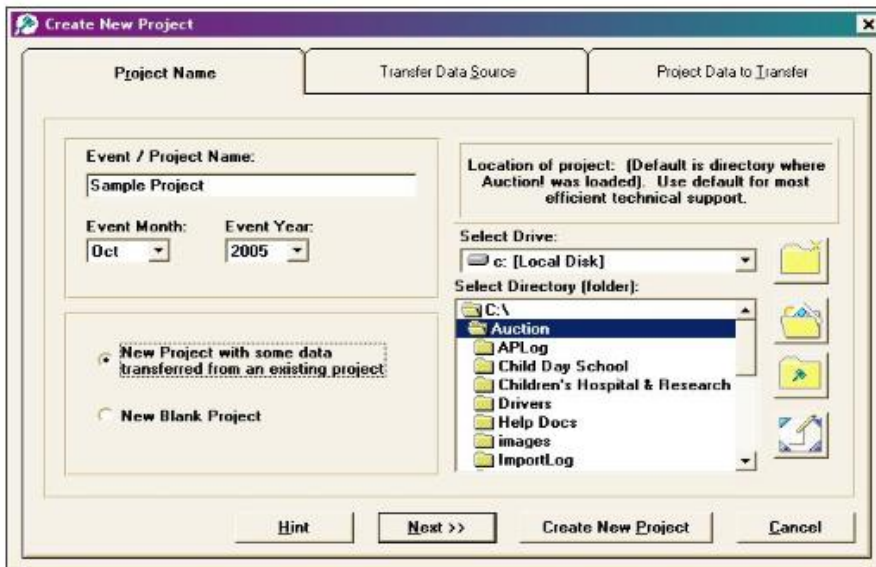
An abbreviated **Bidder Report**, including items purchased, is shown below.

Bidder Report						
Sample V3 - Pikes Peak SnowBall						
Sorted by Name; Name Range: All; Category: Alumni						
Bid#	Tbl	Name	Street Address	City/State/Zip	Phone	
0106	--	Bates, Katherine Lee	14 Ute Pass Lane	Crystola, CO 80972	478-9511 (h)	
		0012 (Live) Just Build It!		\$250.00		
				\$250.00		
0108	--	Penrose, Spencer & Julie	631 Lakeside Drive	Colorado Springs, CO 80917	573-5312 (h)	
		Ticket Regular (4)		\$200.00		
		0012 (Live) Just Build It!		\$1,000.00		
		0008 (Silent) Ride on the Denver & Rio Grande Railroad		\$75.00		
		0008 (Silent) Ride on the Denver & Rio Grande Railroad		\$75.00		
			Quick Checkout	\$1,350.00		
		Total Purchases Displayed		\$1,600.00		
		Total Sales Tax		\$0.00		

Note **Quick Checkout** indicator for a guest who swiped their credit card at checkin.

Transferring Data to a New Project

When you **Create a New Project**, you can transfer information from an existing project. Select the existing project you want to transfer from by clicking its Project Name in the **Transfer from Previous Projects** list box, and check the Names and/or Items check boxes to determine which information will be brought into the new project. Your existing project data (source) remains intact for future reference.

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Create New Project

Project Name | Transfer Data Source | Project Data to Transfer

Event / Project Name:

Event Month: Event Year:

Location of project: (Default is directory where Auction! was loaded). Use default for most efficient technical support.

Select Drive:

Select Directory (folder):

- ▶ Auction
- ▶ APLog
- ▶ Child Day School
- ▶ Children's Hospital & Research
- ▶ Drivers
- ▶ Help Docs
- ▶ images
- ▶ ImportLog

New Project with some data transferred from an existing project
 New Blank Project

Hint | Next >> | Create New Project | Cancel

In the **Transfer data Source** tab choose your previous project.

In the **Project Data to Transfer** tab choose the information to transfer to the new project. Usually all you need is the **Donors** and sometimes you may also want **Invitees**. When you transfer Donors and Invitees you get all their contact information.

The screenshot shows a software dialog box titled "Create New Project" with a close button (X) in the top right corner. The dialog is divided into three tabs: "Project Name", "Transfer Data Source", and "Project Data to Transfer", with the third tab being active. The "Project Data to Transfer" tab contains several sections of options:

- Names by Type:**
 - Transfer Invitees:**
 - All
 - Attendees Only
 - Transfer Donors:**
 - All
 - With Donations
 - Transfer Bidders:**
 - Retain Bid Numbers
 - Retain Attendance Details**
 - Retain Payment Info on File Indicator**

Default Transfer selections are based on a typical group starting a new event. Data is NOT removed from the existing project, but copied into the new project, based on your selections. Click Reset Default to restore initial selections.

- Items by Type:**
 - Silent Items
 - Live Items
 - Cash & Services
 - Basket Items**
 - Transfer Only Unsold Items (not applicable to Cash & Services)

- Transaction Status:**
 - Retain Tickets
 - Retain Reservations
 - Retain Payments
 - Retain Voided Transactions
 - Retain Winning Bids
 - Retain Winning Pledges

At the bottom of the dialog, there are five buttons: "Restore Defaults", "Hint", "Next >>" (highlighted), "Create New Project", and "Cancel".