

# Auction Database

December 2011



248-225-2915

[tepatosystems.com](http://tepatosystems.com)

## Table of Contents

Recordkeeping for your Organization's Auction.....	3
Enter Your Donors and Their Items Donated .....	4
Create Auctions .....	5
Assign Auction Items to Event Day & Item Number.....	6
Enter Winning Bidders.....	7
Enter Winning Bid Amounts.....	8
Auction Reports.....	9

## Recordkeeping for your Organization's Auction

Every non-profit organization has at least one big fundraising event every year. Many times, those events include either a live or silent auction, sometimes both. Gathering all of the information on the donors, items, costs and winning bids can be a time consuming job for your organization's board of directors.

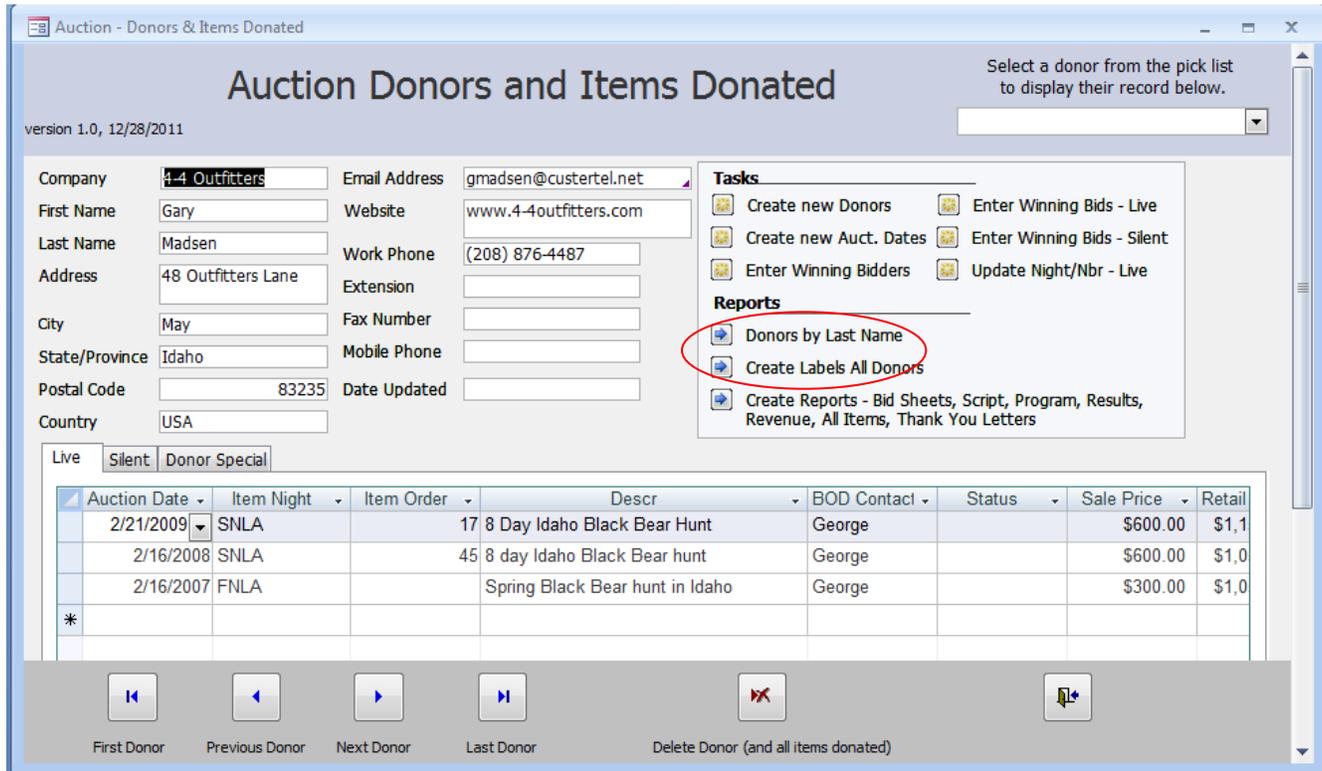
Tepato Systems has a database to help you with all of this data. You can enter donor information, along with the items donated. You can also create silent auction bid sheets and live auction scripts quickly and easily. All of your information is in one place, so it is easy to maintain and you can find what you need quickly. A single volunteer can handle both the live and silent auction, or two different people can each use their own copy of the database. The database can also be shared if all users have access to the same network or server (such as if the users all work together in the same company).

With the Auction database, you can perform all of the tasks needed to prepare for your Auctions, and analyze the results:

- Donor name, company, address, phone numbers
- Item(s) donated, value, cost
- Bidding details such as minimum bid, minimum raise, winning bidder name and amount
- Track donor details such as hotel rooms paid, number of booths desired at the event, dinner tickets to be provided, and others
- Create bid sheets for silent auction items
- Create auctioneer's script for live auction items
- Create report of profit or loss on auction items
- Create mailing labels for all donors
- Tepato Systems can also add custom "thank you" or solicitation letters for all donors, if desired

## Enter Your Donors and Their Items Donated

This screen is what you see when you open the Auction database. The majority of the data entry is done on this screen. For each donor, there may be multiple donated items listed below. To find a specific donor, select them from the pick list in the top right corner and their information will be displayed in the main area of the screen.



Company: 4-4 Outfitters | Email Address: gmadsen@custertel.net | Website: www.4-4outfitters.com

First Name: Gary | Last Name: Madsen | Address: 48 Outfitters Lane | City: May | State/Province: Idaho | Postal Code: 83235 | Country: USA

Work Phone: (208) 876-4487

**Tasks**

- Create new Donors
- Create new Auct. Dates
- Enter Winning Bids - Live
- Enter Winning Bids - Silent
- Enter Winning Bidders
- Update Night/Nbr - Live

**Reports**

- Donors by Last Name
- Create Labels All Donors
- Create Reports - Bid Sheets, Script, Program, Results, Revenue, All Items, Thank You Letters

Auction Date	Item Night	Item Order	Descr	BOD Contact	Status	Sale Price	Retail
2/21/2009	SNLA	17	8 Day Idaho Black Bear Hunt	George		\$600.00	\$1,1
2/16/2008	SNLA	45	8 day Idaho Black Bear hunt	George		\$600.00	\$1,0
2/16/2007	FNLA		Spring Black Bear hunt in Idaho	George		\$300.00	\$1,0
*							

Navigation: First Donor, Previous Donor, Next Donor, Last Donor, Delete Donor (and all items donated)

The list of all Donors by Last Name and the Labels for all Donors are generated directly from this screen (see red circled items above).

All of the other reports are generated using a separate screen where you select the report and the auction date (see page 9).

Please note: If you have a list of donors and items for your next Auction, and can provide it electronically (preferably in a Microsoft Excel file), Tepato Systems can import the data into the database for you during the initial installation of your database.

## Create Auctions

The screenshot shows a window titled "Auction Dates" with a table containing two rows. The first row is highlighted with a red oval and contains the date "3/8/2012" and the event name "Pasta For Pets". The second row is empty. Below the table are four navigation buttons (back, left, right, forward) and a refresh button.

Auction Date:	Event Name:
3/8/2012	Pasta For Pets

To create a new Auction event, enter the date in the blank bottom row.

**Be sure to include an Event Name in the Auction Date record, so that Event Name will be displayed in your Donor and Bidder thank you letters.**

If you have a list of upcoming auction dates, Tepato Systems can enter them for you during the initial installation of your database.

## Assign Auction Items to Event Day & Item Number

Choose Auction Night & Item Number

Enter Night & Item Nbr:  
Live Auction

Select an auction date from the pick list to see all of the items listed below.

Auction Date

Auction Item Dates/Numbers

Item Nbr	Item Orc	Silent?	Descr	Company
SNLA		<input type="checkbox"/>	Colonial 23 Gun Safe	Able Safe
SNLA	35	<input type="checkbox"/>	RSA Hunt - 7 Days -1 Hunter 1 nonhunter for 1 common Springbok	African Field Sports
SNLA	10	<input type="checkbox"/>	Six Day Alaska Adventure Customized Trip/ Monday arrival - Saturday depart	Alaska Legends Adventure Resorts
SNLA	21	<input type="checkbox"/>	Alberta Timber Wolf - 2 x 1 - 5 Days/ 1hunter -1non-hunter	Bredeson Guiding
SNLA	47	<input type="checkbox"/>	2 day European Mouflon 1 hunter, 1nonhunter in Texas	Buffalo Creek Ranch
SNLA	54	<input type="checkbox"/>	Manitoba Black Bear hunt	Canadian Wilderness Outfitters
SNLA	44	<input type="checkbox"/>	Roe Buck and Red Stag Hunt in England, Scotland or both - 1 Hunter/1	Carminnows Estates / Numzaan Safari
SNLA	42	<input type="checkbox"/>	4 wild hog and 4 exotic ram for 4 hunters	Chain Ranch
SNLA	49	<input type="checkbox"/>	1 day Walleye, Bass fishing charter in Ontario	Chante' Sport Fishing Charters
SNLA	51	<input type="checkbox"/>	3 day Antelope hunt in Montana	Chase Hill Outfitters

You may have a variety of items for each Auction event, and that even may span more than one day and include multiple auctions (Live and Silent). You may not know right away which items will be used on which day or which auction as a part of a particular event.

For this reason, the database is set up so that you can enter your list of items and assign them to an event, but not a specific night of that event. For example, you may have an Auction on a Friday night and another Auction on the next night, on Saturday. Both nights are part of one overall event, but they are entered in the database as separate event dates.

Once your list is finalized for each night of the overall auction event:

- Select the auction date at the top to see your full list of items (see red circle above).
- For each item in the list, you'll choose an Auction day/night (SNLA/FNLA for live auction), or you'll check the box for a silent auction item.
- Also enter a numeric value in the Item Order column to put your items for each event into the desired order. This will help to produce your live auction script and program with everything in the correct order.

# Enter Winning Bidders

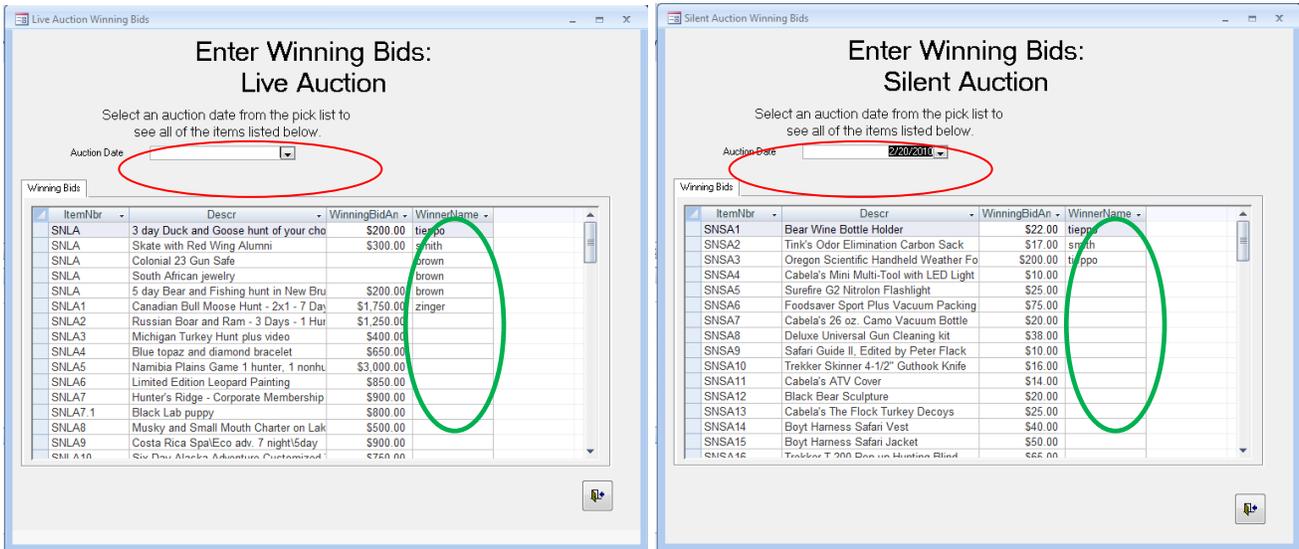


This screen is used to enter name and address for each of your Auction Winners (purchasers).

When entering Winning Bidders, they are not tied to a specific Auction event. You will record their name, address and other contact information on this screen.

You will be able to pick these names from a list when entering Winning Bids for either the Live or Silent Auctions (see green circled areas in next section).

# Enter Winning Bid Amounts



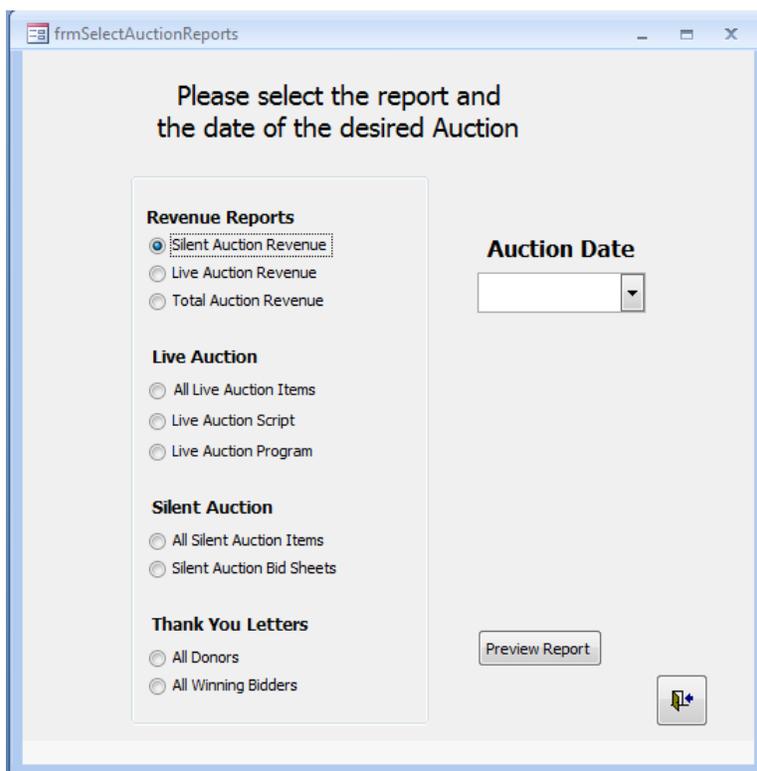
To begin data entry, select the Auction date at the top (see red circles above).

When your list of Items is displayed, you can enter the Bid Amount and select the Winning Bidder's name from the pick list (green circles above).

Keep scrolling to the bottom of the list of Items to do all of the entries for the Winner of each Item. You'll do this data entry for the Live and Silent Auctions on two separate screens.

## Auction Reports

All of the reports are based on Auction Date. You select the desired report from the list available on the left, then select the Auction Date. The report is generated for the items in that specific Auction.



The screenshot shows a window titled "frmSelectAuctionReports" with the following content:

Please select the report and the date of the desired Auction

**Revenue Reports**

- Silent Auction Revenue
- Live Auction Revenue
- Total Auction Revenue

**Live Auction**

- All Live Auction Items
- Live Auction Script
- Live Auction Program

**Silent Auction**

- All Silent Auction Items
- Silent Auction Bid Sheets

**Thank You Letters**

- All Donors
- All Winning Bidders

**Auction Date**

[Dropdown menu]

Preview Report

[Print icon]

All of the reports can be customized, if desired.

Revenue Reports include:

- Silent Auction Revenue
- Live Auction Revenue
- Total Auction Revenue

Live Auction Reports include:

- All Live Auction Items
- Live Auction Script
- Live Auction Program

Silent Auction Reports include:

- All Silent Auction Items

- Silent Auction Bid Sheets

#### Thank You Letters

- All Donors (may get more than one letter, if donated multiple items)
- All Winning Bidders (one letter per winner, including Net Donation Amount)

**Please note: If you do not select an Auction Date, your report may not generate correctly, or it may appear to be blank.**

Additional reports can also be added, such as solicitation letters for the donors.

For more information, please contact Tepato Systems:

Business phone: 248-225-2915

Website: [tepatosystems.com](http://tepatosystems.com)