Tracking Auction Payments

Once a bidder has won the auction, they can then log into their account and make payment for the item. Administrators can track which items have been paid for within the Transactions listing.

Quick Steps: Go to **AUCTIONDESQ / TRANSACTIONS**

Payment Details:

1. Within the Management Console, select **AUCTIONDESQ** from the top menu, then **TRANSACTIONS** from the left menu.

2. This will open onto the **UNPAID** tab, showing any items that have been won, but not yet paid for.

3. Next to the transaction, click the **VIEW** icon to view the transaction details, and the **MEMBER** icon to view the winning bidder's details.

4. Once a transaction has been paid, click the **PAID** tab. This will show you all Paid transactions that have not yet been completed.

5. Click **VIEW** next to a transaction to view the details as well as the chosen postage method. You can also click **RECEIPT** to resend the buyer's receipt, or **MEMBER** to view the buyer's postage address.

Tracking Auction Payments allows administrators to keep an eye on items that have not been paid for, and therefore follow up on buyers to ensure that they make payment for the item.

Next Steps: **Related Topics:**