Consignments Help Sheet

Consignment allows goods to be sent to a Client without the goods being invoiced until they are sold or otherwise returned by the client. Consignments can be accessed from Client > Consignment or by going into an invoice and changing the activity. Client > Invoice (Activity >Consignment).

When any consignment goods are returned from the client they can be selected or scanned and cancelled using the conversion screen. Client > Convert > Consignment(s) to invoice.

The Setup in Maintenance > Setup > System > Stock > General 1 involves a default setting to determine whether uninvoiced items on Consignment are cancelled and returned to stock or stay on consignment. This setting does not determine what happens to consignment items removed from the list in the Consignment Conversion screen. See (*Fig 9.*).

Consignment Setup

Click [Edit], select setting and [Save]. See (Fig 1.).

C Setup		
General General Company Consumption Tax Delivery Documents Internet Remote backups Security Extra data fields Define extra data fields Ofline extra data fields Oflines Clients Creditors General Ledger Job Management Point Of Sale (POS) Quote Management Stock	Time defaults Default length of hire (in days) 4 Default hold length (in days) Extra item code Use 2nd item code Costing © Last cost price O Average cost price Match Inventory to GL V Round stock value pre-GL posting "Item Find" settings Width Width ItemRef 55 ItemCode 65 Name 190 ItemCode 2 0 (0 = hide) Sell price 70 Search field ItemCode	User defined fields Field Name Drop-down 1 Drop-down 2 Check box 1 Check box 2 Check box 3 Character 1 Character 1 Character 2 Drop-down LocBin Other names Make Make Maker
- General 1 - General 2 - Goods Dispatch - Define extra data fields	# of rows s Defaults Stock size units Weight unit Kg Volume Unit m3 m3 Branch communications Full details with all branch transfers Price book Image: Set all imported data to mixed case	Packing slips to invoice (un-invoiced items) Cancel Back order Stay on slip Consignments to invoice (un-invoiced items) Cancel Stay on consignment When viewing stock level details (Alt F2) Show region data by default <u>Edit</u> <u>Save</u> <u>Cancel</u>

Fig 1. Setup Consignment Default Screen

Enter Consignments

Go to Client > Consignment. See (Fig2.).

Search	
Search	Select the cheft.
Consigntest	Enter the required information
Client 2	
	for the consignment.
Current 0.00	Click [Cours]
Date 15/09/2009 m Delivery address Postal 1 month 0.00	CIICK [Save].
Order # 111 Nowhere Street	20/10/2009
Order Middleanowhere	s 20/10/2009
Deliver by 24/09/2009 New Zealand	Tick 'Ouote' if prices are to be
Credit initia 0.00	
Sales Rep	specific to a preset guideline
	under involved
Item code Description Unit Quantity Unit amount	Total Excl. Total tax A WITEN INVOICED.
test consign Ea 10 9.95	99.50 12.44 To display prices on the
	consignment note tick the
	Show unit price' box. There is
	De default actting in Drinting
	a default setting in Printing
	setun See (Fig. 3.)
	setup. See (119 S.).
	•
UP DN 🕅 🕼 🚱 🕈 🗖 🎽 GST Inclusive price 111.94 Total qty 10 Total	99.50 \$
Solotiam	
Select term Email this document	
Clear on fail -ve entry Discount # to print now 0 -	Save Cancel
Fig 2, Consignment Screen	
C Printing setup	
Local Print Settings	
Client consignments - Printing	
Numer accesso	
V management screens	
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 Clients Invoices Providers Consignments Print Pre-completion Receipts Statements Orders Statement footer text Test Test Test Consignment footer text Test Test Test Centre footer text Receipt Receipt Receipt Receipt Pre-completion POS Takings Balance Other Obis 	Ints Tor Consignment Preview

Fig 3. Consignment Printing Setup

Previewing Consignments

The Consignment note can be previewed in Client > Client management > (Activities) page. See (Fig 4.).



Fig 4. Preview Consignment Screen

The Consignment note can also be found by the stock item in Stock > Stock > (Activities) page and View > Consignments. See (*Fig 5.*).

Ref	CODE	Name	-		1	View Con	signme	nts	
100326				100		Instr	low	loresteeds	lor
100391					nsign #	Date	uty	Client code	Cile
100406				2 45		15/09/2009		10 2	Co
100471									
100584									
100736		test consign							
100375	10MM EXCEL	10mm Excel Foam PVC 1200 x 2400							
100301	2MM ALI	2mm Aluminium cut to size							
100254	2MM FOAM PVC	2mm FoamPVC 1200 x 2400							
100318	3MM ALI	3mm Aluminium cut to size							
100246	3MM CF 12X24	3mm Coreflute 1220 x 2440							
100213	3MM FPVC	3mm Foam pvc 1200 x 2400							
100527	4.5MM ULTRAMO	4.5mm Ultramount 1220mm x 2440mm							
100543	4MM ACM PANE	4mm Acm Panel 1220mm x 2440mm							
100551	4MM ACM PANE	4mm Acm Panel 1500mm x 3660mm							
100221	4MM FPVC	4mm Foam pvc 1200 x 2400							
			P.						
I Search	F C		Σ						

Fig 5. Stock Management Consignment Screen

Convert Consignment to Invoice

To invoice the goods on consignment go to Client > Invoice and select the 'Activity' > Consignment(s) to invoice. See (*Fig 6.*).



Fig 6. Consignment to Invoice Screen

Client 2	igntest	Activity Invoice						_
Date 1 Order #	5/09/2009 📺	Delivery address >None<	Current 1 month Older	0.00] Removed iter	ns Leave on I	Consignmen	1
eliver by 1 ales Rep	5/09/2009	•	Credit limit	0.00	Discount	we	20/10/2009	6
Item code	Description		Unit	Quantity	Unit amount	Total Excl.	Total tax	
	test consign		Ea	14	9.95	139.30	17.41	
			E	300	25.40	7 620 00	952.50	
	consign 3		са	000	20.40	.,020.00		
	consign 3 consign 4		Еа	80	5.95	476.00	59.50	
	consign 3 consign 4		Ea	80	5.95	476.00	59.50	

The selected Consignment will appear as an Invoice with the items in the grid.

There is a preset (*Fig 1.*) default regarding any items removed from the invoice.

To change the default setting for the Invoice select either 'Leave on Consignment' or 'Cancel'.

The invoice can be edited as per usual and any uninvoiced items will be left on consignment or cancelled *(Fig 8.)* according to the default or selected setting. See *(Fig 1.)*

Fig 7. Invoice from Consignment Screen

The item quantities of the consignment were edited and the balance has remained on consignment as per Removed items setting (*Fig 7.*). The consignment can be viewed to confirm the status in Client > Client management > (Activities) page (*Fig 8.*).



An 'X' in the 'I' column indicates the items on that consignment have been invoiced to the client and the balance has remained on the consignment.

Fig 8. View Consignment Note Screen

To Cancel Returned Items on Consignment(s) before Invoicing

Go to Client > Convert > Consignment(s) to invoice. See *(Fig 9.)*. This screen allows you to cancel the items returned from consignment. This screen will **not** convert the remaining item(s) to an invoice; it will return any cancelled items back into stock and the remaining item(s) will stay on consignment.



Fig 9. Consignment Conversion Screen

Consignment conversion Select client Consigntest Client 2 V Show only consignment	All consignr	nents 🔹	Display				By clicking on the [>>] al
Available items			Selected iten	IS			or the available items on
ItemCode Name	Qty	🗞 Consig	ItemCode	Name	Qty	Cons	consignment has moved
			TESTCON	test consign	2	45	across to the selected
			CON4	consign 4	40	46	items.
			> CON3	consign 3	100	46	
			TESTCON	test consign	4	46	
			IESTCON CONA	test consign	100	4/	
			<				
Moving from available to selected	Move 1 of each selecter Find / scan product	d item •		III Action to perform C	ancel lines	+ •	

To Cancel Returned Items in Consignment(s) before Invoicing cont.

Fig 10. Move 1 of Each Selected Item Screen

When selecting the 'Prompt for qty when consignment qty > (is greater than) 1' a message box will appear to allow the entry of a number of the selected item. This enables more that one at a time but not the entire line in the consignment. See (*Fig 11.*).

Consign Client 2	v only consignments fr	All consign	iments ion		Dis	play			
vailable items						Selected items			
ItemCode	Name	Qty	>	Consig		ItemCode	Name	Qty	Cons
TESTCON	test consign	10		45					
TESTCON	test consign	4		46					
CON4	consign 4	40		46					
CON3	consign 3	100		46					
CON4	consign 4	200		47	>>				
	,		Qua tes	ntity to mov t consign OK	Car	ncel			
						•	m		×.
loving from ava	ilable to selected Pror	npt for qty when c	onsignm	ient qty > 1	•		Action to perform	Cancel lines	•
					_				

When selected items have been moved into the right hand grid using the chosen move method click [Process]. A message will ask if you want to 'Mark all selected consignment lines as cancelled and return items to stock?' Click [Yes]. The screen will clear and the next client may be selected.

Any remaining items will be back on consignment for the client.

Fig 11. Prompt for Qty Screen

To move all available items in consignment across select Move full quantity of the selected item - .

Consignment Reports

Co	insigntest)				
Client 2		🛃 🏘 Activit	y Consignment	-					
					Current	6094.69			/
Date	24/09/2009	Delivery address	>None<	- 🔇	1 month	0.00			
Order #				*	Older	0.00	Return goods	S	20/10/2009
eliver by	1/10/2009				Credit limit	0.00		Quote /	
ales Rep	-			+		0.00		Show u	nit price
									and the second second
Item code	Description				Unit	Quantity U	Init amount	Total Excl.	Total tax
CON2	consign 2				Fa	1	14.97	14.95	1.87
				View Item View Con	n report signment rep	ort			
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Right click in the grid to obtain options for viewing reports (*Fig 12.*).

The View consignment report is a pre-completion report and may be used as a 'picking list' to check item availability before the consignment is saved (see note).

The report is not a standard report and a detailed customised report will need to be requested. Contact Chreos Support for this service.

Once the customised report has been received go to Maintenance > Printing setup > Consignments > Pre-completion and select the report to setup.

Note: If using the customised report as a 'picking list' you would preview and print the report then park <F9>the consignment to check item availability before unparking <F10> the consignment, making any adjustments required and clicking [Save].