

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 un-invoiced 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.).

The screenshot shows the 'Setup' window with the 'Stock' module selected. The 'Consignments to invoice (un-invoiced items)' section is highlighted with a red box, showing the 'Stay on consignment' radio button selected. Other settings include 'Default length of hire (in days)' set to 4, 'Last cost price' selected for costing, and 'Round stock value pre-GL posting' checked. The 'Item Find' settings table is as follows:

| Width | | Width | |
|------------|-----|------------|----|
| ItemRef | 55 | ItemCode | 65 |
| Name | 190 | ItemCode2 | 0 |
| (0 = hide) | | Sell price | 70 |

The 'Packing slips to invoice (un-invoiced items)' section has 'Cancel' selected. The 'Consignments to invoice (un-invoiced items)' section has 'Stay on consignment' selected. The 'When viewing stock level details (Alt F2)' section has 'Show region data by default' checked.

Fig 1. Setup Consignment Default Screen

Enter Consignments

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

Select the client.
Enter the required information
for the consignment.
Click [Save].

Tick 'Quote' if prices are to be
specific to a preset guideline
when invoiced.

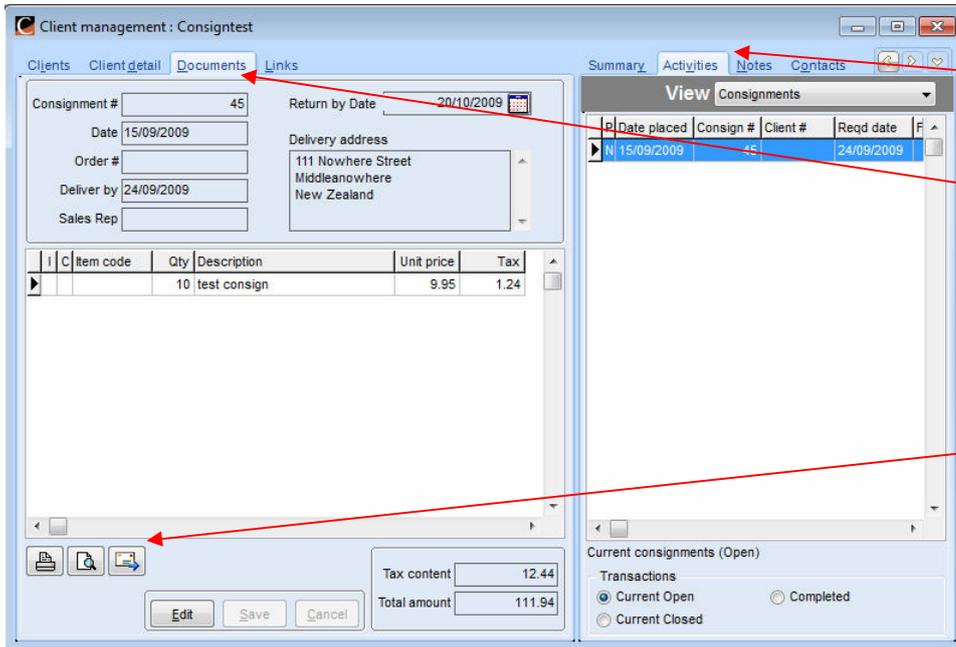
To display prices on the
consignment note tick the
'Show unit price' box. There is
a default setting in Printing
setup. See (Fig 3.).

Fig 2. Consignment Screen

Fig 3. Consignment Printing Setup

Previewing Consignments

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



Select the client.
Select the Activities page.
Select view consignments and double click on the consignment to open up in the Documents page.

From this screen the consignment can be previewed, printed or emailed.

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.).

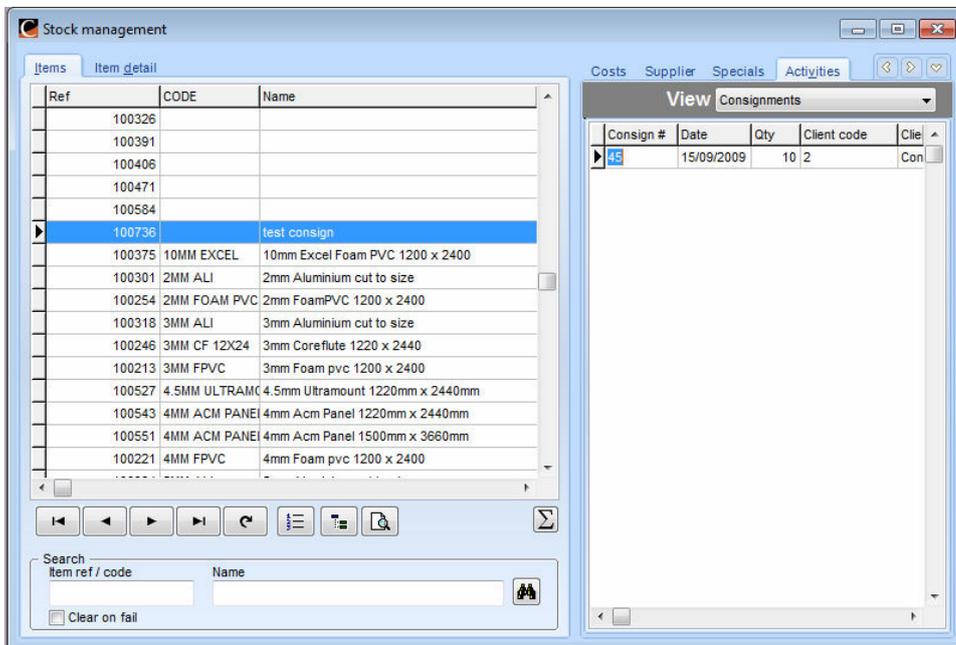
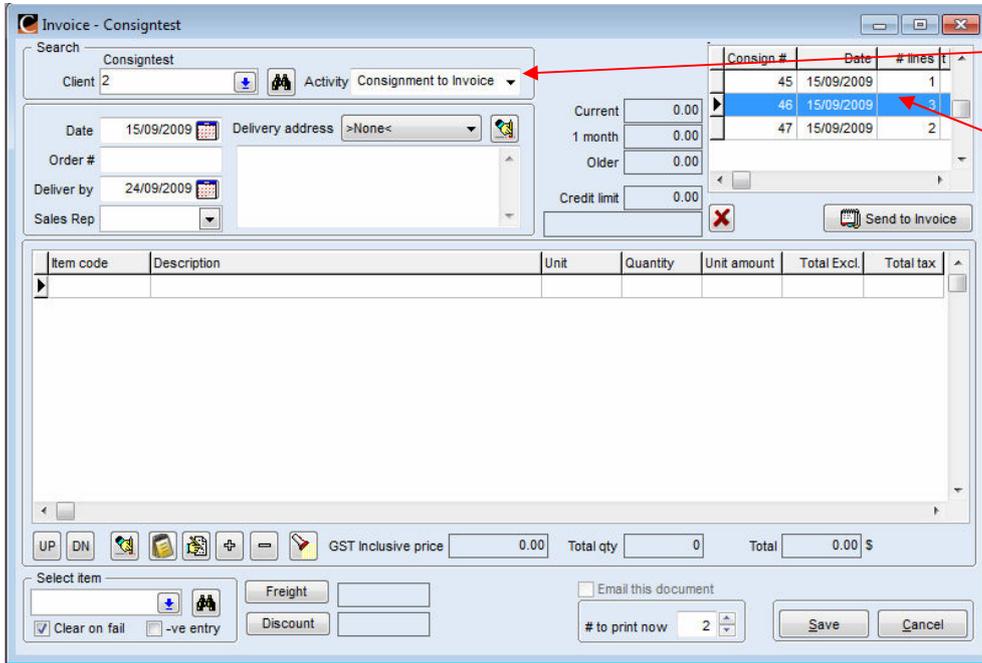


Fig 5. Stock Management Consignment Screen

Convert Consignment to Invoice

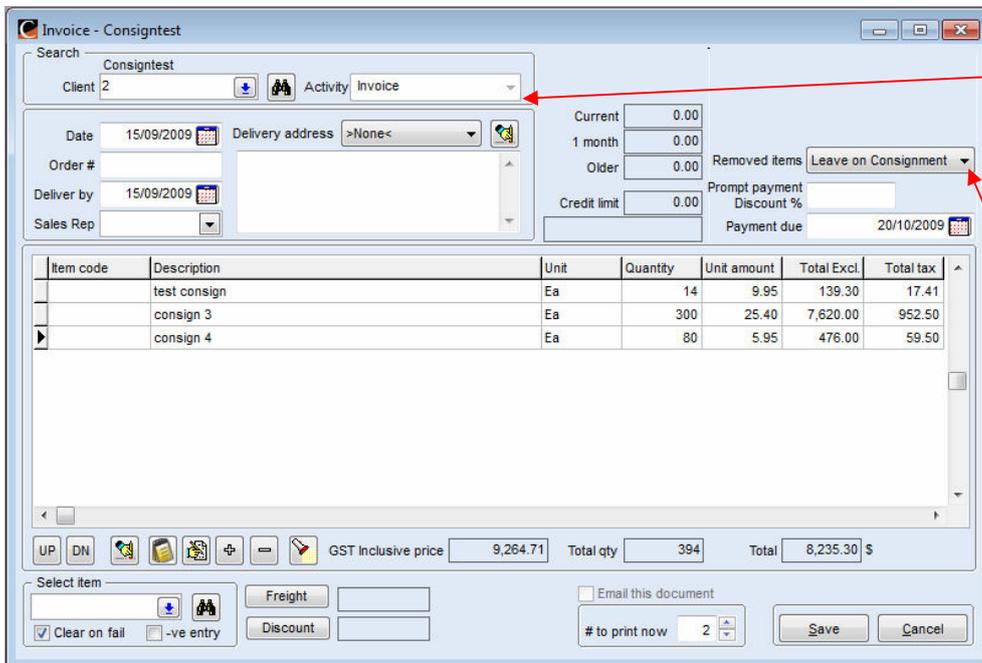
To invoice the goods on consignment go to Client > Invoice and select the 'Activity' > Consignment(s) to invoice. See (Fig 6.).



Select the client.
Select the Activity
Consignment to invoice.
Select the Consignment line
and double click or
click Send to Invoice

Otherwise click to abort
the conversion and return
the Activity to Invoice.

Fig 6. Consignment to Invoice Screen



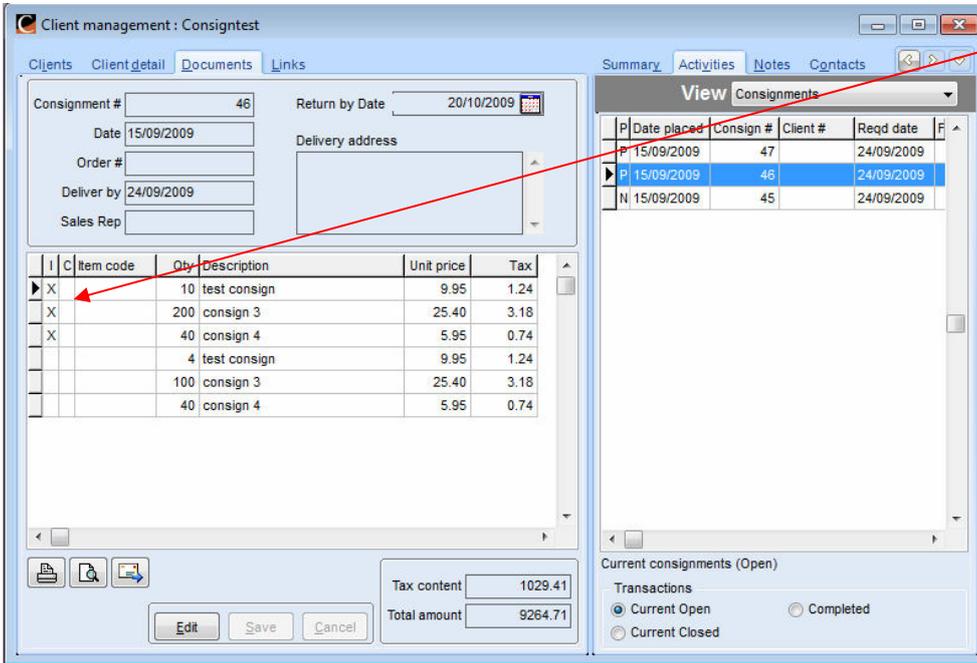
The selected Consignment
will appear as an Invoice
with the items in the grid.

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.).

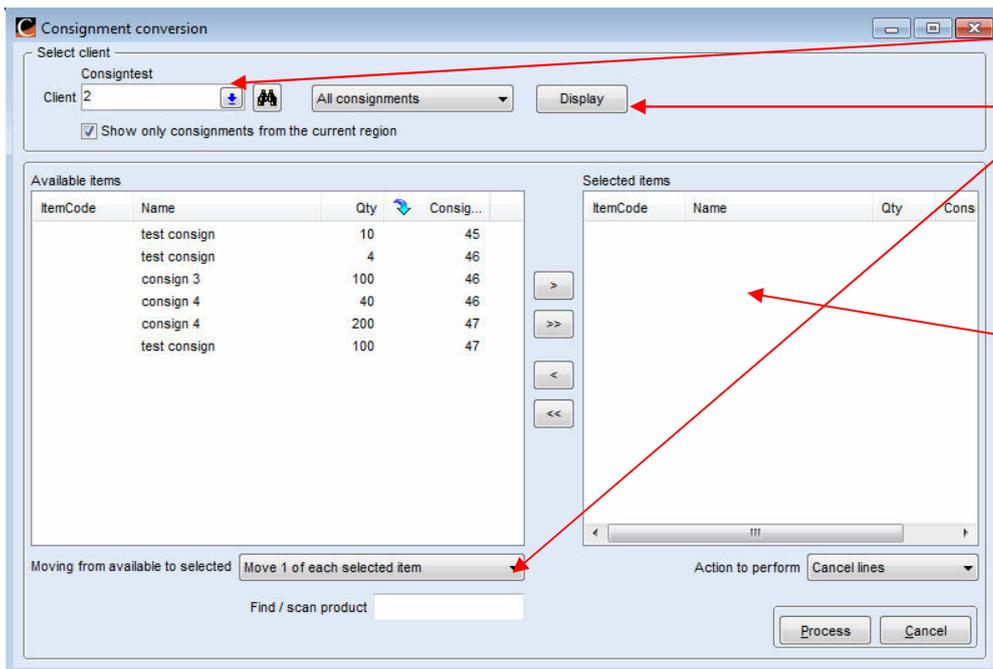


An 'X' in the 'I' column indicates the items on that consignment have been invoiced to the client and the balance has remained on the consignment.

Fig 8. View Consignment Note Screen

To Cancel Returned Items on Consignment(s) before Invoicing

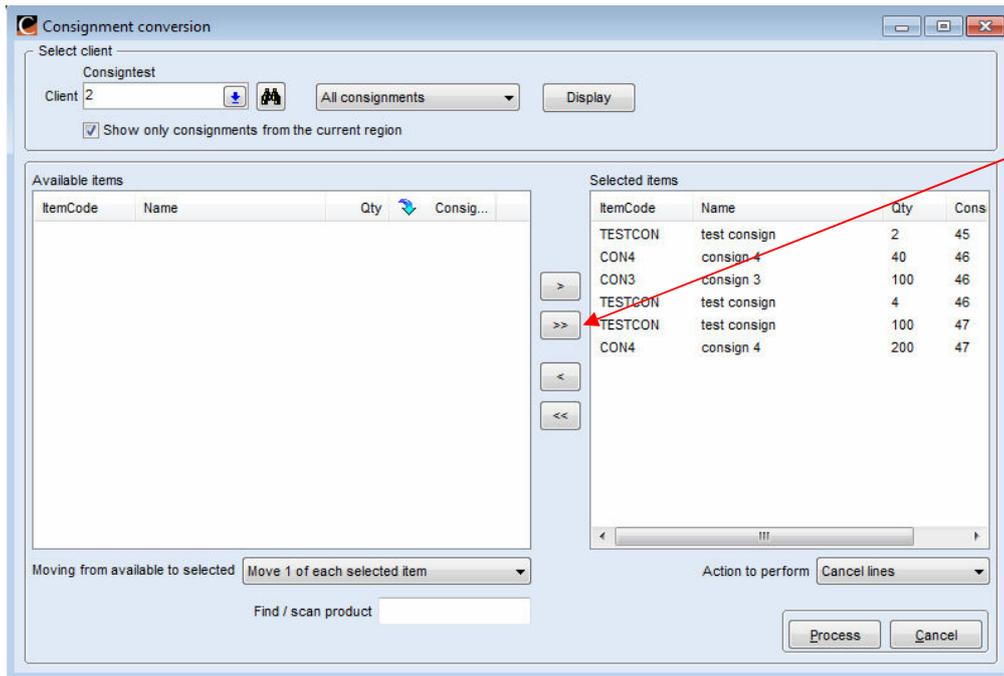
Go to Client > Convert > Consignment(s) to invoice. See (Fig 9.). This screen allows you to cancel the items returned from consignment. This screen will **not** convert the remaining item(s) to an invoice; it will return any cancelled items back into stock and the remaining item(s) will stay on consignment.



Select client.
 Display all or selected consignment.
 Select the method to use for moving the items. The default is 'Move 1 of each selected item' and will only move one item at a time to the other grid.
 Move items across to the Selected items grid by either double clicking or using the [>] or [>>]. See (Fig 10.)
 Click [Process].

Fig 9. Consignment Conversion Screen

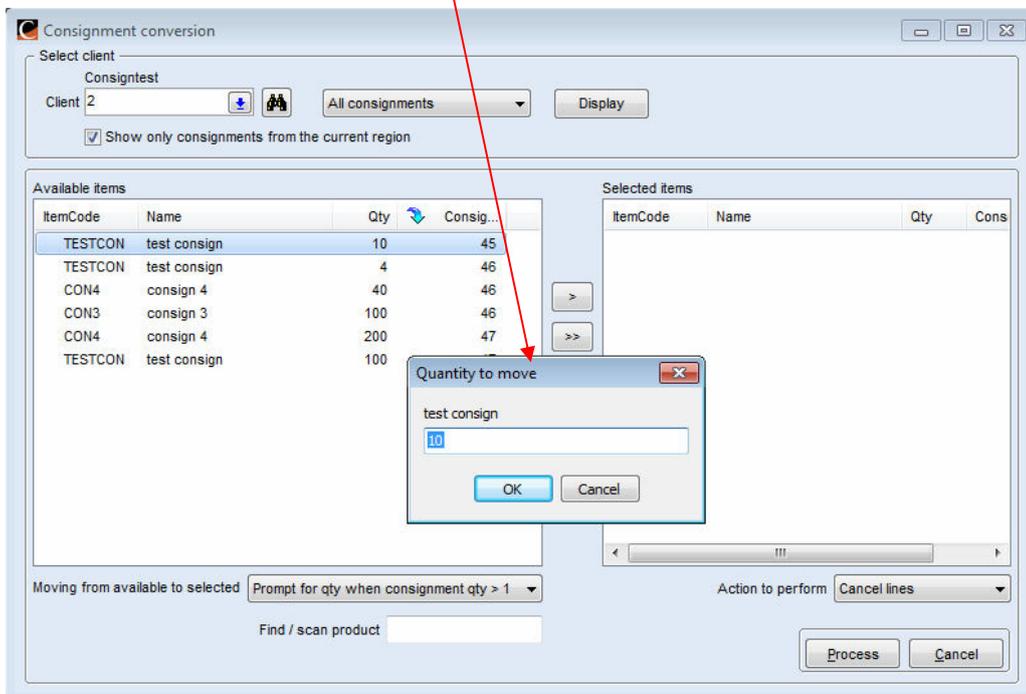
To Cancel Returned Items in Consignment(s) before Invoicing cont.



By clicking on the [>>] all of the available items on consignment has moved across to the selected items.

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 than one at a time but not the entire line in the consignment. See (Fig 11.).



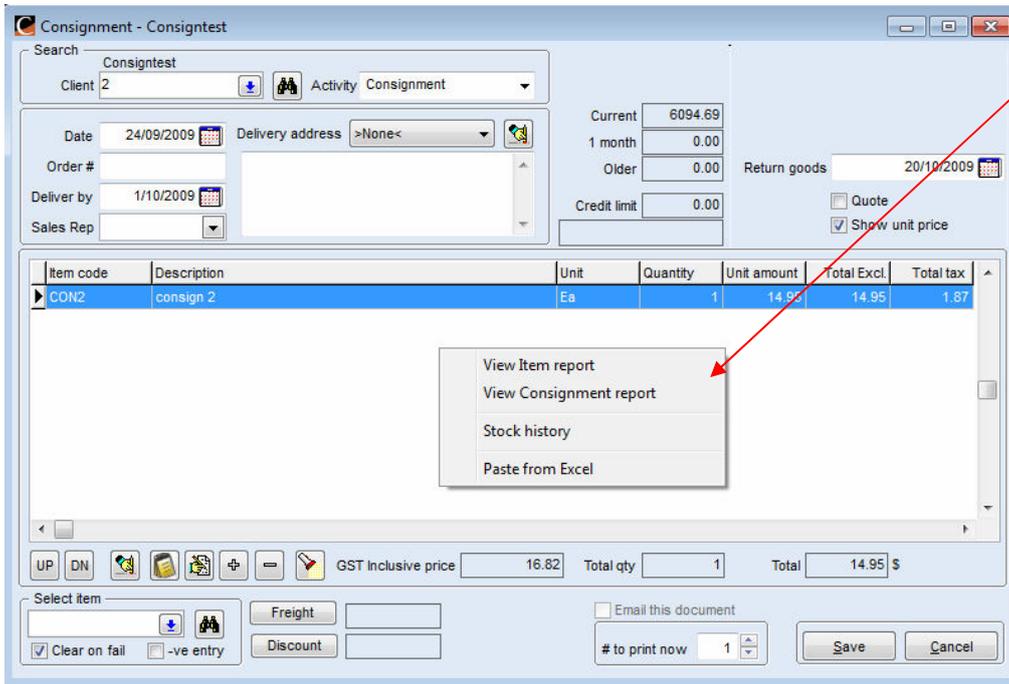
When selected items have been moved into the right hand grid using the chosen move method click [Process]. A message will ask if you want to 'Mark all selected consignment lines as cancelled and return items to stock?' Click [Yes]. The screen will clear and the next client may be selected.

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



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.

Fig 12. View Consignment Report Screen

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].