

# Consignment Module

## Consignment Receipts

Purpose: Bringing stock into the system as consignment.

Where to find it: Menu → Products → Consignment Receipts

The screenshot shows a software window titled "Demo Company - Products - Consignment Receipts [Build 2015.6.2.21]". The interface includes a menu bar (File, View, Help) and a sidebar with a "menu" button. The main area is titled "Consignment Receipts" and features the "Spiralsoft" logo. Below the title, there are tabs for "Consignment Received", "Consignment Returned", and "History". A status bar at the top right reads "If you are never scared, embarrassed, or hurt". The form contains several input fields and buttons: "Source: Purchase Order" (radio button), "Search for a Product" (radio button), "Select Supplier" (dropdown menu showing "Supplier - 1"), "Document No", "Order No", "Supplier Ref", "Date Received" (calendar picker for May 2016), "Time Received" (time picker for 11:14:38), "Trade Disc", "Rebate Disc", "Other Disc", "Net Amount", "Tax", and "Invoice Total". A search section includes "Search for products linked to Supplier - 1", "Search Product" (text input), "Search" (button), and "Products found" (text input). At the bottom, there are buttons for "Receive Item", "Receive All", "Edit Item", "Remove Item", "Remove All", "Modify Invoice Totals before Save", "Print Labels After Saving", "Cancel", and "Save". The window also has a status bar at the bottom with "Viewer" and "Demo Company - Pro..." text.

1. Source: Purchase Order – Consignment can be brought in from a purchase order.
2. Select a Supplier from the drop down
3. Search for a Product – to add a product to consignment receipt it.
4. There are 2 options to bring consignment stock into the system:
  - Purchase Order
  - Product Search

**Receive Item**

**Add ...**

205/55R16 D320 91V Tyre

Total Ordered		
Received To Date		
Qty Received Now	10	829000
Unit Price	800.00	
Sub Total	8,000.00	
Trade Discount		0.00 %
Sub Total	8,000.00	
Rebate Discount	0.00	0.00 %
Sub Total	8,000.00	
Other Discount	0.00	0.00 %
Net Cost	8,000.00	
Tax Method	Standard	
Tax	1,120.00	
Total Amount	9,120.00	

Add Cancel

5. 'Receive Item' screen appears. Enter the quantity received now and the Unit Price
6. Note that the Unit Price is always pre-negotiated with the supplier and will be used when stock is GRV'd into the system or returned.
7. Click on 'Add'

Demo Company - Products - Consignment Receipts [Build 2015.6.2.21]

File View Help

**Spiralsoft** **Consignment Receipts** **advantage**

He who is afraid of asking is ashamed of learning. Danish Proverb

Consignment Received | Consignment Returned | History |

Source: Purchase Order Search for a Product Select Supplier Supplier - 1

Document No 123456 Date Received 18 May 2016 Trade Disc 0.00 Net Amount 8,000.00  
 Order No Rebate Disc 0.00 Tax 1,120.00  
 Supplier Ref 123456 Time Received 11:52:58 Other Disc 0.00 Invoice Total 9,120.00

Search for products linked to Supplier - 1

Search Product Search Products found 1

Description	Code	Qty on Hand	Price 1	Std. Cost	Std. Disc1	Std. Disc2	Avg Cost	Last Cost	GP %
205/55R16 D320 91V Tyre	829000	0.00	1,222.00	0.00	0.00	0.00	0.00	0.00	100

Receive Item Receive All Edit Item Remove Item Remove All Modify Invoice Totals before Save Print Labels After Saving Cancel Save

Product	Code	Qty	Unit Price	Trade Disc	Rebate Disc	Other Disc	Net Amount	Tax Code	Tax Amount	Total Cost
205/55R16 D320 91V Tyre	829000	10	800.00	0.00	0.00	0.00	8,000.00	Standard	1,120.00	9,120.00

8. The item received will appear in the bottom grid.
9. Click on 'Save'

**Save GRV**

**CRV**

Save as Consignment Received Voucher only  
 Save as Consignment Received Voucher, and create a Supplier's Receipt

Supplier Refund No 123456  
 Supplier Inv Date 18 May 2016  
 Accounting Period MAY 2016

Save Cancel

10. A 'Save CRV' screen appears
11. Click on 'Save'
12. Click on 'Yes'. Please note that a supplier invoice is not created at this point.

13. A 'Consignment Received Voucher' print screen appears.

Goods Received Voucher

Print... 100% 1/1 Back Forward

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20

<b>From: /Supplier:</b>		<b>To: /Purchaser:</b>	
Supplier - 1		Demo Company, t/a Demo Company	
TelNo:		TelNo:	
Fax No:		Fax No:	
VATNo:		Reg No: VAT No:	

**Consignment Received**

<b>References:</b>		<b>Received By:</b>	
Delivery Note No: 123456	Page No: 1	Date Received: 2016/05/18 12:01:39 PM	
Order No:		CRV Number: 1	
Our Ref:		Received By: SpiralsoftSupport	
Supplier Ref: 123456			

Code	Description	Qty	Unit Price	Trade	Rebate	Other	Tax	Total
629000	205/55R16 D320 91V Tyre	10.00	800.00	0.00	0.00	0.00	1,120.00	8,000.00

## Selling Consignment stock or paid stock out on Consignment

Where to find it: Point of Sale

**John Doe**

Description	Code	Qty	Unit Price	Discount	Total
205/55R16 D320 91V Tyre	829000	5	1,222.00	0.00	6,110.00

**AMOUNT** 6,110.00  
**TAX** 855.40  
**TOTAL** 6,965.40

1. Search for the customer
2. Search for the product
3. Enter the quantity to sell to the customer
4. Click on 'Save'
5. Save as Consignment
6. A consignment note will appear as a print screen.

**Consignment Note**

Invoice to: John Doe /

Item No	Description	Qty	Unit Price	Discount	Total
829000	205/55R16 D320 91V Tyre	5.00	1,222.00	0.00	6,110.00

## Billing of sold Customer Consignment

Purpose: When a customer notifies you that they have sold your consignment, you would bill the customer under 'Customer Consignment' in the Back Office.

Where to find it: Menu → Customers → Customer Consignment

Demo Company - Customers - Customer Consignment [Build 2015.6.2.21]

Spiralsoft John Doe advantage

Do not confuse motion and progress. A

Consignment Billing | Consignment Return | Consignment History

Selected Consignment Note Transactions

Search: [ ] Fetch Select All Unselect All

From: 01 May 2016 To: 18 May 2016 Rows: 1

Post Consignment Invoice

E-mail Address: [ ] Amount: 2,444.00 Cost: 1,600.00 E-mail document: [ ]

Comment / Asset: [ ] Discount: 0.00 GP: 844.00 Copies to Print: 1

Order No: [ ] Tax: 342.16 GP%: 34.53 Post

Total: 2,786.16

Consignment Stock Note

Post	Date	Tran No	Order No	Product	Product Description	Quantity	Invoiced Qty	Returned Qty	Invoice Qty	Disc	Tax	Total	User
<input checked="" type="checkbox"/>	2016/05/18 12:32:48	1		829000	205/55R16 D320 91V Tyre	5.00	2.00	0.00	2	0.00	342.16	2,786.16	Spiralsoft Su

1 of 1

John Doe

Windows XP Service Pack 3 228 Local (local) DEMOBASE [2015.6.2] Demo Company Spiralsoft Support NUM CAPS INS SCRL 2016/05/18 03:46

Note: If a customer wishes to return the consignment it will also be done under the 'Consignment Return' tab.

### Consignment Billing

1. Search for the customer using the filter at the bottom
2. Tick the post box by the line item
3. Insert the desired 'invoice qty' to be invoiced to the customer
4. Click on 'Post'
5. Please note that you cannot change the invoice amount (price) as it was defined when the consignment note was created.

Demo Company - Products - Stock Receipts [Build 2015.6.2.21]

File View Help

**Spiralsoft** **Stock Receipts** **advantage**

When written in Chinese the word 'crisis' is

Goods Received | Goods Returned | **History**

Find Goods Received/Returned Voucher

Select Supplier: Supplier - 1 From: Sunday, May To: Thursday, May GRV's: 2 **Fetch** Re-Print Barcode

Goods Received/Returned Vouchers (GRV/GRN)

GRV No	Date Received	Delivery Note	Supplier Reference	Trade Disc	Rebate Disc	Other Disc	Net Amount	Tax Total	Total
3	5/18/2016 1:00:36 PM	123456	123456	0.00	0.00	0.00	1,600.00	224.00	1,824.00
5	5/18/2016 3:45:08 PM	123456	123456	0.00	0.00	0.00	1,600.00	224.00	1,824.00

GRV/GRN Detail

Product	Code	Qty	Unit Price	Trade Disc	Rebate Disc	Other Disc	Net Amount	Tax Code	Tax Amount	Total Cost
205/55R16 D320 91V Tyre	829000	2.00	800.00	0.00	0.00	0.00	1,600.00	Standard	224.00	1,824.00

Supplier Invoice

Supplier Ref	Transaction Type	Invoice No	Invoice Date	Trade Disc	Rebate Disc	Other Disc	Net	Tax	Total	Date Captured
123456	Supplier Invoice	123456	5/18/2016 1:00:36 PM	0.00	0.00	0.00	1,600.00	224.00	1,824.00	5/18/2016 1:00:36 PM

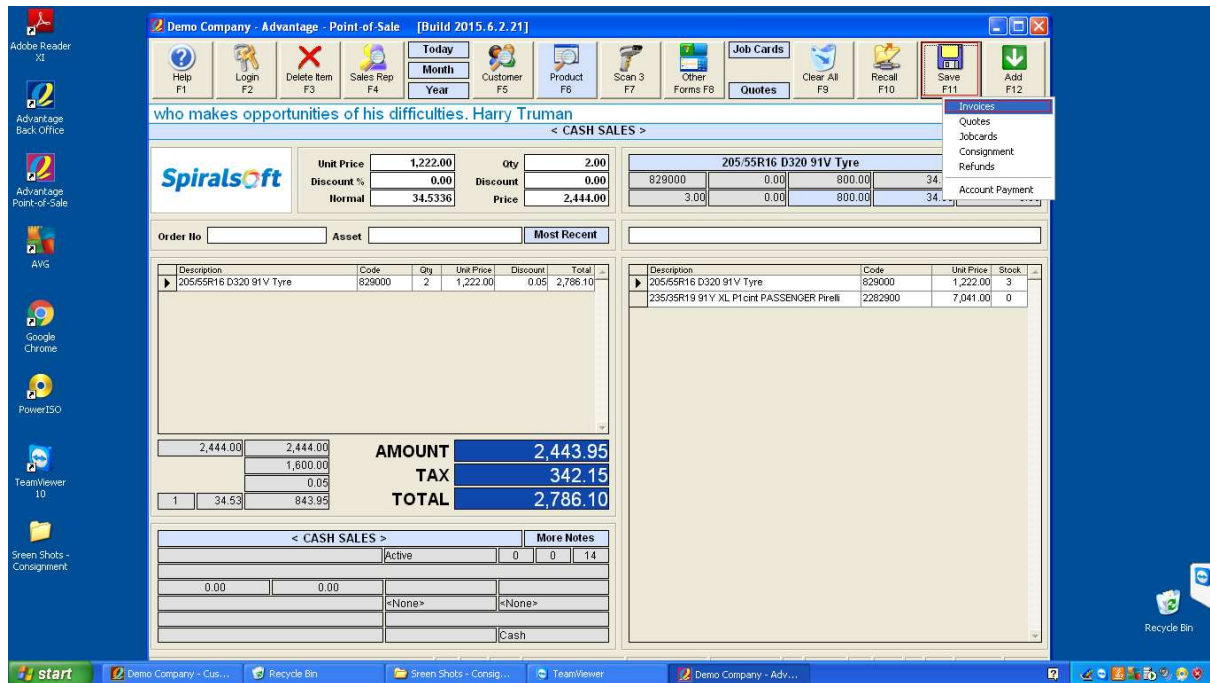
Windows XP Service Pack 3 227 Local (local) DEMOBASE [2015.6.2] Demo Company Spiralsoft Support NUM CAPS INS SCRL 5/19/2016 10:55 AM

- A GRV (Goods Received Voucher) and a Supplier Invoice is automatically created in the background when an invoice is made on consignment stock from the Point of Sale or Customer Consignment Screen.
- Under Stock Receipts under the History tab you will see the GRV created and the supplier invoice.



## Invoicing Consignment

Where to find it: Point of Sale



1. Search for the Customer
2. Search for the Product
3. Enter desired quantity to sell
4. Add the product
5. Save as an Invoice

Note:

- If the product you are selling has both paid stock and consignment stock, the system will first sell the paid stock before it starts selling the consignment stock.
- The system automatically creates a GRV (Goods Received Voucher) and a Supplier Invoice when consignment stock gets sold.



## Reporting

### Consignment Valuation

Where to find it: Menu → Products → Product Reports → Consignment Valuation

**Demo Company**  
Consignment Valuation by Department  
18 May 2016

Product	Code	Qty OC	Qty IS	Qty OH	Total Cost	Unit Price	Total Price	GP%
<None>								
205/55R16 D320 91V Tyre	829000	5	3	8	6,400.00	1,222.00	9,776.00	34.53
<None> Total		5	3	8	6,400.00		9,776.00	
Demo Company Total		5	3	8	6,400.00		9,776.00	

- Qty OC: quantity at customer
- Qty IS: quantity in store
- Qty OH: quantity on hand

## Customer Consignment Listing

Where to find it: Menu – Customers- Customer Reports- Customer Consignment Listing

**Spiralsoft**

☒ All, or select a Customer  
< CASH SALES >  
Timeout: 0

☐ Transaction dates  
From: 18 May 2016  
To: 25 May 2016

Report Date: 25 May 2016  
**Fetch**  
Export Report

Microsoft Excel

Print... 80% 1/1 Back Forward

**Demo Company**  
**Customer Consignment Listing**  
Period: 18 May 2016 to 25 May 2016 25 May 2016

Transaction Date	Tran No	Product Code	Product	Quantity	Total Cost	Total Selling	GP%
<b>John Doe (S)</b>							
2016/05/18 12:32:48 PM	1	820000	20565R16 D320 91VType	3.00	2,400.00	3,696.00	34.53
John Doe (S) Total				3.00	2,400.00	3,696.00	
Total				3.00	2,400.00	3,696.00	

1. Search for a Customer or tick the box for All Customers
2. Click on 'Fetch'
3. This report will show you exactly how much of your consignment stock is at which customer.

## Accountant Module - Balance Sheet

Where to find it: Menu → Accountant → Financial Reports → Balance Sheet

**Spiralsoft**

Fetch

Report Date: Thursday, May 19, 2016

Filters: Ending Accounting Period: MAY 2016

Level of Detail: Level 1, Level 2, Level 3, Level 4

Print Options: ☐ Ignore Accounts with No Entries, ☐ Ignore Accounts with Zero Balances

Export Report: Microsoft Excel, Export Report

**Demo Company**  
**Balance Sheet at Thursday, May 19, 2016** **MY 2016**

Assets	
Noncurrent Assets	0.00
Property, Plant and Equipment	0.00
Investments and Loans	0.00
Investments and Finance Leases	0.00
Current Assets	3,200.00
Inventories	3,200.00
Trade and Other Receivables	0.00
Prepayments	0.00
Cash and Cash Equivalents	0.00
<b>Total Assets</b>	<b>3,200.00</b>
Equity and Liabilities	
Capital and Reserves	0.00
Issued Capital	0.00
Reserves	0.00
Accumulated Profits/Losses	0.00
Noncurrent Liabilities	0.00
Interest-bearing Borrowings	0.00
Retirement Benefit Obligations	0.00
Current Liabilities	3,200.00
Trade and Other Payables	3,200.00
Taxation	0.00
Warranty Provision	0.00
<b>Total Equity and Liabilities</b>	<b>3,200.00</b>

- Inventories: The value of your inventory will only be affected once you have converted a consignment note into an invoice or you have invoiced out consignment stock.
- Trade and Other Payables: This amount is what you are still liable for to your supplier. (The value of the consignment that you still have not sold).