Consignment Module

Consignment Receipts

Purpose: Bringing stock into the system as consignment.

Where to find it: Menu \rightarrow Products \rightarrow Consignment Receipts

🙎 Der	mo Company - Products - Consignment Receipt	s [Build 2015.6.2.21]	
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mut	SpiralsOft	Consignment Receipts	advantage
		If you are never scared	d, embarrassed, or hur
°	Consignment Received Consignment Returned History		
	C Source: Purchase Order	Ch for a Product Supplier Supplier - 1	
	Document No	Date Received 118 May 2016 Trade Disc	Net Amount
	Order No	Rebate Disc	Tax
S.	Supplier Ref	Time Received 11:14:38	Invoice Total
1	-Search for products linked to Supplier - 1	Search Broducto found	
	Search Product		
=			
		Modify Invoice Totals before Save	
	Receive Item Receive All Edit Item	Remove Item Remove All Print Lables After Saving	Cancel Save
5			
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10-01			- en

- 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 Unit Price Sub Total Trade Discount Sub Total Rebate Discount Sub Total Other Discount Net Cost Tax Method	10 829000 800.00 8,000.00 8,000.00 8,000.00 0.00 0.00 % 8,000.00 0.00 0.00 % 8,000.00 0.00 0.00 % 8,000.00 1,120.00									
Total Amount	9,120.00									
Add	Cancel									

- 'Receive Item' screen appears. Enter the quantity received now and the Unit Price
 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'

emo Company - Products - Cons View Help	ignment Receipts	[Build 2015	.6.2.21]						
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		Ĥ	e who is af	raid of ask	ing is ash	amed of I	earning.	Danish Pro	overb
Consignment Received Consignment	Returned History								
C Source: Purchase Order	Search	n for a Product	Select S	upplier Supplier	-1		¥.		
Document No 123456 Order No		Date Received	✓ 18 May 2 ✓ 11:52:58	016 💌	Trade Disc Rebate Disc Other Disc		1.00	Net Amount	8,000 1,120 9,120
-Search for products linked to Supplier S	- 1	Ive			Search	Products found			
Description	0000	Code Qty o	on Hand Price	1 Std. Cos	t Std. Disc1	Std. Disc.	2 Avg Co	st Last Cost	GP %
	Edit Item	Remove item	Remove Al		Modify Invoice To	otals before Sav	8	Cancel	
Receive item Receive All	57562 (8838 F)	1000 C 12000 C	a shabara i		Drint Lables Afte	r Saving		2.33555786	Save
Receive item Receive All		0	Transfer Di	Debute Die	Office Disc	Net American	Taxada		Save
Product 205/55R16 D320 91V Tyre	Code 0	Sty Unit Price	Trade Disc	Rebate Disc 0.00	Other Disc 0.00	Net Amount 8,000.00	Tax Code Standard	Tax Amount 1,120.00	Save Total Cost 9,120
Receive All Product Product 205/55R16 D320 91∨ Tyre	Code 9	Unit Price 10 800.0	Trade Disc 00 0.00	Rebate Disc 0.00	Other Disc 0.00	Net Amount 8,000.00 (Tax Code Standard	Tax Amount 1,120.00	Save Total Cost 9,120

- 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.

From: /Supplier:	To: / Purchaser:	
Tel No: Fax No: VAT No:	Tel No: Fax No: Reg No: VAT No:	
Consignmen	nt Received	
References: Delivery Note No: 123456 Page No: 1 Order No: 0 1	Received B y: Date Received: 2016/05/18 12 01:39 PM CRV Number: 1 Received B y: SpiralsoftSupport	
Code Description Oty 829000 205/55R16 D320 91V Tyre 10.00	Unit Price Trade Rebate Other Tax Total 800.00 0.00 0.00 0.00 1,120.00 8,000.00	

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

Selling Consignment stock or paid stock out on Consignment

Where to find it: Point of Sale

💋 Demo Company - Advantage - Point-of-Sale	[Build 2015.6.2.21]		
Help F1 F2 Help F3 Help F3 Help F4	Today Month Year S Customer F5 F6	Scan 3 F7 Forms F8 Quotes F9	Recall F11
Four things come not back: the spo	oken word, the spent arrow,	the past, the neglected opportuni	ity. Omar Idi Quotes
SpiralsOft Unit Price Discount % Normal	1,222.00 Qty 5.00 0.00 Discount 0.00 100.0000 Price 6,110.00	205/55R16 D320 91V Tyre 829000 0.00 0 10.00 0.00 0	3 3 2 Consignment 2 Refunds 00 100. 00 100.
Order No Asset JOHN D	OE Most Recent		
Description Code ▶ 205/55R16 D320 91∨ Tyre 829000	Qty Unit Price Discount Total * 5 1,222.00 0.00 6,965.40 *	Description ≥ 205/55R16 D320 91∨ Tyre 235/35R19 91Y XL P1 cint PASSENGER Pirelli	Code Unit Price Stook A 829000 1,222.00 10 10 2282900 7,041.00 0
6,110.00 6,110.00 0.00 0.00 1 100.00 6,110.00	DUNT 6,110.00 TAX 855.40 DTAL 6,965.40		
John Doe	More Notes		

- 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.

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	Spiralsoft					ļ	Consig	Inment Note		
	John Doe /	Invoice to:						Demo Company		
8	Acc No Doome (3) 1	tNo Date 18/05/2016	7me 12:32 PM	Castler tb	0	iston er Ret	Salesperson «Select»	Page 1 / 1		
0 0 10	Come 829000 205/55f	Desomble 16 D320 91V Tyre	1	J	0HN DOE 9V 5.00	Unit Price 1,222.00	B/Fwd Discount % 0.00	6,110.00 NetAnoset 6,110.00		
- - - - - - - - -										
10 - - - - - - - - - - - - - - - - - - -										

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.

Spi	rals©ft		John	Doe	C	usto	mer Co	onsigr	iment		1	dva	ntago
									Do not co	onfuse	motion	and p	ogres
Consignm	ent Billing Consignm	ent Return	Consignm	nent History	1								
-Selected Search	I Consignment Note Tra	nsactions -		Fetch	Post Consignment Inv E-mail Address Enter an E-Mail Add	oice		Amount	2,444.00	Cost	1,600.00	E-m	ail documer
From	01 May 2016	•	s	ielect All	Comment / Asset		14	Discount	0.00	GP	844.00	Copies	to Print
То	18 May 2016	•	Un	iselect All	Order No			Tax	342.16	GP%	34.53		Post
Rows	1							Total	2,786.16				
Consignr	ment Stock Note												
Deat	Data	Tree blo	Contro No.	Desident	Desite of Descentation	Consig	nment Detail	P-1	Investory Obs	Disc		Total	Unive
Post	2016/05/18 12:32:48	1	Order No	829000	205/55R16 D320 91V Tyre	Guantity 5.00	2 00	n nn	Invoice uty	Disc	1ax 342.16	2 786 16	Spiralsoft
							1						

Where to find it: Menu \rightarrow Customers \rightarrow Customer Consignment

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

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

Consignment Billing

M H 4

- 1. Search for the customer using the filter at the bottom
- 2. Tick the post box by the line item

▶ H H T ■ X (3)

- 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.

Spire Stock Receipts Stock Receipts When written in Chinese the word 'crisi Sode Received Goods Returned Hatory Find Goods Received Returned Voucher Seet Suppler 1 From Sunday May Tot Thursday, May To Thursday, May GRV No Date Received Signal Received Delivery Note Signal Receiver <t< th=""><th>e<mark>mo Company</mark> View Help</th><th>- Products - Stock Rec</th><th>eipts [Build</th><th>2015.6.2.21]</th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th></t<>	e <mark>mo Company</mark> View Help	- Products - Stock Rec	eipts [Build	2015.6.2.21]								
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Select Suppler Suppler -1 From Sunday May To Trundsday May GRV's 2 Fetch Re-Print Barcool Goods Received/Returned Voucher's (GRV/SORN)	Coods Received Goods Returned History											
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- 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

<mark>.</mark> ~	Demo Company - Advantage - Point-of-Sale [Build 2015.6.2.21]	
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Advantage	who makes opportunities of his difficulties. Harry Truman	
Back Office	< CASH SALES > Optional Control of Control o	
Advantage Point-of-Sale	SpiralsOft Unit Price 1.222.00 oty 2.00 205/55R16 D320 91V Tyre Consignment Discount % 0.00 Discount % 0.00 Discount % 0.00 829000 0.00 34 Hormal 34.5336 Price 2,444.00 3.00 0.00 34.00 4courk Payment	
	Order No Asset Most Recent	
21		
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	22505611 9 / X U Print PASSENGER Prelii 2282900 7, 44400 0	
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	1 34.53 843.83 IVIAL 2,700.TO	
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Sreen Shots -	Active 0 14	
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- 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 \rightarrow Products \rightarrow Product Reports \rightarrow Consignment Valuation

Consignment Valuation											
Spirals©ft	Filter by: C Type C Group	C Department C C Supplier	Manufacturer	Detail le C Lev C Lev C Lev	vel el 1 el 2 el 3			Report Date 18 May 201 Feto	6 💌	Microso	tt Excel
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	Demo Company Consignment Valuati	on by Department							18 Ma	y 2016	
	Product	Code		Qty OC	Qty IS	Qty OH	Total Cost	Unit Price	Total Price	GP%	
	<none> 205/55R16 D320 91V Tyre</none>	829000		5	3	8	6,400.00	1,222.00	9,776.00	34.53	
			<none> Total</none>	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

🖉 Customer Consignment Listing				
SpiralsOft	Image: CASH SALES > Image: CASH SALES > Timeout 0	Transaction dates From 18 May 2016 ▼ To 25 May 2016 ▼	Report Date 25 May 2016 Fetch	Microsoft Excel
Eire C 44 .	Timeout 0 Q B04 Image: Company Demo Company Period: 18 Million Transetion Disk Tranko Product Code Product Totrasetion Disk Tranko Product Code Product 18 Million To	To 25 May 2016	Estch 25 May 2016 Total Saling 0P% 2,856.00 3453 3,865.00 3453	Export Report

- 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 \rightarrow Accountant \rightarrow Financial Reports \rightarrow Balance Sheet

💋 Balance Sheet			
SpiralsOft			
Fetch	Balance Sheet at Thursday, May 19, 2016	M4Y 2016	
Report Date	Assets Noncument Assets	0001	
Filters	Property, Plant and Equipment Investments and Loans	000	
Ending Accounting Period:	Investments and Finance Leases Current Assets	0.00	
- Level of Detail	Invertories Trade and Other Receivables	3200.00	
C Level 1	Prepayments Cash and Cash Equivalents	0.00	
	Total Assets Franky and Liabilities	3200.00	
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Export Report	Section		9
Microsoft Excel	I OGII E QURY and E IADURES	2200.00	

- <u>Inventories</u>: 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.
- <u>Trade and Other Payables</u>: This amount is what you are still liable for to your supplier. (The value of the consignment that you still have not sold).