Consignment Merchandise Processing
For Sage 100 2017

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Installation Instructions and Cautions

PLEASE NOTE: SAGE 100 *must already be installed on your system before installing any IIG enhancement. If not already done, perform your SAGE 100 installation and setup now; then allow any updating to be accomplished automatically. Once SAGE 100 installation and file updating is complete, you may install your IIG enhancement product by following the procedure below.*

<u>Wait! Before You Install – Do You Use CUSTOM OFFICE?</u>

THIS IS AN IMPORTANT CAUTION: *If you have Custom Office installed,* **and** *if you have modified any SAGE 100 screens, you must run* **Customizer Update** *after you do an enhancement installation.*

But wait! BEFORE you run **Customizer Update***, it is* **very important** *that you* **print all of your tab lists.** *Running* **Customizer Update** *will clear all Tab settings; your printed tab list will help you to reset your Tabs in Customizer Update.* **Custom Office** *is installed on your system if there is an asterisk in the title bar of some of the screens. The asterisk indicates that the screen has been changed.*

*An **asterisk** in a window's title bar indicates that the screen has been modified. This means that **Custom Office** is installed.*

*Follow all the instructions on this page before you run **Customizer Update***!*
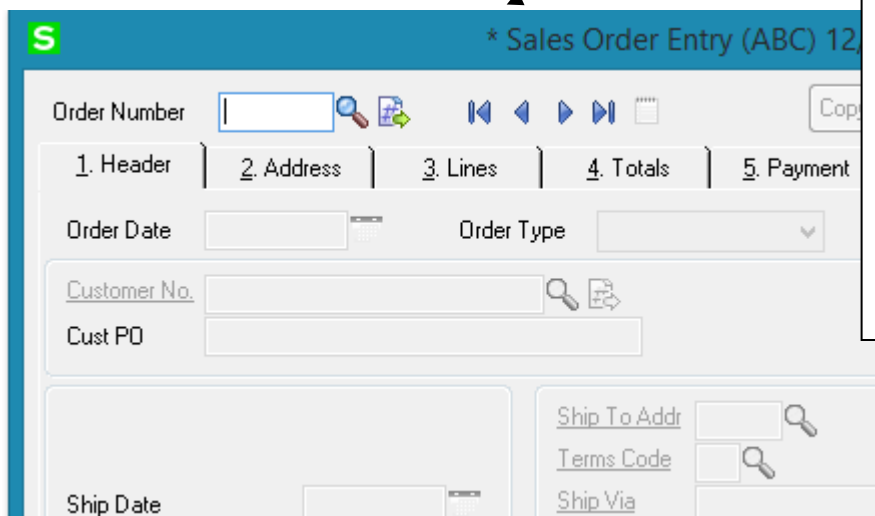
Registering IIG products

IIG Enhancement should be registered to be able to use it.
If registration is not performed, the enhancement will work
in a demo mode for a limited time period. The registration
can be still done during the demo period.

Select the **IIG Product Registration** program under the
Library Master Setup menu of the SAGE 100.

If this option is not listed under the Library Master Setup
menu, go to the main menu, and select **Run** from the **File**
menu. Type in SVIIGR and click **OK**.

Enter **Serial Number** and **Unlocking Key** provided by IIG,
and click **OK**.

If multiple IIG Enhancements are installed, Serial Numbers
and Unlocking Keys should be entered for each
enhancement.
Use the **Print Registration Form** button to print IIG
Registration Form.

ODBC Security

After installing an **IIG Enhancement**; it is **very important to verify** whether or not the **Enable ODBC Security within Role Maintenance** check box is selected in the **System Configuration** window of your system. If it is selected you must assign ODBC security permissions and allow access to custom data tables/fields for the Roles defined in your system.
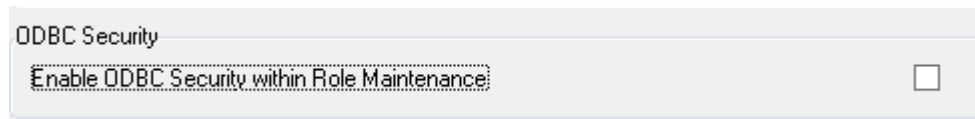
Role Maintenance

After installing an **IIG Enhancement**, permissions must be configured for newly created Tasks and Security Events.
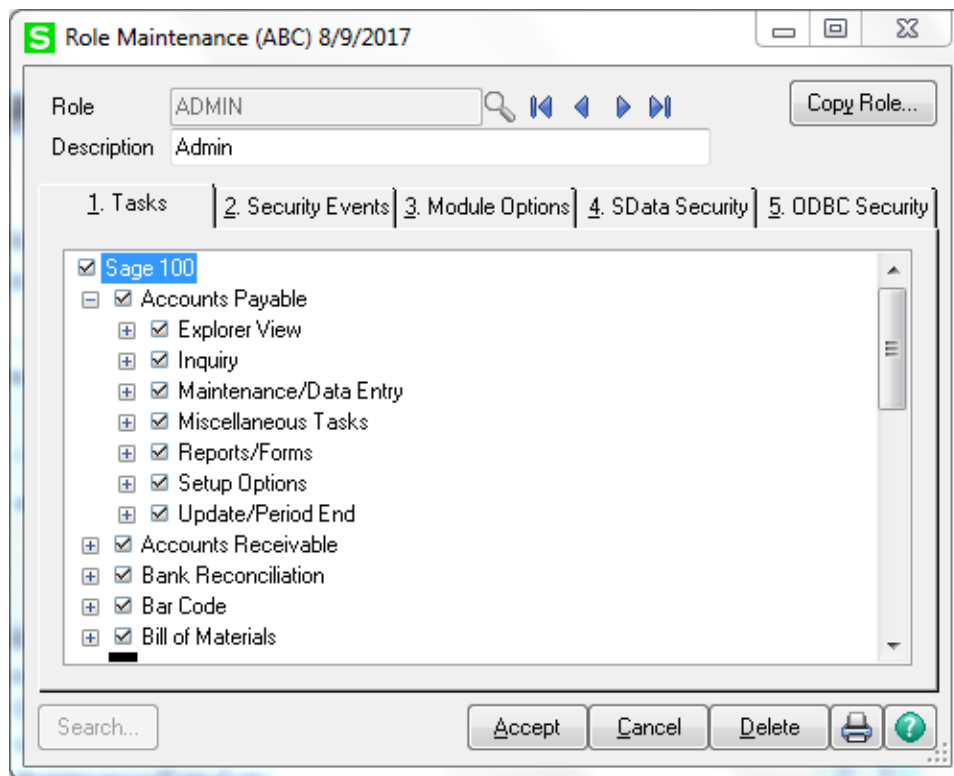
Introduction

The CMP enhancement is intended for tracking
Merchandise on consignment.
Different Consignment warehouse can be specified for each
Special **Consignment Sales Orders** and corresponding
Consignment Invoices can be entered.
The program provides **Billing Notations** and **Vendor
Returns** in addition.
The enhancement supports **Bill To Customer** functionality
Consignment Orders can be shipped with standard Shipping
Data Entry.

Setup

Sales Order Options

Before starting to use the CMP enhancement the user can set up some CMP related options in the **Sales Order Options** window.

The **CMP Setup** tab is intended for entering CMP related information:

1. The next automatic **CM Order** and **Invoice** numbers, according to your numbering system.

2. The next **Billing Notation**, and **Vendor Return numbers.**

 3. Information about how your company retains **Consignment Detail** information.

The Manual button allows for viewing CMP enhancement document in a PDF format.

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Customer Maintenance

A CMP warehouse should be assigned to a Customer in order to process consignment orders for the customer. Select the **Customer Maintenance** program in the **Accounts Receivable Main** menu.

User can assign a CMO Warehouse to the selected Customer.

Enter/select the warehouse code in the **CMO Whse** field.

Note: The warehouse code specified as CMO Warehouse should take part only in the Consignment transactions.

The **CMO Whse** field information is included in the
Customer Listing printout.

Processing

Sales Order Entry

Select the **Sales Order Entry** program in the **Sales Order Main** menu.

The **Next CM Order No.** (CMO) button has been added to enable entering new CM Order under automatically assigned order number.

The **Next CM Order Number** field displays the default value set in the Sales Order Options.

Click the **Defaults** button on the **Sales Order Entry** screen
to open the **Default Values for Sales Order Entry** screen.

Click the **Credit** button to display the **Customer Credit History** screen for the Customer.

The **C/M Balance** field added in this screen displays the Consignment Merchandise balance.

On the **Lines** tab of the **Sales Order Entry** screen, the DC (Discount), DS (Drop Ship), and CM (Commission) check boxes cannot be selected for Consignment Merchandise Orders.

Kits, miscellaneous and special items cannot be processed in a CMO.

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Invoice Data Entry

Select the **Invoice Data Entry** option in the **Sales Order Main** menu.

The **Next CM Invoice No.** (CMI) button is added to enable entering a new CM Invoice. By clicking the **CMI** button an invoice number is automatically assigned.

The **Next Billing Notation No.** (BN) button has been added to enable the user to enter new Billing Notation. By clicking the **BN** button a number is automatically assigned to the entry.

The **Next Vendor Return No.** (VR) button has been added to enable the user to enter new Vendor Return. By clicking the **VR** button a number is automatically assigned to the entry.

Click the **Defaults** button to open the **Default Values for S/O Invoice Data Entry** screen.

The **Next CM Invoice Number**, **Next Billing Notation Number**, and **Next Vendor Return Number** fields display the default values set in the **Sales Order Options**.

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If a new CM Invoice is entered, the **CMO Warehouse** field appears and displays the code of the warehouse specified as the default in the Customer Maintenance program.

Click the **Credit** button to display the **Customer Credit History**
screen.
The **Customer's** credit history is displayed.

The added **C/M Balance** field on this screen displays the Consignment Merchandise balance.

On the **Lines** tab of the **Invoice Data Entry** screen, the DC (Discount), DS (Drop Ship), and CM (Commission) check boxes cannot be selected for Consignment Merchandise Invoices.

Kits, miscellaneous and special items cannot be processed in the invoices for CM Orders.

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In case of **Billing Notations** and **Vendor Returns**, when the Item
Number is entered, the following screen is displayed:

Enter the **CM Invoice Number** to be distributed.
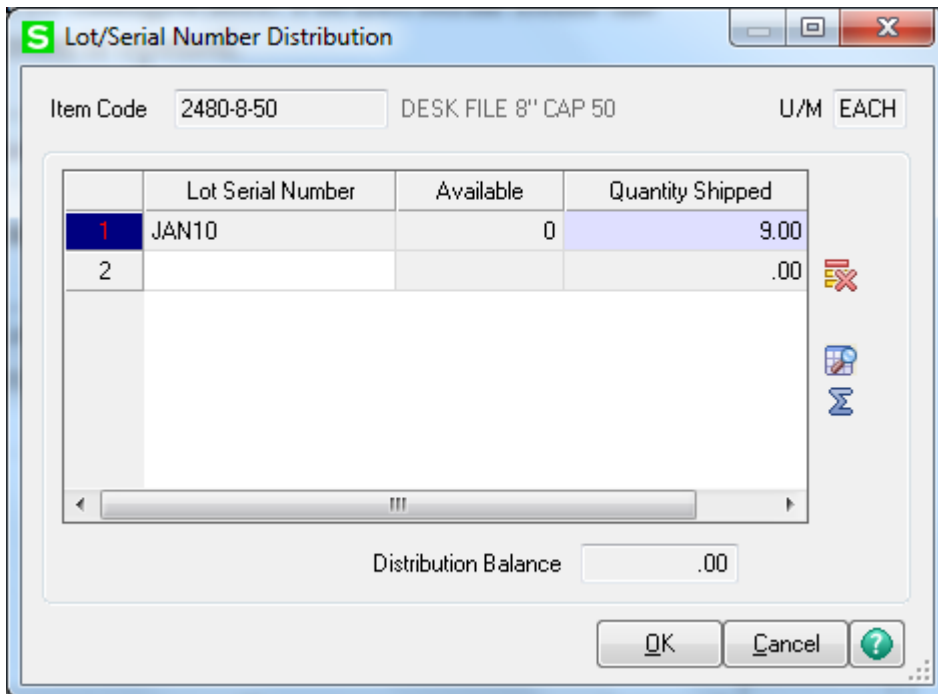
When the CM Invoice Number is entered, the default values are displayed in
the following fields:

- Consignment Merchandise Invoice Date.
- Consigned Price for Consignment Merchandise item.

- Consigned Quantity for the Consignment Merchandise Invoice.
- Available Quantity in Inventory.

The **Quantity** field is populated with **QTY** for Invoice by default and can be changed here. For Lot/serial Items the Distribution screen is opened.

The quantity distributed here will be shipped through the created Billing Notation.

If selection of more than one CM invoices is required, click
on the **Lookup** button (Show All Invoices) on the right side
of the screen.

All the CM Invoices for the selected item will be loaded.
Enter quantity and price information for every CM invoice
being billed
Click on "OK" button and process selected CM invoices.

Shipping Data Entry

Select the **Shipping Data Entry** program under the **Sales
Order Shipping** menu.

You can ship a CMO order in the **Shipping Data Entry**.
After selecting a CMO order the **CMO Whs** field becomes
visible displaying the CMO Warehouse specified for the
Customer of the selected CMO order.

Here is an example of CMO shipping.

This is the corresponding CMI invoice of the displayed shipping:

Auto Generate Invoice Selection

The **Auto Generate Invoice Selection** program has been modified to generate Consignment Invoices, too.

The **Next Automatic CM Invoice Number** field has been added to the Next Invoice Number screen opened when generating selected invoices, to display the next Number of CM Invoice to be generated.

Customer Consignment Report

The **Customer Consignment Report** program, under the **Accounts Receivable Reports** menu, is used to display and print a report of customers who have consignment items assigned.

On the **Main** tab, check the **Print Zero Quantities** box to include the items with zero quantities in the report.

Check the **Print Lot/Serial Numbers** box to include the Lot/Serial information in the report.

Check the **Delete Zero Quantities** to make the program delete the invoice line with zero quantity records after printing the report.

The report can be printed for ranges of selected
Customers, **Items**, and **Product Lines**.
Here is an example of printout:

Billing Notation/Vendor Return Invoice Import

The **BN/VR Invoice Import** program has been added under the **Sales Order Main** menu to allow importing **BN** or **VR Invoices** from a csv file by the given format: **Ship To Code, Consignment ItemCode, ConsignmentQuantity, ConsignmentPrice.**

It is necessary to specify the Import Type: Billing Notation or Vendor Return, enter the Customer number and select the Import File to import Billing Notation/Vendor Return Invoice for that Customer.

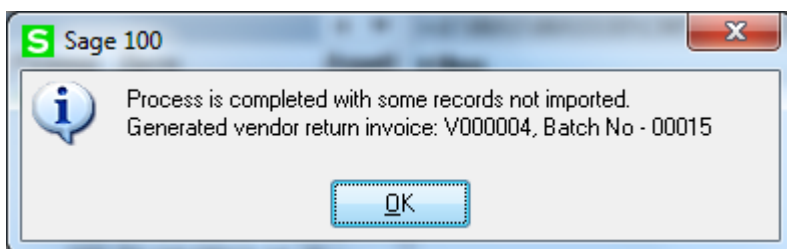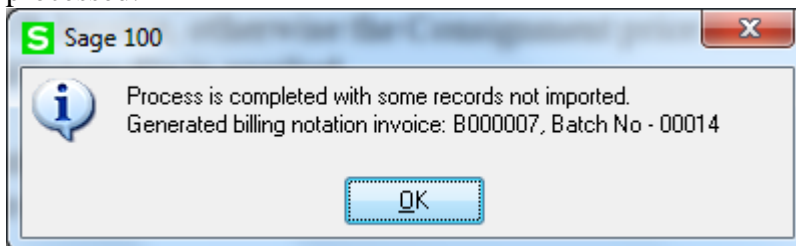Here is an example of import file:

Upon pressing **Proceed** button the program will scan the import file for the Ship To records of the selected Customer number and process.

The import program takes the Next **Automatic Billing Notation Number** from SO Options and creates the BN Invoice in the Next Batch number with "BN Invoice Import" text loaded in the Batch Comment field. For Vendor Returns it takes the Next **Automatic Vendor Return Number** from SO Options and creates the VR Invoice in the Next Batch number with "VR Invoice Import" text loaded in the Batch Comment field
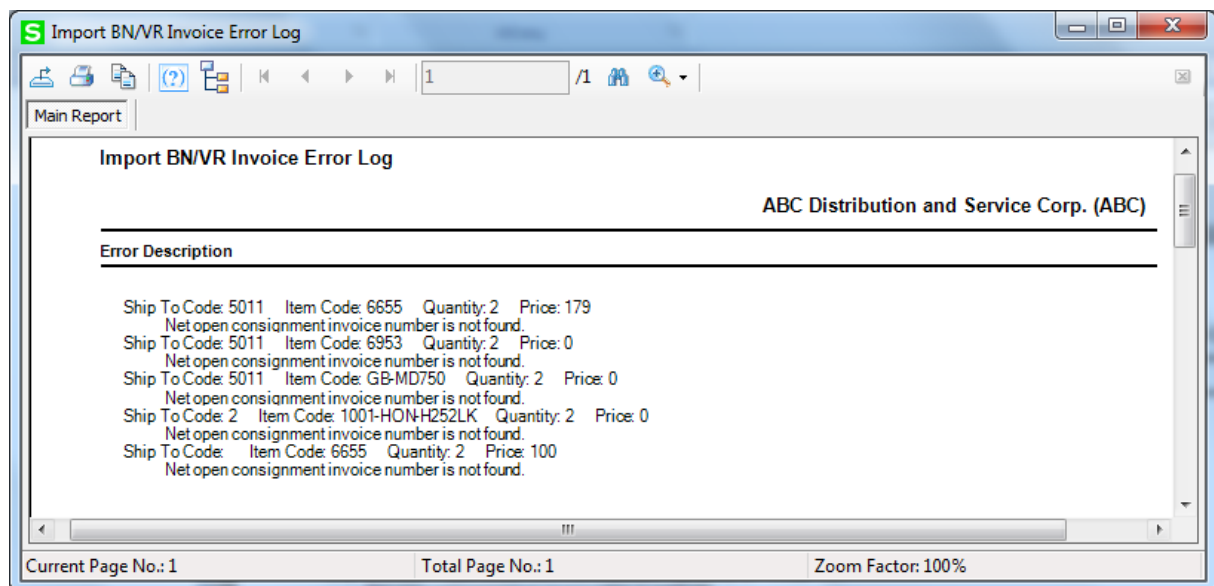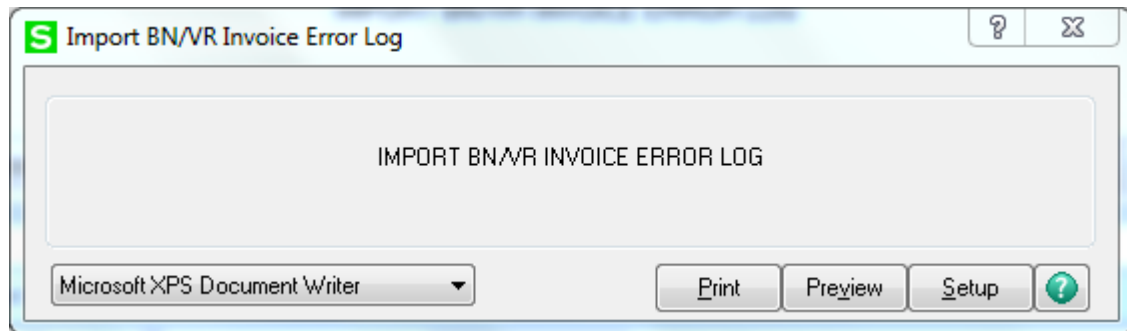
The import program scans the "AR068_CMPItemHistory" file for each Item record being imported and imports the records allocating the quantities consequently on open CMI Invoices found for the selected Customer and Ship To Code. For Lot based Items the program looks for the Lot number in the "AR068_CMPLotSerialItemHistory" table.

If there is no Ship To Code for an Item record in the import file the program looks for the first available inventory based on the Invoice Date.

If the **ConsignmentPrice** is specified in the import file, that Price is loaded in the BN/VR Invoice, otherwise the Consignment price from AR068_CMPItemHistory file is applied.

An error log is printed if no open Invoice is found for some records. Here is an example of Billing Notation/Vendor Return Import processed:

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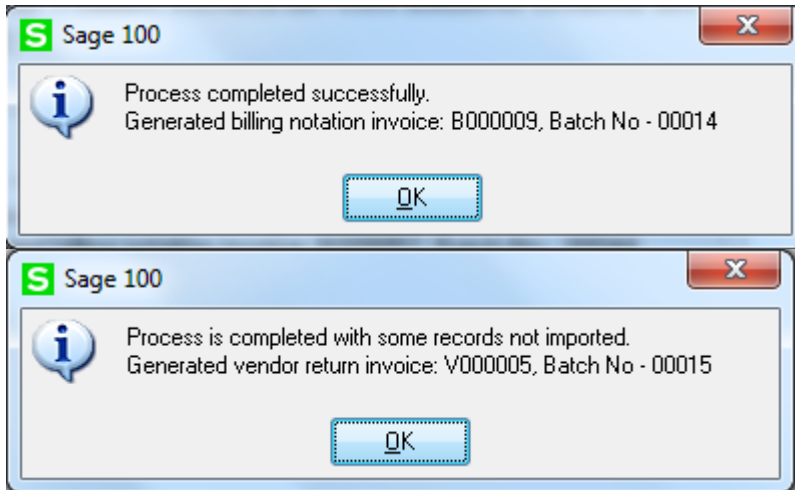*457 PALM DRIVE*   *WWW.IIGSERVICES.COM*
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After pressing Ok the Error Log printing is opened:

The reason of failed import is printed in the error log.

If all records are successfully imported the user is prompted about the process completed successfully and the Billing Notation/Vendor Return Invoice number created for current import:

Here is an example of Billing Notation Invoice imported from a .csv file.