



Consignment Merchandise Processing For MAS 90/200

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Consignment Merchandise Proc. 4.05

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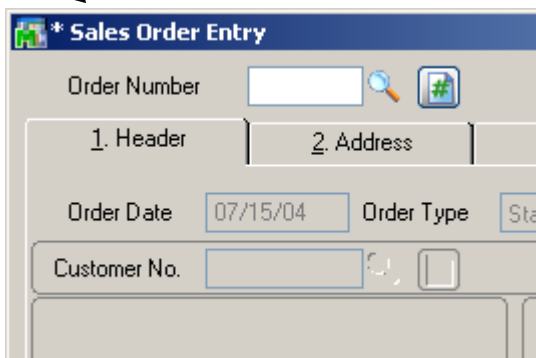
Installation Instructions and Cautions

PLEASE NOTE: MAS 90 must already be installed on your system before installing any IIG enhancement. If not already done, perform your MAS 90 installation and setup now; then allow any updating to be accomplished automatically. Once MAS 90 installation and file updating is complete, you may install your IIG enhancement product by following the procedure below.

Wait! Before You Install – Do You Use CUSTOM OFFICE?

THIS IS AN IMPORTANT CAUTION: If you have Custom Office installed, **and** if you have modified any MAS 90 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!**

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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 MAS 90.

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**.

Enhancement	Level	Release Date	Serial Number	Unlocking Key
IIG Enhancement Name	4.00	07/19/04	AAAAAAAAAAAAAAAAAA	BBBBBB

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.

IIG Registration Form can be printed by using the **Print Registration Form** button.

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Introduction

IIG has developed a **Consignment Merchandise Processing** enhancement to enable users to track Consignment Merchandise. The program provides Billing Notations and Vendor Returns in addition to Consignment Orders and Invoices.

Also, the enhancement includes **Bill To Customer** functionality.

The **Require Multiple Warehouses** option should be selected in the **Inventory Management Options**.

The enhancement supports **Item** and **Customer Delete/Renumber/Merge**.

Audit information

During the **Daily Sales Reports/Updates**, the Consignment information is written in an Audit text file, in the ..\MAS90\SOA folder.

The new information is always appended to the corresponding existing Audit file. If there is no such file, it is created.

Starting with the version 4.05, the Audit information is stored by Company, and the filename of the text file for each company is formed as *Audit_<CompanyName>.txt* (for example, *Audit_ABC.txt* or *Audit_XYZ.txt*).

The *Audit.txt* file storing information for all Companies in the 3.x versions, is not be transferred during Data Migration from 3.x to 4.05.

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Setup

Customer Maintenance

Select the **Customer Maintenance** program in the **Accounts Receivable Main** menu.

The screenshot shows the 'Customer Maintenance' window with the following fields and values:

- Customer No.: 01-SHEPARD
- Name: Shepard Motorworks
- Navigation tabs: 1. Main (selected), 2. Additional, 3. History, 4. Invoices, 5. S/Os
- A/R Bill To Cust. Number: 01-HILLSB
- CMO Whse: 002 WEST WAREHOUSE
- Address: 2215 English Ave
- ZIP Code: 53151
- City: Milwaukee, State: WI
- Country: [Empty]
- Primary Contact: ALAN SHEPA Alan Shepard
- Terms Code: 02 2% Ten Days, Net 30 Days
- Salesperson: 0200 Shelly Westland
- Sales Code: [Empty]
- E-mail Address: [Empty]
- URL Address: [Empty]
- Telephone: (414) 445-6544, Ext: 2100
- Fax: [Empty], Batch Fax: [Unchecked]
- Ship Code: UPS BLUE
- Primary Ship To: [Empty]
- Open Item Customer: [Checked], Temporary Customer: [Unchecked]
- Sort: SHEPARD, Internet Enabled: [Checked]
- Credit Hold: [Unchecked]
- Credit Limit: .00

Buttons at the bottom include: Accept, Cancel, Delete, and a help icon. The status bar shows 'ABC' and '4/7/2005'.

The enhancement has added the **A/R Bill To Customer Number** and **CMO Warehouse** fields on the **Main** tab.

Enter the number of the customer to be billed in the **A/R Bill To Customer Number** field.

Enter the warehouse code to be used as the default when entering CMO Orders in the **CMO Warehouse** field.

The **Bill To Customer** information is included in the **Customer Listing** printout.

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Sales Order Options

New options have been added for **Bill To Customer** processing in the **Sales Order Options**, affecting both **Sales Order** and **Accounts Receivable** modules.

The screenshot shows the 'Sales Order Options' dialog box with the following settings:

- Default Warehouse: 001 (EAST WAREHOUSE)
- Use Alt Warehouse for Out of Stock Items:
- Current Sales Order Calendar Year: 2005
- Current Sales Order Period: 05
- Allow Customer Memo Inquiry from Entry: Yes
- Credit Limit Margin to Print Warning: .00
- Split Commissions Between Salespersons:
- Use Shipping Code to Calculate Freight: Actual
- Allow Addition of New Items During Data Entry:
- Allow Discount Rate by Detail Line:
- Password Required to Override Price: (empty)
- Check for Quantity on Hand During Data Entry:
- Default Special Items to Drop Ship:
- Next Automatic Sales Order Number: 0000187
- Next Automatic Invoice/Shipping Number: 0100081
- Include Backordered Lines on Back Order Reports:
- Customer To Update: Bill To and Ship To
- Salesperson Commission: Bill To Customers
- Use 'Bill To' Cust for Divisional Account Substitution:

Set **Customer To Update** to **Bill To** if you want the postings updated to Bill To Customer only, or to **Bill To and Ship To**, if you want the postings done to both Bill To and Ship To Customers.

If the **Bill To and Ship To** is selected, you can choose to set **Salesperson Commission** to **Bill To Customer** or **Ship To Customers**.

Check the **Use Bill To Cust for Divisional Account Substitution** box if you want to use the accounts set for the Division of the Bill To Customer.

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On the **Forms** tab of the **Sales Order Options** screen, Information Integration Group, Inc. has added the **Next Automatic Numbers** fields for **CM Order**, **CM Invoice**, **Billing Notation**, and **Vendor Return**.

The number of days can be entered in the **Days to Retain Consignment Detail** field.

The screenshot shows the 'Sales Order Options' window with the 'Forms' tab selected. The window is divided into two main sections: 'Graphical Forms' and 'Consignment Merchandise Processing Setup'. The 'Graphical Forms' section contains a list of checkboxes: Sales Orders (unchecked), Sales Order Invoices (checked), Picking Sheets (unchecked), Shipping Labels (unchecked), COD Labels (unchecked), and Packing List (checked). The 'Consignment Merchandise Processing Setup' section contains several fields: 'Next Automatic CM Order Number' (ORD010), 'Next Automatic CM Invoice Number' (INV037), 'Next Automatic Billing Notation Number' (BLN013), 'Next Automatic Vendor Return Number' (RTN006), 'Days to Retain Consignment Detail' (000), and 'Sales Order Full Distribution Required' (unchecked). At the bottom of the window, there are 'Accept' and 'Cancel' buttons, along with a status bar showing 'ABC' and '4/7/2005'.

Check the **Sales Order Full Distribution Required** box to require full distribution for all lines for accepting the order. If this check box is cleared, orders can be accepted without distributing all the lines. This option is effective for both Sales and Consignment Orders (SO and CMO).

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Processing

Sales Order Entry

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

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

The screenshot shows the 'Sales Order Entry' window with various fields and buttons. Two callout boxes labeled 'CMO' and 'Defaults' are positioned above the window, with arrows pointing to the corresponding buttons in the top toolbar. The 'CMO' button is located to the left of the 'Defaults...' button. The 'Defaults...' button is located to the right of the 'Quick Print...' button. The 'Defaults...' button is highlighted with a blue border. The 'CMO' button is also highlighted with a blue border. The 'Defaults...' button is located in the top toolbar, to the right of the 'Quick Print...' button. The 'CMO' button is located in the top toolbar, to the left of the 'Quick Print...' button. The 'Defaults...' button is located in the top toolbar, to the right of the 'Quick Print...' button. The 'CMO' button is located in the top toolbar, to the left of the 'Quick Print...' button. The 'Defaults...' button is located in the top toolbar, to the right of the 'Quick Print...' button.

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

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

Default Values for Sales Order Entry

Next Order No. 0000187 Next CM Order No. ORD010

Order Date 04/07/2005 Print Sales Orders

Order Type Standard Order Print Pick Sheets

Ship Date 04/07/2005

Ship Via I abs...

FOB

Warehouse 001 EAST WAREHOUSE

OK Cancel ?

When the Customer Number is entered, the **A/R Bill To Customer Number** field displays the number of the customer specified as the Bill To Customer in the Customer Maintenance program. The Bill To Customer can be changed for the current CM Order using the **Lookup** button.

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

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The screenshot shows a window titled "Customer Credit History" for Hillsboro Service Center. It displays various financial metrics and dates.

Credit Limit	A/R Balance	C/M Balance	Open Order	This Order	Remaining
10,000.00	2,902.86	.00	629.40	.00	6,467.74

Current	1 Month	2 Months	3 Months	4 Months
2,871.92	30.94	.00	.00	.00

Avg Days Pay/Overdue	000 / 000	Date Last Statement	04/30/2003
Date Established	01/01/2002	Highest Balance	1,000.00
Last Activity Date	05/31/2003	Date Last Finance Charge	04/30/2003
Last Payment Date	05/31/2003	Unpaid Finance Charge	48.75
Last Payment Amount	2,517.81		

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

The **A/R Bill To Customer Number** field is also displayed.

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.

Depending on the setting of the **Sales Order Full Distribution Required** check box in the **Sales Order Options**, the program will require full distribution of all the lines, or allow not distributed lines in both Sales or Consignment Orders. When distributing Lot/Serial items, Quantity Distributed cannot exceed Quantity Ordered. Also, after distributing some quantity, the Quantity Ordered of the line cannot be reduced to a quantity smaller than Distributed Quantity.

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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 the user to enter 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.

The screenshot shows the 'S/O Invoice Data Entry' window. A box labeled 'CMI, BN, VR' points to three buttons in the top toolbar. Another box labeled 'Defaults' points to the 'Defaults...' button. The window contains various input fields and buttons for invoice data entry, including sections for Header, Address, Lines, and Totals. The status bar at the bottom right displays 'ABC' and '4/7/2005'.

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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.

The screenshot shows a dialog box titled "Default Values for S/O Invoice Data Entry". It contains the following fields and controls:

- Next Invoice No.: 0100081
- Next Billing Notation Number: BLN013
- Next CM Invoice No.: INV037
- Next Vendor Return Number: RTN006
- Invoice Date: 04/07/2005
- Invoice Type: Standard Invoice (dropdown menu)
- Ship Date: 04/07/2005
- Ship Via: (empty text box with a magnifying glass icon)
- FOB: (empty text box)
- Warehouse: 001 EAST WAREHOUSE (text box with a magnifying glass icon)
- Print Invoices:
- Buttons: Abs..., OK, Cancel, and a help icon (?)

When the Customer Number is entered, the **A/R Bill To Customer Number** field displays the number of the customer specified as the Bill To Customer for the entered customer in the Customer Maintenance program. The Bill To Customer can be changed for the current CM Invoice using the **Lookup** button.

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.

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The screenshot shows the 'S/O Invoice Data Entry' window. The 'Header' tab is selected. Key fields include: Invoice Date (04/07/2005), Invoice Type (Standard Invoice), Customer No. (01-SHEPARD), Shepard Motorworks, A/R Bill To Cust. No. (01-HILLSB), CMO Warehouse (002), WEST WAREHOUSE, Order Status (1 Step), Ship Date (04/07/2005), Due Date (05/07/2005), Discount Date (04/17/2005), Warehouse (001), EAST WAREHOUSE, Sales Tax (WI), Schedule (WI), Wisconsin, Apply to Inv #, Ship To Addr, Terms Code (02), 2% Ten Days, Net 30 Days, Ship Via (UPS BLUE), FOB, Tracking..., Confirm To (Alan Shepard), Comment, Salesperson (0200), Shelly Westland, Split Comm. (No), Fax, Batch Fax, and Split Comm... buttons. The status bar at the bottom right shows 'ABC' and '4/7/2005'.

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

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.

If the **Sales Order Full Distribution Required** check box in the **Sales Order Options** is cleared, the program displays a warning when creating an invoice to a sales order with not all lines distributed.

The Lot/Serial items will be shipped in quantity equal to the quantity distributed in the order.

Note that an invoice cannot be accepted with lines not fully distributed.

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When the Item Number is entered for **Billing Notation** and **Vendor Return**, the following screen is displayed:

CM Invoice #	Date	UOM	Consigned Price	Consigned QTY	QTY for Inv.	Quantity	Price
			.000	0.00	0.00	0.00	.000

Total Quantity 0.00

Enter the **CM Invoice Number** to be distributed.

When the CM Invoice Number is entered, the default values will be 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.

Enter the **Quantity** and click **OK**.

Click the **List** button to list line item entries.

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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.

Shipping Data Entry

Shipper ID 1 Ship Date 4/7/2005 Order No. OORD011 SO Created By 003

Shipping No. IINV038 Ship Status New Customer No. 01-SHEPARD Hillsboro Service Center

1. Lines 2. Shipping A/R Bill To Customer No. 01-HILLSB CMO Whs 002

Item / Kit Number	Description	Package
1001-HON-H252	HON 2 DRAWER LETTER FLE W/O LK	0001

U/M Whse Ordered Shipped Back Ordered

EACH 001 5.00 5.00 0.00

Line	Item Number	U/M	Whse	Description	Ordered	Shipped	Back Ordered
1	1001-HON-H252	EACH	001	HON 2 DRAWER LETTER FLE W/O LK	5.00	5.00	0.00

Quick Line Ship Remaining Auto Increment Current Package 0001

Quick Print... Accept Cancel Delete

ABC 4/7/2005

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This the corresponding CMI invoice of the displayed shipping:

The screenshot shows the 'S/O Invoice Data Entry' window with the following data:

- Inv. Num.: IINV038
- Buttons: CMI, BN, VR, Quick Print..., Defaults..., Customer..., Credit...
- Navigation: 1. Header, 2. Address, 3. Lines, 4. Totals
- Shipper ID: 1, User ID: 003
- Invoice Date: 04/07/2005
- Invoice Type: Standard Invoice
- Sales Order Number: 00RD011
- Customer No.: 01-SHEPARD, Shepard Motorworks
- Cust PO: [Empty]
- A/R Bill To Cust. No.: 01-HILLSB, CMD Warehouse: 002, WEST WAREHOUSE
- Order Status: New
- Ship Date: 04/07/2005
- Due Date: 05/07/2005
- Discount Date: 04/17/2005
- Warehouse: 001, EAST WAREHOUSE
- Apply to Inv #: [Empty]
- Ship To Addr: [Empty]
- Terms Code: 02, 2% Ten Days, Net 30 Days
- Ship Via: UPS BLUE, FOB: [Empty]
- Confirm To: Alan Shepard
- Comment: [Empty]
- Salesperson: 0200, Shelly Westland
- Split Comm.: No
- Fax: [Empty]
- Batch Fax: [Empty]
- Print Invoice:
- Tracking... button
- Split Comm... button
- Sales Tax: WI, Wisconsin
- Navigation: Back, Forward, Home, Help
- Buttons: Accept, Cancel, Delete, Help
- Status: ABC, 4/7/2005

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Auto Generate Invoice Selection

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

Selection	All	Starting	Ending
Sales Order Number	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text" value="ZZZZ"/>
Sales Order Date	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text" value="12/31/2999"/>
Customer Number	<input checked="" type="checkbox"/>	<input type="text" value="00-"/>	<input type="text" value="99-ZZZZ"/>
Salesperson Number	<input checked="" type="checkbox"/>	<input type="text" value="00-"/>	<input type="text" value="99-ZZZZ"/>

The **Next Automatic CM Invoice Number** field has been added to the **Auto Generate Invoice Selection** screen, to display the next Number of CM Invoice to be generated.

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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 assigned consignment items.

The screenshot shows a dialog box titled "Customer Consignment Report" with a standard Windows window control bar (help, minimize, maximize, close). The dialog is divided into several sections:

- Selection:** A table with columns "All", "Starting", and "Ending".

Selection	All	Starting	Ending
Customer Number	<input checked="" type="checkbox"/>	00- [text box]	99- [text box]
Item Number	<input checked="" type="checkbox"/>	[text box]	[text box]
Product Line	<input checked="" type="checkbox"/>	[text box]	
- Options:** Three checkboxes: Print Zero Quantities, Print Lot/Serial Numbers, and Delete Zero Quantities.
- Printer:** A dropdown menu showing "\\GIGSERVER\HP LaserJet 1100 (MS)".
- Buttons:** "Print", "Preview", and "Printer Setup..."
- Status Bar:** Shows "ABC" and "4/7/2005".

Ranges of **Customers**, **Items**, and **Product Lines** can be selected for printing in the report.

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.