



# Consignment Merchandise Processing For MAS 90/200

457 Palm Drive  
Glendale, CA 91202  
818-956-3744  
818-956-3746  
sales@iigservices.com

[www.iigservices.com](http://www.iigservices.com)

**sage**  
software

Master Developer

Information in this document is subject to change without notice. No part of this document may be reproduced or transmitted in any form or by any means, electronic or mechanical, for any purpose without the express written consent of Information Integration Group, Inc.

## **TRADEMARKS**

*MS-DOS* and *Windows* are trademarks of Microsoft Corporation.

MAS 90, MAS 90CS, MAS 90W and MAS 200 are registered trademarks of Sage Software, Inc.

All other product names and brand names are service marks, and/or trademarks or registered trademarks of their respective companies.

Table of Contents

*Installation Instructions and Cautions*..... 3  
    **Wait! Before You Install – Do You Use CUSTOM OFFICE?**..... 3  
    **Registering IIG products**..... 4  
*Introduction* ..... 5  
    **Audit information**..... 5  
*Setup*..... 6  
    **Customer Maintenance**..... 6  
    **Sales Order Options** ..... 7  
*Processing*..... 9  
    **Sales Order Entry**..... 9  
    **Invoice Data Entry** ..... 12  
    **Shipping Data Entry** ..... 16  
    **Auto Generate Invoice Selection** ..... 18  
    **Customer Consignment Report** ..... 19

## 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.

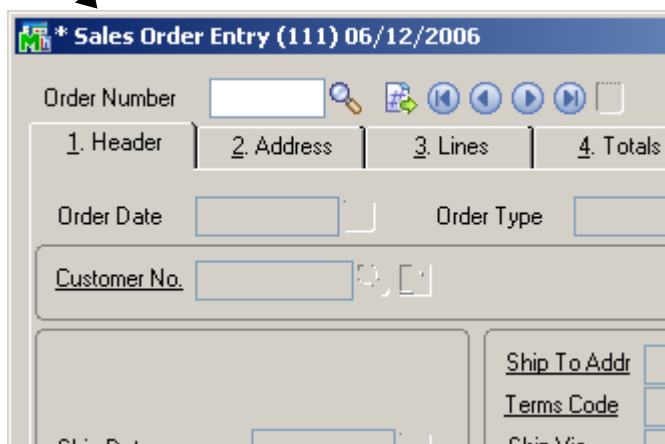
### Wait! Before You Install – Do You Use CUSTOM OFFICE?

**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!**



## 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	4.1	07/19/2004	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.

Use the **Print Registration Form** button to print IIG Registration Form.

## 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 4.10.

# Setup

## Customer Maintenance

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

The enhancement has added the **CMP Info** to the **Main** tab of the **A/R Customer Maintenance**. Click the **CMP Info** button to open the **CMP Information** screen where you can specify the **Bill To Customer No.** and **CMO Warehouse**.

Enter the Customer Number to be billed in the **Bill To Customer No.** 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.

## 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. These Options have been added to the **CMP Setup** new tab.

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.

You can enter the **Next Automatic Number** fields for **CM Order, CM Invoice, Billing Notation, and Vendor Return** in the corresponding fields.

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

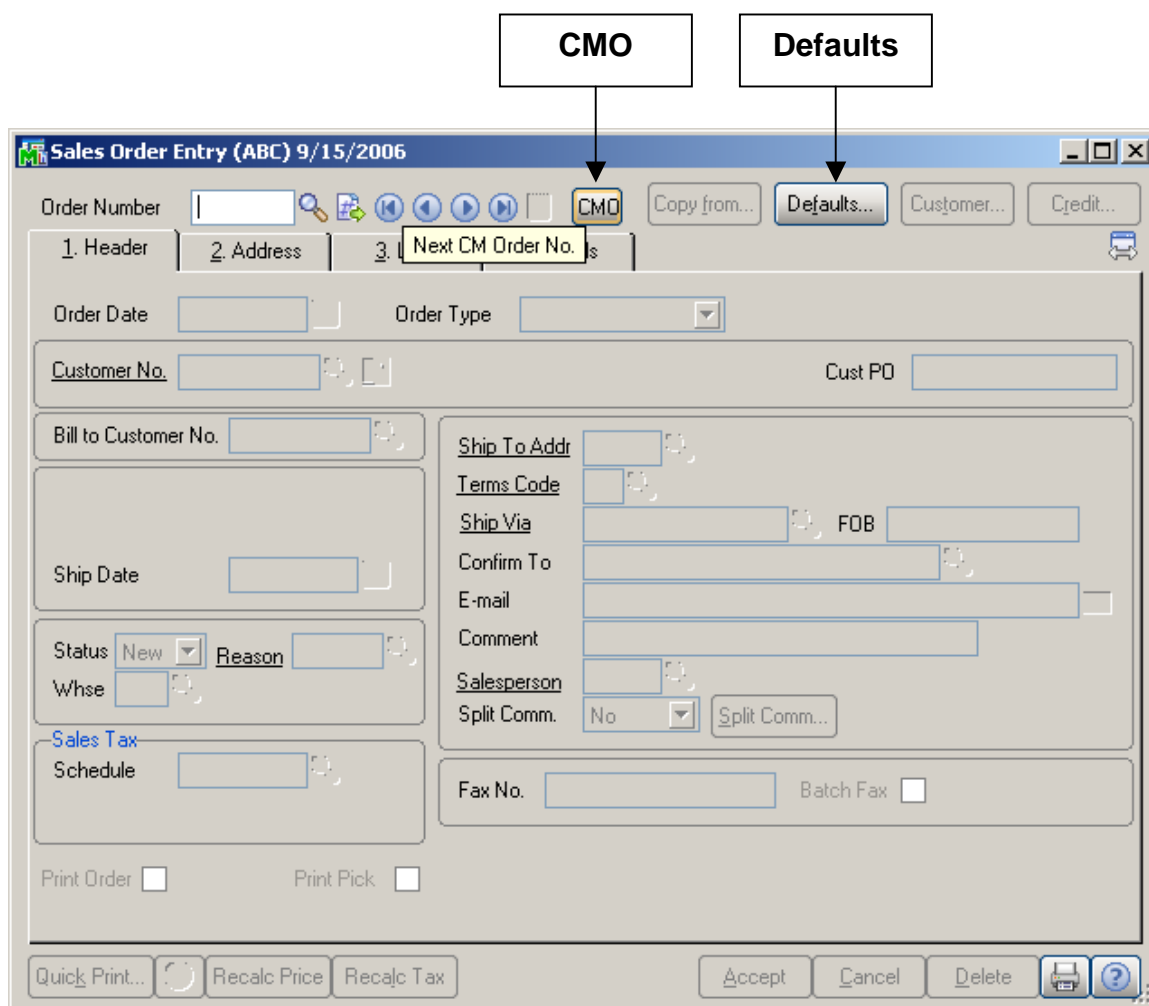
Check the **Sales Order Full Distribution Required** box to require full distribution for all lines for accepting the order. If this check box is cleared, orders can be accepted without distributing all the lines. This option is effective for both Sales and Consignment Orders (SO and CMO).

## 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 you to enter new CM Order under automatically assigned order number.



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

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

The screenshot shows a dialog box titled "Default Values for Sales Order Entry". It contains the following fields and controls:

- Next Order No.: 0000185
- Next CM Order No.: 0000008
- Order Date: 6/25/2007 (with a calendar icon)
- Order Type: Standard Order (dropdown menu)
- Ship Date: 6/25/2007 (with a calendar icon)
- Warehouse: 001 (with a magnifying glass icon) EAST WAREHOUSE
- Print Order:
- Print Pick Sheet:
- Ship Via: (empty text box with a magnifying glass icon)
- FOB: (empty text box)
- Buttons: OK, Cancel, and Help (?)

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.

**Customer Credit History**

Bill to Customer No: 01-RSSUPPL R & S Supply Corp. Recalc Aging

Salesperson: 0200 Shelly Westland

Credit Limit	A/R Balance	C/M Balance	Open Order	This Order	Remaining
10,000.00	7,086.74	.00	2,123.00	252.00	538.26

Current	30 Days	60 Days	90 Days	120 Days
.00	1,915.88	5,170.86	.00	.00

Avg Days Pay/Overdue: 5 / 0

Date Last Statement: 4/30/2010

Date Established: 1/1/2009

Highest Balance: 4,335.43

Last Activity Date: 5/31/2010

Last Payment Date: 5/31/2010

Last Payment Amount: 2,629.50

Date Last Finance Charge:

Date of Last Aging: 5/28/2010

Unpaid Finance Charge: .00

Hold OK Delete ?

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.

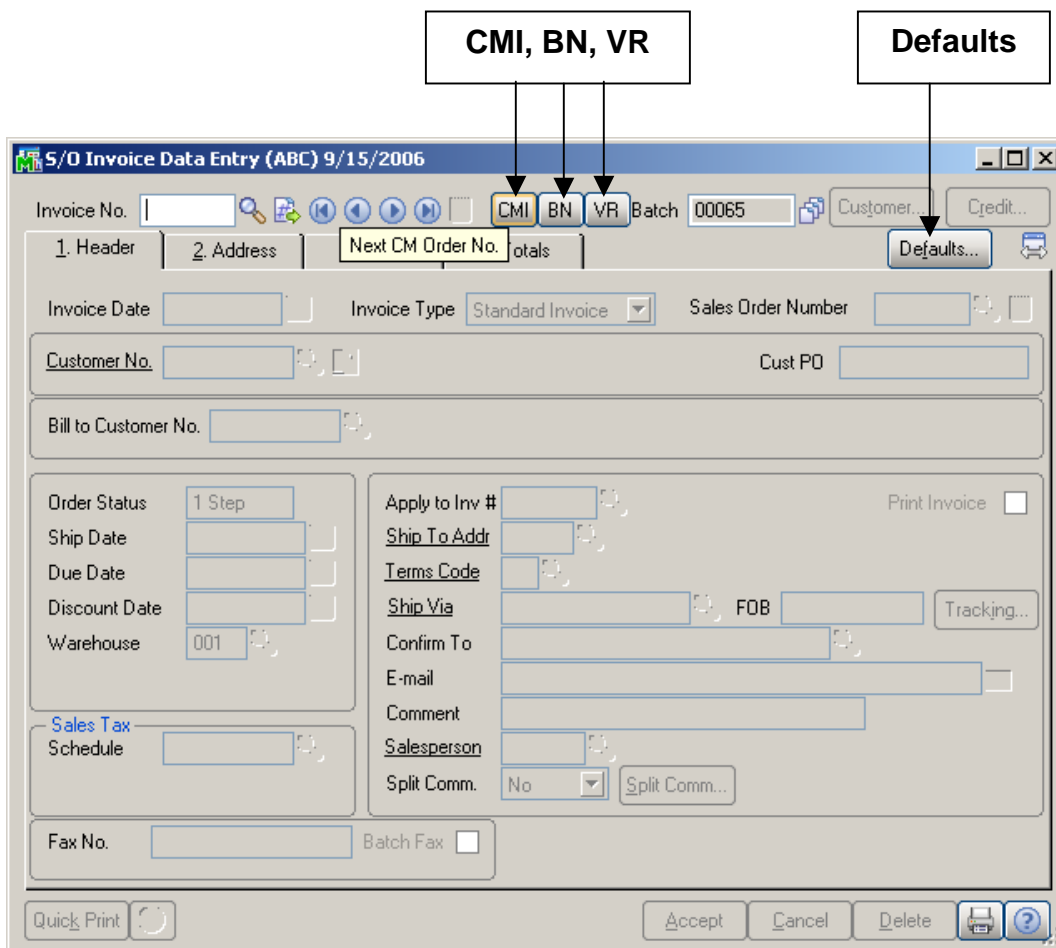
Invoice Data Entry

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.



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 values:

- Next Invoice No.: 0100093
- Next BN Invoice No.: B000004
- Next CM Invoice No.: I000030
- Next VR Invoice No.: V000003
- Invoice Date: 6/25/2007
- Invoice Type: Standard Invoice
- Ship Date: 6/25/2007
- Warehouse: 001 EAST WAREHOUSE
- Print Invoices:
- Ship Via: (empty)
- FOB: (empty)

Buttons at the bottom: 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 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.

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.

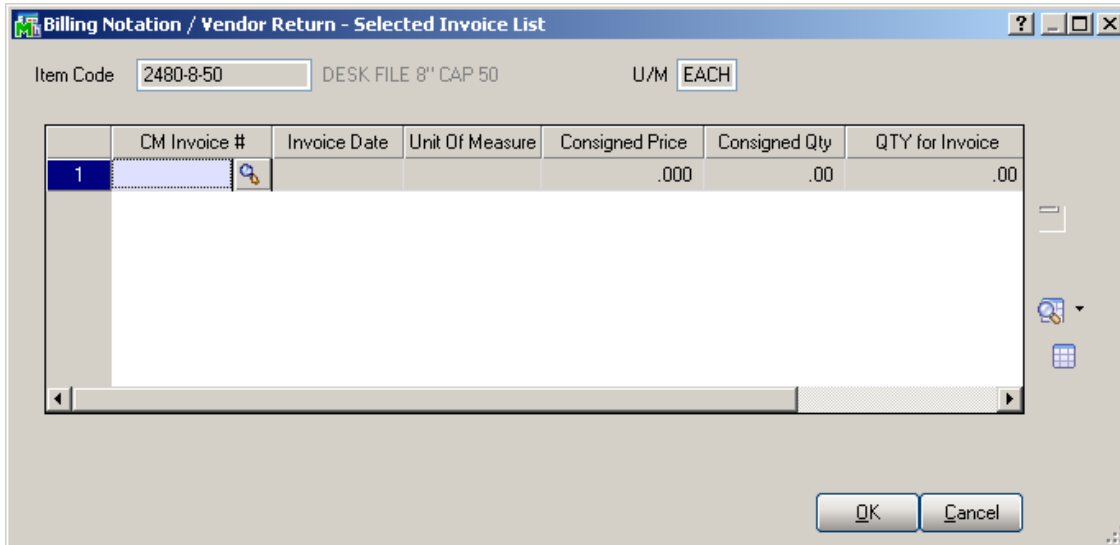
Kits, miscellaneous and special items cannot be processed in the invoices for CM Orders.

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.

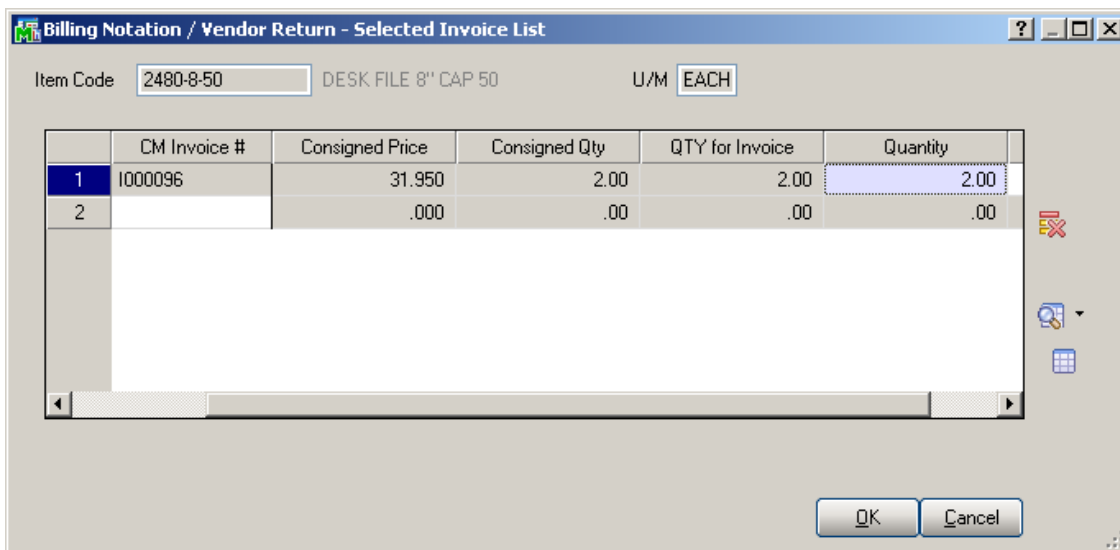
The Lot/Serial items will be shipped in quantity equal to the quantity distributed in the order.

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

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 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.

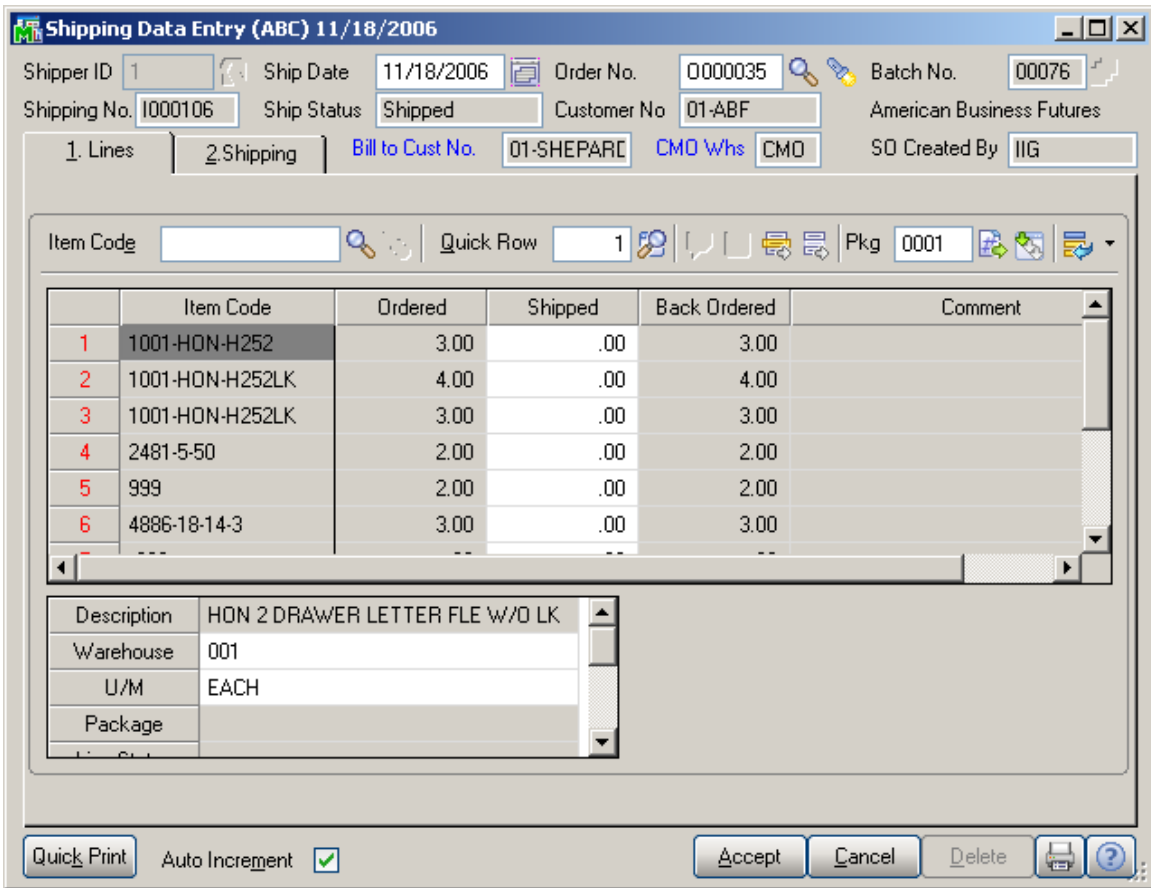
Enter the **Quantity** and click **OK**. Click the **List** button to list line item entries.

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.



# Consignment Merchandise Proc. 4.10 17

This the corresponding CMI invoice of the displayed shipping:

The screenshot shows a software window titled "S/O Invoice Data Entry (ABC) 11/18/2006". The interface includes a header section with fields for Invoice No. (I000106), Batch (00076), and Shipper ID (1). Below this is a navigation bar with tabs for 1. Header, 2. Address, 3. Lines, and 4. Totals. The main data entry area is divided into several sections: Invoice Date (11/18/2006), Invoice Type (Standard Invoice), and Sales Order Number (0000035). A customer selection section shows Customer No. (01-ABF) and American Business Futures. A bill-to section shows Bill to Customer No. (01-SHEPARD) and CMD Warehouse (CMD). On the left, there is a summary of Order Status (Open), Ship Date (11/18/2006), Due Date (12/18/2006), Discount Date (11/18/2006), Warehouse (001), and Sales Tax Schedule (WI). The right side contains shipping details: Apply to Inv #, Ship To Addr (2), Terms Code (01), Ship Via (UPS BLUE), Confirm To (John Quinn), E-mail (artie@abf.com), Salesperson (0100), and Split Comm. (No). At the bottom, there are buttons for Quick Print, Accept, Cancel, Delete, and a help icon.

Auto Generate Invoice Selection

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

Order Type to Generate From: Standard/Back Orders

Batch: [ ]

Ship Invoice Complete:

Select Expired Orders:

Select Orders on Hold:

Select Field	Operand	Value
Sales Order Number	All	
Sales Order Date	All	
Customer Number	All	
Salesperson	All	
Cycle Code	All	
Ship Date	All	
Promise Date	All	

Buttons: Clear, Proceed, Cancel, [Printer], [Help]

Next Automatic Invoice Number: 0100173

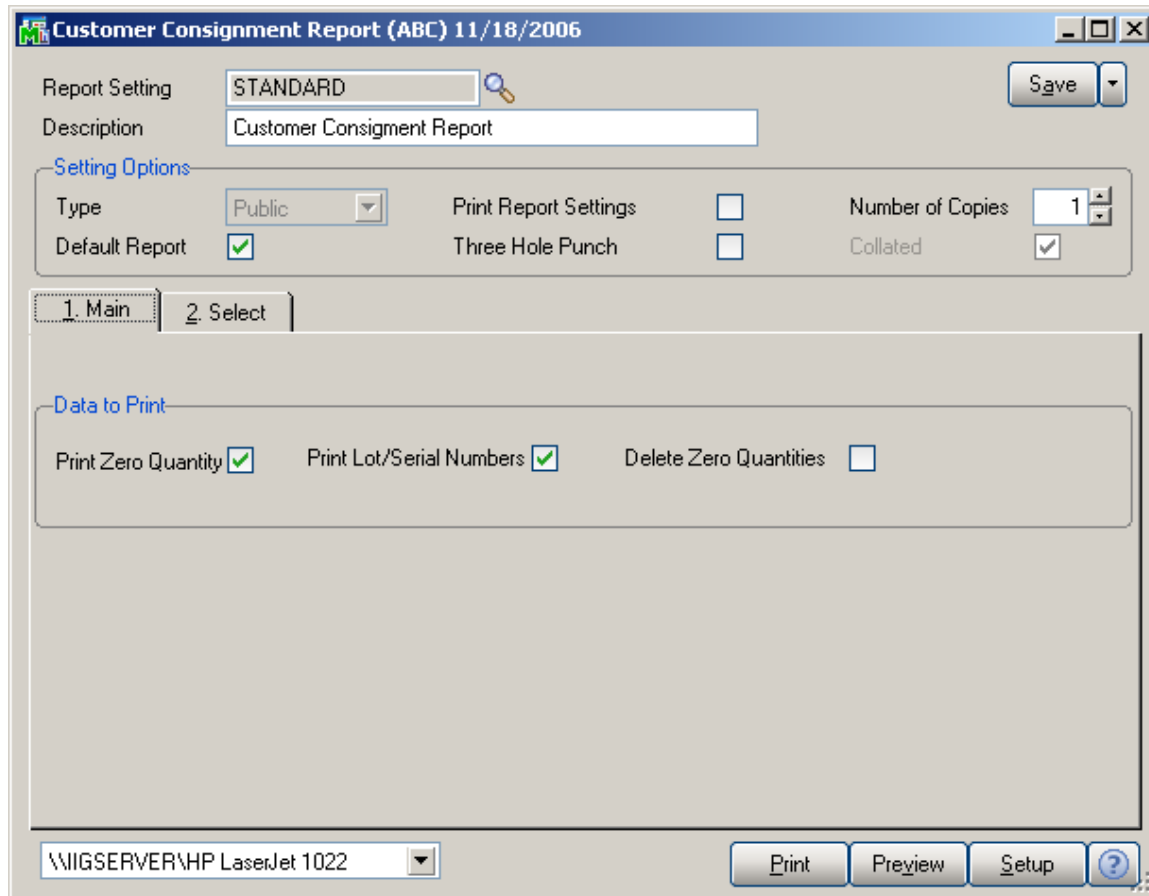
Next Automatic CM Invoice Number: 1000107

Buttons: OK, [Help]

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 assigned consignment items.



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.

On the **Select** tab, ranges of **Customers**, **Items**, and **Product Lines** can be selected for printing in the report.

Customer Consignment Report (ABC) 11/18/2006

Report Setting: STANDARD

Description: Customer Consignment Report

Setting Options:

Type: Public

Print Report Settings:

Number of Copies: 1

Default Report:

Three Hole Punch:

Collated:

1. Main | 2. Select

Select Field	Operand	Value
Customer Number	All	
Item Code	All	
Product Line	All	

\\IIGSERVER\HP LaserJet 1022

Print Preview Setup ?

Here is an example of printout:

**View Customer Consignment Report** (powered by crystal)

Customer Consignment Report ABC Distribution and Service

INVOICE NUMBER	INVOICE DATE	LOT/SERIAL NUMBER	QUANTITY CONSIGNED	QUANTITY BILLED/RETURN	QUANTITY REMAINED	PRICE	REMAI AMOU
Customer Number: 01-ABF		American Business Futures					
Item Number: 1001-HON-H252		HON 2 DRAWER LETTER FLE W/ LCK				Product Line :	WF&A
1000010	7/28/2006		2.00	0.00	2.00	84.00	
1000019	8/2/2006		10.00	2.00	8.00	0.00	
1000021	8/3/2006		10.00	0.00	10.00	0.00	
1000022	8/3/2006		10.00	0.00	10.00	0.00	
1000023	8/3/2006		10.00	0.00	10.00	0.00	
1000024	8/8/2006		0.00	0.00	0.00	84.00	
1000025	8/8/2006		2.00	0.00	2.00	81.48	
1000033	8/9/2006		2.00	0.00	2.00	84.00	
1000038	8/9/2006		1.00	0.00	1.00	84.00	
1000039	8/9/2006		20.00	5.00	15.00	78.12	
1000041	8/9/2006		2.00	0.00	2.00	84.00	