



Consignment Merchandise Processing For MAS 90/200

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Table of Contents

<i>Installation Instructions and Cautions</i>	3
Wait! Before You Install – Do You Use CUSTOM OFFICE?	3
Registering IIG products	4
ODBC Security	5
<i>Introduction</i>	6
<i>Setup</i>	7
Customer Maintenance	7
Sales Order Options	9
<i>Processing</i>	11
Sales Order Entry	11
Invoice Data Entry	16
Shipping Data Entry	25
Auto Generate Invoice Selection	27
Customer Consignment Report	28

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.

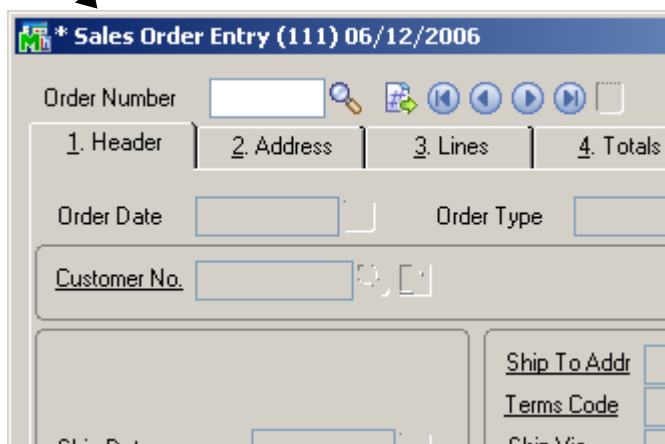
Wait! Before You Install – Do You Use CUSTOM OFFICE?

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!**

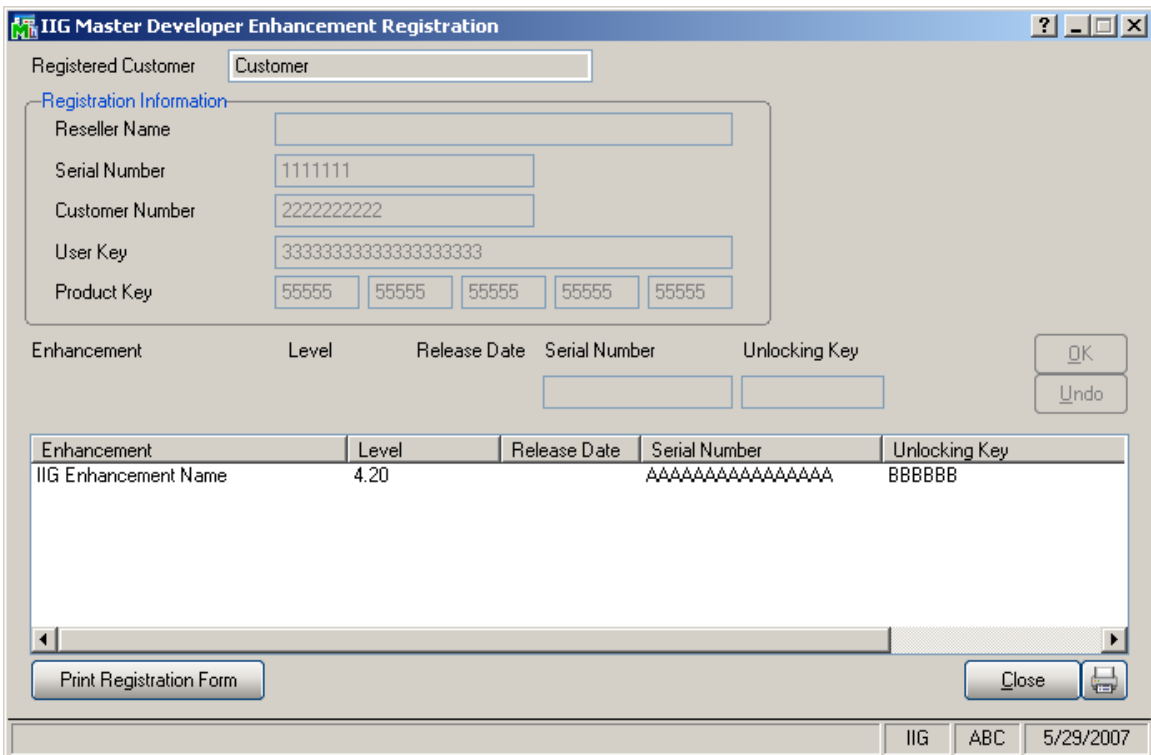


Registering IIG products

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**.



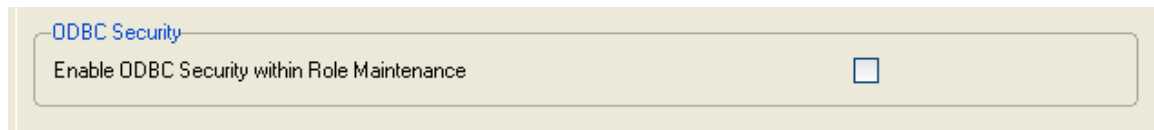
Enter **Serial Number** and **Unlocking Key** provided by IIG, and click **OK**.

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.



ODBC Security

Enable ODBC Security within Role Maintenance

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**.

Setup

Customer Maintenance

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

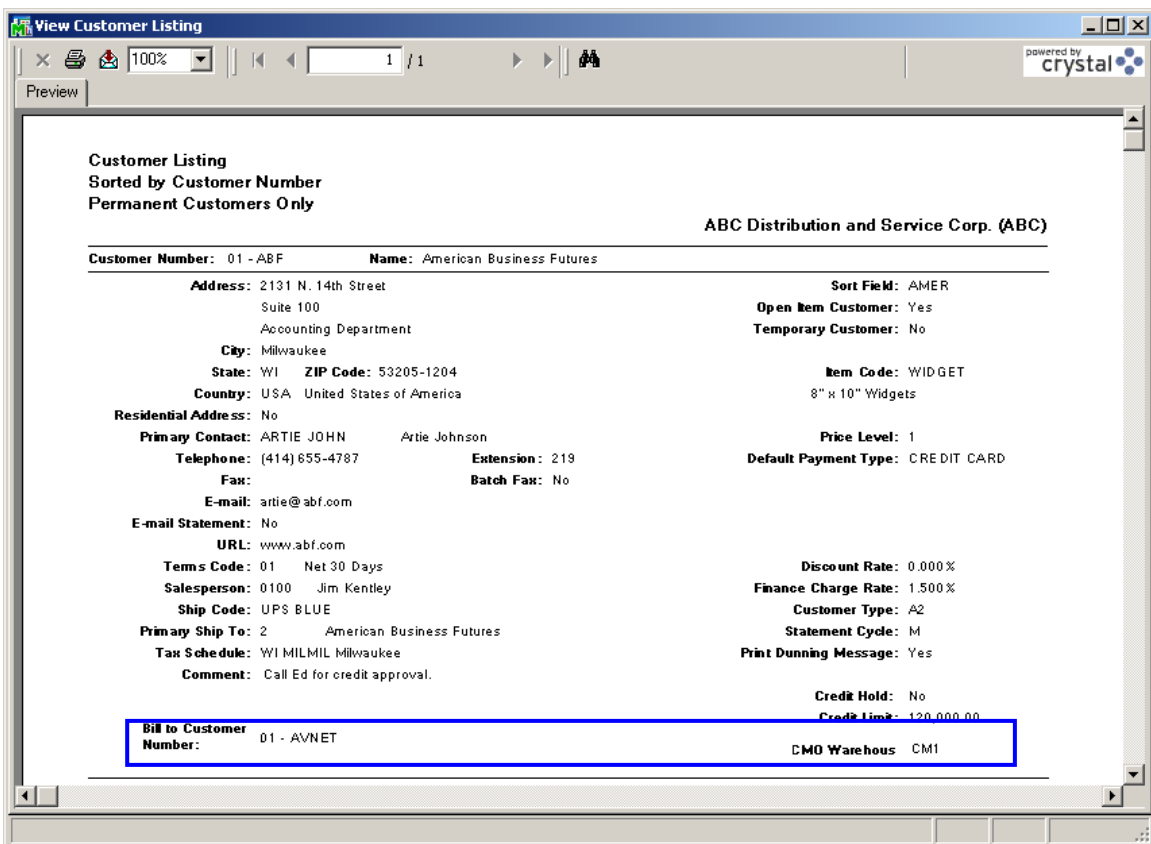
The enhancement has added the **CMP Info** to the **Main** tab of the **A/R Customer Maintenance**. Click the **CMP Info** button to open the **CMP Information** screen where you can specify the **Bill To Customer No.** and **CMO Warehouse**.

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

Enter/select the warehouse code in the **CMO Warehouse** field. The specified warehouse will be used as the default when entering CMO Orders.

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

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.

The screenshot shows the 'Sales Order Options (ABC) 1/12/2008' window with the 'Z CMP Setup' tab selected. The window is divided into two main sections. The left section contains the following fields and values:

Next Automatic CM Order Number	CMO0004
Next Automatic CM Invoice Number	CMI0010
Next Automatic Billing Notation Number	CMB0004
Next Automatic Vendor Return Number	CMV0001
Days To Retain Consignment Detail	999
Sales Order Full Distribution Required	<input checked="" type="checkbox"/>

The right section, titled 'Bill to Customer', contains the following fields and values:

Customer To Update	Bill To and Ship To
Salesperson Commission	Bill To Customers
Use 'Bill To' Cust for Divisional Account Substitution	<input type="checkbox"/>

At the bottom of the window are buttons for 'Accept', 'Cancel', 'Print', and 'Help'.

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 when accepting the order.

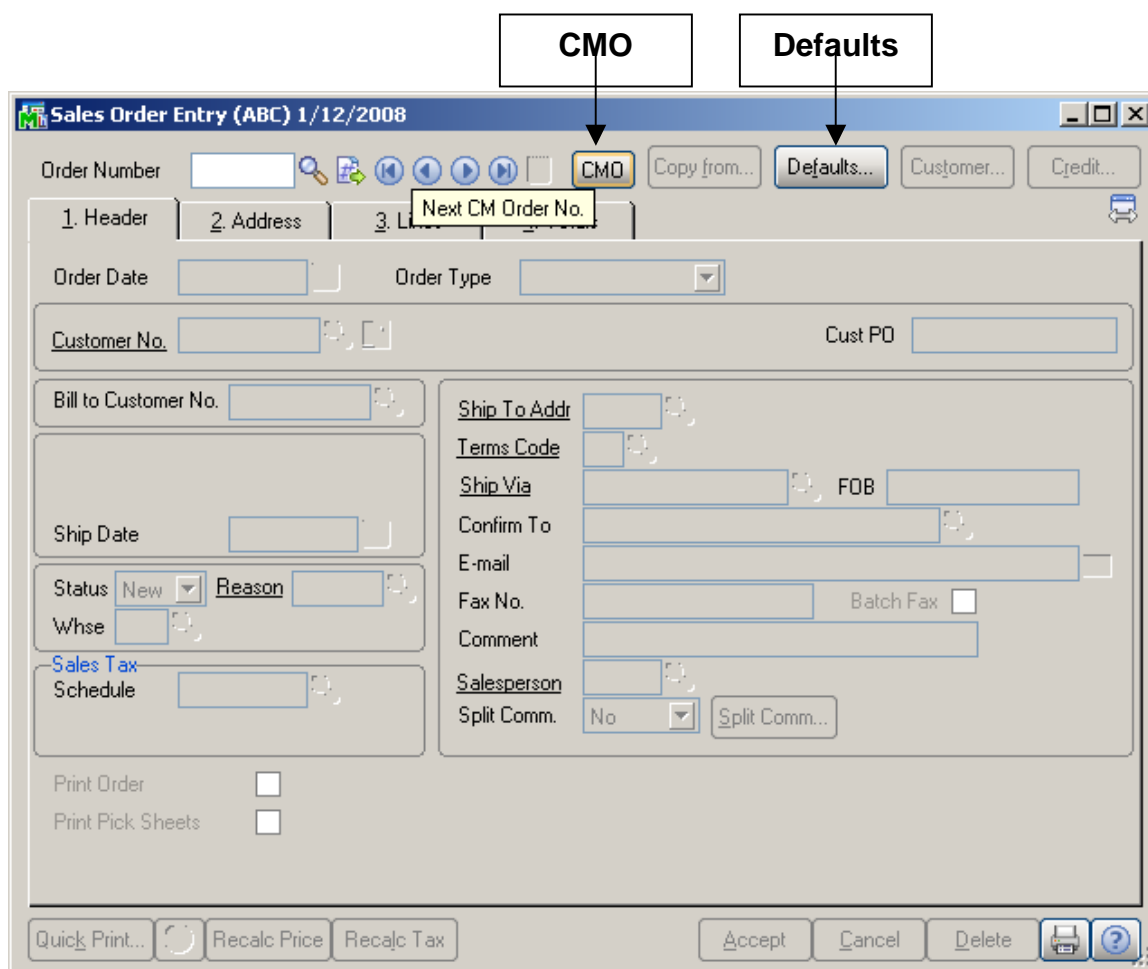
If this check box is cleared, orders can be accepted without distributing all the lines. This option is effective for both Sales and Consignment Orders (SO and CMO).

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.: 0000178
- Next CM Order No.: CM00004
- Order Date: 1/12/2008
- Order Type: Standard Order
- Ship Date: 1/12/2008
- Warehouse: 001 EAST WAREHOUSE
- Print Order:
- Print Pick Sheet:
- Ship Via: [Empty field]
- FOB: [Empty field]
- Buttons: 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.

Customer Credit History

Bill to Customer No: 01-AVNET Avnet Processing Corp
 Salesperson: 0200 Shelly Westland

Recalc Aging

Credit Limit	A/R Balance	C/M Balance	Open Order	This Order	Remaining
7,500.00	7,377.37	.00	.00	.00	122.63

Current	30 Days	60 Days	90 Days	120 Days
7,377.37	.00	.00	.00	.00

Avg Days Pay/Overdue: 82 / 52
 Date Last Statement: 4/30/2010
 Date Established: 1/1/2009
 Highest Balance: 595.00
 Last Activity Date: 5/31/2010
 Last Payment Date: 5/31/2010
 Last Payment Amount: 1,000.00
 Date Last Finance Charge: 4/30/2010
 Date of Last Aging: 6/14/2006
 Unpaid Finance Charge: 44.12

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.

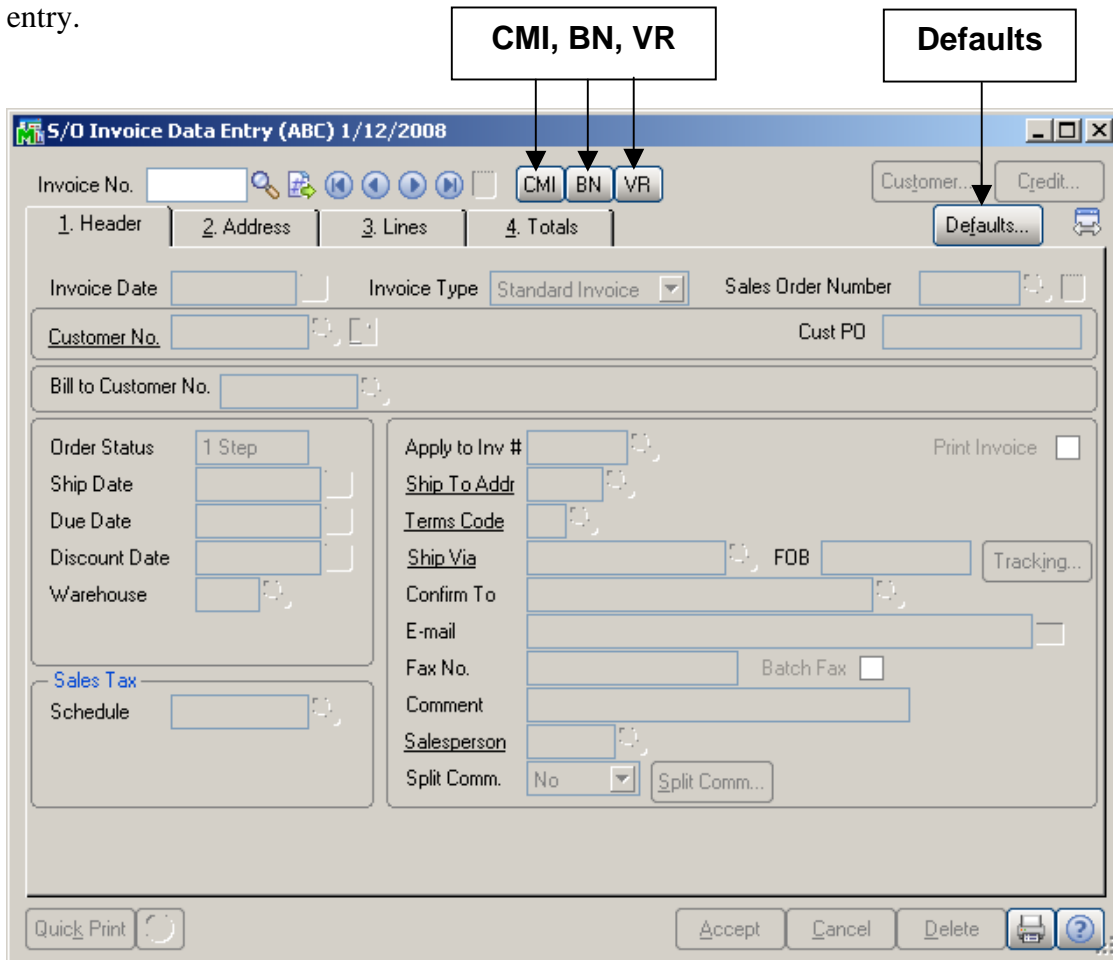
Invoice Data Entry

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**.

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.

The screenshot shows a software window titled "S/O Invoice Data Entry (ABC) 1/15/2008". At the top, there are navigation buttons (back, forward, etc.) and a "Credit..." button. Below this is a tabbed interface with tabs for "1. Header", "2. Address", "3. Lines", and "4. Totals". The "Header" tab is active, showing fields for Invoice No. (CMI0029), Invoice Date (1/15/2008), Invoice Type (Standard Invoice), Sales Order Number (CMI0012), Customer No. (01-ABF), American Business Futures, and Cust PO. Below these are fields for Bill to Customer No. (01-AVNET) and CMD Warehouse (CM1). On the left, there's a section for Order Status (New), Ship Date (1/15/2008), Due Date (2/14/2008), Discount Date (1/15/2008), Warehouse (001), and EAST WAREHOUSE. Below that is a "Sales Tax" section with Schedule (WI) and Wisconsin. On the right, there's an "Apply to Inv #" field, "Print Invoice" checkbox, "Ship To Addr" (2), "Terms Code" (01 Net 30 Days), "Ship Via" (UPS BLUE), FOB, "Confirm To" (John Quinn), "E-mail" (artie@abf.com), "Fax No.", "Batch Fax" checkbox, "Comment", "Salesperson" (0100 Jim Kentley), and "Split Comm." (No). At the bottom, there are "Quick Print", "Accept", "Cancel", "Delete", and a help icon.

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

The **Bill to Customer's** credit history is displayed.

Customer Credit History

Bill to Customer No: 01-AVNET Avnet Processing Corp Recalc Aging
 Salesperson: 0200 Shelly Westland Customer Credit Limit Is Exceeded

Credit Limit	A/R Balance	C/M Balance	Open Order	This Invoice	Over By
7,500.00	18,596.87	846.89	.00	.00	11,096.87

Current	30 Days	60 Days	90 Days	120 Days
18,596.87	.00	.00	.00	.00

Avg Days Pay/Overdue: 82 / 52
 Date Last Statement: 4/30/2010
 Date Established: 1/1/2009
 Highest Balance: 595.00
 Last Activity Date: 5/31/2010
 Last Payment Date: 5/31/2010
 Last Payment Amount: 1,000.00
 Date Last Finance Charge: 4/30/2010
 Date of Last Aging: 6/14/2006
 Unpaid Finance Charge: 44.12

OK Delete ?

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.

A message appears asking whether all the items listed on the sales order will be shipped or only the distributed ones.

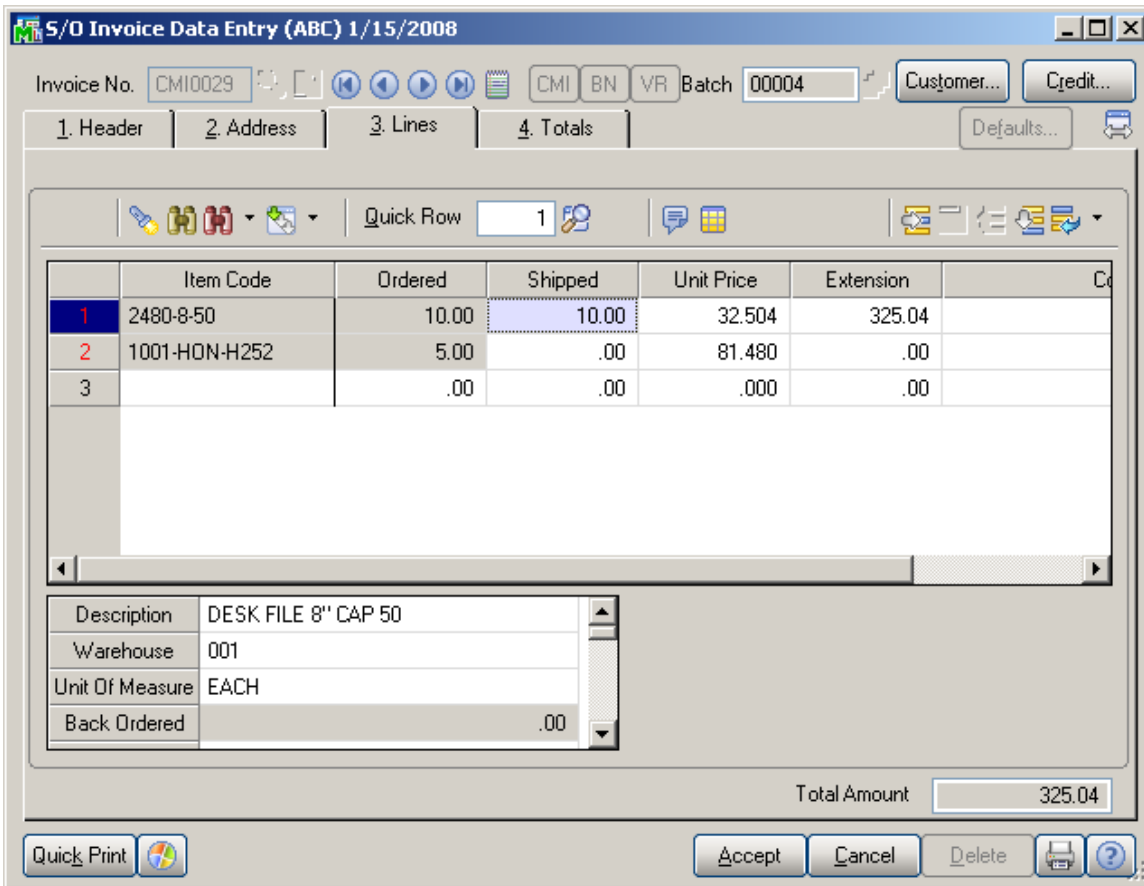
Sage MAS 90

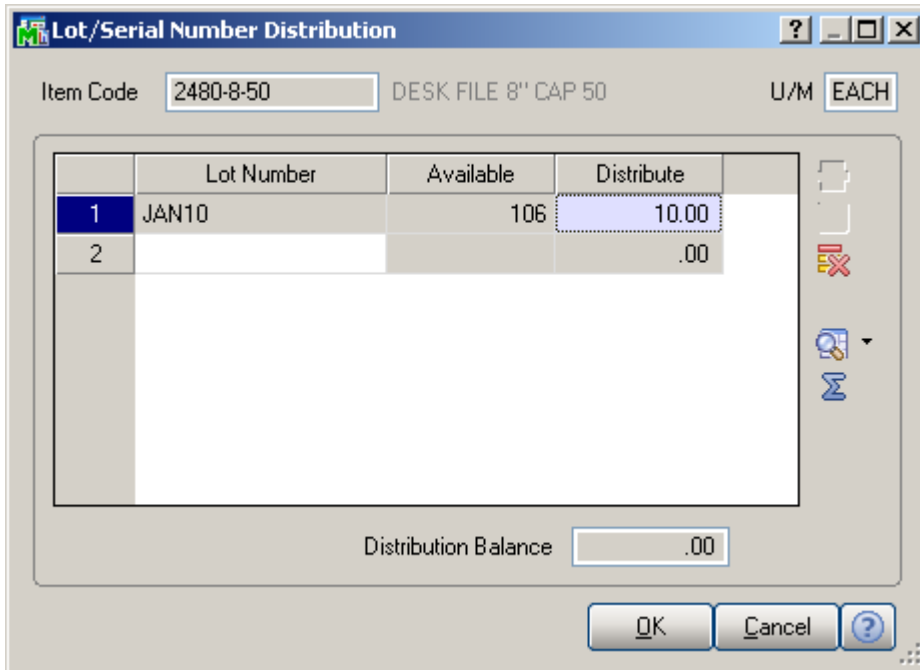
Do you want to ship the complete sales order ?

Yes No Distributed

Shipping the complete order means that all the lines with normal items (non-lot/serial) will be shipped entirely, with the quantity shipped equal to the quantity ordered. This option does not affect the lot/serial items. Lot/Serial items will be shipped completely, with the distribution preserved.

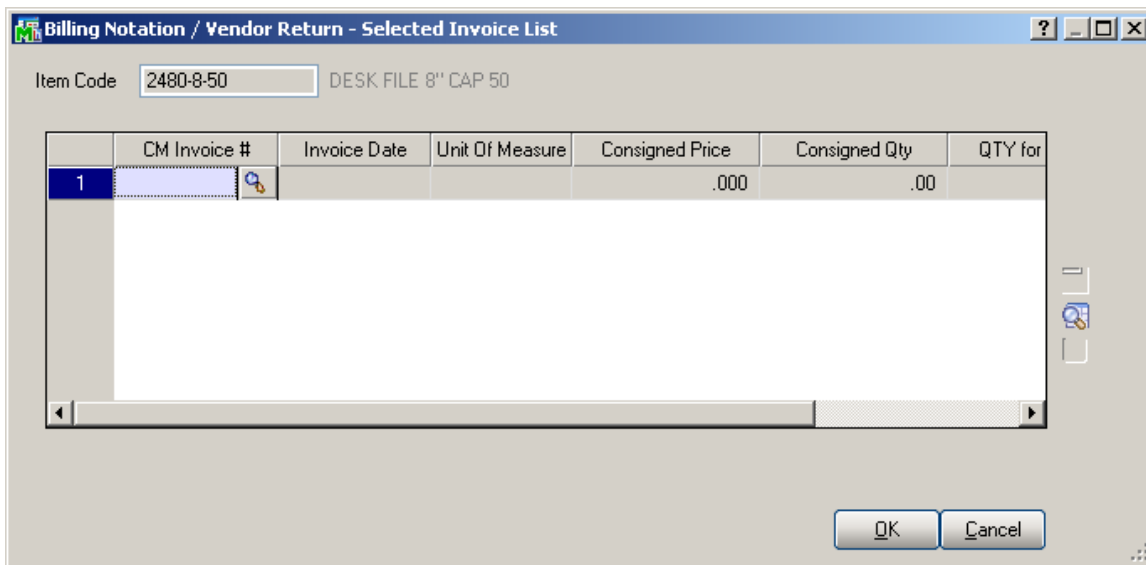
Shipping the distributed order means that Lot/Serial items will be shipped in quantity equal to the quantity distributed in the order. This option does not affect the regular (non-lot/serial) items and the Shipped Qty for regular Items is set to 0.



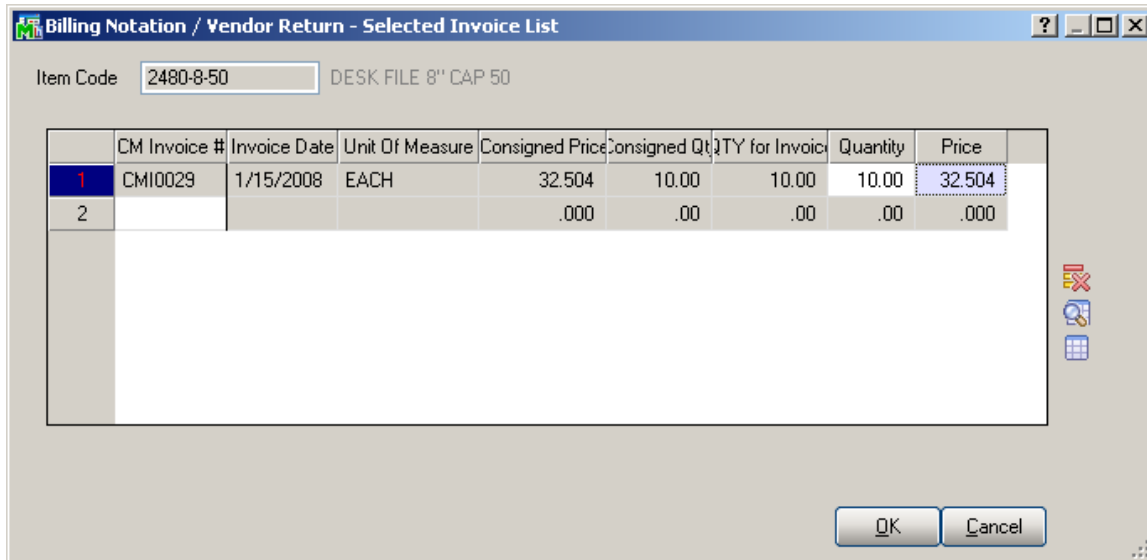


Note that an invoice cannot be accepted with lines not fully distributed.

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 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.

	Lot Number	Available	Distribute
1	JAN10	0	10.00
2			.00

Distribution Balance: .00

Buttons: OK, Cancel, ?

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

5/O Invoice Data Entry (ABC) 1/15/2008

Invoice No. CMB0008 CMI BN VR Batch 00011 Customer... Credit...

1. Header 2. Address 3. Lines 4. Totals Defaults...

Quick Row 1

	Item Code	Ordered	Shipped	Unit Price	Extension	Co
1	2480-8-50	10.00	10.00	32.504	325.04	
2		.00	.00	.000	.00	

Description	DESK FILE 8" CAP 50
Warehouse	CM1
Unit Of Measure	EACH
Back Ordered	.00

(Average Cost = 14.977) Profit Margin % = 52

Total Amount 325.04

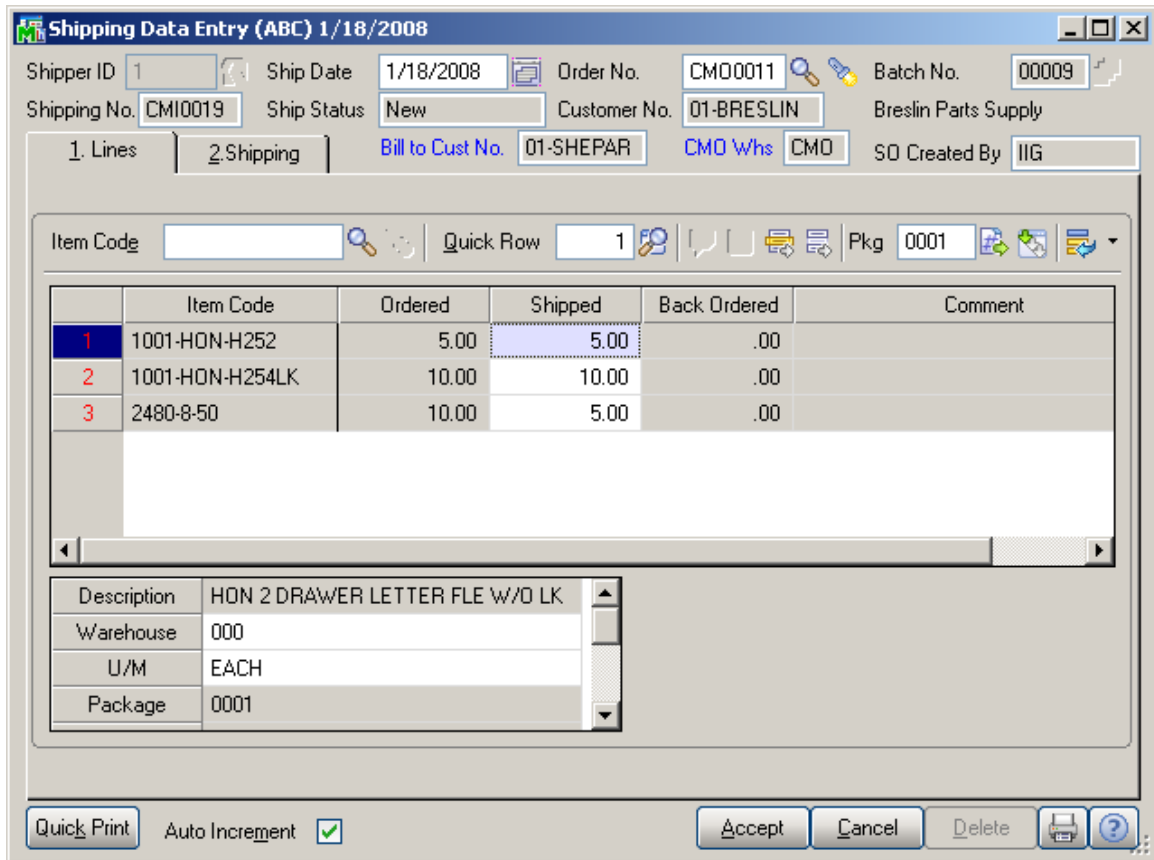
Quick Print Accept Cancel Delete

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.



When shipping a CMO Order the quantities distributed in the Sales Order are shipped automatically.

Consignment Merchandise Proc. 4.20 26

This the corresponding CMI invoice of the displayed shipping:

The screenshot shows a software window titled "S/O Invoice Data Entry (ABC) 1/18/2008". The window contains various fields for invoice information:

- Invoice No.:** CMI0019
- Batch:** 00009
- Customer No.:** 01-BRESLIN
- Invoice Date:** 1/18/2008
- Invoice Type:** Standard Invoice
- Sales Order Number:** CMI00011
- Customer:** Breslin Parts Supply
- Bill to Customer No.:** 01-SHEPARD
- CMD Warehouse:** CMD
- Order Status:** New
- Ship Date:** 1/18/2008
- Due Date:** 1/18/2008
- Discount Date:** 1/18/2008
- Warehouse:** 000 (CENTRAL WAREHOUSE)
- Sales Tax:** WI (Wisconsin)
- Apply to Inv #:** (empty)
- Ship To Addr:** (empty)
- Terms Code:** 03 (C.O.D.)
- Ship Via:** C.O.D. (FOB (empty))
- Confirm To:** Winnie Spackman
- E-mail:** (empty)
- Fax No.:** (414) 258-9600
- Comment:** (empty)
- Salesperson:** 0100 (Jim Kentley)
- Split Comm.:** No

Buttons at the bottom include "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: 00016

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, Print, Help

Next Automatic Invoice Number: 0100077

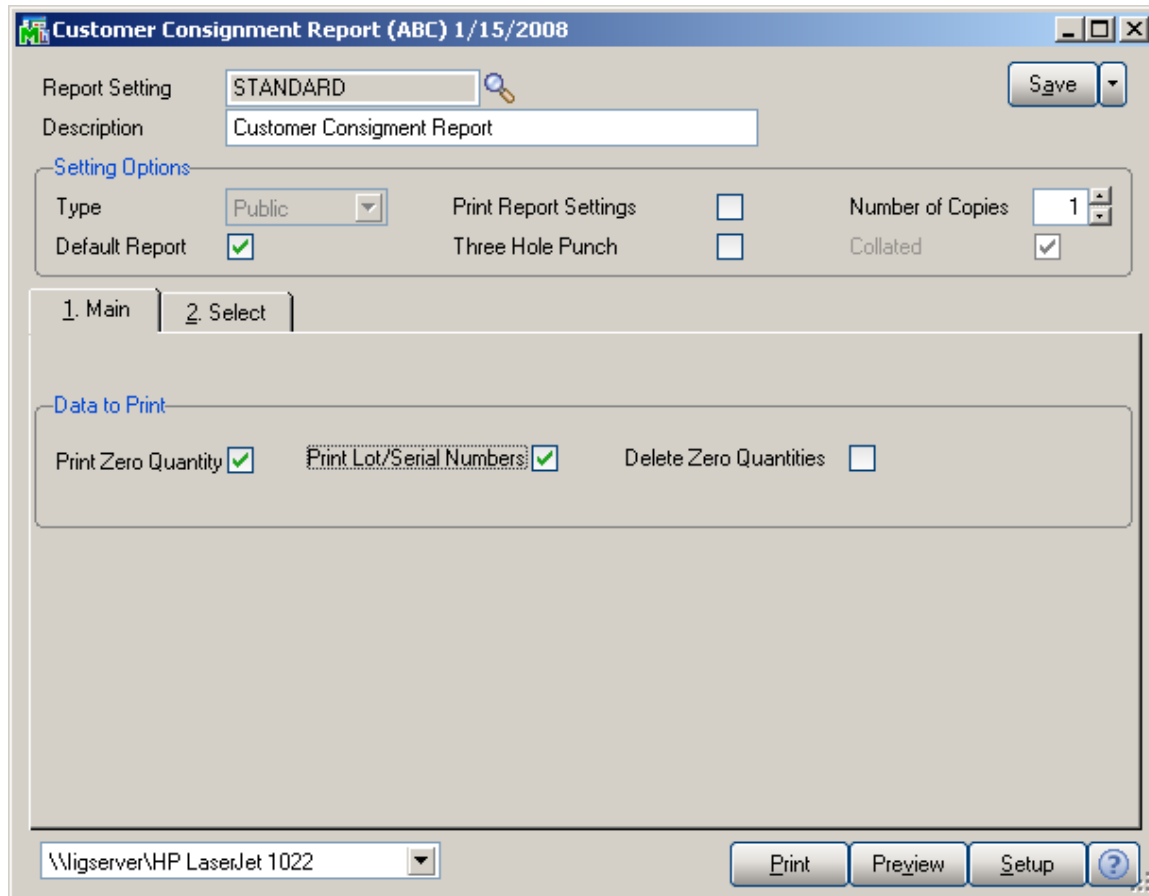
Next Automatic CM Invoice Number: CMI0032

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) 1/15/2008

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	Range	1001-HON-H254 2568-3-25
Product Line	All	

Printer: \\ligserver\HP LaserJet 1022

Buttons: Print, Preview, Setup

Here is an example of printout:

The screenshot shows a software window titled "View Customer Consignment Report" with a "Preview" tab. The window contains a table with the following data:

Invoice Number	Invoice Date	Lot/Serial Number	Quantity Consigned	Quantity Billed/Return
Customer Number:		01-BRESLIN	Breslin Parts Supply	
Item Number:		1001-HON-H254LKHON 4 DRAWER LETTER FLE W/LCK		Product
CM10004	1/18/2008		4.00	0.00
CM10005	1/18/2008		10.00	0.00
CM10008	1/18/2008		10.00	0.00
CM10013	1/18/2008		6.00	0.00
CM10022	1/18/2008		10.00	0.00
CM10023	1/18/2008		10.00	0.00
TOTAL FOR ITEM:		1001-HON-H254LK	50.00	0.00
Item Number:		2480-8-50	DESK FILE 8"CAP 50	
CM10004	1/18/2008		15.00	0.00
CM10008	1/18/2008		5.00	0.00