



Consignment Merchandise Processing For MAS 90/200

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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.

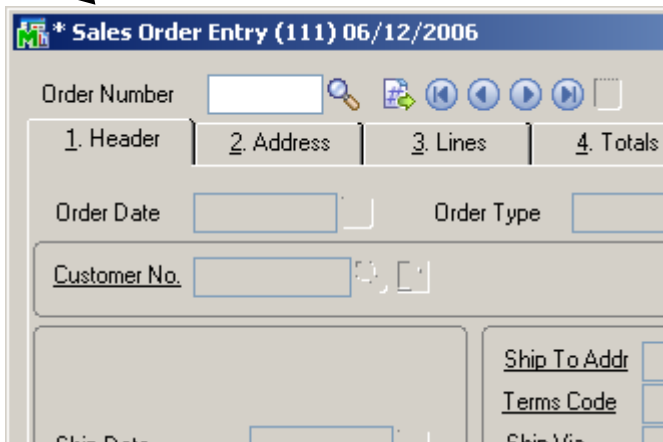
Wait! Before You Install – Do You Use CUSTOM OFFICE?

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!**



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	4.30		AAAAAAAAAAAAAAAAAA	BBBBB

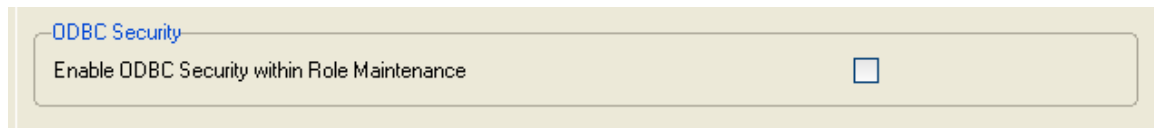
Enter **Serial Number** and **Unlocking Key** provided by IIG, and click **OK**.

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.

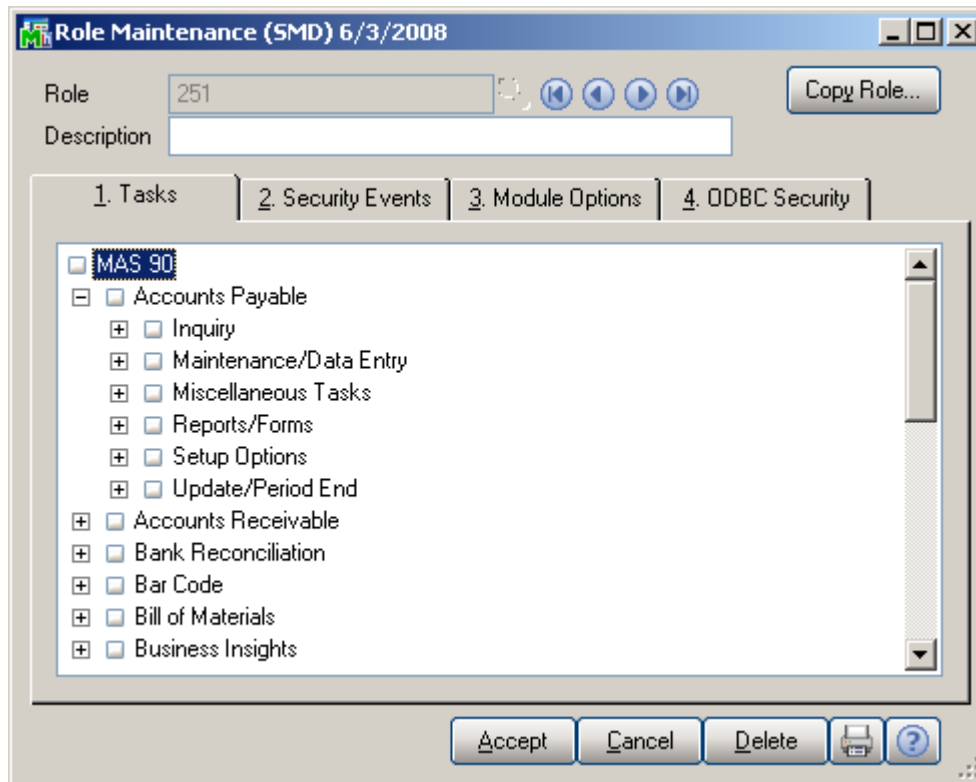
ODBC Security

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 customer.

Bill To Customer can be specified for each Customer to enable billing a customer different from the one you are selling and shipping goods to.

Lot/Serial Distribution is available in Sales Order Entry. Optionally full distribution can be required in Sales Order.

Special **Consignment Sales Orders** and corresponding **Consignment Invoices** can be entered.

The program provides **Billing Notations** and **Vendor Returns** in addition.

Consignment Orders can be shipped with standard Shipping Data Entry.

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

Setup

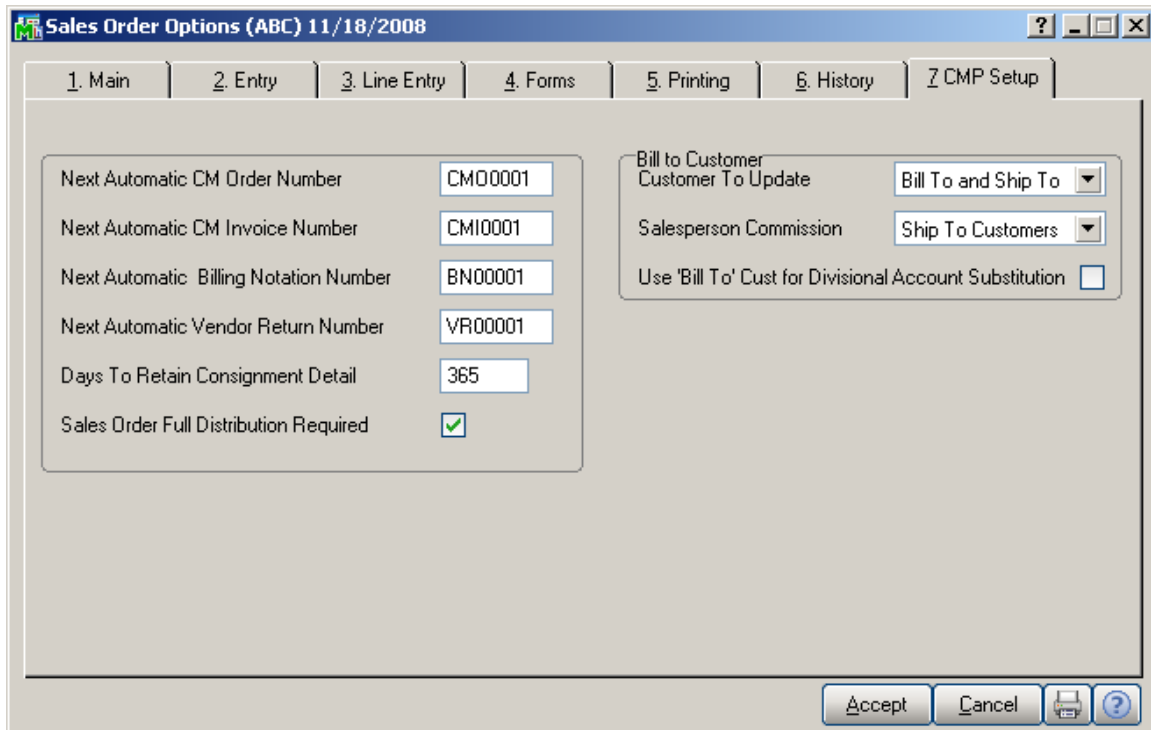
Sales Order Options

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.

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 (ABC) 11/18/2008' window with the 'Z CMP Setup' tab selected. The window has a menu bar with options: 1. Main, 2. Entry, 3. Line Entry, 4. Forms, 5. Printing, 6. History, and Z CMP Setup. The main area contains the following options:

Next Automatic CM Order Number	CM00001	Bill to Customer	Bill To and Ship To
Next Automatic CM Invoice Number	CM10001	Customer To Update	Ship To Customers
Next Automatic Billing Notation Number	BN00001	Salesperson Commission	<input type="checkbox"/>
Next Automatic Vendor Return Number	VR00001	Use 'Bill To' Cust for Divisional Account Substitution	
Days To Retain Consignment Detail	365		
Sales Order Full Distribution Required	<input checked="" type="checkbox"/>		

At the bottom of the window are buttons for 'Accept', 'Cancel', a printer icon, and a help icon.

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**.

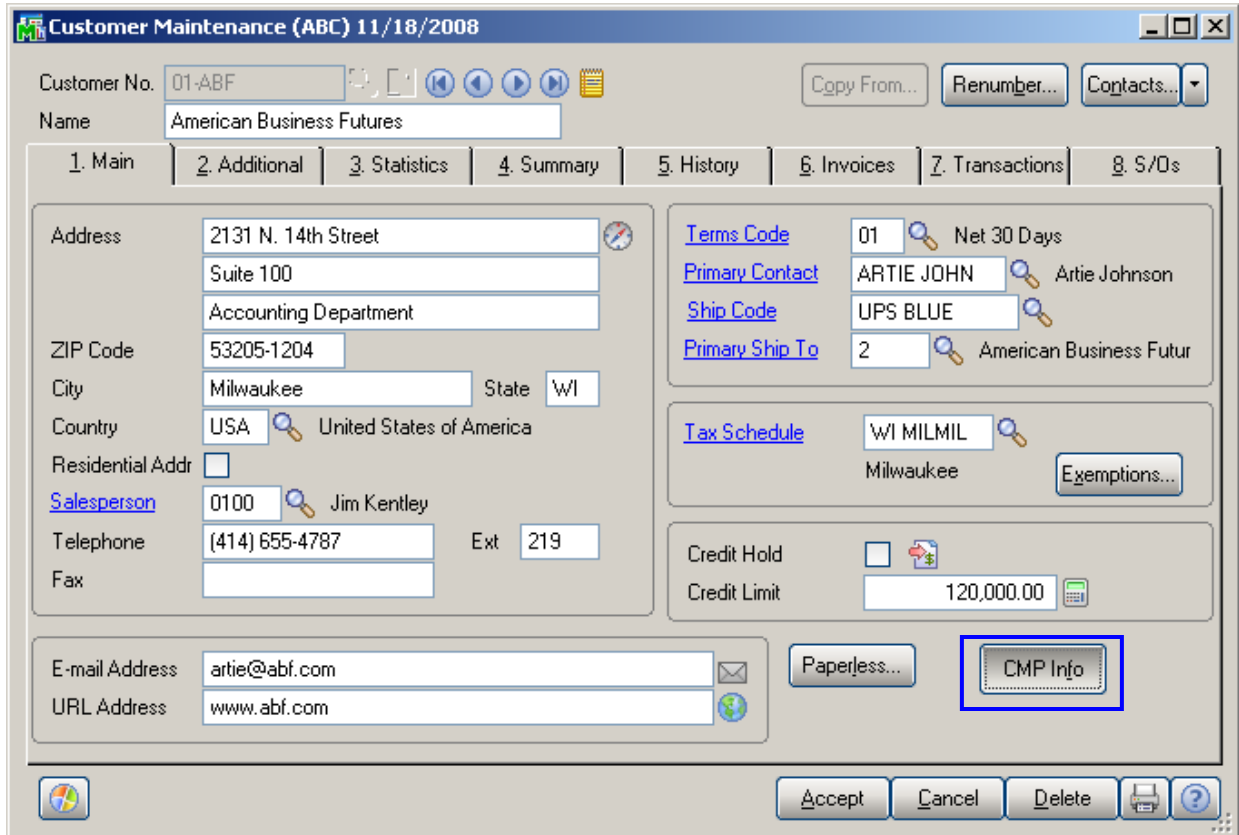
Check the **Use Bill To Cust for Divisional Account Substitution** box if you want to use the accounts set for the Division of the Bill To Customer.

Check the **Sales Order Full Distribution Required** box to require full distribution for all lines when accepting the order.

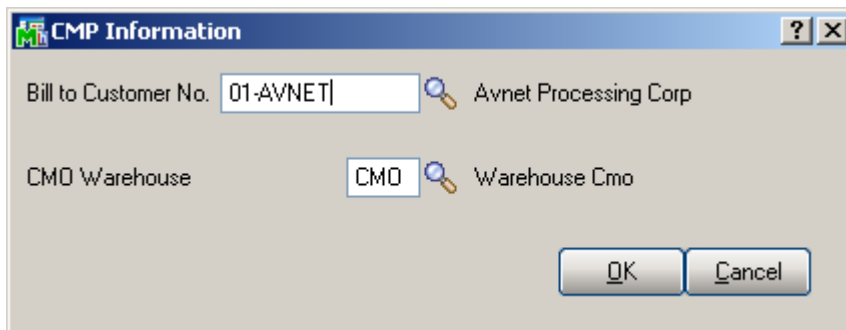
If this check box is cleared, orders can be accepted without distributing all the lines. This option is applied to both Sales and Consignment Orders (SO and CMO).

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.



Through the **CMP Info** button added to the **Main** tab of the **A/R Customer Maintenance** the user can open the **CMP Information** screen and specify the **Bill To Customer No.** and assign a CMO Warehouse to the selected Customer.

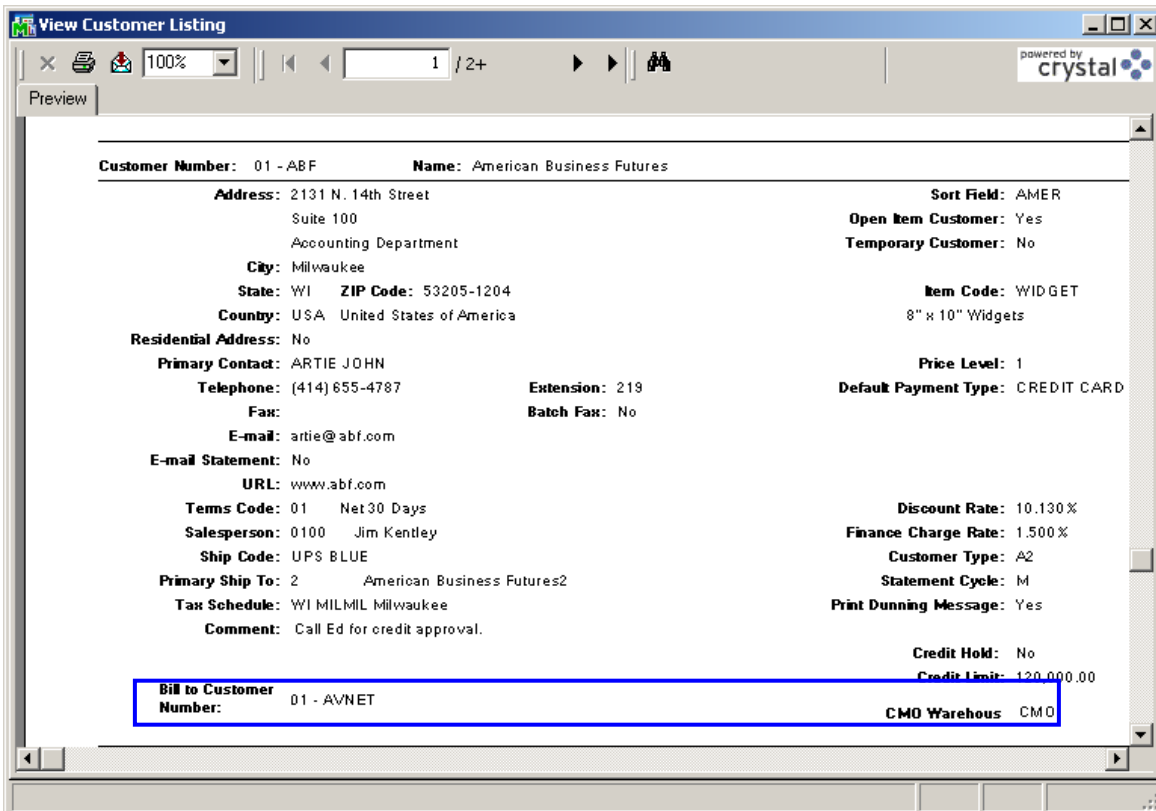


The **Bill To Customer** field is defaulted to the **Customer No.** Enter the **Bill To Customer No** if you are going to bill a customer different from the one you are selling and shipping goods to.

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

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.



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.

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". At the top, there are two text boxes: "Next Order No." containing "0000193" and "Next CM Order No." containing "CM00002". Below these is a larger section containing several fields: "Order Date" with "11/18/2008", "Order Type" with a dropdown menu showing "Standard Order", "Ship Date" with "11/18/2008", "Warehouse" with "001" and "EAST WAREHOUSE" to its right, "Print Order" with a checked checkbox, "Print Pick Sheet" with a checked checkbox, and "Salesperson" with an empty text box. Below this section are two more text boxes: "Ship Via" and "FOB", both empty. At the bottom right of the dialog are three buttons: "OK", "Cancel", and a help button with a question mark.

When the Customer Number is entered, the **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

Customer Credit Limit Is Exceeded

Credit Limit	A/R Balance	C/M Balance	Open Order	This Order	Over By
7,500.00	8,959.65	7,985.21	4,541.60	.00	6,001.25

Current	30 Days	60 Days	90 Days	120 Days
275.75	.00	.00	.00	8,683.90

Avg Days Pay/Overdue 82 / 52
 Date Established 1/1/2002
 Last Activity Date 11/18/2008
 Last Payment Date 5/31/2003
 Last Payment Amount 1,000.00
 Date of Last Aging 11/18/2008

Date Last Statement 4/30/2003
 Highest Balance 595.00
 Date Last Finance Charge 4/30/2003
 Unpaid Finance Charge 44.12

Hold OK Delete ?

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

The **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 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**.

When the Customer Number is entered, the **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) 11/18/2008". At the top, there are navigation buttons for "1. Header", "2. Address", "3. Lines", and "4. Totals". The main area contains several input fields and dropdown menus:

- Invoice No.: CMI0002
- Invoice Date: 11/18/2008
- Invoice Type: Standard Invoice
- Sales Order Number: CMI0002
- Customer No.: 01-ABF (American Business Futures)
- Bill to Customer No.: 01-AVNET
- CMD Warehouse: CMD
- Order Status: New
- Ship Date: 11/18/2008
- Due Date: 12/18/2008
- Discount Date: 11/18/2008
- Warehouse: 001 (EAST WAREHOUSE)
- Sales Tax: WI
- Wisconsin: (checkbox)
- Apply to Inv #: (empty)
- Ship To Addr: 2 (American Business Futures2)
- Terms Code: 01 (Net 30 Days)
- Ship Via: UPS BLUE (FOB)
- Confirm To: John Quinn
- E-mail: artie@abf.com
- Fax No.: (empty)
- Comment: (empty)
- Salesperson: 0100 (Jim Kentley)
- Split Comm.: No

Buttons include "Customer...", "Credit...", "Defaults...", "Tracking...", "Accept", "Cancel", "Delete", and "Quick Print".

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. Avnet Processing Corp

Salesperson Shelly Westland

Customer Credit Limit Is Exceeded

Credit Limit	A/R Balance	C/M Balance	Open Order	This Invoice	Over By
<input type="text" value="7,500.00"/>	<input type="text" value="8,959.65"/>	<input type="text" value="7,985.21"/>	<input type="text" value="4,541.60"/>	<input type="text" value="174.00"/>	<input type="text" value="6,175.25"/>

Current	30 Days	60 Days	90 Days	120 Days
<input type="text" value="275.75"/>	<input type="text" value=".00"/>	<input type="text" value=".00"/>	<input type="text" value=".00"/>	<input type="text" value="8,683.90"/>

Avg Days Pay/Overdue /

Date Last Statement

Date Established

Highest Balance

Last Activity Date

Last Payment Date

Date Last Finance Charge

Last Payment Amount

Unpaid Finance Charge

Date of Last Aging

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.

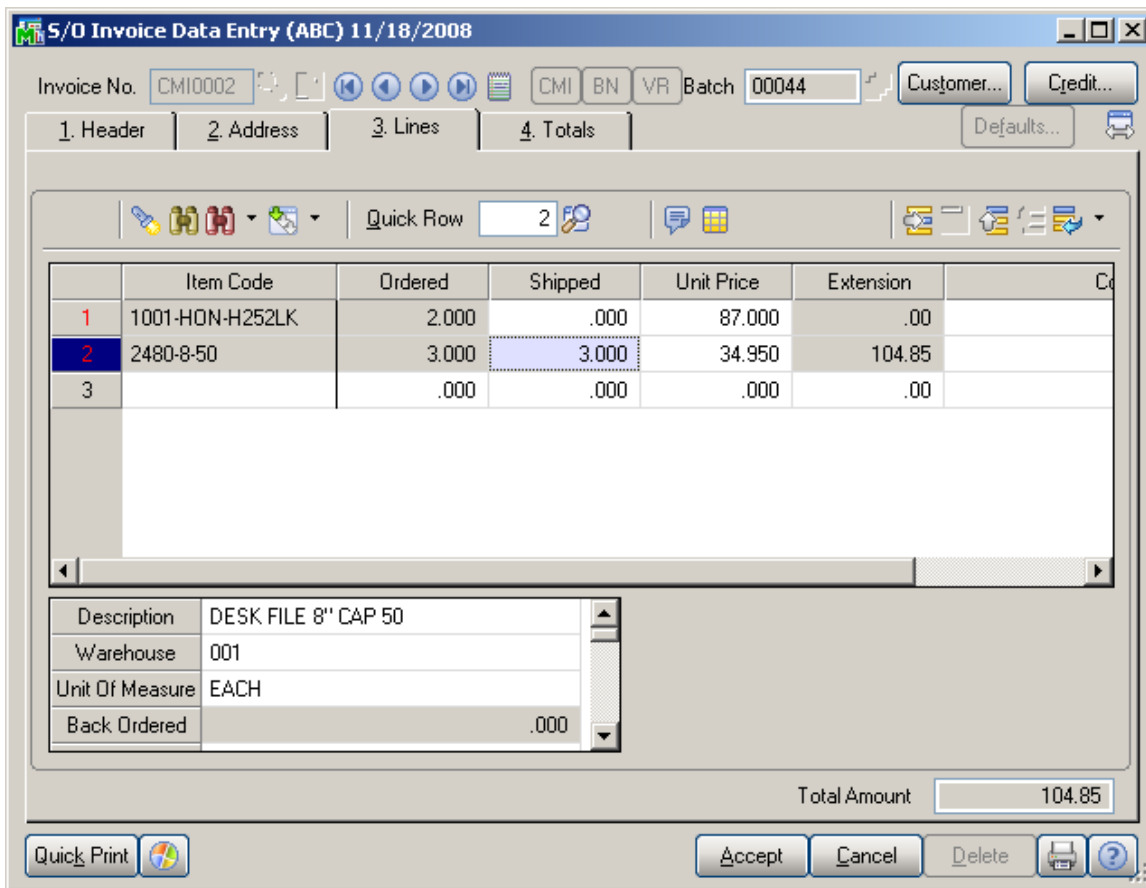
A message appears asking whether all the items listed on the sales order will be shipped or only the distributed ones.

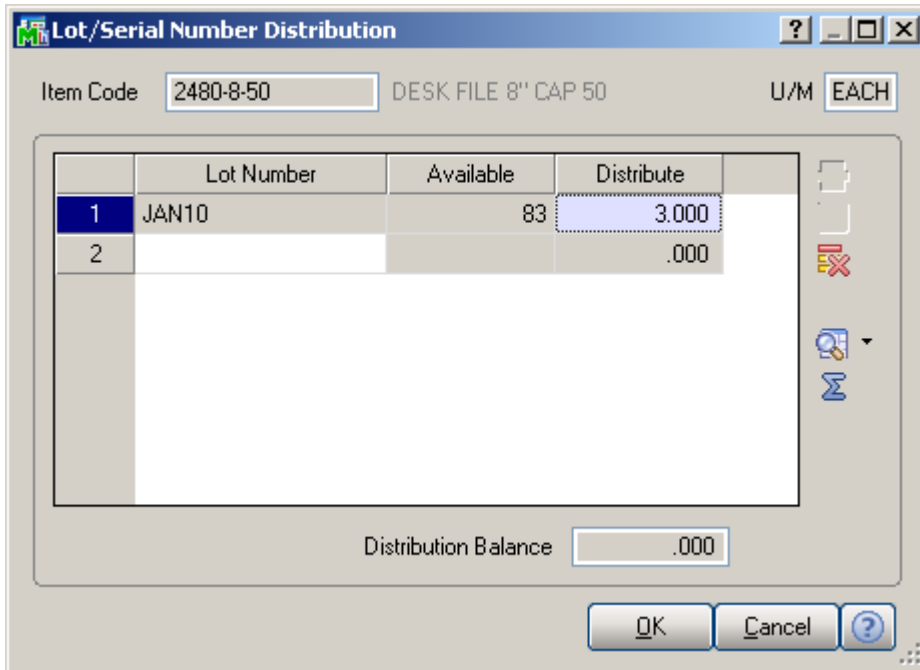
Sage MAS 90

Do you want to ship the complete sales order ?

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.

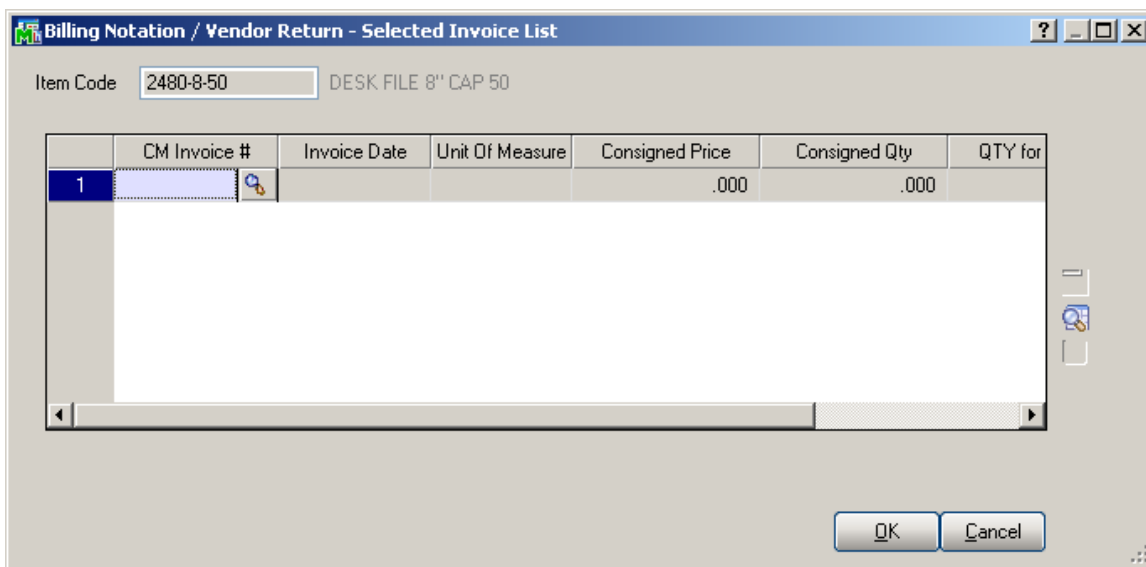
Shipping the distributed order means that Lot/Serial items will be shipped in quantity equal to the quantity distributed in the order. This option does not affect the regular (non-lot/serial) items and the Shipped Qty for regular Items is set to 0.



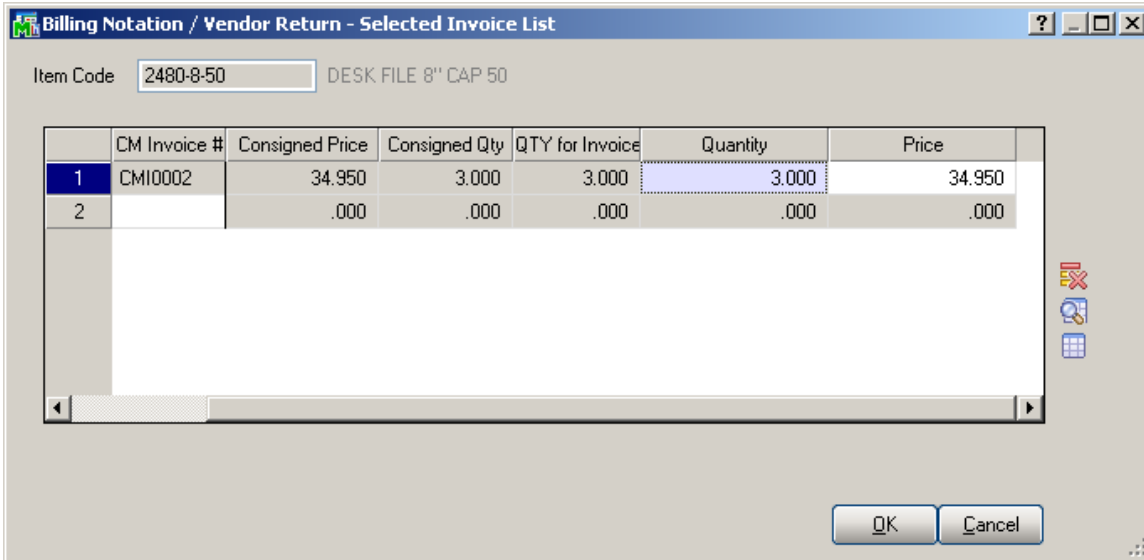


Note that an invoice cannot be accepted with lines not fully distributed.

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.

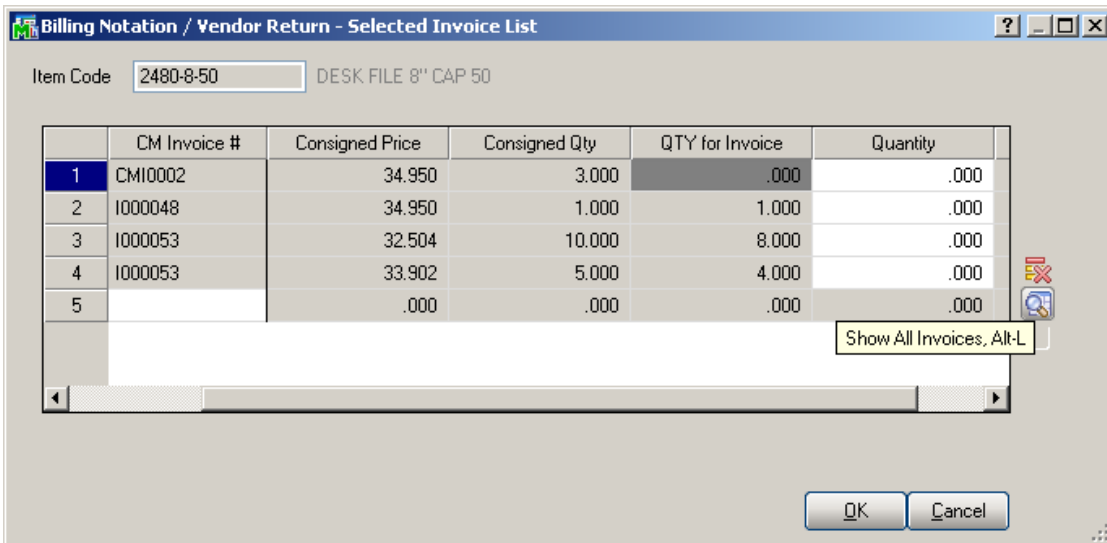


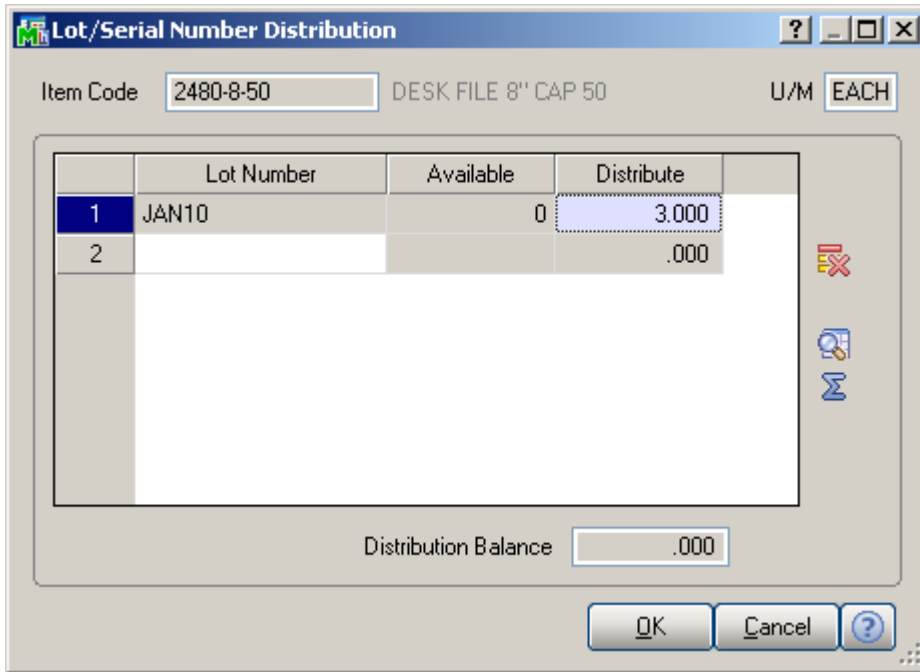
When the CM Invoice Number is entered, the default values are displayed in the following fields:

- 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.

Click the **Lookup** button to list all CM Invoices for the selected Item.





Item Code: 2480-8-50 DESK FILE 8" CAP 50 U/M: EACH

	Lot Number	Available	Distribute
1	JAN10	0	3.000
2			.000

Distribution Balance: .000

Buttons: OK, Cancel, ?

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

5/O Invoice Data Entry (ABC) 11/18/2008

Invoice No. BN00002 CMI BN VR Batch 00043 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	3.000	3.000	34.950	.00	
2		.000	.000	.000	.00	

Description	DESK FILE 8" CAP 50
Warehouse	CMD
Unit Of Measure	EACH
Back Ordered	.000

Total Amount .00

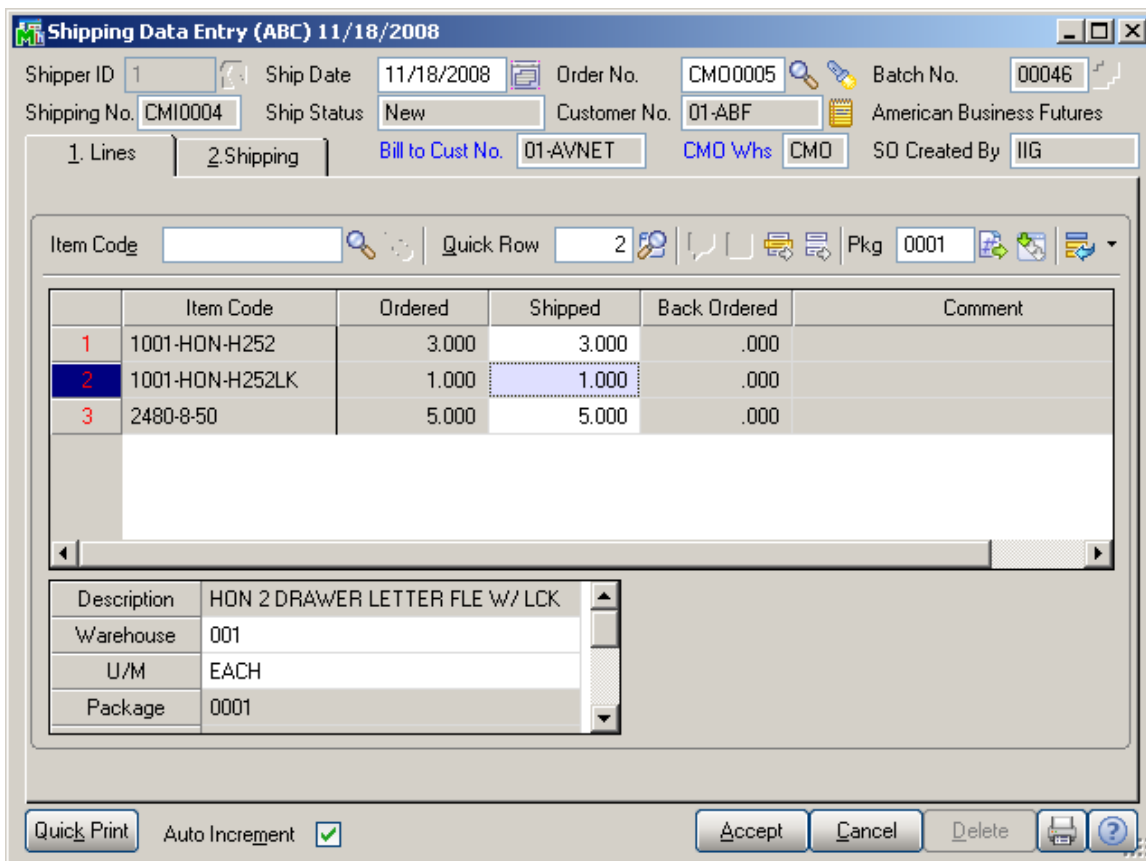
Quick Print Accept Cancel Delete

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. 4.30 26

This the corresponding CMI invoice of the displayed shipping:

The screenshot shows a software window titled "S/O Invoice Data Entry (ABC) 11/18/2008". The interface includes a header section with fields for Invoice No. (CMI0004), Batch (00046), and Shipper ID (1). Below this are tabs for 1. Header, 2. Address, 3. Lines, and 4. Totals. The main area is divided into several sections: Invoice Date (11/18/2008), Invoice Type (Standard Invoice), Sales Order Number (CMI0005), Customer No. (01-ABF), American Business Futures, Cust PO, Bill to Customer No. (01-AVNET), and CMD Warehouse (CMD). A left sidebar contains Order Status (New), Ship Date (11/18/2008), Due Date (12/18/2008), Discount Date (11/18/2008), Warehouse (001), EAST WAREHOUSE, Sales Tax, Schedule (WI), and Wisconsin. The right section contains fields for Apply to Inv #, 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., Comment (0000021-0000002/Batch 21), Salesperson (0100, Jim Kentley), and Split Comm. (No). A "Print Invoice" checkbox is checked. 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: 00047

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: 0000141

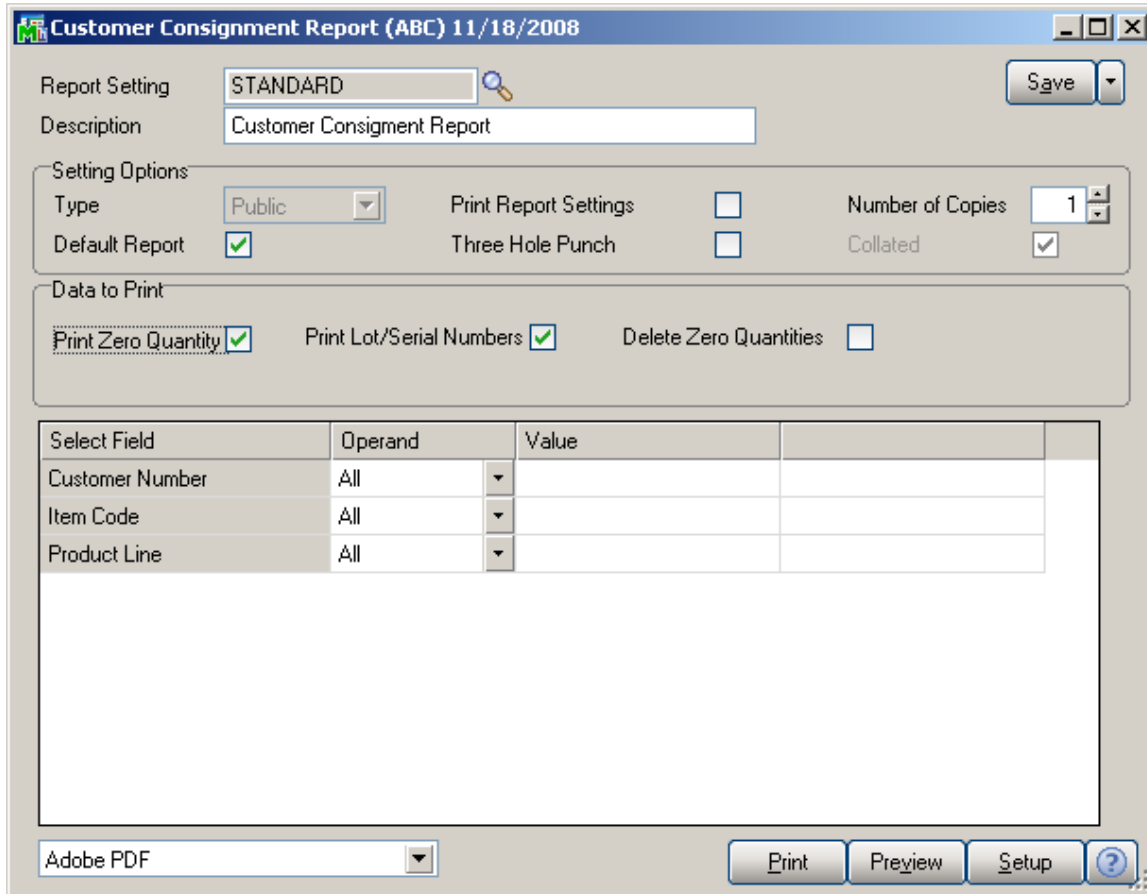
Next Automatic CM Invoice Number: CMI0005

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 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:

The screenshot shows a software window titled "View Customer Consignment Report" with a "Preview" button and a "powered by crystal" logo. The main content is 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-H254LK	HON 4 DRAWER LETTER FILE W/LCK	
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