



Information Integration Group, Inc.

# 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  
    **ODBC Security**..... 5  
    **Role Maintenance** ..... 5

*Introduction* ..... 6

*Setup*..... 7  
    **Sales Order Options** ..... 7  
    **Customer Maintenance**..... 9

*Processing*..... 11  
    **Sales Order Entry**..... 11  
    **Invoice Data Entry** ..... 15  
    **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.

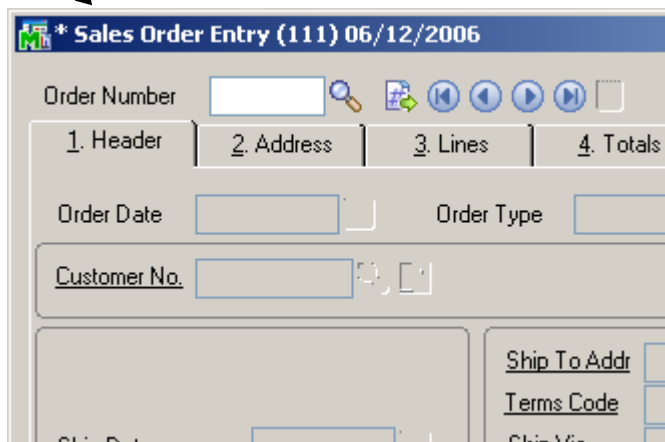
### Wait! Before You Install – Do You Use CUSTOM OFFICE?

**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!**

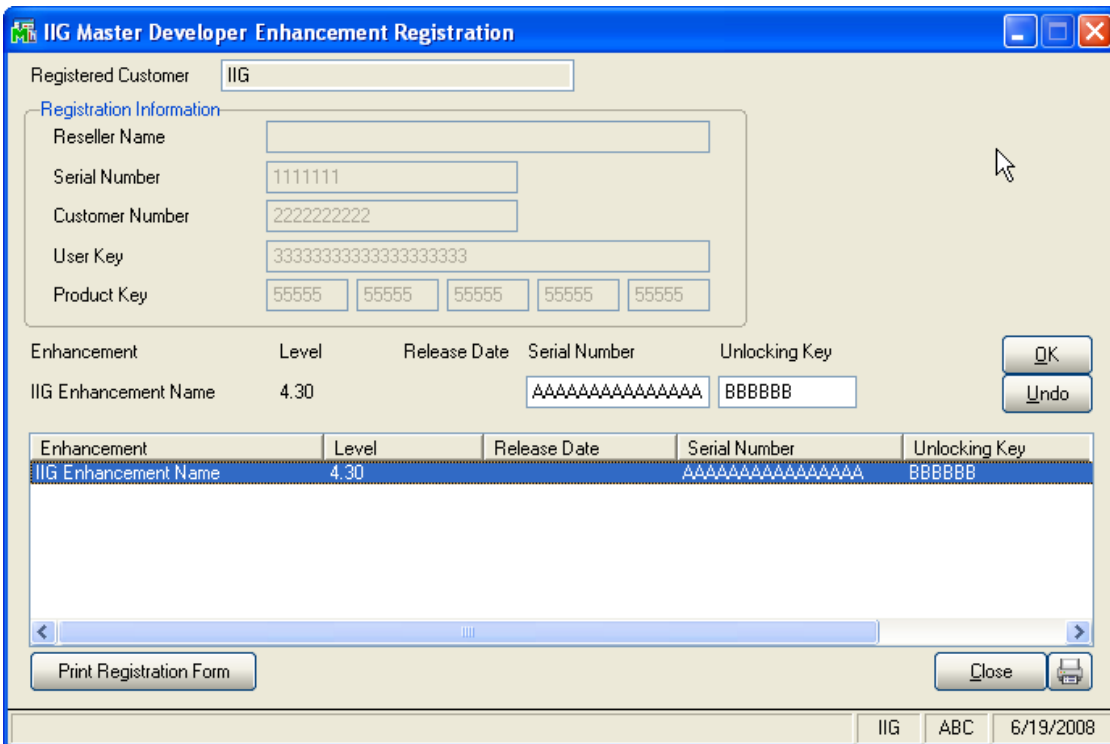


Registering IIG products

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**.



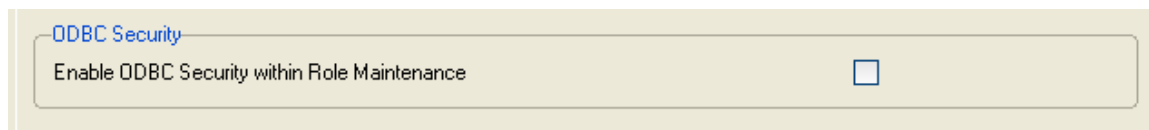
Enter **Serial Number** and **Unlocking Key** provided by IIG, and click **OK**.

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.

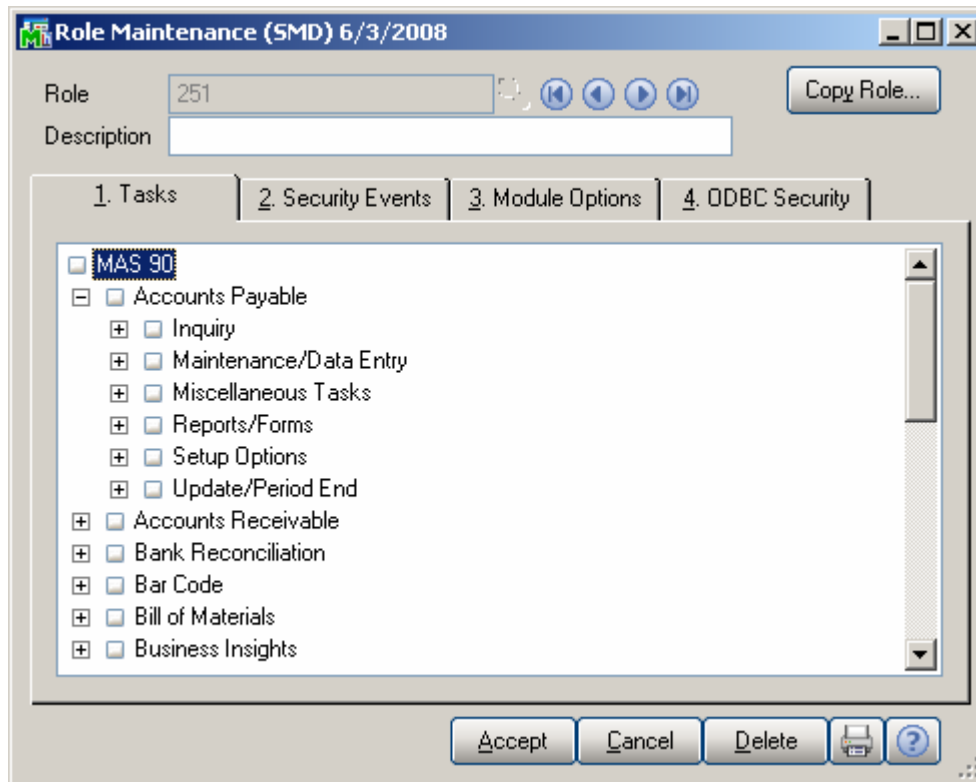
## ODBC Security

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.



## 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

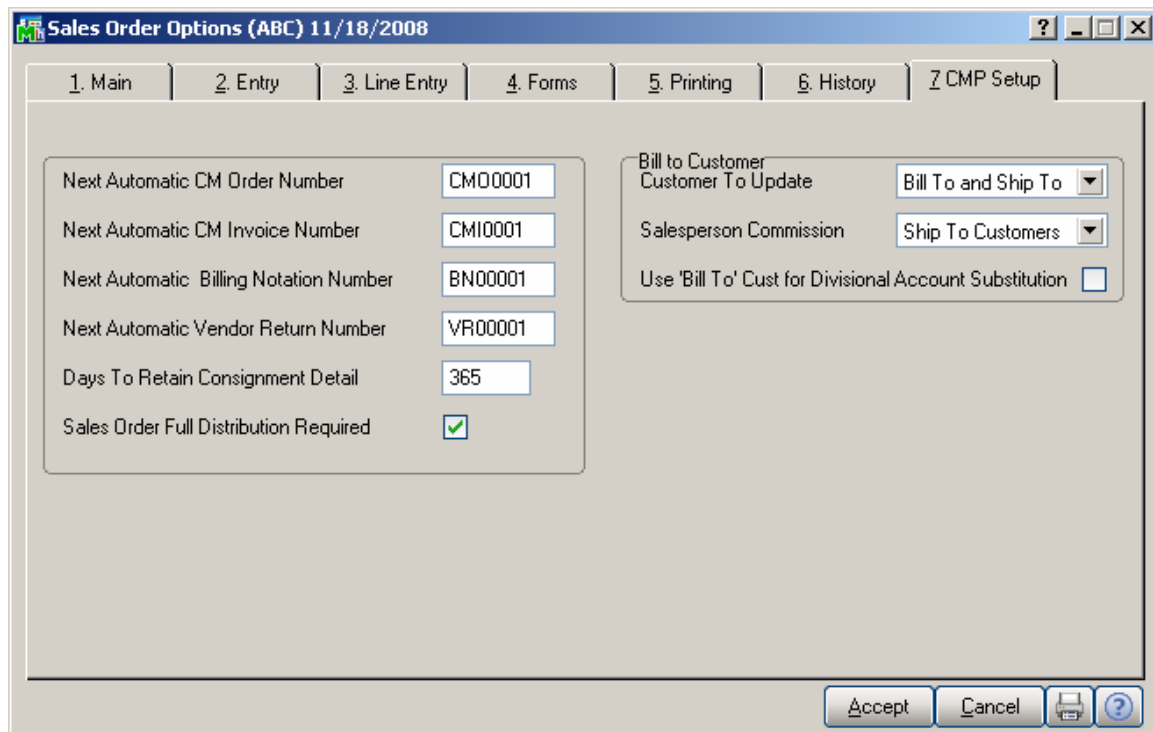
### Sales Order Options

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**.

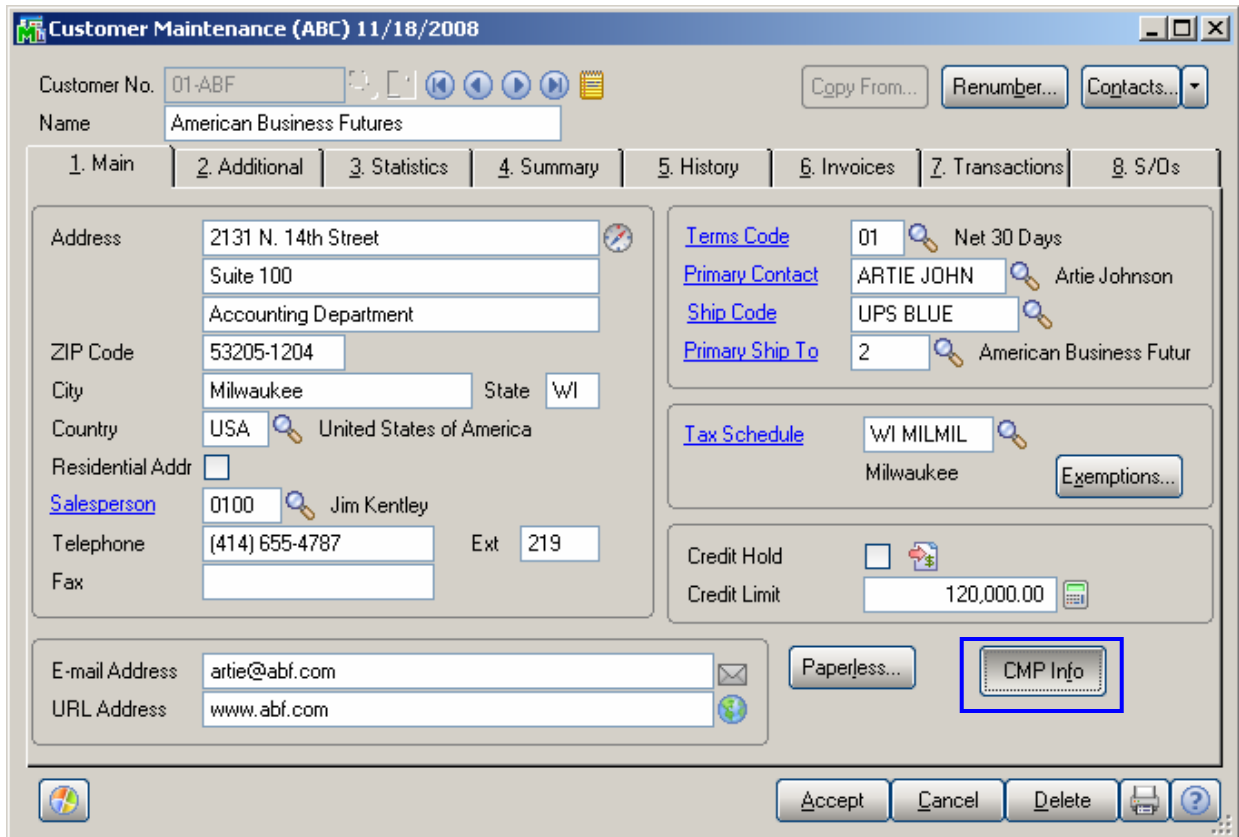
Check the **Use Bill To Cust for Divisional Account Substitution** box if you want to use the accounts set for the Division of the Bill To Customer.

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

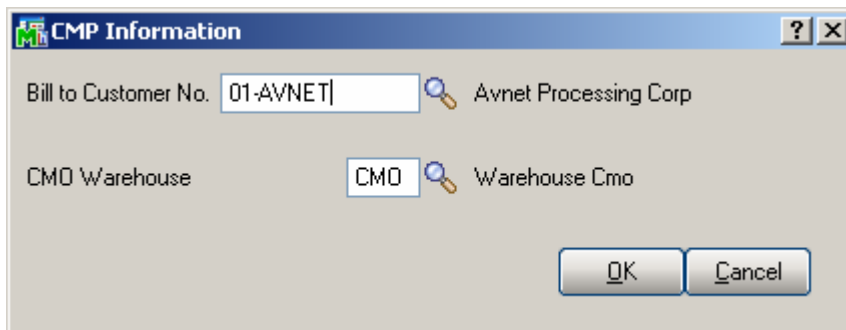
If this check box is cleared, orders can be accepted without distributing all the lines. This option is applied to both Sales and Consignment Orders (SO and CMO).

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.

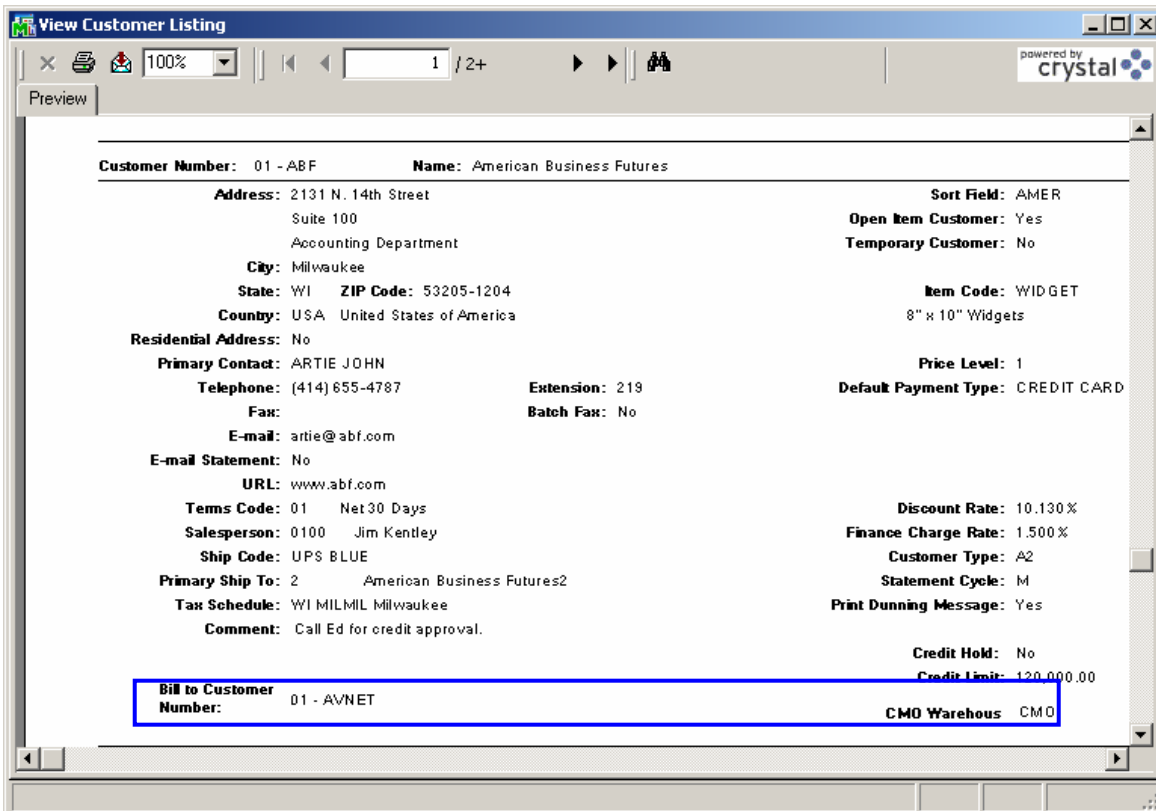


The **Bill To Customer** field is defaulted to the **Customer No.** Enter the **Bill To Customer No** if you are going to bill a customer different from the one you are selling and shipping goods to.

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 with several fields: "Order Date" (11/18/2008), "Order Type" (Standard Order), "Ship Date" (11/18/2008), "Warehouse" (001 EAST WAREHOUSE), "Print Order" (checked), "Print Pick Sheet" (checked), and "Salesperson" (empty). Below this section are two more fields: "Ship Via" and "FOB", both empty. At the bottom right, there are three buttons: "OK", "Cancel", and a help icon.

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.

**Sales Order Entry (ABC) 11/18/2008**

Order Number: CM00002    CMO    Copy from...    Defaults...    Customer...    Credit...

1. Header    2. Address    3. Lines    4. Totals    CMO Order

Order Date: 11/18/2008    Order Type: Standard Order    Master/Repeating No.:

Customer No.: 01-ABF    American Business Futures    Cust PO:

Bill to Customer No.: 01-AVNET

Ship Date: 11/18/2008

Status: New    Reason:    Whse: 001    EAST WAREHOUSE

Sales Tax Schedule: WI    Wisconsin:

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.    Batch Fax:

Comment:

Salesperson: 0100    Jim Kentley

Split Comm.: No    Split Comm...

Print Order:     Print Pick Sheets:

Quick Print...    Recalc Price    Accept    Cancel    Delete    ?

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 Recalc Aging

Salesperson 0200 Shelly Westland 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 Last Statement 4/30/2003

Date Established 1/1/2002 Highest Balance 595.00

Last Activity Date 11/18/2008

Last Payment Date 5/31/2003

Last Payment Amount 1,000.00 Date Last Finance Charge 4/30/2003

Date of Last Aging 11/18/2008 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**.

Default Values for S/O Invoice Data Entry

Next Invoice No. 0000140 Next BN Invoice No. BN00001

Next CM Invoice No. CMI0001 Next VR Invoice No. VR00001

Invoice Date 11/18/2008

Invoice Type Standard Invoice

Ship Date 11/18/2008

Warehouse 001 EAST WAREHOUSE

Print Invoices

Salesperson

Ship Via

FOB

OK Cancel ?

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...", "Print Invoice" (checked), "Tracking...", "Split Comm...", "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.

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.

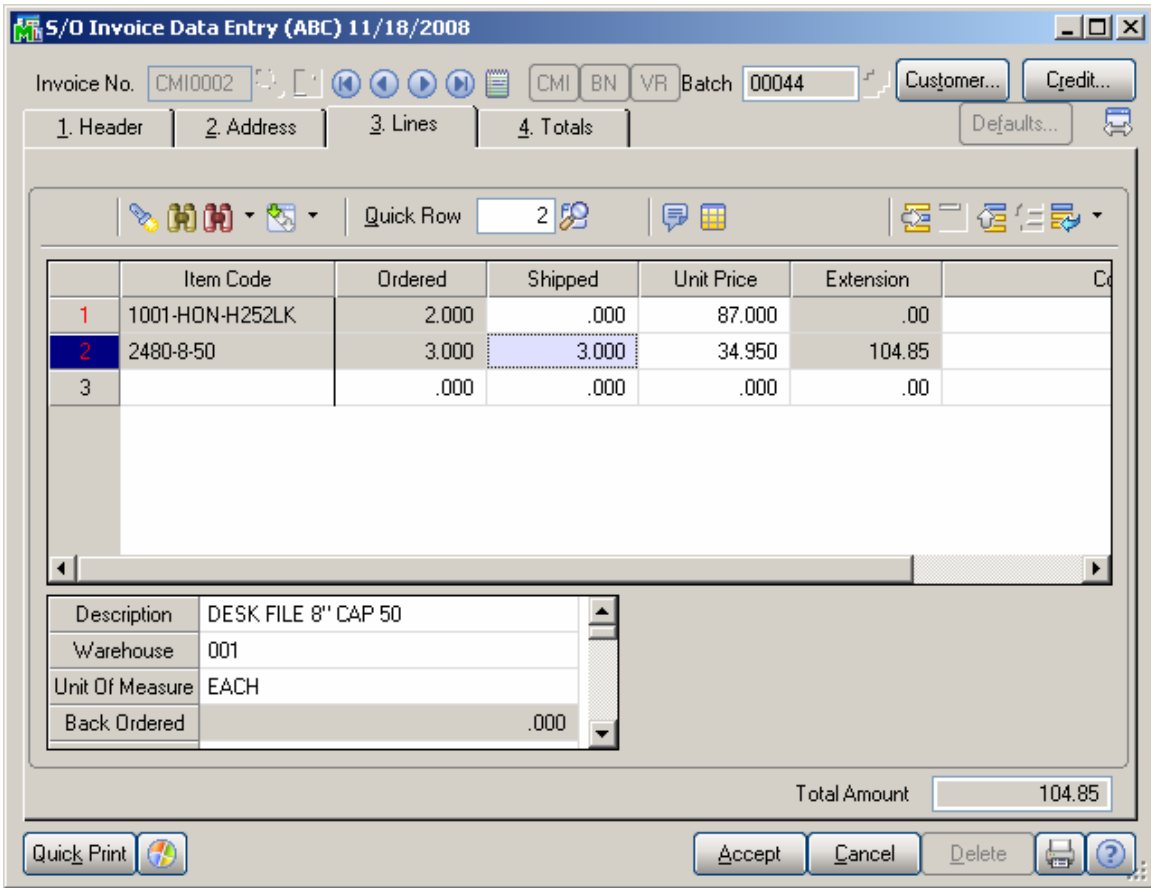
Kits, miscellaneous and special items cannot be processed in the invoices for CM Orders.

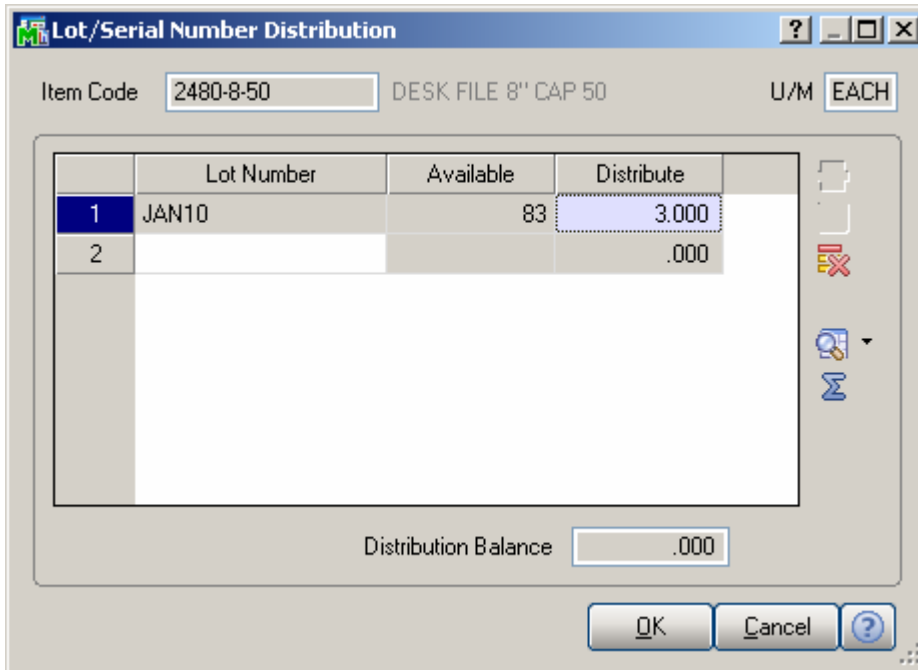
If the **Sales Order Full Distribution Required** check box in the **Sales Order Options** is cleared, the program displays a warning when creating an invoice to a sales order with not all lines distributed.

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

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.

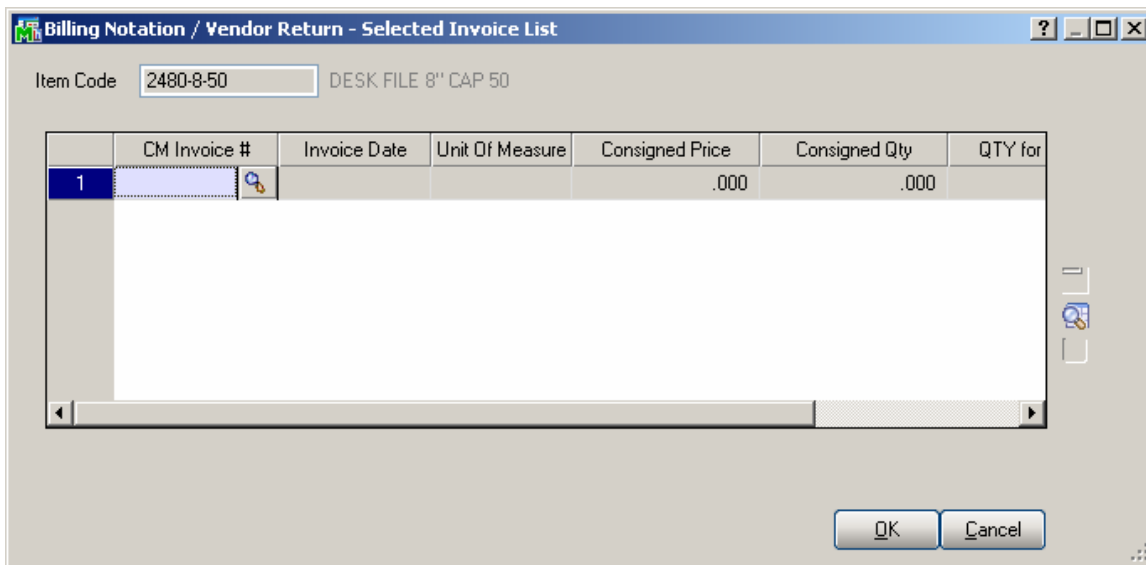
Shipping the distributed order means that Lot/Serial items will be shipped in quantity equal to the quantity distributed in the order. This option does not affect the regular (non-lot/serial) items and the Shipped Qty for regular Items is set to 0.



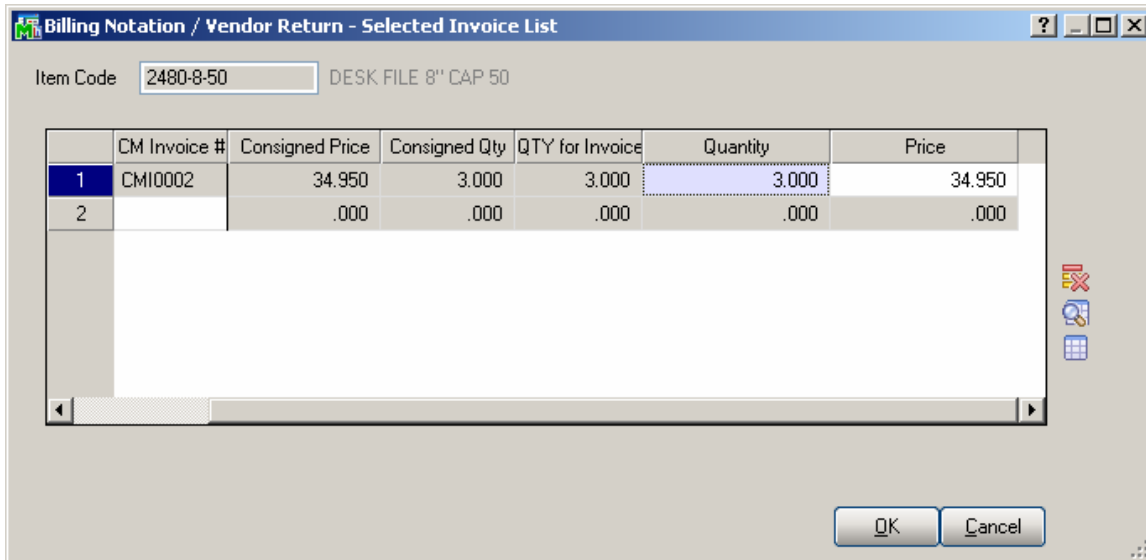


Note that an invoice cannot be accepted with lines not fully distributed.

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.

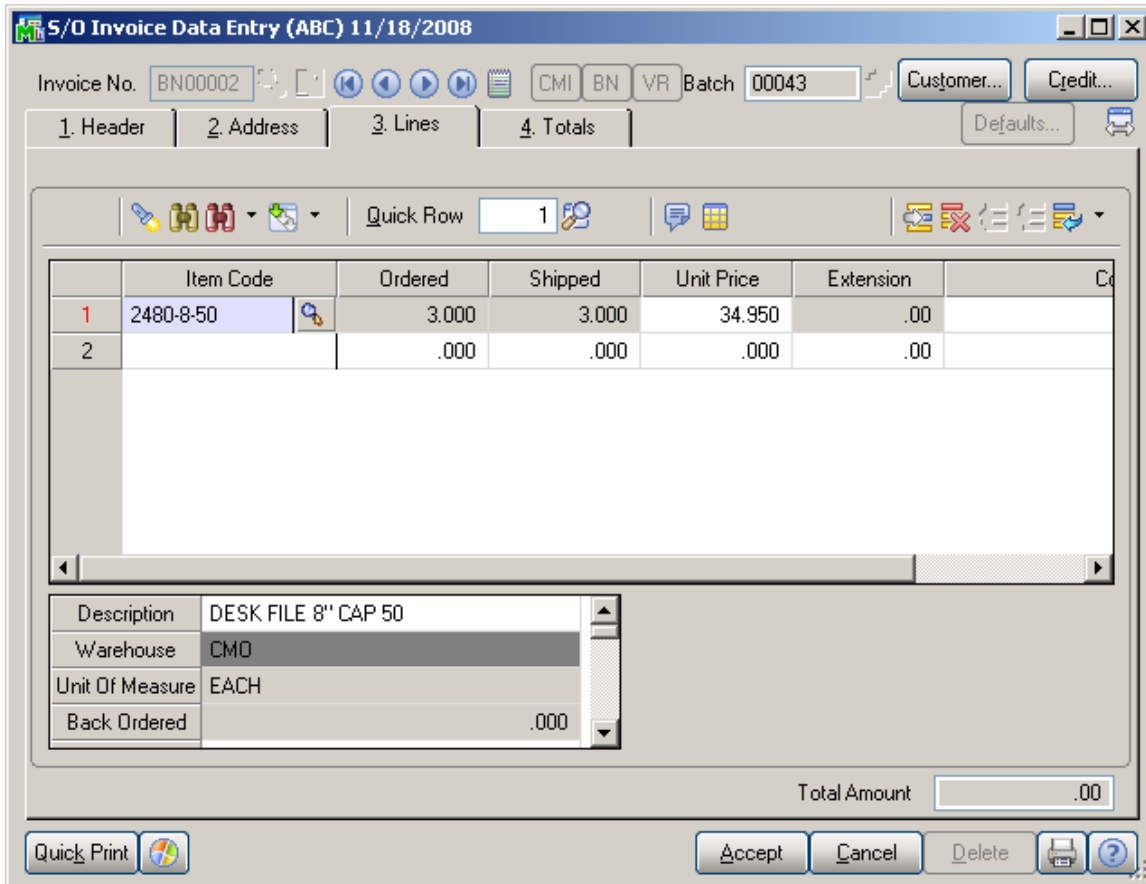
The screenshot shows a software window titled "Lot/Serial Number Distribution". At the top, there is a header bar with a question mark, minimize, maximize, and close buttons. Below the header, the "Item Code" is "2480-8-50" and the description is "DESK FILE 8'' CAP 50". The unit of measure is "EACH".

	Lot Number	Available	Distribute
1	JAN10	0	3.000
2			.000

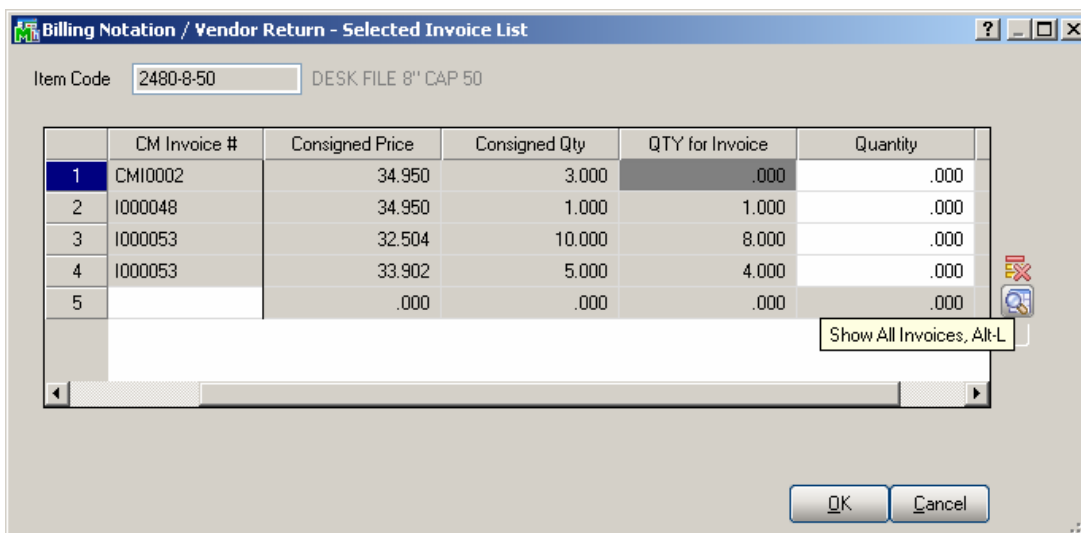
Below the table, there is a "Distribution Balance" field with the value ".000". At the bottom of the window, there are "OK", "Cancel", and a help button.

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.



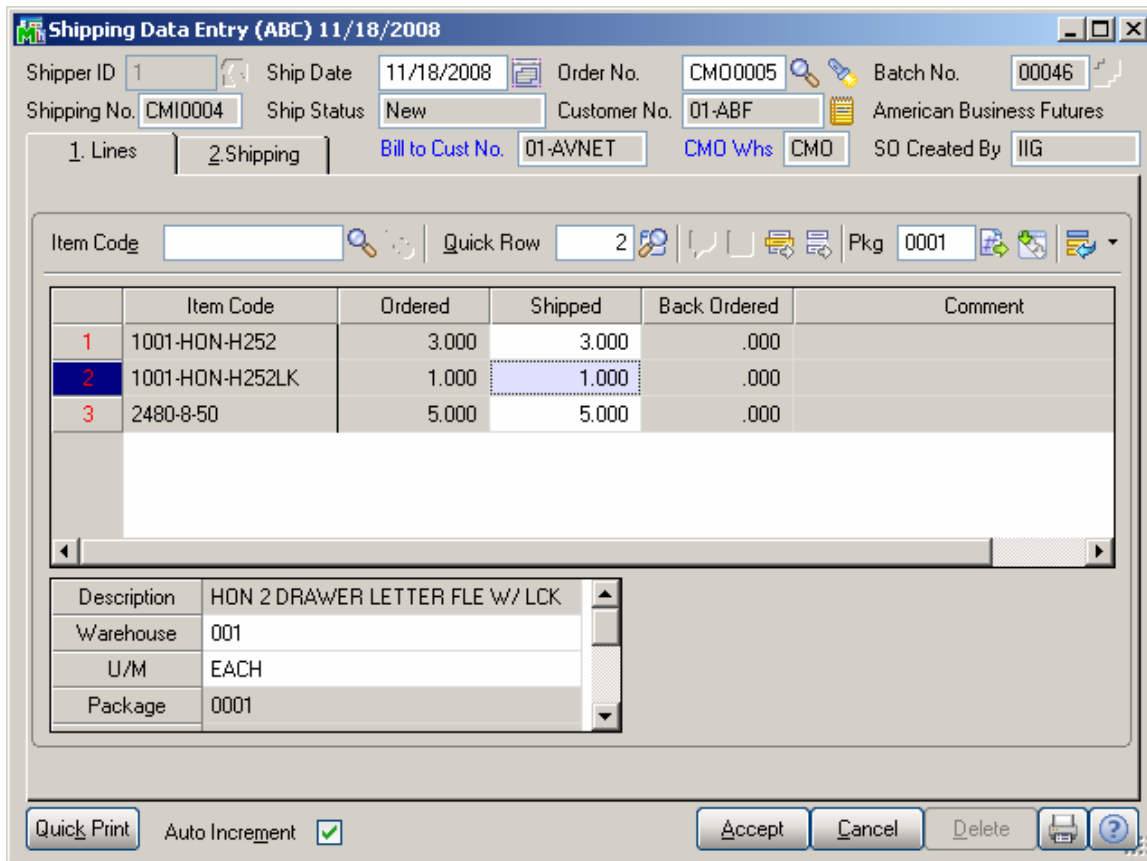
All the CM Invoices for the selected item will be loaded.  
 Enter quantity and price information for every CM invoice being billed  
 Click on “OK” button and process selected CM invoices.

**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.



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

This is the corresponding CMI invoice of the displayed shipping:

The screenshot shows the 'S/O Invoice Data Entry (ABC) 11/18/2008' window. The interface includes a top navigation bar with tabs for '1. Header', '2. Address', '3. Lines', and '4. Totals'. The main area is divided into several sections:

- Invoice Information:** Invoice No. CMI0004, Batch 00046, Invoice Date 11/18/2008, Invoice Type Standard Invoice, Sales Order Number CMI0005.
- Customer and Warehouse:** Customer No. 01-ABF (American Business Futures), Bill to Customer No. 01-AVNET, CMD Warehouse CMO.
- Order Status and Dates:** Order Status New, Ship Date 11/18/2008, Due Date 12/18/2008, Discount Date 11/18/2008, Warehouse 001 (EAST WAREHOUSE).
- Shipping and Billing Details:** 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, Comment 0000021-0000002/Batch 21, Salesperson 0100 (Jim Kentley).
- Additional Fields:** Apply to Inv #, Print Invoice (checked), Tracking... button, 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: 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.

Customer Consignment Report (ABC) 11/18/2008

Report Setting: STANDARD Save

Description: Customer Consignment Report

Setting Options

Type: Public Print Report Settings:  Number of Copies: 1

Default Report:  Three Hole Punch:  Collated:

Data to Print

Print Zero Quantity:  Print Lot/Serial Numbers:  Delete Zero Quantities:

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

Adobe PDF Print Preview Setup ?

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:

**Customer Consignment Report**

Invoice Number	Invoice Date	Lot/Serial Number	Quantity Consigned	Quantity Billed/Return
<b>Customer Number:</b>		01-BRESLIN	Breslin Parts Supply	
<b>Item Number:</b>		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
<b>TOTAL FOR ITEM:</b>		1001-HON-H254LK	50.00	0.00
<b>Item Number:</b>		2480-8-50	DESK FILE 8"CAP 50	
CM10004	1/18/2008		15.00	0.00
CM10008	1/18/2008		5.00	0.00