



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
Role Maintenance	5
<i>Introduction</i>	6
<i>Setup</i>	7
Sales Order Options	7
Customer Maintenance	8
<i>Processing</i>	10
Sales Order Entry	10
Invoice Data Entry	13
Shipping Data Entry	21
Auto Generate Invoice Selection	23
Customer Consignment Report	24

Installation Instructions and Cautions

PLEASE NOTE: SAGE 100 ERP must already be installed on your system before installing any IIG enhancement. If not already done, perform your SAGE 100 ERP installation and setup now; then allow any updating to be accomplished automatically.

Once SAGE 100 ERP installation and file updating is complete, you may install your IIG enhancement product by following the procedure below.

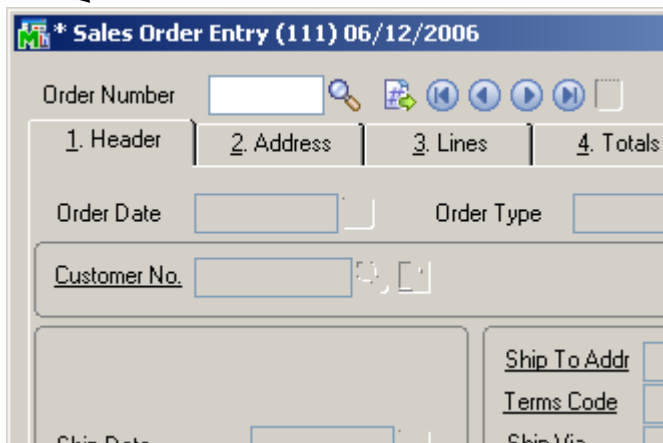
Wait! Before You Install – Do You Use CUSTOM OFFICE?

THIS IS AN IMPORTANT CAUTION: If you have Custom Office installed, **and** if you have modified any SAGE 100 ERP 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 **Customize 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 SAGE 100 ERP.

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	5.10		AAAAAAAAAAAAAAAA	BBBBB

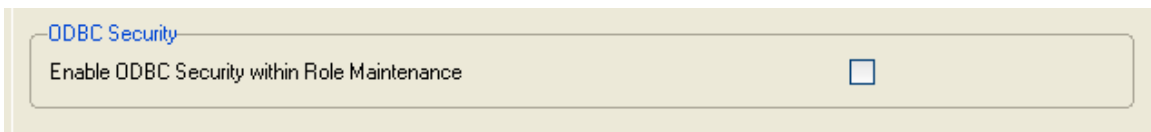
Enter **Serial Number** and **Unlocking Key** provided by IIG, and click **OK**.

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.

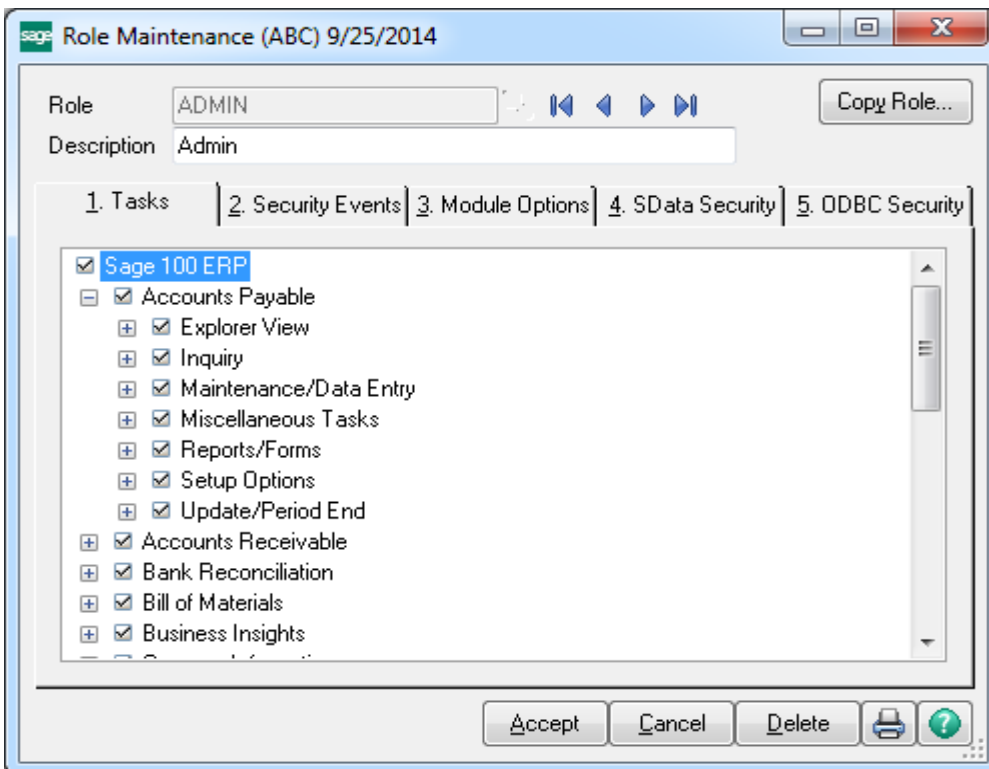
ODBC Security

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 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.

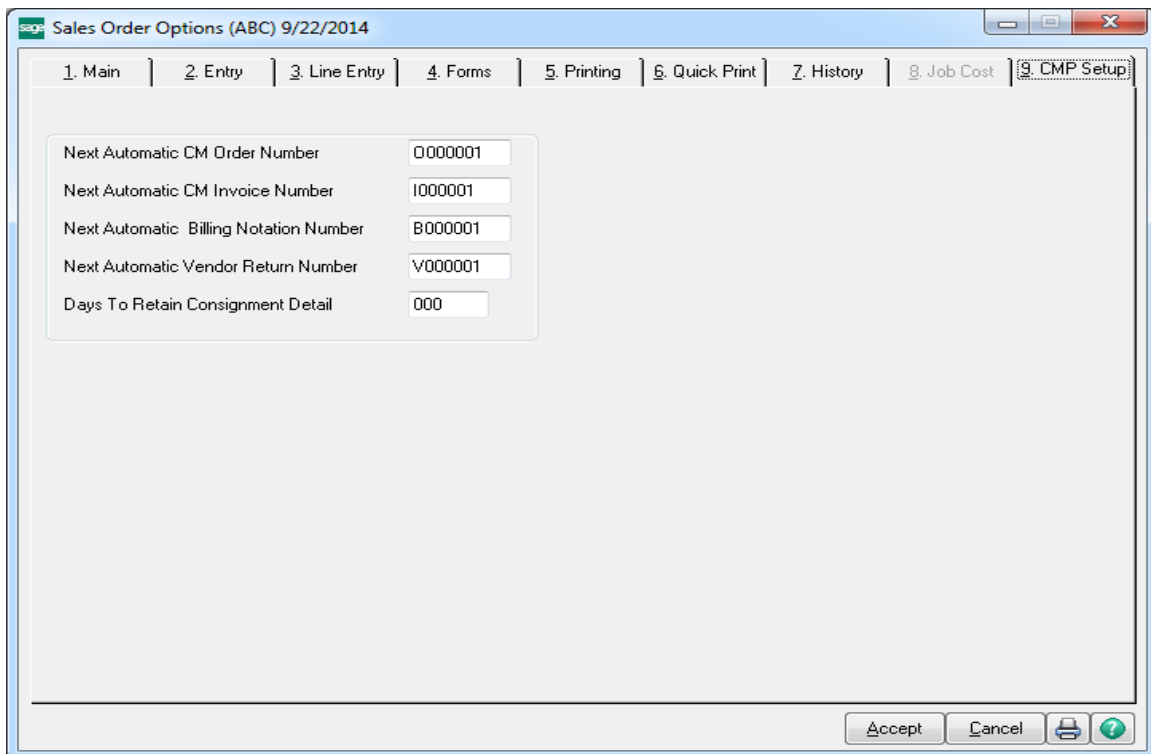
Setup

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:

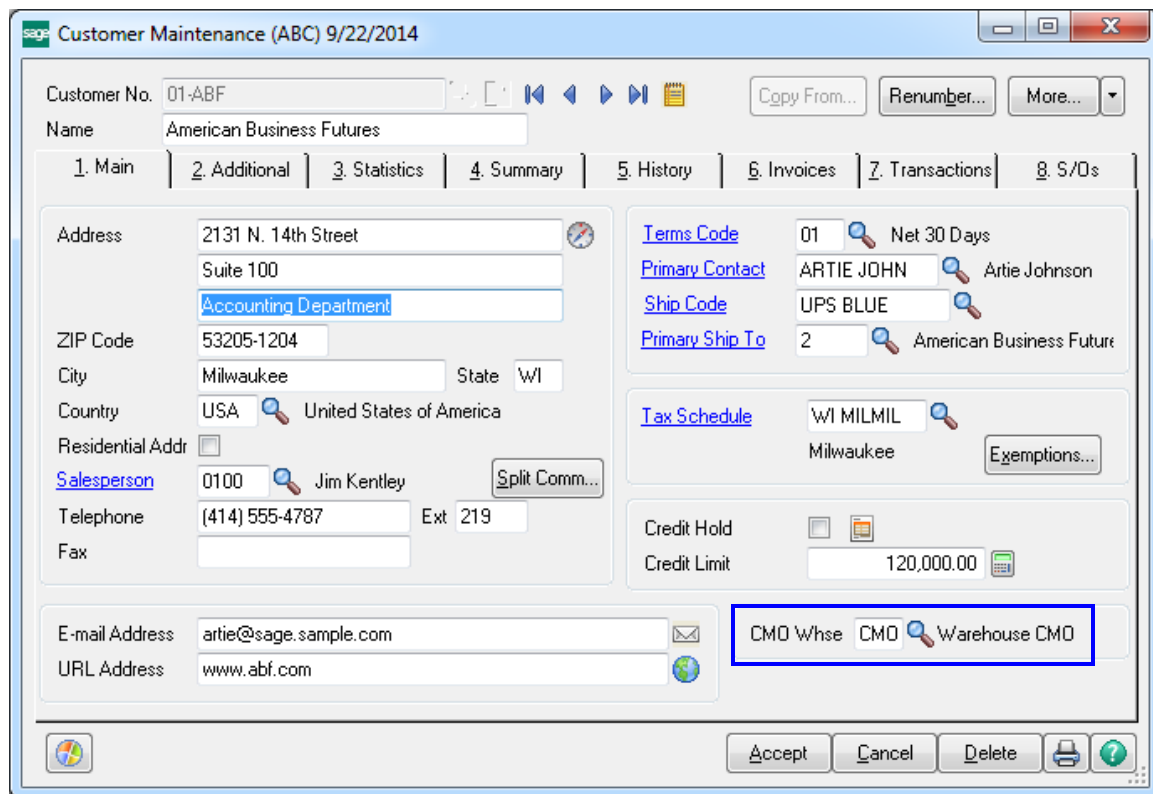
1. The next automatic **CM Order** and **Invoice** numbers, according to your numbering system.
2. The next **Billing Notation**, and **Vendor Return numbers**.
3. Information about how your company retains **Consignment Detail** information.



Option	Value
Next Automatic CM Order Number	0000001
Next Automatic CM Invoice Number	1000001
Next Automatic Billing Notation Number	B000001
Next Automatic Vendor Return Number	V000001
Days To Retain Consignment Detail	000

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.



Customer Maintenance (ABC) 9/22/2014

Customer No. 01-ABF
Name American Business Futures

1. Main | 2. Additional | 3. Statistics | 4. Summary | 5. History | 6. Invoices | 7. Transactions | 8. S/Os

Address 2131 N. 14th Street
Suite 100
Accounting Department
ZIP Code 53205-1204
City Milwaukee State WI
Country USA United States of America
Residential Addr
Salesperson 0100 Jim Kentley Split Comm...
Telephone (414) 555-4787 Ext 219
Fax

Terms Code 01 Net 30 Days
Primary Contact ARTIE JOHN Artie Johnson
Ship Code UPS BLUE
Primary Ship To 2 American Business Future

Tax Schedule WI MILMIL Milwaukee Exemptions...

Credit Hold
Credit Limit 120,000.00

E-mail Address artie@sage.sample.com
URL Address www.abf.com

CMO Whse CMO Warehouse CMO

Accept Cancel Delete Print Help

User can assign a CMO Warehouse to the selected Customer.

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 **CMO Warehouse** field information is included in the **Customer Listing** printout.

Customer Listing

Sorted by Customer Number
Active Customers Only

ABC Distribution and Service Corp. (ABC)

Customer Number / Name: 01-ABF American Business Futures

Address: 2131 N. 14th Street
Suite 100
Accounting Department
City: Milwaukee
State: WI ZIP Code: 53205-1204
Country: USA United States of America

Sort: AMER
Open Item Customer: Yes
Customer Status: Active

Residential Address: No

Primary Contact: ARTIEJOHN Artie Johnson
Telephone: (414) 555-4787 Extension: 219
Fax: Batch Fax: No

Price Level: 1
Default Payment Type: NONE
CMO Warehouse:

E-mail Address: artie@sage.sample.com
URL Address: www.abf.com

Discount Rate: 0.000%
Finance Charge Rate: 1.500%
Customer Type: A2
Statement Cycle: M

Terms Code: 01 Net 30 Days
Salesperson: 0100 Jim Kentley
Ship Code: UPS BLUE
Primary Ship To: 2 American Business Futures
Tax Schedule: W/MILMIL Milwaukee
Print Dunning Message: Yes
Use Sage Data Cloud for Invoice Printing: No
Credit Hold: No
Credit Limit: 120,000.00

Comment: Call Ed for credit approval.

Item Code: WIDGET
Item Code Description: 8" x 10" Widgets

Customer Number / Name: 01-AVNET Avnet Processing Corp

Address: 2261 W. Kenosha
City: AVNET

Current Page No.: 1 | Total Page No.: 1+ | Zoom Factor: 100%

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" with the following fields and values:

- Next Order No.: 0000176
- Next CM Order No.: 0000007
- Order Date: 9/25/2014
- Order Type: Standard Order
- Ship Date: 9/25/2014
- Warehouse: 001 EAST WAREHOUSE
- Print Order:
- Print Pick Sheet:
- Salesperson: (empty)
- Ship Via: (empty)
- FOB: (empty)

Buttons at the bottom: OK, Cancel, and a Help icon.

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

Customer No. 01-ABF American Business Futures Recalc Aging

Salesperson 0100 Jim Kentley

Credit Limit	A/R Balance	C/M Balance	Open Order	This Order	Remaining
120,000.00	5,732.36	272.85	9,172.49	.00	105,095.15

Current	30 Days	60 Days	90 Days	120 Days
5,732.36	.00	.00	.00	.00

Avg Days Pay/Overdue 4 / 0

Date Last Statement 5/1/2010

Date Established 1/1/2009

Highest Balance 3,462.54

Last Activity Date 9/22/2014

Last Payment Date 5/31/2010

Last Payment Amount 864.25

Date Last Finance Charge 4/30/2010

Date of Last Aging 6/14/2006

Unpaid Finance Charge 43.89

Hold OK Delete ?

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

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.

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.

Sage S/O Invoice Data Entry (ABC) 9/25/2014

Invoice No. [] CMI BN VR [] Defaults... Customer... Credit...

1. Header | 2. Address | 3. Lines | 4. Totals | 5. Credit Card

Invoice Date [] Invoice Type [] Sales Order Number []

Customer No. [] Cust PO []

Order Status: 1 Step
Ship Date []
Due Date []
Discount Date []
Warehouse []

Sales Tax []
Schedule []

Apply to Inv # [] Print Invoice
Ship To Addr []
Terms Code []
Ship Via [] FOB [] Tracking...
Confirm To []
E-mail []
Fax No. [] Batch Fax
Comment []
Salesperson []
Split Comm. No

Quick Print [] Recalc Tax [] Accept Cancel Delete []

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 software dialog box titled "Default Values for S/O Invoice Data Entry". It contains several input fields and controls:

- Next Invoice No.: 0100058
- Next BN Invoice No.: B000004
- Next CM Invoice No.: I000005
- Next VR Invoice No.: V000001
- Invoice Date: 9/25/2014 (with a calendar icon)
- Invoice Type: Standard Invoice (dropdown menu)
- Ship Date: 9/25/2014 (with a calendar icon)
- Warehouse: 001 (with a magnifying glass icon) EAST WAREHOUSE
- Print Invoices:
- Salesperson: (empty text field)
- Ship Via: (empty text field with a magnifying glass icon)
- FOB: (empty text field)
- Buttons: OK, Cancel, and a help icon (?)

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 the Sage S/O Invoice Data Entry window for invoice 1000005. The window title is "Sage S/O Invoice Data Entry (ABC) 9/25/2014". At the top, there are navigation buttons: "Defaults...", "Customer...", and "Credit...". Below this is a tabbed interface with tabs for "1. Header", "2. Address", "3. Lines", "4. Totals", and "5. Credit Card". The "Header" tab is active, showing the following information:

- Invoice No.: 1000005
- Invoice Date: 9/25/2014
- Invoice Type: Standard Invoice
- Sales Order Number: 0000006
- Customer No.: 01-ABF (American Business Futures)
- Cust PO: [Empty]
- CMO Warehouse: CMO
- Order Status: New
- Ship Date: 9/25/2014
- Due Date: 10/25/2014
- Discount Date: 9/25/2014
- Warehouse: 001 (EAST WAREHOUSE)
- Sales Tax Schedule: WI
- Wisconsin: [Empty]
- Apply to Inv #: [Empty]
- Ship To Addr: 2 (American Business Futures)
- Terms Code: 01 (Net 30 Days)
- Ship Via: UPS BLUE (FOB [Empty])
- Confirm To: John Quinn
- E-mail: artie@sage.sample.com
- Fax No.: [Empty] (Batch Fax:)
- Comment: [Empty]
- Salesperson: 0100 (Jim Kentley)
- Split Comm.: No

At the bottom of the window, there are buttons for "Quick Print", "Accept", "Cancel", "Delete", and a help icon.

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

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

Customer No. 01-ABF American Business Futures Recalc Aging

Salesperson 0100 Jim Kentley

Credit Limit	A/R Balance	C/M Balance	Open Order	This Invoice	Remaining
120,000.00	5,732.36	272.85	9,172.49	272.85	104,822.30

Current	30 Days	60 Days	90 Days	120 Days
5,732.36	.00	.00	.00	.00

Avg Days Pay/Overdue 4 / 0 Date Last Statement 5/1/2010

Date Established 1/1/2009 Highest Balance 3,462.54

Last Activity Date 9/22/2014

Last Payment Date 5/31/2010

Last Payment Amount 864.25 Date Last Finance Charge 4/30/2010

Date of Last Aging 6/14/2006 Unpaid Finance Charge 43.89

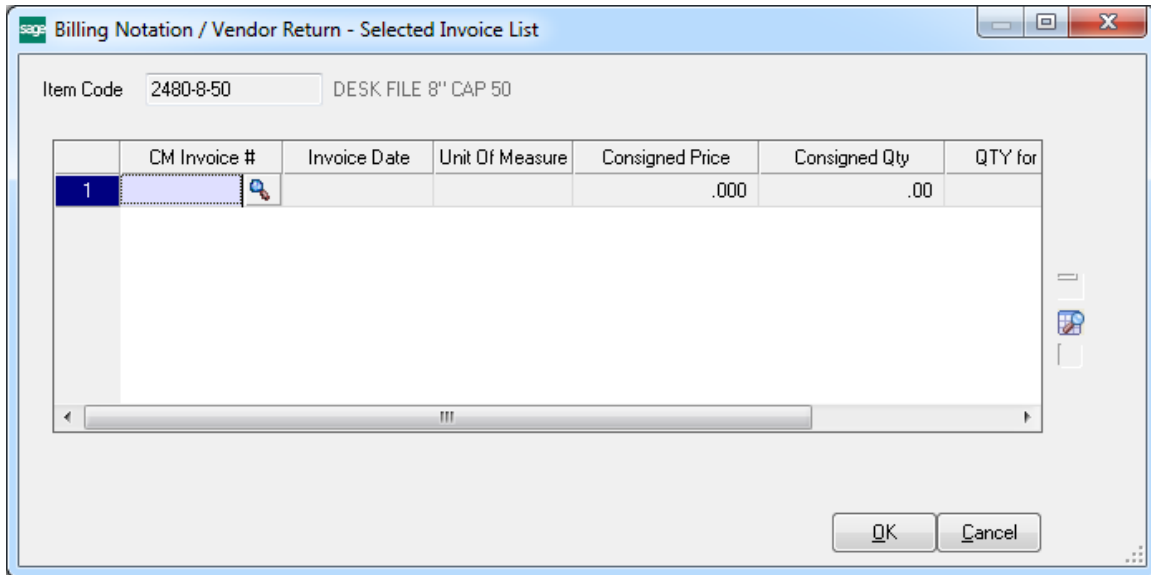
OK Delete ?

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

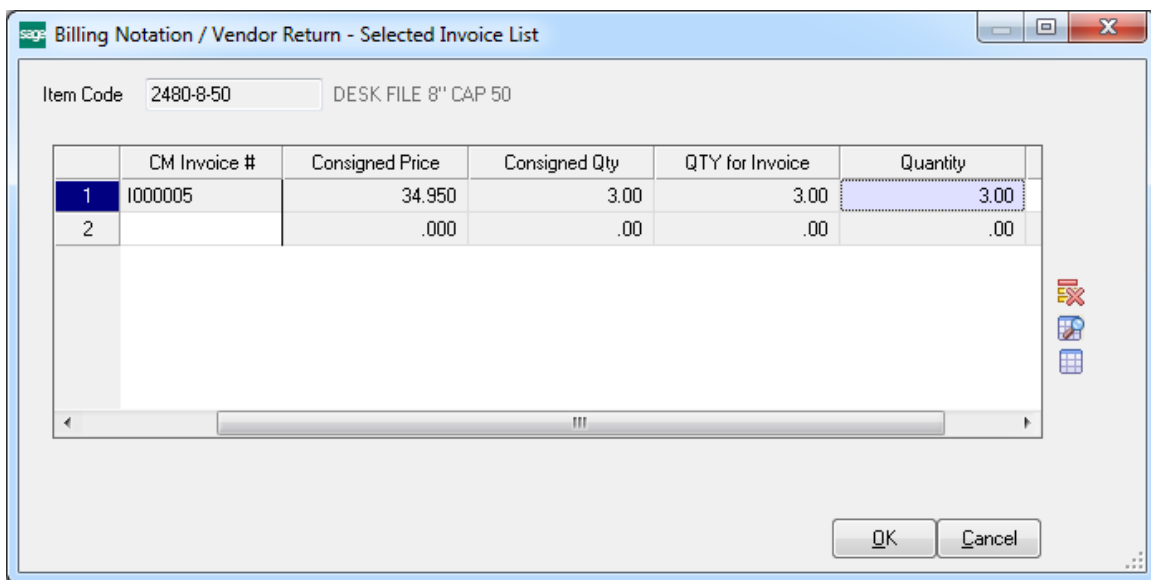
On the **Lines** tab of the **Invoice Data Entry** screen, the DC (Discount), DS (Drop Ship), and CM (Commission) check boxes cannot be selected for Consignment Merchandise Invoices.

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

In case of **Billing Notations** and **Vendor Returns**, when the Item Number is entered, the following screen is displayed:



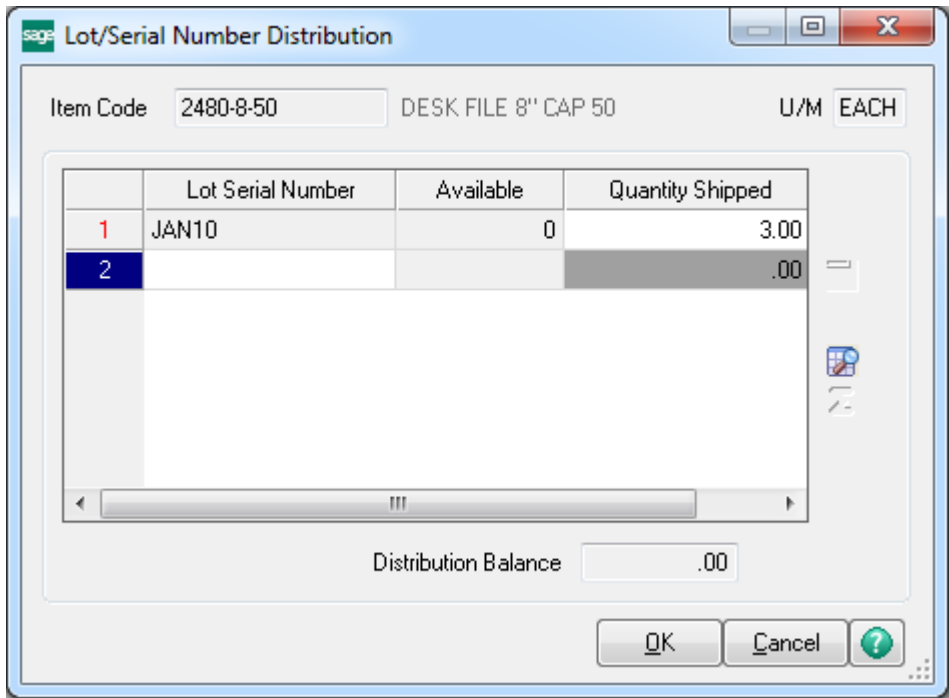
Enter the **CM Invoice Number** to be distributed.



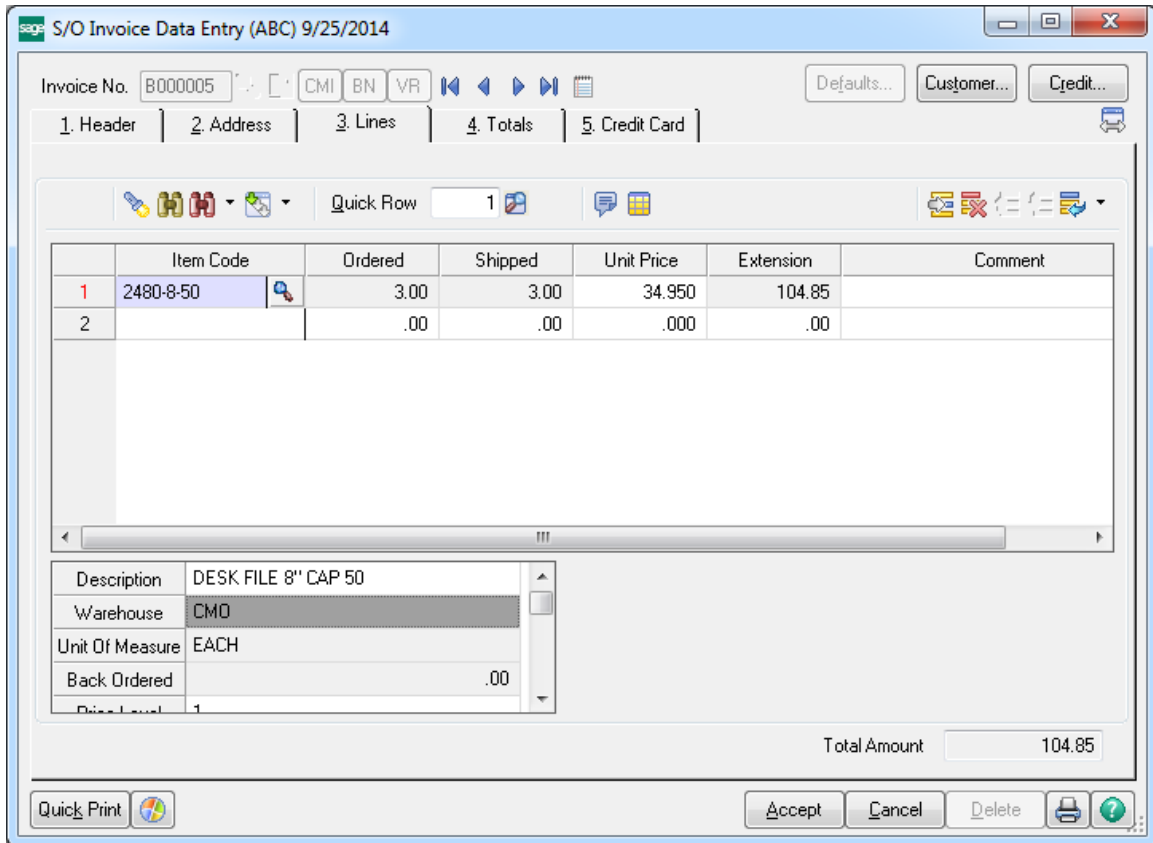
When the CM Invoice Number is entered, the default values are displayed in the following fields:

- Consignment Merchandise Invoice Date.
- Consigned Price for Consignment Merchandise item.
- Consigned Quantity for the Consignment Merchandise Invoice.
- Available Quantity in Inventory.

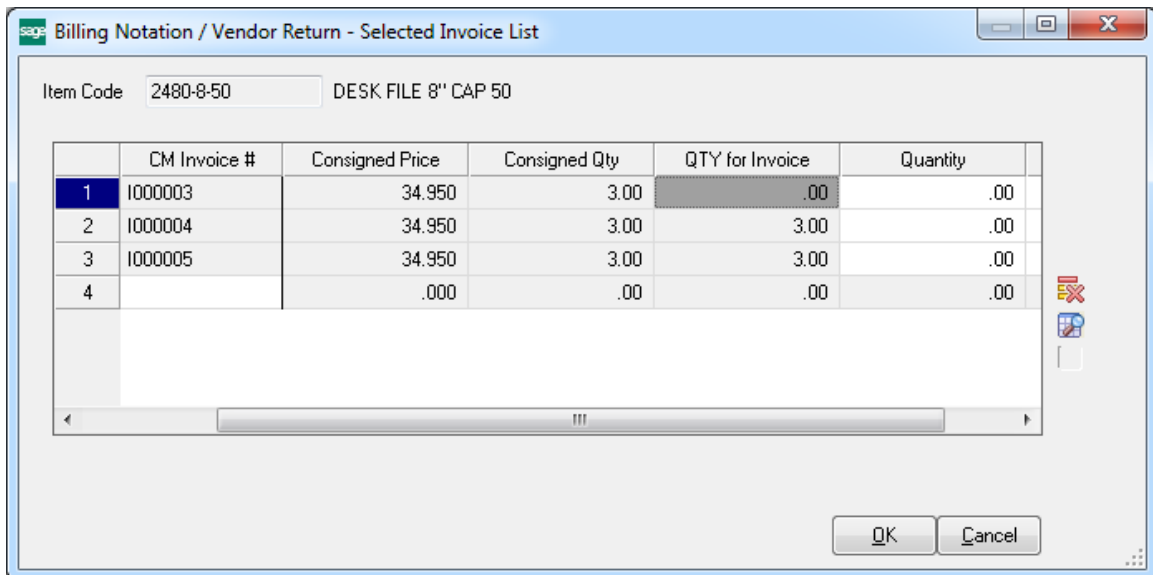
The **Quantity** field is populated with **QTY for Invoice** by default and can be changed here. For Lot/serial Items the Distribution screen is opened.



The 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.



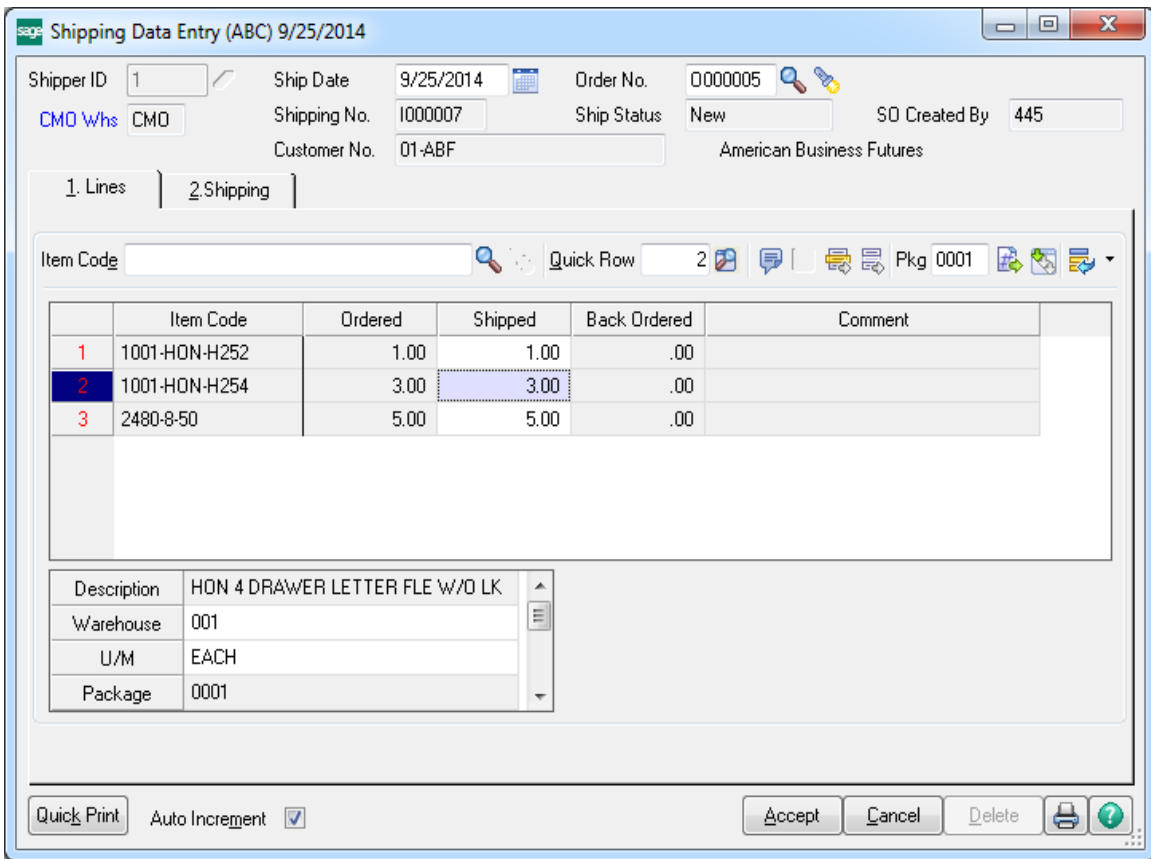
All the CM Invoices for the selected item will be loaded.
Enter quantity and price information for every CM invoice being billed
Click on “OK” button and process selected CM invoices.

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.



Consignment Merchandise Proc. 5.10 22

This is the corresponding CMI invoice of the displayed shipping:

The screenshot shows the Sage S/O Invoice Data Entry (ABC) 9/25/2014 window. The interface includes a header with navigation tabs (1. Header, 2. Address, 3. Lines, 4. Totals, 5. Credit Card) and buttons for Defaults..., Customer..., and Credit... The main form contains the following fields and values:

- Invoice No.: 1000008
- Invoice Date: 9/25/2014
- Invoice Type: Standard Invoice
- Sales Order Number: 0000005
- Customer No.: 01-ABF (American Business Futures)
- Cust PO: (empty)
- CMO Warehouse: (empty)
- Order Status: New
- Ship Date: 9/22/2014
- Due Date: 10/25/2014
- Discount Date: 9/25/2014
- Warehouse: 001 (EAST WAREHOUSE)
- Sales Tax Schedule: WI (Wisconsin)
- Apply to Inv #: (empty)
- Ship To Addr: 2 (American Business Futures)
- Terms Code: 01 (Net 30 Days)
- Ship Via: UPS BLUE (FOB)
- Confirm To: John Quinn
- E-mail: artie@sage.sample.com
- Fax No.: (empty)
- Comment: (empty)
- Salesperson: 0100 (Jim Kentley)
- Split Comm.: No
- Print Invoice:
- Tracking...: (button)
- Batch Fax:
- Split Comm...: (button)

At the bottom of the window, there are buttons for Quick Print, Accept, Cancel, Delete, and a printer icon.

Auto Generate Invoice Selection

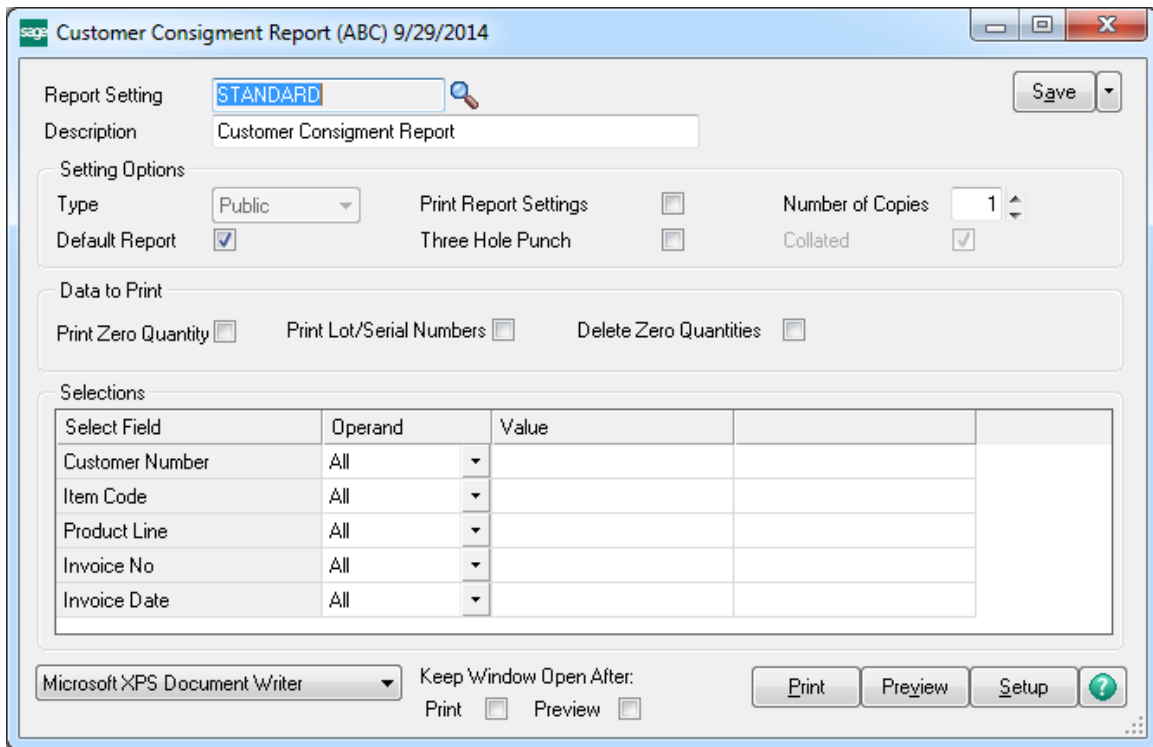
The **Auto Generate Invoice Selection** program has been modified to generate Consignment Invoices, too.

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	

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 "Customer Consignment Report" with a toolbar and a main report area. The report area contains a table with the following data:

Invoice Number	Invoice Date	Lot/Serial Number	Quantity Consigned	Quantity Billed/Return
Customer Consignment Report				
Zero Quantities Included Lot/Serial Numbers Included				
Customer Number : 01-ABF American Business Futures				
Item Number : 1001-HON-H252 HON 2 DRAWER LETTER FILE W/O LK Product Line :				
1000003	9/22/2014		2.00	0.00
1000004	9/22/2014		2.00	0.00
1000005	9/25/2014		2.00	0.00
TOTAL FOR ITEM: 1001-HON-H252			6.00	0.00
Item Number : 2480-8-50 DESK FILE 8" CAP 50 Product Line :				
1000003	9/22/2014		3.00	3.00
1000004	9/22/2014	JAN10	3.00	0.00
1000005	9/25/2014	JAN10	3.00	0.00
		JAN10	3.00	0.00
TOTAL FOR ITEM: 2480-8-50			9.00	3.00
TOTAL FOR CUSTOMER : 01-ABF			15.00	3.00

At the bottom of the window, the status bar shows: Current Page No.: 1, Total Page No.: 1, Zoom Factor: 100%.