

# POS Consignment Goods



## Table of Contents

<b>Consignment Stock Items in POS</b> .....	<b>2</b>
Step 1 – Make up your Seller .....	2
Step 2 - Enter the item and sellers name so you can pay them when Item sold ...	3
<b>Changing your seller information e.g. Bank method or Bank account</b> .....	<b>4</b>
Step 3 – Sell the Item as usual .....	4
Step 4 – Transferring the payment to the Seller.....	5
<b>For Consignment Stock</b> .....	<b>5</b>
Step 5 – Print a list of the consignment items from POS that have been transferred to pay (Creditor) .....	7
Step 6 – Paying the Seller .....	8
Transferring monies to school fees .....	8

## Consignment Stock Items in POS

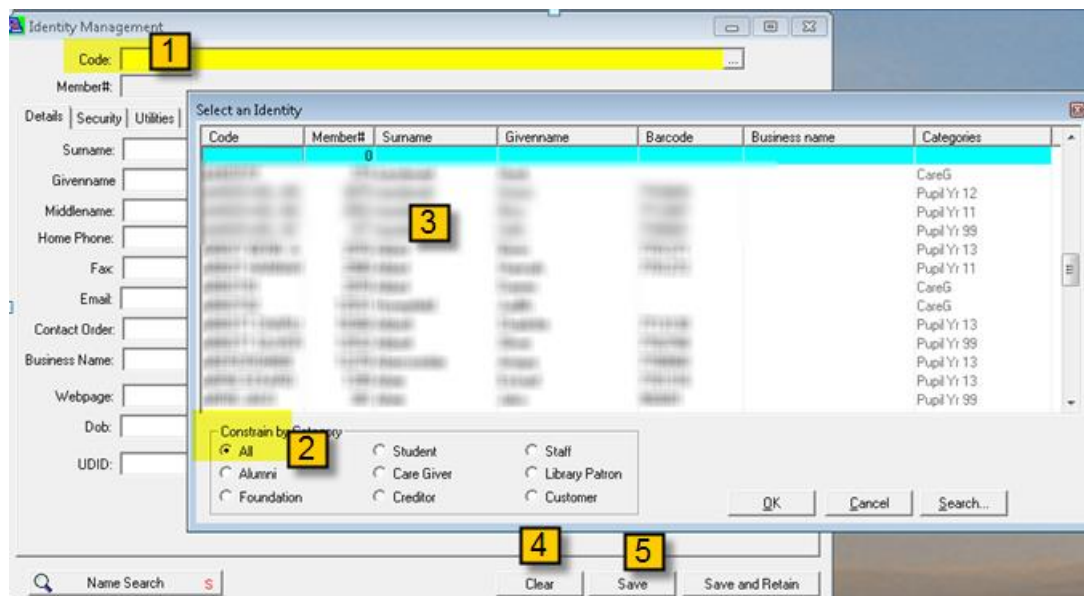
Schools sometimes choose to sell consignment stock, this may include the sale of second hand uniforms, equipment or text books for past students.

Note: To IT - to allow your POS Staff to make up a new Customer or change existing they will need to have the “Identity view” added to their Security (suggest taking delete tick out of the options).

### Step 1 – Make up your Seller

Check to see if you have an Identity made up first if not create a identity as follows:\

**Path:** - Customer → Identities



1.	Under Code select the drop down
2.	Select ALL
3.	See if you Customer is in your database - if customer is already a caregiver etc just put a tick in the Shop field
4.	To create a new customer as follows: <ul style="list-style-type: none"> <li>• Select CLEAR</li> <li>• Code: Type in the Surname followed by one or two initials</li> <li>• Add rest of fields required</li> <li>• Put a tick in Shop</li> </ul>
5.	SAVE

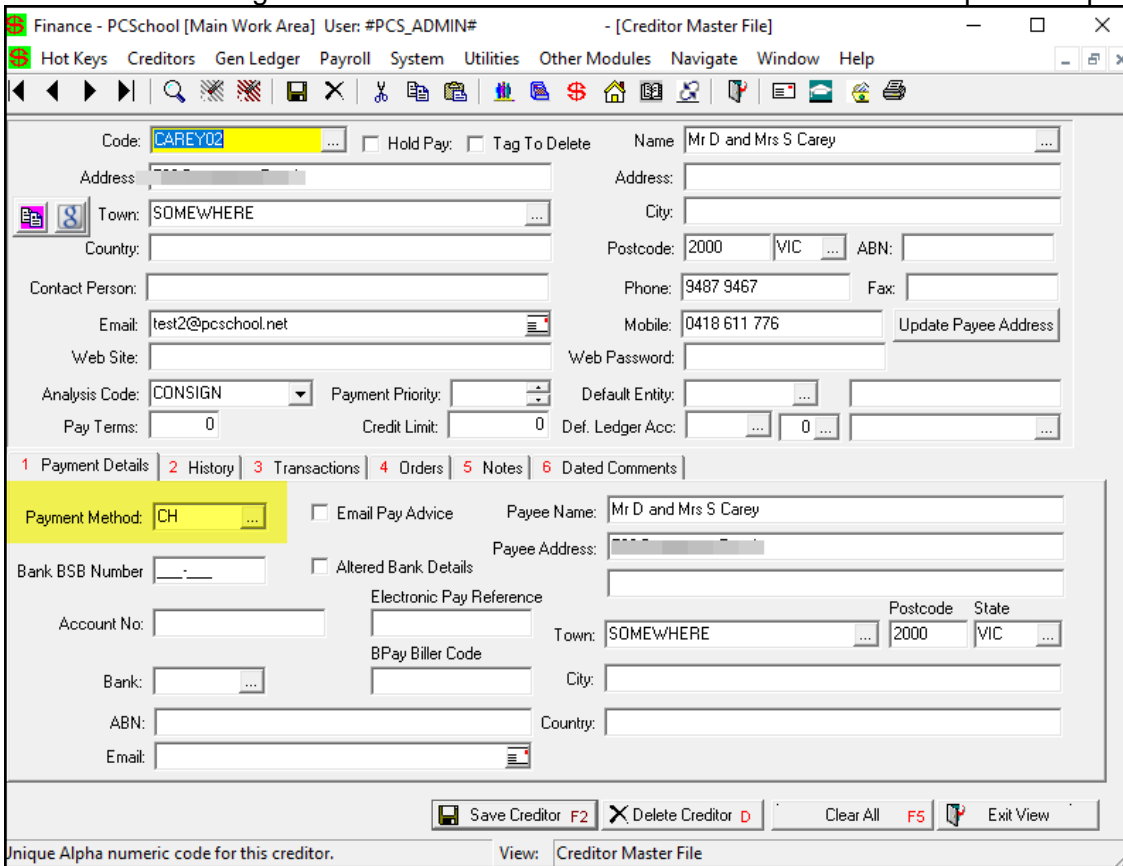
## Step 2 - Enter the item and sellers name so you can pay them when Item sold

**Path:** Stock → Consignment

1.	<b>Shop</b> – select the shop the consignment stock will be sold from
2.	<b>Seller</b> – select the Seller from the Customer list
3.	<b>Pay Method</b> – Enter the details (this information will be used to pay the seller once the item has been sold)
4.	<b>Date</b> – enter the date the consignment stock was received and a description of the item
5.	<b>Cost Ex GST</b> – this will be the agreed amount you will pay the seller (excluding GST) once the item is sold
6.	<b>Sell Price Inc</b> - will be the marked up price the shop will sell the item for (including GST).
7.	<b>Margin Ex</b> -will be the profit the shop will make on the sale (excluding GST).
8.	<b>Sub Category</b> – select Consignment from the drop down. (Sub Categories can be added through <i>Stock</i> → <i>Categories</i> .)
9.	<b>SAVE</b> (Back at the top – you will see the item to sell – the system will create its one barcode)

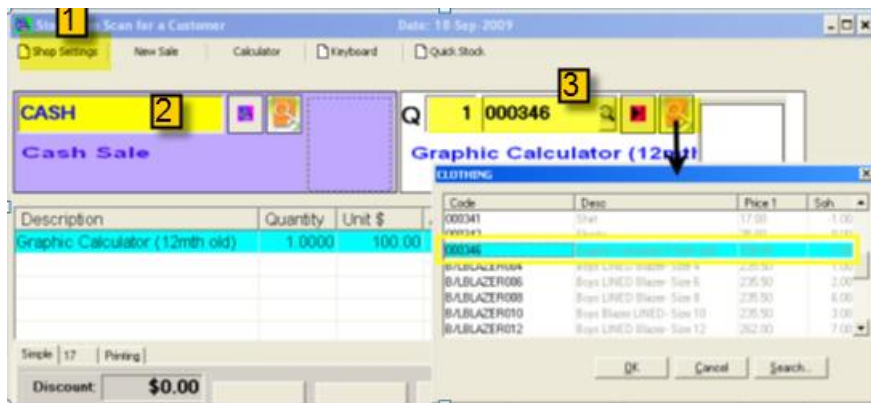
**Changing your seller information e.g. Bank method or Bank account**

A seller gets created as a creditor – so if you need to adjust then payment method or bank account it needs to be changed via Finance > Creditors > Creditors Master File as per example



**Step 3 – Sell the Item as usual**

**Path:** Sales → Product Sales



1.	Shop settings – make sure it defaults to the correct shop
2.	Select Customer
3.	Select the item by the drop down to sell

### Step 4 – Transferring the payment to the Seller

This is done using the End of Month procedure

**Path:** System → End of Month Update

The Point of Sale End of Month routine carries out several important tasks. Firstly it rolls the POS into the next period, which will then enable reports to be produced based on sales for the period etc.

**Note:** Make sure you have just done an End of Shift before proceeding.

#### For Consignment Stock

With Consignment stock (sold on behalf of a third party) this will be transferred to the Creditor Invoice File in readiness for payment to the third party.

**NOTE** (see below No.s **3** & **4**) **should only be performed at the END OF YEAR only** - The routine also allows finalised invoices or stock transactions to be cleared from the Point of Sale system.

1.	<b>Shop</b> – Select the Shop you wish to perform the End of Month for
2.	<b>Current Period</b> - Leave the Next Period as the default or change to 0 (zero) if you wish to remain in the current period, this option may be used to bring consignment stock sales into the Creditor Invoice File for payment.
3.	LEAVE - <b>CLEAR FINALISED INVOICES</b> BLANK
4.	LEAVE – <b>CLEAR STOCK TRANSACTIONS</b> BLANK
5.	Tick in <b>Show Log</b> (Print of log of customers/ stock affected by the update)
6.	<b>Update</b> Once the End of Month has been performed you may view any payments to sellers of consignment stock through the Creditor Module. (Step 5)

Note: e.g This creates a Creditor Invoice Batch for the stock items to be paid

**Ledger**

Payment 
  On Line Receipt 
  Payroll 
  Batch Receipt 
  Creditor Payment 
  Journal 
  Cred. Inv 
  Debtors 
  Pay Cancel

New → Entity: COLLEGE ... Somewhere College  Exclude GST Status:

New → No.: 86 ... Description: CONSIGNMENT AUTO INVOICES Batch Total: 155.00

Offset Account: 8200 ... 0 ... Sundry Creditors Unapplied: 0.00

Print P Date: 14/04/2016 ... Period: 1 ... January 2016 Last Chq No: 0

Reference	Date >>	Description	Amount	Payee Code	Who	Unappli...
002912	14/04/2016	002912 - Consignment - Skirt size 12 Qty	25.00	ALLAN01	Mrs Christine Allan	0.00
002913	14/04/2016	002913 - Consignment - Shorts Size 6 Qty	20.00	GRUBB01	Mr D and Mrs A Gru	0.00
002922	14/04/2016	002922 - Shirt Size 12 Qty = 1	25.00	ARMST01	Mr G Armstrong	0.00
002923	14/04/2016	002923 - Shorts Size 14 Qty = 1	15.00	ASHWI01	Ms S Mitchell	0.00
002924	14/04/2016	002924 - Uniform Size 16 Qty = 1	45.00	BURGE01	Mr S and Mrs N Bur	0.00
002925	14/04/2016	002925 - Shirt Size 10 Qty = 1	25.00	CASTL02	Mr R and Mrs T Cas	0.00

New Item →
 

Accou...	Su...	Proj...	Name >>	Amount	D...	GS...	GST \$
4500	0	0	Uniform Shop	25.00	D		0.00

CASTL02 002925 - Shirt Size 10 Qty = 1

### Step 5 – Print a list of the consignment items from POS that have been transferred to pay (Creditor)

Path: POS > Stock > Stock Reports > POS Reports > POS Consignment Stock Report – select your Shop code- as per screen shot below:

1. Select – (PosConsign.rpt) as per screen shot above
2. Select – Discrete Value – S- Sold items only
3. Select – SoldDateRange (PosConsign.rpt)
4. Select – Your date range since you last did the transfer

e.g. of report

<b>SUPPLIER</b>						
Stock Code	Description	SOH	Price	Cost	Last Update	Date Sold
<b>ARMST01</b>						
002922	Shirt Size 12	0	\$30.00	\$25.00	1/04/2016	14/04/2016
<b>ASHWI01</b>						
002923	Shorts Size 14	0	\$55.00	\$15.00	2/03/2016	14/04/2016
<b>BURGE01</b>						
002924	Uniform Size 16	0	\$50.00	\$45.00	2/03/2016	14/04/2016
<b>CASTL02</b>						
002925	Shirt Size 10	0	\$55.00	\$25.00	2/03/2016	14/04/2016

You can give this report to your Creditor clerk so you can confirm she is paying the correct amount

### Step 6 – Paying the Seller

**Path:** Finance → Creditors → Creditor Payments → Outstanding Invoices tab

1 Payment Criteria 2 Outstanding Invoices 3 Selected Invoices													
Code	Name	Inv No >>	Date >>	Description	Hold	Due	Tax...	Due Date...	Dis...	Disc...	Pro...	Ele...	P... Tag
AGEOGF	Australian Geographic	45121	13/11/201	test	<input type="checkbox"/>	500.00	0.00		0.00		0.00	Ele	<input type="checkbox"/>
AIS	AIS NSW	1223	16/03/201	test 3	<input type="checkbox"/>	60.00	0.00		0.00		0.00	Ele	<input type="checkbox"/>
AIS	AIS NSW	1234	16/03/201	test 2	<input type="checkbox"/>	35.00	0.00		0.00		0.00	Ele	<input type="checkbox"/>
ALLAN01	Mrs Christine Allan	002912	14/04/201	002912 - Consi	<input type="checkbox"/>	25.00	0.00		0.00		0.00	Ele	<input checked="" type="checkbox"/>
ARMST0	Mr G. Armstrong	002922	14/04/201	002922 - Shirt	<input type="checkbox"/>	25.00	0.00		0.00		0.00	Ele	<input checked="" type="checkbox"/>
ASHWI0	Ms S Mitchell	002923	14/04/201	002923 - Shorts	<input type="checkbox"/>	15.00	0.00		0.00		0.00	Ele	<input checked="" type="checkbox"/>
AUSTIC	Austico Apparel	963	14/09/201	test23	<input type="checkbox"/>	500.00	0.00		0.00		0.00	Ele	<input type="checkbox"/>
AWM	AWM Electrics P L	dfdfd	18/12/201	test	<input type="checkbox"/>	5000.00	0.00		0.00		0.00	Che	<input type="checkbox"/>
BROWN	Brown, Gillian	969	14/09/201	test23	<input type="checkbox"/>	150.00	0.00	14/10/2015	0.00		0.00	Home Ele	<input type="checkbox"/>
BURGE0	Mr S and Mrs N Burgess	002924	14/04/201	002924 - Unifor	<input type="checkbox"/>	45.00	0.00		0.00		0.00	Che	<input checked="" type="checkbox"/>
CASTL0	Mr R and Mrs T Castlemaine	002925	14/04/201	002925 - Shirt	<input type="checkbox"/>	25.00	0.00		0.00		0.00	Ele	<input checked="" type="checkbox"/>
CENAGE	CENAGE Learning	524	14/09/201	test22	<input type="checkbox"/>	23.99	0.00		0.00		0.00	Ele	<input type="checkbox"/>
COLLEGI	College Knitwear	1234565	14/09/201	test	<input type="checkbox"/>	144.00	0.00		0.00		0.00	Ele	<input type="checkbox"/>
COLLEGI	College Knitwear	445	14/09/201	test20	<input type="checkbox"/>	450.00	0.00		0.00		0.00	Ele	<input type="checkbox"/>
COLLEGI	College Knitwear	654	14/09/201	test20	<input type="checkbox"/>	450.00	0.00		0.00		0.00	Ele	<input type="checkbox"/>
GRUBB0	Mr D and Mrs A Grubb	002913	14/04/201	002913 - Consi	<input type="checkbox"/>	20.00	0.00		0.00		0.00	Ele	<input checked="" type="checkbox"/>
UNIFWO	Unif... world	3214	14/09/201	test5	<input type="checkbox"/>	0.00	0.00		0.00		0.00	Some	<input type="checkbox"/>
UNIFWO	Unif... world	444	14/09/201	TEST 11	<input type="checkbox"/>	0.00	0.00		0.00		0.00	Some	<input type="checkbox"/>
UNIFWO	Uniform World	741	14/09/201	test for creditor	<input type="checkbox"/>	100.00	0.00		0.00		0.00	Some Ele	<input type="checkbox"/>
WAIKFO	Waikerie Foodland	1328201	10/12/201	Plastic plates	<input type="checkbox"/>	17.52	0.00	31/01/2016	0.00		0.00	Che	<input type="checkbox"/>
WAIKFO	Waikerie Foodland	1328832	11/12/201	Gumtion paste	<input type="checkbox"/>	13.26	0.00	31/01/2016	0.00		0.00	Che	<input type="checkbox"/>

<b>1.</b>	Select the Creditors Payments
<b>2.</b>	Your seller will appear here (seller) code and name (the stock barcode will be used as the Invoice Number as well as in the Description together with the stock name and quantity sold)
<b>3.</b>	The amount Due will be the agreed cost excluding GST
<b>4.</b>	Payment method will be blank and if you select the drop down you can select how you wish to pay them via Electronic or Cheque etc
<b>5.</b>	Now process the normal way you would a Creditor

### Transferring monies to school fees

The only way to transfer the money from the sale of goods on assignment would be to print a cheque and deposit into your bank to pay off their school fees