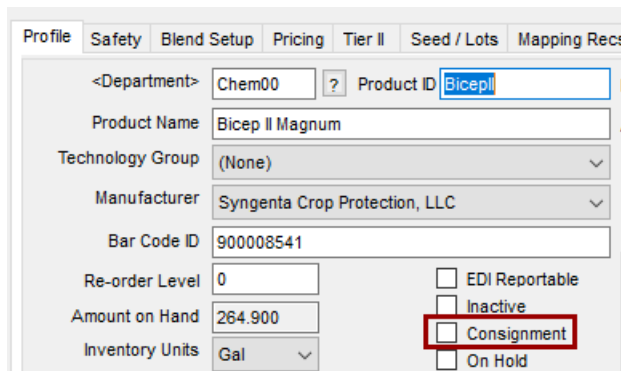


Setting Up and Tracking Consignment Products

Last Modified on 10/26/2022 7:56 am CDT

Vendors will sometimes supply a dealership with product and bill them monthly for the portion of the product that is sold. Below is how to set up and manage that product.

Add the product and mark the *Consignment* checkbox on the *Profile* tab. This is a filtering tool so that the product can be excluded from some reports.



The screenshot shows the 'Profile' tab of a product setup form. The form contains the following fields and options:

- <Department>**: Chem00
- Product ID**: Biceptil
- Product Name**: Bicep II Magnum
- Technology Group**: (None)
- Manufacturer**: Syngenta Crop Protection, LLC
- Bar Code ID**: 900008541
- Re-order Level**: 0
- Amount on Hand**: 264.900
- Inventory Units**: Gal
- EDI Reportable**: ☐
- Inactive**: ☐
- Consignment**: ☒ (highlighted with a red box)
- On Hold**: ☐

As consignment product is delivered, enter a Purchase Receipt like normal. At month end, run a Sales Analysis report to find the quantity of the consignment product(s) sold. Process just the quantity sold on a Purchase Invoice, leaving the balance of the Purchase Receipt unprocessed.

At month end, these products can be excluded from Inventory On Hand and/or Company Owned reports. Consignment products can be included or excluded from some inventory reports using the *Include Consignment Products* checkbox.

Inventory Status Reports

Inventory Statements

- Inventory Detail
- Delivery Ticket Journal
- Delivered Product Analysis
- Mini Bulk Journal
- Manufactured Product Journal
- Inventory Adjustments
- Inventory Book
- Undelivered Booked Product
- Sales / Purchase Summary
- Re-Order Report
- Applied Products
- Repackaged Report
- Product Cost Audit
- Dormant Products
- Delivered Product Pricing
- Slow Moving Inventory
- Delivery Ticket Work Order
- Product Price Audit
- Product Price Audit Exception

Select Locations:

Report Criteria

Sort By Product: ☒ Name ☐ ID

Select Products:

Select Month:

Select Style

- ☒ On Hand
- ☐ Company Owned
- ☐ Physical Inventory Worksheet
- ☐ Consolidated
- ☐ Physical Inventory Worksheet - Basic

Which Cost to Use:

☐ Department Totals Only ☐ Print Amt on Hand

☐ Include Zero Amount On Hand

☐ Print Zero Amount On Hand Only

☐ Print Negative Amount On Hand Only

☐ Include Lot Number Detail

☐ Include Consignment Products ☐ Print Zero Cost Items Only

☐ Include Quantity Totals ☐ Exclude Non-Inventoried Depts.

☐ Print ☒ Preview ☐ PDF File ☐ Text File

File Name:

Note: Consignment products are not included at the *Post Inventory to G/L* screen unless the *Include consignment products in current inventory value when posting inventory value to GL* checkbox is selected on the *General* tab at *Accounting / Setup / Preferences*.

General **Inventory** **Inventory Purchase** **A/R** **A/P** **Payroll** **G/L**

First fiscal month of Year:

☐ Transactional Posting to Inventory Asset Accounts

☐ Accrue Estimated Payables for Purchase Receipts

☐ Include consignment products from unprocessed purchase receipts when posting inventory value to GL

☐ Include consignment products in current inventory value when posting inventory value to GL

☐ Print "See Terms on reverse side" on all "Received by" lines

☐ Display JDF Multi-use Numbers