

# Consignment Sales in Visual Anthology

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## Overview

Anthology consignment tracking is handled the same way as you would with any other vendor that you do business with. Because of this we recommend that you use the Vendor screen and treat your consignees as you would your other vendors. The one exception is that with consignees you typically collect the money and pay them after the item sells. This means that the reports, although identical have a slightly different meaning.

In the next steps we'll look at an easy-to-use method for tracking your consignment sales in Anthology

## Setting up your consignees

### Use a separate Department

It is recommended that you create a new department in Anthology for All your consignment items. This gives you the option to run reports based on only the consignment items.

- Open Master Files | Departments
- Choose F4 New
- Enter Consignment in the Name field
- Press TAB - this will auto generate a short code record.
- On the details tab be sure that the "Default purchase discount for costing" field is blank. Choose Save.

### Use the Vendors screen to track consignees

Consignees are like any other vendor you use do business with and as such we will assign them a vendor record of their own. As with any other process, the more information you have up front the more reporting you can do on backend. How much information you include is up to you, but we recommend that to take advantage of this process you include the name, address, and the discount you will get from the consignee (vendor).

- Open Master Files | Vendors
- Choose F4 New
- Enter the Consignee Name in "Name" ○ There isn't a method to group your vendor records type so if you want to keep all your consignment vendors together, we recommend that you add a prefix to the name in order to sort them together. For example, add "XX" to the vendor's name as in "**XX Cedar Creek Soap Co**".
- Press TAB – a short code is generated for you.

- You may want to check “Allow BO” (backorders). Typically, you would always be receiving ALL items – but if you left this unchecked and accidentally posted with less received than ordered – the system would cascade the order. This doesn’t really hurt but can be confusing.
- At this point you can get even more detail about your consignee.
  - Address information for automated tracking
  - Assign account numbers, etc.
- To take full advantage of this method you should assign a discount schedule to track sales and cost for each Consignee
  - With the vendor screen open
    - Go to Disc Schedules tab
    - In the section marked “Trade” you find the tools to create a simple or elaborate discount schedule. There are many help system articles on creating vendor discounts, so we’ll create a very simple one as our example.
    - In the “Type” field choose QTY (quantity) – this will base the discount in each item sold
    - Do not check “Line Basis”
    - In the “Qty” field enter 1 (one)
    - In the “Percent” field enter 15.00 (this is a fifteen percent discount)
    - Click the “Enter” button to commit the data to the discount schedule.
    - Choose F10 Save

You will repeat this process for each of your Consignment Vendors and adjust

## Assigning Items to a Consignee

When you add items for a particular Consignment Vendor you use the same process as with your regular vendors. **It should be noted that you do not have to create a PO and then post it to receiving if you are not sending a PO to the vendor and waiting for delivery. The method below eliminates the PO part as if the vendor were standing there with items in hand. In every other way this is just like your normal routine for Purchasing and Receiving.**

Let’s assume that you are getting some items from Cedar Creek Soap Co. You have already added them to your vendor list, so we just need to decide what items they are bringing in and then add those items to our inventory.

### Create a new Receiving

- Open Inventory Control | Receiving
- Choose F4 New PO
- Enter the Consignment Vendor name

At this point there are three different scenarios – you are replenishing existing items; you are bringing in new items; or both.

### Replenish

- In the ISBN / SKU field enter the item number and press enter
- Adjust the quantity to how many you are receiving
- Check the discount and make any corrections there
- Press “Enter Line”
- Repeat steps above for each item being received

When everything has been entered on the PO (Receiving Memo)

- Press F6 Receive All – this updates the received quantities.
- F12 Post

### Add New

- While on the Receiving screen
- In the ISBN/SKU field enter a unique item number and press enter
- Choose “Add” on the dialog box
- Quick Inventory Add screen opens
  - **NOTE: If you are adding several “New” items from this Vendor you may want to “lock” the vendor and department fields – if the items are for a single section, you could lock that as well.**
  - The ISBN/SKU field should be filled in already
  - Press TAB to enter the Retail (selling) price
  - Press TAB again and the List (cost) price should fill in the same value (**this is correct**)  
remember we set a discount schedule for this vendor so it is just like our book orders.  
The discount will be applied at the time of sale to calculate your actual cost.
  - Select the vendor from the “Preferred Vendor” field
  - Select the Consignment department
  - Select a Section
  - DO NOT set the “on hand” quantity in the QIA screen, we are doing that on the PO.
  - In the lower left corner of the QIA screen choose “Save Setting” so our locks (if used) will be there for our next item.
  - F12 Save
- You are now back on the Receiving screen with the cursor positioned on the “Open” field.
  - Enter the number of items you are receiving here
  - Press TAB and enter the same number of items “Recd” field
  - Confirm prices are correct (**both the same**)

- Click the “Enter Line” button
- Notice the Discount has been applied in the grid
- Repeat as needed

### Combination of replenish and new

You simply combine the two steps outlined above on a single PO (receiving).

## Selling consignment items

There is no real difference in selling these items from any other. When the item is sold Anthology will calculate the COGS according to the discount you provide for this vendor.

## Reporting

There are many reporting options available to you – any you would normally use for your other vendors may be used. Typically, the “Sales History Report” is most used when determining how much is to be paid to the Consignment Vendor. Remember above I said that the reports would be identical but have slightly different meaning? This is where it’s explained.

## Using Sales History report to pay consignees

Because the sales history report can set to any date range you desire it is important that you schedule payouts to your consignment vendors at regular times – like the first of every month. This way you can run the report for the previous month and see what sold for that vendor.

- Choose Reports | Sales History Report
- Select a date range for the report – **don’t let dates overlap from pay out to pay out**. You could end up overpaying the Vendor.
  - For example, if you pay vendors on the first of every month then on Jan 1 your report should be set to include Dec 1 – 31. But not Jan 1. In February your report begins on Jan 1 and ends on Jan 31 and so on.
- Choose a vendor to report on “Cedar Creek Soap Co.”
- Run the report
  - You will see a list of the items that sold for that Vendor in that date range.
  - The Retail column represents what you took in.
  - The cost column represents what you owe the Consignment Vendor.
  - Profit is how much you made from sales of the merchandize. Margin is the discount you applied in the Vendors screen. Markup is the percent of markup represented for the items.

## Using Receiving History to track items

You can run the Receiving History report for a particular Consignment Vendor within a date range to see the items you have for a vendor and view the cost, retail and profit.

### Benefits of this method

- You have better control.
  - You can modify the discount for a vendor without affecting the history of the item ○ You can modify the discount for a single item on the fly.
  - Using Purchase Order and Receiving you can provide printed documentation for your vendors of what you've received.
  - You can send purchase orders (PDF) via email to your vendors for fulfillment and receive them as usual.