

# Consignment Vendor Report

CUSTOMER DOCUMENT

REVISED 12 DEC 2019

Often stores will take items on consignment from local artisans to sell in the store. The Consignment Vendor Report allows you to create a vendor record for this person and flag it as a “Consignment Vendor” to record sales of items from that vendor, calculate the discount, and show what has been sold and what is owed the vendor.

## STEPS:

You will first create a vendor record for this vendor

1. Master Files | Vendor
2. F4 New
3. Enter any information you feel will be necessary for this vendor but be sure to mark it as “Consignment Vendor” on the vendor screen.

Name *	My Consignment Vendor	Short code	MYCONSIG	Inactive	<input type="checkbox"/>
Account #		San		Publisher	<input type="checkbox"/>
				Consignment Vendor	<input checked="" type="checkbox"/>

4. Next, you’ll need to create a discount schedule.
  - a. Move to the Disc Schedule tab of the Vendor screen
  - b. For Type choose Qty and Line Basis
  - c. Click F5 New Line
  - d. Qty choose 1
  - e. In percent set this amount to the discount YOU receive for the item. In the sample below, if an item sells for \$10, you’ll receive \$4 and vendor \$6.

Trade

Type  
Qty  Line basis

Qty	Percent
0	
1	40.000

Qty

Percent

Enter

F5 New Line

Running the Report:

1. Open Reports | Consignment Vendor Report

- a. Select the date range
- b. Choose "All" for select a single vendor to report on
- c. If you choose All you may want to choose "Use Page Breaks" to keep each vendor to its own page.
- d. Choose F11 Print

Reporting Period

11/25/2019 ... From

12/31/2019 ... To

Select Consignment Vendor

All

One

\_Antrim Soap ...

Use Page Breaks

Save settings

F1 Help F11 Print F9 Cancel

2. The report shows:

- a. Date range and vendor name in the header
- b. SKU, Description, Units Sold, Total Retail Value, Total Sold
- c. Totals sold represents the amount due to the vendor. Our discount was 40% so, \$15.00 – 40% = \$9.00

<b>Consignment Vendor Report</b>		Printed 12/31/2019 3:27 PM		
For period beginning 11/25/2019 thru 12/31/2019 Totals By Vendor Vendor: _Antrim Soap				
SKU	Title/Description	Units Sold	Total Retail	Total Sold
Consignment Vendor "_Antrim Soap"				
SOAP-GOAT	GOAT SOAP	3	\$ 15.00	\$ 9.00
<b>Total:</b>		3	\$ 15.00	\$ 9.00
----- Page Break -----				