Consignment Vendor Report

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.

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.

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

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