



# Customer Consignment User Guide

Infor Distribution A+ Version Number 10.02.01

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# Contents

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## **CHAPTER 1: Customer Consignment Overview**

<i>Using Customer Consignment</i> .....	1-1
Define a Consignment Warehouse .....	1-1
The Customer Receives Inventory .....	1-2
<i>Moving Inventory Using Existing Distribution A+ Functionality</i> .....	1-2
<i>Moving Inventory Using a Stock Transfer Order</i> .....	1-2
Inventory is Sold or Used.....	1-3
Inventory is Tracked.....	1-3
<i>Additional Customer Consignment Features</i> .....	1-4
Transferring Consignment Stock From One Customer/Ship-to to Another.....	1-4
Processing Consigned Inventory Returned to You.....	1-4
Processing Consigned Inventory Returned to Your Customer.....	1-4
<i>Customer Consignment Interfaces</i> .....	1-4

## **CHAPTER 2: Setting Up Customer Consignment**

<i>Customer Consignment Setup Summary</i> .....	2-1
<i>Setup Checklist</i> .....	2-3

## **CHAPTER 3: Processing Returned Consignment Inventory**

<i>Processing Consigned Inventory Returned to You</i> .....	3-1
Processing a Return Using a Stock Transfer Order.....	3-1
Processing a Return Using an Inventory Warehouse Transfer.....	3-2
Processing a Return Using a Return Requisition .....	3-2
<i>Processing Consigned Inventory Returned to Your Customer</i> .....	3-3

## **CHAPTER 4: Billing a Customer for Consignment Inventory**

<i>Entering a Customer Consignment Invoice Only Order</i> .....	4-1
---	-----

## **CHAPTER 5: Tracking Item Consignment Inventory**

<i>Item Inquiry</i> .....	5-1
---------------------------	-----

---

<i>Item Consignment Inquiry</i> .....	5-2
Item Consignment Inquiry Selection Screen .....	5-3
Customer Display Screen.....	5-5
Consignment Balance Information Screen .....	5-8
Lot/Serial Display Screen .....	5-12
Consignment History Screen .....	5-15
Item Transaction History Detail Screen .....	5-19
Item Consignment Transfer Detail Screen .....	5-21
Item Consignment Transaction History Limits Screen .....	5-23

**CHAPTER 6: Tracking Customer Consignment Inventory**

<i>Customer Consignment Inquiry</i> .....	6-1
Customer Consignment Inquiry Selection Screen .....	6-2
Item Display Screen.....	6-5

**CHAPTER 7: Consignment Report**

<i>Consignment Report</i> .....	7-1
Customer Consignment Report Selection Screen .....	7-2
Customer Consignment Report.....	7-6

**CHAPTER 8: Transferring Consignment Inventory Between Customers/Ship-tos**

<i>Transfer Consignment Inventory</i> .....	8-1
Consignment Transfer Selection Screen .....	8-2
Consignment Transfer Screen .....	8-7
<i>Transferring Inventory Using an Inventory Warehouse Transfer</i> .....	8-8
Transferring Inventory Using an Inventory Warehouse Transfer .....	8-9
<i>Transferring Inventory Using a Warehouse Transfer Purchase Order</i> .....	8-9
Transferring Inventory Using a Warehouse Transfer Purchase Order .....	8-9

**CHAPTER 9: Consignment Inventory Worksheet**

<i>Consignment Inventory Work Sheet</i> .....	9-1
Consignment Inventory Work Sheet Screen .....	9-3
Customer Consignment Inventory Worksheet .....	9-7

**CHAPTER 10: Inventory Balance/Usage Entry**

<i>Inventory Balance/Usage Entry</i> .....	10-1
Automated Invoicing Selection Screen.....	10-3
Automated Invoicing List Screen .....	10-6
Consignment Balance Screen.....	10-8
Consignment Usage Screen .....	10-8
Consignment Serials Balance Screen.....	10-11
Consignment Serials Usage Screen.....	10-11

Consignment Lots Balance Screen .....	10-13
Consignment Lots Usage Screen .....	10-13
Consignment Lots Usage - Case Quantity Screen .....	10-16
<b>CHAPTER 11: Printing the Edit Report</b>	
<i>Edit Report</i> .....	11-1
Automated Invoicing Selection Screen - Edit Report.....	11-2
Automated Invoicing Edit Report.....	11-5
<b>CHAPTER 12: Generating the Invoices</b>	
<i>Generate Invoices</i> .....	12-1
Automated Invoicing Selection Screen - Generate Invoices .....	12-2
<b>CHAPTER 13: Defining Consignment Options</b>	
<i>Consignment Options Maintenance</i> .....	13-1
Consignment Options Selection Screen.....	13-3
Consignment Company Options Selection Screen .....	13-5
Consignment Company Options Screen .....	13-7
Consignment Warehouse Options Selection Screen .....	13-10
Consignment Warehouse Assignments Screen .....	13-12
<i>Consignment Options Listing</i> .....	13-13
Consignment Options Listing Selection Screen.....	13-14
Consignment Company Options Listing.....	13-15
Consignment Warehouse Options Listing.....	13-16
<b>CHAPTER 14: Defining Customer Consignment Item Balance Information</b>	
<i>Customer Consignment Item Balance Maintenance</i> .....	14-1
Customer Consignment Item Balance Selection Screen.....	14-3
Customer Consignment Item Balance Maintenance Screen .....	14-6
<i>Customer Consignment Item Balance Listing</i> .....	14-8
Customer Consignment Item Balance Listing Screen .....	14-9
Customer Consignment Item Balance Listing .....	14-11
<b>CHAPTER 15: Moving Goods to a Consignment Warehouse</b>	
<i>How Inventory is Placed on Consignment</i> .....	15-1
<i>Moving Consignment Inventory Using a Stock Transfer Order</i> .....	15-2
Moving Consignment Inventory for Replenishment .....	15-2

*Create Consignment Replenishment Orders* ..... 15-3  
    Replenishment Stock Transfer Orders Screen ..... 15-4  
*Moving Consignment Inventory Using an Inventory Warehouse Transfer*..... 15-7  
    Customer/Ship-to Selection Screen ..... 15-8  
*Moving Consignment Inventory Using a Purchase Order*..... 15-10  
*Moving Consignment Inventory Using a Warehouse Transfer Purchase Order*..... 15-11

**CHAPTER 16: Resetting Pending Stock Transfer Quantities**

*Reset Pending Stock Transfer Quantities*..... 16-1  
    Reset Pending Stock Transfer Quantities Screen ..... 16-2

**Index**

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Maintaining customer satisfaction requires you to be as flexible as possible. Your customers may request that you place your inventory at their sites on consignment. To meet this need, we developed Customer Consignment, which allows you to place inventory at your customer's site and withhold billing until the inventory has been sold or used. Customer Consignment is fully integrated with your Distribution A+ system and its power rests in your ability to offer your customers additional options when they purchase goods from you. Customers can now receive goods into their own warehouses and pay you for them as they sell or use them. Not only does this allow your customers to enjoy the convenience of maintaining a quantity of items in-house that they can pay for as they sell or use them, it also frees up valuable space within your own warehouse. Customer Consignment also provides you with the ability to test the sales of new products without initial liability to your customer. With Customer Consignment, you can transfer and track inventory through an easy-to-use and set up system.

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## Using Customer Consignment

Customer Consignment provides a means by which you can track inventory that is on consignment at your customer's site, which is identified by Distribution A+ as the consignment warehouse. The following topics outline the tasks that you must perform to successfully utilize Customer Consignment.

### Define a Consignment Warehouse

Before you can place inventory on consignment, you must define at least one consignment warehouse for each company using Customer Consignment, and you can assign a physical warehouse to it. The consignment warehouse represents your customers' sites to Distribution A+ and contains all consignment inventory for specific customers/ship-tos. This "logical" warehouse is created to track external customer consignment inventory. Inventory is tracked in the warehouse based on the customer/ship-to to which the inventory is consigned; similar to how items can be tracked by the warehouse locations in which they are stored in a physical warehouse. Information regarding which customers have consignment inventory and how much each customer has is stored by Distribution A+ in the Customer Consignment Item Balance File (CABAL).

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Each company can have an unlimited number of consignment warehouses, but a physical warehouse can be assigned to only one consignment warehouse. Physical warehouses act as “ship from” warehouses for consignment warehouses. Consignment warehouses can be set up to service different branches of your company (such as a New York branch and a Seattle branch), or, consignment warehouses can be set up to handle certain types of products or customers.

The consignment warehouse should have only those items that are placed on consignment assigned to it. All item pricing is used from the originating warehouse level. If Warehouse Management is installed, lot/serial number tracking is supported in the consignment warehouse.

## The Customer Receives Inventory

Once you have created your consignment warehouses, inventory can be moved into them using previously existing Distribution A+ functionality or a process designed specifically for Customer Consignment. This process is called a “Stock Transfer” order.

## Moving Inventory Using Existing Distribution A+ Functionality

The following functionality will support the movement of consignment inventory:

- an inventory warehouse transfer transaction, which moves inventory from one of your physical warehouses to a consignment warehouse
- a purchase order created for a consignment warehouse, which allows inventory to be shipped directly from a vendor to a consignment warehouse
- a warehouse transfer purchase order created for a consignment warehouse, which allows inventory to be shipped directly from one of your physical warehouses to a consignment warehouse

## Moving Inventory Using a Stock Transfer Order

Consignment inventory can be moved to a customer location via a “Stock Transfer” order. This is a no-charge sub-type of a regular sales order and provides a simple, efficient way to transfer consignment inventory through Order Entry. You can add special charges to the stock transfer order to bill the customer for any fees associated with the transfer. When a stock transfer order is created:

- usage demand for the items is tracked for the physical warehouse
- normal picking and shipping functions must be completed (unless an invoice only stock transfer order is entered)
- the General Ledger inventory account is updated for the physical and consignment warehouses
- Sales Analysis is not updated

Stock transfer orders can also be created through Customer Consignment to replenish stock in consignment warehouses based on minimum and maximum on-hand item quantities defined in Customer Consignment Item Balance Maintenance (MENU CNFILE).

## Inventory is Sold or Used

Based on your consignment agreement with your customer, there are multiple ways in which you can become aware that a customer has sold or used consignment inventory. As your customers sell or use your inventory that is housed at their sites, they will notify you or you can send a sales representative to the customer site to identify how much consigned inventory has been sold or used at certain intervals.

Once you decide to bill your customer for goods that have been sold or used, simply enter a “Customer Consignment Invoice Only” order through Order Entry, which is a sub-type of a regular invoice only order, for the customer/ship-to and consignment warehouse. This allows you to bill your customers for the goods they have used or sold. You have two pricing options when charging a customer for consignment inventory. You can charge the customer for:

- the price of the items at the time the “Stock Transfer” order was created.
- the price of the items at the time the “Customer Consignment Invoice Only” order was created.

Invoices can be automatically generated based on consignment item usage or item balance entries.

When you bill a customer for consignment inventory, consignment inventory in the consignment warehouse is depleted and Sales Analysis is updated either for the consignment warehouse or the physical warehouse. Demand is updated (according to the requested ship date) in the physical warehouse when the inventory is transferred. Based on your setup of Customer Consignment, at invoice time, demand is decreased in the physical warehouse to offset the sales that are created by the invoice, since demand was previously updated by the stock transfer. Also based on your setup of Customer Consignment, all General Ledger accounts can be updated for the default ordering warehouse or for the consignment warehouse. If you choose to have accounts for the default ordering warehouse updated, all accounts for that warehouse will be updated except for the inventory account, which will be updated for the consignment warehouse.

## Inventory is Tracked

Once inventory is received into the consignment warehouse, it can be tracked through various inquiries and reports. The inquiries/reports allow you to:

- inquire about a particular item's transaction history and the current quantity of the item available in a consignment warehouse.
- inquire about a particular customer/ship-to and the related item transaction history, including the current quantity of the item available in the consignment warehouse for each customer/ship-to.
- print a report to review information by customer regarding the items on consignment in a consignment warehouse. For all units of measure, you can review the on-hand quantity, quantity in process, quantity on purchase order, and quantity allocated and available for each item.
- inquire about an item using the Item Inquiry, which allows you to drill down to the item's transaction history and to transaction history related to a specific customer/ship-to.

## Additional Customer Consignment Features

In addition to the processing steps explained above, functionality is available to help you through various scenarios. The following topics explain several scenarios and Customer Consignment's answer to them.

### Transferring Consignment Stock From One Customer/Ship-to to Another

In some instances, such as negotiating consignment with a customer with multiple ship-to addresses, it may be necessary to move consignment stock from one customer/ship-to to another customer/ship-to. To move this stock, you have three options:

- transfer the inventory through Customer Consignment
- perform an inventory warehouse transfer to and from the same consignment warehouses
- create a warehouse transfer purchase order

### Processing Consigned Inventory Returned to You

Occasionally, a customer may need to return consigned inventory to you. To process these returned goods, you have three options:

- create a “Stock Transfer” sales order from the consignment warehouse for the customer/ship-to
- perform an inventory warehouse transfer from the consignment warehouse to your physical warehouse
- create a return requisition for the consignment warehouse

### Processing Consigned Inventory Returned to Your Customer

In this scenario, you are notified by your customer that sold consigned inventory has been returned and will be placed back on consignment. To process this type of transaction, create a customer consignment invoice only order for the consignment warehouse. The shipping warehouse must be set to the consignment warehouse and negative quantities of items must be entered in this scenario. You can also process this type of return by creating a return order. Creating a return (R type) order will activate RGA and RTV processing; creating an invoice only order will not.

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## Customer Consignment Interfaces

Customer Consignment interfaces with the following modules:

- Inventory Accounting - to set up a consignment warehouse and transfer consigned inventory into it and out of it and to track balances of inventory on consignment

- Order Entry - to ship consigned inventory to and from your customers upon their request, and to create invoices for the inventory as it is sold or used
- Purchasing - to create purchase orders to ship inventory to and from your physical warehouse or from a vendor to the consignment warehouse
- General Ledger - to set up the company's transfer definition by warehouse and establish different G/L accounts by warehouse, allowing consignment inventory to be posted to a separate General Ledger account
- Warehouse Management - to define the consignment warehouse with the recommended setup options and create the single location for the consignment warehouse
- Cross Applications - to define user-level security options and update your existing Purchasing warehouse-level options to accommodate the recommended settings for a consignment warehouse

Each interface allows for specific functionality that aids in the implementation and performance of Customer Consignment. Other modules have been modified to prevent the deletion of data pertinent to Customer Consignment as well as to aid in the module's set up. Only the interfaces that entail major set up and processing steps are included here.

Bill of materials, bids, quotes, and work orders are not supported by Customer Consignment in consignment warehouses. Inventory Management & Planning will still calculate demand and forecasts in the same ways; Inventory Management & Planning was not enhanced to forecast at the consigned customer level. Also, since stock transfer orders are shipped from physical warehouses, Radio Frequency can be used to pick and ship confirm stock transfer orders. However, Radio Frequency functions cannot be used in a consignment warehouse.



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### Important

Prior to setting up Customer Consignment, Distribution A+ must be installed and configured, and the security code for the installation must have been entered.

Define the option-level security for Customer Consignment through the Security Menu (MENU XASCTY) for each user that will use this module.

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## Customer Consignment Setup Summary

### 1. Set up the warehouse number for the consignment warehouse through Warehouse Numbers Maintenance (MENU IAFILE).

A consignment warehouse must be set up for a company. A consignment warehouse is a “logical” warehouse that is assigned to track external customer consignment inventory.

The warehouse you create is used as the customer consignment logical warehouse to house consigned inventory until the inventory is sold.

On the Warehouse Number File Maintenance Screen, set the **Use Allocation Time Period** field to **N**.

### 2. If Warehouse Management is installed, set up warehouse management warehouse options for each consignment warehouse through Warehouse Management Options Maintenance (MENU WMFILE).

Set up options that allow multiple items to be stored in one location as well as to allow the **Automatic Put-Away** feature to indicate where you should store items in a consignment warehouse. These options are specific to each consignment warehouse.

On the Warehouse Management Options Screen:

- set the **Allow Multiple Items per Location** to **Y** to allow more than one item to be stored in the consignment warehouse location.
- set the **Allow Auto Put-Away** field to **Y** to activate auto put-away for the consignment warehouse.

On the Warehouse Management Auto Put-Away Options Screen:

- set the **Default Auto Put-Away Mode** field to **Y** to activate the automatic put-away feature for the consignment warehouse when pre-receiving items on an order.
-

- set the **Automatic Update of Item Information at Put-Away** field to **Y** to automatically update the pallet information of pallet items when the item is pre-received.

On the Warehouse Management Boxing Options Screen and the Warehouse Management Label Options screen, set all fields to **N**.

On the Cycle Count/Miscellaneous Options Screen, set the **Keep Location Movement History** field to **Y**.

**3. If Warehouse Management is installed, set up the location in the consignment warehouse through Location Master Maintenance (MENU WMFILE).**

Set up a location definition for the consignment warehouse to indicate the location characteristics where items will be stored in the consignment warehouse.

You can set up only one warehouse location in your consignment warehouse to house all consigned inventory.

On the Location Maintenance Screen:

- set the **Unavailable** field to **N**.
- allow the location to be used for automatic reservation (removal) of the item.
- set the **Multiple Items/Loc** field to **Y** to allow for all customer consigned inventory to be housed in the consignment warehouse.
- set the **Use First** field to **Y** to allow the auto-reserve function to automatically select the warehouse location from which the items of an order will be picked.
- set the **Location Size** field to **9999.999** to allow items to be stored in the location.
- set the **Permanent Item No.** field to **blank** to allow for all items to be stored in the warehouse location.

**4. If using warehouse transfers, set up customer/ship to master information through Customer/Ship-to Master Maintenance (MENU ARFILE).**

To enable the warehouse transfer process, set up a warehouse transfer customer and associated customer information for the consignment warehouse.

Customer information and ship to information is added to the Customer Master File and the Ship To Master File. This information denotes how each customer transaction is processed throughout Distribution A+.

**5. If using warehouse transfers, set up vendor master maintenance information through Vendors Maintenance (MENU POFIELD).**

Set up a warehouse transfer vendor for the consignment warehouse.

Add a new vendor and vendor purchasing information for the consignment warehouse. You must specify a warehouse transfer vendor for the consignment warehouse.

**6. Set up default shipping addresses for your warehouses through Enter or Change Requisitions (MENU POMAIN).**

Define shipping locations for each company and ship-to addresses for each location.

For each company, define up to 999 shipping locations.

For each location, specify a ship-to address and the number of the receiving warehouse, along with other applicable information.

**7. If using warehouse transfers for consignment, set up purchasing warehouse options for each of your consignment warehouses through Purchasing Options Maintenance (MENU XAFIELD).**

Add or change the warehouse transfer definition for a consignment warehouse. Use the Purchasing Warehouse Options Screen to link each consignment warehouse to a customer, vendor, and warehouse default/shipping address, along with costing structures to allow for the transfer of inventory between warehouses.

Set up purchasing options for the warehouse.

Set the **Auto Receive Incoming WH Transfers at Invoice Print** field to **Y** on the Purchasing Warehouse Options Screen to automate the Warehouse Transfers receipt process.

**8. Define item balance information through Item Balance Maintenance (MENU IAFILE).**

An item balance record must exist for each item that will be consigned before a customer consignment item balance record can be created. If Warehouse Management is installed, specify the consignment location as an override location for the item through this option.

For each item to be consigned, create an item balance record for the consignment warehouse.

Set the **Ovr WH Loc** field to the single location defined for the consignment warehouse.

**9. Define consignment options for the consignment warehouse through Consignment Options Maintenance (MENU CNFILE).**

You can add or change consignment options for a specific company and add, change, or delete consignment options for a specific consignment warehouse.

**10. Define customer consignment item balance information for the consignment warehouse through Customer Consignment Item Balance Maintenance (MENU CNFILE).**

For each item within the consignment warehouse, you can define an associated vendor number and originating warehouse, along with the maximum and minimum.

## Setup Checklist

This checklist allows you to track the setup procedure.

### Customer Consignment Setup Checklist

What To Do	Menu and Option
<input type="checkbox"/> Set up the warehouse number for the consignment warehouse.	MENU IAFILE - Warehouse Numbers Maintenance
<input type="checkbox"/> If Warehouse Management is installed, set up warehouse management warehouse options for the consignment warehouse.	MENU WMFILE - Warehouse Management Options Maintenance
<input type="checkbox"/> If Warehouse Management is installed, set up the location in the consignment warehouse.	MENU WMFILE - Location Master Maintenance
<input type="checkbox"/> If using warehouse transfers, set up customer/ship-to master information.	MENU ARFILE - Customer/Ship-to Master Maintenance

### Customer Consignment Setup Checklist

What To Do	Menu and Option
<input type="checkbox"/> If using warehouse transfers, set up vendor master maintenance information.	MENU POFILE - Vendors Maintenance
<input type="checkbox"/> Set up default shipping addresses for your warehouse(s).	MENU POMAIN - Enter or Change Requisitions
<input type="checkbox"/> If using warehouse transfers for consignment, set up purchasing warehouse options for each consignment warehouse.	MENU XAFILE - Purchasing Warehouse Options Maintenance
<input type="checkbox"/> Define item balance information for each item.	MENU IAFILE - Item Balance Maintenance
<input type="checkbox"/> Define consignment options for the consignment warehouse.	MENU CNFILE - Consignment Options Maintenance
<input type="checkbox"/> Define customer consignment item balance information for the consignment warehouse.	MENU CNFILE - Customer Consignment File Maintenance

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Customer Consignment allows you to receive consigned inventory back into your physical warehouse and to credit your customers for consigned inventory returned to them.

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## Processing Consigned Inventory Returned to You

Occasionally, a customer may need to return consigned inventory to you. To process these returned goods, you have three options:

- create a "Stock Transfer" sales order for a customer/ship-to through Enter, Change & Ship Orders (MENU OEMAIN), specifying the consignment warehouse as the shipping warehouse.
- perform an inventory warehouse transfer from the consignment warehouse to your physical warehouse via Enter/Update Transactions (MENU IAMAIN).
- create a return requisition for the consignment warehouse via Enter or Change Requisitions (MENU POMAIN).

### Processing a Return Using a Stock Transfer Order

The Enter, Change & Ship Orders option on the Order Entry Main Menu (MENU OEMAIN) allows you to create a stock transfer sales order for a customer/ship-to that will return consigned inventory from your customer to one of your physical warehouses. You must specify the consignment warehouse as the shipping warehouse. Use this return method when you still own the inventory; that is, the customer has not yet sold or used it. When you return inventory with this method:

- usage demand for the items is reduced for the physical warehouse
- the General Ledger inventory account is updated for the physical and consignment warehouses
- Sales Analysis will not be updated

### Processing a Return Using a Stock Transfer Order

1. Access the Order Entry Main menu (MENU OEMAIN).
  2. Select Enter, Change & Ship Orders. The Start Order Screen appears. This screen is explained in the Order Entry User Guide.
-

3. Key an **O** in the **Function** field and key **AT** in the **Csgn Order Type** field to create a stock transfer order. On the Order Header Screen, specify the consignment warehouse from which the inventory is being returned and press **ENTER**. The Item Entry Screen appears.
4. Enter the items that are to be returned from the customer. Enter positive quantities of items.
5. On the Item Review Screen, enter the return reason code for each item.
6. Finish processing the return as you would a normal return order.

## Processing a Return Using an Inventory Warehouse Transfer

The Enter/Update Transactions option on the Inventory Accounting Main Menu (MENU IAMAIN) allows you to perform an inventory warehouse transfer that will move inventory from the consignment warehouse to your physical warehouse. Use this return method when you still own the inventory; that is, the customer has not yet sold or used it.

### Processing a Return Using an Inventory Warehouse Transfer

1. Access the Inventory Accounting Main menu (MENU IAMAIN).
2. Select Enter/Update Transactions. The Inventory Entry/Update screen appears. This screen is explained in the Inventory Accounting User Guide.
3. Create a group and transfer a quantity of an item from the consignment warehouse to your physical warehouse. The Customer/Ship-to Selection Screen (p. 15-8) appears.
4. Specify the customer and/or ship-to address from which the consignment inventory is being returned.
5. End the group in this option and return to the Inventory Accounting Main Menu (MENU IAMAIN).
6. Edit the group through Edit Transactions (MENU IAMAIN).
7. Process the group through Process Transactions (MENU IAMAIN).

## Processing a Return Using a Return Requisition

The Enter or Change Requisitions option on the Purchasing Main Menu (MENU POMAIN) allows you to create a return requisition that will return consigned inventory from your customer to one of your physical warehouses. Use this return method when you still own the inventory; that is, the customer has not yet sold or used it.

### Processing a Return Using a Return Requisition

1. Access the Purchasing Main Menu (MENU POMAIN).
2. Select Enter or Change Requisitions. The Enter/Change Requisitions Start screen appears. This screen is explained in the Purchasing User Guide.
3. Create an **R** type requisition and specify a consignment warehouse vendor number in the **Vendor/WH** field and a physical warehouse in the **Receiving WH** field. Specify header information on the Requisition Header Screen and press **ENTER**. The Customer/Ship-to Selection Screen (p. 15-8) appears.

4. Specify the customer and/or ship-to address from which the consignment inventory is being returned.
5. Print the purchase order and return to the Purchasing Main Menu (MENU POMAIN).

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## Processing Consigned Inventory Returned to Your Customer

In this scenario, you are notified by your customer that sold consigned inventory has been returned and is going to be placed back on consignment. To credit your customer for the returned inventory, you can create a customer consignment invoice only order through Enter, Change & Ship Orders (MENU OEMAIN) and specify the consignment warehouse as the shipping warehouse. Enter negative quantities for each line item on the order. You can also process this type of return by creating a return order through Enter, Change & Ship Orders (MENU OEMAIN). Creating a return (R type) order will activate RGA and RTV processing; creating an invoice only order will not.

### Processing Consigned Inventory Returned to Your Customer Using a Customer Consignment Invoice

1. Access the Order Entry Main menu (MENU OEMAIN).
2. Select Enter, Change & Ship Orders.
3. The Start Order Screen appears. This screen is explained in the Order Entry User Guide. Key an **I** in the **Function** field and key **AI** in the **Csgn Order Type** field to create a customer consignment invoice only order.
4. Specify the consignment warehouse as the shipping warehouse on the Order Header Screen, and press **ENTER**.
5. The Item Entry Screen appears. Enter negative quantities of the items for which the customer is to be credited and specify a return reason code (if required) on the Item Review Screen. Depending upon your company's pricing policy, you may need to access this customer's order history with the **F11=HIST** function key.
6. If you press the **F11=HIST** function key on the Item Entry Screen, the Customer Order History Screen appears.
7. Press the **F20=STK TRN ORD** function key. Only items associated with this customer's stock transfer orders will display.
8. Ensure that you are displaying the quantities of items ordered. If necessary, press **F13** to display the quantities of items ordered.
9. End the order and print the invoice.

If inventory returned to your customer is not going to be placed back on consignment, process a normal return order through Enter, Change & Ship Orders (MENU OEMAIN) to the physical warehouse. You must then issue a credit to the customer. Refer to "Processing Consigned Inventory Returned to Your Customer Using a Customer Consignment Invoice" on page 3-3 for an explanation of how to issue a credit for consigned inventory.

## Processing Consigned Inventory Returned to Your Customer Using a Customer Consignment Return

1. Access the Order Entry Main menu (OEMAIN).
2. Select Enter, Change & Ship Orders.
3. The Start Order Screen appears. This screen is explained in the Order Entry User Guide. Key an **R** in the **Function** field and key **AI** in the **Csgn Order Type** field to create a customer consignment return.
4. Specify the consignment warehouse as the shipping warehouse on the Order Header Screen, and press **ENTER**.
5. The Item Entry Screen appears. Enter negative quantities of the items for which the customer is to be credited and specify a return reason code (if required) on the Item Review Screen. Depending upon your company's pricing policy, you may need to access this customer's order history via the **F11=HIST** function key.
6. If you press the **F11=HIST** function key on the Item Entry Screen, the Customer Order History Screen appears.
7. Press the **F20=STK TRN ORD** function key. Only items associated with this customer's stock transfer orders will display.
8. Ensure that you are displaying the quantities of items ordered. If necessary, press **F13** to display the quantities of items ordered.
9. End the order. RGA and RTV processing will be activated.

---

As your customers sell or use your inventory that is housed at their sites, they notify you or you can send a sales representative to your customers' sites to identify how much consigned inventory has been sold or used at certain intervals.

Once one of these methods, or another method agreed upon by you and your customer, is performed, you can bill the customer for the goods that have been sold or used. To bill your customer for consignment inventory that has been sold or used, enter a customer consignment invoice only order through Enter, Change & Ship Orders (MENU OEMAIN).

---

## Entering a Customer Consignment Invoice Only Order

A customer consignment invoice only order allows you to bill your customer for the consignment inventory that has been sold or used. This type of order is a "sub-type" of an invoice only order.

Use the Enter, Change & Ship Orders option on the Order Entry Main Menu (MENU OEMAIN) to create a customer consignment invoice only order. At item entry, you can select a quantity of items transferred to the customer via a stock transfer order from order history or you can key the item and quantity for billing. If you promised to charge the customer the price of goods at the time the stock transfer was performed, you must select the items from order history. This ensures that your customer receives the price that was quoted (or promised) at the time the stock transfer was performed. If you plan to charge the customer the item's current price, you do not need to access the order history; you can enter the quantity of items for which charge the customer on the Item Entry screen. Your company's pricing policy will determine which invoicing method will be used.

### Entering a Customer Consignment Invoice Only Order

1. Access the Order Entry Main menu (OEMAIN).
  2. Select Enter, Change & Ship Orders.
  3. The Start Order screen appears. (Refer to the Order Entry User Guide for an explanation of the Start Order screen.) Key an **I** in the **Function** field and key **AI** in the **Csgn Order Type** field and select a customer/ship-to to create a consignment invoice order for a customer/ship-to.
-

4. Specify header information on the Order Header Screen, if any, and press **ENTER** until the Item Entry Screen appears. Enter the items for which the customer is to be billed. Depending upon your company's pricing policy, you may need to access this customer's order history via the **F11=HIST** function key.
5. If you press the **F11=HIST** function key on the Item Entry Screen, the Customer Order History Screen appears. Press the **F20=STK TRN ORD** function key. Only items associated with this customer's stock transfer orders will display.
6. Ensure that you are displaying the quantities of items ordered. If necessary, press **F13** to display the quantities of items ordered. Review the order dates when invoicing for quantities of items. This will ensure that your customer receives the price that was quoted (or promised) at the time the stock transfer was performed. Add any special charges, if necessary.
7. End the order and print the invoice.

---

Once inventory is received into a consignment warehouse, it can be tracked through various inquiries and reports. Use this inquiry to inquire and focus on the items that are in consignment warehouses.

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## Item Inquiry

With Customer Consignment installed, Item Inquiry allows you to drill-down into an item's transaction history related to a specific customer/ship-to and consignment warehouse.

### Inquiring About an Item's Transaction History Related to a Customer/Ship-to

1. Access the Inventory Accounting Main Menu (MENU IAMAIN).

---

**NOTE:** The Item Inquiry option is available on several menus and can also be accessed via function keys in certain menu options. This procedure explains how to access Item Inquiry from the Inventory Accounting Main Menu (MENU IAMAIN), however, the functionality is the same regardless of how you access the inquiry. Refer to the Inventory Accounting User Guide for an explanation of the Item Inquiry option.

---

2. Select Item Inquiry. The *Item Inquiry Selection Screen* appears.
3. Specify a consignment warehouse in the **Warehouse** field and an item number in the **Item No** field and press **ENTER**. The Inventory Status Screen appears.
4. Access the transaction history for the item by pressing the **F5=TRN HST** function key. The Transaction History Screen appears.

To review the transaction history for the item in relation to specific customers/ship-tos, press the **F9=CSGN INQ** function key. The Customer Display Screen (p. 5-5) appears.

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## Item Consignment Inquiry

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The Item Consignment Inquiry option on the Consignment Main Menu (MENU CNMAIN) allows you to inquire about a particular item's transaction history and the current quantity of the item available at a consignment warehouse. You can review which customers have a quantity of a particular item on consignment.

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

<b>Title</b>	<b>Purpose</b>
Item Consignment Inquiry Selection Screen	Used to specify the consignment warehouse and an item number within that warehouse to review consignment information about that item
Customer Display Screen	Used to review quantities on hand and available in a specific consignment warehouse or in all consignment warehouses.
Consignment Balance Information Screen	Used to review the amount of the item a customer currently has on consignment.
Lot/Serial Display Screen	Used to display a list of this item's lot/serial numbers currently in the consignment warehouse.
Consignment History Screen	Used to review the consignment transaction history of the item.
Item Transaction History Detail Screen	Used to review detailed transaction information for a non-V type transaction.
Item Consignment Transfer Detail Screen	Used to review detailed transaction information about a customer consignment transfer (V type transaction).
Item Consignment Transaction History Limits Screen	Used to limit the types of transactions to display in the list on the Consignment History Screen (p. 5-15).

## Item Consignment Inquiry Selection Screen

ITEM CONSIGNMENT INQUIRY SELECTION

Warehouse?    ...

Item Number:  - .....

Find:            .....

Item No:        ..... Class? .....

F3=Exit

This screen appears after selecting option 1 - Item Consignment Inquiry on the Consignment Main Menu (MENU CNMAIN). Use this screen to specify the consignment warehouse and an item number within that warehouse to review consignment information about that item. If you do not know the item number, you can enter search criteria.

### Item Consignment Inquiry Selection Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	<p>Use this field to limit the item consignment information by a specific consignment warehouse.</p> <p><i>Valid Values:</i> A consignment warehouse defined through Consignment Options Maintenance (MENU CNFILE).</p> <p>(A 2) Optional</p>
Item Number	<p>Use this field to specify the number of the item for which you want to display consignment information.</p> <p><i>Valid Values:</i> An item number defined through Item Master Maintenance (MENU IAFILE) and set up through Customer Consignment Item Balance Maintenance (MENU CNFILE).</p> <p>(A 27) Required</p>

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**Item Consignment Inquiry Selection Screen Fields and Function Keys**


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Field/Function Key	Description
Find	<p>Use this field to search for an item using one or more words that closely match the item for which you are searching. The words you key may be up to 15 characters long and may appear in any order. Key the most unique words to improve the speed of the search. Leave this field blank if you would like to search on an item class.</p> <p>To search for manufacturer item numbers, prefix the criteria you enter with <b>M/</b>. The system will search based on the Vendor/Item File (VNITM) valid manufacturer item number.</p> <p>To search for customer item numbers, prefix the criteria you enter with <b>C/</b>. The system will search based on the Item/Customer Cross Reference File (IAXRF) valid customer item numbers.</p> <p>To search for UPC cross references, prefix the criteria you enter with <b>U/</b>. The system will search based on the Universal Product Code File (ITUPC) for valid UPC cross references.</p> <p>To search for GTIN cross references, prefix the criteria you enter with <b>G/</b>. The system will search based on the Global Trade Item Number File (ITGTIN) for valid GTIN cross references.</p> <p>(A 40) Optional</p>
Item No	<p>This field may be used in addition to, or in place of, entering search criteria in the <b>Find</b> field to further limit the items to display.</p> <p>Key a partial item number. All items that match the characters of the item number keyed in this field will display. This is helpful if you recall part of an item number, but not the entire number.</p> <p>For information on entering search criteria, refer to the Cross Applications User Guide.</p> <p>(A 27) Optional</p>
Class	<p>This field may be used in addition to (not in place of) the search criteria in the <b>Find</b> or <b>Item No</b> fields to further limit the number of items that will display, based on their item class.</p> <p>Key the appropriate item class and sub-class, if any. Only items that have been assigned the item class that is keyed in this field will display on the Item Description Search Screen.</p> <p>For information on entering search criteria, refer to the Cross Applications User Guide.</p> <p>(A 2/A 2) Optional</p>
F3=Exit	<p>Press <b>F3=EXIT</b> to exit this option. The Consignment Main Menu (MENU CNMAIN) appears.</p>
Enter	<p>Press the <b>ENTER</b> key to continue. The Customer Display Screen (p. 5-5) appears.</p>

---

## Customer Display Screen

```

CUSTOMER DISPLAY  WH? CE Co 1 Consignment East
                  Item: A200..... U/M: EA
                  Sharp Copier Toner SF-7200

  Co/Customer/Ship-to                On Hand    Available
1 01/10/1 Bon Secour School Department*E    10.000    10.000
2 01/10/2 Bon Secour School Department      15.000    15.000
3 01/100 Financial Management Services

_____ Last

Select: _ .

F2=Name Only   F5=Item Search   F9=Trn Hst
F4=Dsp CAS     F6=On P/O       F12=Return

```

This screen appears after you press **ENTER** on the Item Consignment Inquiry Selection Screen (p. 5-3). Use this screen to review quantities on hand and available in a specific consignment warehouse, if you specified one on the Item Consignment Inquiry Selection Screen (p. 5-3), or in all consignment warehouses, if you did not specify one on the Item Consignment Inquiry Selection Screen (p. 5-3).

## Customer Display Screen Fields and Function Keys

Field/Function Key	Description
WH	Use this field to limit the item consignment information by a specific consignment warehouse. <i>Valid Values:</i> A consignment warehouse defined through Consignment Options Maintenance (MENU CNFILE). (A 2) Optional
Item	Use this field to specify the number of a different item for which you want to display consignment information, instead of the item currently displayed. <i>Default Value:</i> The item number specified on the previous screen. <i>Valid Values:</i> An item number defined through Item Master Maintenance (MENU IAFILE) and set up through Customer Consignment Item Balance Maintenance (MENU CNFILE). (A 27) Optional

## Customer Display Screen Fields and Function Keys

Field/Function Key	Description
U/M	<p>Use this field to convert the displayed item quantities to a specific unit of measure. For example, you can change the displayed item quantities from displaying in each to display in box.</p> <p><i>Default Value:</i> The default unit of measure for this item as defined in Item Master Maintenance (MENU IAFILE).</p> <p><i>Valid Values:</i> A unit of measure defined through Unit of Measure Maintenance (MENU IAFIL2) and assigned to the item displayed through Item Master Maintenance (MENU IAFILE).</p> <p>(A 3) Optional</p>
Co/Customer/Ship-to	<p>This column displays the company number, customer number, and ship-to number consecutively from the customer consignment balance record set up for the displayed item through Customer Consignment Item Balance Maintenance (MENU CNFILE).</p> <p>Display</p>
WH	<p>This column displays only if the <b>WH</b> field is blank. This column displays the consignment warehouse for which this item's customer consignment balance record is set up through Customer Consignment Item Balance Maintenance (MENU CNFILE).</p> <p>Display</p>
On Hand / On P/O / Allocated / In Process / Transfer	<p>This column displays the quantity of the item on-hand, on purchase order, allocated for orders, in process, and pending stock transfer for each customer/ship-to listed in the unit of measure specified in the <i>U/M</i> field.</p> <p>The heading of this column can be toggled with the <b>F2=NAME ONLY / F2=NBR/NAME</b> function key.</p> <p>Display</p>
Available	<p>This field displays the quantity of the item available to be sold or used for each customer/ship-to in each consignment warehouse in the list.</p> <p>Display</p>
Select	<p>Use this field to select a line in the list for which you want to display detailed consignment balance information or transaction history.</p> <p>Key the number that displays to the left of the line in the list you want to work with.</p> <p>(N 2,0) Required</p>
F2=Name Only / Nbr/ Name	<p>Press the <b>F2=NAME ONLY / F2=NBR/NAME</b> function key to toggle the display of the <b>Co/Customer/Ship-to</b> column to display only the customer's/ship-to's name or the customer's/ship-to's name and customer/ship-to number.</p>

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**Customer Display Screen Fields and Function Keys**

Field/Function Key	Description
F4=Dsp XXX	<p>The <b>F4=DSP XXX</b> function key appears only if you have specified a warehouse in the <b>WH</b> field and the item you are inquiring about is a case quantity item.</p> <p>Press the <b>F4=DSP XXX</b> function key to toggle between displaying quantities in the item's stocking unit of measure and its case quantity unit of measure.</p>
F5=Item Search	<p>Press the <b>F5=ITEM SEARCH</b> function key to access the item search. The Item Description Search screen appears. Refer to that screen in the Inventory Accounting User Guide.</p>
F6=On P/O / Allocated / In Process / Transfer / On Hand	<p>Press the <b>F6=ON P/O / F6=ALLOCATED / F6=IN PROCESS / F6=TRANSFER / F6=ON HAND</b> function key to toggle the display of the value in the <b>On Hand / On P/O / Allocated / In Process / Transfer</b> column. You can display the quantity of the item on-hand, on purchase order, allocated for orders, in process, and pending stock transfer for each consignment warehouse.</p>
F9=Trn Hst	<p>Press the <b>F9=TRN HST</b> function key after keying a selection number in the <b>Select</b> field to review the transaction history for the selected item. The Consignment History Screen (p. 5-15) appears.</p>
F12=Return	<p>Press the <b>F12=RETURN</b> function key to return to the previous screen.</p>
Enter	<p>Press the <b>ENTER</b> key after keying a line number in the <b>Select</b> field to view consignment balance information for a specific company/customer/ship-to. The Consignment Balance Information Screen (p. 5-8) appears.</p>



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**Consignment Balance Information Screen Fields and Function Keys**

Field/Function Key	Description
Commission Cost	<p>Authority to see Commission Cost is determined by the <b>Display Commission Cost</b> application action defined through Application Action Authority Maintenance (MENU XASCTY).</p> <p>This field displays the commission cost of the item, as defined in Item Balance Maintenance (MENU IAFILE).</p> <p>Display</p>
Standard Cost	<p>Authority to see Standard Cost is determined by the <b>Display Standard Cost</b> application action defined through Application Action Authority Maintenance (MENU XASCTY).</p> <p>This field displays the standard cost of the item, as defined in Item Balance Maintenance (MENU IAFILE).</p> <p>Display</p>
Average Cost	<p>Authority to see Average Cost is determined by the <b>Display Average Cost</b> application action defined through Application Action Authority Maintenance (MENU XASCTY).</p> <p>This field displays the average cost of the item, as defined for this item and warehouse through Item Balance Maintenance (MENU IAFILE) and updated through Enter/Update Transactions (MENU IAMAIN).</p> <p>Display</p>
User Cost	<p>Authority to see User Cost is determined by the <b>Display User Cost</b> application action defined through Application Action Authority Maintenance (MENU XASCTY).</p> <p>This field displays the user cost of the item, as defined in Item Balance Maintenance (MENU IAFILE).</p> <p>Display</p>
Last Cost	<p>Authority to see Last Cost is determined by the <b>Display Last Cost</b> application action defined through Application Action Authority Maintenance (MENU XASCTY).</p> <p>This field displays the cost of the item the last time it was updated by Distribution A+, as defined in Item Balance Maintenance (MENU IAFILE).</p> <p>Display</p>
Last Cost Dte	<p>Authority to see Last Cost Date is determined by the <b>Display Last Cost</b> application action defined through Application Action Authority Maintenance (MENU XASCTY).</p> <p>This field displays the date on which the item's cost was last updated, as defined in Item Balance Maintenance.</p> <p>Display</p>

### Consignment Balance Information Screen Fields and Function Keys

Field/Function Key	Description
Vendor Number	This field displays the primary vendor assigned to this item through Customer Consignment Item Balance Maintenance (MENU CNFILE). Display
Originating WH	This field displays the originating warehouse assigned to this item through Customer Consignment Item Balance Maintenance (MENU CNFILE). Display
Dft UM	This field displays the default ordering unit of measure for this item assigned through Item Balance Maintenance (MENU IAFILE). Display
Rpl UM	This field displays the replenishment unit of measure for this item assigned through Customer Consignment Item Balance Maintenance (MENU CNFILE). Display
U/M	This field displays the stocking unit(s) of measure for the item (shown with a reference number <a href="#">1</a> , <a href="#">2</a> , and <a href="#">3</a> ), as defined in Item Master Maintenance (MENU IAFILE). Display
On Hand	This field displays the quantity of the item currently on-hand for the customer/ship-to in the consignment warehouse. Display
Allocated	This field displays the quantity of the item sold but for which an invoice has not yet been posted. Display
In Process	This field displays the total quantity of the item involved in any transactions that have been entered, but not yet posted. Display
Available	This field displays the quantity of the item that is available for sale. This value is equal to the on-hand quantity minus the allocated quantity plus the quantity in process. Display
On P/O	This field displays the quantity of the item that is on an open purchase order (a purchase order that has not been received). Display
Transfer	This field displays the quantity of the item sold for which an invoice has not yet been posted. Display

### Consignment Balance Information Screen Fields and Function Keys

Field/Function Key	Description
Max	This field displays the maximum quantity of the item that should remain in inventory for the item's replenishment unit of measure, as defined in Customer Consignment Item Balance Maintenance (MENU CNFILE). Display
Min	The minimum quantity of the item that should remain on-hand for the item's replenishment unit of measure, as defined in Customer Consignment Item Balance Maintenance (MENU CNFILE). Display
F4=DspXXX	The <b>F4=DSP XXX</b> key appears only if you are inquiring about a case quantity item. Press the <b>F4=DSP XXX</b> function key to toggle between displaying quantities in the item's stocking unit of measure and its case quantity unit of measure.
F6=Lot/Srl	The <b>F6=LOT/SRL</b> function key appears only if you are inquiring about a lot/serial item. Press the <b>F6=LOT/SRL</b> function key to display a list of lot/serial numbers currently in the consignment warehouse for this item and customer/ship-to. The Lot/Serial Display Screen (p. 5-12) appears.
F9=Trn Hst	Press the <b>F9=TRN HST</b> function key to review the transaction history of the item for this company/customer/ship-to. The Consignment History Screen (p. 5-15) appears.
F12=Return	Press the <b>F12=RETURN</b> function key to return to the previous screen.
F19=Opn POs	Press the <b>F19=OPN POS</b> function key to review any open purchase orders for the item and warehouse. The Purchase Order Inquiry by Item Screen appears. Refer to that screen in the Purchasing User Guide.
F20=Rcv POs	Press the <b>F20=RCV POS</b> function key to review any received purchase orders for the item and warehouse. The Purchase Order Inquiry by Item Screen appears. Refer to that screen in the Purchasing User Guide.
F21=Opn Ord	Press the <b>F21=OPN ORD</b> function key to review any open orders for the item and warehouse. The Open Sales Orders by Item Screen appears. Refer to that screen in the Order Entry User Guide.
F22=Shp Ord	Press the <b>F22=SHP ORD</b> function key to review any shipped orders for the item and warehouse. The Shipped Orders by Item Inquiry Screen appears. Refer to that screen in the Order Entry User Guide.
Enter	Press the <b>ENTER</b> key after keying a unit of measure in the <b>Avl</b> field to convert the displayed quantity available of the item to a specific unit of measure.

## Lot/Serial Display Screen

<u>LOT DISPLAY</u>					
Warehouse:	CC Co 1 Consignment Central			U/M: EA	
Item No:	A200 Sharp Copier Toner Developer for AR160, 161, 200, 200s,205				
Co/Customer:	01/10 Bon Secour School Department				
<u>Lot Number</u>	<u>On Hand</u>	<u>Available</u>	<u>Cost</u>	<u>U/M</u>	<u>Expires</u>
16-0012	100.000	100.000	4.99000	EA	
					Last
			F4=Dsp CAS	F12=Return	

<u>SERIAL DISPLAY</u>		
Warehouse:	CC Co 1 Consignment Central	
Item No:	A100 Sharp Fax Machine Model SX-765	
Co/Cust/Shp:	01/10/1 Bon Secour School Department	
	U/M: EA	
<u>Serial Number</u>	<u>Cost</u>	<u>U/M</u>
2235	399.99000	EA
2236	399.99000	EA
2237	399.99000	EA
2239	399.99000	EA
2240	399.99000	EA
2241	399.99000	EA
2242	399.99000	EA
2250	399.99000	EA
2251	399.99000	EA
2253	399.99000	EA
		Last
		F12=Return

This screen appears after you press **F6=LOT/SRL** on the Consignment Balance Information Screen (p. 5-8). Use this screen to display a list of this item's lot/serial numbers currently in the consignment warehouse.

**NOTE:** If you are inquiring about a lot item, this screen's heading displays as Lot Display. If you are inquiring about a serial item, this screen's heading displays as Serial Display.

### Lot/Serial Display Screen Fields and Function Keys

Field/Function Key	Description
WH	The selected consignment warehouse for which to view item consignment information. Display
Item	The selected item number and description for which you want to display consignment information. Display
Co/Customer/Ship-to	This field displays the company number, customer number, and ship-to number consecutively from the customer consignment balance record set up for the displayed item. Display
Lot/Serial Number	If you are inquiring about a lot item, this column displays as <b>Lot Number</b> . If you are inquiring about a serial item, this column displays as <b>Serial Number</b> . This field displays the lot/serial numbers of the item currently on consignment for the selected company/customer/ship-to. Display
On Hand	This field appears only if you are inquiring about a lot item. This field displays the quantity of items with the corresponding lot number currently on-hand for the customer/ship-to in the consignment warehouse. Display
Available	This field appears only if you are inquiring about a lot item. This field displays the quantity of items with the corresponding lot number currently available for the customer/ship-to in the consignment warehouse. Display
Cost	Authority to see Cost is determined by the <b>Display WM Cost</b> application action defined through Application Action Authority Maintenance (MENU XASCTY). This field displays the cost of each lot/serial number for this item. Display
U/M	This field displays the costing unit of measure for each lot/serial number of this item. Display
Expires	This field appears only if you are inquiring about a lot item. This field displays the date on which the lot number of this item expires. Display

### Lot/Serial Display Screen Fields and Function Keys

Field/Function Key	Description
F4=Dsp XXX	<p>The <b>F4=DSP XXX</b> function key appears only if you are inquiring about a case quantity item.</p> <p>Press the <b>F4=DSP XXX</b> function key to toggle between displaying quantities in the item's stocking unit of measure and its case quantity unit of measure.</p>
F12=Return	<p>Press the <b>F12=RETURN</b> function key to return to the previous screen.</p>

---

## Consignment History Screen

CSGN HISTORY									
WH: CE Co/Cust/Ship: 01/10/2 Bon Secour School Department									
Item: A200 Sharp Copier Toner SF-7200									
	Date	Time	Tr	Quantity	U/M	Ending Bal	Cost	U/M	C
1	3/26/10	20:14:19	T	15.000	EA	15.000	5.40506	EA	Y
									Last
Selection: -.		U/M: EA.							
Date Pos: .....		(F4)							
		F4=Pos Dt		F6=Avg Cost		F11=Lmts		F12=Return	

This screen appears after you press [F9=TRN HST](#) on the Consignment Balance Information Screen (p. 5-8). Use this screen to review the consignment transaction history of the item.

### Consignment History Screen Fields and Function Keys

Field/Function Key	Description
WH	The selected consignment warehouse for which to view item consignment information. Display
Co/Customer/Ship-to	This field displays the company number, customer number, and ship-to number consecutively from the customer consignment balance record set up for the displayed item. Display
Item	The selected item number and description for which you want to display consignment information. Display
Reference Number	The reference number of the transaction displayed on this screen. When rolling forward or backward, the reference numbers do not change. Use these numbers to reference an item for further inquiry. Display
Date	This field displays the date on which each transaction was performed. Display

### Consignment History Screen Fields and Function Keys

Field/Function Key	Description
Time	This field displays the time at which each transaction was performed. Display
Tr	This field displays the type of transaction that was performed. Transaction types that can display in this field are: <b>A</b> - Quantity Adjustment <b>I</b> - Quantity Issue <b>M</b> - Quantity Move Down <b>U</b> - Quantity Move Up <b>R</b> - Regular Receipts <b>Z</b> - Sales Issue <b>V</b> - Consignment Transfer <b>T</b> - Warehouse Transfer <b>C</b> - Cost Adjustment <b>S</b> - Standard Cost Maintenance <b>G</b> - Average Cost Adjustment <b>F</b> - User Cost Adjustment <b>L</b> - Last Cost Maintenance  NOTE: <b>V</b> type transactions are recorded when inventory is transferred through Transfer Consignment Inventory (MENU CNMAIN). <b>T</b> type transactions are recorded when warehouse transfers are created through Enter/Update Transactions (MENU IAMAIN) and stock transfer orders are created through Enter, Change & Ship Orders (MENU OEMAIN). Display
Quantity	This field displays the quantity of the item involved in the transaction. For <b>V</b> or <b>T</b> type transactions, a positive quantity indicates that the customer/ship-to received the item as a result of the transaction; a negative quantity indicates that the customer/ship-to's inventory decreased as a result of the transaction. Display
U/M	This field displays the unit of measure for the item in which the transaction was performed. Display
Ending Bal	This field displays the quantity of items for the customer/ship-to in the consignment warehouse after the transaction was performed. Display

### Consignment History Screen Fields and Function Keys

Field/Function Key	Description
Cost / Average Cost	<p>NOTE: This field displays only if a user has authority to the <b>Display GL Cost and Profit (OE, SA, AR, some PO)</b> security option in Application Action Authority Maintenance (MENU XASCTY).</p> <p>This field displays the cost specified in the transaction or the ending average cost of the item as a result of the transaction, based on your selection with the <b>F6=AVG COST/COST</b> function key.</p> <p>Display</p>
U/M	<p>This field displays the item's costing unit of measure, as defined in Item Master Maintenance (MENU IAFILE).</p> <p>Display</p>
C	<p>This field displays a <b>Y</b> if comments were entered for the transaction. This field is blank if no comments were entered for the transaction. If comments exist, you can review them by selecting the transaction.</p> <p>Display</p>
Selection	<p>Use this field to select a line in the list for which you want to display detailed transaction information.</p> <p>Key the reference number that displays to the left of the item that you want to work with.</p> <p>(N 2,0) Required</p>
U/M	<p>Use this field to limit the transactions that display in the list by unit of measure. For example, to display only transactions involving boxes of the item, key <b>BOX</b> in this field. Clear this field to display all transactions in all of the item's units of measure.</p> <p><i>Default Value:</i> The item's stocking unit of measure defined in Item Master Maintenance (MENU IAFILE).</p> <p><i>Valid Values:</i> A unit of measure defined for the displayed item through Item Master Maintenance (MENU IAFILE).</p> <p>(A 3) Optional</p>
Date Pos	<p>Use this field to bring transactions that were performed on a specific date to the top of the list. The transaction that was performed at the earliest time on the date you key in this field will display first in the list.</p> <p><i>Valid Values:</i> Key the date using the <b>Default Date Format</b> for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's <b>Default Date Format</b> specified through System Options Maintenance (MENU XAFILE).</p> <p>(N 6,0) Optional</p>

### Consignment History Screen Fields and Function Keys

Field/Function Key	Description
F4=Pos Dt	Press <b>F4=POS DT</b> after keying a date in the <b>Date Pos</b> field to bring transactions that were performed on a specific date to the top of the list.
F6=Avg Cost/Cost	<p>NOTE: This function key displays only if a user has authority to the <b>Display GL Cost and Profit (OE, SA, AR, some PO)</b> security option in Application Action Authority Maintenance (MENU XASCTY).</p> <p>Press <b>F6=AVG COST/COST</b> to toggle between displaying the item's average cost or its cost at the time the transaction was performed.</p>
F11=Lmts	Press <b>F11=LMTS</b> to limit the types of transactions to display in the list. The Item Consignment Transaction History Limits Screen (p. 5-23) appears.
F12=Return	Press <b>F12=RETURN</b> to return to the previous screen.
Enter	<p>Press the <b>ENTER</b> key after keying a line number in the <b>Selection</b> field to display detailed information about a transaction or, if you keyed a unit of measure in the <b>U/M</b> field, press the <b>ENTER</b> key to display only transactions involving that unit of measure.</p> <p>If you cleared the <b>U/M</b> field, press this key to display transactions involving all units of measure for this item. If you choose to display information about a <b>V</b> type (consignment transfer) transaction, the Item Consignment Transfer Detail Screen (p. 5-21) appears. If you choose to display information about any other type of transaction, the Item Transaction History Detail Screen (p. 5-19) appears.</p>

## Item Transaction History Detail Screen

User: QPGMR		<u>TRANSACTION HISTORY DETAIL</u>		T-WHS TRANSFER	
Wh: CE	Item: A200	Sharp Copier Toner			
Qty: 15.000	EA	SF-7200			
Co/Journal Ref: 1 - IJ091	Post Date: 3/26/10	Item G/L:			
GL Account		<u>G/L Amount</u>			
001.0001200.000 Inventory Warehouse 1		81.07 D			
<u>Comments</u>		<u>User</u>			
Stock Transfer Order: 01/02716/00		QPGMR			
To Co/Cust/Shp: 01/10/2		QPGMR			
TRANSFERRED FROM WH: 1		QPGMR			
		F5=Add/Change Comments		F12=Return	

This screen appears if you choose to display information about a non V type transaction on the Consignment History Screen (p. 5-15). Use this screen to review detailed transaction information.

All the fields on this screen are display only and cannot be changed.

#### Item Transaction History Detail Screen Fields and Function Keys

Field/Function Key	Description
User	The User ID of the person that completed this transaction.
(Transaction Type)	The transaction type of the transaction that created this transaction.
Wh	The consignment warehouse where the transaction took place.
Item	The item number and description for this transaction.
Quantity	The quantity transferred/sold for this transaction.
Co/Journal Ref	This field displays the company associated with the transaction and the general ledger journal reference of the transaction.
Post Date	This field displays the general ledger posting date.
Item G/L	This field displays the item G/L code, if any, associated with the item. Item G/L codes are assigned to items through Item Master Maintenance (MENU IAFILE).

---

**Item Transaction History Detail Screen Fields and Function Keys**

Field/Function Key	Description
GL Account	<p>This field appears only if you are set up with the appropriate <b>Security Levels</b> for the specific G/L account access as defined through Authority Profile Maintenance (MENU XASCTY).</p> <p>This field displays the account number and description of the general ledger account affected by the transaction.</p>
G/L Amount	<p>NOTE: Authority to see the G/L Amount is determined by the <b>Display GL Cost and Profit (OE, SA, AR, some PO)</b> application action defined through Application Action Authority Maintenance (MENU XASCTY), and General Ledger account security. For details about General Ledger account security, refer to the Program and Account Security topics in the General Ledger Overview of the General Ledger User Guide.</p> <p>This field displays the amount by which the general ledger account was debited (D) or credited (C).</p>
Comments	This field displays any transaction comments for the transaction.
User	This field displays the user ID of the person who performed the action referred to in the comment. A user ID displays beside each comment line.
F5=Add/Change Comments	Press the <b>F5=ADD/CHANGE COMMENTS</b> function key to add or change a comment for the transaction. The IA Comments Maintenance screen appears. Refer to the Inventory Accounting User Guide for a description of that screen.
F12=Return	Press the <b>F12=RETURN</b> function key to return to the previous screen.

## Item Consignment Transfer Detail Screen

User: APDEMO		<u>CONSIGNMENT TRANSFER DETAIL</u>	
	Warehouse:	CE Co 1 Consignment East	
From:	Co/Cust/Shp:	01/200/1 Manufacturing Solutions Store	
To:	Co/Customer:	01/200 Train Parts	
Transfer:	Item Number:	CN2 Desk Stapler - chrome/nickel 1/2" staples	
	Quantity:	4.000 EA	
	Date/Time:	10/11/10 9:30:53	
<u>Comments</u>			<u>User</u>
		F5=Add/Change Comments	F12=Return

This screen appears if you choose to display information about a V type transaction on the Consignment History Screen (p. 5-15). Use this screen to review detailed transaction information about a customer consignment transfer.

### Item Consignment Transfer Detail Screen Fields and Function Keys

Field/Function Key	Description
User	This field displays the user ID of the person who performed the consignment inventory transfer. Display
Warehouse	This field displays the number and description of the consignment warehouse in which the consignment inventory transfer was performed. Display
From	This field displays the company, customer number, and ship-to number from which the consignment inventory was transferred. Display
To	This field displays the company, customer number, and ship-to number to which the consignment inventory was transferred. Display

### Item Consignment Transfer Detail Screen Fields and Function Keys

Field/Function Key	Description
Transfer	<p>This field displays the item number, description, quantity of the item transferred, unit of measure, and the date and time on which the transfer was performed.</p> <p>Display</p>
Comments	<p>This field displays any transaction comments for the transaction.</p> <p>Display</p>
User	<p>This field displays the user ID of the person who performed the action referred to in the comment. A user ID displays beside each comment line.</p> <p>Display</p>
F5=Add/Change Comments	<p>Press the <b>F5=ADD/CHANGE COMMENTS</b> function key to add or change a comment for the transaction. The IA Comments Maintenance screen appears. Refer to the Inventory Accounting User Guide for a description of that screen.</p>
F12=Return	<p>Press the <b>F12=RETURN</b> function key to return to the previous screen.</p>

## Item Consignment Transaction History Limits Screen

Csqn Transaction History Limits			
(A)	Quantity Adjustments:	Y	(Y/N)
(I)	Quantity Issue:	Y	(Y/N)
(M)	Quantity Move Down:	Y	(Y/N)
(U)	Quantity Move Up:	Y	(Y/N)
(R)	Receipts:	Y	(Y/N)
(Z)	Sales Issues:	Y	(Y/N)
(V)	Consignment Transfer:	Y	(Y/N)
(T)	Warehouse Transfer:	Y	(Y/N)
(C)	Cost Adjustments:	Y	(Y/N)
(S)	Standard Cost Maintenance:	Y	(Y/N)
(G)	Average Cost Adjustment:	Y	(Y/N)
(F)	User Cost Adjustment:	Y	(Y/N)
(L)	Last Cost Maintenance:	Y	(Y/N)

F9=All Yes      F10=All No

This screen appears after you press **F11=LMTS** on the Consignment History Screen (p. 5-15). Use this screen to limit the types of transactions to display in the list on the Consignment History Screen (p. 5-15).

## Item Consignment Transaction History Limits Screen Fields and Function Keys

Field/Function Key	Description
(Transaction Type)	The type of transaction available for display in the list of transactions on the Consignment History Screen (p. 5-15).  Key <b>Y</b> beside each transaction type that you want to display on the Consignment History Screen (p. 5-15). Key <b>N</b> beside each transaction type that you do not want to display on the Consignment History Screen (p. 5-15).
F9=All Yes	Press the <b>F9=ALL YES</b> function key to set all transaction type fields on this screen to <b>Y</b> .
F10=All No	Press the <b>F10=ALL NO</b> function key to set all transaction type fields on this screen to <b>N</b> .
Enter	Press the <b>ENTER</b> key to confirm your entries and continue.



---

Once inventory is received into a consignment warehouse, it can be tracked through various inquiries and reports. Use these inquiries and reports to review the consignment stock held by a particular customer/ship-to.

---

## Customer Consignment Inquiry

The Customer Consignment Inquiry option on the Consignment Main Menu (MENU CNMAIN) allows you to inquire about a particular customer/ship-to's consigned inventory and the current quantity of items available in a consignment warehouse.

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Customer Consignment Inquiry Selection Screen	Used to inquire about a particular customer/ship-to's consigned inventory and the current quantity of items available in a consignment warehouse.
Item Display Screen	Used to review quantities of items on hand and available for this customer in a specific consignment warehouse or in all consignment warehouses.

---

## Customer Consignment Inquiry Selection Screen

```

CUSTOMER CONSIGNMENT INQUIRY SELECTION

Warehouse?   ...
Company?     01
Customer No: - .....
Find:        .....
City:        ..... St/Prov: .....
Ship-To No:  .....

F3=Exit    F5=Ship-To Search
    
```

This screen appears after selecting option 2 - Customer Consignment Inquiry on the Consignment Main Menu (MENU CNMAIN). Use this screen to inquire about a particular customer/ship-to's consigned inventory and the current quantity of items available in a consignment warehouse.

### Customer Consignment Inquiry Selection Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	<p>Use this field to limit the customer consignment information by a specific consignment warehouse.</p> <p><i>Valid Values:</i> A consignment warehouse defined through Consignment Options Maintenance (MENU CNFILE).</p> <p>(A 2) Optional</p>
Company	<p>This field appears only if the <b>Multi Company</b> field is set to <b>Y</b> through System Options Maintenance (MENU XAFIELD).</p> <p>Use this field to specify the company number.</p> <p><i>Default Value:</i> The default company specified for your user ID through Authority Profile Maintenance (MENU XASCTY).</p> <p><i>Valid Values:</i> A company number defined through Company Name Maintenance (MENU XAFIELD).</p> <p>(N 2,0) Required</p>

---

**Customer Consignment Inquiry Selection Screen Fields and Function Keys**


---

Field/Function Key	Description
Customer No	<p>Use this field to specify the number of the customer about whom you want to review consignment information.</p> <p><i>Valid Values:</i> A customer number defined through Customer/Ship-to Master Maintenance (MENU ARFILE) for which a customer consignment item balance record is set up in a consignment warehouse through Customer Consignment Item Balance Maintenance (MENU CNFILE).</p> <p>(N 10,0) Required</p>
Find (Customer)	<p>Either alone or with the <b>City</b> and <b>St/Prov</b> fields, allows you to search for a customer by name, phone number, and zip/postal code. Key one or more of the following, separated by one blank space:</p> <ul style="list-style-type: none"> <li>• up to 10 characters (the first 10) of one or more words in the customer's name. Key the words in any order.</li> <li>• up to 10 characters (the first 10) of the PO contact's phone number, excluding the country code and delimiters</li> <li>• up to 5 characters (the first 5) of the customer's zip/postal code</li> </ul> <p>For information about entering search criteria, refer to the <i>Searches</i> topic in the <i>Introduction</i> section of the Cross Applications User Guide.</p> <p>(A 40) Optional</p>
City (Customer)	<p>Either alone or with the <b>Find</b> and <b>St/Prov</b> fields, allows you to search for a customer in a particular city.</p> <p>Key up to 8 characters (the first 8) of the customer's city.</p> <p>For information about entering search criteria, refer to the <i>Searches</i> topic in the <i>Introduction</i> section of the Cross Applications User Guide.</p> <p>(A 8) Optional</p>
St/Prov (Customer)	<p>Either alone or with the <b>Find</b> and <b>City</b> fields, allows you to search for a customer in a particular state or province.</p> <p>Key up to 10 characters (the first 10) of the state or province code.</p> <p>For information about entering search criteria, refer to the <i>Searches</i> topic in the <i>Introduction</i> section of the Cross Applications User Guide.</p> <p>(A 10) Optional</p>
Ship-To No	<p>Use this field to specify the number of the ship-to address about which you want to review consignment information.</p> <p><i>Valid Values:</i> A ship-to number defined through Customer/Ship-to Master Maintenance (MENU ARFILE) for the customer for which an item balance record is set up in a consignment warehouse through Customer Consignment Item Balance Maintenance (MENU CNFILE).</p> <p>(A 7) Optional</p>

---

### Customer Consignment Inquiry Selection Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press the <b>ENTER</b> key to confirm your entries and continue. The Item Display Screen (p. 6-5) appears.
F3=Exit	Press the <b>F3=EXIT</b> key to exit this option. The Consignment Main Menu (MENU CNMAIN) appears.
F5=Ship-To Search	Press the <b>F5=SHIP-TO SEARCH</b> function key to activate the ship-to search. The customer number in the <b>Customer No</b> field will be used as search criteria. The Ship-To Search Screen appears. Refer to that screen in the Cross Applications User Guide.

---

## Item Display Screen

```

ITEM DISPLAY      WH? CE Co 1 Consignment East
                  Co? 01 Customer: .....100 Ship-To: .....
                  Financial Management Services

  Item/Description                On Hand   Available  U/M
  1 A200 Sharp Copier Toner SF-7200                EA

_____ Last

Select: _ .

                F2=Desc Only      F5=Ship-To Search  F9=Trn Hst
                F4=Customer Search  F6=On P/O         F12=Return
  
```

This screen appears after you press **ENTER** on the Customer Consignment Inquiry Selection Screen (p. 6-2). Use this screen to review quantities of items on hand and available for this customer in a specific consignment warehouse, if you specified one on the Customer Consignment Inquiry Selection Screen (p. 6-2), or in all consignment warehouses, if you did not specify one on the Customer Consignment Inquiry Selection Screen (p. 6-2).

### Item Display Screen Fields and Function Keys

Field/Function Key	Description
WH	<p>Use this field to limit the customer's item consignment information by a specific consignment warehouse.</p> <p><i>Valid Values:</i> A consignment warehouse defined through Consignment Options Maintenance (MENU CNFILE).</p> <p>(A2) Optional</p>
Co	<p>This field appears only if the <b>Multi Company</b> field is set to <b>Y</b> through System Options Maintenance (MENU XAFILE).</p> <p>Use this field to specify the company number.</p> <p><i>Default Value:</i> The company specified on the Customer Consignment Inquiry Selection Screen (p. 6-2).</p> <p><i>Valid Values:</i> A company number defined though Company Name Maintenance (MENU XAFILE).</p> <p>(A2) Required</p>

### Item Display Screen Fields and Function Keys

Field/Function Key	Description
Customer	<p>Use this field to limit the item consignment information by a specific customer number.</p> <p><i>Default Value:</i> The customer number specified on the Customer Consignment Inquiry Selection Screen (p. 6-2).</p> <p><i>Valid Values:</i> A customer number defined through Customer/Ship-to Master Maintenance (MENU ARFILE) for which a customer consignment item balance record is set up in a consignment warehouse through Customer Consignment Item Balance Maintenance (MENU CNFILE).</p> <p>(N 10,0) Optional</p>
Ship-To	<p>Use this field to limit the item consignment information by a specific ship-to address.</p> <p><i>Default Value:</i> The ship-to number specified on the Customer Consignment Inquiry Selection Screen (p. 6-2).</p> <p><i>Valid Values:</i> A ship-to number defined through Customer/Ship-to Master Maintenance (MENU ARFILE) for the customer for which an item balance record is set up in a consignment warehouse through Customer Consignment Item Balance Maintenance (MENU CNFILE).</p> <p>(A 7) Optional</p>
Select	<p>Use this field to select a specific line in the list for which you want to display detailed consignment balance information.</p> <p>Key the number that displays to the left of the item that you want to work with.</p> <p>(N 2,0) Required</p>
Item/Description	<p>This field displays the item number and description of the item on consignment for the selected company/customer/ship-to.</p> <p>Display</p>
WH	<p>This field displays only if you did not specify a warehouse in the <i>WH</i> field.</p> <p>This field displays the consignment warehouse in which this item exists.</p> <p>Display</p>
On Hand / On P/O / Allocated / In Process / Transfer	<p>This field displays the quantity of the item on-hand, on purchase order, allocated for orders, in process, and pending stock transfer for the customer/ship-to each consignment warehouse.</p> <p>Display</p>
Available	<p>This field displays the quantity of the item available to be sold for the customer/ship-to in each consignment warehouse.</p> <p>Display</p>
U/M	<p>This field displays the unit of measure of each item.</p> <p>Display</p>

---

**Item Display Screen Fields and Function Keys**

Field/Function Key	Description
F2=Desc Only / F2=Item/Desc	Press the <b>F2=DESC ONLY</b> / <b>F2=ITEM/DESC</b> function key to toggle the display of the <b>Item/Description</b> field to display only the item description or the item's number and description.
F4=Customer Search	Press the <b>F4=CUSTOMER SEARCH</b> function key to activate the customer search. The Customer/Ship-To Search - Customer Search Screen appears. Refer to that screen in the Accounts Receivable User Guide.
F5=Ship-To Search	Press the <b>F5=SHIP-TO SEARCH</b> function key to activate the ship-to search. The customer number in the <b>Customer</b> field will be used as search criteria. The Customer/Ship-To Search - Ship-To Search Screen appears. Refer to that screen in the Accounts Receivable User Guide.
F6=On P/O / F6=Allocated / F6=In Process / F6=Transfer / F6=On Hand	Press the <b>F6=ON P/O</b> / <b>F6=ALLOCATED</b> / <b>F6=IN PROCESS</b> / <b>F6=TRANSFER</b> / <b>F6=ON HAND</b> function key to toggle the display of the value in the <b>On Hand / On P/O Process / Allocated / In Process / Transfer</b> field. You can display the quantity of the item on-hand, on purchase order, allocated for orders, in process, and pending stock transfer for the customer/ship-to in each consignment warehouse.
F9=Trn Hst	Press the <b>F9=TRN HST</b> function key after keying a selection number in the <i>Select</i> field to review this customer's transaction history for the selected item. The Consignment History Screen (p. 5-15) appears.
F12=Return	Press the <b>F12=RETURN</b> function key to return to the previous screen.
Enter	Press the <b>ENTER</b> key after keying a line number in the <b>Select</b> field to review this customer's consignment balance information for a specific item. The Consignment Balance Information Screen (p. 5-8) appears.



---

Use the Consignment Report option on the Consignment Main Menu (MENU CNMAIN) to print the Customer Consignment Report (p. 7-6). This report allows you to review inventory on consignment and identify items for which stock may need to be replenished in a consignment warehouse. You can limit the report to include items for:

- a specific consignment warehouse or all consignment warehouses
- a specific company/customer/ship-to or all companies/customers/ship-tos
- only items associated with a specific status code, such as A for items with no quantity on-hand, etc.

You can also choose to print item costs and lot/serial information on the report.

---

## Consignment Report

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Customer Consignment Report Selection Screen	Used to enter limiting criteria for the Customer Consignment Report (p. 7-6).
Customer Consignment Report	This report includes the consignment item information.

---

## Customer Consignment Report Selection Screen

```

          CUSTOMER CONSIGNMENT REPORT

Csgn WH?      - .
Company?      ...
Customer No:  .....
Find:         .....
City:         .....      St/Prov: .....
Ship-To No:   *ALL...
Status Code:  .. (A,B,C, )
Show Cost:    N (Y,N)
Show Lot/Serial Information: N (Y,N)

                                     F3=Cancel   F5=Ship-To Search
    
```

This screen appears after selecting option **3** - Consignment Report on the Consignment Main Menu (MENU CNMAIN). Use this screen to enter limiting criteria for the Customer Consignment Report (p. 7-6).

### Customer Consignment Report Selection Screen Fields and Function Keys

Field/Function Key	Description
Csgn WH	<p>Use this field to limit the report to a specific consignment warehouse. To include all consignment warehouses on the report, leave this field blank.</p> <p><i>Valid Values:</i> Any consignment warehouse defined in Warehouse Numbers Maintenance (MENU IAFILE) and set up in Consignment Options Maintenance (MENU CNFILE).</p> <p>(A 2) Optional/Blank</p>
Company	<p>This field appears only if the <b>Multi Company</b> field is set to <b>Y</b> through System Options Maintenance (MENU XAFILE).</p> <p>If you key a customer number in the <b>Customer No</b> field, this field is required; otherwise, leave this field blank.</p> <p>Use this field in conjunction with the <b>Customer No</b> field to limit the report by a specific company number and customer number. To include all companies and customers, leave this field blank.</p> <p><i>Valid Values:</i> A company number defined though Company Name Maintenance (MENU XAFILE).</p> <p>(N 2,0) Required/Blank</p>

---

**Customer Consignment Report Selection Screen Fields and Function Keys**


---

Field/Function Key	Description
Customer No	<p>If you key a company number in the <b>Company</b> field, this field is required; otherwise, this field leave this field blank.</p> <p>Use this field in conjunction with the <b>Company</b> field to limit the report to a specific customer number and company number. To include all companies and customers, leave both fields blank.</p> <p><i>Valid Values:</i> A customer number defined through Customer/Ship-to Master Maintenance (MENU ARFILE) for which a customer consignment item balance record is set up in a consignment warehouse through Customer Consignment Item Balance Maintenance (MENU CNFILE).</p> <p>(N 10,0) Required/Blank</p>
Find	<p>Either alone or with the <b>City</b> and <b>St/Prov</b> fields, allows you to search for a customer by name, phone number, and zip/postal code. Key one or more of the following, separated by one blank space:</p> <ul style="list-style-type: none"> <li>• up to 10 characters (the first 10) of one or more words in the customer's name. Key the words in any order.</li> <li>• up to 10 characters (the first 10) of the PO contact's phone number, excluding the country code and delimiters</li> <li>• up to 5 characters (the first 5) of the customer's zip/postal code</li> </ul> <p>For information about entering search criteria, refer to the <i>Searches</i> topic in the <i>Introduction</i> section of the Cross Applications User Guide.</p> <p>(A 40) Optional</p>
City	<p>Either alone or with the <b>Find</b> and <b>St/Prov</b> fields, allows you to search for a customer in a particular city.</p> <p>Key up to 8 characters (the first 8) of the customer's city.</p> <p>For information about entering search criteria, refer to the <i>Searches</i> topic in the <i>Introduction</i> section of the Cross Applications User Guide.</p> <p>(A 8) Optional</p>
St/Prov	<p>Either alone or with the <b>Find</b> and <b>City</b> fields, allows you to search for a customer in a particular state or province.</p> <p>Key up to 10 characters (the first 10) of the state or province code.</p> <p>For information about entering search criteria, refer to the <i>Searches</i> topic in the <i>Introduction</i> section of the Cross Applications User Guide.</p> <p>(A 10) Optional</p>

---

### Customer Consignment Report Selection Screen Fields and Function Keys

Field/Function Key	Description
Ship-To No	<p>Use this field in conjunction with the <b>Customer No</b> field to limit the report to a specific customer number and ship-to number. To include all ship-tos for all customers, key *ALL.</p> <p><i>Valid Values:</i> A ship-to number defined through Customer/Ship-to Master Maintenance (MENU ARFILE) for the customer for which an item balance record is set up in a consignment warehouse through Customer Consignment Item Balance Maintenance (MENU CNFILE) or *ALL.</p> <p>(A 7) Optional</p>
Status Code	<p>Use this field to limit the report by a specific status code. To include consignment items of all status codes, leave this field blank. The valid, one character status codes available (which are system defined), are:</p> <ul style="list-style-type: none"> <li>• A - Prints items with no on-hand quantity</li> <li>• B - Prints items with no quantity available</li> <li>• C - Prints items whose quantity on-hand is below the minimum for this item</li> </ul> <p>For multi-unit of measure items:</p> <ul style="list-style-type: none"> <li>• a status code of A will be assigned if the on-hand quantity for all units of measure is zero.</li> <li>• a status code of B will be assigned if the available quantity for all units of measure is zero.</li> <li>• a status code of C will be assigned if the on-hand quantity is less than the minimum quantity in the item's smallest unit of measure.</li> </ul> <p><i>Valid Values:</i> A, B, C, and blank</p> <p>(A 1) Optional/Blank</p>
Show Cost	<p>Use this field to specify whether or not item costs will print on the report. Key <b>Y</b> if you want item costs to print on the report. Key <b>N</b> if you do not want item costs to print on the report.</p> <p>Based on your Order Entry options defined through Order Entry Options Maintenance (MENU XAFILE), the standard, average, or user cost will print on the report.</p> <p><i>Default Value:</i> N</p>
Show Lot/Serial Information	<p>This field appears only if Warehouse Management is installed and the <b>Use Lots</b> field and <b>Use Serial Numbers</b> field are both set to <b>Y</b> through Warehouse Management Options Maintenance (MENU WMFILE).</p> <p>Use this field to specify whether or not lot/serial information will print on the report. Key <b>Y</b> if you want lot/serial information to print on the report. Key <b>N</b> if you do not want lot/serial information to print on the report.</p> <p><i>Default Value:</i> N</p>

---

**Customer Consignment Report Selection Screen Fields and Function Keys**

Field/Function Key	Description
F3=Cancel	Press the <b>F3=CANCEL</b> function key to exit this option and return to MENU CNMAIN.
F5=Ship-To Search	Press the <b>F5=SHIP-TO SEARCH</b> function key to activate the ship-to search. The customer number in the <i>Customer No</i> field will be used as search criteria.
Enter	Press the <b>ENTER</b> key to confirm your entries and continue. The Report Options Screen appears. For a description of that screen, refer to the Cross Applications User Guide.

---

## Customer Consignment Report

All Warehouses		All Companies		All Customers		All Ship-Tos		All Status Codes		Show Cost: N		Show Lot/Serial Info: N	
Item Number/Description	Qty On Hand	U/M	Qty In Process	Qty On P/O	Qty Allocated	Qty In Transfer	Qty Available	Status Codes					
CNA301      06/27/11 14:28:28      CUSTOMER CONSIGNMENT REPORT      MT/APDEMO      PAGE: 1 WAREHOUSE CC - Co 1 Consignment Central CO/CUSTOMER 01/10 - KEY PET SHOP													
-----													
Ship-To:													
A200	80.000	EA					80.000						
Sharp Copier Toner													
A500	2.000	CAS		2.000			2.000						
File Folders - Manila													
	20.000	EA <=					20.000						
Ship-To: 1      Bon Secour School Department													
A200	10.000	EA					10.000						
Sharp Copier Toner													
Ship-To: 2      Bon Secour School Department													
A200		EA							A B				
Sharp Copier Toner													
A510		CAS											
File Folders - 4 Assorted Color													
	25.000	EA <=					25.000						

Based on your report selection criteria, for each consignment warehouse, company, and customer, the Customer Consignment Report includes the consignment item information described in the table below.

### Customer Consignment Report

Report/Listing Fields	Description
Item Number/Description	This field displays the number and description of the item on consignment.
Qty On Hand	This field displays the quantity of the item on-hand in the consignment warehouse.
U/M	This field displays the item's stocking unit of measure.
Qty In Process	This field displays the quantity of the item in process for the company/customer/ship-to.
Qty On P/O	This field displays the quantity of the item on purchase order for the company/customer/ship-to.
Qty Allocated	This field displays the quantity of the item allocated for the company/customer/ship-to.
Qty In Transfer	This field displays the quantity of the item pending stock transfer for the company/customer/ship-to.
Qty Available	This field displays the quantity of the item available for the company/customer/ship-to.

---

**Customer Consignment Report**

Report/Listing Fields	Description
Status Codes	<p>This field displays any status codes currently assigned to the item. The valid, one character status codes available (which are system defined), are:</p> <ul style="list-style-type: none"> <li>• A - Prints items with no on-hand quantity</li> <li>• B - Prints items with no quantity available</li> <li>• C - Prints items whose quantity on-hand is below the minimum for this item</li> </ul> <p>For multi-unit of measure items:</p> <ul style="list-style-type: none"> <li>• a status code of A will be assigned if the on-hand quantity for all units of measure is zero.</li> <li>• a status code of B will be assigned if the available quantity for all units of measure is zero.</li> <li>• a status code of C will be assigned if the on-hand quantity is less than the minimum quantity in the item's smallest unit of measure.</li> </ul>
Ship-To	This field displays the customer's ship-to address.
(Item Cost)	This field displays the item's cost. Based on your Order Entry options defined through Order Entry Options Maintenance (MENU XAFILE), the standard, average, or user cost will print on the report.
(Lot/Serial Number)	This field displays the lot or serial number assigned to the item.



In some instances, such as negotiating consignment with a customer with multiple ship-to addresses, it may be necessary to move consignment stock from one customer/ship-to to another. To move this stock, you have three options:

- transfer the inventory through Transfer Consignment Inventory (MENU CNMAIN)
- perform an inventory warehouse transfer via Enter/Update Transactions (MENU IAMAIN) to and from different consignment warehouses
- create a warehouse transfer purchase order via Enter or Change Requisitions (MENU POMAIN)

## Transfer Consignment Inventory

The Transfer Consignment Inventory option on the Consignment Main Menu (MENU CNMAIN) allows you to move consignment inventory between customers/ship-tos associated with the same consignment warehouse. Use this option when:

- the customer has already completed the transaction
- you instruct the customer to move/ship the transaction
- one of your sales reps picks up and delivers the inventory

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Consignment Transfer Selection Screen	Used to move consignment inventory between customers/ship-tos associated with the same consignment warehouse
Consignment Transfer Screen	Used to process consignment inventory transfers between customers/ship-tos associated with the same consignment warehouse.

## Consignment Transfer Selection Screen

```

CONSIGNMENT TRANSFER SELECTION

Warehouse?  - .

From:  Company?  01
      Customer No: .....
      Find: .....
      City: ..... St/Prov: .....
      Ship-To No: .....

To:    Company?  01
      Customer No: .....
      Find: .....
      City: ..... St/Prov: .....
      Ship-To No: .....

Transfer: Item Number: .....
          Find: .....
          Item No: ..... Class? .....
          Quantity: ..... U/M? ....

F3=Exit  F5="From" ShpTo Srch  F6="To" ShpTo Srch
    
```

This screen appears after selecting option 4 - Transfer Consignment Inventory on the Consignment Main Menu (MENU CNMAIN). Use this screen to move consignment inventory between customers/ship-tos associated with the same consignment warehouse.

### Consignment Transfer Selection Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	<p>Use this field to specify the consignment warehouse in which to perform the transfer.</p> <p><i>Valid Values:</i> Any consignment warehouse defined in Warehouse Numbers Maintenance (MENU IAFILE) and set up in Consignment Options Maintenance (MENU CNFILE).</p> <p>(A 2) Required</p>
From Company	<p>This field appears only if the <b>Multi Company</b> field is set to <b>Y</b> through System Options Maintenance (MENU XAFILE).</p> <p>Use this field to specify the company number from which you want inventory transferred.</p> <p><i>Default Value:</i> The default company specified for your user ID through Authority Profile Maintenance (MENU XASCTY).</p> <p><i>Valid Values:</i> A company number defined though Company Name Maintenance (MENU XAFILE).</p> <p>(N 2,0) Required</p>

### Consignment Transfer Selection Screen Fields and Function Keys

Field/Function Key	Description
From Customer No	<p>Use this field to specify the number of the customer from whom you want consignment inventory transferred.</p> <p><i>Valid Values:</i> A customer number defined through Customer/Ship-to Master Maintenance (MENU ARFILE) for which a customer consignment item balance record is set up in a consignment warehouse through Customer Consignment Item Balance Maintenance (MENU CNFILE).</p> <p>(N 10,0) Required</p>
Find	<p>Use this field either alone or with the <b>City</b> and <b>St/Prov</b> fields, allows you to search for a customer by name, phone number, and zip/postal code. Key one or more of the following, separated by one blank space:</p> <ul style="list-style-type: none"> <li>• up to 10 characters (the first 10) of one or more words in the customer's name. Key the words in any order.</li> <li>• up to 10 characters (the first 10) of the PO contact's phone number, excluding the country code and delimiters</li> <li>• up to 5 characters (the first 5) of the customer's zip/postal code</li> </ul> <p>For information about entering search criteria, refer to the Cross Applications User Guide.</p> <p>(A 40) Optional</p>
City	<p>Use this field either alone or with the <b>Find</b> and <b>St/Prov</b> fields, allows you to search for a customer in a particular city.</p> <p>Key up to 8 characters (the first 8) of the customer's city.</p> <p>For information about entering search criteria, refer to the Cross Applications User Guide.</p> <p>(A 8) Optional</p>
St/Prov	<p>Use this field either alone or with the <b>Find</b> and <b>City</b> fields, allows you to search for a customer in a particular state or province.</p> <p>Key up to 10 characters (the first 10) of the state or province code.</p> <p>For information about entering search criteria, refer to the Cross Applications User Guide.</p> <p>(A 10) Optional</p>
From Ship-To No	<p>Use this field to specify the number of the ship-to address from which you want consignment inventory to be transferred.</p> <p><i>Valid Values:</i> A ship-to number defined through Customer/Ship-to Master Maintenance (MENU ARFILE) for the customer for which an item balance record is set up in a consignment warehouse through Customer Consignment Item Balance Maintenance (MENU CNFILE).</p> <p>(A 7) Optional</p>

**Consignment Transfer Selection Screen Fields and Function Keys**

<b>Field/Function Key</b>	<b>Description</b>
To Company	<p>This field appears only if the <b>Multi Company</b> field is set to <b>Y</b> through System Options Maintenance (MENU XAFILE).</p> <p>Use this field to specify the company number to which you want inventory transferred.</p> <p><i>Default Value:</i> The default company specified for your user ID through Authority Profile Maintenance (MENU XASCTY).</p> <p><i>Valid Values:</i> A company number defined through Company Name Maintenance (MENU XAFILE).</p> <p>(N 2,0) Required</p>
To Customer No	<p>Use this field to specify the number of the customer to whom you want consignment inventory transferred.</p> <p><i>Valid Values:</i> A customer number defined through Customer/Ship-to Master Maintenance (MENU ARFILE) for which a customer consignment item balance record is set up in a consignment warehouse through Customer Consignment Item Balance Maintenance (MENU CNFILE).</p> <p>(N 10,0) Required</p>
To Ship-To No	<p>Use this field to specify the number of the ship-to address to which you want consignment inventory transferred.</p> <p><i>Valid Values:</i> A ship-to number defined through Customer/Ship-to Master Maintenance (MENU ARFILE) for the customer for which an item balance record is set up in a consignment warehouse through Customer Consignment Item Balance Maintenance (MENU CNFILE).</p> <p>(A 7) Optional</p>
Item Number	<p>Use this field to specify the number of the item that you want to transfer.</p> <p><i>Valid Values:</i> An item number defined through Item Master Maintenance (MENU IAFILE) and set up through Customer Consignment Item Balance Maintenance (MENU CNFILE) with quantities in a consignment warehouse for the “from” customer/ship-to.</p> <p>(A 27) Required</p>

### Consignment Transfer Selection Screen Fields and Function Keys

Field/Function Key	Description
Find	<p>Use this field to search for an item using one or more words that closely match the item for which you are searching. The words you key may be up to 15 characters long and may appear in any order. Key the most unique words to improve the speed of the search. Leave this field blank if you would like to search on an item class.</p> <p>To search for manufacturer item numbers, prefix the criteria you enter with <b>M/</b>. The system will search based on the Vendor/Item File (VNITM) valid manufacturer item number.</p> <p>To search for customer item numbers, prefix the criteria you enter with <b>C/</b>. The system will search based on the Item/Customer Cross Reference File (IAXRF) valid customer item numbers.</p> <p>To search for UPC cross references, prefix the criteria you enter with <b>U/</b>. The system will search based on the Universal Product Code File (ITUPC) for valid UPC cross references.</p> <p>To search for GTIN cross references, prefix the criteria you enter with <b>G/</b>. The system will search based on the Global Trade Item Number File (ITGTIN) for valid GTIN cross references.</p> <p>(A 40) Optional</p>
Item No	<p>This field may be used in addition to, or in place of, entering search criteria in the <b>Find</b> field to further limit the items to display.</p> <p>Key a partial item number. All items that match the characters of the item number keyed in this field will display. This is helpful if you recall part of an item number, but not the entire number.</p> <p>For information on entering search criteria, refer to the Cross Applications User Guide.</p> <p>(A 27) Optional</p>
Class	<p>This field may be used in addition to (not in place of) the search criteria in the <b>Find</b> or <b>Item No</b> fields to further limit the number of items that will display, based on their item class.</p> <p>Key the appropriate item class and sub-class, if any. Only items that have been assigned the item class that is keyed in this field will display on the Item Description Search Screen.</p> <p>For information on entering search criteria, refer to the Cross Applications User Guide.</p> <p>(A 2/A 2) Optional</p>
Quantity	<p>Use this field to specify the quantity of the item to transfer.</p> <hr/> <p>NOTE: You cannot transfer more inventory than what the “from” customer has available.</p> <hr/> <p>(N 11,3) Required</p>

**Consignment Transfer Selection Screen Fields and Function Keys**

<b>Field/Function Key</b>	<b>Description</b>
U/M	Use this field to specify the unit of measure for the quantity of the item to transfer.  <i>Valid Values:</i> A unit of measure defined for the displayed item through Item Master Maintenance (MENU IAFILE).  (A 3) Optional
F3=Exit	Press the <b>F3=EXIT</b> function key to cancel this option and return to MENU CNMAIN.
F5="From" ShpTo Srch	Press the <b>F5="FROM" SHPTO SRCH</b> function key to display ship-to numbers associated with the customer in the <b>From Customer No</b> field.
F6="To" ShpTo Srch	Press the <b>F6="TO" SHPTO SRCH</b> function key to display ship-to numbers associated with the customer in the <b>To Customer No</b> field.
Enter	Press the <b>ENTER</b> key to confirm your entries and continue. The Consignment Transfer Screen (p. 8-7) appears.

---

## Consignment Transfer Screen

CONSIGNMENT TRANSFER			
WH: CC Co 1 Consignment Central			
From: 01/10			To: 01/10/1
Bon Secour School Department			Bon Secour School Department*E
P.O. Box 60			17449 County Road
Bon Secour			Route 49 South
AL			Bon Secour,
36511-0060 USA			AL
			36511-7449
-----			
Item Number:	A200		
	Sharp Copier Toner SF-7200		
Quantity:	10.000	U/M: EA	Available: 100.000
	.833	CAS	8.333
F10=Transfer F12=Return			

This screen appears after you press **ENTER** on the Consignment Transfer Selection Screen (p. 8-2). Use this screen to process consignment inventory transfers between customers/ship-tos associated with the same consignment warehouse.

### Consignment Transfer Screen Fields and Function Keys

Field/Function Key	Description
Item Number	<p>Use this field to specify the number of the item to transfer. If you have already processed a transfer with <b>F10=TRANSFER</b>, this field is available for entry; otherwise, this field is display only.</p> <p><i>Valid Values:</i> An item number defined through Item Master Maintenance (MENU IAFILE) and set up through Customer Consignment Item Balance Maintenance (MENU CNFILE) with quantities in a consignment warehouse for the “from” customer/ship-to.</p> <p>(A 27) Required/Display Only</p>
Find	<p>This field appears only if you have processed a transfer with <b>F10=TRANSFER</b>.</p> <p>If you do not recall the complete item number that you want to transfer, use this field to key item description search criteria to activate the item search. For general information about entering search criteria, refer to the Cross Applications User Guide.</p> <p>(A 40) Optional</p>

### Consignment Transfer Screen Fields and Function Keys

Field/Function Key	Description
Item No	<p>This field appears only if you have processed a transfer with <b>F10=TRANSFER</b>. Use this field in addition to, or in place of, the <b>Find</b> field to further limit the item for which you want to search.</p> <p>Key a partial item number.</p> <p>(A 27) Optional</p>
Class	<p>This field appears only if you have processed a transfer with <b>F10=TRANSFER</b>. Use this field in addition to, but not in place of, the <b>Find</b> field or <b>Item No</b> field to further limit the item for which you want to search.</p> <p>Key an item class and sub-class.</p> <p>(A 4) Optional</p>
Quantity	<p>Use this field to specify the quantity of items to transfer. If you have already processed a transfer with <b>F10=TRANSFER</b>, this field is available for entry; otherwise, this field is display only.</p> <p>(N 11,3) Required/Display Only</p>
U/M	<p>Use this field to specify the unit of measure of the item to transfer. If you have already processed a transfer with <b>F10=TRANSFER</b>, this field is available for entry; otherwise, this field is display only.</p> <p><i>Valid Values:</i> A unit of measure defined for the displayed item through Item Master Maintenance (MENU IAFILE).</p> <p>(A 3) Optional</p>
Available	<p>This field displays the quantity of items available for transfer in the selected consignment warehouse for the “from” customer.</p> <p>Display</p>
F10=Transfer	<p>Press the <b>F10=TRANSFER</b> function key to process the consignment inventory transfer.</p>
F12=Return	<p>Press the <b>F12=RETURN</b> key to return to the Consignment Transfer Selection Screen (p. 8-2).</p>
Enter	<p>The <b>ENTER</b> key is available only if you have already processed a transfer with <b>F10=TRANSFER</b>. Press the <b>ENTER</b> key to confirm your entries and continue.</p>

## Transferring Inventory Using an Inventory Warehouse Transfer

Transferring inventory via Enter/Update Transactions (MENU IAMAIN) allows you to move inventory to and from customers/ship-tos associated with different consignment warehouses. When

transferring inventory between consignment warehouses, you will be prompted to specify the customer/ship-to from which inventory will be taken and the customer/ship-to to which inventory will be sent.

## Transferring Inventory Using an Inventory Warehouse Transfer

1. Access the Inventory Accounting Main Menu (MENU IAMAIN).
2. Select Enter/Update Transactions. The Inventory Entry/Update Screen appears. This screen is explained in the Inventory Accounting User Guide.
3. Create a group and create a “T” type transaction to transfer a quantity of an item from one consignment warehouse to another consignment warehouse. The Customer/Ship-to Selection Screen (p. 15-8) appears.
4. Specify the customer and/or ship-to address from which the consignment inventory will be transferred and the customer and/or ship-to address to which the consignment inventory will be transferred.
5. End the group in this option and return to the Inventory Accounting Main Menu (MENU IAMAIN).
6. Edit the group through Edit Transactions (MENU IAMAIN).
7. Process the group through Process Transactions (MENU IAMAIN).

---

## Transferring Inventory Using a Warehouse Transfer Purchase Order

Transferring inventory via Enter or Change Requisition (MENU POMAIN) allows you to move inventory to and from customers/ship-tos associated with different consignment warehouses or the same consignment warehouse. When transferring consigned inventory, you will be prompted to specify the customer/ship-to from which inventory will be taken and the customer/ship-to to which inventory will be sent.

## Transferring Inventory Using a Warehouse Transfer Purchase Order

1. Access the Purchasing Main Menu (MENU POMAIN).
2. Select Enter or Change Requisitions. The Enter/Change Requisitions Start Screen appears. This screen is explained in the Purchasing User Guide.
3. Create an **O** type requisition in the warehouse transfer company and specify a warehouse transfer vendor number associated with a consignment warehouse in the **Vendor/WH** field. Key the same or different consignment warehouse in the **Receiving WH** field. Specify header information on the Requisition Header Screen and press **ENTER**. The Customer/Ship-to Selection Screen (p. 15-8) appears.

4. Specify the customer and/or ship-to address from which the consignment inventory will be transferred and the customer and/or ship-to address to which the consignment inventory will be transferred.
5. Print the purchase order to complete the transfer and return to the Purchasing Main Menu (MENU POMAIN).

Customer Consignment allows you to report inventory usage/balances of consigned stock and automatically generate invoices. The steps included in this process are accomplished through various options on the Customer Consignment Automated Invoicing Menu (MENU CNINVC). These options, which are taken in sequence, are:

**Customer Consignment Automated Invoicing Menu (Menu CNINVC)**

Consignment Inventory Work Sheet	Allows you to print Customer Consignment Inventory Work Sheets.
Inventory Balance/Usage Entry	Allows you to enter or view Customer Consignment inventory balances or usage quantities.
Edit Report	Allows you to run an edit report for entered quantities.
Generate Invoices	Allows you to create Customer Consignment invoices based on specific quantities.

## Consignment Inventory Work Sheet

Consignment Inventory Work Sheets are used to record usage/balances of consigned inventory at a customer's site. These worksheets display all consignment items associated with a specific consignment warehouse and company/customer/ship-to. Spaces are provided on the work sheet to allow for the recording of the number of items in each of the item's unit of measure. The ability to print extra blank spaces, for the purpose of recording lot/serial numbers, is also available.

After the Consignment Invoice Work Sheets have printed, you can determine the number of consigned inventory remaining (balance) or obtain the number of items sold/used (usage) from your customer, at the customer site. The balance or usage is recorded on the Inventory Work Sheet.

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

<b>Title</b>	<b>Purpose</b>
Consignment Inventory Work Sheet Screen	Used to print Consignment Inventory Work Sheets.

---

## Consignment Inventory Work Sheet Screen

```

CONSIGNMENT INVENTORY WORK SHEET

Csgn WH?      - .
Company?
Customer No:  ...
Find:         .....
City:         ..... St/Prov: .....
Ship-To No:   *ALL...
Item Class?   ... / ...

Print Available Quantity:  N (Y/N)
Print Lot Numbers:        N (Y/N)
Print Serial Numbers:     N (Y/N)

No. of Blank Lot Lines/Item: ... (1-99)
No. of Blank Ser Lines/Item: ... (1-99)

F3=Cancel    F5=Ship-To Search
    
```

This screen appears after you select option 1 - Consignment Inventory Work Sheet on the Consignment Automated Invoicing Menu (MENU CNINVC). Use this screen to specify selection criteria for printing the Consignment Inventory Work Sheets.

### Consignment Inventory Work Sheet Screen Fields and Function Keys

Field/Function Key	Description
Csgn WH	<p>Use this field to key the consignment warehouse for which Consignment Inventory Worksheets are being created.</p> <p>Leave this field blank to select all consignment warehouses.</p> <p><i>Valid Values:</i> A consignment warehouse defined through Consignment Options Maintenance (MENU CNFILE).</p> <p>(A 2) Optional</p>

### Consignment Inventory Work Sheet Screen Fields and Function Keys

Field/Function Key	Description
Company	<p>This field appears only if the <b>Multi Company</b> field is set to <b>Y</b> through System Options Maintenance (MENU XAFILE).</p> <p>Use this field to key the company number for which you are creating Consignment Inventory Work Sheets.</p> <p>You must key a company number if a customer number is entered in the <i>Customer No.</i> field.</p> <p><i>Default Value:</i> The default company specified for your user ID through Authority Profile Maintenance (MENU XASCTY).</p> <p><i>Valid Values:</i> A company number defined though Company Name Maintenance (MENU XAFILE).</p> <p>(N 2,0) Required/Optional</p>
Customer No	<p>Use this field to key the customer number for which Consignment Inventory Worksheets are being created.</p> <p>You must key a customer number if a company number is entered in the <b>Company</b> field.</p> <p><i>Valid Values:</i> An customer number defined through Customer/Ship-to Master Maintenance (MENU ARFILE) for which a customer consignment item balance record is set up in a consignment warehouse through Customer Consignment Item Balance Maintenance (MENU CNFILE).</p> <p>(N 10,0) Optional/Required</p>
Find	<p>Use this field either alone or with the <b>City</b> and <b>St/Prov</b> fields to search for a customer by name, phone number, and zip/postal code. Key one or more of the following separated by one blank space:</p> <ul style="list-style-type: none"> <li>• up to 10 characters (the first 10) of one or more word in the customer's name. Key the words in any order.</li> <li>• up to 10 characters (the first 10) of the PO contact's phone number, excluding the country code and delimiter</li> <li>• up to 5 characters (the first 5) of the customer's zip/postal code.</li> </ul> <p>(A 40) Optional</p>
City	<p>Use this field alone or with the <b>Find</b> and <b>St/Prov</b> fields to search for a customer in a particular city.</p> <p>Key up to 8 characters (the first of 8) of the customer's city.</p> <p>(A 8) Optional</p>
St/Prov	<p>Use this field either alone or with the <b>Find</b> and <b>City</b> fields to search for a customer in a particular state or province.</p> <p>Key up to 10 characters (the first 10) of the state or province code.</p> <p>(A 10) Optional</p>

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**Consignment Inventory Work Sheet Screen Fields and Function Keys**


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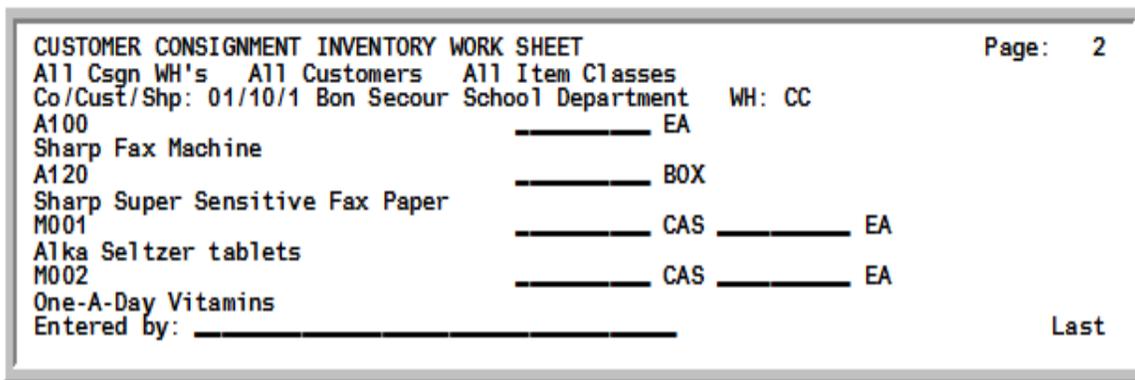
Field/Function Key	Description
Ship-To No	<p>Key the number of the ship-to address for which you want to create Consignment Inventory Work Sheets.</p> <p>To include all ship-to addresses, key <b>*ALL</b> in this field. To create inventory work sheets for the customer only, leave this field blank.</p> <p><i>Valid Values:</i> An ship-to number defined through Customer/Ship-to Master Maintenance (MENU ARFILE) for the customer for which an item balance record is set up in a consignment warehouse through Customer Consignment Item Balance Maintenance (MENU CNFILE).</p> <p>(A 7) Optional</p>
Item Class	<p>Use this field to limit the Consignment Inventory Work Sheet to a specific item class.</p> <p>Key the item class.</p> <p><i>Valid Values:</i> An item class defined through Item Class/Sub Class Maintenance (MENU IAFILE).</p> <p>(A 2) Optional</p>
Print Available Quantity	<p>Use this field to determine whether or not you want the available quantity of the consigned item to print on the Consignment Inventory Work Sheet.</p> <p>Key <b>Y</b> if you want the available quantity of the consigned item to print on the Consignment Inventory Work Sheet.</p> <p>Key <b>N</b> if you do not want the available quantity of the consigned item to print on the Consignment Inventory Work Sheet</p> <p>(A 1) Required</p>
Print Lot Numbers	<p>This field appears only if Warehouse Management is installed.</p> <p>Use this field to determine whether or not you want lot numbers of consigned lot items to print on the Consignment Inventory Work Sheet.</p> <p>Key <b>Y</b> if you want lot numbers to print on the Consignment Inventory Work Sheet.</p> <p>Key <b>N</b> if you do not want lot numbers to print on the Consignment Inventory Work Sheet.</p> <p>(A 1) Required</p>
Print Serial Numbers	<p>This field appears only if Warehouse Management is installed.</p> <p>Use this field to determine whether or not you want serial numbers of consigned serial items to print on the Consignment Inventory Work Sheet.</p> <p>Key <b>Y</b> if you want serial numbers to print on the Consignment Inventory Work Sheet.</p> <p>Key <b>N</b> if you do not want serial numbers to print on the Consignment Inventory Work Sheet.</p> <p>(A 1) Required</p>

---

**Consignment Inventory Work Sheet Screen Fields and Function Keys**

<b>Field/Function Key</b>	<b>Description</b>
No. of Blank Lot Lines/Item	<p>This field appears only if Warehouse Management is installed.</p> <p>Use this field to specify the number of blank lines that you want to print on the Consignment Inventory Work Sheet for each lot item. Use these blank lines to record the lot numbers of your lot items.</p> <p>Key the number of blank lines needed.</p> <p>(N 2,0) Optional</p>
No. of Blank Ser Lines/Item	<p>This field appears only if Warehouse Management is installed.</p> <p>Use this field to specify the number of blank lines that you want to print on the Consignment Inventory Work Sheet for each serial item. Use these blank lines to record the serial numbers of your serial items.</p> <p>Key the number of blank lines for serial numbers needed.</p> <p>(N 2,0) Optional</p>
F3=Cancel	<p>Press the <b>F3=CANCEL</b> function key to cancel the creation of Consignment Inventory Work Sheets. You will be returned to MENU CNINVC.</p>
F5=Ship-To Search	<p>Press the <b>F5=SHIP-TO SEARCH</b> function key to display ship-to numbers associated with the customer in the <b>Customer No</b> field.</p>
Enter	<p>Press the <b>ENTER</b> key to confirm your entries and continue to the Report Options Screen. Refer to the Cross Applications User Guide for a description of this screen.</p>

## Customer Consignment Inventory Worksheet



This report prints following your selections on the Consignment Inventory Work Sheet Screen (p. 9-3) and the Report Options Screen (refer to the Cross Applications User Guide for details about this screen).

### Customer Consignment Inventory Worksheet

Report/Listing Fields	Description
Headings	The report title and page number print on the first line. Summary of the selection criteria prints in the center of the headings area followed by the individual field headings.
Co/Cust/Shp	The company, customer number, and ship-to number (if any) with the customer name that the list of items are consigned to.
WH	The consignment warehouse tracking the items for the selected customer.
(Item)	The item number and description of the items on consignment to the customer/ship-to.
(Units of Measure)	A blank line to write quantities on is printed before each of the stocking units of measure for the item.
Entered By	A blank line is printed for the user to sign when the inventory counts are completed.



You can create a group to record the quantity of consigned items remaining at the customer's site (balance) or the quantity of consigned items sold/used (usage) from the customer's site. You must assign an "owner" to a consignment automated inventory group (the owner can be a user ID). Once an owner is assigned and you are working in the group, you cannot create another group for that company/customer/ship-to. If applicable, you can also enter lot/serial numbers when entering the balance/usage quantities.

If you are using the Collaboration Suite, transaction groups will be automatically submitted to this option by the Commerce Gateway and processed without user intervention, unless the group contains invalid data. If a group contains invalid data, delete the entire group on the Automated Invoicing List Screen (p. 10-6) and either import it again from the original source or manually enter the group. Use the Automated Invoicing Edit Report (p. 11-5) to verify the group information. The owner of groups submitted by the Commerce Gateway will be [GWxxxxx](#), where xxxxx is a sequence number.

## Inventory Balance/Usage Entry

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Automated Invoicing Selection Screen	Used to enter or view customer consignment inventory balance or usage amounts, run an edit for your balance or usage entries, or post your balance or usages entries, based on how you accessed the screen.
Automated Invoicing List Screen	Used to display a listing of groups belonging to the value in the <b>Owner</b> field on the Automated Invoicing Selection Screen (p. 10-3).
Consignment Balance Screen	Used to enter or view the balance of consignment inventory.

<b>Title</b>	<b>Purpose</b>
Consignment Usage Screen	Used to enter or view the usage amounts of consignment inventory.
Consignment Serials Balance Screen	Used to enter or view the balance of consignment serial item numbers.
Consignment Serials Usage Screen	Used to enter or view the usage of consignment serial item numbers.
Consignment Lots Balance Screen	Used to enter or view the balance quantities for consignment lot numbers based on the type of lot control item: lot, lot with expiration date, or case quantity lot.
Consignment Lots Usage Screen	Used to enter or view the usage quantities for consignment lot numbers based on the type of lot control item: lot, lot with expiration date, or case quantity lot.

---

## Automated Invoicing Selection Screen

```

AUTOMATED INVOICING SELECTION

Owner:          APDEMO.....
Balance/Usage: B (B/U)

Csgn WH?       - .

Company?       ...
Customer No:   .....
Find:         .....
City:         ..... St/Prov: .....
Ship-To No:    .....
Item Class?   ... / ...

F3=Exit  F4=List  F5=Ship-To Search

```

This screen displays when selecting option 2 - Inventory Balance/Usage Entry (MENU CNINVC). Use this screen to enter or view customer consignment inventory balance or usage amounts.

### Automated Invoicing Selection Screen Fields and Function Keys

Field/Function Key	Description
Owner	<p>If you accessed this screen through Inventory Balance/Usage Entry option (MENU CNINVC), use this field to assign an owner to the balance/usage entries.</p> <p><i>Default Value:</i> Your user ID.</p> <p>(A 10) Required</p>
Balance/Usage	<p>Key <b>B</b> to enter customer consignment inventory balance quantities.</p> <p>Key <b>U</b> to enter customer consignment inventory usage quantities.</p> <hr/> <p>NOTE: Balance screens will appear if you enter a <b>B</b> in this field. Usage screens will appear if you enter a <b>U</b> in this field.</p> <hr/> <p><i>Default Value:</i> B</p> <p>(A 1) Required</p>
Csgn WH	<p>Use this field to key the consignment warehouse associated with the consignment inventory for the balance or usage entries.</p> <p><i>Valid Values:</i> A consignment warehouse defined through Consignment Options Maintenance (MENU CNFILE).</p> <p>(A 2) Required</p>

### Automated Invoicing Selection Screen Fields and Function Keys

Field/Function Key	Description
Company	<p>This field appears only if the <b>Multi Company</b> field is set to <b>Y</b> through System Options Maintenance (MENU XAFILE).</p> <p>Use this field to key the company number associated with the customer with which you want to work.</p> <p><i>Default Value:</i> The default company specified for your user ID through Authority Profile Maintenance (MENU XASCTY).</p> <p><i>Valid Values:</i> A company number defined through Company Name Maintenance (MENU XAFILE).</p> <p>(N 2) Optional/Required</p>
Customer No	<p>Use this field to key the customer number associated with the balance/usage entries.</p> <p><i>Valid Values:</i> A customer number defined through Customer/Ship-to Master Maintenance (MENU ARFILE) for which a customer consignment item balance record is set up in a consignment warehouse through Customer Consignment Item Balance Maintenance (MENU CNFILE).</p> <p>(N 10,0) Required</p>
Find	<p>Use this field either alone or with the <b>City</b> and <b>St/Prov</b> fields to search for a customer by name, phone number, and zip/postal code. Key one or more of the following separated by one space:</p> <ul style="list-style-type: none"> <li>• up to 10 characters (the first 10) of one or more words in the customer's name.</li> <li>• up to 10 characters (the first 10) of the PO contact's phone number, excluding the country code and delimiter</li> <li>• up to 5 characters (the first 5) of the customer's zip/postal code.</li> </ul> <p>(A 40) Optional</p>
City	<p>Use this field alone or with the <b>Find</b> and <b>St/Prov</b> fields to search for a customer in a particular city.</p> <p>Key up to 8 characters (the first of 8) of the customer's city.</p> <p>(A 8) Optional</p>
St/Prov	<p>Use this field either alone or with the <b>Find</b> and <b>City</b> fields to search for a customer in a particular state or province.</p> <p>Key up to 10 characters (the first 10) of the state or province code.</p> <p>(A 10) Optional</p>

### Automated Invoicing Selection Screen Fields and Function Keys

Field/Function Key	Description
Ship-To No	<p>If you accessed this screen through Inventory Balance/Usage Entry option (MENU CNINVC), use this field to key the number of the ship-to address associated with the balance/usage entries.</p> <p>To include all ship-to addresses, key <b>*ALL</b>.</p> <p><i>Valid Values:</i> A ship-to number defined through Customer/Ship-to Master Maintenance (MENU ARFILE) for the customer for which an item balance record is set up in a consignment warehouse through Customer Consignment Item Balance Maintenance (MENU CNFILE).</p> <p>(A 7) Optional</p>
Item Class	<p>Use this field to further limit your selection.</p> <p>Key an item class and/or subclass.</p> <p>(A 2) Optional</p>
F3=Exit	<p>Press the <b>F3=EXIT</b> function key to exit this options and return to MENU CNINVC.</p>
F4=List	<p>Press the <b>F4=LIST</b> function key to display the company/customer/ship-to entries associated with the User ID in the <b>Owner</b> field. The Automated Invoicing List Screen (p. 10-6) will appear.</p>
F5=Ship-To Search	<p>Press the <b>F5=SHIP-TO SEARCH</b> function key after specifying a consignment warehouse in the <b>Csgn WH</b> field, a company number in the <b>Company</b> field, and a customer number in the <b>Customer No</b> field to access the Customer/Ship-To Search - Ship-To Search Screen. Use that screen to search for and select a ship-to address that has been defined for the customer number in the <b>Customer No</b> field.</p> <p>The Customer/Ship-To Search - Customer Search screen displays after you enter customer search criteria in the <b>Find</b>, <b>City</b>, and/or <b>St/Prov</b> fields and press this key. Use the Customer/Ship-To Search - Customer Search Screen to select the desired customer.</p> <p>Refer to the Accounts Receivable User Guide for a description of these screens.</p>
Enter	<p>Press the <b>ENTER</b> key to confirm your entries.</p> <p>If you are entering or viewing the quantities of customer consignment inventory, the Consignment Balance Screen (p. 10-8) will appear.</p> <p>If you are entering or viewing the quantities of customer consignment usage quantities, the Consignment Usage Screen (p. 10-8) will appear.</p>

## Automated Invoicing List Screen

```

AUTOMATED INVOICING LIST

  Owner      Co/Customer/Ship-To      WH  Sts
  1 APDEMO   01/120 Financial Bookkeeping CE  0

_____ Last

Select: _ ,   Limit by Owner: APDEMO,....

F12=Return   F24=Delete
    
```

This screen appears after you press **F4=LIST** on the Automated Invoicing Selection Screen (p. 10-3). Use this screen to select a group belonging to the value in the **Owner** field on the Automated Invoicing Selection Screen (p. 10-3). You can select an invoice to work with from this list.

### Automated Invoicing List Screen Fields and Function Keys

Field/Function Key	Description
(Reference Number)	The reference number of the customer with consigned inventory in the selected warehouse displayed on this screen. When rolling forward or backward, the reference numbers do not change. Use these numbers to reference an customer for processing. Display
Owner	The user ID of the person that created the automated invoicing group. Display
Co/Customer/Ship-To	The company/customer or the company/customer/ship-to with consigned inventory in the selected warehouse displayed on this screen. Display
WH	The selected consignment warehouse for the automated invoicing group.

### Automated Invoicing List Screen Fields and Function Keys

Field/Function Key	Description
Sts	<p>This field denotes the current status of the corresponding invoice. The statuses are:</p> <ul style="list-style-type: none"> <li>• <b>O</b> = Open, edits need to be run</li> <li>• <b>E</b> = Did not pass edits, errors exist</li> <li>• <b>P</b> = Passed edits, ready for posting</li> <li>• <b>X</b> = Currently being posted</li> </ul> <p>Display</p>
Select	<p>Key the reference number to the left of the corresponding invoice that you would like to work with.</p> <p>You cannot select an invoice that is in use at another workstation or one with a status of <b>X</b>, denoting that it is currently being posted.</p> <p>(N 2,0) Optional</p>
Limit by Owner	<p>Use this field to limit the display of invoices to only those of the owner that you enter into this field.</p> <p><i>Default Value:</i> The value of the <b>Owner</b> field on the Automated Invoicing Selection Screen (p. 10-3).</p> <p>(A 10) Optional</p>
F12=Return	<p>Press the <b>F12=RETURN</b> function key to return to the Automated Invoicing Selection Screen (p. 10-3) without saving your entries.</p>
F24=Delete	<p>Press the <b>F24=DELETE</b> function key twice after entering the number of the invoice that you want to delete in the <b>Select</b> field.</p>

## Consignment Balance Screen

```

Co/Customer: 01/100 Financial Management Services          CONSIGNMENT BALANCE
Csgn WH: CE Co 1 Consignment East

Item Number      X/Z      Balance  U/M      Balance  U/M      Balance  U/M
A200             - ..... EA

                                                    Bottom

-----
X=Enter Lot/Serial   Z=Zero Balance

F2=Show/Hide Qty Avl  F10=Update  F12=Return
    
```

## Consignment Usage Screen

```

Co/Customer: 01/10 Bon Secour School Department          CONSIGNMENT USAGE
Csgn WH: CC Co 1 Consignment Central

Item Number      X      Usage  U/M      Usage  U/M      Usage  U/M
A200             - ..... EA
A500             ..... CAS ..... EA

                                                    Bottom

-----
X=Enter Lot/Serial

F2=Show/Hide Qty Avl  F10=Update  F12=Return
    
```

The Consignment Balance Screen (p. 10-8) appears after you enter **B** in the **Balance/Usage** field and press **ENTER** on the Automated Invoicing Selection Screen (p. 10-3). Use this screen to enter or view the balance of consignment inventory.

The Consignment Usage Screen appears after you enter **U** in the **Balance/Usage** field and press **ENTER** on the Automated Invoicing Selection Screen (p. 10-3). Use this screen to enter or view the usage amounts of consignment inventory.

NOTE: This is a roll screen. More... appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. To scroll through information on roll screens press:  
 \* **PAGE DOWN** or **SHIFT-ROLL FWD** to display the next screen  
 \* **PAGE UP** or **SHIFT-ROLL BACK** to display the previous screen.

Enter all of your item quantities, lot numbers, and serial numbers and then press the **F10=UPDATE** key to save your entries.

### Consignment Balance Screen and Consignment Usage Screen Fields and Function Keys

Field/Function Key	Description
Item Number	This field displays all consignment item numbers belonging to the consignment warehouse and company/customer/ship-to address/item class selected.  Display
X/Z	A <b>Z</b> will display in this field if you keyed <b>0</b> in the corresponding <b>Balance</b> field to denote a balance of zero for the item number.  To enter or view lot or serial numbers of consignment items, key an <b>X</b> in this field and press <b>ENTER</b> .  (A 1) Optional/Display
Usage	This field only displays on the Consignment Usage Screen.  Use these fields to enter or view the usage quantities for the consignment item numbers.  To denote that an item has not been counted or used, leave the quantity blank. If you erroneously key a quantity, field exit through any one of the item number's corresponding <b>Usage</b> fields to clear out the value.  (N 11,3) Optional
Balance	This field only displays on the Consignment Balance Screen.  Use these fields to enter or view the inventory balance for the consignment item numbers.  To denote that an item has not been counted or used, leave the quantity blank. If you erroneously key a quantity, field exit through any one of the item number's corresponding <b>Balance</b> fields to clear out the value.  (N 11,3) Optional
U/M	This field displays the inventory stocking unit(s) of measure assigned to the consignment item through Item Master Maintenance (MENU IAFILE).  Display

**Consignment Balance Screen and Consignment Usage Screen Fields and Function Keys**

<b>Field/Function Key</b>	<b>Description</b>
F2=Show/Hide Qty Avl	Press the <b>F2=SHOW/HIDE QTY AVL</b> function key to toggle between displaying and not displaying the available quantity of each consignment item for each unit of measure. The quantity available will display under the <b>Balance</b> and <b>Usage</b> headings.
F10=Update	Press the <b>F10=UPDATE</b> function key to save your entries and continue. The Automated Invoicing Selection Screen (p. 10-3) appears.
F12=Return	Press the <b>F12=RETURN</b> function key to return to the Automated Invoicing Selection Screen (p. 10-3) without saving your entries.
Enter	<i>Balance:</i> Press <b>ENTER</b> after keying <b>X</b> in the <b>X/Z</b> field to display the applicable Consignment Lots Balance Screen (p. 10-13) or Consignment Serials Balance Screen (p. 10-11). <i>Usage:</i> Press after keying <b>X</b> in the <b>X</b> field to display the applicable Consignment Lots Usage Screen (p. 10-13) or Consignment Serials Usage Screen (p. 10-11)

---

## Consignment Serials Balance Screen

```

Co/Cust/Shp: 01/10/1 Bon Secour School Department      CONSIGNMENT SERIALS
Item Number: A100                                     BALANCE
                Sharp Fax Machine Model SX-765

- 2253
.. 2251
.. 2250
.. 2242
.. 2241
.. 2240
.. 2239
.. 2237
.. 2236
.. 2235

Bottom

X=Selected      Mark First .....

F10=End      F11=Mark All      F12=Return

```

## Consignment Serials Usage Screen

```

Co/Cust/Shp: 01/10/1 Bon Secour School Department      CONSIGNMENT SERIALS
Item Number: A100                                     USAGE
                Sharp Fax Machine Model SX-765

- 2235
.. 2236
.. 2237
.. 2239
.. 2240
.. 2241
.. 2242
.. 2250
.. 2251
.. 2253

Bottom

X=Selected      Mark First .....

F10=End      F11=Mark All      F12=Return

```

The Consignment Serials Balance Screen appears after you key an **X** in the **X/Z** field and press **ENTER** on the Consignment Balance Screen (p. 10-8). Use this screen to enter or view the balance of consignment serial item numbers. When entering the serial numbers remaining on consignment balance, the serial numbers will display from newest to oldest.

The Consignment Serials Usage Screen appears after you key an **X** in the **X/Z** field and press **ENTER** on the Consignment Usage Screen (p. 10-8). Use this screen to enter or view the usage of consignment serial numbers. When entering serial number usage, the serial numbers will display from oldest to newest.

**Consignment Serials Balance Screen and Consignment Serials Usage Screen Fields and Function Keys**

Field/Function Key	Description
Mark First	<p>Use this field to enter the quantity of serial numbers in the list to mark for selection.</p> <p>For example, if you want to mark the first 7 serial numbers in the list, key 7 in this field and press <b>ENTER</b>. An <b>X</b> will display to the left of the first 7 serial numbers to denote they are marked for selection.</p> <p>(N 5,0) Optional</p>
F10=End	<p><i>Balance:</i> Press the <b>F10=END</b> function key when you have completed your selections. Your entries will be saved in a work file and you will be returned to the Consignment Balance Screen (p. 10-8) where you can save your entries by pressing the <b>F10=UPDATE</b> function key. Your work files will be written to database files.</p> <p><i>Usage:</i> Press the <b>F10=END</b> function key when you have completed your selections. Your entries will be saved in a work file and you will be returned to the Consignment Usage Screen (p. 10-8) where you can save your entries by pressing the <b>F10=UPDATE</b> function key. Your work files will be written to database files.</p>
F11=Unmark All/ F11=Mark All	<p>Press the <b>F11=UNMARK ALL</b> / <b>F11=MARK ALL</b> function key to toggle between marking and unmarking all serial numbers in the list.</p> <p>An <b>X</b> to the left of the serial number denotes it is marked for selection.</p>
F12=Return	<p><i>Balance:</i> Press the <b>F12=RETURN</b> function key to return to the Consignment Balance Screen (p. 10-8) screen without saving any of your entries.</p> <p><i>Usage:</i> Press the <b>F12=RETURN</b> function to return to the Consignment Usage Screen (p. 10-8) without saving any of your entries</p>

## Consignment Lots Balance Screen

Co/Cust/Shp: 01/10/1 Bon Secour School Department		CONSIGNMENT LOTS
Item Number: A120 Sharp Super Sensitive Fax Paper 6/Box		
<u>Lot Number</u>	<u>Balance (BOX)</u>	<u>Expires</u>
163-0004	- .....	
		Bottom
F2=Show/Hide Qty Avl F10=End F12=Return		

## Consignment Lots Usage Screen

Co/Cust/Shp: 01/10/1 Bon Secour School Department		CONSIGNMENT LOTS
Item Number: M001 Alka Seltzer tablets Bottle of 60		
<u>Lot Number</u>	<u>Usage (CAS)</u>	<u>Usage (EA )</u>
5213141	- .....	Expires 15/12/12
		Bottom
F2=Show/Hide Qty Avl F10=End F12=Return		

The Consignment Lots Balance Screen appears after you key an **X** in the **X/Z** field and press **ENTER** on the Consignment Balance Screen (p. 10-8). Use this screen to enter or view the balance quantities for consignment lot numbers based on the type of lot control item: lot, lot with expiration date, or case quantity lot.

The Consignment Lots Usage Screen appears after you key an **X** in the **X/Z** field and press **ENTER** on the Consignment Usage Screen (p. 10-8). Use this screen to enter or view the usage quantities for consignment lot numbers based on the type of lot control item: lot, lot with expiration date, or case quantity lot.

### Consignment Lots Balance Screen and Consignment Lots Usage Screen Fields and Function Keys

Field/Function Key	Description
Lot Number	This field displays the lot numbers associated with the item number and the company/customer/ship-to address. Display
Balance	Use these fields to enter or view the balance quantities for the corresponding lot number. (N 11,3) Optional
Usage	Use these fields to enter or view the usage quantities for the corresponding lot number. (N 11,3) Optional
Expires	This field displays the expiration date of the corresponding lot. Display
F2=Show/Hide Qty Avl	Press the <b>F2=SHOW/HIDE QTY AVL</b> function key to toggle between displaying and not displaying the available quantity for every lot number. The available quantity amounts will display under the <b>Balance</b> headings.
F4=Dsp XXX	Where XXX is the stocking unit of measure or case quantity unit of measure selected as the default display unit of measure through Warehouse Management Options Maintenance (MENU XAFILE). This function key displays only if the item you are reviewing is a case quantity item. Press the <b>F4=DSP XXX</b> function key to toggle between displaying quantities in the item's stocking unit of measure and its case quantity unit of measure. Broken cases will display as eaches (EA), not decimal cases.
F10=End	Press the <b>F10=END</b> function key when you have completed your entries. Your entries will be saved in a work file. You will return to the Consignment Balance Screen (p. 10-8) where you can save your entries by pressing the <b>F10=UPDATE</b> function key. The work file will then be written to the database files.
F12=Return	Press the <b>F12=RETURN</b> function key to return to the Consignment Balance Screen (p. 10-8) without saving your entries.

---

**Consignment Lots Balance Screen and Consignment Lots Usage Screen Fields and Function Keys**

Field/Function Key	Description
Enter	Press <b>ENTER</b> after entering a balance amount under any of the <b>Balance</b> columns for the corresponding lot number. Your entry will be checked to verify that it does not exceed the quantity available. The quantity will be updated upon pressing the <b>F10=UPDATE</b> function key on the Consignment Balance Screen (p. 10-8).

---

## Consignment Lots Usage - Case Quantity Screen

Co/Customer: 01/10 Bon Secour School Department		CONSIGNMENT LOTS	
Item Number: A200 Sharp Copier Toner SF-7200			
<u>Lot Number</u>	<u>Usage (CAS)</u>	<u>Usage (EA )</u>	<u>Expires</u>
16	- .....	12/CAS	
			Bottom
F2=Show/Hide Qty Avl    F4=Dsp CAS    F10=End    F12=Return			

### Consignment Lots Usage Screen Fields and Function Keys

Field/Function Key	Description
Lot Number	This field displays the lot numbers associated with the item number and the company/customer/ship-to address. Display
Usage	Use these fields to enter or view the usage quantities for the corresponding lot number. (N 11,3) Optional
Expires	This field displays the expiration date of the corresponding lot. Display
F2=Show/Hide Qty Avl	Press the <b>F2=SHOW/HIDE QTY AVL</b> function key to toggle between displaying and not displaying the available quantity for every lot number. The available quantity amounts will display under the <b>Usage</b> headings.
F4=DspXXX	The <b>F4=DspXXX</b> function key appears only if the item you are working with is a case quantity item. Press the <b>F4=DspXXX</b> function key to toggle between displaying quantities in the item's stocking unit of measure and its case quantity unit of measure. Broken cases will display as eaches (EA), not decimal cases.

---

**Consignment Lots Usage Screen Fields and Function Keys**

Field/Function Key	Description
F10=End	Press the <b>F10=END</b> function key when you have completed your entries. Your entries will be saved in a work file. You will return to the Consignment Usage Screen (p. 10-8) where you can save your entries by pressing the <b>F10=UPDATE</b> key. The work file will then be written to the database files.
F12=Return	Press the <b>F12=RETURN</b> function key to return to the Consignment Usage Screen (p. 10-8) without saving your entries.
Enter	Press <b>ENTER</b> after entering a usage amount under any of the <b>Usage</b> columns for the corresponding lot number. Your entry will be checked to verify that it does not exceed the quantity available. The quantity will be updated upon pressing the <b>F10=UPDATE</b> key on the Consignment Usage Screen (p. 10-8).

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After you enter the balance/usage quantities through Inventory Balance/Usage Entry (MENU CNINVC), you must run the Edit Report option (MENU CNINVC). This report runs by group owner and lists any errors that need to be corrected for each group.

---

## Edit Report

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Automated Invoicing Selection Screen - Edit Report	Used to enter or view customer consignment inventory balance or usage amounts, run an edit for your balance or usage entries, or post your balance or usages entries, based on how you accessed the screen.
Automated Invoicing List Screen	Used to display a listing of invoices belonging to the value in the <b>Owner</b> field on the Automated Invoicing Selection Screen - Edit Report (p. 11-2).
Automated Invoicing Edit Report	This report lists any errors that need to be corrected for each group

---

## Automated Invoicing Selection Screen - Edit Report

```

AUTOMATED INVOICING SELECTION

Owner:      APDEMO.....

Csgn WH?   - .

Company?   ...
Customer No: .....
Find:      .....
City:      ..... St/Prov: .....
Ship-To No: *ALL, ...

F3=Exit   F4=List   F5=Ship-To Search
    
```

This screen displays when selecting option 3 - Edit Report (MENU CNINVC), use this screen to run an edit for your balance or usage entries.

### Automated Invoicing Selection Screen - Edit Report Fields and Function Keys

Field/Function Key	Description
Owner	<p>If you accessed this screen through Edit Report (MENU CNINVC) use this field to specify the owner of the group for which you want to run the edit.</p> <p><i>Default Value:</i> Your user ID.</p> <p>(A 10) Required</p>
Csgn WH	<p>If you accessed this screen through Edit Report (MENU CNINVC) use this field to specify the consignment warehouse of the group for which you want to run the edit.</p> <p><i>Valid Values:</i> A consignment warehouse defined through Consignment Options Maintenance (MENU CNFILE).</p> <p>(A 2) Required</p>

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**Automated Invoicing Selection Screen - Edit Report Fields and Function Keys**


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Field/Function Key	Description
Company	<p>This field appears only if the <b>Multi Company</b> field is set to <b>Y</b> through System Options Maintenance (MENU XAFILE).</p> <p>Use this field to key the company number associated with the customer with which you want to work.</p> <p><i>Default Value:</i> The default company specified for your user ID through Authority Profile Maintenance (MENU XASCTY).</p> <p><i>Valid Values:</i> A company number defined through Company Name Maintenance (MENU XAFILE).</p> <p>(N 2,0) Optional/Required</p>
Customer No	<p>If you accessed this screen through Edit Report (MENU CNINVC) use this field to specify the customer number associated with the group for which you want to run the edit.</p> <p><i>Valid Values:</i> A customer number defined through Customer/Ship-to Master Maintenance (MENU ARFILE) for which a customer consignment item balance record is set up in a consignment warehouse through Customer Consignment Item Balance Maintenance (MENU CNFILE).</p> <p>(N 10,0) Required</p>
Find	<p>Use this field either alone or with the <b>City</b> and <b>St/Prov</b> fields to search for a customer by name, phone number, and zip/postal code. Key one or more of the following separated by one space:</p> <ul style="list-style-type: none"> <li>• up to 10 characters (the first 10) of one or more words in the customer's name.</li> <li>• up to 10 characters (the first 10) of the PO contact's phone number, excluding the country code and delimiter</li> <li>• up to 5 characters (the first 5) of the customer's zip/postal code.</li> </ul> <p>(A 40) Optional</p>
City	<p>Use this field alone or with the <b>Find</b> and <b>St/Prov</b> fields to search for a customer in a particular city.</p> <p>Key up to 8 characters (the first of 8) of the customer's city.</p> <p>(A 8) Optional</p>
St/Prov	<p>Use this field either alone or with the <b>Find</b> and <b>City</b> fields to search for a customer in a particular state or province.</p> <p>Key up to 10 characters (the first 10) of the state or province code.</p> <p>(A 10) Optional</p>

---

---

**Automated Invoicing Selection Screen - Edit Report Fields and Function Keys**


---

Field/Function Key	Description
Ship-To No	<p>If you accessed this screen through Edit Report (MENU CNINVC) use this field to specify the number of the ship-to address associated with the group for which you want to run the edit.</p> <p>To include all ship-to addresses, key <b>*ALL</b>.</p> <p><i>Valid Values:</i> A ship-to number defined through Customer/Ship-to Master Maintenance (MENU ARFILE) for the customer for which an item balance record is set up in a consignment warehouse through Customer Consignment Item Balance Maintenance (MENU CNFILE).</p> <p>(A 7) Optional</p>
F3=Exit	<p>Press the <b>F3=EXIT</b> function key to exit this options and return to MENU CNINVC.</p>
F4=List	<p>Press the <b>F4=LIST</b> function key to display the company/customer/ship-to entries associated with the User ID in the <b>Owner</b> field. The Automated Invoicing List Screen (p. 10-6) will appear.</p>
F5=Ship-To Search	<p>Press the <b>F5=SHIP-TO SEARCH</b> function key after specifying a consignment warehouse in the <b>Csgn WH</b> field, a company number in the <b>Company</b> field, and a customer number in the <b>Customer No</b> field to access the Customer/Ship-To Search - Ship-To Search Screen. Use that screen to search for and select a ship-to address that has been defined for the customer number in the <b>Customer No</b> field.</p> <p>The Customer/Ship-To Search - Customer Search screen displays after you enter customer search criteria in the <b>Find</b>, <b>City</b>, and/or <b>St/Prov</b> fields and press the <b>F5=SHIP-TO SEARCH</b> function key. Use the Customer/Ship-To Search - Customer Search Screen to select the desired customer.</p> <p>Refer to the Accounts Receivable User Guide for a description of these screens.</p>
Enter	<p>Press <b>ENTER</b> to confirm your entries.</p> <p>The Report Options screen will appear. Refer to the Cross Applications User Guide for an explanation of that screen.</p>

---

# Automated Invoicing Edit Report

CNA725 11/06/26 21.25.28 AUTOMATED INVOICING EDIT REPORT FOR OWNER APDEMO AM/APDEMO PAGE: 1										
Csgn WH: CC All Companies All Customers										
Co/Cust/Shp: 01/10/11 Bon Secour School Department WH: CC Co 1 Consignment Central										
Item/Description	U/M	Usage	Available	Invoice Qty	Edit Flags					
A100	EA	10.000	10.000	10.000						
Sharp Fax Machine										
Srls: 2235 2236 2237 2239 2240 2241 2242 2250 2251 2253										
A120	BOX	10.000	20.000	10.000						
Sharp Super Sensitive Fax Paper										
Lots: 163-0004										
M001	CAS	2.000	2.000	2.000						
Alka Seltzer tablets										
M002	CAS	2.000	2.000	2.000						
One-A-Day Vitamins										
CNA725 11/06/26 21.25.28 AUTOMATED INVOICING ERROR RECAP FOR OWNER APDEMO AM/APDEMO PAGE: 2										
Edit Flag	Number Of	Description								
A	0	Invalid Company Number								
B	0	Invalid Customer Number								
C	0	Invalid Ship-to Number								
D	0	Invalid Consignment Warehouse								
E	0	Invalid Balance/Usage Flag								
F	0	Automated Invoicing Order Source not assigned								
G	0	Co/Customer/Ship-to record exists for multiple Owners								
H	0	Invalid Item Number								
I	0	Consignment Item Balance record not found								
J	0	Balance/Usage Quantity exceeds Available Quantity								
K	0	Negative Quantity								
L	0	Blank Lot Number								
M	0	Invalid Lot Number								
N	0	Balance/Usage Lot Qty exceeds Available Lot Quantity								
O	0	No item quantities exist for this Co/Customer/Ship-to								
P	0	Total Lot/Serial Qty does not equal Total Item Qty								
Q	0	Originating Warehouse not assigned								
R	0	Blank Serial Number								
e	0	Invalid Serial Number								
-----										
1 INVOICE(S) 0 IN ERROR 0										

All errors must be corrected prior to generating invoices through Generate Invoices (MENU CNINVC). The first pages will detail the item usage, available, and invoice quantities followed by a summary page of the types of edits applied and the quantity of items in error due to those edits.

## Automated Invoicing Edit Report for Owner Report

Report/Listing Fields	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number.  Summary of the selection criteria prints in the center of the headings area followed by the individual field headings.
Item	The consigned item number and description.
U/M	The unit of measure in which the inventory is consigned.
Usage	The usage quantities for the consignment item numbers keyed on the Consignment Usage Screen (p. 10-8).
Available	The available quantity of each consignment item for each unit of measure.

### Automated Invoicing Edit Report for Owner Report

Report/Listing Fields	Description
Invoice Qty	The quantity that will be invoiced to the customer.
Edit Flags	The letter of the Edit Flag error(s) that apply to this item. See the Recap Report Edit Flag and Description for more information.
Srls	For serial items (Item Master Maintenance <b>WH Mgmt Code</b> is set to <b>S</b> ), the list of serial numbers consigned to the customer.
Recap Report Edit Flag and Description	<p>The types of edits applied and the descriptions for those edits.</p> <ul style="list-style-type: none"> <li>• <b>A</b> Invalid Company Number</li> <li>• <b>B</b> Invalid Customer Number</li> <li>• <b>C</b> Invalid Ship-to Number</li> <li>• <b>D</b> Invalid Consignment Warehouse</li> <li>• <b>E</b> Invalid Balance Usage Flag</li> <li>• <b>F</b> Automated Invoicing ORder Source not assigned</li> <li>• <b>G</b> Co/Customer/Ship-to record exists for multiple Owners</li> <li>• <b>H</b> Invalid Item Number</li> <li>• <b>I</b> Consignment Item Balance record not found</li> <li>• <b>J</b> Balance/Usage Quantity exceeds Available Quantity</li> <li>• <b>K</b> Negative Quantity</li> <li>• <b>L</b> Blank Lot Number</li> <li>• <b>M</b> Invalid Lot Number</li> <li>• <b>N</b> Balance/Usage Lot Qty exceeds Available Lot Quantity</li> <li>• <b>O</b> No item quantities exist for this Co/Customer/Ship-to</li> <li>• <b>P</b> Total Lit/Serial Qty does not equal Total Item Qty</li> <li>• <b>Q</b> Originating Warehouse to assigned</li> <li>• - Blank Serial Number</li> <li>• <b>@</b> Invalid Serial Number</li> </ul>
Recap Report Number Of	The number of the items that were flagged with this <b>Edit Flag</b> in this report.

---

Once a group has passed the edit, you can generate invoices for the group through the Generate Invoices option (MENU CNINVC). This option creates a customer consignment invoice order based on the balance/usage figures entered through Inventory Balance/Usage Entry (MENU CNINVC). You will not be able to run this option for entries that did not pass the edit process.

---

## Generate Invoices

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Automated Invoicing Selection Screen - Generate Invoices	Used to post your balance or usages entries, based on how you accessed the screen.
Automated Invoicing List Screen	Used to display a listing of invoices belonging to the value in the <b>Owner</b> field on the Automated Invoicing Selection Screen - Generate Invoices (p. 12-2).

---

## Automated Invoicing Selection Screen - Generate Invoices

```

AUTOMATED INVOICING SELECTION

Owner:      APDEMO.....

Csgn WH?   - .

Company?   ...
Customer No: .....
Find:      .....
City:      ..... St/Prov: .....
Ship-To No: *ALL, ...

Report Only: N (Y/N)
Hold Orders: N (Y/N)

F3=Exit   F4=List   F5=Ship-To Search
    
```

This screen displays when selecting option 4 - Generate Invoices (MENU CNINVC), use this screen to post your balance or usages entries. You will not be able to run this option for entries that did not pass the edit process.

### Automated Invoicing Selection Screen - Generate Invoices Fields and Function Keys

Field/Function Key	Description
Owner	<p>Use this field to specify the owner of the group from which you want to generate invoices.</p> <p><i>Default Value:</i> Your user ID.</p> <p>(A 10) Required</p>
Csgn WH	<p>Use this field to specify the consignment warehouse of the group from which you want to generate invoices.</p> <p><i>Valid Values:</i> A consignment warehouse defined through Consignment Options Maintenance (MENU CNFILE).</p> <p>(A 2) Required</p>

---

**Automated Invoicing Selection Screen - Generate Invoices Fields and Function Keys**


---

Field/Function Key	Description
Company	<p>This field appears only if the <b>Multi Company</b> field is set to <b>Y</b> through System Options Maintenance (MENU XAFILE).</p> <p>Use this field to key the company number associated with the customer with which you want to work.</p> <p><i>Default Value:</i> The default company specified for your user ID through Authority Profile Maintenance (MENU XASCTY).</p> <p><i>Valid Values:</i> A company number defined through Company Name Maintenance (MENU XAFILE).</p> <p>(N 2) Optional/Required</p>
Customer No	<p>Use this field to specify the customer number associated with the group from which you want to generate invoices.</p> <p><i>Valid Values:</i> A customer number defined through Customer/Ship-to Master Maintenance (MENU ARFILE) for which a customer consignment item balance record is set up in a consignment warehouse through Customer Consignment Item Balance Maintenance (MENU CNFILE).</p> <p>(N 10,0) Required</p>
Find	<p>Use this field either alone or with the <b>City</b> and <b>St/Prov</b> fields to search for a customer by name, phone number, and zip/postal code. Key one or more of the following separated by one space:</p> <ul style="list-style-type: none"> <li>• up to 10 characters (the first 10) of one or more words in the customer's name.</li> <li>• up to 10 characters (the first 10) of the PO contact's phone number, excluding the country code and delimiter</li> <li>• up to 5 characters (the first 5) of the customer's zip/postal code.</li> </ul> <p>(A 40) Optional</p>
City	<p>Use this field alone or with the <b>Find</b> and <b>St/Prov</b> fields to search for a customer in a particular city.</p> <p>Key up to 8 characters (the first of 8) of the customer's city.</p> <p>(A 8) Optional</p>
St/Prov	<p>Use this field either alone or with the <b>Find</b> and <b>City</b> fields to search for a customer in a particular state or province.</p> <p>Key up to 10 characters (the first 10) of the state or province code.</p> <p>(A 10) Optional</p>

---

---

**Automated Invoicing Selection Screen - Generate Invoices Fields and Function Keys**


---

Field/Function Key	Description
Ship-To No	<p>Use this field to specify the number of the ship-to address associated with the group from which you want to generate invoices.</p> <p>To include all ship-to addresses, key <b>*ALL</b>.</p> <p><i>Valid Values:</i> A ship-to number defined through Customer/Ship-to Master Maintenance (MENU ARFILE) for the customer for which an item balance record is set up in a consignment warehouse through Customer Consignment Item Balance Maintenance (MENU CNFILE).</p> <p>(A 7) Optional</p>
Report Only	<p>Use this field to specify whether or not you want you want to skip the invoice generation process and only print the Offline Order Entry Report.</p> <p>Key <b>Y</b> to print the Offline Entry Report without creating invoices.</p> <p>Key <b>N</b> to run the entire process and create invoices.</p> <p>Refer to the Order Entry User Guide for an explanation of the Offline Order Entry Report.</p> <p>(A 1) Required</p>
Hold Orders	<p>Use this field to specify whether or not to place consignment orders that match the selection criteria you entered on this screen to be placed on hold.</p> <p>For orders to be placed on hold, this field must be set to <b>Y</b> and a hold code must have been entered in the <b>Automate Invoicing Hold Code</b> field through Consignment Options Maintenance (p. 13-1) (MENU CNFILE).</p> <p>Key <b>Y</b> if you want to place the orders on Automated Invoicing Hold. Normal Order Entry hold code logic will occur following the release from Automated Invoicing Hold within the regular processing of the orders through the invoicing cycle.</p> <p>Key <b>N</b> if you do not want to place the orders on Automated Invoicing Hold. The normal Off-line Order Entry hold code logic will be applied and the orders will never be placed on Automated Invoicing Hold.</p> <p>(A 1) Required</p>
F3=Exit	<p>Press the <b>F3=EXIT</b> function key to exit this options and return to MENU CNINVC.</p>
F4=List	<p>Press the <b>F4=LIST</b> function key to display the company/customer/ship-to entries associated with the User ID in the <b>Owner</b> field. The Automated Invoicing List Screen (p. 10-6) will appear.</p>

---

---

**Automated Invoicing Selection Screen - Generate Invoices Fields and Function Keys**

---

Field/Function Key	Description
F5=Ship-To Search	<p>Press the <b>F5=SHIP-TO SEARCH</b> function key after specifying a consignment warehouse in the <b>Csgn WH</b> field, a company number in the <b>Company</b> field, and a customer number in the <b>Customer No</b> field to access the Customer/Ship-To Search - Ship-To Search Screen. Use that screen to search for and select a ship-to address that has been defined for the customer number in the <b>Customer No</b> field.</p> <p>The Customer/Ship-To Search - Customer Search screen displays after you enter customer search criteria in the <b>Find</b>, <b>City</b>, and/or <b>St/Prov</b> fields and press the <b>F5=SHIP-TO SEARCH</b> function key. Use the Customer/Ship-To Search - Customer Search Screen to select the desired customer.</p> <p>Refer to the Accounts Receivable User Guide for a description of these screens.</p>
Enter	<p>Press the <b>ENTER</b> key to confirm your entries.</p> <p>The Report Options screen will appear. Refer to the Cross Applications User Guide for an explanation of that screen.</p>

---



---

You can define consignment options through the Consignment Options Maintenance option on the Consignment File Maintenance menu (MENU CNFILE). Use this option to tailor Consignment to meet your company's needs.

---

## Consignment Options Maintenance

When you define consignment options for your company, you can add or change consignment options for a specific company. You can also update item sales analysis for the consignment warehouse or the physical warehouse during dayend for the company, designate a replenishment hold code, a replenishment order source code, an automated invoicing hold code, and an automated invoicing order source.

When you define consignment options for your warehouse, you can designate a specific warehouse as a consignment warehouse. You can also add or delete physical warehouse assignments for the consignment warehouse being maintained. A physical warehouse must have the same company number as the consignment warehouse to which it is assigned. A physical warehouse cannot be a consignment warehouse and cannot be assigned to two different consignment warehouses.

---

**NOTE:** A physical warehouse is assigned to a consignment warehouse and used to determine which consignment warehouse to transfer the items to during a stock transfer order. If stock transfer orders are not being used, a physical warehouse does not need to be assigned to a consignment warehouse.

---

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Consignment Options Selection Screen	Define consignment options for a company or warehouse.

---

<b>Title</b>	<b>Purpose</b>
Consignment Company Options Selection Screen	Add or change consignment options for a company.
Consignment Company Options Screen	Update item sales analysis for the consignment warehouse or physical warehouse.
Consignment Warehouse Options Selection Screen	Designate a warehouse as a consignment warehouse.
Consignment Warehouse Assignments Screen	Add or delete physical warehouse assignments for a consignment warehouse.

## Consignment Options Selection Screen

```

CONSIGNMENT OPTIONS SELECTION

Option Type: - C=Company Options
              W=Warehouse Options

F3=Exit
  
```

This screen appears after selecting option **1** - Consignment Options Maintenance from the Consignment File Maintenance Menu (MENU CNFILE).

Use this screen to define consignment options for a company or warehouse. You can add or change consignment options for a specific company or add, change, or delete consignment options for a specific consignment warehouse.

### Consignment Options Selection Screen Fields and Function Keys

Field/Function Key	Description
Option Type	Use this field to specify the type of consignment options you want to define. If you key <b>C</b> , you are adding or changing consignment options for a specific company. If you key <b>W</b> , you are adding, changing, or deleting consignment options for a specific consignment warehouse. (A 1) Required
F3=Exit	Press the <b>F3=EXIT</b> key to exit this option and return to MENU CNFILE.
Enter	Press <b>ENTER</b> to confirm your entries and continue. If you key <b>C</b> in the <b>Option Type</b> field and press <b>ENTER</b> , the Consignment Company Options Selection Screen (p. 13-5) appears. If you key <b>W</b> in the <b>Option Type</b> field and press <b>ENTER</b> , the Consignment Warehouse Options Selection Screen (p. 13-10) appears.



## Consignment Company Options Selection Screen

CONSIGNMENT COMPANY OPTIONS SELECTION

Function:    \_   (A,C)

Company?   01   (01-99)

F3=Exit

This screen appears after you enter **C** in the **Option Type** field and then press **ENTER** on the Consignment Options Selection Screen (p. 13-3).

Use this screen to add or change consignment options for a specific company.

### Consignment Company Options Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Use this field to key the operation being performed on the consignment company. You can add consignment options for a specific company or change existing consignment options for a specific company. (A 1) Required
Company	Use this field to key the company number for which you are adding or changing consignment company options. <i>Default Value:</i> The default company specified for your user ID through Authority Profile Maintenance (MENU XASCTY). <i>Valid Values:</i> A company number defined though Company Name Maintenance (MENU XAFILE). (N 2,0) Required
F3=Exit	Press the <b>F3=EXIT</b> function key to exit this option and return to MENU CNFILE.
Enter	Press <b>ENTER</b> to confirm your entries and continue. The Consignment Company Options Screen (p. 13-7) appears.



## Consignment Company Options Screen

```
CONSIGNMENT COMPANY OPTIONS Change
Company: 01 A & C Office Supply
Update Item Sales Analysis for Consignment OR Physical WH: P (C,P)
Replenishment Hold Code? RH Replenishment Hold
Replenishment Order Source? CN Consignment
Automated Invoicing Hold Code? AI Automated Invoice Hold
Automated Invoicing Order Source? CN Consignment
F12=Return
```

This screen appears after you press [ENTER](#) on the Consignment Company Options Selection Screen (p. 13-5).

Use this screen to define consignment options for your company.

### Consignment Company Options Screen Fields and Function Keys

Field/Function Key	Description
Update Item Sales Analysis for Consignment OR Physical WH	<p>Use this field to update item sales analysis for the consignment warehouse or the physical warehouse, when inventory is sold or used, during dayend for the company.</p> <p>If you key <b>C</b>, you are updating sales analysis for the consignment warehouse when inventory is sold or used. During dayend for the company, usage invoices will update the Item Balance file (ITBAL) sales fields for the consignment warehouse, the Item Sales History file (ITMSA) with a consignment warehouse record, the Customer Sales History file (CUSSA) with a sale of the item and the date of the late sale, and the Customer/Item Sales History file (DE TSA) with a sale of the item and the date of the last sale.</p> <p>If you key <b>P</b>, you are updating sales analysis for the physical warehouse when inventory is sold or used during. When this field is set to <b>P</b>, a customer consignment invoice will update sales analysis and General Ledger for the customer default ordering warehouse. However, if an item balance record does not exist for this item in the customer default ordering warehouse, the item balance record for the originating warehouse will be updated.</p> <p>(A 1) Required</p>
Replenishment Hold Code	<p>Use this field to key the hold code used to place the replenishment stock transfer order on hold.</p> <p>(A 2) Optional</p>
Replenishment Order Source	<p>This field appears only if the <b>Use Order Source Code</b> field is set to <b>Y</b> in Order Entry Options Maintenance (MENU XAFILE).</p> <p>Use this field to key the order source used to create stock transfers to replenish quantities in the consignment warehouse.</p> <p>(A 2) Required</p>
Automated Invoicing Hold Code	<p>Use this field to key the hold code used to place the Customer Consignment automated invoices on hold.</p> <p>(A 2) Required</p>
Automated Invoicing Order Source	<p>This field appears only if the <b>Use Order Source Code</b> field is set to <b>Y</b> or <b>I</b> in Order Entry Options Maintenance (MENU XAFILE).</p> <p>Use this field to key the order source to be assigned to invoices through the Automated Invoicing process.</p> <p>(A 2) Required</p>
F12=Return	<p>Press the <b>F12=RETURN</b> key to return to the Consignment Company Options Selection Screen (p. 13-5) without saving your entries.</p>

---

**Consignment Company Options Screen Fields and Function Keys**

---

Field/Function Key	Description
F2=Create Hold Code/ F2=Create Order Source Code	The <b>F2=CREATE HOLD CODE / F2=CREATE ORDER SOURCE CODE</b> function key displays only if the value entered in either the <b>Replenishment Hold Code</b> or <b>Replenishment Order Source</b> field does not exist.  Press the <b>F2=CREATE HOLD CODE / F2=CREATE ORDER SOURCE CODE</b> function key to display the corresponding Hold Code Maintenance or Order Source Code Maintenance Screen in order to add the corresponding hold code or order source. Refer to the Order Entry User Guide for further explanation.
Enter	Press <b>ENTER</b> twice to confirm your entries and continue. The Consignment Company Options Selection Screen (p. 13-5) appears.

---

## Consignment Warehouse Options Selection Screen

CONSIGNMENT WAREHOUSE OPTIONS SELECTION

Function:            \_ (A,C,D)

Consignment Warehouse? ...

Consignment Type:   A A=Customer Consignment

F3=Exit    F5=WH Maint

This screen appears after you key W in the *Option Type* field and then press ENTER on the Consignment Options Selection Screen (p. 13-3).

Use this screen to designate a warehouse as a consignment warehouse.

---

NOTE: If Warehouse Management is installed, warehouse management warehouse options must be defined prior to setting up a consignment warehouse.

---

### Consignment Warehouse Options Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Use this field to key the operation, (add, change, or delete), being performed on the consignment warehouse. (A 1) Required
Consignment Warehouse	Use this field to key the consignment warehouse for which consignment options are being defined. If Warehouse Management is installed, warehouse management warehouse options must be defined prior to setting up a consignment warehouse. (A 2) Required
Consignment Type	Use this field to key the type of consignment to perform in the consignment warehouse. At the present time, customer consignment is the only type available. Display Only

---

**Consignment Warehouse Options Selection Screen Fields and Function Keys**

---

Field/Function Key	Description
F2=WH Mgmt	The <b>F2=WH MGMT</b> function key displays only when you try to add a warehouse in a warehouse management environment and the warehouse management warehouse options have not yet been defined through Warehouse Management Warehouse Options (MENU WMFILE). Refer to the Warehouse Management User Guide for further explanation.
F3=Exit	Press the <b>F3=EXIT</b> function key to exit this option and return to MENU CNFILE.
F5=WH Maint	Press the <b>F5=WH MAINT</b> function key to access Warehouse Numbers Maintenance (MENU IAFILE). Refer to the Inventory Accounting User Guide for further explanation.
Enter	Press <b>ENTER</b> to confirm your entries and continue.

---

## Consignment Warehouse Assignments Screen

```

CONSIGNMENT WAREHOUSE ASSIGNMENTS      Change
Consignment Warehouse: CE Co 1 Consignment East
Physical Warehouse
1 Hartford, CT

_____ Last
Physical WH? _ .

F10=End Asgn
    
```

This screen appears after you press **ENTER** on the Consignment Warehouse Options Selection Screen (p. 13-10).

Use this screen to add or delete physical warehouse assignments for the consignment warehouse being maintained. The physical warehouse is used to determine which consignment warehouse to transfer the items to during a stock transfer order. If stock transfer orders are not being used, a physical warehouse does not have to be assigned to a consignment warehouse.

A physical warehouse:

- must have the same company number as the consignment warehouse to which it is assigned.
- must not be a consignment warehouse.
- must not be assigned to two different consignment warehouses.

### Consignment Warehouse Assignments Screen Fields and Function Keys

Field/Function Key	Description
Physical WH	<p>Use this field to key the warehouse being assigned to the consignment warehouse.</p> <p>A physical warehouse is assigned to a consignment warehouse and used to determine which consignment warehouse to transfer the items to during a stock transfer order. If stock transfer orders are not being used, a physical warehouse does not have to be assigned to a consignment warehouse.</p> <p><i>Valid Values:</i> A warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE).</p> <p>(A 2) Optional</p>

### Consignment Warehouse Assignments Screen Fields and Function Keys

Field/Function Key	Description
Physical Warehouse	This field displays the warehouse number and description of the warehouse entered in the <b>Physical WH</b> field. (Display)
F10=End Assign	Press the <b>F10=END ASSIGN</b> function key to end assignment and return to the Consignment Warehouse Options Selection Screen (p. 13-10).
F24=Delete	After keying a value in the <b>Physical Wh</b> field, press the <b>F24=DELETE</b> function field to delete assignment of this physical warehouse to the consignment warehouse.
Enter	Press <b>ENTER</b> to confirm the warehouse assignment and to continue.

## Consignment Options Listing

You can generate a listing of your consignment options for either your company or warehouse. This listing is generated through Consignment Options Listing (MENU CNFILE).

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Consignment Options Listing Selection Screen	Used to select whether to print company or warehouse consignment options.
Consignment Company Options Listing	Lists consignment company options.
Consignment Warehouse Options Listing	Lists consignment warehouse options.

## Consignment Options Listing Selection Screen

```

CONSIGNMENT OPTIONS LISTING SELECTION

Option Type: - C=Company Options
              W=Warehouse Options

F3=Cancel
  
```

This screen appears after you select Consignment Options Listing from the Consignment File Maintenance menu (MENU CNFILE).

Use this screen to generate a listing of consignment options for either your company or warehouse.

### Consignment Options Listing Selection Screen

Field/Function Key	Description
Option Type	<p>Use this field to specify the specific type of consignment options listing you want to print.</p> <p>Key <b>C</b> to print the listing of consignment options for a specific company.</p> <p>Key <b>W</b> to print the listing of consignment options for a specific consignment warehouse.</p> <p>(A 1) Required</p>
F3=Exit	Press the <b>F3=EXIT</b> key to exit this option and return to MENU CNFILE.
Enter	<p>Press <b>ENTER</b> to confirm your entries and continue.</p> <p>If you key <b>C</b> in the <b>Option Type</b> field and press <b>ENTER</b>, the Consignment Company Options Selection Screen (p. 13-5) appears.</p> <p>If you key <b>W</b> in the <b>Option Type</b> field and press <b>ENTER</b>, the Consignment Warehouse Options Selection Screen (p. 13-10) appears.</p>

## Consignment Company Options Listing

CN804	06/22/11 20:27:50	CONSIGNMENT COMPANY OPTIONS LISTING	AK/APDEMO	PAGE: 1
-----				
Company: 01	A & C Office Supply	Update Item Sales Analysis for Consignment OR Physical WH: P		
	Replenishment Hold Code: RH			
	Automated Invoicing Hold Code: AI			
Company: 02	B & B Office Supply	Update Item Sales Analysis for Consignment OR Physical WH: P		
	Replenishment Hold Code: RH	Replenishment Order Source: CN		
	Automated Invoicing Hold Code: AI	Automated Invoicing Order Source: CN		
Company: 03	The Office Connection	Update Item Sales Analysis for Consignment OR Physical WH: P		
	Replenishment Hold Code: RH	Replenishment Order Source: CN		
	Automated Invoicing Hold Code: AI	Automated Invoicing Order Source: CN		

This listing is produced following your response of **C** for **Company Options** on the Consignment Options Listing Selection Screen (p. 13-14), and the Report Options Screen.

The set up data and hold codes for each company are printed.

For an explanation of the fields on this listing, refer to Consignment Options Maintenance (MENU CNFILE).

## Consignment Warehouse Options Listing

CN801	06/22/11 20:27:54	CONSIGNMENT WAREHOUSE OPTIONS LISTING	AK/APDEMO	PAGE: 1
-----				
Consignment Warehouse:	CC	Co 1 Consignment Central	Consignment Type:	A
		Physical Warehouses: 3 Dallas, TX		
		5 Chicago, IL		
Consignment Warehouse:	CE	Co 1 Consignment East	Consignment Type:	A
		Physical Warehouses: 1 Hartford, CT		
Consignment Warehouse:	C2	Co 2 Consignment Warehouse	Consignment Type:	A
		Physical Warehouses: 2 Los Angeles, CA		
		4 Seattle, WA		
Consignment Warehouse:	C3	Co 3 Consignment Warehouse	Consignment Type:	A
		Physical Warehouses: 6 Ontario, Canada		
		7 Toronto, Canada		

This listing is produced following your response of **W** for **Warehouse Options** on the Consignment Options Listing Selection Screen (p. 13-14), and the Report Options Screen.

The assignments of physical warehouses to consignment warehouses are printed.

For an explanation of the fields on this listing, refer to Consignment Options Maintenance (MENU CNFILE).

---

You can define customer consignment item balance information for your consignment warehouses through the Customer Consignment Item Balance Maintenance option on the Customer Consignment File Maintenance Menu (MENU CNFILE).

---

## Customer Consignment Item Balance Maintenance

When you define customer consignment item balance information for the consignment warehouse, you create a Customer Consignment Item Balance record for each customer/ship-to/item in the consignment warehouse through Customer Consignment Item Balance Maintenance. For each item within the consignment warehouse, you can define an associated vendor number and originating warehouse, along with the maximum and minimum replenishment quantities in a replenishment unit of measure.

Item pricing is derived from the originating warehouse as defined in Customer Consignment Item Balance Maintenance.

---

**NOTE:** Prior to setting up the item in the customer consignment item balance file, there must be a record for the item within the consignment warehouse defined in the item balance file.

---

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Customer Consignment Item Balance Selection Screen	Assign a consignment item to a customer/ship-to.

---

Title	Purpose
Customer Consignment Item Balance Maintenance Screen	Assign an associated quantity and replenishment information for each customer/ship-to/item in the consignment warehouse.

---

## Customer Consignment Item Balance Selection Screen

```

CUSTOMER CONSIGNMENT ITEM BALANCE SELECTION

Function:      _ (A,C,D)
Company?      01 (01-99)
Customer No:  .....
Find:         .....
City:         ..... St/Prov: .....
Ship-To No:   .....
Csgn WH?     ...
Item Number:  .....
Find:         .....
Item No:     ..... Class? .....

F3=Exit  F4=Ship-To Search  F5=Item Balance Mnt
    
```

This screen appears after selecting option 1 - Customer Consignment Item Balance Maintenance on the Consignment File Maintenance Menu (MENU CNFILE).

Use this screen to assign an item to a customer consignment warehouse. Enter your items by company/customer/ship-to/customer consignment warehouse.

**NOTE:** Prior to setting up the item in the customer consignment item balance file, there must be a record for the item within the customer consignment warehouse defined in the item balance file.

### Customer Consignment Item Balance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Use this field to key the operation, (add, change, or delete), being performed on an item. (A 1) Required
Company	Use this field to key the company number. This field appears only if you have multiple companies. <i>Default Value:</i> The default company specified for your user ID through Authority Profile Maintenance (MENU XASCTY). <i>Valid Values:</i> A company number defined though Company Name Maintenance (MENU XAFILE). (N 2,0) Required

## Customer Consignment Item Balance Selection Screen Fields and Function Keys

Field/Function Key	Description
Customer No	<p>Use this field to key the number of the customer for whom you want to define a customer consignment item balance record.</p> <p><i>Valid Values:</i> A customer number defined through Customer/Ship to Master Maintenance (MENU ARFILE).</p> <p>(N 10,0) Required</p>
Find	<p>Use this field alone or with the <b>City</b> and <b>St/Prov</b> fields, to search for a customer by name, phone number, and zip/postal code. Key one or more of the following, separated by one blank space:</p> <ul style="list-style-type: none"> <li>• up to 10 characters (the first 10) of one or more words in the customer's name. Key the words in any order.</li> <li>• up to 10 characters (the first 10) of the PO contact's phone number, excluding the country code and delimiters.</li> <li>• up to 5 characters (the first 5) of the customer's zip/postal code.</li> </ul> <p>For information about entering search criteria, refer to the Cross Applications User Guide.</p> <p>(A 40) Optional</p>
City	<p>Use this field alone or with the <b>Find</b> and <b>St/Prov</b> fields to search for a customer in a particular city.</p> <p>Key up to 8 characters (the first 8) of the customer's city.</p> <p>For information about entering search criteria, refer to the refer to the Cross Applications User Guide.</p> <p>(A 8) Optional</p>
St/Prov	<p>Use this field alone or with the <b>Find</b> and <b>City</b> fields to search for a customer in a particular state or province.</p> <p>Key up to 10 characters (the first 10) of the state or province code.</p> <p>For information about entering search criteria, refer to the Cross Applications User Guide.</p> <p>(A 10) Optional</p>
Ship-To No	<p>Use this field to key the number of the ship-to address for which you want to define a customer consignment item balance record.</p> <p><i>Valid Values:</i> A ship-to number defined through Customer/Ship to Master Maintenance (MENU ARFILE).</p> <p>(A 7) Optional</p>
Csgn WH	<p>Use this field to key the consignment warehouse in which you want to define a customer consignment item balance record for this customer.</p> <p><i>Valid Values:</i> An consignment warehouse defined through Consignment Options Maintenance (MENU CNFILE).</p> <p>(A 2) Required</p>

---

**Customer Consignment Item Balance Selection Screen Fields and Function Keys**

Field/Function Key	Description
Item Number	<p>Use this field to key the number of the item for which you want to define a customer consignment item balance record for this customer.</p> <p><i>Valid Values:</i> An item number defined through Item Master Maintenance (MENU IAFILE).</p> <p>(A 27) Required</p>
Find	<p>If you do not recall the complete item number, use this field to key item description search criteria to activate the item search. For general information about entering search criteria, refer to the Cross Applications User Guide.</p> <p>(A 40) Optional</p>
Item No	<p>Use this field in addition to, or in place of, the <b>Find</b> field to further limit the item for which you want to search.</p> <p>Key a partial item number.</p> <p>(A 27) Optional</p>
Class	<p>Use this field in addition to, but not in place of, the <b>Find</b> field or <b>Item No</b> field to further limit the item for which you want to search.</p> <p>Key an item class and/or sub-class.</p> <p>(A 2) Optional</p>
Enter	<p>Press <b>ENTER</b> to confirm your entries and continue. The Customer Consignment Item Balance Maintenance Screen (p. 14-6) appears.</p>
F3=Exit	<p>Press the <b>F3=EXIT</b> function key to exit this option and return to MENU CNFILE.</p>
F4=Ship-To Search	<p>Press the <b>F4=SHIP-TO</b> Search function key to display ship-to numbers associated with the customer in the <b>Customer No</b> field.</p>
F5=Item Balance Mnt	<p>Press the <b>F5=ITEM BALANCE MNT</b> function key to access Item Balance Maintenance. Refer to this option in the Inventory Accounting User Guide.</p>

---

## Customer Consignment Item Balance Maintenance Screen

```

CUSTOMER CONSIGNMENT ITEM BALANCE MAINTENANCE  Add
Warehouse: CE Co 1 Consignment East
Co/Customer: 01/100 Financial Management Services
Item No: A200
          Sharp Copier Toner SF-7200

Vendor Number? 100 ... SHARP INTERNATIONAL
Originating WH? 1, Hartford, CT

  U/M      Qty On Hand      Qty Alloc      Qty On PO      Transfer
1 => EA          .000          .000          .000          .000
2          .000          .000          .000          .000
3          .000          .000          .000          .000

Replenishment
  U/M      Max On Hand      Min On Hand
.....      .....000.....      .....000.....

F12=Return
    
```

This screen appears after you press **ENTER** on the Customer Consignment Item Balance Selection Screen (p. 14-3).

Use this screen to define a vendor number, pricing warehouse, and associated quantity and replenishment information for each item in the customer consignment warehouse.

### Customer Consignment Item Balance Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Vendor Number	<p>Use this field to key the number of the vendor associated with the item in the consignment warehouse. This number will be used during Return to Vendor (RTV) Processing.</p> <p><i>Valid Values:</i> A vendor number defined through Vendors Maintenance (MENU POFILE).</p> <p>(A 6) Required</p>
Originating Warehouse	<p>Use this field to key the number of the warehouse from which replenishment will occur. Additionally, if the <b>Use Whse Pricing</b> field is set to <b>Y</b> through Warehouse Numbers Maintenance (MENU IAFILE), this warehouse will be used to determine the item pricing defaults for consignment invoice orders.</p> <p><i>Valid Values:</i> A warehouse defined through Warehouse Numbers Maintenance (MENU IAFILE).</p> <p>(A 2) Required</p>

### Customer Consignment Item Balance Maintenance Screen Fields and Function Keys

Field/Function Key	Description
U/M	Use this field to key the units of measure defined for the item in the Item Master File (ITMST). (Display)
Qty On Hand	This field displays the quantity of the item, for the corresponding units of measure, that is currently on-hand; meaning the quantity of the item before considering items ordered by customers but not yet shipped to them. (Display)
Qty Alloc	This field displays the quantity of the item, for the corresponding units of measure, that has been ordered by customers, but not yet shipped to them. (Display)
Qty On PO	This field displays the quantity of the item, for the corresponding units of measure, that is on open purchase orders. Items on an open purchase order are those that have been ordered, but have not yet been received. (Display)
Transfer	This field displays the quantity of the item on open stock transfer orders which are not yet invoice posted. (Display)
Replenishment U/M	Use this field to key the unit of measure for the item that will be used to replenish the customer's stock. This field is required if a value is entered in the <b>Max On Hand</b> and/or <b>Min On Hand</b> field(s). <i>Valid Values:</i> Any stocking unit of measure defined for the item through Item Master Maintenance (MENU IAFILE). (A 3) Optional
Max on Hand	Use this field to key the maximum quantity of the item that is to remain on-hand for the item's replenishment unit of measure. (N 11,3) Optional
Min on Hand	Use this field to key the minimum quantity of the item that is to remain on-hand for the item's replenishment unit of measure. (N 11,3) Optional
F12=Return	Press the <b>F12=RETURN</b> function key to return to the Customer Consignment Item Balance Selection Screen (p. 14-3) without saving your entries.
Enter	Press <b>ENTER</b> to confirm your entries and continue. You are returned to the Customer Consignment Item Balance Selection Screen (p. 14-3).

## Customer Consignment Item Balance Listing

---

You can generate a customer consignment item balance listing through Customer Consignment Item Balance Listing on the Consignment File Maintenance Menu (MENU CNFILE).

The screens and/or reports in this option and a brief description of their purpose is listed in the following table. A complete description of each screen/report is provided in this section.

<b>Title</b>	<b>Purpose</b>
Customer Consignment Item Balance Listing Screen	Generate a customer consignment item balance listing.
Customer Consignment Item Balance Listing	Lists Customer Consignment Item Balance information.

---



### Customer Consignment Item Balance Listing Screen Fields and Function Keys

---

Field/Function Key	Description
F3=Exit	Press the <b>F3=EXIT</b> function key to exit to the Consignment File Maintenance Menu (MENU CNFILE).
Enter	Press <b>ENTER</b> to confirm your entries. The Report Options screen appears. For a description of this screen refer to the Cross Applications User Guide.

---

## Customer Consignment Item Balance Listing

All Warehouses		All Items	All Co/Customers		All Vendors
CNA812 6/27/11 15.03.26      CUSTOMER CONSIGNMENT ITEM BALANCE LISTING      AM/APDEMO      PAGE 2 * Data may have been omitted due to security considerations *					
Warehouse: CC	Co 1	Consignment Central	Item Number: A200		Vendor: 100
Co/Customer: 01/10		Bon Secour School Department	Sharp Copier Toner SF-7200		
Co/Customer: 01/10		Bon Secour School Department	Originating Warehouse: 3		Vendor: 1400
Co/Cust/Shp: 01/10/1		Bon Secour School Department	Item Number: A500		
			File Folders - Manilla Box of 100 - letter size		
			Originating Warehouse: 3		Vendor: 100
			Item Number: A100		
			Sharp Fax Machine Model SX-765		
			Originating Warehouse: 3		Vendor: 100
			Replenishment U/M: EA Max: 10.000 Min: 3.000		
			Item Number: A120		Vendor: 100
			Sharp Super Sensitive Fax Paper 6/Box		
			Originating Warehouse: 3		Vendor: 1500
			Item Number: M001		
			Alka Seltzer tablets Bottle of 60		
			Originating Warehouse: 3		

This listing is produced following your responses on the Customer Consignment Item Balance Listing Screen (p. 14-9), and the Report Options Screen.

The assignments of customers, ship-to's, and items to consignment warehouses are printed.

### Customer Consignment Item Balance Listing

Report/Listing Fields	Description
Headings	<p>Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number.</p> <p>Summary of the selection criteria prints in the center of the headings area followed by the individual field headings.</p> <p>The message <b>“* Data may have been omitted due to security considerations *”</b> will print when the user that generated this report/listing is not authorized to all the [company -or- warehouse -or -company and warehouse] selected data as determined through Authority Profile Maintenance (MENU XASCTY).</p>
Warehouse	The warehouse ID and description of the consignment inventory.
Co/Customer or Co/Cust/Shp	The company number, customer number, ship-to number, and name to which the inventory has been consigned.
Item Number	The consigned item number and its description.
Vendor	The primary vendor for the item.

### **Customer Consignment Item Balance Listing**

<b>Report/Listing Fields</b>	<b>Description</b>
Originating Warehouse	The warehouse from which the consigned inventory was shipped and will be replenished.
Replenishment U/M	The unit of measure for the item that will be used to replenish the customer's stock.
Max	The maximum quantity of the item that is to remain on-hand for the item's replenishment unit of measure.
Min	The minimum quantity of the item that is to remain on-hand for the item's replenishment unit of measure.

---

When a customer requests that your inventory be placed on consignment at his or her site, you must move the inventory to the customer site through Distribution A+.

This chapter explains the step-by-step process required for each of the methods used to move consignment inventory from one of your physical warehouses to a consignment warehouse.

---

## How Inventory is Placed on Consignment

Inventory is placed on consignment (moved into the consignment warehouse) through any of the following methods:

- a “Stock Transfer” order is entered for a customer/ship-to through Enter, Change & Ship Orders (MENU OEMAIN), charging the customer only for any special charges, not for the items shipped. Stock transfer orders can also be created through Create Consignment Replenishment Orders (MENU CNMAST) to replenish stock in consignment warehouses based on minimum and maximum on-hand item quantities defined in Consignment Options Maintenance (MENU CNFILE).
  - an inventory warehouse transfer performed through Enter/Update Transactions (MENU IAMAIN), which moves inventory from one of your physical warehouses to a consignment warehouse
  - a purchase order is created for a consignment warehouse through Enter or Change Requisitions (MENU POMAIN), which allows inventory to be shipped directly from a vendor to a consignment warehouse
  - a warehouse transfer purchase order is created for the consignment warehouse through Enter or Change Requisitions (MENU POMAIN), which allows inventory to be shipped directly from one of your physical warehouses to the associated consignment warehouse
-

## Moving Consignment Inventory Using a Stock Transfer Order

This method of moving consignment inventory allows inventory to be shipped from one of your physical warehouses to the customer's site by entering a stock transfer order. Stock transfer orders also allow you to return consignment stock from a customer/ship-to to your physical warehouse. This type of order is a "sub-type" of a regular "O" type order. A stock transfer order does not charge the customer for the items being shipped, but you can apply special charges. Stock transfer orders can be created only for those consignment warehouses to which a physical warehouse is assigned.

You can use the Enter, Change & Ship Orders option on the Order Entry Main menu to create a stock transfer order (consignment order type AT). As soon as the items are added to the stock transfer order, they are shown in the consignment inquiries as part of a transfer order and allocated in the main warehouse. After you enter a stock transfer order and print the pick list for the order, you must ship confirm the order and then invoice the order to complete the transfer. When Day-End Processing (MENU XAMAST) runs the Customer Consignment Balance File (CABAL) quantities will be updated. Any quantity that has been shipped is shown as on-hand in the consignment warehouse. Backordered items that were not transferred in this shipment and remain on backorder will appear as allocated to the appropriate generation of the original order and appear in the inquiries as part of the transfer order until they are processed.

Note that if you want to have items drop shipped to the customer, you must create a purchase order for the consignment warehouse through Purchasing instead of creating an order through Order Entry.

### Moving Consignment Inventory Using a Stock Transfer Order created through Order Entry

1. Access the Order Entry Main Menu (MENU OEMAIN).
2. Select Enter, Change & Ship Orders.
3. The Start Order Screen appears. (Refer to the Order Entry User Guide for an explanation of the Start Order Screen.) Key an O in the *Function* field and key AT in the *Csgn Order Type* field to create a stock transfer order for a customer/ship-to.
4. When the Order Header Screen appears, specify a physical warehouse in the *WH* field and other header information and press ENTER.
5. The Item Entry Screen appears. Enter the items that are to be shipped to the customer. If you want to add charges to the stock transfer order, press F4=CHRGs. The customer will be billed for these charges when the invoice is printed, but not for the items on the order.
6. End the order and print the pick list.
7. Ship confirm the order through Enter, Change & Ship Orders (MENU OEMAIN).
8. Invoice the order.

## Moving Consignment Inventory for Replenishment

Stock transfer orders can be created through Create Consignment Replenishment Orders (MENU CNMAST) to replenish stock for a specific consignment warehouse, company, customer/ship-to, and

item number. Stock transfer orders will be automatically created through this option for each consignment item that meets the selection criteria on the Replenishment Stock Transfer Orders Screen (p. 15-4) and for which the net available quantity is less than the minimum quantity defined for the consignment item through Consignment Item Balance Maintenance (MENU CNFILE). Create Consignment Replenishment Orders can be run for a specific consignment warehouse, company/customer/ship-to, and item number or for all of these involved in customer consignment relationships. This option is not the means by which you initially place inventory on consignment for a customer/ship-to in a consignment warehouse; this option is used to replenish stock after inventory has been moved into a consignment warehouse using one of the other methods of movement. After you make your selections through this option, the Offline Order Entry Report will be generated, including the customer consignment stock transfer orders that you just created. For an explanation of the Offline Order Entry Report, refer to the Order Entry User Guide.

---

## Create Consignment Replenishment Orders

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

<b>Title</b>	<b>Purpose</b>
Replenishment Stock Transfer Orders Screen	Create customer consignment stock transfer orders to replenish stock
Customer/Ship-to Selection Screen	Move inventory from and/or into a consignment warehouse.

## Replenishment Stock Transfer Orders Screen

```

REPLENISHMENT STOCK TRANSFER ORDERS

Csgn WH?    - .
Company?    ...
Customer No: .....
Find: .....
City: .....      St/Prov: .....
Ship-To No: *ALL...
Item Number: .....
Find: .....
Item No: .....      Class? .....
Hold Orders: Y. (Y/N)
Report Only: .. (Y/N)

F3=Cancel   F5=Ship-To Search
    
```

This screen appears after selecting option 1 - Create Consignment Replenishment Orders on the Consignment Master Menu (MENU CNMAST). Use this screen to create customer consignment stock transfer orders to replenish stock for a specific consignment warehouse, company, customer/ship-to, and item number.

### Replenishment Stock Transfer Orders Screen Fields and Function Keys

Field/Function Key	Description
Csgn WH	<p>Use this field to specify the consignment warehouse for which you want customer consignment stock transfer orders to be created for replenishment.</p> <p><i>Valid Values:</i> A consignment warehouse defined through Consignment Options Maintenance (MENU CNFILE).</p> <p>(A 2) Optional</p>
Company	<p>Use this field to specify the company number for which you want customer consignment stock transfer orders to be created for replenishment.</p> <p>This field appears only if the <b>Multi Company</b> field is set to Y through System Options Maintenance (MENU XAFILE).</p> <p>If you specify a customer number in the <b>Customer No</b> field, this field is required; otherwise, this field is optional.</p> <p><i>Valid Values:</i> A company number defined though Company Name Maintenance (MENU XAFILE).</p> <p>(N 2,0) Optional/Required</p>

---

**Replenishment Stock Transfer Orders Screen Fields and Function Keys**

Field/Function Key	Description
Customer No	<p>Use this field to specify the number of the customer for whom you want to generate customer consignment stock transfer replenishment orders.</p> <p><i>Valid Values:</i> An customer number defined through Customer/Ship-to Master Maintenance (MENU ARFILE) for which a customer consignment item balance record is set up in a consignment warehouse through Customer Consignment Item Balance Maintenance (MENU CNFILE).</p> <p>(N 10,0) Optional</p>
Find	<p>Use this field either alone or with the <b>City</b> and <b>St/Prov</b> fields to search for a customer by name, phone number, and zip/postal code. Key one or more of the following, separated by one blank space:</p> <ul style="list-style-type: none"> <li>• up to 10 characters (the first 10) of one or more words in the customer's name. Key the words in any order.</li> <li>• up to 10 characters (the first 10) of the PO contact's phone number, excluding the country code and delimiters</li> <li>• up to 5 characters (the first 5) of the customer's zip/postal code</li> </ul> <p>For information about entering search criteria, refer to the Cross Applications User Guide.</p> <p>(A 40) Optional</p>
City	<p>Use this field either alone or with the <b>Find</b> and <b>St/Prov</b> fields to search for a customer in a particular city.</p> <p>Key up to 8 characters (the first 8) of the customer's city.</p> <p>For information about entering search criteria, refer to the Cross Applications User Guide.</p> <p>(A 8) Optional</p>
St/Prov	<p>Use this field either alone or with the <b>Find</b> and <b>City</b> fields to search for a customer in a particular state or province.</p> <p>Key up to 10 characters (the first 10) of the state or province code.</p> <p>For information about entering search criteria, refer to the Cross Applications User Guide.</p> <p>(A 10) Optional</p>
Ship-To No	<p>The number of the ship-to address for which you want to generate customer consignment stock transfer replenishment orders.</p> <p><i>Valid Values:</i> An ship-to number defined through Customer/Ship-to Master Maintenance (MENU ARFILE) for which a consignment item balance record is set up in a consignment warehouse through Customer Consignment Item Balance Maintenance (MENU CNFILE).</p> <p>(A 7) Optional</p>

---

## Replenishment Stock Transfer Orders Screen Fields and Function Keys

Field/Function Key	Description
Item Number	<p>Use this field to specify the number of the item to be replenished in the specified consignment warehouse for the specified customer/ship-to with a customer consignment stock transfer order.</p> <p><i>Valid Values:</i> An item number defined through Item Balance Maintenance (MENU IAFILE) and with a customer consignment balance record in a consignment warehouse, as defined through Customer Consignment Item Balance Maintenance (MENU CNFILE).</p> <p>(A 27) Optional</p>
Find	<p>If you do not recall the complete item number that you want to replenish, key item description search criteria to activate the item search. For general information about entering search criteria, refer to the Cross Applications User Guide.</p> <p>(A 40) Optional</p>
Item No	<p>Use this field in addition to, or in place of, the <b>Find</b> field to further limit the item for which you want to search.</p> <p>Key a partial item number.</p> <p>(A 27) Optional</p>
Class	<p>Use this field in addition to, but not in place of, the <b>Find</b> field or <i>Item No</i> field to further limit the item search results.</p> <p>Key an item class and sub-class.</p> <p><i>Valid Values:</i> An item class/sub-class defined through Item Class/Sub Class Maintenance (MENU IAFILE).</p> <p>(A 4) Optional</p>
Hold Orders	<p>This field determines whether or not customer consignment stock transfer orders generated through this option will be placed on hold. The type of hold that the orders will be placed on is determined in Consignment Options Maintenance (MENU CNFILE).</p> <p>Key Y if you want customer consignment stock transfer orders generated through this option to be placed on hold.</p> <p>Key N if you do not want customer consignment stock transfer orders generated through this option to be placed on hold.</p> <p>(A 1) Required</p>
Enter	<p>Press this key to confirm your entries and continue. The Report Options screen appears. For a description of that screen, refer to the Cross Applications User Guide. After you press ENTER on the Report Options Screen, the Offline Order Entry Report will be generated, including the customer consignment stock transfer orders that you just created. For an explanation of the Offline Order Entry Report, refer to the Order Entry User Guide.</p>

---

**Replenishment Stock Transfer Orders Screen Fields and Function Keys**

Field/Function Key	Description
F3=Cancel	Press this key to exit this option. The Consignment Master Menu (MENU CNMAST) appears.
F5=Ship-To Search	Press this key to activate the ship-to search. The customer number in the <i>Customer No</i> field will be used as search criteria. The Ship-To Search screen appears. Refer to that screen in the Cross Applications User Guide.

---

## Moving Consignment Inventory Using an Inventory Warehouse Transfer

This method of moving consignment inventory moves inventory from one of your physical warehouses to the consignment warehouse. It is performed like a normal inventory warehouse transfer, except that you will be prompted to enter the customer/ship-to number of the customer that will receive the inventory.

Use the Enter/Update Transactions option on the Inventory Accounting Main Menu (MENU IAMAIN) to perform a warehouse transfer. When you choose to move inventory into the consignment warehouse, the Customer/Ship-to Selection Screen (p. 15-8) will appear, allowing you to specify the customer/ship-to that will receive the inventory. When you are finished entering the warehouse transfer, you must run the transaction edit through the Edit Transactions option and post the transaction through the Post Transactions option, both of which are on the Inventory Accounting Main Menu.

## Customer/Ship-to Selection Screen

```

CUSTOMER/SHIP-TO SELECTION

Warehouse:   CE Co 1 Consignment East

A transaction for the Customer Consignment Warehouse has been
entered. Please designate the receiving customer/ship-to.

Company?     01
Customer No: - .....
Find:        .....
City:        ..... St/Prov: .....
Ship-To No:  .....

Item Number: A200
              Sharp Copier Toner SF-7200
Quantity:    3.000 EA

F4=ShipTo Search  F12=Return
    
```

This screen appears whenever you choose to process a transaction that affects a consignment warehouse within:

- Enter/Update Transactions on the Inventory Accounting Main Menu (MENU IAMAIN)
- Enter or Change Requisitions on the Purchasing Main Menu (MENU POMAIN).

Use this screen to move inventory from and/or into a consignment warehouse. You must specify the company, customer, and ship-to associated with the inventory moving into or out of a consignment warehouse.

### Customer/Ship-to Selection Screen Fields and Function Keys

Field/Function Key	Description
Company	<p>Use this field to specify the company number involved in the transaction. This field appears only if the <i>Multi Company</i> field is set to Y through System Options Maintenance (MENU XAFIELD).</p> <p><i>Default Value:</i> The default company specified for your user ID through Authority Profile Maintenance (MENU XASCTY).</p> <p><i>Valid Values:</i> A company number defined though Company Name Maintenance (MENU XAFIELD).</p> <p>(N 2,0) Required</p>

---

**Customer/Ship-to Selection Screen Fields and Function Keys**

Field/Function Key	Description
Customer No	<p>Use this field to specify the number of the customer to whom or from whom you want consignment inventory to be transferred.</p> <p><i>Valid Values:</i> An customer number defined through Customer/Ship-to Master Maintenance (MENU ARFILE) for which an item balance record is set up in a consignment warehouse through Customer Consignment Item Balance Maintenance (MENU CNFILE).</p> <p>(N 10,0) Required</p>
Find	<p>Use this field either alone or with the <b>City</b> and <b>St/Prov</b> fields to search for a customer by name, phone number, and zip/postal code. Key one or more of the following, separated by one blank space:</p> <ul style="list-style-type: none"> <li>• up to 10 characters (the first 10) of one or more words in the customer's name. Key the words in any order.</li> <li>• up to 10 characters (the first 10) of the PO contact's phone number, excluding the country code and delimiters</li> <li>• up to 5 characters (the first 5) of the customer's zip/postal code</li> </ul> <p>For information about entering search criteria, refer to the Cross Applications User Guide.</p> <p>(A 40) Optional</p>
City	<p>Use this field either alone or with the <b>Find</b> and <b>St/Prov</b> fields, allows you to search for a customer in a particular city.</p> <p>Key up to 8 characters (the first 8) of the customer's city.</p> <p>For information about entering search criteria, refer to the Cross Applications User Guide.</p> <p>(A 8) Optional</p>
St/Prov	<p>Use this field either alone or with the <b>Find</b> and <b>City</b> fields, allows you to search for a customer in a particular state or province.</p> <p>Key up to 10 characters (the first 10) of the state or province code.</p> <p>For information about search criteria, refer to the Cross Applications User Guide.</p> <p>(A 10) Optional</p>
Ship-To No	<p>Use this field to specify the number of the ship-to address to which or from which you want consignment inventory to be shipped.</p> <p><i>Valid Values:</i> A ship-to number defined through Customer/Ship-to Master Maintenance (MENU ARFILE) for which a consignment item balance record is set up in a consignment warehouse Customer Consignment Item Balance Maintenance (MENU CNFILE).</p> <p>(A 7) Optional</p>
Enter	<p>Press this key to confirm your entries and continue.</p>

**Customer/Ship-to Selection Screen Fields and Function Keys**

Field/Function Key	Description
F4=ShipTo Search	Press this key to display ship-to numbers associated with the customer in the <b>Customer No</b> field.
F12=Return	Press to return to the previous screen without saving your entries.

**Moving Consignment Inventory Using an Inventory Warehouse Transfer**

1. Access the Inventory Accounting Main Menu (MENU IAMAIN).
2. Select Enter/Update Transactions.
3. The Inventory Entry/Update Screen appears. (Refer to the Inventory Accounting User Guide for an explanation of the Inventory Entry/Update Screen.) Create a group and create a “T” type transaction to transfer a quantity of an item from a physical warehouse to a consignment warehouse.
4. The Customer/Ship-to Selection Screen appears. Specify the customer and/or ship-to to which the consignment inventory will be shipped and add any other inventory transactions for this group.
5. End the group in this option and return to the Inventory Accounting Main Menu (MENU IAMAIN).
6. Edit the group through Edit Transactions.
7. Process the group through Process Transactions.

---

**Moving Consignment Inventory Using a Purchase Order**

This method of moving consignment inventory allows inventory to be shipped directly from a vendor to the customer’s site (indicated by the consignment warehouse). It is created like a normal purchase order, except that you will be prompted to enter the customer/ship-to number of the customer that will receive the inventory.

Use the Enter or Change Requisitions option on the Purchasing Main Menu (MENU POMAIN) to create the requisition. When you specify a consignment warehouse as the receiving warehouse, the Customer/Ship-to Selection Screen (p. 15-8) will appear. After you specify the customer/ship-to that will receive the inventory and you finish creating the purchase order, complete the transfer, as you would with a normal purchase order. You can then receive the goods into the consignment warehouse to close the purchase order.

**Moving Consignment Inventory Using a Purchase Order**

1. Access the Purchasing Main Menu (MENU POMAIN).
2. Select Enter or Change Requisitions.

3. The Enter/Change Requisitions Start Screen appears. (Refer to the Purchasing User Guide for an explanation of the Enter/Change Requisitions Start Screen.) Add a new O type requisition and specify a consignment warehouse in the *Receiving WH* field.
4. Specify header information on the Requisition Header Screen and press ENTER.
5. The Customer/Ship-to Selection Screen (p. 15-8) appears. Specify the customer and/or ship-to to which the consignment inventory will be shipped.
6. Print the purchase order and return to the Purchasing Main Menu (MENU POMAIN).
7. Receive the goods into the consignment warehouse through Enter or Change Receivers or PO Receipts (MENU POMAIN) to close the purchase order.

---

## Moving Consignment Inventory Using a Warehouse Transfer Purchase Order

This method of moving consignment inventory allows inventory to be shipped from one of your physical warehouses to the customer's site (indicated by the consignment warehouse). It is created like a normal warehouse transfer purchase order, except that you will be prompted to enter the customer/ship-to number of the customer that will receive the inventory.

Use the Enter or Change Requisitions option on the Purchasing Main Menu (MENU POMAIN) to create a warehouse transfer purchase order. Create a warehouse transfer requisition and specify a vendor as the warehouse transfer vendor for the warehouse from which you want to move inventory. You must specify a consignment warehouse as the receiving warehouse.

On the Customer/Ship-to Selection Screen (p. 15-8), you will specify the customer/ship-to that will receive the purchase order. Once the requisition is created, print the purchase order to create the warehouse transfer sales order. You must then pick, ship confirm, invoice, and receive the order into the consignment warehouse.

## Moving Consignment Inventory Using a Warehouse Transfer Purchase Order

1. Access the Purchasing Main menu (MENU POMAIN).
2. Select Enter or Change Requisitions.
3. The Enter/Change Requisitions Start screen appears. On this screen:
  - create a warehouse transfer requisition
  - specify a vendor as the warehouse transfer vendor for the warehouse from which you want to move inventory
  - specify a consignment warehouse as the receiving warehouse
4. Specify header information on the Requisition Header Screen and press ENTER.
5. The Customer/Ship-to Selection Screen (p. 15-8) appears. Specify the customer/ship-to that will receive the purchase order and finish creating the requisition.
6. Print the purchase order to create the company 99 order.
7. Pick, ship confirm, invoice, and receive the order.



---

This chapter explains a tool that you can use to maintain files after program interruptions or power failures. Customer Consignment provides you with an option that allows you to reset stock transfer data to ensure that data in the Customer Consignment Item Balance File (CABAL) is accurate.

---

### Important

The option explained in this chapter impacts system files and, if run improperly, may disrupt normal Distribution A+ processing. This option should be run only by a system administrator who fully understands the impact of running this option.

---

## Reset Pending Stock Transfer Quantities

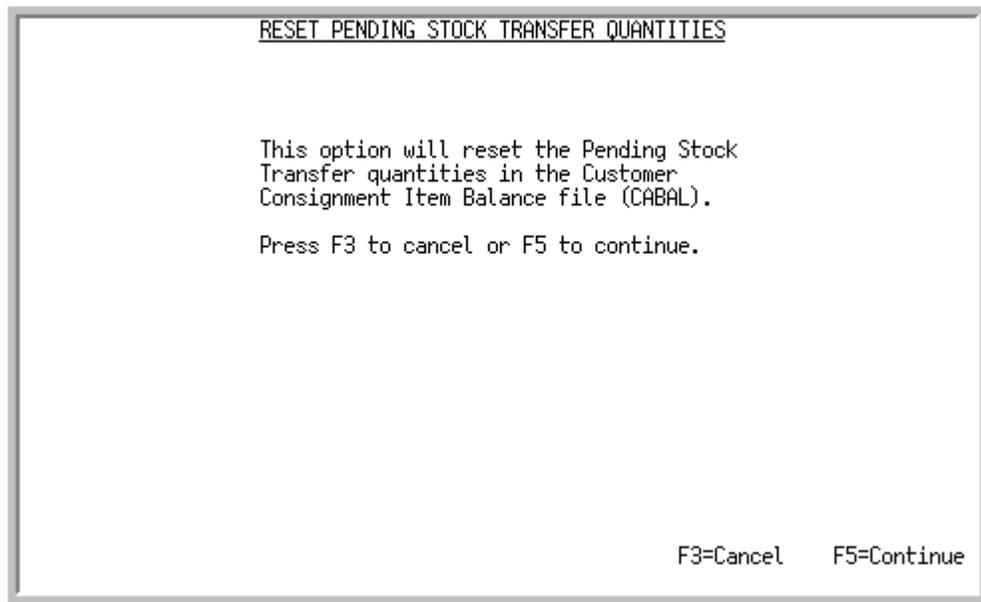
If a system interruption or power failure occurs, the item quantities on active stock transfer orders in the Customer Consignment Item Balance File (CABAL) file may need to be reset. Use the Reset Pending Stock Transfer Quantities option on the Consignment Master Menu (MENU CNMAST) to reset pending stock transfer quantities. This option checks the Order Detail File (ORDET), recalculates the quantity of pending stock transfer orders, and updates the Customer Consignment Item Balance File (CABAL) file.

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each screen/report is provided in this section.

Title	Purpose
Reset Pending Stock Transfer Quantities Screen	Used to reset pending stock transfer quantities.

---

## Reset Pending Stock Transfer Quantities Screen



This screen appears after selecting option **9** - Reset Pending Stock Transfer Quantities on the Consignment Master Menu (MENU CNMAST). Use this screen to reset pending stock transfer quantities.

### Reset Pending Stock Transfer Quantities Screen Function Keys

Field/Function Key	Description
F3=Cancel	Press the <b>F3=CANCEL</b> function key to cancel this option and return to MENU CNMAST.
F5=Continue	Press the <b>F5=CONTINUE</b> key to reset the pending stock transfer quantities in the Customer Consignment Item Balance File (CABAL). MENU CNMAST will appear.

---

# Index



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## A

### Assigning

A Physical Warehouse to a Consignment Warehouse 13-12

### Automated Invoicing 9-1, 11-1, 12-1

Edit Report 11-1

Generate Invoices Option 12-1

Hold Code 13-8

Order Source 13-8

## B

### Bids 1-5

### Bill of Material 1-5

### Billing

A Customer for Consignment Inventory 1-3, 4-1

## C

Consignment Balance Information Screen 5-8

Consignment Company Options Selection Screen 13-5

Consignment History Screen 5-15

Consignment Inventory Work Sheet 9-1

### Consignment Options

Defining 13-1

Defining for a Company 13-5

Defining for a Warehouse 13-10

Listing 13-13

Listing Selection Screen 13-14

Maintenance 13-1

Selection Screen 13-3

Setting up 2-3

Consignment Stock Status Report 7-1

### Consignment Transfer

Screen 8-7

Selection Screen 8-2

### Consignment Warehouse

Assigning to a Physical Warehouse 13-12

Defined 1-1

Defining 1-1

Defining Maximum On-Hand Quantity for an Item 14-7

Defining Minimum On-Hand Quantity for an Item 14-7

Defining Options for 13-10

Moving Goods Into 15-1

Replenishing Inventory in 15-2

Setting up Locations for 2-2

Setting up Purchasing Warehouse Options for 2-2

Updating Item Sales Analysis for 13-8

### Cross Applications

Interface 1-5

### Customer Consignment

Additional Features 1-4

Inquiries 5-1, 6-1, 7-1

Interfaces 1-4

Item Balance Information

- Setting up 2-3
- Setting up 2-1
- Setup Checklist 2-3
- Setup Summary 2-1
- Using 1-1
- Customer Consignment Inquiry 6-1
  - Selection Screen 6-2
- Customer Consignment Invoice
  - Processing a Return Using 3-3
- Customer Consignment Invoice Only Order
  - Entering 4-1
  - Generating Automatically 9-1, 11-1, 12-1
- Customer Consignment Item Balance
  - Listing 14-8
  - Maintenance 14-1
  - Maintenance Screen 14-6
  - Selection Screen 14-3
- Customer Consignment Item Balance Information
  - Defining 14-1
- Customer Consignment Overview 1-1
- Customer Consignment Return
  - Processing Returns Using 3-4
- Customer Consignment Stock Status
  - Report 7-6
  - Selection Screen 7-2
- Customer/Ship-to
  - Setting up for Customer Consignment 2-2
- Customer/Ship-to Selection Screen 15-8
- Customers/Ship-tos
  - Transferring Consignment Inventory Between 8-1

## D

- Default Shipping Address
  - Setting up for a Warehouse 2-2

## Defining

- a Consignment Warehouse 1-1
- Consignment Options 13-1
- Consignment Options for a Company 13-5
- Consignment Options for a Warehouse 13-10
- Customer Consignment Item Balance Information 14-1
- Maximum On-Hand Quantity 14-7
- Minimum On-Hand Quantity 14-7

## Definition of

- Consignment Warehouse 1-1

## E

- Edit Report 11-1

## Entering

- A Customer Consignment Invoice Only Order 4-1
- Inventory Balance/Usage 10-1

## F

- Forecasts 1-5

## G

## General Ledger

- Interface 1-5
- Reviewing Information for Consignment Transactions 5-19

## Generate Invoices

- Option 12-1

## Generating

- Invoices Automatically 12-1

## H

## Heading1

- Customer Consignment Item Balance Listing 14-8

- 
- History
    - Reviewing 5-15
  - How to
    - Enter a Customer Consignment Invoice Only Order 4-1
    - Inquire about an Item's Transaction History 5-1
    - Move Consignment Inventory Using a Purchase Order 15-10
    - Move Consignment Inventory Using a Stock Transfer order created through Order Entry 15-2
    - Move Consignment Inventory Using a Warehouse Transfer Purchase Order 15-11
    - Move Consignment Inventory Using an Inventory Warehouse Transfer 15-10
    - Place Inventory on Consignment 15-1
    - Process a Return using a Return Requisition 3-2
    - Process a Return Using a Stock Transfer Order 3-1
    - Process a Return Using an Inventory Warehouse Transfer 3-2
    - Process Consigned Inventory Returned to Your Customer Using a Customer Consignment Invoice 3-3
    - Process Consigned Inventory Returned to Your Customer Using a Customer Consignment Return 3-4
    - Transfer Inventory Using a Warehouse Transfer Purchase Order 8-9
    - Transfer Inventory Using an Inventory Warehouse Transfer 8-9
  - I
  - Inquiries
    - for Customer Consignment 5-1, 6-1, 7-1
  - Inquiring
    - About an Item's Transaction History Related to a Customer/Ship-to 5-1
    - About Consignment Inventory by Customer 6-1
    - About Consignment Inventory by Item 5-2
  - About Consignment Inventory through Item Inquiry 5-1
  - Interfaces with
    - Cross Applications 1-5
    - Customer Consignment 1-4
    - General Ledger 1-5
    - Inventory Accounting 1-4
    - Order Entry 1-5
    - Purchasing 1-5
    - Warehouse Management 1-5
  - Inventory 15-7, 15-10
    - Billing a Customer for 1-3, 4-1
    - Entering Balance/Usage for 10-1
    - How to Place on Consignment 15-1
    - Inquiring about by Customer 6-1
    - Inquiring about by Item 5-2
    - Maximum On-Hand Quantity 14-7
    - Minimum On-Hand Quantity 14-7
    - Moving for Replenishment 15-2
    - Processing Returns 3-1
    - Recording Balance/Usage 9-1
    - Tracking 5-1, 6-1, 7-1
    - Transferring Between Customers/Ship-tos 8-1
  - Inventory Accounting
    - Interface 1-4
  - Inventory Balance/Usage Entry 10-1
  - Inventory Management & Planning 1-5
  - Inventory Warehouse Transfer
    - Moving Inventory Using 15-7
    - Using to Process a Return 3-2
  - Invoice Only Order
    - Entering for Customer Consignment 4-1
  - Invoices
    - Automating the Creation of 9-1, 11-1, 12-1
    - Generating Automatically 12-1
  - Item Balance Information
    - Defining 14-1
-

- Setting up 2-3
- Item Consignment Inquiry 5-2
- Item Consignment Transaction History Limits Screen 5-23
- Item Consignment Transfer Detail Screen 5-21
- Item Display Screen 6-5
- Item Inquiry 5-1
- Item Sales Analysis
  - Updating 13-8
- Item Transaction History Detail Screen 5-19
- Items
  - Moving into a Consignment Warehouse 15-1
- L**
- Logical Warehouse
  - Defined 1-1
- Lot/Serial Display Screen 5-12
- M**
- Maximum On-Hand Quantity
  - Defining for an Item 14-7
- Minimum On-Hand Quantity
  - Defining for an Item 14-7
- Moving
  - Goods into a Consignment Warehouse 15-1
- Moving Inventory
  - for Replenishment 15-2
  - Using a Purchase Order 15-10
  - Using a Stock Transfer Order 1-2, 15-2
  - Using an Inventory Warehouse Transfer 15-7
  - Using Existing Functionality 1-2
- Moving with a Purchase Order 15-10
- Moving with an Inventory Warehouse Transfer 15-7
- O**
- On-Hand Quantity
  - Maximum 14-7
  - Minimum 14-7
- Order Entry
  - Interface 1-5
- Order Source
  - for Automated Invoicing 13-8
  - for Replenishment 13-8
- Originating Warehouse
  - for Replenishment 14-6
- Overview
  - Customer Consignment 1-1
- P**
- Physical Warehouse
  - Assigning to a Consignment Warehouse 13-12
  - Requirements 13-12
  - Updating Item Sales Analysis for 13-8
- Picking 1-5
- Placing Inventory on Consignment
  - How to 15-1
- Printing
  - Consignment Inventory Work Sheets 9-1
  - Consignment Options Listing 13-13
  - Customer Consignment Item Balance Listing 14-8
  - Edit Report 11-1
- Procedure for
  - Entering a Customer Consignment Invoice Only Order 4-1

- 
- Inquiring about an Item's Transaction History Related to a Customer/Ship-to 5-1
  - Moving Consignment Inventory Using a Purchase Order 15-11
  - Moving Consignment Inventory Using a Purchase Order 15-10
  - Moving Consignment Inventory Using a Stock Transfer Order created through Order Entry 15-2
  - Moving Consignment Inventory Using a Warehouse Transfer Purchase Order 15-11
  - Moving Consignment Inventory Using an Inventory Warehouse Transfer 15-10
  - Processing a Return Using a Return Requisition 3-2
  - Processing a Return Using a Stock Transfer Order 3-1
  - Processing a Return Using an Inventory Warehouse Transfer 3-2
  - Processing Consigned Inventory Returned to Your Customer Using a Customer Consignment Invoice 3-3
  - Processing Consigned Inventory Returned to Your Customer Using a Customer Consignment Return 3-4
  - Transferring Inventory Using a Warehouse Transfer Purchase Order 8-9
  - Transferring Inventory Using an Inventory Warehouse Transfer 8-9
  - Purchase Order
    - Moving Inventory Using 15-10
  - Purchasing
    - Interface 1-5
  - Purchasing Warehouse Options
    - Setting up for a Consignment Warehouse 2-2
  - Purpose
    - of Customer Consignment 1-1
- Q**
- Quotes 1-5
- R**
- Radio Frequency 1-5
  - Recording
    - Inventory Balance/Usage 9-1
  - Replenishing
    - Inventory in a Consignment Warehouse 15-2
  - Replenishment
    - Hold Code 13-8
    - Moving Inventory for 15-2
    - Order Source 13-8
    - Originating Warehouse for 14-6
    - Unit of Measure 14-7
  - Requirements
    - of a Physical Warehouse 13-12
  - Requisition
    - Processing a Return Using 3-2
  - Reset Pending Stock Transfer Quantities Screen 16-2
  - Resetting
    - Pending Stock Transfer Quantities 16-1
  - Returns
    - Processing a Return
      - Using a Return Requisition 3-2
      - Using a Stock Transfer Order 3-1
      - Using an Inventory Warehouse Transfer 3-2
    - Processing Consigned Inventory Returned to You 3-1
    - Processing Consigned Inventory Returned to Your Customer 3-3
    - Processing Returned Consignment Inventory 3-1
-

## Reviewing

- Consignment Balance Information 5-8
- Consignment History 5-15
- General Ledger Information for Consignment Transactions 5-19
- History 5-15

## S

### Sales Analysis

- Updating 13-8

### Setting up

- Consignment Options 2-3
- Customer Consignment 2-1
- Customer Consignment Item Balance Information 2-3
- Customer/Ship-to Information 2-2
- Default Shipping Address for a Warehouse 2-2
- Item Balance Information 2-3
- Purchasing Warehouse Options for a Consignment Warehouse 2-2
- Vendors for Customer Consignment 2-2
- Warehouse Locations 2-2
- Warehouse Management Options 2-1
- Warehouse Numbers 2-1

### Setup Checklist

- for Customer Consignment 2-3

### Stock Transfer

- Resetting Pending Stock Transfer Quantities 16-1

### Stock Transfer Order

- Moving Inventory Using 15-2
- Moving Inventory with 1-2
- Using to Process a Return 3-1

### System Failure

- Resetting Pending Stock Transfer Quantities after 16-1

## T

- Tracking Consignment Inventory 5-1, 6-1, 7-1

### Transaction History

- Inquiring About 5-1

- Transaction Types 5-16

### Transfer Consignment Inventory

- Option 8-1

### Transferring Inventory

- Between Customers/Ship-tos 8-1
- Using a Warehouse Transfer 8-8
- Using a Warehouse Transfer Purchase Order 8-9

## U

### Unit of Measure

- for Replenishment 14-7

### Updating

- Item Sales Analysis 13-8

### Using

- Customer Consignment 1-1

## V

### Vendors

- Setting up for Customer Consignment 2-2

## W

### Warehouse

- Consignment 1-1
- Logical 1-1
- Originating 14-6
- Physical 1-1

### Warehouse Management

- Interface 1-5
- Setting up Options for 2-1

Warehouse Transfer

    Moving Inventory with 15-7

    Transferring Inventory Using 8-8

Warehouse Transfer Purchase Order

    Transferring Inventory Using 8-9

Work Orders 1-5

Worksheets

    for Consignment Inventory 9-1

