HOW TO MANAGE CONSIGNMENT STOCK OUT (CSO)

Introduction

This guide demonstrates how to manage the delivery and return of Consignment Stock Out. The benefits are that:

- Your Stock on Hand figure is accurate;
- Your Debtors are not affected; and
- A professional printout can be supplied with the goods.

Step 1 – Delivering CSO Products

1. From the menu toolbar, select **Main | Data Entry | Consignments Out**
   - Please contact your Megabus account manager if this option is not available.
2. Click on the **Consignment Out Delivery** button in the column at left.

3. Select the Customer Code, enter the Customer Order Number if applicable, and enter the Salesperson.
4. Enter the Product Codes and Quantities, then click on the Finalise button.
5. Click on Yes at the "Print this transaction?" prompt to print a Consignment Delivery Docket to be presented to the customer with the stock.

Step 2 – Returning CSO Products

1. From the menu toolbar, select **Main | Data Entry | Consignments Out**
2. Click on the **Consignment Out Return** button in the column at left.

Last Updated: 10/02/2014

Consignment Out Return	✓ Finalise	Park	✗ Void					⊠

Customer

Customer *	BRACKS	🔍	BRACKS AUTOMOTIVE
Customer Order Number			
Salesperson *	SALES1	🔍	JENNY

Line Details ➕ ▾

Product Code	Description	Date	Reference	Balance	Quantity
PRODUCTA	PRODUCT A	29/01/2014	D000001	10	5

3. Select the Customer (only Customers with Consignment stock will be displayed)
4. Enter the Customer Order Number if applicable, and enter the Salesperson.
5. The products and quantities held by the Customer are displayed automatically.
6. Enter the quantity of each product being returned, then click on the Finalise button.
7. Click on Yes at the "Print this transaction?" prompt to print a Consignment Return Docket to be presented to the customer.

Manage CSO products by Customer or Product

View or print your CSO balances and transactions, by product or customer, at any time:

- To view the quantity of a product held at each customer, select that product in Manage Products and click on the Consignment Summary tab.

View Product — PRODUCTA (PRODUCT A)

Details | Options | Transactions | Last Year Transactions | Items | Unit Sales History | Price History | Consignment Transactions | **Consignment Summary** | Sta

Customer Code	Customer Name	Balance
AJIND	AJ INDUSTRIES	5.00

Transaction Headers 🖨

Date	Our Reference	Transaction Type	Quantity	Balance	Description
30/01/2014	D000002	Delivery	10.00	5.00	
30/01/2014	D000003	Delivery	15.00	15.00	
30/01/2014	R000003	Return	-5.00	0.00	

Transaction Details 🖨

Product Code	Description	Quantity
PRODUCTA	PRODUCT A	5-

- To view the transaction details for a product, select that product in Manage Products and then click on the Consignment Transactions tab.

View Product ☷ ▨ | ◄◄ ◄ PRODUCTA (PRODUCT A) ► ►► | ⊘

Details | Options | Transactions | Last Year Transactions | Items | Unit Sales History | Price History | **Consignment Transactions** | Consignment Summary | St

Transactions 🖶

Date	Our Reference	Transaction Type	Quantity	Balance	Customer	Their Reference
29/01/2014	D000001	Delivery	10.00	0.00	BRACKS	53453453
29/01/2014	R000001	Return	5.00-	0.00	BRACKS	
30/01/2014	R000002	Return	5.00-	0.00	BRACKS	
30/01/2014	D000002	Delivery	10.00	5.00	AJIND	32423
30/01/2014	R000003	Return	5.00-	0.00	AJIND	

Transaction Details 🖶

Product Code	Description	Quantity
PRODUCTA	PRODUCT A	10

- To view the quantity of each product held at a customer, select that customer in Manage Customers and then click on the Consignment Summary tab.

View Customer ☷ ▨ | ◄◄ ◄ AJIND (AJ INDUSTRIES) ► ►► | ⊘

Details | Options | Contacts (0) | Documents | Transactions | Last Year Transactions | Deposits | Consignment Transactions | **Consignment Summary** | Cont

CSO Summary 🖶

Product Code	Product Name	Balance
PRODUCTA	PRODUCT A	5.00
PRODUCTB	PRODUCT B	15.00

Open Transactions 🖶

Date	Our Reference	Transaction Type	Quantity	Balance	Customer	Their Reference
30/01/2014	D000002	Delivery	10.00	5.00	AJIND	32423

- To view the transaction details for a customer, select the Consignment Transactions tab in Manage Customers.

View Customer ☷ ▨ | ◄◄ ◄ AJIND (AJ INDUSTRIES) ► ►► | ⊘

Details | Options | Contacts (0) | Documents | Transactions | Last Year Transactions | Deposits | **Consignment Transactions** | Consignment Summary | C

Transaction Headers 🖶

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Transaction Details 🖶

Product Code	Description	Quantity
PRODUCTA	PRODUCT A	10

Stock Search

When viewing products in Stock Search, you can click on the Show Quantities icon to display quantities, including any units On Consignment Out.

If you click on the Maximise button (or press F2) you can then click on the **Details** tab to view product details, or on the **Consignment Stock Out** tab to view the quantities held at each customer.

CSO Reports

1. From the menu toolbar, select **Reports | Stock Reports | Consignment Stock Out**
2. To print a list of Consignment items and quantities select **Product Items**
   a. Select to sort the report by Product or Product Group;
   b. Enter a product or range if required (or leave blank for all);
   c. Tick the Print Consignment Stock Value checkbox if you wish to display the stock values on the report;
   d. Click on the Generate button.
3. To print a list of Customers with Consignment items and quantities select **Customers Balances**
   a. Select a Customer (or leave blank for all);
   b. Select the Print Type
   c. Tick the Print Consignment Value checkbox if you wish to display the values on the report;
   d. Click on the Generate button.

Please visit eLearning.megabus.com.au for step by step guidance on how to use Marlin GTX and Marlin HR.