

## ***Valid values***

Any positive value dollar amount in the format **0.00**.

## ***Description***

Determines the default amount to charge for check processing when settling with consignors in batch mode. This value is deducted from the amount paid to the consignor. For example, if this variable is set to 1.00 and the consignor sold \$100.00 of inventory, the consignor will receive a check for \$99 (\$100.00 less the default processing fee of \$1.00) when you batch settle. 0.00 (no fee) is the default processing fee.

This value may be overridden by entering a different value in the **Processing Fee** column on the **Settle Consignment (Batch Mode)** window when you settle consignments in batch.

## ***Module(s) used in:***

Inventory > Consignment & Purchase

## ***Item(s) affected:***

**Processing Fee** column on the **Settle Consignment (Batch Mode)** window.

## When to use this procedure

Use this procedure to settle with one or more consignors at one time for merchandise sold by printing checks or applying credit to consignor accounts.

Refer to refer to Settle consignments - quick complete for abbreviated instructions on using batch settlement for your consignments.

Refer to Settle consignments for details on settling with consignors using AIMsi's legacy consignment settlement tool with the added options of settling with cash or gift cards.

### Example of use

For your business needs, reviewing and settling with consignors monthly is the most time and cost-efficient method of settlement. At the beginning of each month you access the **Settle Consignment (Batch Mode)** window to review and settle with each consignor who has sold inventory in your store in the past month. Using the batch mode allows you to quickly settle with multiple consignors without accessing each consignor's account individually.

## Steps to complete

1. On the **Modules** menu, point to **Inventory**, then to **Consignment & Purchase**, then click **Settle Consignment (Batch Mode)**. The **Settle Consignment (Batch Mode)** window displays.
2. Verify and update, if necessary, the store location in the **Loc** box.
3. Enter the account number of the first consignor you are settling with in the **Acct** box. You can also press **F6** to search for and select the customer on the **Pick Customer** window. Leave this box blank to search for all consignors that meet the remaining search criteria (**Loc, Sold Date, Rcvd Date**).
4. Enter a range of dates in the **Sold Date** boxes to find consigned inventory sold between those two dates. Leave this box blank to search for all sold inventory that meets the remaining search criteria (**Loc, Acct, Rcvd Date**).
5. Enter a range of dates in the **Rcvd Date** boxes to find consigned inventory received into your store inventory between those two dates. Leave this box blank to search for all items received into inventory that meet the remaining search criteria (**Loc, Acct, Sold Date**).
6. Select an option in the **Check Category** box to indicate where to record the settlement in general ledger for those customers set up to receive a check during the settlement process.
7. Select an option in the **Credit Category** box to indicate where to record the settlement in general ledger for those customers set up to receive store credit during the settlement process.
8. Verify and update, if necessary, the settlement date in the **Date** box.
9. If desired, select a consignor in the Consignor Account grid. The Consigned Items grid displays the individual items consigned and sold for the selected consignor.
10. If desired, in the Consigned Items grid, select the items you want to pay the consignor for.
11. Select the **Save** check box in the Consignor Account grid for each consignor you are settling with.
12. Select the **Print Receipts** check box to print settlement receipts for the consignors.

13. If you are printing checks, select the **Print Check Number** box to include the payment check number on the receipts.
14. Click **Save**.

***Did you know?*** You can right-click in the *Consignor Account* and *Consigned Items* grids to display a menu of options that will select or clear all or a group of items instead of selecting and clearing them individually in steps 9 and 10.

To quickly enter today's date, press **T** on your keyboard. To quickly back-date or forward-date by one day, use the **Hyphen** key (-) and **Equal** key (=) on your keyboard (alternatively, use the **Minus Sign** and **Plus Sign** keys on your keyboard number pad). To quickly back-date or forward-date by one month, use the **Page Up** and **Page Down** keys on your keyboard.

## Purpose

Use this window to settle with one or more consignors for consigned merchandise that sold.

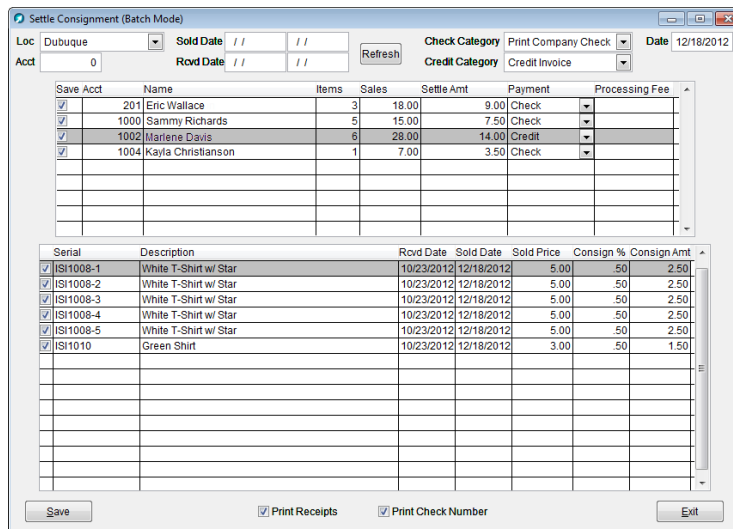
## To access this window

Complete one of the following to access this window.

- Click the **Settle Batch Consignment** button on the Main button bar (system variable IndustryType must be set to **Consignment**).
- On the **Modules** menu, point to **Inventory**, then to **Consignment & Purchase**, then click **Settle Consignment (Batch Mode)**.
- Use the keyboard shortcut **Alt, M, I, C, S**.

## Diagram

The following diagram illustrates the **Settle Consignment (Batch Mode)** window.



The screenshot shows the 'Settle Consignment (Batch Mode)' window. At the top, there are fields for 'Loc' (Dubuque), 'Sold Date' (// //), 'Acct' (0), 'Rovd Date' (// //), 'Check Category' (Print Company Check), 'Date' (12/18/2012), and 'Credit Category' (Credit Invoice). Below these are two tables. The first table is a summary table with columns: Save Acct, Name, Items, Sales, Settle Amt, Payment, and Processing Fee. The second table is an item details table with columns: Serial, Description, Rovd Date, Sold Date, Sold Price, Consign %, and Consign Amt. At the bottom, there are buttons for 'Save', 'Print Receipts', 'Print Check Number', and 'Exit'.

Save Acct	Name	Items	Sales	Settle Amt	Payment	Processing Fee
<input checked="" type="checkbox"/>	201 Eric Wallace	3	18.00	9.00	Check	
<input checked="" type="checkbox"/>	1000 Sammy Richards	5	15.00	7.50	Check	
<input checked="" type="checkbox"/>	1002 Marlene Davis	6	28.00	14.00	Credit	
<input checked="" type="checkbox"/>	1004 Kayla Christianson	1	7.00	3.50	Check	

Serial	Description	Rovd Date	Sold Date	Sold Price	Consign %	Consign Amt
<input checked="" type="checkbox"/>	ISI1008-1 White T-Shirt w/ Star	10/23/2012	12/18/2012	5.00	50	2.50
<input checked="" type="checkbox"/>	ISI1008-2 White T-Shirt w/ Star	10/23/2012	12/18/2012	5.00	50	2.50
<input checked="" type="checkbox"/>	ISI1008-3 White T-Shirt w/ Star	10/23/2012	12/18/2012	5.00	50	2.50
<input checked="" type="checkbox"/>	ISI1008-4 White T-Shirt w/ Star	10/23/2012	12/18/2012	5.00	50	2.50
<input checked="" type="checkbox"/>	ISI1008-5 White T-Shirt w/ Star	10/23/2012	12/18/2012	5.00	50	2.50
<input checked="" type="checkbox"/>	ISI1010 Green Shirt	10/23/2012	12/18/2012	3.00	50	1.50

## Item descriptions

### Fields and boxes

Item	Description
Loc	Select a location at which you want to settle with consignors, if different from the default. This box is unavailable once inventory is added to the batch.
Acct	Enter the account number of the consignor you want to settle with or leave this box blank to settle with multiple consignors.
Sold Date	<p>Enter a beginning date and ending date between which you want to find sold consigned inventory.</p> <p>To quickly enter today's date, press <b>T</b> on your keyboard. To quickly back-date or forward-date by one day, use the <b>Hyphen</b> key (-) and <b>Equal</b> key (=) on your keyboard (alternatively, use the <b>Minus Sign</b> and <b>Plus Sign</b> keys on your keyboard number pad). To quickly back-date or forward-date by one month, use the <b>Page Up</b> and <b>Page Down</b> keys on your keyboard.</p> <p>This box supports <b>F6</b> functionality; the <b>Choose Date</b> window opens.</p>
Rcvd Date	<p>Enter a beginning date and ending date between which you want to find consigned items received into your inventory.</p> <p>To quickly enter today's date, press <b>T</b> on your keyboard. To quickly back-date or forward-date by one day, use the <b>Hyphen</b> key (-) and <b>Equal</b> key (=) on your keyboard (alternatively, use the <b>Minus Sign</b> and <b>Plus Sign</b> keys on your keyboard number pad). To quickly back-date or forward-date by one month, use the <b>Page Up</b> and <b>Page Down</b> keys on your keyboard.</p> <p>This box supports <b>F6</b> functionality; the <b>Choose Date</b> window opens.</p>
Check Category	Select a check category to use to print checks, if necessary. The options in this box are any return payment category set up with a <b>Type</b> value of <b>Print Check</b> on the <b>Return Payment Categories</b> window.
Credit Category	Select a credit category to use for the payment, if necessary. The options in this box are any return payment category set up with a <b>Type</b> value of <b>Create Credit Invoice</b> on the <b>Return Payment Categories</b> window.
Min Settle Amount	<p>Enter the minimum settlement amount. For example, enter <b>1.00</b> here if you do not wish to settle with consignors for less than \$1.00.</p> <p>If you set a value for the system variable, that value displays here.</p>
Date	<p>Enter the date you want to record the settlements with your consignors, if different from today's date (the default value).</p> <p>To quickly enter today's date, press <b>T</b> on your keyboard. To quickly back-date or forward-date by one day, use the <b>Hyphen</b> key (-) and <b>Equal</b> key (=) on your keyboard (alternatively, use the <b>Minus Sign</b> and <b>Plus Sign</b> keys on your keyboard number pad). To quickly back-date or forward-date by one month, use the <b>Page Up</b> and <b>Page Down</b> keys on your keyboard.</p> <p>This box supports <b>F6</b> functionality; the <b>Choose Date</b> window opens.</p>

**Consignor Account grid columns** A right angle bracket (>) identifies the column

<b>Item</b>	<b>Description</b>
<i>currently used to sort the grid. The grid may be sorted by Acct or Name.</i>	
Save	Select the check boxes in this column for each consignor you want to settle with.
Acct	Displays the account number of any account with sold inventory during the specified date range. Click this column heading to sort the grid in ascending or descending account number order.
Name	Displays the name on the account that has sold inventory during the specified date range. Click this column heading to sort the grid in ascending or descending name order.
Items	Displays the number of items sold for that account during the specified date range.
Sales	Displays the total dollar amount sold for this consignor, including the consignor fees.
Settle Amt	Displays the amount owed to the consignor.
Payment	Displays the payment type set up for the consignor. Click in the box to change the type.
Processing Fee	Displays the amount to deduct from the consignor's payment if, for example you charge a certain amount to provide the customer with a check for his or her sold merchandise. Click in this box to change the processing fee as necessary.  The value in this box is determined by system variable ConsignmentDefaultProcessFee.
<b><i>Consigned Items grid columns</i></b>	
Serial	Displays the serial number of each sold item.
Description	Displays the description of each sold item.
Rcvd Date	Displays the date you received the item into your inventory.
Sold Date	Displays the date the item sold.
Sold Price	Displays the amount the item sold for.
Consign %	Displays the consignor percentage amount of the sale the consignor receives, if a percentage is used to calculate the consignor's earnings.
Consign Amt	Displays the dollar amount of the sale the consignor receives, if a flat rate is used to calculate the consignor's earnings.
Print Receipts	Select this check box to print a receipt for each settlement/consignor.
Print Check Number	Select this check box to print the number from the settlement check on the receipt.

### **Buttons**

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<b>Item</b>	<b>Description</b>
Refresh	Click to redisplay the window with any results found for the location, account, sold date, and/or received date criteria you entered.
Save	Click to print the checks or apply store credit for the selected consignors.
Exit	Returns to the previous window.