

# ActionFlow Consignment Inventory

## BASIC STEPS

1. Create a normal Inventory PO.
  - a. **IMPORTANT NOT TO MIX CONSIGNMENT INVENTORY AND STOCK/NON STOCK INVENTORY ON THE SAME PO**
2. When ready to receive you will see a new option (besides Full/Partial) called Consign...when you select this and click DONE it will automatically set the status of the Inventory lines to "CONSIGNED"
3. Complete your Actions as normal but instead of seeing "Invoice entry" or "Inventory Export" you will see a new Action called "**Consign Inventory Export**"  
This action will be assigned to the user 'Sys' and will remain uncompleted until all Consigned slabs have been changed to a different status.
4. Open the report called "Consigned Slabs to Pay for" in the Main Report Module - this will only show the slabs once that have been changed to a status other than 'Consigned' or 'Cancelled'
5. To remove them from this report, you must enter a value into the 'Invoice Date' for each slab.  
Specifically:
  - a. open the original Inventory PO
  - b. Filter the Serial Numbers that have been Used/Installed where the Invoice # and Invoice Dates are blank (or you could use the Control key and select the slabs to be allocated)
  - c. From the TASK Button select "Allocated Selected"
  - d. Enter the Supplier/Vendor Invoice information into the Allocate Dialog window
6. As per Step 3 above... leave the 'Consign Inventory Export' action uncompleted until all Consigned Slabs have been changed to a "non-consign" status

Note #1 - depending on your consignment "contract" with your Consignee, you may be required to pay for slabs that are still "consigned as you consume slab on that PO...if that is the case, simply open the original PO and change the status of those slabs to "available"...this should put them onto the "Consign Slabs to Pay For" report

Note #2 - if you wish to know the "qty or \$\$ value" of consignment inventory, you can open the PO and filter on the Invoice Date Field and select "NULL"...this will then show you the Count/\$\$Value of the Consignment Inventory that you are holding on Consignment from your Supplier/Vendor.

You can also open the Grid View and select the preconfigured View called "Inventory - Consignment"