Consignment Report Entry

Module Guide: Consignment Sales Report Entry

Module Location

Sales > Consignment Sales > Consignment Sales Report Entry

Module Objective

The **Consignment Sales Report Entry** module is the transaction module where you record the sales reports received from consignment partners (customers). This process is the point at which the consigned goods are officially recognized as an actual sale. The data input here will change the status of the consignment stock to a sale and become the basis for creating a billing invoice for the consignment partner.

1. Main View (Report List)

The main page of this module displays a list of all Consignment Sales Reports that have been input.

View Explanation & Filters

This page is for viewing and managing all incoming sales reports from consignment partners.

- **Filters**: You can search for a specific report by **Document Number**, **Item Category**, or a date range (**Date From / Date To**).

- **Report List**: The table below will display all reports that match the filters, with columns such as **Document Number**, **Document Date**, **Customer**, and **Status**.

Button Functions

- **New**: The primary button to input a new consignment sales report.

- **Print**: To print the details of a selected report.

- **Upload Transaction**: Likely functions to import sales report data from an external file (e.g., Excel) to speed up the input process.

2. Steps to Input a Sales Report

Step 1: Create a New Report

From the Main View, click the **New** button to open the **Add Consignment Report Entry** form. 

Step 2: Fill in Header Information

On the form that appears, fill in the general report information:

- **CRE Date & Due Date**: Enter the report date and the payment due date.

- **Customer**: Select the customer (consignment partner) who sent the sales report.

- **Payment Terms, etc.**: Complete the payment terms and other relevant information.

Step 3: Detail the Sold Items

In the detail table in the middle section:

1. Click **[+] Multiple Item [-]** to add a row. 

2. Enter the **Item Code** of the product that was reported as sold.

3. The **Available Qty On Outlet** column will show the remaining consignment stock at the customer's location as a reference.

4. Fill in the **Qty** column with the quantity sold according to the customer's report.

5. The system will fill in the **Unit Price** according to the agreement and calculate the total in the **Amount (IDR)** column.

Step 4: Set Up Payment Terms

In the **Term Of Payment** section, you can set up the payment schedule for the invoice that will be created based on this report.

Step 5: Save and Confirm

After all data is filled in, use the buttons in the bottom-left section:

- **Save**: To save the report as a draft. 

- **Confirm**: To finalize the report. 

- **Cancel**: To cancel the entry. 

Workflow & Integrated Business Process

- This module is the crucial point at which **consignment stock is converted into an actual sale**.

- A report that has been **Confirmed** will become the basis for the creation of a **Consignment Sales Invoice**.

- This process will **reduce the consignment stock records and create a receivable** from the customer.

Tips & Important Notes

- Ensure the **Qty** you enter matches the sales report data sent by the consignment partner.

- The **Upload Transaction** button on the main page is very useful if the consignment partner sends their report in a file format like Excel, as it can speed up the data input process.

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