

Consignment Sales Order

Module Guide: Consignment Sales Order

Module Location

Sales > Consignment Sales > Consignment Sales Order

Module Objective

The **Consignment Sales Order** module is used to create a command document for shipping goods on a consignment basis (placed for sale) to a customer. This document is **not a sales transaction** and does not create revenue or receivables. Its purpose is to record and authorize the movement of company-owned stock to a customer's location to be sold there.

1. Main View (Consignment Order List)

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

The screenshot displays the 'Consignment Sales Order' list interface. At the top, there is a breadcrumb trail: Sales | Consignment Sales | Consignment Sales Order | Consignment Sales Order. Below this, there are search filters for 'Sales Order Number' (Any Part of Field) and 'NONE'. There are 'Search' and 'Show All' buttons. Further down, there are filters for 'Item Category' (RAW MATERIAL), 'Is Active' (All), 'Date From' (1 September 2000), and 'Date To' (30 October 2012). There are also 'Document Filter Status' and 'Approval Filter Status' sections. A table header is visible with columns: No., Sales Order Number, Customer, SO Date, Sales Order Status, Approval, Is Active, and Attachment File. Below the header, it says '...: No Record Found ...'. At the bottom, there are buttons for 'New', 'Print', and 'Change Status'. The page number is 'Page : 0 Of 0'.

View Explanation & Filters

This page is for viewing and managing all consignment shipment commands.


- **Filters:** You can search for a specific order by **Sales Order Number**, **Item Category**, **Is Active**, or a date range.
- **Order List:** The table below will display all orders that match the filters, with columns such as **Sales Order Number**, **Customer**, **SO Date**, and **Sales Order Status**.

Button Functions

- **New:** The primary button to create a new Consignment Sales Order.
- **Print:** To print the details of a selected order.
- **Change Status:** To change the status of a selected order.

2. Steps to Create a Consignment Sales Order

Step 1: Create a New Order

From the Main View, click the **New** button to open the **New Consignment Sales Order** form. 

Step 2: Fill in Header Information

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

- **SO Date & Estimated Date:** Enter the date the order is created and the estimated shipping date.

SO Date * : 

Estimated Date * : 

- **Customer:** Select the customer (consignee) who will receive the consigned goods.

Customer * :

Step 3: Detail the Consignment Items

1. Click the **[+] Multiple Item [-]** link to add an item row.
[\[+ Multiple Item\] \[-\]](#)
2. Select the product from the **List of Item** that appears.
3. Return to the main form and fill in the **Qty** (quantity) column for each item that will be shipped on consignment.
4. Note that on this form there is **no price information**, as this is not a sales transaction.

Step 4: Save and Confirm

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

- **Save:** To save the document as a draft.
- **Confirm:** To finalize the document and send it to the next workflow (e.g., approval or directly to the warehouse).
- **Cancel:** To cancel the entry.

Tips & Important Notes

- A **Consignment Sales Order does not create receivables or revenue**. Its purpose is purely to record the movement of stock to a customer's location.
- This document will become the basis for the warehouse department to ship the consigned goods to the customer.
- The actual sale and the billing process will be recorded in a subsequent module (for example, a **Consignment Sales Report**) after the customer reports that they have successfully sold the goods.

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