iLabmalta
Support Manual

**iLabPOS – Point of Sale and Stock Management Software
Delivery Notes and Stock on Consignment**

Version 1.0
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1. Introduction

Whilst when delivering stock to your clients you can issue an Invoice immediately, you might wish to issue a Delivery Note first. Through a Delivery Note, stock is still deducted from your system as far as inventory is concerned. However, such stock it still counted with your cost evaluation report (Cost of Stock) since you have not yet fiscally invoiced it.

Stock delivered through a Delivery Note, but not yet invoiced, is referred to as "Stock on Consignment".

iLabPOS is designed to handle consignment inventory. When stock is sent to a consignee, a delivery note is issued. Delivery notes are either eventually invoiced, or else returned back to you. The system will keep a full track of past delivery notes, issue statements for pending delivery notes, amongst other features.
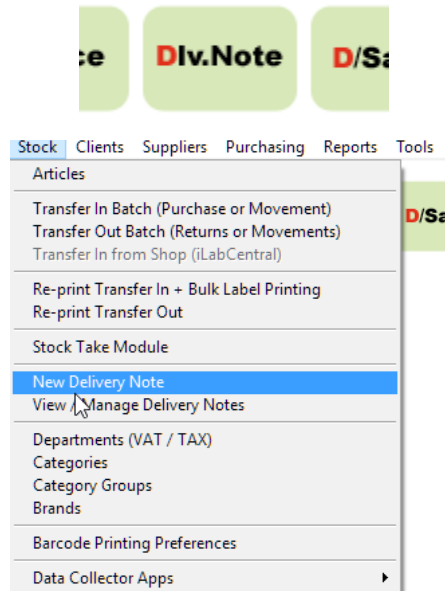
Stock on Consignment is a business arrangement where the consignor (a distributor or wholesaler) agrees to give their goods to a consignee (usually a retailer) without the consignee paying for the goods up front. Technically, the consignor still owns the goods, and the consignee pays for the goods only once sold, or when otherwise agreed.

The Delivery Notes feature in iLabPOS can also be used to temporarily store stock outside your location. For example, you are a servicing and repairs company (installing Air Conditioners or Security Systems) and your employees keep some stock in their vans. Or else, to make space in your store you decide to send some stock in a separate location for long storage. The location where stock is being temporarily kept will be set as a client, and delivery notes for stock sent to these locations will be issued. Once stock is returned back to you, or sold to a client, a return or an invoice is issued.

Important Note: Stock Quantities currently on Consignment are excluded from all Stock Reports and Stock Quantities Reported in the system, except for the "Cost of Stock Report" and other areas where stock cost evaluation is concerned. The "Stock Report" will also separately show you any quantities currently on consignment.

2. How to Issue a Delivery Note

To issue a delivery note, from the "Stock" menu option, choose "New Delivery Note" or click on the "Dlv. Note" quick link in the main screen.

Step 1. Select the client, if the client has a pre-set discount a pop up will appear, press yes if you want to apply this discount or no if you don't wish to grant the pre-set discount.

Step 2. *(Optional)* If you use different pricing levels select the pricing you want to use.

Step 3. *(Optional)* Tick the Wholesale (Shows RRP) field if you want the consumer Price to appear on the delivery note.

Step 4. *(Optional)* Add any comments that are helpful to you or your delivery man.

Step 5. Start adding your products either by scanning the barcode of the products or by searching the items. Specify the quantities, edit the price if you need to, and press the add button.

Step 6. If you have left the normal pricing, or you don't want to use the pre-set client discount you can then grant a percentage discount or amount at the end.

Step 7. Press Save on the pop up to proceed or cancel if you need to change something.

Step 8. A pop up will appear which will ask you if you wish to print the delivery note or not.

Step 9. Your Delivery note is now saved.

Once saved you can print your delivery note, and reprint the last delivery note as many times as you wish through the "Reprint Last D.Note" button. Each delivery has a unique identifying number.

Delivery Notes can be printed in various formats (A4, A5). To change the format, do it from "File", "Print Sizes and Layouts".

3. View and Manage Delivery Notes

To manage Delivery Notes, go to "Stock", "View / Manage Delivery Notes". Once posted, you can return goods or invoice goods from a Delivery Note.
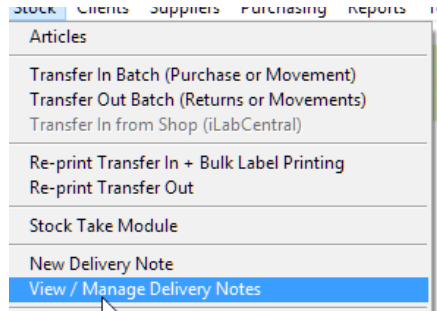
On the delivery notes management screen, you can search delivery notes by various criteria, such as by Client, Article or Date Range. Furthermore, by default, only open delivery notes are shown. Open delivery notes are those delivery notes with a pending quantity, hence some quantities need to still be invoiced or returned. To view all delivery notes, irrespective of whether they are fully processed or not untick the check box "Shop Open Delivery Notes Only" and hit on refresh (The blue arrows).

3.1 View Delivery notes

The View Delivery note button is used to view or reprint a delivery note. In order to see a delivery, note you need to;

1. Locate the delivery note through the search options.

2. Click on the delivery note to highlight it and press the "View D. Note" button.

3. The delivery note will appear on screen, press on the print button to reprint the delivery note.

3.2 Statement

If you want to see what you have on consignment at a consignee (especially for stock take purposes), you have two statement options;

Through the **Statement** button you can view the pending balance of the selected delivery note, i.e. net of any returns or invoiced items.

With the **Statement (Full)** button you get the pending balance of each delivery note, net of any returns or invoiced items for the client of the currently selected delivery note.
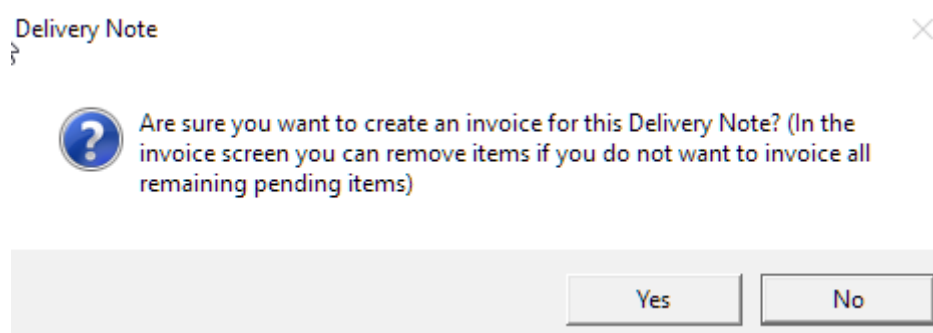
3.3 Invoice / Invoice Multi

Delivery notes can be invoiced one at a time, or several together in bulk. Furthermore, you can issue several separate invoices from the same Delivery Note.

To issue an invoice against one delivery note:

Step 1. Locate the delivery note through the search facility

Step 2. Click on the invoice button.

Step 3. Press yes on the pop up.

Delivery Note   ✕

(?) Are sure you want to create an invoice for this Delivery Note? (In the invoice screen you can remove items if you do not want to invoice all remaining pending items)

                                                          Yes   No

Step 4. This will take you to the invoice screen and all the client details including any discounts given will be added together with the products that were delivered.

At this stage you can modify quantities, modify prices and completely remove certain products from the invoice. Any quantities you changed will be correctly reflected on the Delivery Note. What you cannot do is to include more quantities than you had in your originating Delivery Note.

Step 5. Press save to issue the invoice.

If the client has multiple delivery notes and you need to invoice products from different delivery notes, you need to follow the same procedure but with the following changes;

Step 1. Locate one of the delivery notes and then click on the "Invoice (multi)" button.

Step 2. A screen with all the delivery notes for the selected client will appear.

Step 3. Tick individual delivery notes or press the Tick all button to select all the delivery notes.
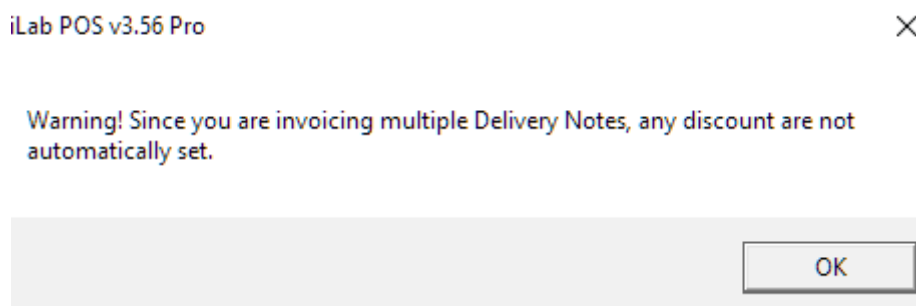
Step 4. Click on the "Invoice" button.
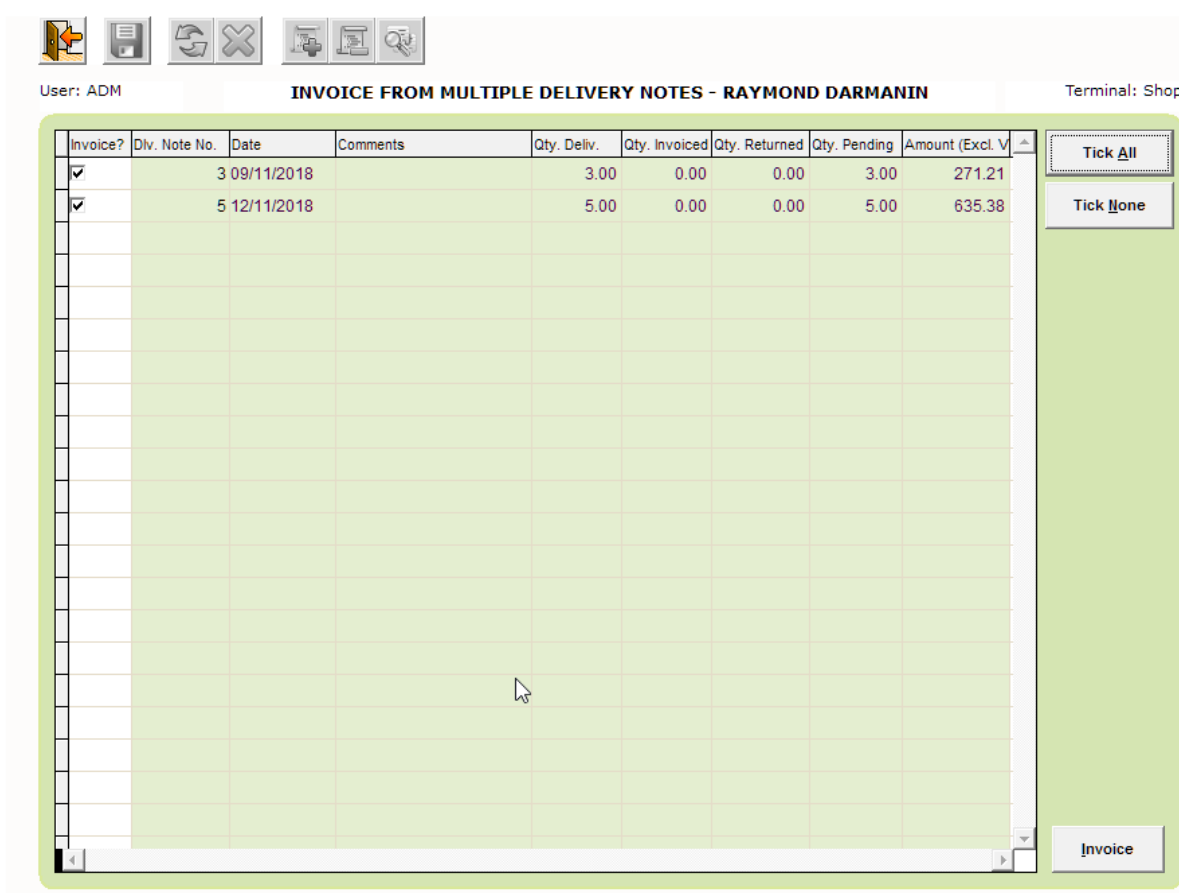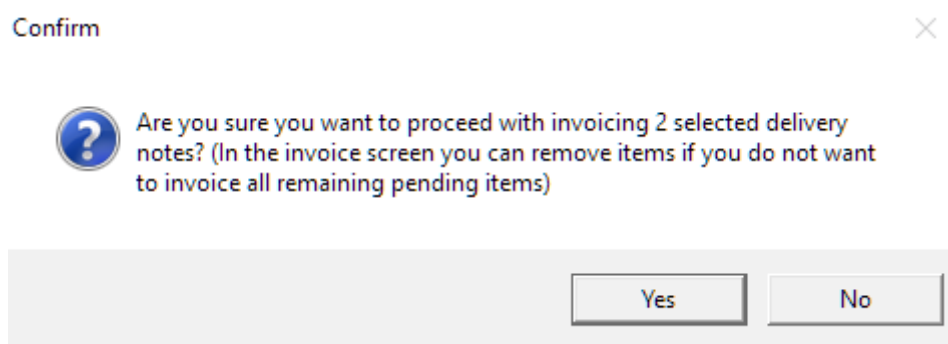
Step 5. Press yes to proceed to the invoice screen.

Step 6. Another pop up will appear that will let you know that since there are multiple delivery notes the discount will not be automatically set. Press ok.

Step 7. Remove any products that were not sold (and hence should not be invoiced).

Step 8. Grant any discounts that you wish and proceed with saving the invoice.

***Note*** The items removed from the invoice will remain pending in the originating delivery note/s.

3.4 Returns

Pending quantities in a Delivery Note can be returned back to your inventory. To return quantities from a Delivery Note;

Step 1 Locate the Delivery Note

Step 2 A pop up will appear with all the products in that delivery note with the quantities that are pending.

Step 3 Enter the quantity of goods to be returned for the respective products. Alternatively you can press the **Set all Returned** button to return everything.
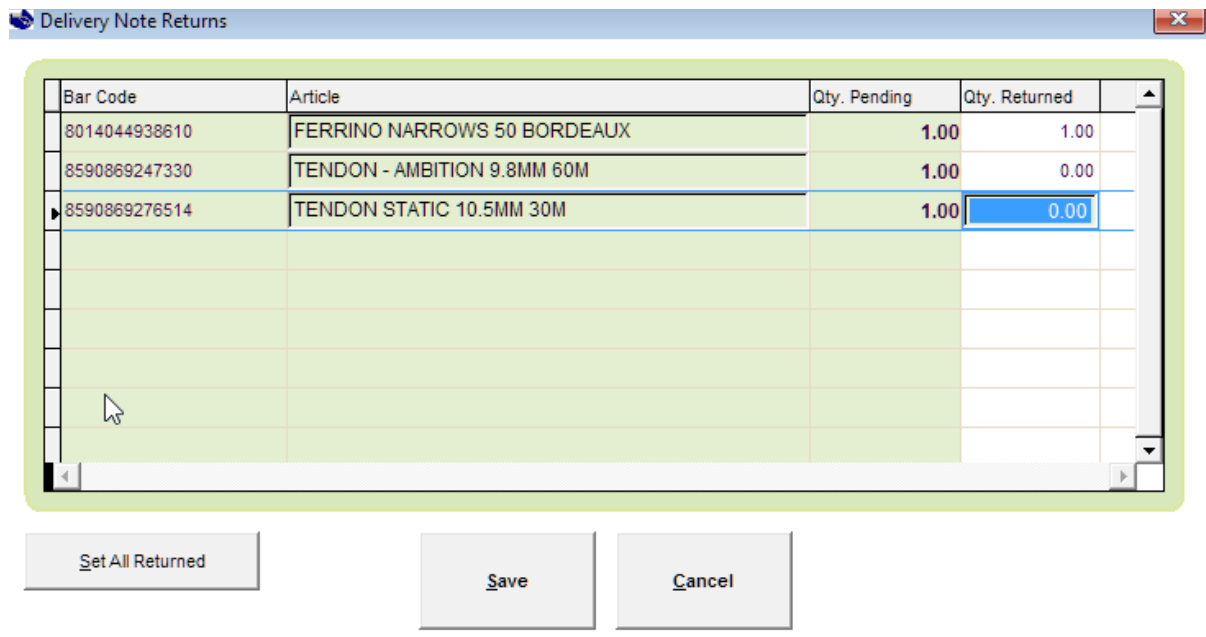
Step 4 Press the "Save" button.

Step 5 Press the "Yes" button on the pop-up button to complete the process.
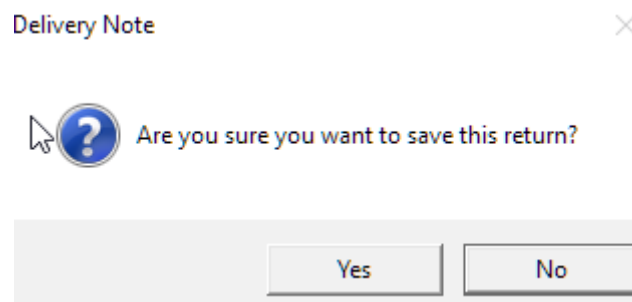
4. Stock History and Stock Report

The "Stock History" screen accessible from the "Articles Screen" will show you any pending quantities in an open "Delivery Note" for that particular product.

Apart from showing current stocks, the Stock Report will also separately show you any quantities currently pending on Consignment.