Module Five: CONSIGNMENT PURCHASE ORDER

Introduction:

In this module, you will learn when to use a consignment purchase order and how to create one. You will learn whether to include an initial cost or not. You will learn the different options with open consignment purchase orders and how to close consignment purchase orders.

It is important to note that a Consignment PO is different from a regular PO because the cost of the tickets can be modified anytime prior to closing the consignment purchase order. All the price changes can be made using the Edit Tickets button or the Update Price feature of the Events/Tickets Grid.

The cost of a Consignment PO must be changed in the Accounting module.

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Section 1a:
WHEN TO USE A CONSIGNMENT PURCHASE ORDER

1. You would use a consignment purchase order when you do not know what the cost of the purchase order is going to be. Usually this happens when you sell tickets for a season ticket holder and you are going to split the profit with the holder.

Section 1b:
CREATING A CONSIGNMENT PURCHASE ORDER

Start a Consignment PO the same way you would start a regular PO:

1. In the “Events/Tickets (All)” screen, locate, click and highlight, then Rightclick the event.

A drop-down menu appears:

2. Select “Add Tickets to Inventory (straight PO)” from this drop-down menu.
3. A window appears to select your customer:

![Select Customer Window]

4. You may choose to locate the CSR which can be seen listed in the “HOUSE ACCOUNT” window at the bottom of your screen or add one at this time by clicking on the “Add CSR” button lower right of the grid. The CSR with whom you spoke may be important later if you need to follow-up.
NOTE:
5. If the Vendor is not seen on the “Select a New Customer” screen, select the “Add Broker/Vendor” button in the lower right hand corner.

A pop-up window appears, “Add Broker.”

All fields with a red * are required.
6. After the broker/vendor information is saved, a CSR may be added by clicking on the “Add CSR” button on the “Select a Customer” screen. The following screen will open to add the CSR:

The first two fields in the Employee pop-up window are required.

7. Enter required information, indicated by the red stars, about the CSR. Click on Save.
8. Click Next.
“STEP 2 of 3: Create Ticket Group(s)”, with the “Purchase Order Ticket Groups” tab appears by default below the “Show/Select Events” filter at the top of the new page.
9. Build your ticket groups.
   You may add ticket groups for one event or for multiple events.

10. Add the ticket information to the “Ticket Group Information” feature at the left
   a. Add ticket groups for one event or for multiple events.
   b. Set the Cost field to zero if you know that the consignment PO will not require an initial cost.

The name of the event appears at the top of the window:

<table>
<thead>
<tr>
<th>TICKET GROUP INFORMATION</th>
<th>UNDER: PURCHASE ORDER TICKET GROUPS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seat/Row/Cost</td>
<td>Default tab</td>
</tr>
<tr>
<td>Ticket Type</td>
<td>Select either Consecutive or Odd/Even. This allows the correct number of tickets to be recorded</td>
</tr>
<tr>
<td>#Tickets</td>
<td>Enter the number of tickets in this ticket group.</td>
</tr>
<tr>
<td>Section</td>
<td>Enter the section.</td>
</tr>
<tr>
<td>Row</td>
<td>Enter the row.</td>
</tr>
<tr>
<td>------</td>
<td>----------------</td>
</tr>
<tr>
<td>LSeat</td>
<td>Enter the Low Seat number.</td>
</tr>
<tr>
<td>HSeat</td>
<td>Press the &lt;tab&gt; key on the keyboard for the High Seat number to be completed automatically.</td>
</tr>
<tr>
<td>Face</td>
<td>The face price of the ticket can be zero but cannot be blank. This price will be seen on the Exchange.</td>
</tr>
<tr>
<td>Cost</td>
<td>This price is what you have paid for the ticket.</td>
</tr>
<tr>
<td>Retail</td>
<td>This is the price you are charging to the general public, phone and web sales. It does not show on the Exchange.</td>
</tr>
<tr>
<td>Whse</td>
<td>This is the price you are charging to brokers. This price will be seen on the Exchange.</td>
</tr>
<tr>
<td>Code</td>
<td>A code that can be defined by your company as a unique ID for this ticket group.</td>
</tr>
</tbody>
</table>

**NOTE:**
For more details and instruction about the Exposure Rule and other options seen below the Quick Calc Window, see Appendix C, Ticket Group Information Tabs. If you want to add tickets to multiple events, please see the Buying Tickets Module, 1a.

11. When satisfied with the information, click Next.
The PO Preview button can be seen on the checkout screen.
12. Click “Next” in the bottom right of the screen.
A new page appears, “STEP 3 of 3: How are you paying for the tickets?”
See next page.
13. Place a check mark in the “Consignment PO?” box.
   A “WARNING!” appears if you have a cost listed in the PO and will ask if you want to set the cost to $0.00.
   a. Select
      i. “Yes” if you wish to set the cost to $0 because the cost will be determined later.
      Or
      ii. “No” if you wish to keep the cost amount set.
   This may occur because you have agreed to pay the vendor at least the amount of the cost for the tickets. Any profits can be split after the tickets are sold. See Section 4 in this module for more details.
14. In the pop-up window “Setup Commission PO” select which type of commission payment you will use:

“1) Consignment on %,” enter the percentage amount of profits you will retain if you know the percentage to be split.

“2) Consignment – Flat $,” enter the split amount you will retain if it is a flat dollar amount.

“3) Consignment – UNKNOWN,” If the split amounts are unknown and will be determined at a later date, this will appear in the third window.

15. Click on “Save and Close” button when you have made your choice.

16. Click the “Complete Order” button to create the PO. The checkout screen appears, showing the type and amount of the profits to be split.

17. A pop-up window appears asking, “Do you want to process this order?”

18. Click Yes to create the consignment PO.

19. “Check-out Finalized” pop-up window appears with PO# and “End-of-Order Processing Options that you may choose from:
   Create FedEx Label (then view PO)
   View / Print Purchase Order
   Apply (Multiple) Payment Now
   Also: a check box to “Print Purchase Order” / and “Close.”
Section 2:

WITH AN INITIAL COST OR WITHOUT AN INITIAL COST—THAT IS THE QUESTION

1. You would use a set an initial cost on a consignment purchase order if you have reached an agreement with the holding broker on how much you will pay per ticket even if the tickets do not sell. Usually you will use this with a season ticket holder where you will agree to pay him for each ticket that they have. You will then go and split the profit off of those tickets with him.

2. You would not set an initial cost on a consignment purchase order if you are only going to pay him for the tickets that you sell and then give back the tickets that did not sell.
Section 3: CLOSING CONSIGNMENT PURCHASE ORDERS

A. When closing out a consignment purchase order you will run into two scenarios: either you have sold all of the tickets on the consignment purchase order or you have not sold all of the tickets on the consignment purchase order.

1. **SCENARIO I:** You have sold all of the tickets from the consignment purchase order.

   This is what you will do to close it out:
   
   a. Click on the Accounting Tab on the left.
      1. Click on Consignment PO.
      2. All Consignment POs will load.
      3. Find the Consignment purchase.
      4. Click on it. All of the tickets that were on the PO will be seen.

   b. If you have already set the cost on your PO skip to Step “d, e,” or “f” below.

   If you have not set the cost on your PO, follow these steps if the cost is the same for each ticket group:

   1. Place a Check Mark in the white box left of “Edit Cost” in the lower Left hand corner.
   2. Click inside the white box left of “Modify Cost.”
   3. Type in the cost you want for each ticket group.
   4. Click on Modify Cost to put that cost on each Ticket Group.
   5. Click on OK.
   6. Click on Close PO in the lower right hand corner.

   **NOTE:**
   
   c. If the cost for each Ticket Group is different, follow these steps:

   1. Place a Check Mark in the white box left of “Edit Cost” in the lower Left hand corner.
   2. Click inside the “Cost” box for each ticket group.
   3. Type in the cost of the ticket.
   4. Click on “Close PO” in the lower right hand corner.
d. If you decide that you will split the profit by a percentage, this is what you will do to close out the consignment PO:

1. Click on “CLOSE PO” in the lower right hand corner.
2. The cost is set at the top of the close out screen.
3. The only option that you can choose is #1 because all of the tickets are sold.
4. The next part will be the split of the profit. Your default percentage will be in there.

5. To edit the dollar amount of your split you can:
   a. Click the up/down arrows for your “Final Amt.”
   Or
   b. Click the up/down arrows for “Their Final Amt.”
   To edit the percentage amount of your split you can:
   c. Click the up/down arrows for “Adjust Split By %.”

d. Click the “Click To Adjust” button.

6. At the bottom you will see the Profit. It will show you how much the Profit is, how much you will get, how much they will get.

7. If everything is correct, click on “CLOSE PO#xxxxx NOW”.

8. A verification will pop up.
   If everything is correct, click Yes.
   If not, click No.

9. Click Yes if you want to print a copy of the closed PO.

e. If you select to split the profit by a set amount, follow these steps to close out the consignment PO:

1. Click on “CLOSE PO” in the lower right hand corner.
2. The cost is set at the top of the close out screen.
3. The only option that you can choose is #1 because all of the tickets are sold.
4. The next part will be the split of the profit. Your default amount will be included there.

5. To edit the amount of your split you can:
   a. Click the up/down arrows for your “Final Amt.”
   Or
   b. Click the up/down arrows for “Their Final Amt.”
6. At the bottom of the screen you will see the Profit. It will show you how much the Profit is, how much you will get, how much they will get.

7. If everything is correct, click on “CLOSE PO#xxxxx NOW.”

8. A verification window will pop up.
   - If everything is correct, click Yes.
   - If not, click No.

9. Click Yes if you want to print a copy of the closed PO.

f. If you selected that the split profit is unknown, follow these steps to close out the consignment PO:

1. Click on CLOSE PO in the lower right hand corner.
2. The cost is set at the top of the close out screen.
3. The only option that you can choose is #1 because all of the tickets are sold.
4. The next part will be the split of the profit:
   a. Full profit will be listed under “Your Final Amt.”
   b. To adjust this amount you can:
      Click the up/down arrows for “Your Final Amt”
      Or
      “Their Final Amt” to adjust it to the correct amount that you are keeping.
      Or
      Click the “Adjust Split By %” and “Click to Adjust.”

5. At the bottom of the screen you will see the Profit. It will show you how much the Profit is, how much you will get, and how much they will get.

6. If everything is correct, click on “CLOSE PO#xxxxx NOW.”

7. A verification window will pop up.
   - If everything is correct, click Yes.
   - If not, click No.

8. Click Yes if you want to print a copy of the closed PO.
2. **SCENARIO II**: You have NOT sold all of the tickets from the consignment purchase order.

a. This is what you will do to close it out:
   1. Click on the Accounting Tab on the left.
   2. Click on Consignment PO.
   3. All Consignment POs will load.
   4. Find the Consignment purchase.
   5. Click to select it. All of the tickets that were on the PO will be seen.

b. If you have already set the cost on your PO, skip to Step “c” below.
If you have NOT set the cost on your PO, follow these steps IF the cost is the same for each ticket group:

   1. Place a Check Mark in the white box left of “Edit Cost” in the lower left hand corner.
   2. Click inside the white box left of “Modify Cost.”
   3. Type in the cost you want for each ticket group.
   4. Click on Modify Cost to put that cost on each Ticket Group.
   5. Click on OK.
   6. Click on Close PO in the lower right hand corner.

**NOTE:**
c. If the cost for each Ticket Group is different, follow these steps:

   1. Place a Check Mark in the white box left of “Edit Cost” in the lower Left hand corner.
   2. Click inside the “Cost” box for each ticket group.
   3. Type in the cost of the ticket.
   4. Click on Close PO in the lower right hand corner.

B. When you close out a Consignment PO and you have sold only part of the tickets, you will be able to choose from 1 of 4 close out categories:

**Category 1:** Remove unsold tickets from POS – the tickets will disappear and will no longer show up.

**Category 2:** Create new Regular PO for remaining tickets – You are adding them into your POS to sell as your own. You will
pay the person the cost of the tickets.

**Category 3:** Create new Consignment PO for remaining tickets –
This will create a new consignment PO for the customer where you can still set the cost of the tickets.

**Category 4:** Sell unsold tickets @ $0.00 – This will create an invoice for the customer from whom you received the tickets, selling the remaining unsold tickets for $0.00.

a. If you selected to split the profit by a percentage, follow these steps to close out the consignment PO:
   1. Click on CLOSE PO in the lower right hand corner.
   2. Decide if you will set the cost of the PO for only the tickets that you sold, or for all of the tickets on the PO.
   3. Select 1 of the 4 Closeout types from the categories above.
   4. Determine the split of the profit. Your default percentage will be in there. If you need to edit that percentage you can:
      a. Click the up/down arrows for the Percentage, Your Final Amt, or Their Final Amt.
      Or
      b. Click to “Click to Adjust” button if you adjusted the percentage.
      Or
      c. Click “Clear/Reset” to start over.

5. Profit is shown at the bottom. It will show you how much the Profit is, how much you will get, how much they will get.

6. If everything is correct, click on “CLOSE PO#xxxx NOW”.

7. A verification window will pop up.
   If everything is correct click Yes.
   If not, click No.

8. If you would like to print a copy of the closed PO, click Yes.

b. If you selected that you will split the profit by a set amount, this is what you will do to close out the consignment PO:

1. Click on CLOSE PO in the lower right hand corner.
2. Decide if you will set the cost of the PO for only the tickets that you sold, or for all of the tickets on the PO.
3. Select 1 of the 4 Closeout types from above.
4. Determine the split of the profit. Your default amount will be in there.
If you need to edit that amount you can:
a. Click the Up / Down arrows for the Amount, Your Final Amt, or Their Final Amt.

5. At the bottom is the profit. It will show you how much the Profit is, how much you will get, how much they will get.
6. If everything is correct, click on “CLOSE PO#xxxx NOW”.
7. A verification will pop up.
   If everything is correct click Yes.
   If not, click No.
8. If you would like to print a copy of the closed PO, click Yes.

c. If you selected that the split profit is unknown, follow these steps to close out the consignment PO:

1. Click on CLOSE PO in the lower right hand corner.
2. Decide if you will set the cost of the PO for only the tickets that you sold, or for all of the tickets on the PO.
3. Select 1 of the 4 Closeout types from above.
4. Next part will be the split of the profit. The full profit will be listed under “Your Final Amt”.
5. You can adjust this:
   a. Click the Up or Down arrow on either “Your Final Amt”
      Or
   b. “Their Final Amt” to adjust it to the correct amount that you are keeping.
      Or
   c. Click the “Adjust Split By %” button if you adjusted the percentage and “Click to Adjust.”
      Or
   d. Click “Clear/Reset” to start over.
6. At the bottom of the screen is the profit. It will show you how much the Profit is, how much you will get, how much they will get.
7. If everything is correct, click on “CLOSE PO#xxxx NOW”.
8. A verification window will pop up.
   If everything is correct click Yes.
   If not, click No.
9. If you would like to print a copy of the closed PO, click Yes