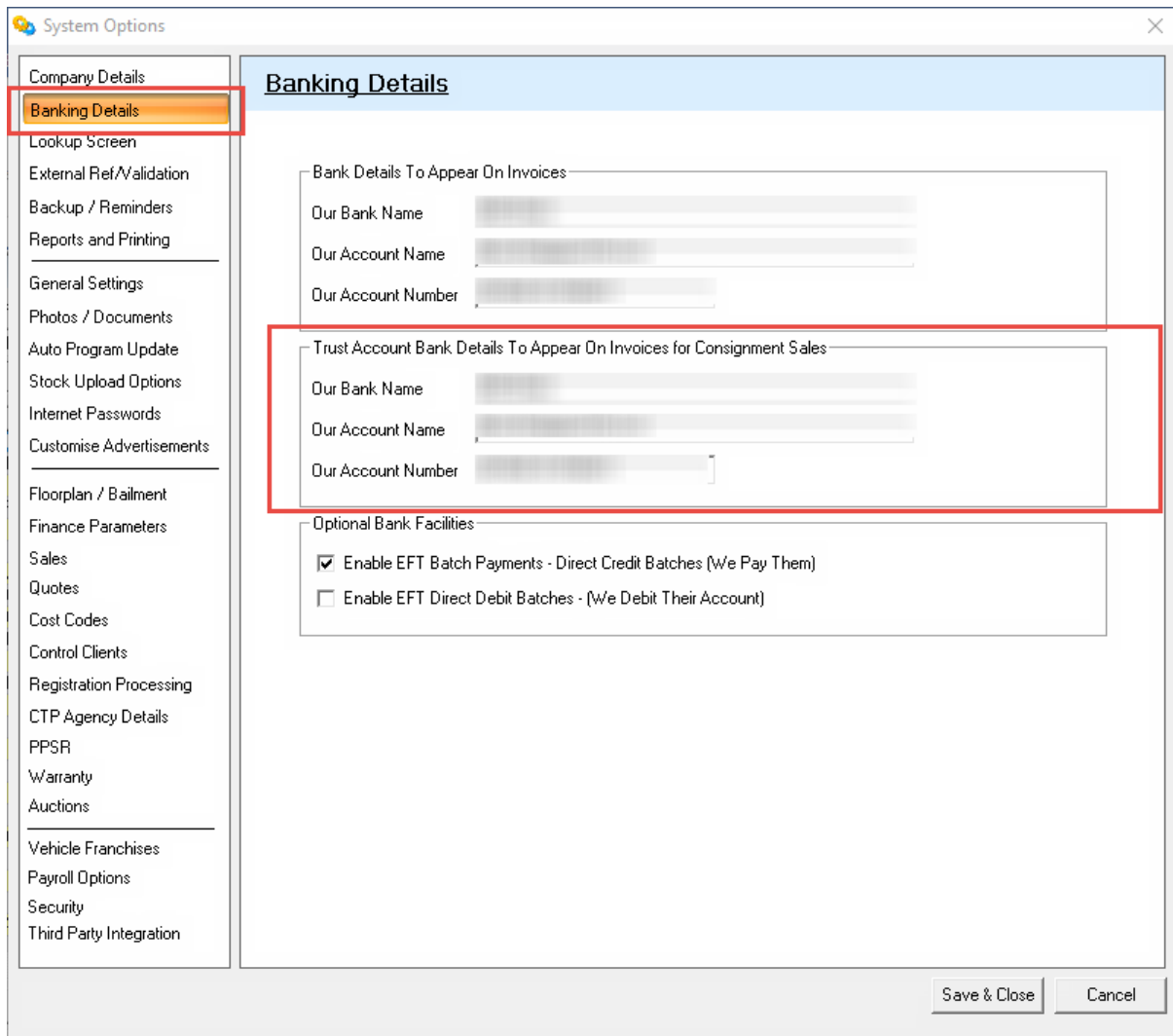


Consignment Sale Functions / Options

Trust Account Bank Details:

Your Trust account bank details can be added into the System Options of Stock & Accounting, within the “Banking Details” tab. These details will only appear on the sale invoice for consignment sales. (screen shot below)



The screenshot shows the 'System Options' window with the 'Banking Details' tab selected. The left sidebar contains a list of menu items, with 'Banking Details' highlighted. The main content area is divided into three sections:

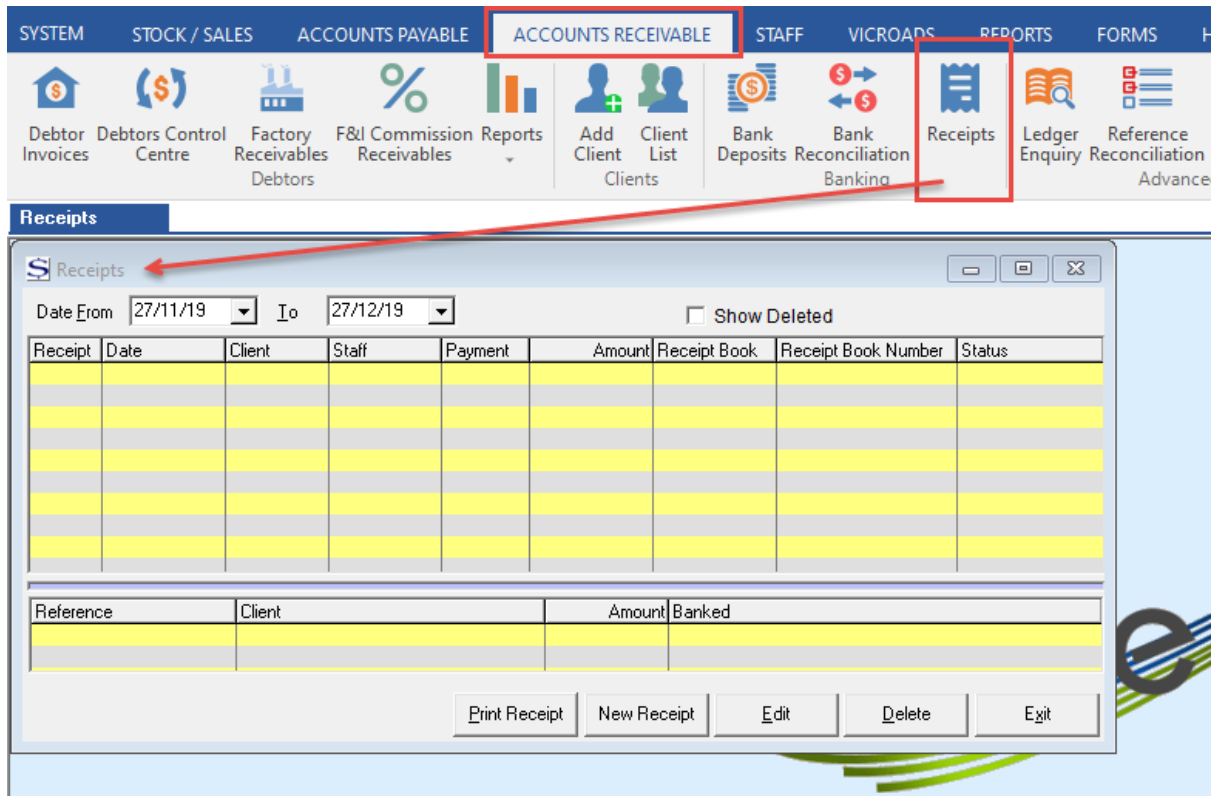
- Bank Details To Appear On Invoices:** Contains three text input fields for 'Our Bank Name', 'Our Account Name', and 'Our Account Number'.
- Trust Account Bank Details To Appear On Invoices for Consignment Sales:** This section is highlighted with a red box and contains three text input fields for 'Our Bank Name', 'Our Account Name', and 'Our Account Number'.
- Optional Bank Facilities:** Contains two checkboxes: 'Enable EFT Batch Payments - Direct Credit Batches (We Pay Them)' (checked) and 'Enable EFT Direct Debit Batches - (We Debit Their Account)' (unchecked).

At the bottom right of the window are 'Save & Close' and 'Cancel' buttons.

Trust Account Receipt Book:

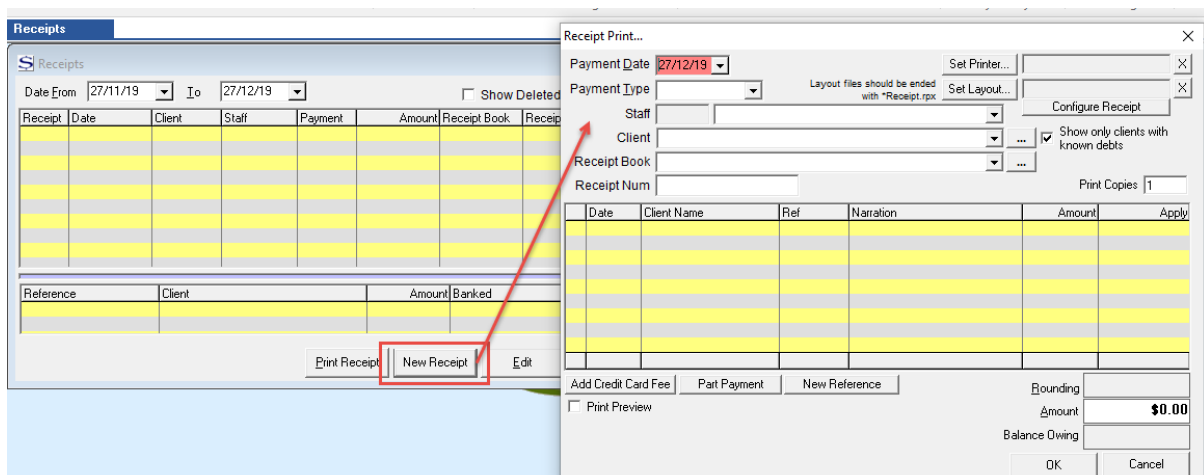
If a separate Trust Account Receipt Book is required to be used for record keeping on consigned sales you can create & use this receipt book by following the steps below:

1. Open the “Receipts” screen. The receipts button is found within the Accounts Receivable tab & will open the “Receipts” screen for you.



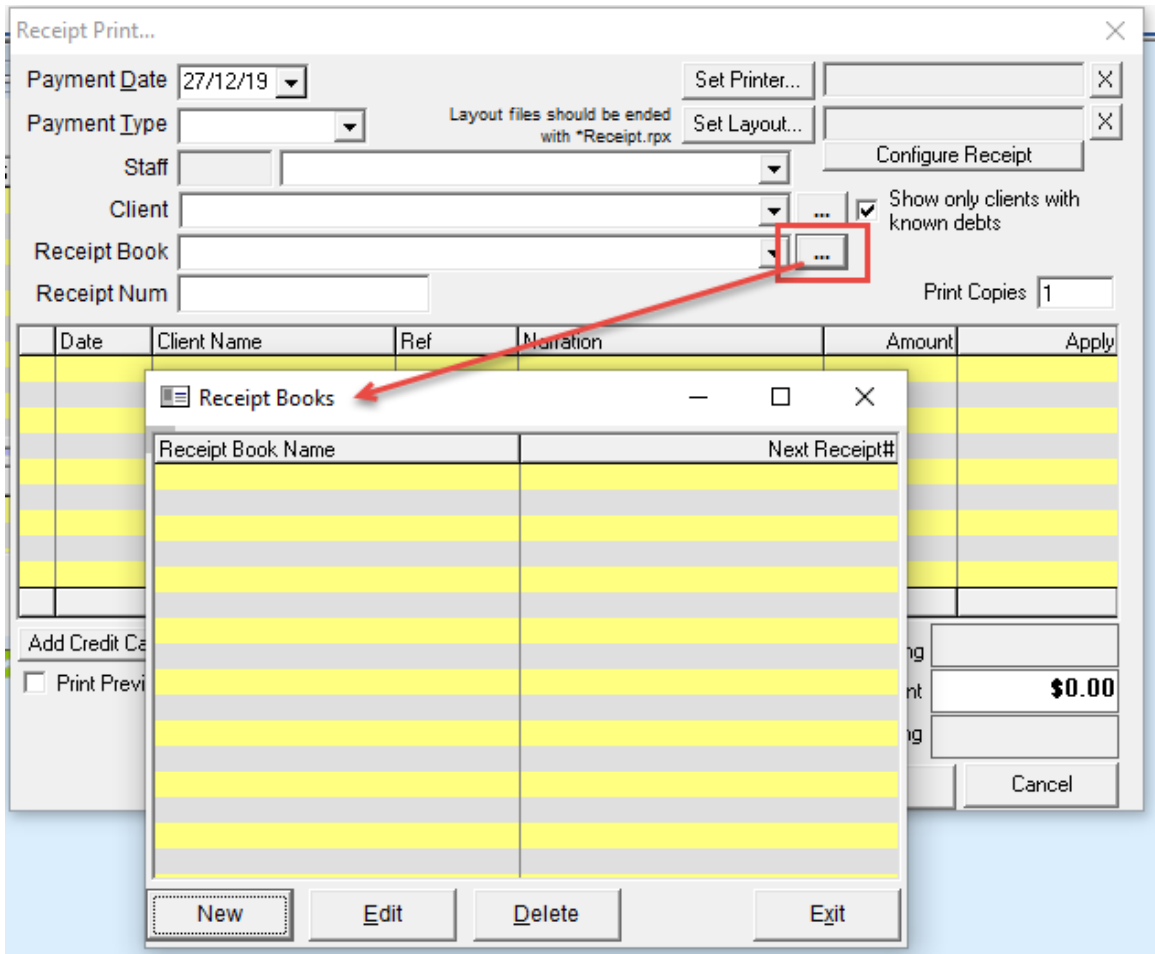
The screenshot shows the 'ACCOUNTS RECEIVABLE' menu with the 'Receipts' button highlighted. Below it, the 'Receipts' window is open, showing a table with columns: Receipt, Date, Client, Staff, Payment, Amount, Receipt Book, Receipt Book Number, and Status. The table is currently empty. Below the table are buttons for 'Print Receipt', 'New Receipt', 'Edit', 'Delete', and 'Exit'.

2. Hit the “New Receipt” button & the “Receipt Print...” screen will open. Within this screen you can create or select your Trust Account Receipt Book.



The screenshot shows the 'Receipts' window with the 'New Receipt' button highlighted. The 'Receipt Print...' dialog box is open, showing fields for 'Payment Date' (27/12/19), 'Payment Type', 'Staff', 'Client', 'Receipt Book', and 'Receipt Num'. There are also buttons for 'Set Printer...', 'Set Layout...', 'Configure Receipt', and 'Print Preview'. The dialog box also has a table with columns: Date, Client Name, Ref, Narration, Amount, and Apply. The 'Amount' field is set to \$0.00.

- To create a Trust Account Receipt Book hit the “...” button to the right of the Receipt Book box. This will open the “Receipt Books” screen where you can create, edit or delete a receipt book.



- To create a Trust Account Receipt book hit the “New” button within this screen, fill in the required details & hit Save.

