

How to Use BCSS to Make Money

Consignment, Layaway, Rental, Resale (Buy Outright)

Please press
F1 in BCSS
for details.



Scroll down to view additional pages.



Consignment Step 1 - Create a Consignor Record

1 In BCSS press F2 to start a new Consignor Record.

2 Change the Consignor ID if desired. Use part of the last name sorting later on.

3 Assign User Date and Text¹. (Optional - See manual.)

Select 'Notes' to add notes.

For Consignor ID, using last name and initials (like Smith,JD) will create inventory numbers which indicate ownership. For Name, entering last name first will facilitate searching and sorting but checks will also have last name first.

4 Set Consignor % & option for Unsold Items.

Ignore 'Starting Balance' if it is of no use. (See manual.)

6 'Check options for Active, Mailings, Reports, House Account².

7 'Save and Continue' – Save the current record and start another.

8 'OK' – Save current record and exit.

9 Print 1 or more copies of the Consignment Agreement.

¹ User Date/Text can uniquely ID any consignor.

² House Accounts are used to transfer unsold items to shop ownership.

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Consignment Step 2 - Enter One Inventory Item (See next screen for batch entry.)

1 In BCSS press F3 to begin the Add-Inventory Process.

2 Choose a Consignor from the list¹ and press OK.

3 Enter Description, & Details. Select a Category.

Enter New Item

Consignor ID: AndeAnita Consignor %: 0.50000

Item Number: 10 Selling Price: \$0.00

Description: Location: None Selected

Category: None Quantity: 1

Details: In Date: 12/22/2009

User-Defined Inventory Group 1: User-Defined Inventory Group 2: User-Defined Inventory Group 3: User-Defined Inventory Group 4:

 This Is a Rental Item

 Buy This Item Outright

4 Enter Quantity & Price. Edit Consignor % or In Date.

5 'Location' refers to store location.

6 'User-Defined Groups' are used to specifically ID items².

7 Press 'New Picture' and select an image from your PC.

8 'OK' – Save current record and exit.

9 Rentals and Buy Outright (Resale) are covered later.

¹ A list of Consignors will appear if a Consignor was not selected first.

² Groups can be descriptors like color, size, style, type.

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Consignment Step 2a - Enter Several Items for 1 Consignor (batch entry)

1 In BCSS select a Consignor from the table.

ID	Name
FaulAdri	Adrienee Faulhaber
RungAmy	Amy Runge

2 Select Batch Enter in the Consignors Menu. (not shown)

Batch Inventory Entry - Remember, Print Labels Before Clicking OK.

	ID	Description (Max 20 C...	Category
1	FaulAdri-38		None
2	FaulAdri-39		None
3	FaulAdri-40		None
4	FaulAdri-41		None
5	FaulAdri-42		None

3 Enter a Description for the 1st item. (20 characters max)

4 Select a Category & enter Details (100 characters max)

5 Enter a Price & Quantity. A Bar Code is auto-assigned'. (not shown)

6 'Select the type of label to print. (not shown)

Important! Print labels before clicking OK. If labels are not printed before closing the batch screen, create a list of labels to print using the Labels Function . (See manual.)

¹ Bar codes in BCSS Deluxe, Diamond & Virtual



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Consignment Step 3 - Print Price Labels – Make a Sale and Settle

In BCSS select Labels...  ...then Inventory  and follow the instructions under Labels Help.

Process a Sale – BCSS provides many options for sales processing. In the interest of keeping this tutorial brief, please refer to the manual, Sales, New Sale for illustrated instructions.

Settlements may be made for 1 consignor or they may be processed in batch.

To Settle 1 Consignor -

1 In BCSS select a Consignor from the table.

ID	Name
FaulAdri	Adrienee Faulhaber
RungAmy	Amy Runge

¹ Barcodes in BCSS Deluxe, Diamond & Virtual.

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Consignment – Settle for 1 Consignor (continued)

- 2 Select Settlement
- 3 Check the items to settle
- 4 Enter debits or credits
- 5 Select payment method(s) & enter amount(s)¹

Settlement

New Settlement for Annette Smallwood

	Include?	ID	Description
1	<input checked="" type="checkbox"/>	SmalAnne-13	Coach Purse Patch
2	<input checked="" type="checkbox"/>	SmalAnne-7	Coach handbag

Additions	\$0.00
Deductions	\$0.00

	Check #	Select Payment Method	Amount
Payment 1	1000	Check	\$0.00
Payment 2	1001	Credit	\$0.00

6 Save the Settlement



Or print it



To Make Batch Settlements -

1 Easy! Just press F7 – Choose items to be settled for one payment method (like 'Check') and repeat steps 4 through 6 above.

All settlements will be listed in the Settlements Area and can be viewed individually, by consignor and/or by dates.



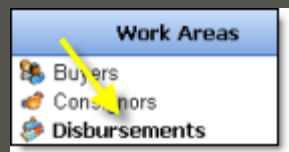
¹ 4 payment options, Payments may be split 2 ways. Ignore check #s if 'check' is not the payment method.

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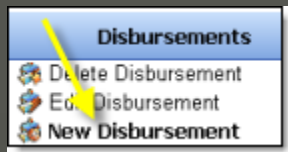


Consignment – Disbursements (making payments, writing checks, etc.)

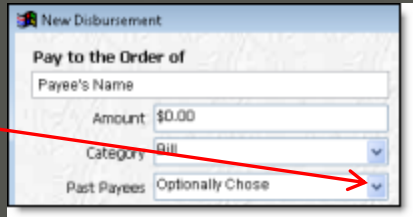
1 Go to Disbursements -



and select 'New Disbursement' -

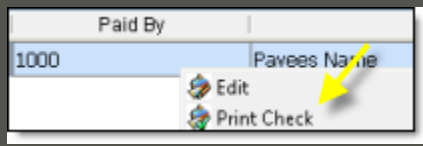


2 Enter a payee's name or select a name from the 'Past Payees' drop-down menu. (Click on the blue down arrow.)

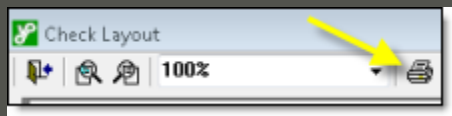


3 Select a Category from the drop-down menu. Complete any other information and click OK.

4 RIGHT click on the new disbursement (in the list of disbursements) and select 'Print Check'.



5 Select the print position (not shown) and click the Printer Icon on the preview screen to print.



Checks may be marked as 'Approved' or 'Not Approved'. Top and Left Margins may be adjusted for printing checks.

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Consignment – Layaways (Deliver merchandise when a series of payments is completed.)

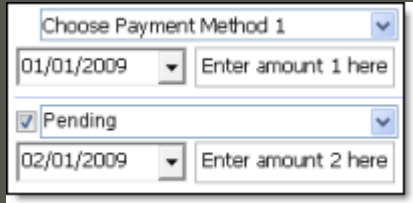
1 Press F4 to open a New Layaway Invoice¹ – (Note that the 'Layaway Box' at the bottom is checked.)



2 Click on 'Payment Method' and select the payment type -

3 Click on 'Enter Amount' and type an entry -

4 Check the box next to 'Pending'. Click on 'Pending' and 'Enter Amount 2' and make entries.



5 Repeat step 4 above for up to 6 payments and click 'Save'.



6 Select options under Layaways on the Main Menu to view Closed, Open and Past-Due Layaways. Click on any Layaway Record to view its details.



¹Please refer to the manual, Sales, New Sale, for how to complete an invoice.

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Rentals (Complete tracking of rentals Out, Past Due and Returned.)

1 Enter a rental item in inventory and designate it as a rental -

This Is a Rental Item
 Buy This Item Outright

2 Press F5 to open a New Rental Invoice¹ and select the item from the Item List² (not shown).

Software Diamond Edition
Inventory New F3 Layaway F4 Rental F5

3 Scroll right and enter a Return Date -

Buyer Fee	Out Date	Return Date
None	01/01/2009	03/01/2009

4 Click on 'Payment Method' and select the payment type -

Choose Payment Method 1
12/28/2008 Enter amount 1 here

5 Enter the total rental payment and click Save -

6 Select Rentals on the Main Menu to process returns and view all rental items -



¹Please refer to the manual, Sales, New Sale, for how to complete an invoice.

²Rentals are listed with a pink background in the List.

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Buy Outright or Resell (Buy inventory and resell it.)

1 Enter a resale item in inventory¹. Designate it as such and enter the price paid -

A screenshot of a software form. At the top, there is a checkbox labeled "Buy This Item Outright" which is checked. Below this, there is a label "Buying Price" followed by a text input field containing the value "\$100.00".

2 Enter a Selling Price and click OK. (The item will be added to the list of settlements.)

A screenshot of a software form. It features a label "Selling Price" followed by a text input field containing the value "\$200.00".

3 To pay the seller, select him or her from the list of consignors and click 'Settlement' -

A screenshot of a software button. The button is rectangular with a light gray background and a dark border. It contains a small icon on the left and the text "Settlement" on the right.

4 Refer to the manual for instructions on how to process the settlement and make a disbursement.

¹Create a consignor record for the seller of the item to record purchases and payments.

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