



**ACCOUNTS PAYABLE
CONSIGNMENT PROCEDURES**

Table of Contents

Applying Monthly Payments 3
Item / Style Move..... 6
RTV Unit Clarification 7

Applying Monthly Payments

In order to understand/reconcile the payment for monthly sales, use 2 reports provided via macysnet.com. Each of these reports should be pulled for each division on your check e.g. if Macy's and macys.com contain check detail, the following reconciliation twice.

Helpful tip: Export these documents to MS Excel.

- 1) Transaction Summary (TS) – export this report from macysnet.com for the months included in the payment. If you are paid each monthly regularly, only 1 month of activity is included. If you have gone more than one month without a check, please include the TS report for each period since your last payment.
- 2) Check Remittance (CR) – export this from macysnet.com.

Helpful tip: The *Beginning On Hand* and *Ending On Hand* document number is provided on the TS and will balance to the document provided on the CR.

The screenshot shows an Excel spreadsheet with a search criteria section at the top and a detailed transaction table below. The search criteria includes fields for Division, Account Number, Vendor Name, Vendor, Begin Document#, End Document#, and To Fiscal Period. The 'Begin Document#' and 'End Document#' fields are circled in red. A text box with an arrow points to these fields, indicating they are the document numbers for the Transaction Summary.

| PHD | Mark Style | Class | Desc | Reg OH Bal | Item Cost | Sales | Net Sales | RTV's | Net Transfers | Receipts | Receipt Totals | Cust Ret | Adjmt | End OH Bal | Cost |
|-----|------------|-------|--------------------------|------------|-----------|-------|------------|-------|---------------|----------|----------------|----------|-------|------------|-------------|
| | | 96 | GRAZ LEGACY JN | 0 | \$81.00 | 3 | \$243.00 | 0 | 0 | 24 | \$1,944.00 | 0 | 0 | 21 | \$1,701.00 |
| | | 1 | EGG-01 DUMMY | 1 | \$0.01 | 0 | \$0.00 | 0 | 0 | 0 | \$0.00 | 0 | 0 | 1 | \$0.01 |
| | | 96 | DARE TULIP SKINNY JN | 0 | \$90.00 | 0 | \$0.00 | 0 | 0 | 14 | \$1,260.00 | 0 | 0 | 14 | \$1,260.00 |
| | | 96 | TRWIN TRWIN LEGACY JN | 0 | \$88.00 | 2 | \$0.00 | 0 | 0 | 0 | \$0.00 | 2 | 0 | 0 | \$0.00 |
| | | 96 | BLAC LEGACY JN | 0 | \$90.00 | 0 | \$0.00 | 0 | 0 | 15 | \$1,350.00 | 0 | 0 | 15 | \$1,350.00 |
| | | 96 | DEAN DEAN LEGACY JN | 0 | \$55.00 | 0 | (\$220.00) | 0 | 0 | 0 | \$0.00 | 4 | 0 | 4 | \$220.00 |
| | | 96 | ORAN LEGACY JN | 0 | \$78.00 | 0 | \$0.00 | 0 | 0 | 11 | \$838.00 | 0 | 0 | 11 | \$838.00 |
| | | 96 | SHAD LEGACY JN | 0 | \$80.00 | 17 | \$1,120.00 | 0 | 0 | 28 | \$2,240.00 | 3 | 0 | 14 | \$1,120.00 |
| | | 96 | BUS ANKLE ROLLED CROP JN | 0 | \$80.00 | 0 | \$0.00 | 0 | 0 | 16 | \$1,280.00 | 0 | 0 | 16 | \$1,280.00 |
| | | 96 | INDI LEGACY JN | 0 | \$60.00 | 12 | \$540.00 | 0 | 0 | 32 | \$1,920.00 | 3 | 0 | 23 | \$1,380.00 |
| | | 96 | QUAK LEGACY JN | 0 | \$88.00 | 10 | \$1,320.00 | 0 | 0 | 24 | \$2,112.00 | 3 | 0 | 9 | \$792.00 |
| | | 96 | ZEUS TULIP SKINNY JN | 0 | \$80.00 | 2 | \$160.00 | 0 | 0 | 28 | \$2,240.00 | 0 | 0 | 26 | \$2,080.00 |
| | | 96 | LIMO LIMO LEGACY JN | 0 | \$55.00 | 0 | (\$55.00) | 0 | 0 | 0 | \$0.00 | 1 | 0 | 1 | \$55.00 |
| | | | Total | | | 54 | \$3,108.00 | 0 | 0 | 192 | \$15,204.00 | 16 | 0 | 155 | \$12,096.01 |
| | | | | | | | 2851.35 | | | | 14995.36 | | | | |
| | | | | | | | chk amount | | | | \$256.65 | | | | \$208.64 |

| Document | Desc | Amount |
|----------|----------------------------|--------------|
| 30000 | DOMESTIC CHECK | \$5,448.00 |
| 30000 | DISCOUNT ATTACHED AT ENTRY | (\$426.64) |
| 30000 | DOMESTIC CHECK | \$5,021.36 |
| 30000 | DISCOUNT ATTACHED AT ENTRY | (\$400.64) |
| 30000 | DOMESTIC CHECK | \$4,740.72 |
| 30000 | DISCOUNT ATTACHED AT ENTRY | (\$279.94) |
| 30000 | DISCOUNT ATTACHED | \$907.60 |
| 30000 | CREDIT DEBITING | \$14,955.34 |
| 30000 | DEBIT | (\$1,200.00) |
| 30000 | BALANCE | \$13,755.34 |
| 30000 | OTHER DEBIT | (\$0.00) |
| 30000 | ALLOWANCE | |
| | Sum | \$2,851.35 |

1. Insert 5 columns into the TS report with the following formulas:
 - a. Net Sales = (Sales – Cust Ret) x Item Cost
 - b. RTV Totals = RTV's x Item Cost
 - c. Transfer Totals – Net Transfers (this number can be positive or negative) x Item Cost
 - d. Receipt totals – Receipts x Item Cost
 - e. Adjustment Totals – Adjmt (this number can be positive or negative) x Item Cost

Here is a sample with inserted formulas highlighted in yellow:

| Desc | Item Cost | Sales | Net Sales | RTV's | RTV Totals | Net Transfers | Transfer totals | Receipts | Receipt Totals | Cust Ret | Adjmt | Adjustment Totals | End OH Bal | Cost |
|----------------------|-----------|----------|-----------|-------|------------|---------------|-----------------|----------|----------------|----------|-------|-------------------|------------|-------------|
| GRAZ LEGACY JN | \$81.00 | \$729.00 | \$729.00 | 1 | \$81.00 | \$162.00 | \$162.00 | 24 | \$1,944.00 | 1 | 0 | \$0.00 | 21 | \$1,701.00 |
| EGC .01 DUMMY | \$0.01 | 0 | \$0.00 | 0 | \$0.00 | -\$1.00 | (\$0.01) | 0 | \$0.00 | 0 | -1 | (\$0.01) | 1 | \$0.01 |
| DARE TULIP SKINNY JN | \$90.00 | 0 | (\$90.00) | 0 | \$0.00 | 0 | \$0.00 | 14 | \$1,260.00 | 1 | 0 | \$0.00 | 14 | \$1,260.00 |
| | | 10 | \$639.00 | 1 | \$81.00 | \$161.99 | \$161.99 | 38 | \$3,204.00 | 2 | -1 | (\$0.01) | 155 | \$12,096.01 |

2. Please group and total transactions from your CR in similar form :
 - a. All invoices
 - b. All RTVs
 - c. Beginning on Hand (BOH)/Ending on Hand (EOH) Balances
 - d. All other deductions, such as freight allowance, expense offsets, advertising, etc.

Helpful Tip: Description is usually easiest way to group. Use of pivot tables may also be beneficial.

| Document | Desc | Amount |
|----------|--------------------------------|---------------|
| 399999 | DOMESTIC INVOICE | \$1,944.00 |
| 399999 | DOMESTIC INVOICE | \$1,000.00 |
| | Receipt Totals | \$2,944.00 |
| 399999 | CREDIT BEGINNING ON-HAND DEBIT | \$5,888.00 |
| 399999 | ENDING BALANCE ON-HAND | (\$12,096.01) |
| 399999 | DMFREIGHT ALLOWANCE | (\$8.00) |
| | Other Deductions | 185.00 |
| | Sum | \$2,851.95 |

3. To reach your payment amount, compare the totals from each report and identify financial differences for each column that you have inserted. These differences play a part in your payment total. Use the guide below to understand if the difference you have identified is an *addition* or *deduction* to your net sales payment:
 - a. RTV Totals – If TS is more, add the difference to Net Sales total. If TS is less, subtract the difference from Net Sales total.
 - b. Transfer Totals (TS only) – If a negative number, add difference to net sales. If a positive number, subtract difference from net sales total.
 - c. Receipt Totals – If TS is more, subtract the difference from net sales total. If TS is less than the check detail, add the difference to net sales total. **Don't see a receipt total on CR – should this say TS only or should there be a reference to Invoice Total from CR?**
 - d. Adjustment Totals (TS only) – If a negative number, add difference to net sales. If a positive number, subtract difference from net sales total.

| Desc | Item Cost | Sales | Net Sales | RTV's | RTV Totals | Net Transfers | Transfer totals | Receipts | Receipt Totals | Cust Ret | Adjmt | Adjustment Totals | End OH Bal | Cost | |
|-------------------------|-----------|-------|---------------------|------------|------------|---------------|-----------------|----------|----------------|-------------------|------------|-------------------|------------|-------------|--|
| 16 GRAZ LEGACY JN | \$81.00 | 10 | \$729.00 | 1 | \$81.00 | 2 | \$162.00 | 24 | \$1,944.00 | 1 | 0 | \$0.00 | 21 | \$1,701.00 | |
| 17 EGC_01 DUMMY | \$0.01 | 0 | \$0.00 | 0 | \$0.00 | -1 | (\$0.01) | 0 | \$0.00 | 0 | -1 | (\$0.01) | 1 | \$0.01 | |
| 18 DARE TULIP SKINNY JN | \$90.00 | 0 | (\$90.00) | 0 | \$0.00 | 0 | \$0.00 | 14 | \$1,260.00 | 1 | 0 | \$0.00 | 14 | \$1,260.00 | |
| 29 | | 10 | \$639.00 | 1 | \$81.00 | 1 | \$161.99 | 38 | \$3,204.00 | 2 | -1 | (\$0.01) | 155 | \$12,096.01 | |
| | | | Invoice Diff (-) | (\$260.00) | Detail | \$0.00 | | | | Amount from Check | | | | | |
| | | | Other deductions | (\$8.00) | diff | \$81.00 | | | | Detail | \$2,944.00 | | | | |
| | | | RTV Totals (+) | \$81.00 | | | | | | | diff | \$280.00 | | | |
| | | | Transfer Totals (+) | (\$161.99) | | | | | | | | | | | |
| | | | Adjustment Totals | \$0.01 | | | | | | | | | | | |
| | | | Chk Amount | \$290.02 | | | | | | | | | | | |

Helpful Tip: Check the style activity across, using your Ending On hand (EOH) units from the previous month; verify that the EOH units match the activity that occurred during the month. If there are units missing, add them to your payment.

- After these steps have been completed if you are unable to balance payment to transaction summary, submit an inquiry via the APForms application on [macysnet](#) and your consignment analyst respond to your request. Use the Invoice Non-Payment/POD Dispute form to submit your reconciliation questions.

Item / Style Move

When styles are moved from one department/vendor number to another department/vendor number or when styles are converted to memo/consignment from asset/owned:

A 2-sided financial transaction is generated. These transactions link the financial value with the units:

- A debit memo will be generated where the item originally "lived". This transaction is processed at the style level and represents all on-hand units being moved for that Mark style number.
- A credit memo will be generated where the item is "going". This credit will contribute to the consignment Ending On Hand balance and become part of your on-hand inventory.

Transaction Type: 944 - DM-CONSIGN ITEM MOVES

Total Cost: (\$59)

Transaction Type: 844 - CM-CONSIGN ITEM MOVES
 Total Cost: \$59

Helpful Tip: When merchandise is moved from asset/owned to memo/consignment, the transactions described above simulate a “virtual” return. I.e. goods are “returned” to the asset/owned account without physically moving, which eliminates any logistics expense (freight, handling). Payment would be expected via a deduction from existing asset/owned business or reimbursement from the vendor. The financial transaction on the memo/consignment account represents a “virtual” receipt/invoice. In addition, the memo/consignment on-hands are increased.

When a style is moved, Accounts Payable processes an accompanying financial transaction. We debit where the item lives, so if you were paid for the item on an invoice, we are taking those funds back. We then process a credit where the item is going to (new department). This financial value represents the item moved/converted which will now set your consignment on-hands accurately, so that you can be paid via the consignment payment model going forward as the items sell.

RTV Unit Clarification

As both types of unit decreases appear in the RTV’s column, there are 2 ways to identify if a unit was Marked Out of Stock (MOS) vs. returned merchandise (RTV). You will not receive the actual unit back for MOS merchandise.

1. Is there an RTV financial document on the trial balance/check remittance? If yes, the goods are being returned and should arrive at your distribution center. If a financial document is not on your trial balance/check remittance corresponding to this Mark Style, the goods were MOS’d. You will receive financial credit for these units via the monthly variances in Ending on Hand/Beginning on Hand.
2. The transaction summary may also be used to determine MOS vs. RTV:
 - a. From the transaction summary, you can search by specific markstyle , or view all style in your department to start this process

Consignment
 Transaction Summary by Department/Vendor

Search Results For
 Department: 276
 From Fiscal Week: October WK1 10/5/2014-10/11/2014
 To Fiscal Week: October WK4 10/26/2014-11/1/2014
[Previous Week](#) [Next Week](#)

Result Page: 1 [Printable Version](#)

| Division | Vendor Name | Account Number | Dept | Vend | Beg OH Bal | Beg Doc Num | Accum Beg Cost | Sales | RTV's | Net Transfers | Receipts | Cost Bal | Adjmt | End OH Bal | End Doc Num | Cost |
|--------------|-------------|----------------|------|------|------------|-------------|----------------|-------|-------|---------------|----------|----------|-------|------------|-------------|------|
| | MACYS EAST | | 225 | | 2,631 | 1094227 | | 100 | 5 | -1 | 012 | 31 | 0 | 3,368 | | |
| Total | | | | | 2,631 | | | 100 | 5 | -1 | 812 | 31 | 0 | 3,368 | | |

[Previous Week](#) [Next Week](#)

Result Page: 1 [Printable Version](#)

- b. Click on the Department link to expand the detail. Identify a Markstyle that has an RTV unit in the appropriate time period. Then click on that Markstyle number to expand the location detail of that specific Markstyle:

Vendor Name: [REDACTED]
 Department: [REDACTED]
 Vendor: 42
 Beg Document#: [REDACTED]
 End Document#: [REDACTED]
 From Fiscal Week: October WK1 10/5/2014-10/11/2014
 To Fiscal Week: October WK4 10/26/2014-11/1/2014
[Previous Week](#) [Next Week](#)

Result Page: 1 2 3

| Division | PID | Mark Style | Class | Desc | Beg OH Bal | Item Cost | Owned Retail | Ticketed Retail | Sales | RTV's | Net Tr |
|------------|------------|------------|-------|------------|------------|------------|--------------|-----------------|-------|-------|--------|
| MACYS EAST | [REDACTED] | [REDACTED] | 30 | [REDACTED] | 191 | [REDACTED] | \$980.00 | \$1,225.00 | 11 | 0 | |
| MACYS EAST | [REDACTED] | [REDACTED] | 30 | [REDACTED] | 2 | [REDACTED] | \$636.00 | \$795.00 | 0 | 0 | |
| MACYS EAST | [REDACTED] | [REDACTED] | 30 | [REDACTED] | 1 | [REDACTED] | \$636.00 | \$795.00 | 0 | 0 | |
| MACYS EAST | [REDACTED] | [REDACTED] | 30 | [REDACTED] | 1 | [REDACTED] | \$636.00 | \$795.00 | 1 | 0 | |
| MACYS EAST | [REDACTED] | [REDACTED] | 30 | [REDACTED] | 3 | [REDACTED] | \$795.00 | \$795.00 | 0 | 0 | |
| MACYS EAST | [REDACTED] | [REDACTED] | 30 | [REDACTED] | 248 | [REDACTED] | \$740.00 | \$925.00 | 7 | 1 | |
| MACYS EAST | [REDACTED] | [REDACTED] | 30 | [REDACTED] | 18 | [REDACTED] | \$780.00 | \$975.00 | 1 | 0 | |

- c. From there, click on the UPC link for further detail:

Result Page: 1 [Printable Version](#)

| PC | Color | Size | Beg OH Bal | Item Cost | Sales | RTV's | Net Transfers | Receipts | Cust Ret | Adjmt | End OH Bal | Cost |
|------------|------------|------|------------|-----------|----------|-------|---------------|----------|----------|-------|------------|--------------|
| [REDACTED] | [REDACTED] | 0 | 0 | 248 | \$416.25 | 7 | 1 | 0 | 1 | 3 | 0 | \$101,565.00 |
| total | | | | 248 | | 7 | 1 | 0 | 1 | 3 | 0 | \$101,565.00 |

[Previous Week](#) [Next Week](#)

- d. This will provide location level detail. From here, search for the RTV'd unit, this will be a blue link as well:

Shipping Tool

File Edit Tools Help

New

New Search

result Page: [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [Printable Version](#)

| Location | Beg. OH Bal | Item Cost | Owned Retail | Ticketed Retail | Sales | RTV's | Net Transfers | Receipts | Cost Ret | Adjmt | End OH Bal | Cost |
|----------|-------------|-----------|--------------|-----------------|-------|-------|---------------|----------|----------|-------|------------|------------|
| 686 | 1 | \$416.25 | \$740.00 | \$925.00 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | \$ 0.00 |
| 687 | 1 | \$416.25 | \$740.00 | \$925.00 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | \$416.25 |
| 688 | 3 | \$416.25 | \$740.00 | \$925.00 | 0 | 0 | 0 | 0 | 0 | 0 | 3 | \$1,248.75 |
| 693 | 3 | \$416.25 | \$740.00 | \$925.00 | 0 | 0 | 0 | 0 | 0 | 0 | 3 | \$1,248.75 |
| 694 | 1 | \$416.25 | \$740.00 | \$925.00 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | \$416.25 |
| 704 | 1 | \$416.25 | \$740.00 | \$925.00 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | \$ 0.00 |
| 798 | 11 | \$416.25 | \$740.00 | \$925.00 | 0 | 0 | 0 | 0 | 0 | 0 | 11 | \$416.25 |

- e. Click on the link to see the details. If a true RTV, a chargeback number will be provided. If a MOS, the following message will be displayed:

Shipping Tool

File Edit Tools Help

New

Previous Week Next Week

result Page:

| RTV# | RTV Date | Units | PO Cost | PO Retail |
|---|----------|-------|---------|-----------|
| No consignment data matches the search criteria. This may be due to marked out of stock (MOS) items. MOS detail is not available. | | | | |

acy's, Inc.
1/19/2014 9:36:32 AM EST