



Heirloom Software

Consign It

Point of sale for consignment shops, antique malls, and vendor malls

A Plain-English Guide

No computer experience needed.

Read it in order the first time,
then keep it by the register.

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CHAPTER 1

Start here

Consign It Point of Sale — published by Heirloom Software LLC.

A complete, plain-English guide: how to install the program from the Consign It USB stick, and how to use every screen day to day. If you want the more technical notes (file layout, what's stored where, multi-register networking, what still needs your real hardware/accounts wired up), see the **Technical README** instead — this guide sticks to "how do I actually do this."

The short version (if you just want it running)

- 1** Plug the **Consign It USB stick** into the store's computer.
- 2** Windows pops up a small notice about the new drive — click it and choose **Open folder to view files**. (If you miss the notice, open **File Explorer** and click the USB drive named **CONSIGN IT**.)
- 3** Double-click **Install Consign It**. It installs everything by itself — one question (office computer or register), no Python, no internet needed — puts the **Consign It** icon on your Desktop and in your Start Menu, and opens the program.
- 4** From then on, just double-click the **Consign It** icon on your Desktop. Once the installer says it's finished, take the install USB stick out (keep it somewhere safe - it can reinstall the program) and put in a **new USB stick for the backups**: Consign It finds it, names it **Consign It Backup 1**, and starts saving the store's backups to it.

Why doesn't it install the moment the stick is plugged in?

Since Windows 7, Windows blocks every USB stick from running anything on its own the instant it's plugged in. That's a security protection against viruses that spread on USB sticks, and no legitimate program is allowed around it. So the one thing you do by hand is the single double-click on **Install Consign It** — everything after that is automatic.

CHAPTER 2

Setting Up

Step 1 — Install from the USB stick

What **Install Consign It** does, in order:

- 1** On a new install, asks one question: **This is the office computer** (the one that keeps the store's information - set it up first) or **This is a register** (see **The office computer and the registers**, below). If the office computer is the store's only computer, check **It's the store's only computer** under it, so it rings up sales too.
- 2** Copies Consign It into your own Windows user folder, `%LOCALAPPDATA%\Heirloom Software\Consign It` — no administrator password needed. The program goes in its **Start Here** folder, the guides in **Guides**, and the icon in **Icon** (see **What's in the Consign It folder**, below).
- 3** If Consign It is already installed on this computer, it updates the program without asking anything and **keeps all of your data** — the four database files, receipts, checks, printouts, and everything else stay exactly as they were (the office computer stays the office computer, and a register keeps its number). **Registers update themselves**: once the office computer has the new version, each register copies it from the office computer the next time Consign It opens there ("Updating Consign It...", then it opens again by itself). A register that's already open says so within 15 minutes - close it and open it again when you're not in the middle of a sale.
- 4** Puts a **Consign It** shortcut on the Desktop and in the Start Menu, using the same Consign It icon as always.
- 5** Opens Consign It.

Requirements: Windows 7 (Service Pack 1), 8, 8.1, 10, or 11 - 32-bit or 64-bit. Nothing else needs to be installed first, except that Windows 7, 8, and 8.1 need their Windows Updates installed (the Universal C Runtime update, KB2999226 - an up-to-date computer already has it). Windows XP, Vista, and Windows 10/11 in S mode are not supported. Mac and Linux computers can run it from the source code (see the Technical README). The beginner's **Consign It POS Guide** has the full list.

IMPORTANT

Uninstalling (not recommended). Uninstalling is almost never the fix - running Install Consign It from the USB stick again fixes most problems and keeps everything. If you really must, use Windows **Settings > Apps > Consign It > Uninstall** (Control Panel > Programs and Features on Windows 7), **SETTINGS > ADMIN TOOLS > Danger Zone > Uninstall Consign It...** (it asks for the admin password), or **Uninstall Consign It** in the Consign It folder's **Uninstall** folder. It shows a strong warning first - **Keep Consign It** is the big green button, and **Uninstall Consign It** stays greyed out until you check "I understand" - then asks once more. Uninstalling **moves** all of the store's information (sales, inventory, vendors, resellers, employees, checks, the Checks Ledger, tax forms, printouts, and backups) to a folder on your Desktop named **Consign Data** - every file is copied and checked before anything is removed - then takes away the program, its shortcuts, and its Windows listing. If Consign It (or a register using this computer's information) is still open, it says so and changes nothing. **Don't delete the Consign Data folder.** To get everything back, install Consign It from the USB stick again: it finds Consign Data and asks **Bring It All Back (recommended)** or **Start Fresh**. Bringing it back puts everything back as it was (the office computer stays the office computer, a register stays a register), and the Desktop folder is kept as a spare copy, renamed "Consign Data - brought back" and the date. (A Consign Data folder already on the Desktop is never written over - it's renamed "Consign Data - older copy" and the date first.)

(Mac or Linux, or running from the source code instead of the USB stick? See the Technical README, in the Guides folder.)

What's in the Consign It folder

Everything Consign It has on a computer is in %LOCALAPPDATA%\Heirloom Software\Consign It. It also has a **READ ME - What's in This Folder** note that lists all of this.

- **Start Here** - the program itself (ConsignIt.exe). The Desktop and Start Menu shortcuts open it.
- **Guides** - the guides as PDFs (and the same text as .md files): **Consign It - A Plain-English Guide** (this guide), **Consign It - POS Guide** (for beginners), and **Consign It - Technical README** (for your computer helper). They're also on SUPPORT.
- **Icon** - the Consign It picture the shortcuts use.
- **The store's information** (on the office computer): the four record files (consignit.db, vendors.db, employees.db, resellers.db), **Checks Ledger.xlsx**, and folders with plain names - **Printouts**, **Printed Checks**, **1099 Forms**, **W-2 Forms**, **Vendor Files**, **Employee Files**, **Employee Schedules**, **Store Forms**, **Downloaded Tax Forms**, **Exports**, **Old Vendors**, **Old Resellers**, **Expense Receipts** - and **Consign It Log.txt** (notes for tech support). A folder shows up once Consign It has something to put in it. Leave these where they are - don't move, rename, or delete them; the backup USB stick keeps a copy.

Don't open Consign It from the install USB stick itself (its ConsignIt folder): it says to double-click **Install Consign It** instead, and makes nothing on the stick - so the stick never carries a store's records.

Updating from an older version tidies the folder by itself: the installer moves the program into Start Here, the guides into Guides, and the icon into Icon, and Consign It gives the older folders their plain names the first time it opens (printouts becomes Printouts, checks_out becomes Printed Checks, and so on). Nothing in them is lost or written over.

IMPORTANT

Updates never delete your information. Before Install Consign It updates the office computer, it copies the store's information - the four record files and Checks Ledger.xlsx - into a **Store Backups Before Updates** folder in the Consign It folder (one folder per update, named with the date and time), and Consign It does the same the first time a new version opens. Nothing is ever erased: if anything ever looks missing after an update, tech support can bring it back from there. (Delete old ones by hand only if you need the room.)

Where is my information saved? On the office computer, in %LOCALAPPDATA%\Heirloom Software\Consign It - type that into File Explorer's address bar, or click **SUPPORT > Open the Folder Where It's Saved**. (Business Info shows the same place at the bottom.) Registers keep none of it - they use the office computer's. Every night a copy of all four record files goes on the backup USB stick.

Step 2 — The first-run screens

The first time Consign It opens on a computer, you'll see, in order:

1

End User License Agreement — a full-screen notice you must scroll all the way to the bottom of before its checkbox unlocks and you can click **I Have Read and Agree**.

2

Read Me First Notice About Software — the same way: scroll to the bottom, check the box, and agree. (Cancel on either one and Consign It doesn't open.)

These two come back on each computer **after every update** too, so whoever is using the new version has read it. They're always there again under **SUPPORT** (View Read Me First / EULA).

3

Business Setup — a quick prompt for your business name, address, phone, email, and hours. You can fill it in now, or click "Skip for Now" and finish it later from the **BUSINESS INFO** tab.

4

Set Up the Backup USB Stick (the office computer, a few seconds after the main screen opens) — put a new USB stick in, and Consign It names it **Consign It Backup 1** and starts saving the backups to it (see **The backup USB stick**, below). **Not Now** asks again the next day.

After that, the program opens straight to the main screen every time you launch it (until the next update brings back the two agreements).

Step 3 — First things to configure

Do these right after your very first launch, before ringing up any real sales:

1

Click **SETTINGS** at the top right of the screen (it opens without a password). The default admin password is `admin123` — **change this immediately**: click **Change Admin Password**, type `admin123`, then your new password. Passwords are case-sensitive: password boxes are the one kind of box in the program that is *not* automatically typed in capital letters, so type them exactly as they were set. If your keyboard's Caps Lock key is on, a red **Caps Lock is ON** warning appears in the password box.

2

While you're in **Settings**, also set:

- Your state, county, and local sales tax rates (these add together at checkout).
- Store commission rate (defaults to 7%), default consignment rate (defaults to 15%), and card convenience fee rate.
- Your bank info and starting check number. When you type the bank's name, a pop-up asks for the bank's address and phone number (they print on the deposit slip).
- Your backup folder path — filled in for you when the backup USB stick is set up (**Consign It Backup 1**, below). You can type a different folder instead - a network folder, for example - so a nightly backup copy always lands somewhere other than this computer's own hard drive.
- SMTP (email) settings, if you want the automatic daily vendor emails and monthly database export to actually send. Most email providers require generating a separate "app password" for this — not your normal login password.
- Your own business email address (for the monthly database export — this goes to you, the store, not to vendors).

3

Click the  icon — **Business Info** — and fill in your store's name, address, phone, EIN, sales tax number, and Hours of Operation.

4

Click the gear icon () — **Hardware Settings** — and set up your receipt printer, report printer (if you have a separate regular printer for reports), receipt header/footer wording, card machine, and cash drawer - including the **Cash drawer starts with** amount, the starting cash you put in the drawer each morning. See the **Hardware Settings** section further down for exactly what each box does.

The backup USB stick

The office computer saves the store's backups on a USB stick: the nightly backup at 9:00 PM, the monthly database export, and - if it's turned on - the sales every 10 minutes. Consign It names each stick in order: **Consign It Backup 1**, **Consign It Backup 2**, and so on.

- **The first stick.** After installing, take the install USB stick out and put a new USB stick into the office computer. The **Set Up the Backup USB Stick** window finds it (it watches for a stick that wasn't there when the window opened), names it **Consign It Backup 1**, makes a **Consign It Backup 1** folder on it for the backups, and saves the first backup right away. Nothing already on the stick is erased. Was the stick already in when the window opened? Pick it under **Already plugged in?** and click **Use This**

USB Stick. Not Now asks again the next day, and it can be set up any time under **SETTINGS > Backup USB Stick**.

- **Its name.** Most USB sticks only take an 11-letter drive name, so the drive itself may be named **CI Backup 1**. The whole name is on its folder, on the **Consign It Backup Stick.txt** note on the stick, and in File Explorer. If Windows won't let Consign It rename the drive, look for the Consign It Backup 1 folder on it.
- **A different drive letter** (E: one day, F: the next) is fine - Consign It recognizes the stick and keeps saving to it.
- **When it's 90% full**, a warning pops up (once a day) - for example **WARNING: The backup USB stick is 91% full** - with how much room is left. Check **Switch to a new backup USB stick now** and follow the 3 steps (or click **Remind Me Tomorrow**):

1

Check **1. Rename the backup USB stick that's in now**. The old stick becomes **Consign It Backup 1 - 01/05/2026 to 10/09/2026** - the first and last days it was used. Its backups stay on it.

2

When Consign It is done renaming it, take that stick out (first click the USB icon by the clock and Eject it) and keep it somewhere safe. Put the new USB stick in.

3

Check **3. The new USB stick is in**. Consign It names it with the next number - **Consign It Backup 2** - and starts saving the backups to it.

The same steps open from **SETTINGS > Backup USB Stick** - check **Switch to a new backup USB stick** - any time. If the old stick is lost or broken, step 1 lets you skip renaming it.

The office computer and the registers

Every store has an **office computer** - the **office copy**. The store's information is kept on it, and **every register uses the office computer's information** over the store's network, so all registers share the same vendors, booths, held sales, and running totals in real time. No server is needed. The office computer does everything except ring up sales (reports, vendors, rent, checks and payroll, and so on); its REGISTER and LAYAWAY tabs stay turned off. **During the 30-day free trial the office computer rings up sales too**, so you can try every screen on one computer; once it's activated with its office copy key it goes back to office-only. Registers are numbered automatically, in order, starting with **Register 1**.

A store with **only one computer** makes it the office computer and checks **It's the store's only computer** when installing (or, later, **This office computer also rings up sales** under **SETTINGS > ADMIN TOOLS**). Then that computer rings up sales too, as Register 1.

Pricing: the first register (the store license) is **\$599**, and every store also buys the **office copy** for **\$149 - \$748 to start**. The second register is **\$299**, and each register after that is **\$224** - each register after Register 1 needs its own **register key** from Heirloom Software LLC. The store license and the office copy can come as **one key for both** (still \$748). Register keys can be loaded on the office computer - each register picks its key up from there. The store license is good for **one year**; from the second year it's **\$700 a year** for the whole store (not per register), with a renewal key each year. The optional **yearly plan** - support, updates, and encrypted off-site backup (coming soon) - is **\$120 a year**. Each separate store front

is its own store license and office copy.

First, on the office computer:

- 1** Plug in the USB stick, double-click **Install Consign It**, and click **This is the office computer**.
- 2** Open Consign It, click **ACTIVATION**, and load the store license and the **office copy key** (the .lic files from Heirloom Software LLC).
- 3** Click **SETTINGS** at the top of the screen, open the **ADMIN TOOLS** tab, and in the **Office Computer and Registers** box click **Share the Store's Information....**
- 4** Click **Open Windows Sharing**. Windows opens the folder's Properties on its Sharing tab.
- 5** Click **Advanced Sharing...** (Windows may ask for permission), check **Share this folder**, click **Permissions**, select **Everyone**, check **Change** under Allow, then click **OK**, **OK**, and **Close**.
- 6** Click **Check Again**. The window shows the **network address** - like \\OFFICE\Consign It. Write it down (or click **Copy Address**).

Then, on each register:

- 1** Plug in the USB stick and double-click **Install Consign It**.
- 2** Click **This is a register**.
- 3** Type the office computer's network address and click **Connect**. If Windows asks for the office computer's user name and password, type them and check **Remember my credentials** (click **Open in File Explorer** to sign in first if needed).
- 4** It installs and tells you its number - for example **Installed as Register 1**.
- 5** Register 1 is covered by the store license. On Register 2 and up, open Consign It, click **ACTIVATION**, and load that register's **register key**. Until then it runs on the store's free trial.

IMPORTANT

The office computer has to be turned on whenever a register is used. If it isn't, the register says it can't reach the office computer and doesn't open - it never starts a separate set of records. A wired network is best.

The **Office Computer and Registers** box in Admin Tools lists the office computer and every register, its computer, and whether its key is in. **Remove Selected Register** (admin password) takes a register off the list

- for example when a computer is replaced - and frees its key and its number for the new one. (An extra back-office computer can also be set up as a register and given an office copy key, to work without ringing up sales.)

Add a Register... (in the same box, on the office computer) puts the steps for a new register on one screen: the network address to type on it (with **Share the Store's Information...** if it isn't shared yet, and **Copy Address**), the number it will be, and what its key costs.

Moving the office computer to a different computer (a new PC, for example) - click **Move the Office Computer...** in the same box (admin password):

1

On the **old** office computer, put in a USB stick, pick it in **Save to**, and click **Pack Up the Store's Information**. Everything - the records, every saved form and printout, and the license keys - is copied into a folder named **Consign It Store Information**. Nothing is erased from the old computer; just don't ring up sales on it after this.

2

On the **new** computer, install Consign It and click **This is the office computer**. Open Consign It, go to **SETTINGS > ADMIN TOOLS > Move the Office Computer... > Bring In the Store's Information...**, and pick that folder.

3

Close Consign It and open it again - the store's information comes in as it opens (what was on the new computer is saved in Store Backups Before Updates first). The new computer takes the old office computer's place, keys and all.

4

Share the store's information on the new office computer. On each register, click **SETTINGS > ADMIN TOOLS > Connect to the New Office Computer...** and type the new address - or, when a register says it can't reach the office computer, answer **Yes** to "Was the office computer moved?" and type it there.

CHAPTER 3

The Main Screen Layout

Across the **top** there are three tabs, in small type: **REGISTER** (where you ring up sales, with its six Transaction tabs), **LAYAWAY / PUT MONEY DOWN** (every layaway - see **Layaway / Put Money Down** below), and **ACTIVATION** (always available, so trial/activation status is never hidden). All tabs in the program are gray. At the far right of that same top line, in small type, are five more tabs: **REPORTS**, **TIME CLOCK**, **SETTINGS**, **INVENTORY CONTROL** ▾, and **SUPPORT**. Along the very **bottom** of the screen is the **Rent Payment** check box. Every other screen lives down the **left edge**, as a strip of icon buttons, each opening its own pop-up window — clicking an icon (or a top-line tab) again just brings its window back to the front instead of opening a second copy:

Icon	Opens
 (gear)	Hardware Settings — receipt printer, report printer, receipt header/footer, card machine, cash drawer, OCR/UPC scanning, penny usage (nickel rounding), digital payment accounts
	Business Info (no password - its  Spreadsheets button still asks for one)
	File and Pay It (admin password, full screen) — one window with 5 tabs: Pay Vendor (itself grouping Monthly, Separately), Payroll (Weekly), Write a Check (Other), Yearly Forms (itself grouping 1099, W-2), and Tax Forms (every blank tax form, the yearly download, and e-filing 1099s with the IRS)
 (gift)	Gift Certificates / Hold Slips (opens full screen)
 (people)	Vendor and Reseller — one window with 6 sub-tabs: Vendor Lookup, Vendors, Vendor Promotions, Old Vendors, Reseller Information (itself grouping Resellers, Reseller Lookup, Old Resellers), and Reports (every vendor and booth report, picked from a drop-down list)
	Assign Booths
	Employee Files — behind the admin password (asked the moment you click the icon - no Unlock button): the Employees list, Employee Documents (application, W-4, I-9, W-2, state form), the monthly Schedule, and Not Required to Complete U.S. Tax Forms (formerly "Vital Info"; Resellers moved under the people-icon Vendor and Reseller window, above)
 (two crossing arrows)	Import Data — bring in vendors, resellers, employees, and a vendor's inventory from a spreadsheet (admin password), each with a sample sheet to fill in - import a file, or a LibreOffice sheet linked to Consign It
 (arrow pointing down)	Recommended Companion Software — free LibreOffice and Mozilla Firefox, each described with a Download & Install button (needs the internet)

Top line (small type, far right)	Opens
REPORTS	Reports, full screen — Store Reports, the Report Library, and Vendor Documents

Top line (small type, far right)	Opens
TIME CLOCK	The Time Clock
SETTINGS	Settings (opens without a password - only the bank details and Change Admin Password ask for it), with Admin Tools as its second tab
INVENTORY CONTROL ▾	A drop-down menu - pick Current Inventory (Stock on Hand) , Import Inventory (Excel, LibreOffice, CSV) , or Add or Update Items by Hand , and each opens its own pop-up screen
SUPPORT	Support, full screen — this guide, the EULA, the technical README, where your information is saved (with a button to open that folder), remote tech support, and Email a Suggestion to Tech Support

Bottom of the screen	Does
Rent Payment check box	Check it to open the Collect Rent screen. It unchecks itself when you close that screen (unchecking it closes the screen).

A thin divider line on the sidebar separates the first group (gear through File and Pay It) from the second group, which used to be tabs across the top and moved here instead. Each icon is a glossy colored tile with a crisp white picture; it glows when you point at it, presses in when you click it, and turns gray while the program is locked.

The Consign It icon itself - on the Desktop, the taskbar, and the top of the window - is an antique price tag (gold edge, brass grommet, red string, and a \$) on a deep blue square.

Finding a past receipt or a sold item doesn't need its own icon — there's a small **Find a Receipt or Item** box right on the REGISTER screen (see below).

Once the software is activated, the very top of the screen says **ACTIVATED SOFTWARE** in green.

On a screen set larger than 100% (Windows Settings > Display > Scale, like 125% or 150%), Windows 10 and 11 draw Consign It's words sharp instead of blurry; every screen keeps its size and layout.

Every window fits on the screen. A pop-up window that would be taller than the screen (a laptop set to 150% is only 680 dots tall above the taskbar) is moved up and made to fit, so its bottom buttons are never hidden under the taskbar - and the screens with the most on them (the payment screen, the vendor form, Find a Receipt or Item, Support, the Report Library) keep their buttons on the screen and scroll the rest.

Messages stay in front of the window you're working in. Clicking OK on a message brings you back to that same screen - Assign Booths, for example, no longer seems to close after a save.

Cut, Copy, and Paste work in every box: right-click any box for **Cut**, **Copy**, **Paste**, **Delete**, and **Select All** (Ctrl+X, Ctrl+C, Ctrl+V, and Ctrl+A work too, with Caps Lock on or off). Pasting into a money box keeps just the number - \$1,250.00 goes in as 1250.00.

The Enter key works like a click: press Tab to move to a button, check box, or choice and press Enter to click it; in a list (Vendor Lookup, the booths, today's transactions...), Enter on a highlighted row does what double-clicking it does.

Dollar amounts get their decimal point by themselves: type 25 in any dollar box (a price, an amount, a rent, a pay rate) and it becomes 25.00 when you leave the box (25.5 becomes 25.50).

Anything marked "admin only" below will ask for the admin password the first time you open it in a session. The cursor starts in the password box, and the screen opens **the moment the right password is typed** - no need to click OK or press Enter (File and Pay It, for example).

Inside **SETTINGS > ADMIN TOOLS**, below every ordinary admin button, there's also a red-bordered "Danger Zone" box with its own  **Erase All Data (Permanent)** button — that's the emergency "erase all data" action, covered in its own section near the end of this guide (**Erasing All Data**) — and, next to it, **Uninstall Consign It...** (not recommended - see **Uninstalling** near the start of this guide). They're kept visually apart from every other button on that screen on purpose, so they're never clicked by accident.

Spelling suggestions (every box you type in)

As you type a word - from its third letter - a small yellow strip just under the box shows **Suggestions:** and up to four whole words, and they change with every letter you type. Your store's own names come first, then the most common words that start with what you've typed: **FUR** shows **FURNITURE**. If you've already made a typo, it still finds the word - **FURNAT** shows **FURNITURE**. Click a word and it replaces the one you're typing; nothing is ever changed unless you click. Keep typing and the strip simply follows along; move the cursor, press Enter or Tab, or leave the box, and it goes away.

- **Add "..."** to Dictionary (on the strip, for a word it doesn't know) - the word is never flagged again, on this computer or any register sharing the store's information, and it's suggested from then on.
- **X** - no more suggestions for that word (and it isn't flagged).
- When you leave a box with a likely typo still in it, a plain box turns light pink; **right-click** it and the fixes are at the top of the Cut / Copy / Paste menu.
- It already knows your store's name and address and the name of every vendor, reseller, and employee (new ones within 5 minutes), so their names are suggested first and never flagged - **WILL** offers **WILLIAMSBURG**.
- It leaves alone: password boxes, words under 4 letters (LLC, APT, ST), abbreviations with no vowel (PKWY, BLVD), names with an apostrophe (O'BRIEN), and anything with a number, an @, a slash, or a web address in it - so prices, phone numbers, emails, booth numbers, and Vendor IDs are never flagged. Boxes that already show their own list while you type (a vendor lookup) don't get the strip.
- To turn it off: **SETTINGS > the Spelling** box under Sales History.

CHAPTER 4

Using Every Screen

Ringin' up a sale (REGISTER tab)

The very top line of the REGISTER screen is a live, digital countdown clock that updates every second, showing exactly how much of the 30-day free trial is left, in DD:HH:MM:SS format (e.g. "🕒 TRIAL TIME REMAINING: 29:13:39:07"). The moment the software is activated, this line turns green and says ✓ **ACTIVATED SOFTWARE - licensed to** your store (no restart needed - even for a register key loaded on the office computer). If only the store license is in, it says what's still needed while it counts down (**OFFICE COPY KEY NEEDED** or **REGISTER 2 KEY NEEDED**); if the trial runs out, it turns red and reads "⚠️ TRIAL EXPIRED - enter your license key on the ACTIVATION tab." This is just a more visible, second-by-second version of the day-count already shown on the ACTIVATION tab — the lock-out behavior itself hasn't changed.

Below that, above the six Transaction tabs, is a small **Find a Receipt or Item** box: type a receipt number, a transaction number, an item number, or a few words of an item's description and press **Enter** (or click 🔍 **Find** — the lookup/search icon throughout the program is a telescope, standing in for "binoculars" since Unicode has no such emoji). A pop-up opens with the matching sale(s), where any receipt can be brought back up and reprinted — see **Finding a receipt or item** below. While you type a transaction or receipt number there, matching ones drop down under the box - click one to open it.

At the right end of that line is the red 🚪 **CLOSE OUT (End of Day)** button: it closes out this register for the day - the same steps as REPORTS > Print End of Day Report (unfinished sales, opening the drawer, the starting cash) - and then **prints the End of Day Report and the bank deposit slip by themselves**, with no PDF to approve, on the Report Printer from ⚙️ Hardware Settings (or Windows' own default printer when that's a paper printer). With no paper printer set up, the report opens as a PDF to print with Ctrl+P.

Right after **Transaction 6** is a **Find Today's Transactions** tab. Its **Transaction Look Up** drop-down - and the list under it - shows every sale finished today, newest first: the time, transaction #, total, how it was paid, how many items, and which register. Pick one in the drop-down, or click it in the list, and that transaction opens **in a register screen** - where it can be corrected, or its receipt printed again (see **Correcting a transaction**, below).

The register itself is a spreadsheet-style grid, with six separate "Transaction" tabs so a cashier can work several sales at once without losing anything (start one customer's sale, set it aside, help someone else, come right back). A running # column down the left side numbers each row the moment it holds a real item (1, 2, 3...), capped at 99 — the still-blank row waiting for the next item is never numbered. Each item goes directly into its own row:

1

Click into the **Vendor ID / Booth #** box of the first row and type the vendor's ID. (The old separate "Vendor ID" and "Booth #" boxes are now one combined box — one fewer box to tab through.) The moment it's recognized as a real vendor, the booth number auto-fills right after a "/" in that same box (typing `v001` becomes `v001/12` on its own). If that vendor isn't on file, Consign It asks whether to open the  **Vendor and Reseller** screen to add them - **Yes** opens it with a new vendor form and that Vendor ID already typed in; **No** keeps the cursor on that box to correct the ID. As soon as the ID you typed matches someone on file, a small bubble pops up right underneath the box showing that vendor's name and phone number — a quick way to confirm you have the right vendor without leaving the sale. It disappears again once you move on.

- If that vendor has a sale/promotion scheduled for today (set up under the  **Vendor Promotions** sub-tab), the **Sale** box checks itself automatically, the **D%** box shows their discount percent (e.g. 20), and the line total recalculates with that discount already applied — nothing to do by hand. If that vendor's sale has a keyword attached, this only happens for items whose own description matches it; otherwise it applies to everything they have for sale.

2

Fill in **Item #** (auto-fills the description and price if that item number was imported into inventory ahead of time), **Description**, **Price**, and **Qty**.

- The **Price** box only takes numbers and one decimal point - letters, dollar signs, and commas can't be typed into it - and it's formatted as money: a price typed with no decimal point (like 20) becomes 20.00 automatically once you click away from the box.
- As you type the **Description**, whole words show under the box - click one to finish or fix the word (see **Spelling suggestions**, in Part 2).

3

Check the boxes that apply to this item:

- **C%** (Consign) — this item carries a consignment fee
- **Sale** — check this to enter a discount amount for the item (or leave it to the vendor's own scheduled promotion, above)
- **Tax** (Taxable) — checked by default; uncheck if this item isn't taxed. (If this whole sale is marked **Reseller** — see below — every line rings up tax-exempt regardless of this checkbox.)
- **Exempt** — check to make this specific line tax-exempt

4

Press **Enter** or **Tab** out of the Qty box to lock in the row — a new blank row appears automatically so you can keep going.

5

Repeat for every item in the sale.

As items go in, the **Subtotal / Tax / Total** shown at the bottom update live, right along with you — not just once at the end when you check out.

Reseller sales: if the whole sale is to a reseller buying for resale, check the **Reseller** box at the bottom of the register. This opens a picker listing every reseller already on file — select one and click **Select** to finish; their name and tax number then print on the receipt along with a "TAX EXEMPT - RESALE" notice (the tax number is their sales tax / resale number if it's on file, otherwise their EIN - a Social Security number is never printed, only its last 4 digits), both the customer copy and a store copy marked KEEP FOR TAXES print automatically, and the entire sale becomes tax-exempt, overriding every line's own Tax/Exempt checkboxes above. If the reseller isn't in the system yet, the same picker has a way to jump straight to creating one on the spot — once saved, the new reseller is automatically selected and the sale continues. The Reseller box has to be completed (an actual reseller picked) before checkout is allowed with it checked; cancelling the picker unchecks the box again.

Layaway payments: the **Layaway Payment** box just below the Reseller box takes a payment on a layaway (or completes its pick-up) right from the register - check it and pick the layaway. See **Layaway / Put Money Down** below.

If a vendor has a sale/promotion scheduled for today (set up under **VENDOR PROMOTIONS** or on their Vendor record), it's applied to their items automatically — nothing to do here.

Other buttons on this screen:

- **Delete Selected Row** — removes the selected line
- **Void Sale** — clears everything on this tab and starts over
-  **CLOSE OUT (End of Day)** — on the Find a Receipt or Item line: closes out this register and prints the End of Day Report and deposit slip by themselves (see above)
- **Recalculate** — refreshes the subtotal/tax/total display
- **No Sale (Open Drawer)** — opens the cash drawer without ringing a sale (the drawer opens through the receipt printer it's plugged into - see **Hardware Settings**)
-  **Hold This Sale** — sets the current sale aside (up to 10 at once, and they survive a restart of the register) so you can help another customer; click the little car button that appears next to it to bring a held sale back onto the screen
- Next to the Hold Sale button are two live totals: this register's own total completed sales for today, and the combined total for every register today. Both update the instant any sale finishes anywhere.
- The **Transaction #** shown at the top is the number this sale will be filed under — one of the numbers the Find a Receipt or Item box looks sales up by (the Receipt # on the printed receipt works too). It always starts with today's date (MMDDYYYY), then a dash, then the store initials and sequence number as before — e.g. a sale today with store initials "CI" and sale #43 shows as 09302026-CI43.

Checking out

Click **CHECK OUT**. If anything's missing (like a vendor ID that isn't in the system, or a blank item description), you'll hear an alert naming both the line number and the exact column that's the problem — e.g. "Line 3, column 'Price': missing or not a valid amount" — so you can go straight to the box that needs fixing.

The **payment screen** pops up. It has two tabs: **Pay Now** and **Layaway / Put Money Down** (see the next section).

On **Pay Now**, the top shows the subtotal, tax, and the **AMOUNT DUE**. Pick how the customer is paying - **Cash, Card, Check, Gift Certificate, Cash App, Venmo, Apple Pay**, or **PayPal** - and fill in what that method needs:

- **Card / Cash App / Venmo / Apple Pay / PayPal** — enter the confirmation or authorization number from the machine or the customer's phone (there's an "Auto-Fill from Machine" button next to the card field, ready for when a real card-machine integration is wired up).
- **Check** — enter the name, address, phone, and check number (check the customer's ID first).
- **Gift Certificate** — enter the certificate number and click **Check Balance**.

The **Amount** box fills in with the amount due. For cash, you can type what the customer handed you instead (for example 100) and the screen shows the **Change due** in green.

Card convenience fee: if a card is used for any part of the sale, the card fee is charged on the **full amount of the sale** - not just the part put on the card - and the **AMOUNT DUE** goes up to include it. Check **Waive Card Fee** to drop it for this sale.

Split payment (more than one form of payment):

- 1 Check **Split payment - use more than one form of payment** (or just type an amount smaller than what's due - Split payment turns on by itself). Checking it empties the first **Amount** box and shows the next payment line right away.
- 2 Pick the first form of payment (for example **Card**) and type the amount going on it.
- 3 An **Other payment** line appears right away with what's **still owed** shown in red, and an empty **Amount** box underneath it. Pick how the rest is being paid and type that amount in the box.
- 4 If money is still owed after that, another **Other payment** line appears the same way (up to four forms of payment in all).
- 5 Click **Finalize Sale** once nothing is owed. If a gift certificate doesn't have enough on it, the screen offers to use what's left on it and take the rest another way.

An **Other payment** line left empty is simply skipped. Unchecking **Split payment** goes back to one payment for the whole amount.

Finalize Sale and the change due always stay at the bottom of the payment screen, on the screen: when a split payment has more lines than the screen has room for (a check takes two rows - name and phone, then address and check number), the payment lines scroll (scroll bar or mouse wheel).

A **Total Breakdown** pop-up then shows exactly what makes up the total (subtotal, tax, card convenience fee, rounding), each form of payment, and any change due. The total rounds up to the nearest nickel automatically (unless **Penny Usage** is turned on under  Hardware Settings - then it's charged to the exact penny) and the cash drawer opens.

Receipts. After every sale you're always asked **Does the customer want a receipt?** Pick one:

- **Customer Copy Only** - one receipt marked CUSTOMER COPY for the customer.
- **Store Copy Only** - one receipt marked STORE COPY for your records.
- **Both Copies** - a customer copy and a store copy, cut apart.
- **No Receipt** - nothing prints.

A split sale's receipt lists every form of payment. If **Barcodes / QR Code** are turned on ( Hardware Settings > Receipt Printer), the transaction ID prints as a barcode and/or a QR code prints below the receipt's footer. A preview window shows exactly what printed - and its top line says plainly whether it **printed**, or, in red, **NOT PRINTED** and why (no receipt printer found, the printer turned off or out of paper, "I have a receipt printer" unchecked).

Reseller sales aren't asked - both copies print automatically. Both show the reseller's name and tax number with "TAX EXEMPT - RESALE", and the store copy says **KEEP FOR TAXES** at the top and bottom so it can be filed for your sales tax records.

Every sale gets a **Transaction #** (used to look the sale up later, in the format <date MMDDYYYY>-<store initials><number>, e.g. 09232026-CI43) and a separate **Receipt #** in the format <store initials><number>-<date> (for example CI001-23/09/2026) — both shown on the printed receipt. Either one finds the sale again later in **Find a Receipt or Item**, and a sale pulled up there always shows the date it actually happened on, not the date you're looking it up.

Layaway / Put Money Down

A layaway lets a customer put money down on items and pay the rest later; the items are held for them until a pick-up date.

Starting one:

1	Ring up the items on the REGISTER as usual and click CHECK OUT .
2	Click the Layaway / Put Money Down tab on the payment screen.
3	Type the customer's name and phone . The Pick up by date fills in 30 days from today - change it if you agree on a different date. Address is optional - it's used on a delinquent layaway letter if the customer doesn't pick up in time.
4	Pick how they're paying and type the money down today.
5	The screen shows what to COLLECT NOW in red: the money down plus a \$1.00 layaway convenience fee (not refundable, and not part of the balance) - plus, if they pay by card, the card fee on the full sale amount , the same as a regular sale.
6	Click Start Layaway / Put Money Down .

An **ON HOLD** slip prints automatically on the receipt printer with the customer's name, the layaway's **Transaction ID** (like 10032026-CIL7 - the date, your store initials, then L and the layaway number), the **purchase date**, the date it **has to be picked up**, the items, what's been paid, and the balance. It prints a **Customer Copy** and a **Store Copy** - keep the store copy with the items. The items come out of stock now, and the register clears for the next customer.

The **LAYAWAY / PUT MONEY DOWN** tab (across the top of the screen) lists every open layaway with what's paid, the balance, and the pick-up date - past-due ones show in red as **OVERDUE**. Type a name, phone, or ID into **Search** to find one. Select a layaway, then:

- **Take a Payment** — any amount up to the balance. An updated slip prints automatically.
- **Pick Up (Complete Sale)** — when the customer comes for the items. If anything is still owed, the payment screen opens for the final payment (split payments work here too). The sale is then recorded like any other sale, and you're asked which receipt copies to print (customer, store, both, or none - a reseller's layaway prints both automatically). The receipt shows what was paid earlier and today.
- **Reprint Slip** — prints the ON HOLD slip again.
- **Edit Customer Info** — change the customer's name, phone, or mailing address (the address is used on delinquent layaway letters).
- **Cancel Layaway** (admin password) — puts the items back in stock and asks whether to refund what the customer paid toward the items in cash (choose No if your store keeps it). The \$1.00 fee is never refunded.

Card fee on a layaway: the first time a card is used on a layaway (the money down, a later payment, or the final payment at pick-up), the card fee is charged on the **full sale amount** - the same rule as a regular sale. It's only charged once per layaway: paying by card again later doesn't add another card fee.

Check **Show picked-up and cancelled** to see finished layaways too.

Taking a layaway payment right from the register: check the **Layaway Payment** box at the bottom of the REGISTER screen (under the Reseller box). A list of open layaways opens - type a name, phone, or ID to find one, and double-click it (or click **Select**). Everything about that layaway is linked in and shown in the box: the transaction ID, customer, phone, pick-up date (OVERDUE if it's passed), total, paid, and balance. Then click:

- **Take Layaway Payment** — the same payment window as the LAYAWAY tab; the drawer opens and an updated ON HOLD slip prints.
- **Pick Up (Complete Sale)** — takes any final payment and completes the sale, just like Pick Up on the LAYAWAY tab.

The box unchecks itself when you're done, ready for the next customer. Uncheck it yourself to cancel. Whatever is rung up on the register isn't touched.

Finding a receipt or item (Find a Receipt or Item, on the REGISTER screen)

Type into the **Find a Receipt or Item** box at the top of the REGISTER screen and press Enter (or click **Find**). What you type decides what it looks for:

- A **Receipt #** (e.g. CI001-23/09/2026, or just the front part, CI001) or a **Transaction #** (e.g. 09302026-CI43, CI43, or just 43) pulls up that one sale.
- Anything else is looked up as an **Item #** (an exact match), or, if no item has that number, as words in an item's **description** — e.g. typing LAMP finds every lamp sold in the last 90 days.

Find also works with that box left empty — click it with nothing typed in and the full search screen still opens, ready to search by whatever criteria you fill in instead. You can use just one, or combine several at once. Unless you type a **Start Date**, Search only looks back through the last 90 days (a note next to the Search button reminds you of this) — typing an earlier Start Date overrides it and searches further back:

- **Receipt # or Transaction #** — the sale with that number, or every receipt number with what you typed in it (part of a number is enough). As soon as you start typing, the transactions and receipts that match drop down under the box (newest first, with their totals) - click one, or press the Down arrow and Enter, to fill it in and search. With this filled in, every date is searched; anything else you fill in narrows it further.
- **Item #** — any part of the item number.
- **Vendor ID** — that vendor (capital or small letters don't matter).
- **Price**, with a dropdown next to it: **=**, **less than**, **greater than**, or **is not** (a \$ is fine).
- **Price Range: from \$... to \$** — every item priced from the starting amount to the ending amount. Fill in just one to find everything at least (from) or at most (to) that much; typed the wrong way around, it still works.
- **Start Date / End Date** — narrows to a date range. Type them as mm/dd/yyyy (the slashes go in by themselves) or pick them from the little calendar that pops up when you click into the empty box.
- **Item Description**, with a dropdown: **=** (exact), **does contain**, or **does not contain**.
- **Booth Number**, with the same dropdown: **=**, **does contain**, or **does not contain**.
- **Payment Method** — a dropdown listing every payment method the program accepts (Cash, Card, Check, Gift Certificate, Cash App, Venmo, Apple Pay, PayPal), plus **(Any)** to not filter by it at all (the default). The results grid also shows each line's payment method.
- **Promotions** — a checkbox ("only show items that were on a vendor sale/promotion"). Check it to narrow the results down to just line items that actually had a vendor sale/promotion discount applied at checkout, as opposed to a plain manual discount typed into the **Sale** box.

Fill in any of the boxes - one, some, or all - and press **Enter** or click **Search**. Every filled-in box is combined (all of them have to match), and the empty ones are ignored. **Clear** empties them all. Each result row is one item sold, with its Transaction # and Receipt #, so a sale with three items shows as three rows.

To **open a transaction in a register screen** (to correct it): double-click any row of that sale, or select it and click  **Open in Register to Correct** - see **Correcting a transaction**, below.

To **bring a receipt back up**: select any row of that sale and click  **View / Reprint Receipt**. The full receipt opens in a window, marked "REPRINTED COPY" at the top; click **Print Receipt** there and pick **Customer Copy Only**, **Store Copy Only**, or **Both Copies** (a reseller's receipt prints both, the store copy marked KEEP FOR TAXES). Just looking at a receipt never prints it by itself.

To **void or delete** a completed sale: select it in the results and click the matching button (admin password required). Voided or deleted sales never show up on any report again.

Correcting a transaction

A transaction opened from **Find a Receipt or Item** or **Find Today's Transactions** comes up in a **register screen**: its items on the register grid, the same as when it was rung up, with the transaction number, receipt number, date, total, and how it was paid across the top. Change anything that was wrong - a vendor ID, an item #, a description, a price, a quantity, the reseller - take a line off (**Delete Selected Row**) or add one, then click **SAVE CORRECTION** (admin password). **Undo My Changes** puts it back the way it was saved; **Print Receipt Again** reprints it as saved; **Close (no changes)** leaves it alone.

When the corrected total is **more** than the customer paid, the payment screen opens for the difference (split payments work); when it's **less**, a **Give Money Back** window asks how the difference goes back (cash from the drawer, back on their card - done on the card machine - or back on the gift certificate they paid with). The drawer opens, and you're offered a **CORRECTED RECEIPT**. The transaction keeps its number and date, and every report shows it the corrected way. The money taken in or given back counts on **today's** End of Day Report (and deposit slip), not the sale's own day. Stock is put right (the old items go back, the corrected ones come off), any card fee already charged stays, and every correction is kept on file (before and after). A voided or deleted sale can't be corrected - it just shows its receipt.

Assigning booths (icon)

Enter a booth number (like **12** or **12-A** - letters, numbers, and dashes, with a number in it), the vendor ID renting it, the rent rate, how often rent is due (Weekly/Biweekly/Monthly), and any **Notes** about the booth or the vendor (they show in the booth list, and on Collect Rent), then click **Assign / Update Booth**. This keeps the vendor's own record in sync automatically — you don't need to re-enter the booth number twice. Two conveniences here:

- Typing a **Vendor ID** auto-fills that vendor's booth number and rent rate/frequency, if they're already on file.
- Typing a **Rent Rate** pops up a small drop-down of any other booths already paying that exact amount — click one to load it into the form instantly.
- A **Vendor ID that isn't set up yet**: the Vendor Info box says so (in red), and clicking **Assign / Update Booth** goes straight to the  Vendors screen (the Vendor and Reseller icon - two people - on the left), on its VENDORS tab, with a new vendor form and the Vendor ID **and the booth number** already typed in. Fill in their name and the rest and click **Save Vendor** - they're put in that booth at the rent you typed on Assign Booths (no second rent question), and Assign Booths comes back to the front saying so.

After **Assign / Update Booth**, the screen **stays open**: it says **Saved**, then empties the boxes, ready for the next booth. Booths are listed in number order (2, 10, 12, 12-A, 13).

The **Vendor Info** box shows the vendor one line per thing - Vendor ID, name, business, name on check, address, city/state/zip, phone, email - with the labels lined up on the left; the tax number shows only its last 4 digits.

 **Import Booth Assignments and Rent...** (yellow, admin password) brings booths in from a spreadsheet (Excel, LibreOffice, or CSV) with columns like **Booth #**, **Vendor ID** (or Vendor #), **Rent**, **Frequency**, and **Notes** (or Description). A booth already on file is updated; a blank Vendor ID leaves the booth empty; the vendor's own record gets the booth number too. When it's done it says how many were added and updated, which Vendor IDs aren't set up yet (their booths are still saved), and any rows it

skipped. (The same import is in the  Import Data window.)

RENT BREAKDOWN (the second tab of the Assign Booths window) lists every vendor and their booth(s), with the rent for each booth broken down: the rent, how often it's due, and what it comes to **per month** and **per year** (weekly rent is figured at 52 weeks a year, every-two-weeks at 26), a **TOTAL** line under any vendor with more than one booth, the **GRAND TOTAL** for the store, and the empty booths at the end.

Print / Save PDF makes a PDF of it.

Vendor and Reseller ()

Clicking the people icon (named **Vendor and Reseller** - it used to say Vendors) opens one window with eight sub-tabs: **VENDOR LOOKUP**, **VENDORS**,  **PRINT APPLICATIONS** (see below), **VENDOR PROMOTIONS**, **OLD VENDORS**, **RESELLER INFORMATION** (reseller screens are grouped here now — see below), **REPORTS** (the vendor reports — see **Vendor Reports** below), and **SET LATE FEE** (the late fee and the late rent letter — see **Set Late Fee and the late rent letter** below). Switching between sub-tabs (or just re-opening this window if you left it open in the background) always refreshes the one you land on with the latest data, so Vendor Lookup in particular always shows every vendor currently on file.

VENDORS and **VENDOR LOOKUP** list the vendors the same way, in this order: **Vendor ID, First Name, Last Name, Business Name, Street Address, City/State/Zip, Phone, Email, Booth Number, Sale**.

The vendor form follows the same order - Vendor ID, name, business name, street address, city, state, zip code, phone, mobile phone, email, then **Booth Number** and the **Vendor Sale / Promotion** box right under it - with the rest (name on check, tax numbers, date of birth) below. Filling in Booth Number still puts the vendor in that booth and asks the rent right away.

 **PRINT APPLICATIONS** - pick what to print from the **Print:** drop-down:

- **Apply to be a Vendor** - prints a blank vendor application for someone who wants to rent a booth. Heirloom Software will attach the vendor application to Consign It later; until then, **Add Your Store's Vendor Application...** uses your own (the same one **REPORTS > VENDOR DOCUMENTS** uses). If it's a fillable PDF, your store's name is typed in.
- **Vendor Contract** - pick the vendor (or "a new vendor" and type their Vendor ID), then fill in their information once: name, business name, **Tax Classification** (the W-9's line 3a), SSN or EIN, phone, email, street address, city, state, zip code, booth number, rent, when rent is due, and the contract start date.  **Save to the Vendor's Record and W-9** saves it to their record (a new vendor is added; their booth and rent are set) - so it's on **VENDORS**, **VENDOR LOOKUP**, and their W-9.  **Save and Print the Contract and W-9** saves, then opens their W-9 with all of it typed in (line 3a checked) and - once the contract is attached - their contract, with every box Consign It recognizes filled in. Both are kept in the vendor's folder. Heirloom Software will attach the vendor contract later; **Add Your Store's Vendor Contract...** uses your own until then.

On the **VENDORS** tab (and the Employees and Resellers lists) the form down the left side scrolls - use its scroll bar or the mouse wheel - and its  **Save Vendor** (Save Employee / Save Reseller), **Clear Form**, and **Delete Selected** buttons sit under it, outside the scrolling part, so they're always on the screen. (On the reseller form, which is narrower, **Save Reseller** is in slightly smaller type - the size of the buttons beside it.) The Vendor and Reseller window opens full screen.

Each of those three screens has its own  **Import Vendors (Resellers, Employees) from a Spreadsheet...** button at the top right, with a **Sample Sheet** button beside it - see **Importing vendors, resellers, and employees**, below. (Vendors and resellers ask for the admin password.) Beside them,  **Export Vendors (Resellers, Employees)...** saves everyone on that screen in one spreadsheet (.xlsx - it starts on your Desktop; pick any folder). Its columns are the same ones the import and the sample sheet use, in the same order as the screen, so you can check or change it and import it right back in. It holds tax ID or Social Security numbers - keep it somewhere safe. (Vendors and resellers ask for the admin password.) A **Date of Birth** fills in as MM/DD/YYYY while you type (the slashes go in by themselves), and clicking into an empty date box (or double-clicking any date box) pops up a small calendar - pick the month and year from its drop-downs and click the day.

Vendor Lookup is a search screen: type into the Search box to look up a vendor by ID, name, business name, phone, or email, and see their full info — including address and booth number. The street address has a column of its own (**Street Address**), in front of the **City, State, Zip** column. A **Sale** dropdown (Any/Yes/No) next to the search box, plus the results grid's **Sale?** column, lets you filter the list down to just vendors currently running a sale (Yes) or not (No). The results grid has separate **First Name** and **Last Name** columns (plus its own **Business Name** column, instead of one combined Name column), is drawn with visible grid lines, and shades every other row light grey for easier reading. A vendor with nothing on file for a given field just shows a blank cell there — never the word "None".

- **Double-click a vendor's row** (or select it and click **View / Edit Selected Vendor**) to open a pop-up edit form for just that one vendor, already filled in with everything on file. Make your changes and click **Save Changes** to save them right away — the list behind the pop-up updates immediately — or close the pop-up when you're done. If you close it (its own X button, or the **Close** button) while it still has unsaved changes in it, you'll get a pop-up telling you an edit was made and asking you to confirm saving it first: **Yes** saves and closes, **No** throws the changes away and closes anyway, **Cancel** keeps the pop-up open so you can keep editing. That same pop-up also has a **Delete This Vendor** button if you need to remove the vendor entirely instead.
- **Delete Selected Vendor** — highlight a vendor's row and click this to remove them without even opening the edit pop-up. A confirmation pop-up explains exactly what deleting does (archives their complete information under Old Vendors, then removes them from active vendor lookups) and you have to agree before anything actually happens; once it's done, a second pop-up confirms it. Either way of deleting a vendor — from here or from inside the edit pop-up — is the same soft-delete-plus-archive the Vendors screen itself uses, so nothing is ever truly erased (see **Old Vendors**, below).

The full **Vendors** sub-tab (same window) is still there too, for adding a brand-new vendor or anything that needs the rent-setup prompt for a first-time booth assignment.

Vendors is the full list-and-edit screen — no search box of its own (that's what Vendor Lookup, right next to it, is for). The list shows "Vendor ID" and "Booth #" as its column headings, and includes each vendor's booth number (auto-filled if already set on the Booths screen), tax ID with an SSN/EIN switch, and a **Sales to Date** box for manually adding in past sales that happened before this system was in place (this feeds into their 1099 total, and isn't shown in the list grid, just on the form). On the edit form, the **Booth Number** box sits in its own bar at the very top of the screen, toward the right (roughly under the OLD VENDORS tab above it) — not next to Vendor ID — and **Vendor ID** has the top line of the form to itself, just below it.

- Typing a booth number here and saving assigns that booth automatically — if it's a new assignment, you'll be asked for the rent amount and pay frequency right then; saving again without changing the booth won't ask again.
- The **Vendor Sale / Promotion** checkbox shows whether the vendor currently loaded on the form has a sale scheduled. Clicking it, either direction, opens a pop-up where you can add, review, or remove that vendor's sale — the checkbox always snaps back afterward to reflect what's really saved. That pop-up also has an optional **Keyword** field: leave it blank and the sale applies to everything the vendor has for sale, or type a word/tag to restrict it to only items whose own description contains it. For entering a lot of these at once, the **Vendor Promotions** sub-tab (below) is faster.
- Deleting a vendor here still only removes them from the active list (**Delete Selected**), but it also writes a permanent archived copy of their complete record to the **Old Vendors** sub-tab at the same time — see below.
- **Every vendor needs a booth.** Save won't go ahead until the **Booth Number** box at the top has a booth number (like 12 or 12-A). The rent question for a new booth is asked before anything is saved, so nothing is held up while it's on screen.
- If you type the Vendor ID of a vendor who's already on file (instead of clicking them in the list), Save asks whether to update that vendor - boxes you left blank keep what's already on file. A Vendor ID that belonged to a deleted vendor asks whether to bring them back.
- **Vendor documents** (their application, their W-9, their 1099s, and everything else in their folder) are under **REPORTS > VENDOR DOCUMENTS** - the **Vendor Documents (in REPORTS)**... button on the vendor form opens it on the vendor you're working on. See **Vendor Documents** under Reports.

Click a row in the list to load it into the form for editing, or fill in a blank form and click **Save New / Update** to add a new vendor. A blank form refuses to save if every field is left empty.

Vendor Promotions is a spreadsheet for every scheduled vendor sale — no pop-up needed. Each row is a sale: type the **Vendor ID**, the **Discount % Off**, a **Start Date**, an **End Date** (mm/dd/yyyy), and an optional **Keyword (blank = all items)** directly into the row, then click that row's **Save** button; the vendor's name fills in automatically next to the ID once it's recognized. Leave Keyword blank for the sale to apply to everything that vendor has for sale, or type a word/tag to restrict it to only items whose own description contains it. A blank row is always waiting at the bottom for the next sale, and every existing sale shows up as its own editable row with a **Delete** button. The moment a sale is saved here, it applies automatically at checkout: typing that vendor's ID into a line on the register checks the **Sale** box, shows the discount percent in the **Discount** box, and recalculates that line's total — nothing else to do.

Old Vendors is a permanent, read-only archive of every vendor that's ever been deleted. The moment a vendor is removed under the **Vendors** sub-tab, their complete record (name, address, phone, tax ID, everything) is written here automatically, in addition to the normal removal from the active list — this is also what lets **1099** (under File and Pay It > Yearly Forms) still produce a complete 1099 for someone long after they've left. This list is meant to stay put: deleting a record from it permanently requires the admin password, and then a second, sterner confirmation spelling out that it cannot be undone and is strongly discouraged — this screen is intentionally hard to use by accident.

Reseller Information is the fifth sub-tab of this same window — every reseller-related screen now lives here instead of its own separate icon. To reach a reseller: click the  **Vendor and Reseller** icon, click the **RESELLER INFORMATION** sub-tab, then pick one of the three tabs inside it:

- **Resellers** — the fill-in form for adding/editing a reseller, similar to the Vendors form minus the booth/vendor ID link, with a few differences: **Tax ID Number** is the last column here instead of the first, "Business Name" has no underscore in its label, there's no "Authorized to Release" line or "Check is written to" box (both still on the Vendor form), and the **Name on Check** field has been removed entirely (it's still on the Vendors form, just not here) — resellers don't need any of these. The edit form is shown in the same boxed/grid-line, alternating-light-grey-row look as the Vendor screens.
- **Reseller Lookup** — a read-only, always-up-to-date list of every reseller on file (separate First Name/Last Name/Business Name columns, address, phone, email), with the same kind of search box, grid-lined and light-grey-striped look, and blank-instead-of-"None" display as Vendor Lookup. Use this to quickly browse or find a reseller without opening their editable form.
- **Old Resellers** — the reseller twin of Old Vendors: the instant a reseller is deleted, their complete record is archived to an `Old Resellers` folder before they're removed, and shows up here in the same read-only list. Deleting an archived record permanently requires the admin password and a sterner confirmation, just like Old Vendors.

Vendor Reports — the  **REPORTS** sub-tab, the last tab of this same window. Pick a report from the **Report** drop-down list at the top left (it starts on Rental Income), set its options, and click **Run Report** - it shows on screen, one tab per table, and opens as a PDF. Every vendor and booth report is in the list:

- **Rental Income (Rent Collected + Arrears)** — pick a **Month** (it starts on the current month). It lists every rent payment collected that month — date, vendor, booth, how it was paid, any late fee it included, and amount — with the **total rent collected** (plus a total for each payment method, and the month's late fees), and **who is in arrears**: every occupied booth whose rent for that month hasn't been fully paid, with the rent rate, what's been paid, the balance due, any late fee, and the total owed. It uses the same rent and late-fee math as the Monthly Rent Report and Collect Rent screens.
- **Vendor Sales - Net of Commission and Fees** — sales to date. Type a **Vendor ID** for one vendor, or leave it blank for every vendor. The dates start out as the first of the current month through today; type any **Start Date / End Date** to change them, or click **Today, This Month, Last Month, or Year to Date**. It sums it up per vendor — items sold, gross sales, commission, consignment fees, and net to the vendor (the same math as the vendor payout) — and lists every item sold. (Unless **Keep ALL sales history** is turned on under Settings, item-level sales are only kept for 90 days — see **What Happens Automatically** — so a longer range can only show the last 90 days.)
- **Vendor Sales - No Expenses Deducted, Vendor Payment Methods Comparison, Vendor Pay Report (Checks for a Month), Vendor Inventory Report, Vendor Phone List by Name / by Vendor ID, Vendor Booth List by Booth Number / by Vendor ID, and Booth Profits** — the same reports as in the Report Library; see **Reports** for what each one shows.

Print / Save PDF makes the PDF again (every page has the report watermark across the middle — see **Reports**), **Export to CSV** saves a spreadsheet copy, and **Send to Google Sheets** opens it in Google Sheets. Voided and deleted sales never appear.

Employee Files (icon — employees)

This screen used to be called "Vital Info"; it now holds just the password-protected employee records (Resellers moved to **RESELLER INFORMATION** under the  Vendor and Reseller icon, described above). Clicking the icon asks for the admin password straight away - there's no Unlock button - and the employee files open the moment the right password is typed (Cancel, and nothing opens). It has four tabs:

- **EMPLOYEES** - the employee list, with its own live Search box that filters by ID, name, phone, or email, plus name, contact info, pay rate, and hourly/salary. The  **Employee Documents (W-4, W-2, application)...** button opens the next tab on the employee you picked in the list. Across the top is **This store has a manager** - check it, and a drop-down list of your employees appears; pick the manager (it's saved right away). The manager's name goes on the late rent letter, on its own line above the store's name. Uncheck it for no manager.
-  **EMPLOYEE DOCUMENTS** - one employee's paperwork in one place (it holds Social Security numbers, so it's behind the same password). Pick the employee from the drop-down - employees who are no longer active are listed too, since they still get a W-2. It works just like **Vendor Documents** (see Reports, below):
- **Application** - Consign It comes with a simple two-page job application (a fillable PDF, made for someone with little or no work experience: about them, the job, when they can work, school, any work, volunteer, or school experience, skills to check off, two references, and the signature). Or use your store's own: **Add Your Store's Application...** once. **Fill Out & Print Application** asks for the new employee's information once - name, address, date of birth, Social Security number, email, phone, and the job - (have them type it in), then opens their **application, W-4, and I-9** together with it typed in, ready to finish, print, and sign. (Uncheck **Also make their W-4 and I-9** for just the application.) With no employee picked, it asks whether to add them as a new employee - Yes makes their record and keeps the paperwork in their folder; No just makes the paperwork. **Add Signed Application...** keeps the signed copy.
- **Federal and State Documents:**
- **W-4 (federal withholding)** - the IRS's fillable W-4 with Step 1 (name, address, SSN) and the Employers Only line (your store and EIN) already typed in. The employee fills in their filing status and any of Steps 2-4, then signs Step 5. Then copy their filing status, Step 3 amount, and Step 4(c) extra withholding onto their EMPLOYEES record so payroll withholds the right amount. **Add Signed W-4...** keeps the signed copy.
- **I-9 (employment eligibility)** - USCIS's fillable I-9 with Section 1 (name, address, date of birth, SSN, email, phone) and your store's name and address already typed in. The employee checks it, picks their citizenship or immigration status, and signs by their first day of work; within 3 business days you look at their original documents, fill in Section 2, and sign it as the employer. **Add Signed I-9...** keeps the signed copy. I-9s stay on file at the store - they aren't sent to the government.
- **W-2 (the year's wages and taxes)** - asks for the tax year, then fills in the IRS's W-2 with your store, the employee, and that year's payroll totals (gross wages, federal, Social Security, Medicare, and state tax withheld), added up from the memos of the payroll checks written to them that year, on every copy. Check every box against your records and type in your state withholding ID (box 15), then print the employee's Copies B, C, and 2 and keep Copy D. Don't mail Copy A printed from here - the government can't scan it; file Copy A free at www.ssa.gov/bso. A W-2 has no signature line. One W-2 is kept per year (**View Saved W-2s**). A check written by hand (its memo doesn't show the pay and

withholding) isn't counted, and the message says so.

- **State Withholding Form** - every state's form comes with Consign It. **Fill Out & Print State Form** asks which state, from a drop-down that starts on the employee's state (or the store's), then opens that state's form - Kentucky's K-4 with the employee's name, address, and SSN already typed in. A state without one says why (no income tax, the federal W-4, or a flat rate). **Add Signed State Form...** keeps the signed copy.
- **Everything in this employee's folder** - every saved file; open one, or **Open Folder**.

Blank copies of all of these are on **File and Pay It > TAX FORMS**, which also downloads the new ones each tax year. When the U.S. tax forms are turned off (**SETTINGS > Tax Forms**, or the last tab), the Federal and State Documents box isn't shown.

-  **SCHEDULE** - the employees' work schedule for a month, as a fillable PDF calendar. It starts on **next month** (click **< Previous** or **Next >** for another month). Click **Make the Schedule (Fillable PDF)**: a one-page calendar opens, sideways on the paper, with the month's name and every date already filled in (weeks start on Sunday), a box under each date, a **Notes** box, and - when **List the employees' names along the bottom** is checked - every active employee's name. Type who works each day, and when, right into the boxes (or print it and write them in), then click **Save** in the PDF window (or press Ctrl+S) and print it. It's kept under **Schedules Already Made** (open one again with **Open Selected**, or double-click it). Making a month that's already made asks first: **Yes** opens the saved one, **No** starts a new blank one (the saved one is kept, renamed). A web browser used as the PDF viewer saves to Downloads - Consign It brings the saved schedule back, the same as the forms.

Everything typed into the schedule comes out in CAPITAL LETTERS by itself, as if Caps Lock were on. To reuse last month's, check **Last month's schedule will work this month too - copy it into the new one** before clicking Make the Schedule. It asks **Will the (last month) schedule work for (this month)?** - **Yes** copies it in, each day getting the shifts from the same weekday last month (the 1st Monday's go on the 1st Monday, the 2nd Tuesday's on the 2nd Tuesday, and so on; a 5th weekday gets last month's last one), with the Notes too - then change anything that's different. **No** makes a blank one. (Last month's schedule has to have been saved after it was typed in.)

- **NOT REQUIRED TO COMPLETE U.S. TAX FORMS** - for a business located outside of the United States, or one that uses a CPA to do the tax paperwork. It shows this statement: **By checking this box, I, the business owner, agree that I am stating that I am not required to file these U.S. tax forms through Consign It, because my business is located outside of the United States or I am using a CPA to do this paperwork.** Checking **Not Required to Complete U.S. Tax Forms - I agree to the statement above** (and saying Yes once more) turns off the 1099, W-2, W-4, W-9, I-9, and state tax forms everywhere in Consign It - the same as **SETTINGS > Tax Forms** - and Employee Documents drops its Federal and State Documents box right away. Unchecking it turns them back on. It doesn't ask for the password again (Employee Files already did). The same box is at the bottom of **File and Pay It > TAX FORMS**, and all three places stay in step; the date, time, computer, and the statement agreed to are kept.

Set Late Fee and the late rent letter (SET LATE FEE sub-tab)

Open  **Vendor and Reseller** and click **SET LATE FEE** (next to REPORTS).

- **Late fee for rent paid late** - type the amount (it starts at \$25.00), then click the blue **Click here to change the late fee everywhere in Consign It** link (or press Enter). The new amount is used everywhere at once: the Collect Rent screen, rent taken out of a vendor's sales, the rent reports, and the late rent letter.
- On the same line below it: the day **rent is due** (the 1st - it's the due date on the letter), the day **after which the late fee is added** (the 10th), and **how many days after rent is late** the letter goes out (5). The same link saves these.

The **late rent letter** is your own letter (the "late rent letter" document), filled in for each vendor: the store's name, phone, and email (from Business Info), the vendor's name, their rent, the due date, the date it's sent, the late fee, and the total now due (rent plus the late fee), signed by the store manager (picked in Employee Files > EMPLOYEES) on a line above the store's name. It's **emailed automatically at 9:00 PM** - with the vendors' daily emails, from the office computer - to every vendor whose rent still isn't paid **5 days after it's late** (the 16th of the month), **once a month**, with a PDF copy attached. A copy (.odt and PDF) is saved in that vendor's folder in **Vendor Files**. Email has to be set up first (SETTINGS > SMTP Host / Username) - the tab says so in red when it isn't. A vendor with no email on file is listed as "not sent - no email on file".

- **Preview a Letter...** - type a Vendor ID to see their letter as a PDF.
- **Send Late Rent Letters Now** - sends today instead of waiting for the 16th (any day after the late-fee day); each vendor still gets it only once a month.
- **Change the Letter's Wording...** - opens the store's own copy of the letter (in the **Store Forms** folder) in LibreOffice, OpenOffice, or Word. Change the words and save it; keep the words in [brackets] and the "business name", "business phone", and "business email" lines - that's where the details go in (\$25.00 or [Late Fee] becomes the late fee; put [Manager Name] where you want the manager's name, or it goes above the store's name).
- The list at the bottom shows this month's letters: when, to whom, the total due, and whether it was sent.

Collecting rent (Rent Payment check box)

Check **Rent Payment** at the bottom of the screen to open the Collect Rent screen. The box unchecks itself when you close that screen.

The **Booth Notes** box beside the boxes shows the booth's notes (the same ones as on Assign Booths) - change them and click **Save Notes**.

Type in the **Vendor ID** — the booth number, rent due, and any red "LATE FEE OWED" amount (**\$25** when rent is paid after the 10th of the month - change it on  Vendor and Reseller > **SET LATE FEE**) fill in automatically. Enter the amount actually collected and how it was paid, then click **Record Payment**. The vendor's receipt **prints on the receipt printer by itself** (and shows on the screen, saying whether it printed): the rent, the late fee, what was paid and how, and what's still owed. When the payment includes the late fee, it's **noted on the vendor's rent record** - the **Late Fee** and **Note** columns in the list on the Collect Rent screen say, for example, "Late fee \$25.00 paid 10/12/2026" - and the same note is on the printed receipt, on the emailed receipt, and in the Rental Income report. (A late fee is paid first, so a part payment still pays it, and the note says how much rent is still owed. Rent taken out of a vendor's sales gets the same note.) This goes to the store and is separate from what the vendor is owed for

merchandise sales — rent is also chipped away automatically out of a vendor's own sales after every transaction throughout the month, not just at payout time.

File and Pay It (📄 icon)

Everything that pays someone or files with the government, in one window: checks, payroll, the 1099s and W-2s, every blank tax form, and e-filing the 1099s with the IRS. (It used to be two places - Checks / Payroll, and a TAX FORMS tab at the top of the screen.) Opening it asks for the admin password (once each time it's opened), and it opens full screen, on **Pay Vendor > Monthly**, the moment the password is typed. (If it's still open from before, clicking the icon just brings it back where you left it.) Five tabs — two of them are themselves small groups of sub-tabs, and the last one, **TAX FORMS**, is described under **Tax Forms**, below:

- **Pay Vendor** — groups the two ways to pay a vendor together, as two sub-tabs:
- **Monthly** — one click pays every vendor for last month's net sales (merchandise sales minus store commission and consignment fee; rent is collected separately and isn't part of this math). The results list leads with **Check Number**, **Business Name**, and **Amount** (the same three columns every sheet of the checks spreadsheet uses), followed by Vendor ID, Gross Sales, Commission, Consign Fee, and Rent Deducted for the detail — shown in the same lined-grid, alternating-light-grey look used everywhere else now.
- **Separately** — calculate and pay one vendor on their own.
- Every vendor check's **Memo** ("for") line says **Pay for** and the month and year of the sales it pays, as MM/YYYY - last month - for example **Pay for 09/2026**. If rent was taken out of it, the line under that says how much (**Rent deducted: \$50.00**).
- **Payroll (Weekly)** — calculates pay from hourly time-clock records or weekly salary, then automatically deducts federal income tax, Social Security, Medicare, state income tax withholding, and up to three **local employment taxes** before writing their check (see below).
- **Write a Check (Other)** — for any check that isn't a vendor payout or payroll: rent, insurance, utilities, supplies, and the like.

1

Fill in **Pay to the Order Of**, the optional **Account Number** (your account number with whoever you're paying - the electric bill's, say; it prints on the check as **Payee's Account #**), the **Amount (\$)**, and an optional **Memo** (like every typing box, it suggests spelling fixes - see **Spelling suggestions** in Part 2).

2

Click **Write Check (review PDF first)** — the usual PDF review pops up first, same as every other check in the program; nothing is written until you approve it.

3

The moment you approve it, a pop-up asks **"What is this check for?"** with a dropdown of categories: Supplies, Rent, Insurance, Taxes, Electric, Phone, Water/Sewer/Garbage, Payroll, Alarm, Software Fees, Admin Fees, or Misc. Pick one and click **OK** to finish writing the check (**Cancel** backs out without writing anything).

4

That check is then recorded onto the matching sheet of the checks ledger spreadsheet automatically — see **The Checks Ledger spreadsheet (📊 Spreadsheets)** under Business Info, below.

- **Yearly Forms** — groups the two year-end tax forms together, as two sub-tabs:
- **1099** — generates 1099 drafts (plus a signature acknowledgment page) for any vendor paid \$600 or more in a year, and puts a copy of each one in that vendor's own file (Vendor Documents). (The blank IRS 1099-NEC is on the **TAX FORMS** tab.)
- **W-2** — see below.

Every check written anywhere in the program — every vendor payout (Monthly or Separately, under Pay Vendor), every payroll check, and every check from Write a Check (Other) — is automatically recorded onto the running checks ledger spreadsheet the moment it's finalized: vendor payout checks always land on its "Cost of Goods Sold" sheet, payroll checks always land on its "Payroll" sheet, and a Write a Check (Other) check lands on whichever category you picked for it. See **The Checks Ledger spreadsheet (📊 Spreadsheets)**, below, for how to view, print, or file receipts against any of those sheets.

No vendor or payroll check prints without an SSN, TIN, or EIN. Before a vendor payout or payroll check is made, Consign It makes sure everyone it's paying has a complete one (all 9 digits): a vendor's **TIN/SSN or EIN** on the Vendors screen, and an employee's **SSN** on Employee Files. If anyone is missing one, no checks are made at all; a message lists who to fill in, and you run it again. Write a Check (Other) doesn't need one - its box is the optional Account Number.

IMPORTANT

Whenever you run a payout, pay a single vendor, or run payroll, a **PDF of every check opens automatically for you to review**. Nothing is written to the system yet at this point. A dialog then asks you to approve:

- Click **Yes** to finalize everything and record the checks for real.
- Click **No** if you spot a mistake — nothing is saved, so fix whatever was wrong and run it again.

Year-end pay is also pulled into a real one-page W-2 PDF from the **W-2** sub-tab (File and Pay It > Yearly Forms > W-2). For the IRS's own W-2 form, filled in from each employee's payroll checks, use **Employee Files > EMPLOYEE DOCUMENTS** (above).

Address, State, and tax withholding setup: on the Employees screen (👤 icon), the address is now its own Address / City / State / Zip Code lines. **State** is a pull-down menu listing every state, and picking one auto-fills a **State Income Tax Withheld (%)** field with that state's withholding percentage (for example, Kentucky auto-fills **3.5%**) — that percentage can always be corrected by hand for a specific employee afterward.

Below that, a **Federal Filing Status** pull-down (Single, Married Filing Jointly, Married Filing Separately, Head of Household — straight off the employee's own W-4, Step 1(c)) plus a **Dependents Amount** field (W-4 Step 3, a yearly dollar figure) and an **Extra Withholding** field (W-4 Step 4(c), an extra flat amount withheld every check) are what drive federal income tax withholding. These are filled in once per employee from their W-4 (**EMPLOYEE DOCUMENTS** fills out and prints the W-4 for them to sign in the

first place - see Employee Files, above).

Local employment taxes (3 spots): each employee's record has three local taxes - **Local Tax 1 Name** and **Local Tax 1 Rate (%)**, and the same for 2 and 3 - for a city, a county, a school district, or whatever your area charges. Type the name (like WILLIAMSBURG CITY) and the rate as a percent of gross pay (like 1.25); leave a spot blank if it doesn't apply. The store sets its own rates once at the top of **Payroll (Weekly)**, in the **Local Employment Taxes** box: type up to three names and rates and click **Save** - every new employee starts with them - or **Put These on Every Employee** to put them on everyone's record at once. Change them on a person's own record for anyone who's different.

Every time **Payroll (Weekly)** runs, it automatically deducts, out of each employee's gross pay, in order: federal income tax (calculated from the IRS's own published withholding tables using the Filing Status/ Dependents Amount/Extra Withholding above), Social Security (6.2%), Medicare (1.45%), the State Income Tax Withheld (%) percentage, and each local tax's percentage — then writes the check for what's left. The Payroll grid shows gross pay, every one of those deductions (the local taxes added together under **Local Tax W/H**), and the net pay side by side so nothing is hidden, and the **Memo** on each printed check lists every deduction on its own line (Gross Pay, Federal Tax W/H, Social Security, Medicare, State Tax W/H, one **Local Tax** line for each local tax, Net Pay) instead of running them all together. The employee's W-2 adds up each local tax for the year into boxes 18-20 (the local wages, the tax withheld, and its name - a W-2 has room for two; a third needs a second W-2, and the W-2 window says so).

Pay Rate is only entered once: an employee's Pay Rate (hourly rate, or salary) is saved on their own Employee Files record and reused automatically every time Payroll (Weekly) runs — a \$500.00 salary, for example, only ever needs to be typed in once. **For a salaried employee, Pay Rate is the actual weekly paycheck amount** (gross pay before any deductions) — not an annual salary divided down, so a \$500.00 Pay Rate means a \$500.00 gross paycheck every week, full stop. If Payroll runs and an active employee has no Pay Rate saved yet, they're skipped and named in a pop-up telling you to fill in their Pay Rate on Employee Files, rather than silently writing them a \$0 check. Every dollar amount and percentage on the Employees screen (Pay Rate, State Income Tax Withheld %, etc.) always displays with exactly two decimal places (e.g. "500.00", never "500.0").

A note on accuracy: this uses the IRS's standard percentage-method withholding tables and the current Social Security/Medicare rates, which cover the large majority of paychecks correctly, but it doesn't track an employee's running year-to-date wages (so it can't automatically notice someone who crosses the Social Security wage base or the Additional Medicare Tax threshold partway through the year, situations no small consignment shop's payroll is likely to run into). As always, have your accountant or payroll service double-check the numbers, especially for any high-earning employee.

Time Clock (TIME CLOCK, top of the screen)

Every active employee is listed by name with their own **Clock In** and **Clock Out** buttons — no typing an ID required. The button that applies lights up depending on whether they're currently clocked in (with the time, like **CLOCKED IN since 9:00 AM**). Below that is the full history log, every time in the 12-hour way (**10/09/2026 2:30 PM**); double-click any row to correct a time (admin password required) - type it the same way, like 10/09/2026 9:00 AM (2:30pm works too). Leave Clock Out blank if they're still clocked in.

Gift Certificates / Hold Slips (🎁 icon)

The Gift Certificates / Hold Slips screen opens **full screen**.

Gift Certificates: set the starting certificate number once (**Set Starting Number**), then fill in:

- **Purchaser Name** — for your own records
- **Purchased For** — who the certificate is actually for
- **Amount Good For (\$)** — auto-formats to proper money when you click away
- **Good Until** — auto-fills to one year from today, still editable

Click **Issue Gift Certificate**. A review pop-up lets you double-check every field before anything is saved, then the actual, print-ready certificate PDF opens for a final look — the Purchased For name, "Gift," the amount, and the Good Until date are all printed right on the certificate's own ruled lines, and the **certificate number** is printed on it too, in the lower-left corner (**Certificate No. 1000**). The store and customer copies both fit on one letter-size sheet, one above the other, with a dashed line, a pair of scissors, and **CUT HERE** between them to cut them apart. Certificates can later be used as a payment method at checkout, and their balance is looked up there.

Sold / Hold Slips: enter the item description, the customer's name, and the date purchased (auto-fills to today), then click **Print Slip** — each slip is numbered automatically starting from 0001, and prints a Store Copy and a Customer Copy with a 4-day hold warning.

Reports (REPORTS, top of the screen)

Click **REPORTS** at the far right of the top line (small type). The Reports window opens **full screen**.

The Reports window has two tabs: **STORE REPORTS** (the daily reports and the End of Day Report) and the **REPORT LIBRARY** (every other report - see below).

On **STORE REPORTS**, pick a report from the list and click **Run Report** to see it on screen:

- **Monthly Sales Tax Collected** (a total for each month, from the daily sales tax ledger)
- **End of Day** (this register, or all registers) — breaks out cash/card/check/digital-payment totals (a split sale counts each part under its own form of payment), gift certificates redeemed/sold, sales tax, layaway / money down payments and layaway fees taken in that day, card convenience fees (shown separately, not counted in the Grand Total since it's a pass-through surcharge), the starting cash in each drawer (to be removed and verified at close), and - for this register - the expected cash in the drawer; also flags any held sale still unpaid on any register. "This Register" totals only that one register's own sales for the day.
- **Vendor/Booth Lists** — Vendor List reports include each vendor's address and booth number.
- **Monthly Rent Report**
- **Payroll Report**
- **Vendor 1099 Summary** (with a Tax Year picker)
- **Vendor Summary of Sales** (landscape, since it has the most columns)

From the results screen:

- **Print Report** opens a real PDF for you to review, then asks you to approve it before printing (from your PDF viewer's own Print button).

- **Export to CSV** saves the data to a spreadsheet file.
- **Print End of Day Report** generates the hand-count sheet (cash, checks, card total, gift certificates sold/redeemed, sales tax) with system totals shown for reference and blank lines for what you count by hand, then a list of every check taken in (name, check number, amount).

The bank deposit slip prints with it. The report's last page is a deposit slip - a **BANK COPY** and a **STORE COPY** on one page, with a dashed line, a pair of scissors, and **CUT HERE** between them - already filled in from the report: the cash taken in, each check on its own line (more than 8 checks share one line, and they're all listed on the report), the totals, and the number of checks. Your store (Business Info) is the depositor, and the bank's name, address, phone, routing number, and account number come from **SETTINGS**. Card, Cash App, Venmo, Apple Pay, and PayPal money reaches the bank on its own, so it isn't on the slip, and the drawer's starting cash stays in the drawer. If your hand count is different, deposit what you counted and fix the amounts on the slip.

It checks for unfinished sales first. Before anything else, the program looks for sales that were started but never paid for: held sales (🚗) on any register, and items rung up on any Transaction tab of the Register screen that haven't been checked out. If it finds any, a **Unfinished Sales Found** window lists them - they are not in the day's totals. Click **No** to go back and finish or void them (nothing else happens), or **Yes** to close out anyway; then they're listed on the End of Day Report under **UNFINISHED SALES AT CLOSE**.

Then the cash drawer opens by itself so it can be counted. If the drawer can't be opened automatically (no receipt printer set up, or "I have a cash drawer" is unchecked in ⚙️ Hardware Settings), you're told to open it with its key. The report notes the time the drawer was opened.

Starting cash comes out next. If a **Cash drawer starts with** amount is set (⚙️ Hardware Settings > Cash Drawer), a **Remove and Verify Starting Cash** window opens before the report is made. The employee closing out must:

1	Take the starting cash out of the drawer - it is not part of the day's deposit.
2	Count it and type the amount counted .
3	Type their name .
4	Check I removed the starting cash from the drawer and verified the amount is accurate , then click Verified - Make End of Day Report .

If the count doesn't match the starting amount, they're asked to recount, or to record it as counted - the report then shows it as **SHORT** or **OVER** by the difference. Clicking Cancel stops there: no report is made and nothing is recorded. The printed report starts with the starting cash: the amount the drawer started with, the amount counted, who verified it and when, any difference, and the **Expected Cash in Drawer** (starting cash plus cash received) - and the same line appears at the top of the report. Each count is also saved in the program's records.

Running this for a register also records that register's Grand Total as a deposit line, for that day, on the **Deposits** sheet of the Checks Ledger spreadsheet (see **The Checks Ledger spreadsheet (📄 Spreadsheets)** under Business Info) — re-running it later the same day (say, after a correction) updates that same line instead of adding another one.

The REPORT LIBRARY tab (the second tab of the 📄 Reports window) holds every other report, grouped on the left. Click a report, set only the options it asks for - a **Month**, a **Start Date / End Date** (with Today / This Month / Last Month / Year to Date buttons), a **Vendor ID** (blank = every vendor), or a **Tax Year** - and click **Run Report**. It shows on screen (one tab per table) and opens as a PDF. Every report also has **Print / Save PDF**, **Export to CSV**, and **Send to Google Sheets**. On screen, each column is as wide as its longest words and each line is tall enough for its words, so lines never run into each other (an address typed on two lines shows on one, with a / between its parts). The list of reports and its buttons down the left side scroll if the screen is short.

Sales & Sales Tax

- **Monthly Sales Tax Report** - the month's total sales tax collected, with a summary (total, taxable, tax-exempt, and resale sales, and the state/county/local shares) and the **daily sales tax ledger**: every day of the month with its number of sales, sales, and tax collected. The program keeps this ledger day by day, so it stays complete even after the detailed sales are cleared out at 90 days.
- **Receipt Log** - every receipt in the dates picked, in order: date and time, receipt and transaction numbers, register, items, subtotal, tax, card fee, total, how it was paid, any reseller, and whether it was voided or deleted.
- **Reseller Sales Report** - every tax-exempt sale to a reseller: a summary for each reseller (business, contact, tax number, address, phone, email, number of purchases, items, total bought, and the tax not charged) and every purchase.
- **Reseller Year-End Report (Who Bought What)** - pick the **Year**: every item each reseller bought tax-exempt that year - date, transaction, item #, description, quantity, price, and line total - with a total for each reseller and a grand total, plus a page of each reseller's year (contact, tax number, purchases, items, total). It **prints by itself in January** for the year just ended (on the Report Printer, or it opens to print). (Item detail older than 90 days is only there with **Keep ALL sales history** turned on.)
- **Cost of Goods Sold** - columns for **Today**, **This Week**, **This Month**, and **This Year**: items sold, merchandise sales, the store's commission and consignment fees, the cost of goods sold (what's owed to the vendors for their merchandise), gross profit, margin, discounts, and sales tax collected - plus the cost of goods sold for each vendor.

Vendors

- **Vendor Sales - No Expenses Deducted** - each vendor's gross sales with nothing taken out (no commission, consignment fees, or rent), with every item sold.
- **Vendor Sales - Net of Commission and Fees** - the same sales with commission and consignment fees taken out (the payout math).
- **Vendor Payment Methods Comparison** - for each vendor: which forms of payment their customers used, how many times each was used, the total paid with each, and its share - plus all vendors combined and a side-by-side comparison. A sale with several vendors' items shares each payment among them, and money paid earlier on a layaway counts under the way it was actually paid.

- **Vendor Pay Report (Checks for a Month)** - what each vendor's check will be for a month's sales (gross, commission, consignment fees, net, rent deducted, check amount) - the same math as Pay Vendors. It starts on last month, and **prints by itself on the 1st of every month** (see **What Happens Automatically**).
- **Vendor Inventory Report** - every item in Inventory Control by vendor: price, quantity in stock, and retail value.
- **Vendor Phone List by Name / by Vendor ID** - name, business, Vendor ID, phone, mobile, email, and booth for every active vendor.
- **Rental Income** - the same report as the Vendors window's REPORTS tab.

Booths

- **Vendor Booth List by Booth Number** - every booth in number order with who has it, their phone, the rent, and whether it's vacant.
- **Vendor Booth List by Vendor ID** - every vendor in Vendor ID order with their booth(s).
- **Booth Profits** - for every booth, columns for **Today, This Week, This Month, and This Year**: the store's profit from the booth (rent collected + commission + consignment fees), the booth's sales, the vendor's share, and the rent collected.

Layaways

- **Layaway Report** - every open layaway (paid, balance, days late), the layaways picked up or cancelled in the dates picked, and every layaway payment taken.
- **Delinquent Layaway Letters** - every layaway past its pick-up date. Click **Print Delinquent Letters** for one letter per customer, on your business letterhead: the items on hold, the total, what's been paid, the balance, and a date to pay and pick up by (10 days from the letter) - ready to print and mail. Letters use the customer's address from the layaway (add or fix it with **Edit Customer Info** on the LAYAWAY / PUT MONEY DOWN tab).

Accounting & Exports

- **QuickBooks Export** - one journal entry for each day in the dates picked: the money taken in by each form of payment, sales tax, the vendors' share (owed to them), commission, consignment fees, card fees, layaway money and fees, and gift certificates. Each day balances. Click **Save QuickBooks Files** to make two files in the `Exports\QuickBooks` folder: an **.IIF** file for QuickBooks Desktop (File > Utilities > Import > IIF Files) and a **.CSV** file for QuickBooks Online (journal entry import).
- **Sales Workbook for Google Sheets** - daily sales (with each form of payment), vendor sales, payment methods, and every item sold. Click **Send to Google Sheets**: if Google Drive for desktop is installed, the spreadsheet goes straight into a **Consign It Reports** folder in your Google Drive - open it there and it opens in Google Sheets. Otherwise it's saved in the `Exports` folder and a new Google Sheet opens in your web browser; click File > Import > Upload and pick the file. **Send to Google Sheets** works the same way for every report (one tab per table).

IRS Filing

- **1099 File for the IRS FIRE System - only until November 19, 2026.** The IRS is retiring FIRE: it stopped taking new applications in July 2026 and takes its last files at 3:00 PM Eastern on November 19, 2026, so this report leaves the Report Library after that day. For 1099s from then on - including every 1099 for 2026 - use **Send 1099s to the IRS** on **TAX FORMS** (IRIS, below). Until then it bundles

every vendor's 1099 for the tax year into the one file the IRS FIRE system takes (**fire.irs.gov**). Pick the **Tax Year, 1099-MISC** (Box 3 - Other income, the default) or **1099-NEC** (Box 1 - Nonemployee compensation), and whether it's a **Test file**. The report lists every vendor paid \$600 or more (the same rule as Yearly Forms) and anything missing. Then:

1

Click **FIRE Filing Info...** once and fill in your **Transmitter Control Code (TCC)** from the IRS, EIN, business name and address, and a contact person (blank boxes start out filled from Business Info), plus the software vendor's address.

2

Make sure every vendor has a tax ID and address on the Vendors screen.

3

Click **Make IRS FIRE File**. It's saved in 1099 Forms\FIRE. Sign in at **fire.irs.gov**, choose Send Information Returns, and upload it. Send a **Test** file first if you like; then make it again with Test file unchecked to file for real.

Report PDFs are laid out like a **Microsoft Access report**: the report's name in large type with the date and time at the top right, a light grey header row on each table, **every other line shaded light grey**, thin grey grid lines, money lined up on the right, TOTAL lines in bold, a record count under each table, and "Page 1 of 3" with the print date at the bottom of every page.

Reports never show voided or deleted sales (except the Receipt Log, which marks them). Every report PDF (here, in the Vendors window's REPORTS tab, and the Checks Ledger sheet printouts) has a watermark: every report page says **SAMPLE** in very large, light letters across the middle until Consign It is activated with a license key; after that it shows your business's initials instead (the Store Initials under ⚙ Hardware Settings > Receipt Header / Footer, or, if those are blank, the initials of the business name in Business Info - for example Williamsburg Vendors Mall prints WVM).

Vendor Documents (REPORTS > VENDOR DOCUMENTS)

Pick a vendor from the drop-down (or type a Vendor ID and click **Show**). It shows the vendor's name and booth and:

- **Application** - your store's own vendor application, filled out and printed for the vendor to sign:

1

The first time, click **Add Your Store's Application...** and pick your blank application file - a fillable PDF works best (they can type right into it), but a plain PDF or a Word document works too. Every register uses the same one. Picking a new file later replaces it (the old one is kept, renamed).

2

Fill Out & Print Application makes this vendor's own copy, saves it in their folder, and opens it. They fill it in (on screen, or by hand after printing), then print it from that window and sign it. With no vendor picked, it opens a blank one for a brand-new applicant instead (saved under Printouts, not in anyone's folder).

3

Scan or photograph the signed application and click **Add Signed Application...**; **View Signed Application** opens it. (An application imported by an older version of Consign It shows up here as the signed copy.)

- **W-9** - the IRS's own fillable W-9 (it comes with Consign It). **Fill Out & Print W-9** makes the vendor's copy with what's on file already typed in - their name, business name, address, Vendor ID, their SSN or EIN if it's on file, and your store as the requester - and opens it. The vendor checks it and fills in the rest (line 3a, their tax classification), then you print it and they sign and date it. **Add Signed W-9...** keeps the signed copy (scanned or photographed); **View Signed W-9** opens it; **Newest Blank W-9 (IRS.gov)** opens the IRS's latest version (needs the internet).
- **1099s - Complete & Save This Vendor's 1099...** asks for a tax year, works it out the same way the bulk 1099 screen does (check payouts plus the Sales to Date figure), saves the PDF in the vendor's folder, and opens it; **View / Print Saved 1099s** reopens one; **Download Blank 1099 Form (IRS.gov)** opens the official form (needs the internet).
- **Everything in this vendor's folder** - every saved file with its date and size. Double-click a file (or **Open Selected**) to open it; **Open Folder** shows the folder in File Explorer.

Making a new copy of anything that's already saved asks first - **Yes** opens the saved one, **No** starts a new one (the saved one is kept, renamed). Nothing is ever written over.

Completed forms are kept in the person's own file. Fill Out & Print saves the form in that vendor's (or employee's) folder before it opens. When it's filled in, click **Save** in the PDF window (or press Ctrl+S):

- Microsoft Edge and Adobe Reader save it right back into their file.
- A web browser used as the PDF viewer (Firefox, Chrome) saves it to your **Downloads** folder instead - Consign It notices it there within a few seconds (for 8 hours after the form was opened) and moves it into the person's file, so a form with a Social Security number on it isn't left in Downloads.

The same goes for EMPLOYEE DOCUMENTS (below), and **Generate 1099s / Generate W-2s** under File and Pay It > Yearly Forms put a copy of each one in that vendor's or employee's file too.

Tax Forms (File and Pay It > TAX FORMS)

Every blank tax form in Consign It, in one place, to open and print. (To fill one out for a vendor or an employee, use **VENDOR DOCUMENTS** under REPORTS or **EMPLOYEE DOCUMENTS** under Employee Files.)

- **Federal Forms** - the W-9, 1099-NEC, W-4, and W-2 from the IRS, and the I-9 from USCIS. **Open Blank** opens a copy of one; next to each it says whether it came with Consign It or when it was downloaded.
- **State Withholding Forms** - pick a state from the **State** drop-down (it starts on your store's state, from Business Info) and click **Open Blank**. Every state is covered: 38 states' forms come with Consign It, and the other 13 don't have one - the 9 with no income tax (Alaska, Florida, Nevada, New Hampshire, South Dakota, Tennessee, Texas, Washington, Wyoming), the 3 that use the federal W-4 (New Mexico, North Dakota, Utah), and Pennsylvania, which withholds a flat rate.
- **New Forms for the Tax Year** - the W-4 and W-2 change every year. Check **Download the new tax forms for the current year** to download the newest federal forms and the form for the state picked

above, straight from the government websites. It asks for the admin password.

- **Going online now:** a stern warning comes up first, because Consign It connects to the internet right then and is busy until it finishes - don't do it while customers are being rung up.
- **Or wait until tonight:** check **Wait - download them tonight at 9:00 PM, when the emails are sent** first, then the Download box. The forms download with the nightly emails; leave Consign It open on the office computer. Uncheck the Download box to cancel.
- Each downloaded form is checked before it replaces the old one, so a website that's down (or that sends a web page instead of the form) changes nothing - that form just keeps the copy on file. Downloaded forms are kept with the store's information, so every register uses them.
- **File 1099s with the IRS Online (IRIS)** - the IRS's free system for e-filing 1099s. It replaces the old FIRE system, which takes its last files November 19, 2026. Filing 10 or more 1099s and W-2s in a year (counted together)? The IRS requires them to be e-filed.
- **Apply to E-File with the IRS...** - do this once, well before January: the IRS can take up to 45 business days (about 2 months). It lists what the IRS's IRIS Application for TCC asks for, then opens the application in your web browser. Pick the **Issuer** role (you file only your own business's 1099s) and the **Taxpayer Portal**. Have ready the business's EIN, legal name, business type, physical and mailing addresses, and phone numbers; and, for two Responsible Officials and two Contacts (a sole proprietor, S-corporation, or single-member LLC needs one of each), each one's Social Security number, date of birth, email, title, and phone. Each of them signs in with their own IRS online account, and each Responsible Official signs the application with a 5-digit PIN.
- **Your IRIS TCC** - when the IRS approves the application it gives you a Transmitter Control Code, 5 letters and numbers. Type it in and click **Save**.
- **Send 1099s to the IRS...** - pick the **Tax year** and **1099-MISC** (Box 3 - Other income, the default) or **1099-NEC** (Box 1 - Nonemployee compensation), then follow the 4 steps on the screen:

1

It checks every vendor paid \$600 or more (the same rule as Yearly Forms) and lists anything missing - a tax ID or address on the Vendors screen, or the EIN or address in Business Info.

2

Open the IRIS Taxpayer Portal, sign in, pick your TCC, click **Upload CSV with Form Data**, pick the form, and click **Download**

- that saves the IRS's blank template, usually in Downloads.

3

Fill In the IRS Template... - pick the file you just downloaded. Consign It fills in one line per vendor, keeps the IRS's column headings exactly as they are, and saves it in 1099 Forms\IRIS (100 forms per file - more vendors make more files). It lists the columns it filled in and the ones it left blank (boxes Consign It doesn't keep, like federal tax withheld - fill those in only if they apply). To look at the file, open it with Notepad, not Excel - Excel can change the numbers.

4

Back in the portal, upload the file, fix anything the portal flags, and submit. Check the status in a day or two and keep the confirmation.

Nothing is sent from Consign It itself - you upload the file in the IRS's portal. The vendors' own copies still print from File and Pay It > Yearly Forms.

- **Not Required to Complete U.S. Tax Forms** (the box at the bottom) - the same statement and check box as the Employee Files tab of that name (no second password - File and Pay It already asked). Checking it turns every U.S. tax form off, and the YEARLY FORMS and TAX FORMS tabs leave File and Pay It (the check-writing tabs stay).

When the U.S. tax forms are turned off (**SETTINGS > Tax Forms**, or a **Not Required to Complete U.S. Tax Forms** box), File and Pay It doesn't show its YEARLY FORMS and TAX FORMS tabs - turn them back on under SETTINGS or Employee Files.

Inventory Control (INVENTORY CONTROL ▾, top of the screen)

Click **INVENTORY CONTROL ▾** at the top of the screen and pick what you want from the drop-down menu - each choice opens its own pop-up screen:

- **Current Inventory (Stock on Hand)** — every item on file with its price, vendor, and quantity in stock (out-of-stock items in red). **Refresh Stock Levels** reloads it; it also updates by itself after an import or a hand entry.
- **Import Inventory (Excel, LibreOffice, CSV)** — click **Choose File & Import** and pick an Excel (.xlsx), LibreOffice or OpenOffice (.ods), or CSV file with the columns **Item #**, **Description**, **Price**, **Vendor ID**, and **Qty in Stock** (the program's own names - item_number, description, price, vendor_number, quantity_in_stock - work too), and every row is imported at once. Prices can be written with a \$ and commas (\$1,250.00). For a ready-made sheet with those columns, use **SUPPORT > Sample Import Sheets > Inventory Sheet**. **Import Vendor Inventory (one vendor)** brings in a sheet of items all for one vendor - pick the vendor from the drop-down list, and every item goes to them (the same as the **Inventory** box on the  Import Data icon).
- **Add or Update Items by Hand** — add or edit items one row at a time. Like every typing box, its Description box suggests spelling fixes - see **Spelling suggestions** in Part 2.

Once an item number is on file, typing it into the register auto-fills its description and price, and completing that sale automatically deducts it from stock on hand.

If **OCR / UPC Scanning** is turned on under Hardware Settings, scanning a barcode fills in the item number the same way typing it would — but it's never required; any item can always be entered manually instead, and items not yet in inventory can be entered by hand on the register too.

Business Info (icon)

Name, address, phone, email, EIN, and sales tax number, plus a proper **Hours of Operation** grid — one row per day of the week with its own Open Time and Close Time box (leave a day blank if you're closed). Each box is a dropdown listing every half-hour of the day in AM/PM format ("12:00 AM", "12:30 AM", ... "9:00 AM", ... "6:00 PM", ... "11:30 PM") — just pick the time from the list rather than typing it. (The same grid appears on the first-run setup screen.) Hours saved before this change still show up correctly — they're automatically converted to the matching AM/PM entry when the screen loads. Next to name/address/phone/email/hours is a **Show on Reports** checkbox — check any you'd like printed in the header of your reports.

Business Info opens without a password. Its  **Spreadsheets** button, which opens the checks ledger viewer, still asks for the admin password.

The **EIN** and **Sales Tax Number** are blacked out - they can't be seen, copied, or changed - until you click either box (or  **Show / Change (admin password)**) and type the admin password; then it's shown with the cursor in it, ready to type. They're still saved and printed on reports and forms as usual, and they black out again when Business Info is closed.

 **Export All Data to Spreadsheets...** (admin password) saves every kind of record Consign It keeps - vendors, employees, resellers, sales, sale items, inventory, booths, rent, checks, layaways, gift certificates, settings, and the rest - each in its own spreadsheet (.xlsx - opens in Excel or Google Sheets), in a new folder named **Consign It Data Export** with the date and time. Pick where from the **Save to** drop-down: Desktop, Documents, the backup USB stick, Google Drive or OneDrive (when they're on the computer), any USB stick that's plugged in, or **Choose a folder....** Passwords are never exported, but Social Security numbers, tax IDs, and bank details are - keep the spreadsheets somewhere safe.

The bottom of Business Info shows where the store's information is kept on this computer.

The Checks Ledger spreadsheet (**Spreadsheets**)

This is where every check written anywhere in the program — vendor payouts, payroll checks, and Write a Check (Other) checks — ends up, organized onto its own category sheet of the running *Checks Ledger.xlsx* workbook:

1

Click  **Spreadsheets** on the Business Info screen (enter the admin password if asked).

2

Pick a sheet from the **Sheet** dropdown — every category always has one listed (Cost of Goods Sold, Payroll, and one for each expense category: Supplies, Rent, Insurance, Taxes, Electric, Phone, Water/Sewer/Garbage, Alarm, Software Fees, Admin Fees, Misc.), even a category nothing's ever landed on yet.

3

The grid below shows every check on that sheet — **Check Number**, **Business Name**, **Amount** — in numerical order by check number, with a **Running Total** above the grid that's always current.

4

From here:

- **Print This Sheet** builds a one-page PDF of exactly what's on screen (same columns, grid lines, and striping, with the total at the bottom) and opens it for you to review and print — you don't need Excel installed to print a sheet.
- **Import Receipt for This Category...** lets you pick a scanned or photographed receipt file (PDF, PNG, JPG, JPEG, GIF, or HEIC) off disk and files it under whichever sheet/category is currently selected, so your receipts end up organized the same way the ledger is.
- **View Receipts for This Category** lists every receipt already filed under the selected category — select one and click **Open** to reopen it.

The **Sheet** dropdown also has a **Deposits** sheet - a running bank-deposit ledger instead of a check category. You never add to it by hand: every time **Print End of Day Report** is run for a register (under Reports, below), that register's Grand Total is written to the Deposits sheet as a line for today - **Date, Register, Amount**

- in the same lined-grid, striped-row look as every other sheet, with a running TOTAL at the bottom. Re-running the same register's End of Day Report again later the same day (after a correction, say) updates that register's line for the day instead of adding a second one, and the sheet stays sorted by date, then register. **Print This Sheet, Import Receipt for This Category...**, and **View Receipts for This Category** all work on the Deposits sheet exactly as they do on any check sheet.

Activation tab

Shows whether this computer is the office computer or which register it is (for example **This computer is Register 2**), whether the software is on its 30-day free trial (with days remaining) or activated - and, once activated, who it's licensed to, the license number, and when it was issued.

What it costs: **\$599** for the first register - the **store license**, which covers Register 1 - plus **\$149** for the **office copy** every store needs (the office computer that keeps the store's information, with its **office copy key**): **\$748 to start**. Then **\$299** for the second register and **\$224** for each register after that, each with its own **register key**. From the second year it's **\$700 a year** for the whole store (see **Each year**, below), and the optional yearly plan is **\$120 a year**. A separate store front is a separate store license and office copy. All of these come from Heirloom Software LLC as a `.lic` file and are entered the same way, below. The store license and the office copy can also come as **one key for both** ("Store license with office copy") - load it on the office computer and both are done. The office copy key goes on the office computer; a register key goes on the register it's for - **or on the office computer**: a key for a register that's already set up activates it within a minute, and a key for a register that isn't set up yet (or for "any register") waits on the office computer until that register opens Consign It, then it's picked up by itself. Each only works in a store whose license has the same name, and each one works on one computer. A computer without its key runs on the store's free trial, then locks until its key is entered. On the office computer the Activation tab says **This computer is the office computer**, and once it's activated the REGISTER and LAYAWAY tabs stay turned off (unless it's the store's only computer). During the free trial it rings up sales too (its sales are marked "Office"). The Activation tab shows how many days of the free trial are left and what the store license, office copy, and registers cost.

When you buy Consign It, Heirloom Software LLC sends you a **license file** (it ends in `.lic`) by email, with your **license key** inside it. To activate:

1

Save the `.lic` file from the email (to the Desktop, for example).

2

Click the **ACTIVATION** tab, then **Load License File...**, and choose that file. (Or copy the license key - it starts with `C11-` - and paste it into the **License Key** box, then click **Activate**.)

The software unlocks immediately, the very top of the screen changes to **ACTIVATED SOFTWARE** in green, the title bar shows "Licensed to" your business, and reports switch from SAMPLE to your business's initials. Keep the `.lic` file - you'll use the same file again if Consign It is ever installed on a

new or additional computer at your store.

Each year: the store license is good for **one year**. From the second year Consign It is **\$700 a year** for the whole store (not per register) - Heirloom Software LLC sends a **renewal key** each year, loaded the same way (ACTIVATION tab > **Load License File**). The ACTIVATION tab shows the date it's **Good through**; for the last 30 days the register screen says **RENEW BY** that date and the office computer reminds you once a day. If the date passes without the renewal key, Consign It locks (**LICENSE ENDED - load the store's renewal key**) until it's loaded - nothing is lost. Register and office copy keys never run out; they work as long as the store license does. The optional **yearly plan** is **\$120 a year**: support, updates, and **encrypted off-site backup** (coming soon - each night the office computer will send a copy locked with a password only the store knows).

License keys are digitally signed by Heirloom Software LLC, so a key that is mistyped or changed in any way simply won't work - paste it or load the file rather than typing it. There is no password that unlocks the software or creates a key.

If Heirloom Software LLC **cancels** a license - for example one made with the store's name misspelled, which can't work with that store's other keys - an update of Consign It refuses it, and the ACTIVATION tab says **License #... has been cancelled**. Heirloom Software LLC sends a new key to load in its place.

Settings & Admin Tools (SETTINGS, top of the screen)

Settings covers:

- Three tax rates (state, county, local) that add together at checkout
- Card convenience fee, store commission rate (7% by default), default consignment rate (15% by default - 0.15; a store that was already set up keeps the rate it has)
- Bank info and the next check number. **Bank Name**, **Routing Number**, and **Account Number** are darkened and hidden; click any of them and enter the admin password to see or change all three. They hide again when the Settings window is closed. When you type a new bank name, a **Bank Address and Phone** pop-up asks for the bank's address and phone number; **Bank Address & Phone...** changes them later. The bank's name, address, phone, routing number, and account number print on the deposit slip with the End of Day Report.

Settings itself opens without a password - everything else on it can be changed by anyone at the register.

- SMTP (email) settings for the daily vendor reports and monthly database export
- Your own business email (for the monthly database export — this goes to you, not to vendors)
- **Layaway Convenience Fee** (\$1.00 to start) and **Layaway Days Until Pick Up** (30 to start)
- **Sales History** (the box on the right) - two drop-down lists. Each takes effect as soon as you pick it - no Save needed.
- **How long to keep sales:**
- **Keep 90 days of detailed sales** (the default) - sales older than 90 days are deleted during the nightly backup.
- **Keep ALL sales history - nothing deleted** - every sale is stored permanently, so every report and search can cover any dates. The database file grows a little each day.

Switching back to 90 days asks first, since older sales will then be deleted at the next nightly backup. Year-to-date totals are saved with every backup either way.

- **Who backs up the sales:**
- **The store - nightly to the USB stick** (the default) - every night at 9 PM the office computer backs up the store's information to the backup USB stick.
- **The store - nightly + every 10 min. to USB** - the same, plus the 10-minute saves described below.
- **Heirloom Software does the backup** - Heirloom Software keeps an encrypted copy off-site, with the yearly plan (\$120 a year). It's coming soon: Heirloom Software finishes setting it up for you. It asks first, and until it's set up - and always, as a spare copy - the nightly USB backup keeps running, so keep the stick plugged in.

Nightly + every 10 minutes - the office computer copies the sales, with their items and payments, to a file named **Consign It Sales History.db** in the **USB Backup Folder Path**, every 10 minutes. **Warning: this can make Consign It run extremely slow**, especially with an older or slower USB stick - it asks before turning on.

- Each save writes only the **last 10 minutes** of sales: the sales rung up since the last save, with the last 10 minutes rewritten so a correction made in that time is caught. Older sales on the stick are left alone, except that a sale voided later is marked as voided there.
- The very first save (and the first save to a new USB stick) copies every sale on file once.
- The copy on the stick keeps every sale, even after the nightly 90-day cleanup removes old sales from the register.
- Under the drop-down it shows when the last save was and how many sales it wrote - or why it couldn't save (for example, the stick isn't plugged in; it tries again every 10 minutes). **Save to USB Now** saves right away.
- **Spelling** (under Sales History) - **Suggest spelling fixes while typing** (on to start) shows suggested words under a box as you type; uncheck it to turn the suggestions off. It takes effect right away. See **Spelling suggestions** in Part 2.
- **Backup USB Stick** (under Tax Forms) - which stick the backups go to, for example **Backups go to Consign It Backup 2 (drive E:), used since 10/09/2026 - 12% full, 26.4 GB free of 30.0 GB**. Check **Switch to a new backup USB stick** for the 3 switching steps. Before the first stick is set up, it's a **Set Up the Backup USB Stick...** button instead. See **The backup USB stick** in Part 1. (The SETTINGS window opens full screen so all of its boxes fit.)
- **Tax Forms** (the box next to Sales History) - for a store outside the United States. Checking **Forms not needed - I am not in the United States** - under the statement **I swear under penalty of law that I do not need these forms, and I agree that I take sole responsibility for this action** - turns off the 1099, W-2, W-4, W-9, I-9, and state tax forms everywhere: the W-9 and 1099s on Vendor Documents, the Federal and State Documents on Employee Documents, the YEARLY FORMS and TAX FORMS tabs under File and Pay It, and the 1099 reports. It asks for the admin password and for you to agree to that statement, and keeps the date, time, and computer it was turned off on. Unchecking it (admin password) turns them all back on. The **Not Required to Complete U.S. Tax Forms** boxes (on Employee Files, and at the bottom of File and Pay It > TAX FORMS) are the same switch - for a business outside the United States or one that uses a CPA - so turning it off or on in any of the three changes all of them.

- **Change Admin Password / Set/Update SMTP Password** — both use the password box described in **First things to configure**: case-sensitive, never forced to capitals, with a Caps Lock warning. (The SMTP Username box is also kept exactly as typed.) **Change Admin Password** asks for the current admin password first.
- **Lost the admin password?** Contact Heirloom Software LLC tech support - they can get you back in so you can set a new one under **Change Admin Password**.

Admin Tools covers:

- **Office Computer and Registers** (the box on the right) - what this computer is, the office computer and every register with its computer and key status, **Remove Selected Register**, **Share the Store's Information...**, **Add a Register...**, **Move the Office Computer...**, and **This office computer also rings up sales** (office computer only), or **Connect to the New Office Computer...** (on a register) - see **The office computer and the registers**.
- **Send Vendor Emails Now / Run Backup Now / Run Monthly Database Export Now** — trigger these on demand instead of waiting for their scheduled time (useful for testing)
-  **Import Data From a Spreadsheet** — a box with **Import Vendors...**, **Import Resellers...**, and **Import Employees...** buttons (admin password) that bring them in right there, plus **Sample Sheets...** (see **Importing vendors, resellers, employees, and inventory**, below).
-  **Export Data to a Spreadsheet** — the same **Export Vendors...**, **Export Resellers...**, and **Export Employees...** buttons as on those screens (admin password), plus **Export All Data...** (every kind of record, each in its own spreadsheet - the same as Business Info's).
- **Log Out (without clocking out)** — closes the program without affecting anyone's time clock

Importing vendors, resellers, employees, and inventory (**Import Data icon**)

The  icon (two crossing arrows) on the left opens **Import Data**, with four boxes - **Vendor Data** and **Reseller Data** side by side across the top, and **Employee Data** and **Inventory** side by side under them - and **Booth Assignments and Rent** across the bottom (see **Assigning booths**). Each box has the same choices, in two rows of two buttons (importing asks for the admin password):

- **Import a File...** (yellow) - brings records in from an Excel (.xlsx), LibreOffice or OpenOffice Calc (.ods - also .fods, .ots, and the older .sxc), or .csv file. (An old Excel .xls file has to be saved as .xlsx, .ods, or .csv first - the message says so.)
-  **LibreOffice Sheet** - a LibreOffice spreadsheet linked to Consign It. The first time, it's made from the sample (the column names the import reads and a few SAMPLE rows) in **Documents\Consign It Sheets**, then it opens in LibreOffice. Type your own rows over the SAMPLE ones, click Save (if it asks, choose **Use ODF Format**), and come back.
- **Import LibreOffice Sheet** - imports that linked sheet straight from its file. Add more rows and import again any time - rows already on file are updated, not added twice. It won't import while the SAMPLE rows are still in the sheet.
- **Google Sheets Sample** - the same sample opened in Google Sheets.
- **Link a Different Sheet...** (small, by the linked file's name) - makes a LibreOffice, OpenOffice, or Excel spreadsheet you already have the linked sheet.

If LibreOffice isn't on the computer, **LibreOffice Sheet** offers to open **Recommended Companion Software** (the  icon) to get it for free.

Columns under the wrong heading? Before a vendor, reseller, or employee import, Consign It looks at what's actually in each column - email addresses, phone numbers, zip codes, state abbreviations, Social Security numbers, street addresses, dates. If any don't fit their heading (emails under First Name, zip codes under Address...), the **Check the Columns** window opens first: every column of the sheet, a few of its values (tax numbers only by their last 4 digits), and a drop-down of where it goes - already set to Consign It's best guess from what's in it, with the columns that didn't fit marked in red. Check them, change any that are wrong (or set one to **(skip)**), and click **Import** - everything goes in the right boxes. A sheet whose columns fit goes straight in, as before.

The **Inventory** box also has a yellow **Import Vendor Inventory** button: a drop-down list of your vendors opens - pick one, then click **Choose a File & Import** (or **Import the Linked LibreOffice Sheet**), and every item in the sheet goes to that vendor, whatever its Vendor ID column says. (**Import a File...** in the Inventory box uses each row's own Vendor ID.) A row whose Item # is already on file updates that item.

The vendor, reseller, and employee imports are also on each of those screens - the  **Import Vendors from a Spreadsheet...** button on the VENDORS tab, and the same on RESELLERS and EMPLOYEES - and in **SETTINGS > ADMIN TOOLS > Import Data From a Spreadsheet**.

The header row can use the program's own field names or plain-English ones. The header row is the first row with anything in it, so a blank row or two above it is fine. For vendors and resellers: **Vendor ID, First Name, Last Name, Business Name, Address (or Address 1), City, State, Zip (or Postal Code), Phone, Mobile, Email (or E-Mail Address), State Sales Tax No**, and **Fed Tax No**. For employees: **First Name, Middle Name, Last Name, Preferred Name, Address, City, Zip Code, Phone, Email, Social Security Number, Date of Birth, Pay Rate, Pay Type** (Hourly or Salary), **Withholding State** (KY or Kentucky), **State Tax Rate, Filing Status, Dependents Amount, Extra Withholding**, and **Local Tax 1 Name / Local Tax 1 Rate** (and 2 and 3). The file doesn't need all of them - whichever it finds are imported, and any others are ignored. Employee rows are tidied the way the Employees form keeps them: the SSN as 123-45-6789, the phone as (606) 555-0101, dates as MM/DD/YYYY, \$ and commas dropped from pay, and the state's withholding % filled in when none is given.

A vendor row updates the vendor with the same Vendor ID, a reseller row the one with the same email, and an employee row the one with the same Social Security number - any other row adds a new record. If the file's headers aren't recognized at all, you'll get a clear error listing the column names it found. A row without enough on it to be a real record (a vendor with no Vendor ID, a reseller or employee with no name) is skipped, and the message says how many and why. Inventory can also be imported under **INVENTORY CONTROL > Import Inventory (Excel, LibreOffice, CSV)**.

Recommended Companion Software (icon)

The  icon (an arrow pointing down), last of the icons on the left, opens **Recommended Companion Software** - two free programs that work well with Consign It, each described with its own button:

- **LibreOffice** - a free office suite, like Microsoft Office. Its Calc spreadsheet opens, edits, and prints the spreadsheets Consign It makes (reports saved for Excel, the Checks Ledger, exports, the sample import sheets), and Consign It imports its .ods files directly. Writer, its word processor, is for letters, vendor contracts, and signs, and it opens the Word and Excel files people send you. Button: 

Download & Install LibreOffice (free).

- **Mozilla Firefox** - a free, fast, private web browser, for the Consign It website, downloading the yearly tax forms, filing 1099s on the IRS website, online banking, and your card processor's website. It opens PDFs too, so Consign It's reports, checks, and guides can be looked at and printed in it. Button: 
- Download & Install Firefox (free).**

Both need the internet. Clicking a button goes to that program's own website (The Document Foundation's for LibreOffice, Mozilla's for Firefox), finds the newest version for this computer (Windows 7 and 8 get the last versions that still run on them - LibreOffice 25.2 and Firefox ESR 115), downloads it into your **Downloads** folder while showing how far along it is (LibreOffice is about 350 MB, Firefox about 90 MB), makes sure Windows says the download is really signed by its maker (if not, it's deleted and never started), and starts its installer. Follow the installer's steps to finish - if Windows asks to allow changes, click **Yes**. If the download can't be done (no internet, say), the program's own download page opens in your web browser instead. Beside each button it says whether that program is already on this computer.

Hardware Settings (icon)

Opens full screen as a grid of sections, each with its own **Save** button so nothing needs scrolling down to save changes:

- **Receipt Printer** — check "I have a receipt printer" and pick the printer from the **Printer** drop-down: it lists every printer set up in Windows, the default printer first and the ones that only make a file (Microsoft Print to PDF, XPS, OneNote, Fax) last - or type its name. **Auto-Detect Printer Driver** fills the drop-down again and picks the first real printer; if every printer it finds only makes a file, it says the paper printer isn't set up in Windows yet. Checking "I have a receipt printer" also opens the **Receipt Header / Footer** pop-up (below); the **Receipt Header / Footer...** button opens it again any time. Receipts, layaway slips, and hold slips print on it in the standard receipt-printer language (ESC/POS, used by Epson, Star, Bixolon, and most others) and the paper is cut after each one; a printer whose Windows driver only takes pages gets the receipt as plain printed text instead. **Print a Test Receipt** prints a short test on it and says whether it worked.

If the printer picked isn't in Windows (it was unplugged or renamed), or nothing has been picked - including the old **Epson (default)** that every copy started with, which was never a real printer - Consign It uses the receipt printer Windows does have, found by its name (EPSON TM, Star, POS-80, thermal...), and Hardware Settings says which one. With no receipt printer on the computer at all, it says so in red: plug it in, install it in Windows (it comes with a driver), and click Auto-Detect. Every receipt preview says whether it printed - and if not, why.

Barcodes / QR Code... opens a small sub box with two options for what prints below the receipt's footer:

- **Print the transaction ID as a barcode below the footer** - so the sale can be scanned later.
- **Print a QR code below the footer** - the **QR code text** box under it is what the QR code says when it's scanned; it starts out as "Thank you for shopping with us" and can be changed.

Changes save as soon as you make them, and a sample shows how they'll look. The line under the button says what's currently turned on.

- **Cash Drawer** — check "I have a cash drawer"; **Auto-Detect Drawer Driver** confirms it can trigger through the receipt printer's own cash-drawer port (most drawers work this way rather than as their own separate device). The program opens the drawer by sending the standard "open drawer" signal

to the receipt printer named above - at checkout, for **No Sale**, and at close-out. Type the printer's name exactly as it appears in Windows (Settings > Printers). If you don't have a cash drawer, uncheck the box so nothing is sent to the printer. **Cash drawer starts with: \$** is the starting cash the drawer begins each day with. The box works like the register's Price box - only numbers and one decimal point can be typed, and it's shown as money (150 becomes 150.00) - and it's saved as you type. This amount is printed on the End of Day forms, and the employee closing out must remove it from the drawer and verify it's accurate before the End of Day Report prints (see **Reports**). Leave it at 0.00 if your drawer doesn't start with a set amount.

- **Credit Card Processing Machine** — check "I have a credit card machine" and pick its make and model from the **Machine type/model** drop-down (Square, Clover, Verifone, Ingenico, PAX, Dejavo, Stripe, SumUp, PayPal Zettle, and more), or type it in. **Auto-Detect Card Machine** looks for one plugged into the computer and puts what it finds at the top of the list - most card machines run on their own and never show up in Windows, which is normal; just pick yours from the list.
- **Report Printer** — a *separate* setting from the Receipt Printer above, since most shops use a regular office/document printer for reports rather than the narrow-roll receipt printer. Check "I have a regular printer" to show its own **Printer** drop-down (every printer in Windows) and an **Auto-Detect Printer** button that picks Windows' default printer (or the first real one), then click **Save** in this box.
- **OCR / UPC Scanning** — check "I have OCR / UPC barcode scanning capability" if your scanner is set up (inventory must already be imported or entered by hand for scanning to have anything to match against). **Auto-Detect Scanner** does a best-effort check. Scanning is never required — every item can still be typed in by hand.
- **Penny Usage** — right next to OCR / UPC Scanning. Its note explains that totals are set to round **up to the nearest nickel** by default (for example \$10.02 becomes \$10.05). Check **Will go back to using pennies if checked** to charge every total to the exact penny instead - on the register, the payment screen (including the card fee), and layaways. The change takes effect the moment you check or uncheck the box (no need to click Save), and the box shows which way it's set now. Uncheck it to go back to nickel rounding.
- **Digital Payment Accounts (Banking)** — check any of PayPal, Venmo, Cash App, or Apple Pay that the business accepts, and enter the account info for each, for your own records.
- **Receipt Header / Footer** (its own pop-up window - it opens when you check "I have a receipt printer," or with the **Receipt Header / Footer...** button) — check which business details (name, address, phone, email, transaction number) print on receipts, add a custom header line, and turn on/off "Thanks for shopping local," "All sales final — no refunds or exchanges," and Facebook/Instagram/TikTok footer lines (each with its own handle). This is also where you set your **store initials**, used in every receipt number. **Done** puts the pop-up away; **Save** (there or on Hardware Settings) saves it.

Support screen (SUPPORT, top of the screen)

Click **SUPPORT** at the far right of the top line (small type). The Support screen opens **full screen** and scrolls (scroll bar or mouse wheel), so the words at the bottom are always reachable. At the very top:

- **Where Your Information Is Saved** — says where the store's information is kept (on a register: on the office computer) and has an **Open the Folder Where It's Saved** button. On the office computer it's C:\Users\<you>\AppData\Local\Heirloom Software\Consign It - the four .db files there

(consignit.db, vendors.db, employees.db, resellers.db) are the store's records.

On the left:

- **View Read Me First / EULA (PDF)** — reopens the agreement and notice shown when Consign It first opens on a computer (and after each update).
- **Consign It - A Plain-English Guide (PDF)** — opens this guide.
- **Consign It - POS Guide (PDF)** — the beginner's guide.
- **Technical README (PDF)** — the technical notes. (All three guides are also in the Consign It folder's **Guides** folder.)

On the right:

- **Sample Import Sheets** — a ready-made spreadsheet for each import (**Inventory Sheet**, **Vendor Sheet**, **Reseller Sheet**, **Employee Sheet**), each with the column names its import reads and a few rows marked SAMPLE to type over, and the same choices as the  **Import Data** icon: **Import a File...**,  **LibreOffice Sheet** (the linked LibreOffice spreadsheet), **Import LibreOffice Sheet**, and **Google Sheets Sample** - see **Importing vendors, resellers, employees, and inventory**, above. **Google Sheets Sample** opens it in Google Sheets: with Google Drive for desktop installed it goes straight into a **Consign It Samples** folder in your Google Drive; otherwise it's saved in the **Exports** folder and a new Google Sheet opens - click **File > Import > Upload** and pick it. Fill it in, keep the first row's column names, then click **File > Download > Microsoft Excel (.xlsx)** and import that file with **Import a File...**
- **Get Remote Tech Support** — opens the download page for Splashtop, for a one-time technician connection.
- **Email a Suggestion to Tech Support** (in the **Suggestions for Tech Support** box) — want something added or changed in Consign It? Click it. A window opens with:
 - the **tech support email address** as a link - click it to write the suggestion in your own email program instead, if you prefer;
 - boxes for **your name** and a **phone or email** to reach you;
 - a large box to **explain in detail what you want done** - which screen it's on, what you'd like it to do, and why. The more detail, the better.

Click **Send at End of Day**. The suggestion is saved and emailed to tech support at the end of the day, with the 9:00 PM emails (leave Consign It open, and the email settings under Settings filled in). The window shows how many suggestions are waiting to go out. The tech support address is set under **SETTINGS > Tech Support Email**.

Lost your license file? Contact Heirloom Software LLC - they can look up your license and send the same file again.

CHAPTER 5

Erasing All Data (the Admin Tools Danger Zone)

Inside **SETTINGS > ADMIN TOOLS**, below every ordinary admin button, sits a red-bordered "Danger Zone" box with its own  **Erase All Data (Permanent)** button — kept visually apart from everything else on that screen so it's never pressed by mistake — for one thing only: **permanently erasing every bit of this program's business data**. Use this only if you're absolutely sure (closing the shop for good, starting completely over, handing the computer to someone else, etc.) — there is no "are you sure, for real this time" beyond what's described here, and no way to undo it afterward from inside the program.

Clicking it starts **four full rounds**, and every single one has to be completed before anything happens:

1

A pop-up **warning** spelling out exactly what's about to be lost.

2

A **yes/no pop-up** asking if you want to continue.

3

A prompt for the **admin password**.

That's one round. It repeats **four times total**, each warning a little more pointed than the last, ending with a final "this really is it" message before the fourth password prompt. Answering **No** to any of the yes/no questions, typing the wrong password (or just cancelling that box), or closing any of the pop-ups stops the whole thing right there — nothing is deleted, and you'll see a "Nothing was deleted" message confirming it.

If all four rounds are completed, it immediately and permanently erases:

- Every vendor, employee, and reseller record
- Every sale and sale line ever rung up, and every layaway
- Every inventory record, gift certificate, check, and generated 1099/W-2 record
- Every vendor promotion and booth assignment
- The entire Old Vendors archive, every printed check, every generated 1099/W-2 form, every printout, and the activity log

It does **not** touch your admin password, your tax rates or other business settings, or your activation/trial status — and it does **not** delete or uninstall the program itself. Consign It simply closes once the wipe is done; opening it again shows a brand-new, completely empty database, ready to set up from scratch.

IMPORTANT

There is no automatic backup taken before this runs. If there's any chance you'll want this data again, use **Admin Tools > Run Backup Now** first and make sure it lands somewhere safe (a USB drive, a network folder) — once the fourth round completes, that data is gone for good.

CHAPTER 6

What Happens Automatically

- **Every day at 9:00 PM**, on the **office computer** (never a register - so leave Consign It open there), the program connects to the internet just long enough to email each vendor their daily sales report and send any suggestions written for tech support (and, from the 16th, the late rent letter to each vendor whose rent is late - once a month), then runs the nightly backup (and purges detailed sales data older than 90 days, unless **Keep ALL sales history** is turned on under Settings — year-to-date totals are kept separately, indefinitely, in a `YTD_<year>.csv` file in your backup folder). These run once a night; if the backup USB stick isn't plugged in at 9:00 PM, the backup is tried again every 10 minutes until midnight.
- **Once a month** (checked as part of the 9pm run on the 1st), it also emails your own business email a spreadsheet export of the employee/vendor/reseller databases, and saves a copy to your backup folder.
- **On the 1st of every month** (or the first time Consign It is opened after the 1st), the **Vendor Pay Report** for the month just ended prints by itself - what each vendor's check will be. It goes to the Report Printer if one is set up under  Hardware Settings ("I have a regular printer"); otherwise it opens as a PDF to print. It only happens once a month, and is skipped when there were no sales.
- **Every night** (and whenever a report needs it), the day-by-day sales tax ledger and vendor/booth totals are brought up to date, so tax, booth profit, and cost of goods sold reports stay complete for the whole year even after detailed sales are cleared out at 90 days.
- At every other time, the program works completely offline.
- You can trigger the daily email, the backup, or the monthly export immediately from **Admin Tools** — useful for testing.

CHAPTER 7

A Few Things to Remember

- Installed from the USB stick, Consign It has no black console window at all. (Only the source-code/Python version has one — if you run that version, **never close the black window while the store is open**, or the program will crash.) Use **Log Out** under Admin Tools if you just want to lock up without ending anyone's time-clock day.
- Passwords are case-sensitive and are never forced to capital letters.
- The default admin password is `admin123` — change it under Settings as soon as you're set up.
- Checks and reports are never printed sight-unseen — you'll always get a PDF to look over first.
- If a vendor ID isn't recognized anywhere in the program, you'll hear an alert. Add the vendor under the  Vendor and Reseller icon, then try again.
- A sale rung up after closing time is still timestamped with the real date and time it happened, so it's automatically counted on the correct day everywhere (End of Day, running totals, reports) — there's nothing you need to do by hand to make that work.

CHAPTER 8

Checklists

Every morning

- Turn on the register computer and open Consign It with the **Consign It** icon on the Desktop.
- Look at the top of the screen: it says **ACTIVATED SOFTWARE** in green once Consign It is licensed (during the free trial, the REGISTER screen shows how much trial time is left).
- Clock in on the **TIME CLOCK** (top of the screen).
- Put the starting cash in the drawer - the **Cash drawer starts with** amount set under  Hardware Settings > Cash Drawer.
- Open the **LAYAWAY / PUT MONEY DOWN** tab and call any customer whose layaway shows **OVERDUE** in red.

Every night

- Finish or void any **held sales** - the End of Day Report warns you about any that are still waiting.
- Click **REPORTS** (top right), then **Print End of Day Report**. If it lists **unfinished sales** (held sales or items rung up but not checked out), click **No** and finish or void them first. The cash drawer then opens by itself (use the key if it doesn't). Next **remove the starting cash** from the drawer, count it, type the amount and your name, and check the box to verify it's accurate (it isn't part of the deposit). Then count the rest of the drawer and write the counted amounts on the report.
- Compare the card total on the report with your card machine's batch report.
- Leave Consign It open **on the office computer** until after **9:00 PM** so it can email vendors their daily sales and make the nightly backup - or click **Run Backup Now** under SETTINGS > Admin Tools before you close it.

Every week

- Make sure the backup USB stick (Consign It Backup 1, 2, ...) is plugged into the office computer - SETTINGS > Backup USB Stick shows which one it is and how full it is. Consign It warns you when it's 90% full.

Every month

- Open  **Vendor and Reseller**, click the **REPORTS** tab, and run **Rental Income** to see the rent collected and who is still behind.
- Pay vendors under  **File and Pay It > Pay Vendor > Monthly**, and file the printed summary with your checkbook.
- On the 1st, the **Vendor Pay Report** prints by itself - check it before writing the vendor checks.
- Run the **Monthly Sales Tax Report** (REPORTS > REPORT LIBRARY) for your sales tax return - it has the month's total and the tax collected each day.

- Run **Delinquent Layaway Letters** (REPORTS > REPORT LIBRARY) and mail a letter to anyone past their pick-up date.
- If you use QuickBooks, run the **QuickBooks Export** for the month and click **Save QuickBooks Files**.
- On the 1st, check your business email for the monthly database export.

Every January

- Make vendor 1099s and employee W-2s under  **File and Pay It > Yearly Forms**, and have your accountant look them over before filing.
- To e-file the 1099s, click  **File and Pay It > TAX FORMS > Send 1099s to the IRS...** and upload the filled-in file in the IRS's free IRIS Taxpayer Portal. Apply once first (**Apply to E-File with the IRS...**) - the IRS can take up to 45 business days, so do it in the fall. (The old FIRE system takes its last files November 19, 2026.)

CHAPTER 9

Words used in this guide

Word	Meaning
Register	The computer at the counter where sales are rung up, and the REGISTER screen in Consign It.
Vendor	A person or business renting a booth or selling things in your store. Each has a Vendor ID.
Booth	The space a vendor rents. Each booth has a number, a rent rate, and how often rent is due.
Transaction #	The number a sale is filed under, starting with the date, like 09302026-CI43.
Receipt #	The number printed on the customer's receipt, like CI001-23/09/2026.
Held sale	A sale set aside with Hold This Sale so you can help another customer, then brought back.
Split payment	Paying for one sale with more than one form of payment, like part on a card and the rest in cash.
Layaway	Also called putting money down: the customer pays part now, the items are held, and they pay the rest by the pick-up date.
Layaway fee	The \$1.00 convenience fee charged when a layaway is started. It isn't refundable and isn't part of the balance.
Commission	The percent of a vendor's sales the store keeps.
Consignment fee	The store's share on items sold on consignment.
Arrears	Rent that is due but not yet paid.
Late fee	The extra charge (\$25) added when rent is paid after the late-fee day of the month (the 10th). When it's paid, it's noted on the vendor's rent record and receipt.
Payout	The money paid to a vendor for their sales, minus commission, fees, and any rent owed.
Reseller	A customer buying items to resell, so the sale is tax-exempt.
License key	The code from Heirloom Software LLC (sent as a .lic file) that unlocks Consign It after the free trial.
Watermark	The large, light letters across report pages: SAMPLE during the trial, your business initials once licensed.
Admin password	The password that protects settings, employee files, and voiding sales. It starts as admin123 - change it.
Backup	A copy of all your records, made every night and kept on a USB drive or another folder.
Starting cash	The cash the drawer starts the day with (Hardware Settings > Cash Drawer). It's removed and verified at close and isn't part of the deposit.

Word	Meaning
Sales tax ledger	The day-by-day record of sales and sales tax collected, kept for the whole year and used by the Monthly Sales Tax Report.
Cost of goods sold	In a consignment shop or vendor mall, what's owed to the vendors for the merchandise sold: sales minus the store's commission and consignment fees.
FIRE	The IRS's old Filing Information Returns Electronically system (fire.irs.gov). It takes its last files November 19, 2026; IRIS replaces it.
IRIS	The IRS's Information Returns Intake System - its free website for e-filing 1099s (File and Pay It > TAX FORMS > Send 1099s to the IRS).
File and Pay It	The  icon: checks, payroll, 1099s and W-2s, the tax forms, and IRS e-filing, in one window behind the admin password.
TCC	Transmitter Control Code - the 5-character code the IRS gives you for e-filing (IRIS and FIRE each have their own).
Backup USB stick	The USB stick in the office computer that holds the store's backups, named in order: Consign It Backup 1, 2, 3... A full one is renamed with the first and last days it was used.
Office computer	The office copy every store has - the computer that keeps the store's information. Every register uses it over the network. It does everything except ring up sales.
Office copy key	The \$149 key from Heirloom Software LLC that activates the office computer. Every store needs one.
Register key	The key each register after Register 1 needs - \$299 for the second register, \$224 for each one after that.
Expected cash in drawer	Starting cash plus the cash taken in that day - what should be in the drawer before the starting cash comes out.