Taking in a used firearm: trade-ins and consignments

A workflow playbook for AIM POS

This playbook covers the two ways you take a used firearm into your store without buying new stock from a vendor. A trade-in gives the customer credit toward a purchase and brings the firearm into your inventory as used stock. A consignment leaves the firearm in the owner's name until it sells, and you pay the owner a share afterward. The playbook walks each path from the counter to the A&D book, and shows where the Do Not Buy check fits.

> **Before anything else.** This playbook shows what AIM does on the screen. It does not replace your compliance responsibilities under ATF and state rules, including the 4473, the background check, and any Do Not Buy obligations. Run those according to your own store procedures and your own counsel. AIM records the acquisition and the disposition. It does not make the eligibility decision for you.

Before you start

- Know which path you are on. A trade-in gives the customer credit toward a purchase now, and you receive the firearm as used inventory. A consignment leaves ownership with the customer until it sells, and you pay them a share once it does.
- Have the seller in AIM. A firearm trade-in or consignment has to be tied to a customer, because it has to be logged in the A&D book.
- Your defaults and integrations are already configured. Consignment percentages, return codes, and expiration windows are set once by an administrator, and LeadsOnline is set up ahead of time if you use it.

▶ **Watch: Adding a New Customer**, for getting the seller into AIM

Screen the seller with LeadsOnline

▶ **Watch: LeadsOnline Setup, Do Not Buy, Submission**

LeadsOnline is where the Do Not Buy check lives, and it runs on buys and trades, which is exactly what a trade-in or consignment is.

- With autocheck Do Not Buy enabled, AIM checks the seller against the Do Not Buy lists when you finalize the buy or trade. AIM submits the seller's name and date of birth.
- If the seller matches a list, AIM shows the agencies that matched. Continuing past a match requires a security permission.

- Once the acquisition is saved, AIM submits it to LeadsOnline for you.

> **This is a screening tool, not a decision.** The Do Not Buy check and your 4473 and eligibility steps are your compliance responsibility. Run them according to ATF and state rules.

Take in a trade-in

▶ Watch: Receiving Trade-In Inventory

A trade-in happens in two phases. You capture the trade at the counter, then you receive the firearm into inventory, which often happens later.

Phase 1: Capture the trade at the counter

1. Click the orange money bag icon to start a Point of Sale transaction, and select the customer. A firearm trade-in must be tied to a customer for the A&D book.
2. Click the Trade-In button. Enter the agreed trade value and a short description that will let you identify the item later.
3. AIM moves the trade to the line items and adds the value as a credit. Add the item the customer is buying by serial number or SKU. The trade credit applies toward the purchase.
4. Take any remaining balance at Tender and finalize. Because a firearm is part of the sale, AIM opens the disposition record. Review it and Save, then print the receipt, which shows the trade-in and its value.

> **The firearm is not in inventory yet.** Capturing the trade at the counter does not receive the traded firearm into your stock. That is the second phase, and you can do it after the customer leaves.

Phase 2: Receive the trade-in into inventory

1. If you are receiving it later, find the customer first. Run the trade-ins not received report under **Reports › Inventory › Trade-In › Trade-Ins Not Received**.
2. Go to **Modules › Inventory › Add/Change Inventory › Receive Trade-In**, enter the customer name, and select the traded item.
3. Define the SKU. Enter it if you know it, or press F6 to search your inventory. If no SKU exists, click Add to create one. The SKU fills in the manufacturer, description, attributes, and pricing.
4. Enter the serial number, or click the ISI button to have AIM assign one.
5. Adjust the selling price. The R price defaults to the price of a new version of this item, so lower it to reflect a used firearm if you need to.
6. Click Save. If the firearm requires an A&D book entry, that form opens with the fields populated. Review it and Save to log the acquisition, or Push to FastBound if you use that integration.

Take in a consignment

▶ Watch: Receiving Consignment Inventory

A consignment stays the owner's property until it sells. You set the terms up front, and AIM tracks the payout. Consignments use their own menu, not the standard receiving screen.

1. Go to **Modules › Inventory › Consignment/Purchases › Enter Consignment**, then select the consigner. If they are new, click Add Customer.
2. Set the terms on the consignment form. AIM fills these from your defaults, and you can change them per item.
   - The consigner percentage is the share the consigner receives after the item sells. For example, at a 50 percent split, a $100 sale pays the consigner $50 and keeps $50 for the store.
   - A fixed fee overrides the percentage. If you set a fixed fee of $70, the consigner receives $70 no matter the final sale price.
   - The cash payout rate applies if the consigner takes cash instead of store credit.
   - The return code sets what happens if the item does not sell by the expiration date. Your choices are return, donate, dispose, or retain.
3. Choose whether to create a new SKU or add to an existing one. For a one-off used firearm, create a new SKU. You can make it a temporary SKU so it drops out of your inventory search once it sells.
4. Click Add and fill in the item details. When you enter the selling price, AIM calculates the consigner's share from the percentage. For a firearm, the subcategory opens the required A&D attribute fields, so complete them.
5. Click Save. Because a firearm is involved, AIM opens the A&D acquisition entry with the consigner listed as the vendor. Review it and Save to enter the item into inventory and the A&D book.

> **Want to give the consigner an estimate first?** Save the entry as a proposal instead of receiving it. The proposal shows the consigner what you would try to sell the item for. If they agree, you bring the proposal back up later and move the items into inventory then.

> **Setup note.** Consignment defaults, including the percentage, return code, and expiration days, are set once by an administrator under system variables. You can also set defaults per consigner on the billing tab of their customer record, which override the store-wide defaults.

Confirm and track what you took in

Both paths land the firearm in your inventory and tie it to the customer. Here is where to check.

- In inventory. Go to **Modules › Inventory › Display Inventory**, open the SKU, and go to the Serials tab. Trade-in and consignment units are marked apart from new vendor stock. Use the History button for the intake details.
- At the customer level. Go to **Modules › Customer › Customer History**, choose the customer, then select Consign/Trade/Purchase and click Go for a full history. For consignments, the grid shows whether each item is still open, or sold but not yet settled with the consigner.
- In reports. Use **Reports › Inventory › Trade-In** or **Reports › Inventory › Consignment** for a catalog view of everything in one place.

Once the used firearm is in your inventory, you sell it like any other firearm. See the "Selling a firearm start to finish" playbook for that process.

All videos in this playbook

Each section above links to its video. Here they are in one place.

▶ Adding a New Customer

▶ LeadsOnline Setup, Do Not Buy, Submission

▶ Receiving Trade-In Inventory

▶ Receiving Consignment Inventory

When to call for help

Every step here has a dedicated video in the AIM library. To see any single step in full, watch the matching video. For hands-on help or training, contact the AIM technical support team.