



Version

8.5

PENTAGON 2000 SOFTWARE

Consignment Manager

Pentagon 2000 Software
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TITLE:	Consignment Manager		
PART:	Material Management		
MODULE:	Consignment Manager	BUILD	8.5.54.104
RESPONSIBILITY:	Procedures Specialist, Pentagon 2000	REVISION:	00
APPROVED BY:	Vice President, Operations, Pentagon 2000	EFFECTIVE DATE:	11/09/2012

Purpose

The Consignment Management feature enables complete management of consigned inventories. This feature allows the setup of unlimited, segregated inventories. Your organization will have the ability to automatically process the consignor/consignee split based upon either net or gross values. Reports are available to view consignment balances, sales, and various other statistics.

Overview

This procedure outlines the steps for creating a consignment warehouse within the Pentagon 2000 system.

Required Modules/Features

- Pentagon 2000 Core
- Consignment Manager

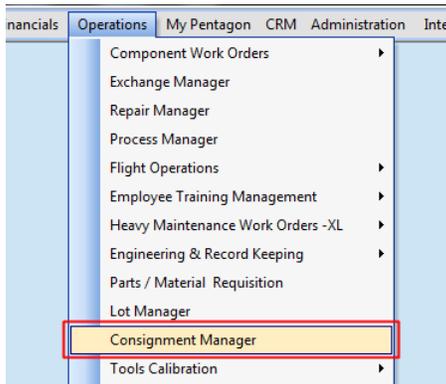
Table of Contents

1. CREATE A NEW CONSIGNMENT WAREHOUSE RECORD	4
2. CONSIGNMENT INFORMATION WINDOW TOOLBAR.....	7
3. WAREHOUSES TAB.....	8
4. FINANCIALS TAB.....	13
5. SETUP TAB	14
6. VAT TAB	17
7. COMP/DEPT/DIV TAB	18
8. CURRENCY TAB	19

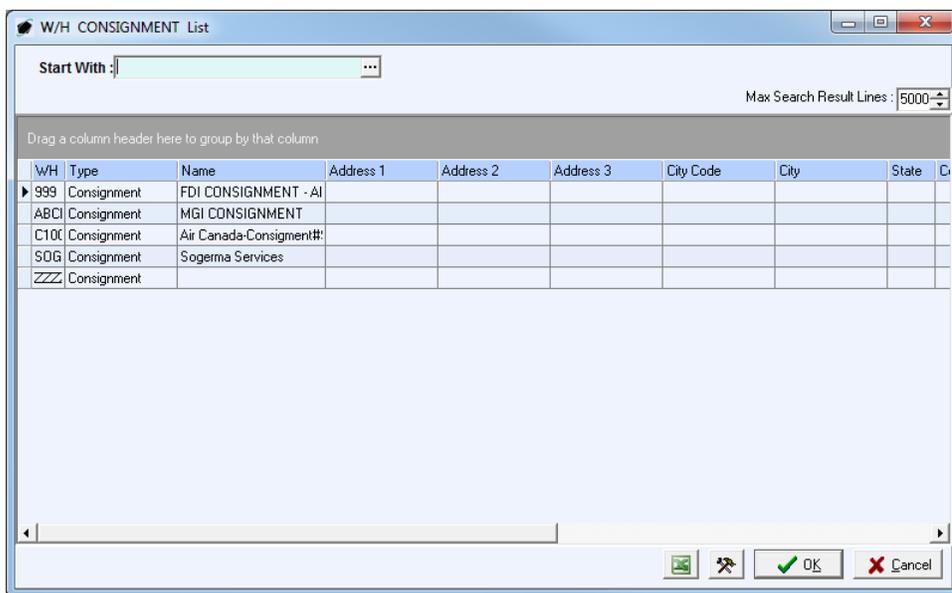
Procedure

1. Create a New Consignment Warehouse Record

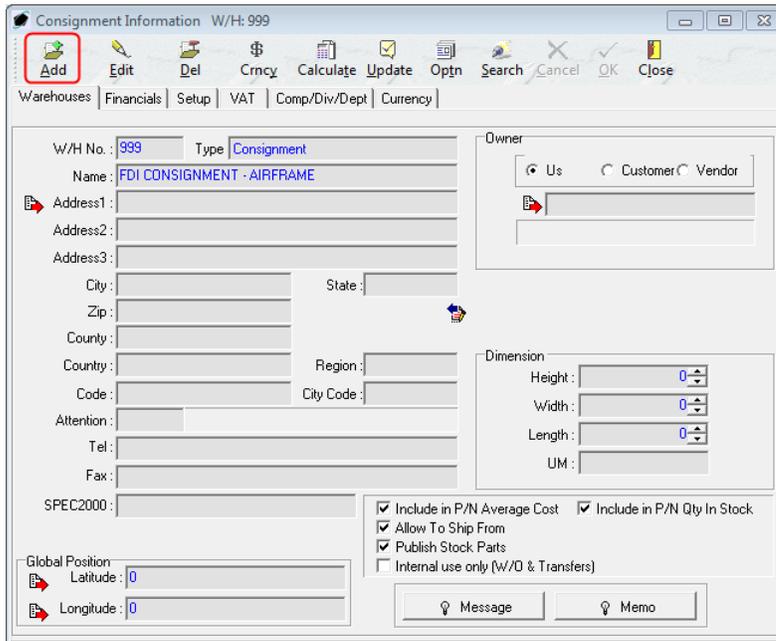
- a. Left-click **Operations** from the home screen toolbar.
- b. Left-click **Consignment Manager**.



- c. The **W/H CONSIGNMENT List** search window will appear. Double-click on any existing warehouse.



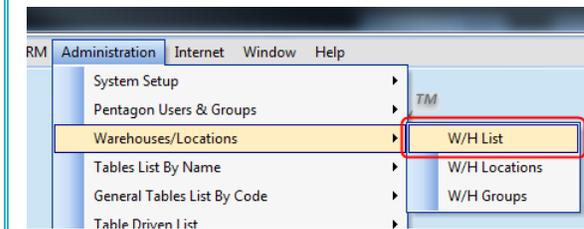
- d. The **Consignment Information W/H: [x]** window will appear. Left-click the **Add** button.



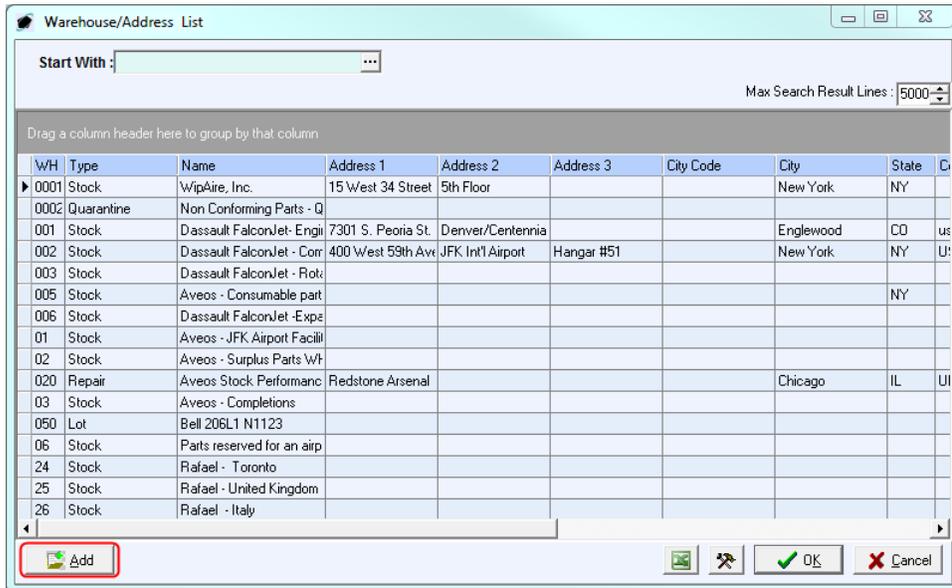
- e. The fields within the **Consignment Information W/H: [x]** window will be cleared and the **Type** field will display a value of "Consignment."

NOTE: The process for creating a new consignment warehouse record can also be initiated in two other ways:

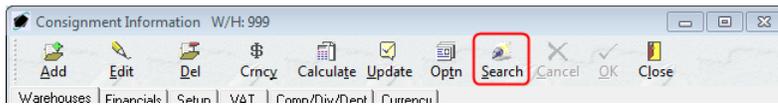
(1) by left-clicking **Administration** from the home screen tool bar, go to **Warehouses/Locations**, left-click **W/H List**.



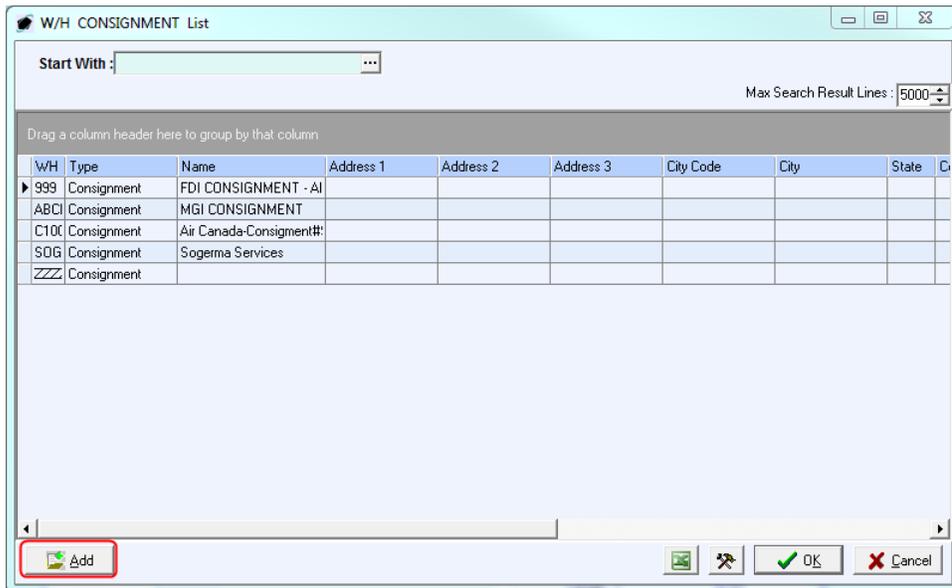
The **Warehouse/Address List** search window will appear. Left-click the **Add** button.



(2) from the **Consignment Information W/H: [x]** window left-click the **Search** button.



The **W/H CONSIGNMENT List** search window will appear. Left-click the **Add** button.

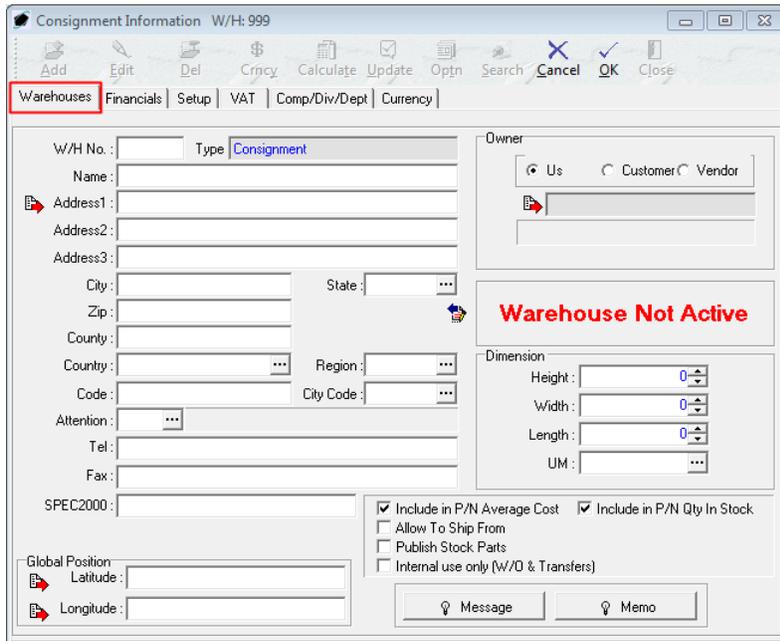


2. Consignment Information Window Toolbar



- a. **Add** - Left-click this button to add a new consignment warehouse record.
- b. **Edit** - Left-click this button to modify the consignment warehouse record that is being displayed.
- c. **Del** (Delete) - Left-click this button to delete the consignment warehouse record that is being displayed.
- d. **Currency** - As of Build 8.5.54.104, this button may be ignored.
- e. **Calculate** - Left-click this button to update the **Total Consignment Sales** and **Consignment Expensed Cost** fields located on the **Setup** tab.
- f. **Update** - Left-click this button to update the following:
 - i. Line cost of items issued from the consignment warehouse to component and maintenance work orders.
 - ii. Line cost of items from the consignment warehouse on pick tickets and sales invoices.
 - iii. General Ledger account associated with the line on which an item from the consignment warehouse exists.
- g. **Optn** (Options) - Left-click this button to view the Options menu.
- h. **Search** - Left-click this button to open the **W/H Consignment List** search window.
- i. **Cancel** - Left-click this button to cancel any changes to the consignment warehouse since last entering "Edit Mode."
- j. **OK** - Left-click this button to accept all changes to the consignment warehouse since last entering "Edit Mode."
- k. **Close** - Left-click this button to close the **Consignment Information W/H: [x]** window.

3. Warehouses Tab



a. Address Group Box

- i. **W/H No** - Identify the code assigned to the consignment warehouse. This field is mandatory and cannot be changed once the record is created. [4-character limit]
- ii. **Type** - This field will automatically have a value of "Consignment"

NOTE: The **Type** field cannot be changed in Consignment Manager. However, if the consignment warehouse has been opened from the **W/H List** (from the **Administration** menu option), the **Type** may be changed from "Consignment" to any other type.

- iii. **Name** - Enter the consignment warehouse name. [50-character limit]
- iv. **Address1**, **Address2**, and **Address3** - Enter the consignment warehouse's full address (including street, PO Box, suite number, apartment number, etc.). [50-character limit per line]
- v. **City** - Enter the consignment warehouse address city. [30-character limit]
- vi. **State** - Identify the consignment warehouse address state.

NOTE: To complete the **State** field, the appropriate state must be listed in the **State List**. To access this table, left-click **Administration** from the toolbar, go to **General Tables List by Code**, and left-click **State**.

1. Left-click the ellipses  in the **State** field.
2. The **State List** search window will appear.
3. Select the appropriate **State** (left-click the line within the search screen and left-click **OK**; or double-click the line within the search screen).

- vii. **ZIP** - Enter the consignment warehouse address ZIP Code. [10-character limit]
- viii. **County** - Enter the county in which the consignment warehouse address is located (optional). [20-character limit]
- ix. **Country** - Identify the country in which the consignment warehouse address is located (optional).

NOTE: To complete the **Country** field, the appropriate country must be listed in the **Country List**. To access this table, left-click **Administration** from the toolbar, go to **Tables List by Name**, and left-click **Country/Origin**.

- 1. Left-click the ellipses  in the **Country** field.
 - 2. The **Country List** search window will appear.
 - 3. Select the appropriate **Country** (left-click the line within the search screen and left-click **OK**; or double-click the line within the search screen).
- x. **Region** - Identify the region in which the consignment warehouse address is located (optional).

NOTE: To complete the **Region** field, the appropriate region must be listed in the **Region List**. To access this table, left-click **Administration** from the toolbar, go to **General Tables List by Code**, and left-click **Region**.

- 1. Left-click the ellipses  in the **Region** field.
 - 2. The **Region List** search window will appear.
 - 3. Select the appropriate **Region** (left-click the line within the search screen and left-click **OK**; or double-click the line within the search screen).
- xi. **Code** - This field may be used in order to identify the consignment warehouse with a code that is different than the **W/H No**. [10-character limit]

NOTE: The **Code** field is for reference and custom reporting purposes only.

- xii. **City Code** - Identify the city (or airport) with which the consignment warehouse location is associated (optional).

NOTE: To complete the **City Code** field, the appropriate code must be listed in the **City Code List**. To access this table, left-click **Administration** from the toolbar, go to **Tables List by Name**, and left-click **City & Airport Codes**.

- 1. Left-click the ellipses  in the **City Code** field.
 - 2. The **City Code List** search window will appear.
 - 3. Select the appropriate code (left-click the line within the search screen and left-click **OK**; or double-click the line within the search screen).
- xiii. **Attention** - Identify the individual responsible for the consignment warehouse (optional).

NOTE: To complete the **Attention** field, the appropriate user must be listed in the **Users List**. To access this table, left-click **Administration** from the tool bar, go to **Pentagon Users and Groups**, and left-click **User List**.

Steps for creating a user may be found in the procedure "Creating a User" within the System Administration section of this manual.

1. Left-click the ellipses  in the **Attention** field.
 2. The **Users List** search window will appear.
 3. Select the appropriate user (left-click the line within the search screen and left-click **OK**; or double-click the line within the search screen).
- xiv. **Tel** - Enter the telephone number for the consignment warehouse. [40-character limit]
- xv. **Fax** - Enter the fax number for the consignment warehouse. [40-character limit]
- b. **Global Position** group box
- i. **Latitude** - Identify the latitude of the consignment warehouse address in decimal degrees format. (optional)
 - ii. **Longitude** - Identify the longitude of the consignment warehouse address in decimal degrees format. (optional)
- c. **Owner** group box
- i. Owner Type radio buttons - Identify the type of entity that owns the inventory within the consignment warehouse.
 1. **Us** - Left-click the radio button to the left of the **Us** label to identify that the inventory within the consignment warehouse is owned by your organization.
- NOTE:** The **Owner** is not generally "Us" in the case of consignment.
2. **Customer** - Left-click the radio button to the left of the **Customer** label to identify that the inventory within the consignment warehouse is owned by a customer.
 3. **Vendor** - Left-click the radio button to the left of the **Vendor** label to identify that the inventory within the consignment warehouse is owned by a vendor.
- ii. Owner account number - If **Customer** or **Vendor** is selected in the Owner Type, select the customer or vendor who owns the inventory within the consignment warehouse.
- d. **Dimension** group box
- i. **Height** - Identify the height of the consignment warehouse. The spinner arrows  may also be used to adjust the number in whole number increments.
 - ii. **Width** - Identify the height of the consignment warehouse. The spinner arrows  may also be used to adjust the number in whole number increments.

- iii. **Length** - Identify the length of the consignment warehouse. The spinner arrows  may also be used to adjust the number in whole number increments.
- iv. **UM** - Identify the unit of measure in which the height, width, and length are expressed.

NOTE: To complete the unit of measure field, the appropriate unit of measure must be listed in the **UM List**. To access this table, left-click **Administration** from the tool bar, go to **Stock Tables List by Code**, and left-click **Unit Measure (UM)**.

- 1. Left-click the ellipses  in the **UM** field.
 - 2. The **UM List** search window will appear.
 - 3. Select the appropriate unit of measure (left-click the line within the search screen and left-click **OK**; or double-click the line within the search screen).
- v. Attributes group box
- 1. **Include in P/N Average Cost** check box - Mark the check box as "checked" if the cost of items within the consignment warehouse should be used to calculate the average cost in the part master record.

NOTE: This check box should be marked as "checked" unless your organization does not want to include the cost of items within the consignment warehouse in the average cost of the part number in the parts master record.

- 2. **Include in P/N Qty In Stock** check box - Mark the check box as "checked" if items within the consignment warehouse should be included in the calculation for quantities in stock in the part master record.

NOTE: This check box should be marked as "checked" unless your organization does not want to include quantities of items in the consignment warehouse in the quantities shown for the part number in the parts master records.

- 3. **Allow To Ship From** check box - Mark the check box as "checked" if items within the consignment warehouse should be allowed to be issued to component or maintenance work orders, picked on sales pick tickets, shipped on purchase shippers, or transferred on warehouse transfers.

NOTE: This check box should be marked as "checked" unless the items within the consignment warehouse should not be allowed to be issued, sold, or relocated.

- 4. **Publish Stock Parts** check box - Mark the check box as "checked" if items within the consignment warehouse should be included when publishing your organizations parts to external databases.

5. **Internal use only (W/O & Transfers)** check box - Mark the check box as "checked" if items within the consignment warehouse should only be allowed to be issued to component or maintenance work orders or transferred on warehouse transfers.

NOTE: *If this check box is marked as "checked", items within the consignment warehouse will be allowed to be issued to component or maintenance work orders and transferred on warehouse transfers regardless of the value in the **Allow To Ship From** check box.*

vi. Message and Memo group box

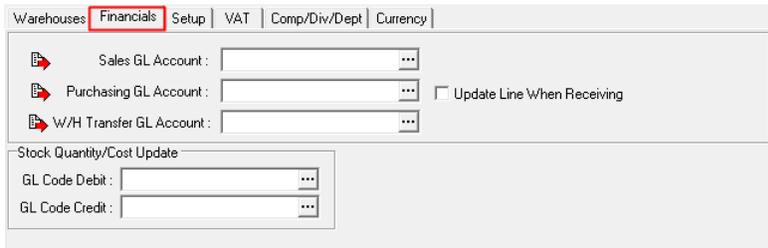
1. **Message** button

- a. Left-click the **Message** button.
- b. The **Memo Editor** window will appear. Left-click the **Edit** button to add notes.
- c. Type the message.
- d. Left-click the **OK** button in the **Memo Editor** window toolbar to save the message.
- e. When the **Message** field is not blank, the light bulb  on the appropriate button will be highlighted in yellow .

2. **Memo** button

- a. Left-click the **Memo** button.
- b. The **Memo Editor** window will appear. Left-click the **Edit** button to add notes.
- c. Type the memo.
- d. Left-click the **OK** button in the **Memo Editor** window toolbar to save the memo.
- e. When the **Memo** field is not blank, the light bulb  on the appropriate button will be highlighted in yellow .

4. Financials Tab



NOTE: All general ledger accounts and codes identified on the **Financials** tab are defaults only. General ledger accounts and codes may be changed on individual transactions.

a. General Ledger Accounts group box

- i. **Sales GL Account** - Identify the general ledger account that should be associated with the sales of items within the consignment warehouse.

NOTE: The **Sales GL Account** identified within the consignment warehouse will only be considered when transactions are posted by line item.

- ii. **Purchasing GL Account** - Identify the general ledger account that should be associated with the purchase of items received into the consignment warehouse.

NOTE: The **Purchasing GL Account** identified within the consignment warehouse will only be considered when transactions are posted by line item.

- iii. **Update Line When Receiving** check box - Mark the check box as "checked" if general ledger account on the line of purchasing documents should be overwritten with the **Purchasing GL Account** identified for the consignment warehouse.

NOTE: If the **Update Line When Receiving** check box is not marked as "checked", the general ledger account associated with the line will not be affected by the **Purchasing GL Account** identified for the consignment warehouse.

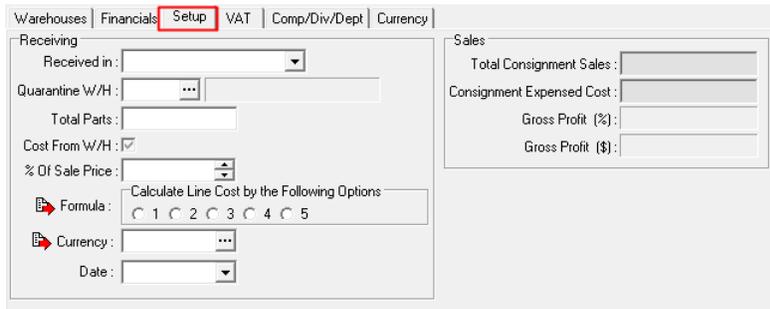
- iv. **W/H Transfer GL Account** - Identify the general ledger account that should be associated with the transfer of item from and to the consignment warehouse.

b. **Stock Quantity/Cost Update** group box.

NOTE: If general ledger code defaults are not identified within the **Stock Quantity/Cost Update** group box, then the general ledger codes will be blank when new quantity and cost updates are created.

- i. **GL Code Debit** - Identify the general ledger code that should be debited in quantity or cost updates to items within the consignment warehouse.
- ii. **GL Code Credit** - Identify the general ledger code that should be credited in quantity or cost updates to items within the consignment warehouse.

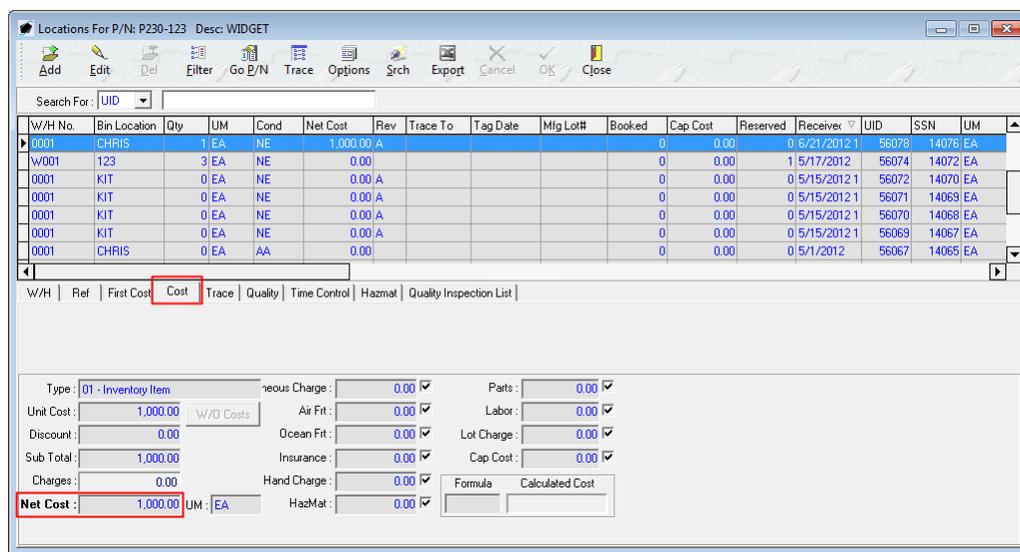
5. Setup Tab



a. Receiving group box

- i. **Received in** - Identify the date that the consignment was received.
 1. Left-click the drop down arrow  in the **Received in** field.
 2. The date widget will appear.
 3. Left-click the date that corresponds to the date on which the value added tax registration will expire.
 4. Left-click the **OK** button.
- ii. **Quarantine W/H** - Identify the warehouse into which items from the consignment should be received when received on an RMA.
- iii. **Total Parts** - Identify the total quantity of items received.
- iv. **Cost from W/H** check box - Mark the check box as "checked" if your organization's profit calculations are based upon the warehouse cost.

NOTE: "Warehouse cost" can be viewed in the **Net Cost** field of the **Cost** tab on the **Locations For P/N: [x]** window.



W/H No.	Bin Location	Qty	UM	Cond	Net Cost	Rev	Trace To	Tag Date	Mfg Lot#	Booked	Cap Cost	Reserved	Receiver	UID	SSN	UM	
0001	CHRIS	1	EA	NE	1,000.00	A				0	0.00	0	0/6/21/2012	1	56078	14076	EA
0001	123	3	EA	NE	0.00					0	0.00	0	1/5/17/2012		56074	14072	EA
0001	KIT	0	EA	NE	0.00	A				0	0.00	0	0/5/15/2012	1	56072	14070	EA
0001	KIT	0	EA	NE	0.00	A				0	0.00	0	0/5/15/2012	1	56071	14069	EA
0001	KIT	0	EA	NE	0.00	A				0	0.00	0	0/5/15/2012	1	56070	14068	EA
0001	KIT	0	EA	NE	0.00	A				0	0.00	0	0/5/15/2012	1	56069	14067	EA
0001	CHRIS	0	EA	AA	0.00					0	0.00	0	0/5/1/2012		56067	14065	EA

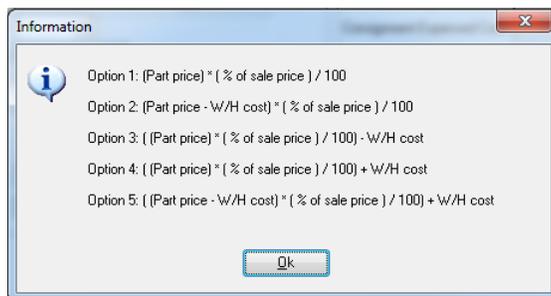
W/H | Ref | First Cost | **Cost** | Trace | Quality | Time Control | Hazmat | Quality Inspection List

Type: 01 - Inventory Item Insurance Charge: 0.00 ✓ Parts: 0.00 ✓
 Unit Cost: 1,000.00 W/O Costs Air Fit: 0.00 ✓ Labor: 0.00 ✓
 Discount: 0.00 Ocean Fit: 0.00 ✓ Lot Charge: 0.00 ✓
 Sub Total: 1,000.00 Insurance: 0.00 ✓ Cap Cost: 0.00 ✓
 Charges: 0.00 Hand Charge: 0.00 ✓ Formula Calculated Cost
Net Cost: 1,000.00 UM: EA HazMat: 0.00 ✓

- v. **% Of Sale Price** - Identify the appropriate percentage based upon the option that is selected in the **Calculate Line Cost by the Following Options** group box (see below).

NOTE: The **% Of Sale Price** field will not be active unless the **Cost From W/H** check box is not marked as "checked."

- vi. **Calculate Line Cost by the Following Options** group box - Identify how your organization calculates line cost for items within the consignment warehouse by left-clicking the radio button that corresponds to the formula your organization uses to calculate line cost.



NOTE: The **Information** window can be viewed by left-clicking the **Formula** label  Formula :

For all examples below: Part Price = \$1,000, W/H Cost = \$400, % of Sale Price = 50%.

- Option 1** - Cost is calculated as a percentage of the line sales price. The **% Of Sale Price** field represents the percentage of the line price that is considered cost.

EXAMPLE: Cost = \$1,000 / 50% = \$500

- Option 2** - Cost is calculated as a percentage of the line sales price after the warehouse cost has been subtracted from it. The **% Of Sale Price** field represents the percentage of the difference between the line price and the warehouse cost that is considered cost.

EXAMPLE: Cost = (\$1,000 - \$400) / 50% = \$300

- Option 3** - Cost is calculated as a percentage of the line sales price and then the warehouse cost is subtracted from it. The **% Of Sale Price** field represents the percentage of the line price from which the warehouse cost will be subtracted; the result is considered cost.

EXAMPLE: Cost = (\$1,000 / 50%) - \$400 = \$100

- Option 4** - Cost is calculated as a percentage of the line sales price and then the warehouse cost is added to it. The **% Of Sale Price** field represents the percentage of the line price to which the warehouse cost will be added; the result is considered cost.

EXAMPLE: Cost = (\$1,000 / 50%) + \$400 = \$900

5. **Option 5** - Cost is calculated as a percentage of the line sales price after the warehouse cost has been subtracted from it, but then the warehouse cost is then added back into the line cost. The **% Of Sale Price** field represents the percentage of the difference between the line price and the warehouse cost that is considered cost.

EXAMPLE: Cost = $((\$1,000 - \$400)/50) + \$400 = \700

- vii. **Currency** - Identify the currency in which the value of items in the consignment warehouse is to be expressed.

NOTE: *The value of this field is relevant only if your organization is utilizing the Multi-Currency Module. Instructions on the use of the Multi-Currency module may be found in the procedure "Multi-Currency Module" within the General System section of this manual.*

- viii. **Date** - Identify the date of the currency value.

NOTE: *The value of this field will be used to reference the appropriate currency conversion rate so that actual costs may be reflected in your organization's base currency.*

*The value of this field is relevant only if your organization is utilizing the Multi-Currency Module and the **Cost From W/H** check box is marked as "checked." Instructions on the use of the Multi-Currency module may be found in the procedure "Multi-Currency Module" within the General System section of this manual.*

- c. Sales group box

- i. **Total Consignment Sales** - Displays the total price of all items sold from the consignment warehouse.
- ii. **Consignment Expensed Cost** - Displays the calculated cost of all items sold from the consignment warehouse.
- iii. **Gross Profit (%)** - Displays the profit calculated by subtracting the calculated cost of all items sold from the consignment warehouse from the total price of all items sold from the consignment warehouse divided by the total price of all items sold from the consignment warehouse (**Total Consignment Sales** minus **Consignment Expensed Cost** divided by **Total Consignment Sales**).
- iv. **Gross Profit (\$)** - Displays the profit calculated by subtracting the calculated cost of all items sold from the consignment warehouse from the total price of all items sold from the consignment warehouse (**Total Consignment Sales** minus **Consignment Expensed Cost**).

6. VAT Tab



NOTE: The information identified on the **VAT** tab is for reference and custom reporting purposes only.

a. Tax A group box

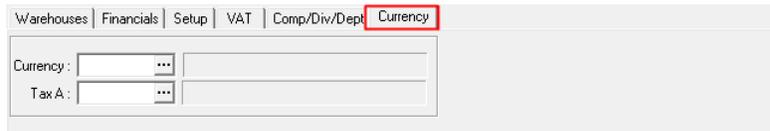
- i. **Registration No** - Identify the registration number for the value added tax.
- ii. **Updated** - Identify the date on which the value added tax registration was issued or updated.
 1. Left-click the drop down arrow  in the **Updated** field.
 2. The date widget will appear.
 3. Left-click the date that corresponds to the date on which the value added tax registration was issued or updated.
 4. Left-click the **OK** button.
- iii. **Valid Until** - Identify the date on which the value added tax registration will expire.
 1. Left-click the drop down arrow  in the **Valid Until** field.
 2. The date widget will appear.
 3. Left-click the date that corresponds to the date on which the value added tax registration will expire.
 4. Left-click the **OK** button.

7. Comp/Dept/Div Tab



- a. **Company** - Identify the company that manages the consignment warehouse.
 - i. Left-click the **Company** field containing the ellipses .
 - ii. The **Company List** search window will appear.
 - iii. Select the appropriate company (left-click the line within the search screen and left-click **OK**; or double-click the line within the search screen).
- b. **Division** - Identify the division that manages the consignment warehouse (if applicable).
 - i. Left-click the **Division** field containing the ellipses .
 - ii. The **Division List For Company [X]** search window will appear.
 - iii. Select the appropriate division (left-click the line within the search screen and left-click **OK**; or double-click the line within the search screen).
- c. **Department** - Identify the department that manages the consignment warehouse (if applicable).
 - i. Left-click the **Department** field containing the ellipses .
 - ii. The **Department List For Company [X] - Division [Y]** search window will appear.
 - iii. Select the appropriate department (left-click the line within the search screen and left-click **OK**; or double-click the line within the search screen).
- d. **MS Project/Pentagon Project Server** check box - As of build 8.5.54.104, this field may be ignored.

8. Currency Tab



Warehouses | Financials | Setup | VAT | Comp/Div/Dept | **Currency**

Currency : ...

Tax A : ...

- a. **Currency** - Identify the currency in which costs should be displayed for the consignment warehouse.

NOTE: The Multi-Currency module must be installed to utilize this functionality. Instructions on setup and use of the Multi-Currency module may be found in the procedure "Multi-Currency Module" within the General System section of this manual.

- b. **Tax A** - As of build 8.5.54.104, this field may be ignored.