ADDING A CONSIGNMENT LOCATION

1.   If the new location will be a separate profit center in the General Ledger, create the new **GL department**. There is an option in the General Ledger 'Files' section called 'Copy Accounts' which allows you to copy any range of accounts from an existing department to a new department. DO NOT use the 'Copy Accounts' feature if you only need a FEW accounts for the new location - ADD THEM SEPARATELY. If you use the copy feature, account descriptions may need to be edited.

2.   Accounts Receivable, **Customers**, Add Customers
Enter the New Customer

3.   Accounts Receivable, Credit Cards, **Dealer** File
Display an existing Consignment Dealer record
Make a note of the information
<New> Add a new record for the new customer

***   New Feature automatically adds Location, Departments, Inventory items, Tanks and Pumps to the new location. All you have to do is change the Location description, Customer number in the Location Record and any GL accounts that are different if any. You may have to add or delete records if the source Location is not exactly like to new one.

4.   Jobber, Master File Maintenance, **Locations,**
5 - Duplicate a Location
Enter Store to Duplicate ___ (similar consignment store already set up)
Enter new store to create ___ (New Location number to use for new store)
Duplicate Departments? Y   Duplicate Fuel Items? Y
Duplicate Misc Items? Y   Duplicate Pumps? Y
Ok? Y

A browse displays so you can edit the Location name and change or delete other duplicated data.

If you use the new feature, this is all you have to do unless more maintenance is needed on inventory items, tanks and pumps.
****

4a.   Jobber, Master File Maintenance, **Locations,**
Add/Change Locations
Display an existing Consignment Location and <Duplicate>
Change the Location Name and GL accounts if necessary.
Click on 'Consignment/Tax Data', enter the Customer Number, verify the State and State EIN

5.   Master File Maintenance, **Departments,** Add, Change Delete Departments.
Display an existing Consignment Department and <Duplicate>
Change GL accounts if necessary.
If there are separate departments for Gas and Diesel, display Dept 2 and duplicate.
Change GL accounts if necessary.

6.   Master File Maintenance, **Inventory**, Inventory Add and Change.
Display an existing Consignment Inventory item record and <Duplicate>
Change the default Vendor/Terminal if necessary
Repeat for each inventory item sold at this location (Unl, Plu, Sup, Uls)
Note: Also duplicate Misc items such as paidouts, Credit Cards. Edit GL account if necessary.

7. Fuel Tank Module, Add **Tanks**.
   Display an existing Consignment Tank record and <Duplicate>
   Repeat for each fuel item set up in inventory.
   Note: Change Plus to blended or not if necessary, if the new location has plus.
   A dummy tank is needed for blended plus.

8. Fuel Tank Module, Tank **Charts**, Enter Tank Charts if tanks readings will be entered in inches.
   (If Tanks are on computerized monitors, no tank charts are necessary, readings may be entered in gallons.

9. Consignment Inventory, **Pump/Console File**, Add/Change Pumps
   Display an existing Pump to become familiar with the record.
   Add a Pump record for each Sales reading you will be entering.