

Department Setup

Last Modified on 08/15/2022 2:23 pm EDT

The system uses departments (products) for each sales account to track. Tickets are recorded in different departments (sales accounts), so it is possible to categorize the types of product sales. The Department is tied to a customer on the *Tank Information* window. Month-end reports can print by department or by general ledger numbers for the departments (sales accounts).

Div	Dept	Description	Department	Type	Sale...	Fed Tax	Other...	Tank Type	Gas Dept
1	1128	PAYMENT - CHECK	Payment		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
1	877	FUEL SURCHARGE	Sale		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
1	998	METER READING FEE	Sale		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
1	1000	RESIDENTIAL PROPANE	Sale		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	P	Y
1	1001	COMMERCIAL PROPANE	Sale		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	P	Y
1	1002	EXEMPT PROPANE	Sale		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	P	Y
1	2000	GASOLINE	Sale		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	G	Y
1	3000	DYED DIESEL FUEL	Sale		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	DD	Y
1	4000	CLEAR DIESEL FUEL	Sale		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CD	Y
1	9999	LABOR	Sale		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
2	877	FUEL SURCHARGE	Sale		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
2	1000	RESIDENTIAL PROPANE	Sale		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	P	Y
2	1001	COMMERCIAL PROPANE	Sale		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	P	Y
2	1002	EXEMPT PROPANE	Sale		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	P	Y
2	2000	GASOLINE	Sale		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	G	Y
2	3000	DYED DIESEL FUEL	Sale		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	DD	Y
2	4000	CLEAR DIESEL FUEL	Sale		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CD	Y
2	9999	LABOR	Sale		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		

General Ledger

Interface Billing Code

Posting Transaction Code

Allow Discounts

Inactive Departments

Global Department

Footnotes

Price Adders

Volume Discount

Comment Only?

The following departments must be set up:

- 999990 – Tank/Meter Deposits
- 999991 – Deposit Refunds
- 999994 – Refunds
- 999995 – Transfers
- 999997 – Daily Clear
- 999998, 999999 – Balance Forwards

If the EnergyTrack Interface will be used, ensure the *Allow Discounts* flag, *Default Transaction Code*, *Tank Type*, *Gas Department*, *Non-Taxable Tax Codes*, and the *Global Department* is checked as this must be set up correctly to work with the TouchPC and EnergyTrack. By checking *Global Department*, only those checked will be downloaded to the handheld.

1. On the *Department Maintenance* window, select **Create** to enter a new department. To change a department, select the department and make any necessary changes.
2. In the *Div* field, enter the Division the department is assigned.
3. In the *Dept* field, enter a unique identifier for the department. The department can be up to six numeric characters.
4. Enter the Department's *Description*.
5. In the *Department* field, select the type of Department.

6. In the *Taxable* area, check the box if the department is state taxable or leave blank.
7. In the *Fed Fuel Txbl* column, check the box if the department is federal fuel taxable or leave blank.
8. Check the *Other Tax* box if a tax should be applied that is not a state or federal tax. Leave blank if no other taxes apply.
9. Indicate the *Tank Type* associated with the department.
10. In the *Gas Dept* field, enter Y if the department is related to a pumpable product, such as gasoline.
11. In the *GL Number* field, enter the corresponding sales account.
12. If using a separate billing system, enter a Billing Code if applicable.
 - **1** – Propane Budget Customer
 - **2** – Meter Customer
 - **3** – Propane Gas Charge
 - **4** – Misc Charges (not gas)
 - **99** – Charges do not go to the billing system
13. In the *Posting Transaction Code* enter, enter the default Transaction Code for this department.
14. In the *Allow Discounts* field, enter Y if discounts are allowed on this department. Otherwise, enter N.
15. Enter True in the *Invalid* field to set the department to inactive. Otherwise leave the department set to *False*.
16. Select *Global Department* to download department to handheld devices.
17. If *Footnotes* apply, press **F5** and select applicable footnotes.
18. If *Price Adders* apply, press **F5** and select applicable Adders.
19. If *Volume Discounts for Price Differentials* apply, press **F5** and select.
20. Choose **Save**.

Please note that the Payment Departments should have the appropriate Department Type selected.
