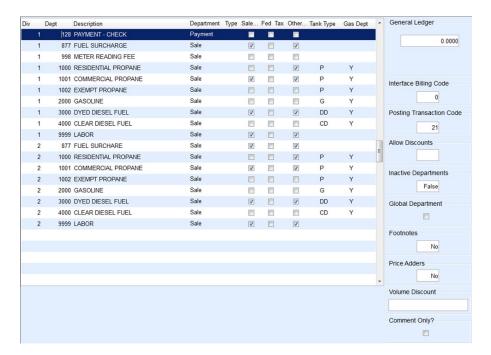
Department Setup

Last Modified on 10/29/2025 9:07 am 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).



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.

- On the Department Maintenance window at Main Menu / Supervisor Menu / Maintenance Menu / Maintenance
 Tables / Department Maintenance, 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 Yif 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. Choose Save.