pcAmerica
Retail and Restaurant Solutions

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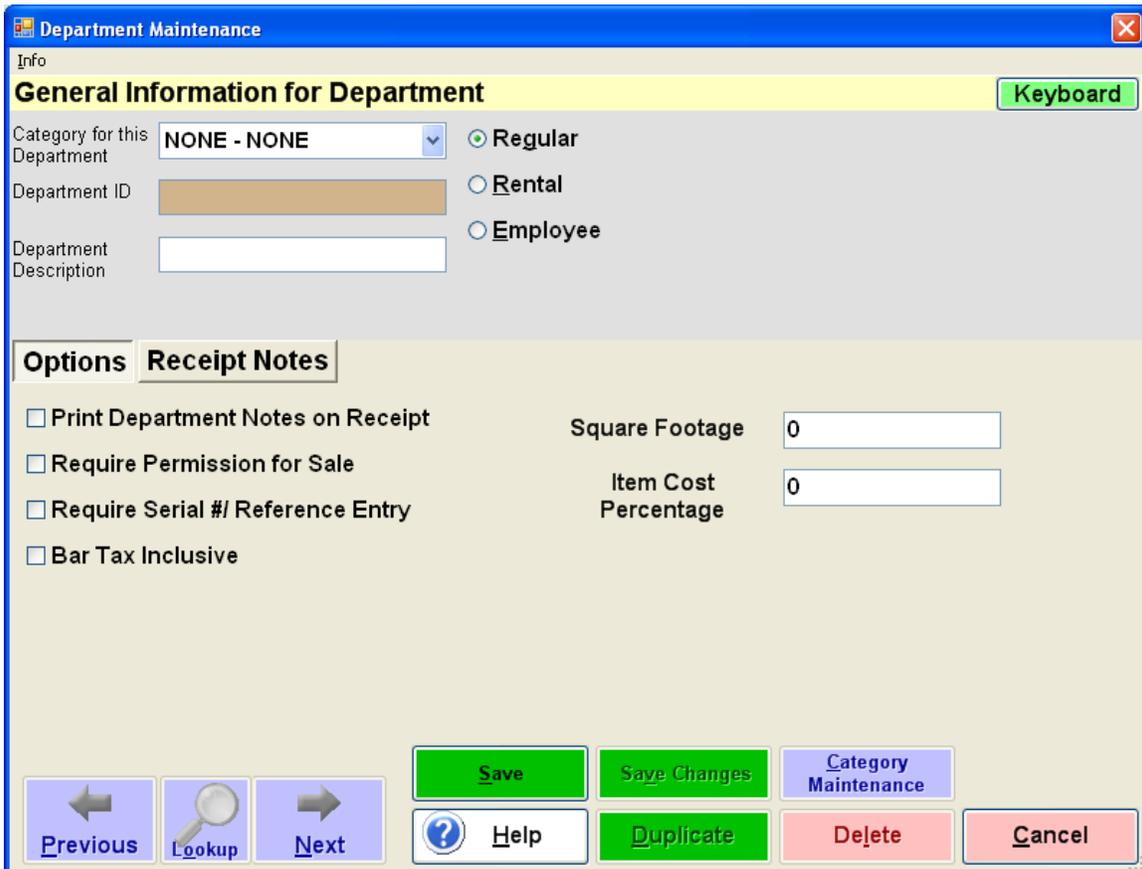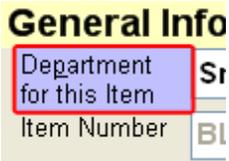*(Voice) 845-920-0800 (Fax) 845-920-0880*

Creating Departments

Your goods are separated into separate groups called **Departments**. A few examples of departments are **Sweaters, Pants,** and **Fruits**. Departments are used to organize your inventory items on the screen and also to report on your items. After your departments are created, you create items inside of each of your departments.

Creating Departments

Manager **Options**	1. Select the **Manager** or **Options** button. 2. Enter the administrator password (default: admin) where applicable. 3. Select **Administrative** then, **Department Maintenance**.
General Info Department for this Item Sr Item Number Bl	Optionally you can, select the blue **Department for this Item** link in the top left of the Inventory Maintenance screen. This will bring you to the **Department Maintenance** screen.

4. Select **Add Department**.

5. If applicable select a **Category for this Department**.

6. Enter a **Department ID** (e.g. SWTRS).

   - Please note the Department ID **should only** be comprised of Alpha Numeric characters and no other special characters with the exception of the hyphen "-" and underscore "_" symbols.

   - The maximum number of characters for the Department ID may not exceed 8, including spaces.

7. Enter a **Department Description** (e.g. SWEATERS).

8. Optionally you can select:

   - To **Print Department Notes on Receipt**. Department notes are configured on the Receipt Notes tab.

   - To **Require Permission for Sale**. This will require a manager override for your employees to sell items in this department.

   - To **Require a Serial #/Reference Entry**. This will require your employees to enter a serial number for items sold in this department. Optionally this can be configured per item in Inventory Maintenance.

   - To have the department be Bar Tax Inclusive. This will make the prices of certain items contain the tax. For example, $5.00 instead of $5.17 for a beer.

9. Optionally you can enter the **Square Footage** the department takes up in your establishment.

10. Optionally you can also enter an Item Cost Percentage which will increase the prices you charge for the items based on the items cost and the percentage that is entered.