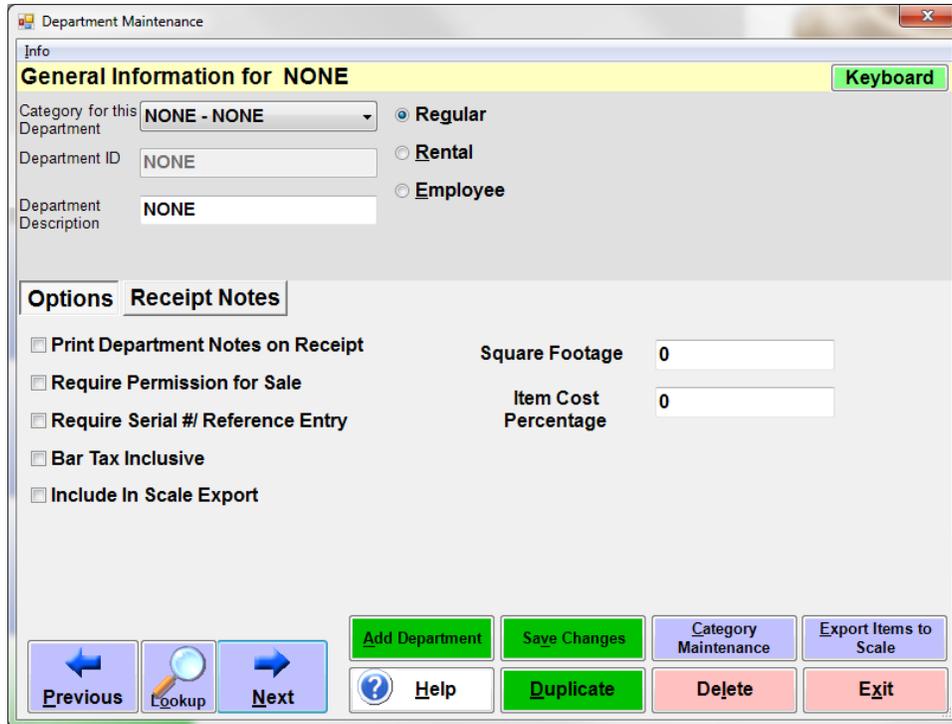


Department Maintenance Screen



The screenshot shows a software window titled "Department Maintenance". It features a "General Information for NONE" section with a "Keyboard" button. The "Category for this Department" is set to "NONE - NONE". The "Department ID" and "Department Description" are both "NONE". There are three radio buttons for "Regular", "Rental", and "Employee", with "Regular" selected. Below this is an "Options" section with checkboxes for "Print Department Notes on Receipt", "Require Permission for Sale", "Require Serial #/ Reference Entry", "Bar Tax Inclusive", and "Include In Scale Export". To the right of these are input fields for "Square Footage" and "Item Cost Percentage", both set to "0". At the bottom, there are several buttons: "Previous", "Lookup", "Next", "Add Department", "Save Changes", "Category Maintenance", "Export Items to Scale", "Help", "Duplicate", "Delete", and "Exit".

Establishments can carry anywhere from a few dozen to tens of thousands of items and/or services. Regardless of how many inventory and menu items your business sells, it is useful to break your items and/or services down into smaller groups. This can be beneficial when reporting as well as performing certain tasks or searching through inventory. In CRE\RPE, items/services can be grouped into **Departments**. Departments can then be further grouped into Categories, which is discussed in the Category Maintenance section of this document.

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Description

The **Department Maintenance** screen displays one department's information at a time. The top of the screen displays properties of the current department. To navigate between departments, use the arrows and drop down on the bottom left of the screen. To Add, Update, Delete and Exit, use the buttons on the bottom of the screen (explained in the [Screen Breakdown](#) section).

The **Department Maintenance** screen can be used to configure the following types of departments:

- **Regular** - The standard department type used for any type of merchandise or service that is provided to your customers. This is the most commonly used department type for your inventory. An example department would be the Candy department.
- **Rental** -- Any inventory item placed inside this department type will be available for rental, instead of for sale. Only items that will be rented out to customers should be placed inside of this department, not standard items that you strictly sell. An example department of this type would be the Movie Rental department.
- **Employee** - If you wish to organize your employees by department, create a few departments of the Employee type. This is typically setup for reporting and labor scheduling purposes. A few examples of this department type are the Server department, the Cashier department and the Manager department.

Note: The department can be defined (by type) under the [Department Type](#) selection.

A few uses of Departments are:

- Report on the sales of one or a combination of departments. For example, report how much in candy you sold in a retail store, or how many beverages you served in a restaurant.
- Quick Lookup - Look for a chocolate bar in the candy department, instead of looking through your entire inventory list. This is helpful when searching for inventory in the inventory lookup window, at the invoice screen and in inventory maintenance.
- Count and reorder inventory by department, breaking one huge task down into separate sections.
- Make a price change, put items on sale, etc... one department at a time, instead of individually. For example instead of adding a sale price to a 2 liter regular soda, 2 liter lemon-lime soda, 2 liter root beer, you can put the entire 2-Liter-Soda department on sale.

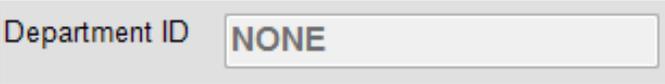
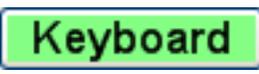
You can access the **Department Maintenance** screen by choosing **Administrative** then **Department Maintenance** from the **Manager/Options** Screen.

Please note that CRE\RPE comes with a default department (NONE), this department cannot be deleted.

Screen Breakdown

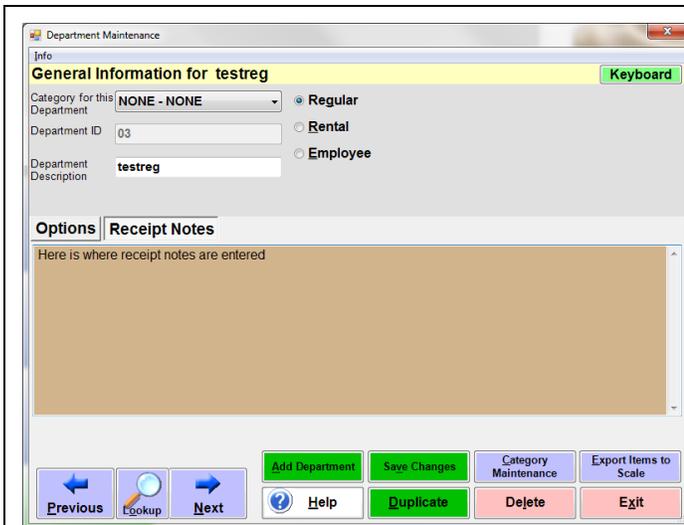
There is an **Info menu** on top left of the **Department Maintenance** screen. The Info menu displays two options:

- **Change Department ID** – This option will allow you to change the department ID, which can be changed for reporting purposes.
- **Toggle Sort Order** (shortcut Shift+F2) – This option will toggle the sort order of the departments.

	<p>Category for this Department (optional, recommended) - Each department can be placed into a category. Categories are at the highest level in the hierarchy. For example, if you have a restaurant with a retail store in front (which sells branded merchandise) you can create two categories, one for the retail sales and one for the restaurant sales. Categories can be set up in the Category Maintenance screen.</p>
	<p>Department ID (required) - A unique identifier of the department. Some businesses use numeric IDs to match accounting and tracking systems already in place. Others use a word such as "PRODUCE", "LIQUOR", etc. You may not have more than one department with the same department ID.</p>
	<p>Department Description (required) - A 30 character description of the department that appears on many buttons, searches and reports within CRE\RPE.</p>
	<p>Keyboard - Selecting this button will display the on screen keyboard. This is used by selecting the field you would like to enter text into and then selecting the Keyboard button where you will be able to type the information in, on screen.</p>

<div data-bbox="321 485 618 737"> <input checked="" type="radio"/> Regular <input type="radio"/> Rental <input type="radio"/> Employee </div>	<p>Department Type (required) -- There are 3 types of departments in CRE\RPE.</p> <ul style="list-style-type: none"> • Regular - The standard department type used for any type of merchandise or service that is provided to your customers. This is the most commonly used department type for your inventory. An example department would be the Candy department. • Rental -- Any inventory item placed inside this department type will be available for rental, instead of for sale. Only items that will be rented out to customers should be placed inside of this department, not standard items that you strictly sell. An example department of this type would be the Movie Rental department. When this is enabled, items within the rental department will not use combine lines. • Employee - If you wish to organize your employees by department, create a few departments of the Employee type. This is typically setup for reporting and labor scheduling purposes. A few examples of this department type are the Server department, the Cashier department and the Manager department.
<div data-bbox="138 1150 803 1230"> <input type="checkbox"/> Print Department Notes on Receipt </div>	<p>Print Department Notes on Receipt – This feature is used in conjunction with the feature Print Dept Notes Receipt (Receipt tab of the Setup Screen). Department notes will need to be entered on the Receipt Notes tab of the department maintenance screen.</p>
<div data-bbox="138 1524 803 1604"> <input type="checkbox"/> Require Permission for Sale </div>	<p>Require Permission for Sale – This option when checked, will apply the option Special Permission on the inventory maintenance screen for each item in said department. The permission Sell Special Items will need to be configured for each Employee in employee maintenance.</p> <p>This option will need to be re-checked after new items are added to this department. After new items are added this option will need to be unchecked and then saved, rechecked and saved. You will be prompted to confirm your decision.</p>

<input type="checkbox"/> Require Serial #/ Reference Entry	<p>Require Serial #/ Reference Entry – This option when checked, will apply the option Use Serial/Batch # on the inventory maintenance screen for each item in said department.</p> <p>This option will need to be re-checked after new items are added to this department. After new items are added this option will need to be unchecked and then saved, rechecked and saved. You will be prompted to confirm your decision.</p>
<input type="checkbox"/> Bar Tax Inclusive	<p>Bar Tax Inclusive - This option when checked, will apply Bar Tax on the inventory maintenance screen for each item in said department. Select this box if you want the price of your drinks to include bar tax, for example, \$5.00 instead of \$5.17 for a beer.</p> <p>This option will need to be re-checked after new items are added to this department. After new items are added this option will need to be unchecked and then saved, rechecked and saved. You will be prompted to confirm your decision.</p>
<input type="checkbox"/> Include In Scale Export	<p>Include In Scale Export – This option will need to be checked if you would like to export the items in this department to your scale application. After selecting this option for all the departments you would like to export, select the Export Items to Scale button.</p> <p>Note: Before using this feature settings for the scale application must be configured (under Deli Scale Type). These options can be configured on Page 3 of the Hardware tab of the Setup Screen.</p>
Square Footage <input type="text" value="0"/>	<p>Square Footage – Enter the square footage that the department covers in your establishment.</p>
Item Cost Percentage <input type="text" value="0"/>	<p>Item Cost Percentage – This option is used to automatically calculate the price of items added to your inventory when a cost is entered. When entering a value it must be entered as 100 (which will be 100% and will double the cost that is entered in inventory maintenance).</p>



Receipt Notes tab – Here is where receipt notes will need to be entered.



Use the **Previous** and **Next** buttons to cycle through the department that is being displayed.



Look up – This button will bring you to the Department Lookup Window.



Add Department – This button will allow you to create new Departments in your database.



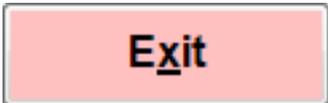
Help – This button will display the CRE/RPE help section. The help section can also be brought up by selecting F1 on your keyboard.



Save Changes – This button will save any changes made to the department.



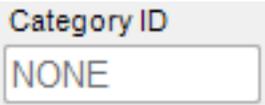
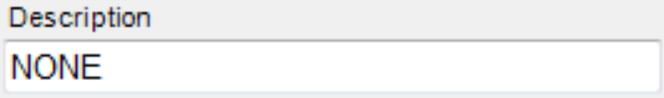
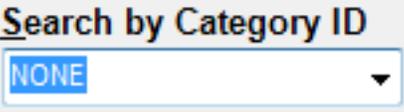
Duplicate – This button will duplicate the current department.

	<p>Category Maintenance – This button will bring you to the Category Maintenance screen.</p>
	<p>Delete – This button will delete the department from the database. All items in this department will be moved to the NONE department when a department is deleted.</p>
	<p>Export Items to Scale – This button will export all inventory in the departments to the scale application. This should be done after Include in Scale Export has been checked on all departments.</p> <p>Note: Before using this feature settings for the scale application must be configured (under Deli Scale Type). These options can be configured on Page 3 of the Hardware tab of the Setup Screen.</p>
	<p>Exit – This button will Exit from the department maintenance screen.</p>

Category Maintenance

Each department can be placed into a category. Categories are at the highest level in the hierarchy. For example, if you have a restaurant with a retail store in front (which sells branded merchandise) you can create two categories, one for the retail sales and one for the restaurant sales. Another example is, a liquor store can place RED WINE and WHITE WINE departments into a WINE category.

Screen Breakdown

	<p>Add – This button will allow you to create new Categories in your database.</p>
	<p>Update – This button will save any changes made to the category.</p>
	<p>Delete – This button will delete the category from the database. All departments in this category will be moved to the NONE category when a category is deleted.</p>
	<p>Exit – This button will Exit from the category maintenance screen.</p>
	<p>Category ID (required) - A unique identifier of the category. Some businesses use numeric IDs to match accounting and tracking systems already in place. You may not have more than one category with the same Category ID.</p>
	<p>Description (required) - A description of the category that appears on searches and reports within CRE\RPE.</p>
	<p>Use the Previous and Next buttons to cycle through the category that is being displayed.</p>
	<p>Search by Category ID – Use the dropdown to select the category to be displayed.</p>

How Do I...?

...Add a Department?

1. Enter the **Department Maintenance** screen.
2. Select the **Add Department** button.
3. Enter a **Department ID** in the corresponding field (ex: VEGGIES).
4. Enter a **Department Description** in the corresponding field (ex: Vegetables).
5. Select any necessary options that you would like on the department.
6. Select a category and department type (if applicable).
7. Select the **Save** button.

You have created a department! You may now place inventory items into this department through the Inventory Maintenance screen.

...Add a Category?

1. Enter the **Department Maintenance** screen.
2. Select the **Category Maintenance** button.
3. Select the **Add** button.
4. Enter a **Category ID** in the corresponding field.
5. Enter a **Description** in the corresponding field.
6. Select the **Save** button.

You have created a category! You may now place departments into this category through the Department Maintenance screen.

...Place an item inside a certain department?

1. Enter the **Inventory Maintenance** screen.
2. Locate the item you wish to modify using the Navigation controls on the bottom left of the screen
3. Select the dropdown box immediately to the right of **Department for this Item**.
4. Choose the department you want to place this item into.
5. Select the **Save Changes** button on the bottom of the screen.

Your item is now in this department.