

## DEPARTMENTS

Department numbers are used as a sort option in many reports and the General Ledger accounts in the record are used to create journal entries for sales and purchases and shrink. Each stock item in inventory must have a department code.

One Department record is needed for each sales account in General Ledger. For example, if Sales are divided into Fuel Sales, Oil Sales, Grease Sales, and TBA Sales, then 4 Departments will be needed. They could be numbered as follows: 1 - Fuel, 2 - Oil, 3 - Grease, 4 - TBA.

Use the "U" Duplicate button to add Department records for new locations. Edit GL accounts as needed.

See OVERVIEW, General Ledger Interface for a list of GL entries created with each process.

### Menu Select.

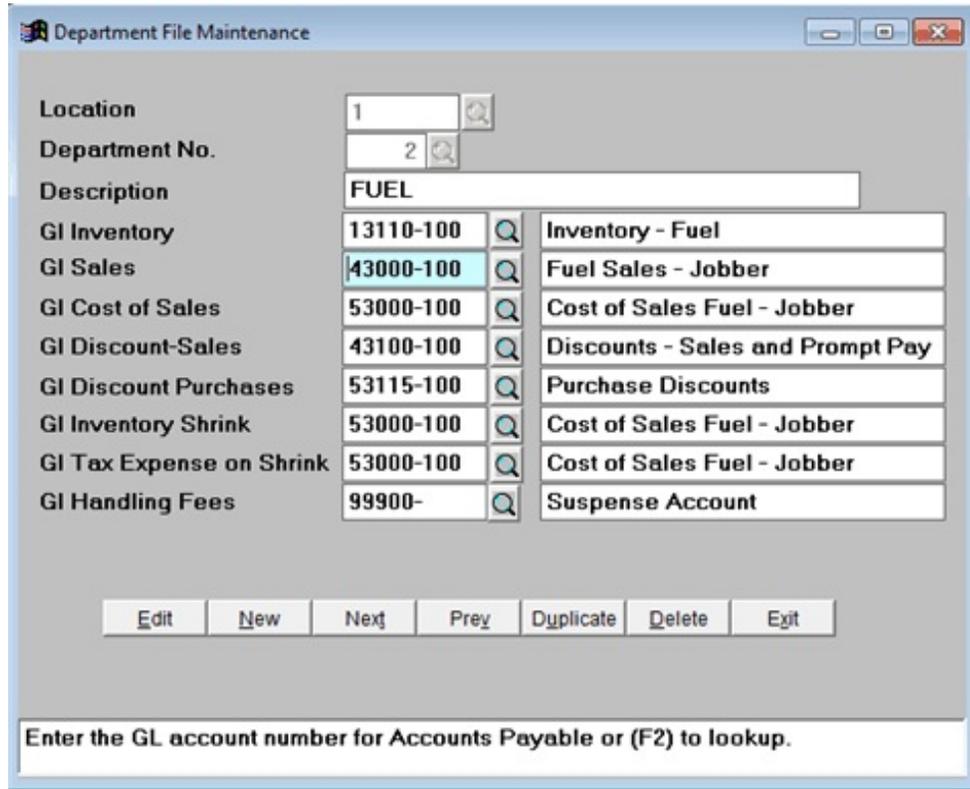
From the Master File Maintenance submenu, select *Departments*.

Add Change Delete Departments

Department Report

Quit

## Add Change Delete Departments



Location	1	
Department No.	2	
Description	FUEL	
GI Inventory	13110-100	Inventory - Fuel
GI Sales	43000-100	Fuel Sales - Jobber
GI Cost of Sales	53000-100	Cost of Sales Fuel - Jobber
GI Discount-Sales	43100-100	Discounts - Sales and Prompt Pay
GI Discount Purchases	53115-100	Purchase Discounts
GI Inventory Shrink	53000-100	Cost of Sales Fuel - Jobber
GI Tax Expense on Shrink	53000-100	Cost of Sales Fuel - Jobber
GI Handling Fees	99900-	Suspense Account

Buttons: Edit, New, Next, Prey, Duplicate, Delete, Exit

Enter the GL account number for Accounts Payable or (F2) to lookup.

\*\*\*NOTE\*\*\*Set up ONE department and then duplicate (option U) to all other locations that need it. Change GL accounts on the duplicated departments if necessary.

### Location.

Enter a Location number, the description displays.

### Department No.

Enter a Department Number up to 4 digits - numbers only. Do not use 9999, it is reserved for charges other than inventory.

### Description.

Type a Description for the department. This description is used on reports by department. (Ex: Fuel, Oil, Grease)

\*\*\*If you are not linked to the General Ledger, the GL accounts in the following fields do not apply. Press <enter> through the GL account fields.\*\*\*

### GL Inventory.

Enter the asset account for Inventory at this location. This account is debited on purchases and credited on sales.

**GL Sales.**

Enter the Income account where sales will be credited when a sale is updated.

**GL Cost of Sales.**

Enter the Cost of Sales account where the cost will be debited when a sale is updated.

**GL Sales Discount.**

Enter the Sales Discount Account.

**GL Purchase Discount.**

Enter the Purchase Discount Account.

**GL Inventory Shrinkage.**

Enter the Cost of Sales Shrink account or the Cost of Sales Account. Monthly shrink will post to this account if shrink GL entries are created in the Physical Inventory program is run.

**GL Tax Expense on Shrinkage.**

Enter the Cost of Sales shrink account for tax on shrink or use the Cost of Sales Account.

GL Handling Fees.

Enter the .

**OPTION BUTTONS.** Click on the button or press the underlined letter.

<Edit> Click on the field to be changed or click <Edit> and then the field to change.

<New> Add a NEW record.

<Next> Display the next record.

<Prev> Display the previous record.

<Duplicate> Create another record at a different location for the same department.

A popup box with 'Record not found. Do you want to add it?' displays. Click the appropriate button. If Yes, enter the new location number and description. The GL accounts will display. Make changes if necessary.

<Delete> Delete to delete this record.

A popup box with 'Do You Want to Delete This Record? (Y or N)?' displays. Click the 'Yes' button to delete the record or the 'No' button to cancel the delete.

<Exit> Exit/quit Fuel Type file maintenance.

# Department Report

## Description:

The Department Report is a listing of all department records in the file. Some of the GL accounts print on the report.

## Menu Select:

From the Master File Maintenance submenu, select - *Departments*  
From the Fuel Types submenu, select - *Department Report*.

## Enter Fuel Type Report Options:

*Output to:*      *S=Screen*      *P=Printer*      *F=Text File*      *Q=Quit*

## Enter The Date.

The current system date displays. Press *enter* to accept the date or enter a report date. This date has no affect on the report.

## Enter the Store to Print (Blank=All F2=Lookup).

Enter the Location to print, leave blank to print ALL locations or F2 to select a location to print from the lookup screen..

## Is Everything Ok? (Y/N/P=Printer/Q=Quit).

**Y** - print the report using the selected printer or screen.

**P** - change to a different printer or print option.

**N** or **Q** - quit without printing.

Date: 03/24/2006	Petro-Data Demo					Page No.	
Time: 15:27:01	Department File Report03/24/2006					1	
Loc	Dept	Description	Glinven	Glsales	Glcost	Glshtink	Gltaxexp
1	1	OIL	13100-100	43010-100	53010-100	53010-100	53010-100
1	2	FUEL	13110-100	43000-100	53000-100	53000-100	53000-100
1	3	GREASE	13120-100	43020-100	53020-100	53020-100	53020-100
2	1	OIL	13100-100	43010-100	53010-100	53010-100	53010-100
2	2	GASOLINE	13110-100	43000-100	53000-100	53000-100	53000-100
2	3	GREASE	13120-100	43020-100	53020-100	53020-100	53020-100
9	2	FUEL	13110-100	43000-100	53000-100	53000-100	53000-100

## Department File Report