



# Department Glossary

# INDEX

Overview of Departments	1
Department Field Descriptions	2



# Overview of Departments

Departments are groupings of items that share similar properties, such as groceries, soft drinks, magazines, ect.

Below is an image of the department properties screen from within Director. The next page will cover each editable field on this page and what it is used for.

**FasTrax Director v1.385**

**Maintenance**

Time Clock | Stores | **Departments** | Dept Groups | Tenders | POS Flags | POS Accounts | Employees | Vendors | House Accounts | Negative Check | Logins | Pricebook Zones | Carton Counts

Existing Departments

Dept #	Name	Dept Group	Product Code	POS Flag	Add To Sales	Target GM	RPCI Code
1	DEPARTMENT #1	DEPARTMENT GROUP #1	1	TAXABLE TOBA...	<input checked="" type="checkbox"/>	0	1

Department Details

Dept Number:  Name:  POS Name:

Dept Group:  POS Flag:  Inv Code:  COGS Code:  AP Code:

Min Amount:  Max Amount:  Target GM:  Add To Sales

Discount 1:  Discount 2:  Discount 3:  Discount 4:  Add To CTN Count

Max % Discnt:  QOH Reorder Point:  Override Order Days:  Override Type:

Has Sales Restriction

When Printing, Sort By Department Name

1 Stores Selected To Receive Changes/For Reporting

Corporate Mode [Settings](#)



## Department Field Descriptions

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1. Dept Number – The unique, numerical department number
2. Name – The department name that is shown throughout Director
3. POS Name – The department name that is shown throughout the POS
4. Dept Group – Used to roll multiple departments up to one, larger group
5. POS Flag – Contains age verification, positive or negative transaction flag, and tax groups
6. Inv Code, COGS Code, & AP Code – Utilized for accounting software exports
7. Min Amount – The minimum sale amount allowed for selected department
8. Max Amount – The maximum sale amount allowed for selected department
9. Target GM – The targeted gross margin to be made on the selected department
10. Add To Sales – Adds totals sales to selected department to net sales for the day
11. Discount 1, 2, 3, & 4 – An entire department level discount that is assigned to house accounts
12. Add To CTN Count – Adds the selected department to the carton count limiter
13. Max % Discnt – The max amount any item from selected department can be manually discounted at register
14. QOH Reorder Point – For replenishment orders, allows all items in selected department to supersede order rules
15. Override Order Days – For days of inventory orders, allows all items in selected department to supersede order rules
16. Override Type – For overriding order parameters, allows to increase, decrease, or completely override the set order parameters
17. Has Sales Restriction – Assigns selected department to utilize sales restrictions

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For assistance with configurations, please contact Technical Support at [Support@FasTraxPOS.com](mailto:Support@FasTraxPOS.com)