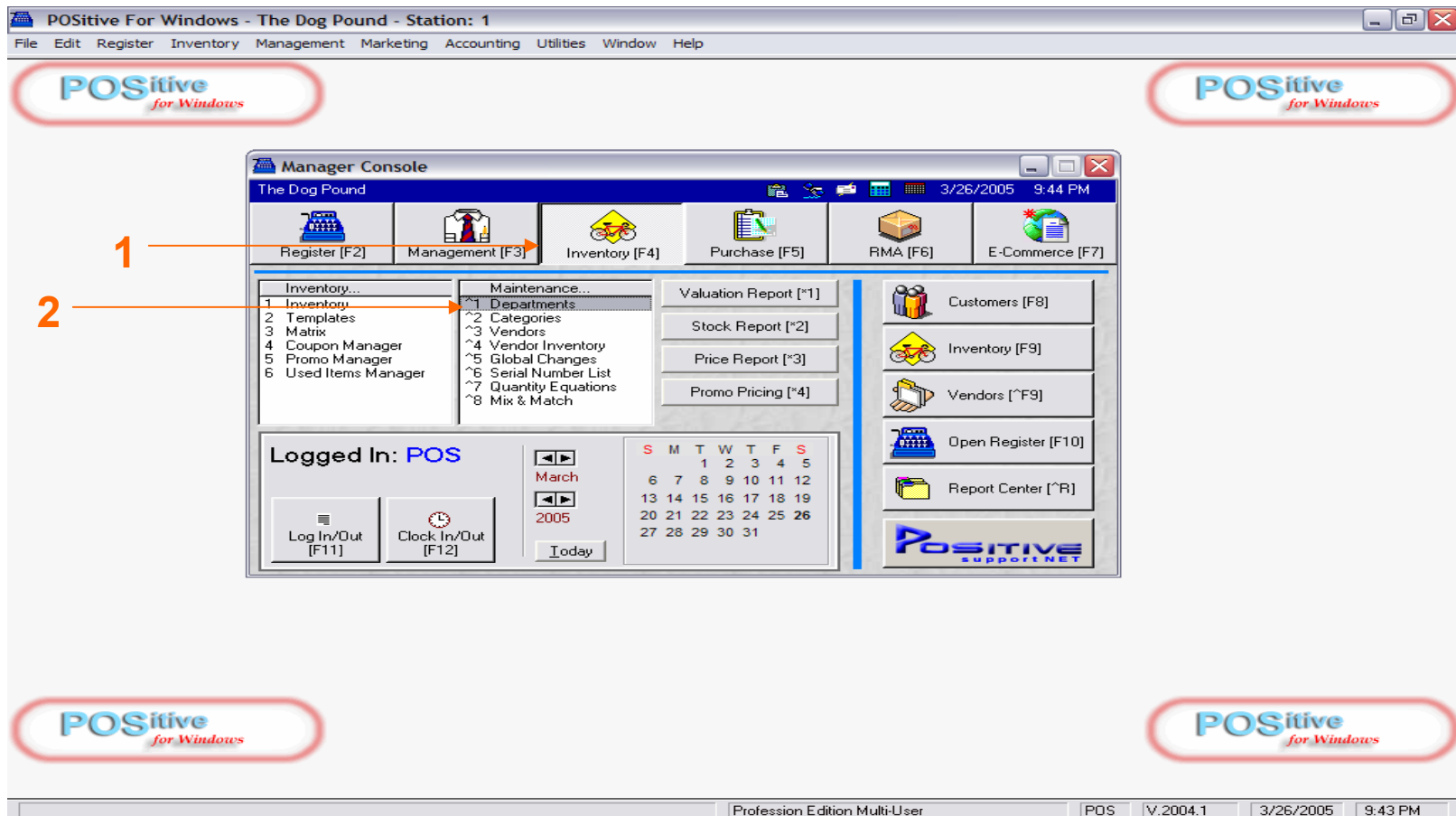
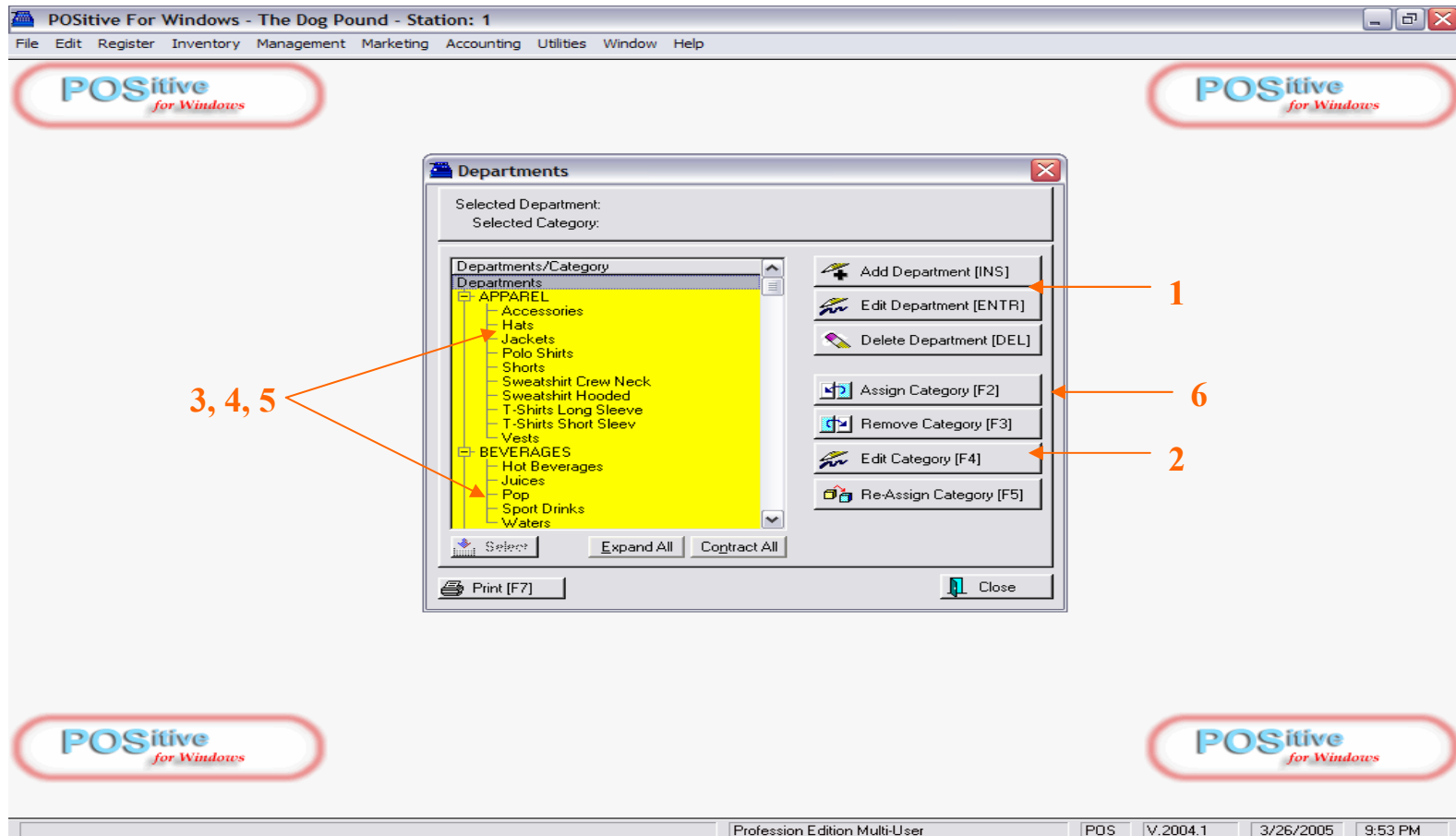


# Departments & Categories

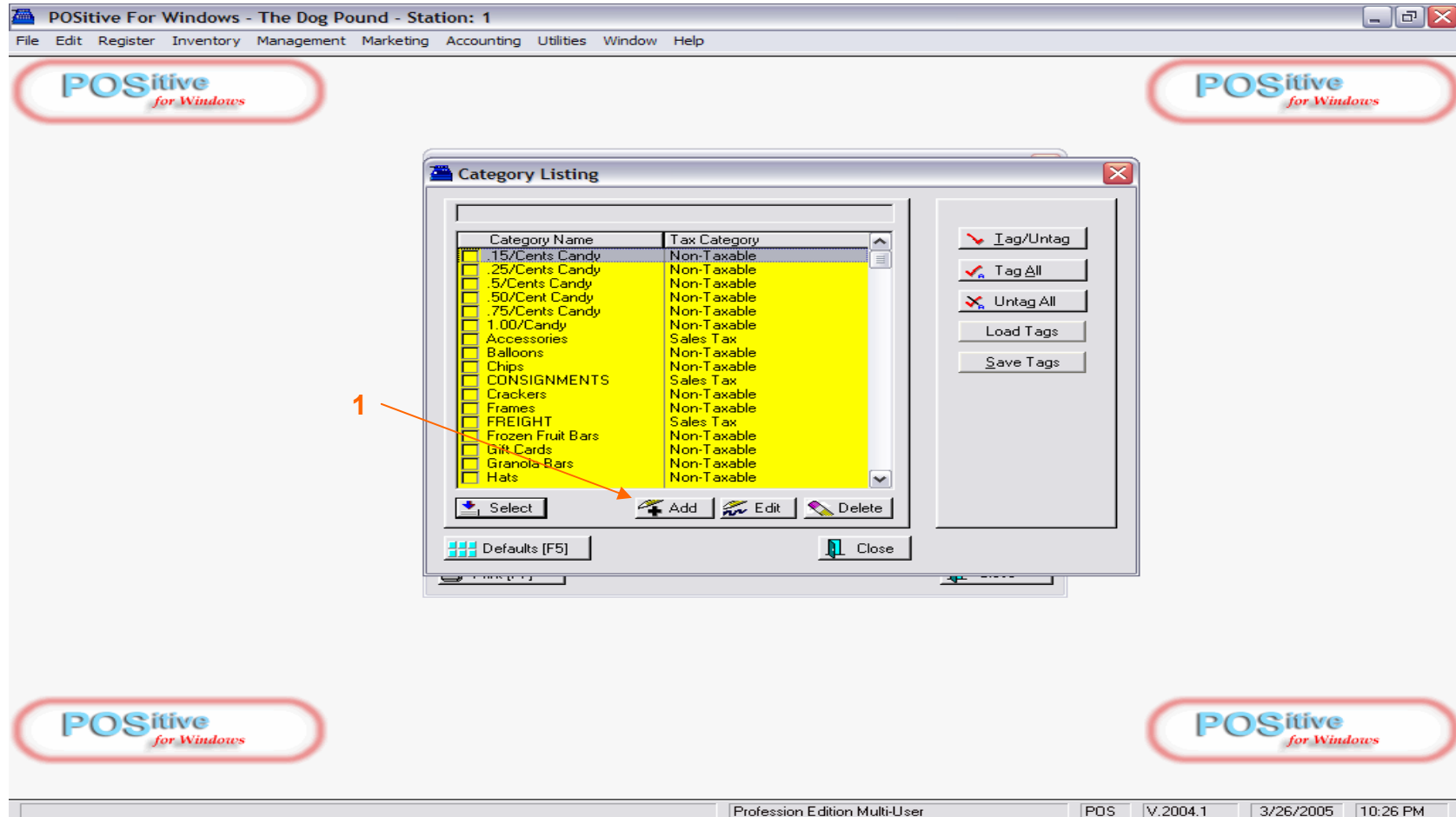


- 1) In POS Console, locate the **Inventory Center (F4)**.
- 2) In Maintenance Column, Highlight **Departments**, and double-click

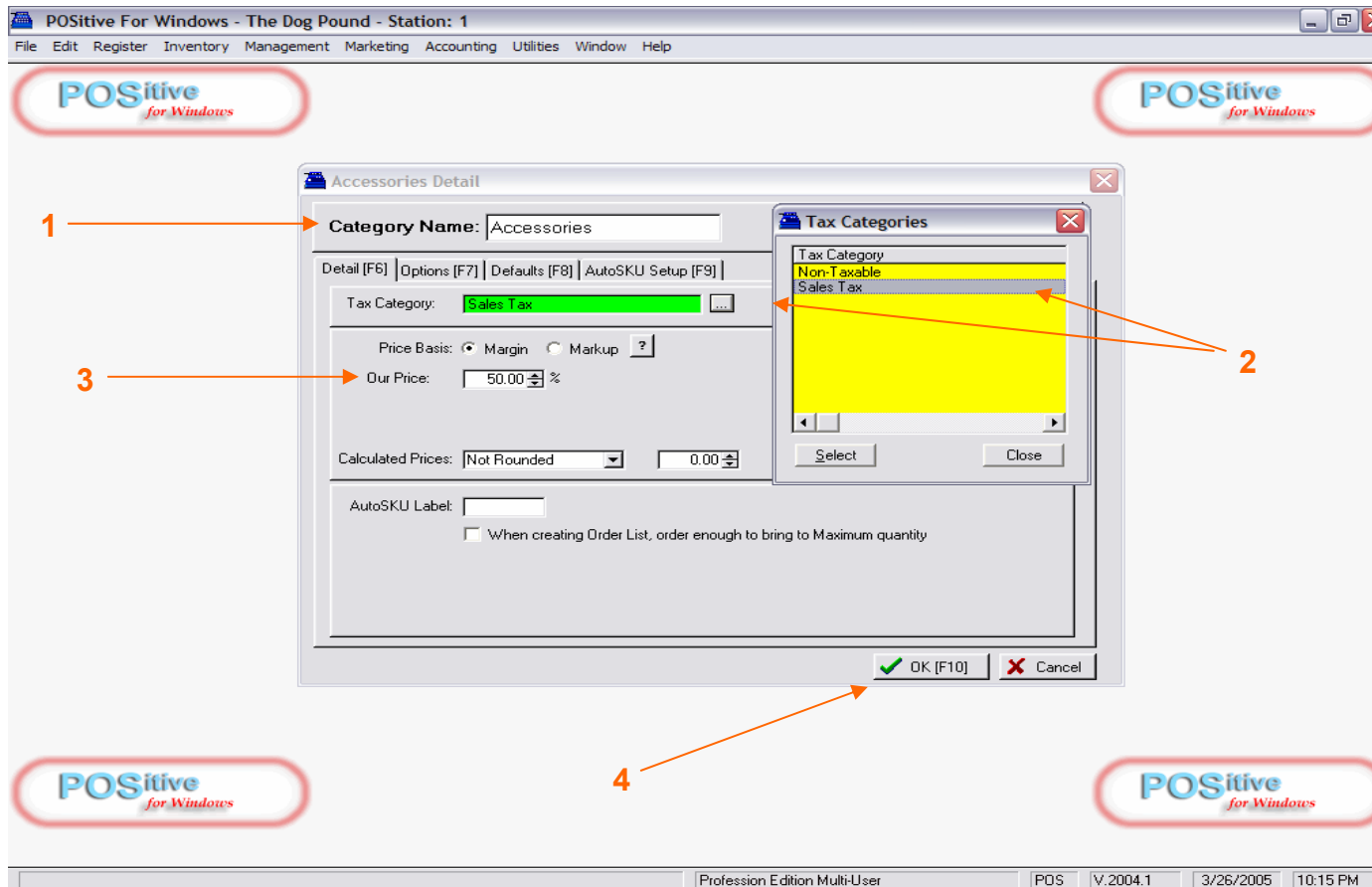


Review Pre-Set Departments (in UPER-CASE WORDS) and Categories (lower case words)

- 1) Add or Edit any highlighted Department descriptions.
- 2) Edit any Category descriptions.
- 3) Categories are very powerful and dictate to inventory items many important things.
- 4) Categories should describe basic profit areas within a Department.
- 5) Categories should be generic so to allow more than a few inventory items to be associated with it.
- 6) To Add a new Category, highlight the Dept. you would like it linked to, and **click Assign Category (F2)**

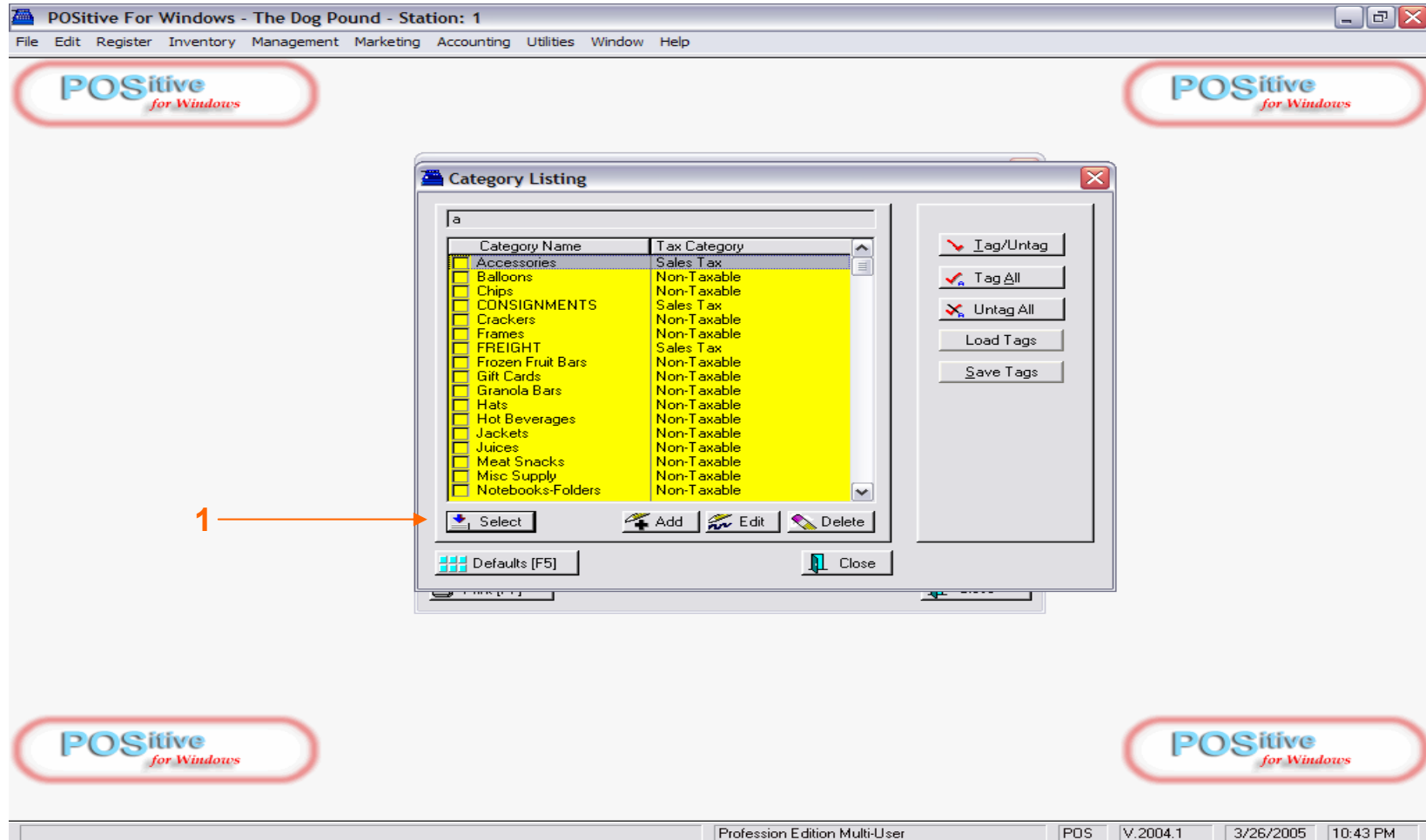


When you click Assign Category (F2), you will see a yellow list of pre-set Categories  
1) Locate the ADD button at bottom of page, and Click it.



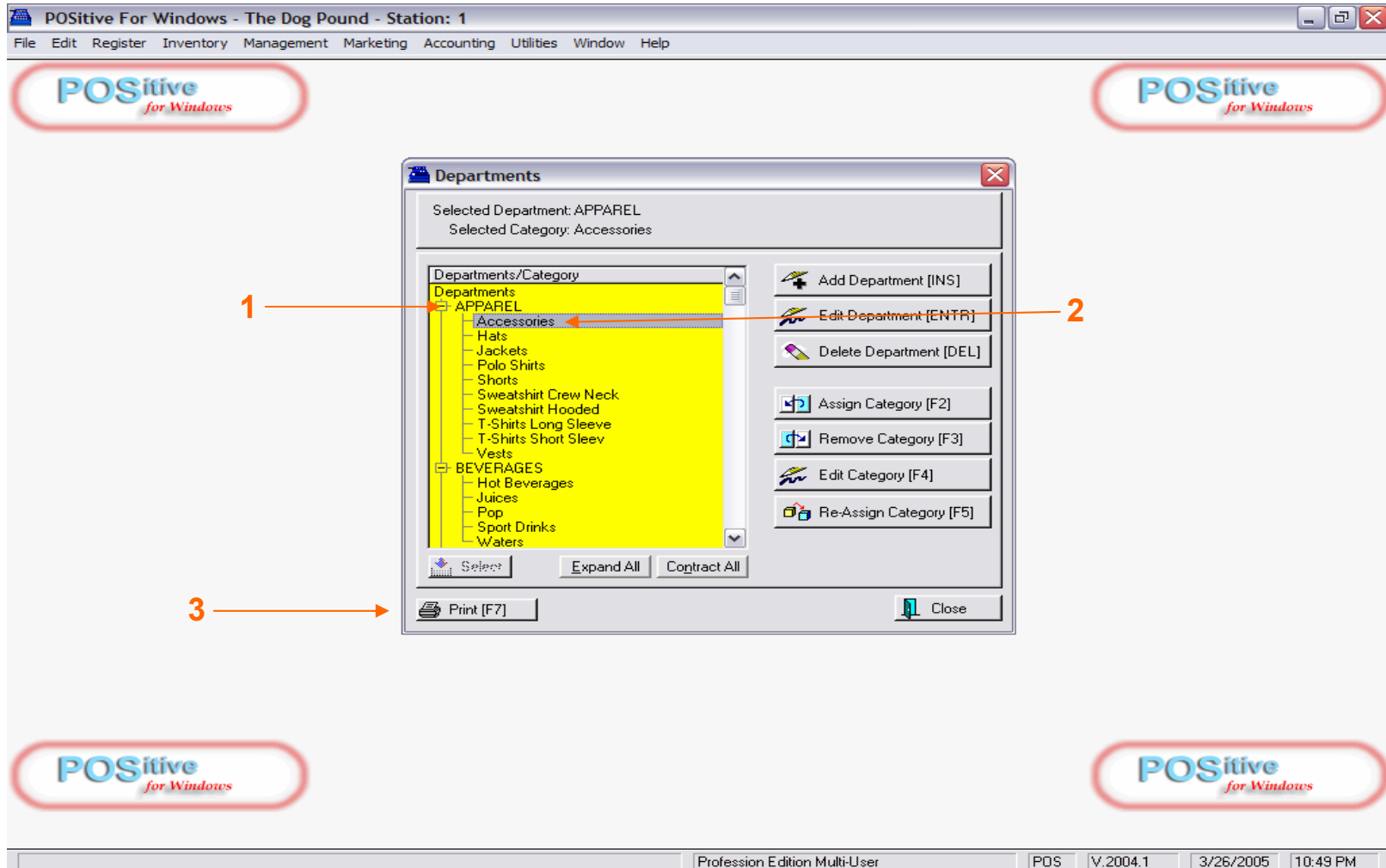
### When assigning (adding) or editing a Category

- 1) Add or Edit Category descriptions.
- 2) Add/Edit Category Tax Category (usually non-food/beverage items are taxable).
- 3) Add/Edit a Target % Profit Margin. Helps suggest a retail \$, when cost is entered to Inv-item file.
  - Note: Other Category settings have been already pre-set for School Stores.
- 4) To Save Category Settings, **Click OK (F10)**



Upon saving your Category settings, you will come back to list of Categories. Your saved Category will be highlighted

**1) Locate the Select button at bottom and Click it.**



Upon selecting a your Category, you will see it in Alphabetic order under it's linked Department.

- 1) Selected Department
- 2) Linked Category
- 3) When your Department/Category tree is complete. **Print a Report** and share it with everyone.