



DEPARTMENTS

“GETTING STARTED GUIDE”

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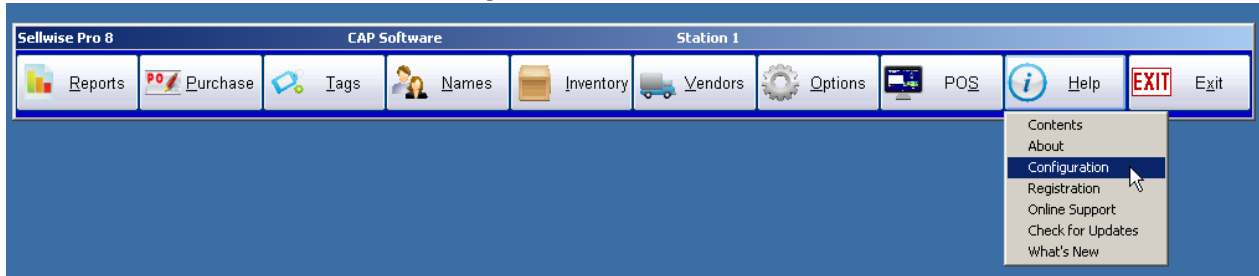
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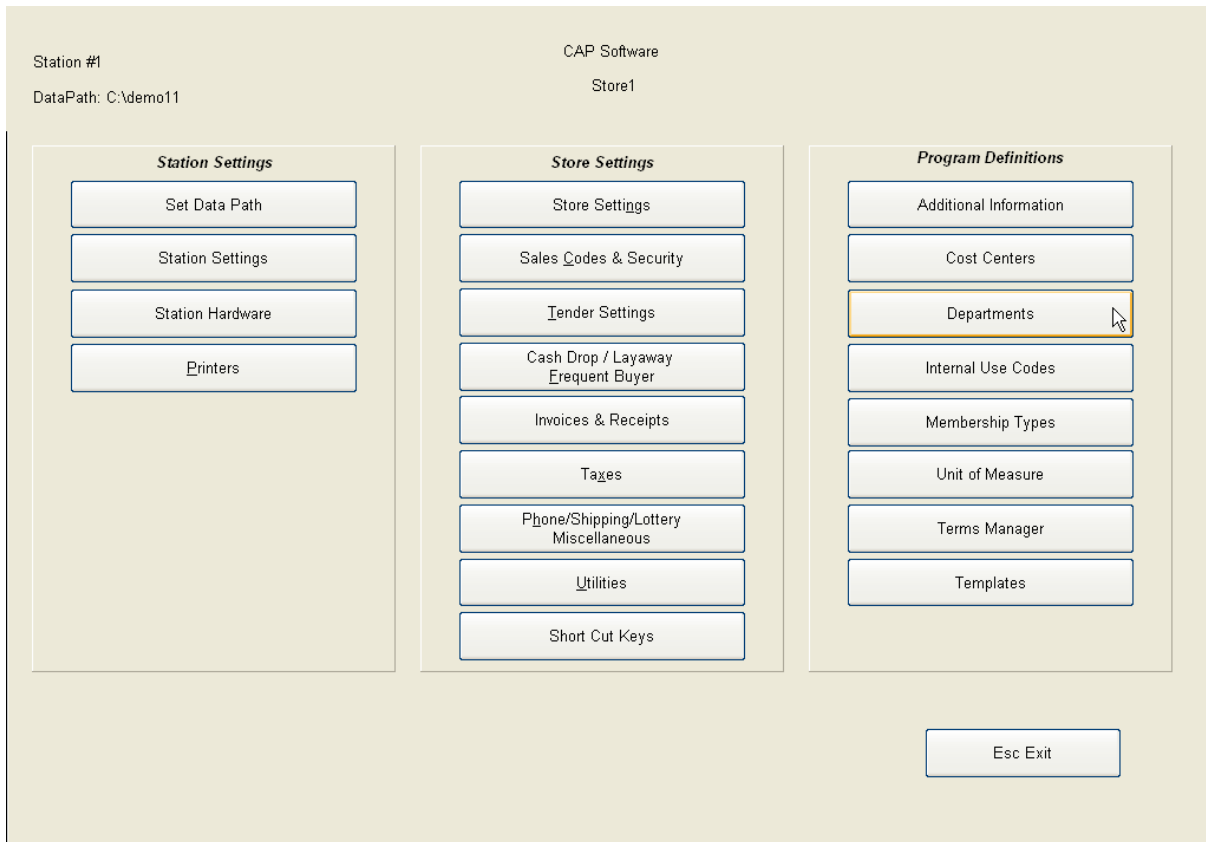
We recommend setting up your departments before you add your inventory. This will make adding your inventory a lot easier and faster because you can select from a drop down when you reach this field in inventory.

Departments can be broken down into Sub-departments and classes. Each of these has a 3 digit code associated with it, so you can have up to 999 Departments, 999 Sub-departments and 999 classes. An example of this could be – Dept – Beer, Sub-Dept – Domestic, Class – Light

Departments are added to the system in Configuration by selecting the Help button on the CAP SellWise Pro toolbar (seen below) and then Configuration.



You will then select the Department button under Program Definitions.



You can now start entering your Departments, Sub-departments and Classes. Select Add then either Dept, Sub-Dept or Class depending on which one you are adding. You will need to add a Dept before you can add a Sub-dept under that Dept and you will need to add a Sub-Dept before you add a class under that sub-dept.

Code	Dept Name	Sub Dept	Class	Tax Code	Margin	Verify Age
001.000.000	General			0	10	
065.000.000	TOYS			A	10	
068.000.000	Retail			A	25	
068.001.000		Hardware		A	25	
068.001.001			Paint	A	25	
068.001.002			Plumbing	A	25	
068.002.000		Clothing		A	25	
068.002.001			Mens	A	25	
068.002.002			Womens	A	25	
068.002.003			Children	A	25	
070.000.000	Party			A	35	
071.000.000	General				10	
072.000.000	testme				10	
073.000.000	Liquor			A	15	21
073.001.000		Vodka		A	15	21
073.002.000		Tequila		A	15	21
073.003.000		Scotch		A	15	21

Add a Department by Selecting Add then Department

- Department
- Sub-Department
- Class

When adding a new Department, the system will automatically assign the 3 digit numeric code. You will need to enter the Department name, assign the Tax Code from the drop down and enter the default Profit Margin.

If the items in this department require the clerk to verify the persons age, you can enter the years under the Age for Sales of Restricted Products section. Ex Alcohol – 21, Tobacco 18

You can also assign a percentage rate for employee’s commissions when they sell something from this department

Department: 080 Sub-Department: 000 Class: 000

Department Name:

Tax Code: Profit Margin %:

Age for Sales of Restricted Products
 Enter Age Years

Sales Commission Rate for eligible Employees
 (this overrides commission set on Sales Code)
 %

NOTE: An entry of 0% means no commission will be paid on any item in this Department. Values set at Dept Level will be applied to Sub-Depts and Classes

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When you want to **add a Sub-department** under a department, you will need to highlight the Department, then Select Add Sub-department.

Department	Sub-Department	Class
068	003	000
Retail		

Sub Department

Tax Code Profit Margin %
 A 5.% 25

Age for Sales of Restricted Products
 Enter Age Years

Sales Commission Rate for eligible Employees
 (this overrides commission set on Sales Code)
 %

NOTE: An entry of 0% means no commission will be paid on any item in this Department. Values set at Dept Level will be applied to Sub-Depts and Classes

F1 Help F10 Accept Esc Cancel

Again, the system will assign the 3 digit numeric code for the sub-dept. You will need to the Sub-dept name, tax code, etc just like you did for the Department.

Adding Classes will be done the same way. Except you will select the Sub-department you want the class to go under then select Add Class. Then follow the previous steps when you entered dept and sub-depts.

Once you have created your departments, you can now add your inventory and assign your items to a one of the Dept, Sub-dept or classes you have created. For more details on adding an item see the Guide for adding items.

Stock Locator	79	Description	Beer Single
Vendor Item #	79	Sub-Description	
Unit of Measure	Ea - Each	F7 Edit UPC	

Cost Price		Additional Information		Messages	
Current Cost	2.00	Margin	27.27 %	Tax Code	A 5.00%
Actual Cost	2.00	Markup	37.50 %	Volumetric Tax \$	
List Price	2.75			F4 Find Vendor	ABC
				F6 AltVend	
				Dept Code	080.001.001
				Dept --Sub Dept--	Beer - Domestic - Light
				Class	
				F3 Find Dept	
				<ul style="list-style-type: none"> Beer... 080.000.000 <ul style="list-style-type: none"> Domestic... 080.001.000 <ul style="list-style-type: none"> Light... 080.001.001 Clothing... 079.000.000 EF Test... 078.000.000 General... 001.000.000 General... 071.000.000 	

Change Item

F1 Help	Add	Change	Delete	History	F10 Accept	Print Tag	Esc Cancel
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