Department Glossary

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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.

Department Field Descriptions

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