

Department Setup

Last Modified on 10/29/2025 9:07 am EDT

The system uses Departments (Products) for each sales account to track. Tickets are recorded in different Departments (Sales Accounts), so it is possible to categorize the types of Product sales. The Department is tied to a customer on the *Tank Information* window. Month-end reports can print by Department or by General Ledger numbers for the Departments (Sales Accounts).

Div	Dept	Description	Department	Type	Sale...	Fed	Tax	Other...	Tank Type	Gas Dept
1	128	PAYMENT - CHECK	Payment		☒	☒	☒			
1	877	FUEL SURCHARGE	Sale		☒	☒	☒			
1	998	METER READING FEE	Sale		☒	☒	☒			
1	1000	RESIDENTIAL PROPANE	Sale		☒	☒	☒		P	Y
1	1001	COMMERCIAL PROPANE	Sale		☒	☒	☒		P	Y
1	1002	EXEMPT PROPANE	Sale		☒	☒	☒		P	Y
1	2000	GASOLINE	Sale		☒	☒	☒		G	Y
1	3000	DYED DIESEL FUEL	Sale		☒	☒	☒		DD	Y
1	4000	CLEAR DIESEL FUEL	Sale		☒	☒	☒		CD	Y
1	9999	LABOR	Sale		☒	☒	☒			
2	877	FUEL SURCHARGE	Sale		☒	☒	☒			
2	1000	RESIDENTIAL PROPANE	Sale		☒	☒	☒		P	Y
2	1001	COMMERCIAL PROPANE	Sale		☒	☒	☒		P	Y
2	1002	EXEMPT PROPANE	Sale		☒	☒	☒		P	Y
2	2000	GASOLINE	Sale		☒	☒	☒		G	Y
2	3000	DYED DIESEL FUEL	Sale		☒	☒	☒		DD	Y
2	4000	CLEAR DIESEL FUEL	Sale		☒	☒	☒		CD	Y
2	9999	LABOR	Sale		☒	☒	☒			

General Ledger

0.0000

Interface Billing Code: 0

Posting Transaction Code: 21

Allow Discounts: ☐

Inactive Departments: ☐ False

Global Department: ☐

Footnotes: ☐ No

Price Adders: ☐ No

Volume Discount:

Comment Only? ☐

The following departments must be set up:

- **999990** – Tank/Meter Deposits
- **999991** – Deposit Refunds
- **999994** – Refunds
- **999995** – Transfers
- **999997** – Daily Clear
- **999998, 999999** – Balance Forwards

If the EnergyTrack Interface will be used, ensure the *Allow Discounts* flag, *Default Transaction Code*, *Tank Type*, *Gas Department*, *Non-Taxable Tax Codes*, and the *Global Department* is checked as this must be set up correctly to work with the TouchPC and EnergyTrack. By checking *Global Department*, only those checked will be downloaded to the handheld.

1. On the *Department Maintenance* window at *Main Menu / Supervisor Menu / Maintenance Menu / Maintenance Tables / Department Maintenance*, select **Create** to enter a new Department. To change a Department, select the Department and make any necessary changes.
2. In the *Div* field, enter the Division the Department is assigned.
3. In the *Dept* field, enter a unique identifier for the Department. The Department can be up to six numeric characters.
4. Enter the Department's *Description*.

5. In the *Department* field, select the type of Department.
6. In the *Taxable* area, check the box if the Department is state taxable or leave blank.
7. In the *Fed Fuel Txbl* column, check the box if the Department is Federal Fuel taxable or leave blank.
8. Check the *Other Tax* box if a tax should be applied that is not a state or federal tax. Leave blank if no other taxes apply.
9. Indicate the *Tank Type* associated with the Department.
10. In the *Gas Dept* field, enter Y if the Department is related to a pumpable product, such as Gasoline.
11. In the *GL Number* field, enter the corresponding sales account.
12. If using a separate billing system, enter a Billing Code if applicable.
 - **1** – Propane Budget Customer
 - **2** – Meter Customer
 - **3** – Propane Gas Charge
 - **4** – Misc Charges (not gas)
 - **99** – Charges do not go to the billing system
13. In the *Posting Transaction Code* enter, enter the default Transaction Code for this Department.
14. In the *Allow Discounts* field, enter Y if discounts are allowed on this Department, otherwise, enter N.
15. Enter *True* in the *Invalid* field to set the Department to Inactive. Otherwise, leave the Department set to *False*.
16. Select *Global Department* to download department to handheld devices.
17. If *Footnotes* apply, press **F5** and select applicable footnotes.
18. Choose **Save**.