

Negative departments are used for any negative items on a transaction – for example, paying out winning lottery tickets. **HERE'S HOW TO SET THAT UP.**



FROM THE MANAGER WORKSTATION:

1. Select
"Set Up"

Set Up

2. Then
"Store"

Store

3. Then
"Department
Maintenance"



4. Tap the "Add"
button to add a
new department.



5. Enter the information
required on the "General
Information" tab.

6. Check the "Negative Department" box.
If this field is checked, this is a negative
department. The amount will appear as a
negative on the transaction.

☒ Negative Department

7. Select "Save"



FROM NOW ON, THE ITEM WILL APPEAR AS A NEGATIVE ON THE TRANSACTION. **EASY RIGHT?**

