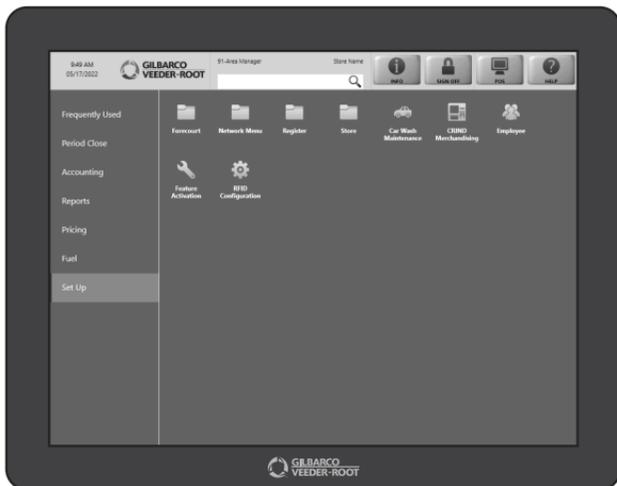


Negative departments are used for any negative items on a transaction – for example, paying out winning lottery tickets. **HERE'S HOW TO SET THAT UP.**



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?**

