

Setting up New Division Codes

Overview

Division codes are typically used for product groupings. A division code field exists in each item master record. Division codes contain 2 alpha-numeric characters. Examples: FX=Fixture; LB=LightBulbs; DA=Decorative Accessories. Division codes can be used to: (a) Calculate selling prices by division in a batch mode; (b) Print month-to-date and year-to-date sales by division; (c) Create general ledger sales distribution by division.

Steps to Add a New Division Code

1. **Add the Division Code and Description to the Division Code Description Table.** From Main Menu, select System Administrator, Options Menu, Table Options, **Division Code Descriptions**. Add the new division code and its description to this table.
2. **Create a Daily Division Code Summary Record.** From Main Menu, select Closing Routines, Division Summary.

Period: D (D=Daily Total Record).

Time Frame: 1 This will create a daily record in preparation for the first time an item with this division is sold.

Division: Enter your new two-character alpha-numeric division code.

Note: If you break down divisions by cash and charge, you also need to create a daily record for Period A = Daily Cash, Time Frame 1 and Period E = Daily Charge, Time Frame 1.

To determine whether or not your system breaks down divisions by cash and charge, check the following. From Main Menu, select System Administrator, Options Menu, Main Options. Press the F7 key nine times. This will take you to the 10th screen of Main Options titled: **CLOSING OPTIONS-DAILY/PERIOD/YEAR-1**. Look at the field labeled: **DO YOU WANT TO BREAKDOWN DIVISION BY CASH/CHARGE _ (Y OR N)**. If the field value is Y, then you need to create three daily division records for time frame 1 (D=Total, A=Cash and E=Charge). If the field value is N, then you need only the daily D=Total record.

3. **Create a General Ledger Divisional Summary Posting Record.** From Main Menu, select Closing Routines, GL Posting Table, **#3 - Divisional Summary Posting**. Press **Page Down** to display a divisional record similar to the one you are adding. Press **F9** once to clear the division and summary fields. Enter the new division code in the field DIVISION: . Enter **D** in the field SUMMARY: (D=Total A=Cash E=Charge). Move the cursor to the general ledger numbers in items price, cost and cost-of-goods-sold fields. Change as needed. Press the Enter key through remaining fields. A message should display: RECORD HAS BEEN SAVED. Repeat for the A=Cash and E=Charge records ONLY if you break down divisions by cash and charge.