



The main toolbar is active in ALL views.

## Category

The categories option is there, if you wanted to put some of your departments into one category. One example would be if you had a department for both Cigarettes and for Cigars, you can combine both of those departments into one tobacco category. On your end of day printout it would total up all the sales from that category.

1) To make a category, click on Categories in your main accounts view.

A / R	Category	Collection	Deal	EOD	InvenCount	MOP	Prod Code	Tank Charts
A/R Invoice	Chart/Accts	Contacts	Dept's	EOD Gas	Master	Notes	Purchases	TimeCard
Blue Law	Checks		Employee	FeeCharge	Menu	PLU	Softkey	

- 2) All categories are listed in browse mode.
- 3) Click on a category and bring it into edit mode.
- 4) You can also click on the Add button to add a category.

- 5) Fill in the category number and the description.
- 6) The Gross Profit Base % is the Profit % that you would like to achieve each day in that category. On your EOD report the far right column shows the percent of sales +/- the Base %.
- 7) Fill in the Gross Profit Base %, click the 'save' button.
- 8) To make a department part of a category, click on the 'Depts.' button in the main accounts view.
- 9) Click on the department you would like to put into the category.
- 10) Put it into record mode and then into edit mode.
- 11) In the dropdown list next to the word 'category', select the category.

RUBY QUESTIONS			
Product Code	7		↓
Negative Dept?	N		
Fuel Dept?	N		
Fee Charge			↓
Tax1?	N	Low Tax	.01000
Tax2?	Y	High Tax	.06750
Tax3?	N		.00000
Tax4?	N		.00000
Food Stamp?	N		
Category	1	or	↓
Minimum	0		
Maximum	1	one	
	2	two	
	3	three	
	4	four	
Alcohol ID?			
Tobacco ID?	123	4	