Create a New Ordering Group

Order groups often match the retail departments but also cover certain item types, and sub-departments. If a new department is created you will need to create a new order group.

OPORDERMNT Option 6

F6=Add

Put in a new group number. Enter a description that will be the group name. Then select the retail department that the group will be tied to.

Press F10=Update to finish the entry.

## Add Supply Code(s)

OPORDERMNT Option 6

S=Select Group/Code

When you create an order group all supply codes are available to the group by default.

To limit a group to specific supply codes press F6=Add, and put a 1=Select next to the supply codes that the group can order from.

Press F10=Update to accept the selections.