

Department Setup

Job Costing > Configuration > Department setup

Department Management - Department Search

Search Add Edit Delete Print Grid

Department Name:

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#	Code	Name
1	DEPT01	Department 1

Departments are the entities organizations form to organize people,

Reporting Hierachy, and work in a way that best supports the realisation of the organization's goals.

Add button: to insert a new Department Management Item.

Edit button: to view or edit an already added Department Management Item.

Delete button: to delete the currently selected Department Management Item.

Print Grid button: to print the displayed grid of Department Management Item.

Edit Department

Department Maintenance

Department Code: DEPT01

Department Name: Department 1

Save and New Save and Close Save Close

Department Maintenance Window.

This form is used to add departments by entering the code and the name of the department

Save And New – Saves the form and then reopens it so you may create multiple forms without have to close and reopen constantly.

Save And Close – Saves the form then closes it.

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