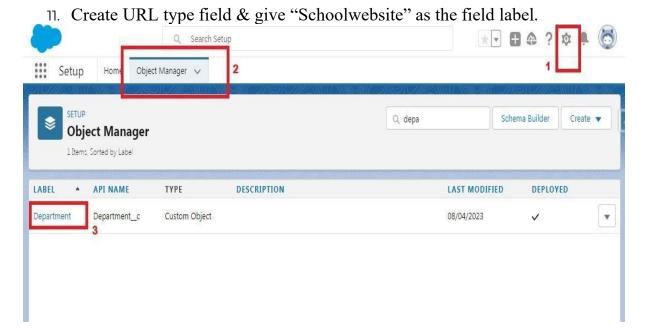
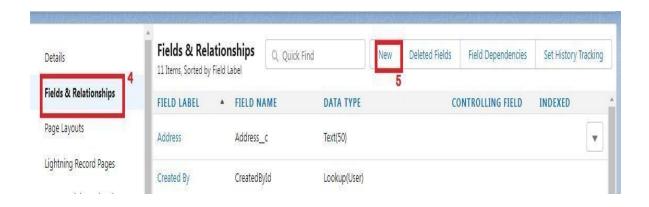
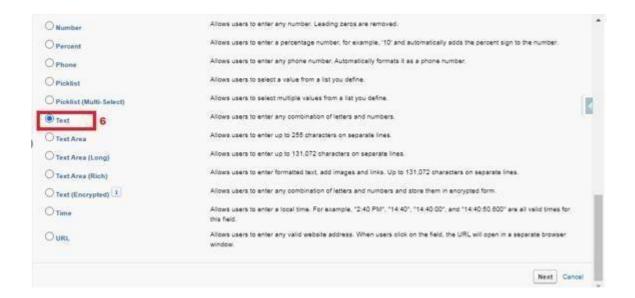
Creation Of Fields For The Department Object

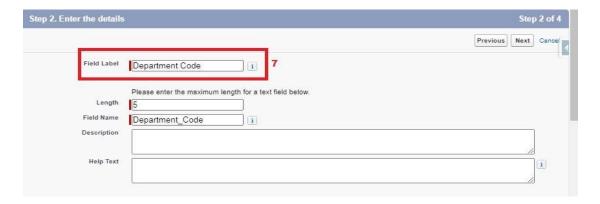
Creation of fields for the Department object:

- 1. Click the gear icon and select Setup. This launches Setup in a new tab.
- 2. Click the Object Manager tab next to Home.
- 3. Select **Department**
- 4. Select Fields & Relationships from the left navigation
- 5. Click New
- 6. Select the Text as the Data Type, click Next.
- 7. For Field Label, enter Department Code and enter 5 in Length.
- 8. Click Next, Next, then Save & New.
- 9. Follow above steps and create two more Text type field District & State.
- 10. Also, Provide Length 40 for both District and State field.









Now let's create the other fields and we must choose the data types of the fields carefully. Let's have a look at it.

These are fields and their data types we need to create make them one by one –

NOTE - See activity 2, 3, 4 below to create lookup field, Roll-up summary field & Picklist field

Object Name Field Name Data Type

1. Employee Detail- Date of Date

Birth

Gender Picklist (Male, Female)

Department Lookup (Department)(See activity 2 to create

lookup)

Employee Id Text (Length - 12)

2. Expense- Employee Lookup (Employee Detail)

Total Item Rollup summary (Expense Item)

Travel approval Master Detail (Travel approval)

3. Expen Expense Master Detail (Expense)

se

Item -

Expense TPick List (Values are- Transport, Hotel, Meal, Others) A

ype mount Currency

4. Travel Approval- Employee Name

Lookup (Employee Detail) Department Lookup

(Department)

Destination state Text (Length -40) and make it as a required.

Purpose of trip Text (Length – 256)

Trip start date Date Trip End date Date

Out-of-state Checkbox

Amount Currency (Length-10)

Status Picklist (Values are- Approved, Rejected)

Total Expenses Roll-up Summary (sum>Expense>amount)

NOTE - Make Trip Start Date and Trip End Date

fieldrequired when making these field