 <b>Lighthouse</b> Info Systems Pvt. Ltd. <small>SINCE 1987</small>	Document Name	Object Help Document	
	Menu Code	01.205.11	
	Process Name	Department Master	
Release Version	1.0	Document No	LISPL/OHD/Fl/101/001
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## 01.205.11- Department Master

### PROCESS OVERVIEW

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This master is used to define the departments of the organization. This master is linked with all over ERP, specifically user rights control and HRM.

### PROCESS PRE-REQUISITES

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Required Fields	Input Details	General Remarks
Division Code	This column show list of Divisions. We have to create Division master.	We have to generate unique Division code


### KEY FEATURES

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- Required for User Rights control.
- Required for HRM.
- Required for store management.
- Required for Payment advice.
- Required for accounts entry and financial reports.

### PROCESS DETAILS

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1.Main Menu 2. Utilities Exit << >> Window

FM254 -- Department Master

**Department Master**


Dept Code	Dept Name	Division	Division Name	Parent Code	Parent Name
1001	Project				
5645	Sadsad	BF	Blast Furnace	SI	Spong Iron
ACT	Accounts	CO	Corporate		
ASDQW	Testing				
AUTO	Automobile				
CIVIL	Civil				
DESP	Despatch				
DS	Sdfsdf				
E&A	E&A				
E&ASP	E&Asp				
ELCT	Electrical				
<b>ES</b>	<b>Spong Iron Elect</b>	<b>SI</b>	<b>Sponge Iron Division</b>		
EXC	Excise	SM	Steel Melting Shop	PUC	Purchase Department
FUNCT	Functional Department				
GEN	General				
INS	Instrument Dept -Tpp				
IT	Information Tech	PP	Plant Maintains		
LOG	Logistics				
MECH	Mechanical				
MECSP	Mechanical - Sinter Plant				
MH001	Plant				

Email To: \_\_\_\_\_  
 Email CC: \_\_\_\_\_  
 Email Bcc: \_\_\_\_\_

Add Edit Delete Find Code Find Name View Print Exit

BUTTONS	DESCRIPTION
<b>A</b> DD	To Add new record.
<b>E</b> dit	To Edit the selected record.
<b>D</b> delete	To Delete selected record.
<b>F</b> ind <b>C</b> ode	To find record by code.
<b>F</b> ind <b>N</b> ame	To find record by name.
<b>V</b> iew	To View the selected record.
<b>P</b> rint	To Print the selected record.
<b>E</b> xit	To Exit from the current opened window.

FIELDS	DESCRIPTION	R/O/C	FIELD VALUE / COMMENTS
Dept. Code	Department Master	R	Unique Department code
Dept. Name	Department Master	R	Department Name
Division	Division Master	O	Division code
Division Name	Division Master	O	Division Name

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Parent Code	Department Master	O	Parent Department code
Parent Name	Department Master	O	Parent Department Name
Email To	Mail Id required for department wise mail configuration.	O	Mail Id required for department wise mail configuration.
Email CC	Mail Id required for department wise mail configuration.	O	Mail Id required for department wise mail configuration.
Email BCC	Mail Id required for department wise mail configuration.	O	Mail Id required for department wise mail configuration.


*R = Required, O = Optional, C = Conditional*

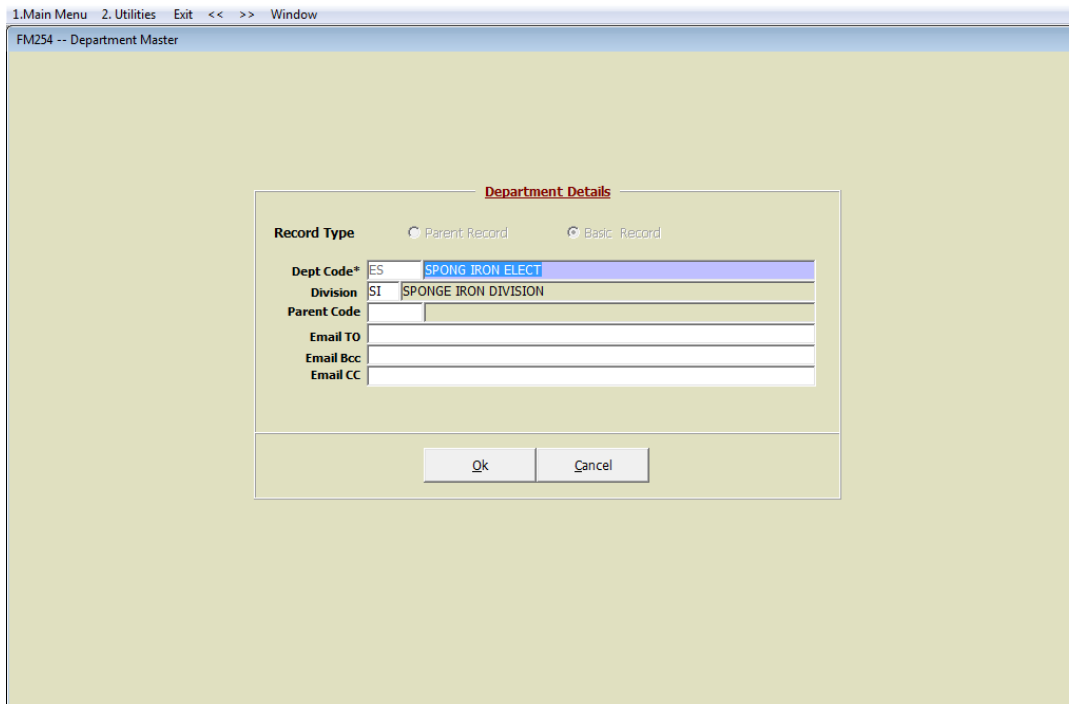
### Work Step – To Add Record in Department Master

Step 1 Press Add button

Step 2 Enter unique department code and name.

Step 3 Press "Ok" button to save.


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The screenshot shows a software window titled "FM254 -- Department Master". Inside, there is a "Department Details" form. The form has two radio buttons for "Record Type": "Parent Record" (selected) and "Basic Record". Below this, there are input fields for "Dept Code\*" (containing "ES" and a dropdown showing "SPONG IRON ELECT"), "Division" (containing "SI" and a dropdown showing "SPONGE IRON DIVISION"), "Parent Code", "Email TO", "Email Bcc", and "Email CC". At the bottom of the form are "Ok" and "Cancel" buttons.

### Input Field Level Information

FIELDS	DESCRIPTION	R/O/C	FIELD VALUE / COMMENTS
Dept. Code	Department Master	R	Enter Unique Department code
Dept. Name	Department Master	R	Enter Department Name
Division	Division Master	O	Select Division code by pressing F9 button.
Parent Code	Department Master	O	Select Parent Department code by pressing F9 button.
Email To	Mail Id required for department wise mail configuration.	O	Enter Mail Id.
Email CC	Mail Id required for department wise mail	O	Enter Mail Id.

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	configuration.		
Email BCC	Mail Id required for department wise mail configuration.	O	Enter Mail Id.

*R = Required, O = Optional, C = Conditional*