01.205.11- Department Master

PROCESS OVERVIEW

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

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

- 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

	Document Name	Object Help Document	
Lighthouse Info Systems Pvt. Ltd. SINCE 1987	Menu Code	01.205.11	
	Process Name	Department Master	
	Release Version	1.0	Document No	LISPL/OHD/FI/101/001
	Release Date	19-Oct-2016	Pages	Page - 2 - of 5

BUTTONS	DESCRIPTION
ADD	To Add new record.
Edit	To Edit the selected record.
Delete	To Delete selected record.
Find **C**ode	To find record by code.
Find **N**ame	To find record by name.
View	To View the selected record.
Print	To Print the selected record.
E**x**it	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

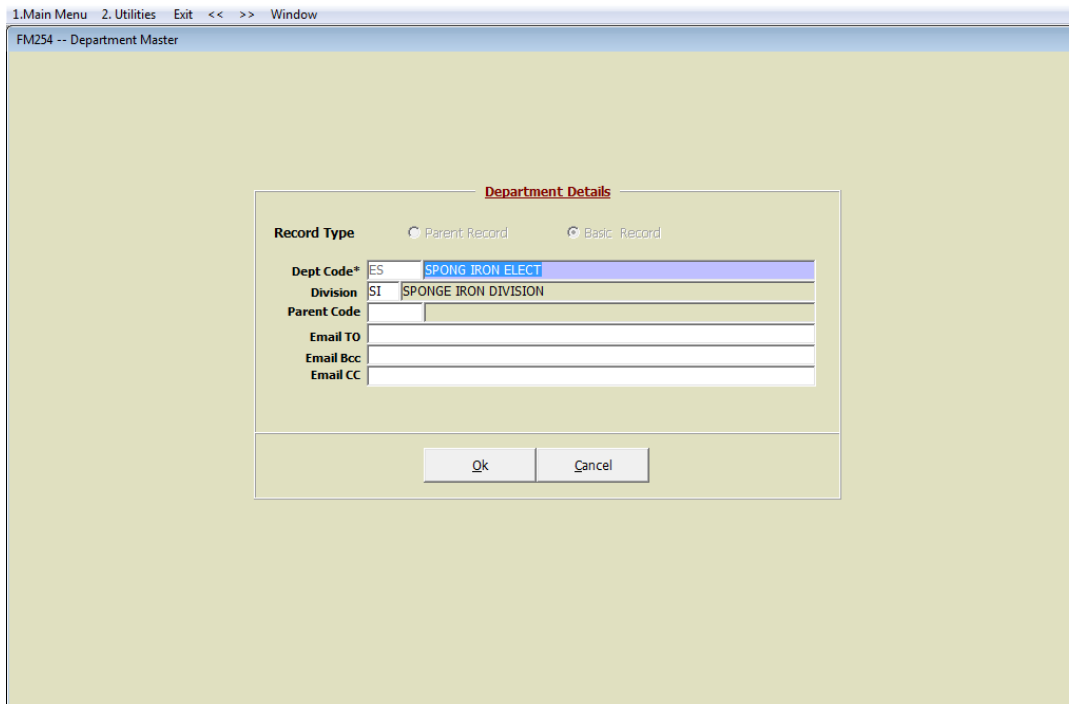| Parent Code	Department Master	O	Parent Department code
Parent Name	Department Master	O	Parent Department Name
Email To	Mail Id required for department wise mail configuration.	O	Mail Id required for department wise mail configuration.
Email CC	Mail Id required for department wise mail configuration.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

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.

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

R = Required, O = Optional, C = Conditional