01.703.01 – Department Master

PROCESS OVERVIEW

Department Master defines the list of existing departments in Organization.

Once we define department master we can link department code to particular employee so that employees can be bifurcated into Department Master.

Codification for department list should be unique. This codification can be numeric, alphanumeric or numeric only. User can define codes as per his convenience & it will reflect in reports generation when we get order by department reports.

PROCESS PRE-REQUISITES

To perform this process User Rights are required for the Form specifically for *New*, *Edit*, *Delete* and *Print* function.

KEY FEATURES

- *Unique code creation for each department*

PROCESS DETAILS

BUTTONS	DESCRIPTION
Add	To Add new record.
Edit	To Edit the existing record.
Delete	To Delete existing record which are not linked with employees or not used anywhere.
Find	To find records from LOV
Print	To Print Report
View	To view records in read only mode
Exit	To Exit from the open form
Ok	To Save record.
Cancel	To Cancel Entry

Work Step

Step 1 Press 'Add Button.

Step 2 Enter desired Department code & department name

Step 3 Click on Save button to Save Record

Tips and Tricks

Keep Codes for each department of unique length so that it will be helpful in reporting purpose.

Save Function

System displays a message at the Bottom of the screen after saving the transaction.

Print Function

Use Print button to get list of department as report