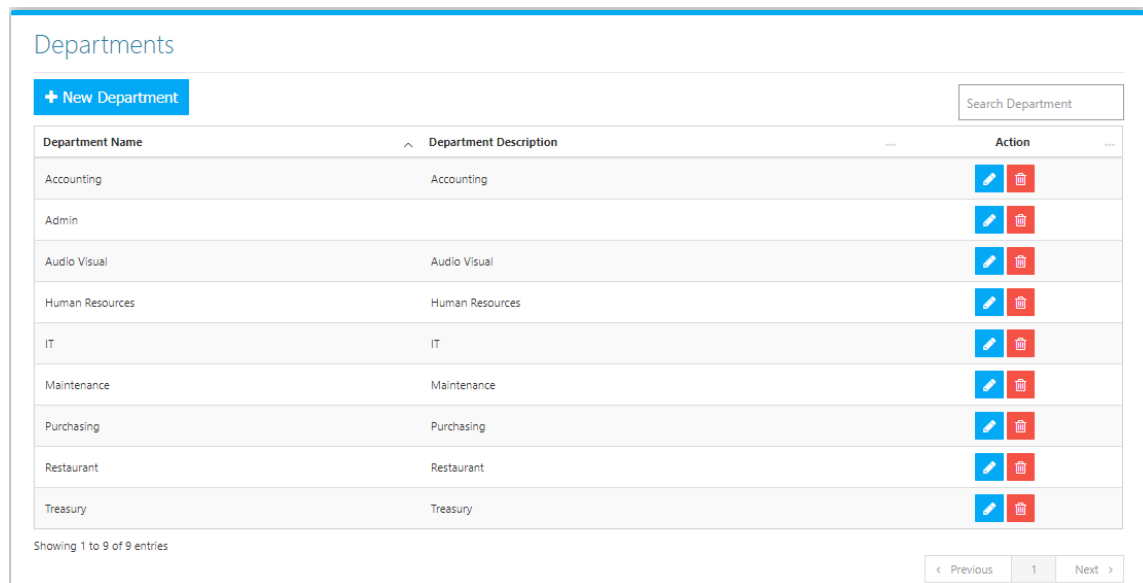




















DEPARTMENT MANAGEMENT

Listed in the *Figure 1* are the Departments created in the Accounting System. These departments will be used in creating Invoices, Accounting Journal Entries, and as filter for several Invoice, Inventory, and Accounting Reports.

Figure 1

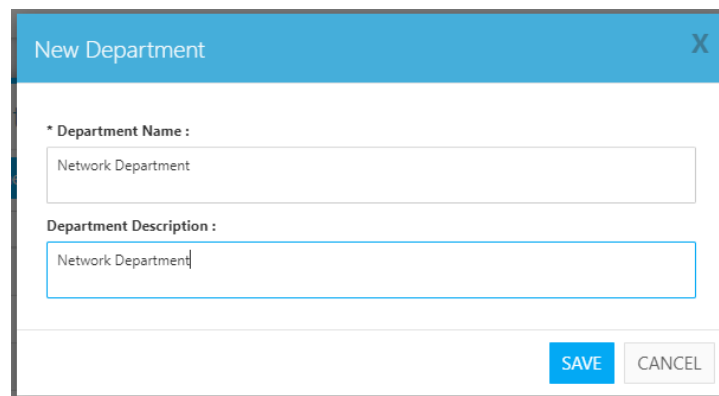


The screenshot shows a web interface titled "Departments". At the top left is a blue button labeled "+ New Department". At the top right is a search bar labeled "Search Department". Below these is a table with three columns: "Department Name", "Department Description", and "Action". The table contains nine rows of departments. Each row has a blue pencil icon for editing and a red trash can icon for deleting. At the bottom left, it says "Showing 1 to 9 of 9 entries". At the bottom right, there are navigation buttons: "< Previous", "1", and "Next >".

Department Name	Department Description	Action
Accounting	Accounting	 
Admin		 
Audio Visual	Audio Visual	 
Human Resources	Human Resources	 
IT	IT	 
Maintenance	Maintenance	 
Purchasing	Purchasing	 
Restaurant	Restaurant	 
Treasury	Treasury	 

Use the **Search Field** to search for the information from inside the table. Click the **Trash Button** to delete, **Pencil Button** to edit. Click the **New Department Button** to create. Fill the Form (*figure 2*), and click the **Save Button** to save.

Figure 2



The screenshot shows a modal window titled "New Department" with a close button (X) in the top right corner. Inside the modal, there are two text input fields. The first field is labeled "* Department Name :" and contains the text "Network Department". The second field is labeled "Department Description :" and also contains the text "Network Department". At the bottom right of the modal, there are two buttons: a blue "SAVE" button and a grey "CANCEL" button.