

|  Code Books |

Departments

Departments are organisational units that form separate wholes, each processing its own data and/or business transactions — financial, material or non-material. Examples:

- Data processed in a department may be, for instance, stock in a warehouse or the members of a political party in a local branch.
- Financial transactions in a department may be retail invoices in a shop, invoices for services in a repair shop, cash receipts and payments of a cash till...
- Material transactions in a department are goods receipts, stock issues, delivery notes...
- Non-material transactions that can be grouped by department are, for example, work orders.

Every company must have at least one department and may have several.

Departments are normally attached directly to the company, but in exceptional cases a company may have a hierarchy of departments, in which case a department is attached to its parent department. This makes it possible to build complex organisational structures, e.g. national organisations such as a political party, organised hierarchically from a department in a local committee that belongs to a municipal or city organisation, which belongs to a county organisation, which belongs to a regional organisation, and so on.

Data tabs

- **basic**
Basic data of the department.
- **~ OTHER DATA ~**
Additional parameters and technical information about the department.
- **~ PAYMENT METHODS ~**
Payment methods available in the department and their link to bank accounts and card companies.
- **memorandum**
Visual identity and text settings for printed official documents.
- **bodies**
Management of associated bodies and responsible persons.
-  **Settings (Administrators only)**
System parameters of the department; visible only to company [administrators](#).



When a new company is opened, one department with code and name "0" is created automatically. Use that department first by correcting its data; further departments are added afterwards as needed.



If invoices will be issued in the department, the following must be entered:

- Tab **basic**:



- **{Municipality/City}** in which the department operates.
- Tab ~ **OTHER DATA** ~:
 - tick **{“Place of Business” Active}**
 - **{“Place of Business” ID}**
- Tab ~ **PAYMENT METHODS** ~:
 - Enter all payment methods the department accepts. Until payment methods are entered, no payment method can be selected on the department's invoices.
- In the department  **Settings** set: **G_SDAN**, **G_SUC**, **KASA_MP**, **KASA_VP**, **OJ_RU** and **OJ_SLIJED**.



If you keep records of small inventory in use, read [si](#).

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