

 ~ DEPARTMENTS ~ | FINA ID

Partner department

When a partner has departments entered — branches, subsidiaries or business units — the department the document relates to is selected on the document along with the partner. The field is named according to the partner's role on that document, e.g. **{Customer department}** on an invoice or a quote.

The selected department determines the address the document is delivered to and, for partners that are public procurement entities, the [FINA ID](#) under which the invoice is submitted to the FINA service.

Only departments of the current partner marked as **{Active}** are offered. Departments are entered in the ~ **DEPARTMENTS** ~ tab of the **[Partners]** form.

Display of departments in the drop-down list

Each department is shown in the drop-down list in two lines: the first holds the department name, the second the FINA ID and the address, separated by a middle dot.

Uprava šume podružnica Delnice
FINA ID: 1100 · 51300 Delnice, Supilova

The second line adapts to the data entered:

- A department without a FINA ID shows only the address.
- A department without an address shows only the FINA ID.
- A department without either shows only the name, with no second line.

A department is looked up in the field both by name and by FINA ID, so it is enough to enter the business unit code even when the branch name is not known.

Department without a FINA ID

If the selected department has no FINA ID entered, a yellow warning **Partner department has no FINA ID entered** is shown below the field.

The warning does not block work — the document is saved and closed as usual — but signals that the invoice for that department will not be deliverable through the FINA service. It disappears as soon as a department with a FINA ID is selected or the department selection is removed.



When the warning appears, add the department's FINA ID in the ~ **DEPARTMENTS** ~ tab of the **[Partners]** form, then select the department on the document again.

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