

# Table of Contents

Departments

*Fields to be completed*

*Jobs*

*Addressis*

3

3

4

4



## Departments

The companies structure by departments can be set up under departments.

Departments setting Settings → PERSONNEL SETTINGS→ **Departments**

To add new department press **Add new**.

System settings >  
Common Settings >  
Finance Settings >  
**Personnel Settings >**  
Absence types  
Data types  
Departments

Personnel Settings > Departments  
Refresh Clear fields Choose columns Save view Settings Print Excell Output  

OPEN Code Add new Browse

Rows: 20 < 1 >

CODE ^	NAME
ADMIN	Administration

Fill in the card

[illegible]

### Fields to be completed

**Code-** enter the code for the department. It is displayed in reports and on the personnel card.

**Name-** full name of the department

**Superior**- a superior can be assigned for a department and this value is taken into account also in the system settings „Manager can open its subordinate cards and reports with the own right“.

**Weekday working hours-** possible to enter department-based hours by day.

**Work schedule items-** possible to add department-based schedule items. Standard hours are taken into account according to them, if it is not recommended that standard hours be calendar.

**Jobs-** total number of added jobs.

**Fee-** total fee assigned for the jobs.

**From** and **Until-** possible to determine the validity of the department. If the validity of the department is in the past, the personnel card will show the department in red in the user data

**County-** department location by counties

**Reserv cost-** if is used Directo holiday reserve calculation, then the department based cost account can be entered here.

**Reserv liability-** if is used Directo holiday reserve calculation, then the department based liability account can be entered here.

**Master-** for example, if several departments belong to one region, is possible to create a master department region and assign that region as master for all departments in that region.

**Colour-** department colour in reports

**Order-** by default are displayed in reports in code order, but if is wanted different order, then is possible to enter numeric values to the fields according the departments are ordered in the reports.

## Jobs

It is possible to enter to the additional table the number and fee of jobs budgeted to this department.

**Position code-** possible to choose a position from the position register

**Jobs-** enter the number of jobs provided in that department

**Fee-** fee assigned for one job

**From** ja **Until-** this row validity

**Description-** text field

## Addressis

It is possible to enter the department addresses in the additional table with the accuracy required.

**Code:** address/location code, can be entered manually

**Street:** text field

**House:** text field

**Apartment:** text field

**Place name:** text field

**Zip:** text field

**City/Parish:** text field

**County:** text field

Used for example on fixed asset and low value asset card [Asukoha koodide kasutamine](#) .

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