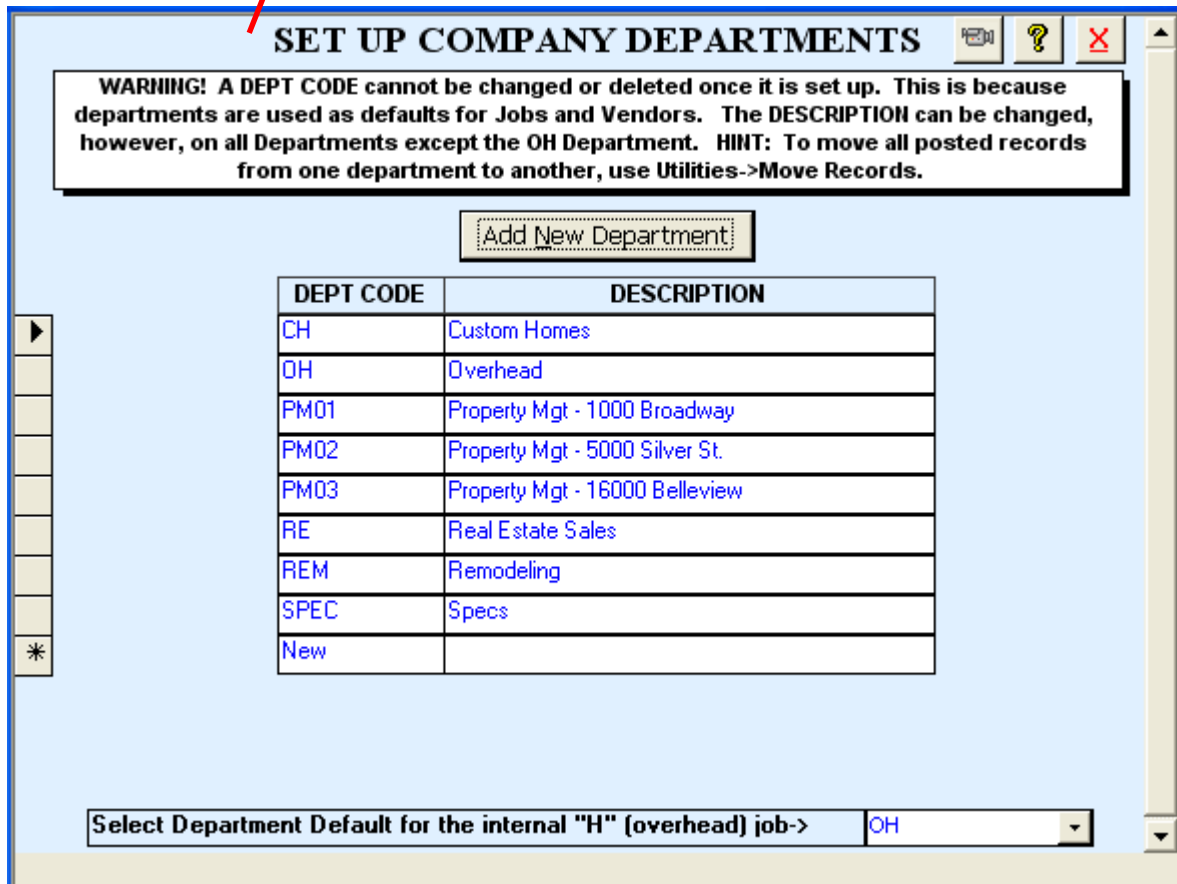
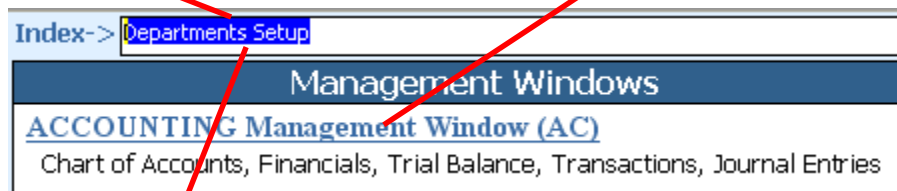


## Set Up Company Departments

To set up company Departments, type 'Departments Setup' into the Index field on the Navigation/Home window.

OR, click the accounting link and use the "Departments Setup" button on the Chart Of Accounts Management window toolbar.



A department code is required for every record that is in the accounting books. There are two fields in the Departments table: "Dept Code" and "Description". The Dept Code can be up to six characters that are either numerical or text. The "OH" and "CH" departments that are already set up are used as defaults by the program.

Even though this program is set up to track Jobs (houses) using Job Codes, the Department codes give you the ability to track other Profit Centers and to spread the Profit Centers into segments. An example would be a Property Management department. Several Department codes can be set up that begin with "PM". Follow the "PM" with up to four numbers that identify each property (as in the example above). Since six characters are allowed for a department code, 1,000 different properties can be set up this way. Financial Statements or General Ledgers of your books can be limited to a range of Departments. To see only information relating to the Property Management department, you would specify a range from PM01 to PM03 (using the example departments on the screen above). Departments can also be used to set up Profit Centers for different types of house construction. For example, you can set up a Department for Specs, one for Customs, one for Cost Plus jobs, etc. This can be useful for comparing which type makes the best profit!

Add a new department by using the button labeled "Add New Department". **Department Codes can NOT BE DELETED, and they can NOT BE EDITED once they are set up, SO BE CAREFUL!!!** The Descriptions can be changed, however (except for the OH dept.).