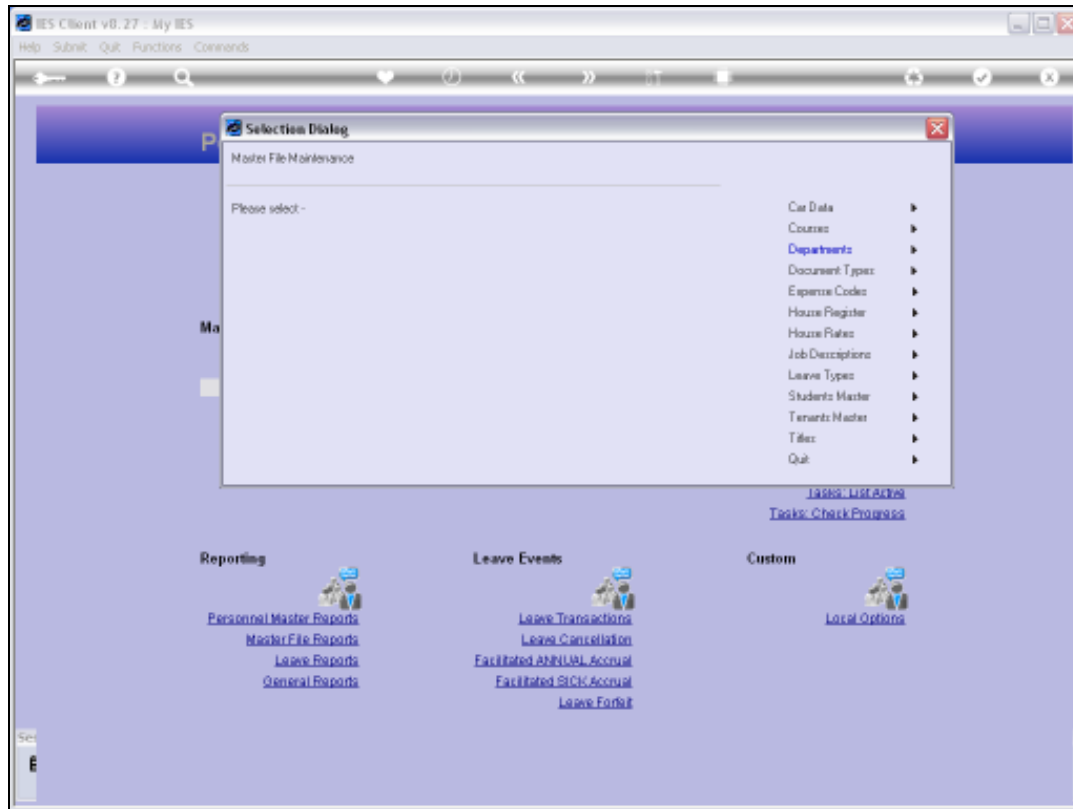




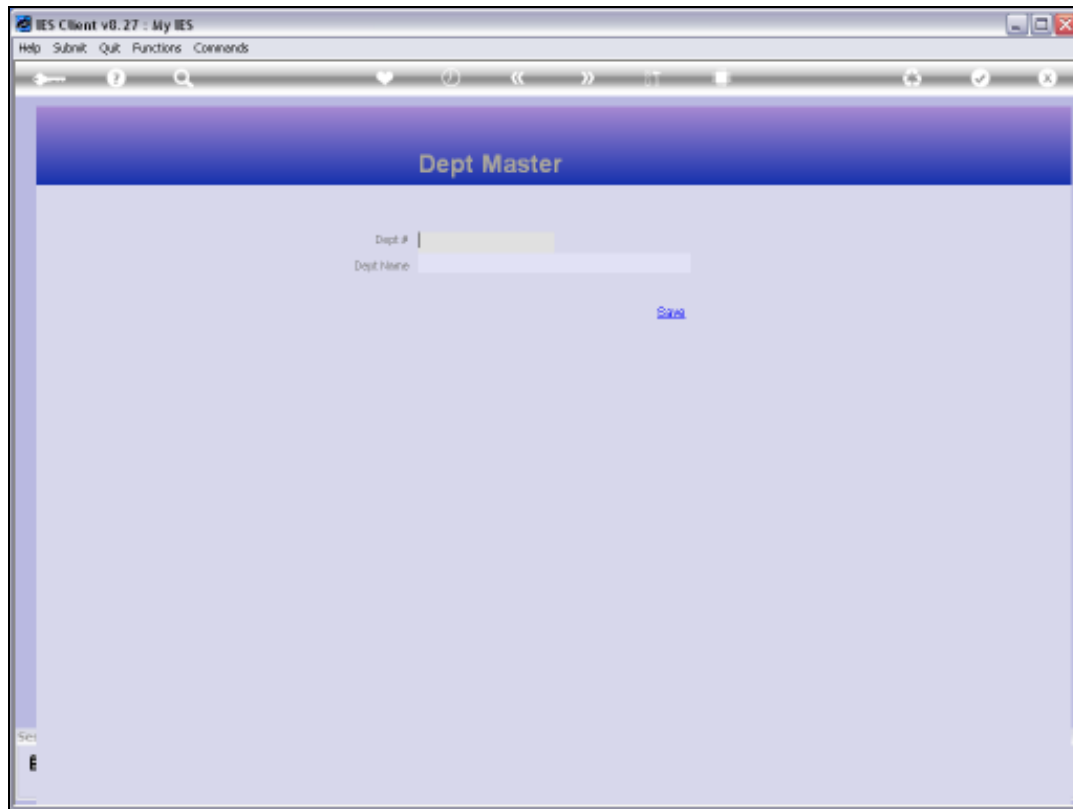
Slide 1

Slide notes: From the File Maintenance Menu, we have an option to maintain the Personnel Departments Master.



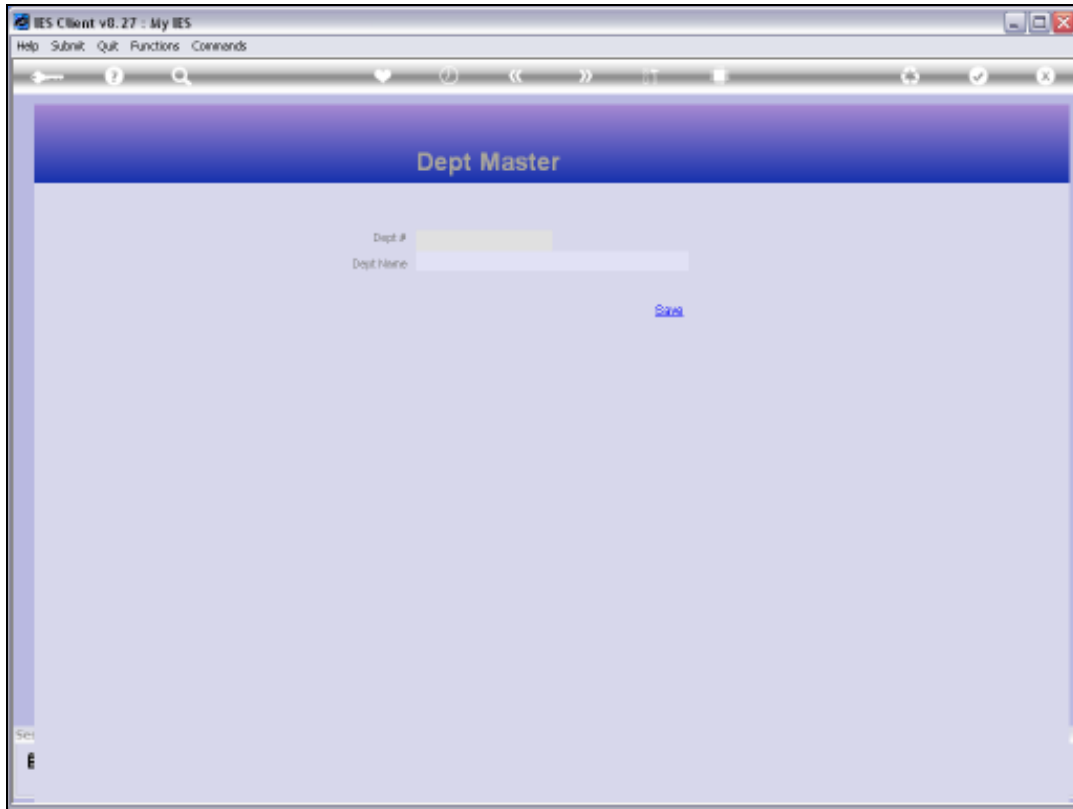
Slide 2

Slide notes: The Personnel Departments are separate from the Departments Master in the Chart of Accounts, because it is often different. The Departments listed and used for Human Resources are as classified for Employees and the Departments where they are employed.



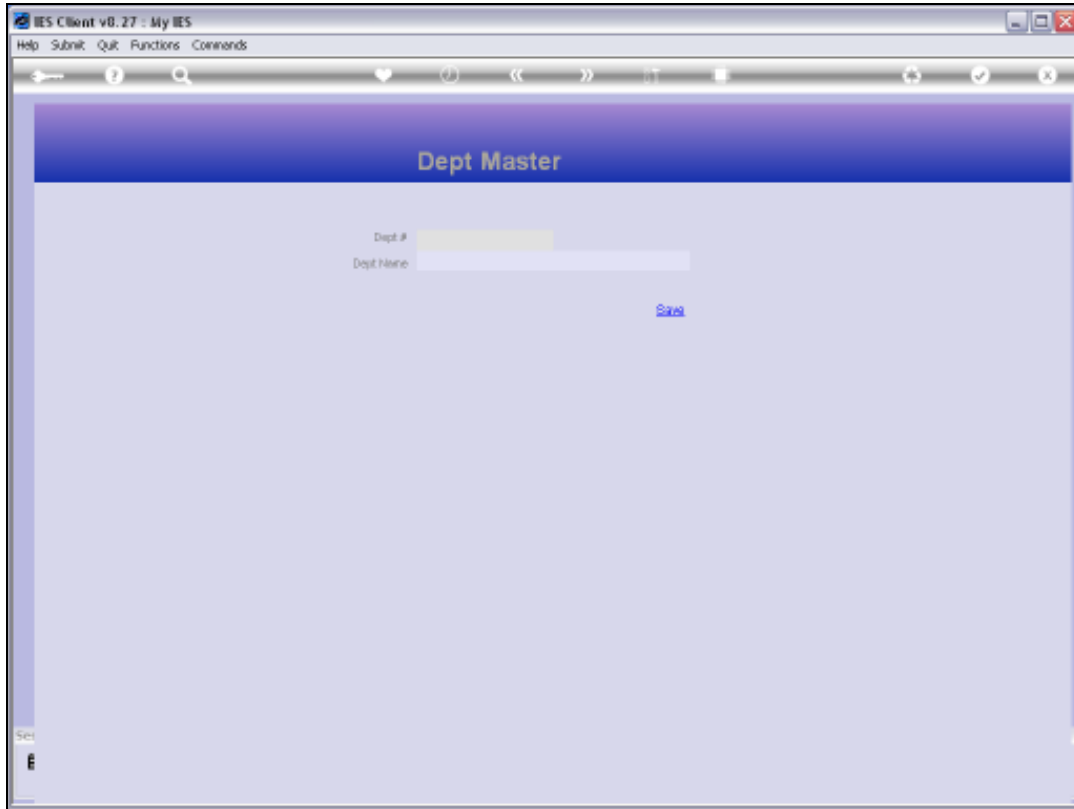
Slide 3

Slide notes: We can enter a new Department by using a Key that is not on the Master yet, or we can retrieve an existing Department by using any of the available lookups.



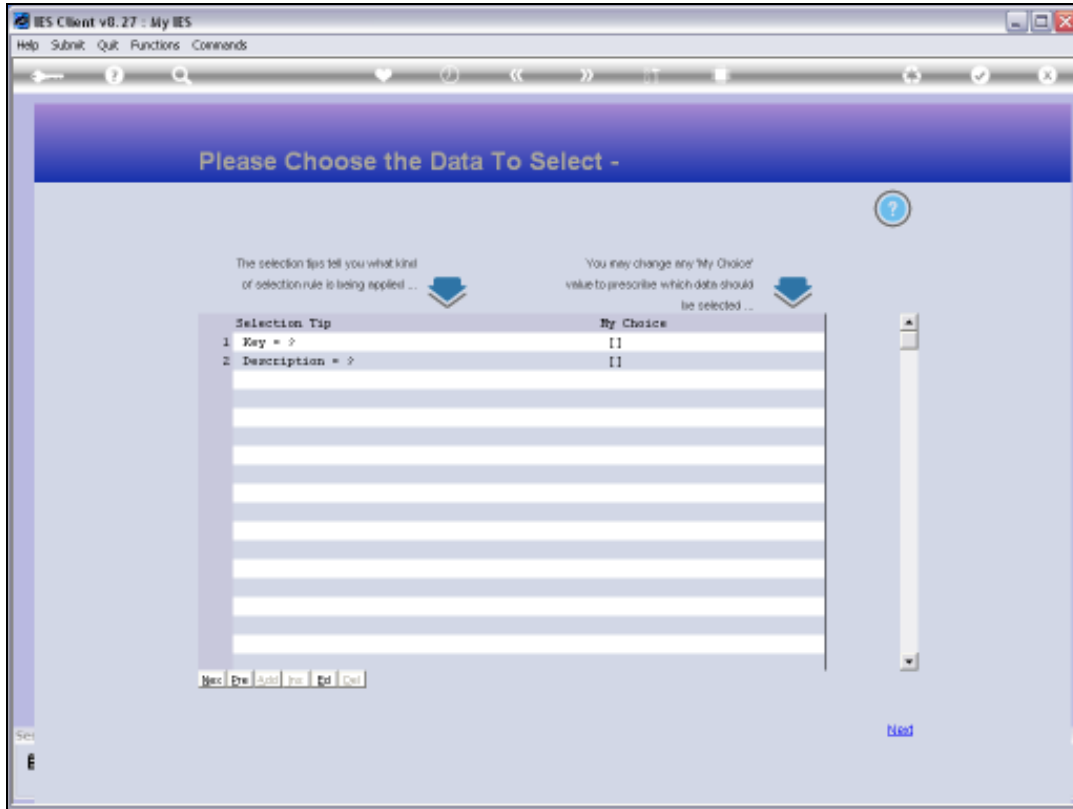
Slide 4

Slide notes:

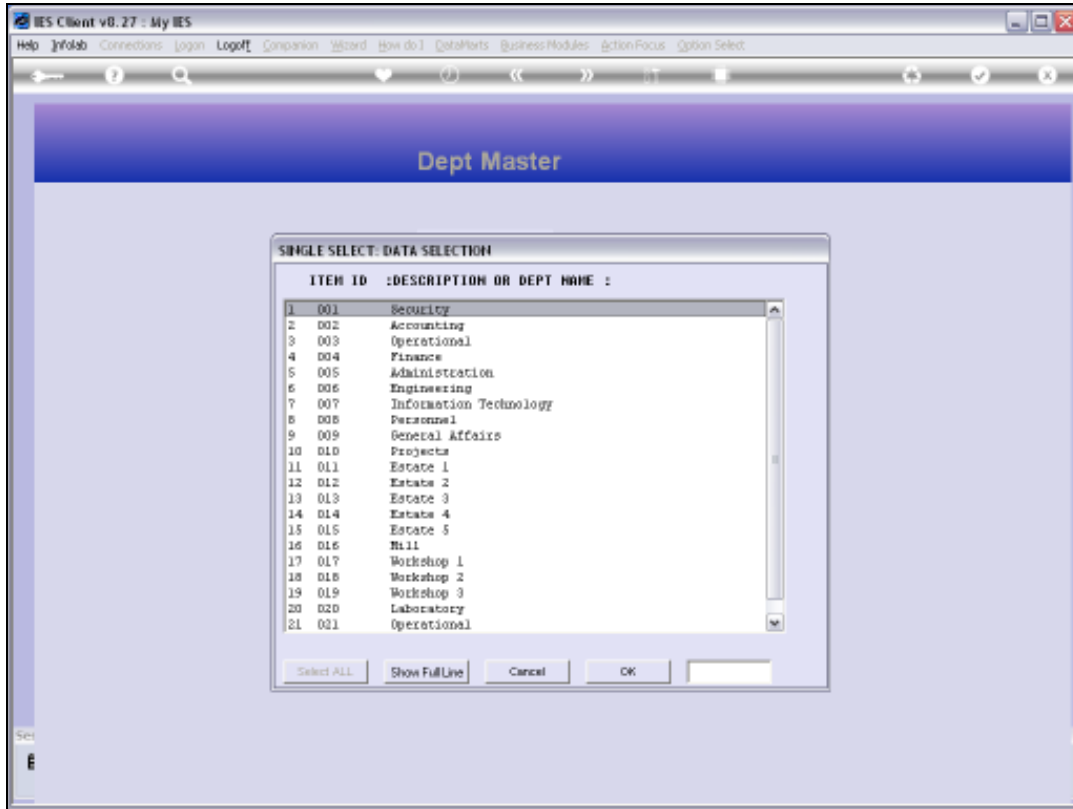


Slide 5

Slide notes:

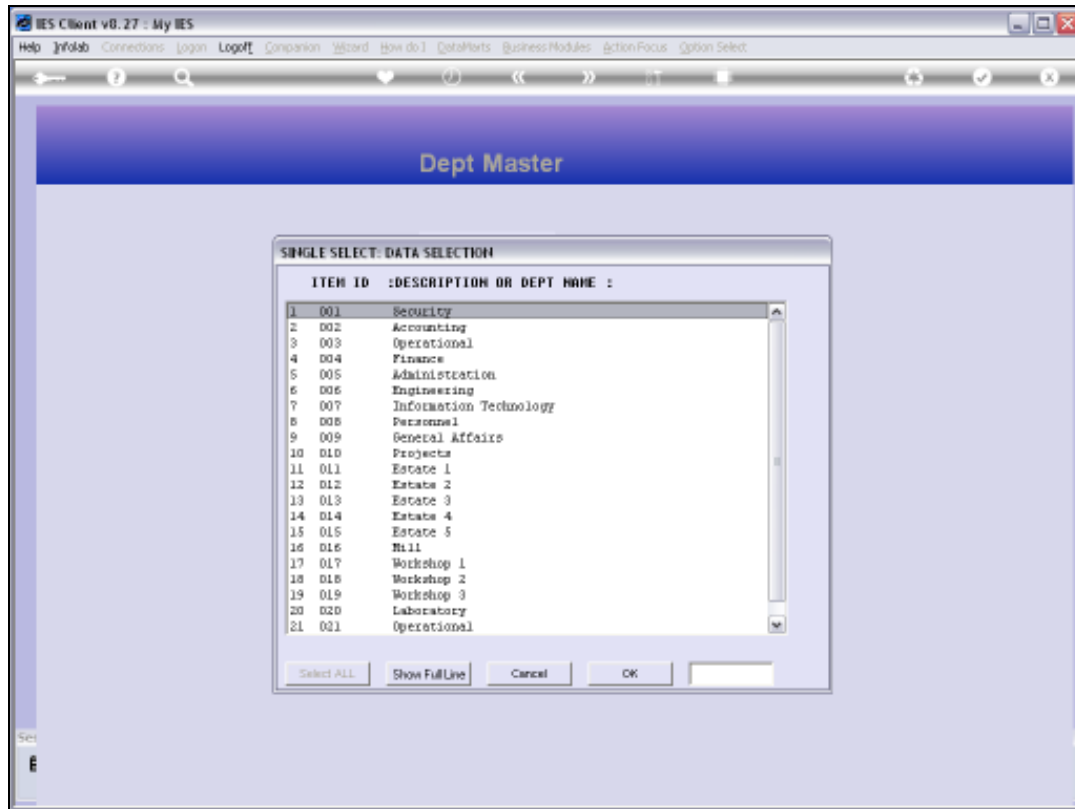


Slide 6
Slide notes:

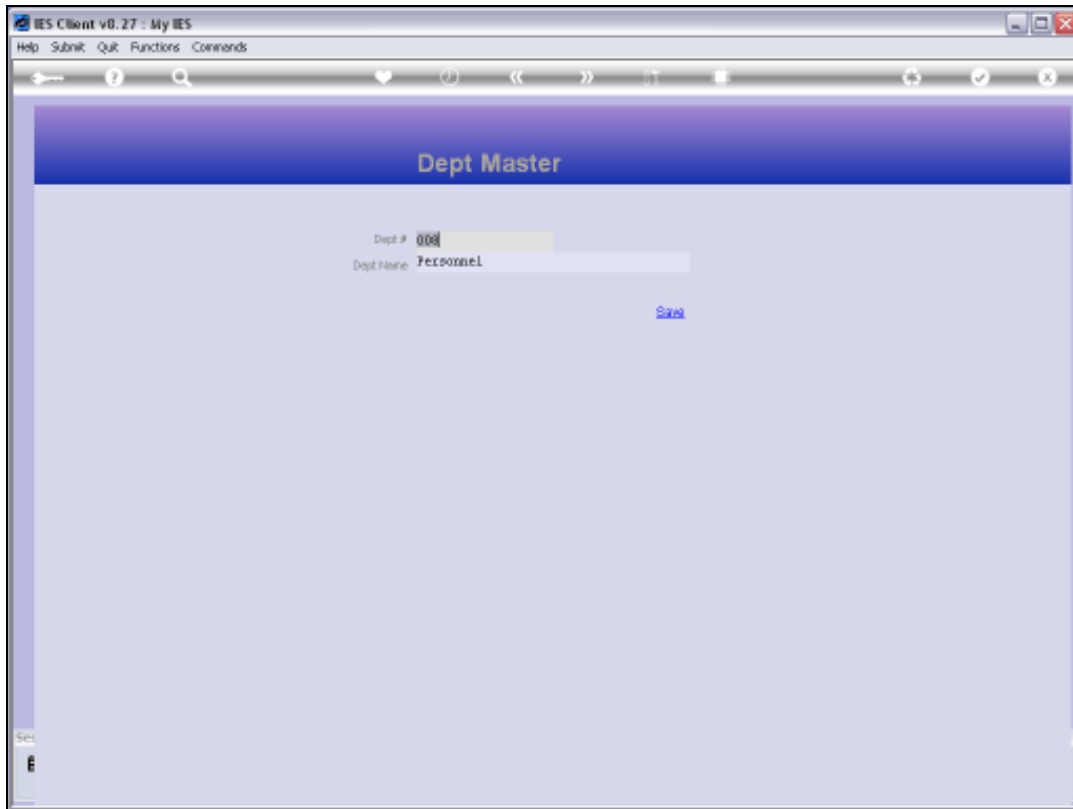


Slide 7

Slide notes:



Slide 8
Slide notes:



Slide 9

Slide notes: A Department record consists only of a Key of our own design, and a Department Name.