



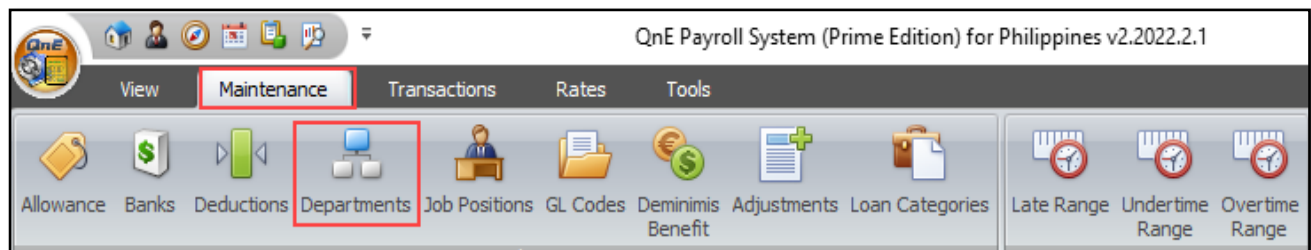
## How to Set Up the Different Departments in the Company

### Overview:

The 'Departments Maintenance' window is used to maintain the different departments in the company.

### Procedure:

In the Ribbon Menu, go to *Maintenance > Departments*.

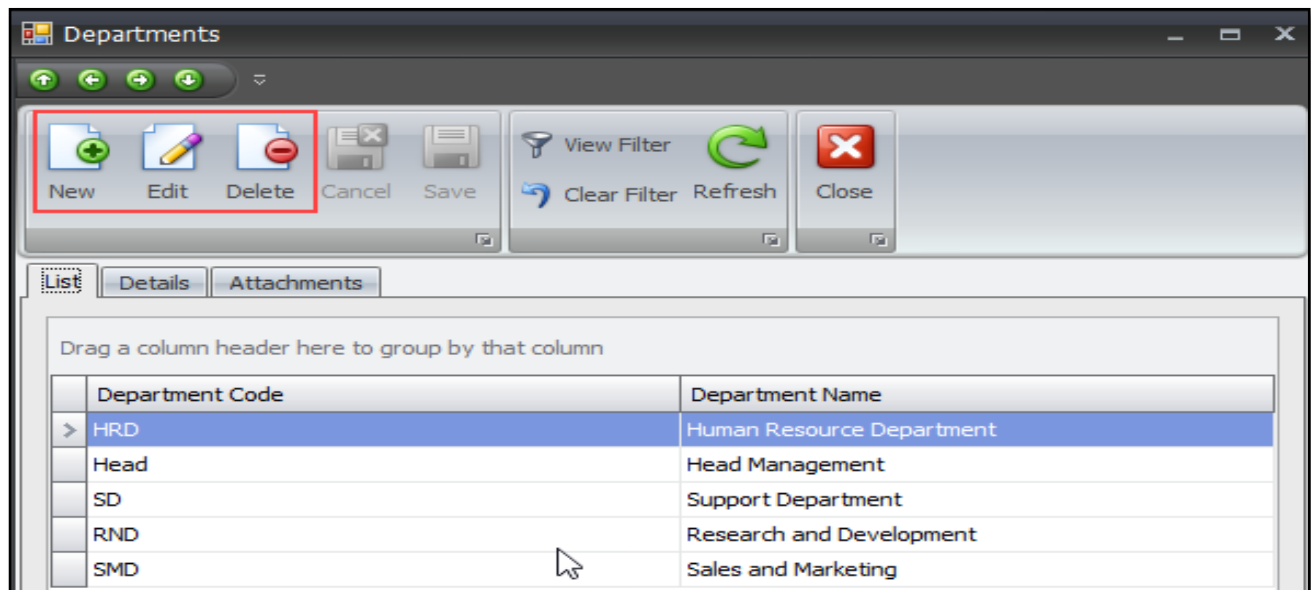


Click **New** to add a new Department

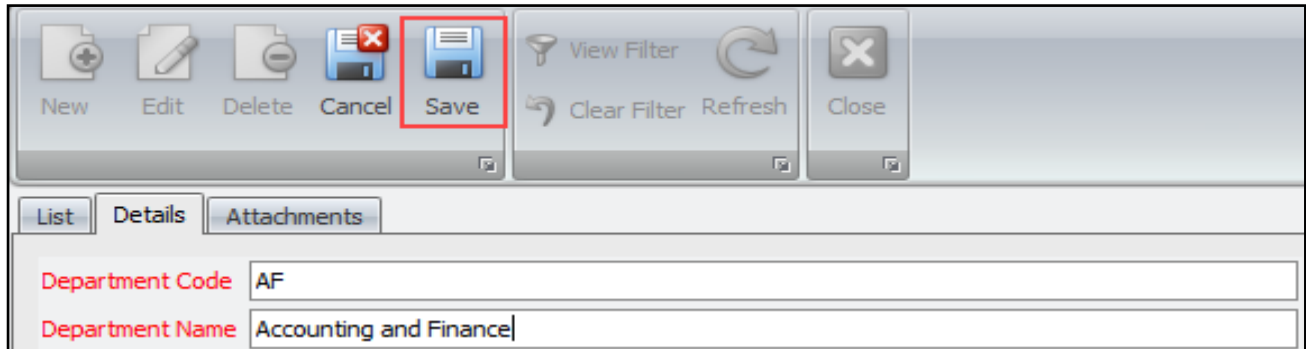
Click **Edit** to amend the Code and/or Name of existing Department

Click **Delete** to delete a Department

Note: Cannot delete a Department if it is still assigned to an employee in Employees Maintenance



To add a new department, click New, type the Job Position Code and Job Position, and click Save.



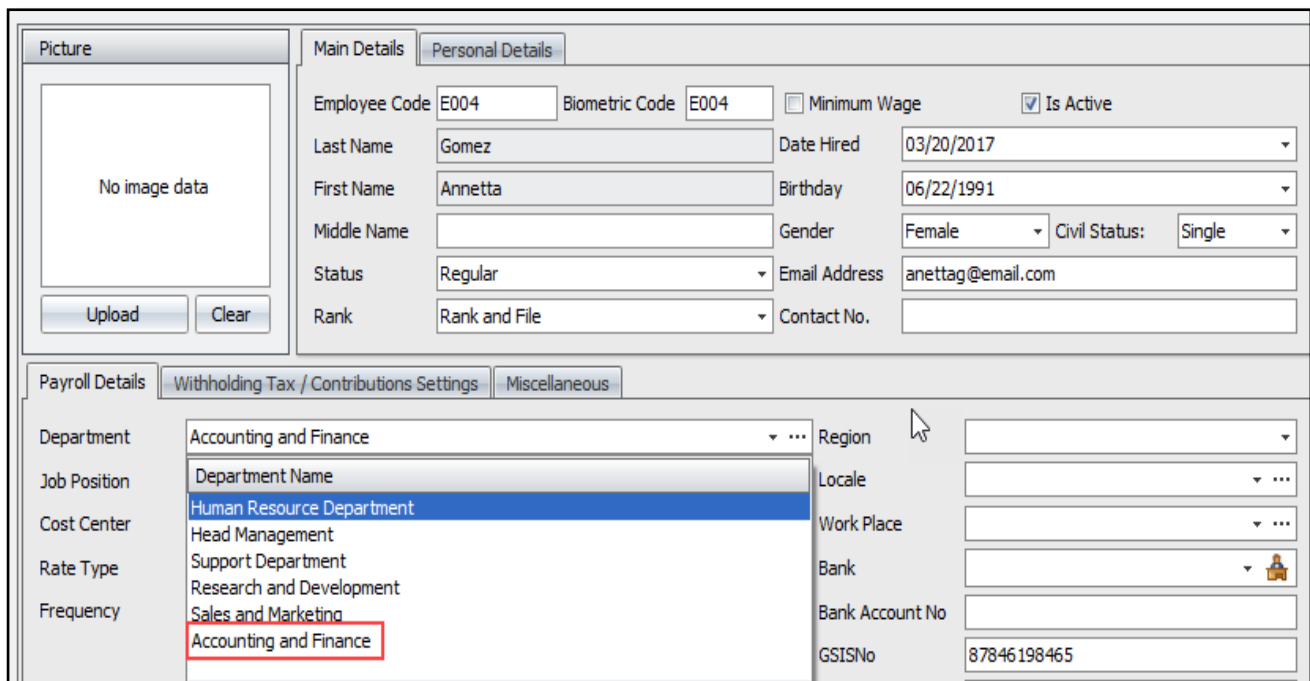
New Edit Delete Cancel **Save** View Filter Clear Filter Refresh Close

List Details Attachments

Department Code AF

Department Name Accounting and Finance

In the Employees Maintenance, the newly Department is now available for selection.



Picture Main Details Personal Details

Employee Code E004 Biometric Code E004 ☐ Minimum Wage ☒ Is Active

Last Name Gomez Date Hired 03/20/2017

First Name Annetta Birthday 06/22/1991

Middle Name Gender Female Civil Status: Single

Status Regular Email Address anettag@email.com

Rank Rank and File Contact No.

Payroll Details Withholding Tax / Contributions Settings Miscellaneous

Department Accounting and Finance

Job Position Department Name

Cost Center Human Resource Department

Rate Type Head Management

Frequency Support Department

Research and Development

Sales and Marketing

Accounting and Finance

Region

Locale

Work Place

Bank

Bank Account No

GSISNo 87846198465



For further concerns regarding this matter, please contact support to assist you or create ticket thru this link <https://support.qne.com.ph>