



Within the company structure it works so that you can mirror the actual company structure.

- 1 Enter a name for the department that you are creating.
- 2 The **"Description"** field is optional but if you would like to enter a description for the department then please place it in that entry.
- 3 Select either **"Operational"** or **"Non Operational"**. This will determine whether the department appears as an operational or non operational expense in the Income Statement.
- 4 Select from the drop down list either **"Yes"** or **"No"**, If the department is overseas then this removes the departmental calculation from the VAT calculations.
- 5 To save the department, click on **"Add Department"**.

Any additional departments within this central department can be created after this entry is saved.