How To Guide | Create Departments and Sub-Departments

1. Open the **Genesis Menu**

2. Type in the **User Code** and **Password:**
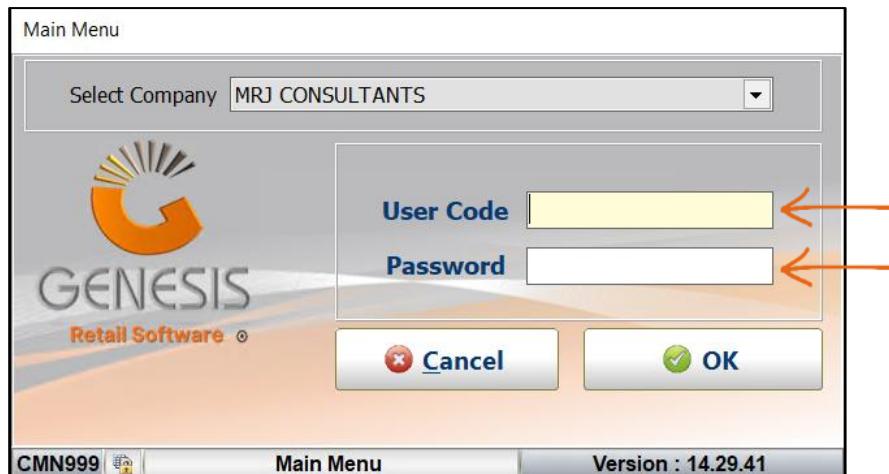
3. Click on the second icon – **Stock Control**


4. Once you have opened the Stock Control module, you then select **Master Files** > **Other Masters** > **Departments**
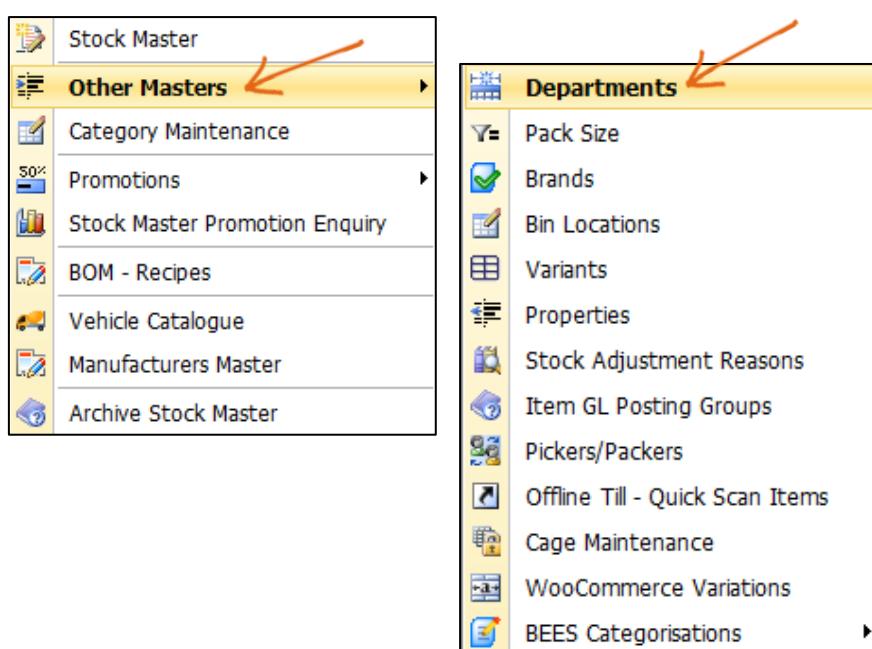
5. In the Department Master screen, **click on Add** to start creating your new Department
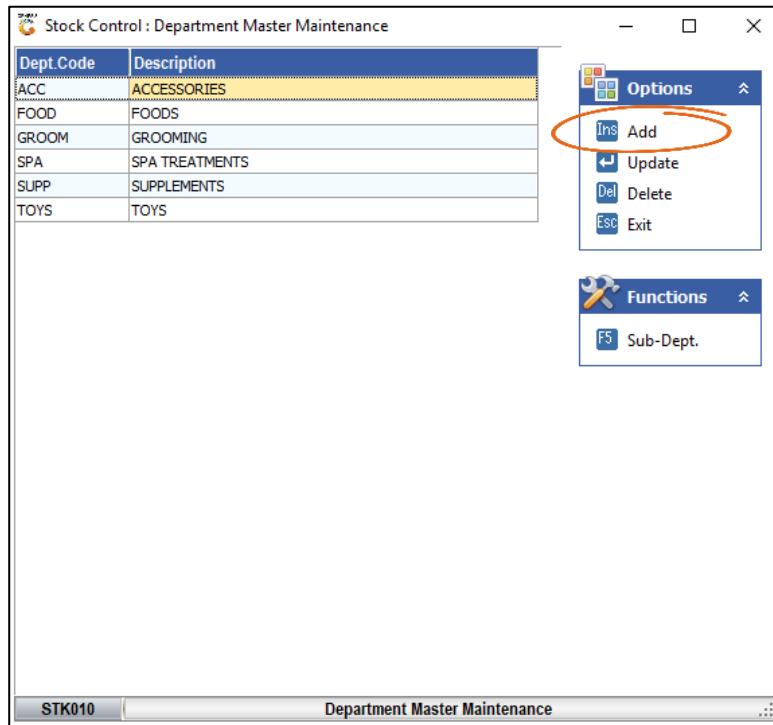
6. After you have clicked on Add, the next screen that opens will be where you can complete the following,

6.1   Department code > A short code of up to 10 letters and/ or numbers, e.g. BAKERY

6.2   Department Name > The name of your Department, e.g. BAKERY ITEMS

6.3   Price Rounding > This is the default price rounding rule for this specific Department, when price updates are process it uses this rounding rule for all items linked to this Department.

6.4   Default GP% > A Default GP% can be set for the whole department. If Cost prices update on a GRV in this Department, the selling prices for the items allocated to this Department will automatically update.

6.5   Once all the information has been captured, you can click on Save to complete your new Department.
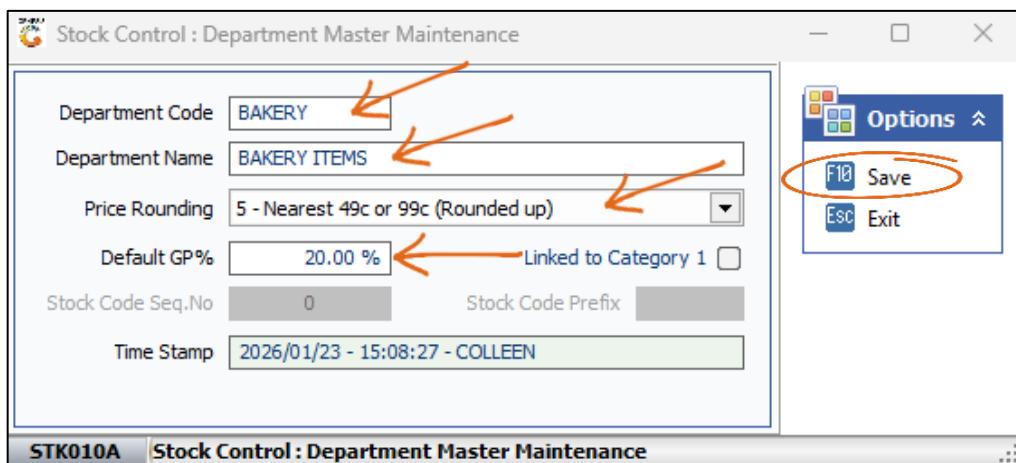
7. After you have saved the Department, it will take you back to the Department Master screen, from this screen you can click on your Department and then select the Sub-Dept. option to add your Sub – Departments if required.
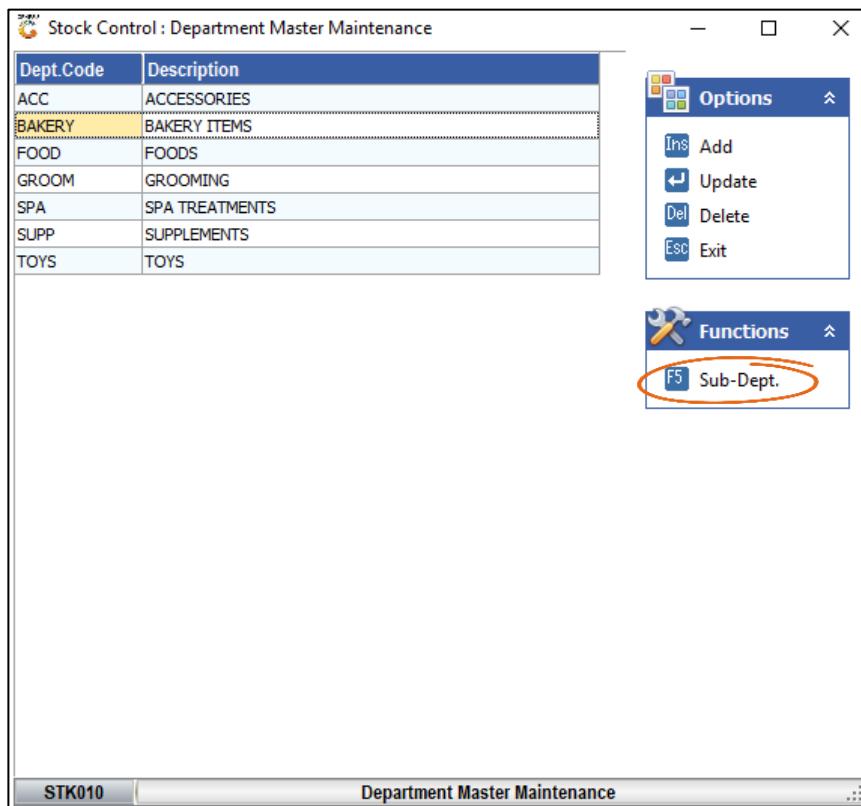
8. In the Sub-Departments screen, click on Add to create a new Sub-Department
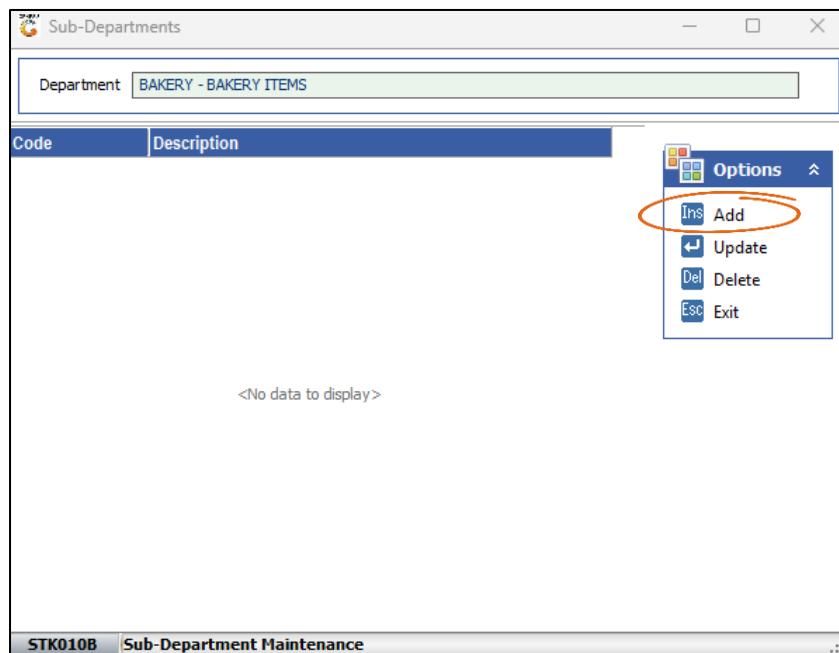
9. After clicking on Add, it will open a section at the bottom of the Sub-Department screen, there you can add the following information,

9.1   Sub-Dept Code > A short code of up to 10 letters and/ or numbers, e.g. CHOCCAKE

9.2   Description > The name of your Department, e.g. CHOCOLATE CAKES

9.3   Once the information is captured, you can click on Save to complete your Sub-Department
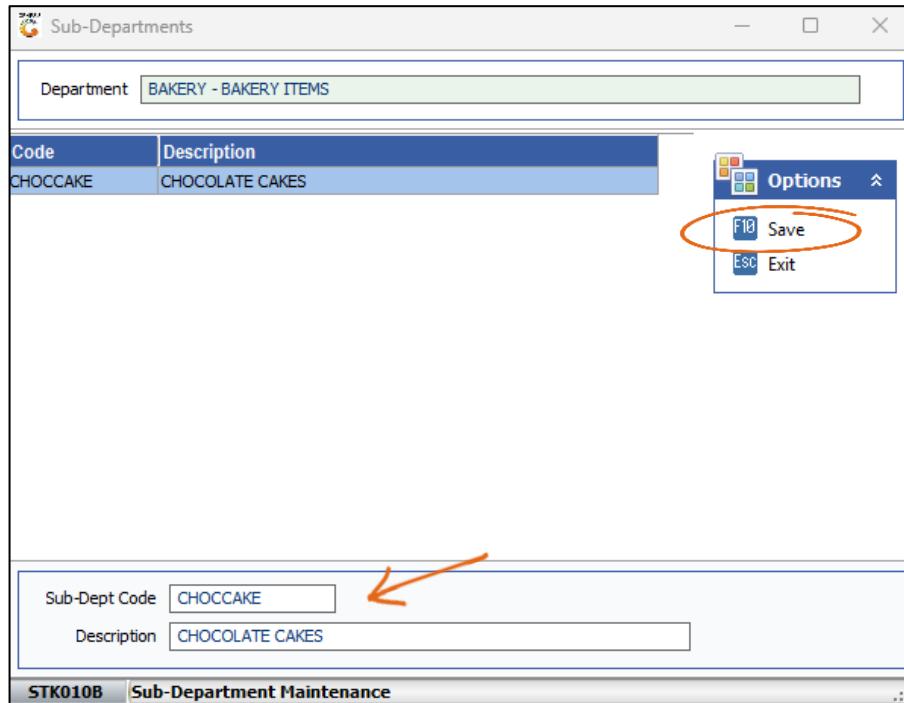
10. To add the Department onto your Stock Item, proceed to your Stock Master File. Select the item you want to amend and click on View/Update
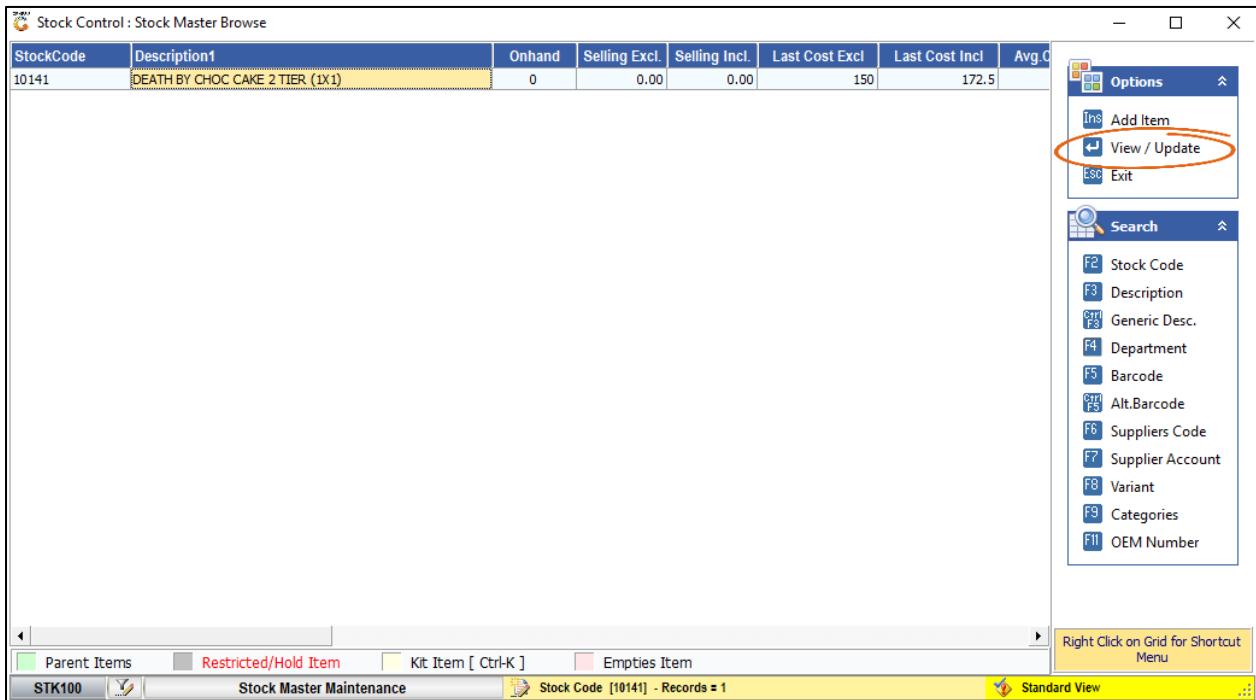
11. Once the item has opened, click on Update again. Then you can either type in the Department Code or click on the Blue Question mark to search through all Departments available.
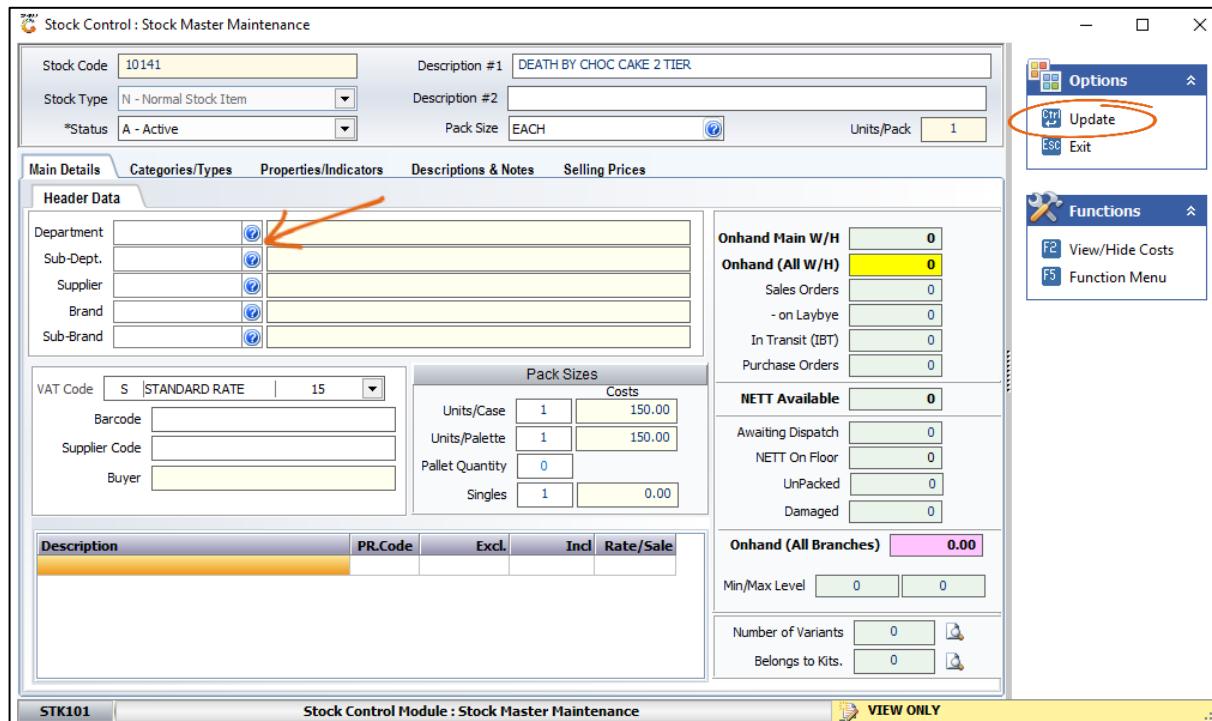
12. After allocating your Department and Sub-Department if required, you save the Stock item.
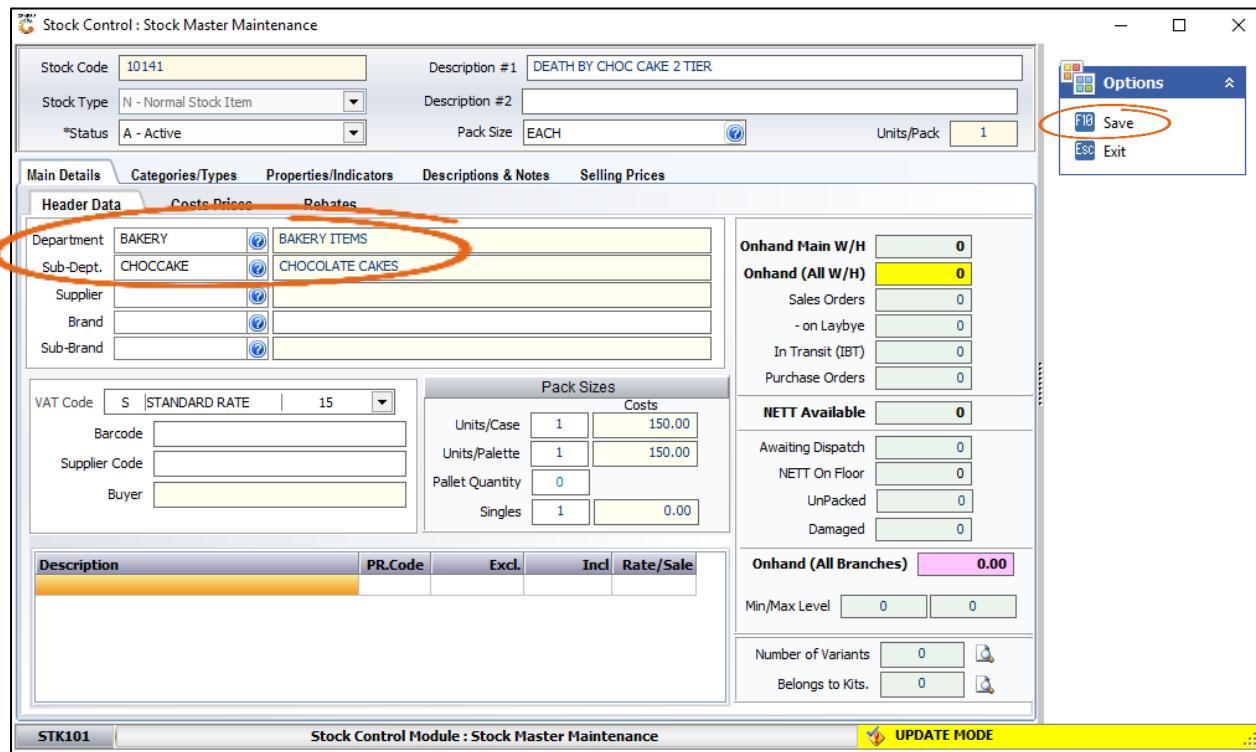
This concludes the How to Guide for Creating Departments and Sub-Departments