Master Division

Module Guide: Master Division

Module Location

Settings > Production > Master Division

Module Purpose

The **Master Division** module serves as **master data** for defining organizational units or divisions within the company, particularly those related to the production process. This grouping is important for reporting purposes, resource allocation, and performance analysis at a higher level than sections or workgroups.?

1. Main View (Division List)

The main page displays a list of all divisions that have been registered in the system.

View Explanation

- **Filter**: Allows searching for a specific division by **Division Code** or other criteria.
- **Division List Table**:
  - **Division Code**: A short, unique code for each division.
  - **Division Name**: A descriptive name for the division.

- Currently, the table shows "...No data...", which means no divisions have been created yet.
- **Action Buttons**:
  - **Add Division**: Opens the form to create a new division.
  - **Delete Division**: To delete the selected division.

2. Add Division Page

This form is used to register a new production division.

View Explanation

- **Division Code**: Field to enter a new unique code for the division.
- **Division Name**: Field to enter the descriptive name of the division.
- **Description**: A text area to provide a more detailed explanation of the scope and responsibilities of the division.
- **Action Buttons**: **Save** to store the data and **Cancel** to return.

3. Steps to Create a New Division

1. From the main page, click the **Add Division** button.
2. On the Add page, fill in the **Division Code** (e.g., `PROD-A`) and **Division Name** (e.g., `Biscuit Production Division`).

3. Provide a brief **Description** of the division.

4. Click **Save**.

4. Integrated Workflow & Business Process

- **Organizational Structure**: The Master Division helps map the production's organizational structure within the system. Sections and Work Centers can be grouped under a specific division.

- **Managerial Reporting**: This data enables the creation of performance reports (such as output, efficiency, and cost) grouped by division. This helps upper management compare performance between divisions.

- **Overhead Cost Allocation**: Overhead costs that are common to several sections (such as the cost of a division manager or production administration costs) can be allocated first to the division level before being further distributed to work centers or products.

- **Integration with HR**: This division data can be linked with employee data in the HR module to determine the placement of non-production personnel (such as production administration staff or division supervisors).

5. Tips & Important Notes

- The division structure must align with the official organizational structure in the company to ensure reporting consistency.

- This module is fundamental, and changes to it can impact many other reports and workflows. Its management must be done carefully.

- Access to this module should be restricted to system admins, HR, or top management who have the authority to define the organizational structure.

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