

Sections or, perhaps, Teams (label is user-defined) are located at this tier of the Resources hierarchy. See sample listing below:

SECTION LISTING			
By Reference From 0101 To 0603			
Reference	Description	Sort Code	Department
0101	Treasurer	TREAS	01
0102	Accountancy Section	ACCOU	01
0103	Internal Audit Section	AUDIT	01
0104	Payroll Services Section	PAYRO	01
0105	Creditors Payment Section	CREDI	01
0201	Chief Executive	CHEXE	02
0202	Committee Services Section	COMMI	02
0203	Secretarial Services Section	SECRE	02
0301	Dir Legal & Property Services	DIRLP	03
0302	Legal Administration Team	LEGAD	03
0303	Legal Services Team	LEGAL	03
0304	Estates Management Team	ESTAT	03
0401	Dir Of Technical Services	DIRTS	04
0402	Architectural Services Section	ARCHI	04
0403	Engineering Services Section	ENGIN	04
0502	Management Services Section	MANAG	05
0601	Director of IT	DIRIT	06
0602	IT Development Team	ITDEV	06
0603	IT Support Team	ITSUP	06

Reference Codes can be a maximum of 7 alpa/numerics.

On-costs for each Section can be entered, if required, either as a Percentage or as a Breakdown. The following example shows the Breakdown of On-Costs for the Accountancy Section. Previous, Current and Future On-Costs can be stored:

Reference	Description	Sort Code	Department	Old % On-Cost	Current % On-Cost	Future % On-Cost
0102	Accountancy Section	ACCOU	01	0.000%	41.631%	0.000%
<u>Breakdown</u>				<u>Amount</u>	<u>Year</u>	
	DEPARTMENTAL MANAGEMENT			£14,000	Current	
	OFFICE ACCOMMODATION			£16,500	Current	
	SUPPLIES & SERVICES			£15,500	Current	
	PAYROLL RECHARGE			£2,500	Current	
	PERSONNEL RECHARGE			£3,000	Current	
	IT RECHARGE			£5,500	Current	
			Current Total	£57,000		