01.205.02 - File Master

PROCESS OVERVIEW

As maintaining a file for each and every transaction and record is very difficult task in any enterprise or company. Even it consumes lots of space for storage of the records. In ERP we maintained all the records as per separate file in file master.

PROCESS PRE-REQUISITES

Input Fields	Input Details	General Remarks
T- Code	Required to select T-code from drop down list which is generated by default.	It comes from view.
T- Nature	Required to select T-nature for generate file in file master, T-nature will come from T-nature master.	Transaction nature required.
Division	Required to select division which will come from division master.	Division required.

KEY FEATURES

- Each file is defined against the t-nature, so this file will fetch only against the form for which that t-nature is defined.
- File master have feature of differentiating various files by their specific file code, division and project.

PROCESS DETAILS

BUTTONS	DESCRIPTION
Add	New file can be added by pressing Add button.
Edit	Can edit the existing records and new changes can be made possible, but fields like T-code, T-nature and file code are not editable by default.
Delete	For delete of the records which are not required.
Find code	As lots of records are on screen, user can easily find out required records with the help of this button.
Find **N**ame	Find the records by its name. Like Quotation.
View	Much time user required to view various records individually, so he can find this button use-full.
Print	User can print records.
Exit	It will help to out user from the form.

Work Step – To create File.

Step 1 Press add button for create new file.
Step 2 Select proper t-codes for given transaction form for which user want to create a file.
Step 3 Select proper t-natures for required file.
Step 4 Select proper file code, file name and division.
Step 5 Press 'OK' for creating File.

FIELDS	DESCRIPTION	R/O/C	FIELD VALUE / COMMENTS
T-Code	Filter	R	To select required T-Code for which user want to create file.
T-Nature	Filter	R	For selecting required T-Nature for which user want to define this file.
File code	Field	R	User can define file code here logically as per user convince.
File Name	Field	R	For defining proper name to specific file.
Division	Filter	R	For selecting proper division.

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File Master

File Code	File Name	Div	Div Name
PURCHASE	Purchase Order	PO	Project
QUOTATION	Quotation	PO	Project
WORK ORDER	Work Order	PO	Project

Add   Edit   Delete   Find Code   Find Name   Print   View   Exit

OUTPUT - REPORT:

Master list for file codes

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DOC NO N.D.
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Sl.No.	file code	file name
1	CE/BANG	
2	QU/BANG	
3	SO/BANG	
4	CE/CMO	
5	QU/CMO	
6	SO/CMO	
7	SO/CHENN	
8	CE/DLH	
9	QU/DLH	
10	SO/DLH	
11	LCDOC	
12	CE/NAGP	
13	QU/NAGP	
14	SO/NAGP	
15	01	