<b>Example 1</b> Lighthouse	Document Name	Object Help Document	
Info Systems Pvt. Ltd.	Menu Code	01.107.05	
SINCE 1987	Process Name	Account Open Requisition Master	
Release Version	1.0	Document No	LISPL/OHD/FI/107/005
Release Date	26-Oct-2016	Pages	Page - 1 - of 7

# 01.107.05 - Account Open Requisition Master

#### **PROCESS OVERVIEW**

This master is used to make request to the Account section/department for opening a new account/Party with the Mandatory details filled by end user.

## **PROCESS PRE-REQUISITES**

Input Fields	Input Details	General Remarks
Acc. Sch	Subsidiary Ledger Schedule Master	Entry should be defined in Subsidiary Ledger Schedule master.

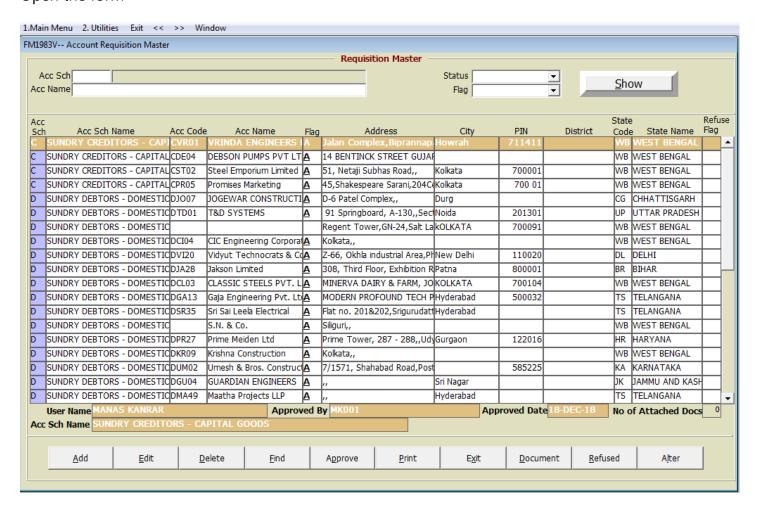
## **KEY FEATURES**

• As this request needs verification and approval from account section, no wrong information passed into the ERP.

<b>Lighthouse</b>	Document Name	Object Help Document		
Info Systems Pvt. Ltd.	Menu Code	01.107.05		
SINCE 1907	Process Name	Account Open Requisi	tion Master	
Release Version	1.0	Document No	LISPL/OHD/FI/107/005	
Release Date	26-Oct-2016	Pages	Page - 2 - of 7	

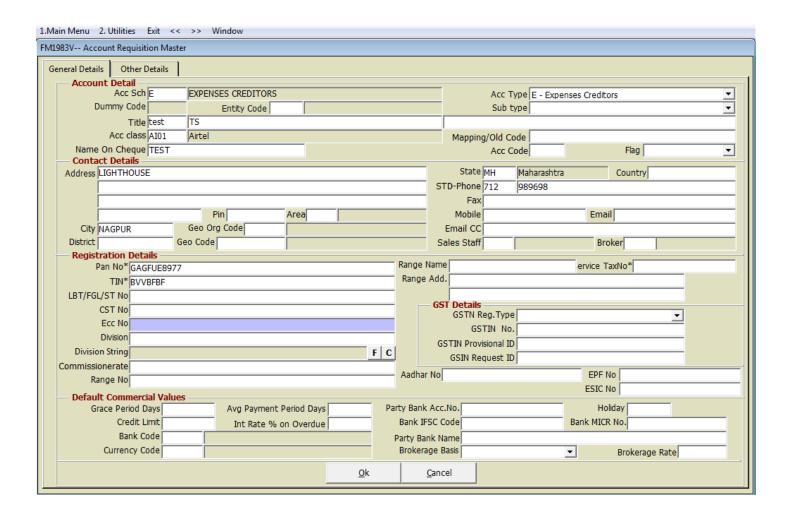
#### **PROCESS DETAILS**

#### Open the form



Click on Add button

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SINCE 1907	Process Name	Account Open Requisi	tion Master	
Release Version	1.0	Document No	LISPL/OHD/FI/107/005	
Release Date	26-Oct-2016	Pages	Page - 3 - of 7	



BUTTONS	DESCRIPTION
New	To create new record.
Edit	To Edit the selected record.
Delete	To Delete selected record.
Print	To print the selected record.

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SINCE 1907	Process Name	Account Open Requisition Master		
Release Version	1.0	Document No	LISPL/OHD/FI/107/005	
Release Date	26-Oct-2016	Pages	Page - 4 - of 7	

Cancel	To cancel the Entry.
Exit	To Exit from the open form.
Document	You can attached the important document with this entry.
Refused	This button is used to refused the current selected entry.

### Work Step – To create new entry in Account Open Requisition Master

Step 1 Press 'New Button.

Step 2 Select Acc Sch from the LOV.

Step 3 Select Acc Type for the drop down list.

Step 4 Press "Ok" button to save the record.

## **Input Field Level Information**

FIELDS	DESCRIPTION	R/O/C	FIELD VALUE / COMMENTS
Acc sch	To select defined Acc sch from the LOV.	R	To select defined Acc sch from the LOV.
Acc Type	Select Acc Type from the drop down list.	R	Select Acc Type from the drop down list.
Entity Code	Select Entity from LOV.	0	Select Entity from LOV.
Acc Class	Select Acc Class from LOV.	0	Select Acc Class from LOV.
Name on Cheque	Write down name that you want to print on the cheque.	0	Write down name that you want to print on the cheque.

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SINCE 1987	Process Name	Account Open Requisition Master		
Release Version	1.0	Document No	LISPL/OHD/FI/107/005	
Release Date	26-Oct-2016	Pages	Page - 5 - of 7	

Sub Type	Select Sub type from the drop down list.	0	Select Sub type from the drop down list.
Mapping/Old Code	If there is an old code present, then it can be mapped from here.	0	If there is an old code present, then it can be mapped from here.
Address	Specify the complete communication address.	0	Specify the complete communication address.
City	Specify the name of city related to address you filled.	0	Specify the name of city related to address you filled.
Pin No.	Specify the Pin No. related to address you filled.	0	Specify the Pin No. related to address you filled.
District	Specify the name district name under which your city comes.	0	Specify the name district name under which your city comes.
Area	Specify the area code here.	0	Specify the area code here.
Sales Staff	Specify the name of Staff/person that handle sales.	0	Specify the name of Staff/person that handle sales.
Broker	Specify the broker name.	0	Specify the broker name.
State	Specify the name of State under which your district comes.	0	Specify the name of State under which your district comes.
Country	Specify the country name.	0	Specify the country name.
STD - Phone	Specify the STD code number and Phone number.	0	Specify the STD code number and Phone number.

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SINCE 1987	Process Name	Account Open Requisition Master		
Release Version	1.0	Document No	LISPL/OHD/FI/107/005	
Release Date	26-Oct-2016	Pages	Page - 6 - of 7	

Fax	Specify the Fax number.	0	Specify the Fax number.
Mobile	Specify the mobile number.	0	Specify the mobile number.
Email	Specify the email address of the executive for written communication.	0	Specify the email address of the executive for written communication.
Email CC	Specify the email address that need to be in CC.	0	Specify the email address that need to be in CC.
LBT/FT/ST No.	Specify the LBT/FT?St No. Here.	0	Specify the LBT/FT?St No. Here.
CST No.	Specify the CST number.	0	Specify the CST number.
TIN	Specify the TIN No.	0	Specify the TIN No.
Pan No.	Specify the Pan No.	0	Specify the Pan No.
ECC No.	Specify the ECC No.	0	Specify the ECC No.
Division	Specify the Excise and Service tax Division.	0	Specify the Excise and Service tax Division.
Service Tax No.	Specify the Service Tax Number.	0	Specify the Service Tax Number.
Bank Code	Specify the Bank code.	0	Specify the Bank code.
Holiday	Specify the day on which company remains closed.	0	Specify the day on which company remains closed.
Currency Code	Specify the currency code.	0	Specify the currency code.
Party Bank Acc. No.	Specify the Party bank Acc. No. Here.	0	Specify the Party bank Acc. No. Here.

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SINCE 1987	Process Name	Account Open Requisition Master		
Release Version	1.0	Document No	LISPL/OHD/FI/107/005	
Release Date	26-Oct-2016	Pages	Page - 7 - of 7	

Party Bank Name	Specify the Party bank Name Here.	0	Specify the Party bank Name Here.
Bank IFSC Code	Specify the bank IFSC Code Here.	0	Specify the bank IFSC Code Here.
Bank MICR No.	Specify the Bank MICR Code Here.	0	Specify the Bank MICR Code Here.

R = Required, O = Optional, C = Conditional