Lighthouse	Document Name	Object Help Document	
Info Systems Pvt. Ltd.	Menu Code	01.709.09	
SINCE 1987	Process Name	Employee Management	
Release Version	1.0	Document No	
Release Date	01-June-2018	Pages	Page - 1 - of 3

01.709.09 - Employee Sub Account Update

PROCESS OVERVIEW

This Master form is used to check whether Sub account code has been linked with employee code. Here you can also link sub account code if not linked.

You can filter data for loading employees on dashboard. This form can be used as dashboard as well. As Checkboxes are available for selecting employees.

PROCESS PRE-REQUISITES

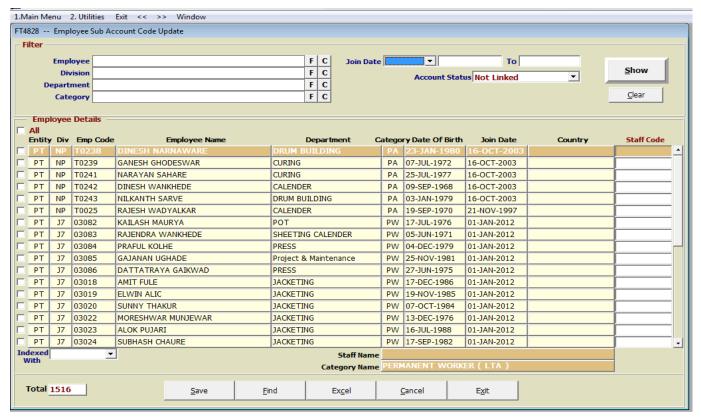
Input Fields	Input Details	General Remarks
Emp Code	Employee Code details	Need to create employee code first to load it from selected filtration criterio
Sub Account code	Employee Subaccount code	Employees sub account is required to opened

PROCESS DETAILS

Work Step -

Step 1 Press New Button

Lighthouse	Document Name	Object Help Document	
Lighthouse Info Systems Pvt. Ltd.	Menu Code	01.709.09	
SINCE 1901	Process Name	Employee Management	
Release Version	1.0	Document No	
Release Date	01-June-2018	Pages	Page - 2 - of 3



- Step 2 Select particular employee record
- Step 3 Put required subaccount code
- Step 4 Press Check box for selection of record
- Step 5 Save the Entry

BUTTONS	DESCRIPTION
New	To Add new record.
Find	To find the existing record.
Excel	To Export data into Excel Data
Cancel	To cancel the record

Lighthouse	Document Name	Object Help Document		
Info Systems Pvt. Ltd.	Menu Code	01.709.09		
SINCE 1907	Process Name	Employee Management		
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Exit	To Exit from the open form
Save	To Save Entry

Optional Data Fields

Tips and Tricks

Oraganization code must be entered in organization master

Input Field Level Information – General Details

FIELDS	DESCRIPTION	R/O/C	FIELD VALUE / COMMENTS
Staff code	Select staff sub account code		Select from LOV only those a/cs will display having acc_type 'S' for staff or workmen.

R = Required, O = Optional, C = Conditional