Lighthouse Info Systems Pvt. Ltd.	Document Name	Object Help Document		
	Menu Code	01.101.03		
	Process Name	Accounts Class Master		
Release Version	1.0	Document No	LISPL/OHD/FI/101/003	
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01.101.03 - Account Class Master

PROCESS OVERVIEW

This master is used for additional grouping of GL Accounts, Debtor's or Creditor's accounts for common reporting purpose. Also the Sale and purchase details can be linked and information can be obtained in ledger using the Account class master.

PROCESS PRE-REQUISITES

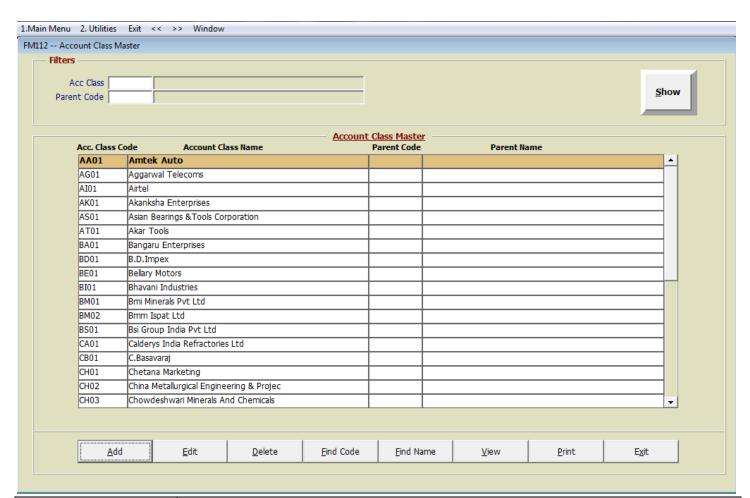
Input Fields	Input Field Details	Remarks
Class Code	Enter class code	Class code is required which can be linked to the parent code
Class Name	Field	Enter class Name
Parent Code	Enter Parent code	User Selection

KEY FEATURES

- Facility to link the accounts to get the required details
- Helps in getting the clear picture of sales and purchase done.

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PROCESS DETAILS



BUTTONS	DESCRIPTION
<u>A</u> DD	To Add new record.
<u>E</u> dit	To Edit the selected record. [Note - Class Code cannot be changed].
D elete	To Delete selected record.
Find <u>C</u> ode	To find record by Code.
Find <u>N</u> ame	To find record by Name.
<u>V</u> iew	To View the selected record.
P rint	To generate the output of an account class master data in character/bitmap and excel

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	formats.	
E <u>x</u> it	To Exit from the current opened window.	



Work Step – To Generate Account Class Master

- Step 1 Press 'Add' Button.
- Step 2 Enter 'Class Code'. [Note Maximum data length is 4 character].
- Step 3 Enter 'Class Name' [Note Maximum data length is 50 character].
- Step 4 Select 'Parent Code' on pressing F9 button.
- Step 5 Click on 'Ok' button to save the record.

Input Field Level Information

FIELDS	DESCRIPTION	R/O/C	FIELD VALUE / COMMENTS
Class Code	Manual Entry	R	Enter Class Code, maximum 4 unique characters.
Class Name	Manual Entry	R	Enter Class Name as required.
Parent Code	Select from LOV	0	Filter

R = Required, O = Optional, C = Conditional