Lighthouse Info Systems Pvt. Ltd.	Document Name	Object Help Document	
	Menu Code	01.105.07	
	Process Name	Nafhead Posting Master	
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# 01.105.07 - Nafhead Posting Master

#### **PROCESS OVERVIEW**

Nafhead stands for Non-account field. Other expense details can be entered in this master e.g. brokerage charges, daily wages labour charges etc

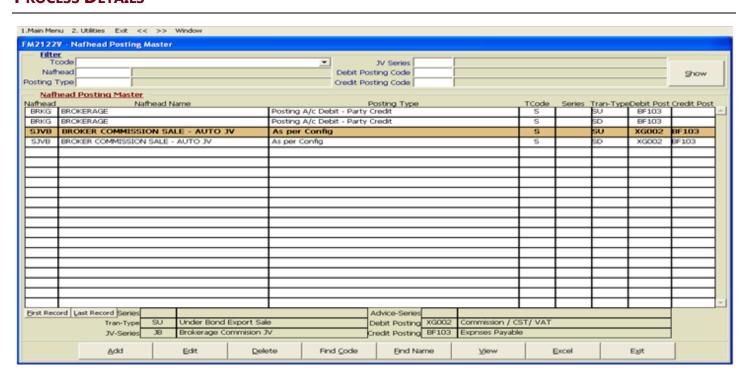
### **PROCESS PRE-REQUISITES**

Required Fields	Input Details	General Remarks
Nafhead	This column show Nafhead name. In this we define those non accounting fields which specifically not mentioned in bill. For e.g. Brokerage charges, daily wages of worker etc.	We have to select any of the option by pressing f9 button.
Nafhead Name	This column show Nafhead Name of that	N.A
Posting type	This column shows Post code. Select from acc code and acc name.	We have to select one option from Post code field by pressing F9
Tcode	This column shows Debit posting description.	We have to select any acc name.
Series	This column show credit posting description	We have to select acc code or acc name by pressing F9 button

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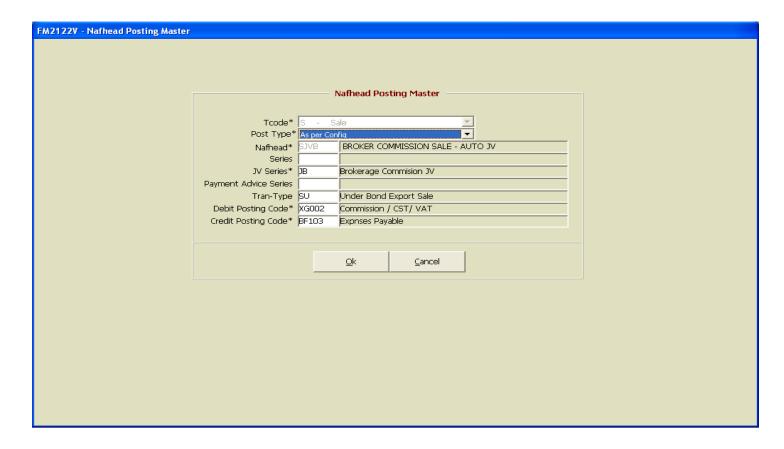
Tran Type	This column show acc name against the acc code.	We have to select any acc name.
Debit Post	This column show service item code, select from item code or item name.	N.A
Credit Post	This column show item name. This will appear as service code gets select.	N.A

#### **PROCESS DETAILS**



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BUTTONS	DESCRIPTION
<u>A</u> DD	To Add new record.
<b>E</b> dit	To Edit the selected record.
<u>D</u> elete	To Delete selected record.
<u>F</u> ind code	To generate the output of an account master data in Excel/bitmap and many more formats.
Excel	To View the selected record in Excel format.
E <u>x</u> it	To Exit from the current opened window.



## Work Step - To other expense Details

Step 1 select required Tcode

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Step 2 Select posting Type from drop down list.

Step 3 Select required Nafhead for which posting can be done

Step 4 Select required series

Step 5 Select required JV series

Step 6 Select service item code

Step 5 Select Payment Advice series and Tran type if required

Step 7 Select Debit Posting Code by pressing f9 button

Step 8 Select credit Posting Code by pressing f9 button