	Document Name	Object Help Document	
Lighthouse Info Systems Pvt. Ltd. SINCE 1987	Menu Code	00.004.03	
	Process Name	Accounting Year Master	
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00.004.03 - Accounting Year Master

PROCESS OVERVIEW

This master is used to define current and previous year in accounting year master, it is useful in various forms of transaction. In ERP every transaction is recorded on year basis, so that at the time of audit user can easily track the required data on yearly basis.

PROCESS PRE-REQUISITES

Every transaction in the entity, done on year basis requires a master to execute the transaction.

Required Fields	Input Details	General Remarks
Entity code	This column show entity code, it is come from entity master, if entity defines in entity master than it will appear in list on f9 button.	User can select entity by using f9 button.
Entity name	Entity name will appear as we select Entity code	N.A
Accounting year	This column show accounting year, user has to define accounting year.	User has to put accounting year.
Year Beginning date	This column show year beginning date, in this field user have to define required beginning date.	User has to put required beginning date.
Year end date	This column show year end date, in this field user have to define required beginning date.	User has to put required end date.

KEY FEATURES

- Accounting year master is used to define the year in Account balance transfer form, for carry forward all postings and master.
- User master details in this will get carry forward for the next mentioned year
- Configuration Master details will get reflected accordingly for the next financial year.
- item posting master information will get carry forward for the next year accordingly

PROCESS DETAILS

BUTTONS	DESCRIPTION
ADD	To Add new record.
Edit	To Edit the selected record.
Delete	To Delete selected record.
Find Name	To find record by Name.
Print	To generate the output of an accounting year master data in Excel/bitmap and many more formats.
View	To View the selected record.

Exit	To Exit from the current opened window.

Work Step –

Step 1 For adding new record, user have to press add button on main form.

Step 2 User have to choose entity by pressing f9 button. List of entity come from entity master.

Step 3 Enter year beginning date.

Step 4 Enter year end date.