 Lighthouse Info Systems Pvt. Ltd. <small>SINCE 1987</small>	Document Name	Object Help Document	
	Menu Code	01.711.01	
	Process Name	Calendar Year Master	
Release Version	1.0	Document No	
Release Date	01-June-2018	Pages	Page - 1 - of 4

01.711.01 – Calendar Year Master

PROCESS OVERVIEW


This Master form is used to define Calendar Year for system. For each entity we have to define separate calendar year. Some organizations define '01-04-2007' as year begin date and '31-03-2008' as end date or some organizations define '01-01-2009' as year begin date and '31-12-2009' as year end date. Depends on the leave policy of company. Leave management system in ERP depends on Calendar year. We have to define the calendar year before making leave credit entry for the year. Similarly for leave application, leave laps and leave en-cash we have to define calendar year. Before salary generation there is need to define the calendar year.

PROCESS PRE-REQUISITES

Input Fields	Input Details	General Remarks
Entity Code	Entity Master	Entity Rights must be declare for user

KEY FEATURES

- According to Leave Policy we have to define the calendar year. If policy includes that 1st leave credit month in year is 1st Jan then calendar year must be start from 1st January or 1st leave credit month in year is 1st Apr then calendar year must be start from 1st April.
- To generate salary the for the year, we need to define the calendar year for specific entity

 Lighthouse Info Systems Pvt. Ltd. SINCE 1987	Document Name	Object Help Document	
	Menu Code	01.711.01	
	Process Name	Calendar Year Master	
Release Version	1.0	Document No	
Release Date	01-June-2018	Pages	Page - 2 - of 4


PROCESS DETAILS

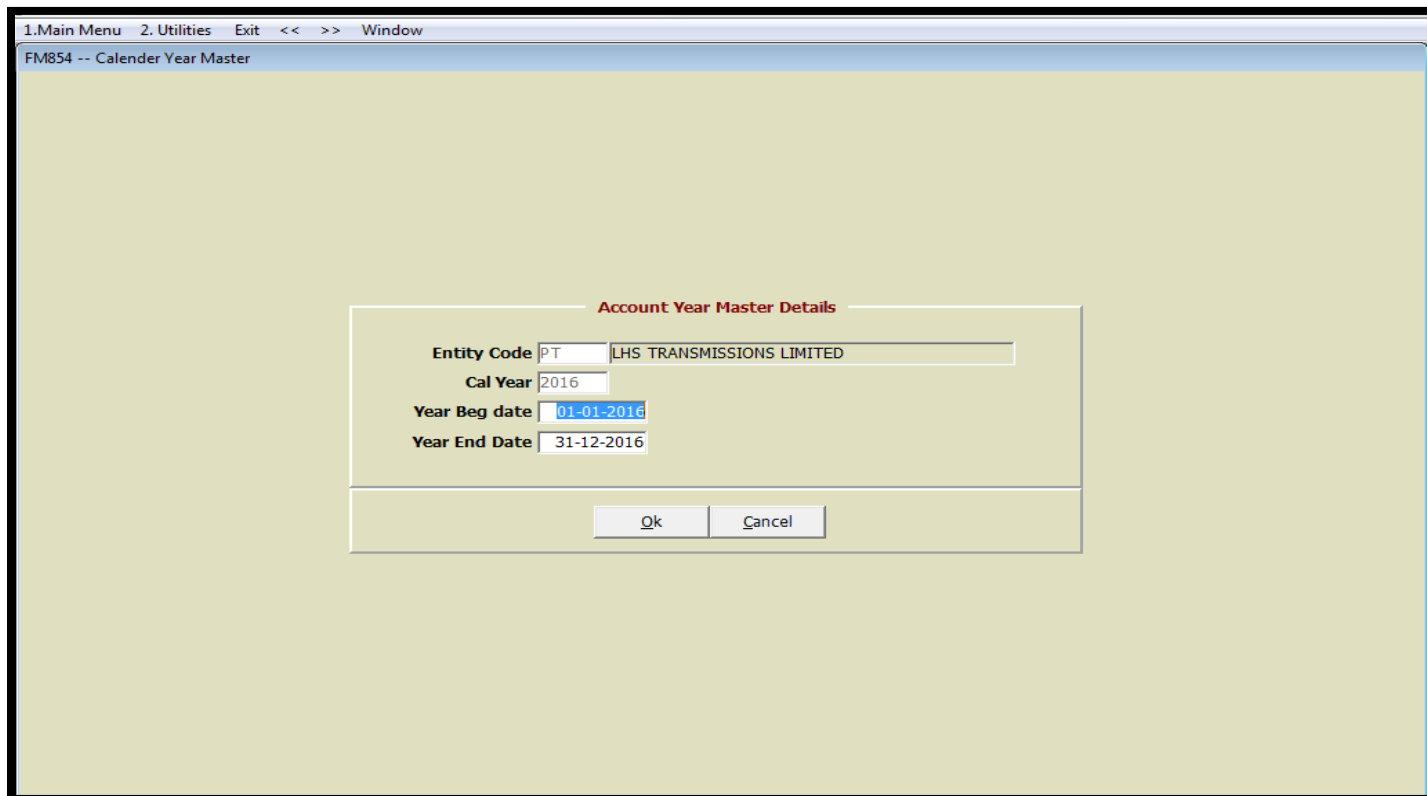
1.Main Menu 2. Utilities Exit << >> Window

FM854 -- Calendar Year Master

Calendar Year Master

Entity Code	Entity Name	Calendar Year	Year Beg date	Year End date
PC	LHS TRANSMISSIONS LIMITED	2016	01-01-2016	31-12-2016
PC	LHS TRANSMISSIONS LIMITED	2017	01-01-2017	31-12-2017
PC	LHS TRANSMISSIONS LIMITED	2018	01-01-2018	31-12-2018
PT	LHS TRANSMISSIONS LIMITED	2016	01-01-2016	31-12-2016
PT	LHS TRANSMISSIONS LIMITED	2017	01-01-2017	31-12-2017
PT	LHS TRANSMISSIONS LIMITED	2018	01-01-2018	31-12-2018

 Lighthouse Info Systems Pvt. Ltd. SINCE 1987	Document Name	Object Help Document	
	Menu Code	01.711.01	
	Process Name	Calendar Year Master	
Release Version	1.0	Document No	
Release Date	01-June-2018	Pages	Page - 3 - of 4



1.Main Menu 2. Utilities Exit << >> Window

FM854 -- Calendar Year Master

Account Year Master Details

Entity Code PT LHS TRANSMISSIONS LIMITED


Cal Year 2016

Year Beg date 01-01-2016

Year End Date 31-12-2016

Ok Cancel

BUTTONS	DESCRIPTION
Add	To Add new record.
Edit	To Edit the selected record. We can change the Date of calendar year. Enable to change the Entity code, name and calendar year.
Delete	To Delete selected record. It is possible only if the selected Entity code is not used in any master relationship or in any transaction.
Find	To find Entity code
View	To View the selected record.

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	Menu Code	01.711.01	
	Process Name	Calendar Year Master	
Release Version	1.0	Document No	
Release Date	01-June-2018	Pages	Page - 4 - of 4

Exit	To Exit from the open form.
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Work Step –

- Step 1 Press Add Button
- Step 2 Enter Entity Code
- Step 3 Enter cal year
- Step 4 Enter the beg date
- Step 5 Enter End date

Optional Data Fields

All Filed Mandatory

Tips and Tricks

Not Applicable

Input Field Level Information – General Details

FIELDS	DESCRIPTION	R/O/C	FIELD VALUE / COMMENTS
Entity Code	Select Entity Code	R	For each Entity we have to define the separate calendar year.
Cal Year	Define the calendar year	R	E.g. '2018' or '2019'
Year Beg Date	Start date of year	R	E.g. '01-JAN-2018' OR '01-APR-2018'
Year End Date	Year End Date	R	E.g. '31-DEC-2018' OR '31-MAR-2019'

R = Required, O = Optional, C = Conditional