 Lighthouse Info Systems Pvt. Ltd. <small>SINCE 1987</small>	Document Name	Object Help Document	
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	Process Name	Employee Management	
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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

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

FT4828 -- Employee Sub Account Code Update

Filter

Employee F C Join Date To Show

Division F C Account Status **Not Linked** Clear

Department F C

Category F C

Employee Details

☐ All

Entity	Div	Emp Code	Employee Name	Department	Category	Date Of Birth	Join Date	Country	Staff Code
<input type="checkbox"/>	PT	NP	T0238	DINESH NARNAWARE	DRUM BUILDING	PA	23-JAN-1980	16-OCT-2003	
<input type="checkbox"/>	PT	NP	T0239	GANESH GHODESWAR	CURING	PA	07-JUL-1972	16-OCT-2003	
<input type="checkbox"/>	PT	NP	T0241	NARAYAN SAHARE	CURING	PA	25-JUL-1977	16-OCT-2003	
<input type="checkbox"/>	PT	NP	T0242	DINESH WANKHEDE	CALENDER	PA	09-SEP-1968	16-OCT-2003	
<input type="checkbox"/>	PT	NP	T0243	NILKANTH SARVE	DRUM BUILDING	PA	03-JAN-1979	16-OCT-2003	
<input type="checkbox"/>	PT	NP	T0025	RAJESH WADYALKAR	CALENDER	PA	19-SEP-1970	21-NOV-1997	
<input type="checkbox"/>	PT	J7	03082	KAILASH MAURYA	POT	PW	17-JUL-1976	01-JAN-2012	
<input type="checkbox"/>	PT	J7	03083	RAJENDRA WANKHEDE	SHEETING CALENDER	PW	05-JUN-1971	01-JAN-2012	
<input type="checkbox"/>	PT	J7	03084	PRAFUL KOLHE	PRESS	PW	04-DEC-1979	01-JAN-2012	
<input type="checkbox"/>	PT	J7	03085	GAJANAN UGHADE	Project & Maintenance	PW	25-NOV-1981	01-JAN-2012	
<input type="checkbox"/>	PT	J7	03086	DATTATRAYA GAIKWAD	PRESS	PW	27-JUN-1975	01-JAN-2012	
<input type="checkbox"/>	PT	J7	03018	AMIT FULE	JACKETING	PW	17-DEC-1986	01-JAN-2012	
<input type="checkbox"/>	PT	J7	03019	ELWIN ALIC	JACKETING	PW	19-NOV-1985	01-JAN-2012	
<input type="checkbox"/>	PT	J7	03020	SUNNY THAKUR	JACKETING	PW	07-OCT-1984	01-JAN-2012	
<input type="checkbox"/>	PT	J7	03022	MORESHWAR MUNJEWAR	JACKETING	PW	13-DEC-1976	01-JAN-2012	
<input type="checkbox"/>	PT	J7	03023	ALOK PUJARI	JACKETING	PW	16-JUL-1988	01-JAN-2012	
<input type="checkbox"/>	PT	J7	03024	SUBHASH CHAURE	JACKETING	PW	17-SEP-1982	01-JAN-2012	


Indexed With Staff Name

Category Name **PERMANENT WORKER (LTA)**

Total **1516** Save Find Excel Cancel Exit

- 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

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Exit	To Exit from the open form
Save	To Save Entry

Optional Data Fields

Tips and Tricks

Organization 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