| Lighthouse Info Systems Pvt. Ltd. | Document Name | Object Help Document | |
|-----------------------------------|---------------|--|----------------------|
| | Menu Code | 01.105.05 | |
| | Process Name | 01.105.05 - Nafhead (Other Material Expenses) Master | |
| Release Version | 1.0 | Document No | LISPL/OHD/FI/101/001 |
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01.105.05 - Nafhead (Other Material Expenses) Master

PROCESS OVERVIEW

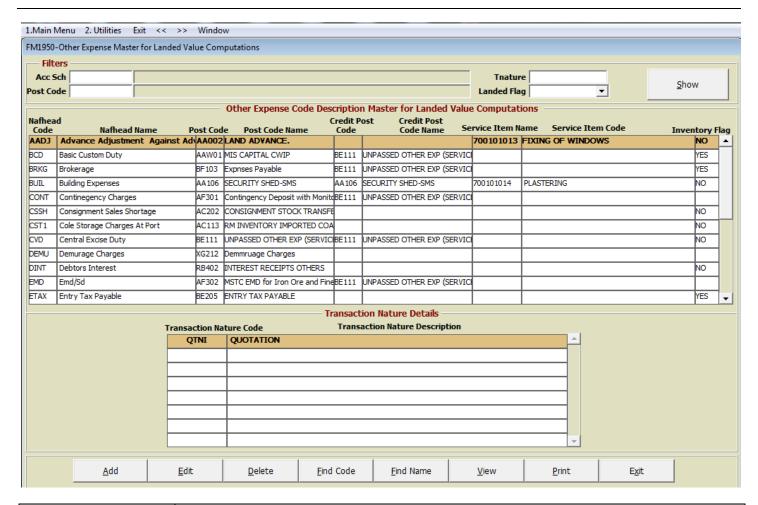
Nafhead stands for Non-account field. This master is used to define Particular Nafhead which is specifically for material only. Other expenses details can be entered.

PROCESS PRE-REQUISITES

| Required Fields | Input Details | General Remarks |
|--------------------|--|---|
| Nafhead Name | This column shows 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. | User have to define required Nafhead |
| Post code | User have to define post code for which, Nafhead posting is required. | Posting can be done under any ACC code. |
| Reverse post code | If posting want to be reverse than it will go to Reverse post code. | Posting can be reverse against particular post code |
| Variance post code | The difference in credit and debit post code goes to this post code. | N.A |
| Service item code | User has to define required Service item for which posting needs to be done | When this item come in any transaction, there posting goes to predefined post code. |

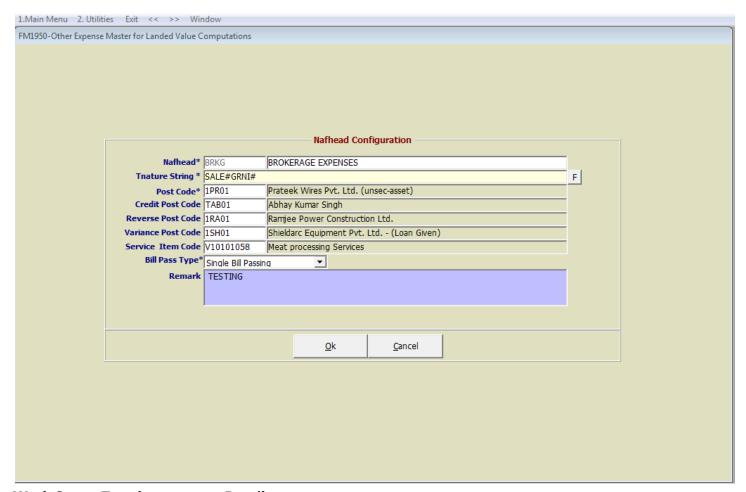
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PROCESS DETAILS



| BUTTONS | DESCRIPTION |
|----------------|---|
| <u>A</u> DD | To Add new record. |
| <u>E</u> dit | To Edit the selected record. |
| D elete | To Delete selected record. |
| <u>F</u> ind | To find the record by code |
| <u>View</u> | To view the record |
| <u>Print</u> | To print the details |
| E <u>x</u> it | To Exit from the current opened window. |

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Work Step - To other expense Details

- Step 1 Type new record in Nafhead field
- Step 2 Select required Tnature string.
- Step 3 Select credit post code by pressing f9
- Step 4 Select variance post code by pressing f9
- Step 5 Select service item code
- Step 6 Select Nafhead type form list
- Step 7 Write Remark if any
- Step 8 select bill type pass from list.