	Document Name	Object Help Document	
Lighthouse Info Systems Pvt. Ltd. SINCE 1987	Menu Code	01.109.01	
	Process Name	Cost Center Schedule Master	
Release Version	1.0	Document No	LISPL/OHD/FI/109/001
Release Date	03-Nov-2016	Pages	Page - 1 - of 5

01.109.01 - Cost Center Schedule Master

PROCESS OVERVIEW

This master is used to define the cost code such that it can be scheduled accordingly when required in the transaction. Single Division can have multiple cost centers if required.

PROCESS PRE-REQUISITES

Input Fields	Input Details	General Remarks
Schedule Name	Need to configure	Select pre-defined Schedule Name.
Parent Schedule Code	Need to configure	Select pre-defined Parent schedule code.

KEY FEATURES

- Different balance sheet can be maintained for different cost centers

- Account details can be obtained individually

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PROCESS DETAILS

BUTTONS	DESCRIPTION
Add	To Add new record.
Edit	To Edit the selected record. Note - Cost Schedule cannot be changed.

Delete	To Delete selected record. It is possible only if the selected GL is not used in any master relationship or in any transaction.
Find **C**ode	To find record by Code.
Find **N**ame	To find record by Name.
Excel	To extract records in excel format.
View	To View the selected record.
E**x**it	To Exit from the current opened window.

On clicking Add button, below window will populate.

BUTTONS	DESCRIPTION
Ok	To save record.
Cancel	To cancel/terminate process.

FIELDS	DESCRIPTION	R/O/C	FIELD VALUE / COMMENTS
Record Type	It can be used to create Parent/Basic cost center record Parent : parent cost center can be created Basic : Basic record can be created for the parent record	R	Select Record Type on clicking preferred Radio button.
Cost Schedule	User has to enter the details according to his requirement	R	Enter Cost Schedule (Manual Entry)
Schedule Name	User has to select from the mentioned LOV	R	Select Schedule Name on pressing F9 button.
Parent	User has to select from the mentioned LOV	O	Select Parent Schedule Code on pressing F9 button.
User Sequence	User can enter numbers for providing the sequence to the basic records	O	Enter User Sequence (Manual Entry).

R = Required, O = Optional, C = Conditional

Work Step – To Add Cost Center Schedule Master

Step 1 Click on 'Add' button.

Step 2 Select 'Record Type' radio button as per requirement.

Step 3 Enter Cost Schedule [Note - Maximum data length limit is 5 Characters].

Step 4 Select 'Schedule Name' on pressing F9 button.

Step 5 Select 'Parent' on pressing F9 button.

Step 6 Enter 'User Sequence' [Note - Maximum data length limit is 3 Characters].

Step 7 Press 'Ok' button to save record.