| | Document Name | Object Help Document | |
|---|---|---|---|
| **Lighthouse** Info Systems Pvt. Ltd. SINCE 1987 | Menu Code | 01.107.05 | |
| | Process Name | Account Open Requisition Master | |
| Release Version | 1.0 | Document No | LISPL/OHD/FI/107/005 |
| Release Date | 26-Oct-2016 | Pages | Page - 1 - of 7 |

# 01.107.05 - Account Open Requisition Master

## PROCESS OVERVIEW

This master is used to make request to the Account section/department   for opening a new account/Party with the Mandatory details filled by end user.

## PROCESS PRE-REQUISITES

| Input Fields | Input Details | General Remarks |
|---|---|---|
| Acc. Sch | Subsidiary Ledger Schedule Master | Entry should be defined in Subsidiary Ledger Schedule master. |

## KEY FEATURES

- As this request needs verification and approval from account section, no wrong information passed    into the ERP.

## PROCESS DETAILS

Open the form



Click on Add button

| BUTTONS | DESCRIPTION |
|---|---|
| New | To create new record. |
| Edit | To Edit the selected record. |
| Delete | To Delete selected record. |
| Print | To print the selected record. |

| Cancel | To cancel the Entry. |
|---|---|
| Exit | To Exit from the open form. |
| Document | You can attached the important document with this entry. |
| Refused | This button is used to refused the current selected entry. |

**Work Step – To create new entry in Account Open Requisition Master**

Step 1 Press 'New Button.
Step 2 Select Acc Sch from the LOV.
Step 3 Select Acc Type for the drop down list.
Step 4 Press "Ok" button to save the record.

**Input Field Level Information**

| FIELDS | DESCRIPTION | R/O/C | FIELD VALUE / COMMENTS |
|---|---|---|---|
| Acc sch | To select defined Acc sch from the LOV. | R | To select defined Acc sch from the LOV. |
| Acc Type | Select Acc Type from the drop down list. | R | Select Acc Type from the drop down list. |
| Entity Code | Select Entity from LOV. | O | Select Entity from LOV. |
| Acc Class | Select Acc Class from LOV. | O | Select Acc Class from LOV. |
| Name on Cheque | Write down name that you want to print on the cheque. | O | Write down name that you want to print on the cheque. |

| Sub Type | Select Sub type from the drop down list. | O | Select Sub type from the drop down list. |
|---|---|---|---|
| Mapping/Old Code | If there is an old code present, then it can be mapped from here. | O | If there is an old code present, then it can be mapped from here. |
| Address | Specify the complete communication address. | O | Specify the complete communication address. |
| City | Specify the name of city related to address you filled. | O | Specify the name of city related to address you filled. |
| Pin No. | Specify the Pin No. related to address you filled. | O | Specify the Pin No. related to address you filled. |
| District | Specify the name district name under which your city comes. | O | Specify the name district name under which your city comes. |
| Area | Specify the area code here. | O | Specify the area code here. |
| Sales Staff | Specify the name of Staff/person that handle sales. | O | Specify the name of Staff/person that handle sales. |
| Broker | Specify the broker name. | O | Specify the broker name. |
| State | Specify the name of State under which your district comes. | O | Specify the name of State under which your district comes. |
| Country | Specify the country name. | O | Specify the country name. |
| STD - Phone | Specify the STD code number and Phone number. | O | Specify the STD code number and Phone number. |

| Fax | Specify the Fax number. | O | Specify the Fax number. |
|---|---|---|---|
| Mobile | Specify the mobile number. | O | Specify the mobile number. |
| Email | Specify the email address of the executive for written communication. | O | Specify the email address of the executive for written communication. |
| Email CC | Specify the email address that need to be in CC. | O | Specify the email address that need to be in CC. |
| LBT/FT/ST No. | Specify the LBT/FT?St No. Here. | O | Specify the LBT/FT?St No. Here. |
| CST No. | Specify the CST number. | O | Specify the CST number. |
| TIN | Specify the TIN No. | O | Specify the TIN No. |
| Pan No. | Specify the Pan No. | O | Specify the Pan No. |
| ECC No. | Specify the ECC No. | O | Specify the ECC No. |
| Division | Specify the Excise and Service tax Division. | O | Specify the Excise and Service tax Division. |
| Service Tax No. | Specify the Service Tax Number. | O | Specify the Service Tax Number. |
| Bank Code | Specify the Bank code. | O | Specify the Bank code. |
| Holiday | Specify the day on which company remains closed. | O | Specify the day on which company remains closed. |
| Currency Code | Specify the currency code. | O | Specify the currency code. |
| Party Bank Acc. No. | Specify the Party bank Acc. No. Here. | O | Specify the Party bank Acc. No. Here. |

| Party Bank Name | Specify the Party bank Name Here. | O | Specify the Party bank Name Here. |
|---|---|---|---|
| Bank IFSC Code | Specify the bank IFSC Code Here. | O | Specify the bank IFSC Code Here. |
| Bank MICR No. | Specify the Bank MICR Code Here. | O | Specify the Bank MICR Code Here. |

*R = Required, O = Optional, C = Conditional*