



USER MANUAL

Master Work Flow Tool (MWT).

GL Master

Sept, 2018

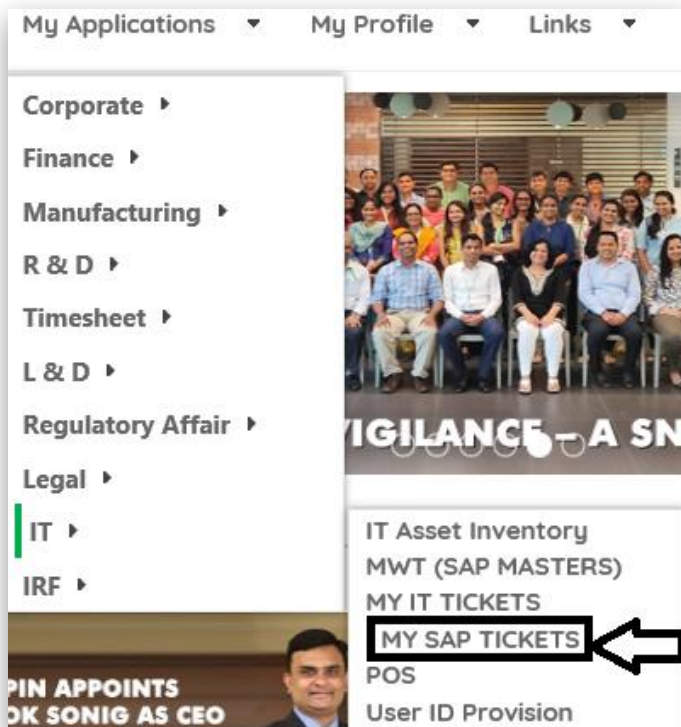
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I. General Section

A. Login

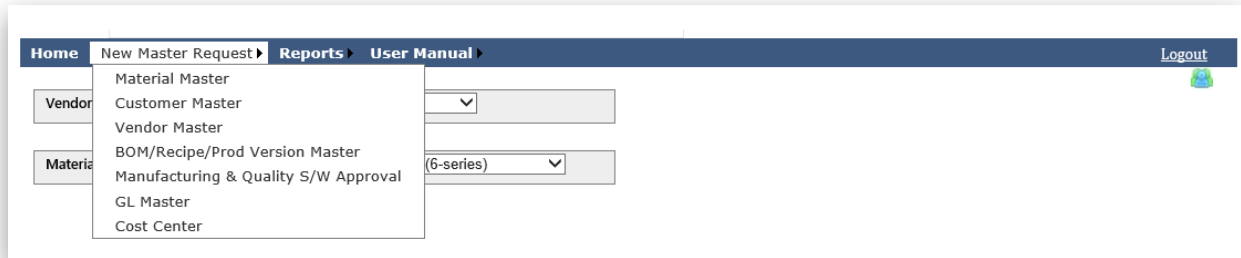
Use the Link on your home page Quick Link to login into the system.



B. Home Page

Home Page gives you the list of Actionable per GL Type.

Use navigation Menu to Access the GL Master section



II. GL Master Section

Following section can be used for the following actions:

- I. Search GL Master as per the criteria
 - a. Pending For My Approval
 - b. Created by Me
 - c. Rollbacked To Me
 - d. Incomplete Request
 - e. Rejected By Me
 - f. Approved
- II. Create GL Master
- III. Change Request
- IV. GL Extension
- V. GL Master Block / Unblock Request

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GL Master

Request No	<input type="text"/>	G/L Code	<input type="text"/>
Account group	All	Status	Pending For My Approval
From Date	<input type="text"/>	To Date	<input type="text"/>

Search

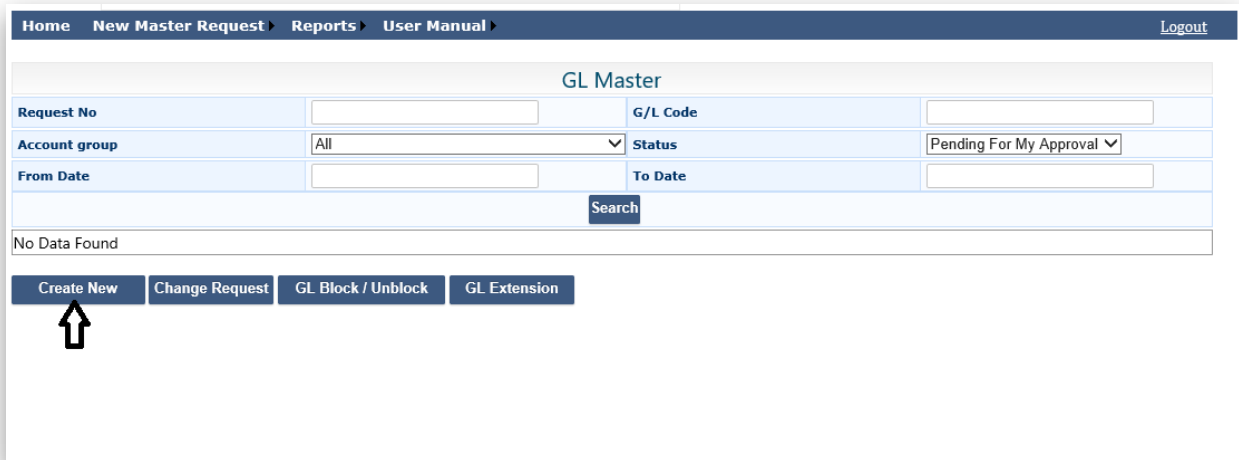
No Data Found

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[Change Request](#)
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A. Create GL Master Request

i. Initiation

- Click on “Create New” for initiation of the request.



The screenshot shows the 'GL Master' interface. At the top, there is a navigation bar with links: Home, New Master Request, Reports, and User Manual. A 'Logout' link is also present on the right. Below the navigation bar, the 'GL Master' section contains a form with the following fields:

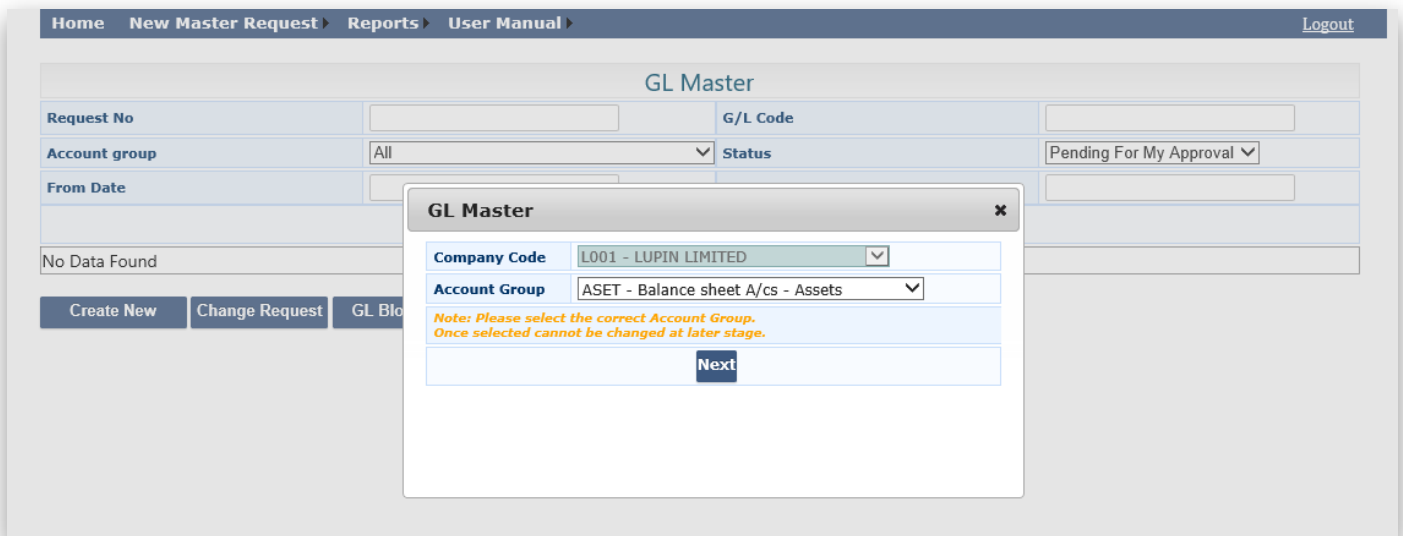
Request No	<input type="text"/>	G/L Code	<input type="text"/>
Account group	All	Status	Pending For My Approval
From Date	<input type="text"/>	To Date	<input type="text"/>

Below the form is a 'Search' button. A message 'No Data Found' is displayed. At the bottom, there are four buttons: 'Create New', 'Change Request', 'GL Block / Unblock', and 'GL Extension'. An arrow points to the 'Create New' button.

ii. GL Type Selection

- Please select the Account Group of which you need to create the GL.
- Click next to proceed.

Note: Please choose the Details carefully as it cannot be changed at a later stage.



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GL Master

Request No G/L Code

Account group Status

From Date

No Data Found

Create New Change Request GL Blo

GL Master

Company Code

Account Group

Note: Please select the correct Account Group. Once selected cannot be changed at later stage.

Next

iii. GL Creation Form

- Fields in grey are disabled as they are either pre-filled or are not relevant to this Account Group.
- Fill in all the Mandatory fields and all the relevant details available.
- Please fill in all the data and click “Save”.

Home New Master Request Reports User Manual Logout			
GL MASTER		Requestor Name.: Dilip Ram Location: Mumbai-Kalina Contact No: (022) 6640 2518 Request No.: 091920180010362 GL Acc Grp: ASET - Balance sheet A/cs - Assets GL Code: New Request	
GL CREATION FORM			
G/L Code	<input type="text"/>	Reference G/L Code	<input type="text"/>
Company Code *	L001 - LUPIN LIMITED	Reference Company Code	---Select---
Account Group *	ASET - Balance sheet A/cs - Assets	P&L Statement/Balance Sheet Account *	P&L Statement Account
Cost Element Category	---Select---		
Description			
Short Text *	Test	Language *	E-English
G/L Account Long Text *	Test 1	Language *	E-English
Control Data			
Reconciliation account for acct type	---Select---	Open Item Management *	Yes
Line Item Display *	No	Reason For Creation *	Process Change
Remarks *	Test β		
Attach Documents (Image/PDF Files Only)			
Browse...			
<div>Save</div> <div>Submit Cancel</div>			

- If Account Group is “CONS”, “EXPN” or “REVN” Cost Element Category field will be enabled and mandatory.
- Please Fill in all Mandatory and relevant data.
- Click “Save and Next” to save data and proceed further.

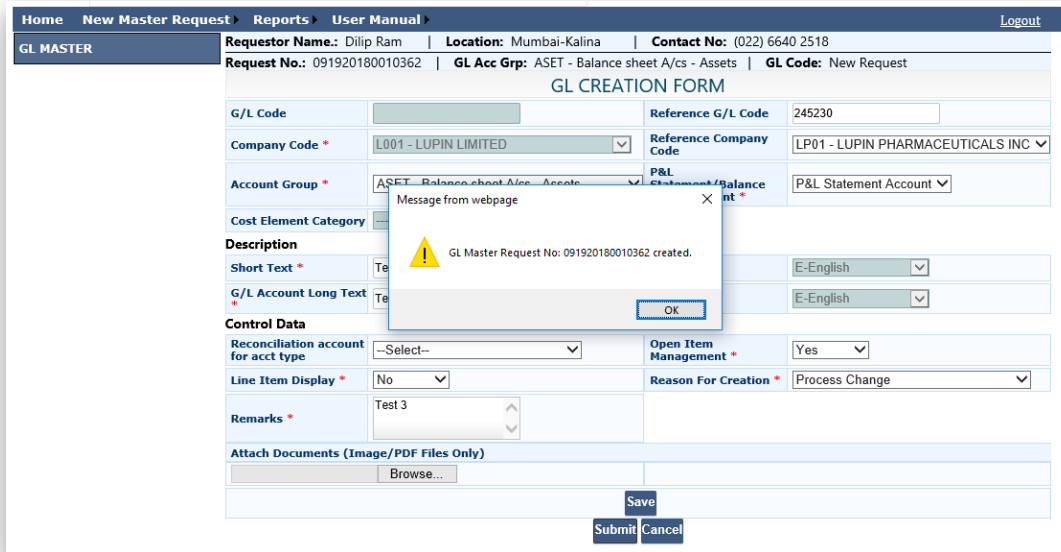
Home	New Master Request	Reports	User Manual	Logout
GL MASTER				
Requestor Name.: Dilip Ram Location: Mumbai-Kalina Contact No.: (022) 6640 2518 Request No.: 091920180010362 GL Acc Grp: ASET - Balance sheet A/cs - Assets GL Code: New Request				
GL CREATION FORM				
G/L Code	<input type="text"/>	Reference G/L Code	<input type="text"/>	
Company Code *	L001 - LUPIN LIMITED	Reference Company Code	---Select---	
Account Group *	CONS - Materials Mgmt-Consumption A/c	P&L Statement/Balance Sheet Account *	P&L Statement Account	
Cost Element Category *	---Select---			
Description				
Short Text *	Test	Language *	E-English	
G/L Account Long Text *	Test 1	Language *	E-English	
Control Data				
Reconciliation account for acct type	--Select--	Open Item Management *	Yes	
Line Item Display *	No	Reason For Creation *	Process Change	
Remarks *	Test 3			
Attach Documents (Image/PDF Files Only)				
<input type="button" value="Browse..."/>				
<input type="button" value="Save"/> <input type="button" value="Submit"/> <input type="button" value="Cancel"/>				

- After clicking on “Save” button, if all data is properly filled, Submit button will be enabled.
- Click “Submit” to proceed further to submit.

Home	New Master Request	Reports	User Manual	Logout
GL MASTER				
Requestor Name.: Dilip Ram Location: Mumbai-Kalina Contact No: (022) 6640 2518 Request No.: 091920180010362 GL Acc Grp: ASET - Balance sheet A/cs - Assets GL Code: New Request				
GL CREATION FORM				
G/L Code	<input type="text"/>	Reference G/L Code	<input type="text" value="245230"/>	
Company Code *	<input type="text" value="L001 - LUPIN LIMITED"/>	Reference Company Code	<input type="text" value="LP01 - LUPIN PHARMACEUTICALS INC"/>	
Account Group *	<input type="text" value="ASET - Balance sheet A/cs - Assets"/>	P&L Statement/Balance Sheet Account *	<input type="text" value="P&L Statement Account"/>	
Cost Element Category	<input type="text" value="--Select--"/>			
Description				
Short Text *	<input type="text" value="Test"/>	Language *	<input type="text" value="E-English"/>	
G/L Account Long Text *	<input type="text" value="Test 1"/>	Language *	<input type="text" value="E-English"/>	
Control Data				
Reconciliation account for acct type	<input type="text" value="--Select--"/>	Open Item Management *	<input type="text" value="Yes"/>	
Line Item Display *	<input type="text" value="No"/>	Reason For Creation *	<input type="text" value="Process Change"/>	
Remarks *	<input type="text" value="Test 3"/>			
Attach Documents (Image/PDF Files Only)				
<input type="text" value="Browse..."/>				
<input type="button" value="Save"/> <input type="button" value="Submit"/> <input type="button" value="Cancel"/>				

iv. GL Master Request No. Notification

- Once you click on “Submit” you will be shown a notification with the Request no generated and request is ready to be submitted.
- Click on ok to remove the message.



The screenshot shows the 'GL MASTER' creation form in a web application. The form is titled 'GL CREATION FORM' and contains various fields for creating a new GL Master. A modal dialog box is displayed in the center, titled 'Message from webpage', with a yellow warning icon and the text 'GL Master Request No: 091920180010362 created.' and an 'OK' button. The form fields include:

- Requestor Name:** Dilip Ram
- Location:** Mumbai-Kalina
- Contact No:** (022) 6640 2518
- Request No.:** 091920180010362
- GL Acc Grp:** ASET - Balance sheet A/cs - Assets
- GL Code:** New Request
- G/L Code:** (empty)
- Reference G/L Code:** 245230
- Company Code:** L001 - LUPIN LIMITED
- Reference Company Code:** LP01 - LUPIN PHARMACEUTICALS INC
- Account Group:** ASET - Balance sheet A/cs - Assets
- P&L Statement:** P&L Statement Account
- Cost Element Category:** (empty)
- Description:**
 - Short Text:** (empty)
 - G/L Account Long Text:** (empty)
- Control Data:**
 - Reconciliation account for acct type:** --Select--
 - Open Item Management:** Yes
 - Line Item Display:** No
 - Reason For Creation:** Process Change
 - Remarks:** Test 3
- Attach Documents (Image/PDF Files Only):** (empty)

At the bottom of the form, there are buttons for 'Save', 'Submit', and 'Cancel'.

v. GL Master Request Tracking.

- You can track the requests on the GL Master Section Page.
- Select the status field as “Created by me” and click search.
- You can also search by the Request no or SAP Code.
- You can also filter the search results using the GL Account Group dropdown to search for Specific GL Account Group.

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GL Master

Request No	<input type="text"/>	G/L Code	<input type="text"/>
Account group	All	Status	Created By Me
From Date	<input type="text"/>	To Date	<input type="text"/>

Search

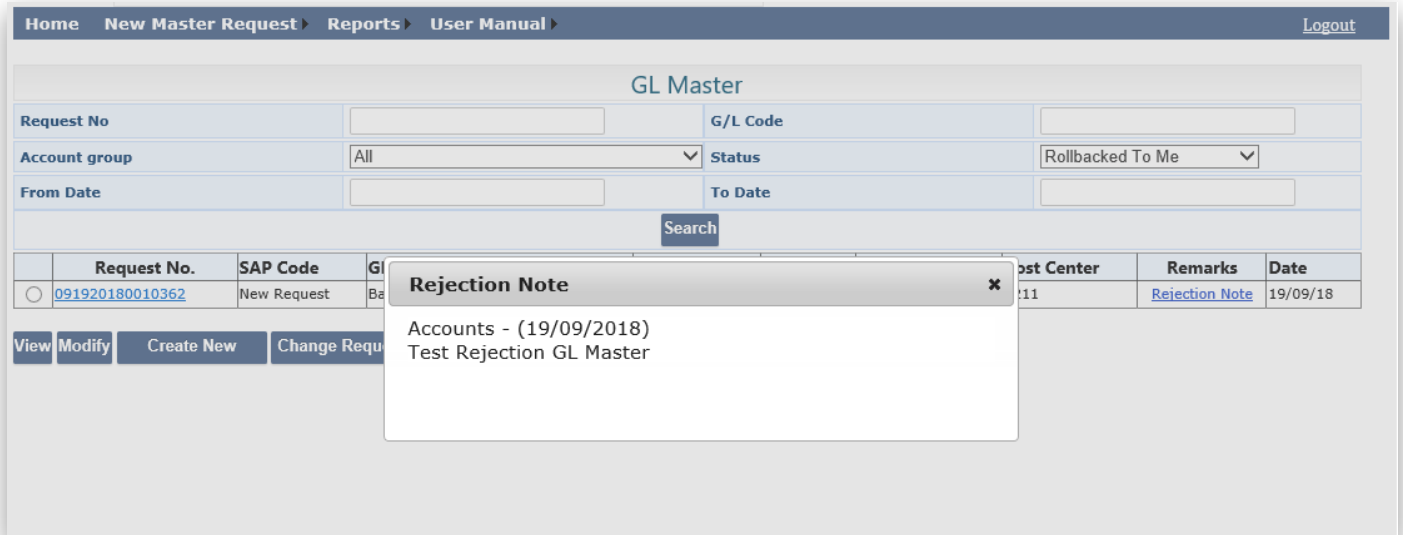
	Request No.	SAP Code	GL Acc. Grp	Created By	Req. Dt.	Location	Cost Center	Actioned By
<input type="radio"/>	091920180010362	New Request	Balance sheet A/cs - Assets	Dilip Ram	19/09/18	Mumbai-Kalina	2211	
<input type="radio"/>	091220180010253	New Request	GL Master Block	Dilip Ram	12/09/18	Mumbai-Kalina	2211	
<input type="radio"/>	091220180010268	New Request	GL Master Unblock	Dilip Ram	12/09/18	Mumbai-Kalina	2211	
<input type="radio"/>	091220180010277	New Request	GL Extension	Dilip Ram	12/09/18	Mumbai-Kalina	2211	
<input type="radio"/>	091120180010170	New Request	P & L A/cs - Expenses	Dilip Ram	11/09/18	Mumbai-Kalina	2211	
<input type="radio"/>	091020180010121	New Request	Reconciliation accounts - Vendor	Dilip Ram	10/09/18	Mumbai-Kalina	2211	
<input type="radio"/>	090520180010026	New Request	Cash & Bank A/cs	Dilip Ram	05/09/18	Mumbai-Kalina	2211	
<input type="radio"/>	090520180010027	New Request	Materials Mgmt-Consumption A/c	Dilip Ram	05/09/18	Mumbai-Kalina	2211	
<input type="radio"/>	090420180009971	New Request	Materials Mgmt-Consumption A/c	Dilip Ram	04/09/18	Mumbai-Kalina	2211	
<input type="radio"/>	090420180009975	New Request	Materials Mgmt-Consumption A/c	Dilip Ram	04/09/18	Mumbai-Kalina	2211	

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View
Create New
Change Request
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GL Extension
Copy Request

vi. GL Master Roll backed to you.

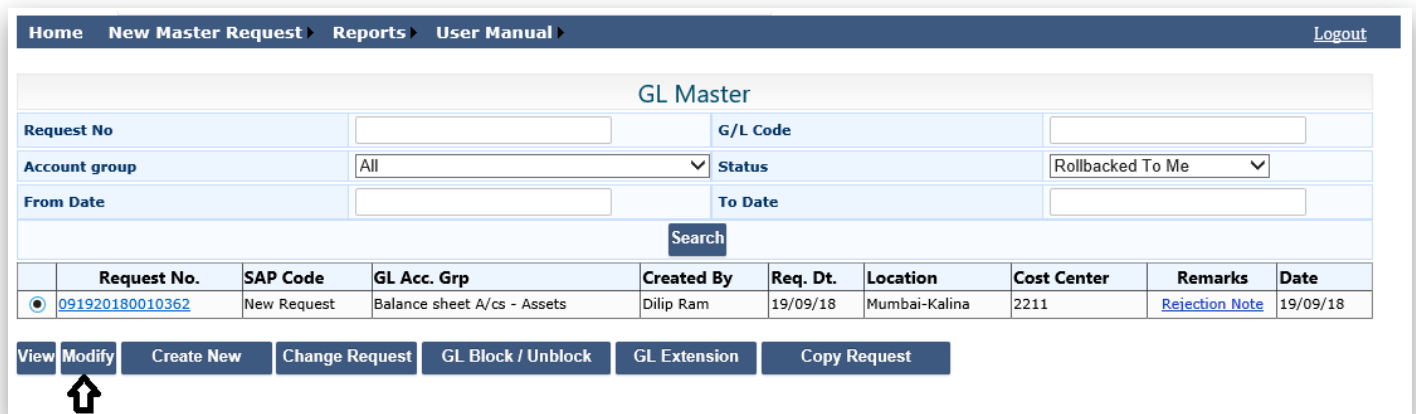
- In case a Request has been roll backed to you. To update the request and re-submit select the status “Rollback to me” and click on search.
- Click on the “Rejection Note” link to view the Note.



The screenshot shows the 'GL Master' interface with a search form and a table of requests. A modal window titled 'Rejection Note' is open, displaying the text: 'Accounts - (19/09/2018) Test Rejection GL Master'.

Request No.	SAP Code	GL	Cost Center	Remarks	Date
091920180010362	New Request	Balance sheet A/cs - Assets	2211	Rejection Note	19/09/18

- Select the Request to be processed.
- Click on Modify to update and re-submit the entry.



The screenshot shows the 'GL Master' interface with a search form and a table of requests. The 'Modify' button is highlighted with a mouse cursor.

Request No.	SAP Code	GL Acc. Grp	Created By	Req. Dt.	Location	Cost Center	Remarks	Date
091920180010362	New Request	Balance sheet A/cs - Assets	Dilip Ram	19/09/18	Mumbai-Kalina	2211	Rejection Note	19/09/18

vii. Continue Incomplete Request.

- In case a Request has left mid-way to continue with the request, select status “Incomplete Request” and click on search.
- The request is available in Incomplete for Seven days. Post which it will be deleted.
- Select the Request to be processed.
- Click on Modify to update and submit the entry.

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GL Master

Request No	<input type="text"/>	G/L Code	<input type="text"/>
Account group	All	Status	Incomplete Request
From Date	<input type="text"/>	To Date	<input type="text"/>

Search

	Request No.	SAP Code	GL Acc. Grp	Created By	Req. Dt.	Location	Cost Center	Actioned By
<input type="radio"/>	091220180010301	New Request	GL Master Unblock	Dilip Ram	12/09/18	Mumbai-Kalina	2211	
<input type="radio"/>	091220180010297	Bulk Request	GL Bulk Change	Dilip Ram	12/09/18	Mumbai-Kalina	2211	
<input type="radio"/>	091220180010272	New Request	GL Extension	Dilip Ram	12/09/18	Mumbai-Kalina	2211	
<input type="radio"/>	091020180010152	Bulk Request	GL Bulk Change	Dilip Ram	10/09/18	Mumbai-Kalina	2211	
<input type="radio"/>	091020180010138	Bulk Request	GL Bulk Change	Dilip Ram	10/09/18	Mumbai-Kalina	2211	
<input type="radio"/>	091020180010129	Bulk Request	GL Bulk Change	Dilip Ram	10/09/18	Mumbai-Kalina	2211	
<input type="radio"/>	090720180010108	Bulk Request	GL Bulk Change	Dilip Ram	07/09/18	Mumbai-Kalina	2211	
<input type="radio"/>	090720180010107	Bulk Request	GL Bulk Change	Dilip Ram	07/09/18	Mumbai-Kalina	2211	
<input type="radio"/>	090720180010101	Bulk Request	GL Bulk Change	Dilip Ram	07/09/18	Mumbai-Kalina	2211	
<input type="radio"/>	090720180010097	New Request	GL Master Block	Dilip Ram	07/09/18	Mumbai-Kalina	2211	

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B. GL Request Copy

i. Initiation

- Click on “Copy Request” for initiation of the request.

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GL Master

Request No

G/L Code

Account group

All

Status

Created By Me

From Date

To Date

Search

	Request No.	SAP Code	GL Acc. Grp	Created By	Req. Dt.	Location	Cost Center	Actioned By
<input type="radio"/>	091920180010362	New Request	Balance sheet A/cs - Assets	Dilip Ram	19/09/18	Mumbai-Kalina	2211	
<input type="radio"/>	091220180010253	New Request	GL Master Block	Dilip Ram	12/09/18	Mumbai-Kalina	2211	
<input type="radio"/>	091220180010268	New Request	GL Master Unblock	Dilip Ram	12/09/18	Mumbai-Kalina	2211	
<input type="radio"/>	091220180010277	New Request	GL Extension	Dilip Ram	12/09/18	Mumbai-Kalina	2211	
<input checked="" type="radio"/>	091120180010170	New Request	P & L A/cs - Expenses	Dilip Ram	11/09/18	Mumbai-Kalina	2211	
<input type="radio"/>	091020180010121	New Request	Reconciliation accounts - Vendor	Dilip Ram	10/09/18	Mumbai-Kalina	2211	
<input type="radio"/>	090520180010026	New Request	Cash & Bank A/cs	Dilip Ram	05/09/18	Mumbai-Kalina	2211	
<input type="radio"/>	090520180010027	New Request	Materials Mgmt-Consumption A/c	Dilip Ram	05/09/18	Mumbai-Kalina	2211	
<input type="radio"/>	090420180009971	New Request	Materials Mgmt-Consumption A/c	Dilip Ram	04/09/18	Mumbai-Kalina	2211	
<input type="radio"/>	090420180009975	New Request	Materials Mgmt-Consumption A/c	Dilip Ram	04/09/18	Mumbai-Kalina	2211	

1

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View

Create New

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Copy Request



- Make changes only if necessary.
- Click on “Copy” to proceed further.
- Check all the sections for the relevant data.
- Make necessary changes to the data.

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GL Master

Request No:
G/L Code:

Account group:
Status:
Created By Me:

From Date:
To Date:

Request No.	SAP Code	GL Acc. C	ation	Cost Center	Actioned By
<input type="radio"/> 091920180010362	New Request	Balance sh	nbai-Kalina	2211	
<input type="radio"/> 091220180010253	New Request	GL Master	nbai-Kalina	2211	
<input type="radio"/> 091220180010268	New Request	GL Master	nbai-Kalina	2211	
<input type="radio"/> 091220180010277	New Request	GL Extens	nbai-Kalina	2211	
<input checked="" type="radio"/> 091120180010170	New Request	P & L A/cs	nbai-Kalina	2211	
<input type="radio"/> 091020180010121	New Request	Reconcilia	nbai-Kalina	2211	
<input type="radio"/> 090520180010026	New Request	Cash & Ba	nbai-Kalina	2211	
<input type="radio"/> 090520180010027	New Request	Materials Mgmt-Consumption A/c	Dilip Ram	05/09/18	Mumbai-Kalina
<input type="radio"/> 090420180009971	New Request	Materials Mgmt-Consumption A/c	Dilip Ram	04/09/18	Mumbai-Kalina
<input type="radio"/> 090420180009975	New Request	Materials Mgmt-Consumption A/c	Dilip Ram	04/09/18	Mumbai-Kalina

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Company Code: L001 - LUPIN LIMITED
Account Group: EXPN - P & L A/cs - Expenses

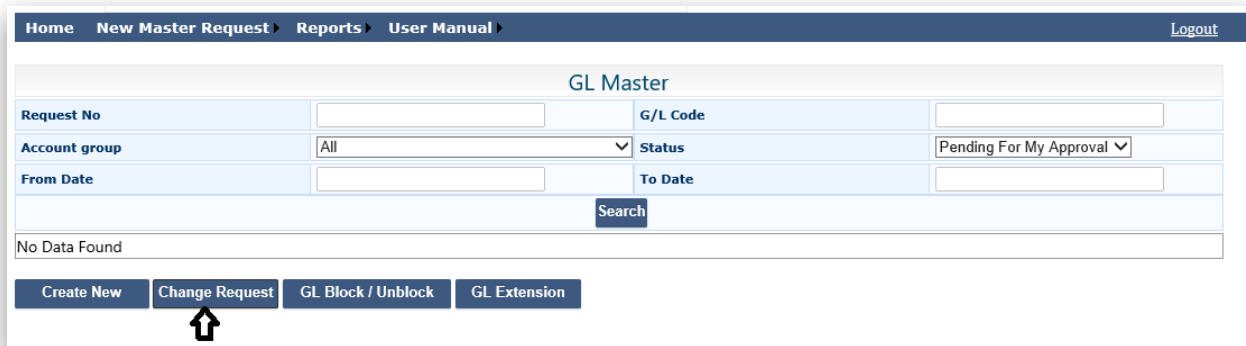
Note: Please select the correct Account Group. Once selected cannot be changed at later stage.

Copy

C. GL Master Change Request

i. Initiation

- Click on “Change Request” for initiation of the request.



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GL Master

Request No	<input type="text"/>	G/L Code	<input type="text"/>
Account group	All	Status	Pending For My Approval
From Date	<input type="text"/>	To Date	<input type="text"/>

Search

No Data Found

Create New Change Request GL Block / Unblock GL Extension

ii. Add New GL

- Please click on Add new GL to add New GL to be change
- You can request changes for more than one GL.

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GL BULK CHANGE

Requestor Name.: Dilip Ram | **Location:** Mumbai-Kalina | **Contact No:** (022) 6640 2518
Request No.: 091920180010364 | **GL Acc Grp:** GL Bulk Change | **GL Code:** Bulk Request

[Change Data](#)

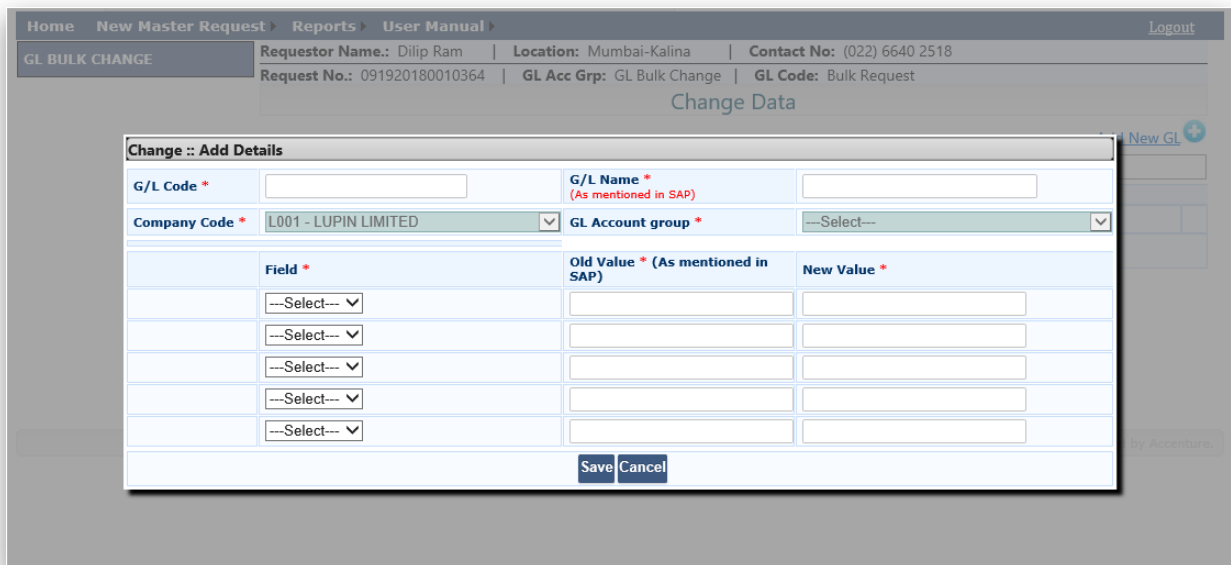
[Add New GL](#)

No Data Found

Attach Documents (Image/PDF Files Only)

iii. GL Master Change Details

- Enter the GL Code and GL Name as in SAP (For Reference).
- Enter only that data that needs to be changed.
- In case a value of a field is/has to be made blank, enter “#” in the field.
- Click “Save”.



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GL BULK CHANGE Requestor Name.: Dilip Ram Location: Mumbai-Kalina Contact No: (022) 6640 2518
Request No.: 091920180010364 GL Acc Grp: GL Bulk Change GL Code: Bulk Request

Change Data

Change :: Add Details

G/L Code *	<input type="text"/>	G/L Name * (As mentioned in SAP)	<input type="text"/>
Company Code *	L001 - LUPIN LIMITED	GL Account group *	--Select--
Field *	Old Value * (As mentioned in SAP)	New Value *	
--Select--	<input type="text"/>	<input type="text"/>	
--Select--	<input type="text"/>	<input type="text"/>	
--Select--	<input type="text"/>	<input type="text"/>	
--Select--	<input type="text"/>	<input type="text"/>	
--Select--	<input type="text"/>	<input type="text"/>	

Save Cancel

iv. Add another Field

- Click on the “+” to change another field for the same GL.
- Fill the old value and new value for the Field and save.
- You can “Edit” or “Delete” the field entry as required.

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GL BULK CHANGE Requestor Name.: Dilip Ram Location: Mumbai-Kalina Contact No: (022) 6640 2518

Request No.: 091920180010364 GL Acc Grp: GL Bulk Change GL Code: Bulk Request

Change Data

[Add New GL](#)

GL Code	Name	Acc. Grp.		Changes			
				Section	Field	Old Value	New Value
452103	Test GL Change Req	EXPN	+	GL Master	Account Currency	#	123
452103	Test GL Change Req	EXPN	+	GL Master	Field Status Group	1	2

Attach Documents (Image/PDF Files Only)

Browse...

Save

Submit Cancel

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GL BULK CHANGE Requestor Name.: Dilip Ram Location: Mumbai-Kalina Contact No: (022) 6640 2518

Request No.: 091920180010364 GL Acc Grp: GL Bulk Change GL Code: Bulk Request

Change Data

Change :: Add Details

G/L Code *	452103	G/L Name *	Test GL Change Req
Company Code *	L001 - LUPIN LIMITED	GL Account group *	EXPN - P & L A/cs - Expenses
Field *	Old Value * (As mentioned in SAP)	New Value *	

Save Cancel

v. GL Master Change Request Proceed to Submit

– Click on “Save” & then “Submit” to send the request for further processing..

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GL BULK CHANGE

Requester Name.: Dilip Ram

Location: Mumbai-Kalina

Contact No.: (022) 6640 2518

Request No.: 091920180010364

GL Acc Grp: GL Bulk Change

GL Code: Bulk Request

Change Data

Add New GL

GL Code	Name	Acc. Grp.	Changes					
452103	Test GL Change Req	EXPN		Section	Field	Old Value	New Value	
				GL Master	Account Currency	#	123	
				Section	Field	Old Value	New Value	
				GL Master	Field Status Group	1	2	
452103	Test GL Change Req	EXPN		GL Master	Indicator: Reconcil. Acct ready for input at time of posting	#	1	
				GL Master	Indicator: Is account only posted to automatically	0	1	

Attach Documents (Image/PDF Files Only)

Browse...

Save

Submit

Cancel

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GL BULK CHANGE

Requester Name.: Dilip Ram

Location: Mumbai-Kalina

Contact No.: (022) 6640 2518

Request No.: 091920180010364

GL Acc Grp: GL Bulk Change

GL Code: Bulk Request

Change Data

Add New GL

Attach Documents (Image/PDF Files Only)

Browse...

Save

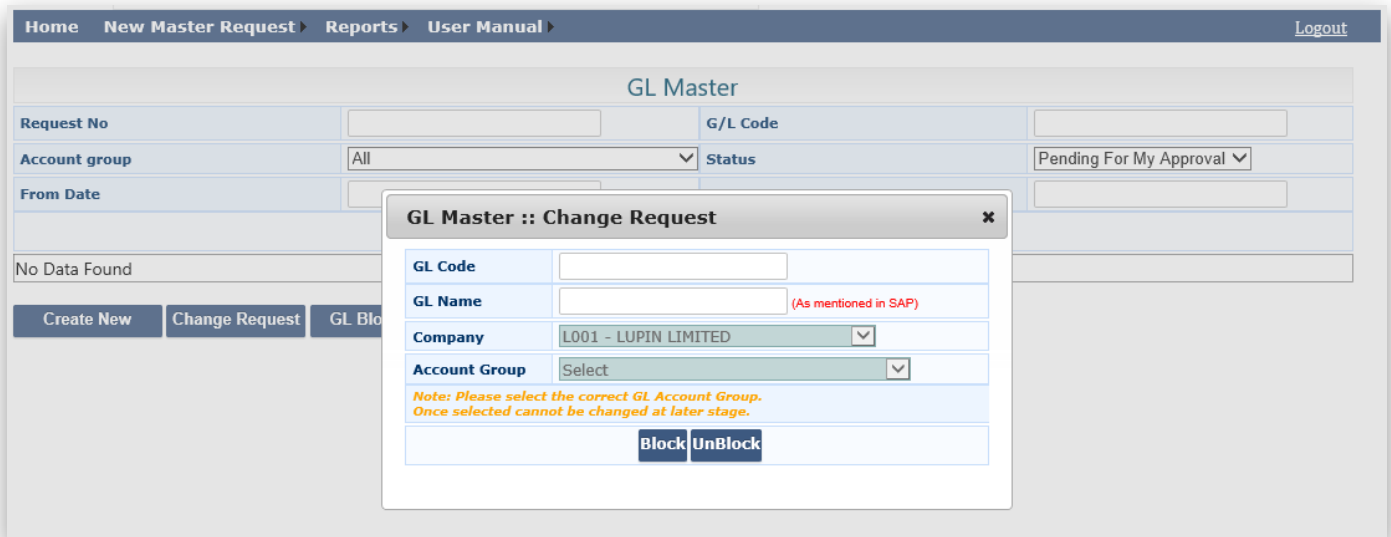
Submit

Cancel

D. GL Master Block/Unblock Request

i. Initiation

- Click on “Block / Unblock” for initiation of the request.
- Enter GL Code and GL Name for which you want to Block the GL.
- Click “Block” to proceed.



The screenshot displays the 'GL Master' interface within the Master Workflow Tool. The main window has a navigation bar with 'Home', 'New Master Request', 'Reports', and 'User Manual'. A 'Logout' link is in the top right. The 'GL Master' section contains fields for 'Request No', 'G/L Code', 'Account group' (set to 'All'), 'Status' (set to 'Pending For My Approval'), and 'From Date'. Below these fields, a message states 'No Data Found'. At the bottom, there are buttons for 'Create New', 'Change Request', and 'GL Blo'. A modal window titled 'GL Master :: Change Request' is open, featuring input fields for 'GL Code', 'GL Name' (with a red note '(As mentioned in SAP)'), 'Company' (set to 'L001 - LUPIN LIMITED'), and 'Account Group' (set to 'Select'). A note below these fields reads: 'Note: Please select the correct GL Account Group. Once selected cannot be changed at later stage.' At the bottom of the modal are 'Block' and 'UnBlock' buttons.

ii. GL Master Block Details

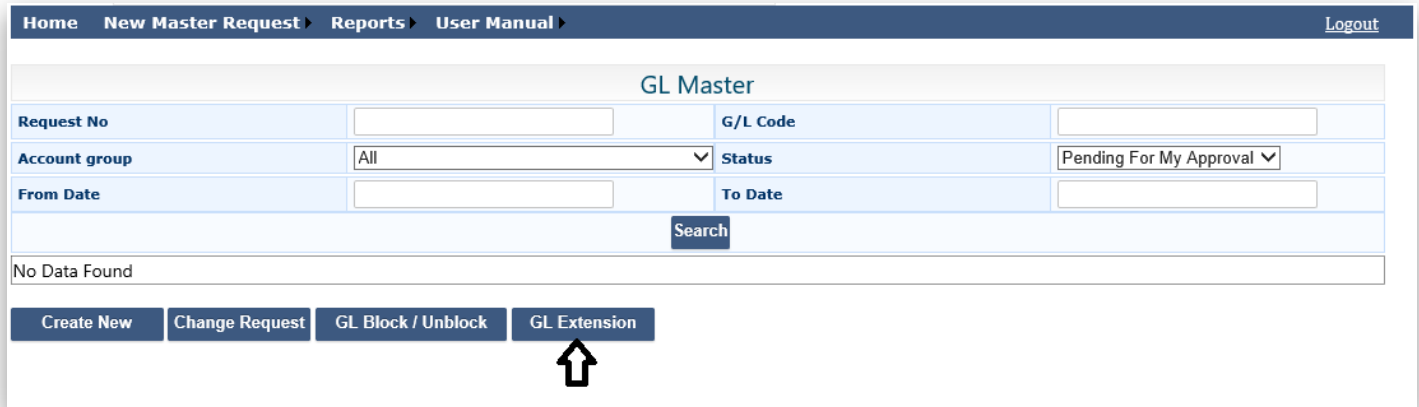
- Select the Block type.
- Enter the remarks with reasons the GL is to be blocked.
- Click “Save”.
- Click on “Submit” to send the request for further processing..

Home	New Master Request	Reports	User Manual	Logout
GL MASTER BLOCK OR UNBLOCK	Requestor Name.: Dilip Ram Location: Mumbai-Kalina Contact No: (022) 6640 2518			
	Request No.: 091920180010367 GL Acc Grp: GL Master Block GL Code: 485123			
	GL Master			
	Company Code * L001 - LUPIN LIMITED			
	Block in Chart Of Accounts			
	Blocked for Creation * <input type="checkbox"/> Block			
	Blocked for Posting * <input type="checkbox"/> Block			
	Blocked for Planning * <input type="checkbox"/> Block			
	Block in Company Code			
	Blocked for Posting * <input type="checkbox"/> Block			
	Remarks			
	Attach Documents (Image/PDF Files Only)			
	Browse...			
	Save			
	Submit Cancel			

E. GL Master Extension Request

i. Initiation

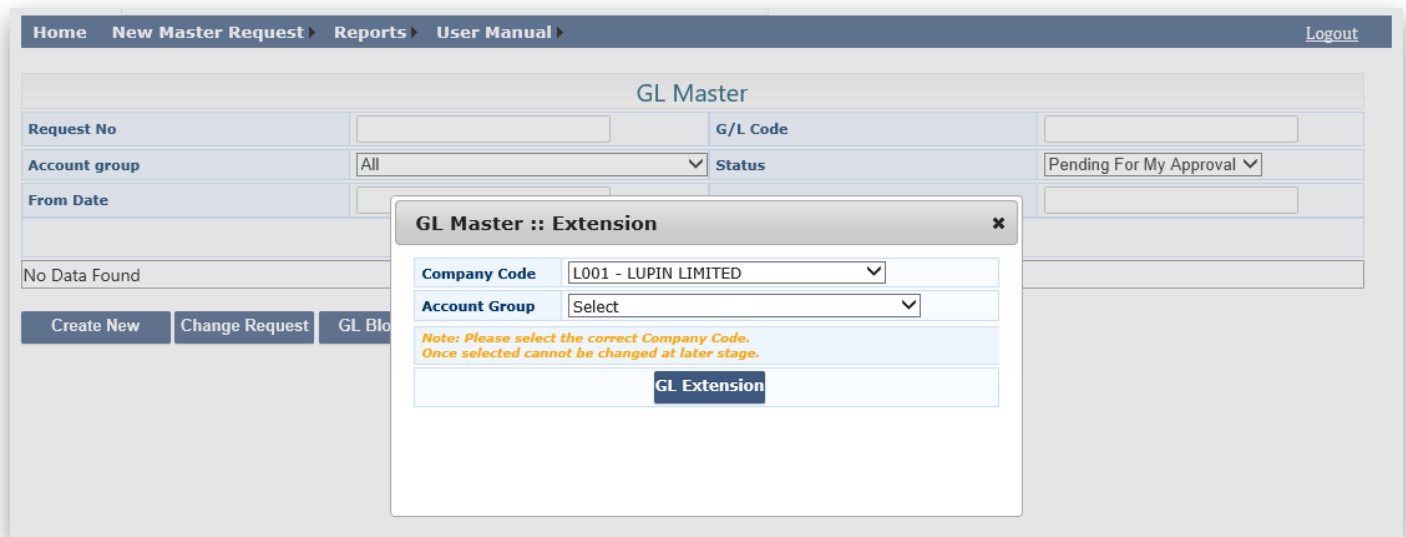
- Click on “GL Ext.” for initiation of the request.
- Select Account group and click on “GL Extension” button for initiation of the request.



The screenshot shows the 'GL Master' form with the following fields and buttons:

GL Master			
Request No	<input type="text"/>	G/L Code	<input type="text"/>
Account group	All	Status	Pending For My Approval
From Date	<input type="text"/>	To Date	<input type="text"/>
Search			
No Data Found			
<div> Create New Change Request GL Block / Unblock GL Extension </div>			

An arrow points to the 'GL Extension' button.



The screenshot shows the 'GL Master' form with the 'GL Extension' modal open. The modal contains the following fields and buttons:

GL Master :: Extension	
Company Code	L001 - LUPIN LIMITED
Account Group	Select
<p>Note: Please select the correct Company Code. Once selected cannot be changed at later stage.</p>	
GL Extension	

ii. GL Master Extension Details

- Please enter the GL Code and Reference Company Code and Reason for Extension.
- This Section contains GL Extension related details.
- Please fill in all the data and click “Save”, if you want to fill in multiple Sales Area Data.
- Click “Save” to save data.
- Please enter again

Home	New Master Request	Reports	User Manual	Logout
GL EXTENSION				
Requestor Name.: Dilip Ram Location: Mumbai-Kalina Contact No: (022) 6640 2518				
Request No.: 091920180010368 GL Acc Grp: Material Extension GL Code: Extension Request				
Extension Data				
No Data Found				
Add New				
GL Code *	<input type="text"/>	Company Code *	L001 - LUPIN LIMITED	
Reference Company Code *	<input type="text"/>	Reason for Extension *	<input type="text"/>	
<input type="button" value="Save"/> <input type="button" value="Submit"/> <input type="button" value="Cancel"/>				

- Click on Copy to copy the current data as reference for next entry.
- Click on view if you want to View /Edit the data.
- Click on Delete in order to delete the entry.

Home	New Master Request	Reports	User Manual	Logout
GL EXTENSION				
Requestor Name.: Dilip Ram Location: Mumbai-Kalina Contact No: (022) 6640 2518				
Request No.: 091920180010369 GL Acc Grp: Material Extension GL Code: Extension Request				
Extension Data				
GL Data				
GL Code : 452136 Company Code : L001 - LUPIN LIMITED Reference Company Code : 498512 Reason for Extension : Test				Copy View Delete
Add New				

iii. GL Master Extension Request Proceed to Submit

- Click on “Save & Proceed to Submit” to send the request for further processing..

Home	New Master Request	Reports	User Manual	Logout
GL EXTENSION				
Requestor Name.: Dilip Ram Location: Mumbai-Kalina Contact No: (022) 6640 2518 Request No.: 091920180010369 GL Acc Grp: Material Extension GL Code: Extension Request				
Extension Data				
GL Data GL Code : 452136 Company Code : L001 - LUPIN LIMITED Reference Company Code : 498512 Reason for Extension : Test				Copy View Delete
Add New				
GL Code *	<input type="text"/>	Company Code *	L001 - LUPIN LIMITED	
Reference Company Code *	<input type="text"/>	Reason for Extension *	<input type="text"/>	
<input type="button" value="Save"/> <input type="button" value="Submit"/> <input type="button" value="Cancel"/>				

THANK YOU!