 Lighthouse Info Systems Pvt. Ltd. <small>SINCE 1987</small>	Document Name	Object Help Document	
	Menu Code	01.107.02	
	Process Name	Address Master	
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01.107.02- Address Master

PROCESS OVERVIEW

Address master contains data which is useful for billing purpose, stock moving purpose and accounting purpose. Single entity can have multiple address

PROCESS PRE-REQUISITES

Required Fields	Input Details	General Remarks
Account detail	This includes Acc code, Acc schedule, Department etc.	User must have to create master data for this fields- <ul style="list-style-type: none"> Acc_Code→General Ledger master Acc_schedule/class→ Account class master
Address details	It include Address, City, State, Transporter etc	User have to create master data for this field- <ul style="list-style-type: none"> State master→state Country master→country
Contact details	It include Email address, mobile no, Fax etc.	User has to fill exact contact.
Taxation details	Taxation details includes PAN and ECC details	User has to fill exact taxation details.
Gst details	It include GSTIN state type, Registration type, GSTIN no etc.	There are 4 types of registrations <ul style="list-style-type: none"> Registration – GSTIN number mandatory Unregistered – GSTIN number not mandatory Not applicable-N.A Register Under composition- UIN holder Ecommerce

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KEY FEATURES

- User can trace address details in transaction forms
- Tax can be calculated easily
- From and to destination details can be maintained while issuing and receiving materials
- For billing purpose
- From Address Slns, system captures the GSTIN number of bills, while making GST return process.

PROCESS DETAILS

Open the form

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

FM135 --Address Master

Filters

Acc Code Acc Sch.

Acc Name Acc Class

GSTIN No. Registration Type State Code

Status Address Slns

Show

Details

Account Code	Account Name	City	State	Email	GSTIN No.	Slns
AA901	ERP SOFTWARE & IMPLEMENTATION		MH		27AACCK2193D1ZR	416
AG214	YES BANK (SLRM CONSTRUCTION A/C) - 000480200000		MH		27AABCA4423B1ZC	424
CAS01	ASJDJASD		MH			52515
CBM01	BMI MINERALS PVT LTD (SOL-CONSIGNMENT)		MH			187
CBM01	BMI MINERALS PVT LTD (SOL-CONSIGNMENT)		MH			413
CBM01	BMI MINERALS PVT LTD (SOL-CONSIGNMENT)	SOLA	MH			50027
CBM02	BMI MINERALS PVT. LTD. - CONSIGNMENT	KOLH	MH	anil@slrm.co.in	27AADCB4361R1Z7	50188
CBN01	B.N. SHIV LAL AGGARWAL - CONSIGNMENT	BATA	PB	harihar@slrm.in		50136
CCH01	CHHAVAN ENGG. WORKS - CONSIGNMENT	AGRA	UP			50137
CGO01	GOYAL CEREMICS LIMITED - CONSIGNMENT	AGRA	UP			50139
CIR01	IRAKI TRADING COMPANY - CONSIGNMENT	AHMD	GJ		24AABPI3662D1Z8	50106
CKA01	KARTIK STEELS - CONSIGNMENT	BATA	PB			50140
CKA03	KAMALDEEP METALIKS (P) LTD.	LUDH	PB			50285
CKH01	KHEMKA SALES CORPORATION - CONSIGNMENT	COIM	TN			50141
CLU01	LUXMI CASTINGS (INDIA) - CONSIGNMENT	LUDH	PB	parveen0370@yahoo.com		50291
CMA01	MANI MAHESH METALS LTD - CONSIGNMENT	JALA	PB			50290
CMA02	MASS METAL PRIVATE LIMITED	FARI	HR		06AAACM0764A1Z3	50684
CMS01	M/S. MASS METALS PRIVATE LIMITED	LUDH	PB			50693


State Name Maharashtra

Total Rec. 2931

Address 1111111111111111, 2222222222, 4444444444

Add Edit Delete Find Code Find Name Print View Excel Exit

Click on Add button to add the required Address details

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

FM135 --Address Master

Account Details

Acc Code* AA006 SDFSDF
 Acc.Schedule AA0 Land
 Company
 C.E.Name
 Department Office Type
 D. O. B. Marriage Anniversary Date
 Acc.Class
 SI No Title Status
 Job Title
 Holiday Sunday
 Closed Date ☒ Default Address Flag

Address Details

Address LIGHTHOUSE R
 City NAGPUR District
 State* MH Maharashtra Country Pin
 FGL License No.
 Range Name
 Range Address
 IE Code No
 CIN No.
 Transporter Id.

Contact Details

Email lrs@gmail.com
 Email CC
 Std Code Phone Fax
 Mobile

Taxation Details

CST No.
 Pan No.
 ECC No.
 ST No.

GST Details

GSTIN State Type/Code State 27
 Registration Type* Un-Register(U)
 GSTIN No.
 GSTIN Provisional ID
 GSTIN Request ID

Ok Cancel

Work Step – To add new record

Step 1 Click Add button for new record.

Step 2 Select Account code form account code list, which is already defined in account master for general ledger

Step 3 Fill all Account Details. - Like Acc schedule, account schedule, account class, status,


Step 4 fills Address details, of particular party → if company have CIN number then that number can be maintained
 Also transporter id of that party can be maintained.

Step 5 In Contact details→ user can add email id, mobile number, phone number, fax and other details

Step 6 In taxation details user can add party PAN number, CST number etc.

Step 7 In GST details user can add GSTIN state Type/code, registration type mentioned in the form, party's GSTIN number etc.

Step 8 After filling all the above required details and by pressing the OK button user can create party wise address master

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Note: User has been provided the facility to update the default address accordingly: In Address master a check box has been provided when the check box is checked the default address marking in 01.107.01 Subsidiary ledger master will get updated. And the Sln of address master will also get updated in the account master

FM135 --Address Master

Account Details

Acc Code* AA006 SDFSDF
 Acc.Schedule AA0 Land
 Company
 C.E.Name
 Department
 D. O. B.
 Office Type
 Marriage Anniversary Date

Acc.Class
 SI No
 Title
 Status
 Job Title
 Holiday Sunday
 Closed Date
☒ Default Address Flag

Address Details

Address LIGHTHOUSE
 City NAGPUR District
 State MH Maharashtra Country Pin
 FGL License No.
 Range Name
 Range Address
 IE Code No
 CIN No.
 Transporter Id.

Contact Details

Email lsh@gmail.com
 Email CC
 Std Code
 Mobile
 Phone
 Fax

Taxation Details

CST No.
 Pan No.
 ECC No.
 ST No.

GST Details

GSTIN State Type/Code State 27
 Registration Type* Un-Register(U)
 GSTIN No.
 GSTIN Provisional ID
 GSTIN Request ID

Ok Cancel

In Subsidiary Ledger Accounts Master 01.107.01 the default address flag will get checked accordingly. Which is shown in the below screen shot.

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

FM1613 -- Account Master For Subsidiary Ledger

General Details | **Address & Contacts** | Default Details | Taxation Details | Default Terms & Condition | MIS Groups

Other Contacts Details

Contact Name
 Add Lighthouse
 City Nagpur Pin
 District Area
 State MH Maharashtra Country
 Email
 Email CC

Dept.
 VAT No DCFDF
 C.S.T.No 27460304943C
 Tin No 24722001660
 ECC No AABF2930JEM003
 STD-Phone
 Fax
 Mobile
 Next
 Previous
☒ Default Delivery Address Flag
 Sln052534


Contact Details

Contact Person
 Past Detail
 Stdcode
 Mobile
 Email
 Remark
 Tnature Str TO To CC CC
 Department
 Res Phoneno
 Designation
 Marige Date
 Date Of Birth
 Bcc
 Next

Details

SI No	Mobile	Fax No	Contact Person	Email
1				


Back Next

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Note1: in case of close date the status will be 'Closed' and the closed date is mandatory, hence the address will not be considered further.

Note2: if User wants to check the total party addresses then the below address count is mentioned

FIELDS	DESCRIPTION
Acc code /Acc Name	This field belongs to Account Details; Acc code is coming from Account master for General Ledger.
Acc schedule	This field belongs to Account Details; Acc code is coming from Account master for General Ledger.
Company	This field show company name
CE name	This field show Cheque and Excise name.
Address	This field shows address of the particular party.
City	This Field show particular city to which party belongs.
State	This Field show particular state to which party belongs.
Transporter ID	This Field show ID of particular transporter
Email	This field shows Email ID of particular party.
CST Number	This Field shows Central Sales Tax Number of particular party.
PAN Number	This field shows Permanent Account Number.
GST Number	This field shows GST number of Particular party.
Registration Number	This Field shows Registration Number of Particular party.

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BUTTONS	DETAILS
ADD	To add the new record
EDIT	User to edit the existing record
DELETE	Used to delete the entire record
FINDCODE	User can find the address details using the ACC code
FINDNAME	User can find the address details using the ACC Name
PRINT	User has the facility to print the address details/records. the print formats can be dot-matrix etc
VIEW	User has the facility to view the record but cannot edit the record
EXCEL	User has the facility to generate excel
EXIT	User can exit from the form using this button.