Elighthouse	Document Name	Object Help Document	
Info Systems Pvt. Ltd.	Menu Code	01.711.03	
SINCE 1987	Process Name	Establishment Master	
Release Version	1.0	Document No	
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01.711.03 - Establishment Master

PROCESS OVERVIEW

This Master form is used to add name of establishment e.g. PF, ESIC or about existing organization. Its Establishment code & Address. It is generally used to Save Employer's PF, ESI Code. Also in case of Form 16, we can save signing authorities name here.

PROCESS PRE-REQUISITES

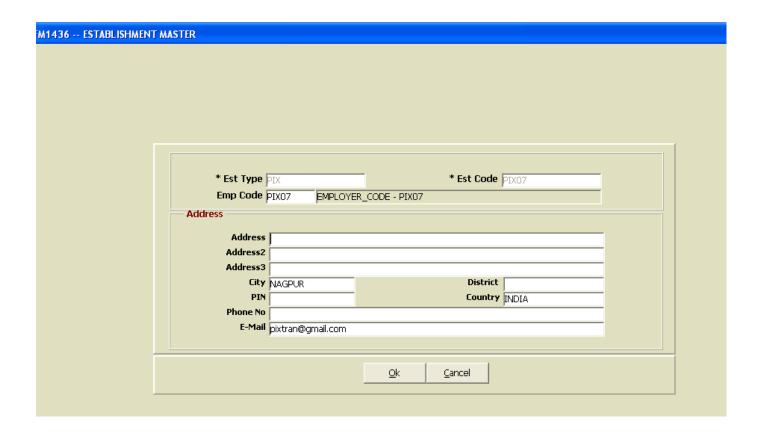
To perform this process <u>User Rights</u> are required for the Form specifically for *New*, *Edit*, *Delete* and *Print* function.

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PROCESS DETAILS



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BUTTONS	DESCRIPTION
Add	To Add new record
Exit	To Exit from the open form
Find	To Find records
Cancel	To Cancel entry
Ok	To Save the entry
Edit	To Edit the entry

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Delete	To Delete the entry

Work Step -

Step 1 Press on add button

Step 2 Enter desired establishment type

Step 3 Enter establishment code

Step 4 Enter emp code

Step 5 Enter address

Step 6 Enter address 2

Step 7 Enter address 3

Step 8 Enter city

Step 9 Enter district

Step 10 Enter pin

Step 11 Enter country

Step 12 Enter phone

Step 13 Enter email

Optional Data Fields

Employee code

Address, Address 2, Address 3

City

Country

Pin

District

Phone

Email

Tips and Tricks

Not applicable

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Input Field Level Information – General Details

FIELDS	DESCRIPTION	R/O/C	FIELD VALUE / COMMENTS
Establishment Type	To enter est. type	R	Enter establishment which user need to add.
Establishment Code	To enter est. code	R	Enter establishment code according to establishment type
Employee Code	To enter employee code	0	Select Responsible authority for particular Establishment Type. For Ex. ITAX, signing authorities name would be required
Address	To enter address	0	Enter address where establishment is settled up
Address 2	To enter address	0	Enter alternate address
Address 3	To enter address	0	Enter alternate address
City	To enter city	0	Enter city
District	To enter district	0	Enter district
Pin	To enter pin	0	Enter pin
Country	To enter country	0	Enter country

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Phone	To enter phone	0	Enter phone
Email id	To enter email id	0	Enter email id

R = Required, O = Optional, C = Conditional