 Lighthouse Info Systems Pvt. Ltd. <small>SINCE 1987</small>	Document Name	Object Help Document	
	Menu Code	01.711.03	
	Process Name	Establishment Master	
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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 User Rights are required for the Form specifically for *New, Edit, Delete* and *Print* function.



PROCESS DETAILS

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M1436 -- ESTABLISHMENT MASTER

* Est Type

PIX

* Est Code

PIX07

Emp Code

PIX07

EMPLOYER_CODE - PIX07

Address

Address

Address2

Address3

City

NAGPUR

District

PIN

Country

INDIA

Phone No


E-Mail

pixtran@gmail.com

Ok

Cancel

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
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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	O	Select Responsible authority for particular Establishment Type. For Ex. ITAX, signing authorities name would be required
Address	To enter address	O	Enter address where establishment is settled up
Address 2	To enter address	O	Enter alternate address
Address 3	To enter address	O	Enter alternate address
City	To enter city	O	Enter city
District	To enter district	O	Enter district
Pin	To enter pin	O	Enter pin
Country	To enter country	O	Enter country

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

R = Required, O = Optional, C = Conditional
