Lighthouse Info Systems Pvt. Ltd.	Document Name	Object Help Document		
	Menu Code	00.004.01		
	Process Name	Entity Master		
Release Version	1.0	Document No	LISPL/OHD/FI/101/001	
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# 00.004.01 - Entity Master

#### **PROCESS OVERVIEW**

This master is use to define the entity and its details at very initial level it is very necessary to define Entity because no transaction is possible without entity. Entity details eg.entity name, city, address, std codes. Statutory information like acc code, ecc no, Pan no, sales tax no. CST no. City code, currency code, entity logo etc.

## **PROCESS PRE-REQUISITES**

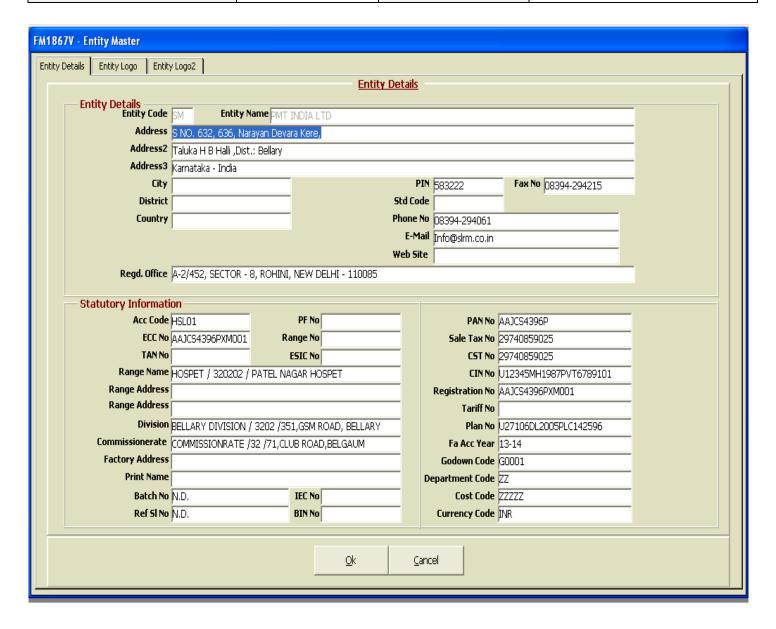
In ERP, it is very necessary to define or to get the information about Entity like, their address logo and other factors which is important for transaction .it also require Entity code, Entity name.

Required Fields	Input Details	General Remarks	
Entity code	This column shows Entity code, user has to configure the entity code by backend only. Lighthouse has reserve rights to add or make entity.	At very initial stage only we define entity. And this is uneditable field.	
Entity name	This column show Entity name. User have to configure the entity name by backend only.	At initial stage only we define entity name .This is uneditable field.	

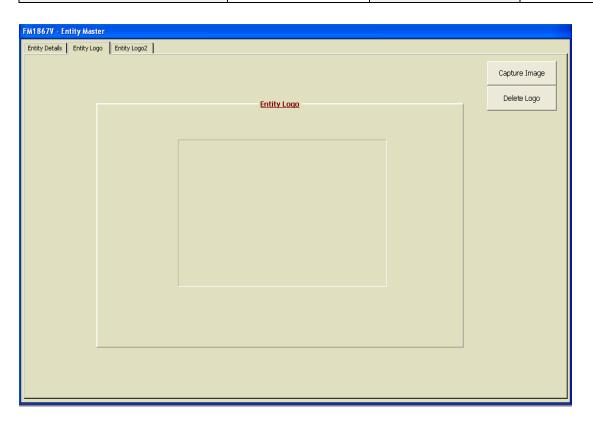
<b>Lighthouse</b>	Document Name	Object Help Document		
Lighthouse Info Systems Pvt. Ltd.	Menu Code	00.004.01		
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BUTTONS	DESCRIPTION
Edit	To Add new record.
<b>D</b> elete	To Delete selected record.
Find <u>C</u> ode	To find record by Code.
Find <u>N</u> ame	To find record by Name.
<b>P</b> rint	To generate the output of an account master data in Excel/bitmap and many more formats.
<u>V</u> iew	To View the selected record.
E <u>x</u> it	To Exit from the current opened window.

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FIELDS	DESCRIPTION	R/O/C	FIELD VALUE / COMMENTS
ENTITY CODE	THIS FEILD IS MEANT FOR ENTERING THE ENTITY CODE	R	THIS FEILD IS MEANT FOR ENTERING THE ENTITY CODE
ENTITY NAME	IN THIS FIELD ENTITY NAME IS ENTER	R	IN THIS FIELD ENTITY NAME IS ENTER
ADDRESS	ENTER ADDRESS IN THIS FIELD	R	ENTER ADDRESS IN THIS FIELD
CITY	ENTER CITY NAME	R	ENTER CITY NAME
DISTRICT	ENTER DISTRICT NAME	R	ENTER DISTRICT NAME
COUNTRY	ENTER COUNTRY NAME	R	ENTER COUNTRY NAME
REGD OFFICE	ENTER REGD OFFICE NAME	R	ENTER REGD OFFICE NAME
PIN	ENTER PIN NUMBER	R	ENTER PIN NUMBER
FAX NO	ENTER FAX NUMBER	R	ENTER FAX NUMBER
PHONE NO	ENTER PHONE NUMBER	R	ENTER PHONE NUMBER
EMAIL	ENTER EMAIL ADDRESS	R	ENTER EMAIL ADDRESS
WEBSITE	ENTER WEBSITE NAME	R	ENTER WEBSITE NAME
ACC CODE	ENTER ACC CODE HERE	R	ENTER ACC CODE HERE
ECC NO	ENTER ECC NUMBER	R	ENTER ECC NUMBER
TAX NO	ENTER TAX NUMBER	R	ENTER TAX NUMBER
RANGE NO	ENTER RANGE NUMBER	R	ENTER RANGE NUMBER
RANGE ADDRESS	ENTER RANGE ADDRESS	R	ENTER RANGE ADDRESS
DIVISION	ENTER DIVISION NAME	R	ENTER DIVISION NAME
COMMISIONARATE	ENTER COMMISSIONARATE NAME	R	ENTER COMMISSIONARATE NAME

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FACTORY ADDRESS	ENTER FACTORY ADDRESS	R	ENTER FACTORY ADDRESS
PRINT NAME	ENTER PRINT NAME	R	ENTER PRINT NAME
PAN NO	ENTER PAN NUMBER	R	ENTER PAN NUMBER
CST NO	ENTER CST NUMBER	R	ENTER CST NUMBER
CIN NO	ENTER CIN NUMBER	R	ENTER CIN NUMBER
REGISTRATION NO	ENTER REGISTRATION NUMBER	R	ENTER REGISTRATION NUMBER
TARIFF NO	ENTER TARIFF NUMBER	R	ENTER TARIFF NUMBER
GODOWN CODE	ENTER GODOWN CODE	R	ENTER GODOWN CODE
DEPARTMENT CODE	ENTER DEPARTMENT CODE	R	ENTER DEPARTMENT CODE
COST CODE	ENTER COST CODE	R	ENTER COST CODE
CURRENCY CODE	ENTER CURRENCY CODE	R	ENTER CURRENCY CODE

### **Input Field Level Information**

R = Required, O = Optional, C = Conditional

#### **Working step**

- 1. We can only edit, in already define entity. To make or to add, have reserve rights with lighthouse only.
- 2. User can edit entity details, and statutory details according to the requirement.
- 3. User cannot change entity code and entity name.
- 4. User can capture logo according to the requirement.