Lighthouse Info Systems Pvt. Ltd.	Document Name	Object Help Document	
	Menu Code	01.107.02	
SINCE 1987	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- • 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- • 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 Registration – GSTIN number mandatory Unregistered – GSTIN number not mandatory Not applicable-N.A Register Under composition- UIN holder Ecommerence	

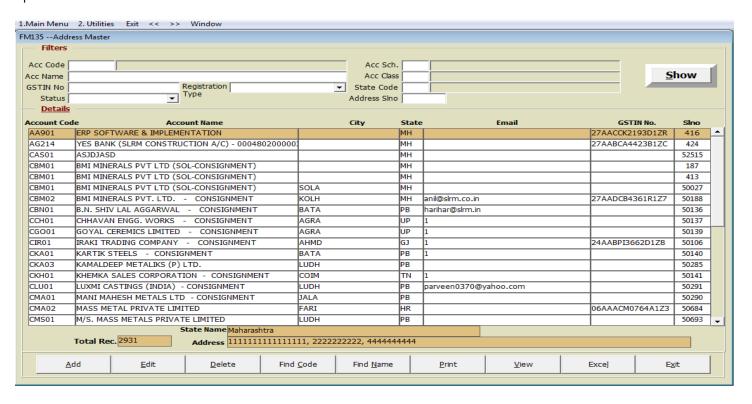
Lighthouse	Document Name	Object Help Document	
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KEY FEATURES

- 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 Slno, system captures the GSTIN number of bills, while making GST return process.

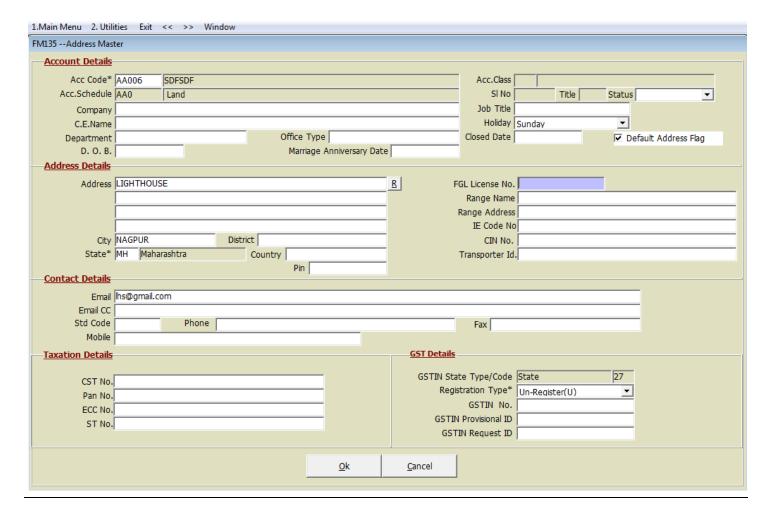
PROCESS DETAILS

Open the form



Click on Add button to add the required Address details

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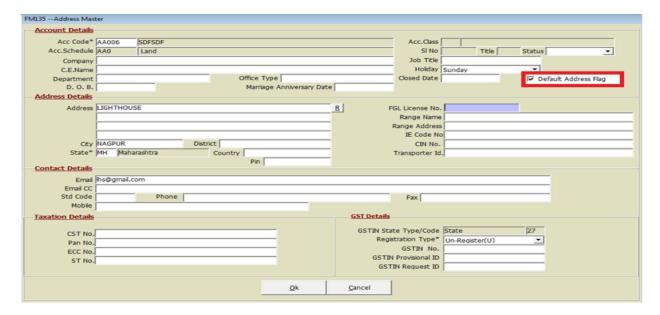


Work Step - To add new record

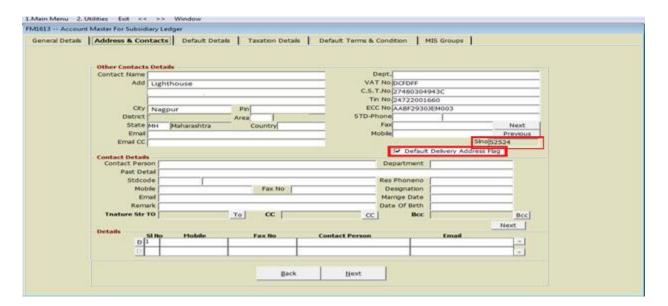
- Step 1 Click Add button for new record.
- Step 2 Select Account code form account code list, which is already defined in account master for general ledger
- Step 3 Fill all Account Details. Like Acc schedule, account schedule, account class, status,
- Step 4 fills Address details, of particular party \rightarrow 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 Slno of address master will also get updated in the account master



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



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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.