 Lighthouse Info Systems Pvt. Ltd. <small>SINCE 1987</small>	Document Name	Object Help Document	
	Menu Code	01.721.02	
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01.721.02 – Organization Master

PROCESS OVERVIEW


This Master form is used to enter the details of organization where employee used to work. While creating organization code it must be unique in nature & need not be repeated to other.

We can add different organizations in this form which can be further link into Employee Job Master form while adding previous job details of employee.

This allows us to store information about employee's total companies in which he/she has worked with.

PROCESS PRE-REQUISITES

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

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Work Step –

Step 1 Press Add Button

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

FM591 -- Organisation Master

Organisation Details

Organisation Code*

Organisation Name*

Step 2 Enter Desired Organization code

Step 3 Enter Organization name


Optional Data Fields

Not applicable

Tips and Tricks

Not Applicable

Input Field Level Information – General Details

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FIELDS	DESCRIPTION	R/O/C	FIELD VALUE / COMMENTS
Organization Code	Enter Organization code	R	Enter organization code which must be unique in nature and need not be repeated for other.
Organization Name	Enter Organization name	R	Enter organization name

R = Required, O = Optional, C = Conditional