Lighthouse	Document Name	Object Help Document	
Lighthouse Info Systems Pvt. Ltd.	Menu Code	01.113.02	
SINCE 1301	Process Name	Common Masters	
Release Version	1.0	Document No	
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01.113.02 - Bank Master

PROCESS OVERVIEW

This Master form is used to add information about banks. We need to add various details such as bank code, bank name, branch name, IFSC code, address etc of bank in this form.

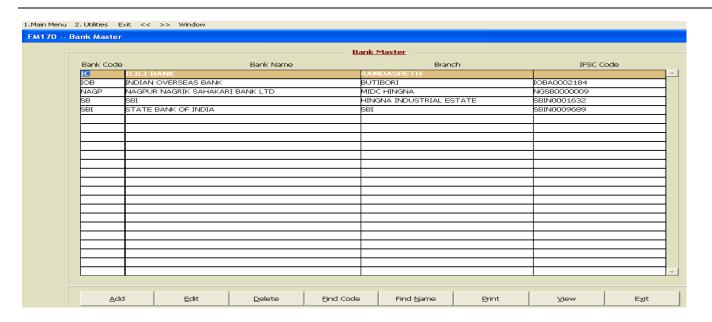
Every bank code needs to be unique in nature which should not be allotted or repeated to while adding other bank details.

This helps us to link the bank code with an individual employee in employee master form for salary payment and loan purpose.

PROCESS PRE-REQUISITES

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

PROCESS DETAILS



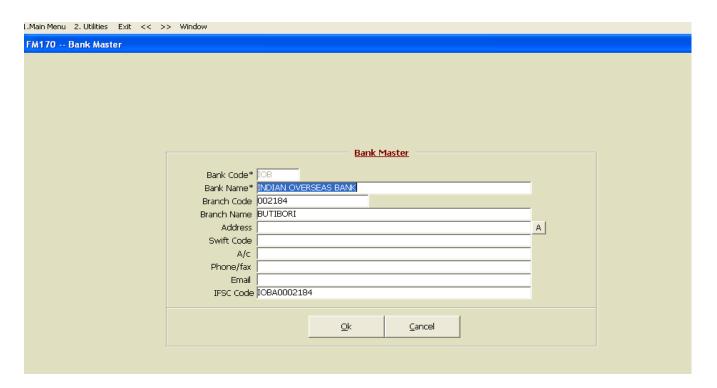
Lighthouse	Document Name	Object Help Document	
Info Systems Pvt. Ltd.	Menu Code	01.113.02	
SINCE 1987	Process Name	Common Masters	
Release Version	1.0	Document No	
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BUTTONS	DESCRIPTION	
Add	To Add new record.	
Edit	To Edit the existing record.	
Delete	To Delete existing record which are not approved.	
Print	To print the record	
Exit	To Exit from the open form	
Find Code	To find code record from LOV	
Find Name	To find bank name	
Ok	To Save record.	
Cancel	To Cancel Entry	

Work Step -

Step 1 Press Add Button

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- Step 2 Enter required bank code (Unique)
- Step 3 Enter bank name
- Step 4 Enter branch code number
- Step 5 Enter branch name
- Step 6 Enter address of bank
- Step 7 Enter swift code
- Step 8 Enter account no of bank
- Step 9 Enter phone/fax details
- Step 10 Enter official email id of bank
- Step 11 Enter IFSC code details

Optional Data Fields

Not applicable

Tips and Tricks

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Not Applicable

Input Field Level Information – General Details

FIELDS	DESCRIPTION	R/O/C	FIELD VALUE / COMMENTS
Bank Code	Enter bank code	R	Add bank code which is unique and need not be repeated for other bank
Bank Name	Enter bank name	R	Add bank name e.g. State Bank of India
Branch Code	Enter branch code	R	Add branch code of specific that bank only
Branch Name	Enter branch name	R	Add branch name e.g. Nagpur branch
Address	Enter bank address	R	Add bank's local or head office address whichever is required
Swift Code	Enter swift code	R	Add swift code if required (It used for international payments)
A/c number	Enter a/c number	R	Add a/c number of bank
Phone/Fax	Enter phone/fax details	R	Add official phone & fax number of bank
Email	Enter bank email id	R	Add official email id of bank
IFSC Code	Enter IFSC code	R	Add IFSC code details of bank(Code differs as per different location of bank)

R = Required, O = Optional, C = Conditional