01.131.06 - Geographical Master

PROCESS OVERVIEW

This master is used to define Geographical location including City, State, Region, District, and Country. Ranking of cities can be maintained.

PROCESS PRE-REQUISITES

Required Fields	Input Details	General Remarks
Geo Code	Geographical Master	User have to create geo org code
Geo Name	Geographical Master	User have to create geo org code
Comes under	This column show comes under	User have to select by pressing f9 button
Geo Type	This column shows Geo Type such as District, region state country.	We have to mention Geo type from selection list.
Closed date	This column show closed date	User have to fill closed date

KEY FEATURES

- Location details can be easily configured.
- Geographical details can be easily fetched.
- Facilities to see status by first record to Last Record.
- Facility to see status by order, Geo Code, Geo Name, Hierarchy.

PROCESS DETAILS

BUTTONS	DESCRIPTION
ADD	To Add new record.
Edit	To Edit the selected record.
Delete	To Delete selected record.
Find	To find record.

View	To View the selected record.
E**x**it	To Exit from the current opened window.

Work Step – To Add Record in Geographical Master

Step 1 Click on Add button

Step 2 Create Geo code and Geo Type from list. It comes from Geographical Master.

Step 3 Select comes under by pressing F9 button and its comes from District Mast.

Step 4 Press Tick on Closed Flag if required.

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FIELDS	DESCRIPTION	R/O/C	FIELD VALUE / COMMENTS
Geo Code	Geographical Master	R	Select from lov which is already define in process master
Geo Name	Geographical Master	R	Select item category to set process.
Geo Type	Drop Down List	R	Select type of office by Drop down list.
Comes Under	District Master	O	Select Comes Under Manually.
Closed Flag	Closed Flag	O	Select closed Flag if require to Closed entry