Setting up and using Branches

Branches

The system features an analysis of income and expense transactions to a Branch. The notion of a branch can refer to either geographically different elements of a business such as outlets in a number of towns; or alternatively parts of the business on the same site; a Hotel and Pub business may have branches such as, Accommodation, Restaurant and Pub.

A profit and loss report can be prepared for each of the branches as well as the total business.

Branches do not appear in the chart of accounts; the system just remembers to which branch a particular transaction has been analysed.

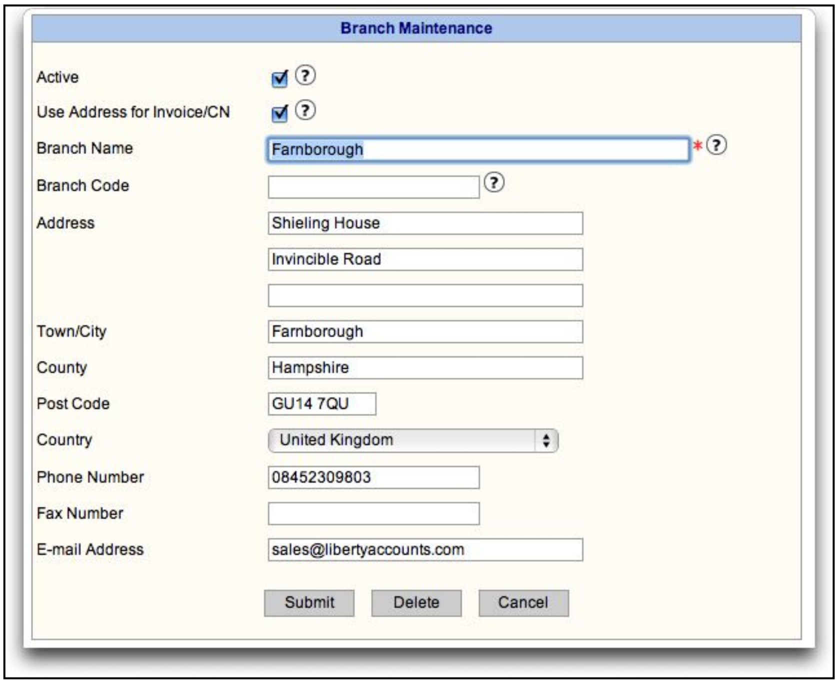
Setting up Branches

A business that wishes to use the branch analysis feature needs to switch it on by clicking on the **USE BRANCHES** check box in the **OPTIONAL FEATURES** tab of the business profile. This ensures that no dropdown boxes are offered to those businesses not requiring branch analysis. The business **PROFILE** (Note that not all users may have access to the Business Profile, if not please refer to your accountant) is accessed via the **ENTITY NAME** menu.

ENTITY NAME-----PROFILE-----OPTIONAL FEATURES TAB----Tick the Branches box

The branch details then need to be entered. From the **LISTS** menu choose **BRANCHES** and select **ADD BRANCH.**

- An option exists to allow the branch address to be used on sales invoices that have been analysed to the branch when the sales invoice is created. Tick **Use Address for Invoices/CN** box for this option. Note it will be necessary to select this option on all branch set up screens if you wish to apply this to all branches. If this option is not selected then the trading address in the **Business Profile** is taken.



- Enter the name of the branch (or business area).

- The **BRANCH CODE** field may be used to hold a user-defined alpha-numeric code for the sales item. If you enter a '+' the system will automatically insert the system record id for the Branch. This record id is guaranteed to be unique in the system - <u>but may not be a</u>

consecutive sequence.
This field is useful for entering codes that cross-reference codes in other systems and may be required if the invoice upload process is used (See **Invoice upload** user guide for more information.)

- Enter the branch address and other details as required.

SUBMIT to save the information. Continue adding additional branches as necessary by clicking on **ADD NEW** each time.

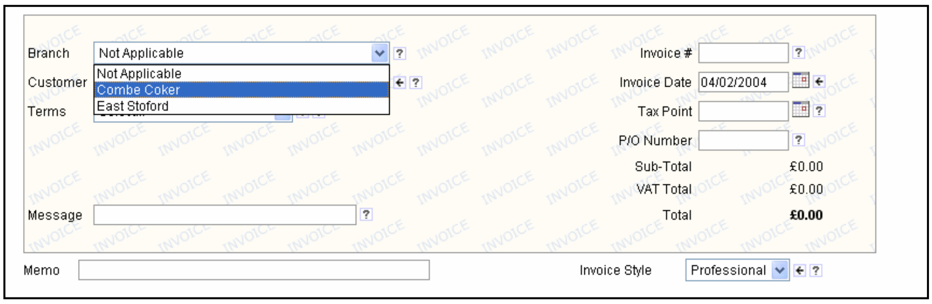
Using Branches

Income and expense transactions are analysed to a branch at the point of input.
You are not however obliged to use the analysis. A profit and loss report by branch is available, however if a transaction has not been analysed to a branch it can not appear in the profit and loss statement for that branch.

Note that if the **Prompt for Analysis** box (set in **Profile**) is ticked then when transactions are entered which require analysis to branches the analysis tab is presented first by default so that the required analysis is not forgotten

The **BRANCHES** dropdown in any screen will initially display **NOT APPLICABLE.** Leaving this will mean that the particular transaction will not be analysed to any branch. It will be still recorded in the normal way and will appear in the full business reports. It will not appear in any branch report.

From the **BRANCHES** select the relevant branch to which the transaction is to be analysed.



Complete the transaction in the usual way.

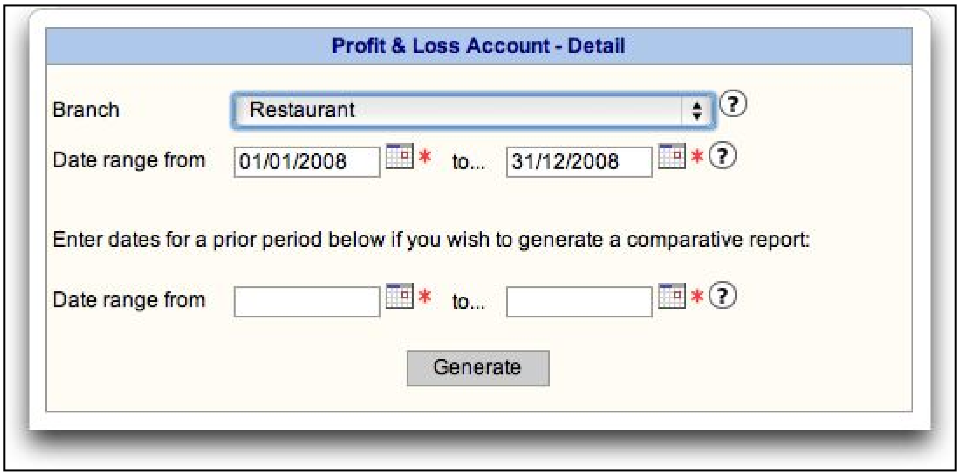
Depreciation charge for an asset or assets can also be allocated to a branch. This is done by editing the asset details and selecting a branch. See **Using the Fixed Asset Register** user guide for more details. Likewise operating lease costs can be allocated to branches by selecting a branch in the operating lease setup screen. See **Operating Leases** user guide.

Viewing branch profit and loss (or Statement of Financial Activities in the case of Not for Profit Organisations) reports

A branch profit and loss report is available in the same way as a normal profit and loss report via the **REPORTS** menu.

REPORTS----PROFIT AND LOSS----DETAIL-----Select a branch

- Select a branch
- **GENERATE** the report.
- If a branch report is not required select the default **ALL** and **GENERATE**



Other options in the **Branch** dropdown will include all the branches as well as a "**No branch assigned**" selection. This produces a report of those accounts that have amounts that have not been allocated to a branch.

To inspect those transactions that have been included in the "**No branch assigned**" category, use the **Transactions by Accounts** report.

REPORTS----TRANSACTION----TRANSACTION BY ACCOUNT REPORT