



## Branches, Sub-Branches and GL Departments

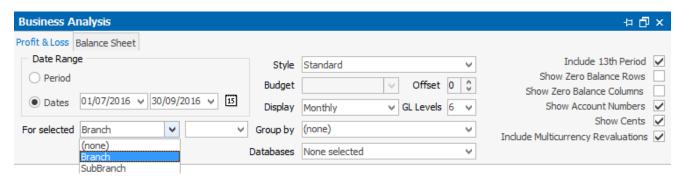
This document will explain:

How Branches, Sub-Branches and GL Departments work in Jim2

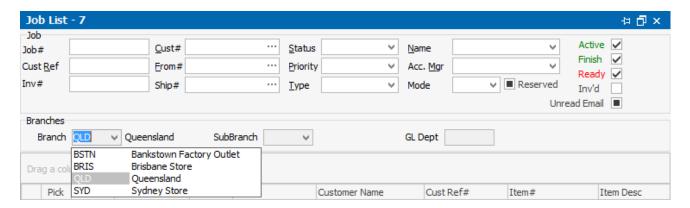
## **Branch Definition and Usage**

Branches are usually based on the fact that your business trades in different places, for example in different states, suburbs, streets. There is no limit to the number of Branches that your Jim2 database can manage.

In Jim2, it is common for users to filter their Profit and Loss reports by Branch. These filters are easy to use, and allow grouping of values per branch, subtotalling of values per branch, and filtering to only show branch relevant values.



These Branch filters are also available for grouping, subtotalling and hiding in Lists throughout Jim2.



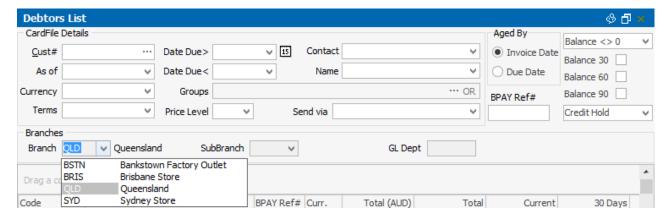
Each Branch will typically have at least one stock location specifically for that Branch. This is known as the Default Stock Location for the Branch.

Customers, Vendors and Jim2 Users can be allocated to Branches, allowing filtering to be used in areas such as Debtors and Creditors, and to assist with some default settings throughout Jim2, including Jobs, Purchases and Quotes.



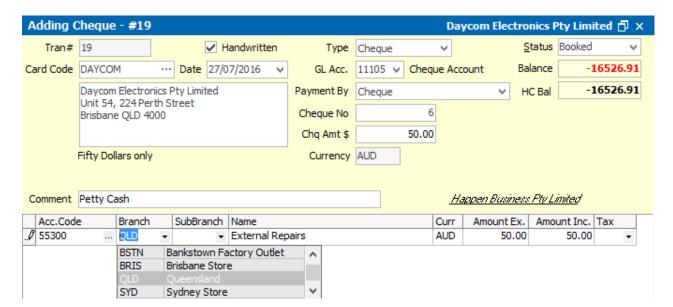






Each Branch can have its own logo for Invoices, Statements, Purchase Orders, Quotes and other reports.

Expense Orders, Cheque Book entries and General Journals can have each "line" report to a Branch, allowing for one supplier invoice to be separated into expenses allocated to various Branches. This suits expenses such as advertising invoices, where each Branch is allocated some of the cost.



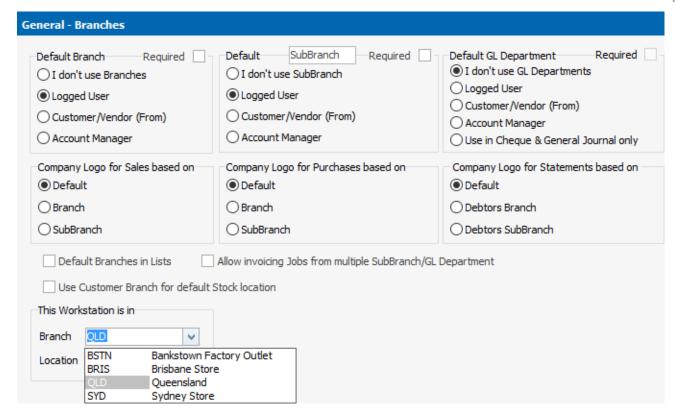
In Jim2 financial reporting, a Branch only impacts on Profit and Loss General Ledger accounts. When Branches are used in transactions involving only Balance Sheet accounts (eg Bank, Petty Cash, Credit Card, Stock on Hand accounts), the Branch is only used for List filtering, not for P&L reports.

Branch settings allow you to nominate whether a Branch MUST be used ("Required"), or if it is optional.









## Other P&L Filters that are similar to Branches

Jim2 also has filters named SubBranch and GL Department. There are key differences between Branches, SubBranches and GL Departments:

| Branch                            | SubBranch                            | GL Department                      |
|-----------------------------------|--------------------------------------|------------------------------------|
| P&L and Reports Filter            | P&L and Reports Filter               | P&L and Reports Filter             |
| Can be enforced or optional       | Can be enforced or optional          | Can be enforced or optional        |
| Only applies to P&L accounts      | Only applies to P&L accounts         | Only applies to P&L accounts       |
| (not Balance Sheet accounts)      | (not Balance Sheet accounts)         | (not Balance Sheet accounts)       |
| Can be used for List filtering    | Can be used for List filtering       | Can be used for List filtering     |
| Allows for a Branch specific Logo | Allows for a Branch specific Logo on | Can be used for Cheque and General |
| on Invoices, Purchases and        | Invoices, Purchases and Statements   | Journal entries only (if required) |
| Statements                        |                                      |                                    |
| Workstations nominated per        | Can be renamed (Eg Division)         |                                    |
| Branch                            |                                      |                                    |
| Allows for a Default Stock        |                                      |                                    |
| Location                          |                                      |                                    |

For further assistance or information please call Happen Business 02 9570 4696 or email <a href="mailto:support@happen.biz">support@happen.biz</a>

