

# 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.

The screenshot shows the 'Business Analysis' window with the 'Profit & Loss' tab selected. The 'Date Range' is set to 'Dates' from 01/07/2016 to 30/09/2016. The 'Style' is 'Standard', 'Display' is 'Monthly', and 'GL Levels' is '6'. The 'For selected' dropdown is set to 'Branch', and its dropdown menu is open, showing options: '(none)', 'Branch', and 'SubBranch'. Other settings include 'Include 13th Period' (checked), 'Show Zero Balance Rows' (unchecked), 'Show Zero Balance Columns' (unchecked), 'Show Account Numbers' (checked), 'Show Cents' (checked), and 'Include Multicurrency Revaluations' (checked).

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

The screenshot shows the 'Job List - 7' window. It features a 'Branches' section with a 'Branch' dropdown set to 'QLD' (Queensland) and a 'SubBranch' dropdown. A dropdown menu is open under 'Branch', listing: 'BSTN Bankstown Factory Outlet', 'BRIS Brisbane Store', 'QLD Queensland', and 'SYD Sydney Store'. Below this is a table with columns: 'Pick', 'Customer Name', 'Cust Ref#', 'Item#', and 'Item Desc'.

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.

### Debtors List

**CardFile Details**

Cust# [ ] Date Due > [ ] 15 Contact [ ]  
 As of [ ] Date Due < [ ] Name [ ]  
 Currency [ ] Groups [ ] ... OR  
 Terms [ ] Price Level [ ] Send via [ ]

**Aged By**

Invoice Date Balance <> 0  
 Due Date Balance 30  
 Balance 60  
 Balance 90  
 Credit Hold

**Branches**

Branch **QLD** Queensland SubBranch [ ] GL Dept [ ]

Drag a c [ ]

- BSTN Bankstown Factory Outlet
- BRIS Brisbane Store
- QLD** Queensland
- SYD Sydney Store

Code	BPAY Ref#	Curr.	Total (AUD)	Total	Current	30 Days

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.

### Adding Cheque - #19

**Daycom Electronics Pty Limited**

Tran# 19  Handwritten Type Cheque Status Booked  
 Card Code DAYCOM Date 27/07/2016 GL Acc. 11105 Cheque Account Balance -16526.91  
 Daycom Electronics Pty Limited  
 Unit 54, 224 Perth Street  
 Brisbane QLD 4000  
 Payment By Cheque HC Bal -16526.91  
 Cheque No 6  
 Chq Amt \$ 50.00  
 Currency AUD  
 Fifty Dollars only  
 Comment Petty Cash *Happen Business Pty Limited*

Acc.Code	Branch	SubBranch	Name	Curr	Amount Ex.	Amount Inc.	Tax
55300	QLD		External Repairs	AUD	50.00	50.00	

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.

**General - Branches**

Default Branch  Required

I don't use Branches

Logged User

Customer/Vendor (From)

Account Manager

Default  SubBranch  Required

I don't use SubBranch

Logged User

Customer/Vendor (From)

Account Manager

Default GL Department  Required

I don't use GL Departments

Logged User

Customer/Vendor (From)

Account Manager

Use in Cheque & General Journal only

Company Logo for Sales based on

Default

Branch

SubBranch

Company Logo for Purchases based on

Default

Branch

SubBranch

Company Logo for Statements based on

Default

Debtors Branch

Debtors SubBranch

Default Branches in Lists  Allow invoicing Jobs from multiple SubBranch/GL Department

Use Customer Branch for default Stock location

This Workstation is in

Branch

Location

- BSTN Bankstown Factory Outlet
- BRIS Brisbane Store
- QLD Queensland**
- SYD Sydney Store

**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 (not Balance Sheet accounts)	Only applies to P&L accounts (not Balance Sheet accounts)	Only applies to P&L 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 on Invoices, Purchases and Statements	Allows for a Branch specific Logo on Invoices, Purchases and Statements	Can be used for Cheque and General Journal entries only (if required)
Workstations nominated per Branch	Can be renamed (Eg Division)	
Allows for a Default Stock Location		

For further assistance or information please call Happen Business 02 9570 4696 or email [support@happen.biz](mailto:support@happen.biz)