Advanced Business Manager Pty Ltd

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Support Bulletin # 90

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Introduction to Branches

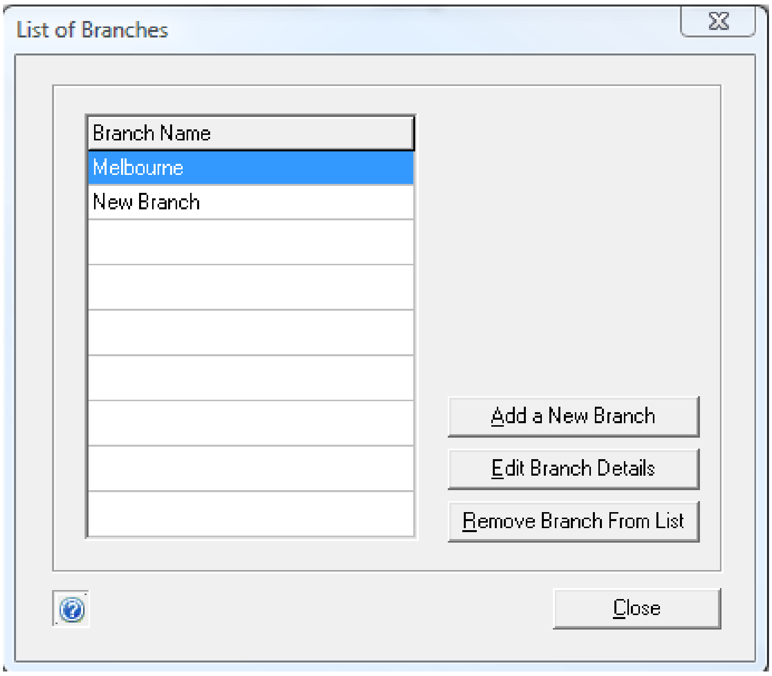
Businesses running different business units either physically or conceptually can set up Branches to control these different entities. Branches can limit users to product locations, customers, suppliers, jobs, General Ledger divisions, and bank accounts.

Key Features

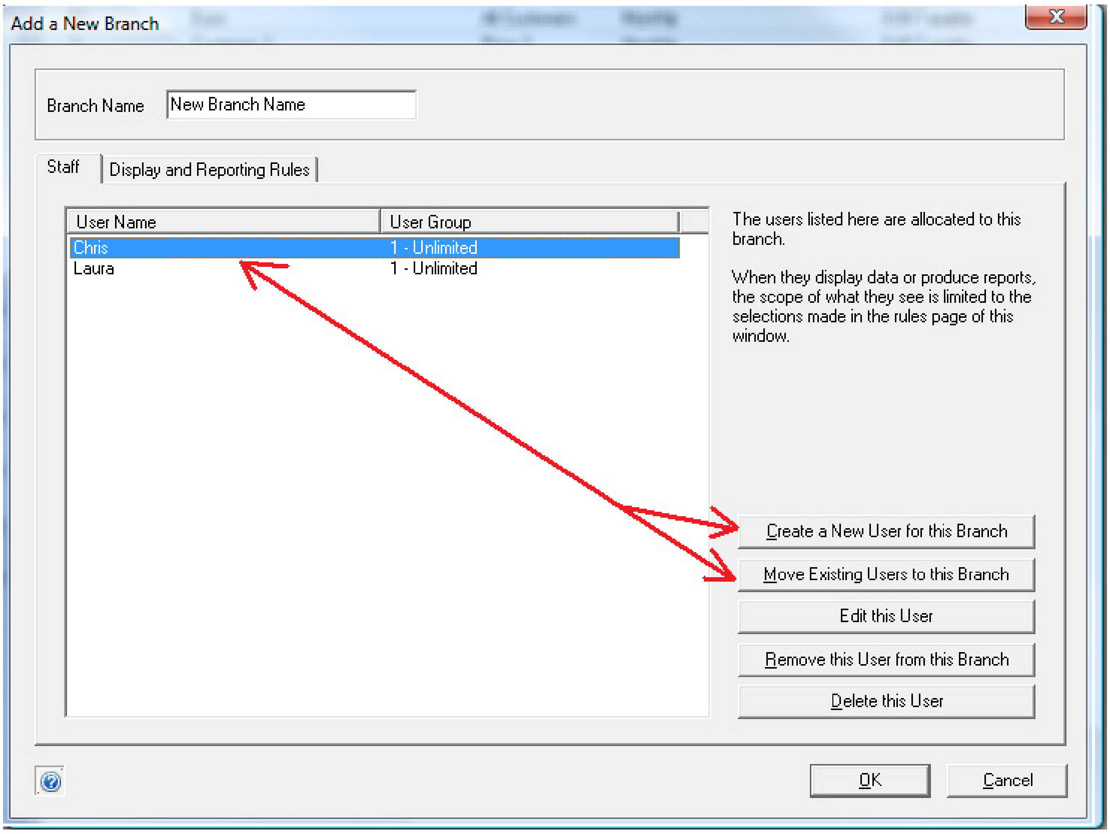
- Limit Product Locations by Branch by User when selling and purchasing
- Bank Deposit processing by Branch
- Users can only see their Branch's Customers, Suppliers, Jobs, Bank Accounts
- User group security settings still apply to each user

Setup New / Edit Branches

1. From the main tool bar select Tools / Branches... From this screen you Add or Edit a Branch.



2. To add a new branch select *Add New Branch* and enter in a name for the new branch. If Branches already exist click on *Edit Branch Details*. A window will appear with two tabs; Staff tab and Display and Reporting Rules.



3. Staff Tab: If this is a new Branch you will need to assign the staff that will have access to the information relating to this branch. From this screen you have these options:

   a. Create a New User for this Branch: This will allow you to add a new user and automatically assign to this branch.

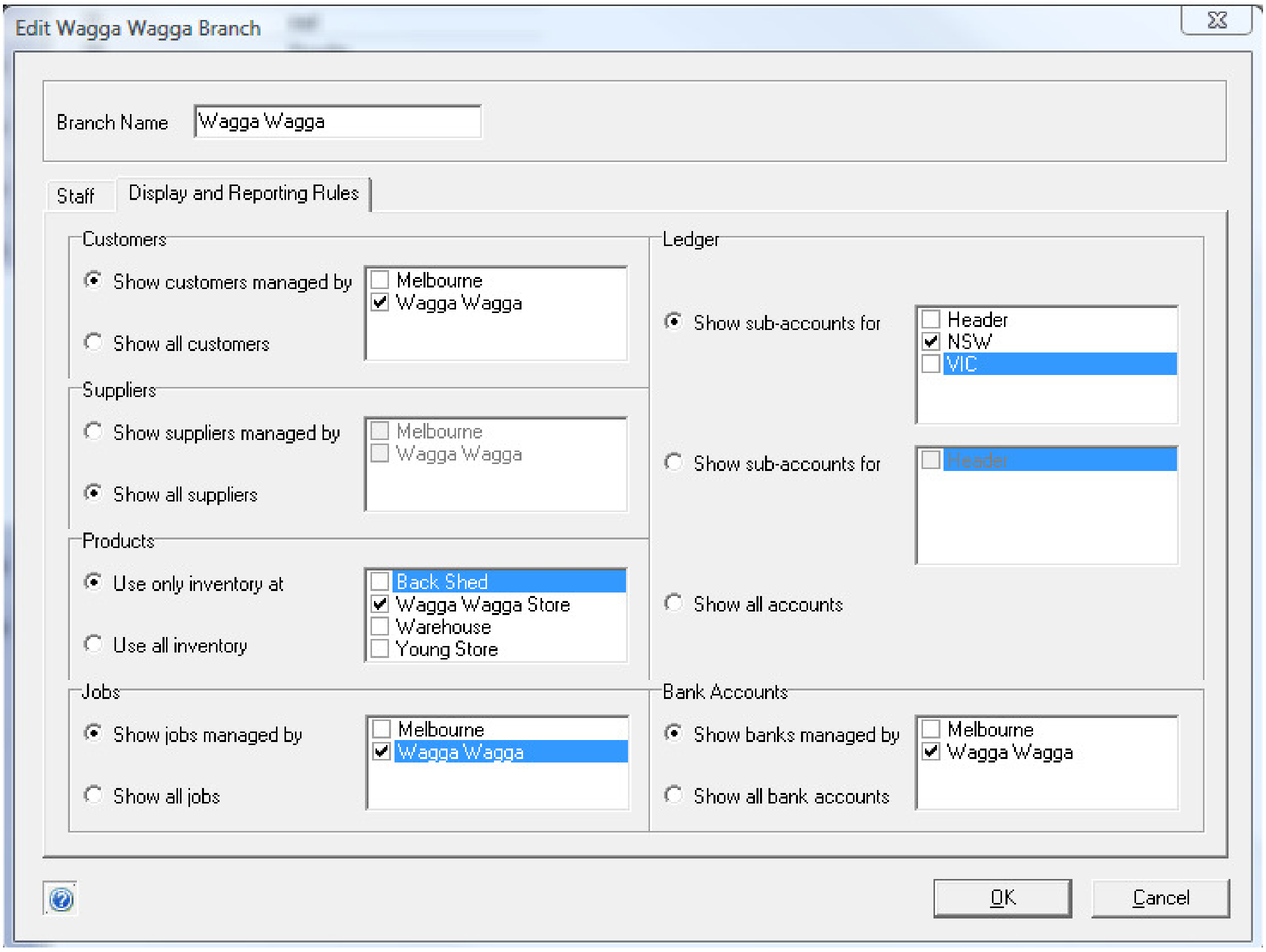
   b. Move Existing Users to this Branch: This will give you a list of the users which have already been setup for you system and you can select the appropriate users. Note: The system administrator will not be available for selection as the system manager will have access to all branches.

   c. Remove the User from this Branch: If you have incorrectly added a user to a branch or the user is no longer associated with this branch then you can remove that user.

   d. Delete this User: If the user is no longer associated with the company you can delete the user. Warning: The user name will be permanently deleted.

   e. Edit this User: This option allows you to edit the user password, security user group, and move user to another Branch.

4. Display and Reporting Rules Tab: You can decide what users associated with this branch can manage and post transactions to.



Show Customers managed by: You can allow the users to see details of All Customers or limit viewing to a particular Branch or selection of Branches.

Show Suppliers managed by: You can allow the users to see details of All Suppliers or limit viewing to a particular Branch or selection of Branches.

Show Jobs managed by: You can allow the users to see details of All Jobs or limit viewing to a particular Branch or selection of Branches.

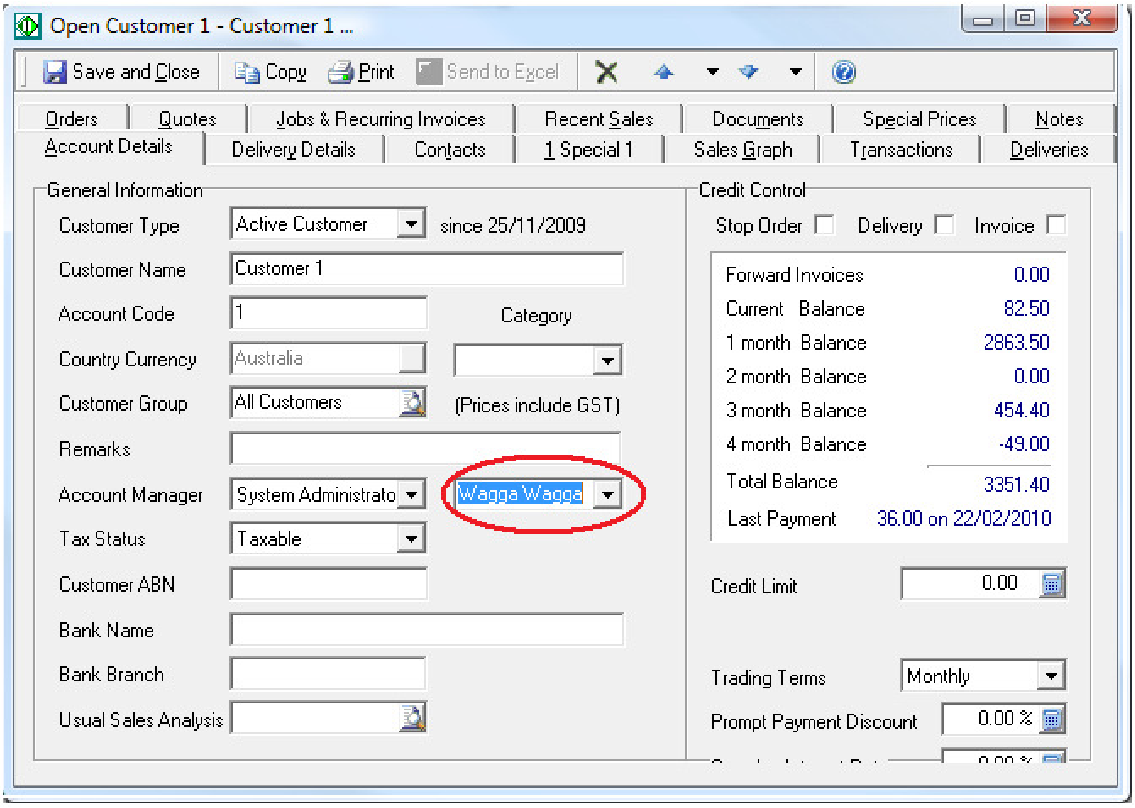
Ledger: You can decide if the users can see all ledger accounts (provided the appropriate security is in place) or restrict the user to seeing particular sub-accounts relating to ledger accounts.

Bank Accounts: If you wish to restrict the users to only see and select All bank accounts, a particular branch, or a selection of branches.

Setting up Customers/Suppliers/Jobs/GL for Branches

Assigning Customer/Supplier/Job/GL to Branches:

To limit customers/suppliers/jobs restricted to a particular branch, or branches you assign the branch in the Edit a customer/supplier/job screen. Use the drop down list of the branches to assign the customer/supplier/job to. You can also assign that customer/supplier/job to be available and visible for all branches.



Processing Transactions:

When processing transactions users will be limited by the Customer, Supplier, Job, Product Location, and/or GL sub accounts setup under the user Branch.

Deposit List by Branch

As part of the Branches module, the cash book Deposit list will only show cheque and cash transactions created by users that are members of the same Branch the current user logged into ABM belongs to. The System Administrator login can see all cheques and cash transactions when they view the Bank Deposit Listing. It is advisable that each Branch establishes a unique deposit reference scheme as ABM will not assign unique references by Branch.

Branch Users Example

Betty and Jim are members of the Wagga Wagga branch. Betty is logged into ABM and when she opens the Deposits List window she will view all cheque and cash transactions she created plus all of the transactions created by Jim and any other user that belongs to the Wagga Wagga Branch.

System Administrator

The System Administrator can see all cheque and cash transactions created by users in the Deposit List menu. If the System Administrator processes a transaction in a Deposit, it is considered deposited into the bank account and will no longer show up under any other Deposit List.

Technical Information - New Tables

Branches

dbo.BRANCHES

- Columns
  - BranchID (PK, int, not null)
  - BranchName (char(50), not null)
  - CBranchList (char(255), null)
  - SBranchList (char(255), null)
  - JBranchList (char(255), null)
  - PLocationList (char(255), null)
  - LSubAc1List (char(255), null)
  - LSubAc2List (char(255), null)
  - BBranchList (char(255), null)

BranchInfo

dbo.BRANCHINFO

- Columns
  - BranchID (PK, char(8), not null)
  - BranchAddress (char(200), null)
  - BranchURL (char(50), null)
  - EmailRemittances (char(50), null)
  - FaxNumber (char(20), null)
  - TransferInfo (char(80), null)
  - PhoneNumber (char(20), null)

BranchStaff

dbo.BRANCHSTAFF

- Columns
  - BranchStaffID (PK, int, not null)
  - BranchID (int, not null)
  - UserNumber (int, not null)

Table Relationships