# Using Branches

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**Purpose of this document**

This document describes how to use the Branch functionality in Ceres.

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## Purpose

In Ceres, there is a "Responsibility Center" Branch and may optionally be used in Ceres to control who can create/view/edit cards and documents in each Branch. A Branch is hierarchically higher than a Location, and can be used to group together multiple Locations in the same city.

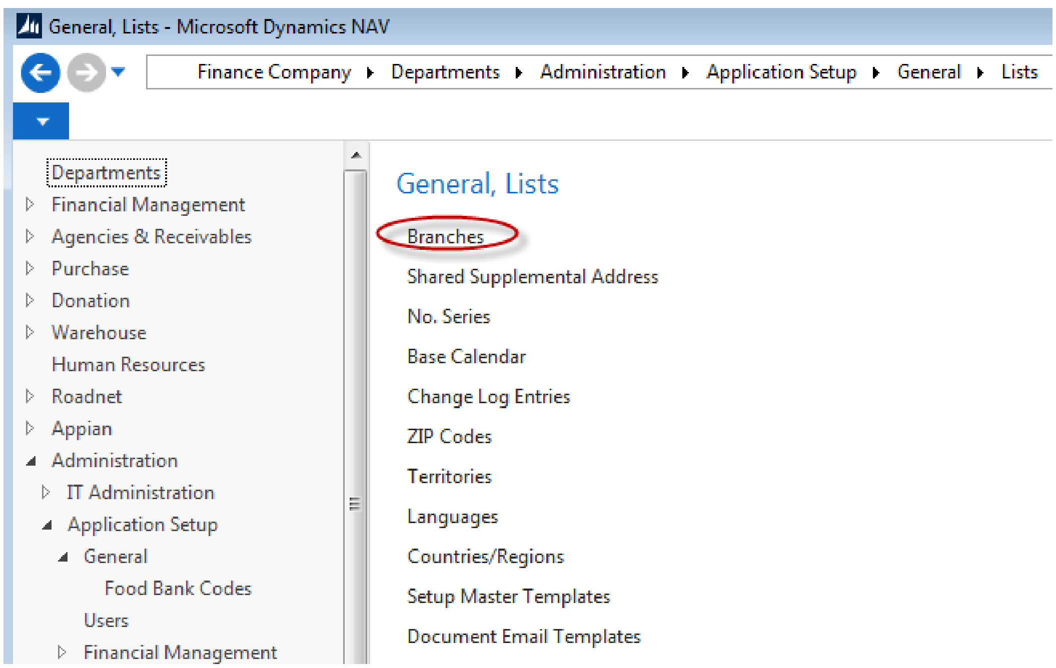
**Note:** This is not a GL Dimension code.

**Note:** Branches (Responsibility Centers) is a separate license granule available at additional cost. You will only be able to access this functionality if your Ceres license includes the optional granule.

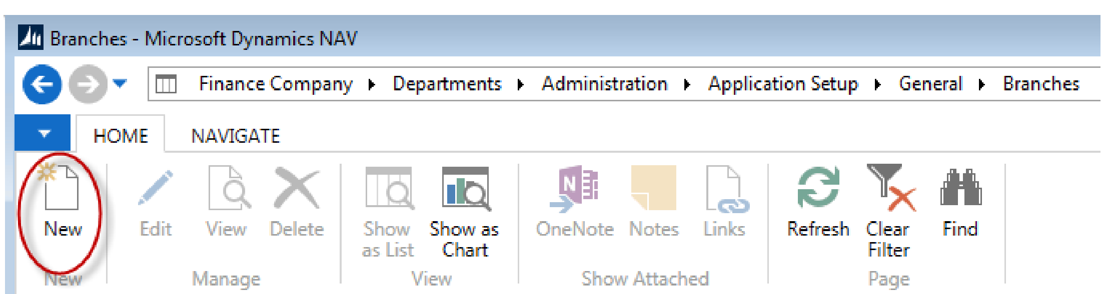
*Ceres object release 4.00.00 is required for the functionality documented in this procedure*.

## Creating Branches

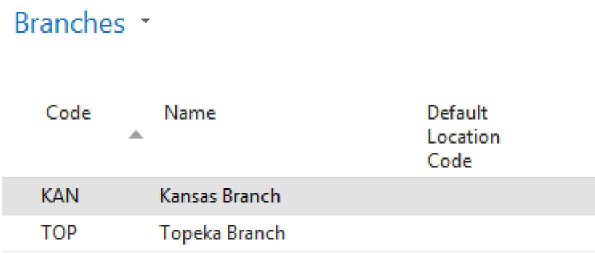
1. Branches can be accessed from Departments → Administration → Application Setup → General → Lists → Branches



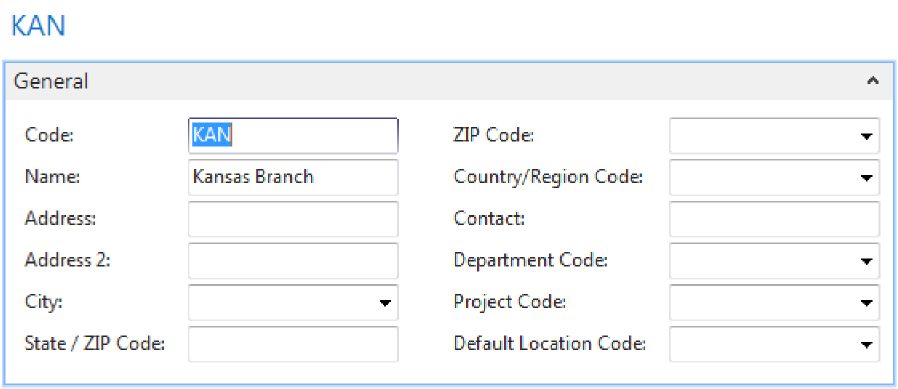

2. To create a new Branch click Home → New.



3. Complete the necessary fields.




## General FastTab




**Code**: Enter a unique code for the Branch.

**Name:** Enter the name of the Branch. For example, the name of the physical branch location or warehouse. This name is printed on invoices, so you should enter it as you want it to appear. You can enter a maximum of 50 characters, both numbers and letters.

**Address**: Enter the address of the Branch. The address is printed on invoices, so you should enter it as you want it to appear. You can enter a maximum of 30 characters, both numbers and letters.

**Address 2**: An extension of the Address field. You can enter a maximum of 30 characters, both numbers and letters.

**City**: Enter the city of the branch.

**State**: Enter the state of the branch.

**ZIP Code**: Enter the ZIP code of the branch.

**Country/Region Code**: Select the applicable code from the list.

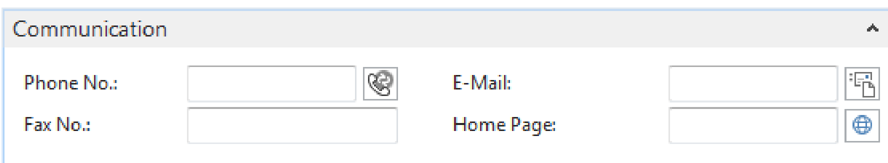
**Contact:** enter the name and contact details of the contact person at the Branch. This name is printed on purchase orders and sales orders, so you should enter it as you want it to appear. You can enter a maximum of 50 characters, both numbers and letters.

**Global Dimension 1**: In this example it is set up to be a Department Code: Select a Dimension Value. This field is optional and will behave as a default Global Dimension 1 Code for documents created for this branch.

**Global Dimension 2**: In this example it is set up to be a Project Code: Select a Dimension Value. This field is optional and will behave as a default Global Dimension 2 Code for documents created for this branch.

**Location Code**: Enter the Code for the Location, such as a physical location or area within a warehouse. Entering a Code here will make the location that the code refers to the automatic default location on all sales and purchase documents with this Branch.

## Communication FastTab




**Phone No**: Enter the telephone number of the branch. Try and use a standard format (123) 333-4444, for all phone and fax numbers to be consistent across.

**Fax No.:** Enter the fax number of the branch. Try and use a standard format (123) 333-4445, for all phone and fax numbers to be consistent across.

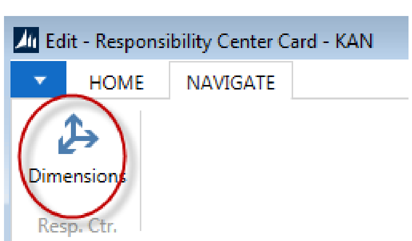
**E-mail**: Enter the e-mail address of the branch. You can enter a maximum of 80 characters, both numbers and letters. Next to the field is a button with a picture of an envelope on it. If Ceres is integrated with an e-mail system, you can click this button to open a window in which you can create and send a message. If you have entered an address in the E-mail field, Ceres automatically fills in the address in the To... field.

**Home Page**: Enter the home page address of the branch. You can enter a maximum of 90 characters, both numbers and letters. If Ceres is integrated with the Internet, you can click the button to the right of the field to access the branch's home page.

4. Click OK to save changes.

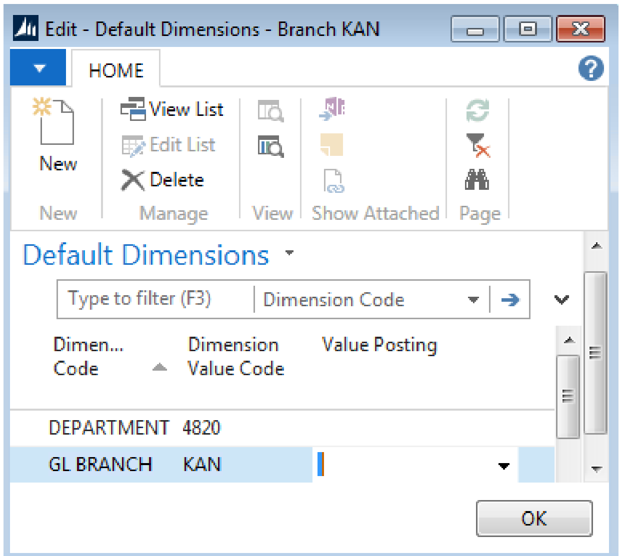
## Assigning Default Dimensions to a Branch

1. Assign a default Dimension to the Branch from Navigate → Dimensions.



2. Add the required default Dimensions and Value Posting requirements

   **Note**: If you entered the Dimension on the General FastTab, it will display in the Dimension Code List here and you may select the associated Value Posting rule if required.



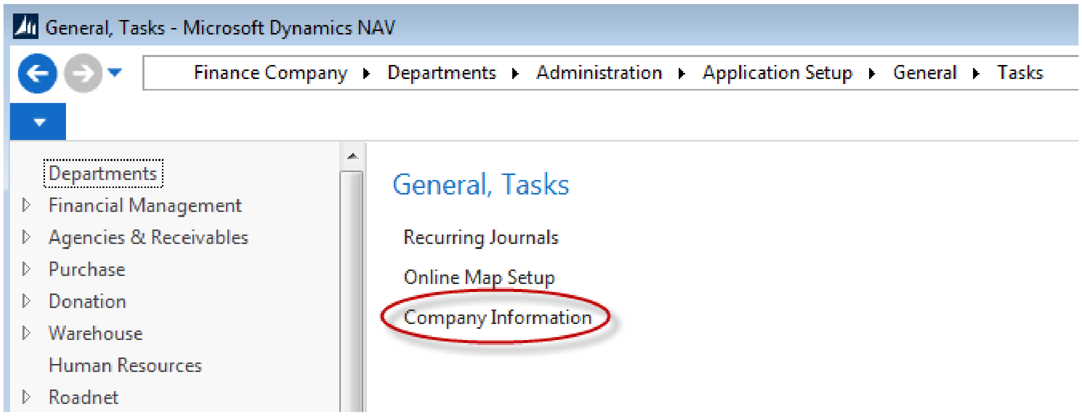

3. Click OK to save your changes.

## Assigning the Branch default within Ceres

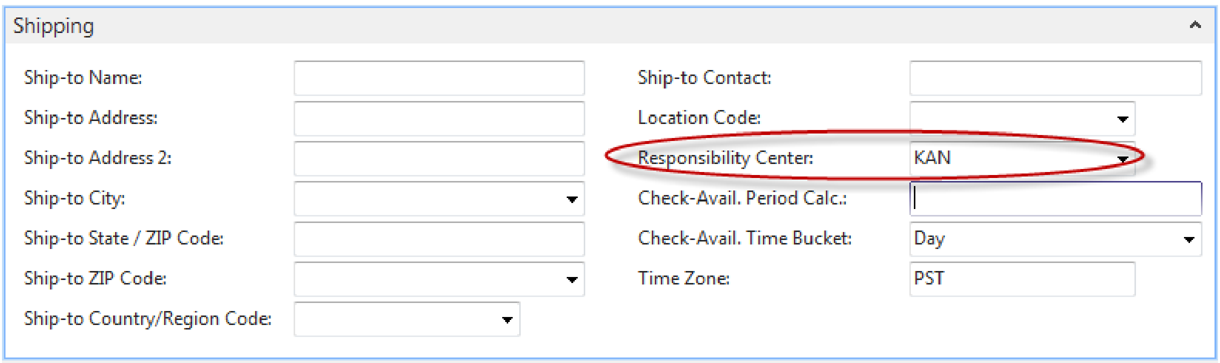
There are several areas within the application where the Branch Code can be assigned.

- Company Information, Shipping Tab
- User Setup
- Vendor Card (and Parent Vendor)
- Donor Card (and Parent Donor)
- Agency Card (and Parent Agency)
- Fixed Asset Card
- Insurance Card

1. A default Branch can be setup in the Company Information from Departments → Administration → Application Setup → General → Tasks



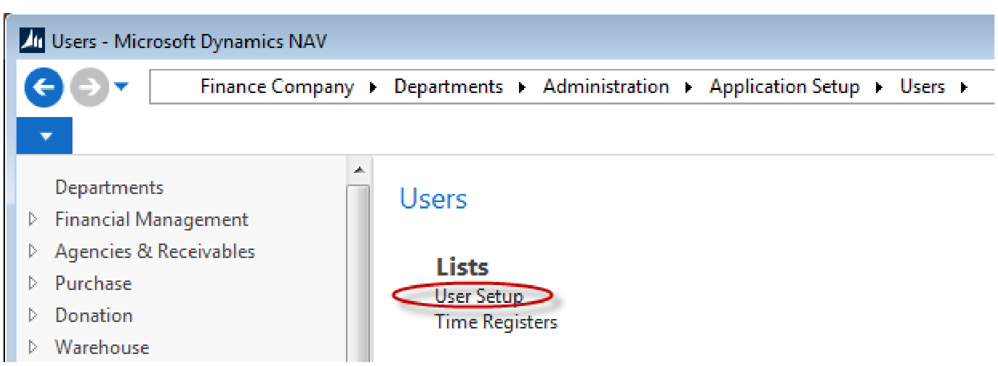

## Shipping FastTab



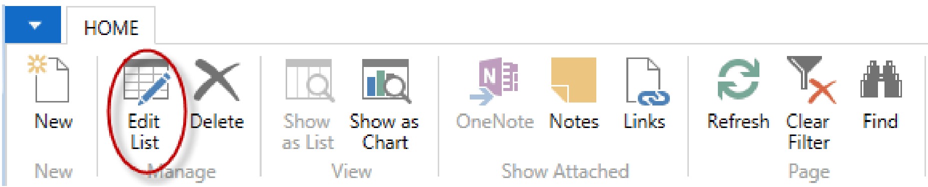

2. Enter the Code for the default Branch that will be used on the purchase, donation, and agency documents. If the User, Agency, Vendor, or Donor does not have a default Branch Code assigned.

   **Note**: If a Branch Code is entered here, all new Vendor, Donor, Fixed Asset, Insurance and Agency will be assigned the Branch Code entered in Company Information. A different Branch Code may be selected in its place.

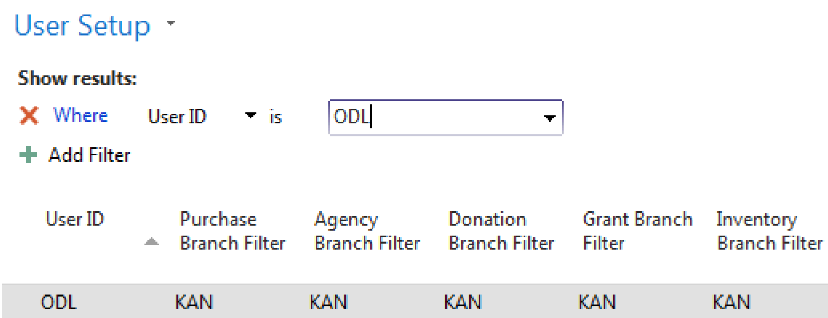
3. A default Branch can be setup for users from Departments → Administration → Application Setup → Users → Lists




4. To edit the list, click Home → Edit List




5. Locate the user you wish to restrict what Branch a user can create orders and / or documents within. If there should be no restriction for a particular type of document, leave the filter blank.




**Note**: Applying a Branch Filter does not necessarily restrict users from viewing Vendors, Donors, Agencies, etc. outside of the Branch specified; but will create the document using only the Branch Code for which they are 'restricted.' There are other areas where Branch Filter does not restrict the user. For example, this does not limit a user from applying a cash receipt to a document created in another branch.

6. A default Branch can be setup on a Vendor from Departments → Purchase → Planning → Lists → Vendors. If a Branch Code was specified in Company Information Setup, that Branch Code will default on all new Vendor (and Parent Vendor) Cards. The Branch Code may be changed at this point. If no Branch Code was set in Company Information Setup, the user may select a default Branch Code for the Vendor.

7. A default Branch can be setup on a Donor from Departments → Donation → Planning → Lists → Donors. If a Branch Code was specified in Company Information Setup, that Branch Code will default on all new Donor (and Parent Donor) Cards. The Branch Code may be changed at this point. If no Branch Code was set in Company Information Setup, the user may select a default Branch Code for the Donor.

8. A default Branch can be setup on an Agency from Departments → Agencies & Receivables → Agency Relations → Lists → Agencies. If a Branch Code was specified in Company Information Setup, that Branch Code will default on all new Agency (and Parent Agency) Cards. The Branch Code may be changed at this point. If no Branch Code was set in Company Information Setup, the user may select a default Branch Code for the Agency.

9. A default Branch can be setup on a Fixed Asset from Departments → Financial Management → Fixed Assets → Lists → Fixed Assets. If a Branch Code was specified in Company Information Setup, that Branch Code will default on all new Fixed Asset Cards. The Branch Code may be changed at this point. If no Branch Code was set in Company Information Setup, the user may select a default Branch Code for the Fixed Asset.

## Using the Branch Filter on Ceres Reports

There are several reports within the application where the Branch Code can be used to filter results. Some example reports are listed here (this is not a full list):

Agencies & Receivables

- Contact List
- Agency Listing
- Agency – Order Summary
- Agency/Item Statistics
- Agency Distributions List
- Agency – Order Detail
- Agency – Order Summary

Inventory/Warehouse

- Item List
- Lot Tracking
- Item Transaction Detail
- Whse. Physical Inventory List
- Order Pick Ticket
- Inventory Put-Away List

Financial Management – Cash Management

- Bank Account Check Details
- Bank Account List
- Bank Account – Detail Trial Balance
- Deposit Test Report

Purchase

- Vendor Listing
- Vendor/Item Statistics
- Vendor – Detail Trial Balance
- Purchase Order Status
- Aged Accounts Payable

Donation

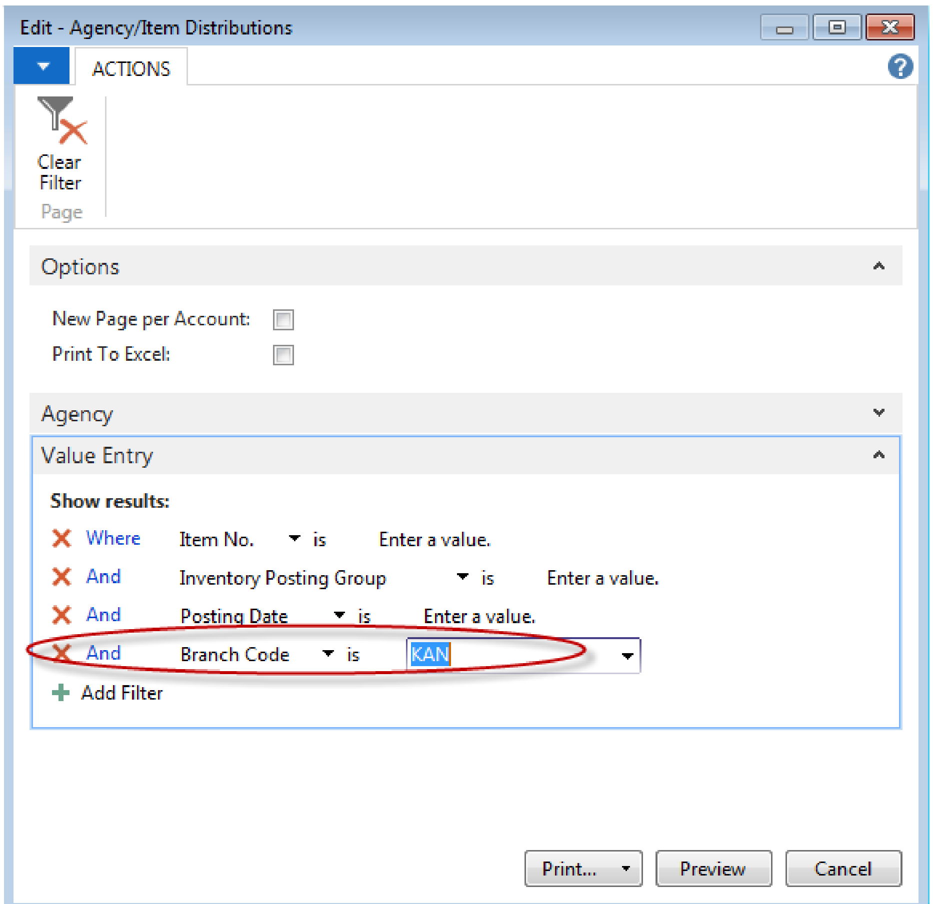
- Donation Receipt
- Donor/Item Receiving Statistics
- Product Type/Item Receiving Statistics
- Delivery Summary

The options for filtering by Branch Code vary from report to report. A few examples are provided here:

1. Agency – Order Summary Report (Departments → Agencies & Receivables → Reports & Analysis → Reports → Order Summary). The filter for Branch Code is available on the Agency FastTab of

the report. When setting a Branch Code filter on this report, it will only find Orders for an Agency where the Branch Code is set on the Agency Card. If the Branch Code has changed (since the document was created) or is not on the Agency Card at the time the report is run, some documents may be missing from the report.

2. Agency/Item Statistics Report (Departments → Agencies & Receivables → Reports & Analysis → Reports → Agency/Item Statistics). The filter for Branch Code is available on the Agency Fast Tab and the Value Entry tab of the Value Entry FastTab of the report. If the Branch filter is selected via the Agency FastTab, then the filtering will behave as described above in Item #1. If the Branch filter is selected via the Value Entry FastTab, then the results will be based upon whether the Branch Code was on the entry (distribution) when it was posted.




3. Item Transaction Detail Report (Departments → Warehouse → Inventory → Reports → Item Transaction Detail). The filter for Branch Code is available on the Item Ledger Report Veiw FastTab. If the Branch filter is selected on the Item Ledger Report View FastTab, the report will be filtered to show only those transactions where the Branch Code entered as the filter was on the transactions at the time they were posted.

**Note**: On each of these reports, the Branch Code is a filter only. It will not change the format of the columns or rows displayed on the report, only the data contained within the report.

## Related Topics:

1. Agency Overview

2. Agency Order Overview
3. Donor Overview
4. Donation Order Overview
5. Fund Overview
6. GL Dimensions and Dimension Values
7. Item Overview
8. Vendor Overview
9. Purchase Order Overview