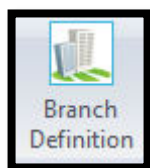
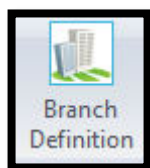




Branch Definition (Alt + B)

Branch Definition option enables user to create multiple branches under the Company.



On clicking  option or on clicking the shortcut (Alt + B), below screen will be displayed to user:

Branch Definition

Drag a column header here to group by that column

Branch Name	Company	Taxation	Is Default Branch	Taxpayer Type	GSTIN/UIN	PAN No	Address Type	Address 1
Branch 1	Default Organization	GST	<input type="checkbox"/>	Supplier	24ASDFG1234Z123	ASDFG1234Z	Registered	Address 1
Branch 2	Default Organization	GST	<input type="checkbox"/>	Supplier	24ASDFG1234Z122	ASDFG1234Z	Registered	Address 1
Branch 3	Default Organization	GST	<input type="checkbox"/>	Supplier	24ASDFG1234Z124	ASDFG1234Z	Registered	Address 1
DEMO BRANCH	DEMO COMPANY	GST	<input type="checkbox"/>	Supplier	33AAACF6474E12K	AAACF6474E	Registered	12, SULABH
E-invoicing Branch	E-invoicing Company	GST	<input type="checkbox"/>	Supplier	01AACPH8447G002	AAACPH8447G	Registered	Jammu and
E-way Bill Branch	E-waybill	GST	<input type="checkbox"/>	Supplier	08AACP88231120	AAACP88231	Registered	Rajasthan
GST BASED BRANCH	TEST Organisation 1	GST	<input type="checkbox"/>	Supplier	24AZNPR5678A12P	AZMPR5678A	Registered	Ashram road
HD	Default Organization	GST	<input type="checkbox"/>	Supplier	24ASDFG1234Z12P	ASDFG1234Z	Registered	address line
LR & SONS HD/WAREHOUSE	TEST Organisation 1	Non-GST	<input type="checkbox"/>			AZMPR5678A	Registered	TEST
LR & SONS	TEST Organisation 1	Non-GST	<input type="checkbox"/>			AZMPR5678A	Registered	Chandni Cho
TEST	TEST Organisation 1	Non-GST	<input type="checkbox"/>			AZMPR5678A	Registered	TEST

Click here to define a filter

Read Mode

Quick Access Keys
Bank Details (F8)
E-Mail (F10)

Add Edit
Delete Export
Save Cancel
Next Prior
First Last
Help Close

List of added branches will be displayed under the view tab.

A branch can be selected only after selecting the company under which it will be falling. So, any respective branch can be defined under this module.

Shortcuts for any detail is displayed under the quick access keys section in the top right corner of the screen, user can press the shortcut key to open the screen or can simply double click on the label.

User can perform below activities on the list of branches

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Add (Alt + A)

User needs to click on Add (Alt + A) button to add new branch. On clicking Add button, a popup will be displayed to user as shown below:

User needs to add the required branch details and click on Save (Alt + V) button to save the branch or can cancel the added branch by clicking on Cancel (Alt +C) button.



Branch Definition

Data Entry View

Branch Details

* Company : TEST COMPANY * Taxation Type : GST

* Branch Name : Bodakdev

* Taxpayer type : Supplier * GSTIN/UIN : ABSV7777H

* GST Username : abc123 Is SEZ

Composition Type : Composition Rate : 0.000

Start Date : 22-03-2021 Data Locking Date :

Address Type : Registered

* Address : Bodakdev

* City : Ahmedabad * PIN Code : 380054

* Country : India * State : Gujarat

Phone Number : 8543139120 Alt. Phone No :

Contact Person Name : Ramesh Patel Fax Number :

Contact Person Phone Number : E-Mail :

E-Way Bill E-Invoice Timings

Username : Password : Username : Password : Start Time : 00:00 End Time : 00:00

Weekly Holidays

☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday

Branch Logo (164*164)

Authorised Signatory (164*345)

Quick Access Keys

Bank Details(F8)

E-Mail (F10)

Add Mode

Save Cancel

Next Prior

First Last

Help Close

Bank Details					
Default	*Bank Name	*A/c Number	IFSC Code	*Branch Name	Virtual Payment Address(VPA)
<input type="checkbox"/>	HDFC Bank	76393053213	HDFC0000049	Bodakdev	abcd1234@okhdfc

Apart from branch details, user can also add the bank details which includes bank name, A/c number, IFSC code, Branch Name and Virtual Payment Address.

Note: Field marked with * are mandatory fields.

Edit (Alt + E)

User needs to click on Edit (Alt + E) button to edit existing branch. On clicking Edit button, a popup will be displayed to user as shown below



Branch Definition

Data Entry View

Branch Details

* Company : TEST COMPANY + * Taxation Type : GST

* Branch Name : Bodakdev

* Taxpayer type : Supplier * GSTIN/UN : ABSVV7777H

* GST Username : abc123 ☐ Is SEZ

Composition Type : Composition Rate : 0.000

Start Date : 22-03-2021 Data Locking Date :

Address Type : Registered

* Address : Bodakdev

* City : Ahmedabad * PIN Code : 380054

* Country : India * State : Gujarat

Phone Number : 8543139120 Alt. Phone No :

Contact Person Name : Ramesh Patel Fax Number :

Contact Person Phone Number : E-Mail :

E-Way Bill E-Invoice Timings

Username : Username : Start Time : 00:00

Password : Password : End Time : 00:00

Weekly Holidays

☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday

Branch Logo (164*164)

Authorized Signatory (164*345)

Quick Access Keys

Bank Details(F8)

E-Mail (F10)

Add Edit

Delete Export

Save Cancel

Next Prior

First Last

Help Close

Default	*Bank Name	*A/c Number	IFSC Code	*Branch Name	Virtual Payment Address(VPA)
<input type="checkbox"/>	HDFC Bank	76393053213	HDFC0000049	Bodakdev	abcd1234@okhdfc

User needs to update the branch details and click on Save (Alt + V) button to save the branch or can cancel the edited details by clicking on Cancel (Alt +C) button.

Delete (Alt + D)

User needs to click on Delete (Alt + D) button to delete existing branch.

On clicking the Yes button, the selected Company will be deleted form the list. On clicking the No button, user will be taken back to previous tab.

Export (Alt + X)

User needs to click on Export (Alt + X) button to export the list of added branches. On clicking Export button, user will be asked for the path to export the spreadsheet of branch list. User needs to specify the path and click on save button to export the branch list successfully



[Next \(Alt + N\)](#)

On clicking the Next (Alt + N) button, user will be redirected to the next record in the list.

[Prior \(Alt + R\)](#)

On clicking the Prior (Alt + R) button, user will be redirected to the previous record in the list.

[First \(Alt + F\)](#)

On clicking the First (Alt + F) button, user will be redirected to the first record in the list.

[Last \(Alt + L\)](#)

On clicking the Last (Alt + L) button, user will be redirected to the last record in the list.

[Help \(Alt + H\)](#)

On clicking the Help (Alt + H) button, user will be redirected to help manual of Branch Definition Tab.

[Close \(Alt + S\)](#)

On clicking the Close (Alt + S) button, Branch Definition tab will get closed.