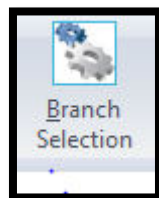




Branch Selection (Alt + S)

Branch Selection option enables user to select the branch and financial year for which the entire accounting is to be done or verified.



On clicking option or on pressing the shortcut (Alt + S), a popup will be displayed to user as shown below:

- User can select Company from the list of Companies.
- User can select branch from the list of added branches which fall under the single Company. If user wants to select another branch from another company, then such customization is also available.



- User can set the selected branch and financial year as default by checking the IS Default Branch & Financial Year? checkbox.
- User can click on OK (Alt +O) button to save the selection or can click on Cancel (Alt + C) to close the popup.
- On clicking the Help (Alt + H) button, the selected module related help will be displayed to user.