

Core - Adding a New Branch

Last Modified on 05/02/2019 10:06 am CDT

What is a Branch?

Branch level is the lowest level or smallest division of data. Branches can be set up by company division or office locations for example. A branch might contain a smaller amount of data specific to your department or location.

For more information on Hierarchy see- [TempWorks Core - Hierarchy](#) .

Adding a New Branch

When your company expands, so does your data. At some point you may find yourself needing a new branch in the system to go with a new office location or change in divisions for your company. Your system administrator can add branches in TempWorks Core.

1. Navigate to Administration > branch
2. Select the + icon in the upper right

Main Info

Active	<input checked="" type="checkbox"/>	EINC	CompanyFullName
Web Public	<input checked="" type="checkbox"/>	Bank	Test Bank
Branch Name	Temp Branch	AP Bank	Test Bank
Branch Full Name	Temp Branch	Instant Bank	Test Bank
Branch Parent	CompanyName - Temp	Contractor Bank	Test Bank
Branch Letter		AuthCheck Bank	Test Bank
Branch Address	Branch Address	AR Bank	Test Bank
Invoicing Address		GLCode	
	<input type="button" value="Copy from Branch Address"/>	Business Code	
Branch State	MN	Burden Rate	0.0000
Tax State	MN	worker comp options	
Branch City		Default Worker Comp	Select A Worker C
Hier	Temp Branch	Calc Sales Tax by Gross Profit	<input type="checkbox"/>
Zip	55123	payroll options	
Country	United States of America	Instant Pay Limit	\$0.00
Phone		technical	
Fax	.	Branch Scanner IP Address	
Email		Branch Scanner Type	

3. Enter the following required information:

- Branch Name
- Branch Full Name
- Branch Parent
- Branch Address
- Branch State
- Zip Code
- Select the EINC associated with that branch
- Burden Rate
- Select the default Worker Comp (utilize XXXX worker comp code if you do not have a default code)

4. Select Save

5. Refresh your Hierarchy to see the new branch

Once a new branch is generated that branch is ready to have employees, customers, orders and assignment created for it.

Related Articles