

Divisions

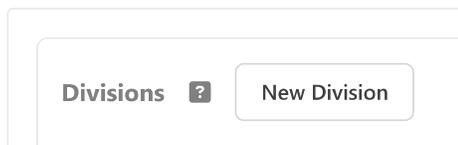
The **Divisions** feature in Manager allows you to independently manage different segments of your business. With divisions, you can examine income, expenses, assets, and liabilities for each distinct division separately.



Creating a New Division

To create a new division:

1. Navigate to the *Settings* tab.
2. Click on **Divisions**.
3. Click the **New Division** button.



Assigning Divisions to Transactions

Once you've created your divisions, you can assign them to individual transactions such as:

- Payments
- Receipts
- Sales Invoices
- And more

Divisions can be assigned to transactions categorized into **Profit & Loss** accounts or your custom **Balance Sheet** accounts.

Limitations on Assigning Divisions

It's important to note that you cannot assign divisions to sub-accounts on a transaction level. Sub-accounts include:

- Bank and Cash Accounts
- Customers
- Suppliers
- Fixed Assets
- Special Accounts
- etc.

For sub-accounts, you need to assign the division at the **account level** because the entire balance of a sub-account must be owned by a specific division. For example:

- A specific bank balance is owned by a specific division.
- You cannot divide a bank account across multiple divisions.

Therefore, companies might have separate bank accounts for each division.

Cross-Division Transactions

Manager supports the ability to make cross-division transactions and automatically tracks loan accounts between divisions. For example:

- If you make a payment from a bank account owned by **Division A** for an expense attributed to **Division B**, Manager will automatically create a loan account to track how much divisions owe each other.

Reporting by Division

Both the **Balance Sheet** and **Profit and Loss Statement** support the ability to show figures per division. You can:

- Generate reports to view financial data for each division individually.
- Create comparative reports to compare divisions to each other.

When to Use Divisions

Divisions are suitable when your business can be segmented into multiple parts. This is different from **Projects**, which typically have a start and end date. For more information, see [Projects](#).