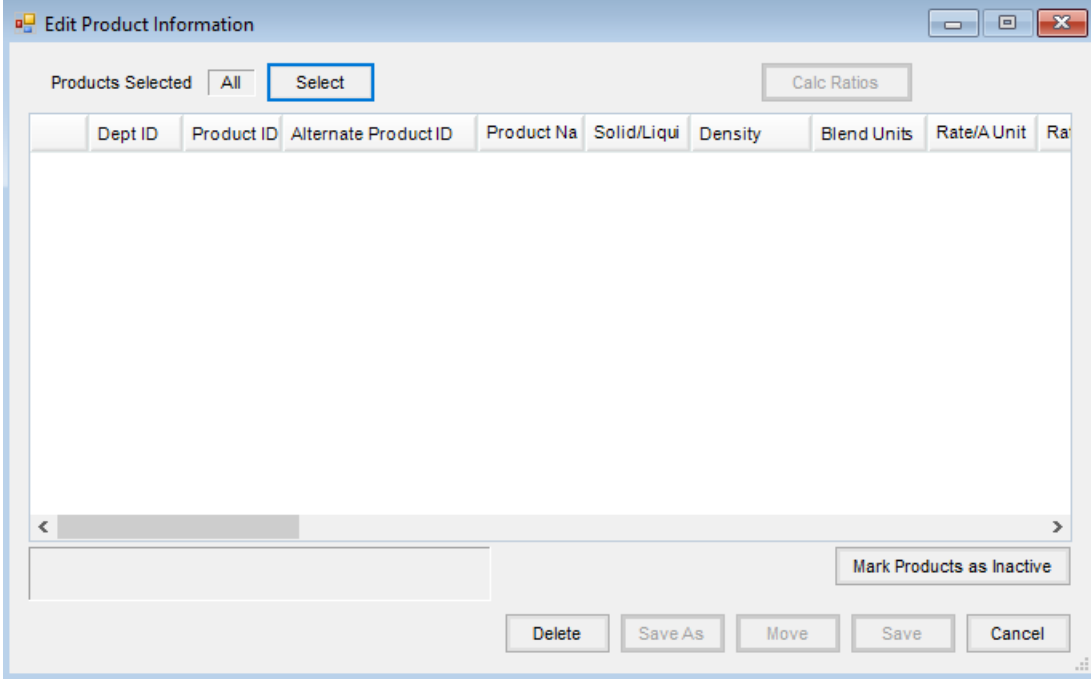


Moving Products between Departments

Last Modified on 10/26/2022 2:38 pm CDT

Products may be moved into different departments either by editing the product and selecting a different department or by using the Batch Edit Products utility found at *Hub / Utilities / Admin Utilities / Hub*.



The screenshot shows a software window titled "Edit Product Information". At the top, there are two buttons: "All" and "Select", with "Select" being highlighted. To the right of these is a button labeled "Calc Ratios". Below this is a table with the following headers: "Dept ID", "Product ID", "Alternate Product ID", "Product Na", "Solid/Liqui", "Density", "Blend Units", "Rate/A Unit", and "Ra". The table body is currently empty. At the bottom of the window, there is a "Mark Products as Inactive" button on the right, and a row of five buttons on the left: "Delete", "Save As", "Move", "Save", and "Cancel".

There are a couple of things to consider before moving products:

1. When moving products, be sure to check the posting accounts of the new department (*Accounting Setup / Inventory Departments / GL Posting*) to verify those are the accounts that you want the product to really posted into.
2. A manual journal entry will need to be made to move the value of the product to the asset account of the new department. A journal entry will also need to be made to move over the associated cost of goods as well as the sales for the product.