Moving Products between Departments

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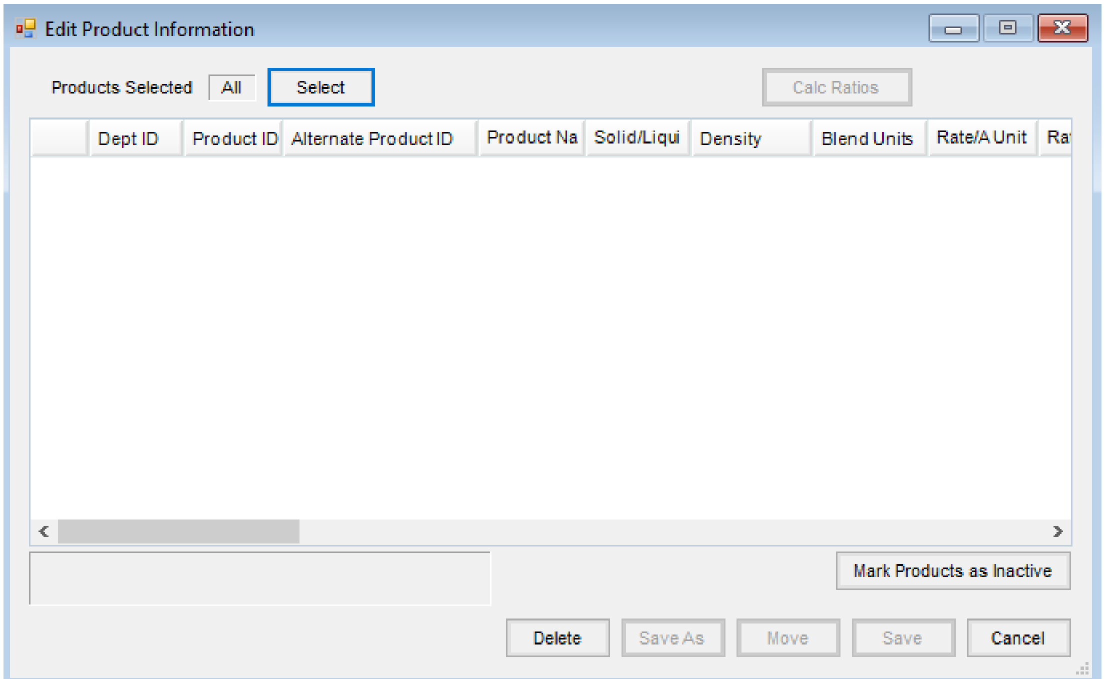
Products may be moved into different departments either by editing the product and selecting a different department or by using the Batch Edit Products utility found at *Hub / Utilities / Admin Utilities / Hub*.



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.