Changing IDs and/or Names

The *Product Name* and/or *Product ID* may be edited at any time. The changes filter through the database so the history follows the changes and maintains the integrity of the data.

A couple of things to note if changes are made:

1. When running reports across years (i.e. including additional datasets), if the *Product Names* and *Product IDs* do not match in both datasets, it may result in the product showing more than once on the report, once for the old name and ID and once for the new name and ID.

2. When running reports sorted by name, the product may show up more than once on a report, as it will show transactions under the old name and transactions under the new name. This also happens on reports if a *Product Name* is manually changed on a transaction.