

Using Department Categories in Agvance

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Department categories are used to link products that are in separate departments. Categories can also be used as a filtering tool on some reports.

Following is a list of most of the areas where categories are used in Agvance:

- *Product Selection* Screen
- Inter-Company Transfer
- Product Synchronization
- Replicate Prices
- Consolidated Inventory Report or any report with an *Across Locations* option, such as Inventory Book, Undelivered Booked Product, Sales/Purchase Summary, etc.
- Customer Quotes - company wide
- Purchase Orders - company wide
- Bookings - company wide
- Customer Price Lookup/ *Across Locations* option
- Product Lookup
- Replicate Products
- Batch Add Products/checked to add to all departments with matching category
- Tonnage Tax Report - Product Setup - **Save All Location Products** button

Before changing department categories, consideration may need to be given to these areas if they are currently being utilized within the program.