Profit Centers/Departments

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Profit centers/Departments describe the various areas or divisions of your operation that generate income. For example, corn, cattle, or custom work. Profit centers store the unit of measurement used in production. Profit center/Department detail is for analysis purposes, it does not affect tax information. When you look at the profit/loss of your operation for any given time span, profit centers/departments give you the power to pinpoint the status of each specific part of your operation.

A profit center/department is not assigned to an account, but instead the profit center/department can be assigned to each line of any transaction, using any account.

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Create a Profit Center/Department

1. On the **Setup** menu, point to **Profit/Production Centers** or **Departments/Locations**, and then click **Profit Center** or **Department**.
2. Click **New**.

> Note: If you would like to create a new item by copying an existing one, highlight the profit center/department to copy from and click **Copy**. If the copy option is used, all fields listed below will auto-filled with the information from the original profit center/department, but can be modified.

3. In the **Abbreviation** box, enter optional information that you can use to easily identify the profit center/department by.
4. In the **Name** box, enterrequired information that describes the profit center/department.
5. In the **Type** box, click and select the type of profit center/department.

6. If you are using account distributions and distributing by acre, the Distribution Factor box is used. Refer to the Account Distributions by Acre topic for more information on how the Distribution Factor field is used in that process.
7. In the Units of Measure 1 or Unit of Measure 2 box, click and select an optional unit of measure or type the unit of measure.

> Note: To create a new or edit an existing unit of measure, right-click in the Units of Measure box and select New or Edit.

8. To add notes to this profit center/department, click **Additional Notes**, enter the notes, and then click OK.

> Note: To add a time stamp to a note added or edited on the Additional Notes screen, click **Stamp**. If you are adding/editing a stamp in a database without security, the stamp will display "Edited on (current date and time)". If you are adding/editing a stamp in a database with security, the stamp will display "Edited by (username) on (current date and time)".

9. If you are using Profit Center Groups, select the **Assign Groups** tab. Profit center groups provide an easy way to combine similar profit centers for reporting and analysis. Under Available Profit Center Groups, select the profit center group this profit center is assigned to.

10. Click **Save** to save the profit center/department and return to the List tab, or click **Close** to save the profit center/department and close the profit center/department screen.

Edit/Change an Existing Profit Center/Department

All information on an existing profit center/department can be modified. All history and balances will stay with the profit center/department

1. On the **Setup** menu, point to **Proft/Production Centers** or **Departments/Locations**, and then click **Profit Center** or **Department**.
2. Select the profit center/department to be changed and click **Edit** (or simply double click on the appropriate profit center/department. Edit the details as needed.
3. Click **Save** to save the profit center/department and return to the List tab, or click **Close** to save the profit center/department and close the profit center/department screen.

> Note: To return to the List tab without saving the profit center/department, click **Cancel**.

Delete an Existing Profit Center/Department

The Delete button completely removes a profit center/department from the system. Note: You cannot delete a record that has any type of history or other records linked to it in the system. If you have a profit center/department that is no longer being used, but does have historical activity, please refer to the instructions below on how to change the status to inactive.

1. On the **Setup** menu, point to **Proft/Production Centers** or **Departments/Locations**, and then click **Profit Center** or **Department**.
2. Select the profit center/department to be deleted and click **Delete**.
3. At the **Are you sure you want the item delete?** message, click **Yes**.

Change the Status of an Existing Profit Center/Department

Profit centers/Departmentsthat are no longer being used, but have history, can be deactivated. On transaction screens, the list of profit centers/departments will only include active profit centers/departments. Filters can be created in reports, lists, etc. to only include active profit center/departments.

1. On the **Setup** menu, point to **Proft/Production Centers** or **Departments/Locations**, and then click **Profit Center** or **Department**.
2. Right-click on the appropriate profit center/department, and select **Activate** or **Deactivate**.

Combine Two Existing Profit Centers/Departments

The Combine button allows you to combine two existing profit centers/departments. For example, if the same profit center/department was inadvertently setup twice and both used on transactions. The Combine button allows you to combine all history and balances for the two profit centers/departments and removal of one of the profit centers/departments. Note: We recommend you take a backup prior to combining two items as there is not a way to "uncombine" two items.

1. On the **Setup** menu, point to **Proft/Production Centers** or **Departments/Locations**, and then click **Profit Center** or **Department**.
2. Select the profit center/deparment to be changed and click **Combine**. The profit center/deparment selected in this step is the item that will be removed after the two profit centerr/deparments are combined.
3. In the **Combine** screen, select the profit center/deparment it should be combined into and click **OK**.