Profit Center Groups

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Profit center groups provide an easy way to combine similar profit centers for reporting and analysis. At the same time, the profit center data maintains individual detail. For example, a profit center group such as Corn might be set up if your profit centers identify different varieties of corn. Each variety of corn can be grouped together under a profit center group Corn for subtotaling and analysis. A single profit center can be assigned to more than one group. Profit center groups are not part of the transaction detail that is recorded. Profit center groups are optional and can be added or deleted at any time.

Create a Profit Center Group

Assign or Remove a Profit Center to a Profit Center Group

Change a Profit Center Group

Combine Profit Center Groups

Delete a Profit Center Group

Create a Profit Center Group

1. On the **Setup** menu, point to **Profit/Production Centers**, and then click **Profit Center Groups**.
2. Click **New**. If the new group will be similar to an existing, select the similar group and click **Copy** instead of New. This will create a new group, using the same information found in the original group.
3. In the **Abbreviation** box, enter up to ten characters of optional information that you can easily identify the profit center group by (for example, C for Corn, HRM for Hog - Raised Market, or S for Soybeans).
4. In the **Name** box, enter up to 30 characters of required information that describes the profit center group (for example, Corn, Hog - Raised Barn, Soybeans, etc.).
5. In the **Type** box, click and select the type of profit center group or type the profit center group type. The choices are Crop, Livestock, or Other. Note: To set a profit center group type as the default, right-click and select Set As Default. To clear the default profit center group type, right-click and select Clear Default.
6. Under **Available Profit Centers**, select the profit centers that are assigned to this profit center group. The Available Profit Centers list will display only profit centers that have the same profit center type as the profit center group. To create a new profit center, right-click and select New Item and then follow the Understanding and Using Profit Centers topic.
7. To move one profit center from the Available Profit Centers list to the Selected Profit Centers list, select the profit center and click or drag-and-drop the profit center to the Selected Profit Centers List. To move more than one profit center from the Available Profit Centers list to the Selected Profit Centers list, select the profit centers and click or drag-and-drop the profit centers to the Selected Profit Centers list.
8. To identify notes specific to this group, select the **Additional Notes** button. Click **OK** after entering the notes. Additional Notes are optional.
9. Click **Save** to save the profit center group and return to the List tab, or click Close to save the profit center group and close the Profit Center Groups screen. Note: To return to the List tab without saving the profit center group, click Cancel. To close the Profit Center Groups screen without saving the profit center group, click in the upper-right corner.

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This documentation is for informational purposes only. For specific accounting guidance, please contact your accountant.

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Assign or Remove a Profit Center to/from a Profit Center Group

1. On the **Setup** menu, point to **Profit/Production Centers**, and then click **Profit Center Groups**.
2. Select the profit center group you want to assign a profit center to, and then click **Edit**.
3. The Profit Center Group Detail General tab appears. Under **Available Profit Centers**, select the profit center you want to assign to this profit center group and move it to the **Selected Profit Centers** area. To move one profit center from the Available Profit Centers list to the Selected Profit Centers list, select the profit center and click or drag-and-drop the profit center to the Selected Profit Center list. To move more than one profit center from the Available Profit Centers list to the Selected Profit Centers list, select the profit centers and click or drag-and-drop the profit center to the Selected Profit Center list. Note: To create a new profit center, right-click and select New Item and then follow the Create a Profit Center procedure. To change an existing profit center, right-click and select Edit Item and then follow the Change a Profit Center procedure.
4. Click **Save** to save the profit center group and return to the List tab, or click Close to save the profit center group and close the Profit Center Groups screen.

Change a Profit Center Group

1. On the **Setup** menu, point to **Profit/Production Centers**, and then click **Profit Center Groups**.
2. Select the profit center group you want to change, and then click **Edit**. Note: If you change the information in the Name box, past profit center group information is automatically linked to the new name. For example, if you change profit center group Hogs to Hogs - Raised Market, your reports will no longer show profit center group Hogs and any existing information for profit center group Hogs is now part of profit center group Hogs - Raised Market.
3. The **Profit Center Group Detail General** tab appears. Edit or view the profit center group detail.
4. Click **Save** to save the profit center group and return to the List tab, or click Close to save the profit center group and close the Profit Center Groups screen.

Combine Profit Center Groups

The combine button allows information from one master file record to be merged together with another master file record. The original master file record will no longer appear on the List tab. All information will be available in the master file record the original was merged with.

You can combine only one record with one other record at one time. The record in the Combine Information From box will be combined into the record you select from the list under With and will be removed from the database.

1. On the **Setup** menu, point to **Profit/Production Centers**, and then click **Profit Center Groups**.
2. Select the profit center group you want to combine.
3. Click **Combine**.
4. On the Combine screen, select the profit center group you want to combine your selection with.
5. Click **OK**.
6. At the "**Are you sure you want to combine (the profit center group you selected in Step 2) into (the profit center group you selected in Step 4)?**" message, click **Yes**.

Delete a Profit Center Group

1. On the **Setup** menu, point to **Profit/Production Centers**, and then click **Profit Center Groups**.
2. Select the profit center group(s) you want to delete, and then click **Delete**. Note: You cannot delete a record that is linked to other records in the system.
3. At the "**Are you sure you want the item deleted?**" message, click **Yes**.