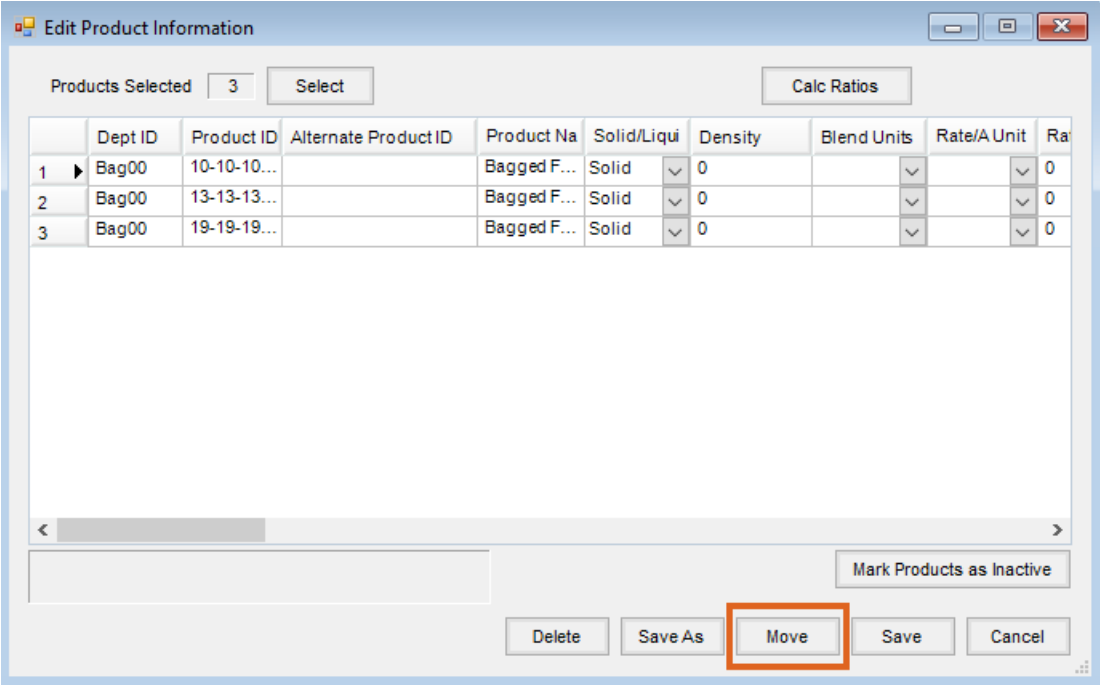# Moving Products between Departments

Last Modified on 09/03/2024 2:23 pm CDT

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 into which the Product should be posted.

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.