Production Centers/Locations

Document #:	3114	Product:	CenterPoint®Accounting

Locations describe physical locations that generate income. For example, you may have a profit center for Hardware Stores and the locations would be the physical location of each hardware store you own. Locations are optional in CenterPoint. Your management needs define the use of locations and can be added into your data at any time. They allow profit and cost comparison.

Location Groups provide an easy way to combine similar locations for reporting and analysis. At the same time, the location data maintains individual detail. Each location can be grouped together under alocation group for subtotaling and analysis.

Create a New Production Center/Location

Edit/Change an Existing Production Center/Location

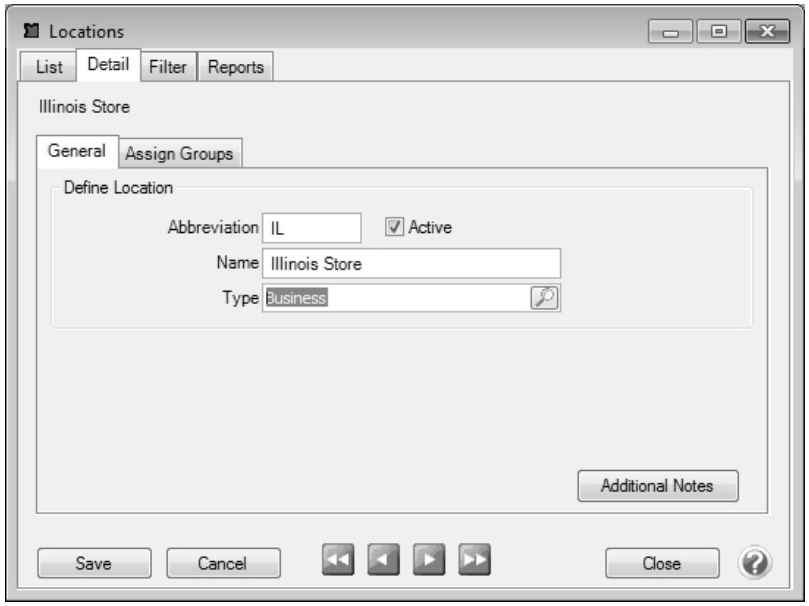
Delete an Existing Production Center/Location

Change the Status (Hide) an Existing Production Center/Location

Combine Two Production Center/Location

Create a New Production Center/Location:

1. Select **Setup > Profit/Production Centers/Locations > Production Centers/Locations**.
2. Click **New**. If there is an existing Production Center/Location that is similar to the one to be created, select it and click **Copy** instead of clicking New.



3. In the **Name** field, assign a name to identify this Production Center/Location.
4. Select the appropriate **Type**.

5. In the lower right, select the Additional Notes button to enter a note for internal use. This field is optional.

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)".

6. If you are also using Production Center/Location Groups, select the **Assign Groups** tab to assign this Production Center/Location to a group.
7. Click **Save** to save the Production Center/Location and return to the List tab, or click **Close** to save the production center/location and close the Production Center/Location screen.

Note: To return to the List tab without saving, click **Cancel**.

Edit/Change an Existing Production Center/Location

All information on an existing Production Centers/Locations can be modified. All history and balances will stay with the production center.

1. Select **Setup > Profit/ Production Centers/Locations > Production Center/Location**.
2. Select the Production Center/Location to be changed and click **Edit** (or simply double click on the appropriate Production Center/Location). Edit the details as needed.
3. Click **Save** to save the Production Center/Location and return to the List tab, or click **Close** to save the production center and close the Production Center/Location screen.

Delete an Existing Production Center/Location

The delete button completely removes a Production Center/Location 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 Production Center/Location 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. Select **Setup > Profit/ Production Center/Location > Production Centers/Locations**.
2. Select the Production Center/Location to be removed and click **Delete**.
3. At the **Are you sure you want the item delete?** message, click **Yes**.

Change the Status of an Existing Production Center/Location

Production Centers/Locations that are no longer being used, but have history, can be deactivated. On transaction screens, the list of Production Centers/Locations will only include active names. Filters can be created in reports, lists, etc. to only include active Production Centers/Locations. Production Centers/Locations can be active for some companies and not for others.

1. Select **Setup > Profit/ Production Centers/Locations > Production Centers/Locations**.
2. Right-click on the appropriate Production Center/Location, and select **Activate/Deactivate**. Select the companies the Production Center/Location is inactive in, and then click **OK**.

Combine Two Existing Production Center/Location

The combine button allows you to combine two existing Production Centers/Locations. For example, if the same Production Center/Location was inadvertently setup twice and both used on transactions. The combine button allows you to combine all history and balances for the two Production Centers/Locations and remove one of the Production Center/Location. **Note**: We recommend you take a backup prior to combining two items as there is not a way to "uncombine" two items.

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

1. Select **Setup > Profit/ Production Centers/Locations > Production Centera/Locationa**.
2. Select the Production Center/Location to be combined with another and click **Combine**. The Production Center/Location selected in this step is the item that will be removed after the two Production Centesr/Locations are combined.
3. In the **Combine** screen, select the Production Center/Location it should be combined into and click **OK**.
4. At the "**Are you sure you want to combine (the location/production center you selected in Step 2) into (the** location/production center **you selected in Step 3)?"** message, click **Yes**. Note: The Production Center/Location group you selected in Step 2 will be removed and will no longer appear on the List tab. The combined information will be stored in the location group you selected in Step 3.

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