

Converting Classes to Departments

Classes and departments are categories you create to track and classify your transactions. When you generate a transaction, departments are always listed first. If you are using classes to represent departments, you can convert them to departments and then create new classes to further detail and categorize your business.

For example, you currently have a class for your sales department, but you want to create classes for inside sales and outside sales. If you convert your sales department class to a department, you can create new classes that categorize the different areas of the sales department.

Warning: The conversion process overrides existing departments, deletes all class information, and is **irreversible**.

To convert classes to departments:

1. Go to Setup > Company > Classifications > Convert Classes to Departments.
2. To convert your classes to departments, click **Save**.
3. To view your new departments, go to Setup > Company > Classifications > Departments.

[Related Topics](#)