Modifying and Deleting Departments

At any time you can edit an existing department. Any change you make overwrites historical transactions. For example, if you change the name of the department NorthEast to North East, all historical transactions for that department appear as North East.

You can delete a department only **if** there are no dependent transactions. If there are any historical transactions, you cannot delete the department.

To modify a department record:

1. Go to Setup > Company > Classifications > Departments.
2. Click **Edit** to the left of the department you want to modify.
3. On the Department page, modify the department as needed.
4. Click **Save**.

To delete a department record:

1. Go to Setup > Company > Classifications > Departments.
2. Click **Edit** to the left of the department you want to delete.
3. On the Department page, in the **Actions** menu, click **Delete**.
4. Click **OK** to confirm the deletion.

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