

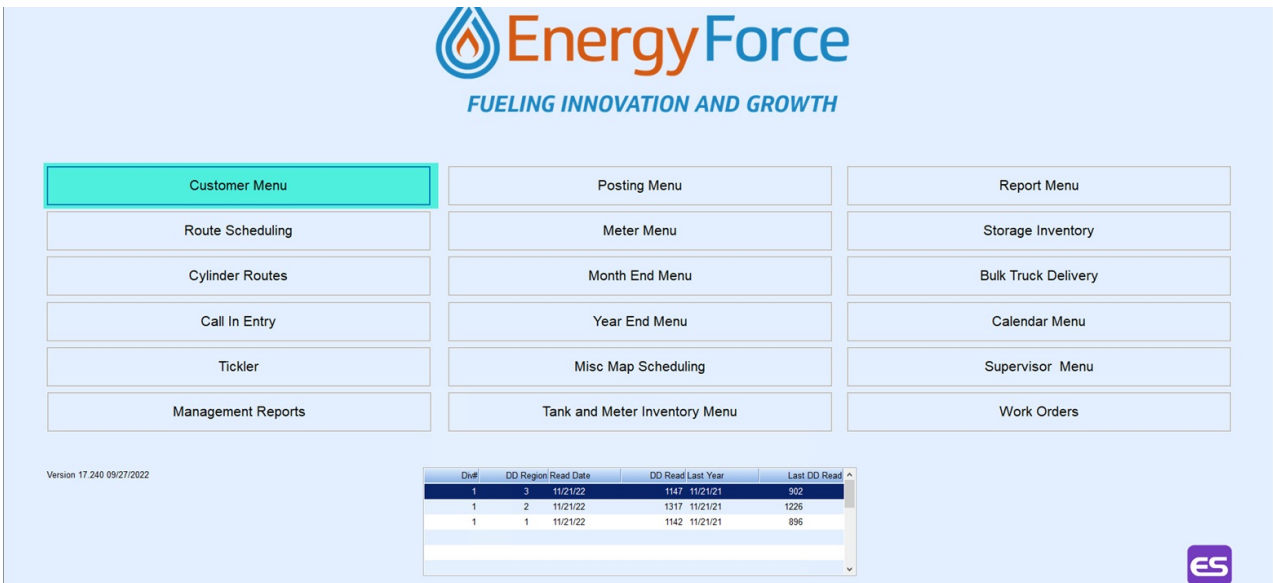
Changing a Customer's Division

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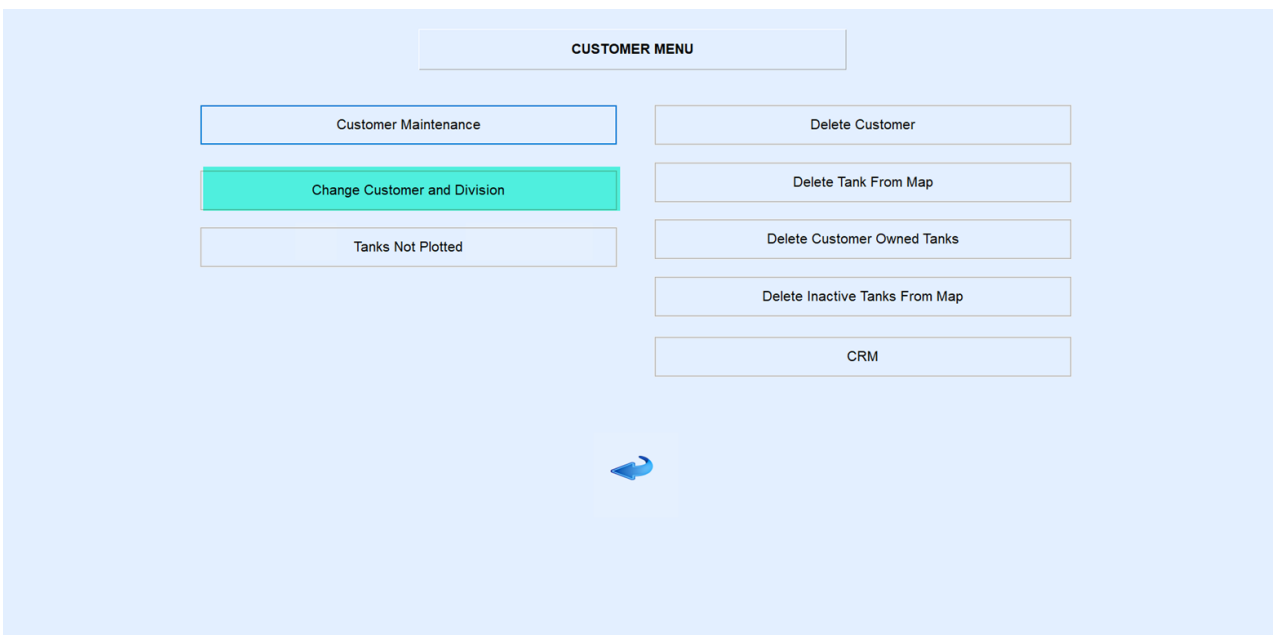
Optionally change a selected customer's division which is the unique identifier for a location responsible for inventory, customers, and finances.

A customer's division would need to be changed if the customer was entered into the wrong division by a Customer Service Representative and needs to be corrected. The division would also need to be changed if the customer has physically moved and resides in another division associated with the company. All the customer's information and history will be moved under the new division.

From Energy Force main menu, select **Customer Menu**



Select **Change Customer and Division**



Enter in the *Current Customer Division*, *Current Customer Number*, *Current Bull to Number*, the *new Division number*, and the *Customer Number*.

Note: The Customer Number can be the same customer number as before.

Type the **Tab** key once.

Select **Process**.