Edit booking areas

You can access this menu item via **Edit article/booking areas.** Here you specify which product groups belong in which posting areas. This makes the accounting department's work much easier, as the totals of the sales from the various posting areas are listed on the daily closing.

1. Enter under **Short** enter a maximum four-digit short code.

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2. Under **Name** enter the name of the booking area.
3. Determine the associated product groups, either by typing the short codes or by selecting the respective product groups using the list button.