

How to Update Work Center General Product Posting Group in Business Central

Learn how to navigate your work center list to verify and modify posting groups for accurate financial reporting. This guide simplifies the process of locating specific vendor data and ensuring your item assignments are correctly categorized.

1 Search up Work Centers and Click the link "Work Centers"

The screenshot shows the Microsoft Dynamics 365 Business Central interface for MANZANA PRODUCTS CO., INC. The search bar at the top contains the text "work center". A dropdown menu is open, displaying search results. The "Work Centers" link is highlighted with an orange circle. Below the search bar, there are sections for "Go to Pages and Tasks" and "Go to Reports and Analysis". The "Go to Pages and Tasks" section includes "Work Centers" (Lists), "Work Center Groups" (Administration), and "Work Center Task List" (Lists). The "Go to Reports and Analysis" section includes "Work Center List" (Reports and Analysis), "Work Center Load" (Reports and Analysis), and "Work Center Statistics" (Reports and Analysis). At the bottom of the page, there are financial summary cards for "Sales This Month" (\$17,244), "Overdue Sales Invoice Amount" (\$7,297,128), and "Overdue Amount" (\$6,378,964).

2 In this example Click the "LIEB" Work Center

Calculate Work Center Calendar | Calendar | Absence | Task List

No. 1	Name	Last Date Modified	Work Center Group Code	Unit of Measure Code	Capacity	Shop Calendar Code
CAB	FILLING FEE - CAB	10/24/2025	CAB	MINUTES	1	NORMAL
CUP LABOR - 1	CUP LINE 1 LABOR	11/21/2025	CUP	MINUTES	1	CUPS4
CUP LINE 1	CUP LINE 1 - OUTPUT	2/27/2026	CUP	MINUTES	1	CUPS3
FSJ	FRUIT SMART JUICE	5/19/2025	FSJ	MINUTES	1	NORMAL
HRJ	HOOD RIVER JUICE	5/19/2025	HRJ	MINUTES	1	NORMAL
IFCP	FILLING FEE - INITIATIVE FOODS	2/2/2026	IFCP	MINUTES	1	NORMAL
JAR LABOR - 1	JAR LINE 1 LABOR	11/21/2025	JAR	MINUTES	1	JAR2
JAR LINE 1	JAR LINE 1 - OUTPUT	1/2/2026	JAR	MINUTES	1	JAR2
LIEB	FILLING FEE - LIEB FOODS	10/24/2025	LIEB	MINUTES	1	NORMAL
OH	OVERHEAD	8/6/2025	Z-OVERHEAD	MINUTES	1	NORMAL
OUTPUT	OUTPUT	5/19/2025	LABOR	MINUTES	1	NORMAL
POUCH - LABOR	POUCH DIRECT LABOR	11/21/2025	POUCH	MINUTES	1	POUCH 3
POUCH LINE 1	POUCH LINE 1 - OUTPUT	1/2/2026	POUCH	MINUTES	1	POUCH 3
POWER	POWER	8/6/2025	Z-OVERHEAD	MINUTES	1	NORMAL
PRESS - LABOR	PRESS DIRECT LABOR	11/21/2025	PRESS	MINUTES	1	PRESS
PRESS LINE 1	PRESS LINE 1 - OUTPUT	1/2/2026	PRESS	MINUTES	1	PRESS
RELABEL LABOR-JUICE	RELABEL LABOR-JUICE-NO COGS LABOR	5/19/2025	NP-LABOR	MINUTES	1	NORMAL
RELABEL LABOR-SAUCE	RELABEL LABOR-SAUCE-NO COGS LABOR	5/19/2025	NP-LABOR	MINUTES	1	NORMAL
RELABEL LABOR-VIN.	RELABEL LABOR-VINEGAR	5/19/2025	NP-LABOR	MINUTES	1	NORMAL
REWORK LABOR-JUICE	REWORK LABOR-JUICE-NO COGS LABOR	5/19/2025	NP-LABOR	MINUTES	1	NORMAL
REWORK LABOR-SAUCE	REWORK LABOR-SAUCE-NO COGS LABOR	5/19/2025	NP-LABOR	MINUTES	1	NORMAL

3 In this example the Gen Prod Posting Group is "FILLINGFEE"

Alternate Work Center: [] Detailed Planning Scheme Code: []

Output Work Center: [] Search Name: FILLING FEE - LIEB FOODS

Mobile Print Code: [] Blocked: Last Date Modified: 10/24/2025

Detailed Planning:

Unit Cost Calculation: Units Department Code: []

Specific Unit Cost: Subcontractor No.: V001210

Costing Group: [] Pushing Method: Manual

Prod line Code: [] Gen. Prod. Posting Group: FILLINGFEE

Efficiency: 100 Queue Time: 0

Consolidated Calendar: Queue Time Unit of Meas. Code: []

Shop Calendar Code: NORMAL

To-Production Bin Code: []

Choose a value for Gen. Prod. Posting Group

4 For more options Click the drop down menu

The screenshot shows a configuration page with several sections:

- Top Section:** Includes fields for 'Alternate Work Center', 'Output Work Center', 'Mobile Print Code', 'Detailed Planning', 'Detailed Planning Scheme Code', 'Search Name' (set to 'FILLING FEE - LIEB FOODS'), 'Blocked' (toggle), and 'Last Date Modified' (10/24/2025).
- Costing Section:** Includes 'Unit Cost Calculation' (Units), 'Specific Unit Cost' (toggle), 'Costing Group', 'Prod line Code', 'Department Code', 'Subcontractor No.' (V001210), 'Flushing Method' (Manual), and 'Gen. Prod. Posting Group' (FILLINGFEE).
- Efficiency Section:** Includes 'Efficiency' (100), 'Consolidated Calendar' (toggle), and 'Shop Calendar Code' (NORMAL).
- Bottom Section:** Includes 'To-Production Bin Code'.

The 'Gen. Prod. Posting Group' dropdown menu is open, showing a list of codes and descriptions:

Code	Description
FILLINGFEE	FILLING FEES
FILTERIN	VINEGAR FILTERING AGENTS
FRIGHTCHARG	FREIGHT CHARGES PURCHASE
FRIGHTSALE	FREIGHT CHARGES SALES

The 'FILLINGFEE' option is highlighted in blue. Below the list are '+ New' and 'Show details Select from full list' options.

5 Go to Purchase order main screen.

Reviewing where in the purchase lines the Gen Product Posting Group is populating, in this example Click the link to "LIEB FOODS, LLC"

The screenshot shows the 'Purchase Orders' main screen for 'MANZANA PRODUCTS CO., INC.'. The interface includes navigation tabs for Vendors, Item Charges, Purchase Orders, Purchase Invoices, Purchase Return Orders, Posted Purchase Credit Memos, and Posted Purchase Receipts. The 'Purchase Orders' tab is active, showing a list of orders with columns for No., Buy-from Vendor No., Buy-from Vendor Name, Vendor Authorization No., Location Code, Assigned User ID, Document Date, Status, Amount, and Amount in.

No.	Buy-from Vendor No.	Buy-from Vendor Name	Vendor Authorization No.	Location Code	Assigned User ID	Document Date	Status	Amount	Amount in
PO0036839	V000798	ZUCKERMAN HONICKMAN, INC.		LIEBCP		11/13/2025	Open	10,535.97	
PO0036840	V000798	ZUCKERMAN HONICKMAN, INC.		LIEBCP		11/13/2025	Open	10,540.46	
PO0036842	V000798	ZUCKERMAN HONICKMAN, INC.		LIEBCP		11/13/2025	Open	10,535.97	
PO0037233	V001487	NORTHWEST PAPER BOX		LIEBCP		2/10/2026	Released	12,231.46	
PO1000256	V000798	ZUCKERMAN HONICKMAN, INC.		LIEBCP		2/16/2026	Released	11,424.37	
PO1000257	V000798	ZUCKERMAN HONICKMAN, INC.		LIEBCP		11/13/2025	Open	11,424.37	
PO1000258	V000530	ADVANTAGE COLORGRAPHICS		LIEBCP		2/10/2026	Released	7,447.00	
PO1000259	V001763	CASCADE FRESH JUICE LLC		LIEBCP		2/18/2026	Released	14,193.00	
PO1000260	V001763	CASCADE FRESH JUICE LLC		LIEBCP		2/18/2026	Released	14,193.00	
PO1000261	V001763	CASCADE FRESH JUICE LLC		LIEBCP		2/18/2026	Released	14,977.35	
PO1000262	V001763	CASCADE FRESH JUICE LLC		LIEBCP		2/18/2026	Released	15,004.74	
PO1000263	V001763	CASCADE FRESH JUICE LLC		LIEBCP		2/18/2026	Released	15,296.07	
PO1000264	V001763	CASCADE FRESH JUICE LLC		LIEBCP		2/19/2026	Released	11,116.80	
PO1000265	V001763	CASCADE FRESH JUICE LLC		LIEBCP		2/19/2026	Released	11,674.57	
PO1000266	V001763	CASCADE FRESH JUICE LLC		LIEBCP		2/19/2026	Released	11,657.20	
PO1000267	V001763	CASCADE FRESH JUICE LLC		LIEBCP		2/19/2026	Released	11,661.06	
PO1000268	V001763	CASCADE FRESH JUICE LLC		LIEBCP		2/19/2026	Released	11,657.20	
PO1000456	V000256	EXCEL FRUIT BROKERAGE INC		GREEN		2/17/2026	Released	16,350.00	
PO1000556	V000256	EXCEL FRUIT BROKERAGE INC		GREEN		2/24/2026	Released	13,650.00	
PO1000673	V001210	LIEB FOODS, LLC		LIEBCP		2/24/2026	Released	20,400.80	

The row for PO1000673 is highlighted in blue. An orange box highlights the vendor information for this row: V001210 LIEB FOODS, LLC.

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In the purchase order on the Purchase line observe that the Gen Prod Posting Group "FILLINGFEE" is maintained

Vendor Shipment No. MR2000236

Document Date 2/24/2026

Invoice Received Date

Posting Date 2/24/2026

Due Date 2/24/2026

Vendor Invoice No. *

Your Reference

Purchaser Code ACH

No. of Archived Versions 1

Order Date 2/24/2026

Quote No.

Vendor Order No.

Vendor Authorization No.

Alternate Vendor Address Code

Receive from Address Code

Responsibility Center

Assigned User ID

Status Released

Linked with E-Document

Appt. Time

Item	Location Code	Quantity	Catch Weight Qty.	Direct Unit Cost (Pricing Unit)	Unit of Measure Code	Catch Weight UoM Code	Gen. Prod. Posting Group	W Qty. per Base UoM	Pricing Unit of Measure Code	Qty. per Pricing Unit of Measure	Line Amount Excl. Tax	Qty. to Receive	EDI Is War... Rec... SPS	SPS Stat.
G FEE - LIEB FOODS	LIEBCP	7,286	0	0.00	CASE		FILLINGFEE	0		0	20,400.80		<input type="checkbox"/>	

3:21 PM 3/26/2026