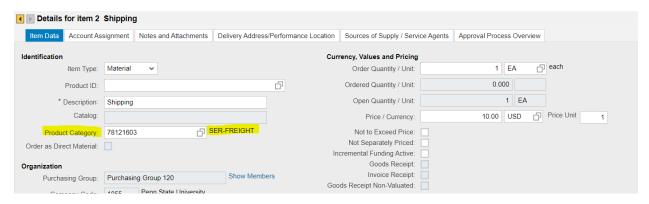
## **Product Category (Purchasing) vs GL Account (Finance)**

When entering shopping carts either Free Text or by catalog, please be sure to verify the correct Product Category and GL Account are being used. Specifically, for Freight/Shipping, the GL Account should be the same as the items being ordered but the Product Category should be for Freight/Shipping.

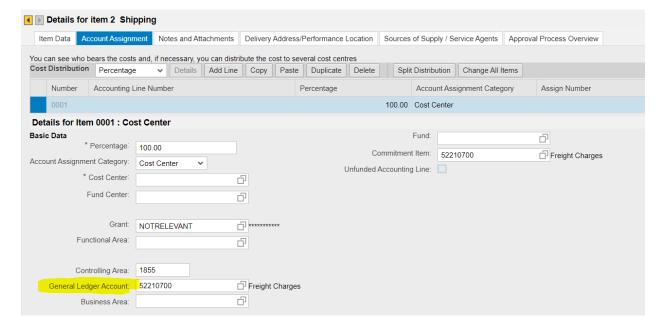
Product Category can be found on the Item Data Tab (see screenshot):

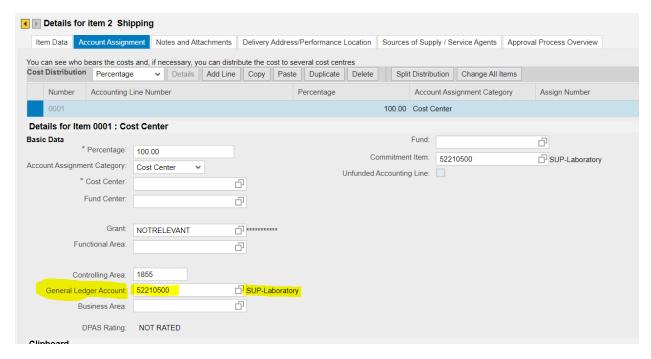


GL (General Ledger) Account can be found on the Account Assignment Tab, it auto-populates to a Freight charges GL Account but needs to be updated to the same GL as the items being ordered – in this scenario it is lab supplies:

Screenshot 1 – shows what is auto-populated

Screenshot 2 – shows updated GL Account (same as what items are being ordered)





<sup>\*\*</sup>NOTE: to update the GL Account, type in the new number or search then hit the ENTER key on your keyboard. It should update the GL Name from Freight Charges to SUP-Laboratory.