

## 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):

The screenshot shows the 'Details for item 2 Shipping' form with the 'Item Data' tab selected. The 'Identification' section includes fields for Item Type (Material), Product ID, Description (Shipping), and Catalog. The 'Product Category' field is highlighted in yellow and contains '78121603' with a sub-label 'SER-FREIGHT'. The 'Currency, Values and Pricing' section shows Order Quantity / Unit (1 EA), Ordered Quantity / Unit (0.000), Open Quantity / Unit (1 EA), and Price / Currency (10.00 USD). The 'Organization' section shows the Purchasing Group as 'Purchasing Group 120' and the organization as 'Penn State University'.

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)

The screenshot shows the 'Details for item 2 Shipping' form with the 'Account Assignment' tab selected. A table shows the cost distribution for cost center 0001, with 100.00% assigned to 'Cost Center'. Below the table, the 'Details for Item 0001 : Cost Center' section includes fields for Basic Data (Percentage: 100.00), Account Assignment Category (Cost Center), Fund (52210700), Commitment Item (52210700), Grant (NOTRELEVANT), Controlling Area (1855), and General Ledger Account (52210700), which is highlighted in yellow. The 'Business Area' field is also present.

**Details for item 2 Shipping**

Item Data | **Account Assignment** | Notes and Attachments | Delivery Address/Performance Location | Sources of Supply / Service Agents | Approval Process Overview

You can see who bears the costs and, if necessary, you can distribute the cost to several cost centres

Cost Distribution | Percentage | Details | Add Line | Copy | Paste | Duplicate | Delete | Split Distribution | Change All Items

Number	Accounting Line Number	Percentage	Account Assignment Category	Assign Number
0001		100.00	Cost Center	

**Details for Item 0001 : Cost Center**

**Basic Data**

\* Percentage: 100.00

Account Assignment Category: Cost Center

\* Cost Center: [ ]

Fund Center: [ ]

Fund: [ ]

Commitment Item: 52210500 [ ] SUP-Laboratory

Unfunded Accounting Line:

Grant: NOTRELEVANT [ ] \*\*\*\*\*

Functional Area: [ ]

Controlling Area: 1855

General Ledger Account: 52210500 [ ] SUP-Laboratory

Business Area: [ ]

DPAS Rating: NOT RATED

Clipboard

**\*\*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.