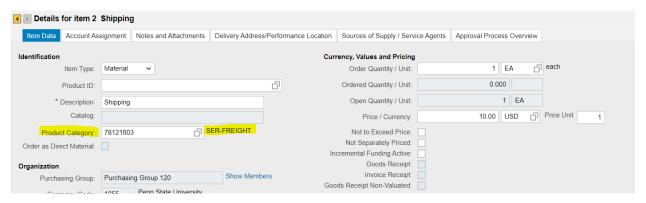# Product Category (Purchasing) vs GL Account (Finance)

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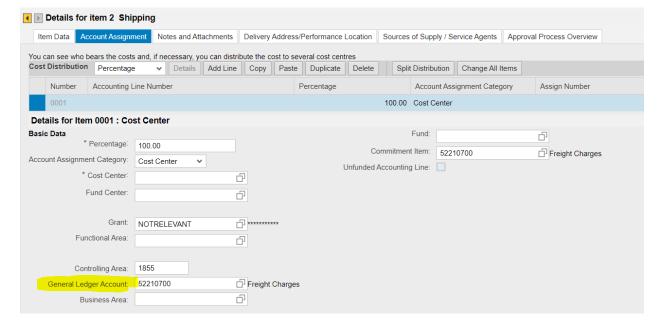
Product Category can be found on the Item Data Tab (see screenshot):

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)

**NOTE: to update the GL Account, type in the new number or search then click onto another tab (Notes and Attachments for example) then back on Account Assignment. It should update the GL Name from Freight Charges to SUP-Laboratory.