

## 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 'Item Data' tab for 'Details for item 2 Shipping'. The 'Identification' section includes: Item Type: Material; Product ID: [empty]; Description: Shipping; Catalog: [empty]; Product Category: 78121603 (highlighted in yellow) with SER-FREIGHT; Order as Direct Material: [unchecked]. The 'Currency, Values and Pricing' section includes: Order Quantity / Unit: 1 EA; Ordered Quantity / Unit: 0.000; Open Quantity / Unit: 1 EA; Price / Currency: 10.00 USD; Price Unit: 1. Other options like 'Not to Exceed Price' and 'Goods Receipt' are present but not checked.

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 'Account Assignment' tab for 'Details for item 2 Shipping'. It displays a table with one row: Number 0001, Accounting Line Number, Percentage 100.00, Account Assignment Category Cost Center, and Assign Number. Below the table, the 'Details for Item 0001 : Cost Center' section includes: Basic Data: Percentage: 100.00; Fund: [empty]; Account Assignment Category: Cost Center; Commitment Item: 52210700 (highlighted in yellow) with Freight Charges; \* Cost Center: [empty]; Fund Center: [empty]; Grant: NOTRELEVANT; Functional Area: [empty]; Controlling Area: 1855; General Ledger Account: 52210700 (highlighted in yellow) with Freight Charges; Business Area: [empty].

**\*\*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.

**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 Fund:

Account Assignment Category: Cost Center Commitment Item: 52210500 SUP-Laboratory

\* Cost Center:  Unfunded Accounting Line:

Fund Center:

Grant: NOTRELEVANT \*\*\*\*\*

Functional Area:

Controlling Area: 1855

General Ledger Account: 52210500 SUP-Laboratory

Business Area:

DPAS Rating: NOT RATED

Clipboard