A General Ledger Account Assignment is defaulted based on a product category. This can be changed so that charges will post to another G/L Account based on business need. Use this procedure to change the GL Assignment in a Shopping Cart.

Shopping Cart Interface

From the Items in Shopping Cart Area, click the magnifying glass

Click the arrow to open Cost Assignment

Item Details: CLIP,BINDER,MED 12/BX

- Basic Data
- Cost Assignment
- Documents and Attachments
- Ship-To Address/Performance Location
- Sources of Supply / Service Agents
Quick Reference Card

Change General Ledger Account Assignment

Highlight the G/L Account and press delete

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

Enter the G/L Account you wish to use for the line item in the G/L Account box.

Repeat the process for each Line Item G/L Account you wish to change. Each line must be done separately.