Columbia University Finance Training

Job Aid: Procurement Category Codes and Natural Accounts

Category Codes are used in ARC and in the CU Marketplace to identify the good or service you are procuring. When you enter a requisition in ARC, you must manually enter the Category Code associated with the good or service you are purchasing. In the CU Marketplace, you can shop for items from enabled suppliers and when you add items to your Cart, the Category Code is automatically populated, but can be edited if needed.

Category Codes are associated with Natural Accounts to describe and classify the type of expense in our General Ledger. There may be multiple Natural Accounts associated with a Category Code but a default Natural Account is automatically populated on requisitions. However, the default can be updated to a different associated Natural Account.

Finally, the type of good or service you are purchasing governs the procurement options you have available.

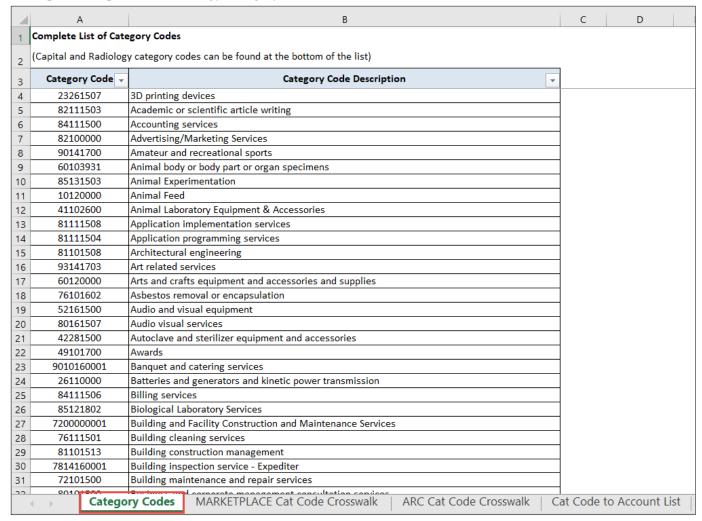
The Procurement Category Code List Spreadsheet

The spreadsheet linked below may be used as reference to lookup all Category Codes and Descriptions, view previous, updated and new Category Codes on the Category Code Crosswalk, and Category Code to Natural Account mapping.

Procurement Category Codes List.xlsx

Category Codes Worksheet

The Category Codes tab provides a complete list of all available Category Codes and the associated Category Code Descriptions. Capital and Radiology Category Codes can be found at the bottom of the list.



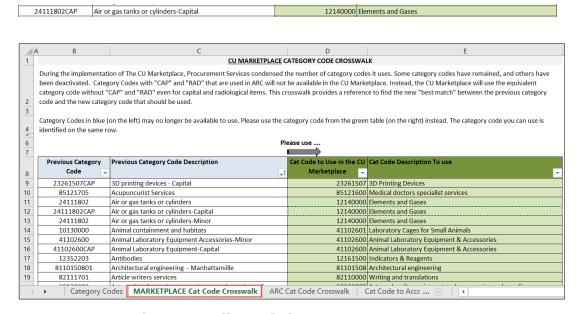
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CU Marketplace Category Code Crosswalk Worksheet

Procurement Services has condensed the number of Category Codes it uses. Some Category Codes have remained, and others have been deactivated. Category Codes with "CAP" and "RAD" that are used in ARC will not be available in the CU Marketplace. Instead, the CU Marketplace will use the equivalent category code without "CAP" and "RAD" even for capital and radiological items. The CU Marketplace Category Code Crosswalk provides a reference to find the new "best match" between the previous category code and the new category code that should be used.

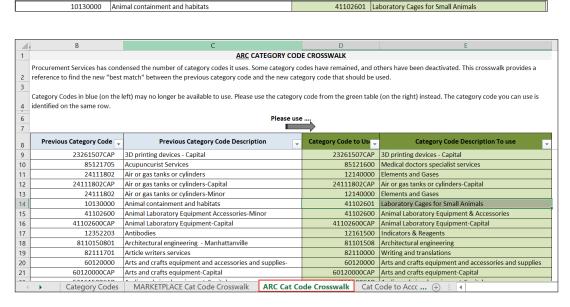
For Example: Category Code 24111802CAP (Air or gas tanks or cylinders-Capital) is no longer available in the CU Marketplace. Instead, 12140000 (Elements and Gases) should be used.



ARC Category Code Crosswalk Worksheet

Procurement Services has condensed the number of Category Codes it uses in ARC. Some Category Codes have remained, and others have been deactivated. The **ARC Category Code Crosswalk** provides a reference to find the new "best match" between the previous category code and the new category code that should be used.

For Example: Category Code 10130000 (Animal containment and habitats) is no longer. Instead, 41102601 (Laboratory Cages for Small Animals) should be used.

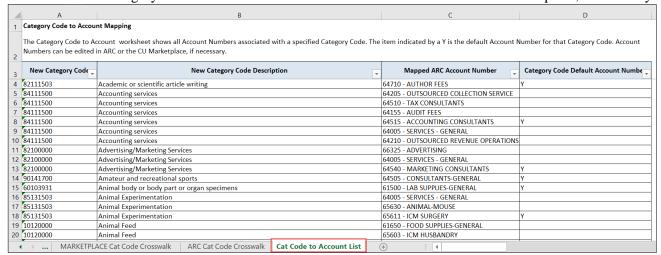


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Job Aid: Procurement Category Codes and Natural Accounts

Category Code to Account List Worksheet

The Category Code to Account List tab provides the mapping of Category Codes to Natural Accounts The shows all Account Numbers associated with a specified Category Code. The item indicated by a Y is the default Account Number for that Category Code. Account Numbers can be edited in ARC or the CU Marketplace, if necessary.



Getting Help

Please contact the Finance Service Center

http://finance.columbia.edu/content/finance-service-center

You can log an incident or request a service via Service Now https://columbia.service-now.com