

# Columbia University Finance Training

## Job Aid: Concur Expense Type to ARC Natural Account Mapping

Columbia University uses the Natural Account field in the ARC ChartString structure to describe and classify the type of expense in our General Ledger. Natural Accounts do not need to be entered in Concur as they are derived from the selection of an Expense Type when submitting Requests or Expense Reports. On a nightly basis, fully approved Advance Requests and Expense Reports will automatically generate an ARC voucher with the Expense Type mapped to the Natural Account within the ARC ChartString.

### Request and Report Types

When you create Requests or Expense Reports, you must select a **Type of Request** or **Type of Report**. These determine the **Expense Types** that are available for you to add to your Request or Report.

#### Types of Requests

In the **Request Header** of the Request, the selection for the **Type of Request** is a required field.

The screenshot shows the 'Request' form with the 'Type of Request' dropdown menu open. The menu options are: '\*CU Travel Cash Advance', '\*CU Non-Travel Expense/Advance', '\*CU Pre-Trip Request', and '\*CU Pre-Trip Request w/ Advance'. The form includes fields for School, Division, Sub-Division, Admin Department, Business Travel Start Date, Business Travel End Date, Trip Purpose, Final Destination City, Travel Type, Trip Type, Will this trip include personal travel?, Personal Travel Date, Comment, GL BU, Department, PC Business Unit, Project, Activity, Initiative, Segment, and Site.

After completing the **Request Header** information and clicking **Save**, the **Expense Types** available on the **Expenses** tab differs depending on the whether you selected a Travel or Non-Travel request type.

#### Types of Reports

When creating a **New Report**, the selection for the **Type of Report** is a required field.

The screenshot shows the 'Create New Report' form with the 'Type of Report' dropdown menu open. The menu options are: 'None Selected', '\*CU Business Expenses', '\*CU Non-Profiled Payee', '\*CU Travel Expenses', and 'Select the Type of Report'. The form includes fields for School, Division, Admin Department, Report Name, Report Purpose, Detailed Business Purpose, GL BU, Department, PC Business Unit, Project, Activity, Initiative, Segment, Site, Report Key, and Comment.

After completing the **Report Header** information and clicking **Save**, the **Expense Types** you can add to your Report differ depending on the whether you selected a **CU Travel**, **CU Business**, or **CU Non-Profiled** report type.

### Expense Type/Natural Account Mapping Spreadsheet

The spreadsheet linked below may be used during the Concur Request / Expense Report creation process to assist you with the selection of Expense Types and their associated Natural Account assignments.

[Concur Expense Type Natural Account Mapping.xlsx](#)

#### Expense Type to ARC Natural Account Tab

The **Expense Type to ARC Natural Account** tab provides the mapping of **Concur Expense Types** to **ARC Natural Account** as well as which Expense Types are available for selection on each type of Expense Report (CU Travel Expenses, CU Business Expenses or CU Non-Profiled Payee) and any variation in Domestic or International travel use.

	A	B	C	D	E	F	G
	Concur Expense Type	ARC Natural Accounts	Domestic	International	Travel Expense	Business Expense	Non- Profiled Payee
3	Advertising	66325			No	Yes	Yes
4	Airfare	65210/65310	65210	65310	Yes	No	Yes
5	Airfare - Segregated	66475			Yes	No	Yes
6	Airline Fees	65210/65310	65210	65310	Yes	No	Yes
7	Alcoholic Beverages	66410			Yes	Yes	Yes
8	Athletic Team Supply - General	61760			Yes	Yes	Yes
9	Athletics Per Diem	61692/61650/61655	61692/61650/61655	61692/61650/61655	Yes	No	Yes
10	Booking Fees	64240			Yes	No	Yes
11	Car Rental	63070			Yes	Yes	Yes
12	Car Rental Fuel	63070			Yes	Yes	Yes
13	Carpool Reimbursement	65211			No	Yes	Yes
14	Cash Advance Return	65399			Yes	No	No
15	Charter Bus	65213			Yes	Yes	Yes
16	Conference/Seminar/Training Fees	64365			Yes	Yes	Yes
17	Continuing Education Costs	64400			No	Yes	Yes
18	Courier/Shipping/Freight	63450			Yes	Yes	Yes
19	Currency Gain/Loss	66126			Yes	No	Yes
20	Daily Meal Per Diem	65220/65320	65220	65320	Yes	No	Yes
21	Deduct from Per Diem	66425			Yes	No	Yes
22	Entertainment	66400			Yes	Yes	Yes
23	Event Supplies	64350			Yes	Yes	Yes

#### Natural Account to Expense Type Tab

The **Natural Account to Expense Type** tab provides the mapping of **ARC Natural Accounts** to **Concur Expense Types** and those ARC Natural Accounts not mapped, including comments regarding the rationale for mapping decisions.

	A	B	C	D
	ARC Natural Account	ARC Natural Account Description	Concur Expense Type	Comment
2	17110	PREPAID VOUCHERS FROM AP	Cash Advance	
	61010	UNDERGRAD TUIT,FEES,ROOM,BOARD	Not Mapped	Reimbursement requests associated with CU Tuition benefits, including tuition, fees, room and board should be requested through the Student Financial Services department at sfs@columbia.edu. The payments are reportable on tax form 1098-T by Student
3	61030	GRADUATE TUITION AND FEES	Not Mapped	Reimbursement requests associated with CU Tuition benefits, including tuition, fees, room and board should be requested through the Student Financial Services department at sfs@columbia.edu. The payments are reportable on tax form 1098-T by Student
4	61040	GRADUATE HEALTH FEES	Not Mapped	See 61043 - Health Fees
5	61043	GRADUATE FEES-OTHER	Health Fees	
6	61070	TRAINEE TUITION AND FEES	Not Mapped	Any costs incurred by trainer should be expensed directly to the expense type for the nature of the purchase. i.e. Office Supplies
7	61150	GRADUATE SCHOLARSHIPS-NONTUIT	Not Mapped	Should not be reimbursed using an Expense Report. Please contact Student Financial Services at sfs@columbia.edu
8	61170	TRAINEE COSTS	Not Mapped	Any costs incurred by trainer should be expensed directly to the expense type for

### 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>