

# 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.

A	B	C	D
1	<b>Complete List of Category Codes</b>		
2	(Capital and Radiology category codes can be found at the bottom of the list)		
3	<b>Category Code</b>	<b>Category Code Description</b>	
4	23261507	3D printing devices	
5	82111503	Academic or scientific article writing	
6	84111500	Accounting services	
7	82100000	Advertising/Marketing Services	
8	90141700	Amateur and recreational sports	
9	60103931	Animal body or body part or organ specimens	
10	85131503	Animal Experimentation	
11	10120000	Animal Feed	
12	41102600	Animal Laboratory Equipment & Accessories	
13	81111508	Application implementation services	
14	81111504	Application programming services	
15	81101508	Architectural engineering	
16	93141703	Art related services	
17	60120000	Arts and crafts equipment and accessories and supplies	
18	76101602	Asbestos removal or encapsulation	
19	52161500	Audio and visual equipment	
20	80161507	Audio visual services	
21	42281500	Autoclave and sterilizer equipment and accessories	
22	49101700	Awards	
23	9010160001	Banquet and catering services	
24	26110000	Batteries and generators and kinetic power transmission	
25	84111506	Billing services	
26	85121802	Biological Laboratory Services	
27	7200000001	Building and Facility Construction and Maintenance Services	
28	76111501	Building cleaning services	
29	81101513	Building construction management	
30	7814160001	Building inspection service - Expediter	
31	72101500	Building maintenance and repair services	
32	80101500	Business and corporate management consultation services	

Category Codes | MARKETPLACE Cat Code Crosswalk | ARC Cat Code Crosswalk | Cat Code to Account List

**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.

24111802CAP	Air or gas tanks or cylinders-Capital	12140000	Elements and Gases
-------------	---------------------------------------	----------	--------------------

CU MARKETPLACE CATEGORY CODE CROSSWALK			
Previous Category Code	Previous Category Code Description	Cat Code to Use in the CU Marketplace	Cat Code Description To use
23261507CAP	3D printing devices - Capital	23261507	3D Printing Devices
85121705	Acupuncturist Services	85121600	Medical doctors specialist services
24111802	Air or gas tanks or cylinders	12140000	Elements and Gases
24111802CAP	Air or gas tanks or cylinders-Capital	12140000	Elements and Gases
24111802	Air or gas tanks or cylinders-Minor	12140000	Elements and Gases
10130000	Animal containment and habitats	41102601	Laboratory Cages for Small Animals
41102600	Animal Laboratory Equipment Accessories-Minor	41102600	Animal Laboratory Equipment & Accessories
41102600CAP	Animal Laboratory Equipment-Capital	41102600	Animal Laboratory Equipment & Accessories
12352203	Antibodies	12161500	Indicators & Reagents
8110150801	Architectural engineering - Manhattanville	81101508	Architectural engineering
82111701	Article writers services	82110000	Writing and translations

**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.

10130000	Animal containment and habitats	41102601	Laboratory Cages for Small Animals
----------	---------------------------------	----------	------------------------------------

ARC CATEGORY CODE CROSSWALK			
Previous Category Code	Previous Category Code Description	Category Code to Use	Category Code Description To use
23261507CAP	3D printing devices - Capital	23261507CAP	3D printing devices - Capital
85121705	Acupuncturist Services	85121600	Medical doctors specialist services
24111802	Air or gas tanks or cylinders	12140000	Elements and Gases
24111802CAP	Air or gas tanks or cylinders-Capital	24111802CAP	Air or gas tanks or cylinders-Capital
24111802	Air or gas tanks or cylinders-Minor	12140000	Elements and Gases
10130000	Animal containment and habitats	41102601	Laboratory Cages for Small Animals
41102600	Animal Laboratory Equipment Accessories-Minor	41102600	Animal Laboratory Equipment & Accessories
41102600CAP	Animal Laboratory Equipment-Capital	41102600CAP	Animal Laboratory Equipment-Capital
12352203	Antibodies	12161500	Indicators & Reagents
8110150801	Architectural engineering - Manhattanville	81101508	Architectural engineering
82111701	Article writers services	82110000	Writing and translations
60120000	Arts and crafts equipment and accessories and supplies-	60120000	Arts and crafts equipment and accessories and supplies
60120000CAP	Arts and crafts equipment-Capital	60120000CAP	Arts and crafts equipment-Capital

**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.

Category Code to Account Mapping			
The Category Code to Account worksheet 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.			
New Category Code	New Category Code Description	Mapped ARC Account Number	Category Code Default Account Number
82111503	Academic or scientific article writing	64710 - AUTHOR FEES	Y
84111500	Accounting services	64205 - OUTSOURCED COLLECTION SERVICE	
84111500	Accounting services	64510 - TAX CONSULTANTS	
84111500	Accounting services	64155 - AUDIT FEES	
84111500	Accounting services	64515 - ACCOUNTING CONSULTANTS	Y
84111500	Accounting services	64005 - SERVICES - GENERAL	
84111500	Accounting services	64210 - OUTSOURCED REVENUE OPERATIONS	
82100000	Advertising/Marketing Services	66325 - ADVERTISING	
82100000	Advertising/Marketing Services	64005 - SERVICES - GENERAL	
82100000	Advertising/Marketing Services	64540 - MARKETING CONSULTANTS	Y
90141700	Amateur and recreational sports	64505 - CONSULTANTS-GENERAL	Y
60103931	Animal body or body part or organ specimens	61500 - LAB SUPPLIES-GENERAL	Y
85131503	Animal Experimentation	64005 - SERVICES - GENERAL	
85131503	Animal Experimentation	65630 - ANIMAL-MOUSE	
85131503	Animal Experimentation	65611 - ICM SURGERY	Y
10120000	Animal Feed	61650 - FOOD SUPPLIES-GENERAL	
10120000	Animal Feed	65603 - ICM HUSBANDRY	

**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>