

# 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.

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.

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
1					Type of Report Use		
2	Concur Expense Type	ARC Natural Accounts	Domestic	International	Travel Expense	Business Expense	Non-Profiled Payee
3	Advertising	66325			No	Yes	No
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	No
9	Athletics Per Diem	61692/61650/61655	61692/61650/61655	61692/61650/61655	Yes	No	No
10	Booking Fees	64240			Yes	No	No
11	Car Rental	63070			Yes	Yes	Yes
12	Car Rental Fuel	63070			Yes	Yes	Yes
13	Carpool Reimbursement	65211			No	Yes	No
14	Cash Advance	17110			Yes	Yes	No
15	Cash Advance Return	65399			Yes	No	No
16	Charter Bus	65213			Yes	Yes	Yes
17	Conference/Seminar/Training Fees	64365			Yes	Yes	Yes
18	Continuing Education Costs	64400			No	Yes	No
19	Courier/Shipping/Freight	63450			Yes	Yes	Yes
20	Currency Gain/Loss	66126			Yes	No	No
21	Daily Meal Per Diem	65220/65320	65220	65320	Yes	No	No

#### 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
1	ARC Natural Account	ARC Natural Account Description	Concur Expense Type	Comment
2	17110	PREPAID VOUCHERS FROM AP	Cash Advance	
3	61010	UNDERGRAD TUIT,FEES,ROOM,BOARD	Not Mapped	Reportable on a 1098-T by Student Services
4	61030	GRADUATE TUITION AND FEES	Not Mapped	Reportable on a 1098-T by Student Services
5	61040	GRADUATE HEALTH FEES	Not Mapped	Should not be reimbursed using an Expense Report
6	61043	GRADUATE FEES-OTHER	Not Mapped	See 66005 - Other Expenses General
7	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
8	61150	GRADUATE SCHOLARSHIPS-NONTUIT	Not Mapped	Should not be reimbursed using an Expense Report
9	61170	TRAINEE COSTS	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
10	61172	TRAINEE STIPENDS	Not Mapped	Should not be reimbursed using an Expense Report
11	61175	TRAINEE TRAVEL	Not Mapped	Should use detailed Expense Types Air, Hotel Etc.
12	61200	STUDENT PRIZES / AWARDS	Not Mapped	See 66135 - Branded Gifts

### 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>