Columbia University Finance Training

Job Aid: Concur Expense Type to ARC Natural Account Mapping

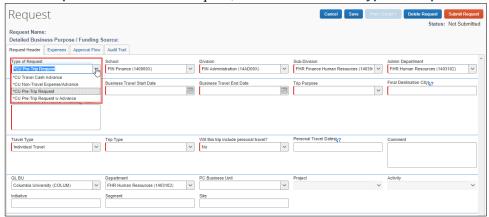
Columbia University uses the Natural Account field in the ARC ChartString structure to describe and classify the type of expense in our General Ledger. Natural Accounts do not need to be entered in Concur as they are derived from the selection of an Expense Type when submitting Requests or Expense Reports. 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

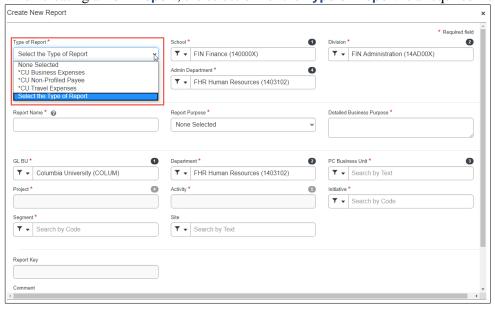
In the Request Header of the Request, the selection for the Type of Request is a required field.



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.

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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 A	В	С	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
Expense Type to Natural Account Natural Account to Expense Type + : 4						

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.

4	Α	В	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
	61040	GRADUATE HEALTH FEES	Not Mapped	Should not be reimbursed using an Expense
5				Report
6	61043	GRADUATE FEES-OTHER	Not Mapped	See 66005 - Other Expenses General
	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
7				Supplies
	61150	GRADUATE SCHOLARSHIPS-NONTUIT	Not Mapped	Should not be reimbursed using an Expense
8				Report
	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
9				Supplies
	61172	TRAINEE STIPENDS	Not Mapped	Should not be reimbursed using an Expense
10				Report
	61175	TRAINEE TRAVEL	Not Mapped	Should use detailed Expense Types Air,
11				Hotel Etc.
12	61200	STLIDENT PRIZES / AW/ARDS	Not Manned	See 66135 - Branded Gifts
	Expense Ty	pe to Natural Account Natural Account	to Expense Type 🕒	: 1

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



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