A Quick Reference Guide for Catalog and Category Codes
Procurement/Accounts Payable
May 2016
Today’s Agenda

Reasons for Category Code Updates

New Category Hierarchy in PeopleSoft

Selecting A Category on a Requisition

Identifying an Asset Category

The Effect of a Category on Tax Status

The Effect of a Category on Receiving Required
Reasons for Category Code Updates

- The new Category Codes follow the National Institute of Governmental Purchasing (NIGP) goods/services commodity code structure for standardizing purchasing, bringing the highest levels of organization and efficiency to procurement here at USC.

- Providing a more descriptive category to aid when searching for the appropriate one.

- These new Categories provide the correct expense account number, asset profile, and determine taxation and receipting for your purchases.

- Provides spending trend information to the Purchasing Department, contributing to more efficient procurement methods for future contracting opportunities and price negotiations with Suppliers.

- Effective date is June 1st.
New Category Hierarchy in PeopleSoft

- Catalogs represent the topic level group from which you are purchasing. For example, Scientific and Medical Equipment & Supplies, or Technology and Telecommunications Equipment & Supplies.

- Sub Catalogs represent the following classifications: (Notice the same classifications for most catalogs)
  - Supplies
  - Services
  - Rentals
  - Equipment (Capital and non-Capital)

- Categories default the General Ledger Account code, Asset Profile, Taxation, and Receiving requirement for the requisition line item.
New Category Hierarchy in PeopleSoft

- Below is an example of the hierarchy of a catalog:

<table>
<thead>
<tr>
<th>Catalog</th>
<th>Catalog Description</th>
<th>Sub-Catalog</th>
<th>Sub-Catalog Description</th>
<th>Category Description</th>
<th>Category Code</th>
<th>Account Code</th>
<th>Receiving Required</th>
<th>Tax Applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADMIN_OFFICE</td>
<td>ADMINISTRATIVE AND OFFICE</td>
<td>ADMIN_SUPPLIES</td>
<td>ADMIN/office supplies/material</td>
<td>Admin/Office Supplies</td>
<td>620000</td>
<td>53001</td>
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<tr>
<td></td>
<td></td>
<td>ADMIN_SERVICES</td>
<td>ADMIN/office services</td>
<td>Admin/Office Equip Services</td>
<td>939590</td>
<td>52070</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Shipping/Freight Carriers</td>
<td>962860</td>
<td>52010</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>ADMIN_FFE_&lt;5K</td>
<td>FURNITURE/FIXTURES/EQUIP &lt;$5K</td>
<td>ADMIN_SUPPLIES</td>
<td>ADMIN/Office Equipment</td>
<td>Admin/Office Equipment</td>
<td>600000</td>
<td>53024</td>
<td>Y</td>
<td>Y</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>ADMIN/Office Furniture</td>
<td></td>
<td>425000</td>
<td>53023</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>ADMIN_FFE_&gt;5K</td>
<td>FURNITURE/FIXTURES/EQUIP&gt;$5K</td>
<td>ADMIN_SUPPLIES</td>
<td>ADMIN/Office Equipment (Asset)</td>
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<td>60000A</td>
<td>56203</td>
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<td></td>
<td></td>
<td></td>
<td>ADMIN/Office Furniture (Asset)</td>
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<td>56205</td>
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<td>Y</td>
</tr>
<tr>
<td>ADMIN_RENTALS</td>
<td>ADMIN/office rentals</td>
<td>ADMIN_SUPPLIES</td>
<td>ADMIN/Office Equipment Rentals</td>
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<td>54015</td>
<td>N</td>
<td>N</td>
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<tr>
<td>POST_OFFICE</td>
<td>POST OFFICE</td>
<td>ADMIN_SUPPLIES</td>
<td>Postage Fees and Stamps</td>
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<td>963570</td>
<td>53003</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Postal Rentals/Leases</td>
<td></td>
<td>985600</td>
<td>54040</td>
<td>N</td>
<td>N</td>
</tr>
</tbody>
</table>

- Look for a Catalog/Category resource outlining all available catalogs
Selecting a Category in PeopleSoft

You can select a Category two ways:

- Category Tree
- “Find” button
To select a Category using the Category Tree:

- Click the Category Lookup icon.
- Click the Browse a Category Tree expand arrow.

![Category Tree Image]
Selecting a Category in PeopleSoft

To select a Category using the Category Tree:

- To view all of the Catalogs, click the Select a Catalog dropdown arrow and make your selection.
Selecting a Category in PeopleSoft

To select a Category using the Category Tree:

- To view the Sub Catalogs, click the plus sign next to the file. (Note: It is important not to select any descriptions in all CAPS, as these are catalogs, only select mixed case descriptions which are categories, the lowest level.)

- Click the Category link to populate the Category field.
Selecting a Category in PeopleSoft

To select a Category using the Find option:

- Click the Category Lookup icon.
- Click the Find button.
Selecting a Category in PeopleSoft

To select a Category using the Find option:

- To find a category, click the Catalog, Category, or Description headings to sort the list in ascending and descending order. Be sure to click the arrow twice to alphabetize.
Selecting a Category in PeopleSoft

To select a Category using the Find option:

- Or Search by Description by typing key words in the field, then click Find.

- Click the Category link to populate the Category field.
Identifying an Asset Category

- A Capital Asset is an item that is individually greater than $5,000 (>5k), and expected to be depreciated for more than 2 years. These items are recorded to 562xx account numbers.

![Image of Browse Category Tree]

*Select a catalog ADMINISTRATIVE AND OFFICE

- ADMIN_FFE_>_5K
  - Admin/Office Furniture (Asset)
  - Admin/Office Equipment (Asset)

- ADMIN_FFE_<_5K
  - Admin/Office Furniture
  - Admin/Office Equipment
Identifying an Asset Category

● All Asset Categories can be selected within the sub-catalog containing the description “…>5K”.

● All Asset Category descriptions include the word “Asset”, making it easier to select the appropriate one.

● All Asset Category codes are 5-digits and the letter A. For example, Laboratory Equipment (Asset), 49000A.

● See Controller’s Office for specific questions regarding assets.

● Additional training on Assets will be forthcoming.
The Effect of a Category on Tax Status

- Goods will encumber tax. For example, supplies and equipment.

- Services will not encumber tax. For example, maintenance or repair of equipment.

- No general exceptions – except for Research and Development and some goods outlined in the Tax Procedure. We are in the process of establishing procedures for Research and Development.
The Effect of a Category on Receiving

Required

- Goods require receiving. For example, supplies and equipment.

- Services do not require receiving. For example, maintenance or repair of equipment.

- Sending in the invoice will be Accounts Payable’s cue to make payment.
The Effect of a Category on Receiving Required

- If uncertain about to receive, or not to receive, use the following navigation:

Main Menu → Purchasing → Purchase Orders → Review PO Information → Purchase Orders
Upcoming Webinars/Training

● Catalog and Category Code Changes
  5/23, 5/25

● Payment Request Updates
  5/24, 5/26

● Approver Responsibilities and Workflow Updates
  5/25, 5/26, 5/31, 6/2

● Requisition and Receiving Training (Catalog and Category codes will be covered in more detail.)
  5/24, 6/7
Where to find this Quick Reference Guide

The Division of Information Technology

Resources

Click a link below to download the selected resource

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<th>eProcurement Information</th>
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<td>• New Process for Requesting a Change Order</td>
</tr>
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<td>• Payment Request Guidelines »</td>
<td>• Revised Quick Reference for Amount Only vs. Quantity »</td>
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<td>• Revised Quick Reference for Receiving in PeopleSoft »</td>
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<td>• Mozilla Firefox Web Browser Update »</td>
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<td></td>
<td>• Supplier Webinar PPT »</td>
</tr>
</tbody>
</table>
For Additional Questions

- If you have any additional questions please email them to purchasing@sc.edu.

- For all other questions go to the Contact Us page and email them to the appropriate department.

- This presentation is also available to download on our PeopleSoft Training website.
Thank You!