

What's a Category Code?

When you create a purchase requisition or a campus voucher, you must categorize each good or service you add with a category code. A category code is an eight-digit number that is tied to a description to classify the item for tracking and reporting purposes. For instance, if you are purchasing a set of screwdrivers, you would choose the Hand Tools category from the

category list. The University now maintains just under 1000 category codes now for you to pick from. In the past, the list contained over 50,000 codes. Most of the codes have been rolled up to make it easier to choose the correct code. For instance, instead of choosing category code 44121702 – Pen or Pencil Sets, you now choose 44120000 – Office Supplies.

How Do I Choose a Category?

Unless you know the category code and can type it in you'll need to look up the category by searching for the category's description. First click the lookup icon to bring up the category search box:

*Item Description:	Heavy Duty #10 Philips
*Price:	25
*Quantity:	50
*Category:	<input type="text"/>
Vendor ID:	<input type="text"/>

Then in the Description field type in a keyword that generally describes what you are purchasing. It helps if you change “begins with” to “contains” to find more choices:

Category:	begins with	<input type="text"/>
Description:	contains	tools
<input type="button" value="Look Up"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/>		

Depending on the keywords you choose, you may get a few results or no results. If you don't get any results, try a different keyword or something more general. For example, if you type “screwdriver” you won't get any results, but “tools” will give you the following:

Category	Description
27140000	AUTOMOTIVE SPECIALTY TOOLS
27110000	HAND TOOLS
23290000	INDUSTRIAL MACHINE TOOLS
27000000	TOOLS AND GENERAL MACHINERY

In this case, all four choices contain the word “tools” and you would choose hand tools to categorize your screwdrivers. If you hadn't changed the search box from “begins with” to “contains”, the system would have only returned “Tools and General Machinery” since it's the only category description that begins with the word “tools.”

Most of the category codes in the system are standard codes that came with the ConnectCarolina system, but some codes are specific to the University. If you type “UNC” in the Category search box, the system displays a sequential list of category codes beginning with “UNC.”

Category: begins with

Description: begins with

Look Up Clear Cancel Basic

Search Results

View 100 First 1-241 of 241 Last

Category	Description
UNC00001	Due From Employee Loans
UNC00002	Tuition-Nonres Staff Waiver
UNC00003	Study Subject Payments
UNC00004	Study Subject Expenses
UNC00005	ORP-TIAA Retirement
UNC00006	ORP-TIAA Health Plan Benefits
UNC00007	ORP-Lincoln National

Environment, Health and Safety (EHS) also has a set of codes specific to the University. If you change the Description search box to “contains” and search for EHS, the system returns a list of all the EHS-specific categories.

Category: begins with

Description: contains

Look Up Clear Cancel Basic

Search Results

View 100

Category	Description
51141919	ALPRAZOLAM - EHS
51141811	AMOBARBITAL SODIUM - EHS
51151735	AMPHETAMINE ASPARTATE - EHS
51142601	AMPHETAMINE SULFATE - EHS
51142614	BENZPHETAMINE HYDROCHLORID

Category and Account

When you choose a category for an item on a purchase requisition or a voucher, the system automatically chooses an account number for that item’s chartfield string. The system even overrides the account number

you entered for your default string for purchase requisitions. However, you can change the account number selected by the system by entering your preferred account number instead.

Description: Heavy Duty #10 Philips Screwdr

*Category:

Personalize | Find | View All |

Category	*GL Unit	Fund	Source	Account
	UNCCH			532410