

## <u>QUICK REFERENCE GUIDE</u>

Category Codes Overview

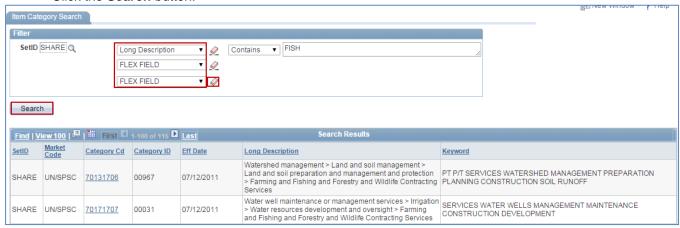
October 31, 2015

## **Category Codes Overview**

Category codes group similar purchases together for analysis. The Category Code field in SWIFT is required on all purchasing documents. It must accurately represent the type of purchase. SWIFT has an easy-to-use search tool to help locate the correct Category Code for a purchase. This tool is located in the Minnesota Data Center (MDC) area of SWIFT. This reference guide describes how to access and use the Category Code search tool. It also provides a breakdown of how the Category Codes are organized. This organization helps you to find the correct code to describe a purchase.

## Access and Use the Category Code Search

- 1. Access the Category Code Search
- Navigation: Items, MDC Item Maintenance, MDC Searches, MDC Search Item Categories
- 2. Enter a Search Value in one or more of the Flex Fields.
- Each of the three Flex Fields can be populated with a value to search by. Common search values are Keyword and/or Long Description. Keywords were added to SWIFT's Category Codes to make it easier to locate the correct code. Results are more accurate using the Long Description field.
- Users can search by just one criteria or up to three. Use a "contains" search when prompted for best results.
- Use the Clear Field icon to change your search values.
- Click the Search button.



NOTE: The search displays 100 rows at a time. Look at the top menu bar to see if there are more rows to view.

Find   V	/iew 100   🖾	First	1-100 of 483	Last	Search Results	
<u>SetID</u>	Market Code	Category Cd	Category ID	Eff Date	Long Description	Keyword
SHARE	UN/SPSC	70100000	00759		Fisheries and aquaculture > Farming and Fishing and Forestry and Wildlife Contracting Services	SERVICES FISHING FISHERY FISHERIES HATCHERIES HATCHERY NETTING TRAWLING RESEARCH RESOURCES STORAGE SONAR POND FARMING STOCKING WALLEYE MUSKELLUNGE



- 3. Use the Results of the Search.
- Click on an individual record to see if it desribes the purchase. You can view the Account, tolerances and receiving controls.



 On the Search Results page, you can click on the Download icon to download the results in an Excel spreadsheet.



## **Category Codes in SWIFT**

Users can run query *M\_CG\_GBL\_UNSPSC\_TAX\_STATUS* to see the complete list of active Category Codes.

In general, Category Codes that begin with 1-6 represent a physical good, something you can touch. Codes beginning with 7, 8 and 9 generally represent a service type of procurement.

In a few cases, a Category Code to describe a particular kind of purchase does not exist. For those purchases, there are specific Category Code to use.

- Administrative hearings or judges, use 92101800
- All Grants, regardless of purpose, use 84101501
- Data sharing agreements, use 93151500
- Direct or Indirect costs, use 93151600
- PCard and Fleet Cards, use 84141700