

Coding of Coronavirus Expenses in Concur, Husky Buy and KFS

UConn Storrs and Regionals only:

Updated March 17, 2020

Over the next several weeks UConn will be incurring unusual expenses attributable to Coronavirus. It is important that departments add additional identifiers to Travel, e-docs, Requisitions, and Purchase Orders for these expenses directly associated with the prevention of COVID-19. Some of the types of expenses that we would consider to be unusual:

1. Non-refundable Travel Costs because of Coronavirus
2. Purchasing of equipment to work remotely (Computers, cables, iPads, etc.)
3. Purchase of office and research supplies as a result of Coronavirus
4. Purchase of additional cleaning materials to clean offices, bathrooms, doors, etc.
5. Additional services needed from UConn vendors for facility services and housekeeping

This list is not all inclusive and ask yourself if the expense you are incurring is a normal expense or because of the current situation with Coronavirus.

Please follow these instructions when coding your expenses:

CONCUR:

In Concur, add the following identifier **COVID19** to this field

The screenshot displays the SAP Concur Expense Center interface. The 'New Expense' form is visible, with the 'Project Code' field circled in blue. A blue arrow points from the text 'add the following identifier COVID19 to this field' to the 'Project Code' field. The form includes the following fields:

- Expense Type: Airfare
- Transaction Date: [Date]
- Report/Trip Purpose: Multi-Purpose
- Ticket Number: [Field]
- Vendor: [Field]
- Departure Airport: [Field]
- Arrival Airport: [Field]
- Payment Type: Cash/Out of Pocket
- Amount: [Field] USD
- Comment: [Field]
- Sub-Object Code: [Field]
- Project Code: [Field]

At the bottom of the form, the following information is displayed:

TOTAL AMOUNT \$0.00
TOTAL REQUESTED \$0.00

Buttons at the bottom right include: Save, Itemize, Allocate, Attach Receipt, and Cancel.

Husky Buy:

In Husky Buy, add the following identifier **COVID19** to this field:

Accounting Codes

These values apply to all lines unless specified by line item

Chart	Account	Sub-Account	Object Code	Sub-Object	Project	Org Ref ID	Bank	Account Supervisor	Org	CG	edit
UC UC	no value Required field	no value	no value Required field	no value	no value	no value	no value	no value	no value	no value	

For selected line items [Add to Favorites](#) [Go](#)

Airgas Inc [more info...](#)
Airgas Inc
Airgas USA, 259 N Radnor Chester Road Suite 100, Radnor, PA 19108 US

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	
Disbursement Voucher more info...						
1 Payment Details	DISBURSEMENT_VOUCHER		400.00	1	400.00 USD	
Codes (same as header)						edit
Supplier subtotal					400.00 USD	

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Kuali Financial Systems:

In KFS, add the following identifier **COVID19** to this field:

The screenshot shows the 'KFS - Disbursement Voucher' form in a web browser. The 'Accounting Lines' section contains a table with the following columns: Source, Chart, Account, Sub-Account, Object, Sub-Object, Project, Org Ref Id, Amount, and Actions. The 'Project' column is circled in blue, and a blue arrow points to it from the text above. Below the table, there is a 'Contact Information' section with fields for Contact Name, Phone Number, Email Address, and Campus Code. At the bottom, there are several 'show' buttons for various sections like Special Handling, Nonresident Alien Tax, Wire Transfer, Foreign Draft, Non-Employee Travel Expense, Pre-Paid Travel Expenses, Pre-Disbursement Processor Status, General Ledger Pending Entries, Notes and Attachments (0), and Ad Hoc Recipients.

For items purchased and already posted to KFS:

If you have already purchased an item or service related to COVID-19 and it has posted to KFS, please complete an IAA (Intra-Account Adjustment) edoc to update the *Project* field.

Need additional help? We are here to help you:

Kuali Financial Systems - KFS

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