# Coding of Coronavirus Expenses in Concur, Husky Buy and KFS:

Updated March 13, 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:

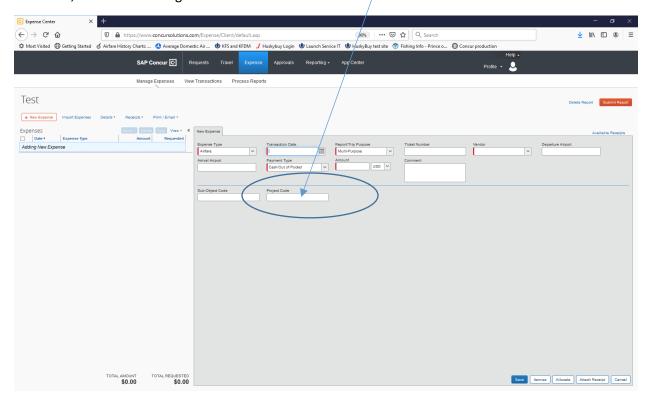
- 1. Non-refundable Travel Costs because of Coronavirus
- 2. Purchasing of equipment to work remotely (Computers, cables, iPads, etc.)
- 3. Purchase of office and research supplies as a result of Coronavirus
- 4. Purchase of additional cleaning materials to clean offices, bathrooms, doors, etc.
- 5.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

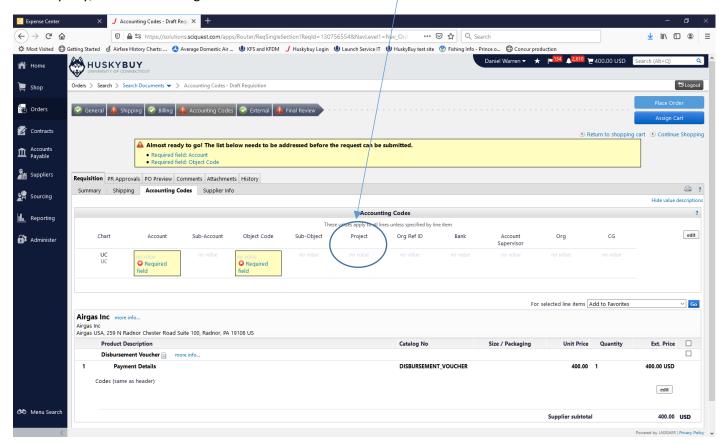
#### **CONCUR:**

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



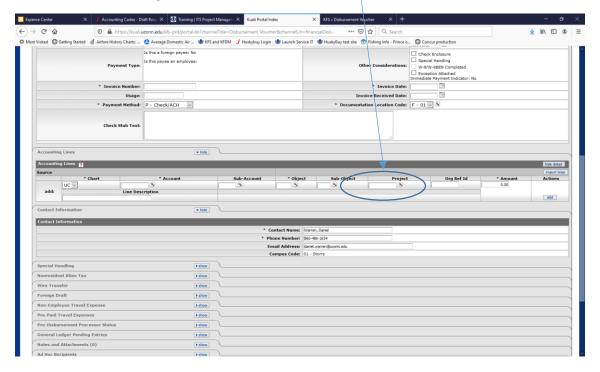
# **Husky Buy:**

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



### **Kuali Financial Systems:**

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



## 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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### **Husky Buy**

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