

# 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

The screenshot shows the SAP Concur 'New Expense' form. A blue circle highlights the 'Project Code' field, with a blue arrow pointing to it from the text above. The form includes fields for Expense Type (Airfare), Transaction Date, Report/Trip Purpose (Multi-Purpose), Tidel Number, Vendor, Departure Airport, Arrival Airport, Payment Type (Cash/Out of Pocket), Amount, USD, and Comment. At the bottom, there are buttons for Save, Itemize, Allocate, Attach Receipt, and Cancel. The total amount and total requested are both \$0.00.

# Husky Buy:

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

**Accounting Codes - Draft Requisition**

Almost ready to go! The list below needs to be addressed before the request can be submitted.

- Required field: Account
- Required field: Object Code

Chart	Account	Sub-Account	Object Code	Sub-Object	Project	Org Ref ID	Bank	Account Supervisor	Org	CG
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

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

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
<b>1</b> <b>Payment Details</b>	DISBURSEMENT_VOUCHER		400.00	1	400.00 USD
Codes (same as header)					<a href="#">edit</a>
<b>Supplier subtotal</b>					<b>400.00 USD</b>

## Kuali Financial Systems:

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

The screenshot shows the KFS Disbursement Voucher form. The 'Project' field in the Accounting Lines table is circled in blue, with a blue arrow pointing to it from the text above. The form includes sections for Payment Type, Invoice Number, Payment Method, Other Considerations, Accounting Lines, Contact Information, and Special Handling.

## 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:

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