



### Reminder: Coding New Expenses Related to Novel Coronavirus (COVID-19)

The Financial Affairs team wanted to remind campus to use the new program code **0504 – COVID-19** when processing any expense related to the COVID-19 pandemic in the Financial Management System (WyoCloud).

This will help the University capture and document the fiscal impacts the response to the Novel Coronavirus (COVID-19) is having on the University budget. Examples may include but are not limited to: cleaning supplies, teaching materials, research supplies, technology hardware, services, and travel-related expenses (including cancelations). Do not complete expenditure corrections on transactions previously processed without this program code.

*This also includes using this program code when charging to a grant.* Please enter your project (POETA) string as normal on all transactions; however, in the general ledger (GL) string, please also update the program code to 0504. You do not need to update any other part of the GL string. The transaction will still charge to the project. However, a recent change was made to the system to allow the program code to be tracked within the GL, even though the transaction is charged to the project. This will allow for better overall tracking of COVID charges.

For general reference, information on using program codes in the University's Chart of Accounts can be found here: <http://www.uwyo.edu/administration/financial-affairs/chart-of-accounts.html>

Should you have any questions, please contact Financial Affairs at the email address below.

#### Contact Information

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