



FISCAL SERVICES DEPARTMENT MEMORANDUM

TO: All Departments
FROM: Sherah Richard, Accounting Manager
SUBJECT: COVID-19 Expenditure Tracking
DATE: March 16, 2020

The COVID-19 pandemic has given rise to a need to track expenditures that are directly related to the crisis for possible reimbursement. Fiscal Services has created a Reporting Code "COVID19" to assist with the tracking of these expenses Countywide. For those unfamiliar with reporting codes, the field can be found under the Detail Accounting tab in the Accounting Line sections of PO, GAX, PRC, and JVA documents.

The screenshot displays the Accounting Line interface. At the top, a summary bar shows: Accounting, Total Lines: 1, Accounting Line: 1, Line Amount: \$1,000.00, Line Open Amount: \$1,000.00. Below this is a table with columns: Accounting Line, Line Amount, Line Closed Amount, Line Open Amount, and Referenced Line Amount. Row 1 shows: 1, \$1,000.00, \$0.00, \$1,000.00, and \$0.00 AP01. The main area has tabs: General Information, Reference, Fund Accounting, Detail Accounting (selected), Service Dates, and Additional Amounts. The Detail Accounting tab contains several fields: Location, Sub Location, Activity, Sub Activity, Function, Reporting (highlighted with a red box and set to COVID19), Sub Reporting, Task, Sub Task, Task Order, Major Program, Program, Phase, and Program Period. A second screenshot below shows the same interface with the Reporting field again highlighted with a red box.

Any invoice that is related to COVID-19 should use this reporting code when it is coded in A360. It should be used for all COVID-19 expenses in addition to your regular Chart of Accounts, so please continue to use your applicable chart of accounts fields like you normally do (Fund, Department, Unit, Program, Object, etc.). In addition, this reporting code should be used on all purchase requisitions submitted in the purchasing system that are COVID-19 related.

If you have COVID-19 expenses that have already been coded and you need assistance in reclassifying these expenses, please contact the Financial Analyst in Fiscal Services in charge of your fund. An up-to-date listing of Fund assignments can be found at <http://kcintranet.kc.gov/forms/#AP>

and is enclosed with this memo.

Accounts Payable

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|------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| 1. Who to Call List REV 2/20 |  1 pg |
| 2. Employee Fund Listing REV 9/19 |  1 pg |
| 3. Accounts Payable - What forms do I use for Travel & Mileage Reimbursement? REV 1/10 |  1 pg |

If you need specific accounting overrides set up to be used on timesheets for tracking Employee Time related to the COVID-19 response, please email adam.zawisza@kentcountymi.gov with relevant information related to the home department and the required budgets for which they are needed. Employees will then be able to use these on their timesheets for all applicable future pay periods. For questions regarding COVID-19 related employee-time for prior payrolls, please contact the Financial Analyst in Fiscal Services in charge of your fund and specify the employee id, name, title, dates, and the amount of time each day. They can assist you with reclassifying this time.

The GFOA best practices require that appropriate non-financial data be collected and maintained to support potential future reimbursement claims. This is in addition to the invoice being processed and includes detailed information such as materials and supplies used, the dates used, location, etc. Please send this documentation to Fiscal Services as soon as possible, along with the A360 document ID(s) that it relates to. Please send all of this additional information, or any questions you may have, to Evan Wall (evan.wall@kentcountymi.gov).

Thank you for your assistance,
Sherah