

Stark, Nichole K.

Subject: FW: Reminder: COVID-19 Expense tracking

From: UK Purchasing News & Updates <UKPURCHNEWS@LSV.UKY.EDU> **On Behalf Of** UK Purchasing

Sent: Tuesday, June 2, 2020 9:29 AM

To: UKPURCHNEWS@LSV.UKY.EDU

Subject: [UKPURCHNEWS] Reminder: COVID-19 Expense tracking

As a reminder from a Business Officers listserv message dated March 30, 2020 (below), departments should continue to appropriately mark any transactions related to COVID-19 purchases as appropriate. This applies to purchases made by procurement card, Payment Request Document, or SRM Shopping Cart/SAP Requisition. In order for the University to appropriately manage and track institutional expenditures, it is vital that departments notate transactions as shown below throughout the duration of COVID-19. Questions can be directed to UKPurchasing@uky.edu or University Financial Services, as appropriate.

In order for the University to appropriately track purchase expenditures related to the COVID-19 response activity, please use the following guidelines, if applicable for COVID-19, for processing purchase transactions:

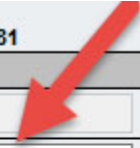
1. For purchases made via University Procurement Card, when editing the transaction on the Enterprise Services tab, complete the Assignment field with the reference COVID-19. Please note, COVID-19 will need to be entered on each line if the transaction is being edited to multiple cost assignments.

Selected Line Item - Tran ID: 0005710775 / Vendor: IKEA WEST CHESTER / Card Nbr: P5806981

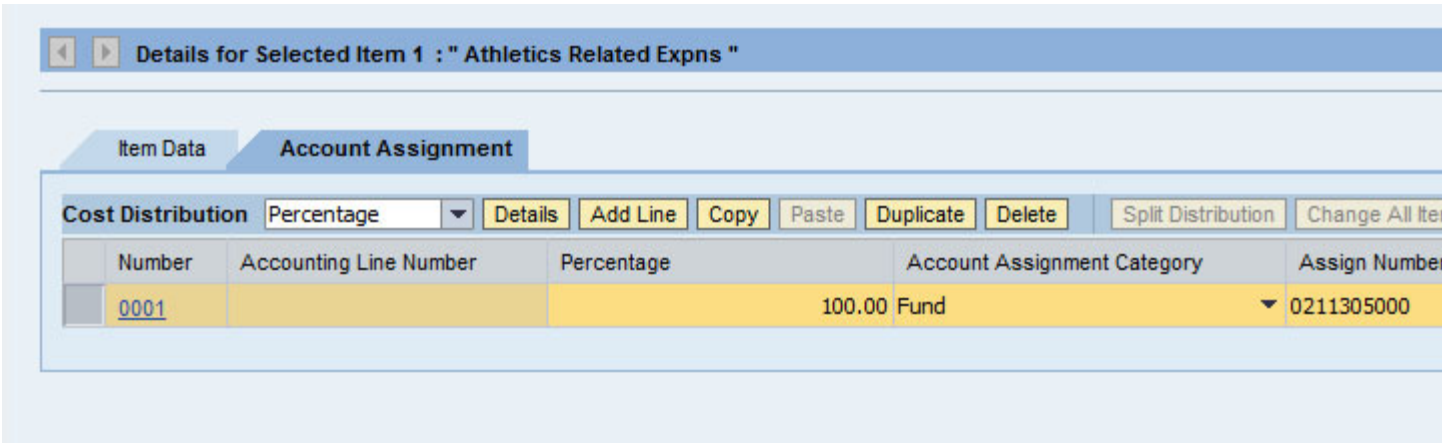
| GL | GL Description | D/C | Amount | Assignment | Cost Center |
|--------|-------------------|-----|---------|------------|-------------|
| 540348 | Procard Purchases | C ▾ | 2270.36 | | 1012013931 |
| | | ▾ | | COVID-19 | |

+ Add Grid Line | 1 | Nbr of Lines - max 15 at a time

Accept



2. For Payment Request Documents, after the PRD Overview tab has been completed, click on the Item tab and complete the Assignment Number field with reference COVID-19 on the Account Assignment tab. Please note, COVID-19 will need to be entered into the Assignment Number field for each accounting line item on the PRD.

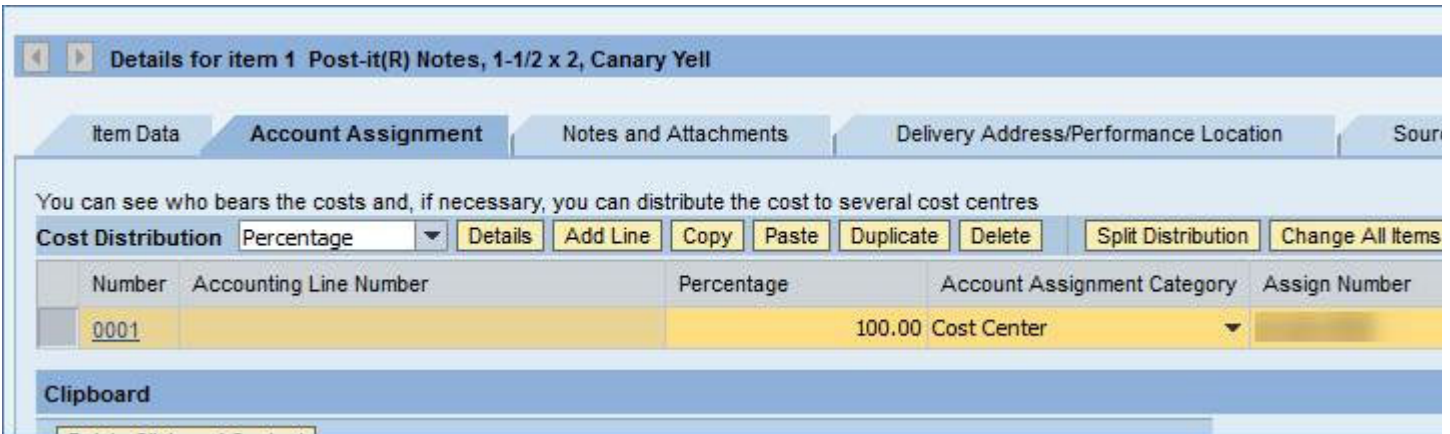


3. For SRM Shopping Carts/SAP Requisitions:

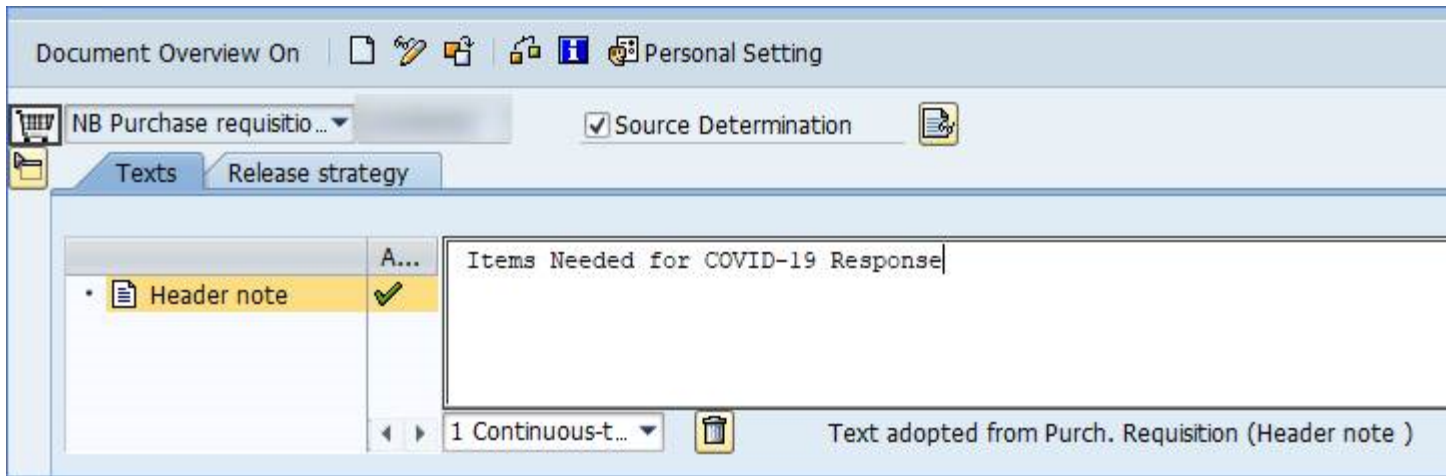
a. SRM Shopping Carts – Complete the Assignment Number cell on the Account Assignment tab with the reference COVID-19. This is in the bottom Details section of the Shopping Cart. If this cell is not visible, utilize the Settings button to the right to bring it into view. Please note that the Assignment Number cell differs from the Assign Number cell as the former will accept a text entry. It needs entered for each line item.

b. For SAP Requisitions (healthcare or Facilities), place an entry on the Header Note field in the top indicating the purchase is needed for COVID-19 response.

Where to place "COVID-19" on SRM Shopping Carts; Shoppers may need to modify Settings to make this field visible:



Where to place COVID-19 on SAP Requisition header note:



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