



Coronavirus 2019 (COVID-19) Frequently Asked Questions

COVID-19 SFS FAQs

1. What should I do if I need to create a transaction, i.e. Purchase Order, Voucher, or Expense Report related to COVID-19 and I do not have enough funds in my existing appropriation to process the transaction or I get a budget error?
 - **Answer: Contact your Agency Budget Office. If your Agency Budget Office requires funding related to COVID-19, they should contact their Division of the Budget, Budget Examiner.**
2. What PCBU value should be used for COVID-19 Charges?
 - **Answer: Use PCBU DOH01**
3. What should I do if I use Speed Types and/or Speed Charts on transactions and they do not include the PCBU of DOH01, the COVID-19 project ID and activity codes?
 - **Answer:**
 1. Add DOH01 as the PCBU, COVID-19 as the project ID and the appropriate activity code to transaction distribution lines as directed by your budget or program office when performing work associated to this project, or
 2. Create new Speed Types or Speed Charts to include DOH01 as the PCBU, COVID-19 as the project ID and the appropriate activity code and use these codes on transactions related to this work. See SFS Coach Training, GL205, Processing Journal Entries (Speed Types) or AP210, Advanced Voucher Processing (Speed Charts) for more information.

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4. My staff is now travelling to support COVID-19 related work, but their expense reports do not include the appropriate COVID-19 Chart of Account values. How do I correct them?

- **Answer:**

1. The traveler or a travel approver can add DOH01 as the PCBU, COVID-19 as the project ID and the appropriate activity code to the expense report distribution lines, or
2. If the employee's travel is exclusively related to COVID-19, the Agency's Employee Data Administrator (EDA) can update the traveler's default coding to include the COVID-19 project values, so that future expense reports default to include this coding.
3. If the expense report has already been processed, please process a General Ledger Journal as described in answer #7.

5. What reports can my agency use to view expenditures related to COVID-19?

- **Answer:** Two queries have been developed specifically to manage this reporting need. These are available in Query Manager or Query Viewer in SFS Reporting Tools to all users with any reporting role.
 1. NY_ESA_PC_COVID_DETAIL - Provides transactional level, by voucher/PO/REQ/Journal, etc.
 2. NY_ESA_PC_COVID_SUM - Provides summary level costs by PC BU (DOH01)/ Project ID/ Activity IDs / Responding BU, as well as budgetary chartfields.

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6. What should I do if I processed a voucher that has posted, but does not include the COVID-19 Chart of Account values, and should have?
 - **Answer: Create an Accounts Payable Journal Voucher to correct / change accounting information for vouchers that have already been posted. Journal vouchers may only be used to move or "reclassify" amounts between the same Fund. For amounts that must be reclassified between different Funds, a General Ledger journal entry is required (see answer #7). See SFS Coach Training AP205, Voucher Entry and Processing for more information.**

7. What should I do if I charged COVID-19 related expenditures, i.e. expense reports, without using the DOH01 COVID-19 project code?
 - **Answer: Process a General Ledger (GL) Journal that moves expenditures from the existing Chart of Account string to one that includes the DOH01 PCBU, COVID-19 Project ID, corresponding activity code, and analysis type, i.e. GLE for expense and GLR for revenue. If PCBU, Project, and Activity do not appear on the GL Journal page you can expand the list of Chart of Account values by clicking on Template List and Choose Basic + Proj COA values (*screenshots on the following slides*). Include the related transaction IDs or transaction information in the GL Journal Long Description Box.**

COVID-19 SFS GL Journal Screenshots

< My Homepage
Create/Update Journal Entries

Header
Lines
Totals
Errors
Approval

Unit DOH01
Journal ID NEXT
Date 03/10/2020

Template List
Obligation Date
Change Values

Inter/IntraUnit
*Process Edit Journal
Process

▼ Lines
Personalize | Find | |

Select	Line	*Unit	SpeedType	Account	Oper Unit	Fund	Dept	Program	Bud Ref	Product
<input type="checkbox"/>	1	DOH01 x	<input type="text"/>							

Lines to add + -

▼ Totals
Personalize | Find | View All | | | First 1 of 1 Last

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
DOH01	1	0.00	0.00	N	N

Save
 Notify
 Refresh

Add
 Update/Display

Header | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

COVID-19 SFS GL Journal Screenshots

< My Homepage
Create/Update Journal Entries

Journal Entry Template List

Journal Entry Template - Show Journal Line Grid Columns Personalize | Find | View All | | First 1-4 of 4 Last

Selected	Template Type	Template ID	Default	Unit	Ledger	Speed Type	Event	Account	Oper Unit	Fund	Dept
<input type="checkbox"/>	All	BASIC	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	All	BASIC+PROJ	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	All	FULL	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	All	STAT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Journal Line Copy Down - Copy Journal Line Columns to New Lines Personalize | Find | View All | | First 1-3 of 3 Last

Selected	Action	Template Type	Copy Down ID	Default	Unit	Ledger	Event	Account	Oper Unit	Fu
<input checked="" type="checkbox"/>	<input type="text" value=""/>	All	STANDARD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text" value=""/>	All	NO PROJECT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text" value=""/>	All	STAT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OK
Cancel
Refresh

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Contents subject to change.