April 2020 – GAO Topic of the Month – COVID-19 Expenditure Coding

COVID-19 REPORTING

SAAM 8033 *Tracking COVID-19 related Expenditures* provides the mandatory requirements for COVID-19 reporting.

How do I determine what expenditures should be coded to COVID-19?

COVID-19 expenditures are expenditures that are <u>over and above</u> those normally expended during the regular course of business. Normal operating expenditures should <u>not</u> be recorded to "COVID" regardless of the timing of the expenditure.

Transfers between agencies, except for the payment of goods and services such as Internal Services Fund payments, should <u>not</u> be recorded in the "COVID" Reporting code to prevent duplicative reporting of the same expenditure.

How do I code COVID-19 expenditures in AFIS?

Enter the Reporting code "COVID" in the reporting code field located on the "Detailed Accounting" tab when entering any document into AFIS. See the below screen shot for a visual aide.

What if a COVID-19 expenditure was made in AFIS and it wasn't appropriately coded to COVID-19 at the time?

COVID-19 related expenditures that were not properly coded to COVID in the reporting field must be amended to include the "COVID" Reporting Code. Please contact your GAO Agency Liaison if assistance is needed.

April 2020 – GAO Topic of the Month – COVID-19 Expenditure Coding

How do I code COVID-19 Expenditures in APP?
The Reporting Code COVID is to be entered into the Reporting field under the Budget information section of a purchase requisition so that it is automatically carried onto the Purchase Order (PO) and invoice(s) without subsequent change order efforts. See the below screen shot for a visual aide.

Sub Location		Task Order		Reporting		Debt		Event
	...		...	COVID	...		...	
				COVID - COVID 19 Expenditure Tracking				

What if a COVID-19 expenditure was made in APP, and it wasn't appropriately coded to COVID-19 at the time?
If an agency is paying an open PO without the reporting code COVID, a change order is to be made to include the reporting code COVID prior to processing the payment. If an agency has ordered COVID supplies through punchout, a change order cannot be created. Paid invoices are to be amended in AFIS by processing an IET transfer document. Coronavirus-related paid invoices made prior to the publication of SAAM 8033 must also be amended in AFIS using the IET transfer document.

What if my agency is already using the Reporting Code in AFIS/APP for other accounting purposes?
If this is the case, GAO will have your agency use the Sub-Reporting Code to track COVID expenditures. If you need to utilize this option, please coordinate with your GAO Liaison.

Is there a report I can run to find my COVID-19 marked expenditures?
Yes, in InfoAdvantage, GAO has modified the FIN-AZ-GL-N616 Expenditures by Period report to include filtering on the reporting code to enable agencies to report on COVID-19 Expenditures. GAO has also added the FIN-AZ- G-N654 COVID 19 Expenditures report. This report can be run by Department or statewide, and it has a summary by agency as well as a tab that provides details. Please contact AFIS.Reports@azdoa.gov with any report questions.

GAO Agency Liaison Contact Information:
If there are any topics that your agency is struggling with and/or you would like additional information, please contact your GAO Liaison. Your agency liaison can be found at the following link:
https://gao.az.gov/afis/afis-information.
GAO is here to help!