

# Utilizing the COVID Activity Code

## Banner

When entering a Requisition to order supplies or equipment, enter "COVID" in the Actv field of the FOAP. This field is located in the Accounting section of the Requisition after the Program code.

ACCOUNTING									
Sequence	COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Lo
1	J	20		110000	311011	711311	1620	COVID	

10 Per Page

	%	USD
Extended Amount	<input type="checkbox"/>	
Discount	<input type="checkbox"/>	0.00
Additional	<input type="checkbox"/>	
Tax	<input type="checkbox"/>	0.00
FOAPAL Total		0.00
Document Total		0.00
Remaining		65.10
Commodity Amount		

## Concur

When allocating a P-Card Statement Report or individual expense transaction in the Statement Report, select "COVID" in the Activity field. To allocate the entire Statement Report for "COVID" supplies, select "Report Header" from the Details drop down and choose "COVID" from the Activities drop down. Click "Save" on the Report Header, then select "Yes" for the pop-up question.

Report header for: Statement Report 09/27 - 10/03

Policy *AS-CBS Expense Policy	Report Name Statement Report 09/27 - 10/03	Additional Information Statement Report for Period 09/27 - 10/03	Comment
Chart (J) Arkansas State University-Jones	Fund (110000) Educational and Ge	Org (314018) Motor Pool	Program (1720) Physical Plant Operati
Activity (COVID) Coronavirus COVID			

To allocate a transaction within the Statement Report, click "Allocate" on the itemized expense. Select "COVID" from the Activity drop down. Click "Save", then click "OK" on the Success pop-up. To close the Allocations, click "Done" at the bottom of the window.

Percentage	* Chart	* Fund	* Org	* Program	Activity	Code
100	(J) Arkansas St...	(110000) Educ...	(314018) Moto...	(1720) Physica...	(COVID) Coro...	J-110000-31401...