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.

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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.

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.