

INFORMATIONAL CIRCULAR NO. 20-A-013

DATE: April 23, 2020
SUBJECT: New Program Code to Capture COVID-19 Transactions
EFFECTIVE DATE: April 23, 2020
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APPROVAL: Jocelyn Gunter (original signatures on file)
SUMMARY: Recording COVID-19 SMART Expenditures Using New Program Code 21662, COVID-19

As first announced to the SMART user community on March 27, 2020, a new program code was added in SMART to capture all transactions related to the COVID-19 outbreak. The addition of program code 21662, COVID-19 Transactions, will allow for reporting of the financial impact of the COVID-19 outbreak on the State of Kansas. As requested by the Governor and Secretary of Administration, this applies to all state agencies (Regents, executive, judicial, and legislative branches). Division of the Budget and the Office of Accounts and Reports have added program code 21662, COVID-19 Transactions, with an effective date of February 1, 2020, to both IBARS and SMART.

All COVID-19 related transactions occurring during fiscal year 2020 must be properly recorded using program code 21662 by the end of the fiscal year.

- **If COVID-19 related transactions have processed during February and March using a different program code, agencies are expected as soon as possible to process adjustment transactions to update/correct the program code to 21662.**
- **For COVID-19 related transactions that process during April and May with a program code other than 21662, adjustment transactions to update/correct the program code to 21662 are expected to process within 10 calendar days following the month in which the transactions occurred.**
- **For COVID-19 related transactions that process during June with a program code other than 21662, adjustment transactions to update/correct the program code to 21662 must process prior to the end of the fiscal year.** SMART will be closed to agency users at 6pm on Friday, June 26, 2020 for fiscal year-end processing.

Adjustment transactions should be entered in the SMART module where the transaction originated, for example, AP transactions should be updated/corrected as an AP journal voucher and deposits shall be updated/corrected as deposit adjustments.

When considering what transactions should use the COVID-19 program code, the general guidance is to include transactions that would not normally have occurred if the virus outbreak had not happened.

Examples of transactions that should use the COVID-19 program code:

- Deposits for COVID-19 revenue
- Purchase of laptop computers so staff can work remotely
- Meals, lodging and/or miscellaneous expenses for emergency response
- Military activation
- Supplies for disinfection (cleaners, anti-bacterial gel, etc.)
- Medical supplies (gloves, masks, thermometers, test kits, etc.)
- Salaries and wages for additional personnel or overtime costs due to outbreak response
- Overtime costs for staff working to cover tasks when co-workers cannot report due to self-quarantine or no access to daycare for school-age kids
- Costs due to the cancellation of activities

Examples that should not use the COVID-19 program code:

- Salaries and wages for staff working remotely or performing normal tasks during the statewide office closure

Any agencies with specific questions about whether expenses or revenues should be included or excluded should contact their Division of Budget analyst.

Specific guidance regarding payroll processing related to the COVID-19 outbreak is provided in Informational Circulars:

- 20-P-031 Addition of Earnings Code for COVID-19 Related Tasks (March 17, 2020)
- 20-P-033 Update to Program Code for Funding Associated with the New CVD Earnings Code (Time Reporting Code CVTSK) (March 31, 2020)
- 20-P-034 Agency Options for Required Use of the New Program Code for Funding Related to COVID-19 Payroll Expenditures (April 1, 2020)
- 20-P-035 New Earnings Codes and Agency Guidance for Implementation of the Families First Coronavirus Relief Act (FFCRA) (April 15, 2020)

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