

INFORMATIONAL CIRCULAR NO. 20-A-016

DATE: May 28, 2020
SUBJECT: Transactions and Journals for COVID-19
EFFECTIVE DATE: May 28, 2020
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APPROVAL: Jocelyn Gunter (original signatures on file)
SUMMARY: **Agencies must have COVID-19 expenditures properly recorded to the program codes by noon on June 1, 2020**

In accordance with the deadlines previously established in information circular 20-A-013, please ensure your COVID-19 expenditures are properly recorded and up to date using the SMART program code 21662 (on-budget) or 97662 (off-budget). SMART reporting, using these program codes, will be the official source of record for eligible state expenditures considered for reimbursement.

While all COVID-19 related transactions occurring during fiscal year 2020 must be properly recorded by the end of the fiscal year, **if you have not completed your adjustment transactions to update/correct the program code for eligible expenditures, you will need to do so by noon on Monday June 1, 2020 in order for those transactions to be available for consideration in the first round of reimbursements from the Coronavirus Relief Fund.**

Agencies should verify the accuracy and completeness of their reporting using the results of the SMART query `KS_GL_EXPS_REVS_XFERS_BY_BU`, which provides transactions summarized by fund, budget unit, account, and month. Agencies are advised to prioritize hard costs (or non-payroll related expenses), if there is not sufficient time to get all entries reclassified/recorded by noon on June 1, 2020. Please also keep in mind that agencies will be required to certify the accuracy of the coding to receive reimbursement.

Please reference information circulars 20-A-013, 20-A-015, 20-P-031, 20-P-033, 20-P-034, and 20-P-035 for establishment of the program codes, recording deadlines, and payroll processing guidance. Any agencies with specific questions about whether expenses or revenues should be included or excluded should contact their Division of Budget analyst.

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