Weinberg College has established a process that will be used to identify expenses that have been impacted by the current COVID-19 global pandemic event. A ChartField 1 value (CF1) has been created and should be included when entering non-sponsored funding for such expenses.

We are requesting all non-sponsored expense submissions impacted by the COVID-19 event utilize CF1 value **3636** so that we may be better prepared to report on the financial impact of this event on college resources. Impacted expenses may include non-refundable travel, travel change fees, non-refundable conference registration fees, non-refundable event expenses, event cancelation fees, expenses to support remote instruction or remote working, or other items directly related to this disruption.

Expenses normally allowable per policy are eligible for expensing under our standard processes. Any item that is not covered by policy requires an exception request.

At this time unfortunately, there are not additional resources that have been made available to offset any losses. That being said it is extremely important to document these expenses properly as we are capturing this information so that we would be able to recoup potential losses should funds become available. All non-sponsored expenses should be charged to the same source of funds you would otherwise have utilized. For all sponsored expenses, please consult the guidance of your research administrator or the respective funding chartstring.

**Chart of Accounts Definitions and Example**

**Chart String:** Combination of ChartField values used for financial transactions and budgeting.

**ChartField:** An accounting code that segregates and categorizes transactional and budgetary data. ChartFields are shown below with the most commonly used in **bold**.

<table>
<thead>
<tr>
<th>Fund</th>
<th>Dept</th>
<th>Project</th>
<th>Activity</th>
<th>Class</th>
<th>Program</th>
<th>ChartField 1</th>
<th>Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>171</td>
<td>4000000</td>
<td>10000000</td>
<td>01</td>
<td></td>
<td></td>
<td>3636</td>
<td>73000</td>
</tr>
</tbody>
</table>

* This is an example chartstring only. You should use the appropriate fund, dept, project, activity, and account code as needed.

**What if I already submitted impacted expenses?**

In some cases impacted expenses may have already been submitted and posted. We are asking that steps be taken to retroactively apply the 3636 COVID-19 CF1 value to all expense lines. Below are 2 options to apply the value to posted expenses.
Weinberg College of Arts & Sciences:  
COVID-19 Impacted Expenses Tracking with ChartField 1 Value  
3/27/2020

Option 1  
Submit a Correction Journal in NUFinancials to apply the CF1 value to an existing expense.  
*Recommended to correct less than 15 expense line items for your department or program.*  
The correction journal should reverse the original expense and re-enter the expense with the 3636 CF1 value.

Please reference these MyHR Learn Resources to assist with entering correction journals if needed.  
Actuals Journals Training Guide (Class ID FMS9318)  
Finding the Original Journal ID for Expense Reports, Cash Advances & Vouchers Job Aid (Class ID FMS9071)

Option 2  
Request an upload journal by emailing Carrie Garrison.  
*Recommended to correct more than 15 expense line items for your department or program.*  
Contact Carrie Garrison with detail regarding the number of expense lines that need to be corrected.  
Draft the upload journal excel sheet and send to Carrie for approval.

**Can I run a report for these COVID-19 expenses?**  
Once you have applied the 3636 CF1 value to all expense lines you can generate a GL008 report for that value.  
The Cognos GL008 run controls include a report filter for Chartfield 1 values.

**Chartfield1**  
Search by entering all or part of a Chartfield1 ID or its description.

**Tip:** Only the first 300 results can be displayed. Enter more information below and search again to reduce the number of search results.

**Keywords:**  
Type one or more keywords separated by spaces.  
3636  
Search

**Results:**  
3636 - COVID-19

**Choice:**  
3636 - COVID-19