CV19- Program Code

EXPENSE REPORTS

1. After entering the expense line details, open the Accounting Details dropdown arrow and enter the funding source on the SpeedChart field.
2. **NEW**: Under the Chartfields tab, use the magnifying glass next to the Program field.
3. Select **CV19**.

Search for “CV19” and select the **CV19 Coronavirus Expense** program code.
1. After entering the voucher details, enter the funding source on the **SpeedChart** field and a description.
2. Under the Distribution Lines, enter the corresponding **Account**.
3. **NEW**: Use the magnifying glass next to the **Program** field to search for the program code.
4. Select **CV19**.

**Search for “CV19” and select the CV19 Coronavirus Expense program code.**
IDT/ONL JOURNAL ENTRIES

1. After entering the journal details, select the Lines tab.
2. Enter the SpeedType and the corresponding Account.
3. **NEW**: Use the magnifying glass next to the Program field to search for the program code.
4. Select CV19.

4. Search for “CV19” and select the **CV19 Coronavirus Expense** program code.