

# 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**.

Expenses ?

Expand All | Collapse All Add: | My Wallet (0) | Quick-Fill

\*Date 03/13/2020 \*Expense Type NT-Consum Office/Cmpr Suppl

\*Billing Type Expense

Accounting Details ? **1**

SpeedChart

Chartfields

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Fund	Dept	Cost Center	Function	Program
2.00	UTEP1	2.00	USD	1.00000000	63003	2100	301500	14021600	700	

**2**

3. Search for "CV19" and select the **CV19 Coronavirus Expense** program code.

Look Up Program

SetID UTEP1

Program Code begins with

Description begins with

Look Up Clear Cancel Basic Lookup **3**

Search Results

View 100 First 1 of 1 Last

Program Code	Description
CV19	Coronavirus Expense

# CV19- Program Code

## NON-PO VOUCHERS

Invoice Information | Payments | Voucher Attributes

Business Unit UTEP1  
Voucher ID NEXT  
Voucher Style Regular Voucher  
Invoice Date 03/13/2020  
Invoice Received  
DELL CITY ISD  
Supplier ID  
ShortName  
Location SHARED  
\*Address 1

Save Save For Later

Copy From Source Document

Invoice Lines

Line 1 Copy Down  
\*Distribute by Amount  
Item  
Quantity  
UOM  
Unit Price  
Line Amount 500.00

SpeedChart 14021600  
Ship To PPB 1.180  
Description INV #17170- 201942

\*Service Start Date: 04/26/2019 \*Service End Date: 04/26/2019  
Emp ID:

GL Chart Exchange Rate Statistics Assets

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	Function	PC Bus Unit	Project
	1	500.00		UTEP1		2100	301500		700		

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**.

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

Look Up Program

SetID UTEP1  
Program Code begins with  
Description begins with

Look Up Clear Cancel Basic Lookup

Search Results  
View 100 First 1 of 1 Last

Program Code	Description
CV19	Coronavirus Expense

# CV19- Program Code

## IDT/ONL JOURNAL ENTRIES

Unit UTEP1  
Journal ID NEXT  
Date  
Long Description  
254 characters remaining  
\*Ledger Group ACTUALS  
Adjusting Entry Non-Adjusting Entry  
Ledger  
Fiscal Year 2020  
\*Source ONL  
Period 7  
Reference Number  
ADB Date 03/13/2020  
Journal Class  
Transaction Code GENERAL  
SJE Type  
Currency Defaults: USD / CRRNT / 1

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**.

Unit UTEP1  
Journal ID NEXT  
Date 03/13/2020  
Template List  
Change Values  
InterIntraUnit \*Process Edit Journal Process  
Personalize Find |  
▼ Lines  
Select Line \*Unit SpeedType Account Fund Dept Cost Center Function Program PC Bus Unit Project  
1 UTEP1  
▼ Totals  
Unit Total Lines Total Debits Total Credits Journal Status Budget Status  
UTEP1 1 0.00 0.00 N N  
Save Notify Refresh Add Update/Display

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

Look Up Program  
SetID UTEP1  
Program Code begins with  
Description begins with  
Look Up Clear Cancel Basic Lookup  
Search Results  
View 100 First 1 of 1 Last  
Program Code Description  
CV19 Coronavirus Expense