

Financial Reports for Activity 9105 (COVID-19)

APRIL 1, 2020

Dear Colleagues,

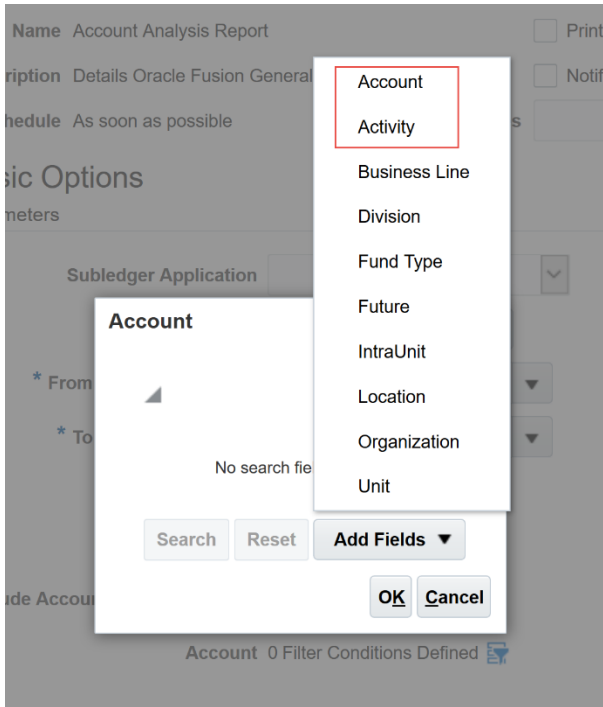
As a reminder, the University Controller's Office has created a new chart of accounts Activity value, 9105 (COVID-19) to track the financial impact of COVID-19. Please be sure to create reclassification journals for costs and/or refunded student tuition and fees directly related to COVID-19 that occurred prior to the creation of this new Activity value. In addition, this Activity value, 9105 (COVID-19), can now be used with project transactions for Non-Sponsored projects.

The recommended reports to use to monitor P&L data for this value are:

- **RU GL 104B BOG P&L All Units – Variance report** in the Financial Reporting Center tile will provide P&L balances. To run the report, specify Activity Code 9105 in the point of view selection. Please review the [job aid](#) for complete instructions on how to run the report.

The image shows a screenshot of a report configuration interface. It consists of several rows, each with a label on the left and a 'Select...' button on the right. The rows are: 'Business Line' with 'All Business Line Values'; 'Activity' with '[All Activity Values].[9105]' (this row is highlighted with a red rectangular box); 'IntraUnit' with 'All IntraUnit Values'; 'Future' with 'All Future Values'; 'Balance Amount' with 'Ending Balance'; and 'Amount Type' with 'YTD'.

- The **Account Analysis** report in the Tools tile>Scheduled Processes will provide transaction details. To run the report, select the filters “Activity Code: 9105” and “Account Between: 40000 to 99999 (P&L accounts)”. Please review the [job aid](#) for complete instructions on how to schedule this report.



If you have questions, please contact the Financial Management Help Desk at finance_helpcenter@finance.rutgers.edu.

Regards,

Ernie DiSandro

Interim Controller

Office of the University Controller

