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ILLINOIS STATE COMPTROLLER

ACCOUNTING BULLETIN

TO: Fiscal Officers of All State Agencies

FROM: Ellen Andres, Assistant Comptroller - Operations

DATE: April 21, 2020

SUBJECT: Tracking COVID-19 Revenues and Expenditures

NUMBER: 237

The Governor issued the State Disaster Proclamation on March 9, 2020. In order to accurately track COVID-19 related revenues and expenditures the IOC will utilize the CFDA field on vouchers and receipts. The IOC has assigned the CFDA number 00019 to be used for tracking purposes. This number is not a valid federally assigned code for COVID-19 but is assigned by the IOC solely for tracking purposes of these expenditures from all sources. In the event a CFDA number is assigned by the Federal Government, the IOC will track both the Federal and IOC assigned numbers.

Voucher processing: The CFDA number is a field on the C-13 Invoice Voucher. When submitting COVID-19 related expenses, 00019 should be entered on the 900M in bytes 439 through 443. This field is carried to the IOC warehouse on the WH_TRANS_EXP table.

Receipt processing: The CFDA field is on the Receipt Deposit Instrument (C-64). Enter 00019 in the CFDA field when submitting COVID-19 related receipts. When using an electronic receipt file, the CFDA number is located in bytes 25 through 59. The CFDA field is carried to the warehouse on the WH_TRANS_REV table.

If an agency has already processed COVID-19 related receipts or vouchers, please email a spreadsheet containing the following: Agency Number, Transaction Number (voucher or receipt number), and Transaction Amount to Bill.English@illinoiscomptroller.gov. The IOC will use the spreadsheet to update the CFDA field on all vouchers and RDTs already processed. It is preferred that these changes are implemented immediately, but they will not be required until May 1, 2020. DoIT has already made the changes in SAP to accommodate this new procedure. If your agency is unable to make these changes, please contact Bill English for further guidance.

If you have questions concerning this Accounting Bulletin, please contact Bill English at Bill.English@illinoiscomptroller.gov. Agencies may access this and other Accounting Bulletins on the IOC website at <http://www.illinoiscomptroller.gov/agencies>.