**Reporting Additional Covid-19 Expenses**

**How to retrieve the document number to report additional COVID-19 Related documents into the SAP COVID-19 portal tile.**

This is used for Requisitions/PO’s and eNPO’s issued prior to March 19, 2020. March 19, 2020 is the date when the COVID-19 option was added to the workflow for requisitions.

**How to Review Document #/Budget Expenses**

You will need the following report - **TCODE: ZFI\_OPER\_EXP\_RPT** to retrieve the information for your department fund/cost center. The document number on the report cross references the PO#. The document number (eg. #5100xxxxxx) is needed to enter the COVID-19 information into the SAP COVID-19 portal tile.

**Example below**: Enter the department fund, cost center to view the document number

TCODE: ZFI\_OPER\_EXP\_RPT

FY: 2020

Fund: 20000xxxxx

Posting Date from: 03/01/2020

Posting Date to: 06/12/2020

Doc. Type: AX (default)

Fund Center: 1114xxxxx

**Reminder**: If a Requisition/PO or eNPO was issued after March 19, 2020. The system would require you to mark the purchase with Yes or No for COVID-19. The system will not allow you to move forward with the requisition order unless this is marked in the requisition. If you entered “Yes” there is no need to re-enter these orders in the SAP COVID-19 portal tile.