

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

**Notice BU-752**

**For:** FSA Employees

**FY 2014 Farm Bill Accounting Codes**

**Approved by:** Associate Administrator for Operations and Management



**1 Overview**

**A Background**

The Agricultural Act of 2014 (2014 Farm Bill) provided administrative funding to assist with implementing Title I activities. Implementation costs are anticipated for many Farm Bill titles. FSA is required to report on the cost of Farm Bill implementation; therefore, to ensure transparency and reduce the reporting burden on employees, special accounting codes are being established, where possible.

**B Purpose**

This notice provides instructions for:

- using Farm Bill accounting codes to capture Farm Bill implementation costs that used “Direct S&E” funds for operating expenses
- tracking Farm Bill implementation costs that used Agricultural Credit Insurance Fund (ACIF) reimbursable salary and expense (S&E) funds for operating expenses.

Disposal Date	Distribution
August 1, 2014	All FSA Employees; State Offices relay to County Offices

## 2 Farm Bill Accounting Codes for Direct S&E Funds

### A Travel Codes

Farm Bill travel funds, associated with National, State, or County Office “Train-the-Trainer” training and to bring State and County Office personnel to Washington, DC, to work on Farm Bill-related regulations and instructions, for TDY (GovTrip) travel, have had new accounting codes created with “-FB-TRAINING” appended to the end of existing accounting codes for all offices, **except** FLP. For FLP, see subparagraph 3 A.

**Examples:** Someone traveling:

- for State training from the Texas State Office would search in GovTrip for code, “14-TX-STO-FB-TRAINING”
- from the Clay, Texas, Service Center would use GovTrip code, “14-48077-FB-TRAINING”.

New TRVL software codes for local travel, that have the last 6 zeroes replaced with “FBEXPS” for Farm Bill expenses, have been created for both FA and CE.

**Note:** These TRVL codes do **not** apply to FLP. See subparagraph 3 A.

**Examples:** In TRVL software, someone traveling for Farm Bill training from the:

- Texas State Office would use FA code, “48404884FBEXPS”
- Knox, Missouri, Service Center would use CE code, “48729103FBEXPS”.

### B Supplies Codes

Supply purchase card holders **must**, in AXOL software, reallocate Farm Bill costs to the line of accounting using the same 14-position accounting codes, established for TRVL software, as provided in subparagraph A, during their monthly reallocation process.

**Examples:** In AXOL software, a Farm Bill-related supply purchase made against the purchase card from the:

- Texas State Office would use FA code, “48404884FBEXPS” to reallocate the expense
- Knox, Missouri, Service Center would use CE code, “48729103FBEXPS” to reallocate the expense.

## 2 Farm Bill Accounting Codes for Direct S&E Funds (Continued)

### C Contract Codes

Using Integrated Acquisition System (IAS) requisitions for Farm Bill expenses is expected to be infrequent; therefore, new accounting codes for IAS requisitions have **not** been automatically created. If user's office requires using IAS for a Farm Bill expense, send a request to both of the following contacts for IAS Farm Bill code activation:

- Marsha Stevens by either of the following
  - e-mail to **marsha.stevens@kcc.usda.gov**
  - telephone at 816-926-6288
- Claire Lindsey by either of the following
  - e-mail to **claire.lindsey@kcc.usda.gov**
  - telephone at 816-926-6245.

## 3 Tracking Farm Bill ACIF S&E Funds

### A FLP Farm Bill Activities

Farm Bill implementation costs associated with FLP activities will **not** have separate accounting codes because of the accounting system limitations. BUD's Administrative Expenses Branch requests that any FLP Farm Bill-related travel, supplies, postage, or printing be tracked within each National and/or State Office. A standardized template will be provided, under separate cover, to report FLP costs associated with Farm Bill implementation.