

For: FSA Employees

FY 2019 Accounting Code Usage in Web TA 4.2

Approved by: Acting Administrator



1 FY 2019 Accounting Code Usage in Web TA 4.2

A Background

Provisions in 21-AO currently require that farm program County Office employees in permanent shared management situations use the CEDs HQ Office accounting code in Web TA 4.2. The Managerial Cost Accounting (MCA) Working Group, FSA leadership and other key stakeholders identified that this requirement prevented FSA from considering the workload efficiencies of the respective offices in shared management situations and additionally noted that requirements in 21-AO were not specific about accounting code requirements for COT's, FLOT's, DD's and other employees stationed in County Offices that were not directly contributing to the counties workload.

B Purpose

This notice:

- provides OBF's approval and instructions for accounting code usage in Web TA beginning in **FY 2019 and starting on October 1, 2018.**
- applies to all County Office employees including:
 - employees whose duties primarily contribute to county workload, are now required to use the accounting code directly aligned with their primary duty station
 - District Directors (DD's) are now required to use the non-FLP STO accounting code
 - County Office Trainees (COT's) are now required to use the STO fund code 87 accounting code indicated in this notice
 - Farm Loan Officer Trainees (FLOT's) are now required to use the STO fund code 84 accounting code indicated in this notice

Disposal Date	Distribution
December 1, 2018	All FSA employees; State Offices relay to County Offices

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1 FY 2019 Accounting Code Usage in Web TA 4.2 for Field Office Employees (Continued)

B Purpose (Continued)

- Other employees stationed in County Offices that do not primarily contribute to county workload should use the accounting code associated with their primary servicing unit.

Notes: The instructions in this notice only apply to accounting code usage in Web TA 4.2 and do not affect how employees align in Empower. Employees should continue to use currently established rules for HRD Empower employee alignment.

21-AO will be updated to incorporate the guidance in this notice.

C Contacts

For questions about this notice, contact the Managerial Cost Accounting (MCA) Team by e-mail to BPMSUPDATE@wdc.usda.gov.

2 Activity Reporting System Accounting Codes

A Verifying Accounting Codes for WebTA

Accounting codes for payroll are always 14-digits in length and contain specific data elements such as:

- FY
- whether employee is Federal or non-Federal
- employee's assigned organizational unit.

Note: Accounting codes are alpha-numeric. It is **critical** that when a number is required that a number is used.

Example: The letter "O" should **never** be substituted for the number "0".

All letters shall be entered in UPPER-CASE.

Timekeepers:

- should review the accounting code formats in subparagraphs B through D to determine the correct codes for employees for which they complete payroll
- will only verify their own employees and **not** employees for which they serve as backup timekeeper through delegation
- shall verify that all accounting in the employee's T&A profile is set to "manual" for the Activity Reporting System to function in WebTA.

Note: If multiple accounting codes are available in the employee's T&A profile, all codes **except** the valid code shall be deleted.

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2 Activity Reporting System Accounting Codes (Continued)

B National Office, Kansas City, St. Louis, and APFO

The following table provides the accounting code format for the Washington, DC, area, Kansas City, St. Louis, and APFO employees.

Accounting Code Format for All Washington, DC, area, Kansas City, St. Louis, and APFO Employees GS-“Y84XXXXX000000”	
Code Element	Code Detail
Budget FY (1 character)	“Y” is the last digit of FY (FY 2019 is “9”).
Fund Code (2 characters)	“84” is the fund code to be used by all offices.
Organizational Code (5 characters)	“XXXXX” is the detail organizational codes for the Washington, DC, area, Kansas City, St. Louis, and APFO organizational units. The 5-digit codes are found in 98-FI, Exhibits 8-10. Example: The organizational code for Office of Budget and Finance, Office of Director is “2A784”.
Sub-Object Code (2 characters)	Always “00”.
Project Code (4 characters)	Always “0000”.
Example: FY 2019 Office of Budget and Finance, Office of Director	“9842A784000000”

Note: National Office Employees stationed in State or County Offices should continue to use the National Office Accounting codes that align with the units they support.

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2 Activity Reporting System Accounting Codes (Continued)

C State Offices

The following is the accounting code format used for State Office Federal employees.

Accounting Code Format - State Office Employees		
Code Element	Non-FLP – “Y84SSS84000000” Code Detail	FLP - “Y84SS0000000000” Code Detail
Budget FY (1 character)	“Y” is the last digit of FY (FY 2010 is “0”).	
Fund Code (2 characters)	“84” is the fund code to be used by all State Offices.	
Organizational Code (5 characters)	“SSS84” is the State code. Example: The State code for Nebraska is “031”.	“SS000” is the State abbreviation. Example: Nebraska is “NE”.
Sub-Object Code (2 characters)	Always “00”.	
Project Code (4 characters)	Always “0000”.	
Example: FY 2019 for California	“98400684000000”	“984CA0000000000”

It is important that the correct payroll accounting data is used to ensure the accuracy of reports and obligations. Using incorrect accounting data may result in:

- employee data being erroneously credited to another office
- another office being credited with incorrect reported activity.

The following types of employees should use the State Office Accounting codes as instructed:

- District Directors (DD’s) should use the Non-FLP State Office Accounting Code
- County Office Reviewers (COR’s) should use the Non-FLP State Office Accounting Code.

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2 Activity Reporting System Accounting Codes (Continued)

D County Offices

The following is the accounting code format used for County Office employees.

Accounting Code Format - County Office Employees		
Code Element	CO - “Y87SSCCCC000000” Code Detail	GS - “Y84SSCCCC000000” Code Detail
Budget FY (1 character)	“Y” is the last digit of FY (FY 2019 is “9”).	
Fund Code (2 characters)	“87” is the fund code to be used by all County Office CO employees.	“84” is the fund code to be used by all County Office GS employees.
Organizational Code (5 characters)	<ul style="list-style-type: none"> • “SS” is the numeric State code. • “CCC” is the numeric county code. 	<ul style="list-style-type: none"> • “SS” is the alpha State abbreviation. • “CCC” is the numeric county code.
Sub-Object Code (2 characters)	Always “00”.	
Project Code (4 characters)	Always “0000”.	
Example: FY 2019 for a regular employee in Sacramento County, California.	“98706067000000”	“984CA067000000”

It is important that the correct payroll accounting data is used to ensure the accuracy of reports and obligations. Using incorrect accounting data may result in:

- employee data being erroneously credited to another office
- another office being credited with incorrect reported activity.

Note: All employees should code to their duty station. CED’s in permanent shared management operations should only code time to their permanent duty station. FLM’s should also only code to their permanent duty station.

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2 Activity Reporting System Accounting Codes (Continued)

E County Office Trainees (COT's) and Farm Loan Officer Trainees (FLOT's)

The following is the accounting code format used for COTs and FLOTs.

Accounting Code Format - County Office Employees		
Code Element	COTs CO - "Y87SS000000000" Code Detail	FLOTs GS - "Y84SS000000000" Code Detail
Budget FY (1 character)	"Y" is the last digit of FY (FY 2019 is "9").	
Fund Code (2 characters)	"87" is the fund code to be used by all County Office CO employees.	"84" is the fund code to be used by all County Office GS employees.
Organizational Code (5 characters)	<ul style="list-style-type: none"> "SS" is the numeric State code. "000" is the numeric county code. 	<ul style="list-style-type: none"> "SS" is the numeric State abbreviation. "000" is the numeric county code.
Sub-Object Code (2 characters)	Always "00".	
Project Code (4 characters)	Always "0000".	
Example: FY 2019 for a regular COT or FLOT in California.	"98706000000000"	"98406000000000"

It is important that the correct payroll accounting data is used to ensure the accuracy of reports and obligations. Using incorrect accounting data may result in:

- employee data being erroneously credited to another office
- another office being credited with incorrect reported activity.

F Timekeeper Instructions for FY Rollover

Timekeepers shall add new FY accounting into WebTA, as follows:

- accounting tables according to calendar dates as provided by the National Office
- for each employee assigned to the timekeeper.

Note: See 21-AO, paragraph 62 for detailed assistance.