

For: State Offices

Accounting Codes for Capturing and Paying for Expenses Related to Training Farm Loan Officer Trainee (FLOT), County Operations Trainee (COT) or Program Technician (PT)

Approved by: Administrator



1 Accounting Codes for Capturing and Paying for Training Related Expenses for a FLOT, COT, or PT

A Background

The Consolidated Appropriations Act, 2019 (Pub. L. 116-6) provided FSA with direction to designate \$20 million from within appropriated levels to pay for expenses for hiring employees to fill vacancies at the County Office levels. Additionally, FSA received guidance that no less than \$8 million of the \$20 million will be designated for FLOT expenses. This requirement will expire on September 30, 2020. FSA has identified these positions, for the purpose of accounting code tracking, to be FLOT's, COT's, or PT positions at the County level. To track the expenses associated with these employees, FSA will use special accounting codes to track the salary, benefits, travel, and training costs to meet the requirement of the Act through the end of FY 2020.

B Purpose

This notice:

- provides the accounting codes to be used in all applicable automated systems, such as WebTA and Concur required to capture travel, salary, and other expenses to meet the requirement and direction of the Act

Important: The accounting codes provided in this notice must be used only for the **employees filling vacancies for the positions identified by FSA and as designated in the Act.**

- obsoletes Notice BU-812 to correct the FLOT accounting code for Fund 95 training and travel and provide further clarification on its use.

Disposal Date	Distribution
October 1, 2020	State Offices

Notice BU-813

1 Accounting Codes for Capturing and Paying for Training Related Expenses for a FLOT, COT, or PT (Continued)

The following positions are covered by the Fund 95 line of accounting:

- current FLOT positions filled in FY 2019 or later
- current COT positions filled in FY 2019 or later
- permanent GS or CO PT positions located at the county level hired in FY 2020.

All other positions must be coded using customary accounting codes for the Salary and Benefits (S&B) fund. See Notice AO-1710 for details.

Notes: The accounting codes to be used for each grouping is the same for both WebTA and Concur.

The National Office will be running reports periodically to verify that the accounting codes provided in this notice are used appropriately.

The State Office will determine the positions that will be tracked using these special accounting codes.

C Contact

For questions about this notice, contact the FPAC, Budget Division, Staffing Resources Section Team by e-mail at **FPAC-Staffing-Resources-Team@usda.gov**.

D Accounting Code Structure for Positions To Be Captured by Special Accounting Codes

The following is the accounting code format to be used in the applicable automated systems for positions to be captured with the special accounting codes.

Position / Jurisdiction: Farm Loan Officer Trainee (FLOT) / State Only

Accounting Code Format – FLOT using the Special Accounting Code	
Code Element	“Y95SSCCCFLTR2Y” Code Detail
Budget FY (1 character)	“Y” is the FY code. The FY code will always be “0.”
Fund Code (2 characters)	“95” is the fund code. The fund code will always be “95.”
Organizational Code (5 characters)	“SSCCC” is the office’s organizational code. The organizational code will always be equal to the 5-digit organizational code for the Office. Example: The organizational office code for the Alabama State Office is “01000.”
Special Project Code (6 characters)	The special project code for a FLOT will always be “FLTR2Y.”
Example for a FLOT located in the Alabama State Office.	“09501000FLTR2Y”

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1 Accounting Codes for Capturing and Paying for Training Related Expenses for a FLOT, COT, or PT (Continued)

D Accounting Code Structure for Positions To Be Captured by Special Accounting Codes (Continued)

Position / Jurisdiction: County Operations Trainee (COT) / State Only

Accounting Code Format – COTR using the Special Accounting Code	
Code Element	“Y95SSCCCCOTR2Y” Code Detail
Budget FY (1 character)	“Y” is the FY code. The FY code will always be “0.”
Fund Code (2 characters)	“95” is the fund code. The fund code will always be “95.”
Organizational Code (5 characters)	“SSCCC” is the office’s organizational code. The organizational code will always be equal to the 5-digit organization code for the State Office. Example: The organizational code for the New Jersey State Office is “34000.”
Special Project Code (6 characters)	The special project code for a COT will always be “COTR2Y.”
Example for a COTR located in the New Jersey State Office.	“09534000COTR2Y”

Position / Jurisdiction: Program Technician - GS (GS-PT) / County Level Only

Accounting Code Format – GS-PT using the Special Accounting Code	
Code Element	“Y95SSCCCGSPT2Y” Code Detail
Budget FY (1 character)	“Y” is the FY code. The FY code will always be “0.”
Fund Code (2 characters)	“95” is the fund code. The fund code will always be “95.”
Organizational Code (5 characters)	“SSCCC” is the office’s organizational code. The organizational code will always be equal to the 5-digit organizational code for the County Office. Example: The organizational code for the Bexar County Office, Texas is “48029.” Note: This instruction is for a GS-PT. See the next table for a County Office Program Technician (CO-PT)
Special Project Code (6 characters)	The special project code for a GS-PT will always be “GSPT2Y.”
Example for a GS-PT located in the Bexar County Office, Texas.	“09548029GSPT2Y”

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1 Accounting Codes for Capturing and Paying for Training Related Expenses for a FLOT, COT, or PT (Continued)

D Accounting Code Structure for Positions To Be Captured by Special Accounting Codes (Continued)

Position / Jurisdiction: Program Technician - CO (CO-PT) / County Level Only

Accounting Code Format – CO-PT using the Special Accounting Code	
Code Element	“Y95SSCCCCOPT2Y” Code Detail
Budget FY (1 character)	“Y” is the FY code. The FY code will always be “0.”
Fund Code (2 characters)	“95” is the fund code. The fund code will always be “95.”
Organizational Code (5 characters)	<p>“SSCCC” is the office organizational code. The organizational code will always be equal to the 5-digit organization code for the County Office.</p> <p>Example: The organizational code for the Adams County Office, Nebraska is “31001.”</p> <p>Note: This instruction is for a CO-PT. See the previous table for a GS Program Technician (GS-PT).</p>
Special Project Code (6 characters)	The special project code for a CO-PT will always be “COPT2Y.”
Example for a CO-PT located in the Adams County Office, Nebraska.	“09531001COPT2Y”

Timekeepers will add the accounting code to all applicable timesheets and WebTA accounts. All applicable accounts will need to use the special accounting code effective October 1, 2019.

Notes: Timekeepers shall correct timesheets as required to maintain accuracy.

The WebTA and Concur accounting codes shall not be used for any time recorded after September 30, 2020.