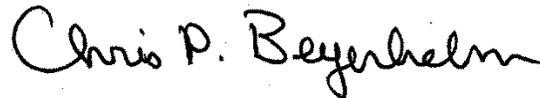


For: FSA Employees

FY 2015 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; however, there are other Farm Bill Title Program implementation costs above the funding provided to assist with Title 1 activities. FSA is monitoring the total cost associated with the 2014 Farm Bill implementation. In addition, FSA is required to report on the cost of Farm Bill implementation associated with the Title 1 funding provided by Congress. In an effort to ensure transparency and reduce the reporting burden on employees, special accounting codes are established, where possible, that are specific to Title 1 Farm Bill activities and a generic code has been established for tracking all other Farm Bill titles. For FY 2015, Title 1 funding was not available before October 23, 2014. Other generic title program accounting codes were used to cover costs for Title 1 programs. Therefore, there will not be any accounting code adjustments for obligations initiated before this notice.

- Title 1 programs include but are not limited to Disaster LIP, LFP, Margin Protection Program for Dairy Producers (MPP-Dairy), Agriculture Risk Coverage (ARC) and Price Loss Coverage (PLC).
- Title V Programs include Direct and Guaranteed Loan Programs.
- Other title programs include, but are not limited to, NAP and CRP.

Disposal Date	Distribution
July 1, 2015	All FSA Employees; State Office relay to County Offices

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1 Overview (Continued)

B Purpose

This notice provides:

- instructions for using updated Farm Bill accounting codes to capture Farm Bill implementation cost that used direct salary and expense (S&E) funds for operating expenses, excluding Title I and V Programs
- instructions for tracking Farm Bill implementation (Title V Program) costs associated with Agricultural Credit Insurance Fund (ACIF) S&E funds for operating expenses
- Farm Bill Title 1 program codes that use reimbursable S&E funds.

2 Farm Bill Accounting Codes for Direct S&E Funds Excluding Title I and V Programs

A Concur Travel Codes

National, State, and County Offices will use the Concur travel codes for Farm Bill travel associated with training, or Washington D. C. travel to assist with Farm Bill related regulations and instructions.

Except for Title I-Farm Programs, and Title V-FLP, these codes will be used for all other Farm Bill programs.

Example: State - Texas State Office shall use 151515-TX-STO-FB-TRAINING
County - Clay, Texas Service Center shall use 15XX15-48077-FB-TRAINING
National Office - PECD shall use 151515-PECD-FB-TRAINING.

Local travel processing is now paid through WebTA. For these Farm Bill expenses, 14-digit accounting codes have been created. The last 6 zeroes should be replaced with "FBEXPS". This change is in effect for both FA (non-FLP) and CE.

Note: Do not code payroll expenses with these codes.

Example: State - Texas State Office shall use 58404884FBEXPS
County - Knox, Missouri, Service Center shall use 58729103FBEXPS
National Office - PECD shall use 58411884FBEXPS.

Notes: These WebTA codes do **not** apply to FLP. See subparagraph 4 A.

Do not:

- code Farm bill expenses to payroll, only local travel
- use the Farm Bill accounting codes when coding payroll-(time) worked, only local travel.

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2 Farm Bill Accounting Codes for Direct S&E Funds Excluding Title I and V Programs (Continued)

B Supply and Other Miscellaneous Expenses

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

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

- State - Texas State Office shall use 58404884FBEXPS to reallocate the expense
- County - Knox, Missouri, Service Center shall use 58729103FBEXPS
- National Office - PECD shall use 58411884FBEXPS.

C Codes for IAS Requisitions

Using IAS requisitions for Farm Bill expenses are expected to be infrequent, therefore, new accounting codes for IAS requisitions have **not** been automatically created. If offices are required to use IAS for a Farm Bill expense, send a request by e-mail to both of the following contacts for IAS Farm Bill code activation:

- Marsha Stevens to marsha.stevens@kcc.usda.gov
- Claire Lindsey to claire.lindsey@kcc.usda.gov.

States Offices and the National Office will be reimbursed based on the accounting codes. These codes will be pulled by the applicable National Office analyst and will update monthly in the Allotment Change Request (ACR) model before the model opening.

3 Farm Bill Codes for Title I Reimbursable S&E Funds – Farm Programs Only

A Activating Codes

State and National Offices **must** contact the applicable National Office Budget Analyst 5 days **before** the requirement for funding to have codes activated for the new funds. Once the requirement for funding has been completed, the codes will be de-activated.

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3 Farm Bill Codes for Title I Reimbursable S&E Funds – Farm Programs Only (Continued)

B Concur Travel Codes for Title I Travel

National, State, and County Offices will use these codes for Farm Programs, **Title I only**, Farm Bill travel associated with training, or Washington D. C. travel to assist with Farm Bill related regulations and instructions.

Example: State - Texas State Office shall use 151515-TX-STO-FARMBILL
County - Clay, Missouri Service Center shall use 15XX15-29103-FARMBILL
National Office PECD shall use 151515-PECD-FARMBILL.

Local travel processing is now paid through WebTA. For these Farm Bill expenses, 14-digit accounting codes have been created. Replace the last six zeroes with “FARMBL”. This change is in effect for both FA (non-FLP) and CE.

Note: Do not code payroll expenses with these codes.

Example: State - Texas State Office shall use 58404884FARMBL
County - Clay, Missouri Service Center shall use 58729103FARMBL
HQ - PECD shall use 58411884FARMBL.

Note: These WebTA codes **do not** apply to FLP. See subparagraph 2 A. **Do not** code Farm bill expenses to payroll, **only** local travel.

C Supply and Other Miscellaneous Expenses

Supply purchase card holders **must**, in AXOL software, reallocate Farm Bill cost to the line of accounting using the same 14-position accounting codes established for local travel, as provided in subparagraph 2 A, during their monthly reallocation process.

Example: State - TX State Office shall use FA code 58404884FARMBL
County - Missouri, Service Center shall use CE code 58729103FARMBL
National Office - PECD shall use 58411884FARMBL.

D Codes for IAS Requisitions

Using IAS requisitions for Farm Bill expenses is expected to be infrequent, therefore, new accounting codes for IAS requisitions have **not** been automatically activated. If offices are required to use IAS for a Farm Bill expense, contact the National Office budget analyst for IAS Farm Bill code activation.

E Funding

These obligations automatically charge against an accounting line at the National Office level. National Office, State and County Offices will not receive any additional funds for these obligations.

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4 Tracking Farm Bill ACIF Reimbursable 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 Expense Branch requests that any FLP Farm Bill-related travel, supplies, postage, or printing be tracked within each National and/or State Office.

B Funding

Requests for reimbursement will be made through the ACR Model. Provide the appropriate obligating document (travel voucher, purchase order, etc.) to the National Office budget analyst for reimbursement.