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MEMORANDUM

To: Finance Officers Group

From: John Walbert
           Chief, Systems Coordination Branch

Subject: Instructions for FY 2001 Account/Sub-account Set-up

This memorandum, with its attachments, represents the process that will be followed to establish accounts and sub-accounts in the FFS tables for fiscal year (FY) 2001. Because of the numerous changes coming in FY 2001, an automated process has been developed to load the various FFS tables for accounts and sub-accounts. The steps in the overall process are briefly described below.

- An extract of valid FY 2000 accounts/sub-accounts for each division will be produced by OFM from the DVAL, PROJ, SPRJ, and FPRJ tables. At the time each division is ready, this file will be produced in Excel format. Each row on the Excel file represents a valid account number (sub-account field will be blank) or sub-account number (listed with its parent account number).

- Division financial personnel will update records on this extract file for any changes necessary for FY 2001. This includes replacing old fund codes with new fund codes, replacing old program codes with new program codes, updating titles and installation wide project numbers if desired, adding new information being captured for FY 2001 (joint planning activity codes and fund split data), and deleting accounts/sub-accounts not needed for FY 2001.

- Division financial personnel will also add new records to the extract file for new accounts and sub-accounts desired for FY 2001.

- The DVAL table will be rolled over to FY 2001 as normal. The FPCA table will not be

rolled over to FY 2001 this year because of the Fund code changes planned.

- Once the division's changes to the file are complete, OFM will review the changes and turn the file over to BASB for the automated load of the data into FFS. The following table updates will occur:

    o DVAL changes ("Exists in FY 2000" = Y).
    o PROJ changes ("Exists in FY 2000" = Y).
    o SPRJ changes ("Exists in FY 2000" = Y).

    o DVAL adds ("Exists in FY 2000" = N).
    o PROJ adds ("Exists in FY 2000" = N).
    o SPRJ adds ("Exists in FY 2000" = N).

    o FPCA adds (for all account number level records)
    o FSPL adds (for all records with Fund Split codes).

Division financial personnel are responsible for making any necessary updates to the file of accounts/sub-accounts in accordance with FFS edits. (For example, changing all occurrences of fund code 0804 to one of the new fund codes – SIRD, SIRR, or *SIR – established for FY 2001). When the FFS tables are loaded from these input files, FFS edits will be enforced and records with errors will reject. Attachment (1) is an outline of the data fields (columns on the Excel file) that will be used for the account number/sub-account number load file. Basic edits for each field have been identified in attachment (1). To assist with this effort, the following lists of valid values for FY 2001 are provided:

- Attachment (2) – Valid FY 2001 Fund Codes

- Attachment (3) – Valid FY 2001 Program Codes

- Attachment (4) – Valid Project Types (for Joint Planning Activities and Hurricane Mitch Funding)

A list of valid cost centers, and their related allocation organizations, will be issued under a separate cover memo. Annette Kennedy of OFM System's Coordination Branch will be working with division financial personnel to facilitate this process of establishing accounts and sub-accounts for FY 2001. Annette can be reached at (703) 648-7608 or E-mail akennedy@usgs.gov.

Attachments

Data Fields on Account/Sub-Account File

Field Name	PIC	Edits / Comments
Exists in FY 2000	X(1)	Must be Y or N. All records on file initially created by OFM will be coded "Y". Any records added to this file should be coded "N". This field will dictate what FFS tables are loaded and/or updated.
Account Number	X(9)	First four characters must be a valid FY 2001 cost center. If sub-accounts are used, this field must be populated with the parent account number.
Sub-Accounts Used	X(1)	Must be Y or N.
Sub-Account Number	X(9)	Must be blank if Sub-Accounts Used is N. First four characters must be a valid FY 2001 cost center.
Title	X(30)	Make changes if desired.
Installation-Wide Project	X(11)	If installation-wide projects are used, this field should be populated. The installation-wide project record must already exist in the IWPT table in FFS.
Joint Planning Activity	X(3)	If applicable, enter the Hurricane Mitch code or new Joint Planning Activity codes for FY 2001 (for Project Type on PROJ).
DVAL Beginning BFY	X(04)	Only required for multi-year funds.
DVAL Ending BFY	X(04)	Only required for multi-year funds.
DVAL Fund	X(6)	Must be a valid FY 2001 fund code. If this account/sub-account is split between two funds, then use either *SIR (annual) or *SIRX (no-year). Note: Only use 5 characters of the Fund field.
DVAL Program	X(9)	Must be a valid FY 2001 program code.
FPCA Default Customer Number	X(11)	Must be either 0001X or 0002X.
FPCA Default Customer Agreement	X(15)	Must be the one character Division designator.
FSPL Fund 1	X(6)	Only use if DVAL Fund is *SIR or *SIRX. Must be one of SIRD (annual direct), SIRR (annual reimbursable), SIRXD (no-year direct) or SIRR (no-year reimbursable).
FSPL Fund 1 Percent	S9V9(5)	This plus FSPL Fund 2 Percent must add up to 100. Can use whole numbers or up to 3 decimal places (e.g., 50 or 51.234).

Data Fields on Account/Sub-Account File

Field Name	PIC	Edits / Comments
FSPL Fund 2	X(6)	Only use if DVAL Fund is *SIR or *SIRX. Must be one of SIRD (annual direct), SIRR (annual reimbursable), SIRXD (no-year direct) or SIRR (no-year reimbursable)
FSPL Fund 2 Percent	S9V9(5)	This plus FSPL Fund 1 Percent must add up to 100. Can use whole numbers or up to 3 decimal places (e.g., 50 or 48.766).

Valid FY 2001 Fund Codes

BFY(s)	Fund Code	Replaces	Fund Title	Comments
2001	*SIR		SIR Annual – Fund Split	Only use on DVAL and FSPL tables for accounts split between direct and reimbursable SIR (annual)
2001	*SIRX		SIR No-year – Fund Split	Only use on DVAL and FSPL tables for accounts split between direct and reimbursable SIR (no-year)
2001	SIRAD	0804	Surveys, Investigations, and Research (Direct)	
2001	SIRAR	0804	Surveys, Investigations, and Research (Reimbursable)	
2001	SIRXD	0804X	SIR No-year (Direct)	
2001	SIRXR	0804X	SIR No-year (Reimbursable)	
2001 2002	SIRMD	900	SIR Multi-year (Direct)	
2001 2002	SIRMR	901	SIR Multi-year (Reimbursable)	
2001	SIRS	0804S	SIR – 1% Set Aside	
2001	1082		State Department	
2001	1618X	950	Natural Resource Damage Assessment Restoration	Consolidates existing 1618X fund code with BRD's 950 fund code.
2001	2701X	905 and 906	Hurricane Relief and Construction (BRD)	Consolidates BRD's 905 and 906 fund codes into one fund code.
2001	4556A		Working Capital Fund – NWQL	
2001	4556B		Working Capital Fund - HIF	
2001	4556C		Working Capital Fund – Mainframe	
2001	4556D		Working Capital Fund – Telecommunications	
2001	4556E		Working Capital Fund – Equipment	

Valid FY 2001 Fund Codes

BFY(s)	Fund Code	Replaces	Fund Title	Comments
2001	4556F		Working Capital Fund – Facilities	
2001	4556G		Working Capital Fund – Geologic Publications	
2001	4556L		Working Capital Fund – Drilling	
2001	4556P		Working Capital Fund – Publication Services	
2001	4556R		Working Capital Fund – Eastern Region Research Lab	
2001	4556T		Working Capital Fund – National Training Center	
2001	4556X		Working Capital Fund – NBC	
2001	5055X	910	Operations & Maintenance of Quarters	Consolidates existing 5055X fund code with BRD's 910 fund code.
2001	5198X	935	Natural Resource Damage Assessment and Restoration	Consolidates existing 5198X fund code with BRD's 935 fund code.
2001	8562X	930	Contributed Fund	Consolidates existing 8562X fund code with BRD's 930 fund code.

Valid FY 2001 Program Codes

This list of FY 2001 program codes represents a significant reduction in the number of codes. Reasons for this are: (1) the establishment of Project Type codes to track initiatives (e.g., place-based studies, DOI science priorities, etc.) that were previously tracked with program codes and (2) the desire to establish a data element in FFS that closely coincides with annual budget line items.

Program Description	Program Class	Program Code
Facilities	20000	20000
National Center	20000	20200
Regional Ctr Facilities Mgmt	20000	20300
Deferred Maint & Cap Improvement	20000	20600
DO – Op & Maint Rent Payments	20000	21100
BRD – Facilities Operations	20000	23110
BRD – Facilities Maintenance	20000	23120
BRD – GSA Rents	20000	23130
BRD – Other Rents	20000	23140
BRD – Other Libraries	20000	23500
BRD – Reimb Facilities Oper	20000	23910
BRD – Reimb Facilities Maint	20000	23920
BRD – Reimb GSA Rents	20000	23930
BRD – Reimb Other Rents	20000	23940
WRD – Op & Maint Rent Payments	20000	24100
WRD – Other Libraries	20000	24500
NMD – Op & Maint Rent Payments	20000	25100
NMD – Other Libraries	20000	25500
NMD – Reimbursable Facilities	20000	25900
OPS – Operation & Maintenance	20000	26100
OPS – Reimbursable	20000	26900
BD – Op & Maint Rent Payments	20000	27100
USGS Library	20000	27400
GD – Reimbursable Facilities	20000	27900
Biological Research	30000	30000
Biological Research and Monitoring	30000	31000
Biological Information Management and Delivery	30000	32000
Cooperative Research Units	30000	33000
Contributed Funds	35000	35000
Research Contributed	35000	35010
Info Management Contributed	35000	35020
Coop Research Contributed	35000	35030
Quarters O&M	36000	36000
NRDA	37000	37000
Coeur D'Alene Basin	37000	37010
Exxon Valdez	37000	37020
Construction & Hurricane Relief	38000	38000
Hurricane Relief	38000	38010

Valid FY 2001 Program Codes

Program Description	Program Class	Program Code
BRD Construction	38000	38020
BRD Flood Damage	38030	38030
Water Resources Investigations	40000	40000
Ground Water Resources	40000	41040
Hydrologic Research & Development	40000	41050
Toxic Substances Hydrology	40000	41080
National Water Quality Assessment	40000	41120
Hydrologic Networks and Analysis	40000	42100
Water Information Delivery	40000	42110
Water Resources Research Act Program	40000	43000
Federal-State Coop Water Program	40000	44000
Technology Transfer	40000	48000
Flood Supplements	40000	49000
National Mapping Program	50000	50000
Mapping Data Collection and Integration	50000	51000
Earth Science Information Mgmt & Delivery	50000	52000
Geographic Research & Applications	50000	53000
Science Support – OPS	60000	60000
Direct National Center Facilities	60000	60040
Program Support	60000	60100
Central Region	60000	60400
Science Support – DO	60000	61000
Science Support – Bureau	60000	62000
Biology Headquarters	60000	63300
Water Resources Headquarters	60000	64300
National Mapping Headquarters	60000	65300
Geology Headquarters	60000	67300
Eastern Region	60000	68400
Western Region	60000	69400
Geologic Hazards, Resources, & Processes	70000	70000
Earthquake Hazards	70000	71010
Volcano Hazards	70000	71020
Landslide Hazards	70000	71030
Global Seismographic Network	70000	71040
Geomagnetism	70000	71050
National Cooperative Geologic Mapping	70000	72010
Earth Surface Dynamics	70000	72020
Coastal and Marine Geology	70000	72030
Mineral Resources	70000	73010
Energy Resources	70000	73020

Valid Project Type Codes

The Project Type field was first used to designate account numbers throughout all divisions associated with Hurricane Mitch activities. It is now being expanded to include the Joint Planning activities associated with the Bureau Operating Plan, as well as any division-wide efforts that were previously tracked via a program code.

Project Type Code	Description
M-E	Mitch – El Salvador
M-G	Mitch – Guatemala
M-H	Mitch – Honduras
M-M	Mitch – Management
M-N	Mitch – Nicaragua
M-R	Mitch – Regional
001	Science Support
002	Facilities
003	Abandoned Mine Lands
004	Amphibians Research & Monitoring
005	Chesapeake Bay Ecosystem
006	Columbia River – Aquatic Resources
007	Community/Federal Information Partnerships (C/FIP)
008	Decision Support for Resource Management
009	DOI Science Priorities
010	Drinking Water
011	Great Lakes Ecosystem
012	Greater Yellowstone Ecosystem
013	Gulf of Mexico
014	Human Health
015	Infrastructure Resources
016	Information Infrastructure / Gateway to the Earth
017	Lower Mississippi River Valley
018	Missouri River
019	Mojave Desert Ecosystem
020	National Electronic Atlas of the US
021	Platte River Ecosystem
022	Robust Hazards Data Delivery
023	San Francisco Bay Ecosystem
024	South Florida Ecosystem
025	South West Arid Lands
026	Urban Dynamics/Urban Ecology
027	Urban Multi-Hazards
028	Yukon River
029	Global Change

Valid Project Type Codes

Project Type Code	Description
030	Clean Water
031	Salton Sea Ecosystem
032	Framework
033	Great Lakes Geo/Map Coalition Project
034	NMP Hazards – GPRA
035	WRI Fed/St Coop Hazards – GPRA
036	National Infrastructure
037	Infrastructure Initiative

Attachment (4)