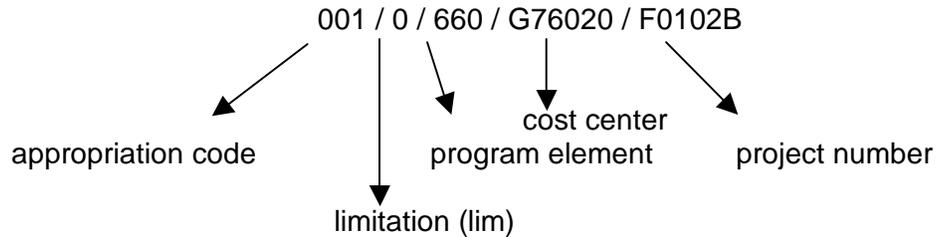


## TRAVEL MANAGER: ADDING ACCOUNTING CODES

These instructions are designed to show you exactly which information gets entered in which box in Travel Manager to set up a new line of accounting. Below is a break down of a line of accounting to help identify what each "piece" is called. The accounting line usually looks something like this:



To get to the "Add Accounting Code" screen in Travel Manager: Click on "Modules" on the tool bar located at the top of the page. When the menu drops down, click on "Doc Prep Admin." When the screen shifts, click on "setup" on the toolbar. When the menu drops down, click on "accounting," then "codes." When the screen opens, go to the bottom of the page and click on "Add" to add a new project or double click on an existing accounting code to adjust an existing one. Please enter the information as follows:

**Add Accounting Code** [X]

(1) select routing symbol from the pick list

Organization: [Pick List] [OK] [Cancel]

(2) Type brief description of funding line, maximum 15 characters

Label: [Text Box]

(3) If you work for the FAA, the agency number entered will always be a "1"

Agency: [Text Box]

(4) Enter the first letter of the region whose funding is being cited.

Region: [Text Box]

(5) enter appropriation code, a "." (period) then the lim

App. Lim: [Text Box]

(6) enter the cost center ONLY in this field

Cost Center: [Text Box]

(7) enter the program element

Prog. Elem: [Text Box]

(8) Enter one complete object class

Object Class: [Text Box]

(9) blank, unless entering a course/class

SMCS: [Text Box]

(10) entire project number

Project Num.: [Text Box]

(11) blank unless entering a course/class

Stat Data Z: [Text Box]

Course Class: [Text Box]

(12) unless travel is for training, this field must be blank

(1) **Organization:** The Routing Symbol of the organization funding the travel. This field is what lets Travel Manager know which lines of accounting to make available to the travelers in that organization. Click on the drop down menu and select your organization.

(2) **Label:** This lets the person entering the information label the accounting line with a familiar description, by a project title or name of a class, for example.

(3) **Agency:** A one ("1") is the only thing that should be entered here for the FAA, and is always entered, regardless of other variables that will be discussed later, do not leave it blank.

(4) **Region:** Enter a "T" for the Technical Center, a "W" for Washington, OR an "A" for the Aeronautical Center. These are the most common regions used, for a complete list of region codes, please refer to Appendix 6 of FAA Order 1375.7E. One (and ONLY one) character must be entered in this field, do not leave it blank. This should be the region providing the funds, not necessarily the region creating the document. For training in Oklahoma, please enter a "T," even though Aeronautical is the funding region.

(5) **App.Lim:** (Appropriation.Limitation) The appropriation code then a period (.), then the lim are entered here. It will look something like this: 001.0 or 082W.0 Do NOT use slashes, dashes, spaces, or smiley faces, just a period(.). This field also must be filled in, do not leave it blank. Valid Appropriation and Limitation Codes can be found in FAA Order 1375.6B, Chapter 2. Lim 0 = Direct Fund Lim 8 or 9 = Reimbursable Funds

(6) **Cost Center:** Enter the cost center in this field. This must be a valid cost center found in FAA Order 1375.7E. The cost center is either 4 or 6 digits. If you are unsure which number is the cost center, see the accounting string above which has been diagrammed for you and labeled, or check with your program analyst. This field will be left blank only if you are entering the accounting for a course and class, otherwise it must be filled in.

(7) **Prog. Elem:** Enter the program element. This must be a valid, current Program Element, which can be found in FAA Order 1375.6B, Chapter 4. This is often (but not always) a 3-digit number for the Technical Center. If you are unsure which number is the program element, see the accounting string below which has been diagrammed for you and labeled. You will notice that the Cost Center and the Program Element are in reverse order on this form, which has led to some confusion. This field will be left blank only if you are entering the accounting for a course and class, otherwise it must be filled in. If still unsure, please check with your administrative staff before entering.

(8) **Object Class:** Enter a valid object class in this field. These can be found in FAA Order 1375.6B, Chapter 5. This field will be left blank only if you are entering the accounting for a course and class for centrally funded training, otherwise it must be filled in. Object classes are always 4 characters in length.

(9) **SMCS:** (System Mac Code Support) This field will be left blank unless you are entering a course and class for centrally funded training, in which case you will enter "C (space)(space) 2"

(10) **Project Num:** Enter the full project number. This field will be left blank only if you are entering the accounting for a course and class, an aeronautical project, or OPS for

Washington, otherwise it must be filled in. A valid, current project number can be obtained from your Program Analyst.

(11) **Stat Data Z:** This field will be blank unless you are entering a course and class, in which case you should enter a "P."

(12) **Course.Class:** This field will be blank unless you are entering a course and class, in which case you should enter the course number.class number, please do not put slashes, dashes, or spaces in between, just the period (.) They are always 5 digits each. The class always begins with the fiscal year.

If you are entering a reimbursable line of accounting, please call your program analyst for specific directions.