



# Budget Object Class (BOC) Template

Requestor Information	
Date:	Email:
Name:	
Agency's Acronym:	Phone Number:

ServiceNow Request Details			
Request Number:			
Request Type:	Add	Change	Block
Additional BOC Data Elements included on spreadsheet:	Yes	No	

Budget Object Classification Data Elements							
BOC Item	BOC Short Description (20 Characters)	BOC Long Description (50 characters)	Apply to IAS (Yes or No)	1099 (Yes or No)	DATA Act BOC	Superior BOC (FMS USE ONLY)	10-Digit GL Account
1177	Othr Personnel Comp	Overtime - Travel on Weekends T/C23-Non-Wage Board	N	N	115	COSTASSESS	

Page two includes space for additional BOCs.

Comments:
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Approval Chain Financial Management Services (FMS) use only	
Customer Service Division (CSD):	
<b>DATE COMMITMENT ITEM ADDED TO FMMI:</b>	
<b>DATE GL ACCOUNT ADDED TO FMMI:</b>	
<b>DATE FMMI BOC DATA ACT TABLE UPDATED:</b>	Auto-populated by system
<b>DATE BOC ADDED TO OCFO BOC MANUAL:</b>	
Processing Services Branch (PSB):	
Transparency & Accountability Reporting Division (TARD):	
Office of Contracting & Procurement (OCP):	
Financial Management Services (FMS):	
Quality & Production Management Division (QPMD):	

Note: OMB Circular A-11, Section 83 should be used as a guide for creation of a Budget Object Classification Code. <https://www.whitehouse.gov/wp-content/uploads/2018/06/a11.pdf>



# Agency Instructions

When requesting a new BOC or modifications to current BOCs:

- Create a Service Request (SRQ) in ServiceNow
- Enter a justification which includes a regulation, law, or requirement for adding, changing, or blocking a BOC
- Complete and attach the Budget Object Class Template to the SRQ

**Note:** Also use this form when FMS must establish a Commitment Item that is not linked to a G/L account. A signature is not needed from TARD, PSB, or OCP when only establishing a Commitment Item.

Completing the Budget Object Class Template:

Enter the following information in the **Requestor Information** section:

- Date of the request
- Email address
- Name
- Agency's acronym
- Phone number

Enter the following information in the **ServiceNow Request Details** section:

- Provide the SRQ number generated in ServiceNow
- Choose the type of request: *Add*, *Change*, or *Block*
- Indicate if you have BOCs added to page two by checking *Yes* or *No*

**Note:** If the request includes more than two BOCs, enter them into the **Additional Budget Object Classification Data Elements** table (page two).

Enter the following information in the **Budget Object Classification Data Elements** table:

- **BOC / Commitment Item:** 4-digit BOC that characterizes individual revenue and expenditure line items within a financial management area; further defines budget outlays by the personal and contractual services obtained, capital assets acquired, and other charges and payments made by the government.
- **BOC Short Description:** maximum 20 characters in length. This description must agree with the classification in OMB Circular A-11.
- **BOC Long Description:** maximum 50 characters in length. Expanded short description, if necessary.
- **Apply to Integrated Acquisition System (IAS):** OCP will update BOC list in IAS.
- **1099 Reportable (Yes/No):** Specify if the BOC is related to services provided by an individual or business.
- **Data Act BOC:** 3-digit BOC; must align with the proper OMB Circular A-11's Section 83: Object Classification.
- **Superior BOC:** FMS Use Only
- **10-digit GL Account:** full 10-digit FMMI general ledger account number tied to the USSGL account. The last four positions should agree with the requested BOC.

# Process for Fulfilling the Request

Once the agency submits an SRQ, the Helpdesk will assign it to the FMS CSD accounting group.

## **CSD will:**

- Verify whether the BOC exists in FMFI.
- Review the request and ensure that it is compliant with FMFI standards and OMB's Circular A-11.
- Verify that the description is correct for the requested BOC.
- Determine the suitable Superior BOC.
- Provide required fields for creation of the new Commitment Item and GL Account in FMFI.
- Digitally sign in the CSD approval box.

## **PSB will:**

- Review and approve the 1099 reportable flag.
- Digitally sign in the PSB approval box.

## **TARD will:**

- Verify that the BOC is DATA Act compliant.
- Digitally sign in the TARD approval box.

## **OCP will:**

- Ensure that BOCs are updated in IAS.
- Digitally sign in the OCP approval box.

## **FMS will:**

- Digitally sign in the FMS approval box.

## **QPMD will:**

- Create the Commitment Item and GL Account in FMFI.
- Digitally sign in the QPMD box for **FINAL** approval.
- Mark the SRQ as resolved in ServiceNow.

## **CSD will:**

- Update the BOC Manual to include new BOCs.
- Update the BOC Manual on the FMS website.