

2017 E2 Accounting Code Instructions
(10/01/2016 – 09/30/2017)
for Centrally Funded Scheduled Offerings (classes)
EXAMPLE

Select Account Codes Add Account Codes

Add Account Code

Add an account code by entering the segment data in the corresponding fields below and clicking Add. To pre-fill segment data from an existing account code, click on the account code link in the Templates section below.

Project:

Task:

Expenditure Type:

Expenditure Org:

Fund:

BLI:

Trip Accounting Code Templates

Description	Account Code
No templates available.	

Favorite Accounting Code Templates

See page 2 for specific LOB coding examples

Detailed Coding Instructions: All travel charged to the centralized funds should follow these naming conventions. Training travel to the Academy is normally funded via Centralized/Core funds. If you have any questions relating to how the travel is funded, please contact your training manager. It is very important to enter the correct project (course) and task (class). If an incorrect project (course) and/or task (class) is entered into E2, the travel authorization will be rejected. All centrally funded travel should be coded as follows:

2017 E2 Coding Instruction:

Choose your LOB from selection below and enter corresponding information in E2 Accounting Code Fields.

The only determination for you to make is to enter your specific Course (1217AC0XXXXX) and Class (XXXXX.TN0200) by replacing "X"s with the appropriate values.

LOB Selection:	Flight Standards	Airports	Air Traffic	Tech Ops	Aircraft Cert	
LOA Fiscal Year:	2017	2017	2017	2017	2017	
LOA Name:	Insert your own description:					
Agency/Editor:	FA/FAA	FA/FAA	FA/FAA	FA/FAA	FA/FAA	
Project/Course : (5 or 8 digits)	1217AC0XXXXX	1217AC0XXXXX	1217AC0XXXXX	1217AC0XXXXX	1217AC0XXXXX	
Task/Class:	XXXXX.TN0200	XXXXX.TN0200	XXXXX.TN0200	XXXXX.TN0200	XXXXX.TN0200	
Expenditure Type:	21360	21360	21360	21360	21360	
Expenditure Org:	WAB04A0000	ACRC130000	ACRC140000	ACRC150000	ACRC160000	
Fund:	1270100170	12781A0170	1270100170	1270100170	1270100170	
BLI:	42T000	751000	188000	288000	41T000	
Carry Over Class EXAMPLE: If a class starts before October 1, 2017 and continues into FY-18.						
1217AC0XXXXX / XXXXX.TN0200 / ACRCX0000 / 21360 / 1270100170 / XXX000 FY-17 Portion before 10/1/2017.						
1217AC0XXXXX / XXXXX.TN0200 / ACRCX0000 / 21360 / 1280100180 / XXX000 FY-18 Portion on/after 10/1/2017						

When the project/course begins in FY -17 the project/course number remains the same for both fund years.

The fund code is the only change necessary.

Your authorization/voucher has to be completed/amended after 9/30/17 to record the cost of the remaining portion of your trip.

LOA Fiscal Year: 2017 (for FY17 travel)

LOA Name: Up to the E2 user's discretion. Used to identify the unique accounting line.

Project: 1217AC + 0 + 5 or 8 Digit Item ID Number (Course Number).

For Example: 5 Digit Item ID (Course Number) = 1217AC0XXXXX

8 Digit Item ID (Course Number) = 1217AC0XXXXXXXXX

If the Item ID Number is preceded by FAA (e.g., FAA01288), drop the FAA prefix and use 01288 as the Item Number.

For example, the above Item ID Number would be entered as 1216AC001288 (5 digit item ID).

Task: Scheduled Offering Number + .TN0200

If the schedule offering number is less than 5 digits use leading 0s. For example:

Scheduled offering 591 = 00591 (00591.TN0200)

7591 = 07591 (07591.TN0200)

Expenditure Type: - 21330 (Training Travel – Non-Government)

21360 (Training Travel – Government)

Expenditure Org: - WAB04A0000 Flight Standards employees

ACRC130000 Airports employees

ACRC140000 Air Traffic employees

ACRC150000 Technical Operations employees

ACRC160000 Aircraft Certification employees

BLI: This is the LOB/Service that is funding the travel. This is the centrally-funded code for YOUR service.

188000 Air Traffic

288000 Technical Operations

42T000 Flight Standards

41T000 Aircraft Certification

751000 Airports (Fund 12681A0160)

Accounting for Multiple Courses in one Training Trip (e.g., String Courses) Charging/Using multiple Accounting Codes:

E2 can accommodate the usage of multiple Delphi accounting codes in regard to the proper allocation of expenses. Online training that show how to split funding by date can be found at the link below

<https://ksn2.faa.gov/aba/home/afr/ets2/Shared%20Documents/Module%203/presentation.swf>

DOT Travel System - E2: Module 3 Creating Authorizations 27Apr2015 (25:17 / 30:26) Exit

Step 5: Completing Accounting

Split Funding By Expense Date

Expense Type	Account Code	Amount	Detail
Checked Bag Fee	154095P010.2014.20195P0100.M5S1000000.21030	50.00	Detail
Lodging	154095P010.2014.20195P0100.M5S1000000.21030	375.00	Detail
Meals and Incidentals	154095P010.2014.20195P0100.M5S1000000.21030	248.50	Detail
Private Auto Mileage	154095P010.2014.20195P0100.M5S1000000.21030	34.50	Detail
Parking	154095P010.2014.20195P0100.M5S1000000.21030	50.00	Detail
Voucher Transaction Fee	154095P010.2014.20195P0100.M5S1000000.21030	14.70	Detail

- After clicking **Split Funding** on the Accounting page, the Split Funding By Expense Type is the default.
- Click **Split By Expense Date** to split account codes by date.

For assistance, please view the E2 solution page https://my.faa.gov/tools_resources/travel/travel_system.html or call the E2 Help Desk at 1-844-687-4609.