

BOCT Request Process

Budget Object Code (BOCT) Request Form System is a PDF Request form (also available on [OFP's internet site](#)) used by VA Administrations and staff offices to request action to the BOCT table. The request to create a new BOC will be done (only) via memo with the approval from the Cost Accounting and Medical Rates section (047GC2) contact in Cash and Debt Management Division (CDMD). The FSC/ FCS /ACD Systems Accountant will be responsible for correctly completing the request form, ensuring that all applicable fields are populated. The CDMD contact forwards the request form via e-mail to the VACO Office of Financial Policy (OFP) contact and "FSC Transaction Review" mail group with a cc to "Transaction Review" mail group.

After OFP reviews, researches, and verifies the form, it will forward the request to the FSC Transaction Review group. The group contact reviews, researches, and verifies the form. The approved form will be sent to the VACO Office of Financial Policy contact via e-mail.

After OFP reviews the comments made on the requests by the FSC Transaction Review group contact, OFP will send its approval on the request to the VACO FMS contact with a cc to "VACO 047e7" mail group. If additional information is needed, the OFP reviewer will contact the CDMD contact via e-mail and the CDMD contact will work with the requester to resolve any questionable issues.

After FMS Services receives the approved form, the request will be processed in FMS. Based on the confirmation from the system, the FMS Services contact will inform the requester, FSC Transaction Review group, OFP group, and "Transaction Review" group of the completion via e-mail.

Please Note: The latest version of the request form that must be used is BOC REQ FORM v2.pdf (Dec. 2010). To fill out the form correctly, we highly encourage use of the BOCT table in FMS.

All applicable fields must be completed. Following is a description of the required fields.

1. Name of Person Making Request – Last Name, First Name, Initial
2. Requester E-Mail Address – Requester's VA e-mail address
3. Requester Work Phone Number
4. Date of Request
5. Type of Request – Place an "X" in the appropriate box – New, Update, Delete
6. Reason for Entry or Change – Enter information to help explain why the transaction is needed

7. Clone – If BOC is a clone of an existing BOC, list that BOC number.
8. BFY – Enter budget fiscal year of the BOC being requested.
9. BOCT - Enter the BOC that is being requested
10. OBJ CLS – Object Class – Enter the object class that the BOC will be tied to (Three-digit character).
11. FED OBJ CLS - Federal Object Class – Enter the federal object class that the BOC will be tied to (Two-digit character).
12. BOC PS IND – BOC Paid System Indicator – Enter Y if this BOC is payroll-related or N if not.
13. SUB BOC IND – Enter Y if subject codes are required on accounting documents when this BOC is coded.
14. 1099 IND – Enter the 1099-indicator which designates what the BOC will be used to record. Valid codes are: R = Rent, O = Royalties, P = Patient Payments, F = Fishing Proceeds, M = Medical or Healthcare Svcs, C = Non-Employee Compensation, G = Golden Parachute Payment, S = Substitute Payment in Lieu of Dividends or Interest, I = Crop Insurance Proceeds, T = Interest or penalty payment, N = Not reported on 1099-MISC form.
15. TVL Flag – Enter Y or N if travel type is required on accounting documents when BOC is referenced.
16. BUDG Flag – Enter Y if object code is a limitation. Otherwise enter an N.
17. LMT – If budget flag is N, enter a limitation – two-character field – usually the 1st two characters of the BOC.
18. BOC Post Flag – Enter Y if BOC is to be used based on the ACEV event – NOTE - This determines if the BOC needs to be posted on the ACED/ACEN table with transactions.
19. OBL= EXP BOC – Enter Y if the document must use the same BOC as the referenced BOC. If N, the BOC on the referencing document may be different from what's on the referenced document, but both must have the same limitation.
20. REST LKUP Flag – Enter Y if the BOC is the driving accounting element in a unique BOC/Subaccount/Cost Center combination.
21. Deactivation Date- If the BOC is to be deactivated, enter the date it should be deactivated.

22. Long Name – Enter the name assigned to the BOC (30-character field).

23. Short Name – Enter an abbreviated version of the BOC name (this field allows 12 characters)

24. Apply to All BFY's – Enter an X if the BOC should apply to all budget fiscal years.