# Chapter 7

## Accounting Document Numbering Conventions

**7-1.** **Introduction**.  This chapter provides an overview to the conventions and structures used by FEMA for numbering and identifying various types of contracts, instruments, and financial transactions recorded in the Integrated Financial Management Information System (IFMIS).  Types of financial activity include contracts, purchase and delivery orders, group and individual travel, training requests, and disaster assistance activities.

**7-2.** **Scope and Limitations**.  This chapter may be used as a guide for identifying or understanding elements that comprise various types of accounting document numbers, but it is not a comprehensive and all-inclusive reference.  The conventions and structures described in this chapter represent those that are used for the most common financial activities.  A number of special cases and exceptions to the listed conventions have not been included.  Also, this chapter does not include all types of numbering conventions and coding schemes used by FEMA for processing financial transactions.

**7-3.**    **Originating FEMA Office Location List**.  Most FEMA financial instruments contain in their coding structures the originating or purchasing location designation as a 1-character code, identified in the examples of this chapter as the letter "L".  The FEMA organizational element and location designations are as follows:

| Location Designation Code | FEMA Location | |
|---|---|---|
| A | Atlanta, GA | Region IV |
| B | Boston, MA | Region I |
| C | Chicago, IL | Region V |
| D | Denver, CO | Region VIII |
| E | Emmitsburg, MD | National Emergency Training Center (NETC) |
| F | San Francisco, CA | Region IX |
| G | New Mexico | Office of Cerro Grande Fire Claims |
| H | Hyattsville, MD | National Processing Service Center (NPSC) |
| K | Kansas City, MO | Region VII |
| L | Denton, TX | National Processing Service Center (NPSC) National Teleregistration Center (NTC) |
| N | New York, NY | Region II |
| P | Philadelphia, PA | Region III |
| R | Round Hill, VA | Disaster Finance Center |
| S | Seattle, WA | Region X (Bothell, WA) |
| T | Denton, TX | Region VI |
| V | Round Hill, VA | Mt. Weather Emergency Assistance Center (Round Hill, Virginia) |
| W | Washington, DC | FEMA Headquarters |
| Z | Pasadena, CA | Northridge Long-Term Disaster Recovery Area Office |
| 0 (zero) | FEMA Headquarters | (used in some numbering conventions) |

**7-4.**    **FEMA Obligation Document Type List**.  The financial instrument type is included in the coding structure as a 2-letter designation, identified in the examples of this chapter as the letters "XX".  The instrument types are as follows:

**DOCUMENT TYPES FOR OBLIGATION:**

| Code | Description |
|---|---|
| BP | Blanket Purchase Agreement |
| CO | Contract |
| CA | Cooperative Agreement (other) |
| CR | Credit Card |
| DO | Delivery Order |

| Code | Description |
|---|---|

FM      Fed Mill/Strip
FS      Emergency Food and Shelter Grant
GF      Gift and Bequest Fund
GR      Grant
GB      Government Bill of Lading (GBL)
GS      GSA Contract and/or Purchase Order
IA      Interagency Agreement
IM      Imprest Fund
LN      Loan
MO      GSA Memorandum of Understanding (MOU)
MP      Micro-purchase
MS      Miscellaneous/Other document types
PB      Printing Requisition, Book binding
PF      Printing Requisition, Maps (11"x17")
PL      Printing Requisition, Newsletters
PR      Printing Requisition, Standard (FF-60-3)
PS      Printing Requisition, Maps (Flood Study)
PZ      Printing Requisition, Maps (Z-fold)
RW      Reimbursable Work Authorization
SA      Simplified Acquisition Procedures (replaces purchase orders)
ST      Stipend
TR      Training request (SF-182)
TB      Travel Authorization – Blanket
TG      Travel Authorization – Group
TI      Travel Authorization – Invitational
TP      Travel Authorization – Permanent Change of Station (PCS)
TT      Travel Authorization – Temporary Duty (individual)

**7-5.    IFMIS Commitment Document Numbering**.  Commitment documents, primarily FEMA Form 40-1s, are recorded in IFMIS as follows:
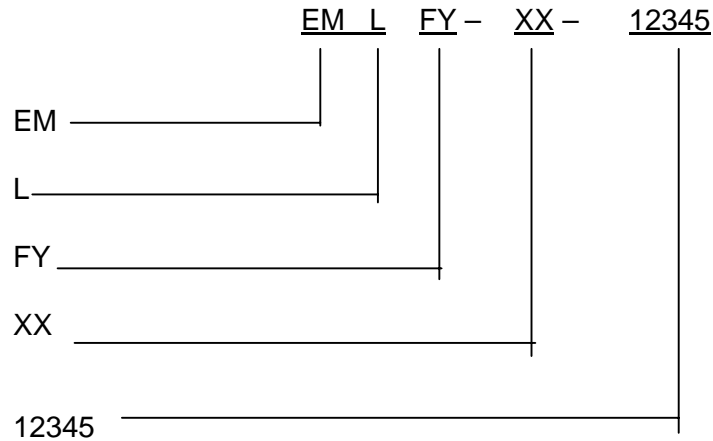
L 123456 X, where

L       =   Location Code Identifier (see paragraph 7-3)

123456  =   the preprinted document control number on the form

X       =   Either:   "Y" (documents to be submitted for procurement action –
                          through ProTrac); or
                       "N" (documents NOT to be submitted for procurement actions,
                          e.g., credit card purchases)

**7-6.    IFMIS Obligating Document Numbering**.  The IFMIS obligating document number is a 15-digit code used to record in IFMIS all obligating transactions with the exception of some disaster assistance awards.  The Office of Financial

Management has developed a scheme for constructing accounting document numbering for specific types of financial activity.  Types include:  purchase orders, contracts, disaster assistance, training requests, and travel authorizations.

a.   Standard Obligating Document Number (non-disaster assistance).    The structure of the accounting document number for a standard obligation is usually in the form of:

$$\underline{EM \ L} \quad \underline{FY} - \quad \underline{XX} - \quad \underline{12345}$$

EM ─────────────────┐

L ───────────────────────┐

FY ────────────────────────────┐

XX ─────────────────────────────────┐

12345 ──────────────────────────────────────┘

Where 'EM' represents a FEMA document,

'L' represents the originating FEMA organizational element location (see paragraph 7-3),

'FY' represents the 4 digits of the fiscal year (2001 – FY 2001),

'XX' represents the obligating document type code number (see paragraph 7-4), and

'12345' is the 5-digit sequential serial number within the document type.

b.   Document Numbering for Disaster Assistance Obligations.   The obligation number for some disaster documents is a 19-character structure with several components that identify the disaster number, state, assistance type, and applicant.   The obligation number is built by IFMIS when entering the obligation, but must be entered by the user to generate reports from IFMIS. The obligation document number is built as follows:

1234 DR ZZ T XXXXXXXX 01

| | | |
|---|---|---|
| 1234 | = | Disaster number or 2-character state abbreviation for pre-declaration activity |
| | | |
| DR | = | Disaster type: |
| DR | = | major disaster declaration |
| FS | = | fire suppression assistance |
| EM | = | emergency declaration |
| | | |
| ZZ | = | 2-letter state abbreviation |
| | | |
| T | = | 1-letter assistance type: |

M = Mission Assignment
P = Public Assistance (Infrastructure)
T = Temporary Housing (Disaster Housing)
I = Individual Assistance (Human Services)
X = Pre-declaration activity (e.g., preliminary damage assessment activities)

XXXXXXXX        =    Applicant ID

01              =    Applicant ID suffix