

NFC

Procedures



National Finance Center
Office of the Chief Financial Officer
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Management Account Structure Codes System (MASC)

TITLE IV
Central Accounting System Manual

CHAPTER 4
Management Account Structure Codes System (MASC)



Latest Update Information

MASC02-1, Change to MASC Table 086, dated March 29, 2002, is included in the MASC procedure.

Listed below is a summary of the changes to the MASC procedure:

Description of Change	Page
The MASC Table 086 has been modified to allow for input of an additional value of F in the indicator field	2:126

Deletions in the text are identified by “* *”; other changes are identified by “▶◀”.

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About This Procedure

This procedure provides instructions for accessing and operating the Management Account Structure Codes System (MASC). The following information will help you use the procedure more effectively and locate further assistance if needed.

How The Procedure Is Organized

This procedure is divided into primary sections, which are tabbed for easy access. Primary sections, page numbering, and the amendment process are described below.

Introduction gives an overview of MASC and provides information on accessing the application and using its operating features. This section also provides instructions for selecting options from the MASC main menu.

Instructions for each **submenu** and **option** are provided under a separate heading. All options on a submenu are covered before going to the next option on the main menu. The menu and option screens are presented as figures within the text.

Updating MASC Tables provides data entry instructions for updating MASC tables.

Updating MASC Forms provides data entry instructions for updating MASC forms.

Viewing MASC Tables And Forms provides instructions for viewing data in MASC tables and forms.

MASC Validation provides instructions for viewing accounting codes and assigning Treasury symbols.

Appendix provides descriptions of MASC tables.

Pages are numbered consecutively at the bottom of each page. If the procedure is amended, point pages (e.g., 3.1, 3.2, etc.) are used as needed to accommodate additional pages. All amended pages are marked at the bottom with the amendment number and date.

If you begin receiving this procedure after it has been amended, you will receive the publication with all amendments and bulletins. Remove and insert amended pages according to the accompanying page control chart so that your procedure is current.

All bulletins issued for this procedure after January 1, 1998, will be available on the Internet at the NFC home page (www.nfc.usda.gov).

What Conventions Are Used

This procedure uses the following visual aids to identify certain kinds of information:

Convention	Example
Messages displayed by the system are printed in <i>italics</i> .	The message <i>Successful Add</i> is displayed.
Important extra information is identified by a note, warning, caution, or reminder icon in the left margin.	 Note Action codes are displayed at the bottom of the screen
Figure references link figures with the text. These references are printed in bold sans serif font.	The MASC main menu (Figure1:4) is displayed.
References to headings in the procedure are printed in the same font as figure references.	Type the new data using the instructions under Adding Table Data .
Key Fields are used to locate table records. Every table record has specific key fields that uniquely identify it. Each key field that is entered narrows the number of records being selected.	Action, Table Number.
For date fields, "(mmddyy)" means that you should key in the date in month/day/year order, using leading zeros for single-digit months and days.	March 10, 2001 is entered as 031001.
Data that is system generated or that you must enter exactly as shown is printed in a bold courier font.	Type 2
Optional actions at the end of a processing function are preceded by square bullets.	■ To add another record, press [PF5]
References to keyboard keys are printed in bold and enclosed in brackets.	To replace another record, press [PF5] to refresh the screen and repeat the above process.
Field names are printed in the margin. Field specifications are printed in <i>italics</i> . Note: Field entries are identified as <i>required</i> ¹ , <i>conditional</i> ² , <i>optional</i> ³ , <i>optional default</i> ⁴ , or <i>no entry</i> ⁵ .	Password <i>Required, alphanumeric, 6 to 8 positions</i> Type your password.
¹ Required	<i>You must enter data in the field.</i>
² Conditional	<i>You may be required to enter data, based on criteria indicated in the field instructions.</i>
³ Optional	<i>You may elect to enter data in the field. If the field is left blank, no data is system generated.</i>
⁴ Optional default	<i>You may elect to enter data. If the field is left blank, the system generates a default entry.</i>
⁵ No entry	<i>You do not enter data in the field. The field instruction states the reason for no entry.</i>

Who To Contact For Help

For questions about the system (including help with unusual conditions or obtaining access authority), contact Customer Support personnel at **504-255-5230**.

For questions about this procedure, contact the Directives and Analysis Branch at **504-255-5322**.

PART 1.

INTRODUCTION

This part gives an overview of the Management Account Structure Codes System (MASC) and provides information on accessing the application and using its operating features. This part also provides instructions for selecting options from the MASC main menu.

System Overview And Access

The Management Account Structure Codes System (MASC) is an online system of the United States Department of Agriculture (USDA). It provides users with direct system access to add, replace, delete, and query table data. MASC is composed of tables and accounting documents that contain support information for edits, references, reports, and identifiers used in application programs. This support information (e.g., descriptions, accounting codes, activity codes, Treasury symbols, etc.) ensures that NFC maintains a high degree of data integrity and validity. Therefore, it is important that MASC contain up-to-date and accurate data.

Security And Remote Terminal Usage

Access security is designed to prevent unauthorized use of systems and databases. For information about access security, including user identification numbers (user ID's), passwords, and obtaining access to a specific system, see the Remote Terminal Usage procedure, Title VI, Chapter 2, Section 1.

To access MASC, you must (1) have authorized security clearance and (2) use a terminal or personal computer that is connected through your telecommunications network to the mainframe computer located at the National Finance Center (NFC). For information about connecting and disconnecting from your telecommunications network, see the instructions that are provided with your specific network.

Sign-On

To access MASC, display the NFC banner screen (**Figure 1:1**) on your terminal and respond to the prompts as described below.

```
=====
==  xx/xx/xx          SNAMOD2          T3138E0D          PF1=HELP  ==
=====
==                NN  NN          FFFFFFFF          CCCCCCCC  ==
==                NNN NN          FFFFFFFF          CCCCCCCC  ==
==                NNNN NN          FF              CC          ==
==                NN NN NN          FFFFFFFF          CC          ==
==                NN NNNN          FFFFFFFF          CC          ==
==                NN  NNN          FF              CCCCCCCC  ==
==                NN  NN          FF              CCCCCCCC  ==
==                =====
==                National Finance Center          =====
==                Office of the Chief Financial Officer          =====
==                United States Department of Agriculture          =====
==                =====
==                For Authorized Use Only
==
==  ENTER USER ID =          PASSWORD =          NEW PASSWORD =
==
==                ENTER APPLICATION NAME =          OR PRESS ENTER FOR NFC MENU
==                =====
```

Figure 1:1. NFC banner screen

- Enter User ID** *Required, alphanumeric, 8 positions max.*
Type your assigned user ID (e.g., **NFXXX**).
- Password** *Required, alphanumeric, 6 to 8 positions*
Type your password. Your password is not displayed on the screen.
- New Password** *Conditional, alphanumeric, 6 to 8 positions*
Type a new password. This field is required when your current password has expired and the system requests a new password.
- Enter Application Name** *Required, alphanumeric, 8 positions max.*
Type **MASC** and press **[Enter]**. The MASC main menu (See **Figure 1:4**) is displayed, except when NFC needs to communicate special system function messages.

If there is a special system function message, the Electronic Access Bulletin Board is displayed. Read the message(s) shown and press **[Enter]**. The user-specific NFC Menu (**Figure 1:2**) is displayed.

```
=====
==  xx/xx/xx      SNAMOD2      NFC MENU      T3138E0D      10:49:06  CT  ==
=====
==
==  SELECT ONE:
==
==    1. PAYROLL/PERSONNEL SYSTEMS
==    2. FINANCIAL INFORMATION SYSTEMS
==    3. PROPERTY MANAGEMENT INFORMATION SYSTEMS
==    4. ADMINISTRATIVE INFORMATION SYSTEMS
==    5. DEVELOPMENT SYSTEMS <NFC ONLY>
==    6. DATA BASE TEST SYSTEMS <NFC ONLY>
==    7. MISSION ASSIGNMENT TRACKING SYSTEM <GAO ONLY>
==    8. DIRECTIVES BULLETIN BOARD
==  ENTER APPLICATION NAME OR SELECTION NUMBER ==>          PF11 = EXIT
=====
==                                MESSAGE BOARD
=====
```

Figure 1:2. User-specific NFC Menu

At the User-specific NFC Menu (**Figure 1:2**) press **[Enter]** to display the main menu.

For instructions on using the MASC main menu, see [MASC Main Menu](#).

Sign-Off

To exit MASC, press **[Clear]** at any screen. The Enter Next Task Code prompt screen (**Figure 1:3**) is displayed. Type **bye** and press **[Enter]**.

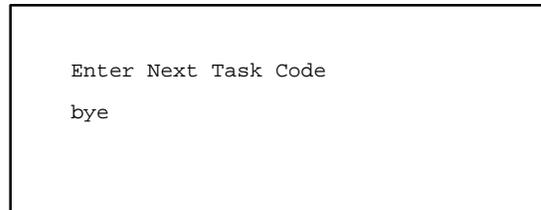


Figure 1:3. Enter Next Task Code Prompt

The user-specific NFC Menu is displayed. You are now disconnected from the system. However, you are still connected to the mainframe and may select another application from the user-specific NFC Menu.

To disconnect from the mainframe, press **[PF11]** or a compatible function key. The NFC banner screen is displayed. If you do not intentionally disconnect from the mainframe, you are automatically disconnected after your terminal is inactive for a relatively short time.

Operating Features

This section describes the system's design and operating features.

System Design

MASC is designed with menu and key-field selections. The menu lists options with a field for selecting the option. The system also uses program function (PF) keys for selecting certain functions and screens.

System Edits

All entries in the system are subject to front-end system edits. If an error occurs or if required data is omitted, an edit error message is displayed at the bottom of the screen. All errors must be corrected before the database is updated.

Function Keys

Your keyboard includes :

- Program Function keys (**[PA]**, **[PF]**, **[F]**, etc.), used to execute functions and display specific screens in the system
- Other function keys (**[Enter]**, **[Clear]**, etc.)

For instructions on your equipment usage for these keys, see the manufacturer's operating guide.

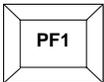
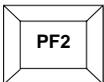
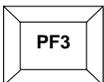
The special functions of these keys in MASC are displayed at the bottom of each screen. Descriptions are provided below.



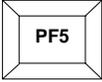
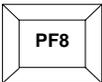
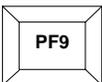
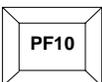
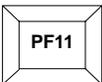
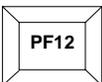
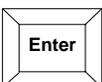
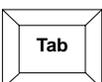
Note

Some **[PF]** keys may have more than one functional use in MASC and may vary depending on the option.

Function Keys

Key	Description
	Main Menu. Used to display the MASC main menu.
	Previous Screen. Used to display the Inquiry or Table Menu.
	Display first record. Used to display the first record. Accounting Help. Used to assist in determining valid code positions.

Function Keys

Key	Description
	Display all records. Used to display all records. MASC General Edits. Used to assist in selecting valid codes.
	Refresh. Used to clear the screen of typed in data.
	Update/Inquiry. Used to display the update or the inquiry screen.
	Previous Page. Used to page backwards to the previous record.
	Next Page. Used to page forward to the next record.
	Print Report. Used to display the report parameter screen.
	Page #. Used to display a specific page. Delete Record. Used to delete a record from the MASC system.
	Page Left. Used to display the left portion of the screen.
	Page Right. Used to display the right portion of the screen.
	Used to enter data into the system after you have typed it in at a screen.
	Used to move the cursor from field to field.

MASC Main Menu

After you access MASC, the main menu (**Figure 1:4**) is displayed.

```

@@@@ @@@ @@@@@@@ @@@@@@@ @@@@@@@
@ @ @ @ @ @ @
@ @ @ @@@@@@@ @@@@@@@ @
@ @ @ @ @ @ @
@ @ @ @ @ @ @
@ @ @ @ @@@@@@@ @@@@@@@

FOR AUTHORIZED USE ONLY
MANAGEMENT ACCOUNT STRUCTURE CODES
USDA OFFICE OF THE CHIEF FINANCIAL OFFICER
NATIONAL FINANCE CENTER
1) TABLES
2) AD-729A MANAGEMENT CODES
3) AD-729B APHIS ACCOUNTING INPUT FORM
4) AD-729C ARS ACCOUNTING INPUT FORM
5) AD-758 AGENCY 07 ONLY
6) AD-758 AGENCIES: 02,51,52,53,58,59,64,65,66,79
7) AD-758 ALL OTHER AGENCIES
8) SUSPENSE CORRECTIONS
9) INQUIRY
10) MASC VALIDATION
ENTER SELECTION: ENTER = PROCESS CLEAR = EXIT

```

Figure 1:4. MASC main menu

The main menu provides 10 options. Below is a brief description of each option:

1. **Tables.** Provides a menu of table options used to add, replace, or delete information in the MASC tables.
2. **AD-729A Management Codes.** Used as an input form currently by Grain Inspection, Packers And Stockyards Administration (GIPSA, formerly FGIS), Food Safety And Inspection Service (FSIS), and Department Of Education (ED) to facilitate entering management codes into MASC.
3. **AD-729B APHIS Accounting Input Form.** Used as an input form by Animal And Plant Health Inspection Service (APHIS) to facilitate entering accounting codes into MASC.
4. **AD-729C ARS Accounting Input Form.** Used as an input form by Agricultural Research Service (ARS) to facilitate entering accounting codes into MASC.
5. **AD-758 Agency 07 Only.** Used as an input form by Agency 07, Rural Housing Service (RHS), to facilitate entering accounting codes into MASC.
6. **AD-758 Agencies 02, 51, 52, 53, 58, 59, 64, 65, 66, 79.** Used as an input form by Agencies 02, Agricultural Marketing Service (AMS); 51, Department Of Commerce Office of the Secretary (OS); 52, Economic Development Administration (EDA); 53, Bureau Of Economic Analysis (BEA); 58 (reserved, formerly USTTA); 59, Minority Business Development Agency (MBDA); 64, Department Of Commerce, Office of the Inspector General (OIG); 65, Economics And Statistics Administration (ESA); 66, Appalachian Region Commission (ARC); and 79, Department Of State (DOS) to facilitate entering accounting codes into MASC.

7. **AD-758 All Other Agencies.** Used as an input form by the other agencies to facilitate entering accounting codes into MASC.
8. **Suspense Corrections.** Used by Agencies 34, Animal And Plant Health Inspection Service (APHIS) and 02, Agricultural Marketing Service (AMS) to access accounting input forms in suspense files that are in need of correction.
9. **Inquiry.** Used to provide a menu of inquiry options used to query data maintained in the master files of MASC.
10. **MASC Validation.** Used to validate management accounting structure codes and assign Treasury symbols to data.

To select an option from the MASC main menu, type an option number at the Enter Selection prompt and press **[Enter]**. The screen for the selected option is displayed.

Instructions follow for using system options.

PART 2.

Updating MASC Tables

This part provides data entry instructions for updating MASC tables.

Tables Update Menu

Source Menu: MASC Main Menu

Tables is option 1 on the MASC main menu (**Figure 1:4**). This option provides a menu of table options used to add, replace, or delete information in the MASC tables. There are 13 menu screens with a maximum of 10 table options per screen except menu screen 13.

Selecting MASC Table Options

To select a table option, type the table number at the Enter Selection prompt on the MASC main menu and press **[Enter]**. The first screen of the MASC Tables – Update menu (**Figure 2:1**) is displayed.

MA00000	USDA OFFICE OF THE CHIEF FINANCIAL OFFICER	XX/XX/XX	
PAGE NO: 0001	NATIONAL FINANCE CENTER		
	MANAGEMENT ACCOUNT STRUCTURE CODES		
	MASC TABLES - UPDATE		
TABLE NO	TABLE DESCRIPTION		
-----	-----		
001	MASC TABLE INQ AND UPD MENU DESCRIPTIONS		
002	FOREST SERVICE CONTRA FUND CODES		
003	OBJECT CLASS DESCRIPTIONS		
004	AGENCY CODES AND DESCRIPTIONS		
005	TREASURY SYMBOL/DESCRIPTION		
006	APPROPRIATION CODES/DESCRIPTIONS		
007	FS FUND CODE/WORK ACTIVITY SWEEP		
008	FUND CODE/ACCT STATION		
009	FDIC ELEMENT VALIDATION		
010	FOREST SERVICE STRUCTURED MGMT. CODES		
TABLE NO	SELECT TABLE 001-999		
ENTER = TBL SELECTION	PF1 = MAIN MENU	PF5 = REFRESH	PF7 = PREV PAGE
CLEAR = EXIT	PF2 = INQ MENU	PF6 = TBL INQ	PF8 = NEXT PAGE

Figure 2:1. MASC Tables – Update menu (page 0001)



Some table options that display on MASC Tables Update menus are used for inquiry purposes only. For instructions on using these options, see the Inquiry option on the MASC main menu (**Figure 1:4**).

To select a MASC Table – Update option, type the appropriate number at the Table No prompt and press **[Enter]**. The update screen for the selected table is displayed.

- To scroll additional menu screens (**Figures 2:2 – 2:13**), press **[PF8]**. For a brief description of each table, see [Appendix, Description of MASC Tables](#).

```

MA00000          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          XX/XX/XX
PAGE NO: 0002          NATIONAL FINANCE CENTER
                        MANAGEMENT ACCOUNT STRUCTURE CODES
                        MASC TABLES - UPDATE

TABLE NO          TABLE DESCRIPTION
-----
011              FOREST SERVICE AD-729 VALIDATION
012              APPROPRIATED FUND CODE DESCRIPTION
013              TREASURY FUND CODES FOR RECEIPT ACCOUNTS
014              ERS RESEARCH LOCATION CODES
015              FS FUND CODE/WORK ACTIVITY COMBINATIONS
016              FS REGION/UNIT CODE/DESCRIPTION
017              FS SUB UNIT CODE/DESCRIPTION
019              FS REGION CODE/DESCRIPTION
020              IRS ELEMENT VALIDATION TABLE
021              AUTOMOTIVE SPECIAL PURPOSE CODES

TABLE NO          SELECT TABLE 001-999

ENTER = TBL SELECTION    PF1 = MAIN MENU    PF5 = REFRESH    PF7 = PREV PAGE
CLEAR = EXIT             PF2 = INQ  MENU    PF6 = TBL INQ   PF8 = NEXT PAGE
  
```

Figure 2:2. MASC Tables – Update menu (page 0002)

```

MA00000          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          XX/XX/XX
PAGE NO: 0003          NATIONAL FINANCE CENTER
                        MANAGEMENT ACCOUNT STRUCTURE CODES
                        MASC TABLES - UPDATE

TABLE NO          TABLE DESCRIPTION
-----
022              FIPS STATE CODES
023              FS UNIT SYMBOL AND DESCRIPTION
024              FOREST SERVICE MAILING ADDRESSES
025              ERS PROGRAM AREA/DESCRIPTIONS
026              EMS PUBLICATION CODES
027              FSIS ACCOUNTING DATA
028              FSIS BUDGET ACTIVITY
029              FSIS ORGANIZATION LOCATION CODES
030              FS APPROPRIATIONS FOR COLLECTIONS ONLY
031              DEPT OF JUSTICE OSC/ACC DEFAULT TABLE

TABLE NO          SELECT TABLE 001-999

ENTER = TBL SELECTION    PF1 = MAIN MENU    PF5 = REFRESH    PF7 = PREV PAGE
CLEAR = EXIT             PF2 = INQ  MENU    PF6 = TBL INQ   PF8 = NEXT PAGE
  
```

Figure 2:3. MASC Tables – Update menu (page 0003)

```

MA00000          USDA OFFICE OF CHIEF FINANCIAL OFFICER          XX/XX/XX
PAGE NO: 0004          NATIONAL FINANCE CENTER
                        MANAGEMENT ACCOUNT STRUCTURE CODES
                        MASC TABLES - UPDATE

TABLE NO          TABLE DESCRIPTION
-----
032              ELEMENT ID VALIDATION TABLE
033              FSIS/FGIS JOB NUMBER DESCRIPTIONS
034              TSP PAYROLL OFFICE NUMBER
035              NPS COST ACCOUNT TABLE
036              FGIS MAILING ADDRESSES
037              FNS TREASURY EXPLOSION CODES
038              OPAC BILL TRACKING TABLE (INQUIRY ONLY)
039              SMITHSONIAN INST. FUND/ORG VALIDATION
040              FMHA/RDA NATIONAL OFFICE DESCRIPTION
041              FOREST SERVICE FUND/PROJECT

TABLE NO          SELECT TABLE 001-999

ENTER = TBL SELECTION    PF1 = MAIN MENU    PF5 = REFRESH    PF7 = PREV PAGE
CLEAR = EXIT             PF2 = INQ  MENU    PF6 = TBL INQ    PF8 = NEXT PAGE
    
```

Figure 2:4. MASC Tables – Update menu (page 0004)

```

MA00000          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER      XX/XX/XX
PAGE NO: 0005          NATIONAL FINANCE CENTER
                        MANAGEMENT ACCOUNT STRUCTURE CODES
                        MASC TABLES - UPDATE

TABLE NO          TABLE DESCRIPTION
-----
042              FOREST SERVICE FUND CODE ROLL
043              ERS MAILING ADDRESSES
044              ERS INTERNAL DECISION UNITS
045              REIMBURSEMENT/DEVELOPMENT/REVENUE CODES
046              ERS BUDGET PROJECT CODES
047              FOREST SERVICE FUND/BUDG ID
048              FOREST SERVICE BUDGET ID
049              ALCOHOL, TOBACCO AND FIREARMS VALIDATION
050              FAS ORGANIZATION/DESCRIPTION
051              FAS PROJECT CODES

TABLE NO          SELECT TABLE 001-999

ENTER = TBL SELECTION    PF1 = MAIN MENU    PF5 = REFRESH    PF7 = PREV PAGE
CLEAR = EXIT             PF2 = INQ  MENU    PF6 = TBL INQ    PF8 = NEXT PAGE
    
```

Figure 2:5. MASC Tables – Update menu (page 0005)

```

MA00000          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          XX/XX/XX
PAGE NO: 0006          NATIONAL FINANCE CENTER
                        MANAGEMENT ACCOUNT STRUCTURE CODES
                        MASC TABLES - UPDATE

TABLE NO          TABLE DESCRIPTION
-----
052              FAS COUNTRY CODES
053              APHIS AREA CODES
054              APHIS ADDRESSES
056              FAS FOREIGN DISBURSING OFFICE CODE
057              FAS COOP PROJECTS AND EXPIRATION DATE
058              COST ACCOUNTING FUNCTIONS
059              FSIS GEOGRAPHICAL LOCATION
060              CCR SUBCENTER/PROJECT VALIDATION
061              AGENCY LOCATION CODE
062              MOVIS CLASS CODE

TABLE NO          SELECT TABLE 001-999

ENTER = TBL SELECTION    PF1 = MAIN MENU        PF5 = REFRESH        PF7 = PREV PAGE
CLEAR = EXIT             PF2 = INQ  MENU        PF6 = TBL INQ       PF8 = NEXT PAGE
    
```

Figure 2:6. MASC Tables – Update menu (page 0006)

```

MA00000          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          XX/XX/XX
PAGE NO: 0007          NATIONAL FINANCE CENTER
                        MANAGEMENT ACCOUNT STRUCTURE CODES
                        MASC TABLES - UPDATE

TABLE NO          TABLE DESCRIPTION
-----
063              APPLICATION ACRONYM ASSIGNMENT TABLE
064              EMIS MANUFACTURER CODE
065              ENERGY TRAVEL ADDRESSES
066              FMHA/RDA SPECIAL PURPOSE CODES
067              FMHA STATE CODES
068              OICD BILLING RATES
069              FGIS ACCOUNTING DATA COMBINATIONS
070              FGIS FIELD OFFICE TO STATE
071              ACCOUNTABLE OFFICERS
072              APHIS MAILING ADDRESSES

TABLE NO          SELECT TABLE 001-999

ENTER = TBL SELECTION    PF1 = MAIN MENU        PF5 = REFRESH        PF7 = PREV PAGE
CLEAR = EXIT             PF2 = INQ  MENU        PF6 = TBL INQ       PF8 = NEXT PAGE
    
```

Figure 2:7. MASC Tables – Update menu (page 0007)

```

MA00000          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          XX/XX/XX
PAGE NO: 0008          NATIONAL FINANCE CENTER
                        MANAGEMENT ACCOUNT STRUCTURE CODES
                        MASC TABLES - UPDATE

TABLE NO          TABLE DESCRIPTION
-----
073              ARS ACCOUNT TYPES
074              ARS PROGRAM STRUCTURE (NRP)
075              ARS PROGRAM PLAN
076              FCIC MAILING ADDRESSES
077              FCIC FIELD LOCATION DESCRIPTION
078              ARS REIMBURSABLE MASTER FILE
079              ARS ALLOWANCE HOLDER CODE
080              PLAN AMOUNTS FOR BUDG 6E-90-1
081              SCS ACTIVITY CODE
082              SCS COST CENTER

TABLE NO          SELECT TABLE 001-999

ENTER = TBL SELECTION    PF1 = MAIN MENU    PF5 = REFRESH    PF7 = PREV PAGE
CLEAR = EXIT             PF2 = INQ  MENU    PF6 = TBL INQ    PF8 = NEXT PAGE
    
```

Figure 2:8. MASC Tables – Update menu (page 0008)

```

MA00000          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          XX/XX/XX
PAGE NO: 0009          NATIONAL FINANCE CENTER
                        MANAGEMENT ACCOUNT STRUCTURE CODES
                        MASC TABLES - UPDATE

TABLE NO          TABLE DESCRIPTION
-----
083              SCS CLASS CODES
084              SCS REIMBURSEMENTS
085              MSPB TYPE CASE
086              DFIS ACCOUNT NUMBER
087              AMS CRC DIRECTORY
088              AMS CRC SUMMARY TITLE
089              AMS SUBCENTER SUMMARY TITLE
090              PROGRAM BLOCK/ACTIVITY TITLE
091              BUDGET PROJECT TITLE
092              DFIS TREASURY SYMBOL ACCOUNT CONVERSION

TABLE NO          SELECT TABLE 001-999

ENTER = TBL SELECTION    PF1 = MAIN MENU    PF5 = REFRESH    PF7 = PREV PAGE
CLEAR = EXIT             PF2 = INQ  MENU    PF6 = TBL INQ    PF8 = NEXT PAGE
    
```

Figure 2:9. MASC Tables – Update menu (page 0009)

```

MA00000          USDA OFFICE OF FINANCE AND MANAGEMENT          XX/XX/XX
PAGE NO: 0010          NATIONAL FINANCE CENTER
                        MANAGEMENT ACCOUNT STRUCTURE CODES
                        MASC TABLES - UPDATE

TABLE NO          TABLE DESCRIPTION
-----
093              DFIS NFC TO USDA GEN LEDG ACCOUNT ROLLUP
094              DFIS USDA GEN LEDGER ACCOUNT DESCRIPTION
095              DFIS TREASURY SYMBOL DESCRIPTION
096              DFIS TREASURY SYMBOL CONSOLIDATION
097              ORGANIZATION CODE
098              CONSOLIDATED FINANCIAL STATEMENTS
099              COST RESPONSIBILITY CENTER
102              FOREST SERVICE FFIS PCAS TABLE
192              DFIS TREASURY SYMBOL ACCOUNT CONVERSION
193              DFIS NFC TO USDA GENERAL LEDGER

TABLE NO          SELECT TABLE 001-999

ENTER = TBL SELECTION    PF1 = MAIN MENU        PF5 = REFRESH        PF7 = PREV PAGE
CLEAR = EXIT             PF2 = INQ  MENU        PF6 = TBL INQ       PF8 = NEXT PAGE
  
```

Figure 2:10. MASC Tables – Update menu (page 0010)

```

MA00000          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER      XX/XX/XX
PAGE NO: 0011          NATIONAL FINANCE CENTER
                        MANAGEMENT ACCOUNT STRUCTURE CODES
                        MASC TABLES - UPDATE

TABLE NO          TABLE DESCRIPTION
-----
194              DFIS USDA GENERAL LEDGER ACCOUNT DESCRIPT
195              DFIS TREASURY SYMBOL DESCRIPTION
196              DFIS TREASURY SYMBOL CONSOLIDATION
302              FOREST SERVICE CONTRA FUND CODES
305              TREASURY SYMBOL/DESCRIPTION
306              APPROPRIATION CODES/DESCRIPTIONS
310              FOREST SERVICE STRUCTURED MGMT. CODES
311              FOREST SERVICE AD-729 VALIDATION
315              FS FUND CODE/WORK ACTIVITY COMBINATIONS
316              FS UNIT REGION/UNIT CODE/DESCRIPTION

TABLE NO          SELECT TABLE 001-999

ENTER = TBL SELECTION    PF1 = MAIN MENU        PF5 = REFRESH        PF7 = PREV PAGE
CLEAR = EXIT             PF2 = INQ  MENU        PF6 = TBL INQ       PF8 = NEXT PAGE
  
```

Figure 2:11. MASC Tables – Update menu (page 0011)

```

MA00000          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          XX/XX/XX
PAGE NO: 0012          NATIONAL FINANCE CENTER
                        MANAGEMENT ACCOUNT STRUCTURE CODES
                        MASC TABLES - UPDATE

TABLE NO          TABLE DESCRIPTION
-----
317              FS SUB UNIT CODE/DESCRIPTION
319              FS REGION CODE/DESCRIPTION
320              IRS ELEMENT VALIDATION TABLE
323              FS UNIT SYMBOL AND DESCRIPTION
324              FOREST SERVICE MAILING ADDRESSES
330              FS APPROPRIATIONS FOR COLLECTIONS ONLY
341              FOREST SERVICE FUND/PROJECT
342              FOREST SERVICE FUND CODE ROLL
347              FOREST SERVICE FUND/BUDG ID
348              FOREST SERVICE BUDGET ID

ABLE NO          SELECT TABLE 001-999

ENTER = TBL SELECTION    PF1 = MAIN MENU        PF5 = REFRESH        PF7 = PREV PAGE
CLEAR = EXIT             PF2 = INQ  MENU        PF6 = TBL INQ        PF8 = NEXT PAGE
    
```

Figure 2:12. MASC Tables – Update menu (page 0012)

```

MA00000          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          XX/XX/XX
PAGE NO: 0013          NATIONAL FINANCE CENTER
                        MANAGEMENT ACCOUNT STRUCTURE CODES
                        MASC TABLES - UPDATE

TABLE NO          TABLE DESCRIPTION
-----
395              DFIS TREASURY SYMBOL DESCRIPTION
401              DFIS TO FACTSII ACCOUNT NUMBER
402              FACTSII FOOTNOTE TABLE
403              FACTSII TREASURY SYMBOL TABLE

TABLE NO          SELECT TABLE 001-999
                        NO MORE RECORDS SELECTED FOR PF8
ENTER = TBL SELECTION    PF1 = MAIN MENU        PF5 = REFRESH        PF7 = PREV PAGE
CLEAR = EXIT             PF2 = INQ  MENU        PF6 = TBL INQ        PF8 = NEXT PAGE
    
```

Figure 2:13. MASC Tables – Update menu (page 0013)

Basic Update Functions for MASC Tables

The basic update functions for MASC tables are adding, replacing, and deleting data.

Adding Table Data

To add table data, at the applicable update screen, type **A** at the Action field and complete the fields using the applicable table field instructions under [Field Instructions for MASC Tables](#) and press **[Enter]**.

If the data does not pass system edits, an error message is displayed at the bottom of the screen. Correct the errors and press **[Enter]**. After all edits are satisfied, the message *Successful Add* is displayed at the bottom of the screen.

After adding the data, select one of the functions described below.

- To add another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Replacing Table Data

To replace table data, at the applicable update screen, type **R** in the Action field and the table number in the Table Number field. Press **[Enter]**. The data for the selected table number is displayed.

Type the new data using the applicable field instructions under [Field Instructions for MASC Tables](#) for the table selected. Press **[Enter]**.

If the data does not pass system edits, an error message is displayed at the bottom of the screen. Correct the errors and press **[Enter]**. After all edits are satisfied, the message *Successful Replace* is displayed at the bottom of the screen.

After replacing the data, select one of the functions described below.

- To replace another record, press **[PF5]** to refresh the screen and repeat the above process.
- To replace data in key fields (other than the Action and Table Number fields) delete the data in the field and type in the new information.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Deleting Table Data

To delete table data, at the applicable update screen, type **D** in the Action field and the table number in the Table Number field. Press **[Enter]**. The data for the selected table number is displayed with the message *Press Enter To Verify Delete*.

If this is not the data to be deleted, press **[PF5]** to refresh the screen and select another table or press the applicable function key displayed at the bottom of the screen.

If this is the data to be deleted, press **[Enter]**. The message *Successful Delete* is displayed.

After deleting the data, select one of the functions described below.

- To delete another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Field Instructions for MASC Tables 001–010

Field instructions for MASC tables 001–010 are provided below.

Table 001, MASC Table Inq And Upd Menu Descriptions Field Instructions

Source Menu: MASC Tables – Updated

MASC Table Inq And Upd Menu Descriptions (**Figure 2:14**) is Table 001 on the MASC Tables – Update menu (**Figure 2:1**). This option is used to add, replace, or delete table descriptions to MASC.



Note

This table is for authorized NFC Personnel use only.

```

MA00100          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
                  NATIONAL FINANCE CENTER
                  MANAGEMENT ACCOUNTING STRUCTURE CODES
                  (TABLES)

MUST ENTER FIELDS FOR ALL TYPES OF ACTIONS
*****
ACTION:          TABLE NUMBER:          LAST UPDT:    / / , : : ,

FIELDS FOR ADD AND REPLACE ACTIONS
*****
INQUIRY DIALOG:

UPDATE DIALOG:

TABLE DESCRIPTION:

ENTER = UPDT    A = ADD    R = REPLACE    PF1 = MAIN MENU    PF5 = REFRESH
CLEAR = EXIT    D = DELETE    PF2 = TABLE MENU
    
```

Figure 2:14. Table 001 update screen

To add data to Table 001, at the the Table 001 update screen, complete the fields as follows:

Action *Required, alpha, 1 position*
Type **A**.



Note

Action codes are displayed at the bottom of the screen.

Table Number *Required, numeric, 3 positions*
Type the applicable table number.



Note

The above fields are **key fields**.

Inquiry Dialog *Required, alphanumeric, 8 positions*
Type the inquiry dialog which identifies the specific screen.

Update Dialog	<i>Required, alphanumeric, 8 positions</i> Type the update dialog which identifies the specific screen.
Table Description	<i>Required, alpha, 40 positions max.</i> Type the description of the table.

Perform other MASC functions as follows:

- To replace table data, see [Replacing Table Data](#).
- To delete table data, see [Deleting Table Data](#)
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 002, Forest Service Contra Fund Codes Field Instructions

Source Menu: *MASC Tables – Updated*

Forest Service Contra Fund Codes (**Figure 2:15**) is Table 002 on the MASC Tables – Update menu (**Figure 2:1**). This option is used to add, replace, or delete Forest Service (FS) contra fund codes.

```

MA00200          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
                  NATIONAL FINANCE CENTER
                  MANAGEMENT ACCOUNT STRUCTURE CODES
                  FOREST SERVICE CONTRA FUND CODES - UPDATE

MUST ENTER FIELDS FOR ALL TYPES OF ACTIONS
*****
ACTION:          TABLE NUMBER: 002
FS FUND CODE:   LAST UPDT:

FIELDS FOR ADD AND REPLACE ACTIONS
*****
CONTRA FUND CODE:

ENTER = UPDT  PF1 = MAIN MENU  PF5 = REFRESH    A = ADD    R = REPLACE
CLEAR = EXIT  PF2 = TBL  MENU  PF6 = TBL02 INQ  D = DELETE
    
```

Figure 2:15. Table 002 Update screen

To add data to Table 002, at the Table 002 Update screen, complete the fields as follows:

Action	<i>Required, alpha, 1 position</i> Type A .
 Note	Action codes are displayed at the bottom of the screen.
Table Number	<i>No entry</i> 002 is system generated.

FS Fund Code *Required, alphanumeric, 6 positions max.*
Type the applicable FS fund code.

Last Updt *No entry*
This field is system generated.



Note

The above fields are **key fields**.

Contra Fund Code *Required, alphanumeric, 6 positions max.*
Type the applicable contra fund code.

Perform other MASC functions as follows:

- To replace table data, see [Replacing Table Data](#).
- To delete table data, see [Deleting Table Data](#)
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 003, Object Class Descriptions Field Instructions

Source Menu: MASC Tables – Updated

Object Class Descriptions (**Figure 2:16**) is Table 003 on the MASC Tables – Update menu (**Figure 2:1**). This option is used to add, replace, or delete object class descriptions to MASC.



Note

This table is for authorized NFC Personnel use only. External agencies may access inquiry data only in this table.

```

MA00300          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
                  NATIONAL FINANCE CENTER
                  MANAGEMENT ACCOUNT STRUCTURE CODES
                  OBJECT CLASS DESCRIPTIONS - UPDATE

MUST ENTER FIELDS FOR ALL TYPES OF ACTIONS
*****
ACTION:
TABLE NUMBER: 003          LAST UPDT:
OBJECT CLASS:
SYSTEM CODE:

FIELDS FOR ADD AND REPLACE ACTIONS
*****
ALPHA DESCRIPTION 1:
ALPHA DESCRIPTION 2:

ENTER = UPDT   A = ADD   R = REPLACE   PF1 = MAIN MENU   PF5 = REFRESH
CLEAR = EXIT   D = DELETE   PF2 = TABLE MENU   PF6 = TBL03 INQ

```

Figure 2:16. Table 003 Update screen

To add data to Table 003, at the Table 003 Update screen, complete the fields as follows:

Action	<i>Required, alpha, 1 position</i> Type A .
 Note	Action codes are displayed at the bottom of the screen.
Table Number	<i>No entry</i> 003 is system generated.
Last Updt	<i>No entry</i> This field is system generated.
Object Class	<i>Required, numeric, 4 positions</i> Type the object class code. The first 2 digits are the object class major and the last 2 digits are the object class submajor. (See the Budget Object Classification Codes procedure, Title V, Chapter 3, for a list of object codes.)
System Code	<i>Required, numeric, 2 positions</i> Type the NFC compatible application/system code. This application/system code identifies which feeder system is valid for the object class code. See MASC Table 063, Application Acronym Assignment Table, for a list of application/system codes. Whenever an object class code is valid for all feeder systems, type 00 .
 Note	The above fields are key fields .
Alpha Description 1	<i>Required, alpha, 40 positions max.</i> Type the applicable object class code description.
Alpha Description 2	<i>Optional, alpha, 40 positions max.</i> Type the applicable object class code description.

Perform other MASC functions as follows:

- To replace table data, see [Replacing Table Data](#).
- To delete table data, see [Deleting Table Data](#)
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 004, Agency Codes And Descriptions Field Instructions

Source Menu: MASC Tables – Updated

Agency Codes and Descriptions (**Figure 2:17**) is Table 004 on the MASC Tables – Update menu (**Figure 2:1**). This option is used to add, replace, or delete agency codes and descriptions for NFC-assigned agency codes.



This table is for authorized NFC Personnel use only.

```

MA00400          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
                  NATIONAL FINANCE CENTER
                  MANAGEMENT ACCOUNT STRUCTURE CODES
                  AGENCY CODES AND DESCRIPTIONS - UPDATE

MUST ENTER FIELDS FOR ALL TYPES OF ACTIONS
*****
ACTION:          NFC AGENCY:          TABLE NUMBER: 004
                  LAST UPDT:

FIELDS FOR ADD AND REPLACE ACTIONS
*****
ABBREVIATION:          TREASURY AGENCY:          SVC AGENCY:
NFC AGENCY DESC:
TREASURY AGENCY DESC:
DEPARTMENT DESC:
DEPARTMENT CODE:          DEPARTMENT NUMBER:

ENTER = UPDT  A = ADD  R = REPLACE  PF1 = MAIN  MENU  PF5 = REFRESH
CLEAR = EXIT  D = DELETE  PF2 = TABLE MENU  PF6 = TBL04 INQ
    
```

Figure 2:17. Table 004 Update screen

To add data to Table 004, at the Table 004 Update screen, complete the fields as follows:

Action	<i>Required, alpha, 1 position</i> Type A .
 NFC Agency	<i>Required, alphanumeric, 2 positions</i> Action codes are displayed at the bottom of the screen. Type the NFC-assigned agency code. See Table 004 (MASC Tables – Inquiry), Agency Codes and Descriptions , for a list of NFC-assigned agency codes.
Table Number	<i>No entry</i> 004 is system generated.
Last Updt	<i>No entry</i> This field is system generated.
 Abbreviation	<i>Required, alpha, 5 positions max.</i> The above fields are key fields . Type the abbreviation of the above-entered agency.
Treasury Agency	<i>Required, numeric, 2 positions</i> Type the Treasury-assigned agency code.
Svc Agency	<i>Required, alphanumeric, 2 positions</i> Type the NFC-assigned agency code.
NFC Agency Desc	<i>Required, alpha, 51 positions max.</i> Type the description for the NFC agency.
Treasury Agency Desc	<i>Required, alpha, 47 positions max.</i> Type the description for the Treasury agency.

Department Desc *Required, alpha, 40 positions max.*
 Type the department description of the Federal agency.

Department Code *Required, alpha, 2 positions*
 Type the abbreviated department code of the Federal agency.

Department Number *Required, numeric, 2 positions*
 Type the department number of the Federal agency.

Perform other MASC functions as follows:

- To replace table data, see [Replacing Table Data](#).
- To delete table data, see [Deleting Table Data](#)
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 005, Treasury Symbol/Description Field Instructions

Source Menu: *MASC Tables – Updated*

Treasury Symbol/Description (**Figure 2:18**) is Table 005 on the MASC Tables – Update menu (**Figure 2:1**). This option is used to add, replace, or delete titles based on Treasury symbols for budget cost reports, and Treasury symbols for test of invalid appropriation codes in the general ledger and 3-digit appropriation codes for Forest Service (FS) reports.



External agencies may access inquiry data only in this table.

```

MA00500          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
                  NATIONAL FINANCE CENTER
                  MANAGEMENT ACCOUNT STRUCTURE CODES
                  TREASURY SYMBOL/DESCRIPTION - UPDATE

MUST ENTER FIELDS FOR ALL TYPES OF ACTIONS.
*****
ACTION:          TABLE NUMBER: 005
AGENCY:         FISCAL YEAR:
TREASURY SYMBOL:          LAST UPDT:

FIELDS FOR ADD AND REPLACE ACTIONS
*****
APPRN:
ALPHA DESCRIPTION 1:
ALPHA DESCRIPTION 2:

ENTER = UPDT   A = ADD   R = REPLACE   PF1 = MAIN MENU   PF5 = REFRESH
CLEAR = EXIT   D = DELETE PF2 = TABLE MENU PF6 = TBL05 INQ
    
```

Figure 2:18. Table 005 Update screen

To add data to Table 005, at the Table 005 Update screen, complete the fields as follows:

Action	<i>Required, alpha, 1 position</i> Type A .
 Note	Action codes are displayed at the bottom of the screen.
Table Number	<i>No entry</i> 005 is system generated.
Agency	<i>Required, alphanumeric, 2 positions</i> Type the NFC-assigned agency code. See Table 004 (MASC Tables – Inquiry), Agency Codes and Descriptions , for a list of NFC-assigned agency codes.
Fiscal Year	<i>Required, numeric, 2 positions</i> Type the last 2 digits of the applicable fiscal year.
Treasury Symbol	<i>Required, alphanumeric, 15 positions max.</i> Type the applicable Treasury symbol.
Last Updt	<i>No entry</i> This field is system generated.
 Note	The above fields are key fields .
Apprn	<i>Required, numeric, 3 positions</i> Type the appropriation code for the Treasury symbol.
Alpha Description 1	<i>Required, alpha, 40 positions max.</i> Type the Treasury symbol description.
Alpha Description 2	<i>Optional, alpha, 40 positions max.</i> Type the Treasury symbol description.

Perform other MASC functions as follows:

- To replace table data, see [Replacing Table Data](#).
- To delete table data, see [Deleting Table Data](#)
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 006, Appropriation Codes/Descriptions Field Instructions

Source Menu: *MASC Tables – Updated*

Appropriation Codes/Descriptions (**Figure 2:19**) is Table 006 on the MASC Tables – Update menu (**Figure 2:1**). This option is used to add, replace, or delete Treasury symbols for appropriation codes, verification of appropriation code and Treasury symbol, and alpha descriptions for appropriation codes.

```

MA00600          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
                  NATIONAL FINANCE CENTER
                  MANAGEMENT ACCOUNT STRUCTURE CODES
                  APPROPRIATION CODES/DESCRIPTIONS - UPDATE

MUST ENTER FIELDS FOR ALL TYPES OF ACTIONS
*****
ACTION:          TABLE NUMBER: 006
AGENCY CODE:    FISCAL YEAR:
APPRN:         LAST UPDT:

FIELDS FOR ADD AND REPLACE ACTIONS
*****
TREASURY SYMBOL:          ABBR:          PAYROLL OFFICER NUMBER:
ALPHA DESCRIPTION 1:
ALPHA DESCRIPTION 2:

ENTER = UPDT   A = ADD   R = REPLACE   PF1 = MAIN MENU   PF5 = REFRESH
CLEAR = EXIT   D = DELETE PF2 = TABLE MENU PF6 = TBL06 INQ
    
```

Figure 2:19. Table 006 Update screen

To add data to Table 006, at the Table 006 Update screen, complete the fields as follows:

- Action** *Required, alpha, 1 position*
 Type **A**.
-  **Note**
 Action codes are displayed at the bottom of the screen.
- Table Number** *No entry*
006 is system generated.
- Agency Code** *Required, alphanumeric, 2 positions*
 Type the NFC-assigned agency code. See [Table 004 \(MASC Tables – Inquiry\), Agency Codes and Descriptions](#), for a list of NFC-assigned agency codes.
- Fiscal Year** *Required, numeric, 2 positions*
 Type the last 2 digits of the applicable fiscal year.
- Apprn** *Required, numeric, 3 positions*
 Type the appropriation code for the Treasury symbol.
- Last Updt** *No entry*
 This field is system generated.
-  **Note**
 The above fields are **key fields**.
- Treasury Symbol** *Required, alphanumeric, 15 positions max.*
 Type the applicable Treasury symbol.
- Abbr** *Required, alpha, 2 positions*
 Type the applicable abbreviation.
-  **Note**
 This field applies to Agency 16, Soil Conservation Service only.
- Payroll Officer Number** *Required, numeric, 8 positions max.*
 Type the applicable payroll officer number.
-  **Note**
 This field applies to Agency 86, Thrift Savings Plan only.

Alpha Description 1 *Required, alpha, 40 positions max.*
Type the appropriation code description.

Alpha Description 2 *Optional, alpha, 40 positions max.*
Type the appropriation code description.

Perform other MASC functions as follows:

- To replace table data, see [Replacing Table Data](#).
- To delete table data, see [Deleting Table Data](#)
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 007, FS Fund Code/Work Activity Sweep Field Instructions

Source Menu: MASC Tables – Updated

FS Fund Code/Work Activity Sweep (**Figure 2:20**) is Table 007 on the MASC Tables – Update menu (**Figure 2:1**). This option is used to add, replace, or delete codes which are used in a special sweep process to modify Forest Service (FS) master files.

```

MA00700          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
                  NATIONAL FINANCE CENTER
                  MANAGEMENT ACCOUNT STRUCTURE CODES
                  FOREST SERVICE FUND CODE/WORK ACTIVITY SWEEP - UPDATE

MUST ENTER FIELDS FOR ALL TYPES OF ACTIONS
*****
ACTION:          TABLE NUMBER: 007
{FROM}          WORK ACTIVITY:
FUND CODE:      LAST UPDT:

FIELDS FOR ADD AND REPLACE ACTIONS
*****
{TO}
FUND CODE:      WORK ACTIVITY:
GROUP CODE:     TREASURY SYMBOL:

ENTER = UPDT   A = ADD   R = REPLACE   PF1 = MAIN MENU   PF5 = REFRESH
CLEAR = EXIT   D = DELETE PF2 = TABLE MENU PF6 = TBL07 INQ
    
```

Figure 2:20. Table 007 Update screen

To add data to Table 007, at the Table 007 Update screen, complete the fields as follows:

Action *Required, alpha, 1 position*
Type **A**.



Table Number *No entry*
007 is system generated.

{From} Fund Code	<i>Required, alphanumeric, 6 positions max.</i> Type the applicable FS fund code.
Work Activity	<i>Required, alphanumeric, 6 positions max.</i> Type the applicable work activity.
Last Updt	<i>No entry</i> This field is system generated.
 Note	The above fields are key fields .
{To} Fund Code	<i>Required, alphanumeric, 6 positions max.</i> Type the applicable FS fund code.
Work Activity	<i>Required, alphanumeric, 6 positions max.</i> Type the applicable work activity.
Group Code	<i>Required, numeric, 3 positions</i> Type the applicable FS group code.
Treasury Symbol	<i>Required, alphanumeric, 15 positions max.</i> Type the applicable Treasury symbol.

Perform other MASC functions as follows:

- To replace table data, see [Replacing Table Data](#).
- To delete table data, see [Deleting Table Data](#)
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 008, Fund Code/Acct Station Field Instructions

Source Menu: *MASC Tables – Updated*

Fund Code/Acct Station (**Figure 2:21**) is Table 008 on the MASC Tables – Update menu (**Figure 2:1**). This option is used to add, replace, or delete fund code/work activity combinations.

```

MA00800          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
                  NATIONAL FINANCE CENTER
                  MANAGEMENT ACCOUNT STRUCTURE CODES
                  FUND CODE/ACCT STATION - UPDATE

MUST ENTER FIELDS FOR ALL TYPES OF ACTIONS
*****
ACTION:          TABLE NUMBER: 008
FUND CODE:      LAST UPDT:

FIELDS FOR ADD AND REPLACE ACTIONS
*****
AGENCY:         ACCT STATION:
AGENCY ACRONYM: DELETE CODE:

ENTER = UPDT   A = ADD   R = REPLACE   PF1 = MAIN MENU   PF5 = REFRESH
CLEAR = EXIT   D = DELETE PF2 = TABLE MENU PF6 = TBL08 INQ
    
```

Figure 2:21. Table 008 Update screen

To add data to Table 008, at the Table 008 Update screen, complete the fields as follows:

Action	<i>Required, alpha, 1 position</i> Type A .
 Note	Action codes are displayed at the bottom of the screen.
Table Number	<i>No entry</i> 008 is system generated.
Fund Code	<i>Required, alphanumeric, 2 positions</i> Type the applicable fund code.
Last Updt	<i>No entry</i> This field is system generated.
 Note	The above fields are key fields .
Agency	<i>Required, alphanumeric, 2 positions</i> Type the NFC-assigned agency code. See Table 004 (MASC Tables – Inquiry), Agency Codes and Descriptions , for a list of NFC-assigned agency codes.
Acct Station	<i>Required, alphanumeric, 4 positions</i> Type the applicable accounting station.
Agency Acronym	<i>Required, alphanumeric, 8 positions max.</i> Type the applicable agency acronym.
Delete Code	<i>Required, numeric, 1 position</i> Type the applicable delete code.

Perform other MASC functions as follows:

- To replace table data, see [Replacing Table Data](#).

- To delete table data, see [Deleting Table Data](#)
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 009, FDIC Element Validation Field Instructions

Source Menu: MASC Tables – Updated

FDIC Element Validation (**Figure 2:22**) is Table 009 on the MASC Tables – Update menu (**Figure 2:1**). This option is used to add, replace, or delete element validations of the accounting used on Federal Deposit Insurance Corporation (FDIC) payroll/personnel documents.

```

MA00900          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
                  NATIONAL FINANCE CENTER
                  MANAGEMENT ACCOUNT STRUCTURE CODES
                  FDIC ELEMENT VALIDATION - UPDATE

MUST ENTER FIELDS FOR ALL TYPES OF ACTIONS
*****
ACTION:          TABLE NUMBER: 009          AGENCY: 68
ELEMENT ID:      ELEMENT VALUE:
                  LAST UPDT:

FIELDS FOR ADD AND REPLACE ACTIONS
*****
EXPENSE TYPES:

ENTER = UPDT    A = ADD    R = REPLACE    PF1 = MAIN MENU    PF5 = REFRESH
CLEAR = EXIT    D = DELETE    PF2 = TABLE MENU    PF6 = TBL09 INQ
    
```

Figure 2:22. Table 009 Update screen

To add data to Table 009, at the Table 009 Update screen, complete the fields as follows:

Action	<i>Required, alpha, 1 position</i> Type A .						
 Note	Action codes are displayed at the bottom of the screen.						
Table Number	<i>No entry</i> 009 is system generated.						
Agency	<i>No entry</i> 68 is system generated. This table is applicable to Agency 68, FDIC only.						
Element ID	<i>Required, numeric, 1 position</i> Type the applicable element identification. Valid entries are 1, 2, 3, 4, 5, or 6 .						
Element Value	<i>Required, alphanumeric, 5 positions max.</i> Type the applicable element value. Valid entries are as follows: <table border="0" style="margin-left: 20px;"> <tr> <td>Element ID</td> <td>Value:</td> </tr> <tr> <td>1</td> <td><i>alphanumeric, 4 positions</i></td> </tr> <tr> <td>2</td> <td><i>numeric, 3 positions</i></td> </tr> </table>	Element ID	Value:	1	<i>alphanumeric, 4 positions</i>	2	<i>numeric, 3 positions</i>
Element ID	Value:						
1	<i>alphanumeric, 4 positions</i>						
2	<i>numeric, 3 positions</i>						

To add data to Table 010, at the Table 010 Update screen, complete the fields as follows:

Action	<i>Required, alpha, 1 position</i> Type A .
 Note	Action codes are displayed at the bottom of the screen.
Table Number	<i>No entry</i> 010 is system generated.
Agency	<i>No entry</i> 11 is system generated. This table is applicable to Agency 11, FS only.
Region	<i>Required, numeric, 2 positions</i> Type the applicable region number.
Unit	<i>Required, numeric, 2 positions</i> Type the applicable unit number of the region.
Mgmt Cd	<i>Required, numeric, 6 positions</i> Type the applicable management code.
Last Updt	<i>No entry</i> This field is system generated.
 Note	The above fields are key fields .
Appropriation	<i>Required, alphanumeric, 4 positions</i> Type the appropriation code which correlates to the Treasury symbol.
Sub-unit	<i>Required, numeric, 2 positions</i> Type the applicable subunit code. This entry relates to the field office (e.g., ranger district.)
Collection	<i>Required, alpha, 1 position</i> Type the applicable collection indicator. Valid entries are X and O .
Fund Code: FY, Base, MYR	<i>Required, alphanumeric, 6 positions max.</i> Type the fund code as follows: Position 1 , type the number which is the second digit of the fiscal year; positions 2–5 , type the base code; position 6 , type the code for the multi-year indicator.
Work Actv	<i>Required, alphanumeric, 8 positions</i> Type the applicable work activity code. This entry relates to the field or type of work for the accounting.
Account	<i>Required, numeric, 5 positions</i> Type the applicable account number. The system will allow entry of the first 3 digits and then automatically skip to the field position for entry of the last 2 digits.
Other	<i>Required, numeric, 8 positions</i> Type the additional breakdown of the accounting. The system will allow entry of the first 6 digits and then automatically skip to the field position for entry of the last 2 digits.

TS Group *Required, numeric, 3 positions*
Type the applicable Treasury symbol group number.

Treasury Symbol *No entry*
This field is system generated based on the appropriation entered.

Perform other MASC functions as follows:

- To replace table data, see [Replacing Table Data](#).
- To delete table data, see [Deleting Table Data](#)
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Field Instructions for MASC Tables 011–021

Field instructions for MASC tables 011–021 are provided below.

Table 011, Forest Service AD–729 Validation Field Instructions

Source Menu: MASC Tables – Updated

Forest Service AD–729 Validation (**Figure 2:24**) is Table 011 on the MASC Tables – Update menu (**Figure 2:2**). This option is used to add, replace, or delete validations of Forest Service (FS) fund codes to established management codes.



External agencies may access inquiry data only in this table.

```

MA01100          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
                  NATIONAL FINANCE CENTER
                  MANAGEMENT ACCOUNT STRUCTURE CODES
                  FOREST SERVICE AD-729 VALIDATION - UPDATE

MUST ENTER FIELDS FOR ALL TYPES OF ACTIONS
*****
ACTION:          TABLE NUMBER: 011
FUND CODE: FY   BASE   MYR   LAST UPDT:

FIELDS FOR ADD AND REPLACE ACTIONS
*****
APPROPRIATION :          TREASURY SYMBOL:
TS GROUP CODE :
TS DESCRIPTION:

ENTER = UPDT   A = ADD   R = REPLACE   PF1 = MAIN MENU   PF5 = REFRESH
CLEAR = EXIT   D = DELETE   PF2 = TABLE MENU   PF6 = TBL11 INQ
    
```

Figure 2:24. Table 011 Update screen

To add data to Table 011, at the Table 011 Update screen, complete the fields as follows:

- Action** *Required, alpha, 1 position*
Type **A**.
-  **Action codes are displayed at the bottom of the screen.**
- Table Number** *No entry*
011 is system generated. This table is applicable to Agency 11, FS only.
- Fund Code: FY, Base, MYR** *Required, alphanumeric, 6 positions*
Type the fund code as follows: **Position 1**, type the fiscal year; **positions 2–5**, type the base code; **position 6**, type the multi year indicator.
- Last Updt** *No entry*
This field is system generated.
-  **The above fields are key fields.**

- Appropriation** *Required, alphanumeric, 4 positions*
Type the appropriation code which correlates to the Treasury symbol.
- Treasury Symbol** *Required, alphanumeric, 15 positions max.*
Type the applicable Treasury symbol.
- TS Group Code** *Required, numeric, 3 positions*
Type the applicable Treasury symbol group number.
- TS Description** *Required, alpha, 40 positions max.*
Type the appropriate Treasury symbol description.

Perform other MASC functions as follows:

- To replace table data, see [Replacing Table Data](#).
- To delete table data, see [Deleting Table Data](#)
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 012, Appropriated Fund Code Description Field Instructions

Source Menu: *MASC Tables – Updated*

Appropriated Fund Code Description (**Figure 2:25**) is Table 012 on the MASC Tables – Update menu (**Figure 2:2**). This option is used to add, replace, or delete alpha descriptions of appropriated Treasury fund codes for budget cost reporting.



External agencies may access inquiry data only in this table.

```

MA01200          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
                  NATIONAL FINANCE CENTER
                  MANAGEMENT ACCOUNT STRUCTURE CODES
                  APPROPRIATED FUND CODE/DESCRIPTION - UPDATE

MUST ENTER FIELDS FOR ALL TYPES OF ACTIONS.
*****
ACTION:          TABLE NUMBER: 012
BASIC FOUR:     SUB FUND:
REPORT:         LAST UPDT:

FIELDS FOR ADD AND REPLACE ACTIONS.
*****
ALPHA DESCRIPTION 1:
ALPHA DESCRIPTION 2:

ENTER = UPDT   A = ADD   R = REPLACE   PF1 = MAIN MENU   PF5 = REFRESH
CLEAR = EXIT   D = DELETE PF2 = TABLE MENU PF6 = TBL12 INQ
    
```

Figure 2:25. Table 012 Update screen

To add data to Table 012, at the Table 012 Update screen, complete the fields as follows:

Action	<i>Required, alpha, 1 position</i> Type A .
 Note	Action codes are displayed at the bottom of the screen.
Table Number	<i>No entry</i> 012 is system generated.
Basic Four	<i>Required, numeric, 4 positions</i> Type the Treasury fund code.
Sub Fund	<i>Required, numeric, 2 positions</i> Type the applicable sub fund code for the basic four Treasury fund code.
Report	<i>Required, numeric, 1 position</i> Type the applicable report number.
Last Updt	<i>No entry</i> This field is system generated.
 Note	The above fields are key fields .
Alpha Description 1	<i>Required, alpha, 40 positions max.</i> Type the appropriate description for the Treasury fund code.
Alpha Description 2	<i>Optional, alpha, 40 positions max.</i> Type the appropriate description for the Treasury fund code.

Perform other MASC functions as follows:

- To replace table data, see [Replacing Table Data](#).
- To delete table data, see [Deleting Table Data](#)
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 013, Treasury Fund Codes For Receipt Accounts Field Instructions

Source Menu: MASC Tables – Updated

Treasury Fund Codes For Receipt Accounts (**Figure 2:26**) is Table 013 on the MASC Tables – Update menu (**Figure 2:2**). This option is used to add, replace, or delete alpha descriptions of receipt accounts of Treasury fund codes for budget cost reporting.



External agencies may access inquiry data only in this table.

```

MA01300          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
                  NATIONAL FINANCE CENTER
                  MANAGEMENT ACCOUNT STRUCTURE CODES
                  TREASURY FUND CODES FOR RECEIPT ACCOUNTS - UPDATE

MUST ENTER FIELDS FOR ALL TYPES OF ACTIONS
*****
ACTION:
TABLE NUMBER:   013
RECEIPT ACCOUNT FUND CODE:          LAST UPDT:

FIELDS FOR ADD AND REPLACE ACTIONS
*****
RECEIPT CODE:          RECEIPT FUNCTION:
ALPHA DESCRIPTION 1:
ALPHA DESCRIPTION 2:

ENTER = UPDT   A = ADD   R = REPLACE   PF1 = MAIN MENU   PF5 = REFRESH
CLEAR = EXIT   D = DELETE   PF2 = TABLE MENU   PF6 = TBL13 INQ
    
```

Figure 2:26. Table 013 Update screen

To add data to Table 013, at the Table 013 Update screen, complete the fields as follows:

Action	<i>Required, alpha, 1 position</i> Type A .
 Note	Action codes are displayed at the bottom of the screen.
Table Number	<i>No entry</i> 013 is system generated.
Receipt Account Fund Code	<i>Required, alphanumeric, 7 positions</i> Type the applicable account number.
Last Updt	<i>No entry</i> This field is system generated.
 Note	The above fields are key fields .
Receipt Code	<i>Required, alpha, 2 positions</i> Type the applicable receipt code.
Receipt Function	<i>Required, alphanumeric, 3 positions</i> Type the applicable receipt function code.
Alpha Description 1	<i>Required, alpha, 40 positions max.</i> Type the appropriate description for the receipt account fund code.
Alpha Description 2	<i>Optional, alpha, 40 positions max.</i> Type the appropriate description for the receipt account fund code.

Perform other MASC functions as follows:

- To replace table data, see [Replacing Table Data](#).

- To delete table data, see [Deleting Table Data](#)
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 014, ERS Research Location Codes Field Instructions

Source Menu: MASC Tables – Updated

ERS Research Location Codes (**Figure 2:27**) is Table 014 on the MASC Tables – Update menu (**Figure 2:2**). This option is used to add, replace, or delete Economics Research Service (ERS) research location code titles for budget cost reporting.

```

MA01400          USDA OFFICE OF THE CHIEF FINANCIAL OFFICE          xx/xx/xx
                  NATIONAL FINANCE CENTER
                  MANAGEMENT ACCOUNT STRUCTURE CODES
                  ERS RESEARCH LOCATION CODES - UPDATE

MUST ENTER FIELDS FOR ALL TYPES OF ACTIONS
*****
ACTION:          TABLE NUMBER: 014
AGENCY: 18      FISCAL YEAR:
ERS LOC CD:     LAST UPDT:

FIELDS FOR ADD AND REPLACE ACTIONS
*****
ALPHA DESCRIPTION 1:

ENTER = UPDT   A = ADD   R = REPLACE   PF1 = MAIN MENU   PF5 = REFRESH
CLEAR = EXIT   D = DELETE PF2 = TABLE MENU PF6 = TBL14 INQ
    
```

Figure 2:27. Table 014 Update screen

To add data to Table 014, at the Table 014 Update screen, complete the fields as follows:

Action	<i>Required, alpha, 1 position</i> Type A .
 Table Number	<i>No entry</i> 014 is system generated.
Agency	<i>No entry</i> 18 is system generated. This table is applicable to Agency 18, ERS only.
Fiscal Year	<i>Required, numeric, 2 positions</i> Type the last 2 digits of the applicable fiscal year.
ERS Loc Cd	<i>Required, numeric, 3 positions</i> Type the applicable ERS research location code.
Last Updt	<i>No entry</i> This field is system generated.
 Note	The above fields are key fields .

**Alpha
Description 1**

Required, alpha, 40 positions max.

Type the appropriate description for the ERS research location code.

Perform other MASC functions as follows:

- To replace table data, see [Replacing Table Data](#).
- To delete table data, see [Deleting Table Data](#)
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 015, FS Fund Code/Work Activity Combinations Field Instructions

Source Menu: *MASC Tables – Updated*

FS Fund Code/Work Activity Combinations (**Figure 2:28**) is Table 015 on the MASC Tables – Update menu (**Figure 2:2**). This option is used to add, replace, or delete validations of Forest Service (FS) fund code/work activity combinations contained in the accounting.



Note

External agencies may access inquiry data only in this table.

```

MA01500          USDA OFFICE OF THE CHIEF FINANCIAL OFFICE          xx/xx/xx
                  NATIONAL FINANCE CENTER
                  MANAGEMENT ACCOUNT STRUCTURE CODES
                  FOREST SERVICE FUND CODE/WORK ACTIVITY COMBINATIONS - UPDATE

MUST ENTER FIELDS FOR ALL TYPES OF ACTIONS
*****
ACTION:          TABLE NUMBER: 015
FUND CODE: FY   BASE   MYR
WRK ACTVY:      LAST UPDT:

FIELDS FOR ADD AND REPLACE ACTIONS
*****
ACCOUNT CK:      OTHER CK:

ENTER = UPDT   A = ADD   R = REPLACE   PF1 = MAIN MENU   PF5 = REFRESH
CLEAR = EXIT   D = DELETE PF2 = TABLE MENU PF6 = TBL15 INQ
    
```

Figure 2:28. Table 015 Update screen

To add data to Table 015, at the Table 015 Update screen, complete the fields as follows:

Action

Required, alpha, 1 position

Type **A**.



Note

Action codes are displayed at the bottom of the screen.

Table Number

No entry

015 is system generated. This table is applicable to Agency 11, FS only.

Fund Code FY, Base, MYR	<i>Required, alphanumeric, 6 positions</i> Type the fund code that relates to the Treasury symbol and appropriation and is part of the Forest Service accounting structure as follows: Position 1 , type the second digit of the fiscal year; positions 2–5 , type the base code; position 6 , type the multi-year indicator.
Wrk Actvy	<i>Required, alphanumeric, 8 positions</i> Type the applicable work activity code. This entry relates to the field/unit usage. The system edits the positions 1–6 of the field only. Position 7 and position 8 of the field should be blank.
Last Updt	<i>No entry</i> This field is system generated.
 Note	The above fields are key fields .
Account Ck	<i>Required, numeric, 1 position</i> Type 2 , if applicable; otherwise leave blank.
Other Ck	<i>Required, numeric, 1 position</i> Type 2 , if applicable; otherwise leave blank.

Perform other MASC functions as follows:

- To replace table data, see [Replacing Table Data](#).
- To delete table data, see [Deleting Table Data](#)
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 016, FS Region/Unit Code/Description Field Instructions

Source Menu: *MASC Tables – Updated*

FS Region/Unit Code/Description (**Figure 2:29**) is Table 016 on the MASC Tables – Update menu (**Figure 2:2**). This option is used to add, replace, or delete validation of unit codes, unit code names for budget cost reporting, and unit names for reporting MASC–Forest Service (FS).

```

MA01600          USDA OFFICE OF THE CHIEF FINANCIAL OFFICE          xx/xx/xx
                  NATIONAL FINANCE CENTER
                  MANAGEMENT ACCOUNT STRUCTURE CODES
                  FOREST SERVICE REGION/UNIT CODE/DESCRIPTION - UPDATE

MUST ENTER FIELDS FOR ALL TYPES OF ACTIONS
*****
ACTION:          TABLE NUMBER: 016
REGION:          UNIT:          LAST UPDT:

FIELDS FOR ADD AND REPLACE ACTIONS
*****
ALPHA DESCRIPTION:
STATE CODE:
REMOTE ID(NFC):          REMOTE ID(FOREST):

ENTER = UPDT   A = ADD   R = REPLACE   PF1 = MAIN MENU   PF5 = REFRESH
CLEAR = EXIT   D = DELETE   PF2 = TABLE MENU   PF6 = TBL16 INQ
    
```

Figure 2:29. Table 016 Update screen

To add data to Table 016, at the Table 016 Update screen, complete the fields as follows:

- Action** *Required, alpha, 1 position*
Type **A**.
-  **Note** Action codes are displayed at the bottom of the screen.
- Table Number** *No entry*
016 is system generated. This table is applicable to Agency 11, FS only.
- Region** *Required, numeric, 2 positions*
Type the code to identify the accounting center of the appropriate regional office.
- Unit** *Required, numeric, 2 positions*
Type the applicable unit code of the regional office number.
- Last Updt** *No entry*
This field is system generated.
-  **Note** The above fields are **key fields**.
- Alpha Description** *Required, alpha, 40 positions max.*
Type the appropriate description for the region and unit code.
- State Code** *Required, numeric, 2 positions*
Type the state code.
- Remote ID (NFC)** *Required, numeric, 2 positions*
Type the NFC remote ID. This field is applicable for NFC only.
- Remote ID (Forest)** *Required, numeric, 9 positions*
Type the FS remote ID. This field is applicable for FS only.

Perform other MASC functions as follows:

- To replace table data, see [Replacing Table Data](#).
- To delete table data, see [Deleting Table Data](#)
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 017, FS Sub Unit Code/Description Field Instructions

Source Menu: MASC Tables – Updated

FS Sub Unit Code/Description (**Figure 2:30**) is Table 017 on the MASC Tables – Update menu (**Figure 2:2**). This option is used to add, replace, or delete validation of sub unit codes, sub unit names for budget cost reporting, and sub unit names for reporting MASC–Forest Service (FS).

```

MA01700          USDA OFFICE OF THE CHIEF FINANCIAL OFFICE          xx/xx/xx
                  NATIONAL FINANCE CENTER
                  MANAGEMENT ACCOUNT STRUCTURE CODES
                  FOREST SERVICE SUB-UNIT CODE/DESCRIPTION - UPDATE

MUST ENTER FIELDS FOR ALL TYPES OF ACTIONS
*****
ACTION:          TABLE NUMBER: 017
REGION:          UNIT:
SUB UNIT:        LAST UPDT:

FIELDS FOR ADD AND REPLACE ACTIONS
*****
ALPHA DESCRIPTION:

ENTER = UPDT   A = ADD   R = REPLACE   PF1 = MAIN MENU   PF5 = REFRESH
CLEAR = EXIT   D = DELETE PF2 = TABLE MENU PF6 = TBL17 INQ
    
```

Figure 2:30. Table 017 Update screen

To add data to Table 017, at the Table 017 Update screen, complete the fields as follows:

Action	<i>Required, alpha, 1 position</i> Type A .
 Note	Action codes are displayed at the bottom of the screen.
Table Number	<i>No entry</i> 017 is system generated. This table is applicable to Agency 11, FS only.
Region	<i>Required, numeric, 2 positions</i> Type the code to identify the accounting center of the appropriate regional office.
Unit	<i>Required, numeric, 2 positions</i> Type the applicable unit code of the regional office number.
Sub Unit	<i>Required, numeric, 2 positions</i> Type the applicable subunit code of the region and unit.

Last Updt *No entry*
This field is system generated.



Note

The above fields are **key fields**.

Alpha Description

Required, alpha, 80 positions max.
Type the appropriate description for the subunit code.

Perform other MASC functions as follows:

- To replace table data, see [Replacing Table Data](#).
- To delete table data, see [Deleting Table Data](#)
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 019, FS Region Code/Description Field Instructions

Source Menu: *MASC Tables – Updated*

FS Region Code/Description (**Figure 2:31**) is Table 019 on the MASC Tables – Update menu (**Figure 2:2**). This option is used to add, replace, or delete validation of region numbers for the management code master file, region names for budget cost reporting, and region names for reporting MASC–Forest Service (FS).

```

MA01900          USDA OFFICE OF THE CHIEF FINANCIAL OFFICE          xx/xx/xx
                  NATIONAL FINANCE CENTER
                  MANAGEMENT ACCOUNT STRUCTURE CODES
                  FOREST SERVICE REGION CODE/DESCRIPTION - UPDATE

MUST ENTER FIELDS FOR ALL TYPES OF ACTIONS
*****
ACTION:          TABLE NUMBER: 019
REGION:         LAST UPDT:

FIELDS FOR ADD AND REPLACE ACTIONS
*****
ALPHA DESCRIPTION 1:
ALPHA DESCRIPTION 2:

ENTER = UPDT   A = ADD   R = REPLACE   PF1 = MAIN MENU   PF5 = REFRESH
CLEAR = EXIT   D = DELETE PF2 = TABLE MENU PF6 = TBL19 INQ
    
```

Figure 2:31. Table 019 Update screen

To add data to Table 019, at the Table 019 Update screen, complete the fields as follows:

Action *Required, alpha, 1 position*
Type **A**.



Note

Action codes are displayed at the bottom of the screen.

Table Number	<i>No entry</i> 019 is system generated. This table is applicable to Agency 11, FS only.
Region	<i>Required, numeric, 2 positions</i> Type the code to identify the accounting center of the appropriate regional office.
Last Updt	<i>No entry</i> This field is system generated.
 Note	The above fields are key fields .
Alpha Description 1	<i>Required, alpha, 40 positions max.</i> Type the appropriate description for the region code.
Alpha Description 2	<i>Optional, alpha, 40 positions max.</i> Type the appropriate description for the region code.

Perform other MASC functions as follows:

- To replace table data, see [Replacing Table Data](#).
- To delete table data, see [Deleting Table Data](#)
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 020, IRS Element Validation Table Field Instructions

Source Menu: *MASC Tables – Updated*

IRS Element Validation table (**Figure 2:32**) is Table 020 on the MASC Tables – Update menu (**Figure 2:2**). This option is used to add, replace, or delete codes which are used to validate Internal Revenue Service (IRS) accounting data.

```

MA02000          USDA OFFICE OF THE CHIEF FINANCIAL OFFICE          xx/xx/xx
                  NATIONAL FINANCE CENTER
                  MANAGEMENT ACCOUNT STRUCTURE CODES
                  INTERNAL REVENUE SERVICE ELEMENT VALIDATION - UPDATE

MUST ENTER FIELDS FOR ALL TYPES OF ACTIONS.
*****
ACTION:          TABLE NUMBER: 020
ELEMENT ID:      ACCT ELEMENT:      LAST UPDT:

FIELDS FOR ADD AND REPLACE ACTIONS
*****
ELEMENT DESCRIPTION:

ENTER = UPDT    A = ADD    R = REPLACE    PF1 = MAIN MENU    PF5 = REFRESH
CLEAR = EXIT    D = DELETE    PF2 = TABLE MENU    PF6 = TBL20 INQ
    
```

Figure 2:32. Table 020 Update screen

To add data to Table 020, at the Table 020 Update screen, complete the fields as follows:

Action	<i>Required, alpha, 1 position</i> Type A .
 Note	Action codes are displayed at the bottom of the screen.
Table Number	<i>No entry</i> 020 is system generated.
Element ID	<i>Required, numeric, 1 position</i> Type the element ID. Valid entries are 1 , 2 , or 3 .
Acct Element	<i>Required, numeric, 6 positions max.</i> Type the accounting element for the region/office.
Last Updt	<i>No entry</i> This field is system generated.
 Note	The above fields are key fields .
Element Description	<i>Required, alpha, 40 positions max.</i> Type the appropriate element description.

Perform other MASC functions as follows:

- To replace table data, see [Replacing Table Data](#).
- To delete table data, see [Deleting Table Data](#)
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 021, Automotive Special Purpose Codes Field Instructions

Source Menu: *MASC Tables – Updated*

Automotive Special Purpose Codes (**Figure 2:33**) is Table 021 on the MASC Tables – Update menu (**Figure 2:2**). This option is used to add, replace, or delete validation of the special purpose codes located in positions 6 through 10 of the accounting received from the payment feeder systems.

```

MA02100          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
                  NATIONAL FINANCE CENTER
                  MANAGEMENT ACCOUNT STRUCTURE CODES
                  AUTOMOTIVE SPECIAL PURPOSE CODES - UPDATE

MUST ENTER FIELDS FOR ALL TYPES OF ACTIONS
*****
ACTION:          TABLE NUMBER: 021  LAST UPDT:
AGENCY CODE:     AUTO SPECIAL PURPOSE CODE:

FIELDS FOR ADD AND REPLACE ACTIONS
*****
OWNERSHIP TYPE:

ENTER = UPDT    A = ADD    R = REPLACE    PF1 = MAIN MENU    PF5 = REFRESH
CLEAR = EXIT    D = DELETE    PF2 = TABLE MENU    PF6 = TBL21 INQ
    
```

Figure 2:33. Table 021 Update screen

To add data to Table 021, at the Table 021 Update screen, complete the fields as follows:

Action	<i>Required, alpha, 1 position</i> Type A .
 Note	Action codes are displayed at the bottom of the screen.
Table Number	<i>No entry</i> 021 is system generated.
Last Updt	<i>No entry</i> This field is system generated.
Agency Code	<i>Required, alphanumeric, 2 positions</i> Type the NFC-assigned agency code. See Table 004 (MASC Tables – Inquiry), Agency Codes and Descriptions , for a list of NFC-assigned agency codes.
Auto Special Purpose Code	<i>Required, numeric, 5 positions</i> Type the auto special purpose code to identify the unique agency-assigned vehicle number.
 Note	The above fields are key fields .
Ownership Type	<i>Required, numeric, 1 position</i> Type the applicable ownership type of the vehicle. Valid entries are:
	3 agency-owned
	4 commercially-leased
	5 GSA-leased

Perform other MASC functions as follows:

- To replace table data, see [Replacing Table Data](#).

- To delete table data, see [Deleting Table Data](#)
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Field Instructions for MASC Tables 022–031

Field instructions for MASC tables 022–031 are provided below.

Table 022, FIPS State Codes Field Instructions

Source Menu: MASC Tables – Updated

FIPS State Codes (**Figure 2:34**) is Table 022 on the MASC Tables – Update menu (**Figure 2:3**). This option is used to add, replace, or delete validation of the state codes in accordance with the Federal Information Processing Standards (FIPS) and descriptions of the state codes.

```

MA02200          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
                  NATIONAL FINANCE CENTER
                  MANAGEMENT ACCOUNT STRUCTURE CODE
                  FIPS STATE CODES - UPDATE

MUST ENTER FIELDS FOR ALL TYPES OF ACTIONS
*****
ACTION:          TABLE NUMBER: 022
STATE CODE:     LAST UPDT:

FIELDS FOR ADD AND REPLACE ACTIONS
*****
ALPHA DESCRIPTION 1:

ENTER = UPDT   A = ADD   R = REPLACE   PF1 = MAIN MENU   PF5 = REFRESH
CLEAR = EXIT   D = DELETE PF2 = TABLE MENU PF6 = TBL22 INQ
    
```

Figure 2:34. Table 022 Update screen

To add data to Table 022, at the Table 022 Update screen, complete the fields as follows:

- | | |
|---|--|
| Action | <i>Required, alpha, 1 position</i>
Type A . |
| 
Note | Action codes are displayed at the bottom of the screen. |
| Table Number | <i>No entry</i>
022 is system generated. |
| State Code | <i>Required, numeric, 2 positions</i>
Type the applicable state code. |
| Last Updt | <i>No entry</i>
This field is system generated. |
| 
Note | The above fields are key fields . |

Alpha Description 1 *Required, alpha, 40 positions max.*
Type the applicable state code description.

Perform other MASC functions as follows:

- To replace table data, see **Replacing Table Data**.
- To delete table data, see **Deleting Table Data**.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 023, FS Unit Symbol And Description Field Instructions

Source Menu: *MASC Tables – Updated*

FS Unit Symbol and Description (**Figure 2:35**) is Table 023 on the MASC Tables – Update menu (**Figure 2:3**). This option is used to add, replace, or delete Forest Service (FS) geographic area location descriptions for budget cost reporting.

```

MA02300          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
                  NATIONAL FINANCE CENTER
                  MANAGEMENT ACCOUNT STRUCTURE CODES
                  FOREST SERVICE UNIT SYMBOL AND DESCRIPTION - UPDATE

MUST ENTER FIELDS FOR ALL TYPES OF ACTIONS.
*****
ACTION:          TABLE NUMBER: 023
FS UNIT SYMBOL:  LAST UPDT:

FIELDS FOR ADD AND REPLACE ACTIONS.
*****
ALPHA DESCRIPTION 1:
ALPHA DESCRIPTION 2:

ENTER = UPDT   A = ADD   R = REPLACE   PF1 = MAIN MENU   PF5 = REFRESH
CLEAR = EXIT   D = DELETE PF2 = TABLE MENU PF6 = TBL23 INQ
    
```

Figure 2:35. Table 023 Update screen

To add data to Table 023, at the Table 023 Update screen, complete the fields as follows:

Action *Required, alpha, 1 position*
Type **A**.



Note

Action codes are displayed at the bottom of the screen.

Table Number *No entry*
023 is system generated. This table is applicable to Agency 11, FS only.

FS Unit Symbol *Required, numeric, 4 positions*
Type the applicable unit symbol code.

Last Updt	<i>No entry</i> This field is system generated.
 Note	The above fields are key fields .
Alpha Description 1	<i>Required, alpha, 40 positions max.</i> Type the applicable FS unit symbol description.
Alpha Description 2	<i>Optional, alpha, 40 positions max.</i> Type the applicable FS unit symbol description.

Perform other MASC functions as follows:

- To replace table data, see [Replacing Table Data](#).
- To delete table data, see [Deleting Table Data](#)
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 024, Forest Service Mailing Addresses Field Instructions

Source Menu: *MASC Tables – Updated*

Forest Service Mailing Addresses (**Figure 2:36**) is Table 024 on the MASC Tables – Update menu (**Figure 2:3**). This option is used to add, replace, or delete Forest Service (FS) mailing addresses for budget cost reporting.

```

MA02400          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
                  NATIONAL FINANCE CENTER
                  MANAGEMENT ACCOUNT STRUCTURE CODES
                  FOREST SERVICE MAILING ADDRESSES - UPDATE

MUST ENTER FIELDS FOR ALL TYPES OF ACTIONS.
*****
ACTION:          REGION:
TABLE NUMBER: 024      UNIT:
AGENCY: 11        SUB UNIT:      LAST UPDT:

FIELDS FOR ADD AND REPLACE ACTIONS.
*****
ADDRESS 1:
STREET   :
CITY     :                STATE:      ZIP CODE:

ENTER = UPDT   A = ADD    R = REPLACE  PF1 = MAIN MENU  PF5 = REFRESH
CLEAR = EXIT   D = DELETE PF2 = TABLE MENU PF6 = TBL24 INQ
    
```

Figure 2:36. Table 024 Update screen

To add data to Table 024, at the Table 024 Update screen, complete the fields as follows:

Action	<i>Required, alpha, 1 position</i> Type A .
 Note	Action codes are displayed at the bottom of the screen.
Region	<i>Required, numeric, 2 positions</i> Type the code to identify the accounting center of the appropriate regional office.
Table Number	<i>No entry</i> 024 is system generated. This table is applicable to Agency 11, FS only.
Unit	<i>Required, numeric, 2 positions</i> Type the applicable unit code of the regional office number.
Agency	<i>No entry</i> 11 is system generated. This table is applicable to Agency 11, FS only.
Sub Unit	<i>Required, numeric, 2 positions</i> Type the applicable subunit code.
Last Updt	<i>No entry</i> This field is system generated.
 Note	The above fields are key fields .
Address 1	<i>Required, alpha, 40 positions max.</i> Type the name of the organization for the region/unit/sub-unit.
Street	<i>Required, alphanumeric, 30 positions max.</i> Type the street address or P.O. Box of the region/unit/sub-unit.
City	<i>Required, alpha, 20 positions max.</i> Type the applicable city.
State	<i>Required, numeric, 2 positions</i> Type the applicable state abbreviation.
ZIP Code	<i>Required, numeric, 5 positions</i> Type the applicable ZIP code.

Perform other MASC functions as follows:

- To replace table data, see [Replacing Table Data](#).
- To delete table data, see [Deleting Table Data](#)
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 025, ERS Program Area/Descriptions Field Instructions

Source Menu: MASC Tables – Updated

ERS Program Area/Descriptions (**Figure 2:37**) is Table 025 on the MASC Tables – Update menu (**Figure 2:3**). This option is used to add, replace, or delete Economics Research Service (ERS) program area code location descriptions for budget cost reporting.

```

MA02500          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
                  NATIONAL FINANCE CENTER
                  MANAGEMENT ACCOUNT STRUCTURE CODES
                  ERS PROGRAM AREA/DESCRIPTIONS - UPDATE

MUST ENTER FIELDS FOR ALL TYPES OF ACTIONS
*****
ACTION:          TABLE NUMBER: 025
AGENCY: 18      FISCAL YEAR:
PROGRAM AREA:   LAST UPDT:

FIELDS FOR ADD AND REPLACE ACTIONS
*****
ALPHA DESCRIPTION 1:

ENTER = UPDT   A = ADD   R = REPLACE   PF1 = MAIN MENU   PF5 = REFRESH
CLEAR = EXIT   D = DELETE PF2 = TABLE MENU PF6 = TBL25 INQ
    
```

Figure 2:37. Table 025 Update screen

To add data to Table 025, at the Table 025 Update screen, complete the fields as follows:

Action	<i>Required, alpha, 1 position</i> Type A .
 Note	Action codes are displayed at the bottom of the screen.
Table Number	<i>No entry</i> 025 is system generated.
Agency	<i>No entry</i> 18 is system generated. This table is applicable to Agency 18, ERS only.
Fiscal Year	<i>Required, numeric, 2 positions</i> Type the last 2 digits of the applicable fiscal year.
Program Area	<i>Required, numeric, 2 positions</i> Type the applicable ERS branch location.
Last Updt	<i>No entry</i> This field is system generated.
 Note	The above fields are key fields .
Alpha Description 1	<i>Required, alpha, 40 positions max.</i> Type the appropriate program area description.

Perform other MASC functions as follows:

- To replace table data, see [Replacing Table Data](#).
- To delete table data, see [Deleting Table Data](#)
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 026, EMS Publication Codes Field Instructions

Source Menu: MASC Tables – Updated

EMS Publication Codes (**Figure 2:38**) is Table 026 on the MASC Tables – Update menu (**Figure 2:3**). This option is used to add, replace, or delete Economics Management Staff (EMS) codes which are used to produce Budget Cost report descriptions.

```

MA02600          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
                  NATIONAL FINANCE CENTER
                  MANAGEMENT ACCOUNT STRUCTURE CODES
                  EMS PUBLICATION CODES - UPDATE

MUST ENTER FIELDS FOR ALL TYPES OF ACTIONS.
*****
ACTION:          TABLE NUMBER: 026
PUBLICATION CODES:      LAST UPDT:

FIELDS FOR ADD AND REPLACE ACTIONS.
*****
ALPHA DESCRIPTION 1:

ENTER = UPDT   A = ADD   R = REPLACE   PF1 = MAIN MENU   PF5 = REFRESH
CLEAR = EXIT   D = DELETE   PF2 = TABLE MENU   PF6 = TBL26 INQ
    
```

Figure 2:38. Table 026 Update screen

To add data to Table 026, at the Table 026 Update screen, complete the fields as follows:

Action	<i>Required, alpha, 1 position</i> Type A .
 Note	Action codes are displayed at the bottom of the screen.
Table Number	<i>No entry</i> 026 is system generated.
Publication Codes	<i>Required, numeric, 6 positions</i> Type the applicable EMS publication code.
Last Updt	<i>No entry</i> This field is system generated.
 Note	The above fields are key fields .

Alpha Description 1 *Required, alpha, 40 positions max.*
 Type the appropriate publication code description.

Perform other MASC functions as follows:

- To replace table data, see [Replacing Table Data](#).
- To delete table data, see [Deleting Table Data](#)
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 027, FSIS Accounting Data Field Instructions

Source Menu: MASC Tables – Updated

FSIS Accounting Data (**Figure 2:39**) is Table 027 on the MASC Tables – Update menu (**Figure 2:3**). This option is used to add, replace, or delete validations of Food Safety and Inspection Service (FSIS) accounting data combinations.

```

MA02700          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xxx/xx/xx
                  NATIONAL FINANCE CENTER
                  MANAGEMENT ACCOUNT STRUCTURE CODES
                  FSIS ACCOUNTING DATA - UPDATE

MUST ENTER FIELDS FOR ALL TYPES OF ACTIONS
*****
ACTION:          TABLE NUMBER: 027
AGENCY: 37       FISCAL YEAR:
MANAGEMENT CODE: APPROPRIATION:
BUDGET ACTIVITY: ORGANIZATION LOCATION:
                  LAST UPDT:

ENTER = UPDT    A = ADD          PF1 = MAIN MENU    PF5 = REFRESH
CLEAR = EXIT    D = DELETE       PF2 = TABLE MENU PF6 = TBL27 INQ
    
```

Figure 2:39. Table 027 Update screen

To add data to Table 027, at the Table 027 Update screen, complete the fields as follows:

- Action** *Required, alpha, 1 position*
 Type **A**.
-  **Note**
 Action codes are displayed at the bottom of the screen.
- Table Number** *No entry*
027 is system generated.
- Agency** *No entry*
37 is system generated. This table is applicable to Agency 37, FSIS only.

Fiscal Year	<i>Required, numeric, 2 positions</i> Type the last 2 digits of the applicable fiscal year.
Management Code	<i>Required, numeric, 1 position</i> Type the first digit of the management code.
Appropriation	<i>Required, numeric, 2 positions</i> Type the second and third digits of the appropriation which denote the function code.
Budget Activity	<i>Required, numeric, 3 positions</i> Type the budget activity code.
Organization Location	<i>Required, numeric, 2 positions</i> Type the organization location code.
Last Updt	<i>No entry</i> This field is system generated.
 Note	The above fields are key fields .

Perform other MASC functions as follows:

- To replace table data, see [Replacing Table Data](#).



The **R=Replace** does not display at the bottom of this screen, but is available.

- To delete table data, see [Deleting Table Data](#)
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 028, FSIS Budget Activity Field Instructions

Source Menu: *MASC Tables – Updated*

FSIS Accounting Data (**Figure 2:40**) is Table 028 on the MASC Tables – Update menu (**Figure 2:3**). This option is used to add, replace, or delete validation of budget activity codes and descriptions for budget cost reporting. This option is used by Grain Inspection, Packers and Stockyards Administration (GIPSA formerly FGIS), and Food Safety And Inspection Service (FSIS).

```

MA02800                USDA OFFICE OF THE CHIEF FINANCIAL OFFICER                xx/xx/xx
                        NATIONAL FINANCE CENTER
                        MANAGEMENT ACCOUNT STRUCTURE CODES
                        FSIS BUDGET ACTIVITY - UPDATE

MUST ENTER FIELDS FOR ALL TYPES OF ACTIONS
*****
ACTION:                TABLE NUMBER: 028
AGENCY:                FISCAL YEAR:
BUDGET ACTIVITY:      LAST UPDT:

FIELDS FOR ADD AND REPLACE ACTIONS
*****
ALPHA DESCRIPTION 1:

ENTER = UPDT   A = ADD   R = REPLACE   PF1 = MAIN MENU   PF5 = REFRESH
CLEAR = EXIT   D = DELETE PF2 = TABLE MENU PF6 = TBL28 INQ
    
```

Figure 2:40. Table 028 Update screen

To add data to Table 028, at the Table 028 Update screen, complete the fields as follows:

Action	<i>Required, alpha, 1 position</i> Type A .
 Note	Action codes are displayed at the bottom of the screen.
Table Number	<i>No entry</i> 028 is system generated.
Agency	<i>Required, numeric, 2 positions</i> Type the applicable agency code (i.e., 36 for GIPSA or 37 for FSIS).
Fiscal Year	<i>Required, numeric, 2 positions</i> Type the last 2 digits of the applicable fiscal year.
Budget Activity	<i>Required, numeric, 3 positions</i> Type the budget activity code.
Last Updt	<i>No entry</i> This field is system generated.
 Note	The above fields are key fields .
Alpha Description 1	<i>Required, alpha, 40 positions max.</i> Type the appropriate budget activity description.

Perform other MASC functions as follows:

- To replace table data, see [Replacing Table Data](#).
- To delete table data, see [Deleting Table Data](#)
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 029, FSIS Organization Location Codes Field Instructions

Source Menu: MASC Tables – Updated

FSIS Organization Location Codes (**Figure 2:41**) is Table 029 on the MASC Tables – Update menu (**Figure 2:3**). This option is used to add, replace, or delete validation of organization location codes and descriptions for budget cost reporting. This option is used by Grain Inspection, Packers and Stockyards Administration (GIPSA formerly FGIS), and Food Safety And Inspection Service (FSIS).

```

MA02900          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
                  NATIONAL FINANCE CENTER
                  MANAGEMENT ACCOUNT STRUCTURE CODES
                  FSIS ORGANIZATION LOCATION CODES - UPDATE

MUST ENTER FIELDS FOR ALL TYPES OF ACTIONS
*****
ACTION:          TABLE NUMBER: 029
AGENCY:          ORG LOC:          LAST UPDT:

FIELDS FOR ADD AND REPLACE ACTIONS
*****
ALPHA DESCRIPTION 1:

ENTER = UPDT   A = ADD   R = REPLACE   PF1 = MAIN MENU   PF5 = REFRESH
CLEAR = EXIT   D = DELETE PF2 = TABLE MENU PF6 = TBL29 INQ
    
```

Figure 2:41. Table 029 Update screen

To add data to Table 029, at the Table 029 Update screen, complete the fields as follows:

Action	<i>Required, alpha, 1 position</i> Type A .
 Note	Action codes are displayed at the bottom of the screen.
Table Number	<i>No entry</i> 029 is system generated.
Agency	<i>Required, numeric, 2 positions</i> Type 36 for GIPSA or 37 for FSIS, as applicable.
Org Loc	<i>Required, numeric, 10 positions</i> Type the organization area location.
Last Updt	<i>No entry</i> This field is system generated.
 Note	The above fields are key fields .
Alpha Description 1	<i>Required, alpha, 40 positions max.</i> Type the appropriate organization location description.

Perform other MASC functions as follows:

- To replace table data, see [Replacing Table Data](#).
- To delete table data, see [Deleting Table Data](#)
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 030, FS Appropriations For Collections Only Field Instructions

Source Menu: MASC Tables – Updated

FS Appropriations For Collections Only (**Figure 2:42**) is Table 030 on the MASC Tables – Update menu (**Figure 2:3**). This option is used to add, replace, or delete Forest Service (FS) appropriations limited to collection transactions only.

```

MA03000          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
                  NATIONAL FINANCE CENTER
                  MANAGEMENT ACCOUNT STRUCTURE CODES
                  FOREST SERVICE APPROPRIATIONS FOR COLLECTIONS ONLY
                  UPDATE

MUST ENTER FIELDS FOR ALL TYPES OF ACTIONS
*****

ACTION:          TABLE NUMBER: 030
AGENCY: 11       APPROPRIATION:
                  LAST UPDT:

ENTER = UPDT    A = ADD          PF1 = MAIN MENU    PF5 = REFRESH
CLEAR = EXIT    D = DELETE       PF2 = TABLE MENU PF6 = TBL30 INQ
    
```

Figure 2:42. Table 030 Update screen

To add data to Table 030, at the Table 030 Update screen, complete the fields as follows:

Action	<i>Required, alpha, 1 position</i> Type A .
 Note	Action codes are displayed at the bottom of the screen.
Table Number	<i>No entry</i> 030 is system generated.
Agency	<i>No entry</i> 11 is system generated. This table is applicable to Agency 11, FS only.
Appropriation	<i>Required, numeric, 4 positions</i> Type the applicable FS appropriation.
Last Updt	<i>No entry</i> This field is system generated.



The above fields are **key fields**.

Perform other MASC functions as follows:

- To replace table data, see [Replacing Table Data](#).



The **R=Replace** does not display at the bottom of this screen, but is available.

- To delete table data, see [Deleting Table Data](#)
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 031, Dept Of Justice OSC/ACC Default Table Field Instructions

Source Menu: *MASC Tables – Updated*

Dept of Justice OSC/ACC Default Table (**Figure 2:43**) is Table 031 on the MASC Tables – Update menu (**Figure 2:3**). This option is used to add, replace, or delete default accounting codes for the Department of Justice which are used by payroll processing.



This table has the option of being updated by diskette.

```

MA03100          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
                  NATIONAL FINANCE CENTER
                  MANAGEMENT ACCOUNT STRUCTURE CODES
                  DEPT OF JUSTICE OSC/ACC/EI DEFAULT TABLE - UPDATE

MUST ENTER FIELDS FOR ALL TYPES OF ACTIONS
*****
ACTION:          TABLE NUMBER: 031
ORGANIZATION STRUCTURE CODE   LAST UPDT:
  AGCY/BUR: MA  2ND-LEV: 03  3RD-LEV: 00  4TH-LEV: 0    5TH-LEV:

FIELDS FOR ADD AND REPLACE ACTIONS
*****
ACCOUNTING CLASSIFICATION CODE:      USDA OFFICE OF THE CHIEF

ENTER = UPDT   A = ADD   R = REPLACE   PF1 = MAIN MENU   PF5 = REFRESH
CLEAR = EXIT   D = DELETE   PF2 = TABLE MENU   PF6 = TBL31 INQ
    
```

Figure 2:43. Table 031 Update screen

To add data to Table 031, at the Table 031 Update screen, complete the fields as follows:

Action *Required, alpha, 1 position*
Type **A**.



Action codes are displayed at the bottom of the screen.

Table Number *No entry*
031 is system generated.

Last Updt	<i>No entry</i> This field is system generated.
Agcy/Bur	<i>Required, alpha, 2 positions</i> Type the applicable agency/bureau code.
2nd-Lev	<i>Required, numeric, 2 positions</i> Type the applicable second level of the organization structure code.
3rd-Lev	<i>Required, numeric, 2 positions</i> Type the applicable third level of the organization structure code.
4th-Lev	<i>Required, numeric, 4 positions</i> Type the applicable fourth level of the organization structure code.
5th-Lev	<i>Required, numeric, 2 positions</i> Type the applicable fifth level of the organization structure code.
 Note	The above fields are key fields .
Accounting Classification Code	<i>Required, alphanumeric, 30 positions max.</i> Type the applicable accounting classification code.

Perform other MASC functions as follows:

- To replace table data, see [Replacing Table Data](#).
- To delete table data, see [Deleting Table Data](#)
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Field Instructions for MASC Tables 032–041

Field instructions for MASC tables 032–041 are provided below.

Table 032, Element ID Validation Table Field Instructions

Source Menu: MASC Tables – Updated

Element ID Validation Table (**Figure 2:44**) is Table 032 on the MASC Tables – Update menu (**Figure 2:4**). This option is used to add, replace, or delete validations on certain elements of the accounting used on Small Business Administration (SBA), Peace Corps (PC), International Boundary Water Commission (IBWC), and Federal Emergency Management Agency (FEMA).

```

MA03200          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
                  NATIONAL FINANCE CENTER
                  MANAGEMENT ACCOUNT STRUCTURE CODES
                  ELEMENT ID VALIDATION TABLE

MUST ENTER FIELDS FOR ALL TYPES OF ACTIONS
*****
ACTION:          TABLE NUMBER: 032
AGENCY:          ELEMENT ID:
FY:             ACCT ELEM:          LAST UPDT:

FIELDS FOR ADD AND REPLACE ACTIONS
*****
ALPHA DESCRIPTION 1:

ENTER = UPDT    A = ADD    R = REPLACE    PF1 = MAIN MENU    PF5 = REFRESH
CLEAR = EXIT    D = DELETE    PF2 = TABLE MENU    PF6 = TBL32 INQ
    
```

Figure 2:44. Table 032 update screen

To add data to Table 032, at the Table 032 update screen, complete the fields as follows:

- | | |
|--|---|
| Action | <i>Required, alpha, 1 position</i>
Type A . |
| 
Note | Action codes are displayed at the bottom of the screen. |
| Table Number | <i>No entry</i>
032 is system generated. |
| Agency | <i>Required, numeric, 2 positions</i>
Type 31 for SBA, PU for PC, WC for IBWC, and 17 for FEMA, as applicable. |
| Element ID | <i>Required, numeric, 1 position</i>
Type the element ID. Valid entries are 1 , 2 , or 3 . |

F Y	<i>Required, numeric, 1 position</i> Type the last digit of the applicable fiscal year.
Acct Elem	<i>Required, numeric, 15 positions max.</i> Type the accounting element code.
Last Updt	<i>No entry</i> This field is system generated.
 Note	The above fields are key fields .
Alpha Description 1	<i>Required, alpha, 40 positions max.</i> Type the appropriate accounting element description.

Perform other MASC functions as follows:

- To replace table data, see [Replacing Table Data](#).
- To delete table data, see [Deleting Table Data](#)
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 033, FSIS/FGIS Job Number Descriptions Field Instructions

Source Menu: *MASC Tables – Updated*

FSIS/FGIS Job Number Descriptions (**Figure 2:45**) is Table 033 on the MASC Tables – Update menu (**Figure 2:4**). This option is used to add, replace, or delete Food Safety And Inspection Service (FSIS) and the Grain Inspection, Packers And Stockyards Administration (GIPSA, formerly FGIS) job code descriptions for budget cost reporting.

```

MA03300          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
                  NATIONAL FINANCE CENTER
                  MANAGEMENT ACCOUNT STRUCTURE CODES
                  FSIS/FGIS JOB NUMBER DESCRIPTIONS - UPDATE

MUST ENTER FIELDS FOR ALL TYPES OF ACTIONS
*****
ACTION:          TABLE NUMBER: 033
AGENCY:         FISCAL-YEAR:
JOB-CODE:       LAST UPDT:

FIELDS FOR ADD AND REPLACE ACTIONS
*****
ALPHA DESCRIPTION 1:
ALPHA DESCRIPTION 2:

ENTER = UPDT   A = ADD   R = REPLACE   PF1 = MAIN MENU   PF5 = REFRESH
CLEAR = EXIT   D = DELETE PF2 = TABLE MENU PF6 = TBL33 INQ
    
```

Figure 2:45. Table 033 Update screen

To add data to Table 033, at the Table 033 Update screen, complete the fields as follows:

Action	<i>Required, alpha, 1 position</i> Type A .
 Note	Action codes are displayed at the bottom of the screen.
Table Number	<i>No entry</i> 033 is system generated.
Agency	<i>Required, numeric, 2 positions</i> Type 36 for GIPSA or 37 for FSIS, as applicable.
Fiscal–Year	<i>Required, numeric, 2 positions</i> Type the last 2 digits of the applicable fiscal year.
Job–Code	<i>Required, numeric, 3 positions</i> Type the applicable job code.
Last Updt	<i>No entry</i> This field is system generated.
 Note	The above fields are key fields .
Alpha Description 1	<i>Required, alpha, 40 positions max.</i> Type the applicable job code description.
Alpha Description 2	<i>Optional, alpha, 40 positions max.</i> Type the applicable job code description.

Perform other MASC functions as follows:

- To replace table data, see [Replacing Table Data](#).
- To delete table data, see [Deleting Table Data](#)
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 034, TSP Payroll Office Number Field Instructions

Source Menu: *MASC Tables – Updated*

Thrift Savings Plan (TSP) Payroll Office Number (**Figure 2:46**) is Table 034 on the MASC Tables – Update menu (**Figure 2:4**). This option is used to add, replace, or delete identification and validation of the payroll office number and the Treasury symbol.



External agencies may access inquiry data only in this table.

```

MA03400          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
                  NATIONAL FINANCE CENTER
                  MANAGEMENT ACCOUNT STRUCTURE CODES
                  TSP PAYROLL OFFICE NUMBER - UPDATE

MUST ENTER FIELDS FOR ALL TYPES OF ACTIONS
*****
ACTION:          TABLE NUMBER: 034
PAYROLL OFFICE: LAST UPDT:

FIELDS FOR ADD AND REPLACE ACTIONS
*****
APPROPRIATION:  TREASURY SYMBOL:
LOAN PAY APPROPRIATION:  LOST EARN APPROPRIATION:
LOAN PAY TREAS SYM:      LOST EARN TREAS SYM:

ENTER = UPDT   A = ADD   R = REPLACE   PF1 = MAIN MENU   PF5 = REFRESH
CLEAR = EXIT   D = DELETE PF2 = TABLE MENU PF6 = TBL34 INQ
    
```

Figure 2:46. Table 034 Update screen

To add data to Table 034, at the Table 034 Update screen, complete the fields as follows:

Action	<i>Required, alpha, 1 position</i> Type A .
 Note	Action codes are displayed at the bottom of the screen.
Table Number	<i>No entry</i> 034 is system generated.
Payroll Office	<i>Required, numeric, 8 positions</i> Type the assigned payroll office code.
Last Updt	<i>No entry</i> This field is system generated.
 Note	The above fields are key fields .
Appropriation	<i>Required, alphanumeric, 3 positions</i> Type the applicable appropriation code. The first position of this code identifies the fiscal year.
Treasury Symbol	<i>Required, alphanumeric, 15 positions max.</i> Type the applicable Treasury symbol for the payroll office and appropriation.
Loan Pay Appropriation	<i>Required, alphanumeric, 3 positions</i> Type the applicable loan payment appropriation code.
Lost Earn Appropriation	<i>Required, alphanumeric, 3 positions</i> Type the applicable lost earnings appropriation code.
Loan Pay Treas Sym	<i>Required, alphanumeric, 15 positions max.</i> Type the applicable loan payment Treasury symbol.

**Lost Earn Treas
Sym**

Required, alphanumeric, 15 positions max.
Type the applicable lost earnings Treasury symbol.

Perform other MASC functions as follows:

- To replace table data, see [Replacing Table Data](#).
- To delete table data, see [Deleting Table Data](#)
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 035, NPS Cost Account Table Field Instructions

Source Menu: *MASC Tables – Updated*

NPS Cost Account Table (**Figure 2:47**) is Table 035 on the MASC Tables – Update menu (**Figure 2:4**). This option is used to add, replace, or delete validation of National Park Service (NPS) cost account locations, Treasury symbols, and appropriated fiscal year indicators and fund codes for budget cost reporting.

```

MA03500          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
                  NATIONAL FINANCE CENTER
                  MANAGEMENT ACCOUNT STRUCTURE CODES
                  NPS COST ACCOUNT - UPDATE

MUST ENTER FIELDS FOR ALL TYPES OF ACTIONS
*****
ACTION:          TABLE NUMBER: 035
COST ACCOUNT:   LAST UPDT:

FIELDS FOR ADD AND REPLACE ACTIONS
*****
TREASURY SYMBOL:
APPROPRIATION FISCAL YEAR:
APPROPRIATION FUND CODE:

ENTER = UPDT   A = ADD   R = REPLACE   PF1 = MAIN MENU   PF5 = REFRESH
CLEAR = EXIT   D = DELETE PF2 = TABLE MENU PF6 = TBL35 INQ
    
```

Figure 2:47. Table 035 Update screen

To add data to Table 035, at the Table 035 Update screen, complete the fields as follows:

Action *Required, alpha, 1 position*
Type **A**.



Note

Action codes are displayed at the bottom of the screen.

Table Number *No entry*
035 is system generated.

Cost Account *Required, numeric, 13 positions*
Type the cost account code for the basic accounting.

Last Updt	<i>No entry</i> This field is system generated.
 Note	The above fields are key fields .
Treasury Symbol	<i>Required, alphanumeric, 7 positions</i> Type the applicable Treasury symbol for the cost account.
Appropriation Fiscal Year	<i>Required, alphanumeric, 1 position</i> Type the last digit of the applicable fiscal year appropriation code. The first position of this code identifies the fiscal year.
Appropriation Fund Code	<i>Required, numeric, 2 positions</i> Type the applicable appropriation fund code for the specific Treasury symbol.

Perform other MASC functions as follows:

- To replace table data, see [Replacing Table Data](#).
- To delete table data, see [Deleting Table Data](#)
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 036, FGIS Mailing Addresses Field Instructions

Source Menu: MASC Tables – Updated

FGIS Mailing Addresses (**Figure 2:48**) is Table 036 on the MASC Tables – Update menu (**Figure 2:4**). This option is used to add, replace, or delete Grain Inspection, Packers And Stockyards (GIPSA, formerly FGIS) mailing addresses for budget cost reporting.

```

MA03600          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
                  NATIONAL FINANCE CENTER
                  MANAGEMENT ACCOUNT STRUCTURE CODES
                  FGIS MAILING ADDRESSES - UPDATE

MUST ENTER FIELDS FOR ALL TYPES OF ACTIONS
*****
ACTION:          TABLE NUMBER: 036
AGENCY:         CONTROL NO:          LAST UPDT:

FIELDS FOR ADD AND REPLACE ACTIONS
*****
ADDRESS 1:
STREET:
CITY:           STATE:          ZIP:

ENTER = UPDT   A = ADD   R = REPLACE   PF1 = MAIN MENU   PF5 = REFRESH
CLEAR = EXIT   D = DELETE PF2 = TABLE MENU PF6 = TBL36 INQ
    
```

Figure 2:48. Table 036 Update screen

To add data to Table 036, at the Table 036 Update screen, complete the fields as follows:

Action	<i>Required, alpha, 1 position</i> Type A .
 Note	Action codes are displayed at the bottom of the screen.
Table Number	<i>No entry</i> 036 is system generated. This table is applicable to Agency 36, GIPSA only.
Agency	<i>Required, alphanumeric, 2 positions</i> Type the appropriate NFC-assigned agency code. See Table 004 (MASC Tables – Inquiry), Agency Codes and Descriptions , for a list of NFC-assigned agency codes.
Control No	<i>Required, numeric, 15 positions max.</i> Type the applicable control number assigned by the agency.
Last Updt	<i>No entry</i> This field is system generated.
 Note	The above fields are key fields .
Address 1	<i>Required, alpha, 40 positions max.</i> Type the name of the organization for the assigned control number.
Street	<i>Required, alphanumeric, 40 positions max.</i> Type the street address or P.O. Box of the organization.
City	<i>Required, alpha, 20 positions max.</i> Type the applicable city.
State	<i>Required, numeric, 2 positions</i> Type the applicable state abbreviation.
ZIP	<i>Required, numeric, 5 positions</i> Type the applicable ZIP code.

Perform other MASC functions as follows:

- To replace table data, see [Replacing Table Data](#).
- To delete table data, see [Deleting Table Data](#)
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 037, FNS Treasury Explosion Codes Field Instructions

Source Menu: *MASC Tables – Updated*

FNS Treasury Explosion Codes (**Figure 2:49**) is Table 037 on the MASC Tables – Update menu (**Figure 2:4**). This option is used to add, replace, or delete Food And Nutrition Service (FNS) expanded accounting detail to facilitate prior year budget cost reporting.

```

MA03700          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
                  NATIONAL FINANCE CENTER
                  MANAGEMENT ACCOUNT STRUCTURE CODES
                  FNS TREASURY EXPLOSION CODES - UPDATE

MUST ENTER FIELDS FOR ALL TYPES OF ACTIONS
*****
ACTION:          TABLE NUMBER: 037
AGENCY: 30      PRESENT CODE:          LAST UPDT:

FIELDS FOR ADD AND REPLACE ACTIONS
*****

FISCAL YEAR:          SERIAL:          ORG:
SUB ORG:              BUDGET ACT:      DESC UNIT:

ENTER = UPDT   A = ADD   R = REPLACE   PF1 = MAIN MENU   PF5 = REFRESH
CLEAR = EXIT   D = DELETE PF2 = TABLE MENU PF6 = TBL37 INQ
    
```

Figure 2:49. Table 037 Update screen

To add data to Table 037, at the Table 037 Update screen, complete the fields as follows:

Action	<i>Required, alpha, 1 position</i> Type A .
 Note	Action codes are displayed at the bottom of the screen.
Table Number	<i>No entry</i> 037 is system generated.
Agency	<i>No entry</i> 30 is system generated. This table is applicable to Agency 30, FNS only.
Present Code	<i>Required, numeric, 5 positions</i> Type the applicable Treasury code.
Last Updt	<i>No entry</i> This field is system generated.
 Note	The above fields are key fields .
Fiscal Year	<i>Required, numeric, 1 position</i> Type the last digit of the applicable fiscal year.
Serial	<i>Required, numeric, 3 positions</i> Type the name of the serial code for the exploded Treasury code.
Org	<i>Required, numeric, 2 positions</i> Type the organization code for the exploded Treasury code.
Sub Org	<i>Required, numeric, 2 positions</i> Type the sub-organization code for the exploded Treasury code.
Budget Act	<i>Required, alphanumeric, 3 positions</i> Type the applicable budget account code.

Desc Unit *Required, numeric, 2 positions*
Type the applicable user organization code.

Perform other MASC functions as follows:

- To replace table data, see [Replacing Table Data](#).
- To delete table data, see [Deleting Table Data](#)
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 039, Smithsonian Inst. Fund/Org Validation Field Instructions

Source Menu: MASC Tables – Updated

Smithsonian Inst. Fund/Org Validation (**Figure 2:50**) is Table 039 on the MASC Tables – Update menu (**Figure 2:4**). This option is used to add, replace, or delete Smithsonian Institute validations of accounting fund/organization on payroll/personnel documents.

```

MA03900          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
                  NATIONAL FINANCE CENTER
                  MANAGEMENT ACCOUNT STRUCTURE CODES
SMITHSONIAN INSTITUTE FUND/ORGANIZATION VALIDATION
                  UPDATE

MUST ENTER FIELDS FOR ALL TYPES OF ACTIONS
*****
ACTION:          TABLE NUMBER: 039
FUND/ORGANIZATION:          LAST UPDT:

FIELDS FOR ADD AND REPLACE ACTIONS
*****
ALPHA DESCRIPTION 1:
ALPHA DESCRIPTION 2:

ENTER = UPDT   A = ADD   R = REPLACE   PF1 = MAIN MENU   PF5 = REFRESH
CLEAR = EXIT   D = DELETE   PF2 = TABLE MENU   PF6 = TBL39 INQ
    
```

Figure 2:50. Table 039 Update screen

To add data to Table 039, at the Table 039 Update screen, complete the fields as follows:

Action *Required, alpha, 1 position*
Type A.



Note

Action codes are displayed at the bottom of the screen.

Table Number *No entry*
039 is system generated.

Fund/ Organization *Required, alphanumeric, 8 positions max.*
Type the applicable fund/organization code of the Smithsonian accounting.
Entries to this field are either a 4-position fund code number or the 8-position organization code number.

Last Updt	<i>No entry</i> This field is system generated.
 Note	The above fields are key fields .
Alpha Description 1	<i>Required, alpha, 40 positions max.</i> Type the applicable fund/organization description.
Alpha Description 2	<i>Optional, alpha, 40 positions max.</i> Type the applicable fund/organization description.

Perform other MASC functions as follows:

- To replace table data, see [Replacing Table Data](#).
- To delete table data, see [Deleting Table Data](#)
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 040, FMHA/RDA National Office Description Field Instructions

Source Menu: *MASC Tables – Updated*

FMHA/RDA National Office Description (**Figure 2:51**) is Table 040 on the MASC Tables –Update menu (**Figure 2:4**). This option is used to add, replace, or delete National Sheep Industry Improvement Center (NSIIC), Rural Housing Service (RHS), Rural Utilities Service (RUS), Rural Business-Cooperative Service (RBCS).

```

MA04000          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
                  NATIONAL FINANCE CENTER
                  MANAGEMENT ACCOUNT STRUCTURE CODES
                  NSIIC/RHCD/RUS/RBCD NATIONAL OFFICE DESCRIPTION - UPDATE

MUST ENTER FIELDS FOR ALL TYPES OF ACTIONS
*****
ACTION:          TABLE NUMBER: 040
AGENCY:         STATE:         COUNTY:         LAST UPDT:

FIELDS FOR ADD AND REPLACE ACTIONS
*****
ALPHA DESCRIPTION 1:
ALPHA DESCRIPTION 2:

ENTER = UPDT   A = ADD   R = REPLACE   PF1 = MAIN MENU   PF5 = REFRESH
CLEAR = EXIT   D = DELETE PF2 = TABLE MENU PF6 = TBL40 INQ
    
```

Figure 2:51. Table 040 Update screen

To add data to Table 040, at the Table 040 Update screen, complete the fields as follows:

Action	<i>Required, alpha, 1 position</i> Type A .
 Note	Action codes are displayed at the bottom of the screen.
Table Number	<i>No entry</i> 040 is system generated.
Agency	<i>Required, numeric, 2 positions</i> Type the applicable agency code, i.e., SC for NSIIC, 07 for RHS, 15 for RUS, or 32 , for RBCS.
State	<i>Required, numeric, 2 positions.</i> Type the applicable state abbreviation.
County	<i>Required, numeric, 3 positions</i> Type the applicable office county code for the state.
Last Updt	<i>No entry</i> This field is system generated.
 Note	The above fields are key fields .
Alpha Description 1	<i>Required, alpha, 40 positions max.</i> Type the applicable state and county description.
Alpha Description 2	<i>Optional, alpha, 40 positions max.</i> Type the applicable state and county description.

Perform other MASC functions as follows:

- To replace table data, see [Replacing Table Data](#).
- To delete table data, see [Deleting Table Data](#)
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 041, Forest Service Fund/Project Field Instructions

Source Menu: *MASC Tables – Updated*

Forest Service Fund/Project (**Figure 2:52**) is Table 041 on the MASC Tables – Update menu (**Figure 2:4**). This option is used to add, replace, or delete conversions of the 4-digit appropriation/function combinations to a project code, and project descriptions for year-end budget cost reporting.



External agencies may access inquiry data only in this table.

```

MA04100          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
                  NATIONAL FINANCE CENTER
                  MANAGEMENT ACCOUNT STRUCTURE CODES
                  FOREST SERVICE FUND/PROJECT - UPDATE

MUST ENTER FIELDS FOR ALL TYPES OF ACTIONS
*****
ACTION:          TABLE NUMBER: 041
FUND CD:         WORK ACT:          LAST UPDT:

FIELDS FOR ADD AND REPLACE ACTIONS
*****
PROJECT NUMBER:
ALPHA DESCRIPTION 1:
ALPHA DESCRIPTION 2:

ENTER = UPDT   A = ADD   R = REPLACE   PF1 = MAIN MENU   PF5 = REFRESH
CLEAR = EXIT   D = DELETE PF2 = TABLE MENU PF6 = TBL41 INQ
    
```

Figure 2:52. Table 041 Update screen

To add data to Table 041, at the Table 041 Update screen, complete the fields as follows:

Action	<i>Required, alpha, 1 position.</i> Type A .
 Note	Action codes are displayed at the bottom of the screen.
Table Number	<i>No entry.</i> 041 is system generated.
Fund Cd	<i>Required, alphanumeric, 6 positions</i> Type the applicable fund code. The first position denotes the fiscal year followed by the 4-position fund code. The last position is the multi-year indicator and does not require an entry if not applicable.
Work Act	<i>Required, alphanumeric, 8 positions</i> Type the applicable work activity code.
Last Updt	<i>No entry</i> This field is system generated.
 Note	The above fields are key fields .
Project Number	<i>Required, numeric, 3 positions</i> Type the applicable project number.
Alpha Description 1	<i>Required, alpha, 40 positions max.</i> Type the appropriate description for the project number.
Alpha Description 2	<i>Optional, alpha, 40 positions max.</i> Type the appropriate description for the project number.

Perform other MASC functions as follows:

- To replace table data, see [Replacing Table Data](#).
- To delete table data, see [Deleting Table Data](#)
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Field Instructions for MASC Tables 042–051

Field instructions for MASC tables 042–051 are provided below.

Table 042, Forest Service Fund Code Roll Field Instructions

Source Menu: MASC Tables – Updated

Forest Service Fund Code Roll (**Figure 2:53**) is Table 042 on the MASC Tables – Update menu (**Figure 2:5**). This option is used to add, replace, or delete the to and from fund codes, and group codes and Treasury symbols to facilitate roll over of fund codes between fiscal years.

```

MA04200          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
                  NATIONAL FINANCE CENTER
                  MANAGEMENT ACCOUNT STRUCTURE CODES
                  FOREST SERVICE FUND CODE ROLL - UPDATE

MUST ENTER FIELDS FOR ALL TYPES OF ACTIONS
*****
ACTION:          TABLE NUMBER: 042
FUND CODE (FROM):      LAST UPDT:

FIELDS FOR ADD AND REPLACE ACTIONS
*****
FUND CODE (TO):
GROUP CODE:
TREASURY SYMBOL:

ENTER = UPDT   A = ADD   R = REPLACE   PF1 = MAIN MENU   PF5 = REFRESH
CLEAR = EXIT   D = DELETE PF2 = TABLE MENU PF6 = TBL42 INQ
    
```

Figure 2:53. Table 042 Update screen

To add data to Table 042, at the Table 042 Update screen, complete the fields as follows:

Action	<i>Required, alpha, 1 position</i> Type A .
 Table Number	<i>No entry</i> 042 is system generated.
Fund Code (From)	<i>Required, alphanumeric, 6 positions</i> Type the applicable (from) fund code. The first position denotes of the fiscal year followed by the 4 position fund code. The last position is the multi-year indicator and does not require an entry if not applicable.
Last Updt	<i>No entry</i> This field is system generated.
 Note	The above fields are key fields .

- Fund Code (To)** *Required, alphanumeric, 6 positions*
Type the applicable (to) fund code. The first position denotes of the fiscal year followed by the 4-position fund code. The last position is the multi-year indicator and does not require an entry if not applicable.
- Group Code** *Required, numeric, 3 positions*
Type the applicable group code for the Treasury symbol.
- Treasury Symbol** *Required, alphanumeric, 15 positions*
Type the applicable Treasury symbol.

Perform other MASC functions as follows:

- To replace table data, see [Replacing Table Data](#).
- To delete table data, see [Deleting Table Data](#)
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 043, ERS Mailing Addresses Field Instructions

Source Menu: *MASC Tables – Updated*

ERS Mailing Addresses (**Figure 2:54**) is Table 043 on the MASC Tables – Update menu (**Figure 2:5**). This option is used to add, replace, or delete Economic Research Service (ERS) mailing addresses for budget cost reporting.

```

MA04300          USDA OFFICE OF THE CHIEF FINANCIAL OFFICE          xx/xx/xx
                  NATIONAL FINANCE CENTER
                  MANAGEMENT ACCOUNT STRUCTURE CODES
                  ERS MAILING ADDRESSES - UPDATE

MUST ENTER FIELDS FOR ALL TYPES OF ACTIONS
*****
ACTION:          TABLE NUMBER: 043
CONTROL:        LAST UPDT:

FIELDS FOR ADD AND REPLACE ACTIONS
*****
ADDRESS 1:
ADDRESS 2:
STREET:
CITY:           STATE:      ZIP:

ENTER = UPDT   A = ADD     R = REPLACE   PF1 = MAIN MENU   PF5 = REFRESH
CLEAR = EXIT   D = DELETE  PF2 = TABLE MENU PF6 = TBL43 INQ
    
```

Figure 2:54. Table 043 Update screen

To add data to Table 043, at the Table 043 Update screen, complete the fields as follows:

- Action** *Required, alpha, 1 position*
Type **A**.



Note

Action codes are displayed at the bottom of the screen.

Table Number

No entry
043 is system generated.

Control

Required, alphanumeric, 5 positions max.
Type the applicable control number.

Last Updt

No entry
This field is system generated.



Note

The above fields are **key fields**.

Address 1

Required, alpha, 35 positions max.
Type the name for the organization of the assigned control number.

Address 2

Optional, alpha, 35 positions max.
Type the name for organization of the assigned control number.

Street

Required, alphanumeric, 30 positions max.
Type the street address or P.O. Box of the organization.

City

Required, alpha, 20 positions max.
Type the applicable city.

State

Required, numeric, 2 positions
Type the applicable state abbreviation.

ZIP

Required, numeric, 5 positions
Type the applicable ZIP code.

Perform other MASC functions as follows:

- To replace table data, see [Replacing Table Data](#).
- To delete table data, see [Deleting Table Data](#)
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 044, ERS Internal Decision Units Field Instructions

Source Menu: *MASC Tables – Updated*

ERS Internal Decision Units (**Figure 2:55**) is Table 044 on the MASC Tables – Update menu (**Figure 2:5**). This option is used to add, replace, or delete Economic Research Service (ERS) validations of internal decision unit control numbers for budget cost reporting.

```

MA04400          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
                  NATIONAL FINANCE CENTER
                  MANAGEMENT ACCOUNT STRUCTURE CODES
                  ERS INTERNAL DECISION UNITS - UPDATE

MUST ENTER FIELDS FOR ALL TYPES OF ACTIONS
*****
ACTION:          TABLE NUMBER: 044
AGENCY:          CONTROL NO:      LAST UPDT:

FIELDS FOR ADD AND REPLACE ACTIONS
*****
ALPHA DESCRIPTION 1:

ENTER = UPDT   A = ADD   R = REPLACE   PF1 = MAIN MENU   PF5 = REFRESH
CLEAR = EXIT   D = DELETE PF2 = TABLE MENU PF6 = TBL44 INQ
    
```

Figure 2:55. Table 044 Update screen

To add data to Table 044, at the Table 044 Update screen, complete the fields as follows:

Action	<i>Required, alpha, 1 position</i> Type A .
 Note	Action codes are displayed at the bottom of the screen.
Table Number	<i>No entry</i> 044 is system generated.
Agency	<i>Required, alphanumeric, 2 positions</i> Type the appropriate NFC-assigned agency code. See Table 004 (MASC Tables – Inquiry), Agency Codes and Descriptions , for a list of NFC-assigned agency codes.
Control No	<i>Required, alphanumeric, 3 positions</i> Type the applicable control number assigned by the agency.
Last Updt	<i>No entry</i> This field is system generated.
 Note	The above fields are key fields .
Alpha Description 1	<i>Required, alpha, 40 positions max.</i> Type the appropriate description for the control number.

Perform other MASC functions as follows:

- To replace table data, see [Replacing Table Data](#).
- To delete table data, see [Deleting Table Data](#)
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 045, Reimbursement /Development/Revenue Codes Field Instructions

Source Menu: MASC Tables – Updated

Reimbursable Agreements (**Figure 2:56**) is Table 045 on the MASC Tables – Update menu (**Figure 2:5**). This option is used to add, replace, or delete validation of reimbursable agreement numbers to facilitate cost development for agencies cross-serviced by the NFC.

```

MA04500          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
                  NATIONAL FINANCE CENTER
                  MANAGEMENT ACCOUNT STRUCTURE CODES
                  REIMBURSEMENT/DEVELOPMENT/REVENUE CODES - UPDATE

MUST ENTER FIELDS FOR ALL TYPES OF ACTIONS
*****
ACTION:           TABLE NUMBER: 045
AGREEMENT NUMBER: LAST UPDT:

FIELDS FOR ADD AND REPLACE ACTIONS
*****
CHARGEABLE STATUS:
ANALYST:
DESCRIPTION 1:
DESCRIPTION 2:

ENTER = UPDT   A = ADD   R = REPLACE   PF1 = MAIN MENU   PF5 = REFRESH
CLEAR = EXIT   D = DELETE PF2 = TABLE MENU PF6 = TBL45 INQ
    
```

Figure 2:56. Table 045 Update screen

To add data to Table 045, at the Table 045 Update screen, complete the fields as follows:

Action	<i>Required, alpha, 1 position</i> Type A .
 Note	Action codes are displayed at the bottom of the screen.
Table Number	<i>No entry</i> 045 is system generated.
Agreement Number	<i>Required, alphanumeric, 4 positions</i> Type the appropriate reimbursable agreement number.
Last Updt	<i>No entry</i> This field is system generated.
 Note	The above fields are key fields .
Chargeable Status	<i>Required, alpha, 1 position</i> Type the chargeable status of the reimbursable agreement.
Analyst	<i>Required, alpha, 30 positions max.</i> Type the name of the responsible analyst.
Description 1	<i>Required, alpha, 40 positions max.</i> Type the appropriate description for the reimbursable agreement.

Description 2 *Optional, alpha, 40 positions max.*
Type the appropriate description for the reimbursable agreement.

Perform other MASC functions as follows:

- To replace table data, see [Replacing Table Data](#).
- To delete table data, see [Deleting Table Data](#)
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 046, ERS Budget Project Codes Field Instructions

Source Menu: *MASC Tables – Updated*

ERS Budget Project Codes (**Figure 2:57**) is Table 046 on the MASC Tables – Update menu (**Figure 2:5**). This option is used to add, replace, or delete Economic Research Service (ERS), Foreign Agricultural Service (FAS), and National Agricultural Statistics Service (NASS) project descriptions for budget cost reporting.

```

MA04600          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
                  NATIONAL FINANCE CENTER
                  MANAGEMENT ACCOUNT STRUCTURE CODES
                  ERS BUDGET PROJECT CODES TABLE - UPDATE

MUST ENTER FIELDS FOR ALL TYPES OF ACTIONS
*****
ACTION:          TABLE NUMBER: 046
AGENCY:          FISCAL YEAR:
PROJECT CODE:    LAST UPDT:

FIELDS FOR ADD AND REPLACE ACTIONS
*****
ALPHA DESCRIPTION 1:

ENTER = UPDT   A = ADD   R = REPLACE   PF1 = MAIN MENU   PF5 = REFRESH
CLEAR = EXIT   D = DELETE PF2 = TABLE MENU PF6 = TBL46 INQ
    
```

Figure 2:57. Table 046 Update screen

To add data to Table 046, at the Table 046 Update screen, complete the fields as follows:

- | | |
|--|---|
| Action | <i>Required, alpha, 1 position</i>
Type A . |
| 
Note | Action codes are displayed at the bottom of the screen. |
| Table Number | <i>No entry</i>
046 is system generated. |
| Agency | <i>Required, numeric, 2 positions</i>
Type the appropriate NFC-assigned agency code. See Table 004 (MASC Tables – Inquiry), Agency Codes and Descriptions , for a list of NFC-assigned agency codes. |

- Fiscal Year** *Required, numeric, 2 positions*
 Type the last 2 digits of the applicable fiscal year.
- Project Code** *Required, numeric, 4 positions*
 Type the project code designating the alpha description.
- Last Updt** *No entry*
 This field is system generated.
-  **Note**
 The above fields are **key fields**.
- Alpha Description 1** *Required, alpha, 40 positions max.*
 Type the applicable project code description.

Perform other MASC functions as follows:

- To replace table data, see [Replacing Table Data](#).
- To delete table data, see [Deleting Table Data](#)
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 047, Forest Service Fund/Budg ID Field Instructions

Source Menu: *MASC Tables – Updated*

Forest Service Fund/Budg (**Figure 2:58**) is Table 047 on the MASC Tables – Update menu (**Figure 2:5**). This option is used to add, replace, or delete Forest Service (FS) activity code descriptions for year-end budget cost reporting.

 **Note** External agencies may access inquiry data only in this table.

```

MA04700          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
                  NATIONAL FINANCE CENTER
                  MANAGEMENT ACCOUNT STRUCTURE CODES
                  FOREST SERVICE FUND/BUDG ID - UPDATE

MUST ENTER FIELDS FOR ALL TYPES OF ACTIONS
*****
ACTION:          TABLE NUMBER: 047
FUND CODE:      PROJECT:          LAST UPDT:

FIELDS FOR ADD AND REPLACE ACTIONS
*****
BUDG ID:        ACTIVITY:
ACTIVITY DESCRIPTION 1:
ACTIVITY DESCRIPTION 2:

ENTER = UPDT   A = ADD   R = REPLACE   PF1 = MAIN MENU   PF5 = REFRESH
CLEAR = EXIT   D = DELETE PF2 = TABLE MENU PF6 = TBL47 INQ
    
```

Figure 2:58. Table 047 Update screen

To add data to Table 047, at the Table 047 Update screen, complete the fields as follows:

Action	<i>Required, alpha, 1 position</i> Type A .
 Note	Action codes are displayed at the bottom of the screen.
Table Number	<i>No entry</i> 047 is system generated.
Fund Code	<i>Required, alphanumeric, 6 positions</i> Type the applicable fund code. The first position denotes the fiscal year followed by the 4-position fund code. The last position is the multi-year indicator and does not require an entry if not applicable.
Project	<i>Required, numeric, 3 positions</i> Type the project number for the fund code.
Last Updt	<i>No entry</i> This field is system generated.
 Note	The above fields are key fields .
Budg ID	<i>Required, numeric, 4 positions</i> Type the appropriate budget identifier.
Activity	<i>Required, numeric, 2 positions</i> Type the appropriate activity code.
Activity Description 1	<i>Required, alpha, 40 positions max.</i> Type the applicable project description.
Activity Description 2	<i>Optional, alpha, 40 positions max.</i> Type the applicable project description.

Perform other MASC functions as follows:

- To replace table data, see [Replacing Table Data](#).
- To delete table data, see [Deleting Table Data](#)
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 048, Forest Service Budget ID Field Instructions

Source Menu: *MASC Tables – Updated*

Forest Service Budget ID (**Figure 2:59**) is Table 048 on the MASC Tables – Update menu (**Figure 2:5**). This option is used to add, replace, or delete Forest Service (FS) budget identification descriptions for budget cost reporting.

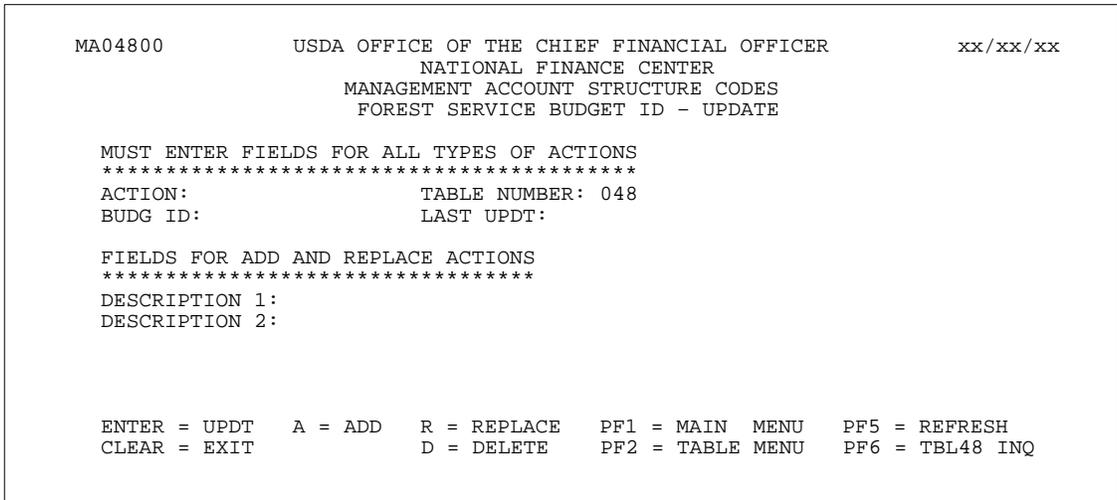


Figure 2:59. Table 048 Update screen

To add data to Table 048, at the Table 048 Update screen, complete the fields as follows:

Action	<i>Required, alpha, 1 position</i> Type A .
 Table Number	<i>No entry</i> 048 is system generated.
Budg ID	<i>Required, numeric, 4 positions</i> Type the appropriate budget identifier.
Last Updt	<i>No entry</i> This field is system generated.
 Description 1	<i>Required, alpha, 40 positions max.</i> Type the applicable budget ID description.
Description 2	<i>Optional, alpha, 40 positions max.</i> Type the applicable budget ID description.

Perform other MASC functions as follows:

- To replace table data, see [Replacing Table Data](#).
- To delete table data, see [Deleting Table Data](#)
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 049, Alcohol, Tobacco And Firearms Validation Field Instructions

Source Menu: MASC Tables – Updated

Alcohol, Tobacco and Firearms Validation (**Figure 2:60**) is Table 049 on the MASC Tables – Update menu (**Figure 2:5**). This option is used to add, replace, or delete validations of element ID’s, accounting elements, and Treasury symbols for budget cost reporting.

```

MA04900          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
                  NATIONAL FINANCE CENTER
                  MANAGEMENT ACCOUNT STRUCTURE CODES
                  ALCOHOL, TOBACCO, AND FIREARMS VALIDATION - UPDATE

MUST ENTER FIELDS FOR ALL TYPES OF ACTIONS.
*****
ACTION:          TABLE NUMBER: 049
ELEMENT ID:     ACCT ELE:          LAST UPDT:

FIELDS FOR ADD AND REPLACE ACTIONS
*****
TREASURY SYMBOL:
APPROPRIATION:

ENTER = UPDT   A = ADD   R = REPLACE   PF1 = MAIN MENU   PF5 = REFRESH
CLEAR = EXIT   D = DELETE PF2 = TABLE MENU PF6 = TBL49 INQ
    
```

Figure 2:60. Table 049 Update screen

To add data to Table 049, at the Table 049 Update screen, complete the fields as follows:

- Action** *Required, alpha, 1 position*
Type **A**.
-  **Note**
Action codes are displayed at the bottom of the screen.
- Table Number** *No entry*
049 is system generated.
- Element ID** *Required, numeric, 1 position*
Type the element ID. Valid entries are **1**, **2**, or **3**.
- Acct Ele** *Required, numeric, 11 positions max.*
Type the accounting element for the element ID. Valid entries are as follows:

Element ID	ACCT Element:
1	3 positions
2	8 positions
3	11 positions

Positions 1 and 2 of the acct element equal the last 2 digits of the fiscal year when element ID 2 or 3 is used.
- Last Updt** *No entry*
This field is system generated.
-  **Note**
The above fields are **key fields**.
- Treasury Symbol** *Conditional, numeric, 15 positions max.*
Type the appropriate Treasury symbol. This is a required entry field when element ID 2 or 3 is used.

Appropriation *No entry*
 The 3-digit appropriation is system generated on validation of the Treasury symbol and requires no entry.

Perform other MASC functions as follows:

- To replace table data, see [Replacing Table Data](#).
- To delete table data, see [Deleting Table Data](#)
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 050, FAS Organization/Description Field Instructions

Source Menu: *MASC Tables – Updated*

FAS Organization/Description (**Figure 2:61**) is Table 050 on the MASC Tables – Update menu (**Figure 2:5**). This option is used to add, replace, or delete Foreign Agricultural Service (FAS) accounting code descriptions for budget cost reporting.

```

MA05000          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
                  NATIONAL FINANCE CENTER
                  MANAGEMENT ACCOUNT STRUCTURE CODES
                  FAS ORGANIZATION/DESCRIPTION - UPDATE

MUST ENTER FIELDS FOR ALL TYPES OF ACTIONS
*****
ACTION:          TABLE NUMBER: 050
AGENCY: 10      ORGANIZATION:          LAST UPDT:

FIELDS FOR ADD AND REPLACE ACTIONS
*****
ALPHA DESCRIPTION 1:

ENTER = UPDT   A = ADD   R = REPLACE   PF1 = MAIN MENU   PF5 = REFRESH
CLEAR = EXIT   D = DELETE PF2 = TABLE MENU PF6 = TBL50 INQ
    
```

Figure 2:61. Table 050 Update screen

To add data to Table 050, at the Table 050 Update screen, complete the fields as follows:

- Action** *Required, alpha, 1 position*
 Type **A**.
-  **Note**
 Action codes are displayed at the bottom of the screen.
- Table Number** *No entry*
050 is system generated.
- Agency** *No entry*
10 is system generated. This table is applicable to Agency 10, FAS only.

- Organization** *Required, numeric, 4 positions*
 Type the appropriate organization code.

- Last Updt** *No entry*
 This field is system generated.

-  **Note**
 The above fields are **key fields**.

- Alpha Description 1** *Required, alpha, 40 positions max.*
 Type the applicable organization description.

Perform other MASC functions as follows:

- To replace table data, see [Replacing Table Data](#).
- To delete table data, see [Deleting Table Data](#)
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 051, FAS Project Codes Field Instructions

Source Menu: *MASC Tables – Updated*

FAS Project Codes (**Figure 2:62**) is Table 051 on the MASC Tables – Update menu (**Figure 2:5**). This option is used to add, replace, or delete Foreign Agricultural Service (FAS) project code descriptions for budget cost reporting.

```

MA05100          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
                  NATIONAL FINANCE CENTER
                  MANAGEMENT ACCOUNT STRUCTURE CODES
                  FAS PROJECT CODES - UPDATE

MUST ENTER FIELDS FOR ALL TYPES OF ACTIONS
*****
ACTION:          TABLE NUMBER: 051
AGENCY:         PROJECT CODE:      LAST UPDT:

FIELDS FOR ADD AND REPLACE ACTIONS
*****
ALPHA DESCRIPTION 1:

ENTER = UPDT   A = ADD   R = REPLACE   PF1 = MAIN MENU   PF5 = REFRESH
CLEAR = EXIT   D = DELETE PF2 = TABLE MENU PF6 = TBL51 INQ
    
```

Figure 2:62. Table 051 Update screen

To add data to Table 051, at the Table 051 Update screen, complete the fields as follows:

- Action** *Required, alpha, 1 position*
 Type **A**.

-  **Note**
 Action codes are displayed at the bottom of the screen.

Table Number	<i>No entry</i> 051 is system generated.
Agency	<i>Required, numeric, 2 positions</i> Type the appropriate NFC-assigned agency code. See Table 004 (MASC Tables – Inquiry), Agency Codes and Descriptions , for a list of NFC-assigned agency codes.
Project Code	<i>Required, numeric, 2 positions</i> Type the appropriate project code.
Last Updt	<i>No entry</i> This field is system generated.
 Note	The above fields are key fields .
Alpha Description 1	<i>Required, alpha, 40 positions max.</i> Type the applicable project code description.

Perform other MASC functions as follows:

- To replace table data, see [Replacing Table Data](#).
- To delete table data, see [Deleting Table Data](#)
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Field Instructions for MASC Tables 052–062

Field instructions for MASC tables 052–062 are provided below.

Table 052, FAS Country Codes Field Instructions

Source Menu: *MASC Tables – Updated*

FAS Country Codes (**Figure 2:63**) is Table 052 on the MASC Tables – Update menu (**Figure 2:6**). This option is used to add, replace, or delete Foreign Agricultural Service (FAS) country code descriptions for budget cost reporting.

```

MA05200          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
                  NATIONAL FINANCE CENTER
                  MANAGEMENT ACCOUNT STRUCTURE CODES
                  FAS COUNTRY CODES - UPDATE

MUST ENTER FIELDS FOR ALL TYPES OF ACTIONS.
*****
ACTION:          AGENCY: 10
TABLE NUMBER: 052  COUNTRY CODE:      LAST UPDT:

FIELDS FOR ADD AND REPLACE ACTIONS.
*****
ALPHA DESCRIPTION 1:
ALPHA DESCRIPTION 2:

ENTER = UPDT   A = ADD   R = REPLACE   PF1 = MAIN MENU   PF5 = REFRESH
CLEAR = EXIT   D = DELETE PF2 = TABLE MENU PF6 = TBL52 INQ
    
```

Figure 2:63. Table 052 Update screen

To add data to Table 052, at the Table 052 Update screen, complete the fields as follows:

Action	<i>Required, alpha, 1 position</i> Type A .
 Note	Action codes are displayed at the bottom of the screen.
Agency	<i>No entry</i> 10 is system generated. This table is applicable to Agency 10, FAS only.
Table Number	<i>No entry</i> 052 is system generated.
Country Code	<i>Required, numeric, 3 positions</i> Type the appropriate country code.
Last Updt	<i>No entry</i> This field is system generated.
 Note	The above fields are key fields .

Alpha Description 1 *Required, alpha, 40 positions max.*
 Type the applicable country code description.

Alpha Description 2 *Optional, alpha, 40 positions max.*
 Type the applicable country code description.

Perform other MASC functions as follows:

- To replace table data, see [Replacing Table Data](#).
- To delete table data, see [Deleting Table Data](#)
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 053, APHIS Area Codes Field Instructions

Source Menu: *MASC Tables – Updated*

APHIS Area Codes (**Figure 2:64**) is Table 053 on the MASC Tables – Update menu (**Figure 2:6**). This option is used to add, replace, or delete Animal And Plant Health Inspection Service (APHIS) validations of area codes and descriptions for budget cost reporting.

```

MA05300          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
                  NATIONAL FINANCE CENTER
                  MANAGEMENT ACCOUNT STRUCTURE CODES
                  APHIS AREA CODES - UPDATE

MUST ENTER FIELDS FOR ALL TYPES OF ACTIONS
*****
ACTION:          TABLE NUMBER: 053
AGENCY: 34      PROGRAM:
REGION:         AREA CODE:         LAST UPDT:

FIELDS FOR ADD AND REPLACE ACTIONS
*****
ALPHA DESCRIPTION 1:

ENTER = UPDT   A = ADD   R = REPLACE   PF1 = MAIN MENU   PF5 = REFRESH
CLEAR = EXIT   D = DELETE PF2 = TABLE MENU PF6 = TBL53 INQ
    
```

Figure 2:64. Table 053 Update screen

To add data to Table 053, at the Table 053 Update screen, complete the fields as follows:

Action *Required, alpha, 1 position*
 Type **A**.



Note

Action codes are displayed at the bottom of the screen.

Table Number	<i>No entry</i> 053 is system generated.
Agency	<i>No entry</i> 34 is system generated. This table is applicable to Agency 34, APHIS only.
Program	<i>Required, numeric, 1 position</i> Type the appropriate program code.
Region	<i>Required, numeric, 1 position</i> Type the appropriate APHIS region code.
Area Code	<i>Required, numeric, 2 positions</i> Type the appropriate APHIS area code.
 Note	The above fields are key fields .
Alpha Description 1	<i>Required, alpha, 40 positions max.</i> Type the applicable region and area code description.

Perform other MASC functions as follows:

- To replace table data, see [Replacing Table Data](#).
- To delete table data, see [Deleting Table Data](#)
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 054, APHIS Addresses Field Instructions

Source Menu: *MASC Tables – Updated*

APHIS Addresses (**Figure 2:65**) is Table 054 on the MASC Tables – Update menu (**Figure 2:6**). This option is used to add, replace, or delete Animal And Plant Health Inspection Service (APHIS) mailing addresses for budget cost reporting.

```

MA05400          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
                  NATIONAL FINANCE CENTER
                  MANAGEMENT ACCOUNT STRUCTURE CODES
                  APHIS ADDRESSES - UPDATE

MUST ENTER FIELDS FOR ALL TYPES OF ACTIONS
*****
ACTION:          TABLE NUMBER: 054
AGENCY: 34      ADDRESS CODE:          LAST UPDT:

FIELDS FOR ADD AND REPLACE ACTIONS
*****
ADDRESS 1:
STREET:
CITY:           STATE:          ZIP:

ENTER = UPDT   A = ADD   R = REPLACE   PF1 = MAIN MENU   PF5 = REFRESH
CLEAR = EXIT   D = DELETE PF2 = TABLE MENU PF6 = TBL54 INQ
    
```

Figure 2:65. Table 054 Update screen

To add data to Table 054, at the Table 054 Update screen, complete the fields as follows:

Action	<i>Required, alpha, 1 position</i> Type A .
 Note	Action codes are displayed at the bottom of the screen.
Table Number	<i>No entry</i> 054 is system generated.
Agency	<i>No entry</i> 34 is system generated. This table is applicable to Agency 34, APHIS only.
Address Code	<i>Required, numeric, 4 positions</i> Type the applicable address code.
Last Updt	<i>No entry</i> This field is system generated.
 Note	The above fields are key fields .
Address 1	<i>Required, alpha, 35 positions max.</i> Type the organizational name for the address code.
Street	<i>Required, alphanumeric, 35 positions max</i> Type the street address or P.O. Box of the organization.
City	<i>Required, alpha, 20 positions max.</i> Type the applicable city.
State	<i>Required, numeric, 2 positions</i> Type the applicable state abbreviation.
ZIP	<i>Required, numeric, 5 positions</i> Type the applicable ZIP code.

Perform other MASC functions as follows:

- To replace table data, see [Replacing Table Data](#).
- To delete table data, see [Deleting Table Data](#)
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 056, FAS Foreign Disbursing Office Code Field Instructions

Source Menu: MASC Tables – Updated

FAS Foreign Disbursing Office Code (**Figure 2:66**) is Table 056 on the MASC Tables – Update menu (**Figure 2:6**). This option is used to add, replace, or delete foreign disbursing office (DO) code descriptions for budget cost reporting and conversions of the 2-position DO code to a 4-position code (this conversion also applies in the reverse) for internal system processing for Foreign Agricultural Service (FAS).

```

MA05600          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
                  NATIONAL FINANCE CENTER
                  MANAGEMENT ACCOUNT STRUCTURE CODES
                  FAS FOREIGN DISBURSING OFFICE CODE TABLE - UPDATE

MUST ENTER FIELDS FOR ALL TYPES OF ACTIONS
*****
ACTION:          TABLE NUMBER: 056
AGENCY: 10      SYMBOL/DO CODE KEY:      LAST UPDT:

FIELDS FOR ADD AND REPLACE ACTIONS
*****
SYMBOL/DO CODE DATA:
ALPHA DESCRIPTION 1:

ENTER = UPDT   A = ADD   R = REPLACE   PF1 = MAIN MENU   PF5 = REFRESH
CLEAR = EXIT   D = DELETE PF2 = TABLE MENU PF6 = TBL56 INQ
    
```

Figure 2:66. Table 056 Update screen

To add data to Table 056, at the Table 056 Update screen, complete the fields as follows:

Action	<i>Required, alpha, 1 position</i> Type A .
 Note	Action codes are displayed at the bottom of the screen.
Table Number	<i>No entry</i> 056 is system generated.
Agency	<i>No entry</i> 10 is system generated. This table is applicable to Agency 10, FAS only.
Symbol/DO Code Key	<i>Required, numeric, 4 positions max.</i> Type either the 2 or 4-digit Symbol/DO Code Key, as applicable.

Last Updt *No entry*
 This field is system generated.



Symbol/DO Code Data *Required, numeric, 4 positions max.*
 The above fields are **key fields**.

Type either the 2 or 4-digit symbol/DO code key data compatible with the above-entered code key. If the 2-digit code key is entered above, then this entry must be the applicable 4-digit code. If the 4-digit code key is entered above, then this entry must be the applicable 2-digit code.

Alpha Description 1 *Required, alpha, 40 positions max.*
 Type the applicable symbol/do code key description.

Perform other MASC functions as follows:

- To replace table data, see [Replacing Table Data](#).
- To delete table data, see [Deleting Table Data](#)
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 057, FAS Coop Projects And Expiration Date Field Instructions

Source Menu: *MASC Tables – Updated*

FAS Coop Projects and Expiration Date (**Figure 2:67**) is Table 057 on the MASC Tables – Update menu (**Figure 2:6**). This option is used to add, replace, or delete Foreign Agricultural Service (FAS) expiration dates of cooperator projects for budget cost reporting.

```

MA05700          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
                  NATIONAL FINANCE CENTER
                  MANAGEMENT ACCOUNT STRUCTURE CODES
                  FAS COOPERATOR PROJECTS AND EXPIRATION DATE TABLE - UPDATE

MUST ENTER FIELDS FOR ALL TYPES OF ACTIONS
*****
ACTION:          TABLE NUMBER: 057
COOP PROJECT YR:          AGENCY: 10
COOP PROJECT NUMBER:
COOP PROJECT COUNTRY CODE:          LAST UPDT:

FIELDS FOR ADD AND REPLACE ACTIONS
*****
EXPIRATION DATE: MO          YR

ENTER = UPDT   A = ADD   R = REPLACE   PF1 = MAIN MENU   PF5 = REFRESH
CLEAR = EXIT   D = DELETE   PF2 = TABLE MENU   PF6 = TBL57 INQ
    
```

Figure 2:67. Table 057 Update screen

To add data to Table 057, at the Table 057 Update screen, complete the fields as follows:

Action	<i>Required, alpha, 1 position</i> Type A .
 Note	Action codes are displayed at the bottom of the screen.
Table Number	<i>No entry</i> 057 is system generated.
Coop Project Yr	<i>Required, numeric, 2 positions</i> Type the last 2 digits of the project calendar year.
Agency	<i>No entry</i> 10 is system generated. This table is applicable to Agency 10, FAS only.
Coop Project Number	<i>Required, numeric, 6 positions</i> Type the cooperator project number.
Coop Project Country Code	<i>Required, numeric, 3 positions</i> Type the country code for the project.
Last Updt	<i>No entry</i> This field is system generated.
 Note	The above fields are key fields .
Expiration Date	<i>Required, numeric, 4 positions</i> Type the 2-digit month and 2-digit year for the expiration date of the project.

Perform other MASC functions as follows:

- To replace table data, see [Replacing Table Data](#).
- To delete table data, see [Deleting Table Data](#)
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 058, Cost Accounting Functions Field Instructions

Source Menu: *MASC Tables – Updated*

Cost Accounting Functions (**Figure 2:68**) is Table 058 on the MASC Tables – Update menu (**Figure 2:6**). This option is used to add, replace, or delete cost accounting functions for budget cost reporting.

```

MA05800                USDA OFFICE OF THE CHIEF FINANCIAL OFFICER                xx/xx/xx
                        NATIONAL FINANCE CENTER
                        MANAGEMENT ACCOUNT STRUCTURE CODES
                        COST ACCOUNTING FUNCTIONS - UPDATE

MUST ENTER FIELDS FOR ALL TYPES OF ACTIONS
*****
ACTION:                TABLE NUMBER: 058
COST ACCOUNTING FUNCTION:          LAST UPDT:

FIELDS FOR ADD AND REPLACE ACTIONS
*****
DESCRIPTION:

ENTER = UPDT   A = ADD   R = REPLACE   PF1 = MAIN MENU   PF5 = REFRESH
CLEAR = EXIT   D = DELETE   PF2 = TABLE MENU   PF6 = TBL58 INQ
    
```

Figure 2:68. Table 058 Update screen

To add data to Table 058, at the Table 058 Update screen, complete the fields as follows:

Action	<i>Required, alpha, 1 position</i> Type A .
 Note	Action codes are displayed at the bottom of the screen.
Table Number	<i>No entry</i> 058 is system generated.
Cost Accounting Function	<i>Required, alphanumeric, 2 positions</i> Type the cost accounting code.
Last Updt	<i>No entry</i> This field is system generated.
 Note	The above fields are key fields .
Description	<i>Required, alpha, 40 positions max.</i> Type the appropriate cost accounting function description.

Perform other MASC functions as follows:

- To replace table data, see [Replacing Table Data](#).
- To delete table data, see [Deleting Table Data](#)
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 059, FSIS Geographical Location Field Instructions

Source Menu: MASC Tables – Updated

FSIS Geographical Location (**Figure 2:69**) is Table 059 on the MASC Tables – Update menu (**Figure 2:6**). This option is used to add, replace, or delete Food Safety And Inspection Service (FSIS) geographical location codes relative to the accounting codes for budget cost reporting.

```

MA05900          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
                  NATIONAL FINANCE CENTER
                  MANAGEMENT ACCOUNT STRUCTURE CODES
                  FSIS GEOGRAPHICAL LOCATION TABLE - UPDATE

MUST ENTER FIELDS FOR ALL TYPES OF ACTIONS
*****
ACTION:          TABLE NUMBER: 059
AGENCY: 37      MANAGEMENT CODE:          LAST UPDT:

FIELDS FOR ADD AND REPLACE ACTIONS
*****
GEOGRAPHIC LOCATION CODE:

ENTER = UPDT   A = ADD   R = REPLACE   PF1 = MAIN MENU   PF5 = REFRESH
CLEAR = EXIT   D = DELETE PF2 = TABLE MENU PF6 = TBL59 INQ
    
```

Figure 2:69. Table 059 Update screen

To add data to Table 059, at the Table 059 Update screen, complete the fields as follows:

Action	<i>Required, alpha, 1 position</i> Type A .
 Note	Action codes are displayed at the bottom of the screen.
Table Number	<i>No entry</i> 059 is system generated.
Agency	<i>No entry</i> 37 is system generated. This table is applicable to Agency 37, FSIS only.
Management Code	<i>Required, numeric, 6 positions</i> Type the applicable FSIS management code.
Last Updt	<i>No entry</i> This field is system generated.
 Note	The above fields are key fields .
Geographic Location Code	<i>Required, numeric, 9 positions</i> Type the applicable geographical location code for the FSIS management code.

Perform other MASC functions as follows:

- To replace table data, see [Replacing Table Data](#).
- To delete table data, see [Deleting Table Data](#)
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 060, CCR Subcenter/Project Validation Field Instructions

Source Menu: MASC Tables – Updated

CCR Subcenter/Project Validation (**Figure 2:70**) is Table 060 on the MASC Tables – Update menu (**Figure 2:6**). This option is used to add, replace, or delete validation of Commission On Civil Rights (CCR) subcenter/project accounting codes.

```

MA06000          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
                  NATIONAL FINANCE CENTER
                  MANAGEMENT ACCOUNT STRUCTURE CODES
                  CCR SUBCENTER/PROJECT VALIDATION - UPDATE

MUST ENTER FIELDS FOR ALL TYPES OF ACTIONS.
*****
ACTION:          SUBCENTER/PROJECT:
TABLE NUMBER: 060          LAST UPDT:

FIELDS FOR ADD AND REPLACE ACTIONS.
*****
SUBCENTER/PROJECT DESCRIPTION:

ENTER = UPDT   A = ADD   R = REPLACE   PF1 = MAIN MENU   PF5 = REFRESH
CLEAR = EXIT   D = DELETE   PF2 = TABLE MENU   PF6 = TBL60 INQ
    
```

Figure 2:70. Table 060 Update screen

To add data to Table 060, at the Table 060 Update screen, complete the fields as follows:

Action	<i>Required, alpha, 1 position</i> Type A .
 Note	Action codes are displayed at the bottom of the screen.
Subcenter/ Project	<i>Required, numeric, 2 positions</i> Type the applicable subcenter/project code.
Table Number	<i>No entry</i> 060 is system generated.
Last Updt	<i>No entry</i> This field is system generated.
 Note	The above fields are key fields .

**Subcenter
 /Project
 Description**

Required, alpha, 40 positions max.
 Type the applicable subcenter/project description.

Perform other MASC functions as follows:

- To replace table data, see [Replacing Table Data](#).
- To delete table data, see [Deleting Table Data](#)
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 061, Agency Location Code Field Instructions

Source Menu: *MASC Tables – Updated*

Agency Location Code (**Figure 2:71**) is Table 061 on the MASC Tables – Update menu (**Figure 2:6**). This option is used to add, replace, or delete validation of agency location codes and mailing addresses.



External agencies may access inquiry data only in this table.

```

MA06100          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
                  NATIONAL FINANCE CENTER
                  MANAGEMENT ACCOUNT STRUCTURE CODES
                  AGENCY LOCATION CODE - UPDATE

MUST ENTER FIELDS FOR ALL TYPES OF ACTIONS.
*****
ACTION:          AGENCY LOCATION CODE NUMBER:
TABLE NUMBER: 061          LAST UPDT:

FIELDS FOR ADD AND REPLACE ACTIONS.
*****
ADDRESS 1:
ADDRESS 2:
STREET   :
CITY     :          STATE:          ZIP CODE:

ENTER = UPDT   A = ADD   R = REPLACE   PF1 = MAIN MENU   PF5 = REFRESH
CLEAR = EXIT   D = DELETE PF2 = TABLE MENU PF6 = TBL61 INQ
    
```

Figure 2:71. Table 061 Update screen

To add data to Table 061, at the Table 061 Update screen, complete the fields as follows:

Action *Required, alpha, 1 position*

Type **A**.



Action codes are displayed at the bottom of the screen.

**Agency Location
 Code Number**

Required, numeric, 8 positions
 Type the agency location code.

Table Number	<i>No entry</i> 061 is system generated.
 Note	The above fields are key fields .
Address 1	<i>Required, alpha, 40 positions max.</i> Type the organization for the agency location code.
Address 2	<i>Optional, alpha, 40 positions max.</i> Type the organization for the agency location code.
Street	<i>Required, alpha, 30 positions max.</i> Type the street address or P.O. Box of the organization.
City	<i>Required, alpha, 20 positions max.</i> Type the applicable city.
State	<i>Required, numeric, 2 positions</i> Type the applicable state abbreviation.
ZIP Code	<i>Required, numeric, 5 positions</i> Type the applicable ZIP code.

Perform other MASC functions as follows:

- To replace table data, see [Replacing Table Data](#).
- To delete table data, see [Deleting Table Data](#)
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 062, MOVIS Class Code Field Instructions

Source Menu: *MASC Tables – Updated*

MOVIS Class Code (**Figure 2:72**) is Table 062 on the MASC Tables – Update menu (**Figure 2:6**). This option is used to add, replace, or delete validation of Equipment Management Information System (EMIS) and Motor Vehicle Information System (MOVIS) class codes for reporting purposes.

```

MA06200          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
                  NATIONAL FINANCE CENTER
                  MANAGEMENT ACCOUNT STRUCTURE CODES
                  MOVIS CLASS CODE TABLE - UPDATE

MUST ENTER FIELDS FOR ALL TYPES OF ACTIONS
*****
ACTION:          TABLE NUMBER: 062
AGENCY:          CLASS CODE:
                  LAST UPDT:
FIELDS FOR ADD AND REPLACE ACTIONS
*****
MOVIS CLASS CODE:
ALPHA DESCRIPTION 1:

ENTER = UPDT   A = ADD   R = REPLACE   PF1 = MAIN MENU   PF5 = REFRESH
CLEAR = EXIT   D = DELETE PF2 = TABLE MENU PF6 = TBL62 INQ
    
```

Figure 2:72. Table 062 Update screen

To add data to Table 062, at the Table 062 Update screen, complete the fields as follows:

Action	<i>Required, alpha, 1 position</i> Type A .
 Note	Action codes are displayed at the bottom of the screen.
Table Number	<i>No entry</i> 062 is system generated.
Agency	<i>Required, alphanumeric, 2 positions</i> Type the appropriate NFC-assigned agency code. See Table 004 (MASC Tables – Inquiry), Agency Codes and Descriptions , for a list of NFC-assigned agency codes.
Class Code	<i>Required, numeric, 3 positions</i> Type the class code for the type of vehicle.
 Note	The above fields are key fields .
MOVIS Class Code	<i>Required, numeric, 3 positions</i> Type the applicable MOVIS class code.
Alpha Description 1	<i>Required, alpha, 40 positions max.</i> Type the class code description.

Perform other MASC functions as follows:

- To replace table data, see [Replacing Table Data](#).
- To delete table data, see [Deleting Table Data](#)
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Field Instructions for MASC Tables 063–072

Field instructions for MASC tables 063–072 are provided below.

Table 063, Application Acronym Assignment Table Field Instructions

Source Menu: MASC Tables – Updated

Application Acronym Assignment Table (**Figure 2:73**) is Table 063 on the MASC Tables – Update menu (**Figure 2:7**). This option is used to add, replace, or delete system acronyms.

```

MA06300          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
                  NATIONAL FINANCE CENTER
                  MANAGEMENT ACCOUNT STRUCTURE CODES
                  APPLICATION ACRONYM ASSIGNMENT TABLE - UPDATE

MUST ENTER FIELDS FOR ALL TYPES OF ACTIONS
*****
ACTION:          TABLE NUMBER: 063
ACRONYM/CODE:   CODE/ACRONYM:
                LAST UPDT:
FIELDS FOR ADD AND REPLACE ACTIONS
*****
DEVELOPMENT:   PRODUCTION:
DESCRIPTION:
GROUP LEADER:  SENSITIVE:      CRITICAL:      STATUS:
SAC CODE:

ENTER = UPDT   A = ADD      R = REPLACE   PF1 = MAIN MENU   PF5 = REFRESH
CLEAR = EXIT   D = DELETE   PF2 = TABLE MENU PF6 = TBL63 INQ
    
```

Figure 2:73. Table 063 Update screen

To add data to Table 063, at the Table 063 Update screen, complete the fields as follows:

Action	<i>Required, alpha, 1 position</i> Type A .
 Note	Action codes are displayed at the bottom of the screen.
Table Number	<i>No entry</i> 063 is system generated.
Acronym/Code	<i>Required, alpha, 4 positions</i> Type the acronym/code.
Code/Acronym	<i>Required, alphanumeric, 4 positions</i> Type the code/acronym.
Last Updt	<i>No entry</i> This field is system generated.
 Note	The above fields are key fields .

Development	<i>Required, numeric, 10 positions</i> Type the development code.
Production	<i>Required, numeric, 10 positions</i> Type the production code.
Description	<i>Required, alpha, 40 positions max.</i> Type the acronym description.
Group Leader	<i>Required, alpha, 15 positions max.</i> Type the group leader.
Sensitive	<i>Required, alpha, 1 position</i> Type the sensitive code.
Critical	<i>Required, alpha, 1 position</i> Type the critical code.
Status	<i>Required, numeric, 1 position</i> Type the status code.
SAC Code	<i>Required, alphanumeric, 60 positions max.</i> Type the security access code (SAC).

Perform other MASC functions as follows:

- To replace table data, see [Replacing Table Data](#).
- To delete table data, see [Deleting Table Data](#)
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 064, EMIS Manufacturer Code Field Instructions

Source Menu: *MASC Tables – Updated*

EMIS Manufacturer Code (**Figure 2:74**) is Table 064 on the MASC Tables – Update menu (**Figure 2:7**). This option is used to add, replace, or delete validation of Equipment Management Information System (EMIS) manufacturers' codes for reporting purposes.

```

MA06400                USDA OFFICE OF THE CHIEF FINANCIAL OFFICER                xx/xx/xx
                        NATIONAL FINANCE CENTER
                        MANAGEMENT ACCOUNT STRUCTURE CODES
                        EMIS MANUFACTURER CODE TABLE - UPDATE

MUST ENTER FIELDS FOR ALL TYPES OF ACTIONS
*****
ACTION:                TABLE NUMBER: 064
MANUFACTURER CODE:    LAST UPDT:

FIELDS FOR ADD AND REPLACE ACTIONS
*****
ALPHA DESCRIPTION 1:
ABBREVIATION:

ENTER = UPDT   A = ADD   R = REPLACE   PF1 = MAIN MENU   PF5 = REFRESH
CLEAR = EXIT   D = DELETE PF2 = TABLE MENU PF6 = TBL64 INQ
    
```

Figure 2:74. Table 064 Update screen

To add data to Table 064, at the Table 064 Update screen, complete the fields as follows:

Action	<i>Required, alpha, 1 position</i> Type A .
 Note	Action codes are displayed at the bottom of the screen.
Table Number	<i>No entry</i> 064 is system generated.
Manufacturer Code	<i>Required, numeric, 3 positions</i> Type the equipment manufacturer code.
Last Updt	<i>No entry</i> This field is system generated.
 Note	The above fields are key fields .
Alpha Description 1	<i>Required, alpha, 40 positions max.</i> Type the manufacturer code description.
Abbreviation	<i>Required, alpha, 5 positions max.</i> Type the manufacturer abbreviation code.

Perform other MASC functions as follows:

- To replace table data, see [Replacing Table Data](#).
- To delete table data, see [Deleting Table Data](#)
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 065, Energy Travel Addresses Field Instructions

Source Menu: MASC Tables – Updated

Energy Travel Addresses (**Figure 2:75**) is Table 065 on the MASC Tables – Update menu (**Figure 2:7**). This option is used to add, replace, or delete mailing addresses for the energy/travel reports.

```

MA06500          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
                  NATIONAL FINANCE CENTER
                  MANAGEMENT ACCOUNT STRUCTURE CODES
                  ENERGY TRAVEL ADDRESSES - UPDATE

MUST ENTER FIELDS FOR ALL TYPES OF ACTIONS.
*****
ACTION:          LABEL CODE:
TABLE NUMBER: 065          LAST UPDT:

FIELDS FOR ADD AND REPLACE ACTIONS.
*****
ADDRESS 1:
ADDRESS 2:
STREET 1:
STREET 2:
CITY:          STATE:          ZIP CODE:

ENTER = UPDT   A = ADD   R = REPLACE   PF1 = MAIN MENU   PF5 = REFRESH
CLEAR = EXIT   D = DELETE   PF2 = TABLE MENU   PF6 = TBL65 INQ
    
```

Figure 2:75. Table 065 Update screen

To add data to Table 065, at the Table 065 Update screen, complete the fields as follows:

Action	<i>Required, alpha, 1 position</i> Type A .
 Note	Action codes are displayed at the bottom of the screen.
Label Code	<i>Required, alphanumeric, 19 positions max.</i> Type the address label code.
Table Number	<i>No entry</i> 065 is system generated.
Last Updt	<i>No entry</i> This field is system generated.
 Note	The above fields are key fields .
Address 1	<i>Required, alpha, 30 positions max.</i> Type the address of the label code.
Address 2	<i>optional, alpha, 30 positions max.</i> Type the address of the label code.
Street 1	<i>Optional, alphanumeric, 30 positions max.</i> Type the street address or P.O. Box of the label code.
Street 2	<i>Optional, alphanumeric, 30 positions max.</i> Type the street address or P.O. Box of the label code.

City	<i>Required, alpha, 20 positions max.</i> Type the applicable city.
State	<i>Required, numeric, 2 positions</i> Type the applicable state abbreviation.
ZIP Code	<i>Required, numeric, 5 positions</i> Type the applicable ZIP code.

Perform other MASC functions as follows:

- To replace table data, see [Replacing Table Data](#).
- To delete table data, see [Deleting Table Data](#)
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 066, FMHA/RDA Special Purpose Codes Field Instructions

Source Menu: MASC Tables – Updated

FMHA/RDA Special Purpose Codes (**Figure 2:76**) is Table 066 on the MASC Tables – Update menu (**Figure 2:7**). This option is used to add, replace, or delete validation of agencies’ special purpose codes contained in the accounting codes.

```

MA06600          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
                  NATIONAL FINANCE CENTER
                  MANAGEMENT ACCOUNT STRUCTURE CODES
                  NSIIC/RHCD/RUS/RBCD SPECIAL PURPOSE CODES - UPDATE

MUST ENTER FIELDS FOR ALL TYPES OF ACTIONS
*****

ACTION:          TABLE NUMBER: 066

AGENCY:         SPECIAL PURPOSE CODE:
                LAST UPDT:

ENTER = UPDT   A = ADD          PF1 = MAIN MENU   PF5 = REFRESH
CLEAR = EXIT   D = DELETE       PF2 = TABLE MENU PF6 = TBL66 INQ
    
```

Figure 2:76. Table 066 Update screen

To add data to Table 066, at the Table 066 Update screen, complete the fields as follows:

Action	<i>Required, alpha, 1 position</i> Type A .
 Note	Action codes are displayed at the bottom of the screen.
Table Number	<i>No entry</i> 066 is system generated.

Agency	<i>Required, numeric, 2 positions</i> Type SC for NSIIC, 07 for RHS, 15 for RUS, and 32 for RBCS as applicable.
Special Purpose Code	<i>Required, numeric, 3 positions</i> Type the user-unique purpose identification code.
Last Updt	<i>No entry</i> This field is system generated.

Perform other MASC functions as follows:

- To replace table data, see [Replacing Table Data](#).
- To delete table data, see [Deleting Table Data](#)
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 067, FMHA State Codes Field Instructions

Source Menu: *MASC Tables – Updated*

FMHA State Codes (**Figure 2:77**) is Table 067 on the MASC Tables – Update menu (**Figure 2:7**). This option is used to add, replace, or delete National Sheep Industry Improvement Center (NSIIC), Rural Housing Service (RHS), Rural Utilities Service (RUS), Rural Business-Cooperative Service (RBCS) (formerly FMHA) state codes and location descriptions for reporting purposes.

```

MA06700          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
                  NATIONAL FINANCE CENTER
                  MANAGEMENT ACCOUNT STRUCTURE CODES
                  NSIIC/RHCD/RUS/RBCD STATE CODES - UPDATE

MUST ENTER FIELDS FOR ALL TYPES OF ACTIONS
*****
ACTION:          TABLE NUMBER: 067
STATE CODE:     LAST UPDT:

FIELDS FOR ADD AND REPLACE ACTIONS
*****
ALPHA DESCRIPTION 1:

ENTER = UPDT   A = ADD   R = REPLACE   PF1 = MAIN MENU   PF5 = REFRESH
CLEAR = EXIT   D = DELETE PF2 = TABLE MENU PF6 = TBL67 INQ
    
```

Figure 2:77. Table 067 Update screen

To add data to Table 067, at the Table 067 Update screen, complete the fields as follows:

Action *Required, alpha, 1 position*
Type **A**.



Note

Action codes are displayed at the bottom of the screen.

Table Number	<i>No entry</i> 067 is system generated.
State Code	<i>Required, numeric, 2 positions</i> Type the applicable state code.
Last Updt	<i>No entry</i> This field is system generated.
 Note	The above fields are key fields .
Alpha Description 1	<i>Required, alpha, 40 positions max.</i> Type the state code description.

Perform other MASC functions as follows:

- To replace table data, see [Replacing Table Data](#).
- To delete table data, see [Deleting Table Data](#)
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 068, OICD Billing Rates Field Instructions

Source Menu: *MASC Tables – Updated*

OICD Billing Rates (**Figure 2:78**) is Table 068 on the MASC Tables – Update menu (**Figure 2:7**). This option is used to add, replace, or delete Office of International Cooperation and Development (OICD) cost distribution rates by project for budget cost reporting.

```

MA06800          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
                  NATIONAL FINANCE CENTER
                  MANAGEMENT ACCOUNT STRUCTURE CODES
                  OICD BILLING RATES TABLE - UPDATE

MUST ENTER FIELDS FOR ALL TYPES OF ACTIONS
*****
ACTION:          TABLE NUMBER: 068
AGENCY:          FISCAL YEAR:
PROJECT CODE:    LAST UPDT:
FIELDS FOR ADD AND REPLACE ACTIONS
*****
RATE:           DESC:
PROJ NAME:
PASA/RSSA AGREE PERIOD:    PIO/T:    PROJ NO:
APPRN:          ALLOT:          AMEND:    AMOUNT:

ENTER = UPDT   A = ADD   R = REPLACE   PF1 = MAIN MENU   PF5 = REFRESH
CLEAR = EXIT   D = DELETE PF2 = TABLE MENU PF6 = TBL68 INQ
    
```

Figure 2:78. Table 068 Update screen

To add data to Table 068, at the Table 068 Update screen, complete the fields as follows:

Action	<i>Required, alpha, 1 position</i> Type A .
 Note	Action codes are displayed at the bottom of the screen.
Table Number	<i>No entry</i> 068 is system generated.
Agency	<i>Required, alphanumeric, 2 positions</i> Type the appropriate NFC-assigned agency code. See Table 004 (MASC Tables – Inquiry), Agency Codes and Descriptions , for a list of NFC-assigned agency codes.
Fiscal Year	<i>Required, numeric, 2 positions</i> Type the last 2 digits of the applicable fiscal year.
Project Code	<i>Required, numeric, 5 positions</i> Type the project code.
Last Updt	<i>No entry</i> This field is system generated.
 Note	The above fields are key fields .
Rate	<i>Required, numeric, 3 positions</i> Type the rate code.
Desc	<i>Required, alphanumeric, 40 positions max.</i> Type the applicable PASA number description for the project code.
Proj Name	<i>Required, alpha, 30 positions max.</i> Type the applicable project name.
Proj No	<i>Required, alphanumeric, 10 positions max.</i> Type the applicable project number.
PASA/RSSA Agree Period	<i>Required, numeric, 8 positions</i> Type the calendar year(s) denoting the period span of the agreement; e.g., if the period covers calendar year 1999, type 19991999 ; if the period spans 1999 through 2000, type 19992000 .
PIO/T	<i>Required, alphanumeric, 20 positions max.</i> Type the applicable accounting contract number.
Apprn	<i>Required, alphanumeric, 10 positions max.</i> Type the applicable appropriation code.
Allot	<i>Required, alphanumeric, 20 positions max.</i> Type the applicable allotment number.
Amend	<i>Required, numeric, 2 positions</i> Type the amendment number.

Amount *Required, numeric, 9 positions*
Type the dollar amount of the agreement in whole dollars. If the dollar amount of the agreement is \$61,000, type **61000**; if the dollar amount is \$12,260, type **12260**.

Perform other MASC functions as follows:

- To replace table data, see [Replacing Table Data](#).
- To delete table data, see [Deleting Table Data](#)
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 069, FGIS Accounting Data Combinations Field Instructions

Source Menu: *MASC Tables – Updated*

FGIS Accounting Data Combinations (**Figure 2:79**) is Table 069 on the MASC Tables – Update menu (**Figure 2:7**). This option is used to add, replace, or delete validation of Grain Inspection, Packers And Stockyards Administration (GIPSA, formerly FGIS) accounting data combinations.

```

MA06900          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
                  NATIONAL FINANCE CENTER
                  MANAGEMENT ACCOUNT STRUCTURE CODES
                  FGIS ACCOUNTING DATA COMBINATIONS - UPDATE

MUST ENTER FIELDS FOR ALL TYPES OF ACTIONS
*****
ACTION:          TABLE NUMBER: 069          AGENCY: 36
FISCAL YEAR:    MANAGEMENT CODE:          APPRN:
BUDGET ACTIVITY: ORGANIZATION:          JOB:
                  LAST UPDT:

FIELDS FOR ADD AND REPLACE ACTIONS
*****
STATE:

ENTER = UPDT   A = ADD   R = REPLACE   PF1 = MAIN MENU   PF5 = REFRESH
CLEAR = EXIT   D = DELETE PF2 = TABLE MENU PF6 = TBL69 INQ
    
```

Figure 2:79. Table 069 Update screen

To add data to Table 069, at the Table 069 Update screen, complete the fields as follows:

Action *Required, alpha, 1 position*
Type **A**.



Note

Action codes are displayed at the bottom of the screen.

Table Number *No entry*
069 is system generated.

Agency	<i>No entry</i> 36 is system generated. This table is applicable to Agency 36, GIPSA only.
Fiscal Year	<i>Required, numeric, 2 positions</i> Type the last 2 digits of the applicable fiscal year.
Management Code	<i>Required, numeric, 6 positions</i> Type the applicable GIPSA management code.
Apprn	<i>Required, numeric, 2 positions</i> Type the last 2 digits of the appropriation which denotes the fund code.
Budget Activity	<i>Required, numeric, 3 positions</i> Type the budget account code.
Organization	<i>Required, numeric, 1 position</i> Type the GIPSA organization code.
Job	<i>Required, numeric, 3 positions</i> Type the GIPSA job code.
Last Updt	<i>No entry</i> This field is system generated.
 Note	The above fields are key fields .
State	<i>Required, numeric, 2 positions</i> Type the applicable state code.

Perform other MASC functions as follows:

- To replace table data, see [Replacing Table Data](#).
- To delete table data, see [Deleting Table Data](#)
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 070, FGIS Field Office To State Field Instructions

Source Menu: MASC Tables – Updated

FGIS Field Office To State (**Figure 2:80**) is Table 070 on the MASC Tables – Update menu (**Figure 2:7**). This option is used to add, replace, or delete validation of state codes to the second and third positions, field offices, and Grain Inspection, Packers And Stockyards Administration (GIPSA, formerly FGIS) management codes for Division 7.

```

MA07000                USDA OFFICE OF THE CHIEF FINANCIAL OFFICER                xx/xx/xx
                        NATIONAL FINANCE CENTER
                        MANAGEMENT ACCOUNT STRUCTURE CODES
                        FGIS FIELD OFFICE TO STATE - UPDATE

MUST ENTER FIELDS FOR ALL TYPES OF ACTIONS.
*****
ACTION:                 AGENCY:
TABLE NUMBER: 070      FISCAL-YEAR:
FLD-OFF:               LAST UPDT:

FIELDS FOR ADD AND REPLACE ACTIONS.
*****
STATE CODE:

ENTER = UPDT   A = ADD   R = REPLACE   PF1 = MAIN MENU   PF5 = REFRESH
CLEAR = EXIT   D = DELETE PF2 = TABLE MENU PF6 = TBL70 INQ
    
```

Figure 2:80. Table 070 Update screen

To add data to Table 070, at the Table 070 Update screen, complete the fields as follows:

Action	<i>Required, alpha, 1 position</i> Type A .
 Note	Action codes are displayed at the bottom of the screen.
Agency	<i>Required, numeric, 2 positions</i> Type the appropriate NFC-assigned agency code. See Table 004 (MASC Tables – Inquiry), Agency Codes and Descriptions , for a list of NFC-assigned agency codes.
Table Number	<i>No entry</i> 070 is system generated.
Fiscal–Year	<i>Required, numeric, 2 positions</i> Type the last 2 digits of the applicable fiscal year.
FLD–Off	<i>Required, numeric, 2 positions</i> Type the GIPSA field office code.
Last Updt	<i>No entry</i> This field is system generated.
 Note	The above fields are key fields .
State Code	<i>Required, numeric, 2 positions</i> Type the applicable state code.

Perform other MASC functions as follows:

- To replace table data, see [Replacing Table Data](#).
- To delete table data, see [Deleting Table Data](#)

- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 071, Accountable Officers Field Instructions

Source Menu: MASC Tables – Updated

Accountable Officers (**Figure 2:81**) is Table 071 on the MASC Tables – Update menu (**Figure 2:7**). This option is used to add, replace, or delete validation of agency accountable officers.

```

MA07100          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
                  NATIONAL FINANCE CENTER
                  MANAGEMENT ACCOUNT STRUCTURE CODES
                  ACCOUNTABLE OFFICERS - UPDATE

MUST ENTER FIELDS FOR ALL TYPES OF ACTIONS
*****
ACTION:          TABLE NUMBER: 071          AGENCY:
ACCT OFFICER:   LOC          NO          ARS CODE:
FIELDS FOR ADD AND REPLACE ACTIONS          LAST UPDT:
*****
PHONE:          /          /          FTS          OFFICER NAME:
AGCY NAME:      ADDRESS 1:
STREET:
CITY:          STATE:          ZIP:
ASN DATE: M          D          Y          ORGN: PGM          REG          AREA          GROUP
GSA LOC CODE: ST/CTRY          CITY          COUNTY

ENTER = UPDT   A = ADD   R = REPLACE   PF1 = MAIN MENU   PF5 = REFRESH
CLEAR = EXIT   D = DELETE   PF2 = TABLE MENU   PF6 = TBL71 INQ
    
```

Figure 2:81. Table 071 Update screen

To add data to Table 071, at the Table 071 Update screen, complete the fields as follows:

- | | |
|--|---|
| Action | <i>Required, alpha, 1 position</i>
Type A . |
| 
Note | Action codes are displayed at the bottom of the screen. |
| Table Number | <i>No entry</i>
071 is system generated. |
| Agency | <i>Required, numeric, 2 positions</i>
Type the appropriate NFC-assigned agency code. See Table 004 (MASC Tables – Inquiry), Agency Codes and Descriptions , for a list of NFC-assigned agency codes. |
| Acct Officer: Loc | <i>Required, alphanumeric, 4 positions</i>
Type the location code. |
| Acct Officer: No | <i>Required, alphanumeric, 3 positions</i>
Type the accountable officer (AO) identifier. |
| ARS Code | <i>Required, numeric, 6 positions</i>
Type the ARS code for Agencies 03, 09, 12, 22 and 39 only. |

Last Updt	<i>No entry</i> This field is system generated.
 Note	The above fields are key fields .
Phone	<i>Required, numeric, 10 positions</i> Type the area code and telephone number.
FTS	<i>Required, numeric, 1 position</i> Type an asterisk (*) to indicate if the number is FTS or leave blank if the number is commercial.
Officer Name	<i>Required, alpha, 20 positions</i> Type the AO's name.
Agcy Name	<i>Required, alpha, 24 positions max.</i> Type the appropriate agency name.
Address 1	<i>Required, alpha, 25 positions max.</i> Type the address of the AO.
Street	<i>Required, alphanumeric, 25 positions max.</i> Type the street address or P.O. Box of the AO.
City	<i>Required, alpha, 15 positions max.</i> Type the applicable city.
State	<i>Required, alpha, 2 positions</i> Type the applicable state abbreviation.
ZIP	<i>Required, numeric, 5 positions</i> Type the applicable ZIP code.
Asn Date: M D Y	<i>Required, numeric, 6 positions</i> Type the 2-digit indicators for the month, day, and calendar year.
Orgn PGM	<i>Required, alpha numeric, 2 positions</i> Type the program code.
Orgn Reg	<i>Required, numeric, 2 positions</i> Type the region code.
Orgn Area	<i>Required, numeric, 4 positions</i> Type the APHIS area code.
Orgn Group	<i>Required, numeric, 2 positions</i> Type the group code.
GSA Loc Code St/Ctry	<i>Required, numeric, 2 positions</i> Type the state code or the abbreviated country code, as applicable.
GSA Loc Code City	<i>Required, numeric, 4 positions</i> Type the geographical city code.
GSA Loc Code County	<i>Required, numeric, 3 positions</i> Type the geographical county code.



Note

The above fields under *Orgn* and *GSA Loc Code* should be entered for agencies 02, 28, and 34 only.

Perform other MASC functions as follows:

- To replace table data, see [Replacing Table Data](#).
- To delete table data, see [Deleting Table Data](#)
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 072, APHIS Mailing Addresses Field Instructions

Source Menu: MASC Tables – Updated

APHIS Mailing Addresses (**Figure 2:82**) is Table 072 on the MASC Tables – Update menu (**Figure 2:7**). This option is used to add, replace, or delete Animal And Plant Health Inspection Service (APHIS) mailing addresses for those addresses utilizing positions 4, 5, 6, and 7 of the accounting code to facilitate budget cost reporting.

```

MA07200          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
                  NATIONAL FINANCE CENTER
                  MANAGEMENT ACCOUNT STRUCTURE CODES
                  APHIS MAILING ADDRESSES - UPDATE

MUST ENTER FIELDS FOR ALL TYPES OF ACTIONS.
*****
ACTION:          AGENCY: 34
TABLE NUMBER: 072      ADDRESS CODE:
                      LAST UPDT:

FIELDS FOR ADD AND REPLACE ACTIONS.
*****
ADDRESS 1:
STREET   :
CITY     :                STATE:        ZIP CODE:

ENTER = UPDT   A = ADD   R = REPLACE   PF1 = MAIN MENU   PF5 = REFRESH
CLEAR = EXIT   D = DELETE PF2 = TABLE MENU PF6 = TBL72 INQ
    
```

Figure 2:82. Table 072 Update screen

To add data to Table 072, at the Table 072 Update screen, complete the fields as follows:

Action *Required, alpha, 1 position*
Type **A**.



Note

Action codes are displayed at the bottom of the screen.

Agency *No entry*
34 is system generated. This table is applicable to Agency 34, APHIS only.

Table Number *No entry*
072 is system generated.

Address Code	<i>Required, numeric, 4 positions</i> Type the APHIS address code.
Last Updt	<i>No entry</i> This field is system generated.
 Note	The above fields are key fields .
Address 1	<i>Required, alphanumeric, 40 positions max.</i> Type the name of the organization for the APHIS address code.
Street	<i>Required, alphanumeric, 30 positions max.</i> Type the street address or P.O. Box of the APHIS address code.
City	<i>Required, alpha, 20 positions max.</i> Type the applicable city.
State	<i>Required, alpha, 2 positions</i> Type the applicable state abbreviation.
ZIP Code	<i>Required, numeric, 5 positions</i> Type the applicable ZIP code.

Perform other MASC functions as follows:

- To replace table data, see [Replacing Table Data](#).
- To delete table data, see [Deleting Table Data](#)
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Field Instructions for MASC Tables 073–082

Field instruction for MASC tables 073–082 are provided below.

Table 073, ARS Account Types Field Instructions

Source Menu: MASC Tables – Updated

ARS Account Types (**Figure 2:83**) is Table 073 on the MASC Tables – Update menu (**Figure 2:8**). This option is used to add, replace, or delete validation of Agricultural Research Service (ARS) account types.

```

MA07300          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
                  NATIONAL FINANCE CENTER
                  MANAGEMENT ACCOUNT STRUCTURE CODES
                  ARS ACCOUNT TYPES - UPDATE

MUST ENTER FIELDS FOR ALL TYPES OF TRANSACTIONS.
*****
ACTION:          AGENCY:
TABLE NUMBER: 073      ACCOUNT TYPE:
                   LAST UPDT:
FIELDS FOR ADD AND REPLACE TRANSACTIONS.
*****
ALPHA DESCRIPTION 1:

ENTER = UPDT   A = ADD   R = REPLACE   PF1 = MAIN MENU   PF5 = REFRESH
CLEAR = EXIT   D = DELETE PF2 = TABLE MENU PF6 = TBL73 INQ
    
```

Figure 2:83. Table 073 Update screen

To add data to Table 073, at the Table 073 Update screen, complete the fields as follows:

Action	<i>Required, alpha, 1 position</i> Type A .
 Note	Action codes are displayed at the bottom of the screen.
Agency	<i>Required, numeric, 2 positions</i> Type the appropriate NFC-assigned agency code. See Table 004 (MASC Tables – Inquiry), Agency Codes and Descriptions , for a list of NFC-assigned agency codes.
Table Number	<i>No entry</i> 073 is system generated.
Account Type	<i>Required, numeric, 2 positions</i> Type the applicable account type.
Last Updt	<i>No entry</i> This field is system generated.



Alpha Description 1

The above fields are **key fields**.

Required, alphanumeric, 40 positions max.
 Type the applicable account type description.

Perform other MASC functions as follows:

- To replace table data, see [Replacing Table Data](#).
- To delete table data, see [Deleting Table Data](#)
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 074, ARS Program Structure (NRP) Field Instructions

Source Menu: MASC Tables – Updated

ARS Program Structure (NRP) (**Figure 2:84**) is Table 074 on the MASC Tables – Update menu (**Figure 2:8**). This option is used to add, replace, or delete validation of Agricultural Research Service (ARS) program codes.

```

MA07400          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
                  NATIONAL FINANCE CENTER
                  MANAGEMENT ACCOUNT STRUCTURE CODES
                  ARS PROGRAM STRUCTURE(NRP) TABLE - UPDATE

MUST ENTER FIELDS FOR ALL TYPES OF ACTIONS
*****
ACTION:          TABLE NUMBER: 074
AGENCY: 03      NRP:
                  LAST UPDT:
FIELDS FOR ADD AND REPLACE ACTIONS
*****
NRP DESC:
FIN PROJECT:    FIN PROJ DESC:
BUILDING BLOCK: BUILDING BLOCK DESC:

ENTER = UPDT   A = ADD   R = REPLACE   PF1 = MAIN MENU   PF5 = REFRESH
CLEAR = EXIT   D = DELETE PF2 = TABLE MENU PF6 = TBL74 INQ
    
```

Figure 2:84. Table 074 Update screen

To add data to Table 074, at the Table 074 Update screen, complete the fields as follows:

Action

Required, alpha, 1 position
 Type **A**.



Table Number

Action codes are displayed at the bottom of the screen.

No entry
074 is system generated.

Agency	<i>No entry</i> 03 is system generated. This table is applicable to Agency 03, ARS only.
NRP	<i>Required, numeric, 5 positions</i> Type the ARS program structure code.
Last Updt	<i>No entry</i> This field is system generated.
 Note	The above fields are key fields .
NRP Desc	<i>Required, alpha, 30 positions max.</i> Type the applicable NRP code description.
Fin Project	<i>Required, numeric, 2 positions</i> Type the financial project code.
Fin Proj Desc	<i>Required, alpha, 30 positions max.</i> Type the financial project code description.
Building Block	<i>Required, numeric, 2 positions</i> Type the building block code.
Building Block Desc	<i>Required, alpha, 30 positions max.</i> Type the building block code description.

Perform other MASC functions as follows:

- To replace table data, see [Replacing Table Data](#).
- To delete table data, see [Deleting Table Data](#)
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 075, ARS Program Plan Field Instructions

Source Menu: *MASC Tables – Updated*

ARS Program Plan (**Figure 2:85**) is Table 075 on the MASC Tables – Update menu (**Figure 2:8**). This option is used to add, replace, or delete validation of Agricultural Research Service (ARS) national plan codes.

```

MA07500          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
                  NATIONAL FINANCE CENTER
                  MANAGEMENT ACCOUNT STRUCTURE CODES
                  ARS PROGRAM PLAN - UPDATE

MUST ENTER FIELDS FOR ALL TYPES OF ACTIONS.
*****
ACTION:          PROGRAM PLAN:
TABLE NUMBER: 075          LAST UPDT:

FIELDS FOR ADD AND REPLACE ACTIONS.
*****
ALPHA DESCRIPTION 1:

ENTER = UPDT   A = ADD   R = REPLACE   PF1 = MAIN MENU   PF5 = REFRESH
CLEAR = EXIT   D = DELETE PF2 = TABLE MENU PF6 = TBL75 INQ
    
```

Figure 2:85. Table 075 Update screen

To add data to Table 075, at the Table 075 Update screen, complete the fields as follows:

Action	<i>Required, alpha, 1 position</i> Type A .
 Note	Action codes are displayed at the bottom of the screen.
Program Plan	<i>Required, numeric, 4 positions</i> Type the ARS program plan code.
Table Number	<i>No entry</i> 075 is system generated.
Last Updt	<i>No entry</i> This field is system generated.
 Note	The above fields are key fields .
Alpha Description 1	<i>Required, alpha, 40 positions max.</i> Type the program plan description.

Perform other MASC functions as follows:

- To replace table data, see [Replacing Table Data](#).
- To delete table data, see [Deleting Table Data](#)
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 076, FCIC Mailing Addresses Field Instructions

Source Menu: MASC Tables – Updated

FCIC Mailing Addresses (**Figure 2:86**) is Table 076 on the MASC Tables – Update menu (**Figure 2:8**). This option is used to add, replace, or delete validations of Farm Service Agency (FA, formerly FCIC) regional/divisional codes and mailing addresses for budget cost reporting.

```

MA07600          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
                  NATIONAL FINANCE CENTER
                  MANAGEMENT ACCOUNT STRUCTURE CODES
                  FCIC MAILING ADDRESSES - UPDATE

MUST ENTER FIELDS FOR ALL TYPES OF ACTIONS.
*****
ACTION:          AGENCY:          DISTRICT CODE:
TABLE NUMBER: 076      REGION / DIVISION ADDRESS CODE:
                  LAST UPDT:

FIELDS FOR ADD AND REPLACE ACTIONS.
*****
ADDRESS 1:
ADDRESS 2:
STREET   :
CITY     :                STATE:          ZIP CODE:

ENTER = UPDT   A = ADD   R = REPLACE   PF1 = MAIN MENU   PF5 = REFRESH
CLEAR = EXIT   D = DELETE PF2 = TABLE MENU PF6 = TBL76 INQ
    
```

Figure 2:86. Table 076 Update screen

To add data to Table 076, at the Table 076 Update screen, complete the fields as follows:

Action	<i>Required, alpha, 1 position</i> Type A .
 Note	Action codes are displayed at the bottom of the screen.
Agency	<i>Required, numeric, 2 positions</i> Type the appropriate NFC-assigned agency code. See Table 004 (MASC Tables – Inquiry), Agency Codes and Descriptions , for a list of NFC-assigned agency codes.
District Code	<i>Required, numeric, 2 positions</i> Type the district code.
Table Number	<i>No entry</i> 076 is system generated.
Region/Division Address Code	<i>Required, numeric, 2 positions</i> Type the region/division address code.
Last Updt	<i>No entry</i> This field is system generated.
 Note	The above fields are key fields .

Address 1	<i>Required, alpha, 40 positions max.</i> Type the name of the organization for the region/division and district code.
Address 2	<i>Optional, alpha, 40 positions max.</i> Type the name of the organization for the region/division and district code.
Street	<i>Required, alphanumeric, 30 positions max.</i> Type the street address or P.O. Box of the region/division and district code.
City	<i>Required, alpha, 20 positions max.</i> Type the applicable city.
State	<i>Required, alpha, 2 positions</i> Type the applicable state abbreviation.
ZIP Code	<i>Required, numeric, 5 positions</i> type the applicable ZIP code.

Perform other MASC functions as follows:

- To replace table data, see [Replacing Table Data](#).
- To delete table data, see [Deleting Table Data](#)
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 077, FCIC Field Location Description Field Instructions

Source Menu: MASC Tables – Updated

FCIC Field Location Description (**Figure 2:87**) is Table 077 on the MASC Tables – Update menu (**Figure 2:8**). This option is used to add, replace, or delete validations of Farm Service Agency (FA, formerly FCIC) field location descriptions.

```

MA07700          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
                  NATIONAL FINANCE CENTER
                  MANAGEMENT ACCOUNT STRUCTURE CODES
                  FCIC FIELD LOCATION DESCRIPTION - UPDATE

MUST ENTER FIELDS FOR ALL TYPES OF ACTIONS.
*****
ACTION:          TABLE NUMBER: 077
REGION:         OFFICE:          SUB-OFFICE:
PPA:           DS:
              LAST UPDT:
FIELDS FOR ADD AND REPLACE ACTIONS.
*****
DESCRIPTION:

ENTER = UPDT   A = ADD     R = REPLACE   PF1 = MAIN MENU   PF5 = REFRESH
CLEAR = EXIT   D = DELETE  PF2 = TABLE MENU PF6 = TBL77 INQ
    
```

Figure 2:87. Table 077 Update screen

To add data to Table 077, at the Table 077 Update screen, complete the fields as follows:

Action	<i>Required, alpha, 1 position</i> Type A .
 Note	Action codes are displayed at the bottom of the screen.
Table Number	<i>No entry</i> 077 is system generated.
Region	<i>Required, alphanumeric, 2 positions</i> Type the region code.
Office	<i>Required, numeric, 2 positions</i> Type the office code.
Sub-Office	<i>Required, numeric, 2 positions</i> Type the sub-office code.
PPA	<i>Required, numeric, 1 position</i> Type the program project and activities code.
DS	<i>Required, numeric, 1 position</i> Type the delivery system code.
Last Updt	<i>No entry</i> This field is system generated.
 Note	The above fields are key fields .
Description	<i>Required, alpha, 40 positions max.</i> Type the location description.

Perform other MASC functions as follows:

- To replace table data, see [Replacing Table Data](#).
- To delete table data, see [Deleting Table Data](#)
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 078, ARS Reimbursable Master File Field Instructions

Source Menu: MASC Tables – Updated

ARS Reimbursable Master File (**Figure 2:88**) is Table 078 on the MASC Tables – Update menu (**Figure 2:8**). This option is used to add, replace, or delete Agricultural Research Service (ARS) data used in the Budget Cost System to generate reimbursable reports.

```

MA07800          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER
                  NATIONAL FINANCE CENTER
                  MANAGEMENT ACCOUNT STRUCTURE CODES
                  ARS REIMBURSABLE MASTER FILE - UPDATE

MUST ENTER FIELDS FOR ALL TYPES OF ACTIONS
*****
ACTION:          TABLE NUMBER: 078          AGENCY:
FUND CODE:      AGREEMENT NO:              PROJECT NO:
                  LAST UPDT:

FIELDS FOR ADD AND REPLACE TRANSACTIONS
*****
PROJECT: LIASON          DESCR          REQ AGENCY IND:
OTHER AGREEMENT: NUMBER          AMOUNT
REQ AGENCY CODE:          CUST DESC:
ACCT CLASS:

ENTER = UPDT   A = ADD   R = REPLACE   PF1 = MAIN MENU   PF5 = REFRESH
CLEAR = EXIT   D = DELETE   PF2 = TABLE MENU   PF6 = TBL78 INQ
    
```

Figure 2:88. Table 078 Update screen

To add data to Table 078, at the Table 078 Update screen, complete the fields as follows:

Action	<i>Required, alpha, 1 position</i> Type A .
 Note	Action codes are displayed at the bottom of the screen.
Table Number	<i>No entry</i> 078 is system generated.
Agency	<i>Required, numeric, 2 positions</i> Type the appropriate NFC-assigned agency code. See Table 004 (MASC Tables – Inquiry), Agency Codes and Descriptions , for a list of NFC-assigned agency codes.
Fund Code	<i>Required, alphanumeric, 2 positions</i> Type the fund code if the agency code is 03 or 12.
Agreement No	<i>Required, numeric, 11 positions</i> Type the agreement number if the agency code is 03 or 12.
Project No	<i>Required, numeric, 4 positions</i> Type the project number.
Last Updt	<i>No entry</i> This field is system generated.
 Note	The above fields are key fields .
Project: Liaison	<i>Optional, alphanumeric, 10 positions</i> Type the project liaison. This field is applicable to agencies 09, 22, and 39.
Descr	<i>Required, alphanumeric, 15 positions max.</i> Type the project description. This field is applicable to agencies 09, 22, and 39.

Req Agency Ind	<i>Required, numeric, 1 position</i> Type the agency indicator. Valid entries are 1 (USDA), 2 (Other Federal) or 3 (Non Federal).
Other Agreement: Number	<i>Required, alphanumeric, 25 positions max.</i> Type the agreement number. This field is applicable to agencies 09, 22, and 39.
Amount	<i>Required, numeric, 9 positions</i> Type the amount of the agreement using leading zeros.
Req Agency Code	<i>Required, numeric, 4 positions</i> Type the agency code. This field is applicable to agency codes 03 and 12 only.
Cust Desc	<i>Required, alpha, 20 positions max.</i> Type the customer description.
Acct Class	<i>Required, numeric, 10 positions</i> Type the accounting classification codes applicable for agency codes 09, 22, and 39.

Perform other MASC functions as follows:

- To replace table data, see [Replacing Table Data](#).
- To delete table data, see [Deleting Table Data](#)
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 079, ARS Allowance Holder Code Field Instructions

Source Menu: *MASC Tables – Updated*

ARS Allowance Holder Code (**Figure 2:89**) is Table 079 on the MASC Tables – Update menu (**Figure 2:8**). This option is used to add, replace, or delete Agricultural Research Service (ARS) allowance holder code descriptions for budget cost reporting.

```

MA07900          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
                  NATIONAL FINANCE CENTER
                  MANAGEMENT ACCOUNT STRUCTURE CODES
                  ARS ALLOWANCE HOLDER CODE - UPDATE

MUST ENTER FIELDS FOR ALL TYPES OF ACTIONS.
*****
ACTION:          ALLOWANCE CODE:
TABLE NUMBER: 079          LAST UPDT:

FIELDS FOR ADD AND REPLACE ACTIONS.
*****
ALPHA DESCRIPTION 1:

ENTER = UPDT   A = ADD   R = REPLACE   PF1 = MAIN MENU   PF5 = REFRESH
CLEAR = EXIT   D = DELETE PF2 = TABLE MENU PF6 = TBL79 INQ
    
```

Figure 2:89. Table 079 Update screen

To add data to Table 079, at the Table 079 Update screen, complete the fields as follows:

Action	<i>Required, alpha, 1 position</i> Type A .
 Note	Action codes are displayed at the bottom of the screen.
Allowance Code	<i>Required, numeric, 2 positions</i> Type the ARS allowance code.
Table Number	<i>No entry</i> 079 is system generated.
Last Updt	<i>No entry</i> This field is system generated.
 Note	The above fields are key fields .
Alpha Description 1	<i>Required, alpha, 40 positions max.</i> Type the applicable allowance code description.

Perform other MASC functions as follows:

- To replace table data, see [Replacing Table Data](#).
- To delete table data, see [Deleting Table Data](#)
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 080, PLAN Amounts For Budg 6E-90-1 Field Instructions

Source Menu: MASC Tables – Updated

PLAN Amounts For Budg 6E-90-1 (**Figure 2:90**) is Table 080 on the MASC Tables – Update menu (**Figure 2:8**). This option is used to add, replace, or delete NFC PLAN amounts for internal budgetary statements.

```

MA08000          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
                  NATIONAL FINANCE CENTER
                  MANAGEMENT ACCOUNT STRUCTURE CODES
                  PLAN AMOUNTS FOR BUDG 6E-90-1 - UPDATE

MUST ENTER FIELDS FOR ALL TYPES OF ACTIONS.
*****
ACTION:          B & A CODE:
TABLE NUMBER: 080      CATEGORY:
AGENCY: 90          LAST UPDT:

FIELDS FOR ADD AND REPLACE TRANSACTIONS.
*****
AMOUNT HOUR:

ENTER = UPDT   A = ADD   R = REPLACE   PF1 = MAIN MENU   PF5 = REFRESH
CLEAR = EXIT   D = DELETE   PF2 = TABLE MENU   PF6 = TBL80 INQ
    
```

Figure 2:90. Table 080 Update screen

To add data to Table 080, at the Table 080 Update screen, complete the fields as follows:

Action	<i>Required, alpha, 1 position</i> Type A .
 Note	Action codes are displayed at the bottom of the screen.
B & A Code	<i>Required, alphanumeric, 15 positions max.</i> Type the applicable budget and activity code for agency 90.
Table Number	<i>No entry</i> 080 is system generated.
Category	<i>Required, numeric, 2 positions</i> Type the category indicating use of funds; e.g., travel, training, payroll, etc.
Agency	<i>No entry</i> 090 is system generated.
Last Updt	<i>No entry</i> This field is system generated.
 Note	The above fields are key fields .
Amount Hour	<i>Required, numeric, 11 positions max.</i> Type the dollar value per hour for the B & H and category codes.

Perform other MASC functions as follows:

- To replace table data, see [Replacing Table Data](#).
- To delete table data, see [Deleting Table Data](#)
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 081, SCS Activity Code Field Instructions

Source Menu: MASC Tables – Updated

SCS Activity Code (**Figure 2:91**) is Table 081 on the MASC Tables – Update menu (**Figure 2:8**). This option is used to add, replace, or delete validations of activity codes for payroll feeder systems and descriptions of activity codes for budget cost reporting for National Resources Conservation Service (NRCS, formerly SCS).



Note

External agencies may access inquiry data only in this table.

```

MA08100          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER
                  NATIONAL FINANCE CENTER
                  MANAGEMENT ACCOUNT STRUCTURE CODES
                  NRCS ACTIVITY CODE TABLE - UPDATE

MUST ENTER FIELDS FOR ALL TYPES OF ACTIONS.
*****
ACTION:          APPRN:
TABLE NUMBER: 081      ACTIVITY CODE:
                  LAST UPDT:

FIELDS FOR ADD AND REPLACE ACTIONS.
*****
ALPHA DESCRIPTION 1:

ENTER = UPDT   A = ADD   R = REPLACE   PF1 = MAIN MENU   PF5 = REFRESH
CLEAR = EXIT   D = DELETE PF2 = TABLE MENU PF6 = TBL81 INQ
    
```

Figure 2:91. Table 081 Update screen

To add data to Table 081, at the Table 081 Update screen, complete the fields as follows:

Action	<i>Required, alpha, 1 position</i> Type A .
 Note	Action codes are displayed at the bottom of the screen.
Apprn	<i>Required, numeric, 2 positions</i> Type the appropriation code.
Table Number	<i>No entry</i> 081 is system generated.
Activity Code	<i>Required, numeric, 2 positions</i> Type the activity code.

Last Updt *No entry*
This field is system generated.



Note

Alpha Description 1 *Required, alpha, 40 positions max.*
Type the applicable activity code description.

Perform other MASC functions as follows:

- To replace table data, see [Replacing Table Data](#).
- To delete table data, see [Deleting Table Data](#)
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 082, SCS Cost Center Field Instructions

Source Menu: *MASC Tables – Updated*

SCS Cost Center (**Figure 2:92**) is Table 082 on the MASC Tables – Update menu (**Figure 2:8**). This option is used to add, replace, or delete validations of data relating to the cost center segment of the accounting code, and addresses and descriptions for budget cost reporting for National Resources Conservation Service (NRCS, formerly SCS).



Note

External agencies may access inquiry data only in this table.

```

MA08200          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
                  NATIONAL FINANCE CENTER
                  MANAGEMENT ACCOUNT STRUCTURE CODES
                  NRCS COST CENTER TABLE - UPDATE

MUST ENTER FIELDS FOR ALL TYPES OF ACTIONS
*****
ACTION:          TABLE NUMBER: 082
COST CENTER:    LAST UPDT:

FIELDS FOR ADD AND REPLACE ACTIONS
*****
ADDRESS 1:
ADDRESS 2:
STREET:
CITY:           STATE:           ZIP:

ENTER = UPDT   A = ADD   R = REPLACE   PF1 = MAIN MENU   PF5 = REFRESH
CLEAR = EXIT   D = DELETE PF2 = TABLE MENU PF6 = TBL82 INQ
    
```

Figure 2:92. Table 082 Update screen

To add data to Table 082, at the Table 082 Update screen, complete the fields as follows:

Action *Required, alpha, 1 position*
Type **A**.



Note

Action codes are displayed at the bottom of the screen.

Table Number	<i>No entry</i> 082 is system generated.
Cost Center	<i>Required, numeric, 6 positions max.</i> Type the NRCS cost center code.
Last Updt	<i>No entry</i> This field is system generated.
 Note	The above fields are key fields .
Address 1	<i>Required, alpha, 40 positions max.</i> Type the name of the organization for the cost center code.
Address 2	<i>Optional, alpha, 40 positions max.</i> Type the name of the organization for the cost center code.
Street	<i>Required, alphanumeric, 30 positions max.</i> Type the street address or P.O. Box of the cost center.
City	<i>Required, alpha, 20 positions max.</i> Type the applicable city.
State	<i>Required, alpha, 2 positions</i> Type the applicable state abbreviation.
ZIP	<i>Required, numeric, 5 positions</i> Type the applicable ZIP code.

Perform other MASC functions as follows:

- To replace table data, see [Replacing Table Data](#).
- To delete table data, see [Deleting Table Data](#)
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Field Instructions for MASC Tables 083–092

Field instructions for MASC tables 083–092 are provided below.

Table 083, SCS Class Codes Field Instructions

Source Menu: *MASC Tables – Updated*

SCS Class Codes (**Figure 2:93**) is Table 083 on the MASC Tables – Update menu (**Figure 2:9**). This option is used to add, replace, or delete validations of the class code portion of the accounting code and descriptions of class codes for budget reporting for National Resources Conservation Service (NRCS, formerly SCS).



External agencies may access inquiry data only in this table.

```

MA08300          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
                  NATIONAL FINANCE CENTER
                  MANAGEMENT ACCOUNT STRUCTURE CODES
                  NRCS CLASS CODES - UPDATE

MUST ENTER FIELDS FOR ALL TYPES OF ACTIONS.
*****
ACTION              STATE CODE:
TABLE NUMBER: 083   CLASS CODE:
                   LAST UPDT:

FIELDS FOR ADD AND REPLACE ACTIONS.
*****
STATUS:
ALPHA DESCRIPTION 1:

ENTER = UPDT   A = ADD   R = REPLACE   PF1 = MAIN MENU   PF5 = REFRESH
CLEAR = EXIT   D = DELETE PF2 = TABLE MENU PF6 = TBL83 INQ
    
```

Figure 2:93. Table 083 Update screen

To add data to Table 083, at the Table 083 Update screen, complete the fields as follows:

Action *Required, alpha, 1 position*
Type **A**.



Action codes are displayed at the bottom of the screen.

State Code *Required, numeric, 2 positions*
Type the applicable state code.

Table Number *No entry*
083 is system generated.

Class Code *Required, numeric, 2 positions*
Type the class code for the state.

Last Updt	<i>No entry</i> This field is system generated.
 Status	The above fields are key fields . <i>Required, alpha, 1 position</i> Type the status code.
Alpha Description 1	<i>Required, alpha, 40 positions max.</i> Type the applicable class code description.

Perform other MASC functions as follows:

- To replace table data, see [Replacing Table Data](#).
- To delete table data, see [Deleting Table Data](#)
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 084, SCS Reimbursements Field Instructions

Source Menu: *MASC Tables – Updated*

SCS Reimbursements Table (**Figure 2:94**) is Table 084 on the MASC Tables – Update menu (**Figure 2:9**). This option is used to add, replace, or delete National Resources Conservation Service (NRCS, formerly SCS) percentages, and agreement amounts of reimbursable activities for budget cost reporting.

```

MA08400          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
                  NATIONAL FINANCE CENTER
                  MANAGEMENT ACCOUNT STRUCTURE CODES
                  NRCS REIMBURSEMENTS TABLE - UPDATE

MUST ENTER FIELDS FOR ALL TYPES OF ACTIONS
*****
ACTION:          TABLE NUMBER: 084
FISCAL YEAR:    FIN PROJECT:
STATE:          CLASS:
                LAST UPDT:
FIELDS FOR ADD AND REPLACE ACTIONS
*****
AGREEMENT NUMBER:          LV ACCT IND:
OVERHEAD PCT:             AGREEMENT LIMIT:

ENTER = UPDT   A = ADD   R = REPLACE   PF1 = MAIN MENU   PF5 = REFRESH
CLEAR = EXIT   D = DELETE PF2 = TABLE MENU PF6 = TBL84 INQ
    
```

Figure 2:94. Table 084 Update screen

To add data to Table 084, at the Table 084 Update screen, complete the fields as follows:

Action	<i>Required, alpha, 1 position</i> Type A .
 Note	Action codes are displayed at the bottom of the screen.

Table Number	<i>No entry</i> 084 is system generated.
Fiscal Year	<i>Required, numeric, 2 positions</i> Type the last 2 digits of the applicable fiscal year.
Fin Project	<i>Required, numeric, 2 positions</i> Type the NRCS financial project.
State	<i>Required, numeric, 2 positions</i> Type the applicable state code.
Class	<i>Required, numeric, 2 positions</i> Type the SCS reimbursement class.
Last Updt	<i>No entry</i> This field is system generated.
 Note	The above fields are key fields .
Agreement Number	<i>Required, alphanumeric, 25 positions max.</i> Type the applicable agreement number.
Lv Acct Ind	<i>Required, numeric, 4 positions</i> Type the leave account percentage (e.g., 0400, 0725 , etc.).
Overhead Pct	<i>Required, numeric, 4 positions</i> Type the overhead percentage (e.g., 0400, 0725 , etc.).
Agreement Limit	<i>Required, numeric, 9 positions</i> Type the agreement limit.

Perform other MASC functions as follows:

- To replace table data, see [Replacing Table Data](#).
- To delete table data, see [Deleting Table Data](#)
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 085, MSPB Type Case Field Instructions

Source Menu: *MASC Tables – Updated*

MSPB Type Case (**Figure 2:95**) is Table 085 on the MASC Tables – Update menu (**Figure 2:9**). This option is used to add, replace, or delete Merit Systems Protection Board (MSPB) type case descriptions for budget cost reporting.

```

MA08500          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
                  NATIONAL FINANCE CENTER
                  MANAGEMENT ACCOUNT STRUCTURE CODES
                  MSPB TYPE CASE TABLE - UPDATE

MUST ENTER FIELDS FOR ALL TYPES OF ACTIONS
*****
ACTION:          TABLE NUMBER: 085
FISCAL YEAR:    TYPE CASE:
                LAST UPDT:
FIELDS FOR ADD AND REPLACE ACTIONS
*****
ALPHA DESCRIPTION 1:

ENTER = UPDT   A = ADD   R = REPLACE   PF1 = MAIN MENU   PF5 = REFRESH
CLEAR = EXIT   D = DELETE PF2 = TABLE MENU PF6 = TBL85 INQ
    
```

Figure 2:95. Table 085 Update screen

To add data to Table 085, at the Table 085 Update screen, complete the fields as follows:

Action	<i>Required, alpha, 1 position</i> Type A .
 Note	Action codes are displayed at the bottom of the screen.
Table Number	<i>No entry</i> 085 is system generated.
Fiscal Year	<i>Required, numeric, 1 position</i> Type the last digit of the applicable fiscal year.
Type Case	<i>Required, numeric, 2 positions</i> Type the code for the MSPB type case.
Last Updt	<i>No entry</i> This field is system generated.
 Note	The above fields are key fields .
Alpha Description 1	<i>Required, alpha, 40 positions max.</i> Type the applicable MSPB type case description.

Perform other MASC functions as follows:

- To replace table data, see [Replacing Table Data](#).
- To delete table data, see [Deleting Table Data](#)
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 086, DFIS Account Number Field Instructions

Source Menu: MASC Tables – Updated

DFIS Account Number (**Figure 2:96**) is Table 086 on the MASC Tables – Update menu (**Figure 2:9**). This option is used to add, replace, or delete Departmentwide Financial Information System (DFIS) and Federal Agencies Centralized Trial-Balance System (FACTS) account number.

```

MA08600          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
                  NATIONAL FINANCE CENTER
                  MANAGEMENT ACCOUNT STRUCTURE CODES
                  DFIS ACCOUNT NUMBER - UPDATE

MUST ENTER FIELDS FOR ALL TYPES OF ACTIONS
*****
ACTION:          DFIS ACCT NO:
                  LAST UPDT:
FIELDS FOR ADD AND REPLACE ACTIONS
*****
FACTS ACCOUNT NUMBER:          INDICATOR:

ENTER = UPDT   A = ADD   R = REPLACE   PF1 = MAIN MENU   PF5 = REFRESH
CLEAR = EXIT   D = DELETE   PF2 = TABLE MENU   PF6 = TBL86 INQ
    
```

Figure 2:96. Table 086 Update screen

To add data to Table 086, at the Table 086 Update screen, complete the fields as follows:

Action	<i>Required, alpha, 1 position</i> Type A .
 Note	Action codes are displayed at the bottom of the screen.
DFIS Acct Number	<i>Required, numeric, 6 positions</i> Type the DFIS account number.
Last Updt	<i>No entry</i> This field is system generated.
 Note	The above fields are key fields .
FACTS Account Number	<i>Required, numeric, 4 positions</i> Type the account number.
 Indicator	<i>Required, alpha, 1 position</i> Type the applicable indicator. Valid entries are; G – Government; N –Non-Government; or F – Federal Trading Partner. ◀

Perform other MASC functions as follows:

- To replace table data, see [Replacing Table Data](#).
- To delete table data, see [Deleting Table Data](#)
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 087, AMS CRC Directory Field Instructions

Source Menu: MASC Tables – Updated

AMS CRC Directory (**Figure 2:97**) is Table 087 on the MASC Tables – Update menu (**Figure 2:9**). This option is used to add, replace, or delete validations of the Cost Responsibility Center (CRC) range to program block, and divisional numbers and descriptions of the Agricultural Marketing Service (AMS).

```

                                NATIONAL FINANCE CENTER
                                MANAGEMENT ACCOUNT STRUCTURE CODES
                                AMS CRC DIRECTORY - UPDATE

MUST ENTER FIELDS FOR ALL TYPES OF ACTIONS
*****
ACTION:                          TABLE NUMBER: 087
AGENCY: 02                        CRC: 1      2
                                LAST UPDT:
FIELDS FOR ADD AND REPLACE ACTIONS
*****
MULTIPLE ACTION CODE:
PROGRAM BLOCK CODES:

DIVISION CD:
DIVISION DESC:

ENTER = UPDT   A = ADD   R = REPLACE   PF1 = MAIN MENU   PF5 = REFRESH
CLEAR = EXIT   D = DELETE PF2 = TABLE MENU PF6 = TBL87 INQ
    
```

Figure 2:97. Table 087 Update screen

To add data to Table 087, at the Table 087 Update screen, complete the fields as follows:

Action	<i>Required, alpha, 1 position</i> Type A .
 Note	Action codes are displayed at the bottom of the screen.
Table Number	<i>No entry</i> 087 is system generated.
Agency	<i>No entry</i> 02 is system generated. This table is applicable to Agency 02, AMS only.
CRC 1 2	<i>Required, numeric, 8 positions</i> Type the cost responsibility center for fields 1 and 2.
Last Updt	<i>No entry</i> This field is system generated.



Note

The above fields are **key fields**.

Multiple Action Code

Required, numeric, 1 positions

Type the applicable code for action code R as follows:

Code	Allowance
1	Normal replacement of the entire record outside of the key data elements.
2	Addition of specific 2 position program block codes.
3	Deletion of specific 2 position program block code.
4	Replacement of division code only.
5	Replacement of division description only.

Program Block Codes

Required, numeric, 100 positions max.

Type up to 50 (2 position) program block codes.

Division Cd

Optional, numeric, 2 positions

Type the division code.

Division Desc

Required, alpha, 30 positions max.

Type the division code description.

Perform other MASC functions as follows:

- To replace table data, see [Replacing Table Data](#).
- To delete table data, see [Deleting Table Data](#)
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 088, AMS CRC Summary Title Field Instructions

Source Menu: *MASC Tables – Updated*

AMS CRC Summary Title (**Figure 2:98**) is Table 088 on the MASC Tables – Update menu (**Figure 2:9**). This option is used to add, replace, or delete Agricultural Marketing Service (AMS) Cost Responsibility Center (CRC) titles and mailing codes.

```

MA08800          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
                  NATIONAL FINANCE CENTER
                  MANAGEMENT ACCOUNT STRUCTURE CODES
                  AMS CRC SUMMARY TITLE TABLE - UPDATE

MUST ENTER FIELDS FOR ALL TYPES OF ACTIONS.
*****
ACTION:          AGENCY: 02
TABLE NUMBER: 088      SUMMARY REC NUMBER:
                        LAST UPDT:

FIELDS FOR ADD AND REPLACE ACTIONS.
*****
SUMMARY TITLE 1:
SUMMARY TITLE 2:
SUMMARY TITLE 3:
MAIL CODES   1:          2:          3:          4:          5:

ENTER = UPDT   A = ADD   R = REPLACE   PF1 = MAIN MENU   PF5 = REFRESH
CLEAR = EXIT   D = DELETE   PF2 = TABLE MENU   PF6 = TBL88 INQ
    
```

Figure 2:98. Table 088 Update screen

To add data to Table 088, at the Table 088 Update screen, complete the fields as follows:

Action	<i>Required, alpha, 1 position</i> Type A .
 Note	Action codes are displayed at the bottom of the screen.
Agency	<i>No entry</i> 02 is system generated. This table is applicable to Agency 02, AMS only.
Table Number	<i>No entry</i> 088 is system generated.
Summary Rec Number	<i>Required, numeric, 4 positions</i> Type the summary record number.
Last Updt	<i>No entry</i> This field is system generated.
 Note	The above fields are key fields .
Summary Title 1	<i>Required, alpha, 30 positions max.</i> Type the title of the summary record number.
Summary Title 2 through 3	<i>Optional, alpha, 50 positions max.</i> Type the title(s) of the summary record number.
Mail Codes 1	<i>Required, numeric, 5 positions</i> Type the mail code corresponding to the address labels in the Reporting External Distribution System (REDS).
Mail Codes 2 through 5	<i>Optional, numeric, 20 positions max.</i> Type the mail codes corresponding to the address labels in REDS.

Perform other MASC functions as follows:

- To replace table data, see [Replacing Table Data](#).
- To delete table data, see [Deleting Table Data](#)
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 089, AMS Subcenter Summary Title Field Instructions

Source Menu: MASC Tables – Updated

AMS Subcenter Summary Title (**Figure 2:99**) is Table 089 on the MASC Tables – Update menu (**Figure 2:9**). This option is used to add, replace, or delete Agricultural Marketing Service (AMS) subcenter titles and mailing codes.

```

MA08900          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
                  NATIONAL FINANCE CENTER
                  MANAGEMENT ACCOUNT STRUCTURE CODES
                  AMS SUBCENTER SUMMARY TITLE TABLE - UPDATE

MUST ENTER FIELDS FOR ALL TYPES OF ACTIONS
*****
ACTION:          TABLE NUMBER: 089
AGENCY: 02      SUMMARY NO:
                  LAST UPDT:
FIELDS FOR ADD AND REPLACE ACTIONS
*****
SUMMARY TITLE 1:
SUMMARY TITLE 2:
MAIL CODES   1:          2:          3:          4:          5:

ENTER = UPDT   A = ADD   R = REPLACE   PF1 = MAIN MENU   PF5 = REFRESH
CLEAR = EXIT   D = DELETE   PF2 = TABLE MENU   PF6 = TBL89 INQ
    
```

Figure 2:99. Table 089 Update screen

To add data to Table 089, at the Table 089 Update screen, complete the fields as follows:

Action	<i>Required, alpha, 1 position</i> Type A .
 Note	Action codes are displayed at the bottom of the screen.
Table Number	<i>No entry</i> 089 is system generated.
Agency	<i>No entry</i> 02 is system generated. This table is applicable to Agency 02, AMS only.
Summary No	<i>Required, numeric, 4 positions</i> Type the subcenter summary number.
Last Updt	<i>No entry</i> This field is system generated.



Note

The above fields are **key fields**.

Summary Title 1 *Required, alpha, 40 positions max.*
 Type the title of the subcenter summary number.

Summary Title 2 *Optional, alpha, 20 positions max.*
 Type the title of the subcenter summary number.

Mail Codes 1 *Required, numeric, 5 positions*
 Type the mail code corresponding to the address labels in the Reporting External Distribution System (REDS).

Mail Codes 2 through 5 *Optional, numeric, 20 positions max.*
 Type the mail codes corresponding to the address labels in REDS.

Perform other MASC functions as follows:

- To replace table data, see [Replacing Table Data](#).
- To delete table data, see [Deleting Table Data](#)
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 090, Program Block/Activity Title Field Instructions

Source Menu: *MASC Tables – Updated*

Program Block/Activity Title (**Figure 2:100**) is Table 090 on the MASC Tables – Update menu (**Figure 2:9**). This option is used to add, replace, or delete Agricultural Marketing Service (AMS) development of activity numbers from program blocks and activity titles for budget cost reporting.

```

MA09000          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
                  NATIONAL FINANCE CENTER
                  MANAGEMENT ACCOUNT STRUCTURE CODES
                  PROGRAM BLOCK/ACTIVITY TITLE TABLE - UPDATE

MUST ENTER FIELDS FOR ALL TYPES OF ACTIONS
*****
ACTION:          TABLE NUMBER: 090
AGENCY: 02      PROGRAM BLOCK:
                LAST UPDT:

FIELDS FOR ADD AND REPLACE ACTIONS
*****
PROGRAM BLK TITLE:
ACTIVITY:
ACTIVITY TITLE:

ENTER = UPDT   A = ADD   R = REPLACE   PF1 = MAIN MENU   PF5 = REFRESH
CLEAR = EXIT   D = DELETE PF2 = TABLE MENU PF6 = TBL90 INQ
    
```

Figure 2:100. Table 090 Update screen

To add data to Table 090, at the Table 090 Update screen, complete the fields as follows:

Action	<i>Required, alpha, 1 position</i> Type A .
 Note	Action codes are displayed at the bottom of the screen.
Table Number	<i>No entry</i> 090 is system generated.
Agency	<i>No entry</i> 02 is system generated. This table is applicable to Agency 02, AMS only.
Program Block	<i>Required, numeric, 2 positions</i> Type the program block code.
Last Updt	<i>No entry</i> This field is system generated.
 Note	The above fields are key fields .
Program Blk Title	<i>Required, alpha, 40 positions max.</i> Type the title of the program block code.
Activity	<i>Required, numeric, 2 positions</i> Type the activity code, if applicable.
Activity Title	<i>Required, alpha, 40 positions max.</i> Type the title of the activity code, if applicable.

Perform other MASC functions as follows:

- To replace table data, see [Replacing Table Data](#).
- To delete table data, see [Deleting Table Data](#)
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 091, Budget Project Title Field Instructions

Source Menu: *MASC Tables – Updated*

Budget Project Title (**Figure 2:101**) is Table 091 on the MASC Tables – Update menu (**Figure 2:9**). This option is used to add, replace, or delete Agricultural Marketing Service (AMS) budget program titles for budget cost reporting.

```

MA09100          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
                  NATIONAL FINANCE CENTER
                  MANAGEMENT ACCOUNT STRUCTURE CODES
                  BUDGET PROJECT TITLE TABLE - UPDATE

MUST ENTER FIELDS FOR ALL TYPES OF ACTIONS.
*****
ACTION:          AGENCY:
TABLE NUMBER: 091      BUDGET PROJECT:
                        LAST UPDT:

FIELDS FOR ADD AND REPLACE ACTIONS.
*****
BUDGET PROJECT TITLE:

ENTER = UPDT   A = ADD   R = REPLACE   PF1 = MAIN MENU   PF5 = REFRESH
CLEAR = EXIT   D = DELETE PF2 = TABLE MENU PF6 = TBL91 INQ
    
```

Figure 2:101. Table 091 Update screen

To add data to Table 091, at the Table 091 Update screen, complete the fields as follows:

Action	<i>Required, alpha, 1 position</i> Type A .
 Note	Action codes are displayed at the bottom of the screen.
Agency	<i>Required, numeric, 2 positions</i> Type the appropriate NFC-assigned agency code. See Table 004 (MASC Tables – Inquiry), Agency Codes and Descriptions , for a list of NFC-assigned agency codes.
Table Number	<i>No entry</i> 091 is system generated.
Budget Project	<i>Required, numeric, 4 positions</i> Type the budget project identification number.
Last Updt	<i>No entry</i> This field is system generated.
 Note	The above fields are key fields .
Budget Project Title	<i>Required, alphanumeric, 35 positions max.</i> Type the applicable budget project code description.

Perform other MASC functions as follows:

- To replace table data, see [Replacing Table Data](#).
- To delete table data, see [Deleting Table Data](#)
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 092, DFIS Treasury Symbol Account Conversion Field Instructions

Source Menu: MASC Tables – Updated

DFIS Treasury Symbol Account Conversion (**Figure 2:102**) is Table 092 on the MASC Tables – Update menu (**Figure 2:9**). This option is used to add, replace, or delete table data that interfaces with the Departmentwide Financial Information System (DFIS) to (1) convert the NFC Treasury symbol to a prefixed/suffixed Treasury symbol, (2) provide a Treasury fund code for budget reporting, (3) provide SF–133’s and SF–220’s annotations for selection of reports, and (4) provide the consolidated Treasury symbol. The consolidated Treasury symbol will be used to prepare additional consolidated financial reports.



External agencies may access inquiry data only in this table.

```

MA09200          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
                  NATIONAL FINANCE CENTER
                  MANAGEMENT ACCOUNT STRUCTURE CODES
                  DFIS TREASURY SYMBOL ACCOUNT CONVERSION - UPDATE

MUST ENTER FIELDS FOR ALL TYPES OF ACTIONS
*****
ACTION:          TABLE NUMBER: 092
AGENCY:          TREASURY SYMBOL:
                  LAST UPDT:
FIELDS FOR ADD AND REPLACE ACTIONS
*****
TREASURY SYMBOL PREFIXED OR SUFFIXED:
FUND CODE:      T.B. SF133:      SF133:      SF220:
SF220 PARENT AGENCY INDICATOR:
TREASURY SYMBOL CONSOLIDATED:

ENTER = UPDT   A = ADD   R = REPLACE   PF1 = MAIN MENU   PF5 = REFRESH
CLEAR = EXIT   D = DELETE   PF2 = TABLE MENU   PF6 = TBL92 INQ
    
```

Figure 2:102. Table 092 Update screen

To add data to Table 092, at the Table 092 Update screen, complete the fields as follows:

Action *Required, alpha, 1 position*
Type **A**.



Action codes are displayed at the bottom of the screen.

Table Number *No entry*
092 is system generated.

Agency *Required, numeric, 2 positions*
Type the appropriate NFC-assigned agency code. See [Table 004 \(MASC Tables – Inquiry\), Agency Codes and Descriptions](#), for a list of NFC-assigned agency codes.

Treasury Symbol *Required, alphanumeric, 15 positions max.*
Type the applicable Treasury symbol.

Last Updt *No entry*
This field is system generated.



Note

The above fields are **key fields**.

**Treasury Symbol
Prefixed Or
Suffixed**

Optional, alphanumeric, 20 positions max.

Type the applicable prefixed or suffixed Treasury symbol.

Fund Code

Required, numeric, 4 positions

Type the applicable Treasury fund code.

T.B. SF133

Optional, numeric, 1 position

Type the applicable trial balance SF133 code. Valid entries are **1, 2, 3, 4, 5**, or leave blank, whichever is applicable.

SF133

Optional, numeric, 1 position

Type the applicable SF133 code. Valid entries are **1, 2**, or leave blank, whichever is applicable.

SF220

Optional, numeric, 1 position

Type the applicable trial balance SF220 code. Valid entries are **1, 2, 3, 4, 5**, or leave blank, whichever is applicable.

**SF220 Parent
Agency Indicator**

Required, alphanumeric, 2 positions

Type the appropriate NFC-assigned agency code of the agency of primary responsibility.

**Treasury Symbol
Consolidated**

Optional, numeric, 20 positions

Type the consolidated Treasury symbol.

Perform other MASC functions as follows:

- To replace table data, see [Replacing Table Data](#).
- To delete table data, see [Deleting Table Data](#)
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Field Instructions for MASC Tables 093–403

The field instructions for MASC tables 093–403 are provided below.

Table 093, DFIS NFC To USDA Gen Ledg Account Rollup Field Instructions

Source Menu: MASC Tables – Updated

DFIS NFC To USDA Gen Ledg Account Rollup (**Figure 2:103**) is Table 093 on the MASC Tables – Update menu (**Figure 2:10**). This option is used to add, replace, or delete table data that interfaces with the Departmentwide Financial Information System (DFIS) to convert the NFC general ledger accounts to the appropriate USDA general ledger accounts. This permits the consolidation of several NFC accounts into one USDA account.



External agencies may access inquiry data only in this table.

```

MA09300          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
                  NATIONAL FINANCE CENTER
                  MANAGEMENT ACCOUNT STRUCTURE CODES
                  DFIS NFC TO USDA GENERAL LEDGER ACCOUNT ROLLUP - UPDATE

MUST ENTER FIELDS FOR ALL TYPES OF ACTIONS
*****
ACTION:          TABLE NUMBER: 093
NFC ACCOUNT NUMBER: MAJOR:          SUB:          NFC ACCOUNT DB/CR CODE:
                  LAST UPDT:

FIELDS FOR ADD AND REPLACE ACTIONS
*****
GOVERNMENT WIDE ACCOUNT NUMBER: MAJOR:          SUB:          ACCOUNT DB/CR CODE:

ENTER = UPDT   A = ADD   R = REPLACE   PF1 = MAIN MENU   PF5 = REFRESH
CLEAR = EXIT   D = DELETE   PF2 = TABLE MENU   PF6 = TBL93 INQ
    
```

Figure 2:103. Table 093 Update screen

To add data to Table 093, at the Table 093 Update screen, complete the fields as follows:

Action *Required, alpha, 1 position*
Type **A**.



Action codes are displayed at the bottom of the screen.

Table Number *No entry*
093 is system generated.

NFC Account Number: Major *Required, numeric, 6 positions*
Type the NFC major account number.

**NFC Account
Number: Sub**

Required, numeric, 2 positions
Type the NFC subaccount number.

**NFC Account
DB/CR Code**

Optional, alpha, 1 position
Type **D** for debit, **C** for credit, or leave blank to indicate the normal balance of the NFC account number.

Last Updt

No entry
This field is system generated.



Note

The above fields are **key fields**.

**Government
Wide Account
Number: Major**

Required, numeric, 4 positions
Type the 4-digit Governmentwide major account number.

**Government
Wide Account
Number: Sub**

Required, numeric, 2 positions
Type the 2-digit Governmentwide sub account number.

**Account DB/
CR Code**

Optional, alpha, 1 position
Type **D** for debit, **C** for credit, or leave blank to indicate the normal balance of the Governmentwide account number.

Perform other MASC functions as follows:

- To replace table data, see [Replacing Table Data](#).
- To delete table data, see [Deleting Table Data](#)
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 094, DFIS USDA Gen Ledger Account Description Field Instructions

Source Menu: *MASC Tables – Updated*

DFIS USDA Gen Ledger Account Description (**Figure 2:104**) is Table 094 on the MASC Tables – Update menu (**Figure 2:10**). This option is used to add, replace, or delete table data that interfaces with the Departmentwide Financial Information System (DFIS) to provide USDA general ledger account descriptions. These descriptions are primarily used for the general ledger trial balance and account descriptions on inquiries.



Note

External agencies may access inquiry data only in this table.

```

MA09400          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
                  NATIONAL FINANCE CENTER
                  MANAGEMENT ACCOUNT STRUCTURE CODES
                  DFIS USDA GENERAL LEDGER ACCOUNT DESCRIPTION - UPDATE

MUST ENTER FIELDS FOR ALL TYPES OF ACTIONS
*****
ACTION:          TABLE NUMBER: 094
USDA ACCOUNT NUMBER: MAJOR:
                  SUB:
                  LAST UPDT:
FIELDS FOR ADD AND REPLACE ACTIONS
*****
ALPHA DESCRIPTION:

ENTER = UPDT   A = ADD   R = REPLACE   PF1 = MAIN MENU   PF5 = REFRESH
CLEAR = EXIT   D = DELETE PF2 = TABLE MENU PF6 = TBL94 INQ
    
```

Figure 2:104. Table 094 Update screen

To add data to Table 094, at the Table 094 Update screen, complete the fields as follows:

Action	<i>Required, alpha, 1 position</i> Type A .
 Note	Action codes are displayed at the bottom of the screen.
Table Number	<i>No entry</i> 094 is system generated.
USDA Account Number: Major:	<i>Required, numeric, 4 positions</i> Type the USDA major account number.
USDA Account Number: Sub:	<i>Required, numeric, 2 positions</i> Type the USDA sub account number.
Last Updt	<i>No entry</i> This field is system generated.
 Note	The above fields are key fields .
Alpha Description	<i>Required, alpha, 40 positions max.</i> Type the applicable USDA account number description.

Perform other MASC functions as follows:

- To replace table data, see [Replacing Table Data](#).
- To delete table data, see [Deleting Table Data](#)
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 095, DFIS Treasury Symbol Description Field Instructions

Source Menu: MASC Tables – Updated

DFIS Treasury Symbol Description (**Figure 2:105**) is Table 095 on the MASC Tables – Update menu (**Figure 2:10**). This option is used to add, replace, or delete table data that interfaces with the Departmentwide Financial Information System (DFIS) to provide Treasury symbol descriptions utilized for USDA external reporting.



External agencies may access inquiry data only in this table.

```

MA09500          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
                  NATIONAL FINANCE CENTER
                  MANAGEMENT ACCOUNT STRUCTURE CODES
                  DFIS TREASURY SYMBOL DESCRIPTION - UPDATE

MUST ENTER FIELDS FOR ALL TYPES OF ACTIONS
*****
ACTION:          TABLE NUMBER: 095
AGENCY:          TREASURY SYMBOL:
                  LAST UPDT:
FIELDS FOR ADD AND REPLACE ACTIONS
*****
TREASURY SYMBOL DESCRIPTION:
AGENCY TITLE:
NFC FLAG:          PROG FLAG:

ENTER = UPDT    A = ADD    R = REPLACE    PF1 = MAIN MENU    PF5 = REFRESH
CLEAR = EXIT    D = DELETE    PF2 = TABLE MENU    PF6 = TBL95 INQ
    
```

Figure 2:105. Table 095 Update screen

To add data to Table 095, at the Table 095 Update screen, complete the fields as follows:

- Action** *Required, alpha, 1 position*
Type **A**.
-  **Table Number** *No entry*
095 is system generated.
- Agency** *Required, numeric, 2 positions*
Type the appropriate NFC-assigned agency code. See [Table 004 \(MASC Tables – Inquiry\), Agency Codes and Descriptions](#), for a list of NFC-assigned agency codes.
- Treasury Symbol** *Required, alphanumeric, 17 positions max.*
Type the applicable Treasury symbol.
- Last Updt** *No entry*
This field is system generated.
-  The above fields are **key fields**.
- Treasury Symbol Description** *Required, alpha, 40 positions max.*
Type the applicable Treasury symbol description.

- Agency Title** *Required, alpha, 40 positions max.*
Type the organizational name of the agency.
- NFC Flag** *Required, alpha, 1 position*
Type **Y** for yes, **N** for no, or leave blank, whichever is applicable.
- Prog Flag** *Required, alpha, 1 position*
Type **Y** for yes, **N** for no, or leave blank, whichever is applicable.

Perform other MASC functions as follows:

- To replace table data, see [Replacing Table Data](#).
- To delete table data, see [Deleting Table Data](#)
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 096, DFIS Treasury Symbol Consolidation Field Instructions

Source Menu: *MASC Tables – Updated*

DFIS Treasury Symbol Consolidation (**Figure 2:106**) is Table 096 on the MASC Tables – Update menu (**Figure 2:10**). This option is used to add, replace, or delete table data that interfaces with the Departmentwide Financial Information System (DFIS) to combine Treasury symbol limitations and multiple years into a consolidated mainhead Treasury symbol for each fund.



Note

External agencies may access inquiry data only in this table.

```

MA09600          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
                  NATIONAL FINANCE CENTER
                  MANAGEMENT ACCOUNT STRUCTURE CODES
                  DFIS TREASURY SYMBOL CONSOLIDATION - UPDATE

MUST ENTER FIELDS FOR ALL TYPES OF ACTIONS
*****
ACTION:          TABLE NUMBER: 096
AGENCY:         TREASURY SYMBOL:
SEQUENCE CODE:  LAST UPDT:

FIELDS FOR ADD AND REPLACE ACTIONS
*****
CONSOLIDATED TREASURY SYMBOL:

ENTER = UPDT   A = ADD   R = REPLACE   PF1 = MAIN MENU   PF5 = REFRESH
CLEAR = EXIT   D = DELETE PF2 = TABLE MENU PF6 = TBL96 INQ
    
```

Figure 2:106. Table 096 Update screen

To add data to Table 096, at the Table 096 Update screen, complete the fields as follows:

- Action** *Required, alpha, 1 position*
Type **A**.



Note

Action codes are displayed at the bottom of the screen.

Table Number

No entry
096 is system generated.

Agency

Required, numeric, 2 positions
Type the appropriate NFC-assigned agency code. See [Table 004 \(MASC Tables – Inquiry\), Agency Codes and Descriptions](#), for a list of NFC-assigned agency codes.

Treasury Symbol

Required, alphanumeric, 15 positions max.
Type the applicable Treasury symbol.

Sequence Code

Optional, numeric, 2 positions
Type the applicable sequence code.

Last Updt

No entry
This field is system generated.



Note

The above fields are **key fields**.

Consolidated

Treasury Symbol

Required, alphanumeric, 17 positions max.
Type the applicable consolidated Treasury symbol.

Perform other MASC functions as follows:

- To replace table data, see [Replacing Table Data](#).
- To delete table data, see [Deleting Table Data](#)
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 097, Organization Code Field Instructions

Source Menu: *MASC Tables – Updated*

Organization Code (**Figure 2:107**) is Table 097 on the MASC Tables – Update menu (**Figure 2:10**). This option is used to add, replace, or delete conversions of National Oceanic and Atmospheric Administration’s (NOAA) NFC-assigned organizational structure code to NOAA’s DoC’s-assigned organizational structure code for the Budget Cost System.

```

MA09700          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
                  NATIONAL FINANCE CENTER
                  MANAGEMENT ACCOUNT STRUCTURE CODES
                  ORGANIZATION CODE TABLE - UPDATE

MUST ENTER FIELDS FOR ALL TYPES OF ACTIONS.
*****
ACTION:
TABLE NUMBER: 097
ORGANIZATION CODE 1:

                                LAST UPDT:

FIELDS FOR ADD AND REPLACE ACTIONS.
*****
ORGANIZATION CODE 2:

ENTER = UPDT   A = ADD   R = REPLACE   PF1 = MAIN MENU   PF5 = REFRESH
CLEAR = EXIT   D = DELETE PF2 = TABLE MENU PF6 = TBL97 INQ
    
```

Figure 2:107. Table 097 Update screen

To add data to Table 097, at the Table 097 Update screen, complete the fields as follows:

Action	<i>Required, alpha, 1 position</i> Type A .
 Note	Action codes are displayed at the bottom of the screen.
Table Number	<i>No entry</i> 097 is system generated.
Organization Code 1	<i>Required, numeric, 18 positions</i> Type the NFC-assigned organization structure code of DoC-NOAA.
Last Updt	<i>No entry</i> This field is system generated.
 Note	The above fields are key fields .
Organization Code 2	<i>Required, alphanumeric, 6 positions</i> Type the NOAA organization structure code.

Perform other MASC functions as follows:

- To replace table data, see [Replacing Table Data](#).
- To delete table data, see [Deleting Table Data](#)
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 098, Consolidated Financial Statements Field Instructions

Source Menu: MASC Tables – Updated

Consolidated Financial Statements (**Figure 2:108**) is Table 098 on the MASC Tables – Update menu (**Figure 2:10**). This option is used to add, replace, or delete prior year table data that interfaces with the Departmentwide Financial Information System (DFIS).

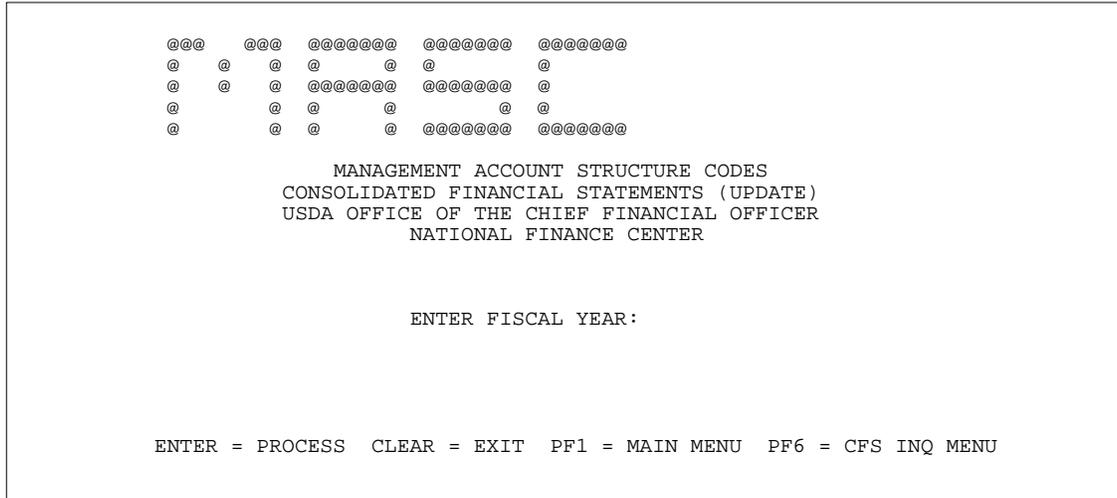


Figure 2:108. Table 098 update screen

To add data to Table 098, at the Table 098 Update screen, complete the field as follows:

Enter Fiscal Year *Required, numeric, 2 positions*
 Type the appropriate fiscal year. Press **[Enter]**.

 **Note** Only the two previous years are available.

If an odd year (e.g., **99**) is entered for the fiscal year, the Consolidated Financial Statement (Update - Odd Year) screen (**Figure 2:109**) is displayed, allowing access to tables 192, 193, 194, 195, and 196.

```

MA19800          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE NO: 0001          NATIONAL FINANCE CENTER
                        MANAGEMENT ACCOUNT STRUCTURE CODES
                        CONSOLIDATED FINANCIAL STATEMENT (UPDATE - ODD YEAR)

TABLE NO          TABLE DESCRIPTION
-----
192              DFIS TREASURY SYMBOL ACCOUNT CONVERSION
193              DFIS NFC TO USDA GENERAL LEDGER ACCOUNT ROLLUP
194              DFIS USDA GENERAL LEDGER ACCOUNT DESCRIPTION
195              DFIS TREASURY SYMBOL DESCRIPTION
196              DFIS TREASURY SYMBOL CONSOLIDATION

TABLE NO          SELECT TABLE 192-196

ENTER = TBL SELECTION  PF1 = MAIN MENU    PF4 = PREV MENU    PF5 = REFRESH
CLEAR = EXIT          PF2 = INQ  MENU      PF6 = CFS TBL INQ
    
```

Figure 2:109. Consolidated Financial Statement (Update - Odd Year) screen

If an even year (e.g., **00**) is entered for the fiscal year, the Consolidated Financial Statement (Update - Even Year) screen (**Figure 2:110**) is displayed, allowing access to tables 292, 293, 294, 295, and 296.

```

MA29800          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE NO: 0001          NATIONAL FINANCE CENTER
                        MANAGEMENT ACCOUNT STRUCTURE CODES
                        CONSOLIDATED FINANCIAL STATEMENT (UPDATE - EVEN YEAR)

TABLE NO          TABLE DESCRIPTION
-----
292              DFIS TREASURY SYMBOL ACCOUNT CONVERSION
293              DFIS NFC TO USDA GENERAL LEDGER ACCOUNT ROLLUP
294              DFIS USDA GENERAL LEDGER ACCOUNT DESCRIPTION
295              DFIS TREASURY SYMBOL DESCRIPTION
296              DFIS TREASURY SYMBOL CONSOLIDATION

TABLE NO          SELECT TABLE 292-296

ENTER = TBL SELECTION  PF1 = MAIN MENU    PF4 = PREV MENU    PF5 = REFRESH
CLEAR = EXIT          PF2 = INQ  MENU      PF6 = CFS TBL UPDT
    
```

Figure 2:110. Consolidated Financial Statement (Update - Even Year) screen

To select a table option, type the appropriate number at the Table No Prompt and press **[Enter]**. The screen for the selected table is displayed.



Note

The screens for Tables 192, 193, 194, 195, 196 and 292, 293, 294, 295, 296 contain the same data elements as the respective Update screens for Tables 092, 093, 094, 095, and 096. See the instructions for these tables to add or delete data.

Table 099, Cost Responsibility Center Field Instructions

Source Menu: MASC Tables – Updated

Cost Responsibility Center (**Figure 2:111**) is Table 099 on the MASC Tables – Update menu (**Figure 2:10**). This option is used to add, replace, or delete table data for the development of program blocks and counters for the Cost Responsibility Center (CRC).

```

MA09900          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
                  NATIONAL FINANCE CENTER
                  MANAGEMENT ACCOUNT STRUCTURE CODES
                  COST RESPONSIBILITY CENTER - UPDATE

MUST ENTER FIELDS FOR ALL TYPES OF ACTIONS
*****
ACTION:          CRC:
                  LAST UPDT:

FIELDS FOR ADD AND REPLACE ACTIONS
*****
PROGRAM BLOCK:          LAST UPDATE:

COUNTER:

ENTER = UPDT   A = ADD   R = REPLACE   PF1 = MAIN MENU   PF5 = REFRESH
CLEAR = EXIT   D = DELETE PF2 = TABLE MENU PF6 = TBL99 INQ
    
```

Figure 2:111. Table 099 Update screen

To add data to Table 099, at the Table 099 Update screen, complete the fields as follows:

Action	<i>Required, alpha, 1 position</i> Type A .
 Note	Action codes are displayed at the bottom of the screen.
CRC	<i>Required, numeric, 4 positions</i> Type the Cost Responsibility Center code.
Last Updt	<i>No entry</i> This field is system generated.
 Note	The above fields are key fields .
Program Block	<i>Required, numeric, 2 positions</i> Type the program block code.
Last Update	<i>No entry</i> This field is system generated.
Counter	<i>Required, numeric, 4 positions</i> Type the counter code.

Perform other MASC functions as follows:

- To replace table data, see [Replacing Table Data](#).

- To delete table data, see [Deleting Table Data](#)
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 102, Forest Service FFIS PCAS Field Instructions

Source Menu: MASC Tables – Updated

Forest Service FFIS PCAS (**Figure 2:112**) is Table 102 on the MASC Tables – Update menu (**Figure 2:10**). This option is used to add, replace, or delete table data for converting feeder systems to accommodate the FFIS PCAS distribution process.

```

MA01020          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
                  NATIONAL FINANCE CENTER
                  MANAGEMENT ACCOUNT STRUCTURE CODES
                  FOREST SERVICE FFIS PCAS UPDATE

MUST ENTER FIELDS FOR ALL TYPES OF ACTIONS
*****
ACTION:          TABLE NUMBER: 102
SEARCH RGUN:    LAST UPDT:
FIELDS FOR ADD AND REPLACE ACTIONS
*****
RETURN KEY
JOB CODE

ENTER = UPDT   A = ADD   R = REPLACE   PF1 = MAIN MENU   PF5 = REFRESH
CLEAR = EXIT   D = DELETE PF2 = TABLE MENU PF6 = TBL86 INQ
    
```

Figure 2:112. Table 102 Update screen

To add data to Table 102, at the Table 102 Update screen, complete the fields as follows:

Action	<i>Required, alpha, 1 position</i> Type A .
 Note	Action codes are displayed at the bottom of the screen.
Table Number	<i>No entry</i> This field is system generated.
Search Rgun	<i>Required, numeric, 4 positions</i> Type the search region/unit.
Last Update	<i>No entry</i> This field is system generated.
 Note	The above fields are key fields .
Return Key Job Code	<i>Required, alphanumeric, 6 positions</i> Type the job code.

Perform other MASC functions as follows:

- To replace table data, see [Replacing Table Data](#).
- To delete table data, see [Deleting Table Data](#)
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 401, DFIS To FACTS II Account Number Field Instructions

Source Menu: MASC Tables – Updated

DFIS To FACTS II Account Number (**Figure 2:113**) is Table 401 on the MASC Tables – Update menu (**Figure 2:13**). This option is used to add, replace, or delete table data for identifying and capturing data for FACTS II reporting.

```

MA04010          USDA OFFICE OF THE CHIEF FINANCIAL OFFICE          xx/xx/xx
                  NATIONAL FINANCE CENTER
                  MANAGEMENT ACCOUNT STRUCTURE CODES
                  DFIS TO FACTSII ACCOUNT NUMBER - UPDATE

MUST ENTER FIELDS FOR ALL TYPES OF ACTIONS
*****
ACTION:          TABLE NUMBER: 401
DFIS ACCT NO:   DFIS ACCT.NO.SEQ:
                LAST UPDT:

FIELDS FOR ADD AND REPLACE ACTIONS
*****
FACTSII ACCOUNT NUMBER:
FACTSII ACCOUNT DESCRIPTION:
REVERSAL CODE:
BEGINNING/ENDING INDICATOR:
REIMBURSABLE FLAG:

ENTER = UPDT   A = ADD   R = REPLACE   PF1 = MAIN MENU   PF5 = REFRESH
CLEAR = EXIT   D = DELETE PF2 = TABLE MENU PF6 = TBL401 INQ
    
```

Figure 2:113. Table 401 Update screen

To add data to Table 401, at the Table 401 Update screen, complete the fields as follows:

Action	<i>Required, alpha, 1 position</i> Type A .
 Note	Action codes are displayed at the bottom of the screen.
Table Number	<i>No entry</i> This field is system generated.
DFIS Acct No	<i>Required, numeric, 6 positions</i> Type the DFIS account number.
DFIS Acct No Seq	<i>Required, numeric, 2 positions</i> Type the DFIS account number sequence.
Last Updt	<i>No entry</i> This field is system generated.



Note

The above fields are **key fields**.

**FACTS II
Account Number**

Required, numeric, 4 positions

Type the FACTS II account number.

**FACTS II
Account
Description**

Required, alphanumeric, 40 positions max.

Type the FACTS II account description.

Reversal Code

Required, alpha, 1 position

Type **R** or leave this field blank.

**Beginning
/Ending
Indicator**

Required, alpha, 1 position

Type the beginning/ending indicator. Valid entries are **B** and **E**.

**Reimbursable
Flag**

Required, alpha, 1 position

Type the reimbursable flag. Valid entries are **R** and **D**.

Perform other MASC functions as follows:

- To replace table data, see [Replacing Table Data](#).
- To delete table data, see [Deleting Table Data](#)
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 402, FACTS II Footnote Field Instructions

Source Menu: MASC Tables – Updated

FACTS II Footnote (**Figure 2:114**) is Table 402 on the MASC Tables – Update menu (**Figure 2:13**). This option is used to add, replace, or delete table data for identifying and capturing data for FACTS II reporting.

```

MA04020          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
                  NATIONAL FINANCE CENTER
                  MANAGEMENT ACCOUNT STRUCTURE CODES
                  FACTSII FOOTNOTE TABLE - UPDATE

MUST ENTER FIELDS FOR ALL TYPES OF ACTIONS
*****
ACTION:          TABLE NO: 402
TREASURY SYMBOL: FACTSII ACCT.NO.:
SEQ.NO:         LAST UPDT:
FIELDS FOR ADD AND REPLACE ACTIONS
*****
FOOTNOTE TEXT:
LINE1
LINE2
LINE3

ENTER = UPDT   A = ADD   R = REPLACE   PF1 = MAIN MENU   PF5 = REFRESH
CLEAR = EXIT   D = DELETE PF2 = TABLE MENU PF6 = TBL402 INQ
    
```

Figure 2:114. Table 402 Update screen

To add data to Table 402, at the Table 402 Update screen, complete the fields as follows:

Action	<i>Required, alpha, 1 position</i> Type A .
 Note	Action codes are displayed at the bottom of the screen.
Table Number	<i>No entry</i> This field is system generated.
Treasury Symbol	<i>Required, numeric, 6 positions</i> Type the Treasury symbol.
FACTS II Account Number	<i>Required, numeric, 4 positions</i> Type the FACTS II account number.
Sequence Number	<i>Required, numeric, 4 positions</i> Type the sequence number.
Last Updt	<i>No entry</i> This field is system generated.
 Note	The above fields are key fields .
Footnote Text	<i>Required, alphanumeric, 206 positions max.</i> Type the footnote text.

Perform other MASC functions as follows:

- To replace table data, see [Replacing Table Data](#).
- To delete table data, see [Deleting Table Data](#)
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 403, FACTS II Treasury Symbol Field Instructions

Source Menu: MASC Tables – Updated

FACTS II Treasury Symbol (**Figure 2:115**) is Table 403 on the MASC Tables – Update menu (**Figure 2:13**). This option is used to add, replace, or delete table data for identifying and capturing data for FACTS II reporting.

```

MA04030          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
                  NATIONAL FINANCE CENTER
                  MANAGEMENT ACCOUNT STRUCTURE CODES
                  FACTSII TREASURY SYMBOL TABLE - UPDATE
MUST ENTER FIELDS FOR ALL TYPES OF ACTIONS
*****
ACTION:          AGY:          TREASURY SYMBOL:          TABLE NO: 403
*****          *****          *****          LAST UPDATE:

NON KEY FIELDS: ***** DEPT  DEPT  FY  FY  MAIN  SUB  DEF/  PUBLIC
*****          *****  REG   TRAN  1   2   ACCT  ACCT  INDEF  LAW

APPOR   AUTH   TRAN   TRAN   TRAN   TRAN   BUDG   BEA   ADV   DEF
CAT     TYPE  PART   AG     ACCT   T/F    AUTH   CAT   FLAG  LIQ

DEF     AVAIL  LEGIS   MAF     COHORT  BORROW  CAT B   ACCT  SPLIT
FLAG   FLAG   FLAG   FUNC   SEQ NO  YEAR    SOURCE  DET   SEQ

CUR/PERM FLAG  CATEGORY B STUB:

ENTER = UPDT   A = ADD   R = REPLACE   PF1 = MAIN MENU   PF5 = REFRESH
CLEAR = EXIT   D = DELETE  PF2 = TABLE MENU   PF6 = TBL403 INQ
    
```

Figure 2:115. Table 403 Update screen

To add data to Table 403, at the Table 403 Update screen, complete the fields as follows:

- | | |
|---|--|
| Action | <i>Required, alpha, 1 position</i>
Type A . |
| 
Note | Action codes are displayed at the bottom of the screen. |
| Agy | <i>Required, alphanumeric, 2 positions</i>
Type the appropriate NFC-assigned agency code. See Table 004 (MASC Tables – Inquiry), Agency Codes and Descriptions , for a list of NFC-assigned agency codes. |
| Treasury Symbol | <i>Required, alphanumeric, 15 positions max.</i>
Type the Treasury symbol. |
| Table No | <i>No entry</i>
This field is system generated. |
| Last Update | <i>No entry</i>
This field is system generated. |
| 
Note | The above fields are key fields . |
| Dept Reg | <i>Required, numeric, 2 positions</i>
Type the department regular. |

Dept Tran	<i>Required, numeric, 2 positions</i> Type the department transfer.								
FY 1	<i>Required, numeric, 2 positions</i> Type the first year funds are available.								
FY 2	<i>Required, numeric, 2 positions</i> Type the second year funds are available.								
Main Acct	<i>Required, numeric, 4 positions</i> Type the primary Treasury account.								
Sub Acct	<i>Required, numeric, 3 positions</i> Type the sub account.								
Def/indef	<i>Required, alpha, 1 position</i> Type D or I to indicate whether the amount of the budget authority is definite (specified amount or amount not to exceed the specified amount) or indefinite (determined by other factors).								
Public Law	<i>Required, numeric, 7 positions</i> Type the public law.								
Appor Cat	<i>Required, alpha, 1 position</i> Type the apportionment category. Valid entries are as follows: <table border="0" style="margin-left: 20px;"> <tr> <td style="padding-right: 20px;">Appor. Cat.</td> <td>Value:</td> </tr> <tr> <td>A</td> <td>A distribution made by OMB of budgetary resources by calendar quarts</td> </tr> <tr> <td>B</td> <td>A distribution made by OMB of budgetary resources by other specified time periods. programs, activities, projects, objects, or combinations thereof</td> </tr> <tr> <td>C</td> <td>Not subject to apportionment</td> </tr> </table>	Appor. Cat.	Value:	A	A distribution made by OMB of budgetary resources by calendar quarts	B	A distribution made by OMB of budgetary resources by other specified time periods. programs, activities, projects, objects, or combinations thereof	C	Not subject to apportionment
Appor. Cat.	Value:								
A	A distribution made by OMB of budgetary resources by calendar quarts								
B	A distribution made by OMB of budgetary resources by other specified time periods. programs, activities, projects, objects, or combinations thereof								
C	Not subject to apportionment								
Auth Type	<i>Required, alpha, 1 position</i> Type the authority type.								
Tran Part	<i>Required, numeric, 1 position</i> Type the partner involved in the transaction.								
Tran Ag	<i>Required, alphanumeric, 2 positions</i> Type the agency transferring the funds.								
Tran Acct	<i>Required, numeric, 4 positions</i> Type the transferring account.								
Tran T/F	<i>Required, alpha, 1 position</i> Type T or F to indicate whether the transfer is To or From another Treasury agency or account.								
Budg Auth	<i>Required, numeric, 4 positions</i> Type the budget authority.								
Bea Cat	<i>Required, alpha, 5 positions max.</i> Type the Budget Enforcement Act (BEA) category. Valid entries are as follows: <table border="0" style="margin-left: 20px;"> <tr> <td style="padding-right: 20px;">BEA Cat</td> <td>Value:</td> </tr> <tr> <td>Disc</td> <td><i>Discretionary</i></td> </tr> </table>	BEA Cat	Value:	Disc	<i>Discretionary</i>				
BEA Cat	Value:								
Disc	<i>Discretionary</i>								

Mand	Mandatory
ED	Emergency Discretionary

Adv Flag *Required, alpha, 1 position*
Type **S** to indicate that portion of the appropriation was advanced from a future year or **P** for prior year.

Def Liq *Required, alpha, 1 position*
Type **Y** (yes) **N** (no) to indicate that an apportionment is deficient.

Avail Flag *Required, alpha, 1 position*
Type the available flag to indicate whether a budgetary resource is available for obligation in the current period, a subsequent period, or is unavailable. Valid entries are as follows:

Avail Flag	Value:
C	<i>Current Period</i>
S	<i>Subsequent Period</i>
U	<i>Unavailable</i>

Legis Flag *Required, alpha, 1 position*
Type the legislation flag to indicate the budget authority. Valid entries are as follows:

Legis Flag	Value:
A	<i>Appropriation Act</i>
C	<i>Continuing Resolution</i>
S	<i>Supplemental Appropriation</i>

Func *Required, numeric, 3 positions*
Type the function.

Maf Seq No *Required, numeric, 3 positions*
Type the maf sequence number.

Cohort Year *Required, numeric, 2 positions*
Type the fiscal year the obligated or guarantees committed by a program.

Borrow Source *Required, alpha, 6 positions*
Type the borrow source to indicate whether borrowing took place from Treasury or public.

Cat B Det *Required, numeric, 3 positions*
Type the apportionment category B det.

Acct Split Seq *Required, numeric, 3 positions*
Type the account split sequence.

Cur/Perm Flag *Required, alpha, 1 position*
Type **C** to indicate whether the budget authority is current or **P** for permanent.

Category B Stub *Required, numeric, 25 positions max.*
Type the category B apportionment.

Perform other MASC functions as follows:

- To replace table data, see [Replacing Table Data](#).
- To delete table data, see [Deleting Table Data](#)
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

PART 3.

UPDATING MASC FORMS

This part provides data entry instructions for updating MASC forms.

Basic Update Functions for MASC Forms

The basic update functions for MASC forms are adding, replacing, and deleting management/accounting codes

Adding A Management/Accounting Code

Before adding a management/accounting code, the form must be selected. To select the form option, type the applicable number at the Enter Selection prompt on the MASC main menu. Press **[Enter]**. The screen applicable to the selection is displayed.

To add a management/accounting code, at the form screen, complete the fields using the instructions under **Field Instructions for MASC Forms** and press **[Enter]**.

If the data does not pass system edits, an error message is displayed at the bottom of the screen. Correct the errors and press **[Enter]**. After all edits are satisfied, the message *Successful Add* is displayed at the bottom of the screen.

After adding the data, select one of the functions described below.

- To add another record, press **[PF5]** to refresh the screen and repeat the above process.
- To perform another function, press the applicable function key displayed at the bottom of the screen.

Replacing A Management/Accounting Code

Before replacing a management/accounting code, the form must be selected. To select the form option, type the applicable number at the Enter Selection prompt on the MASC main menu. Press **[Enter]**. The screen applicable to the selection is displayed.

At the AD-729A – Update screen, type **R** at the Action field and complete the other key fields as described under **Adding A Management/Accounting Code**. Press **[Enter]**. The data for the selected management code is displayed. Type the new data using the field instructions under **Adding A Management/Accounting Code** and press **[Enter]**.

If the data does not pass system edits, an error message is displayed at the bottom of the screen. Correct the errors and press **[Enter]**. After all edits are satisfied, the message *Successful Replace* is displayed at the bottom of the screen.

After replacing the data, select one of the functions described below.

- To replace another record, press **[PF5]** to refresh the screen and repeat the above process.
- To replace data in key fields, delete the original record and reenter the record with the new data.

- To perform another function, press the applicable function key displayed at the bottom of the screen.

Deleting A Management/Accounting Code

Before deleting a management/accounting code, the form must be selected. To select the form option, type the applicable number at the Enter Selection prompt on the MASC main menu. Press **[Enter]**. The screen applicable to the selection is displayed.

At the AD-729A – Update screen, type **D** at the Action field and complete the other key fields as described under **Adding A Management/Accounting Code**. Press **[Enter]**. The data for the selected management code is displayed with the message *Press Enter To Verify Delete*.

If this is not the data to be deleted, press **[PF5]** to refresh the screen and select another management code or press the applicable function key displayed at the bottom of the screen.

If this is the data to be deleted, press **[Enter]**. The message *Successful Delete* is displayed.

After deleting the data, select one of the functions described below.

- To delete another record, press **[PF5]** to refresh the screen and repeat the above process.
- To perform another function, press the applicable function key displayed at the bottom of the screen.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Field Instructions for MASC Forms

Field instructions for MASC forms are provided below.

AD-729A Management Codes Field Instructions

Source Menu: MASC Main Menu

AD-729A Management Codes (**Figure 3:1**) is option 2 on the MASC main menu (**Figure 1:4**). This option functions as an input form which is currently used by Grain Inspection, Packers And Stockyards Administration (GIPSA, formerly FGIS), Food Safety And Inspection Service (FSIS), and the Department Of Education (ED) to facilitate entering management codes into MASC. At the agencies' discretion, the appropriate management codes are placed on documents to record payments, billings, collections, and other financial transactions processed at the NFC. These management codes are also used to provide accurate accounting data for reporting purposes.

```

MA42000          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
                  NATIONAL FINANCE CENTER
                  MANAGEMENT ACCOUNT STRUCTURE CODES
                  AD-729A - UPDATE

MUST ENTER FIELDS FOR ALL TYPES OF ACTIONS
*****
ACTION:          AGENCY:          MANAGEMENT CODE FISCAL YEAR:
                  MANAGEMENT CODE:

FIELDS FOR ADD AND REPLACE ACTIONS
*****
EFFECTIVE DATE:          CONTROL NUMBER:
TITLE:                   USE CODE:
APPRN CODE:             BUDGET ACTIVITY:
ORGANIZATIONAL LOCATION: JOB ORDER:
STATE:                  LAST UPDATE:

A = ADD              CLEAR = EXIT          PF2 = INQ MENU
R = REPLACE          D = DELETE          PF1 = MAIN MENU  PF5 = REFRESH  PF6 = AD-729A INQ
    
```

Part 3
Updating MASC Forms

Figure 3:1. AD-729A-Update screen

To add a management code, at the AD-729A – Update screen, complete the fields as follows:

Action	<i>Required, alpha, 1 position</i> Type A .
 Note	Action codes are displayed at the bottom of the screen.
Agency	<i>Required, alphanumeric, 2 positions</i> Type the NFC-assigned agency code. See Table 004 (MASC Tables – Inquiry), Agency Codes and Descriptions , for a list of NFC-assigned agency codes.
Management Code Fiscal Year	<i>Required, numeric, 2 positions</i> Type the last 2 digits of the applicable fiscal year.

Management Code

Required, numeric, 6 positions
Type the applicable management code.



Effective Date

Required, numeric, 6 positions
Type the appropriate date in which the action on the master file is effective. For example, for an effective date of March 28, 2000, type **032800**.

Control Number

Required, numeric, 5 positions
Type the agency-unique control number which identifies a specific AD-729A established into the master during a fiscal year.

Title

Required, alpha, 25 positions max.
Type the program title/description of the management code. This field is not applicable to Agency 60.

Use Code

Required, numeric, 1 position
Type the appropriate use code. This field is not applicable to Agency 60. Valid entries for this field are as follows:

Code	Identifies Management Code
Blank	For payroll and payment transactions.
0	Apply descriptions only to reports and listings (summary).
1	Designate allotments only.
2	Designate allotments of resources.
5	For collection transactions.
6	Designate operating plans.

Apprn Code

Required, numeric, 3 positions
Type the applicable appropriation code. This field is not applicable to Agency 60.

Budget Activity

Required, numeric, 3 positions
Type the applicable part of the accounting code which identifies the budget activity. This field is not applicable to Agency 60.

Organizational Location

Required, numeric, 10 positions
Type the applicable organizational location code. This field is not applicable to Agency 60.

Job Order

Required, numeric, 3 positions
Type the applicable job order number which correlates to the control number. This field is not applicable to Agency 60.

State

Required, numeric, 2 positions
Type the applicable state code. This field is not applicable to Agency 60.

Last Update

No entry
This field is system generated.

Perform other MASC functions as follows:

- To replace a management code, see [Replacing A Management/Accounting Code](#).

- To delete a management code, see [Deleting A Management/Accounting Code](#)
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

AD-729B APHIS Accounting Input Form Field Instructions

Source Menu: MASC Main Menu

AD-729B APHIS Accounting Input Form (**Figure 3:2**) is option 3 on the MASC main menu (**Figure 1:4**). This option functions as an input form used only by the Animal And Plant Health Inspection Service (APHIS) to facilitate the entering of accounting codes into MASC. At the agencies' discretion, the appropriate accounting codes are placed on the documents to record payments, billings, collections, and other financial transactions processed at the NFC. These accounting codes are also used to provide accurate accounting data for reporting purposes.

```

MA43000          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
                  NATIONAL FINANCE CENTER
                  MANAGEMENT ACCOUNT STRUCTURE CODES
                  AD-729B (APHIS) - UPDATE

MUST ENTER FIELDS FOR ALL TYPES OF ACTIONS.
*****
ACTION:          ACCOUNTING CLASS:

FIELDS FOR ADD AND REPLACE ACTIONS.
*****
FISCAL YEAR:    EFFECTIVE DATE:
CONTROL NUMBER: TITLE:
USE CODE:
AREA:          STATE:
CITY:         COUNTY:

                LAST UPDATE:

A = ADD          CLEAR = EXIT      PF1 = MAIN MENU   PF5 = REFRESH
R = REPLACE     D = DELETE        ENTER = PROCESS  PF2 = INQ  MENU   PF6 = AD-729B INQ
    
```

Part 3
 Updating MASC Forms

Figure 3:2. AD-729B (APHIS) – Update screen

To add an accounting code, at the AD-729B (APHIS) – Update screen, complete the fields as follows:

- | | |
|---|--|
| Action | <i>Required, alpha, 1 position</i>
Type A . |
| 
Note | Action codes are displayed at the bottom of the screen. |
| Accounting Class | <i>Required, numeric, 10 positions</i>
Type the applicable accounting classification code. |
| 
Note | The above fields are key fields . |
| Fiscal Year | <i>Required, numeric, 2 positions</i>
Type the last 2 digits of the applicable fiscal year. |

Effective Date	<i>Required, numeric, 6 positions</i> Type the appropriate date in which the action on the master file is effective. For example, for an effective date of September 30, 2000, type 093000 .
Control Number	<i>Required, numeric, 6 positions</i> Type the agency-unique control number which identifies a specific AD-729B established into the master during a fiscal year.
Title	<i>Required, alpha, 30 positions max.</i> Type the title/description for the accounting code.
Use Code	<i>Required, numeric, 1 position</i> Type the applicable use code. Valid entries for this field are as follows: Code: Identifies Accounting Codes Which: <ul style="list-style-type: none">0 Apply descriptions only to reports and listing. This type of accounting code varies in length up to 10 positions.1 Designate the allotment of resources. This type of accounting code is limited to 3 positions.2 Designate the allotment of resources for certain types of funds such as non-appropriated funds. This type of accounting code is limited to 4 positions.3 Designate operating plans as well as pay roll and payment type transactions. This type of accounting code requires the full 10 positions.4 Designate payroll and payment transactions. This type of accounting code requires the full 10 positions.5 Designate collection transactions only. This type of accounting is limited to 3 positions.6 Designate operating plans only. This type of accounting code requires the full 10 positions.8 Designate accounting corrections only. This type of use code is only established temporarily and will automatically purge from the system within 1 week (every Friday). This type of accounting code requires the full 10 positions.
Area	<i>Required, numeric, 2 positions</i> Type the applicable code which identifies the geographical area of the program activity. This code is only applicable when Use Code 3 or 4 is entered.
State	<i>Required, numeric, 4 positions</i> Type the applicable code which identifies the state location of the program activity. This code is only applicable when Use Code 3 or 4 is entered.
City	<i>Required, numeric, 4 positions</i> Type the applicable code which identifies the specific location of the program activity. This code is only applicable when Use Code 3 or 4 is entered.
County	<i>Required, numeric, 4 positions</i> Type the applicable county code. This code is only applicable when Use Code 3 or 4 is entered.
Last Update	<i>No entry</i> This field is system generated.

Perform other MASC functions as follows:

- To replace an accounting code, see [Replacing A Management/Accounting Code](#).

- To delete an accounting code, see [Deleting A Management/Accounting Code](#)
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

AD-729C ARS Accounting Input Form Field Instructions

Source Menu: MASC Main Menu

AD-729C ARS Accounting Input Form (**Figure 3:3**) is option 4 on the MASC main menu (**Figure 1:4**). This option functions as an input form used only by the Agricultural Research Service (ARS) agency to facilitate the entering of accounting codes into MASC. At the agency’s discretion, the appropriate accounting codes are placed on the documents to record payments, billings, collections, and other financial transactions processed at NFC. These accounting codes are also used to provide accurate accounting data for reporting purposes.

```

MA44000          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
                  NATIONAL FINANCE CENTER
                  MANAGEMENT ACCOUNT STRUCTURE CODES
                  ARS AD-729C UPDATE

      AGENCY:          FISCAL YEAR:          ALLOCATION HOLDER:
ACTION CODE:          USE CODE:          ACCOUNTING CODE:
STATE:      CITY:          COUNTY:          MODE CODE:
      DESCRIPTION:          ACCOUNT TYPE:          LIMIT CODE:
PROJECT:      PROGRAM PLAN:          ACTIVITY CODE:

                  DO YOU HAVE REC ID2 DATA? (Y/N)

PF1 = MAIN MENU          PF5 = REFRESH          PF6 = ARS INQUIRY SCREEN
PF8 = NEXT PAGE          CLEAR = EXIT
    
```

Part 3
Updating MASC Forms

Figure 3:3. ARS AD-729C Update screen

To add an accounting code, at the ARS AD-729C Update screen, complete the fields as follows:

-
- Agency** *Required, alphanumeric, 2 positions*
 Type the applicable NFC-assigned agency code. Valid agency codes are **03**, **09**, **12**, or **22**.
 - Fiscal Year** *Required, numeric, 2 positions*
 Type the last 2 digits of the applicable fiscal year.
 - Allocation Holder** *Required, numeric, 2 positions*
 Type the applicable allocation holder number.
 - Action Code** *Required, alpha, 1 position*
 Type **A**.

Use Code	<i>Required, numeric, 1 position</i> Type the applicable use code. Valid entries for this field are as follows: Code: Identifies Accounting Codes which: 0 Apply descriptions only to reports and listings. This type of accounting code varies in length up to 10 positions. 1 Designate the allotment of resources. This type of accounting code requires either 3 positions or the full 10 positions. 2 Designate the allotment of resources. This type of accounting code requires the full 10 positions. 3 Designate operating plans as well as payroll and payment type transactions. This type of accounting code requires the full 10 positions. 4 Designate payroll and payment transactions. This type of accounting code requires the full 10 positions. 6 Designate operating plans only. This type of accounting code requires the full 10 positions. 8 Designate accounting corrections only. This type of use code is only established temporarily and will automatically purge from the system within 1 week (every Friday). This type of accounting code requires the full 10 positions.
Accounting Code	<i>Required, numeric, 10 positions max.</i> Type the applicable accounting classification code.
State	<i>Required, numeric, 2 positions</i> Type the applicable state code.
City	<i>Required, numeric, 4 positions</i> Type the applicable city code.
County	<i>Required, numeric, 3 positions</i> Type the applicable county code.
Mode Code	<i>Required, numeric, 16 positions max.</i> Type the applicable mode code which identifies the organizational structure as used in the Payroll/Personnel System.
Description	<i>Required, alphanumeric, 20 positions</i> Type the applicable description.
Account Type	<i>Required, numeric, 2 positions</i> Type the applicable accounting type code which identifies the specific type of account such as construction, overhead, research, etc. The accounting type code must be compatible with the use code and/or accounting code and other system edits. The following are valid accounting type codes: 01, 02, 03, 06, 10–18, 20–33, 37–43, 47–59, 61–68, 82, 83, 87, or 89.
Limit Code	<i>Required, numeric, 2 positions</i> Type the applicable limit code. Valid limit codes are 03, 04, 05, 06, 07, 08, 09, 10, 11, 21, or 31.
Project	<i>Required, numeric, 4 positions</i> Type the applicable project code.
Program Plan	<i>Required, numeric, 8 positions</i> Type the applicable program plan code.
Activity Code	<i>Required, numeric, 12 positions</i> Type the applicable activity code.

**Do You Have
Rec ID2 Data?
(Y/N)**

Required, alpha, 1 position

Type **Y** or **N**, as applicable.

If **Y** is entered, the RecID2 Management Account Structure Codes screen (**Figure 3:4**) is displayed.

```
MA44200          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
                  NATIONAL FINANCE CENTER
                  RECID2 MANAGEMENT ACCOUNT STRUCTURE CODES      PAGE:    01

CRIS DISTRIBUTION OR JOINT PROJECT DISTRIBUTION      LOCAL OPTION

PF1 = MAIN MENU          PF6 = ARS INQUIRY SCREEN          CLEAR = EXIT
PF7 = PAGE BACKWARD     PF8 = PAGE FORWARD
```

Figure 3:4. REC ID2 Management Account Structure Codes screen

Complete the appropriate fields for the record identification as follows:

CrisDistribution *Required, numeric, 16 positions max.*
Type the cris distribution.

OR

**Joint Project
Distribution** *Required, numeric, 12 positions max.*
Type the joint project distribution.

Local Option *Required, numeric, 4 positions*
Type the local option.

**Do You Have
More Rec ID2
Data To Enter?
(Y/N)** *Required, alpha, 1 position*
Type **Y** or **N**, as applicable.

Perform other MASC functions as follows:

- To replace an accounting code, see [Replacing A Management/Accounting Code](#).
- To delete an accounting code, see [Deleting A Management/Accounting Code](#)
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

AD-758 Agency 07 Only Field Instructions

Source Menu: MASC Main Menu

AD-758 Agency 07 Only (**Figure 3:5**) is option 5 on the MASC main menu (**Figure 1:4**). This option functions as an input form used only by Agency 07, Rural Housing Service (RHS), to facilitate the entering of accounting codes into MASC. At the agencies' discretion, the appropriate accounting codes are placed on the documents to record payments, billings, collections, and other financial transactions processed at NFC. These accounting codes are also used to provide accurate accounting data for reporting purposes.

```

MA47000          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
                  NATIONAL FINANCE CENTER
                  MANAGEMENT ACCOUNT STRUCTURE CODES
                  AD-758 - UPDATE

MUST ENTER FIELDS FOR ALL TYPES OF ACTIONS.
*****
ACTION:          AGENCY: 07          ACCOUNTING CLASS:

FIELDS FOR ADD AND REPLACE ACTIONS.
*****
FISCAL YEAR:          NFC FUND CODE:          BOAC:
CONTROL NUMBER:          TYPE:          MOTOR POOL FUND CODE:
PROGRAM STRUCTURE (CODE):          PROGRAM PERCENT:
BUDGET ACTIVITY (CODE):          BUDGET PERCENT:
DESCRIPTION:

LAST UPDATE:

A = ADD          CLEAR = EXIT          PF1 = MAIN MENU          PF5 = REFRESH
R = REPLACE    D = DELETE          ENTER = PROCESS          PF2 = INQ  MENU          PF6 = AD-758 INQ
    
```

Figure 3:5. AD-758 – Update screen

To add an accounting code, at the AD-758 – Update screen, complete the fields as follows:

Action	<i>Required, alpha, 1 position</i> Type A .
 Note	Action codes are displayed at the bottom of the screen.
Agency	<i>No entry</i> 07 is system generated. This accounting form is applicable to Agency 07, RHS only.
Accounting Class	<i>Required, numeric, 20 positions</i> Type the applicable accounting classification code.
 Note	The above fields are key fields .
Fiscal Year	<i>Required, numeric, 2 positions</i> Type the last 2 digits of the applicable fiscal year.
NFC Fund Code	<i>Required, alphanumeric, 2 positions</i> Type the NFC-assigned fund code.

BOAC	<i>Optional, numeric, 6 positions</i> Type the Billing Office Address Code (BOAC) assigned to the agency by General Services Administration (GSA).																
Control Number	<i>Required, alphanumeric, 6 positions</i> Type the agency-unique control number.																
Type	<i>Required, numeric, 1 position</i> Type the applicable type code. Valid entries are as follows: <table><thead><tr><th>Code</th><th>Identifies Accounting Codes which:</th></tr></thead><tbody><tr><td>0</td><td>Apply descriptions only to reports and listings</td></tr><tr><td>1</td><td>Designate the allotment of resources</td></tr><tr><td>2</td><td>Designate the allotment of resources.</td></tr><tr><td>3</td><td>Designate operating plans as well as payroll/payment transactions</td></tr><tr><td>4</td><td>Designate payroll/payment transactions</td></tr><tr><td>5</td><td>Designate collection transactions only</td></tr><tr><td>6</td><td>Designate operating plans only</td></tr></tbody></table>	Code	Identifies Accounting Codes which:	0	Apply descriptions only to reports and listings	1	Designate the allotment of resources	2	Designate the allotment of resources.	3	Designate operating plans as well as payroll/payment transactions	4	Designate payroll/payment transactions	5	Designate collection transactions only	6	Designate operating plans only
Code	Identifies Accounting Codes which:																
0	Apply descriptions only to reports and listings																
1	Designate the allotment of resources																
2	Designate the allotment of resources.																
3	Designate operating plans as well as payroll/payment transactions																
4	Designate payroll/payment transactions																
5	Designate collection transactions only																
6	Designate operating plans only																
Motor Pool Fund Code	<i>Optional, alphanumeric, 2 positions</i> Type the applicable motor pool fund code.																
Program Structure (Code)	<i>Required, numeric, 4 positions</i> Type the applicable program structure code. This code may be located in the Program Structure Dictionary.																
Program Percent	<i>Required, numeric, 2 positions</i> Type the appropriate code from 01 to 99 to indicate the percentage when payroll/payment transactions are charged to an accounting classification code that requires multiple program structure codes. The total distribution among the multiple program structure codes for any one accounting classification must equal 100 percent. If no distribution is required, leave this field blank.																
Budget Activity (Code)	<i>Optional, alphanumeric, 3 positions</i> Type the budget activity code.																
Budget Percent	<i>Required, numeric, 2 positions</i> Type the appropriate code from 01 to 99 to indicate the percentage when payroll/payment transactions are charged to an accounting classification code that requires multiple budget activity codes. The total distribution among the multiple budget activity codes for any one accounting classification must equal 100 percent. If no distribution is required, leave this field blank.																
Description	<i>Required, alpha, 30 positions</i> Type the description of the accounting classification code.																
Last Update	<i>No entry</i> This field is system generated.																

Perform other MASC functions as follows:

- To replace an accounting code, see [Replacing A Management/Accounting Code](#).

- To delete an accounting code, see [Deleting A Management/Accounting Code](#)
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

AD-758 Agencies: 02, 51, 52, 53, 58, 59, 64, 65, 66, 79 Field Instructions

Source Menu: MASC Main Menu

AD-758 Agencies: 02, 51, 52, 53, 58, 59, 64, 65, 66, 79 (**Figure 3:6**) is option 6 on the MASC main menu (**Figure 1:4**). This option functions as an input form used by Agencies 02 (AMS), 51 (OS), 52 (EDA), 53 (BEA), 58 (reserved, formerly USTTA), 59 (MBDA), 64 (OIG), 65 (ESA), 66 (ARC), and 79 (DoS) to facilitate the entering of accounting codes into MASC. At the agencies' discretion, the appropriate accounting codes are placed on the documents to record payments, billings, collections, and other financial transactions processed at the NFC. These accounting codes are also used to provide accurate accounting data for reporting purposes.

```

MA46000          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
                  NATIONAL FINANCE CENTER
                  MANAGEMENT ACCOUNT STRUCTURE CODES
                  AD-758 - UPDATE

MUST ENTER FIELDS FOR ALL TYPES OF ACTIONS.
*****
ACTION:          AGENCY:          ACCOUNTING CLASS:

FIELDS FOR ADD AND REPLACE ACTIONS.
*****
FISCAL YEAR:          NFC FUND CODE:          BOAC:
CONTROL NUMBER:          TYPE:          MOTOR POOL FUND CODE:
PROGRAM STRUCTURE (CODE):          PROGRAM PERCENT:
BUDGET ACTIVITY (CODE):          BUDGET PERCENT:
DESCRIPTION:

LAST UPDATE:

A = ADD          CLEAR = EXIT          PF1 = MAIN MENU          PF5 = REFRESH
R = REPLACE    D = DELETE          ENTER = PROCESS          PF2 = INQ  MENU          PF6 = AD-758 INQ
    
```

Figure 3:6. AD-758 – Update screen

To add an accounting code at the AD-758 – Update screen, complete the fields as follows:

Action	<i>Required, alpha, 1 position</i> Type A .
 Note	Action codes are displayed at the bottom of the screen.
Agency	<i>Required, numeric, 2 positions</i> Type the NFC-assigned agency code. This accounting form is applicable to Agencies 02, 51, 52, 53, 59, 64, 65, 66, 79 .
Accounting Class	<i>Required, alphanumeric, 20 positions max.</i> Type the applicable accounting classification code. The accounting format may vary for each agency.



Note

The above fields are **key fields**.

Fiscal Year	<i>Required, numeric, 2 positions</i> Type the last 2 digits of the applicable fiscal year.
NFC Fund Code	<i>Required, alphanumeric, 2 positions</i> Type the NFC-assigned fund code.
BOAC	<i>Optional, numeric, 6 positions</i> Type the Billing Office Address Code (BOAC) assigned to the agency by General Services Administration (GSA).
Control Number	<i>Required, alphanumeric, 6 positions</i> Type the agency-unique control number.
Type	<i>Required, numeric, 1 position</i> Type the applicable type code. Valid entries are as follows: Code: Identifies Accounting Codes which: 0 Apply descriptions only to reports and listings 1 Designate the allotment of resources 2 Designate the allotment of resources 3 Designate operating plans as well as payroll/payment transactions 4 Designate payroll/payment transactions 5 Designate collection transactions only 6 Designate operating plans only
Motor Pool Fund Code	<i>Optional, alphanumeric, 2 positions</i> Type the applicable motor pool fund code.
Program Structure (Code)	<i>Required, numeric, 4 positions max.</i> Type the applicable program structure code. This code may be located in the Program Structure Dictionary.
Program Percent	<i>Required, numeric, 2 positions</i> Type the appropriate code from 01 to 99 to indicate the percentage when payroll/payment transactions are charged to an accounting classification code that requires multiple program structure codes. The total distribution among the multiple program structure codes for any one accounting classification must equal 100 percent. If no distribution is required, leave this field blank.
Budget Activity (Code)	<i>Optional, alphanumeric, 3 positions</i> Type the budget activity code.
Budget Percent	<i>Required, numeric, 2 positions</i> Type the appropriate code from 01 to 99 to indicate the percentage when payroll/payment transactions are charged to an accounting classification code that requires multiple budget activity codes. The total distribution among the multiple budget activity codes for any one accounting classification must equal 100 percent. If no distribution is required, leave this field blank.
Description	<i>Required, alpha, 30 positions</i> Type the description of the accounting classification code.

Last Update *No entry*
 This field is system generated.

Perform other MASC functions as follows:

- To replace an accounting code, see [Replacing A Management/Accounting Code](#).
- To delete an accounting code, see [Deleting A Management/Accounting Code](#)
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

AD-758 All Other Agencies Field Instructions

Source Menu: *MASC Main Menu*

AD-758 All Other Agencies (**Figure 3:7**) is option 7 on the MASC main menu (**Figure 1:4**). This option functions as an input form used by the other agencies to facilitate the entering of accounting codes into MASC. At the agencies' discretion, the appropriate accounting codes are placed on the documents to record payments, billings, collections, and other financial transactions processed at NFC. These accounting codes are also used to provide accurate accounting data for reporting purposes.

```

MA45000          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
                  NATIONAL FINANCE CENTER
                  MANAGEMENT ACCOUNT STRUCTURE CODES
                  AD-758 - UPDATE

MUST ENTER FIELDS FOR ALL TYPES OF ACTIONS.
*****
ACTION:          AGENCY:          ACCOUNTING CLASS:

FIELDS FOR ADD AND REPLACE ACTIONS.
*****
FISCAL YEAR:          NFC FUND CODE:          BOAC:
CONTROL NUMBER:          TYPE:          MOTOR POOL FUND CODE:
PROGRAM STRUCTURE (CODE):          PROGRAM PERCENT:
BUDGET ACTIVITY (CODE):          BUDGET PERCENT:
DESCRIPTION:

LAST UPDATE:

A = ADD          CLEAR = EXIT          PF1 = MAIN MENU          PF5 = REFRESH
R = REPLACE    D = DELETE    ENTER = PROCESS    PF2 = INQ  MENU    PF6 = AD-758 INQ
    
```

Figure 3:7. AD-758 – Update screen

To add an accounting code, at the AD-758 – Update screen, complete the fields as follows:

Action *Required, alpha, 1 position*
 Type **A**.



Agency *Required, numeric, 2 positions*
 Action codes are displayed at the bottom of the screen.

Type the NFC-assigned agency code. See [Table 004 \(MASC Tables – Inquiry\), Agency Codes and Descriptions](#), for a list of NFC-assigned agency codes.

Accounting Class

Required, alphanumeric, 20 positions max.

Type the applicable accounting classification code. The accounting format may vary for each agency.



Note

Fiscal Year

Required, numeric, 2 positions

Type the last 2 digits of the applicable fiscal year.

NFC Fund Code

Required, alphanumeric, 2 positions

Type the NFC-assigned fund code.

BOAC

Optional, numeric, 6 positions

Type the Billing Office Address Code (BOAC) assigned to the agency by General Services Administration (GSA).

Control Number

Required, alphanumeric, 6 positions

Type the agency-unique control number.

Type

Required, numeric, 1 position

Type the applicable type code. Valid entries for this field are as follows:

Code: Identifies Accounting Codes which:

- 0 Apply descriptions only to reports and listings
- 1 Designate the allotment of resources
- 2 Designate the allotment of resources
- 3 Designate operating plans as well as payroll/payment transactions
- 4 Designate payroll/payment transactions
- 5 Designate collection transactions only
- 6 Designate operating plans only

Motor Pool Fund Code

Optional, alphanumeric, 2 positions

Type the applicable motor pool fund code.

Program Structure (Code)

Required, numeric, 4 positions max.

Type the applicable program structure code. This code may be located in the Program Structure Dictionary.

Program Percent

Required, numeric, 2 positions

Type the appropriate code from **01** to **99** to indicate the percentage when payroll/payment transactions are charged to an accounting classification code that requires multiple program structure codes. The total distribution among the multiple program structure codes for any one accounting classification must equal 100 percent. If no distribution is required, leave this field blank.

Budget Activity (Code)

Optional, alphanumeric, 3 positions

Type the budget activity code.

Budget Percent

Required, numeric, 2 positions

Type the appropriate code from **01** to **99** to indicate the percentage when payroll/payment transactions are charged to an accounting classification code that

requires multiple budget activity codes. The total distribution among the multiple budget activity codes for any one accounting classification must equal 100 percent. If no distribution is required, leave this field blank.

Description	<i>Required, alpha, 30 positions</i> Type the description of the accounting classification code.
Last Update	<i>No entry</i> This field is system generated.

Perform other MASC functions as follows:

- To replace an accounting code, see [Replacing A Management/Accounting Code](#).
- To delete an accounting code, see [Deleting A Management/Accounting Code](#)
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Suspense Corrections

Source Menu: MASC Main Menu

Suspense Corrections (**Figure 3:8**) is option 8 on the MASC main menu (**Figure 1:4**). Currently, the Suspense Corrections facility option is only applicable to Agencies 34, Animal And Plant Health Inspection Service (APHIS), and 02, Agricultural Marketing Service (AMS). This option is used by Agencies 34 and 02 to access accounting input forms in suspense files that are in need of correction.

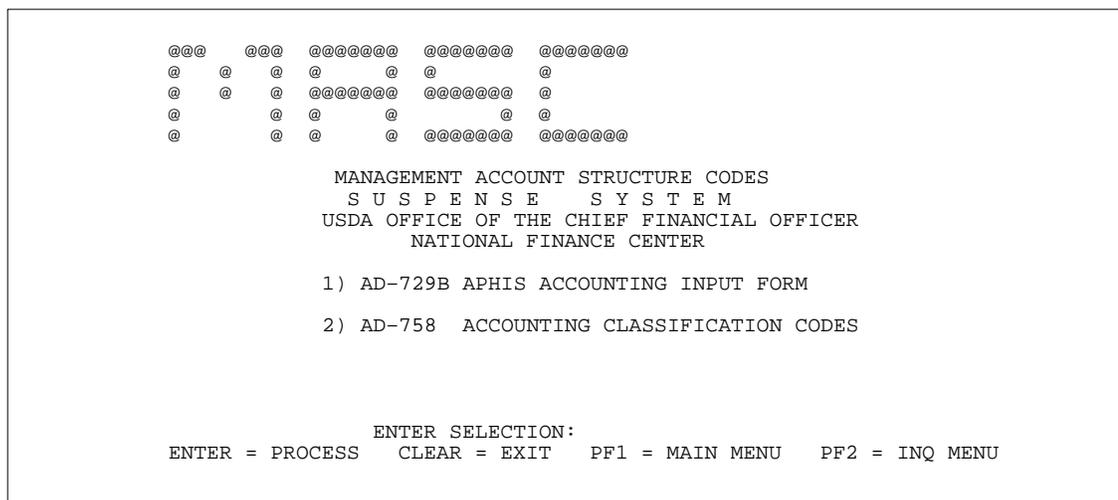


Figure 3:8. Suspense System screen

To access APHIS suspense records, type **1** at the Enter Selection prompt on the Suspense System screen. Press **[Enter]**. The first AD-729B (APHIS) – Suspense screen (**Figure 3:9**) is displayed.

```

MA82000          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
                  NATIONAL FINANCE CENTER
                  MANAGEMENT ACCOUNT STRUCTURE CODES
                  AD-729B (APHIS) - SUSPENSE

MUST ENTER FIELDS FOR ALL TYPES OF ACTIONS.
*****
ACTION:          ACCOUNTING CLASS:

FIELDS FOR ADD AND REPLACE ACTIONS.
*****
FISCAL YEAR:    EFFECTIVE DATE:
CONTROL NUMBER: TITLE:
USE CODE:
AREA:           STATE:
CITY:          COUNTY:

NO SUSPENSE RECORDS
CLEAR = EXIT  PF1 = MAIN MENU  PF2 = INQ MENU  PF3 = PREV MENU  PF5 = REFRESH
              PF7 = PREV REC   PF8 = NEXT REC  PF9 = SUSP RPT  PF10 = DEL REC
    
```

Figure 3:9. AD-729B (APHIS) – Suspense screen

For each record on suspense, the system displays the error message(s) at the bottom of the screen. Correct the errors and press **[Enter]**. After all edits are satisfied, depending on the type of action code entered, the message *Successful Add*, *Successful Delete*, or *Successful Replace* is displayed at the bottom of the screen.

After correcting the data, select one of the functions described below.

- To correct another record, press **[PF8]** for the next record on suspense and repeat the above process.
- To perform another function, press the applicable function key displayed at the bottom of the screen.

To access AMS suspense records, type **2** at the Enter Selection prompt on the Suspense System screen and press **[Enter]**. The first AD-758 – Suspense (AMS) screen (**Figure 3:10**) is displayed.

```

MA84000          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
                  NATIONAL FINANCE CENTER
                  MANAGEMENT ACCOUNT STRUCTURE CODES
                  AD-758 - SUSPENSE

MUST ENTER FIELDS FOR ALL TYPES OF ACTIONS.
*****
ACTION:          AGENCY:          ACCOUNTING CLASS:

FIELDS FOR ADD AND REPLACE ACTIONS.
*****
FISCAL YEAR:    NFC FUND CODE:    BOAC:
CONTROL NUMBER: TYPE:            MOTOR POOL FUND CODE:
PROGRAM STRUCTURE (CODE): PROGRAM PERCENT:
BUDGET ACTIVITY (CODE): BUDGET PERCENT:
DESCRIPTION:

NO SUSPENSE RECORDS
CLEAR = EXIT  PF1 = MAIN MENU  PF2 = INQ MENU  PF3 = PREV MENU  PF5 = REFRESH
              PF7 = PREV REC   PF8 = NEXT REC  PF9 = SUSP RPT  PF10 = DEL REC
    
```

Figure 3:10. AD-758 – Suspense (AMS) screen

For each record on suspense, the system displays the error message(s) at the bottom of the screen. Correct the errors and press **[Enter]**. After all edits are satisfied, depending on the type of action code entered, the message *Successful Add*, *Successful Delete*, or *Successful Replace* is displayed at the bottom of the screen.

After correcting the data, select one of the functions described below.

- To correct another record, press **[PF8]** for the next record on suspense and repeat the above process.
- To perform another function, press the applicable function key displayed at the bottom of the screen.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

PART 4.

VIEWING MASC TABLES AND FORMS

This part provides instructions for viewing data in MASC tables and forms.

Inquiry Menu

Inquiry is option 9 on the MASC main menu (**Figure 1:4**). This option provides a menu of inquiry options used to query data maintained in the master files of MASC.

To select the Inquiry option, type **9** at the Enter Selection prompt on the MASC main menu. Press **[Enter]**. The MASC Inquiry System menu (**Figure 4:1**) is displayed.

```

@@@   @   @   @   @   @   @   @   @   @   @   @   @   @   @   @   @
@     @   @   @   @   @   @   @   @   @   @   @   @   @   @   @
@     @   @   @   @   @   @   @   @   @   @   @   @   @   @   @
@     @   @   @   @   @   @   @   @   @   @   @   @   @   @   @
@     @   @   @   @   @   @   @   @   @   @   @   @   @   @   @

MANAGEMENT ACCOUNT STRUCTURE CODES
  I N Q U I R Y   S Y S T E M
USDA OFFICE OF THE CHIEF FINANCIAL OFFICER
  NATIONAL FINANCE CENTER
1) TABLES
2) AD-729A MANAGEMENT CODES
3) AD-729B APHIS ACCOUNTING INPUT FORM
4) AD-729C ARS ACCOUNTING INPUT FORM
5) AD-758 AGENCY 07 ONLY
6) AD-758 AGENCIES: 02,51,52,53,58,59,64,65,66,79
7) AD-758 ALL OTHER AGENCIES
8) FOREST SERVICE
9) MASC DATABASE SPECIAL AREA
10) DETAILED INQUIRY MENU
ENTER SELECTION:      ENTER = PROCESS  CLEAR = EXIT  PF1 = MAIN MENU
    
```

Figure 4:1. MASC Inquiry System menu

The MASC Inquiry System menu provides 10 options. Below is a brief description of each option:

1. **Tables.** Used to provide a menu of table options used to query data maintained in the master files of the MASC tables.
2. **AD-729A Management Codes.** Used to query input forms currently used by FGIS, FSIS, and ED to facilitate entering management codes into MASC.
3. **AD-729B APHIS Accounting Input Form.** Used to query input forms used only by APHIS to facilitate the entering of accounting codes into MASC.
4. **AD-729C ARS Accounting Input Form.** Used to query input forms used only by ARS to facilitate the entering of accounting codes into MASC.
5. **AD-758 Agency 07 Only.** Used to query input forms used only by Agency 07, RHS to facilitate the entering of accounting codes into MASC.
6. **AD-758 Agencies: 02, 51, 52, 53, 58, 59, 64, 65, 66, 79.** Used to query input forms used by Agencies 02 (AMS), 51 (OS), 52 (EDA), 53 (BEA), 58 (reserved, formerly USTTA), 59 (MBDA), 64 (OIG), 65 (EAU), 66 (ARC), and 79 (DoS) to facilitate the entering of accounting codes into MASC.
7. **AD-758 Other Agencies.** Used to query input forms used by the other agencies to facilitate the entering of accounting codes into MASC.

8. **Forest Service.** Used to query Agency 11, FS, management codes contained in MASC.
9. **MASC Database Special Area.** Used by the NFC to query daily activity (updates) processed through MASC.
10. **Detailed Inquiry Menu.** Used to query detailed data maintained in the master files of MASC.

Instructions follow for using the options on the MASC Inquiry System menu.

Tables Inquiry Menu

Source Menu: *Inquiry*

Tables is option 1 on the MASC Inquiry System menu (**Figure 4:1**). This option provides a menu of table options used to query data maintained in the MASC tables. The menu contains 10 screens with a maximum of 10 table options per screen except on menu screen 13.

To View MASC Table Options:

Type **1** at the Enter Selection prompt on the MASC Inquiry System menu. Press **[Enter]**. The first screen of the MASC Tables – Inquiry menu (**Figure 4:2**) is displayed.

- To scroll additional menu screens (**Figure 4:3–4:144:14**), press **[PF8]**. For a brief description of each table, see the [Appendix, Description of MASC Tables](#).
- To select a table option, type the appropriate number at the Table No prompt and press **[Enter]**. The screen for the selected table is displayed.

PAGE NO: 0001	NATIONAL FINANCE CENTER MANAGEMENT ACCOUNT STRUCTURE CODES MASC TABLES - INQUIRY		
TABLE NO	TABLE DESCRIPTION		

002	FOREST SERVICE CONTRA FUND CODES		
003	OBJECT CLASS DESCRIPTIONS		
004	AGENCY CODES AND DESCRIPTIONS		
005	TREASURY SYMBOL/DESCRIPTION		
006	APPROPRIATION CODES/DESCRIPTIONS		
007	FS FUND CODE/WORK ACTIVITY SWEEP		
008	FUND CODE/ACCT STATION		
009	FDIC ELEMENT VALIDATION		
010	FOREST SERVICE STRUCTURED MGMT. CODES		
011	FOREST SERVICE AD-729 VALIDATION		
TABLE NO	SELECT TABLE 002-999		
ENTER = TBL SELECTION	PF1 = MAIN MENU	PF5 = REFRESH	PF7 = PREV PAGE
CLEAR = EXIT	PF2 = INQ MENU	PF6 = TBL UPDT	PF8 = NEXT PAGE

Figure 4.2. MASC Tables – Inquiry menu (page 0001)

```

MA20000          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE NO: 0002          NATIONAL FINANCE CENTER
                        MANAGEMENT ACCOUNT STRUCTURE CODES
                        MASC TABLES - INQUIRY

TABLE NO          TABLE DESCRIPTION
-----
012              APPROPRIATED FUND CODE DESCRIPTION
013              TREASURY FUND CODES FOR RECEIPT ACCOUNTS
014              ERS RESEARCH LOCATION CODES
015              FS FUND CODE/WORK ACTIVITY COMBINATIONS
016              FS REGION/UNIT CODE/DESCRIPTION
017              FS SUB UNIT CODE/DESCRIPTION
019              FS REGION CODE/DESCRIPTION
020              IRS ELEMENT VALIDATION TABLE
021              AUTOMOTIVE SPECIAL PURPOSE CODES
022              FIPS STATE CODES

TABLE NO          SELECT TABLE 002-999

ENTER = TBL SELECTION    PF1 = MAIN MENU    PF5 = REFRESH    PF7 = PREV PAGE
CLEAR = EXIT             PF2 = INQ  MENU    PF6 = TBL UPDT   PF8 = NEXT PAGE
  
```

Figure 4.3. MASC Tables – Inquiry menu (page 0002)

```

MA20000          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE NO: 0003          NATIONAL FINANCE CENTER
                        MANAGEMENT ACCOUNT STRUCTURE CODES
                        MASC TABLES - INQUIRY

TABLE NO          TABLE DESCRIPTION
-----
023              FS UNIT SYMBOL AND DESCRIPTION
024              FOREST SERVICE MAILING ADDRESSES
025              ERS PROGRAM AREA/DESCRIPTIONS
026              EMS PUBLICATION CODES
027              FSIS ACCOUNTING DATA
028              FSIS BUDGET ACTIVITY
029              FSIS ORGANIZATION LOCATION CODES
030              FS APPROPRIATIONS FOR COLLECTIONS ONLY
031              DEPT OF JUSTICE OSC/ACC DEFAULT TABLE
032              ELEMENT ID VALIDATION TABLE

TABLE NO          SELECT TABLE 002-999

ENTER = TBL SELECTION    PF1 = MAIN MENU    PF5 = REFRESH    PF7 = PREV PAGE
CLEAR = EXIT             PF2 = INQ  MENU    PF6 = TBL UPDT   PF8 = NEXT PAGE
  
```

Figure 4.4. MASC Tables – Inquiry menu (page 0003)

```
MA20000          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE NO: 0004          NATIONAL FINANCE CENTER
                        MANAGEMENT ACCOUNT STRUCTURE CODES
                        MASC TABLES - INQUIRY

TABLE NO          TABLE DESCRIPTION
-----
033              FSIS/FGIS JOB NUMBER DESCRIPTIONS
034              TSP PAYROLL OFFICE NUMBER
035              NPS COST ACCOUNT TABLE
036              FGIS MAILING ADDRESSES
037              FNS TREASURY EXPLOSION CODES
038              OPAC BILL TRACKING TABLE (INQUIRY ONLY)
039              SMITHSONIAN INST. FUND/ORG VALIDATION
040              FMHA/RDA NATIONAL OFFICE DESCRIPTION
041              FOREST SERVICE FUND/PROJECT
042              FOREST SERVICE FUND CODE ROLL

TABLE NO          SELECT TABLE 002-999

ENTER = TBL SELECTION    PF1 = MAIN MENU    PF5 = REFRESH    PF7 = PREV PAGE
CLEAR = EXIT             PF2 = INQ  MENU    PF6 = TBL UPDT   PF8 = NEXT PAGE
```

Figure 4.5. MASC Tables – Inquiry menu (page 0004)

```
PAGE NO: 0005          NATIONAL FINANCE CENTER
                        MANAGEMENT ACCOUNT STRUCTURE CODES
                        MASC TABLES - INQUIRY

TABLE NO          TABLE DESCRIPTION
-----
043              ERS MAILING ADDRESSES
044              ERS INTERNAL DECISION UNITS
045              REIMBURSEMENT/DEVELOPMENT/REVENUE CODES
046              ERS BUDGET PROJECT CODES
047              FOREST SERVICE FUND/BUDG ID
048              FOREST SERVICE BUDGET ID
049              ALCOHOL, TOBACCO AND FIREARMS VALIDATION
050              FAS ORGANIZATION/DESCRIPTION
051              FAS PROJECT CODES
052              FAS COUNTRY CODES

TABLE NO          SELECT TABLE 002-999

ENTER = TBL SELECTION    PF1 = MAIN MENU    PF5 = REFRESH    PF7 = PREV PAGE
CLEAR = EXIT             PF2 = INQ  MENU    PF6 = TBL UPDT   PF8 = NEXT PAGE
```

Figure 4.6. MASC Tables – Inquiry menu (page 0005)

```

MA20000          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE NO: 0006          NATIONAL FINANCE CENTER
                        MANAGEMENT ACCOUNT STRUCTURE CODES
                        MASC TABLES - INQUIRY

TABLE NO          TABLE DESCRIPTION
-----
053              APHIS AREA CODES
054              APHIS ADDRESSES
056              FAS FOREIGN DISBURSING OFFICE CODE
057              FAS COOP PROJECTS AND EXPIRATION DATE
058              COST ACCOUNTING FUNCTIONS
059              FSIS GEOGRAPHICAL LOCATION
060              CCR SUBCENTER/PROJECT VALIDATION
061              AGENCY LOCATION CODE
062              MOVIS CLASS CODE
063              APPLICATION ACRONYM ASSIGNMENT TABLE

ENTER = TBL SELECTION    PF1 = MAIN MENU    PF5 = REFRESH    PF7 = PREV PAGE
CLEAR = EXIT             PF2 = INQ  MENU    PF6 = TBL UPDT   PF8 = NEXT PAGE
  
```

Figure 4:7. MASC Tables – Inquiry menu (page 0006)

```

MA20000          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE NO: 0007          NATIONAL FINANCE CENTER
                        MANAGEMENT ACCOUNT STRUCTURE CODES
                        MASC TABLES - INQUIRY

TABLE NO          TABLE DESCRIPTION
-----
064              EMIS MANUFACTURER CODE
065              ENERGY TRAVEL ADDRESSES
066              FMHA/RDA SPECIAL PURPOSE CODES
067              FMHA STATE CODES
068              OICD BILLING RATES
069              FGIS ACCOUNTING DATA COMBINATIONS
070              FGIS FIELD OFFICE TO STATE
071              ACCOUNTABLE OFFICERS
072              APHIS MAILING ADDRESSES
073              ARS ACCOUNT TYPES

TABLE NO          SELECT TABLE 002-999

ENTER = TBL SELECTION    PF1 = MAIN MENU    PF5 = REFRESH    PF7 = PREV PAGE
CLEAR = EXIT             PF2 = INQ  MENU    PF6 = TBL UPDT   PF8 = NEXT PAGE
  
```

Figure 4:8. MASC Tables – Inquiry menu (page 0007)

```

MA20000          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE NO: 0008          NATIONAL FINANCE CENTER
                        MANAGEMENT ACCOUNT STRUCTURE CODES
                        MASC TABLES - INQUIRY

TABLE NO          TABLE DESCRIPTION
-----
074              ARS PROGRAM STRUCTURE (NRP)
075              ARS PROGRAM PLAN
076              FCIC MAILING ADDRESSES
077              FCIC FIELD LOCATION DESCRIPTION
078              ARS REIMBURSABLE MASTER FILE
079              ARS ALLOWANCE HOLDER CODE
080              PLAN AMOUNTS FOR BUDG 6E-90-1
081              SCS ACTIVITY CODE
082              SCS COST CENTER
083              SCS CLASS CODES

TABLE NO          SELECT TABLE 002-999

ENTER = TBL SELECTION    PF1 = MAIN MENU        PF5 = REFRESH    PF7 = PREV PAGE
CLEAR = EXIT              PF2 = INQ  MENU        PF6 = TBL UPDT   PF8 = NEXT PAGE
  
```

Figure 4:9. MASC Tables – Inquiry menu (page 0008)

```

MA20000          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE NO: 0009          NATIONAL FINANCE CENTER
                        MANAGEMENT ACCOUNT STRUCTURE CODES
                        MASC TABLES - INQUIRY

TABLE NO          TABLE DESCRIPTION
-----
084              SCS REIMBURSEMENTS
085              MSPB TYPE CASE
086              DFIS ACCOUNT NUMBER
087              AMS CRC DIRECTORY
088              AMS CRC SUMMARY TITLE
089              AMS SUBCENTER SUMMARY TITLE
090              PROGRAM BLOCK/ACTIVITY TITLE
091              BUDGET PROJECT TITLE
092              DFIS TREASURY SYMBOL ACCOUNT CONVERSION
093              DFIS NFC TO USDA GEN LEDG ACCOUNT ROLLUP

TABLE NO          SELECT TABLE 002-999

ENTER = TBL SELECTION    PF1 = MAIN MENU        PF5 = REFRESH    PF7 = PREV PAGE
CLEAR = EXIT              PF2 = INQ  MENU        PF6 = TBL UPDT   PF8 = NEXT PAGE
  
```

Figure 4:10. MASC Tables – Inquiry menu (page 0009)

```

MA20000          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE NO: 0010          NATIONAL FINANCE CENTER
                        MANAGEMENT ACCOUNT STRUCTURE CODES
                        MASC TABLES - INQUIRY

TABLE NO          TABLE DESCRIPTION
-----
094              DFIS USDA GEN LEDGER ACCOUNT DESCRIPTION
095              DFIS TREASURY SYMBOL DESCRIPTION
096              DFIS TREASURY SYMBOL CONSOLIDATION
097              ORGANIZATION CODE
098              CONSOLIDATED FINANCIAL STATEMENTS
099              COST RESPONSIBILITY CENTER
102              FOREST SERVICE FFIS PCAS TABLE
192              DFIS TREASURY SYMBOL ACCOUNT CONVERSION
193              DFIS NFC TO USDA GENERAL LEDGER
194              DFIS USDA GENERAL LEDGER ACCOUNT DESCRIP

TABLE NO          SELECT TABLE 002-999

ENTER = TBL SELECTION    PF1 = MAIN MENU    PF5 = REFRESH    PF7 = PREV PAGE
CLEAR = EXIT              PF2 = INQ  MENU    PF6 = TBL UPDT   PF8 = NEXT PAGE
    
```

Figure 4:11. MASC Tables – Inquiry menu (page 0010)

```

MA20000          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE NO: 0011          NATIONAL FINANCE CENTER
                        MANAGEMENT ACCOUNT STRUCTURE CODES
                        MASC TABLES « INQUIRY

TABLE NO          TABLE DESCRIPTION
-----
195              DFIS TREASURY SYMBOL DESCRIPTION
196              DFIS TREASURY SYMBOL CONSOLIDATION
302              FOREST SERVICE CONTRA FUND CODES
305              TREASURY SYMBOL/DESCRIPTION
306              APPROPRIATION CODES/DESCRIPTIONS
310              FOREST SERVICE STRUCTURED MGMT. CODES
311              FOREST SERVICE AD-729 VALIDATION
315              FS FUND CODE/WORK ACTIVITY COMBINATIONS
316              FS UNIT REGION/UNIT CODE/DESCRIPTION
317              FS SUB UNIT CODE/DESCRIPTION

TABLE NO          SELECT TABLE 002«999

ENTER = TBL SELECTION    PF1 = MAIN MENU    PF5 = REFRESH    PF7 = PREV PAGE
CLEAR = EXIT              PF2 = INQ  MENU    PF6 = TBL UPDT   PF8 = NEXT PAGE
    
```

Figure 4:12. MASC Tables – Inquiry menu (page 0011)

```

MA20000          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE NO: 0012          NATIONAL FINANCE CENTER
                        MANAGEMENT ACCOUNT STRUCTURE CODES
                        MASC TABLES « INQUIRY

TABLE NO          TABLE DESCRIPTION
-----
319              FS REGION CODE/DESCRIPTION
320              IRS ELEMENT VALIDATION TABLE
323              FS UNIT SYMBOL AND DESCRIPTION
324              FOREST SERVICE MAILING ADDRESSES
330              FS APPROPRIATIONS FOR COLLECTIONS ONLY
341              FOREST SERVICE FUND/PROJECT
342              FOREST SERVICE FUND CODE ROLL
347              FOREST SERVICE FUND/BUDG ID
348              FOREST SERVICE BUDGET ID
395              DFIS TREASURY SYMBOL DESCRIPTION

TABLE NO          SELECT TABLE 002<999

ENTER = TBL SELECTION    PF1 = MAIN MENU        PF5 = REFRESH    PF7 = PREV PAGE
CLEAR = EXIT             PF2 = INQ  MENU       PF6 = TBL UPDT   PF8 = NEXT PAGE
    
```

Figure 4:13. MASC Tables – Inquiry menu (page 0012)

```

MA20000          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE NO: 0013          NATIONAL FINANCE CENTER
                        MANAGEMENT ACCOUNT STRUCTURE CODES
                        MASC TABLES —INQUIRY

TABLE NO          TABLE DESCRIPTION
-----
401              DFIS TO FACTSII ACCOUNT NUMBER
402              FACTSII FOOTNOTE TABLE
403              FACTSII TREASURY SYMBOL TABLE

TABLE NO          SELECT TABLE 002-999
                  NO MORE RECORDS SELECTED FOR PF8
ENTER = TBL SELECTION    PF1 = MAIN MENU        PF5 = REFRESH    PF7 = PREV PAGE
CLEAR = EXIT             PF2 = INQ  MENU       PF6 = TBL UPDT   PF8 = NEXT PAGE
    
```

Figure 4:14. MASC Tables – Inquiry menu (page 0013)

Viewing MASC Tables 002–011

Instructions for viewing MASC tables 002–011 are provided below.

Table 002, Forest Service Contra Fund Codes

Source Menu: MASC Tables – Inquiry

Forest Service Contra Fund Codes (**Figure 4:15**) is Table 002 on the MASC Tables – Inquiry menu (**Figure 4:2**). This option is used to query Forest Service contra fund codes.



The inquiry screen for Table 002 contains the same data elements as the update screen for Table 002.

```
MA20200          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000      NATIONAL FINANCE CENTER
                MANAGEMENT ACCOUNT STRUCTURE CODES
                FOREST SERVICE CONTRA FUND CODES - INQUIRY

PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY
*****
FUND CODE:

FUND CODE      CONTRA FUND CODE
-----

ENTER = INQY  PF1 = MAIN MENU  PF5 = REFRESH  PF7 = PREV PAGE
CLEAR = EXIT  PF2 = TBL  MENU  PF6 = TBL02 UPDT  PF8 = NEXT PAGE
```

Figure 4:15. Table 002 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key field (Fund Code) using the instructions for this field under **Table 002, Forest Service Contra Fund Codes Field Instructions**. Press **[Enter]**. The selected record is displayed.



If the data for the key field is unknown, you may type partial data and press **[Enter]**. The system selects and displays a range of records based on the partial data entered.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 003, Object Class Descriptions

Source Menu: MASC Tables – Inquiry

Object Class Descriptions (**Figure 4:16**) is Table 003 on the MASC Tables – Inquiry menu (**Figure 4:2**). This option is used to query object class descriptions in MASC.



Note

The inquiry screen for Table 003 contains the same data elements as the update screen for Table 003.

```

MA20300          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   OBJECT CLASS DESCRIPTIONS - INQUIRY
PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY
*****
OBJECT CLASS:          SYSTEM CODE:

OBJ CLASS   SYS CODE   SYS NAME
-----

ENTER = INQ.   PF1 = MAIN MENU   PF5 = REFRESH   PF7 = PREV PAGE
CLEAR = EXIT   PF2 = TBL MENU    PF6 = TBL03 UPDT PF8 = NEXT PAGE
                PF9 = TBL03 RPT SEL PF10 = PAGE #   PF12 = PG RIGHT
    
```

Figure 4:16. Table 003 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key fields (Object Class and System Code) using the instructions for these fields under [Table 003, Object Class Descriptions Field Instructions](#).. Press **[Enter]**. The selected record is displayed.



Note

If the complete data for the key fields is unknown, you may type partial data and press **[Enter]**. The system selects and displays a range of records based on the partial data entered.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 004, Agency Codes And Descriptions

Source Menu: MASC Tables – Inquiry

Agency Codes and Descriptions (**Figure 4:17**) is Table 004 on the MASC Tables – Inquiry menu (**Figure 4:2**). This option is used to query Treasury and Office of Management and Budget (OMB) agency codes and descriptions for NFC-assigned agency codes.



Note

The inquiry screen for Table 004 contains the same data elements as the update screen for Table 004.

```

MA20400          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   AGENCY CODES AND DESCRIPTIONS - INQUIRY

PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY
*****
NFC AGENCY:
NFC              TR SVC                      DP  DP
AG  ABBRV  AG AG          NFC AGENCY DESCRIPTION          CD  ID
-----

ENTER = INQ.  PF1 = MAIN MENU  PF5 = REFRESH    PF7 = PREV PAGE
CLEAR = EXIT  PF2 = TBL MENU   PF6 = TBL04 UPDT  PF8 = NEXT PAGE PF12 = RIGHT
    
```

Figure 4:17. Table 004 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key field (NFC Agency) using the instructions for this field under **Table 004, Agency Codes And Descriptions Field Instructions**. Press **[Enter]**. The selected record is displayed.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 005, Treasury Symbol/Description

Source Menu: *MASC Tables – Inquiry*

Treasury Symbol/Description (**Figure 4:18**) is Table 005 on the MASC Tables – Inquiry menu (**Figure 4:2**). This option is used to query titles based on Treasury symbols for budget cost reports, and Treasury symbols for test of invalid appropriation codes in the general ledger and 3-digit appropriation codes for Forest Service reports.



Note

The inquiry screen for Table 005 contains the same data elements as the update screen for Table 005.

```

MA20500          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   TREASURY SYMBOL/DESCRIPTION - INQUIRY
MUST ENTER AGENCY AND/OR PARTIAL OR COMPLETE KEY
*****
AGENCY:          FISCAL YR:          TREASURY SYM:

AG  FY  TREASURY SYM  APPRN  ALPHA-DESC-1
-----

ENTER = INQ.   PF1 = MAIN MENU   PF5 = REFRESH   PF7 = PREV PAGE
CLEAR = EXIT   PF2 = TBL MENU    PF6 = TBL05 UPDT PF8 = NEXT PAGE
               PF9 = TBL05 RPT SEL PF10 = PAGE #   PF12 = PG RIGHT
    
```

Figure 4:18. Table 005 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key fields (Agency, Fiscal Yr, and Treasury Sym) using the instructions for these fields under **Table 005, Treasury Symbol/Description Field Instructions**. Press **[Enter]**. The selected record is displayed.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 006, Appropriation Codes/Descriptions

Source Menu: *MASC Tables – Inquiry*

Appropriation Codes/Descriptions (**Figure 4:19**) is Table 006 on the MASC Tables – Inquiry menu (**Figure 4:2**). This option is used to query Treasury symbols for appropriation codes, verification of appropriation codes and Treasury symbols, and alpha descriptions for appropriation codes.



Note

The inquiry screen for Table 006 contains the same data elements as the update screen for Table 006.

```

MA20600          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   APPROPRIATION CODES/DESCRIPTIONS - INQUIRY
MUST ENTER AGENCY AND/OR PARTIAL OR COMPLETE KEY
*****
AGENCY:           FISCAL YR:           APPROPRIATION:

AG   FY   APPRN   TREASURY SYMBOL   ABBRV
-----

ENTER = INQ.   PF1 = MAIN MENU       PF5 = REFRESH       PF7 = PREV PAGE
CLEAR = EXIT   PF2 = TBL  MENU         PF6 = TBL06 UPDT   PF8 = NEXT PAGE
                PF9 = TBL06 RPT SEL   PF10 = PAGE #      PF12 = PG RIGHT
    
```

Figure 4:19. Table 006 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key fields (Agency, Fiscal Yr, and Appropriation) using the instructions for these fields under [Table 006, Appropriation Codes/Descriptions Field Instructions](#). Press **[Enter]**. The selected record is displayed.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 007, FS Fund Code/Work Activity Sweep

Source Menu: *MASC Tables – Inquiry*

FS Fund Code/Work Activity Sweep (**Figure 4:20**) is Table 007 on the MASC Tables – Inquiry menu (**Figure 4:2**). This option is used to query codes which are used in a special sweep process to modify Forest Service master files.



The inquiry screen for Table 007 contains the same data elements as the update screen for Table 007.

```

MA20700          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   FOREST SERVICE FUND CODE/WORK ACTIVITY SWEEP - INQUIRY
PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY
*****
FUND CODE {FROM}:          WORK ACTIVITY {FROM}:

===== FROM =====          ===== TO =====
FUND CODE  WORK ACTIVITY          FUND CODE  WORK ACTIVITY  TREASURY SYM  GROUP
-----

ENTER = INQ.  PF1 = MAIN MENU  PF5 = REFRESH          PF7 = PREV PAGE
CLEAR = EXIT  PF2 = TBL MENU   PF6 = TBL07 UPDT     PF8 = NEXT PAGE
    
```

Figure 4:20. Table 007 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key fields (Fund Code {From} and Work Activity {From}) using the instructions for these fields under **Table 007, FS Fund Code/Work Activity Sweep Field Instructions**. Press **[Enter]**. The selected record is displayed.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 008, Fund Code/Acct Station

Source Menu: *MASC Tables – Inquiry*

Fund Code/Acct Station (**Figure 4:21**) is Table 008 on the MASC Tables – Inquiry menu (**Figure 4:2**). This option is used to query codes which are used in a special sweep process to modify Forest Service master files.



Note

The inquiry screen for Table 008 contains the same data elements as the update screen for Table 008.

```

MA20800          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   FUND CODE/ACCT STATION - INQUIRY
PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY
*****
FUND CODE:
FUND CODE  AGENCY  AGENCY ACRONYM  ACCOUNTING STATION  DELETE CODE
-----

```

ENTER = INQ. PF1 = MAIN MENU PF5 = REFRESH PF7 = PREV PAGE
 CLEAR = EXIT PF2 = TBL MENU PF6 = TBL08 UPDT PF8 = NEXT PAGE

Figure 4:21. Table 008 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key field (Fund Code) using the instructions for this field under **Table 008, Fund Code/Acct Station Field Instructions**. Press **[Enter]**. The selected record is displayed.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 009, FDIC Element Validation

Source Menu: *MASC Tables – Inquiry*

FDIC Element Validation (**Figure 4:22**) is Table 009 on the MASC Tables – Inquiry menu (**Figure 4:2**). This option is used to query element validations of the accounting used on FDIC payroll/personnel documents.



The inquiry screen for Table 009 contains the same data elements as the update screen for Table 009.

```
MA20900          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   FDIC ELEMENT VALIDATION -INQUIRY

PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY
*****
AGENCY: 68          ELEMENT-ID:          ELEMENT VALUE:

ELE-ID  ELEM-VAL          EXP-TYPES
-----

ENTER = INQ.  PF1 = MAIN MENU  PF5 = REFRESH  PF7 = PREV PAGE
CLEAR = EXIT  PF2 = TBL  MENU  PF6 = TBL09 UPDT  PF8 = NEXT PAGE
```

Figure 4:22. Table 009 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key fields (Element-ID and Element Value) using the instructions for these fields under **Table 009, FDIC Element Validation Field Instructions**. Press **[Enter]**. The selected record is displayed.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 010, Forest Service Structured Mgmt Codes

Source Menu: *MASC Tables – Inquiry*

Forest Service Structured Mgmt Codes (**Figure 4:23**) is Table 010 on the MASC Tables – Inquiry menu (**Figure 4:2**). This option is used to query valid structured management codes common to all regions within the Forest Service.



The inquiry screen for Table 010 contains the same data elements as the update screen for Table 010.

```

PAGE: 0000
                NATIONAL FINANCE CENTER
                MANAGEMENT ACCOUNT STRUCTURE CODES
                FOREST SERVICE STRUCTURED MANAGEMENT CODES - INQUIRY

PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY
*****
AGENCY: 11      REGION:          UNIT:          MGT-CD:

REGION          UNIT          MGT-CD    APP-FLD    SUB          COLL        FUND-CD    ACTION
-----

```

ENTER = INQ. PF1 = MAIN MENU PF5 = REFRESH PF7 = PREV PAGE
 CLEAR = EXIT PF2 = TBL MENU PF6 = TBL10 UPDT PF8 = NEXT PAGE PF12 = RIGHT

Figure 4:23. Table 010 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key fields (Region, Unit, and Mgt-Cd) using the instructions for these fields under **Table 010, Forest Service Structured Mgmt. Codes Field Instructions**. Press **[Enter]**. The selected record is displayed.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 011, Forest Service AD-729 Validation

Source Menu: *MASC Tables – Inquiry*

Forest Service AD-729 Validation (**Figure 4:24**) is Table 011 on the MASC Tables – Inquiry Menu (**Figure 4:2**). This option is used to query validations of Forest Service fund codes to established management codes.



The inquiry screen for Table 011 contains the same data elements as the update screen for Table 011.

```
MA21100          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   FOREST SERVICE AD-729 VALIDATION - INQUIRY

PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY
*****
FUND CODE:FY          BASE:          MYR:

FY  BASE  MYR  APPRN          TR SYMBOL          TS GRP TS DESCRIPTION
-----

ENTER = INQ.  PF1 = MAIN MENU  PF5 = REFRESH  PF7 = PREV PAGE
CLEAR = EXIT  PF2 = TBL  MENU  PF6 = TBL11 UPDT  PF8 = NEXT PAGE
```

Figure 4:24. Table 011 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key fields (Fund Code: FY, Base, and Myr) using the instructions for these fields under **Table 011, Forest Service AD-729 Validation Field Instructions**. Press **[Enter]**. The selected record is displayed.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Viewing MASC Tables 012–022

Instructions for viewing MASC tables 012–022 are provided below.

Table 012, Appropriated Fund Code Description

Source Menu: MASC Tables – Inquiry

Appropriated Fund Code Description (**Figure 4:25**) is Table 012 on the MASC Tables – Inquiry menu (**Figure 4:3**). This option is used to query alpha descriptions of appropriated Treasury fund codes for budget cost reporting.



Note

The inquiry screen for Table 012 contains the same data elements as the update screen for Table 012.

```
MA21200          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   APPROPRIATED FUND CODE/DESCRIPTION - INQUIRY

PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY
*****
BASIC FOUR:          SUB-FUND:          REPORT:

BASIC FOUR  SUB-FUND  REPORT
-----

ENTER = INQ.  PF1 = MAIN MENU  PF5 = REFRESH  PF7 = PREV PAGE
CLEAR = EXIT  PF2 = TBL  MENU  PF6 = TBL12 UPDT  PF8 = NEXT PAGE  PF12 = RIGHT
```

Figure 4:25. Table 012 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key fields (Basic Four, Sub-Fund, and Report) using the instructions for these fields under **Table 012, Appropriated Fund Code Description Field Instructions**. Press **[Enter]**. The selected record is displayed.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 013, Treasury Fund Codes For Receipt Accounts

Source Menu: MASC Tables – Inquiry

Treasury Fund Codes For Receipt Accounts (**Figure 4:26**) is Table 013 on the MASC Tables – Inquiry menu (**Figure 4:3**). This option is used to query alpha descriptions of receipt accounts of Treasury fund codes for budget cost reporting.



The inquiry screen for Table 013 contains the same data elements as the update screen for Table 013.

```
MA21300          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   TREASURY FUND CODES FOR RECEIPT ACCOUNTS - INQUIRY

PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY
*****
RECEIPT ACCT FUND CD :

REC ACCT      REC CD      REC FUNCT
-----

ENTER = INQ.   PF1 = MAIN MENU  PF5 = REFRESH    PF7 = PREV PAGE
CLEAR = EXIT   PF2 = TBL  MENU  PF6 = TBL13 UPDT PF8 = NEXT PAGE PF12 = RIGHT
```

Figure 4:26. Table 013 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key field (Receipt Acct Fund Cd) using the instructions for this field under **Table 013, Treasury Fund Codes For Receipt Accounts Field Instructions**. Press **[Enter]**. The selected record is displayed.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 014, ERS Research Location Codes

Source Menu: MASC Tables – Inquiry

ERS Research Location Codes (**Figure 4:27**) is Table 014 on the MASC Tables – Inquiry menu (**Figure 4:3**). This option is used to query Economics Research Service (ERS) research location code titles for budget cost reporting.



The inquiry screen for Table 014 contains the same data elements as the update screen for Table 014.

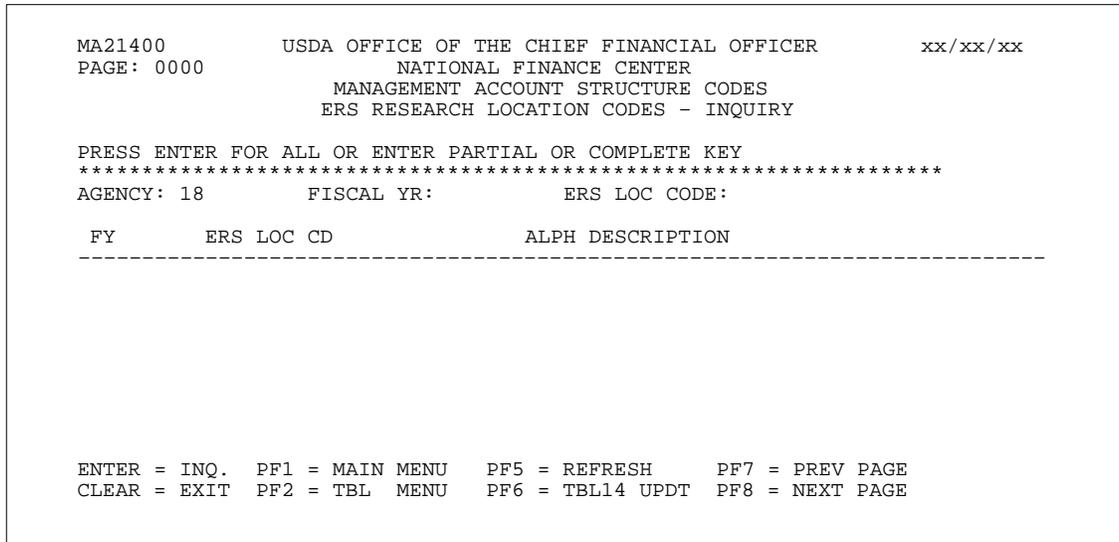


Figure 4:27. Table 014 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key fields (Fiscal Year and ERS Loc Code) using the instructions for these fields under **Table 014, ERS Research Location Codes Field Instructions**. Press **[Enter]**. The selected record is displayed.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 015, FS Fund Code/Work Activity Combinations

Source Menu: *MASC Tables – Inquiry*

FS Fund Code/Work Activity Combinations (**Figure 4:28**) is Table 015 on the MASC Tables – Inquiry menu (**Figure 4:3**). This option is used to query validations of Forest Service fund code/work activity combinations contained in the accounting.



The inquiry screen for Table 015 contains the same data elements as the update screen for Table 015.

```

MA21500          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   FOREST SERVICE FUND CODE/WORK ACTIVITY COMBINATIONS - INQUIRY

PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY
*****
FUND CODE:FY      BASE:      MYR:      WORK-ACT:

FY              BASE      MYR      WORK-ACT      ACCT-CK      OTH-CK
-----

ENTER = INQ.  PF1 = MAIN MENU  PF5 = REFRESH  PF7 = PREV PAGE
CLEAR = EXIT  PF2 = TBL  MENU  PF6 = TBL15 UPDT  PF8 = NEXT PAGE
    
```

Figure 4:28. Table 015 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key fields (Fund Code: FY, Base, Myr, and Work-Act) using the instructions for these fields under [Table 015, FS Fund Code/Work Activity Combinations Field Instructions](#). Press **[Enter]**. The selected record is displayed.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 016, FS Region/Unit Code/Description

Source Menu: *MASC Tables – Inquiry*

FS Region/Unit Code/Description (**Figure 4:29**) is Table 016 on the MASC Tables – Inquiry menu (**Figure 4:3**). This option is used to query validation of unit codes, unit code names for budget cost reporting, and unit names for reporting MASC-FS.



Note

The inquiry screen for Table 016 contains the same data elements as the update screen for Table 016.

```

MA21600          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   FOREST SERVICE REGION/UNIT CODE/DESCRIPTION - INQUIRY

PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY
*****
REGION:           UNIT:
REG UNIT         ALPHA-DESC-1          ST      STATE      NFC      DG
                   CD      NAME      REM-ID  REM-ID
-----
ENTER = INQ.    PF1 = MAIN MENU    PF5 = REFRESH    PF7 = PREV PAGE
CLEAR = EXIT    PF2 = TBL  MENU    PF6 = TBL16 UPDT PF8 = NEXT PAGE
    
```

Figure 4:29. Table 016 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key fields (Region and Unit) using the instructions for these fields under **Table 016, FS Region/Unit Code/Description Field Instructions**. Press **[Enter]**. The selected record is displayed.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 017, FS Sub Unit Code/Description

FS Sub Unit Code/Description (**Figure 4:30**) is Table 017 on the MASC Tables – Inquiry menu (**Figure 4:3**). This option is used to query validation of sub unit codes, sub unit names for budget cost reporting, and sub unit names for reporting MASC–FS.



The inquiry screen for Table 017 contains the same data elements as the update screen for Table 017.

```

MA21700          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   FOREST SERVICE SUB-UNIT CODE/DESCRIPTION - INQUIRY

PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY
*****
REGION:           UNIT:           SUB UNIT:

REG      UNIT      SUB-UNIT      ALPHA DESCRIPTION
-----

ENTER = INQ.   PF1 = MAIN MENU   PF5 = REFRESH   PF7 = PREV PAGE
CLEAR = EXIT   PF2 = TBL  MENU   PF6 = TBL17 UPDT PF8 = NEXT PAGE
    
```

Figure 4:30. Table 017 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key fields (Region, Unit, and Sub Unit) using the instructions for these fields under [Table 017, FS Sub Unit Code/Description Field Instructions](#). Press **[Enter]**. The selected record is displayed.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 019, FS Region Code/Description

Source Menu: *MASC Tables – Inquiry*

FS Region Code/Description (**Figure 4:31**) is Table 019 on the MASC Tables – Inquiry menu (**Figure 4:3**). This option is used to query validation of region numbers for the management code master file, region names for budget cost reporting, and region names for reporting MASC–FS.



Note The inquiry screen for Table 019 contains the same data elements as the update screen for Table 019.

```

MA21900          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   FOREST SERVICE REGION CODE/DESCRIPTION - INQUIRY

PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY
*****
REGION:

REG              ALPHA-DESC-1                      ALPHA-DESC-2
-----

ENTER = INQ.  PF1 = MAIN MENU  PF5 = REFRESH    PF7 = PREV PAGE
CLEAR = EXIT  PF2 = TBL  MENU  PF6 = TBL19 UPDT  PF8 = NEXT PAGE
    
```

Figure 4:31. Table 019 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key field (Region) using the instructions for this field under **Table 019, FS Region Code/Description Field Instructions**. Press **[Enter]**. The selected record is displayed.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 020, IRS Element Validation Table

Source Menu: *MASC Tables – Inquiry*

IRS Element Validation Table (**Figure 4:32**) is Table 020 on the MASC Tables–Inquiry menu (**Figure 4:3**). This option is used to query codes which are used to validate IRS accounting data.



Note

The inquiry screen for Table 020 contains the same data elements as the update screen for Table 020.

```
MA22000          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE:           NATIONAL FINANCE CENTER
                MANAGEMENT ACCOUNT STRUCTURE CODES
                INTERNAL REVENUE SERVICE - INQUIRY

ENTER ELEMENT ID OR COMPLETE KEY
*****
ELEMENT ID:           ACCOUNTING ELEMENT:

ELEMENT ID   ACCOUNTING ELEMENT   ELEMENT DESCRIPTION

ENTER = INQ.  PF1 = MAIN MENU   PF5 = REFRESH     PF7 = PREV PAGE
CLEAR = EXIT  PF2 = TBL  MENU   PF6 = TBL20 UPDT  PF8 = NEXT PAGE
```

Figure 4:32. Table 020 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key fields (Element ID and Accounting Element) using the instructions for these fields under **Table 020, IRS Element Validation Table Field Instructions**. Press **[Enter]**. The selected record is displayed.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 021, Automotive Special Purpose Codes

Source Menu: *MASC Tables – Inquiry*

Automotive Special Purpose Codes (**Figure 4:33**) is Table 021 on the MASC Tables – menu (**Figure 4:3**). This option is used to query validation of the special purpose codes located in positions 6 through 10 of the accounting received from the payment feeder systems.



Note

The inquiry screen for Table 021 contains the same data elements as the update screen for Table 021.

```

MA22100          USDA OFFICE OF FINANCE AND MANAGEMENT          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   AUTOMOTIVE SPECIAL PURPOSE CODES - INQUIRY

MUST ENTER AGENCY AND/OR PARTIAL OR COMPLETE KEY
*****
AGENCY CODE:          AUTO SPECIAL PURPOSE CODE:

AG CD          AUTO CD          OWNER TYPE
-----

ENTER = INQ.  PF1 = MAIN MENU  PF5 = REFRESH      PF7 = PREV PAGE
CLEAR = EXIT  PF2 = TBL  MENU  PF6 = TBL21 UPDT  PF8 = NEXT PAGE  PF10 = PAGE #
    
```

Figure 4:33. Table 021 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key fields (Agency Code and Auto Special Purpose Code) using the instructions for these fields under **Table 021, Automotive Special Purpose Codes Field Instructions**. Press **[Enter]**. The selected record is displayed.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 022, FIPS State Codes

Source Menu: *MASC Tables – Inquiry*

FIPS State Codes (**Figure 4:34**) is Table 022 on the MASC Tables – Inquiry menu (**Figure 4:3**). This option is used to query validation of the state codes in accordance with the Federal Information Processing Standards (FIPS) and descriptions of the state codes.



Note

The inquiry screen for Table 022 contains the same data elements as the update screen for Table 022.

```
MA22200          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   FIPS STATE CODES - INQUIRY

PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY
*****
STATE CODE:

STATE              ALPHA-DESC-1
-----

ENTER = INQ.  PF1 = MAIN MENU  PF5 = REFRESH  PF7 = PREV PAGE
CLEAR = EXIT  PF2 = TBL  MENU  PF6 = TBL2 UPDT  PF8 = NEXT PAGE
```

Figure 4:34. Table 022 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key field (State Code) using the instructions for this field under **Table 022, FIPS State Codes Field Instructions**. Press **[Enter]**. The selected record is displayed.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Viewing MASC Tables 023–032

Instructions for viewing MASC tables 023–032 are provided below.

Table 023, FS Unit Symbol And Description

Source Menu: MASC Tables – Inquiry

FS Unit Symbol and Description (**Figure 4:35**) is Table 023 on the MASC Tables – Inquiry menu (**Figure 4:4**). This option is used to query Forest Service geographic area location descriptions for budget cost reporting.



Note

The inquiry screen for Table 023 contains the same data elements as the update screen for Table 023.

```
MA22300          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   FOREST SERVICE UNIT SYMBOL AND DESCRIPTION - INQUIRY

PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY
*****
FS UNIT SYMBOL:

FS SYM          ALPHA-DESC-1          ALPHA-DESC-2
-----

ENTER = INQ.  PF1 = MAIN MENU  PF5 = REFRESH  PF7 = PREV PAGE
CLEAR = EXIT  PF2 = TBL  MENU  PF6 = TBL23 UPDT  PF8 = NEXT PAGE
```

Figure 4:35. Table 023 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key field (FS Unit Symbol) using the instructions for this field under **Table 023, FS Unit Symbol And Description Field Instructions**. Press **[Enter]**. The selected record is displayed.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 024, Forest Service Mailing Addresses

Source Menu: MASC Tables – Inquiry

Forest Service Mailing Addresses (**Figure 4:36**) is Table 024 on the MASC Tables – menu (**Figure 4:4**). This option is used to query Forest Service mailing addresses for budget cost reporting.



The inquiry screen for Table 024 contains the same data elements as the update screen for Table 024.

```

MA22400                                MANAGEMENT ACCOUNT STRUCTURE CODES                xx/xx/xx
PAGE: 0000                            FOREST SERVICE MAILING ADDRESSES - INQUIRY

PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY

*****
REGION:                               UNIT:                AGENCY: 11        SUB-UNIT:
REG  UNIT      SUB UNIT      ADDRESS-1
-----

```

ENTER = INQ. PF1 = MAIN MENU PF5 = REFRESH PF7 = PREV PAGE
CLEAR = EXIT PF2 = TBL MENU PF6 = TBL24 UPDT PF8 = NEXT PAGE
 PF9 = TBL24 RPT SEL PF12 = PG RIGHT

Figure 4:36. Table 024 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key field (Region, Unit, and Sub-unit) using the instructions for these fields under [Table 024, Forest Service Mailing Addresses Field Instructions](#). Press **[Enter]**. The selected record is displayed.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 025, ERS Program Area/Descriptions

Source Menu: MASC Tables – Inquiry

ERS Program Area/Descriptions (**Figure 4:37**) is Table 025 on the MASC Tables – Inquiry menu (**Figure 4:4**). This option is used to query Economics Research Service (ERS) program area code location descriptions for budget cost reporting.



The inquiry screen for Table 025 contains the same data elements as the update screen for Table 025.

```

MA22500          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   ERS PROGRAM AREA/DESCRIPTIONS - INQUIRY

PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY
*****
AGENCY: 18          FISCAL YEAR:          PROGRAM AREA:

  FY      PG AREA      ALPHA-DESC-1
-----

ENTER = INQ.  PF1 = MAIN MENU  PF5 = REFRESH  PF7 = PREV PAGE
CLEAR = EXIT  PF2 = TBL  MENU  PF6 = TBL25 UPDT  PF8 = NEXT PAGE
    
```

Figure 4:37. Table 025 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key fields (Fiscal Year and Program Area) using the instructions for these fields under **Table 025, ERS Program Area/Descriptions Field Instructions**. Press **[Enter]**. The selected record is displayed.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 026, EMS Publication Codes

Source Menu: *MASC Tables – Inquiry*

EMS Publication Codes (**Figure 4:38**) is Table 026 on the MASC Tables – Inquiry menu (**Figure 4:4**). This option is used to query Economics Management Staff (EMS) codes which are used to produce Budget Cost report descriptions.



The inquiry screen for Table 026 contains the same data elements as the update screen for Table 026.

```
MA22600          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   EMS PUBLICATION CODES - INQUIRY

PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY
*****
PUBLICATION CODES:

PUBLICATION CODES      DESCRIPTION
-----

ENTER = INQ.   PF1 = MAIN MENU   PF5 = REFRESH   PF7 = PREV PAGE
CLEAR = EXIT   PF2 = TBL. MENU   PF6 = TBL26 UPDT PF8 = NEXT PAGE
```

Figure 4:38. Table 026 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key field (Publication Codes) using the instructions for these fields under [Table 026, EMS Publication Codes Field Instructions](#). Press **[Enter]**. The selected record is displayed.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 027, FSIS Accounting Data

Source Menu: *MASC Tables – Inquiry*

FSIS Accounting Data (**Figure 4:39**) is Table 027 on the MASC Tables – Inquiry menu (**Figure 4:4**). This option is used to query validations of Food Safety and Inspection Service (FSIS) accounting data combinations.



Note

The inquiry screen for Table 027 contains the same data elements as the update screen for Table 027.

```

MA22700          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   FSIS ACCOUNTING DATA - INQUIRY

PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY
*****
AGENCY: 37          FISCAL YR:          MANAGEMENT CODE:
APPROPRIATION:     BUDGET ACTIVITY:        ORG LOCATION:
FY      MAN.CODE   APPROP      BUDG ACT   ORG LOC
-----

ENTER = INQ.  PF1 = MAIN MENU  PF5 = REFRESH  PF7 = PREV PAGE
CLEAR = EXIT  PF2 = TBL  MENU  PF6 = TBL27 UPDT  PF8 = NEXT PAGE
    
```

Figure 4:39. Table 027 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key fields (Fiscal Yr, Management Code, Appropriation, Budget Activity, and Org Location) using the instructions for these fields under **Table 027, FSIS Accounting Data Field Instructions**. Press **[Enter]**. The selected record is displayed.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 028, FSIS Budget Activity

Source Menu: MASC Tables – Inquiry

FSIS Budget Activity (**Figure 4:40**) is Table 028 on the MASC Tables – Inquiry menu (**Figure 4:4**). This option is used to query validation of budget activity codes and descriptions for budget cost reporting.



Note

The inquiry screen for Table 028 contains the same data elements as the update screen for Table 028.

```
MA22800          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   FSIS BUDGET ACTIVITY - INQUIRY

PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY
*****
AGENCY:           FISCAL YEAR:           BUDGET ACTIVITY:
AG      FY      BUDG ACT           ALPHA-DESC-1
-----

ENTER = INQ.   PF1 = MAIN MENU   PF5 = REFRESH   PF7 = PREV PAGE
CLEAR = EXIT   PF2 = TBL  MENU   PF6 = TBL28 UPDT PF8 = NEXT PAGE
```

Figure 4:40. Table 028 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key fields (Agency, Fiscal Year, and Budget Activity) using the instructions for these fields under **Table 028, FSIS Budget Activity Field Instructions**. Press **[Enter]**. The selected record is displayed.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 029, FSIS Organization Location Codes

Source Menu: *MASC Tables – Inquiry*

FSIS Organization Location Codes (**Figure 4:41**) is Table 029 on the MASC Tables – Inquiry menu (**Figure 4:4**). This option is used to query validation of organization location codes and descriptions for budget cost reporting.



Note

The inquiry screen for Table 029 contains the same data elements as the update screen for Table 029

```

MA22900          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   FSIS ORGANIZATION LOCATION CODES - INQUIRY

PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY
*****
AGENCY:           ORGANIZATION LOCATION

AG              ORGAN LOC              ALPHA-DESC-1
-----

ENTER = INQ.   PF1 = MAIN MENU   PF5 = REFRESH   PF7 = PREV PAGE
CLEAR = EXIT   PF2 = TBL  MENU   PF6 = TBL29 UPDT  PF8 = NEXT PAGE
    
```

Figure 4:41. Table 029 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key fields (Agency and Organization Location) using the instructions for these fields under [Table 029, FSIS Organization Location Codes Field Instructions](#). Press **[Enter]**. The selected record is displayed.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 030, FS Appropriations For Collections Only

Source Menu: *MASC Tables – Inquiry*

FS Appropriations For Collections Only (**Figure 4:42**) is Table 030 on the MASC Tables – Inquiry menu (**Figure 4:4**). This option is used to query Forest Service appropriations limited to collection transactions only.



The inquiry screen for Table 030 contains the same data elements as the update screen for Table 030.

```
MA23000          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   FOREST SERVICE APPROPRIATIONS FOR COLLECTIONS ONLY - INQUIRY

PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY
*****
AGENCY: 11          APPROPRIATION:

APPROPRIATION
-----

ENTER = INQ.   PF1 = MAIN MENU   PF5 = REFRESH   PF7 = PREV PAGE
CLEAR = EXIT   PF2 = TBL  MENU   PF6 = TBL30 UPDT PF8 = NEXT PAGE
```

Figure 4:42. Table 030 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key field (Appropriation) using the instructions for this field under [Table 030, FS Appropriations For Collections Only Field Instructions](#). Press **[Enter]**. The selected record is displayed.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 031, Dept Of Justice OSC/ACC Default Table

Source Menu: *MASC Tables – Inquiry*

Dept of Justice OSC/ACC Default Table (**Figure 4:43**) is Table 031 on the MASC Tables – Inquiry menu (**Figure 4:4**). This option is used to query default accounting codes used for payroll processing by the Department of Justice.



Note

The inquiry screen for Table 031 contains the same data elements as the update screen for Table 031.

```

MA23100          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   DEPT OF JUSTICE OSC/ACC DEFAULT TABLE - INQUIRY

PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY
*****
ORG STRUCTURE CODE> AGCY:      2-LEV:      3-LEV:      4-LEV:      5-LEV:

AGCY  2-LEV 3-LEV 4-LEV  5-LEV      ACCOUNTING CLASSIFICATION CODE
-----

ENTER = INQ.  PF1 = MAIN MENU  PF5 = REFRESH  PF7 = PREV PAGE
CLEAR = EXIT  PF2 = TBL MENU   PF6 = TBL31 UPDT PF8 = NEXT PAGE
    
```

Figure 4:43. Table 031 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key fields (Agcy, 2–Lev, 3–Lev, 4–Lev, and 5–Lev) using the instructions for these fields under [Table 031, Dept Of Justice OSC/ACC Default Table Field Instructions](#). Press **[Enter]**. The selected record is displayed.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 032, Element ID Validation Table

Source Menu: *MASC Tables – Inquiry*

Element ID Validation Table (**Figure 4:44**) is Table 032 on the MASC Tables – Inquiry menu (**Figure 4:4**). This option is used to query validations on certain elements of the accounting used on Small Business Administration (SBA), Peace Corps (PU), International Boundary Water Commission (WC), and Federal Emergency Management Agency (FEMA) documents.



The inquiry screen for Table 032 contains the same data elements as the update screen for Table 032.

```
MA23200          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   ELEMENT ID VALIDATION - INQUIRY

PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY
*****
AG-CODE:          ELEM-ID          FIS-YR:          ACCT ELEM:

AG  ELE  FY  ACCT ELEM          ALPHA-DESC-1
-----

ENTER = INQ.  PF1 = MAIN MENU  PF5 = REFRESH  PF7 = PREV PAGE
CLEAR = EXIT  PF2 = TBL  MENU  PF6 = TBL32 UPDT  PF8 = NEXT PAGE
```

Figure 4:44. Table 032 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key fields (Ag–Code, Elem–ID, Fis–Yr, and Acct Elem) using the instructions for these fields under [Table 032, Element ID Validation Table Field Instructions](#). Press **[Enter]**. The selected record is displayed.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Viewing MASC Tables 033–042

Instructions for viewing MASC tables 033–42 are provided below.

Table 033, FSIS/FGIS Job Number Descriptions

Source Menu: MASC Tables – Inquiry

FSIS/FGIS Job Number Descriptions (**Figure 4:45**) is Table 033 on the MASC Tables – Inquiry menu (**Figure 4:5**). This option is used to query Food Safety and Inspection Service (FSIS)/Grain Inspection Packers And Stockyards Administration (GIPSA formerly FGIS) job code descriptions for budget cost reporting.



The inquiry screen for Table 033 contains the same data elements as the update screen for Table 033.

```
MA23300          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   FSIS/FGIS JOB NUMBER DESCRIPTIONS - INQUIRY

PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY
*****
AGENCY          FISCAL YEAR:          JOB-CODE:

AG  FY JOB CD          ALPHA-DESC-1          ALPHA-DESC-2
-----

ENTER = INQ.  PF1 = MAIN MENU  PF5 = REFRESH  PF7 = PREV PAGE
CLEAR = EXIT  PF2 = TBL  MENU  PF6 = TBL33 UPDT  PF8 = NEXT PAGE
```

Figure 4:45. Table 033 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key fields (Agency, Fiscal Year, and Job–Code) using the instructions for these fields under **Table 033, FSIS/FGIS Job Number Descriptions Field Instructions**. Press **[Enter]**. The selected record is displayed.

If the complete data for the key fields is unknown, you may type partial data and press **[Enter]**. The system selects and displays a range of records based on the partial data entered.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 034, TSP Payroll Office Number

Source Menu: MASC Tables – Inquiry

TSP Payroll Office Number (**Figure 4:46**) is Table 034 on the MASC Tables – Inquiry menu (**Figure 4:5**). This option is used to query identification and validation of the payroll office number and the Treasury symbol.



The inquiry screen for Table 034 contains the same data elements as the update screen for Table 034.

```

MA23400          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   TSP PAYROLL OFFICE NUMBER - INQUIRY

PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY
*****
PAYROLL OFFICE:

PAY OFF   APP   TREASURY SYMBOL   LOAN   LOAN PAY   LOST   LOST EARN
          APPR  TREASURY SYMBOL   APPR  TREASURY SYMBOL   APPR  TREASURY SYMBOL
-----

ENTER = INQ.   PF1 = MAIN MENU   PF5 = REFRESH   PF7 = PREV PAGE
CLEAR = EXIT   PF2 = TBL  MENU   PF6 = TBL34 UPDT PF8 = NEXT PAGE
    
```

Figure 4:46. Table 034 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key field (Payroll Office) using the instructions for this field under **Table 034, TSP Payroll Office Number Field Instructions**. Press **[Enter]**. The selected record is displayed.

If the complete data for the key fields is unknown, you may type partial data and press **[Enter]**. The system selects and displays a range of records based on the partial data entered.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 035, NPS Cost Account Table

Source Menu: MASC Tables – Inquiry

NPS Cost Account Table (**Figure 4:47**) is Table 035 on the MASC Tables – Inquiry menu (**Figure 4:5**). This option is used to query validation of National Park Service (NPS) cost account locations, Treasury symbols, and appropriated fiscal year indicators and fund codes for budget cost reporting.



The inquiry screen for Table 035 contains the same data elements as the update screen for Table 035.

```

MA23500          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   NPS COST ACCOUNT - INQUIRY

PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY
*****
COST ACCOUNT:

COST ACCOUNT      TREASURY SYM      APPR FY      APPR FUND CD
-----

ENTER = INQ.  PF1 = MAIN MENU  PF5 = REFRESH  PF7 = PREV PAGE
CLEAR = EXIT  PF2 = TBL  MENU  PF6 = TBL35 UPDT  PF8 = NEXT PAGE PF10 = PAGE #
    
```

Figure 4:47. Table 035 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key field (Cost Account) using the instructions for this field under [Table 035, NPS Cost Account Table Field Instructions](#). Press **[Enter]**. The selected record is displayed.

If the complete data for the key fields is unknown, you may type partial data and press **[Enter]**. The system selects and displays a range of records based on the partial data entered.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 036, FGIS Mailing Addresses

Source Menu: *MASC Tables – Inquiry*

FGIS Mailing Addresses (**Figure 4:48**) is Table 036 on the MASC Tables – Inquiry menu (**Figure 4:5**). This option is used to query Food Safety and Inspection Service (FSIS) mailing addresses for budget cost reporting.



Note

The inquiry screen for Table 036 contains the same data elements as the update screen for Table 036.

```

MA23600          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   FGIS MAILING ADDRESSES - INQUIRY
PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY
*****
AGENCY:           CONTROL NUMBER:

AG      CONTROL NUMBER          ADDRESS-1
-----

ENTER = INQ.      PF1 = MAIN MENU      PF5 = REFRESH      PF7 = PREV PAGE
CLEAR = EXIT      PF2 = TBL MENU      PF6 = TBL36 UPDT  PF8 = NEXT PAGE
                  PF9 = TBL36 RPT SEL  PF12 = PG RIGHT
    
```

Figure 4:48. Table 036 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key fields (Agency and Control Number) using the instructions for these fields under [Table 036, FGIS Mailing Addresses Field Instructions](#). Press **[Enter]**. The selected record is displayed.

If the complete data for the key fields is unknown, you may type partial data and press **[Enter]**. The system selects and displays a range of records based on the partial data entered.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 037, FNS Treasury Explosion Codes

Source Menu: *MASC Tables – Inquiry*

FNS Treasury Explosion Codes (**Figure 4:49**) is Table 037 on the MASC Tables – Inquiry menu (**Figure 4:5**). This option is used to query Food and Nutrition Service (FNS) expanded accounting detail to facilitate prior year budget cost reporting.



Note

The inquiry screen for Table 037 contains the same data elements as the update screen for Table 037.

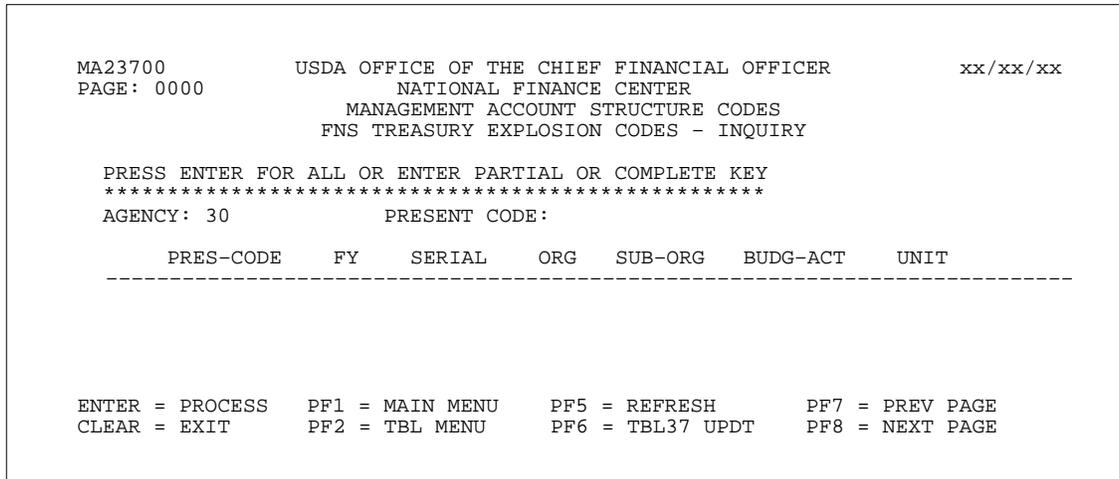


Figure 4:49. Table 037 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key field (Present Code) using the instructions for these fields under **Table 037, FNS Treasury Explosion Codes Field Instructions**. Press **[Enter]**. The selected record is displayed.

If the complete data for the key fields is unknown, you may type partial data and press **[Enter]**. The system selects and displays a range of records based on the partial data entered.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 038, OPAC Bill Tracking Table

Source Menu: *MASC Tables – Inquiry*

OPAC Bill Tracking Table (**Figure 4:50**) is Table 038 on the MASC Tables – Inquiry menu (**Figure 4:5**). This option is used to query Online Payment and Collection (OPAC) billing numbers and dates.



Table 038 is for inquiry purposes only.

```

MA23800          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   OPAC BILL TRACKING TABLE - INQUIRY

PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY
*****
BILL NO:          BILL DATE:
BILL NUMBER      CUSTOMER      BILL DATE          BILL AMOUNT
                ALC CODE
-----

ENTER = INQ.   PF1 = MAIN MENU   PF5 = REFRESH      PF8 = NEXT PAGE
CLEAR = EXIT   PF2 = TBL MENU    PF7 = PREV PAGE
    
```

Figure 4:50. Table 038 Inquiry screen

To view a specific record, complete the key fields as follows:

Bill Number *Required, alphanumeric, 6 positions*
Type the bill number.

Bill Date *Required, numeric, 6 positions*
Type the bill date.



Note

If the complete data for the key fields is unknown, you may type partial data and press **[Enter]**. The system selects and displays a range of records based on the partial data entered.

After entering the data, press **[Enter]**.

- To view all records, press **[Enter]**.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 039, Smithsonian Inst. Fund/Org Validation

Source Menu: MASC Tables – Inquiry

Smithsonian Inst. Fund/Org Validation (**Figure 4:51**) is Table 039 on the MASC Tables – Inquiry menu (**Figure 4:5**). This option is used to query Smithsonian Institute validations of accounting fund/organization on payroll/personnel documents.



Note

The inquiry screen for Table 039 contains the same data elements as the update screen for Table 039.

```

MA23900          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   SMITHSONIAN INSTITUTE FUND/ORGANIZATION VALIDATION - INQUIRY

PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY
*****
FUND/ORGANIZATION:

  FUND/ORG   DESCRIPTION
  -----

ENTER = INQ.  PF1 = MAIN MENU  PF5 = REFRESH   PF7 = PREV PAGE
CLEAR = EXIT  PF2 = TBL MENU   PF6 = TBL39 UPDT  PF8 = NEXT PAGE  PF10 = PAGE #
    
```

Figure 4:51. Table 039 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key field (Fund/Organization) using the instructions for this field under **Table 039, Smithsonian Inst. Fund/Org Validation Field Instructions**. Press **[Enter]**. The selected record is displayed.

If the complete data for the key fields is unknown, you may type partial data and press **[Enter]**. The system selects and displays a range of records based on the partial data entered.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 040, FMHA/RDA National Office Description

Source Menu: MASC Tables – Inquiry

FMHA/RDA National Office Description (**Figure 4:52**) is Table 040 on the MASC Tables – Inquiry menu (**Figure 4:5**). This option is used to query NSIIC/RHS/RUS/RBCS (formerly FMHA and RDA) national office descriptions.



The inquiry screen for Table 040 contains the same data elements as the update screen for Table 040.

```

MA24000          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   NSIIC/RHCD/RUS/RBCD NATIONAL OFFICE DESCRIPTION - INQUIRY

PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY
*****
AGENCY:          STATE:          COUNTY:

AG ST CTY      DESCRIPTION
-----

ENTER = INQ.   PF1 = MAIN MENU   PF5 = REFRESH   PF7 = PREV PAGE
CLEAR = EXIT   PF2 = TBL MENU    PF6 = TBL40 UPDT PF8 = NEXT PAGE
    
```

Figure 4:52. Table 040 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key fields (Agency, State, and County) using the instructions for these fields under [Table 040, FMHA/RDA National Office Description Field Instructions](#). Press **[Enter]**. The selected record is displayed.

If the complete data for the key fields is unknown, you may type partial data and press **[Enter]**. The system selects and displays a range of records based on the partial data entered.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 041, Forest Service Fund/Project

Source Menu: *MASC Tables – Inquiry*

Forest Service Fund/Project (**Figure 4:53**) is Table 041 on the MASC Tables – Inquiry menu (**Figure 4:5**). This option is used to query conversions of the 4-digit appropriation/function combinations to a project code, and project descriptions for year-end budget cost reporting.



The inquiry screen for Table 041 contains the same data elements as the update screen for Table 041.

```

MA24100          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   FOREST SERVICE FUND/PROJECT - INQUIRY

PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY
*****
FUND CODE:          WORK ACTIVITY:

FND-CD  ACTIV  PROJ  DESCRIPTION
-----

ENTER = INQ.  PF1 = MAIN MENU  PF5 = REFRESH  PF7 = PREV PAGE
CLEAR  = EXIT  PF2 = TBL MENU  PF6 = TBL41 UPDT  PF8 = NEXT PAGE
    
```

Figure 4:53. Table 041 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key fields (Fund Code and Work Activity) using the instructions for these fields under **Table 041, Forest Service Fund/Project**. Press **[Enter]**. The selected record is displayed.

If the complete data for the key fields is unknown, you may type partial data and press **[Enter]**. The system selects and displays a range of records based on the partial data entered.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 042, Forest Service Fund Code Roll

Source Menu: *MASC Tables – Inquiry*

Forest Service Fund Code Roll (**Figure 4:54**) is Table 042 on the MASC Tables – Inquiry menu (**Figure 4:5**). This option is used to query the *To* and *From* fund codes, group codes, and Treasury symbols to facilitate roll over of fund codes between fiscal years.



The inquiry screen for Table 042 contains the same data elements as the update screen for Table 042.

```
MA24200          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   FOREST SERVICE FUND CODE ROLL - INQUIRY

PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY
*****
FUND CODE (FROM):

FUND CODE (FROM)  FUND CODE (TO)  GROUP CODE      TREASURY SYMBOL
-----

ENTER = INQ.   PF1 = MAIN MENU   PF5 = REFRESH   PF7 = PREV PAGE
CLEAR = EXIT   PF2 = TBL MENU   PF6 = TBL42 UPDT PF8 = NEXT PAGE
```

Figure 4:54. Table 042 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key field (Fund Code From) using the instructions for this field under [Table 042, Forest Service Fund Code Roll Field Instructions](#). Press **[Enter]**. The selected record is displayed.

If the complete data for the key fields is unknown, you may type partial data and press **[Enter]**. The system selects and displays a range of records based on the partial data entered.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Viewing MASC Tables 043–052

Instructions for viewing MASC tables 043–052 are provided below.

Table 043, ERS Mailing Addresses

Source Menu: MASC Tables – Inquiry

ERS Mailing Addresses (**Figure 4:55**) is Table 043 on the MASC Tables – Inquiry menu (**Figure 4:6**). This option is used to query Economics Research Service (ERS) mailing addresses for budget cost reporting.



Note

The inquiry screen for Table 043 contains the same data elements as the update screen for Table 043.

```
MA24300          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   ERS MAILING ADDRESSES - INQUIRY
PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY
*****
CONTROL #:
CNTL#  ADDRESS 1          ADDRESS 2
-----

ENTER = INQ.    PF1 = MAIN MENU    PF5 = REFRESH    PF7 = PREV PAGE
CLEAR = EXIT    PF2 = TBL MENU    PF6 = TBL43 UPDT PF8 = NEXT PAGE
                PF9 = TBL43 RPT SEL    PF12 = PG RIGHT
```

Figure 4:55. Table 043 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key field (Control #) using the instructions for this field under **Table 043, ERS Mailing Addresses Field Instructions**. Press **[Enter]**. The selected record is displayed.

If the complete data for the key fields is unknown, you may type partial data and press **[Enter]**. The system selects and displays a range of records based on the partial data entered.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 044, ERS Internal Decision Units

Source Menu: MASC Tables – Inquiry

ERS Internal Decision Units (**Figure 4:56**) is Table 044 on the MASC Tables – Inquiry menu (**Figure 4:6**). This option is used to query Economics Research Service (ERS) validations of internal decision unit control numbers for budget cost reporting.



Note

The inquiry screen for Table 044 contains the same data elements as the update screen for Table 044.

```

MA24400          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   ERS INTERNAL DECISION UNITS - INQUIRY
MUST ENTER AGENCY AND/OR PARTIAL OR COMPLETE KEY
*****
AGENCY:           CONTROL NO:

CONTROL#         DESCRIPTION
-----

ENTER = INQ.    PF1 = MAIN MENU    PF5 = REFRESH    PF7 = PREV PAGE
CLEAR = EXIT    PF2 = TBL MENU    PF6 = TBL44 UPDT PF8 = NEXT PAGE
    
```

Figure 4:56. Table 044 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key fields (Agency and Control No.) using the instructions for these fields under **Table 044, ERS Internal Decision Units Field Instructions**. Press **[Enter]**. The selected record is displayed.

If the complete data for the key fields is unknown, you may type partial data and press **[Enter]**. The system selects and displays a range of records based on the partial data entered.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 045, Reimbursable/Development /Revenue Codes

Source Menu: MASC Tables – Inquiry

Reimbursable/Development/Revenue Codes (**Figure 4:57**) is Table 045 on the MASC Tables – Inquiry menu (**Figure 4:6**). This option is used to query validation of reimbursable agreement numbers to facilitate cost development for agencies cross-serviced by the NFC.



Note

The inquiry screen for Table 045 contains the same data elements as the update screen for Table 045.

```

MA24500          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   REIMBURSEMENT/DEVELOPMENT/REVENUE CODES - INQUIRY
PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY
*****
AGREEMENT NUMBER:

      AGRMNT #   CHARGEABLE STATUS          DESCRIPTION
-----

ENTER=INQ.     PF1=MAIN MENU     PF5=REFRESH     PF7=PREV PAGE   PF9=TBL45 RPTSEL
CLEAR=EXIT     PF2=TBL MENU      PF6=TBL45 UPDT  PF8=NEXT PAGE   PF12= PG RIGHT
    
```

Figure 4:57. Table 045 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key field (Agreement Number) using the instructions for this field under **Table 045, Reimbursement/Development/Revenue Codes Field Instructions**. Press **[Enter]**. The selected record is displayed.

If the complete data for the key fields is unknown, you may type partial data and press **[Enter]**. The system selects and displays a range of records based on the partial data entered.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 046, ERS Budget Project Codes

Source Menu: *MASC Tables – Inquiry*

ERS Budget Project Codes (**Figure 4:58**) is Table 046 on the MASC Tables – Inquiry menu (**Figure 4:6**). This option is used to query ERS and other related project descriptions for budget cost reporting.



The inquiry screen for Table 046 contains the same data elements as the update screen for Table 046.

```

MA24600          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   ERS BUDGET PROJECT CODES - INQUIRY

MUST ENTER AGENCY AND/OR PARTIAL OR COMPLETE KEY
*****
AGENCY:           FISCAL YEAR:           PROJECT CODE:

AGENCY  FY      PROJ CODE      DESCRIPTION
-----

ENTER = INQ.   PF1 = MAIN MENU   PF5 = REFRESH   PF7 = PREV PAGE
CLEAR = EXIT   PF2 = TBL MENU     PF6 = TBL46 UPDT PF8 = NEXT PAGE
    
```

Figure 4:58. Table 046 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key fields (Agency, Fiscal Year, and Project Code) using the instructions for these fields under **Table 046, ERS Budget Project Codes Field Instructions**. Press **[Enter]**. The selected record is displayed.

If the complete data for the key fields is unknown, you may type partial data and press **[Enter]**. The system selects and displays a range of records based on the partial data entered.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 047, Forest Service Fund/Budg ID

Source Menu: *MASC Tables – Inquiry*

Forest Service Fund/Budg (**Figure 4:59**) is Table 047 on the MASC Tables – Inquiry menu (**Figure 4:6**). This option is used to query Forest Service activity code descriptions for year-end budget cost reporting.



The inquiry screen for Table 047 contains the same data elements as the update screen for Table 047.

```

MA24700          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   FOREST SERVICE FUND/BUDG ID - INQUIRY

PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY
*****
FUND CODE:          PROJECT:

FND-CD  NUM  ID  ACT  DESCRIPTION
-----

ENTER = INQ.  PF1 = MAIN MENU  PF5 = REFRESH  PF7 = PREV PAGE
CLEAR = EXIT  PF2 = TBL MENU   PF6 = TBL47 UPDT  PF8 = NEXT PAGE  PF12 = RIGHT
    
```

Figure 4:59. Table 047 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key fields (Fund Code and Project) using the instructions for these fields under **Table 047, Forest Service Fund/Budg ID Field Instructions**. Press **[Enter]**. The selected record is displayed.

If the complete data for the key fields is unknown, you may type partial data and press **[Enter]**. The system selects and displays a range of records based on the partial data entered.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 048, Forest Service Budget ID

Source Menu: *MASC Tables – Inquiry*

Forest Service Budget ID (**Figure 4:60**) is Table 048 on the MASC Tables – Inquiry menu (**Figure 4:6**). This option is used to query Forest Service budget identification descriptions for budget cost reporting.



Note

The inquiry screen for Table 048 contains the same data elements as the update screen for Table 048.

```

MA24800          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   FOREST SERVICE BUDGET ID - INQUIRY

PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY
*****
BUDGET ID:

BUDG ID   DESCRIPTION
-----

ENTER = INQ.  PF1 = MAIN MENU  PF5 = REFRESH   PF7 = PREV PAGE
CLEAR = EXIT  PF2 = TBL MENU   PF6 = TBL42 UPDT PF8 = NEXT PAGE PF12 = RIGHT
    
```

Figure 4:60. Table 048 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key field (Budget ID) using the instructions for this field under **Table 048, Forest Service Budget ID Field Instructions**. Press **[Enter]**. The selected record is displayed.

If the complete data for the key fields is unknown, you may type partial data and press **[Enter]**. The system selects and displays a range of records based on the partial data entered.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 049, Alcohol, Tobacco And Firearms Validation

Source Menu: *MASC Tables – Inquiry*

Alcohol, Tobacco and Firearms Validation (**Figure 4:61**) is Table 049 on the MASC Tables – Inquiry menu (**Figure 4:6**). This option is used to query validations of element ID’s, accounting elements, and Treasury symbols for budget cost reporting.



Note

The inquiry screen for Table 049 contains the same data elements as the update screen for Table 049.

```

MA24900          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   ALCOHOL, TOBACCO AND FIREARMS - INQUIRY

PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY
*****
ELEMENT ID:          ACCOUNTING ELEMENT:
ELEMENT ID   ACCOUNTING ELEMENT   TREASURY SYMBOL   APPROPRIATION
-----
    
```

ENTER = INQ. PF1 = MAIN MENU PF5 = REFRESH PF7 = PREV PAGE
 CLEAR = EXIT PF2 = TBL MENU PF6 = TBL49 UPDT PF8 = NEXT PAGE

Figure 4:61. Table 049 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key fields (Element ID and Accounting Element) using the instructions for these fields under **Table 049, Alcohol, Tobacco And Firearms Validation Field Instructions**. Press **[Enter]**. The selected record is displayed.

If the complete data for the key fields is unknown, you may type partial data and press **[Enter]**. The system selects and displays a range of records based on the partial data entered.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 050, FAS Organization/Description

Source Menu: *MASC Tables – Inquiry*

FAS Organization/Description (**Figure 4:62**) is Table 050 on the MASC Tables – Inquiry menu (**Figure 4:6**). This option is used to query Foreign Agricultural Service (FAS) accounting code descriptions for budget cost reporting.



The inquiry screen for Table 050 contains the same data elements as the update screen for Table 050.

```
MA25000          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   FAS ORGANIZATION/DESCRIPTION - INQUIRY

PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY
*****
AGENCY: 10          ORGANIZATION:

   ORGANIZATION          DESCRIPTION
-----

ENTER = INQ.  PF1 = MAIN MENU  PF5 = REFRESH  PF7 = PREV PAGE
CLEAR = EXIT  PF2 = TBL MENU   PF6 = TBL50 UPDT PF8 = NEXT PAGE
```

Figure 4:62. Table 050 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key field (Organization) using the instructions for this field under **Table 050, FAS Organization/Description**. Press **[Enter]**. The selected record is displayed.

If the complete data for the key fields is unknown, you may type partial data and press **[Enter]**. The system selects and displays a range of records based on the partial data entered.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 051, FAS Project Codes

Source Menu: MASC Tables – Inquiry

FAS Project Codes (**Figure 4:63**) is Table 051 on the MASC Tables – Inquiry menu (**Figure 4:6**). This option is used to query Foreign Agricultural Service (FAS) project code descriptions for budget cost reporting.



Note

The inquiry screen for Table 051 contains the same data elements as the update screen for Table 051.

```
MA25100          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER      xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   FAS PROJECT CODES - INQUIRY

MUST ENTER AGENCY AND/OR PARTIAL OR COMPLETE KEY
*****
AGENCY:            PROJECT CODE:
AG      PROJ-CODE  ALPHA DESC
-----

ENTER = INQ.  PF1 = MAIN MENU  PF5 = REFRESH  PF7 = PREV PAGE
CLEAR = EXIT  PF2 = TBL  MENU  PF6 = TBL51 UPDT  PF8 = NEXT PAGE
```

Figure 4:63. Table 051 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key fields (Agency and Project Code) using the instructions for these fields under **Table 051, FAS Project Codes Field Instructions**. Press **[Enter]**. The selected record is displayed.

If the complete data for the key fields is unknown, you may type partial data and press **[Enter]**. The system selects and displays a range of records based on the partial data entered.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 052, FAS Country Codes

Source Menu: *MASC Tables – Inquiry*

FAS Country Codes (**Figure 4:64**) is Table 052 on the MASC Tables – Inquiry menu (**Figure 4:6**). Agricultural Service (FAS) country code descriptions for budget cost reporting.



Note

The inquiry screen for Table 052 contains the same data elements as the update screen for Table 052.

```
MA25200          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   FAS COUNTRY CODES - INQUIRY

PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY
*****
AGENCY: 10          COUNTRY CODE:

CNTRY CD          ALPHA DESCRIPTION
-----

ENTER = INQ.   PF1 = MAIN MENU   PF5 = REFRESH   PF7 = PREV PAGE
CLEAR = EXIT   PF2 = TBL  MENU   PF6 = TBL52 UPDT  PF8 = NEXT PAGE
```

Figure 4:64. Table 052 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key field (Country Code) using the instructions for this field under **Table 052, FAS Country Codes Field Instructions**. Press **[Enter]**. The selected record is displayed.

If the complete data for the key fields is unknown, you may type partial data and press **[Enter]**. The system selects and displays a range of records based on the partial data entered.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Viewing MASC Tables 053–063

Instructions for viewing MASC tables 053–063 are provided below.

Table 053, APHIS Area Codes

Source Menu: MASC Tables – Inquiry

APHIS Area Codes (**Figure 4:65**) is Table 053 on the MASC Tables – Inquiry menu (**Figure 4:7**). This option is used to query Animal and Plant Health Inspection Service (APHIS) validations of area codes and descriptions for budget cost reporting.



Note

The inquiry screen for Table 053 contains the same data elements as the update screen for Table 053.

```
MA25300          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   APHIS AREA CODES - INQUIRY

PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY
*****
AGENCY: 34        PROGRAM:          REGION:          AREA CODE:

PGM      REG      AREA          ALPHA DESC
-----

ENTER = INQ.  PF1 = MAIN MENU  PF5 = REFRESH  PF7 = PREV PAGE
CLEAR = EXIT  PF2 = TBL  MENU  PF6 = TBL53 UPDT  PF8 = NEXT PAGE
```

Figure 4:65. Table 053 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key fields (Program, Region, and Area Code) using the instructions for these fields under **Table 053, APHIS Area Codes Field Instructions**. Press **[Enter]**. The selected record is displayed.

If the complete data for the key fields is unknown, you may type partial data and press **[Enter]**. The system selects and displays a range of records based on the partial data entered.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 054, APHIS Addresses

Source Menu: MASC Tables – Inquiry

APHIS Addresses (**Figure 4:66**) is Table 054 on the MASC Tables – Inquiry menu (**Figure 4:7**). This option is used to query Animal and Plant Health Inspection Service (APHIS) mailing addresses for budget cost reporting.



The inquiry screen for Table 054 contains the same data elements as the update screen for Table 054.

```

MA25400          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   APHIS ADDRESSES - INQUIRY
PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY
*****
AGENCY: 34        ADDRESS CODE:

ADDR CODE        ADDRESS 1
-----

ENTER = INQ.     PF1 = MAIN MENU       PF5 = REFRESH         PF7 = PREV PAGE
CLEAR = EXIT     PF2 = TBL MENU        PF6 = TBL54 UPDT     PF8 = NEXT PAGE
                  PF9 = TBL54 RPT/LABEL SEL   PF12 = RIGHT
    
```

Figure 4:66. Table 054 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key field (Address Code) using the instructions for this field under **Table 054, APHIS Addresses Field Instructions**. Press **[Enter]**. The selected record is displayed.

If the complete data for the key fields is unknown, you may type partial data and press **[Enter]**. The system selects and displays a range of records based on the partial data entered.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 056, FAS Foreign Disbursing Office Code

Source Menu: MASC Tables – Inquiry

FAS Foreign Disbursing Office Code (**Figure 4:67**) is Table 056 on the MASC Tables – Inquiry menu (**Figure 4:7**). This option is used to query foreign Disbursing Office (D.O.) code descriptions for budget cost reporting and conversions of the the 2 position D.O. code to a 4-position code (this conversion also applies in the reverse) for internal system processing for Foreign Agricultural Service (FAS).



The inquiry screen for Table 056 contains the same data elements as the update screen for Table 056.

```

MA25600          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   FAS FOREIGN DISBURSING OFFICE CODE TABLE - INQUIRY

PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY
*****
AGENCY: 10          SYMBOL/DO CODE KEY:

DO CODE           DO SYM           ALPHA DESCRIPTION
-----

ENTER = INQ.  PF1 = MAIN MENU  PF5 = REFRESH  PF7 = PREV PAGE
CLEAR = EXIT  PF2 = TBL  MENU  PF6 = TBL56 UPDT  PF8 = NEXT PAGE
    
```

Figure 4:67. Table 056 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key field (Symbol/Do Code Key) using the instructions for this field under [Table 056, FAS Foreign Disbursing Office Code Field Instructions](#). Press **[Enter]**. The selected record is displayed.

If the complete data for the key fields is unknown, you may type partial data and press **[Enter]**. The system selects and displays a range of records based on the partial data entered.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 057, FAS Coop Projects And Expiration Date

Source Menu: MASC Tables – Inquiry

FAS Coop Projects and Expiration Date (**Figure 4:68**) is Table 057 on the MASC Tables – Inquiry menu (**Figure 4:7**). This option is used to query Foreign Agricultural Service (FAS) expiration dates of cooperator projects for budget cost reporting.



The inquiry screen for Table 057 contains the same data elements as the update screen for Table 057.

```

MA25700          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   FAS COOPERATOR PROJECTS AND EXPIRATION DATE - INQUIRY

PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY
*****
AGENCY: 10   COOP PROJ YR:      COOP PROJ #:      COOP PROJ CNTRY CD:
COOP PROJ YR      COOP PROJ NUM      COOP PROJ CNTRY CD      EXP DATE
-----

ENTER = INQ.   PF1 = MAIN MENU   PF5 = REFRESH   PF7 = PREV PAGE
CLEAR = EXIT   PF2 = TBL  MENU   PF6 = TBL57 UPDT PF8 = NEXT PAGE
    
```

Figure 4:68. Table 057 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key fields (Coop Proj Yr, Coop Proj #, and Coop Proj Cntry Cd) using the instructions for these fields under [Table 057, FAS Coop Projects And Expiration Date Field Instructions](#). Press **[Enter]**. The selected record is displayed.

If the complete data for the key fields is unknown, you may type partial data and press **[Enter]**. The system selects and displays a range of records based on the partial data entered.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 058, Cost Accounting Functions

Source Menu: *MASC Tables – Inquiry*

Cost Accounting Functions (**Figure 4:69**) is Table 058 on the MASC Tables – Inquiry menu (**Figure 4:7**). This option is used to query cost accounting functions for budget cost reporting.



Note

The inquiry screen for Table 058 contains the same data elements as the update screen for Table 058.

```

MA25800          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   COST ACCOUNTING FUNCTIONS - INQUIRY

PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY
*****
COST ACCOUNTING FUNCTIONS:

COST ACCT FUNC      ALPHA DESCRIPTION
-----

ENTER = INQ.  PF1 = MAIN MENU  PF5 = REFRESH  PF7 = PREV PAGE
CLEAR = EXIT  PF2 = TBL  MENU  PF6 = TBL58 UPDT  PF8 = NEXT PAGE
    
```

Figure 4:69. Table 058 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key field (Cost Accounting Functions) using the instructions for this field under [Table 058, Cost Accounting Functions Field Instructions](#). Press **[Enter]**. The selected record is displayed.

If the complete data for the key fields is unknown, you may type partial data and press **[Enter]**. The system selects and displays a range of records based on the partial data entered.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 059, FSIS Geographical Location

Source Menu: MASC Tables – Inquiry

FSIS Geographical Location (**Figure 4:70**) is Table 059 on the MASC Tables – Inquiry menu (**Figure 4:7**). This option is used to query Food Safety and Inspection Service (FSIS) geographical location codes relative to the accounting codes for budget cost reporting.



The inquiry screen for Table 059 contains the same data elements as the update screen for Table 059.

```

MA25900          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   FSIS GEOGRAPHICAL LOCATION TABLE - INQUIRY

PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY
*****
AGENCY: 37      MANAGEMENT CODE:

MANAG CODE          GEOGRAPHIC LOCATION
-----

ENTER = INQ.  PF1 = MAIN MENU  PF5 = REFRESH  PF7 = PREV PAGE
CLEAR = EXIT  PF2 = TBL  MENU  PF6 = TBL59 UPDT  PF8 = NEXT PAGE
    
```

Figure 4:70. Table 059 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key field (Management Code) using the instructions for this fields under **Table 059, FSIS Geographical Location Field Instructions**. Press **[Enter]**. The selected record is displayed.

If the complete data for the key fields is unknown, you may type partial data and press **[Enter]**. The system selects and displays a range of records based on the partial data entered.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 060, CCR Subcenter/Project Validation

Source Menu: *MASC Tables – Inquiry*

CCR Subcenter/Project Validation (**Figure 4:71**) is Table 060 on the MASC Tables – Inquiry menu (**Figure 4:7**). This option is used to query validation of subcenter/project accounting codes.



Note

The inquiry screen for Table 060 contains the same data elements as the update screen for Table 060.

```

MA26000          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   CCR SUBCENTER/PROJECT VALIDATION - INQUIRY

PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY
*****
SUBCENTER PROJECT:

SUB/PROJ      SUB/PROJ DESCRIPTION
-----

ENTER = INQ.  PF1 = MAIN MENU  PF5 = REFRESH  PF7 = PREV PAGE
CLEAR = EXIT  PF2 = TBL  MENU  PF6 = TBL60 UPDT  PF8 = NEXT PAGE
    
```

Figure 4:71. Table 060 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key field (Subcenter Project) using the instructions for this fields under **Table 060, CCR Subcenter/Project Validation Field Instructions**. Press **[Enter]**. The selected record is displayed.

If the complete data for the key fields is unknown, you may type partial data and press **[Enter]**. The system selects and displays a range of records based on the partial data entered.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 061, Agency Location Code

Source Menu: MASC Tables – Inquiry

Agency Location Code (**Figure 4:72**) is Table 061 on the MASC Tables – Inquiry menu (**Figure 4:7**). This option is used to query validation of agency location codes and mailing addresses.



The inquiry screen for Table 061 contains the same data elements as the update screen for Table 061.

```

MA26100          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   AGENCY LOCATION CODE - INQUIRY
PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY
*****
AGENCY LOC CODE:

AG-LOC-CD        ADDRESS-LINE-1          ADDRESS-LINE-2
-----

ENTER = INQ.      PF1=MAIN MENU      PF5=REFRESH      PF7=PREV PAGE
CLEAR = EXIT      PF2=TBL MENU      PF6=TBL61 UPDT  PF8=NEXT PAGE
                  PF9 = TBL61 RPT/LABEL SEL  PF12 = RIGHT

```

Figure 4:72. Table 061 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key field (Agency Loc Code) using the instructions for this fields under **Table 061, Agency Location Code Field Instructions**. Press **[Enter]**. The selected record is displayed.

If the complete data for the key fields is unknown, you may type partial data and press **[Enter]**. The system selects and displays a range of records based on the partial data entered.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 062, MOVIS Class Code

Source Menu: *MASC Tables – Inquiry*

MOVIS Class Code (**Figure 4:73**) is Table 062 on the MASC Tables – Inquiry menu (**Figure 4:7**). This option is used to query validation of Equipment Management Information System (EMIS) and Motor Vehicle Information System (MOVIS) class codes for reporting purposes.



The inquiry screen for Table 062 contains the same data elements as the update screen for Table 062.

```

MA26200          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   MOVIS CLASS CODE - INQUIRY

PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY
*****
AGENCY CODE:          CLASS CODE:
AG      CL-CD      MOV-CL          ALPHA-DESC-1
-----

ENTER = INQ.  PF1 = MAIN MENU  PF5 = REFRESH  PF7 = PREV PAGE
CLEAR = EXIT  PF2 = TBL  MENU  PF6 = TBL62 UPDT  PF8 = NEXT PAGE
    
```

Figure 4:73. Table 062 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key fields (Agency Code and Class Code) using the instructions for these fields under **Table 062, MOVIS Class Code Field Instructions**. Press **[Enter]**. The selected record is displayed.

If the complete data for the key fields is unknown, you may type partial data and press **[Enter]**. The system selects and displays a range of records based on the partial data entered.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 063, Application Acronym Assignment Table

Source Menu: MASC Tables – Inquiry

Application Acronym Assignment Table (**Figure 4:74**) is Table 062 on the MASC Inquiry – Update menu (**Figure 4:7**). This option is used to query system acronyms.



The inquiry screen for Table 063 contains the same data elements as the update screen for Table 063.

```
MA26300          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   APPLICATION ACRONYM ASSIGNMENT - INQUIRY

PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY
*****
ACRO NAME:
ACRO CODE
CODE  ACRO DEVELOPMENT PRODUCTION  DESCRIPTION
-----

ENTER = INQ.   PF1 = MAIN MENU   PF5 = REFRESH   PF7 = PREV PAGE
CLEAR = EXIT   PF2 = TBL MENU    PF6 = TBL63 UPDT PF8 = NEXT PAGE PF12 = RIGHT
```

Figure 4:74. Table 063 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key field (Acro Name) using the instructions for this field under [Table 063, Application Acronym Assignment Table Field Instructions](#). Press **[Enter]**. The selected record is displayed.

If the complete data for the key fields is unknown, you may type partial data and press **[Enter]**. The system selects and displays a range of records based on the partial data entered.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Viewing MASC Tables 064–073

Instructions for viewing MASC tables 064–073 are provided below.

Table 064, EMIS Manufacturer Code

Source Menu: MASC Tables – Inquiry

EMIS Manufacturer Code (**Figure 4:75**) is Table 064 on the MASC Tables – Inquiry menu (**Figure 4:8**). This option is used to query validation of Equipment Management Information System (EMIS) manufacturers' codes for reporting purposes.



Note

The inquiry screen for Table 064 contains the same data elements as the update screen for Table 064.

```
MA26400          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   EMIS MANUFACTURER CODE - INQUIRY

PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY
*****
MANUF-CD:

MANUF-CD      ALPHA-DESC-1                                     ABBREV
-----

ENTER = INQ.  PF1 = MAIN MENU  PF5 = REFRESH  PF7 = PREV PAGE
CLEAR = EXIT  PF2 = TBL  MENU  PF6 = TBL64 UPDT  PF8 = NEXT PAGE
```

Figure 4:75. Table 064 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key field (Manuf–Cd) using the instructions for this field under **Table 064, EMIS Manufacturer Code Field Instructions**. Press **[Enter]**. The selected record is displayed.

If the complete data for the key fields is unknown, you may type partial data and press **[Enter]**. The system selects and displays a range of records based on the partial data entered.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 065, Energy Travel Addresses

Source Menu: MASC Tables – Inquiry

Energy Travel Addresses (**Figure 4:76**) is Table 065 on the MASC Tables – Inquiry menu (**Figure 4:8**). This option is used to query mailing addresses for the energy/travel reports.



The inquiry screen for Table 065 contains the same data elements as the update screen for Table 065.

```

MA26500          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   ENERGY TRAVEL ADDRESSES - INQUIRY
PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY
*****
LABEL CODE:
-----
LABEL CODE          ADDRESS-LINE-1          ADDRESS-LINE-2          STREET-1
-----

ENTER = INQ.  PF1 = MAIN MENU  PF5 = REFRESH  PF7 = PREV PAGE
CLEAR = EXIT  PF2 = TBL MENU   PF6 = TBL65 UPDT  PF8 = NEXT PAGE
              PF9 = TBL65 RPT/LABEL SEL  PF12 = RIGHT
    
```

Figure 4:76. Table 065 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key field (Label Code) using the instructions for this field under **Table 065, Energy Travel Addresses Field Instructions**. Press **[Enter]**. The selected record is displayed.

If the complete data for the key fields is unknown, you may type partial data and press **[Enter]**. The system selects and displays a range of records based on the partial data entered.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 066, FMHA/RDA Special Purpose Codes

Source Menu: MASC Tables – Inquiry

FMHA/RDA Special Purpose Codes (**Figure 4:77**) is Table 066 on the MASC Tables – Inquiry menu (**Figure 4:8**). This option is used to query validation of NSIIC/RHCS/RUS/RBCS (formerly FMHA and RDA) special purpose codes contained in the accounting codes.



The inquiry screen for Table 066 contains the same data elements as the update screen for Table 066.

```

MA26600          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   NSIIC/RHCD/RUS/RBCD SPECIAL PURPOSE CODES - INQUIRY

PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY
*****
AGENCY:           SPECIAL PURPOSE CODE:

AGENCY           SPECIAL PURPOSE CODE
-----

ENTER = INQ.    PF1 = MAIN MENU    PF5 = REFRESH    PF7 = PREV PAGE
CLEAR = EXIT    PF2 = TBL  MENU    PF6 = TBL66 UPDT PF8 = NEXT PAGE
    
```

Figure 4:77. Table 066 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key fields (Agency and Special Purpose Code) using the instructions for these fields under **Table 066, FMHA/RDA Special Purpose Codes Field Instructions**. Press **[Enter]**. The selected record is displayed.

If the complete data for the key fields is unknown, you may type partial data and press **[Enter]**. The system selects and displays a range of records based on the partial data entered.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 067, FMHA State Codes

Source Menu: *MASC Tables – Inquiry*

FMHA State Codes (**Figure 4:78**) is Table 067 on the MASC Tables – Inquiry menu (**Figure 4:8**). This option is used to query NSIIC/RHCD/RUS/RBCD (formerly FMHA) state codes and location descriptions for reporting purposes.



The inquiry screen for Table 067 contains the same data elements as the update screen for Table 067.

```

MA26700          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   NSIIC/RHCD/RUS/RBCD STATE CODES - INQUIRY

PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY
*****
STATE CODE:

ST CD   ALPHA DESCRIPTION
-----

ENTER = INQ.   PF1 = MAIN MENU   PF5 = REFRESH   PF7 = PREV PAGE
CLEAR = EXIT   PF2 = TBL  MENU   PF6 = TBL67 UPDT PF8 = NEXT PAGE
    
```

Figure 4:78. Table 067 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key field (State Code) using the instructions for this field under **Table 067, FMHA State Code Field Instructions**. Press **[Enter]**. The selected record is displayed.

If the complete data for the key fields is unknown, you may type partial data and press **[Enter]**. The system selects and displays a range of records based on the partial data entered.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 068, OICD Billing Rates

Source Menu: *MASC Tables – Inquiry*

OICD Billing Rates (**Figure 4:79**) is Table 068 on the MASC Tables – Inquiry menu (**Figure 4:8**). This option is used to query Office of International Cooperation and Development (OICD) cost distribution rates by project for budget cost reporting.



Note

The inquiry screen for Table 068 contains the same data elements as the update screen for Table 068.

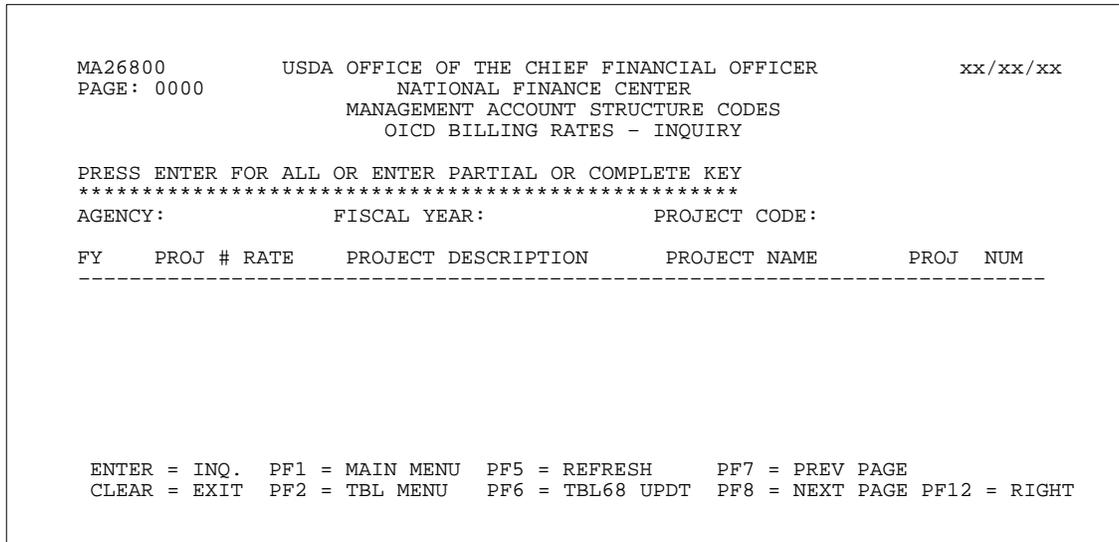


Figure 4:79. Table 068 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key fields (Agency, Fiscal Year, and Project Code) using the instructions for these fields under [Table 068, OICD Billing Rates Field Instructions](#). Press **[Enter]**. The selected record is displayed.

If the complete data for the key fields is unknown, you may type partial data and press **[Enter]**. The system selects and displays a range of records based on the partial data entered.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 069, FGIS Accounting Data Combinations

Source Menu: *MASC Tables – Inquiry*

FGIS Accounting Data Combinations (**Figure 4:80**) is Table 069 on the MASC Tables – Update menu (**Figure 4:8**). This option is used to query validation of Federal Grain Inspection Service (FGIS) accounting data combinations.



Note

The inquiry screen for Table 069 contains the same data elements as the update screen for Table 069.

```

MA26900          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   FGIS ACCOUNTING DATA COMBINATIONS - INQUIRY

PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY
*****
AG: 36  FY:      MAN-CD:      APPRN:      BUD-ACT:      ORG:      JOB:
FY      MAN-CD   APPRN   BUD-ACT   ORGAN   JOB     STATE
-----

ENTER = INQ.  PF1 = MAIN MENU  PF5 = REFRESH  PF7 = PREV PAGE
CLEAR = EXIT  PF2 = TBL  MENU      PF6 = TBL69 UPDT  PF8 = NEXT PAGE
    
```

Figure 4:80. Table 069 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key fields (FY, Man-Cd, Apprn, Bud-Act, Org, and Job) using the instructions for these fields under [Table 069, FGIS Accounting Data Combinations Field Instructions](#). Press **[Enter]**. The selected record is displayed.

If the complete data for the key fields is unknown, you may type partial data and press **[Enter]**. The system selects and displays a range of records based on the partial data entered.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 070, FGIS Field Office To State

Source Menu: MASC Tables – Inquiry

FGIS Field Office To State (**Figure 4:81**) is Table 070 on the MASC Tables – Inquiry menu (**Figure 4:8**). This option is used to query validation of state codes to the second and third positions, field offices, and Federal Grain Inspection Service (FGIS) management codes for Division 7.



Note

The inquiry screen for Table 070 contains the same data elements as the update screen for Table 070.

```

MA27000          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   FGIS FIELD OFFICE TO STATE - INQUIRY

PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY
*****
AGENCY:           FISCAL YEAR:           FIELD-OFFICE:
AG                FY                FLD-OFF                STATE-CODE
-----

ENTER = INQ.  PF1 = MAIN MENU  PF5 = REFRESH  PF7 = PREV PAGE
CLEAR = EXIT  PF2 = TBL  MENU  PF6 = TBL70 UPDT  PF8 = NEXT PAGE
    
```

Figure 4:81. Table 070 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key fields (Agency, Fiscal Year, and Field–Office) using the instructions for these fields under **Table 070, Field Office To State Field Instructions**. Press **[Enter]**. The selected record is displayed.

If the complete data for the key fields is unknown, you may type partial data and press **[Enter]**. The system selects and displays a range of records based on the partial data entered.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 071, Accountable Officers

Source Menu: *MASC Tables – Inquiry*

Accountable Officers (**Figure 4:82**) is Table 071 on the MASC Tables – Inquiry menu (**Figure 4:8**). This option is used to query validation of agency accountable officers.



The inquiry screen for Table 071 contains the same data elements as the update screen for Table 071.

```

MA27100          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   ACCOUNTABLE OFFICERS - INQUIRY
MUST ENTER AGENCY AND/OR PARTIAL OR COMPLETE KEY
*****
AGENCY:          ACCT OFFICER:  LOC:          NO          ARS-CODE:
AG  LOC  NUM  ARS-CD  TELEPHONE  FTS OFFICER'S NAME          AGENCY-NAME
-----

ENTER = INQ.      PF1 = MAIN MENU      PF5 = REFRESH      PF7 = PREV PAGE
CLEAR = EXIT      PF2 = TBL MENU      PF6 = TBL71 UPDT  PF8 = NEXT PAGE
                  PF9 = TBL71 RPT/LABEL SEL  PF12 = RIGHT
    
```

Figure 4:82. Table 071 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key fields (Agency, Acct Officer: Loc No, and ARS-Code) using the instructions for these fields under **Table 071, Accountable Officers Field Instructions**. Press **[Enter]**. The selected record is displayed.

If the complete data for the key fields is unknown, you may type partial data and press **[Enter]**. The system selects and displays a range of records based on the partial data entered.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 072, APHIS Mailing Addresses

Source Menu: MASC Tables – Inquiry

APHIS Mailing Addresses (**Figure 4:83**) is Table 072 on the MASC Tables – Inquiry menu (**Figure 4:8**). This option is used to query Animal and Plant Health Inspection Service (APHIS) mailing addresses for those addresses utilizing positions 4, 5, 6 and 7 of the accounting code to facilitate budget cost reporting.



The inquiry screen for Table 072 contains the same data elements as the update screen for Table 072.

```

MA27200          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   APHIS MAILING ADDRESSES - INQUIRY
PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY
*****
AGCY CODE: 34     ADDRESS-CODE:

ADD-CD          ADDRESS-1          STREET
-----

ENTER = INQ.   PF1 = MAIN MENU   PF5 = REFRESH     PF7 = PREV PAGE
CLEAR = EXIT   PF2 = TBL MENU    PF6 = TBL72 UPDT PF8 = NEXT PAGE
               PF9 = TBL72 RPT/LABEL SEL  PF12 = RIGHT
    
```

Figure 4:83. Table 072 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key field (Address–Code) using the instructions for this field under **Table 072, APHIS Mailing Addresses Field Instructions**. Press **[Enter]**. The selected record is displayed.

If the complete data for the key fields is unknown, you may type partial data and press **[Enter]**. The system selects and displays a range of records based on the partial data entered.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 073, ARS Account Types

Source Menu: MASC Tables – Inquiry

ARS Account Types (**Figure 4:84**) is Table 073 on the MASC Tables – Inquiry menu (**Figure 4:8**). This option is used to query validation of Agricultural Research Service (ARS) account types.



The inquiry screen for Table 073 contains the same data elements as the update screen for Table 073.

```
MA27300          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   ARS ACCOUNT TYPES - INQUIRY

PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY
*****
AGENCY:            ACCOUNT TYPE:
AG      ACCT TYPE      DESCRIPTION
-----

ENTER = INQ.   PF1 = MAIN MENU   PF5 = REFRESH   PF7 = PREV PAGE
CLEAR = EXIT   PF2 = TBL MENU    PF6 = TBL73 UPDT PF8 = NEXT PAGE
```

Figure 4:84. Table 073 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key fields (Agency and Account Type) using the instructions for these fields under [Table 073, ARS Account Types Field Instructions](#). Press **[Enter]**. The selected record is displayed.

If the complete data for the key fields is unknown, you may type partial data and press **[Enter]**. The system selects and displays a range of records based on the partial data entered.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Viewing MASC Tables 074–083

Instructions for viewing MASC tables 074–083 are provided below.

Table 074, ARS Program Structure (NRP)

Source Menu: MASC Tables – Inquiry

ARS Program Structure (NRP) (**Figure 4:85**) is Table 074 on the MASC Tables – Inquiry menu (**Figure 4:9**). This option is used to query validation of Agricultural Research Service (ARS) National Research Program codes.



The inquiry screen for Table 074 contains the same data elements as the update screen for Table 074.

```
MA27400          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000              NATIONAL FINANCE CENTER
                        MANAGEMENT ACCOUNT STRUCTURE CODES
                        ARS PROGRAM STRUCTURED (NRP) - INQUIRY

PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY
*****
AGCY CODE: 03      NRP:

NRP      NRP DESCRIPTION      PROJ FINANCIAL PROJECT DESCRIPTION
-----

ENTER = INQ.  PF1 = MAIN MENU  PF5 = REFRESH      PF7 = PREV PAGE
CLEAR = EXIT  PF2 = TBL MENU   PF6 = TBL74 UPDT  PF8 = NEXT PAGE  PF12 = RIGHT
```

Figure 4:85. Table 074 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key field (NRP) using the instructions for this field under **Table 074, ARS Program Structure (NRP) Field Instructions**. Press **[Enter]**. The selected record is displayed.

If the complete data for the key fields is unknown, you may type partial data and press **[Enter]**. The system selects and displays a range of records based on the partial data entered.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 075, ARS Program Plan

Source Menu: MASC Tables – Inquiry

ARS Program Plan (**Figure 4:86**) is Table 075 on the MASC Tables – Inquiry menu (**Figure 4:9**). This option is used to query validation of Agricultural Research Service (ARS) national plan codes.



Note

The inquiry screen for Table 075 contains the same data elements as the update screen for Table 075.

```

MA27500          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   ARS PROGRAM PLAN - INQUIRY

PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY
*****
PROGRAM PLAN:

PROGRAM PLAN          DESCRIPTION
-----

ENTER = INQ.  PF1 = MAIN MENU  PF5 = REFRESH    PF7 = PREV PAGE
CLEAR = EXIT  PF2 = TBL MENU   PF6 = TBL75 UPDT PF8 = NEXT PAGE
    
```

Figure 4:86. Table 075 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key field (Program Plan) using the instructions for this field under [Table 075, ARS Program Plan Field Instructions](#). Press **[Enter]**. The selected record is displayed.

If the complete data for the key fields is unknown, you may type partial data and press **[Enter]**. The system selects and displays a range of records based on the partial data entered.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 076, FCIC Mailing Addresses

Source Menu: MASC Tables – Inquiry

FCIC Mailing Addresses (**Figure 4:87**) is Table 076 on the MASC Tables – Inquiry menu (**Figure 4:9**). This option is used to query validations of Federal Crop Insurance Corporation (FCIC) region/division codes and mailing addresses for budget cost reporting.



The inquiry screen for Table 076 contains the same data elements as the update screen for Table 076.

```

MA27600          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   FCIC MAILING ADDRESSES - INQUIRY
PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY
*****
AGENCY:           DISTRICT-CODE:           REG/DIV ADDR CD:
AG      DIST CD   ADD-CD           ADDRESS-LINE-1
-----

ENTER = INQ.   PF1 = MAIN MENU   PF5 = REFRESH   PF7 = PREV PAGE
CLEAR = EXIT   PF2 = TBL MENU    PF6 = TBL76 UPDT PF8 = NEXT PAGE
                PF9 = TBL76 RPT/LABEL SEL   PF12 = RIGHT
    
```

Figure 4:87. Table 076 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key fields (Agency, District–Code, and Reg/Div Addr Cd) using the instructions for these fields under [Table 076, FCIC Mailing Addresses Field Instructions](#). Press **[Enter]**. The selected record is displayed.

If the complete data for the key fields is unknown, you may type partial data and press **[Enter]**. The system selects and displays a range of records based on the partial data entered.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 077, FCIC Field Location Description

Source Menu: *MASC Tables – Inquiry*

FCIC Field Location Description (**Figure 4:88**) is Table 077 on the MASC Tables – Inquiry menu (**Figure 4:9**). This option is used to query validations of Federal Crop Insurance Corporation (FCIC) field location descriptions.



The inquiry screen for Table 077 contains the same data elements as the update screen for Table 077.

```

MA27700          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   FCIC FIELD LOCATION DESCRIPTION - INQUIRY

PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY
*****
REGION:          OFFICE:          SUB-OFFICE:          PPA:          DELIV-SYS:

REG  OFF  SUB-OFF  PPA  D-SYS          DESCRIPTION
-----

ENTER = INQ.  PF1 = MAIN MENU  PF5 = REFRESH  PF7 = PREV PAGE
CLEAR = EXIT  PF2 = TBL MENU   PF6 = TBL77 UPDT  PF8 = NEXT PAGE
    
```

Figure 4:88. Table 077 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key fields (Region, Office, Sub-Office, PPA, and Deliv-Sys) using the instructions for these fields under [Table 077, FCIC Field Location Description Field Instructions](#). Press **[Enter]**. The selected record is displayed.

If the complete data for the key fields is unknown, you may type partial data and press **[Enter]**. The system selects and displays a range of records based on the partial data entered.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 078, ARS Reimbursable Master File

Source Menu: MASC Tables – Inquiry

ARS Reimbursable Master File (**Figure 4:89**) is Table 078 on the MASC Tables – Inquiry menu (**Figure 4:9**). This option is used to query Agricultural Research Service (ARS) data used in the Budget Cost System to generate reimbursable reports.



The inquiry screen for Table 078 contains the same data elements as the update screen for Table 078.

```

MA27800          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   ARS REIMBURSABLE MASTER FILE - INQUIRY

PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY
*****
AGENCY:           FUND-CD:           AGREEMENT NO:           PROJECT NO:

AG  FUND-CD  AGREEMENT NO  PROJ NO  PROJ LIASON  PROJ DESC          AG IND
-----

ENTER = INQ.   PF1 = MAIN MENU   PF5 = REFRESH   PF7 = PREV PAGE
CLEAR = EXIT   PF2 = TBL MENU    PF6 = TBL78 UPDT  PF8 = NEXT PAGE PF12 = RIGHT
    
```

Figure 4:89. Table 078 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key fields (Agency, Fund–Cd, Agreement No, and Project No) using the instructions for these fields under [Table 078, ARS Reimbursable Master File Field Instructions](#). Press **[Enter]**. The selected record is displayed.

If the complete data for the key fields is unknown, you may type partial data and press **[Enter]**. The system selects and displays a range of records based on the partial data entered.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 079, ARS Allowance Holder Code

Source Menu: *MASC Tables – Inquiry*

ARS Allowance Holder Code (**Figure 4:90**) is Table 079 on the MASC Tables – Inquiry menu (**Figure 4:9**). This option is used to query Agricultural Research Service (ARS) allowance holder code descriptions for budget cost reporting.



Note

The inquiry screen for Table 079 contains the same data elements as the update screen for Table 079.

```
MA27900          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   ARS ALLOWANCE HOLDER CODE - INQUIRY

PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY
*****
ALLOWANCE CODE:

ALLOW CODE          DESCRIPTION
-----

ENTER = INQ.  PF1 = MAIN MENU  PF5 = REFRESH  PF7 = PREV PAGE
CLEAR = EXIT  PF2 = TBL MENU   PF6 = TBL79 UPDT PF8 = NEXT PAGE
```

Figure 4:90. Table 079 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key field (Allowance Code) using the instructions for this field under **Table 079, ARS Allowance Holder Code Field Instructions**. Press **[Enter]**. The selected record is displayed.

If the complete data for the key fields is unknown, you may type partial data and press **[Enter]**. The system selects and displays a range of records based on the partial data entered.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 080, Plan Amounts For Budg 6E-90-1

Source Menu: MASC Tables – Inquiry

Plan Amounts For Budg 6E-90-1 (**Figure 4:91**) is Table 080 on the MASC Tables – Inquiry menu (**Figure 4:9**). This option is used to query NFC plan amounts for internal budgetary statements.

```

MA28000          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   PLAN AMOUNTS FOR BUDG 6E-90-1 - INQUIRY

PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY
*****
AGENCY: 90      B & A CODE:          CATEGORY:

      B & A CODE          CATEGORY          AMOUNT/HOUR
-----

ENTER = INQ.  PF1 = MAIN MENU  PF5 = REFRESH  PF7 = PREV PAGE
CLEAR = EXIT  PF2 = TBL MENU   PF6 = TBL80 UPDT  PF8 = NEXT PAGE
    
```

Figure 4:91. Table 080 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key fields (B & A Code and Category) using the instructions for these fields under [Table 080, PLAN Amounts For Budg 6E-90-1 Field Instructions](#). Press **[Enter]**. The selected record is displayed.

If the complete data for the key fields is unknown, you may type partial data and press **[Enter]**. The system selects and displays a range of records based on the partial data entered.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 081, SCS Activity Code

Source Menu: *MASC Tables – Inquiry*

SCS Activity Code (**Figure 4:92**) is Table 081 on the MASC Tables – Inquiry menu (**Figure 4:9**). This option is used to query validations of activity codes for payroll feeder systems and descriptions of activity codes for budget cost reporting for National Resources Conservation Service (NRCS, formerly SCS).



The inquiry screen for Table 081 contains the same data elements as the update screen for Table 081.

```

MA28100          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   NRCS ACTIVITY CODE TABLE - INQUIRY

PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY
*****
APPRN:            ACTIVITY CODE:

   APPRN      ACTIVITY-CODE          DESCRIPTION
-----

ENTER = INQ.   PF1 = MAIN MENU   PF5 = REFRESH   PF7 = PREV PAGE
CLEAR = EXIT   PF2 = TBL MENU    PF6 = TBL81 UPDT PF8 = NEXT PAGE
    
```

Figure 4:92. Table 081 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key fields (Apprn and Activity Code) using the instructions for these fields under [Table 081, SCS Activity Code Field Instructions](#). Press **[Enter]**. The selected record is displayed.

If the complete data for the key fields is unknown, you may type partial data and press **[Enter]**. The system selects and displays a range of records based on the partial data entered.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 082, SCS Cost Center

Source Menu: *MASC Tables – Inquiry*

SCS Cost Center (**Figure 4:93**) is Table 082 on the MASC Tables – Inquiry menu (**Figure 4:9**). This option is used to query validations of data relating to the cost center segment of the accounting code, and addresses and descriptions for budget cost reporting for National Resources Conservation Service (NRCS, formerly SCS).



The inquiry screen for Table 082 contains the same data elements as the update screen for Table 082.

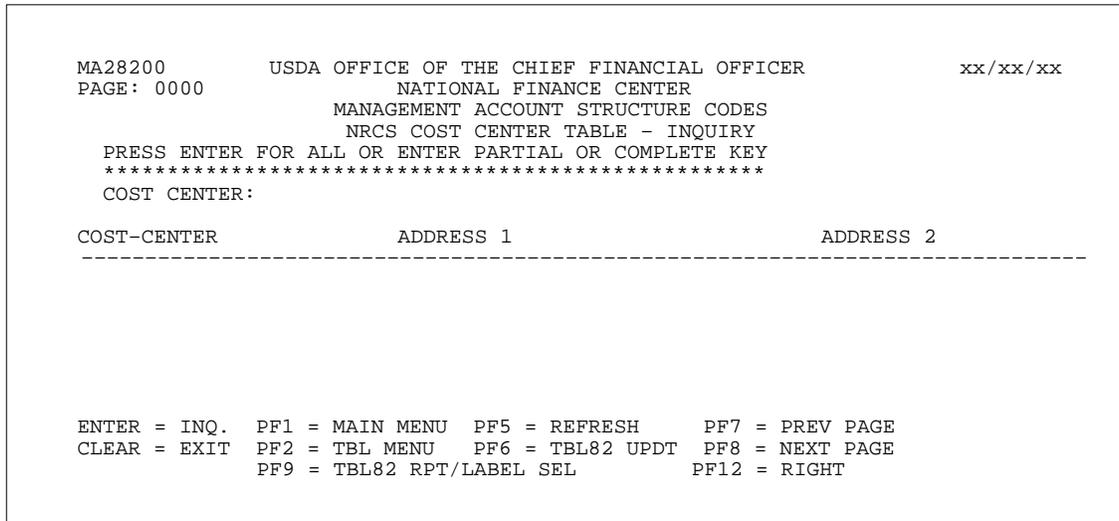


Figure 4:93. Table 082 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key field (Cost Center) using the instructions for this field under **Table 082, SCS Cost Center Field Instructions**. Press **[Enter]**. The selected record is displayed.

If the complete data for the key fields is unknown, you may type partial data and press **[Enter]**. The system selects and displays a range of records based on the partial data entered.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 083, SCS Class Codes

Source Menu: *MASC Tables – Inquiry*

SCS Class Codes (**Figure 4:94**) is Table 083 on the MASC Tables – Inquiry menu (**Figure 4:9**). This option is used to query validations of the class code portion of the accounting code and descriptions of class codes for budget reporting for National Resources Conservation Service (NRCS, formerly SCS).



The inquiry screen for Table 083 contains the same data elements as the update screen for Table 083.

```
MA28300          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   NRCS CLASS CODES - INQUIRY

PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY
*****
STATE CODE:        CLASS CODE:
                   STATE-CODE   CLASS-CODE   STATUS           DESCRIPTION
                   -----
                   STATE-CODE   CLASS-CODE   STATUS           DESCRIPTION

ENTER = INQ.   PF1 = MAIN MENU   PF5 = REFRESH     PF7 = PREV PAGE
CLEAR = EXIT   PF2 = TBL MENU     PF6 = TBL83 UPDT  PF8 = NEXT PAGE
```

Figure 4:94. Table 083 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key fields (State Code and Class Code) using the instructions for these fields under **Table 083, SCS Class Codes Field Instructions**. Press **[Enter]**. The selected record is displayed.

If the complete data for the key fields is unknown, you may type partial data and press **[Enter]**. The system selects and displays a range of records based on the partial data entered.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Viewing MASC Tables 084–093

Instructions for viewing MASC tables 084–093 are provided below.

Table 084, SCS Reimbursements

Source Menu: MASC Tables – Inquiry

SCS Reimbursements (**Figure 4:95**) is Table 084 on the MASC Tables – Inquiry menu (**Figure 4:10**). This option is used to query National Resources Conservation Service (NRCS, formerly SCS) agreement numbers, overhead percentages, leave percentages, and agreement amounts of reimbursable activities for budget cost reporting.



The inquiry screen for Table 084 contains the same data elements as the update screen for Table 084.

```

MA28400          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   NRCS REIMBURSEMENTS TABLE - INQUIRY

PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY
*****
FISCAL YEAR:      FIN PROJECT:      STATE:      CLASS:

FISCAL-YR  FIN-PROJ  STATE  CLASS  LV-ACCT-IND  OVERHEAD  AGRMNT-LIMIT
-----

ENTER = INQ.  PF1 = MAIN MENU  PF5 = REFRESH  PF7 = PREV PAGE
CLEAR = EXIT  PF2 = TBL MENU  PF6 = TBL84 UPDT  PF8 = NEXT PAGE  PF12 = RIGHT
    
```

Figure 4:95. Table 084 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key fields (Fiscal Year, Fin Project, State, and Class) using the instructions for these fields under **Table 084, SCS Reimbursements Field Instructions**. Press **[Enter]**. The selected record is displayed.

If the complete data for the key fields is unknown, you may type partial data and press **[Enter]**. The system selects and displays a range of records based on the partial data entered.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 085, MSPB Type Case

Source Menu: MASC Tables – Inquiry

MSPB Type Case (**Figure 4:96**) is Table 085 on the MASC Tables – Inquiry menu (**Figure 4:10**). This option is used to query Merit Systems Protection Board (MSPB) type case descriptions for budget cost reporting.



The inquiry screen for Table 085 contains the same data elements as the update screen for Table 085.

```

MA28500          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   MSPB TYPE CASE TABLE - INQUIRY

PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY
*****
FISCAL YEAR:      TYPE CASE:

-----
      FISCAL-YR   TYPE-CASE           DESCRIPTION
-----

ENTER = INQ.   PF1 = MAIN MENU   PF5 = REFRESH       PF7 = PREV PAGE
CLEAR = EXIT   PF2 = TBL MENU     PF6 = TBL85 UPDT   PF8 = NEXT PAGE
    
```

Figure 4:96. Table 085 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key fields (Fiscal Year and Type Case) using the instructions for these fields under **Table 085, MSPB Type Case Field Instructions**. Press **[Enter]**. The selected record is displayed.

If the complete data for the key fields is unknown, you may type partial data and press **[Enter]**. The system selects and displays a range of records based on the partial data entered.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 086, DFIS Account Number

Source Menu: MASC Tables – Inquiry

DFIS Account Number (**Figure 4:97**) is Table 086 on the MASC Tables – Inquiry menu (**Figure 4:10**). This option is used to query Departmentwide Financial Information System (DFIS) and Federal Agencies Centralized Trial-Balance System (FACTS) account numbers.



The inquiry screen for Table 086 contains the same data elements as the update screen for Table 086.

```

MA28600          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   DFIS ACCOUNT NUMBER - INQUIRY

PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY
*****
DFIS ACCOUNT NUMBER:

DFIS ACCOUNT NUMBER   FACTS ACCOUNT NUMBER   INDICATOR
-----

ENTER = INQ.  PF1 = MAIN MENU  PF5 = REFRESH  PF7 = PREV
CLEAR = EXIT  PF2 = TBL  MENU  PF6 = TBL86 UPDT  PF8 = NEXT  PF10 = PAGE #
    
```

Figure 4:97. Table 086 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key field (DFIS Account Number) using the instructions for this field under [Table 086, DFIS Account Number Field Instructions](#). Press **[Enter]**. The selected record is displayed.

If the complete data for the key fields is unknown, you may type partial data and press **[Enter]**. The system selects and displays a range of records based on the partial data entered.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 087, AMS CRC Directory

Source Menu: MASC Tables – Inquiry

AMS CRC Directory (**Figure 4:98**) is Table 087 on the MASC Tables – Inquiry menu (**Figure 4:10**). This option is used to query validations of the Cost Responsibility Center (CRC) range to program block, and divisional numbers and descriptions of the Agricultural Marketing Service (AMS).



The inquiry screen for Table 087 contains the same data elements as the update screen for Table 087.

```
MA28700          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   AMS CRC DIRECTORY - INQUIRY

PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY
*****
AGENCY: 02      CRC: 1      2

CRC-1 CRC-2          P R O G R A M   B L O C K   C O D E S
-----

ENTER = INQ.  PF1 = MAIN MENU  PF5 = REFRESH      PF7 = PREV PAGE  PF12 = RIGHT
CLEAR = EXIT  PF2 = TBL MENU   PF6 = TBL87 UPDT  PF8 = NEXT PAGE
```

Figure 4:98. Table 087 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key fields (CRC 1 and 2) using the instructions for this field under **Table 087, AMS CRC Directory Field Instructions**. Press **[Enter]**. The selected record is displayed.

If the complete data for the key fields is unknown, you may type partial data and press **[Enter]**. The system selects and displays a range of records based on the partial data entered.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 088, AMS CRC Summary Title

Source Menu: *MASC Tables – Inquiry*

AMS CRC Summary Title (**Figure 4:99**) is Table 088 on the MASC Tables – Inquiry menu (**Figure 4:10**). This option is used to query Agricultural Marketing Service (AMS) Cost Responsibility Center (CRC) titles and mailing codes.



Note

The inquiry screen for Table 088 contains the same data elements as the update screen for Table 088.

```

MA28800          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   AMS CRC SUMMARY TITLE TABLE - INQUIRY

PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY
*****
AGENCY: 02        SUMMARY REC NUMBER:

SUMMARY-NO          SUMMARY TITLE 1          SUMMARY TITLE 2
-----

ENTER = INQ.   PF1 = MAIN MENU   PF5 = REFRESH   PF7 = PREV PAGE   PF12 = RIGHT
CLEAR = EXIT   PF2 = TBL MENU    PF6 = TBL88 UPDT  PF8 = NEXT PAGE
    
```

Figure 4:99. Table 088 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key field (Summary Rec Number) using the instructions for this field under [Table 088, AMS CRC Summary Title Field Instructions](#). Press **[Enter]**. The selected record is displayed.

If the complete data for the key fields is unknown, you may type partial data and press **[Enter]**. The system selects and displays a range of records based on the partial data entered.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 089, AMS Subcenter Summary Title

Source Menu: MASC Tables – Inquiry

AMS Subcenter Summary Title (**Figure 4:100**) is Table 089 on the MASC Tables – Inquiry menu (**Figure 4:10**). This option is used to query Agricultural Marketing Service (AMS) subcenter titles and mailing codes.



Note

The inquiry screen for Table 089 contains the same data elements as the update screen for Table 089.

```
MA28900          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   AMS SUBCENTER SUMMARY TITLE TABLE - INQUIRY

PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY
*****
AGENCY: 02        SUMMARY NO:

SUMMARY-NO          SUMMARY TITLE 1 & 2
-----

ENTER = INQ.  PF1 = MAIN MENU  PF5 = REFRESH    PF7 = PREV PAGE  PF12 = RIGHT
CLEAR = EXIT  PF2 = TBL MENU   PF6 = TBL89 UPDT  PF8 = NEXT PAGE
```

Figure 4:100. Table 089 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key field (Summary No) using the instructions for this field under **Table 089, AMS Subcenter Summary Title Field Instructions**. Press **[Enter]**. The selected record is displayed.

If the complete data for the key fields is unknown, you may type partial data and press **[Enter]**. The system selects and displays a range of records based on the partial data entered.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 090, Program Block/Activity Title

Source Menu: *MASC Tables – Inquiry*

Program Block/Activity Title (**Figure 4:101**) is Table 090 on the MASC Tables – Inquiry menu (**Figure 4:10**). This option is used to query Agricultural Marketing Service (AMS) development of activity numbers from program blocks and activity titles for budget cost reporting.



The inquiry screen for Table 090 contains the same data elements as the update screen for Table 090.

```

MA29000          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   PROGRAM/BLOCK ACTIVITY TITLE - INQUIRY

PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY
*****
AG: 02          PROGRAM BLOCK:

PG   PROGRAM BLOCK TITLE          ACT          ACTIVITY TITLE
-----

ENTER = INQ.   PF1 = MAIN MENU   PF5 = REFRESH   PF7 = PREV PAGE
CLEAR = EXIT   PF2 = TBL  MENU   PF6 = TBL90 UPDT PF8 = NEXT PAGE
    
```

Figure 4:101. Table 090 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key field (Program Block) using the instructions for this field under **Table 090, Program Block/Activity Title Field Instructions**. Press **[Enter]**. The selected record is displayed.

If the complete data for the key fields is unknown, you may type partial data and press **[Enter]**. The system selects and displays a range of records based on the partial data entered.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 091, Budget Project Title

Source Menu: MASC Tables – Inquiry

Budget Project Title (**Figure 4:102**) is Table 091 on the MASC Tables – Inquiry menu (**Figure 4:10**). This option is used to query Agricultural Marketing Service (AMS) budget program titles for budget cost reporting.



Note

The inquiry screen for Table 091 contains the same data elements as the update screen for Table 091.

```

MA29100          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   BUDGET PROJECT TITLE - INQUIRY

PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY
*****
AGENCY:           BUDGET PROJ:

AG                BUDG                BUDGET PROJECT TITLE
-----

ENTER = INQ.   PF1 = MAIN MENU   PF5 = REFRESH   PF7 = PREV PAGE
CLEAR = EXIT   PF2 = TBL  MENU   PF6 = TBL91 UPDT PF8 = NEXT PAGE
    
```

Figure 4:102. Table 091 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key fields (Agency and Budget Proj) using the instructions for these fields under **Table 091, Budget Project Title Field Instructions**. Press **[Enter]**. The selected record is displayed.

If the complete data for the key fields is unknown, you may type partial data and press **[Enter]**. The system selects and displays a range of records based on the partial data entered.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 092, DFIS Treasury Symbol Account Conversion

Source Menu: MASC Tables – Inquiry

DFIS Treasury Symbol Account Conversion (**Figure 4:103**) is Table 092 on the MASC Tables – Inquiry menu (**Figure 4:10**). This option is used to query table data that interfaces with the Departmentwide Financial Information System (DFIS) to (1) convert the NFC Treasury symbol to a prefixed/suffixed Treasury symbol, (2) provide a Treasury fund code for budget reporting, (3) provide SF-133’s and SF-220’s annotations for selection of reports, and (4) provide the consolidated Treasury symbol. The consolidated Treasury symbol will be used to prepare additional consolidated financial reports.



The inquiry screen for Table 092 contains the same data elements as the update screen for Table 092.

```

MA29200          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   DFIS TREASURY SYMBOL ACCOUNT CONVERSION - INQUIRY

PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY
*****
AGENCY:           TREASURY SYMBOL:
                   FND TB SF SF SF
AG  TREAS SYM          PRE OR SUF  CD 133 133 220 AG TR SYM CONSOLIDATION
-----

ENTER = INQ.  PF1 = MAIN MENU  PF5 = REFRESH  PF7 = PREV PAGE
CLEAR = EXIT  PF2 = TBL  MENU  PF6 = TBL92 UPDT  PF8 = NEXT PAGE
    
```

Figure 4:103. Table 092 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key fields (Agency and Treasury Symbol) using the instructions for these fields under **Table 092, DFIS Treasury Symbol Account Conversion Field Instructions**. Press **[Enter]**. The selected record is displayed.

If the complete data for the key fields is unknown, you may type partial data and press **[Enter]**. The system selects and displays a range of records based on the partial data entered.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 093, DFIS NFC To USDA Gen Ledg Account Rollup

Source Menu: MASC Tables – Inquiry

DFIS NFC To USDA Gen Ledg Account Rollup (**Figure 4:104**) is Table 093 on the MASC Tables – Inquiry menu (**Figure 4:10**). This option is used to query table data that interfaces with the Departmentwide Financial Information System (DFIS) to convert the NFC general ledger accounts to the appropriate USDA general ledger accounts. This permits the consolidation of several NFC accounts into one USDA account.



The inquiry screen for Table 093 contains the same data elements as the update screen for Table 093.

```
MA29300          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   DFIS NFC TO USDA GENERAL LEDGER ACCOUNT ROLLUP -INQUIRY

PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY
*****
NFC ACCT NUMBER: MAJOR :          SUB :          NFC ACCT DB/CR CODE :
                   NFC ACCOUNT NUMBER          GOVERNMENT ACCT NUMBER
MAJOR   SUB   DB/CR CD          MAJOR   SUB   DB/CR CD
-----

ENTER = INQ.  PF1 = MAIN MENU  PF5 = REFRESH  PF7 = PREV PAGE
CLEAR = EXIT  PF2 = TBL MENU   PF6 = TBL93 UPDT PF8 = NEXT PAGE
```

Figure 4:104. Table 093 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key fields (NFC Account Number: Major, Sub, and NFC Acct Db/Cr Code) using the instructions for these fields under [Table 093, DFIS NFC To USDA Gen Ledg Account Rollup Field Instructions](#). Press **[Enter]**. The selected record is displayed.

If the complete data for the key fields is unknown, you may type partial data and press **[Enter]**. The system selects and displays a range of records based on the partial data entered.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Viewing MASC Tables 094–193

Instructions for viewing MASC tables 094–193 are provided below.

Table 094, DFIS USDA Gen Ledger Account Description

Source Menu: MASC Tables – Inquiry

DFIS USDA Gen Ledger Account Description (**Figure 4:105**) is Table 094 on the MASC Tables – Inquiry menu (**Figure 4:11**). This option is used to query table data that interfaces with the Departmentwide Financial Information System (DFIS) to provide USDA general ledger account descriptions. These descriptions are primarily used for the general ledger trial balance and account descriptions on inquiries.



The inquiry screen for Table 094 contains the same data elements as the update screen for Table 094.

```
MA29400          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   DFIS USDA GENERAL LEDGER ACCOUNT DESCRIPTION/INQUIRY

PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY
*****
USDA ACCOUNT NUMBER:  MAJOR:          SUB:

MAJOR          SUB          ALPHA DESCRIPTION
-----

ENTER = INQ.  PF1 = MAIN MENU  PF5 = REFRESH      PF7 = PREV PAGE
CLEAR = EXIT  PF2 = TBL MENU   PF6 = TBL94 UPDT  PF8 = NEXT PAGE
```

Figure 4:105. Table 094 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key fields (USDA Account Number: Major and Sub) using the instructions for these fields under **Table 094, DFIS USDA Gen Ledger Account Description Field Instructions**. Press **[Enter]**. The selected record is displayed.

If the complete data for the key fields is unknown, you may type partial data and press **[Enter]**. The system selects and displays a range of records based on the partial data entered.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 095, DFIS Treasury Symbol Description

Source Menu: MASC Tables – Inquiry

DFIS Treasury Symbol Description (**Figure 4:106**) is Table 095 on the MASC Tables – Inquiry menu (**Figure 4:11**). This option is used to query table data that interfaces with the Departmentwide Financial Information System (DFIS) to provide Treasury symbol descriptions utilized for USDA external reporting.



Note

The inquiry screen for Table 095 contains the same data elements as the update screen for Table 095.

```

MA29500          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   DFIS TREASURY SYMBOL DESCRIPTION - INQUIRY

PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY
*****
AGENCY:           TREASURY SYMBOL

AGENCY  TREASURY SYM          NFC-FLAG          PROG-FLAG
-----

ENTER = INQ.  PF1 = MAIN MENU  PF5 = REFRESH    PF7 = PREV PAGE
CLEAR = EXIT  PF2 = TBL  MENU  PF6 = TBL95 UPDT  PF8 = NEXT PAGE  PF12 = RIGHT
    
```

Figure 4:106. Table 095 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key fields (Agency and Treasury Symbol) using the instructions for these fields under **Table 095, DFIS Treasury Symbol Description Field Instructions**. Press **[Enter]**. The selected record is displayed.

If the complete data for the key fields is unknown, you may type partial data and press **[Enter]**. The system selects and displays a range of records based on the partial data entered.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 096, DFIS Treasury Symbol Consolidation

Source Menu: MASC Tables – Inquiry

DFIS Treasury Symbol Consolidation (**Figure 4:107**) is Table 096 on the MASC Tables – Inquiry menu (**Figure 4:11**). This option is used to query table data that interfaces with the Departmentwide Financial Information System (DFIS) to combine Treasury symbol limitations and multiple years into a consolidated mainhead Treasury symbol for each fund.



The inquiry screen for Table 096 contains the same data elements as the update screen for Table 096.

```

MA29600          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   DFIS TREASURY SYMBOL CONSOLIDATION - INQUIRY

PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY
*****
AGENCY:           TREAS SYM:           SEQUENCE NO:

AGEN  TREASURY SYM          SEQ-NBR CONSOLIDATED TREAS SYMBOL
-----

ENTER = INQ.  PF1 = MAIN MENU  PF5 = REFRESH    PF7 = PREV PAGE
CLEAR = EXIT  PF2 = TBL  MENU  PF6 = TBL96 UPDT  PF8 = NEXT PAGE
    
```

Figure 4:107. Table 096 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key fields (Agency, Treas Sym, and Sequence No) using the instructions for these fields under [Table 096, DFIS Treasury Symbol Consolidation Field Instructions](#). Press **[Enter]**. The selected record is displayed.

If the complete data for the key fields is unknown, you may type partial data and press **[Enter]**. The system selects and displays a range of records based on the partial data entered.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 097, Organization Code

Source Menu: *MASC Tables – Inquiry*

Organization Code (**Figure 4:108**) is Table 097 on the MASC Tables – Inquiry menu (**Figure 4:11**). This option is used to query conversions of National Oceanic and Atmospheric Administration’s (NOAA) NFC-assigned organizational structure code to NOAA’s DoC’s-assigned organizational structure code for the Budget Cost System.



The inquiry screen for Table 097 contains the same data elements as the update screen for Table 097.

```
MA29700          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   ORGANIZATION CODE - INQUIRY

PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY
*****
ORGANIZATION CODE 1:

ORGANIZATION CODE 1          ORGANIZATION CODE 2
-----

ENTER = INQ.   PF1 = MAIN MENU   PF5 = REFRESH   PF7 = PREV PAGE
CLEAR = EXIT   PF2 = TBL  MENU   PF6 = TBL97 UPDT   PF8 = NEXT PAGE
```

Figure 4:108. Table 097 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key field (Organization Code 1) using the instructions for this field under [Table 097, Organization Code Field Instructions](#). Press **[Enter]**. The selected record is displayed.

If the complete data for the key fields is unknown, you may type partial data and press **[Enter]**. The system selects and displays a range of records based on the partial data entered.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 098, Consolidated Financial Statements

Source Menu: *MASC Tables – Inquiry*

Consolidated Financial Statements (**Figure 4:109**) is Table 098 on the MASC Tables – Inquiry menu (**Figure 4:11**). This option is used to query prior year table data that interfaces with the Departmentwide Financial Information System (DFIS).

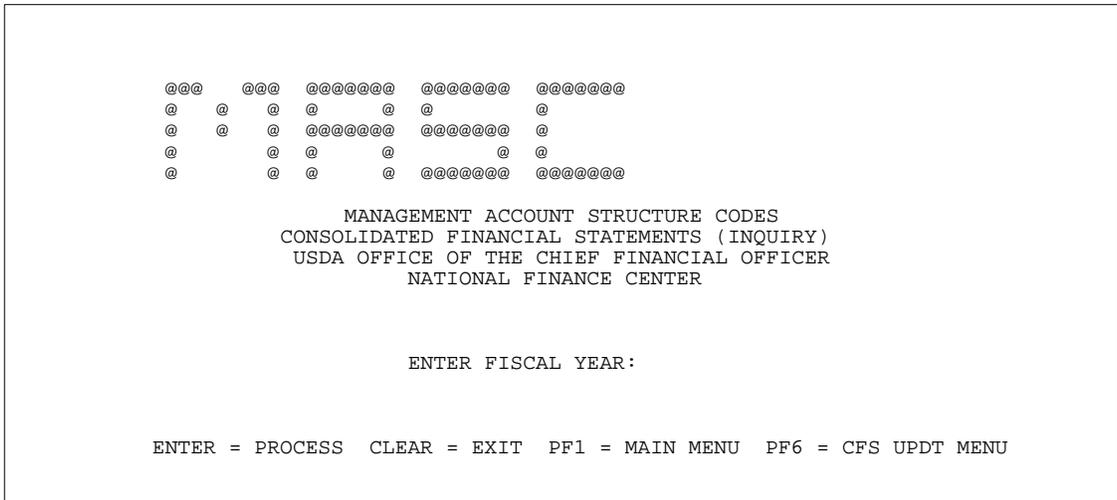


Figure 4:109. Table 098 Inquiry screen

Type the appropriate fiscal year. Press **[Enter]**.

If an odd year (e.g., **99**) is entered for the fiscal year, the Consolidated Financial Statement (Inquiry – Odd Year) screen (**Figure 4:110**) is displayed, allowing access to Tables 192, 193, 194, 195, and 196. Type the applicable table number at the Table No prompt and press **[Enter]**. The inquiry screen for the selected table is displayed.

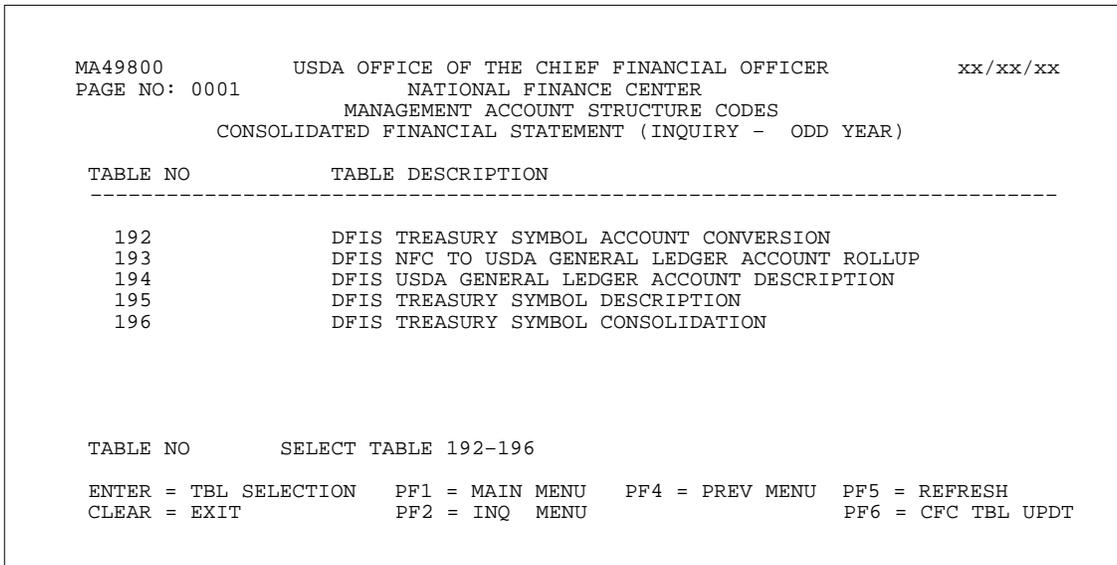


Figure 4:110. Consolidated Financial Statement (Inquiry – Odd Year) screen

If an even year (e.g., **00**) is entered for the fiscal year, the Consolidated Financial Statement (Inquiry – Even Year) screen (**Figure 4:111**) is displayed, allowing access to Tables 292, 293, 294, 295, and 296. Type the applicable table number at the Table No prompt and press **[Enter]**. The inquiry screen for the selected table is displayed.

```
MA59800          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE NO: 0001          NATIONAL FINANCE CENTER
                      MANAGEMENT ACCOUNT STRUCTURE CODES
                      CONSOLIDATED FINANCIAL STATEMENT (INQUIRY - EVEN YEAR)

TABLE NO          TABLE DESCRIPTION
-----
292              DFIS TREASURY SYMBOL ACCOUNT CONVERSION
293              DFIS NFC TO USDA GENERAL LEDGER ACCOUNT ROLLUP
294              DFIS USDA GENERAL LEDGER ACCOUNT DESCRIPTION
295              DFIS TREASURY SYMBOL DESCRIPTION
296              DFIS TREASURY SYMBOL CONSOLIDATION

TABLE NO          SELECT TABLE 292-296

ENTER = TBL SELECTION  PF1 = MAIN MENU    PF4 = PREV MENU  PF5 = REFRESH
CLEAR = EXIT          PF2 = INQ  MENU    PF6 = CFS TBL UPDT
```

Figure 4:111. Consolidated Financial Statement (Inquiry – Even Year) screen

After viewing the data on the applicable table, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 099, Cost Responsibility Center

Source Menu: *MASC Tables – Inquiry*

Cost Responsibility Center (**Figure 4:112**) is Table 099 on the MASC Tables – Inquiry menu (**Figure 4:11**). This option is used to query table data for the development of program blocks and counters for the Cost Responsibility Center (CRC).



Note

The inquiry screen for Table 099 contains the same data elements as the update screen for Table 099.

```
MA29900          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   COST RESPONSIBILITY CENTER - INQUIRY

PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY
*****
CRC:

CRC              PROGRAM BLOCK              COUNTER
-----

ENTER = INQ.  PF1 = MAIN MENU  PF5 = REFRESH  PF7 = PREV
CLEAR = EXIT  PF2 = TBL  MENU  PF6 = TBL99 UPDT  PF8 = NEXT  PF10 = PAGE #
```

Figure 4:112. Table 099 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key field (CRC) using the instructions for this field under **Table 099, Cost Responsibility Center Field Instructions**. Press **[Enter]**. The selected record is displayed.

If the complete data for the key fields is unknown, you may type partial data and press **[Enter]**. The system selects and displays a range of records based on the partial data entered.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 102, Forest Service FFIS PCAS

Source Menu: MASC Tables – Inquiry

Forest Service FFIS PCAS (**Figure 4:113**) is Table 102 on the MASC Tables – Inquiry menu (**Figure 4:11**). This option is used to query table data for converting feeder system stored masters to accommodate the FFIS PCAS distribution process.



The inquiry screen for Table 102 contains the same data elements as the update screen for Table 102.

```

MA21020          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE:           NATIONAL FINANCE CENTER
                MANAGEMENT ACCOUNT STRUCTURE CODES
                FOREST SERVICE RGUN - INQUIRY

PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY
*****
FS REGION UNIT:
FS REGION UNIT   FS JOB CODE
-----

ENTER = INQ.   PF1 = MAIN MENU   PF5 = REFRESH   PF7 = PREV
CLEAR = EXIT   PF2 = TBL  MENU   PF6 = TBL86 UPDT   PF8 = NEXT   PF10 = PAGE #
    
```

Figure 4:113. Table 102 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key field (FS Region Unit) using the instructions for this field under **Table 102, Forest Service FFIS PCAS Field Instructions**. Press **[Enter]**. The selected record is displayed.

If the complete data for the key fields is unknown, you may type partial data and press **[Enter]**. The system selects and displays a range of records based on the partial data entered.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 192, DFIS Treasury Symbol Account Conversion

Source Menu: *MASC Tables – Inquiry*

DFIS Treasury Symbol Account Conversion (**Figure 4:114**) is Table 192 on the MASC Tables – Inquiry menu (**Figure 4:11**). This option is used to query table data that interfaces with the Departmentwide Financial Information System (DFIS) to (1) convert the NFC Treasury symbol to a prefixed/suffixed Treasury symbol, (2) provide a Treasury fund code for budget reporting, (3) provide SF–133’s and SF–220’s annotations for selection of reports, and (4) provide the consolidated Treasury symbol. The consolidated Treasury symbol will be used to prepare additional consolidated financial reports.



The inquiry screen for Table 192 contains the same data elements as the update screen for Table 192.

```

MA29200          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   DFIS TREASURY SYMBOL ACCOUNT CONVERSION - INQUIRY

PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY
*****
AGENCY:           TREASURY SYMBOL:
                   FND TB SF SF SF
AG  TREAS SYM          PRE OR SUF  CD  133 133 220 AG TR SYM CONSOLIDATION
-----

ENTER = INQ.  PF1 = MAIN MENU  PF5 = REFRESH      PF7 = PREV PAGE
CLEAR = EXIT  PF2 = TBL  MENU  PF6 = TBL92 UPDT  PF8 = NEXT PAGE
    
```

Figure 4:114. Table 192 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key fields (Agency and Treasury Symbol) using the instructions for these fields under [Table 092, DFIS Treasury Symbol Account Conversion Field Instructions](#). Press **[Enter]**. The selected record is displayed.

If the complete data for the key fields is unknown, you may type partial data and press **[Enter]**. The system selects and displays a range of records based on the partial data entered.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 193, DFIS NFC To USDA General Ledger

Source Menu: MASC Tables – Inquiry

DFIS NFC To USDA General Ledger (**Figure 4:115**) is Table 193 on the MASC Tables – Inquiry menu (**Figure 4:11**). This option is used to query table data that interfaces with the Departmentwide Financial Information System (DFIS) to convert NFC general ledger accounts to the appropriate USDA general ledger accounts. This permits the consolidation of several NFC accounts into one USDA account.



The inquiry screen for Table 193 contains the same data elements as the update screen for Table 193.

```
MA29300          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   DFIS NFC TO USDA GENERAL LEDGER ACCOUNT ROLLUP -INQUIRY

PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY
*****
NFC ACCT NUMBER: MAJOR :          SUB :          NFC ACCT DB/CR CODE :
      NFC ACCOUNT NUMBER          GOVERNMENT ACCT NUMBER
MAJOR  SUB  DB/CR CD          MAJOR  SUB  DB/CR CD
-----

ENTER = INQ.  PF1 = MAIN MENU  PF5 = REFRESH  PF7 = PREV PAGE
CLEAR = EXIT  PF2 = TBL  MENU  PF6 = TBL93 UPDT  PF8 = NEXT PAGE
```

Figure 4:115. Table 193 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key fields (NFC Acct Number: Major, Sub, NFC Acct DB/CR Code) using the instructions for these fields under [Table 093, DFIS NFC To USDA Gen Ledg Account Rollup Field Instructions](#). Press **[Enter]**. The selected record is displayed.

If the complete data for the key fields is unknown, you may type partial data and press **[Enter]**. The system selects and displays a range of records based on the partial data entered.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Viewing MASC Tables 194–316

Instructions for viewing MASC Tables 194–316 are provided below.

Table 194, DFIS USDA General Ledger Account Descrip

Source Menu: MASC Tables – Inquiry

DFIS USDA General Ledger Account Descrip (**Figure 4:116**) is Table 194 on the MASC Tables – Inquiry menu (**Figure 4:12**). This option is used to query table data that interfaces with the Departmentwide Financial Information System (DFIS) to provide USDA general ledger account descriptions. These descriptions are primarily used for the general ledger trial balance and account descriptions on inquiries.



The inquiry screen for Table 194 contains the same data elements as the update screen for Table 194.

```
MA29400          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   DFIS USDA GENERAL LEDGER ACCOUNT DESCRIPTION/INQUIRY

PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY
*****
USDA ACCOUNT NUMBER:  MAJOR:          SUB:

MAJOR          SUB          ALPHA DESCRIPTION
-----

ENTER = INQ.  PF1 = MAIN MENU  PF5 = REFRESH  PF7 = PREV PAGE
CLEAR = EXIT  PF2 = TBL MENU   PF6 = TBL94 UPDT  PF8 = NEXT PAGE
```

Figure 4:116. Table 194 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key fields (USDA Account Number: Major, Sub) using the instructions for these fields under [Table 094, DFIS USDA Gen Ledger Account Description Field Instructions](#). Press **[Enter]**. The selected record is displayed.

If the complete data for the key fields is unknown, you may type partial data and press **[Enter]**. The system selects and displays a range of records based on the partial data entered.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 195, DFIS Treasury Symbol Description

Source Menu: MASC Tables – Inquiry

DFIS Treasury Symbol Description (**Figure 4:117**) is Table 195 on the MASC Tables – Inquiry menu (**Figure 4:12**). This option is used to query table data that interfaces with the DFIS to provide Treasury symbol descriptions utilized for USDA external reporting.



Note

The inquiry screen for Table 195 contains the same data elements as the update screen for Table 195.

```

MA29500          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   DFIS TREASURY SYMBOL DESCRIPTION - INQUIRY

PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY
*****
AGENCY:           TREASURY SYMBOL
AGENCY  TREASURY SYM          NFC-FLAG          PROG-FLAG
-----

```

ENTER = INQ. PF1 = MAIN MENU PF5 = REFRESH PF7 = PREV PAGE
CLEAR = EXIT PF2 = TBL MENU PF6 = TBL95 UPDT PF8 = NEXT PAGE PF12 = RIGHT

Figure 4:117. Table 195 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key fields (Agency and Treasury Symbol) using the instructions for these fields under [Table 095, DFIS Treasury Symbol Description Field Instructions](#). Press **[Enter]**. The selected record is displayed.

If the complete data for the key fields is unknown, you may type partial data and press **[Enter]**. The system selects and displays a range of records based on the partial data entered.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 196, DFIS Treasury Symbol Consolidation

Source Menu: MASC Tables – Inquiry

DFIS Treasury Symbol Consolidation (**Figure 4:118**) is Table 196 on the MASC Tables – Inquiry menu (**Figure 4:12**). This option is used to query table data that interfaces with the Departmentwide Financial Information System (DFIS) to combine Treasury symbol limitations and multiple years into a consolidated mainhead Treasury symbol for each fund.



The inquiry screen for Table 196 contains the same data elements as the update screen for Table 196.

```

MA29600          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   DFIS TREASURY SYMBOL CONSOLIDATION - INQUIRY

PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY
*****
AGENCY:           TREAS SYM:           SEQUENCE NO:

AGEN  TREASURY SYM          SEQ-NBR CONSOLIDATED TREAS SYMBOL
-----

ENTER = INQ.  PF1 = MAIN MENU  PF5 = REFRESH    PF7 = PREV PAGE
CLEAR = EXIT  PF2 = TBL  MENU  PF6 = TBL96 UPDT  PF8 = NEXT PAGE
    
```

Figure 4:118. Table 196 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key fields (Agency, Treas Sym, and Sequence No) using the instructions for these fields under [Table 096, DFIS Treasury Symbol Consolidation Field Instructions](#). Press **[Enter]**. The selected record is displayed.

If the complete data for the key fields is unknown, you may type partial data and press **[Enter]**. The system selects and displays a range of records based on the partial data entered.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 302, Forest Service Contra Fund Codes

Source Menu: MASC Tables – Inquiry

Forest Service Contra Fund Codes (**Figure 4:118**) is Table 302 on the MASC Tables – Inquiry menu (**Figure 4:12**). This option is used to query Forest Service contra fund codes.



The inquiry screen for Table 302 contains the same data elements as the update screen for Table 002. This table is created for the year-end process after the last update of MASC.

```

MA23020          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   FOREST SERVICE CONTRA FUND CODES - INQUIRY

PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY
*****
FUND CODE:

FUND CODE          CONTRA FUND CODE
-----

ENTER = INQY  PF1 = MAIN MENU    PF5 = REFRESH      PF7 = PREV PAGE
CLEAR = EXIT  PF2 = TBL  MENU    PF8 = NEXT PAGE
    
```

Figure 4:119. Table 302 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key field (Fund Code) using the instructions for this field under **Table 002, Forest Service Contra Fund Codes Field Instructions**. Press **[Enter]**. The selected record is displayed.

If the complete data for the key fields is unknown, you may type partial data and press **[Enter]**. The system selects and displays a range of records based on the partial data entered.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 305, Treasury Symbol/Description

Source Menu: *MASC Tables – Inquiry*

Treasury Symbol/Description (**Figure 4:120**) is Table 305 on the MASC Tables – Inquiry menu (**Figure 4:12**). This option is used to query titles based on Treasury symbols for Budget Cost reports, and Treasury symbols for test of invalid appropriation codes in the General Ledger and 3-digit appropriation codes for Forest Service reports.



Note

The inquiry screen for Table 305 contains the same data elements as the update screen for Table 005. This table is created for the year-end process after the last update of MASC.

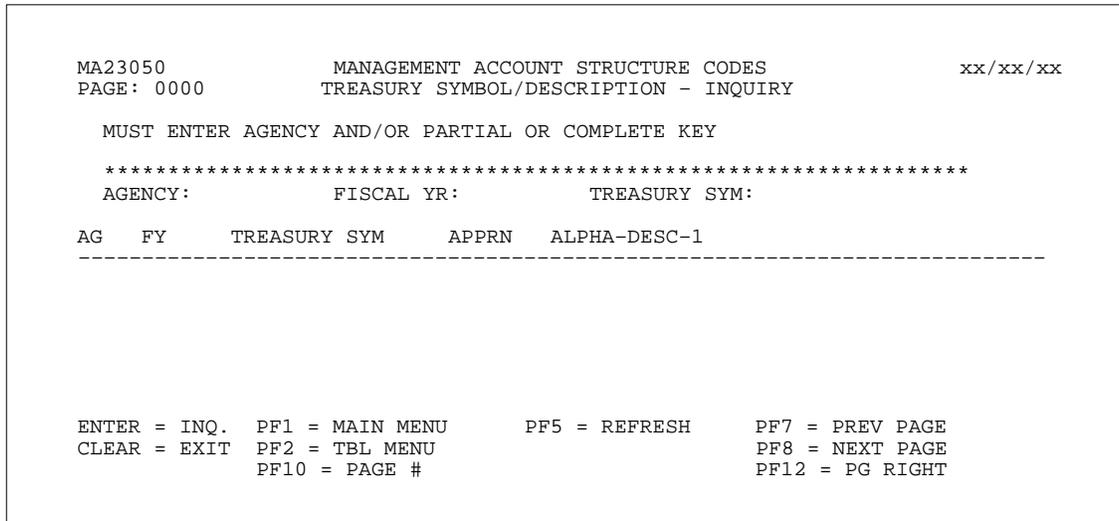


Figure 4:120. Table 305 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key fields (Agency, Fiscal Yr, and Treasury Sym) using the instructions for these fields under **Table 005, Treasury Symbol/Description Field Instructions**. Press **[Enter]**. The selected record is displayed.

If the complete data for the key fields is unknown, you may type partial data and press **[Enter]**. The system selects and displays a range of records based on the partial data entered.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 306, Appropriation Codes/Descriptions

Source Menu: *MASC Tables – Inquiry*

Appropriation Codes/Descriptions (**Figure 4:121**) is Table 306 on the MASC Tables – Inquiry menu (**Figure 4:12**). This option is used to query Treasury symbols for appropriation codes, verification of appropriation codes and Treasury symbols, and alpha descriptions for appropriation codes.



Note

The inquiry screen for Table 306 contains the same data elements as the update screen for Table 006. This table is created for the year-end process after the last update of MASC.

```

MA23060          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   APPROPRIATION CODES/DESCRIPTIONS - INQUIRY
MUST ENTER AGENCY AND/OR PARTIAL OR COMPLETE KEY
*****
AGENCY:          FISCAL YR:          APPROPRIATION:

AG   FY   APPRN  TREASURY SYMBOL  ABBRV
-----

ENTER = INQ.   PF1 = MAIN MENU       PF5 = REFRESH       PF7 = PREV PAGE
CLEAR = EXIT   PF2 = TBL  MENU       PF8 = NEXT PAGE
                   PF10 = PAGE #           PF12 = PG RIGHT
    
```

Figure 4:121. Table 306 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key fields (Agency, Fiscal Yr, and Appropriation) using the instructions for these fields under [Table 006, Appropriation Codes/Descriptions Field Instructions](#). Press **[Enter]**. The selected record is displayed.

If the complete data for the key fields is unknown, you may type partial data and press **[Enter]**. The system selects and displays a range of records based on the partial data entered.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 310, Forest Service Structured Mgmt. Codes

Source Menu: *MASC Tables – Inquiry*

Forest Service Structured Mgmt. Codes (**Figure 4:122**) is Table 310 on the MASC Tables – Inquiry menu (**Figure 4:12**). This option is used to query valid structured management codes common to all regions within the Forest Service.



Note

The inquiry screen for Table 310 contains the same data elements as the update screen for Table 010. This table is created for the year-end process after the last update of MASC.

```

MA20310          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   FOREST SERVICE STRUCTURED MANAGEMENT CODES - INQUIRY

PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY
*****
AGENCY: 11          REGION:          UNIT:          MGT-CD:

REGION          UNIT          MGT-CD  APP-FLD  SUB          COLL  FUND-CD  ACTION
-----
                                         CODE

ENTER = INQ.  PF1 = MAIN MENU  PF5 = REFRESH  PF7 = PREV PAGE
CLEAR = EXIT  PF2 = TBL MENU  PF8 = NEXT PAGE  PF12 = RIGHT
    
```

Figure 4:122. Table 310 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key fields (Region, Unit, and Mgt Cd) using the instructions for these fields under **Table 010, Forest Service Structured Mgmt. Codes Field Instructions**. Press **[Enter]**. The selected record is displayed.

If the complete data for the key fields is unknown, you may type partial data and press **[Enter]**. The system selects and displays a range of records based on the partial data entered.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 311, Forest Service AD-729 Validation

Forest Service AD-729 Validation (**Figure 4:123**) is Table 311 on the MASC Tables – Inquiry menu (**Figure 4:12**). This option is used to query validation of Forest Service fund codes to established management codes.



The inquiry screen for Table 311 contains the same data elements as the update screen for Table 011. This table is created for the year-end process after the last update of MASC.

```

MA23110          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   FOREST SERVICE AD-729 VALIDATION - INQUIRY

PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY
*****
FUND CODE:FY      BASE:      MYR:

FY  BASE  MYR  APPRN      TR SYMBOL      TS GRP TS DESCRIPTION
-----

ENTER = INQ.  PF1 = MAIN MENU  PF5 = REFRESH  PF8 = NEXT PAGE
CLEAR = EXIT  PF2 = TBL  MENU  PF7 = PREV PAGE
    
```

Figure 4:123. Table 311 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key fields (Fund Code: FY, Base, and Myr) using the instructions for these fields under **Table 011, Forest Service AD-729 Validation Field Instructions**. Press **[Enter]**. The selected record is displayed.

If the complete data for the key fields is unknown, you may type partial data and press **[Enter]**. The system selects and displays a range of records based on the partial data entered.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 315, FS Fund Code/Work Activity Combinations

Source Menu: MASC Tables – Inquiry

FS Fund Code/Work Activity Combinations (**Figure 4:124**) is Table 315 on the MASC Tables – Inquiry menu (**Figure 4:12**). This option is used to query validations of Forest Service fund code/work activity combinations contained in the accounting.



Note

The inquiry screen for Table 315 contains the same data elements as the update screen for Table 015. This table is created for the year-end process after the last update of MASC.

```

MA23150          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   FOREST SERVICE FUND CODE/WORK ACTIVITY COMBINATIONS - INQUIRY

PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY
*****
FUND CODE:FY      BASE:          MYR:          WORK-ACT:

FY              BASE          MYR          WORK-ACT      ACCT-CK      OTH-CK
-----

ENTER = INQ.  PF1 = MAIN MENU  PF5 = REFRESH  PF8 = NEXT PAGE
CLEAR = EXIT  PF2 = TBL  MENU  PF7 = PREV PAGE
    
```

Figure 4:124. Table 315 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key fields (Fund Code: FY, Base, Myr, and Work-Act) using the instructions for these fields under [Table 015, FS Fund Code/Work Activity Combinations Field Instructions](#). Press **[Enter]**. The selected record is displayed.

If the complete data for the key fields is unknown, you may type partial data and press **[Enter]**. The system selects and displays a range of records based on the partial data entered.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 316, FS Unit Region/Unit Code/Description

Source Menu: MASC Tables – Inquiry

FS Unit Region/Unit Code/Description (**Figure 4:125**) is Table 316 on the MASC Tables – Inquiry menu (**Figure 4:12**). This option is used to query validation of unit codes, unit code names for Budget Cost reporting, and unit names for reporting MASC–FS.



The inquiry screen for Table 316 contains the same data elements as the update screen for Table 016. This table is created for the year-end process after the last update of MASC.

```
MA23160          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   FOREST SERVICE REGION/UNIT CODE/DESCRIPTION - INQUIRY

PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY
*****
REGION:           UNIT:
REG UNIT          ALPHA-DESC-1          ST      STATE      NFC      DG
                   CD      NAME      REM-ID  REM-ID
-----

```

ENTER = INQ. PF1 = MAIN MENU PF5 = REFRESH PF8 = NEXT PAGE
CLEAR = EXIT PF2 = TBL MENU PF7 = PREV PAGE

Figure 4:125. Table 316 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key fields (Region and Unit) using the instructions for these fields under [Table 016, FS Region/Unit Code/Description Field Instructions](#). Press **[Enter]**. The selected record is displayed.

If the complete data for the key fields is unknown, you may type partial data and press **[Enter]**. The system selects and displays a range of records based on the partial data entered.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Viewing MASC Tables 317–348

Instructions for viewing MASC tables 317–348 are provided below.

Table 317, FS Sub Unit Code/Description

Source Menu: MASC Tables – Inquiry

FS Sub Unit Code/Description (**Figure 4:126**) is Table 317 on the MASC Tables – Inquiry menu (**Figure 4:13**). This option is used to query validation of sub unit codes, sub unit names for reporting MASC–FS.



The inquiry screen for Table 317 contains the same data elements as the update screen for Table 017. This table is created for the year-end process after the last update of MASC.

```
MA23170          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   FOREST SERVICE SUB-UNIT CODE/DESCRIPTION - INQUIRY

PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY
*****
REGION:           UNIT:           SUB UNIT:

REG   UNIT   SUB-UNIT   ALPHA DESCRIPTION
-----
                                          
ENTER = INQ.  PF1 = MAIN MENU  PF5 = REFRESH   PF8 = NEXT PAGE
CLEAR = EXIT  PF2 = TBL  MENU  PF7 = PREV PAGE
```

Figure 4:126. Table 317 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key fields (Region, Unit, and Sub Unit) using the instructions for these fields under **Table 017, FS Sub Unit Code/Description Field Instructions**. Press **[Enter]**. The selected record is displayed.

If the complete data for the key fields is unknown, you may type partial data and press **[Enter]**. The system selects and displays a range of records based on the partial data entered.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 319, FS Region Code/Description

Source Menu: MASC Tables – Inquiry

FS Region Code/Description (**Figure 4:127**) is Table 319 on the MASC Tables – Inquiry menu (**Figure 4:13**). This option is used to query validation of region numbers for the management code master file, region names for Budget Cost reporting, and region names for reporting MASC–FS.



Note

The inquiry screen for Table 319 contains the same data elements as the update screen for Table 019. This table is created for the year-end process after the last update of MASC.

```

MA23190          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   FOREST SERVICE REGION CODE/DESCRIPTION - INQUIRY

PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY
*****
REGION:

REG              ALPHA-DESC-1                      ALPHA-DESC-2
-----

ENTER = INQ.   PF1 = MAIN MENU   PF5 = REFRESH   PF8 = NEXT PAGE
CLEAR = EXIT   PF2 = TBL  MENU   PF7 = PREV PAGE
    
```

Figure 4:127. Table 319 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key field (Region) using the instructions for this field under **Table 019, FS Region Code/Description Field Instructions**. Press **[Enter]**. The selected record is displayed.

If the complete data for the key fields is unknown, you may type partial data and press **[Enter]**. The system selects and displays a range of records based on the partial data entered.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 320, IRS Element Validation Table

Source Menu: MASC Tables – Inquiry

IRS Element Validation Table (**Figure 4:128**) is Table 320 on the MASC Tables – Inquiry menu

(**Figure 4:13**). This option is used to query codes which are used to validate IRS accounting data.



The inquiry screen for Table 320 contains the same data elements as the update screen for Table 020. This table is created for the year-end process after the last update of MASC.

```

MA20320          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE:           NATIONAL FINANCE CENTER
                MANAGEMENT ACCOUNT STRUCTURE CODES
                INTERNAL REVENUE SERVICE - INQUIRY

ENTER ELEMENT ID OR COMPLETE KEY
*****
ELEMENT ID:           ACCOUNTING ELEMENT:

ELEMENT ID   ACCOUNTING ELEMENT   ELEMENT DESCRIPTION

ENTER = INQ.   PF1 = MAIN MENU   PF5 = REFRESH   PF8 = NEXT PAGE
CLEAR = EXIT   PF2 = TBL MENU   PF7 = PREV PAGE
    
```

Figure 4:128. Table 320 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key fields (Element ID and Accounting Element) using the instructions for these fields under **Table 020, IRS Element Validation Table Field Instructions**. Press **[Enter]**. The selected record is displayed.

If the complete data for the key fields is unknown, you may type partial data and press **[Enter]**. The system selects and displays a range of records based on the partial data entered.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 323, FS Unit Symbol And Description

Source Menu: *MASC Tables – Inquiry*

FS Unit Symbol and Description Table (**Figure 4:129**) is Table 323 on the MASC Tables – Inquiry menu (**Figure 4:13**). This option is used to query Forest Service geographic area location descriptions for Budget Cost reporting.



The inquiry screen for Table 323 contains the same data elements as the update screen for Table 023. This table is created for the year-end process after the last update of MASC.

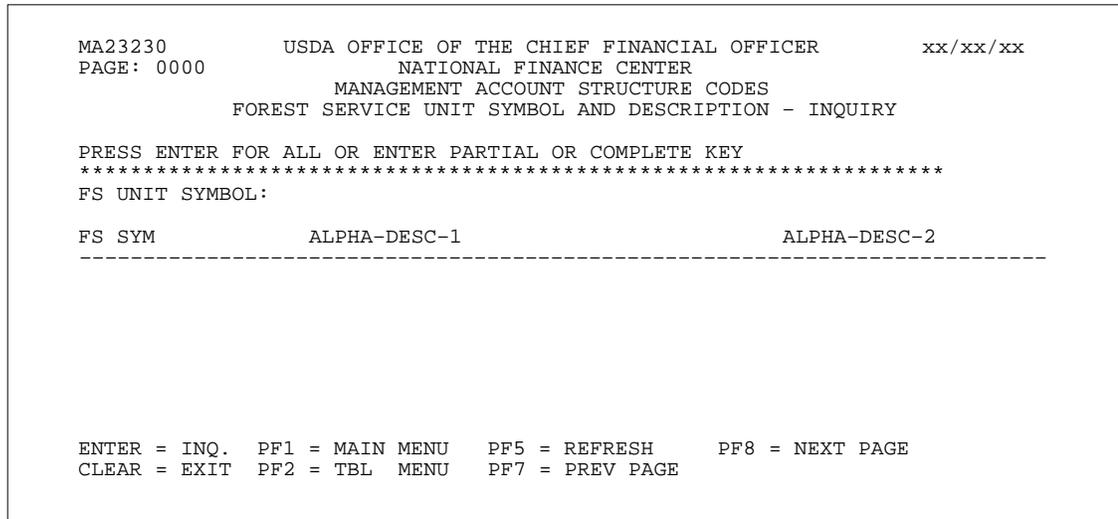


Figure 4:129. Table 323 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key field (FS Unit Symbol) using the instructions for this field under [Table 023, FS Unit Symbol And Description Field Instructions](#). Press **[Enter]**. The selected record is displayed.

If the complete data for the key fields is unknown, you may type partial data and press **[Enter]**. The system selects and displays a range of records based on the partial data entered.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 324, Forest Service Mailing Addresses

Source Menu: *MASC Tables – Inquiry*

Forest Service Mailing Addresses Table (**Figure 4:130**) is Table 324 on the MASC Tables – Inquiry menu (**Figure 4:13**). This option is used to query Forest Service mailing addresses for Budget Cost reporting.



Note

The inquiry screen for Table 324 contains the same data elements as the update screen for Table 024. This table is created for the year-end process after the last update of MASC.

```

MA23240                                MANAGEMENT ACCOUNT STRUCTURE CODES                xx/xx/xx
PAGE: 0000                            FOREST SERVICE MAILING ADDRESSES - INQUIRY

PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY

*****
REGION:                               UNIT:                AGENCY: 11          SUB-UNIT:

REG   UNIT   SUB UNIT   ADDRESS-1
-----

ENTER = INQ.  PF1 = MAIN MENU    PF5 = REFRESH      PF8 = NEXT PAGE
CLEAR = EXIT  PF2 = TBL MENU      PF7 = PREV PAGE   PF12 = PG RIGHT
    
```

Figure 4:130. Table 324 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key fields (Region, Unit, and Sub-Unit) using the instructions for these fields under [Table 024, Forest Service Mailing Addresses Field Instructions](#). Press **[Enter]**. The selected record is displayed.

If the complete data for the key fields is unknown, you may type partial data and press **[Enter]**. The system selects and displays a range of records based on the partial data entered.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 330, FS Appropriations For Collections Only

Source Menu: MASC Tables – Inquiry

FS Appropriations For Collections Only Table (**Figure 4:131**) is Table 330 on the MASC Tables – Inquiry menu (**Figure 4:13**). This option is used to query Forest Service appropriations limited to collection transactions only.



Note

The inquiry screen for Table 330 contains the same data elements as the update screen for Table 030. This table is created for the year-end process after the last update of MASC.

```
MA20330          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   FOREST SERVICE APPROPRIATIONS FOR COLLECTIONS ONLY - INQUIRY

PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY
*****
AGENCY: 11          APPROPRIATION:

APPROPRIATION
-----

ENTER = INQ.   PF1 = MAIN MENU   PF5 = REFRESH   PF8 = NEXT PAGE
CLEAR = EXIT   PF2 = TBL  MENU   PF7 = PREV PAGE
```

Figure 4:131. Table 330 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key field (Appropriation) using the instructions for this field under [Table 030, FS Appropriations For Collections Only Field Instructions](#). Press **[Enter]**. The selected record is displayed.

If the complete data for the key fields is unknown, you may type partial data and press **[Enter]**. The system selects and displays a range of records based on the partial data entered.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 341, Forest Service Fund/Project

Source Menu: MASC Tables – Inquiry

Forest Service Fund/Project (**Figure 4:132**) is Table 341 on the MASC Tables – Inquiry menu (**Figure 4:13**). This option is used to query conversions of the 4-digit appropriation/function combinations to a project code, and project descriptions for year-end Budget Cost reporting.



Note

The inquiry screen for Table 341 contains the same data elements as the update screen for Table 041. This table is created for the year-end process after the last update of MASC.

```
MA23410          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   FOREST SERVICE FUND/PROJECT - INQUIRY

PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY
*****
FUND CODE:          WORK ACTIVITY:

FND-CD ACTIV PROJ DESCRIPTION
-----

ENTER = INQ.   PF1 = MAIN MENU   PF5 = REFRESH   PF8 = NEXT PAGE
CLEAR = EXIT   PF2 = TBL MENU    PF7 = PREV PAGE
```

Figure 4:132. Table 341 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key fields (Fund Code and Work Activity) using the instructions for these fields under **Table 041, Forest Service Fund/Project Field Instructions**. Press **[Enter]**. The selected record is displayed.

If the complete data for the key fields is unknown, you may type partial data and press **[Enter]**. The system selects and displays a range of records based on the partial data entered.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 342, Forest Service Fund Code Roll

Source Menu: *MASC Tables – Inquiry*

Forest Service Fund Code Roll Table (**Figure 4:133**) is Table 342 on the MASC Tables – Inquiry menu (**Figure 4:13**). This option is used to query the to and from fund codes, group codes, and Treasury symbols to facilitate roll over of fund codes between fiscal years.



Note

The inquiry screen for Table 342 contains the same data elements as the update screen for Table 042. This table is created for the year-end process after the last update of MASC.

```

MA23420          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   FOREST SERVICE FUND CODE ROLL - INQUIRY

PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY
*****
FUND CODE (FROM):

FUND CODE (FROM)  FUND CODE (TO)  GROUP CODE          TREASURY SYMBOL
-----

ENTER = INQ.   PF1 = MAIN MENU   PF5 = REFRESH       PF8 = NEXT PAGE
CLEAR = EXIT   PF2 = TBL MENU   PF7 = PREV PAGE
  
```

Figure 4:133. Table 342 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key field (Fund Code (From)) using the instructions for these fields under [Table 042, Forest Service Fund Code Roll Field Instructions](#). Press **[Enter]**. The selected record is displayed.

If the complete data for the key fields is unknown, you may type partial data and press **[Enter]**. The system selects and displays a range of records based on the partial data entered.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 347, Forest Service Fund/Budg ID

Source Menu: MASC Tables – Inquiry

Forest Service Fund/Budg ID Table (**Figure 4:134**) is Table 347 on the MASC Tables – Inquiry menu (**Figure 4:13**). This option is used to query Forest Service activity code descriptions for year-end Budget Cost reporting.



Note

The inquiry screen for Table 347 contains the same data elements as the update screen for Table 047. This table is created for the year-end process after the last update of MASC.

```

MA23470          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   FOREST SERVICE FUND/BUDG ID - INQUIRY

PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY
*****
FUND CODE:          PROJECT:

FND-CD  NUM  ID  ACT  DESCRIPTION
-----

ENTER = INQ.  PF1 = MAIN MENU  PF5 = REFRESH  PF8 = NEXT PAGE
CLEAR = EXIT  PF2 = TBL MENU  PF7 = PREV PAGE  PF12 = RIGHT
    
```

Figure 4:134. Table 347 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key fields (Fund Code and Project) using the instructions for these fields under **Table 047, Forest Service Fund/Budg ID Field Instructions**. Press **[Enter]**. The selected record is displayed.

If the complete data for the key fields is unknown, you may type partial data and press **[Enter]**. The system selects and displays a range of records based on the partial data entered.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 348, Forest Service Budget ID

Source Menu: *MASC Tables – Inquiry*

Forest Service Budget ID Table (**Figure 4:135**) is Table 348 on the MASC Tables – Inquiry menu (**Figure 4:13**). This option is used to query Forest Service budget identification descriptions for Budget Cost reporting.



Note

The inquiry screen for Table 348 contains the same data elements as the update screen for Table 048. This table is created for the year-end process after the last update of MASC.

```
MA23480          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   FOREST SERVICE BUDGET ID - INQUIRY

PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY
*****
BUDGET ID:

BUDG ID      DESCRIPTION
-----

ENTER = INQ.   PF1 = MAIN MENU   PF5 = REFRESH   PF8 = NEXT PAGE
CLEAR = EXIT   PF2 = TBL MENU   PF7 = PREV PAGE PF12 = RIGHT
```

Figure 4:135. Table 348 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key field (Budget ID) using the instructions for this field under [Table 048, Forest Service Budget ID Field Instructions](#). Press **[Enter]**. The selected record is displayed.

If the complete data for the key fields is unknown, you may type partial data and press **[Enter]**. The system selects and displays a range of records based on the partial data entered.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Viewing MASC Tables 395–403

Instructions for viewing MASC tables 395–403 are provided below.

Table 395, DFIS Treasury Symbol Description

Source Menu: MASC Tables – Inquiry

DFIS Treasury Symbol Description Table (**Figure 4:136**) is Table 348 on the MASC Tables – Inquiry menu (**Figure 4:14**). This option is used to query table data that interfaces with the Departmentwide Financial Information System (DFIS) to provide Treasury symbol descriptions utilized for USDA external reporting.



The inquiry screen for Table 395 contains the same data elements as the update screen for Table 095. This table provide Treasury symbol descriptions utilized for USDA external reporting.

```
MA23950          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   DFIS TREASURY SYMBOL DESCRIPTION - INQUIRY

PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY
*****
AGENCY:           TREASURY SYMBOL

AGENCY  TREASURY SYM          NFC-FLAG          PROG-FLAG
-----

ENTER = INQ.  PF1 = MAIN MENU  PF5 = REFRESH    PF8 = NEXT PAGE
CLEAR = EXIT  PF2 = TBL  MENU  PF7 = PREV PAGE    PF12 = RIGHT
```

Figure 4:136. Table 395 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key fields (Agency and Treasury Symbol) using the instructions for these fields under **Table 095, DFIS Treasury Symbol Description Field Instructions**. Press **[Enter]**. The selected record is displayed.

If the complete data for the key fields is unknown, type partial data and press **[Enter]**. The system selects and displays a range of records based on the partial data entered.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 401, DFIS To FACTS II Account Number

Source Menu: MASC Tables – Inquiry

DFIS TO FACTS II Account Number (**Figure 4:137**) is Table 401 on the MASC Tables – Inquiry menu (**Figure 4:14**). This option is used to query table data that interfaces with the Departmentwide Financial Information System (DFIS) to provide account numbers for USDA external reporting.

```

MA24010          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   DFIS TO FACTSII ACCOUNT NUMBER - INQUIRY

PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY
*****
DFIS ACCOUNT NUMBER:          DFIS ACCOUNT NUMBER SEQUENCE:
*****

  DFIS   DFIS   FACTSII   BEGIN./
ACCOUNT ACCT.NO ACCOUNT REV  END   REIMB.
NUMBER  SEQ    NUMBER  CODE IND.   FLAG

FACTS II ACCOUNT DESCRIPTION

ENTER = INQ.   PF1 = MAIN MENU       PF5 = REFRESH       PF7 = PREV PAGE
CLEAR = EXIT  PF2 = TBL MENU        PF6 = TBL401UPDT   PF8 = NEXT PAGE
  
```

Figure 4:137. Table 401 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key fields (DFIS Account Number and DFIS Account Number Sequence) using the instructions for these fields under [Table 401, DFIS To FACTS II Account Number Field Instructions](#). Press **[Enter]**. The selected record is displayed.

If the complete data for the key fields is unknown, you may type partial data and press **[Enter]**. The system selects and displays a range of records based on the partial data entered.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 402, FACTS II Footnote

Source Menu: MASC Tables – Inquiry

FACTS II Footnote (**Figure 4:138**) is Table 402 on the MASC Tables – Inquiry menu (**Figure 4:14**). This option is used to query table data that interfaces with the Departmentwide Financial Information System (DFIS) to provide Treasury symbol descriptions utilized for USDA external reporting.

```

MA24020          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   FACTSII FOOTNOTE TABLE - INQUIRY

MUST ENTER FIELDS FOR ALL TYPES OF ACTIONS
*****
TREASURY SYMBOL:          FACTSII ACCT.NO.:
SEQUENCE NUMBER:
TREASURY          FACTSII          SEQUENCE
SYMBOL          ACCT NO          NO.

FOOTNOTE TEXT:
LINE1
LINE2
LINE3

ENTER = UPDT   PF1=MAIN MENU   PF5=REFRESH   PF7=PREVIOUS
CLEAR = EXIT   PF2=TBL MENU   PF6=402 UPDATE PF8=NEXT
    
```

Figure 4:138. Table 402 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key fields (Treasury Symbol, FACTS II Acct. No, and Sequence Number) using the instructions for these fields under **Table 402, FACTS II Footnote Field Instructions**. Press **[Enter]**. The selected record is displayed.

If the complete data for the key fields is unknown, you may type partial data and press **[Enter]**. The system selects and displays a range of records based on the partial data entered.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Table 403, FACTS II Treasury Symbol

Source Menu: MASC Tables – Inquiry

FACTS II Treasury Symbol (**Figure 4:139**) is Table 403 on the MASC Tables – Inquiry menu (**Figure 4:14**). This option is used to query table data that interfaces with the Departmentwide Financial Information System (DFIS) to provide Treasury symbol descriptions utilized for USDA external reporting.

```

MA24030          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   FACTSII TREASURY SYMBOL TABLE - INQUIRY
MUST ENTER FIELDS FOR ALL TYPES OF ACTIONS
*****
                   AGY:          TREASURY SYMBOL:          TABLE NO: 403
*****

AG      TREASURY          DEPT  DEPT  FY  FY  MAIN  SUB  DEF/  PUBLIC
   SYMBOL          REG    TRAN  1   2   ACCT  ACCT  INDEF  LAW

APPOR   AUTH    TRAN    TRAN    TRAN    TRAN    BUDG  BEA  ADV  DEF
CAT     TYPE   PART    AG      ACCT    T/F    AUTH  CAT  FLAG  LIQ

DEF     AVAIL   LEGIS      MAF    COHORT  BORROW  CAT B  ACCT  SPLIT
FLAG   FLAG   FLAG    FUNC  SEQ NO  YEAR    SOURCE  DET   SEQ

CUR/PERM FLAG  CATEGORY B STUB:

ENTER = INQUIRY  PF1 = MAIN MENU  PF5 = REFRESH  PF7=PREVIOUS
CLEAR = EXIT     PF2 = TABLE MENU PF6 = TBL403 UPD PF8=NEXT
    
```

Figure 4:139. Table 403 Inquiry screen

- To view all records, press **[Enter]**.
- To view a specific record, complete the key fields (Agy and Treasury Symbol) using the instructions for these fields under [Table 403, FACTS II Treasury Symbol Field Instructions](#). Press **[Enter]**. The selected record is displayed.

If the complete data for the key fields is unknown, you may type partial data and press **[Enter]**. The system selects and displays a range of records based on the partial data entered.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Viewing MASC Forms

Instructions for viewing MASC forms are provided below.

AD-729A Management Codes

Source Menu: *Inquiry*

AD-729A Management Codes (**Figure 4:140**) is option 2 on the MASC Inquiry System menu (**Figure 4:1**). This option is used to query input forms currently used by FGIS and FSIS to facilitate entering management codes into MASC. At the agencies' discretion, the appropriate management codes are placed on documents to record payments, billings, collections, and other financial transactions processed at NFC. These management codes are also used to provide accurate accounting data for reporting purposes.



The screen for AD-729A – Inquiry contains the same data elements as the screen for AD-729A – Update.

```
MA62000          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   AD-729A - INQUIRY

ENTER AGENCY OR AGENCY AND PARTIAL/COMPLETE MANAGEMENT CODE
*****
AGENCY:          FISCAL YEAR:
MGMT CODE      FY          TITLE          MGMT CODE:          APPRN          CONTROL
-----          -----          -----          -----          -----          -----
                   NUMBER          STATE

ENTER = INQ. PF1 = MAIN MENU PF5 = REFRESH PF7 = PREV PAGE
CLEAR = EXIT PF2 = INQ MENU PF6 = AD-729A UPDT PF8 = NEXT PAGE PF10 = PAGE #
```

Figure 4:140. AD-729A – Inquiry screen

- To view all records for a specific agency, type the appropriate agency number and press **[Enter]**.
- To view all records for a specific agency and fiscal year, type the appropriate agency number and fiscal year and press **[Enter]**.
- To view a specific record, complete the key fields (Agency, Fiscal Year, and Mgmt Code) using the instructions for these fields under **AD-729A Management Codes Field Instructions**. Press **[Enter]**. The selected record is displayed.

If the complete data for the Management Code is unknown, type the agency number, fiscal year, and the partial management code and press **[Enter]**. The system selects and displays a range of records based on the partial data entered.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

AD-729B APHIS Accounting Input Form

Source Menu: *Inquiry*

AD-729B APHIS Accounting Input Form (**Figure 4:141**) is option 3 on the MASC Inquiry System menu (**Figure 4:1**). This option is used to query input forms used only by APHIS to facilitate the entering of accounting codes into MASC. At the agency’s discretion, the appropriate accounting codes are placed on the documents to record payments, billings, collections, and other financial transactions processed at NFC. These accounting codes are also used to provide accurate accounting data for reporting purposes.



Note

The screen for AD-729B – Inquiry contains the same data elements as the screen for AD-729B – Update.

```

MA63000          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   AD-729B (APHIS) - INQUIRY

ENTER PARTIAL/COMPLETE ACCOUNTING CLASS
*****
ACCOUNTING CLASS:

ACCOUNTING          T I T L E          USE AREA          ACTION
-----          -----          - - - - -          - - - - -
STATE CITY CNTY

ENTER = INQ.  PF1 = MAIN MENU PF5 = REFRESH          PF7 = PREV PAGE
CLEAR = EXIT  PF2 = INQ  MENU PF6 = AD-729B UPDT PF8 = NEXT PAGE PF10 = PAGE #
    
```

Figure 4:141. AD-729B (APHIS) – Inquiry screen

- To view all accounting code records, press **[Enter]**.
- To view a specific record, complete the key field (Accounting Class) using the instructions for this field under **AD-729B APHIS Accounting Input Form Field Instructions**. Press **[Enter]**. The selected record is displayed.

If the complete data for the Accounting Class is unknown, type the partial accounting class and press **[Enter]**. The system selects and displays a range of records based on the partial data entered.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

AD-729C ARS Accounting Input Form

Source Menu: Inquiry

AD-729C ARS Accounting Input Form (**Figure 4:142**) is option 4 on the MASC Inquiry System menu (**Figure 4:1**). This option is used to query input forms used only by ARS to facilitate the entering of accounting codes into MASC. At the agency's discretion, the appropriate accounting codes are placed on the documents to record payments, billings, collections, and other financial transactions processed at NFC. These accounting codes are also used to provide accurate accounting data for reporting purposes.



The screen for ARS Inquiry AD-729C contains the same data elements as the screen for ARS AD-729C Update.

```
MA64000          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
                  NATIONAL FINANCE CENTER
                  MANAGEMENT ACCOUNT STRUCTURE CODES
                  ARS INQUIRY AD-729C

AGENCY           :
                  LOWER BOUND                UPPER BOUND
ALLOCATION HOLDER NO:
ACCOUNTING CODE  :
MODE CODE        : LEV-3 LEV-4 LEV-5          LEV-3 LEV-4 LEV-5
ACCOUNT TYPE     :
LIMIT CODE       :

                  NUMBER OF RECORDS SELECTED:

PF1 = MAIN MENU      PF2 = MAIN INQUIRY MENU  PF3 = DISPLAY FIRST RECORD
PF4 = DISPLAY ALL RECORDS PF5 = REFRESH SCREEN  PF6 = ARS INPUT SCREEN
PF9 = PRINT REPORT   CLEAR = EXIT
```

Figure 4:142. ARS Inquiry AD-729C screen

- To view all records for a specific agency, type the appropriate agency number. Press **[Enter]**. The number of records selected is displayed.
- To query additional detailed information on the records selected, press the applicable function keys displayed at the bottom of the screen.
- To view a specific record, complete the key fields (Agency, Allocation Holder No, Accounting Code, Mode Code, Account Type, and Limit Code) using the instructions for these fields under **AD-729C ARS Accounting Input Form Field Instructions**. Press **[Enter]**. The selected record is displayed.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

AD-758 Agency 07 Only

Source Menu: *Inquiry*

AD-758 Agency 07 Only (**Figure 4:143**) is option 5 on the MASC Inquiry System menu (**Figure 4:1**). This option is used to query input forms used only by Agency 07 to facilitate the entering of accounting codes into MASC. At the agency's discretion, the appropriate accounting codes are placed on the documents to record payments, billings, collections, and other financial transactions processed at NFC. These accounting codes are also used to provide accurate accounting data for reporting purposes.



The screen for AD-758 – Inquiry contains the same data elements as the screen for AD-758 – Update.

```

MA67000          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   AD-758 - INQUIRY

ENTER AGENCY OR AGENCY AND PARTIAL/COMPLETE ACCOUNTING CLASS
*****
AGENCY:  07          ACCOUNTING CLASS:

ACCOUNT CODE          ACCOUNT DESCRIPTION          TYPE  TREASURY SYMBOL
-----

ENTER = INQ.  PF1 = MAIN MENU  PF5 = REFRESH      PF7 = PREV PAGE
CLEAR = EXIT  PF2 = INQ  MENU  PF6 = AD-758 UPDT  PF8 = NEXT PAGE  PF10 = PAGE #
    
```

Figure 4:143. AD-758 – Inquiry screen

- To view all accounting code records, press **[Enter]**.
- To view a specific record, complete the key field (Accounting Class) using the instructions for this field under **AD-758 Agency 07 Only Field Instructions**. Press **[Enter]**. The selected record is displayed.

If the complete data for the Accounting Class is unknown, type the partial accounting class and press **[Enter]**. The system selects and displays a range of records based on the partial data entered.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

AD-758 Agencies: 02, 51, 52, 53, 58, 59, 64, 65, 66, 79

Source Menu: *Inquiry*

AD-758 Agencies: 02, 51, 52, 53, 58, 59, 64, 65, 66, 79 (**Figure 4:144**) is option 6 on the MASC Inquiry System menu (**Figure 4:1**). This option is used to query input forms used by

Agencies 02 (AMS), 51 (OS), 52 (EDA), 53 (BEA), 58 (reserved, formerly USTTA), 59 (MBDA), 64 (OIG), 65 (ESA), 66 (ARC), and 79 (DoS) to facilitate the entering of accounting codes into MASC. At the agencies' discretion, the appropriate accounting codes are placed on the documents to record payments, billings, collections, and other financial transactions processed at NFC. These accounting codes are also used to provide accurate accounting data for reporting purposes.



The screen for AD-758 – Inquiry contains the same data elements as the screen for AD-758 – Update.

```

MA66000          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   A-758 - INQUIRY
ENTER AGENCY OR AGENCY AND PARTIAL/COMPLETE ACCOUNTING CLASS
*****
AGENCY:           ACCOUNTING CLASS:
AGENCY DESCRIPTION:

ACCOUNT CODE      ACCOUNT DESCRIPTION      TYPE  TREASURY SYMBOL
-----

ENTER = INQ.   PF1 = MAIN MENU   PF5 = REFRESH   PF7 = PREV PAGE
CLEAR = EXIT   PF2 = INQ  MENU   PF6 = AD-758 UPDT  PF8 = NEXT PAGE  PF10 = PAGE #
    
```

Figure 4:144. AD-758 – Inquiry screen

- To view all records for a specific agency, type the appropriate agency number and press **[Enter]**.
- To view a specific record, complete the key fields (Agency and Accounting Class) using the instructions for these fields under **AD-758 Agencies: 02, 51, 52, 53, 58, 59, 64, 65, 66, 79 Field Instructions**. Press **[Enter]**. The selected record is displayed.

If the complete data for the Accounting Class is unknown, type the agency number and the partial accounting class and press **[Enter]**. The system selects and displays a range of records based on the partial data entered.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

AD-758 All Other Agencies

Source Menu: *Inquiry*

AD-758 All Other Agencies (**Figure 4:145**) is option 7 on the MASC Inquiry System menu (**Figure 4:1**). This option is used to query input forms used by the other agencies to facilitate

the entering of accounting codes into MASC. At the agencies' discretion, the appropriate accounting codes are placed on the documents to record payments, billings, collections, and other financial transactions processed at the National Finance Center. These accounting codes are also used to provide accurate accounting data for reporting purposes.



The screen for AD-758 – Inquiry contains the same data elements as the screen for AD-758 – Update.

```

MA65000          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000      NATIONAL FINANCE CENTER
                MANAGEMENT ACCOUNT STRUCTURE CODES
                AD-758 - INQUIRY
ENTER AGENCY OR AGENCY AND PARTIAL/COMPLETE ACCOUNTING CLASS
*****
AGENCY:          ACCOUNTING CLASS:
AGENCY DESCRIPTION:

ACCOUNT CODE      ACCOUNT DESCRIPTION      TYPE  TREASURY SYMBOL
-----

ENTER = INQ.  PF1 = MAIN MENU  PF5 = REFRESH    PF7 = PREV PAGE
CLEAR = EXIT  PF2 = INQ  MENU  PF6 = AD-758 UPDT  PF8 = NEXT PAGE  PF10 = PAGE #
    
```

Figure 4:145. AD-758-Inquiry screen

- To view all records for a specific agency, type the appropriate agency number and press **[Enter]**.
- To view a specific record, complete the key fields (Agency and Accounting Class) using the instructions for these fields under **AD-758 All Other Agencies Field Instructions**. Press **[Enter]**. The selected record is displayed.

If the complete data for the Accounting Class is unknown, type the agency number and the partial accounting class and press **[Enter]**. The system selects and displays a range of records based on the partial data entered.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Forest Service

Source Menu: *Inquiry*

Forest Service is option 8 on the MASC Inquiry System menu (**Figure 4:1**). This option is used to query Agency 11, management codes contained in MASC.

To select the Forest Service Option, type **8** at the Enter Selection prompt on the MASC Inquiry System menu. Press **[Enter]**. The Forest Service – Inquiry screen (**Figure 4:146**) is displayed.

```

MA68000          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGEMENT ACCOUNT STRUCTURE CODES
                   FOREST SERVICE - INQUIRY

PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY
*****
AGENCY: 11      FY:          MANAGEMENT CODE:

FY  REG  UNIT  MGT CODE  TREASURY SYMBOL  ACT CD  FUND CD  APPRN  COL  ADV
-----

ENTER = INQ.      PF1 = MAIN MENU      PF5 = REFRESH      PF7 = PREV PAGE
CLEAR = EXIT      PF2 = INQ  MENU      PF8 = NEXT PAGE
    
```

Figure 4:146. Forest Service – Inquiry screen

To view a specific record complete the key fields as follows:

FY *Required, numeric, 6 positions*
 Type the fiscal year.

Management Code *Required, numeric, 6 positions*
 Type the management code.



Note

If the complete data for the management code is unknown, type the fiscal year and the partial management code and press **[Enter]**. The system selects and displays a range of records based on the partial data entered.

After entering the data, press **[Enter]**.

- To view all records for a specific fiscal year, type the appropriate last 2 digits of the fiscal year and press **[Enter]**.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

MASC Database Special Area

Source Menu: *Inquiry*

MASC Database Special Area is option 9 on the MASC Inquiry System menu (**Figure 4:1**). This option is used by NFC to query daily activity (updates) processed through MASC.



Note

This screen is for authorized NFC personnel use only.

To select the MASC Database Special Area Option, type **9** at the Enter Selection prompt on the MASC Inquiry System menu. Press **[Enter]**. The Special Area – Inquiry screen (**Figure 4:147**) is displayed.

```
MA90000          USDA OFFICE OF FINANCE AND MANAGEMENT          xx/xx/xx
                  NATIONAL FINANCE CENTER
                  MANAGEMENT ACCOUNT STRUCTURE CODES
                  SPECIAL AREA - INQUIRY

ENTER SPECIAL AREA ID.
*****
ID:

                SPEC   DATA
-----

ENTER = PROCESS      PF1 = MAIN MENU      PF5 = REFRESH      PF7 = NEXT REC
CLEAR = EXIT         PF2 = INQ  MENU      PF8 = PREV REC
```

Figure 4:147. Special Area – Inquiry screen

To view a specific record complete the key field as follows:

ID

Required, alphanumeric, 3 positions

Type the special area identification and press **[Enter]**. The selected record is displayed.

— To scroll through individual update records, press **[PF8]**.

After viewing the data, select one of the functions described below.

— To view another record, press **[PF5]** to refresh the screen and repeat the above process.

— To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Detailed Inquiry Menu

Source Menu: Inquiry

Detailed Inquiry Menu is option 10 on the MASC Inquiry System menu (**Figure 4:1**). This option provides a menu of inquiry options used to query detailed data maintained in the master files of MASC.



This screen is for authorized NFC personnel use only.

To select the Detailed Inquiry menu option, type **10** at the Enter Selection prompt on the MASC Inquiry System menu. Press **[Enter]**. The Detailed Inquiry System menu (**Figure 4:148**) is displayed.

```

@@@   @@@   @@@@@@@@   @@@@@@@@   @@@@@@@@
@    @    @    @    @    @
@    @    @    @@@@@@@@   @@@@@@@@   @
@    @    @    @    @    @    @
@    @    @    @    @@@@@@@@   @@@@@@@@

                MANAGEMENT ACCOUNT STRUCTURE CODES
      D E T A I L E D   I N Q U I R Y   S Y S T E M
      USDA OFFICE OF THE CHIEF FINANCIAL OFFICER
      NATIONAL FINANCE CENTER
      1) AD-729A AGENCIES: 11,36,37,60
      2) AD-729B APHIS
      3) AD-729C ARS
      4) AD-758 AGENCY 07 ONLY
      5) AD-758 AGENCIES: 02,51,52,53,58,59,64,65,66,79
      6) AD-758 ALL OTHER AGENCIES

      ENTER SELECTION:
ENTER = PROCESS   CLEAR = EXIT   PF1 = MAIN MENU   PF2 = PREV MENU
  
```

Figure 4:148. Detailed Inquiry System menu

The Detailed Inquiry menu provides 6 options. Below is a brief description of each option:

1. **AD-729A Agencies: 11, 36, 37, 60.** Used to query detailed data taken from input forms currently used by FS (11), GIPSA (36), FSIS (37), and ED (60).
2. **AD-729B APHIS.** Used to query detailed data taken from input forms currently used by APHIS (34).
3. **AD-729C ARS.** Used to query detailed data taken from input forms currently used by ARS (03).
4. **AD-758 Agency 07 Only.** Used to query detailed data taken from input forms currently used by Agency 07.
5. **AD-758 Agencies: 02, 51, 52, 53, 58, 59, 64, 65, 66, 79.** Used to query detailed data taken from input forms currently used by 02 (AMS), 51 (OS), 52 (EDA), 53 (BEA), 58 (reserved, formerly USTTA), 59 (MBDA), 64 (OIG), 65 (EAU), 66 (ARC), 79 (D0S).
6. **AD-758 All Other Agencies.** Used to query detailed data taken from input forms currently used by all other agencies.

AD-729A Agencies: 11, 36, 37, 60

Source Menu: Detailed Inquiry

AD-729A Agencies: 11, 36, 37, 60 is option 1 on the Detailed Inquiry System menu (**Figure 4:148**). This option is used to query input forms currently used by FS, GIPSA and FSIS to facilitate entering management codes into MASCS. A detailed account of the record is displayed showing the management code, fiscal year, action code, effective date, control number, description, accounting station, and last update (date-time-ID).

To select the AD-729A Agencies: 11, 36, 37, 60 Option, type **1** at the Enter Selection prompt on the Detailed Inquiry System menu. Press **[Enter]**. The ManagCD – Area Detailed Inquiry screen (**Figure 4:149**) is displayed.

```

MA74000          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   MANAGCD-AREA DETAILED INQUIRY

ENTER AGENCY OR AGENCY AND PARTIAL/COMPLETE ACCOUNTING CLASS
*****
AGENCY:           MANAGEMENT CODE FISCAL YEAR:           MANAGEMENT CODE:
                   REGION:           UNIT:

AGENCY DESCRIPTION:
*****
MANAGEMENT CODE:           FISCAL YEAR:           ACTION CODE:
REGION:                   UNIT:
EFFECTIVE DATE:           CONTROL NUMBER:
DESCR:                   USE CODE:
APPRN CODE:               BUDGET ACTIVITY:
ORGANIZATIONAL LOCATION:  JOB ORDER:
STATE:                   FUND CODE:
TREASURY SYMBOL:         SUB-UNIT:
ACCOUNTING STATION:      COLLECTION CODE:
LAST UPDATE:             ADVANCE CODE:
LAST UPDATED(DATE-TIME-ID):

ENTER = INQ.           PF1 = MAIN MENU           PF5 = REFRESH           PF7 = PREV RECORD
CLEAR = EXIT           PF2 = PREV MENU           PF8 = NEXT RECORD
    
```

Figure 4:149. ManagCD–Area Detailed Inquiry screen

To view a specific record, complete the key fields as follows:

Agency *Required, numeric, 2 positions*
Type the agency code.

Management Code Fiscal Year *Required, numeric, 2 positions*
Type the management code fiscal year.



Note

If the complete data for the management code is unknown, type the fiscal year and the partial management code and press **[Enter]**. The system selects and displays a range of records based on the partial data entered.

Management Code *Required, numeric, 6 positions*
Type the management code.

Region *Required, numeric, 2 positions*
Type the region.

Unit Required, numeric, 2 positions
 Type the unit.

After entering the data, press **[Enter]**.

- To view all records for a specific agency, type the appropriate agency code and press **[Enter]**.
- To view all records for a specific agency and fiscal year, type the appropriate agency code and fiscal year, then press **[Enter]**.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

AD-729B APHIS

Source Menu: Detailed Inquiry

AD-729B APHIS is option 2 on the Detailed Inquiry System menu (**Figure 4:148**). This option is used to query input forms used only by APHIS to facilitate the entering of accounting codes into MASC. A detailed account of the record is displayed showing the accounting class, action code, fiscal year, NFC fund code, control number, type, Treasury symbol, effective date, description, and last update (date-time-ID).

To select the AD-729B APHIS Option, type **2** at the Enter Selection prompt on the Detailed Inquiry System menu. Press **[Enter]**. The Apprn – Area Detailed Inquiry screen (**Figure 4:150**) is displayed.

```

MA78000          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   APPRN-AREA DETAILED INQUIRY

ENTER AGENCY OR AGENCY AND PARTIAL/COMPLETE ACCOUNTING CLASS
*****
AGENCY:                ACCOUNTING CLASS:
AGENCY DESCRIPTION:
*****
ACCOUNTING CLASS:
FISCAL YEAR:                NFC FUND CODE:                ACTION CODE:
CONTROL NO:                TYPE:                BOAC:
PROGRAM STRUCTURE(CODE):    MOTOR POOL FUND CODE:
BUDGET ACTIVITY (CODE):    PROG PERCENT:
TREASURY SYMBOL:          BUDG PERCENT:
ACCOUNTING STATION:        EFFECTIVE DATE:
AREA:    STATE:    CITY:    COUNTY:
DESCRIPTION:
LAST UPDATED(DATE-TIME-ID):

ENTER = INQ.    PF1 = MAIN MENU    PF5 = REFRESH    PF7 = PREV RECORD
CLEAR = EXIT    PF2 = PREV MENU    PF8 = NEXT RECORD
    
```

Figure 4:150. Apprn – Area Detailed Inquiry screen

To view a specific record, complete the key fields as follows:

Agency *Required, numeric, 6 positions*
Type the agency code.

Accounting Class *Required, numeric, 20 positions max*
Type the accounting class code.



Note

If the complete data for the accounting class is unknown, type the partial accounting class and press **[Enter]**. The system selects and displays a range of records based on the partial data entered.

After entering the data, press **[Enter]**.

- To view all accounting code records, press **[Enter]**.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

AD-729C ARS

Source Menu: *Detailed Inquiry*

AD-729C ARS is option 3 on the Detailed Inquiry System menu (**Figure 4:148**). This option is used to query input forms used only by ARS to facilitate the entering of accounting codes into MASC. A detailed account of the record is displayed showing the accounting code, fiscal year, use code, action code, Treasury symbol, effective date, state code, city code, county code, account type, description, mode code, allocation code and last update date (date-time-ID).

To select the AD-729C ARS Option, type **3** at the Enter Selection prompt on the Detailed Inquiry System menu. Press **[Enter]**. The ARS Detailed Inquiry screen (**Figure 4:151**) is displayed.

```

MA75000          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   ARS DETAILED INQUIRY
ENTER AGENCY OR AGENCY AND PARTIAL/COMPLETE ACCOUNTING CLASS
*****
AGENCY:              ACCOUNTING CLASS:
AGENCY DESCRIPTION:
*****
ACCOUNTING CODE:          FY:          USE CODE:          ACTION CODE:
TREASURY SYMBOL:          EFFECTIVE DATE:
STATE:          CITY:          COUNTY:          ACCOUNT TYPE:
DESCRIPTION:          PROJECT NO:
ACTIVITY CODE:          MODE CODE:
ALLOCATION:          PROGRAM PLAN:          ARS LIMIT:
LAST UPDATED (DATE-TIME-ID):
*****
REC ID2
LINE NO.          CRIS DISTRIBUTION          JOINT PROJECT DISTRIBUTION          LOCAL OPTION

ENTER = INQ.  PF1 = MAIN MENU  PF5 = REFRESH  PF7 = PREV ID1  PF9 = PREV ID2
CLEAR = EXIT  PF2 = PREV MENU          PF8 = NEXT ID1  PF10 = NEXT ID2
    
```

Figure 4:151. ARS Detailed Inquiry screen

To view a specific record, complete the key fields as follows:

Agency *Required, numeric, 6 positions*
 Type the agency code.

Accounting Class *Required, numeric, 20 positions max*
 Type the accounting class code.



Note

If the complete data for the accounting class is unknown, type the partial accounting class and press **[Enter]**. The system selects and displays a range of records based on the partial data entered.

After entering the data, press **[Enter]**.

- To view all records for a specific agency, type the appropriate agency number. Press **[Enter]**.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

AD-758 Agency 07 Only

Source Menu: *Detailed Inquiry*

AD-758 Agency 07 Only is option 4 on the Detailed Inquiry System menu (**Figure 4:148**). This option is used to query input forms used only by Agency 07, RHS, to facilitate the

entering of accounting codes into MASC. A detailed account of the record is displayed showing the accounting class, action code, fiscal year, NFC fund code, control number, type, Treasury symbol, accounting station and last update (date–time–ID).

To select the AD–758 Agency 07 Only option, type **4** at the Enter Selection prompt on the Detailed Inquiry System menu. Press **[Enter]**. The FMHA – Area Detailed Inquiry screen (**Figure 4:152**) is displayed.

```

MA76000          USDA-NFC OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   FMHA-AREA DETAILED INQUIRY

  ENTER AGENCY OR AGENCY AND PARTIAL/COMPLETE ACCOUNTING CLASS
  *****
  AGENCY: 07          ACCOUNTING CLASS:
  AGENCY DESCRIPTION:
  *****
  ACCOUNTING CLASS:          ACTION CODE:
  FISCAL YEAR:          NFC FUND CODE:          BOAC:
  CONTROL NO:          TYPE:          MOTOR POOL FUND CODE:
  PROGRAM STRUCTURE(CODE):          PROG PERCENT:
  BUDGET ACTIVITY (CODE):          BUDG PERCENT:
  TREASURY SYMBOL:
  ACCOUNTING STATION:
  DESCRIPTION:
  LAST UPDATED (DATE-TIME-ID):

  ENTER = INQ.          PF1 = MAIN MENU          PF5 = REFRESH          PF7 = PREV RECORD
  CLEAR = EXIT          PF2 = PREV MENU          PF8 = NEXT RECORD
  
```

Figure 4:152. FMHA – Area Detailed Inquiry screen

To view a specific record, complete the key fields as follows:

Agency	<i>No entry</i> 07 is system generated. This table is applicable to Agency 07, RHS only.
Accounting Class	<i>Required, numeric, 20 positions max</i> Type the accounting class code.
 Note	If the complete data for the accounting class is unknown, type the partial accounting class and press [Enter] . The system selects and displays a range of records based on the partial data entered.

After entering the data, press **[Enter]**.

- To view all accounting code records, press **[Enter]**.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

AD-758 Agencies: 02, 51, 52, 53, 58, 59, 64, 65, 66, 79

Source Menu: Detailed Inquiry

AD-758 Agencies: 02, 51, 52, 53, 58, 59, 64, 65, 66, 79 is option 5 on the Detailed Inquiry System menu (**Figure 4:148**). This option is used to query input forms used by Agencies 02 (AMS), 51 (OS), 52 (EDA), 53 (BEA), 58 (reserved, formerly USTTA), 59 (MBDA), 64 (OIG), 65 (ESA), 66 (ARC), and 79 (DoS) to facilitate the entering of accounting codes into MASC. A detailed account of the record is displayed showing the accounting class, action code, fiscal year, NFC fund code, control number, type, Treasury symbol, accounting station, description and last update (date-time-ID).

To select the AD-758 Agencies: 02, 51, 52, 53, 58, 59, 64, 65, 66, 79 option, type **5** at the Enter Selection prompt on the Detailed Inquiry System menu. Press **[Enter]**. The Noaprn – Area Detailed Inquiry screen (**Figure 4:153**) is displayed.

```

MA77000          USDA-NFC OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   NOAPRN-AREA DETAILED INQUIRY

ENTER AGENCY OR AGENCY AND PARTIAL/COMPLETE ACCOUNTING CLASS
*****
AGENCY:                ACCOUNTING CLASS:
AGENCY DESCRIPTION:
*****
ACCOUNTING CLASS:
FISCAL YEAR:                NFC FUND CODE:                ACTION CODE:
CONTROL NO:                TYPE:                BOAC:
PROGRAM STRUCTURE(CODE):    MOTOR POOL FUND CODE:
BUDGET ACTIVITY (CODE):    PROG PERCENT:
TREASURY SYMBOL:            BUDG PERCENT:
ACCOUNTING STATION:
DESCRIPTION:
LAST UPDATED (DATE-TIME-ID):

ENTER = INQ.      PF1 = MAIN MENU      PF5 = REFRESH      PF7 = PREV RECORD
CLEAR = EXIT      PF2 = PREV MENU
    
```

Figure 4:153. Noaprn–Area Detailed Inquiry screen

To view a specific record, complete the key fields as follows:

Agency	<p><i>Required, numeric, 2 positions</i> Type the agency code.</p>
Accounting Class	<p><i>Required, numeric, 20 positions max</i> Type the accounting class code.</p>
 <p>Note</p>	<p>If the complete data for the accounting class is unknown, type the partial accounting class and press [Enter]. The system selects and displays a range of records based on the partial data entered.</p>

After entering the data, press **[Enter]**.

- To view all records for a specific agency, type the appropriate agency number and press **[Enter]**.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

AD-758 All Other Agencies

Source Menu: Detailed Inquiry

AD-758 All Other Agencies is option 6 on the Detailed Inquiry System menu (**Figure 4:148**). This option is used to query input forms used by the other agencies to facilitate the entering of accounting codes into MASC. A detailed account of the record is displayed showing the accounting class, action code, fiscal year, NFC fund code, Treasury symbol, effective date, accounting station, description and last update (date-time-ID).

To select the AD-758 All Other Agencies option, type **6** at the Enter Selection prompt on the Detailed Inquiry System menu. Press **[Enter]**. The Apprn – Area Detailed Inquiry screen (**Figure 4:154**) is displayed.

```

MA78000          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          xx/xx/xx
PAGE: 0000          NATIONAL FINANCE CENTER
                   APPRN-AREA DETAILED INQUIRY

ENTER AGENCY OR AGENCY AND PARTIAL/COMPLETE ACCOUNTING CLASS
*****
AGENCY:                ACCOUNTING CLASS:
AGENCY DESCRIPTION:
*****
ACCOUNTING CLASS:      ACTION CODE:
FISCAL YEAR:           NFC FUND CODE:      BOAC:
CONTROL NO:           TYPE:                MOTOR POOL FUND CODE:
PROGRAM STRUCTURE(CODE):
BUDGET ACTIVITY (CODE):
TREASURY SYMBOL:      EFFECTIVE DATE:
ACCOUNTING STATION:
AREA: STATE: CITY: COUNTY:
DESCRIPTION:
LAST UPDATED(DATE-TIME-ID):

ENTER = INQ.      PF1 = MAIN MENU      PF5 = REFRESH      PF7 = PREV RECORD
CLEAR = EXIT      PF2 = PREV MENU      PF8 = NEXT RECORD
    
```

Figure 4:154. Apprn–Area Detailed Inquiry screen

To view a specific record, complete the key fields as follows:

Agency *Required, numeric, 2 positions*
Type the agency code.

Accounting Class *Required, numeric, 20 positions max*
Type the accounting class code.



Note

If the complete data for the accounting class is unknown, type the partial accounting class and press **[Enter]**. The system selects and displays a range of records based on the partial data entered.

After entering the data, press **[Enter]**.

- To view all records for a specific agency, type the appropriate agency number and press **[Enter]**.

After viewing the data, select one of the functions described below.

- To view another record, press **[PF5]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

PART 5.

MASC VALIDATION

This part provides instructions for viewing accounting codes and assigning Treasury symbols.

MASC Validation

MASC Validation is option 10 on the MASC main menu (**Figure 1:4**). This option provides an online inquiry to determine if agency management, accounting classification, and appropriation codes are valid. This option is also used to assign Treasury symbols to data submitted by users.

To select the MASC Validation option, type **10** at the Enter Selection prompt on the MASC main menu. Press **[Enter]**. The MASC Accounting Validation screen (**Figure 5:1**) is displayed.

```
MA00201          U.S.D.A. OFFICE OF THE CHIEF FINANCIAL OFFICER      xx/xx/xx
                  NATIONAL FINANCE CENTER
                  MASC ACCOUNTING VALIDATION

CONTROL CHARACTER:          TREASURY-NUMBER:
AGENCY:                     AGY ACCT FORM:

ACCOUNTING CLASS:          AASC:
MANAGEMENT CODE:          FISCAL YEAR:          ACF SW:

ACCOUNTING STATION:

FEEDER SYSTEM:

TRES. FISCAL YEAR:

FUND CODE:

CLEAR = EXIT    PF1 = REFRESH          PF2 = MASC MAIN MENU
                 PF3 = ACCOUNTING HELP    PF4 = MASC GENERAL EDITS
                 FOR AUTHORIZED USE ONLY
```

Figure 5:1. MASC Accounting Validation screen

To validate accounting data, complete the fields as follows:

Control Character *Required, numeric, 1 position*

Type the control character.

Treasury Number *No entry*

The Treasury symbol number is system generated.

Agy Acct Form *No entry*

The full or exploded agency accounting form from the accounting class data entered is system generated.

Agency *Required, alphanumeric, 2 positions*

Type the appropriate NFC-assigned agency code. See [Table 004 \(MASC Tables–Inquiry\) Agency Codes and Descriptions](#), for a list of NFC-assigned agency codes.

Accounting Class	<i>Required, numeric, 27 positions max.</i> Type the appropriate agency accounting classification code. The accounting Help screen [PF3] contains format information for agency classification codes.
AASC	<i>No entry</i> The agency accounting station code is system generated.
Management Code	<i>Required, numeric, 6 positions</i> Type the management code.
 Note	This field is only used for agencies 11, 36, 37, and 60. The accounting Help screen [PF3] contains format information for agency management codes.
Fiscal Year	<i>Required, numeric, 1 position</i> Type the fiscal year.
 Note	This field is only used for agency 11, 36, 37, and 60. The accounting Help screen [PF3] contains format information for agency management codes.
ACF SW	<i>No entry</i> The Accounting Code Format indicates whether the accounting is valid. A blank field indicates valid accounting. A pound symbol (#) indicates invalid accounting. A <i>D</i> indicates a database system problem.
Accounting Station	<i>Required, numeric, 4 positions</i> Type the accounting station.
 Note	This field is only used for Agency 11. The field must be numeric and contain a valid Forest Service region and unit code.
Feeder System	<i>Required, numeric, 2 positions</i> Type the appropriate feeder system number. The accounting Help screen [PF3] contains information for valid feeder system Codes.
Tres. Fiscal Year	<i>Conditional, numeric, 1 position</i> If the control character is <i>T</i> , type the Treasury fiscal year.
Fund Code	<i>Conditional, numeric, 1 position</i> If the control character is <i>T</i> , type the fund code.

Press **[Enter]**. After entering the data:

- To validate another code, press **[PF1]** to refresh the screen and repeat the above process.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

PART 6.

APPENDIX

This part provides descriptions of MASC tables.

Description Of MASC Tables

Table Number	Table Title	Description
Enter Form Number	Enter Form Title here with exhibit number here	Enter Description of form.
Table 001	MASC Table Inq And Upd Menu Descriptions	This table is used to replace, delete, and add additional tables to the MASC system.
Table 002	Forest Service Contra Fund Codes	This table provides valid Forest Service contra fund codes.
Table 003	Object Class Descriptions	This table provides a method of recording the financial transactions of the Federal Government in terms of the nature of the services and/or articles for which obligations are incurred.
Table 004	Agency Codes And Descriptions	This table provides Treasury and Office of Management and Budget (OMB) agency codes and descriptions for NFC-assigned agency codes.
Table 005	Treasury Symbol/Description	This table provides (1) titles based on Treasury symbols for budget cost reports, and (2) Treasury symbols for test of invalid appropriation codes in the general ledger and 3-digit appropriation codes for Forest Service reports.
Table 006	Appropriation Codes/Descriptions	This table provides (1) Treasury symbols for appropriation codes, (2) verification of the appropriation code and Treasury symbol, and (3) alpha descriptions for appropriation codes.
Table 007	FS Fund Code/Work Activity Sweep	This table provides codes which are used in a special sweep process to modify Forest Service master files.
Table 008	Fund Code/Acct Station	This table provides a method to add, replace, or delete fund code/work activity combinations.
Table 009	FDIC Element Validation	This table provides validation of a certain element of the accounting used on FDIC payroll/personnel documents.
Table 010	Forest Service Structured Mgmt. Codes	This table provides a listing of valid structured management codes common to all regions within the Forest Service.
Table 011	Forest Service AD-729 Validation	This table provides validation of Forest Service fund codes to establish management codes.
Table 012	Appropriated Fund Code Description	This table provides the alpha descriptions of appropriated Treasury fund codes for budget cost reporting.
Table 013	Treasury Fund Codes For Receipt Accounts	This table provides the alpha descriptions of receipt accounts of Treasury fund codes for budget cost reporting.
Table 014	ERS Research Location Codes	This table provides ERS location code titles for budget cost reporting.
Table 015	FS Fund Code/Work Activity Combinations	This table provides validation of Forest Service fund code/work combinations data contained in the accounting.

Table Number	Table Title	Description
Table 016	FS Region/Unit Code Description	This table provides (1) validation of unit codes, (2) unit code names for budget cost reporting, and (3) unit names for reporting MASC-FS.
Table 017	FS Sub Unit Code/Description	This table provides (1) validation of sub unit codes, (2) sub unit names for budget cost reporting, and (3) sub unit names for reporting MASC-FS.
Table 019	FS Region Code/Description	This table provides (1) validation of region numbers for the management code master file, (2) region names for budget cost reporting, and (3) region names for reporting MASC-FS.
Table 020	IRS Element Validation Table	This table provides codes which are used to validate IRS accounting data.
Table 021	Automotive Special Purpose Codes	This table provides validation of the special purpose codes located in positions 6 through 10 of the accounting received from the payment feeder systems.
Table 022	FIPS State Codes	This table provides (1) validation of state codes in accordance with the Federal Information Processing Standards and (2) descriptions of the state codes.
Table 023	FS Unit Symbol and Description	This table provides Forest Service geographic area location descriptions for budget cost reporting.
Table 024	Forest Service Mailing Addresses	This table provides Forest Service mailing addresses for budget cost reporting.
Table 025	ERS Program Area/Descriptions	This table provides ERS program area code location descriptions for budget cost reporting.
Table 026	EMS Publication Codes	This table provides Economic Management Staff (EMS) codes which are used to produce Budget Cost report descriptions.
Table 027	FSIS Accounting Data	This table provides validation of FSIS accounting data combinations.
Table 028	FSIS Budget Activity	This table provides (1) validation of budget activity codes and (2) descriptions for budget cost reporting.
Table 029	FSIS Organization Location Codes	This table provides (1) validation of organization location codes and (2) descriptions for budget cost reporting.
Table 030	FS Appropriations For Collections Only	This table assures that certain Forest Service appropriations are limited to collection transactions only.
Table 031	Dept of Justice OSC/ACC Default Table	This table provides default accounting codes for the Department of Justice which are used by payroll processing.
Table 032	Element ID Validation Table	This table provides validation of a certain element of the accounting used on SBA documents.
Table 033	FSIS/FGIS Job Number Descriptions	This table provides FSIS/GIPSA (formerly FGIS) job code descriptions for budget cost reporting.
Table 034	TSP Payroll Office Number	This table provides identification and validation of the Payroll Office Number and the Treasury symbol.
Table 035	NPS Cost Account Table	This table provides validation of NPS (1) cost account location, (2) Treasury symbols, and (3) appropriated fiscal year indicators and fund codes for budget cost reporting.

Table Number	Table Title	Description
Table 036	FGIS Mailing Addresses	This table provides GIPSA (formerly FGIS) mailing addresses for budget cost reporting.
Table 037	FNS Treasury Explosion Codes	This table provides FNS expanded accounting detail to facilitate prior year budget cost reporting.
Table 038	OPAC Bill Tracking Table (Inquiry only)	This table provides Online Payment and Collection (OPAC) billing numbers and dates. This is an inquiry table only.
Table 039	Smithsonian Inst Fund/Org Validation	This table provides validation of accounting fund/organization on payroll/personnel documents.
Table 040	FMHA/RDA National Office Description	This table provides data essential for budget cost reporting purposes. Formerly used by FMHA and RDA, now used by NSIIC, RHS, RUS, and RBCS.
Table 041	Forest Service Fund/Project	This table provides (1) conversion of the 4-digit appropriation/function combinations to a project code and (2) project descriptions for year-end budget cost reporting.
Table 042	Forest Service Fund Code Roll	This table provides (1) the "to" and "from" fund codes and (2) group code and Treasury symbol to facilitate roll over of fund codes between fiscal years.
Table 043	ERS Mailing Addresses	This table provides ERS mailing addresses for budget cost reporting.
Table 044	ERS Internal Decision Units	This table validates ERS internal decision unit control numbers for budget cost reporting.
Table 045	Reimbursement/ Development/ Revenue Codes	This table provides validation of reimbursable agreement numbers to facilitate cost development for agencies cross-serviced by NFC.
Table 046	ERS Budget Project Codes	This table provides ERS, FAS, and NASS project descriptions for budget cost reporting.
Table 047	Forest Service Fund/Budg ID	This table provides Forest Service activity code descriptions for year-end budget cost reporting.
Table 048	Forest Service Budget ID	This table provides Forest Service budget identification descriptions for budget cost reporting.
Table 049	Alcohol, Tobacco, and Firearms Validation	This table provides validation of the (1) element ID's, (2) accounting elements, and (3) Treasury symbols for budget cost reporting.
Table 050	FAS Organization/ Description	This table provides FAS accounting code descriptions for budget cost reporting.
Table 051	FAS Project Codes	This table provides FAS project code descriptions for budget cost reporting.
Table 052	FAS Country Codes	This table provides FAS country code descriptions for budget cost reporting.
Table 053	APHIS Area Codes	This table provides (1) validation of area codes and (2) area code descriptions for budget cost reporting.
Table 054	APHIS Addresses	This table provides APHIS mailing addresses for budget cost reporting.
Table 056	FAS Foreign Disbursing Office Code	This table provides (1) Foreign Disbursing Office (D.O.) code descriptions for budget cost reporting and (2) conversion of the 2-position D.O. code to a 4-position D.O. code (this conversion also applies in the reverse) for internal system processing for FAS.

Table Number	Table Title	Description
Table 057	FAS Coop Projects and Expiration Date	This table provides FAS expiration dates of cooperator projects for budget cost reporting.
Table 058	Cost Accounting Functions	This table provides cost accounting for budget cost reporting.
Table 059	FSIS Geographical Location	This table provides FSIS geographical location codes relative to the accounting codes for budget cost reporting.
Table 060	CCR Subcenter/Project Validation	This table provides validation of CCR subcenter/project accounting codes.
Table 061	Agency Location Code	This table provides (1) validation of agency location codes and (2) mailing addresses for the location codes.
Table 062	MOVIS Class Code	This table provides validation of EMIS and MOVIS class codes for reporting purposes.
Table 063	Application Acronym Assignment Table	This table provides system acronyms.
Table 064	EMIS Manufacturer Code	This table provides validation of manufacturers' codes for reporting purposes.
Table 065	Energy Travel Addresses	This table provides mailing addresses for the energy/travel reports.
Table 066	FMHA/RDA Special Purpose Codes	This table provides validation of special purpose codes contained in the accounting codes for NSIIC, RHS, RUS, and RBCS (formerly used by FMHA and RDA).
Table 067	FMHA State Codes	This table provides state codes and location descriptions for reporting purposes for NSIIC, RHS, RUS, and RBCS (formerly used by FMHA).
Table 068	OICD Billing Rates	This table provides OICD cost distribution rates by project for budget cost reporting.
Table 069	FGIS Accounting Data Combinations	This table provides validation of GIPSA (formerly FGIS) accounting data combinations.
Table 070	FGIS Field Office To State	This table provides validation of state codes to the second and third positions, field offices, and GIPSA (formerly FGIS) management codes for Division 7.
Table 071	Accountable Officers	This table provides validation of agency accountable officers.
Table 072	APHIS Mailing Addresses	This table provides APHIS mailing addresses for those addresses utilizing positions 4, 5, 6, and 7 of the accounting code to facilitate budget cost reporting.
Table 073	ARS Account Types	This table provides validation of ARS account types.
Table 074	ARS Program Structure (NRP)	This table provides validation of ARS Program codes.
Table 075	ARS Program Plan	This table provides validation of ARS National Plan codes.
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Table Number	Table Title	Description
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