



Budget Object Class (BOC) Template Procedures

Agencies should submit the BOC Template when requesting a new BOC using the guidance provide below.

Agency

Agencies can submit requests for new BOCs through ServiceNow as follows:

- Fill out the BOC Template, referencing the field definitions on page 2. The BOC Template is available on the FMS Website under [Master Data Templates](#).
- Create a Service Now Request (SRQ).
- Assign it to the FMS_RRAD_ACCOUNTINGGROUP.
- Attach the completed BOC Template to the SRQ.
 - Include a justification for the addition/change of the BOC (regulation, law, agencies' specific needs, etc.) within the SRQ description field.

Financial Management Services (FMS)

Once the SRQ is created, it is routed to the appropriate FMS Organizations via the flow below:

- Reporting, Reconciliation and Analysis Division (RRAD)
 - Verify whether the BOC exists in FMFI.
 - Review the request and ensure that it is complaint with FMFI standards and OMB Circular A-11.
 - Verify that the description is appropriate for the requested BOC.
 - Determine the suitable Superior BOC.
 - Sign, using a digital signature, in the RRAD Approval box.
- Processing Services Branch (PSB)
 - Review and approve the 1099 reportable flag.
 - Sign, using a digital signature, in the PSB Approval box.
- Transparency & Accountability Reporting Division (TARD)
 - Verify that the BOC is DATA Act complaint.
 - Sign, using a digital signature, in the TARD Approval box.
- Quality & Production Management Division (QPMD)
 - Create the Commitment Item and GL Account in FMFI
 - Sign, using a digital signature, in the QPMD Approval box
- RRAD
 - Modify the OCFO BOC Manual.
 - Mark the SRQ as resolved in ServiceNow.