

# 2013 - New Fiscal Year Change Accounting Code



## Overview

Steps 1 – 6 Timekeeper will get the new accounting code.

Steps 7 - 12 The accounting code is applied to T & A.

## Instructions to Timekeeper for year end changes

**PP 19** – Process timecards as normal – **Do not split or adjust unless the timecard is for Military or LWOP for military purposes. (See Split T & A instructions to split the timecard)**

**PP 20** – Select the new FY 14 Accounting Code for each employee and change the from Use Stored Accounting to Manual entry.

**PP 21** – change the T & A Profile for each employee back to USE STORED ACCOUNTING (code was stored at NFC in PP 20)

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# New Fiscal Year Change Accounting Code



**Step 1:** From the Timekeeper Main Menu click the **Accounts** button.

**Step 2:** The Active Accounts screen displays all your accounts.

**Step 3:** Click on the **Get Account** Button.

## Timekeeper Main Menu

Select	Select Employee
Search	Search For Employee
New	Add Employee
Tkp Profile	Edit Timekeeper Profile
Take Over	Take Over as Employee's Timekeeper
<b>Accounts</b>	<b>Account Table</b>
Leave	Employee Leave Requests
Reports	webTA Reports

User Functions

Delegate	Change Password	View Tasks (0)
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## Active Accounts

Employee Timekeeper

Account list for: AYALAM

Account	Description	
Del 7BA8BFC9020000	BURLINGTON FINANCE CENTER	Save Description
Del 7BA8CC03159000	BA DETN MISSION SUPPORT CCC	Save Description
Del 7BA8CC09100000	OFC OF PROF LEGAL ADVISOR	Save Description
Del 7BA8CF09020000	OFC CHIEF FINANCIAL OFCR	Save Description
Del 7BA8CGA9001000	OFC OF CONGRESSIONAL RELAT	Save Description
Del 7BA8C101001000	BA OF CONGRESSIONAL UNFUNDED POSNS	Save Description

Get Account Return



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# New Fiscal Year Change Accounting Code



**Step 3:** The Search for Account screen displays.

- Enter Fiscal Year 4
- Enter your Appropriation Code
- Enter the Accounting Office 8
- Enter the Organization (Short Cut Code)

**Step 4:** Click the **Find Account** Button.

## Search for Account

Limit your search by entering the parts of account that you know.  
See Online Help for more information.

Search for accounts for ICE

Account Information	
Fiscal Year	0
Appropriation Code	BA
Accounting Office	8
Organization (Short Cut Code)	OAQ
Program Element Code	9030
Project Task Code	

Find Account Return



# New Fiscal Year Change Accounting Code



**Step 5:** The system will bring up results. (For this example only one Accounting Code was brought up in the Browse for Account page).

**Step 6:** Chose your accounting codes and click the **Add** button to add the code to your list.

Click the **Return** button.

The Fiscal Year 4 (14) Accounting code has been added to your list of Active Accounts.

Click on the **Return** Button to return to the Timekeeper Main Menu.

webTA. 3.5.5s [Help](#) [Logout](#)

## Browse for Account

Account	Description
<input type="button" value="Add"/> 8BA8CGA9001000	Fiscal 08 Acct Code Example



webTA. 3.5.5s [Help](#) [Logout](#)

## Active Accounts

Account list for: AYALAM

Account	Description	
Del 7BA8BFC9020000	BURLINGTON FINANCE CENTER	<input type="button" value="Save Description"/>
Del 7BA8CC03159000	BA DETN MISSION SUPPORT CCC	<input type="button" value="Save Description"/>
Del 7BA8CC09100000	OFC OF PROF LEGAL ADVISOR	<input type="button" value="Save Description"/>
Del 7BA8CF09020000	OFC CHIEF FINANCIAL OFCR	<input type="button" value="Save Description"/>
Del 7BA8CGA9001000	OFC OF CONGRESSIONAL RELAT	<input type="button" value="Save Description"/>
Del 7BA8CF09020000	BA OFC OF INV FUNDED POSNS (	<input type="button" value="Save Description"/>
Del 8BA8CGA9001000	Fiscal 08 Acct Code Example	<input type="button" value="Save Description"/>





# New Fiscal Year Change Accounting Code



- Step 7:** Click on the **Select** button to select an employee.  
The list of employees will display.
- Step 8:** Click on the T/A Profile Button located at the bottom of the screen.

## Timekeeper Main Menu

Select	Select Employee
Search	Search For Employee
New	Add Employee
Tkp Profile	Edit Timekeeper Profile
Take Over	Take Over as Employee's Timekeeper
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Employee Timekeeper

### Selected T&A

Edit T&A	T&A Profile	Leave	Set Pay Period	Delete	Validate	Summary
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### Selected Employee

Default Schedule	Correction	Locator Info	Certified T&As	Emp Profile	Leave Audit
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# New Fiscal Year Change Accounting Code

- Step 12:** From the **New Work Time Activity** screen:
- select the Transaction Code
  - Click the drop-down menu for the Account
  - Select the Account code for fiscal year 14.
  - Save

webTA. 3.5.5s Help Logout

### New Work Time Activity

Transaction Code	01 - Regular Base Pay
Prefix	
Suffix	
Account	7BA8CGA9001000 (OFC OF CONGRESSIONAL RELATIONS)

Save Cancel

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Timekeepers must complete the rest of the T&A as they normally would.

## For PP 21

- From the Timekeepers Main Menu:
- Click on the Select Employee button
  - Click on the T/A Profile Button
  - For the Accounting click **Stored Account (NFC)**

Accounting

Manual Account Entry	<input checked="" type="radio"/>
Stored Account (NFC)	<input type="radio"/>
Local Account (Local)	<input type="radio"/>
Account	

Leave Parameters

Service Computation Date	
Override Lv Category	none
Approved Leave Recipient (VLTP)	No
Approved Leave Recipient (ELTP)	No
Personal Leave Ceiling	

Dual T&A Save Cancel

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