

Updated 04/01/2015

Requesting Other Master Data Elements

Master Data Policy

- ▶ The Budget and Accounting Manual (BAM), Chapter 5, Exhibit 1, [APHIS Master Data Policy](#), defines the FMMI accounting elements.
- ▶ Master Data is data will be created and maintained by the Department, NFC FRB, MRPBS FMD, PPD BPAS, and/or HQ Program Staffs'. This document covers the creation of new Cost/Fund Centers, Functional Areas and Funds.
 - Note: Program field offices have been granted the authority to set up a shorthand code (SHC) and reimbursable/trust work breakdown structure (WBS).
- ▶ All master data requests must be emailed to Master Data Requests (Master.Data.Requests@aphis.usda.gov)

Cost Centers / Fund Centers

- ▶ Cost Centers are the organizational elements that identifies where the costs are incurred for performing activities within an organization. They have a one to one relationship to Fund Centers. Cost Centers reside in the Controlling Module (aka Cost Management) while Fund Centers reside in the Funds Management Module.
- ▶ Requests to create a new Cost/Fund Center should be coordinated through the Functional Administrators who will coordinate approval with FMD and BPAS for their approval. There are two forms required that must be submitted to Master.Data.Requests@aphis.usda.gov for the codes to be established in FMFI:
 - ▶ [Cost Center Forms](#)
 - ▶ [FUND Center Forms](#)

Cost Center Request Form

- ▶ The mandatory USDA form must be completed to establish a new Cost Center. Programs only complete the Cost Center Master Data Elements portion – the FAs will fill in the rest.

- **Cost Center:** New 10 character code being created
- **Valid From:** Current date
- **Valid To:** 12/31/9999
- **Name:** 20 characters
- **Descriptions:** 35 characters or less
- **Cost Center Category:** W
- **Cost Center Hierarchy:** mandatory (for reporting)
- **Person Responsible:** Requester
- **Business Area:** AP00
- **Currency:** USD



FMFI – Funds Management
Cost Center Master Data Template



Purpose: To create a Cost Center

Requestor Information	
Name	
Date	
Agency	
Phone Number	
Approver	

Remedy Ticket Details	
Ticket Number	
Action	Add: _____ Change: _____ Inactivate: _____



Additional Information:

Cost Center Master Data Elements										
Cost Center	Controlling Area	Valid From	Valid To	Name (20 Characters Max)	Description	Cost Center Category	Cost Center Hierarchy	Person Responsible	Business Area	Currency
	USDA		12/31/9999							
	USDA		12/31/9999							
	USDA		12/31/9999							
	USDA		12/31/9999							

Cost Center: Cost Center provides information on the costs incurred by USDA. Within USDA we have the ability to assign Cost Centers to agencies and/or Managers responsible for certain areas of the business as well as functional areas within USDA.

Controlling Area: The controlling area is the highest organizational unit in Controlling.

Valid From: Valid from denotes the date when the master data element will be valid from. In the "Valid from" field you define the start of the analysis period. The master data element is valid up to the "Valid From" date. **Valid To:** Valid to denote+ the date when the master data element will no longer be considered valid. In the "Valid to" field you define the end of the analysis period.

Name: Name denotes the actual name of the cost center master data element with more detail than the initial screen field. **Description:** Description denotes a more detailed description of the cost center master data element. **(Must be 20 characters or less)**

Cost Center Category: Categories are used for reports and evaluations like Production cost center, Service Cost Center etc. **Cost Centre Hierarchy:** is a mandatory object which has to be defined in the controlling area and all the cost centers must be assigned to it.

Person Responsible: Person responsible for the given cost center. **Business Area:** Helps to report a balance sheet or Profit and Loss statement has to be created for each line of business for each agency like Farm service.

Note: Please refer to Create Cost Center OLHP or the Change Cost Center OLHP for step-by-step instructions on this procedure.

Cost Center
1
Revised 05/02/2013

Fund Center Request Form

- ▶ The mandatory USDA form must be completed to establish a new Fund Center. Programs only complete the Fund Center Master Data Elements portion – the FAs will fill in the rest.

- **FM Area:** USDA
- **Funds Center:** New 10 character code being created
- **Name:** 20 characters
- **Valid From:** Current date
- **Valid To:** 12/31/9999
- **Descriptions:** 35 characters or less
- **Authorization Group:** AP00
- **Company Code:** USDA
- **Business Area:** AP00
- **User Name:** Requester



FMMI – Funds Management
FUND Center Master Data Template



Purpose: To create a Funds Center

Requestor Information	
Name	
Date	
Agency	
Phone Number	

Remedy Ticket Details	
Ticket Number	
Action	Add: _____ Change: _____ Inactivate: _____

Additional Information: Perform this procedure when an agency is restructured or a new entity has been identified within an agency. 

Fund Center Master Data Elements									
FM Area	Funds Center	Name (20 Characters Max)	Valid From	Valid To	Description	Authorization Group	Company Code	Business Area	User Name
USDA							USDA		
USDA							USDA		
USDA							USDA		
USDA							USDA		

FM Area: An FM area is an organizational unit which plans, controls and monitors funds and commitment budgets.

Funds Center: A Funds Management Master Data element within FMMI that encompasses organizational entities used to distribute budget and funding. It is linked to Cost Centers. Funds Centers are used to track and manage budget.

Name: Name denotes the actual name of the master data element with more detail than the initial screen field. **(Must be 20 characters or less)**

Company Code: The company code is an organizational unit within financial accounting.

Valid From: Valid from denotes the date when the master data element will be valid from. The master data element is valid from the "Valid From" date. **Valid To:** Valid to denote the date when the master data element will no longer be considered valid. The master data element is valid up to the "Valid To" date.

Description: Description denotes a more detailed description of the master data element.

Authorization Group: Access for a user to perform specific transactions and to display information. Authorizations are assigned to user log-on IDs.

Business Area: An organization unit of financial accounting that represents a separate area of operations or responsibilities within an organization and to which the value changes recorded in financial accounting can be allocated.

User Name: User name of the person responsible for the funds center.

Note: Please refer to Create Funds Center OLHP or the Change Funds Center OLHP for step-by-step instructions on this procedure.

Fund Center
1
Revised 05/02/2013

Expense WBS

- ▶ Requests to establish a new Expense (AP.EX.xxxx) WBS Project and Elements must be submitted to PPD–BPAS for approval.
 - HQ Program Staffs complete the form and provide to their BPAS contact
 - BPAS reviews the request
 - If “Approved” BPAS will forwarded the form to Master Data Requests.
 - Denied requests will be returned to the program for any necessary corrections.

Expense WBS Request

- ▶ The Expense WBS Request Form is required to set up an expense WBS. The form is in Excel format and contains two tabs.
 - Form Completion Inst – step by step instruction on completing the form
 - Expense WBS Request

Updated 04/01/2015

Completion of the Expense WBS Form

ACTION (Add/Delete) – for each line on the document, indicate if this is a new set-up or if the code is to be deleted (dropdown).

PROJ DEF – WBS Project Definition; first 10 characters of the WBS (i.e., AP.EX.AVIN)

LEVEL – 1/2/3 (dropdown) WBS level as described in the Master Data Policy. If you are creating a new WBS you must make sure that the higher levels exist or set them up if needed. For example – if you are creating a new level 3 WBS, make sure that the level 1 and level 2 WBSs have already been created.

WBS ELEMENT – Depending on the level being established this will be 10, 13 or 18 characters.

DESCRIPTION – The description can be up to 20 characters; must be in UPPERCASE and can only contain alpha (A-Z), numeric (0-9) or spaces. ***NO commas, quotes, hyphens, etc. can be used.***

REQUESTED BY – Name of person requesting new code. Note: HQ Program Staffs' are the ones authorized to request new expense WBSs.

DATE REQUESTED – Date request sent to BPAS

BPAS – After the form has been completed by the program it is sent to BPAS for approval. The person approving the set-up will put their name here and forward the request to Master Data Requests.

▶ Form Completion Inst Expense WBS Request

Functional Areas

- ▶ Functional Areas represent “mission critical” programs without an end date. APHIS decided the functional areas should reflect the specific line items from our Appropriation Language received every year, or indicate the type of funding that is being received, such as AQI User Fees, and Non-AQI User Fees.
- ▶ OMB Recognized Apportionment Category
 - Cat A – Defined by Time – Quarterly Apportionments
 - Cat B – Project Specific – Apportionments other than quarterly
 - Cat E – Not Subject to Apportionment
- ▶ Each request will be discussed and coordinated with FMD and PPD BPAS.

Functional Area Request Form

- ▶ The mandatory USDA form must be completed to establish a new Functional Area. The Functional Area Administrators will complete and submit the form to NFC.

Information Needed for Approval

- **Fund:** Fund to be used with the new Functional Area
- **Treasury Symbol:** TAS associated with Fund
- **Budget Period:** 1515/15XX
- **Cat B Detail:** OMB Cat Line # from the Apportionment document
- **Cat B Text:** official name/funding description

Functional Area Master Data Elements

- **Functional Area:** New Functional Area
- **Functional Area Text:** Description
- **Valid From:** Beginning of FY or current date
- **Valid To:** Depending on the funding, select the last possible date the code would be used.
- **Expiration Date:** can be blank



FMMI – Funds Management
Functional Area Master Data Template



Purpose: To create a Functional Area

Requestor Information		Remedy Ticket Details	
Name		Ticket Number	
Date		Action	Add: _____ Change: _____ Inactivate: _____
Agency		Information Needed for Approval	
Phone Number		Fund	
Approver (FRB)		Treasury Symbol	
		Budget Period	
		CAT B Detail	
		CAT B Text	

Additional Information:

Functional Area Master Data Elements				
Functional Area	Functional Area Text (16 Characters Max)	Valid From	Valid To	Expiration Date

Functional Area: The functional area is needed for Funds Management to meet legal requirements for reporting with functional aspects like manufacturing, sales, Research and development. You can use the functional area to represent the global targets and goals (such as public safety or city development), in particular the expenses of your organization.
Functional Area Text: Denotes a more detailed description of the master data element functional Area. **(Must be 16 characters or less)**
Valid From: Valid from denotes the date when the master data element will be valid from. The master data element is valid up to the "Valid From" date.
Valid To: Valid to denote the date when the master data element will no longer be considered valid. In the "Valid to" field you define the end of the analysis period.
Expiration Date: If the expiration date has been reached for an object, you cannot generate any new commitments from this periodon. However, you can still clear existing commitments and post customer payments.

Note: Please refer to Create Functional Area OLHP or the Change Functional Area OLHP for step-by-step instructions on this procedure.

Functional Area
1
Revised 05/02/13

Funds

- ▶ Funds in FMMI are used to represent the type of funding and its funding source. Using the Fund and Budget Period together indicates the availability of funding as it pertains to time (no year, annual funds, multi-year funds). It includes the specific attributes indicating the type of funding; e.g., direct, trust, special, or reimbursable.
- ▶ This information will be managed and maintained by NFC FRB. Each request will be discussed and coordinated with FMD and PPD BPAS, prior to being sent to NFC by the MRPBS FMD Functional Administrator (FA)

Fund Request Form

- ▶ The mandatory USDA form must be completed to establish a new Fund. The Fund Master Data Elements portion of the form should be completed by the AFSRB Accountants. The form can be found on the web at: <https://cod.nfc.usda.gov/FMMI/data-templates.html>.

- **Funds:** New fund to be created
- **FM Area:** AP00
- **Name:** Short name (max 20 characters)
- **Description:** Fund name (max 40 characters)
- **Valid From:** Date fund is valid from (i.e., current date)
- **Valid To:** 12-31-9999
- **Fund Type:** Description
- **Authorization Group:** AP00_0
- **Budget Period:** Starting Budget Period for fund (1515/15XX)
- **Budget Period Name:** X = no year
- **BP Funds Application:** TAS

FACTS Attributes

- **Apportionment Category**
- **BEA Category**
- **Reimbursable/Direct**
- **Authority Type**

Full Instructions are on page 2 of the request form.

Requestor Information		Remedy Ticket Details		
Name		Ticket Number		
Date		Action	Add: _____	Change: _____
Agency			Inactivate: _____	
Phone Number				
Approver(FRB)				

Purpose: To create a Fund

Additional Information: Perform this procedure when you need to establish an element for recognition of budget authority.

FUND Master Data Elements										
Funds	FM Area	Name	Description	Valid From	Valid To	Fund Type	Authorization Group	Budget Period	Budget Period Name	BP Funds Application

FACTS Attributes:

FUND Master Data Elements			
Apportionment Category	BEA Category	Reimburse/Direct	Authority Type

Fund 120910 1 Revised 12/09/2010

Questions regarding Master Data should be sent to:

Master.Data.Requests@aphis.usda.gov

or

Call one of your Functional Administrators

- Carol Anderson 612-336-3277
- Susan Murphy 301-851-2859