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. There are two forms required that must be submitted to Master.Data.Requests@aphis.usda.gov for the codes to be established in FMMI:

- 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. **USE UPPER CASE ALPHA IN ALL AREAS**

- **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
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. **USE UPPER CASE ALPHA IN ALL AREAS**

- **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
Expense WBS

- Requests to establish a new WBS Expense Project and Elements (AP.EX.xxxx) are submitted to Master.Data.Requests@aphis.usda.gov. Requests will be coordinated with PPD–BPAS.
  - HQ Program Staffs complete the form and sends it to Master Data Requests.
  - Master Data Requests will:
    - Check with BPAS to verify code will work and establish in FMMI
    - Notify program if request is denied
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 – step by step instruction on completing the form
  - Expense WBS Request

**USE UPPER CASE ALPHA IN ALL AREAS**
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 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

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Additional Information:

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<th>Functional Area Master Data Elements</th>
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<td>Functional Area</td>
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**Notes:**
- Functional Area: The functional area is needed for Funds Management to meet legal requirements for tracking 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) of your organization and control 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 become effective. The earliest date that you define should be the start of the analysis period.
- Valid To: Valid to denotes the date when the master data element will no longer be counted valid in the Functional Area. If you define the end of the analysis period, the valid to date must be the end of the analysis period.
- Expiration Date: The expiration date has been reached for an object, you cannot generate any new commitments from this period. However, you can still clear existing commitments and post customer payments.

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*Revised 09/22/13*
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)
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://nfc.usda.gov/FSS/Publications/FMS/

- **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.
Questions regarding Master Data should be sent to:

Master.Data.Requests@aphis.usda.gov

or

Call your Functional Administrators

- Ashley Dinh 612–336–3283
- Craig Blichfeldt 612–336–3241