

Updated: 09/08/2017

# Maintaining Accounting for Feeder Systems



# Feeder Systems

- ▶ USDA has several feeder systems, e.g., GovTrip(Concur), IAS, payroll, lockbox; that send information to FMMI creating the necessary documents to properly record revenue, expense and budgetary activity. Along with the transactions that are processed through the feeder systems, FMMI also sends files to the systems updating the shorthand codes (SHCs).

Feeders Inbound to FMMI	
GovTrip (Concur)	Real Time (web svc)
IAS	Real Time (web svc)
SmartPay2/WEX	5:00 am (M-F)
TRVL	5:00 pm (M-F)

Published Shorthand Codes		
MASC (includes PROP, ABCO, TRVL)	Daily	10:00 am 3:00 pm 11:00 pm
GovTrip (Concur)	Daily	11:00 pm
SmartPay2 / WEX	Daily	7:30 pm

# Updating Feeder Systems

- ▶ Only an authorized accounting code requester can submit a request to update feeder systems (current list of names is included in the “[Requesting a SHC and/or WBS](#)” document).
- ▶ Before a request is submitted, the following steps should be taken:
  - Verify that the code has not been established for the feeder already. This can be done by viewing the SHC in FMMI, use the “[Viewing Shorthand Codes](#)” document posted on the web for guidance.
  - Confirm that the code is missing in the system where it is needed, many times the code is available and something as simple as a typo makes it appear as if the code does not exist.
- ▶ Remember; not all issues with locating codes in feeders systems are due to an issue with FMMI. For example:
  - Just because a code cannot be found in webTA, doesn't mean FMMI didn't send it. If the code is active in FMMI and the FAs are able to verify that the code was loaded to MASC; then the issue is with webTA and requires HR to submit a remedy ticket from their direction to get the error corrected.

# Updating Feeder Systems (Continued)

- ▶ If an update is required, an **authorized accounting code requester** sends an email to [Master.Data.Requests@aphis.usda.gov](mailto:Master.Data.Requests@aphis.usda.gov) with the following information:
  - Shorthand Code (5X00000000DISTRIBPUBLICUSDA)
  - System to be added
    - SmartPay2 (includes WEX)
    - webTA
    - IAS
    - GovTrip – provide the 7 character ETS Org (normally provided when setting up a shorthand code). (The new travel system is Concur however the feeder name will remain GovTrip.)
  
- ▶ If you have a large volume of codes to update, please contact the Functional Administrators.

# General Accounting Code Maintenance



# Deactivating Old SHCs

- ▶ The Functional Administrators automatically deactivate prior year annual codes for prior years. A notice is sent to the programs when the process has been completed.
- ▶ Programs should be reviewing their no-year SHCs on a regular basis; at a minimum, SHCs more than three years old should be reviewed (i.e., 13XX and prior). Codes that are more than five years old will be automatically deactivated by the FAs unless notified otherwise by the programs.
- ▶ To deactivate SHCs; an **accounting code requester** should provide a list of the codes. The list should only contain the SHCs to be deactivated with no reference to any feeder systems. Lists should be submitted to APHIS–Master Data Requests ([Master.Data.Requests@aphis.usda.gov](mailto:Master.Data.Requests@aphis.usda.gov)).
- ▶ Note: SHCs will remain active for the MASC feeder for at least one year to allow activity such as payroll corrections to process through.

# Closing WBS Elements

- ▶ Programs should deactivate reimbursable/trust WBS' when they are no longer needed. Programs must be sure there are no outstanding documents that will be using the WBS. Once it has been closed no further activity can take place.
- ▶ To close a WBS the program the **accounting code requester** must send an email to APHIS–Master Data Requests ([Master.Data.Requests@aphis.usda.gov](mailto:Master.Data.Requests@aphis.usda.gov)) stating that the code will no longer be needed and the accounts (SOs) have been fully reconciled.



Questions regarding Master Data should be sent to:

[Master.Data.Requests@aphis.usda.gov](mailto:Master.Data.Requests@aphis.usda.gov)

or

Call your Functional Administrators

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

