

APHIS Shorthand Code (SHC) Naming Structure FY 2021 and after

Below are the details of the APHIS Shorthand Code (SHC) naming structure for FMMI. The SHC will be used for the feeder systems (i.e., GovTrip, webTA, Lockbox/collections, Access On-line (SmartPayII))

| FMMI Master Data Element | Positions Taken for SHC | Full String (blue is extract) |
|-------------------------------------|---|---|
| Budget Period | Budget Period (4 digits) | 2121 21XX 2122 4 digits |
| <i>FMMI Fund</i> | <i>None, it's derived from the functional area and the budget period</i> | <i>Not Applicable</i> |
| Funds Center Cost Center | Character positions 3-10 of the Cost Center (8 digits) | APWSHQ0008 8 digits |
| Functional Area | Character positions 7-13 of the Functional Area (7 digits) | AP00PDE PPS ODE000 5 digits |
| Work Breakdown Structure Level 2 | Character positions 7-10 and 12 - 13 of Work Breakdown Structure (WBS) lvl #2 (6 digits) | AP.WS. PD00.01 6 digits |
| Work Breakdown Structure Level 3 | Character positions 15-18 of Work Breakdown Structure (WBS) lvl #3 (4 digits) | AP.WS.PD00.01. 1234 4 Digits |
| | Total = 27 Digits (Note – there are no spaces in the SHC) | 2121WSHQ0008EPPSOPD00011234 |

Format:

Budget Period (4) + Cost Center (8) + Functional Area (5) + WBS lvl #2 (6) + WBS lvl #3 (4)

Explanatory Notes:

- ✓ Not all SHC will have an associated WBS element.
 - Codes without a WBS will need a 10 digit filler.
 - PUBLICUSDA
 - Codes with only a level WBS level 2 will need a 4 digit filler.
 - USDA
 - *By default if you have a WBS you have a WBS level 2, because spending can only occur at a level 2.*

APHIS Shorthand Code (SHC) Naming Structure

- ✓ There is a maximum of 27 character positions available. *APHIS is using all digits.*
- ✓ The Budget Period can be annual, multi-year, or no-year. Budget Periods will be displayed as the following:
 - Annual 2021 will be extracted as “2121”
 - Multi Year beginning available in 2021 through 2024 will be extracted as “2124”
 - No-year budget periods beginning available in 2021 that do not expire will be displayed as “21XX”.