

APHIS Shorthand Code (SHC) Naming Structure

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, SmartPay2, IAS)

FMMI Master Data Element	Positions Taken for SHC	Full String (blue is extract)
Budget Period	Character positions 2 & 4 of the Budget Period (2 digits)	1616 16XX 1516 2 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)	AP00AGDISTRIB000 7 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)	66WSHQ0008DISTRIBPD00011234

Format:

Budget Period (2) + Cost Center (8) + Functional Area (7) + 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.*

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- ✓ 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 budget period: FY 2016 the budget period would be 1616 and the SHC will be extracted as “66”
 - No-year budget period: FY 2016 that does not expire would be 16XX and the SHC will be extracted as “6X”.
 - Multi Year: beginning available in 2015 through 2016 would have a budget period of 1516 and the SHC will be extracted as “56”