Requesting New Shorthand Codes (SHC) Work Breakdown Structures (WBS) Elements
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ACCOUNTING CODE REQUESTS
Shorthand Code (SHC) Requests

- Completion of the Accounting Code Request Form is required to establish a new SHC and/or reimbursable WBS’ in FMMI. Requests will be returned if any portion of the data is missing or incorrect.

- When completing the form, be thoughtful of the feeder systems and only select the items were the code should be used. There are seven USDA corporate systems that interface regularly with FMMI.

<table>
<thead>
<tr>
<th>GovTrip</th>
<th>Government Travel Transactions (Concur)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SmartPay2</td>
<td>Purchase/Fleet Cards (SmartPay2/WEX)</td>
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<tr>
<td>webTA</td>
<td>Time &amp; attendance</td>
</tr>
<tr>
<td>MASC</td>
<td>USDA Systems (i.e., ABCO, PACS, PROP)</td>
</tr>
<tr>
<td>IAS</td>
<td>Integrated Acquisition System</td>
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<tr>
<td>CPAIS</td>
<td>Real Property System</td>
</tr>
<tr>
<td>TRVL</td>
<td>Travel System for Relocations</td>
</tr>
</tbody>
</table>
WBS Requests

- Programs are allowed to request WBS Projects and Elements for reimbursable (AP.RA.xxxx) and trust fund (AP.TF.xxxx) purposes. Requests for a NEW WBS must be submitted on the WBS tab on the Accounting Code Request Form. **DO NOT** put an existing WBS on this tab.

- Requests to establish a new Expense (AP.EX.xxxx) WBS Project and Element must be submitted to PPD–BPAS for approval, they will submit the request to APHIS–Master Data Requests to be added to FMMI. A new Expense WBS form has been created and provided to BPAS for use.
The **Accounting Code Request Form** is required to set up SHCs and WBS’. The form is Excel and contains four tabs:

- **Form Completion Inst** – step-by-step instructions to complete the form
- **SHC Request** – tab to be completed to establish a new SHC
- **WBS Request** – must be completed to create a new WBS (TF/Reimb only)
- **ETS Org** – Lists valid ETS Orgs to be used on the SHC Request tab
SHC Request

- SHC Request tab – multiple codes can be requested on one sheet. **DO NOT** submit more than one spreadsheet per email request.

- ETS Org – last seven characters of the ETS Org
- SHC Description – Limited to 27 characters. **Should always be upper case and cannot contain special characters** (i.e., commas, quotes, dashes, etc)
- FMMI SHC – this field is a formula that will populate as the rest of the FMMI elements are completed (i.e., budget period, fund, cost center, WBS, functional area)
- Feeder Systems – MASC is the only feeder system that must be marked to create a SHC. The others are optional and should be carefully considered before marking.
WBS Request

- WBS Request tab – multiple codes can be requested on one sheet, brief instructions are included on the tab. **DO NOT** put existing WBS’ on this page.

  - Project Definition – the WBS level 1, first 10 characters of the WBS (i.e., AP.RA.RX12)
  - Level – indicate the level of the newly requested WBS (i.e., 1, 2, 3)
  - WBS Element – The new WBS that is being created.
  - Description – special characters are not allowed (i.e., commas, quotes, dashes, etc.)

**NOTE:** If you are creating a reimbursable or trust WBS, the SHC must be created at the same time. The Fund, Cost Center and Functional Area are needed to create the WBS.
Request Submissions

- Each program has identified individuals that are authorized to manage SHCs
  - Request new SHCs and WBS’
  - Request a new feeder or reset an exiting one
  - Act as a primary contact for accounting code maintenance to include deactivating outdated SHCs.

- Note: Programs can established further restrictions on who submits requests beyond the designated list.
Request Submissions (Cont.)

- List of Authorized Requesters as of 9/23/2015

**AC:**
- Dianna Herbert
- Yvette Joyner

**BRS:**
- Sabrina Ferguson
- William Hughes

**IS:**
- Jessica Fisher
- Nati Rodriguez
- Gabriela Zavala

**PPQ:**
- Janet Amsalu
- Marco Benavidez
- Jean Buttlace
- Robert Freuler
- Vicki Haygood
- Nicholas Jowers
- Larry Law
- Fernando Piza
- Buck Richardson
- Sherman Tyler

**WS:**
- Nakia Anderson
- Amanda Bennett
- Shannon Fennell
- Julie Fierstine
- Charlene Gaddie
- Stephanie Kozar
- Pam Niles-Holmes
- Cory Oglesby
- Timothy Shead
- Tammy Wagner
- Mary Wiggatt
- APhIS-WSER SHC Transactions <wsershewbstransactions@aphis.usda.gov>

**VS:**
- Summer Bailey
- John Beamon
- Kiesha Bell
- Jamie Carsrud
- Crystal Ekkens
- Margaret Ferriss
- Alicia Love
- Dionne Murray
- Carol Tuszynski
- Jodi Wilkening

**Support Units:**
- Tanya Hairston
- Kelly Huszar
- Adrianne Jackson
- Gretchen Strecker
- Allison Naithram
- Shannon Gillingham (FEMA Codes)
- Linda Weaver (AP00BIOS24 / AP00CSPD24)
- Chaelina Duckery-Ball (AP00BIOS24 / AP00CSPD24) FEMA back-up

Close TF WBS/SHC for IS/VS accounts
- Lora Swanson
- Jenn Nurnberger
- Jennifer Elias
Request Submissions (Cont.)

- All master data related requests must be emailed to APHIS–
  Master Data Requests (Master.Data.Requests@aphis.usda.gov)

- A unique description on the email subject line is
  recommended if a future search of the request is needed;
  example: 55WSWR0808WLDMGMTWLSVGE1234

- Reimbursable agreement shorthand codes (SHC) are not
  automatically rolled from year to year. FMMI requires that a
  sales order (SO) be created in order to establish budget for
  the agreement. We have determined that we cannot set up a
  reimbursable SHC unless we have the SO request and the
  signed agreement.
To facilitate the establishment of the SO, WBS and SHC; the following process has been put in place.

- A single email should be submitted to both the APHIS–Master Data Requests (Master.Data.Requests@aphis.usda.gov) and MRP Billings Requests (MRP.Billing.Requests@APHIS.USDA.GOV).
- The email must contain all required documents for both areas.
  - Copy of the signed agreement
  - APHIS Sales Order Request Form
  - Accounting Code Request Form

To eliminate duplicate effort, APHIS Master Data Requests will not reject requests containing the above information as long as an authorized accounting code requester is cc’d on the email.
To facilitate the establishment of the Trust Fund (TF), WBS and SHC; the following process has been put in place:

- A single email should be submitted to the APHIS–Master Data Requests (Master.Data.Requests@aphis.usda.gov) and APHIS–Minneapolis Trust Fund Team (MPLS.TF.TEAM@APHIS.USDA.GOV)

- The email must contain:
  - Copy of the signed agreement
  - Accounting Code Request Form
  - Trust Fund Account Set Up Form (US Tax ID if applicable)

NOTE: A screen shot to confirm ACMS entry is required to be sent to Mpls TF Team after the WBS is established. The sales order cannot be entered until this item is received.

To eliminate duplicate effort, APHIS Master Data Requests will not reject requests containing the above information as long as an authorized accounting code requester is cc’d on the email.
Trust Fund Sale Order – Accounting Code Request Process

- To add a new budget period to an existing TF SHC, the following is required to be submitted to Master Data Requests:
  - Accounting Code Request Form
  - Proof that additional funds have been received, typically this consists of an email from someone on the TF Team stating that new funds have been received.
Updating Feeder Systems

- Only an authorized accounting code requester can submit a request to update feeder systems.

- 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.
If an update is required, an **authorized accounting code requester** will send an email to **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.
Updating Feeder Systems

- If a shorthand code is not working in a feeder system (i.e., webTA, GovTrip, IAS), it is either because the feeder was not included on the request or something unknown happened and the code is no longer working. You should verify that the SHC has been created in FMMI for the specific feeder.

- To update/reset a feeder system for a SHC, an authorized accounting code requester must send an email to APHIS–Master Data Requests (Master.Data.Requests@aphis.usda.gov) providing the following:

  - **Shorthand Code:** 55WSWR0808WLDMGMTWLSVGE1234
  - **System to be added or reset:**
    - SmartPay2/WEX
    - WebTA
    - IAS
    - GovTrip – provide the 7 character ETS Org
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