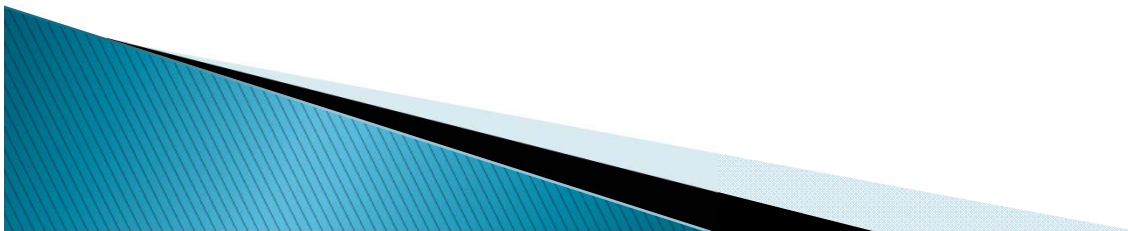


Updated 09/08/2017

Requesting New Shorthand Codes (SHC) Work Breakdown Structures (WBS) Elements

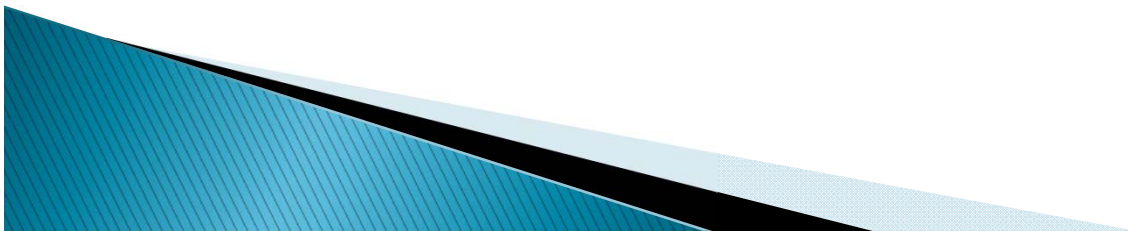


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ACCOUNTING CODE REQUESTS



Shorthand Code (SHC) Requests

- ▶ Completion of the [Accounting Code Request Form](#) is required to establish a new SHC and/or reimbursable WBS' in FMFI. 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 where the code should be used. There are seven USDA corporate systems that interface regularly with FMFI.

GovTrip	Government Travel Transactions (Concur)
SmartPay2	Purchase/Fleet Cards (SmartPay2/WEX)
webTA	Time & attendance
MASC	USDA Systems (i.e., ABCO, PACS, PROP)
IAS	Integrated Acquisition System
CPAIS	Real Property System
TRVL	Travel System for Relocations

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 FMFI. A new Expense WBS form has been created and provided to BPAS for use.

Accounting Request Form

- ▶ 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

Completion of the Accounting Code Request Form

This form must be used to request new SHCs and reimbursable/trust fund WBSs. The following are step by step instructions on the information required to establish a code.

****NOTE: ALL ALPHA CHARACTERS ON THE FORM MUST BE IN UPPER CASE (this includes descriptions)**

Due to issues with publishing SHCs to feeder systems when special characters are present, no special characters can be used the SHC or Description fields. The Description field allows only A-Z, 0-9 and space; therefore, **commas, quotes, hyphens, extra spaces, etc. are forbidden.**

- ETS ORG (7) – Complete this field for all required ETS2 Orgs. The field is 7 digits long; made up of the last 7 characters from the ETS Org (GUSDAMRP34**0101000**) in Concur. A separate line must be included for each ETS Org required even if you are duplicating the SHC. A list of valid ETS Orgs is included as the last tab on this document.
- SHC DESCRIPTON (max length-27 spaces) field is required; the description can only contain alpha (A-Z), numeric (0-9) and single spaces; **NO commas, quotes, hyphens, extra spaces, etc. can be used.**
- Do not complete/hide/remove columns C through R. They are part of the upload template format but they do not require any data.
- FMMI SHC (Formula) – this code will automatically populate as the individual accounting elements are completed. See the [Shorthand Code Naming Structure](#) document for details on how the SHC is created.
- Budget Period (4) – 4 characters (i.e., 1515, 15XX, 1415)
- Fund (10) – 10 characters (i.e., AP001600AD)

Work Breakdown Structure (WBS) Requests

Programs are only allowed to request WBS Projects and Elements for reimbursable (RA) and trust fund (TF) purposes. There is a separate form used to request a new Expense (EX) WBS ([Expense WBS Request Form](#)).

Below are the step by step instructions to properly complete the WBS tab on this form

WBS tab:

- Project Definition – the first 10 characters of the WBS (i.e., AP.RA.FMRA).
- Level – 1/2/3; WBS level as described in the Master Data Policy document.
 - If you are creating a new WBS, make sure that the higher levels exist or request they get setup too
 - Example – if you are creating a new level 3 WBS, make sure that the Level 1 and Level 2 WBS' have already been created.

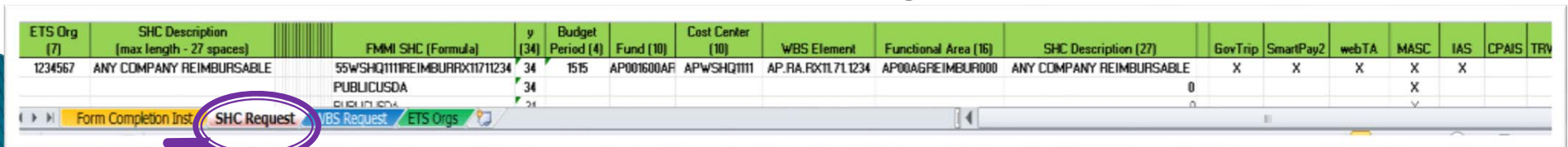
Project Definition	Level	WBS Element	Description (27)
AP.RA.FMRA	1	AP.RA.FMRA	FMRA EX PROJECT AND LEVEL 1
AP.RA.FMRA	2	AP.RA.FMRA.MR	FMRA EXAMPLE LEVEL 2
AP.RA.FMRA	3	AP.RA.FMRA.MR.1234	FMRA EXAMPLE LEVEL 3

- WBS Element – Depending on the level being established this will be 10, 13 or 18 characters.
- Description – Limited to 27 spaces. The description can only contain alpha (A-Z), numeric (0-9) or spaces; **NO commas, quotes, hyphens, etc. can be used.**

Form Completion Inst | SHC Request | WBS Request | ETS Orgs

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.



ETS Org (7)	SHC Description (max length - 27 spaces)	FMMI SHC (Formula)	y (34)	Budget Period (4)	Fund (10)	Cost Center (10)	WBS Element	Functional Area (16)	SHC Description (27)	GovTrip	SmartPay2	webTA	MASC	IAS	CPAIS	TRV
1234567	ANY COMPANY REIMBURSABLE	55WSHQ1111REIMBURRX1171234	34	1515	AP001600AF	APWSHQ1111	AP.RA.FX11.71.1234	AP00AGREIMBUR000	ANY COMPANY REIMBURSABLE	X	X	X	X	X		
		PUBLICUSDA	34						0				X			
		PUBLICUSDA	34						0							

Form Completion Inst. **SHC Request** WBS Request ETS Orgs

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.

Project Definition	Level	WBS Element	Description (27)
AP.RA.FMRA	1	AP.RA.FMRA	FMRA EX PROJECT AND LEVEL 1
AP.RA.FMRA	2	AP.RA.FMRA.MR	FMRA EXAMPLE LEVEL 2

Note: Please be sure to use UPPER CASE for all ALPHA characters.

- **Project Definition** – the first 10 characters of the WBS (i.e., AP.RA.FMRA).
- **Level** – 1/2/3; WBS level as described in the Master Data Policy document.
 - If you are creating a new WBS, make sure that the higher levels exist or request they get setup too
 - Example – if you are creating a new level 3 WBS, make sure that the Level 1 and Level 2 WBS' have already been created.

Project Definition	Level	WBS Element	Description (27)
AP.RA.FMRA	1	AP.RA.FMRA	FMRA EX PROJECT AND LEVEL 1
AP.RA.FMRA	2	AP.RA.FMRA.MR	FMRA EXAMPLE LEVEL 2

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 Radriguez
Gabriela Zavala

PPQ:

Janet Amsalu
Marco Benavidez
Jean Buttice
Robert Freuler
Vicki Haygood
Nicholas Jowers
Larry Law
Fernando Piza
Buck Richardson
Sherman Tyler

WS:

Nakia Anderson
Amanda Bennett
Shannon Fennell
Julie Fierstine
Charleane Gaddie
Stephanie Kozar
Pam Niles-Holmes
Cory Oglesby
Timothy Shead
Tammy Wagner
Mary Wiggett

APHIS-WSER SHC Transactions <wsershcwbsttransactions@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
Adrienne 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.

Reimbursable Sale Order – Accounting Code Request Process

- ▶ 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.

Trust Fund Sale Order – Accounting Code Request Process

- ▶ 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 FMFI, 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 FMFI. For example:
 - Just because a code cannot be found in webTA, doesn't mean FMFI didn't send it. If the code is active in FMFI 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** 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

