



## FMMI – SHC Management Shorthand Code Master Data Template



Requestor Information	
Name	
Date	
Agency	
Phone Number	

ServiceNow Request Details				
Request Number				
Action	Reactivate :	Change:	Deactivate:	Delete:

FMMI Agency / Legacy Code	
SHC	

System IDs:	MASC		IAS		Concur	
	CPAIS		WebTA		Smart Pay	

Accounting Data	Old Value	New Value
<b>FUND / Budget Period</b> Note: Both MDM Elements are required		
<b>Cost Center</b>		
<b>WBS Element</b>		
<b>Functional Area</b>		
<b>GovTrip (Concur) Organization</b>		

**Agency:** List the FMMI Agency.

**SHC:** List the SHCs one-for-one that will be affected.

**System ID:** Check specific system IDs (interfaces/feeder systems) to be reactivated/modified. Note what may affect Payroll/WebTA.

**Only complete the following fields that are to be reactivated/modified:**

**Fund:** The intended Fund and the SHC will be linked.

**Cost Center:** The intended Cost Center and the SHC will be linked.

**WBS Element:** The intended WBS and the SHC will be linked.

**Functional Area:** The intended Functional Area and the SHC will be linked.

**GovTrip (Concur) Organization:** The intended GovTrip (Concur) organization and the SHC will be linked.