



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
FUND / Budget Period Note: Both MDM Elements are required		
Cost Center		
WBS Element		
Functional Area		
GovTrip (Concur) Organization		

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.