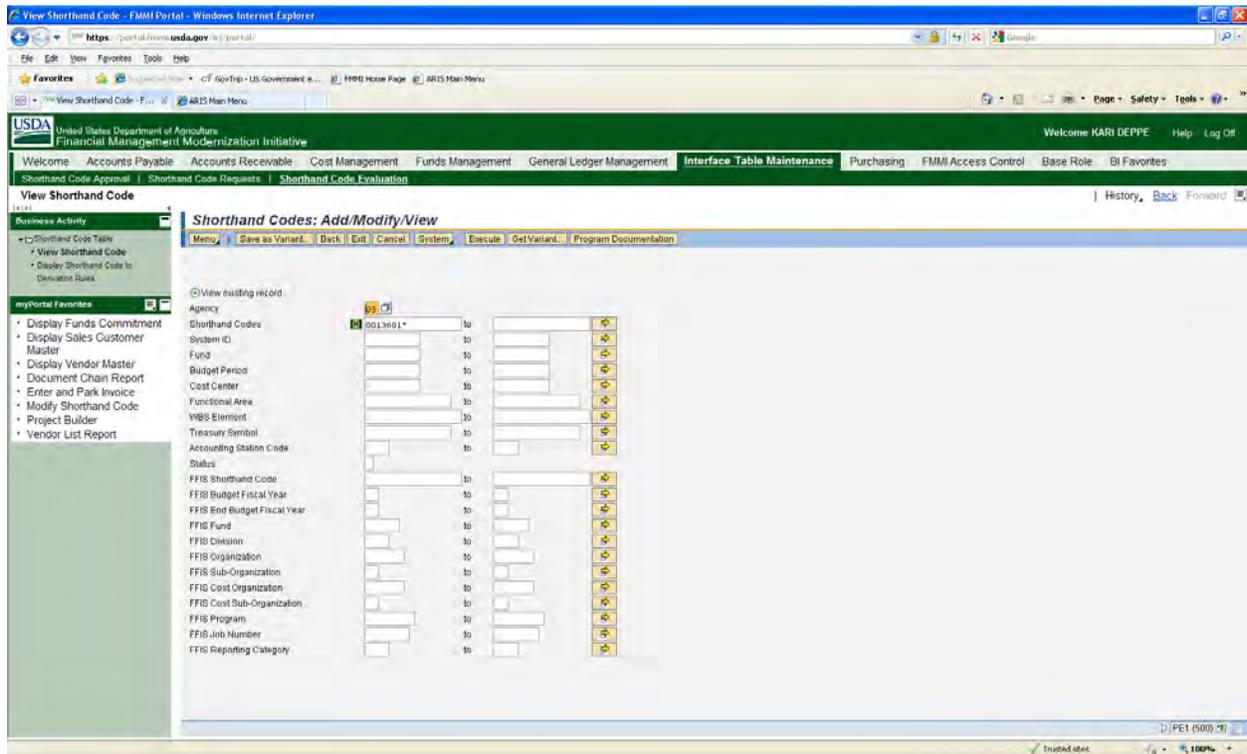


Looking up Shorthand Code Information

Go to **Interface Table Maintenance** → **Shorthand Code Evaluation** → **Shorthand Code Table** → **View Shorthand Code**



Agency = 03

Shorthand Codes = 00136xx* to search for your whole location (xx=the last 2 digits of your location code)

Click **Execute**

Here are your results:

The screenshot displays a web application interface for viewing shorthand codes. The browser address bar shows the URL: https://portal.fmmi.usda.gov/portal. The application header includes the USDA logo and the text 'United States Department of Agriculture Financial Management Modernization Initiative'. The user is identified as 'Welcome KARI DEPPE'. The main navigation menu includes 'Welcome', 'Accounts Payable', 'Accounts Receivable', 'Cost Management', 'Funds Management', 'General Ledger Management', 'Interface Table Maintenance', 'Purchasing', 'FMMI Access Control', 'Base Role', and 'BI Favorites'. The current page is titled 'View Shorthand Code' and features a sidebar with 'Business Activity' and 'myPortal Favorites' sections. The main content area contains a table with the following data:

Agency Code	SysID	Period	Status	Description	Fund	CostCntr	FunAss	WBS	
03	0013601801	GOVTRIP	1010	Deactivated	CONSULTANT/COLLABORATOR STAF	AR0001BASE	AR36019250	AGDEFALT	AR CN 3601 01 0
03	0013601801	IAS	1010	Deactivated	CONSULTANT/COLLABORATOR STAF	AR0001BASE	AR36019250	AGDEFALT	AR CN 3601 01 0
03	0013601801	MASC	1010	Deactivated	CONSULTANT/COLLABORATOR STAF	AR0001BASE	AR36019250	AGDEFALT	AR CN 3601 01 0
03	0013601801	SMARTPAY	1010	Deactivated	CONSULTANT/COLLABORATOR STAF	AR0001BASE	AR36019250	AGDEFALT	AR CN 3601 01 0
03	0013601801	WEBTA	1010	Deactivated	CONSULTANT/COLLABORATOR STAF	AR0001BASE	AR36019250	AGDEFALT	AR CN 3601 01 0
02	0012601898	GOVTRIP	1010	Deactivated	OFFICE OF THE DIRECTOR	AR0001BASE	AR26019150	AGDEFALT	AR IR 3601 01 08
02	0012601898	IAS	1010	Deactivated	OFFICE OF THE DIRECTOR	AR0001BASE	AR26019150	AGDEFALT	AR IR 2601 01 08
02	0012601898	MASC	1010	Deactivated	OFFICE OF THE DIRECTOR	AR0001BASE	AR26019150	AGDEFALT	AR IR 2601 01 08
03	0012601898	SMARTPAY	1010	Active	OFFICE OF THE DIRECTOR	AR0001BASE	AR26019150	AGDEFALT	AR IR 3601 01 08
03	0012601898	WEBTA	1010	Deactivated	OFFICE OF THE DIRECTOR	AR0001BASE	AR26019150	AGDEFALT	AR IR 3601 01 08
03	0013601915	GOVTRIP	1010	Active	OFFICE OF THE DIRECTOR	AR0001BASE	AR26019150	AGDEFALT	AR MU 3601 01 0
03	0013601915	IAS	1010	Active	OFFICE OF THE DIRECTOR	AR0001BASE	AR26019150	AGDEFALT	AR MU 3601 01 0
03	0013601915	MASC	1010	Active	OFFICE OF THE DIRECTOR	AR0001BASE	AR26019150	AGDEFALT	AR MU 3601 01 0
03	0013601915	SMARTPAY	1010	Active	OFFICE OF THE DIRECTOR	AR0001BASE	AR26019150	AGDEFALT	AR MU 3601 01 0
02	0012601915	WEBTA	1010	Active	OFFICE OF THE DIRECTOR	AR0001BASE	AR26019150	AGDEFALT	AR MU 3601 01 0
03	0013601925	GOVTRIP	1010	Active	CONSULTANT/COLLABORATOR STAF	AR0001BASE	AR36019250	AGDEFALT	AR MU 3601 01 0
03	0013601925	IAS	1010	Active	CONSULTANT/COLLABORATOR STAF	AR0001BASE	AR36019250	AGDEFALT	AR MU 3601 01 0
03	0013601925	MASC	1010	Active	CONSULTANT/COLLABORATOR STAF	AR0001BASE	AR36019250	AGDEFALT	AR MU 3601 01 0
03	0013601925	SMARTPAY	1010	Active	CONSULTANT/COLLABORATOR STAF	AR0001BASE	AR36019250	AGDEFALT	AR MU 3601 01 0
03	0013601925	WEBTA	1010	Active	CONSULTANT/COLLABORATOR STAF	AR0001BASE	AR36019250	AGDEFALT	AR MU 3601 01 0
02	0012601926	GOVTRIP	1010	Active	CONSULTANT/COLLABORATOR STAF	AR0001BASE	AR26019260	AGDEFALT	AR MU 3601 01 0
02	0012601926	IAS	1010	Active	CONSULTANT/COLLABORATOR STAF	AR0001BASE	AR26019260	AGDEFALT	AR MU 3601 01 0
02	0012601926	MASC	1010	Active	CONSULTANT/COLLABORATOR STAF	AR0001BASE	AR26019260	AGDEFALT	AR MU 3601 01 0
02	0012601926	SMARTPAY	1010	Active	CONSULTANT/COLLABORATOR STAF	AR0001BASE	AR26019260	AGDEFALT	AR MU 3601 01 0
03	0013601926	WEBTA	1010	Active	CONSULTANT/COLLABORATOR STAF	AR0001BASE	AR26019260	AGDEFALT	AR MU 3601 01 0
03	0013601927	GOVTRIP	1010	Deactivated	CONSULTANT/COLLABORATOR STAF	AR0001BASE	AR36019270	AGDEFALT	AR MU 3601 01 0
03	0013601927	IAS	1010	Deactivated	CONSULTANT/COLLABORATOR STAF	AR0001BASE	AR36019270	AGDEFALT	AR MU 3601 01 0

You can also view what GovTrip ORGs are established on your shorthand code by highlighting your GovTrip shorthand code by clicking on the line and then select **GovTrip Orgs**.

The screenshot displays the 'View Shorthand Code' interface within the USDA Financial Management Modernization Initiative. The interface includes a navigation menu at the top with options like 'Accounts Payable', 'Accounts Receivable', 'Cost Management', 'Funds Management', 'General Ledger Management', 'Interface Table Maintenance', 'Purchasing', 'FMMI Access Control', 'Base Role', and 'BI Favorites'. The main content area shows a table of shorthand codes. The table has the following columns: Agency Code, SysID, Period, Status, Description, Fund, CostCntr, FuncArea, and WBS. The row for Agency Code 03, SysID 0013601915, Period 1010, Status Active, Description OFFICE OF THE DIRECTOR, Fund AR0001B, CostCntr AR36019150, FuncArea AGDEFAULT, and WBS AR MU 3601 01 0 is highlighted in yellow. A 'GovTrip Orgs' button is visible above the table. The status bar at the bottom indicates 'Please select a record' and 'D: PE1 (500)'.

Agency Code	SysID	Period	Status	Description	Fund	CostCntr	FuncArea	WBS
03	0013601801	GOVTRIP	1010	Deactivated	CONSULTANT/COLLABORATOR STAF	AR0001B	AR36019250	AGDEFAULT
03	0013601801	JAS	1010	Deactivated	CONSULTANT/COLLABORATOR STAF	AR0001B	AR36019250	AGDEFAULT
03	0013601801	MASC	1010	Deactivated	CONSULTANT/COLLABORATOR STAF	AR0001B	AR36019250	AGDEFAULT
03	0013601801	SMARTPAY	1010	Deactivated	CONSULTANT/COLLABORATOR STAF	AR0001B	AR36019250	AGDEFAULT
03	0013601801	WEBTA	1010	Deactivated	CONSULTANT/COLLABORATOR STAF	AR0001B	AR36019250	AGDEFAULT
03	0013601808	GOVTRIP	1010	Deactivated	OFFICE OF THE DIRECTOR	AR0001B	AR36019150	AGDEFAULT
03	0013601808	JAS	1010	Deactivated	OFFICE OF THE DIRECTOR	AR0001B	AR36019150	AGDEFAULT
03	0013601808	MASC	1010	Deactivated	OFFICE OF THE DIRECTOR	AR0001B	AR36019150	AGDEFAULT
03	0013601808	SMARTPAY	1010	Active	OFFICE OF THE DIRECTOR	AR0001B	AR36019150	AGDEFAULT
03	0013601808	WEBTA	1010	Deactivated	OFFICE OF THE DIRECTOR	AR0001B	AR36019150	AGDEFAULT
03	0013601915	GOVTRIP	1010	Active	OFFICE OF THE DIRECTOR	AR0001B	AR36019150	AGDEFAULT
03	0013601915	JAS	1010	Active	OFFICE OF THE DIRECTOR	AR0001B	AR36019150	AGDEFAULT
03	0013601915	MASC	1010	Active	OFFICE OF THE DIRECTOR	AR0001B	AR36019150	AGDEFAULT
03	0013601915	SMARTPAY	1010	Active	OFFICE OF THE DIRECTOR	AR0001B	AR36019150	AGDEFAULT
03	0013601915	WEBTA	1010	Active	OFFICE OF THE DIRECTOR	AR0001B	AR36019150	AGDEFAULT
03	0013601925	GOVTRIP	1010	Active	CONSULTANT/COLLABORATOR STAF	AR0001B	AR36019250	AGDEFAULT
03	0013601925	JAS	1010	Active	CONSULTANT/COLLABORATOR STAF	AR0001B	AR36019250	AGDEFAULT
03	0013601925	MASC	1010	Active	CONSULTANT/COLLABORATOR STAF	AR0001B	AR36019250	AGDEFAULT
03	0013601925	SMARTPAY	1010	Active	CONSULTANT/COLLABORATOR STAF	AR0001B	AR36019250	AGDEFAULT
03	0013601925	WEBTA	1010	Active	CONSULTANT/COLLABORATOR STAF	AR0001B	AR36019250	AGDEFAULT
03	0013601926	GOVTRIP	1010	Active	CONSULTANT/COLLABORATOR STAF	AR0001B	AR36019260	AGDEFAULT
03	0013601926	JAS	1010	Active	CONSULTANT/COLLABORATOR STAF	AR0001B	AR36019260	AGDEFAULT
03	0013601926	MASC	1010	Active	CONSULTANT/COLLABORATOR STAF	AR0001B	AR36019260	AGDEFAULT
03	0013601926	SMARTPAY	1010	Active	CONSULTANT/COLLABORATOR STAF	AR0001B	AR36019260	AGDEFAULT
03	0013601926	WEBTA	1010	Active	CONSULTANT/COLLABORATOR STAF	AR0001B	AR36019260	AGDEFAULT
03	0013601927	GOVTRIP	1010	Deactivated	CONSULTANT/COLLABORATOR STAF	AR0001B	AR36019270	AGDEFAULT
03	0013601927	JAS	1010	Deactivated	CONSULTANT/COLLABORATOR STAF	AR0001B	AR36019270	AGDEFAULT

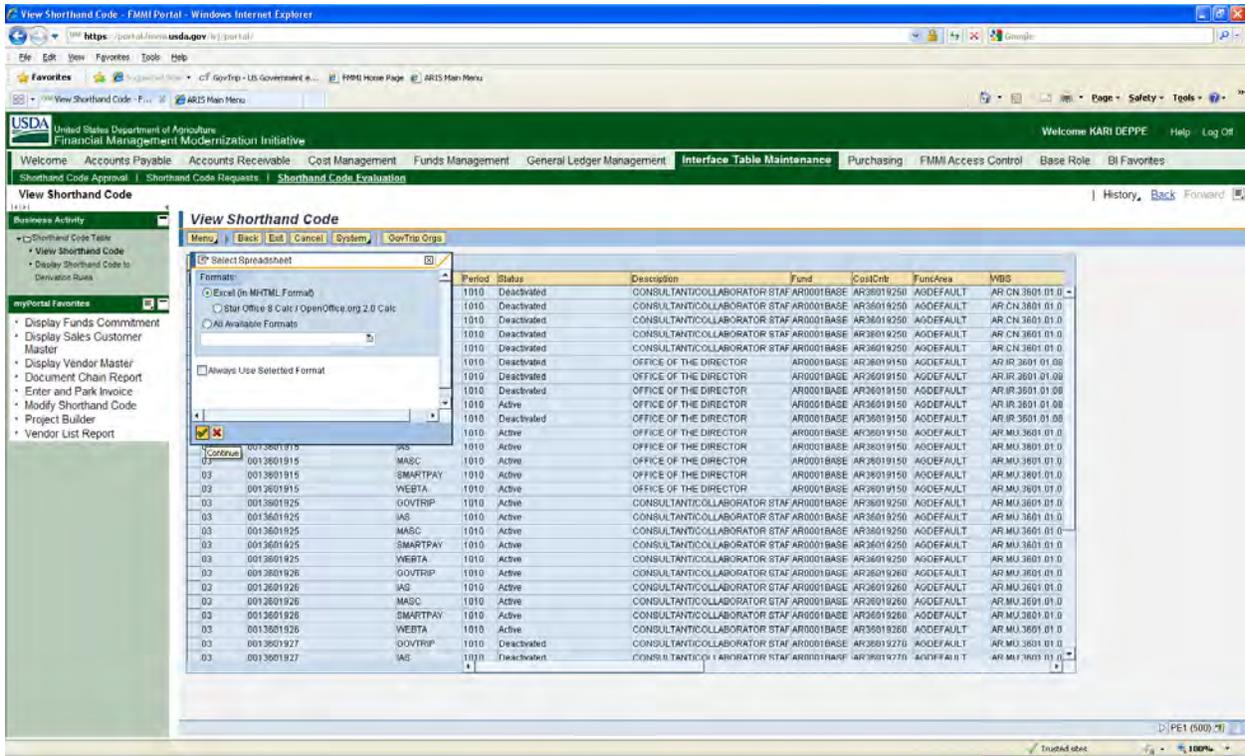
Here are the results:

The screenshot shows a web browser window displaying a USDA Financial Management Modernization Initiative portal. The page title is "View Shorthand Code - FMM Portal - Windows Internet Explorer". The browser address bar shows the URL "https://portal.fmm.usda.gov/portal". The page header includes the USDA logo and the text "United States Department of Agriculture Financial Management Modernization Initiative". The user is identified as "Welcome KARI DEPPE". The main navigation menu includes "Welcome", "Accounts Payable", "Accounts Receivable", "Cost Management", "Funds Management", "General Ledger Management", "Interface Table Maintenance", "Purchasing", "FMM Access Control", "Base Role", and "BI Favorites". The current page is "View Shorthand Code", with sub-navigation for "Shorthand Code Approval", "Shorthand Code Requests", and "Shorthand Code Evaluation". The left sidebar contains "Business Activity" (Shorthand Code Table, View Shorthand Code, Display Shorthand Code to Derivation Rules) and "myPortal Favorites" (Display Funds Commitment, Display Sales Customer Master, Display Vendor Master, Document Chain Report, Enter and Park Invoice, Modify Shorthand Code, Project Builder, Vendor List Report). The main content area is titled "GovTrip Organizations" and contains a table with the following data:

Agency	Shorthand Code	GovTrip Org	Status
03	0013601915	GUSDA033601100	Active
03	0013601915	GUSDA03E033601	Deactivated
03	0013601915	GUSDA03E033601000	Active

The bottom right corner of the browser window shows the system tray with the date "PE1 15/001" and the text "Trusted state" and "100%".

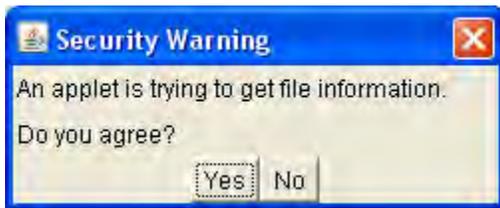
The following box will appear and all you need to do is click on the **green** checkmark.



When the warning popup appears click **Run**.



When the security warning appears click **Yes**.



Next you will be prompted to save your Excel spreadsheet. Select where you want to save it and give it a file name then click **Save**. Next you will see your exported information in Microsoft Excel.

