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# Mississippi Management and Reporting System

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**Department of Finance and Administration**

<b>MMRS MASH/Training Materials</b>		
6201	Agency Browsers and Batch Reports	Revised Date: 01/05/2016
		Version: 5

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**Objective**

Develop an understanding of the Agency module.

**Outcome**

An understanding of the Agency Browsers and Batch Reports is obtained

**Agency Browse Options**

If the SPAHRS agency number is unknown it can be obtained from a browse option. A browse is a method to review information online and select a specific record to review or display. The most commonly used browse in the Agency process is the Browse by Agency Name (**AG BN**).

Your Action ...	System Response ...
1. Choose <b>AG</b> (Agency) from the Main Menu and press ENTER.	The Agency Menu will appear.

Code	Description	FastPath
MA	Manage Agency Information	
BN	Browse by Agency Name	
BA	Browse by Agency Number	
BM	Browse by Master Name	
BR	Browse by Master Number	
BC	Browse Agencies Assigned to SPB Analyst	
BH	Browse Agency History	
AP	Browse Agency Profile History	
MH	Browse Master Agency History	
PA	Browse Agency FY Pending Approval	
BT	Agency Batch Reports	
XA	Browse Agency Cross Reference	

Code: \_\_

Direct Command: \_\_\_\_\_

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---

Help Main End Quit

## Browse by Agency Name

The Browse by Agency Name screen is used to access agency information by the Agency Name. Select the desired agency by pressing ENTER to scroll through the list or enter the agency name in the indicated field, if known.

Your Action ...	System Response ...
1. Choose <b>AG</b> (Agency) from the Main Menu and press ENTER.	The Agency Menu will appear.
2. Choose <b>BN</b> (Browse by Agency Name) from the Agency Menu and press ENTER.  The selection criteria include Agency Name.	The Browse by Agency Name screen will appear.  Information is displayed by Agency Name, Master Agency Number, Agency Number, Service Type, Assigned SPB Analyst, and SPB Processed.

FMSAS23 CI STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/07/2014						
PHOANMB PHOANMM Browse by Agency Name 10:49 AM						
Actions: (D)						
*Act	Name	Mastr Agcy	Agcy Num	Serv Type	SPB Analyst	SPB Prss
-	BARBER EXAMINERS BOARD	90840	0840	SS	CLPH025	Y
-	BOARD OF MASSAGE THERAPY	90857	0857	NS	PHMGT03	N
-	BOARD OF PHYSICAL THERAPY	90828	0828	SS	CLPH130	Y
-	BOARD OF REGISTRATION FOR FORESTERS	90844	0844	NS	PHMGT03	N
-	BOARD OF TAX APPEALS	90184	0184	NS	CLPH144	Y
-	CHANCERY & CIRCUIT JUDGES	90051	0128	NS	SUPH006	N
-	CHIROPRACTIC EXAMINERS BOARD	90849	0849	NS	PHMGT03	N
-	CORR-FARMING OPERATIONS	90551	0558	SS	CLPH144	Y
-	CORR-INSTITUTIONS	90551	0551	SS	CLPH144	Y
-	CORR-MEDICAL SERVICES	90551	0557	SS	CLPH144	Y
Agency Name: _____						
Direct Command: _____						
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---						
Help Main End Bkwd Fwd Quit						

Your Action ...	System Response ...
3. Choose <b>Display</b> and press Enter.	The "Over type Fiscal Year, if want to Display Profile for a different FY" screen will appear.

```

FMSAS23 CI STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/07/2014
PHOANMB PHOANMM Browse by Agency Name 10:49 AM

Actions: (D)

*Act +-----+ B SPB
-----+ yst Prss
d BARB Over type Fiscal Year, if want to 025 Y
- BOAR Display Profile for a different FY T03 N
- BOAR Fiscal Year: 2014 130 Y
- BOAR Press ENTER to continue T03 N
- BOAR 144 Y
- CHAN 006 N
- CHIR T03 N
- CORR +-----+ 144 Y
- CORR-INSTITUTIONS 90551 0551 SS CLPH144 Y
- CORR-MEDICAL SERVICES 90551 0557 SS CLPH144 Y

Agency Name: _____
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Bkwd Fwd Quit
    
```

Your Action ...	System Response ...
4. Enter the following information:  Fiscal Year: Defaults to current FY. This field can be modified.  Press ENTER.	The Agency Profile-1 screen will appear.

```

FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/07/2014
PHOAAFPD PHOAA1M Agency Profile-1 10:51 AM
2 more >

Agency#: 0840 Name: BARBER EXAMINERS BOARD
Master#: 90840 SAAS Agency#: 0840 Prev LBO#: Prev SPB#:
Service Type: SS State Service Create Bill#: H1713
Add/Spec comp: More: UserId: CLPH035 / 07/19/2013 04:07 PM

FISCAL YEAR: 2014
worker's comp: 0.0011 Avg Fringe Rate: 0.3223839 SI Fringe Rate: 0.2189423
POSITIONS: PERMANENT TIME-LIMITED
Authorized FULL TIME PART TIME FULL TIME PART TIME TOTAL
Escalated 3 4 7
Actual 3 4 7
Filled 3 4 7

Auth Num of Positions to Swap: Actual Num of Positions Swapped:
UserId: PH510530 / 04/01/2014 08:34 AM
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Bkwd Fwd Left Right Quit
    
```

Your Action ...	System Response ...
5. Press F11 to access the second panel of this screen.	The second panel of Agency Profile-2 will appear.

```

FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/07/2014
PHOAAPFD PHOAAP2M Agency Profile-2 10:52 AM
< 1 more 1 more >

Agency#: 0840 Name: BARBER EXAMINERS BOARD Master#: 90840
FISCAL YEAR: 2014
PERSONAL SERVICES DOLLARS: Total Appropriated: 173431.00
PRODUCTIVITY LONGEVITY REALIGNMENT REAL/RECLASS INSERVICE

Appropriated
Generated
Awarded

-----
Remaining
CONTRACTUAL SERVICES DOLLARS: Total Appropriated: 50000.00
General Num of Contracts Approved:
Federal
other

-----
Total Contractual serv Approved:
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Main End Bkwd Fwd Left Right Quit
    
```

Your Action ...	System Response ...
6. Press F11 to access the third panel of this screen.	The third panel of Agency Profile-3 will appear.

```

FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/07/2014
PHOAAPFD PHOAAP3M Agency Profile-3 10:53 AM
< 2 more

Agency#: 0840 Name: BARBER EXAMINERS BOARD Master#: 90840
FISCAL YEAR: 2014
PROGRAM BUDGET INFORMATION
Pgm# Program Name General Federal 1 of 2 other
01 EXAMINATIONS 43358
02 LICENSURE/REGULATION 130073

Userid: CLPH025 / 01/15/2014 10:25 AM
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Main End Bkwd Fwd Left Right Quit
    
```

**Browse by Agency Number**

The Browse by Agency Number screen is used to access agency information by the Agency Number. Select the desired agency by pressing ENTER to scroll through the list or enter the agency number in the indicated field, if known.

Your Action ...	System Response ...
1. Choose <b>AG</b> (Agency) from the Main Menu and press ENTER.	The Agency Menu will appear.
2. Choose <b>BA</b> (Browse by Agency Number) from the Agency Menu and press ENTER.  Selection criteria include Agency Number. Available Action is Display.	The Browse by Agency Number screen will appear.  Information is displayed by Agency Number, Agency Name, Master Agency Number, Service Type, SPB Analyst, and SPB Processed.

```

FMSAS23 CI STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/07/2014
PHOANBB PHOANBM Browse by Agency Number 11:15 AM

Actions: (D)

  Agcy      Mastr  Serv  SPB  SPB
Act Num      Agcy  Type Analyst Prss
-----

```

Agency#: \_\_\_\_\_  
Direct Command: \_\_\_\_\_  
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---  
 Help Main End Bkwd Fwd Quit

Your Action ...	System Response ...
3. Choose <b>Display</b> and press Enter.	The "Over type Fiscal Year, if want to Display Profile for a different FY" screen will appear.

```

FMSAS23 CI STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/07/2014
PHOANMM PHOANMM Browse by Agency Name 10:49 AM

Actions: (D)

*Act +-----+ B SPB
-----+ yst Prss
d BARB Over type Fiscal Year, if want to 025 Y
- BOAR Display Profile for a different FY T03 N
- BOAR Fiscal Year: 2014 130 Y
- BOAR Press ENTER to continue T03 N
- BOAR 144 Y
- CHAN 006 N
- CHIR T03 N
- CORR +-----+ 144 Y
- CORR-INSTITUTIONS 90551 0551 SS CLPH144 Y
- CORR-MEDICAL SERVICES 90551 0557 SS CLPH144 Y

Agency Name: _____
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Bkwd Fwd Quit
    
```

Your Action ...	System Response ...
4. Enter the following information:  Fiscal Year: Defaults to current FY. This field can be modified.  Press ENTER.	The Agency Profile-1 screen will appear.

```

FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/07/2014
PHOAAFPD PHOAAFPD Agency Profile-1 10:51 AM
2 more >

Agency#: 0840 Name: BARBER EXAMINERS BOARD
Master#: 90840 SAAS Agency#: 0840 Prev LBO#: Prev SPB#:
Service Type: SS State Service Create Bill#: H1713
Add/Spec comp: More: UserId: CLPH035 / 07/19/2013 04:07 PM

FISCAL YEAR: 2014
worker's comp: 0.0011 Avg Fringe Rate: 0.3223839 SI Fringe Rate: 0.2189423
POSITIONS: PERMANENT TIME-LIMITED
FULL TIME PART TIME FULL TIME PART TIME TOTAL
Authorized 3 4 7
Escalated
Actual 3 4 7
Filled 3 4 7

Auth Num of Positions to Swap: Actual Num of Positions Swapped:
UserId: PH510530 / 04/01/2014 08:34 AM
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Bkwd Fwd Left Right Quit
    
```

Your Action ...	System Response ...
5. Press F11 to access the second panel of this screen.	The second panel of Agency Profile-2 will appear.

```

FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/07/2014
PHOAAPFD PHOAAP2M Agency Profile-2 10:52 AM
< 1 more 1 more >

Agency#: 0840 Name: BARBER EXAMINERS BOARD Master#: 90840
FISCAL YEAR: 2014
PERSONAL SERVICES DOLLARS: Total Appropriated: 173431.00
PRODUCTIVITY LONGEVITY REALIGNMENT REAL/RECLASS INSERVICE

Appropriated
Generated
Awarded
-----
Remaining
CONTRACTUAL SERVICES DOLLARS: Total Appropriated: 50000.00
General Num of Contracts Approved:
Federal
other
-----
Total Contractual serv Approved:
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Bkwd Fwd Left Right Quit
    
```

Your Action ...	System Response ...
6. Press F11 to access the third panel of this screen.	The third panel of Agency Profile-3 will appear.

```

FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/07/2014
PHOAAPFD PHOAAP3M Agency Profile-3 10:53 AM
< 2 more

Agency#: 0840 Name: BARBER EXAMINERS BOARD Master#: 90840
FISCAL YEAR: 2014
PROGRAM BUDGET INFORMATION
Pgm# Program Name General Federal 1 of 2 other
01 EXAMINATIONS 43358
02 LICENSURE/REGULATION 130073

Userid: CLPH025 / 01/15/2014 10:25 AM
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Bkwd Fwd Left Right Quit
    
```

## Browse by Master Name

The Browse by Master Name screen is used to access agency information by the Master Agency Name.

Your Action ...	System Response ...
1. Choose <b>AG</b> (Agency) from the Main Menu and press ENTER.	The Agency Menu will appear.
2. Choose <b>BM</b> (Browse by Master Name) from the Agency Menu and press ENTER.  Selection criteria include Master Name. Available Action is Select.	The Browse by Master Name screen will appear.  Information is displayed by Master Name, Master Number, and SPB Analyst.

Your Action ...		System Response ...	
3. Select the desired master agency and press ENTER.		Once the master agency is selected, a second browse screen appears listing any sub-agencies.  Information is displayed by Agency Number, Agency Name, Service Type, SPB Analyst, and SPB Processed.	

  

FMSAS23 CI STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/07/2014																																												
PHOAMNMB PHOAMNMM Browse by Master Name 11:28 AM																																												
Actions: (s)																																												
<table border="1"> <thead> <tr> <th>*Act</th> <th>Master Name</th> <th>Master Number</th> <th>SPB Analyst</th> </tr> </thead> <tbody> <tr><td>=</td><td>AGRICULTURAL AVIATION BOARD</td><td>90825</td><td>CLPH083</td></tr> <tr><td>-</td><td>AGRICULTURE &amp; COMMERCE DEPARTMENT</td><td>90401</td><td>CLPH025</td></tr> <tr><td>-</td><td>ANIMAL HEALTH BOARD</td><td>90427</td><td>CLPH007</td></tr> <tr><td>-</td><td>ARCHITECTURE AND LANDSCAPE BOARD</td><td>90846</td><td>CLPH054</td></tr> <tr><td>-</td><td>ARCHIVES &amp; HISTORY DEPARTMENT</td><td>90475</td><td>CLPH083</td></tr> <tr><td>-</td><td>ARTS COMMISSION</td><td>90865</td><td>CLPH054</td></tr> <tr><td>-</td><td>ATHLETIC COMMISSION</td><td>90843</td><td>CLPH083</td></tr> <tr><td>-</td><td>ATTORNEY GENERAL</td><td>90071</td><td>CLPH010</td></tr> <tr><td>-</td><td>AUDIT DEPARTMENT</td><td>90155</td><td>CLPH083</td></tr> <tr><td>-</td><td>BANKING &amp; CONSUMER FINANCE DEPARTMENT</td><td>90511</td><td>CLPH054</td></tr> </tbody> </table>	*Act	Master Name	Master Number	SPB Analyst	=	AGRICULTURAL AVIATION BOARD	90825	CLPH083	-	AGRICULTURE & COMMERCE DEPARTMENT	90401	CLPH025	-	ANIMAL HEALTH BOARD	90427	CLPH007	-	ARCHITECTURE AND LANDSCAPE BOARD	90846	CLPH054	-	ARCHIVES & HISTORY DEPARTMENT	90475	CLPH083	-	ARTS COMMISSION	90865	CLPH054	-	ATHLETIC COMMISSION	90843	CLPH083	-	ATTORNEY GENERAL	90071	CLPH010	-	AUDIT DEPARTMENT	90155	CLPH083	-	BANKING & CONSUMER FINANCE DEPARTMENT	90511	CLPH054
*Act	Master Name	Master Number	SPB Analyst																																									
=	AGRICULTURAL AVIATION BOARD	90825	CLPH083																																									
-	AGRICULTURE & COMMERCE DEPARTMENT	90401	CLPH025																																									
-	ANIMAL HEALTH BOARD	90427	CLPH007																																									
-	ARCHITECTURE AND LANDSCAPE BOARD	90846	CLPH054																																									
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-	ATTORNEY GENERAL	90071	CLPH010																																									
-	AUDIT DEPARTMENT	90155	CLPH083																																									
-	BANKING & CONSUMER FINANCE DEPARTMENT	90511	CLPH054																																									
Master Name: _____																																												
Direct Command: _____																																												
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---																																												
Help Main End Bkwd Fwd Quit																																												

```

FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/07/2014
PHOASAMB PHOASAMM Browse Agencies for a Master 11:31 AM

Action: (D)

Master#: 90371 Master Name: MENTAL HEALTH DEPARTMENT

  Agcy      Serv      SPB      SPB
*Act Num   Type     Analyst  Prss
-----
= 0371 MH-CENTRAL OFFICE                SS    CLPH140  Y
- 0372 MH-EAST MS STATE HOSPITAL      SS    CLPH140  Y
- 0373 MH-ELLISVILLE STATE SCHOOL    SS    CLPH140  Y
- 0374 MH-MS STATE HOSPITAL           SS    CLPH140  Y
- 0375 MH-CLEVELAND CRISIS CENTER      SS    CLPH119  Y
- 0376 MH-GRENADA CRISIS CENTER        SS    CLPH042  Y
- 0378 MH-BROOKHAVEN CRISIS CENTER     SS    CLPH083  Y
- 0379 DRUG AND ALCOHOL SECTION - MENTAL HEALTH SS    CLPH117  Y
- 0381 MH-BOSWELL REGIONAL CENTER      SS    CLPH140  Y

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End                Bkwd Fwd                               Quit
    
```

Your Action ...	System Response ...
4. Choose <b>Display</b> and press Enter.	The "Over type Fiscal Year, if want to Display Profile for a different FY" screen will appear.

```

FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/07/2014
PHOASAMB PHOASAMM Browse Agencies for a Master 11:31 AM

Action: (D)

Master#: +-----+
  Agcy      over type Fiscal Year, if want to
*Act Num   Display Profile for a different FY
-----
d 0371                Fiscal Year: 2014                Y
- 0372                Y
- 0373                Press ENTER to continue            Y
- 0374                Y
- 0375                Y
- 0376 +-----+                Y
- 0378 MH-BROOKHAVEN CRISIS CENTER      SS    CLPH083  Y
- 0379 DRUG AND ALCOHOL SECTION - MENTAL HEALTH SS    CLPH117  Y
- 0381 MH-BOSWELL REGIONAL CENTER      SS    CLPH140  Y

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End                Bkwd Fwd                               Quit
    
```

Your Action ...	System Response ...
5. Enter the following information:  Fiscal Year: Defaults to current FY. This field can be modified.  Press ENTER.	The Agency Profile-1 screen will appear.

```

FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/07/2014
PHOAAPFD PHOAAP1M Agency Profile-1 11:35 AM
2 more >

Agency#: 0371 Name: MH-CENTRAL OFFICE
Master#: 90371 SAAS Agency#: 0371 Prev LBO#: Prev SPB#:
Service Type: SS State Service Create Bill#: S3163
Add/Spec Comp: SPDTY More: Y UserId: CLPH140 / 03/03/2014 01:27 PM

FISCAL YEAR: 2014
worker's comp: 0.0035 Avg Fringe Rate: 0.3146072 SI Fringe Rate: 0.2395337
POSITIONS: PERMANENT TIME-LIMITED
FULL TIME PART TIME FULL TIME PART TIME TOTAL
Authorized 58 31 89
Escalated 17 17
Actual 58 45 103
Filled 51 38 89

Auth Num of Positions to Swap: Actual Num of Positions Swapped:
UserId: PH510530 / 04/01/2014 08:34 AM
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Bkwd Fwd Left Right Quit
    
```

Your Action ...	System Response ...
6. Press F11 to access the second panel of this screen.	The second panel of Agency Profile-2 will appear.

```

FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/07/2014
PHOAAPFD PHOAAP2M Agency Profile-2 10:52 AM
< 1 more 1 more >

Agency#: 0840 Name: BARBER EXAMINERS BOARD Master#: 90840
FISCAL YEAR: 2014
PERSONAL SERVICES DOLLARS: Total Appropriated: 173431.00
PRODUCTIVITY LONGEVITY REALIGNMENT REAL/RECLASS INSERVICE

Appropriated
Generated
Awarded

-----
Remaining
CONTRACTUAL SERVICES DOLLARS: Total Appropriated: 50000.00
General Num of Contracts Approved:
Federal
other

Total Contractual serv Approved:
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Bkwd Fwd Left Right Quit
    
```

Your Action ...	System Response ...
7. Press F11 to access the third panel of this screen.	The third panel of Agency Profile-3 will appear.

```

FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/07/2014
PHOAAPFD PHOAAP3M Agency Profile-3 10:53 AM
< 2 more

Agency#: 0840 Name: BARBER EXAMINERS BOARD Master#: 90840

FISCAL YEAR: 2014
PROGRAM BUDGET INFORMATION
Pgm# Program Name General Federal 1 of 2
01 EXAMINATIONS 43358 other
02 LICENSURE/REGULATION 130073

Userid: CLPH025 / 01/15/2014 10:25 AM
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Bkwd Fwd Left Right Quit
    
```

**Browse by Master Number**

The Browse by Master Number screen is used to access agency information by the Master Agency Number.

Your Action ...	System Response ...
1. Choose <b>AG</b> (Agency) from the Main Menu and press ENTER.	The Agency Menu will appear.
2. Choose <b>BR</b> (Browse by Master Number) from the Agency Menu and press ENTER.  Selection criteria include Master Number. Available Action is Display.	The Browse by Master Number screen will appear.  Information is displayed by Master Number, Master Name, and SPB Analyst.

```

FMSAS23 CI STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/07/2014
PHOAMNBB PHOAMNBM Browse by Master Number 12:39 PM

Actions: (s)

*Act Master Number Master Name SPB Analyst
-----

Master#: _____
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Bkwd Fwd Quit
    
```

Your Action ...	System Response ...
3. Select the desired master agency and press ENTER.	Once the master number is selected, a second browse screen appears listing any sub-agencies.  Information is displayed by Agency Number, Agency Name, Service Type, SPB Analyst, and SPB Processed.

```

FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/07/2014
PHOASAMB PHOASAMM Browse Agencies for a Master 11:31 AM

Action: (D)

Master#: 90371 Master Name: MENTAL HEALTH DEPARTMENT

  Agcy
*Act Num      Agency Name      Serv Type      SPB Analyst      SPB Prss
-----
= 0371 MH-CENTRAL OFFICE          SS      CLPH140      Y
- 0372 MH-EAST MS STATE HOSPITAL  SS      CLPH140      Y
- 0373 MH-ELLISVILLE STATE SCHOOL SS      CLPH140      Y
- 0374 MH-MS STATE HOSPITAL       SS      CLPH140      Y
- 0375 MH-CLEVELAND CRISIS CENTER  SS      CLPH119      Y
- 0376 MH-GRENADA CRISIS CENTER    SS      CLPH042      Y
- 0378 MH-BROOKHAVEN CRISIS CENTER SS      CLPH083      Y
- 0379 DRUG AND ALCOHOL SECTION -  SS      CLPH117      Y
- 0381 MH-BOSWELL REGIONAL CENTER  SS      CLPH140      Y

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End                Bkwd Fwd                               Quit
    
```

Your Action ...	System Response ...
4. Choose Display and press Enter.	The "Over type Fiscal Year, if want to Display Profile for a different FY" screen will appear.

```

FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/07/2014
PHOASAMB PHOASAMM Browse Agencies for a Master 11:31 AM

Action: (D)

Master#: +-----+
*Act Num      |          over type Fiscal Year, if want to          |      SPB
              |          Display Profile for a different FY          |      Prss
-----+-----+-----+-----+-----+-----+-----+-----+
d 0371        |          Fiscal Year: 2014                          |      Y
- 0372        |                                                         |      Y
- 0373        |          Press ENTER to continue                    |      Y
- 0374        |                                                         |      Y
- 0375        |                                                         |      Y
- 0376        |-----+-----+-----+-----+-----+-----+-----+
- 0378 MH-BROOKHAVEN CRISIS CENTER  SS      CLPH083      Y
- 0379 DRUG AND ALCOHOL SECTION -  SS      CLPH117      Y
- 0381 MH-BOSWELL REGIONAL CENTER  SS      CLPH140      Y

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End                Bkwd Fwd                               Quit
    
```

Your Action ...	System Response ...
5. Enter the following information:  Fiscal Year: Defaults to current FY. This field can be modified.  Press ENTER.	The Agency Profile-1 screen will appear.

```

FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/07/2014
PHOAAPFD PHOAAP1M Agency Profile-1 11:35 AM
2 more >

Agency#: 0371 Name: MH-CENTRAL OFFICE
Master#: 90371 SAAS Agency#: 0371 Prev LBO#: Prev SPB#:
Service Type: SS State Service Create Bill#: S3163
Add/Spec Comp: SPDTY More: Y UserId: CLPH140 / 03/03/2014 01:27 PM

FISCAL YEAR: 2014
worker's comp: 0.0035 Avg Fringe Rate: 0.3146072 SI Fringe Rate: 0.2395337
POSITIONS: PERMANENT TIME-LIMITED
Authorized FULL TIME PART TIME FULL TIME PART TIME TOTAL
Escalated 58 31 89
Actual 17 17
Filled 58 45 103
51 38 89

Auth Num of Positions to Swap: Actual Num of Positions Swapped:
UserId: PH510530 / 04/01/2014 08:34 AM
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Bkwd Fwd Left Right Quit
    
```

Your Action ...	System Response ...
6. Press F11 to access the second panel of this screen.	The second panel of Agency Profile-2 will appear.

```

FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/07/2014
PHOAAPFD PHOAAP2M Agency Profile-2 10:52 AM
< 1 more 1 more >

Agency#: 0840 Name: BARBER EXAMINERS BOARD Master#: 90840
FISCAL YEAR: 2014
PERSONAL SERVICES DOLLARS: Total Appropriated: 173431.00
PRODUCTIVITY LONGEVITY REALIGNMENT REAL/RECLASS INSERVICE

Appropriated
Generated
Awarded
-----
Remaining
CONTRACTUAL SERVICES DOLLARS: Total Appropriated: 50000.00
General Num of Contracts Approved:
Federal
Other
-----
Total Contractual serv Approved:
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Bkwd Fwd Left Right Quit
    
```

Your Action ...	System Response ...
7. Press F11 to access the third panel of this screen.	The third panel of Agency Profile-3 will appear.

FMSAS23 PHV4	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	04/07/2014
PHOAAFPD PHOAAAP3M	Agency Profile-3	10:53 AM
< 2 more		
Agency#: 0840	Name: BARBER EXAMINERS BOARD	Master#: 90840
FISCAL YEAR: 2014		
PROGRAM BUDGET INFORMATION		
Pgm#	Program Name	General Federal <u>1</u> of 2 other
01	EXAMINATIONS	43358
02	LICENSURE/REGULATION	130073
Userid: CLPH025 / 01/15/2014 10:25 AM		
Direct Command: _____		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---		
Help Main End Bkwd Fwd Left Right Quit		

### Browse Agencies Assigned to SPB Analyst

The Browse Agencies Assigned to SPB Analyst screen lists all agencies assigned to a specified SPB analyst.

Your Action ...	System Response ...
1. Choose <b>AG</b> (Agency) from the Main Menu and press ENTER.	The Agency Menu will appear.
2. Choose <b>BC</b> (Browse Agencies Assigned to SPB Analyst) from the Agency Menu and press ENTER.	The Browse Agencies Assigned to SPB Analyst screen will appear.
Selection criterion is SPB Analyst user ID. The available action is Display.	Information is displayed by Agency Name, Master Agency, Agency Number, Service Type, and SPB Processed.

```

FMSAS23 CI STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/09/2014
PHOAAACB PHOAAACM Browse Agencies Assigned to SPB Analyst 10:28 AM

Actions: (D)

Act          Agency Name          Mastr  Agcy  Serv  SPB
-----  -----  -----  ----  ----  ----
                                           Prss

*SPB Analyst: _____
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End                Bkwd Fwd                        Quit
    
```

Your Action ...	System Response ...
3. Enter the SPB Analyst's user ID and press ENTER to list all assigned agencies.	Once the agency is selected, a second browse screen appears listing any sub-agencies.  Information is displayed by Agency Number, Agency Name, Service Type, SPB Analyst, and SPB Processed.

```

FMSAS23 CI STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/09/2014
PHOAAACB PHOAAACM Browse Agencies Assigned to SPB Analyst 10:32 AM

Actions: (D)

Act          +-----+          SPB
-----  +-----+          Prss
D  GAMI  |          |          Y
-  HOUS  |          |          N
-  OFFI  |          |          N
-  TRAN  |          |          Y
-  VETE  |          |          N
          +-----+

          over type Fiscal Year, if want to
          Display Profile for a different FY

          Fiscal Year: 2014

          Press ENTER to continue

*SPB Analyst: phfnc15
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End                Bkwd Fwd                        Quit
    
```

Your Action ...	System Response ...
4. Enter the following information:  Fiscal Year: Defaults to current FY. This field can be modified.  Press ENTER.	The Agency Profile-1 screen will appear

```

FMSAS23  PHV3          STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    04/09/2014
PHOAAAPFD PHOAAAP1M          Agency Profile-1                                10:36 AM
                                                2 more >

Agency#: 0183   Name: GAMING COMMISSION
Master#: 90183  SAAS Agency#: 0185   Prev LBO#:          Prev SPB#:
Service Type: SS   State Service          Create Bill#: S3155
Add/Spec Comp: SPDTY More: Y           UserId: PHFNC15 / 08/26/2013 12:07 PM

FISCAL YEAR: 2014
worker's comp: 0.0261   Avg Fringe Rate: 0.3669494   SI Fringe Rate: 0.2641397
POSITIONS:              PERMANENT              TIME-LIMITED
Authorized              FULL TIME      PART TIME          FULL TIME      PART TIME      TOTAL
Escalated               129
Actual                  129
Filled                  119

Auth Num of Positions to Swap:          Actual Num of Positions Swapped:
                                         UserId: CLPH123 / 07/17/2013 12:02 PM
Direct Command: =
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End                Bkwd Fwd                Left Right Quit
    
```

Your Action ...	System Response ...
5. Press F11 to access the second panel of this screen.	The second panel of Agency Profile-2 will appear.

```

FMSAS23  PHV3          STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    04/09/2014
PHOAAAPFD PHOAAAP2M          Agency Profile-2                                10:37 AM
< 1 more                                1 more >

Agency#: 0183   Name: GAMING COMMISSION          Master#: 90183
FISCAL YEAR: 2014
PERSONAL SERVICES DOLLARS: Total Appropriated: 7224004.00
PRODUCTIVITY    LONGEVITY REALIGNMENT REAL/RECLASS  INSERVICE

Appropriated
Generated
Awarded

-----
Remaining
CONTRACTUAL SERVICES DOLLARS: Total Appropriated: 2072246.00
General          10252.80 Num of Contracts Approved:
Federal
Other            550000.00
-----
Total Contractual Serv Approved: 560252.80
Direct Command: =
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End                Bkwd Fwd                Left Right Quit
    
```

Your Action ...	System Response ...
6. Press F11 to access the third panel of this screen.	The third panel of Agency Profile-3 will appear.

FMSAS23 PHV3 PHOAAPFD PHOAAP3M < 2 more	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM Agency Profile-3	04/09/2014 10:38 AM
Agency#: 0183	Name: GAMING COMMISSION	Master#: 90183
FISCAL YEAR: 2014		
PROGRAM BUDGET INFORMATION		
Pgm#	Program Name	General Federal <u>1</u> of 2 other
01	GAMING	1 5948004
02	CHARITABLE BINGO	1 1276000
Userid: CLPH123 / 07/16/2013 08:20 AM		
Direct Command: _____		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12----		
Help Main End Bkwd Fwd Left Right Quit		

### Browse Agency History

The Browse Agency History screen is used to view updates and modifications to agency information by date and time of modification.

Your Action ...	System Response ...
1. Choose <b>AG</b> (Agency) from the Main Menu and press ENTER.	The Agency Menu will appear.
2. Choose <b>BH</b> (Browse Agency History) from the Agency Menu and press ENTER	The Browse Agency History screen will appear.
Selection criteria include Agency Number and Date. The available action is Display.	Information is displayed by Last Modified Date/Time, Agency Number, Agency Name, Master Agency Number, and Year Established.

```

FMSAS23 CI STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/09/2014
PHOAAHSB PHOAAHSM Browse Agency History 10:51 AM

Actions: (D)

Act Last Modified Agcy Agency Master Year
Date/Time Num Name Agcy Est
-----

*Agency#: ____ Date: __ __ __
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End           Bkwd Fwd           Quit
    
```

Your Action ...	System Response ...
3. Enter the Agency Number and press ENTER.	Once the Agency Number has been displayed, the Display Agency History screen will appear.

```

FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/09/2014
PHOAAHPD PHOAAH1M Display Agency History 10:57 AM
                                           2 more >

*Agency#: 0160 Name: PERSONNEL BOARD - STATE

*Master#: 90160 Date Established:
Previous LBO#: Previous SPB#: More:
SAAS Agency #: 0614
Create Bill#: S3127 Create Bill Date:
*Create Type: S *Add/Spec Comp: SPDTY More: Y
*Service Type: SS SPB Processed: Y
*SPB Analyst: CLPH115 ** User name is not on Security file **
Agcy Max Salary: 119657.20 Curr Agcy Head Sal: 111143.13
Inactivate Date: Reactivate Date:
Pay Thru Date:
*Reason Code:

                                UserId: CLPH138 / 07/12/2013 11:58 AM

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End           Note           Left Right Quit
    
```

Your Action ...	System Response ...
4. Press F11 to access the second panel of this screen.	The second panel of Display Agency History will appear.

```

FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/09/2014
PHOAAHPD PHOAAH2M Display Agency History 10:58 AM
< 1 more 1 more >

*Agency#: 0160 Name: PERSONNEL BOARD - STATE
Address: Street: 210 E Capitol Street
Suite 800
City: Jackson State: MS Zip: 39201
Phone: 601-359-1406 Ext: Confidential:

SPB Mail Type: P DFA Mail Type: H EEO4 Function: 01
State Tax Id: 640638066 Federal Tax Id: 640638066
SAAS Indicator: Y *warrant sort order: N

*Pers Dir/Cnct Agency#: 0160 *PIN: 88 Phone: 601-359-6712 Ext:
*Agency Head Agency#: 0160 *PIN: 1 Phone: 601-359-2702 Ext:
*Payroll offcr Agency#: 0160 *PIN: 88 Phone: 601-359-6712 Ext:
*Contract Cnct Agency#: *PIN: Phone:
Payroll officer FAX: 601-359-2509 Pers Dir FAX: 601-359-2509
UserId: CLPH138 / 07/12/2013 11:58 AM

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Note Left Right Quit

```

Your Action ...	System Response ...
5. Press F11 to access the third panel of this screen.	The third panel of Display Agency History will appear.

```

FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/09/2014
PHOAAHPD PHOAAH3M Display Agency History 10:58 AM
< 2 more

*Agency#: 0160 Name: PERSONNEL BOARD - STATE

PERS Id: 1429
Other PERS Id:
Legislative PERS Id:
Detail Category Report Ind: N
Detail Project Report Ind: N
Detail Org Report Ind: N
Insurance Department Code: 2177
Cafeteria Plan Start Date: 01/01/1998
Cafeteria Plan End Date: 12/31/2014
Federal Reserve Bank ID Nr: 512382
Agency Identification Number: CL
MESC Account Number: 91001450000
MESC Covered Empl. 1st Month: 2nd Month: 3rd Month:

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Note Left Right Quit

```

### Browse Agency Profile History

The Browse Agency Profile History screen is used to view updates and modifications to agency profile information by date and time of modification.

Your Action ...	System Response ...
1. Choose <b>AG</b> (Agency) from the Main Menu and press ENTER.	The Agency Menu will appear.
2. Choose <b>AP</b> (Browse Agency Profile History) from the Agency Menu and press ENTER.  Selection criteria include Agency Number, Fiscal Year, and Date. The available action is <b>Display</b> .	The Browse Agency Profile History screen will appear.  Information is displayed by Last Updated Date/Time, Agency Number, Agency Name, and Fiscal Year.

```

FMSAS23 CI STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/09/2014
PHOAAPHB PHOAAPHM Browse Agency Profile History 12:02 PM

Actions: (D)
Act Last Updt Date/Time Agency Num Agency Name Fiscal Year
-----

*Agency#: ____ Fiscal Year: ____ Date: __ __ __
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End Bkwd Fwd Quit
    
```

Your Action ...	System Response ...
3. Enter the Agency Number and press ENTER.	Once the Agency Number has been displayed, the Agency Profile-1 screen will appear.

```

FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/09/2014
PHOAAPHD PHOAFH1M Agency Profile-1 12:06 PM
2 more >

Agency#: 0160 Name: PERSONNEL BOARD - STATE
Master#: 90160 SAAS Agency#: 0614 Prev LBO#: Prev SPB#:
Service Type: SS State Service Create Bill#: S3127
Add/Spec Comp: SPDTY More: Y
UserId: CLPH138 / 07/12/2013 11:58 AM
FISCAL YEAR: 2014
Worker's Comp: 0.0400 Avg Fringe Rate: 0.3589495 SI Fringe Rate: 0.2773422
POSITIONS: PERMANENT TIME-LIMITED
FULL TIME PART TIME FULL TIME PART TIME TOTAL
Authorized 56 1 57
Escalated
Actual 55 1 56
Filled 53 1 54

Auth Num of Positions to Swap: Actual Num of Positions Swapped:
UserId: PH104029 / 10/23/2013 01:32 PM
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Note Bkwd Fwd Left Right Quit

```

Your Action ...	System Response ...
4. Press F11 to access the second panel of this screen.	The second panel of Agency Profile-2 will appear.

```

FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/09/2014
PHOAAPHD PHOAFH2M Agency Profile-2 12:08 PM
< 1 more 1 more >

Agency#: 0160 Name: PERSONNEL BOARD - STATE Master#: 90160
FISCAL YEAR: 2014
PERSONAL SERVICES DOLLARS: Total Appropriated: 3898870.00
PRODUCTIVITY LONGEVITY REALIGNMENT REAL/RECLASS INSERVICE

Appropriated
Generated
Awarded

-----
Remaining
CONTRACTUAL SERVICES DOLLARS: Total Appropriated: 1537424.00
General Num of Contracts Approved:
Federal
Other 484084.00
-----
Total Contractual Serv Approved: 484084.00
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Note Bkwd Fwd Left Right Quit

```

Your Action ...	System Response ...
5. Press F11 to access the third panel of this screen.	The third panel of Agency Profile-3 will appear.

```

FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/09/2014
PHOAAPHD PHOAFH3M Agency Profile-3 12:09 PM
< 2 more

Agency#: 0160 Name: PERSONNEL BOARD - STATE Master#: 90160

FISCAL YEAR: 2014
PROGRAM BUDGET INFORMATION
Pgm# Program Name General Federal 1_ of 5
01 TRAINING 676610
02 EAB 497530
03 CLASS/COMP 1056960
04 REC/SEL 1459111
05 CONTRACT REVIEW BD 202827

Userid: PH104029 / 10/23/2013 01:32 PM
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Note Bkwd Fwd Left Right Quit
    
```

**Browse Master Agency History**

The Browse Master Agency History screen is used to view updates and modifications to master agency information by date and time of modification.

Your Action ...	System Response ...
1. Choose <b>AG</b> (Agency) from the Main Menu and press ENTER.	The Agency Menu will appear.
2. Choose <b>MH</b> (Browse Master Agency History) from the Agency Menu and press ENTER.  Selection criteria include Master Agency Number and Date. The available action is <b>Display</b> .	The Browse Master Agency History screen will appear.  Information is displayed by Last Date and Time Modified, Master Number, and Agency Name

```

FMSAS23 CI STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/09/2014
PHOAMHSB PHOAMHSM Browse Master Agency History 12:36 PM

Actions: (D)

Act Last Modified Master Agency Name
-----
Date/Time Number

*Master Agency#: _____ Date: _ _ _
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Bkwd Fwd Quit
    
```

Your Action ...	System Response ...
3. Enter the Master Agency Number and press ENTER.	Once the Master Agency Number has been displayed, the Display Master Agency History screen will appear.

FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/09/2014 PHOAMHSB PHOAMHAM Display Master Agency History 12:44 PM
<p>*Master#: 90161 Name: FINANCE AND ADMINISTRATION</p> <p>*SPB Analyst: CLPH117</p> <p>Date Established: *EEO4 Function:</p> <p>*Pers Dir/Cnct Agency#: 0161 *PIN: 1501 HOLLOWAY, KAREN M Phone: 601-359-2514 Ext:</p> <p>*Agency Head Agency#: 0161 *PIN: 1781 UPCHURCH, KEVIN J Phone: 601-359-3402 Ext:</p> <p>*Payroll offcr/Cnct Agency#: 0161 *PIN: 1808 **** VACANT **** Phone: 601-359-5549 Ext:</p> <p>Sub Agency Security (Y/N): Inactivate Date: Reactivate Date: Pay Thru Date: *Reason Code:</p> <p style="text-align: right;">UserId: PHFNC15 / 07/03/2013 08:43 AM</p> <p>Direct Command: _____ Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12--- Help Main End Quit</p>

### Browse Agency FY Pending Approval

The Browse Agency FY Pending Approval screen is used to display the status of transactions which are pending approval in the system.

Your Action ...	System Response ...
1. Choose <b>AG</b> (Agency) from the Main Menu and press ENTER.	The Agency Menu will appear.
2. Choose <b>PA</b> (Browse Agency FY Pending Approval) from the Agency Menu and press ENTER.  Selection criterion includes Agency. The available action is <b>D</b> isplay.	The Browse Agency FY Pending Approval screen will appear.  Information is displayed by Agency Number, Transaction, Status, Owner, Processed Indicator, Date Processed, Approver Detail, Level, Approver and Approval Status.

```

FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/09/2014
PHOAB1B PHOAB1M Browse Agency FY Pending Approval 12:49 PM

Actions: (D)
ACT Agency Tran Status Owner Proc ind Date <----- Approver Details ----->
-----
-----

*Agency: ____

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Bkwd Fwd Quit
    
```

Your Action ...	System Response ...
3. Enter the Agency Number and press ENTER.	Once the Approval Record has been displayed, the Approval screen will appear.

```

FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/09/2014
PHIOAP0D PHIOAP0M Approval 12:51 PM
2 more >

Action: = (A,B,C,D,M,N,P)
*Agency : ____
*Function Trans. : ____
Date Time Stamp : ____
Owner - *Agency: ____
          *PIN: ____
          User ID: ____

Notify - originator(Y/N): -
          *Agency: ____
          *Pin: ____
          User ID: ____

Key : _____ Note reqd: _
Status : - Processed after completion: _
Start Date : _____ Date Resolution : _____ Program: _____
Originator : _____
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Bkwd Fwd Disp Left Right Quit
    
```

Your Action ...	System Response ...
4. Press F11 to access the second panel of this screen.	The second panel of Approval will appear.

```

FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/09/2014
PHIOAP0D PHIOAP1M Approval 12:52 PM
< 1 more 1 more >
Action: = (A,B,C,D,M,N,P)

*Agency : _____
*Function Trans.: _____
Date Time Stamp:

Originator's: _____
Note: _____
_____
_____
_____
_____
_____
_____
_____

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Main End Bkwd Fwd Disp Left Right Quit
    
```

Your Action ...	System Response ...
5. Press F11 to access the third panel of this screen.	The third panel of Approval will appear.

```

FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/09/2014
PHIOAP0D PHIOAP2M Approval 12:53 PM
< 2 more
Action: = (A,B,C,D,M,N,P)
*Agency : _____
*Function Trans.: _____
Date Time Stamp:

1__ Level: __ Type: _ Approval reqd: _
Action upon disapp: _ Note reqd: _
Status: _
PRIMARY: *Agency: _____
*Pin: _____
User ID: _____

ALTERNATE: *Agency: _____
*Pin: _____
* User ID: _____

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Main End Note Bkwd Fwd Disp Left Right Quit
    
```

## Browse Agency Cross Reference

The Browse Agency Cross References screen provides agency cross reference data. Any previous LBO or SPB number is displayed as well as SPB purview of the agency.

Your Action ...	System Response ...
1. Choose <b>AG</b> (Agency) from the Main Menu and press ENTER.	The Agency Menu will appear.
2. Choose <b>XA</b> (Browse Agency Cross Reference) from the Agency Menu and press ENTER.	The Browse Agency Cross Reference Browse will appear.

Code	Description	FastPath
X1	Browse By SPAHRS Agency	
X2	Browse By SAAS Agency	

Code: \_\_

Direct Command: \_\_\_\_\_

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---  
 Help Main End Quit

## Browse By SPAHRS Agency

Your Action ...	System Response ...
1. Choose <b>AG</b> (Agency) from the Main Menu and press ENTER.	The Agency Menu will appear.
2. Choose <b>XA</b> (Browse Agency Cross Reference) from the Agency Menu and press ENTER.	The Browse Agency Cross Reference Browse will appear.
3. Choose <b>X1</b> (Browse By SPAHRS Agency) from the Browse Agency Cross Reference Menu and press ENTER.  Selection criterion is Agency Name.	The Browse by SPAHRS Agency screen will appear.  Information is displayed by Agency Name, Agency Number, Previous SPB, Previous DFA, Previous LBO, and SPB Processed.

FMSAS23 CI STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM		04/09/2014			
PHOAXRFB PHOAXRFM Browse By SPAHRS Agency		12:58 PM			
Agency Name	Agency Number	Prev SPB	Prev DFA	Prev LBO	SPB Prss
AGRICULTURE & COMMERCE DEPARTMENT	0401		0401		Y
ANIMAL HEALTH BOARD	0427		0428		Y
ARCHITECTURE AND LANDSCAPE BOARD	0846		0848		Y
ARCHIVES-ARCHIVES & HISTORY	0475		0475		Y
ARCHIVES-LOCAL GOVT RECORDS	0869		0475		Y
ARTS COMMISSION	0865		0865		Y
ATHLETIC COMMISSION	0843		0843		Y
ATTORNEY GENERAL	0071		0071		Y
AUCTIONEERS COMMISSION	0866		0820		Y
BANKING & CONSUMER FINANCE DEPARTMENT	0511		0511		Y
BARBER EXAMINERS BOARD	0840		0840		Y
BOARD OF MASSAGE THERAPY	0857		0857		N
BOARD OF PHYSICAL THERAPY	0828		0828		Y

\*Agency Name: \_\_\_\_\_  
 Direct Command: \_\_\_\_\_  
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---  
 Help Main End Bkwd Fwd Quit

### Browse By SAAS Agency

Your Action ...	System Response ...
1. Choose <b>AG</b> (Agency) from the Main Menu and press ENTER.	The Agency Menu will appear.
2. Choose <b>XA</b> (Browse Agency Cross Reference) from the Agency Menu and press ENTER.	The Browse Agency Cross Reference Browse will appear.
3. Choose <b>X2</b> (Browse By SAAS Agency) from the Browse Agency Cross Reference Menu and press ENTER.  Selection criterion is SAAS Agency Number.	The Browse by SAAS Agency screen will appear.  Information is displayed by Agency SAAS Number, SAAS Agency Name, and SPAHRS Sub-Agency Number (S).

FMSAS23 CI STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM		04/09/2014		
PHOAXR2B PHOAXR2M Browse By SAAS Agency		12:59 PM		
SAAS Agcy Number	SAAS Agency Name	SPAHRS Sub-Agency Number(s)		
001	SENATE	0001	0005	
002	HOUSE OF REPRESENTATIVES	0004	0002	
003	LEGISLATIVE JOINT OPERATION	0003		
021	PEER	0021	0022	
025	LEGISLATIVE BUDGET OFFICE	0025		
051	SUPREME COURT	0051	0054 0055 0128 0129 0130 0135	

SAAS Agency No.: \_\_\_\_  
 Direct Command: \_\_\_\_\_  
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---  
 Help Main End Bkwd Fwd Quit

### Printing (Agency Batch Reports)

There are several print options available. All print options are selected from the Agency Batch Reports (**BT**) option on the Agency Menu. Once this option is selected, the following menu will appear: Agencies will only have access to the **PA** - Print Agency Profiles option and **PB** - Print Agency Program Budget.

Your Action ...	System Response ...
1. Choose <b>AG</b> (Agency) from the Main Menu and press ENTER.	The Agency Menu will appear.

Code	Description	FastPath
MA	Manage Agency Information	
BN	Browse by Agency Name	
BA	Browse by Agency Number	
BM	Browse by Master Name	
BR	Browse by Master Number	
BC	Browse Agencies Assigned to SPB Analyst	
BH	Browse Agency History	
AP	Browse Agency Profile History	
MH	Browse Master Agency History	
PA	Browse Agency FY Pending Approval	
BT	Agency Batch Reports	
XA	Browse Agency Cross Reference	

Code: \_\_

Direct Command: \_\_\_\_\_

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---  
 Help Main End Quit

Your Action ...	System Response ...
2. Choose <b>BT</b> (Agency Batch Reports) from the Agency Menu and press ENTER.	The Agency Batch Reports Menu will appear.

```

FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/09/2014
PHIMAINU PHIMAINM Agency Batch Reports Menu 01:24 PM

Code Description FastPath
AO Print Outstanding Agency Information
MO Print Outstanding Master Agency Information
IA Inactivate Agency after Paythru Date
IM Inactivate Master after Paythru Date
RA Reactivate Agency after Reactivate Date
RM Reactivate Master after Reactivate Date
PA Print Agency Profiles
PL Print Address Labels
PB Print Agency Program Budget

Code: __

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Quit
    
```

**Print Outstanding Agency Information (SPB Only)**

Your Action ...	System Response ...
1. Choose <b>AG</b> (Agency) from the Main Menu and press ENTER.	The Agency Menu will appear.
2. Choose <b>BT</b> (Agency Batch Reports Menu) from the Agency Menu and press ENTER.	The Agency Batch Reports Menu will appear.
3. Choose <b>AO</b> (Print Outstanding Agency Information) from the Agency Batch Reports Menu and press ENTER.	The Agency Outstanding Report Batch Job Submission screen will appear.

```

FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/09/2014
PHIMAINU PHIMAINM Agency Batch Reports Menu 01:28 PM

Code Description FastPath
AO Print Outstanding Agency Information
MO Print Outstanding Master Agency Information
IA Inactivate Agency after Paythru Date
IM +-----Batch Job Submission-----+
RA |                                     |
RM |   Job Name: FM723029 *Job Class: A   |
PA |                                     |
PL | Job Description: Agency outstanding Report |
PB |                                     |
   | *Destination: R10_____ *Msg Class: Z |
   |                                     |
   | Reports *Sysout |
   | Agency Outstanding Report Class Forms Copies |
   | A _____ 1_ |

Code: AO

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Quit
    
```

Your Action ...	System Response ...
4. Press ENTER.	The following message will be displayed:  Agency Outstanding Report Has Been Submitted Successfully.

**Print Outstanding Master Agency Information (SPB Only)**

Your Action ...	System Response ...
1. Choose <b>AG</b> (Agency) from the Main Menu and press ENTER.	The Agency Menu will appear.
2. Choose <b>BT</b> (Agency Batch Reports Menu) from the Agency Menu and press ENTER	The Agency Batch Reports Menu will appear.
3. Choose <b>MO</b> (Print Outstanding Master Agency Information) from the Agency Batch Reports Menu and press ENTER.	The Master Outstanding Report Batch Job Submission screen will appear.

```

FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/09/2014
PHIMAINU PHIMAINM Agency Batch Reports Menu 01:30 PM

Code Description FastPath
AO Print Outstanding Agency Information
MO Print Outstanding Master Agency Information
IA Inactivate Agency after Paythru Date
IM -----Batch Job Submission-----
RA
RM Job Name: FM723129 *Job Class: A
PA
PL Job Description: Master Outstanding Report
PB *Destination: R10_____ *Msg Class: Z
*Sysout
Reports Class Forms Copies
Code: MO Master Outstanding Report A _____ 1_

Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Quit
    
```

Your Action ...	System Response ...
4. Press ENTER.	The following message will be displayed:  Master Outstanding Report Has Been Submitted Successfully.

**Inactivate Agency after Pay thru Date (SPB Only)**

Your Action ...	System Response ...
1. Choose <b>AG</b> (Agency) from the Main Menu and press ENTER.	The Agency Menu will appear.
2. Choose <b>BT</b> (Agency Batch Reports Menu) from the Agency Menu and press ENTER	The Agency Batch Reports Menu will appear.
3. Choose <b>IA</b> (Inactivate Agency after Pay thru Date) from the Agency Batch Reports Menu and press ENTER.	The Inactivate Agency Batch Job Submission screen will appear.

```

FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/09/2014
PHIMAINU PHIMAINM Agency Batch Reports Menu 01:34 PM

Code Description FastPath
AO Print outstanding Agency Information
MO Print Outstanding Master Agency Information
IA Inactivate Agency after Paythru Date
IM +-----Batch Job Submission-----+
RA |                                     |
RM |           Job Name: FM713029 *Job Class: A |
PA |                                     |
PL | Job Description: Inactivate Agency |
PB |                                     |
   | *Destination: R10_____ *Msg Class: Z |
   |                                     |
   | Reports *Sysout Class Forms Copies |
Code: IA | Inactivate Agency A _____ 1 |
+-----+-----+-----+-----+
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Main End Quit

```

Your Action ...	System Response ...
4. Press ENTER.	The following message will be displayed:  Inactivate Agency Has Been Submitted Successfully.

**Inactivate Master after Pay thru Date (SPB Only)**

Your Action ...	System Response ...
1. Choose <b>AG</b> (Agency) from the Main Menu and press ENTER.	The Agency Menu will appear.
2. Choose <b>BT</b> (Agency Batch Reports Menu) from the Agency Menu and press ENTER	The Agency Batch Reports Menu will appear.
3. Choose <b>IM</b> (Inactivate Master after Pay thru Date) from the Agency Batch Reports Menu and press ENTER.	The Inactivate Master Batch Job Submission screen will appear.

```

FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/09/2014
PHIMAINU PHIMAINM Agency Batch Reports Menu 01:37 PM

Code Description FastPath
AO Print outstanding Agency Information
MO Print Outstanding Master Agency Information
IA Inactivate Agency after Paythru Date
IM +-----Batch Job Submission-----+
RA |                                     |
RM | Job Name: FM713129 *Job Class: A |
PA |                                     |
PL | Job Description: Inactivate Master |
PB |                                     |
   | *Destination: R10_____ *Msg Class: Z |
   |                                     |
   | Reports *Sysout Class Forms Copies |
Code: im | Inactivate Master A _____ 1_ |
+-----+-----+-----+-----+
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Quit
    
```

Your Action ...	System Response ...
4. Press ENTER.	The following message will be displayed:  Inactivate Master Has Been Submitted Successfully.

**Reactivate Agency after Reactivate Date (SPB Only)**

Your Action ...	System Response ...
1. Choose <b>AG</b> (Agency) from the Main Menu and press ENTER.	The Agency Menu will appear.
2. Choose <b>BT</b> (Agency Batch Reports Menu) from the Agency Menu and press ENTER.	The Agency Batch Reports Menu will appear.
3. Choose <b>RA</b> (Reactivate Agency after Reactivate Date) from the Agency Batch Reports Menu and press ENTER.	The Reactivate Agency Batch Job Submission screen will appear.

Code	Description	FastPath
AO	Print Outstanding Agency Information	
MO	Print Outstanding Master Agency Information	
IA	Inactivate Agency after Paythru Date	
IM	-----Batch Job Submission-----	
RA		
RM	Job Name: FM713229 *Job Class: <u>A</u>	
PA	Job Description: Reactivate Agency	
PL	*Destination: R10_____ *Msg Class: Z	
PB		
Code: ra	Reports	*Sysout
	Reactivate Agency	Class A _____ Copies 1

Direct Command: \_\_\_\_\_  
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---  
Help Main End Quit

Your Action ...	System Response ...
4. Press ENTER.	The following message will be displayed:  Reactivate Agency Has Been Submitted Successfully.

#### Reactivate Master after Reactivate Date (SPB Only)

Your Action ...	System Response ...
1. Choose <b>AG</b> (Agency) from the Main Menu and press ENTER.	The Agency Menu will appear.
2. Choose <b>BT</b> (Agency Batch Reports Menu) from the Agency Menu and press ENTER.	The Agency Batch Reports Menu will appear.
3. Choose <b>RM</b> (Reactivate Master after Reactivate Date) from the Agency Batch Reports Menu and press ENTER.	The Reactivate Master Batch Job Submission screen will appear.

Code	Description	FastPath
AO	Print Outstanding Agency Information	
MO	Print Outstanding Master Agency Information	
IA	Inactivate Agency after Paythru Date	
IM	-----Batch Job Submission-----	
RA	Job Name: FM713329 *Job Class: <u>A</u>	
RM	Job Description: Reactivate Master	
PA	*Destination: R10_____ *Msg Class: Z	
PL	*Sysout	
PB	Reports Class Forms Copies	
Code: rm	Reactivate Master	A _____ 1

Direct Command: \_\_\_\_\_  
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---  
Help Main End Quit

Your Action ...	System Response ...
4. Press ENTER.	The following message will be displayed:  Reactivate Master Has Been Submitted Successfully.

### Print Agency Profiles

Your Action ...	System Response ...
1. Choose <b>AG</b> (Agency) from the Main Menu and press ENTER.	The Agency Menu will appear.
2. Choose <b>BT</b> (Agency Batch Reports Menu) from the Agency Menu and press ENTER	The Agency Batch Reports Menu will appear.
3. Choose <b>PA</b> (Print Agency Profiles) from the Agency Batch Reports Menu and press ENTER.	The Print Agency Profiles screen will appear.

```

FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/09/2014
PHOAEPP PHOAEPM Print Agency Profiles 01:52 PM

Enter Agency Numbers (Master or Sub) to be Printed:

*
  _____
  _____
  _____
  _____
  _____
  _____
  _____
  _____
  _____

Fiscal Year: 2014      Select All Agencies: N

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End                               Quit
    
```

Your Action ...	System Response ...
<p>4. Enter the following information:</p> <p>Enter Agency Numbers (Master or Sub) to be printed: xxxxx or xxxx.</p> <p>Fiscal Year: Enter the fiscal year (yyyy).</p> <p>Select All Agencies: Enter "Y" to run the report for all agencies or "N" to specify agencies to be included on the report.</p> <p>The user must have a security level of 3, 4, or 5 to print "ALL" agencies.</p>	<p>Print Agency Profiles Batch Job Submission screen will appear.</p>

```

FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/09/2014
PHOAEPP PHOAEPM Print Agency Profiles 01:55 PM

Enter Agency Numbers (Master or Sub) to be Printed:

*
  _____
  _____
  _____
  _____
  _____
  _____
  _____
  _____
  _____

Fiscal Year:

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End                               Quit
    
```

```

-----Batch Job Submission-----
      Job Name: FM723229 *Job Class: A
Job Description: Print Agency Profiles
*Destination: R10_____ *Msg Class: Z
*Sysout
Class      Forms      Copies
Agency Profiles      Reports      A      _____      1_
    
```

Your Action ...	System Response ...
5. Press ENTER.	The system will display the following message:  Agency Profile Has Been Submitted Successfully.

**Print Address Labels**

Your Action ...	System Response ...
1. Choose <b>AG</b> (Agency) from the Main Menu and press ENTER.	The Agency Menu will appear.
2. Choose <b>BT</b> (Agency Batch Reports Menu) from the Agency Menu and press ENTER	The Agency Batch Reports Menu will appear.
3. Choose <b>PL</b> (Print Address Labels) from the Agency Batch Reports Menu and press ENTER.	The Print Address Labels screen will appear.

```

FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/09/2014
PHOAAADLP PHOAAADLM Print Address Labels 02:15 PM

Enter Agency Numbers (Master or Sub) for Address Label Printing:

*
  _____
  _____
  _____
  _____
  _____
  _____
  _____
  _____
  _____
  _____

*Direct Mail To: D Labels Per Contact Person: 1_ Select All Agencies: N

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End Quit
    
```



**Print Agency Program Budget**

Your Action ...	System Response ...
1. Choose <b>AG</b> (Agency) from the Main Menu and press ENTER.	The Agency Menu will appear.
2. Choose <b>BT</b> (Agency Batch Reports Menu) from the Agency Menu and press ENTER	The Agency Batch Reports Menu will appear.
3. Choose <b>PB</b> (Print Agency Program Budget) from the Agency Batch Reports Menu and press ENTER.	The Print Agency Program Budget screen will appear.

```

FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/09/2014
PHOAAPBP PHOAAPBM Print Agency Program Budget 02:17 PM

Enter Agency Numbers (Master or Sub) for Agency Program Budget report:

*
  _____
  _____
  _____
  _____
  _____
  _____
  _____
  _____
  _____

Fiscal Year: ____ select All Agencies: N

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End                               Quit
    
```

Your Action ...	System Response ...
<p>4. Enter the following information:</p> <p>Enter Agency Numbers (Master or Sub) for Address Label printing: xxxxx or xxxx.</p> <p>Fiscal Year: Enter the fiscal year (yyyy).</p> <p>Select All Agencies: Enter "Y" to run the report for all agencies or "N" to specify agencies to be included on the report.</p> <p>The user must have a security level of 3, 4, or 5 to print "ALL" agencies.</p>	<p>Agency Program Budget Report Batch Job Submission screen will appear.</p>

```

FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/09/2014
PHOAAPBP PHOAAPBM Print Agency Program Budget 02:17 PM

Enter Agency Numbers (Master or Sub) for Agency Program Budget report:

*  _____
  _____
  _____
  _____
  +-----Batch Job Submission-----+
  Job Name: FM723429 *Job Class: A
  Job Description: Agency Program Budget Report
  *Destination: R10_____ *Msg Class: Z
  *Sysout
  Fiscal Year: | Reports | Class | Forms | Copies |
                | Agency Program Budget | A | _____ | 1 |
  +-----+-----+-----+-----+-----+
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help Main End                               Quit
    
```

Your Action ...	System Response ...
5. Press ENTER.	The system will display the following message: xxxxxxx Has Been Submitted Successfully.