
Mississippi Management and Reporting System

Department of Finance and Administration

| MMRS Training Materials | | |
|--------------------------------|-----------------------------------|--------------------------|
| 6205 | Agency - Annual Control Functions | Revised Date: 06/02/2016 |
| | | Version: 5 |

**Agency Maintain Annual Control Functions
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ANNUAL CONTROL FUNCTIONS

Objective

Enter and maintain annual control information.

Outcome

Program Budget, Fiscal Year, Reclassification and Assessment information are entered and maintained.

Maintain Agency Fiscal Year Information

This action can only be performed by SPB for agencies under its purview; SPB agencies will have display access for their data. Non-SPB agencies will have full access for their data.

| Your Action ... | System Response ... |
|--|------------------------------|
| 1. Choose AG (Agency) from the Main Menu and press ENTER. | The Agency Menu will appear. |

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PHFNC10 PHV5 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/12/2016
PHIMAINU PHIMAINM Agency Menu 10:58 AM

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 MA (Manage Agency Information) from the Agency Menu and press ENTER. | The Manage Agency Information Menu will appear. |

```

PHFNC10 PHV5 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/12/2016
PHIMAINU PHIMAINM Manage Agency Information Menu 11:02 AM

Code Description FastPath
MA Maintain Agency AGCY
MM Maintain Master Agency MAGCY
RA Reactivate an Agency
RM Reactivate a Master Agency
MU Maintain Agency by User Agencies
FY Maintain Agency FY Info AFY
PB Maintain Agency FY Program Budget ABUD
RL Maintain Agency Auto ReClass List RCLST
AR Maintain Agency Assessment Rate

Code: __

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

| Your Action ... | System Response ... |
|---|---|
| 3. Choose FY (Maintain Agency FY Info) from the Manage Agency Information Menu and press ENTER. | The Maintain Agency FY Info screen will appear. |

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PHFNC10 PHV5 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/12/2016
PHOAAF1D PHOAAF1M Maintain Agency FY Info 11:03 AM
1 more >

*Action: = (A,C,D,M,N,P)

FY: _____ *Agency#: _____ Name:
Approval: _ Master# : _____

Worker's Comp % : Avg Fringe Rate: _____ SI Fringe Rate: _____
Worker's Comp Amt : Realloc. Auth : - Assessment Rate: _____
# Authzd to Swap : _____ Act # Swapped : EC Max I ___ II ___ III ___

POSITIONS: PERMANENT TIME-LIMITED
FULL TIME PART TIME FULL TIME PART TIME TOTAL
Authorized _____
Escalated _____
Actual _____
Filled _____

Transmit for Approval: _

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

| Your Action ... | System Response ... |
|-----------------|---------------------|
| 4. Choose Add. | |

| Your Action ... | System Response ... |
|--|--|
| <p>5. Enter the following information:</p> <p>FY: The year that represents the agency's specific 12-month future, current or past financial period.</p> <p>*Agency#: The 4-digit agency code XXXX.</p> | |
| <p>6. Press ENTER.</p> | <p>The system will enter the Agency Name, a Pending code in the Approval field and the Master Agency Number.</p> |
| <p>7. Enter the following fields:</p> <p>Worker's Comp %: State Worker's Compensation Rate for an agency. The system will display this amount based on Fiscal Year (FY) Program Budget data.</p> <p>Avg. Fringe Rate: The average percentage of fringe benefits paid by an agency. The system will display this amount based on payroll information.</p> <p>SI Fringe Rate: Percentage increase in fringe benefit costs used when an existing employee of an agency receives a salary increase in a given fiscal year. The system will display this amount based on payroll information.</p> <p>Worker's Comp. Amt: The dollar amount of workers compensation allocated to an agency for a fiscal year. The system will display this amount based on FY program Budget data.</p> <p>Realloc. Auth: This will default to No. Enter Yes if the agency has reallocation authority previously approved by SPB.</p> <p>Assessment Rate: This is generated through the Assessment screen. Data should only be changed for agencies with special exemptions.</p> <p># Authzd To Swap: Enter the maximum number of positions, which the appropriation bill authorizes to be swapped into this agency from another agency within the same master agency.</p> <p>Act # Swapped: The actual number of positions swapped in a fiscal year. The system will display this based on position information.</p> <p>EC Max I, II, III: Enter the maximum number of Executive Compensation positions allowed for each particular level of service.</p> | |

| Your Action ... | System Response ... |
|---|--|
| <p>Continue to enter the following information:</p> <p>Positions: Permanent and Time Limited by Authorized, Escalated, Actual and Filled: Enter the number of authorized positions. The escalated, actual, and filled fields will be generated from other system processes and are display only.</p> <p>Transmit for Approval: This field defaults to N(o). Enter "Yes" to transmit the pending record for approval to the State Personnel Board (SPB).</p> | |
| <p>8. Press F11 to access the second panel of this screen.</p> | <p>The second panel of the Maintain Agency Fiscal Year Information screen will appear.</p> |

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PHFNC10 PHV5 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/12/2016
PHOAAF1D PHOAAF2M Maintain Agency FY Info 11:05 AM
< 1 more
*Action: = (A,C,D,M,N,P)

FY: _____ *Agency#: _____ Name:
Approval: _____ Master#: _____
Tot Appro Pers Serv Dollars: _____ Budget Combined with: _____
Tot Escal Pers Serv Dollars: _____

Generated PRODUCTIVITY REALIGNMENT REAL/RECLASS
Awarded

Tot Appro Contract Serv Dollars: _____ Num of Contracts Approved:
Total Cost of Approved Contracts: General Fund:
Federal Fund:
Other Fund:
Total:

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

| Your Action ... | System Response ... |
|---|--|
| <p>9. Enter the following optional information:</p> <p>Tot Appro Pers Serv dollars: The total amount of personal service dollars appropriated to a specific agency for a given fiscal year.</p> <p>Budget Combined With: Enter the agency number whose funds are included in this budget.</p> | <p>The system will automatically enter the totals for any amounts entered.</p> |

| Your Action ... | System Response ... |
|---|--|
| <p>Continue entering the following information:</p> <p>Total Escal Pers Serv dollars: The total amount of escalated personal service dollars of a specific Agency for a given fiscal year.</p> <p>Productivity, Realignment, and Real/Reclass, by Generated and Awarded: This information is generated from other system processes and is display only.</p> <p>Tot Appro Contract Serv Dollars: The maximum amount of expenditures anticipated on personal services for personal services contracts.</p> <p>Num of Contracts Approved: The number of contracts approved for an agency in a fiscal year. The system generates this from the Manage Contracts process and is display only.</p> <p>Total Cost of Approved Contracts by General, Federal and Other: The dollar amount appropriated for an agency during a fiscal year from general, federal and other funds for personnel salaries and benefits. The system generates this amount from the Manage Contracts process and is display only.</p> <p>Total: The sum total of Approved Contracts including General Fund, Federal Funds and Other Funds.</p> | |
| <p>10. Press ENTER when all data has been added.</p> | <p>The Fiscal Year Sub-agency has been added and the following message is displayed:</p> <p>Fiscal Year Record xxxx-yyyy-p added successfully.</p> |

Maintain Agency Automatic Reclassification List

This action will be performed by SPB; agencies will have display access for their data.

| Your Action ... | System Response ... |
|---|--|
| <p>1. Choose AG (Agency) from the Main Menu and press ENTER.</p> | <p>The Agency Menu will appear.</p> |
| <p>2. Choose MA (Manage Agency Information) from the Agency Menu and press ENTER.</p> | <p>The Manage Agency Information Menu will appear.</p> |
| <p>3. Choose RL (Maintain Agency Auto Reclass List) from the Manage Agency Information Menu and press ENTER.</p> | <p>The Maintain Agency Auto Reclass List screen will appear.</p> |

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PHFNC10 PHV5 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/12/2016
PHOAMROD PHOAMROM Maintain Agency Auto ReClass List 11:06 AM

*Action: = (A,B,C,D,M,N,P)

      FY: _____
*Agency#: _____ Name:
*List Type: _____

*OCCU: _____
      _____
      _____
      _____
      _____
      _____
      _____
      _____
      _____

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

| Your Action ... | System Response ... |
|--|--|
| 4. Choose Add . | |
| 5. Enter the following information: FY: The fiscal year YYYY. *Agency#: The agency code XXXX. *List Type: Enter the code for the reclassification type. Press ENTER. *OCCU: Occupational codes for automatic reclassification | |
| 6. Press ENTER. | The Automatic reclassification List has been added and the following message is displayed: Reclass OCCU List YYYY-xxxx-type added successfully. |

Maintain Agency Assessment Rate

This action will be performed by SPB. The rate established will display on the Maintain Agency screen.

| Your Action ... | System Response ... |
|---|---|
| 1. Choose AG (Agency) from the Main Menu and press ENTER. | The Agency Menu will appear. |
| 2. Choose MA (Manage Agency Information) from the Agency Menu and press ENTER. | The Manage Agency Information Menu will appear. |

| Your Action ... | System Response ... |
|--|--|
| 3. Choose AR (Maintain Agency Assessment Rate) from the Manage Agency Information Menu and press ENTER. | The Maintain Agency Assessment Rate screen will appear. All agencies under SPB purview will automatically be selected. |

| | | |
|---|--|------------------------|
| PHFNC10 PHV5 PHOAUARP PHOAUARM | STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM Maintain Agency Assessment Rate | 04/12/2016 11:09 AM |
| <p>Fiscal Year: ____</p> <p>Assessment Rate: ____</p> <p>Commit Transaction: N</p> | | |
| <p>Direct Command: _____</p> <p>Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--- Help Main End Quit</p> | | |

| Your Action ... | System Response ... |
|---|--|
| 4. Enter the following information: Fiscal Year: The fiscal year of the agency assessment rate. Assessment Rate: The charge back assessment rate (must be greater than zero). Commit Transaction: Enter "Y" to update the agency assessment rate. | |
| 5. Press ENTER. | The Assessment Rate has been successfully added and the following message is displayed: All selected records modified successfully. |

Maintain Agency FY Program Budget

This action is performed by the agency and is subject to SPB approval if the agency is under SPB purview. The transaction cannot be entered until the Agency Fiscal Year information has been added. SPB will enter FY data for agencies under SPB purview.

| Your Action ... | System Response ... |
|--|--|
| 1. Choose AG (Agency) from the Main Menu and press ENTER. | The Agency Menu will appear. |
| 2. Choose MA (Manage Agency Information) from the Agency Menu and press ENTER. | The Manage Agency Information Menu will appear. |
| 3. Choose PB (Maintain Agency FY Program Budget) from the Manage Agency Information Menu and press ENTER. | The Maintain Agency Fiscal Year Program Budget screen will appear. |

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PHFNC10 PHV5 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/12/2016
PHOAPB1D PHOAPB1M Maintain Agency FY Program Budget 11:10 AM
1 more >

*Action: = (A,C,D,M,N,P)

FY: _____ *Agency#: _____ Name:
Approval: _ Master#: _____ Num of Progs: Active:
worker's Comp %: _____ Programs Funds Grand Total:
worker's Amount: _____ Tot Appro Pers Serv Dollars:
1_ of

Pgm Sta Program Description GF$ FF$ OF$
_____-_____-_____
_____-_____-_____
_____-_____-_____
_____-_____-_____
_____-_____-_____
_____-_____-_____

Last Update: Agcy Pgm Total:
Transmit for Approval: _
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Hist Bkwd Fwd Left Right Quit
    
```

| Your Action ... | System Response ... |
|--|--|
| 4. Choose Add | |
| 5. Enter the following information: FY: The fiscal year of the agency program budget. *Agency#: The agency code XXXX. | The system will enter the Agency Name, a Pending action in the Approval field, Master Agency Number, and Number of Programs. |
| 6. Press ENTER. | |
| 7. Enter the following information. Num of Progs: The total number of agency programs associated with the current fiscal year record. This is system generated. Active: The total number of active agency programs associated with the current fiscal year record. This number is system generated. Workers' Comp %: Enter the percentage required for worker's compensation payments (i.e., 1.000). | |

| Your Action ... | System Response ... |
|--|---|
| <p>Continue entering the following information:</p> <p>Programs Funds Grand Total: Total dollar amount from all the programs. This is system generated.</p> <p>Worker's Amount: Enter the total dollar amount required for worker's compensation payments.</p> <p>Tot Appro Pers Serv Dollars: Total amount of money appropriated for personal services for a fiscal year. This amount is system generated.</p> <p>Pgm, Sta, Program Description, General Funds, Federal Funds and Other Funds Amounts: To create a program budget record for an agency, you must enter at least one program with a program description and a dollar amount in at least one fund type. An agency can enter a maximum of 30 programs.</p> <p>Last Update: The date the agency's program information was updated</p> <p>Agency Program Totals: The total amount appropriated for an agency during a fiscal year.</p> <p>Transmit for Approval: This field is used to transmit the pending record for approval to SPB. The system defaults to N(o); change to Y(es).</p> | |
| <p>8. Press ENTER.</p> | <p>The Program Budget information has been added and the following message is displayed on the Agency Fiscal Year Program Budget screen:</p> <p>Program xxxx-yyyy-p added successfully.</p> |
| <p>9. Press F11 to access the second panel of this screen.</p> | <p>The second panel of the Maintain Agency FY Program Budget screen will appear.</p> |

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PHFNC10 PHV5 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/12/2016
PHOAPB1D PHOAPB2M Maintain Agency FY Program Budget 11:12 AM
< 1 more
*Action: = (A,C,D,M,N,P)

FY: _____ *Agency#: _____ Name:
Approval: _ Master#: _____ Num of Progs: Active:
worker's Comp %: _____
worker's Amount: _____

1_ of Total Funds Active Active
gm Sta Program Description Per Program Pins Inac/Dt

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

```