



**STATE OF MISSISSIPPI**  
HALEY BARBOUR, GOVERNOR

**DEPARTMENT OF FINANCE AND ADMINISTRATION**  
KEVIN J. UPCHURCH  
EXECUTIVE DIRECTOR

**TO:** State Agency Directors  
State Agency Accounting and Finance Directors

**FROM:** Kevin J. Upchurch, Executive Director *KJU*

**DATE:** June 9, 2010

**SUBJECT:** MS Gulf Coast Oil Spill

---

In conjunction with the Governor's State of Emergency proclamation dated April 29, 2010, the Department of Finance and Administration (DFA) is providing instructions for reporting all revenues and expenditures related to the MS Gulf Coast Oil Spill. Federal, State and private pass through monies must be tracked for statewide monitoring of activity.

On a statewide basis, SAAS Reporting Categories are being designated for tracking all MS Gulf Coast Oil Spill revenues and expenditures. Four codes will be utilized for this purpose. The three letters beginning in the four-character field will designate if monies are expected to be directly from the federal government (GCF) or reimbursed from another state agency (GCS). Monies expected from BP Oil Company will be designated by (BPD) or reimbursement from another state agency from BP Oil Company monies will be (BPS). Agencies may not use these letters for any other purpose in the Reporting Category field. The final character which may be either numeric or alphabetic is available to provide unique tracking at the agency level. In addition to the Reporting Category, other tracking features, such as ORGN, Activity, Project, etc., may be used as needed by the agencies. Each agency will be responsible for establishing the Reporting Categories in SAAS. If your agency is not currently using the Reporting Category field, access to the security group "RPTG" must be requested before the Reporting Category can be established in the SAAS Tables. The SAAS Security Profile Maintenance Form can be found at [www.mmrs.state.ms.us](http://www.mmrs.state.ms.us) under SAAS>>Security>>2003 SAAS Security Profile Maintenance Form and should be faxed to the MMRS CSIO at 601-359-6551 when completed.

If agencies have already processed SAAS transactions, a J2 will be necessary to reclassify the transaction to the proper GC/BP Reporting Category within a fund.