

Department of Finance and Administration

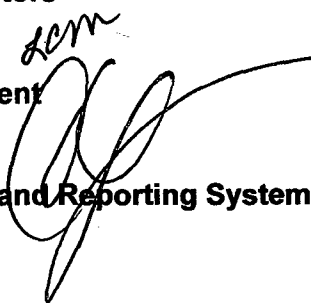
Mississippi Management and Reporting System

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TO: Agency Executive Directors
Agency Accounting Directors

FROM: Leila Malatesta, Director, *Leila*
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DATE: June 20, 2008

SUBJECT: Implementation of House Bill 101

House Bill 101, 2008 Regular Session of the Mississippi Legislature, charges the Department of Finance and Administration (DFA) with the implementation of the Mississippi Accountability and Transparency Act of 2008 (MATA). Although certain information specified in MATA as public information is not presently available within the existing statewide systems, DFA's goal is to comply with MATA to the fullest extent possible. Some provisions can be implemented by July 1, 2008, or shortly thereafter; other provisions will be implemented in a phased approach. The purpose of this memo is to provide you with information about the implementation process and how agency procedures will be affected. You can expect further updates.

Beginning July 1, 2008, BY 2009 transactions from SAAS will be compiled into a publicly accessible, web-based database. Because MATA specifically excludes confidential information, the vendor name, vendor address, line description and document description on confidential transactions will not be available in the public access database. In addition, the bill also requires that an individual's place of residence is not disclosed. The 'INDIVIDUAL' flag on the SAAS vendor file will be used to determine if the vendor's address will be displayed in the public access database for non-confidential payments. DFA is in the process of reviewing the SAAS vendor file and until that review is complete, no addresses will be viewable in the public access database for any transaction. DFA is also in the process of identifying the types of confidential payments, in addition to HIPAA related payments, being made by state agencies.

Specified fields from non-confidential transactions will be shown in the public access database. Since line and document descriptions will be included in the database, agencies should pay particular attention to the information entered in those fields to ensure that no confidential information is included. At no time, should Social Security Numbers (SSNs) or Tax Identification Numbers (TINs) be entered into the line or document description fields for SAAS documents. No SPAHRS employee salary or travel will be available for public view. The name, WIN number and budget year-to-date gross amount for contract workers will be shown in the public access database.

AGENCY RESPONSIBILITIES

Agencies are responsible for ensuring that no confidential information is transmitted to the public access database. Agencies should review their existing operating procedures and add procedures and controls to reduce the likelihood that confidential information is released to the public. It is imperative that all employees involved with payment processing are aware of their responsibilities.

PAYMENT VOUCHERS

The payment voucher document types are currently being modified to capture whether or not the payment is of a confidential nature. Effective July 1, 2008, the header on payment vouchers (PV), electronic vouchers (EV), sub-grantee vouchers (SP), and alternate vouchers (QV & P1) will contain a new flag for confidential payments. Agencies must flag the BY 2009 payment as "Y" if the payment is confidential or "N" if the payment is non-confidential. This flag will be called "privacy flag" on the SAAS screen. BY 2008 payments will show the privacy flag, but agencies do not need to set this flag on old year documents.

Agencies will have the option of selecting a default of "Y" or "N" for the privacy flag if so desired. If no agency default option is selected, the default will be a blank privacy flag field on the payment voucher, and the agency must enter either a "Y" or "N". Attached is a form for you to complete if you want to select a default for the privacy flag for your agency. Please note that this form must be signed by the agency accounting director.

GOVERNMENTAL TRANSFERS

All governmental transfer documents (GT, GP) will be treated as non-confidential. Be sure that no confidential information is keyed into these documents.

JOURNAL VOUCHERS, CASH RECEIPTS & VOIDED WARRANTS

These documents will be modified to capture the privacy flag, but this option may not be available July 1, 2008. Until programming of this feature is complete, the privacy flag will default to "Y", and agencies will receive monthly reports of journal vouchers and cash receipts that include expenditure codes as well as voided warrant transactions. Instructions on agencies' responsibilities for these types of transactions will be submitted once the reports are available.

CONTRACTS

One of the provisions of MATA is to include an electronic copy of each contract. Electronic images will not be captured at this time. Contract information for contract workers will be extracted from SPAHRS after December 31, 2008. DFA will implement an additional web-based database application for information about contracts awarded on or after July 1, 2008. Agencies will enter all contract data, excluding contract worker contracts, in this new application. Once the programming is complete, you will be given specific instructions..

If you have questions, please contact the MMRS Call Center at 601-359-1343 or mash@dfa.state.ms.us.