# Mississippi Management and Reporting System

# **Department of Finance and Administration**

MMRS MASH/Training Materials			
6201 Agency Browses and Batch Reports Revised Date: 08/08/2018			
		Version: 6	

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#### Objective

Develop an understanding of the Agency module.

#### Outcome

An understanding of the Agency Browses 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	The Agency Menu will appear.
Menu and press ENTER.	

FMSAS23	PHV4	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	04/07/2014
PHIMAINU	PHIMA	INM Agency Menu	10:32 AM
	Code	Description FastPa	ath
	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 Browse Agency Profile History	
	AP MH	Browse Master Agency History	
	PA	Browse Agency FY Pending Approval	
	BT	Agency Batch Reports	
	XA	Browse Agency Cross Reference	
Code			
Direct Co	ommand		
		2PF3PF4PF5PF6PF7PF8PF9PF10PF in End	11PF12 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
<ol> <li>Choose AG (Agency) from the Main Menu and press ENTER.</li> </ol>	The Agency Menu will appear.

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

	D HUMAN RESOURCE SYSTEM04/07/2014Agency Name10:49 AM
Actions: (D)	
*Act Name	Mastr Agcy Serv SPB SPB Agcy Num Type Analyst Prss
<ul> <li>BARBER EXAMINERS BOARD</li> <li>BOARD OF MASSAGE THERAPY</li> <li>BOARD OF PHYSICAL THERAPY</li> <li>BOARD OF REGISTRATION FOR FORESTERS</li> <li>BOARD OF TAX APPEALS</li> <li>CHANCERY &amp; CIRCUIT JUDGES</li> <li>CHIROPRACTIC EXAMINERS BOARD</li> <li>CORR-FARMING OPERATIONS</li> <li>CORR-INSTITUTIONS</li> <li>CORR-MEDICAL SERVICES</li> </ul>	90840 0840 SS CLPH025 Y 90857 0857 NS PHMGT03 N 90828 0828 SS CLPH130 Y 90844 0844 NS PHMGT03 N 90184 0184 NS CLPH144 Y 90051 0128 NS SUPH006 N 90849 0849 NS PHMGT03 N 90551 0558 SS CLPH144 Y 90551 0551 SS CLPH144 Y 90551 0557 SS CLPH144 Y
Agency Name: Direct Command: Enter-PF1PF2PF3PF4PF5PF6- Help Main End	PF7PF8PF9PF10PF11PF12 Bkwd Fwd Quit

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

FMSAS PHOAA		STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM IOAANMM Browse by Agency Name		07/2014 49 AM
Acti	ons:	(D)		
	-		+ B	SPB
*Act			yst	Prss
		Over type Fiscal Year, if want to Display Profile for a different FY		
d	BARB	Display Profile for a different FY	025	Y
_	BOAR		і т03	Ν
	BOAR	Fiscal Year: 2014	İ 130	Y
	BOAR	=	і т03	Ν
_	BOAR	Press ENTER to continue	144	Y
_	CHAN		006	Ň
_	CHIR		<b>Т03</b>	N
	CORR -		+ 144	Ŷ
				Ŷ
_			CLPH144	Ŷ
	y Name			
	t Com			
Enter	-PF1	-PF2PF3PF4PF5PF6PF7PF8PF9PF10-	PF11P	PF12
	Не]р	Main End Bkwd Fwd	C	Quit

Your Action	System Response	
4. Enter the following information:	The Agency Profile-1 screen will appear.	
Fiscal Year: Defaults to current FY. This field can be modified.		
Press ENTER.		
FMSAS23 PHV4 STATEWIDE PAYROLL AN PHOAAPFD PHOAAP1M Agency Prot		
Agency#: 0840 Name: BARBER EXAM Master#: 90840 SAAS Agency#: 0840 Service Type: SS State Service Add/Spec Comp: More:		
FISCAL YEA Worker's Comp: 0.0011 Avg Fringe Rate POSITIONS: PERMANENT FULL TIME PART TIME Authorized 3 4 Escalated	e: 0.3223839 SI Fringe Rate: 0.2189423 TIME-LIMITED	
Actual 3 4 Filled 3 4	7 7	
Auth Num of Positions to Swap:	Actual Num of Positions Swapped: UserId: PH510530 / 04/01/2014 08:34 AM	

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	The second panel of Agency Profile-2 will
this screen.	appear.

FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	04/07/2014
PHOAAPFD PHOAAP2M Agency Profile-2	10:52 AM
< 1 more	1 more >
FISCAL YEAR: 2014	Master#: 90840
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 Ap Federal	oproved:
Other	
Total Contractual Serv Approved:	
Direct Command:	
Enter-PF1PF2PF3PF4PF5PF6PF7PF8PF9PF10-	PF11PF12
	Right Quit

Your Action	System Response
6. Press F11 to access the third panel of	The third panel of Agency Profile-3 will
this screen.	appear.
FMSAS23 PHV4 STATEWIDE PAYROLL A PHOAAPFD PHOAAP3M Agency Pro	AND HUMAN RESOURCE SYSTEM 04/07/2014 ofile-3 10:53 AM
< 2 more	
Agency#: 0840 Name: BARBER EXAMINERS	BOARD Master#: 90840
FISCA	_ YEAR: 2014
	ET INFORMATION $1 - 0 f 2$
Pgm# Program Name 01 EXAMINATIONS	General Federal Other 43358
02 LICENSURE/REGULATION	130073
	Userid: CLPH025 / 01/15/2014 10:25 AM
Direct Command:	
Help Main End	6PF7PF8PF9PF10PF11PF12 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.	The Browse by Agency Number screen will appear.
	Selection criteria include Agency Number. Available Action is Display.	Information is displayed by Agency Number, Agency Name, Master Agency Number, Service Type, SPB Analyst, and SPB Processed.

FMSAS23 CI PHOAANBB PHOAAN	STATEWIDE PAYROLL A BM Browse by	AND HUMAN RESO / Agency Numbe		SYSTE		4/07/2014 11:15 AM
Actions: (D)						
Agcy Act Num	Name			Serv Type		SPB Prss
Agency#: Direct Command:						
	PF3PF4PF5PF6	5PF7PF8-	PF9-	PF	10PF11	PF12
Не]р Маі	n End	Bkwd Fwd				Quit
Va	our Action	S.	(stom	Doon	2222	
		System Response The "Over type Fiscal Year, if want to Display				
3. Choose <b>D</b> ispla	ay and press Enter.	Profile for a diff				
FMSAS23 CI PHOAANMB PHOAAN	STATEWIDE PAYROLL A MM Browse b	ND HUMAN RESO Dy Agency Name		SYSTE	-	4/07/2014 10:49 AM
Actions: (D)						

						į	B yst	SPB Prss
	Over	type Fisca	l Year, if wa	nt to				
BARB	Disp	lay Profile	e for a differ	ent FY				Y
BOAR								N
BOAR		Fiscal	Year: <u>2</u> 014					Y
BOAR								N
BOAR		Press ENTE	ER to continue					Y
CHAN								N
CHIR							т03	Ν
CORR +						-		Y
CORR-INS	<b>FITUTIONS</b>				SS			Y
CORR-MED	ICAL SERVICES		90551	0557	SS	CLPH	1144	Y
/ Name:								
	d:							
	GOAR   GOAR   GOAR   GOAR   CHAN   CHIR   CORR + CORR-INS CORR-MED	BARB Disp BOAR BOAR BOAR BOAR BOAR BOAR BOAR BOAR	BARB   Display Profile BOAR   Fiscal BOAR   Press ENTE BOAR   Press ENTE CHAN   CHIR   CORR + CORR-INSTITUTIONS CORR-MEDICAL SERVICES	BARB     Display Profile for a differ       BOAR     Fiscal Year: 2014       BOAR     Fiscal Year: 2014       BOAR     Press ENTER to continue       BOAR     Press ENTER to continue       CHAN     Press ENTER to continue       CHAN     Press ENTER to continue       CORR     Press ENTER to continue       CORR </td <td>BOAR   Fiscal Year: <u>2</u>014 BOAR   Press ENTER to continue CHAN   CHIR   CORR +</td> <td>BARB     Display Profile for a different FY       BOAR     Fiscal Year: 2014       BOAR     Fiscal Year: 2014       BOAR     Press ENTER to continue       BOAR     Press ENTER to continue       CHAN     Press ENTER to continue       CHAN     Press ENTER to continue       CORR +</td> <td>BARB       Display Profile for a different FY         BOAR       Fiscal Year: 2014         BOAR       Press ENTER to continue         CHAN       Press ENTER to continue         CORR +</td> <td>Over type Fiscal Year, if want toBARBDisplay Profile for a different FY025BOARFiscal Year: 2014130BOARPress ENTER to continue144BOARPress ENTER to continue144CHAN006CHIRT03CORR-INSTITUTIONS905510551SORR-MEDICAL SERVICES905510557ORME:</td>	BOAR   Fiscal Year: <u>2</u> 014 BOAR   Press ENTER to continue CHAN   CHIR   CORR +	BARB     Display Profile for a different FY       BOAR     Fiscal Year: 2014       BOAR     Fiscal Year: 2014       BOAR     Press ENTER to continue       BOAR     Press ENTER to continue       CHAN     Press ENTER to continue       CHAN     Press ENTER to continue       CORR +	BARB       Display Profile for a different FY         BOAR       Fiscal Year: 2014         BOAR       Press ENTER to continue         CHAN       Press ENTER to continue         CORR +	Over type Fiscal Year, if want toBARBDisplay Profile for a different FY025BOARFiscal Year: 2014130BOARPress ENTER to continue144BOARPress ENTER to continue144CHAN006CHIRT03CORR-INSTITUTIONS905510551SORR-MEDICAL SERVICES905510557ORME:

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

FMSAS23 PHV4 PHOAAPFD PHOAAP	STATEWIDE PAYRO 1M Agency	LL AND HUMAN RESOURCE SYSTEM Profile-1	04/07/2014 10:51 AM 2 more >
Master#:	SS State Service	0840 Prev LBO#: Prev Create B	зі]]#: н1713
Worker's Comp: POSITIONS: Authorized Escalated	0.0011 Avg Fringe	L YEAR: 2014 Rate: 0.3223839 SI Fringe Rat TIME-LIMITED IME FULL TIME PART	
Actual Filled	3 4 3 4		7 7
Direct Command: Enter-PF1PF2	sitions to Swap: PF3PF4PF5 n End	Actual Num of Positions Swa UserId: PH510530 / 04/01/2 -PF6PF7PF8PF9PF10 Bkwd Fwd Left	PF11PF12
Yo	our Action	System Response	e
	4 1		
5. Press F11 to of this screer	access the second pane n.	el The second panel of Agency P appear.	rofile-2 will
	N. STATEWIDE PAYRO		rofile-2 will 04/07/2014 10:52 AM 1 more >
of this screer FMSAS23 PHV4 PHOAAPFD PHOAAP < 1 more Agency#: 0840 PERSONAL SERVI	STATEWIDE PAYRO 22M Agency Name: BARBER EXAMI FISCA CCES DOLLARS: Total	appear.	04/07/2014 10:52 AM 1 more > aster#: 90840
of this screer FMSAS23 PHV4 PHOAAPFD PHOAAP < 1 more Agency#: 0840 PERSONAL SERVI	STATEWIDE PAYRO 22M Agency Name: BARBER EXAMI FISCA CES DOLLARS: Total PRODUCTIVITY LONGEV	appear. DLL AND HUMAN RESOURCE SYSTEM Profile-2 NERS BOARD Ma AL YEAR: 2014 Appropriated: 173431.00 TTY REALIGNMENT REAL/RECLASS J	04/07/2014 10:52 AM 1 more > aster#: 90840
of this screer	STATEWIDE PAYRO 22M Agency Name: BARBER EXAMI FISCA CES DOLLARS: Total PRODUCTIVITY LONGEV	appear.	04/07/2014 10:52 AM 1 more > aster#: 90840 INSERVICE

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

FMSAS23PHV4STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEMPHOAAPFD PHOAAP3MAgency Profile-3< 2 more	04/07/2014 10:53 AM
Agency#: 0840 Name: BARBER EXAMINERS BOARD Mas	ster#: 90840
FISCAL YEAR: 2014 PROGRAM BUDGET INFORMATION Pgm# Program Name General Federal	<u>1</u> of 2 Other
01 EXAMINATIONS 02 LICENSURE/REGULATION	43358 130073
Userid: CLPH025 / 01/15/20 Direct Command:	014 10:25 AM
Enter-PF1PF2PF3PF4PF5PF6PF7PF8PF9PF10F	
Help Main End Bkwd Fwd Left F	tight 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.	The Browse by Master Name screen will appear.
	Selection criteria include Master Name. Available Action is Select.	Information is displayed by Master Name, Master Number, and SPB Analyst.

FMSAS23 PHOAMNMB	CI STATEWIDE PAYROLL AND HUMAN RESOL PHOAMNMM Browse by Master Name	JRCE SYSTEM	04/07/2014 11:28 AM
Actions:	(s)		
*Act	Master Name	Master Number	SPB Analyst
 - - - - - -	AGRICULTURAL AVIATION BOARD AGRICULTURE & COMMERCE DEPARTMENT ANIMAL HEALTH BOARD ARCHITECTURE AND LANDSCAPE BOARD ARCHIVES & HISTORY DEPARTMENT ARTS COMMISSION ATHLETIC COMMISSION ATTORNEY GENERAL AUDIT DEPARTMENT BANKING & CONSUMER FINANCE DEPARTMENT	90825 90401 90427 90846 90475 90865 90843 90071 90155 90511	CLPH010
Direct Co Enter-PF	ame: ommand: LPF2PF3PF4PF5PF6PF7PF8 lp Main End Bkwd Fwd	PF9PF10-	-PF11PF12 Quit

3. Select the desired master agency and One	Once the master agency is selected, a second
press ENTER. bro age Info Age	rowse screen appears listing any sub- gencies. nformation is displayed by Agency Number, gency Name, Service Type, SPB Analyst, nd SPB Processed.

FMSAS PHOAS		PHV4 STATEWIDE PAYROLL AND HUMAN RES PHOASAMM Browse Agencies for a Maste	OURCE S r		04/07/2014 11:31 AM
Acti	on:	(D)			
Maste	r#:	90371 Master Name: MENTAL HEALTH DEPARTME	NT		
	Agcy			SPB	
*Act	Num	Agency Name	туре	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	
_	0374	MH-MS STATE HOSPITAL	SS	CLPH140	Y
_	0375	MH-CLEVELAND CRISIS CENTER	SS	CLPH119	Y
_	0376	MH-GRENADA CRISIS CENTER	SS		Y
_	0378	MH-BROOKHAVEN CRISIS CENTER	SS	CLPH083	
_	0379	DRUG AND ALCOHOL SECTION - MENTAL HEALTH	SS	CLPH117	Y
_	0381	MH-BOSWELL REGIONAL CENTER	SS	CLPH140	Y
		mmand:			
Enter		PF2PF3PF4PF5PF6PF7PF8		PF10PI	
	He	p Main End Bkwd Fwd			Quit

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

FMSAS23PHV4STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEMPHOASAMBPHOASAMMBrowse Agencies for a Master	04/07/2014 11:31 AM
Action: (D)	
Master#: +	·+ 
Agcy Over type Fiscal Year, if want to *Act Num Display Profile for a different FY	SPB Prss
d 0371 Fiscal Year: <u>2</u> 014 _ 0372	Y Y
0373   Press ENTER to continue 0374   0375	Y   Y   Y
0376       -         0378       MH-BROOKHAVEN CRISIS CENTER         0379       DRUG AND ALCOHOL SECTION - MENTAL HEALTH         0381       MH-BOSWELL REGIONAL CENTER         0381       MH-BOSWELL REGIONAL CENTER	083 Y 17 Y
Direct Command: Enter-PF1PF2PF3PF4PF5PF6PF7PF8PF9PF10 Help Main End Bkwd Fwd	
Your Action System Respon	
Your ActionSystem Respon5. Enter the following information:The Agency Profile-1 screen	
Fiscal Year: Defaults to current FY. This field can be modified.	
Press ENTER.	
FMSAS23PHV4STATEWIDEPAYROLLANDHUMANRESOURCESYSTEMPHOAAPFDPHOAAP1MAgencyProfile-1	04/07/2014 11:35 AM 2 more >
Agency#: 0371 Name: MH-CENTRAL OFFICE Master#: 90371 SAAS Agency#: 0371 Prev LBO#: Prev Service Type: SS State Service Create Add/Spec Comp: SPDTY More: Y UserId: CLPH140 / 03/03,	v SPB#: Bill#: S3163 /2014 01:27 PM
FISCAL YEAR: 2014	
Worker's Comp: 0.0035 Avg Fringe Rate: 0.3146072 SI Fringe Rate: 0.3146072 SI Fringe Rate: 0.3146072 SI Fringe Rate: PERMANENT TIME-LIMITE	
FULL TIME PART TIME FULL TIME PAR Authorized 58 31 Escalated 17	T TIME TOTAL 89 17
Actual         58         45           Filled         51         38	103 89
	05
Auth Num of Positions to Swap: Actual Num of Positions Su UserId: PH510530 / 04/01, Direct Command:	wapped:

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

FMSAS23PHV4STATEWIDEPAYROLLAPHOAAPFDPHOAAP2MAgencyPro< 1	ND HUMAN RESOURCE SYSTEM ofile-2	04/07/2014 10:52 AM 1 more >
Agency#: 0840 Name: BARBER EXAMINERS FISCAL YE	EAR: 2014	Master#: 90840
PERSONAL SERVICES DOLLARS: Total App PRODUCTIVITY LONGEVITY	propriated: 173431.00 REALIGNMENT REAL/RECLASS	INSERVICE
Appropriated Generated Awarded		
Remaining CONTRACTUAL SERVICES DOLLARS: Total App General Federal Other	oropriated: 50000.00 Num of Contracts	Approved:
Total Contractual Serv Approved: Direct Command:		
Enter-PF1PF2PF3PF4PF5PF6	бРF7РF8РF9РF1	0PF11PF12
Help Main End	Bkwd Fwd Lef	t Right Quit
Your Action7. Press F11 to access the third panel of	System Respo	
I / Press F11 to access the third banel of		
	The third panel of Agency F	TOILE-3 WIII
this screen.	appear.	
this screen.	appear.	
this screen. FMSAS23 PHV4 STATEWIDE PAYROLL PHOAAPFD PHOAAP3M Agency Pr	appear. AND HUMAN RESOURCE SYSTE ofile-3	M 04/07/2014
this screen. FMSAS23 PHV4 STATEWIDE PAYROLL PHOAAPFD PHOAAP3M Agency Pr < 2 more Agency#: 0840 Name: BARBER EXAMINERS	appear. AND HUMAN RESOURCE SYSTE ofile-3	M 04/07/2014 10:53 AM Master#: 90840
this screen. FMSAS23 PHV4 STATEWIDE PAYROLL PHOAAPFD PHOAAP3M Agency Pr < 2 more Agency#: 0840 Name: BARBER EXAMINERS FISCA PROGRAM BUDG	appear. AND HUMAN RESOURCE SYSTE ofile-3 BOARD L YEAR: 2014 ET INFORMATION	M 04/07/2014 10:53 AM Master#: 90840 1_ of 2
this screen. FMSAS23 PHV4 STATEWIDE PAYROLL PHOAAPFD PHOAAP3M Agency Pr < 2 more Agency#: 0840 Name: BARBER EXAMINERS FISCA PROGRAM BUDG Pgm# Program Name	appear. AND HUMAN RESOURCE SYSTE ofile-3 BOARD L YEAR: 2014	M 04/07/2014 10:53 AM Master#: 90840 <u>1</u> of 2 eral 0ther
this screen. FMSAS23 PHV4 STATEWIDE PAYROLL PHOAAPFD PHOAAP3M Agency Pr < 2 more Agency#: 0840 Name: BARBER EXAMINERS FISCA PROGRAM BUDG	appear. AND HUMAN RESOURCE SYSTE ofile-3 BOARD L YEAR: 2014 ET INFORMATION	M 04/07/2014 10:53 AM Master#: 90840 1_ of 2
this screen. FMSAS23 PHV4 STATEWIDE PAYROLL PHOAAPFD PHOAAP3M Agency Pr < 2 more Agency#: 0840 Name: BARBER EXAMINERS FISCA PROGRAM BUDG Pgm# Program Name 01 EXAMINATIONS	appear. AND HUMAN RESOURCE SYSTE ofile-3 BOARD L YEAR: 2014 ET INFORMATION	M 04/07/2014 10:53 AM Master#: 90840 eral <u>1</u> of 2 Other 43358
this screen. FMSAS23 PHV4 STATEWIDE PAYROLL PHOAAPFD PHOAAP3M Agency Pr < 2 more Agency#: 0840 Name: BARBER EXAMINERS FISCA PROGRAM BUDG Pgm# Program Name 01 EXAMINATIONS	appear. AND HUMAN RESOURCE SYSTE ofile-3 BOARD L YEAR: 2014 ET INFORMATION	M 04/07/2014 10:53 AM Master#: 90840 eral <u>1</u> of 2 Other 43358
this screen. FMSAS23 PHV4 STATEWIDE PAYROLL PHOAAPFD PHOAAP3M Agency Pr < 2 more Agency#: 0840 Name: BARBER EXAMINERS FISCA PROGRAM BUDG Pgm# Program Name 01 EXAMINATIONS	appear. AND HUMAN RESOURCE SYSTE ofile-3 BOARD L YEAR: 2014 ET INFORMATION	M 04/07/2014 10:53 AM Master#: 90840 eral <u>1</u> of 2 Other 43358
this screen. FMSAS23 PHV4 STATEWIDE PAYROLL PHOAAPFD PHOAAP3M Agency Pr < 2 more Agency#: 0840 Name: BARBER EXAMINERS FISCA PROGRAM BUDG Pgm# Program Name 01 EXAMINATIONS	appear. AND HUMAN RESOURCE SYSTE ofile-3 BOARD L YEAR: 2014 ET INFORMATION	M 04/07/2014 10:53 AM Master#: 90840 eral <u>1</u> of 2 Other 43358
this screen. FMSAS23 PHV4 STATEWIDE PAYROLL PHOAAPFD PHOAAP3M Agency Pr < 2 more Agency#: 0840 Name: BARBER EXAMINERS FISCA PROGRAM BUDG Pgm# Program Name 01 EXAMINATIONS	appear. AND HUMAN RESOURCE SYSTE ofile-3 BOARD L YEAR: 2014 ET INFORMATION	M 04/07/2014 10:53 AM Master#: 90840 eral <u>1</u> of 2 Other 43358
this screen. FMSAS23 PHV4 STATEWIDE PAYROLL PHOAAPFD PHOAAP3M Agency Pr < 2 more Agency#: 0840 Name: BARBER EXAMINERS FISCA PROGRAM BUDG Pgm# Program Name 01 EXAMINATIONS	appear. AND HUMAN RESOURCE SYSTE ofile-3 BOARD L YEAR: 2014 ET INFORMATION General Fed	M 04/07/2014 10:53 AM Master#: 90840 eral 1 of 2 other 43358 130073
this screen. FMSAS23 PHV4 STATEWIDE PAYROLL PHOAAPFD PHOAAP3M Agency Pr < 2 more Agency#: 0840 Name: BARBER EXAMINERS FISCA PROGRAM BUDG Pgm# Program Name 01 EXAMINATIONS 02 LICENSURE/REGULATION	appear. AND HUMAN RESOURCE SYSTE ofile-3 BOARD L YEAR: 2014 ET INFORMATION	M 04/07/2014 10:53 AM Master#: 90840 eral 1 of 2 other 43358 130073
this screen. FMSAS23 PHV4 STATEWIDE PAYROLL PHOAAPFD PHOAAP3M Agency Pr < 2 more Agency#: 0840 Name: BARBER EXAMINERS FISCA PROGRAM BUDG Pgm# Program Name 01 EXAMINATIONS	appear. AND HUMAN RESOURCE SYSTE ofile-3 BOARD L YEAR: 2014 ET INFORMATION General Fed Userid: CLPH025 / 01/ 6PF7PF8PF9PF	M 04/07/2014 10:53 AM Master#: 90840 eral 1of 2 other 43358 130073

#### 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	The Agency Menu will appear.
Menu and press ENTER.	

The Browse by Master Number	e
appear. Information is displayed by Mas	screen will ster Number,
AND HUMAN RESOURCE SYSTEM by Master Number	04/07/2014 12:39 PM
aster Name	SPB Analyst 
	AND HUMAN RESOURCE SYSTEM by Master Number

Your Action	System Response
<ol> <li>Select the desired master agency and press ENTER.</li> </ol>	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 RES PHOASAMB PHOASAMM Browse Agencies for a Maste		SYSTEM	04/07/201 11:31 AM
Action: (D)			
Master#: 90371 Master Name: MENTAL HEALTH DEPARTME	NT		
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 - MENTAL HEALTH _ 0381 MH-BOSWELL REGIONAL CENTER	SS SS	CLPH117 CLPH140	Y Y
Enter-PF1PF2PF3PF4PF5PF6PF7PF8 Help Main End Bkwd Fwd			Quit
Your Action	System	Response .	
4. Choose <b>D</b> isplay and press Enter. The "Over type Profile for a d			
FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RES PHOASAMB PHOASAMM Browse Agencies for a Maste Action: (D)		SYSTEM	04/07/201 11:31 AM
Master#: +			
Agcy   Over type Fiscal Year, if wa	int to	+	SPB
	int to	++	SPB Prss

0373 Press ENTER to continue Υ 0374 Υ 0375 Υ 0376 +--Υ \_\_\_\_\_ 0378 MH-BROOKHAVEN CRISIS CENTER 0379 DRUG AND ALCOHOL SECTION - MENTAL HEALTH CLPH083 SS Υ SS CLPH117 Υ 0381 MH-BOSWELL REGIONAL CENTER CLPH140 SS Υ 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:	The Agency Profile-1 screen will appear.
	Fiscal Year: Defaults to current FY. This field can be modified.	
	Press ENTER.	

FMSAS23 PHV4 PHOAAPFD PHOAAP1	STATEWIDE PAYROLL A M Agency Pro	AND HUMAN RESOURCE S ofile-1	YSTEM 04/07/2014 11:35 AM 2 more >
Master#:	0371 Name: MH-CENTRAI 90371 SAAS Agency#: 033 SS State Service SPDTY More: Y	71 Prev LBO#:	Prev SPB#: Create Bill#: S3163 03/03/2014 01:27 PM
POSITIONS: Authorized Escalated Actual Filled	FISCAL YI 0.0035 Avg Fringe Rat PERMANENT FULL TIME PART TIME 58 58 58 51	te: 0.3146072 SI Fr <sup>.</sup> TIME-I FULL TIME 31 17 45 38	LIMITED PART TIME TOTAL 89 17 103 89
Direct Command: Enter-PF1PF2-	itions to Swap: PF3PF4PF5PF( End	5PF7PF8PF9	PF10PF11PF12
Vou	Ir Action	System P	esponse
T D. FIESS FILLIO 80	ccess the second banel of	I The second panel of A	aency Profile-2 will
this screen.	ccess the second panel of	The second panel of A appear.	gency Profile-2 will
this screen.	STATEWIDE PAYROLL A	appear.	
this screen. FMSAS23 PHV4 PHOAAPFD PHOAAP21 < 1 more Agency#: 0840 PERSONAL SERVIC	STATEWIDE PAYROLL A	appear. ND HUMAN RESOURCE SY file-2 BOARD AR: 2014 ropriated: 173431	STEM 04/07/2014 10:52 AM 1 more > Master#: 90840
this screen. FMSAS23 PHV4 PHOAAPFD PHOAAP21 < 1 more Agency#: 0840 PERSONAL SERVIC	STATEWIDE PAYROLL A M Agency Pro Name: BARBER EXAMINERS FISCAL YE ES DOLLARS: Total App	appear. ND HUMAN RESOURCE SY file-2 BOARD AR: 2014 ropriated: 173431	STEM 04/07/2014 10:52 AM 1 more > Master#: 90840
this screen. FMSAS23 PHV4 PHOAAPFD PHOAAP21 < 1 more Agency#: 0840 PERSONAL SERVIC PR Appropriated Generated Awarded - Remaining	STATEWIDE PAYROLL A M Agency Pro Name: BARBER EXAMINERS FISCAL YE ES DOLLARS: Total App	appear. ND HUMAN RESOURCE SY file-2 BOARD AR: 2014 ropriated: 173431 REALIGNMENT REAL/REC 	STEM 04/07/2014 10:52 AM 1 more > Master#: 90840 AND OCTO AND OCTO
this screen. FMSAS23 PHV4 PHOAAPFD PHOAAP21 < 1 more Agency#: 0840 PERSONAL SERVIC PR Appropriated Generated Awarded - Remaining CONTRACTUAL SERV General Federal Other Total Contractua Direct Command:	STATEWIDE PAYROLL A M Agency Pro Name: BARBER EXAMINERS FISCAL YE ES DOLLARS: Total App ODUCTIVITY LONGEVITY ICES DOLLARS: Total App 1 Serv Approved:	appear. ND HUMAN RESOURCE SY file-2 BOARD AR: 2014 ropriated: 173431 REALIGNMENT REAL/REC ropriated: 50000 Num of Contra	STEM 04/07/2014 10:52 AM 1 more > Master#: 90840 AND ALASS INSERVICE

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

FMSAS23PHV4STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEMPHOAAPFD PHOAAP3MAgency Profile-3< 2 more	04/07/2014 10:53 AM
Agency#: 0840 Name: BARBER EXAMINERS BOARD Mas	ster#: 90840
FISCAL YEAR: 2014 PROGRAM BUDGET INFORMATION	<u>1</u> of 2
Pgm#Program NameGeneralFederal01EXAMINATIONS02LICENSURE/REGULATION	other 43358 130073
Userid: CLPH025 / 01/15/20 Direct Command:	014 10:25 AM
Enter-PF1PF2PF3PF4PF5PF6PF7PF8PF9PF10F	
Help Main End Bkwd Fwd Left F	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 A PHOAAACB PHOAAACM Browse Agencies A					/09/2014 0:28 AM
Actions: (D) Act Agency Name		Mastr Agcy	Agcy Num	Serv Type	SPB Prss
*SPB Analyst: Direct Command: Enter-PF1PF2PF3PF4PF5PF6			PF1	0PF11-	
Help Main End	Bkwd	Fwd			Quit
Your Action		Syste	m Respo	nse	
<ol> <li>Enter the SPB Analyst's user ID and press ENTER to list all assigned agencies.</li> </ol>		agency is		l, a secor	nd browse cies.
	Agency N	•	layed by A rvice Type ed.	• •	
FMSAS23 CI STATEWIDE PAYROLL A PHOAAACB PHOAAACM Browse Agencies A					4/09/2014 10:32 AM
Actions: (D)					
Act   Act   Over type Fiscal D GAMI   Display Profile _ HOUS	l Year, if for a dit	f want t fferent	0 FY	+	SPB Prss  Y N
	Year: 2014	4		Ì	N Y
_ VETE Press ENTER	≀ to conti	inue			N
+				 +	
*SPB Analyst: phfnc15 Direct Command: Enter-PF1PF2PF3PF4PF5PF6 Help Main End	6PF7 Bkwd		F9PF1	0PF11	PF12 Quit

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

FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/09/2014 Agency Profile-1 10:36 AM PHOAAPFD PHOAAP1M 2 more >Name: GAMING COMMISSION Agency#: 0183 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 PERMĀNENT POSITIONS: TIME-LIMITED PART TIME FULL TIME PART TIME TOTAL FULL TIME Authorized 129 129 Escalated Actual 129 129 Filled 119 119 Auth Num of Positions to Swap: Actual Num of Positions Swapped: UserId: CLPH123 / 07/17/2013 12:02 PM Help Main End Bkwd Fwd Left Right Quit

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

FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/09/2014 PHOAAPFD PHOAAP2M 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 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 STATEWIDE PAYROLL A PHOAAPFD PHOAAP3M Agency Pro < 2 more	AND HUMAN RESOURCE SYSTEM 04/09/2014 Dfile-3 10:38 AM		
Agency#: 0183 Name: GAMING COMMISSION	Master#: 90183		
	YEAR: 2014 ET INFORMATION <u>1</u> of 2 General Federal Other 1 5948004 1 1276000		
Direct Command: Enter-PF1PF2PF3PF4PF5PF6 Help Main End	Userid: CLPH123 / 07/16/2013 08:20 AM 5PF7PF8PF9PF10PF11PF12 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 <b>D</b> isplay.	Information is displayed by Last Modified Date/Time, Agency Number, Agency Name, Master Agency Number, and Year Established.

FMSAS23 CI PHOAAHSB PHOAAHSM			ND HUMAN RESO Gency History	DURCE SYSTEM /	04/09/2014 10:51 AM
Actions: (D)					
Last Modific Act Date/Time	ed Agcy Num		Agency Name	Master Agcy	Year Est 
*Agency#: Da Direct Command:	ate:				
Enter-PF1PF2 Help Main	-PF3PF4	-PF5PF6	Bkwd Fwd	PF9PF10PF	11PF12 Quit
X	•				
3. Enter the Agency ENTER.	Action Number and	press	Once the Age	ystem Response ncy Number has be gency History screer	en displayed,
FMSAS23 PHV3 PHOAAHPD PHOAAH1M			ND HUMAN RESC Agency Histor	URCE SYSTEM Y	04/09/2014 10:57 AM 2 more >
*Agency#:	0160 Name:	PERSONNEL	BOARD - STAT	E	
*Master#: Previous LBO#:			Established: evious SPB#:	More:	
SAAS Agency #: Create Bill#: *Create Type: *Service Type: *SPB Analyst: Agcy Max Salary: Inactivate Date: Pay Thru Date:	S3127 S SS CLPH115 *	SP ** User na Curr Ag	B Processed:	Security file **	
*Reason Code:		U	serId: CLPH13	8 / 07/12/2013	11:58 AM
Direct Command: Enter-PF1PF2 Help Main		-PF5PF6 Note	PF7PF8-	PF9PF10PF Left Ri	

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

FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/09/2014 РНОААНРД РНОААН2М 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 zip: 39201 State: MS Phone: 601-359-1406 Ext: confidential: EEO4 Function: 01 SPB Mail Type: P DFA Mail Type: H Federal Tax Id: 640638066 SAAS Indicator: Y State Tax Id: 640638066 \*Warrant Sort Order: N \*Pers Dir/Cnct Agency#: 0160 \*PIN: 88 Phone: 601-359-6712 Ext: \*PIN: 1 Phone: 601-359-2702 \*Agency Head Agency#: 0160 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	The third panel of Display Agency History will		
	this screen.	appear.		

STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/09/2014 FMSAS23 PHV3 рноаанро рноаан3м 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: 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 AG (Agency) from the Main	The Agency Menu will appear.
	Menu and press ENTER.	

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

		AND HUMAN RESOURCE SYSTEM	04/09/2014
ΡΗΟΑΑΡΗΒ ΡΗΟΑΑΡΗΜ	Browse Age	ncy Profile History	12:02 PM
Actions: (D)			
	Agency		Fiscal
Act Last Updt Date/Time	Num	Agency Name	Year
		Data	
*Agency#: Fiscal Y	ear:	Date:	
Direct Command:			
Enter-PF1PF2PF3P	PF4PF5P	F6PF7PF8PF9PF10	PF11PF12
Help Main End		Bkwd Fwd	Quit

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

FMSAS23 PHV3	STATEWIDE	PAYROLL A	ND HUMAN RI	ESOURCE	SYSTEM	04/09/2014
PHOAAPHD PHOAFH	1м	Adency Pro	filo_1			12:06 PM
FIIOAAFIID FIIOAFII		Agency FIO				
						2 more >
Agoncy#:	0160 Name:			ATE		
					_	//
Master#:	90160 SAAS Ag	ency#: 0614	4 Prev LBG	O#:	Prev	SPB#:
Service Type:	SS State Se	rvice			Create B	sill#: s3127
Add/Spec Comp:	SDDTV Morot V				ci cu co c	
Add/spec_comp.	SPDIT MOTE. T				( 0= (4.2	
			UserId: (	CLPH138	/ 07/12/	2013 11:58 AM
		FISCAL YE	AR: 2014			
Worker's Comp:				05 CT F	ningo Bot	0 2772422
worker s comp.	0.0400 Avy	FI IIIye Kat	2. 0.53694	37 2T L	i inge kat	e. 0.2775422
POSITIONS:	PERMAN	ENT		TIME	-LIMITED	
POSITIONS:	FULL TTME	PART TTMF	FI	ULI TTME	PART	TTME TOTAL
Authorized		1			17400	57
	20	T				57
Escalated						
Actual	55 53	1				56
Filled	55	1 1				
Filled	22	T				54
Auth Num of Po	sitions to Swa	n:	Actual Num	of Posi	tions Swa	nned:
		<b>.</b> ,	Ucontde I	DU104020	/ 10/22/	2012 01.22 DM
l			oseriu: I	PH104029	/ 10/23/	2013 01:32 PM
Direct Command:						
Enter-PF1PF2	PF3PF4	-PE5PE6	PF7PI	F8PF9	PF10	PF11PF12
						Right Quit
петр мат	n End	NULE	DKWU FI	wu	Leit	

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 A PHOAAPHD PHOAFH2M < 1 more	ND HUMAN RESOURCE SYSTEM 04/09/2014 file-2 12:08 PM 1 more >
Agency#: 0160 Name: PERSONNEL BOARD FISCAL YE PERSONAL SERVICES DOLLARS: Total App PRODUCTIVITY LONGEVITY	AR: 2014
Appropriated Generated Awarded	
Remaining CONTRACTUAL SERVICES DOLLARS: Total App General Federal	Num of Contracts Approved:
Other 484	084.00
Total Contractual Serv Approved: 484 Direct Command:	
Enter-PF1PF2PF3PF4PF5PF6 Help Main End Note	PF7PF8PF9PF10PF11PF12 Bkwd Fwd Left Right Quit

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

FMSAS23PHV3STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEMPHOAAPHD PHOAFH3MAgency Profile-3< 2 moreAgency#: 0160Name: PERSONNEL BOARD - STATE	04/09/2014 12:09 PM cer#: 90160
FISCAL YEAR: 2014 PROGRAM BUDGET INFORMATION Pgm# Program Name General Federal 01 TRAINING 02 EAB 03 CLASS/COMP 04 REC/SEL 05 CONTRACT REVIEW BD	1 of 5 Other 676610 497530 1056960 1459111 202827
Userid: PH104029 / 10/23/201 Direct Command: Enter-PF1PF2PF3PF4PF5PF6PF7PF8PF9PF10PF Help Main End Note Bkwd Fwd Left Ri	

#### 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
<ol> <li>Choose AG (Agency) from the Main Menu and press ENTER.</li> </ol>	The Agency Menu will appear.
2. Choose <b>MH</b> (Browse Master Agency History) from the Agency Menu and press ENTER.	The Browse Master Agency History screen will appear.
Selection criteria include Master Agency Number and Date. The available action is <b>D</b> isplay.	Information is displayed by Last Date and Time Modified, Master Number, and Agency Name

FMSAS23 PHOAMHSB	CI STATEWIN PHOAMHSM		ND HUMAN RESOURCE SYSTEM er Agency History	04/09/2014 12:36 PM
Actions:	(D)			
Act	Last Modified Date/Time	Master Number	Agency Name	
Direct Co	LPF2PF3PF4		PF7PF8PF9PF10 Bkwd Fwd	PF11PF12 Quit
	Your Action		System Response	
	the Master Agency Nur ENTER.	mber and	Once the Master Agency Number displayed, the Display Master Ag screen will appear.	er has been
FMSAS23 PHOAMHSB			ND HUMAN RESOURCE SYSTEM er Agency History	04/09/2014 12:44 PM
*Mas	ster#: 90161 Name:	FINANCE AND	ADMINISTRATION	
*/ *Payroll	Agency Head Agency# Phone Offcr/Cnct Agency#	: 0161 : 601-359-25: 0161 : 601-359-34( 0161 : 601-359-554	14 Ext: *PIN: 1781 UPCHURCH, KEN 02 Ext: *PIN: 1808 **** VACANT *	/IN J
	*Reason Code		serId: PHFNC15 / 07/03/2013	3 08:43 AM
Enter-PF1	ommand: LPF2PF3PF4  p Main End	PF5PF6	PF7PF8PF9PF10F	2F11PF12 Quit

#### 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	The Agency Menu will appear.
Menu and press ENTER.	

Your Action	System Response
2. Choose <b>PA</b> (Browse Agency FY Pending Approval) from the Agency Menu and press ENTER.	The Browse Agency FY Pending Approval screen will appear.
Selection criterion includes Agency. The available action is <b>D</b> isplay.	Information is displayed by Agency Number, Transaction, Status, Owner, Processed Indicator, Date Processed, Approver Detail, Level, Approver and Approval Status.
	IND HUMAN RESOURCE SYSTEM 07/02/2018
PHOAAB1B PHOAAB1M Browse Agency	FY Pending Approval 02:11 PM
	Date < Approver Details> Proc Lvl Approver Status

\*Agency: \_\_\_\_

Direct Command:

Entor_DE1DE2_	PF3PF4PF5PF6PF7PF8PF9PF10PF11PF1	12
		LZ
Help Main	End Bkwd Fwd Qui	ίt

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

PHIOAPØD PHIOAPØM		AND HUMAN Appro∨al	RESOURCE SYSTEM	08/08/2018 01:42 PM 2 more >
Action: (A,B,( *Agency *Function Trans. Date Time Stamp Owner –				
Notify – Origina†				
Key :			Note Red	1d: _
Status : _			cessed After Comp	_
Start Date :	Date Reso	lution :	Progra	am:
Originator :				
Direct Command:				
	-PF3PF4PF5PF6			
Help Main	End	Bkwd	Fwd Disp Left	: Right Quit
Vour				
	Action		System Dechen	<b>60</b>
	Action	The seco	System Respon	
	Action ess the second panel of	The seco	System Respon nd panel of Approva	
4. Press F11 to acc	STATEWIDE PAYROLL 4		nd panel of Approva	
<ul> <li>4. Press F11 to acc this screen.</li> <li>FMSAS23 PHV3 PHIOAP0D PHIOAP1M</li> <li>&lt; 1 more</li> </ul>	STATEWIDE PAYROLL 4	AND HUMAN	nd panel of Approva	l will appear. 04/09/2014 12:52 PM
<pre>4. Press F11 to acc this screen. FMSAS23 PHV3 PHIOAPOD PHIOAP1M &lt; 1 more Action: _ (A,B,C *Agency : *Function Trans.:</pre>	STATEWIDE PAYROLL 4	AND HUMAN	nd panel of Approva	l will appear. 04/09/2014 12:52 PM
<pre>4. Press F11 to acc this screen. FMSAS23 PHV3 PHIOAPOD PHIOAP1M &lt; 1 more Action: _ (A,B,C *Agency : *Function Trans.: Date Time Stamp: Originator's:</pre>	STATEWIDE PAYROLL 4	AND HUMAN	nd panel of Approva	l will appear. 04/09/2014 12:52 PM
<pre>4. Press F11 to acc this screen. FMSAS23 PHV3 PHIOAPOD PHIOAP1M &lt; 1 more Action: _ (A,B,C *Agency : *Function Trans.: Date Time Stamp: Originator's:</pre>	STATEWIDE PAYROLL 4	AND HUMAN	nd panel of Approva	l will appear. 04/09/2014 12:52 PM
<pre>4. Press F11 to acc this screen. FMSAS23 PHV3 PHIOAPOD PHIOAP1M &lt; 1 more Action: _ (A,B,C *Agency : *Function Trans.: Date Time Stamp: Originator's:</pre>	STATEWIDE PAYROLL 4	AND HUMAN	nd panel of Approva	l will appear. 04/09/2014 12:52 PM
<pre>4. Press F11 to acc this screen. FMSAS23 PHV3 PHIOAPOD PHIOAP1M &lt; 1 more Action: _ (A,B,C *Agency : *Function Trans.: Date Time Stamp: Originator's:</pre>	STATEWIDE PAYROLL 4	AND HUMAN	nd panel of Approva	l will appear. 04/09/2014 12:52 PM
<pre>4. Press F11 to acc this screen. FMSAS23 PHV3 PHIOAPOD PHIOAP1M &lt; 1 more Action: _ (A,B,C *Agency : *Function Trans.: Date Time Stamp: Originator's:</pre>	STATEWIDE PAYROLL 4	AND HUMAN	nd panel of Approva	l will appear. 04/09/2014 12:52 PM

Your Action	System Response		
5. Press F11 to access the third panel of	The third panel of Approval will appear.		
this screen.			
	AND HUMAN RESOURCE SYSTEM 08/08/2018 Approval 01:44 PM		
1Level:Type: _ Action Upon Disapp: _ Status: _ PRIMARY: *Agency: *PIN: User ID:	Appro∨al Reqd: _ Note Reqd: _		
ALTERNATE: *Agency: *PIN: * User ID:			
Direct Command: Enter-PF1PF2PF3PF4PF5PF6 Help Main End Note	5PF7PF8PF9PF10PF11PF12 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 AG (Agency) from the Main	The Agency Menu will appear.
Menu and press ENTER.	
2. Choose XA (Browse Agency Cross	The Browse Agency Cross Reference Browse
Reference) from the Agency Menu and	will appear.
press ENTER.	

FMSAS23 PHV3 PHIMAINU PHIMA	STATEWIDE PAYROLL AND H INM Browse Agency Cros	UMAN RESOURCE SYSTEM 04 s Reference Menu 1	/09/2014 2:54 РМ
Code	Description	FastPath	
X1 X2	Browse By SPAHRS Agency Browse By SAAS Agency		
Code:			
Direct Command Enter-PF1PF Help Ma	2PF3PF4PF5PF6P	F7PF8PF9PF10PF11-	-PF12 Quit
петр на			QUIL

# Browse By SPAHRS Agency

Your Action	System Response
<ol> <li>Choose AG (Agency) from the Main Menu and press ENTER.</li> </ol>	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.	The Browse by SPAHRS Agency screen will appear.
Selection criterion is Agency Name.	Information is displayed by Agency Name, Agency Number, Previous SPB, Previous DFA, Previous LBO, and SPB Processed.

FMSAS23CISTATEWIDEPAYROLLAPHOAXRFBPHOAXRFMBrowseBy			SYSTE	М	04/09/2014 12:58 PM
Agency	Agency	Prev	Prev	Prev	SPB
Name	Number	SPB	DFA	LBO	Prss
AGRICULTURE & COMMERCE DEPARTMENT	0401		0401		 Y
ANIMAL HEALTH BOARD	0427		0428		Ý
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 AUCTIONEERS COMMISSION	0071 0866		0071 0820		Y Y
BANKING & CONSUMER FINANCE DEPARTMENT	0800		0511		r Y
BARBER EXAMINERS BOARD	0840		0840		Ý
BOARD OF MASSAGE THERAPY	0857		0857		N
BOARD OF PHYSICAL THERAPY	0828		0828		Y
*Agency Name:					
Direct Command:					
Enter-PF1PF2PF3PF4PF5PF6			9PF	10PF	
Help Main End	Bkwd	Fwd			Quit

# Browse By SAAS Agency

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

FMSAS23 PHOAXR2B		ND HUMAN RESOURCE SYSTEM 04/09/2014 y SAAS Agency 12:59 PM	
SAAS Agcy Number	y 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-PF1PF2PF3PF4PF5PF6PF7PF8PF9PF10PF11PF12 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	The Agency Menu will appear.		
Menu and press ENTER.			
	AND HUMAN RESOURCE SYSTEM 04/09/2014		
PHIMAINU PHIMAINM Age	ency Menu 12:59 PM		
Code Description	FastPath		
MA Manage Agency Information	on		
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 H			
MH Browse Master Agency History			
PA Browse Agency FY Pending Approval			
BT Agency Batch Reports			
XA Browse Agency Cross Ref	erence		
Code:			
Direct Command: Enter-PF1PF2PF3PF4PF5PF	6PF7PF8PF9PF10PF11PF12		
Help Main End	Quit		

Your Action	System Response			
2. Choose <b>BT</b> (Agency Batch Reports) from The Agency Batch Reports Menu w the Agency Menu and press ENTER.				
	Agency Information Paythru Date Paythru Date Reactivate Date Reactivate Date			
Code:				
Direct Command: Enter-PF1PF2PF3PF4PF5PF6PF7PF8PF9PF10PF11PF12 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	PHIMA	INM Agency Batch Reports Menu 01	L:28 PM
	Code	Description FastPath	
	AO MO IA	Print Outstanding Agency Information Print Outstanding Master Agency Information Inactivate Agency after Paythru Date	
	IM · RA	+Batch Job SubmissionBatch Job Submission	-+
	RM	Job Name: FM723029 *Job Class: <u>A</u>	
	PA PL PB	Job Description: Agency Outstanding Report	
		*Destination: R10 *Msg Class: Z	
		*Sysout	
Code :	AO	Reports Class Forms Copies	
Direct Co			
	1 State 1	2PF3PF4PF5PF6PF7PF8PF9PF10PF11	
He	р ма	in 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 PHIMAINU	PHV3 PHIMA	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM INM Agency Batch Reports Menu	04/09/2014 01:30 PM
	Code	Description FastP	ath
	AO MO IA IM RA RM PA	Print Outstanding Agency Information Print Outstanding Master Agency Information Inactivate Agency after Paythru Date +Batch Job Submission Job Name: FM723129 *Job Class: <u>A</u>	+
	PL PB	Job Description: Master Outstanding Report *Destination: R10 *Msg Class: Z	
Code	: MO	*Sysout Reports Class Forms Cop Master Outstanding Report A 1_	ies
	1PF2	РF3РF4РF5РF6РF7РF8РF9РF10РF in End	11PF12 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 IA (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 PHIMAINU	PHV3 PHIMA		/09/2014 L:34 РМ
	Code	Description FastPath	
	AO MO IA IM RA	Print Outstanding Agency Information Print Outstanding Master Agency Information Inactivate Agency after Paythru Date +Batch Job Submission	-+ 
	RM PA PL PB	Job Name: FM713029 *Job Class: <u>A</u> Job Description: Inactivate Agency	
		*Destination: R10 *Msg Class: Z Sysout Reports Class Forms Copies	
Code:	IA	Inactivate Agency A 1	
Direct Co Enter-PF1 Hel	PF	2PF3PF4PF5PF6PF7PF8PF9PF10PF11	-+ -PF12 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
<ol> <li>Choose AG (Agency) from the Main Menu and press ENTER.</li> </ol>	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.
<ol> <li>Choose IM (Inactivate Master after Pay thru Date) from the Agency Batch Reports Menu and press ENTER.</li> </ol>	The Inactivate Master Batch Job Submission screen will appear.

FMSAS23 PHIMAINU	PHV3 PHIMA		04/09/2014 01:37 PM
	Code	Description FastPat	th
	AO MO IA IM	Print Outstanding Agency Information Print Outstanding Master Agency Information Inactivate Agency after Paythru Date +Batch Job Submission	+
	RA RM PA	Job Name: FM713129 *Job Class: <u>A</u>	
	PL PB	Job Description: Inactivate Master   *Destination: R10 *Msg Class: Z	
Code:	im	*Sysout   Reports Class Forms Copie   Inactivate Master A 1	es
Direct Co	mmand		+
Enter-PF1 Hel		2PF3PF4PF5PF6PF7PF8PF9PF10PF11 in End	LPF12 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
<ol> <li>Choose AG (Agency) from the Main Menu and press ENTER.</li> </ol>	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.
<ol> <li>Choose RA (Reactivate Agency after Reactivate Date) from the Agency Batch Reports Menu and press ENTER.</li> </ol>	The Reactivate Agency Batch Job Submission screen will appear.

FMSAS23 PHIMAINU	PHV3 PHIMAI	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM INM Agency Batch Reports Menu	04/09/2014 01:38 PM
	Code	Description FastPa	ith
	AO MO IA IM	Print Outstanding Agency Information Print Outstanding Master Agency Information Inactivate Agency after Paythru Date	·+
	RA RM PA	Job Name: FM713229 *Job Class: <u>A</u>	
	PL PB	Job Description: Reactivate Agency	
codo		*Destination: R10 *Msg Class: Z Sysout Reports Class Forms Copi	es
Code: Direct Co		Reactivate Agency A 1	- I +
Enter-PF1	LPF2	2РF3РF4РF5РF6РF7РF8РF9РF10РF1 in End	1PF12 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.

FMSAS23	PHV3	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04	/09/2014
PHIMAINU	PHIMA		1:50 PM
	Code	Description FastPath	
	AO MO IA IM -	Print Outstanding Agency Information Print Outstanding Master Agency Information Inactivate Agency after Paythru Date +Batch Job Submission	-+
	RA RM PA	Job Name: FM713329 *Job Class: <u>A</u>	
	PL PB	Job Description: Reactivate Master	
		*Destination: R10 *Msg Class: Z	
		*Sysout Reports Class Forms Copies	
Code	rm	Reactivate Master A 1	Ì
	LPF2	•	-+ -PF12 Ouit

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.

	Your A	ction	System Respons	se
	1PF2P lp Main E		PF7PF8PF9PF10-	PF11PF12 Quit
Direct C	ommand:	-2 1 5 0		
Fiscal Y	ear: 2014	Select All Agenci	es: N	
*				
Enter Ag	ency Number	s (Master or Sub) to	be Printed:	
FMSAS23 PHOAPEPP	PHV3 PHOAPEPM		ND HUMAN RESOURCE SYSTEM ency Profiles	04/09/2014 01:52 РМ

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

FMSAS23 PHV3	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	04/09/2014		
PHOAPEPP PHOAPEP	PM Print Agency Profiles	01:55 PM		
Enter Agency Num	bers (Master or Sub) to be Printed:			
*				
<u> </u>	Batch Job SubmissionBatch Job Submission	+		
	Job Name: FM723229 *Job Class: <u>A</u>			
	Job Description: Print Agency Profiles			
	*Destination: R10 *Msg Class: Z			
Fiscal Year:	*Sysout Reports Class Forms C Agency Profiles A	Copies		
++ Direct Command:				
Help Main End Quit				

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 S	TATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	04/09/2014
PHOAADLP	PHOAADLM	Print Address Labels	02:15 PM
Enter Ag	ency Numbers	(Master or Sub) for Address Label Printing:	
*			
*Direct	Mail To: D	Labels Per Contact Person: 1_ Select All A	gencies: N
Direct C Enter-PF He	1PF2PF3	PF4PF5PF6PF7PF8PF9PF10F	PF11PF12 Quit

	Your Action	System Response
4.	Enter the following information:	
	<ul> <li>Enter Agency Numbers (Master or Sub) for Address Label printing: xxxx or xxxx.</li> <li>*Direct Mail To: Enter D for Personnel Director, H for Head of Agency; or P for Payroll Director.</li> <li>Labels Per Contact Person: Enter the number of copies of agency address labels to be printed.</li> <li>Select All Agencies: Enter "Y" to run the report for all agencies or "N" to specify agencies to be included on the report.</li> </ul>	Print Label Report Batch Job Submission screen will appear.
	The user must have a security level of 3, 4, or 5 to print "ALL" agencies.	

	AND HUMAN RESOURCE SYSTEM 04/09/2014 Address Labels 02:11 PM	
Enter Agency Numbers (Master or Sub) fo	or Address Label Printing:	
*		
	Job Submission+	
Job Name: FM72 Job Description: Print *Destination: P10	3329 *Job Class: <u>A</u>	
Job Description: Prin	t Label Report	
*Destination: R10_	*Msg Class: Z	
*Direct Mail   Repor Agency Address Labels Agency Address Labels	A 1	
Direct Comman +		

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

# Print Agency Program Budget

Your Action	System Response	
<ol> <li>Choose AG (Agency) from the Main Menu and press ENTER.</li> </ol>	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.	
<ol> <li>Choose PB (Print Agency Program Budget) from the Agency Batch Reports Menu and press ENTER.</li> </ol>	The Print Agency Program Budget screen will appear.	
FMSAS23PHV3STATEWIDEPAYROLLANDHUMANRESOURCESYSTEM04/09/2014PHOAAPBPPHOAAPBMPrintAgencyProgramBudget02:17PM		
Enter Agency Numbers (Master or Sub) for Agency Program Budget report:		
Fiscal Year: Select All Agencies: N		
Direct Command: Enter-PF1PF2PF3PF4PF5PF6PF7PF8PF9PF10PF11PF12 Help Main End Quit		

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

FMSAS23 PHV3 PHOAAPBP PHOAA	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/09/2014 PBM Print Agency Program Budget 02:17 PM
Enter Agency N	umbers (Master or Sub) for Agency Program Budget report:
*	
	+Batch Job Submission+
	Job Name: FM723429 *Job Class: <u>A</u>
	Job Description: Agency Program Budget Report
	*Destination: R10 *Msg Class: Z
Fiscal Year:	*Sysout Reports Class Forms Copies Agency Program Budget A 1
Direct Command Enter-PF1PF Help Ma	2PF3PF4PF5PF6PF7PF8PF9PF10PF11PF12

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