Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials		
6202	Agency - Set Up Master Agency	Revised Date: 06/22/2016
		Version: 4

Agency - Set Up Master Agency
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Objective

Establish a Master Agency.

Outcome

Agency is established.

Overview

The Maintain Master Agency panel is used to add and maintain Master Agency information. A Master Agency is established by SPB to link sub-agencies or appropriation units together. The information contained on this panel is very limited and includes Agency Head, Payroll Officer, Personnel Director, and SPB Analyst data.

This panel can be used to perform the following functions:

- Establish a new Master Agency
- Modify an existing Master Agency
- Inactivate a Master Agency

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

```
PHFNC10   PHVB        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    01/26/2016
PHIMAINU PHIMAINM                     Agency Menu                       12:50 PM

          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  PHVB        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    01/26/2016
PHIMAINU PHIMAINM              Manage Agency Information Menu           12:50 PM

            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 **MM** (Maintain Master Agency) from the Manage Agency Information Menu and press ENTER.	The Maintain Master Agency screen will appear.

```
PHFNC10  PHV2        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    01/26/2016
PHOAMMAD PHOAMMAM              Maintain Master Agency                  01:38 PM

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

      *Master#: _____   Name: _____

                *SPB Analyst: _____
             Date Established: __ __ ____   *EEO4 Function: __
      *Pers Dir/Cnct Agency#: ____         *PIN: _____
                       Phone: _____  Ext: _____
         *Agency Head Agency#: ____         *PIN: _____
                       Phone: _____  Ext: _____
    *Payroll offcr/Cnct Agency#: ____       *PIN: _____
                       Phone: _____  Ext: _____
      Sub Agency Security (Y/N): _
              Inactivate Date: __ __ ____   Reactivate Date:
                Pay Thru Date: __ __ ____
                 *Reason Code: __

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

Your Action ...	System Response ...
4. Choose **A**dd. If ENTER is pressed, the Master Agency is assigned the next sequential number..	The system will require the agency name.

Your Action ...	System Response ...
5. Enter the following information: **Name**: Enter the unique master agency name. *SPB Analyst: This field is populated by the system, but can be modified. **Date Established**: The date the master agency was established (MMDDYYYY). ***EE04 Function**: Enter the two-digit code assigned for EE04 requirements. All required data has now been entered. Optional fields on this screen include: *Pers Dir/Cnct Agency#; *PIN; Phone; Ext: *Agency Head Agency#; *PIN; Phone; Ext: *Payroll Offcr/Cnct Agency#; *PIN; Phone; Ext: Sub Agency Security (Y/N): indicates the security status. The following fields are used to inactivate and reactivate a master agency: Inactivate Date: The date the master agency was inactivated. Reactivate Date: The date the master agency was reactivated. Pay Through Date: The last date a payment can be made to an employee after the master agency has been inactivated. *Reason Code: Code indicating the reason the master agency was abolished. The system will populate the description of the code.	
6. Press ENTER.	The Master Agency has been added and the following message is displayed: Master Agency xxxxx added successfully.
7. Press F9 to access the sub-agency screen and continue adding agency information, if desired.	The Maintain Agency screen will appear. (See 6203 Agency Set Up Sub-Agency Workbook).