Mississippi Management and Reporting System

Department of Finance and Administration

MMRS Training Materials		
6204	Agency Maintain Sub-Agency (Agency Use)	Revised Date: 08/06/2018
		Version: 7

Agency Maintain Sub Agency (Agency Use)
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Objective

Maintain Sub-Agency (for Agency Use)

Outcome

Sub-Agency is modified

Purpose

The Maintain Agency screen is used to store information necessary for reporting purposes. The second panel of the Maintain Agency panel is used to enter and maintain additional information about an agency such as the address, how mail is to be handled, state and federal tax identification numbers, and some specific agency personnel information. The third panel contains identification numbers, *e.g.,* the Federal Reserve Bank ID Number, and various other numbers, dates, and codes for agency purposes.

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

```
FMSAS23  PHV5      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      04/23/2014
PHIMAINU PHIMAINM                    Agency Menu                      12:31 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.

```
FMSAS23  PHV5       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM     04/23/2014
PHIMAINU PHIMAINM            Manage Agency Information Menu             12:36 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 **MU** (Maintain Agency by User Agencies) from the Manage Agency Information Menu and press ENTER.	The Maintain Agency by User Agencies screen will appear.

```
FMSAS23  PHV5       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM     04/23/2014
PHOAMAUD PHOAMA1M      Maintain Agency by User Agencies              12:37 PM
                                                                     2 more >

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

      *Agency#: ____   Name: _____

       *Master#: _____        Date Established: __ __ ____
  Previous LBO#:                  Previous SPB#:       More:
  SAAS Agency #: ____ ____ ____
   Create Bill#: _____        Create Bill Date: __ __ ____
   *Create Type: _              *Add/Spec Comp: _____  More:
  *Service Type: __               SPB Processed: _
   *SPB Analyst: _____
 Agcy Max Salary: _____   Curr Agcy Head Sal:
 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                        Left  Right Quit
```

Your Action ...	System Response ...
4. Choose **M**odify, enter the sub-agency number and press ENTER.	

Your Action ...	System Response ...
5. This is the only field that can be modified on this panel **SAAS Agency #**: Enter the 3-digit SAAS agency number.	
6. Press F11 to access the second panel of this screen.	The second panel of the Maintain Agency by User Agencies screen will appear.

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PHFNC10  PHVE      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM     08/06/2018
PHOAMAUD PHOAMA2M    Maintain Agency by User Agencies                01:21 PM
< 1 more                                                            1 more >


 *Action: _   (B,C,D,M)
       *Agency#: ____  Name:
 Address: Street: _____

                  _____
           City: _____  State: __   Zip: _____ _____
          Phone: _____  Ext: _____   Confidential: _

 *SPB Mail Type: _       *DFA Mail Type: _            *EEO4 Function:
 State Tax ID: _____  Federal Tax ID: _____
    MAGIC Ind: _       Min Leave (DD): _____ *Warrant Sort Order: _
*Pers Dir/Cnct Agency#: ____   *PIN: _____  Phone: _____   Ext: _____
  *Agency Head Agency#: ____   *PIN: _____  Phone: _____   Ext: _____
*Payroll Offcr Agency#: ____   *PIN: _____  Phone: _____   Ext: _____
*Contract/Cnct Agency#: ____   *PIN  _____  Phone: _____
   Payroll Officer FAX: _____  Pers Dir FAX: _____


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 ...
7. All fields on the second panel can be modified. These include: Address: Street, City, State, Zip, Telephone and Extension and denote if Confidential should be indicated on the mailing address. *SPB Mail Type: Indicates how mail is to be delivered to an Agency for SPB. *DFA Mail Type: Indicates how mail will be delivered to an agency for DFA. *EE04 Function: Code indicating the Equal Opportunity function denoting the agency's mission.	

Your Action ...	System Response ...
Continue entering the following information: State Tax ID: The agency's tax number used when paying taxes to the State government. Federal Tax ID: The agency's tax identification number used to pay taxes to the federal government. MAGIC Ind: Indicates if the agency has access to the Mississippi Accountability System for Government Information and Collaboration (MAGIC). Min Leave (DD): The minimum amount of leave hours that an agency requires before an employee is eligible for payroll direct deposit. Agencies may have internal policies that determine whether this is applicable for this agency. *Warrant Sort Order: Indicates how payroll warrants will be sorted and distributed. This field defaults to N. (Alpha Last Name) *Pers Dir/Cnct Agency#; *PIN; Phone; Ext: *Agency Head Agency#; *PIN; Phone; Ext: *Payroll Officer Agency#; * PIN; Phone; Ext: *Contract/Cnct Agency#; *PIN; Phone: Payroll officer Fax: Fax number. Pers Dir Fax: Fax number.	
8. Press F11 to access the third panel of this screen.	The third panel of the Maintain Agency by User Agencies screen will appear.

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FMSAS23  PHV5      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM   04/23/2014
PHOAMAUD PHOAMA3M     Maintain Agency by User Agencies            12:44 PM
< 2 more

 *Action: _   (B,C,D,M)
       *Agency#: ____  Name:

                      PERS ID: _____
                Other PERS ID: _____
          Legislative PERS ID: _____
  Detail Category Report Ind: _
   Detail Project Report Ind: _
       Detail Org Report Ind: _
   Insurance Department Code: _____
   Cafeteria Plan Start Date: __ __ ____
     Cafeteria Plan End Date: __ __ ____
  Federal Reserve Bank ID Nbr: _____
            ITS Agency Code: __
          Mesc Account Number: _____
MESC Covered Empl. 1st Month:      2nd Month:      3rd Month:
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 ...
9. Enter the following information: PERS ID: The agency identification number used by the state retirement system (PERS). Other PERS ID: Other identification that may be assigned by PERS. Legislative PERS ID: The Agency Number assigned by the retirement system for the Legislature. Detail Category Report Ind: Yes or No. Indicates if a detailed category report is required. Detail Project Report Ind: Yes or No. Indicates if a detailed project report is required. Detail Org Report Ind: Yes or No. Indicates if a detailed organizational report is required. Insurance Department Code: The insurance code assigned to the agency by the Insurance Department. Cafeteria Plan Start Date: The starting date of the agency's cafeteria plan. Cafeteria Plan End Date: The ending date of the agency's cafeteria plan. Federal Reserve Bank ID Nbr: The agency's federal reserve bank account number.	

Your Action ...	System Response ...
Continue entering the following information: ITS Agency Code: The ITS number assigned to the agency. MESC Account Number: The MS Employment Security Commission Agency's reporting accounting number. MESC Covered Empl.: Number of covered employees for each month of quarter.	
10. Press ENTER.	The Agency has been modified and the following message is displayed: Agency xxxx modified successfully.