Mississippi Management and Reporting System

Department of Finance and Administration

MMRS Training Materials		
6205	Agency - Annual Control Functions	Revised Date: 06/02/2016
		Version: 5

**Agency Maintain Annual Control Functions
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ANNUAL CONTROL FUNCTIONS

Objective

Enter and maintain annual control information.

Outcome

Program Budget, Fiscal Year, Reclassification and Assessment information are entered and maintained.

Maintain Agency Fiscal Year Information

This action can only be performed by SPB for agencies under its purview; SPB agencies will have display access for their data. Non-SPB agencies will have full access for their data.

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

```
PHFNC10  PHV5       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM   04/12/2016
PHIMAINU PHIMAINM                   Agency Menu                      10:58 AM

            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   PHV5      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    04/12/2016
PHIMAINU  PHIMAINM          Manage Agency Information Menu            11:02 AM

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

```
PHFNC10   PHV5      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    04/12/2016
PHOAAF1D  PHOAAF1M          Maintain Agency FY Info                  11:03 AM
                                                                    1 more >
  *Action: _   (A,C,D,M,N,P)

FY: ____        *Agency#: ____       Name:
Approval: _      Master# :

Worker's Comp %  :         Avg Fringe Rate: _____ SI Fringe Rate: _____
Worker's Comp Amt :        Realloc. Auth  : _        Assessment Rate: ___
# Authzd to Swap  : _____   Act # Swapped  :         EC Max I ___ II ___ III ___

  POSITIONS:            PERMANENT                  TIME-LIMITED
                   FULL TIME    PART TIME      FULL TIME    PART TIME    TOTAL
  Authorized       _____        _____          _____        _____
  Escalated                                    _____        _____
  Actual
  Filled


                                        Transmit for Approval: _
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End   Agcy  Note  Hist                    Left  Right Quit
```

Your Action ...	System Response ...
4. Choose **A**dd.	

Your Action ...	System Response ...
5. Enter the following information: **FY**: The year that represents the agency's specific 12-month future, current or past financial period. ***Agency#**: The 4-digit agency code XXXX.	
6. Press ENTER.	The system will enter the Agency Name, a Pending code in the Approval field and the Master Agency Number.
7. Enter the following fields: **Worker's Comp %**: State Worker's Compensation Rate for an agency. The system will display this amount based on Fiscal Year (FY) Program Budget data. **Avg. Fringe Rate**: The average percentage of fringe benefits paid by an agency. The system will display this amount based on payroll information. **SI Fringe Rate**: Percentage increase in fringe benefit costs used when an existing employee of an agency receives a salary increase in a given fiscal year. The system will display this amount based on payroll information. Worker's Comp. Amt: The dollar amount of workers compensation allocated to an agency for a fiscal year. The system will display this amount based on FY program Budget data. **Realloc. Auth**: This will default to **N**o. Enter **Y**es if the agency has reallocation authority previously approved by SPB. **Assessment Rate**: This is generated through the Assessment screen. Data should only be changed for agencies with special exemptions. **# Authzd To Swap**: Enter the maximum number of positions, which the appropriation bill authorizes to be swapped into this agency from another agency within the same master agency. Act # Swapped: The actual number of positions swapped in a fiscal year. The system will display this based on position information. **EC Max I**, **II**, **III**: Enter the maximum number of Executive Compensation positions allowed for each particular level of service.	

Your Action ...	System Response ...
Continue to enter the following information: **Positions: Permanent and Time Limited by Authorized, Escalated, Actual and Filled**: Enter the number of **authorized positions**. The escalated, actual, and filled fields will be generated from other system processes and are display only. **Transmit for Approval**: This field defaults to **N**(o). Enter "**Y**es" to transmit the pending record for approval to the State Personnel Board (SPB).	
8. Press F11 to access the second panel of this screen.	The second panel of the Maintain Agency Fiscal Year Information screen will appear.

```
PHFNC10   PHV5        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      04/12/2016
PHOAAF1D PHOAAF2M              Maintain Agency FY Info                  11:05 AM
< 1 more
  *Action: _    (A,C,D,M,N,P)

FY: ____        *Agency#: ____      Name:
Approval: _      Master#:
Tot Appro Pers Serv Dollars: _____     Budget Combined With: ____
Tot Escal Pers Serv Dollars: _____

              PRODUCTIVITY       REALIGNMENT        REAL/RECLASS
Generated
Awarded

Tot Appro Contract Serv Dollars: _____   Num of Contracts Approved:

Total Cost of Approved Contracts:  General Fund:
                                   Federal Fund:
                                     Other Fund:
                                          Total:
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End   Agcy  Note  Hist                      Left  Right Quit
```

Your Action ...	System Response ...
9. Enter the following optional information: **Tot Appro Pers Serv dollars**: The total amount of personal service dollars appropriated to a specific agency for a given fiscal year. **Budget Combined With**: Enter the agency number whose funds are included in this budget.	The system will automatically enter the totals for any amounts entered.

Your Action ...	System Response ...
Continue entering the following information: **Total Escal Pers Serv dollars**: The total amount of escalated personal service dollars of a specific Agency for a given fiscal year. Productivity, Realignment, and Real/Reclass, by Generated and Awarded: This information is generated from other system processes and is display only. **Tot Appro Contract Serv Dollars**: The maximum amount of expenditures anticipated on personal services for personal services contracts. Num of Contracts Approved: The number of contracts approved for an agency in a fiscal year. The system generates this from the Manage Contracts process and is display only. Total Cost of Approved Contracts by General, Federal and Other: The dollar amount appropriated for an agency during a fiscal year from general, federal and other funds for personnel salaries and benefits. The system generates this amount from the Manage Contracts process and is display only. Total: The sum total of Approved Contracts including General Fund, Federal Funds and Other Funds.	
10. Press ENTER when all data has been added.	The Fiscal Year Sub-agency has been added and the following message is displayed: Fiscal Year Record xxxx-yyyy-p added successfully.

Maintain Agency Automatic Reclassification List

This action will be performed by SPB; agencies will have display access for their data.

Your Action ...	System Response ...
1. Choose **AG** (Agency) from the Main Menu and press ENTER.	The Agency Menu will appear.
2. Choose **MA** (Manage Agency Information) from the Agency Menu and press ENTER.	The Manage Agency Information Menu will appear.
3. Choose **RL** (Maintain Agency Auto Reclass List) from the Manage Agency Information Menu and press ENTER.	The Maintain Agency Auto Reclass List screen will appear.

```
PHFNC10   PHV5       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM   04/12/2016
PHOAMROD PHOAMROM        Maintain Agency Auto Reclass List            11:06 AM

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


        FY: ____
 *Agency#: ____    Name:
*List Type: _____

     *OCCU: _____
            _____
            _____
            _____
            _____
            _____
            _____
            _____
            _____
            _____

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

Your Action ...	System Response ...
4. Choose **A**dd.	
5. Enter the following information: **FY**: The fiscal year YYYY. ***Agency#***: The agency code XXXX. ***List Type***: Enter the code for the reclassification type. Press ENTER. ***OCCU***: Occupational codes for automatic reclassification	
6. Press ENTER.	The Automatic reclassification List has been added and the following message is displayed: Reclass OCCU List YYYY-xxxx-type added successfully.

Maintain Agency Assessment Rate

This action will be performed by SPB. The rate established will display on the Maintain Agency screen.

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

Your Action ...	System Response ...
3. Choose **AR** (Maintain Agency Assessment Rate) from the Manage Agency Information Menu and press ENTER.	The Maintain Agency Assessment Rate screen will appear. All agencies under SPB purview will automatically be selected.

```
PHFNC10   PHV5        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    04/12/2016
PHOAUARP  PHOAUARM          Maintain Agency Assessment Rate            11:09 AM




                        Fiscal Year: ____


                    Assessment Rate: ___


                 Commit Transaction: N




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

Your Action ...	System Response ...
4. Enter the following information: **Fiscal Year**: The fiscal year of the agency assessment rate. **Assessment Rate**: The charge back assessment rate (must be greater than zero). **Commit Transaction**: Enter "**Y**" to update the agency assessment rate.	
5. Press ENTER.	The Assessment Rate has been successfully added and the following message is displayed: All selected records modified successfully.

Maintain Agency FY Program Budget

This action is performed by the agency and is subject to SPB approval if the agency is under SPB purview. The transaction cannot be entered until the Agency Fiscal Year information has been added. SPB will enter FY data for agencies under SPB purview.

Your Action ...	System Response ...
1. Choose **AG** (Agency) from the Main Menu and press ENTER.	The Agency Menu will appear.
2. Choose **MA** (Manage Agency Information) from the Agency Menu and press ENTER.	The Manage Agency Information Menu will appear.
3. Choose **PB** (Maintain Agency FY Program Budget) from the Manage Agency Information Menu and press ENTER.	The Maintain Agency Fiscal Year Program Budget screen will appear.

```
PHFNC10   PHV5        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM   04/12/2016
PHOAPB1D PHOAPB1M        Maintain Agency FY Program Budget             11:10 AM
                                                                       1 more >
 *Action: _ (A,C,D,M,N,P)

 FY: ____       *Agency#: ____      Name:
 Approval: _    Master#:            Num of Progs:        Active:
 Worker's Comp %: _____            Programs Funds Grand Total:
 Worker's Amount: _____           Tot Appro Pers Serv Dollars:
 1_ of
 Pgm Sta Program Description                      GF$        FF$        OF$
  __  _  _____  _____  _____  _____
  __  _  _____  _____  _____  _____
  __  _  _____  _____  _____  _____
  __  _  _____  _____  _____  _____
  __  _  _____  _____  _____  _____
  __  _  _____  _____  _____  _____

  __  _  _____  _____  _____  _____
 Last Update:           Agcy Pgm Total:
 Transmit for Approval: _
 Direct Command: _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End              Hist  Bkwd  Fwd        Left  Right Quit
```

Your Action ...	System Response ...
4. Choose **A**dd	
5. Enter the following information: **FY:** The fiscal year of the agency program budget. ***Agency#**: The agency code XXXX.	The system will enter the Agency Name, a Pending action in the Approval field, Master Agency Number, and Number of Programs.
6. Press ENTER.	
7. Enter the following information. Num of Progs: The total number of agency programs associated with the current fiscal year record. This is system generated. Active: The total number of active agency programs associated with the current fiscal year record. This number is system generated. **Workers' Comp %**: Enter the percentage required for worker's compensation payments (*i.e.*, 1.000).	

Your Action ...	System Response ...
Continue entering the following information: Programs Funds Grand Total: Total dollar amount from all the programs. This is system generated. **Worker's Amount**: Enter the total dollar amount required for worker's compensation payments. Tot Appro Pers Serv Dollars: Total amount of money appropriated for personal services for a fiscal year. This amount is system generated. **Pgm, Sta, Program Description, General Funds, Federal Funds and Other Funds Amounts**: To create a program budget record for an agency, you must enter at least one program with a program description and a dollar amount in at least one fund type. An agency can enter a maximum of 30 programs. Last Update: The date the agency's program information was updated. Agency Program Totals: The total amount appropriated for an agency during a fiscal year. **Transmit for Approval:** This field is used to transmit the pending record for approval to SPB. The system defaults to **N**(o); change to **Y**(es).	
8. Press ENTER.	The Program Budget information has been added and the following message is displayed on the Agency Fiscal Year Program Budget screen: Program xxxx-yyyy-p added successfully.
9. Press F11 to access the second panel of this screen.	The second panel of the Maintain Agency FY Program Budget screen will appear.

```
PHFNC10  PHVB       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    08/15/2018
PHOAPB1D PHOAPB2M        Maintain Agency FY Program Budget             01:09 PM
< 1 more
*Action:   (A,C,D,M,N,P)

 FY:            *Agency#:       Name:
 Approval:      Master#:        Num of Progs:        Active:
 Worker's Comp %: _____
 Worker's Amount: _____


    of                                       Total Funds Active   Active
Pgm Sta Program Description                   Per Program  PINs    Inac/Dt








Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End               Hist  Bkwd  Fwd         Left  Right Quit
```