Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials		
6207	Agency – Inactivate and Reactivate a	Revised Date: 06/02/2016
	Sub-Agency and a Master Agency	Version: 4

Agency – Inactivate and Reactivate a Sub-Agency and a Master Agency Table of Contents

Objective	3
Outcome	3
Inactivate an Agency	3
Inactivate a Master Agency	5
Reactivate a Master Agency	7
Reactivate an Agency	8

Objective

Inactivate and Reactivate a Sub-Agency and a Master Agency

Outcome

A sub-agency and a Master agency have been inactivated and reactivated. All positions must be vacated and abolished prior to inactivating an agency, and the Agency inactivation information must be entered before entering the Master Agency inactivation information.

Inactivate an Agency

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

PHFNC10 PHVC STATEWIDE PAYR PHOAMAGD PHOAMA1M Mai	OLL AND HUMAN RESOURCE SYSTEM 06/02/2016 ntain Agency 01:01 PM 2 more >
*Action: _ (A,B,C,D,M)	
*Agency#: Name:	
*Master#:	Date Established:
Previous LBO#:	Previous SPB#: More:
SAAS Agency #:	Create Bill Dates
*Create Type:	*Add/Spec Comp: More:
*Service Type:	SPB Processed:
*SPB Analyst:	
Agcy Max Salary: Cu	rr Agcy Head Sal:
Inactivate Date:	Reactivate Date:
Pay Thru Date:	
*Reason Code:	
Direct Command:	
Enter-PF1PF2PF3PF4PF5-	PF6PF7PF8PF9PF10PF11PF12
Help Main End AgPB Note	AgFY Left Right Quit

Your Action		System Response
4.	Choose Modify, enter the agency number and	The agency information will be displayed.
	press ENTER.	

Your Action	System Response
5. Enter the following fields:	
 Inactivate Date: MM DD YYYY. The date an agency is to be inactivated. This date must be greater than the Date Established. Pay Through Date: MM DD YYYY. The date that indicates the last date a payment can be made to an employee once an agency is inactivated. 	
Reason Code : Code denoting the reason for the inactivation.	
6. Press ENTER.	The Notes and Comments screen will appear.
PHFNC10 PHVC STATEWIDE PAYROLL AND PHINOTED PHINOTEM Notes/C Agency Nbr: 0160 Note Type: 0 Code: AGENC Subject:	HUMAN RESOURCE SYSTEM 06/02/2016 omments 01:05 PM Y Note Value: 0160 User Id: PHFNC10 *Security Group: GENERAL_
Note Descriptions:	1 of 20
Enter-PF1PF2PF3PF4PF5PF6	PF7PF8PF9PF10PF11PF12

	Your Action	System Response
7.	Enter the following information:	
	 Note Subject: Enter a note subject for the reviewers. This is a free text field. Note Description: Enter a description of the note for the reviewers. 	
8.	Press Enter	The agency has been modified to be inactivated, and the following message is displayed: Agency xxxxx modified successfully.

	Your Action	System Response
9.	A batch program must then be run to	See Inactivate Agency after Pay thru
	complete the inactivation process:	Date under Printing (Agency Batch
		Reports) in the 6201 - Agency Browses
		and Batch Reports Workbook.

Inactivate a Master Agency

	Your Action	System Response
1.	Choose AG (Agency) from the Main Menu	The Agency Menu will appear.
	and press ENTER.	
2.	Choose MA (Manage Agency Information)	The Manage Agency Information Menu
	from the Agency Menu and press Enter.	will appear.
3.	Choose MM (Maintain Master Agency) from	The Maintain Master Agency screen will
	the Manage Agency Information Menu and	appear.
	press ENTER.	

PHFNC10 PHVC STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM PHOAMMAD PHOAMMAM Maintain Master Agency	06/02/2016 01:08 PM
<pre>*Action: _ (A,B,C,D,M,N)</pre>	
*Master#: Name:	
<pre>*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:</pre>	
Direct Command:	
Enter-PF1PF2PF3PF4PF5PF6PF7PF8PF9PF10PF	11PF12
Help Main End Note Agcy	Quit

	Your Action	System Response
4.	Choose M odify, enter the agency number and press ENTER.	The agency information will be displayed.

Your Action	System Response
5. Enter the following fields:	
 Inactivate Date: MM DD YYYY. The date a master agency is to be inactivated. This date must be greater than the Date Established and cannot be prior to those of the sub-agency's Inactivate Date and Pay Through Date Pay Through Date: MM DD YYYY. The date that indicates the last date a payment can be made to an employee once an agency is inactivated. 	
the inactivation.	
6. Press ENTER.	The Notes and Comments screen will appear.

PHFNC10 PHVC STATEWIDE PAYRO PHINOTED PHINOTEM	OLL AND HUMA Notes/Comme	N RESOURCE S nts	SYSTEM	06/02/2016 01:11 PM
Agency Nbr: Note Type: O Code	: MASTAGCY	Note Value:	90160	
Subject:		*Secur	User Id: rity Group:	PHFNC10 GENERAL_
Note Descriptions:			1	of 20
Enter-PF1PF2PF3PF4PF5 Help Main End	PF6PF7- Bkwd	PF8PF9- Fwd	PF10PF	11PF12
Your Action		System	n Response	

	Tour Action	System Response
7.	Enter the following information:	
	Note Subject: Enter a note subject for the reviewers. This is a free text field.Note Description: Enter a description of the note for the reviewers.	

	Your Action	System Response
8.	Press ENTER.	The master agency has been modified to be inactivated and the following message is displayed: Master Agency xxxxx modified
		successfully.
9.	A batch program must then be run to complete the inactivation process.	See Inactivate Master Agency after Pay thru Date under Printing (Agency Batch Reports) in the 6201 - Agency Browses and Batch Reports Workbook.

Reactivate a Master Agency

Your Action		System Response					
1. Choose AG (Agency) from the Main I and press ENTER	The Ager	icy N	1enu will appe	ear.			
2. Choose MA (Manage Agency Information	ation)	The Mana	The Manage Agency Information Menu				
from the Agency Menu and press EN	TER.	will appea	will appear.				
3. Choose RM (Reactivate a Master Age	ency)	The Read	The Reactivate a Master Agency browse				
from the Manage Agency Information	Menu	will appea	ar list	ting the inactiv	ve mas	ter	
and press ENTER.		agencies.					
PHFNC10PHVCSTATEWIDEPAYROLLANDHUMANRESOURCESYSTEM06/02/201PHOARMABPHOARAGMReactivate a Master Agency01:13PMAction:(D.M)				016 РМ			
	Mastr	Inact	Rsn				
Act Agency Name	Agcy#	Date	Cd	Rease	on Des	c	
 ADMINISTRATIVE SERVICES, OFFIC CHILDREN'S REHABILITATION CENT COAST COLISEUM COMMISSION EDUCATION & RESEARCH CENTER - HOSPITAL REIMBURSEMENT COMMISS INSURANCE COMMISSION LAW LIBRARY MISSISSIPPI AGRIBUSINESS COUNC MISSISSIPPI INDUSTRIES FOR THE MISSISSIPPI VETERANS HOME 	90100 90383 90987 90446 90395 90505 90061 90035 90236 96731	04/15/1998 04/15/1998 04/15/1998 04/15/1998 04/15/1998 04/15/1998 04/15/1998 07/10/2008 04/15/1998 04/15/1998	12 12 12 12 12 12 12 12 12 12 01 12 12	Abolished Abolished Abolished Abolished Abolished Abolished Legislative Abolished Abolished	Prior Prior Prior Prior Prior Prior e Mand Prior Prior	to C to C to C to C to C to C ate to C ate to C	onv onv onv onv onv onv onv onv onv
Agency Name: Direct Command:							
Enter-PF1PF2PF3PF4PF5- Help Main End	PF6	PF7PF8 Bkwd Fwd	P	F9PF10I	PF11	PF12 Quit	

	Your Action	System Response
4.	Select the master agency to be reactivated	The Reactivate Master Agency screen
	with a M odify action and press ENTER.	will appear.

PHFNC10	PHV0	STATEWIDE	PAYROLL	AND HUMAN	RESOURCE SYSTE	м 06/02/2016
PHOARMAD	PHOARMAM		Reactiva	te Master	Agency	01:14 PM
*Ma	ster# • 9010	00 Name A	DMTNTSTRA	TTVE SERV	TCES DEETCE DE	
Pice.	5001	oo name. A	DHINISTRA	TIVE SERV	ices, office of	
	*SPI	B Analyst:	CLPH003	** User	name is not on	Security file **
	Date Est	tablished:	01 01 190	1 *EE04	Function: 15	- ,
*Pe	's Dir/Cnc	t Agency#:	1200 - 1200 - 1200 - 1200 - 1200 - 1200 - 1200 - 1200 - 1200 - 1200 - 1200 - 1200 - 1200 - 1200 - 1200 - 1200 - 1 <u>11111111111111111111111111111111111</u>	*PIN:		
		Phone:		Ext:		
*	Agency Head	d Agency#:	<u> </u>	*PIN:	<u></u>	
*******		Phone:		Ext:		
*Payroll	OTTCP/Chc	t Agency#:		*PIN:		
		Phone:		EXU:		
	Inactiv	vate Date	04 15 199	8 React	ivate Date:	
	Pav	Thru Date:	04 15 199	8	Trace Date:	···
	*Rea	ason Code:	12 Aboli	shed Prio	r to Conversion	
Direct Co	ommand:					
Enter-PF	LPF2I	PF3PF4	-PF5PF	6PF7	-PF8PF9PF	10PF11PF12
Не	lp Main I	End	Note			Quit

Your Action	System Response
Enter the reactivation date. It must be greater than the inactivated date.	
6. Press ENTER.	The master agency has been reactivated and the following message is displayed: Master agency xxxxx modified successfully.
 A Batch Program must then be run to complete the Reactivation Process: 	See Reactivate Master Agency after Reactivate Date under Printing (Agency Batch Reports) in the 6201 - Agency Browses and Batch Reports Workbook.

Reactivate an Agency

	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 RA (Reactivate an Agency) from the Manage Agency Information Menu and press ENTER.	The Reactivate an Agency browse will appear listing the inactivated agencies.

PHFNC10 PHV0 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/02/2016 PHOARAGB PHOARAGM Reactivate an Agency 01:16 PM Action: (D,M) Agcy Mastr Act Agency Name Num Agcy# Inact Rsn Date Cd Reason Desc - -------_ ADMINISTRATIVE SERVICES, OFFIC 0100 90100 06/30/1986 12 Abolished Prior to _ AERONAUTICS COMMISSION 0820 90411 06/30/1990 12 Abolished Prior to AERONAUTICS COMMISSION 0820 90411 06/30/1990 12 ADDITIGNED Prior to AG-INSURANCE INTEGRITY ENFORCE 0072 90071 06/30/2000 01 Legislative Mandat AGRICULTURAL AVIATION BOARD 0825 90825 08/15/2008 01 Legislative Mandat AGRICULTURE & COMMERCE-GRAIN D 4012 90401 07/01/2002 01 Legislative Mandat ARCHIVES & HISTORY DEPT-RECORD 0645 90475 06/30/1986 12 Abolished Prior to ATTORNEY GENERAL - CONSUMER PR 0075 90071 06/30/1986 12 Abolished Prior to ATTORNEY GENERAL - ORGANIZED C 0073 90071 06/30/1986 12 Abolished Prior to AUDITOR OF PUBLIC ACCOUNTS 0151 90155 06/30/1987 12 Abolished Prior to BANKING & CONSUMER ENTRO 0512 9051 06/30/1987 12 Abolished Prior to BANKING & CONSUMER FINANCE-MTR 0512 90511 06/30/1985 12 Abolished Prior to Agency Name: 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 ... 4. Select the agency to be reactivated with a The Reactivate Agency screen will Modify action and press ENTER. appear. PHFNC10 PHV0 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/02/2016 01:17 PM PHOARAGD PHOARA1M Reactivate Agency 2 more > *Agency#: 0820 Name: AERONAUTICS COMMISSION____ *Master#: <u>9</u>0411 Date Established: ____ more: Previous LBO#: SAAS Agency #: Create Bill#: H1407 Create Bill Date: _____ *Create Type: S *Add/Spec Comp: ____ *Add/Spec Comp: ____ More: SPB Processed: Y *Service Type: SS *SPB Analyst: _____ Agcy Max Salary: 750.00_____ Curr Agcy Head Sal: Reactivate Date: _____ Inactivate Date: (Pay Thru Date: 06 30 1990 *Reason Code: 12 Abolished Prior to Conversion Inactivate Date: 06 30 1990 Help Main End Note Left Right Quit

	Your Action	System Response
5.	Enter the reactivation date. It must be greater than the inactivated date.	
6.	Press ENTER.	The agency has been reactivated and the following message is displayed:
		Agency xxxx modified successfully.

Your Action	System Response
7. A Batch Program must then be run to complete the Reactivation Process:	See Reactivate Agency after Reactivate Date under Printing (Agency Batch Reports) in the 6201 - Agency Browses
	and Batch Workbook.