Mississippi Management and Reporting System

Department of Finance and Administration

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

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

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

```
PHFNC10   PHVC       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM   06/02/2016
PHOAMAGD PHOAMA1M                 Maintain 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#: _____      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   AgPB  Note  AgFY                  Left  Right 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 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 HUMAN RESOURCE SYSTEM      06/02/2016
PHINOTED PHINOTEM                   Notes/Comments                      01:05 PM


  Agency Nbr: 0160 Note Type: O Code: AGENCY   Note Value: 0160

  Subject: _____   User Id: PHFNC10
                                                          *Security Group: GENERAL_

  Note Descriptions:                                         1  of 20

      _____
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      _____
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      _____


Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                      Bkwd  Fwd
```

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 complete the inactivation process:	See Inactivate Agency after Pay thru 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 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 **MM** (Maintain Master Agency) from the Manage Agency Information Menu and press ENTER.	The Maintain Master Agency screen will appear.

```
PHFNC10   PHVC        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM   06/02/2016
PHOAMMAD PHOAMMAM            Maintain Master Agency                  01:08 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 **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. **Reason Code**: Code denoting the reason for the inactivation.	
6. Press ENTER.	The Notes and Comments screen will appear.

```
PHFNC10   PHVC      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM   06/02/2016
PHINOTED PHINOTEM                    Notes/Comments                  01:11 PM


Agency Nbr:      Note Type: O Code: MASTAGCY Note Value: 90160

Subject: _____    User Id: PHFNC10
                                                 *Security Group: GENERAL_

Note Descriptions:                                        1  of 20
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Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                        Bkwd  Fwd
```

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.	

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 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 **RM** (Reactivate a Master Agency) from the Manage Agency Information Menu and press ENTER.	The Reactivate a Master Agency browse will appear listing the inactive master agencies.

```
PHFNC10   PHVC      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM   06/02/2016
PHOARMAB PHOARAGM             Reactivate a Master Agency            01:13 PM

  Action: (D,M)


                                   Mastr    Inact    Rsn
Act        Agency Name             Agcy#    Date     Cd       Reason Desc
---  ------------------------------ -----  ---------- ---  --------------------
  _  ADMINISTRATIVE SERVICES, OFFIC 90100 04/15/1998 12  Abolished Prior to Conv
  _  CHILDREN'S REHABILITATION CENT 90383 04/15/1998 12  Abolished Prior to Conv
  _  COAST COLISEUM COMMISSION      90987 04/15/1998 12  Abolished Prior to Conv
  _  EDUCATION & RESEARCH CENTER  - 90446 04/15/1998 12  Abolished Prior to Conv
  _  HOSPITAL REIMBURSEMENT COMMISS 90395 04/15/1998 12  Abolished Prior to Conv
  _  INSURANCE COMMISSION           90505 04/15/1998 12  Abolished Prior to Conv
  _  LAW LIBRARY                    90061 04/15/1998 12  Abolished Prior to Conv
  _  MISSISSIPPI AGRIBUSINESS COUNC 90035 07/10/2008 01  Legislative Mandate
  _  MISSISSIPPI INDUSTRIES FOR THE 90236 04/15/1998 12  Abolished Prior to Conv
  _  MISSISSIPPI VETERANS HOME      96731 04/15/1998 12  Abolished Prior to Conv

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 master agency to be reactivated with a **M**odify action and press ENTER.	The Reactivate Master Agency screen will appear.

```
PHFNC10  PHV0        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    06/02/2016
PHOARMAD PHOARMAM              Reactivate Master Agency                01:14 PM


        *Master#: 90100  Name: ADMINISTRATIVE SERVICES, OFFICE OF_____

                *SPB Analyst: CLPH003_  ** User name is not on Security file **
            Date Established: 01 01 1901  *EEO4 Function: 15
      *Pers Dir/Cnct Agency#: ____         *PIN: _____
                      Phone: _____ Ext: _____
        *Agency Head Agency#: ____         *PIN: _____
                      Phone: _____ Ext: _____
    *Payroll Offcr/Cnct Agency#: ____      *PIN: _____
                      Phone: _____ Ext: _____

            Inactivate Date: 04 15 1998   Reactivate Date: __ __ ____
              Pay Thru Date: 04 15 1998
                *Reason Code: 12  Abolished Prior to Conversion

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

Your Action ...	System Response ...
5. 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.
7. 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    Inact   Rsn
Act        Agency Name           Num  Agcy#     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
 _   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 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 **M**odify action and press ENTER.	The Reactivate Agency screen will appear.

```
PHFNC10   PHV0      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      06/02/2016
PHOARAGD  PHOARA1M              Reactivate Agency                      01:17 PM
                                                                      2 more >



          *Agency#: 0820   Name: AERONAUTICS COMMISSION_____

          *Master#: 90411           Date Established: __ __ ____
    Previous LBO#:                   Previous SPB#:         More:
  SAAS Agency #: ____
   Create Bill#: H1407           Create Bill Date: __ __ ____
    *Create Type: S               *Add/Spec Comp: _____  More:
   *Service Type: SS               SPB Processed: Y
    *SPB Analyst: _____
  Agcy Max Salary: 750.00_____  Curr Agcy Head Sal:
  Reactivate Date: __ __ ____       Inactivate Date: 06 30 1990
    Pay Thru Date: 06 30 1990
     *Reason Code: 12   Abolished Prior to Conversion

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. 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.