
Mississippi Management and Reporting System

Department of Finance and Administration

MMRS Policies and Procedures		
6223	Manage Contract Table Maintenance	Revision Date: 02/27/2019
		Version: 6

**Manage Contracts Table Maintenance
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Objective

Enter office and project codes into contract tables

Outcome

Table information is added successfully

Maintain Contract Tables (CW)

Your Action ...	System Response ...
1. Choose MC (Manage Contracts) from the Main Menu and press ENTER.	The Manage Contracts Menu will Appear.

```

PHFNC10 PHVH STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 02/25/2019
PHIMAINU PHIMAINM Manage Contracts Menu 12:44 PM

Code Description FastPath
MC Maintain Contract Worker MCON
MY Maintain Contract Year (CW) MCYR
AC Browses used for Analyzing Contracts (CW) ANZC
CT Maintain Contract Tables (CW) TBLS
BR Contract Browses and Reports (CW) BRRE
YH Browse Contract Years History (CW) CTYH
CW Contract WIN Menu CWMU
DL Download Contract Worker Data CWDL

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 CT (Maintain Contract Tables (CW)) from the Manage Contracts Menu and press ENTER.	The Maintain Contract Tables (CW) Menu will appear.

Code	Description	FastPath
PHFNC10 PHVH	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	02/25/2019
PHIMAINU PHIMAINM	Maintain Contract Tables (CW) Menu	12:46 PM
CO	Maintain Contract Office Code	OFFC
PO	Maintain Contract Project Code	PRJC
MT	Maintain Approval Route Code	APRC
MS	Maintain Contract Service Type	MCST
MR	Maintain Contract Route Override	MCRO
ST	Browse Fiscal Year Service Type	STYP
CS	Copy Contract Service Type Records	CCST
CC	Maintain Contract Counter	CCNT
CR	Copy Contract Route Override Records	CCRO
CB	Browse Contract Route Overrides	

Code: __

Direct Command: _____

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

Maintain Contract Office Code Table

A three-digit code established by the agency to further track the contract. An office code for contract workers can be a location, a division, etc. This code is not tied to the payment process or to the account distribution. The office code is created and maintained by the agency for its use and reporting.

Your Action ...	System Response ...
3. Choose CO (Maintain Contract Office Code) from the Maintain Contract Tables (CW) Menu and press ENTER.	The Maintain Contract Office Code screen will appear.

```

PHFNC10 PHVH STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 02/25/2019
PHMCOC1D PHMCOC1M Maintain Contract Office Code 12:46 PM

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

*Agency Number.....: ____

Contract Office Code: ____

Description.....: _____

Last Update User....:
Last Update Dt/Tm...:

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

Your Action ...	System Response ...
4. Choose Add .	
5. Enter the following fields: *Agency: xxxx Contract Office Code: Enter a 3-digit code to designate an office of the agency to which contracts are to be tracked. Description: Enter a description to be associated with this office code.	
6. Press ENTER.	The system will display the following message: Record MCOCaaaa### added successfully.

Maintain Contract Project Code Table

A three-digit code established by the agency to further track the contract and to group contracts together. A project code can be a program, an assignment, etc. This code is not tied to the payment process or to the account distribution. The code is created and maintained by the agency on the Project Code Table.

Your Action ...	System Response ...
1. Choose MC (Manage Contracts) from the Main Menu and press ENTER.	The Manage Contracts Menu will appear.
2. Choose CT (Maintain Contract Tables (CW)) from the Manage Contracts Menu and press ENTER.	The Maintain Contract Tables (CW) Menu will appear.
3. Choose PO (Maintain Contract Project Code) from the Maintain Contract Tables (CW) Menu and press ENTER.	The Maintain Contract Project Code screen will appear.

```

PHFNC10 PHVK STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 02/26/2019
PHMPC1D PHMPC2M Maintain Contract Project Code 10:43 AM

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

*Agency #: _____

Contract Project Code: ____

Description: _____

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

Your Action ...	System Response ...
4. Choose Add .	

Your Action ...	System Response ...
5. Enter the following fields: *Agency: xxxx. Contract Project Code: Enter a 3-digit code to designate a project of the agency to which contracts are to be tracked.	
6. Press ENTER.	
7. Enter the following information: Description: Enter a description to be associated with this project code.	
8. Press ENTER.	The system will display the following message: Record MCPCaaaa### added successfully.

Maintain Approval Route Code Table (MMRS ONLY)

The approval process in Manage Contracts contains special routing instructions. Each contract service type has a pre-set approval route assigned for the following reasons:

- Certain contracts are reviewed and approved by multiple control agencies.
- Some agencies are exempt from rules and regulations of specific control agencies.
- Some service types are exempt from the review process (*i.e.*, architects, dentists, engineers, etc.).

Your Action ...	System Response ...
1. Choose MC (Manage Contracts) from the Main Menu and press ENTER.	The Manage Contracts Menu will appear.
2. Choose CT (Maintain Contract Tables (CW)) from the Manage Contracts Menu and press ENTER.	The Maintain Contract Tables (CW) Menu will appear.
3. Choose MT (Maintain Approval Route Code) from the Maintain Contract Tables (CW) Menu and press ENTER.	The Maintain Approval Route Code screen will appear.

```

PHFNC10 PHVG STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 02/26/2019
PHMCCD1D PHMCCD1M Maintain Approval Route Code 11:27 AM

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

*Approval Route: __
    Description: _____

*Apprv Profile: _____

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

Your Action ...	System Response ...
4. Choose Add .	
5. Enter the following fields: *Approval Route: Enter a 2-digit code to designate the approval route. Description: Enter a description to be associated with this approval route code. *Approval Profile: Enter the transaction profile for the approval route.	
6. Press ENTER.	The system will display the following message: Contract Type XX added successfully.

Maintain Contract Service Type Table (MMRS ONLY)

The Maintain Contract Service Type screen is used to record and maintain service types and descriptions for contracts.

Your Action ...	System Response ...
1. Choose MC (Manage Contracts) from the Main Menu and press ENTER.	The Manage Contracts Menu will appear.
2. Choose CT (Maintain Contract Tables (CW)) from the Manage Contracts Menu press ENTER.	The Maintain Contract Tables (CW) Menu will appear.
3. Choose MS (Maintain Contract Service Type) from the Maintain Contract Tables (CW) Menu and press ENTER.	The Maintain Contract Service Type screen will appear.

```

PHFNC10 PHVG STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 02/26/2019
PHMCST1D PHMCST1M Maintain Contract Service Type 12:12 PM

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

Fiscal Year: ____ *Service Type: ____

Service Description : _____

Service Type for Contract: _

*Approval Route: __

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

```

Your Action ...	System Response ...
4. Choose Add .	
5. Enter the following information: Fiscal Year: XXXX *Service Type: Enter a 3-digit code to designate a type of service.	
6. Press ENTER.	

Your Action ...	System Response ...
7. Enter the following information: Service Description: The description for the Service Type code. Service Type for Contract: Enter (Y)es for Service Types that require contracts. Enter (N)o for Service Types that do not require contracts (in which case the Fiscal Year above should be blank). *Approval Route: Enter a 2-digit code to designate the approval route.	
8. Press ENTER.	The system will display the following message: SERVICE-TYPE XXXX-XXX added successfully.

Maintain Contract Route Override Table (MMRS ONLY)

The Maintain Contract Route Override screen is used to maintain alternate approval routes for contracts.

Your Action ...	System Response ...
1. Choose MC (Manage Contracts) from the Main Menu and press ENTER.	The Manage Contracts Menu will appear.
2. Choose CT (Maintain Contract Tables (CW)) from the Manage Contracts Menu and press ENTER.	The Maintain Contract Tables (CW) Menu will appear.
3. Choose MR (Maintain Contract Route Override) from the Maintain Contract Tables (CW) Menu and press ENTER.	The Maintain Contract Route Override screen will appear.

```

PHFNC10 PHVG STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 02/26/2019
PHMCR01D PHMCR01M Maintain Contract Route Override 12:22 PM

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

Fiscal Year: ____
*Agency: ____
*Approval Route: __
*Service Type: ____

*Alternate Approval Route: __

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

Your Action ...	System Response ...
4. Choose Add .	
5. Enter the following information: Fiscal Year: XXXX *Agency: XXXX. *Approval Route: Enter a 2-digit code to designate the approval route. *Service Type: Enter a 3-digit code to designate a type of service.	
6. Press Enter.	
7. Enter the following information: *Alternate Approval Route: Enter a 2-digit code to designate the alternate approval route.	
8. Press ENTER.	The system will display the following message: Route Override XXXX-XXXX-XX- added successfully.

Browse Fiscal Year Service Type

The Browse Fiscal Year Service Type is used to view a listing of service types by specified fiscal year.

Your Action ...	System Response ...
1. Choose MC (Manage Contracts) from the Main Menu and press ENTER.	The Manage Contracts Menu will appear.
2. Choose CT (Maintain Contract Tables (CW)) from the Manage Contracts Menu and press ENTER.	The Maintain Contract Tables (CW) Menu will appear.
3. Choose ST (Browse Fiscal Year Service Type) from the Maintain Contract Tables (CW) Menu and press ENTER.	The Browse Fiscal Year Service Type screen will appear.

Fiscal Year	Service Type	Service Description	Appv RT Code	Contract Ind
PHFNC10	PHVG	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM		02/26/2019
PHMCSVTB	PHMCSVTM	Browse Fiscal Year Service Type		12:35 PM
2019	ACC	ACCOUNTANTS	E2	Y
2019	AC1	ACTORS	P1	Y
2019	AC2	ACTUARIES	E2	Y
2019	AC3	ACCOUNTANTS-INDIRECT COSTS	E2	Y
2019	AC4	ACCOUNTANTS-GAP PREPARATION	E2	Y
2019	AC5	ACCOUNTANTS-CPA	E2	Y
2019	ADM	ADMINISTRATIVE ASSISTANTS	P1	Y
2019	ADR	ADVERTISING/PUBLICATIONS	P1	Y
2019	ADV	ADVERTISING RELATED OCCUPATIONS	P1	Y
2019	AGO	AG CONT CONFIDENTIAL (AG USE ONLY)	P1	Y
2019	AGR	AGRICULTURAL RELATED OCCUPATIONS	P1	Y
2019	ANI	ANIMATORS	P1	Y
2019	ANS	ANSWERING SERVICE	P1	Y
Fiscal Year: 2019 Service Type: ____				
Direct Command: _____				
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---				
Help Main End			Bkwd Fwd Prnt	Quit

Your Action ...	System Response ...
4. Selection criteria include Fiscal Year and Service Type.	Information is displayed by Fiscal Year, Service Type, Service Description, Approval Route Code, and Contract Indicator.

Copy Contract Service Type Records (MMRS ONLY)

The Copy Contract Service Type Records screen is used to copy contract service type records from one fiscal year to another fiscal year or to purge contract service type records.

Your Action ...	System Response ...
1. Choose MC (Manage Contracts) from the Main Menu and press ENTER.	The Manage Contracts Menu will appear.
2. Choose CT (Maintain Contract Tables (CW)) from the Manage Contracts Menu and press ENTER.	The Maintain Contract Tables (CW) Menu will appear.
3. Choose CS (Copy Contract Service Type Records) from the Maintain Contract Tables (CW) Menu and press ENTER.	The Copy Contract Service Type Records screen will appear.

```

PHFNC10 PHVG STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 02/26/2019
PHMCST2U PHMCST2M Copy Contract Service Type Records 01:33 PM

      Act  Description
      C    Copy
      P    Purge

Code:  _   From FY:  _
      *Service Type Range:  _ to  _

      Copy to FY:  _

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

Your Action ...	System Response ...
4. Enter the following information: Code: Copy or Purge. From FY: Current Fiscal Year *Service Type Range: ACC – WRI Copy to FY: New Fiscal Year	
5. Press ENTER.	

Maintain Contract Counter (MMRS ONLY)

The Maintain Contract Counter screen is used to view the total number of contracts that are pending or have been requested or approved in SPAHRS. As each contract is assigned a sequential number, the total displayed on this screen is the last contract number assigned.

Your Action ...	System Response ...
1. Choose MC (Manage Contracts) from the Main Menu and press ENTER.	The Manage Contracts Menu will appear.
2. Choose CT (Maintain Contract Tables (CW)) from the Manage Contracts Menu and press ENTER.	The Maintain Contract Tables (CW) Menu will appear.
3. Choose CC (Maintain Contract Counter) from the Maintain Contract Tables (CW) Menu and press ENTER.	The Maintain Contract Counter screen will appear.

PHFNC10 PHVG STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 02/26/2019
PHMCCC1D PHMCCC1M Maintain Contract Counter 01:40 PM
*Action: _ (C,D,M)
Contract Number: _____
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Note Prnt Quit

Your Action ...	System Response ...
4. Choose Modify and press ENTER.	
5. Enter the following information: Contract Number: A unique consecutive sequence number assigned by the system to identify the contract.	
6. Press ENTER.	The Contract Number will have been modified.

Copy Contract Route Override Records (MMRS ONLY)

The Copy Contract Route Override Records screen is used to copy approval route overrides from one fiscal year to another fiscal year or to purge approval route override records.

Your Action ...	System Response ...
1. Choose MC (Manage Contracts) from the Main Menu and press ENTER.	The Manage Contracts Menu will appear.
2. Choose CT (Maintain Contract Tables (CW)) from the Manage Contracts Menu and press ENTER.	The Maintain Contract Tables (CW) Menu will appear.
3. Choose CR (Copy Contract Route Override Records) from the Maintain Contract Tables (CW) Menu and press ENTER.	The Copy Contract Route Override Records screen will appear.

```

PHFNC10 PHVG STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 02/26/2019
PHMCRO2D PHMCRO2M Copy Contract Route Override Records 02:03 PM

All values must be entered.

Act Description
C Copy
P Purge

Code: _ From FY: ____
*Agency Number Range: ____ to ____
*Approval Route Range: __ to __
*Service Type Range: ____ to ____

Copy/Purge To FY: ____

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: Code: Copy or Purge From FY: Current Fiscal Year *Agency Number Range: Enter the Agency range to be copied or purged *Approval Route Range: A1 – T1 *Service Type Range: ACC – WRI Copy/Purge to FY: New Fiscal Year	
5. Press ENTER.	The Batch Job Submission window will appear.
6. Press ENTER.	The system will display the following message: Job Has Been Submitted Successfully

Browse Contract Route Overrides

Your Action ...	System Response ...
1. Choose MC (Manage Contracts) from the Main Menu and press ENTER.	The Manage Contracts Menu will appear.
2. Choose CT (Maintain Contract Tables (CW)) from the Manage Contracts Menu and press ENTER.	The Maintain Contract Tables (CW) Menu will appear.
3. Choose CB (Browse Contract Route Overrides) from the Maintain Contract Tables (CW) Menu and press ENTER.	The Browse Contract Route Overrides screen will appear.


```

PHFNC10 CI STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 02/26/2019
PHMCRO2B PHMCRO3M Browse Contract Route Overrides 02:04 PM

Actions: (D)
Fiscal Approval Service Alternate
Year Agency Route Type Approval Route
-----

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

Your Action ...	System Response ...
4. Enter the following information: Fiscal Year: Enter the requested fiscal year. *Agency: Enter the agency number/	
5. Press ENTER.	Information is displayed by Fiscal Year, Agency, Approval Route, Service Type, and Alternate Approval Route.
6. Display the requested record.	The Maintain Contract Route Override screen will appear.