Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials		
6243	Position	Effective Date: 06/18/2019
	Program Budget and Financial Information	Version: 5

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Objective

Capture program and financial information for a position.

Outcome

Program budget and accounting distribution information is entered into the system.

Program Budget Information

The Program Budget Information screen is used to record or modify detailed program and funding information for a specific PIN. Information such as program details, program number, and funding percentages by source are included.

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

```
PHFNC10  PHVA        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    06/17/2019
PHIMAINU PHIMAINM                  Position Menu                      01:51 PM


          Code      Description                          FastPath

          MP    Manage Position
          MW    Maintain FY Control Tables
          BA    Browse Active PINs                        BRAP
          AP    Browse Active/Pending PINs                BRAPP
          AB    Browse Abolished PINs                     BRABP
          BV    Browse Vacant PINs                        BRVP
          PR    Produce PEP Report                        PREP
          PV    View PEP Information                       VPEP
          SV    List of Statewide Vacancies               LOSV
          UP    Upload Position - Report to Agency & PIN   UPPOS




      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 **MP** (Manage Position) from the Position Menu and press ENTER.	The Manage Position Menu will appear.

```
PHFNC10  PHVA        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      06/17/2019
PHIMAINU PHIMAINM               Manage Position Menu                    01:51 PM


         Code      Description                          FastPath


           MP    Maintain Position Information           MNPI
           IA    Intra-Agency Position Transfer          IAPT
           RA    Full-Time/Part-Time Swap                FPTS
           AA    Abolish Position                        ABPO
           TL    FY Time-Limited Position Re-Authorization TLPR
           RR    Reallocation/Reclassification           RARC
           PB    Program Budget Information              PBUD
           P1    Produce PIN/OCCU PAR Indicator Report   PAR1
           RP    Produce Program Budget Report By Agency  PINBUD
           DP    Download of Position and Position Budget Info
           PE    Download of Position and Employment Details POEM
           PL    Browse Position Log File                POSL



     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 **PB** (Program Budget Information) from the Manage Position Menu and press ENTER.	The Program Budget Information screen will appear.

```
PHFNC10  PHVA        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      06/17/2019
PHOPBG0D PHOPBG0M              Program Budget Information                02:26 PM


 *Action: _   (A,C,D,M,N,P)
 *Agency Nbr: ____                                         Cur FLSA:
       *PIN: _____      Cur Fiscal Year: 2019         Service Type:
        OCCU:                                             APPROVAL: A
         SSN:     - -


Display   Requested Program Details:   *PGM#   PGM%    GF%    FF%    OF%
 1_ of                                   __   _____  _____  _____  _____
                                         __   _____  _____  _____  _____
                                         __   _____  _____  _____  _____
                                         __   _____  _____  _____  _____
                                         __   _____  _____  _____  _____
                                         __   _____  _____  _____  _____
                                         __   _____  _____  _____  _____
                                         __   _____  _____  _____  _____

Trans Eff Date: __ __ ____          Transmit For Approval: N
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End   Agcy  Note  Hist  Bkwd  Fwd                     Quit
```

Your Action ...	System Response ...

4. Choose **A**dd and enter the following information:
 	
   *Agency Num: The agency code xxxx.
   *PIN: Enter the PIN for which the program budget information is being added.
   Curr Fiscal Year: System defaults to current Fiscal Year.	

5. Press ENTER.	The system will display information on the current PIN and employee if the PIN is active. The Approval status will be Pending.

6. Enter the following information:
 	
   *PGM#: Enter at least one program number for the PIN.
   PGM%: Must equal 100 percent among all programs.
   GF%, FF%, OF%: Must equal 100 percent among all funds for each program.
   Trans Eff Date: MM DD YYYY	

Your Action ...	System Response ...
Continue entering the following information. **Transmit for Approval**?: An indicator for a request to be authorized. Valid values are "**Y**" or "**N**". If value is set to "Y", an approval record has been created and the record cannot be modified unless the approval record is withdrawn.	
7. Press ENTER.	The Program Budget Information screen will appear with the following message: Pos-Budget aaaa-pin#-yyyy-P added successfully.

Download of Position and Position Budget Information

This download provides a report, listing the PIN Number, SSN, Person Name, Occu Code, Occu Title, PGM#, Program Description, PGM%, GF%, FF%, and OF%.

Your Action ...	System Response ...
1. Choose **PO** (Position) from the Main Menu and press ENTER.	The Position Menu will appear.
2. Choose **MP** (Manage Position) from the Position Menu and press ENTER.	The Manage Position Menu will appear.
3. Choose **DP** (Download of Position and Position Budget Info) from the Manage Position Menu and press ENTER.	The Download of Position and Position Budget Info screen will appear.

```
PHFNC10  PHVI    STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM       06/18/2019
PHOPPN6D PHOPPN6M  Download of Position and Position Budget Info      09:38 AM




            *Agency:  ___ ___ ___ ___ ___ ___ ___ ___ ___ ___
                      ___ ___ ___ ___ ___ ___ ___ ___ ___ ___




            File Name:

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 *Agency Number and press ENTER.	The Batch Job Submission pop up window will appear. The system will populate the File Name.