Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials	
6008 SPAHRS – How to Continue Contract WINs in the New Fiscal Year	Revision Date: 10/26/2018
	Version: 6

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Renew the Contract

Your Action …	System Response …
1. Choose **MC** (Manage Contracts from the Main Menu and press ENTER.	The Manage Contracts Menu will appear.
2. Choose **MC** (Maintain Contract Worker) from the Manage Contracts Menu and press ENTER.	The Browse (CW) Contracts by Agency screen will appear.
3. Enter **M**odify beside the Contract Worker's contract to be **RENEWED** and press ENTER.	The Maintain Contract Information screen will appear.
4. Enter the following changes: **Origin End Date:** Change the date to the next fiscal year 06/30/20XX. **Agreement Amt:** Increase the agreement amount by adding the current Fiscal Year - agreement amount to the new Fiscal Year agreement amount.	
5. Press ENTER.	
6. Press F3 in order for the system to accept the changes.	
7. **D**isplay the contract.	
8. Place a **'C'** in the **FY Action** field beside the current Fiscal Year and press ENTER. (The system will add the new FY screens.)	
9. Modify the **Expenditure Requested $** (dollar) amount (no commas) to the agreement amount for the new FY and press F11 to scroll to the next panel.	
10. **"Transmit for Approval"** - enter '**Y**' and press **ENTER**.	The system will prompt, Contract Year XXXXX-20XX added successfully.

Rehire Worker in Same WIN for the New 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 **CW** (Contract WIN Menu) from the Manage Contracts Menu and press ENTER.	The Contract WIN Menu will appear.
3. Choose **BW** (Browse/Hire Contract Worker Within WIN) from the Contract WIN Menu and press ENTER.	The Browse/Hire Contract Worker Within WIN screen will appear.
4. Enter the Agency, current Fiscal Year and the Contract Number in the search criteria and press ENTER.	

Your Action …	System Response …
5. Choose "**M**" to modify beside the name of the worker to be rehired for new Fiscal Year and press ENTER.	The Hire Contract Worker within WIN screen will appear.
6. Enter the following information: **Fiscal Year:** Change the current Fiscal Year to the new Fiscal Year (20XX). **Expected End Date:** Change the date to end in the new Fiscal Year. (20XX) **Trans Effective Date:** Enter the WIN Hire Date. **Transmit for Approval:** Enter a **Y** for approval.	
7. Press ENTER.	
8. **I9/E-Verify Status**: Verify the information and press ENTER.	The system will prompt, "Contract Year XXXX-20XX added successfully."

Modify Account Distribution for Worker in Same WIN for New Fiscal Year

All WIN account distribution records with a future end date (a date into a future FY) will roll over when the PIN account distributions are rolled over. If the account distribution has an end date in the current FY, be sure to add one for the new FY.

Your Action …	System Response …
1. Choose **MC** (Manage Contracts from the Main Menu and press ENTER.	The Manage Contracts Menu will appear.
2. Choose **CW** (Contract WIN Menu) from the Manage Contracts Menu and press ENTER.	The Contract WIN Menu will appear.
3. Choose **CD** (Maintain WIN Account Distribution) from the Contract WIN Menu and press ENTER.	The Maintain WIN Account Distribution screen will appear.
4. Enter '**M**'odify in Action on the Maintain WIN Accounting Distribution and press **Enter**.	
5. To unapprove the record, enter an '**N**' in the approval field and press **ENTER.**	
6. Enter '**M**'odify in Action and press **ENTER**.	
7. Change the end date to a future end date (*e.g.,* 06/30/2069).	
8. Enter '**Y**' in the Approval field to approve record and press **ENTER.**	