
Mississippi Management and Reporting System

Department of Finance and Administration

MMRS Training Materials		
9110	Surplus Management - Import Non-Tagged Assets Reference Guide (Cities, Counties, School Districts)	Effective Date: 11/2/2010
		Version: 1

PURPOSE

This reference guide has been developed to assist governmental entities with the process of submitting non-tagged assets import files to Mississippi Office Surplus Property (MOSP) for receiving (transfers) in the Protégé system.

Import Fields File Layout

Name	Order	Min	Max	Required	Ignore	Default	Default Type
Department	1	-	-	Y	N	-	-
Class Code	2	-	-	Y	N	-	-
Quantity	3	-	-	Y	N	-	-
Accounting Cost	4	-	-	Y	N	-	-
Description	5	-	-	N	N	-	-
Serial Number	6	-	-	N	N	-	-

Note: Users should use the above import fields file layout when submitting to Mississippi Office of Surplus Property (MOSP).

Department number

- Required
- Numeric
- Must be **000**

Class Code

- Required
- Alphanumeric
- Must be an exact match from the Class Code list
- The Class Code can be found on the MOSP website:
<http://www.dfa.state.ms.us/Offices/SurProp/SurProp.htm>

Quantity

- Required
- Numeric
- Must be **1**

Accounting Cost

- Required
- Numeric (must use decimal)
- 12 digits maximum
- Cannot be blank or less than \$1

Description

- Character
- 20 spaces in length

Serial Number

- Alphanumeric
- 25 spaces in length

Procedures for importing the non-tagged assets file:

- The user will create a text file (word document or notepad) using **nontagged_assets** as the file name.
- The file must contain valid data in all the required fields.
- The file must contain a tab space for all fields that are not required and are blank.
- Leave no extra spaces at the end of any record.

- Once the file has been created,
 - The agency/entity will send an email to Mississippi Office of Surplus Property (MOSP) with the file attached.
 - MOSP will review the file.
 - MOSP will send the file to Mississippi Management and Reporting System (MMRS) to be imported into Protégé.

- If there are any errors from the import submission,
 - MMRS will return the file along with the error message(s) via e-mail to MOSP.
 - MOSP will work with the agency/entity to make the necessary correction(s).
 - Once the file has been corrected, the agency will re-submit the file to MOSP.
 - MOSP will send the file to Mississippi Management and Reporting System (MMRS) to be imported into Protégé.

- Once the file is error free,
 - MMRS will import the file.
 - A record will be created in the F & E module for each item on the non-tagged import file.
 - These assets will have the naming convention of 000-NTxxxxxx.