
Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials		
6202	Agency - Set Up Master Agency	Revised Date: 09/20/2010
		Version: 3

**Agency - Set Up Master Agency
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Objective

Establish a Master Agency.

Outcome

Agency is established.

Overview

The Maintain Master Agency panel is used to add and maintain Master Agency information. A Master Agency is established by SPB to link sub-agencies or appropriation units together. The information contained on this panel is very limited and includes Agency Head, Payroll Officer, Personnel Director, and SPB Analyst data.

This panel can be used to perform the following functions:

- Establish a new Master Agency
- Modify an existing Master Agency
- 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.

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PHPH003  PHV7          STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      05/03/2006
PHOAMMAD PHOAMMAM          Maintain Master Agency                    02:01 PM

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

  *Master#:  _____ Name:  _____

          *SPB Analyst:  _____
          Date Established:  __ __ __
  *Pers Dir/Cnct Agency#:  _____ *EE04 Function:  __
          Phone:  _____ *PIN:  _____
          *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 Add . If ENTER is pressed, the Master Agency is assigned the next sequential number.	The system will require the agency name.
<p>5. Enter the following information:</p> <p>Name: Enter the unique master agency name.</p> <p>*SPB Analyst: This field is populated by the system, but can be modified.</p> <p>Date Established: The date the master agency was established (MMDDYYYY).</p> <p>*EE04 Function: Enter the two-digit code assigned for EE04 requirements.</p> <p>All required data has now been entered. Optional fields on this screen include:</p> <p>*Pers Dir/Cnct Agency#; *PIN; Phone; Ext: *Agency Head Agency#; *PIN; Phone; Ext: *Payroll Offcr/Cnct Agency#; *PIN; Phone; Ext:</p> <p>Sub Agency Security (Y/N): indicates the security status.</p> <p>The following fields are used to inactivate and reactivate a master agency:</p> <p>Inactivate Date: The date the master agency was inactivated. Reactivate Date: The date the master agency was reactivated. Pay Through Date: The last date a payment can be made to an employee after the master agency has been inactivated. *Reason Code: Code indicating the reason the master agency was abolished. The system will populate the description of the code.</p>	<p>Note: An error message will be issued if a duplicate agency name is entered.</p>
6. Press ENTER.	<p>The Master Agency has been added and the following message is displayed:</p> <p>Master Agency xxxxx added successfully.</p>
7. Press F9 to access the sub-agency screen and continue adding agency information, if desired.	The Maintain Agency screen will appear. (See 6203 Agency Set Up Sub-Agency Workbook)