
Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials		
6207	Agency – Inactivate and Reactivate a Sub-Agency and a Master Agency	Revised Date: 09/21/2010
		Version: 3

**Agency - Inactivate and Reactivate a Sub-Agency and a Master Agency
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Objective

Inactivate and Reactivate a Sub-Agency and a Master Agency

Outcome

A sub-agency and a Master agency have been inactivated and reactivated. All positions must be vacated and abolished prior to inactivating an agency, and the Agency inactivation information must be entered before entering the Master Agency inactivation information.

Inactivate an 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 MA (Maintain Agency) from the Manage Agency Information Menu and press ENTER.	The Maintain Agency screen will appear.

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PHFNC10 PHV0 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/21/2010
PHOAMAGD PHOAMA1M Maintain Agency 01:38 PM
2 more >

*Action: = (A,B,C,D,M)

*Agency#: ____ Name: _____

*Master#: ____ Date Established: __ __ __
Previous LBO#: ____ Previous SPB#: ____ More:
SAAS Agency #: ____ ____ ____
Create Bill#: ____ Create Bill Date: __ __ __
*Create Type: _ *Add/Spec Comp: ____ More:
*Service Type: _ SPB Processed: _
*SPB Analyst: _____
Agcy Max Salary: _____ Curr Agcy Head Sal:
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 AgPB Note AgFY Left Right Quit
    
```


Your Action ...	System Response ...
7. Enter the following information: Note Subject: Enter a note subject for the reviewers. This is a free text field. Note Description: Enter a description of the note for the reviewers.	
8. Press Enter	The agency has been modified to be inactivated, and the following message is displayed: Agency xxxxx modified successfully.
9. A batch program must then be run to complete the inactivation process:	See Inactivate Agency after Pay thru Date under Printing (Agency Batch Reports) in the 6201 - Agency Overview Workbook.

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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PHFNC10 PHVO STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/21/2010
PHOAMMAD PHOAMMAM Maintain Master Agency 01:28 PM

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

*Master#: _____ Name: _____

*SPB Analyst: _____
Date Established: __ __ ____ *EE04 Function: __
*Pers Dir/Cnct Agency#: _____ *PIN: _____
Phone: _____ Ext: _____
*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 Modify , enter the agency number and press ENTER.	The agency information will be displayed.
5. Enter the following fields: Inactivate Date: MM DD YYYY. The date a master agency is to be inactivated. This date must be greater than the Date Established and cannot be prior to those of the sub-agency's Inactivate Date and Pay Through Date Pay Through Date: MM DD YYYY. The date that indicates the last date a payment can be made to an employee once an agency is inactivated. Reason Code: Code denoting the reason for the inactivation.	
6. Press ENTER.	The Notes and Comments screen will appear.

Reactivate 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 RM (Reactivate a Master Agency) from the Manage Agency Information Menu and press ENTER.	The Reactivate a Master Agency browse will appear listing the inactive master agencies.

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PHFNC10 PHV5 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 07/06/2006
PHOARMAB PHOARAGM Reactivate a Master Agency 03:52 PM

Action: (D,M)

Act Agency Name Mastr Inact Rsn Reason Desc
-----
- ADMINISTRATIVE SERVICES, OFFIC 90100 04/15/1998 12 Abolished Prior to Conv
- CHILDREN'S REHABILITATION CENT 90383 04/15/1998 12 Abolished Prior to Conv
- COAST COLISEUM COMMISSION 90987 04/15/1998 12 Abolished Prior to Conv
- EDUCATION & RESEARCH CENTER - 90446 04/15/1998 12 Abolished Prior to Conv
- HOSPITAL REIMBURSEMENT COMMISS 90395 04/15/1998 12 Abolished Prior to Conv
- INSURANCE COMMISSION 90505 04/15/1998 12 Abolished Prior to Conv
- LAW LIBRARY 90061 04/15/1998 12 Abolished Prior to Conv
- MISSISSIPPI INDUSTRIES FOR THE 90236 04/15/1998 12 Abolished Prior to Conv
- MISSISSIPPI VETERANS HOME 96731 04/15/1998 12 Abolished Prior to Conv
- PSYCHOLOGICAL EXAMINERS BOARD 90823 04/15/1998 12 Abolished Prior to Conv

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

Your Action ...	System Response ...
4. Select the master agency to be reactivated with a Modify action and press ENTER.	The Reactivate Master Agency screen will appear.

```

PHFNC10 PHV5 _STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 07/06/2006
PHOARMAD PHOARMAM Reactivate Master Agency 03:54 PM

*Master#: 90100 Name: ADMINISTRATIVE SERVICES, OFFICE OF _____

*SPB Analyst: CLPH003 ** User name is not on Security file **
Date Established: 01 01 1901 *EE04 Function: 15
*Pers Dir/Cnct Agency#: _____ *PIN: _____
Phone: _____ Ext: _____
*Agency Head Agency#: _____ *PIN: _____
Phone: _____ Ext: _____
*Payroll Offcr/Cnct Agency#: _____ *PIN: _____
Phone: _____ Ext: _____

Inactivate Date: 04 15 1998 Reactivate Date: _ _ _ _
Pay Thru Date: 04 15 1998
*Reason Code: 12 Abolished Prior to Conversion

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

Your Action ...	System Response ...
5. Enter the reactivation date. It must be greater than the inactivated date.	
6. Press ENTER.	The master agency has been reactivated and the following message is displayed: Master agency xxxxx modified successfully.
7. A Batch Program must then be run to complete the Reactivation Process:	See Reactivate Master Agency after Reactivate Date under Printing (Agency Batch Reports) in the 6201 - Agency Overview Workbook.

Reactivate an 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 RA (Reactivate an Agency) from the Manage Agency Information Menu and press ENTER.	The Reactivate an Agency browse will appear listing the inactivated agencies.

```

PHFNC10 PHV0 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/21/2010
PHOARAGB PHOARAGM Reactivate an Agency 01:48 PM

Action: (D,M)

Act Agency Name Agcy Mastr Inact Rsn
Num Agcy# Date Cd Reason Desc
-----
_ ADMINISTRATIVE SERVICES, OFFIC 0100 90100 06/30/1986 12 Abolished Prior to
_ AERONAUTICS COMMISSION 0820 90411 06/30/1990 12 Abolished Prior to
_ ARCHIVES & HISTORY DEPT-RECORD 0645 90475 06/30/1986 12 Abolished Prior to
_ ATTORNEY GENERAL - CONSUMER PR 0075 90071 06/30/1986 12 Abolished Prior to
_ ATTORNEY GENERAL - ORGANIZED C 0073 90071 06/30/1986 12 Abolished Prior to
_ AUDITOR OF PUBLIC ACCOUNTS 0151 90155 06/30/1987 12 Abolished Prior to
_ BANKING & CONSUMER FINANCE-MTR 0512 90511 06/30/1985 12 Abolished Prior to
_ BANKING & CONSUMER FINANCE-SMA 0513 90511 06/30/1985 12 Abolished Prior to
_ BANKING & CONSUMER FINANCE-CFF 0510 90511 07/08/1999 01 Legislative Mandat
_ BLIND SCHOOL - MISSISSIPPI 0231 90201 04/15/1998 01 Legislative Mandat

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

Your Action ...	System Response ...
4. Select the agency to be reactivated with a Modify action and press ENTER.	The Reactivate Agency screen will appear.

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PHFNC10 PHV5 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 07/06/2006
PHOARAGD PHOARA1M Reactivate Agency 04:06 PM
2 more >

*Agency#: 0142 Name: KATIE'S TEST_____

*Master#: 90160 Date Established: 07 01 2006
Previous LBO#: Previous SPB#: More:
SAAS Agency #: 0614
Create Bill#: S3127 Create Bill Date: 07 01 2006
*Create Type: S *Add/Spec Comp: SPDTY More: Y
*Service Type: SS SPB Processed: Y
*SPB Analyst: PHFNC10 Katie Womack
Agcy Max Salary: 104897.00 Curr Agcy Head Sal: 104897.00
Reactivate Date: Inactivate Date: 07 01 2006
Pay Thru Date: 07 01 2006
*Reason Code: 01 Legislative Mandate

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

Your Action ...	System Response ...
5. Enter the reactivation date. It must be greater than the inactivated date.	
6. Press ENTER.	The agency has been reactivated and the following message is displayed: Agency xxxx modified successfully.
7. A Batch Program must then be run to complete the Reactivation Process:	See Reactivate Agency after Reactivate Date under Printing (Agency Batch Reports) in the 6201 - Agency Overview Workbook.