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# Mississippi Management and Reporting System

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**Department of Finance and Administration**

<b>MMRS Policies and Procedures</b>		
6223	Manage Contract Table Maintenance	Revision Date: 09/30/2015
		Version: 5

**Manage Contracts Table Maintenance  
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**Objective**

Enter office and project codes into contract tables

**Outcome**

Table information is added successfully

**Maintain Contract Tables (CW)**

Your Action ...	System Response ...
1. Choose <b>MC</b> (Manage Contracts) from the Main Menu and press ENTER.	The Manage Contracts Menu will Appear.

```

PHFNC10 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/23/2015
PHIMAINU PHIMAINM Manage Contracts Menu 02:01 PM

Code Description FastPath
MC Maintain Contract Worker MCON
MY Maintain Contract Year (CW) MCYR
AC Browses used for Analyzing Contracts (CW) ANZC
BR Contract Browses and Reports (CW) BRRE
YH Browse Contract Years History (CW) CTYH
CT Maintain Contract Tables (CW) TBLS
CW Contract WIN Menu CWMU

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 <b>CT</b> (Maintain Contract Tables (CW)) from the Manage Contracts Menu and press ENTER.	The Maintain Contract Tables (CW) Menu will appear.

```

PHFNC10 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/23/2015
PHIMAINU PHIMAINM Maintain Contract Tables (CW) Menu 02:02 PM

Code Description FastPath
CO Maintain Contract office code OFFC
PO Maintain Contract Project Code PRJC
MT Maintain Approval Route Code APRC
CC Maintain Contract Counter CCNT
MS Maintain Contract Service Type MCST
CS Copy Contract Service Type Records CCST
MR Maintain Contract Route Override MCRO
CR Copy Contract Route Override Records CCRO
ST Browse Fiscal Year Service Type STYP
CB Browse Contract Route overrides

Code: __

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

**Maintain Contract Office Code Table**

A three-digit code established by the agency to further track the contract. An office code for contract workers can be a location, a division, etc. This code is not tied to the payment process or to the account distribution. The office code is created and maintained by the agency for its use and reporting.

Your Action ...	System Response ...
3. Choose <b>CO</b> (Maintain Contract Office Code) from the Maintain Contract Tables (CW) Menu and press ENTER.	The Maintain Contract Office Code screen will appear.

```

PHFNC10 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/23/2015
PHMCOC1D PHMCOC1M Maintain Contract Office Code 02:05 PM

*Action: = (A,B,C,D,M,N,P)
*Agency Number.....: ____
Contract office code: ____
Description.....: _____

Last Update User....:
Last Update Dt/Tm...:

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

Your Action ...	System Response ...
4. Choose <b>Add</b> .	
5. Enter the following fields:  <b>*Agency:</b> xxxx <b>Contract Office Code:</b> Enter a 3-digit code to designate an office of the agency to which contracts are to be tracked. <b>Description:</b> Enter a description to be associated with this office code.	
6. Press ENTER.	The system will display the following message:  Record MCOCaaaa### added successfully.

### Maintain Contract Project Code Table

A three-digit code established by the agency to further track the contract and to group contracts together. A project code can be a program, an assignment, etc. This code is not tied to the payment process or to the account distribution. The code is created and maintained by the agency on the Project Code Table.

Your Action ...	System Response ...
1. Choose <b>MC</b> (Manage Contracts) from the Main Menu and press ENTER.	The Manage Contracts Menu will appear.
2. Choose <b>CT</b> (Maintain Contract Tables (CW)) from the Manage Contracts Menu and press ENTER.	The Maintain Contract Tables (CW) Menu will appear.
3. Choose <b>PO</b> (Maintain Contract Project Code) from the Maintain Contract Tables (CW) Menu and press ENTER.	The Maintain Contract Project Code screen will appear.

```

PHFNC10 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/23/2015
PHMPC1D PHMPC2M Maintain Contract Project Code 02:06 PM

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

*Agency #: _____
Contract Project Code: _____
Description: _____

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

Your Action ...	System Response ...
4. Choose <b>Add</b> .	
5. Enter the following fields:  <b>*Agency:</b> xxxx. <b>Contract Project Code:</b> Enter a 3-digit code to designate a project of the agency to which contracts are to be tracked.	
6. Press ENTER.	
7. Enter the following information:  <b>Description:</b> Enter a description to be associated with this project code.	
8. Press ENTER.	The system will display the following message:  Record MCPCaaaa### added successfully.

**Maintain Approval Route Code Table (MMRS ONLY)**

The approval process in Manage Contracts contains special routing instructions. Each contract service type has a pre-set approval route assigned for the following reasons:

- Certain contracts are reviewed and approved by multiple control agencies.
- Some agencies are exempt from rules and regulations of specific control agencies.
- Some service types are exempt from the review process (*i.e.*, architects, dentists, engineers, etc.).

Your Action ...	System Response ...
1. Choose <b>MC</b> (Manage Contracts) from the Main Menu and press ENTER.	The Manage Contracts Menu will appear.
2. Choose <b>CT</b> (Maintain Contract Tables (CW)) from the Manage Contracts Menu and press ENTER.	The Maintain Contract Tables (CW) Menu will appear.
3. Choose <b>MT</b> (Maintain Approval Route Code) from the Maintain Contract Tables (CW) Menu and press ENTER.	The Maintain Approval Route Code screen will appear.

```

PHFNC10 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/23/2015
PHMCCD1D PHMCCD1M Maintain Approval Route Code 02:07 PM

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

*Approval Route: __
Description: _____

*Apprv Profile: _____

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

Your Action ...	System Response ...
4. Choose <b>Add</b> .	
5. Enter the following fields:  <b>*Approval Route:</b> Enter a 2-digit code to designate the approval route. <b>Description:</b> Enter a description to be associated with this approval route code. <b>*Approval Profile:</b> Enter the transaction profile for the approval route.	
6. Press ENTER.	The system will display the following message:  Contract Type XX added successfully.

**Maintain Contract Service Type Table (MMRS ONLY)**

The Maintain Contract Service Type screen is used to record and maintain service types and descriptions for contracts.

Your Action ...	System Response ...
1. Choose <b>MC</b> (Manage Contracts) from the Main Menu and press ENTER.	The Manage Contracts Menu will appear.
2. Choose <b>CT</b> (Maintain Contract Tables (CW)) from the Manage Contracts Menu press ENTER.	The Maintain Contract Tables (CW) Menu will appear.
3. Choose <b>MS</b> (Maintain Contract Service Type) from the Maintain Contract Tables (CW) Menu and press ENTER.	The Maintain Contract Service Type screen will appear.

```

PHFNC10  PHV3          STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    09/28/2015
PHMCST1D PHMCST1M          Maintain Contract Service Type        09:56 AM

*Action: = (A,C,D,M,N,P)
Fiscal Year: ____ *Service Type: ____

Service Description : _____
Service Type for Contract: _
*Approval Route: ____

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

```

Your Action ...	System Response ...
4. Choose <b>Add</b> .	
5. Enter the following information:  Fiscal Year: XXXX <b>*Service Type:</b> Enter a 3-digit code to designate a type of service.	
6. Press ENTER.	

Your Action ...	System Response ...
7. Enter the following information:  <b>Service Description:</b> The description for the Service Type code. <b>Service Type for Contract:</b> Enter (Y)es for Service Types that require contracts. Enter (N)o for Service Types that do not require contracts (in which case the Fiscal Year above should be blank). <b>*Approval Route:</b> Enter a 2-digit code to designate the approval route.	
8. Press ENTER.	The system will display the following message:  SERVICE-TYPE XXXX-XXX added successfully.

### Maintain Contract Route Override Table (MMRS ONLY)

The Maintain Contract Route Override screen is used to maintain alternate approval routes for contracts.

Your Action ...	System Response ...
1. Choose <b>MC</b> (Manage Contracts) from the Main Menu and press ENTER.	The Manage Contracts Menu will appear.
2. Choose <b>CT</b> (Maintain Contract Tables (CW)) from the Manage Contracts Menu and press ENTER.	The Maintain Contract Tables (CW) Menu will appear.
3. Choose <b>MR</b> (Maintain Contract Route Override) from the Maintain Contract Tables (CW) Menu and press ENTER.	The Maintain Contract Route Override screen will appear.

```

PHFNC10 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/28/2015
PHMCR01D PHMCR01M Maintain Contract Route Override 10:06 AM

*Action: = (A,C,D,M,N,P)

Fiscal Year: ____
*Agency: ____
*Approval Route: ____
*Service Type: ____

*Alternate Approval Route: ____

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

Your Action ...	System Response ...
4. Choose <b>Add</b> .	
5. Enter the following information:  <b>Fiscal Year:</b> XXXX <b>*Agency:</b> XXXX. <b>*Approval Route:</b> Enter a 2-digit code to designate the approval route. <b>*Service Type:</b> Enter a 3-digit code to designate a type of service.	
6. Press Enter.	
7. Enter the following information:  <b>*Alternate Approval Route:</b> Enter a 2-digit code to designate the alternate approval route.	
8. Press ENTER.	The system will display the following message:  Route Override XXXX-XXXX-XX- added successfully.

### Browse Fiscal Year Service Type

The Browse Fiscal Year Service Type is used to view a listing of service types by specified fiscal year.

Your Action ...	System Response ...
1. Choose <b>MC</b> (Manage Contracts) from the Main Menu and press ENTER.	The Manage Contracts Menu will appear.
2. Choose <b>CT</b> (Maintain Contract Tables (CW)) from the Manage Contracts Menu and press ENTER.	The Maintain Contract Tables (CW) Menu will appear.
3. Choose <b>ST</b> (Browse Fiscal Year Service Type) from the Maintain Contract Tables (CW) Menu and press ENTER.	The Browse Fiscal Year Service Type screen will appear.

Fiscal Year	Service Type	Service Description	Appv RT Code	Contract Ind
2016	ACC	ACCOUNTANTS	E2	Y
2016	AC1	ACTORS	P1	Y
2016	AC2	ACTUARIES	P1	Y
2016	AC3	ACCOUNTANTS-INDIRECT COSTS	E2	Y
2016	AC4	ACCOUNTANTS-GAP PREPARATION	E2	Y
2016	AC5	ACCOUNTANTS-CPA	E2	Y
2016	ADM	ADMINISTRATIVE ASSISTANTS	P1	Y
2016	ADR	ADVERTISING/PUBLICATIONS	P1	Y
2016	ADV	ADVERTISING RELATED OCCUPATIONS	P1	Y
2016	AGO	AG CONT CONFIDENTIAL (AG USE ONLY)	P1	Y
2016	AGR	AGRICULTURAL RELATED OCCUPATIONS	P1	Y
2016	ANI	ANIMATORS	P1	Y
2016	ANS	ANSWERING SERVICE	P1	Y

Fiscal Year: 2016 Service Type: \_\_\_\_

Direct Command: \_\_\_\_\_

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---

Help Main End Bkwd Fwd Prnt Quit

Your Action ...	System Response ...
4. Selection criteria include Fiscal Year and Service Type.	Information is displayed by Fiscal Year, Service Type, Service Description, Approval Route Code, and Contract Indicator.

**Copy Contract Service Type Records (MMRS ONLY)**

The Copy Contract Service Type Records screen is used to copy contract service type records from one fiscal year to another fiscal year or to purge contract service type records.

Your Action ...	System Response ...
1. Choose <b>MC</b> (Manage Contracts) from the Main Menu and press ENTER.	The Manage Contracts Menu will appear.
2. Choose <b>CT</b> (Maintain Contract Tables (CW)) from the Manage Contracts Menu and press ENTER.	The Maintain Contract Tables (CW) Menu will appear.
3. Choose <b>CS</b> (Copy Contract Service Type Records) from the Maintain Contract Tables (CW) Menu and press ENTER.	The Copy Contract Service Type Records screen will appear.

PHFNC10	PHV3	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	09/28/2015
PHMCST2U	PHMCST2M	Copy Contract Service Type Records	10:10 AM

  

Act	Description
C	copy
P	Purge

  

Code: ==      From FY: \_\_\_\_  
 \*Service Type Range: \_\_\_\_ to \_\_\_\_  
 Copy to FY: \_\_\_\_

  

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

Your Action ...	System Response ...
4. Enter the following information:  <b>Code:</b> Copy or Purge. <b>From FY:</b> Current Fiscal Year <b>*Service Type Range:</b> ACC – WRI <b>Copy to FY:</b> New Fiscal Year	
5. Press ENTER.	

**Maintain Contract Counter (MMRS ONLY)**

The Maintain Contract Counter screen is used to view the total number of contracts that are pending or have been requested or approved in SPAHRS. As each contract is assigned a sequential number, the total displayed on this screen is the last contract number assigned.

Your Action ...	System Response ...
1. Choose <b>MC</b> (Manage Contracts) from the Main Menu and press ENTER.	The Manage Contracts Menu will appear.
2. Choose <b>CT</b> (Maintain Contract Tables (CW)) from the Manage Contracts Menu and press ENTER.	The Maintain Contract Tables (CW) Menu will appear.
3. Choose <b>CC</b> (Maintain Contract Counter) from the Maintain Contract Tables (CW) Menu and press ENTER.	The Maintain Contract Counter screen will appear.

```

PHFNC10  PHV3          STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    09/28/2015
PHMCCC1D PHMCCC1M          Maintain Contract Counter              10:11 AM

*Action: = (C,D,M)

Contract Number: _____

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

Your Action ...	System Response ...
4. Choose <b>Modify</b> and press ENTER.	
5. Enter the following information:  <b>Contract Number:</b> A unique consecutive sequence number assigned by the system to identify the contract.	
6. Press ENTER.	The Contract Number will have been modified.

**Copy Contract Route Override Records (MMRS ONLY)**

The Copy Contract Route Override Records screen is used to copy approval route overrides from one fiscal year to another fiscal year or to purge approval route override records.

Your Action ...	System Response ...
1. Choose <b>MC</b> (Manage Contracts) from the Main Menu and press ENTER.	The Manage Contracts Menu will appear.
2. Choose <b>CT</b> (Maintain Contract Tables (CW)) from the Manage Contracts Menu and press ENTER.	The Maintain Contract Tables (CW) Menu will appear.
3. Choose <b>CR</b> (Copy Contract Route Override Records) from the Maintain Contract Tables (CW) Menu and press ENTER.	The Copy Contract Route Override Records screen will appear.

```

PHFNC10 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/28/2015
PHMCR02D PHMCR02M Copy Contract Route Override Records 10:19 AM

All values must be entered.

Act Description
C Copy
P Purge

Code: = From FY: ____
*Agency Number Range: ____ to ____
*Approval Route Range: ____ to ____
*Service Type Range: ____ to ____

Copy/Purge To FY: ____

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 the following information:  <b>Code:</b> Copy or Purge <b>From FY:</b> Current Fiscal Year <b>*Agency Number Range:</b> Enter the Agency range to be copied or purged <b>*Approval Route Range:</b> A1 – T1 <b>*Service Type Range:</b> ACC – WRI <b>Copy/Purge to FY:</b> New Fiscal Year	
5. Press ENTER.	The Batch Job Submission window will appear.
6. Press ENTER.	The system will display the following message:  Job Has Been Submitted Successfully

**Browse Contract Route Overrides**

Your Action ...	System Response ...
1. Choose <b>MC</b> (Manage Contracts) from the Main Menu and press ENTER.	The Manage Contracts Menu will appear.
2. Choose <b>CT</b> (Maintain Contract Tables (CW)) from the Manage Contracts Menu and press ENTER.	The Maintain Contract Tables (CW) Menu will appear.
3. Choose <b>CB</b> (Browse Contract Route Overrides) from the Maintain Contract Tables (CW) Menu and press ENTER.	The Browse Contract Route Overrides screen will appear.

```

PHFNC10 CI STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/28/2015
PHMCRO2B PHMCRO3M Browse Contract Route Overrides 10:20 AM

Actions: (D)
Fiscal Approval Service Alternate
Year Agency Route Type Approval Route
-----

Fiscal Year: ____ *Agency: ____
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End Note Bkwd Fwd Prnt Quit
    
```

Your Action ...	System Response ...
4. Selection criteria include Fiscal Year and *Agency.	Information is displayed by Fiscal Year, Agency, Approval Route, Service Type, and Alternate Approval Route.