
Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials		
6243	Position Program Budget and Financial Information	Effective Date: 06/07/2011
		Version: 3

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Objective

Capture program and financial information for a position.

Outcome

Program budget and accounting distribution information is entered into the system.

Program Budget Information

The Program Budget Information screen is used to record or modify detailed program and funding information for a specific PIN. Information such as program details, program number, and funding percentages by source are included.

Your Action ...	System Response ...
1. Choose PO (Position) from the Main Menu and press ENTER.	The Position Menu will appear.
2. Choose MP (Manage Position) from the Position Menu and press ENTER.	The Manage Position Menu will appear.
3. Choose PB (Program Budget Information) from the Manage Position Menu and press ENTER.	The Program Budget Information screen will appear.

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PHFNC10 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 02/12/2007
PHOPBG0D PHOPBG0M Program Budget Information 09:21 AM

*Action: _ (A,C,D,M,N,P)
*Agency Nbr: _____ Cur FLSA:
*PIN: _____ Cur Fiscal Year: 2007 Service Type:
OCCU: _____ APPROVAL: A
SSN: - -

Display Requested Program Details: *PGM# PGM% GF% FF% OF%
1_ of
    _____
    _____
    _____
    _____
    _____
    _____
    _____
    _____

Trans Eff Date: _ _ _ _ Transmit For Approval: N
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Main End Agcy Note Hist Bkwd Fwd Quit

```

Your Action ...	System Response ...
4. Choose Add and enter the following information: *Agency Num: The agency code xxxx. *PIN: Enter the PIN for which the program budget information is being added. Curr Fiscal Year: System defaults to current Fiscal Year.	

Your Action ...	System Response ...
5. Press ENTER.	The system will display information on the current PIN and employee if the PIN is active. The Approval status will be Pending.
6. Enter the following information: *PGM#: Enter at least one program number for the PIN. PGM%: Must equal 100 percent among all programs. GF%, FF%, OF%: Must equal 100 percent among all funds for each program. Trans Eff Date: MM DD YYYY Transmit for Approval?: An indicator for a request to be authorized. Valid values are "Y" or "N". If value is set to "Y", an approval record has been created and the record cannot be modified unless the approval record is withdrawn.	
7. Press ENTER.	The Program Budget Information screen will appear with the following message: Pos-Budget aaaa-pin#-yyyy-P added successfully.

Download of Position and Position Budget Information

Your Action ...	System Response ...
1. Choose PO (Position) from the Main Menu and press ENTER.	The Position Menu will appear.
2. Choose MP (Manage Position) from the Position Menu and press ENTER.	The Manage Position Menu will appear.
3. Choose DP (Download of Position and Position Budget Info) from the Manage Position Menu and press ENTER.	The Download of Position and Position Budget Info screen will appear.

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PHFNC10 PHV0 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 02/28/2007
PHOPPN6D PHOPPN6M Download of Position and Position Budget Info 07:57 AM

*Agency: _____
          _____

File Name:

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 *Agency Number and press ENTER.	<p>The Batch Job Submission pop up window will appear.</p> <p>The system will populate the File Name.</p>