



STATE OF MISSISSIPPI
DAVID RONALD MUSGROVE, GOVERNOR

DEPARTMENT OF FINANCE AND ADMINISTRATION

GARY ANDERSON
EXECUTIVE DIRECTOR

TO: Members of the State Bond Commission
Members of the Mississippi Legislature

FROM: Gary Anderson *GA*

DATE: January 15, 2001

SUBJECT: Report on the Mississippi Management and Reporting System Revolving Fund

This report is submitted pursuant to the requirements of '7-7-3 (5), Miss. Code Ann. (1972), which reads in relevant part:

On or before January 15 of each year, the State Fiscal Officer shall present a report of all expenditures made during the previous fiscal year from the Mississippi Management and Reporting System Revolving Fund to the State Bond Commission and to the Legislature.

The key activities and accomplishments described in this report resulted from expenditures from the fiscal year 2000 budgeted allocations of the Mississippi Management and Reporting System (MMRS) Revolving Fund as well as from the MMRS budgeted allocations of the Statewide Cost Allocation Fund and the DFA Statewide Accounting System Fund. The attached financial summary only reflects the activity of the MMRS Revolving Fund.

Fiscal Year 2000 Activities and Accomplishments

General:

- Accomplished transition to calendar year 2000 (Y2K) with no fallout or down time.

Statewide Automated Accounting System (SAAS):

- Completed implementation of the final 32 state agencies as online SAAS users.
- Enhanced SAAS to allow automatic, rather than manual, tracking of expenditures against Exemption and Sole Source technology purchases.
- Streamlined the process required to establish and maintain budgets within SAAS for Agencies and DFA.
- Enhanced "Lapse Period" reporting to break reports based on budget year thus eliminating separate operations schedules for the current and lapsed budget year thus saving staff and computer resources.
- Created a canceled warrant process which allows the expenditure to be reinstated and the warrant rewritten thus saving time and effort involved in the traditional voiding/re-issuing of a warrant under specific conditions.
- Created laser printer formatted purchase order and payment voucher forms thus eliminating the need for expensive pre-printed forms.
- Added trip information to all relevant SAAS documents to tie these documents to SPAHRS trip information for consolidated travel reporting thus eliminating the need for agencies to manually combine these reports for budget and reporting purposes.

- Modified the 1099 process to control reporting at the vendor level rather than the agency level. Since the State of Mississippi, not the agency, is the reporting entity, this method correctly combines payments made to 1099 vendors across agencies.
- Expanded the paperless “intergovernmental transfer” of funds between agencies.

Government E-commerce Network and Imaging Environment (GENIE) and Image 2000 (I2K)

- Acquired and implemented platform servers and evaluated bids for the acquisition of software to support basic imaging, document management, and enterprise report management.
- Completed development of requirements for implementation services.
- Acquired and implemented Simonton’s BuySpeed software for management of specifications, bids, evaluations, and posting of statewide contracts for the Office of Purchasing and Travel (OPT).
- Acquired and installed Simonton’s Director’s Chair software for Internet based vendor registration and management for OPT. This will be deployed during 1st calendar quarter of 2001.

Statewide Payroll and Human Resource System (SPAHRS):

- Completed SPAHRS payroll implementation of the Legislature and remaining State agencies.
- Implemented the payment of all contract workers in SPAHRS.
- Implemented the payment of all taxable travel in SPAHRS.
- Implemented other travel payments in SPAHRS.
- Implemented an automated change management system and other tools for SPAHRS quality assurance and productivity.
- Implemented a consolidated, automated process for “final payroll” submissions.
- Implemented the ability to “buy out” FLSA compensatory time.
- Published revised system and user documentation for several sub-systems.

Mississippi Executive Resource Library and Information Network (MERLIN):

- Developed the first comprehensive capacity plan for MERLIN.
- Implemented monitoring tools to allow us to proactively manage the MERLIN infrastructure.
- Expanded the MERLIN platform by implementing disk mirroring for redundancy and installing additional DASD to support expanded data warehouse requirements.
- Acquired and implemented an enterprise tape library management system.
- Completed a comprehensive documentation review for all MERLIN infrastructure components.
- Implemented the daily release of organizational budget and expenditure data from SAAS via MERLIN.net.
- Implemented Public Access Budget reports through MERLIN.net.
- Reworked the MERLIN.net “look and feel” to enhance usability and performance.
- Worked closely with agencies to bring them online to MERLIN by demonstrating to them MERLIN’s day-to-day value as an additional tool for financial management.
- Implemented “received date” reporting thus reducing significant amounts of data research and reentry previously required to prepare GAAP packets.

MMRS-Wide:

- Conducted 125 training sessions for SAAS, SPAHRS, MERLIN, and other tools.
- Expanded the information available from our web site at www.mmrs.state.ms.us.
- Implemented incoming/outgoing fax server in order to reduce paper handling and retrieval problems.
- Implemented functional area Web Archives (thus expanding available documentation to users).
- Complete internal network hardware and software upgrades across the MMRS internal network.

Summary

Since Fiscal Year 1993, notable progress has been made to support the State's commitment to developing a comprehensive system to provide accurate, timely information about the State's financial condition, work force requirements, and delivery of services. Through the enterprise applications of MMRS, a number of operational efficiencies have been achieved. These include, but are not limited to, the following:

- SPAHRS enabled the elimination of the old, SPB "step chart" thus saving the State \$1.5 million each time the Legislature approves an "across the board" flat or percentage increase since pay adjustments now are made at the exact rate approved rather than having to be "step aligned" to the next step.
- Agencies, while still performing the same hiring processes as before SPAHRS, find these same processes are faster. Through rules based processing, a number of manual steps for both the Agency and SPB are eliminated.
- Agencies can initiate via SPAHRS a job recruitment request online thus eliminating typing and mail time.
- Agencies can check the status on submitted actions by viewing the pending actions online.
- The implementation of intergovernmental transfers between treasury funds reduce the time required to process a payment between Treasury funds to as quickly as overnight and the number steps involved in entry and approvals from a maximum of 16 to as few as 6.
- SAAS enhancements and MERLIN have reduced, on average, GAAP package preparation from a week to a day.
- SPAHRS has facilitated a move to a single tax id (the IRS sees Mississippi Government as a single employer).
- Leave accruals are now standardized across Mississippi government.
- Pre-SPAHRS Legislative cost projections required 8-12 hours to prepare. Now they are done in about 30 minutes.
- Without SPAHRS, the appropriation bill language for FY2001 regarding management within the "annualized" appropriation for "Personal Services" would not have been possible. According to the State Personnel Board, this process has saved the State \$7-\$8 million dollars in structure costs this fiscal year as agencies clean up their vacancies and make better use of their personnel structure for their organizations.
- Enterprise applications such as SAAS, SPAHRS, and MERLIN allow Mississippi to be positioned for the implementation of e-government services.

Please contact Cille Litchfield, MMRS Administrator, at (601) 359-1433 or litchc@mmrs.state.ms.us should you have questions regarding this report.

Attachment

STATE OF MISSISSIPPI REVENUE FUND			
FISCAL YEAR 2000			
FY 2000 EXPENDITURES			
GENIE		\$60,257.50	✓
	Government E-commerce Network & Imaging Environment (SAAS Imaging Support)		
SPAHRS		\$2,914,886.10	✓
	Statewide Payroll and Human Resource System		
I2K		\$94,606.36	✓
	Image 2000 (SPAHRS Imaging Support)		
MERLIN		\$1,875,702.29	✓
	Mississippi Executive Resource Library and Information Network		
Administration		\$337,963.81	✓
Total Expenditures		\$5,283,416.06	
CASH			
Beginning Balance, 07/01/1999		\$10,120,115.75	
Plus: Interest Earned on Investments		\$530,648.96	✓
Plus: Interest on Recovery of FY99 Expenditures		\$176,923.21	✓
Plus: Recovery of FY99 Expenditures from State Agencies		\$4,535,160.03) ✓
Plus: SPAHRS Production Charges		\$1,819,748.04	
Plus: Other Income		\$0.00	
Plus: Other Adjustments		\$43,617.66	✓
Less: Expenditures		-\$5,283,416.06	
Ending Balance, 6/30/2000		\$11,942,797.59	