
Mississippi Management and Reporting System

Department of Finance and Administration

MMRS Training Materials		
6204	Agency Maintain Sub-Agency (Agency Use)	Revised Date: 01/11/2016
		Version: 6

**Agency Maintain Sub Agency (Agency Use)
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Objective

Maintain Sub-Agency (for Agency Use)

Outcome

Sub-Agency is modified

Purpose

The Maintain Agency screen is used to store information necessary for reporting purposes. The second panel of the Maintain Agency panel is used to enter and maintain additional information about an agency such as the address, how mail is to be handled, state and federal tax identification numbers, and some specific agency personnel information. The third panel contains identification numbers, e.g., the Federal Reserve Bank ID Number, and various other numbers, dates, and codes for agency purposes.

Your Action ...	System Response ...
1. Choose AG (Agency) from the Main Menu and press ENTER.	The Agency Menu will appear.

FMSAS23 PHV5 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/23/2014																																							
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<table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> <th>FastPath</th> </tr> </thead> <tbody> <tr> <td>MA</td> <td>Manage Agency Information</td> <td></td> </tr> <tr> <td>BN</td> <td>Browse by Agency Name</td> <td></td> </tr> <tr> <td>BA</td> <td>Browse by Agency Number</td> <td></td> </tr> <tr> <td>BM</td> <td>Browse by Master Name</td> <td></td> </tr> <tr> <td>BR</td> <td>Browse by Master Number</td> <td></td> </tr> <tr> <td>BC</td> <td>Browse Agencies Assigned to SPB Analyst</td> <td></td> </tr> <tr> <td>BH</td> <td>Browse Agency History</td> <td></td> </tr> <tr> <td>AP</td> <td>Browse Agency Profile History</td> <td></td> </tr> <tr> <td>MH</td> <td>Browse Master Agency History</td> <td></td> </tr> <tr> <td>PA</td> <td>Browse Agency FY Pending Approval</td> <td></td> </tr> <tr> <td>BT</td> <td>Agency Batch Reports</td> <td></td> </tr> <tr> <td>XA</td> <td>Browse Agency Cross Reference</td> <td></td> </tr> </tbody> </table>	Code	Description	FastPath	MA	Manage Agency Information		BN	Browse by Agency Name		BA	Browse by Agency Number		BM	Browse by Master Name		BR	Browse by Master Number		BC	Browse Agencies Assigned to SPB Analyst		BH	Browse Agency History		AP	Browse Agency Profile History		MH	Browse Master Agency History		PA	Browse Agency FY Pending Approval		BT	Agency Batch Reports		XA	Browse Agency Cross Reference	
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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 MA (Manage Agency Information) from the Agency Menu and press ENTER.	The Manage Agency Information Menu will appear.

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PHIMAINU PHIMAINM Manage Agency Information Menu 12:36 PM

Code Description FastPath
MA Maintain Agency AGCY
MM Maintain Master Agency MAGCY
RA Reactivate an Agency
RM Reactivate a Master Agency
MU Maintain Agency by User Agencies
FY Maintain Agency FY Info AFY
PB Maintain Agency FY Program Budget ABUD
RL Maintain Agency Auto Reclass List RCLST
AR Maintain Agency Assessment Rate

Code: __

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Quit
    
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Your Action ...	System Response ...
3. Choose MU (Maintain Agency by User Agencies) from the Manage Agency Information Menu and press ENTER.	The Maintain Agency by User Agencies screen will appear.

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PHOAMAUD PHOAMA1M Maintain Agency by User Agencies 12:37 PM
2 more >

*Action: = (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 Note Left Right Quit
    
```

Your Action ...	System Response ...
4. Choose Modify , enter the sub-agency number and press ENTER.	

Your Action ...	System Response ...
5. This is the only field that can be modified on this panel SAAS Agency #: Enter the 3-digit SAAS agency number.	
6. Press F11 to access the second panel of this screen.	The second panel of the Maintain Agency by User Agencies screen will appear.

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FMSAS23 PHV5 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/23/2014
PHOAMAUD PHOAMA2M Maintain Agency by User Agencies 12:42 PM
< 1 more 1 more >

*Action: = (B,C,D,M)
*Agency#: ____ Name:
Address: Street: _____
          _____
          City: _____ State: __ Zip: _____
          Phone: _____ Ext: _____ Confidential: _

*SPB Mail Type: _ *DFA Mail Type: _ *EE04 Function:
State Tax ID: _____ Federal Tax ID: _____
SAAS Ind: _ Min Leave (DD): _____ *warrant sort Order: _
*Pers Dir/Cnct Agency#: _____ *PIN: _____ Phone: _____ Ext: _____
*Agency Head Agency#: _____ *PIN: _____ Phone: _____ Ext: _____
*Payroll Offcr Agency#: _____ *PIN: _____ Phone: _____ Ext: _____
*Contract/Cnct Agency#: _____ *PIN _____ Phone: _____
Payroll officer FAX: _____ Pers Dir FAX: _____

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 ...
7. All fields on the second panel can be modified. These include: Address: Street, City, State, Zip, Telephone and Extension and denote if Confidential should be indicated on the mailing address. *SPB Mail Type: Indicates how mail is to be delivered to an Agency for SPB. *DFA Mail Type: Indicates how mail will be delivered to an agency for DFA. *EE04 Function: Code indicating the Equal Opportunity function denoting the agency's mission. State Tax ID: The agency's tax number used when paying taxes to the State government.	

Your Action ...	System Response ...
<p>Continue entering the following information:</p> <p>Federal Tax ID: The agency's tax identification number used to pay taxes to the federal government.</p> <p>SAAS Ind: No longer used.</p> <p>Min Leave (DD): The minimum amount of leave hours that an agency requires before an employee is eligible for payroll direct deposit. Agencies may have internal policies that determine whether this is applicable for this agency.</p> <p>*Warrant Sort Order: Indicates how payroll warrants will be sorted and distributed. This field defaults to N. (Alpha Last Name)</p> <p>*Pers Dir/Cnct Agency#; *PIN; Phone; Ext:</p> <p>*Agency Head Agency#; *PIN; Phone; Ext:</p> <p>*Payroll Officer Agency#; * PIN; Phone; Ext:</p> <p>*Contract/Cnct Agency#; *PIN; Phone; Payroll officer Fax: Fax number. Pers Dir Fax: Fax number.</p>	
<p>8. Press F11 to access the third panel of this screen.</p>	<p>The third panel of the Maintain Agency by User Agencies screen will appear.</p>

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PHOAMAUD PHOAMA3M Maintain Agency by User Agencies 12:44 PM
< 2 more

*Action: = (B,C,D,M)
*Agency#: ____ Name:

PERS ID: _____
Other PERS ID: _____
Legislative PERS ID: _____
Detail Category Report Ind: _
Detail Project Report Ind: _
Detail Org Report Ind: _
Insurance Department Code: _____
Cafeteria Plan Start Date: _ _ _
Cafeteria Plan End Date: _ _ _
Federal Reserve Bank ID Nbr: _____
ITS Agency Code: _
Mesc Account Number: _____
MESC Covered Empl. 1st Month: 2nd Month: 3rd Month:
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11--PF12---
Help Main End Note Left Right Quit

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Your Action ...	System Response ...
<p>9. Enter the following information:</p> <p>PERS ID: The agency identification number used by the state retirement system (PERS).</p> <p>Other PERS ID: Other identification that may be assigned by PERS.</p> <p>Legislative PERS ID: The Agency Number assigned by the retirement system for the Legislature.</p> <p>Detail Category Report Ind: Yes or No. Indicates if a detailed category report is required.</p> <p>Detail Project Report Ind: Yes or No. Indicates if a detailed project report is required.</p> <p>Detail Org Report Ind: Yes or No. Indicates if a detailed organizational report is required.</p> <p>Insurance Department Code: The insurance code assigned to the agency by the Insurance Department.</p> <p>Cafeteria Plan Start Date: The starting date of the agency's cafeteria plan.</p> <p>Cafeteria Plan End Date: The ending date of the agency's cafeteria plan.</p> <p>Federal Reserve Bank ID Nbr: The agency's federal reserve bank account number.</p> <p>Continue entering the following information:</p> <p>ITS Agency Code: The ITS number assigned to the agency.</p> <p>MESC Account Number: The MS Employment Security Commission Agency's reporting accounting number.</p> <p>MESC Covered Empl.: Number of covered employees for each month of quarter.</p>	
<p>10. Press ENTER.</p>	<p>The Agency has been modified and the following message is displayed:</p> <p>Agency xxxx modified successfully.</p>