

Department of Finance and Administration

Mississippi Management and Reporting System

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TO: Agency Finance & Accounting Directors
Agency Data Processing Contacts

FROM: Gayle Chittom, CSIO, Legacy Systems
Leila Malatesta, Director, Office of Fiscal Management

DATE: April 8, 2009

SUBJECT: Document Interfaces – Stimulus Memorandum No. 8

Gayle Chittom
Leila Malatesta

On February 27, 2009, the Department of Finance and Administration issued Memorandum No. 1 – Reporting Instructions related to ARRA. This memorandum states that SAAS Reporting Categories (RPTG) will be used to capture and track Stimulus funds from the American Recovery and Reinvestment Act of 2009 (ARRA) on a statewide basis and provides instructions for coding transactions. This memorandum is posted on the MMRS website at www.mmrs.state.ms.us under the link for Stimulus/DFA Stimulus Policies and Procedures/Memorandum No. 1.

We are sending you this reminder because your agency currently interfaces documents into the Statewide Automated Accounting System (SAAS). Changes to your interface to populate the reporting category field may need to be made if this field is not currently being used in order to capture and track stimulus funds. Due to the impact of Stimulus tracking within SAAS, we anticipate additional changes to the SAAS interface file layouts. You will be notified as soon as information becomes available.

Please review your interface files immediately to determine whether your agency must make changes to include reporting categories. When you have made changes to your interface file processes, DFA/MMRS staff will work with you to load and test your updated interface files in a SAAS test environment prior to beginning Production processing. All agencies are asked to submit SAAS interface test files by 5:00 P.M. Friday, May 1, 2009. All test files or questions should be sent to Dorothy Preston at prestond@dfa.state.ms.us.

For assistance with setting up your Grants in the SAAS Grants Module, please contact the MMRS Call Center at 601-359-1343 or via email at mash@dfa.state.ms.us.