



STATE OF MISSISSIPPI
HALEY BARBOUR, GOVERNOR

DEPARTMENT OF FINANCE AND ADMINISTRATION

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To: State Agency Executive Directors
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From: Gayle Chittom, CSIO, MMRS *Gayle Chittom*
Leila Malatesta, Director, Office of Fiscal Management *L Malatesta*

Date: June 24, 2009

Re: Memo #18 – SAAS Changes in support of:

- American Recovery and Reinvestment Act of 2009 (ARRA Stimulus)
- Mississippi Accountability and Transparency Act of 2008 (MATA)
- Senate Bill 2923, 2009 Regular Session, Mississippi Legislature

The Mississippi Accountability and Transparency Act of 2008 (MATA), SB2923 (2009 Regular Legislative Session), and the American Recovery and Reinvestment Act of 2009 (Stimulus) mandate specific reporting on contracts and grants at both the State and Federal levels, and require that all grant and contract information be available for public access. To comply with these requirements, the Department of Finance and Administration (DFA) is planning significant modifications to the Statewide Automated Accounting System (SAAS) Grants Module and other SAAS processes, including reporting and viewing data stored in the Mississippi Executive Resource Library and Information Network (MERLIN). These changes will impact all SAAS agencies regardless of whether the agency receives grant funds, and will require agencies to review, and possibly change, their internal operating procedures.

SAAS modifications will be implemented in three phases:

Phase 1: Changes to be implemented by July 1, 2009

1. Alternate view (RPT1) of the Agency Reporting Category table (RPTG)

The new Agency Reporting Category table (RPT1) allows agencies to change the following fields on existing reporting category entries when the CMIA (Cash Management Improvement Act) field is set to 'N'.

- Reporting Category Name (REPT CATG NAME)
- Federal Grant (FED GRANT)
- CFDA Number (CFDA NUM)
- Federal Funding Percent (FED PCT)
- State Funding Percent (STATE PCT)
- Other Funding Percent (OTHER PCT)

Agencies will continue to follow existing procedures to request changes to reporting category codes when the CMIA field is set to "Y". Agencies should submit #2003 SAAS Security Profile Maintenance Form, located on the SAAS security page of the MMRS website at www.mmrs.state.ms.us, to update agency staff access related to the RPT1 table.

Security for RPT1:

<u>Security Group</u>	<u>Access</u>	<u>Approvals</u>
RPT1	Scan = Y	None
	Correct = Y	None
	Enter = N	None
	Delete = N	None

Phase 2: Changes to be implemented during July 2009

1. Contract Number field will be added to the following SAAS transactions:
 - Payment Vouchers – PV, P1, QV, EV
 - Inter-governmental Transfers – GP, GT
 - Baseline Purchase Order – PO, PN

The contract number will appear on the payment voucher, and inter-governmental transfer print.

2. Reporting capabilities in MERLIN will be expanded to provide users the ability to extract reports by contract number, transaction and contract number, contracts related to grants, and other reporting options.

Phase 3: Changes to be implemented after July 2009

1. Contract Number field will be added to the following SAAS transactions:
 - Cash Receipts – CR, C1, QR
 - Journal vouchers – JV, J2, JA, JG, J1

The contract number will appear on the cash receipt print and the baseline purchase order (PN) print.

2. All encumbrance and expenditure transactions containing a contract number will update the Price Agreement Summary Table (PASM) and the Agency Price Agreement Summary Table (PRAG).

The following PASM/PRAG fields will be updated:

- Encumbered Amount (if there is a purchase order reference)
 - Number of Orders (if there is a purchase order reference)
 - Expended Amount
 - Closed Amount, if appropriate (line reopening)
3. Two new Revenue fields will be added to the Federal Aid Budget Line Inquiry Table (FBLT) and Federal Aid Fiscal Year Inquiry Table (FFFY) for new grants with a start date of July 1, 2009.

The new fields are:

- Revenue Collected – Account type '31'
 - Revenue Accrued – Account type '32'
4. A new field called Federal Grant Award Number, will be added to the Federal Master (FM) transaction and associated Agency Federal Aid Inquiry Tables (AGFA/AGF2) Grant Tables in SAAS. The FM transaction is used to establish the budgetary and descriptive information for a grant or to modify basic grant information.

The Federal Grant Award Number is the number assigned by the federal grantor agency and should be found on the Notice of Grant Award sent by the Federal Grantor Agency. The Federal Aid Number is the current field in SAAS for the grant number, but some grant numbers exceed the 11 characters allowed in that field. The Federal Grant Award Number has a maximum length of 25 characters and was added to SAAS to capture the 'true' grant number. The Federal Aid Number and Federal Grant Award Number may be the same. Federal Aid number is required.

5. A new line description field will be added to the Federal Charges (FX) transaction and will update the Federal Aid ledger and the FX transactions will be sent to MERLIN.
6. The grant tables and the grant ledger will be added in MERLIN to provide enhanced reporting options for agencies and the public.

The Grant Tables being added to MERLIN are:

- Agency Federal Aid Inquiry Table (AGFA)
- Federal Aid Budget Line Inquiry Table (FBLT)
- Letter of Credit Award Table (LOCT)
- Federal Aid Inference Table (FAIT)
- Federal Aid Status Table (FAST)
- Federal Agency Table (FEAG)
- Federal Aid Fiscal Year Inquiry Table (FFFY)

Detailed procedures and more information will be posted on the MMRS website at www.mmrs.state.ms.us in the near future. Please contact the MMRS Call Center at 601-359-1343 or mash@dfa.state.ms.us if you have any questions about the above information.