

Department of Finance and Administration

Mississippi Management and Reporting System

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TO: Agency Accounting & Finance Directors

FROM: Leila Malatesta, Office of Fiscal Management Director *LM*
Gayle Chittom, CSIO, MMRS *GC*

DATE: October 5, 2009

SUBJECT: Contract numbers for Documents in SAAS July 1, 2009 – July 10, 2009
Memo #28

Agencies were notified on June 24, 2009, via Stimulus Memo # 18 SAAS Changes, that contract numbers could be entered on all purchasing and payment documents having a related contract when changes to the SAAS document processors were completed by MMRS. These contract number fields were added to specific purchasing and payment documents by MMRS on July 11, 2009. We are aware that transactions associated with a contract may have processed between July 1, 2009 and July 10, 2009, without a contract number.

The ledger records in SAAS and MERLIN for transactions associated with a contract need to be updated to include the contract number for reporting purposes. DFA has identified the transactions and created an agency specific spreadsheet of encumbrance and expenditure transactions processed during that period that did not include a contract number.

Your agency spreadsheet is attached to this document. Data elements included on the spreadsheet are budget year, agency, transaction ID, line number, accept date, vendor number, vendor name, line description, and amount. Please review the spreadsheet and provide the contract number, if applicable, for each document line by entering it on the spreadsheet. DFA will use your contract information to properly update the DCXR table for affected transactions for the month of July. Spreadsheets must be returned to MASH@dfa.state.ms.us by October 19, 2009.

If you have any questions, please contact the MMRS Call Center at 601-359-1343 or MASH@dfa.state.ms.us.