



STATE OF MISSISSIPPI  
HALEY BARBOUR, GOVERNOR

DEPARTMENT OF FINANCE AND ADMINISTRATION

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**TO:** Agency Accounting & Finance Directors  
**FROM:** Gayle Chittom, CSIO, MMRS *AC*  
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**DATE:** December 9, 2009  
**SUBJECT:** SAAS Changes to be Implemented December 19 - 20  
Stimulus Memorandum #29

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The Department of Finance and Administration (DFA) has been charged with establishing procedures that provide a mechanism to collect federal grant and contract information and to provide for mandated reporting under Section 1512 of the American Recovery and Reinvestment Act of 2009 (ARRA). As stated in Stimulus Memo #18 SAAS Changes, issued on June 24, 2009, DFA structured the modifications to SAAS into three phases. Phases 1 and 2 were successfully implemented earlier this year. Phase 3 will be implemented the weekend of December 19 and 20, 2009.

The following summary outlines SAAS changes that you need to be aware of as they may impact your SAAS processing:

1. **The PRICE AGREEMENT SUMMARY TABLE (PASM) and AGENCY PRICE AGREEMENT SUMMARY TABLE (PRAG) will be updated for contracts with a start date of July 1, 2009, and forward as stated below :**
  - **All Encumbrance documents** (PG\*, CS\*, SC\*, PD, PC, PO (WebProcure), PN) will update PASM and PRAG, when a contract number is provided. \* Contract number is required. The encumbrance amount will be included in the remaining balance calculations.
  - **All Expenditure type documents** (PV, P1, QV, EV, GP, and GT) with or without a purchase order reference will update PASM and PRAG, when a contract number is provided. When a payment is made referencing a purchase order, the payment amount will be subtracted from the encumbrance amount and added to the expended and closed amount on PASM and PRAG. When a payment is made with no purchase order referenced, the payment amount will be added to the expended and closed amount.

- PO, PN, PD, PC and all payment documents that reference a contract with a contract start date prior to July 1, 2009 **will not update the amount fields on the PASM and PRAG tables.**

## **2. PASM/PRAG – One-time update by MMRS**

Contracts with a start date of July 1, 2009, or after on PASM and PRAG will be updated for all transactions that have processed in Budget Year 2010 with a contract number. This will be done by a one-time ADHOC Job at the time of this production implementation.

## **3. PD & PC DOCUMENTS – ASTERISKS (\*\*\*\*\*)**

PD and PC documents will no longer infer or accept asterisks (\*\*\*\*\*) in the contract number field. MMRS will run a one-time job that will delete the asterisks in SAAS and MERLIN from prior transactions.

**Agencies must manually remove the asterisks from any PC, PD and payment type documents left on the Suspense file (SUSF) after December 20 for the documents to process.**

## **4. NEW SAAS ADJUSTMENT DOCUMENTS FOR CONTRACTS ONLY**

There are two new documents that can be used to make an adjustment to a contract:

- **J9** - J9 will be a J2-type transaction that allows making an adjustment to a contract when a transaction was coded to the wrong contract number within the same fund or to add a contract number to payments or refunds within the same fund, if originally omitted. The first two characters of the document number must start with 'J9'. Agencies have all levels of approval on J9 transactions.
- **C9** - C9 will be a CR-type transaction that allows making an adjustment to a contract when a transaction was coded to the wrong contract number between funds or to add a contract number to payments or refunds between funds, if originally omitted. The first two characters of the document number must start with 'C9'. C9's will require OFM approval.

**Note: Other JV or CR type documents will not have a contract number field and will not be allowed to have a document number beginning with 'J9' or 'C9'.**

## **5. ARRA REPORTING CATEGORIES (AR, RR, AP) Table Edits**

- **Governor's Certification Flag Table**

A new SAAS table has been created to allow verification that agencies have submitted an ARRA certification form. SAAS encumbrance and expenditure transactions with reporting categories that start with AR, RR or AP for ARRA purposes will not process until the form is submitted.

- **Location Table (ALOC)**

A Data Universal Numbering System (DUNS) Number and a Commercial and Government Entity Code (CAGE) Code field have been added to ALOC Table in SAAS.

- a. DUNS number is a 9-digit numeric field. (Required for ARRA reporting categories)
- b. CAGE number is a 5-digit alpha-numeric field. (Optional)

**A location code must be entered on the SAAS documents that include an ARRA reporting category and the ALOC table entry must have a DUNS number corresponding with the location code on the SAAS document. Agencies using interfaces to load SAAS transactions must include the ALOC value for the agency on the interface files.**

**6. New SAAS Transparency Table (SCTT) FOR CONTRACTS ONLY**

The Scanned Contracts for Transparency (SCTT) table has been added to indicate that executed contracts have been added to the Award/Contract Interface (refer to Stimulus Memo #16, Definition of a Contract and Web Posting of Contract Awards and Contracts). As contracts are approved in the various systems (SPAHRs, WebProcure, ITS, GENIE, or the Public Entity Award/Contract Interface), the contract number is added to the SCTT along with a Transparency flag as follows:

- **N** – Indicates a Contract document was approved and awarded by one of the various systems previously discussed, but the executed contract has not been uploaded into the Award/Contract Interface. **A transparency flag setting of 'N' will 'stop' transaction processing related to all encumbrances and expenditures referencing this contract.**
- **Y** – Indicates an executed contract has been uploaded to the Award/Contract Interface.
- **X** – Indicates a Contract document is not required.

Please contact the MMRS Call Center at 601-359-1343 or via email at [mash@dfa.state.ms.us](mailto:mash@dfa.state.ms.us) if you have any questions about the information in this memo.