

1. Where does the balance on the BBAL table come from, and what is the difference between Begin Day Balance and Balance?

The balance comes from the summary of activity that hits each balance sheet account. The Begin Day Balance reflects everything updated in the prior night's processing. Balance reflects additional online updates made during the day.

2. Do system-maintained tables, such as BAPR, update immediately or after overnight processing?

If documents are updated on-line, the affected tables will update immediately. If documents have all approvals applied and are free of errors, then they will update during nightly processing.

3. Does EZ Doc eliminate the need to enter the document in a batch if it was still on the suspense file.

No. This procedure still applies for modifications.

4. How do I get the security expanded to include additional functions needed for one of our staff members?

Your agency's SAAS Security Contact must complete *#2003 SAAS Security Profile Maintenance Form* requesting the change. This form can then be faxed to MMRS at (601) 359-6551.

5. My CR document did not print today. What should I do?

First, check to see if the document was copied from another document that had been printed already. If this is the case, the print flag from the copied document was copied and therefore, your document will not print. However, you can still screenprint all pages of the CR document and the certification statement that appears at the bottom of the page. Remember to make sure that original signatures accompany the document on the front.

7. What does "Add key Found" mean?

This means that the record you are trying to add is already on the table. You may have hit the enter key twice.

8. How do I add additional lines to a document when I get the message, "Already on last comp"?

Enter "IL" in the function field, cursor down to the last line, and press Enter. Continue entering line information.

9. Can I email requests for file load to MMRS?

Yes. You may send email load requests to MMRS Operations at operator@mms.state.ms.us.

10. Why are there pre-approvals on a document rather than approvals.

This means that the document was approved with errors still present. To remove the errors, you must Unapprove the document, then quick edit and clear all errors before approving again.

11. What should I do if there is a message displayed at the bottom of the screen that a document is in use?

From the SUSF, place an "S" in action, type the word "Free" in the function area and place an "X" in front of the document under the "SEL" section. Then hit Enter.