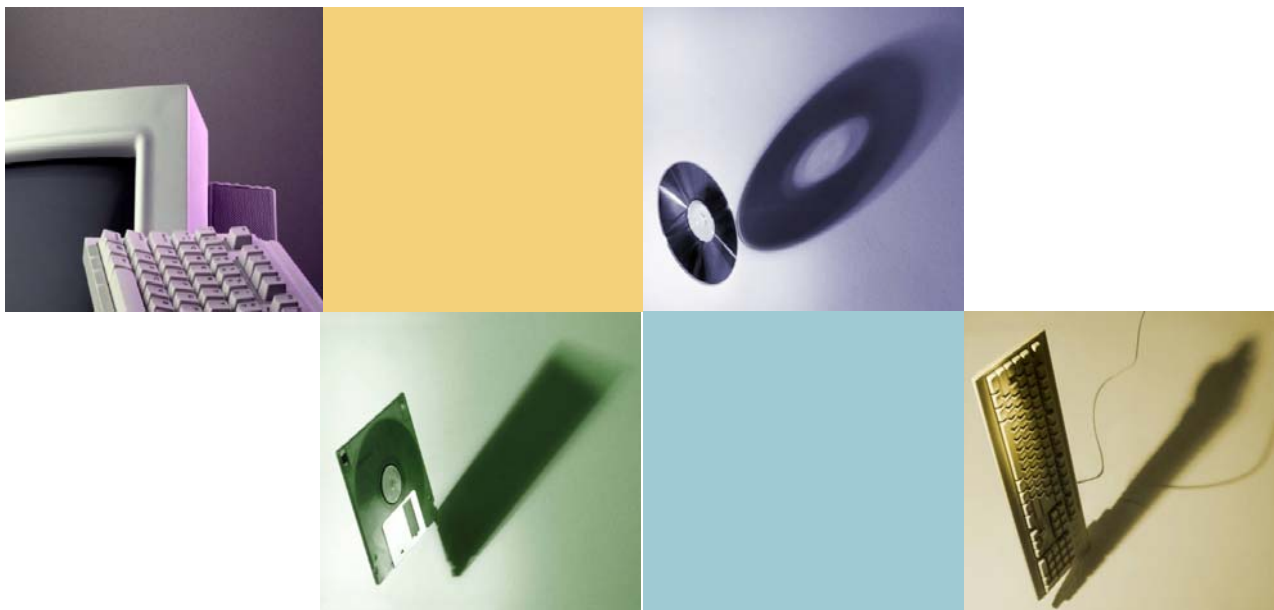


Department of Finance and Administration Mississippi Management and Reporting System



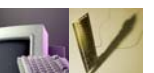
MMRS Course Catalog

501 North West Street
Suite 1201A Woolfolk Building
Jackson, MS 39201

MMRS Help Desk
601-359-1343

MMRS Training Documentation may be
found on the web at:
<https://www.mmr.state.ms.us>

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About MMRS: Mississippi Management and Reporting System (MMRS) is a component of the Department of Finance Administration (DFA). MMRS provides timely, accurate financial management and human resource information to state agencies, elected officials, and the public at large.

MMRS uses the Mississippi Enterprise Learning Management System (MELMS) application, which includes a Student Center that is available to all state employees. The Student Center may be accessed via ACE using your ACE user ID and password. You may register for any scheduled MMRS class through the Student Center.

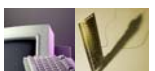
When you register for classes using the MELMS Student Center, you have an opportunity to supply us with your e-mail address. It is important that you supply a valid e-mail address in MELMS, so that you may be kept informed of your registration status. You will also receive class confirmations, notices of cancelled classes, even certificates upon completion of classes, via e-mail. Each time you register for a class in MELMS, you have an opportunity to validate and update the email address.

There is also a Non-State Student Center for non-state employees. This link can be found on the MMRS Web Page (www.mmrs.state.ms.us) under the Payroll, Travel, Human Resources link. The MELMS link will direct you to the Non-State Student Center.

**MMRS
Scheduled
Training:**

MMRS may provide quarterly training in the following areas:

- MERLIN Analyst Impromptu
- Introduction to MERLIN.Net
- SAAS Navigation (by web conferencing)
- SAAS Purchasing
- SAAS Accounts Payable/Intergovernmental Transfer
- SAAS Budget
- SAAS Revenue
- SAAS Journal Entry
- Stimulus/Transparency
- PayMode
- Protégé
- SPAHRS Payroll A to Z
- SPAHRS Human Resources
- SPAHRS Manage Contracts
- SPAHRS Travel
- WebProcure



**Quarterly
Schedule:**

Notices are posted at least 2 weeks prior to the scheduled dates for quarterly compressed training. Please check the MMRS Web site (www.mmrs.state.ms.us) for training dates. Scheduled classes will also be posted in the MELMS Student Center.

**Online
Courses:**

There are several MMRS online courses available via the MELMS Student Center. Online courses (web tutorials) are self-study, web-based courses that do not require the registration process or agency approvals. These courses may be taken anytime, anywhere, using a personal computer that is equipped with Internet Explorer 6.0 or higher. The online courses are located in the [Course Description](#) link in the Student Center.

- Access Channel for Employees
- MELMS Training Admin Fundamentals
- MELMS Training Admin Advanced
- Agency Expense Budgets
- State Level Budgets
- GENIE Electronic Purchase Orders
- P1 document referencing PO documents
- PV document referencing PO Documents
- PV document w/o referencing PO document
- Travel System
- MMRS Staff Information Presentation – DFA only.

**Webinar
Courses**

MMRS provides SAAS Navigation training via Webinar (web conference).

**Training by
Request:**

MMRS will review requests for special training on any of our applications outside of our quarterly training schedule.

We will provide extra assistance on the SAAS budget module during fiscal year-end.

State Health and Life Insurance Electronic Enrollment classes are scheduled as needed (SPHLEE).

Training outside of our quarterly schedule may be held at your agency's site or at the Woolfolk Annex.

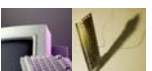
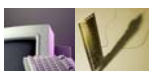


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General Information

Facilities: MMRS is located in the Woolfolk Building at 501 North West Street in Jackson, MS. Our training facilities are in the Woolfolk Annex, which is the 3-story building to the right of the parking garage, located on the Lamar Street side of the Woolfolk Building.

These rooms are configured with a variety of PC applications and have communications capabilities with the mainframe at the State Data Center.

Parking: Parking is available in the North parking lot. Please put a note in the window of your vehicle to let the security guard know that you are in a class at the Woolfolk Building Annex. You may also want to include the start and end times of the class, as well as the main phone number for MMRS, which is (601) 359-6572.

Instructors: Instructors are MMRS employees who are knowledgeable in the many applications that are established and maintained by DFA/MMRS.

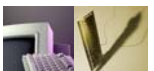
Registration: State employees are encouraged to register for classes from the MELMS Student Center. You can access the Student Center via ACE using your ACE user ID and password.

If you are a non-state employee, you will not have an ACE user ID and password. Non-state employees may access the Non-State Student Center from the MMRS website at www.mmrs.state.ms.us. To access the Non-State Student Center, click on the MELMS application, then the MELMS – Login without ACE Access, and you will be in the Non-State Student Center.

Completed forms for non-state employees can be faxed to (601) 359-6551 or sent via hand mail or regular mail to 501 North West Street, 1201A Woolfolk Building, Jackson, MS 39202.

Class Size: Class enrollment will be on a first come, first served basis. MMRS reserves the right to establish class size and cancel classes due to under-enrollment or other reasonable cause.

Materials: MMRS does not supply workbooks/materials needed for classes. Workbooks/materials used for all classes are available on the MMRS website, www.mmrs.state.ms.us, for students to print and bring to class *if they wish to reference them*.



**Class
Confirmation:**

As soon as the registration requests have been approved by your agency approver(s), you will be notified of your registration status. If you have supplied your e-mail address in the MELMS Student Center, you will be notified via email. Otherwise, you will be notified by regular mail. You will also receive information concerning the starting dates and times and location of the class, as well as other pertinent information.

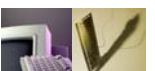
On-line Training:

We supply students with several on-line courses (web tutorials) via the MELMS Student Center. Online courses are self-study, web-based courses that can be taken anywhere, anytime, using a personal computer that is equipped with Internet Explorer 6.0 or higher. The courses can be taken immediately and are accessed through the [Course Description](#) link in the Learning Center. There are no registration processes or agency approvals involved when accessing online courses.

More Information:

If you have questions concerning this catalog or MMRS training, please contact:

Arlene Thompson, Training Coordinator, (601) 359-6701.
Or, e-mail questions to MELMSTrain@dfa.state.ms.us.



ACE Web Tutorial

Brief Course Description:



Access Channel for Employees (ACE) is a secure web-based system that currently hosts a number of state employee payroll-related services and is accessible through the state portal at www.ms.gov.

This online course teaches students how to:

- establish a password and a security question
- change their password using the security question
- update their Personal Profile
- register, access, and print their W-2s online
- access and print electronic pay stubs online
- access leave balances online
- access time taken online
- access MELMS Student Center online

Prerequisites:

None

Materials:

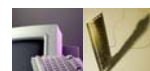
None

Costs:

None

COURSE: DFAONACE

This is an online course that can be taken anywhere, anytime.



MELMS Training Admin Fundamentals Web Tutorial

Brief Course Description:



The Mississippi Enterprise Learning Management System (MELMS) is an on-line, web-based learning management application.

This online course teaches MELMS Agency Administrators how to:

- understand the Pathlore Learning Management System (LMS)
- understand the roles of a training administrator
- understand the tools and functions in the Administration Center
- manage data about participants
- manage data about learning elements
- assign training to students and enroll students in training
- manage changing data

Prerequisites:

None

Materials:

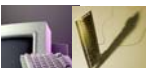
None

Costs:

None

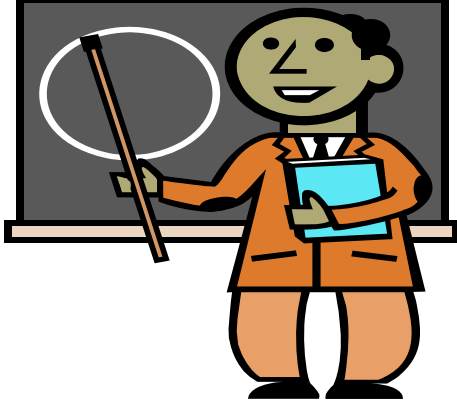
COURSE: DFAONADM

This is an online course that can be taken anywhere, anytime.



MELMS Training Admin Fundamentals Advanced Web Tutorial

Brief Course Description:



The Mississippi Enterprise Learning Management System (MELMS) is an online, web-based learning management application.

This online course teaches MELMS Agency Administrators how to:

- better understand course goals and objectives
- use the course feature
- handle communications
- work with reporting
- manage To-Do activities
- use web-based calendars
- use self-check module

Prerequisites:

None

Materials:

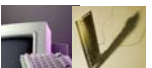
None

Costs:

None

COURSE: DFAONADM/

This is an online course that can be taken anywhere, anytime.



MELMS Agency Approver Administrator

Brief Course Description:



The Mississippi Enterprise Learning Management System (MELMS) is an online, web-based learning management application.

This course teaches MELMS Agency Approver Administrators how to:

- understand the Pathlore Learning Management System (LMS)
- understand the roles of a training administrator
- understand the tools and functions in the Administration Center
- manage data about participants
- manage data about learning elements
- assign training to students and enroll students in training
- manage changing data

Prerequisites:

None

Materials:

None

Costs:

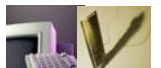
None

COURSE: DFAELMSAPR

Date & Time Info: Date to be determined
Time to be determined

Location: Woolfolk Annex
501 North West Street
Jackson, MS

Instructors: MMRS Training Staff



MELMS Agency Training Administrator

Brief Course Description:



The Mississippi Enterprise Learning Management System (MELMS) is an online, web-based learning management application.

This course teaches MELMS Agency Training Administrators how to:

- understand the Pathlore Learning Management System (LMS)
- understand the MELMS approver process
- add, update, and delete approver records in the Maintain Approvers table

Prerequisites:

None

Materials:

None

Costs:

None

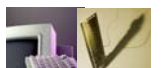
COURSE: DFAELMSADM

Date & Time Info: Date to be determined
Time to be determined

Location: Woolfolk Annex
501 North West Street
Jackson, MS

Instructors: MMRS Training Staff

MELMS Create Word Utilities Letters



MELMS – Mississippi Enterprise Learning Management System

Brief Course Description:



The Mississippi Enterprise Learning Management System (MELMS) is an online, web-based learning management application.

This course teaches MELMS Agency Training Administrators how to:

- navigate through the create utilities module
- create letters, certificates, maps
- modify documents

Prerequisites:

None

Materials:

None

Costs:

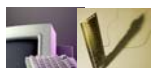
None

COURSE: DFAELMCWLU

Date & Time Info: Date to be determined
Time to be determined

Location: Woolfolk Annex
501 North West Street
Jackson, MS

Instructors: MMRS Training Staff



MELMS Analyst Impromptu_Lab

Brief Course Description:



The Mississippi Enterprise Learning Management System (MELMS) is an online, web-based learning management application.

The MELMS Analyst Impromptu is an enterprise data warehouse for reporting and analyst purposes.

This course teaches students how to:

- view reporting details and summary data
- use and modify standard reports
- create ad-hoc reports

Prerequisites:

None

Materials:

None

Costs:

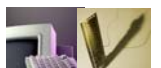
None

COURSE: DFAELMSANA

Date & Time Info: Date to be determined
Time to be determined

Location: Woolfolk Annex
501 North West Street
Jackson, MS

Instructors: MMRS Training Staff



Introduction to MERLIN.net

Brief Course Description:



Mississippi Executive Resource Library and Information Network (MERLIN) is an enterprise data warehouse of accounting, payroll, human resource, travel, and property information, for reporting and analyst purposes.

It is strongly suggested that students first take the online tutorial from the MMRS Web page.

This course teaches students how to:

- view details and summary data
- use pre-defined queries
- create queries using templates via the Internet

Prerequisites:

None

Materials:

Students must print and bring to class.

Costs:

None

COURSE: DFAMERLIN

The MERLIN.Net class is a 2- hour lab with hands-on activities.

Date & Time Info:

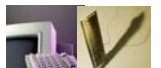
Date to be determined
Time to be determined

Location:

Woolfolk Annex
501 North West Street
Jackson, MS

Instructors:

MMRS Training Staff



Introduction to Merlin Analyst Impromptu

Brief Course Description:



Mississippi Executive Resource Library and Information Network (MERLIN) is an enterprise data warehouse of accounting, payroll, human resource, travel, and property information, for reporting and analyst purposes. **YOU MUST HAVE COGNOS SECURITY (USERID AND PASSWORD) IN ORDER TO TAKE THIS CLASS.**

This course teaches students how to:

- view details and summary data
- use and modify standard reports
- create ad-hoc reports

Prerequisites:

None

Materials:

Students must print and bring to class.

Costs:

None

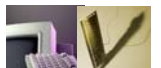
COURSE: DFACOGNOS

The Cognos class is an all-day lab with hands-on activities.

Date & Time Info: August 11, 2010
8:30 AM - 4:30 PM

Location: Woolfolk Annex
501 North West Street
Jackson, MS

Instructors: MMRS Training Staff



Agency Expense Budgets Web Tutorial

Brief Course Description:



Statewide Automated Accounting System (SAAS) is an automated, mainframe-based, centrally controlled, and agency discrete financial management system that includes both accounting and budgeting functions.

This online course teaches students how to:

- understand the process of initial agency level budget data entry;
- assign a unique batch number to each FORG table.

Prerequisites:

None

Materials:

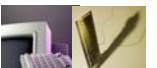
None

Costs:

None

COURSE: DFAONFORG

This is an online course that can be taken anywhere, anytime.



State Level Budgets Web Tutorial

Brief Course Description:



Statewide Automated Accounting System (SAAS) is an automated, mainframe-based, centrally controlled, and agency discrete financial management system that includes both accounting and budgeting functions.

This online course teaches students how to:

- understand the process of initial state level budget data entry
- enter budget information using the BAPP and FBUD tables

Prerequisites:

None

Materials:

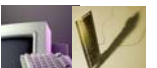
None

Costs:

None

COURSE: DFAONSTBUD

This is an online course that can be taken anywhere, anytime.



P1 Referencing a PO Web Tutorial

Brief Course Description:



Statewide Automated Accounting System (SAAS) is an automated, mainframe-based, centrally controlled, and agency discrete financial management system that includes both accounting and budgeting functions.

This online course teaches students how to:

- understand online data entry procedures
- enter individual documents

Prerequisites:

None

Materials:

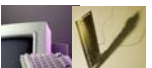
None

Costs:

None

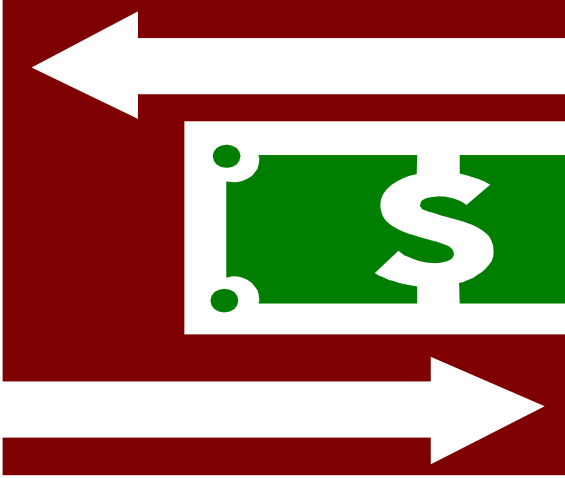
COURSE: DFAONP1RPO

This is an online course that can be taken anywhere, anytime.



PV Referencing a PO Web Tutorial

Brief Course Description:



Statewide Automated Accounting System (SAAS) is an automated, mainframe-based, centrally controlled, and agency discrete financial management system that includes both accounting and budgeting functions.

This online course teaches students how to:

- understand online data entry procedures;
- enter individual documents.

Prerequisites:

None

Materials:

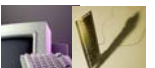
None

Costs:

None

COURSE: DFAONPVRPO

This is an online course that can be taken anywhere, anytime.



PV Without Referencing a PO Web Tutorial

Brief Course Description:



Statewide Automated Accounting System (SAAS) is an automated, mainframe-based, centrally controlled, and agency discrete financial management system that includes both accounting and budgeting functions.

This online course teaches students how to:

- understand online data entry procedures;
- enter individual documents.

Prerequisites:

None

Materials:

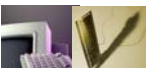
None

Costs:

None

COURSE: DFAONNOPO

This is an online course that can be taken anywhere, anytime.



SAAS Navigation Webinar

Brief Course Description:



Statewide Automated Accounting System (SAAS) is an automated, mainframe-based, centrally controlled, and agency discrete financial management system that includes both accounting and budgeting functions.

This course teaches students how to:

- navigate through the SAAS system
- enter and modify payment vouchers
- enter and modify purchase orders
- enter and modify intergovernmental transfers
- enter and modify revenue documents
- enter and modify journal entries

Prerequisites:

None

Materials:

Students should print and have on-hand.

Costs:

None

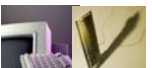
COURSE: DFANAVWEB

This course is held by conference call/webinar.

Date & Time Info: August 9, 2010
8:30 AM – 12:00 PM

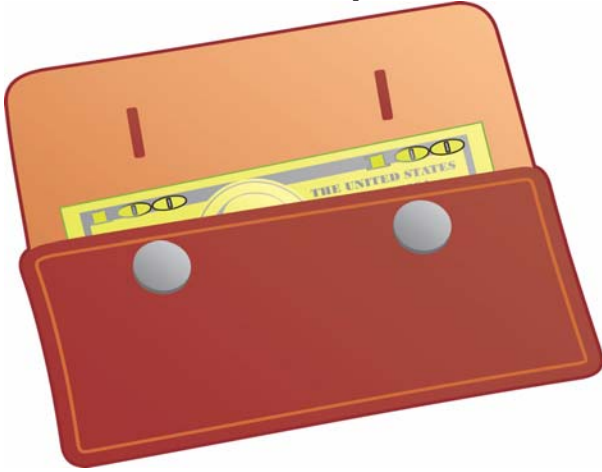
Location: N/A

Instructors: MMRS Training Staff



SAAS Purchasing

Brief Course Description:



Statewide Automated Accounting System (SAAS) is an automated, mainframe-based, centrally controlled, and agency discrete financial management system that includes both accounting and budgeting functions.

This course teaches students how to:

- enter and modify SAAS purchase orders (PO, PC, PD, PG, CS, SC documents).

Prerequisites:

None

Materials:

Students must print and bring to class

Costs:

None

COURSE: DFAEPS

Date & Time Info:

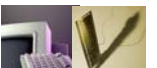
August 9, 2010
1:00 PM – 4:30 PM

Location:

Woolfolk Annex
501 North West Street
Jackson, MS

Instructors:

MMRS Training Staff



SAAS Accounts Payable/Intergovernmental Transfer

Brief Course Description:



Statewide Automated Accounting System (SAAS) is an automated, mainframe-based, centrally controlled, and agency discrete financial management system that includes both accounting and budgeting functions.

This course teaches students how to:

- enter and modify accounts payables (PVs and P1s)
- enter and modify intergovernmental transfers (GPs and GTs)

Prerequisites:

None

Materials:

Students must print and bring to class

Costs:

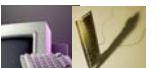
None

COURSE: DFAAP

Date & Time Info: August 10, 2010
8:30 AM – 12:00 PM

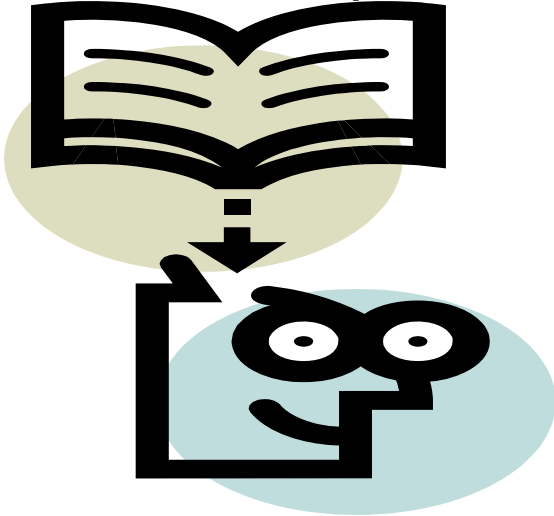
Location: Woolfolk Annex
501 North West Street
Jackson, MS

Instructors: MMRS Training Staff



SAAS Budget

Brief Course Description:



Statewide Automated Accounting System (SAAS) is an automated, mainframe-based, centrally controlled, and agency discrete financial management system that includes both accounting and budgeting functions.

This course teaches students how to:

- enter and modify state level budgets (BFs, BUs, AFs, ABs).
- enter and modify agency level budgets (AAs, AEs).

Prerequisites:

None

Materials:

Students must print and bring to class

Costs:

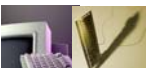
None

COURSE: DFABUD

Date & Time Info: Date to be determined
Time to be determined

Location: Woolfolk Annex
501 North West Street
Jackson, MS

Instructors: MMRS Training Staff



SAAS Revenue

Brief Course Description:



Statewide Automated Accounting System (SAAS) is an automated, mainframe-based, centrally controlled, and agency discrete financial management system that includes both accounting and budgeting functions.

This course teaches students how to:

- enter and modify revenue and cash receipts documents (CRs, C1s and QRs).

Prerequisites:

None

Materials:

Students must print and bring to class

Costs:

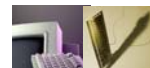
None

COURSE: DFAREV

Date & Time Info: August 10, 2010
1:00 PM – 4:30 PM

Location: Woolfolk Annex
501 North West Street
Jackson, MS

Instructors: MMRS Training Staff



SAAS Journal Entry

Brief Course Description:



Statewide Automated Accounting System (SAAS) is an automated, mainframe-based, centrally controlled, and agency discrete financial management system that includes both accounting and budgeting functions.

This course teaches students how to:

- enter and modify journal entry documents (JAs, JVs, JVs, J1s and J2s)

Prerequisites:

None

Materials:

Students must print and bring to class

Costs:

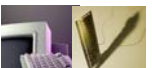
None

COURSE: DFAJV

Date & Time Info: Date to be determined
Time to be determined

Location: Woolfolk Annex
501 North West Street
Jackson, MS

Instructors: MMRS Training Staff



Stimulus (ARRA) 360 Solution

Brief Course Description:



American Recovery and Reinvestment Act (ARRA) of 2009 (Stimulus) mandates specific reporting on contracts and grants at both the State and the Federal levels and require that all grant and contract information be made available for public access.

Prerequisites:

None

Materials:

Students must print and bring to class

Costs:

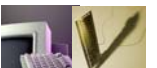
None

COURSE: DFA360

Date & Time Info: Date to be determined
Time to be determined

Location: Woolfolk Annex
501 North West Street
Jackson, MS

Instructors: MMRS Training Staff



Award/Contract Interface

Brief Course Description:



American Recovery and Reinvestment Act of 2009 (Stimulus).

Advanced training for agency staff on how SAAS, SPAHRS, WebProcure, Genie, and the Award Contract Interface interact with each other due to changes made for Stimulus and Transparency.

This course teaches students how to:

- understand the system changes
- process affected changes successfully

Prerequisites:

None

Materials:

Students must print and bring to class

Costs:

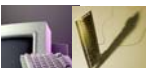
None

COURSE: DFAAWARD

Date & Time Info: Date to be determined
Time to be determined

Location: Woolfolk Annex
501 North West Street
Jackson, MS

Instructors: MMRS Training Staff



PayMode Electronic Payment and Remittance

Brief Course Description:



PayMode Payer Invoice Management System provides an automated invoicing process of vendor invoices.

This course is targeted toward anyone who handles invoices (routes, reviews, approves).

This course teaches students how to:

- navigate through the PayMode system
- enter, modify, approve invoices

Prerequisites:

None

Materials:

Students must print and bring to class

Costs:

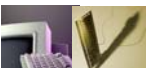
None

COURSE: DFAEIP

Date & Time Info: August 31, 2010
8:30 AM – 12:00 PM

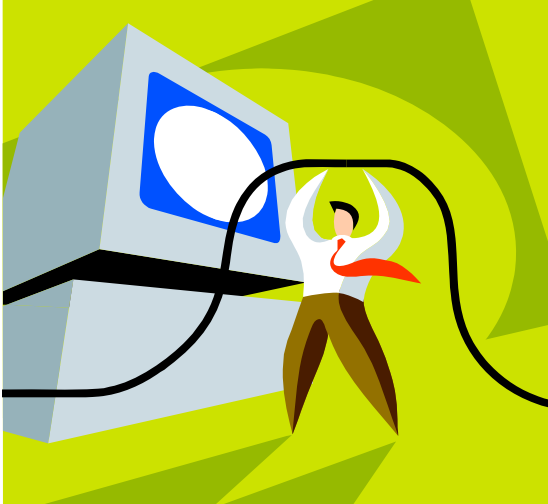
Location: Woolfolk Annex
501 North West Street
Jackson, MS

Instructors: MMRS Training Staff



PayMode SAAS Electronic (EV) Documents

Brief Course Description:



PayMode Payer Invoice Management System provides an automated invoicing process of vendor invoices.

This course is targeted toward anyone accountant staff who will manage and approve electronic voucher documents in SAAS.

This course teaches students how to:

- understand SAAS EV document processing
- overview of the EV document tables
- approve EV documents

Prerequisites:

None

Materials:

Students must print and bring to class

Costs:

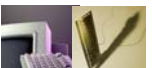
None

COURSE: DFAEVD

Date & Time Info: August 31, 2010
1:30 PM – 4:30 PM

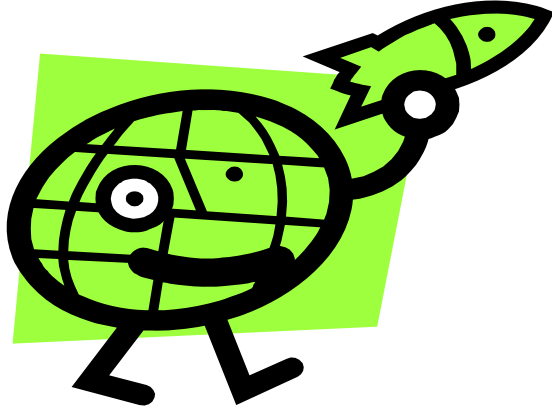
Location: Woolfolk Annex
501 North West Street
Jackson, MS

Instructors: MMRS Training Staff



Protégé A to Z

Brief Course Description:



Protégé Property Management System is a secured web-based property system designed to track and manage asset information.

This application is used jointly by the State Auditor's Office to track property and Finance and Administration as a data source for property and depreciation data.

Prerequisites:

None

Materials:

None

Costs:

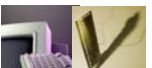
None

COURSE: DFAPROTEGE

Date & Time Info: Date to be determined
Time to be determined

Location: Woolfolk Annex
501 North West Street
Jackson, MS

Instructors: MMRS Training Staff



Protégé Version 8 Upgrade

Brief Course Description:



Protégé Property Management System is a secured web-based property system designed to track and manage asset information.

T

This course is geared toward existing users and explains the difference between Protégé Version 7 and the new Version 8.

Prerequisites:

None

Materials:

None

Costs:

None

COURSE: DFAPROTUP

Date & Time Info: August 23, 2010
1:00 PM – 4:30 PM or

Date & Time Info: August 24, 2010
8:30AM – 12:00 PM or

Date & Time Info: August 24, 2010
1:00 PM – 4:30 PM or

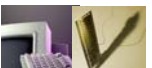
Date & Time Info: August 25, 2010
8:30 AM – 12:00 PM or
August 25 2010
1:00 PM – 4:30 PM or

August 26, 2010
8:30 AM – 12:00 PM or
August 26, 2010
1:00 PM – 4:30 PM or

August 27, 2010
8:30 AM – 12:00 PM

Location: Woolfolk Annex
501 North West Street
Jackson, MS

Instructors: MMRS Training Staff



SPAHRs Payroll A to Z

Brief Course Description:



Statewide Payroll and Human Resource System (SPAHRs) is an automated, mainframe-based, centrally controlled enterprise payroll and human resource system.

This course teaches students how to:

- enter human resource functions
- enter payroll functions
- enter and modify journal entries

Prerequisites:

None

Materials:

Students must print and bring to class

Costs:

None

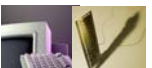
COURSE: DFAPR

The SPAHRs Compressed Training is a 2-day course with hands-on activities.

Date & Time Info: August 18, 2010, through August 19, 2010
8:30 AM – 4:30 PM

Location: Woolfolk Annex
501 North West Street
Jackson, MS

Instructors: MMRS Training Staff



State Health & Life Insurance Electronic Enrollment

Brief Course Description:



Statewide Payroll and Human Resource System (SPAHRs) is an automated, mainframe-based, centrally controlled enterprise payroll and human resource system.

This course teaches students how to:

- enter health and life insurance records/entries/information
- correct/modify health and life insurance entries.

Prerequisites:

None

Materials:

Students must print and bring to class

Costs:

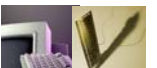
None

COURSE: DFAHLT/INS

Date & Time Info: Date to be determined
Time to be determined

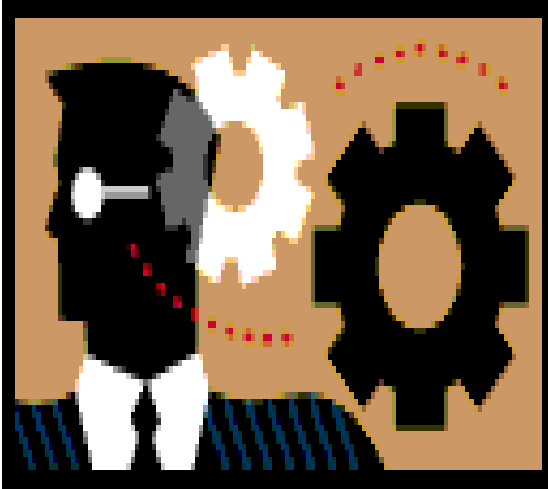
Location: Woolfolk Annex
501 North West Street
Jackson, MS

Instructors: MMRS Training Staff



SPAHRs Human Resources

Brief Course Description:



Statewide Payroll and Human Resource System (SPAHRs) is an automated, mainframe-based, centrally controlled enterprise payroll and human resource system.

This course teaches students how to:

- navigate through the human resource system
- enter human resource functions
- correct/modify human resource information

Prerequisites:

None

Materials:

Students must print and bring to class

Costs:

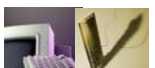
None

COURSE: DFAHR

Date & Time Info: August 16, 2010
8:30 AM – 12:00 PM

Location: Woolfolk Annex
501 North West Street,
Jackson, MS

Instructors: MMRS Training Staff



SPAHRs Travel Training

Brief Course Description:



The SPAHRs Travel module is an automated, mainframe-based, centrally controlled enterprise resource system.

This course teaches students how to:

- navigate through the travel system
- enter travel information
- correct/modify travel information

Prerequisites:

None

Materials:

Students must print and bring to class

Costs:

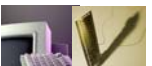
None

COURSE: DFATR

Date & Time Info: August 17, 2020
8:30 AM – 4:30 PM

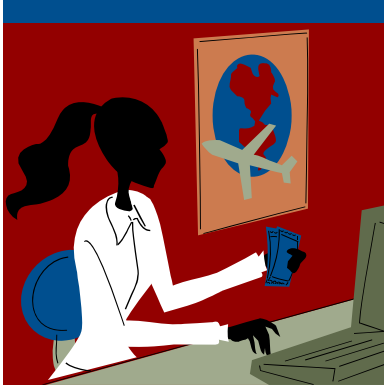
Location: Woolfolk Annex
501 North West Street,
Jackson, MS

Instructors: MMRS Training Staff



SPAHR'S Travel Sub-system Web Tutorial

Brief Course Description:



The SPAHR'S Travel Sub-System is an automated, mainframe-based, centrally controlled enterprise resource system.

This online course teaches students how to:

- sign in to the travel system
- create/modify travel authorizations
- create/modify travel distributions
- create/modify travel advances
- create/modify travel vouchers
- create/modify travel summaries
- run travel preliminary/final run

Prerequisites:

None

Materials:

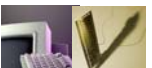
None

Costs:

None

COURSE: TRAV

This is an online course that can be taken anywhere, anytime.



SPAHRs Manage Contracts

Brief Course Description:



The SPAHRs Travel module is an automated, mainframe-based, centrally controlled enterprise resource system.

This course teaches students how to:

- request, approve, and track personal service contracts
- set up WINs for initiating payment to contract workers

Prerequisites:

None

Materials:

Students must print and bring to class

Costs:

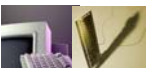
None

COURSE: DFACW//

Date & Time Info: August 16, 2010
1:00 PM to 4:30 PM

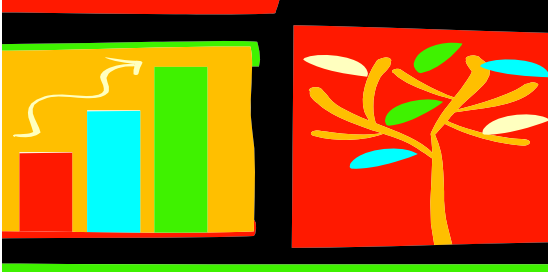
Location: Woolfolk Annex
501 North West Street,
Jackson, MS

Instructors: MMRS Training Staff



WebProcure Bid Solicitation

Brief Course Description:



WebProcure is a web-based application that handles the complete procure-to-pay life cycle for state vendors and buyers.

Prerequisites:

None

Materials:

Students must print and bring to class

Costs:

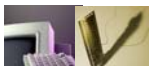
None

COURSE: DFAWEBBID/

Date & Time Info: Date to be determined
Time to be determined

Location: Woolfolk Annex
501 North West Street,
Jackson, MS

Instructors: MMRS Training Staff



WebProcure Order Management

Brief Course Description:



WebProcure is a web-based application that handles the complete procure-to-pay life cycle for state vendors and buyers.

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Prerequisites:

None

Materials:

Students must print and bring to class

Costs:

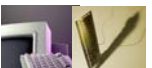
None

COURSE: DFAWEBORD

Date & Time Info: August 12, 2010
8:30 AM – 4:30 PM

Location: Woolfolk Annex
501 North West Street,
Jackson, MS

Instructors: MMRS Training Staff



MMRS Staff Information Presentation Web Tutorial

Brief Course Description:



This on-line course is a helpful tool for new employees of DFA/MMRS.

This online course teaches new DFA/MMRS employees how to:

- understand the purpose of DFA/MMRS
- gain knowledge of DFA's directors and organization lay-out
- gain knowledge of MMRS' statewide applications
- gain knowledge of our administrative databases and the information that the databases hold
- gain knowledge of state employee benefits
- gain knowledge of useful Web links
- gain knowledge of other general information

Prerequisites:

None

Materials:

None

Costs:

None

COURSE: STAFF

This online course is restricted to DFA/MMRS employees only.

