

**Important MMRS User Training Event Information
April 4, 2012**

To register for a class:

Users with an ACE ID: Go to the MELMS Student Center accessed via ACE.

Users without an ACE ID: Go to the MMRS website at: www.mmrs.state.ms.us. Click on Applications > MELMS > MELMS - Login without ACE access. Click on DFA Registration forms. Fax the completed copy of the MMRS Training Registration form to the MELMS Administrator at 601-359-6551.

Should you need assistance, contact us via email at MASH@dfa.ms.gov, or via the Call Center at 601-359-1343.

[MMRS Course Catalog](#)

Classes are not held for the following applications. Online reference materials are available by clicking on the links:

Title	Course Code	Description	Date	Time	Reference Materials
ACE	ACE	Access Channel for Employees	Not Provided	N/A	ACE
E-Payment	N/A	Electronic Payment	Not Provided	N/A	e-Payment
FMVIEW	N/A	FMVIEW Report and Print Management	Not Provided	N/A	FMVIEW
I2K	N/A	N/A	Not Provided	N/A	Replaced by NEOGOV
NEOGOV	N/A	N/A	Not Provided	N/A	See Mississippi State Personnel Board for NEOGOV Training Opportunities
SAAS Navigation	N/A	SAAS Navigation	Not Provided	N/A	SAAS Navigation
SPAHR Navigation	N/A	SPAHR Navigation	Not Provided	N/A	SPAHR Navigation

See below for available Training Events. Click on a link to view reference materials.

Title	Course Code	Description	Date	Time	Reference Material
Award/Contract Interface with MMRS Systems Applications	DFAAWARD	Advanced training for agency staff on how SPAHRS, SAAS, WebProcure, GENIE, and the Award/Contract Interface interact with each other due to changes made for Stimulus and Transparency. This class will explain the system changes and show agency staff how to process affected transactions successfully.	N/A	N/A	Stimulus 360 User Training Guide 5051 Notice of Award Contract Web Interface 5052 Non-SAAS Statewide Award/Contract Interface
MERLIN	DFAMERLIN	Introduction to MERLIN.net lab	N/A	N/A	4001 MERLIN.net Guide for New Users 4002 MERLIN.net Quick Reference Guide 4003 MERLIN.net SPAHRS Payroll and Travel Reports
	DFACOGNOS	Introduction to Impromptu	May 15, 2012	8:30 a.m. – 4:30 p.m.	4101 MERLIN Impromptu Overview 4102 MERLIN Standard Reports 4103 MERLIN Building an AD Hoc Report 4104 MERLIN Creating Prompts 4105 MERLIN Creating Filters 4106 MERLIN Addendums
PayMode					
	DFAEIP	PayMode Electronic Invoice Processing	N/A	N/A	5701 PayMode Payer Invoice Manage
	DFAEVD	PayMode SAAS Electronic Vendor (EV) Document Processing	N/A	N/A	5113 SAAS Accounts Payable Electronic Invoice

Title	Course Code	Description	Date	Time	Reference Material
Asset Management	DFAASSET	Asset Management (Protégé)	May 17, 2012	1:00 p.m. – 4:30 p.m.	None
	DFAFLEET	Fleet Management (Protégé) (Choose One)	May 17, 2012	8:30 a.m. – 12:00 noon	None
Title	Course Code	Description	Date	Time	Reference Materials
SAAS	DFAGRANTS	Grants Management Overview	N/A	N/A	Under Construction
	DFAEPS	SAAS Purchasing	May 1, 2012	8:30 a.m. – 4:30 p.m.	5004 SAAS Purchasing Transaction Job Aid 5114 Extended Purchasing
	DFAAP	Accounts Payable / Intergovernmental Transfer	May 2, 2012`	8:30 a.m. – 12:00 noon	5103 SAAS Accounts Payable Intergovernmental Transfer 5901 PV Document Referencing PO 5902 PV Document Without PO 5903 SAAS P Document Referencing Purchase Order
	DFABUD	SAAS Budget	N/A	N/A	5109 SAAS State Level Budget Doc & Tables 5112 SAAS Performance Measurement 5910 SAAS State Level Budgets 5911 SAAS FORG Agency Expense Budget Docs
	DFAREV	SAAS Revenue	May 2, 2012	1:00 p.m. – 4:30 p.m.	5105 Revenue Cash Receipts
	DFAJV	SAAS Journal Entry	N/A	N/A	5110 SAAS General Accounting

Title	Course Code	Description	Date	Time	Reference Materials
SPAHR					
	DFACW//	SPAHR Manage Contracts	May 9, 2012	8:30 a.m. – 12:00 noon	6013 Manage Contracts Menu Job Aid 6220 Manage Contracts Overview 6221 Manage Contracts Set Up Contract 6222 Manage Contracts Maintain Contracts 6223 Manage Contracts Table Maintenance 6224 Manage Contract Upload Independent Contracts to SPAHR 6225 Manage Contracts Set Up Independent Contract 6226 Manage Contracts Maintain Independent Contracts
	DFAHR	SPAHR Human Resources	May 8, 2012	8:30 a.m. – 12:00 noon	6201 Agency Overview 6204 Agency Maintain Sub Agency Use 6205 Agency Annual Control Functions 6206 Agency Maintain Agency and Master Agency 6210 Employment Overview 6211 Employment Hire an Employee 6212 Employment Maintain Employee Worker Info 6214 Employment Employee Compensation 6215 Employment Transfers and Separations 6216 Employment Performance Appraisals 6217 Employment Reports 6240 Position Overview 6242 Position Modify Position 6243 Position Program Budget and Financial Information 6244 Position Employee Profile PEP 6247 Position Reports 6256 SPAHR Selection Recruitment 6260 SPAHR Selection COE Process Agency
Title	Course Code	Description	Date	Time	Reference Material
SPAHR	DFACWLAB	SPAHR Manage Contracts Lab (Calculators Not Provided)	N/A	N/A	N/A
	DFAHLT/INS	State Health and Life Insurance Electronic Enrollment	N/A	N/A	Electronic Enrollment Instructions

	DFAPR	SPAHRs Payroll A to Z (1 ½ day class)	May 9, 2012 May10, 2012	1:00 p.m. – 4:30 p.m. 8:30 a.m. – 4:30 p.m.	6301 SPAHRs PR Calculate Pay 6302 SPAHRs PR GEN SAAS Account Distribution 6303 SPAHRs PR Remit Taxes and Deductions 6304 SPAHRs PR Distribute Pay 6307 SPAHRs PR Adjust Pay 6311 SPAHRs Maintain Employee Payroll Information 6321 SPAHRs PR Report Time Overview 6322 SPAHRs PR Report Time Schedules 6323 SPAHRs PR Report Time Leave 6324 SPAHRs PR Report Time Entry 6325 SPAHRs PR Report Time Miscellaneous 6327 SPAHRs PR Report Time, Reports, Uploads and Downloads 6328 SPAHRs PR Report Time – Work Cycles
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Title	Course Code	Description	Date	Time	Reference Material
	DFATR	SPAHRs Travel	May 8, 2012	1:00 p.m. – 4:30 p.m.	6331 SPAHRs Travel Overview and Browsers 6332 SPAHRs Travel Authorization 6333 SPAHRs Travel Account Distribution 6334 SPAHRs Travel Advance-PTE Request 6335 SPAHRs Travel Vouchers 6336 SPAHRs Travel Voucher Summary 6337 SPAHRs Travel Payroll Processing 6338 SPAHRs Travel Voucher Adjustment
Title	Course Code	Description	Date	Time	Reference Material
WebProcure					
	DFAWEBBID	WebProcure Bid Solicitation	N/A	N/A	Under Construction
	DFAWEBORD	WebProcure Order Management	May 3, 2012	8:30 a.m. – 12:00 noon	5851 WebProcure Order and Purchase Requisition Management 5852 WebProcure Purchase Order Management 5853 WebProcure Received Order 5854 WebProcure Close Purchase Order 5855 WebProcure Cancel Purchase Order 5856 WebProcure Approval Module
	DFAWEBP1	WebProcure P1 Contract Management	May 3, 2012	1:00 p.m. – 4:30 p.m.	5866 WebProcure P1 Contract

MMRS Call Center: 601-359-1343 E-Mail: MASH@dfa.ms.gov

ACE: <https://www.ms.gov/dfa/ace/W2EFTDispatcher>