STATE OF MISSISSIPPI
GOVERNOR PHIL BRYANT

DEPARTMENT OF FINANCE AND ADMINISTRATION

KEVIN J. UPCHURCH
EXECUTIVE DIRECTOR

M E M O R A N D U M

TO: State Agency Executive Directors

FROM: Kevin J. Upchurch
Executive Director

DATE: August 27, 2012

RE: SAAS/SPAHRS Instructions Related to Tropical Storm Isaac Transactions

In conjunction with the Governor's State of Emergency proclamation dated August 26, 2012, the Department of Finance and Administration (DFA) is providing instructions for reporting revenues and expenditures related to Tropical Storm Isaac. Detailed records and documentation should be maintained for all expenditures incurred related to the storm. **Strict adherence to the procedure(s) delineated herein is critical, so that proper recordkeeping of disaster funds can be accomplished at both the State and agency levels.**

On a statewide basis, SAAS reporting categories beginning with **IS** in the four-character field are to be designated for tracking Tropical Storm Isaac revenues and expenditures. Agencies may not use these letters for any other purpose in the reporting category field. Each agency will be responsible for establishing the reporting categories in SAAS. If your agency is not currently using the reporting category field, access to the security group "RPTG" must be requested before the reporting category can be established in the SAAS tables. The SAAS Security Profile Maintenance Form can be found at http://www.mmrs.state.ms.us/ and should be faxed to the MMRS Help Desk at (601) 359-6551 when completed.

Agencies may implement additional tracking measures by establishing multiple reporting categories utilizing the last two digits of the reporting category field as either a numeric or alphabetic character (e.g. IS01, IST1, IST2, ISTA, ISOP, etc.). In addition to the IS reporting category, other tracking features, such as Org, Activity, Project, etc., may be used as needed by agencies.

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The reporting category of IS must also be used when processing SPAHRS payroll or travel relating to Tropical Storm Isaac. Specific procedures regarding changing accounting distributions or overrides can be found at www.mmrs.state.ms.us under, **SPAHRS Report Time** and **SPAHRS Travel Distribution**.

If you have questions regarding establishing the reporting category, please contact MMRS MASH Help Desk at (601) 359-1343. For accounting questions, please contact Office of Fiscal Management at (601) 359-3538.

Agencies that receive federal and other special funds for disaster assistance should follow standard operating procedures regarding budget escalations. If you have questions regarding budgetary issues, please contact your DFA Budget Analyst at (601) 359-3927.

Thank you for your cooperation and assistance in this matter.

CC: State Agency Financial Officers